

**City of Ramsey**  
**Agenda**  
**Regular City Council**  
**Tuesday, January 8, 2019**  
**7:00 pm**  
**Council Chambers, 7550 Sunwood Drive NW**

- 1. Call to Order**
- 2. Presentation**
  1. Swearing-In Ceremony for Councilmember At-Large Chris Riley, Ward 1 Councilmember Nadine Heinrich and Ward 3 Councilmember Melody Shryock.
- 3. Citizen Input**
- 4. Consent Agenda**
  1. Receive November 2018 Financial Reports
  2. Consider Actions to Allow Outside Storage at 6316 Riverdale Drive NW (Project No. 18-155); Case of Rocky Mtn Investment, LLC
    1. Introduce Ordinance #19-01 to rezone property from R-1 Residential (MUSA) to E-1 Employment.
    2. Adopt Resolution #19-002 granting a Conditional Use Permit for outside storage as the principal use of the property.
    3. Adopt Resolution #19-003 approving a Comprehensive Plan Amendment to reguide property from Low Density Residential to Business Park.
  3. Approve the Following Meeting Minutes:
    1. City Council Work Session dated 11/27/2018
    2. City Council Regular dated 11/27/2018
    3. City Council Work Session dated 12/11/2018
    4. City Council Regular dated 12/11/2018
  4. Approve Licenses.
  5. Approval of Tuition Reimbursement
  6. Adopt Resolution #19-009 Approving the City of Ramsey 2020 Budget Calendar
  7. Adopt Resolution #19-021 Adopting 2019 Enterprise Fund Budgets
  8. Adopt Resolution #19-016 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of December 6, 2018 through December 28, 2018

9. Adopt Resolution #19-019 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of December 29, 2018 through January 2, 2019
10. Adopt Resolution #19-013 Authorizing Final Payment to North Valley, Inc. for Improvement Project 17-01, Alpine Drive Reconstruction.
11. Adopt Resolution #19-014 Authorizing Final Payment to North Valley, Inc. for Improvement Project 17-00, Sunwood Drive Reconstruction.
12. Adopt Resolution #19-015 Approving an Extension of Cleanup and Code Enforcement Actions at 17290 Germanium St NW
13. Adopt Resolution #19-020 to Accept the City Administrator's Annual Performance Evaluation
14. Adopt Resolution #19-017 to Hire Paid-on-call Firefighters
15. Adopt Resolution #19-004 Hiring Temporary Ice Rink Attendants
16. Report from Public Works Committee  
 The Public Works Committee held its regular meeting on December 18, 2018 and discussed the following cases:
  1. Highway 47 Landscaping Project: Ratify the recommendation of the Public Works Committee to approve the staff recommendation and forward Resolution #19-011 to the full Council for consideration.
  2. Consider Recommendation to City Council to Accept Petition Opposing Improvement Project #19-02, Brookview Estates Street Reconstructions: Ratify the recommendation of the Public Works Committee to accept the petition as valid and direct staff to mail letters to all benefiting property owners to clearly define the project, ramifications of signing the petition and options to withdraw their signature if desired.
  3. Review Drainage Concerns at 17290 Germanium Street NW: Ratify the consensus of the Committee and Mr. Aberle for Mr. Thomsen to complete the driveway improvements including grading and two eight-inch culverts, and for Staff to collect topographic data along Mr. Aberle's west property line and around and adjacent to his garage and driveway.
  4. Consider Request to Modify Traffic Control at Bunker Lake Boulevard, Puma Street and Rabbit Street Intersection: Ratify the consensus of the Committee to leave the stop signs as is for the time being.

Staff Updates on Improvement Projects and Items of Interest: City Engineer Westby noted that the January Public Works Committee meeting has been canceled as there is a conflict with the road funding open house on January 15, 2019.

5. **Approve Agenda**
6. **Public Hearing**
7. **Council Business**

1. Adopt Resolution #19-001 for 2019 Council Organization; Resolution #19-006 Designating Financial Institutions as Official Depositories of City Funds for 2019; Resolution #19-007 Authorizing Signatures for Financial Transactions and Resolution #19-008 Designating Bank of the West as Official Financial Institution for the City of Ramsey Banking Services for the Year of 2019
2. Adopt Resolution #19-012 Accepting Petition Opposing Brookview Estates Street Reconstructions, Improvement Project #19-02
3. Adopt Resolution #19-010 to Promote a Community Service Officer to Patrol Officer Filling the Current Vacancy
4. Adopt Resolution #19-022 to Hire a Part-time Recreation Specialist
5. Adopt Resolution #19-018 to Hire a Full-time Firefighter / Fire Inspector
6. Adopt Resolution #19-023 Approving Proposed Policy Changes for Code Enforcement Program
8. **Mayor/Council/Staff Input**
9. **Adjournment**

Meeting Date: 01/08/2019

---

**Information**

**Title:**

Swearing-In Ceremony for Councilmember At-Large Chris Riley, Ward 1 Councilmember Nadine Heinrich and Ward 3 Councilmember Melody Shryock.

**Purpose/Background:**

Background: In the November 6, 2018 Election the following Councilmembers were elected to 4-year terms: Councilmember At-Large Chris Riley, Councilmember Ward 1 Nadine Heinrich and Councilmember Ward 3 Melody Shryock. The aforementioned Councilmembers were officially sworn-in previously in order to allow them to perform their official duties; however, the ceremonial swearing-in will be conducted this evening.

---

**Attachments**

*No file(s) attached.*

---

**Form Review**

**Inbox**

Colleen Lasher (Originator)  
Jo Thieling  
Kurt Ulrich  
Form Started By: Colleen Lasher  
Final Approval Date: 01/03/2019

**Reviewed By**

Colleen Lasher  
Jo Thieling  
Kurt Ulrich

**Date**

01/03/2019 03:04 PM  
01/03/2019 03:33 PM  
01/03/2019 03:50 PM  
Started On: 01/02/2019 08:43 AM

**CC Regular Session**

**4. 1.**

**Meeting Date:** 01/08/2019

**By:** Diana Lund, Finance

---

**Information**

**Title**

Receive November 2018 Financial Reports

**Purpose/Background:**

Purpose: Receive October 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**

November 2018 General Fund Financial Report - Budget to Actual

November 2018 Enterprise Funds Financial Reports - Budget to Actual

---

**Form Review**

**Inbox**

Kurt Ulrich

Form Started By: Diana Lund

Final Approval Date: 01/03/2019

**Reviewed By**

Kurt Ulrich

**Date**

01/03/2019 02:18 PM

Started On: 12/15/2018 02:41 PM

**CITY OF RAMSEY  
FINANCIAL STATEMENT**



**JANUARY 1, 2018 THROUGH PERIOD ENDING: November 30, 2018**

**GENERAL FUND EXPENDITURES  
- BY DEPARTMENT -**

Dept	-CURRENT YEAR ADOPTED BUDGET-	CURRENT YTD GENERAL LEDGER
Admin	2,077,782.00	1,696,086.29
Com Dev	928,529.00	905,730.67
Contingency	176,455.00	61,853.00
Council	151,651.00	122,331.81
Finance	492,154.00	560,766.16
Fire	1,005,890.00	861,229.62
Legal	128,400.00	98,443.32
Police	3,517,438.00	3,059,842.39
Public Works	3,644,985.00	3,247,852.72
<b>Grand Total</b>	<b>12,123,284.00</b>	<b>10,614,135.98</b>

**GENERAL FUND EXPENDITURES  
- BY CATEGORY -**

Category	-CURRENT YEAR ADOPTED BUDGET-	-CURRENT YTD GENERAL LEDGER-
Capital Outlay	710,510.00	662,496.77
Debt Service	119,455.00	61,853.00
Other Services & Charges	2,716,162.00	2,024,358.35
Personal Services	7,728,382.00	6,365,711.87
Supplies	848,775.00	592,333.21
<b>Grand Total</b>	<b>12,123,284.00</b>	<b>9,706,753.20</b>

**GENERAL FUND REVENUES  
- BY CATEGORY -**

Category	-CURRENT YEAR ADOPTED BUDGET-	-CURRENT YTD GENERAL LEDGER-
Taxes	9,400,242.00	5,039,576.63
Charges for Services	710,244.00	647,733.58
Business Licenses/Permits	33,750.00	62,769.82
Fines and Forfeits	68,700.00	33,581.34
Federal Intergovernmental	8,000.00	-
State Intergovernmental	351,750.00	381,865.79
Interest	70,000.00	-
Miscellaneous	31,000.00	19,601.75
Non-Business Licenses/Permits	479,000.00	843,472.03
Transfers in	970,598.00	237,500.00
<b>Grand Total</b>	<b>12,123,284.00</b>	<b>7,266,100.94</b>

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

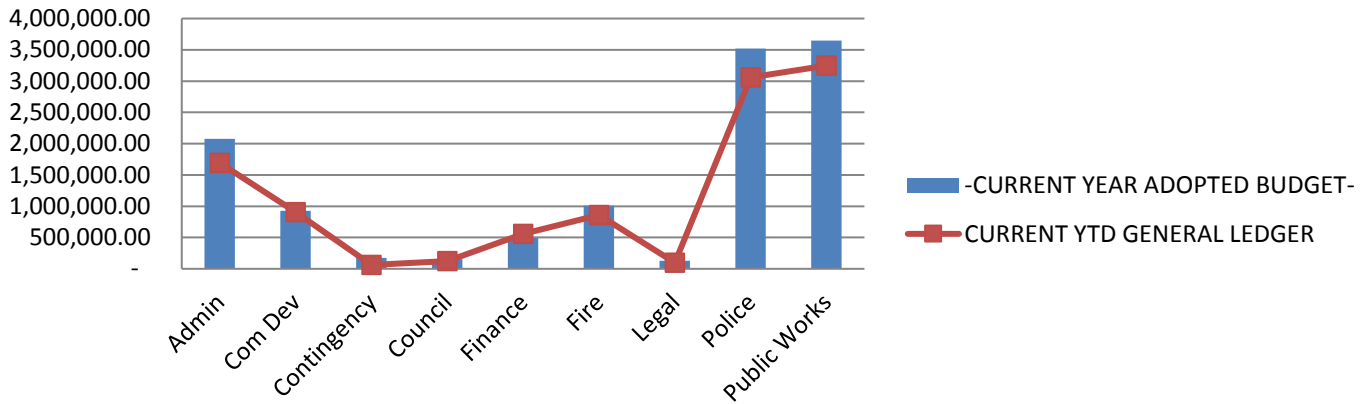
PREPARED BY: FINANCE DEPARTMENT

# CITY OF RAMSEY FINANCIAL STATEMENT

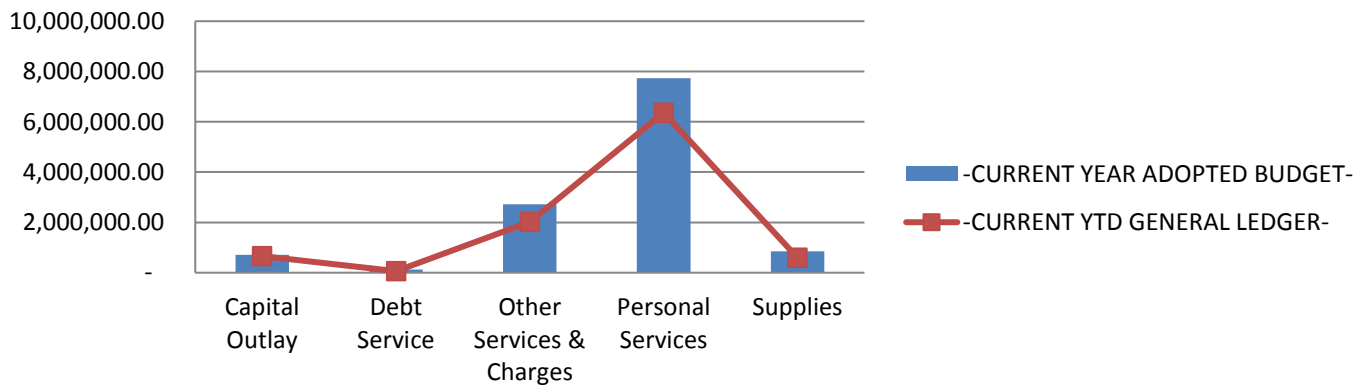


JANUARY 1, 2018 THROUGH PERIOD ENDING: November 30, 2018

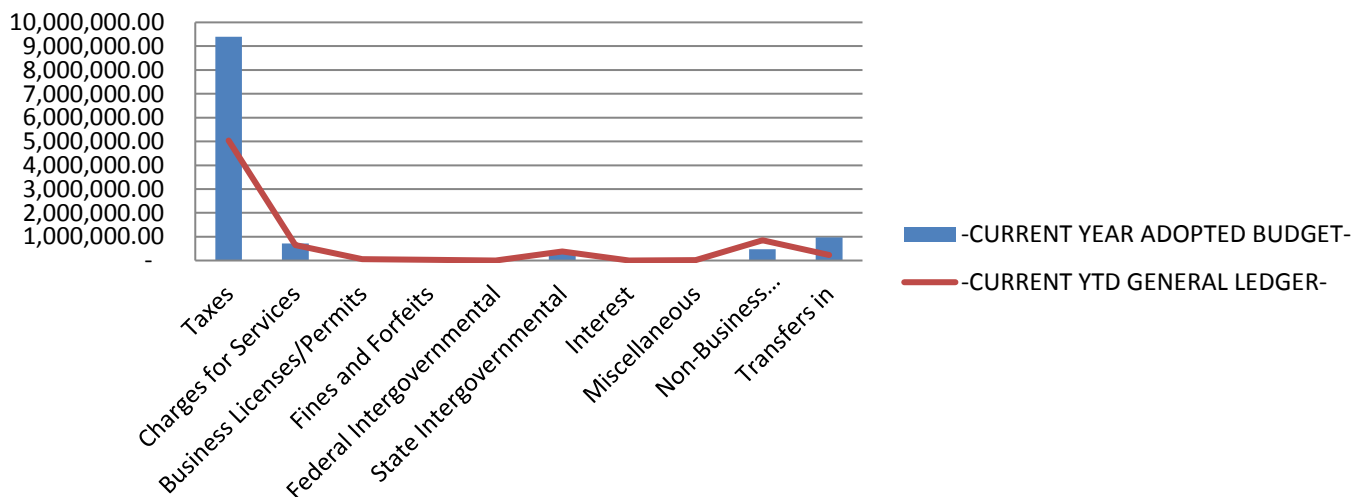
## GENERAL FUND EXPENDITURES - BY DEPARTMENT



## 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**

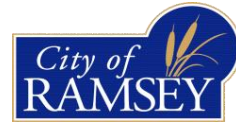


**JANUARY 1, 2018 THROUGH PERIOD ENDING: November 30, 2018**

<b>REVENUES</b>				
<b>BUSINESS UNIT</b>	<b>9601</b>	<b>WATER UTILITY</b>		
<b>GENERAL LEDGER ACCOUNT</b>	<b>CURRENT YEAR REQUESTED BUDGET</b>	<b>CURRENT YTD GENERAL LEDGER</b>	<b>-% of Budget-</b>	
4140 CREDIT CARD PROCESSING FEES	(12,000.00)	(9,622.33)	80.19%	
4609 OTHER MISCELLANEOUS REVENUES	62,000.00	62,173.13	100.28%	
4651 WATER REVENUE		4,278.91	0.00%	
4652 WATER SALES - RESIDENTIAL	1,120,202.00	1,223,187.32	109.19%	
4653 WATER SALES-COMMERCIAL	653,131.00	660,522.58	101.13%	
4654 WATER PENALTIES	35,859.00	32,737.09	91.29%	
4655 WATER METER INSTALLATION	15,000.00	16,940.00	112.93%	
4656 WATER METERS	32,000.00	40,933.00	127.92%	
4657 CONNECTION/RECONNECTION FEES	500.00	(100.00)	-20.00%	
4701 INTEREST ON INVESTMENTS	120,000.00	-	0.00%	
4702 MISCELLANEOUS INTEREST	-	8,891.23	0.00%	
4606 DEVELOPER FEES (WAC)		1,033,571.00	0.00%	
4601 MISCELLANEOUS REVENUE		2,290.24	0.00%	
<b>Grand Total</b>	<b>2,026,692.00</b>	<b>3,075,802.17</b>		

<b>EXPENSES</b>				
<b>BUSINESS UNIT</b>	<b>9601</b>	<b>WATER UTILITY</b>		
<b>GENERAL LEDGER ACCOUNT</b>	<b>CURRENT YEAR REQUESTED BUDGET</b>	<b>CURRENT YTD GENERAL LEDGER</b>	<b>-% of Budget-</b>	
6102 F.T. REGULAR-WAGES & SALARIES	236,198.00	151,383.19	64.09%	
6103 FULL TIME-REGULAR-OVERTIME	13,500.00	12,741.68	94.38%	
6105 TEMPORARY-WAGES & SALARIES	17,066.00	7,684.68	45.03%	
6121 PERA CONTRIBUTIONS	47,422.00	13,227.31	27.89%	
6122 FICA/MEDICARE CONTRIBUTIONS	19,523.00	14,130.75	72.38%	
6131 GROUP INSURANCE	33,177.00	22,124.30	66.69%	
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	3,412.41	136.50%	
6225 DIESEL FUEL	4,000.00	3,767.43	94.19%	
6229 SHOP MATERIALS	500.00	165.25	33.05%	
6231 UNIFORMS & TURN-OUT GEAR	2,900.00	2,620.83	90.37%	
6249 MISCELLANEOUS OPERATING SUPPLY	18,000.00	13,034.01	72.41%	
6257 OTHER VEHICLE PARTS	7,000.00	3,449.33	49.28%	
6273 UTILITY SYSTEM MAINT SUPPLIES	75,000.00	71,086.58	94.78%	
6281 SMALL TOOLS & MINOR EQUIPMENT	6,000.00	4,469.64	74.49%	
6292 WATER METERS FOR RESALE	55,000.00	58,224.52	105.86%	
6315 MISCELLANEOUS PROFESSIONAL SER	150,000.00	97,817.00	65.21%	
6322 POSTAGE	2,600.00	734.70	28.26%	
6323 CELLULAR PHONES	2,900.00	2,610.24	90.01%	
6335 TRAINING	1,500.00	768.00	51.20%	
6352 GENERAL NOTICE & PUBLIC INFOR	300.00	172.00	57.33%	
6361 GENERAL LIABILITY/PROPERTY INS	28,000.00	-	0.00%	
6371 ELECTRIC UTILITIES	125,000.00	119,053.57	95.24%	
6373 GAS	3,000.00	1,722.96	57.43%	
6374 REFUSE/RECYCLING	700.00	792.59	113.23%	
6381 BUILDING & STRUCTURE REPAIR	3,000.00	2,629.61	87.65%	
6439 OTHER MISCELLANEOUS	58,000.00	-	0.00%	
6451 MEMBERSHIP DUES	500.00	1,240.00	248.00%	
6489 OTHER CONTRACTED SERVICES	74,000.00	53,342.78	72.08%	
6550 MOTOR VEHICLES		7,744.00	0.00%	
6722 DEPRECIATION	750,000.00	-	0.00%	
6820 OPERATING TRANSFERS TO OTHER F	41,000.00	41,000.00	100.00%	
<b>Grand Total</b>	<b>1,788,046.00</b>	<b>711,171.84</b>		

**CITY OF RAMSEY  
FINANCIAL STATEMENT**

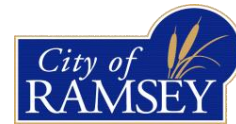


**JANUARY 1, 2018 THROUGH PERIOD ENDING: November 30, 2018**

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

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**



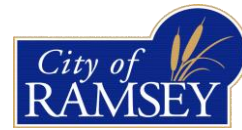
JANUARY 1, 2018 THROUGH PERIOD ENDING: November 30, 2018

<b>REVENUES</b>				
<b>BUSINESS UNIT</b>	<b>9602</b>	<b>SEWER UTILITY</b>		
<b>GENERAL LEDGER ACCOUNT</b>	<b>CURRENT YEAR REQUESTED BUDGET</b>	<b>CURRENT YTD GENERAL LEDGER</b>	<b>-% of Budget-</b>	
4140 CREDIT CARD PROCESSING FEES	(11,000.00)	(8,588.72)	78.08%	
4356 SEWER AVAILABILITY CHARGE-ADM	3,000.00	7,703.50	256.78%	
4609 OTHER MISCELLANEOUS REVENUES	5,000.00	-	0.00%	
4661 RESIDENTIAL-SEWER CHARGES	1,161,216.00	903,980.08	77.85%	
4662 COMMERCIAL-SEWER CHARGES	360,000.00	276,738.78	76.87%	
4663 SEWER PENALTIES	42,030.00	27,752.94	66.03%	
4701 INTEREST ON INVESTMENTS	80,000.00	-	0.00%	
4702 MISCELLANEOUS INTEREST	15,581.00	-	0.00%	
4606 DEVELOPER FEES (WAC)	2,000.00	433,806.00	21690.30%	
4601 MISCELLANEOUS REVENUE	-	2,290.27	0.00%	
<b>Grand Total</b>	<b>1,657,827.00</b>	<b>1,643,682.85</b>		

<b>EXPENSES</b>				
<b>BUSINESS UNIT</b>	<b>9602</b>	<b>SEWER UTILITY</b>		
<b>GENERAL LEDGER ACCOUNT</b>	<b>CURRENT YEAR REQUESTED BUDGET</b>	<b>CURRENT YTD GENERAL LEDGER</b>	<b>-% of Budget-</b>	
6102 F.T. REGULAR-WAGES & SALARIES	155,382.00	63,839.91	41.09%	
6103 FULL TIME-REGULAR-OVERTIME	-	784.65	0.00%	
6105 TEMPORARY-WAGES & SALARIES	-	8,288.34	0.00%	
6121 PERA CONTRIBUTIONS	24,361.00	5,510.91	22.62%	
6122 FICA/MEDICARE CONTRIBUTIONS	11,988.00	5,803.29	48.41%	
6131 GROUP INSURANCE	11,396.00	-	0.00%	
6133 WORKERS COMP INSURANCE PREMIUM	5,013.00	-	0.00%	
6223 GASOLINE	3,500.00	3,099.20	88.55%	
6225 DIESEL FUEL	2,500.00	1,460.82	58.43%	
6249 MISCELLANEOUS OPERATING SUPPLY	17,000.00	2,780.41	16.36%	
6275 OTHER EQUIPMENT PARTS	5,000.00	2,078.35	41.57%	
6281 SMALL TOOLS & MINOR EQUIPMENT	-	319.00	0.00%	
6315 MISCELLANEOUS PROFESSIONAL SER	70,000.00	12,882.80	18.40%	
6335 TRAINING	1,500.00	1,216.00	81.07%	
6361 GENERAL LIABILITY/PROPERTY INS	18,540.00	-	0.00%	
6371 ELECTRIC UTILITIES	17,000.00	9,784.93	57.56%	
6373 GAS	3,000.00	1,337.32	44.58%	
6374 REFUSE/RECYCLING	700.00	792.60	113.23%	
6377 SEWER SERVICE CHARGE	757,216.00	757,215.48	100.00%	
6489 OTHER CONTRACTED SERVICES	24,000.00	10,417.16	43.40%	
6722 DEPRECIATION	510,000.00	-	0.00%	
6820 OPERATING TRANSFERS TO OTHER F	35,000.00	35,000.00	100.00%	
<b>Grand Total</b>	<b>1,673,096.00</b>	<b>922,611.17</b>		

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**



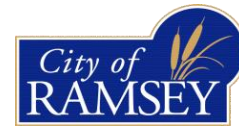
JANUARY 1, 2018 THROUGH PERIOD ENDING: November 30, 2018

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)	(2,627.66)	105.11%	
4681 CHARGES FOR STREET LIGHTS	146,800.00	113,597.55	77.38%	
4683 STREET LIGHTING PENALTIES	6,968.00	4,499.34	64.57%	
4701 INTEREST ON INVESTMENTS	10,000.00	-	0.00%	
4684 PRIORITY STREET LIGHT	50,680.00	38,535.18	76.04%	
<b>Grand Total</b>	<b>211,948.00</b>	<b>154,004.41</b>		

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	97,617.83	75.09%	
6489 OTHER CONTRACTED SERVICES	14,000.00	10,609.30	75.78%	
6722 DEPRECIATION	46,000.00	-	0.00%	
6820 OPERATING TRANSFERS TO OTHER F	20,000.00	20,000.00	100.00%	
<b>Grand Total</b>	<b>210,000.00</b>	<b>128,227.13</b>		

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

**CITY OF RAMSEY  
FINANCIAL STATEMENT**



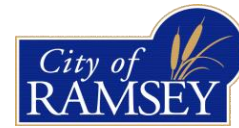
JANUARY 1, 2018 THROUGH PERIOD ENDING: November 30, 2018

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)	(3,046.42)	101.55%	
4287 OTHER LOCAL GOVERNMENT GRANTS	69,000.00	30,866.07	44.73%	
4609 OTHER MISCELLANEOUS REVENUES	-	3,092.94	0.00%	
4671 RECYCLING CHARGES	302,000.00	232,852.88	77.10%	
4672 RECYCLING PENALTIES	8,000.00	6,575.39	82.19%	
4701 INTEREST ON INVESTMENTS	2,000.00	-	0.00%	
<b>Grand Total</b>	<b>378,000.00</b>	<b>270,340.86</b>		

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	12,775.95	61.11%	
6103 FULL TIME-REGULAR-OVERTIME	-	1,161.54	0.00%	
6104 PART TIME-WAGES & SALARIES	7,280.00	-	0.00%	
6105 TEMPORARY-WAGES & SALARIES	-	70.00	0.00%	
6121 PERA CONTRIBUTIONS	2,114.00	1,045.23	49.44%	
6122 FICA/MEDICARE CONTRIBUTIONS	2,165.00	947.96	43.79%	
6131 GROUP INSURANCE	2,359.00	-	0.00%	
6133 WORKERS COMP INSURANCE PREMIUM	223.00	-	0.00%	
6249 MISCELLANEOUS OPERATING SUPPLY	25,000.00	27,636.15	110.54%	
6322 POSTAGE	400.00	218.70	54.68%	
6489 OTHER CONTRACTED SERVICES	316,000.00	292,480.04	92.56%	
6820 OPERATING TRANSFERS TO OTHER F	11,500.00	11,500.00	100.00%	
<b>Grand Total</b>	<b>387,947.00</b>	<b>347,835.57</b>		

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**

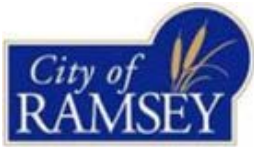


JANUARY 1, 2018 THROUGH PERIOD ENDING: November 30, 2018

<b>REVENUES</b>				
<b>BUSINESS UNIT</b>	<b>9605</b>	<b>STORM WATER UTILITY</b>		
<b>GENERAL LEDGER ACCOUNT</b>	<b>CURRENT YEAR REQUESTED BUDGET</b>	<b>CURRENT YTD GENERAL LEDGER</b>	<b>-% of Budget-</b>	
4140 CREDIT CARD PROCESSING FEES	(4,200.00)	(4,491.31)	106.94%	
4693 STORM WATER-RESIDENTIAL	511,920.00	390,727.75	76.33%	
4694 STORM WATER-COMMERCIAL	503,064.00	393,110.03	78.14%	
4695 STORM WATER-PENALTIES	18,427.00	15,741.55	85.43%	
4701 INTEREST ON INVESTMENTS	10,000.00	-	0.00%	
<b>Grand Total</b>	<b>1,039,211.00</b>	<b>795,088.02</b>		

<b>EXPENSES</b>				
<b>BUSINESS UNIT</b>	<b>9605</b>	<b>STORM WATER UTILITY</b>		
<b>GENERAL LEDGER ACCOUNT</b>	<b>CURRENT YEAR REQUESTED BUDGET</b>	<b>CURRENT YTD GENERAL LEDGER</b>	<b>-% of Budget-</b>	
6102 F.T. REGULAR-WAGES & SALARIES	128,566.00	28,846.59	22.44%	
6105 TEMPORARY-WAGES & SALARIES	-	1,396.05	0.00%	
6121 PERA CONTRIBUTIONS	24,350.00	2,268.27	9.32%	
6122 FICA/MEDICARE CONTRIBUTIONS	9,863.00	2,313.30	23.45%	
6131 GROUP INSURANCE	17,121.00	-	0.00%	
6133 WORKERS COMP INSURANCE PREMIUM	4,146.00	-	0.00%	
6223 GASOLINE	100.00	-	0.00%	
<b>6225 DIESEL FUEL</b>	<b>4,500.00</b>	<b>4,471.92</b>	<b>99.38%</b>	
6249 MISCELLANEOUS OPERATING SUPPLY	10,000.00	2,353.23	23.53%	
6257 OTHER VEHICLE PARTS	9,000.00	4,993.17	55.48%	
6315 MISCELLANEOUS PROFESSIONAL SER	60,000.00	12,539.75	20.90%	
6361 GENERAL LIABILITY/PROPERTY INS	8,000.00	-	0.00%	
6371 ELECTRIC UTILITIES	2,500.00	2,079.17	83.17%	
6373 GAS	2,500.00	1,117.58	44.70%	
<b>6374 REFUSE/RECYCLING</b>	<b>700.00</b>	<b>792.55</b>	<b>113.22%</b>	
<b>6451 MEMBERSHIP DUES</b>	<b>20,000.00</b>	<b>19,960.00</b>	<b>99.80%</b>	
6489 OTHER CONTRACTED SERVICES	40,000.00	10,400.07	26.00%	
6722 DEPRECIATION	325,000.00	-	0.00%	
6820 OPERATING TRANSFERS TO OTHER F	30,000.00	30,000.00	100.00%	
<b>Grand Total</b>	<b>696,346.00</b>	<b>123,531.65</b>		

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.



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

**CC Regular Session**

**4. 2.**

**Meeting Date:** 01/08/2019

**By:** Chris Anderson, Community  
Development

---

**Information**

**Title:**

Consider Actions to Allow Outside Storage at 6316 Riverdale Drive NW (Project No. 18-155); Case of Rocky Mtn Investment, LLC

1. Introduce Ordinance #19-01 to rezone property from R-1 Residential (MUSA) to E-1 Employment.
2. Adopt Resolution #19-002 granting a Conditional Use Permit for outside storage as the principal use of the property.
3. Adopt Resolution #19-003 approving a Comprehensive Plan Amendment to reguide property from Low Density Residential to Business Park.

**Purpose/Background:**

This case was reviewed by the City Council on November 13, 2018. This case is to bring back the case for approval per direction of the City Council. Final action will occur in adopting the ordinance and an upcoming meeting.

The Planning Commission reviewed a request for a Zoning Amendment related to the parcel generally known as 6316 Riverdale Dr NW (the "Subject Property") at their November 1, 2018 meeting and recommended that the zoning remain R-1 Residential (MUSA). The request was subsequently reviewed by the City Council on November 13, 2018 and the City Council directed Staff to prepare an Ordinance to proceed with amending the zoning from R-1 Residential (MUSA) to E-1 Employment. The City Council acknowledged the concerns initially identified by Staff and the Planning Commission but also considered the realistic viability of a single family home being constructed on the Subject Property.

In addition to the Zoning Amendment, the City Council also directed Staff to proceed with preparing a case for consideration by the Planning Commission for a Conditional Use Permit to allow outside storage as a principal use on the Subject Property and a Variance to reduce the required setback of outside storage from adjacent residential properties. Ultimately, a Comprehensive Plan Amendment to re-guide the Subject Property from Low Density Residential to Business Park will also be necessary.

The Planning Commission again reviewed the request to rezone the Subject Property at their December 6, 2018 meeting. They also contemplated both a variance to setbacks for outdoor storage adjacent to residentially zoned property and a Conditional Use Permit to allow outdoor storage as the principal use on the Subject Property.

**Notification:**

Staff attempted to notify all property owners within 350 feet of the Subject Property of the requested Variance and Conditional Use Permit via standard U.S. mail and published the Notice of Public Hearing in the Anoka County UnionHerald. This same process was previously utilized to notify all property owners within 350 feet of the Subject Property of the requested Zoning Amendment.

### **Observations/Alternatives:**

#### **General Background**

The Subject Property is zoned R-1 Residential (MUSA). The properties to the west, south and southeast are also zoned R-1 Residential (MUSA) while the properties to the east and north (across Riverdale Drive) are zoned E-1 Employment. The Subject Property is 0.25 acres in size and is currently vacant with the exception of an existing chain link fence.

#### **Zoning Amendment**

The Applicant is seeking this Zoning Amendment to accommodate a potential sale of the Subject Property to Country Side Services of Minnesota, Inc., who desires to utilize it for outdoor storage. Outdoor storage is not permitted in the R-1 Residential District. In the E-1 Employment District, outdoor storage as an accessory use of a property is permitted; however, as the principal use, it would require a Conditional Use Permit.

The City Council reviewed the request for the Zoning Amendment at their November 13, 2018 meeting. Council direction to City Staff was to proceed with preparing an ordinance to rezone the Subject Property to E-1 Employment. It was noted that this was not necessarily a desirable parcel for a residential home. Additionally, the Subject Property has historically been classified for tax purposes as Commercial/Industrial. As a transitional parcel between existing residential and existing industrial parcels, the City Council was supportive of the Zoning Amendment if there were additional measures that could help with the transition between uses, such as screening and landscaping.

The Planning Commission again reviewed this request on December 6, 2018. After considering feedback from the City Council as well as connecting directly with several adjacent property owners, which had no objection to the request, the Planning Commission supported the requested Zoning Amendment.

#### **Comprehensive Plan Amendment**

Both the 2010 Comprehensive Plan and the draft 2040 Comprehensive Plan guide the Subject Property as Low Density Residential. In order to ensure that both the Zoning Map and Future Land Use Map are compatible, a Comprehensive Plan Amendment will need to be processed to re-guide the Subject Property to Business Park.

#### **Conditional Use Permit**

As part of the Council's initial review, Staff was directed to initiate the process for a Conditional Use Permit for outdoor storage as the principal use on the Subject Property, which, in the E-1 Employment District, is identified as a Conditional Use. Country Side Services of Minnesota, Inc. ("Country Side") has stated that they will install an asphalt entrance (driveway) and pave much of the Subject Property, including installation of curb and gutter as well. They have requested permission to utilize recycled asphalt millings on a portion of the Subject Property, where unloading of heavy equipment and track equipment would occur, to avoid damage to a paved surface. This would meet the requirement for a surface to control dust. A grading and paving plan will need to be provided for review and approval by the City.

As previously noted, there is an existing chain link fence around the perimeter of the Subject Property. Country Side has agreed to install a mesh fabric material to the fence that provides some screening from the adjacent residential parcels to the south and west. There is some existing trees/shrubs/vegetation along the southern lot line that provides some screening; however, Country Side has agreed to further enhancements to screening with additional plantings along the western and possibly southern boundaries for screening/buffering of the outdoor storage. A Landscape Plan will need to be provided for review and approval by the City to ensure adequate plantings are proposed.

#### **Variance**

As part of the Council's review, Staff was also directed to initiate the process for consideration of a variance

regarding setbacks for outdoor storage when adjacent to residential parcels. The Applicant has requested a setback of ten (10) feet from all property boundaries. Due to the limited size of the Subject Property, a reduced setback would allow Country Side to maximize their use of the property.

The proposed paving and curb/gutter improvements would assist with demarking the area where outdoor storage would be permitted. Additionally, the proposed landscaping and mesh fabric material affixed to the chain link fence will provide greater screening for the adjacent residential properties. The reduced setback still provides sufficient space for plantings to be installed and grow, while also reserving enough area to create a depression that can help infiltrate stormwater runoff.

At their December 6, 2018 meeting, the Planning Commission approved a variance to allow a setback of ten (10) feet for outdoor storage adjacent to residentially zoned properties, contingent upon the Zoning Amendment being approved. At least one Commissioner stated a preference for cyclone fencing (plastic slats inserted into chain link fencing) rather than the mesh fabric material recommended by Staff. However, that preference was not a part of the formal motion for approval of the variance and Staff still stands by its recommendation for use of the mesh fabric for enhanced screening.

### **Alternatives**

Alternative 1: Motion to introduce Ordinance #19-01 to rezone the Subject Property to E-1 Employment and to approve Resolutions #19-002 and #19-003, granting a Conditional Use Permit to allow outdoor storage as the principal use of the Subject Property and regarding the Subject Property to Business Park, respectively.

Alternative 2: Motion to introduce Ordinance #19-01 to rezone the Subject Property to E-1 Employment and to approve Resolutions #19-002 and #19-003 with modifications, granting a Conditional Use Permit to allow outdoor storage as the principal use of the Subject Property and regarding the Subject Property to Business Park, respectively. This alternative would be based on discussion. If the City Council determines additional conditions are warranted, they could be added to the Conditional Use Permit prior to its adoption.

Alternative 3: Motion to deny the requested Zoning Amendment, Comprehensive Plan Amendment, and Conditional Use Permit.

### **Funding Source:**

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

### **Recommendation:**

The Planning Commission recommends adoption of Ordinance #19-01 and approval of Resolution #19-002, which respectively would rezone the Subject Property to E-1 Employment and would grant a Conditional Use Permit to allow outdoor storage as the principal use of the Subject Property. By recommending approval of the Zoning Amendment, that by default lends support to the Comprehensive Plan Amendment to rezone the Subject Property from Low Density Residential to Business Park as well.

### **Action:**

Motion to introduce Ordinance #19-01 rezoning the Subject Property to E-1 Employment and to approve Resolutions #19-002 and #19-003, granting a Conditional Use Permit to allow outdoor storage as the principal use on the Subject Property and approving a Comprehensive Plan Amendment to rezone the Subject Property to Business Park, respectively.

---

## **Attachments**

Site Location Map

Applications

Country Side's Summary of Proposed Use

City Council Meeting Minutes Dated November 13, 2018

DRAFT Planning Commission Meeting Minutes Dated December 6, 2018

Photos of Subject Property

Ordinance #19-01: Zoning Amendment

Resolution #19-002: Draft Conditional Use Permit

Resolution #19-003: Comprehensive Plan Amendment

Applicant's Sketch of Proposed Improvements

---

### Form Review

**Inbox**

Tim Gladhill

Kurt Ulrich

Form Started By: Chris Anderson

Final Approval Date: 01/03/2019

**Reviewed By**

Tim Gladhill

Kurt Ulrich

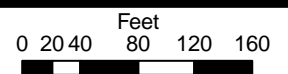
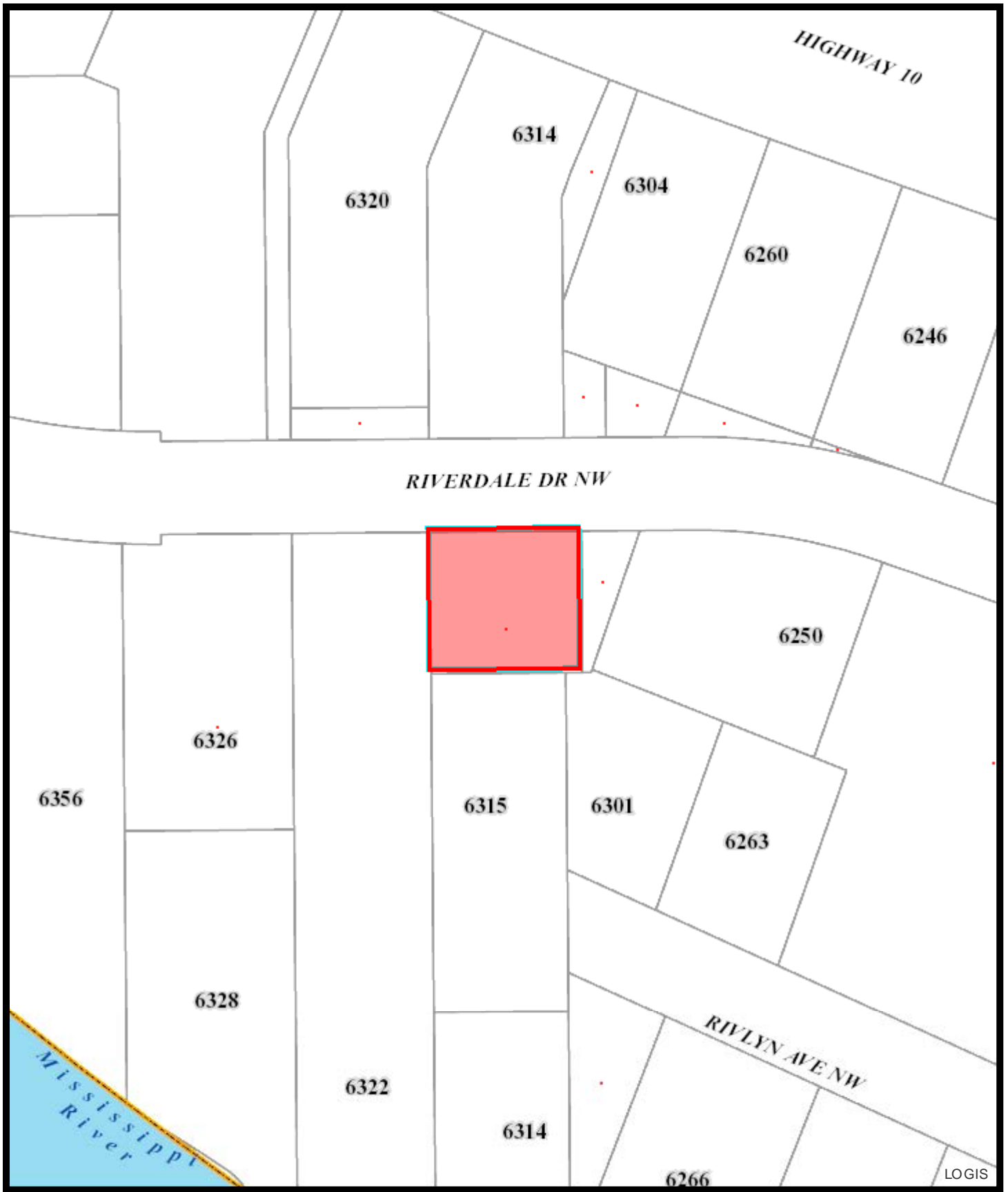
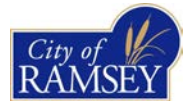
**Date**

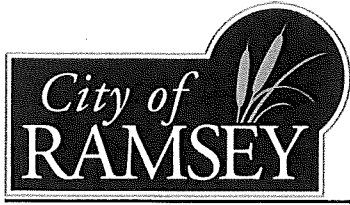
01/03/2019 03:13 PM

01/03/2019 03:44 PM

Started On: 12/10/2018 08:54 AM

# Site Location Map





RECEIVED  
 SEP 21 2018  
 BY: \_\_\_\_\_

**Land Use Application**

18-155

<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 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.

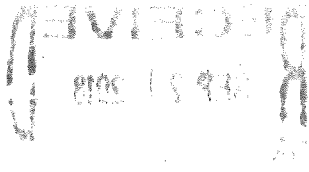
Name:	Gregory Dahlholmer		
Street Address:	17224 172nd AVE SE		
City, State, ZIP:	Big Lake MN 55309		
Home Phone:	763 263 1736	Work Phone:	763 295 3347
Email:		Fax Number:	763 295 4947
Name of Business (if applicable):	Rocky MTN INVESTMENT LLC		
Business Address (if applicable)	PO BOX 336		
Business City, State, ZIP	Monticello MN 55362		
Business Phone:	763 295 3347	Business Fax:	763 295 4947

**Subject Property Information**

(Location of Application)

Address	Riverdale Dr NW
PIN	35-32-25 32-0062 R00L
Legal Description	see attached
Zoning District	

Contact the Planning Division at 763-433-9824 or [planning@cityoframsey.com](mailto:planning@cityoframsey.com) to request a Zoning Verification



**Property Owner Information**  
(If different than Applicant)

Name:	SAME		
Street Address:			
City, State, ZIP:			
Home Phone:		Work Phone:	
Email:		Fax Number:	

Please provide a detailed description of your request and attached a copy of a scaled site plan

Small Lot Approx 11,000 Sq Foot <del>tax as COMM/ind</del>		
But zone RES. IT IS LOCATED NEXT OTHER		
business places in the area. Would like to		
change to Employee & Employer zoning		
Black smith Shop	11,000 sq. ft.	SEE ATTACHED

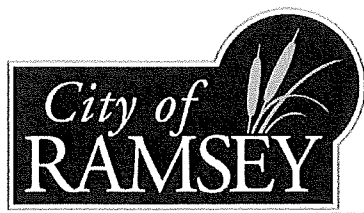
**A "Land Use Sign" will be placed on the Subject Property to allow Ramsey Residents the opportunity to obtain information about your request.**

Applicant Signature	<i>Gregory Dahlheim</i>	Co-Applicant Signature	<i>Joseph Dahlheim</i>
Printed Name	Gregory Dahlheim	Printed Name	Joseph Dahlheim
Title	Partner	Title	Partner
Date	9-20-18	Date	9-20-18

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	<i>Gregory Dahlheim</i>	Property Owner Signature	<i>Joseph Dahlheim</i>
Printed Name	Gregory Dahlheim	Printed Name	Joseph Dahlheim
Title	Partner	Title	Partner
Date	9-20-18	Date	9-20-18

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.



## 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 type="checkbox"/> Zoning Amendment	<input type="checkbox"/> Home Occupation Permit	<input checked="" 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>Rocky MTN Group LLC - <del>Country side Gordian</del></i>	
Street Address:		<i>3360 Chalkson Rd - PO Box 336</i>	
City, State, ZIP:		<i>Monticello MN 55362</i>	
Home Phone:	<i>763 263 1736</i>	Work Phone:	<i>763 295 3347</i>
Email:		Fax Number:	<i>763 295 4147</i>
Name of Business (if applicable):			
Business Address (if applicable)			
Business City, State, ZIP			
Business Phone:		Business Fax:	

### Subject Property Information

*(Location of Application)*

Address	<i>Alvor Dale Drive NW Ramsey MN</i>
PIN	<i>35-32-25-320062</i>
Legal Description	<i>See Attached</i>
Zoning District	

Contact the Planning Division at 763-433-9824 or [planning@cityoframsey.com](mailto:planning@cityoframsey.com) to request a Zoning Verification

## Property Owner Information

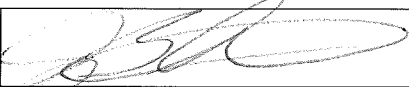
(If different than Applicant)

Name:			
Street Address:	SAME		
City, State, ZIP:			
Home Phone:		Work Phone:	
Email:		Fax Number:	

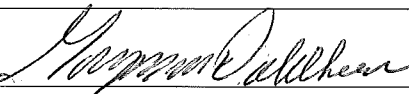
Please provide a detailed description of your request and attached a copy of a scaled site plan

<p style="font-size: 1.2em; margin: 0;">CountrySide service would like to</p>
<p style="font-size: 1.2em; margin: 0;">use this lot for outside storage</p>
<p style="font-size: 1.2em; margin: 0;">with the plan to purchase in</p>
<p style="font-size: 1.2em; margin: 0;">the near future.</p>

**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	Jeremy Anderson	Printed Name	
Title	Pres.	Title	
Date	11-27-18	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	Gregory Dahlheim	Printed Name	
Title	Partner	Title	
Date	11-27-18	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.

RCA Properties, LLC  
18170 Erkium St NW  
Anoka, MN 55303

City of Ramsey  
7550 Sunwood Drive NW  
Ramsey, MN 55303

November 27, 2018

**RE: Property on Riverdale Drive**

To Whom It May Concern,

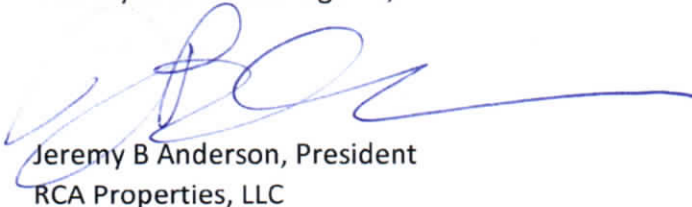
The purpose of this letter is for the variance for setbacks and a conditional use permit to allow for outside storage on the property.

We are requesting in terms of setback that we have 10-foot setbacks from property lines on all sides of the Riverdale property. With this setback approval, this will allow us to continue with the future plans for curb, gutter and asphalt.

Our intention and use of this property are outside storage and a possible building in the future. Therefore, with asphalt being a requirement of the lot, we would still like an area left available for offloading heavy equipment that is made up of recycled asphalt instead the standard asphalt. This would be the area of the possible building site in the future as well.

Within the 10-foot setbacks, behind the curb, would be landscaping with 4 to 6-foot shrubs. We appreciate your time and consideration with this matter.

Thank you and best regards,



Jeremy B Anderson, President  
RCA Properties, LLC

**7.04: Consider Request to Rezone Property Identified by PID #35-32-25-32-0062 from R-1 Residential (MUSA) to E-1 Employment (Project No. 155); Case of Rocky Mtn Investment LLC**

Community Development Director Gladhill reviewed the staff report and recommendation from the Planning Commission that the property remain as R-1 Residential (MUSA).

Councilmember Riley referenced the triangle piece of property and asked if that is owned by 6250 and is unimproved.

Community Development Director Gladhill confirmed that is owned by 6250 and is unimproved and perhaps used as yard space. He stated that there is not currently any outdoor storage or parking for that area.

Councilmember Kuzma asked if the additional fencing would help support a rezoning of this parcel.

Community Development Director Gladhill stated that fencing could help but a variance would also be needed for transitioning and it would still be clear that outdoor storage is occurring. He stated that notification was provided to the neighboring property owners and no comments were received so perhaps the neighbors do not mind, but again noted that variances would be required to allow that activity.

Greg Dahlheimer, Rocky Mountain Investment Group, stated that he was not trying to be unlawful as the tax statement identifies the property as commercial/industrial. He stated that he believes that the property is already fenced.

Jeremy Anderson, Countryside Services, stated that this property is fenced with a gravel entrance that he has maintained for a number of years. He stated that his intention would simply be to continue to store trailers on the property as he has done. He stated that he has pictures of neighboring commercial properties that have fences and outdoor storage. He stated that he could not see a resident wanting to build a home on this property. He noted that when the neighboring blacksmith holds a class, both sides of the road are packed full of vehicles and he has even allowed shared parking on his lot for the classes. He stated that some of the neighboring property owners have even stored trailers on this property. He stated that the neighbors all get along and he plows out the other businesses for no charge. He acknowledged that there are eyesores in the area but did not believe that his property was one of them. He stated that he is growing his property and is looking for a small lot to store trailers. He stated that he would comply with any necessary conditions. He stated that the blacksmith building next door would not be ideal to be located next to a residential property. He stated that he desires to continue the activity that he has done on the property. He stated that his business has grown from four employees to ten employees and is simply looking for a little additional space for the trailers. He stated that his business sells and services snowplows and even services the City snowplows.

Councilmember Johns asked if this parcel is part of 6315 and would be subdivided or whether it is a separate piece.

Community Development Director Gladhill confirmed that this is a separate parcel.

Councilmember Kuzma stated that he would support rezoning.

Councilmember Riley agreed that this would seem to be a difficult position for a residential home to be constructed. He asked if there are any additional factors that could be added to help provide transitioning.

Community Development Director Gladhill noted that variances would be required and therefore if the direction would be to support rezoning, staff would bring additional details back for further discussion. He noted the overall goal to improve the image of Highway 10 as well.

Acting Mayor LeTourneau stated that one of his thoughts was the desires of the Highway 10 image. He stated that there is a desire and discussion around how Highway 10 is viewed as people drive through the community and what the community wants that corridor to look like as a representation of the City.

Councilmember Shryock stated that she would also support rezoning as she does not believe that this would become a residential property. She stated that in the long-term perhaps there would be a purchase of the property by the adjacent property. She stated that the Highway 10 discussions will be a process over time but believed that the residential area is fairly set, and this would fit more with the employment district. She agreed that fencing would be appropriate to ensure that the residents in that area have some buffering.

Acting Mayor LeTourneau agreed with the comments made and stated that he would be interested in having a discussion about rezoning. He stated that he would also be interested in compliance with code and wanted to ensure that any issues of noncompliance would be addressed through this process.

Mr. Anderson stated that his ultimate goal would be to purchase the adjoining property as well.

Councilmember Kuzma stated that he would support language that requires aesthetic improvement.

Motion by Councilmember Kuzma, seconded by Councilmember Riley, to direct Staff to prepare an Ordinance for introduction at a future meeting to amend the zoning designation of the Subject Property from R-1 Residential (MUSA) to E-1 Employment District. While the properties to the east and north are zoned E-1 Employment, the Subject Property also abuts residentially zoned parcels to the west and south.

Further discussion: Councilmember Riley stated that he would like clarification as the statement was made that the County has reflected this property as commercial/industrial and asked if that classification should match the City zoning. Community Development Director Gladhill provided

additional information on how the County bases their classifications for tax purposes. He stated that staff attempts to clean up these situations as they arise. Councilmember Riley stated that this does point out that a property expert did not see this as residential land.

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

**5.01: Public Hearing: Consider Actions to Allow Outside Storage at 6316 Highway 10 NW (Project No. 18-155); Case of Rocky Mtn Investment, LLC**

- 1. Zoning Amendment to Rezone from R-1 Residential (MUSA) to E-1 Employment.**
- 2. Conditional Use Permit to Allow Outdoor Storage as a Principal Use of the Property.**
- 3. Variance to Allow a Reduced Setback for Outdoor Storage to Residentially Zoned Parcels.**

**Public Hearing**

Chairperson Bauer called the public hearing to order at 7:02 p.m.

**Presentation**

City Planner Anderson presented the staff report stating the Planning Commission reviewed a request for a Zoning Amendment related to the parcel generally known as 6316 Riverdale Drive NW (the "Subject Property") at their November 1, 2018 meeting and recommended that the zoning remain R-1 Residential (MUSA). The request was subsequently reviewed by the City Council on November 13, 2018 and the City Council directed Staff to prepare an Ordinance to proceed with amending the zoning from R-1 Residential (MUSA) to E-1 Employment. The City Council acknowledged the concerns initially identified by Staff and the Planning Commission but also considered the realistic viability of a single-family home being constructed on the Subject Property.

City Planner Anderson reported in addition to the Zoning Amendment, the City Council also directed Staff to proceed with preparing a case for consideration by the Planning Commission for a Conditional Use Permit to allow outside storage as a principal use on the Subject Property and a Variance to reduce the required setback of outside storage from adjacent residential properties. Ultimately, a Comprehensive Plan Amendment to re-guide the Subject Property from Low Density Residential to Business Park will also be necessary.

**Citizen Input**

Commissioner VanScoy requested the applicant come forward to address the Commission.

Greg Dahlheimer, 17224 172<sup>nd</sup> Ave SE in Big Lake, Minnesota, stated he owned a small lot and did not have any use for it. He reported Jeremy Anderson was his neighbor and was interested in purchasing the lot from him.

Jeremy Anderson, 6228 Highway 10, discussed how he has grown his business over the years and reported he was looking to purchase a small property from his neighbor. He explained he was one of the largest snow plow dealers in Minnesota. He noted he has grown from four employees to ten. He requested the Commission allow him to park trailers and equipment outdoors.

Chairperson Bauer asked if Mr. Anderson would out grow this space in the future.

Mr. Anderson stated he was unsure at this point and explained this would depend on the economy over time.

Commissioner VanScoy questioned if the applicant would be building on the new land.

Mr. Anderson explained at some point in the future he would like to construct a building to house his two dump trucks.

Commissioner VanScoy indicated he was having a difficult time supporting this request given the City's setbacks.

Chairperson Bauer asked if the triangular parcel was a separate parcel.

City Planner Anderson reported this was the case.

Commissioner VanScoy requested further information regarding the landscaping for this property.

City Planner Anderson explained staff would be working with the applicant on a landscaping plan that would be drafted prior to this item being considered by the City Council.

Commissioner VanScoy commented on the buffer that was supposed to be in place between E zoned properties and R-1 properties.

City Planner Anderson discussed the buffer yard and fencing that would be in place to assist with screening this property.

Community Development Director Gladhill reported the Council supported flexibility with the setbacks while requiring plantings and landscaping to create a proper separation.

Commissioner Anderson stated he would prefer to have slats within the fence instead of cloth.

Commissioner Woestehoff questioned how traffic would flow in and out of this property.

Mr. Anderson discussed how traffic would flow in and out of the site. He noted this would not be a high traffic area.

Commissioner Gengler asked what the hours of operation would be for this business.

Mr. Anderson stated he worked Monday through Thursday 8:00 a.m. to 5:30 p.m. and on Fridays from 8:00 a.m. to 4:30 p.m. He commented he was open 24 hours after one inch of snowfall. He commented further on how his business varied between the summer and winter.

Commissioner Surma noted in the past other parking lots were required to be paved.

Chairperson Bauer stated this was a general requirement from the City but explained Class V has also been allowed in some cases.

City Planner Anderson reported the applicant would be installing a paved entrance to the site, pavement and curb and gutter, and was requesting a small parking area to be recycled asphalt where large equipment would be loaded and unloaded.

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 Woestehoff. Voting No: None. Absent: Commissioner Onyambu.

Chairperson Bauer closed the public hearing closed at 7:28 p.m.

### **Commission Business**

Commissioner Woestehoff asked if the City would be doing a disservice to this lot if it were rezoned to the E-1 zoning district.

City Planner Anderson commented on the proposed setbacks and noted how the adjacent residential property would be impacted.

Community Development Director Gladhill explained the applicant had spoken to the adjacent landowner and expressed interest in purchasing the triangular lot.

Commissioner VanScoy stated he had difficulty supporting the proposed rezoning. He explained he spoke to neighboring residents and noted they had no complaints.

City Planner Anderson indicated this is the second public hearing on this matter within a month and explained he has not received any comments or complaints from adjacent residents.

Commissioner Woestehoff asked if the north side of Riverdale was already zoned E-1.

City Planner Anderson reported this was the case.

Motion by Commissioner VanScoy, seconded by Commissioner Surma, to recommend that City Council adopt Ordinance #19-01 to Rezone the Subject Property to E-1 Employment.

Motion Carried. Voting Yes: Chairperson Bauer, Commissioners VanScoy, Surma, Anderson, Gengler, Onyambu, and Woestehoff. Voting No: None. Absent: None.

Motion by Commissioner VanScoy, seconded by Commissioner Anderson, to recommend that City Council adopt Resolution #19-002 to grant a Conditional Use Permit for outdoor storage as the principal use on the Subject Property, contingent upon the City Council approving Ordinance #19-01.

Motion Carried. Voting Yes: Chairperson Bauer, Commissioners VanScoy, Anderson, Gengler, Onyambu, Surma, and Woestehoff. Voting No: None. Absent: None.

Commissioner VanScoy stated he had concerns with allowing a business to build 10 feet from the property line given the fact the Conditional Use Permit would run with the property.

City Planner Anderson explained the variance would be specific to the outside storage for this specific use.

Motion by Commissioner Anderson, seconded by Commissioner Surma, to recommend that City Council adopt Resolution #18-251 granting a variance to the setback requirement for outdoor storage adjacent to residential properties contingent upon the City Council approving Ordinance #19-01.

Motion Carried. Voting Yes: Chairperson Bauer, Commissioners Anderson, Surma, Gengler, Onyambu, VanScoy, and Woestehoff. Voting No: None. Absent: None.



THIS PROPERTY IS THE  
SUBJECT OF A LAND  
USE APPLICATION  
FOR MORE INFORMATION  
CALL CITY OF RAMSEY  
763-427-1400



1Y0343

763-441-4343

CAT

**ORDINANCE #19-01**

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

**AN AMENDMENT TO CHAPTER 117 WHICH IS KNOWN AS THE ZONING AND SUBDIVISIONS CHAPTER OF THE CITY CODE OF RAMSEY, MINNESOTA.**

**AN ORDINANCE AMENDING SECTION 117-90 "MAP" OF CHAPTER 117 OF THE CITY CODE OF RAMSEY, MINNESOTA.**

**SECTION 1. AMENDMENT**

The following legally described properties or portions thereof, are hereby rezoned from R-1 Residential (MUSA) to E-1 Employment District.

That part of Lot 5 and Lot 7, Auditors Subdivision No. 96, described as follows: Commencing at the west quarter corner of Section 35, Township 32, Range 25, thence on assumed bearing south 00 degrees 21 Minutes 49 seconds east along west line of Government Lot 1 a distance of 497.95 feet; thence north 89 degrees 38 minutes 48 seconds east a distance 406.74 feet to a judicial landmark and point of beginning; thence continuing north 89 degrees 38 minutes 48 seconds east 107.80 feet to a judicial landmark; thence north 00 degrees 21 minutes 49 seconds west a distance of 94.00 feet to a judicial landmark on the southerly right of way line of Riverdale Dr, described in Doc. No. 869268; thence south 89 degrees 38 minutes 48 seconds west along said right of way line a distance 107.80 feet plus/minus to a judicial landmark set at intersection with line bearing north 00 degrees 21 minutes 49 seconds west from point of beginning; thence south 00 degrees 21 minutes 49 seconds east distance 94.00 feet to point of beginning, except road subject to easement of record, Anoka County, Minnesota.

**SECTION 2. MAP**

The City is hereby instructed to cause this amendment to be shown on the "City of Ramsey Zoning Map", which map was adopted pursuant to Section 117-90 of the Ramsey City Code.

**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 \_\_\_\_\_, 2019.

---

Mayor

ATTEST:

---

City Administrator

Introduction date:

Posting dates:

Adoption date:

Publication date:

Effective date:

Councilmember \_\_\_\_\_ introduced the following resolution and moved for its adoption:

**RESOLUTION #19-002**

**A RESOLUTION APPROVING THE ISSUANCE OF A CONDITIONAL USE PERMIT  
TO ALLOW OUTDOOR STORAGE AS A PRINCIPAL USE ON THE PROPERTY  
GENERALLY KNOWN AS PID #35-32-25-32-0062**

**RECITALS**

1. Country Side Services of Minnesota, Inc., hereinafter referred to as the “Permittee”, has properly applied for a Conditional Use Permit to allow outdoor storage as principal use on the property legally described as follows:

That part of Lot 5 and Lot 7, Auditors Subdivision No. 96, described as follows: Commencing at the west quarter corner of Section 35, Township 32, Range 25, thence on assumed bearing south 00 degrees 21 Minutes 49 seconds east along west line of Government Lot 1 a distance of 497.95 feet; thence north 89 degrees 38 minutes 48 seconds east a distance 406.74 feet to a judicial landmark and point of beginning; thence continuing north 89 degrees 38 minutes 48 seconds east 107.80 feet to a judicial landmark; thence north 00 degrees 21 minutes 49 seconds west a distance of 94.00 feet to a judicial landmark on the southerly right of way line of Riverdale Dr, described in Doc. No. 869268; thence south 89 degrees 38 minutes 48 seconds west along said right of way line a distance 107.80 feet plus/minus to a judicial landmark set at intersection with line bearing north 00 degrees 21 minutes 49 seconds west from point of beginning; thence south 00 degrees 21 minutes 49 seconds east distance 94.00 feet to point of beginning, except road subject to easement of record, Anoka County, Minnesota.

(the “Subject Property”)

2. That the Subject Property is currently zoned R-1 Residential (MUSA) but the Permittee has also applied for a Zoning Amendment to rezone the Subject Property to E-1 Employment District.
3. That the City Council reviewed the Zoning Amendment request at their November 13, 2018 meeting and directed City Staff to prepare an Ordinance for introduction to rezone the Subject Property to E-1 Employment District.
4. That properties to the west, south, and southeast are zoned R-1 Residential (MUSA), while the properties to the east and north (across Riverdale Drive) are zoned E-1 Employment.
5. That the Subject Property is currently owned by Rocky Mtn Investment, LLC (the “Property Owner”).
6. The Subject Property is 0.25 acres in size.

7. That the Permittee operates Country Side Services of Minnesota, Inc. on the property generally known as 6228 Highway 10 NW and is proposing to utilize the Subject Property for outdoor storage of various equipment and vehicles.
8. That outdoor storage as a principal use is allowed as a Conditional Use in the E-1 Employment District, provided that the storage area is surfaced to control dust.
9. That the Permittee has stated that there is a gravel entrance into the Subject Property currently that would be upgraded to a paved surface with curb and gutter.
10. That the Permittee has stated that it would be preferable to utilize recycled asphalt millings for surfacing a portion of the storage area because when heavy equipment and/or track equipment is unloaded, it can easily damage pavement.
11. That in the E-1 Employment District, outdoor storage, when adjacent to residentially zoned property, is required to be setback forty (40) feet from the property boundary.
12. That as part of the City Council's review of the Zoning Amendment, City Staff was directed to draft a Variance for consideration to deviate from the minimum required setback with certain aesthetic enhancements, including landscaping and enhanced screening on the existing fence.
13. That the Permittee is seeking a Variance to allow a ten (10) foot setback from residentially zoned parcels.
14. That there is an existing chain link fence around the perimeter of the Subject Property that would be improved with a mesh fabric material for enhanced screening from adjacent residential properties.
15. That the proposed paving, parking areas, and storage areas on the Subject Property conform to all applicable setbacks of the E-1 Employment District.

#### **FINDINGS OF FACT**

1. That outdoor storage as a principal use 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 outdoor storage as a principal use will not substantially adversely impair the use, enjoyment or market value of any of the surrounding properties.
3. That outdoor storage as a principal 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 outdoor storage as a principal use will not be hazardous to existing or future neighboring uses.

5. That outdoor storage as a principal use will not impact essential public facilities and services, such as highways, streets, police and fire protection.
6. That outdoor storage as a principal use 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 outdoor storage as a principal 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 outdoor storage as a principal use on the **Subject Property** contingent upon the following conditions:

**CONDITIONS**

1. That the **Subject Property** is successfully rezoned to E-1 Employment District.
2. That this **Permit** allows for outdoor storage as a principal use on the **Subject Property**.
3. That the **Permittee** shall submit grading, surfacing, and landscaping plans to the City for review and approval.
4. That the **Permittee** shall install curb and gutter, paving and recycled asphalt millings, and landscaping no later than July 30, 2019.
5. That the **Permittee** shall maintain the landscaping on the **Subject Property**, including replacement of any dead trees/shrubs that were installed for screening purposes.
6. That outside storage shall only occur on improved surfacing on the **Subject Property**.
7. That the **Permittee** shall comply with all applicable local, state, and federal regulations.
8. That this **Permit** shall be perpetual in duration as long as the terms are herein complied with.
9. That the **Permittee** shall be responsible for all City costs incurred in administering and enforcing this **Permit**.
10. That the City Administrator, or his/her designee, shall have the right to inspect the **Subject Property** for compliance and safety purposes annually or at any time, upon reasonable request.

11. That the **Permittee** agrees that there shall be no parking of any vehicles or storage of any items related to the use outside the **Subject Property**. No vehicles or equipment may ever be stored or parked on Riverdale Drive unless explicitly agreed to by the City.
12. That this **Permit** shall automatically expire if the use is not initiated by January 8, 2020, and initiation shall be considered completion of installation of surfacing, curb and gutter, required landscaping and screening.

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 8<sup>th</sup> day of January, 2019.

**CITY OF RAMSEY**

By: \_\_\_\_\_  
Mayor

By: \_\_\_\_\_  
City Clerk

STATE OF MINNESOTA     )  
   ) ss.  
COUNTY OF ANOKA         )

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 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:  
City of Ramsey  
7550 Sunwood Dr NW  
Ramsey, MN 55303

Councilmember \_\_\_\_\_ introduced the following resolution and moved for its adoption:

**RESOLUTION #19-003**

**A RESOLUTION IDENTIFYING FINDINGS, APPROVING A COMPREHENSIVE PLAN AMENDMENT, CONTINGENT UPON METROPOLITAN COUNCIL APPROVAL, TO AMEND LAND USE DESIGNATION ON THE SUBJECT PROPERTY FROM LOW DENSITY RESIDENTIAL TO BUSINESS PARK, AND AUTHORIZING CITY STAFF TO SUBMIT AN APPLICATION TO THE METROPOLITAN COUNCIL FOR AN AMENDMENT TO THE COMPREHENSIVE PLAN**

**WHEREAS**, Rocky Mtn Investment, LLC, hereinafter referred to as “Applicant”, properly applied to the City of Ramsey (the “City”) requesting an amendment to the Comprehensive Plan to amend the future land use designation of the subject parcel from Low Density Residential to Business Park. This change is for the following legally described property:

That part of Lot 5 and Lot 7, Auditors Subdivision No. 96, described as follows: Commencing at the west quarter corner of Section 35, Township 32, Range 25, thence on assumed bearing south 00 degrees 21 Minutes 49 seconds east along west line of Government Lot 1 a distance of 497.95 feet; thence north 89 degrees 38 minutes 48 seconds east a distance 406.74 feet to a judicial landmark and point of beginning; thence continuing north 89 degrees 38 minutes 48 seconds east 107.80 feet to a judicial landmark; thence north 00 degrees 21 minutes 49 seconds west a distance of 94.00 feet to a judicial landmark on the southerly right of way line of Riverdale Dr, described in Doc. No. 869268; thence south 89 degrees 38 minutes 48 seconds west along said right of way line a distance 107.80 feet plus/minus to a judicial landmark set at intersection with line bearing north 00 degrees 21 minutes 49 seconds west from point of beginning; thence south 00 degrees 21 minutes 49 seconds east distance 94.00 feet to point of beginning, except road subject to easement of record, Anoka County, Minnesota.

(the “Subject Property”)

**WHEREAS**, the Comprehensive Plan approved in 2010 shows the Subject Property designated land use as Low Density Residential; and

**WHEREAS**, the draft 2040 Comprehensive Plan shows the Subject Property designated land use as Low Density Residential; and

**WHEREAS**, the Applicant is requesting that the designated land use be revised to Business Park; and

**WHEREAS**, the properties to the north of and directly east of the Subject Property are designated as Business Park in the 2010 Comprehensive Plan as well as the draft 2040 Comprehensive Plan; and

**WHEREAS**, the Applicant has also requested a Zoning Amendment to rezone the Subject Property from R-1 Residential (MUSA) to E-1 Employment District; and

**WHEREAS**, the Ramsey Planning Commission met on December 6, 2018, conducted a public hearing, and considered the Applicant’s request for a Zoning Amendment.

**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 request for a land use designation change from Low Density Residential to Business Park, contingent upon successful rezoning of the property to E-1 Employment District.
- 2) That the Ramsey City Council hereby authorizes City Staff to submit the necessary documentation to Metropolitan Council for an amendment to the 2040 Comprehensive Plan to change the land use designation to Business Park.
- 3) That this land use change shall become effective concurrent with the City’s receipt of notification of approval from Metropolitan Council.

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:

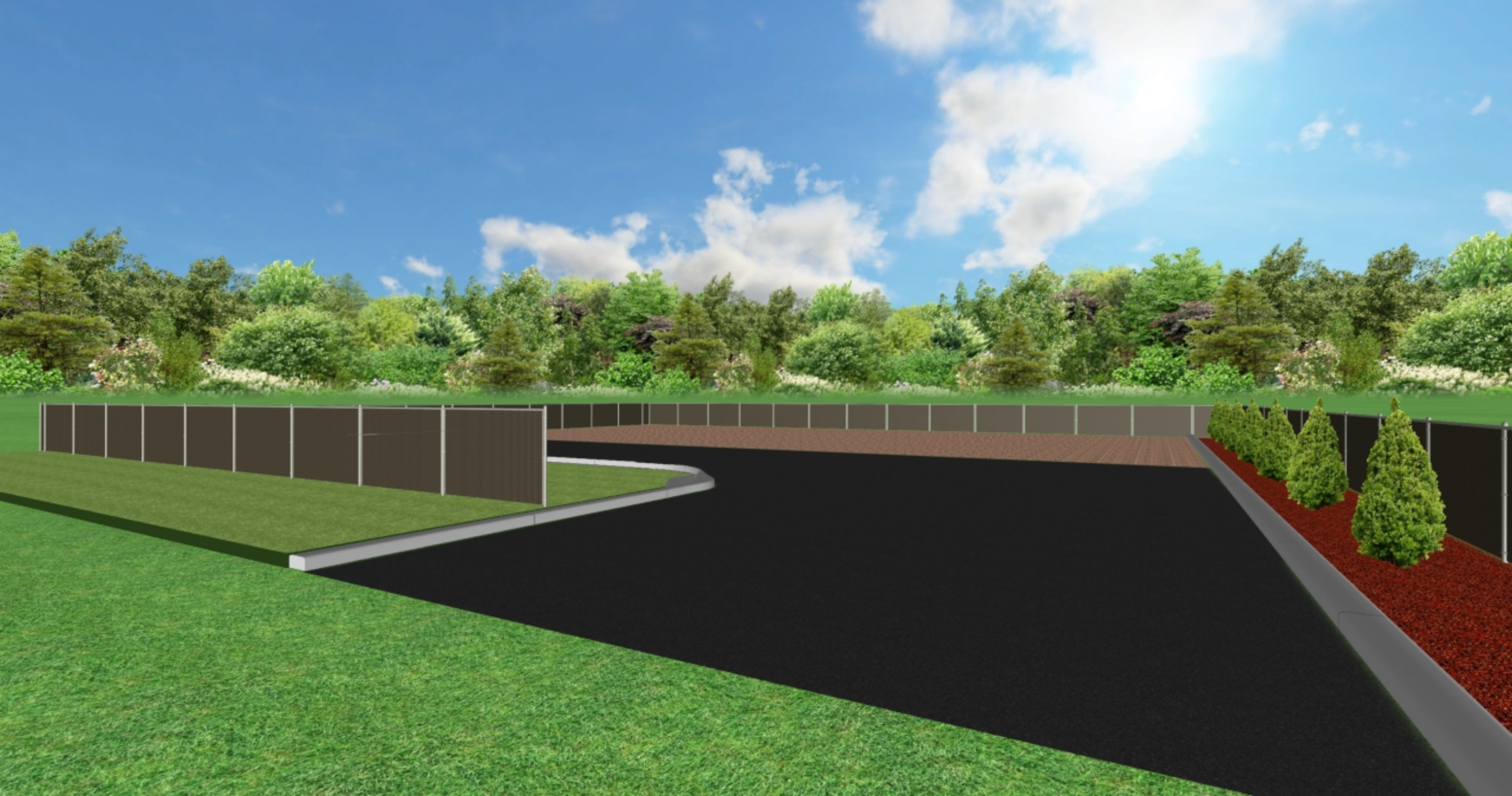
and the following were absent:

whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 8<sup>th</sup> day of January, 2018.

\_\_\_\_\_  
Mayor

**ATTEST:**

\_\_\_\_\_  
City Clerk



**CC Regular Session**

4. 3.

**Meeting Date:** 01/08/2019

**By:** Katie Schmidt, Administrative Services

---

**Information**

**Title**

Approve the Following Meeting Minutes:

1. City Council Work Session dated 11/27/2018
2. City Council Regular dated 11/27/2018
3. City Council Work Session dated 12/11/2018
4. City Council Regular dated 12/11/2018

**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 11/27/2018
  2. City Council Regular dated 11/27/2018
  3. City Council Work Session dated 12/11/2018
  4. City Council Regular dated 12/11/2018
- 

**Attachments**

[11-27-18 CCWS Minutes](#)

[11-27-18 CC Minutes](#)

[12-11-18 CCWS Minutes](#)

[12-11-18 CC Minutes](#)

---

**Form Review**

**Inbox**

Kurt Ulrich

Form Started By: Katie Schmidt

Final Approval Date: 01/03/2019

**Reviewed By**

Kurt Ulrich

**Date**

01/03/2019 02:37 PM

Started On: 12/31/2018 09:23 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, November 27, 2018, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor John LeTourneau  
Councilmember Debra Musgrove  
Councilmember Chris Riley  
Councilmember Melody Shryock

Members Absent: Councilmember Jill Johns  
Councilmember Mark Kuzma

Also Present: City Administrator Kurtis Ulrich  
Finance Director Diana Lund  
Fire Chief Matt Kohner  
Police Chief Jeff Katers  
Parks and Assistant Public Works Superintendent Mark Riverblood  
Public Works Superintendent Grant Riemer  
Administrative Services Director Colleen Lasher  
Community Development Director Timothy Gladhill  
City Engineer Bruce Westby  
Councilmember Elect Nadine Heinrich  
Planning Commissioner Bruce Anderson

**1. CALL TO ORDER**

Mayor LeTourneau called the City Council Work Session to order at 5:34 p.m.

**2. TOPICS FOR DISCUSSION**

**2.01: Continued Discussion of 2019 Budget and Levy**

City Administrator Ulrich reviewed the memorandums that were included in the staff report from the different departments, providing the information requested by the Council after the last discussion.

Finance Director Lund provided final numbers for the proposed budget, which incorporates the outside information the City was awaiting and shows the impact to the different home values. She explained that lower priced homes are seeing an increase to their taxes payable because of the increase in value, while the higher priced homes and commercial properties are seeing a decrease because those property values have not increased at the same rate.

Councilmember Riley referenced the issue of Andover contracting for services with Anoka County for police services and stated that his point was simply to investigate further to determine the difference in costs compared to the services received. He stated that the proposed increase for Ramsey is much higher than the increase for Andover for their contracted police services and simply asked staff to determine the reason for that difference in increase.

City Administrator Ulrich stated that another element would be to consider whether Anoka County is fully recovering the amounts required to fund the program from the cities served or whether additional costs are spread across the County tax base.

Fire Chief Kohner noted that the City of Andover fire services costs are significantly higher than the fire services costs for Ramsey.

Mayor LeTourneau stated that the expectation would be that there will be a discussion at the regular Council meeting on December 11<sup>th</sup> at which time the decision would need to be made to adopt the budget for 2019.

Councilmember Riley stated that the Council has reviewed the five-year budget, which balloons in the future, and the decisions made today impact the rate at which that budget will balloon. He believed that the Council would be making a mistake in allowing the budget to grow at this rate. He stated that in reviewing the five-year staffing plan, he views that more as a wish list.

Mayor LeTourneau noted that the plan simply provides an idea, and nothing is committed to at this point. He stated that it is hard to predict the rate of growth at which Ramsey will continue to grow and the staff that will be needed to support that growth.

Councilmember Shryock suggested that a tighter discussion occur tonight, if there are potential changes to be made, as this will be the last discussion prior to the regular meeting on December 11. She stated that her concern is the long-term commitment for staffing. She believed that the Council should review the positions to determine what is really needed at this point. She stated that the first priority should be to properly compensate the staff members that already are employed with the City, as some of those positions are not equal to the market rate and therefore those employees should be fairly compensated to ensure longevity. She noted that the next priority would be whether to add staff.

Mayor LeTourneau stated that in the past number of months during the budget discussion there has been a discussion of priorities and retention has been discussed and has been resolved with the COLA that has been agreed upon. He stated that the positions proposed at this time seem to align with the priorities which have been rated as public safety, public works and then parks and trails. He felt that the staffing has been balanced out without going too far.

Councilmember Riley stated that overall, he would like to see the City at a rate that factors in the growth plus cost of living. He believed that the proposed budget is probably double where he would like to be.

Mayor LeTourneau appreciated the comment but stated that still leaves the discussion of what will be done now and the recommendation that will be made.

Councilmember Musgrove asked if the budgets are created using the adopted 2018 figures or whether the budget begins at zero and builds from that point.

Finance Director Lund explained that the purpose of showing the prior years of budgeting and how that information is used by each department to build their proposed budget for the next year, which also anticipates future needs.

Councilmember Musgrove asked if the department heads have reviewed this more in depth to find savings that could equalize the additional staff positions that are being requested.

Finance Director Lund explained that during the budget discussions there were different options for personnel reviewed. She stated that there were costs savings found to help offset some of the positions requested to be added.

Mayor LeTourneau stated that he would like to know if the City is a continuous improvement organization, which continually reviews actions to determine if improvements could be made.

Finance Director Lund reported that monthly reports are created, and those reports are used to justify the budgets that are then created each year and plan for future expenditures. She noted that some line items cannot be planned for, such as the amount of salt needed as that is weather dependent and will fluctuate from year to year.

Councilmember Riley stated that if he were to make a counter proposal, he would take the one position for police, one for fire, and the part-time parks position to add and would drop the other three positions. He stated that he would then ask staff to reduce the budget by \$47,000.

Mayor LeTourneau stated that the City is a service organization and by having these positions proposed in place, that will help to maintain the level of service that is expected by residents. He stated that he would welcome input from staff on the impacts to service that would occur if those three positions were removed from the budget.

Administrator Services Director Lasher acknowledged the comment that was made by Councilmember Shryock in regard to taking care of the existing staff. She stated that there are a number of ways in which an organization takes care of staff and she is concerned that if these positions are not approved, the Council runs the risk of burning out the existing staff members. She used the example of City Engineer Westby. She stated that the part-time assistant is currently working full-time and even then, that department runs tight and she is concerned with the work/life balance of City Engineer Westby. She stated that when there is a call and no back up available, Fire Chief Kohner has to respond and therefore she is concerned with burning him out. She stated that Public Works Superintendent Riemer often has to get out in a plow truck and handle other duties that he should not be handling and therefore she has a concern that he is being burned out and not able to address other duties.

Police Chief Katers stated that he asked for two positions and the direction from the Council was to find savings and push the start date to October. He stated that he would still like to have two officers beginning January 1<sup>st</sup>, noting that he was able to find a cost savings. He stated that the calls for service have only increased over the years. He stated that he can get by with whatever the Council approves, but there will be a cost to service and some services will be cut. He noted that obviously, there will be response to emergency calls, but the community programs would perhaps need to be cut. He stated that his goal is to keep pace with the rate of growth that Ramsey has seen rather than falling further and further behind. He stated that he would not request an excessive amount of staff, noting that this is not a wish list and is something he sees as needed.

Mayor LeTourneau stated that the City conducts a citizen survey every two years and one of the repeated comments is that the residents enjoy living in a safe community and this request for two officers is what Police Chief Katers feels is needed to maintain the current level of services.

Public Works Superintendent Riemer stated that street maintenance continues to be one of the biggest issues for the City and this position would be a large part of that program. He stated that the City continues to fall behind and without this added position, the City will continue to fall further behind.

Parks and Assistant Public Works Superintendent Riverblood stated that he would also like to advocate for the maintenance worker position. He stated that public safety is a focus of public works. He explained that maintenance is highly visible and is important to residents. He agreed that the City is on the cusp of falling behind and if this position is not added, the City will continue to fall further behind and it will be noticeable.

Mayor LeTourneau stated that each member of the Council is a taxpayer in the community and believed that the Council is being responsible in a manner that ensures that the City can continue to maintain its level of service.

Councilmember Shryock recognized the issue of burning out employees. She stated that her primary concern is with bonding for road debt. She stated that there will be a future discussion on funding for road debt and that method for funding could change, but that is not a guarantee that the method will change. She stated that adding positions will have a compound impact in the future in terms of cost of living increases and benefits increases. She stated that although those are separate issues, both issues continue to compound as time moves forward. She appreciated the ideas given by Councilmember Riley. She stated that she would love to keep all the positions proposed. She asked and received confirmation that the PIR funds that are being used to offset some of the budget increases this year is not a source that could be used every year.

Finance Director Lund explained how the PIR fund is replenished.

Councilmember Shryock stated that by using the PIR fund this year, the budget was reduced by one percent, so that appears to be an artificial decrease that will reappear in the future budgets. She stated that perhaps another option would be to delve more into line items to determine what

is critical and which items could be decreased based on the value received in return. She stated that there will need to be hard decisions made in the long-term.

Mayor LeTourneau stated that an assumption that has not been talked about is that the budget will continue to grow, and staff will continue to be added. He stated that there have been times in the past when the City is not growing, and the budget has then leveled out along with staffing requests. He stated that it is realistic to state that the needs for service will be based on the growth of the community.

Councilmember Shryock stated that the Council cannot assume that new positions will be added each year, but the positions added this year will increase in cost in future years because of the cost of living and benefit costs.

Mayor LeTourneau agreed that the role the Council is in is difficult and the discussion that began in June on the budget was based on what the Council wants for the community. He stated that at this point, the Council is saying that they do not want this level of service and is willing to let the street maintenance fall behind, the police will fall behind, and the current staff will continue to be stressed and will burnout. He stated that the proposed budget holds the standards that have been put in place. He stated that this is a choice that the Council is making, and the Council will need to answer to the residents in the community.

Councilmember Shryock stated there is no question that the staff is wanted or needed, but the question is how the City can afford this. She stated that if these positions are added this year, perhaps in the next year or two there are not positions added. She stated that she wants to maintain the current staff that the City has and if they feel that these positions are necessary, they would know better than the Council. She stated that if the City needs these positions now, then there needs to be an understanding that requests next year may not be approved. She stated that she would like a review of the non-crucial line items in the next year to determine if additional budget cuts could be made in the next year based on the value that is received in return. She stated that the Council does not want to sacrifice the health of staff or the services provided to residents. She stated that if this is approved there will need to be changes made in the future.

Mayor LeTourneau stated that the reality is there are development plans for key employees and specific needs have been identified in the strategic plan and therefore he would assume that there have been specific figures budgeted to support those elements. He stated that the Council would also need to change the expectations of staff. He stated that he supports having these conversations in the next year to re-evaluate the priorities of staff development but did not believe that could occur before the budget adoption in December.

Councilmember Shryock agreed that would be a discussion to be held in the next year.

Councilmember Musgrove stated that almost every department has an “other” column and asked if that “other” is described somewhere.

Finance Director Lund replied that is capital outlay.

Parks and Assistant Public Works Superintendent Riverblood provided background information on how the calculation was made to determine the maximum lifespan of equipment. He noted that the lifespan of equipment is weighed against maintenance costs and trade-in values.

Councilmember Musgrove stated that perhaps seasonal equipment could be rented at a lower cost.

Public Works Superintendent Riemer replied that some of those items would not be available for rent and stated that in the case where equipment has been rented, the cost is often higher.

Mayor LeTourneau stated that is an example of the level of thought that staff has put into the budget to optimize the lifespan of equipment.

City Administrator Ulrich stated that some adjustments will be made to the budget, noting that a higher-level police officer recently retired and therefore that adjustment will be made as an entry-level position will replace that position and would provide a cost savings.

Mayor LeTourneau acknowledged that two Council members are not present tonight and therefore while this has been a good discussion, those members will have input as well.

Finance Director Lund asked for clarity on what she should present at the December 11<sup>th</sup> meeting.

City Administrator Ulrich stated that he suggests that the staff recommended budget be presented, as it was tonight and if there are additional comments from the Council those could be made at the meeting.

Councilmember Riley stated that he believes that the increases are too much and the decisions in this budget will have an impact on next year's budget. He stated that the personnel increases and bond sales will be built into the budget for next year and will provide a sizable increase to the budget without even discussing additional items that may be requested.

Mayor LeTourneau stated that property values and additional homes and property constructed in the next year is also unknown.

Councilmember Riley stated that he would also like to see an option presented which removes the three positions and reduces the budget by an additional \$47,000.

Mayor LeTourneau stated that the alternative should remain open and based on discussion rather than being that significant.

## **2.02: Review Administration of Enforcement of City Code Violations**

Community Development Director Gladhill reviewed the staff report.

Councilmember Riley stated that he agrees with the recommendation of staff. He stated that he has not heard that the City's approach is poor in that the City is doing too little or too much. He stated that the only comment he has heard is the process and length of the process in that one specific case. He stated that if a problem has been identified and the property owner is aware of the problem, the process should be quicker.

Councilmember Shryock agreed that this is a good start but stated that she would like to have one more discussion on the topic. She stated that the one case that had been brought forward in the past had a concern with the length of the process. She stated that the City has taken the approach of primarily only addressing complaints and if prosecution is escalated too quickly in some cases, the City should be mindful of the complaint-based approach.

Mayor LeTourneau agreed that this is a good start, but further discussion will be needed.

### **3. TOPICS FOR FUTURE DISCUSSION**

#### **3.01: Review Future Topics/ Calendar**

Noted.

### **4. MAYOR / COUNCIL / STAFF INPUT**

None.

### **5. ADJOURNMENT**

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

Respectfully submitted,

---

Kurtis G. Ulrich  
City Administrator

ATTEST:

---

Katie M. Schmidt  
Administrative Assistant

Drafted by Amanda Staple  
*TimeSaver Off Site Secretarial, Inc.*

TABLE OF CONTENTS

1. CALL TO ORDER ..... 2

2. PRESENTATION ..... 2

    2.01: Swearing In Ceremony for Mayor John LeTourneau and Councilmember Debra  
    Musgrove ..... 2

3. CITIZEN INPUT ..... 3

4. CONSENT AGENDA ..... 3

5. APPROVE AGENDA ..... 4

6. PUBLIC HEARING ..... 4

    6.01: Public Hearing to Consider Approval of On-Sale and Sunday Liquor License for Triple  
    Shift Entertainment, LLC, dba Super Bowl located in the City of Ramsey at 6720 Riverdale  
    Drive NW ..... 4

    6.02: Public Hearing to Consider Adoption of Ordinance #18-16 Adopting the 2019  
    Schedule of Rates, Fees and Charges ..... 5

7. COUNCIL BUSINESS ..... 7

    7.01: Consider Adopting Resolution #18-250 Amending Approved Right of Re-Entry  
    Agreement; Case of Centra Homes ..... 7

    7.02: Consider Adoption of Resolution #18-248 to Approve the City’s 2019-2020 Union  
    Contracts ..... 8

    7.03: Consider Adoption of Resolution #18-245 to Authorize the City’s 2019 Non-Union  
    City Health and Dental Insurance Contributions and Cost of Living Adjustments ..... 8

8. MAYOR, COUNCIL AND STAFF INPUT ..... 9

9. ADJOURNMENT ..... 9

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

The Ramsey City Council conducted a regular meeting on Tuesday, November 27, 2018, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor John LeTourneau  
Councilmember Debra Musgrove  
Councilmember Chris Riley  
Councilmember Melody Shryock

Members Absent: Councilmember Jill Johns  
Councilmember Mark Kuzma

Also Present: City Administrator Kurtis Ulrich  
Finance Director Diana Lund  
Police Chief Jeff Katers  
Parks and Assistant Public Works Superintendent Mark Riverblood  
Public Works Superintendent Grant Riemer  
Administrative Services Director Colleen Lasher  
City Clerk Jo Ann Thieling  
Community Development Director Timothy Gladhill  
City Engineer Bruce Westby  
Economic Development Manager Sean Sullivan

**1. CALL TO ORDER**

Mayor LeTourneau called the regular meeting of the Ramsey City Council to order at 7:07 p.m., followed by the Pledge of Allegiance led by Mayor LeTourneau.

**2. PRESENTATION**

**2.01: Swearing In Ceremony for Mayor John LeTourneau and Councilmember Debra Musgrove**

City Clerk Thieling stated that after the November 6, 2018 election, both Mayor LeTourneau and Councilmember Musgrove have been officially sworn in. She administered the ceremonial swearing in to both Mayor LeTourneau and Councilmember Musgrove.

Mayor LeTourneau stated that it is an honor to be Mayor and noted that the Council is looking forward to the contributions of newly elected Councilmember Musgrove.

### **3. CITIZEN INPUT**

Randy Bauer, 14942 Quintana, stated that he is present to discuss an unneeded three way stop within his development. He stated that the temporary stop sign seemed to make sense during construction but now there is a three way stop. He stated that in the five months he has lived in the development he has never come across another vehicle or person in the crosswalk. He stated that people driving through the neighborhood are simply ignoring the stop signs because they are unneeded. His stated that there is no traffic and the stop sign is unneeded at this time and his concern would be that people would be used to ignoring the stop sign in the future when it is actually needed. He requested that the stop signs on Bunker be removed and the stop sign at Puma be removed and replaced with a yield sign.

Mayor LeTourneau thanked Mr. Bauer for his comments. He stated that the comments have been entered into the records and would be reviewed by staff.

City Administrator Ulrich stated that the City Engineer would review those issues and it would go before the Public Works Committee for further review. He confirmed that staff has sufficient direction to begin that process to reanalyze whether the placement of those signs continue to make sense.

### **4. CONSENT AGENDA**

Motion by Councilmember Riley, seconded by Councilmember Shryock, to approve the following items on the Consent Agenda:

- 4.01: Receive October 2018 Financial Reports – General Fund and Enterprise Funds
- 4.02: Receive Grant From The Saint Paul Foundation
- 4.03: Note the Following Boards and Commissions Meeting Minutes:
  - Planning Commission Meeting Minutes dated October 4, 2018
  - Economic Development Authority Meeting Minutes dated October 11, 2018
  - Park and Recreation Meeting Minutes dated October 11, 2018
  - Environmental Policy Board Meeting Minutes dated October 15, 2018
- 4.04: Schedule Public Hearing to Consider Adoption of 2019-2028 Capital Improvement Plan (CIP)
- 4.05: Approve the following Meeting Minutes:
  - 1) City Council Work Session dates November 11, 2018
  - 2) City Council Regular dates November 11, 2018
- 4.06: Approve Rental Licenses
- 4.07: Adopt Resolution #18-241 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of November 8, 2018 through November 20, 2018
- 4.08: Adopt Resolution #18-237 Adopting the 2019 Parking Ramp Maintenance Budget and Adopt Resolution #18-238 Allocating the Parking Ramp Maintenance Costs per the Adopted 2019 Budget
- 4.09: Adopt Resolution #18-239 Not Waiving Statutory Tort Limits

- 4.10: Adopt Resolution #18-240 Extending Fee Agreement with North Risk Partners-Bearance Management Group for Agent of Record Services for the City's Property, Casualty, and Worker's Compensation Insurance Services
- 4.11: Adopt Resolution #18-244 Amending Exhibit B, Exhibit C, and Exhibit D of Assessment Agreement Between City of Ramsey and Riverstone Development, LLC and Hagemen Holdings, LLC, dated July 25, 2017 to Reflect Actual Construction Costs and Final Assessment Amounts
- 4.12: Adopt Resolution #18-242 Authorizing Partial Payment to Douglas-Kerr Underground, LLC for Bunker Lake Boulevard and Puma Street Pavement Improvements, Improvement Project #18-05
- 4.13: Adopt Resolution #18-232 to Hire Temporary On-Call Snow Plow Drivers
- 4.14: Adopt Resolution #18-243 to Fill the Vacant Economic Development Administrative Assistant Position
- 4.15: Adopt Resolution #18-249 Declaring a Vacancy in the Office of Councilmember At-Large, Due to Special Election on November 6, 2018

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

## **5. APPROVE AGENDA**

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

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

## **6. PUBLIC HEARING**

### **6.01: Public Hearing to Consider Approval of On-Sale and Sunday Liquor License for Triple Shift Entertainment, LLC, dba Super Bowl located in the City of Ramsey at 6720 Riverdale Drive NW**

#### **Presentation**

Community Development Director Gladhill reviewed the staff report and recommendation to approve the on-sale and Sunday liquor license for Triple Shift Entertainment, LLC, dba Super Bowl.

Councilmember Riley asked for the details of what is reviewed in the recommendation from staff to approve the license request.

Community Development Director Gladhill reviewed the process that staff follows, which includes a background check from the Police Department, site visits, and investigation of the business.

### **Public Hearing**

Mayor LeTourneau called the public hearing to order at 7:18 p.m.

### **Citizen Input**

There was none.

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

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

The public hearing was closed at 7:18 p.m.

### **Council Business**

Motion by Councilmember Riley, seconded by Councilmember Shryock, to approve an on-sale and Sunday liquor license for Triple Shift Entertainment, LLC, dba Super Bowl.

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

### **6.02: Public Hearing to Consider Adoption of Ordinance #18-16 Adopting the 2019 Schedule of Rates, Fees and Charges**

#### **Presentation**

Finance Director Lund reviewed the staff report and recommendation to accept the rates as proposed and adopt Ordinance #18-16, 2019 Schedule of Rates, Fees and Charges.

Councilmember Musgrove asked if the meeting on November 13<sup>th</sup> was a regular Council meeting and stated that she was unsure if she should vote on the matter as she was not present at that meeting.

Mayor LeTourneau stated that because of the Councilmembers absent tonight, there would be an impact if Councilmember Musgrove does not vote on the topic.

### **Public Hearing**

Mayor LeTourneau called the public hearing to order at 7:24 p.m.

### **Citizen Input**

Randy Bauer, 14942 Quintana Street NW, stated that he is the Chair of the Planning Commission and there has been discussion of the possible depletion of the groundwater. He stated that in the summer months many residents are irrigating but noted that water is being collected through infiltration rather than being carried away out of the community as waste water. He stated that perhaps that summer irrigation charge is placed into a dedicated fund for future water needs.

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

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

The public hearing was closed at 7:26 p.m.

### **Council Business**

Finance Director Lund stated that the waste water has a fixed rate for residential properties and therefore the water usage does not affect the sewer charge for residential properties. She stated that commercial properties have a separate meter that is not associated with sewer charges.

Councilmember Musgrove referenced the proposed eight percent increase for stormwater and asked for additional input.

Finance Director Lund clarified that the eight percent increase is based on the projects and funding needed within the City's Capital Improvement Plan. She stated that the cost from the Metropolitan Council would be the three percent increase for the sewer charges. She stated that rates could be amended at any time during the year, the Council would simply need to hold another public hearing.

Motion by Councilmember Shryock, seconded by Councilmember Riley, to waive the City Charter requirement to read the Ordinance aloud and adopt Ordinance #18-16 Establishing Permit Fees, Service Charges, and Various Other Fees to be Collected by the City of Ramsey.

Further discussion: Mayor LeTourneau asked if Councilmember Musgrove would be comfortable voting tonight. Councilmember Musgrove confirmed that she would be comfortable voting tonight.

A roll call vote was performed by the Recording Secretary:

Councilmember Shryock	aye
Councilmember Riley	aye
Councilmember Johns	absent
Councilmember Kuzma	absent
Councilmember Musgrove	aye
Mayor LeTourneau	aye

Motion carried.

## **7. COUNCIL BUSINESS**

### **7.01: Consider Adopting Resolution #18-250 Amending Approved Right of Re-Entry Agreement; Case of Centra Homes**

Economic Development Manager Sullivan reviewed the staff report and recommendation to consider adoption of Resolution #18-250 amending approved Right of Re-Entry Agreement.

Councilmember Riley asked for additional details on a right of re-entry clause.

Economic Development Manager Sullivan explained that the purpose of a right of re-entry agreement is to ensure that a developer performs to a certain standard, which in this case would be to construct 15 homes within three years.

Councilmember Riley stated that he understands that the importance of the clause is to ensure that development occurs.

Councilmember Shryock agreed that while the City loves to sell the land, she does see the importance in protecting the interest of the City as well. She stated that she was pleased to see that the developer requested the change prior to the expiration date. She stated that she is comfortable with the action at this time.

Councilmember Musgrove asked for additional details on the increase from \$5,000 to \$20,000.

Economic Development Manager Sullivan stated that the developer is asking the City to divert from the normal process and therefore the price was increased in return for that exception.

Mayor LeTourneau asked how that caused the increase from \$5,000 to \$20,000.

Economic Development Manager Sullivan clarified that the request for the increase was from the City to protect the interest should this development not be constructed.

Mayor LeTourneau stated that the City uses the right of re-entry agreement regularly in many development instances, most commonly commercial and industrial. He encouraged staff to continue working with the developer to keep this deal going forward.

Motion by Councilmember Shryock, seconded by Councilmember Riley, to Adopt Resolution #18-250 Authorizing the City of Ramsey to Amend Right of Re-Entry Agreement, subject to City Attorney approval as to legal form.

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

**7.02: Consider Adoption of Resolution #18-248 to Approve the City's 2019-2020 Union Contracts**

Administrative Services Director Lasher reviewed the staff report and recommendation to adopt Resolution #18-248 to settle the two-year labor agreements with AFSCME, LELS-Patrol, LELS-Sergeants, and LELS-Captains subject to final review and approval of contract language by the City Attorney.

Mayor LeTourneau noted that this has been an ongoing process to reach this recommendation.

Councilmember Riley agreed that staff and the Council have been a part of the labor negotiations to reach this point.

Motion by Councilmember Riley, seconded by Councilmember Shryock, to Adopt Resolution #18-248 to Settle the Two-Year Labor Agreements with AFSCME, LELS-Patrol, LELS-Sergeants, and LELS-Captains, subject to final review and approval of contract language by the City Attorney.

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

**7.03: Consider Adoption of Resolution #18-245 to Authorize the City's 2019 Non-Union City Health and Dental Insurance Contributions and Cost of Living Adjustments**

Administrative Services Director Lasher reviewed the staff report and recommendation to move forward with the City non-union health and dental insurance contributions as listed and a two-and three-quarter percent (2.75%) COLA on January 1, 2019. This action is important in order to effectively maintain internal equity, compete in external hiring processes, and to retain the City's talent.

Councilmember Riley asked if it is standard practice for the non-union employees to receive roughly the same increase as union employees.

Administrative Services Director Lasher confirmed that the attempt would be to keep the rates equal among all staff groups. She noted that there are times when certain employee groups fall below market rate and therefore need an additional increase to reach the market rate.

Mayor LeTourneau stated that the Council and staff have been working on this topic for many months and considered many factors in order to reach a recommendation to find a fair and equitable solution for the services that are provided by staff.

Motion by Councilmember Shryock, seconded by Councilmember Riley, to Adopt Resolution #18-245 to Authorize the City's 2019 Non-Union City Health and Dental Insurance Contributions and Non-Union Cost of Living Adjustments.

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

**8. MAYOR, COUNCIL AND STAFF INPUT**

City Administrator Ulrich announced upcoming meetings and events.

**9. ADJOURNMENT**

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

Motion carried.

The regular meeting of the City Council adjourned at 7:51 p.m.

Respectfully submitted,

---

Kurtis G. Ulrich  
City Administrator

ATTEST:

---

Katie M. Schmidt  
Administrative Assistant

Drafted by Amanda Staple  
*TimeSaver Off Site Secretarial, Inc.*

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

The Ramsey City Council conducted a City Council Work Session on Tuesday, December 11, 2018, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

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

Also Present: City Administrator Kurtis Ulrich  
Police Chief Jeff Katers  
Administrative Services Director Colleen Lasher  
Community Development Director Timothy Gladhill  
Councilmember Elect Nadine Heinrich  
Planning Commissioner Bruce Anderson

**1. CALL TO ORDER**

Mayor LeTourneau called the City Council Work Session to order at 5:31 p.m.

**2. TOPICS FOR DISCUSSION**

**2.01: Consider Extension for Temporary Fulfilling Needed Building Inspection Services**

Community Development Director Gladhill reviewed the staff report.

Councilmember Johns asked and received confirmation that the request for the engineering admin to transition from part-time to full-time is as of July 1, 2019.

Community Development Director Gladhill noted that this request will help the department to catch up and stay current with the demands that arise in the spring. He did not anticipate that additional assistance would be needed after June 2019. He simply asked for consensus from the Council.

Councilmember Riley stated that he likes the presentation of this case and believes it to be a flexible solution that he can support.

Councilmember Musgrove stated that there was a previous comment made about concern of burnout of engineering staff and asked if this would put additional stress on the engineering department.

Community Development Director Gladhill noted that transition to a full-time position for the engineering admin is not budgeted until July 1, 2019 and therefore this will not place additional burden on that department.

The consensus of the Council was to approve the extension for temporary fulfilling needed for building inspection services.

**2.02: Discussion Regarding the Annual Performance Review of the City Administrator, an Individual Who is Subject to the City Council's Authority (May be closed to the public)**

Motion by Councilmember Johns, seconded by Councilmember Kuzma, to recess the meeting to Closed Session at 5:39 p.m.

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

The meeting reconvened to Open Session at 6:00 p.m.

Administrative Services Director Lasher noted that the City Council discussed the performance of the City Administrator in closed session and will take formal action at the next City Council meeting in January.

**2.03: Review Administration and Enforcement of City Code Violations**

Community Development Director Gladhill reviewed the staff report.

Councilmember Riley asked if it would carry more weight and authority for the police department to follow up on enforcement, as the comment was made that residents sometimes do not take the comments from planning staff as seriously. He noted that could be a poor use of the police staff.

Community Development Director Gladhill provided additional input on enforcement, noting that planning staff sometimes use the police Community Service Officer, but has more recently received assistance from the City Attorney in drafting letters, which has seemed to be more effective. He estimated that perhaps there are two to three cases per year in which planning asks for assistance from the police department. He noted that there are some types of cases that are handled by the police department.

Police Chief Katers estimated that the police department handles about 420 code enforcement cases per year, varying in degree from noise complaints to blight and other issues. He stated that 90 percent of the cases are resolved after the first contact by the police department but explained that the expenses are generated through the repeat offenders. He stated that the goal is compliance and agreed that assistance from the City Attorney is often helpful. He stated that there are problem properties that remain as offenders for multiple years.

Mayor LeTourneau asked how much of the cost can be recovered for problem properties that require abatement.

Police Chief Katers replied that abatement is included as a line item in the budget and will be assessed back to the offending property. He stated that the cost is recovered but it could span a few years before that cost is recovered. He stated that abatement is expensive. He explained that a contractor charges more because they already have contracts for service and therefore charge the City a higher rate because the properties are in a bad situation. He provided the example of long grass in which the grass is one to two feet high when abatement is actually completed.

City Administrator Ulrich stated that when there are hardship issues, staff is willing to work with property owners to get the help they need or provide them with the proper resources.

Community Development Director Gladhill stated that staff has the ability to grant extensions and looks for signs of progress. He recognized that not all property owners are aware of zoning code requirements. He explained that some property owners need additional time because of hardships and noted that there is another category where the homeowner simply keeps pushing the extension. He reviewed a proposed process for extensions that could provide a balance of being fair to homeowners but also ensuring that compliance is reached. He referenced the issue of blighted properties and noted that in cases where there is financial hardship, there are sometimes funds available through Anoka County to assist in providing funding assistance.

Councilmember Musgrove stated that sometimes church or community groups are willing to provide assistance as well for residents in the community that need help because of a hardship.

Community Development Director Gladhill stated that staff does have connections available for government agencies or non-profits, but stated that while there would be additional opportunities, City staff needs to be careful with which private groups they would recommend. He noted that in a case of financial hardship, it would not be the City's position to broadcast them to obtain offers of assistance.

Councilmember Kuzma recognized that staff is not proactively looking for violations. He agreed that the current method for the first notice would be sufficient but then believed that additional force could be placed on the second contact.

Community Development Director Gladhill further explained the process that staff follows for violations including administrative citations.

Councilmember Riley agreed that the focus should not be on the exceptions and extensions but on the property owners that are ignoring the notices and citations.

Councilmember Kuzma stated that if there is a bank that is not reacting on a foreclosed property, a letter from the City Attorney would probably provide more enforcement.

Community Development Director Gladhill noted that while that was a larger problem in 2008 when foreclosures were high, that has declined as an issue as the number of foreclosed properties has decreased.

Mayor LeTourneau used an example of a resident that expressed concerns with a neighboring property that has long grass and home occupation violations. He stated that was a rare example of one of those worst-case scenarios. He recognized how the community has changed over time as the development has continued to change from rural to more developing and the newer residents tend to have less tolerance for some of the violation issues. He stated that it seems as though the standards are more relaxed in the rural areas of the community and stricter in the developed areas because of the resident expectations. He stated that it often seems that some residents know how to “game the system” to get through an entire season without solving the problem.

Community Development Director Gladhill stated that originally, the City used certified mail, but residents determined that they could refuse the certified mail and therefore the City discontinued that method.

Councilmember Johns agreed that there is a problem on certain cases with the time that it takes to come into compliance, which can stretch over multiple seasons. She was unsure how that could be addressed, suggesting that perhaps the timeline to address the violation shrinks for repeat violations.

Community Development Director Gladhill agreed that if there is a reoccurring issue the trigger would be quicker, the ability to grant extensions would shrink, and the administrative fines would increase. He stated that in regards to the rural versus developed areas, the process needs to be equitable. He stated that some zoning standards are more relaxed in the rural areas but noted that some of the more complex violation cases occur in the rural areas.

Councilmember Johns stated that she would like staff to review what is allowed as she believes that some of the allowed issues are excessive.

Community Development Director Gladhill stated that staff will see how the new approach works in the next season, but noted that it would be dependent upon the development review that is needed in 2019 as well.

Councilmember Johns stated that she would perhaps support being more proactive on the main corridors but would support complaint-based reaction for residential areas. She noted that if there are repeat offenders, perhaps staff should continue to follow up on those properties to ensure that violations do not continue to occur.

Community Development Director Gladhill stated that there is not sufficient staff to switch to a proactive approach City-wide. He stated that there have been times when staff has done proactive violations on the main corridors, but there was a large pushback from the business community.

Ms. Heinrich stated that she has heard comments from the public that they appreciate that the City is not out proactively looking for violations. She stated that perhaps if the public is educated more and alerted that the system is complaint based, that would help to explain the process a bit better.

City Administrator Ulrich stated that once a violator is aware that the system is complaint based, they often bring in a list of violations that they have found in their neighborhood.

Police Chief Katers stated that for police enforcement, the complainant is kept confidential and therefore the police investigate the matter and the police would then become the complainant. He stated that the first question the police are asked when responding to a violation is who complained and because of a fear of retaliation, that information is kept confidential.

Councilmember Kuzma asked for information on whether the violation rates are proposed to change.

Community Development Director Gladhill reviewed the fee information, noting that it is not proposed to change, but noted that for problem properties the ladder could be climbed more quickly.

Community Development Director Gladhill confirmed that he has sufficient input from the Council.

### **3. TOPICS FOR FUTURE DISCUSSION**

#### **3.01: Review Future Topics/ Calendar**

City Administrator Ulrich noted that January 15<sup>th</sup> has been set for the road maintenance discussion with the community. He stated that WSB staff will lead that discussion on the different funding options. He stated that the Council should begin to think of a date for a strategic planning session, which typically occurs in February or March. He stated that the annual organizational meeting will occur on January 8<sup>th</sup>, at which time Committee assignments and Board representation are designated. He stated that additional discussion will occur regarding funding for the public works facility. He noted that the historic townhall building will also need to be discussed as that building is deteriorating. He stated that the legislative priorities will be discussed at a future worksession with the City's representatives, potentially occurring in January.

Mayor LeTourneau advised of an annual cookie visit that the Council has done and noted that perhaps plates of cookies could be arranged and dropped off to each department, as a way of showing thanks.

Councilmember Riley stated that he would be in favor of giving the cookies, if the Council is welcome, but if the department would prefer not to receive the cookies, he would be fine with that as well.

Administrative Services Director Lasher explained that the public works trailer is already crowded and hot and perhaps it would be better to have the event held at City Hall rather than having the Council go to the trailer.

Ms. Heinrich stated that she believes that it would be important to show thanks to all departments and agreed that having the event at City Hall would be an opportunity for those that want to attend to attend. She stated that she would appreciate the ability to meet additional staff members.

It was the consensus of the Council to hold the annual cookie open house at City Hall with invitations open to all departments to occur on Monday, December 17<sup>th</sup> from 8:30 to 9:30 a.m. in an open house format.

Administrative Services Director Lasher stated that in terms of the budget, she would need to start the hiring process immediately as a position is set to start on January 1. She confirmed the consensus of the Council to begin that process for those positions, pending the outcome of the budget discussion at the regular meeting tonight.

#### **4. MAYOR / COUNCIL / STAFF INPUT**

None.

#### **5. ADJOURNMENT**

The Work Session of the City Council was adjourned at 6:54 p.m.

Respectfully submitted,

---

Kurtis G. Ulrich  
City Administrator

ATTEST:

---

Katie M. Schmidt  
Administrative Assistant

Drafted by Amanda Staple  
*TimeSaver Off Site Secretarial, Inc.*

**CITY COUNCIL WORK SESSION (CLOSED PORTION)  
CITY OF RAMSEY  
ANOKA COUNTY  
STATE OF MINNESOTA**

The Ramsey City Council conducted a Closed Session on Tuesday, December 11, 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 Debra Musgrove  
                          Councilmember Chris Riley

Members Absent:     Councilmember Melody Shryock

Also Present:         City Administrator Kurtis Ulrich  
                          Administrative Services Director Colleen Lasher  
                          Councilmember Elect Nadine Heinrich

**1.     CALL TO ORDER**

Mayor LeTourneau called the Closed Session of the City Council to order at 5:39 p.m.

**2.     COUNCIL BUSINESS**

**2.01:   Discussion Regarding the Annual Performance Review of the City Administrator,  
          an Individual Who is Subject to the City Council's Authority**

Administrative Services Director Lasher explained that the purpose of the case is for the Council to conduct the annual performance review of the City Administrator.

**3.     ADJOURNMENT**

Motion by Commissioner Kuzma, seconded by Commissioner Johns, to adjourn the Closed Session.

Motion carried.

The Closed Session was adjourned at 5:58 p.m.

Respectfully submitted,

---

Kurtis G. Ulrich  
City Administrator

ATTEST:

---

Katie M. Schmidt  
Administrative Assistant

Drafted by Amanda Staple  
*TimeSaver Off Site Secretarial, Inc.*

TABLE OF CONTENTS

1. CALL TO ORDER ..... 2

2. PRESENTATION ..... 2

    2.01: Rumriver Arts and Ramsey Park and Recreation’s 2018 Report to the Community ..... 2

3. CITIZEN INPUT ..... 3

4. CONSENT AGENDA ..... 3

5. APPROVE AGENDA ..... 4

6. PUBLIC HEARING ..... 4

    6.01: Public Hearing to Consider 2019 Tax Levies and General Fund Budget – Adoption of Resolution #18-254 Adopting the 2018, Payable 2019 Municipal Tax Levy; Adoption of Resolution #18-255 Adopting the 2019 General Funds Budget; and Adoption of Resolution #18-256 Adopting the 2019 Economic Development Authority (EDA) Budget ..... 4

    6.02: Public Hearing to Consider Adoption of Resolution #18-257 Adopting the City’s 2019-2028 Capital Improvement Plan (CIP) ..... 7

7. COUNCIL BUSINESS ..... 9

    7.01: Review Sketch Plan for Harvest Estates 2<sup>nd</sup> Addition; Case of Meadowbrook Development (Project #18-161)..... 9

    7.02: Consider Purchase Agreement on Lot 25, Block 1, Harvest Estates for Harvest Estates 2<sup>nd</sup> Addition (former Municipal Center); Case of Meadow Creek Builders (Portions of this case may be closed to the public) ..... 9

    7.03: Consider Adoption of Resolution #18-265 Approving Alternatives AKM Farms (Paxmar) for Revision to the 2040 Comprehensive Plan Update ..... 10

    7.04: Review Concept Plan for Hotel/Multifamily Development in The COR; Case of Allied Development ..... 12

    7.05: Consider Adoption of Resolution #18-263 Selecting Highway 10 Alternatives for Additional Study and Design ..... 13

    7.06: Consider Adoption of Resolution #18-264 Approving West Riverdale Study as Official Planning Document ..... 16

    7.07: Consider Adoption of Resolution #18-246 Approving Plans and Specifications and Authorizing Advertisement for Bids for Riverdale Drive Utility Improvements, Improvement Project #18-14 ..... 16

    7.08: Consider 2019 Legislative Platform ..... 16

8. MAYOR, COUNCIL AND STAFF INPUT ..... 17

9. ADJOURNMENT ..... 17

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

The Ramsey City Council conducted a regular meeting on Tuesday, December 11, 2018, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

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

Members Absent: None

Also Present: City Administrator Kurtis Ulrich  
Finance Director Diana Lund  
Fire Chief Matt Kohner  
Police Chief Jeff Katers  
Parks and Assistant Public Works Superintendent Mark Riverblood  
Public Works Superintendent Grant Riemer  
Administrative Services Director Colleen Lasher  
Community Development Director Timothy Gladhill  
City Engineer Bruce Westby

**1. CALL TO ORDER**

Mayor LeTourneau called the regular meeting of the Ramsey City Council to order at 7:00 p.m., followed by the Pledge of Allegiance led by Mayor LeTourneau.

**2. PRESENTATION**

**2.01: Rumriver Arts and Ramsey Park and Recreation's 2018 Report to the Community**

Parks and Assistant Public Works Superintendent Riverblood provided background information noting that the collaboration began three years ago on a small scale and programming has been added each year.

Susan Yee, Rumriver Arts, provided background information on the organization that began in 2009 with afterschool programs and then expanded in 2011 to include additional programs and then began a non-profit in 2012. She stated that in 2017 the organization began to collaborate with the Ramsey Parks Department. She reviewed the mission of the organization to offer

programming to people of all ages and ethnicities. She stated that the organization began with 900 square feet and now has over 5,000 square feet between three studios.

Parks and Assistant Public Works Superintendent Riverblood stated that the programming in the City spans different locations to reach out to different areas of the community. He stated that the Art Fair continues to grow in success with very little hard cost to the community. He stated that by using the parks for these programming events, it also helps to bring residents to different parks and expand their knowledge of the parks system.

Ms. Yee stated that they have been impressed at how the Art Fair has almost tripled in size from year to year and is an opportunity for local artists to showcase their art. She reviewed the different focuses of her organization in continuing to feature local art exhibitions and demonstrations and providing affordable opportunities for families to participate in art activities.

Parks and Assistant Public Works Superintendent Riverblood stated that staff is open to input from the community on additional programming they would like to see or opportunities that staff may be missing.

### **3. CITIZEN INPUT**

None.

### **4. CONSENT AGENDA**

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

- 4.01: Receive Cash and Investments for Period Ending November 30, 2018
- 4.02: Approve Licenses
- 4.03: Adopt Resolution #18-253 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of November 21, 2018 through December 5, 2018
- 4.04: Adopt Resolution #18-266 Calling for a Special Election to Fill the Vacancy in the At-Large Council Seat and Direct Staff to Proceed with the Special Election Process
- 4.05: Adopt Resolution #18-267 Establishing Precinct and Polling Locations for 2019 Election Year
- 4.06: Adopt Resolution #18-252 Approving Architectural Plans for Parkside Village; Case of Centra Homes, LLC
- 4.07: Adopt Resolution #18-258 to Enter into a Residential Recycling Program Agreement with Anoka County to Receive SCORE Funds for 2019
- 4.08: Adopt Resolution #18-259 Authorizing Final Payment to Douglas-Kerr Underground, LLC for Improvement Project #17-10, Puma Street Utility Improvements
- 4.09: Adopt Resolution #18-260 Authorizing Partial Payment No. 3 to North Valley, Inc. for Improvement Project #17-02, Rivers Bend Street Reconstruction
- 4.10: Adopt Resolution #18-261 Authorizing Partial Payment No. 3 to North Valley, Inc. for Improvement Project #18-00, Stanhope Terrace Street Reconstruction

- 4.11: Adopt Resolution #18-262 Authorizing Partial Payment No. 2 to North Valley, Inc. for Improvement Project #18-03, 2018 Street Overlay Improvements
- 4.12: Report from the Public Works Committee Meeting dated November 20, 2018:
- 1) Authorize Architectural Design Services for Municipal Pumphouse #3 – *Ratify the recommendation of the Public Works Committee to direct staff to prepare an RFP for Architectural Design Services for Pumphouse #3*
  - 2) Consider Initial Direction on Development of Policy for Private Improvement within Public Rights of Way – *Ratify the recommendation of the Public Works Committee to make no changes to the existing policy and continue to approach requests on a case by case basis.*
  - 3) Staff Updates on Improvement Projects and Items of Interest – *Ratify the recommendation of the Public Works Committee to continue to use GPR on the spring road projects and to add a requirement of new development to include the use of GPR and provide that data to the City prior to turning the roadway over to the City.*

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

## **5. APPROVE AGENDA**

Motion by Councilmember Riley, seconded by Councilmember Kuzma, to approve the agenda as presented.

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

## **6. PUBLIC HEARING**

**6.01: Public Hearing to Consider 2019 Tax Levies and General Fund Budget – Adoption of Resolution #18-254 Adopting the 2018, Payable 2019 Municipal Tax Levy; Adoption of Resolution #18-255 Adopting the 2019 General Funds Budget; and Adoption of Resolution #18-256 Adopting the 2019 Economic Development Authority (EDA) Budget**

### **Presentation**

City Administrator Ulrich noted that tonight's presentation represents over six months of the Council and staff working together to comprehensively develop an approach that would meet both the needs of the community and the proposed budget.

Finance Director Lund reviewed the staff report and recommendation to adopt Resolution #18-254 adopting the 2018, payable 2019, municipal tax levies (General, EDA and Debt Service) in the amount of \$11,831,336; adopt Resolution #18-255 adopting the 2019 General Fund budget in the amount of \$12,838, 782; and adopt Resolution #18-256 adopting the 2019 EDA budget in the amount of \$109,163.

Mayor LeTourneau thanked Finance Director Lund for the thorough presentation.

Councilmember Riley referenced the difference between the amount approved as the preliminary budget and the decrease of \$75,000 that has been made and presented tonight and asked for additional input on that decrease.

Finance Director Lund noted that a current police officer resigned from his position and there were also changes to the coverage amount selected by employees.

Councilmember Riley asked for more details on the cost savings for the police officer position.

Finance Director Lund explained that the previous employee was a 12-year police officer to an officer that is starting at step one.

### **Public Hearing**

Mayor LeTourneau called the public hearing to order at 7:29 p.m.

### **Citizen Input**

Spencer Butler, 17405 Nowthen Boulevard, stated that he has a 14.9 percent increase in his property taxes this year. He stated that he can pay that amount but is unsure that is a sustainable rate of increase. He stated that the value of his home was increased by 17 percent, noting that his home is 100 years old, and acknowledged that is probably due to the amount of land he owns as well. He asked whether this rate of increase will increase and what that amount would then be in five years. He realized that new homes in the community have higher values and believed that the increase in value on his home was steep. He noted that he is not on a fixed income, but these increases might become too steep for those people on fixed incomes. He thanked the Council for taking his comments.

Mayor LeTourneau thanked Mr. Butler for this input. He stated that some property owners are experiencing an increase in their tax rate while others are seeing a decrease and asked staff for additional input.

Finance Director Lund explained that the lower priced homes are not staying on the market and therefore people are paying more than what the home is worth. She explained that the property assessor is using the sale prices of the homes to determine the value of the properties.

Mayor LeTourneau stated that a number of years ago during the recession, the tax amount was decreasing as the property values were decreasing. He explained that property values tend to ebb and flow with the market. He stated that he would not expect property values to continue to increase at the same rate each year but noted that it is market dependent.

Finance Director Lund stated that the school levy was added to the property tax levy in 2018 and continues on in 2019 as well as the loss of the market rate exclusion.

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

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

The public hearing was closed at 7:37 p.m.

### **Council Business**

Councilmember Shryock asked and received confirmation that if residents do not believe the value of their property to be correct, they can speak with the County assessor and appeal that value at the Board of Appeals and Equalization in 2019. She also reviewed the distribution of property taxes, noting that of each dollar paid, 42 cents are received by the City of Ramsey while the County and other entities are receiving the remaining 58 cents per dollar.

Councilmember Riley stated that he is against the proposed budget. He stated that the City should look to compare the City's increase in taxes with the consumer price increase and future inflation rates. He stated that he is also concerned that the increases in this budget build in automatic increases in future years. He explained that the levy is being bought down by about two percent by using the revolving fund. He stated that if the budget is adopted as proposed there are partial year employees that will be added and will be fully funded employees in 2020. He stated that any new and existing positions also receive COLA and step increases. He stated that without even making a decision on 2020, there would already be an increase of four to five percent just because of the additions to this budget. He stated that within five years the City is looking at hard decisions, using the example of the public works facility and street reconstruction funding. He explained that the increases in the budget this year make it much harder to plan for those items in future years. He stated that he will not support the proposed budget.

Councilmember Shryock stated that the Council has had thorough discussions at the worksession meetings and there are tough decisions. She stated that there are staff that are being overworked and staff that are unable to respond to resident calls because of the current staffing level. She stated that at the last worksession she made the comment that if these positions are needed because staff is being stretched thin, she would want to ensure that the current staff is being treated correctly and not stretched too thin. She stated that staff has said that these are needed positions that will help alleviate the stress and extra hours that other staff members are putting in. She stated that at the last worksession she made the comment that she would support these positions but then there needs to be an understanding that additional positions may not be approved in 2020. She stated that she will support the budget as the City is in a position of catch-up and is short staffed, but the City needs to be mindful in the years to come as there are big decisions to be made in the future. She noted that road debt continues to add a large amount to the budget. She stated that in mid-January a road funding discussion will begin to determine the different options for road funding, as that element continues to have a huge impact on the budget.

Councilmember Johns stated that the Council has worked with staff on this budget for six to nine months and has reviewed a number of scenarios. She stated that puts you in the position of giving up a firefighter that then has an impact of having a response time of five minutes compared to two minutes, which makes a difference if your home is on fire. She stated that there is a lot of opportunity to expand the tax base and the City is putting itself in the position to prepare for the future. She agreed that there should be continued discussions on road funding and hoped that everyone remains openminded on the options available at that time. She stated that she will be supporting the budget.

Councilmember Kuzma stated that his biggest concern is safety. He noted that the community is continuing to grow, and the City needs to have appropriate staffing levels to accommodate the needs of the community. He stated that roads need to continue to be addressed because that was not a focus of past Council members. He stated that the growth of the City also adds more maintenance responsibility. He stated that he will be supporting the budget.

Motion by Councilmember Kuzma, seconded by Councilmember Johns, to Adopt Resolution #18-254 Adopting the 2018, Payable 2019, Municipal Tax Levy, to Adopt Resolution #18-255 Adopting the 2019 City of Ramsey General Fund Operating Budget, and to Adopt Resolution #18-256 Adopting the 2019 City of Ramsey Economic Development Authority Fund Budget.

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

Mayor LeTourneau thanked staff for the amazing amount of work and thought that goes into the budget each year. He also thanked the new member and elected member of the Council that provided input. He explained that a number of hours have been spent discussing the budget prior to tonight's meeting. He stated that he looks forward to continuing to bring forward consistent City services.

## **6.02: Public Hearing to Consider Adoption of Resolution #18-257 Adopting the City's 2019-2028 Capital Improvement Plan (CIP)**

### **Presentation**

Finance Director Lund reviewed the staff report and recommendation to adopt the 2019-2028 Capital Improvement Plan, noting that this is a forecasting tool and not actual, committed projects and expenditures.

### **Public Hearing**

Mayor LeTourneau called the public hearing to order at 7:56 p.m.

### **Citizen Input**

There was none.

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

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

The public hearing was closed at 7:56 p.m.

### **Council Business**

Councilmember Johns stated that she loves the document, as it is such a good planning tool that allows the City to layout strategic items. She stated that the addition of prioritizing items from the previous year made the document much more user friendly. She acknowledged the amount of work from staff that is needed to create and keep this document updated.

Councilmember Riley stated that he is opposed to the water treatment facility found in the years 2027 and 2028. He noted that there is not a study that states the City will need that and the City is also currently looking at a surface water treatment facility. He noted that the City is also part of a study that states that because of conservation efforts that treatment facility may not be needed.

Motion by Councilmember Riley, seconded by Councilmember Musgrove, to Adopt Resolution #18-257 Adopting the 2018-2027 Capital Improvement Plan (CIP), with the removal of the water treatment facility removed from 2027 and 2028.

Further discussion: Councilmember Shryock stated that the CIP is simply a planning document and by keeping those items as placeholders in the future it reminds the City of the things that may be needed in the future. She acknowledged that the City is taking part in studies and perhaps when the results of those studies are known the item could be removed, but until then would feel more comfortable keeping that item included on the CIP. Councilmember Kuzma stated that he likes to have options, and this is simply a planning document. He noted that there is a possibility that the City may not be able to dig more wells, and would then have a shortage and should therefore continue to have the item in the CIP until additional information is known.

Motion failed. Voting Yes: Councilmembers Riley, and Musgrove. Voting No: Mayor LeTourneau, Councilmembers Johns, Kuzma, and Shryock.

Motion by Councilmember Johns, seconded by Councilmember Shryock, to Adopt Resolution #18-257 Adopting the 2018-2027 Capital Improvement Plan (CIP).

Further discussion: Mayor LeTourneau stated that it is important to have options and currently the City does not have the information it would need to make the decision on whether that facility would be needed in the future.

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

## 7. COUNCIL BUSINESS

### **7.01: Review Sketch Plan for Harvest Estates 2<sup>nd</sup> Addition; Case of Meadowbrook Development (Project #18-161)**

Community Development Director Gladhill reviewed the staff report and stated that the purpose of the case is to review the Sketch Plan prepared by Landform in collaboration with Meadowbrook Development for the purpose of creating 15 new lots next to the Harvest Estates development at 15153 Nowthen Boulevard NW. The site is home to the old municipal center and was platted with the previous Harvest Estates project as Lot 25, Block 1 of Harvest Estates.

Councilmember Kuzma asked if a new traffic study has been done as this proposal would include additional homes.

Community Development Director Gladhill noted that while a traffic study was not done for this specific project, there were updated traffic figures from the Comprehensive Plan process. He stated that this would be a 15-home development and all roads would continue to operate at an acceptable rate.

Councilmember Musgrove stated that this is located in her ward and there was a comment that the County would like to have the development entrance and 151<sup>st</sup> equal and asked staff for input. She stated that the terrain between the existing homes and the area proposed to be filled has a steep slope and asked for details on water retention.

Community Development Director Gladhill confirmed that the County and City would like to see alignment between the entrance and 151<sup>st</sup>. He stated that would not happen at this point but would be part of a long-term vision for the Nowthen corridor. He noted that the realignment would require working with a property owner that would lose a portion of their property to make that possible. He stated that the area is fairly depressed and stated that the grade of the existing stormwater pond would be maintained and the stormwater for this portion of the site would remain onsite and would not impact the existing homes.

Mayor LeTourneau confirmed the consensus of the Council in support of the 65-foot lot widths and sketch plan as proposed.

Community Development Director Gladhill noted that fill will begin to be brought to the lot in the next week and advised that residents in that area have been notified. He stated that there will be a number of opportunities for residents to provide input on the process in the future as this case moves forward formally.

### **7.02: Consider Purchase Agreement on Lot 25, Block 1, Harvest Estates for Harvest Estates 2<sup>nd</sup> Addition (former Municipal Center); Case of Meadow Creek Builders (Portions of this case may be closed to the public)**

Community Development Director Gladhill reviewed the staff report and recommendation from the EDA to execute the Purchase Agreement with Meadow Creek Builders, Inc., which provides flexibility on the final determination of the site layout.

Mayor LeTourneau noted that the Council would have the option to go into closed session if desired.

Councilmember Riley asked if there has been negotiation on the purchase price or whether this was the offer price.

Community Development Director Gladhill explained the negotiation process that occurred between the developer and the Economic Development Manager. He stated that there was also verification that this is a fair market price that falls within the City's deal range.

Motion by Councilmember Riley, seconded by Councilmember Kuzma, to approve the Purchase Agreement for Lot 25, Block 1, Harvest Estates.

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

**7.03: Consider Adoption of Resolution #18-265 Approving Alternatives AKM Farms (Paxmar) for Revision to the 2040 Comprehensive Plan Update**

Community Development Director Gladhill reviewed the staff report and requested direction from the City Council as to what alternatives should be included in the final version of the Comprehensive Plan Update. He began with the discussion on the eastern portion of the parcel.

Councilmember Johns stated that when the Council last talked about this, she stated that she could support this if there was a buffer to the east but was concerned with the density to the north because of the low density. She stated that she would prefer the L shape to go north and east rather than east and south.

Allen Roessler, Paxmar, stated that he was asked to bring back a draft plan for further review. He confirmed flipping the higher density to the south could be an option to pursue, as the south is adjacent to industrial properties. He stated that they attempted to meet the concerns of the residents to the east to provide a buffer and meet the low-density buffer requirement on that side. He stated that there have been some concerns with traffic and they are also concerned about traffic, but have to defer to the City and County as those elements are out of their control.

Councilmember Johns asked if there would be a possibility to flip the lower density from the south to the north.

Mr. Roessler stated that he thinks that would be acceptable if desired by the Council. He stated that the reason those lots were placed to the south were to avoid the business of Alpine but did not believe that locating those homes near Alpine would affect the home values much.

Councilmember Kuzma stated that he could support either option.

Councilmember Riley stated that the existing homes adjacent to the north actually have side yards that face Alpine and therefore does not see an impact if the higher density homes are placed to the north. He asked for details on the trail that was negotiated.

Community Development Director Gladhill stated that this parcel has been sold and is coming forward under straightforward zoning, whereas the previous request was for a PUD and therefore a trail was a negotiation tool of that project. He stated that the tool to require a trail with this project is not available. He noted that there is a trail along Bunker Lake Boulevard and Puma Street, but the segments of the Lake Itasca Greenway are not in place in this area. He confirmed that there is a trail along Alpine.

Councilmember Shryock asked if there would be options to work through park dedication.

Community Development Director Gladhill confirmed that would be a negotiation tool with Hagman Holdings when that site develops separate from this project.

Councilmember Shryock stated that she is comfortable with the project as proposed which is mindful of the residents to the east. She agreed that the larger lots would make more sense on the southern portion of the lot rather than the north. She stated that as projects in this area move forward in the southern border area, she would want to ensure that staff keeps its eye open for Itasca Greenway options.

Mayor LeTourneau asked whether the homes along the eastern boundary now align with similar lot sizes to the existing homes.

Community Development Director Gladhill stated that the proposed homes would be quarter acre lots whereas the existing homes are one acre lots on private well and septic. He explained that the dimensional standards of the existing zoning of the parcel are met through this request, including the density transitioning requirement.

Community Development Director Gladhill provided additional input on the plans from Paxmar for the western portion of the property.

Councilmember Riley asked about zoning to the east of this property.

Community Development Director Gladhill noted that property would be zoned for medium density residential and would match what is approved for the Capstone development.

Councilmember Kuzma stated that this development would back up to the golf course.

Community Development Director Gladhill stated that given the extensive amount of input that was received during the last public input process, there was a much higher rate of resident support for this project than the first project.

Motion by Councilmember Kuzma, seconded by Councilmember Shryock, to Adopt Resolution #18-265 Approving Paxmar Alternatives to be Included in the Comprehensive Plan Update.

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

#### **7.04: Review Concept Plan for Hotel/Multifamily Development in The COR; Case of Allied Development**

Community Development Director Gladhill reviewed the staff report and explained that the purpose of the case is to review a high-level concept of a potential hotel/multifamily development in The COR across from the Ramsey Municipal Center. The developer, Allied Development, is considering a project for 2019, but before they commit to a Purchase Agreement with the property owner, PSD, LLC, they seek general feedback from the City. He noted that currently there is no request for financial assistance, but such a request is a possibility as the project pro-forma is developed.

Tom Hanson, Allied Development, stated that there would be a vision for the street level to include a hotel lobby, conference rooms, pool and amenities. He stated that they would look to also have a taproom and outdoor patio on one end, and on the other end a co-op space, which could act as a business incubator, and possibly a maker space.

Councilmember Johns stated that in her opinion this would be exactly what the City is looking for.

Councilmember Musgrove stated that she attended the Planning Commission meeting where a more in-depth presentation was given and there was a lot of excitement. She stated that there had been a question about a dining or meeting area and the comment was made that there would most likely not be a similar space to the Fountains of Ramsey. She stated that it might be a nice addition to have a space where a dinner and conference could be held.

Mr. Hanson stated that they see the Fountains of Ramsey as being a feeder for the hotel and do not want to compete with that business. He stated that perhaps the conference space in the hotel could accommodate 30 to 50 people whereas the Fountains can accommodate more like 300 people.

Councilmember Kuzma asked if a parking component would include a parking ramp.

Mr. Hanson noted that phase one could easily be accommodated by surface parking and explained that phase two would have a need for additional parking.

Councilmember Kuzma stated that he believes that parking will be an issue in The COR, noting the current building under construction across from City Hall.

Councilmember Shryock stated that she does like this concept. She stated that parking would also be a comment of hers but wanted to ensure that there would not be a huge corner of parking.

She stated she would want the design to be mindful and have parking screened to keep the comfort feel of The COR. She stated that she likes the mix of different opportunities.

Mayor LeTourneau stated that he is excited that this could potentially be part of the community. He stated that the concept about what is occurring in the area and where this is planned to be built is naturally progressing towards this type of product. He asked why Ramsey and why now.

Mr. Hanson stated that good groundwork has been laid by the City in creating a great framework with infrastructure and a quality of environment in The COR. He stated that this is a nicely constructed area, near the NorthStar.

Councilmember Shryock stated that she coordinates events at her job and if Ramsey could coordinate between meeting space available at City Hall and the Fountains, with the availability of a hotel, Ramsey could compete with some new conference opportunities. She noted that there would also be an attractive element in providing a place to stay and easily take the NorthStar to an event in Minneapolis.

Community Development Director Gladhill noted that staff has received the desired input from the Council, noting that both the Planning Commission and EDA were also supportive of the project. He stated that ultimately the decision to move forward will be up to the developer.

#### **7.05: Consider Adoption of Resolution #18-263 Selecting Highway 10 Alternatives for Additional Study and Design**

Angie Bersaw, Bolton & Menk, played a short video on improvement of the Highway 10 corridor, which explained the progress that has been made thus far and the planned improvements, as well as current congestion and traffic accident information. She stated that the technical advisory committee spent a lot of time to develop a list of the goals and objectives, which then tie back to the City's strategic vision. She stated that they are halfway through the schedule of this project. She reviewed the concept evaluation process and the different tiers of that process. She provided a snapshot of the recommendations that arose from the 2014 study. She stated that the intent is to find lower cost, high benefit improvements that improve situations on Highway 10 without going to a full freeway option right off the bat. She stated that the previous study did not include which combination of options would work well together. She stated this provides clarity to the City and to business owners and also allows the City to begin to look for funding. She explained that the previous study did not anticipate traffic forecasting and only looked at current conditions, noting that this study took into account future traffic forecasting. She stated that the assumption is that the Elk River and Anoka projects on Highway 10 will be completed by 2025.

Ms. Bersaw reviewed the west end universe of concepts that were reviewed, including concepts that were dismissed and conflicting goals. She provided an example of a signalized RCUT intersection at either Jarvis or Alpine Drive and stated that they will continue to carry forward concepts for a right-in/right-out at Bowers Drive, as well as frontage road connections.

Councilmember Riley stated that he would be resistant to adding lights and would want to hear more about that in the future.

Councilmember Musgrove referenced Alpine and the RCUT intersection, stating that it does not appear to do anything for the south side of Highway 10. She stated that Jarvis Street has more connections and may be a better fit.

Ms. Bersaw stated that there are additional plans for the future that are a part of the study, noting that Elk River may have a future connection to Jarvis.

Councilmember Shryock stated that there has not been a lot of interaction with Elk River through the Highway 10 Coalition. She asked if there have been conversations with Elk River as part of the study. She stated that in the past the City has tried to work with Elk River. She noted that the other partners to the east have been very willing to work with the City as partners on the Highway 10 Coalition.

Ms. Bersaw stated that an Elk River staff member is part of the technical advisory committee. She noted that she and City Engineer Westby also met with Elk River staff to have continued discussions. She stated that this is split between two different MnDOT Districts, MnDOT Metro and MnDOT District 3.

Councilmember Shryock stated that she wants to ensure that the City continues the mission that have been expressed through the Coalition.

Ms. Bersaw continued with the east end universe of concepts noting that the ultimate goal would be signal removal at Sunfish and Ramsey Boulevards. She reviewed some of the concepts that have been dismissed and conflicting goals.

Councilmember Riley asked if the decision to not do traditional grade separations at both Sunfish and Ramsey Boulevards is driven by funding.

Ms. Bersaw confirmed there would be a higher cost to have traditional grade separations at both intersections. She noted that there is also a smaller footprint at Sunfish and a traditional grade separation would have an impact on more businesses in that location. She was also unsure if MnDOT would approve traditional grade separations for both intersections because of required spacing.

Ms. Bersaw continued with railroad underpass options noting that it would be ideal to have grade separations at both Sunfish and Ramsey, but noted that there would be a distinction between an underpass and overpass for the railroad crossings. She explained that in order to construct an underpass, a shoofly, which is a temporary rail, would need to be constructed and removed. She explained that for Sunfish Lake, a rail crossing shoofly would impact and require the acquisition of four properties and would also impact power lines and therefore they would not like to continue to review an underpass for that crossing. She stated that the option of an underpass is a possibility for the Ramsey rail crossing and they would like to continue to review that option. She summarized the list of concepts that they would like to carry forward in the study for both

Sunfish Lake Boulevard and Ramsey Boulevard. She reviewed the next steps in the process which would include drawing out concepts that could be shown to the public during the public input process to follow. She reviewed the different build scenarios and the impacts that would occur at the different intersections.

Community Development Director Gladhill acknowledged that this was a lot of information to digest.

Councilmember Riley stated that the eastern concepts seem to make sense but stated that the western concept does not feel intuitive and he would not feel comfortable moving forward on that.

Community Development Director Gladhill stated that perhaps what was missing is the grade separation at Jarvis/Alpine and whether the Council would feel comfortable including that option.

Councilmember Riley stated that he is not comfortable with the options being dismissed for that western section.

Community Development Director Gladhill stated that the project management team will focus more on the west end and could hold a workshop setting to provide additional clarity and discussion on the west end.

Mayor LeTourneau agreed that additional screening would be needed for the western end. He was unsure how the stoplights would work on that end and felt that he would need more information. He stated that he would also hope for another alternate option as he was unsure how stoplights would help.

Ms. Bersaw agreed that there was not enough time tonight to go through all the details, noting that the plans go together with the plans from MnDOT and Elk River. She confirmed that more information could be provided.

Councilmember Shryock agreed that the options should be left open for the western side, noting that all options should be left open on that end. She wanted to see more time spent putting information out to the public, as only about one third of the community receives the Elk River paper, which has provided a different perspective to those residents. She wanted to ensure that the whole community is receiving the same information and is able to provide input. She stated that the City has been working diligently on the aspects to the east with the Highway 10 Coalition and does not want the City to detract from the progress that has been made with those communities. She stated that she would be hesitant to put too much effort on the west end at this point.

Motion by Councilmember Shryock, seconded by Councilmember Riley, to Adopt Resolution #18-263 Approving Options to Carry Forward for the Highway 10 Plan, keeping all options open for the western portion of the Highway 10 Corridor.

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

**7.06: Consider Adoption of Resolution #18-264 Approving West Riverdale Study as an Official Planning Document**

Community Development Director Gladhill reviewed the staff report and recommendation to adopt the study as an official planning document.

Motion by Councilmember Shryock, seconded by Councilmember Johns, to Adopt Resolution #18-264 Approving West Riverdale Study as an Official Planning Document.

Further discussion: Councilmember Riley asked if there is any reason the City would not do this, or something the City is not considering. Community Development Director Gladhill stated that it will come down to cost and that would be included in the next steps. He stated that the study includes the preferred alternative but also includes two additional options. He did not see a downfall in moving forward in the next steps with this as a planning document.

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

**7.07: Consider Adoption of Resolution #18-246 Approving Plans and Specifications and Authorizing Advertisement for Bids for Riverdale Drive Utility Improvements, Improvement Project #18-14**

City Engineer Westby reviewed the staff report and recommendation to adopt Resolution #18-246 approving plans and specifications and authorizing advertisement for bids for Riverdale Drive Utility Improvements, Improvement Project #18-14.

Councilmember Kuzma asked if winter construction would add to the construction cost.

City Engineer Westby confirmed that would add to the cost. He stated that winter construction cost would be included in the bids as a lump sum item, stating that cost is typically 10 to 20 percent more. He stated that typically a winter utility project would be avoided. He confirmed that LazyDays RV would be covering the additional winter construction costs.

Motion by Councilmember Kuzma, seconded by Councilmember Johns, to Adopt Resolution #18-246 Approving Plans and Specifications and Authorizing Advertisement for Bids for Riverdale Drive Utility Improvements, Improvement Project #18-14.

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

**7.08: Consider 2019 Legislative Platform**

City Administrator Ulrich stated that a large portion of the discussion can be deferred to a future worksession. He invited Elwyn Tinklenberg to come forward and discuss the City's continued number one priority, which is transportation. He reviewed the additional priorities included in the platform as proposed and recommended that the Council defer action to a future worksession.

Elwyn Tinklenberg stated that it was great to hear the person proposing the hotel, whom stated that the reason that makes sense is because of the groundwork the City has done. He noted that the same can be said about transportation. He noted that a priority of the Chair of the Transportation Committee is to continue the NorthStar to St. Cloud. He recognized the importance of the work that Bolton & Menk is doing by completing the study, which will put Ramsey in a great position as improvements are being planned and will occur in both Anoka and Elk River. He believed that there would be significant progress around issues that Ramsey has been promoting for years, and that will be a moment bright with opportunity.

Mayor LeTourneau expressed appreciation for the continued input and support from Mr. Tinklenberg.

City Administrator Ulrich stated that Mr. Tinklenberg also represents the City on multiple other groups and committees.

Motion by Councilmember Kuzma, seconded by Councilmember Riley, to defer the 2019 Legislative Initiatives to a future worksession.

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

## **8. MAYOR, COUNCIL AND STAFF INPUT**

City Administrator Ulrich announced upcoming meetings and events.

Mayor LeTourneau noted that this is the last calendar meeting for 2018 and is also the last meeting that Councilmember Johns will participate in. He thanked her for her service to the community and noted that it has been a pleasure serving with her. He also recognized incoming candidate elect Heinrich that will join the Council in January.

## **9. ADJOURNMENT**

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

Motion carried.

The regular meeting of the City Council adjourned at 10:15 p.m.

Respectfully submitted,

---

Kurtis G. Ulrich  
City Administrator

ATTEST:

---

Katie M. Schmidt  
Administrative Assistant

Drafted by Amanda Staple  
*TimeSaver Off Site Secretarial, Inc.*

**CC Regular Session**

**4. 4.**

**Meeting Date:** 01/08/2019

**By:** JoAnn Shaw, Community Development

---

**Information**

**Title**

Approve Licenses.

**Purpose/Background:**

The purpose of this case is to approve various license requests.

Background: Certain businesses in the City of Ramsey are required to apply for a license in addition to the Business Registration Certificate (BRC). Other businesses that may require a license, but are not required to have a BRC, may also be included in this approval. Those new license requests and/or renewals are attached for Council approval.

**Recommendation:**

Staff recommends approval of license applications.

**Action:**

Motion to approve the attached license applications.

---

**Attachments**

License Applications

---

**Form Review**

**Inbox**

Kurt Ulrich

Form Started By: JoAnn Shaw

Final Approval Date: 01/03/2019

**Reviewed By**

Kurt Ulrich

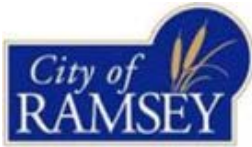
**Date**

01/03/2019 02:19 PM

Started On: 12/18/2018 04:04 PM

## City of Ramsey License Report - License Types

<u>Company</u>	<u>Location</u>	<u>Complex</u>	<u>Exp. Date</u>	<u>Council Date</u>	<u>Statu</u>
<b>Garbage Haulers</b>					
Waste Management of Minnesota, I			12/31/2019	1/8/2019	A
Randy's Sanitation, Inc.			12/31/2019	1/8/2019	A
Republic Services			12/31/2019	1/8/2019	A
Aspen Waste Systems, Inc.			12/31/2019	1/8/2019	A
<b>Garbage Haulers License Count: 4</b>					
<b>Rental</b>					
Troy Ashton/Ashton Properties	5408 145th Ave NW		1/8/2022	1/8/2019	A
Family Promise in Anoka County	7560 149th La NW		1/8/2022	1/8/2019	A
<b>Rental License Count: 2</b>					
<b>Therapeutic Massage Establishme</b>					
Balance Through Bodywork, LLC	14141 Iodine St NW		12/31/2019	1/8/2019	A
<b>Therapeutic Massage Establishment License Count: 1</b>					
<b>Therapeutic Massage Therapist</b>					
Michele A Reid	14141 Iodine St NW		12/31/2019	1/8/2019	A
<b>Therapeutic Massage Therapist License Count: 1</b>					
<b>Tobacco</b>					
Links At Northfork GC, LLC	9333 Alpine Dr NW		12/31/2019	1/8/2019	A
Holiday Stationstores, LLC	14075 Ramsey Blvd NW		12/31/2019	1/8/2019	A
Ramsey Market, Inc.	14911 Ramsey Blvd NW		12/31/2019	1/8/2019	A
Ohm Premier Vaping LLC	7876 Sunwood Dr NW		12/31/2019	1/8/2019	A
Holiday Stationstores, LLC	14350 Xkimo St NW		12/31/2019	1/8/2019	A
<b>Tobacco License Count: 5</b>					
<b>Transient Merchant/Peddler/Solic</b>					
Edward Jones			12/31/2019	1/8/2019	A
<b>Transient Merchant/Peddler/Solicitor License Count: 1</b>					
<b>Total Licenses: 14</b>					



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

**CC Regular Session**

**4. 5.**

**Meeting Date:** 01/08/2019

**By:** Kurt Ulrich, Administrative Services

---

**Information**

**Title:**

Approval of Tuition Reimbursement

**Purpose/Background:**

All regular City employees are eligible to participate in a degree completion tuition reimbursement program that provides for 50% reimbursement of tuition and books. Subject to the policy provisions, employees can participate based upon the approval by the department head, the HR manager, and City Administrator. Tuition reimbursement requests by the City Administrator are submitted to the City Council for approval.

**Notification:**

Not applicable

**Observations/Alternatives:**

The requested course is a required course toward a degree program of public administration. This course is an independent study course focusing research on a relevant public issue of concern. The City's reimbursement for degree program requires that the course be for the purpose of *advanced skill development*, and that the course is *job-related* and deemed to be a *benefit to the employer*.

**Funding Source:**

The 50% tuition expense would be allocated from budgeted administrative training and professional development. The employee is responsible for the other 50% of the cost.

**Recommendation:**

It is recommended that the Council approve the tuition reimbursement request for Spring semester 2019 as outlined in the attached *Tuition Reimbursement* form.

**Action:**

Motion to approve the tuition reimbursement request for the City Administrator for Spring Semester 2019.

---

**Attachments**

Tuition Reimbursement

---

**Form Review**

**Inbox**

**Reviewed By**

**Date**

Kurt Ulrich (Originator)  
Form Started By: Kurt Ulrich  
Final Approval Date: 01/03/2019

Kurt Ulrich

01/03/2019 04:38 PM  
Started On: 01/03/2019 03:57 PM

**Pre-Approval for Tuition Reimbursement**

To be eligible for reimbursement of 50% of tuition, books and lab fees, employees must complete and submit this form for approval of the Department Head, Human Resources Manager and City Administrator before registering for a Bachelor's degree or a class.

Eligible classes must be job-related and a benefit to the City or they must be part of a degree program which has been approved by the City Administrator. Satisfactory completion (receipt of C or better or a passing grade) of the course is required for reimbursement. When a "Request for Expense Reimbursement" form is submitted, a receipt for payment of tuition and lab fees, grade transcript, and copy of the completed pre-approval form must be attached.

Reimbursements are on a first come, first served basis and shall not exceed the department budget.

Please complete this form and give it to your department head who will forward it to the other reviewers. The original will be placed in your personnel file and a copy will be returned to you.

<b>Employee name:</b> Kurtis G. ULRICH	<b>Department:</b> Admin.
<b>Employee number:</b> 109850	<b>Position:</b> City Administrator
<b>Class name:</b> DPA 8993 - Independent Study Discretion III	<b>Number of credit hours:</b> 4
<b>Cost of Tuition per Credit (minus all fees):</b> \$175.00	<b>Estimated Cost of Books:</b> \$100.00
<b>School name:</b> Hamline University	<b>School address (1):</b> St. Paul, MN.
<b>Course dates:</b> Jan to June 2019	<b>School address (2):</b>
<b>To be completed by the HR Manager:</b> This employee has been approved by the City Administrator for enrollment in a job-related post-secondary educational program.	
Yes, approval date	No

How is this class related to your job? Research related to municipal issues.

How will your taking this class benefit the City? Benefit by gaining additional knowledge.

My signature below indicates that I understand the terms of the Tuition Reimbursement Policy, including the following provision: In the event an employee leaves the City, any reimbursement for education received during the 12 months prior to leaving must be returned to the City by the employee.

[Signature] 1-3-19

Employee Signature  
\*\*\*\*\*

Request has been: Approved Denied

Department Head's Signature Date Date

Human Resources Manager's Signature Date Date

City Administrator's Signature Date Date

**CC Regular Session**

**4. 6.**

**Meeting Date:** 01/08/2019

**By:** Diana Lund, Finance

---

**Information**

**Title**

Adopt Resolution #19-009 Approving the City of Ramsey 2020 Budget Calendar

**Purpose/Background:**

The City's Charter states that a budget calendar shall be established annually, by resolution, for the following year.

A draft resolution has been prepared to reflect all dates related to budget activities undertaken for the 2020 budget.

**Observations/Alternatives:**

The City is required by Charter to adopt a budget calendar.

**Action:**

Motion to adopt Resolutiuon #19-009 Approving the City of Ramsey's 2020 Budget Calendar.

---

**Attachments**

Resolution #19-009 2020 Budget Calendar

---

**Form Review**

**Inbox**

Kurt Ulrich

Form Started By: Diana Lund

Final Approval Date: 01/03/2019

**Reviewed By**

Kurt Ulrich

**Date**

01/03/2019 02:42 PM

Started On: 01/02/2019 07:41 AM

Councilmember introduced the following resolution and moved for its adoption:

**RESOLUTION #19-009**

**RESOLUTION APPROVING THE CITY OF RAMSEY’S 2020 BUDGET CALENDAR**

**WHEREAS**, the Ramsey City Charter states that a budget calendar shall be established annually by resolution; and

**WHEREAS**, the City of Ramsey’s Finance Committee recommends the Council adopt the following calendar:

- |                             |  |
|-----------------------------|--|
| January 8                   | Council adopts the 2019 Budget Calendar.   |
| January 14 –<br>February 22 | City Council and Staff Leadership Team meet to Review and Develop a Three-Year Strategic Action Plan.(Current Plan goes through 2018, amendments only)   |
| April 22                    | Finance Director to distribute 2020 Cost Center Budget Worksheets to Department Heads and supervisors. Worksheets include actual expenditures for 2016, 2017, 2018, 2019-year-to-date and adopted 2019 budget.                     |
| April 22                    | Finance Director to distribute listing of fixed assets as of December 31, 2018 to Department Heads and supervisors for review including item existence, accuracy, replacement values and number of years remaining in useful life. |
| April 22                    | Finance Director to distribute current Schedule of Rates, Fees and Charges to staff.   |
| April 22                    | City Administrator to distribute most recent version of goals, objectives and 3-year departmental plans to Department Heads and supervisors.   |
| May 20                      | Department Heads and supervisors to submit completed budget worksheets and accompanying justifications to the Finance Director.  |
| May 20                      | Department Heads and supervisors to return listing of fixed assets to the Finance Director with any corrections noted.   |
| May 20                      | Staff to return Schedule of Rates, Fees and Charges to the Finance Director with recommendations for 2019 amendments noted.  |
| May 20                      | Department Heads and supervisors to submit goals, objectives and 3-year departmental plans to the City Administrator.  |
| June 17-June 28<br>June 24  | City Administrator and staff work sessions on the preliminary 2020 budget.<br>City Administrator to distribute preliminary goals, objectives and 3-year departmental plans for staff work sessions.                                |

July 9	Finance Director and City Administrator submit preliminary budget to the City Council.
July 30	Department of Revenue certifies LGA amounts to all cities with populations over 2,500 and those receiving LGA.
August 15	Counties notify cities of the dates, which school districts, metropolitan special districts, and the county have selected for 2019 Truth in Taxation Hearings.
August 1 - September 6	Final Budget Work sessions before adoption of proposed budget/levy.
August 12	Department Heads and supervisors to submit items to be included in the 2020-2029 Capital Improvement Program.
August 19 August 23	Staff work sessions to review goals, objectives and 3-year departmental plans.
September 10 or 24	Staff recommends a 2020 Proposed Municipal Budget; 2019 Levy, Payable 2020, Proposed Municipal Levy to the City Council.
September 10 or 24	City Council adopts the 2020 Proposed Municipal Budget; 2019 Levied Payable 2020 Proposed Municipal Levy and sets the 2019 hearing dates for the 2020 Budget Public Hearing(s).
September 27	City certifies 2020 Proposed Municipal Budget; 2019 Payable 2020 Proposed Municipal Levy and 2020 Budget Public Hearing date.
September/October	Council work sessions as needed.
Sept 9-Sept 20	City Council work sessions on 2020 Goals, Objectives and 3-Year Departmental Plans.
October 22	City Council review and adopt 2020-2029 Capital Improvement Program.
November 4-22	County mails notice of proposed property taxes for payable 2020.
November 27	City Council to review and adopt the 2019 Schedule of Rates, Fees and Charges.
November 26	2020 Goals, Objectives and 3-Year Departmental Plans submitted to City Council for adoption.
November 30 - December 28	Public Hearing(s) on Final 2020 Municipal Budget and Levy
December 10	Adopt 2020 Municipal Budget and Final 2019, Payable 2020 Levy

December 31

Final levy certification to County auditor and certification of compliance with Truth in Taxation requirements to the Department of Revenue.

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

- 1) That the City Council of Ramsey hereby approves the 2020 Budget Calendar.

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 8<sup>th</sup> day of January, 2019.

---

Mayor

**ATTEST:**

---

City Clerk

Meeting Date: 01/08/2019

By: Diana Lund, Finance

---

---

**Information**

**Title**

Adopt Resolution #19-021 Adopting 2019 Enterprise Fund Budgets

**Purpose/Background:**

Purpose: Annually the city adopts Enterprise Fund budgets related to Water, Sewer, Street Lighting, Recycling and Storm Drainage utilities. These five services are billed out quarterly via the utility bill and the budgets reflect the expected revenue to be generated and the offsetting operating expenditures that these revenues support.

Enclosed for your review are the 2019 Enterprise Fund Budgets which cover the Water Utility Fund, Sewer Utility Fund, Street Light Utility Fund, Recycling Utility Fund and Storm Water Utility Fund. While formal budgets are required to be prepared and adopted annually for the General Fund, this is not the case for Enterprise funds.

Included in the 2019 Water and Sewer Utility Fund is \$24,000 per utility to fund the purchase of a replacement for utility vehicle #651 which is a 2005 Chevy truck and \$15,625 per sewer and water utility and \$31,250 from the General Fund for the purchase of a backhoe to replace #634 which is a 2001 Case Backhoe. The City's 2019-2028 Capital Improvement Plan (CIP) outlines this vehicle replacement as well as other utility capital improvements that are recorded directly to the balance sheet of an enterprise fund and only annual depreciation of said asset(s) are reflected in the expenditure section of the related utility fund budget.

In order to establish fair rates for all of the utilities that the City operates, it is necessary to determine the actual cost of providing those utilities to the residents. An important factor in these costs is the recovery of depreciation through the rate structures. We are required to keep the accounting for these funds on the full accrual method which means recognizing total depreciation, whether on City or developer installed systems. This is what we have attempted to do in preparing the attached Proposed 2019 Enterprise Fund Budgets.

**Recommendation:**

The recommendation for the Adoption of the 2019 Enterprise budgets is to approve Resolution #19-021 noting that the budget is an outline of how the revenues generated from the utility bill will be used in daily operations. The utility rates for each utility has already been adopted as part of the city's annual schedule of rates, fees and charges

**Action:**

Motion to adopt Resolution #19-021 Adopting the 2019 Enterprise Fund Budgets.

---

**Attachments**

2019 Enterprise Budgets

Reso #19-021 Adopting 2019 Enterprise Budgets

---

**Form Review**

**Inbox**

Kurt Ulrich

Form Started By: Diana Lund

Final Approval Date: 01/03/2019

**Reviewed By**

Kurt Ulrich

**Date**

01/03/2019 02:45 PM

Started On: 01/02/2019 07:42 AM

FUND WATER

BUDGET SUMMARY:						
Business Unit	Object Account	Description	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Adopted Budget
9601	4140	CREDIT CARD PROCESSING FEES	(10,941)	(10,763)	(12,000)	(14,000)
9601	4506	PREPAID INTEREST	2,005			
9601	4609	OTHER MISCELLANEOUS REVENUES	77,779	78,574	62,000	62,000
9601	4651	WATER REVENUE	669			
9601	4652	WATER SALES - RESIDENTIAL	1,179,406	1,300,176	1,120,202	1,142,606
9601	4653	WATER SALES-COMMERCIAL	627,769	708,150	653,131	666,194
9601	4654	WATER PENALTIES	34,467	32,616	35,859	36,576
9601	4655	WATER METER INSTALLATION	12,320	19,600	15,000	12,000
9601	4656	WATER METERS	29,555	46,208	32,000	30,000
9601	4657	CONNECTION/RECONNECTION FEES	450	350	500	500
9601	4701	INTEREST ON INVESTMENTS	169,050	272,140	120,000	130,000
9601	4702	MISCELLANEOUS INTEREST	10,275	9,590		
9601	4606	CAPTIAL CONTRIBUTIONS	1,550,652	1,323,757		
<b>Total Revenue</b>			<b>3,683,456</b>	<b>3,780,399</b>	<b>2,026,692</b>	<b>2,065,876</b>

Business Unit	Object Account	Description	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Adopted Budget
9601	6102	F.T. REGULAR-WAGES & SALARIES	238,242	230,012	236,198	239,868
9601	6103	FULL TIME-REGULAR-OVERTIME	9,871	10,367	13,500	13,500
9601	6105	TEMPORARY-WAGES & SALARIES	16,229	7,068	17,066	17,066
9601	6121	PERA CONTRIBUTIONS	46,007	32,501	47,422	48,701
9601	6122	FICA/MEDICARE CONTRIBUTIONS	20,400	19,313	19,523	20,887
9601	6131	GROUP INSURANCE	34,462	30,552	33,177	33,931
9601	6133	WORKERS COMP INSURANCE PREMIUM	7,560	7,228	9,160	14,518
9601	6208	MISCELLANEOUS OFFICE SUPPLIES	530	141	600	600
9601	6223	GASOLINE	1,873	1,671	2,500	3,000
9601	6225	DIESEL FUEL	3,587	3,418	4,000	3,500
9601	6229	SHOP MATERIALS	230	661	500	600
9601	6231	UNIFORMS & TURN-OUT GEAR	2,255	2,647	2,900	2,900
9601	6249	MISCELLANEOUS OPERATING SUPPLY	16,871	12,508	18,000	18,000
9601	6257	OTHER VEHICLE PARTS	5,805	1,901	7,000	7,000
9601	6273	UTILITY SYSTEM MAINT SUPPLIES	72,161	57,286	75,000	75,000
9601	6281	SMALL TOOLS & MINOR EQUIPMENT	5,204	3,031	6,000	6,000
9601	6292	WATER METERS FOR RESALE	39,716	53,081	55,000	60,000
9601	6315	MISCELLANEOUS PROFESSIONAL SER	70,485	51,919	150,000	150,000
9601	6322	POSTAGE	792	2,405	2,600	2,600
9601	6323	CELLULAR PHONES	2,456	2,512	2,900	2,900
9601	6335	TRAINING	1,186	1,115	1,500	1,500
9601	6352	GENERAL NOTICE & PUBLIC INFOR	172	172	300	300
9601	6361	GENERAL LIABILITY/PROPERTY INS	25,339	22,580	28,000	30,000
9601	6371	ELECTRIC UTILITIES	101,802	120,233	125,000	150,000
9601	6372	WATER/IRRIGATION	-			

**City of Ramsey**  
2019 Adopted Budget

9601	6373	GAS	2,575	2,501	3,000	3,000
9601	6374	REFUSE/RECYCLING	575	488	700	700
9601	6381	BUILDING & STRUCTURE REPAIR	2,690	-	3,000	3,000
9601	6388	OTHER VEHICLE REPAIR	-	-	-	-
9601	6439	OTHER MISCELLANEOUS	23,984	14,566	58,000	58,000
9601	6451	MEMBERSHIP DUES	298	-	500	1,400
9601	6489	OTHER CONTRACTED SERVICES	69,867	22,387	74,000	76,000
9601	6722	DEPRECIATION	665,846	681,759	750,000	760,000
9601	6820	OPERATING TRANSFERS TO OTHER F	39,000	40,000	41,000	43,000
<b>Total Expenditure</b>			<b>1,528,070</b>	<b>1,436,024</b>	<b>1,788,046</b>	<b>1,847,471</b>

**6315 Miscellaneous Professional Services**

Public Works Campus Study	-	-	45,000	45,000
Emergency Well Repairs	59,448	47,685	25,000	25,000
SCADA System Repairs	11,037	4,234	5,000	5,000
Well #9 Study			75,000	75,000
Water Supply Rate Study		-	-	-
<b>Total</b>	<b>70,485</b>	<b>51,919</b>	<b>150,000</b>	<b>150,000</b>

**6439 Other Miscellaneous**

Water Appropriation	21,723	12,795	14,000	14,000
Well#1 Rehab (no longer included in CIP- Maintenance only)	-	-	41,000	41,000
Miscellaneous	2,261	1,771	3,000	3,000
<b>Total</b>	<b>23,984</b>	<b>14,566</b>	<b>58,000</b>	<b>58,000</b>

**6489 Other Contracted Services**

Water Tests	2,090	1,980	2,200	2,400
Annual Valve Replacements	42,972	-	50,000	50,000
OPUS 21	11,413	11,446	14,000	15,000
Miscellaneous	13,392	8,961	7,800	8,600
<b>Total</b>	<b>69,867</b>	<b>22,387</b>	<b>74,000</b>	<b>76,000</b>

2018 Capital Requests: Replace #652 - 2006 Chev 3500 (1/2 funded in 9601)	\$	-	\$	25,000
2019 Capital Requests: Replace #651 - 2005 Chev 2500 (1/2 funded in 9601)	\$	-		24,000
2019 Capital Requests: Replace #634 - 2001 Case Backhoe (1/4 Funded 601, 602 & 50%	\$	-		15,625

FUND SEWER

BUDGET SUMMARY:						
Business Unit	Object Account	Description	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Adopted Budget
9602	4140	CREDIT CARD PROCESSING FEES	(9,620)	(8,889)	(11,000)	(11,500)
9602	4356	SEWER AVAILABILITY CHARGE-ADM	2,361	5,542	3,000	5,000
9602	4506	PREPAID INTEREST	2,005		2,000	-
9602	4609	OTHER MISCELLANEOUS REVENUES	14,037	44,412	5,000	5,000
9602	4661	RESIDENTIAL-SEWER CHARGES	1,086,895	1,164,350	1,161,216	1,196,052
9602	4662	COMMERCIAL-SEWER CHARGES	331,742	355,479	360,000	370,800
9602	4663	SEWER PENALTIES	30,829	30,158	42,030	40,000
9602	4701	INTEREST ON INVESTMENTS	101,379	157,877	80,000	85,000
9602	4702	MISCELLANEOUS INTEREST	14,976	14,039	15,581	15,000
9602	4606	CAPTIAL CONTRIBUTIONS	1,151,930	680,215	-	-
<b>Total Revenue</b>			<b>2,726,534</b>	<b>2,443,182</b>	<b>1,657,827</b>	<b>1,705,352</b>

Business Unit	Object Account	Description	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Adopted Budget
9602	6102	F.T. REGULAR-WAGES & SALARIES	120,324	108,095	155,382	162,793
9602	6103	FULL TIME-REGULAR-OVERTIME	1,290	478	-	
9602	6105	TEMPORARY-WAGES & SALARIES	6,609	26,222	-	
9602	6121	PERA CONTRIBUTIONS	21,140	16,328	24,361	26,908
9602	6122	FICA/MEDICARE CONTRIBUTIONS	9,850	10,414	11,988	12,561
9602	6131	GROUP INSURANCE	6,568	5,601	11,396	6,867
9602	6133	WORKERS COMP INSURANCE PREMIUM	3,475	3,725	5,013	8,229
9602	6223	GASOLINE	2,667	2,782	3,500	3,500
9602	6225	DIESEL FUEL	2,128	1,931	2,500	2,500
9602	6229	SHOP MATERIALS	-		-	-
9602	6249	MISCELLANEOUS OPERATING SUPPLY	7,692	16,053	17,000	17,000
9602	6273	UTILITY SYSTEM MAINT SUPPLIES			-	
9602	6275	OTHER EQUIPMENT PARTS	3,669	2,685	5,000	5,000
9602	6315	MISCELLANEOUS PROFESSIONAL SER	2,438	25,531	70,000	70,000
9602	6335	TRAINING	1,025	830	1,500	1,500
9602	6361	GENERAL LIABILITY/PROPERTY INS	15,268	16,773	18,540	20,000
9602	6371	ELECTRIC UTILITIES	11,333	15,511	17,000	17,000
9602	6373	GAS	1,487	1,452	3,000	2,000
9602	6374	REFUSE/RECYCLING	575	488	700	700
9602	6377	SEWER SERVICE CHARGE	717,861	755,600	757,216	780,705
9602	6489	OTHER CONTRACTED SERVICES	13,364	25,583	24,000	26,000
9602	6722	DEPRECIATION	489,380	499,582	510,000	525,300
9602	6820	OPERATING TRANSFERS TO OTHER F	33,000	34,000	35,000	37,000
<b>Total Expenditure</b>			<b>1,471,143</b>	<b>1,569,663</b>	<b>1,673,096</b>	<b>1,725,563</b>

**6315 Miscellaneous Professional Services**

Public Works Campus Study		-	45,000	45,000
Sanitary Sewer Rate Study		-	-	-
Emergency Sewer Repairs	2,438	25,531	25,000	25,000
<b>Total</b>		<b>25,531</b>	<b>70,000</b>	<b>70,000</b>

**6489 Other Contracted Services**

OPUS 21		14,137	14,000	15,000
Miscellaneous		11,446	10,000	11,000
<b>Total</b>		<b>25,583</b>	<b>24,000</b>	<b>26,000</b>

2018 Capital Requests: Replace #652 - 2006 Chev 3500 (1/2 funded in 9601)	\$	-	\$ 25,000	
2019 Capital Requests: Replace #651 - 2005 Chev 2500 (1/2 funded in 9601)	\$	-		24,000
2019 Capital Requests: Replace #634 - 2001 Case Backhoe (1/4 Funded 601, 602 & 50%	\$	-		15,625

FUND STREET LIGHTING

BUDGET SUMMARY:						
Business Unit	Object Account	Description	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Adopted Budget
9603	4140	CREDIT CARD PROCESSING FEES	(1,517)	(2,238)	(2,500)	(3,300)
9603	4609	MISCELLANEOUS REVENUES	166,517		-	
9603	4681	CHARGES FOR STREET LIGHTS	143,436	146,807	146,800	148,000
9603	4682	ST LIGHT O/M CHARGE	2,548	4,508		-
9603	4683	STREET LIGHTING PENALTIES	4,938	4,695	6,968	7,000
9603	4684	PRIORITY STREET LIGHT	46,753	50,646	50,680	51,380
9603	4705	CAPITAL CONTRIBUTIONS	3,900			
9603	4701	INTEREST ON INVESTMENTS	10,535	16,019	10,000	11,000
<b>Total Revenue</b>			<b>377,110</b>	<b>220,437</b>	<b>211,948</b>	<b>214,080</b>

Business Unit	Object Account	Description	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Adopted Budget
9603	6371	ELECTRIC UTILITIES	125,036	107,379	130,000	125,000
9603	6489	OTHER CONTRACTED SERVICES	11,413	11,446	14,000	14,300
9603	6722	DEPRECIATION	40,283	40,554	46,000	47,380
9603	6820	OPERATING TRANSFERS TO OTHER F	18,000	19,000	20,000	21,000
<b>Total Expenditure</b>			<b>194,732</b>	<b>178,379</b>	<b>210,000</b>	<b>207,680</b>

FUND RECYCLING

BUDGET SUMMARY:						
Business Unit	Object Account	Description	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Adopted Budget
9604	4140	CREDIT CARD PROCESSING FEES	(1,884)	(2,680)	(3,000)	(3,800)
9604	4287	OTHER LOCAL GOVERNMENT GRANTS	67,100	65,395	69,000	69,000
9604	4609	OTHER MISCELLANEOUS REVENUES	328	514	-	-
9604	4671	RECYCLING CHARGES	302,360	305,732	302,000	310,000
9604	4672	RECYCLING PENALTIES	7,248	6,905	8,000	8,000
9604	4701	INTEREST ON INVESTMENTS	2,818	4,012	2,000	3,000
<b>Total Revenue</b>			<b>377,970</b>	<b>379,877</b>	<b>378,000</b>	<b>386,200</b>

Business Unit	Object Account	Description	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Adopted Budget
9604	6102	F.T. REGULAR-WAGES & SALARIES	21,516	20,911	20,906	21,733
9604	6103	FULL TIME-REGULAR-OVERTIME	550	984		
9604	6104	PART TIME-WAGES & SALARIES	1,592	664	7,280	7,280
9604	6121	PERA CONTRIBUTIONS	1,655	1,706	2,114	2,176
9604	6122	FICA/MEDICARE CONTRIBUTIONS	1,749	1,661	2,165	2,230
9604	6131	GROUP INSURANCE	839	808	2,359	3,422
9604	6133	WORKERS COMP INSURANCE PREMIUM	103	101	223	1,230
9604	6249	MISCELLANEOUS OPERATING SUPPLY	17,093	29,202	25,000	30,000
9604	6322	POSTAGE	277	311	400	300
9604	6489	OTHER CONTRACTED SERVICES	314,045	317,424	316,000	322,000
9604	6820	OPERATING TRANSFERS TO OTHER F	10,500	11,000	11,500	-
<b>Total Expenditure</b>			<b>369,919</b>	<b>384,774</b>	<b>387,947</b>	<b>390,371</b>

FUND STORM WATER

BUDGET SUMMARY:						
Business Unit	Object Account	Description	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Adopted Budget
9605	4140	CREDIT CARD PROCESSING FEES	(3,053)	(3,989)	(4,200)	(6,000)
9605	4609	OTHER MISCELLANEOUS REVENUES	2,108	176	-	
9605	4693	STORM WATER-RESIDENTIAL	430,461	475,065	511,920	552,874
9605	4694	STORM WATER-COMMERCIAL	423,101	471,844	503,064	543,309
9605	4695	STORM WATER-PENALTIES	15,511	15,864	18,427	19,901
9605	4701	INTEREST ON INVESTMENTS	16,586	18,917	10,000	11,000
9605	4703	BUSINESS LOAN PRINCIPAL	(180,000)	-	-	
9605	4606	CAPITAL CONTRIBUTINS	730,827	678,165	-	
<b>Total Revenue</b>			<b>1,435,541</b>	<b>1,656,042</b>	<b>1,039,211</b>	<b>1,121,084</b>

Business Unit	Object Account	Description	2016 Actual	2017 Actual	2018 Adopted Budget	2019 Adopted Budget
9605	6102	F.T. REGULAR-WAGES & SALARIES	145,337	150,292	128,566	128,315
9605	6103	FULL TIME-REGULAR-OVERTIME	173			
9605	6105	TEMPORARY-WAGES & SALARIES	665	1,539		
9605	6121	PERA CONTRIBUTIONS	24,676	13,939	24,350	25,322
9605	6122	FICA/MEDICARE CONTRIBUTIONS	11,122	18,359	9,863	9,846
9605	6131	GROUP INSURANCE	17,772	13,902	17,121	16,585
9605	6133	WORKERS COMP INSURANCE PREMIUM	4,256	4,429	4,146	5,717
9605	6223	GASOLINE	53	-	100	
9605	6225	DIESEL FUEL	2,800	4,222	4,500	5,000
9605	6249	MISCELLANEOUS OPERATING SUPPLY	8,611	7,301	10,000	10,000
9605	6257	OTHER VEHICLE PARTS	6,720	8,790	9,000	9,500
9605	6315	MISCELLANEOUS PROFESSIONAL SER	9,207	53,283	60,000	60,000
9605	6361	GENERAL LIABILITY/PROPERTY INS	5,865	6,309	8,000	8,400
9605	6371	ELECTRIC UTILITIES	2,235	2,218	2,500	2,500
9605	6373	GAS	1,487	1,451	2,500	2,500
9605	6374	REFUSE/RECYCLING	575	488	700	700
9605	6451	MEMBERSHIP DUES	38,101	20,965	20,000	21,000
9605	6489	OTHER CONTRACTED SERVICES	14,683	35,540	40,000	40,000
9605	6722	DEPRECIATION	267,705	290,073	325,000	334,750
9605	6820	OPERATING TRANSFERS TO OTHER F	113,945	29,000	30,000	32,000
<b>Total Expenditure</b>			<b>675,988</b>	<b>662,100</b>	<b>696,346</b>	<b>712,135</b>

Note: Revenues exceed expenditures as only operating expenditures are noted above.

Capital assets related to storm water improvements are reported as assets but funded via the quarterly utility bill.

Councilmember introduced the following resolution and moved for its adoption:

**RESOLUTION #19-021**

**RESOLUTION ADOPTING THE 2019 CITY OF RAMSEY ENTERPRISE FUNDS OPERATING BUDGETS**

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

- 1) That the annual budget of the City of Ramsey for the fiscal year beginning January 1, 2019 is hereby adopted for the Water Utility Fund as follows:

**WATER UTILITY FUND**

Revenues:

Operating Revenues	\$1,873,876
Other Revenues-	
Miscellaneous Revenues	62,000
Interest Earnings	<u>130,000</u>
<b>Total Revenues</b>	<b><u><u>\$2,065,876</u></u></b>

Expenses:

Operating Expenses	\$1,044,471
Other Expenses	
Depreciation	760,000
Administrative Transfer	<u>43,000</u>
<b>Total Expenses</b>	<b><u><u>\$1,847,471</u></u></b>

- 2) That the annual budget of the City of Ramsey for the fiscal year beginning January 1, 2019 is hereby adopted for the Sewer Utility Fund as follows:

**SEWER UTILITY FUND**

Revenues:

Operating Revenues	\$1,615,352
Other Revenues-	
Miscellaneous Revenues	5,000
Interest Earnings	<u>85,000</u>
<b>Total Revenues</b>	<b><u><u>\$1,705,352</u></u></b>

Expenses:

Operating Expenses	\$1,163,263
Other Expenses	
Depreciation	525,300
Administrative Transfer	<u>37,000</u>
<b>Total Expenses</b>	<b><u><u>\$1,725,563</u></u></b>

- 3) That the annual budget of the City of Ramsey for the fiscal year beginning January 1, 2019 is hereby adopted for the Street Light Utility Fund as follows:

**STREET LIGHT UTILITY FUND**

Revenues:	
Operating Revenues	\$203,080
Other Revenues-	
Interest Earnings	<u>11,000</u>
<b>Total Revenues</b>	<b><u>\$214,080</u></b>
Expenses:	
Operating Expenses	\$139,300
Other Expenses	
Depreciation	47,380
Administrative Transfer	<u>21,000</u>
<b>Total Expenses</b>	<b><u>\$207,680</u></b>

- 4) That the annual budget of the City of Ramsey for the fiscal year beginning January 1, 2019 is hereby adopted for the Recycling Utility Fund as follows:

**RECYCLING UTILITY FUND**

Revenues:	
Operating Revenues	\$383,200
Other Revenues-	
Miscellaneous Revenue	0
Interest Earnings	<u>3,000</u>
<b>Total Revenues</b>	<b><u>\$386,200</u></b>
Expenses:	
Operating Expenses	\$390,371
Other Expenses	
Administrative Transfer	<u>0</u>
<b>Total Expenses</b>	<b><u>\$390,371</u></b>

- 5) That the annual budget of the City of Ramsey for the fiscal year beginning January 1, 2019 is hereby adopted for the Storm Water Utility Fund as follows:

**STORM WATER UTILITY FUND**

Revenues:	
Operating Revenues	\$1,110,084
Other Revenues-	
Interest Earnings	<u>11,000</u>
<b>Total Revenues</b>	<b><u>\$1,121,084</u></b>
Expenses:	
Operating Expenses	\$ 345,385
Other Expenses	
Depreciation	334,750
Administrative Transfer	<u>32,000</u>
<b>Total Expenses</b>	<b><u>\$ 712,135</u></b>

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 8<sup>th</sup> day of January, 2019.

\_\_\_\_\_  
Mayor

**ATTEST:**

\_\_\_\_\_  
City Clerk

**CC Regular Session**

**4. 8.**

**Meeting Date:** 01/08/2019

**By:** Jackie Lipski, Finance

---

---

**Information**

**Title**

Adopt Resolution #19-016 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of December 6, 2018 through December 28, 2018

**Action:**

Motion to Adopt Resolution #19-016 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of December 6, 2018 through December 28, 2018.

---

---

**Attachments**

Bills List 12/28/2018

Resolution 12/28/2018

---

---

**Form Review**

**Inbox**

Diana Lund

Kurt Ulrich

Form Started By: Jackie Lipski

Final Approval Date: 01/03/2019

**Reviewed By**

Diana Lund

Kurt Ulrich

**Date**

01/02/2019 07:47 AM

01/03/2019 02:39 PM

Started On: 12/31/2018 11:44 AM

**RAMSEY CITY COUNCIL MEETING**  
**12/28/2018**  
**BILLS LIST**

**DISBURSEMENTS TO BE APPROVED THIS MEETING:**

DISBURSEMENT TYPE:	<u>SUBMITTED FOR APPROVAL</u>
Purchase Journal:	
Prepays 12/6/18-12/28/18	408,763.03
Accounts Payable 12/6/18-12/28/18	437,977.87
Payroll 12/14/18 and 12/28/18	337,731.85
Pay Estimates- Projects	38,091.36

**TOTAL SUBMITTED FOR APPROVAL THIS MEETING**

**\$ 1,222,564.11**

<u>DISBURSEMENTS PREVIOUSLY APPROVED AND PAID:</u>	<u>APPROVED PREV. MTG</u>	<u>2018 Y.T.D.</u>
NET PAYROLL TOTAL	\$ 178,533.81	\$ 4,154,001.42
- CORRECTION TO PAYROLL		
PREPAIDS	210,922.39	8,446,790.58
- PREPAID ADJUSTMENTS		
WIRE TRANSFERS FOR DEBT SERVICE		2,878,774.42
- CORRECTION TO D.S.		
ACCOUNTS PAYABLE INVOICING - PREVIOUS MEETING:		
- BILLS LIST SUBMITTED	154,550.16	6,139,067.77
ADD (DELETE) BILLS LIST SUBMITTED		
PAY ESTIMATE(S)	151,975.38	3,401,717.99
- CHECKS VOIDED	0.00	0.00

**TOTAL CASH DISBURSEMENTS PREVIOUSLY APPROVED**

**\$ 695,981.74**

**\$ 25,020,352.18**

CITY OF RAMSEY

Council Check Register by GL  
Council Check Register and Summary

12/6/2018 - 12/31/2018

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
107575	12/6/2018		<b>116708 ALBRIGHT, LONNIE</b>						
		23.34	UB REFUND 14191 BARIUM ST		94489	113018	9601.4651		WATER REVENUE
		<u>23.34</u>							
107576	12/6/2018		<b>116114 AVESIS THIRD PARTY ADMINISTRATORS</b>						
		168.49	VISION INS DEC 2018		94490	2164885	9101.2170		DENTAL/DISABILITY/LIFE
		<u>168.49</u>							
107577	12/6/2018		<b>114612 BRUMMER REALTY</b>						
		524.96	UB REFUND 5527 154TH CT NW		94491	113018	9601.4651		WATER REVENUE
		96.97	UB REFUND 15416 FLUORINE ST		94492	113018A	9601.4651		WATER REVENUE
		94.00	UB REFUND 5526 154TH CT NW		94493	113018B	9601.4651		WATER REVENUE
		76.55	UB REFUND 5539 154TH TER NW		94494	113018C	9601.4651		WATER REVENUE
		8.55	UB REFUND 5508 153RD CT NW		94495	113018D	9601.4651		WATER REVENUE
		<u>801.03</u>							
107578	12/6/2018		<b>111326 BURNET TITLE</b>						
		11.77	UB REFUND 5951 143RD CIRCLE		94496	113018	9601.4651		WATER REVENUE
		79.27	UB REFUND 5629 157TH AVE NW		94497	113018A	9601.4651		WATER REVENUE
		<u>91.04</u>							
107579	12/6/2018		<b>112663 CAPSTONE HOMES INC</b>						
		1,500.00	REF ERO ESC 8642 149TH CT NW		94498	120618	9804.6433	00116564	REFUNDS
		<u>1,500.00</u>							
107580	12/6/2018		<b>100297 CENTERPOINT ENERGY</b>						
		336.53	NOV 18 MISC PWACCOUNTS		94499	8000014064-2 NOV 18	0311.6373		GAS
		267.47	NOV 18 MISC PWACCOUNTS		94499	8000014064-2 NOV 18	0452.6373		GAS
		112.18	NOV 18 MISC PWACCOUNTS		94499	8000014064-2 NOV 18	9601.6373		GAS
		112.18	NOV 18 MISC PWACCOUNTS		94499	8000014064-2 NOV 18	9602.6373		GAS
		112.17	NOV 18 MISC PWACCOUNTS		94499	8000014064-2 NOV 18	9605.6373		GAS
		<u>940.53</u>							
107581	12/6/2018		<b>111696 CITY OF RAMSEY</b>						
		165.18	TRX TO WELLS FARGO-CC FEES		94531	120618	9101.4140		CREDIT CARD PROCESS
		<u>165.18</u>							
107582	12/6/2018		<b>116712 CUELLAR, MAYRA</b>						
		7.95	UB REFUND 14421 RADIUM ST NW		94500	113018	9601.4651		WATER REVENUE
		<u>7.95</u>							
107583	12/6/2018		<b>100870 EDINA REALTY TITLE</b>						
		19.13	UB REFUND 14622 PERIDOT ST		94501	113018	9601.4651		WATER REVENUE
		32.54	UB REFUND 6738 153RD LN NW		94502	113018A	9601.4651		WATER REVENUE
		<u>51.67</u>							
107585	12/6/2018		<b>111674 FIRST AMERICAN TITLE</b>						
		10.15	UB REFUND 7204 147TH TER NW		94504	113018	9601.4651		WATER REVENUE
		<u>10.15</u>							
107586	12/6/2018		<b>116488 GUARDIAN TITLE LLC</b>						

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

12/6/2018 -- 12/31/2018

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
107586	12/6/2018		<b>116488 GUARDIAN TITLE LLC</b>						<b>Continued.</b>
		11.59	UB REFUND 6061 143RD LN NW		94505	113018	9601.4651		WATER REVENUE
		<u>11.59</u>							
107587	12/6/2018		<b>116709 GUSTAFSON, SCOTT AND MARY</b>						
		26.30	UB REFUND 8204 159TH LN NW		94506	113018	9601.4651		WATER REVENUE
		<u>26.30</u>							
107588	12/6/2018		<b>116573 KITCHEN TABLE</b>						
		230.00	REISSUE -DEP NETWORK EVENT		94507	120618	9230.6249		MISCELLANEOUS OPERA
		<u>230.00</u>							
107589	12/6/2018		<b>107556 KNOLL PROPERTIES</b>						
		15,000.00	REFUND SURETY ESCROW		94508	120518	9804.6433	00115465	REFUNDS
		<u>15,000.00</u>							
107590	12/6/2018		<b>113464 LAND TITLE</b>						
		17.97	UB REFUND 6922 RIVERDALE DR		94509	113018	9601.4651		WATER REVENUE
		3.35	UB REFUND 7501 152ND LN NW		94510	113018A	9601.4651		WATER REVENUE
		<u>21.32</u>							
107591	12/6/2018		<b>100258 LEAGUE OF MINNESOTA CITIES</b>						
		450.00	CONF 19 MUSGROVE/HEINRICH		94530	284719	9101.1550		PREPAID EXPENSE
		<u>450.00</u>							
107592	12/6/2018		<b>115328 LENNAR</b>						
		1,500.00	REFUND AS BUILT 15965 URANIMIT		94511	120618	9252.1155.1		MANUAL-ACCOUNTS RE
		5,000.00	REF LAND ESC 15986 SAPPHIRE		94512	120618A	9252.1155.1		MANUAL-ACCOUNTS RE
		1,500.00	REF ERO ESC 15986 SAPPHIRE ST		94513	120618B	9804.6433	00116088	REFUNDS
		<u>8,000.00</u>							
107593	12/6/2018		<b>116169 LIFE INSURANCE CO OF NORTH AMERICA</b>						
		64.70	LIFE INS DEC 2018		94514	A1960634 DEC 18	9101.2170		DENTAL/DISABILITY/LIFE
		8.52	LIFE INS DEC 2018		94514	A1960634 DEC 18	9101.2170		DENTAL/DISABILITY/LIFE
		<u>73.22</u>							
107594	12/6/2018		<b>116710 MADRID, JEREMY</b>						
		89.61	UB REFUND 13887 HEMATITE		94515	113018	9601.4651		WATER REVENUE
		<u>89.61</u>							
107595	12/6/2018		<b>100351 NCPERS GROUP LIFE INS</b>						
		352.00	DEC 18 LIFE INS		94516	704800122018 DEC 18	9101.2170		DENTAL/DISABILITY/LIFE
		<u>352.00</u>							
107596	12/6/2018		<b>113719 NEOFUNDS BY NEOPOST</b>						
		2,000.00	7900044034448047 POSTAGE		94517	120318	9101.1551		POSTAGE METER DEPOS
		<u>2,000.00</u>							
107597	12/6/2018		<b>116713 NORTH AMERICAN TITLE COMPANY</b>						
		136.67	UB REFUND 6630 155TH AVE NW		94518	113018	9601.4651		WATER REVENUE
		<u>136.67</u>							
107598	12/6/2018		<b>116707 NOWAK, DARRELL AND SANDRA</b>						
		21.65	UB REFUND 15496 TUNGSTEN ST		94519	113018	9601.4651		WATER REVENUE
		<u>21.65</u>							

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

12/6/2018 - 12/31/2018

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
107598	12/6/2018		116707 NOWAK, DARRELL AND SANDRA						Continued.
107599	12/6/2018		116019 PARTNERS TITLE						
		34.11	UB REFUND 17920 URANIUM ST		94520	113018	9601.4651		WATER REVENUE
		34.11							
107600	12/6/2018		101103 SPRINT						
		53.37	OCT/NOV 18 SERVICE		94521	570683319-204	0130.6323		CELLULAR PHONES
		209.92	OCT/NOV 18 SERVICE		94521	570683319-204	0191.6323		CELLULAR PHONES
		54.26	OCT/NOV 18 SERVICE		94521	570683319-204	0240.6323		CELLULAR PHONES
		112.42	OCT/NOV 18 SERVICE		94521	570683319-204	0194.6323		CELLULAR PHONES
		241.24	OCT/NOV 18 SERVICE		94521	570683319-204	0311.6323		CELLULAR PHONES
		320.93	OCT/NOV 18 SERVICE		94521	570683319-204	0452.6323		CELLULAR PHONES
		190.90	OCT/NOV 18 SERVICE		94521	570683319-204	0301.6323		CELLULAR PHONES
		148.46	OCT/NOV 18 SERVICE		94521	570683319-204	0220.6323		CELLULAR PHONES
		104.96	OCT/NOV 18 SERVICE		94521	570683319-204	0192.6321		TELEPHONE
		217.39	OCT/NOV 18 SERVICE		94521	570683319-204	9601.6323		CELLULAR PHONES
		1,653.85							
107601	12/6/2018		105706 TINKLENBERG GROUP INC						
		3,300.00	RETAINER 6 OF 12 DEC 18		94522	2068	9400.6315		MISCELLANEOUS PROFE
		3,300.00							
107602	12/6/2018		116702 TORSETH, JEMMA						
		34.00	REIMB-DONUTS DREW FAREWELL		94523	113018	0211.6249		MISCELLANEOUS OPERA
		34.00							
107603	12/6/2018		116311 TRADEMARK TITLE SERVICES INC						
		7.19	UB REFUND 14941 JUNIPER RIDGE		94524	113018	9601.4651		WATER REVENUE
		7.19							
107604	12/6/2018		116711 TUPPER, CHAD AND KRISTEN						
		27.94	UB REFUND 5971 148TH AVE NW		94525	113018	9601.4651		WATER REVENUE
		27.94							
107605	12/6/2018		100510 VERIZON WIRELESS						
		61.82	OCT/NOV 18 SERVICE		94526	9818804550	0130.6323		CELLULAR PHONES
		61.82							
107606	12/6/2018		112615 W S AND D PERMIT SERVICE						
		80.00	REFUND PERMIT RA038711		94529	120318	9101.4205		BUILDING PERMIT
		1.00	REFUND PERMIT RA038711		94529	120318	9101.2081		SURCHARGES-PERMIT
		81.00							
107607	12/6/2018		111137 WRIGHT HENNEPIN COOPERATIVE ELECTRIC						
		27.95	7550 SUNWOOD DR		94527	150-1681-6340 NOV 18	0194.6489		OTHER CONTRACTED SE
		27.95	MISC CITY ACCOUNTS NOV 18		94528	NOV 18	0220.6489		OTHER CONTRACTED SE
		35.90	MISC CITY ACCOUNTS NOV 18		94528	NOV 18	0194.6489		OTHER CONTRACTED SE
		24.95	MISC CITY ACCOUNTS NOV 18		94528	NOV 18	9240.6315		MISCELLANEOUS PROFE
		27.95	MISC CITY ACCOUNTS NOV 18		94528	NOV 18	9410.6315	00041012	MISCELLANEOUS PROFE
		144.70							
107679	12/13/2018		100012 ACE SOLID WASTE INC						
		96.94	FIRE- TRASH/RECYCLE DEC 18		94585	4422001	0220.6374		REFUSE/RECYCLING
		96.94							

CITY OF RAMSEY

Council Check Register by GL  
Council Check Register and Summary

12/6/2018 -- 12/31/2018

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
107679	12/13/2018		100012 ACE SOLID WASTE INC						Continued.
107680	12/13/2018		116722 ARNOLD, NANCY						
		155.00	REFUND DAMAGE/KEY DEPOSIT		94586	121018	9804.1160		KEY & DAMAGE DEPOSIT
		<u>155.00</u>							
107681	12/13/2018		100086 BLUE VELVET INC						
		299.50	REISSUE SEPT 18 PD/FIRE		94587	121318	0211.6249		MISCELLANEOUS OPER/
		149.75	REISSUE SEPT 18 PD/FIRE		94587	121318	0220.6249		MISCELLANEOUS OPER/
		<u>449.25</u>							
107682	12/13/2018		100404 CENTURYLINK						
		65.35	NOV/DEC 18 SERVICE		94588	763-422-1452 795 NOV 18	0452.6321		TELEPHONE
		<u>65.35</u>							
107683	12/13/2018		100158 ECM PUBLISHERS INC						
		64.50	PH- LIQUOR LICENSE		94589	648904	0191.6352		GENERAL NOTICE & PUB
		<u>64.50</u>							
107684	12/13/2018		106049 INTERNATIONAL CODE COUNCIL						
		320.00	19 CONF E. KRUEGER		94590	112818	9101.1550		PREPAID EXPENSE
		<u>320.00</u>							
107685	12/13/2018		100291 MET COUNCIL SAC						
		82,005.00	NOV 2018 SAC CHARGES		94591	120718	9602.2083		SAC CHARGES
		820.05-	NOV 2018 SAC CHARGES		94591	120718	9602.4356		SEWER AVAILABILITY CH
		<u>81,184.95</u>							
107686	12/13/2018		116723 PETERSON, BRETT						
		175.12-	REF LAND ESC/DEDUCT SWEEP		94592	121318	9101.4339		OTHER PUBLIC WORKS
		5,000.00	REF LAND ESC/DEDUCT SWEEP		94592	121318	9252.1155.1		MANUAL-ACCOUNTS RE
		<u>4,824.88</u>							
107687	12/13/2018		100678 PETTY CASH						
		6.00	PARKING FEE- TRAINING		94593	121018	0301.6331		TRAVEL & LODGING
		3.00	PARKING FEE- MEETING		94593	121018	0191.6331		TRAVEL & LODGING
		8.00	PARKING- MEETING		94593	121018	0211.6331		TRAVEL & LODGING
		30.00	PLATES 563		94593	121018	0194.6249		MISCELLANEOUS OPER/
		9.73	MILEAGE-ARM MEETING		94593	121018	9604.6249		MISCELLANEOUS OPER/
		<u>56.73</u>							
107688	12/13/2018		100391 POSTMASTER						
		1,645.49	POSTAGE JAN/FEB 19 RAM RES		94594	121118	9101.1550		PREPAID EXPENSE
		<u>1,645.49</u>							
107689	12/13/2018		114682 PRO TEC DESIGN INC						
		1,150.00	EXACQ 2019 UPDATE		94606	88597	9101.1550		PREPAID EXPENSE
		<u>1,150.00</u>							
107690	12/13/2018		115972 ROBINSON, SCOTT						
		1,003.00	19 JAN/FEB ADS RAMSEY RES		94595	121118	9101.4609		OTHER MISCELLANEOUS
		<u>1,003.00</u>							
107691	12/13/2018		114151 TASC (FEES)						
		375.25	NOV 18 VEBA/REBA FEES		94596	IN1413032	0130.6315		MISCELLANEOUS PROFE

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

12/6/2018 -- 12/31/2018

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
107691	12/13/2018	375.25	114161 TASC (FEES)						Continued.
107692	12/13/2018	1,500.00	113710 TOLLBERG HOMES LLC REFUND ERO ESC 15766 ST ANDREW		94597	121318	9804.6433	00116236	REFUNDS
107693	12/13/2018	100.00	107744 TROTT BROOK FINANCIAL REFUND DAMAGE DEP 2/2/2010		94598	121218	9804.1160		KEY & DAMAGE DEPOSIT
107694	12/13/2018	280.00	111084 UNIVERSITY OF MINNESOTA A. SANCHEZ ANNUAL OFF MTG		94599	113018	9101.1550		PREPAID EXPENSE
		280.00	E. KRUGER ANNUAL OFF MTG		94600	112818A	9101.1550		PREPAID EXPENSE
107695	12/13/2018	703.86	100510 VERIZON WIRELESS NOV/DEC 2018 SERVICE		94601	9819458210	0211.6323		CELLULAR PHONES
		458.13	NOV/DEC 2018 SERVICE		94601	9819458210	0211.6415		OTHER EQUIPMENT REN
		84.86	NOV/DEC 2018 SERVICE		94601	9819458210	0280.6415		OTHER EQUIPMENT REN
107696	12/13/2018	27.95	111137 WRIGHT HENNEPIN COOPERATIVE ELECTRIC 7550 SUNWOOD DR PD		94605	150-1682-6501 NOV 18	0211.6489		OTHER CONTRACTED SE
107697	12/13/2018	960.00	112515 WSB AND ASSOCIATES INC ROAD FUNDING OCT 2018		94602	R-012755-000-2 DEC 18	9400.6315		MISCELLANEOUS PROFE
		455.00	COR AUAR OCT 2018		94603	R-011954-000-7 NOV 18	9214.6315		MISCELLANEOUS PROFE
		5,089.50	2018 GEN PLAN OCT 2018		94604	R-011112-000-10	0191.6315		MISCELLANEOUS PROFE
		977.00	2018 GEN PLAN OCT 2018		94604	R-011112-000-10	9804.6315	00116453	MISCELLANEOUS PROFE
		101.00	2018 GEN PLAN OCT 2018		94604	R-011112-000-10	9804.6315	00115991	MISCELLANEOUS PROFE
		353.50	2018 GEN PLAN OCT 2018		94604	R-011112-000-10	9804.6315	00115991	MISCELLANEOUS PROFE
		101.00	2018 GEN PLAN OCT 2018		94604	R-011112-000-10	9804.6315	00116486	MISCELLANEOUS PROFE
107698	12/20/2018	189.39	100012 ACE SOLID WASTE INC DEC 18 PW SERVICE		94684	4412296	0311.6374		REFUSE/RECYCLING
		212.84	DEC 18 PW SERVICE		94684	4412296	0194.6374		REFUSE/RECYCLING
		187.90	DEC 18 PW SERVICE		94684	4412296	0452.6374		REFUSE/RECYCLING
		63.13	DEC 18 PW SERVICE		94684	4412296	9601.6374		REFUSE/RECYCLING
		63.13	DEC 18 PW SERVICE		94684	4412296	9602.6374		REFUSE/RECYCLING
		131.44	DEC 18 PW SERVICE		94684	4412296	9604.6249		MISCELLANEOUS OPERA/
		63.12	DEC 18 PW SERVICE		94684	4412296	9605.6374		REFUSE/RECYCLING
107699	12/20/2018	100.00	116728 ANOKA COUNTY MINNESOTA KENNEL CLUB REFUND DAMAGE DEP 7/27/15		94685	121318	9804.1160		KEY & DAMAGE DEPOSIT
107700	12/20/2018	56.80	111377 ANOKA MUNICIPAL UTILITY RAMSEY STREET LIGHTS		94686	22-990005-01 DEC 18	9603.6371		ELECTRIC UTILITIES

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

12/6/2018 -- 12/31/2018

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
107700	12/20/2018		<b>111377 ANOKA MUNICIPAL UTILITY</b>						<b>Continued.</b>
		34.14	BUNKER LK BLVD/DYSPOSIUM		94687	22-612000-01 DEC18	0260.6371		ELECTRIC UTILITIES
		99.97	CTY RD 116/HWY 47 SIGNAL		94688	22-613120-01 DEC 18	0260.6371		ELECTRIC UTILITIES
		51.25	14034 DYSPOSIUM ST STREET LT		94689	22-610280-00 DEC 18	9603.6371		ELECTRIC UTILITIES
		<u>242.16</u>							
107701	12/20/2018		<b>110734 CITY OF RAMSEY</b>						
		50.00	669524096		94690	121918	9601.4651		WATER REVENUE
		<u>50.00</u>							
107702	12/20/2018		<b>100117 CONNEXUS ENERGY</b>						
		1,500.00	ANOKA CTY MARKET-COST SHR		94691	INV0001020	9230.6315		MISCELLANEOUS PROFE
		<u>1,500.00</u>							
107703	12/20/2018		<b>113321 FACTORY MOTOR PARTS CO</b>						
		10.29	MISC SUPPLIES		94692	6-1520951	0311.6227		LUBRICANTS & ADDITIVE
		<u>10.29</u>							
107704	12/20/2018		<b>100268 LRRWMO CITY OF ANOKA</b>						
		800.00	PERMIT 18-14 RIVERDALE DR UTIL		94699	122018	9605.6315	00201814	MISCELLANEOUS PROFE
		<u>800.00</u>							
107705	12/20/2018		<b>116729 PAULSON, GERALD</b>						
		500.00	REF HOME ESC 16444 ST FRANCIS		94693	122018	9804.6433	00116612	REFUNDS
		<u>500.00</u>							
107706	12/20/2018		<b>111488 POPP.COM INC</b>						
		116.31	NOV 18 SERVICE		94694	992522626	0130.6321		TELEPHONE
		26.43	NOV 18 SERVICE		94694	992522626	0153.6321		TELEPHONE
		31.72	NOV 18 SERVICE		94694	992522626	0191.6321		TELEPHONE
		179.75	NOV 18 SERVICE		94694	992522626	0211.6321		TELEPHONE
		31.72	NOV 18 SERVICE		94694	992522626	0240.6321		TELEPHONE
		89.88	NOV 18 SERVICE		94694	992522626	0301.6321		TELEPHONE
		37.03	NOV 18 SERVICE		94694	992522626	0220.6321		TELEPHONE
		109.09	NOV 18 SERVICE		94694	992522626	0220.6321		TELEPHONE
		87.06	NOV 18 SERVICE		94694	992522626	0311.6321		TELEPHONE
		106.76	NOV 18 SERVICE		94694	992522626	9240.6321		TELEPHONE
		58.03	NOV 18 SERVICE		94694	992522626	9410.6315	00041012	MISCELLANEOUS PROFE
		<u>873.78</u>							
107707	12/20/2018		<b>112959 PREMIUM WATERS INC</b>						
		29.64	FIRE DEPT- BOTTLED WATER		94695	621331-11-18	0220.6489		OTHER CONTRACTED SE
		48.19	FIRE DEPT- BOTTLED WATER		94696	621332-11-18	0220.6489		OTHER CONTRACTED SE
		<u>77.83</u>							
107708	12/20/2018		<b>100510 VERIZON WIRELESS</b>						
		55.78	NOV-DEC 18 SERVICE		94697	9819959805	0130.6323		CELLULAR PHONES
		<u>55.78</u>							
107709	12/20/2018		<b>116727 VUE, CHENG OR CHOUA</b>						
		7.19	UB REFUND 16755 ANDRIE CIR NW		94698	122018	9601.4651		WATER REVENUE
		<u>7.19</u>							

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

12/6/2018 -- 12/31/2018

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
107822	12/28/2018		100257 LAW ENFORCEMENT LABOR SRV INC						Continued.
		563.50			94577	121318739162	9101.2177		UNION DUES
		563.50			94783	1227181311572	9101.2177		UNION DUES
		<u>1,127.00</u>							
107823	12/28/2018		100298 MN AFSCME COUNCIL 5						
		539.22			94578	121318739163	9101.2177		UNION DUES
		539.00			94784	1227181311573	9101.2177		UNION DUES
		<u>1,078.22</u>							
90490689	12/14/2018		100398 PUBLIC EMPLOYEES RETIREMENT ASSN						
		18,848.54			94579	121318739164	9101.2174		PERA-EMPLOYEE
		25,110.35			94580	121318739165	9101.2183		PERA-EMPLOYER
		<u>43,958.89</u>							
90492607	12/28/2018		100398 PUBLIC EMPLOYEES RETIREMENT ASSN						
		50.00			94739	1226181058011	9101.2174		PERA-EMPLOYEE
		50.00			94740	1226181058012	9101.2183		PERA-EMPLOYER
		18,467.95			94785	1227181311574	9101.2174		PERA-EMPLOYEE
		24,522.66			94786	1227181311575	9101.2183		PERA-EMPLOYER
		<u>43,090.61</u>							
91320636	12/14/2018		101306 IRS						
		21,761.56			94582	121318739167	9101.2171		FEDERAL WITHHOLDING
		11,915.86			94583	121318739168	9101.2173		FICA & MEDICARE-EMPL
		11,915.86			94584	121318739169	9101.2182		FICA & MEDICARE-EMPL
		<u>45,593.28</u>							
92152941	12/28/2018		101306 IRS						
		206.42			94736	1221181512162	9101.2171		FEDERAL WITHHOLDING
		1,435.30			94737	1221181512163	9101.2173		FICA & MEDICARE-EMPL
		1,435.30			94738	1221181512164	9101.2182		FICA & MEDICARE-EMPL
		366.05			94742	1226181058014	9101.2171		FEDERAL WITHHOLDING
		351.69			94743	1226181058015	9101.2173		FICA & MEDICARE-EMPL
		351.69			94744	1226181058016	9101.2182		FICA & MEDICARE-EMPL
		22,362.34			94788	1227181311577	9101.2171		FEDERAL WITHHOLDING
		11,918.69			94789	1227181311578	9101.2173		FICA & MEDICARE-EMPL
		11,918.69			94790	1227181311579	9101.2182		FICA & MEDICARE-EMPL
		<u>50,346.17</u>							
94699584	12/28/2018		100601 MN DEPT OF REV WH						
		296.07			94735	1221181512161	9101.2172		STATE WITHHOLDING
		82.54			94741	1226181058013	9101.2172		STATE WITHHOLDING
		10,797.71			94787	1227181311576	9101.2172		STATE WITHHOLDING
		<u>11,176.32</u>							
97121418	12/14/2018		115568 ALERUS FINANCIAL NA						
		1,924.18			94576	1213187391614	9101.2176		LIFE/HEALTH-EMPLOYEE
		<u>1,924.18</u>							
98121418	12/14/2018		107962 TOTAL ADMINISTRATIVE SERVICE CORP						
		2,390.20			94572	1213187391610	9101.2176		LIFE/HEALTH-EMPLOYEE
		<u>2,390.20</u>							
98122818	12/28/2018		115568 ALERUS FINANCIAL NA						
		1,923.86			94782	12271813115714	9101.2176		LIFE/HEALTH-EMPLOYEE

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

12/6/2018 -- 12/31/2018

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
98122818	12/28/2018	1,923.86	115568 ALERUS FINANCIAL NA						Continued.
99071863	12/14/2018	2,191.99	100223 ICMA RETIREMENT TRUST 457		94571	121318739161	9101.2175		DEFERRED COMPENSAT
99121018	12/10/2018		116361 WELLS FARGO AND COMPANY						
		11.90	COBORN'S SUPERSTORE		94607	PCARD NOV2018	0211.6322		POSTAGE
		155.00	AMAZON.COM M843W5GQ1		94607	PCARD NOV2018	0211.6237		CRIME SCENE KIT MATEI
		25.00	TLO TRANSUNION		94607	PCARD NOV2018	0211.6315		MISCELLANEOUS PROFE
		79.96	AMZN MKTP US M83031BO2		94607	PCARD NOV2018	0211.6281		SMALL TOOLS & MINOR E
		65.98	AMZN MKTP US M88RI9240		94607	PCARD NOV2018	0211.6206		FILM, MICROFILM, TAPES
		54.99	AMZN MKTP US M82RJ72G0		94607	PCARD NOV2018	0211.6231		UNIFORMS & TURN-OUT
		129.95	AMZN MKTP US M82RJ72G0		94607	PCARD NOV2018	0211.6233		BATTERIES EQUIP
		19.36	COBORN'S SUPERSTORE		94607	PCARD NOV2018	0211.6208		MISCELLANEOUS OFFICI
		46.92	AMAZON.COM M82DU57W0		94607	PCARD NOV2018	0211.6281		SMALL TOOLS & MINOR E
		555.48	AMAZON.COM M82DU57W0		94607	PCARD NOV2018	0211.6281		SMALL TOOLS & MINOR E
		491.00	BOY SCOUTS OF AMERICA		94607	PCARD NOV2018	9101.1550		PREPAID EXPENSE
		7.99	AMZN MKTP US M02M06LM1		94607	PCARD NOV2018	0211.6208		MISCELLANEOUS OFFICI
		69.98	GRAMMARLY CONXUC-OMQD		94607	PCARD NOV2018	9101.1550		PREPAID EXPENSE
		21.25	FORESTRY SUPPLIERS INC		94607	PCARD NOV2018	0191.6249		MISCELLANEOUS OPERA
		39.95	FORESTRY SUPPLIERS INC		94607	PCARD NOV2018	0191.6249		MISCELLANEOUS OPERA
		11.56	FORESTRY SUPPLIERS INC		94607	PCARD NOV2018	0191.6249		MISCELLANEOUS OPERA
		72.76	FORESTRY SUPPLIERS INC		94607	PCARD NOV2018	0191.6249		MISCELLANEOUS OPERA
		60.47	BACHMANS, INC.		94607	PCARD NOV2018	0130.6249		MISCELLANEOUS OPERA
		29.00	AMAZON.COM M87AC07S2		94607	PCARD NOV2018	0141.6249		MISCELLANEOUS OPERA
		52.48	AMZN MKTP US M086R6C71		94607	PCARD NOV2018	0194.6249		MISCELLANEOUS OPERA
		45.00	LITTLE DUKES RAMSEY		94607	PCARD NOV2018	0194.6225		DIESEL FUEL
		129.95	AMZN MKTP US M85AY4XL1		94607	PCARD NOV2018	0452.6249		MISCELLANEOUS OPERA
		50.00	AMZN MKTP US M87I65530		94607	PCARD NOV2018	0192.6281		SMALL TOOLS & MINOR E
		49.09	AMZN MKTP US M89E635V2		94607	PCARD NOV2018	0130.6208		MISCELLANEOUS OFFICI
		62.96	WWW.NEWEGGBUSINESS.COM		94607	PCARD NOV2018	0130.6208		MISCELLANEOUS OFFICI
		62.70	WWW.NEWEGGBUSINESS.COM		94607	PCARD NOV2018	0130.6208		MISCELLANEOUS OFFICI
		2,381.97	WWW.NEWEGGBUSINESS.COM		94607	PCARD NOV2018	0130.6208		MISCELLANEOUS OFFICI
		2,829.94	WWW.NEWEGGBUSINESS.COM		94607	PCARD NOV2018	0130.6208		MISCELLANEOUS OFFICI
		39.99	PAYPAL BUY2SELL2		94607	PCARD NOV2018	0130.6208		MISCELLANEOUS OFFICI
		314.80	WWW.NEWEGGBUSINESS.COM		94607	PCARD NOV2018	0192.6281		SMALL TOOLS & MINOR E
		38.92	HOLIDAY STATIONS 0090		94607	PCARD NOV2018	0211.6223		GASOLINE
		1,049.98	BOB JOHNSON COMPUTER		94607	PCARD NOV2018	0211.6208		MISCELLANEOUS OFFICI
		120.00	SECRETARY OF STATE		94607	PCARD NOV2018	0211.6315		MISCELLANEOUS PROFE
		31.76	COBORN'S SUPERSTORE		94607	PCARD NOV2018	0211.6249		MISCELLANEOUS OPERA
		28.95	AMZN MKTP US M84EC1VY0		94607	PCARD NOV2018	0220.6281		SMALL TOOLS & MINOR E
		22.64	AMZN MKTP US M84EC1VY0		94607	PCARD NOV2018	0220.6281		SMALL TOOLS & MINOR E
		11.51	AMZN MKTP US M84EC1VY0		94607	PCARD NOV2018	0220.6281		SMALL TOOLS & MINOR E
		27.99	AMZN MKTP US M84EC1VY0		94607	PCARD NOV2018	0220.6281		SMALL TOOLS & MINOR E
		19.80	AMZN MKTP US M84EC1VY0		94607	PCARD NOV2018	0220.6281		SMALL TOOLS & MINOR E
		24.59	AMZN MKTP US M82PU8X90		94607	PCARD NOV2018	0220.6281		SMALL TOOLS & MINOR E
		95.00	MINNESOTA FIRE CHIEFS		94607	PCARD NOV2018	0220.6471		BOOKS & PAMPHLETS
		46.81	AMZN MKTP US M09WM5FP2		94607	PCARD NOV2018	0220.6281		SMALL TOOLS & MINOR E
		12.49	AMZN MKTP US M09WM5FP2		94607	PCARD NOV2018	0220.6281		SMALL TOOLS & MINOR E
		101.85	AMZN MKTP US M09WM5FP2		94607	PCARD NOV2018	0220.6249		MISCELLANEOUS OPERA
		27.72	AMZN MKTP US M09WM5FP2		94607	PCARD NOV2018	0220.6281		SMALL TOOLS & MINOR E
		60.00	DADDY O S CAFE INC		94607	PCARD NOV2018	0211.6331		TRAVEL & LODGING
		255.00	ARROWHEAD EMS ASSOCIATION		94607	PCARD NOV2018	9101.1550		PREPAID EXPENSE
		111.41	COBORN'S SUPERSTORE		94607	PCARD NOV2018	0211.6331		TRAVEL & LODGING

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

12/6/2018 -- 12/31/2018

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
99121018	12/10/2018		116361 WELLS FARGO AND COMPANY						Continued.
		128.55	COBORN'S SUPERSTORE		94607	PCARD NOV2018	0211.6331		TRAVEL & LODGING
		3.43	FREECONFERENCECALL.COM		94607	PCARD NOV2018	0191.6249		MISCELLANEOUS OPERA
		58.00	SENSIBLE LAND USE COALITI		94607	PCARD NOV2018	0191.6335		TRAINING
		260.00	U OF M CONTLARNING		94607	PCARD NOV2018	9101.1550		PREPAID EXPENSE
		6.00	11TH AND MARQ RAMP 8061		94607	PCARD NOV2018	9230.6246		MARKETING & PROMOTI
		33.69	OFFICEMAX/DEPOT 6215		94607	PCARD NOV2018	9230.6246		MARKETING & PROMOTI
		101.90	OFFICEMAX/DEPOT 6649		94607	PCARD NOV2018	9601.6249		MISCELLANEOUS OPERA
		14.69	OFFICEMAX/DEPOT 6649		94607	PCARD NOV2018	9601.6249		MISCELLANEOUS OPERA
		19.99	OFFICEMAX/DEPOT 6649		94607	PCARD NOV2018	9601.6249		MISCELLANEOUS OPERA
		2.69	OFFICEMAX/DEPOT 6649		94607	PCARD NOV2018	9601.6249		MISCELLANEOUS OPERA
		39.00	FERRELLGAS L P		94607	PCARD NOV2018	9601.6373		GAS
		319.00	THE HOME DEPOT 2821		94607	PCARD NOV2018	9602.6281		SMALL TOOLS & MINOR I
		10,895.22							
99121218	12/12/2018		107885 DEPARTMENT OF LABOR AND INDUSTRY						
		4,513.18	Nov Surcharges		94533	11302018	9101.2081		SURCHARGES-PERMITTS
		90.30	Nov Surcharges		94533	11302018	9101.4604		SURCHARGES
		4,422.88							
99121318	12/13/2018		100629 MN DEPT OF REV SALES TX						
		12.47	Nov Sales/Use Tax		94532	11302018	9101.4305		RENTAL FEES
		11.74	Nov Sales/Use Tax		94532	11302018	9101.4328		ACCIDENT REPORTS
		1.78	Nov Sales/Use Tax		94532	11302018	9101.4308		SALES OF MAPS & PUBLI
		.71	Nov Sales/Use Tax		94532	11302018	9101.4609		OTHER MISCELLANEOUS
		156.72	Nov Sales/Use Tax		94532	11302018	9601.2082		SALES/USE TAX PAYABLE
		182.00							
99121418	12/14/2018		108768 COMDATA NETWORK INC						
		31.23	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0194.6223		GASOLINE
		22.47	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0194.6223		GASOLINE
		52.91	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0194.6223		GASOLINE
		39.55	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0194.6223		GASOLINE
		44.47	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0194.6223		GASOLINE
		42.49	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0194.6223		GASOLINE
		35.20	BILL'S SUPERETTE		94608	FUEL NOV 2018	0211.6223		GASOLINE
		44.42	BILL'S SUPERETTE		94608	FUEL NOV 2018	0211.6223		GASOLINE
		56.12	BILL'S SUPERETTE		94608	FUEL NOV 2018	0211.6223		GASOLINE
		36.23	BILLS SUPERETTE		94608	FUEL NOV 2018	0211.6223		GASOLINE
		23.23	BILL'S SUPERETTE		94608	FUEL NOV 2018	0211.6223		GASOLINE
		26.14	CASEYS RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		14.74	CASEYS RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		53.62	CASEYS RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		30.49	CASEYS RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		12.59	CASEYS RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		7.46	CASEYS RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		42.08	CASEYS RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		15.10	CASEYS RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		46.28	CASEYS RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		44.44	CASEYS RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		28.22	CASEYS RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		29.21	CASEYS RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		30.34	CASEYS RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		22.89	CASEYS RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		26.34	CASEYS RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		27.28	CASEYS RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE

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

12/6/2018 - 12/31/2018

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
99121418	12/14/2018		108768 COMDATA NETWORK INC						Continued.
		14.52	CASEYS RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		18.62	CASEYS RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		20.54	CASEYS RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		33.85	CASEYS RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		36.80	CASEYS RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		39.35	CASEYS RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		39.67	CASEYS RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		25.01	CASEYS RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		23.65	CASEYS RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		28.68	CASEYS RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		11.09	CASEYS RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		29.74	CASEYS RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		22.21	CASEYS RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		17.77	CASEYS RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		32.72	CASEYS RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		14.24	CASEYS RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		11.85	CASEYS RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		25.90	CASEYS RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		30.71	CASEYS RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		26.98	CASEYS RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		30.03	CASEYS RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		31.39	CASEYS RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		21.45	CASEYS RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		22.95	CASEYS RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		30.29	CASEYS RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		17.92	CASEYS RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		14.45	CASEYS RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		16.46	CASEYS RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		31.00	CASEYS RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		29.82	CASEYS RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		23.07	CASEYS RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		23.77	HOLIDAY STNSTORE		94608	FUEL NOV 2018	0211.6223		GASOLINE
		14.11	HOLIDAY STNSTORE		94608	FUEL NOV 2018	0211.6223		GASOLINE
		28.51	HOLIDAY STNSTORE		94608	FUEL NOV 2018	0211.6223		GASOLINE
		37.25	HOLIDAY STNSTORE		94608	FUEL NOV 2018	0211.6223		GASOLINE
		30.23	HOLIDAY STNSTORE		94608	FUEL NOV 2018	0211.6223		GASOLINE
		26.90	HOLIDAY STNSTORE		94608	FUEL NOV 2018	0211.6223		GASOLINE
		40.84	HOLIDAY STNSTORE		94608	FUEL NOV 2018	0211.6223		GASOLINE
		29.63	HOLIDAY STNSTORE		94608	FUEL NOV 2018	0211.6223		GASOLINE
		25.67	HOLIDAY STNSTORE		94608	FUEL NOV 2018	0211.6223		GASOLINE
		36.48	KWIK TRIP		94608	FUEL NOV 2018	0211.6223		GASOLINE
		23.32	KWIK TRIP		94608	FUEL NOV 2018	0211.6223		GASOLINE
		32.75	KWIK TRIP		94608	FUEL NOV 2018	0211.6223		GASOLINE
		45.31	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		30.87	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		34.78	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		24.20	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		37.54	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		20.45	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		18.66	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		29.87	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		28.82	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		25.52	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		36.58	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE

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

12/6/2018 -- 12/31/2018

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
99121418	12/14/2018		108768 COMDATA NETWORK INC						Continued.
		24.95	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		34.10	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		15.29	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		24.70	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		23.07	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		38.57	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		22.24	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		37.39	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		20.23	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		16.32	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		19.59	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		83.01	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		76.54	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		31.22	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		61.76	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		42.25	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		42.63	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		21.93	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		20.80	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		19.66	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		48.33	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		24.09	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		26.27	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		31.27	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		33.78	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		31.88	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		27.13	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		29.64	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		17.39	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		22.72	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		13.51	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		24.75	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		15.75	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		38.15	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		36.81	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		16.00	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		20.06	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		18.92	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		14.66	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		21.05	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		35.18	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		25.65	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		18.20	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		29.45	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		37.74	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		22.11	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		21.72	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		14.81	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		17.19	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		24.68	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		29.82	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		25.62	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		29.63	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		14.02	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE

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

12/6/2018 -- 12/31/2018

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
99121418	12/14/2018		108768 COMDATA NETWORK INC						Continued.
		13.43	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		30.00	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		17.05	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		16.62	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		28.48	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		14.79	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		17.92	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		12.21	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		14.82	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		30.65	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		33.27	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		15.81	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		31.21	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		39.37	MARATHON PETRO		94608	FUEL NOV 2018	0211.6223		GASOLINE
		43.26	RALPHIE'S MINNOCO		94608	FUEL NOV 2018	0211.6223		GASOLINE
		18.00	SUPERAMERICA		94608	FUEL NOV 2018	0211.6223		GASOLINE
		46.08	SUPERAMERICA		94608	FUEL NOV 2018	0211.6223		GASOLINE
		35.00	SUPERAMERICA		94608	FUEL NOV 2018	0211.6223		GASOLINE
		27.79	SUPERAMERICA		94608	FUEL NOV 2018	0211.6223		GASOLINE
		43.25	SUPERAMERICA		94608	FUEL NOV 2018	0211.6223		GASOLINE
		65.28	BILL'S SUPERETTE		94608	FUEL NOV 2018	0220.6223		GASOLINE
		27.56	BILL'S SUPERETTE		94608	FUEL NOV 2018	0220.6223		GASOLINE
		17.45	BILL'S SUPERETTE		94608	FUEL NOV 2018	0220.6223		GASOLINE
		31.80	BILL'S SUPERETTE		94608	FUEL NOV 2018	0220.6223		GASOLINE
		31.14	BILL'S SUPERETTE		94608	FUEL NOV 2018	0220.6223		GASOLINE
		34.30	BILL'S SUPERETTE		94608	FUEL NOV 2018	0220.6223		GASOLINE
		36.00	BILL'S SUPERETTE		94608	FUEL NOV 2018	0220.6223		GASOLINE
		38.39	BILL'S SUPERETTE		94608	FUEL NOV 2018	0220.6223		GASOLINE
		29.54	BILL'S SUPERETTE		94608	FUEL NOV 2018	0220.6223		GASOLINE
		56.69	BILL'S SUPERETTE		94608	FUEL NOV 2018	0220.6223		GASOLINE
		34.66	BILL'S SUPERETTE		94608	FUEL NOV 2018	0220.6223		GASOLINE
		40.32	BILL'S SUPERETTE		94608	FUEL NOV 2018	0220.6223		GASOLINE
		17.11	BILL'S SUPERETTE		94608	FUEL NOV 2018	0220.6223		GASOLINE
		24.43	BILL'S SUPERETTE		94608	FUEL NOV 2018	0220.6223		GASOLINE
		24.02	BILL'S SUPERETTE		94608	FUEL NOV 2018	0220.6223		GASOLINE
		28.41	BILL'S SUPERETTE		94608	FUEL NOV 2018	0220.6223		GASOLINE
		35.89	BILL'S SUPERETTE		94608	FUEL NOV 2018	0220.6223		GASOLINE
		28.10	BILL'S SUPERETTE		94608	FUEL NOV 2018	0220.6223		GASOLINE
		54.67	CASEYS RAMSEY		94608	FUEL NOV 2018	0220.6223		GASOLINE
		21.72	CASEYS RAMSEY		94608	FUEL NOV 2018	0220.6223		GASOLINE
		44.44	CASEYS RAMSEY		94608	FUEL NOV 2018	0220.6223		GASOLINE
		53.77	CASEYS RAMSEY		94608	FUEL NOV 2018	0220.6223		GASOLINE
		21.70	CASEYS RAMSEY		94608	FUEL NOV 2018	0220.6223		GASOLINE
		33.81	CASEYS RAMSEY		94608	FUEL NOV 2018	0220.6223		GASOLINE
		40.64	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0220.6223		GASOLINE
		52.61	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0220.6223		GASOLINE
		43.84	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0220.6223		GASOLINE
		48.95	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0220.6223		GASOLINE
		51.91	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0220.6223		GASOLINE
		9.36	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0220.6223		GASOLINE
		17.30	SUPERAMERICA		94608	FUEL NOV 2018	0220.6223		GASOLINE
		35.61	BILL'S SUPERETTE		94608	FUEL NOV 2018	0220.6225		DIESEL FUEL
		81.17	BILL'S SUPERETTE		94608	FUEL NOV 2018	0220.6225		DIESEL FUEL
		41.00	BILL'S SUPERETTE		94608	FUEL NOV 2018	0220.6225		DIESEL FUEL

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

12/6/2018 – 12/31/2018

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
99121418	12/14/2018		108768 COMDATA NETWORK INC						Continued.
		41.71	BILL'S SUPERETTE		94608	FUEL NOV 2018	0220.6225		DIESEL FUEL
		107.66	BILL'S SUPERETTE		94608	FUEL NOV 2018	0220.6225		DIESEL FUEL
		35.85	BILL'S SUPERETTE		94608	FUEL NOV 2018	0220.6225		DIESEL FUEL
		48.60	BILL'S SUPERETTE		94608	FUEL NOV 2018	0220.6225		DIESEL FUEL
		33.50	CASEYS RAMSEY		94608	FUEL NOV 2018	0220.6225		DIESEL FUEL
		45.15	HOLIDAY STNSTORE		94608	FUEL NOV 2018	0220.6225		DIESEL FUEL
		32.83	CASEYS RAMSEY		94608	FUEL NOV 2018	0240.6223		GASOLINE
		36.69	CASEYS RAMSEY		94608	FUEL NOV 2018	0240.6223		GASOLINE
		24.49	CASEYS RAMSEY		94608	FUEL NOV 2018	0240.6223		GASOLINE
		37.63	CASEYS RAMSEY		94608	FUEL NOV 2018	0240.6223		GASOLINE
		29.62	CASEYS RAMSEY		94608	FUEL NOV 2018	0240.6223		GASOLINE
		38.02	CASEYS RAMSEY		94608	FUEL NOV 2018	0240.6223		GASOLINE
		31.10	HOLIDAY STNSTORE		94608	FUEL NOV 2018	0240.6223		GASOLINE
		56.69	CASEYS RAMSEY		94608	FUEL NOV 2018	0301.6223		GASOLINE
		50.17	CASEYS RAMSEY		94608	FUEL NOV 2018	0301.6223		GASOLINE
		58.19	CASEYS RAMSEY		94608	FUEL NOV 2018	0301.6223		GASOLINE
		29.60	HOLIDAY STNSTORE		94608	FUEL NOV 2018	0301.6223		GASOLINE
		61.04	BILL'S SUPERETTE		94608	FUEL NOV 2018	0311.6223		GASOLINE
		57.43	BILL'S SUPERETTE		94608	FUEL NOV 2018	0311.6223		GASOLINE
		57.00	BP ROGERS BPQPS		94608	FUEL NOV 2018	0311.6223		GASOLINE
		69.32	CASEYS RAMSEY		94608	FUEL NOV 2018	0311.6223		GASOLINE
		29.73	CASEYS RAMSEY		94608	FUEL NOV 2018	0311.6223		GASOLINE
		59.36	HOLIDAY STNSTORE		94608	FUEL NOV 2018	0311.6223		GASOLINE
		98.41	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0311.6223		GASOLINE
		63.12	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0311.6223		GASOLINE
		66.80	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0311.6223		GASOLINE
		67.41	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0311.6223		GASOLINE
		132.77	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0311.6225		DIESEL FUEL
		60.46	BILL'S SUPERETTE		94608	FUEL NOV 2018	0452.6223		GASOLINE
		42.80	BILL'S SUPERETTE		94608	FUEL NOV 2018	0452.6223		GASOLINE
		82.29	BILL'S SUPERETTE		94608	FUEL NOV 2018	0452.6223		GASOLINE
		61.87	BILL'S SUPERETTE		94608	FUEL NOV 2018	0452.6223		GASOLINE
		59.85	BILL'S SUPERETTE		94608	FUEL NOV 2018	0452.6223		GASOLINE
		82.99	BILL'S SUPERETTE		94608	FUEL NOV 2018	0452.6223		GASOLINE
		65.17	CASEYS GEN STORE		94608	FUEL NOV 2018	0452.6223		GASOLINE
		38.53	CASEYS RAMSEY		94608	FUEL NOV 2018	0452.6223		GASOLINE
		68.36	CASEYS RAMSEY		94608	FUEL NOV 2018	0452.6223		GASOLINE
		59.29	CASEYS RAMSEY		94608	FUEL NOV 2018	0452.6223		GASOLINE
		44.65	CASEYS RAMSEY		94608	FUEL NOV 2018	0452.6223		GASOLINE
		90.54	CASEYS RAMSEY		94608	FUEL NOV 2018	0452.6223		GASOLINE
		35.87	CASEYS RAMSEY		94608	FUEL NOV 2018	0452.6223		GASOLINE
		78.12	HOLIDAY STNSTORE		94608	FUEL NOV 2018	0452.6223		GASOLINE
		41.98	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0452.6223		GASOLINE
		24.08	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0452.6223		GASOLINE
		50.29	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0452.6223		GASOLINE
		101.97	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	0452.6223		GASOLINE
		32.70	CASEYS RAMSEY		94608	FUEL NOV 2018	0211.6223		GASOLINE
		66.20	BILL'S SUPERETTE		94608	FUEL NOV 2018	9601.6223		GASOLINE
		40.12	BILL'S SUPERETTE		94608	FUEL NOV 2018	9601.6223		GASOLINE
		64.00	BILL'S SUPERETTE		94608	FUEL NOV 2018	9601.6223		GASOLINE
		35.55	CASEYS RAMSEY		94608	FUEL NOV 2018	9601.6223		GASOLINE
		41.09	CASEYS RAMSEY		94608	FUEL NOV 2018	9601.6223		GASOLINE
		43.79	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	9601.6223		GASOLINE
		46.27	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	9601.6223		GASOLINE

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

12/6/2018 -- 12/31/2018

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
99121418	12/14/2018		108768 COMDATA NETWORK INC						Continued.
		49.52	LITTLE DUKES RAMSEY		94608	FUEL NOV 2018	9601.6223		GASOLINE
		69.75	HOLIDAY STNSTORE		94608	FUEL NOV 2018	9602.6223		GASOLINE
		82.15	HOLIDAY STNSTORE		94608	FUEL NOV 2018	9602.6223		GASOLINE
		50.07	HOLIDAY STNSTORE		94608	FUEL NOV 2018	9602.6223		GASOLINE
		<u>8,867.37</u>							
99122818	12/28/2018		107962 TOTAL ADMINISTRATIVE SERVICE CORP						
		2,390.20			94778	12271813115710	9101.2176		LIFE/HEALTH-EMPLOYEE
		<u>2,390.20</u>							
99282018	12/28/2018		100223 ICMA RETIREMENT TRUST 457						
		2,192.19			94777	1227181311571	9101.2175		DEFERRED COMPENSAT
		<u>2,192.19</u>							
99395008	12/14/2018		100601 MN DEPT OF REV WH						
		10,596.85			94581	121318739166	9101.2172		STATE WITHHOLDING
		<u>10,596.85</u>							
99772418	12/28/2018		114486 SUN LIFE ASSURANCE COMPANY OF CANADA						
		759.71			94573	1213187391611	9101.2176		LIFE/HEALTH-EMPLOYEE
		759.59			94779	12271813115711	9101.2176		LIFE/HEALTH-EMPLOYEE
		126.65	COBRA LIFE		94779	12271813115711	9101.2176		LIFE/HEALTH-EMPLOYEE
		883.64	LTD		94779	12271813115711	9101.2170		DENTAL/DISABILITY/LIFE
		<u>2,529.59</u>							
99904252	12/14/2018		114790 GREAT WEST LIFE AND ANNUITY INS CO						
		6,789.00			94574	1213187391612	9101.2175		DEFERRED COMPENSAT
		<u>6,789.00</u>							
99906140	12/14/2018		114790 GREAT WEST LIFE AND ANNUITY INS CO						
		2,626.93			94575	1213187391613	9101.2176		LIFE/HEALTH-EMPLOYEE
		<u>2,626.93</u>							
99958207	12/28/2018		114790 GREAT WEST LIFE AND ANNUITY INS CO						
		6,414.00			94780	12271813115712	9101.2175		DEFERRED COMPENSAT
		<u>6,414.00</u>							
99958964	12/28/2018		114790 GREAT WEST LIFE AND ANNUITY INS CO						
		2,548.61			94781	12271813115713	9101.2176		LIFE/HEALTH-EMPLOYEE
		<u>2,548.61</u>							
		<u>408,763.03</u>	Grand Total						

Payment Instrument Totals	
Checks	145,712.69
EFT Payments	<u>263,050.34</u>
Total Payments	408,763.03

R04570

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	Ty	Number	Item	Co	Date	Number	Amount	
111610	A DYNAMIC DOOR CO. INC.	RE:PARK CENTER BUILDING	PV	94703	001	09101	12/19/2018	21812181	553.66
	A DYNAMIC DOOR CO. INC. 4588 194TH AVENUE NE EAST BETHEL MN 55092			Summary Total					553.66
				Payment Amount					553.66
107867	ABM EQUIPMENT AND SUPPLY	TOGGLE SWITCH	PV	94648	001	09602	12/5/2018	0158153	88.81
	ABM EQUIPMENT AND SUPPLY 333 2ND STREET NE HOPKINS MN 55343			Summary Total					88.81
				Payment Amount					88.81
100009	ACCAP RAMSEY TOWNHOMES	TIF 9 SITE IMPROVEMENTS	PV	94702	001	09209	12/20/2018	122018	20,700.00
	ACCAP RAMSEY TOWNHOMES 1201 89TH AVENUE NE SUITE 345 BLAINE MN 55434			Summary Total					20,700.00
				Payment Amount					20,700.00
110402	ADVANCE AUTO PARTS	NOV 18 PURCHASES	PV	94649	001	09101	11/30/2018	113018	1,233.61
	ADVANCE AUTO PARTS	NOV 18 PURCHASES	PV	94649	002	09101	11/30/2018	113018	23.78
	AAP FINANCIAL SERVICES	NOV 18 PURCHASES	PV	94649	003	09101	11/30/2018	113018	66.32
	P O BOX 742063	NOV 18 PURCHASES	PV	94649	004	09101	11/30/2018	113018	57.89
	ATLANTA GA 30374-2063	NOV 18 PURCHASES	PV	94649	005	09101	11/30/2018	113018	40.20
		NOV 18 PURCHASES	PV	94649	006	09101	11/30/2018	113018	23.98
				Summary Total					1,445.78
				Payment Amount					1,445.78
100017	AIRGAS USA, LLC	MISC GASES	PV	94650	001	09101	11/30/2018	9957582986	30.40
	AIRGAS USA LLC P O BOX 802576 CHICAGO IL 60680-2576			Summary Total					30.40
				Payment Amount					30.40
110553	ANCHOR PAPER COMPANY	COPIER PAPER	PV	94534	001	09101	11/28/2018	10572178-00	1,826.00
	ANCHOR PAPER COMPANY 480 BROADWAY STREET ST PAUL MN 55101			Summary Total					1,826.00

R04570

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	Itm	Co	Date	Number	Amount
Payment Amount									1,826.00
100028	ANDOVER WHEEL AND FRAME INC	WORK ON 681	PV	94609 001	09601		12/5/2018	10899	1,637.82
	ANDOVER WHEEL AND FRAME INC	WORK ON 681	PV	94609 002	09601		12/5/2018	10899	94.00
	13476 HANSON BLVD ANDOVER MN 55304			Summary Total					1,731.82
Payment Amount									1,731.82
100035	ANOKA COUNTY CENTRAL COMMUNICATIONS	MICROPHONE	PV	94651 001	09101		12/10/2018	2018151	90.75
	ANOKA COUNTY CENTRAL COMMUNICATIONS 325 EAST MAIN STREET ANOKA MN 55303			Summary Total					90.75
Payment Amount									90.75
100043	ANOKA COUNTY PROPERTY RECORDS TAXATION	NOV 18 SERVICES	PV	94652 001	09804		12/3/2018	534 NOV 2018	46.00
	ANOKA COUNTY PROPERTY RECORDS TAXATION	NOV 18 SERVICES	PV	94652 002	09804		12/3/2018	534 NOV 2018	46.00
	2100 - 3RD AVENUE ANOKA MN 55303			Summary Total					92.00
Payment Amount									92.00
100052	ANOKA POLICE DEPARTMENT	ANIMAL CONTAINMENT NOV 18	PV	94653 001	09101		12/12/2018	121218	100.00
	ANOKA POLICE DEPARTMENT 275 HARRISON STREET ANOKA MN 55303			Summary Total					100.00
Payment Amount									100.00
113508	APPRIZE TECHNOLOGY SOLUTIONS	DEC 18 MONTHLY ENROLLMENT	PV	94535 001	09101		12/1/2018	17094	320.00
	APPRIZE TECHNOLOGY SOLUTIONS 10405 6TH AVENUE NORTH SUITE 100 PLYMOUTH MN 55441			Summary Total					320.00
Payment Amount									320.00

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	Ty Number Itm Co	Date	Number	Amount
100063	ASPEN MILLS	MISC M. JORDAN FIRE	PV 94536 001 09101 12/26/2018	227226	6.00
	ASPEN MILLS		Summary Total		6.00
	8201 C CENTRAL AVE NE	MISC J. BONINE PD	PV 94537 001 09101 11/26/2018	227227	248.40
	SPRING LAKE PARK MN 55432		Summary Total		248.40
		MISC N. DAHLBERG	PV 94610 001 09101 12/5/2018	227771	353.70
			Summary Total		353.70
		EXPLORER NAME TAGS	PV 94611 001 09101 12/5/2018	227769	159.30
			Summary Total		159.30
		T. FRANKFURTH PANTS	PV 94612 001 09101 12/5/2018	227770	204.80
			Summary Total		204.80
		K. BROTKOWSKI HANDCUFFS	PV 94613 001 09101 11/29/2018	227398	46.95
			Summary Total		46.95
			Payment Amount		1,019.15
100086	BLUE VELVET INC	NOV 18 PD WASHES	PV 94538 001 09101 12/3/2018	120318	299.50
	BLUE VELVET INC		Summary Total		299.50
	14101 ST FRANCIS BLVD NW	NOV 18 FIRE WASHES	PV 94539 001 09101 12/3/2018	120318 A	149.75
	RAMSEY MN 55303		Summary Total		149.75
		WASHES - BUILD MAINT	PV 94540 001 09101 12/1/2018	179	309.69
			Summary Total		309.69
		PD WASHES	PV 94654 001 09101 12/1/2018	178	283.89
			Summary Total		283.89
			Payment Amount		1,042.83
100647	BOLTON AND MENK INC	RAM/HIWAY 10 CORR IMPROV	PV 94541 001 09435 11/15/2018	0225667	52,380.00
	BOLTON AND MENK INC		Summary Total		52,380.00
	1960 PREMIER DRIVE	ANALYSIS BOWERS DRIVE AREA	PV 94542 001 09230 11/28/2018	0226082	2,100.50
	MANKATO MN 56001-5900		Summary Total		2,100.50
		COR INFILTRATION PROJECT	PV 94544 001 09605 11/28/2018	0226079	2,120.00
			Summary Total		2,120.00
		BUNKER/PUMA	PV 94570 001 09437 11/28/2018	R16.115858	2,626.50
			Summary Total		2,626.50
		MISS RIVER TRAIL PH	PV 94745 001 09805 12/14/2018	0226963	445.00

R04570

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	Ty	Number	Item	Co	Date	Number	Amount
					Summary Total	445.00		
					Payment Amount	59,672.00		
103641	BOYER TRUCKS ROGERS	MISC FILTERS 682	PV	94655	001 09101	12/13/2018	57078R	140.56
					Summary Total	140.56		
	BOYER TRUCKS	SEAT 662	PV	94704	001 09101	12/19/2018	57218R	61.31
	2601 NE BROADWAY							
	MINNEAPOLIS MN 55413							
					Summary Total	61.31		
					Payment Amount	201.87		
113133	CALIBER HOMES INC	REF ERO ESC 5681	PV	94746	001 09804	12/28/2018	122818	1,500.00
		152ND LN						
					Summary Total	1,500.00		
	CALIBER HOMES INC	REF LAND ESC 5681	PV	94747	001 09252	12/28/2018	122818A	5,000.00
	20123 NOWTHEN BLVD NW	152ND LN NW						
	ELK RIVER MN 55330							
					Summary Total	5,000.00		
					Payment Amount	6,500.00		
116439	CANTEEN VENDING	COFFEE	PV	94545	001 09101	11/28/2018	141780000047478	275.00
					Summary Total	275.00		
	CANTEEN VENDING							
	P O BOX 91337							
	CHICAGO IL 60693-1337							
					Payment Amount	275.00		
100297	CENTERPOINT ENERGY	6701 HWY 10	PV	94656	001 09410	12/10/2018	6011580-5 DEC 18	214.32
					Summary Total	214.32		
	CENTERPOINT ENERGY	5650 ALPINE DR NW	PV	94705	001 09101	12/10/2018	5961540-1 DEC 18	454.23
	P O BOX 4671							
	HOUSTON TX 77210-4671							
					Summary Total	454.23		
		15050 ARMSTRONG BLVD	PV	94706	001 09101	12/10/2018	5914352-9 DEC 18	241.80
					Summary Total	241.80		
		14515 E TOWN CENTER	PV	94707	001 09601	12/10/2018	8782239-1 DEC 18	74.75
		DR						
					Summary Total	74.75		
		7550 SUNWOOD DR	PV	94708	001 09101	12/10/2018	6702493-5 DEC 18	3,116.33
					Summary Total	3,116.33		
		PW MISC ACCTS	PV	94748	001 09101	12/18/2018	8000014064-2 DEC 18	590.58
		PW MISC ACCTS	PV	94748	002 09101	12/18/2018	8000014064-2 DEC 18	196.86
		PW MISC ACCTS	PV	94748	003 09101	12/18/2018	8000014064-2 DEC 18	196.86



R04570

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	Ty	Number	Item	Co	Date	Number	Amount						
Payment Amount								188.41						
111471	COMMERCIAL PARTNERS TITLE	SEARCH PDKP PROPERTIES	PV	94751	001	09230	9/6/2018	49799	685.00					
COMMERCIAL PARTNERS TITLE 200 SOUTH SIXTH STREET SUITE 1300 MINNEAPOLIS MN 55402								Summary Total	685.00					
Payment Amount								685.00						
100112	COMMISSIONER OF TRANSPORTATION	RE: BUNKER/PUMA	PV	94547	001	09437	11/20/2018	P00009679	1,057.00					
COMMISSIONER OF TRANSPORTATION								Summary Total	1,057.00					
Payment Amount								1,057.00						
100116	CONNEXUS ENERGY	6401 W HWY 10- STATION	PV	94752	001	09603	12/17/2018	444931-270863 DEC 18	11.30					
CONNEXUS ENERGY PO BOX 1808								Summary Total	11.30					
MINNEAPOLIS MN 55480-1808								PV	94753	001	09101	12/21/2018	759126-303100 DEC 18	809.94
Summary Total								809.94						
PV								94754	001	09101	12/28/2018	759126-303106 DEC 21	623.46	
PV								94754	002	09101	12/28/2018	759126-303106 DEC 21	207.82	
PV								94754	003	09101	12/28/2018	759126-303106 DEC 21	207.82	
PV								94754	004	09101	12/28/2018	759126-303106 DEC 21	207.81	
PV								94754	005	09101	12/28/2018	759126-303106 DEC 21	762.87	
Summary Total								2,009.78						
MISC CITY ACCOUNTS								PV	94755	001	09230	12/21/2018	759126-303107 DEC 18	71.10
MISC CITY ACCOUNTS								PV	94755	002	09230	12/21/2018	759126-303107 DEC 18	2,008.16
MISC CITY ACCOUNTS								PV	94755	003	09230	12/21/2018	759126-303107 DEC 18	30.77
MISC CITY ACCOUNTS								PV	94755	004	09230	12/21/2018	759126-303107 DEC 18	1,066.50
MISC CITY ACCOUNTS								PV	94755	005	09230	12/21/2018	759126-303107 DEC 18	5,449.05
MISC CITY ACCOUNTS								PV	94755	006	09230	12/21/2018	759126-303107 DEC	4,287.36



R04570

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	Itm	Co	Date	Number	Amount
113306	DEFINITIVE TECHNOLOGY SOLUTIONS INC	DEC 18/JAN 19 CONTRACT	PV	94757	001	09101	12/22/2018	INV175342	240.07
	DEFINITIVE TECHNOLOGY SOLUTIONS INC							Summary Total	240.07
	9401 JAMES AVENUE SOUTH SUITE 120							Payment Amount	240.07
	BLOOMINGTON MN 55431								
100144	DEHN OIL COMPANY	MISC SUPPLIES	PV	94711	001	09101	12/17/2018	25130023	842.71
	DEHN OIL COMPANY							Summary Total	842.71
	6735 141ST AVENUE NW	DIESEL FUEL	PV	94712	001	09101	12/19/2018	62963	2,465.25
	RAMSEY MN 55303							Summary Total	2,465.25
								Payment Amount	3,307.96
101185	DO ALL PRINTING COM INC	COIL BINDING	PV	94713	001	09601	12/17/2018	41760	60.00
	DO ALL PRINTING COM INC							Summary Total	60.00
	6360 HIGHWAY 10 NW							Payment Amount	60.00
	RAMSEY MN 55303								
100158	ECM PUBLISHERS INC	2019 PROPOSED BUDGET	PV	94550	001	09101	11/30/2018	652727	37.63
	ECM PUBLISHERS INC							Summary Total	37.63
	4095 COON RAPIDS BLVD	PH ROCKY MT INVEST	PV	94551	001	09804	11/23/2018	650930	107.50
	COON RAPIDS MN 55433							Summary Total	107.50
		PH CIP PLAN	PV	94617	001	09101	12/7/2018	654553	69.88
								Summary Total	69.88
		201816 ORD	PV	94661	001	09101	12/7/2018	654554	53.75
								Summary Total	53.75
								Payment Amount	268.76
100164	ELECTRIC SYSTEMS OF ANOKA INC	REPAIR SIREN 4	PV	94714	001	09101	12/14/2018	7144	123.00
	ELECTRIC SYSTEMS OF ANOKA INC							Summary Total	123.00
	6314 HIGHWAY 10 NW							Payment Amount	123.00
	ANOKA MN 55303								
114680	ELECTRICAL PRODUCTION	WORK AT RAMSEY FIRE	PV	94618	001	09101	12/4/2018	3671	303.15



R04570

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	Ty	Number	Item	Co	Date	Number	Amount	
LITTLE CANADA MN 55117					Payment Amount	850.00			
113321	FACTORY MOTOR PARTS CO	OIL FILTERS	PV	94664	001	09101	12/14/2018	6-1522991	29.88
FACTORY MOTOR PARTS CO BIN 139107 P O BOX 9107 MINNEAPOLIS MN 55480-9107					Summary Total	29.88			
					Payment Amount	29.88			
107099	FASTENAL	MISC SUPPLIES	PV	94665	001	09101	12/4/2018	MNTC8171326	53.37
FASTENAL COMPANY P O BOX 1286 WINONA MN 55987					Summary Total	53.37			
		MISC PARTS	PV	94717	001	09101	12/11/2018	MNTC8171520	12.45
					Summary Total	12.45			
		MISC SUPPLIES	PV	94718	001	09101	12/14/2018	MNTC8171673	34.65
					Summary Total	34.65			
		MISC PARTS	PV	94734	001	09101	12/11/2018	MNTC8171521	31.14
					Summary Total	31.14			
		MISC PARTS	PV	94758	001	09101	12/20/2018	MNTC8171864	17.11
					Summary Total	17.11			
					Payment Amount	148.72			
100143	FERGUSON WATERWORKS # 2516	BLUE MARKERS	PV	94620	001	09601	12/5/2018	0313513	200.88
FERGUSON WATERWORKS 2516 P O BOX 802817 CHICAGO IL 60680-2817					Summary Total	200.88			
					Payment Amount	200.88			
107737	FINANCE AND COMMERCE INC	AD BID RIVERDALE DR TRNK UTIL	PV	94759	001	09605	12/21/2018	744074869	168.69
FINANCE AND COMMERCE INC SDS 12-2619 P O BOX 86 MINNEAPOLIS MN 55486-2619					Summary Total	168.69			
					Payment Amount	168.69			
107101	FIRE LOSS MANAGEMENT	REVIEW-AFFINITY	PV	94719	001	09101	12/14/2018	121418	650.00

R04570

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
	LLC	RAMSEY							
	FIRE LOSS MANAGEMENT LLC 678 PINEWOOD DRIVE SHOREVIEW MN 55126								Summary Total 650.00
									Payment Amount 650.00
112421	FIRST SCRIBE FIRST SCRIBE 110 CHESHIRE LANE SUITE 105 MINNETONKA MN 55305	DEC 18 ROWAY WEB APP	PV	94666	001	09101	12/1/2018	2479260	200.00
									Summary Total 200.00
									Payment Amount 200.00
100184	FLEETWOOD COLLISION CENTER INC FLEETWOOD COLLISION CENTER INC 8060 VIKING BLVD NW NOWTHEN MN 55330	WORK ON 681	PV	94683	001	09601	11/28/2018	112818	2,296.80
		WORK ON 681	PV	94683	002	09601	11/28/2018	112818	2,038.03
									Summary Total 4,334.83
									Payment Amount 4,334.83
106428	FORCE AMERICA INC FORCE AMERICA INC 501 EAST CLIFF ROAD SUITE 100 BURNSVILLE MN 55337	ARC BRACKET	PV	94668	001	09101	12/6/2018	IN001-1297495	55.03
									Summary Total 55.03
									Payment Amount 55.03
100186	FRANKENSIGNS INC FRANKENSIGNS 9133 DAVENPORT STREET NE P O BOX 490301 BLAINE MN 55449	RE: W. SCHLUETER	PV	94554	001	09101	11/27/2018	273054	28.00
									Summary Total 28.00
									Payment Amount 28.00
110388	FRATTALLONE'S ACE HARDWARE STORES FRATTALLONE'S ACE HARDWARE STORES 1203 COUNTY ROAD E WEST ARDEN HILLS MN 55112-3738	MISC PARTS	PV	94720	001	09101	12/14/2018	034325/J	10.28
		MISC PARTS	PV	94760	001	09101	12/17/2018	034346/J	19.76
									Summary Total 10.28
									Summary Total 19.76
									Payment Amount 30.04

R04570

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
116725	GEARED UP APPAREL	CAPS- PD	PV	94669	001	09101	12/3/2018	S22567	542.50
	GEARED UP APPAREL							Summary Total	542.50
	508 FREEPORT AVENUE NW SUITE C							Payment Amount	542.50
	ELK RIVER MN 55330								
100199	GOPHER SIGN COMPANY	SIGN MATERIAL	PV	94670	001	09101	11/30/2018	104926	2,872.12
	GOPHER SIGN COMPANY							Summary Total	2,872.12
	1310 RANDOLPH AVENUE							Payment Amount	2,872.12
	ST PAUL MN 55105								
100200	GOPHER STATE ONE CALL	98 TICKETS	PV	94621	001	09601	11/30/2018	8110674	44.10
	INC								
	GOPHER STATE ONE CALL	98 TICKETS	PV	94621	002	09601	11/30/2018	8110674	44.10
	7223 PARKWAY DRIVE	98 TICKETS	PV	94621	003	09601	11/30/2018	8110674	44.10
	SUITE 210								
	HANOVER MD 21076-1317							Summary Total	132.30
								Payment Amount	132.30
116743	GWORCS	2019 SIMPLE SIGN	PV	94761	001	09101	12/16/2018	12690	420.00
		SUPPORT							
	GWORCS							Summary Total	420.00
	4949 NW 1ST STREET SUITE 1							Payment Amount	420.00
	LINCOLN NE 68521								
112564	HEALTH PARTNERS GROUP	NOV 18 SERVICES	PV	94622	001	09101	11/28/2018	W815474	73.00
	HEALTH-WORKSITE								
	HEALTH PARTNERS GROUP HEALTH-WORKSITE							Summary Total	73.00
	MAIL STOP # 21109A							Payment Amount	73.00
	P O BOX 1309								
	MINNEAPOLIS MN 55440-1309								
115760	HENRY SCHEIN INC	HYFIN VENT COMPACT	PV	94623	001	09101	11/30/2018	59850616	252.00
		CHEST SLS							
	HENRY SCHEIN INC							Summary Total	252.00

R04570

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	Itm	Co	Number	Amount
	DEPT CH 10241	CHEST SEAL TRAINERS	PV	94762	001	09101	12/11/2018 59850617	20.78
	PALATINE IL 60055-0241			Summary Total				20.78
				Payment Amount				272.78
112160	HOLIDAY COMPANIES	PD WASHES	PV	94624	001	09101	12/1/2018 046801121800	26.00
	HOLIDAY COMPANIES			Summary Total				26.00
	4567 AMERICAN BLVD W			Payment Amount				26.00
	BLOOMINGTON MN 55437							
112154	HOPE HAVEN INC	LATHS	PV	94721	001	09101	11/30/2018 CI-001925	1,593.15
	HOPE HAVEN INC			Summary Total				1,593.15
	P O BOX 70			Payment Amount				1,593.15
	ROCK VALLEY IA 51247							
112475	INNOVATIVE OFFICE SOLUTIONS	MISC OFFICE SUPPLIES	PV	94555	001	09101	12/6/2018 IN2315867	368.51
	INNOVATIVE OFFICE SOLUTIONS			Summary Total				368.51
	P O BOX 860627	MISC OFFICE SUPPLIES	PV	94556	001	09101	12/6/2018 IN2315885	17.81
	MINNEAPOLIS MN 55486-0001			Summary Total				17.81
		MISC OFFICE SUPPLIES	PV	94625	001	09101	12/12/2018 IN2324031	31.77
		MISC OFFICE SUPPLIES	PV	94625	002	09101	12/12/2018 IN2324031	13.49
		MISC OFFICE SUPPLIES	PV	94625	003	09101	12/12/2018 IN2324031	184.58
				Summary Total				229.84
				Payment Amount				616.16
106324	INSPECTRON INC	NOV 18 SERVICES	PV	94557	001	09101	12/5/2018 120518	6,900.00
	INSPECTRON INC			Summary Total				6,900.00
	CODE COMPLIANCE INSPECTIONS			Payment Amount				6,900.00
	15120 CHIPPENDALE AVE SUITE 202							
	ROSEMOUNT MN 55068							
116573	KITCHEN TABLE	18 EDA NETWORK EVENT	PV	94558	001	09230	12/4/2018 INV0004	1,742.06
	KITCHEN TABLE			Summary Total				1,742.06
	7533 SUNWOOD DRIVE NW			Payment Amount				1,742.06
	RAMSEY MN 55303							

R04570

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	Ty	Number	Item	Co	Date	Number	Amount	
115408	KRIS ENGINEERING INC	MISC SNOWPLOW PARTS	PV	94671	001	09101	12/4/2018	30886	4,458.10
	KRIS ENGINEERING INC 1988 247TH STREET SAINT AUGUSTA MN 56301			Summary Total					4,458.10
				Payment Amount					4,458.10
100256	LANO EQUIPMENT INC	BRADCO MOWER/BOBCAT BLADE	PV	94763	001	09101	11/30/2018	02-624262	9,102.65
	LANO EQUIPMENT INC 6140 HIGHWAY 10 NW ANOKA MN 55303			Summary Total					9,102.65
				Payment Amount					9,102.65
100259	LEAGUE OF MN CITIES INS TRUST	RE: S. WIDSTROM	PV	94626	001	09702	12/3/2018	13420	204.43
	LEAGUE OF MN CITIES INS TRUST C/O BERKLEY RISK SERVICES INC P O BOX 581517 MINNEAPOLIS MN 55458-1517			Summary Total					204.43
				Payment Amount					204.43
100266	LOGIS	KNOWB4/18 CISCO RENEWAL/FEES	PV	94627	001	09101	11/30/2018	46165	2,893.54
	LOCAL GOVERNMENT INFORMATION SYSTEMS ASS 5750 DULUTH STREET	MANAGED SERVER RELAY	PV	94764	001	09101	12/21/2018	46256	36.00
	GOLDEN VALLEY MN 55422-4036			Summary Total					36.00
				Payment Amount					2,929.54
100270	MACQUEEN EQUIPMENT INC	REPAIR TRACKLESS MT5	PV	94765	001	09101	12/20/2018	W03610	2,283.50
	MACQUEEN EQUIPMENT INC 1125 7TH STREET EAST ST PAUL MN 55106	REPAIR TRACKLESS MT5	PV	94765	002	09101	12/20/2018	W03610	4,456.25
				Summary Total					6,739.75
				Payment Amount					6,739.75
113658	MARCO	CONTRACT DEC 18	PV	94628	001	09101	12/3/2018	INV5815472	60.00
	MARCO NW 7128 PO BOX 1450			Summary Total					60.00

R04570

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	Itm	Co	Date	Number	Amount
MINNEAPOLIS MN 55485-7128									
Payment Amount									60.00
108129	MCDOWALL COMFORT MANAGEMENT	HEATING VALVE REPAIR	PV	94630	001	09101	12/4/2018	612131	748.78
Summary Total									748.78
	MCDOWALL COMFORT MANAGEMENT	WORK AT CITY HALL	PV	94722	001	09101	12/6/2018	612184	997.94
Summary Total									997.94
WAITE PARK MN 56387									
Payment Amount									1,746.72
100283	MENARDS COON RAPIDS	MISC SUPPLIES	PV	94672	001	09101	12/6/2018	90366	29.52
Summary Total									29.52
	MENARDS COON RAPIDS	ZEP PINE CLEANER	PV	94766	001	09101	12/20/2018	91352	11.94
Summary Total									11.94
COON RAPIDS MN 55433									
		MISC SUPPLIES	PV	94767	001	09101	12/14/2018	90952	69.97
Summary Total									69.97
Payment Amount									111.43
100284	MENARDS ELK RIVER	MISC SUPPLIES	PV	94629	001	09101	11/27/2018	74352	80.20
Summary Total									80.20
	MENARDS ELK RIVER	CHAINS	PV	94768	001	09101	12/17/2018	75973	21.69
Summary Total									21.69
ELK RIVER MN 55330-1077									
Payment Amount									101.89
100285	MET COUNCIL ENVIRONMENTAL SRV	WASTE WATER JAN 2019	PV	94559	001	09602	12/4/2018	0001089885	65,058.71
Summary Total									65,058.71
MET COUNCIL ENVIRONMENTAL SRV									
P O BOX 856513									
MINNEAPOLIS MN 55485-6513									
Payment Amount									65,058.71
108208	METRO PRODUCTS INC	FILTER/BLACK PIPE	PV	94673	001	09101	12/12/2018	139829	111.92
Summary Total									111.92
	METRO PRODUCTS INC	MISC SHOP SUPPLIES	PV	94769	001	09101	12/18/2018	139985	224.36
Summary Total									224.36
FRIDLEY MN 55432									
Payment Amount									336.28

R04570

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	Itm	Co	Date	Number	Amount
103915	MICHAEL BASICH INC.	PERGOLA EMERALD POND PRK	PV	94631	001	09805	11/19/2018	186	27,550.00
	MICHAEL BASICH INC. 1761 THIRD STREET WHITE BEAR LAKE MN 55110								Summary Total 27,550.00
									Payment Amount 27,550.00
106754	MID AMERICA METER INC	DISK/PISTON MISC	PV	94674	001	09601	12/10/2018	018-1840	45.00
	MID AMERICA METER INC P O BOX 860427 SHAWNEE KS 66286-0427								Summary Total 45.00
									Payment Amount 45.00
106555	MINNEAPOLIS, CITY OF	OCT 18 TRANSACTIONS	PV	94560	001	09101	11/21/2018	400451002501	107.10
	MINNEAPOLIS FINANCE DEPT P O BOX 77038 MINNEAPOLIS MN 55480-7738								Summary Total 107.10
									Payment Amount 107.10
101268	MN COUNTY ATTORNEYS ASSOCIATION	2018 TRAFFIC CODE BOOK	PV	94632	001	09101	12/7/2018	200005058	22.50
	MINNESOTA COUNTY ATTORNEYS ASSOCIATION 100 EMPIRE DRIVE SUITE 200 ST PAUL MN 55103								Summary Total 22.50
									Payment Amount 22.50
100389	MN POST BOARD	RE: A PIPENHAUGEN	PV	94723	001	09101	12/20/2018	122018	90.00
	MN POST BOARD 1600 UNIVERSITY AVE SUITE 200 ST PAUL MN 55104-3825								Summary Total 90.00
									Payment Amount 90.00
108091	MUNICIPAL CODE CORPORATION	ONLINE CODE HOST 2019	PV	94633	001	09101	12/5/2018	00322157	950.00
	MUNICIPAL CODE CORPORATION P O BOX 2235								Summary Total 950.00
	TALLAHASSEE FL 32316	ADMIN SUP FEE 2019	PV	94634	001	09101	12/5/2018	00321896	350.00
									Summary Total 350.00
									Payment Amount 1,300.00

R04570

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	Itm	Co	Date	Number	Amount
116619	MUNICIPAL GROUP LLC	EXHIBITS	PV	94561	001	09230	11/14/2018	1009	360.00
	MUNICIPAL GROUP LLC								Summary Total 360.00
	9436 ULYSSES ST NE UNIT 156								
	BLAINE MN 55434								Payment Amount 360.00
100345	NAPA AUTO PARTS ELK RIVER	SLIDE TERMINAL	PV	94635	001	09101	12/4/2018	991072	4.49
	NAPA AUTO PARTS ELK RIVER								Summary Total 4.49
	17137 YALE STREET NW								
	P O BOX 1041								
	ELK RIVER MN 55330								Payment Amount 4.49
115167	NET TRANSCRIPTS INC	NOV 18 TRANSCRIPTION	PV	94675	001	09101	11/30/2018	0022498	491.17
	NET TRANSCRIPTS INC								Summary Total 491.17
	3707 N, 7TH STREET SUITE 320								
	PHOENIX AZ 85014								Payment Amount 491.17
100354	NEWMAN TRAFFIC SIGNS	SIGN MATERIAL	PV	94770	001	09101	12/20/2018	TRFINV008457	367.32
	NEWMAN TRAFFIC SIGNS								Summary Total 367.32
	PO BOX 1728								
	JAMESTOWN ND 58402-1728								Payment Amount 367.32
100360	NORTH STAR TOWING INC	NOV 18 TOWS PD	PV	94636	001	09101	12/1/2018	NOV 2018	262.00
	NORTH STAR TOWING INC								Summary Total 262.00
	833 NORTH STREET								
	ANOKA MN 55303								Payment Amount 262.00
100363	NORTHERN SANITARY SUPPLY CO	MISC SUPPLIES	PV	94724	001	09101	12/12/2018	193378	205.67
	NORTHERN SANITARY SUPPLY CO								Summary Total 205.67
	341 COON RAPIDS BLVD								
	MINNEAPOLIS MN 55433								Payment Amount 205.67

R04570

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	Ty	Number	Item	Co	Date	Number	Amount
								205.67
115071	NORTHLAND OCCUPATIONAL HEALTH	2019 ANNUAL CONSORTIUM DUES	PV	94562	001 09101	12/3/2018	2398	250.00
	NORTHLAND OCCUPATIONAL HEALTH						Summary Total	250.00
	7533 SUNWOOD DRIVE NW SUITE 212	DEC 2018 DRUG TESTS	PV	94637	001 09101	12/11/2018	2443	150.00
	RAMSEY MN 55303						Summary Total	150.00
							Payment Amount	400.00
110547	NORTHWEST LIGHTING SYSTEMS CO.	MISC RAMP BULBS	PV	94725	001 09240	12/12/2018	110172	281.61
	NORTHWEST LIGHTING SYSTEMS CO.						Summary Total	281.61
	746 CRAIG AVENUE	MISC BULBS	PV	94726	001 09101	12/14/2018	110212	78.00
	TRACY MN 56175						Summary Total	78.00
							Payment Amount	359.61
116726	PEARSON, DANIEL	STRAW BALES- FIRE DEPT	PV	94727	001 09101	11/20/2018	1824	210.00
	DANIEL PEARSON						Summary Total	210.00
	12990 7TH AVENUE CIRCLE							
	ZIMMERMAN MN 55398						Payment Amount	210.00
113444	PRECISE	DEC 18 SERVICE/MISC	PV	94676	001 09101	12/3/2018	IN200-1019250	485.17
	PRECISE	DEC 18 SERVICE/MISC	PV	94676	002 09101	12/3/2018	IN200-1019250	690.16
	501 EAST CLIFF ROAD SIUTE 100						Summary Total	1,175.33
	BURNSVILLE MN 55337						Payment Amount	1,175.33
107978	PREMIER COMMERCIAL PROPERTIES INC	HWY 10 NOV 18 MANAGE.	PV	94677	001 09410	11/30/2018	6120	200.00
	PREMIER COMMERCIAL PROPERTIES INC	HWY 10 NOV 18 MANAGE.	PV	94677	002 09410	11/30/2018	6120	200.00
	299 COON RAPIDS BLVD NW #200	HWY 10 NOV 18 MANAGE.	PV	94677	003 09410	11/30/2018	6120	200.00
	COON RAPIDS MN 55433	HWY 10 NOV 18 MANAGE.	PV	94677	004 09410	11/30/2018	6120	200.00
							Summary Total	800.00
							Payment Amount	800.00

R04570

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	Ty	Number	Item	Co	Date	Number	Amount		
114682	PRO TEC DESIGN INC	REPAIR 7 CAMERAS	PV	94640	001	09101	11/30/2018	88778	1,232.00	
	PRO TEC DESIGN INC								Summary Total	1,232.00
	5929 BAKER ROAD SUITE 400								Payment Amount	1,232.00
	MINNETONKA MN 55345									
113944	PRODUCTIVE CORPORATION	ESET SECURE BUSINESS	PV	94639	001	09101	11/30/2018	20180480	2,117.00	
	PRODUCTIVE CORPORATION								Summary Total	2,117.00
	510 FIRST AVENUE NORTH SUITE 310								Payment Amount	2,117.00
	MINNEAPOLIS MN 55403									
116744	RAIN MASTER	ELMCREST BUILDING	PV	94771	001	09101	12/17/2018	7198	2,574.00	
	EXTERIORS/SEAMLESS	GUTTERS							Summary Total	2,574.00
	GUTTERS								Payment Amount	2,574.00
	RAIN MASTER EXTERIORS/SEAMLESS GUTTERS									
	4409 MASON COURT NE									
	ST MICHAEL MN 55376									
113737	RATWIK ROSZAK AND	NOVEMBER 2018	PV	94641	001	09101	11/30/2018	63329	2,492.41	
	MALONEY PA	SERVICES							Summary Total	2,724.41
	RATWIK ROSZAK AND	NOVEMBER 2018	PV	94641	002	09101	11/30/2018	63329	232.00	
	MALONEY PA	SERVICES							Summary Total	3,060.00
	300 U.S. TRUST BUILDING								Payment Amount	5,784.41
	730 SECOND AVENUE SOUTH	RETAINER NOVEMBER 18	PV	94642	001	09101	11/30/2018	63330		
	MINNEAPOLIS MN 55402									
113499	ROSENBAUER MINNESOTA	MISC PARTS	PV	94678	001	09101	12/4/2018	0000031777	727.00	
	LLC								Summary Total	727.00
	ROSENBAUER MINNESOTA LLC								Payment Amount	727.00
	P O BOX 549									
	5181 260TH STREET									
	WYOMING MN 55092									
115381	RUMRIVER ART CENTER	DEC 18 CLASSES	PV	94772	001	09101	12/15/2018	1209433	585.00	



R04570

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

Number	Payee Name / Mailing Address	Stub Message	Ty	Document Number	Item	Co	Due Date	Invoice Number	Payment Amount
100485	TIMESAVER OFF SITE SECRETARIAL INC	NOV 18 MEETINGS	PV	94564	001	09101	11/30/2018	M24309	1,218.00
	TIMESAVER OFF SITE SECRETARIAL INC								Summary Total 1,218.00
	5291 RIVER OAK DRIVE	DEC 18 MEETINGS	PV	94680	001	09101	12/14/2018	M24342	1,023.50
	SAVAGE MN 55378								Summary Total 1,023.50
									Payment Amount 2,241.50
112079	TOKLE INSPECTIONS INC	NOV 18 SERVICE	PV	94565	001	09101	12/4/2018	120418	4,395.00
	TOKLE INSPECTIONS INC								Summary Total 4,395.00
	1748 123RD AVENUE NW								
	COON RAPIDS MN 55448								Payment Amount 4,395.00
114178	TOP LINE FENCE	2 DUGOUTS- CENTRAL PARK	PV	94645	001	09804	12/3/2018	1396	13,300.00
	TOP LINE FENCE								Summary Total 13,300.00
	12700 FERNBROOK LANE N	RE: HOCKEY RINK COVER WALL	PV	94646	001	09101	12/3/2018	1397	1,950.00
	DAYTON MN 55327								Summary Total 1,950.00
		CENTRAL-4 DUGOUTS 2 BACKSTPS	PV	94681	001	09805	12/3/2018	1398	45,738.00
									Summary Total 45,738.00
									Payment Amount 60,988.00
108522	TOTAL CONTROL SYSTEMS, INC	SCADA UPDATES	PV	94729	001	09601	12/19/2018	8536	13,877.15
	TOTAL CONTROL SYSTEMS, INC								Summary Total 13,877.15
	P O BOX 40								
	STANCHFIELD MN 55080								Payment Amount 13,877.15
116724	TRI STATE BOBCAT	MURPHY SWITCH	PV	94647	001	09101	12/6/2018	A51300	41.74
	TRI STATE BOBCAT	MURPHY SWITCH	PV	94647	002	09101	12/6/2018	A51300	41.73
	1200 HIGHWAY 13 EAST								Summary Total 83.47
	BURNSVILLE MN 55337								Payment Amount 83.47
111742	TWIN CITY WATER CLINIC	15 NOV 18 WATER	PV	94682	001	09601	12/4/2018	12472	300.00

R04570

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

Number	Payee Name / Mailing Address	Stub Message	Ty	Document Number	Item	Co	Due Date	Invoice Number	Payment Amount
	INC	TESTS							
	TWIN CITY WATER CLINIC INC 617 13TH AVENUE SOUTH HOPKINS MN 55343								300.00
									300.00
106638	UNIQUE PAVING MATERIALS CORPORATION	COLD MIX ASPHALT	PV	94730	001	09101	12/12/2018	40575	210.60
	UNIQUE PAVING MATERIALS CORPORATION 3993 EAST 93RD STREET CLEVELAND OH 44105-4096								210.60
									210.60
100510	VERIZON WIRELESS	NOV-DEC 18 SERVICE	PV	94731	001	09101	12/10/2018	9820056946	385.11
	VERIZON WIRELESS P O BOX 25505 LEHIGH VALLEY PA 18002-5505								385.11
		NOV/DEC 2018 SERVICES	PV	94773	001	09101	12/20/2018	9820729648	61.82
									61.82
									446.93
110317	W PROPERTIES	TIF 8 SITE IMPROVEMENTS	PV	94732	001	09208	12/20/2018	122018	15,899.00
	W PROPERTIES 6750 143 RD AVENUE NW RAMSEY MN 55303								15,899.00
									15,899.00
116648	WATER CONSERVATION SERVICES, INC	LEAK LOCATE- DEC-11, 2018	PV	94774	001	09435	12/21/2018	9060	540.00
	WATER CONSERVATION SERVICES, INC 6251 WEST SHADOW LAKE DR LINO LAKES MN 55014								540.00
									540.00
100539	WRIGHT TIRE SERVICE INC	POLICE INVENTORY TIRES	PV	94566	001	09101	11/26/2018	64882	2,552.40
	WRIGHT TIRE SERVICE INC 710 WEST MAIN STREET								2,552.40
		2 TIRES 692	PV	94733	001	09101	12/14/2018	65455	251.92

R04570

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	Itm	Co	Date	Number	Amount	
	ANOKA MN 55303								Summary Total	251.92
		4 TIRES FOR 568	PV	94775	001	09101	12/20/2018	65602		497.60
									Summary Total	497.60
									Payment Amount	3,301.92
106402	ZEP MANUFACTURING COMPANY	ZEP 45 AERO	PV	94776	001	09101	12/17/2018	9003893501		106.99
	ZEP SALES & SERVICE 13237 COLLECTIONS CENTER DRIVE CHICAGO IL 60693								Summary Total	106.99
									Payment Amount	106.99
									Total Amount to be Processed	437,977.87
									Total Number of Payments to be Processed	111

R04570

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   Itm   Co	Due Date	Invoice Number	Payment Amount
101234 NORTH VALLEY, INC	PAY EST 4 FINAL SUNWOOD DR	PV   94700 001 09435	12/20/2018	122018	20,687.63
Summary Total					20,687.63
NORTH VALLEY, INC 20015 IGUANA STREET NW	PAY EST 4 FINAL ALPINE DR	PV   94701 001 09435	12/20/2018	122018A	17,403.73
Summary Total					17,403.73
NOWTHEN MN 55330					
Payment Amount					38,091.36
Total Amount to be Processed					38,091.36
Total Number of Payments to be Processed					1

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

**RESOLUTION #19-016**

**RESOLUTION APPROVING CASH DISBURSEMENTS MADE AND AUTHORIZING PAYMENT OF ACCOUNTS PAYABLE INVOICING RECEIVED DURING THE PERIOD OF DECEMBER 6, 2018 THROUGH DECEMBER 28, 2018.**

**WHEREAS**, the City of Ramsey Finance Department has made cash disbursements and received accounts payable invoicing during the period of December 6, 2018, through December 28, 2018, in the amount of \$1,222,564.11 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 December 6, 2018, through December 28, 2018, in the amount of \$1,222,564.11.

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

Mayor LeTourneau  
Councilmember Johns  
Councilmember Shryock  
Councilmember Kuzma  
Councilmember Musgrove  
Councilmember Riley

and the following voted against the same:

None

and the following abstained:

None

and the following were absent:

Existing Vacancy

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 8<sup>th</sup> day of January 2019.

---

Mayor

ATTEST:

---

City Clerk

**CC Regular Session**

**4. 9.**

**Meeting Date:** 01/08/2019

**By:** Jackie Lipski, Finance

---

**Information**

**Title**

Adopt Resolution #19-019 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of December 29, 2018 through January 2, 2019

**Action:**

Motion to Adopt Resolution #19-019 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of December 29, 2018 through January 2, 2019.

---

**Attachments**

Bills List 1/8/2019

Resolution 1/8/2019

---

**Form Review**

**Inbox**

Diana Lund

Kurt Ulrich

Form Started By: Jackie Lipski

Final Approval Date: 01/03/2019

**Reviewed By**

Diana Lund

Kurt Ulrich

**Date**

01/03/2019 11:24 AM

01/03/2019 02:46 PM

Started On: 01/02/2019 01:39 PM

<b>RAMSEY CITY COUNCIL MEETING</b>
<b>1/8/2019</b>
<b>BILLS LIST</b>

**DISBURSEMENTS TO BE APPROVED THIS MEETING:**

DISBURSEMENT TYPE:	<u>SUBMITTED FOR APPROVAL</u>
Purchase Journal:	
Prepays 12/29/18-1/2/2019	
Accounts Payable 12/29/18-1/2/19	379,290.18
Payroll	

**TOTAL SUBMITTED FOR APPROVAL THIS MEETING**

**\$ 379,290.18**

<u>DISBURSEMENTS PREVIOUSLY APPROVED AND PAID:</u>	<u>APPROVED PREV. MTG</u>	<u>2019 Y.T.D.</u>
NET PAYROLL TOTAL	\$	\$
- CORRECTION TO PAYROLL		
PREPAIDS		
- PREPAID ADJUSTMENTS		
WIRE TRANSFERS FOR DEBT SERVICE		
- CORRECTION TO D.S.		
ACCOUNTS PAYABLE INVOICING - PREVIOUS MEETING:		
- BILLS LIST SUBMITTED		
ADD (DELETE) BILLS LIST SUBMITTED		
PAY ESTIMATE(S)		
- CHECKS VOIDED	0.00	0.00
<b>TOTAL CASH DISBURSEMENTS PREVIOUSLY APPROVED</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

R04570

CITY OF RAMSEY  
Create Payment Control Groups

Bank Account 00002224 CASH IN BANK  
Version LOGIS004V  
Originator JLIPSKI  
Payment Instrument Check Payment  
Pay Through Date 12/31/2019

Payee		Stub	Document			Due	Invoice	Payment		
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount	
116636	AEON	REDUCE ESCROW 116058	PV	94806	001	09804	12/27/2018	122718	100,000.00	
	AEON								Summary Total	100,000.00
	901 N 3RD STREET #150									
	MINNEAPOLIS MN 55401								Payment Amount	100,000.00
100063	ASPEN MILLS	CUFF CASE	PV	94791	001	09101	12/18/2018	228625	59.90	
	ASPEN MILLS								Summary Total	59.90
	8201 C CENTRAL AVE NE	KNIT CAP	PV	94792	001	09101	12/18/2018	228626	14.00	
	SPRING LAKE PARK MN 55432								Summary Total	14.00
									Payment Amount	73.90
106953	ATOM	2019 DUES FRANKFURTH	PV	94811	001	09101	12/27/2018	122718	250.00	
	ATOM								Summary Total	250.00
	PO BOX 26274									
	MINNEAPOLIS MN 55426								Payment Amount	250.00
107791	CERTIFIED APPRAISAL SERVICES	RE: VET DRIVE/RHINESTONE ST	PV	94807	001	09230	11/23/2018	18NOV16D	400.00	
	CERTIFIED APPRAISAL SERVICES INC	RE: VET DRIVE/RHINESTONE ST	PV	94807	002	09230	11/23/2018	18NOV16D	400.00	
	13016 OWATONNA STREET NE								Summary Total	800.00
	BLAINE MN 55449	RE: MISC INSPECT EVALUATIONS	PV	94808	001	09230	11/14/2018	18NOV09M	1,400.00	
									Summary Total	1,400.00
									Payment Amount	2,200.00
116197	CINTAS CORPORATION	UNIFORM CLEANING	PV	94793	001	09101	12/26/2018	4014173130	28.00	
	CINTAS CORPORATION	UNIFORM CLEANING	PV	94793	002	09101	12/26/2018	4014173130	4.00	
	CINTAS LOC #4K	UNIFORM CLEANING	PV	94793	003	09101	12/26/2018	4014173130	28.46	
	P O BOX 650838	UNIFORM CLEANING	PV	94793	004	09101	12/26/2018	4014173130	28.46	
	DALLAS TX 75265-0838								Summary Total	88.92
									Payment Amount	88.92
100116	CONNEXUS ENERGY	WTR TWR/WELLS/LIFT STATIONS	PV	94794	001	09601	12/21/2018	759126-303102 DEC 18	5,480.80	
	CONNEXUS ENERGY	WTR TWR/WELLS/LIFT STATIONS	PV	94794	002	09601	12/21/2018	759126-303102 DEC 18	685.29	

CITY OF RAMSEY  
Create Payment Control Groups

Bank Account 00002224 CASH IN BANK  
Version LOGIS004V  
Originator JLIPSKI  
Payment Instrument Check Payment  
Pay Through Date 12/31/2019

Payee	Stub	Document	Due	Invoice	Payment			
Number	Name / Mailing Address	Ty	Number	Item	Co	Date	Number	Amount
			Summary Total					6,166.09
PO BOX 1808		PV	94829	001	09101	12/21/2018	759126-303095 DEC 18	85.00
MINNEAPOLIS MN	SIRENS DEC 2018							
55480-1808								
			Summary Total					85.00
			Payment Amount					6,251.09
102769 COSTCO	2019 PD MEMBERSHIP	PV	94812	001	09101	12/21/2018	122118	120.00
COSTCO								
			Summary Total					120.00
			Payment Amount					120.00
100144 DEHN OIL COMPANY	DIESEL	PV	94795	001	09101	12/28/2018	66312	2,073.13
DEHN OIL COMPANY								
6735 141ST AVENUE NW								
RAMSEY MN 55303								
			Summary Total					2,073.13
			Payment Amount					2,073.13
107099 FASTENAL	MISC PARTS	PV	94796	001	09602	12/20/2018	MNTC8171855	12.39
FASTENAL COMPANY								
P O BOX 1286								
WINONA MN 55987								
			Summary Total					12.39
			Payment Amount					12.39
110379 FBI LEEDA	TRAIN 3/19 G. VOIT	PV	94813	001	09101	12/19/2018	200024441	695.00
FBI LEEDA								
5 GREAT VALLEY PARKWAY	TRAIN 3/19 C. CURTIS	PV	94814	001	09101	12/19/2018	200021113	695.00
SUITE 125								
MALVERN PA 19355								
			Summary Total					695.00
			Payment Amount					1,390.00
100209 HAKANSON ANDERSON ASSOC INC	SURVEY- BROOKVIEW ESTATES	PV	94828	001	09435	11/28/2018	41125	4,100.00
HAKANSON ANDERSON ASSOC INC								
3601 THURSTON AVENUE								
ANOKA MN 55303-1063								
			Summary Total					4,100.00
			Payment Amount					4,100.00
111269 IAATI	2019 DUES C. CURTIS	PV	94815	001	09101	11/27/2018	112718	40.00
IAATI								
			Summary Total					40.00

R04570

CITY OF RAMSEY  
Create Payment Control Groups

Bank Account 00002224 CASH IN BANK  
Version LOGIS004V  
Originator JLIPSKI  
Payment Instrument Check Payment  
Pay Through Date 12/31/2019

Payee		Stub	Document			Due	Invoice	Payment	
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount
	P O BOX 223 CLINTON NY 13323-0223								
								Payment Amount	40.00
106049	INTERNATIONAL CODE COUNCIL	2019 CLASSES.A. SANCHEZ	PV	94816	001	09101	12/28/2018	122818	580.00
	INTERNATIONAL CODE COUNCIL							Summary Total	580.00
								Payment Amount	580.00
115007	ITERIS, INC	JAN 19 CLEARPATH	PV	94817	001	09101	12/28/2018	107772	400.00
	ITERIS, INC P O BOX 842123 LOS ANGELES CA 90084-2123							Summary Total	400.00
								Payment Amount	400.00
100259	LEAGUE OF MN CITIES INS TRUST	2019 WORKERS COMP	PV	94826	001	09101	12/27/2018	122718	242,393.00
	LEAGUE OF MN CITIES INS TRUST C/O BERKLEY RISK SERVICES INC P O BOX 581517 MINNEAPOLIS MN 55458-1517							Summary Total	242,393.00
								Payment Amount	242,393.00
105991	M K GRAPHICS	AP CHECKS	PV	94827	001	09101	12/28/2018	6628	315.16
	M K GRAPHICS 8224 FLORIDA COURT BROOKLYN PARK MN 55445							Summary Total	315.16
								Payment Amount	315.16
106570	MBPTA	2019 MEMBERSHIP	PV	94818	001	09101	11/28/2018	112818	100.00
	MBPTA							Summary Total	100.00
								Payment Amount	100.00
100326	MN CHIEFS OF POLICE ASSN	2019 DUES J. KATERS	PV	94819	001	09101	12/2/2018	8930	351.00
	MN CHIEFS OF POLICE ASSN 803 OLD HIGHWAY 8 NW	DUES 2019 T. FRANKFURTH	PV	94820	001	09101	12/2/2018	8637	157.00
	NEW BRIGHTON MN 55112							Summary Total	157.00

R04570

CITY OF RAMSEY  
Create Payment Control Groups

Bank Account                   00002224 CASH IN BANK  
Version                         LOGIS004V  
Originator                     JLIPSKI  
Payment Instrument            Check Payment  
Pay Through Date             12/31/2019

Payee		Stub	Document				Due	Invoice	Payment
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount
		2019 DUES B. BLUML	PV	94821	001	09101	12/2/2018	8621	157.00
				Summary Total					157.00
				Payment Amount					665.00
102215	MN POLICE AND PEACE OFFICER ASSOC	2019 DUES J. KATERS	PV	94824	001	09101	11/27/2018	112718	50.00
	MN POLICE AND PEACE OFFICER ASSOC			Summary Total					50.00
	525 PARK STREET SUITE 250			Payment Amount					50.00
	ST PAUL MN 55103								
116078	MPPOA LDF	LDF 2019 DUES J. KATERS	PV	94825	001	09101	11/27/2018	112718	104.00
	MPPOA LDF			Summary Total					104.00
	525 PARK STREET SUITE 250			Payment Amount					104.00
	ST PAUL MN 55103								
108091	MUNICIPAL CODE CORPORATION	UPDATE PAGES/IMAGES/GRAPHICS	PV	94797	001	09101	12/26/2018	00322951	357.54
	MUNICIPAL CODE CORPORATION			Summary Total					357.54
	P O BOX 2235			Payment Amount					357.54
	TALLAHASSEE FL 32316								
115167	NET TRANSCRIPTS INC	DEC 18 TRANSCRIPTS	PV	94800	001	09101	12/15/2018	0022735	330.30
	NET TRANSCRIPTS INC			Summary Total					330.30
	3707 N. 7TH STREET SUITE 320			Payment Amount					330.30
	PHOENIX AZ 85014								
100854	ST PAUL, CITY OF	PDI TRAINING 11/6/18	PV	94798	001	09101	12/14/2018	IN00032851	300.00
	CITY OF ST PAUL			Summary Total					300.00
	15 W KELLOGG BLVD	PDI TRAINING 11/7/18	PV	94799	001	09101	12/14/2018	IN00032877	360.00
	700 CITY HALL			Summary Total					360.00
	ST PAUL MN 55102			Payment Amount					660.00

R04570

CITY OF RAMSEY  
Create Payment Control Groups

Bank Account 00002224 CASH IN BANK  
Version LOGIS004V  
Originator JLIPSKI  
Payment Instrument Check Payment  
Pay Through Date 12/31/2019

Payee	Stub	Document	Due	Invoice	Payment				
Number	Name / Mailing Address	Message	Ty	Number	Item	Co	Date	Number	Amount
108522	TOTAL CONTROL SYSTEMS, INC	REPAIR SCADA	PV	94801	001	09601	12/26/2018	8568	265.60
	TOTAL CONTROL SYSTEMS, INC								Summary Total 265.60
	P O BOX 40	WELL 8 RECAL DRAW DOWN LEV	PV	94802	001	09601	12/26/2018	8567	278.20
	STANCHFIELD MN 55080								Summary Total 278.20
		#6 TRANSDUCER FAIL	PV	94803	001	09602	12/29/2018	8618	266.30
									Summary Total 266.30
		SCADA- INSTALL	PV	94804	001	09601	12/26/2018	8569	531.90
									Summary Total 531.90
									Payment Amount 1,342.00
112515	WSB AND ASSOCIATES INC	ROAD FUND NOV 18	PV	94805	001	09400	12/26/2018	R-012755-000-3	7,680.00
	WSB AND ASSOCIATES INC								Summary Total 7,680.00
	701 XENIA AVENUE SOUTH SUITE 300 MINNEAPOLIS MN 55416	2018 GENERAL PLAN NOV 18	PV	94809	001	09101	12/26/2018	R-000002-000-11	4,570.25
		2018 GENERAL PLAN NOV 18	PV	94809	002	09101	12/26/2018	R-000002-000-11	1,396.00
		2018 GENERAL PLAN NOV 18	PV	94809	003	09101	12/26/2018	R-000002-000-11	404.00
		2018 GENERAL PLAN NOV 18	PV	94809	004	09101	12/26/2018	R-000002-000-11	101.00
									Summary Total 6,471.25
		NOV 18 COR AUAR UPDATE	PV	94810	001	09214	12/18/2018	R-011954-000-8	1,242.50
									Summary Total 1,242.50
									Payment Amount 15,393.75
									Total Amount to be Processed 379,290.18
									Total Number of Payments to be Processed 25

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

**RESOLUTION #19-019**

**RESOLUTION APPROVING CASH DISBURSEMENTS MADE AND AUTHORIZING PAYMENT OF ACCOUNTS PAYABLE INVOICING RECEIVED DURING THE PERIOD OF DECEMBER 29, 2018 THROUGH JANUARY 2, 2019.**

**WHEREAS**, the City of Ramsey Finance Department has made cash disbursements and received accounts payable invoicing during the period of December 29, 2018, through January 2, 2019, in the amount of \$379,290.18 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 December 29, 2018, through January 2, 2019, in the amount of \$379,290.18.

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

Mayor LeTourneau  
Councilmember Johns  
Councilmember Shryock  
Councilmember Kuzma  
Councilmember Musgrove  
Councilmember Riley

and the following voted against the same:

None

and the following abstained:

None

and the following were absent:

Existing Vacancy

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 8<sup>th</sup> day of January 2019.

---

Mayor

ATTEST:

---

City Clerk

**CC Regular Session**

**4. 10.**

**Meeting Date:** 01/08/2019

**Submitted For:** Bruce Westby, Engineering/Public Works

**By:** Marsha Weidner, Engineering/Public Works

**Information**

**Title**

Adopt Resolution #19-013 Authorizing Final Payment to North Valley, Inc. for Improvement Project 17-01, Alpine Drive Reconstruction.

**Purpose/Background:**

Resolution and Pay Request Attached.

**Observations/Alternatives:**

Issuing final payment will be contingent on receipt of the following items from North Valley, Inc.

1. IC 134 (Contractor’s Withholding Affidavit showing compliance with the provisions of Minnesota Statute 290.92 requiring withholding state income tax).
2. Waiver of Mechanic’s Lien Rights (Affidavits that all claims against North Valley, Inc. by reasons of the contract have been fully paid or satisfactorily secured).
3. Consent of Surety to Final Payment (Certification from the contractor’s surety).

Following receipt of these items, final payment will be issued.

**Recommendation:**

The Senior Engineering Technician has inspected the completed work and recommends final payment to North Valley, Inc. in the amount of \$17,403.73.

Final construction costs are \$6,667.01 (2.0%) greater than the awarded bid. This includes \$4,749.68 in bituminous incentives as allowed per the contract.

**Action:**

Motion to adopt Resolution #19-013 Authorizing Final Payment to North Valley, Inc. for Improvement Project 17-01, Alpine Drive Reconstruction in the amount of \$17,403.73.

**Attachments**

Pay Resolution

Final Pay Estimate

**Form Review**

Inbox	Reviewed By	Date
Bruce Westby	Bruce Westby	01/02/2019 02:45 PM
Kurt Ulrich	Bruce Westby	01/02/2019 02:47 PM
Bruce Westby	Bruce Westby	01/02/2019 02:57 PM
Kurt Ulrich	Kurt Ulrich	01/03/2019 02:37 PM
Form Started By: Marsha Weidner		Started On: 12/31/2018 09:11 AM
Final Approval Date: 01/03/2019		

Councilmember introduced the following resolution and moved for its adoption:

**RESOLUTION #19-013**

**RESOLUTION AUTHORIZING FINAL PAYMENT TO NORTH VALLEY, INC. FOR IMPROVEMENT PROJECT #17-01, ALPINE DRIVE RECONSTRUCTION**

**WHEREAS**, pursuant to Ramsey City Council resolution #16-08-139, adopted August 8, 2016, the City Engineer prepared a Feasibility Report for City Improvement Project #17-01 which proposes improvements to Alpine Drive between Armstrong Boulevard/CSAH 83 and Variolite Street, including reconstruction of bituminous pavement, replacement of damaged concrete curb and gutter, and other appurtenant work as needed; and

**WHEREAS**, pursuant to Ramsey City Council resolution #17-01-029, adopted January 24, 2017, the City Council received and accepted the Feasibility Report, and the City of Ramsey Engineering Department was ordered to prepare final plans and specifications for the proposed improvements; and

**WHEREAS**, pursuant to Ramsey City Council resolution #17-05-104, adopted May 9, 2017, the City Council accepted final plans and specifications and authorized advertisements for bids for said improvements; and

**WHEREAS**, pursuant to Ramsey City Council resolution #17-06-140, adopted June 13, 2017, the bid of North Valley, Inc. in the amount of \$341,407.52 for the total bid was accepted as the lowest responsible bidder; and

**WHEREAS**, as of January 8, 2019, \$ 330,670.80 has been paid to date; and

**WHEREAS**, the Senior Engineering Technician has inspected the completed work and recommends final payment to North Valley, Inc. in the amount of \$17,403.73.

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

- 1) That the City Council hereby authorizes final payment to North Valley, Inc. for Improvement Project #17-01, Alpine Drive Reconstruction in the amount of \$17,403.73.
- 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 January 8, 2019.
- 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 8<sup>th</sup> day of January, 2019.

---

Mayor

ATTEST:

---

City Clerk

A #101234 \$17,403.73  
9435.6530 W 201701

19-013

Pay Estimate Summary Sheet  
IP 17-01 Alpine Drive Reconstruction

City of Ramsey

**FINAL PAY ESTIMATE**

Estimate no 4

TOTAL CONTRACT	\$	341,407.52
BITUMINOUS INCENTIVES	\$	4,749.68
TOTAL CONTRACT	\$	346,157.20
STORED MATERIALS		
TOTAL, COMPLETED WORK TO DATE	\$	348,074.53
TOTAL WORK COMPLETED PLUS STORED MATERIALS	\$	348,074.53
	\$	-
NET AMOUNT DUE TO CONTRACTOR TO DATE	\$	348,074.53
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES	\$	330,670.80
PAY CONTRACTOR PER ESTIMATE NO. 4	\$	17,403.73

**Certificate for Final 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 amount for the Final Estimate, 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: North Valley, Inc.

By *[Signature]* President  
Name Title

Date 11/19/18

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

By *[Signature]* Civil Engineer IV  
Leonard Linton, PE

Date 12/13/18

APPROVED FOR PAYMENT:  
OWNER: City of Ramsey

By *[Signature]* City Engineer 12/26/18  
Name Title Date

OK

*[Handwritten mark]*

IP 17-01 Alpine Drive Reconstruction  
S.A.P. 199-104-011  
PAY ESTIMATE

PAY ESTIMATE NO.

4

BASE BID	\$	341,407.52	\$	-	\$	343,324.85
BITUMINOUS INCENTIVES						4,749.68
TOTAL BID	\$	346,157.20	\$	-	\$	348,074.53

ITEM NO.	MNDOT NO.	ITEM DESCRIPTION	UNIT	CONTRACT AMOUNT			PAY THIS PERIOD		PAID TO DATE	
				ESTIMATED QUANTITY	UNIT PRICE	EXTENSION	QUANTITY	EXTENSION	QUANTITY	EXTENSION
1	2021.501	MOBILIZATION	LS	1	\$ 6,410.73	\$ 6,410.73			1.00	6,410.73
2	2104.501	REMOVE CONCRETE CURB AND GUTTER	LF	1100	\$ 5.89	\$ 6,479.00			1,135.00	6,685.15
3	2104.501	REMOVE SEWER PIPE - STORM	LF	10	\$ 17.21	\$ 172.10			10.00	172.10
4	2104.503	REMOVE CONCRETE DRIVEWAY PAVEMENT	SF	103	\$ 3.05	\$ 314.15				
5	2104.509	REMOVE MANHOLE OR CATCH BASIN	EA	1	\$ 573.68	\$ 573.68			1.00	573.68
6	2104.509	REMOVE CONCRETE APRON	EA	1	\$ 631.05	\$ 631.05			1.00	631.05
7	2104.509	REMOVE CASTING	EA	1	\$ 172.11	\$ 172.11			1.00	172.11
8	2104.511	SAWING CONCRETE PAVEMENT - FULL DEPTH	LF	400	\$ 6.04	\$ 2,416.00			436.00	2,633.44
9	2104.513	SAWING BITUMINOUS PAVEMENT - FULL DEPTH	LF	62	\$ 3.90	\$ 241.80			67.00	261.30
10	2104.523	SALVAGE CASTING	EA	1	\$ 229.47	\$ 229.47				
11	2105.501	COMMON EXCAVATION (EV)	CY	200	\$ 0.01	\$ 2.00			255.00	2.55
12	2105.601	UTILITY DEWATERING	LS	1	\$ 0.01	\$ 0.01				
13	2112.501	SUBGRADE PREPARATION	RDST	36	\$ 98.25	\$ 3,537.00			36.00	3,537.00
14	2130.501	WATER	MGAL	70	\$ 29.92	\$ 2,094.40			144.25	4,315.96
15	2211.503	AGGREGATE BASE CLASS 5 (CV)	CY	2452	\$ 11.05	\$ 27,094.60			2,488.70	27,500.14
16	2232.501	MILL BITUMINOUS PAVEMENT (2' WIDTH X 1.5" DEPTH)	SY	14	\$ 26.71	\$ 373.94			14.00	373.94
17	2232.501	MILL BITUMINOUS PAVEMENT (9.5" DEPTH)	SY	12261	\$ 3.66	\$ 44,875.26			12,261.00	44,875.26
18	2357.502	BITUMINOUS MATERIAL FOR TACK COAT	GAL	859	\$ 2.83	\$ 2,430.97			550.00	1,556.50
19	2360.501	TYPE SP 9.5 WEARING COURSE MIXTURE (SPWEA340C) (1.5")	TON	1215	\$ 57.50	\$ 69,862.50			1,163.35	66,892.63
20	2360.502	TYPE SP 12.5 NON WEARING COURSE MIXTURE (SPNWB330C) (2")	TON	1620	\$ 53.78	\$ 87,123.60			1,510.03	81,209.41
21	2501.511	15" CS PIPE CULVERT	LF	25	\$ 40.16	\$ 1,004.00			25.00	1,004.00
22	2501.515	15" CS PIPE APRON	EA	2	\$ 344.21	\$ 688.42			2.00	688.42
23	2501.515	24" RC PIPE APRON	EA	1	\$ 1,721.04	\$ 1,721.04			1.00	1,721.04
24	2501.602	CLEAN PIPE CULVERT	EA	1	\$ 1,376.85	\$ 1,376.85			1.00	1,376.85

25	2503.541	15" RC PIPE SEWER, DESIGN 3006 CLASS III	LF	121	\$ 68.84	\$ 8,329.64			121.00	8,329.64
26	2503.541	24" RC PIPE SEWER, DESIGN 3006 CLASS III	LF	15	\$ 91.79	\$ 1,376.85			24.00	2,202.96
27	2503.602	CONNECT TO EXISTING STORM SEWER	EA	1	\$ 860.52	\$ 860.52			2.00	1,721.04
28	2506.501	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	LF	14.9	\$ 745.79	\$ 11,112.27			21.52	16,049.40
29	2506.502	CONSTRUCT DRAINAGE STRUCTURE DESIGN 2X3 CATCH BASIN	EA	1	\$ 2,581.57	\$ 2,581.57			1.00	2,581.57
30	2506.516	CASTING ASSEMBLY	EA	5	\$ 631.05	\$ 3,155.25			5.00	3,155.25
31	2506.521	INSTALL CASTING	EA	6	\$ 573.69	\$ 3,442.14			5.00	2,868.45
32	2506.602	GROUT CATCH BASIN	EA	17	\$ 286.84	\$ 4,876.28			17.00	4,876.28
33	2506.602	RESET CATCH BASIN CASTING	EA	5	\$ 860.53	\$ 4,302.65			8.00	6,884.24
34	2531.501	CONCRETE CURB & GUTTER DESIGN B618	LF	1100	\$ 20.83	\$ 22,913.00			1,135.00	23,642.05
35	2531.507	6" CONCRETE DRIVEWAY PAVEMENT	SY	11	\$ 76.93	\$ 846.23			20.40	1,569.37
36	2563.601	TRAFFIC CONTROL	LS	1	\$ 3,472.48	\$ 3,472.48			1.00	3,472.48
37	2573.503	SILT FENCE	LF	250	\$ 2.13	\$ 532.50			250.00	532.50
38	2573.530	STORM DRAIN INLET PROTECTION	EA	32	\$ 90.82	\$ 2,906.24			40.00	3,632.80
39	2574.508	FERTILIZER TYPE 3	LBS	40	\$ 1.06	\$ 42.40			100.00	106.00
40	2574.525	COMMON TOPSOIL BORROW (LV)	CY	140	\$ 41.59	\$ 5,822.60			60.00	2,495.40
41	2575.501	HYDROSEEDING MNDOT MIXTURE 25-131	ACRE	0.20	\$ 5,171.35	\$ 1,034.27			0.30	1,551.41
42	2575.502	MNDOT SEED MIXTURE 25-131	LBS	44	\$ 4.26	\$ 187.44			100.00	426.00
43	2575.560	HYDRAULIC MATRIX TYPE MULCH	LBS	400	\$ 0.75	\$ 300.00			800.00	600.00
44	2582.502	4" DOUBLE SOLID LINE - EPOXY	LF	1384	\$ 0.53	\$ 733.52			1,407.00	745.71
45	2582.502	4" BROKEN LINE - EPOXY	LF	410	\$ 0.27	\$ 110.70			407.00	109.89
46	2582.502	4" SOLID LINE - EPOXY	LF	7127	\$ 0.27	\$ 1,924.29			9,108.00	2,459.16
47	2582.503	CROSSWALK MARKINGS - EPOXY	SF	90	\$ 8.00	\$ 720.00			90.00	720.00
						<b>TOTAL BID</b>	<b>\$ 341,407.52</b>	<b>\$ -</b>	<b>343,324.85</b>	

<b>BITUMINOUS INCENTIVES</b>										
		NON WEAR COURSE	LS	1	\$ 2,742.80	\$ 2,742.80			1.00	2,742.80
		WEAR COURSE	LS	1	\$ 2,006.88	\$ 2,006.88			1.00	2,006.88
						<b>TOTAL BITUMINOUS INCENTIVES</b>	<b>4,749.68</b>			<b>4,749.68</b>

STREET \$ 297,684.66  
STORM \$ 50,389.87  
TOTAL \$ 348,074.53



## Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

### Confirmation Summary

Confirmation Number: 0-537-286-080  
 Submitted Date and Time: 5-Dec-2018 12:40:44 PM  
 Legal Name: NORTH VALLEY INC  
 Federal Employer ID: 41-1906523  
 User Who Submitted: northva  
 Type of Request Submitted: Contractor Affidavit

### Affidavit Summary

Affidavit Number: 633741312  
 Minnesota ID: 3744649  
 Project Owner: CITY OF RAMSEY  
 Project Number: 17-01  
 Project Begin Date: 31-Jul-2017  
 Project End Date: 14-Sep-2017  
 Project Location: ALPINE DRIVE-RAMSEY  
 Project Amount: \$348,074.53

### Subcontractor Summary

Name	ID	Affidavit Number
BURSCHVILLE CONST INC	6887256	1832280064
ZAK INDUSTRIES INC	9254906	1371938816
FRENCH LAKE CURB CO	3825384	546332672
SAFETY SIGNS LLC	5139558	1730486272
ALLSTATES PAVEMENT RECYCLING & STABILIZATION INC	3908651	260104192

### Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

### Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) [withholding.tax@state.mn.us](mailto:withholding.tax@state.mn.us). Business hours are 8:00 a.m. - 4:30 p.m. Monday - Friday.

Please [print this page](#) for your records using the print or save functionality built into your browser.



## Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

### Confirmation Summary

Confirmation Number:	1-534-821-824
Submitted Date and Time:	5-Dec-2018 9:34:27 AM
Legal Name:	BURSCHVILLE CONST INC
Federal Employer ID:	41-1271366
User Who Submitted:	BurCon1976
Type of Request Submitted:	Contractor Affidavit

### Affidavit Summary

Affidavit Number:	1832280064
Minnesota ID:	6887256
Project Owner:	CITY OF RAMSEY
Project Number:	199-112 008
Project Begin Date:	08 Aug-2017
Project End Date:	20 Sep-2017
Project Location:	RAMSEY - AL PINE DRIVE
Project Amount:	\$46,124.50
Subcontractors:	No Subcontractors

### Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

### Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) [withholding.tax@state.mn.us](mailto:withholding.tax@state.mn.us). Business hours are 8:00 a.m. - 4:30 p.m. Monday - Friday.

Please [print this page](#) for your records using the print or save functionality built into your browser.



## Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

### Confirmation Summary

Confirmation Number: 0-999-761-344  
Submitted Date and Time: 4-Dec-2018 10:47:57 AM  
Legal Name: ZAK INDUSTRIES INC  
Federal Employer ID: 26-1605885  
User Who Submitted: zi3834  
Type of Request Submitted: Contractor Affidavit

### Affidavit Summary

Affidavit Number: 1371938816  
Minnesota ID: 9254906  
Project Owner: CITY OF RAMSEY  
Project Number: ALPINE DRIVE  
Project Begin Date: 01-Aug-2017  
Project End Date: 29-Sep-2017  
Project Location: ALPINE DRIVE RAMSEY MN  
Project Amount: \$1,141.23  
Subcontractors: No Subcontractors

### Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

### Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) [withholding.tax@state.mn.us](mailto:withholding.tax@state.mn.us). Business hours are 8:00 a.m. - 4:30 p.m. Monday - Friday.

Please [print this page](#) for your records using the print or save functionality built into your browser.

### Contractor Affidavit Submitted

Enter Information

Review and Submit

**Complete**

Thank you, your Contractor Affidavit has been approved.

#### Confirmation Summary

Confirmation Number: 0-829-858-762  
 Submitted Date and Time: 19-Nov-2018 6:43:32 AM  
 Legal Name: FRENCH LAKE CURB CO  
 Federal Employer ID: 41-1813224  
 User Who Submitted: djohns  
 Type of Request Submitted: Contractor Affidavit

#### Affidavit Summary

Affidavit Number: 546332672  
 Minnesota ID: 3825384  
 Project Owner: CITY OF RAMSEY  
 Project Number: 1234  
 Project Begin Date: 01-May-2017  
 Project End Date: 01-Aug-2018  
 Project Location: RAMSEY  
 Project Amount: \$28,601.30  
 Subcontractors: No Subcontractors

#### Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

#### Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-8999, (toll-free) 800-657-3594, or (email) [withholding.tax@state.mn.us](mailto:withholding.tax@state.mn.us). Business hours are 8:00 a.m. - 4:30 p.m. Monday - Friday.

#### How to View and Print this Request

You can see copies of your requests by going to your history, or by clicking the link below. To Print or email a copy of this confirmation page, click one of the buttons below.

[Click here to go to your History](#)

Printer Friendly

Email Me

Close



## Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

### Confirmation Summary

Confirmation Number: 1-378-883-008  
Submitted Date and Time: 27-Nov-2018 8:14:30 AM  
Legal Name: SAFETY SIGNS LLC  
Federal Employer ID: 41-1991774  
User Who Submitted: nicole drotning  
Type of Request Submitted: Contractor Affidavit

### Affidavit Summary

Affidavit Number: 1730486272  
Minnesota ID: 5139558  
Project Owner: CITY OF RAMSEY  
Project Number: SAP 199-112-008  
Project Begin Date: 19-Jul-2017  
Project End Date: 12-Sep-2017  
Project Location: ALPINE DR RAMSEY  
Project Amount: \$3,250.00  
Subcontractors: No Subcontractors

### Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

### Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) [withholding.tax@state.mn.us](mailto:withholding.tax@state.mn.us). Business hours are 8:00 a.m. - 4:30 p.m. Monday - Friday.

Please [print this page](#) for your records using the print or save functionality built into your browser.



## Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

### Confirmation Summary

Confirmation Number: 0-865-576-384  
Submitted Date and Time: 3-Dec-2018 4:11:36 PM  
Legal Name: ALLSTATES PAVEMENT RECYCLING & STABILIZATION INC.  
Federal Employer ID: 47-3023160  
User Who Submitted: APRSINC  
Type of Request Submitted: Contractor Affidavit

### Affidavit Summary

Affidavit Number: 260104192  
Minnesota ID: 3908651  
Project Owner: CITY OF RAMSEY  
Project Number: SAP 199-112-008  
Project Begin Date: 20-Aug-2017  
Project End Date: 22-Aug-2017  
Project Location: ALPINE DRIVE  
Project Amount: \$13,529.60  
Subcontractors: No Subcontractors

### Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

### Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) [withholding.tax@state.mn.us](mailto:withholding.tax@state.mn.us). Business hours are 8:00 a.m. - 4:30 p.m. Monday - Friday.

Please [print this page](#) for your records using the print or save functionality built into your browser.

Bond No. 54-218207

CONSENT OF  
SURETY COMPANY  
TO FINAL PAYMENT  
AIA DOCUMENT G707

Owner \_\_\_\_\_  
Architect \_\_\_\_\_  
Contractor \_\_\_\_\_  
Surety \_\_\_\_\_  
Other \_\_\_\_\_

PROJECT: **Alpine Drive Reconstruction, City Improvement Project 17-01**  
(name, address)

TO: (Owner)  
**City of Ramsey**  
**7550 Sunwood Drive NW**  
**Ramsey, MN 55303**

ARCHITECT'S PROJECT NO:  
  
CONTRACT FOR: **Construction**  
  
CONTRACT DATE: **6/13/2017**

CONTRACTOR:  
**North Valley, Inc.**  
**20015 Iguana Street NW**  
**Nowthen, MN 55330**

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the  
**United Fire & Casualty Company**  
**118 Second Ave SE**  
**Cedar Rapids, Iowa 52407**

, SURETY COMPANY

on bond of (here insert name and address of Contractor)  
**North Valley, Inc.**  
**20015 Iguana Street NW**  
**Nowthen, Minnesota 55330**

, CONTRACTOR,

hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall not  
relieve the Surety Company of any of its obligations to (here insert name and address of Owner)

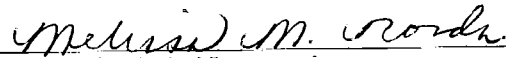
**City of Ramsey**  
**7550 Sunwood Drive NW**  
**Ramsey, Minnesota 55303**

, OWNER,

as set forth in the said Surety Company's bond.

IN WITNESS WHEREOF,  
the Surety Company has hereunto set its hand this **5th** day of **December**, **2018**

Surety Company  
**United Fire & Casualty Company**

  
Signature of Authorized Representative

Attest:  
(Seal):



**Melissa M. Nordin - Attorney-In-Fact**  
Title

NOTE: This form is to be used as a companion document to AIA DOCUMENT G706, CONTRACTOR'S AFFIDAVIT OF PAYMENT OF  
DEBTS AND CLAIMS, Current Edition



UNITED FIRE & CASUALTY COMPANY, CEDAR RAPIDS, IA  
 UNITED FIRE & INDEMNITY COMPANY, WEBSTER, TX  
 FINANCIAL PACIFIC INSURANCE COMPANY, ROCKLIN, CA  
 CERTIFIED COPY OF POWER OF ATTORNEY  
 (original on file at Home Office of Company - See Certification)

Inquiries: Surety Department  
 118 Second Ave SE  
 Cedar Rapids, IA 52401

KNOW ALL PERSONS BY THESE PRESENTS, That United Fire & Casualty Company, a corporation duly organized and existing under the laws of the State of Iowa; United Fire & Indemnity Company, a corporation duly organized and existing under the laws of the State of Texas, and Financial Pacific Insurance Company, a corporation duly organized and existing under the laws of the State of California (herein collectively called the Companies), and having their corporate headquarters in Cedar Rapids, State of Iowa, does make, constitute and appoint

TERRY STARKS, ALAN STARKS, ROBERT E. CLEMANTS, MELISSA M. NORDIN, NAME ALEMDAR, JEFFREY SETTEM, EACH INDIVIDUALLY

their true and lawful Attorney(s)-in-Fact with power and authority hereby conferred to sign, seal and execute in its behalf all lawful bonds, undertakings and other obligatory instruments of similar nature provided that no single obligation shall exceed \$100,000,000.00 and to bind the Companies thereby as fully and to the same extent as if such instruments were signed by the duly authorized officers of the Companies and all of the acts of said Attorney, pursuant to the authority hereby given and hereby ratified and confirmed.

The Authority hereby granted is continuous and shall remain in full force and effect until revoked by United Fire & Casualty Company, United Fire & Indemnity Company, and Financial Pacific Insurance Company.

This Power of Attorney is made and executed pursuant to and by authority of the following bylaw duly adopted on May 15, 2013, by the Boards of Directors of United Fire & Casualty Company, United Fire & Indemnity Company, and Financial Pacific Insurance Company.

**"Article VI - Surety Bonds and Undertakings"**

Section 2, Appointment of Attorney-in-Fact. "The President or any Vice President, or any other officer of the Companies may, from time to time, appoint by written certificates attorneys-in-fact to act in behalf of the Companies in the execution of policies of insurance, bonds, undertakings and other obligatory instruments of like nature. The signature of any officer authorized hereby, and the Corporate seal, may be affixed by facsimile to any power of attorney or special power of attorney or certification of either authorized hereby, such signature and seal, when so used, being adopted by the Companies as the original signature of such officer and the original seal of the Companies, to be valid and binding upon the Companies with the same force and effect as though manually affixed. Such attorneys-in-fact, subject to the limitations set forth in their respective certificates of authority shall have full power to bind the Companies by their signature and execution of any such instruments and to attach the seal of the Companies thereto. The President or any Vice President, the Board of Directors or any other officer of the Companies may at any time revoke all power and authority previously given to any attorney-in-fact.

IN WITNESS WHEREOF, the COMPANIES have each caused these presents to be signed by its vice president and its corporate seal to be hereto affixed this 17th day of November, 2017



UNITED FIRE & CASUALTY COMPANY  
 UNITED FIRE & INDEMNITY COMPANY  
 FINANCIAL PACIFIC INSURANCE COMPANY

By: *Dennis J. Richmann*  
 Vice President

State of Iowa, County of Linn, ss:

On 17th day of November, 2017, before me personally came Dennis J. Richmann to me known, who being by me duly sworn, did depose and say that he resides in Cedar Rapids, State of Iowa; that he is a Vice President of United Fire & Casualty Company, a Vice President of United Fire & Indemnity Company, and a Vice President of Financial Pacific Insurance Company the corporations described in and which executed the above instrument; that he knows the seal of said corporations; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporations and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporations.

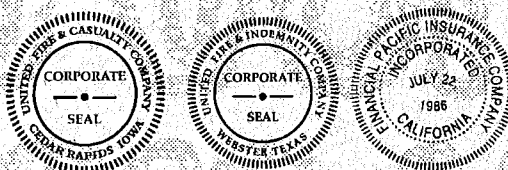


*Patti Waddell*  
 Notary Public  
 My commission expires: 10/26/2019

I, Mary A. Bertsch, Assistant Secretary of United Fire & Casualty Company and Assistant Secretary of United Fire & Indemnity Company, and Assistant Secretary of Financial Pacific Insurance Company, do hereby certify that I have compared the foregoing copy of the Power of Attorney and affidavit, and the copy of the Section of the bylaws and resolutions of said Corporations as set forth in said Power of Attorney, with the ORIGINALS ON FILE IN THE HOME OFFICE OF SAID CORPORATIONS, and that the same are correct transcripts thereof, and of the whole of the said originals, and that the said Power of Attorney has not been revoked and is now in full force and effect.

In testimony whereof I have hereunto subscribed my name and affixed the corporate seal of the said Corporations

this 5TH day of DECEMBER 2018



By: *Mary A. Bertsch*  
 Assistant Secretary,  
 UF&C & UF&I & FPIC



20015 Iguana St. NW Ste 100  
Nowthen, MN 55330  
(763) 274-2580  
Fax # (763) 274-2584  
contactus@northvalleyinc.net

December 6, 2018

City of Ramsey  
7550 Sunwood Dr.  
Ramsey, MN 55303

Re: Prj IP 17-01-Alpine Drive Reconstruction

This letter is stating that North Valley, Inc., contractor on the above referenced project, has had no claims against them for the IP 17-01-Alpine Drive Reconstruction Prj. All subcontractors and/or suppliers have been paid to date on this project.

If you should have any questions, please call.

Sincerely,

A handwritten signature in black ink, appearing to read "Brad Schmidtbauer", is written over a horizontal line that extends across the page.

Brad Schmidtbauer  
President

**CC Regular Session**

**4. 11.**

**Meeting Date:** 01/08/2019

**Submitted For:** Bruce Westby, Engineering/Public Works

**By:** Marsha Weidner, Engineering/Public Works

**Information**

**Title**

Adopt Resolution #19-014 Authorizing Final Payment to North Valley, Inc. for Improvement Project 17-00, Sunwood Drive Reconstruction.

**Purpose/Background:**

Resolution and Pay Request Attached.

**Observations/Alternatives:**

Issuing final payment will be contingent on receipt of the following items from North Valley, Inc.:

1. IC 134 (Contractor’s Withholding Affidavit showing compliance with the provisions of Minnesota Statute 290.92 requiring withholding state income tax).
2. Waiver of Mechanic’s Lien Rights (Affidavits that all claims against North Valley, Inc. by reasons of the contract have been fully paid or satisfactorily secured).
3. Consent of Surety to Final Payment (Certification from the contractor’s surety).

Following receipt of these items, final payment will be issued.

**Recommendation:**

The Senior Engineering Technician has inspected the completed work and recommends final payment to North Valley, Inc. in the amount of \$20,687.63.

Final construction costs are \$4,367.52 (1.1%) greater than the awarded bid. This includes \$4,870.65 in bituminous incentives as allowed per the contract.

**Action:**

Motion to adopt Resolution #19-014, Authorizing Final Payment to North Valley, Inc. for Improvement Project 17-00, Sunwood Drive Reconstruction in the amount of \$20,687.63.

**Attachments**

Pay Resolution

Final Pay Request

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Bruce Westby	Bruce Westby	01/02/2019 02:57 PM
Kurt Ulrich	Kurt Ulrich	01/03/2019 02:38 PM
Form Started By: Marsha Weidner		Started On: 12/31/2018 10:08 AM
Final Approval Date: 01/03/2019		

Councilmember introduced the following resolution and moved for its adoption:

**RESOLUTION #19-014**

**RESOLUTION APPROVING FINAL PAYMENT TO NORTH VALLEY, INC FOR IMPROVEMENT PROJECT #17-00, SUNWOOD DRIVE RECONSTRUCTION**

**WHEREAS**, pursuant to Ramsey City Council resolution #16-08-139, adopted August 8, 2016, the City Engineer prepared a Feasibility Report for City Improvement Project #17-00 which proposed improvements to Sunwood Drive between Ramsey Boulevard/County State Aid Highway 56 and Bunker Lake Boulevard/County Road 116 including reconstruction of bituminous pavement, replacement of damaged concrete curb and gutter, and other appurtenant work as needed; and

**WHEREAS**, pursuant to Ramsey City Council resolution #17-01-028, adopted January 24, 2017, the Feasibility Report was received and preliminarily accepted, pending input from impacted property owners, and a Public Hearing was ordered for February 14, 2017 to consider the proposed improvements for said street in accordance with the revised Feasibility Report; and

**WHEREAS**, pursuant to Ramsey City Council motions adopted February 14 and February 28, 2017, the Public Hearing was postponed until March 14, 2017; and

**WHEREAS**, benefiting properties are proposed to be assessed for all or a portion of the cost of the improvements, pursuant to Minnesota Statutes Chapter 429, Chapter 8 of the City Charter, applicable City codes, and the City of Ramsey's adopted Special Assessments Policy; and

**WHEREAS**, the City Clerk gave mailed and published notice of such hearing and improvements as required by law; and

**WHEREAS**, pursuant to Ramsey City Council resolution #17-03-057, adopted March 14, 2017, a Public Hearing was conducted, after which the Feasibility Report was accepted and the City of Ramsey Engineering Department was ordered to prepare final plans and specifications for the proposed improvements; and

**WHEREAS**, pursuant to Ramsey City Council resolution #17-05-103, adopted May 9, 2017, the City Council accepted final plans and specifications and authorized advertisements for bids for said improvements; and

**WHEREAS**, pursuant to a resolution of the City Council adopted June 13, 2017 the bid of North Valley, Inc. in the amount of \$409,385.03 for the total bid is the lowest responsible bidder; and

**WHEREAS**, as of January 8, 2019, \$393,064.92 has been paid to date; and

**WHEREAS**, the Senior Engineering Technician has inspected the completed work and recommends final payment to North Valley, Inc. in the amount of \$20,687.63.

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

- 1) That the City Council hereby authorizes final payment to North Valley, Inc. for Improvement Project #17-00, Sunwood Drive Reconstruction in the amount of \$20,687.63.
- 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 January 8, 2019.
- 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 8<sup>th</sup> day of January, 2019.

---

Mayor

ATTEST:

---

City Clerk

#101234

9435.6530 \$20,687.63

W 201700

19-014

Pay Estimate Summary Sheet  
IP 17-00 SUNWOOD DRIVE RECONSTRUCTION

City of Ramsey

**FINAL PAY ESTIMATE**

**RECEIVED**  
DEC 17 2018  
BY: \_\_\_\_\_ 4

Estimate no

TOTAL CONTRACT	\$	409,385.03
BITUMINOUS INCENTIVES	\$	4,870.65
TOTAL CONTRACT	\$	414,255.68
STORED MATERIALS		
TOTAL, COMPLETED WORK TO DATE	\$	413,752.55
TOTAL WORK COMPLETED PLUS STORED MATERIALS	\$	413,752.55
	\$	-
NET AMOUNT DUE TO CONTRACTOR TO DATE	\$	413,752.55
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES	\$	393,064.92
PAY CONTRACTOR PER ESTIMATE NO. 4	\$	20,687.63

**Certificate for Final 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 amount for the Final Estimate, 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: North Valley, Inc.

By [Signature] President  
Name Title

Date 11/19/18

**CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:**

ENGINEER: CITY OF RAMSEY

By [Signature] Civil Engineer IV  
Leonard Linton, PE

Date 12/18/18

**APPROVED FOR PAYMENT:**

OWNER: City of Ramsey

By [Signature] City Engineer 12/20/18  
Name Title Date

**IP 17-00 SUNWOOD DRIVE RECONSTRUCTION  
PAY ESTIMATE**

PAY ESTIMATE NO. 4

BASE BID	\$ 409,385.03	\$ -	\$ 408,881.90
BITUMINOUS INCENTIVES	4,870.65		4870.65
<b>TOTAL BID</b>	<b>\$ 414,255.68</b>	<b>\$ -</b>	<b>\$ 413,752.55</b>

ITEM NO.	MNDOT NO.	ITEM DESCRIPTION	UNIT	CONTRACT AMOUNT			PAY THIS PERIOD		PAID TO DATE	
				ESTIMATED QUANTITY	UNIT PRICE	EXTENSION	QUANTITY	EXTENSION	QUANTITY	EXTENSION
1	2021.501	MOBILIZATION	LS	1	\$ 8,007.35	\$ 8,007.35			1.00	8,007.35
2	2104.501	REMOVE CONCRETE CURB AND GUTTER	LF	1073	\$ 7.19	\$ 7,714.87			1,122.00	8,067.18
3	2104.505	REMOVE CONCRETE VALLEY GUTTER	SY	208	\$ 31.54	\$ 6,560.32			219.00	6,907.26
4	2104.505	REMOVE BITUMINOUS PAVEMENT	SY	536	\$ 9.06	\$ 4,856.16			707.50	6,409.95
5	2104.509	REMOVE LOOP DETECTOR	EA	1	\$ 320.29	\$ 320.29			1.00	320.29
6	2104.511	SAWING CONCRETE PAVEMENT - FULL DEPTH	LF	300	\$ 5.34	\$ 1,602.00			386.00	2,061.24
7	2104.513	SAWING BITUMINOUS PAVEMENT - FULL DEPTH	LF	500	\$ 2.40	\$ 1,200.00			392.00	940.80
8	2130.501	WATER	MGAL	75	\$ 29.89	\$ 2,241.75			82.50	2,465.93
9	2215.501	STABILIZED FULL DEPTH RECLAMATION	SY	11940	\$ 2.21	\$ 26,387.40			11,940.00	26,387.40
10	2232.501	MILL BITUMINOUS PAVEMENT (2' WIDTH X 1.5" DEPT)	SY	48	\$ 14.95	\$ 717.60			60.00	897.00
11	2331.607	HAUL BIT PAVEMENT RECLAMATION (LV)	CY	1600	\$ 11.40	\$ 18,240.00			1,697.00	19,345.80
12	2331.609	BITUMINOUS MATERIAL FOR MIXTURE	TON	170	\$ 416.84	\$ 70,862.80			167.50	69,820.70
13	2357.502	BITUMINOUS MATERIAL FOR TACK COAT	GAL	870	\$ 2.62	\$ 2,279.40			650.00	1,703.00
14	2360.501	TYPE SP 9.5 WEARING COURSE MIXTURE (SPWEA34)	TON	1640	\$ 57.67	\$ 94,578.80			1,563.47	90,165.31
15	2360.502	TYPE SP 12.5 NON-WEARING COURSE MIXTURE (SP)	TON	1644	\$ 54.79	\$ 90,074.76			1,687.26	92,444.98
16	2504.602	ADJUST VALVE BOX	EA	2	\$ 240.22	\$ 480.44			4.00	960.88
17	2506.502	GROUT CATCH BASIN	EA	7	\$ 293.60	\$ 2,055.20			7.00	2,055.20
18	2506.522	ADJUST FRAME AND RING CASTING	EA	9	\$ 603.22	\$ 5,428.98			9.00	5,428.98
19	2506.602	RESET CATCH BASIN CASTING	EA	6	\$ 720.66	\$ 4,323.96			6.00	4,323.96
20	2531.501	CONCRETE CURB & GUTTER DESIGN B618 (HE)	LF	1073	\$ 19.19	\$ 20,590.87			1,122.00	21,531.18
21	2531.604	7" CONCRETE VALLEY GUTTER (HE)	SY	281	\$ 84.09	\$ 23,629.29			248.00	20,854.32
22	2563.601	TRAFFIC CONTROL	LS	1	\$ 2,936.02	\$ 2,936.02			1.00	2,936.02
23	2565.602	RIGID PVC LOOP DETECTOR 6'X6'	EA	1	\$ 1,708.23	\$ 1,708.23			1.00	1,708.23
24	2573.53	STORM DRAIN INLET PROTECTION	EA	30	\$ 90.75	\$ 2,722.50			30.00	2,722.50
25	2574.525	COMMON TOPSOIL BORROW (LV)	CY	40	\$ 48.26	\$ 1,930.40			49.00	2,364.74
26	2575.505	SODDING TYPE LAWN	SY	284	\$ 12.81	\$ 3,638.04			280.00	3,586.80
27	2582.502	24" SOLID LINE YELLOW - EPOXY	LF	50	\$ 9.61	\$ 480.50			70.00	672.70
28	2582.502	4" DOUBLE SOLID LINE YELLOW - EPOXY	LF	3163	\$ 0.60	\$ 1,897.80			3,177.00	1,906.20
29	2582.502	4" SOLID LINE WHITE - EPOXY	LF	5120	\$ 0.30	\$ 1,536.00			5,009.00	1,502.70
30	2582.602	PAVT MSSG (LT ARROW) EPOXY	EA	2	\$ 106.77	\$ 213.54			2.00	213.54
31	2582.602	PAVT MSSG (RT-THRU ARROW) EPOXY	EA	1	\$ 169.76	\$ 169.76			1.00	169.76
<b>TOTAL</b>						<b>\$ 409,385.03</b>	<b>\$ -</b>	<b>\$ 408,881.90</b>		

BITUMINOUS INCENTIVES									
	NON WEAR COURSE	LS	1	2476.89	\$	2,476.89		1.00	2,476.89
	WEAR COURSE	LS	1	2393.76	\$	2,393.76		1.00	2,393.76
TOTAL BITUMINOUS INCENTIVES						4,870.65			4,870.65

STREET	407,373.39
STORM	6,379.16
TOTAL	413,752.55



## Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

### Confirmation Summary

Confirmation Number: 0-176-903-616  
 Submitted Date and Time: 14-Dec-2018 9:53:54 AM  
 Legal Name: NORTH VALLEY INC  
 Federal Employer ID: 41-1906523  
 User Who Submitted: northva  
 Type of Request Submitted: Contractor Affidavit

### Affidavit Summary

Affidavit Number: 1754210304  
 Minnesota ID: 3744649  
 Project Owner: CITY OF RAMSEY  
 Project Number: 199-104-011  
 Project Begin Date: 24-Jul-2017  
 Project End Date: 11-Oct-2017  
 Project Location: SUNWOOD DRIVE-RAMSEY  
 Project Amount: \$413,752.55

### Subcontractor Summary

Name	ID	Affidavit Number
NEW LOOK CONTRACTING INC	2321133	126902272
ZAK INDUSTRIES INC	9254906	1655742464
MID STATE RECLAMATION INC	1719563	98706560
FRENCH LAKE CURB CO	3825384	521379840
WARNING LITES OF MINNESOTA INC	3086922	940515328
FOREST LAKE CONTRACTING	6645286	1799184384
SAFETY SIGNS LLC	5139558	1209507840

### Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

### Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) [withholding.tax@state.mn.us](mailto:withholding.tax@state.mn.us). Business hours are 8:00 a.m. - 4:30 p.m. Monday - Friday.

Please [print this page](#) for your records using the print or save functionality built into your browser.



## Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

### Confirmation Summary

Confirmation Number: 2-041-161-152  
Submitted Date and Time: 14-Dec-2018 8:56:46 AM  
Legal Name: NEW LOOK CONTRACTING INC  
Federal Employer ID: 41-1615712  
User Who Submitted: Kmittchellnc1  
Type of Request Submitted: Contractor Affidavit

### Affidavit Summary

Affidavit Number: 126902272  
Minnesota ID: 2321133  
Project Owner: CITY OF RAMSEY  
Project Number: SAP 199-104-011  
Project Begin Date: 30-Jun-2017  
Project End Date: 31-Jul-2017  
Project Location: SUNWOOD DRIVE RAMSEY  
Project Amount: \$17,224.50  
Subcontractors: No Subcontractors

### Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

### Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) [withholding.tax@state.mn.us](mailto:withholding.tax@state.mn.us). Business hours are 8:00 a.m. - 4:30 p.m. Monday - Friday.

Please [print this page](#) for your records using the print or save functionality built into your browser.



## Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

### Confirmation Summary

Confirmation Number: 2-113-443-264  
Submitted Date and Time: 4-Dec-2018 10:43:22 AM  
Legal Name: ZAK INDUSTRIES INC  
Federal Employer ID: 26-1605885  
User Who Submitted: zi3834  
Type of Request Submitted: Contractor Affidavit

### Affidavit Summary

Affidavit Number: 1655742464  
Minnesota ID: 9254906  
Project Owner: CITY OF RAMSEY  
Project Number: SUNWOOD DRIVE  
Project Begin Date: 01-Aug-2017  
Project End Date: 29-Sep-2017  
Project Location: SUNWOOD DRIVE RAMSEY MN  
Project Amount: \$3,360.00  
Subcontractors: No Subcontractors

### Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

### Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) [withholding.tax@state.mn.us](mailto:withholding.tax@state.mn.us). Business hours are 8:00 a.m. - 4:30 p.m. Monday - Friday.

Please [print this page](#) for your records using the print or save functionality built into your browser.



### Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

#### Confirmation Summary

Confirmation Number: 1-980-351-936  
 Submitted Date and Time: 19-Nov-2018 8:34:08 AM  
 Legal Name: MID STATE RECLAMATION INC  
 Federal Employer ID: 38-1727526  
 User Who Submitted: brendapetsch  
 Type of Request Submitted: Contractor Affidavit

#### Affidavit Summary

Affidavit Number: 86706660  
 Minnesota ID: 1718563  
 Project Owner: CITY OF RAMSEY  
 Project Number: 17141  
 Project Begin Date: 23-Aug-2017  
 Project End Date: 23-Aug-2017  
 Project Location: SUNWOOD DRIVE, RAMSEY  
 Project Amount: \$79,011.29  
 Subcontractors: No Subcontractors

#### Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

#### Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) [withholding.tax@state.mn.us](mailto:withholding.tax@state.mn.us). Business hours are 8:00 a.m. - 4:30 p.m. Monday - Friday.

Please [print this page](#) for your records using the print or save functionality built into your browser.

763-274-2584

Thank you, your Contractor Affidavit has been approved.

**Confirmation Summary**

Confirmation Number: 1-579-808-216  
 Submitted Date and Time: 18-Nov-2018 6:38:50 AM  
 Legal Name: FRENCH LAKE CURB CO  
 Federal Employer ID: 41-1913224  
 User Who Submitted: djohns  
 Type of Request Submitted: Contractor Affidavit

**Affidavit Summary**

Affidavit Number: 521379840  
 Minnesota ID: 3825384  
 Project Owner: CITY OF RAMSEY  
 Project Number: 1234  
 Project Begin Date: 01-May-2017  
 Project End Date: 01-Aug-2018  
 Project Location: RAMSEY  
 Project Amount: \$42,638.00  
 Subcontractors: No Subcontractors

**Important Messages**

A copy of this page must be provided to the contractor or government agency that hired you.

**Contact Us**

If you need further assistance, contact our Withholding Tax Division at 651-282-9899, (toll-free) 800-657-3584, or (email) [withholding.tax@state.mn.us](mailto:withholding.tax@state.mn.us). Business hours are 8:00 a.m. - 4:30 p.m. Monday - Friday.

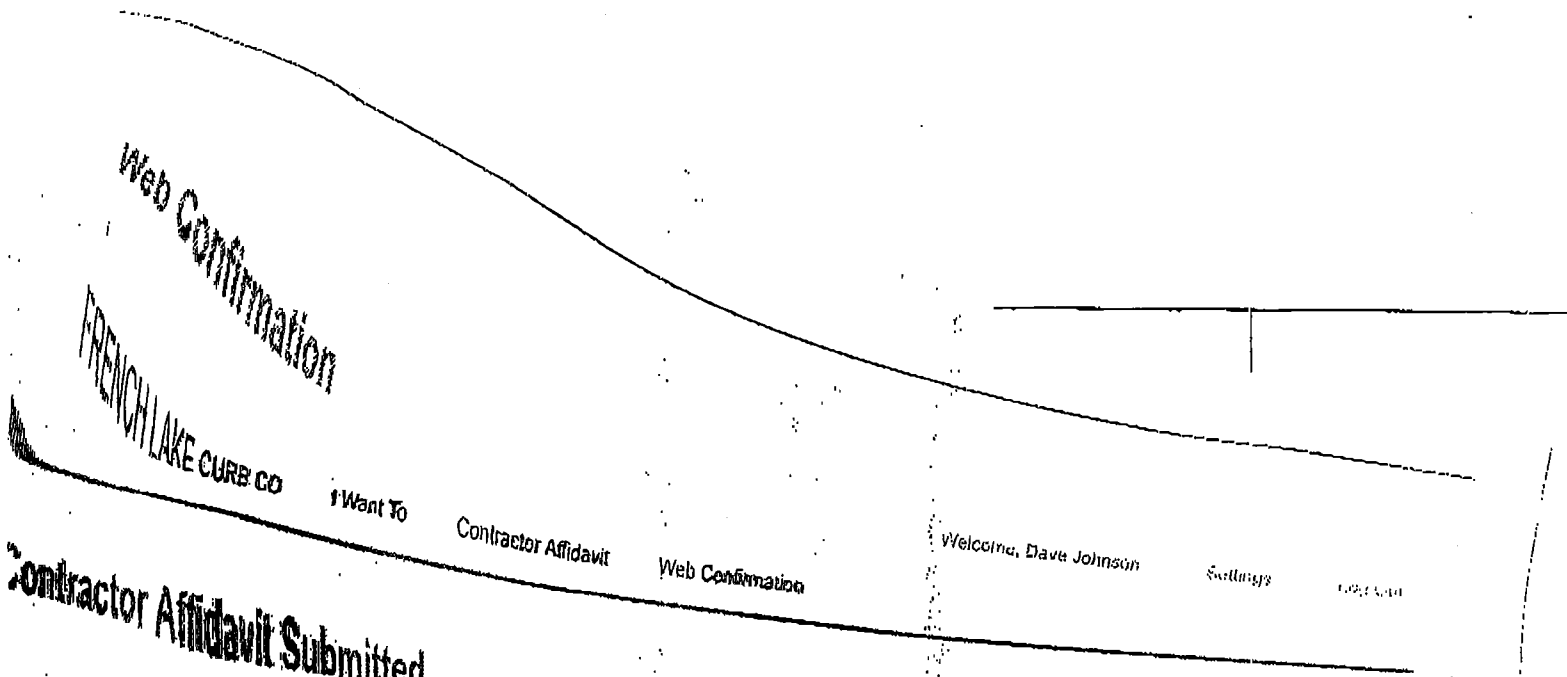
**How to View and Print this Request**

You can see copies of your requests by going to your history, or by clicking the link below. To Print or email a copy of this confirmation page, click one of the buttons below.

[Click here to go to your History.](#)

[Printer Friendly](#)    [Email Me](#)    [Close](#)

Contact Us    About Us    Taxpayer Rights    Other Language    Privacy & Security    Use of Information    Link Policy  
 Minnesota.gov    Fraud Alert    Site Help    Related Sites    Careers





## Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

### Confirmation Summary

Confirmation Number: 1-619-158-464  
Submitted Date and Time: 19-Nov-2018 10:53:53 AM  
Legal Name: WARNING LITES OF MINNESOTA INC  
Federal Employer ID: 36-4762529  
User Who Submitted: wbengtson  
Type of Request Submitted: Contractor Affidavit

### Affidavit Summary

Affidavit Number: 940515328  
Minnesota ID: 3086922  
Project Owner: CITY OF RAMSEY  
Project Number: 199-104-011  
Project Begin Date: 12-Sep-2017  
Project End Date: 12-Sep-2017  
Project Location: SUNWOOD DR  
Project Amount: \$4,170.64  
Subcontractors: No Subcontractors

### Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

### Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) [withholding.tax@state.mn.us](mailto:withholding.tax@state.mn.us). Business hours are 8:00 a.m. - 4:30 p.m. Monday - Friday.

Please [print this page](#) for your records using the print or save functionality built into your browser.



## Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

### Confirmation Summary

Confirmation Number: 0-914-884-032  
Submitted Date and Time: 19-Nov-2018 7:58:14 AM  
Legal Name: FOREST LAKE CONTRACTING INC  
Federal Employer ID: 41-1244861  
User Who Submitted: ChrisB  
Type of Request Submitted: Contractor Affidavit

### Affidavit Summary

Affidavit Number: 1799184384  
Minnesota ID: 6645286  
Project Owner: ANOKA COUNTY  
Project Number: 119-104-011  
Project Begin Date: 01-Aug-2017  
Project End Date: 31-Aug-2017  
Project Location: RAMSEY MN  
Project Amount: \$1,900.00  
Subcontractors: No Subcontractors

### Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

### Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) [withholding.tax@state.mn.us](mailto:withholding.tax@state.mn.us). Business hours are 8:00 a.m. - 4:30 p.m. Monday - Friday.

Please [print this page](#) for your records using the print or save functionality built into your browser.



### Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

#### Confirmation Summary

Confirmation Number: 1-983-407-552  
Submitted Date and Time: 30-Nov-2018 11:12:06 AM  
Legal Name: SAFETY SIGNS LLC  
Federal Employer ID: 41-1991774  
User Who Submitted: nicole drotning  
Type of Request Submitted: Contractor Affidavit

#### Affidavit Summary

Affidavit Number: 1209507840  
Minnesota ID: 5139558  
Project Owner: CITY OF RAMSEY  
Project Number: SAP 199-104-011  
Project Begin Date: 30-Jun-2017  
Project End Date: 12-Sep-2017  
Project Location: SUNWOOD DR  
Project Amount: \$2,750.00  
Subcontractors: No Subcontractors

#### Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

#### Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) [withholding.tax@state.mn.us](mailto:withholding.tax@state.mn.us). Business hours are 8:00 a.m. - 4:30 p.m. Monday - Friday.

Please [print this page](#) for your records using the print or save functionality built into your browser.



20015 Iguana St. NW Ste 100  
Nowthen, MN 55330  
(763) 274-2580  
Fax # (763) 274-2584  
contactus@northvalleyinc.net

December 6, 2018

City of Ramsey  
7550 Sunwood Dr.  
Ramsey, MN 55303

Re: Prj IP 17-00-Sunwood Drive Reconstruction

This letter is stating that North Valley, Inc., contractor on the above referenced project, has had no claims against them for the IP 17-00-Sunwood Drive Reconstruction Prj. All subcontractors and/or suppliers have been paid to date on this project.

If you should have any questions, please call.

Sincerely,

A handwritten signature in black ink, appearing to read "Brad Schmidtbauer", written over a horizontal line.

Brad Schmidtbauer  
President

Bond No. 54-218206

CONSENT OF  
SURETY COMPANY  
TO FINAL PAYMENT  
AIA DOCUMENT G707

Owner  
Architect  
Contractor  
Surety  
Other

PROJECT: Sunwood Drive Reconstruction, City Improvement Project #17-00  
(name, address)

TO: (Owner)  
City of Ramsey  
7550 Sunwood Drive NW  
Ramsey, MN 55303

ARCHITECT'S PROJECT NO:  
CONTRACT FOR: Construction

CONTRACT DATE:

CONTRACTOR:  
North Valley, Inc.  
20015 Iguana Street NW  
Nowthen, MN 55330

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the  
United Fire & Casualty Company  
118 Second Ave SE  
Cedar Rapids, Iowa 52407

,SURETY COMPANY

on bond of (here insert name and address of Contractor)  
North Valley, Inc.  
20015 Iguana Street NW  
Nowthen, Minnesota 55330

,CONTRACTOR,

hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall not  
relieve the Surety Company of any of its obligations to (here insert name and address of Owner)

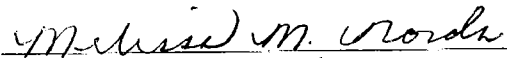
City of Ramsey  
7550 Sunwood Drive NW  
Ramsey, Minnesota 55303

,OWNER.

as set forth in the said Surety Company's bond.

IN WITNESS WHEREOF,  
the Surety Company has hereunto set its hand this 5th day of December, 2018

Surety Company  
United Fire & Casualty Company

  
Signature of Authorized Representative

Attest:  
(Seal): 

Melissa M. Nordin - Attorney-In-Fact  
Title

NOTE: This form is to be used as a companion document to AIA DOCUMENT G706, CONTRACTOR'S AFFIDAVIT OF PAYMENT OF  
DEBTS AND CLAIMS, Current Edition



UNITED FIRE & CASUALTY COMPANY, CEDAR RAPIDS, IA  
 UNITED FIRE & INDEMNITY COMPANY, WEBSTER, TX  
 FINANCIAL PACIFIC INSURANCE COMPANY, ROCKLIN, CA  
 CERTIFIED COPY OF POWER OF ATTORNEY  
 (original on file at Home Office of Company - See Certification)

Inquiries: Surety Department  
 118 Second Ave SE  
 Cedar Rapids, IA 52401

KNOW ALL PERSONS BY THESE PRESENTS, That United Fire & Casualty Company, a corporation duly organized and existing under the laws of the State of Iowa; United Fire & Indemnity Company, a corporation duly organized and existing under the laws of the State of Texas; and Financial Pacific Insurance Company, a corporation duly organized and existing under the laws of the State of California (herein collectively called the Companies), and having their corporate headquarters in Cedar Rapids, State of Iowa, does make, constitute and appoint

TERRY STARKS, ALAN STARKS, ROBERT E. CLEMANTS, MELISSA M. NORDIN, NAME ALEMDAR, JEFFREY SETTEM, EACH INDIVIDUALLY

their true and lawful Attorney(s)-in-Fact with power and authority hereby conferred to sign, seal and execute in its behalf all lawful bonds, undertakings and other obligatory instruments of similar nature provided that no single obligation shall exceed \$100,000,000.00 and to bind the Companies thereby as fully and to the same extent as if such instruments were signed by the duly authorized officers of the Companies and all of the acts of said Attorney, pursuant to the authority hereby given and hereby ratified and confirmed.

The Authority hereby granted is continuous and shall remain in full force and effect until revoked by United Fire & Casualty Company, United Fire & Indemnity Company, and Financial Pacific Insurance Company.

This Power of Attorney is made and executed pursuant to and by authority of the following bylaw duly adopted on May 15, 2013, by the Boards of Directors of United Fire & Casualty Company, United Fire & Indemnity Company, and Financial Pacific Insurance Company.

**"Article VI - Surety Bonds and Undertakings"**

Section 2, Appointment of Attorney-in-Fact. "The President or any Vice President, or any other officer of the Companies may, from time to time, appoint by written certificates attorneys-in-fact to act in behalf of the Companies in the execution of policies of insurance, bonds, undertakings and other obligatory instruments of like nature. The signature of any officer authorized hereby, and the Corporate seal, may be affixed by facsimile to any power of attorney or special power of attorney or certification of either authorized hereby; such signature and seal, when so used, being adopted by the Companies as the original signature of such officer and the original seal of the Companies, to be valid and binding upon the Companies with the same force and effect as though manually affixed. Such attorneys-in-fact, subject to the limitations set forth in their respective certificates of authority shall have full power to bind the Companies by their signature and execution of any such instruments and to attach the seal the Companies thereto. The President or any Vice President, the Board of Directors or any other officer of the Companies may at any time revoke all power and authority previously given to any attorney-in-fact.

IN WITNESS WHEREOF, the COMPANIES have each caused these presents to be signed by its vice president and its corporate seal to be hereto affixed this 17th day of November, 2017



UNITED FIRE & CASUALTY COMPANY  
 UNITED FIRE & INDEMNITY COMPANY  
 FINANCIAL PACIFIC INSURANCE COMPANY

By: *Dennis J. Richman*  
 Vice President

State of Iowa, County of Linn, ss:

On 17th day of November, 2017, before me personally came Dennis J. Richmann to me known, who being by me duly sworn, did depose and say, that he resides in Cedar Rapids, State of Iowa; that he is a Vice President of United Fire & Casualty Company, a Vice President of United Fire & Indemnity Company, and a Vice President of Financial Pacific Insurance Company the corporations described in and which executed the above instrument; that he knows the seal of said corporations; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporations and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporations.



*Patti Waddell*  
 Notary Public  
 My commission expires: 10/26/2019

I, Mary A. Bertsch, Assistant Secretary of United Fire & Casualty Company and Assistant Secretary of United Fire & Indemnity Company, and Assistant Secretary of Financial Pacific Insurance Company, do hereby certify that I have compared the foregoing copy of the Power of Attorney and affidavit, and the copy of the Section of the bylaws and resolutions of said Corporations as set forth in said Power of Attorney, with the ORIGINALS ON FILE IN THE HOME OFFICE OF SAID CORPORATIONS, and that the same are correct transcripts thereof, and of the whole of the said originals, and that the said Power of Attorney has not been revoked and is now in full force and effect.

In testimony whereof I have hereunto subscribed my name and affixed the corporate seal of the said Corporations this 5TH day of DECEMBER 20 18



By: *Mary A. Bertsch*  
 Assistant Secretary,  
 UF&C & UF&I & FPIC

Meeting Date: 01/08/2019

By: Chloe McGuire Brigl, Community  
Development

---

### Information

#### Title

Adopt Resolution #19-015 Approving an Extension of Cleanup and Code Enforcement Actions at 17290 Germanium St NW

#### Purpose/Background:

The purpose of this case is to review a request from Rick Aberle (the "homeowner") at 17290 Germanium St NW (the "Subject Property") for an extension of code enforcement actions and time for cleanup. Staff became aware of a home occupation on the Subject Property in which the homeowner scraps metal pieces for recycling. Staff has code enforcement cases spanning back to 2015 on the Subject Property for outdoor storage, off-street parking violations, and home occupations.

The homeowner states that the activities onsite are from his retirement activity of helping his son break down and recycle metal pieces and industrial air conditioning units. Historical aerials show that the home occupation has been taking place since at least 2012.

#### Notification:

No notification required.

#### Observations/Alternatives:

##### Summary of Actions

1. Staff visited the property on October 8, 2018 and observed approximately 40 industrial air conditioners stored outside, including next to the detached accessory building and into the woods.
2. Staff sent the first notice of violation on October 25, 2018.
3. Staff met with the homeowner on November 15, 2018.
4. Staff sent the second notice of violation with \$75 citation on December 18, 2018.

##### Summary of Violations

1. Off-street parking violation for monster truck parked in grass in rear yard.
2. Unpermitted home occupation violation for scrapping business ran out of detached garage.
3. Outdoor storage violations related to home occupation, including metal pieces, landscape block, and industrial air conditioning units.
4. Outdoor storage and use of commercial dumpster for home occupation [closed - dumpster was removed]
5. Unpermitted expansion of driveway to approximately 60 feet.

##### Summary of Extension Requests

1. Removal of home occupation and related outdoor storage: Extend until March 9, 2019 to allow homeowner to break down ("recycle") all current inventory. Homeowner can break down 1 - 1.5 units per day.
2. Removal of monster truck parked on grass in rear yard: Extend until May 1, 2019 due to snow
3. Correction of unpermitted driveway expansion: Extend until May 1, 2019 due to snow

**Please note that the extension would allow the homeowner to continue the unpermitted home occupation for 60 days to remove current inventory.**

Funding Source:

Staff handles code enforcement as part of their normal duties.

**Recommendation:**

Staff recommends approval of Resolution #19-015, which will extend the time for cleanup at 17290 Germanium St NW.

**Action:**

Motion to approve Resolution #19-015 approving an extension of cleanup and code enforcement actions at 17290 Germanium St NW.

---

**Attachments**

Resolution 19-015

Extension Request

---

**Form Review**

**Inbox**

Tim Gladhill

Kurt Ulrich

Form Started By: Chloe McGuire Brigl

Final Approval Date: 01/03/2019

**Reviewed By**

Tim Gladhill

Kurt Ulrich

**Date**

01/03/2019 03:16 PM

01/03/2019 03:46 PM

Started On: 12/27/2018 06:27 PM

Councilmember \_\_\_\_\_ introduced the following resolution and moved for its adoption:

**RESOLUTION #19-015**

**A RESOLUTION APPROVING THE EXTENSION OF CLEANUP  
AND CODE ENFORCEMENT ACTIONS AT THE PROPERTY  
GENERALLY KNOWN AS 17290 GERMANIUM STREET NW**

**WHEREAS**, Richard Aberle, hereby referred to as a the “homeowner,” has requested an extension for code enforcement activities at the property generally known as 17290 Germanium Street NW and legally described as follows:

Lot 1, Block 1, Meadowbrook, Anoka County, Minnesota

(the “Subject Property”)

**WHEREAS**, the violations on the Subject Property include the following:

- a. Unpermitted home occupation in violation of Chapter 30 and Chapter 117 of the City Code.
- b. Outdoor storage related to the home occupation in violation of Chapter 30 and Chapter 117 of the City Code.
- c. Off-Street parking violations related to a monster truck in the rear yard in violation of Chapter 117.
- d. Unpermitted driveway expansion in violation of Chapter 117.

**WHEREAS**, the Subject Property on October 8, 2018 had approximately 40 industrial air conditioning units stored outdoors that the homeowner was breaking down; and

**WHEREAS**, the City of Ramsey sent the first notice of violation on October 25, 2018; and

**WHEREAS**, City Staff met with the homeowner on November 15, 2018 and directed the homeowner to apply for a home occupation permit and remove the commercial dumpster onsite for the home occupation; and

**WHEREAS**, the homeowner has not applied for a home occupation permit and received a \$75 citation and a second notice of violation on December 18, 2018; and

**WHEREAS**, the homeowner has requested a 60 day extension for the home occupation and outdoor storage violations to complete the breakdown of the homeowner’s current inventory; and

**WHEREAS**, the homeowner has stated that they typically break down 10 units over a period of 4 - 5 months as a retirement activity; and

**WHEREAS**, the homeowner has requested a 60 day extension for the home occupation and outdoor storage violations; and

**WHEREAS**, the homeowner has requested an extension until spring 2019 for the off-street parking violations; and

**WHEREAS**, the homeowner has stated that if he wishes to continue the home occupation past the current inventory, he will apply for a home occupation permit; and

**WHEREAS**, there have been code enforcement cases on the Subject Property for outdoor storage, home occupation, nuisance violations, and driveways since 2015; and

**WHEREAS**, the City Council approved the request this 8<sup>th</sup> of January, 2019.

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

- 1) That the Ramsey City Council approves the following related to the code enforcement case:
  - a. That all air conditioning units, scrap metal, and outdoor storage that does not meet City Code requirements will be removed from the property within 60 days of the date of this resolution.
  - b. That City Staff shall be allowed a full inspection of the property after January 12, 2019.
  - c. That the homeowner understands any subsequent violation within 12 months of this date will include an administrative citation, starting at \$250.
  - d. That there shall be no metal scrapping or storage of metal pieces onsite after 60 days from the date of this letter.
  - e. That if the homeowner wants to continue the scrapping business, they must apply for, and be granted, a Home Occupation Permit from the City Council.
  - f. That the monster truck in the rear yard, and any other motor vehicle parked on the grass shall be removed by May 1, 2019.
  - g. That the homeowner understands that the Conditional Use Permit granted in 1999 was for accessory structure size overage *only*, and does not, nor has ever, allowed for a home occupation to take place.
  - h. There shall never be a commercial dumpster onsite unless related to an open building permit on the subject property.

- i. That the homeowner understands that the metal stored outside to screen the view from the home on the subject property of the detached accessory building cannot function as a fence, and that for any fencing onsite, the homeowner must apply for a zoning permit.

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 8<sup>th</sup> day of January, 2019.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk



**EXHIBIT A**  
**Examples of Violations and Outdoor Storage**



Chole

Dec 27 2018

When my son-in-law brought in 40 units for recycling within one week, I knew I was beyond retirement activities. As I said before that wasn't suppose to happen that way. Only a max of 10 (which can be stored inside) was suppose to happen over a period of 4-5 months.

Enclosed find a check for \$75<sup>00</sup> for that error in judgement.

I am requesting an extension so I can complete my current inventory. I am requesting 60 days from your issue of extension. I can completely recycle

1-1 1/2 units a day, depend on tempo outside as I have no heat in my shop. After the extension I will decide if I am going to continue this retirement activity. If I want to continue I will apply for a home occupation permit.

I am will to let staff on site after Jan 12<sup>th</sup> as I will be out of town.

Rick Chole

Meeting Date: 01/08/2019

By: Katie Schmidt, Administrative Services

---

---

**Information**

**Title**

Adopt Resolution #19-020 to Accept the City Administrator's Annual Performance Evaluation

**Purpose/Background:**

The purpose of this case is to accept the City Administrator's annual performance evaluation.

As part of the annual 360 degree performance evaluation for the City Administrator, direct reports, members of the City Council and City Administrator Kurt Ulrich completed their portion of the performance evaluation. Subsequently, the results were compiled and the Mayor and City Administrator met to discuss the results of the evaluation.

At the December 11, 2018, City Council work-session, the Council met in a closed session to conduct the annual performance evaluation of City Administrator Ulrich, as required by his employment agreement. The session was closed pursuant to Minnesota Statutes § 13D.05, subdivision 3(a) which states, in part "A public body may close a meeting to evaluate the performance of an individual who is subject to its authority. At its next open meeting, the public body shall summarize its conclusions regarding the evaluation." At the December 11, 2018 closed meeting, the City Council concluded, by consensus, that Mr. Ulrich's performance meets expectations and that his annual performance evaluation would be accepted and formally adopted at the January 8, 2019, City Council meeting.

**Notification:**

Attached

1. Resolution
2. State statute

**Observations/Alternatives:**

Staff does not recommend any alternatives.

**Funding Source:**

Not applicable.

**Recommendation:**

To accept Mr. Kurt Ulrich's annual performance evaluation.

**Action:**

Motion to adopt resolution #19-020 accepting Mr. Kurt Ulrich's annual performance evaluation.

---

---

**Attachments**

Resolution #19-020

Statute

**Inbox**

Colleen Lasher

Kurt Ulrich

Form Started By: Katie Schmidt

Final Approval Date: 01/03/2019

**Reviewed By**

Colleen Lasher

Kurt Ulrich

**Date**

01/03/2019 11:42 AM

01/03/2019 02:40 PM

Started On: 12/31/2018 01:46 PM

Councilmember introduced the following resolution and moved for its adoption:

**RESOLUTION # 19-020**

**RESOLUTION TO ACCEPT THE CITY ADMINISTRATOR'S ANNUAL PERFORMANCE EVALUATION**

**WHEREAS**, the City Administrator's annual 360 degree Performance Evaluation was completed; and

**WHEREAS**, the results were compiled and the Mayor and City Administrator met to discuss the results of the evaluation; and

**WHEREAS**, the City Council and the City Administrator discussed the City Administrator's performance in closed session on December 11, 2018; and

**WHEREAS**, the City Council concluded, by consensus, that Mr. Ulrich's performance meets expectations; and

**WHEREAS**, it was the consensus of the City Council to accept Mr. Ulrich's performance evaluation.

**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 #19-020 accepting Mr. Kurt Ulrich's annual performance evaluation.

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:

None

and the following abstained:

None

and the following were absent:

Existing Vacancy

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 8<sup>th</sup> day of January, 2019.

---

Mayor

**ATTEST:**

---

City Clerk

**13D.05 MEETINGS HAVING DATA CLASSIFIED AS NOT PUBLIC.**

Subdivision 1. **General principles.** (a) Except as provided in this chapter, meetings may not be closed to discuss data that are not public data.

(b) Data that are not public data may be discussed at a meeting subject to this chapter without liability or penalty, if the disclosure relates to a matter within the scope of the public body's authority and is reasonably necessary to conduct the business or agenda item before the public body.

(c) Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

(d) All closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the expense of the public body. Unless otherwise provided by law, the recordings must be preserved for at least three years after the date of the meeting.

Subd. 2. **When meeting must be closed.** (a) Any portion of a meeting must be closed if expressly required by other law or if the following types of data are discussed:

(1) data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;

(2) active investigative data as defined in section 13.82, subdivision 7, or internal affairs data relating to allegations of law enforcement personnel misconduct collected or created by a state agency, statewide system, or political subdivision;

(3) educational data, health data, medical data, welfare data, or mental health data that are not public data under section 13.32, 13.3805, subdivision 1, 13.384, or 13.46, subdivision 2 or 7; or

(4) an individual's medical records governed by sections 144.291 to 144.298.

(b) A public body shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting.

Subd. 3. **What meetings may be closed.** (a) A public body may close a meeting to evaluate the performance of an individual who is subject to its authority. The public body shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the public body shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting.

(b) Meetings may be closed if the closure is expressly authorized by statute or permitted by the attorney-client privilege.

(c) A public body may close a meeting:

(1) to determine the asking price for real or personal property to be sold by the government entity;

(2) to review confidential or protected nonpublic appraisal data under section 13.44, subdivision 3; and

(3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.

Before holding a closed meeting under this paragraph, the public body must identify on the record the particular real or personal property that is the subject of the closed meeting. The proceedings of a meeting closed under this paragraph must be tape recorded at the expense of the public body. The recording must be preserved for eight years after the date of the meeting and made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the governing body has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the tape. A list of members and all other persons present at the closed meeting must be made available to the public after the closed meeting. If an action is brought claiming that public business other than discussions allowed under this paragraph was transacted at a closed meeting held under this paragraph during the time when the tape is not available to the public, section 13D.03, subdivision 3, applies.

An agreement reached that is based on an offer considered at a closed meeting is contingent on approval of the public body at an open meeting. The actual purchase or sale must be approved at an open meeting after the notice period required by statute or the governing body's internal procedures, and the purchase price or sale price is public data.

(d) Meetings may be closed to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures and to discuss security deficiencies in or recommendations regarding public services, infrastructure and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting. Before closing a meeting under this paragraph, the public body, in describing the subject to be discussed, must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting. A closed meeting must be tape recorded at the expense of the governing body, and the recording must be preserved for at least four years.

**History:** 1957 c 773 s 1; 1967 c 462 s 1; 1973 c 123 art 5 s 7; 1973 c 654 s 15; 1973 c 680 s 1,3; 1975 c 271 s 6; 1981 c 174 s 1; 1983 c 137 s 1; 1983 c 274 s 18; 1984 c 462 s 27; 1987 c 313 s 1; 1990 c 550 s 2,3; 1991 c 292 art 8 s 12; 1991 c 319 s 22; 1994 c 618 art 1 s 39; 1997 c 154 s 2; 1999 c 227 s 22; 2002 c 379 art 1 s 5; 2004 c 276 s 1; 2004 c 290 s 18; 2007 c 110 s 2; 2007 c 147 art 10 s 15; 2008 c 335 s 1; 2010 c 365 art 1 s 8

Meeting Date: 01/08/2019

By: Katie Schmidt, Administrative Services

---

---

**Information**

**Title**

Adopt Resolution #19-017 to Hire Paid-on-call Firefighters

**Purpose/Background:**

The purpose of this case is to request authorization to hire three Paid-on-call Firefighters in order to bring each of the three Fire Department stations to within acceptable staffing levels.

Station Staffing Capacity

Station #1 / 20 Firefighters

Station #2 / 20 Firefighters

Station #3 / 15 Firefighters

A firefighter recruitment was conducted, followed by interviews, background checks, reference checks, physical agility tests, work-style assessments, pre-employment physicals, and drug screens. At this time, three candidates have successfully passed the requirements to become city of Ramsey Paid-on-call Firefighters. All eligible candidates will be subject to a 1-year probationary period.

**Observations/Alternatives:**

Option #1: To hire Mr. Cody House, Mr. Andrew Nelson and Mr. Luke Niemela as Paid-on-call Firefighters, in order to continue to provide the necessary public safety responses to the City of Ramsey and the City of Nowthen.

Option #2: Not moving ahead with hiring replacement Paid-on-call Firefighters at this time. Staff does not recommend this option due to the risk of reduced public safety services and the risk of losing a qualified applicant pool and resources spent thus far.

**Funding Source:**

The funding to hire the above mentioned firefighters is included in the 2019 budget and per the Joint Powers Agreement with the City of Nowthen, the City will be reimbursed for a portion of the salaries to station #3, if applicable.

**Recommendation:**

Staff recommends hiring Mr. Cody House, Mr. Andrew Nelson and Mr. Luke Niemela as Paid-on-call Firefighters at \$14.50 per hour effective January 9, 2019.

**Action:**

Motion to approve resolution #19-017 hiring Mr. Cody House, Mr. Andrew Nelson and Mr. Luke Niemela as Paid-on-call Firefighters at \$14.50 per hour effective on or near January 9, 2019.

---

---

**Attachments**

Resolution #19-017

---

---

**Form Review**

**Inbox**

Colleen Lasher

Kurt Ulrich

Form Started By: Katie Schmidt

Final Approval Date: 01/03/2019

**Reviewed By**

Colleen Lasher

Kurt Ulrich

**Date**

01/03/2019 11:59 AM

01/03/2019 03:52 PM

Started On: 01/03/2019 09:17 AM

Councilmember introduced the following resolution and moved for its adoption:

**RESOLUTION # 19-017**

**RESOLUTION TO HIRE PAID-ON-CALL FIREFIGHTERS**

**WHEREAS**, over the course of 2018 there have been several Paid-on-call Firefighters that have separated from the Fire Department due to retirements and other reasons; and

**WHEREAS**, staffing levels in the Fire Department are less than full capacity; and

**WHEREAS**, a recruitment was conducted; and

**WHEREAS**, firefighter interviews, background checks, reference checks, physical agility tests, work-style assessments, and pre-employment physicals and drug screens; and

**WHEREAS**, three candidates have successfully passed the requirements to become Ramsey Paid-on-call Firefighters; and

**WHEREAS**, Paid-on-call Firefighters are subject to a 1-year probationary period; and

**WHEREAS**, the funding to hire the above mentioned firefighters is included in the 2019 budget and per the Joint Powers Agreement with the City of Nowthen, the City will be reimbursed for a portion of the salaries if applicable to Station #3.

**NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA,**

- 1) Motion to approve resolution #19-017, hiring Mr. Cody House, Mr. Andrew Nelson and Mr. Luke Niemela as Paid-on-call Firefighters, effective on or near January 9, 2019 at \$14.50 per hour.

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 8<sup>th</sup> day of January, 2019.

---

Mayor

**ATTEST:**

---

City Clerk

Meeting Date: 01/08/2019

By: Katie Schmidt, Administrative Services

**Information**

**Title**

Adopt Resolution #19-004 Hiring Temporary Ice Rink Attendants

**Purpose/Background:**

The purpose of this case is to request authorization to hire Temporary Ice Rink Attendants. Annually the City employs Temporary Ice Rink Attendants to supervise and perform various tasks at Central Park and Ramsey Elementary School ice rinks, warming houses and grounds for approximately ten weeks. The process to hire Temporary Ice Rink Attendants includes an open competitive recruitment, interviews, verifying qualifications and backgrounds, orientation, and City Council authorization to hire.

**Funding Source:**

The funding required to hire the 2018/2019 temporary ice rink attendants is included in the annual budget.

**Recommendation:**

Staff recommends hiring Mr. Jack Hoekman, Ms. Leticia LaLonde, Ms. Rachel Orn, Ms. Hailey Petersen, Mr. Carter Walter, and Ms. Elizabeth Witter, as Temporary Ice Rink Attendants, all within the Rink Attendant pay scale which is \$9.65 per hour; effective December 12, 2018.

**Action:**

Motion to adopt resolution #19-004 to hire, Mr. Jack Hoekman, Ms. Leticia LaLonde, Ms. Rachel Orn, Ms. Hailey Petersen, Mr. Carter Walter, and Ms. Elizabeth Witter, as Temporary Ice Rink Attendants, all within the Rink Attendant pay scale which is \$9.65 per hour; effective December 12, 2018.

**Attachments**

Resolution #19-004

**Form Review**

Inbox	Reviewed By	Date
Colleen Lasher	Colleen Lasher	01/03/2019 11:49 AM
Kurt Ulrich	Kurt Ulrich	01/03/2019 02:41 PM
Form Started By: Katie Schmidt		Started On: 12/31/2018 02:41 PM
Final Approval Date: 01/03/2019		

Councilmember introduced the following resolution and moved for its adoption:

**RESOLUTION #19-004**

**RESOLUTION HIRING TEMPORARY ICE RINK ATTENDANTS**

**WHEREAS**, annually the City employs Temporary Ice Rink Attendants to supervise and perform various tasks at Central Park and Ramsey Elementary School ice rinks, warming houses and grounds for approximately 10 weeks; and

**WHEREAS**, staff recruited for, interviewed, and selected qualified candidates; and

**WHEREAS**, the candidates have passed the pre-employment screening process; and

**WHEREAS**, staff recommends hiring Mr. Jack Hoekman, Ms. Leticia LaLonde, Ms. Rachel Orn, Ms. Hailey Petersen, Mr. Carter Walter, and Ms. Elizabeth Witter, as Temporary Ice Rink Attendants, all within the Rink Attendant pay scale which is \$9.65 per hour; effective December 12, 2018.

**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 #19-004 to do the following:

- 1) Hire Mr. Jack Hoekman, Ms. Leticia LaLonde, Ms. Rachel Orn, Ms. Hailey Petersen, Mr. Carter Walter, and Ms. Elizabeth Witter, as Temporary Ice Rink Attendants, all within the Rink Attendant pay scale which is \$9.65 per hour; effective December 12, 2018.

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 8<sup>th</sup> day of January, 2019.

---

Mayor

**ATTEST:**

---

City Clerk

Meeting Date: 01/08/2019

Submitted For: Grant Riemer, Engineering/Public Works

By: MaryJo Warner, Engineering/Public Works

---

### Information

#### Title

Report from Public Works Committee

The Public Works Committee held its regular meeting on December 18, 2018 and discussed the following cases:

1. Highway 47 Landscaping Project: Ratify the recommendation of the Public Works Committee to approve the staff recommendation and forward Resolution #19-011 to the full Council for consideration.
2. Consider Recommendation to City Council to Accept Petition Opposing Improvement Project #19-02, Brookview Estates Street Reconstructions: Ratify the recommendation of the Public Works Committee to accept the petition as valid and direct staff to mail letters to all benefiting property owners to clearly define the project, ramifications of signing the petition and options to withdraw their signature if desired.
3. Review Drainage Concerns at 17290 Germanium Street NW: Ratify the concensus of the Committee and Mr. Aberle for Mr. Thomsen to complete the driveway improvements including grading and two eight-inch culverts, and for Staff to collect topographic data along Mr. Aberle's west property line and around and adjacent to his garage and driveway.
4. Consider Request to Modify Traffic Control at Bunker Lake Boulevard, Puma Street and Rabbit Street Intersection: Ratify the consensus of the Committee to leave the stop signs as is for the time being.

Staff Updates on Improvement Projects and Items of Interest: City Engineer Westby noted that the January Public Works Committee meeting has been canceled as there is a conflict with the road funding open house on January 15, 2019.

#### Purpose/Background:

1. Highway 47 Landscaping Project: to improve the landscaping along Highway 47 from roughly Xkimo Street to the south and Barium Street to the north. The project falls under MnDOT's Community Roadside Landscape Partnership Program. MnDOT's Office of Environmental Stewardship provides technical and financial support to communities to install and maintain landscape plantings on eligible state highway rights of way. MnDOT would partner with the City of Ramsey by providing the service of their landscape architect to design the landscaping for the project and also provide financial assistance to buy plant materials. The City of Ramsey would provide the manpower to install the plantings and would also be responsible for ongoing maintenance, such as weeding of the plan beds and watering. MnDOT provided a design plan for the project that was included in the case. The next step in the process is to pass a resolution stating that the City of Ramsey is willing to enter into a Cooperative Agreement with MnDOT to execute the project. Motionratify the recommendation of the Public Works Committee to approve the staff recommendation and forward Resolution #19-011 to the full Council for consideration.
2. Consider Recommendation to City Council to Accept Petition Opposing Improvement Project #19-02, Brookview Estates Street Reconstructions: City Engineer Westby stated that City Improvement Project No. 19-02 proposes to reconstruct streets within the Brookview Estates neighborhood including 173rd Avenue and Germanium Street. Per the Feasibility Report, twenty-one (21) properties are considered to benefit from the improvements and Staff recommended applying 25-percent of eligible project costs equally across the 21 assessable properties using the "per lot" assessment method. Eligible project costs include everything except subgrade corrections and guardrail modification costs. This resulted in a proposed preliminary assessment rate of \$4,418.30 per assessable parcel. City Engineer Westby stated that following the Public Hearing on November 13th, the property owner at 17230 Germanium Street requested a petition template to use in gathering signatures in opposition to this Council initiated improvement project as provided by Section 8.4.5 of the City Charter, City Engineer Westby stated that on December 3rd, the property owner delivered a petition with 15 signatures on it to City Staff but Staff rejected it noting that the top of the petition had no clarifying language on it leading to concerns that the

petitioners might not have understood what they were signing. Based on comments Staff received from several property owners while the petition was being circulated, Staff had concerns that this might indeed be the case. On December 10th, the property owner submitted a revised petition to City Staff. This petition had a page attached to it with clarifying language noting that the property owners objected to the cost of the project. Staff has since verified that all property owners who signed the petition are indeed benefiting property owners per the preliminary assessment roll contained within the Feasibility Report. Staff recommended mailing letters to all benefiting property owners, to clearly define that the petition can kill the project for one year or more if 60 percent or more of the benefiting properties sign the petition, and to inform them of the option to withdraw their signature from the petition per City Charter Section 8.4.6, including the deadline for doing so. Motion to ratify the recommendation of the Public Works Committee to accept the petition as valid and direct staff to mail letters to all benefiting property owners to clearly define the project, ramifications of signing the petition and options to withdraw their signature if desired.

3. Review Drainage Concerns at 17290 Germanium Street NW: City Engineer Westby provided background information noting that the property owner at 17290 Germanium Street NW built their home in 1992. They built a garage in the southwest corner of the property in 1998, which was rebuilt in 2005 after the first garage burned down. The garage was constructed in a low area of the lot and was not elevated. The garage door faced a private property which was used to access Germanium Street approximately 300-feet to the west. In 2017, construction began on the Covenant Meadows residential development, which included construction of a new public street (172nd Lane NW) abutting the south property line of 17290 Germanium Street NW. During construction of this development, the property owner contacted City Staff and the developer on numerous occasions to request modifications to the new driveway installed between his garage and 172nd Lane NW. He also requested grading modifications to prevent drainage from entering his property from the north and west, noting he had issues with standing water on his property. Motion to ratify the Consensus of the Committee and Mr. Aberle for Mr. Thomsen to complete the driveway improvements including grading and two eight-inch culverts, and for Staff to collect topographic data along Mr. Aberle's west property line and around and adjacent to his garage and driveway.

4. Consider Request to Modify Traffic Control at Bunker Lake Boulevard, Puma Street and Rabbit Street Intersection: City Engineer Westby stated that during the November 27<sup>th</sup> City Council meeting, a resident living at 14942 Quintana Street NW in the Riverstone residential development questioned the value of the all-way STOP intersection control recently installed at the intersection of Bunker Lake Boulevard, Puma Street and Rabbit Street, and requested that the City consider modifying the traffic control at this intersection. City Engineer Westby stated that the cost to remove a stop sign is approximately \$200 per sign. The cost for City Staff to fabricate and install a new sign is approximately \$300 per sign. Staff proposed to pay for all costs to study and/or modify the traffic control at this intersection as part of City Improvement Project #18-05. He stated that staff recommends completing the traffic study proposed by Bolton and Menk in January of 2019, and to present the findings to the Public Works Committee in February of 2019 for further discussion and direction. Motion to ratify the consensus of the Committee to leave the all-way STOP intersection controls as is.

**Recommendation:**

1. Motion to ratify the recommendation of the Public Works Committee to approve the staff recommendation and forward Resolution #19-011 to the full Council for consideration.
2. Motion to ratify the recommendation of the Public Works Committee to accept the petition as valid and direct staff to mail letters to all benefiting property owners to clearly define the project, ramifications of signing the petition and options to withdraw their signature if desired.
3. Motion to ratify the concensus of the Committee and Mr. Aberle for Mr. Thomsen to complete the driveway improvements including grading and two eight-inch culverts, and for Staff to collect topographic data along Mr. Aberle's west property line and around and adjacent to his garage and driveway.
4. Motion to ratify the concensus of the Committee to leave the all-way stop intersection controls as is.

**Action:**

Motion for City Council to ratify the recommendation of the Public Works Committee as follows:

1. Motion to ratify the recommendation of the Public Works Committee to approve the staff recommendation and forward Resolution #19-011 to the full Council for consideration.
2. Motion to ratify the recommendation of the Public Works Committee to accept the petition as valid and direct staff to mail letters to all benefiting property owners to clearly define the project, ramifications of signing the petition and options to withdraw their signature if desired.
3. Motion to ratify the concensus of the Committee and Mr. Aberle for Mr. Thomsen to complete the driveway improvements including grading and two eight-inch culverts, and for Staff to collect topographic data along Mr. Aberle's west property line and around and adjacent to his garage and driveway.
4. Motion to ratify the concensus of the Committee to leave the all-way stop intersection controls as is.

---

## Attachments

## Agenda

---

### Form Review

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Grant Riemer	Grant Riemer	01/02/2019 01:48 PM
Bruce Westby	Bruce Westby	01/02/2019 02:31 PM
Kurt Ulrich	Kurt Ulrich	01/03/2019 02:26 PM
Form Started By: MaryJo Warner		Started On: 12/19/2018 02:42 PM
Final Approval Date: 01/03/2019		

**City of Ramsey**  
**Agenda**  
**Public Works Committee**  
**Tuesday, December 18, 2018**  
**5:30 pm**  
**Lake Itasca Room, 7550 Sunwood Drive NW**

1. **Call to Order**
2. **Citizen Input**
3. **Approve Agenda**
4. **Approve Minutes**
  1. Approve Meeting Minutes.
5. **Committee Business**
  1. Consider Recommendation to City Council to Accept Petition Opposing Improvement Project #19-02, Brookview Estates Street Reconstructions
  2. Consider Request to Modify Traffic Control at Bunker Lake Boulevard, Puma Street and Rabbit Street Intersection.
  3. **Highway 47 Landscaping Project**
6. **Committee/Staff Input**
  1. Review Drainage Concerns at 17290 Germanium Street NW
  2. Staff Updates on Improvement Projects and Items of Interest
  3. Review Future Topics Calendar
7. **Adjournment**

**Public Works Committee**

**4. 1.**

**Meeting Date:** 12/18/2018

**Submitted For:** Grant Riemer, Engineering/Public Works

**By:** MaryJo Warner, Engineering/Public Works

**Title:**

Approve Meeting Minutes.

**Purpose/Background:**

To review and approve the following meeting minutes.

- 1. Public Works Committee dated October 16, 2018
- 2. Public Works Committee dated November 20, 2018

**Timeframe:**

5 minutes.

**Observations/Alternatives:**

n/a

**Funding Source:**

n/a

**Recommendation:**

**Action:**

Motion to approve the following meeting minutes.

- 1. Public Works Committee dated October 16, 2018
- 2. Public Works Committee dated November 20, 2018

**Attachments**

October

November

**Form Review**

Inbox	Reviewed By	Date
Bruce Westby	Bruce Westby	12/11/2018 10:19 AM
Mary Jo Warner (Originator)	MaryJo Warner	12/11/2018 10:30 AM
Bruce Westby	Bruce Westby	12/11/2018 10:48 AM
Grant Riemer	Grant Riemer	12/11/2018 10:50 AM
Kurt Ulrich	Kurt Ulrich	12/11/2018 03:09 PM
Form Started By: MaryJo Warner		Started On: 11/27/2018 11:20 AM
Final Approval Date: 12/11/2018		

**PUBLIC WORKS COMMITTEE  
CITY OF RAMSEY  
ANOKA COUNTY  
STATE OF MINNESOTA**

The Public Works Committee conducted a regular meeting on Wednesday, October 16, 2018, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present:     Chairperson Chris Riley  
                              Councilmember Jill Johns

Members Absent:     Councilmember Mark Kuzma

Also Present:         Public Works Superintendent Grant Riemer  
                              City Engineer Bruce Westby

**1.     CALL TO ORDER**

Chairperson Riley called the regular meeting of the Public Works Committee to order at 5:30 p.m.

**2.     CITIZEN INPUT**

There was none.

**3.     APPROVE AGENDA**

Motion by Councilmember Johns, seconded by Chairperson Riley, to approve the agenda, as presented.

Motion carried. Voting Yes: Chairperson Riley and Councilmembers Johns. Voting No: None. Absent: Councilmember Kuzma.

**4.     APPROVE MINUTES**

**4.01:   Approve August 21, 2018, Meeting Minutes**

Motion by Councilmember Johns, seconded by Chairperson Riley, to approve the following minutes:

Regular Meeting Minutes dated August 21, 2018

Motion carried. Voting Yes: Chairperson Riley and Councilmembers Johns. Voting No: None. Absent: Councilmember Kuzma.

## **5. COMMITTEE BUSINESS**

### **5.01: Consider Recommendation to City Council Supporting Metropolitan Council Study for Northwest Metropolitan Area Regional Surface Water Supply Facility**

City Engineer Westby stated that Metropolitan Council staff have long been aware that the City of Ramsey has explored the use of surface water to augment, or even possibly replace, our groundwater supply sources for our municipal water supply. More than a year ago, staff from the Metropolitan Council informed City staff that funds were available to conduct a study to explore the feasibility of constructing a regional surface water supply facility in the northwest metro area, and asked if staff was aware of any other cities that might be interested in partnership with us to explore the feasibility of a regional surface water supply facility.

City Engineer stated that since then, staff contacted their counterparts in neighboring cities in Anoka County to discuss the possibility of partnering with us on a regional surface water supply facility. Those discussions were not fruitful. Then recently, staff was informed that the cities of Dayton and Rogers might be interested in partnering in such a study. Staff was later informed that the City of Corcoran might also be interested. Staff has since informed Metropolitan Council staff that three other cities have expressed an interest in partnering with us, at which time Metropolitan Council staff asked if each City would be able to adopt supporting resolutions, which Metropolitan Council staff would then use to request funding for the study on their end.

City Engineer Westby reported that staff from each partnering city plans to request City Council adoption of a supporting resolution at the earliest opportunity. For the City of Ramsey, staff proposes to request adoption of a supporting resolution at the October 23<sup>rd</sup> City Council meeting. He recommended approving a recommendation to the City Council to adopt a resolution supporting a Metropolitan Council study for a Northwest Metropolitan area regional surface water supply facility.

Chairperson Riley asked the reasons why some other cities do not want to participate.

City Engineer Westby replied that some cities have their own systems and do not feel that they would benefit from this study. He stated that some of the more rural cities are simply content with their current system or do not have their own water supply systems.

Councilmember Johns asked if Elk River has its own system.

City Engineer Westby replied that Elk River uses a private water utility to supply their water. He stated that this would be a partnership of four cities to determine what the costs would be to determine if there would be a feasible and affordable option. He stated that if the costs appear to be reasonable for a regional facility, he would expect each of the four cities to reach out again to determine if there would be additional interest. He explained that this is simply a planning study that will allow more information to be gathered for planning a future regional water supply facility.

Chairperson Riley stated that in the past the City was required to look at this and asked if other cities have been required to look at this topic as well.

City Engineer Westby confirmed that Ramsey was forced to look at the topic because of the location on the sandplain.

Chairperson Riley stated that he would prefer to keep Ramsey separate from the Metropolitan Council if possible.

Councilmember Johns stated that she would support the recommendation of staff.

City Engineer Westby stated that this would not open the City up to anything or future commitments. He understood that some people are guarded in their interaction with the Metropolitan Council. He stated that in his experience with the Metropolitan Council he was able to further understand the limitations on the reach that organization has. He stated that the Metropolitan Council is charged by legislation to assist cities in planning efforts for water supply and the organization cannot compel cities to do anything.

Councilmember Johns stated that the requirement was to have a regional partnership/solution and therefore perhaps this would meet that requirement.

Chairperson Riley noted that this will move forward to the City Council, noting that there are only two members present tonight that may not agree on the decision.

Councilmember Johns asked and received confirmation that the other cities involved would use the same resolution.

City Engineer Westby stated that the Metropolitan Council holds the funds from the Clean Water Fund. He explained that the Metropolitan Council is attempting to lessen its role in the process and allow the cities to take the lead.

Chairperson Riley stated that he will not be supporting this action and therefore suggested that the action be to send this forward to the City Council for review.

Motion by Chairperson Riley, seconded by Councilmember Johns, to pass the review of the resolution allowing the Metropolitan Council to complete a study for a Northwest Metropolitan area regional surface water supply facility to the City Council without a recommendation.

Motion carried. Voting Yes: Chairperson Riley and Councilmembers Johns. Voting No: None. Absent: Councilmember Kuzma.

## **6. COMMITTEE / STAFF INPUT**

### **6.01: Update on Status of Feasibility Reports for 2019 Street Reconstruction Projects**

Councilmember Johns asked and received confirmation that 2019 is the last year of the street reconstruction and overlay program.

City Engineer Westby confirmed that staff will bring forward a new five-year plan during 2019 for review which will include seven to ten years of projects.

Chairperson Riley asked if that would provide additional flexibility for staff.

Public Works Superintendent Riemer confirmed that would provide the flexibility needed to include roads that may deteriorate faster than others during that cycle.

City Engineer Westby provided an update on the status of Feasibility Reports for the 2019 Street Reconstruction Projects beginning with Improvement Project #18-02, HY-10 Ramsey, Street Reconstruction. He stated that a public input meeting was held on September 13<sup>th</sup> and a notification was sent out prior to the property owners. He stated that he did not receive any comments, and no one attended the meeting. He reported that about one week ago he received a call from two property owners that object to the HY-10 Ramsey project. He stated that the property owners noted that there is a possibility of redevelopment in that area and perhaps that improvement project should be delayed until that future redevelopment project occurs. He noted that the two property owners have commercial use with little or no customer access and therefore the road conditions do not bother them and there have not been complaints on the project. He stated that one option to move forward would be to simply complete intersection improvements in that area and pothole patching on the rest of the project which could then be maintained annually. He estimated a cost of about \$8,000 or less compared to the \$290,000 for the proposed project. He confirmed that there is minimal use of the roadway and therefore staff recommends shelving this project and completing minor pavement repairs in 2019, allows streets to be limped along as best as practical for another five to ten years due to the high potential for redevelopment and objections received from the property owners.

Councilmember Johns stated that she agrees that this should be postponed until redevelopment occurs as long as the property owners are in agreement and the road is safe for public works and emergency vehicles. She stated that there is a lot of property for sale in that area and a high potential for redevelopment.

Chairperson Riley agreed. He stated that he appreciated the plan that had limited improvements but agreed that limiting the improvements further would be beneficial as the property owners object to the project.

City Engineer Westby confirmed the consensus of the Committee to support the staff recommendation to postpone Improvement Project #18-02 HY-Ramsey, Street Reconstructions.

City Engineer Westby provided an update on the Feasibility Reports for the 2019 Street Reconstruction Projects including Improvement Project #19-01, Ford Brook Estates Street Reconstructions; Improvement Project #19-02, Brookview Estates Street Reconstructions; and Improvement Project #19-03, Wood Pond Hills & Chestnut Ridge Street Reconstructions. He

noted that he will bring forward the proposed improvement projects as discussed for City Council review.

#### **6.02: Staff Updates on Improvement Projects and Items of Interest**

City Engineer Westby provided an update on improvement projects and items of interest.

#### **6.03: Review Future Topics Calendar**

City Engineer Westby stated that staff has been updating the calendar included in the packet, noting that some of the items have been postponed because of the development projects. He reviewed some of the topics that he hopes to bring forward at the next few meetings. It was determined that Finance Director Lund should be invited to a future meeting in order to assist in a budget related discussion.

### **7. ADJOURNMENT**

Motion by Councilmember Johns, seconded by Chairperson Riley, to adjourn the Public Works Committee meeting.

Motion carried.

The regular meeting of the Public Works Committee adjourned at 6:34 p.m.

Respectfully submitted,

---

Grant Riemer  
Public Works Superintendent

Drafted by Amanda Staple  
*TimeSaver Off Site Secretarial, Inc.*

**PUBLIC WORKS COMMITTEE  
CITY OF RAMSEY  
ANOKA COUNTY  
STATE OF MINNESOTA**

The Public Works Committee conducted a regular meeting on Tuesday, November 20, 2018, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present:     Chairperson Chris Riley  
                              Councilmember Mark Kuzma

Members Absent:     Councilmember Jill Johns

Also Present:         Public Works Superintendent Grant Riemer  
                              Parks and Assistant Public Works Superintendent Mark Riverblood  
                              City Engineer Bruce Westby  
                              Debra Musgrove  
                              Planning Commissioner Bruce Anderson

**1.     CALL TO ORDER**

Chairperson Riley called the regular meeting of the Public Works Committee to order at 5:30 p.m.

**2.     CITIZEN INPUT**

There was none.

**3.     APPROVE AGENDA**

Motion by Councilmember Kuzma, seconded by Chairperson Riley, to approve the agenda, as presented.

Motion carried. Voting Yes: Chairperson Riley and Councilmember Kuzma. Voting No: None. Absent: Councilmember Johns.

**4.     APPROVE MINUTES**

**4.01:   Approve October 16, 2018, Meeting Minutes**

Councilmember Kuzma noted that he was not present at the previous meeting and suggested tabling the minutes for consideration to the next meeting.

Motion by Councilmember Kuzma, seconded by Chairperson Riley, to table the following minutes:

Motion carried. Voting Yes: Chairperson Riley and Councilmember Kuzma. Voting No: None. Absent: Councilmember Johns.

## **5. COMMITTEE BUSINESS**

### **5.01: Authorize Architectural Design Services for Municipal Pumphouse #3**

Parks and Assistant Public Works Superintendent Riverblood stated that the City of Ramsey, is presently in process of the design for the remaining major public realm elements in The COR, specifically the two connected park spaces—Municipal Plaza and The Waterfront. Both of these parks are along or near, Center Street and in proximity to Pumphouse #3, with the Ramsey Municipal Center at the southern terminus of this same street. Center Street, as the name implies, is at the very center of Ramsey's pedestrian and transit orientated downtown. The existing and future municipal buildings represent an archipelago of visually and physically interconnected places within the community along this armature and axis of streets, trails, sidewalks and parks—and as such, care should be taken to define and embrace this sense of place through appropriate architecture.

Parks and Asst. Public Works Superintendent Riverblood stated that together with the Municipal Center, the Pumphouse was one of the very first buildings in The COR, however, unlike the Municipal Center, the decision was purposeful to not finish the exterior, preferring to do so at the time that all the public realm elements could be understood and contextualized—which is concurrent with the aforementioned park design, and today.

Parks and Asst. Public Works Superintendent Riverblood noted that since approximately 2005, the city has had this project (finishing the facade of the pumphouse) within the Capital Improvement Program (CIP). The CIP worksheet is shown as the second attachment, and identified as a 2018 project; anticipating the above-described concurrent planning and design activity for, and within the public realm.

Parks and Asst. Public Works Superintendent Riverblood stated that to advance this project, Staff has worked with LHB, one of the City's Consultants to outline a work plan that addresses the primary tasks, and takes into consideration the various aspects of this highly visible project—to ensure the architecture of this building meets aesthetic expectations, is cost effective and sustainable, and contributes appropriately to the functional 'sense of place' in Ramsey's downtown. The third attachment is the Architectural Design Services proposal from LHB.

Parks and Asst. Public Works Superintendent Riverblood recommended moving forward with this project as outlined in the proposal. Proceeding at this time, should provide for design completion by the spring of 2019, allowing for the Public Works Committee and City Council to consider completion (physical construction) of the exterior of Pumphouse #3 later in 2019.

Councilmember Kuzma asked the balance of the Municipal Water Utility Fund and whether there are sufficient funds for this.

Parks and Asst. Public Works Superintendent Riverblood stated that he is not aware of the specific fund balance but noted that it is in the millions, and revenue is on-going by water utility purchases of water.

Councilmember Kuzma asked and received confirmation that the Municipal Water Utility Fund can only be used for project related to utilities.

Chairperson Riley asked why the City would not instead ask for proposals where the builder would come to the City with their proposals rather than preparing this work and then going out to builders.

Parks and Asst. Public Works Superintendent Riverblood commented that the City could try that and perhaps one or two responses would come back but he did not think the contractor would be very thoughtful of the overall scope of planning and architectural themes throughout The COR that will come in the future. He believed that the scope of work is an opportunity to think about the entire sense of place and would inform specific architectural detail for the pump house and other municipal infrastructure.

Chairperson Riley stated that Parks and Assistant Public Works Superintendent Riverblood's passion is expressed in his presentation, and believed that could be shared with the contractor. He stated that perhaps a few contractors are brought in and that passion is shared, and this information is shared, and the contractors are directed to provide different options. He believed that staff already did a large amount of the work.

Debra Musgrove, future Councilmember, asked and received confirmation that the purpose of the project is not to change the function or inside of the building but to change the outside aesthetic.

Parks and Asst. Public Works Superintendent Riverblood replied that the big takeaway would be the various studies, sketches, concepts, and options that would lead up to a final color rendering in detail. He stated that contractors may be willing to do the rendering but noted that it is a costly endeavor that most contractors are not going to want to do this without being reimbursed for the cost. He stated that the same design/build process was done with the monuments for The Draw, which asked contractors for three options. He stated that he can attempt to get contractors to respond to a request for proposals but is not confident that the City will obtain quality responses. He stated that the process he is proposing would load the work on the front end in attempt to minimize the work needed by the contractor in the end.

Bruce Anderson, Planning Commissioner, stated that the Planning Commission has spent a lot of time talking about buildings' appearance in The COR. He believed that it would be beneficial for the Parks Commission and Public Works Committee to work together on things of this nature. He believed that The COR should have a consistent architectural theme that carries throughout. He stated that perhaps the Planning Commission should also provide input on the topic and what The COR is going to look like.

Parks and Asst. Public Works Superintendent Riverblood agreed that the approach should be thoughtful. He explained that he would not necessarily want the pump house to match an apartment building within The COR but to be consistent and complementary with respect to the civic architecture throughout The COR. He stated that the architecture should define the look and 'feel' of public spaces so that the members of the public are aware of the spaces that are available for the public to rest or enjoy.

Councilmember Kuzma stated that he recently visited US Bank Stadium and was amazed at the thoughtful planning that was used in terms of architecture. He noted that if you simply put a request to a contractor they are not thinking in terms of great architecture, they will most likely return a low-cost option. He stated that if this is going to be a main piece of The COR, the main elements should be considered, and the architectural input should be gained at this point. He asked and confirmed that the schematic design of the park would also be used in conjunction with this project.

Chairperson Riley stated that if he were going to side his home, he does not design that and then ask a builder to come. He would instead as contractors to come to the site and give them his ideas and then choose the best option. He stated that the criteria can be explained, and the City would have the option to choose from different concepts.

Parks and Asst. Public Works Superintendent Riverblood stated that a residential home already has a drawing completed, and therefore residing is simply using that same architectural design, with the material as the only unknown. He stated that it would take staff time to issue an RFP as well. He explained that an RFP would have to be defined to include the bullet points that were just discussed.

Chairperson Riley stated that he would support the RFP process.

Ms. Musgrove commented that the pumphouse still needs to remain functional for the City workers and asked if access and those elements are also being considered in addition to the aesthetics.

Chairperson Riley stated that functionality is already built into the site as it is used daily.

Parks and Assistant Public Works Superintendent Riverblood confirmed that the tasks listed would identify those elements. He stated that staff is aware of the constraints of the site and the functionality that would need to remain for maintenance activities. He stated that in the process as proposed, staff would work with the consultant. He stated that through the RFP process the consultants may not fully consider all of the elements and staff will need to field a number of questions.

Councilmember Kuzma asked for information on the timeline. He noted that perhaps the City first go through RFP and then if that does not work the other process could be followed.

Parks and Assistant Public Works Superintendent Riverblood stated that it would take a few weeks to develop an RFP and send that out to contractors. He stated that there is also a risk that

contractors spend a large amount of time developing costly plans and if the City changes things, that could turn the contractor off from the project.

Chairperson Riley stated that he is interested in the RFP process. He stated that staff can include the main points within the RFP and the City can then review the concepts that are brought back.

Parks and Asst. Public Works Superintendent Riverblood asked for the opinion of the Committee for an RFP letter of interest, to determine if contractors would be interested in bidding without fully developing an RFP.

Chairperson Riley asked if the City has experience in that and whether that would hurt the cause or help it.

Parks and Assistant Public Works Superintendent Riverblood stated that it is unknown, but he would be interested to know if contractors would even be interested.

Councilmember Kuzma stated that perhaps a premeeting be held with contractors.

Parks and Asst. Public Works Superintendent Riverblood stated that the contractors will not ask mindful questions with other contractors in the room. He stated that could be attempted but would take additional staff time as well.

Chairperson Riley stated that he would support the RFP process in whatever is the smartest way of completing that.

City Engineer Westby stated that engineering issues RFPs all the time but does not have experience in an RFP letter of interest.

Chairperson Riley suggested that staff go through the RFP process which would include a letter of interest and premeeting which would allow questions.

Councilmember Kuzma stated that the only problem is that if a contractor asks questions, staff would not necessarily have the answers at this time. He stated that the City did complete the design build for the fire stations and that has been the City process. He stated that in terms of having available funding set aside, he would support completing the design build process rather than throwing out an RFP and seeing what is returned.

Chairperson Riley stated that having funds is not a reason to spend funds.

Councilmember Kuzma stated that change orders also cost money.

Chairperson Riley stated that he does not see the reasoning in spending \$23,000 in designing a building that will have a cost of \$60,000.

Councilmember Kuzma stated that he could agree with the RFP process to see what happens, as long as that would not stress the timeframe.

It was the consensus of the Committee was to direct staff to initiate an RFP process.

Parks and Assistant Public Works Superintendent Riverblood cautioned the Committee that he will attempt to roll this into staff's workload but there will be additional staff time needed, and the timeframe will be slowed.

Motion by Councilmember Kuzma, seconded by Chairperson Riley, to direct staff to prepare an RFP for Architectural Design Services for Pumphouse #3.

Motion carried. Voting Yes: Chairperson Riley and Councilmember Kuzma. Voting No: None. Absent: Councilmember Johns.

**5.02: Consider Initial Direction on Development of Policy for Private Improvements within Public Rights of Way**

Public Works Superintendent Riemer stated that the purpose of this case is to consider a policy for private improvements within public rights of way. The impetus behind the request is most recently due to a request to amend an existing center median within the Village of Sunfish Lake development. This topic has also been discussed as part of the approval process for current phases of the Brookfield residential development.

Public Works Superintendent Riemer noted that the intent is to provide broad, initial direction for the formulation of a future policy. Primarily, Staff is seeking direction on process and standards. Preliminary talking points are included in the attached framework. This discussion topic is intentionally abstract to ensure that Staff has sufficient policy direction prior to developed a more formalized and detailed policy. Additionally, a request from Sweetbay Ridge to complete a project was approved by the Public Works Committee at the January 17, 2017 meeting and approved by City Council at the February 14th, 2017 meeting.

Public Works Superintendent Riemer recommended that the Public Works Committee adopt a formal policy to address private improvements in public rights of way, to be developed and approved at a subsequent meeting.

Councilmember Kuzma stated that assessments are used for road improvements and asked if that would be similar for median work.

City Engineer Westby was unsure if landscaping maintenance would qualify.

Councilmember Kuzma stated that he is tired of this being pushed back onto the City when the developer and homeowners' association want this landscaping.

Chairperson Riley stated that staff made the comment that the language is now being built in that addresses ongoing maintenance in clear terms. He suggested that perhaps the City contact the HOA for a specific property to ensure that they address the median as they are maintaining other

public space within the property. He used the referenced of Brookfield where the original HOA failed and there has been pushback on creating a new HOA.

Public Works Superintendent Riemer provided additional background information on Brookfield. He reviewed the three alternatives before the Committee to consider tonight. He provided additional cost information on the medians within Sweetbay Ridge that were repaired.

Chairperson Riley stated that there is a streetlight fee and asked if there could be a similar fee developed for median maintenance or whether that would not be worth the effort.

Public Works Superintendent Riemer stated that would need to be done with the approval of the development.

Chairperson Riley stated that he does not like the idea of the City taking over the maintenance and also does not like the idea of letting things go as they have been unmaintained. He noted that removal of medians has also been considered but there is a high cost to do so and the medians provide benefit.

Parks and Assistant Public Works Superintendent Riverblood replied that prudently maintained entrances to neighborhoods and medians do add value to aesthetics and increase property values, as well as have a calming effect on traffic. He believed that HOAs should continue to maintain those elements.

Councilmember Kuzma stated that perhaps a policy be developed that would require maintenance by the HOA and if that maintenance stops, the median would be torn out and the cost would be assessed.

Chairperson Riley suggested that staff continue to enforce this element as it has been and any functioning HOAs need to maintain their medians.

Ms. Musgrove stated that perhaps the City could propose to a nursery to take over the median which would provide that business with the opportunity for additional marketing.

Chairperson Riley agreed that could be an option which would allow a sign stating that care and plantings provided by the business.

Motion by Councilmember Kuzma, seconded by Chairperson Riley, to make no changes to the existing policy and continue to approach requests on a case by case basis.

Motion carried. Voting Yes: Chairperson Riley and Councilmember Kuzma. Voting No: None. Absent: Councilmember Johns.

## **6. COMMITTEE / STAFF INPUT**

### **6.01: Staff Updates on Improvement Projects and Items of Interest**

City Engineer Westby provided an update on the status of improvement projects and items of interest.

Chairperson Riley stated that he would like Ramsey to continue to be at the table with the Highway 47 and rail crossing discussions as there is a great impact to Ramsey.

City Engineer Westby provided information on the comparison of using borings on road projects and the ground penetrating radar.

Chairperson Riley agreed that the GPR is a great tool because it ensures that the City is getting what it paid for in terms of road construction.

City Engineer Westby noted that mobilization is a large portion of the cost and therefore the more miles you can include in one trip provides a cost savings rather than asking for multiple mobilization. He provided additional details on the GPR process.

It was the consensus of the Committee to continue to use GPR on the spring road projects and to add a requirement of new development to include the use of GPR and provide that data to the City prior to turning the roadway over to the City.

City Engineer Westby noted that the other cities involved in the Metropolitan Surface Water Supply Study all passed resolutions in support of the study and that information has been provided to the Metropolitan Council. He stated that additional details will be provided to the City with the length and cost of the study, confirming that the Metropolitan Council is funding 100 percent of that study. He provided an update on the Metropolitan Council's Water Efficient Potential Project, noting that a preliminary study was provided to the City. He stated that the preliminary finding identified that if the City can work with residents to reduce lawn irrigation, the two wells currently planned within the next ten years could be delayed. He noted that the numbers used were conservative and the cities involved provided updated data, advising that a final report will be available in February.

## **6.02: Review Future Topics Calendar**

Chairperson Riley stated that he had asked to discuss the water aquifer and geology but believed that to be a better discussion for the full City Council rather than the Committee.

City Engineer Westby noted that has been added to the City Council worksession calendar in February.

## **7. ADJOURNMENT**

Motion by Councilmember Kuzma, seconded by Chairperson Riley, to adjourn the Public Works Committee meeting.

Motion carried.

The regular meeting of the Public Works Committee adjourned at 7:05 p.m.

Respectfully submitted,

---

Grant Riemer  
Public Works Superintendent

Drafted by Amanda Staple  
*TimeSaver Off Site Secretarial, Inc.*

**Public Works Committee**

**5. 1.**

**Meeting Date:** 12/18/2018

**By:** Bruce Westby, Engineering/Public Works

**Title:**

Consider Recommendation to City Council to Accept Petition Opposing Improvement Project #19-02, Brookview Estates Street Reconstructions

**Purpose/Background:**

**Purpose:**

The purpose of this case is to consider providing a recommendation to City Council to accept a petition opposing Improvement Project #19-02, Brookview Estates Street Reconstructions.

**Background:**

City Improvement Project No. 19-02 proposes to reconstruct streets within the Brookview Estates neighborhood including 173rd Avenue and Germanium Street. The streets total approximately 2,662 linear feet (0.50 miles) in length.

A map showing the location of the project is attached. A map showing the scope of the proposed improvements is included in the attached Feasibility Report as *Figure 1 of Appendix A*.

The engineer's opinion of probable costs for completing the proposed improvements as summarized in *Appendix B* of the Feasibility Report is \$502,555.46. Estimated costs include 5-percent contingency costs plus 23-percent indirect costs for administrative, engineering, finance and legal costs.

Per the Feasibility Report, twenty-one (21) properties are considered to benefit from the improvements and Staff recommended applying 25-percent of eligible project costs equally across the 21 assessable properties using the "per lot" assessment method. Eligible project costs include everything except subgrade corrections and guardrail modification costs. This resulted in a proposed preliminary assessment rate of \$4,418.30 per assessable parcel.

Following the Public Hearing on November 13th, the property owner at 17230 Germanium Street requested a petition template to use in gathering signatures in opposition to this Council initiated improvement project as provided by Section 8.4.5 of the City Charter. A copy of Chapter 8 of the City Charter is attached.

On November 15th, Staff provided a copy of the petition template to the property owner with instructions to modify the top of the petition to define the project and to note what the petition specifically opposes. This property owner did attend the neighborhood information meeting held on November 8, 2018 where Staff explained the proposed improvements and assessments in detail and gathered public input on the project.

On December 3rd, the property owner delivered a petition with 15 signatures on it to City Staff but Staff rejected it noting that the top of the petition had no clarifying language on it leading to concerns that the petitioners might not have understood what they were signing. Based on comments Staff received from several property owners while the petition was being circulated, Staff had concerns that this might indeed be the case. City Staff then contacted the City Attorney to seek further direction on petition language and process requirements.

On December 4th, Staff provided clarifying comments to the property owner circulating the petition based on the City Attorney's comments.

On December 10th, the property owner submitted a revised petition to City Staff. This petition had a page attached

to it with clarifying language noting that the property owners objected to the cost of the project. See attached. Staff has since verified that all property owners who signed the petition are indeed benefiting property owners per the preliminary assessment roll contained within the Feasibility Report.

Staff is currently working with the City Attorney to verify that the petition is valid as presented. Staff is also working to verify that the property owners who signed the petition fully understood what they were signing, and that by signing the petition they could be killing the project for a year or more.

Staff will provide updated information during the presentation at the meeting.

**Timeframe:**

Staff estimates 20 minutes will be required to present and discuss this case.

**Observations/Alternatives:**

**Alternatives:**

Alternative #1 – Motion recommending that the City Council accept the petition as presented and to direct Staff to stop all work on City Improvement Project #19-02, Brookview Estates Street Reconstructions, for a period of at least one-year.

Alternative #2 – Motion of other.

**Funding Source:**

N/A

**Recommendation:**

Staff’s recommendation will depend on the City Attorney’s responses.

Staff will recommend Alternative #1 if the City Attorney confirms that the petition as presented is valid, and if Staff believes the property owners who signed the petition understood what they were signing.

Staff will recommend Alternative #2 if the City Attorney confirms that the petition as presented is not valid, or if Staff believes the property owners who signed the petition did not understand what they were signing.

**Action:**

To be determined based on further findings.

---

**Attachments**

[Project Location Map](#)

[City Charter Chap 8](#)

[Feas Report 1902](#)

[Petition Recvd 121018](#)

---

**Form Review**

**Inbox**

Grant Riemer

Kurt Ulrich

Form Started By: Bruce Westby

Final Approval Date: 12/13/2018

**Reviewed By**

Grant Riemer

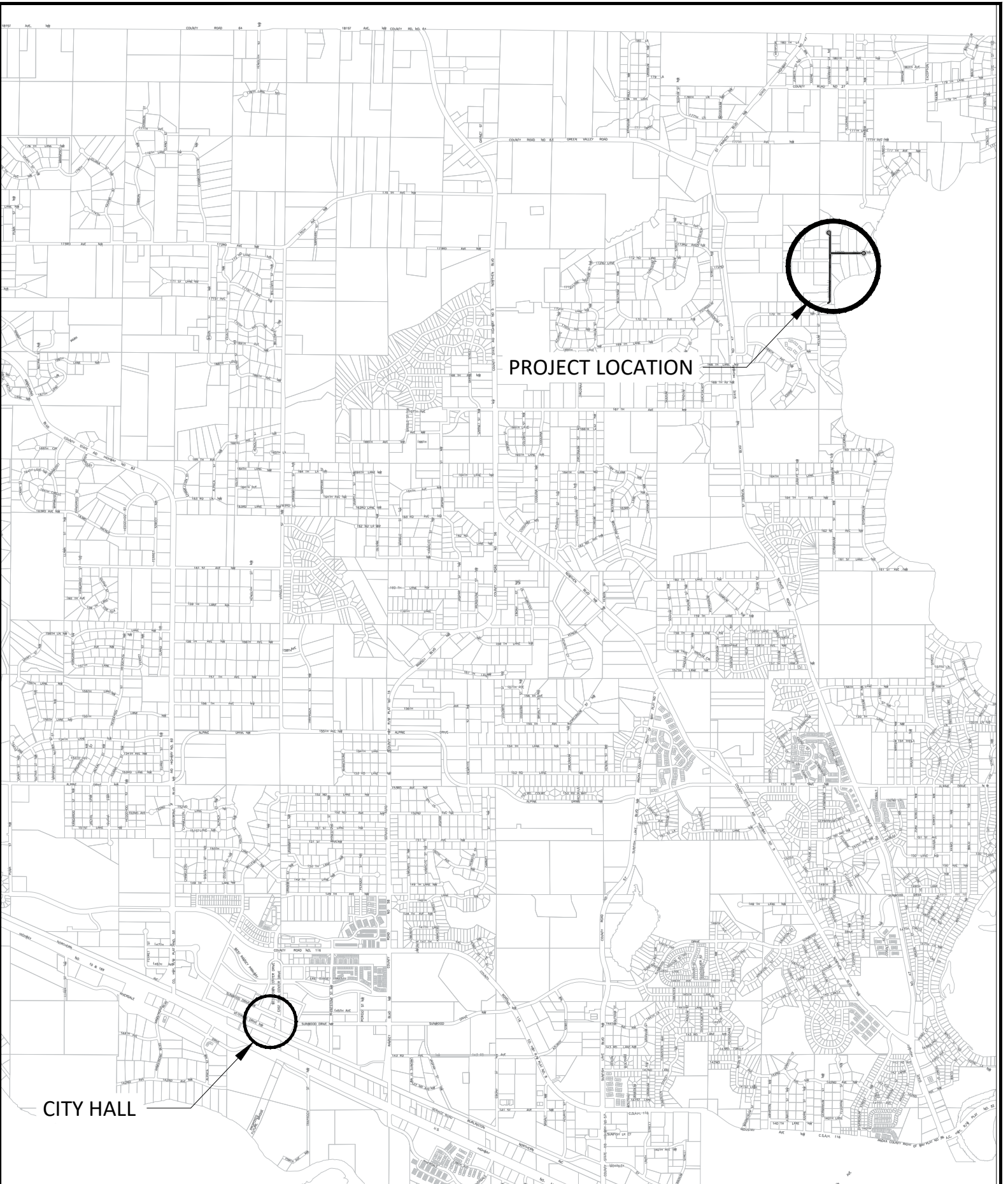
Kurt Ulrich

**Date**

12/13/2018 03:08 PM

12/13/2018 03:53 PM

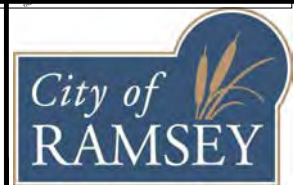
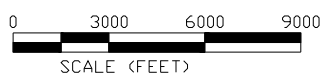
Started On: 12/11/2018 10:34 AM



PROJECT LOCATION

CITY HALL

# BROOKVIEW ESTATES PROJECT LOCATION



## CHAPTER 8. - PUBLIC IMPROVEMENTS AND SPECIAL ASSESSMENTS

### Sec. 8.1. - Power to make improvements and levy assessments.

The city may make any type of local improvement not forbidden by law and levy special assessments to pay all or part of the cost of such local improvements. The total of the assessments for any local improvement may not exceed the cost of the local improvement, plus all costs and expenses connected therewith, including interest. No assessment shall exceed the benefit to the property assessed as measured by the increase in the market value of the property assessed as a result of the local improvement.

(Ord. of 1-25-1993)

### Sec. 8.2. - Application of Charter.

All local improvement projects shall be carried out exclusively under the provisions of this Charter. The term "local improvement" as used in this section shall mean a public improvement financed partly or wholly from special assessments.

(Ord. of 1-25-1993)

### Sec. 8.3. - Assessments for services.

The council may provide by ordinance that the cost of the city services to streets, sidewalks, or other public or private property may be assessed against property benefited and may be collected in the same manner as special assessments.

(Ord. of 1-25-1993)

### Sec. 8.4. - Local improvement procedure.

When the city undertakes any local improvement to which the state local improvement code, Minn. Stats. chapter 429 applies, it shall comply with the provisions of that law, except as modified below. The council may by ordinance prescribe the procedure to be followed in making any other local improvement and levying assessments therefor.

8.4.1 *Sixty-day waiting period.* A period of 60 days shall elapse after the conclusion of the public hearing required by law to precede the ordering of the construction of a local improvement project (the "public hearing") before the actual ordering of the local improvement by the council and the council entering into a contract for the local improvement construction.

8.4.2 *Percentage of owners required.* When the local improvement has been petitioned for by the owners of not less than 50 percent in frontage of the real property abutting on streets named in the petition as the location of the local improvement the resolution ordering the local improvement by the council may be approved by vote of a majority of all members of the council. When there has been no such petition, the resolution may be adopted only by vote of four-fifths of all members of the council.

8.4.3 *Petition against the local improvement.* A proposed local improvement may be initiated by petition of the owners of real property abutting on the streets named in the petition. If, within 30 days of the conclusion of the public hearing, a petition against such local improvement is filed with the city administrator which petition is signed by a percentage of the owners of real property abutting on the streets named in the initiating petition as the location of the improvement which

percentage is greater than the percentage of owners of real property who signed the initiating petition, the council shall not make such local improvement at the expense of the abutting property owners. For purposes of the foregoing sentence, "owners of real property" shall not include owners of properties zoned for commercial or industrial uses or owners of properties zoned residential greater than ten acres in size based on zoning classifications in effect at the date of such petition, or owners of non-homestead real property greater than one acre in size.

8.4.4 *Counter petition in favor of the improvement.* If within 30 days of the filing with the city administrator of a petition against the local improvement as described in section 8.4.3 above, there is filed with the city administrator a petition in favor of the local improvement, signed by owners of real property abutting on the streets named in the initiating petition as the location of the improvement, in a percentage greater than the percent of owners of real property who signed the petition against the local improvement, then in such event the council may disregard the petition against the local improvement and proceed with the local improvement.

8.4.5 *Petition against council initiated improvement.* If the local improvement was initiated by council resolution without an initiating petition and, within 60 days of the conclusion of the public hearing, a petition is filed with the city administrator against such local improvement and which petition is signed by 60 percent or more of the owners of real property proposed to be assessed for and benefited by the local improvement, the council shall not make such local improvement at the expense of the benefited property owners. For purposes of the foregoing sentence, "owners of real property" shall not include owners of properties zoned for commercial or industrial uses or owners of properties zoned residential greater than ten acres in size based on zoning classifications in effect at the date of such petition, or owners of non-homestead real property greater than one acre in size.

8.4.6 *Withdrawal of name from petition.* Any person whose name appears on a petition to the council in favor of a local improvement, or on a petition to the council filed against a local improvement, may withdraw his/her name by a statement in writing filed with the city administrator before such petition is presented to the council or in person at a city council meeting before the city council accepts said petition.

8.4.7 *Filing of petition with city council.* All completed petitions filed with the city administrator as described herein shall be presented to the council by the city administrator at the council's next regularly scheduled meeting.

8.4.8 *One year before any further action.* When a proposed local improvement is disallowed pursuant to the petition process described in the foregoing sections, the council shall not vote on the same improvement within a period of one year after the public hearing on said improvement.

(Ord. of 1-25-1993; Ord. No. 06-22, § 2, 7-5-2006; Ord. No. 12-08, § 2, 6-26-2012; Ord. No. 14-07, § 2, 8-11-2014)

#### Sec. 8.5. - Computation of time.

Where the performance or doing of any act or matter is required by this Charter, and the period of time is prescribed and fixed by this Charter, the time shall be computed so as to exclude the first and include the last day of the prescribed or fixed period of time. When the last day of the period falls on a Saturday, Sunday, or a legal holiday, that day shall be omitted from the computation.

(Ord. of 1-25-1993)

#### Sec. 8.6. - Sewer and water projects.

This section applies to any local improvement project completed after January 1, 1996, which includes extending urban services (sewer and/or water) to an existing home or neighborhood.

- 8.6.1 *Connection policy.* The city may not compel any property owner with a functional private sewer and water system to connect to city sewer and/or water.
- 8.6.2 *Assessment policy.* The city may not levy an assessment for any component of any project which includes sewer and/or water improvements against a property whose owner elects to remain on a functional private sewer and/or water system.
- 8.6.3 *Request for urban services.* Property owners who remain on private sewer and water systems after urban services become available may request connection to urban services at any time. Upon connection to urban services an assessment may be levied provided it is consistent with the original assessment.

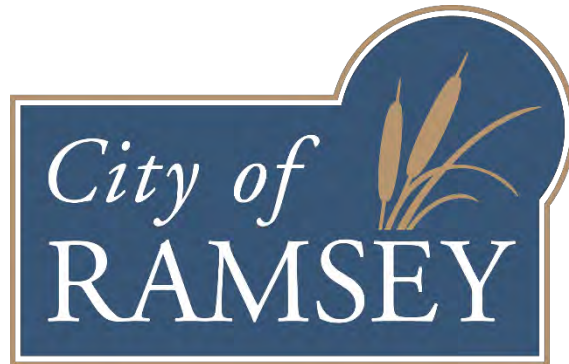
(Ref. of 5-20-1996; Ord. of 1-24-2001)

# FEASIBILITY REPORT

---

## BROOKVIEW ESTATES STREET RECONSTRUCTIONS

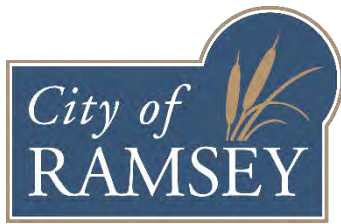
**CITY IMPROVEMENT PROJECT NO. 19-02**



**October 18, 2018**

**Prepared By:**

**City of Ramsey  
Engineering Department  
7550 Sunwood Drive NW  
Ramsey, MN 55303  
763-433-9839  
763-433-9848 (Fax)**



October 18, 2018

Honorable Mayor and City Council  
City of Ramsey  
7550 Sunwood Drive NW  
Ramsey, MN 55303

Re: Feasibility Report - City of Ramsey Improvement Project #19-02  
Brookview Estates Street Reconstructions

Dear Mayor and City Council Members:

Transmitted herewith is a Feasibility Report for the proposed Brookview Estates Street Reconstructions project including; 173<sup>rd</sup> Avenue from Germanium Street to its termini cul-de-sac, and Germanium Street from 170<sup>th</sup> Lane to its termini cul-de-sac. The report examines the feasibility of reconstructing the bituminous street section and completing other appurtenant improvements.

This Feasibility Report examines the scope of the proposed improvements, explores estimated costs and available funding sources, defines a preliminary project schedule, and determines the necessity, feasibility and general cost-effectiveness of the proposed improvements, including any alternate designs, as well as whether the improvements would best be completed separately or in conjunction with another project.

I would be happy to discuss this report with you at your convenience. Please feel free to contact me at 763-433-9825 or [bwestby@cityoframsey.com](mailto:bwestby@cityoframsey.com) with any questions.

Sincerely,

**City of Ramsey**

A handwritten signature in blue ink that reads "Bruce Westby".

Bruce Westby, PE  
City Engineer

Enclosure

C: Kurt Ulrich, City Administrator  
Leonard Linton, Civil Engineer IV

## CERTIFICATION

---

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.



---

Bruce Westby, PE

Date: October 18, 2018

License No. 40116

I hereby certify that this plan, specification or report was reviewed for Quality Control and Quality Assurance purposes and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.



---

Leonard Linton, PE

Date: October 18, 2018

License No. 21112

**TITLE SHEET  
LETTER OF TRANSMITTAL  
CERTIFICATION SHEET  
TABLE OF CONTENTS**

Table of Contents

**1. EXECUTIVE SUMMARY .....4**

**2. INTRODUCTION ..... 6**

2.1 Authorization..... 6

2.2 Program Overview ..... 6

2.3 Scope ..... 6

3.1 Existing Pavement, Soil, and Traffic Conditions ..... 7

3.2 Watermain ..... 8

3.3 Sanitary Sewer ..... 8

3.4 Storm Sewer / Drainage ..... 8

3.5 Streets..... 8

3.5.1 Existing Typical Sections ..... 8

3.5.2 Maintenance History ..... 8

3.6 Land Use ..... 8

**4. PROPOSED IMPROVEMENTS ..... 9**

4.1 Street and Stormwater Improvements ..... 9

4.1.1 Street Improvements ..... 9

4.1.2 Storm Sewer Improvements ..... 9

4.1.3 Geotechnical Considerations ..... 9

4.1.4 Other Considerations ..... 10

4.2 Stormwater Treatment..... 11

4.3 Water Main Improvements ..... 11

4.4 Sanitary Sewer Improvements ..... 11

4.5 Construction Method..... 11

4.6 Private Utilities..... 11

4.7 Permits ..... 11

4.8 Right-of-Ways / Easements..... 11

**5. FINANCING ..... 13**

5.1 Opinion of Cost..... 13

5.2 Funding ..... 13

5.2.1 Assessments..... 13

5.2.2 City Contribution..... 14

**6. PROJECT SCHEDULE..... 15**

**7. CONCLUSIONS AND RECOMMENDATIONS..... 16**

**Appendix A**

Figure 1 – Project Scope  
Figure 2 – Typical Section  
Project Site Pictures

**Appendix B**

Opinion of Probable Costs  
Preliminary Assessment Map  
Preliminary Assessment Roll

**Appendix C**

Street Segment Summary  
Ground Penetrating Radar Summary  
Geotechnical Report (NTI)

## 1. EXECUTIVE SUMMARY

City Improvement Project No. 19-02 proposes to reconstruct streets within the Brookview Estates neighborhood including 173<sup>rd</sup> Avenue and Germanium Street. The streets total approximately 2,662 linear feet (0.50 miles) in length. A map showing the location and scope of the proposed improvements is included as *Figure 1* in *Appendix A*.

The streets were constructed in 1979 as rural sections with bituminous pavement to a width of 24 feet, and are generally centered within a 66-foot wide right-of-way.

The storm sewer system generally consists of ditches along both sides of the road within the right-of-way and drainage and utility easements. Storm runoff collects in the ditch along Germanium Street and is carried north to the Trott Brook through an outlet pipe located in the north cul-de-sac. Storm runoff collects in the ditch along 173<sup>rd</sup> Avenue and goes across land into the Rum River to the east.

The existing bituminous pavement section ranges from 2.0 to 6.0 inches thick, with a median thickness of 3.6-inches, and the aggregate base ranges from 0.8 to 5.0 inches thick, with a median thickness of 2.7-inches. This was determined from Ground Penetrating Radar (GPR) analysis performed by Braun Intertec in 2017, as well as from field observations and record plan documents. Copies of Braun Intertec's GPR results are attached in *Appendix C*. The pavement section was built on primarily poorly graded sands with silts subgrade material which is generally considered usable for pavement support with the proper preparation.

City staff evaluates and rates the condition of pavement sections on all City streets on an annual basis using the Pavement Surface Evaluation and Rating (PASER) system. In the summer of 2018, the pavement section of the above referenced street segments were rated with a PASER rating of 3 which indicates these streets require complete reconstruction. City staff patch the streets at least once per year, particularly before winter so the streets can be plowed without further damaging the pavement in the process. Pictures of the streets are located in *Appendix A*.

Proposed improvement include reconstructing the existing bituminous pavement section using the Full Depth Reclamation (FDR) process. This process involves reclaiming the entire existing bituminous pavement section, along with the existing aggregate base material. A portion of this reclaimed (ground and mixed) material would then be spread and compacted on top of the reshaped and compacted subgrade. Then, 3.5 inches of bituminous pavement would be placed, generally meeting the City of Ramsey's standard pavement design for residential streets.

Existing ditches will likely require re-grading and other drainage construction is likely, however, driveway culverts are generally not anticipated to be affected by this project. Additional storm sewer is anticipated to be added to improve storm runoff water quality prior to flowing into Trott Brook. Drainage easements may be needed in one or more locations.

The engineer's opinion of probable costs for completing the proposed improvements outlined in this report is \$502,555.46. Estimated costs include 5-percent contingency costs plus 23-percent

indirect costs for administrative, engineering, finance and legal costs. A summary of the engineer's opinion of probably costs is included in *Appendix B*.

A total of 21 assessable parcels have been identified. Staff recommends applying 25-percent of the eligible project costs equally across the 21 assessable properties using the "per lot" assessment method. Eligible project cost include everything except subgrade corrections and guardrail modification costs. This results in a proposed preliminary assessment rate of \$4,418.30 per assessable parcel.

Staff recommends ordering a special benefit consultation report for this project to verify the proposed assessment amount will not exceed the benefit to the properties. If the report concludes the benefit to the properties is less than the proposed preliminary assessment rate, Staff will then propose to lower the assessment rate accordingly during the Assessment Hearing, which is scheduled for October 8, 2019. If the report verifies the assessment rate as proposed is justified, Staff will propose to adopt the final assessment roll using the rate as preliminarily proposed.

Seven (7) soil borings were completed by Northern Technologies (NTI) to assist with the preparation of this report. Pavement design recommendations were offered by NTI, and Staff considered and incorporated NTI's recommendations to varying degrees while preparing this report. Ground Penetrating Radar (GPR) was conducted on street segments within the project. The GPR identifies existing bituminous pavement and aggregate base thicknesses, and is used to help Staff determine the appropriate treatment. Copies of Braun Intertec's GPR results and NTI's Geotechnical Exploration Report are attached in *Appendix C*.

This improvement project, which is listed in the City's current 10-year Capital Improvement Plan, is proposed to be funded using a combination of special assessments to benefiting properties, street reconstruction bond proceeds, and storm sewer funds.

Staff has not yet discussed the proposed improvements with local property owners. However, Staff has scheduled a neighborhood information meeting for November 8, 2018 for the purpose of explaining the proposed improvements and assessments in more detail, and to gather public input on the project, including any information which should be explored in more detail during development of plans and specifications. Staff will incorporate comments and present this information to Council during the Public Hearing on November 13, 2018.

This project would best be constructed as a stand-alone project and is necessary, feasible, and cost-effective from an engineering standpoint, and can be constructed as proposed herein.

## **2. INTRODUCTION**

### **2.1 Authorization**

The preparation of this report was authorized by the Ramsey City Council on August 28, 2018. This project has been designated as City Improvement Project No. 19-02.

### **2.2 Program Overview**

In support of the City's long-term Street Maintenance Program, the existing bituminous pavement section will be reconstructed, and existing ditches will be re-graded to enhance drainage. Other appurtenant work will be completed as outlined in this report.

The City's pavement evaluation process involves a visual evaluation of each street's pavement surface based on the type, extent and severity of each pavement distress observed. Numerous types of pavement distresses may exist within a pavement section including, but not limited to, alligator cracking, block cracking, longitudinal cracking, transverse cracking, rutting, raveling, shoving, potholes and patches. This field data is then used to rate the pavement condition.

The City uses the Pavement Surface Evaluation and Rating (PASER) system to rate pavement condition. A PASER rating is a numerical index between 1 and 10 indicating the condition of a pavement based on the various pavement distresses recorded during visual observations. A PASER rating of 10 represents brand new pavement, while a PASER rating of 1 represents a pavement section that has fallen into complete disrepair requiring full reconstruction.

In the summer of 2018, City Staff evaluated and rated the condition of the pavement along the Brookview Estates street segments. A PASER rating of 3 was assigned to 173<sup>rd</sup> Avenue and Germanium Street.

### **2.3 Scope**

City of Ramsey Improvement project 19-02 proposes to reconstruct the existing bituminous pavement, re-shape the ditches to enhance drainage, and to complete other appurtenant work on 173<sup>rd</sup> Avenue from Germanium Street to its termini cul-de-sac, and Germanium Street from 170<sup>th</sup> Lane to its termini cul-de-sac which totals approximately 2,662 linear feet (0.50 miles) in length.

The existing bituminous pavement section is proposed to be reconstructed using the FDR process. This involves reclaiming the entire bituminous pavement section along with a portion of the existing aggregate base, hauling and disposing of excess reclaim material off-site, spreading and compacting the reclaimed material on top of the reshaped and compacted subgrade, then placing 3.5-inches of new bituminous pavement on top. The resulting pavement design will generally meet current City design standards for residential pavement sections.

A map showing the location and scope of the proposed improvements is included as *Figure 1* in *Appendix A*.

### 3. EXISTING CONDITIONS

#### 3.1 Existing Pavement, Soil, and Traffic Conditions

All streets proposed to be improved were constructed in 1979 with 1.5-inches of bituminous pavement, 3.0-inches of aggregate base, and ditches. The streets are generally centered within a 66-foot wide right-of-way.

Pavement maintenance treatments applied to the street segments included overlay in 1993, and crack seal and seal coat improvements in 2001. Spot patching has been performed on an as-needed basis, and has been a yearly treatment recently. In 2018, Staff assigned a PASER rating of 3 on both street segments.

In September of 2018, City Staff recorded a traffic volume of 72 average annual daily traffic (AADT) on 173<sup>rd</sup> Avenue east of Germanium Street, and 278 AADT on Germanium Street north of 170<sup>th</sup> Lane. The speed limit is 30 mph for these street segments.

Northern Technologies, LLC (NTI) was employed to complete a Geotechnical Exploration and Engineering Review for this project, which included seven (7) soil borings spaced evenly along 173<sup>rd</sup> Avenue and Germanium Street. The locations of the borings are shown in the Soil Boring Location Map in Appendix C of NTI's report, attached in *Appendix C*.

The soil borings provide information on existing bituminous pavement and aggregate base course thicknesses, subgrade soil conditions, existing ground water elevations, and potential issues, which may be encountered during construction. The borings general terminated at a nominal depth of 10 feet below the existing ground surface, boring number 4 terminated at 20.5 feet as it was following a layer of clay. There was groundwater observed in 4 of 7 borings, with elevations varying from approximately 872.5 to 877, 6.5 to 9.0 feet below the existing surface. Based on the work proposed groundwater is not anticipated to be a significant issue for work completed with this proposed project. There is the small potential for groundwater impacts if storm sewer is required, and is placed at a depth greater than 6-feet below the existing ground.

The soil borings generally indicate the existing bituminous pavement thickness ranges between 2 ¼ to 5 inches, and aggregate base thickness is 5 to 6 inches. The subgrade generally consists of poorly graded sand with silt, silty sand, and poorly graded sand. Below this 4 of the 7 borings had layers of lean clay with sand, clayey sand, and / or lean to fat clay. The depths of the layers varied among the borings, and the pockets with clay seemed to be spread out along the project.

Braun Intertec was employed to complete a ground penetrating radar (GPR) analysis for the project area, which included driving the GPR equipped vehicle throughout all street segments within the project area. A summary table and charts of the GPR Analysis are attached in *Appendix C*. The GPR data determined a median bituminous pavement thickness of 3.6-inches, and a median aggregate base thickness of 2.7-inches. The median street pavement and base section thickness was 6.2-inches, with a minimum section of 3.7-inches located on Germanium Street, 310 feet north of 173<sup>rd</sup> Avenue. GPR data was not able to be obtained for 173<sup>rd</sup> Avenue.

## **3.2 Watermain**

Watermain does not exist on site.

## **3.3 Sanitary Sewer**

Sanitary sewer does not exist on site.

## **3.4 Storm Sewer / Drainage**

The storm sewer system consists of ditches along both sides of the road within the right-of-way and drainage and utility easements, which direct stormwater runoff to the ditch along Germanium Street and north to the Trott Brook through an outlet pipe located in the north cul-de-sac. Stormwater runoff is also directed to the ditch along 173<sup>rd</sup> Avenue and goes across land into the Rum River to the east.

## **3.5 Streets**

### ***3.5.1 Existing Typical Sections***

The pavement width of 173<sup>rd</sup> Avenue and Germanium Street is 24-feet. The cul-de-sacs on 173<sup>rd</sup> Avenue and Germanium Street are 95-feet in diameter. The streets are centered within a 66-foot wide City-owned right-of-way, with a 160-foot wide right-of-way around the cul-de-sac on 173<sup>rd</sup> Avenue, and a 140-foot wide right-of-way around the cul-de-sac on Germanium Street.

### ***3.5.2 Maintenance History***

Brookview Estates was originally constructed in 1979. 173<sup>rd</sup> Avenue and Germanium Street received an overlay in 1993, and crack seal and seal coat improvements in 2001.

## **3.6 Land Use**

The parcels within the construction area are zoned rural developing.

## 4. PROPOSED IMPROVEMENTS

### 4.1 Street and Stormwater Improvements

#### 4.1.1 Street Improvements

The streets in Brookview Estates are proposed to be reconstructed by matching existing widths and elevations with bituminous pavement and ditch sections to carry storm water runoff to Ford Brook and the Rum River.

The proposed surface improvements are shown on *Figure 1* in *Appendix A*.

#### *Street Design:*

173<sup>rd</sup> Avenue and Germanium Street are currently rural residential streets with ditch sections, 24-foot wide to the edge of pavement. The cul-de-sacs on 173<sup>rd</sup> Avenue and Germanium Street are 95-foot in diameter. Existing and proposed traffic counts are consistent with typical residential streets.

All street segments are proposed to be reconstructed at their current width. A typical section for the proposed pavement reconstruction improvements is shown in *Figure 2* in *Appendix A*.

City Staff is proposing a pavement section design of 1.5-inches bituminous wear course, 2-inches bituminous base course, and 4-inches of aggregate base composed of full-depth reclamation material. This pavement section would be constructed over the existing subgrade after it is reshaped and compacted.

#### 4.1.2 Storm Sewer Improvements

The existing ditch sections are in good condition. Re-shaping the ditches may be required due to construction, but ditches will be restored to existing grades. The existing driveway culverts are not anticipated to be replaced. No stormwater treatment improvements are required for this projects since the street is proposed to be reconstructed at its current width, however, Staff is proposing to add a treatment structure to improve storm runoff water going into Trott Brook.

#### 4.1.3 Geotechnical Considerations

Northern Technologies LLC (NTI) completed a Geotechnical Exploration and Engineering Review including seven (7) soil borings, generally evenly spaced along 173<sup>rd</sup> Avenue and Germanium Street. The locations of the borings are shown in the Boring Location Map in Appendix C of NTI's report, attached in *Appendix C*. NTI recommends prior to installing the aggregate base, the existing subgrade should be scarified and re-compacted to a depth of at least 12 inches. A proof roll test should then be performed to determine soft or unstable subgrade areas. If rutting or localized unstable subgrade areas are observed, those areas

should be subcut, moisture-conditioned, and re-compacted or removed to a stable depth. Based upon the encountered subgrade conditions, estimated R-value of 30 for the existing subgrade soils, the assumed AADT volumes of 600, and the City of Ramsey's typical pavement section for the respective project area NTI recommends a pavement section of 4-inches of aggregate base class 5, and 4-inches of bituminous pavement. City Staff is in close agreement and proposes completing a full-depth reclamation of the existing pavement by placing 4-inches of aggregate base class 5 or reclaim material, and 3.5-inches of new bituminous pavement. The clay layers are generally deep enough to not have a significant impact on the roadway, however Staff will be aware of the potential for pockets of subgrade which will require additional conditioning or possible replacement.

The proposed improvements should have a service life of approximately 60-years, assuming maintenance such as overlays, crack sealing and seal coating is routinely performed.

#### ***4.1.4 Other Considerations***

##### *Driveways:*

Existing driveway aprons may need to be reconstructed to varying degrees. The limits of construction will vary with each driveway apron based on the elevation of the street abutting the driveway and the driveway pavement type. During design, Staff will evaluate the construction limits for each driveway and will incorporate this into the plans, but as with all street reconstruction projects, the exact limits of construction will be determined in the field during construction. Right-of-entry forms will be obtained from private property owners where work is required outside City right-of-ways and easements.

##### *Irrigation Systems:*

Developed properties along the project corridor may have private irrigation systems. Staff will notify property owners of pending construction as far in advance as practical to allow them time to move their irrigation systems out of harm's way before work begins.

##### *Parking Restrictions:*

Parking is currently provided along both sides of the streets and is not currently restricted except for overnight parking per City code. During this project, parking will be restricted during allowable working hours.

##### *Pavement Corings:*

Existing pavement thicknesses have been found to be inconsistent throughout the City. It is now standard practice to have City Staff on-site during pavement installation to insure the proper quantities are being placed. As further conformation, Staff is proposing to collect GPR data or to have pavement corings taken at the conclusion of all reconstruction projects. This is already a requirement on all State Aid projects, and will leave more data on the pavement section for future street maintenance projects.

## **4.2 Stormwater Treatment**

No stormwater retention and/or treatment improvements will be required as a result of this project, however, Staff is proposing stormwater treatment for storm runoff into Trott Brook.

## **4.3 Water Main Improvements**

No watermain improvements are proposed with this project.

## **4.4 Sanitary Sewer Improvements**

No sanitary sewer improvements are proposed with this project.

## **4.5 Construction Method**

The existing bituminous pavement section will be reconstructed using the FDR process outlined within this report.

## **4.6 Private Utilities**

Staff has not yet met with the telephone, gas, power and cable utilities regarding this project. During preparation of plans and specifications, Staff will meet with the private utility companies to discuss the proposed improvements as noted in the project schedule within this report. The alignment and footprint of the streets will be considered to minimize impacts to private utilities. No impacts to power poles or street lights are anticipated with this project.

Should any utility company indicate they wish to upgrade, replace and/or otherwise modify their services during this project, any such upgrades, replacements and/or modifications will be at the sole discretion and cost of the utility company.

## **4.7 Permits**

Permits that are anticipated to be required as part of the proposed improvements include:

- MPCA General Stormwater Permit (NPDES).....Grading and Storm Water

A stormwater permit from the Lower Rum River Watershed Management Organization will not be required with this project as street reconstruction projects are exempt.

## **4.8 Right-of-Ways / Easements**

The existing outfall to Trott Brook is currently located on 17331 Germanium Street outside of City-owned drainage and utility easements. Staff will work with the property owner to create additional drainage and utility easement over the existing pipe, move the outfall which would also

require additional easement, or find another solution. This will be dependent upon project design and discussion with the property owner.

A low area exist outside of City-owned drainage and utility easement on 17310 Germanium Street, possible options of filling in the low area, adding addition storm sewer, or acquiring drainage and utility easements will be discussed with the property owner and are also dependent upon project design.

City Staff will obtain required right of entries on a case by case basis.

## 5. FINANCING

### 5.1 Opinion of Cost

A detailed opinion of probable costs for the proposed improvements can be found in *Appendix B* of this report. The opinion of probable costs incorporates anticipated 2019 construction costs for the proposed improvements with 5-percent contingency costs, plus 23-percent indirect costs for administrative, engineering, financing and legal costs.

City Staff prepared the Feasibility Report in-house as part of Staff's normal duties.

NTI prepared the Geotechnical Exploration and Engineering Review, included in *Appendix C*, at a cost of \$3,250.00.

### 5.2 Funding

#### 5.2.1 Assessments

A portion of the project costs is proposed to be recovered through special assessments levied against the 21 identified benefiting properties; 9 along 173<sup>rd</sup> Avenue, and 12 along Germanium Street. Assessments are proposed to be collected for eligible improvements benefiting residential properties with direct access to the improved segments of Brookview Estates as described below. A preliminary assessment summary is included below in *Table 1*.

#### Residential Assessments:

Special assessments are proposed to be levied against residential properties having direct access to improved streets. To be consistent with previous applications of the Special Assessments Policy, each residential property is proposed to be assessed using the "per lot" method.

Each residential property is preliminarily proposed to be assessed at the rate of \$4,418.30 per lot. Since State Statute and the City Charter do not allow for assessments to exceed the benefit to the property, Staff requests Council authorization to order a benefit appraisal consultation for this project in accordance with the City's Special Assessment Policy.

The Preliminary Assessment Map and Roll are included in *Appendix B*.

**TABLE 1**  
**Proposed Preliminary Assessments – 173<sup>rd</sup> Avenue & Germanium Street**

<b>STREET SEGMENT</b>	<b>ASSESSMENT PER LOT</b>	<b>No. OF LOTS</b>	<b>TOTAL ASSESSMENTS</b>
173 <sup>rd</sup> Avenue Residential Assessment	\$4,418.30	9	\$39,764.70
Germanium Street Residential Assessment	\$4,418.30	12	\$53,019.60
<b>TOTAL PROJECT ASSESSMENTS</b>			<b>\$92,784.30</b>

### 5.2.2 City Contribution

The City contribution to the project would include all funding in excess of the amount collected through special assessments to benefiting properties. No funds have been budgeted for this project. The City's share of eligible project costs related to surface (street) improvements is proposed to come from the previously encumbered 5-year Street Reconstruction and Overlay Program bonds. Stormwater Utility Funds are proposed to pay for all storm sewer improvements.

*Table 2* illustrates the proposed project funding based on the design proposed within this report. This funding program assumes construction will occur in 2019.

**TABLE 2  
Proposed Project Funding**

	<b>ASSESSMENTS</b>	<b>CITY FUNDS</b>	<b>TOTAL</b>
<b>Surface</b>	\$ 80,112.90	\$ 371,754.41	\$ 451,867.31
<b>Storm Sewer</b>	\$ 12,671.40	\$ 38,016.75	\$ 50,688.15
<b>TOTAL</b>	\$ 92,784.30	\$ 409,771.16	\$ 502,555.46

<b>Total Project Cost</b>		<b>\$ 502,555.46</b>
Less Special Assessments	-	\$ 92,784.30
<b>Subtotal</b>	<b>=</b>	<b>\$ 409,771.16</b>
Less City Bonding Funds	-	\$ 371,754.41
<b>Subtotal</b>	<b>=</b>	<b>\$ 38,016.75</b>
Less Stormwater Utility Funds	-	\$ 38,016.75
<b>TOTAL Remaining Cost</b>	<b>=</b>	<b>\$ 0</b>

**6. PROJECT SCHEDULE**

The proposed project schedule is as follows:

Council Orders Feasibility Report .....	August 28, 2018
Council Accepts Feasibility Report / Orders Public Hearing .....	October 23, 2018
Staff Conducts Neighborhood Information Meeting .....	November 8, 2018
Staff Publishes Notices of Public Hearing .....	October 26 & November 2, 2018
Council Conducts Public Hearing / Authorizes Plans and Specifications .....	November 13, 2018
Staff Conducts Private Utility Coordination Meeting .....	November, 2018
Council Approves Plans and Specifications / Authorizes Ad for Bids .....	January 22, 2019
Staff Receives Bids .....	February 20, 2019
Council Awards Contract .....	February 26, 2019
Contractor Begins Construction .....	May, 2019
Contractor Completes Construction .....	August 16, 2019
Council Orders Assessment Hearing .....	September 10, 2019
Council Conducts Assessment Hearing .....	October 8, 2019

## 7. CONCLUSIONS AND RECOMMENDATIONS

City of Ramsey Improvement Project No. 19-02 proposes to reconstruct the bituminous pavement section, and complete miscellaneous appurtenant work on the following street segments within the Brookview Estates residential subdivision:

1. 173<sup>rd</sup> Avenue (approx. 850 linear feet) – Germanium Street to east cul-de-sac.
2. Germanium Street (approx. 1810 feet) – 170<sup>th</sup> Lane to north cul-de-sac.

It is the recommendation of City Staff that City Project No. 19-02 is feasible, necessary, and cost-effective from an engineering standpoint, and this project would best be constructed as a stand-alone project as proposed herein.

The following Staff recommendations related to the proposed project are presented for Council consideration and concurrence:

1. Reconstruct the existing bituminous pavement using full-depth reclamation process, meeting the City's standard residential pavement section of 4-inches aggregate base class 5 (or reclaim), 2-inches new bituminous base course, and 1 ½- inches new bituminous wear course.
2. Staff recommends excluding private irrigation system work from this project. Instead, Staff will notify property owners of pending construction as far in advance as possible, and instruct them to relocate their irrigation system(s) away from the construction area during construction, then allow replacement in or near the original location after construction is complete.
3. Staff recommends holding a neighborhood information meeting on November 8, 2018 to inform property owners of the proposed improvements and to gather their input prior to competing plans and specifications and requesting Council approval to advertise for bids as outlined in the project schedule.
4. Order an assessment appraisal consultation to ensure special assessments do not exceed the benefit received as a result of the improvements.

The City Council is asked to act on the following items related to the proposed project:

1. Accept the preliminary residential special assessment rate of \$4,418.30 per lot.
2. Authorize an assessment appraisal consultation to ensure all special assessments are commensurate with benefit received from the proposed improvements.
3. Adopt Resolution #18-220 accepting this Feasibility Report and ordering the Public Hearing for November 13, 2018.

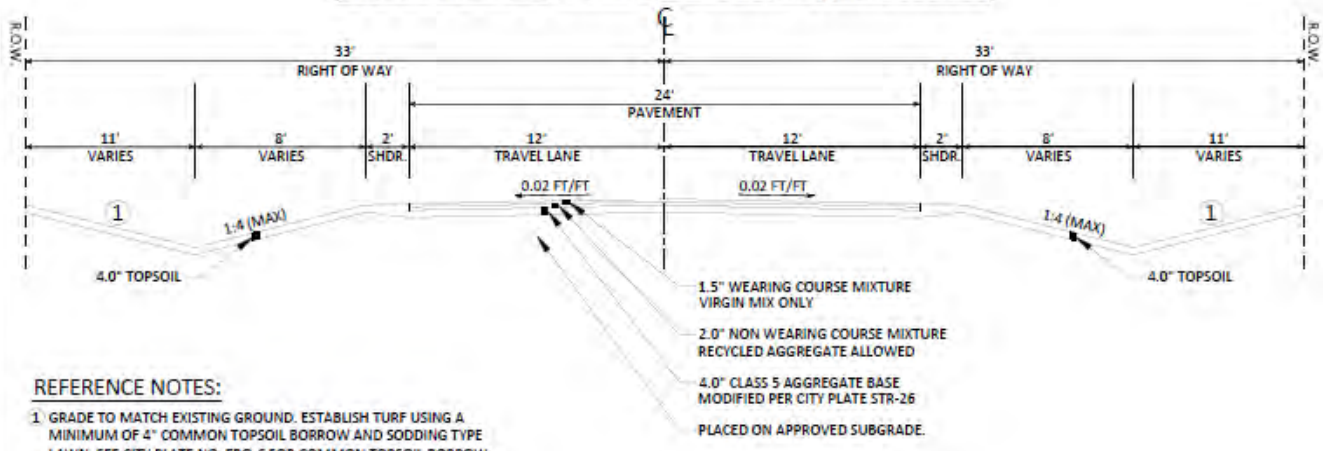
## APPENDIX A

**Figure 1 – Project Scope**  
**Figure 2 – Typical Section**  
**Project Site Pictures**



**FIGURE 1**

### 173rd Avenue & Germanium Street Typical Section



BROOKVIEW ESTATES  
TYPICAL SECTION

NOT TO SCALE



FIGURE 2

## **PROJECT SITE PICTURES**



**Picture 1: Germanium Street from 170<sup>th</sup> Lane**



**Picture 2: Germanium Street from 173<sup>rd</sup> Avenue**



**Picture 3: 173<sup>rd</sup> Avenue from Germanium Street**



**Picture 4: 173<sup>rd</sup> Avenue cul-de-sac, looking west**



**Picture 5: Germanium Street cul-de-sac, looking south**

**APPENDIX B**

**Opinion of Probable Costs (Preliminary Engineer's Estimate)  
Preliminary Assessment Map  
Preliminary Assessment Roll**

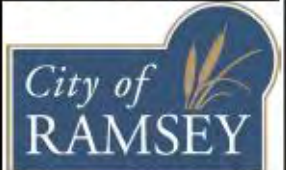


**Storm Sewer Construction**

<b>Item No.</b>	<b>Description</b>	<b>Unit</b>	<b>Estimated Quantity</b>	<b>Unit Cost</b>	<b>Cost Extension</b>
1	Geotextile Fabric Type V	SY	21	\$ 3.50	\$ 73.50
2	15" RC Pipe Apron	EA	4	\$ 600.00	\$ 2,400.00
3	Trash Guard for 15" RC Pipe Apron	EA	4	\$ 275.00	\$ 1,100.00
4	15" RC Pipe Sewer, Design 3006 Class III	LF	628	\$ 33.00	\$ 20,724.00
5	Construct Drainage Structure Design 48-4020	EA	3	\$ 2,500.00	\$ 7,500.00
6	Construct Drainage Structure Design Special 48-4020	EA	1	\$ 3,500.00	\$ 3,500.00
7	F&I Casting Assembly – Storm	EA	4	\$ 800.00	\$ 3,200.00
8	Random Rip Rap Class III	CY	5	\$ 150.00	\$ 750.00
<i>Total Storm Sewer Construction Cost</i>					<i>\$ 39,247.50</i>
<i>5% Contingency Cost</i>					<i>\$ 1,962.38</i>
<i>23% Indirect Cost</i>					<i>\$ 9,478.27</i>
<i>Total Storm Sewer Project Cost</i>					<i>\$ 50,688.15</i>
<b>Total Estimated Project Cost</b>					<b>\$ 502,555.46</b>



# BROOKVIEW ESTATES ASSESSABLE PROPERTIES



**PRELIMINARY ASSESSMENT ROLL – 19-02 BROOKVIEW ESTATES STREET RECONSTRUCTIONS**

<b>PID</b>	<b>NAME / OWNER</b>	<b>ADDRESS</b>	<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>	<b>ASSESSABLE UNITS</b>	<b>PROPOSED ASSESSMENT</b>
013225330002	MC SHANE DANIEL M	17310 GERMANIUM ST NW	RAMSEY	MN	55303	1	\$ 4,418.30
013225330003	LADEEN JULIE A & MARK A	17330 GERMANIUM ST NW	RAMSEY	MN	55303	1	\$ 4,418.30
013225330004	JONES DAVID J & DEBORAH A	17331 GERMANIUM ST NW	RAMSEY	MN	55303	1	\$ 4,418.30
013225330005	LUND DONALD N & MARGERY A	17311 GERMANIUM ST NW	RAMSEY	MN	55303	1	\$ 4,418.30
013225330006	NORCUTT TRUSTEE KATHLEEN & NORCUTT TRUSTEE RICHARD	17301 GERMANIUM ST NW	RAMSEY	MN	55303	1	\$ 4,418.30
013225330007	NACHTWEY MICHAEL F & MARY J		RAMSEY	MN	55303	1	\$ 4,418.30
013225330008	ROHL MORRIS G & SHARON L	5451 173 <sup>RD</sup> AVE NW	RAMSEY	MN	55303	1	\$ 4,418.30
013225330009	STEFFEN JAMES W & LISA F	5431 173 <sup>RD</sup> AVE NW	RAMSEY	MN	55303	1	\$ 4,418.30
013225330010	VOSS WALTER W & SALLY	5401 173 <sup>RD</sup> AVE NW	RAMSEY	MN	55303	1	\$ 4,418.30
113225110007	CHUBB JEREMY	17200 GERMANIUM ST NW	RAMSEY	MN	55303	1	\$ 4,418.30
113225110009	OSHAUGHNESSY CORRIN	17228 GERMANIUM ST NW	RAMSEY	MN	55303	1	\$ 4,418.30
113225110010	OSHAUGHNESSY CORRIN		RAMSEY	MN	55303	1	\$ 4,418.30
123225220003	PLACHECKI HALI	5410 173 <sup>RD</sup> AVE NW	RAMSEY	MN	55303	1	\$ 4,418.30
123225220004	ONGIE CHERYL	5420 173 <sup>RD</sup> AVE NW	RAMSEY	MN	55303	1	\$ 4,418.30
123225220005	WEBER JAMES J & DIANE M	5450 173 <sup>RD</sup> AVE NW	RAMSEY	MN	55303	1	\$ 4,418.30
123225220006	KREYER GARY R & JUDITH G	5510 173 <sup>RD</sup> AVE NW	RAMSEY	MN	55303	1	\$ 4,418.30
123225220007	PETERSON SEAN	5530 173 <sup>RD</sup> AVE NW	RAMSEY	MN	55303	1	\$ 4,418.30
123225220008	BOEHLAND LYNN C & JOY L	17211 GERMANIUM ST NW	RAMSEY	MN	55303	1	\$ 4,418.30
123225220009	RAMSEY CITY OF	17201 GERMANIUM ST NW	RAMSEY	MN	55303	1	\$ 4,418.30
123225220010	ABERLE RICHARD N & CLAUDIA M	17290 GERMANIUM ST NW	RAMSEY	MN	55303	1	\$ 4,418.30
123225220011	KANIA HENRY & JANINA	17230 GERMANIUM ST NW	RAMSEY	MN	55303	1	\$ 4,418.30
<b>TOTALS</b>						<b>21</b>	<b>\$ 92,784.30</b>

## **APPENDIX C**

### **Street Segment Summary Ground Penetrating Radar (GPR) Results Geotechnical Exploration and Engineering Review**

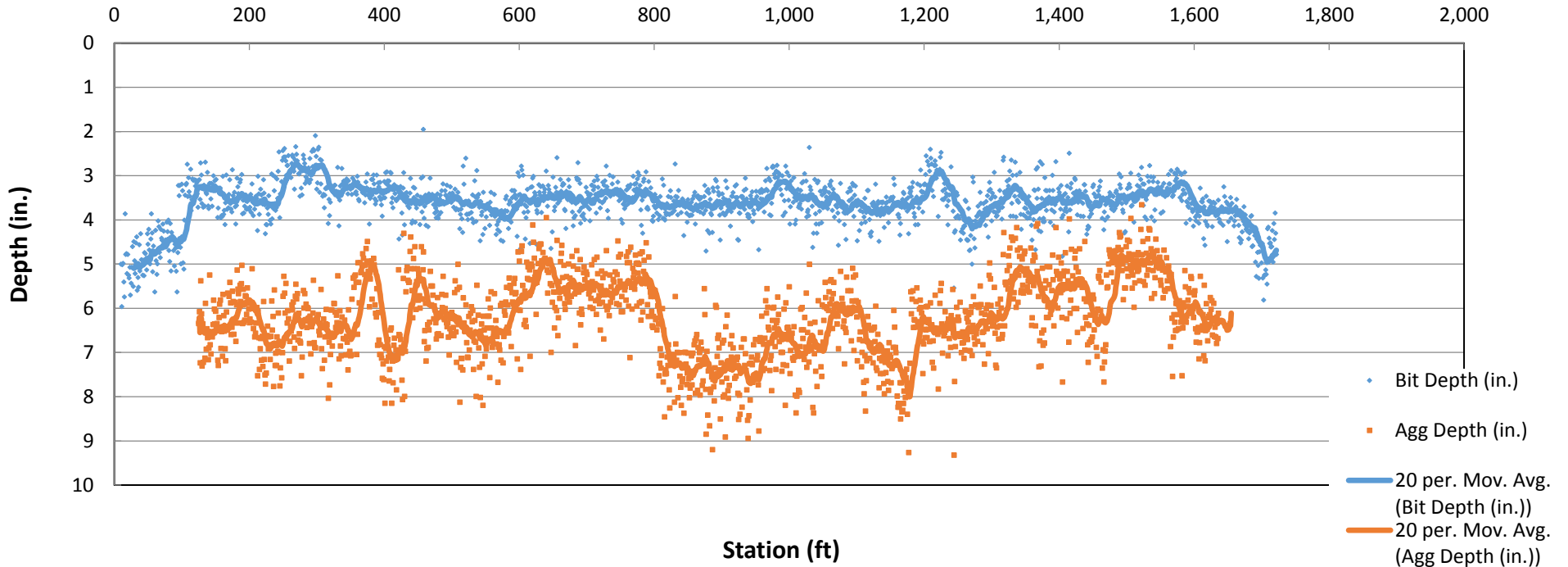
### STREET SEGMENT SUMMARY

<b>Street</b>	<b>Segment Description</b>	<b>Length</b>	<b>Width</b>	<b>Curb</b>	<b>2018 Rating</b>	<b>Year Built</b>	<b>Maint. 1</b>	<b>Maint. 2</b>
173 <sup>rd</sup> Avenue	Germanium Street / CDS	853	24	n/a	3	1979	OL 1993	SC 1 2001
Germanium Street	170 <sup>th</sup> Lane / CDS	1,809	24	n/a	3	1979	OL 1993	SC 1 2001

Brookview Estates GPR Summary										
Project Segment		Pavement			Aggregate			Section		
Street	Segment Description	Min	Max	Med	Min	Max	Med	Med	Min	Location
173rd Avenue	Germanium Street / CDS	*								
Germanium Street	170th Lane / CDS	2.0	6.0	3.6	0.8	5.0	2.7	6.2	3.7	310' north of 173rd Avenue.
<i>Project Summary</i>		<i>2.0</i>	<i>6.0</i>	<i>3.6</i>	<i>0.8</i>	<i>5.0</i>	<i>2.7</i>	<i>6.2</i>	<i>3.7</i>	<i>Germanium Street 310 feet north of 173rd Avenue.</i>

\* GPR Data was not able to be conducted along street segments.

### GPR Data (Germanium Street: 170th Lane to CDS)





## GEOTECHNICAL EXPLORATION AND ENGINEERING REVIEW

*Brookview Estates Reconstruction*

*Ramsey*

*Minnesota*

*NTI Project No. 18.MSP06855.000*

***Prepared For:***

City of Ramsey  
7550 Sunwood Drive  
Ramsey, Minnesota 55303

---



**NTI**<sup>™</sup>  
NORTHERN  
TECHNOLOGIES, LLC

6160 Carmen Avenue East  
Inver Grove Heights, MN 55076  
P: 651.389.4191 F: 651.389.4190

www.NTIgeo.com

Unearthing confidence<sup>™</sup>

October 8, 2018

City of Ramsey  
Attention: Mr. Joe Feriancek  
7550 Sunwood Drive  
Ramsey, Minnesota 55303

Subject: Geotechnical Exploration and Engineering Review  
**Brookview Estates Reconstruction**  
Ramsey, Minnesota  
NTI Project No. 18.MSP06855.000

Northern Technologies, LLC (NTI) has completed a total of seven (7) soil borings in the Brookview Estates area. Our services were performed in accordance with our proposal dated September 4, 2018.

Soil samples obtained at the site will be held for 60 days at which time they will be discarded. Please advise us in writing if you wish to have us retain them for a longer period. You will be assessed an additional fee if soil samples are retained beyond 60 days.

We appreciate the opportunity to have been of service on this project. If there are any questions regarding the soils explored or our review and recommendations, please contact us at your convenience at (651) 389-4191.

**Northern Technologies, LLC**

Robert Hawkins, GIT  
Staff Geologist

Steven D. Gerber, P.E.  
Senior Engineer

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.

Steven D. Gerber

Date: 10/08/2018 Reg. No. 45298

Precision · Expertise · Geotechnical · Materials



## Contents

<b>1.0</b>	<b>Scope of Services .....</b>	<b>1</b>
1.1	<i>Project and Site Description.....</i>	<i>1</i>
<b>2.0</b>	<b>Subsurface Exploration Summary .....</b>	<b>1</b>
2.1	<i>Groundwater and Groundwater Control .....</i>	<i>2</i>
2.2	<i>Laboratory Test Program.....</i>	<i>2</i>
2.3	<i>Utilities.....</i>	<i>3</i>
2.4	<i>Pavement Recommendations.....</i>	<i>3</i>
	<i>Full Reconstruction Option .....</i>	<i>3</i>
	<i>Mill and Overlay Option .....</i>	<i>5</i>
<b>3.0</b>	<b>Excavation Stability.....</b>	<b>6</b>
3.1	<i>Engineered Fill &amp; Winter Construction.....</i>	<i>6</i>
<b>4.0</b>	<b>Closure.....</b>	<b>6</b>

---



## 1.0 Scope of Services

Seven borings were in the project area. The scope of services included determining existing bituminous and aggregate base thicknesses, groundwater levels, subsurface conditions, and providing recommendations for site preparation, excavations, engineered fill and compaction, depths of unsuitable soils to be removed, groundwater management, potential difficulties during construction, utility construction, and pavement design thickness.

### 1.1 Project and Site Description

The project consists of the complete reconstruction of Germanium Street at 173<sup>rd</sup> Avenue in Ramsey, Minnesota. NTI was not aware of invert elevations or other design details of the proposed utilities at the time this report was prepared.

The pavement sections are proposed to be designed with a 20-year design pavement life. NTI has assumed an AADT value of 600 for these residential streets.

## 2.0 Subsurface Exploration Summary

NTI performed the subsurface exploration program during the period of September 26, 2018 with a two-person crew using a truck-mounted CME-55 drill rig. Samples were generally collected in accordance with ASTM D 1586 "Standard Test Method for Standard Penetration Testing (SPT) and Split-Barrel Sampling of Soils." The boring locations and depths were determined by a representative of the City of Ramsey. The boring locations were marked in the field by NTI. The borings terminated at depths ranging from approximately 10.5 to 20.5 feet below the top of pavement. Elevations were determined using a Trimble GeoXH 6000 and rounded to the nearest one-half foot.

Please refer to the Boring Location Diagrams and the Boring Logs in Appendix C.

Groundwater was observed at depths ranging between 6.5 and 9 feet below the ground surface, correspond to elevations ranging between 876.5 and 872.5.

The lack of observed groundwater in the remaining borings is likely due to the short duration for which the boreholes remained open. In addition, the seams of on-site clay and silt laden soils have the potential to be somewhat impervious and conducive to the development of zones of perched water at varying elevations and locations across the project area. Please refer to the boring log included in the appendices.

Table 1 summarizes the encountered subsurface conditions encountered.



Table 1: Pavement and Subgrade Summary<sup>1</sup>

Boring No.	Bituminous Pavement Thickness <sup>2</sup> (inches)	Apparent Aggregate Base Thickness <sup>3</sup> (inches)	Fill Subgrade Material <sup>4</sup>	Native Subgrade Material <sup>5</sup>
SB-1	4 ½	5	SC	SM
SB-2	2 ¼	4	SP-SM	SP
SB-3	4 ½	4	SM	SM
SB-4	4 ½	5	SP-SM	SP-SM
SB-5	5	6	SM	SP-SM
SB-6	5	6	SM	SM
SB-7	4 ¼	6	SM	CL

1. Table summary is a generalization of subsurface conditions at the individual soil boring locations only. They may not reflect variations in subsurface strata occurring on site between boring locations. The general geologic origin of retained soil samples is listed on the boring logs.
2. Measured thickness of the pavement core.
3. Apparent aggregate base thickness, at time of our fieldwork, by visual inspection only and is not meant to confer conformance with DOT specifications.
4. Undocumented fill soils were encountered immediately under the aggregate base.
5. The native soils underlying the undocumented fill soils.

## 2.1 Groundwater and Groundwater Control

Groundwater was observed at the time of drilling. Groundwater was observed in four of the seventeen boreholes the Interstate Area ranging from depths of approximately 6.5 to 8.0 feet below the top of pavement. The lack of observed groundwater at the remaining boring locations may be due to the short duration for which the boreholes remained open combined with the low permeability of the on-site clay and silt based soils. In addition, the on-site clay and silt based soils have the potential to be somewhat impervious and conducive to the development of zones of perched water at varying elevations and locations across the project area.

## 2.2 Laboratory Test Program

Our analysis and recommendations of this report are based upon our interpretation of the standard penetration test resistance determined while sampling soils, laboratory test results, and experience with similar soils from other sites near the project. The results of such tests are summarized on the boring logs or attached laboratory test reports.



## 2.3 Utilities

The fill and native soils observed in soil borings were generally suitable for utility support. Due to the observed groundwater levels and depending on the installation depth of the utilities, temporary dewatering would likely be required during the utility trench excavations for deeper utilities, such as sanitary sewer. Stabilization of the trench subgrade may be required, in particular in locations with lean clay subgrade, in order to provide a stable platform for construction. Stabilization could consist of a one half to one foot layer of crushed rock or sand with a maximum 5 percent material passing the No. 200 sieve and 50 percent passing the No. 40 sieve.

The Geotechnical Engineer of Record or their designated representative should observe the project excavations to determine that unsuitable materials have been properly removed and adequate bearing support is provided by the exposed soils. The exposed soil at the base should be compacted with a vibratory roller to 95 percent standard Proctor dry density (ASTM D698). Such observations and testing should be performed prior to backfilling.

The on-site, non-organic soils are anticipated to be suitable for reuse if properly moisture conditioned and compacted. Replacement backfill required in utility trenches should consist of non-organic material similar to the surrounding soil. All import fill should be approved by NTI or the City's representative.

It is especially important that trench backfill for utility construction within paved areas be thoroughly compacted to minimize future pavement damage. We recommend that such soils be compacted in accordance with the recommendations noted in the "Placement and Compaction of Engineered Fill" section in Appendix B of this report.

The stability of embankments along utility excavations is dependent on soil strength, site geometry, moisture content, and any surcharge load for excavated soils and equipment. We present cautionary remarks concerning stability of excavation sideslopes in the "Excavation Stability" section of this report.

The Contractor is solely responsible for assessing the stability of and executing underground utility and project excavations using safe methods. The contractor is also responsible for naming the "competent individual" as per Subpart P of 29 CFR 1926.6 (Federal Register - OSHA).

## 2.4 Pavement Recommendations

### Full Reconstruction Option

The most conservative method of subgrade preparation would be to remove the undocumented fill soils and replace them in their entirety with properly compacted engineered fill. This method of subgrade preparation would provide the most uniform subgrade but would also be the most costly method of construction and would be a relatively atypical method of subgrade preparation for improvements to existing municipal roadways.

If the City were willing to accept some risk in potential long term increased maintenance of the pavement section for the significant upfront savings, the roadway can be reconstructed over the existing fill.



The Contractor should be aware that the silty subgrade soils will be moisture-sensitive, and protecting them from inclement weather will aid in maintaining stability. The stripping of the existing pavement and aggregate base course should occur immediately prior to subgrade preparation and base aggregate installation to minimize weather-induced instability.

Prior to installing the aggregate base, the existing subgrade should be scarified and re-compacted to a depth of at least 12 inches. A proof roll test should then be performed to determine soft or unstable subgrade areas.

The proof roll should be performed with a tandem axle dump truck loaded to gross capacity (at least 20 tons). Acceptance criteria of the proof roll shall be limited to rut formation no more than one inch depth (front or rear axles) and no pumping (rolling) observed during the visual inspection. Proof roll tests should be observed by an experienced technician or geotechnical engineer prior to placement of the aggregate base course to verify the subgrade will provide adequate pavement support.

If rutting or localized unstable subgrade areas are observed, those areas should be subcut, moisture-conditioned, and re-compacted or removed to a stable depth.

If imported fill is required in paved areas, it should consist of debris-free, non-organic, mineral soil similar in composition to the subgrade soils encountered in the surrounding areas. If sand is imported into areas that are underlain by relatively impervious fine grained soils, the sand layer must be drained with drain tile in order to prevent frost heave from water trapped within the imported sand layer during freezing temperatures. Individual lifts of engineered fill should be tempered for moisture content, placed, and compacted as noted in the "Placement and Compaction of Engineered Fill" section in Appendix B of this report.

For a 20-year design pavement life, Tables 4 presents our thickness recommendations for flexible (bituminous) pavement. These recommendations were based upon the encountered subgrade conditions, estimated R-value of 30 for the existing subgrade soils, the assumed AADT volumes, and the City of Ramsey's typical pavement section for the respective project area.

**Table 4: Flexible Pavement Thickness Design<sup>1</sup>  
Interstate Area – Residential Area**

Pavement Section	Calculated Required Pavement Section <sup>2</sup>	City's Typical Pavement Section <sup>3</sup>
Bituminous Wear Course (inches)	2	1.5
Bituminous Base Course (inches)	2	2
Class 5 or 7 Aggregate Base (inches)	4	4

1. Assumed AADT volume of 600 and an average R-value of 30.
2. Assumed a minimum of 12 inches of engineered subgrade.
3. The subgrade appeared to be less firm at SB-2 and SB-7 (locations closest to the Rum River). Consideration could be made to using the City's standard section in locations north of SB-2 and west of SB-6.



Pavement recommendations assume the subgrade soils and aggregate section below paved surfaces will drain to subsurface piping for eventual discharge into storm sewer, or above grade to ditching, or similar acceptable systems. Lack of surface and subsurface drainage will significantly reduce the capacity and longevity of the pavement systems indicated above.

We recommend pavements receive annual maintenance, as a minimum, to correct damages to the pavement structure, clean and infill cracks which develop, and repair or resurface areas which exhibit reduced subgrade performance. The lack of maintenance can lead to moisture infiltration of the pavement structure and softening of the subgrade soils. This, in turn, can degrade the performance of the pavement system and result in poorly performing pavements with shortened life expectancy.

### Mill and Overlay Option

Portions of the roadway sections appear to have a sufficiently thick, in-place pavement section, which would lend itself to rehabilitation via mill and overlay techniques.

The existing pavement thickness generally about 4 ½ inches thick, but locally was observed to be about 2 ½ inches thick. If a mill and overlay were performed, we would recommend that thin pavement areas (such as near SB-2) and distressed pavement areas be removed and replaced with a full depth (6 inch) patch.

Full depth reclamation (FDR) would be feasible for this project area. Usually a blend of mineral aggregate base with the bituminous pavement is blended and the teeth of the reclaimers need to extend beyond the bituminous layers in order to prevent overheating.

The pavement could be milled off and removed and replaced with fresh bituminous pavement. The millings can be blended with on-site aggregate base, with imported aggregate base or remixed at the plant to provide fresh aggregate base. The blended material should contain no more than 50 percent bituminous millings. In general, locations suitable for FDR would have aggregate base that is about the same thickness as the pavement plus 3 to 4 inches remaining to support the weight of the heavy machinery required for FDR.

We recommend that the base be proof-rolled prior to placement of the new pavement materials to determine soft or unstable subgrade areas. The proof roll should be performed with a tandem axle dump truck loaded to gross capacity (at least 20 tons). Acceptance criteria of the proof roll shall be limited to rut formation no more than one inch (1") depth (front or rear axles) and no pumping (rolling) observed during the visual inspection. Proof roll tests should be observed by an experienced technician or geotechnical engineer prior to placement of the aggregate base course to verify the subgrade will provide adequate pavement support.

If rutting or localized unstable subgrade areas are observed, those areas should be subcut, moisture-conditioned, and re-compacted or removed to a stable depth. Excavations for soil corrections (if any) in paved areas should allow for a 2 foot oversize beyond the edges of the pavement.



If imported fill is required in paved areas, it should consist of debris-free, non-organic, mineral soil similar in composition to the subgrade soils encountered in the surrounding areas. If sand is imported into areas that are underlain by relatively impervious fine-grained soils, the sand layer must be drained with drain tile in order to prevent frost heave from water trapped within the imported sand layer during freezing temperatures. Individual lifts of engineered fill should be tempered for moisture content, placed, and compacted as noted in the “Placement and Compaction of Engineered Fill” section in Appendix B of this report.

### **3.0 Excavation Stability**

Excavation depth and sidewall inclination should not exceed those specified in local, state, or federal regulations. Excavations may need to be widened and sloped, or temporarily braced, to maintain or develop a safe work environment. Contractors must comply with local, state, and federal safety regulations including current OSHA excavation and trench safety standards. Temporary shoring must be designed in accordance with applicable regulatory requirements.

#### **3.1 Engineered Fill & Winter Construction**

The silt and clay laden soils encountered at the project locations will be susceptible to freezing if not provided adequate drainage, insulation, or coverage. Frozen soil should not be used as backfill. When the ambient air temperature falls below freezing for an extended period of time, frost forms, and soil near the surface grade expands. Settlement of the fill may occur as the frozen soils thaw.

If frost penetrates the soil prior to paving, soils must be thawed, scarified, and re-compacted as recommended in this report. Subgrade soils should be inspected prior to paving to verify frozen conditions are not present.

### **4.0 Closure**

As the widely spaced, small diameter borings provide only a limited amount of data regarding the existing fill, the existing fill may contain soft zones, debris or significantly greater amounts of unsuitable materials than could be reasonably inferred from the boring information. Unsuitable materials may not be discovered during construction and may remain buried within the fill below the pavement, resulting in greater than anticipated settlements of the pavement. These risks cannot be eliminated without completely removing the fill, but can be reduced by thorough exploration and testing during site preparation and construction.

Our conclusions and recommendations are predicated on observation and testing of the earthwork directed by Geotechnical Engineer of Record. Our opinions are based on data assumed representative of the project area. However, the area coverage of borings in relation to the entire project is very small. For this and other reasons, we do not warrant conditions below the depth of our borings, or that the strata logged from our borings are necessarily typical of the site. Deviations from our recommendations by plans, written specifications, or field applications shall relieve us of responsibility unless our written concurrence with such deviations has been established.



The scope of services for this project does not include either specifically or by implication any environmental or biological assessment of the site or identification or prevention of pollutants, hazardous materials or conditions. If the owner is concerned about the potential for such contamination or pollution, other studies should be undertaken.

This report has been prepared for the exclusive use of the City of Ramsey for specific application to the proposed Brookview Estates Street Reconstructions, in Ramsey, Minnesota. Northern Technologies, LLC has endeavored to comply with generally accepted geotechnical engineering practice common to the local area. Northern Technologies, LLC makes no other warranty, express or implied.

**Northern Technologies, LLC**



## APPENDIX A

GEOTECHNICAL EVALUATION OF RECOVERED SOIL SAMPLES

FIELD EXPLORATION PROCEDURES

GENERAL NOTES

WATER LEVEL SYMBOL

DESCRIPTIVE TERMINOLOGY

RELATIVE PROPORTIONS

PARTICLE SIZES

CLASSIFICATION OF SOILS FOR ENGINEERING PURPOSES

---



## GEOTECHNICAL EVALUATION OF RECOVERED SOIL SAMPLES

We visually examined recovered soil samples to estimate distribution of grain sizes, plasticity, consistency, moisture condition, color, presence of lenses and seams, and apparent geologic origin. We then classified the soils according using the Unified Soil Classification System (ASTM D2488). A chart describing this classification system and general notes explaining soil sampling procedures are presented within appendices attachments.

The stratification depth lines between soil types on the logs are estimated based on the available data. In-situ, the transition between type(s) may be distinct or gradual in either the horizontal or vertical directions. The soil conditions have been established at our specific boring locations only. Variations in the soil stratigraphy may occur between and around the borings, with the nature and extent of such change not readily evident until exposed by excavation. These variations must be properly assessed when utilizing information presented on the boring logs.

We request that you, your design team or contractors contact NTI immediately if local conditions differ from those assumed by this report, as we would need to review how such changes impact our recommendations. Such contact would also allow us to revise our recommendations as necessary to account for the changed site conditions.

## FIELD EXPLORATION PROCEDURES

### ***Soil Sampling – Standard Penetration Boring:***

Soil sampling was performed according to the procedures described by ASTM D-1586. Using this procedure, a 2 inch O.D. split barrel sampler is driven into the soil by a 140 pound weight falling 30 inches. After an initial set of six inches, the number of blows required to drive the sampler an additional 12 inches is recorded (known as the penetration resistance (i.e. “N-value”) of the soil at the point of sampling. The N-value is an index of the relative density of cohesionless soils and an approximation of the consistency of cohesive soils.

### ***Soil Sampling – Power Auger Boring:***

The boring(s) was/were advanced with a 6 inch nominal diameter continuous flight auger. As a result, samples recovered from the boring are disturbed, and our determination of the depth, extend of various stratum and layers, and relative density or consistency of the soils is approximate.

### ***Soil Classification:***

Soil samples were visually and manually classified in general conformance with ASTM D-2488 as they were removed from the sampler(s). Representative fractions of soil samples were then sealed within respective containers and returned to the laboratory for further examination and verification of the field classification. In addition, select samples were submitted for laboratory tests. Individual sample information, identification of sampling methods, method of advancement of the samples and other pertinent information concerning the soil samples are presented on boring logs and related report attachments.

---



**GENERAL NOTES**

<i>DRILLING and SAMPLING SYMBOLS</i>		<i>LABORATORY TEST SYMBOLS</i>	
SYMBOL	DEFINITION	SYMBOL	DEFINITION
C.S.	Continuous Sampling	W	Moisture content-percent of dry weight
P.D.	2-3/8" Pipe Drill	D	Dry Density-pounds per cubic foot
C.O.	Cleanout Tube	LL, PL	Liquid and plastic limits determined in accordance with ASTM D 423 and D 424
3 HSA	3 ¼" I.D. Hollow Stem Auger	Q <sub>u</sub>	Unconfined compressive strength-pounds per square foot in accordance with ASTM D 2166-66
4 FA	4" Diameter Flight Auger		
6 FA	6" Diameter Flight Auger		
2 ½ C	2 ½" Casing		
4 C	4" Casing		
D.M.	Drilling Mud	Pq	Penetrometer reading-tons/square foot
J.W.	Jet Water	S	Torvane reading-tons/square foot
H.A.	Hand Auger	G	Specific Gravity – ASTM D 854-58
NXC	Size NX Casing	SL	Shrinkage limit – ASTM 427-61
BXC	Size BX Casing	Ph	Hydrogen ion content-meter method
AXC	Size AX casing	O	Organic content-combustion method
SS	2" O.D. Split Spoon Sample	M.A.	Grain size analysis
2T	2" Thin Wall Tube Sample	C*	One dimensional consolidation
3T	3" Thin Wall Tube Sample	Q <sub>c</sub>	Triaxial Compression
* See attached data Sheet and/or graph			

**WATER LEVEL SYMBOL**

Water levels shown on the boring logs were determined at the time and under the conditions indicated. In sand, the indicated levels can be considered relatively reliable for most site conditions. In clay soils, it is not possible to determine the ground water level within the normal scope of a test boring investigation, except where lenses or layers of more pervious water bearing soil are present; and then a long period of time may be necessary to reach equilibrium. Therefore, the position of the water level symbol for cohesive or mixed soils may not indicate the true level of the ground water table. The available water level information is given at the bottom of the log sheet.

**DESCRIPTIVE TERMINOLOGY**

<i>RELATIVE DENSITY</i>		<i>CONSISTENCY</i>	
TERM	N <sub>60</sub> Value (corrected)	TERM	N <sub>60</sub> Value (corrected)
Very Loose	0 – 4	Soft	0-4
Loose	5 – 8	Medium	5-8
Medium Dense	9 – 16	Rather Stiff	9 – 15
Dense	16 – 30	Stiff	16 – 30
Very Dense	Over 30	Very Stiff	Over 30

**RELATIVE PROPORTIONS**

TERMS	RANGE
Trace	0 – 5%
A little	5 – 15%
Some	15 – 30%

**PARTICLE SIZES**

MATERIAL	DESCRIPTION	U.S. SIEVE SIZE
Boulders		Over 3"
Gravel	Coarse	3" to ¾"
	Medium	¾" to #4
Sand	Coarse	#4 to #10
	Medium	#10 to #40
	Fine	#40 to #200
Silt and Clay	Determined by Hydrometer Test	



## CLASSIFICATION of SOILS for ENGINEERING PURPOSES

ASTM Designation D-2487 and D2488 (Unified Soil Classification System)

Major Divisions	Group Symbol	Typical Name	Classification Criteria		
<b>Course Grained Soils</b> More than 50% retained on No. 200 sieve *	Gravels 50% or more of coarse fraction retained on No. 4 sieve. Clean Gravels	<b>GW</b>	Well-graded gravels and gravel-sand mixtures, little or no fines.		
		<b>GP</b>	Poorly graded gravels and gravel-sand mixtures, little or no fines.		
		<b>GM</b>	Silty gravels, gravel-sand-silt mixtures.		
		<b>GC</b>	Clayey gravels, gravel-sand-clay mixtures.		
	Sands More than 50% of coarse fraction passes No. 4 sieve. Clean Sands	<b>SW</b>	Well-graded sands and gravelly sands, little or no fines.		
		<b>SP</b>	Poorly-graded sands and gravelly sands, little or no fines.		
		Sands with Fines	<b>SM</b>	Silty sands, sand-silt mixtures.	
			<b>SC</b>	Clayey sands, sand-clay mixtures.	
		<b>Classification on basis of percentage of fines.</b> Less than 5% passing No. 200 Sieve: GW, GP, SW, SP More than 12% passing No. 200 Sieve: GM, GC, SM, SC From 5% to 12% passing No. 200 Sieve: Borderline Classification requiring use of dual symbols.			$C_u = D_{60} / D_{10}$ greater than 4. $C_z = (D_{30})^2 / (D_{10} \times D_{60})$ between 1 & 3.  Not meeting both criteria for GW materials.  Atterberg limits below "A" line, or P.I. less than 4. Atterberg limits above "A" line with P.I. greater than 7.
					$C_u = D_{60} / D_{10}$ greater than 6. $C_z = (D_{30})^2 / (D_{10} \times D_{60})$ between 1 & 3.  Not meeting both criteria for SW materials.
			Atterberg limits below "A" line, or P.I. less than 4. Atterberg limits above "A" line with P.I. > 7.		
			Atterberg limits plotting in hatched area are borderline classifications requiring use of dual symbols.		
<b>Fine Grained Soils</b> More than 50% passes No. 200 sieve *	Sands	<b>ML</b>	Inorganic silts, very fine sands, rock flour, silty or clayey fine sands.		
		<b>CL</b>	Inorganic clays of low to medium plasticity, gravelly clays, sandy clays, silty clays, lean clays.		
		<b>OL</b>	Organic silts and organic silty clays of low plasticity.		
	Sands with Fines	<b>MH</b>	Inorganic silts, micaceous or diatomaceous fine sands or silts, elastic silts.		
		<b>CH</b>	Inorganic clays of high plasticity, fat clays.		
		<b>OH</b>	Organic clays of medium to high plasticity.		
		<b>Pt</b>	Peat, muck and other highly organic soils.		
				<b>Plasticity Index Chart</b> <p>Chart for classification of fine grained soils and their fraction of coarse grained soils.            Atterberg Limits plotted in hatched area are borderline classifications requiring use of dual symbols.</p>	



## APPENDIX B

**GROUNDWATER ISSUES**

**PLACEMENT and COMPACTION OF ENGINEERED FILL**

---



## GROUNDWATER ISSUES

***The following presents additional comment and soil specific issues related to measurement of groundwater conditions at your project site.***

Note that our groundwater measurements, or lack thereof, will vary depending on the time allowed for equilibrium to occur in the borings. Extended observation time was not available during the scope of the field exploration program and, therefore, groundwater measurements as noted on the borings logs may or may not accurately reflect actual conditions at your site.

Seasonal and yearly fluctuations of the ground water level, if any, occur. Perched groundwater may be present within sand and silt lenses bedded within cohesive soil formations. Groundwater typically exists at depth within cohesive and cohesionless soils.

Documentation of the local groundwater surface and any perched groundwater conditions at the project site would require installation of temporary piezometers and extended monitoring due to the relatively low permeability exhibited by the site soils. We have not performed such groundwater evaluation due to the scope of services authorized for this project.

We anticipate that a system of sump pits and pumps located outside of the foundation areas would be suitable for control if perched groundwater were to be encountered. NTI cautions that such seepage may be heavy and will vary based on seasonal and annual precipitation, and ground related impacts in the vicinity of the project.

We anticipate that a well point system would be suitable for control of groundwater if excavations were to be advanced into the ground water table at depth in free draining granular soils. However, we caution such seepage from such formations and any water entry from excavations below the groundwater table may be heavy and will vary based on seasonal and annual precipitation, and ground related impacts in the vicinity of the project.

---



**PLACEMENT and COMPACTION OF ENGINEERED FILL**

***Unless otherwise superseded within the body of the Geotechnical Exploration Report, the following criteria shall be utilized for placement of engineered fill on project. This includes, but is not limited to earthen fill placement to improve site grades, fill placed below structural footings, fill placed interior of structure, and fill placed as backfill of foundations.***

Engineered fill placed for construction, if necessary should consist of natural, non-organic, competent soils native to the project area. Such soils may include, but are not limited to gravel, sand, or clays with Unified Soil Classification System (ASTM D2488) classifications of GW, SP, or SM. Use of silt or clayey silt as project fill will require additional review and approval of project Geotechnical Engineer of Record. Such soils have USCS classifications of ML, MH, ML-CL, MH-CH. Use of topsoil, marl, peat, other organic soils construction debris and/or other unsuitable materials as fill is not allowed. Such soils have USCS classifications of OL, OH, Pt.

Engineered fill, classified as clay, should be tempered such that the moisture content at the time of placement is equal to and no more than 3 percent above the optimum content for as defined by the appropriate proctor test. Likewise, engineered fill classified as gravel or sand should be tempered such that the moisture content at the time of placement is within 3 percent of the optimum content.

All engineered fill for construction should be placed in individual 8 inch maximum depth lifts. Each lift of fill should be compacted by large vibratory equipment until the in-place soil density is equal to or greater than the criteria established within the following tabulation.

Type of Construction	Compaction Criteria (% respective Proctor) <sup>1</sup>	
	Clay	Sand or Gravel
Engineered Fill placed as Pavement Subgrade (more than 3 feet below bottom of final grade)	Min. 95	Min. 95
Engineered Fill placed as Pavement Subgrade (less than 3 feet below bottom of final grade)	Min. 100	Min. 100
Engineered Fill placed as Pavement Aggregate Base	NA	Min. 100

1. Note 1 Unless otherwise required, compaction criteria shall be based on the Standard Proctor Test (ASTM D698).

Density tests should be taken during engineered fill placement to document earthwork has achieved necessary compaction of the material(s). Recommendations for interior fill placement and backfill of foundation walls are presented within other sections of this report.



## APPENDIX C

**BORING LOCATION DIAGRAM**

**SOIL BORING LOGS**

---



Boring Location Diagram  
Brookview Estates Street Reconstructions  
Ramsey, Minnesota  
NTI Project #: 18.MSP06855.000  
NOTE: Boring locations are approximate.

Completed Boring Locations: ●





**Inver Grove Heights**  
 6160 Carmen Avenue East  
 Inver Grove Heights, MN, 55076  
 P: 651-389-4191

**BORING NUMBER SB-1**

**CLIENT** City of Ramsey **PROJECT NAME** Brookview Estates Street Reconstructions  
**PROJECT NUMBER** 18.MS06855.000 **PROJECT LOCATION** Ramsey, MN  
**DATE STARTED** 9/26/18 **COMPLETED** 9/26/18 **GROUND ELEVATION** 884 feet **HOLE SIZE** 6 1/2 in.  
**DRILLING CONTRACTOR** NTI **GROUND WATER LEVELS:**  
**DRILLING METHOD** 3 1/4 in H.S.A **AT TIME OF DRILLING** --- No Groundwater Observed.  
**LOGGED BY** RRH **CHECKED BY** SDG **AT END OF DRILLING** ---  
**CAVE IN (ft)** --- **FROST DEPTH (ft)** --- **AFTER DRILLING** ---  
**NOTES** Elevation determined using a Trimble GeoXH 6000(NAVD 88 Geold 09 datum).

NTI LOG - GENERAL (USE THIS ONE) - NTI-2017-09-14.GDT - 10/4/18 10:51 - R:RAMSEY\Y1-PROJECT\SB1-BROOKVIEW ESTATES & STREET RECON\_GEO\_18.MSP\_06855.000\TESTING\REPORTS\GINT\BROOKVIEW ESTATES.GPJ

DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	BLOW COUNTS (N VALUE)	POCKET PEN. (tsf)	DRY UNIT WT. (pcf)	MOISTURE CONTENT (%)	ATTERBERG LIMITS			FINES
									LIQUID LIMIT	PLASTIC LIMIT	PLASTICITY INDEX	
0												
0.4		BITUMINOUS PAVEMENT (4 1/2 Inches)	883.6									
0.8		APPARENT AGGREGATE BASE (5 Inches)	883.2									
1.5		CLAYEY SAND, (SC) black, fine grained, moist, trace gravel <b>(Undocumented Fill)</b> NOTE: Organic content in sample 1 = 3.2%.	882.5	89	4-3-3 (6)			17				
		SILTY SAND, (SM) brown, fine grained, moist, trace gravel (Alluvial)	880.0	100	7-14-16 (30)							
5		POORLY GRADED SAND WITH SILT, (SP-SM) brown, fine grained, moist, medium dense, trace gravel (Alluvial)		89	7-5-5 (10)			9				11
6.5		LEAN CLAY WITH SAND, (CL) brown, moist, medium, trace gravel (Alluvial)	877.5	100	2-2-3 (5)			32				
9.0			875.0									
10		CLAYEY SAND, (SC) brown to light brown, fine grained, moist, medium, stratified, trace gravel, with clay and sand layering (Alluvial)	873.5	100	2-2-4 (6)							
10.5												

Bottom of borehole at 10.5 feet.



**Inver Grove Heights**  
 6160 Carmen Avenue East  
 Inver Grove Heights, MN, 55076  
 P: 651-389-4191

**BORING NUMBER SB-2**

**CLIENT** City of Ramsey **PROJECT NAME** Brookview Estates Street Reconstructions  
**PROJECT NUMBER** 18.MS06855.000 **PROJECT LOCATION** Ramsey, MN  
**DATE STARTED** 9/26/18 **COMPLETED** 9/26/18 **GROUND ELEVATION** 883.5 feet **HOLE SIZE** 6 1/2 in.  
**DRILLING CONTRACTOR** NTI **GROUND WATER LEVELS:**  
**DRILLING METHOD** 3 1/4 in H.S.A **▽ AT TIME OF DRILLING** 6.50 ft / Elev 877.00 ft  
**LOGGED BY** RRH **CHECKED BY** SDG **AT END OF DRILLING** ---  
**CAVE IN (ft)** --- **FROST DEPTH (ft)** --- **AFTER DRILLING** ---  
**NOTES** Elevation determined using a Trimble GeoXH 6000(NAVD 88 GeoID 09 datum).

DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	BLOW COUNTS (N VALUE)	POCKET PEN. (tsf)	DRY UNIT WT. (pcf)	MOISTURE CONTENT (%)	ATTERBERG LIMITS			FINES
									LIQUID LIMIT	PLASTIC LIMIT	PLASTICITY INDEX	
0												
0.2		BITUMINOUS PAVEMENT (2 1/4 Inches)	AU									
0.5		APPARENT AGGREGATE BASE (4 Inches)	SS 1	100	5-6-9 (15)			6				
1.5		POORLY GRADED SAND WITH SILT, (SP-SM) dark brown, fine to medium grained, moist, trace gravel (Undocumented Fill)	SS 2	89	4-4-5 (9)							
		POORLY GRADED SAND, (SP) light brown, fine grained, moist, medium dense to very loose, trace gravel (Alluvial)	SS 3	100	3-4-4 (8)							
5			SS 4	100	2-1-1 (2)							
10			SS 5	100	1-1-1 (2)							
13.0			SS	89	4-4-3 (7)							

Bottom of borehole at 13.0 feet.

NTI LOG - GENERAL (USE THIS ONE) - NTI-2017-09-14.GDT - 10/4/18 10:51 - R:RAMSEY\1-PROJECT\SB\BROOKVIEW ESTATES & STREET RECON\_GEO\_18.MSP\_06855.000\TESTING REPORT\SGINT\BROOKVIEW ESTATES.GPJ



**Inver Grove Heights**  
 6160 Carmen Avenue East  
 Inver Grove Heights, MN, 55076  
 P: 651-389-4191

**BORING NUMBER SB-3**

**CLIENT** City of Ramsey **PROJECT NAME** Brookview Estates Street Reconstructions  
**PROJECT NUMBER** 18.MS06855.000 **PROJECT LOCATION** Ramsey, MN  
**DATE STARTED** 9/26/18 **COMPLETED** 9/26/18 **GROUND ELEVATION** 883 feet **HOLE SIZE** 6 1/2 in.  
**DRILLING CONTRACTOR** NTI **GROUND WATER LEVELS:**  
**DRILLING METHOD** 3 1/4 in H.S.A  $\nabla$  **AT TIME OF DRILLING** 6.50 ft / Elev 876.50 ft  
**LOGGED BY** RRH **CHECKED BY** SDG **AT END OF DRILLING** ---  
**CAVE IN (ft)** --- **FROST DEPTH (ft)** --- **AFTER DRILLING** ---

**NOTES** Elevation determined using a Trimble GeoXH 6000(NAVD 88 Geold 09 datum).

DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	BLOW COUNTS (N VALUE)	POCKET PEN. (tsf)	DRY UNIT WT. (pcf)	MOISTURE CONTENT (%)	ATTERBERG LIMITS			FINES
									LIQUID LIMIT	PLASTIC LIMIT	PLASTICITY INDEX	
0												
0.4		BITUMINOUS PAVEMENT (4 1/2 Inches)	882.6	AU								
0.7		APPARENT AGGREGATE BASE (4 Inches)	882.3									
1.5		SILTY SAND, (SM) dark brown, fine grained, moist, trace gravel <b>(Undocumented Fill)</b>	881.5	SS 1	89	4-6-8 (14)						
		POORLY GRADED SAND WITH SILT, (SP-SM) brown, fine to medium grained, moist, loose to very loose, trace gravel (Alluvial)		SS 2	89	5-4-4 (8)		7				
				SS 3	100	3-2-3 (5)						
				SS 4	89	2-2-2 (4)						
9.0			874.0									
		LEAN CLAY WITH SAND, (CL) brown, moist, soft, trace gravel (Alluvial)		SS 5	100	2-1-1 (2)						
				SS 6	89	2-2-2 (4)		22				
13.0			870.0									
		LEAN TO FAT CLAY, (CH/CL) gray, moist, soft, trace gravel (Alluvial)		SS 7	100	2-1-1 (2)		46				
19.0			864.0									
		CLAYEY SAND, (SC) gray, moist, rather stiff, trace gravel (Glacial Till)		SS 8	100	6-7-7 (14)						
20.5			862.5									

Bottom of borehole at 20.5 feet.

NTI LOG - GENERAL (USE THIS ONE) - NTI-2017-09-14.GDT - 10/4/18 10:51 - R:RAMSEY11-PROJECTS2018 PROJECTS\BROOKVIEW ESTATES & STREET RECON\_GEO\_18.MSP\_08855.000\TESTING REPORTS\GINT\BROOKVIEW ESTATES.GPJ



**Inver Grove Heights**  
 6160 Carmen Avenue East  
 Inver Grove Heights, MN, 55076  
 P: 651-389-4191

**BORING NUMBER SB-4**

**CLIENT** City of Ramsey **PROJECT NAME** Brookview Estates Street Reconstructions  
**PROJECT NUMBER** 18.MS06855.000 **PROJECT LOCATION** Ramsey, MN  
**DATE STARTED** 9/26/18 **COMPLETED** 9/26/18 **GROUND ELEVATION** 883 feet **HOLE SIZE** 6 1/2 in.  
**DRILLING CONTRACTOR** NTI **GROUND WATER LEVELS:**  
**DRILLING METHOD** 3 1/4 in H.S.A **▽ AT TIME OF DRILLING** 6.50 ft / Elev 876.50 ft  
**LOGGED BY** RRH **CHECKED BY** SDG **AT END OF DRILLING** ---  
**CAVE IN (ft)** --- **FROST DEPTH (ft)** --- **AFTER DRILLING** ---

**NOTES** Elevation determined using a Trimble GeoXH 6000(NAVD 88 Geold 09 datum).

DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	BLOW COUNTS (N VALUE)	POCKET PEN. (tsf)	DRY UNIT WT. (pcf)	MOISTURE CONTENT (%)	ATTERBERG LIMITS			FINES
									LIQUID LIMIT	PLASTIC LIMIT	PLASTICITY INDEX	
0												
0.4		BITUMINOUS PAVEMENT (4 1/2 Inches)	882.6									
0.8		APPARENT AGGREGATE BASE (5 Inches)	882.2									
1.5		POORLY GRADED SAND WITH SILT, (SP-SM) dark brown, moist, trace gravel <b>(Undocumented Fill)</b>	881.5	100	5-6-9 (15)			6				11
		POORLY GRADED SAND WITH SILT, (SP-SM) brown to light brown, fine to medium grained, moist, medium dense to loose, trace gravel (Alluvial)		89	5-5-5 (10)							
5				100	3-3-3 (6)							
				89	4-3-4 (7)							
9.0			874.0									
10		SANDY LEAN CLAY, (CL) brown, moist, medium, stratified, trace gravel, with silt (ML) layering (Alluvial)		100	1-2-3 (5)			34				
10.5			872.5									

Bottom of borehole at 10.5 feet.

NTI LOG - GENERAL (USE THIS ONE) - NTI-2017-09-14.GDT - 10/4/18 10:51 - R:RAMSEY\YI-PROJECT\SB\BROOKVIEW ESTATES & STREET RECON\_GEO\_18.MSP\_06855.000\TESTING REPORT\SGINT\BROOKVIEW ESTATES.GPJ



**Inver Grove Heights**  
 6160 Carmen Avenue East  
 Inver Grove Heights, MN, 55076  
 P: 651-389-4191

**BORING NUMBER SB-5**

**CLIENT** City of Ramsey **PROJECT NAME** Brookview Estates Street Reconstructions  
**PROJECT NUMBER** 18.MS06855.000 **PROJECT LOCATION** Ramsey, MN  
**DATE STARTED** 9/26/18 **COMPLETED** 9/26/18 **GROUND ELEVATION** 881.5 feet **HOLE SIZE** 6 1/2 in.  
**DRILLING CONTRACTOR** NTI **GROUND WATER LEVELS:**  
**DRILLING METHOD** 3 1/4 in H.S.A **▽ AT TIME OF DRILLING** 9.00 ft / Elev 872.50 ft  
**LOGGED BY** RRH **CHECKED BY** SDG **AT END OF DRILLING** ---  
**CAVE IN (ft)** --- **FROST DEPTH (ft)** --- **AFTER DRILLING** ---  
**NOTES** Elevation determined using a Trimble GeoXH 6000(NAVD 88 Geold 09 datum).

DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	BLOW COUNTS (N VALUE)	POCKET PEN. (tsf)	DRY UNIT WT. (pcf)	MOISTURE CONTENT (%)	ATTERBERG LIMITS			FINES
									LIQUID LIMIT	PLASTIC LIMIT	PLASTICITY INDEX	
0												
0.4		BITUMINOUS PAVEMENT (5 Inches)	881.1	AU								
0.9		APPARENT AGGREGATE BASE (6 Inches)	880.6									
1.5		SILTY SAND, (SM) dark brown, fine to medium grained, moist, trace gravel <b>(Undocumented Fill)</b>	880.0	SS 1	67	5-8-7 (15)						
		POORLY GRADED SAND WITH SILT, (SP-SM) brown, fine to medium grained, moist, medium dense to loose, trace gravel (Alluvial)		SS 2	100	3-6-6 (12)						
5				SS 3	89	5-5-4 (9)						
				SS 4	100	3-3-3 (6)						
10				SS 5	89	3-3-3 (6)						
10.5			871.0									

Bottom of borehole at 10.5 feet.

NTI LOG - GENERAL (USE THIS ONE) - NTI-2017-09-14.GDT - 10/4/18 10:51 - R:RAMSEY\YI-PROJECTS\2018 PROJECTS\BROOKVIEW ESTATES & STREET RECON\_GEO\_18.MSP\_06855.000\TESTING REPORTS\BROOKVIEW ESTATES.GPJ



**Inver Grove Heights**  
 6160 Carmen Avenue East  
 Inver Grove Heights, MN, 55076  
 P: 651-389-4191

**BORING NUMBER SB-6**

**CLIENT** City of Ramsey **PROJECT NAME** Brookview Estates Street Reconstructions  
**PROJECT NUMBER** 18.MS06855.000 **PROJECT LOCATION** Ramsey, MN  
**DATE STARTED** 9/26/18 **COMPLETED** 9/26/18 **GROUND ELEVATION** 883.5 feet **HOLE SIZE** 6 1/2 in.  
**DRILLING CONTRACTOR** NTI **GROUND WATER LEVELS:**  
**DRILLING METHOD** 3 1/4 in H.S.A **AT TIME OF DRILLING** --- No Groundwater Observed.  
**LOGGED BY** RRH **CHECKED BY** SDG **AT END OF DRILLING** ---  
**CAVE IN (ft)** --- **FROST DEPTH (ft)** --- **AFTER DRILLING** ---  
**NOTES** Elevation determined using a Trimble GeoXH 6000(NAVD 88 GeoID 09 datum).

NTI LOG - GENERAL (USE THIS ONE) - NTI-2017-09-14.GDT - 10/4/18 10:51 - R:RAMSEY\Y1-PROJECT\SB\BROOKVIEW ESTATES & STREET RECON\_GEO\_18.MSP\_06855.000\TESTING REPORT\SGINT\BROOKVIEW ESTATES.GPJ

DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	ELEVATION	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	BLOW COUNTS (N VALUE)	POCKET PEN. (tsf)	DRY UNIT WT. (pcf)	MOISTURE CONTENT (%)	ATTERBERG LIMITS			FINES
										LIQUID LIMIT	PLASTIC LIMIT	PLASTICITY INDEX	
0													
0.4		BITUMINOUS PAVEMENT (5 Inches)	883.1	AU									
0.9		APPARENT AGGREGATE BASE (6 1/4 Inches)	882.6										
1.5		SILTY SAND, (SM) dark brown, fine to medium grained, moist, trace gravel <b>(Undocumented Fill)</b>	882.0	SS 1	89	5-6-5 (11)							
		SILTY SAND, (SM) brown, fine to medium grained, moist, medium dense, trace gravel (Alluvial)		SS 2	100	3-5-5 (10)							
4.0			879.5										
		POORLY GRADED SAND WITH SILT, (SP-SM) brown to light brown, fine to medium grained, moist, loose, trace gravel (Alluvial)		SS 3	89	3-4-3 (7)							
				SS 4	67	3-3-3 (6)							
10				SS 5	100	3-3-3 (6)							
10.5			873.0										

Bottom of borehole at 10.5 feet.



**Inver Grove Heights**  
 6160 Carmen Avenue East  
 Inver Grove Heights, MN, 55076  
 P: 651-389-4191

**BORING NUMBER SB-7**

**CLIENT** City of Ramsey **PROJECT NAME** Brookview Estates Street Reconstructions  
**PROJECT NUMBER** 18.MS06855.000 **PROJECT LOCATION** Ramsey, MN  
**DATE STARTED** 9/26/18 **COMPLETED** 9/26/18 **GROUND ELEVATION** 882 feet **HOLE SIZE** 6 1/2 in.  
**DRILLING CONTRACTOR** NTI **GROUND WATER LEVELS:**  
**DRILLING METHOD** 3 1/4 in H.S.A **AT TIME OF DRILLING** --- No Groundwater Observed.  
**LOGGED BY** RRH **CHECKED BY** SDG **AT END OF DRILLING** ---  
**CAVE IN (ft)** --- **FROST DEPTH (ft)** --- **AFTER DRILLING** ---

**NOTES** Elevation determined using a Trimble GeoXH 6000(NAVD 88 GeoID 09 datum).

DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	BLOW COUNTS (N VALUE)	POCKET PEN. (tsf)	DRY UNIT WT. (pcf)	MOISTURE CONTENT (%)	ATTERBERG LIMITS			FINES
									LIQUID LIMIT	PLASTIC LIMIT	PLASTICITY INDEX	
0												
0.4		BITUMINOUS PAVEMENT (4 1/4 Inches)	AU									
0.9		APPARENT AGGREGATE BASE (6 Inches)										
		SILTY SAND, (SM) dark brown, fine to medium grained, moist, trace gravel <b>(Undocumented Fill)</b>	SS 1	100	5-6-7 (13)			8				
			SS 2	67	5-5-5 (10)							
4.0												
		SANDY LEAN CLAY, (CL) brown, moist, medium, trace gravel (Alluvial)	SS 3	89	2-2-3 (5)			21				
6.5												
		POORLY GRADED SAND WITH SILT, (SP-SM) brown, fine to medium grained, moist, medium dense, trace gravel (Alluvial)	SS 4	100	3-3-3 (6)							
10												
			SS 5	100	6-6-7 (13)							
10.5												

Bottom of borehole at 10.5 feet.

NTI LOG - GENERAL (USE THIS ONE) - NTI-2017-09-14.GDT - 10/4/18 10:51 - R:RAMSEY\YI-PROJECTS\2018 PROJECTS\BROOKVIEW ESTATES & STREET RECON\_GEO\_18.MSP\_06855.000\TESTING REPORTS\BROOKVIEW ESTATES.GPJ

Petition for (fill in the blank)

# 19-02 BROOKVIEW ESTATES  
RECONSTRUCTIONS.

Date 12-10-18

SEE ATTACHED

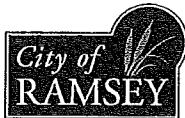
Opposition Statement ("We, the residents of Brookview Estates, are opposed to...") LETTER

JK  
AR  
SP  
DW  
LH  
CO  
R  
DJ  
SFB  
SJK  
MR  
W  
D  
L

No.	Print Name	Signature	Address	Phone/Email
1	[Redacted]	[Redacted]	17230 GERMANIUM ST NW	[Redacted]
2	[Redacted]	[Redacted]	57 NW - 17290 GERMANIUM ST NW	[Redacted]
3	[Redacted]	[Redacted]	5530 173rd Ave NW	[Redacted]
4	[Redacted]	[Redacted]	5450 173 Ave NW	[Redacted]
5	[Redacted]	[Redacted]	5410 173rd Ave NW	[Redacted]
6	[Redacted]	[Redacted]	5420 -173 <sup>rd</sup> Ave NW	[Redacted]
7	[Redacted]	[Redacted]	17200 Germanium	[Redacted]
8	[Redacted]	[Redacted]	17331 Germanium	[Redacted]
9	[Redacted]	[Redacted]	17330 Germanium	[Redacted]
10	[Redacted]	[Redacted]	5451-173rd Ave NW	[Redacted]
11	[Redacted]	[Redacted]	17311 Germanium St	[Redacted]
12	[Redacted]	[Redacted]	17228 Germanium St	[Redacted]
13	[Redacted]	[Redacted]	5401 173 <sup>rd</sup> Ave NW	[Redacted]
14	[Redacted]	[Redacted]	17310 GERMANIUM ST NW	[Redacted]
15	[Redacted]	[Redacted]	5431 173 <sup>rd</sup> Ave	[Redacted]

Kurt Ulrich, ICMA-CM  
City Administrator

763.433.9845 Direct  
612.597.6838 Cell  
kulrich@cityoframsey.com



7550 Sunwood Drive NW  
Ramsey, MN 55303  
763.427.1410 City Hall  
763.433.9898 Fax  
www.cityoframsey.com

Received

PETITION

12/10/18

K6W Co

BROOK VIEW ESTATES RECONSTRUCTIONS  
PROJECT #19-02

WE OBJECT TO THIS IMPROVEMENT PROJECT  
#19-02 BECAUSE OF THE COST.

WE FEEL THAT THE IMPROVEMENT  
FOR DRAINAGE FOR THESE STREETS  
IS INAPPROPRIATE.

MOST OF HAVE LIVED HERE FOR 20+  
YEARS AND HAVE NOT HAD DRAINAGE  
ISSUES.

THE STREET NEEDS REPAIR NOT  
TOTAL RECONSTRUCTION IN  
OUR OPINION.

**Public Works Committee**

5. 2.

**Meeting Date:** 12/18/2018

**By:** Bruce Westby, Engineering/Public Works

---

**Title:**

Consider Request to Modify Traffic Control at Bunker Lake Boulevard, Puma Street and Rabbit Street Intersection.

**Purpose/Background:**

**Purpose/Background:**

During the November 27<sup>th</sup> City Council meeting, a resident living at 14942 Quintana Street NW in the Riverstone residential development questioned the value of the all-way STOP intersection control recently installed at the intersection of Bunker Lake Boulevard, Puma Street and Rabbit Street, and requested that the City consider modifying the traffic control at this intersection.

The resident told Council he feels the all-way STOP is unnecessary at this time and recommended that all of the STOP signs be removed and replaced with a YIELD sign on southbound Puma Street. He said he also felt that said a flasher signal might be appropriate for the pedestrian crossing at the intersection. He then stated that during the five-months he has lived in Riverstone he has never met another car at this intersection, nor has he ever seen a pedestrian or bicyclist use the crosswalk. He also stated he often sees Riverstone residents running the STOP signs and is concerned people will get used to running the STOP signs and will continue to do so once the area more fully develops and the STOP signs are warranted.

A copy of the City Council meeting minutes, which includes a more complete record of the property owner's comments, is attached for reference.

Staff plans to provide historical crash data for this intersection during the meeting.

Posted/statutory speed limits on each leg of the intersection are as follows:

- Bunker Lane Boulevard = 40 MPH
- Puma Street = 40 MPH
- Rabbit Street = 30 MPH

Traffic volumes were most recently recorded on each leg of the intersection in 2015 as follows:

- Bunker Lane Boulevard = 125 ADT
- Puma Street = 150 ADT
- Rabbit Street = Constructed 2017/2018

**Timeframe:**

Staff estimates 10 minutes will be needed for presentation and discussion.

**Observations/Alternatives:**

**Observations/Alternatives:**

Staff discussed the property owners concerns with Bolton & Menk, the design engineer for Improvement Project #18-05 under which the STOP signs were installed. Bolton & Menk stated that the all-way STOP control was based on the best information available at the time related to intersection geometrics and traffic volumes in and around the intersection at the time it opened.

Throughout the plan preparation process, Rabbit Street was still considered a future street and in order to obtain

State Aid approvals, STOP signs were required on both Bunker Lake Boulevard and Puma Street. Development timing and the resultant traffic growth were unknown at the time plans were developed, and traffic forecasts were aggressive. Growth in the area will dictate when an all-way STOP control is warranted.

In summary, traffic control is designed before construction is complete and is therefore theoretical in nature, based on anticipated conditions. If changes are made to traffic control after construction, the changes must account for actual conditions, which requires further study.

Bolton & Menk prepared the attached memo, which describes all this in more detail. The memo also recommends completing an updated traffic study to determine appropriate short and long-term traffic control options. Bolton & Menk can complete this study in January at a cost not-to-exceed \$3,000.

**Funding Source:**

The cost to remove a STOP sign is approximately \$200 per sign. The cost for City Staff to fabricate and install a new sign is approximately \$300 per sign. Staff proposes to pay for all costs to study and/or modify the traffic control at this intersection as part of City Improvement Project #18-05.

**Recommendation:**

Staff recommends completing the traffic study proposed by Bolton & Menk in January of 2019, and to present the findings to the Public Works Committee in February of 2019 for further discussion and direction.

**Action:**

Based on Committee direction. Actions will be communicated to the property owner at 14942 Quintana Street NW.

---

**Attachments**

BMI Memo

IP1805 SS Plans

---

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Grant Riemer	Grant Riemer	12/13/2018 01:34 PM
Kurt Ulrich	Kurt Ulrich	12/13/2018 03:50 PM
Form Started By: Bruce Westby		Started On: 12/11/2018 10:31 AM
Final Approval Date: 12/13/2018		



Real People. Real Solutions.

7533 Sunwood Drive NW  
Suite 206  
Ramsey, MN 55303-5119

Ph: (763) 433-2851  
Fax: (763) 427-0833  
Bolton-Menk.com

## MEMORANDUM

**Date:** December 5, 2018  
**To:** Bruce Westby, P.E.  
**From:** Kevin Kielb, P.E.  
Bryan Nemeth, P.E.  
**Subject:** Bunker Lake Boulevard and Puma Street Intersection Control

At the request of the City, we are providing information related to the intersection traffic control at Bunker Lake Boulevard and Puma Street. The intersection control installed with the recent street reconstruction project includes an All Way STOP.

### INITIAL INSTALLATION

Bunker Lake Boulevard and Puma Street are State Aid routes. During the plan approval process, these were the only legs of the intersection constructed, with Rabbit Street depicted as a “future roadway”. Because the travel path from Bunker Lake Boulevard to Puma Street doesn’t meet a 30 MPH design speed, STOP signs were required to be placed on these two intersection legs. A third STOP sign was depicted on the plans for Rabbit Street to complete the All Way STOP.

### BACKGROUND

The Bunker Lake Boulevard and Puma Street intersection was one of the intersections reviewed as a portion of the Business Park Analysis. In the March 2017 Business Park Report Update, two types of control were reviewed for the intersection:

- Roundabout, and
- All Way STOP.

Both were found to be adequate for the anticipated short-term traffic volumes and long-term growth in the corridor.

### TRAFFIC PATTERNS VS SAFETY

The primary traffic in this area will be along Bunker Lake Boulevard and Puma Street, with lesser traffic on Rabbit Street. Because of the intersection configuration, the primary traffic patterns end up being secondary to safety concerns. This is addressed in the MUTCD, 2B.4 Right-of-Way at Intersections.

YIELD or STOP signs should be used at an intersection if one or more of the following conditions exist:

- A. An intersection of a less important road with a main road where application of the normal right-of-way rule would not be expected to provide reasonable compliance with the law.

It is not recommended, due to safety considerations, that Rabbit Street be STOP or YIELD controlled and Bunker Lake Boulevard and Puma Street be uncontrolled. If neither Bunker Lake Boulevard or Puma Street had either STOP signs or YIELD signs, both the westbound vehicle and the southbound left/right turning vehicles would technically have the right-of-way. Each could proceed with their movement, and meet in the intersection.

### **INTERSECTION CONTROL PROGRESSION**

For the 2040 traffic volumes, either a roundabout or an All Way STOP provide high Levels of Service for the intersection.

There is the potential for interim intersection traffic control to be implemented based on actual site and traffic characteristics. If adjustments were made, the progression would most likely be:

- YIELD sign for southbound Puma Street,
- Then STOP sign for southbound Puma Street, and
- Then All Way STOP at the intersection.

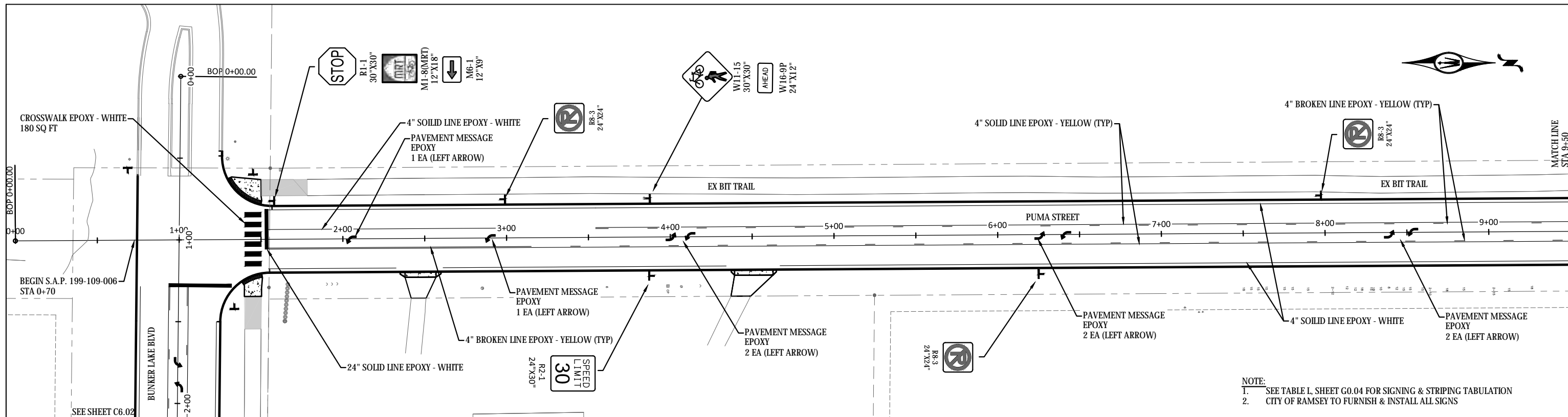
### **INTERSECTION ANALYSIS**

The existing intersection control was selected based upon several factors, including: State Aid requirements, traffic forecasts, safety and anticipated traffic patterns. The selection was based on a traffic study that was completed prior to the reconstruction of Bunker Lake Boulevard and Puma Street and prior to the construction of Rabbit Street.

If the City is considering adjustments, the following guidance from the MUTCD should be considered when preparing an updated traffic study based upon the actual improved site conditions:

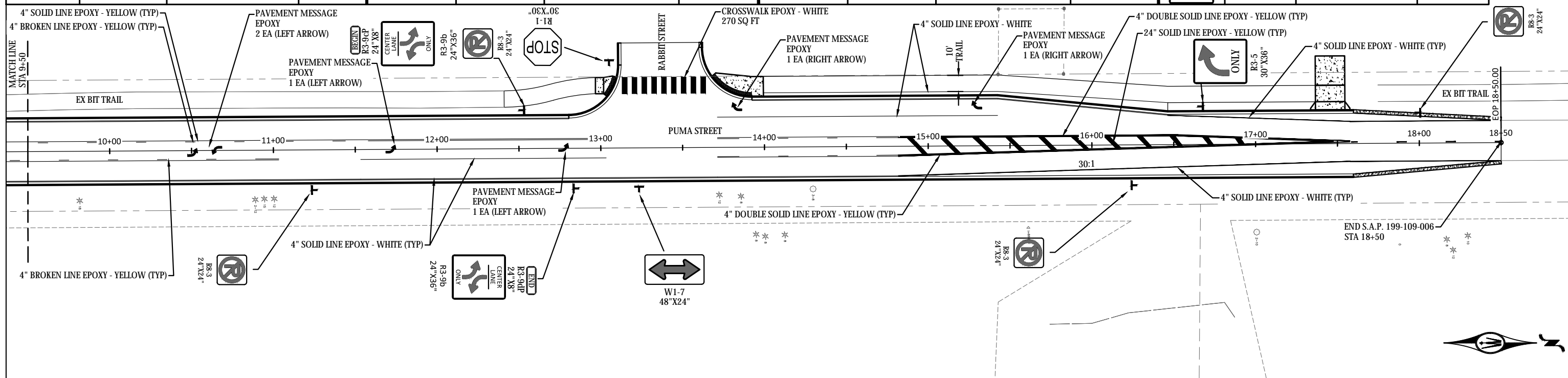
Engineering judgment should be used to establish inter-section control. The following factors should be considered:

- A. Vehicular, bicycle, and pedestrian traffic volumes on all approaches;
- B. Number and angle of approaches;
- C. Approach speeds;
- D. Sight distance available on each approach; and
- E. Reported crash experience.



NOTE:  
 1. SEE TABLE I, SHEET G0.04 FOR SIGNING & STRIPING TABULATION  
 2. CITY OF RAMSEY TO FURNISH & INSTALL ALL SIGNS

SIGN LEGEND	SIGN NUMBER & SIZE	NOTES	ESTIMATED QUANTITY	SIGN LEGEND	SIGN NUMBER & SIZE	NOTES	ESTIMATED QUANTITY	SIGN LEGEND	SIGN NUMBER & SIZE	NOTES	ESTIMATED QUANTITY	SIGN LEGEND	SIGN NUMBER & SIZE	NOTES	ESTIMATED QUANTITY
	R1-1 30"X30"		2		W1-7 48"X24"		1		M1-8 12"X18"	INSTALL M6-1 SIGN ON SAME POST AS M1-8 (MRT)	1		R3-9cP 24"X8"	INSTALL R3-9cP & R3-9dP SIGNS ON SAME POST AS R3-9b	1
	W11-15 30"X30"		1		R2-1 24"X30"		1		M6-1 12"X9"		1		R3-9dP 24"X8"		1
	W16-9P 24"X12"		1						R8-3 24"X24"		7		R3-9b 24"X36"		2
													R3-5 30"X36"		1



0 30 60  
HORZ. SCALE FEET

**BOLTON & MENK**

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

REV	ISSUED FOR	DATE

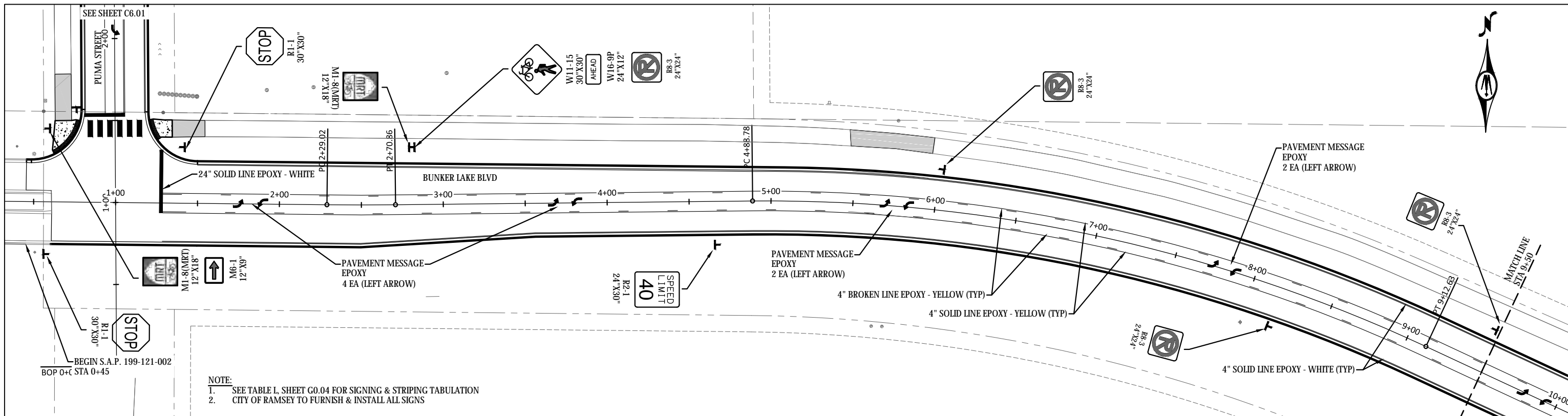
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

*Kevin P. Kiehl*  
 KEVIN P. KIEHL  
 LIC. NO. 23211 DATE 04/12/2018

CITY OF RAMSEY, MINNESOTA  
 BUNKER LAKE BOULEVARD AND PUMA STREET IMPROVEMENTS  
 S.A.P. 199-109-006, S.A.P. 199-121-002  
 SIGNING & STRIPING PLAN

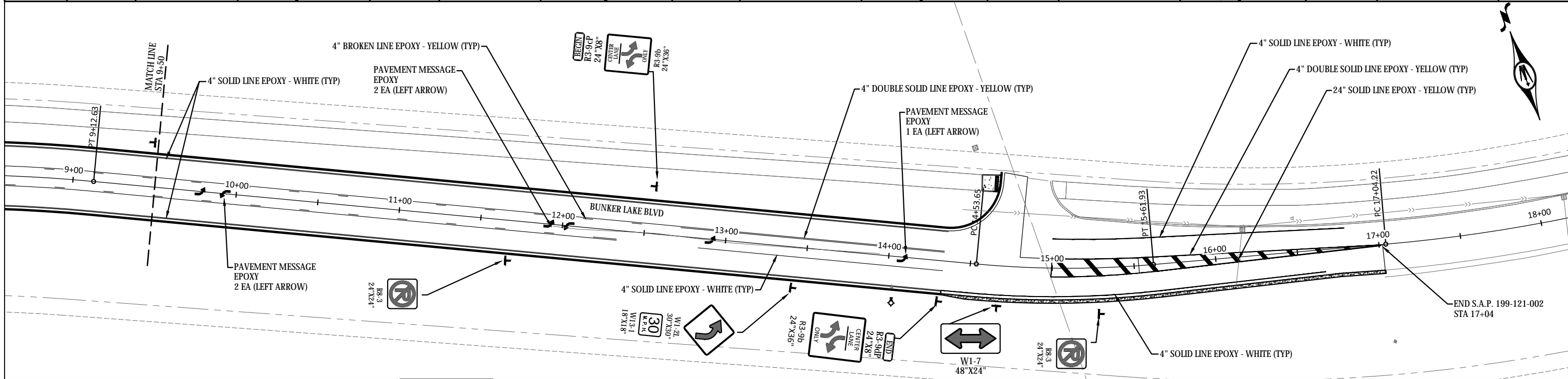
SHEET  
**C6.01**

© Bolton & Menk, Inc. 2018. All Rights Reserved  
 H:\RAMS\R16114473\CAD\114473C601A.dwg 4/26/2018 11:01 AM



NOTE:  
 1. SEE TABLE L, SHEET G0.04 FOR SIGNING & STRIPING TABULATION  
 2. CITY OF RAMSEY TO FURNISH & INSTALL ALL SIGNS

SIGN LEGEND	SIGN NUMBER & SIZE	NOTES	ESTIMATED QUANTITY	SIGN LEGEND	SIGN NUMBER & SIZE	NOTES	ESTIMATED QUANTITY	SIGN LEGEND	SIGN NUMBER & SIZE	NOTES	ESTIMATED QUANTITY	SIGN LEGEND	SIGN NUMBER & SIZE	NOTES	ESTIMATED QUANTITY	SIGN LEGEND	SIGN NUMBER & SIZE	NOTES	ESTIMATED QUANTITY
	R1-1 30"X30"		2		W1-7 48"X24"		1		M1-8(MRT) 12"X18"		2		W1-2L 30"X30"		1		R3-9cP 24"X8"	INSTALL R3-9cP & R3-9dP SIGNS ON SAME POST AS R3-9b	1
	W11-15 30"X30"		1		R2-1 24"X30"		1		M6-1 12"X9"	INSTALL M6-1 SIGN ON SAME POST AS M1-8 (MRT)	1		W13-1P 18"X18"	INSTALL W13-1P SIGN ON SAME POST AS W1-2L	1		R3-9dP 24"X8"		1
	W16-9P 24"X12"		1						R8-3 24"X24"		6						R3-9b 24"X36"		2



	7533 SUNWOOD DR NW, SUITE 206 RAMSEY, MINNESOTA 55303 Phone: (763) 433-2851 Email: Ramsey@bolton-menk.com www.bolton-menk.com	REV: _____ ISSUED FOR: _____ DATE: _____	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.  KEVIN P. KIEL LIC. NO. 23211 DATE 04/12/2018	DESIGNED: JWC DRAWN: EKD CHECKED: KPK	<b>CITY OF RAMSEY, MINNESOTA</b> BUNKER LAKE BOULEVARD AND PUMA STREET IMPROVEMENTS S.A.P. 199-109-006, S.A.P. 199-121-002 <b>SIGNING &amp; STRIPING PLAN</b>	SHEET <b>C6.02</b>
		© Bolton & Menk, Inc. 2018. All Rights Reserved H:\RAMS\R16114473\CAD\114473C601A.dwg 4/26/2018 11:01 AM				

**Public Works Committee**

**5.3.**

**Meeting Date:** 12/18/2018

**Submitted For:** Grant Riemer, Engineering/Public Works

**By:** Grant Riemer, Engineering/Public Works

---

**Title:**

**Highway 47 Landscaping Project**

**Purpose/Background:**

The purpose of this project is to partner with MnDOT to improve the landscaping along Hwy 47 from roughly Xkimo St to the south and Barium St to the north. The project falls under MnDOT's Community Roadside Landscape Partnership Program. MnDOT's Office of [Environmental Stewardship](#) provides technical and financial support to communities to install and maintain landscape plantings on eligible state highway rights of way. MnDOT would partner with the city of Ramsey by providing the services of their landscape architect to design the landscaping for the project and also provide financial assistance to buy plant materials. The city of Ramsey would provide the manpower to install the plantings and would also be responsible for on going maintenance, such as weeding of the plant beds and watering.

**Timeframe:**

10 Minutes

**Observations/Alternatives:**

This project would touch on several areas of our strategic plan.

**Strategic Imperative III: Smart, Citizen-Focused Government**

- 20) Improve the image of residential neighborhoods, business districts, and key corridors
- 22) Clean Up areas of blight along Highway 47/Saint Francis Blvd
- 24) Identify opportunities for community volunteer work and citizen recognition.

MnDOT has provided a design plan for the project and that plan is attached to this case. The next step in the process is to pass a resolution stating that the City of Ramsey is willing to enter into a cooperative agreement with MnDOT to execute the project. A draft copy of that resolution is attached to this case.

**Funding Source:**

Ongoing maintenance duties for the project would be covered under normal PW duties. Plant materials and design would be part of MnDOT's partnership program assistance.

**Recommendation:**

Staff recommends approving **RESOLUTION #18-XXX** stating that the City of Ramsey is willing to enter into a cooperative agreement with MnDOT to execute the Hwy 47 landscape project SP0206-969A (TH 47 Sound wall)

**Action:**

Approve staff recommendation and forward **RESOLUTION #18-XXX** to the full council for consideration or deny staff recommendation and approve alternate recommendation based on committee discussion.

---

**Attachments**

Resolution # 18-XXX

**Form Review**

**Inbox**

Kurt Ulrich

Form Started By: Grant Riemer

Final Approval Date: 12/13/2018

**Reviewed By**

Kurt Ulrich

**Date**

12/13/2018 03:57 PM

Started On: 12/13/2018 08:39 AM

Councilmember introduced the following resolution and moved for its adoption:

**RESOLUTION #18-XXX**

**RESOLUTION ENTERING INTO COOPERATIVE AGREEMENT WITH MNDOT FOR STATE TRUNK HIGHWAY 47 SOUNDWALL LANDSCAPE IMPROVEMENTS**

**WHEREAS**, the City of Ramsey and Minnesota Department of Transportation enter into a cooperative agreement for landscape improvements along the sound wall on Trunk Highway 47.

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

- 1) The City Council act as sponsoring unit for the project identified as SP0206-969A (TH 47 Sound wall) on the State Trunk Highway 47 during the period \_\_\_\_\_ through \_\_\_\_\_.
- 2) Grant Riemer, Public Works Superintendent is hereby authorized to apply to the Minnesota Department of Transportation for funding of this project on behalf of City of Ramsey.

The motion for 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 XXth day of XXX, 20XX.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

# MINNESOTA DEPARTMENT OF TRANSPORTATION

## CONSTRUCTION PLAN FOR LANDSCAPING

LOCATED ON T.H.47 FROM APPROX. 900 FT NORTH OF NOWTHEN BLVD NW TO APPROX. 180 FT NORTH OF BARIUM STREET NW IN RAMSEY

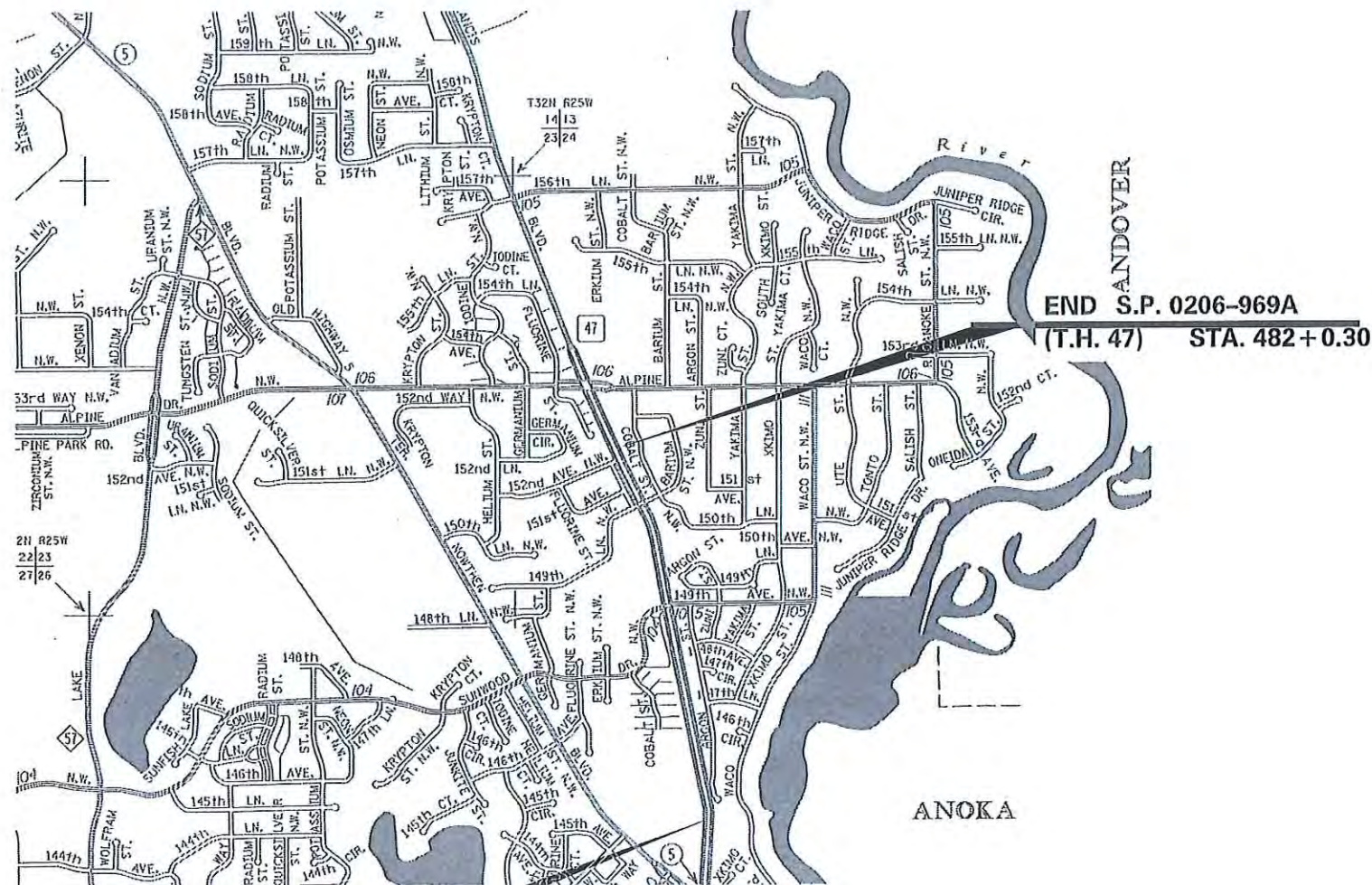
STATE PROJ. NO. 0206-969A  
 MINN. PROJ. NO. \_\_\_\_\_  
 GROSS LENGTH \_\_\_\_\_ FEET \_\_\_\_\_ MILES  
 BRIDGES-LENGTH \_\_\_\_\_ FEET \_\_\_\_\_ MILES  
 EXCEPTIONS-LENGTH \_\_\_\_\_ FEET \_\_\_\_\_ MILES  
 NET LENGTH \_\_\_\_\_ FEET \_\_\_\_\_ MILES  
 REF. POINT 22+0.863 TO REF. POINT 23+0.675

FED. PROJ. NO. \_\_\_\_\_ STATE FUNDS

GOVERNING SPECIFICATIONS  
 THE 2018 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION  
 "STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL GOVERN.

### INDEX

TITLE SHEET	1
GENERAL LAYOUT	2
ESTIMATED QUANTITIES	3
PLANT STOCK TABULATIONS	4
LANDSCAPE PLAN	5-12
STANDARD PLANTING DETAILS (A-C)	13-15



END S.P. 0206-969A  
 (T.H. 47) STA. 482+0.30

BEGIN S.P. 0206-969A  
 (T.H. 47) STA. 440+0.50

THIS PLAN CONTAINS 15 SHEETS

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

DATE 10/31/13 LIC. NO. 26551 LA *[Signature]*

PROJECT L.A. Todd Carroll, LANDSCAPE ARCHITECT

PROJECT DESIGNERS PHILIP ZENGE

RECOMMENDED FOR APPROVAL BY: *[Signature]* 11/31/13 20 13  
 LANDSCAPE PARTNERSHIP COORDINATOR

RECOMMENDED FOR APPROVAL BY: *[Signature]* 11/27/15 20 15  
 DISTRICT LANDSCAPE PARTNERSHIP COORDINATOR

APPROVED \_\_\_\_\_ 20 \_\_\_\_\_ 11/27/18  
 DISTRICT ENGINEER

FOR PLANS & UTILITIES SYMBOLS SEE TECHNICAL MANUAL

PROJ. NO 0206-969A  
 CHARGE IDENTIFIER \_\_\_\_\_

PROJECT LOCATION  
 COUNTY: ANOKA  
 DISTRICT: METRO

I HEREBY CERTIFY THAT THE FINAL FIELD REVISIONS, IF ANY, OF THIS PLAN WERE MADE BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.  
 PRINT NAME: \_\_\_\_\_ LIC. NO.: \_\_\_\_\_  
 DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

PLAN REVISIONS		
DATE	SHEET NO.	APPROVED BY

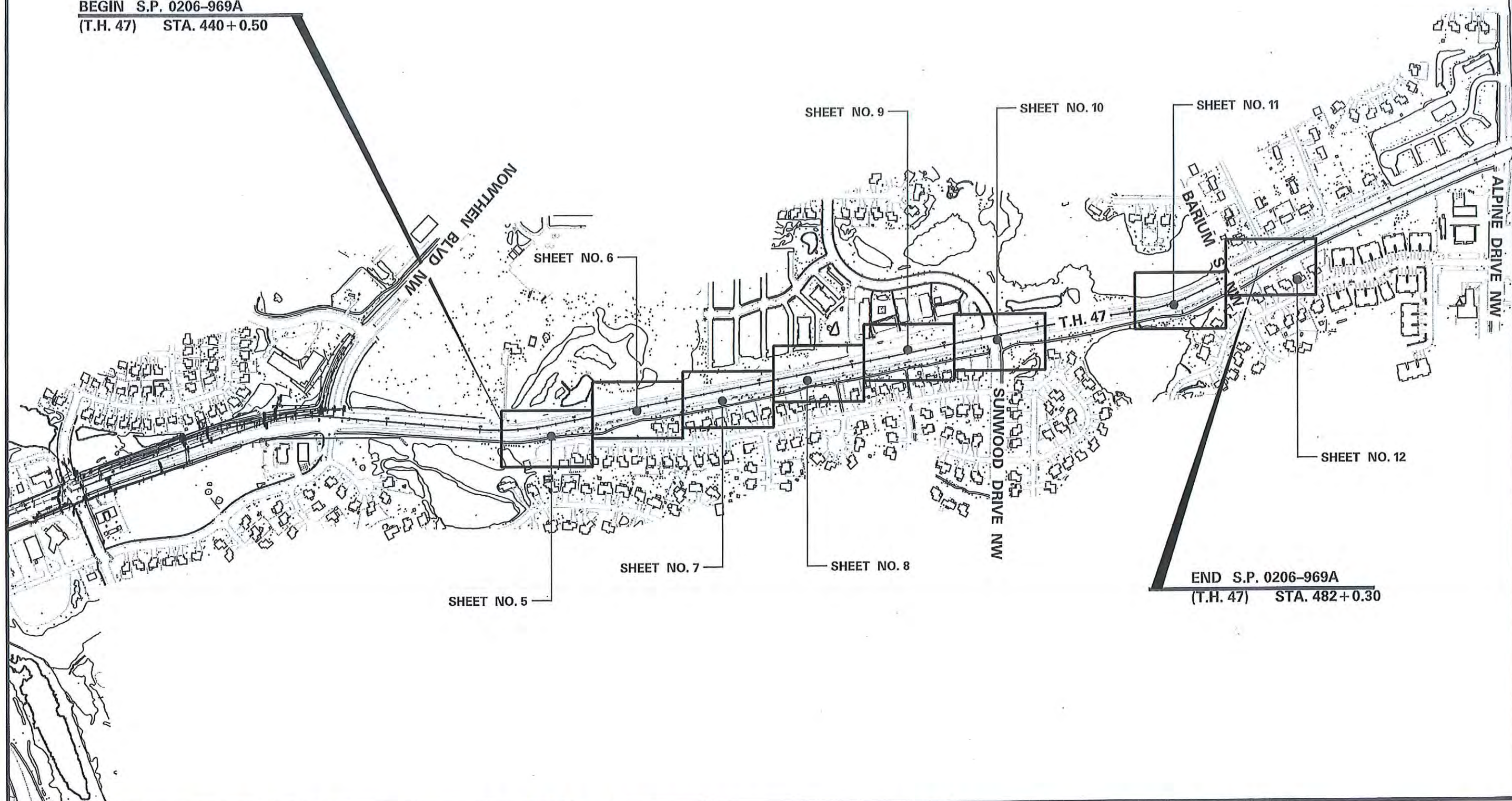
DESIGN DESIGNATION - TIER NO. \_\_\_\_\_



500  
SCALE IN FEET

BEGIN S.P. 0206-969A  
(T.H. 47) STA. 440+0.50

END S.P. 0206-969A  
(T.H. 47) STA. 482+0.30



SHEET NO. 9

SHEET NO. 10

SHEET NO. 11

SHEET NO. 6

SHEET NO. 12

SHEET NO. 7

SHEET NO. 8

SHEET NO. 5

DATE PRINTED:  
10/31/2018

TIME PRINTED:  
8:08:55 AM

PROJECT MANAGER  
PHILIP ZENGE

DRAWN BY  
PHILIP ZENGE

DATE 10/31/18 LIC. NO. 26551

CHECKED BY  
DENNIS MOLINE

SIGNATURE  
*[Signature]*  
LICENSED PROFESSIONAL LANDSCAPE ARCHITECT

**m** OFFICE OF ENVIRONMENTAL STEWARDSHIP  
ENV. PLANNING AND DESIGN UNIT  
TRANSPORTATION BUILDING  
DEPARTMENT OF TRANSPORTATION ST. PAUL, MINNESOTA 55155-1899

GENERAL LAYOUT

STATE PROJECT 0206-969A (T.H. 47) SHEET NO. 2 OF 15 SHEETS

**STATEMENT OF ESTIMATED QUANTITIES**

ITEM No.	DESCRIPTION	UNITS	ESTIMATED
			S.P.0206-969A
2571.524	ORNAMENTAL TREE 5' HT CONT	TREE	15
2571.525	DECIDUOUS SHRUB 12" HT CONT	SHRUB	357
2574.507	COMPOST GRADE 2	CU YD	125
2575.507	MULCH MATERIAL TYPE 6	CU YD	126

**UTILITY NOTES:**

- NO UTILITIES WILL BE AFFECTED BY THIS PROJECT.

**GENERAL NOTES:**

- LOCATE SHRUBS, A MINIMUM OF 5' FROM NOISE WALLS.
- COMPLETE ALL TILLING USING A SPADE TYPE TILLER.
- SEE THE PLANT STOCK TABULATION TABLE FOR INDIVIDUAL PLANT QUANTITIES.
- RESTORE ALL DAMAGED TURF TO PRE-LANDSCAPE INSTALLATION CONDITIONS.

DATE PRINTED: 10/31/2018	TIME PRINTED: 10:17:32 AM	PROJECT MANAGER PHILIP ZENGE	DRAWN BY PHILIP ZENGE	DATE <u>12/7/13</u> LIC. NO. 26551	 OFFICE OF ENVIRONMENTAL STEWARDSHIP ENV. PLANNING AND DESIGN UNIT TRANSPORTATION BUILDING ST. PAUL, MINNESOTA 55155-1899	<b>ESTIMATED QUANTITIES</b>	
CHECKED BY DENNIS MOLINE			SIGNATURE 	LICENSED PROFESSIONAL LANDSCAPE ARCHITECT		STATE PROJECT 0206-969A (T.H. 47)	SHEET NO. 3 OF 15 SHEETS

PLANT STOCK TABULATION S.P. 0206-969A

KEY	SPECIES	Minimum Acceptable Dimensions	Units	TOTAL QUANTITY
	ORNAMENTAL TREE 5' HT CONT	5.5' Ht., No. 10 Cont.	TOTAL	15
ABS_5'	SERVICEBERRY, AUTUMN BRILLIANCE		TREE	15
	<i>Amelanchier x grandiflora (Autumn Brilliance)</i>			
	DECIDUOUS SHRUB 12" HT CONT	10.5" Ht., No. 2 Cont.	TOTAL	357
GBC_12"	CHOKEBERRY, GLOSSY BLACK		SHRUB	57
	<i>Aronia melanocarpa</i>			
CMN_12"	NINEBARK, COMMON		SHRUB	60
	<i>Physocarpus opulifolius</i>			
BWS_12"	SPIREA, BRIDALWREATH		SHRUB	56
	<i>Spiraea prunifolia</i>			
FGS_12"	SUMAC, FRAGRANT		SHRUB	60
	<i>Rhus aromatica</i>			
TES_12"	SUMAC, TIGER EYES		SHRUB	78
	<i>Rhus typhina (Bailtiger)</i>			
AWV_12"	VIBURNUM, ARROWWOOD		SHRUB	46
	<i>Viburnum dentatum</i>			
TOTAL (Planting Material)				372

DATE PRINTED:  
10/31/2018

TIME PRINTED:  
10:19:23 AM

PROJECT MANAGER  
PHILIP ZENGE

DRAWN BY  
PHILIP ZENGE

DATE 10/31/18 LIC. NO. 26551

SIGNATURE  LICENSED PROFESSIONAL LANDSCAPE ARCHITECT

CHECKED BY  
DENNIS MOLINE



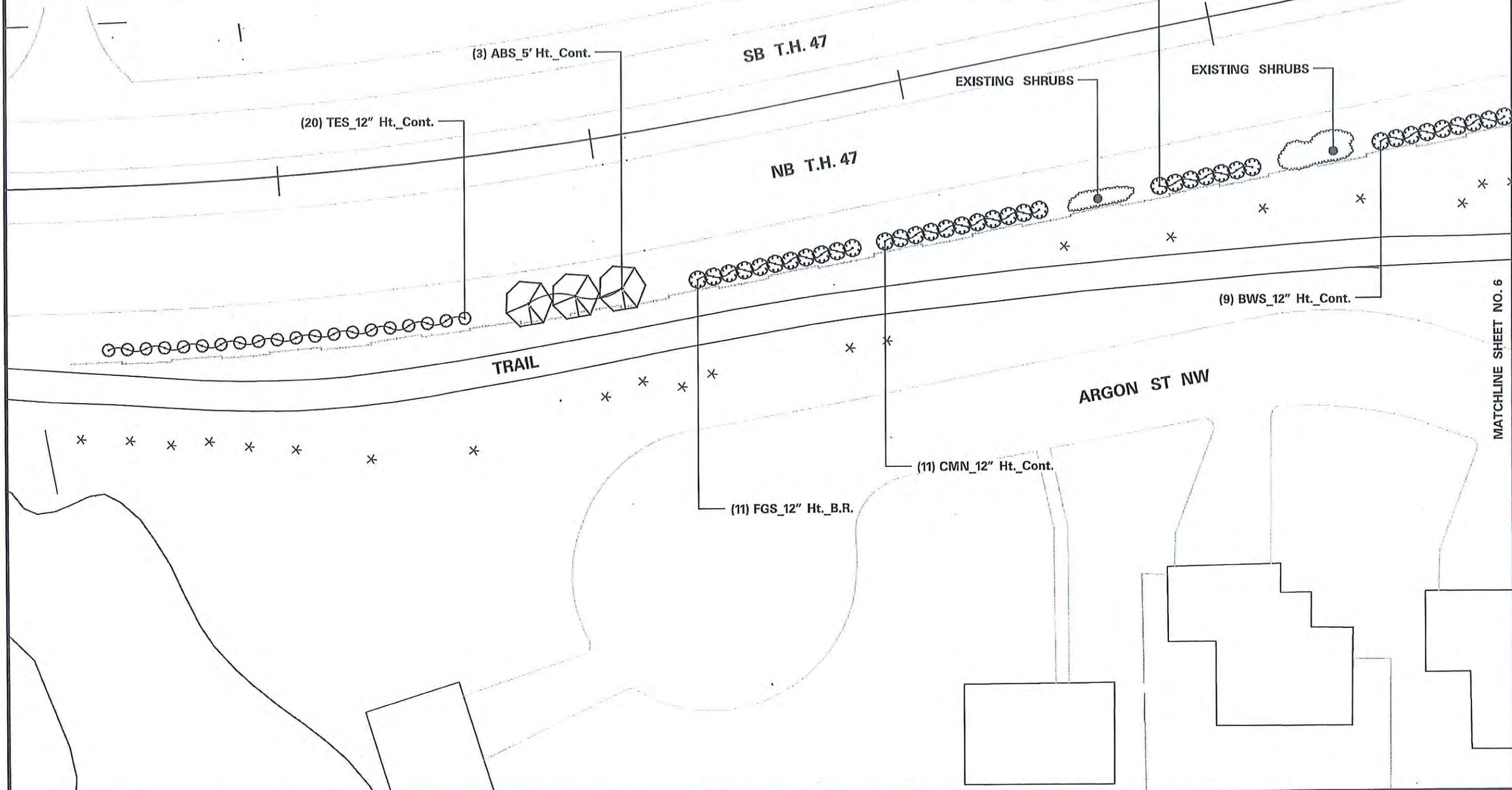
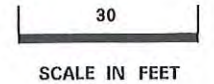
OFFICE OF ENVIRONMENTAL STEWARDSHIP  
ENV. PLANNING AND DESIGN UNIT  
TRANSPORTATION BUILDING  
ST. PAUL, MINNESOTA 55155-1899

PLANT STOCK TABULATIONS

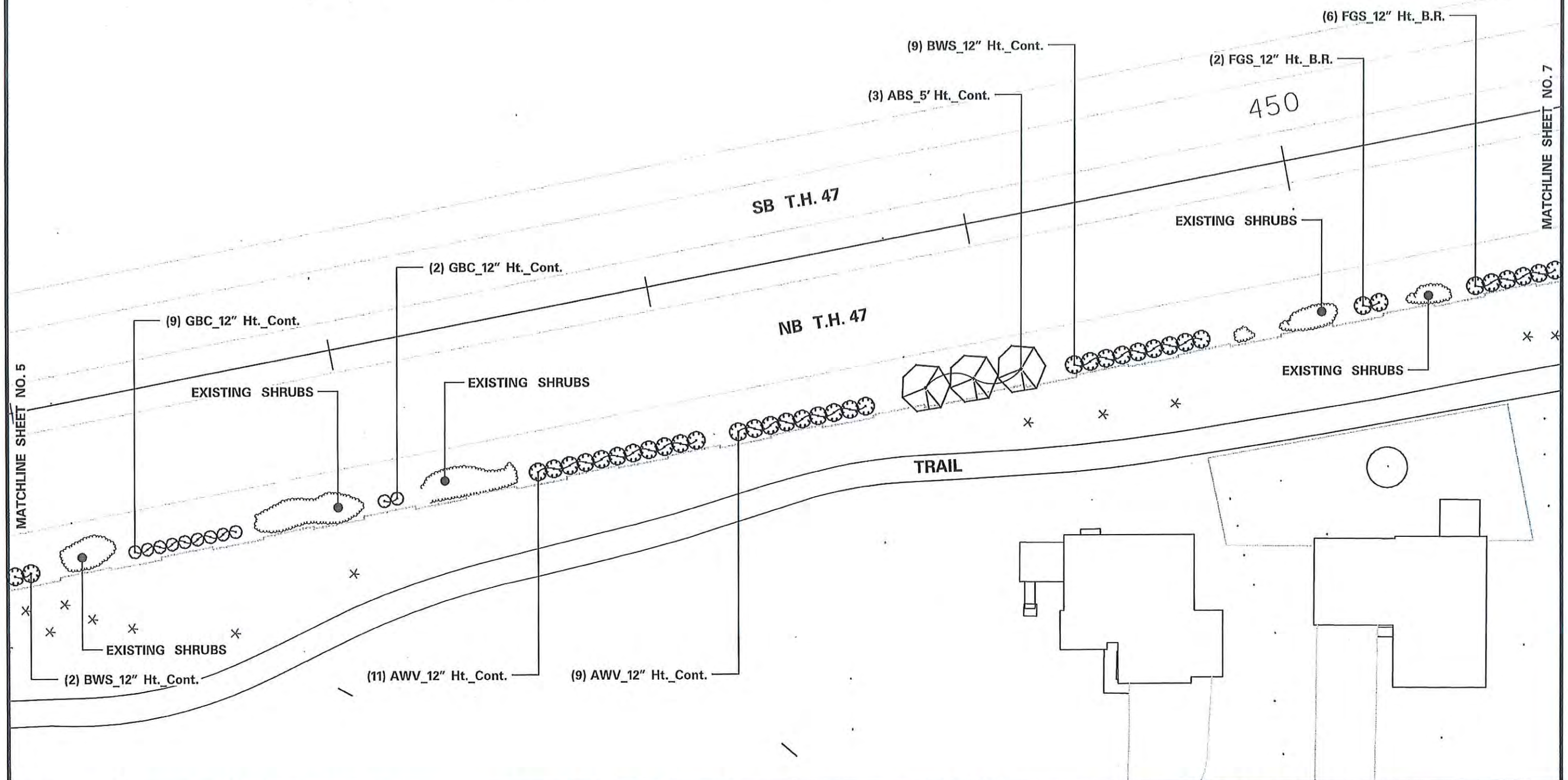
STATE PROJECT 0206-969A (T.H. 47)

SHEET NO. 4 OF 15 SHEETS

KEY	SPECIES	QUANT.	SPACING
ABS_5'	SERVICEBERRY, AUTUMN BRILLIANCE	3	AS SHOWN
CMN_12"	NINEBARK, COMMON	11	5' O.C.
BWS_12"	SPIREA, BRIDALWREATH	16	5' O.C.
FGS_12"	SUMAC, FRAGRANT	11	5' O.C.
TES_12"	SUMAC, TIGER EYES	20	6' O.C.



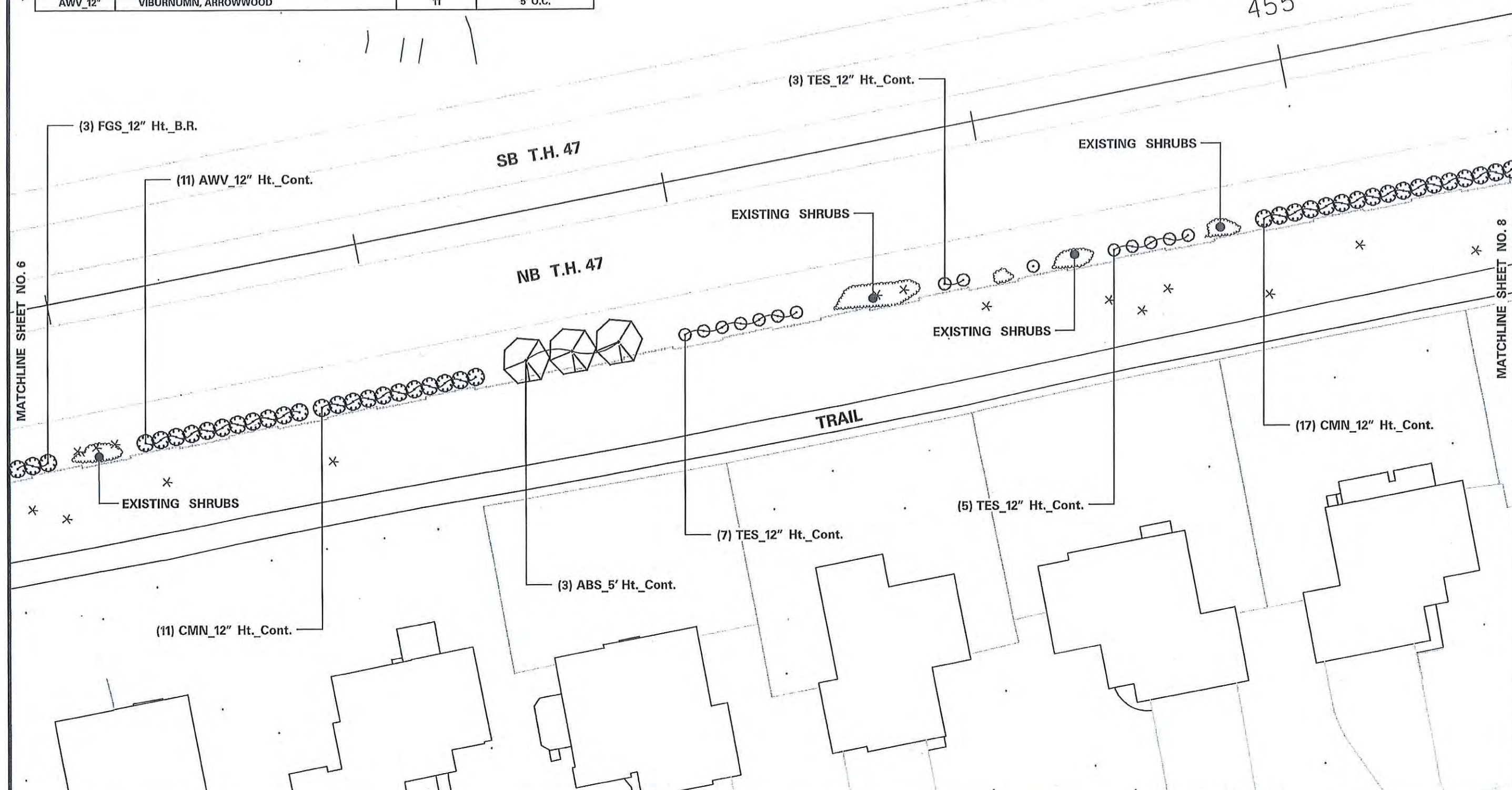
KEY	SPECIES	QUANT.	SPACING
ABS_5'	SERVICEBERRY, AUTUMN BRILLIANCE	3	AS SHOWN
GBC_12"	CHOKEBERRY, GLOSSY BLACK	11	5' O.C.
BWS_12"	SPIREA, BRIDALWREATH	11	5' O.C.
FGS_12"	SUMAC, FRAGRANT	8	5' O.C.
AWV_12"	VIBURNUM, ARROWWOOD	20	5' O.C.



KEY	SPECIES	QUANT.	SPACING
ABS_5'	SERVICEBERRY, AUTUMN BRILLIANCE	3	AS SHOWN
CMN_12"	NINEBARK, COMMON	28	5' O.C.
FGS_12"	SUMAC, FRAGRANT	3	5' O.C.
TES_12"	SUMAC, TIGER EYES	15	6' O.C.
AWV_12"	VIBURNUM, ARROWWOOD	11	5' O.C.



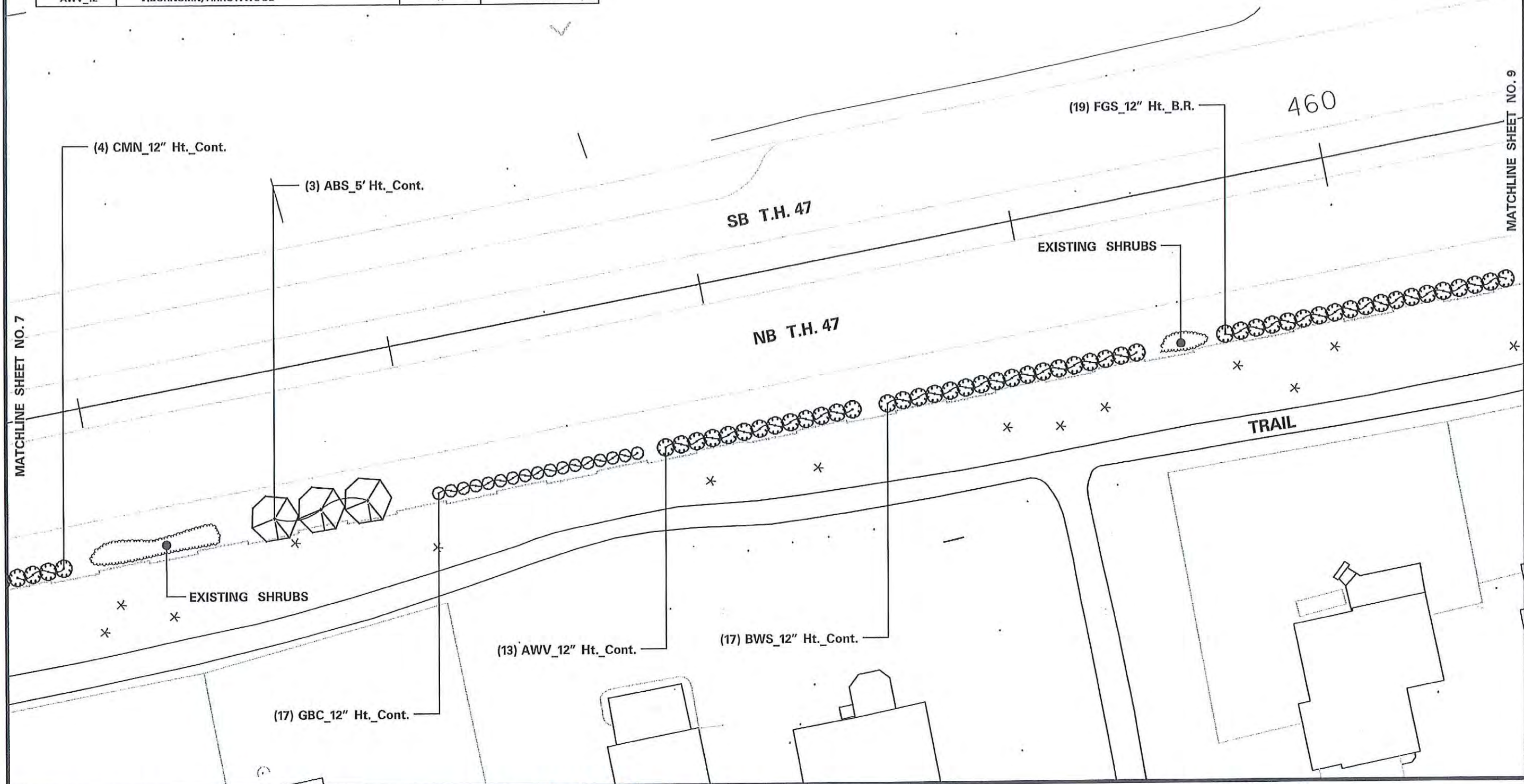
30  
SCALE IN FEET



KEY	SPECIES	QUANT.	SPACING
ABS_5'	SERVICEBERRY, AUTUMN BRILLIANCE	3	AS SHOWN
GBC_12"	CHOKEBERRY, GLOSSY BLACK	17	5' O.C.
CMN_12"	NINEBARK, COMMON	4	5' O.C.
BWS_12"	SPIREA, BRIDALWREATH	17	5' O.C.
FGS_12"	SUMAC, FRAGRANT	19	5' O.C.
AWV_12"	VIBURNUM, ARROWWOOD	13	5' O.C.

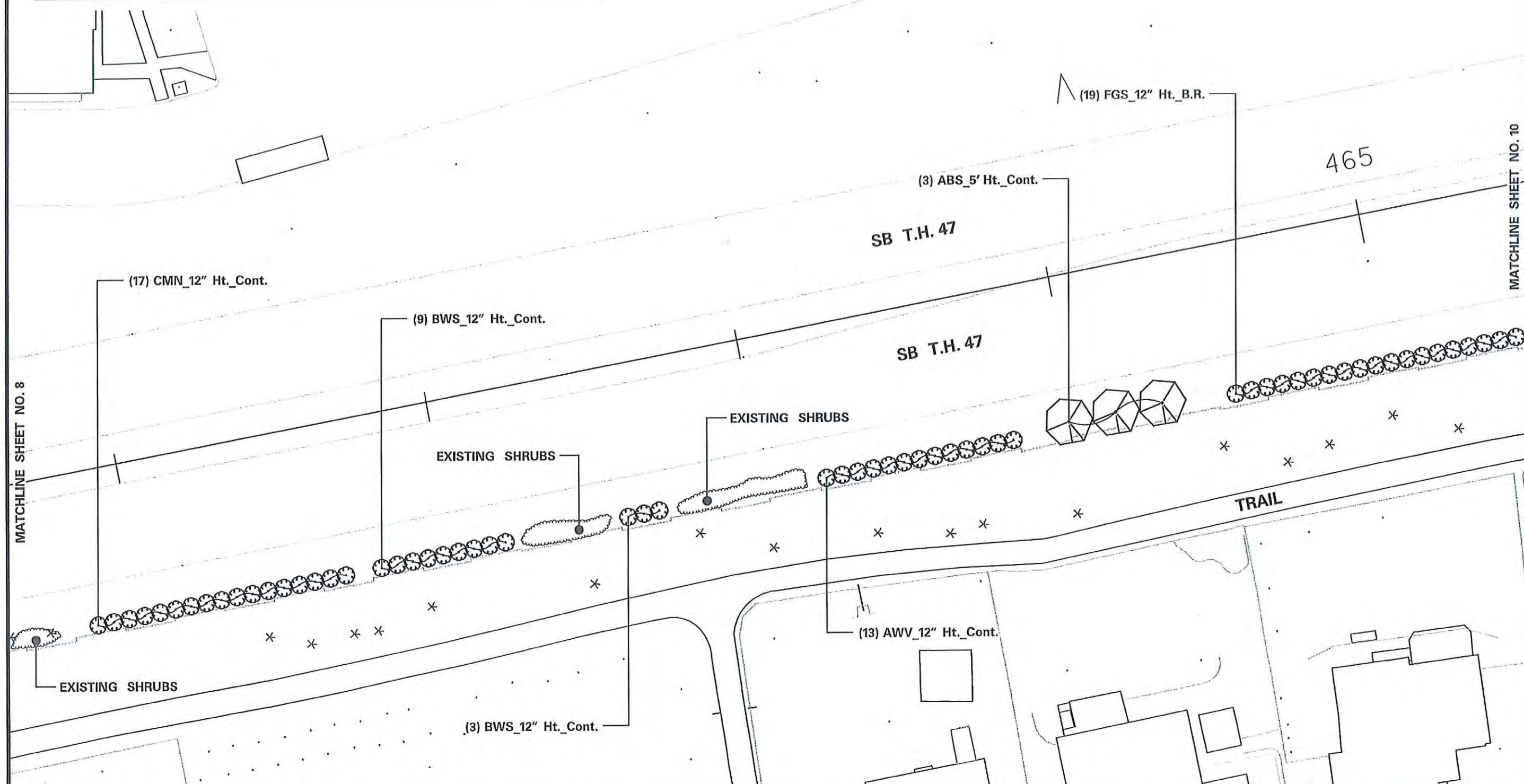


30  
SCALE IN FEET



DATE PRINTED: 10/31/2018	TIME PRINTED: 8:09:07 AM	PROJECT MANAGER PHILIP ZENGE	DRAWN BY PHILIP ZENGE	DATE <u>10/31/18</u> LIC. NO. 26551	OFFICE OF ENVIRONMENTAL STEWARDSHIP ENV. PLANNING AND DESIGN UNIT TRANSPORTATION BUILDING ST. PAUL, MINNESOTA 55155-1699	<b>LANDSCAPE PLAN</b>	
			CHECKED BY DENNIS MOLINE	SIGNATURE		STATE PROJECT 0206-969A (T.H. 47)	SHEET NO. 8 OF 15 SHEETS

KEY	SPECIES	QUANT.	SPACING
ABS_5'	SERVICEBERRY, AUTUMN BRILLIANCE	3	AS SHOWN
CMN_12"	NINEBARK, COMMON	17	5' O.C.
BWS_12"	SPIREA, BRIDALWREATH	12	5' O.C.
FGS_12"	SUMAC, FRAGRANT	19	5' O.C.
AWV_12"	VIBURNUM, ARROWWOOD	13	5' O.C.



DATE PRINTED: 10/31/2018	TIME PRINTED: 8:09:09 AM	PROJECT MANAGER PHILIP ZENGE	DRAWN BY PHILIP ZENGE	DATE <u>10/2/18</u> LIC. NO. 26551	OFFICE OF ENVIRONMENTAL STEWARDSHIP ENV. PLANNING AND DESIGN UNIT TRANSPORTATION BUILDING ST. PAUL, MINNESOTA 55155-1899	<b>LANDSCAPE PLAN</b>	
		CHECKED BY DENNIS MOLINE	SIGNATURE			STATE PROJECT 0206-969A (T.H. 47)	SHEET NO. 9 OF 15 SHEETS

KEY	SPECIES	QUANT.	SPACING
TES_12"	SUMAC, TIGER EYES	21	6' O.C.



30

SCALE IN FEET

470

SB T.H. 47

NB T.H. 47

TRAIL

TRAIL

SUNWOOD DRIVE NW

(21) TES\_12" Ht. Cont.

MATCHLINE SHEET NO. 9

DATE PRINTED:  
10/31/2018

TIME PRINTED:  
8:09:11 AM

PROJECT MANAGER  
PHILIP ZENGE

DRAWN BY  
PHILIP ZENGE

DATE 10/31/18 LIC. NO. 26551

CHECKED BY  
DENNIS MOLINE

SIGNATURE *[Signature]*  
LICENSED PROFESSIONAL LANDSCAPE ARCHITECT

**mn** OFFICE OF ENVIRONMENTAL STEWARDSHIP  
ENV. PLANNING AND DESIGN UNIT  
DEPARTMENT OF TRANSPORTATION BUILDING  
ST. PAUL, MINNESOTA 55155-1899

LANDSCAPE PLAN

STATE PROJECT 0206-969A (T.H. 47)

SHEET NO. 10 OF 15 SHEETS

KEY	SPECIES	QUANT.	SPACING
TES_12"	SUMAC, TIGER EYES	22	6' O.C.



30  
SCALE IN FEET

SB T.H. 47

NB T.H. 47

MATCHLINE SHEET NO. 12

(3) TES\_12" Ht. Cont.

EXISTING SHRUBS

EXISTING SHRUBS

EXISTING SHRUBS

EXISTING SHRUBS

(11) TES\_12" Ht. Cont.

TRAIL

(2) TES\_12" Ht. Cont.

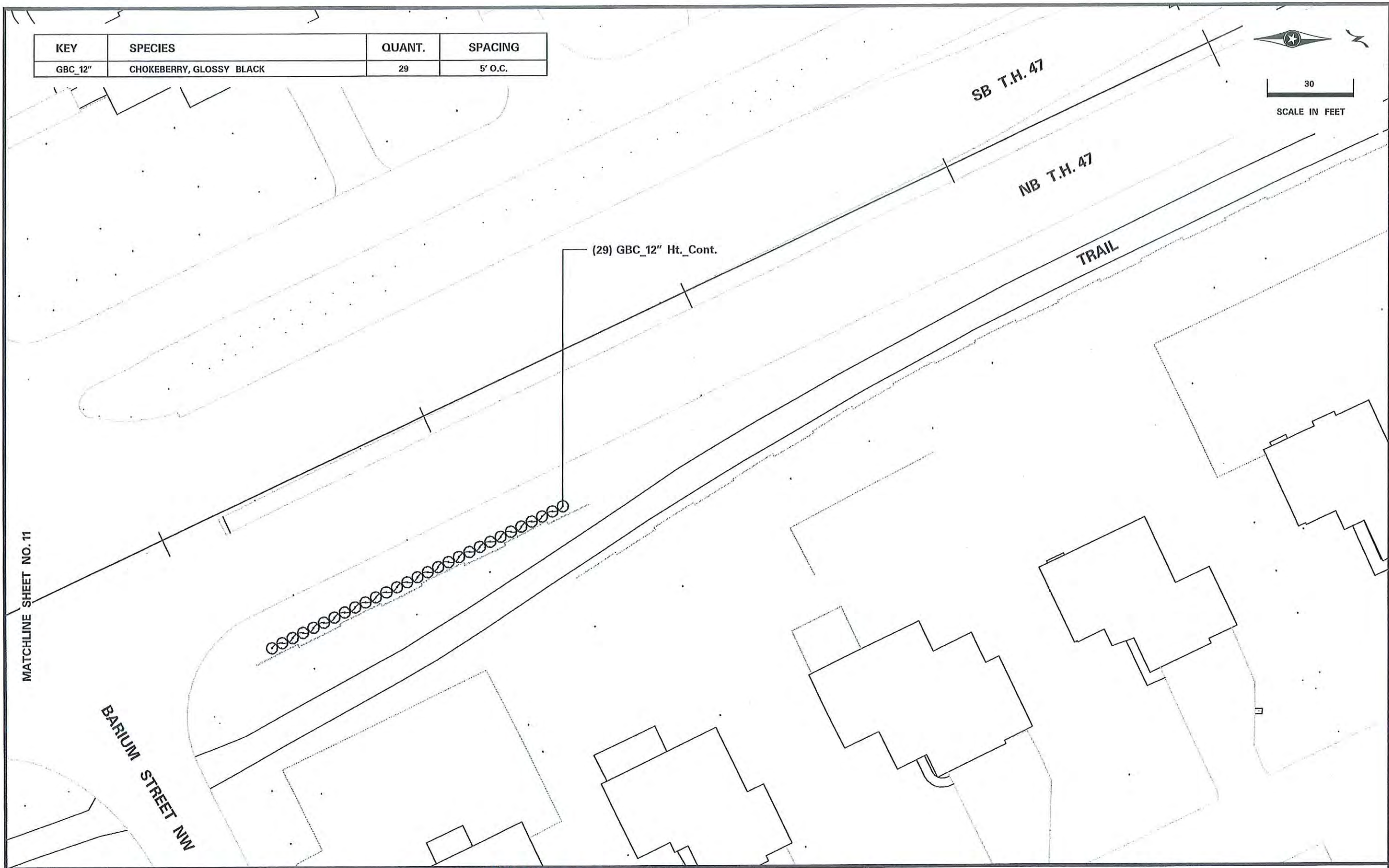
(6) TES\_12" Ht. Cont.

DATE PRINTED: 10/31/2018	TIME PRINTED: 8:09:14 AM	PROJECT MANAGER PHILIP ZENGE	DRAWN BY PHILIP ZENGE	DATE <u>10/31/18</u> LIC. NO. <u>26551</u>	 OFFICE OF ENVIRONMENTAL STEWARDSHIP ENV. PLANNING AND DESIGN UNIT TRANSPORTATION BUILDING ST. PAUL, MINNESOTA 55155-1899	<b>LANDSCAPE PLAN</b>	
		CHECKED BY DENNIS MOLINE	SIGNATURE 			STATE PROJECT 0206-969A (T.H. 47)	SHEET NO. 11 OF 15 SHEETS

KEY	SPECIES	QUANT.	SPACING
GBC_12"	CHOKEBERRY, GLOSSY BLACK	29	5' O.C.



30  
SCALE IN FEET



MATCHLINE SHEET NO. 11

BARIUM STREET NW

SB T.H. 47

NB T.H. 47

TRAIL

(29) GBC\_12" Ht.\_Cont.

DATE PRINTED:  
10/31/2018

TIME PRINTED:  
8:09:16 AM

PROJECT MANAGER  
PHILIP ZENGE

DRAWN BY  
PHILIP ZENGE

DATE 10/31/18 LIC. NO. 26951

CHECKED BY  
DENNIS MOLINE

SIGNATURE 

**mn** OFFICE OF ENVIRONMENTAL STEWARDSHIP  
ENV. PLANNING AND DESIGN UNIT  
DEPARTMENT OF TRANSPORTATION BUILDING  
ST. PAUL, MINNESOTA 55155-1899

**LANDSCAPE PLAN**

STATE PROJECT 0206-969A (T.H. 47)

SHEET NO. 12 OF 15 SHEETS

PLOTTED/REVISED: \$\$\$DATE\$\$\$

DISTRICT #: \$\$\$DISTRICT\$\$\$  
 I/PLOT NAME: \$\$\$I/PLOT NAME\$\$\$  
 PATH & FILENAME: \$\$\$PATH/FILENAME\$\$\$

**GENERAL NOTES**

- SEE SPECIAL PROVISIONS FOR SPECIFIC PROJECT REQUIREMENTS.
- REFER TO MnDOT SPECIFICATIONS 2571, 2572, 3861, FOR GENERAL REQUIREMENTS.
- COMPLETE PREPARATORY WORK BEFORE STARTING INITIAL PLANTING OPERATIONS.
- ACCEPT ALL PLANT STOCK IN ACCORDANCE WITH (MnDOT 3861) PRIOR TO PLANTING.
- THE CONTRACTOR WILL DEMONSTRATE COMPETENCY FOR SOIL CULTIVATION OPERATIONS IN ACCORDANCE WITH (MnDOT 2571.3D.2)
- THE CONTRACTOR WILL DEMONSTRATE COMPETENCY FOR ALL PLANT INSTALLATION OPERATIONS IN ACCORDANCE WITH (MnDOT 2571.3F1)

RODENT PROTECTION	SEE SPECIAL PROVISIONS AND STANDARD PLANTING DETAILS (3 OF 3)
FERTILIZER	SEE SPECIAL PROVISIONS
COMPOST	MnDOT 3890 COMPOST GRADE 2 UNLESS OTHERWISE SPECIFIED.
MULCH MATERIAL	MnDOT 3882 MULCH MATERIAL TYPE 6 UNLESS OTHERWISE SPECIFIED.

**MASS PLANTING BEDS**

PREPARE MASS PLANTING BEDS FOR PLANTS PLACED AT 15' OR LESS, UNLESS OTHERWISE SPECIFIED ON SHEETS. PLANT BEDS IN STAGGERED ROWS ON THE PERIMETER FIRST, THEN UNIFORMLY FILL IN WITH REMAINING PLANTS. USE TRIANGULAR SPACING, UNLESS SPECIFIED OTHERWISE. PROVIDE 5' RADIUS CLEAR OF SHRUBS AROUND EACH DECIDUOUS TREE AND 8' CLEAR RADIUS AROUND EACH CONIFER TREE. RADIUS WILL BE MEASURED FROM THE CENTER OF THE TREE TO THE CENTER OF THE SHRUB. NOTIFY ENGINEER OF GROSS PLANT QUANTITY SURPLUS OR DEFICIENCY IMMEDIATELY. MULCH ENTIRE MASS PLANTING BED. SEE STANDARD PLANTING DETAILS (3 OF 3)

**TREE PAINTING (FROST CRACK PREVENTION)**

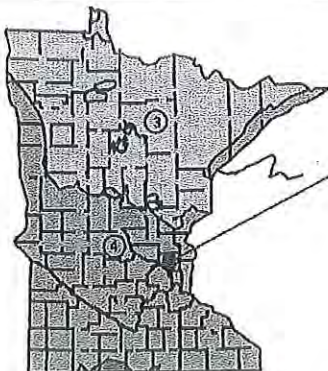
PAINT OAK, LINDEN, LOCUST, MAPLE, CRABAPPLE AND MOUNTAIN ASH. ONLY UNDILUTED EXTERIOR WHITE LATEX PAINT IS ACCEPTABLE. PAINT TREE CIRCUMFERENCE FROM GROUND LINE TO FIRST MAJOR BRANCH.

**PLANTING PLAN DIMENSIONS**

STATED DIMENSIONS SUPERCEDE SCALING FROM PLAN.

WATERING GUIDELINES (MnDOT 2571.3G)	PLANT TYPE	AVERAGE GALLONS OF WATER PER APPLICATION
	MACHINE TRANSPLANTED TREES	50-100
	BALLED AND BURLAPPED TREES	20
	BARE ROOT AND CONTAINER TREES	15
	BALLED AND BURLAPPED SHRUBS	10
	BARE ROOT AND CONTAINER SHRUBS	7
	WOODY SEEDLINGS	4
	PERENNIALS AND VINES	3

IT IS THE CONTRACTOR'S RESPONSIBILITY TO MONITOR AND MAINTAIN SOIL MOISTURE AT ADEQUATE BUT NOT EXCESSIVE LEVELS. THE AMOUNTS LISTED ABOVE ARE GUIDELINES, NOT REQUIREMENTS.



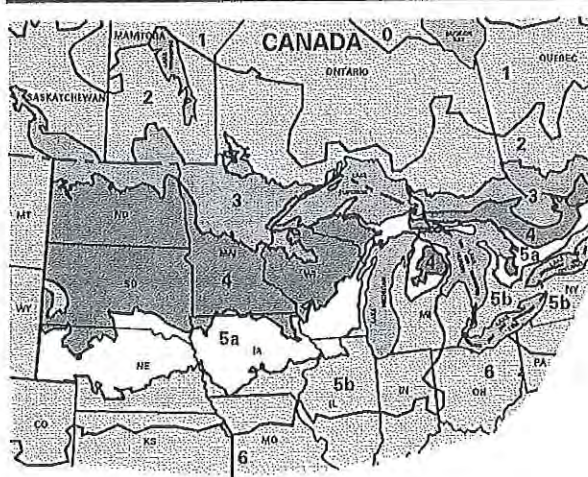
PROJECT LOCATION

- BARE ROOT PERENNIALS MUST BE PLACED IN THE SPRING NO LATER THAN JUNE 1ST OR FOLLOW THE FALL DECIDUOUS PLANTING DATES.
- ACTUAL DATES MAY CHANGE DEPENDING UPON SEASONAL CONDITIONS, AS DETERMINED BY THE ENGINEER.
- FALL PLANTING IS NOT ALLOWED FOR BARE ROOT FORM OF THE FOLLOWING SPECIES: HAWTHORN, DOGWOOD, POPLAR, HACKBERRY, LINDEN, IRONWOOD, HONEYLOCUST, BIRCH, MOUNTAIN ASH, MAPLE, WILLOW, CRABAPPLE, PLUMCHERRY, OAKS, AND SUMAC.
- ALL REPLACEMENT PLANTS MUST BE PLACED DURING THE MONTH OF MAY (SPRING PLANTING) AND SEPTEMBER (FALL PLANTING) DURING THE FIRST YEAR OF THE PLANT ESTABLISHMENT PERIOD.
- MACHINE MOVED PLANTING DATES WILL BE SPECIFIED IN THE SPECIAL PROVISIONS.

**PLANTING DATES BY ZONE**

		3	4
SPRING	DECIDUOUS BARE ROOT	APRIL 21 TO JUNE 1	APRIL 7 TO JUNE 1
	CONTAINER B&B	APRIL 21 TO JUNE 30	APRIL 7 TO JUNE 30
	CONIFEROUS	APRIL 21 TO JUNE 1	APRIL 7 TO MAY 17
	PERENNIALS	MAY 1 TO JUNE 30	MAY 1 TO JUNE 30
FALL	DECIDUOUS BARE ROOT	OCT. 1 TO NOV. 1	OCT. 10 TO NOV. 15
	CONTAINER B&B	AUG. 25 TO OCT. 15	AUG. 25 TO NOV. 1
	CONIFEROUS	AUG. 25 TO SEPT. 15	AUG. 25 TO SEPT. 15
	PERENNIALS	AUG. 25 TO SEPT. 15	AUG. 25 TO SEPT. 15

**PLANT INSTALLATION PERIOD**



ZONES	LEGEND	MIN. TEMP.
3		-34.4° TO -40 F
4		-28.9° TO -34.4 F
5a		-26.1° TO -28.9 F

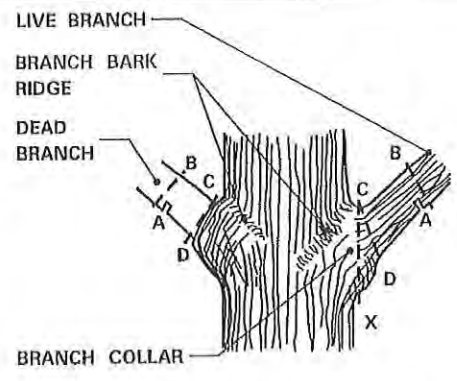
ZONES	LEGEND
0, 1, 2, 5b and 6	UNACCEPTABLE ZONES

FOR ALL PLANT STOCK, DOCUMENT ACCEPTABILITY FOR HARDINESS IN THE MINNESOTA ZONE WHERE THE PROJECT SITE IS LOCATED, AS FOLLOWS:

- A. PLANT STOCK CONTINUOUSLY GROWN FOR AT LEAST THE LAST TWO YEARS WITHIN THE ACCEPTABLE LIMITS SHOWN.
- OR
- B. PLANT STOCK, GROWN OUTSIDE THE ACCEPTABLE GROWING RANGE LIMITS, HAVING SEED SOURCE OR ROOT AND GRAFT STOCK ORIGINATING FROM THE ACCEPTABLE LIMITS SHOWN.

**ACCEPTABLE PLANT STOCK GROWING RANGE LIMITS**

SOURCE: USDA PLANT HARDINESS ZONE MAP (MnDOT 3861.2C)

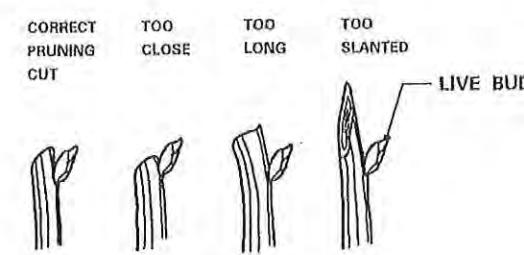


- STEPS TO PRUNING WITH PRUNING SAW:
- CUT PART WAY THROUGH THE BRANCH AT POINT A.
  - CUT COMPLETELY THROUGH BRANCH FROM POINT B TO A.
  - AT BRANCH COLLAR CUT FROM POINT C TO D.

INCORRECT CUT FROM POINT C TO X (TOO CLOSE) WILL RESULT IN DISCONTINUOUS CALLUS FORMATION AFTER ONE SEASON OF GROWTH.

CORRECT CUT FROM POINT C TO D (LEAVING BRANCH COLLAR BUT NOT THE STUB FROM POINT B TO A) WILL RESULT IN CONTINUOUS DOUGHNUT SHAPED CALLUS FORMATION AFTER ONE SEASON OF GROWTH.

**BRANCHES PRUNED AT TRUNK (SHIGO METHOD)**

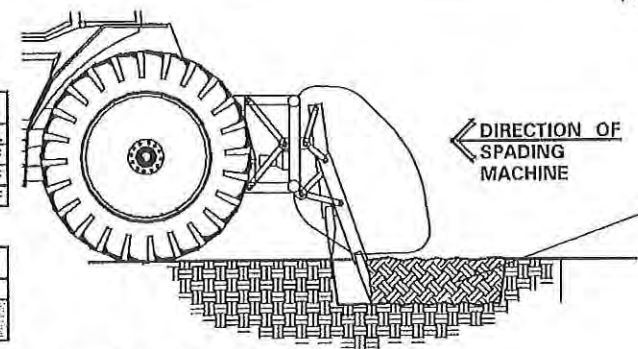


- PRUNING NOTES:
- PRUNE USING CLEAN AND SHARP SCISSOR-TYPE PRUNER OR PRUNING SAW.
  - THE BEST TIME TO PRUNE IS LATE DORMANT SEASON OR EARLY SPRING.
  - AVOID PRUNING OAKS IN APRIL, MAY, JUNE OR JULY.
  - IF PRUNING IS NECESSARY OR IF WOUNDS OCCUR TO OAK TREES IN APRIL, MAY, JUNE OR JULY, IMMEDIATELY PAINT CUT SURFACE OR WOUND WITH LATEX PAINT OR SHELLAC.

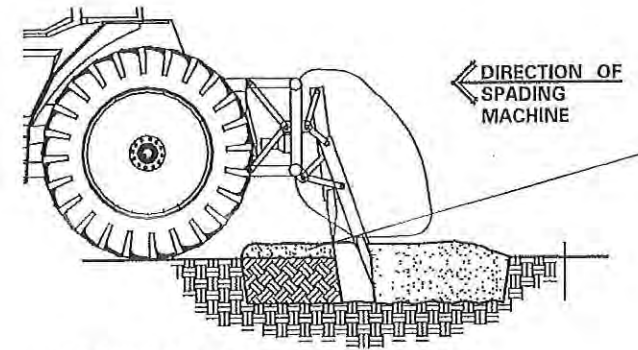
**BRANCHES PRUNED TO LIVE BUD**

**PRUNING**

(MnDOT 2571.3E.1 and 2571.3K.2.a(9))



**PRIMARY TILLAGE - PASS 1**



**INCORPORATION TILLAGE - PASS 2**

**PLANTING SOIL**

(MnDOT 2571.3D)

REVISION:

APPROVED: DECEMBER 11, 2015

*[Signature]*  
 CHIEF ENVIRONMENTAL OFFICER



STANDARD PLAN 5-297.301 1 OF 3

APPROVED: 12-11-2015

REVISOR:

*[Signature]*  
 STATE DESIGN ENGINEER

STATE PROJ. NO. 0206-969A (T.H. 47)

SHEET NO. 13 OF 15 SHEETS

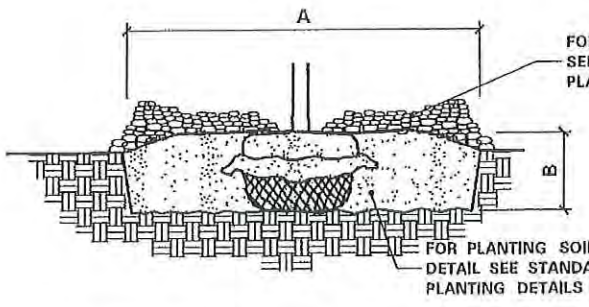
PLOTTED/REVISED: \$\$\$\$\$\$

DISTRICT #: \$\$\$\$ DISTRICTS \$  
 I/PLOT NAME: \$\$\$PLOT\$NAME\$\$\$  
 PATH & FILENAME: \$\$\$PATH\$FILENAME\$\$\$

**PLANTING HOLE DIMENSIONS**

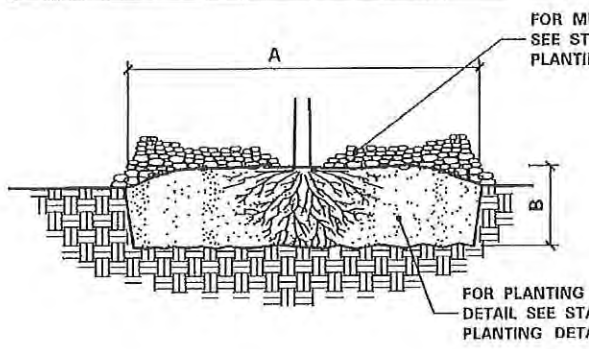
HOLE DEPTH FOR B&B AND CONTAINER PLANTS SHALL NOT EXCEED MEASUREMENT FROM ROOT FLARE TO BOTTOM OF SOIL BALL.

PLANT TYPE	PLANT SIZE UP TO AND INCLUDING	(A) MINIMUM HOLE WIDTH	(B) APPROXIMATE HOLE DEPTH
DECIDUOUS & ORNAMENTAL TREES	3" B.B.	46"	13"
	4" B.B.	46"	14"
	5" B.B.	48"	14"
	6" B.B.	54"	15"
	7" B.B.	60"	16"
	8" B.B.	66"	19"
	0.75" B.B.	48"	12"
	1" B.B.	54"	14"
	1.25" B.B.	60"	14"
	1.5" B.B.	66"	15"
	1.75" B.B.	72"	16"
	2" B.B.	84"	19"
	4" B.B.	42"	11"
	5" B.B.	48"	12"
	6" B.B.	52"	14"
	8" B.B.	65"	15"
	10" B.B.	65"	15"
	12" B.B.	48"	16"
1" B.B.	54"	15"	
1.25" B.B.	56"	15"	
1.5" B.B.	61"	15"	
1.75" B.B.	66"	16"	
2" B.B.	72"	16"	
2.5" B.B.	84"	19"	
3" B.B.	96"	20"	
3.5" B.B.	114"	23"	
4" B.B.	120"	25"	
DECIDUOUS SHRUBS, ROSES AND PERENNIALS	12" B.R.	24"	7"
	15" B.R.	28"	8"
	18" B.R.	30"	8"
	2" B.R.	33"	9"
	3" B.R.	42"	11"
	4" B.R.	48"	12"
PERENNIAL HOLE DEPTH AND WIDTH SHALL BE BASED UPON ON-CENTER SPACING IN A CONTINUOUS TRENCH.	5" B.R.	54"	14"
	6" B.R.	60"	14"
	10" B.R.	27"	7"
	2" B.R.	30"	8"
	3" B.R.	25"	5"
	4" B.R.	42"	11"
5" B.R.	48"	12"	
6" B.R.	54"	14"	



1. SCARIFY SIDES AND BOTTOM OF HOLE.
2. PROCEED WITH CORRECTIVE PRUNING.
3. SET PLANT ON UNDISTURBED NATIVE SOIL OR THOROUGHLY COMPACTED PLANTING SOIL. PLACE PLANT SO THE ROOT FLARE IS AT OR UP TO 2" ABOVE THE FINISHED GRADE WITH BURLAP AND WIRE BASKET, (IF USED), INTACT.
4. SLIT REMAINING TREATED BURLAP AT 6" INTERVALS.
5. BACKFILL TO WITHIN APPROXIMATELY 12" OF THE TOP OF THE ROOTBALL, THEN WATER PLANT.
6. REMOVE THE TOP 1/3 OF THE BASKET OR THE TOP TWO HORIZONTAL RINGS WHICHEVER IS GREATER. REMOVE ALL BURLAP AND NAILS FROM THE TOP 1/3 OF THE BALL. REMOVE ALL TWINE. REMOVE OR CORRECT STEM GIRDLING ROOTS.
7. PLUMB AND BACKFILL WITH PLANTING SOIL.
8. WATER THOROUGHLY WITHIN 2 HOURS TO SETTLE PLANTS AND FILL VOIDS.
9. BACK FILL VOIDS AND WATER A SECOND TIME.
10. PLACE MULCH WITHIN 48 HOURS OF THE SECOND WATERING UNLESS SOIL MOISTURE IS EXCESSIVE.

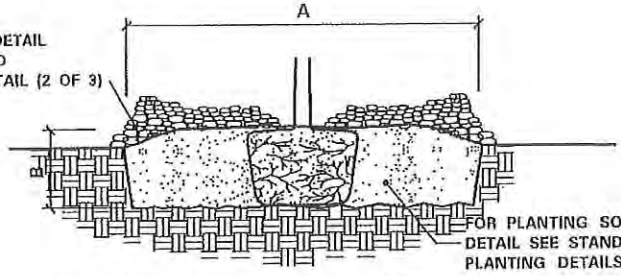
**BALLED & BURLAPPED STOCK**



1. SOAK ROOTS IN WATER FOR AT LEAST ONE HOUR BUT NOT MORE THAN 24 HOURS PRIOR TO PLANTING.
2. SCARIFY SIDES AND BOTTOM OF HOLE.
3. PROCEED WITH CORRECTIVE PRUNING OF THE TOP AND ROOTS.
4. TRANSFER PLANT DIRECTLY FROM WATER TO HOLE. SET PLANT SO THE ROOT FLARE IS AT THE FINISHED SOIL ELEVATION. SPREAD ROOTS OUT EVENLY. PLUMB AND IMMEDIATELY BACKFILL WITH PLANTING SOIL.
5. WATER THOROUGHLY WITHIN 2 HOURS TO SETTLE PLANTS AND FILL VOIDS.
6. BACK FILL VOIDS AND WATER A SECOND TIME.
7. PLACE MULCH WITHIN 48 HOURS OF THE SECOND WATERING UNLESS SOIL MOISTURE IS EXCESSIVE.

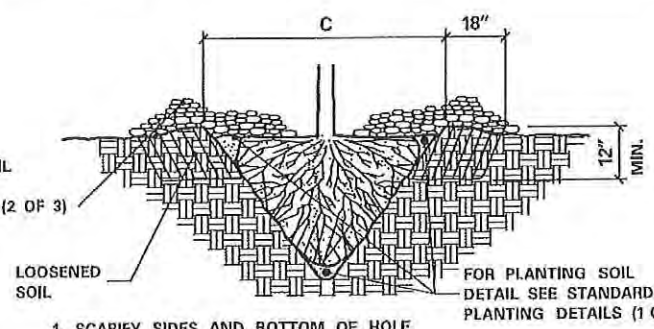
**BARE ROOT STOCK**

**INSTALLATION OF PLANTS**



1. SCARIFY SIDES AND BOTTOM OF HOLE.
2. PROCEED WITH CORRECTIVE PRUNING OF TOP AND ROOT.
3. REMOVE CONTAINER AND SCORE OUTSIDE OF SOIL MASS TO REDIRECT AND PREVENT CIRCLING FIBROUS ROOTS. REMOVE OR CORRECT STEM GIRDLING ROOTS.
4. SET PLANT ON UNDISTURBED NATIVE SOIL OR THOROUGHLY COMPACTED PLANTING SOIL. INSTALL PLANT SO THE TOP OF THE ROOT FLARE IS AT OR UP TO 2" ABOVE THE FINISHED GRADE.
5. PLUMB AND BACKFILL WITH PLANTING SOIL.
6. WATER THOROUGHLY WITHIN 2 HOURS TO SETTLE PLANT AND FILL VOIDS.
7. BACK FILL VOIDS AND WATER A SECOND TIME.
8. PLACE MULCH WITHIN 48 HOURS OF THE SECOND WATERING UNLESS SOIL MOISTURE IS EXCESSIVE.

**CONTAINER STOCK**



1. SCARIFY SIDES AND BOTTOM OF HOLE.
2. PROCEED WITH CORRECTIVE PRUNING.
3. SET PLANT ON NATIVE SOIL AT SAME DEPTH AS IT WAS PREVIOUSLY GROWN.
4. PLUMB AND BACKFILL WITH PLANTING SOIL.
5. AFTER PLANTING, LOOSEN THE SOIL IMMEDIATELY ADJACENT TO THE ROOT BALL TO A MINIMUM DISTANCE OF 18" AND A MINIMUM DEPTH OF 12".
6. WATER THOROUGHLY WITHIN 2 HOURS TO SETTLE PLANT AND FILL VOIDS.
7. BACK FILL VOIDS AND WATER A SECOND TIME.
8. PLACE MULCH WITHIN 48 HOURS OF THE SECOND WATERING UNLESS SOIL MOISTURE IS EXCESSIVE.

**MINIMUM TREE SPADE SIZE REQUIREMENTS**

(C) SPADE DIAMETER SIZE	OAK TREE, CALIPER	DECIDUOUS / ORNAMENTAL TREE, CALIPER	CONIFEROUS TREE, HEIGHT
42"	1" to 1.5"	2" to 3"	5' to 7'
60"	1.5" to 2.5"	3" to 4"	7' to 9'
78"	2.5" to 3.5"	4" to 6"	9' to 14'
85"	3.5" to 5"	6" to 8"	14' to 18'

**MACHINE MOVED STOCK**

**PLANTING HOLE DIMENSIONS**

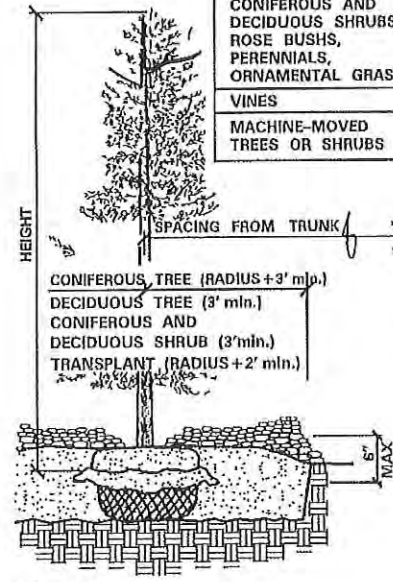
HOLE DEPTH FOR B&B AND CONTAINER PLANTS SHALL NOT EXCEED MEASUREMENT FROM ROOT FLARE TO BOTTOM OF SOIL BALL.

PLANT TYPE	PLANT SIZE UP TO AND INCLUDING	(A) MINIMUM HOLE WIDTH	(B) APPROXIMATE HOLE DEPTH	
CONIFEROUS TREES	2" B.B.	36"	10"	
	3" B.B.	42"	11"	
	4" B.B.	51"	13"	
	5" B.B.	60"	13"	
	6" B.B.	66"	15"	
	7" B.B.	72"	16"	
	8" B.B.	81"	18"	
	9" B.B.	90"	20"	
CONIFEROUS SHRUBS (UPRIGHT)	10" B.B.	102"	21"	
	12" B.B.	114"	24"	
	18" B.B.	24"	7"	
	3" B.B.	48"	12"	
	CONIFEROUS SHRUBS (SPREADING)	18" SPR B.B.	30"	8"
		2" SPR B.B.	36"	9"
	CONTAINER GROWN PLANTS	CELLPACKS / PLUGS	6"	2.5"
		2.25" CONT.	7"	3"
3.5" CONT.		10"	3"	
4" CONT.		11"	4"	
4.5" CONT.		13"	4"	
6.75" QT CONT.		15"	5.5"	
1# CONT.		18"	6"	
2# CONT.		23"	7.5"	
3# CONT.		25"	8.5"	
5# CONT.		30"	11"	
SEEDLINGS	7# CONT.	37"	11"	
	15# CONT.	44"	14"	
	10# CONT.	45"	15"	
	20# CONT.	60"	16"	
	25# CONT.	72"	17"	
	6" SEEDLING	15"	14"	
	9" SEEDLING	18"	14"	
	12" SEEDLING	23"	15"	
VINES	18" SEEDLING	30"	15"	
	2" SEEDLING	36"	19"	
	1 YR. MED. B.R.	15"	11"	
	1 YR. NO. 1 B.R.	17"	14"	
2 YR. MED. B.R.	23"	12"		
2 YR. NO. 1 B.R.	42"	15"		

**MULCH AREA CALCULATOR**

TYPE OF PLANT	SQ. FT. PER PLANT
CONIFEROUS TREES	$\left[ \frac{3}{5} \times \text{HEIGHT} \right] + 3 \times \pi$
DECIDUOUS AND ORNAMENTAL TREES	$3^2 \times \pi$
CONIFEROUS AND DECIDUOUS SHRUBS, ROSE BUSHES, PERENNIALS, ORNAMENTAL GRASS	SPACING x SPACING
VINES	SPACING x 2
MACHINE-MOVED TREES OR SHRUBS	$\left[ \frac{\text{SPADE DIAMETER}}{2} + 1 \right]^2 \times \pi$

$\pi = 3.1416$



1. PULL MULCH BACK NO LESS THAN 3" AND NO MORE THAN 6" FROM TREES AND SHRUBS AT THE TRUNK OR MAIN STEM.
2. SUBSIDING OR DETERIORATING MULCH IS ACCEPTABLE THROUGHOUT IF THE MULCH DEPTH IS MAINTAINED AT A MINIMUM 3" DEPTH.
3. ADD MULCH WHEN BELOW THE 3" MINIMUM DEPTH; DO NOT EXCEED THE 6" MAXIMUM DEPTH.
4. MULCH CONTAMINATED WITH SOIL MUST BE REMOVED AND REPLACED.

**MULCH**

(MnDOT 2571.3H)

**WALL INSTALLATION**

**INSTALLATION OF VINES**

CHAIN-LINK FENCE  
 INPLACE WALL  
 FASTEN LOOSELY TO LATH WITH BIODEGRADABLE STRING  
 1" x 3/8" WOOD LATH DRIVEN 12" INTO SOIL AT AN ANGLE SO THE TOP RESTS SNUGLY AGAINST THE WALL OR FENCE  
 MULCH CONTINUOUSLY BETWEEN VINES AND 5' BEYOND TERMINAL VINE  
 FOR PLANTING SOIL DETAIL SEE STANDARD PLANTING DETAILS (1 OF 3)  
 NOTE: PLANT ACCORDING TO APPLICABLE ROOT STOCK DETAILS TO RIGHT  
 MIN. 2'-0"  
 MIN > 2'-0"

REVISION:  
 APPROVED: DECEMBER 11, 2015

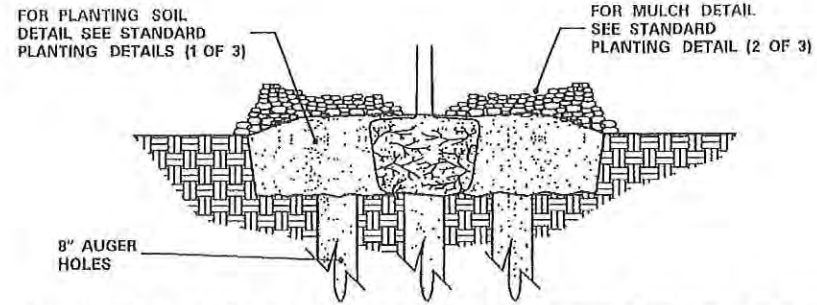


STANDARD PLAN 5-297.301 2 OF 3  
 APPROVED: 12-11-2015  
 REVISED:  
  
 STATE PROJ. NO. 0206-969A (T.H. 47)

**STANDARD PLANTING DETAILS**

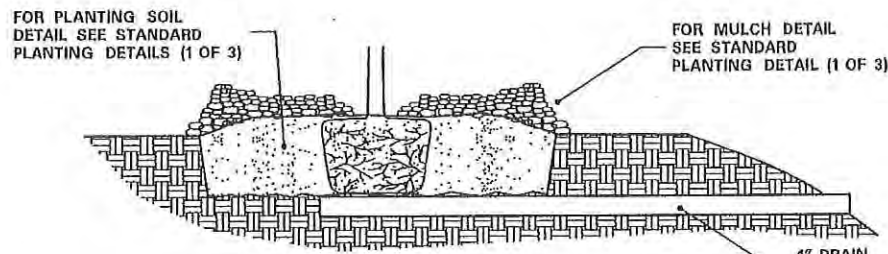
PLOTTED/REVISED: \$\$\$DATE\$\$\$

DISTRICT: \$\$\$DISTRICT\$\$\$  
 IPLOT NAME: \$\$\$IPLNAME\$\$\$  
 PATH & FILENAME: \$\$\$PATHFILENAME\$\$\$



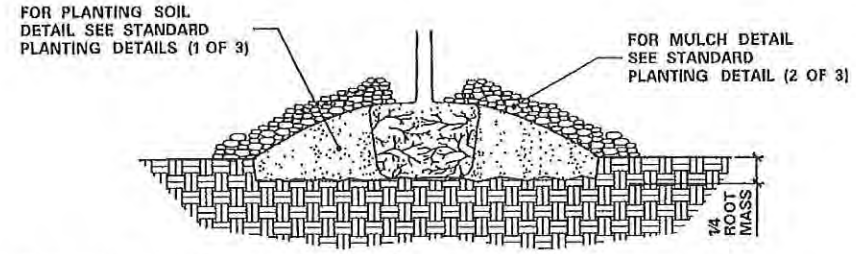
1. EXCAVATE HOLE OR BED TO ALLOW PLACING THE TOP OF ROOT MASS 1"-3" HIGHER THAN FINISHED GRADE.
2. AUGER 8" DIAMETER HOLES ENTIRELY THROUGH IMPERVIOUS OR POORLY DRAINED HARD PAN SOIL LAYER TO ADEQUATELY DRAIN SUBSOIL.
3. TEST FOR POSITIVE DRAINAGE. RE-AUGER AN ADDITIONAL 8" IF NECESSARY FOR POSITIVE DRAINAGE.
4. THOROUGHLY BACKFILL AUGER HOLES WITH A UNIFORM INCORPORATED MIXTURE OF 50% SAND AND 50% INPLACE SOIL.
5. COMPLETE PLANTING ACCORDING TO ROOT TYPE. SEE STANDARD PLANTING DETAILS (2 OF 3).

**GRANULAR FILTER**



1. EXCAVATE HOLE OR BED TO ALLOW PLACING THE TOP OF THE ROOT MASS 1"-3" HIGHER THAN FINISHED GRADE.
2. INSTALL 4" MINIMUM DIAMETER DRAIN TILE DAYLIGHTING AT A LOWER GRADE.
3. COMPLETE PLANTING ACCORDING TO ROOT TYPE. SEE STANDARD PLANTING DETAILS (2 OF 3).

**TILE DRAINAGE**

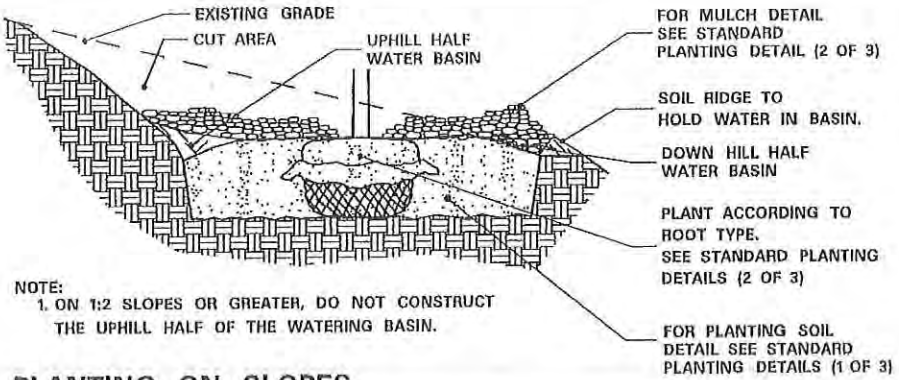


1. EXCAVATE HOLE OR BED 1/4 THE DEPTH OF THE ROOT MASS.
2. SET ROOT MASS IN HOLE.
3. CONSTRUCT BERM WITH PLANTING SOIL. EXTEND THE BERM BASE TO A WIDTH OF 3 TIMES THE BERM HEIGHT.
4. COMPLETE PLANTING ACCORDING ROOT TYPE. SEE STANDARD PLANTING DETAILS (2 OF 3).

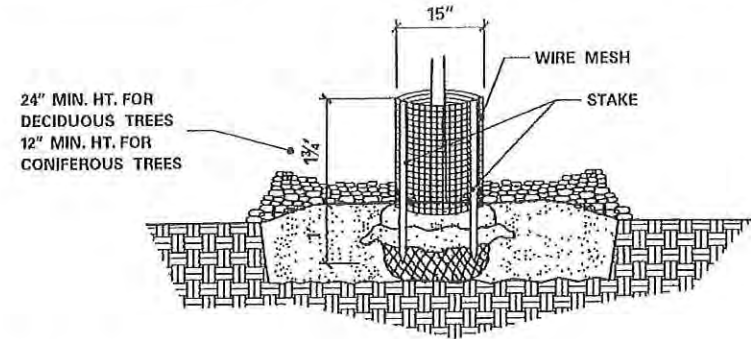
**MINI-BERM**

NOTE:  
 1. THE NEED FOR USING PLANTING DETAILS FOR POORLY DRAINED SOILS AND WHICH TYPE TO USE ARE DETERMINED BY THE CONTRACTOR, SUBJECT TO ENGINEER APPROVAL.

**PLANTING DETAIL FOR POORLY DRAINED SOILS**  
 (MnDOT 2571.3D.2(8))



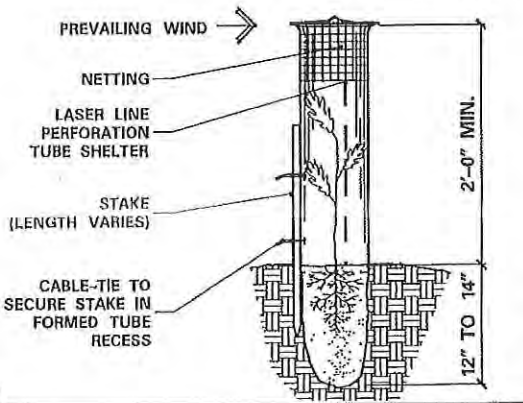
**PLANTING ON SLOPES**



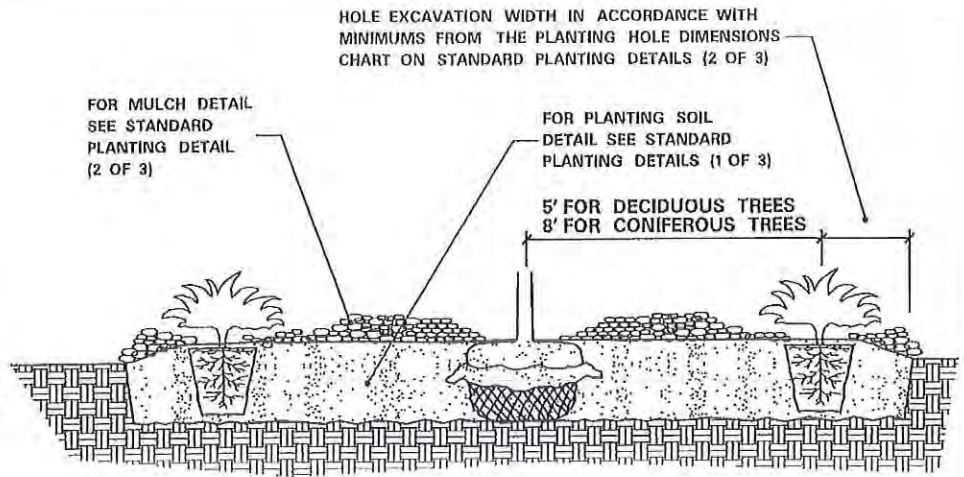
1. FORM A DOUBLE-LAYERED CYLINDER USING 0.25" GRID GALVANIZED WELDED WIRE MESH (HARDWARE CLOTH). OVERLAP THE CUT END 2".
2. DRIVE TWO 1" x 1" OPPOSING HEARTWOOD WHITE OAK STAKES INTO THE GROUND, 7" FROM THE CENTER OF THE TREE STEM.
3. SECURE THE MESH CYLINDER TO THE OUTSIDE OF THE STAKES USING EITHER, SCREWS AND WASHERS OR CABLE-TIES ALONG THE OVERLAP. SPACE APPROXIMATELY 4" ON CENTER ALONG THE OVERLAP.
  - a. SCREWS SHALL BE ROUND HEAD GALVANIZED 1/8" DIA. x 3/4" LONG WITH WASHERS.
  - OR
  - b. CABLE-TIES SHALL BE NYLON, AT LEAST 8" LONG AND BETWEEN 75LB TO 120LB TENSILE STRENGTH.
4. EMBED THE LOWER EDGE OF THE MESH CYLINDER 1" BELOW THE SOIL SURFACE WITHOUT DISTURBING THE TREE ROOTS.
5. CUT EDGES WILL NOT BE PERMITTED AT THE TOP OF THE CYLINDER. STAKE WILL BE FLUSH WITH THE TOP OF THE CYLINDER.
6. MULCH WITHIN THE CYLINDER SHALL NOT EXCEED 3" DEPTH AND SHALL BE PULLED BACK FROM THE TRUNK AS SPECIFIED IN MULCH PLACEMENT DETAIL.
7. THE BOTTOM WHORL OF PINE AND LARCH BRANCHES MAY HAVE TO BE REMOVED TO PERMIT INSTALLATION OF 12" MIN. HEIGHT RODENT GUARDS.
8. INSTALL ON ALL DECIDUOUS, PINE AND LARCH TREES, DO NOT PLACE ON SPRUCE TREES.

**RODENT PROTECTION**

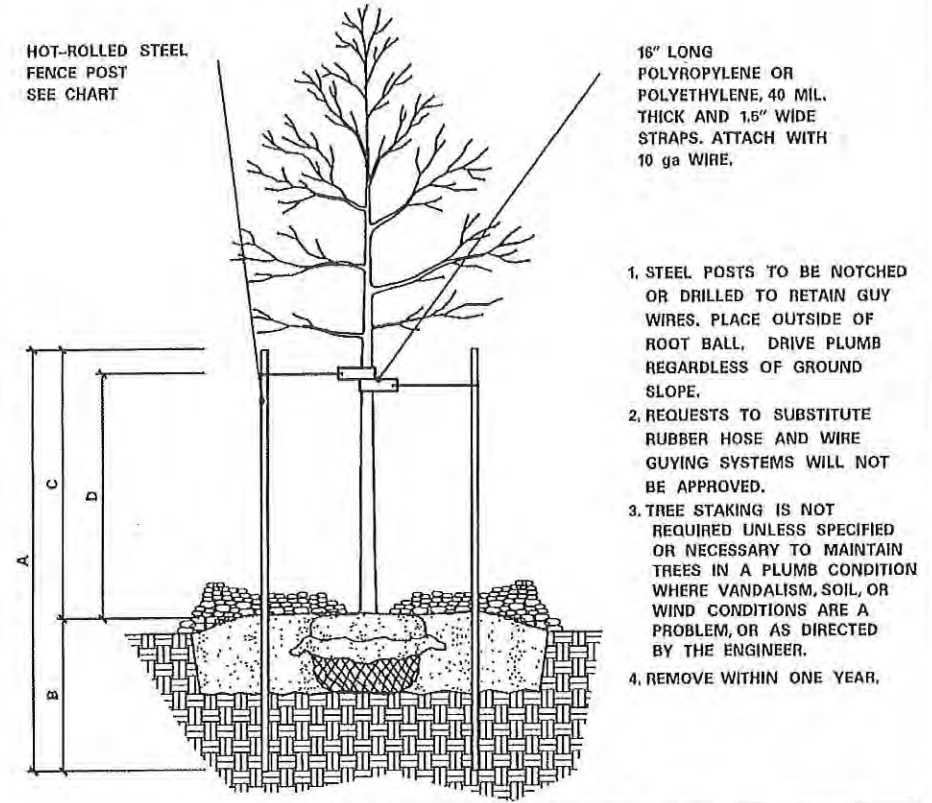
1. USE SEAMLESS, EXTRUDED, TWIN-WALL, RIGID AND SEMI TRANSLUCENT POLYPROPYLENE TUBES WITH A LASER LINE PERFORATION AND AN OUTWARD-FLARED TOP RIM.
2. SECURE SHELTER WITH NYLON CABLE-TIES ATTACHED TO A 1" x 1" WHITE OAK STAKE TO PREVENT DISLODGING OR TWISTING.
3. EMBED THE BOTTOM OF THE TUBE A MINIMUM OF 1" BELOW THE SOIL SURFACE WITHOUT DISTURBING THE TREE ROOTS.
4. PLACE A PLASTIC PHOTODEGRADABLE NETTING COVER AND SLEEVE OVER THE TOP OF THE TUBE. PULL NETTING DOWN AS SHOWN.



**SEEDLING TREE SHELTER**  
 (MnDOT 2571.3I.4)



**PLANT SPACING IN MASS BEDS**



1. STEEL POSTS TO BE NOTCHED OR DRILLED TO RETAIN GUY WIRES. PLACE OUTSIDE OF ROOT BALL. DRIVE PLUMB REGARDLESS OF GROUND SLOPE.
2. REQUESTS TO SUBSTITUTE RUBBER HOSE AND WIRE GUYING SYSTEMS WILL NOT BE APPROVED.
3. TREE STAKING IS NOT REQUIRED UNLESS SPECIFIED OR NECESSARY TO MAINTAIN TREES IN A PLUMB CONDITION WHERE VANDALISM, SOIL, OR WIND CONDITIONS ARE A PROBLEM, OR AS DIRECTED BY THE ENGINEER.
4. REMOVE WITHIN ONE YEAR.

STEEL POST SIZING				
CALIPER	STEEL POST TYPE	A	B	C D
LESS THAN 4 INCHES	HOT-ROLLED STEEL FENCE POST (MnDOT 3403) OR APPROVED EQUAL.	7'-0"	3'-0" MIN.	4'-0" 3'-0"
GREATER THAN 4 INCHES	10' 2.2 LB. FLANGED CHANNEL SIGN POST (MnDOT 3401) OR APPROVED EQUAL.	10'-0"	4'-0" MIN.	6'-0" 5'-0"

**STAKING AND GUYING**  
 (MnDOT 2571.3I.1)

REVISIONS:  
 APPROVED: DECEMBER 11, 2015  
 Chief Environmental Officer

	STANDARD PLAN 5-297.301	3 OF 3	<b>STANDARD PLANTING DETAILS</b>	
	APPROVED: 12-11-2015 REVISID:			
STATE DESIGN ENGINEER 	STATE PROJ. NO. 0206-969A (T.H. 47)		SHEET NO. 15 OF 15 SHEETS	

**Public Works Committee**

6. 1.

**Meeting Date:** 12/18/2018

**By:** Bruce Westby, Engineering/Public Works

---

**Title:**

Review Drainage Concerns at 17290 Germanium Street NW

**Purpose/Background:**

**Purpose:**

The property owner at 17290 Germanium Street NW informed the City Council on November 13, 2018 that he was concerned the runoff from the Covenant Meadows residential development was flooding his property. He also said the City Engineer had been unresponsive to his concerns and requests.

Staff will present information during the Public Works Committee meeting in response to the property owners concerns. Staff invited the property owner to attend the meeting.

**Background:**

The property owner at 17290 Germanium Street NW built their home in 1992. They built a garage in the southwest corner of the property in 1998, which was rebuilt in 2005 after the first garage burned down. The garage was constructed in a low area of the lot, and was not elevated. The garage door faced a private property which was used to access Germanium Street approximately 300-feet to the west.

In 2017, construction began on the Covenant Meadows residential development, which included construction of a new public street (172nd Lane NW) abutting the south property line of 17290 Germanium Street NW. During construction of this development, the property owner contacted City Staff and the developer on numerous occasions to request modifications to the new driveway installed between his garage and 172nd Lane NW. He also requested grading modifications to prevent drainage from entering his property from the north and west, noting he had issues with standing water on his property.

Before Covenant Meadows was developed (pre-development), 11.125 acres of land drained onto this property from the north and the west, contributing 3.1 cubic feet per second of runoff from a 100-year storm event.

After Covenant Meadows was developed (post-development), 1.306 acres of land drain onto this property from the north and the west, contributing 0.75 cubic feet per second of runoff from a 100-year storm event.

Attached is a memo from the Engineering Department outlining pre and post-development drainage conditions. Also attached are maps showing the pre and post-drainage areas that contribute runoff onto this property.

Regarding Staff's responsiveness to this property owner during construction of Covenant Meadows, documentation is still being gathered and will be presented in detail during the meeting.

Senior Engineering Inspector Mike McDowall and Civil Engineer IV Leonard Linton will attend the meeting to provide additional insight, information and documentation as needed. The developer also plans to attend to provide input as needed.

**Timeframe:**

Approximately 25 minutes for presentation and discussion.

**Observations/Alternatives:**

Staff believes this property benefited from the Covenant Meadows development in terms of reducing the amount of drainage entering the property. As noted above the

Staff also believes we were very responsive to this resident during construction of the Covenant Meadows development. Staff had many phone conversations with the property owner, and met with him on site numerous times. Again, more information will be presented during the meeting.

**Funding Source:**

N/A

**Recommendation:**

N/A

**Action:**

To be determined based on discussions.

---

**Attachments**

[Pre-Dev Drainage Area Map](#)

[Post-Dev Drainage Area Map](#)

[Existing Contours Map](#)

[Digital Elevation Map](#)

[Tech Memo](#)

---

**Form Review**

**Inbox**

Grant Riemer

Kurt Ulrich

Form Started By: Bruce Westby

Final Approval Date: 12/13/2018

**Reviewed By**

MaryJo Warner

MaryJo Warner

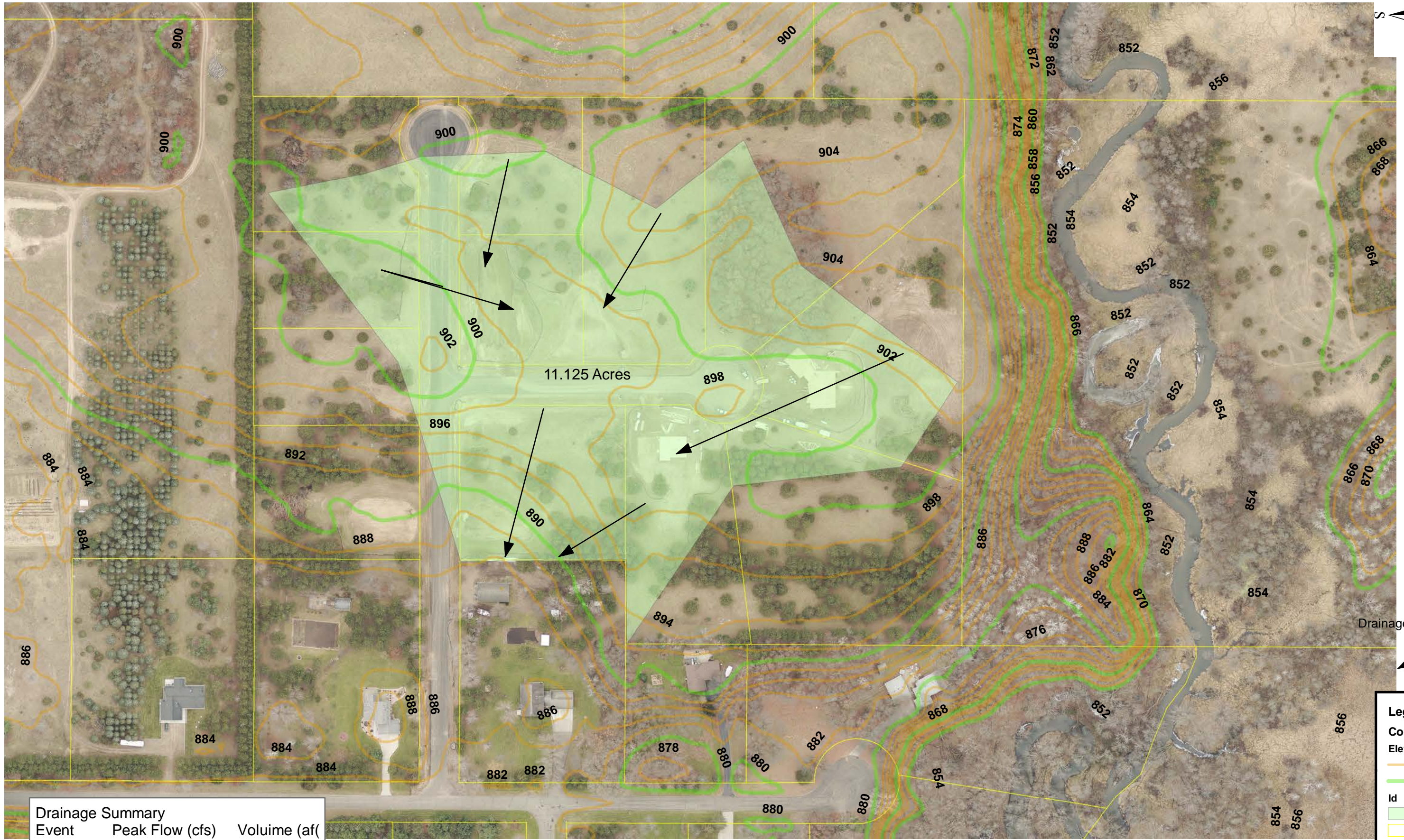
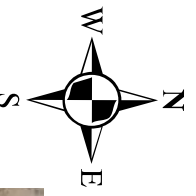
**Date**

12/13/2018 04:11 PM

12/13/2018 04:15 PM

Started On: 12/11/2018 10:25 AM

# Covenant Meadows Pre-Development Drainage Map



11.125 Acres

Drainage Direction

Drainage Summary		
Event	Peak Flow (cfs)	Volume (af)
2 yr	0.0	0.0
10 yr	0.1	0.07
100 yr	3.1	0.7

**Legend**

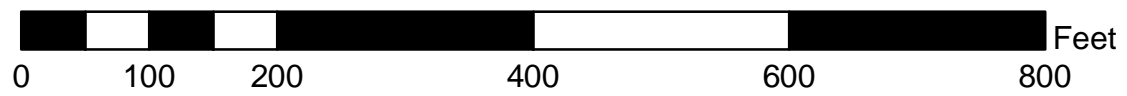
**Contours**

Elevation

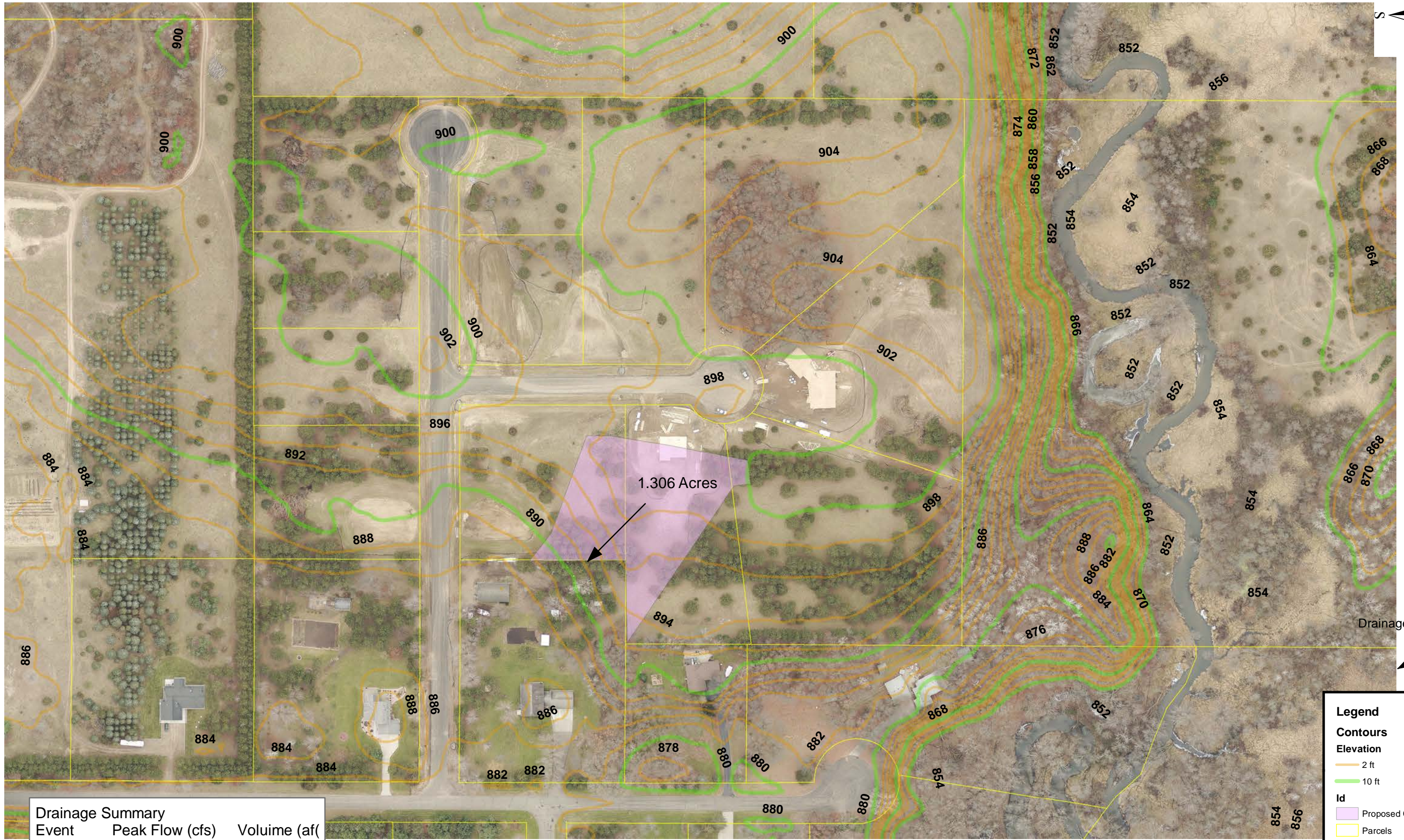
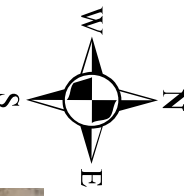
- 2 ft
- 10 ft

**Id**

- Existing
- Parcels



# Covenant Meadows Post-Development Drainage Map



1.306 Acres

Drainage Direction

Drainage Summary		
Event	Peak Flow (cfs)	Volume (af)
2 yr	0.0	0.0
10 yr	0.02	0.008
100 yr	0.75	0.09

**Legend**

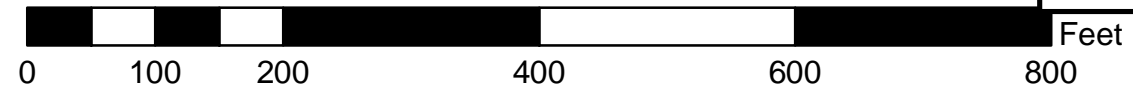
**Contours**

Elevation

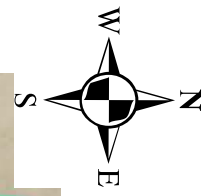
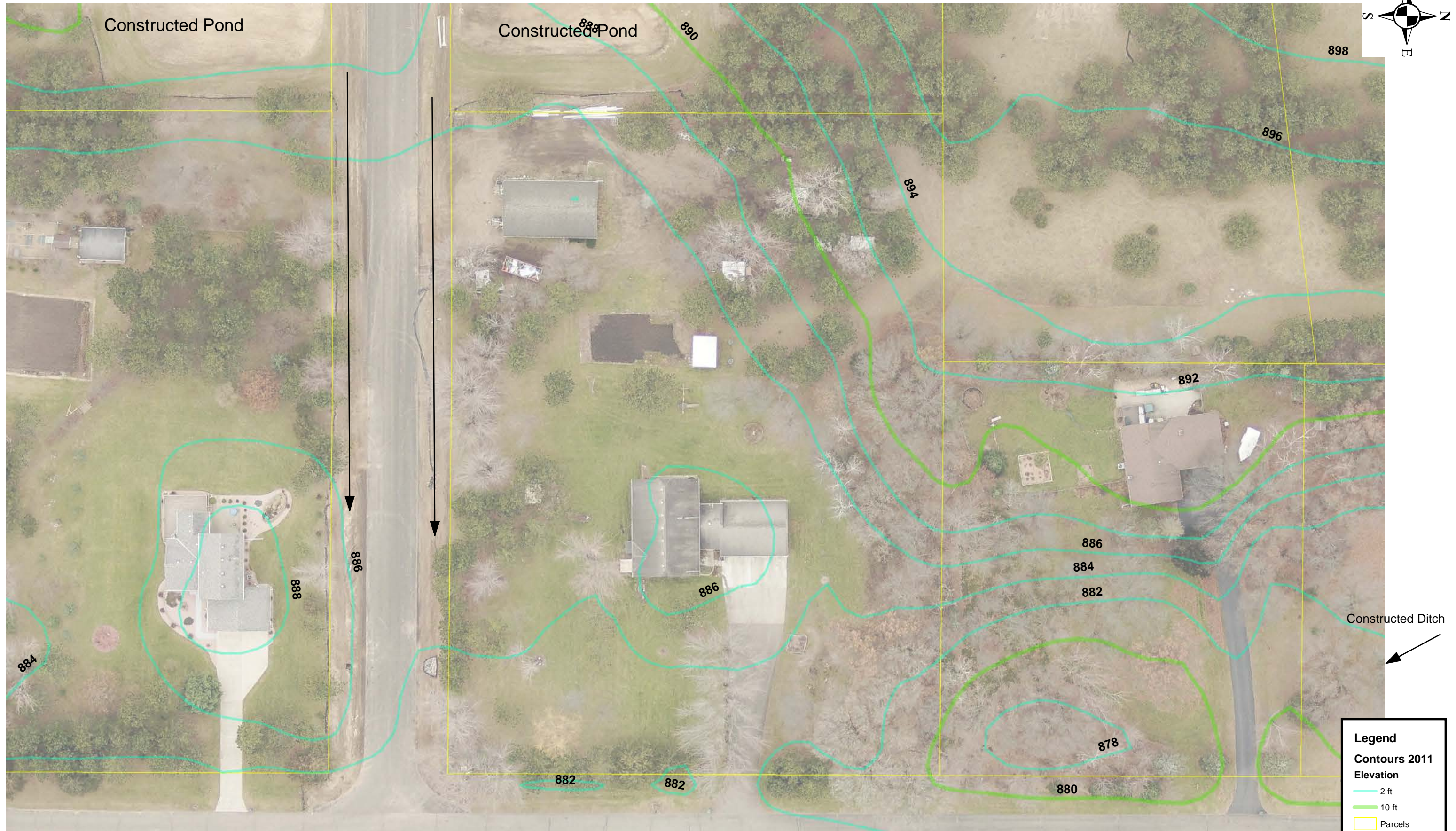
- 2 ft
- 10 ft

**Id**

- Proposed Conditions
- Parcels



# Covenant Meadows Existing Residence Detail Map



Constructed Ditch

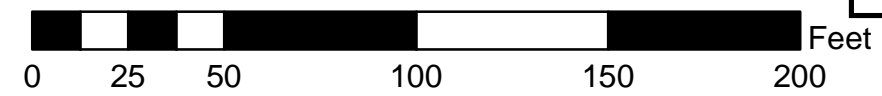
**Legend**

**Contours 2011**

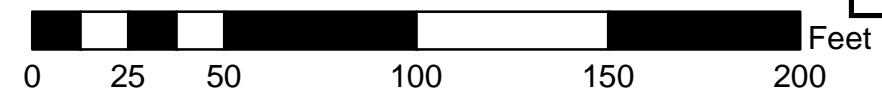
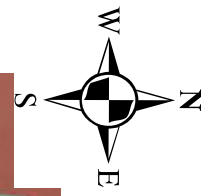
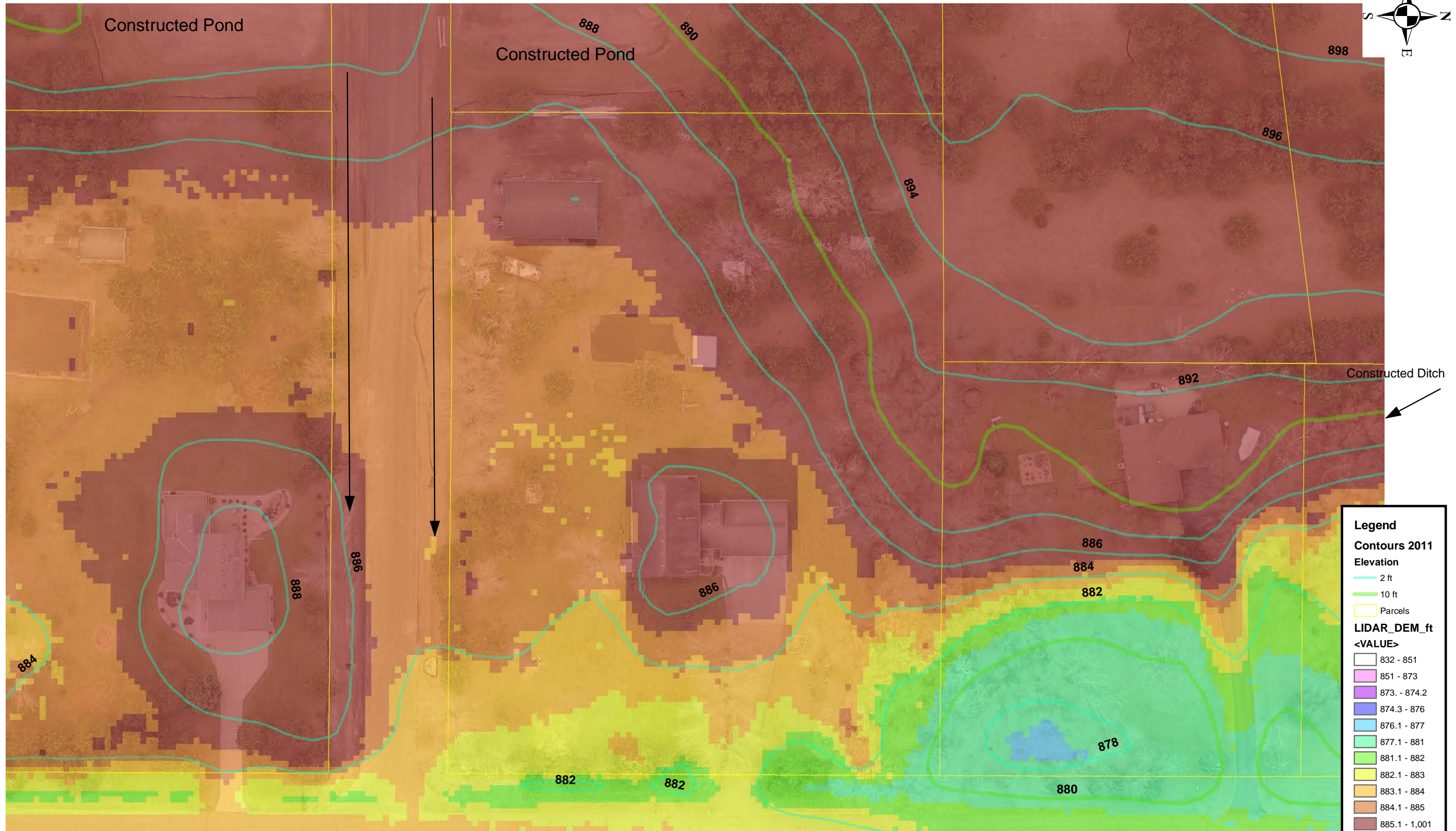
**Elevation**

- 2 ft
- 10 ft

**Parcels**



# Covenant Meadows Existing Residence Detail Map



**CITY OF RAMSEY LAND USE APPLICATION  
TECHNICAL REVIEW FILE**

<b>DATE</b>	DECEMBER 12, 2018	<b>PROJECT ADDRESS</b>	WEST OF GERMANIUM STREET, NORTH OF 172 <sup>ND</sup> LANE (NEW)
<b>PROJECT. TITLE</b>	COVENANT MEADOWS		
<b>ESCROW #</b>			
<b>DEPARTMENT:</b>	Engineering		
<b>TECHNICAL REVIEWER:</b>	Name: Leonard Linton Phone: 763 433-9834 Email: llinton@ci.ramsey.mn.us		

Covenant Meadows subdivision was approved and constructed in 2017. The Engineering Department reviewed and approved the plans for the project and provided inspection services during construction.

An adjacent resident was not happy about the project going in. Staff worked with him to try to address his concerns. The Developer also performed extra work to address his concerns.

Staff brought forward plans for reconstruction of Germanium Street which serves this area at the November 13, 2018 City Council meeting in a public hearing to consider approving the feasibility study for reconstruction of the streets in this area. The resident made statements that the drainage for Covenant Meadows was wrong and should not have been approved.

Review of Drainage

Staff has analyzed the pre-development and post development conditions related to the resident's lot. Two exhibits were prepared showing these conditions.

The pre-development conditions were 11.125 acres draining towards this property. The runoff for the 2, 10 and 100 year storms is 0, 0.1 and 3.1 cfs respectively.

The post-development conditions are 1.306 acres draining towards this property. The runoff for the 2, 10 and 100 year storms is 0, 0.02 and 0.75 cfs respectively.

The Covenant Meadows project intercepted 9.819 acres of runoff and directed it to two stormwater ponds constructed on the site. The ponds were designed to hold back to back 100 year storms, with the net effect that there would not be runoff from the site for the 100 year storm.

*Review File: Covenant Meadows  
Resident Drainage Concerns  
Engineering Review  
December 11, 2018  
Page 2 of 2*

Staff also prepared an Existing Residence Detail Map. The backyard is extremely flat and was not modified by the new project. A permit was not obtained for constructing the garage at the back of the property. The access road for the garage was dedicated right-of-way, it was not paved so water would infiltrate after a rain event. The road was most likely lower than the adjacent property so water would pool there rather than on the lot.

The new road was designed to drain from the new development to Germanium Street. Grades were raised to meet the minimum slope required by City Code for new streets. The outer edges of the ditches were probably raised above the existing grades. It may be possible to check the capacity of the ditches and lower the outside edge to provide drainage from the lot to the ditch.

## Public Works Committee

6. 2.

**Meeting Date:** 12/18/2018

**By:** Bruce Westby, Engineering/Public  
Works

---

### **Title:**

Staff Updates on Improvement Projects and Items of Interest

### **Purpose/Background:**

#### **Purpose/Background:**

The purpose of this case is to update the Public Works Committee on current and proposed improvement projects within the City, and on other items of interest to the Committee.

### **City Improvement Projects**

- **Riverdale Drive Extension - Traprock St. to Ramsey Blvd. (#16-20)**
  - Construction complete
  - Only punch list items remain
  - Final payment in 2019
- **River's Bend Street Reconstructions (#17-02)**
  - Construction complete
  - Only punch list items remain
  - Final payment in 2019
- **Puma Street Utilities Extensions (#17-10)**
  - Construction complete
  - Only punch list items remain
  - Final payment in 2019
- **Stanhope Terrace Street Reconstructions (#18-00)**
  - Construction complete
  - Only punch list items remain
  - Final payment in 2019
- **2018 Street Overlay Improvements (#18-03)**
  - Construction complete
  - Only punch list items remain
  - Final payment 2019
- **Bunker Lake Boulevard and Puma Street Improvements (#18-05)**
  - Construction complete
  - Only punch list items remain
  - Potential intersection control modifications required per PWC direction
  - Final completion 2019
- **The COR Regional Infiltration Basin (#18-09)**
  - Plans & Specifications nearly complete
  - Excess fill to be placed in The COR
  - Acquiring property for west end pond/road extension needs
  - LRRWMO Board approved permit extension to September 30, 2019
  - Construction proposed for spring/summer 2019
- **Riverdale Drive Trunk Utility Improvements (#18-14)**
  - Bids advertised
  - Bid opening January 15, 2019
  - Council to consider accepting bids and awarding contract January 22, 2019
  - Final completion 2019

## Anoka County Improvement Projects

- **Foley Boulevard/CSAH 11 Grade Separation @ BNSF Railway Crossing**
  - Project is currently unfunded

## MnDOT Improvement Projects

- **Ferry Street / Trunk Highway 47 Grade Separation @ BNSF Railway Crossing (2017)**
  - Preliminary design on hold
  - Exploring realignment of Highway 47 to remove S-curve at fair grounds
  - Ramsey Staff continues to track this project
  - MnDOT considering combining with other Highway 10 improvements

## Items of Interest

- **January Public Works Committee meeting cancelled**
  - Conflicts with the street maintenance funding open house with Board, Commission, Committee and Council members.

### **Timeframe:**

Staff estimates 5 minutes will be needed for updates and discussion.

### **Observations/Alternatives:**

N/A

### **Funding Source:**

N/A

### **Recommendation:**

N/A

### **Action:**

No formal action required. For Committee review and discussion purposes only.

---

## **Attachments**

*No file(s) attached.*

---

## **Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Grant Riemer	Grant Riemer	12/13/2018 08:32 AM
Kurt Ulrich	Kurt Ulrich	12/13/2018 03:54 PM
Form Started By: Bruce Westby		Started On: 12/11/2018 10:35 AM
Final Approval Date: 12/13/2018		

**Public Works Committee**

**6.3.**

**Meeting Date:** 12/18/2018

**By:** Bruce Westby, Engineering/Public Works

**Title:**

Review Future Topics Calendar

**Purpose/Background:**

Attached is a calendar of future topics for review and discussion by the Public Works Committee. The calendar includes topics drawn from Committee requests received during meetings and/or unresolved topics previously discussed by the Committee. Calendar dates are estimated based on availability of information, staff workload and competing interests and objectives. Dates are therefore subject to change.

**Timeframe:**

Staff estimates 5 minutes will be necessary to review the future topics calendar and address questions.

**Observations/Alternatives:**

N/A

**Funding Source:**

N/A

**Recommendation:**

N/A

**Action:**

No formal action required. For Committee review and discussion purposes only.

**Attachments**

PWC Calendar Dec2018

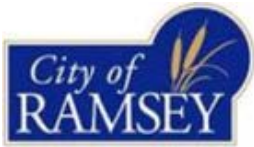
**Form Review**

Inbox	Reviewed By	Date
Grant Riemer	Grant Riemer	12/13/2018 01:35 PM
Kurt Ulrich	Kurt Ulrich	12/13/2018 03:54 PM
Form Started By: Bruce Westby		Started On: 12/11/2018 10:36 AM
Final Approval Date: 12/13/2018		

## **Public Works Committee Future Topics Calendar \***

<b>Date</b>	<b>Topics for Discussion – Committee Action</b>
February 2019	Sunfish Lake Sedimentation Basin Improvements ( <i>Westby</i> )
March 2019	Gibbon Street Basement Flooding Funding Options ( <i>Westby</i> )
Future/TBD	Well Siting Study - Well #9 ( <i>Westby</i> )
Future/TBD	Sunwood Drive Roundabout Landscaping ( <i>Riemer</i> )
Future/TBD	County Ditch Maintenance / Buffer Law ( <i>Westby</i> )
<b>Date</b>	<b>Topics for Discussion – Regulatory</b>
Future/TBD	Sunfish Lake Boulevard Speed Zone Study Results ( <i>Westby</i> )
February 2019	Wellhead Protection Plan Update ( <i>Westby</i> )
<b>Date</b>	<b>Topics for Discussion – Policy</b>
Future/TBD	Landscaped Median Maintenance Policy ( <i>Riemer</i> )
March 2019	Draft Trail Maintenance Policy ( <i>Westby</i> )
May 2019	Draft Stormwater Pond Maintenance Policy ( <i>Westby</i> )
<b>Date</b>	<b>Topics for Discussion – Planning and Budget</b>
March 2019	Municipal State Aid System (MSAS) Revisions ( <i>Westby</i> )
April 2019	Review 1996 and 2007 (unadopted) TH 47 Corridor Studies ( <i>Westby</i> )
Future/TBD	Public Works Facility Review/Update ( <i>Riemer</i> )
Future/TBD	Long-Term Water Supply Plan ( <i>Westby</i> )
<b>Date</b>	<b>Topics for Discussion – Staff Updates</b>
February 2019	Water Conservation Opportunities / Incentives ( <i>Westby</i> )
Future/TBD	Asset Management Program ( <i>Westby</i> )

\* Dates are estimated and are subject to change based on availability of information, staff workload, and competing objectives.



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:** 01/08/2019

**By:** Jo Thieling, Administrative Services

---

### Information

**Title:**

Adopt Resolution #19-001 for 2019 Council Organization; Resolution #19-006 Designating Financial Institutions as Official Depositories of City Funds for 2019; Resolution #19-007 Authorizing Signatures for Financial Transactions and Resolution #19-008 Designating Bank of the West as Official Financial Institution for the City of Ramsey Banking Services for the Year of 2019

**Purpose/Background:**

Purpose: To adopt the annual resolution appointing Councilmembers to Committees, etc. as well as designating the City's Official Newspaper, renewing contracts with TimeSaver Off-Site Recording Secretarial, Inc. and naming the firms the City will use for Legal Services. The purpose is to also adopt the resolutions designating financial institutions as official depositories of City funds, authorizing signatures for financial transactions, and designating Bank of the West as Official Financial Institution for the City of Ramsey Banking Services for the year 2019.

Background: The City Council met in work session earlier this evening and discussed the organizational resolution. Discussion was held regarding who would serve on which committee, the City's official newspaper designation, designation of the law firms the City will use for legal services, and the agreement with TimeSaver Off-site Recording Secretarial, Inc. If any changes were made to the attached organization resolution, #19-001, those will be announced prior to adoption and the changes will be made prior to execution of the resolution. It should also be noted that the City received two bids for Official Newspaper and that portion has been left blank in this resolution as the Council will be discussing at their work session who will be awarded the bid. That will also be announced prior to adoption of this resolution.

It should be noted that the contract with Joseph Langel, Ratwik, Rozak & Maloney was up December 31, 2018; however, by adoption of this resolution, Council is agreeing to extending the contract for City Attorney two additional years, as per the extension proposal submitted by Attorney Langel.

Each year the Council must designate certain institutions as official depositories of City funds. A list of depositories is in Resolution #19-006 Designating Financial Institutions as Official Depositories of City Funds for 2019 - which is attached. The Council also authorizes annually two of its members, plus the City Administrator and certain members of staff to sign financial documents on behalf of the City. Resolution #19-007 Authorizing Signatures for Financial Transactions is attached for review and adoption. The Council also must designate an official financial institution. Attached to this case is Resolution #19-008 Designating Bank of the West as Official Financial Institution for the City of Ramsey Banking Services for the Year of 2019. .

**Funding Source:**

N/A

**Recommendation:**

Staff recommends adopting the attached resolutions.

**Action:**

Motion to adopt Resolution #19-001 for 2019 Council Organization - either as is with the name of the Newspaper added - or as amended by changes in the appointments during discussion at the Council Work Session.

- and -

Motion to adopt Resolution #19-006 Designating Financial Institutions as Official Depositories of City Funds for 2019

- and -

Motion to adopt Resolution #19-007 Authorizing Signatures for Financial Transactions

- and -

Motion to adopt Resolution #19-008 Designating Bank of the West as Official Financial Institution for the City of Ramsey Banking Services for the Year of 2019

---

**Attachments**

Res Organizational

Res Designating Financial Institutions as Official Depositories

Res Authorizing Signatures for Financial Transactions

Res Designating Bank of the West as Official Financial Institution

---

**Form Review**

**Inbox**

Kurt Ulrich

Form Started By: Jo Thieling

Final Approval Date: 01/03/2019

**Reviewed By**

Kurt Ulrich

**Date**

01/03/2019 04:38 PM

Started On: 12/27/2018 04:17 PM

Councilmember introduced the following resolution and moved for its adoption:

**RESOLUTION #19-001**

**RESOLUTION FOR 2019 COUNCIL ORGANIZATION**

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

- 1) That the City of Ramsey's official newspaper is as follows:
  - a) \_\_\_\_\_ - official newspaper of the City in which all legal notices, vacancies, advertisements, etc. will be published
- 2) That the Acting Mayor, Council standing committees, Ramsey/Nowthen Joint Powers Board, Economic Development Authority, County HRA, Health Authority, recording secretary and legal services designations, and delegate appointments are as follows:

	<b><u>2018 Appt.</u></b>	<b><u>2019 Appt.</u></b>
a) Acting Mayor	John LeTourneau	<i>Mark Kuzma</i>
b) Public Works Committee	Jill Johns Chris Riley Mark Kuzma Melody Shryock (Alt)	<i>Mark Kuzma Chris Riley Melody Shryock Nadine Heinrich (Alt)</i>
c) Economic Development Auth	Chris Riley John LeTourneau Jill Johns (Alt)	<i>Chris Riley Mark Kuzma Deb Musgrove (Alt)</i>
d) Environmental Policy Board	John LeTourneau Melody Shryock (Alt)	<i>Melody Shryock Debra Musgrove (Alt)</i>
e) Happy Days Committee	Chris Riley Mark Kuzma (Alt)	<i>Deb Musgrove Nadine Heinrich (Alt)</i>
f) Highway 10 Committee	Sarah Strommen John LeTourneau Melody Shryock Kurt Ulrich Elwyn Tinklenberg	<i>John LeTourneau Chris Riley Melody Shryock Kurt Ulrich Elwyn Tinklenberg</i>
	<b><u>2017-2018 Appt.</u></b>	<b><u>2019-2020 Appt.</u></b>
g) Ramsey/Nowthen Joint Powers Board	Jill Johns Mark Kuzma John LeTourneau(Alt)	<i>Nadine Heinrich Deb Musgrove Mark Kuzma (Alt)</i>

		<b><u>2017-2018 Appt.</u></b>	<b><u>2019-2020 Appt.</u></b>
h)	Joint Law Enforcement Council	Jeff Katers Kurt Ulrich (No Council Alt Necessary)	Jeff Katers <i>Kurt Ulrich</i>
i)	Anoka County Fire Joint Powers Group	Jill Johns Chris Riley (Alt)	<i>Nadine Heinrich</i> <i>Chris Riley (Alt)</i>
j)	Lower Rum River Water Management Organization (LRRWMO)	Mark Kuzma Chris Riley (Alt)	<i>Debra Musgrove</i> <i>Mark Kuzma (Alt)</i>
k)	Lower Rum River WMO TAC	Bruce Westby	Bruce Westby
l)	North Metro Mayors Association: Operating Committee Management Committee	Kurt Ulrich Sarah Strommen	Kurt Ulrich John LeTourneau
m)	Anoka County Solid Waste Abatement Advisory Team	Chris Anderson	Chris Anderson
n)	County Housing and Redevelopment Authority Liaisons	Patrick Brama Tim Gladhill	Sean Sullivan Tim Gladhill
o)	Youth First	Melody Shryock Brad Bluml Jim Steffen Michelle Anderson Sarah Strommen (Alt)	<i>Nadine Heinrich</i> Brad Bluml Jim Steffen Michelle Anderson <i>Melody Shryock (Alt)</i>
p)	Quad Cities Cable Communications Commission	John LeTourneau Kurt Ulrich Melody Shryock (Alt)	<i>Kurt Ulrich</i> <i>Megan Thorstad</i>
q)	LOGIS Board of Directors	Jason Fredrickson Patrick Brama (Alt)	Jason Fredrickson Calvin Kubat
r)	Health Authority	Dr. James Long	Dr. James Long

**2018 Appt.**

**2019 Appt.**

- s) Legal Services:
- |                           |   |  |
|---------------------------|---|--|
| General Legal Prosecution | Ratwik, Rozak & Maloney<br>Ekberg Lammers | Ratwik, Roszak&Maloney<br>Ekberg Lammers |
| Bond Counsel/TIF          | Briggs & Morgan                           | Briggs & Morgan                          |
- t) Recording Secretarial Services:  
TimeSaver Off-Site Recording Secretary Service (TOSS) TOSS

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 8<sup>th</sup> day of January, 2019.

---

Mayor John LeTourneau

ATTEST:

---

City Clerk Jo Ann M. Thieling

Councilmember introduced the following resolution and moved for its adoption:

**RESOLUTION #19-006**

**RESOLUTION DESIGNATING FINANCIAL INSTITUTIONS AS OFFICIAL DEPOSITORIES OF CITY FUNDS FOR 2019**

**WHEREAS**, the City of Ramsey must designate certain institutions as official depositories of City funds in accordance with Minnesota Statutes Chapter 118A.04.

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

1. That the City of Ramsey hereby appoints the following financial institutions as depositories of City funds for 2019:

Banking Institutions:

The Bank of the West  
Ramsey, Minnesota  
Walnut Creek, California

Minnesota Municipal Money Market Fund  
Minneapolis, Minnesota

Brokerage Houses:

Northland Securities  
Minneapolis, Minnesota

Institutional Cd's, Inc.  
Scottsdale, Arizona

UBS Financial Services, Inc.  
Minneapolis, Minnesota

Robert W. Baird & Associates  
Edina, Minnesota

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 8<sup>th</sup> day of January, 2019.

---

Mayor

ATTEST:

---

City Clerk

Councilmember introduced the following resolution and moved for its adoption:

**RESOLUTION #19-007**

**RESOLUTION AUTHORIZING SIGNATURES FOR FINANCIAL TRANSACTIONS**

**WHEREAS**, in order to conduct the business affairs of the City, the Council authorizes two of its members, the City Administrator and certain members of staff to sign financial documents on behalf of the City; and

**WHEREAS**, except for transfers within the City's accounts, this authorization provides for financial control by requiring two signatures on all such financial documents; and

**WHEREAS**, the Council hereby authorizes Kurt Ulrich, City Administrator, or Diana J. Lund, Finance Director, or Angela McIntire, Assistant Finance Director, to sign checks and other withdrawal documents from the City's checking and money market accounts; and

**WHEREAS**, for the purpose of confirming the authenticity of the documents already signed by one of the individuals named above, and consistent with the City's past financial practice which two signatures are required on all such documents, the Council designates John LeTourneau, Mayor, or \_\_\_\_\_, Acting Mayor as counter-signatures for all such financial documents; and

**WHEREAS**, fund transfers (this also includes electronic fund transfers for payroll, sales tax, and all other taxes that are required to be deposited electronically) between the City's checking and money market accounts are generally verbal instructions and Kurt Ulrich, City Administrator, or Diana J. Lund, Finance Director, or Angela McIntire, Assistant Finance Director, are authorized to make such 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 City's authorized signatures for financial transactions as Kurt Ulrich, City Administrator; Diana J. Lund, Finance Director; and Angela McIntire, Assistant Finance Director and further designates John LeTourneau, Mayor, and \_\_\_\_\_, Acting Mayor, as the required counter-signatures.
- 2) That the Ramsey City Council hereby authorizes Kurt Ulrich, City Administrator; Diana J. Lund, Finance Director; and Angela McIntire, Assistant Finance Director, to make fund transfers between the City's checking and money market accounts.

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:

Councilmember Shryock

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 8<sup>th</sup> day of January, 2019.

---

Mayor

**ATTEST:**

---

City Clerk

Councilmember introduced the following resolution and moved for its adoption:

**RESOLUTION #19-008**

**RESOLUTION DESIGNATING BANK OF THE WEST AS OFFICIAL FINANCIAL INSTITUTION FOR THE CITY OF RAMSEY BANKING SERVICES FOR THE YEAR OF 2019**

**WHEREAS**, the City of Ramsey must designate certain institutions as official depositories of City funds in accordance with Minnesota Statutes Chapter 118A.04.

**WHEREAS**, the City of Ramsey has selected Bank of the West for its banking services for the year of 2019;

**WHEREAS**, banking services will consist of such items as daily deposits of cash receipts, wire transfers of funds, and automated payroll for direct deposit;

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

- 1) That the City of Ramsey hereby appoints Bank of the West as the financial institution that will provide the City its banking services for the year 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 8<sup>th</sup> day of January, 2019.

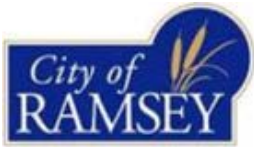
---

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**

7.2.

**Meeting Date:** 01/08/2019

**By:** Bruce Westby, Engineering/Public Works

---

**Information**

**Title:**

Adopt Resolution #19-012 Accepting Petition Opposing Brookview Estates Street Reconstructions, Improvement Project #19-02

**Purpose/Background:**

**Purpose:**

The purpose of this case is to consider adopting Resolution #19-012 accepting a petition opposing Brookview Estates Street Reconstructions, Improvement Project #19-02.

**Background:**

City Improvement Project No. 19-02 proposes to reconstruct streets within the Brookview Estates neighborhood including 173rd Avenue and Germanium Street measuring approximately 2,662 feet (0.50 miles) in length.

Appendix A of the attached Feasibility Report includes a figure showing the project scope and pictures of the existing streets. A project location map is attached to this case.

These streets were constructed in 1979 as rural sections with bituminous pavement at a width of 24 feet, and are generally centered within a 66-foot wide right-of-way. City staff annually evaluates and rates the condition of pavement sections on all City streets using the Pavement Surface Evaluation and Rating (PASER) system. In the summer of 2018, these pavement sections had a PASER rating of 3 indicating these streets require reconstruction.

Existing Conditions

The existing bituminous pavement section ranges from 2.0 to 6.0 inches thick, with a median thickness of 3.6-inches. The aggregate base ranges from 0.8 to 5.0 inches thick, with a median thickness of 2.7-inches. These depths were determined from Ground Penetrating Radar (GPR) analysis performed by Braun Intertec in 2017, as well as from field observations and record plan documents. Copies of Braun Intertec's GPR results are attached in *Appendix C* of the attached Feasibility Report. The pavement subgrade primarily consists of poorly graded sands with silts, which is acceptable for pavement support with proper preparation.

The storm sewer system generally consists of ditches along both sides of the streets within right-of-way and/or drainage and utility easements. Storm runoff collects in the ditches along Germanium Street and is carried north to the Trott Brook through an outlet pipe located in the north cul-de-sac. Storm runoff collects in the ditches along 173rd Avenue and flows across land to the Rum River to the east.

Proposed improvements

This project proposes to reconstruct the existing bituminous pavement sections using the Full Depth Reclamation (FDR) process that involves reclaiming the existing bituminous pavement section with a portion of the underlying aggregate base. The reclaimed (ground and mixed) material would be spread and compacted on top of reshaped and compacted aggregate base or subgrade. Three and one-half inches of new bituminous pavement would then be

placed over the compacted reclaim material to meet the City's standard pavement design for residential streets.

Ditch sections may require minor surface grading in a few areas to re-establish positive drainage.

#### Estimated Costs

The engineer's opinion of probable costs for the proposed improvements is \$502,555.46. Estimated costs include 5-percent contingency costs plus 23-percent indirect costs for administrative, engineering, finance and legal costs. A summary of the engineer's opinion of probable costs is included in *Appendix B* in the attached Feasibility Report.

#### Funding Program

This improvement project, which is listed in the City's current 10-year Capital Improvement Plan (CIP), is proposed to be funded using a combination of special assessments to benefiting properties, street reconstruction bond proceeds, and storm sewer funds.

Twenty-one benefiting parcels are identified in the Feasibility report. Benefiting properties are proposed to be equally assessed for 25-percent of eligible project costs using the "per lot" assessment method identified within the City's adopted Special Assessments Policy. Preliminary assessments are \$4,418.30 per benefiting property. Final assessments are based on final project costs.

Costs incurred to date include all Staff time required to prepare the Feasibility Report and the draft plans and specifications. Consultant costs incurred to date include NTI's fees for completing soil borings and a Geotechnical Report at a cost of \$3,250, and Hakanson Anderson's fees for collecting topographical survey at a cost of \$4,100.

#### Public Comment

Staff conducted a public information meeting for this project at 5:00 PM on Thursday, November 8, 2018. The purpose of the meeting was to present the proposed improvements, estimated costs, funding program, and preliminary project schedule to benefiting property owners, and to receive public input on the project.

Property owners from 2 of the 21 identified benefiting properties attended. The property owners generally agreed that the pavement was in poor condition and needed to be repaired but thought the estimated project cost was too high and questioned why the City could not maintain the roads in a less expensive manner. Staff explained that the pavement is past the point of applying an overlay, as it would fail well before the end of its anticipated useful life of 20 years due to the poor condition of the underlying pavement. It was discussed that overlay projects generally cost about one-quarter as much as a street reconstruction project, and that the most cost-effective manner to maintain streets is to crackseal and sealcoat pavement every 7-years or so, to overlay the pavement every 20-years or so, then to reconstruct the pavement after two overlays at approximately 60-years. This is a widely accepted standard pavement maintenance schedule for cities such as Ramsey that have good underlying soils.

One of the property owners asked if the project was already a done deal, or if they had any ability to stop it. Staff explained that Chapter 8 of the City Charter provides a petition process for City Council initiated improvements such that if a petition is signed by 60-percent or more of the owners of real property proposed to be assessed for the improvements, the Council cannot vote on the same improvement for at least one year following the Public Hearing.

#### Petition Opposing Improvement Project #19-02

On December 10, 2018, the City Administrator received the attached petition opposing the project. The City Engineer validated the names and addresses of the fifteen petitioners, which represents 71.4% of the twenty-one benefiting properties.

On December 18, 2018, the Public Works Committee unanimously passed a motion accepting the petition as valid and directing Staff to mail letters to all benefiting property owners to clearly define the project, ramifications of signing the petition, and options to withdraw their signature if desired. This direction was based on input from Staff that several property owners had contacted Staff after signing the petition to ask questions about the project scope and the ramifications associated with signing the petition, and that after Staff provided information to the property owners they said they were led to believe something different.

On December 21, 2018, the attached letter was mailed to benefiting property owners per direction of the Public Works Committee. At the time this case was published, no requests had been received to withdraw signatures from the petition. Staff will inform the City Council if any requests are received before the City Council meeting on January 8, 2019.

**Notification:**

Notifications are not required.

**Observations/Alternatives:**

**Observations:**

The City is operating under the final year of its 2015 - 2019 Street Reconstruction and Overlay Program (SROP). If Germanium Street and 173rd Avenue are not reconstructed in 2019, they could be added to the next 5-year SROP, which would be at the expense of other streets currently listed in the 10-year CIP.

Staff reviewed the current 10-year CIP and verified there are no other street improvement projects that can be completed in 2019 in place of this project.

**Alternatives:**

Alternative #1 – Motion to adopt Resolution #19-012 accepting the petition opposing Brookview Estates Street Reconstructions, Improvement Project #19-02, and directing Staff to terminate all work on Improvement Project #19-02 until a valid petition requesting said improvements is received from benefiting property owners, or until the City Council orders said improvements, neither of which shall occur before November 13, 2019.

Alternative #2 – Motion denying adoption of Resolution #19-012 at this time.

**Funding Source:**

Per the attached Feasibility Report, the engineer's opinion of probable project costs is \$502,555.46. Staff proposed to fund the proposed improvements using a combination of special assessments to benefiting properties, street reconstruction bond funds, and stormwater utility funds, as needed.

A total of 21 residential parcels would benefit from the proposed improvements and were preliminarily proposed to be assessed for 25-percent of eligible project costs, which totals \$92,784.30. Subgrade correction costs are not eligible for assessments and are paid 100% by the City. This equates to preliminary assessments of \$4,418.30 per parcel. The City will fund the remaining project costs, estimated at \$409,771.16, using a combination of Street Reconstruction and Overlay Program bond funds and Stormwater Utility Funds.

**Recommendation:**

Staff recommends Alternative #1.

**Action:**

Motion to adopt Resolution #19-012 accepting the petition opposing Brookview Estates Street Reconstructions, Improvement Project #19-02, and directing Staff to terminate all work on Improvement Project #19-02 until a valid petition requesting said improvements is received from benefiting property owners, or until the City Council orders said improvements, neither of which shall occur before November 13, 2019.

---

**Attachments**

Resolution 19-012

IP1902 Feasibility Report

City Charter Chapter 8

Project Location Map

Redacted Petition IP1902

---

## Form Review

**Inbox**

Kurt Ulrich

Form Started By: Bruce Westby

Final Approval Date: 01/03/2019

**Reviewed By**

Kurt Ulrich

**Date**

01/03/2019 03:49 PM

Started On: 12/28/2018 03:51 PM

Councilmember \_\_\_\_\_ introduced the following resolution and moved for its adoption:

**RESOLUTION #19-012**

**RESOLUTION ACCEPTING PETITION OPPOSING BROOKVIEW ESTATES STREET RECONSTRUCTIONS, IMPROVEMENT PROJECT #19-02**

**WHEREAS**, pursuant to Ramsey City Council Resolution #18-176, adopted August 28, 2018, a Feasibility Report was prepared by the City Engineer with reference to proposed improvements to approximately 0.50 miles of streets within the Brookview Estates development including the reconstructions of 173rd Avenue and Germanium Street, and other appurtenant work; and

**WHEREAS**, pursuant to Ramsey City Council Resolution #18-220, adopted October 23, 2018, the Feasibility Report was received and accepted, and a Public Hearing was ordered for November 13, 2018 at 7 p.m.; and

**WHEREAS**, benefiting properties are proposed to be assessed for 25-percent of the cost of the improvements, pursuant to Minnesota Statutes Chapter 429, Chapter 8 of the City Charter, and the City's Special Assessments Policy; and

**WHEREAS**, the City Clerk gave mailed and published notice of such hearing and improvements as required by law; and

**WHEREAS**, the City Council approved the Feasibility Report and conducted a Public Hearing for the proposed improvements on November 13, 2018; and

**WHEREAS**, during the Public Hearing it was discussed that benefiting property owners have the right to petition against a Council initiated improvement project per City Charter Section 8.4; and

**WHEREAS**, on December 10, 2018 the City Administrator received a petition opposing this Council initiated improvement project; and

**WHEREAS**, the City Engineer validated the names and addresses of the fifteen petitioners, which represents 71.4% of the twenty-one benefiting properties; and

**WHEREAS**, on December 18, 2018, the Public Works Committee unanimously passed a motion accepting the petition as valid and directing Staff to mail letters to all benefiting property owners to clearly define the project, ramifications of signing the petition and options to withdraw their signature if desired; and

**WHEREAS**, on December 21, 2018, letters were mailed to all benefiting property owners clearly defining the project, ramifications of signing the petition and options to withdraw their signature if desired; and

**WHEREAS**, no requests were received to withdraw signatures from the petition; and

**WHEREAS**, pursuant to Ramsey City Council Resolution #19-012, the petition is received and accepted, and Staff is directed to terminate all work on Improvement Project #19-02 until a valid petition requesting said improvements is received from benefiting property owners, or until the City Council orders said improvements, neither of which shall occur before November 13, 2019.

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

- 1) The City Council acknowledges receipt of a petition signed by fourteen of twenty-one benefiting property owners opposing the Brookview Estates Street Reconstructions, Improvement Project #19-02.
- 2) The City Council accepts the petition opposing the Brookview Estates Street Reconstructions, Improvement Project #19-02, as provided for under Section 8.4.5 of the City Charter.
- 3) The City Council directs Staff to terminate all work on Improvement Project #19-02 until a valid petition requesting said improvements is received from benefiting property owners, or until the City Council orders said improvements, neither of which shall occur before November 13, 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 8th day of January, 2019.

---

Mayor

**ATTEST:**

---

City Clerk

# FEASIBILITY REPORT

---

## BROOKVIEW ESTATES STREET RECONSTRUCTIONS

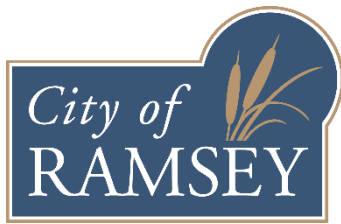
**CITY IMPROVEMENT PROJECT NO. 19-02**



**October 18, 2018**

**Prepared By:**

**City of Ramsey  
Engineering Department  
7550 Sunwood Drive NW  
Ramsey, MN 55303  
763-433-9839  
763-433-9848 (Fax)**



October 18, 2018

Honorable Mayor and City Council  
City of Ramsey  
7550 Sunwood Drive NW  
Ramsey, MN 55303

Re: Feasibility Report - City of Ramsey Improvement Project #19-02  
Brookview Estates Street Reconstructions

Dear Mayor and City Council Members:

Transmitted herewith is a Feasibility Report for the proposed Brookview Estates Street Reconstructions project including; 173<sup>rd</sup> Avenue from Germanium Street to its termini cul-de-sac, and Germanium Street from 170<sup>th</sup> Lane to its termini cul-de-sac. The report examines the feasibility of reconstructing the bituminous street section and completing other appurtenant improvements.

This Feasibility Report examines the scope of the proposed improvements, explores estimated costs and available funding sources, defines a preliminary project schedule, and determines the necessity, feasibility and general cost-effectiveness of the proposed improvements, including any alternate designs, as well as whether the improvements would best be completed separately or in conjunction with another project.

I would be happy to discuss this report with you at your convenience. Please feel free to contact me at 763-433-9825 or [bwestby@cityoframsey.com](mailto:bwestby@cityoframsey.com) with any questions.

Sincerely,

**City of Ramsey**

Bruce Westby, PE  
City Engineer

Enclosure

C: Kurt Ulrich, City Administrator  
Leonard Linton, Civil Engineer IV

## CERTIFICATION

---

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.



---

Bruce Westby, PE

Date: October 18, 2018

License No. 40116

I hereby certify that this plan, specification or report was reviewed for Quality Control and Quality Assurance purposes and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.



---

Leonard Linton, PE

Date: October 18, 2018

License No. 21112

**TITLE SHEET  
LETTER OF TRANSMITTAL  
CERTIFICATION SHEET  
TABLE OF CONTENTS**

Table of Contents

**1. EXECUTIVE SUMMARY .....4**

**2. INTRODUCTION ..... 6**

2.1 Authorization..... 6

2.2 Program Overview ..... 6

2.3 Scope ..... 6

3.1 Existing Pavement, Soil, and Traffic Conditions ..... 7

3.2 Watermain..... 8

3.3 Sanitary Sewer ..... 8

3.4 Storm Sewer / Drainage ..... 8

3.5 Streets..... 8

3.5.1 Existing Typical Sections ..... 8

3.5.2 Maintenance History..... 8

3.6 Land Use ..... 8

**4. PROPOSED IMPROVEMENTS..... 9**

4.1 Street and Stormwater Improvements ..... 9

4.1.1 Street Improvements ..... 9

4.1.2 Storm Sewer Improvements ..... 9

4.1.3 Geotechnical Considerations ..... 9

4.1.4 Other Considerations ..... 10

4.2 Stormwater Treatment..... 11

4.3 Water Main Improvements ..... 11

4.4 Sanitary Sewer Improvements ..... 11

4.5 Construction Method..... 11

4.6 Private Utilities..... 11

4.7 Permits ..... 11

4.8 Right-of-Ways / Easements..... 11

**5. FINANCING ..... 13**

5.1 Opinion of Cost..... 13

5.2 Funding ..... 13

5.2.1 Assessments..... 13

5.2.2 City Contribution..... 14

**6. PROJECT SCHEDULE..... 15**

**7. CONCLUSIONS AND RECOMMENDATIONS..... 16**

**Appendix A**

Figure 1 – Project Scope  
Figure 2 – Typical Section  
Project Site Pictures

**Appendix B**

Opinion of Probable Costs  
Preliminary Assessment Map  
Preliminary Assessment Roll

**Appendix C**

Street Segment Summary  
Ground Penetrating Radar Summary  
Geotechnical Report (NTI)

## 1. EXECUTIVE SUMMARY

City Improvement Project No. 19-02 proposes to reconstruct streets within the Brookview Estates neighborhood including 173<sup>rd</sup> Avenue and Germanium Street. The streets total approximately 2,662 linear feet (0.50 miles) in length. A map showing the location and scope of the proposed improvements is included as *Figure 1* in *Appendix A*.

The streets were constructed in 1979 as rural sections with bituminous pavement to a width of 24 feet, and are generally centered within a 66-foot wide right-of-way.

The storm sewer system generally consists of ditches along both sides of the road within the right-of-way and drainage and utility easements. Storm runoff collects in the ditch along Germanium Street and is carried north to the Trott Brook through an outlet pipe located in the north cul-de-sac. Storm runoff collects in the ditch along 173<sup>rd</sup> Avenue and goes across land into the Rum River to the east.

The existing bituminous pavement section ranges from 2.0 to 6.0 inches thick, with a median thickness of 3.6-inches, and the aggregate base ranges from 0.8 to 5.0 inches thick, with a median thickness of 2.7-inches. This was determined from Ground Penetrating Radar (GPR) analysis performed by Braun Intertec in 2017, as well as from field observations and record plan documents. Copies of Braun Intertec's GPR results are attached in *Appendix C*. The pavement section was built on primarily poorly graded sands with silts subgrade material which is generally considered usable for pavement support with the proper preparation.

City staff evaluates and rates the condition of pavement sections on all City streets on an annual basis using the Pavement Surface Evaluation and Rating (PASER) system. In the summer of 2018, the pavement section of the above referenced street segments were rated with a PASER rating of 3 which indicates these streets require complete reconstruction. City staff patch the streets at least once per year, particularly before winter so the streets can be plowed without further damaging the pavement in the process. Pictures of the streets are located in *Appendix A*.

Proposed improvement include reconstructing the existing bituminous pavement section using the Full Depth Reclamation (FDR) process. This process involves reclaiming the entire existing bituminous pavement section, along with the existing aggregate base material. A portion of this reclaimed (ground and mixed) material would then be spread and compacted on top of the reshaped and compacted subgrade. Then, 3.5 inches of bituminous pavement would be placed, generally meeting the City of Ramsey's standard pavement design for residential streets.

Existing ditches will likely require re-grading and other drainage construction is likely, however, driveway culverts are generally not anticipated to be affected by this project. Additional storm sewer is anticipated to be added to improve storm runoff water quality prior to flowing into Trott Brook. Drainage easements may be needed in one or more locations.

The engineer's opinion of probable costs for completing the proposed improvements outlined in this report is \$502,555.46. Estimated costs include 5-percent contingency costs plus 23-percent

indirect costs for administrative, engineering, finance and legal costs. A summary of the engineer's opinion of probably costs is included in *Appendix B*.

A total of 21 assessable parcels have been identified. Staff recommends applying 25-percent of the eligible project costs equally across the 21 assessable properties using the "per lot" assessment method. Eligible project cost include everything except subgrade corrections and guardrail modification costs. This results in a proposed preliminary assessment rate of \$4,418.30 per assessable parcel.

Staff recommends ordering a special benefit consultation report for this project to verify the proposed assessment amount will not exceed the benefit to the properties. If the report concludes the benefit to the properties is less than the proposed preliminary assessment rate, Staff will then propose to lower the assessment rate accordingly during the Assessment Hearing, which is scheduled for October 8, 2019. If the report verifies the assessment rate as proposed is justified, Staff will propose to adopt the final assessment roll using the rate as preliminarily proposed.

Seven (7) soil borings were completed by Northern Technologies (NTI) to assist with the preparation of this report. Pavement design recommendations were offered by NTI, and Staff considered and incorporated NTI's recommendations to varying degrees while preparing this report. Ground Penetrating Radar (GPR) was conducted on street segments within the project. The GPR identifies existing bituminous pavement and aggregate base thicknesses, and is used to help Staff determine the appropriate treatment. Copies of Braun Intertec's GPR results and NTI's Geotechnical Exploration Report are attached in *Appendix C*.

This improvement project, which is listed in the City's current 10-year Capital Improvement Plan, is proposed to be funded using a combination of special assessments to benefiting properties, street reconstruction bond proceeds, and storm sewer funds.

Staff has not yet discussed the proposed improvements with local property owners. However, Staff has scheduled a neighborhood information meeting for November 8, 2018 for the purpose of explaining the proposed improvements and assessments in more detail, and to gather public input on the project, including any information which should be explored in more detail during development of plans and specifications. Staff will incorporate comments and present this information to Council during the Public Hearing on November 13, 2018.

This project would best be constructed as a stand-alone project and is necessary, feasible, and cost-effective from an engineering standpoint, and can be constructed as proposed herein.

## **2. INTRODUCTION**

### **2.1 Authorization**

The preparation of this report was authorized by the Ramsey City Council on August 28, 2018. This project has been designated as City Improvement Project No. 19-02.

### **2.2 Program Overview**

In support of the City's long-term Street Maintenance Program, the existing bituminous pavement section will be reconstructed, and existing ditches will be re-graded to enhance drainage. Other appurtenant work will be completed as outlined in this report.

The City's pavement evaluation process involves a visual evaluation of each street's pavement surface based on the type, extent and severity of each pavement distress observed. Numerous types of pavement distresses may exist within a pavement section including, but not limited to, alligator cracking, block cracking, longitudinal cracking, transverse cracking, rutting, raveling, shoving, potholes and patches. This field data is then used to rate the pavement condition.

The City uses the Pavement Surface Evaluation and Rating (PASER) system to rate pavement condition. A PASER rating is a numerical index between 1 and 10 indicating the condition of a pavement based on the various pavement distresses recorded during visual observations. A PASER rating of 10 represents brand new pavement, while a PASER rating of 1 represents a pavement section that has fallen into complete disrepair requiring full reconstruction.

In the summer of 2018, City Staff evaluated and rated the condition of the pavement along the Brookview Estates street segments. A PASER rating of 3 was assigned to 173<sup>rd</sup> Avenue and Germanium Street.

### **2.3 Scope**

City of Ramsey Improvement project 19-02 proposes to reconstruct the existing bituminous pavement, re-shape the ditches to enhance drainage, and to complete other appurtenant work on 173<sup>rd</sup> Avenue from Germanium Street to its termini cul-de-sac, and Germanium Street from 170<sup>th</sup> Lane to its termini cul-de-sac which totals approximately 2,662 linear feet (0.50 miles) in length.

The existing bituminous pavement section is proposed to be reconstructed using the FDR process. This involves reclaiming the entire bituminous pavement section along with a portion of the existing aggregate base, hauling and disposing of excess reclaim material off-site, spreading and compacting the reclaimed material on top of the reshaped and compacted subgrade, then placing 3.5-inches of new bituminous pavement on top. The resulting pavement design will generally meet current City design standards for residential pavement sections.

A map showing the location and scope of the proposed improvements is included as *Figure 1 in Appendix A*.

### 3. EXISTING CONDITIONS

#### 3.1 Existing Pavement, Soil, and Traffic Conditions

All streets proposed to be improved were constructed in 1979 with 1.5-inches of bituminous pavement, 3.0-inches of aggregate base, and ditches. The streets are generally centered within a 66-foot wide right-of-way.

Pavement maintenance treatments applied to the street segments included overlay in 1993, and crack seal and seal coat improvements in 2001. Spot patching has been performed on an as-needed basis, and has been a yearly treatment recently. In 2018, Staff assigned a PASER rating of 3 on both street segments.

In September of 2018, City Staff recorded a traffic volume of 72 average annual daily traffic (AADT) on 173<sup>rd</sup> Avenue east of Germanium Street, and 278 AADT on Germanium Street north of 170<sup>th</sup> Lane. The speed limit is 30 mph for these street segments.

Northern Technologies, LLC (NTI) was employed to complete a Geotechnical Exploration and Engineering Review for this project, which included seven (7) soil borings spaced evenly along 173<sup>rd</sup> Avenue and Germanium Street. The locations of the borings are shown in the Soil Boring Location Map in Appendix C of NTI's report, attached in *Appendix C*.

The soil borings provide information on existing bituminous pavement and aggregate base course thicknesses, subgrade soil conditions, existing ground water elevations, and potential issues, which may be encountered during construction. The borings general terminated at a nominal depth of 10 feet below the existing ground surface, boring number 4 terminated at 20.5 feet as it was following a layer of clay. There was groundwater observed in 4 of 7 borings, with elevations varying from approximately 872.5 to 877, 6.5 to 9.0 feet below the existing surface. Based on the work proposed groundwater is not anticipated to be a significant issue for work completed with this proposed project. There is the small potential for groundwater impacts if storm sewer is required, and is placed at a depth greater than 6-feet below the existing ground.

The soil borings generally indicate the existing bituminous pavement thickness ranges between 2 ¼ to 5 inches, and aggregate base thickness is 5 to 6 inches. The subgrade generally consists of poorly graded sand with silt, silty sand, and poorly graded sand. Below this 4 of the 7 borings had layers of lean clay with sand, clayey sand, and / or lean to fat clay. The depths of the layers varied among the borings, and the pockets with clay seemed to be spread out along the project.

Braun Intertec was employed to complete a ground penetrating radar (GPR) analysis for the project area, which included driving the GPR equipped vehicle throughout all street segments within the project area. A summary table and charts of the GPR Analysis are attached in *Appendix C*. The GPR data determined a median bituminous pavement thickness of 3.6-inches, and a median aggregate base thickness of 2.7-inches. The median street pavement and base section thickness was 6.2-inches, with a minimum section of 3.7-inches located on Germanium Street, 310 feet north of 173<sup>rd</sup> Avenue. GPR data was not able to be obtained for 173<sup>rd</sup> Avenue.

## **3.2 Watermain**

Watermain does not exist on site.

## **3.3 Sanitary Sewer**

Sanitary sewer does not exist on site.

## **3.4 Storm Sewer / Drainage**

The storm sewer system consists of ditches along both sides of the road within the right-of-way and drainage and utility easements, which direct stormwater runoff to the ditch along Germanium Street and north to the Trott Brook through an outlet pipe located in the north cul-de-sac. Stormwater runoff is also directed to the ditch along 173<sup>rd</sup> Avenue and goes across land into the Rum River to the east.

## **3.5 Streets**

### ***3.5.1 Existing Typical Sections***

The pavement width of 173<sup>rd</sup> Avenue and Germanium Street is 24-feet. The cul-de-sacs on 173<sup>rd</sup> Avenue and Germanium Street are 95-feet in diameter. The streets are centered within a 66-foot wide City-owned right-of-way, with a 160-foot wide right-of-way around the cul-de-sac on 173<sup>rd</sup> Avenue, and a 140-foot wide right-of-way around the cul-de-sac on Germanium Street.

### ***3.5.2 Maintenance History***

Brookview Estates was originally constructed in 1979. 173<sup>rd</sup> Avenue and Germanium Street received an overlay in 1993, and crack seal and seal coat improvements in 2001.

## **3.6 Land Use**

The parcels within the construction area are zoned rural developing.

## 4. PROPOSED IMPROVEMENTS

### 4.1 Street and Stormwater Improvements

#### 4.1.1 Street Improvements

The streets in Brookview Estates are proposed to be reconstructed by matching existing widths and elevations with bituminous pavement and ditch sections to carry storm water runoff to Ford Brook and the Rum River.

The proposed surface improvements are shown on *Figure 1* in *Appendix A*.

#### *Street Design:*

173<sup>rd</sup> Avenue and Germanium Street are currently rural residential streets with ditch sections, 24-foot wide to the edge of pavement. The cul-de-sacs on 173<sup>rd</sup> Avenue and Germanium Street are 95-foot in diameter. Existing and proposed traffic counts are consistent with typical residential streets.

All street segments are proposed to be reconstructed at their current width. A typical section for the proposed pavement reconstruction improvements is shown in *Figure 2* in *Appendix A*.

City Staff is proposing a pavement section design of 1.5-inches bituminous wear course, 2-inches bituminous base course, and 4-inches of aggregate base composed of full-depth reclamation material. This pavement section would be constructed over the existing subgrade after it is reshaped and compacted.

#### 4.1.2 Storm Sewer Improvements

The existing ditch sections are in good condition. Re-shaping the ditches may be required due to construction, but ditches will be restored to existing grades. The existing driveway culverts are not anticipated to be replaced. No stormwater treatment improvements are required for this projects since the street is proposed to be reconstructed at its current width, however, Staff is proposing to add a treatment structure to improve storm runoff water going into Trott Brook.

#### 4.1.3 Geotechnical Considerations

Northern Technologies LLC (NTI) completed a Geotechnical Exploration and Engineering Review including seven (7) soil borings, generally evenly spaced along 173<sup>rd</sup> Avenue and Germanium Street. The locations of the borings are shown in the Boring Location Map in Appendix C of NTI's report, attached in *Appendix C*. NTI recommends prior to installing the aggregate base, the existing subgrade should be scarified and re-compacted to a depth of at least 12 inches. A proof roll test should then be performed to determine soft or unstable subgrade areas. If rutting or localized unstable subgrade areas are observed, those areas

should be subcut, moisture-conditioned, and re-compacted or removed to a stable depth. Based upon the encountered subgrade conditions, estimated R-value of 30 for the existing subgrade soils, the assumed AADT volumes of 600, and the City of Ramsey's typical pavement section for the respective project area NTI recommends a pavement section of 4-inches of aggregate base class 5, and 4-inches of bituminous pavement. City Staff is in close agreement and proposes completing a full-depth reclamation of the existing pavement by placing 4-inches of aggregate base class 5 or reclaim material, and 3.5-inches of new bituminous pavement. The clay layers are generally deep enough to not have a significant impact on the roadway, however Staff will be aware of the potential for pockets of subgrade which will require additional conditioning or possible replacement.

The proposed improvements should have a service life of approximately 60-years, assuming maintenance such as overlays, crack sealing and seal coating is routinely performed.

#### ***4.1.4 Other Considerations***

##### *Driveways:*

Existing driveway aprons may need to be reconstructed to varying degrees. The limits of construction will vary with each driveway apron based on the elevation of the street abutting the driveway and the driveway pavement type. During design, Staff will evaluate the construction limits for each driveway and will incorporate this into the plans, but as with all street reconstruction projects, the exact limits of construction will be determined in the field during construction. Right-of-entry forms will be obtained from private property owners where work is required outside City right-of-ways and easements.

##### *Irrigation Systems:*

Developed properties along the project corridor may have private irrigation systems. Staff will notify property owners of pending construction as far in advance as practical to allow them time to move their irrigation systems out of harm's way before work begins.

##### *Parking Restrictions:*

Parking is currently provided along both sides of the streets and is not currently restricted except for overnight parking per City code. During this project, parking will be restricted during allowable working hours.

##### *Pavement Corings:*

Existing pavement thicknesses have been found to be inconsistent throughout the City. It is now standard practice to have City Staff on-site during pavement installation to insure the proper quantities are being placed. As further conformation, Staff is proposing to collect GPR data or to have pavement corings taken at the conclusion of all reconstruction projects. This is already a requirement on all State Aid projects, and will leave more data on the pavement section for future street maintenance projects.

## **4.2 Stormwater Treatment**

No stormwater retention and/or treatment improvements will be required as a result of this project, however, Staff is proposing stormwater treatment for storm runoff into Trott Brook.

## **4.3 Water Main Improvements**

No watermain improvements are proposed with this project.

## **4.4 Sanitary Sewer Improvements**

No sanitary sewer improvements are proposed with this project.

## **4.5 Construction Method**

The existing bituminous pavement section will be reconstructed using the FDR process outlined within this report.

## **4.6 Private Utilities**

Staff has not yet met with the telephone, gas, power and cable utilities regarding this project. During preparation of plans and specifications, Staff will meet with the private utility companies to discuss the proposed improvements as noted in the project schedule within this report. The alignment and footprint of the streets will be considered to minimize impacts to private utilities. No impacts to power poles or street lights are anticipated with this project.

Should any utility company indicate they wish to upgrade, replace and/or otherwise modify their services during this project, any such upgrades, replacements and/or modifications will be at the sole discretion and cost of the utility company.

## **4.7 Permits**

Permits that are anticipated to be required as part of the proposed improvements include:

- MPCA General Stormwater Permit (NPDES).....Grading and Storm Water

A stormwater permit from the Lower Rum River Watershed Management Organization will not be required with this project as street reconstruction projects are exempt.

## **4.8 Right-of-Ways / Easements**

The existing outfall to Trott Brook is currently located on 17331 Germanium Street outside of City-owned drainage and utility easements. Staff will work with the property owner to create additional drainage and utility easement over the existing pipe, move the outfall which would also

require additional easement, or find another solution. This will be dependent upon project design and discussion with the property owner.

A low area exist outside of City-owned drainage and utility easement on 17310 Germanium Street, possible options of filling in the low area, adding addition storm sewer, or acquiring drainage and utility easements will be discussed with the property owner and are also dependent upon project design.

City Staff will obtain required right of entries on a case by case basis.

## 5. FINANCING

### 5.1 Opinion of Cost

A detailed opinion of probable costs for the proposed improvements can be found in *Appendix B* of this report. The opinion of probable costs incorporates anticipated 2019 construction costs for the proposed improvements with 5-percent contingency costs, plus 23-percent indirect costs for administrative, engineering, financing and legal costs.

City Staff prepared the Feasibility Report in-house as part of Staff's normal duties.

NTI prepared the Geotechnical Exploration and Engineering Review, included in *Appendix C*, at a cost of \$3,250.00.

### 5.2 Funding

#### 5.2.1 Assessments

A portion of the project costs is proposed to be recovered through special assessments levied against the 21 identified benefiting properties; 9 along 173<sup>rd</sup> Avenue, and 12 along Germanium Street. Assessments are proposed to be collected for eligible improvements benefiting residential properties with direct access to the improved segments of Brookview Estates as described below. A preliminary assessment summary is included below in *Table 1*.

#### Residential Assessments:

Special assessments are proposed to be levied against residential properties having direct access to improved streets. To be consistent with previous applications of the Special Assessments Policy, each residential property is proposed to be assessed using the "per lot" method.

Each residential property is preliminarily proposed to be assessed at the rate of \$4,418.30 per lot. Since State Statute and the City Charter do not allow for assessments to exceed the benefit to the property, Staff requests Council authorization to order a benefit appraisal consultation for this project in accordance with the City's Special Assessment Policy.

The Preliminary Assessment Map and Roll are included in *Appendix B*.

**TABLE 1**  
**Proposed Preliminary Assessments – 173<sup>rd</sup> Avenue & Germanium Street**

<b>STREET SEGMENT</b>	<b>ASSESSMENT PER LOT</b>	<b>No. OF LOTS</b>	<b>TOTAL ASSESSMENTS</b>
173 <sup>rd</sup> Avenue Residential Assessment	\$4,418.30	9	\$39,764.70
Germanium Street Residential Assessment	\$4,418.30	12	\$53,019.60
<b>TOTAL PROJECT ASSESSMENTS</b>			<b>\$92,784.30</b>

### 5.2.2 City Contribution

The City contribution to the project would include all funding in excess of the amount collected through special assessments to benefiting properties. No funds have been budgeted for this project. The City's share of eligible project costs related to surface (street) improvements is proposed to come from the previously encumbered 5-year Street Reconstruction and Overlay Program bonds. Stormwater Utility Funds are proposed to pay for all storm sewer improvements.

*Table 2* illustrates the proposed project funding based on the design proposed within this report. This funding program assumes construction will occur in 2019.

**TABLE 2  
Proposed Project Funding**

	ASSESSMENTS	CITY FUNDS	TOTAL
<b>Surface</b>	\$ 80,112.90	\$ 371,754.41	\$ 451,867.31
<b>Storm Sewer</b>	\$ 12,671.40	\$ 38,016.75	\$ 50,688.15
<b>TOTAL</b>	\$ 92,784.30	\$ 409,771.16	\$ 502,555.46

<b>Total Project Cost</b>		<b>\$ 502,555.46</b>
Less Special Assessments	-	\$ 92,784.30
<b>Subtotal</b>	<b>=</b>	<b>\$ 409,771.16</b>
Less City Bonding Funds	-	\$ 371,754.41
<b>Subtotal</b>	<b>=</b>	<b>\$ 38,016.75</b>
Less Stormwater Utility Funds	-	\$ 38,016.75
<b>TOTAL Remaining Cost</b>	<b>=</b>	<b>\$ 0</b>

**6. PROJECT SCHEDULE**

The proposed project schedule is as follows:

Council Orders Feasibility Report .....	August 28, 2018
Council Accepts Feasibility Report / Orders Public Hearing .....	October 23, 2018
Staff Conducts Neighborhood Information Meeting .....	November 8, 2018
Staff Publishes Notices of Public Hearing .....	October 26 & November 2, 2018
Council Conducts Public Hearing / Authorizes Plans and Specifications .....	November 13, 2018
Staff Conducts Private Utility Coordination Meeting .....	November, 2018
Council Approves Plans and Specifications / Authorizes Ad for Bids .....	January 22, 2019
Staff Receives Bids .....	February 20, 2019
Council Awards Contract .....	February 26, 2019
Contractor Begins Construction .....	May, 2019
Contractor Completes Construction .....	August 16, 2019
Council Orders Assessment Hearing .....	September 10, 2019
Council Conducts Assessment Hearing .....	October 8, 2019

## 7. CONCLUSIONS AND RECOMMENDATIONS

City of Ramsey Improvement Project No. 19-02 proposes to reconstruct the bituminous pavement section, and complete miscellaneous appurtenant work on the following street segments within the Brookview Estates residential subdivision:

1. 173<sup>rd</sup> Avenue (approx. 850 linear feet) – Germanium Street to east cul-de-sac.
2. Germanium Street (approx. 1810 feet) – 170<sup>th</sup> Lane to north cul-de-sac.

It is the recommendation of City Staff that City Project No. 19-02 is feasible, necessary, and cost-effective from an engineering standpoint, and this project would best be constructed as a stand-alone project as proposed herein.

The following Staff recommendations related to the proposed project are presented for Council consideration and concurrence:

1. Reconstruct the existing bituminous pavement using full-depth reclamation process, meeting the City's standard residential pavement section of 4-inches aggregate base class 5 (or reclaim), 2-inches new bituminous base course, and 1 ½- inches new bituminous wear course.
2. Staff recommends excluding private irrigation system work from this project. Instead, Staff will notify property owners of pending construction as far in advance as possible, and instruct them to relocate their irrigation system(s) away from the construction area during construction, then allow replacement in or near the original location after construction is complete.
3. Staff recommends holding a neighborhood information meeting on November 8, 2018 to inform property owners of the proposed improvements and to gather their input prior to competing plans and specifications and requesting Council approval to advertise for bids as outlined in the project schedule.
4. Order an assessment appraisal consultation to ensure special assessments do not exceed the benefit received as a result of the improvements.

The City Council is asked to act on the following items related to the proposed project:

1. Accept the preliminary residential special assessment rate of \$4,418.30 per lot.
2. Authorize an assessment appraisal consultation to ensure all special assessments are commensurate with benefit received from the proposed improvements.
3. Adopt Resolution #18-220 accepting this Feasibility Report and ordering the Public Hearing for November 13, 2018.

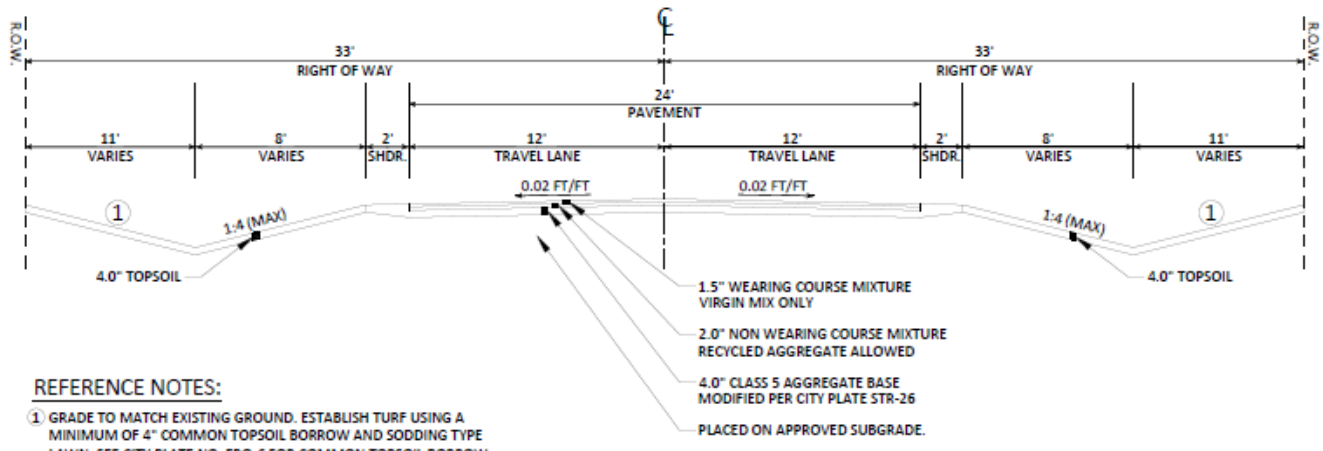
## APPENDIX A

**Figure 1 – Project Scope**  
**Figure 2 – Typical Section**  
**Project Site Pictures**



**FIGURE 1**

### 173rd Avenue & Germanium Street Typical Section



BROOKVIEW ESTATES  
TYPICAL SECTION

NOT TO SCALE

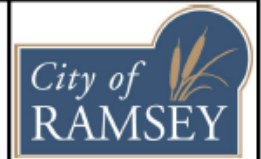


FIGURE 2

## **PROJECT SITE PICTURES**



**Picture 1: Germanium Street from 170<sup>th</sup> Lane**



**Picture 2: Germanium Street from 173<sup>rd</sup> Avenue**



**Picture 3: 173<sup>rd</sup> Avenue from Germanium Street**



**Picture 4: 173<sup>rd</sup> Avenue cul-de-sac, looking west**



**Picture 5: Germanium Street cul-de-sac, looking south**

**APPENDIX B**

**Opinion of Probable Costs (Preliminary Engineer's Estimate)  
Preliminary Assessment Map  
Preliminary Assessment Roll**

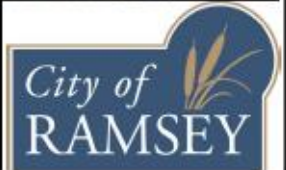
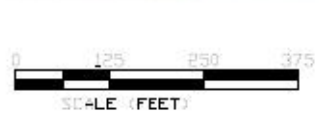


**Storm Sewer Construction**

<b>Item No.</b>	<b>Description</b>	<b>Unit</b>	<b>Estimated Quantity</b>	<b>Unit Cost</b>	<b>Cost Extension</b>
1	Geotextile Fabric Type V	SY	21	\$ 3.50	\$ 73.50
2	15" RC Pipe Apron	EA	4	\$ 600.00	\$ 2,400.00
3	Trash Guard for 15" RC Pipe Apron	EA	4	\$ 275.00	\$ 1,100.00
4	15" RC Pipe Sewer, Design 3006 Class III	LF	628	\$ 33.00	\$ 20,724.00
5	Construct Drainage Structure Design 48-4020	EA	3	\$ 2,500.00	\$ 7,500.00
6	Construct Drainage Structure Design Special 48-4020	EA	1	\$ 3,500.00	\$ 3,500.00
7	F&I Casting Assembly – Storm	EA	4	\$ 800.00	\$ 3,200.00
8	Random Rip Rap Class III	CY	5	\$ 150.00	\$ 750.00
<i>Total Storm Sewer Construction Cost</i>					<i>\$ 39,247.50</i>
<i>5% Contingency Cost</i>					<i>\$ 1,962.38</i>
<i>23% Indirect Cost</i>					<i>\$ 9,478.27</i>
<i>Total Storm Sewer Project Cost</i>					<i>\$ 50,688.15</i>
<b>Total Estimated Project Cost</b>					<b>\$ 502,555.46</b>



# BROOKVIEW ESTATES ASSESSABLE PROPERTIES



**PRELIMINARY ASSESSMENT ROLL – 19-02 BROOKVIEW ESTATES STREET RECONSTRUCTIONS**

<b>PID</b>	<b>NAME / OWNER</b>	<b>ADDRESS</b>	<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>	<b>ASSESSABLE UNITS</b>	<b>PROPOSED ASSESSMENT</b>
013225330002	MC SHANE DANIEL M	17310 GERMANIUM ST NW	RAMSEY	MN	55303	1	\$ 4,418.30
013225330003	LADEEN JULIE A & MARK A	17330 GERMANIUM ST NW	RAMSEY	MN	55303	1	\$ 4,418.30
013225330004	JONES DAVID J & DEBORAH A	17331 GERMANIUM ST NW	RAMSEY	MN	55303	1	\$ 4,418.30
013225330005	LUND DONALD N & MARGERY A	17311 GERMANIUM ST NW	RAMSEY	MN	55303	1	\$ 4,418.30
013225330006	NORCUTT TRUSTEE KATHLEEN & NORCUTT TRUSTEE RICHARD	17301 GERMANIUM ST NW	RAMSEY	MN	55303	1	\$ 4,418.30
013225330007	NACHTWEY MICHAEL F & MARY J		RAMSEY	MN	55303	1	\$ 4,418.30
013225330008	ROHL MORRIS G & SHARON L	5451 173 <sup>RD</sup> AVE NW	RAMSEY	MN	55303	1	\$ 4,418.30
013225330009	STEFFEN JAMES W & LISA F	5431 173 <sup>RD</sup> AVE NW	RAMSEY	MN	55303	1	\$ 4,418.30
013225330010	VOSS WALTER W & SALLY	5401 173 <sup>RD</sup> AVE NW	RAMSEY	MN	55303	1	\$ 4,418.30
113225110007	CHUBB JEREMY	17200 GERMANIUM ST NW	RAMSEY	MN	55303	1	\$ 4,418.30
113225110009	OSHAUGHNESSY CORRIN	17228 GERMANIUM ST NW	RAMSEY	MN	55303	1	\$ 4,418.30
113225110010	OSHAUGHNESSY CORRIN		RAMSEY	MN	55303	1	\$ 4,418.30
123225220003	PLACHECKI HALI	5410 173 <sup>RD</sup> AVE NW	RAMSEY	MN	55303	1	\$ 4,418.30
123225220004	ONGIE CHERYL	5420 173 <sup>RD</sup> AVE NW	RAMSEY	MN	55303	1	\$ 4,418.30
123225220005	WEBER JAMES J & DIANE M	5450 173 <sup>RD</sup> AVE NW	RAMSEY	MN	55303	1	\$ 4,418.30
123225220006	KREYER GARY R & JUDITH G	5510 173 <sup>RD</sup> AVE NW	RAMSEY	MN	55303	1	\$ 4,418.30
123225220007	PETERSON SEAN	5530 173 <sup>RD</sup> AVE NW	RAMSEY	MN	55303	1	\$ 4,418.30
123225220008	BOEHLAND LYNN C & JOY L	17211 GERMANIUM ST NW	RAMSEY	MN	55303	1	\$ 4,418.30
123225220009	RAMSEY CITY OF	17201 GERMANIUM ST NW	RAMSEY	MN	55303	1	\$ 4,418.30
123225220010	ABERLE RICHARD N & CLAUDIA M	17290 GERMANIUM ST NW	RAMSEY	MN	55303	1	\$ 4,418.30
123225220011	KANIA HENRY & JANINA	17230 GERMANIUM ST NW	RAMSEY	MN	55303	1	\$ 4,418.30
<b>TOTALS</b>						<b>21</b>	<b>\$ 92,784.30</b>

## **APPENDIX C**

### **Street Segment Summary Ground Penetrating Radar (GPR) Results Geotechnical Exploration and Engineering Review**

### STREET SEGMENT SUMMARY

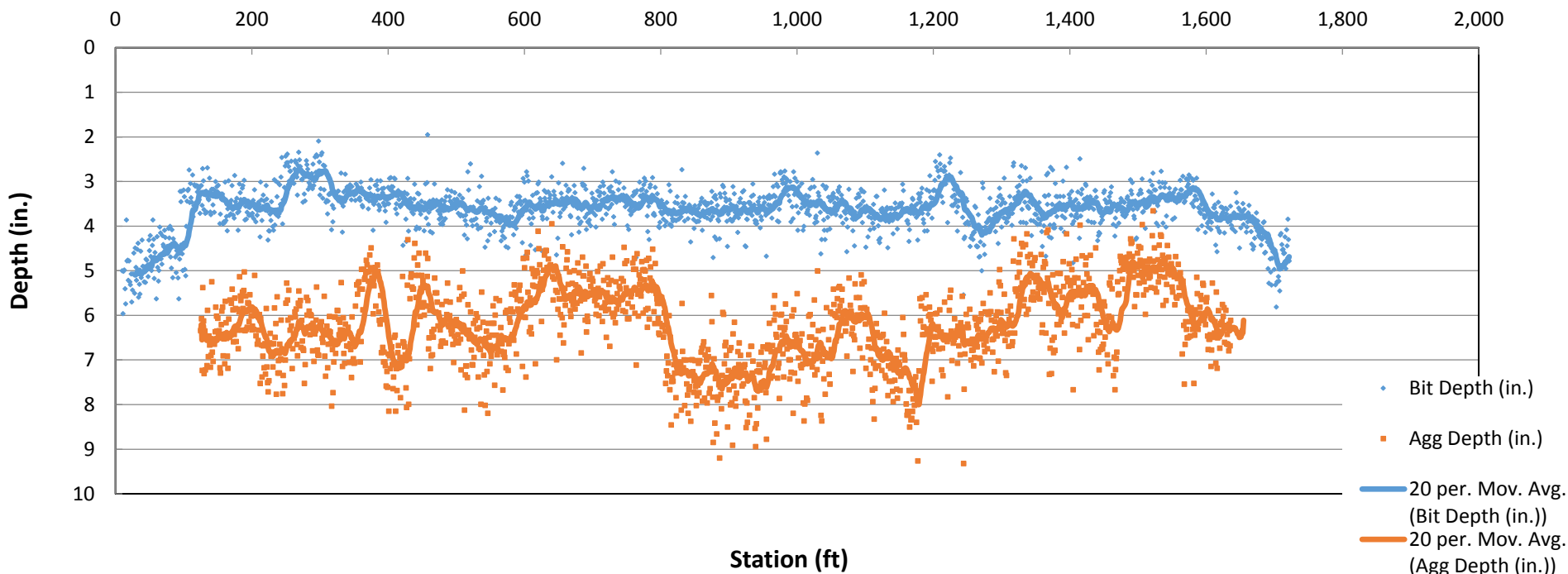
<b>Street</b>	<b>Segment Description</b>	<b>Length</b>	<b>Width</b>	<b>Curb</b>	<b>2018 Rating</b>	<b>Year Built</b>	<b>Maint. 1</b>	<b>Maint. 2</b>
173 <sup>rd</sup> Avenue	Germanium Street / CDS	853	24	n/a	3	1979	OL 1993	SC 1 2001
Germanium Street	170 <sup>th</sup> Lane / CDS	1,809	24	n/a	3	1979	OL 1993	SC 1 2001

## Brookview Estates GPR Summary

Project Segment		Pavement			Aggregate			Section		
Street	Segment Description	Min	Max	Med	Min	Max	Med	Med	Min	Location
173rd Avenue	Germanium Street / CDS	*								
Germanium Street	170th Lane / CDS	2.0	6.0	3.6	0.8	5.0	2.7	6.2	3.7	310' north of 173rd Avenue.
<i>Project Summary</i>		<i>2.0</i>	<i>6.0</i>	<i>3.6</i>	<i>0.8</i>	<i>5.0</i>	<i>2.7</i>	<i>6.2</i>	<i>3.7</i>	<i>Germanium Street 310 feet north of 173rd Avenue.</i>

\* GPR Data was not able to be conducted along street segments.

### GPR Data (Germanium Street: 170th Lane to CDS)





## GEOTECHNICAL EXPLORATION AND ENGINEERING REVIEW

*Brookview Estates Reconstruction*

*Ramsey*

*Minnesota*

*NTI Project No. 18.MSP06855.000*

***Prepared For:***

City of Ramsey  
7550 Sunwood Drive  
Ramsey, Minnesota 55303

---



**NTI**<sup>™</sup>  
NORTHERN  
TECHNOLOGIES, LLC

6160 Carmen Avenue East  
Inver Grove Heights, MN 55076  
P: 651.389.4191 F: 651.389.4190  
www.NTIgeo.com

Unearthing confidence<sup>™</sup>

October 8, 2018

City of Ramsey  
Attention: Mr. Joe Feriancek  
7550 Sunwood Drive  
Ramsey, Minnesota 55303

Subject: Geotechnical Exploration and Engineering Review  
**Brookview Estates Reconstruction**  
Ramsey, Minnesota  
NTI Project No. 18.MSP06855.000

Northern Technologies, LLC (NTI) has completed a total of seven (7) soil borings in the Brookview Estates area. Our services were performed in accordance with our proposal dated September 4, 2018.

Soil samples obtained at the site will be held for 60 days at which time they will be discarded. Please advise us in writing if you wish to have us retain them for a longer period. You will be assessed an additional fee if soil samples are retained beyond 60 days.

We appreciate the opportunity to have been of service on this project. If there are any questions regarding the soils explored or our review and recommendations, please contact us at your convenience at (651) 389-4191.

**Northern Technologies, LLC**

Robert Hawkins, GIT  
Staff Geologist

Steven D. Gerber, P.E.  
Senior Engineer

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.

Steven D. Gerber

Date: 10/08/2018 Reg. No. 45298

Precision · Expertise · Geotechnical · Materials



## Contents

<b>1.0</b>	<b>Scope of Services .....</b>	<b>1</b>
1.1	<i>Project and Site Description .....</i>	<i>1</i>
<b>2.0</b>	<b>Subsurface Exploration Summary .....</b>	<b>1</b>
2.1	<i>Groundwater and Groundwater Control .....</i>	<i>2</i>
2.2	<i>Laboratory Test Program .....</i>	<i>2</i>
2.3	<i>Utilities .....</i>	<i>3</i>
2.4	<i>Pavement Recommendations .....</i>	<i>3</i>
	<i>Full Reconstruction Option .....</i>	<i>3</i>
	<i>Mill and Overlay Option .....</i>	<i>5</i>
<b>3.0</b>	<b>Excavation Stability .....</b>	<b>6</b>
3.1	<i>Engineered Fill &amp; Winter Construction .....</i>	<i>6</i>
<b>4.0</b>	<b>Closure .....</b>	<b>6</b>

---



## 1.0 Scope of Services

Seven borings were in the project area. The scope of services included determining existing bituminous and aggregate base thicknesses, groundwater levels, subsurface conditions, and providing recommendations for site preparation, excavations, engineered fill and compaction, depths of unsuitable soils to be removed, groundwater management, potential difficulties during construction, utility construction, and pavement design thickness.

### 1.1 Project and Site Description

The project consists of the complete reconstruction of Germanium Street at 173<sup>rd</sup> Avenue in Ramsey, Minnesota. NTI was not aware of invert elevations or other design details of the proposed utilities at the time this report was prepared.

The pavement sections are proposed to be designed with a 20-year design pavement life. NTI has assumed an AADT value of 600 for these residential streets.

## 2.0 Subsurface Exploration Summary

NTI performed the subsurface exploration program during the period of September 26, 2018 with a two-person crew using a truck-mounted CME-55 drill rig. Samples were generally collected in accordance with ASTM D 1586 "Standard Test Method for Standard Penetration Testing (SPT) and Split-Barrel Sampling of Soils." The boring locations and depths were determined by a representative of the City of Ramsey. The boring locations were marked in the field by NTI. The borings terminated at depths ranging from approximately 10.5 to 20.5 feet below the top of pavement. Elevations were determined using a Trimble GeoXH 6000 and rounded to the nearest one-half foot.

Please refer to the Boring Location Diagrams and the Boring Logs in Appendix C.

Groundwater was observed at depths ranging between 6.5 and 9 feet below the ground surface, correspond to elevations ranging between 876.5 and 872.5.

The lack of observed groundwater in the remaining borings is likely due to the short duration for which the boreholes remained open. In addition, the seams of on-site clay and silt laden soils have the potential to be somewhat impervious and conducive to the development of zones of perched water at varying elevations and locations across the project area. Please refer to the boring log included in the appendices.

Table 1 summarizes the encountered subsurface conditions encountered.



Table 1: Pavement and Subgrade Summary<sup>1</sup>

Boring No.	Bituminous Pavement Thickness <sup>2</sup> (inches)	Apparent Aggregate Base Thickness <sup>3</sup> (inches)	Fill Subgrade Material <sup>4</sup>	Native Subgrade Material <sup>5</sup>
SB-1	4 ½	5	SC	SM
SB-2	2 ¼	4	SP-SM	SP
SB-3	4 ½	4	SM	SM
SB-4	4 ½	5	SP-SM	SP-SM
SB-5	5	6	SM	SP-SM
SB-6	5	6	SM	SM
SB-7	4 ¼	6	SM	CL

1. Table summary is a generalization of subsurface conditions at the individual soil boring locations only. They may not reflect variations in subsurface strata occurring on site between boring locations. The general geologic origin of retained soil samples is listed on the boring logs.
2. Measured thickness of the pavement core.
3. Apparent aggregate base thickness, at time of our fieldwork, by visual inspection only and is not meant to confer conformance with DOT specifications.
4. Undocumented fill soils were encountered immediately under the aggregate base.
5. The native soils underlying the undocumented fill soils.

## 2.1 Groundwater and Groundwater Control

Groundwater was observed at the time of drilling. Groundwater was observed in four of the seventeen boreholes the Interstate Area ranging from depths of approximately 6.5 to 8.0 feet below the top of pavement. The lack of observed groundwater at the remaining boring locations may be due to the short duration for which the boreholes remained open combined with the low permeability of the on-site clay and silt based soils. In addition, the on-site clay and silt based soils have the potential to be somewhat impervious and conducive to the development of zones of perched water at varying elevations and locations across the project area.

## 2.2 Laboratory Test Program

Our analysis and recommendations of this report are based upon our interpretation of the standard penetration test resistance determined while sampling soils, laboratory test results, and experience with similar soils from other sites near the project. The results of such tests are summarized on the boring logs or attached laboratory test reports.



## 2.3 Utilities

The fill and native soils observed in soil borings were generally suitable for utility support. Due to the observed groundwater levels and depending on the installation depth of the utilities, temporary dewatering would likely be required during the utility trench excavations for deeper utilities, such as sanitary sewer. Stabilization of the trench subgrade may be required, in particular in locations with lean clay subgrade, in order to provide a stable platform for construction. Stabilization could consist of a one half to one foot layer of crushed rock or sand with a maximum 5 percent material passing the No. 200 sieve and 50 percent passing the No. 40 sieve.

The Geotechnical Engineer of Record or their designated representative should observe the project excavations to determine that unsuitable materials have been properly removed and adequate bearing support is provided by the exposed soils. The exposed soil at the base should be compacted with a vibratory roller to 95 percent standard Proctor dry density (ASTM D698). Such observations and testing should be performed prior to backfilling.

The on-site, non-organic soils are anticipated to be suitable for reuse if properly moisture conditioned and compacted. Replacement backfill required in utility trenches should consist of non-organic material similar to the surrounding soil. All import fill should be approved by NTI or the City's representative.

It is especially important that trench backfill for utility construction within paved areas be thoroughly compacted to minimize future pavement damage. We recommend that such soils be compacted in accordance with the recommendations noted in the "Placement and Compaction of Engineered Fill" section in Appendix B of this report.

The stability of embankments along utility excavations is dependent on soil strength, site geometry, moisture content, and any surcharge load for excavated soils and equipment. We present cautionary remarks concerning stability of excavation sideslopes in the "Excavation Stability" section of this report.

The Contractor is solely responsible for assessing the stability of and executing underground utility and project excavations using safe methods. The contractor is also responsible for naming the "competent individual" as per Subpart P of 29 CFR 1926.6 (Federal Register - OSHA).

## 2.4 Pavement Recommendations

### Full Reconstruction Option

The most conservative method of subgrade preparation would be to remove the undocumented fill soils and replace them in their entirety with properly compacted engineered fill. This method of subgrade preparation would provide the most uniform subgrade but would also be the most costly method of construction and would be a relatively atypical method of subgrade preparation for improvements to existing municipal roadways.

If the City were willing to accept some risk in potential long term increased maintenance of the pavement section for the significant upfront savings, the roadway can be reconstructed over the existing fill.



The Contractor should be aware that the silty subgrade soils will be moisture-sensitive, and protecting them from inclement weather will aid in maintaining stability. The stripping of the existing pavement and aggregate base course should occur immediately prior to subgrade preparation and base aggregate installation to minimize weather-induced instability.

Prior to installing the aggregate base, the existing subgrade should be scarified and re-compacted to a depth of at least 12 inches. A proof roll test should then be performed to determine soft or unstable subgrade areas.

The proof roll should be performed with a tandem axle dump truck loaded to gross capacity (at least 20 tons). Acceptance criteria of the proof roll shall be limited to rut formation no more than one inch depth (front or rear axles) and no pumping (rolling) observed during the visual inspection. Proof roll tests should be observed by an experienced technician or geotechnical engineer prior to placement of the aggregate base course to verify the subgrade will provide adequate pavement support.

If rutting or localized unstable subgrade areas are observed, those areas should be subcut, moisture-conditioned, and re-compacted or removed to a stable depth.

If imported fill is required in paved areas, it should consist of debris-free, non-organic, mineral soil similar in composition to the subgrade soils encountered in the surrounding areas. If sand is imported into areas that are underlain by relatively impervious fine grained soils, the sand layer must be drained with drain tile in order to prevent frost heave from water trapped within the imported sand layer during freezing temperatures. Individual lifts of engineered fill should be tempered for moisture content, placed, and compacted as noted in the "Placement and Compaction of Engineered Fill" section in Appendix B of this report.

For a 20-year design pavement life, Tables 4 presents our thickness recommendations for flexible (bituminous) pavement. These recommendations were based upon the encountered subgrade conditions, estimated R-value of 30 for the existing subgrade soils, the assumed AADT volumes, and the City of Ramsey's typical pavement section for the respective project area.

**Table 4: Flexible Pavement Thickness Design<sup>1</sup>  
Interstate Area – Residential Area**

Pavement Section	Calculated Required Pavement Section <sup>2</sup>	City's Typical Pavement Section <sup>3</sup>
Bituminous Wear Course (inches)	2	1.5
Bituminous Base Course (inches)	2	2
Class 5 or 7 Aggregate Base (inches)	4	4

1. Assumed AADT volume of 600 and an average R-value of 30.
2. Assumed a minimum of 12 inches of engineered subgrade.
3. The subgrade appeared to be less firm at SB-2 and SB-7 (locations closest to the Rum River). Consideration could be made to using the City's standard section in locations north of SB-2 and west of SB-6.



Pavement recommendations assume the subgrade soils and aggregate section below paved surfaces will drain to subsurface piping for eventual discharge into storm sewer, or above grade to ditching, or similar acceptable systems. Lack of surface and subsurface drainage will significantly reduce the capacity and longevity of the pavement systems indicated above.

We recommend pavements receive annual maintenance, as a minimum, to correct damages to the pavement structure, clean and infill cracks which develop, and repair or resurface areas which exhibit reduced subgrade performance. The lack of maintenance can lead to moisture infiltration of the pavement structure and softening of the subgrade soils. This, in turn, can degrade the performance of the pavement system and result in poorly performing pavements with shortened life expectancy.

### Mill and Overlay Option

Portions of the roadway sections appear to have a sufficiently thick, in-place pavement section, which would lend itself to rehabilitation via mill and overlay techniques.

The existing pavement thickness generally about 4 ½ inches thick, but locally was observed to be about 2 ½ inches thick. If a mill and overlay were performed, we would recommend that thin pavement areas (such as near SB-2) and distressed pavement areas be removed and replaced with a full depth (6 inch) patch.

Full depth reclamation (FDR) would be feasible for this project area. Usually a blend of mineral aggregate base with the bituminous pavement is blended and the teeth of the reclaimers need to extend beyond the bituminous layers in order to prevent overheating.

The pavement could be milled off and removed and replaced with fresh bituminous pavement. The millings can be blended with on-site aggregate base, with imported aggregate base or remixed at the plant to provide fresh aggregate base. The blended material should contain no more than 50 percent bituminous millings. In general, locations suitable for FDR would have aggregate base that is about the same thickness as the pavement plus 3 to 4 inches remaining to support the weight of the heavy machinery required for FDR.

We recommend that the base be proof-rolled prior to placement of the new pavement materials to determine soft or unstable subgrade areas. The proof roll should be performed with a tandem axle dump truck loaded to gross capacity (at least 20 tons). Acceptance criteria of the proof roll shall be limited to rut formation no more than one inch (1") depth (front or rear axles) and no pumping (rolling) observed during the visual inspection. Proof roll tests should be observed by an experienced technician or geotechnical engineer prior to placement of the aggregate base course to verify the subgrade will provide adequate pavement support.

If rutting or localized unstable subgrade areas are observed, those areas should be subcut, moisture-conditioned, and re-compacted or removed to a stable depth. Excavations for soil corrections (if any) in paved areas should allow for a 2 foot oversize beyond the edges of the pavement.



If imported fill is required in paved areas, it should consist of debris-free, non-organic, mineral soil similar in composition to the subgrade soils encountered in the surrounding areas. If sand is imported into areas that are underlain by relatively impervious fine-grained soils, the sand layer must be drained with drain tile in order to prevent frost heave from water trapped within the imported sand layer during freezing temperatures. Individual lifts of engineered fill should be tempered for moisture content, placed, and compacted as noted in the “Placement and Compaction of Engineered Fill” section in Appendix B of this report.

### **3.0 Excavation Stability**

Excavation depth and sidewall inclination should not exceed those specified in local, state, or federal regulations. Excavations may need to be widened and sloped, or temporarily braced, to maintain or develop a safe work environment. Contractors must comply with local, state, and federal safety regulations including current OSHA excavation and trench safety standards. Temporary shoring must be designed in accordance with applicable regulatory requirements.

#### **3.1 Engineered Fill & Winter Construction**

The silt and clay laden soils encountered at the project locations will be susceptible to freezing if not provided adequate drainage, insulation, or coverage. Frozen soil should not be used as backfill. When the ambient air temperature falls below freezing for an extended period of time, frost forms, and soil near the surface grade expands. Settlement of the fill may occur as the frozen soils thaw.

If frost penetrates the soil prior to paving, soils must be thawed, scarified, and re-compacted as recommended in this report. Subgrade soils should be inspected prior to paving to verify frozen conditions are not present.

### **4.0 Closure**

As the widely spaced, small diameter borings provide only a limited amount of data regarding the existing fill, the existing fill may contain soft zones, debris or significantly greater amounts of unsuitable materials than could be reasonably inferred from the boring information. Unsuitable materials may not be discovered during construction and may remain buried within the fill below the pavement, resulting in greater than anticipated settlements of the pavement. These risks cannot be eliminated without completely removing the fill, but can be reduced by thorough exploration and testing during site preparation and construction.

Our conclusions and recommendations are predicated on observation and testing of the earthwork directed by Geotechnical Engineer of Record. Our opinions are based on data assumed representative of the project area. However, the area coverage of borings in relation to the entire project is very small. For this and other reasons, we do not warrant conditions below the depth of our borings, or that the strata logged from our borings are necessarily typical of the site. Deviations from our recommendations by plans, written specifications, or field applications shall relieve us of responsibility unless our written concurrence with such deviations has been established.



The scope of services for this project does not include either specifically or by implication any environmental or biological assessment of the site or identification or prevention of pollutants, hazardous materials or conditions. If the owner is concerned about the potential for such contamination or pollution, other studies should be undertaken.

This report has been prepared for the exclusive use of the City of Ramsey for specific application to the proposed Brookview Estates Street Reconstructions, in Ramsey, Minnesota. Northern Technologies, LLC has endeavored to comply with generally accepted geotechnical engineering practice common to the local area. Northern Technologies, LLC makes no other warranty, express or implied.

**Northern Technologies, LLC**



## APPENDIX A

GEOTECHNICAL EVALUATION OF RECOVERED SOIL SAMPLES

FIELD EXPLORATION PROCEDURES

GENERAL NOTES

WATER LEVEL SYMBOL

DESCRIPTIVE TERMINOLOGY

RELATIVE PROPORTIONS

PARTICLE SIZES

CLASSIFICATION OF SOILS FOR ENGINEERING PURPOSES

---



## GEOTECHNICAL EVALUATION OF RECOVERED SOIL SAMPLES

We visually examined recovered soil samples to estimate distribution of grain sizes, plasticity, consistency, moisture condition, color, presence of lenses and seams, and apparent geologic origin. We then classified the soils according using the Unified Soil Classification System (ASTM D2488). A chart describing this classification system and general notes explaining soil sampling procedures are presented within appendices attachments.

The stratification depth lines between soil types on the logs are estimated based on the available data. In-situ, the transition between type(s) may be distinct or gradual in either the horizontal or vertical directions. The soil conditions have been established at our specific boring locations only. Variations in the soil stratigraphy may occur between and around the borings, with the nature and extent of such change not readily evident until exposed by excavation. These variations must be properly assessed when utilizing information presented on the boring logs.

We request that you, your design team or contractors contact NTI immediately if local conditions differ from those assumed by this report, as we would need to review how such changes impact our recommendations. Such contact would also allow us to revise our recommendations as necessary to account for the changed site conditions.

### FIELD EXPLORATION PROCEDURES

#### ***Soil Sampling – Standard Penetration Boring:***

Soil sampling was performed according to the procedures described by ASTM D-1586. Using this procedure, a 2 inch O.D. split barrel sampler is driven into the soil by a 140 pound weight falling 30 inches. After an initial set of six inches, the number of blows required to drive the sampler an additional 12 inches is recorded (known as the penetration resistance (i.e. “N-value”) of the soil at the point of sampling. The N-value is an index of the relative density of cohesionless soils and an approximation of the consistency of cohesive soils.

#### ***Soil Sampling – Power Auger Boring:***

The boring(s) was/were advanced with a 6 inch nominal diameter continuous flight auger. As a result, samples recovered from the boring are disturbed, and our determination of the depth, extend of various stratum and layers, and relative density or consistency of the soils is approximate.

#### ***Soil Classification:***

Soil samples were visually and manually classified in general conformance with ASTM D-2488 as they were removed from the sampler(s). Representative fractions of soil samples were then sealed within respective containers and returned to the laboratory for further examination and verification of the field classification. In addition, select samples were submitted for laboratory tests. Individual sample information, identification of sampling methods, method of advancement of the samples and other pertinent information concerning the soil samples are presented on boring logs and related report attachments.

---



**GENERAL NOTES**

<i>DRILLING and SAMPLING SYMBOLS</i>		<i>LABORATORY TEST SYMBOLS</i>	
<b>SYMBOL</b>	<b>DEFINITION</b>	<b>SYMBOL</b>	<b>DEFINITION</b>
C.S.	Continuous Sampling	W	Moisture content-percent of dry weight
P.D.	2-3/8" Pipe Drill	D	Dry Density-pounds per cubic foot
C.O.	Cleanout Tube	LL, PL	Liquid and plastic limits determined in accordance with ASTM D 423 and D 424
3 HSA	3 1/4" I.D. Hollow Stem Auger	Q <sub>u</sub>	Unconfined compressive strength-pounds per square foot in accordance with ASTM D 2166-66
4 FA	4" Diameter Flight Auger		
6 FA	6" Diameter Flight Auger		
2 1/2 C	2 1/2" Casing		
4 C	4" Casing		
D.M.	Drilling Mud	Pq	Penetrometer reading-tons/square foot
J.W.	Jet Water	S	Torvane reading-tons/square foot
H.A.	Hand Auger	G	Specific Gravity – ASTM D 854-58
NXC	Size NX Casing	SL	Shrinkage limit – ASTM 427-61
BXC	Size BX Casing	Ph	Hydrogen ion content-meter method
AXC	Size AX casing	O	Organic content-combustion method
SS	2" O.D. Split Spoon Sample	M.A.	Grain size analysis
2T	2" Thin Wall Tube Sample	C*	One dimensional consolidation
3T	3" Thin Wall Tube Sample	Q <sub>c</sub>	Triaxial Compression

\* See attached data Sheet and/or graph

**WATER LEVEL SYMBOL**

Water levels shown on the boring logs were determined at the time and under the conditions indicated. In sand, the indicated levels can be considered relatively reliable for most site conditions. In clay soils, it is not possible to determine the ground water level within the normal scope of a test boring investigation, except where lenses or layers of more pervious water bearing soil are present; and then a long period of time may be necessary to reach equilibrium. Therefore, the position of the water level symbol for cohesive or mixed soils may not indicate the true level of the ground water table. The available water level information is given at the bottom of the log sheet.

**DESCRIPTIVE TERMINOLOGY**

<i>RELATIVE DENSITY</i>		<i>CONSISTENCY</i>	
<b>TERM</b>	<b>N<sub>60</sub> Value (corrected)</b>	<b>TERM</b>	<b>N<sub>60</sub> Value (corrected)</b>
Very Loose	0 – 4	Soft	0-4
Loose	5 – 8	Medium	5-8
Medium Dense	9 – 16	Rather Stiff	9 – 15
Dense	16 – 30	Stiff	16 – 30
Very Dense	Over 30	Very Stiff	Over 30

**RELATIVE PROPORTIONS**

<b>TERMS</b>	<b>RANGE</b>
Trace	0 – 5%
A little	5 – 15%
Some	15 – 30%

**PARTICLE SIZES**

<b>MATERIAL</b>	<b>DESCRIPTION</b>	<b>U.S. SIEVE SIZE</b>
Boulders		Over 3"
Gravel	Coarse	3" to 3/4"
	Medium	3/4" to #4
Sand	Coarse	#4 to #10
	Medium	#10 to #40
	Fine	#40 to #200
Silt and Clay	Determined by Hydrometer Test	



## CLASSIFICATION of SOILS for ENGINEERING PURPOSES

ASTM Designation D-2487 and D2488 (Unified Soil Classification System)

Major Divisions	Group Symbol	Typical Name	Classification Criteria	
<b>Course Grained Soils</b> More than 50% retained on No. 200 sieve *	Gravels 50% or more of coarse fraction retained on No. 4 sieve.	Clean Gravels	<b>GW</b> Well-graded gravels and gravel-sand mixtures, little or no fines.	<p><b>Classification on basis of percentage of fines.</b>            Less than 5% passing No. 200 Sieve: GW, GP, SW, SP            More than 12% passing No. 200 Sieve: GM, GC, SM, SC            From 5% to 12% passing No. 200 Sieve: Borderline Classification requiring use of dual symbols.</p> <p>Cu = D60 / D10 greater than 4.            Cz = (D30)<sup>2</sup> / (D10 x D60) between 1 &amp; 3.</p> <p>Not meeting both criteria for GW materials.</p> <p>Atterberg limits below "A" line, or P.I. less than 4.            Atterberg limits above "A" line with P.I. greater than 7.</p> <p>Atterberg limits plotting in hatched area are borderline classifications requiring use of dual symbols.</p>
		Gravels with Fines	<b>GP</b> Poorly graded gravels and gravel-sand mixtures, little or no fines.	
			<b>GM</b> Silty gravels, gravel-sand-silt mixtures.	
			<b>GC</b> Clayey gravels, gravel-sand-clay mixtures.	
	Sands More than 50% of coarse fraction passes No. 4 sieve.	Clean Sands	<b>SW</b> Well-graded sands and gravelly sands, little or no fines.	<p>Cu = D60 / D10 greater than 6.            Cz = (D30)<sup>2</sup> / (D10 x D60) between 1 &amp; 3.</p> <p>Not meeting both criteria for SW materials.</p> <p>Atterberg limits below "A" line, or P.I. less than 4.            Atterberg limits above "A" line with P.I. &gt; 7.</p> <p>Atterberg limits plotting in hatched area are borderline classifications requiring use of dual symbols.</p>
		Sands with Fines	<b>SP</b> Poorly-graded sands and gravelly sands, little or no fines.	
			<b>SM</b> Silty sands, sand-silt mixtures.	
			<b>SC</b> Clayey sands, sand-clay mixtures.	
	<b>Fine Grained Soils</b> More than 50% passes No. 200 sieve *	Silts and Clays Liquid Limit of 50% or less	<b>ML</b> Inorganic silts, very fine sands, rock flour, silty or clayey fine sands.	<p><b>Plasticity Index Chart</b></p> <p>Chart for classification of fine grained soils and their fraction of coarse grained soils.            Atterberg Limits plotted in hatched area are borderline classifications requiring use of dual symbols.</p>
			<b>CL</b> Inorganic clays of low to medium plasticity, gravelly clays, sandy clays, silty clays, lean clays.	
<b>OL</b> Organic silts and organic silty clays of low plasticity.				
<b>MH</b> Inorganic silts, micaceous or diatomaceous fine sands or silts, elastic silts.				
Silts and Clays Liquid Limit greater than 50%.		<b>CH</b> Inorganic clays of high plasticity, fat clays.	<p><b>OH</b> Organic clays of medium to high plasticity.</p>	
		<b>OH</b>		
Highly Organic Soils		<b>Pt</b> Peat, muck and other highly organic soils.		



## APPENDIX B

**GROUNDWATER ISSUES**

**PLACEMENT and COMPACTION OF ENGINEERED FILL**

---



## GROUNDWATER ISSUES

***The following presents additional comment and soil specific issues related to measurement of groundwater conditions at your project site.***

Note that our groundwater measurements, or lack thereof, will vary depending on the time allowed for equilibrium to occur in the borings. Extended observation time was not available during the scope of the field exploration program and, therefore, groundwater measurements as noted on the borings logs may or may not accurately reflect actual conditions at your site.

Seasonal and yearly fluctuations of the ground water level, if any, occur. Perched groundwater may be present within sand and silt lenses bedded within cohesive soil formations. Groundwater typically exists at depth within cohesive and cohesionless soils.

Documentation of the local groundwater surface and any perched groundwater conditions at the project site would require installation of temporary piezometers and extended monitoring due to the relatively low permeability exhibited by the site soils. We have not performed such groundwater evaluation due to the scope of services authorized for this project.

We anticipate that a system of sump pits and pumps located outside of the foundation areas would be suitable for control if perched groundwater were to be encountered. NTI cautions that such seepage may be heavy and will vary based on seasonal and annual precipitation, and ground related impacts in the vicinity of the project.

We anticipate that a well point system would be suitable for control of groundwater if excavations were to be advanced into the ground water table at depth in free draining granular soils. However, we caution such seepage from such formations and any water entry from excavations below the groundwater table may be heavy and will vary based on seasonal and annual precipitation, and ground related impacts in the vicinity of the project.

---



**PLACEMENT and COMPACTION OF ENGINEERED FILL**

***Unless otherwise superseded within the body of the Geotechnical Exploration Report, the following criteria shall be utilized for placement of engineered fill on project. This includes, but is not limited to earthen fill placement to improve site grades, fill placed below structural footings, fill placed interior of structure, and fill placed as backfill of foundations.***

Engineered fill placed for construction, if necessary should consist of natural, non-organic, competent soils native to the project area. Such soils may include, but are not limited to gravel, sand, or clays with Unified Soil Classification System (ASTM D2488) classifications of GW, SP, or SM. Use of silt or clayey silt as project fill will require additional review and approval of project Geotechnical Engineer of Record. Such soils have USCS classifications of ML, MH, ML-CL, MH-CH. Use of topsoil, marl, peat, other organic soils construction debris and/or other unsuitable materials as fill is not allowed. Such soils have USCS classifications of OL, OH, Pt.

Engineered fill, classified as clay, should be tempered such that the moisture content at the time of placement is equal to and no more than 3 percent above the optimum content for as defined by the appropriate proctor test. Likewise, engineered fill classified as gravel or sand should be tempered such that the moisture content at the time of placement is within 3 percent of the optimum content.

All engineered fill for construction should be placed in individual 8 inch maximum depth lifts. Each lift of fill should be compacted by large vibratory equipment until the in-place soil density is equal to or greater than the criteria established within the following tabulation.

Type of Construction	Compaction Criteria (% respective Proctor) <sup>1</sup>	
	Clay	Sand or Gravel
Engineered Fill placed as Pavement Subgrade (more than 3 feet below bottom of final grade)	Min. 95	Min. 95
Engineered Fill placed as Pavement Subgrade (less than 3 feet below bottom of final grade)	Min. 100	Min. 100
Engineered Fill placed as Pavement Aggregate Base	NA	Min. 100

1. Note 1 Unless otherwise required, compaction criteria shall be based on the Standard Proctor Test (ASTM D698).

Density tests should be taken during engineered fill placement to document earthwork has achieved necessary compaction of the material(s). Recommendations for interior fill placement and backfill of foundation walls are presented within other sections of this report.



## APPENDIX C

**BORING LOCATION DIAGRAM**

**SOIL BORING LOGS**

---



Boring Location Diagram  
Brookview Estates Street Reconstructions  
Ramsey, Minnesota  
NTI Project #: 18.MSP06855.000  
NOTE: Boring locations are approximate.

Completed Boring Locations: ●





**Inver Grove Heights**  
 6160 Carmen Avenue East  
 Inver Grove Heights, MN, 55076  
 P: 651-389-4191

**BORING NUMBER SB-1**

**CLIENT** City of Ramsey **PROJECT NAME** Brookview Estates Street Reconstructions  
**PROJECT NUMBER** 18.MS06855.000 **PROJECT LOCATION** Ramsey, MN  
**DATE STARTED** 9/26/18 **COMPLETED** 9/26/18 **GROUND ELEVATION** 884 feet **HOLE SIZE** 6 1/2 in.  
**DRILLING CONTRACTOR** NTI **GROUND WATER LEVELS:**  
**DRILLING METHOD** 3 1/4 in H.S.A **AT TIME OF DRILLING** --- No Groundwater Observed.  
**LOGGED BY** RRH **CHECKED BY** SDG **AT END OF DRILLING** ---  
**CAVE IN (ft)** --- **FROST DEPTH (ft)** --- **AFTER DRILLING** ---  
**NOTES** Elevation determined using a Trimble GeoXH 6000(NAVD 88 Geold 09 datum).

NTI LOG - GENERAL (USE THIS ONE) - NTI-2017-09-14.GDT - 10/4/18 10:51 - R:RAMSEY\YI-PROJECT\SB1-BROOKVIEW ESTATES & STREET RECON\_GEO\_18.MSP\_06855.000\TESTING REPORT\SB1-BROOKVIEW ESTATES.GPJ

DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	BLOW COUNTS (N VALUE)	POCKET PEN. (tsf)	DRY UNIT WT. (pcf)	MOISTURE CONTENT (%)	ATTERBERG LIMITS			FINES
									LIQUID LIMIT	PLASTIC LIMIT	PLASTICITY INDEX	
0												
0.4		BITUMINOUS PAVEMENT (4 1/2 Inches)	883.6									
0.8		APPARENT AGGREGATE BASE (5 Inches)	883.2									
1.5		CLAYEY SAND, (SC) black, fine grained, moist, trace gravel <b>(Undocumented Fill)</b> NOTE: Organic content in sample 1 = 3.2%.	882.5	89	4-3-3 (6)			17				
		SILTY SAND, (SM) brown, fine grained, moist, trace gravel (Alluvial)	880.0	100	7-14-16 (30)							
5		POORLY GRADED SAND WITH SILT, (SP-SM) brown, fine grained, moist, medium dense, trace gravel (Alluvial)		89	7-5-5 (10)			9				11
6.5		LEAN CLAY WITH SAND, (CL) brown, moist, medium, trace gravel (Alluvial)	877.5	100	2-2-3 (5)			32				
9.0			875.0									
10		CLAYEY SAND, (SC) brown to light brown, fine grained, moist, medium, stratified, trace gravel, with clay and sand layering (Alluvial)	873.5	100	2-2-4 (6)							
10.5												

Bottom of borehole at 10.5 feet.



**Inver Grove Heights**  
 6160 Carmen Avenue East  
 Inver Grove Heights, MN, 55076  
 P: 651-389-4191

**BORING NUMBER SB-2**

**CLIENT** City of Ramsey **PROJECT NAME** Brookview Estates Street Reconstructions  
**PROJECT NUMBER** 18.MS06855.000 **PROJECT LOCATION** Ramsey, MN  
**DATE STARTED** 9/26/18 **COMPLETED** 9/26/18 **GROUND ELEVATION** 883.5 feet **HOLE SIZE** 6 1/2 in.  
**DRILLING CONTRACTOR** NTI **GROUND WATER LEVELS:**  
**DRILLING METHOD** 3 1/4 in H.S.A **▽ AT TIME OF DRILLING** 6.50 ft / Elev 877.00 ft  
**LOGGED BY** RRH **CHECKED BY** SDG **AT END OF DRILLING** ---  
**CAVE IN (ft)** --- **FROST DEPTH (ft)** --- **AFTER DRILLING** ---  
**NOTES** Elevation determined using a Trimble GeoXH 6000(NAVD 88 Geold 09 datum).

DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	BLOW COUNTS (N VALUE)	POCKET PEN. (tsf)	DRY UNIT WT. (pcf)	MOISTURE CONTENT (%)	ATTERBERG LIMITS			FINES
									LIQUID LIMIT	PLASTIC LIMIT	PLASTICITY INDEX	
0												
0.2		BITUMINOUS PAVEMENT (2 1/4 Inches)	AU									
0.5		APPARENT AGGREGATE BASE (4 Inches)	SS 1	100	5-6-9 (15)			6				
1.5		POORLY GRADED SAND WITH SILT, (SP-SM) dark brown, fine to medium grained, moist, trace gravel (Undocumented Fill)	SS 2	89	4-4-5 (9)							
		POORLY GRADED SAND, (SP) light brown, fine grained, moist, medium dense to very loose, trace gravel (Alluvial)	SS 3	100	3-4-4 (8)							
5			SS 4	100	2-1-1 (2)							
10			SS 5	100	1-1-1 (2)							
13.0			SS	89	4-4-3 (7)							

Bottom of borehole at 13.0 feet.

NTI LOG - GENERAL (USE THIS ONE) - NTI-2017-09-14.GDT - 10/4/18 10:51 - R:\RAMSEY\1-PROJECTS\2018 PROJECTS\BROOKVIEW ESTATES & STREET RECON\_GEO\_18.MSP\_06855.000\TESTING REPORTS\GINT\BROOKVIEW ESTATES.GPJ



**Inver Grove Heights**  
 6160 Carmen Avenue East  
 Inver Grove Heights, MN, 55076  
 P: 651-389-4191

**BORING NUMBER SB-3**

**CLIENT** City of Ramsey **PROJECT NAME** Brookview Estates Street Reconstructions  
**PROJECT NUMBER** 18.MS06855.000 **PROJECT LOCATION** Ramsey, MN  
**DATE STARTED** 9/26/18 **COMPLETED** 9/26/18 **GROUND ELEVATION** 883 feet **HOLE SIZE** 6 1/2 in.  
**DRILLING CONTRACTOR** NTI **GROUND WATER LEVELS:**  
**DRILLING METHOD** 3 1/4 in H.S.A  $\nabla$  **AT TIME OF DRILLING** 6.50 ft / Elev 876.50 ft  
**LOGGED BY** RRH **CHECKED BY** SDG **AT END OF DRILLING** ---  
**CAVE IN (ft)** --- **FROST DEPTH (ft)** --- **AFTER DRILLING** ---  
**NOTES** Elevation determined using a Trimble GeoXH 6000(NAVD 88 Geold 09 datum).

NTI LOG - GENERAL (USE THIS ONE) - NTI-2017-09-14.GDT - 10/4/18 10:51 - R:RAMSEY\1-PROJECT\SB03\BROOKVIEW ESTATES & STREET RECON\_GEO\_18.MSP\_06855.000\TESTING REPORT\SGINT\BROOKVIEW ESTATES.GPJ

DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	BLOW COUNTS (N VALUE)	POCKET PEN. (tsf)	DRY UNIT WT. (pcf)	MOISTURE CONTENT (%)	ATTERBERG LIMITS			FINES
									LIQUID LIMIT	PLASTIC LIMIT	PLASTICITY INDEX	
0												
0.4		BITUMINOUS PAVEMENT (4 1/2 Inches)	882.6	AU								
0.7		APPARENT AGGREGATE BASE (4 Inches)	882.3									
1.5		SILTY SAND, (SM) dark brown, fine grained, moist, trace gravel <b>(Undocumented Fill)</b>	881.5	SS 1	89	4-6-8 (14)						
		POORLY GRADED SAND WITH SILT, (SP-SM) brown, fine to medium grained, moist, loose to very loose, trace gravel (Alluvial)		SS 2	89	5-4-4 (8)		7				
				SS 3	100	3-2-3 (5)						
				SS 4	89	2-2-2 (4)						
9.0			874.0									
		LEAN CLAY WITH SAND, (CL) brown, moist, soft, trace gravel (Alluvial)		SS 5	100	2-1-1 (2)						
				SS 6	89	2-2-2 (4)		22				
13.0			870.0									
		LEAN TO FAT CLAY, (CH/CL) gray, moist, soft, trace gravel (Alluvial)		SS 7	100	2-1-1 (2)		46				
19.0			864.0									
		CLAYEY SAND, (SC) gray, moist, rather stiff, trace gravel (Glacial Till)		SS 8	100	6-7-7 (14)						
20.5			862.5									

Bottom of borehole at 20.5 feet.



**Inver Grove Heights**  
 6160 Carmen Avenue East  
 Inver Grove Heights, MN, 55076  
 P: 651-389-4191

**BORING NUMBER SB-4**

**CLIENT** City of Ramsey **PROJECT NAME** Brookview Estates Street Reconstructions  
**PROJECT NUMBER** 18.MS06855.000 **PROJECT LOCATION** Ramsey, MN  
**DATE STARTED** 9/26/18 **COMPLETED** 9/26/18 **GROUND ELEVATION** 883 feet **HOLE SIZE** 6 1/2 in.  
**DRILLING CONTRACTOR** NTI **GROUND WATER LEVELS:**  
**DRILLING METHOD** 3 1/4 in H.S.A **▽ AT TIME OF DRILLING** 6.50 ft / Elev 876.50 ft  
**LOGGED BY** RRH **CHECKED BY** SDG **AT END OF DRILLING** ---  
**CAVE IN (ft)** --- **FROST DEPTH (ft)** --- **AFTER DRILLING** ---  
**NOTES** Elevation determined using a Trimble GeoXH 6000(NAVD 88 Geold 09 datum).

NTI LOG - GENERAL (USE THIS ONE) - NTI-2017-09-14.GDT - 10/4/18 10:51 - R:RAMSEY\Y1-PROJECT\SB\BROOKVIEW ESTATES & STREET RECON\_GEO\_18.MSP\_06855.000\TESTING REPORT\SGINT\BROOKVIEW ESTATES.GPJ

DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	BLOW COUNTS (N VALUE)	POCKET PEN. (tsf)	DRY UNIT WT. (pcf)	MOISTURE CONTENT (%)	ATTERBERG LIMITS			FINES
									LIQUID LIMIT	PLASTIC LIMIT	PLASTICITY INDEX	
0												
0.4		BITUMINOUS PAVEMENT (4 1/2 Inches)	882.6									
0.8		APPARENT AGGREGATE BASE (5 Inches)	882.2									
1.5		POORLY GRADED SAND WITH SILT, (SP-SM) dark brown, moist, trace gravel <b>(Undocumented Fill)</b>	881.5	100	5-6-9 (15)			6				11
		POORLY GRADED SAND WITH SILT, (SP-SM) brown to light brown, fine to medium grained, moist, medium dense to loose, trace gravel (Alluvial)		89	5-5-5 (10)							
5			SS 3	100	3-3-3 (6)							
			SS 4	89	4-3-4 (7)							
9.0												
		SANDY LEAN CLAY, (CL) brown, moist, medium, stratified, trace gravel, with silt (ML) layering (Alluvial)	874.0	100	1-2-3 (5)			34				
10			SS 5	100	1-2-3 (5)							
10.5												

Bottom of borehole at 10.5 feet.



**Inver Grove Heights**  
 6160 Carmen Avenue East  
 Inver Grove Heights, MN, 55076  
 P: 651-389-4191

**BORING NUMBER SB-5**

**CLIENT** City of Ramsey **PROJECT NAME** Brookview Estates Street Reconstructions  
**PROJECT NUMBER** 18.MS06855.000 **PROJECT LOCATION** Ramsey, MN  
**DATE STARTED** 9/26/18 **COMPLETED** 9/26/18 **GROUND ELEVATION** 881.5 feet **HOLE SIZE** 6 1/2 in.  
**DRILLING CONTRACTOR** NTI **GROUND WATER LEVELS:**  
**DRILLING METHOD** 3 1/4 in H.S.A **▽ AT TIME OF DRILLING** 9.00 ft / Elev 872.50 ft  
**LOGGED BY** RRH **CHECKED BY** SDG **AT END OF DRILLING** ---  
**CAVE IN (ft)** --- **FROST DEPTH (ft)** --- **AFTER DRILLING** ---  
**NOTES** Elevation determined using a Trimble GeoXH 6000(NAVD 88 Geold 09 datum).

DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	BLOW COUNTS (N VALUE)	POCKET PEN. (tsf)	DRY UNIT WT. (pcf)	MOISTURE CONTENT (%)	ATTERBERG LIMITS			FINES
									LIQUID LIMIT	PLASTIC LIMIT	PLASTICITY INDEX	
0												
0.4		BITUMINOUS PAVEMENT (5 Inches)	881.1	AU								
0.9		APPARENT AGGREGATE BASE (6 Inches)	880.6									
1.5		SILTY SAND, (SM) dark brown, fine to medium grained, moist, trace gravel <b>(Undocumented Fill)</b>	880.0	SS 1	67	5-8-7 (15)						
		POORLY GRADED SAND WITH SILT, (SP-SM) brown, fine to medium grained, moist, medium dense to loose, trace gravel (Alluvial)		SS 2	100	3-6-6 (12)						
5				SS 3	89	5-5-4 (9)						
				SS 4	100	3-3-3 (6)						
10				SS 5	89	3-3-3 (6)						
10.5			871.0									

Bottom of borehole at 10.5 feet.



**Inver Grove Heights**  
 6160 Carmen Avenue East  
 Inver Grove Heights, MN, 55076  
 P: 651-389-4191

**BORING NUMBER SB-6**

**CLIENT** City of Ramsey **PROJECT NAME** Brookview Estates Street Reconstructions  
**PROJECT NUMBER** 18.MS06855.000 **PROJECT LOCATION** Ramsey, MN  
**DATE STARTED** 9/26/18 **COMPLETED** 9/26/18 **GROUND ELEVATION** 883.5 feet **HOLE SIZE** 6 1/2 in.  
**DRILLING CONTRACTOR** NTI **GROUND WATER LEVELS:**  
**DRILLING METHOD** 3 1/4 in H.S.A **AT TIME OF DRILLING** --- No Groundwater Observed.  
**LOGGED BY** RRH **CHECKED BY** SDG **AT END OF DRILLING** ---  
**CAVE IN (ft)** --- **FROST DEPTH (ft)** --- **AFTER DRILLING** ---  
**NOTES** Elevation determined using a Trimble GeoXH 6000(NAVD 88 Geold 09 datum).

NTI LOG - GENERAL (USE THIS ONE) - NTI-2017-09-14.GDT - 10/4/18 10:51 - R:RAMSEY\YI-PROJECT\SB\BROOKVIEW ESTATES & STREET RECON\_GEO\_18.MSP\_06855.000\TESTING REPORT\SGINT\BROOKVIEW ESTATES.GPJ

DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	BLOW COUNTS (N VALUE)	POCKET PEN. (tsf)	DRY UNIT WT. (pcf)	MOISTURE CONTENT (%)	ATTERBERG LIMITS			FINES
									LIQUID LIMIT	PLASTIC LIMIT	PLASTICITY INDEX	
0												
0.4		BITUMINOUS PAVEMENT (5 Inches)	883.1	AU								
0.9		APPARENT AGGREGATE BASE (6 1/4 Inches)	882.6									
1.5		SILTY SAND, (SM) dark brown, fine to medium grained, moist, trace gravel <b>(Undocumented Fill)</b>	882.0	SS 1	89	5-6-5 (11)						
		SILTY SAND, (SM) brown, fine to medium grained, moist, medium dense, trace gravel (Alluvial)		SS 2	100	3-5-5 (10)						
4.0			879.5									
		POORLY GRADED SAND WITH SILT, (SP-SM) brown to light brown, fine to medium grained, moist, loose, trace gravel (Alluvial)		SS 3	89	3-4-3 (7)						
				SS 4	67	3-3-3 (6)						
10				SS 5	100	3-3-3 (6)						
10.5			873.0									

Bottom of borehole at 10.5 feet.



**Inver Grove Heights**  
 6160 Carmen Avenue East  
 Inver Grove Heights, MN, 55076  
 P: 651-389-4191

**BORING NUMBER SB-7**

**CLIENT** City of Ramsey **PROJECT NAME** Brookview Estates Street Reconstructions  
**PROJECT NUMBER** 18.MS06855.000 **PROJECT LOCATION** Ramsey, MN  
**DATE STARTED** 9/26/18 **COMPLETED** 9/26/18 **GROUND ELEVATION** 882 feet **HOLE SIZE** 6 1/2 in.  
**DRILLING CONTRACTOR** NTI **GROUND WATER LEVELS:**  
**DRILLING METHOD** 3 1/4 in H.S.A **AT TIME OF DRILLING** --- No Groundwater Observed.  
**LOGGED BY** RRH **CHECKED BY** SDG **AT END OF DRILLING** ---  
**CAVE IN (ft)** --- **FROST DEPTH (ft)** --- **AFTER DRILLING** ---  
**NOTES** Elevation determined using a Trimble GeoXH 6000(NAVD 88 GeoID 09 datum).

NTI LOG - GENERAL (USE THIS ONE) - NTI-2017-09-14.GDT - 10/4/18 10:51 - R:\RAMSEY\1-PROJECT\SB\BROOKVIEW ESTATES & STREET RECON\_GEO\_18.MSP\_06855.000\TESTING REPORT\SGINT\BROOKVIEW ESTATES.GPJ

DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	BLOW COUNTS (N VALUE)	POCKET PEN. (tsf)	DRY UNIT WT. (pcf)	MOISTURE CONTENT (%)	ATTERBERG LIMITS			FINES
									LIQUID LIMIT	PLASTIC LIMIT	PLASTICITY INDEX	
0												
0.4		BITUMINOUS PAVEMENT (4 1/4 Inches)	AU									
0.9		APPARENT AGGREGATE BASE (6 Inches)										
		SILTY SAND, (SM) dark brown, fine to medium grained, moist, trace gravel <b>(Undocumented Fill)</b>	SS 1	100	5-6-7 (13)			8				
			SS 2	67	5-5-5 (10)							
4.0												
		SANDY LEAN CLAY, (CL) brown, moist, medium, trace gravel (Alluvial)	SS 3	89	2-2-3 (5)			21				
6.5												
		POORLY GRADED SAND WITH SILT, (SP-SM) brown, fine to medium grained, moist, medium dense, trace gravel (Alluvial)	SS 4	100	3-3-3 (6)							
10												
			SS 5	100	6-6-7 (13)							
10.5												

Bottom of borehole at 10.5 feet.

## CHAPTER 8. - PUBLIC IMPROVEMENTS AND SPECIAL ASSESSMENTS

### Sec. 8.1. - Power to make improvements and levy assessments.

The city may make any type of local improvement not forbidden by law and levy special assessments to pay all or part of the cost of such local improvements. The total of the assessments for any local improvement may not exceed the cost of the local improvement, plus all costs and expenses connected therewith, including interest. No assessment shall exceed the benefit to the property assessed as measured by the increase in the market value of the property assessed as a result of the local improvement.

(Ord. of 1-25-1993)

### Sec. 8.2. - Application of Charter.

All local improvement projects shall be carried out exclusively under the provisions of this Charter. The term "local improvement" as used in this section shall mean a public improvement financed partly or wholly from special assessments.

(Ord. of 1-25-1993)

### Sec. 8.3. - Assessments for services.

The council may provide by ordinance that the cost of the city services to streets, sidewalks, or other public or private property may be assessed against property benefited and may be collected in the same manner as special assessments.

(Ord. of 1-25-1993)

### Sec. 8.4. - Local improvement procedure.

When the city undertakes any local improvement to which the state local improvement code, Minn. Stats. chapter 429 applies, it shall comply with the provisions of that law, except as modified below. The council may by ordinance prescribe the procedure to be followed in making any other local improvement and levying assessments therefor.

8.4.1 *Sixty-day waiting period.* A period of 60 days shall elapse after the conclusion of the public hearing required by law to precede the ordering of the construction of a local improvement project (the "public hearing") before the actual ordering of the local improvement by the council and the council entering into a contract for the local improvement construction.

8.4.2 *Percentage of owners required.* When the local improvement has been petitioned for by the owners of not less than 50 percent in frontage of the real property abutting on streets named in the petition as the location of the local improvement the resolution ordering the local improvement by the council may be approved by vote of a majority of all members of the council. When there has been no such petition, the resolution may be adopted only by vote of four-fifths of all members of the council.

8.4.3 *Petition against the local improvement.* A proposed local improvement may be initiated by petition of the owners of real property abutting on the streets named in the petition. If, within 30 days of the conclusion of the public hearing, a petition against such local improvement is filed with the city administrator which petition is signed by a percentage of the owners of real property abutting on the streets named in the initiating petition as the location of the improvement which

percentage is greater than the percentage of owners of real property who signed the initiating petition, the council shall not make such local improvement at the expense of the abutting property owners. For purposes of the foregoing sentence, "owners of real property" shall not include owners of properties zoned for commercial or industrial uses or owners of properties zoned residential greater than ten acres in size based on zoning classifications in effect at the date of such petition, or owners of non-homestead real property greater than one acre in size.

8.4.4 *Counter petition in favor of the improvement.* If within 30 days of the filing with the city administrator of a petition against the local improvement as described in section 8.4.3 above, there is filed with the city administrator a petition in favor of the local improvement, signed by owners of real property abutting on the streets named in the initiating petition as the location of the improvement, in a percentage greater than the percent of owners of real property who signed the petition against the local improvement, then in such event the council may disregard the petition against the local improvement and proceed with the local improvement.

8.4.5 *Petition against council initiated improvement.* If the local improvement was initiated by council resolution without an initiating petition and, within 60 days of the conclusion of the public hearing, a petition is filed with the city administrator against such local improvement and which petition is signed by 60 percent or more of the owners of real property proposed to be assessed for and benefited by the local improvement, the council shall not make such local improvement at the expense of the benefited property owners. For purposes of the foregoing sentence, "owners of real property" shall not include owners of properties zoned for commercial or industrial uses or owners of properties zoned residential greater than ten acres in size based on zoning classifications in effect at the date of such petition, or owners of non-homestead real property greater than one acre in size.

8.4.6 *Withdrawal of name from petition.* Any person whose name appears on a petition to the council in favor of a local improvement, or on a petition to the council filed against a local improvement, may withdraw his/her name by a statement in writing filed with the city administrator before such petition is presented to the council or in person at a city council meeting before the city council accepts said petition.

8.4.7 *Filing of petition with city council.* All completed petitions filed with the city administrator as described herein shall be presented to the council by the city administrator at the council's next regularly scheduled meeting.

8.4.8 *One year before any further action.* When a proposed local improvement is disallowed pursuant to the petition process described in the foregoing sections, the council shall not vote on the same improvement within a period of one year after the public hearing on said improvement.

(Ord. of 1-25-1993; Ord. No. 06-22, § 2, 7-5-2006; Ord. No. 12-08, § 2, 6-26-2012; Ord. No. 14-07, § 2, 8-11-2014)

#### Sec. 8.5. - Computation of time.

Where the performance or doing of any act or matter is required by this Charter, and the period of time is prescribed and fixed by this Charter, the time shall be computed so as to exclude the first and include the last day of the prescribed or fixed period of time. When the last day of the period falls on a Saturday, Sunday, or a legal holiday, that day shall be omitted from the computation.

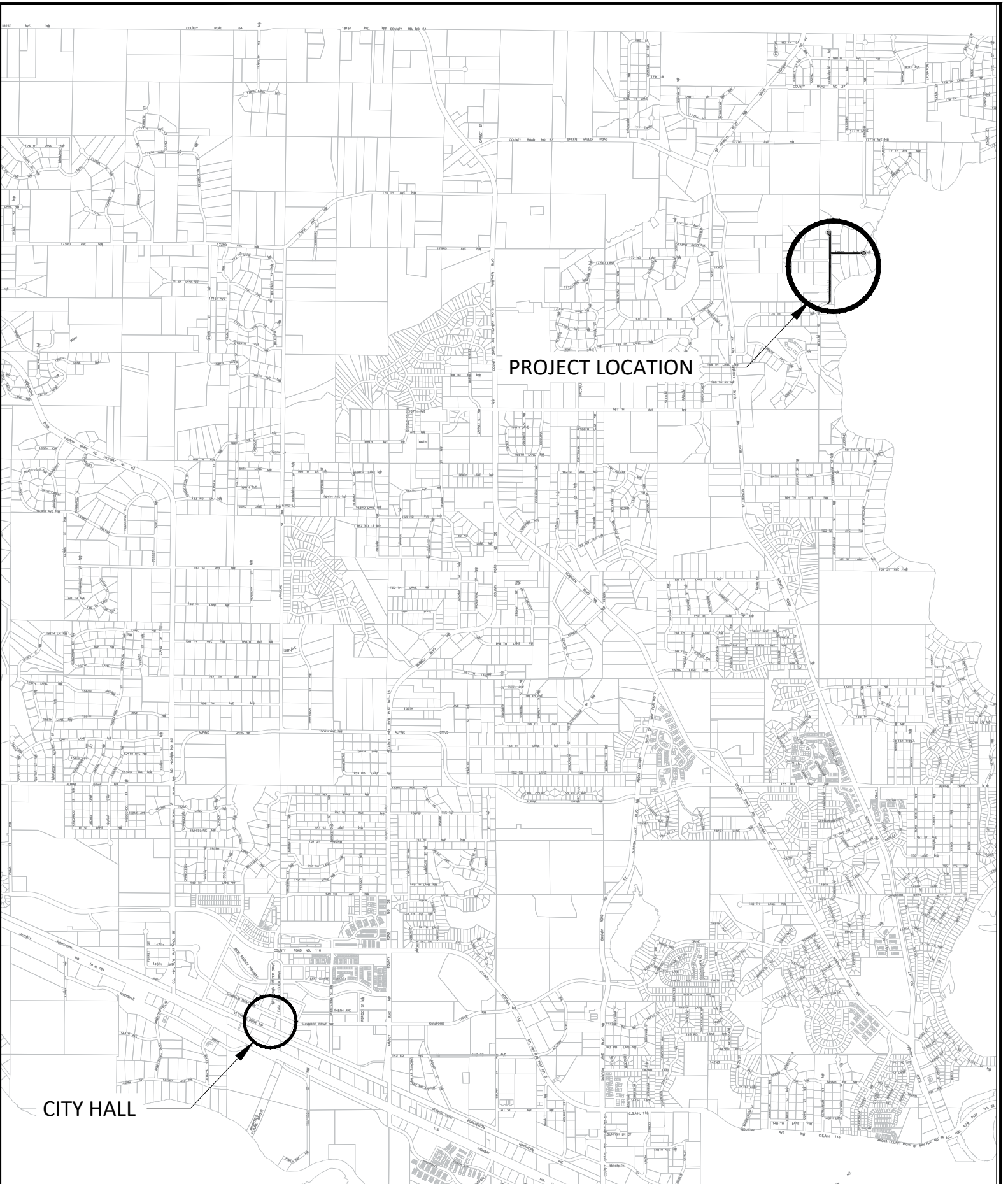
(Ord. of 1-25-1993)

#### Sec. 8.6. - Sewer and water projects.

This section applies to any local improvement project completed after January 1, 1996, which includes extending urban services (sewer and/or water) to an existing home or neighborhood.

- 8.6.1 *Connection policy.* The city may not compel any property owner with a functional private sewer and water system to connect to city sewer and/or water.
- 8.6.2 *Assessment policy.* The city may not levy an assessment for any component of any project which includes sewer and/or water improvements against a property whose owner elects to remain on a functional private sewer and/or water system.
- 8.6.3 *Request for urban services.* Property owners who remain on private sewer and water systems after urban services become available may request connection to urban services at any time. Upon connection to urban services an assessment may be levied provided it is consistent with the original assessment.

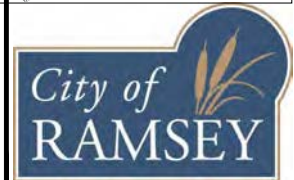
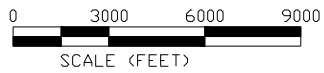
(Ref. of 5-20-1996; Ord. of 1-24-2001)



PROJECT LOCATION

CITY HALL

# BROOKVIEW ESTATES PROJECT LOCATION



Petition for (fill in the blank)

# 19-02 BROOKVIEW ESTATES RECONSTRUCTIONS.

Date 12-10-18

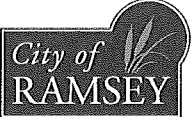
SEE ATTACHED

Opposition Statement ("We, the residents of Brookview Estates, are opposed to...") LETTER

No.	Print Name	Signature	Address	Phone/Email
1	HENRY & JANINA KANIA	[Redacted]	17230 GERMANIUM ST NW	[Redacted]
2	RICHARD Abele	[Redacted]	17290 GERMANIUM ST NW	[Redacted]
3	Sean Peterson	[Redacted]	5530 173rd Ave NW	[Redacted]
4	Jim & Diane Weber	[Redacted]	5450 173 Ave NW	[Redacted]
5	John & Hali Plachecki	[Redacted]	5410 173rd Ave NW	[Redacted]
6	Cheryl Angie	[Redacted]	5420 -173rd Ave NW	[Redacted]
7	Jeremy Chui	[Redacted]	17200 Germanium	[Redacted]
8	Darrel Jones	[Redacted]	17331 Germanium	[Redacted]
9	MARK Ladeen	[Redacted]	17330 Germanium	[Redacted]
10	Mary & Sherry Kili	[Redacted]	5461 173rd Ave NW	[Redacted]
11	Don & Marge Lund	[Redacted]	17311 Germanium St	[Redacted]
12	TED & Cori O'Shaughnessy	[Redacted]	17228 Germanium St	[Redacted]
13	WALTER & SALLY VOS	[Redacted]	5401 173rd Ave NW	[Redacted]
14	DANIEL McSHANE	[Redacted]	17310 GERMANIUM	[Redacted]
15	Jim & Lisa Steffen	[Redacted]	5431 173rd Ave	[Redacted]

JK  
AR  
SP  
DW  
L  
C  
K  
DS  
S  
K  
W  
DM  
L

**Kurt Ulrich, ICMA-CM**  
City Administrator  
763.433.9845 Direct  
612.597.6838 Cell  
kulrich@cityoframsey.com



7550 Sunwood Drive NW  
Ramsey, MN 55303  
763.427.1410 City Hall  
763.433.9898 Fax  
www.cityoframsey.com

Received  
Petition  
12/10/18  
K6W

BROOK VIEW ESTATES RECONSTRUCTION  
PROJECT #19-02

WE OBJECT TO THIS IMPROVEMENT PROJECT  
#19-02 BECAUSE OF THE COST.

WE FEEL THAT THE IMPROVEMENT  
FOR DRAINAGE FOR THESE STREETS  
IS INAPPROPRIATE.

MOST OF HAVE LIVED HERE FOR 20+  
YEARS AND HAVE NOT HAD DRAINAGE  
ISSUES.

THE STREET NEEDS REPAIR NOT  
TOTAL RECONSTRUCTION IN  
OUR OPINION.

Meeting Date: 01/08/2019

By: Katie Schmidt, Administrative Services

---

---

**Information**

**Title**

Adopt Resolution #19-010 to Promote a Community Service Officer to Patrol Officer Filling the Current Vacancy

**Purpose/Background:**

The purpose of this case is to request the City Council to Promote a Community Service Officer to the position of Patrol Officer, filling the current Patrol Officer vacancy. This promotion is to replace a Patrol Officer that resigned.

An internal recruitment was conducted. The applicant met the necessary training and experience threshold and was invited to take part in the City's physical agility fitness testing and an interview. The candidate also completed a "shoot/don't shoot" video scenario activity. Staff selected Mr. Aaron Pipenhagen (the City's current Community Service Officer) as the finalist to be advanced to the psychological assessment and pre-employment physical and drug screen. At this time, staff is recommending Mr. Aaron Pipenhagen for the position of Patrol Officer with the City of Ramsey.

With approval to promote Mr. Pipenhagen, the process to backfill the sworn officer position in the Police Department will be complete and staff will begin a recruitment process to replace the vacant C.S.O. position.

With the City Council's authorization, Mr. Pipenhagen's start date as a new Patrol Officer will be on or near January 9, 2019. Mr. Pipenhagen, as with all new Patrol Officers, will serve a 1-year probationary period and will be subject to the City's Personnel Policy and the LELS Patrol Labor Agreement.

**Notification:**

All Patrol Officers are covered by the LELS - Patrol Labor Agreement.

**Observations/Alternatives:**

Option #1: Hiring a fulltime Patrol Officer. Staff recommends hiring a fulltime Patrol Officer to help fulfill the public safety needs of the City and to meet the goals of the strategic plan as it relates to this position.

Option #2 Not hiring a fulltime Patrol Officer. Staff does not recommend this option due to likely repercussions such as a reduced ability to provide effective and timely public safety, i.e.:delays in response times and decreases in general patrol duties, including traffic enforcement and investigation. Citizens would not see a squad driving by their residence as often if there are fewer officers on the department patrolling the neighborhoods and businesses. Calls for service have slowly increased as has the population and the City continues to add businesses; Officers are needed to meet the demand. One of the Council's strategic goals was to reduce response times, this cannot be accomplished with fewer officers. Response time is a standard of measure indicated in the *Balanced Scorecard* for the City.

**Funding Source:**

The funding required for this position is included in the 2019 budget.

**Recommendation:**

Authorize staff to move ahead with option #1 above to promote Mr. Aaron Pipenhagen to a full-time Patrol Officer, effective on or near January 9, 2019, at \$26.52 per hour which is step 1 of the 2019 wage scale.

**Action:**

Motion to adopt resolution #19-010, to promote Mr. Aaron Pipenhagen to a full-time Patrol Officer, effective on or near January 9, 2019 at \$26.52 per hour, which is step 1 of the 2019 wage scale.

---

---

**Attachments**

Resolution #19-010

---

---

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Kurt Ulrich	Katie Schmidt	01/03/2019 12:42 PM
Kurt Ulrich	Katie Schmidt	01/03/2019 01:15 PM
Colleen Lasher	Colleen Lasher	01/03/2019 03:37 PM
Kurt Ulrich	Kurt Ulrich	01/03/2019 03:54 PM
Form Started By: Katie Schmidt		Started On: 01/03/2019 10:33 AM
Final Approval Date: 01/03/2019		

Councilmember introduced the following resolution and moved for its adoption:

**RESOLUTION #19-010**

**RESOLUTION TO PROMOTE A COMMUNITY SERVICE OFFICER TO PATROL OFFICER FILLING THE CURRENT VACANCY**

**WHEREAS**, the City currently has one Patrol Officer vacancy; and

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

**WHEREAS**, Mr. Aaron Pipenhagen has been selected by staff to fill the Patrol Officer vacancy; and

**WHEREAS**, Mr. Pipenhagen successfully passed the City's pre-employment checks, including: reference checks, background and driving record checks, pre-employment assessment, and pre-employment physical and drug screen; and

**WHEREAS**, all Patrol Officers are subject to a 1-year probation period; and

**WHEREAS**, Staff recommends promoting Mr. Aaron Pipenhagen effective on or near January 9, 2019, at step 1 of the 2019 pay scale, which is \$26.52 per hour.

**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 #19-010 promoting Mr. Aaron Pipenhagen to the position of Patrol Officer, effective on or near January 9, 2019 at \$26.52 per hour, which is step 1 of the 2019 wage scale.

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 8<sup>th</sup> day of January 2019.

---

Mayor

**ATTEST:**

---

City Clerk

Meeting Date: 01/08/2019

By: Katie Schmidt, Administrative Services

---

---

**Information**

**Title**

Adopt Resolution #19-022 to Hire a Part-time Recreation Specialist

**Purpose/Background:**

The Purpose of this case is to request authorization to hire a part-time Recreation Specialist.

This position is responsible for assisting in the development and implementation of the City's diverse recreational programming. The duties of this position include, but are not limited to the following:

- Assist in all aspects of the development, marketing, implementation, and evaluation of municipal recreational programming and events
- Assist the Communications & Events Coordinator in generating social media promotional posts and communications for recreation programs and events
- Coordinate, purchase, organize, and deliver supplies, documents and schedules for programs and events
- Provide staff support including data entry, phone calls, program registration, reports and records management
- Attend programs and events, as needed
- Other duties as assigned

This is a new part-time regular position replacing the Park and Recreation Intern position. It was created to assist the City's growing recreational programming. In order to fill the new position, an internal recruitment process was conducted. Staff interviewed Ms. Heather Mohr and completed the necessary pre-employment background checks. Staff recommends Ms. Mohr for the part-time regular position of Recreational Specialist, ending her current role as the City's 2018 Administrative Intern. Ms. Mohr will be subject to a 6-month probationary period, the City's Personnel Policy and AFSCME union contract.

**Notification:**

This position is approved for approximately 20 hours per week.

**Funding Source:**

The funding for this position has been accounted for within the 2019 budget and represents a savings over the amount needed to fund the Parks and Recreation Intern position which has been eliminated.

**Recommendation:**

Staff recommends hiring Ms. Heather Mohr as the City's new part-time Recreation Specialist, effective on or near January 9, 2019 at \$21.34 per hour which is step 1 of the 2019 wage scale.

**Action:**

Motion to adopt resolution #19-022 to hire Ms. Heather Mohr as a part-time Recreation Specialist, effective on or near January 9, 2019, at \$21.34 per hour, which is step 1 of the 2019 wage scale.

---

---

## Attachments

---

Resolution #19-022

---

### Form Review

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Colleen Lasher	Colleen Lasher	01/03/2019 11:58 AM
Kurt Ulrich	Kathy Schmitz	01/03/2019 12:01 PM
Colleen Lasher	Colleen Lasher	01/03/2019 01:12 PM
Kurt Ulrich	Kurt Ulrich	01/03/2019 03:07 PM
Form Started By: Katie Schmidt		Started On: 01/03/2019 09:08 AM
Final Approval Date: 01/03/2019		

Councilmember           introduced the following resolution and moved for its adoption:

**RESOLUTION #19-022**

**RESOLUTION TO HIRE A PART-TIME RECREATION SPECIALIST**

**WHEREAS**, the City Council authorized funding for a part-time Recreation Specialist;  
and

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

**WHEREAS**, Ms. Heather Mohr has been selected as the top candidate for the position;  
and

**WHEREAS**, staff has completed the necessary background checks and is recommending that Ms. Heather Mohr be hired as a part-time Recreation Specialist at \$21.34 per hour effective on or near Wednesday, January 9, 2019; and

**WHEREAS**, Ms. Heather Mohr will be subject to a 6-month probationary period, the City's Personnel Policy and AFSCME union contract.

**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 #19-022 to hire Ms. Heather Mohr as a part-time Recreation Specialist, effective on or near January 9, 2019 at \$21.34 per hour, which is step 1 of the 2019 wage scale.

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 8<sup>th</sup> day of January 2019.

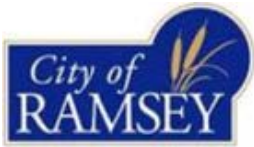
---

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**

7.5.

**Meeting Date:** 01/08/2019

**By:** Katie Schmidt, Administrative Services

---

**Information**

**Title:**

Adopt Resolution #19-018 to Hire a Full-time Firefighter / Fire Inspector

**Purpose/Background:**

The purpose of this case is for the City Council to authorize hiring a full-time Firefighter / Fire Inspector.

As part of the 2019 budgeting process, the City Council approved the full-time Firefighter / Fire Inspector position. The duties of this position include, but are not limited to the following:

- Responds as a firefighter to personal injury accidents, other medical emergencies, non-medical emergencies and fires.
- Inspects for all applicable/adopted fire codes including national, state, city and other related codes.
- Conducts inspections of existing structures and systems to assure compliance of all applicable fire codes.
- Meets with public, business owners and others regarding compliance issues.
- Generates preplans on local businesses.
- Assists Fire Marshal by developing/maintaining policy relating to local and state fire codes issues.
- Conducts and reports on fire education awareness in the community.
- Other duties as assigned.

An internal recruitment was conducted and interviews were held. Two internal candidates were considered. Staff is recommending Mr. Chris Weiss for the position. Mr. Weiss has been on the City's Fire Department for over 25 years and is the Captain Ramsey Fire Station #2. Mr. Weiss has also served as an on-call inspector for the last two years. Mr. Weiss will be subject to a 6-month probationary period and the City's Personnel Policy.

**Funding Source:**

The funding for this position is included in the 2019 budget.

**Recommendation:**

To hire Mr. Chris Weiss as a Firefighter/ Fire Inspector, effective on or near February 4, 2019 at \$30.36 per hour, which is step 1 of the 2019 wage scale with a credit of 8 days of vacation.

**Action:**

Motion to adopt resolution #19-018 to hire Mr. Chris Weiss as a full-time Firefighter / Fire Inspector, effective on or near February 4, 2019 at \$30.36 per hour, which is step 1 of the wage scale, with a credit of 8 days of vacation.

---

**Attachments**

Resolution 19-018

---

## Form Review

**Inbox**

Colleen Lasher

Kurt Ulrich

Form Started By: Katie Schmidt

Final Approval Date: 01/03/2019

**Reviewed By**

Colleen Lasher

Kurt Ulrich

**Date**

01/03/2019 02:41 PM

01/03/2019 03:53 PM

Started On: 01/03/2019 09:30 AM

Councilmember           introduced the following resolution and moved for its adoption:

**RESOLUTION #19-018**

**RESOLUTION TO HIRE A FULL-TIME FIREFIGHTER / FIRE INSPECTOR**

**WHEREAS**, the City Council authorized funding for a full-time Firefighter / Fire Inspector; and

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

**WHEREAS**, Mr. Chris Weiss has been selected as the top candidate for the position; and

**WHEREAS**, staff has completed the necessary background checks and is recommending that Mr. Chris Weiss be hired as a fulltime Firefighter/ Fire Inspector, effective on or near February 4, 2019; and

**WHEREAS**, Mr. Chris Weiss will be subject to a 6-month probationary period and the City's Personnel Policy.

**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 #19-018 to hire Mr. Chris Weiss as a full-time Firefighter / Fire Inspector, effective on or near February 4, 2019 at \$30.36 per hour, which is step 1 of the 2019 wage scale, with a credit of 8 vacation days.

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 8<sup>th</sup> day of January 2019.

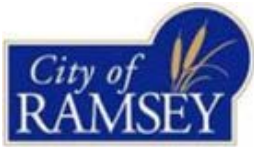
---

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. 6.**

**Meeting Date:** 01/08/2019

**By:** Tim Gladhill, Community Development

---

**Information**

**Title:**

Adopt Resolution #19-023 Approving Proposed Policy Changes for Code Enforcement Program

**Purpose/Background:**

Throughout 2018 on a few occasions, the City Council was approached by various residents expressing concern about the length of time it takes to resolve larger public nuisance cases. Through a series of Work Sessions, the City Council discussed various ways to improve responsiveness to residents' concerns about nuisance properties. The proposed policy direction changes are outlined in the attached resolution.

Please note that the City generally operates on a complaint basis. The City does not proactively search for nuisance violations. The City will follow up regardless in cases impacting public health, safety, or work without a permit when required.

**Notification:**

Notification is not required. There are no required changes to City Code. The proposed policy changes simply utilize existing tools.

**Observations/Alternatives:**

The intent of the policy change is to provide quicker resolution to ongoing and repeat violations. Case Managers will continue to lead with understanding and compassion, acknowledging that many issues can be easily resolved and many times are simply due to lack of awareness of City Code Requirements.

The proposed changes are focused on cases where Owners fail to comply, refuse to comply, or repeat violations after a case is cleared. The proposed changes focus on three general areas.

1. Formalize an Extension Policy that requires City Council Authorization for longer extensions
2. Broader use of Administrative Citations for lack of resolution or repeat offense (first time offenses generally exempt)
3. Utilization of Abatement (cleanup), Civil Enforcement, or Criminal Prosecution (move on from administrative enforcement sooner)

There was some discussion about proactive code enforcement in strategic areas such as Highway 10 and Highway 47. Staff would like direction on this policy topic before springtime. Additionally, the Lower Rum River Watershed Management Organization (WMO) is asking the City to be a bit more proactive and aggressive in enforcement of shoreland rules along the Rum River and Mississippi River. Staff would also like policy direction on this topic as well.

For clarity and equitable enforcement, the City Council is asked to adopt these policy changes via resolution.

**Funding Source:**

This case is being handled as part of normal Staff duties.

**Recommendation:**

Based on previous City Council discussion and direction, Staff recommends that the City Council adopt the attached resolution.

**Action:**

Motion to adopt Resolution #19-023 approving policy changes to the City's Code Enforcement Program.

---

**Attachments**

Resolution #19-023

---

**Form Review**

**Inbox**

Kurt Ulrich

Form Started By: Tim Gladhill

Final Approval Date: 01/03/2019

**Reviewed By**

Kurt Ulrich

**Date**

01/03/2019 02:36 PM

Started On: 12/20/2018 09:15 AM

Councilmember \_\_\_\_\_ introduced the following resolution and moved for its adoption:

**RESOLUTION # 19-023**

**RESOLUTION APPROVING POLICY CHANGES TO THE CITY'S CODE ENFORCEMENT PROGRAM**

**WHEREAS**, throughout 2018, the City Council responded to multiple inquiries regarding the length of time it takes to resolve nuisance properties; and

**WHEREAS**, the City Council discussed options for improvement while maintaining the current complaint-based approach on November 27, 2018 and December 11, 2018.

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

- 1) Approval of policy changes to the City's Code Enforcement Program as indicated in Exhibit A attached hereto.
- 2) Staff is authorized/not authorized to be proactive in code enforcement along Highway 10 and Highway 47.
- 3) Staff is authorized/not authorized to be proactive in code enforcement along the Mississippi River and Rum River.

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:

Existing Vacancy

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 8<sup>th</sup> day of January, 2019.

\_\_\_\_\_  
Mayor

**ATTEST:**

---

City Clerk

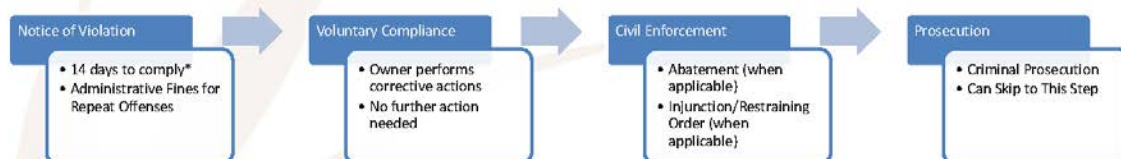
Exhibit A  
Outline of Policy Changes to Code Enforcement Program



# CODE ENFORCEMENT PROGRAM OVERVIEW

Lead with Compassion  
Climb the Ladder Faster

## CODE ENFORCEMENT STANDARD PROCESS



# EXTENSION POLICY

## 1<sup>ST</sup> OFFENSE

Extension Request	Required Authorization
1 <sup>st</sup> 14 Day Extension	Case Manager
2 <sup>nd</sup> 14 Day Extension	Case Manager
3 <sup>rd</sup> 14 Day Extension	Department Head
4 <sup>th</sup> 14 Day Extension	City Administrator
Additional Extensions	City Council



# EXTENSION POLICY

## REPEAT OFFENSE

Extension Request	Required Authorization
1 <sup>st</sup> 14 Day Extension	Department Head
2 <sup>nd</sup> 14 Day Extension	City Administrator
Additional Extensions	City Council



## ADMINISTRATIVE FINE POLICY

Action	Administrative Fine
First Notice, 1 <sup>st</sup> Violation	None
Second Notice, 1 <sup>st</sup> Violation, No Progress	\$75
Each Additional Notice, 1 <sup>st</sup> Violation, No Progress	\$75
First Notice, 2 <sup>nd</sup> Violation	\$250
Second Notice, 2 <sup>nd</sup> Violation	\$250
Each Additional Notice, 2 <sup>nd</sup> Violation	\$250
First Notice, 3 <sup>rd</sup> Violation	\$500
Second Notice, 3 <sup>rd</sup> Violation	\$500
Each Additional Notice, 3 <sup>rd</sup> Violation	\$500



## ABATABLE

Violation Type	Abatable?
Long Grass	Yes
Off-Street Parking	Yes
Home Occupations	Council Approval, Likely Proceed to Prosecution
Commercial/Industrial Districts	Council Approval
Blighted (Safe) Structures	No, Proceed to Prosecution
Unsafe/Hazardous Structures	Council Approval

