City of Ramsey
Agenda
Regular City Council
Tuesday, February 12, 2019
7:00 pm
Council Chambers, 7550 Sunwood Drive NW

1. Call to Order

2. Presentation

1. State of the City Address

3. Citizen Input

4. Consent Agenda

1. Receive Cash and Investments for Period Ending January 31, 2019

2. Approve the Following Meeting Minutes:
1. City Council Work Session dated 1/22/2019
2. City Council Regular dated 1/22/2019
3. City Council Special Work Session dated 1/29/2019

3. Approve Licenses

4. Adopt Resolution # 19-045 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of January 17, 2019 through February 6, 2019

5. Adopt Resolution #19-038 Approving Premise Permit for Anoka Ramsey Athletic Association for Lawful Gambling at McDuff's Eatery and Pub

6. Adopt Resolution #19-040 Authorizing the Request and Use of HRA Funds for Anoka County Regional Economic Development Activities

7. Adopt Resolution #19-046 Approving Assignment and Assumption of TIF Agreement for Parkview East Apartments

8. Adopt Resolution #19-047 Approving the Assignment and Assumption of Tax Increment Financing (TIF) Agreement and Pledge of TIF Note to BLIP II LLC

9. Adopt Resolution #19-050 Approving an Extension for Code Enforcement Actions at 15653 Juniper Ridge Drive

10. Adopt Resolution #19-051 Approving Extension of Code Enforcement Actions at 14760 Bowers Drive

11. Adopt Resolution #19-053 Accepting Permanent Utility Easement on Lot 1, Block 1, LAZYDAYS Addition

12. Adopt Resolution #19-054 Approving Abatement at 6588 141st Ave NW (Case of Northern Technologies Inc)

13. Adopt Resolution #19-039 to Hire a Part-time Community Service Officer

5. Approve Agenda

6. Public Hearing

7. Council Business

1. Adopt Resolution #19-055 to Hire a Building Official

2. Adopt Resolution #19-048 Approving Purchase Agreement for Lots 1, 2 and 3, Block 1, COR TWO; Case of RGH RAMSEY, LLC
(Portions may be closed to the public)

3. Adopt Resolution #19-049 Accepting Bids and Awarding Contract for Riverdale Drive Trunk Utility Improvements, Improvement Project #18-14

4. Adopt Resolution #19-052 Authorizing the Request for a Comprehensive Housing Market Study and Use of Anoka County HRA Funds

5. Adopt Resolution #19-056 Approving Contract with WSB Associates for General Planning Services

8. Mayor/Council/Staff Input

9. Adjournment

CC Regular Session **2. 1.**

Meeting Date: 02/12/2019

Information

Title:

State of the City Address

Purpose/Background:

State of the City Mayor's Address

Annually, the Mayor provides a 'State of the City' presentation to Ramsey residents, property owners and businesses during a regular City Council meeting. The purpose of this presentation is to provide a recap of City operations, updates and news from the past year, as well as a look ahead at what is to come in the new year.

Attachments

State of the City 2019

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	02/06/2019 03:25 PM
Form Started By: Megan Thorstad		Started On: 02/05/2019 03:59 PM
Final Approval Date: 02/06/2019		

CITY OF RAMSEY

2019 State of the City Address

VISION AND MISSION

Vision: "Ramsey will evolve through citizen-driven, collaborative processes that respect the balance and connectivity between its unique urban, rural, and natural environment for current and future generations."

Mission: "It is our mission to work together to responsibly grow our community and to provide quality, cost-effective, and efficient government services."

Goals/Imperatives

- Financial Stability
- A Balance of Rural Character and Urban Growth
- A Connected Community
- An Active Community
- Smart, Citizen-focused Government
- An Effective Organization

FINANCIAL STABILITY









City of RAMSEY

BALANCING RURAL CHARACTER & URBAN GROWTH











City of RAMSEY

A CONNECTED COMMUNITY











City of RAMSEY

AN ACTIVE COMMUNITY















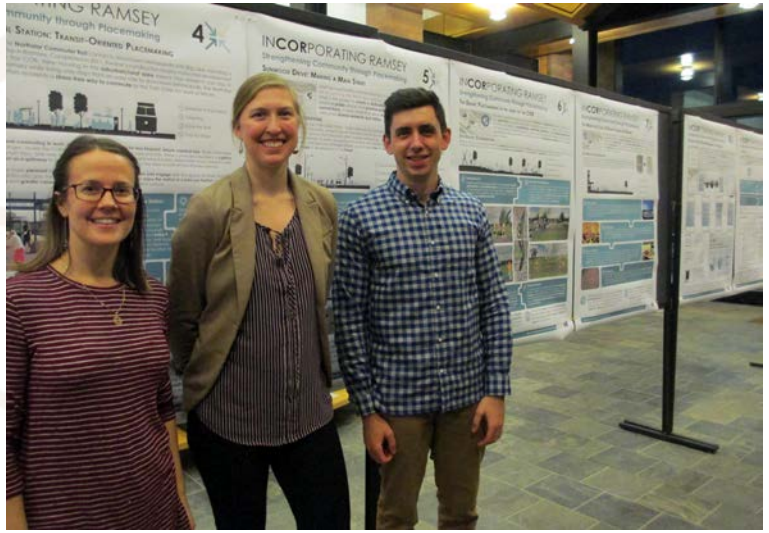
SMART, CITIZEN-FOCUSED GOVERNMENT











EFFECTIVE ORGANIZATION











City of RAMSEY

2019 – BUILDING A BRIGHT FUTURE











City of RAMSEY

CC Regular Session **4. 1.**

Meeting Date: 02/12/2019

By: Diana Lund, Finance

Information

Title

Receive Cash and Investments for Period Ending January 31, 2019

Purpose/Background:

Purpose: Receive reports of the city's cash and investments for the period ending January 31, 2019.

Cash and investment report shows the monthly cash flow - receipts and expenditures through January 31, 2019 with the current listing of the city's investment portfolio.

Action:

No action required. Informational only.

Attachments

Cash & Investments for Period Ending January 31, 2019

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	02/06/2019 03:30 PM
Form Started By: Diana Lund		Started On: 02/06/2019 12:25 PM
Final Approval Date: 02/06/2019		

CITY OF RAMSEY
REPORT OF POOLED CASH FLOWS
Period Ended January 31, 2019

	January-19 CURRENT MONTH	2019 YEAR-TO-DATE
CASH AND TEMPORARY INVESTMENTS		
BEGINNING BALANCE	$ 77,758,879.57	$ 77,758,879.57
CASH INFLOWS:		
Daily Deposit	1,052,786.50	1,052,786.50
Tax Settlements	120,738.68	120,738.68
U/B Receipts	15,290.95	15,290.95
Credit Cards (Includes Utility Billing)	119,586.43	119,586.43
Interest Earnings [Net of Interest Paid on Investments]	141,450.32	141,450.32
Bond Proceeds		-
TOTAL CASH INFLOW	$ 1,449,852.88	$ 1,449,852.88
TOTAL CASH AVAILABLE	$ 79,208,732.45	$ 79,208,732.45
CASH OUTFLOWS:		
Prepaid Checks	660,747.82	660,747.82
Bills Lists	601,512.65	601,512.65
Pay Estimates	57,009.37	57,009.37
Credit Cards	2,666.29	2,666.29
Payroll - Net	333,194.19	333,194.19
Flex Reimbursement	3,528.48	3,528.48
Void Checks/Dormant Checks Paid	(555.28)	(555.28)
Debt Service	396,787.50	396,787.50
Miscellaneous [Bank Charges; etc.]	63.00	63.00
TOTAL CASH OUTFLOW	$ 2,054,954.02	$ 2,054,954.02
POOLED CASH AND TEMPORARY INVESTMENTS ENDING BALANCE	**$ 77,153,778.43**	**$ 77,153,778.43**
MEMO - NET 2019 CASH INFLOW (OUTFLOW)	**(605,101.14)**	**(605,101.14)**
INVESTMENT PORTFOLIO SUMMARY		
BEGINNING BALANCE	**$ 66,545,332.76**	**66,545,332.76**
Purchases	5,381,000.00	5,381,000.00
Maturities/Sales	(4,638,042.15)	(4,638,042.15)
ENDING BALANCE	**$ 67,288,290.61**	**$ 67,288,290.61**

Prepared by the City of Ramsey Finance Department
2/6/2019

2019 CASH AND INVESTMENT ACTIVITY

CITY INVEST #	STATED MAT DATE	BROKER	SECURITY DESCRIP	FDIC #	CUSIP	PRIN BAL 1/1/2019	PURCH 2019	SOLD/ MATURE 2019	BV PRIN BAL 12/31/2019	PAR
180130	3/28/2019	4M	Term Series 4M			500,000.00		0.00	500,000.00	500,000.00
190131A	5/30/2019	4M	Term Series 4M			0.00	1,000,000.00	0.00	1,000,000.00	1,000,000.00
190131B	7/31/2019	4M	Term Series 4M			0.00	1,000,000.00	0.00	1,000,000.00	1,000,000.00
190131C	1/30/2020	4M	Term Series 4M			0.00	2,000,000.00	0.00	2,000,000.00	2,000,000.00
181031A	5/30/2019	4M	Term Series 4M			500,000.00		0.00	500,000.00	500,000.00
181031B	10/31/2019	4M	Term Series 4M			500,000.00		0.00	500,000.00	500,000.00
18831C	3/28/2019	4M	Term Series 4M			500,000.00		0.00	500,000.00	500,000.00
180831D	9/26/2019	4M	Term Series 4M			750,000.00		0.00	750,000.00	750,000.00
180406B	1/30/2019	4M	Term Series 4M		252589	1,000,000.00		1,000,000.00	0.00	1,000,000.00
180629E	1/30/2019	4M	Term Series 4M			500,000.00		500,000.00	0.00	500,000.00
180629F	7/30/2019	4M	Term Series 4M			500,000.00		0.00	500,000.00	500,000.00
180731C	1/30/2019	4M	Term Series 4M			1,000,000.00		1,000,000.00	0.00	1,000,000.00
180731D	7/31/2019	4M	Term Series 4M			1,000,000.00		0.00	1,000,000.00	1,000,000.00
									8,250,000.00	
150701A	2/1/2020	BAIRD	WINTHROP MN TAX		976367ND0	290,000.00		0.00	290,000.00	290,000
180223	12/30/2019	BAIRD	FNMA		3136G3VS2	500,000.00		0.00	500,000.00	500,000
180703	12/29/2020	BAIRD	FHLMC		3134GSHB4	600,000.00		0.00	600,000.00	600,000
180725C	7/25/2022	BAIRD	FFCB		3133EJVE6	350,000.00		0.00	350,000.00	350,000
160322A	3/22/2021	BAIRD	FNMA		3136H3BT1	250,000.00		0.00	250,000.00	250,000
160322B	1/1/2020	BAIRD	MINNENOTONKA MN ISD 276		604195D20	100,000.00		0.00	100,000.00	100,000
150701B	2/1/2021	BAIRD	WINTHROP MN TAX		976367NE8	305,000.00		0.00	305,000.00	305,000
140904	9/1/2021	BAIRD	OKLAHOMA TAXABLE		678519RP6	535,000.00		0.00	535,000.00	535,000
									2,930,000.00	
170111	1/11/2019	ICD SEC	CD-CAPITAL ONE BANK	33954	140420S92	148,000.00		148,000.00	0.00	200,000
190118A	7/19/2021	ICD SEC	CD-TIAA FSB	34775	8727OLBQ5	0.00	156,000.00	0.00	156,000.00	156,000
190118B	1/19/2021	ICD SEC	CD-NBT BANK NA	7230	628779GB0	0.00	245,000.00	0.00	245,000.00	245,000
190128	1/28/2022	ICD SEC	CD-BMO HARRIS	16571	05581WK53	0.00	245,000.00	0.00	245,000.00	245,000
190130	1/30/2022	ICD SEC	CD-SECURITY FIRST BAN	5415	8142PAX9	0.00	245,000.00	0.00	245,000.00	245,000
170112	1/11/2019	ICD SEC	CD-WORLDS FOREMOST	57079	981571CS9	100,000.00		100,000.00	0.00	200,000
170714B	1/14/2019	ICD SEC	CD-MEDALLION BANK	57449	58403D7B6	249,000.00		249,000.00	0.00	249,000
170119	1/18/2019	ICD SEC	CD-WORLDS FOREMOST	57079	981571CU4	100,000.00		100,000.00	0.00	200,000
170125B	1/25/2019	ICD SEC	CD-BANKERS West BANK	23210	06610TDQ5	109,000.00		109,000.00	0.00	200,000
180125	1/25/2019	ICD SEC	CD-BANNER BANK-Int at	28489	06552XFNO	200,000.00		200,000.00	0.00	200,000
170125C	1/25/2019	ICD SEC	CD-RONDOUT SAVINGS I	15969	776322AR0	200,000.00		200,000.00	0.00	200,000
170125A	1/25/2019	ICD SEC	CD-WHITNEY BANK	12441	966594AV5	249,000.00		249,000.00	0.00	249,000
170731	1/31/2019	ICD SEC	CD-FIRST COMMERCIAL	57069	31984GEF2	249,000.00		249,000.00	0.00	249,000
180215	2/13/2019	ICD SEC	CD-BANK OF INDIA	33648	06279KFK7	200,000.00		0.00	200,000.00	200,000
161215	2/14/2019	ICD SEC	CD-MAIN STREET BANK	57162	56034WAP6	249,000.00		0.00	249,000.00	200,000
160826C	2/28/2019	ICD SEC	CD-COMENITY CAP BANI	57570	20033ARR9	249,000.00		0.00	249,000.00	249,000
170228	2/28/2019	ICD SEC	CD-ESSA BANK & TRUST	28262	29667RPN7	249,000.00		0.00	249,000.00	249,000
170829B	3/1/2019	ICD SEC	CD-AMERICAN EXPRESS	27471	02587DX45	249,000.00		0.00	249,000.00	249,000
170330A	4/1/2019	ICD SEC	CD-NORTHFIELD BANK	28710	66612ABG2	249,000.00		0.00	249,000.00	249,000
170421	4/22/2019	ICD SEC	CD-UNITED COMMUNITY	19143	90983HAC8	249,000.00		0.00	249,000.00	249,000
171214A	6/14/2019	ICD SEC	CD-MIDLAND STATES BA	01040	59774QFF4	249,000.00		0.00	249,000.00	249,000
171214C	6/14/2019	ICD SEC	CD-ZB (ZION)	02270	98878BLQ9	249,000.00		0.00	249,000.00	249,000
161221	6/21/2019	ICD SEC	CD-ORRSTOWN BANK	00713	687377EA5	249,000.00		0.00	249,000.00	249,000
170623	6/24/2019	ICD SEC	CD-STATE BANK OF INDI	33682	856285BZ3	249,000.00		249,000.00	0.00	249,000
161228B	6/28/2019	ICD SEC	CD-STEUBEN TR CO	12936	860010BG1	160,000.00		0.00	160,000.00	160,000
170630D	6/28/2019	ICD SEC	CD-SUMMIT COMMUNIT	34102	86604XLX2	205,000.00		0.00	205,000.00	205,000
170714C	7/15/2019	ICD SEC	CD-MIDSOUTH BANK	25884	59805FAB5	249,000.00		0.00	249,000.00	249,000
140716	7/16/2019	ICD SEC	CD-BARCLAYS BANK	57203	0674OKHF7	250,000.00		0.00	250,000.00	250,000
170719A	7/19/2019	ICD SEC	CD-DISCOVER BANK	05649	2546726A1	100,000.00		0.00	100,000.00	100,000
170719C	7/19/2019	ICD SEC	CD-ENERBANK	57293	29266N5Q6	249,000.00		0.00	249,000.00	249,000
170719B	7/19/2019	ICD SEC	CD-PEOPLES UNITED BAI	27334	71270QQZZ	249,000.00		0.00	249,000.00	249,000
170721	7/22/2019	ICD SEC	CD-MERRICK BANK	34519	59013JZB8	249,000.00		0.00	249,000.00	249,000
170724	7/24/2019	ICD SEC	CD-EAST BOSTON SAVIN	33510	27119PBU4	249,000.00		0.00	249,000.00	249,000
170728C	7/29/2019	ICD SEC	CD-CITIZENS STATE BAN	00419	17669WGF6	249,000.00		0.00	249,000.00	249,000
170131	7/31/2019	ICD SEC	CD-CAPE COD	23287	13934CAB3	249,000.00		0.00	249,000.00	200,000
180216	8/16/2019	ICD SEC	CD-CATHAY BANK	18503	149159LY9	249,000.00		0.00	249,000.00	249,000
170222	8/22/2019	ICD SEC	CD-KEY BANK	17534	493065XF8	149,000.00		0.00	149,000.00	149,000
170829A	8/29/2019	ICD SEC	CD-AMERICAN EXPRESS	35328	02587CFQ8	249,000.00		0.00	249,000.00	249,000
171222	9/23/2019	ICD SEC	CD-SACO & BIDDEFORD	17743	78577TAV7	249,000.00		0.00	249,000.00	249,000
170927	9/27/2019	ICD SEC	CD-KEY BANK	17534	49306SYU4	100,000.00		0.00	100,000.00	100,000
170330B	9/30/2019	ICD SEC	CD-CENTRAL FEDERAL S	27910	15347EAE9	249,000.00		0.00	249,000.00	249,000
170331	9/30/2019	ICD SEC	CD-CITIZENS STATE BAN	11778	17668UAP5	103,000.00		0.00	103,000.00	103,000
171013	10/15/2019	ICD SEC	CD-LAKESIDE BANK	19573	51210SNQ6	101,000.00		0.00	101,000.00	101,000
170727	10/28/2019	ICD SEC	CD-PILOT BANK	27045	721531BT7	249,000.00		0.00	249,000.00	249,000
180430A	10/30/2019	ICD SEC	CD-FIRST GENERAL BAN	58060	320337CF3	200,000.00		0.00	200,000.00	200,000

2019 CASH AND INVESTMENT ACTIVITY

CITY INVEST #	STATED MAT DATE	BROKER	SECURITY DESCRIP	FDIC #	CUSIP	PRIN BAL 1/1/2019	PURCH 2019	SOLD/ MATURE 2019	BV PRIN BAL 12/31/2019	PAR
171127	11/27/2019	ICD SEC	CD-ROCKFORD BANK &	57927	77315PBM3	249,000.00		0.00	249,000.00	249,000
171129B	11/29/2019	ICD SEC	CD-CRESCOM BANK	57135	225862DH1	249,000.00		0.00	249,000.00	249,000
171130B	11/29/2019	ICD SEC	CD-PONCE DELEON	31189	73233AM1	53,000.00		0.00	53,000.00	53,000
171130A	11/29/2019	ICD SEC	CD-UNIVEST NATIONAL	07759	91527PBF3	249,000.00		0.00	249,000.00	249,000
181212A	12/12/2019	ICD SEC	CD-BANK OF BARODA	33681	06063HAW3	245,000.00		0.00	245,000.00	245,000
171213	12/13/2019	ICD SEC	CD-SALLIE MAE BANK	58177	795450G41	249,000.00		0.00	249,000.00	249,000
171215A	12/16/2019	ICD SEC	CD-HAMNI BANK	24170	410193CR9	249,000.00		0.00	249,000.00	249,000
171214B	12/16/2019	ICD SEC	CD-MORGAN STANLEY B	32992	61747MD65	249,000.00		0.00	249,000.00	249,000
171220A	12/20/2019	ICD SEC	CD-MB FINANCIAL	03628	55266CXT8	249,000.00		0.00	249,000.00	249,000
181228A	12/27/2019	ICD SEC	CD-BANK OF CHINA	33653	06428FFG7	245,000.00		0.00	245,000.00	245,000
171228C	12/27/2019	ICD SEC	CD-BELL BANK	19581	07815AAT4	249,000.00		0.00	249,000.00	249,000
171229A	12/27/2019	ICD SEC	CD-BRICKELL BANK	21220	10801DAM3	249,000.00		0.00	249,000.00	249,000
161230A	12/30/2019	ICD SEC	CD-M BANK	14816	55275FKK3	160,000.00		0.00	160,000.00	160,000
180302	1/2/2020	ICD SEC	CD-AXIOM BANK	31390	05464LAV3	200,000.00		0.00	200,000.00	200,000
180124A	1/24/2020	ICD SEC	CD-CROSSFIRST BANK	58648	2766ACD5	249,000.00		0.00	249,000.00	249,000
170728B	1/28/2020	ICD SEC	CD-NATIONWIDE BANK	34710	63861NAH8	249,000.00		0.00	249,000.00	249,000
180129	1/29/2020	ICD SEC	CD-FORTUNE BANK	58107	34969RCD8	248,000.00		0.00	248,000.00	248,000
180730	2/28/2020	ICD SEC	CD-METABANK	30776	59101LEF0	245,000.00		0.00	245,000.00	245,000.00
180926A	3/26/2020	ICD SEC	CD-QUONTIC BANK	57807	74909QAW9	245,000.00		0.00	245,000.00	245,000
170928	3/27/2020	ICD SEC	CD-CONNECTONE BANK	57919	20786ABV6	249,000.00		0.00	249,000.00	249,000
170929	3/27/2020	ICD SEC	CD-LANDMARK COMM B	34982	51507LBM5	249,000.00		0.00	249,000.00	249,000
180329	3/30/2020	ICD SEC	CD-CITIBANK-Semiannual	7213	17312QHS1	249,000.00		0.00	249,000.00	249,000
180406C	4/6/2020	ICD SEC	CD-SYNCHRONY BANK-S	27314	87164WUX4	249,000.00		0.00	249,000.00	249,000
180712	4/13/2020	ICD SEC	CD-HADDON SAVINGS B/	28222	404730BV4	245,000.00		0.00	245,000.00	245,000.00
180417	4/17/2020	ICD SEC	CD-SOUTHWEST NATION	4801	845182BK9	151,000.00		0.00	151,000.00	151,000
180727B	4/27/2020	ICD SEC	CD-PLUS INTERNATIONA	57083	7294OUJH9	245,000.00		0.00	245,000.00	245,000.00
180430B	4/30/2020	ICD SEC	CD-MAGYAR BANK-Semi	30704	55977RBP7	225,000.00		0.00	225,000.00	225,000
181217A	5/18/2020	ICD SEC	CD-FIRST SOURCE BANK	9087	33646CKN3	245,000.00		0.00	245,000.00	245,000
170922	5/26/2020	ICD SEC	CD-TEXAS EXCHANGE B.	20096	88241TCA6	249,000.00		0.00	249,000.00	249,000
171130C	5/29/2020	ICD SEC	CD-HENRY COUNTY BAN	15384	426336BM4	200,000.00		0.00	200,000.00	200,000
180531A	5/29/2020	ICD SEC	CD-STEARNS BANK	10988	857894WV9	249,000.00		0.00	249,000.00	249,000
180530	5/29/2020	ICD SEC	CD-WEX BANK-Semiannua	34697	92937CHA9	249,000.00		0.00	249,000.00	249,000
181207	6/8/2020	ICD SEC	CD-CIT BANK	58978	12556LAN6	245,000.00		0.00	245,000.00	245,000
181212B	6/12/2020	ICD SEC	CD-BANK OF AMERICA	3510	06051VD37	245,000.00		0.00	245,000.00	245,000
171215B	6/15/2020	ICD SEC	CD-PACIFIC CITY BANK	57463	69406PCT4	249,000.00		0.00	249,000.00	249,000
181214	6/15/2020	ICD SEC	CD-PINNACLE BANK	35583	72345SHM6	245,000.00		0.00	245,000.00	245,000
181221	6/22/2020	ICD SEC	CD-BROOKLINE BANK	17798	11373QFZ6	245,000.00		0.00	245,000.00	245,000
181228B	6/29/2020	ICD SEC	CD-COMMUNITY FIRST E	57511	20368TCH1	245,000.00		0.00	245,000.00	245,000
180706	7/6/2020	ICD SEC	CD-ORIENTAL BANK	31469	68621KBWO	245,000.00		0.00	245,000.00	245,000.00
180117	7/17/2020	ICD SEC	CD-CITIZENS NATIONAL	06531	175144DH4	150,000.00		0.00	150,000.00	150,000
180718A	7/20/2020	ICD SEC	CD-UNITED STATE BANK	12214	91153QAE6	245,000.00		0.00	245,000.00	245,000.00
170726	7/27/2020	ICD SEC	CD-GOLDMAN SACHS	33124	38148PLS4	249,000.00		0.00	249,000.00	249,000
180731A	7/31/2020	ICD SEC	CD-WELCH STATE BANK	9472	949095BB8	245,000.00		0.00	245,000.00	245,000.00
180831A	8/31/2020	ICD SEC	CD-PROVIDENT BANK	90141	743837DK9	204,000.00		0.00	204,000.00	204,000.00
180921A	9/21/2020	ICD SEC	CD-DISCOVER BANK	5649	254673TS5	145,000.00		0.00	145,000.00	145,000
180921B	9/21/2020	ICD SEC	CD-READING COOP BANI	26620	755324BQ2	245,000.00		0.00	245,000.00	245,000
171012	10/13/2020	ICD SEC	CD-ALLY BANK	57803	03006L5Z2	74,000.00		0.00	74,000.00	74,000
181217B	10/16/2020	ICD SEC	CD-FARM BUREAU BANK	35157	307660LA6	245,000.00		0.00	245,000.00	245,000
171027	10/27/2020	ICD SEC	CD-THIRD FEDERAL SAV	30012	88413QBS6	249,000.00		0.00	249,000.00	249,000
181213	12/14/2020	ICD SEC	CD-ALLY BANK	57803	02007GGP2	75,000.00		0.00	75,000.00	75,000
181228F	12/28/2020	ICD SEC	CD-BANK OF PRINCETON	58513	065452OAV1	245,000.00		0.00	245,000.00	245,000
181228E	12/28/2020	ICD SEC	CD-FIRST BANK OF PUER	30387	33767A6W6	249,000.00		0.00	249,000.00	249,000
171229B	12/29/2020	ICD SEC	CD-STATE BANK OF FEN	11406	856188AV9	249,000.00		0.00	249,000.00	249,000
180726	4/26/2021	ICD SEC	CD-SIGNATURE BANK	57269	82668XFZ6	245,000.00		0.00	245,000.00	245,000.00
180713B	7/13/2021	ICD SEC	CD-FIRST FINANCIAL NW	29058	32022MAW8	245,000.00		0.00	245,000.00	245,000.00
180713A	7/13/2021	ICD SEC	CD-SPIRIT BANK	4048	848608DE2	249,000.00		0.00	249,000.00	249,000.00
180717	7/16/2021	ICD SEC	CD-CURRIE STATE BANK	8833	23130SDL4	245,000.00		0.00	245,000.00	245,000.00
180831B	8/31/2021	ICD SEC	CD-PEOPLES SECURITY E	7514	712303AA4	245,000.00		0.00	245,000.00	245,000.00
180718B	10/18/2021	ICD SEC	CD-HERITAGE BANK	30090	42724JEH4	245,000.00		0.00	245,000.00	245,000.00
181228D	12/28/2021	ICD SEC	CD-BAR HARBOR BANK &	11971	066851WK8	245,000.00		0.00	245,000.00	245,000
181228C	12/28/2021	ICD SEC	CD-BMW BANK	35141	05580AQB3	96,000.00		0.00	96,000.00	96,000
180731B	1/31/2022	ICD SEC	CD-IROQUOIS FEDERAL S	29675	46355PCM8	245,000.00		0.00	245,000.00	245,000.00
180727A	7/27/2022	ICD SEC	CD-KANSAS STATE BANK	19899	50116CBY4	245,000.00		0.00	245,000.00	245,000.00
180725A	7/25/2023	ICD SEC	CD-COMMERCIAL BANK	18584	201282HW3	245,000.00		0.00	245,000.00	245,000.00
180629B	6/25/2020	ICD SEC	CD-FIRST INTERNET BAN	34607	32056GC21	249,000.00		0.00	249,000.00	249,000
			2017 Investments & MM						22,509,000.00	
160606	5/1/2020	Northland	ANCHOR BAY MI SCH DISTRICT		032879-TC-2	500,000.00		0.00	500,000.00	500,000
161114B	2/1/2024	Northland	ANDOVER MN TAX		034313-ZU-3	300,000.00		0.00	300,000.00	300,000
130412	2/1/2024	Northland	BECKER MN TAX		075671LJ4	50,000.00		0.00	50,000.00	50,000
160317	2/1/2019	Northland	BECKER MN TAX		075663TG9	645,000.00		0.00	645,000.00	645,000
150903	11/1/2018	Northland	BROOKFIELD WI, TAXABLE		112857-BL-0	500,000.00		0.00	500,000.00	500,000
110310	2/1/2020	Northland	BROOKLYN CENTER ISD#286		113853-KG-9	285,000.00		0.00	285,000.00	285,000

2019 CASH AND INVESTMENT ACTIVITY

CITY INVEST #	STATED MAT DATE	BROKER	SECURITY DESCRIP	FDIC #	CUSIP	PRIN BAL 1/1/2019	PURCH 2019	SOLD/ MATURE 2019	BV PRIN BAL 12/31/2019	PAR
180913	7/31/2023	Northland	CD-BANK NEW ENGLAND SALEM		06426K-AN-8	245,000.00		0.00	245,000.00	245,000
180725B	7/25/2023	Northland	CD-SMARTBANK		83172H-DT-4	245,000.00		0.00	245,000.00	245,000
120215B	6/1/2026	Northland	CEDAR RAPIDS IO TAX		150528-JU-2	50,000.00		0.00	50,000.00	50,000
120606B	6/1/2022	Northland	CEDAR RAPIDS IO TAX		150528-N2-6	135,000.00		0.00	135,000.00	135,000
120606A	6/1/2023	Northland	CEDAR RAPIDS IO TAX		150528-PA-9	140,000.00		0.00	140,000.00	140,000
140620	12/1/2020	Northland	CELINA OHIO SCHOOL DISTR		151069-FD-8	300,000.00		0.00	300,000.00	300,000
130815A	12/1/2020	Northland	CHASKA, MN TAX		161664-DY-0	75,000.00		0.00	75,000.00	75,000
130815B	12/1/2021	Northland	CHASKA, MN TAX		161664-DZ-7	75,000.00		0.00	75,000.00	75,000
171129A	2/1/2019	Northland	CHASKA, MN TAX		161664-G4-7	120,000.00		0.00	120,000.00	120,000
140502	2/15/2020	Northland	COLLINGSWOOD NJ TAX		194756-PQ-9	145,000.00		0.00	145,000.00	145,000
180917	8/15/2019	Northland	CONNECTICUT STATE GO		20772J-QL-9	100,000.00		0.00	100,000.00	100,000
140730A	6/1/2019	Northland	DES MOINES IA TAXABLE		25009X-GB-5	115,000.00		0.00	115,000.00	115,000
140730B	6/1/2020	Northland	DES MOINES IA TAXABLE		25009X-GC-3	145,000.00		0.00	145,000.00	145,000
170109	6/1/2022	Northland	DESMOINES IA TAX		250097-J3-7	200,000.00		0.00	200,000.00	200,000
141104	2/1/2022	Northland	DULUTH MN TAXABLE		264438-G5-5	150,000.00		0.00	150,000.00	150,000
170712	7/1/2021	Northland	GARDENDALE ALA TAX		365478-DQ-6	240,000.00		0.00	240,000.00	240,000
171218B	3/1/2020	Northland	GLENDALE RIVER HILLS WIS TAX		378541-CN-4	135,000.00		0.00	135,000.00	135,000
140320A	3/1/2019	Northland	HAWLEY MN SCHOOL DISTRICT		420416-EZ-8	390,000.00		0.00	390,000.00	390,000
140117	11/1/2019	Northland	HONOLULU TAXABLE		438670-Q4-6	275,000.00		0.00	275,000.00	275,000
150109	10/1/2022	Northland	HUBBARD COUNTY TAX		443348-DE-4	135,000.00		0.00	135,000.00	140,000
180730	10/1/2024	Northland	HUBBARD COUNTY TAX		443348-DG-9	100,000.00		0.00	100,000.00	100,000
180212B	6/1/2019	Northland	IOWA WESTIN COMM COLLEGE		462612-SA-1	140,000.00		0.00	140,000.00	140,000
180212C	6/1/2020	Northland	IOWA WESTIN COMM COLLEGE		462612-SB-9	160,000.00		0.00	160,000.00	160,000
120321	3/1/2022	Northland	MADISION WI SCHOOL DISTR		558495-KN-6	500,000.00		0.00	500,000.00	500,000
150708	2/1/2019	Northland	MAPLEWOOD MN TAX		56557-UM-5	350,000.00		0.00	350,000.00	350,000
161101	3/1/2019	Northland	MARSHFIELD WI TAX		572852-W4-9	145,000.00		0.00	145,000.00	145,000
121228B	9/1/2023	Northland	MIDDLETON WIS REFUND		596782-T6-7	300,000.00		0.00	300,000.00	300,000
120214B	9/1/2025	Northland	MIDDLETON WIS REFUND		596782-TJ-1	315,000.00		0.00	315,000.00	315,000
150430	2/1/2022	Northland	MINNETONKA ISD #276		604195-YG-6	270,000.00		0.00	270,000.00	270,000
130702A	1/1/2019	Northland	MINNETONKA ISD #276		604195-VW-4	285,000.00		285,000.00	0.00	285,000
130702B	1/1/2021	Northland	MINNETONKA ISD #276		604195-VY-0	400,000.00		0.00	400,000.00	400,000
160812	5/1/2023	Northland	MONROE MI TAX		611101-MF-0	190,000.00		0.00	190,000.00	190,000
130722	2/1/2021	Northland	MOUND MN TAXABLE		620S35-W4-2	95,000.00		0.00	95,000.00	95,000
100803C	2/1/2019	Northland	NEW PRAGUE BAB		648159-TY-7	45,000.00		0.00	45,000.00	45,000
100803D	2/1/2020	Northland	NEW PRAGUE BAB		648159-TZ-4	70,000.00		0.00	70,000.00	70,000
141006	6/1/2020	Northland	NORTHEAST IOWA COMM COLLEGE		664214-JQ-7	320,000.00		0.00	320,000.00	320,000
181011	10/1/2020	Northland	OKLAHOMA COUNTY ISD #6		678720-KJ-1	400,000.00		0.00	400,000.00	400,000
161003B	2/1/2019	Northland	OLIVIA MN TAX		681079-YE-3	95,000.00		0.00	95,000.00	95,000
161003C	2/1/2020	Northland	OLIVIA MN TAX		681079-YF-0	100,000.00		0.00	100,000.00	100,000
180131	3/1/2021	Northland	PALMYRA EAGE AREA SCHOOL		697165-EH-7	75,000.00		0.00	75,000.00	75,000
130624A	2/1/2023	Northland	RAMSEY COUNTY TAXABLE		751622-HH-7	595,000.00		0.00	595,000.00	595,000
130624B	2/1/2022	Northland	RAMSEY COUNTY TAXABLE		751622-HG-9	285,000.00		0.00	285,000.00	285,000
180124B	2/1/2019	Northland	RICHFIELD TAX TIF		763325-6K-8	25,000.00		0.00	25,000.00	25,000
171228A	2/1/2020	Northland	SCOTT COUNTY TAX		809557-AY-7	60,000.00		0.00	60,000.00	60,000
171228B	2/1/2021	Northland	SCOTT COUNTY TAX		809557-AZ-4	115,000.00		0.00	115,000.00	115,000
120308A	12/1/2020	Northland	SHOREWOOD WIS TAX		825230-KU-8	150,000.00		0.00	150,000.00	150,000
120308B	12/1/2022	Northland	SHOREWOOD WIS TAX		825230-KW-4	150,000.00		0.00	150,000.00	150,000
120308C	12/1/2027	Northland	SHOREWOOD WIS TAX		825230-LB-9	225,000.00		0.00	225,000.00	225,000
120308D	12/1/2028	Northland	SHOREWOOD WIS TAX		825230-LC-7	465,000.00		0.00	465,000.00	465,000
170215	5/1/2019	Northland	SPARTA WIS REFUNDING		846748-HC-8	100,000.00		0.00	100,000.00	100,000
161222	2/1/2019	Northland	ST. PAUL MN PORT AUTHORITY TAX		793028-WR-8	145,000.00		0.00	145,000.00	145,000
110608	2/1/2019	Northland	WADENA MN BAB		930217-JD-7	95,000.00		0.00	95,000.00	95,000
170620A	6/1/2019	Northland	WATERLOO IOWA TAXABLE		941647-VS-5	210,000.00		0.00	210,000.00	210,000
170620B	6/1/2020	Northland	WATERLOO IOWA TAXABLE		941647-VT-3	210,000.00		0.00	210,000.00	210,000
170823B	10/1/2019	Northland	WESTERN LAKE SUPERIOR		958522-XW-9	120,000.00		0.00	120,000.00	120,000
120215C	10/1/2019	Northland	WESTERN LAKE SUPERIOR		958522-WU-4	100,000.00		0.00	100,000.00	100,000
160728A	5/1/2020	Northland	WISCONSIN STATE TAX		97705M-DS-1	500,000.00		0.00	500,000.00	500,000
									13,315,000.00	
181228G	12/28/2021	UBS	CD-ALLY BANK		02007GGT4	100,000.00		0.00	100,000.00	100,000
190118C	1/18/2024	UBS	CD-STATE BANK INDIA IL		856283G91	0.00	245,000.00	0.00	245,000.00	245,000
190123	1/25/2021	UBS	CD-ALLEGIANCE BANK		01748DBM7	0.00	245,000.00	0.00	245,000.00	245,000
181214	12/14/2021	UBS	CD-BMW BANK		05580AQA5	95,000.00		0.00	95,000.00	95,000
180628	6/28/2023	UBS	CD-COMENITY BANK	27499	981996UP3	200,000.00		0.00	200,000.00	200,000
180815B	8/16/2021	UBS	CD-DIETRICH BANK	3787	253720AB2	245,000.00		0.00	245,000.00	245,000
180815A	8/16/2021	UBS	CD-DISCOVER BANK	5649	254673SV9	145,000.00		0.00	145,000.00	145,000
180831E	8/28/2020	UBS	CD-FIRST REPUBLIC BAN	59017	33616CBL3	245,000.00		0.00	245,000.00	245,000
150311	3/11/2025	UBS	CD-HBSC BANK	57890	40434ASB6	240,000.00		0.00	240,000.00	240,000
160930E	9/30/2019	UBS	CD-JEFFERSON BANK & T	1071	472376AA0	245,000.00		0.00	245,000.00	245,000.00
180928	9/28/2023	UBS	CD-JP MORGAN CHASE BANK		48128FVB5	245,000.00		0.00	245,000.00	245,000
161216B	12/16/2022	UBS	CD-MERCANTIL COMM E	22953	58733ADQ9	245,000.00		0.00	245,000.00	245,000
180531B	6/1/2020	UBS	CD-MORGAN STANLY	34221	6176OALP2	245,000.00		0.00	245,000.00	245,000

2019 CASH AND INVESTMENT ACTIVITY

CITY INVEST #	STATED MAT DATE	BROKER	SECURITY DESCRIP	FDIC #	CUSIP	PRIN BAL 1/1/2019	PURCH 2019	SOLD/ MATURE 2019	BV PRIN BAL 12/31/2019	PAR
180926A	9/27/2021	UBS	CD-TOWNEBANK PORTSMOUTH VA		89214PCA5	200,000.00		0.00	200,000.00	200,000
180723	7/24/2023	UBS	CD-TOYOTA FINANCIAL	57542	89235MJA0	245,000.00		0.00	245,000.00	245,000
180629A	6/29/2021	UBS	CD-WELLS FARGO	3511	949763RX6	245,000.00		0.00	245,000.00	245,000
150812	6/1/2023	UBS	CHARLOTTE TAXABLE		161037L61	300,000.00		0.00	300,000.00	300,000
180626	2/1/2023	UBS	FFCB		3133EG5K7	300,000.00		0.00	300,000.00	300,000
'180711A	3/6/2023	UBS	FFCB		3133EJET2	350,000.00		0.00	350,000.00	350,000
180614	6/12/2024	UBS	FFCB		3133EH2F9	500,000.00		0.00	500,000.00	500,000
180522	2/5/2025	UBS	FFCB		3133EJBN8	750,000.00		0.00	750,000.00	750,000
180711B	2/20/2026	UBS	FFCB		3133EJDH96	400,000.00		0.00	400,000.00	400,000
010328	6/25/2023	UBS	FHG14A		312916PD5R	2,000.00		0.00	2,000.00	152,000
160928	3/28/2025	UBS	FHLB		3130A9CN9	300,000.00		0.00	300,000.00	300,000.00
160826D	8/24/2026	UBS	FHLB		3130A8Z63	300,000.00		0.00	300,000.00	300,000
160830A	8/28/2026	UBS	FHLB		3130A8ZF3	300,000.00		0.00	300,000.00	300,000
180713C	8/24/2028	UBS	FHLB		3130A8Y56	500,000.00		0.00	500,000.00	500,000
180914	5/28/2038	UBS	FHLB STEP		3130A83X9	300,000.00		0.00	300,000.00	300,000
180814	8/16/2024	UBS	FHLB-STEP		3130A8UZ4	430,000.00		0.00	430,000.00	430,000
160830B	8/28/2023	UBS	FHLMC		3134GAAKO	300,000.00		0.00	300,000.00	300,000
160726	7/26/2024	UBS	FHLMC		3134G9N78	500,000.00		0.00	500,000.00	500,000
020826	10/15/2022	UBS	FHR 1391D		312912LUO	402.24		11.62	390.62	59,990
180907	7/1/2021	UBS	FLORIDA STATE BOARD OF ADMIN		341271ABO	400,000.00		0.00	400,000.00	400,000
171211	7/1/2021	UBS	FLORIDA STATE BOARD OF ADMIN		341271AB0	235,000.00		0.00	235,000.00	235,000
160428	10/28/2022	UBS	FNMA		3136G3JS5	250,000.00		0.00	250,000.00	250,000
160830D	8/24/2023	UBS	FNMA		3136G32Y0	250,000.00		0.00	250,000.00	250,000
970625	2/25/2021	UBS	FNMA FNR-1991-7 H		31358FZW2	1,000.00		0.00	1,000.00	129,000
021004	8/25/2022	UBS	FNR 1992-125L		31358PS40C	491.52		12.22	479.30	52,000
001127	7/25/2022	UBS	FNR G92-35		31358PHV2C	439.00		18.31	420.69	75,215
161026	10/1/2024	UBS	HONOLULU TAX		4386705W7	300,000.00		0.00	300,000.00	300,000
161114A	7/1/2025	UBS	LEXINGTON FAYETTE AIRPORT		52909MCA0	300,000.00		0.00	300,000.00	300,000
160412	5/1/2019	UBS	LINCOLN SD TAX		533883NG5	500,000.00		0.00	500,000.00	500,000
160718	12/1/2021	UBS	LITTLE MIAMI OHIO SCHOOL		537292KY9	345,000.00		0.00	345,000.00	345,000
151023	10/1/2024	UBS	MADISON TAXABLE		55844RKN3	640,000.00		0.00	640,000.00	640,000
180629C	6/1/2025	UBS	MARYLAND STATE TAX		57420PGR1	300,000.00		0.00	300,000.00	300,000
160601	2/15/2022	UBS	MCALLEN TAX'		582018Ff5	200,000.00		0.00	200,000.00	200,000
160224B	12/1/2019	UBS	MCLEAN COUNTY IL SCHOOL DISTRIC		582018Ff5	450,000.00		0.00	450,000.00	450,000
161208B	11/1/2024	UBS	MICHIGAN FIN AUTH REV		59447TJX2	250,000.00		0.00	250,000.00	250,000
160705	11/1/2021	UBS	MICHIGAN STATE TAX		594612CX9	300,000.00		0.00	300,000.00	300,000
160526	5/1/2020	UBS	MILAN MICH SCHOOL TAX		598801JD1	500,000.00		0.00	500,000.00	500,000
150310	4/1/2020	UBS	MONTGOMERY ALA TAX		613035L69	400,000.00		0.00	400,000.00	400,000
161208A	4/1/2023	UBS	NEW HOPE CULTURAL ED TAX		64542WAY6	250,000.00		0.00	250,000.00	250,000
160830C	8/1/2022	UBS	NEW YORK CITY TAXABLE		64966MED7	300,000.00		0.00	300,000.00	300,000
151104	3/1/2022	UBS	NEW YORK TAXALBE		64966KQC0	500,000.00		0.00	500,000.00	500,000
151009	9/1/2024	UBS	NJ ENVIRONMENTAL INFRASTRUCTUR		645791CAO	270,000.00		0.00	270,000.00	270,000
160727	5/1/2022	UBS	NORTH BRANCH SCHOOL TAX		657740F50	500,000.00		0.00	500,000.00	500,000
130606B	11/1/2019	UBS	NYC GEN TAX		64971QH63	1,000,000.00		0.00	1,000,000.00	1,000,000
180108	10/1/2022	UBS	PALM BEACH COUNTY SOLID WASTE		696560LD1	450,000.00		0.00	450,000.00	450,000
151207	12/1/2020	UBS	SACRAMENTO TAXABLE		786060BB8	300,000.00		0.00	300,000.00	300,000
160613	12/1/2020	UBS	SCHILLER PARK TAX		8062721LM6	325,000.00		0.00	325,000.00	325,000
161018	7/1/2024	UBS	SELMA ALA TAX		816459QV6	500,000.00		0.00	500,000.00	500,000
160802	12/1/2027	UBS	TOOLE CITY UT TAX		89033RBU7	400,000.00		0.00	400,000.00	400,000
160422	5/15/2021	UBS	UNIVERSITY OF CA TAX		91412GFS9	500,000.00		0.00	500,000.00	500,000
160927A	5/1/2021	UBS	YPSILANTI MI SCHOOL DISTR		987864NY7	405,000.00		0.00	405,000.00	405,000.00
									20,284,290.61	
	TOTAL INVESTMENTS					66,545,332.76	5,381,000.00	4,638,042.15	67,288,290.61	
			Unamortized Premiums			1,458,475.04			1,458,475.04	
			Unamortized Discounts			(3,416,804.32)			(3,416,804.32)	
			BOW			8,411,896.01	3,546,437.50	3,436,543.62	8,521,789.89	
			Money Market Accounts			4,759,980.08	2,542,047.13	4,000,000.00	3,302,027.21	
			Net Cash and Investments			77,758,879.57	11,469,484.63	12,074,585.77	77,153,778.43	

CC Regular Session **4. 2.**

Meeting Date: 02/12/2019

By: Katie Schmidt, Administrative Services

Information

Title

Approve the Following Meeting Minutes:

1. City Council Work Session dated 1/22/2019
2. City Council Regular dated 1/22/2019
3. City Council Special Work Session dated 1/29/2019

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 1/22/2019
2. City Council Regular dated 1/22/2019
3. City Council Special Work Session dated 1/29/2019

Attachments

1-22-2019 ccws minutes

1-22-2019 cc minutes

1-29-2019 ccws minutes

Form Review

Inbox	Reviewed By	Date
Colleen Lasher	Colleen Lasher	02/04/2019 02:01 PM
Kurt Ulrich	Kurt Ulrich	02/06/2019 02:22 PM
Form Started By: Katie Schmidt		Started On: 01/31/2019 12:25 PM
Final Approval Date: 02/06/2019		

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

The Ramsey City Council conducted a City Council Work Session on Tuesday, January 22, 2019, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor John LeTourneau
Councilmember Nadine Heinrich
Councilmember Mark Kuzma
Councilmember Debra Musgrove (arrived at 5:52 p.m.)
Councilmember Melody Shryock

Members Absent: Councilmember Chris Riley

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
Community Development Director Timothy Gladhill
City Engineer Bruce Westby
City Planner Chris Anderson
Stacie Kvilvang, Ehlers

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: Discuss Funding Options for Possible Public Works Campus

City Administrator Ulrich noted that the purpose of this exercise was to determine a long-term funding plan for a future public works campus.

Stacie Kvilvang provided background information on the bonding process that municipalities use for the construction of public facilities. She stated that if there is truly a need for a facility, which in this case there is, this bonding method would be the lowest cost option. She provided additional details on the funding spreadsheet that was created that reviews four different options.

Finance Director Lund provided additional clarification on the calendar year for bonding and a higher interest rate that could be triggered if a certain threshold in bonding is exceeded.

City Administrator Ulrich provided additional details, noting that 25 percent of the funds would come from the sewer and water fund as a portion of the facility would be used for that purpose. It was noted that there are additional funds available as unrestricted in the landfill trust fund that could also be used on this project.

Councilmember Kuzma asked the recommendation from staff for the best-case scenario.

Finance Director Lund replied that she would recommend option three or option four, to ensure bank qualification and provided additional clarification. She stated that $3,750,000 would come from the sewer and water funds as that would equate to 25 percent of the project cost. She confirmed that those are available funds and would not be paid back. She explained that for option three, the additional funds would come from an internal loan from the sewer and water fund in the amount of $3,750,000 which would be paid back over time. She stated that in order to get to option four, those two funding options would be utilized with an additional $2,000,000 being contributed from the landfill fund. She confirmed that contribution from the landfill fund would then close out that account and the funds would not be available for future projects.

Councilmember Musgrove arrived at 5:52 p.m.

Councilmember Shryock provided an example of how this debt would interact with the road debt and received confirmation.

Councilmember Kuzma acknowledged that the facility is needed but struggled that this would add two percent to the levy, with the increase for personnel and would not even consider any additional budget considerations.

Councilmember Shryock noted that this is simply a planning step at this point and would not lock the Council into a decision at this time.

Mayor LeTourneau stated that there seems to be consensus about the need for the facility, but the discussion is when that will take place and how. He stated that once the financing is decided the Council will need to weigh the budget implications. He stated that this is an investment in the community, which does cost money. He stated that the question will be whether the Council is willing to make that investment; it will also have an impact on the other budget discussions that are made. He stated that the Council is not making a decision at this time but is weighing different funding options. He stated that he would prefer funding option four, as that would bring the most to the table and slow the cost implications on the budget and levy.

Councilmember Shryock agreed that she would prefer option three or four. She asked the balance of the landfill trust fund.

Finance Director Lund replied that the balance is $2,500,000.

Mayor LeTourneau stated that the work at this point is to structure all the elements to determine the most attractive funding options.

Councilmember Kuzma stated that in his time on the Council there has been an investment in staff to ensure that the City can provide sufficient services to the community. He stated that staffing has become stable. He stated that he would prefer option four but would then want to go back to staff to say that if this facility is going to be constructed, there will need to be budget cuts in other areas to support the construction of this facility.

Mayor LeTourneau stated that the Council has been charged with a responsibility of growth and that growth is being managed with these investments to the community. He stated that staffing is an area that has been thoroughly reviewed and managed, along with fire and police in order to make the investments in staff that the community needs. He stated that he would be cautious not to negatively affect the work that has been done.

Councilmember Heinrich agreed that if option four is chosen, she would want to look at tightening other items in the budget to equate to that two percent impact to the levy. She referenced the estimated cost of $15,000,000 for the facility and asked if a more accurate cost estimate could be obtained that would provide a better picture.

Public Works Superintendent Riemer replied that this was simply a concept and in order to obtain a better quote, a more formal bidding and design process would need to be followed.

Ms. Kvilvang replied that the general cost for this type of facility ranges between $12,000,000 and $20,000,000.

Councilmember Shryock stated that she would like to have additional background on the potential funding sources; using the example of the landfill trust fund and the implications that using those funds could have on future opportunities.

Mayor LeTourneau stated that when a facility of this type is constructed, it is built to the needs of today and the potential needs of the future to ensure that the asset will function for generations to come.

Public Works Superintendent Riemer provided additional details, noting that the facility would be built for adaptability in the future.

Councilmember Musgrove thanked public works staff for allowing her to tour the facility to gain additional knowledge on the topic. She stated that because she was late, she would read the minutes and submit any additional questions to staff.

City Administrator Ulrich reviewed the next steps, which would include putting this more into concept with the budget for the next year that would include assumptions about growth and staffing. He stated that additional costs could attempt to be refined and staff could also bring back additional information on the landfill trust fund and the potential uses of those funds should they not be used for this facility.

Councilmember Kuzma stated that currently the City has bonding for road debt, but if the City were to move to franchise fees, that debt would be removed from bonding which would provide a better situation for this facility. He stated that future land sales could also offset this facility.

City Administrator Ulrich stated that staff can review the land sale policy to determine if this project could be included.

Mayor LeTourneau thanked staff for the work they have done thus far. He stated that the purpose of the conversation was to move down the path discussing options and, in the future, there will be decisions that need to be made.

2.02: Confirm Approval Process for Accessory Structures and Animals at 6230 167th Ave NW; Case of Blackjack Farms, LLC (Michael Sykes)

City Administrator Ulrich stated that this is a case involving building code and zoning code enforcement. He stated that there have been some issues with this property owner, but the discussion tonight will focus on the building on the property at 167th Avenue and to review options moving forward. He stated that the discussion tonight will provide information to the Council in order to provide direction for moving forward.

Community Development Director Gladhill reviewed the staff report.

Mayor LeTourneau stated that the City has had an opportunity to meet with the property owner on several occasions in an attempt to have an open discussion and dialogue on this topic. He stated that what is important is to find a balance to allow the property owner to have what they would desire on their property while balancing that with the zoning code.

Councilmember Heinrich thanked the property owner, Mayor LeTourneau, City Administrator Ulrich and Community Development Director Gladhill for taking the time to have that meeting. She acknowledged that there are channels that need to be gone through for this process. She stated that the property owner has a plan and it would be very helpful if that could be provided to staff.

Community Development Director Gladhill stated that the building height and materials are missing from the plan, along with compliance from wetlands and basic site plan elements that are required for a project of this magnitude.

Councilmember Kuzma stated that the City has approved a lot of projects and there are policies and procedures which allow the process to be followed with ease. He noted that if a Conditional Use Permit is needed, the property owner needs to follow that process in order to get the project approved. He stated that if the property owner resists following the proper path, the project would not be able to move forward. He stated that ordinances are in place for everyone and special allowances are not granted.

Councilmember Shryock stated that there seems to be a lot of concessions being made. She stated that there are guidelines in place for a reason and those should be followed. She stated

that the guidelines do not obstruct anyone from doing what they would like to do. She stated that it appears that a lot of concessions are being made that could be precedent setting for future applications.

Councilmember Heinrich stated that the meeting with Mr. Sykes encouraged the property owner to follow the steps of the Conditional Use Permit and there would be a good likelihood of the application being approved. She stated that she likes that the case states that there would be flexibility in escrow costs and believed that was generous and thanked staff for that flexibility.

City Administrator Ulrich stated that Mr. Sykes stated that timelines were an issue and staff attempted to develop a timeline that would allow the process to move more quickly. He acknowledged that some of those dates have passed and asked for an updated timeline.

Community Development Director Gladhill stated that the Planning Commission meets only once per month and therefore the next deadline for application submission would be February 7th, which would allow the 30-day review period prior to the public hearing by the Planning Commission. He stated that the Planning Commission would then hear this application at their March meeting and the ten-day period between Planning Commission and City Council review could be waived, allowing for the application to be heard by the City Council on March 12th.

Councilmember Shryock stated that she would like to hear from staff regarding the concessions that are being offered and why the rates have been discounted.

Community Development Director Gladhill stated that there is a $200 application fee for land use applications. He stated that an escrow is then collected for additional costs that may be incurred throughout the review process. He stated that there has been discussion from the Planning Commission to review that escrow process for residential permit applications, perhaps charging a flat fee or estimating more actual costs.

Mayor LeTourneau stated that he would be looking at discussing potential efficiencies which could include requesting a special Planning Commission meeting, which could expedite the process.

Councilmember Kuzma stated that a special meeting is an inconvenience to the Planning Commission. He stated that this matter has been going on for some time and it is not the job of the City to provide additional concessions to make this work.

Councilmember Heinrich stated that the concern of Mr. Sykes is with the animals.

Michael Sykes stated the animals are not part of his concern at this time. He stated that he will be leaving this meeting as the fight is over a building the size of this conference room.

Councilmember Shryock stated that she is confused as this was what she thought was an amiable discussion and the resident just walked out. She stated that she would then be concerned that the City is willing to do all these things to help the resident and he is not even willing to sit at the table and have the discussion.

Mayor LeTourneau agreed that this has been a consistent trend throughout this process.

Councilmember Shryock stated that this was a fair discussion and the Council was in favor of working with the resident and he instead became belligerent and walked out. She did not foresee that this process would move smoothly going forward.

Councilmember Heinrich stated that the concern of Mr. Sykes was getting a structure for his animals that would be heated during the winter. She stated that her request would be to present the option to the Planning Commission to hold a special meeting. She stated that a lot of time and energy has been put into this topic and agreed that she felt that this had been an amiable discussion.

Mayor LeTourneau stated that Mr. Sykes made the comment that the animals were not a level of his concern at this time, which leads him to believe that the animals have been moved to another location as the resident had mentioned in previous conversations that he did have additional locations.

Councilmember Kuzma stated that until the required documents and application are received, he would direct staff not to move forward further on this request.

Mayor LeTourneau stated that he would also support the City staying inside of all the compliances of the zoning code and ordinances moving forward and would need to react appropriately to whatever the choices of the property owner are.

City Administrator Ulrich stated that if the applicant submits the necessary documents and application for the Conditional Use Permit, he has heard support for this moving forward. He stated that if the homeowner continues to move forward on the building without the proper permits, there would be an action the City could take that would prevent further construction until the issue is resolved. He stated that the City is in the position that it needs to enforce the code.

Councilmember Kuzma stated that if the agricultural determination is made by the County, that would alleviate some of the pressure from the City, but that necessary documentation has not been provided to the County.

Community Development Director Gladhill stated that there is a high risk that the property owner will continue to move forward whether the proper approvals are obtained based on prior history. He stated that the building materials have been purchased, the site has been graded and the footings for the foundation have been poured.

2.03: Continued Discussion on Administration and Enforcement of City Code Violations

Community Development Director Gladhill reviewed the staff report.

Councilmember Musgrove stated that there is already an established policy for sign location and therefore the other element would be the look of the sign. She asked if the intent would be to have additional discussion on that topic.

Community Development Director Gladhill stated that the discussion would focus more on temporary signage, using the example of the large portable black signs with neon letters and the use of banners that are on buildings or staked into the ground. He stated that additionally there would be discussion in the future on sign height.

Mayor LeTourneau stated that he appreciates the additional information and the ability to look further at a possible proactive approach for some elements.

Councilmember Musgrove stated that when speaking to residents she heard comments about outdoor storage at residential properties that are visible from other residential properties because of the way properties are situated in some neighborhoods.

Community Development Director Gladhill stated that people will have some items stored outside on their residential property. He provided additional clarification on items that would meet the definition of nuisance under the City Code. He stated that the goal is to regulate the difference between junk and usable items that are stored outdoors.

Mayor LeTourneau stated that he would hope that the resident would be able to first attempt to work with the neighbor and if that does not work, the resident could speak with City staff to determine if there is a violation or whether that is simply permitted.

3. TOPICS FOR FUTURE DISCUSSION

3.01: Review Future Topics/ Calendar

City Administrator Ulrich stated that there are some residents interested in organized garbage collection and asked if there is a desire for the Council to discuss that option at a future worksession.

Mayor LeTourneau agreed that this topic does arise from time to time and asked whether the Council would like to revisit the topic.

Councilmember Kuzma stated that he would not be interested in revisiting the topic, wasting time on an issue that would be controversial.

Councilmember Musgrove agreed that the Council should pick its battles. She stated that by having a choice in provider, that does provide a more competitive market. She acknowledged that there is wear on the roads from garbage trucks but noted that other large trucks also have impacts on the roads.

Councilmember Shryock stated that she likes the ability for residents to choose.

Councilmember Heinrich stated that she brought this forward for discussion as she had heard the comment about the wear the trucks have on the roads. She agreed that it is fair to allow residents to continue to make the choice about the business they would like to contract with for that service.

4. MAYOR / COUNCIL / STAFF INPUT

None.

5. ADJOURNMENT

The Work Session of the City Council was adjourned at 6:55 p.m.

Respectfully submitted,

_____
Kurtis G. Ulrich
City Administrator

ATTEST:

_____
Katie M. Schmidt
Administrative Assistant

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

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CITY COUNCIL
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA

The Ramsey City Council conducted a regular meeting on Tuesday, January 22, 2019, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor John LeTourneau
Councilmember Nadine Heinrich
Councilmember Mark Kuzma
Councilmember Debra Musgrove
Councilmember Melody Shryock

Members Absent: Councilmember Chris Riley

Also Present: City Administrator Kurtis Ulrich
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 Planner Chris Anderson
City Engineer Bruce Westby

1. CALL TO ORDER

Mayor LeTourneau called the regular meeting of the Ramsey City Council to order at 7:02 p.m., followed by the Pledge of Allegiance led by Mayor LeTourneau.

2. PRESENTATION

None.

3. CITIZEN INPUT

None.

4. CONSENT AGENDA

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

4.01: Receive December 2018 Financial Reports – General Fund and Enterprise Funds
4.02: Receive Cash and Investments for Period Ending December 31, 2018

4.03: Note the Following Boards and Commissions Meeting Minutes:

- Park and Recreation Meeting Minutes dated November 8, 2018
- Planning Commission Meeting Minutes dated December 6, 2018
- Economic Development Authority Meeting Minutes dated December 6, 2018
- Environmental Policy Board Meeting Minutes dated December 10, 2018

4.04: Approve the following Meeting Minutes:

1) City Council Work Session dated January 8, 2019
2) City Council Regular dated January 8, 2019

4.05: Approve Licenses

4.06: Adopt Resolution #19-027 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of January 3, 2019 through January 16, 2019

4.07: Adopt Resolution #19-026 Approving an Encroachment Agreement for a Shed within a Drainage and Utility Easement at 15261 Barium Street NW (Project No. 18-132); Case of Alan and Susan Gustafson

4.08: Adopt Resolution #19-028 Authorizing Final Payment to Douglas-Kerr Underground, LLC for Improvement Project #16-20; Riverdale Drive Extension from Traprock Street to Ramsey Boulevard

4.09: Adopt Resolution #19-029 Approving an Extension for Building Removal and Code Enforcement Actions at 9539 Highway 10 NW

4.10: Adopt Resolution #19-030 Authorizing Final Payment to Park Construction Company for Improvement Project #16-54; Mississippi River Trail – Phase III

4.11: Adopt Resolution #19-031 Regarding the Support of a Job Creation Fund Application in Connection with Vision Ease LP

4.12: Adopt Resolution #19-033 Designating an Interim Building Official

4.13: Adopt Resolution #19-034 Clarifying Definition of Complaint Based Code Enforcement

4.14: Adopt Resolution #19-035 Recognizing Former Councilmember Jill Johns for her Service to the City of Ramsey

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

5. APPROVE AGENDA

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

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

6. PUBLIC HEARING

None.

7. COUNCIL BUSINESS

7.01: Adopt Ordinance #19-01 Rezoning the Property at 6316 Riverdale Drive NW from R-1 Residential (MUSA) to E-1 Employment

City Planner Anderson reviewed the staff report and recommendation to adopt Ordinance #19-01 rezoning the subject property from R-1 Residential (MUSA) to E-1 Employment. The City Council has already approved a Conditional Use Permit for outdoor storage as the principal use of the subject property (contingent upon adoption of the ordinance) and the Planning Commission has granted a variance for a reduced setback for the outdoor storage from residential properties. This is a transitional parcel between the two zoning districts and does not appear to be a desirable location for a residential home.

Motion by Councilmember Shryock, seconded by Councilmember Kuzma, to waive the City Charter requirement to read the ordinance aloud and Adopt Ordinance #19-01 Amending Section 117-90 "MAP" of Chapter 117 of the City Code of Ramsey, Minnesota.

A roll call vote was performed by the Recording Secretary:

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

Motion carried.

7.02: Review Concept for Commercial Horse Farm Located at 17209 Saint Francis Blvd. NW; Case of Dale Wills

City Planner Anderson reviewed the staff report. He noted that the Planning Commission also reviewed this concept plan at their regular January meeting. Questions arose regarding the size of the manure composting area, the size of the pasture area, as well as whether any employees would be living on the subject property. Additionally, concerns were noted about the amount of traffic coming through an existing residential neighborhood and the potential loss of existing trees. He stated that the potential buyer is looking for any feedback from the City on this concept before proceeding with the purchase of the subject property.

Dale Wills, 2176 157th Lane in Andover, stated that the current landowner is also present tonight. He stated that there was a community meeting and Planning Commission meeting at which time a lot of questions were answered from the neighbors and input was received to improve the plan. He stated that his family would like to relocate to Ramsey and would like to be able to conduct horse therapy, which would focus on benefiting those aged 14 to 25. He stated that there is a lot of data that there are great benefits for certain ailments (anxiety and autism) in using horses for therapeutic purposes. He stated that they have seen the benefit to their own children and would

like to make that available to a larger audience of people. He stated that young people could come in, individually, to work with a horse trainer to help that individual build a relationship with the horse that helps to translate into building other skills that assist in mental health. He stated that the people seeking the treatment sessions would receive their session in return for volunteer work on the site. He stated that the process could grow to hold shows periodically, which would allow those that have gained skills to display for family members. He reviewed some of the concerns that were brought up at the public meeting, which included manure management, traffic management, the protection of Ford Brook and Trott Brook, and the number of horses. He provided details on the manure management plan that they would have. He stated that one of the resources that draws him to the property is Ford Brook and his intention would be to protect that feature and hopefully provide improvement. He acknowledged that there would be additional traffic in the neighborhood but hoped to minimize the impact to neighbors. He stated that they would anticipate around 35 horses for the operation. He stated that his goal is to receive feedback to determine if there are improvements that they can make to their plan and whether the Council would support the plan moving forward.

Councilmember Heinrich stated that this is an exciting plan and the site plan seems to take into account the concerns of manure management that were brought up by the neighboring residents. She stated that although there would be additional traffic, a traditional residential development on this property would most likely bring in more traffic. She stated that she has seen the business model of horse therapy to be very successful with youth experiencing mental health concerns and autism.

Councilmember Kuzma stated that he is excited to see this move forward and believes that this would be a great addition to the community.

Councilmember Shryock echoed the comments of support. She stated that looking at the general site plan, perhaps the applicant could develop a circular driveway connection from Potassium to Sodium that would allow for traffic to have multiple access points for times when there are larger events.

Councilmember Musgrove stated that she also is excited about this option, noting that she grew up on a farm and agrees that there are benefits for youth. She asked where parking would occur for events.

Mr. Wills replied that the small parking area would be used for the instructors and individuals participating in sessions. He stated that the intent for events would be for parking to occur along the edges of the driveway. He noted that a pasture could also be opened and mowed to allow for additional parking for events.

Mayor LeTourneau stated that this seems to be a very compatible use for the area and allows the community to follow the goal of embracing the rural character of the community in some areas while continuing to provide urban services in other areas.

Mr. Wills stated that the staff has been wonderful to work with throughout this project and another project that he has worked on in Ramsey.

7.03: Adopt Resolution #19-036 to Approve Reclassifying a Parks Maintenance Worker to Lead Parks Maintenance Worker

Administrative Services Director Lasher reviewed the staff report and recommendation to reclassify the current Parks Maintenance Worker, Terry Byron, to Parks Lead Worker, at Step 4 of the Lead Parks Maintenance Worker wage scale, effective January 23, 2019.

Motion by Councilmember Kuzma, seconded by Councilmember Shryock, to Adopt Resolution #19-036 to Approve Reclassifying a Parks Maintenance Worker to Lead Parks Maintenance Worker.

Further discussion: Councilmember Musgrove stated that she and Councilmember Heinrich were not a part of the previous budget discussions. She asked for additional information on the costs mentioned. Administrative Services Director Lasher stated that $4052 is the total cost to the budget for this year. Councilmember Musgrove stated that she does not feel that she has the background information on the budget discussion and asked the purpose of this lead position moving forward after two years. Administrative Services Director Lasher explained that the employees in the parks department have been picking up the slack, but this promotion should happen to properly classify the position based on the duties being performed. Mayor LeTourneau stated that the City sets up classifications to better set the expectations of each position and the duties that employee is responsible for. He stated that this employee has been completing the duties without receiving the proper classification and therefore this is a housekeeping type activity to realign the employee with the proper classification. Councilmember Musgrove asked if the employee has been doing these duties exclusively or whether additional employees were assisting as well. Administrative Services Director Lasher stated that this employee has primarily been performing these duties. She stated that other parks employees were able to get a taste for the duties. She stated that the employee would continue to complete his current duties along with the lead duties. Mayor LeTourneau stated that the Council previously had this discussion and the decision was made to postpone the decision. He explained that there has been additional demand on the parks department and therefore this reclassification is now needed to provide stabilization. Administrative Services Director Lasher agreed that the parks department is very lean on staffing and it is very necessary and appropriate at this time. Mayor LeTourneau stated that during the 2018 budget discussion this element was discussed to be added in 2019.

Motion failed. Voting Yes: Mayor LeTourneau, Councilmembers Kuzma, and Shryock. Voting No: Councilmembers Heinrich and Shryock. Absent: Councilmember Riley.

City Administrator Ulrich stated that any vote tonight needs four affirmative votes to pass and therefore this motion would not pass.

Public Works Superintendent Riemer stated that in the past the supervisor had stated that he could handle both positions and that is why the decision for the lead position was postponed. He stated that the duties of the supervisor then included management of seasonal employees in both

the summer and winter months. He explained that since that time, the supervisor has needed help and the employee that is proposed for reclassification has stepped up to handle the management of the seasonal employees which allows the supervisor to focus on the larger projects and other duties. He noted that this reclassification would simply provide the appropriate compensation to the employee already performing the lead duties.

Councilmember Musgrove stated that there would be no change in the number of employees; this would be a change in status to increase salary.

Administrative Services Director Lasher stated that is somewhat correct but explained that the City has not been properly handling the situation. She stated that she is worried that if the City does not make the classification correct, there could be problems with the union contract. She stated that this position is required to come in outside of regular office hours to manage seasonal employees. She explained that this was placed on hold a few years ago and is now overdo. She agreed that there could be a liability in not making this reclassification.

City Administrator Ulrich stated that this could be tested by the union as the person could be seen to be doing a job for which they are not being compensated for.

Councilmember Heinrich stated that she is not in support of adding a new position but agreed that she wants to ensure that the employees are being compensated for the work that they are doing.

Motion by Councilmember Heinrich, seconded by Councilmember Kuzma, to reconsider Adopting Resolution #19-036 to Approve Reclassifying a Parks Maintenance Worker to Lead Parks Maintenance Worker.

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

Administrative Services Director Lasher reiterated that this is not adding a new position and would simply be properly compensating the employee for the duties they are performing.

Councilmember Musgrove stated that she agrees that staff should be properly paid for their duties but does not feel that the Council should be pressured to vote in a certain manner in order to be in compliance with the union.

Councilmember Shryock stated that when the decision was made to wait on this position it was based on the fact that they wanted to wait to see if the position was needed.

Administrative Services Director Lasher agreed that was part of the process. She stated that four parks maintenance workers were considered for the position and therefore time was also allotted to determine whom would be best to fill the position.

Councilmember Shryock stated that because the employee has been doing the job for some time, in some organizations there are instances when backpay is offered. She stated that the City is

fortunate that is not a part of the request and would support bringing the compensation up to match the duties performed.

Motion by Councilmember Kuzma, seconded by Councilmember Shryock, to Adopt Resolution #19-036 to Approve Reclassifying a Parks Maintenance Worker to Lead Parks Maintenance Worker.

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

7.04: Adopt Resolution #19-032 Extending Certain Community Development Professional Services Contracts

Community Development Director Gladhill reviewed the staff report and recommendation to 1) continue to contract with WSB Associates for Planning Division support for a period of three years, a new contract will be forwarded to a future Council date for consideration; 2) continue to contract with Inspectron, Inc. for Building Inspection Division support for a period of one year, the existing contract has a built in extension that can be canceled with appropriate notice; and 3) continue to contract with Tokle Inspections for Electrical Code Administration for a period of three years, the existing contract has a built in extension that can be canceled with appropriate notice.

Councilmember Kuzma asked if extending the contract for three years would hold the current rates for three years.

Community Development Director Gladhill stated that if a rate change was proposed in the future, that would come forward to the Council for consideration.

Councilmember Heinrich stated that she is not comfortable with the three-year extension without RFPs. She stated that gauging the market is something she believes is important and therefore would support an extension of one year.

Councilmember Shryock stated that when there is an agency you work well with, that consistency is important and therefore she would support the extension of three years, with a one-year extension for Inspectron. She noted that if there is concern in the future, the City would have the ability to cancel the contract.

Councilmember Musgrove stated that she likes the proposals as presented. She asked if an RFP could be requested during the extension period.

Community Development Director Gladhill confirmed that if the City decided to reevaluate during the three-year period, that would be allowed. He stated that if the cancelation process is followed there would be no liability, noting that the notice required is 30 to 60 days.

Councilmember Heinrich asked and received confirmation that this would not be an ideal time for the RFP process because it would align with the busy construction season.

Mayor LeTourneau stated that this process has worked very well for many years, noting that this process is cost and time efficient. He stated that the City consistently finds the rates within the market range through this process, without having to go through the lengthy RFP process. He referenced the subjective measures that are not included, including the institutional knowledge that these consultants have gained through their relationship in working with the City. He stated that changing consultants results in a loss of that institutional knowledge. He stated that there are also costs and staff time required to go through an RFP process and causes disruption in the planning department, focusing their efforts on that rather than the planning and development cases. He stated that he would also support the extension of three years.

Councilmember Kuzma referenced the graph showing fluctuation throughout the years. He stated that the City is working well with the consultants and the institutional knowledge is key in having a streamlined process.

Motion by Councilmember Kuzma, seconded by Councilmember Shryock, to Adopt Resolution #19-032 Extending Certain Community Development Professional Services Contracts, selecting option one.

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

8. MAYOR, COUNCIL AND STAFF INPUT

City Administrator Ulrich announced upcoming meetings and events.

Councilmember Heinrich announced an event she is hosting with the Learning Lodge and Behave Your Best with a topic on how to get your child to listen. She stated that the event will take place from 9 a.m. to 11 a.m. on Saturday, January 26th at the Learning Lodge.

9. ADJOURNMENT

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

Motion carried.

The regular meeting of the City Council adjourned at 8:19 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 SPECIAL WORK SESSION
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA

The Ramsey City Council conducted a City Council Work Session on Tuesday, January 29, 2019, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor John LeTourneau
Councilmember Nadine Heinrich
Councilmember Mark Kuzma
Councilmember Debra Musgrove
Councilmember Chris Riley
Councilmember Melody Shryock

Also Present: City Administrator Kurtis Ulrich
Public Works Superintendent Grant Riemer
Community Development Director Timothy Gladhill
City Engineer Bruce Westby
City Planner Chloe McGuire Brigl
Economic Development Manager Sean Sullivan
Elwyn Tinklenberg of The Tinklenberg Group
Angie Bersaw of Bolton & Menk
Ross Tillman of Bolton & Menk

1. CALL TO ORDER

Mayor LeTourneau called the City Council Work Session to order at 5:30 p.m.

2. TOPICS FOR DISCUSSION

2.01: Continue Discussion on Ramsey Gateway Project (Highway 10 Plan)

Community Development Director Gladhill reviewed the staff report.

Angie Bersaw, Bolton & Menk, provided a summary of the 2014 study that was completed and the variety of options that were left on the table for discussion. She explained that the goal of this study is to identify one vision which will allow planning for the future and positioning for future funding. She noted that a history of the study was reviewed in December and the goal at this time is to gain additional input to allow the process to continue to move forward. She stated that the general options that were available for the different intersections were reviewed at the last meeting. She stated that the technical working group has been continuing to work through the options, weighing the pros and cons of each, to determine which options are recommended for dismissal before moving to the public meeting phase.

Ms. Bersaw presented a potential concept for the Ramsey Boulevard intersection of Highway 10.

Ross Tillman, Bolton & Menk, provided additional details on the potential concept for Ramsey Boulevard intersection. He referenced the regional park near that intersection and noted that each concept for that intersection shows the potential impacts to that area. He explained that this is meant to be a high-level design and does not consider the number of lanes or types of traffic control, but rather a general footprint.

Mayor LeTourneau stated that in this concept the road would shift to the west and asked for additional input.

Mr. Tillman stated that the road was shifted to the west in order to make the crossing of the railroad and highway perpendicular, as well as pulling road infrastructure away from the properties in order to lessen the impacts to those properties. He identified one parcel that would still be impacted.

Councilmember Kuzma asked and received confirmation of the parcels that would need to be acquired under this concept.

Mr. Tillman provided additional details on how the concept would function.

Ms. Bersaw stated that the long-term goal of Anoka County is to grade separate all railroad crossings but would be open to leaving one, either Ramsey Boulevard or Sunfish Lake Boulevard, as an at grade separation. She stated that because of the conditions, Ramsey Boulevard would be preferred to be a grade separated crossing and therefore all the concepts show that separation.

Mr. Tillman confirmed that all the options for the Ramsey Boulevard intersection show the acquisition of all the businesses west of Highway 10, from Ramsey Boulevard to Armstrong Boulevard. He provided the second concept, which has more impact to the regional park area to the south and would be similar to the existing Armstrong interchange.

Community Development Director Gladhill stated that at a staff level, for both the City and County, there is not large support for that option that has more impact to the park.

Mayor LeTourneau asked if the configurations play better dependent upon whether the crossing is under the railroad or over the railroad.

Ms. Bersaw replied that these options all include above grade crossings, noting that another set of below grade crossings will also be reviewed.

Mr. Tillman reviewed some of the folded concept options and provided additional details on the path that traffic would follow.

Councilmember Kuzma stated that even though an option might be lower cost, it may be cumbersome to some of the local business owners.

Ms. Bersaw stated that they also have the same configurations for the intersection with Ramsey Boulevard going under both the railroad crossing and Highway 10.

Mayor LeTourneau asked the cost difference between an overpass and an underpass.

Mr. Tillman stated that going under tends to be more expensive as there is a need for a temporary railroad bypass. He stated that it can also be more challenging to obtain a permit from the railroad and there may also be pumping costs dependent upon the water table levels.

Ms. Bersaw identified additional buildings that would be impacted in order to construct a shoefly, or temporary track.

Councilmember Shryock asked and received confirmation that there would be additional costs and impact to Highway 10, if Ramsey Boulevard were going to go under Highway 10.

Ms. Bersaw stated that in discussions with BNSF Railroad, their first question is why the road cannot go over the railroad and that must be shown first before the railroad would even consider the road going under the railroad. She provided additional details on the planning process and how it will evolve as it moves forward, noting that this is still the very beginning fuzzy level of the process.

Mr. Bersaw moved to the chart identifying the pros and cons for each of the options provided thus far for Ramsey Boulevard. She explained that the evaluation process considered what is important to the City, to the County, and to MnDOT. She stated that at the technical group meeting there was a question of whether there would be preliminary agency support for the different options in order to gain input on moving forward. She reviewed the different elements included in the chart and the opinions that were received. She noted that the technical team is recommending that the options that include a railroad underpass be eliminated as well as eliminating the standard diamond and folded options that more significantly impact the park.

Councilmember Heinrich asked for additional information on cost differences.

Mr. Tillman stated that because this is a high-level design, they have not put a number to the concepts but provided additional information on the estimate range that was provided.

Ms. Bersaw stated that as the process continues to be refined, a range of cost estimates will be developed.

Councilmember Riley asked if the single point option that is not supported is not supported because of the high cost that would be associated.

Ms. Bersaw confirmed that because there are three other options available, the single point is not recommended at this point.

Councilmember Shryock stated that she would be interested in removing option seven from the list because of the high number of movements and the increase in travel time for users. She

stated that at this point she would prefer option two but could also support looking further into option four.

Ms. Bersaw acknowledged that there was a lot of discussion on option seven at the technical committee level as well, as to whether that should remain on for public meetings. She stated that perhaps option seven would not be preferred for both Ramsey Boulevard and Sunfish Lake but perhaps option seven would be okay at one of those locations.

Councilmember Shryock stated that from a pedestrian standpoint, option seven would not be a preferred option. She believed that would be the most logical option to be removed. She stated that she agrees with the recommendation of the technical committee on options two, four and seven to consider.

Mayor LeTourneau confirmed the consensus of the Council to continue to move forward with options two and four for Ramsey Boulevard, noting that option seven is not a favorable option because of the potential impacts.

Ms. Bersaw noted that during the public meeting the options reviewed throughout the process will be included in the presentation in order to explain how this process evolved in order to gain input.

Councilmember Musgrove asked and received confirmation that the cost for the acquisition of the businesses along the west from Ramsey Boulevard to Armstrong Boulevard has been considered and will continue to be included in any cost estimates.

Councilmember Kuzma stated that the businesses that will be impacted have been anticipating this for many years and therefore this is not new information for those businesses.

Ms. Bersaw moved to Sunfish Lake Boulevard, noting that the list of potential options has been expanded since the last meeting in December. She noted that options with an at grade rail crossing and above grade separation have been included.

Mr. Tillman provided details on the improvements that will occur in Anoka at Fair Oak and Thurston, noting that the first stoplight will then occur at Sunfish Lake Boulevard in Ramsey.

Ms. Bersaw provided some of the options that were considered for the Sunfish Lake Boulevard intersection.

Mr. Tillman provided additional details on the different options for the Sunfish Lake Boulevard intersection.

Councilmember Kuzma asked if Plants and Things would stay or would need to be acquired.

Mr. Tillman replied that under this scenario there would be significant impacts. He stated that a large piece of the property would remain but was unsure if that would be sufficient for the business. He also reviewed a lesser cost, less impactful option for the intersection noting that the

option would not allow all movements to be made at the intersection. He stated that because this option does not include the ability for pedestrian crossing, another element would need to be constructed that would allow for pedestrian crossing, such as a bridge, that would have additional cost. He confirmed that the option would allow the main straight traffic on Highway 10 to continue without stopping while there would be a signal for certain movements.

Ms. Bersaw explained that a standard diamond intersection at Sunfish Lake would impact almost every property near the intersection.

City Administrator Ulrich stated that there are also cost implications. He stated that if there are lesser impacts to adjacent properties, and lesser costs, perhaps then limiting certain movements would be acceptable.

Ms. Bersaw reviewed a few more options but noted that some options would significantly impact properties. She reviewed a more constrained footprint that would minimize impacts to local businesses and would include an at grade rail crossing with Sunfish crossing under Highway 10. She stated that going under the railroad at Sunfish Lake would not be feasible because of the impacts that would be needed to create the temporary track.

Mr. Tillman continued to review options, including an option very similar to the design that will be constructed at Thurston Avenue in Anoka.

Councilmember Kuzma stated that drivers are becoming more comfortable with roundabouts as time goes on.

Ms. Bersaw reviewed the chart that identifies the pros and cons for each of the options for the Sunfish Lake Boulevard intersection. She stated that the technical team left more options on the table for discussion with the recommendation to remove the standard diamond, high diamonds, and the high T.

Councilmember Kuzma stated that he likes option seven as it is a unique design which allows free flowing traffic on the highway.

Councilmember Shryock stated that she also likes option seven but was curious if there would be an option for an at grade railroad crossing for that option.

Mr. Tillman stated that because of the tight spacing it would be difficult to come back down to grade for the rail crossing.

Mayor LeTourneau stated that his overall expectation would be to keep traffic moving on the highway. He stated that the north/south corridor connection is also important, as each of those roadways provides the connection to the communities north of Ramsey. He stated that he likes option seven because it keeps the highway traffic moving but also provides ease for the north/south traffic.

Councilmember Riley agreed that he also prefers option seven but could be interested in options five or six as well. He agreed there could be continuity in building the same type of intersection at Sunfish that is being built at Thurston.

Councilmember Shryock stated that her only concern with the roundabout would be pedestrian traffic. She stated that some concepts show the frontage road running through the middle of Plants and Things, while option seven pushes that frontage road towards the railroad to preserve the largest amount of space for that business.

Community Development Director Gladhill noted that in conversations with the property owner, they are not interested in partial acquisition and would only agree to full acquisition, therefore whatever land is preserved would be for redevelopment purposes.

Economic Development Manager Sullivan stated that the difference between the Sunfish Lake intersection and Ramsey Boulevard intersection is that the businesses off Sunfish Lake are destination businesses, while the businesses at Ramsey Boulevard are convenience based.

Ms. Bersaw stated that her preference would be to keep some of the lost cost options included in the process to consider the reality of funding.

Community Development Director Gladhill stated that missing from this discussion is the McKinley Street connection. He noted that there is a small gap missing that could connect the two industrial parks.

Economic Development Manager Sullivan stated that there are business owners that have businesses in both locations and would like to move products between the locations with more ease. He stated that during construction time in Anoka, there would be significant advantage to those Anoka businesses to allow the McKinley Street connection.

Councilmember Kuzma stated that in terms of medical safety the ability to go over the railroad crossings is important to get emergency vehicles from one side of the community to the other. He believed that option seven would allow for a better flow of traffic volume, not only today but in the future.

City Administrator Ulrich stated that in terms of the State list that was developed, Sunfish Lake Boulevard was listed as a higher priority for an above grade crossing over Ramsey Boulevard.

Community Development Director Gladhill confirmed the consensus of the Council to support option seven A as the first choice thus far with direction to rule out options three, four, and the high T.

Ms. Bersaw confirmed the consensus of the Council agreeing with the recommendations of the technical committee with the additional of an option 7A.

Ms. Bersaw moved to the west end noting that there are still unknowns for the future of the west end area, which will not be answered during this study time because of changes in both Anoka and Elk River.

Mr. Tillman introduced and reviewed the potential concepts for the west end area.

Ms. Bersaw stated that perhaps the west end concepts are a phased approach because they are on a lowest cost range and would be dependent upon what happens with the improvements in Elk River and Anoka.

Councilmember Musgrove stated that she does like the idea that similar movements would be timed together with the stoplights, rather than having separate timing for each stoplight.

Mayor LeTourneau stated that he is overwhelmed that this would be an additional piece of work that the City would need to attach to; the previous thought was from Sunfish to Armstrong. He was appreciative in the desire to be more proactive between Armstrong and Elk River, but would find it hard to commit to a plan for that area. He acknowledged that intersections like Alpine and Jarvis are not safe and therefore mitigation efforts would be appreciative.

Councilmember Kuzma agreed that Alpine and Jarvis are dangerous intersections but was unsure that traffic is that heavy at this time. He stated that perhaps this is planned without signals, and additional improvements can be added in the future as needed.

Councilmember Riley stated that he would like to rethink if a different plan may work for the weigh station and roadside rest, as those elements may no longer be needed and could drive different answers.

Community Development Director Gladhill acknowledged that there would be additional work needed in this area with alternative options.

Councilmember Musgrove agreed that it is important to keep this portion included in the study because of the large housing development that was added near the Alpine intersection.

Planning Commissioner Bruce Anderson stated that he believed that the purpose is to remove all the stoplights on Highway 10. He provided an example used in Baxter.

Ms. Bersaw reviewed the proposed timeline which includes public input meetings.

Councilmember Heinrich cautioned against planning public meetings for the week of spring break for the school district.

3. TOPICS FOR FUTURE DISCUSSION

3.01: Review Future Topics/ Calendar

Noted.

4. MAYOR / COUNCIL / STAFF INPUT

Mr. Tinklenberg stated that at the legislature there is a lot of interest in Highway 10 and provided information on some of the bills that have been introduced. He stated that three different bills have been introduced which would provide a third lane in Coon Rapids from Hanson Boulevard to Round Lake Boulevard, while another bill would bring that third lane all the way to 7th Avenue in Anoka. He noted that there has also been discussion on a potential river crossing, noting support from the city of Dayton. He stated that Highway 10 was the big winner in the regional solicitation funding but noted that given some money has already been invested in Ramsey Boulevard for the grade separation rail crossing; it would be difficult for Ramsey to gain additional funds. He stated that there have been a number of transportation discussions in Washington in terms of having infrastructure funding. He stated that the timing may be right to have a delegate from the City go out and reintroduce themselves and the funding opportunities for the intersections and rail crossings at Sunfish and Ramsey Boulevards. He explained that there may be an opportunity for Federal funding for those elements given the amount of State funding that has been allocated towards the other parts of Highway 10. He stated that Representative Abeler has continued to be a great representative to the community and acknowledged that Representative Heinrich has hit the ground running on a bipartisan basis, which has been great to see.

Mayor LeTourneau stated that it is refreshing to see a new representative become integrated so quickly.

Councilmember Shryock provided background information on the Highway 10 Coalition and the role that Ramsey has played in that process which is leading to fruitful results.

Mr. Tinklenberg acknowledged that the City of Ramsey can count some of the improvements that have occurred outside of Ramsey because of the attention that Ramsey has brought to the topic of Highway 10.

Councilmember Riley stated that the understanding was always that Thurston and Fair Oak would occur after Armstrong, with the additional understanding that Ramsey Boulevard and Sunfish Lake would be next. He wanted to ensure that Ramsey does not lose that momentum.

5. ADJOURNMENT

The Work Session of the City Council was adjourned at 8:25 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. 3.**

Meeting Date: 02/12/2019

By: JoAnn Shaw, Community Development

Information

Title

Approve Licenses

Purpose/Background:

The purpose of this case is to approve various license requests for 2018.

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 contingent upon compeletion of background checks.

Action:

Motion to approve the attached license applications contingent upon completion of background checks.

Attachments

License Applications

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	02/06/2019 05:24 PM
Form Started By: JoAnn Shaw		Started On: 01/29/2019 02:24 PM
Final Approval Date: 02/06/2019		

Report Name: License Report - License Types
Council Dates: 2/12/2019 to 2/12/2019
Status: Active, Inactive
License Type(s): 3.2 Beer Off-Sale, 3.2 Beer On-Sale Temporary, Liquor 2 A.M. Closing, Liquor Off-Sale, Liquor On-Sale, Liquor On-Sale Sunday, Temporary Intoxicating, Wine On-Sale, Amusement Center, Amusement Devices/Billiard Tables, Business License-1st Year, Business License-Renewal, Garbage Haulers, Pawnbroker, Rental, Second Hand Goods Dealer, Special Events, Temporary Amusement/Carnival/Circus, Therapeutic Massage Establishment, Therapeutic Massage Therapist, Tobacco, Transient Merchant/Peddler/Solicitor

City of Ramsey
License Report - License Types

Company	Location	Complex	Exp. Date	Council Date	Statu
Garbage Haulers					
LePage & Sons Inc.			12/31/2019	2/12/2019	A
			Garbage Haulers License Count: 1		
Rental					
HP Minnestoa I LLC	5951 143rd Cir NW		2/12/2022	2/12/2019	A
Shalesha Olson	13888 Ironstone Trl NW		2/12/2022	2/12/2019	A
			Rental License Count: 2		
Temporary Intoxicating					
Northern Starz Childrens Theatre	5300 Alpine Dr NW 140		5/12/2019	2/12/2019	A
Northern Starz Childrens Theatre	5300 Alpine Dr NW 140		5/19/2019	2/12/2019	A
Northern Starz Childrens Theatre	5300 Alpine Dr NW 140		6/16/2019	2/12/2019	A
Northern Starz Childrens Theatre	5300 Alpine Dr NW 140		7/21/2019	2/12/2019	A
Northern Starz Childrens Theatre	5300 Alpine Dr NW 140		9/21/2019	2/12/2019	A
Northern Starz Childrens Theatre	5300 Alpine Dr NW 140		4/7/2019	2/12/2019	A
			Temporary Intoxicating License Count: 6		
			Total Licenses: 9		

CC Regular Session **4. 4.**

Meeting Date: 02/12/2019

By: Jackie Lipski, Finance

Information

Title

Adopt Resolution # 19-045 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of January 17, 2019 through February 6, 2019

Action:

Motion to Adopt Resolution # 19-045 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of January 17, 2019 through February 6, 2019.

Attachments

Bills List 2/12/2019

Resolution 2/12/2019

Form Review

Inbox	Reviewed By	Date
Diana Lund	Diana Lund	02/06/2019 11:08 AM
Kurt Ulrich	Kurt Ulrich	02/06/2019 03:26 PM
Form Started By: Jackie Lipski		Started On: 02/06/2019 10:59 AM
Final Approval Date: 02/06/2019		

CITY OF RAMSEY - FINANCE OFFICE Printed 2/6/2019

RAMSEY CITY COUNCIL MEETING

2/12/2019

BILLS LIST

DISBURSEMENTS TO BE APPROVED THIS MEETING:

DISBURSEMENT TYPE:	SUBMITTED FOR APPROVAL
Purchase Journal:	
Prepaids 1/17/19-2/6/19	394,608.68
Accounts Payable 1/17/19-2/6/19	470,363.90
Payroll 1/25/2019	174,956.26
Debt Service	396,787.50

TOTAL SUBMITTED FOR APPROVAL THIS MEETING **$ 1,436,716.34**

	APPROVED PREV. MTG	2019 Y.T.D.
DISBURSEMENTS PREVIOUSLY APPROVED AND PAID:		
NET PAYROLL TOTAL	$ 158,237.93	$ 158,237.93
- CORRECTION TO PAYROLL		
PREPAIDS	265,906.34	265,906.34
- PREPAID ADJUSTMENTS		
WIRE TRANSFERS FOR DEBT SERVICE		
- CORRECTION TO D.S.		
ACCOUNTS PAYABLE INVOICING - PREVIOUS MEETING:		
- BILLS LIST SUBMITTED	222,222.47	601,512.65
ADD (DELETE) BILLS LIST SUBMITTED PAY ESTIMATE(S)	57,009.37	57,009.37
- CHECKS VOIDED	0.00	0.00
TOTAL CASH DISBURSEMENTS PREVIOUSLY APPROVED	**$ 703,376.11**	**$ 1,082,666.29**

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
107888	**1/17/2019**		**110857 ANOKA HENNEPIN COMMUNITY EDUCATION**						
		69.00	NOV 18 ZUMBA CLASSES		95048	15138	0452.6489		OTHER CONTRACTED SE
		69.00							
107889	**1/17/2019**		**110379 FBI LEEDA**						
		695.00	2019 CLASS K. HEMMERICH		95042	200024432	0211.6335		TRAINING
		695.00							
107890	**1/17/2019**		**113278 HEMMERICH, KYLE**						
		30.00	REIMBURSE LUNCHES		95043	011719	0211.6331		TRAVEL & LODGING
		30.00							
107891	**1/17/2019**		**116450 LENDSERV**						
		275.59	REPLACE REFUND CHECK		95044	011719	9601.4651		WATER REVENUE
		275.59							
107892	**1/17/2019**		**100602 MN POLLUTION CONTROL AGENCY**						
		310.00	PERMIT FEE- RIVERDALE TRUNK UT		95045	011419	9602.1730	00201814	IMPROVEMENTS OTHER
		310.00							
107893	**1/17/2019**		**107244 NORTHLAND TRUST SERVICES INC**						
		360,000.00	BONDS 2011A		95046	RAMS11A DEC 2018	9345.6602		BOND PRINCIPAL
		36,292.50	BONDS 2011A		95046	RAMS11A DEC 2018	9345.6611		BOND INTEREST
		495.00	BONDS 2011A		95046	RAMS11A DEC 2018	9345.6310		FISCAL AGENT FEES
		396,787.50							
107894	**1/17/2019**		**114151 TASC (FEES)**						
		376.00	DEC 2018 VEBA/REBA FEES		95047	IN1437208	0130.6315		MISCELLANEOUS PROFE
		376.00							
107986	**1/24/2019**		**111377 ANOKA MUNICIPAL UTILITY**						
		121.87	CTY RD 116/HWY 47 SIGNAL		95102	22-613120-01 DEC 2018	0260.6371		ELECTRIC UTILITIES
		61.99	14034 DYSPROSIUM ST		95103	22-610280-00 DEC 2018	9603.6371		ELECTRIC UTILITIES
		39.91	BUNKER LK BLVD/DYSPOSIUM		95104	22-612000-01 DEC 2018	0260.6371		ELECTRIC UTILITIES
		223.77							
107987	**1/24/2019**		**116114 AVESIS THIRD PARTY ADMINISTRATORS**						
		126.38	JAN 19 VISION		95092	2212338	9101.2170		DENTAL/DISABILITY/LIFE
		126.38							
107988	**1/24/2019**		**100086 BLUE VELVET INC**						
		299.50	JAN 19 PD WASHES		95093	010419 PD	0211.6249		MISCELLANEOUS OPERA
		299.50							
107989	**1/24/2019**		**100297 CENTERPOINT ENERGY**						
		329.99	15050 ARMSTRONG BLVD		95105	5914352-9 DEC 2018	0220.6373		GAS
		758.99	5650 ALPINE DR NW		95106	5961540-1 DEC 2018	0220.6373		GAS
		138.68	14515 E TOWN CENTER DR		95107	8782239-1 DEC	9601.6373		GAS

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
107989	1/24/2019		100297 CENTERPOINT ENERGY						Continued.
						2018			
		382.31	6701 HIGHWAY 10		95108	6011580-5 DEC 2018	9410.6373	00041012	GAS
		5,055.53	7550 SUNWOOD DR NW		95109	6702493-5 DEC 2018	0194.6373		GAS
		6,665.50							
107990	1/24/2019		106583 DELTA DENTAL PLAN OF MINNESOTA						
		3,396.95	FEB 2019 DENTAL INS		95094	7534305	9101.2170		DENTAL/DISABILITY/LIFE
		3,396.95							
107991	1/24/2019		115887 DVS RENEWAL						
		11.00	RENEWAL TABS 367		95095	012319	0211.6249		MISCELLANEOUS OPERA
		11.00							
107992	1/24/2019		115887 DVS RENEWAL						
		11.00	RENEWAL TAB 366		95096	012319A	0211.6249		MISCELLANEOUS OPERA
		11.00							
107993	1/24/2019		115574 HEALTHPARTNERS						
		47,132.00	FEB 19 HEALTH INS		95097	86901380	9101.2176		LIFE/HEALTH-EMPLOYEE
		47,132.00							
107994	1/24/2019		100258 LEAGUE OF MINNESOTA CITIES						
		100.00	MCMA 19 WINTER CONF ULRICH		95099	012419	0130.6335		TRAINING
		100.00							
107995	1/24/2019		116169 LIFE INSURANCE CO OF NORTH AMERICA						
		19.40	JAN 19 LIFE INS		95098	AI960634 JAN 19	9101.2170		DENTAL/DISABILITY/LIFE
		17.04	JAN 19 LIFE INS		95098	AI960634 JAN 19	9101.2170		DENTAL/DISABILITY/LIFE
		36.44							
107996	1/24/2019		100284 MENARDS ELK RIVER						
		80.20	MISC SUPPLIES		95110	74352	0220.6249		MISCELLANEOUS OPERA
		21.69	CHAINS		95111	75973	0220.6281		SMALL TOOLS & MINOR E
		101.89							
107997	1/24/2019		116132 SOFIE, RENEE						
		155.00	REFUND DAMAGE/KEY DEPOSIT		95100	012319	9804.1160		KEY & DAMAGE DEPOSIT
		155.00							
107998	1/24/2019		100510 VERIZON WIRELESS						
		590.60	DEC 18 SERVICE		95112	9821390957	0211.6323		CELLULAR PHONES
		12.39	DEC 18 SERVICE		95112	9821390957	0280.6323		CELLULAR PHONES
		458.13	DEC 18 SERVICE		95112	9821390957	0211.6415		OTHER EQUIPMENT REN
		1,061.12							
107999	1/24/2019		116772 WELLS FARGO BANKS						
		177.80	PURCHASE CARD FEES		95101	18120045179	9101.4140		CREDIT CARD PROCESS
		177.80							
108000	1/29/2019		100257 LAW ENFORCEMENT LABOR SRV INC						
		586.50			94982	0110191542222	9101.2177		UNION DUES
		637.50			95119	0124191620022	9101.2177		UNION DUES
		1,224.00							

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
108000	1/29/2019		100257 LAW ENFORCEMENT LABOR SRV INC						Continued.
108001	1/29/2019		100298 MN AFSCME COUNCIL 5						
		551.32			94983	0110191542223	9101.2177		UNION DUES
		551.32			95120	0124191620023	9101.2177		UNION DUES
		1,102.64							
108002	1/31/2019		101209 A TOUCH OF MAGIC INC						
		534.00	EDA BIZ EXPO 4/6/2019		95189	013019	9230.6249		MISCELLANEOUS OPERA
		534.00							
108003	1/31/2019		111377 ANOKA MUNICIPAL UTILITY						
		56.80	DEC 18 RAMSEY STREET LTS		95217	22-990005-01 DEC 2018	9603.6371		ELECTRIC UTILITIES
		56.80							
108004	1/31/2019		116780 BRUNELL ALLERSON TRUST						
		43.23	UB REFUND 5121 179TH LN NW		95190	013019	9601.4651		WATER REVENUE
		43.23							
108005	1/31/2019		100116 CONNEXUS ENERGY						
		11.37	6401 W HWY 10 STATION		95191	444931-270863 JAN 19	9603.6371		ELECTRIC UTILITIES
		11.37							
108006	1/31/2019		116784 DONNER, LAURIE						
		53.61	UB REFUND 5510 153RD CT		95192	013019	9601.4651		WATER REVENUE
		53.61							
108007	1/31/2019		116786 EVENT ARCHITECTS						
		3,000.00	DEP 2019 EDA BIZ EXPO		95193	013019	9230.6249		MISCELLANEOUS OPERA
		3,000.00							
108008	1/31/2019		113292 EXECUTIVE TITLE						
		302.90	UB REFUND 15161 COBALT ST NW		95194	013019	9601.4651		WATER REVENUE
		302.90							
108009	1/31/2019		111674 FIRST AMERICAN TITLE						
		71.70	UB REFUND 7000 147TH AVE NW		95195	013019	9601.4651		WATER REVENUE
		71.70							
108010	1/31/2019		114415 KUBAT, CALVIN						
		110.08	REIMBURSE CITPRO MTG		95196	012419	0192.6335		TRAINING
		110.08							
108011	1/31/2019		113464 LAND TITLE						
		41.85	UB REFUND 16424 MARMOSET ST		95197	013019	9601.4651		WATER REVENUE
		41.85							
108012	1/31/2019		116779 LEGACY TITLE						
		253.69	UB REFUND 13877 IRONSTONE TRL		95198	013019	9601.4651		WATER REVENUE
		253.69							
108013	1/31/2019		116450 LENDSERV						
		183.02	UB REFUND 14233 XKIMO ST		95199	013019	9601.4651		WATER REVENUE
		183.02							

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
108013	1/31/2019		116450 LENDSERV						Continued.
108014	1/31/2019		115328 LENNAR						
		307.69	UB REFUND 15955 URANIMATE ST		95200	013019	9601.4651		WATER REVENUE
		307.69							
108015	1/31/2019		111865 LIBERTY TITLE INC						
		88.40	UB REFUND 7108 139TH AVE NW		95201	013019	9601.4651		WATER REVENUE
		88.40							
108016	1/31/2019		115826 LIFE FITNESS						
		18,624.61	TIF 4TH PYMT 2/1/2019		95202	013019	9215.6433		REFUNDS
		5,008.58	TIF 4TH PYMT 2/1/2019		95202	013019	9215.6433		REFUNDS
		23,633.19							
108017	1/31/2019		116783 MIKULSKI, MEGAN						
		195.91	UB REFUND 14618 QUICKSILVER		95203	013019	9601.4651		WATER REVENUE
		195.91							
108018	1/31/2019		100338 MORNING SUN HOMES						
		75.56	UB REFUND 7656 147TH TER NW		95204	013019	9601.4651		WATER REVENUE
		75.56							
108019	1/31/2019		115743 PILLAR TITLE SERVICES						
		378.49	UB REFUND 5810 158TH LANE		95205	013019	9601.4651		WATER REVENUE
		378.49							
108020	1/31/2019		111864 PREMIER TITLE						
		214.03	UB REFUND 15317 RADIUM WAY		95206	013019	9601.4651		WATER REVENUE
		214.03							
108021	1/31/2019		114811 RESIDENCE AT THE COR APARTMENTS LLC						
		76,993.06	TIF 8TH PYMT 2/1/2019		95207	013019	9214.6433		REFUNDS
		85,165.38	TIF 8TH PYMT 2/1/2019		95207	013019	9214.6433		REFUNDS
		162,158.44							
108022	1/31/2019		116232 RESULTS TITLE INC						
		56.30	UB REFUND 7372 BUNKER LAKE BLV		95208	013019	9601.4651		WATER REVENUE
		56.30							
108023	1/31/2019		116782 RUCHKO, OLENA						
		335.20	UB REFUND 14721 ERKIUM ST		95209	013019	9601.4651		WATER REVENUE
		335.20							
108024	1/31/2019		116781 SCHMIDT, BEN AND KATIE						
		328.24	UB REFUND 14826 GERMANIUM		95210	013019	9601.4651		WATER REVENUE
		328.24							
108025	1/31/2019		113898 SHERBURNE COUNTY ABSTRACT & TITLE CO						
		168.53	UB REFUND 15381 GERMANIUM ST		95211	013019	9601.4651		WATER REVENUE
		168.53							
108026	1/31/2019		101103 SPRINT						
		21.85	DEC 18-JAN 19 SERVICES		95212	570683319-206	0130.6323		CELLULAR PHONES
		216.47	DEC 18-JAN 19 SERVICES		95212	570683319-206	0191.6323		CELLULAR PHONES
		54.82	DEC 18-JAN 19 SERVICES		95212	570683319-206	0240.6323		CELLULAR PHONES

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
									Continued.
108026	1/31/2019		101103 SPRINT						
		76.67	DEC 18-JAN 19 SERVICES		95212	570683319-206	0192.6321		TELEPHONE
		121.78	DEC 18-JAN 19 SERVICES		95212	570683319-206	0194.6323		CELLULAR PHONES
		263.85	DEC 18-JAN 19 SERVICES		95212	570683319-206	0311.6323		CELLULAR PHONES
		341.10	DEC 18-JAN 19 SERVICES		95212	570683319-206	0452.6323		CELLULAR PHONES
		213.56	DEC 18-JAN 19 SERVICES		95212	570683319-206	0301.6323		CELLULAR PHONES
		150.80	DEC 18-JAN 19 SERVICES		95212	570683319-206	0220.6323		CELLULAR PHONES
		226.75	DEC 18-JAN 19 SERVICES		95212	570683319-206	9601.6323		CELLULAR PHONES
		1,687.65							
108027	1/31/2019		105706 TINKLENBERG GROUP INC						
		3,300.00	FEB 19 RETAINER 8 OF 12		95213	2072	9400.6315		MISCELLANEOUS PROFE
		3,300.00							
108028	1/31/2019		114172 TITLE GROUP INC						
		257.96	UB REFUND 15220 GERMANIUM ST		95214	013019	9601.4651		WATER REVENUE
		257.96							
108029	1/31/2019		115456 TITLE SMART						
		229.38	UB REFUND 14830 XKIMO ST		95215	013019	9601.4651		WATER REVENUE
		229.38							
108030	1/31/2019		116311 TRADEMARK TITLE SERVICES INC						
		68.08	UB REFUND 14180 VANADIUM ST		95216	013019	9601.4651		WATER REVENUE
		68.08							
108031	1/31/2019		100510 VERIZON WIRELESS						
		55.78	DEC 18-JAN 19 SERVICES		95218	9821895996	0130.6323		CELLULAR PHONES
		385.11	DEC 18- JAN 19 SERVICES		95219	9821993158	0220.6323		CELLULAR PHONES
		440.89							
90496061	1/25/2019		100398 PUBLIC EMPLOYEES RETIREMENT ASSN						
		50.00			95085	012419759471	9101.2174		PERA-EMPLOYEE
		50.00			95086	012419759472	9101.2183		PERA-EMPLOYER
		19,791.78			95121	0124191620024	9101.2174		PERA-EMPLOYEE
		26,421.25			95122	0124191620025	9101.2183		PERA-EMPLOYER
		46,313.03							
93626314	1/25/2019		101306 IRS						
		179.49			95082	0123191211472	9101.2171		FEDERAL WITHHOLDING
		1,061.98			95083	0123191211473	9101.2173		FICA & MEDICARE-EMPL(
		1,061.98			95084	0123191211474	9101.2182		FICA & MEDICARE-EMPL(
		461.20			95088	012419759474	9101.2171		FEDERAL WITHHOLDING
		367.79			95089	012419759475	9101.2173		FICA & MEDICARE-EMPL(
		367.79			95090	012419759476	9101.2182		FICA & MEDICARE-EMPL(
		21,632.69			95124	0124191620027	9101.2171		FEDERAL WITHHOLDING
		12,600.67			95125	0124191620028	9101.2173		FICA & MEDICARE-EMPL(
		12,600.67			95126	0124191620029	9101.2182		FICA & MEDICARE-EMPL(
		50,334.26							
96810048	1/25/2019		100601 MN DEPT OF REV WH						
		279.16			95081	0123191211471	9101.2172		STATE WITHHOLDING
		138.05			95087	012419759473	9101.2172		STATE WITHHOLDING
		10,541.74			95123	0124191620026	9101.2172		STATE WITHHOLDING
		10,958.95							

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
98012519	1/25/2019		115568 ALERUS FINANCIAL NA						Continued.
		2,256.25			95118	01241916200214	9101.2176		LIFE/HEALTH-EMPLOYEE
		.02			95118	01241916200214	9101.2176		LIFE/HEALTH-EMPLOYEE
		2,256.27							
99011719	1/17/2019		107885 DEPARTMENT OF LABOR AND INDUSTRY						
		1,168.65	Dec Surcharges		94883	12312018	9101.2081		SURCHARGES-PERMITS
		25.00-	Dec Surcharges		94883	12312018	9101.4604		SURCHARGES
		1,143.65							
99012519	1/25/2019		107962 TOTAL ADMINISTRATIVE SERVICE CORP						
		2,182.86			95114	01241916200210	9101.2176		LIFE/HEALTH-EMPLOYEE
		2,182.86							
99668250	1/25/2019		114790 GREAT WEST LIFE AND ANNUITY INS CO						
		10,872.59			95116	01241916200212	9101.2175		DEFERRED COMPENSAT
		284.63			95116	01241916200212	9101.2175		DEFERRED COMPENSAT
		11,157.22							
99684112	1/25/2019		114790 GREAT WEST LIFE AND ANNUITY INS CO						
		2,836.30			95117	01241916200213	9101.2176		LIFE/HEALTH-EMPLOYEE
		2,836.30							
99724119	1/25/2019		114486 SUN LIFE ASSURANCE COMPANY OF CANADA						
		752.66			94978	01101915422211	9101.2176		LIFE/HEALTH-EMPLOYEE
		764.04			95115	01241916200211	9101.2176		LIFE/HEALTH-EMPLOYEE
		448.50	Kohner Life		95115	01241916200211	9101.2176		LIFE/HEALTH-EMPLOYEE
		845.64			95115	01241916200211	9101.2170		DENTAL/DISABILITY/LIFE
		2,810.84							
99853079	1/25/2019		100223 ICMA RETIREMENT TRUST 457						
		2,448.53			95113	0124191620021	9101.2175		DEFERRED COMPENSAT
		2,448.53							
		791,396.18	Grand Total						

Payment Instrument Totals

Checks	658,954.27
EFT Payments	132,441.91
Total Payments	791,396.18

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

Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
116603	ADRENALINE SPORTS CENTER INC	RENTAL FD 12/12/18	PV	95269	001	09101	1/15/2019	2019-1	200.00
	ADRENALINE SPORTS CENTER INC 8310 147TH ;ANE NW RAMSEY MN 55303				Summary Total				200.00
					Payment Amount				200.00
100625	ALEX AIR APPARATUS INC	WORK ON AIR TRAILER	PV	95294	001	09101	1/31/2019	1101	307.00
	ALEX AIR APPARATUS INC 11897 COUNTY ROAD 87 SE ALEXANDRIA MN 56308				Summary Total				307.00
					Payment Amount				307.00
116111	ALLSTREAM	PHONE WORK	PV	95049	001	09101	1/9/2019	120397676	97.50
	ALLSTREAM				Summary Total				97.50
	NW 5814	MITAL EQUIPMENT	PV	95245	001	09101	1/29/2019	120397902	772.75
	P O BOX1450 MINNEAPOLIS MN 55485-5814				Summary Total				772.75
					Payment Amount				870.25
100033	ANOKA COUNTY ATTORNEY	FORFEITURE 15-210184	PV	95050	001	09290	1/14/2019	01142019	64.00
	ANOKA COUNTY ATTORNEY 2100 - 3RD AVENUE NORTH ANOKA MN 55303				Summary Total				64.00
					Payment Amount				64.00
		FORFEITURE 17-193720	PV	95051	001	09290	1/14/2019	011419A	110.00
					Summary Total				110.00
					Payment Amount				110.00
		FORFEITURE 17-229838	PV	95052	001	09290	1/14/2019	011419B	899.00
					Summary Total				899.00
					Payment Amount				899.00
100035	ANOKA COUNTY CENTRAL	ACCESS FEE OCT-DEC	PV	95270	001	09101	1/23/2019	2018168	900.00

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

Payee Number	Payee Name / Mailing Address	Stub Message	Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount
	COMMUNICATIONS	18							
	ANOKA COUNTY CENTRAL COMMUNICATIONS 325 EAST MAIN STREET ANOKA MN 55303					Summary Total			900.00
						Payment Amount			900.00
100043	ANOKA COUNTY PROPERTY RECORDS TAXATION	DEC 18 FILINGS	PV	95167	001	09804	1/2/2019	534 DEC 18	46.00
	ANOKA COUNTY PROPERTY RECORDS TAXATION 2100 - 3RD AVENUE ANOKA MN 55303					Summary Total			46.00
						Payment Amount			46.00
107587	ANOKA COUNTY TREASURY DEPARTMENT	19 DTF GRANT MATCH FUND	PV	95127	001	09101	1/16/2019	S190115H	5,125.00
	ANOKA COUNTY TREASURY DEPARTMENT					Summary Total			5,125.00
	2100 THIRD AVENUE	3RD QTR MAINT SIGNAL MAINT	PV	95168	001	09101	1/11/2019	H01111902	922.38
	ANOKA MN 55303					Summary Total			922.38
		2018 CREDIT REPORT	PV	95169	001	09101	1/11/2019	CR011019B	7.19
						Summary Total			7.19
		FEB 19 BROADBAND	PV	95221	001	09101	1/22/2019	B190116M	604.50
						Summary Total			604.50
						Payment Amount			6,659.07
100063	ASPEN MILLS	G. VOIT BELTS	PV	95053	001	09101	1/7/2019	229643	98.35
	ASPEN MILLS					Summary Total			98.35
	8201 C CENTRAL AVE NE	M. TURNER- FF PATCH	PV	95128	001	09101	1/16/2019	230276	6.00
	SPRING LAKE PARK MN 55432					Summary Total			6.00
						Payment Amount			104.35
116015	AXON ENTERPRISE INC	25 FT STANDARD CART.	PV	95129	001	09101	1/17/2019	SI-1571284	330.00
	AXON ENTERPRISE INC 17800 NORTH 85TH STREET SCOTTSDALE AZ 85255					Summary Total			330.00
						Payment Amount			330.00
101084	BATTERIES PLUS BULBS	12 V LEAD BATTERIES	PV	95054	001	09101	1/11/2019	033-P10352125	147.80

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

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount
	BATTERIES PLUS BULBS 18180 ZANE STREET NW ELK RIVER MN 55330			Summary Total					147.80
				Payment Amount					147.80
112595	BMI	2019 BASE LICENSE FEE	PV	95130	001	09101	1/2/2019	33714027	358.00
	BMI P O BOX 630893 CINCINNATI OH 45263-0893			Summary Total					358.00
				Payment Amount					358.00
100647	BOLTON AND MENK INC	RE: BUNKER LK BLVD	PV	95131	001	09437	1/16/2019	0228235	382.00
	BOLTON AND MENK INC			Summary Total					382.00
	1960 PREMIER DRIVE	HIWAY 10 CORR IMPROVE.	PV	95171	001	09400	12/18/2018	0227093	37,322.50
	MANKATO MN 56001-5900			Summary Total					37,322.50
		DEC 18 MISS RVR TRL PHASE 3	PV	95271	001	09805	1/16/2019	0228236	1,932.50
				Summary Total					1,932.50
				Payment Amount					39,637.00
114529	BRUCE JACOBSON LANDSCAPE ARCHITECT	FINAL WATERFRONT/MUNI PLAZA	PV	95185	001	09101	1/14/2019	16-0121-6 FINAL	5,124.25
	BRUCE JACOBSON LANDSCAPE ARCHITECT			Summary Total					5,124.25
	4204 PILLSBURY AVENUE S	FINAL WATERFRONT DESIGN	PV	95237	001	09101	1/21/2019	012119	2,000.00
	MINNEAPOLIS MN 55409			Summary Total					2,000.00
				Payment Amount					7,124.25
110536	CBIZ FINANCIAL SOLUTIONS INC	4TH QTR INVEST ADV SERVICE	PV	95170	001	09101	12/31/2018	3447	50.73
	CBIZ FINANCIAL SOLUTIONS INC P O BOX 643792 CINCINNATI OH 45264-3792			Summary Total					50.73
				Payment Amount					50.73
112019	CENTRAL HYDRAULICS INC	SWIVEL/ELBOW	PV	95133	001	09101	1/23/2019	0057326	328.19

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

Payee Number	Name / Mailing Address	Stub Message	Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount
	CENTRAL HYDRAULICS INC 21877 INDUSTRIAL COURT ROGERS MN 55374					Summary Total			328.19
						Payment Amount			328.19
106670	CENTRAL POWER DISTRIBUTORS INC	CHAIN SAW SUPPLIES	PV	95134	001	09101	1/14/2019	19-704941	2.36
	CENTRAL POWER DISTRIBUTORS INC 3801 THURSTON AVENUE ANOKA MN 55303					Summary Total			2.36
						Payment Amount			2.36
114549	CHETS SHOES INC	BOOTS- J. FERIANCEK	PV	95135	001	09101	1/10/2019	40413	150.00
	CHETS SHOES INC 8870 RENDOVA STREET NE CIRCLE PINES MN 55014					Summary Total			150.00
						Payment Amount			150.00
116197	CINTAS CORPORATION	UNIFORM CLEANING	PV	95055	001	09101	1/16/2019	4015149844	28.00
	CINTAS CORPORATION	UNIFORM CLEANING	PV	95055	002	09101	1/16/2019	4015149844	4.00
	CINTAS LOC #4K	UNIFORM CLEANING	PV	95055	003	09101	1/16/2019	4015149844	29.63
	P O BOX 650838	UNIFORM CLEANING	PV	95055	004	09101	1/16/2019	4015149844	29.63
	DALLAS TX 75265-0838					Summary Total			91.26
		FIRE- MATS	PV	95136	001	09101	1/16/2019	4015149772	16.56
						Summary Total			16.56
		FIRE- MATS	PV	95222	001	09101	1/23/2019	4015503636	15.00
						Summary Total			15.00
		UNIFORM CLEANING	PV	95223	001	09101	1/23/2019	4015503647	28.00
		UNIFORM CLEANING	PV	95223	002	09101	1/23/2019	4015503647	4.00
		UNIFORM CLEANING	PV	95223	003	09101	1/23/2019	4015503647	28.46
		UNIFORM CLEANING	PV	95223	004	09101	1/23/2019	4015503647	28.46
						Summary Total			88.92
						Payment Amount			211.74
110734	CITY OF RAMSEY	7650 SUNWOOD DR NW	PV	95272	001	09240	1/25/2019	444931372 4TH QTR 18	113.14
	CITY OF RAMSEY					Summary Total			113.14
	P O BOX 251100	7550 SUNWOOD DR	PV	95273	001	09101	1/25/2019	444931294 4TH QTR 18	197.33
	ST PAUL MN 55125-6100					Summary Total			197.33

CITY OF RAMSEY
Create Payment Control Groups

Bank Account	00002224 CASH IN BANK
Version	LOGIS004V
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		7401 E RAMSEY PKWY	PV	95274	001	09101	1/25/2019	724628 4TH QTR 18	113.14
				Summary Total					113.14
		14779 ZEOLITE ST NW	PV	95275	001	09101	1/25/2019	722164 4TH QTR 18	1.59
				Summary Total					1.59
		16303 QUICKSILVER IRRIG	PV	95276	001	09101	1/25/2019	724931 4TH QTR 18	1.59
				Summary Total					1.59
		14700 ERKIUM ST NW	PV	95277	001	09101	1/25/2019	726294 4TH QTR 18	40.91
				Summary Total					40.91
		14700 TOWN CENTER DR NW	PV	95278	001	09101	1/25/2019	724470 4TH QTR 18	1.59
				Summary Total					1.59
		6860 RIVERDALE DR NW	PV	95279	001	09101	1/25/2019	723960 4TH QTR 18	113.14
				Summary Total					113.14
		161ST AVE/URAN EAST IRRIG	PV	95280	001	09101	1/25/2019	727918 4TH QTR 18	1.59
				Summary Total					1.59
		161ST AVE/URAN WEST IRRIG	PV	95281	001	09101	1/25/2019	727919 4TH QTR 18	1.59
				Summary Total					1.59
		16303 QUICKSILVER ST	PV	95282	001	09101	1/25/2019	724874 4TH QTR 18	127.91
				Summary Total					127.91
		5650 ALPINE DR NW	PV	95283	001	09101	1/25/2019	726528 4TH QTR 18	315.86
				Summary Total					315.86
		15050 ARMSTRONG BLVD	PV	95284	001	09101	1/25/2019	727978 4TH QTR 18	522.21
				Summary Total					522.21
		6701 HWY 10 NW	PV	95285	001	09410	1/25/2019	719019 4TH QTR 18	113.14
				Summary Total					113.14
				Payment Amount					1,664.73
113910	CMDC	OCT 18 -STONE BROOK ACADEMY	PV	95286	001	09230	1/16/2019	20181106	2,500.00
	CMDC 1885 STATION PARKWAY NW ANDOVER MN 55304			Summary Total					2,500.00
				Payment Amount					2,500.00
107724	COMCAST	SERVICE 3 MTHS FEB-APR 19	PV	95295	001	09101	1/24/2019	012419	6.96

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	COMCAST			Summary Total					6.96
	ATTN: FINANCE 4TH FLOOR								
	10 RIVER PARK PLAZA								
	ST PAUL MN 55107								
				Payment Amount					6.96
114451	COMPASS MINERALS	ROAD SALT	PV	95056	001	09101	1/9/2019	377849	19,094.70
	COMPASS MINERALS			Summary Total					19,094.70
	P O BOX 277043	ROAD SALT	PV	95057	001	09101	1/10/2019	378830	15,696.97
	ATLANTA GA 30384-7043			Summary Total					15,696.97
		ROAD SALT	PV	95224	001	09101	1/11/2019	379730	7,031.96
				Summary Total					7,031.96
				Payment Amount					41,823.63
100116	CONNEXUS ENERGY	TRAFFIC SIGNALS	PV	95225	001	09101	1/21/2019	759126-303100 JAN 19	858.52
	CONNEXUS ENERGY			Summary Total					858.52
	PO BOX 1808	MISC PW	PV	95226	001	09101	1/21/2019	759126-303106 JAN 19	706.42
	MINNEAPOLIS MN 55480-1808	MISC PW	PV	95226	002	09101	1/21/2019	759126-303106 JAN 19	235.47
		MISC PW	PV	95226	003	09101	1/21/2019	759126-303106 JAN 19	235.47
		MISC PW	PV	95226	004	09101	1/21/2019	759126-303106 JAN 19	235.48
		MISC PW	PV	95226	005	09101	1/21/2019	759126-303106 JAN 19	1,286.51
				Summary Total					2,699.35
		MISC CITY ACCOUNTS	PV	95227	001	09230	1/21/2019	759126-303107 JAN 10	71.45
		MISC CITY ACCOUNTS	PV	95227	002	09230	1/21/2019	759126-303107 JAN 10	2,009.22
		MISC CITY ACCOUNTS	PV	95227	003	09230	1/21/2019	759126-303107 JAN 10	30.81
		MISC CITY ACCOUNTS	PV	95227	004	09230	1/21/2019	759126-303107 JAN 10	1,144.00
		MISC CITY ACCOUNTS	PV	95227	005	09230	1/21/2019	759126-303107 JAN 10	5,656.29
		MISC CITY ACCOUNTS	PV	95227	006	09230	1/21/2019	759126-303107 JAN 10	4,928.43
		MISC CITY ACCOUNTS	PV	95227	007	09230	1/21/2019	759126-303107 JAN 10	204.74
				Summary Total					14,044.94

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		WTR TWR/WELLS/LIFT STATIONS	PV	95228	001	09601	1/21/2019	759126-303102 JAN19	5,725.50
		WTR TWR/WELLS/LIFT STATIONS	PV	95228	002	09601	1/21/2019	759126-303102 JAN19	903.36
					Summary Total				6,628.86
		STREET LIGHTS	PV	95229	001	09603	1/21/2019	759126-303101 JAN 19	9,715.02
					Summary Total				9,715.02
		SIRENS	PV	95230	001	09101	1/21/2019	759126-303095 JAN 19	85.00
					Summary Total				85.00
					Payment Amount				34,031.69
100125	COUNTRYSIDE PRINTING INC	BUS CARDS T. BYRON	PV	95246	001	09101	1/30/2019	35630	59.00
	COUNTRYSIDE PRINTING 6250 BUNKER LAKE BLVD NW SUITE 113 RAMSEY MN 55303				Summary Total				59.00
					Payment Amount				59.00
100129	CRYSTEEL TRUCK EQUIPMENT	WORK ON 698	PV	95137	001	09101	1/18/2019	F43566	475.00
	CRYSTEEL MANUFACTURING 1130 73RD AVENUE NE FRIDLEY MN 55432	WORK ON 698	PV	95137	002	09101	1/18/2019	F43566	632.64
					Summary Total				1,107.64
		MISC PLOW SUPPLIES	PV	95247	001	09101	2/1/2019	FP171138	884.39
					Summary Total				884.39
					Payment Amount				1,992.03
101051	CUSHMAN MOTOR COMPANY, INC	CUTTING EDGE/BOLT	PV	95058	001	09101	1/9/2019	174609	128.55
	CUSHMAN MOTOR COMPANY, INC 2909 EAST FRANKLIN AVENUE MPLS MN 55406				Summary Total				128.55
					Payment Amount				128.55
111818	DEANO'S COLLISION SPECIALISTS INC	WORK ON NISSAN ALTIMA	PV	95172	001	09101	12/31/2018	52183	1,755.04
	DEANO'S COLLISION SPECIALISTS INC	WORK ON NISSAN ALTIMA	PV	95172	002	09101	12/31/2018	52183	931.50

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	11063 173RD AVENUE						Summary Total		2,686.54
	ELK RIVER MN 55330								
							Payment Amount		2,686.54
113306	DEFINITIVE TECHNOLOGY SOLUTIONS INC	JAN/FEB 19 BILLING	PV	95138	001	09101	1/22/2019	INV177028	575.28
	DEFINITIVE TECHNOLOGY SOLUTIONS INC						Summary Total		575.28
	9401 JAMES AVENUE SOUTH SUITE 120								
	BLOOMINGTON MN 55431								
							Payment Amount		575.28
100144	DEHN OIL COMPANY	DIESEL FUEL	PV	95059	001	09101	1/10/2019	66386	1,960.44
	DEHN OIL COMPANY						Summary Total		1,960.44
	6735 141ST AVENUE NW	ATF SYN BULK	PV	95231	001	09101	1/24/2019	25131610	368.71
	RAMSEY MN 55303						Summary Total		368.71
		CIMTEK FILTER	PV	95232	001	09101	1/28/2019	25131782	11.99
							Summary Total		11.99
		DIESEL- NORDIC	PV	95233	001	09101	1/28/2019	66677	2,529.60
							Summary Total		2,529.60
							Payment Amount		4,870.74
100155	EARL F ANDERSEN INC	SIGN MATERIAL	PV	95234	001	09101	1/14/2019	0119427-IN	416.83
	EARL F ANDERSEN INC						Summary Total		416.83
	19784 KENRICK AVENUE								
	LAKEVILLE MN 55044-7636								
							Payment Amount		416.83
116175	ECKBERG LAMMERS ATTORNEYS AT LAW	JAN 2019 SERVICES	PV	95248	001	09101	1/31/2019	01 2019	6,416.38
	ECKBERG LAMMERS ATTORNEYS AT LAW						Summary Total		6,416.38
	1809 NORTHWESTERN AVENUE								
	STILLWATER MN 55082								
							Payment Amount		6,416.38
100158	ECM PUBLISHERS INC	AD BOARDS/COMM	PV	95139	001	09101	1/11/2019	662838	48.38
	ECM PUBLISHERS INC						Summary Total		48.38
	4095 COON RAPIDS BLVD	2019 BUDGET SUMMARY	PV	95140	001	09101	1/18/2019	664149	118.25
	COON RAPIDS MN 55433						Summary Total		118.25

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		JAN 3 ACCESSORY BUILDING	PV	95173	001	09804	12/21/2018	658000	64.50
				Summary Total					64.50
		ORD 19-01	PV	95235	001	09101	1/25/2019	665659	96.75
				Summary Total					96.75
		CUP DRUK AUTO SALES	PV	95249	001	09804	1/25/2019	665656	64.50
				Summary Total					64.50
		PH- HARVEST ESTATES	PV	95250	001	09804	1/25/2019	665655	69.88
				Summary Total					69.88
		AMEND CHARTER 117	PV	95251	001	09101	1/25/2019	665653	64.50
				Summary Total					64.50
		PH NEIGHBORHOOD BUS	PV	95252	001	09101	1/25/2019	665654	64.50
				Summary Total					64.50
		PH HORSE FARM	PV	95253	001	09804	1/25/2019	665658	80.63
				Summary Total					80.63
		PH TOPSOIL	PV	95254	001	09101	1/25/2019	665657	59.13
				Summary Total					59.13
				Payment Amount					731.02
100169	EMERGENCY APPARATUS MAINTENANCE INC	WORK ON 560	PV	95141	001	09101	1/16/2019	104098	426.59
	EMERGENCY APPARATUS MAINTENANCE INC 7512 4TH AVENUE LINO LAKES MN 55014			Summary Total					426.59
				Payment Amount					426.59
108737	EMERGENCY AUTOMOTIVE TECHNOLOGY INC	WORK ON 396 PD	PV	95296	001	09101	1/29/2019	DL012819-25	864.54
	EMERGENCY AUTOMOTIVE TECHNOLOGY INC 2755 GENEVA AVE N OAKDALE MN 55128			Summary Total					864.54
				Payment Amount					864.54
104205	EXPRESS SIGNS INC	AD SIGNS FOR BIZ EXPO 2019	PV	95255	001	09230	2/4/2019	INV3683	675.00
	EXPRESS SIGNS INC PO BOX 475 ANOKA MN 55303			Summary Total					675.00
				Payment Amount					675.00

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113321	FACTORY MOTOR PARTS CO	SPLASHWASH/FILTERS	PV	95142	001	09101	1/23/2019	6-1525499	12.96
	FACTORY MOTOR PARTS CO	SPLASHWASH/FILTERS	PV	95142	002	09101	1/23/2019	6-1525499	50.16
	BIN 139107 P O BOX 9107 MINNEAPOLIS MN 55480-9107			Summary Total					63.12
				Payment Amount					63.12
110760	FIRE SAFETY USA, INC	LED LIGHTS	PV	95143	001	09101	1/17/2019	119051	985.00
	FIRE SAFETY USA, INC 3253 19TH STREET NW ROCHESTER MN 55901	BATTERIES		Summary Total					985.00
			PV	95297	001	09101	2/5/2019	119489	226.60
				Summary Total					226.60
				Payment Amount					1,211.60
116084	FORD OF HIBBING	2019 FORD TAURUS 394	PV	95144	001	09101	1/23/2019	12168	26,078.45
	FORD OF HIBBING 2627 13TH AVENUE E HIBBING MN 55746			Summary Total					26,078.45
				Payment Amount					26,078.45
106869	FORESTRY SUPPLIERS INC	YAKTRAK 5	PV	95145	001	09101	1/15/2019	465036-00	145.35
	FORESTRY SUPPLIERS INC 205 WEST RANKIN STREET P.O. BOX 8397 JACKSON MS 39284-8397			Summary Total					145.35
				Payment Amount					145.35
116725	GEARED UP APPAREL	PD SHIRT PRINTING	PV	95256	001	09101	1/23/2019	S22628	294.00
	GEARED UP APPAREL 508 FREEPORT AVENUE NW SUITE C ELK RIVER MN 55330			Summary Total					294.00
				Payment Amount					294.00
100200	GOPHER STATE ONE CALL INC	2019 OPERATOR FEE	PV	95146	001	09601	1/15/2019	9000676	16.66
	GOPHER STATE ONE CALL 7223 PARKWAY DRIVE SUITE 210	2019 OPERATOR FEE	PV	95146	002	09601	1/15/2019	9000676	16.66
		2019 OPERATOR FEE	PV	95146	003	09601	1/15/2019	9000676	16.68

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	HANOVER MD 21076-1317					Summary Total			50.00
						Payment Amount			50.00
100650	GRAINGER	MISC SUPPLIES	PV	95257	001	09101	1/30/2019	9072803860	78.70
	GRAINGER INC DEPT. 806511127 PALATINE IL 60038-0001					Summary Total			78.70
						Payment Amount			78.70
110386	HEALTH PARTNERS	PRE EMPLOY SERVICES	PV	95174	001	09101	1/9/2019	900039692	2,933.00
	HEALTH PARTNERS P O BOX 77026 MINNEAPOLIS MN 55480-7726					Summary Total			2,933.00
						Payment Amount			2,933.00
112160	HOLIDAY COMPANIES	JAN 19 WASHES	PV	95298	001	09101	2/1/2019	046801021900	39.00
	HOLIDAY COMPANIES 4567 AMERICAN BLVD W BLOOMINGTON MN 55437					Summary Total			39.00
						Payment Amount			39.00
104027	INK WIZARDS INC	LOGO PRINTING	PV	95236	001	09101	1/28/2019	3360	74.25
	INK WIZARDS INC					Summary Total			74.25
	9958 HIGHWAY 10 NW	LOGO- SHIRTS AND JACKET	PV	95299	001	09101	2/1/2019	3378	130.00
	ELK RIVER MN 55330					Summary Total			130.00
						Payment Amount			204.25
112475	INNOVATIVE OFFICE SOLUTIONS	MISC OFFICE SUPPLIES	PV	95147	001	09101	1/15/2019	IN2364175	65.73
	INNOVATIVE OFFICE SOLUTIONS	MISC OFFICE SUPPLIES	PV	95147	002	09101	1/15/2019	IN2364175	77.31
	P O BOX 860627					Summary Total			143.04
	MINNEAPOLIS MN 55486-0001	MISC OFFICE SUPPLIES	PV	95148	001	09101	1/24/2019	IN2376625	374.87
		MISC OFFICE SUPPLIES	PV	95148	002	09101	1/24/2019	IN2376625	100.90
		MISC OFFICE SUPPLIES	PV	95148	003	09101	1/24/2019	IN2376625	89.87
						Summary Total			565.64
		24 CHAIRS FOR PD	PV	95258	001	09101	1/16/2019	IN2367411	7,830.80

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				Summary Total					7,830.80
				Payment Amount					8,539.48
115007	ITERIS, INC	FEB 19 CLEARPATH	PV	95259	001	09101	2/1/2019	108723	400.00
	ITERIS, INC P O BOX 842123 LOS ANGELES CA 90084-2123			Summary Total					400.00
				Payment Amount					400.00
116788	JOHNSON, JOHN W	OCT 18 PD ARBITRATOR SERVICES	PV	95293	001	09101	2/4/2019	020419	1,014.70
	JOHN W. JOHNSON 4364 COTTAGE PARK ROAD WHITE BEAR LAKE MN 55110			Summary Total					1,014.70
				Payment Amount					1,014.70
116789	KIESLER POLICE SUPPLY INC	MISC PD SUPPLIES	PV	95260	001	09101	1/24/2019	IN101476	1,350.00
	KIESLER POLICE SUPPLY INC 2802 SABLE MILL ROAD JEFFERSONVILLE IN 47130			Summary Total					1,350.00
				Payment Amount					1,350.00
116573	KITCHEN TABLE	CC MEAL 12/12/18	PV	95287	001	09101	12/11/2018	121118	89.78
	KITCHEN TABLE 7533 SUNWOOD DRIVE NW RAMSEY MN 55303			Summary Total					89.78
				Payment Amount					89.78
107539	LANDSCAPE ARCHITECTURE INC	2018 PEARSON PARK	PV	95288	001	09805	1/22/2019	012219	4,000.00
	LANDSCAPE ARCHITECTURE INC 2350 BAYLESS PLACE ST PAUL MN 55114			Summary Total					4,000.00
				Payment Amount					4,000.00
100256	LANO EQUIPMENT INC	CHAIN SAW PARTS	PV	95060	001	09101	1/16/2019	02-641783	77.90
	LANO EQUIPMENT INC	CHAIN SAW PARTS	PV	95060	002	09101	1/16/2019	02-641783	77.91
	6140 HIGHWAY 10 NW			Summary Total					155.81

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	ANOKA MN 55303	RETURN BAR-CHAIN SAW	PD	95149	001	09101	1/18/2019	CM 02-642161	45.95-
				Summary Total					45.95-
		BAR-CHAIN SAW/ SPROCKET	PV	95150	001	09101	1/18/2019	02-642156	71.93
				Summary Total					71.93
		AIR FILTER	PV	95238	001	09101	1/17/2019	02-641940	27.30
				Summary Total					27.30
				Payment Amount					209.09
100722	LATOUR VINYL	3 HELMET NAME DECALS	PV	95300	001	09101	1/21/2019	012119	21.00
	LATOUR VINYL 7747 158TH AVENUE NW RAMSEY MN 55303			Summary Total					21.00
				Payment Amount					21.00
100258	LEAGUE OF MINNESOTA CITIES	C. KUBAT CITPRO MTG 1/23/19	PV	95061	001	09101	1/15/2019	287308	12.00
	LEAGUE OF MN CITIES			Summary Total					12.00
	FINANCE DEPT	C. CURTIS CITPRO MTG 1/23/19	PV	95062	001	09101	1/15/2019	287210	12.00
	145 UNIVERSITY AVE WEST			Summary Total					12.00
	ST PAUL MN 55103-2044	PATROL SUBSCRIPTION	PV	95151	001	09101	1/7/2019	286308	2,160.00
				Summary Total					2,160.00
		B. ROSSUM SAFETY/LOSS WRKSHOP	PV	95152	001	09101	1/18/2019	287740	20.00
				Summary Total					20.00
				Payment Amount					2,204.00
100259	LEAGUE OF MN CITIES INS TRUST	2019 GENERAL LIABILITY	PV	95301	001	09101	1/28/2019	40002716 JAN 2019	191,755.00
	LEAGUE OF MN CITIES INS TRUST	2019 GENERAL LIABILITY	PV	95301	002	09101	1/28/2019	40002716 JAN 2019	225.00
	C/O BERKLEY RISK SERVICES INC	2019 GENERAL LIABILITY	PV	95301	003	09101	1/28/2019	40002716 JAN 2019	5,253.00
	P O BOX 581517	2019 GENERAL LIABILITY	PV	95301	004	09101	1/28/2019	40002716 JAN 2019	512.00
	MINNEAPOLIS MN 55458-1517	2019 GENERAL LIABILITY	PV	95301	005	09101	1/28/2019	40002716 JAN 2019	18,772.00
		2019 GENERAL LIABILITY	PV	95301	006	09101	1/28/2019	40002716 JAN 2019	3,979.00
		2019 GENERAL	PV	95301	007	09101	1/28/2019	40002716 JAN 2019	418.00

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		LIABILITY							
		2019 GENERAL LIABILITY	PV	95301	008	09101	1/28/2019	40002716 JAN 2019	3,989.00
		2019 GENERAL LIABILITY	PV	95301	009	09101	1/28/2019	40002716 JAN 2019	145.00
						Summary Total			225,048.00
						Payment Amount			225,048.00
107894	LISA'S CATERING INC	CC MEAL 1/22/2019	PV	95064	001	09101	1/22/2019	1794	106.88
	LISA'S CATERING INC 6415 HIGHWAY 10 NW # 112 RAMSEY MN 55303					Summary Total			106.88
						Payment Amount			106.88
102954	LITTLE FALLS MACHINE INC	MISC PARTS	PV	95063	001	09101	1/9/2019	353556	1,187.86
	LITTLE FALLS MACHINE INC 300 LINDBERGH DRIVE SOUTH LITTLE FALLS MN 56345-1598					Summary Total			1,187.86
						Payment Amount			1,187.86
100271	MAIN MOTORS	ROD-HOOD STRUTS 342	PV	95153	001	09101	1/24/2019	337502	108.76
	MAIN MOTORS 435 WEST MAIN STREET ANOKA MN 55303					Summary Total			108.76
						Payment Amount			108.76
101154	MCDUFF'S EATERY AND PUB	HOLIDAY PARTY 1/11/2019	PV	95065	001	09101	1/11/2019	011119	3,153.05
	MCDUFF'S EATERY AND PUB 16659 ST FRANCIS BLVD NW RAMSEY MN 55303					Summary Total			3,153.05
						Payment Amount			3,153.05
102588	MEDIATION AND RESTORATIVE SERVICES	2019 SERVICES	PV	95154	001	09101	1/11/2019	2011-69	2,882.66
	MEDIATION AND RESTORATIVE SERVICES 1201 89TH AVENUE NE SUITE 380 BLAINE MN 55434					Summary Total			2,882.66
						Payment Amount			2,882.66

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Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
100283	MENARDS COON RAPIDS	MESH WASH BAGS	PV	95239	001	09101	1/8/2019	92518	9.21
	MENARDS COON RAPIDS			Summary Total					9.21
	3045 MAIN STREET	MISC SUPPLIES	PV	95261	001	09101	1/14/2019	92897	285.43
	COON RAPIDS MN 55433			Summary Total					285.43
				Payment Amount					294.64
100284	MENARDS ELK RIVER	MISC SUPPLIES	PV	95155	001	09601	1/8/2019	77491	195.40
	MENARDS ELK RIVER			Summary Total					195.40
	19521 EVANS STREET NW	MISC SUPPLIES	PV	95262	001	09601	1/23/2019	78707	28.69
	ELK RIVER MN 55330-1077			Summary Total					28.69
				Payment Amount					224.09
108208	METRO PRODUCTS INC	FLASHLIGHT/SCREW PINS	PV	95156	001	09101	1/15/2019	140563	20.72
	METRO PRODUCTS INC	FLASHLIGHT/SCREW PINS	PV	95156	002	09101	1/15/2019	140563	25.15
	7401 CENTRAL AVENUE NE			Summary Total					45.87
	FRIDLEY MN 55432	NITRILE GLOVES	PV	95240	001	09101	1/23/2019	140776	116.50
				Summary Total					116.50
				Payment Amount					162.37
111618	MN POLLUTION CONTROL AGENCY	CONF 19 DUBE/GRAF	PV	95066	001	09602	1/17/2019	011719	780.00
	MN POLLUTION CONTROL AGENCY ATTENTION: FISCAL SERVICES 520 LAFAYETTE ROAD NORTH ST PAUL MN 55155-4194			Summary Total					780.00
				Payment Amount					780.00
113946	MUNICIPAL EMERGENCY SERVICES INC	GLOVES/HOODS FD	PV	95302	001	09101	1/29/2019	IN1304365	568.32
	MUNICIPAL EMERGENCY SERVICES INC DEPOSITORY ACCOUNT 75 REMITTANCE DRIVE SUITE 3135 CHICAGO IL 60675			Summary Total					568.32
				Payment Amount					568.32
100345	NAPA AUTO PARTS ELK	MISC SUPPLIES	PV	95157	001	09101	1/17/2019	996614	41.74

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

Payee Number	Name / Mailing Address	Stub Message	Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount
	RIVER								
	NAPA AUTO PARTS ELK RIVER			Summary Total					41.74
	17137 YALE STREET NW	FILTERS	PV	95158	001	09101	1/22/2019	997172	59.92
	P O BOX 1041			Summary Total					59.92
	ELK RIVER MN 55330	MISC SUPPLIES	PV	95307	001	09101	1/29/2019	998233	22.98
				Summary Total					22.98
				Payment Amount					124.64
114244	NAVAL SURFACE WARFARE CENTER CRANE DIV	2018 GOGGLE RENTAL	PV	95175	001	09101	1/28/2019	01282019	300.00
	NAVAL SURFACE WARFARE CENTER CRANE DIV COMMANDING OFFICER 300 HWY 361 BUILDING 2044 ELECTRO OPTIC ATTEN: D. OWENS CRANE IN 47522			Summary Total					300.00
				Payment Amount					300.00
115167	NET TRANSCRIPTS INC	TRANSCRIPTION JAN 19	PV	95159	001	09101	1/15/2019	0023178-IN	236.60
	NET TRANSCRIPTS INC 3707 N. 7TH STREET SUITE 320 PHOENIX AZ 85014			Summary Total					236.60
				Payment Amount					236.60
100354	NEWMAN SIGNS INC	SIGN MATERIAL	PV	95176	001	09101	1/11/2019	TRFINV008743	1,053.76
	NEWMAN SIGNS INC			Summary Total					1,053.76
	PO BOX 1728	TRANSFER TAPE	PV	95241	001	09101	1/17/2019	TRFINV008866	176.46
	JAMESTOWN ND 58402-1728			Summary Total					176.46
				Payment Amount					1,230.22
101173	NORTH STAR GLASS	POLY CARB	PV	95067	001	09101	1/14/2019	86150	227.00
	NORTH STAR GLASS 4135 COON RAPIDS BLVD MPLS MN 55433			Summary Total					227.00
				Payment Amount					227.00
100360	NORTH STAR TOWING INC	TOW 664	PV	95264	001	09101	1/29/2019	64431	88.00
	NORTH STAR TOWING INC			Summary Total					88.00

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

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
	833 NORTH STREET ANOKA MN 55303								
				Payment Amount					88.00
115071	NORTHLAND OCCUPATIONAL HEALTH	PRE EMPLY TESTING	PV	95304	001	09101	2/4/2019	2722	25.00
	NORTHLAND OCCUPATIONAL HEALTH 7533 SUNWOOD DRIVE NW SUITE 212 RAMSEY MN 55303			Summary Total					25.00
				Payment Amount					25.00
110547	NORTHWEST LIGHTING SYSTEMS CO.	MISC BULBS	PV	95068	001	09101	1/15/2019	110649	94.00
	NORTHWEST LIGHTING SYSTEMS CO. 746 CRAIG AVENUE TRACY MN 56175			Summary Total					94.00
		MISC BULBS	PV	95069	001	09101	1/15/2019	110650	174.21
				Summary Total					174.21
				Payment Amount					268.21
116472	OSI ENVIRONMENTAL INC	MISC SUPPLIES	PV	95177	001	09101	12/30/2018	2076687	1,280.00
	OSI ENVIRONMENTAL INC 1000 LUND BLVD ANOKA MN 55303			Summary Total					1,280.00
				Payment Amount					1,280.00
112824	PARKPLACE STUDIO	PD PHOTOS	PV	95263	001	09101	1/23/2019	12319	105.00
	PARKPLACE STUDIO 6093 146TH LANE NW RAMSEY MN 55303			Summary Total					105.00
				Payment Amount					105.00
113444	PRECISE	DEC 18 SERVICE	PV	95289	001	09101	1/28/2019	IN200-1019747	604.09
	PRECISE 501 EAST CLIFF ROAD SIUTE 100 BURNSVILLE MN 55337			Summary Total					604.09
				Payment Amount					604.09
107978	PREMIER COMMERCIAL PROPERTIES INC	HIWAY 10 DEC 18 MANAGEMENT	PV	95178	001	09410	12/31/2018	6166	200.00

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

Payee Number	Payee Name / Mailing Address	Stub Message	Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount
	PREMIER COMMERCIAL PROPERTIES INC 299 COON RAPIDS BLVD NW #200 COON RAPIDS MN 55433	HIWAY 10 DEC 18 MANAGEMENT	PV	95178	002	09410	12/31/2018	6166	200.00
		HIWAY 10 DEC 18 MANAGEMENT	PV	95178	003	09410	12/31/2018	6166	200.00
		HIWAY 10 DEC 18 MANAGEMENT	PV	95178	004	09410	12/31/2018	6166	200.00
							Summary Total		800.00
							Payment Amount		800.00
116744	RAIN MASTER EXTERIORS SEAMLESS GUTTERS	GUTTER EXT ELMCREST	PV	95265	001	09101	1/23/2019	7219	275.00
	RAIN MASTER EXTERIORS SEAMLESS GUTTERS 4409 MASON COURT NE ST MICHAEL MN 55376						Summary Total		275.00
							Payment Amount		275.00
100413	RANDALL GOODRICH AND HAAG PLC	2018 PROSECUTION SERVICE	PV	95290	001	09101	1/29/2019	012919	1,328.50
	RANDALL GOODRICH AND HAAG PLC 2140 FOURTH AVENUE NORTH ANOKA MN 55303						Summary Total		1,328.50
							Payment Amount		1,328.50
111806	RAPID ELECTRIC	REPAIR BOILER COILS	PV	95160	001	09101	1/3/2019	4378	1,323.88
	RAPID ELECTRIC 4810 75TH AVENUE NE SAUK RAPIDS MN 56379						Summary Total		1,323.88
							Payment Amount		1,323.88
100421	REGAL AWARDS AND TROPHIES	PLAQUE- J. JOHNS	PV	95266	001	09101	1/29/2019	19868	62.00
	REGAL AWARDS AND TROPHIES 530 WEST MAIN STREET ANOKA MN 55303						Summary Total		62.00
							Payment Amount		62.00
115583	SANDARIN, BARBARA	JAN 19 YOGA CLASSES	PV	95242	001	09101	1/22/2019	901	225.00
	BARBARA SANDARIN 1824 113TH LANE NW						Summary Total		225.00

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Payment Instrument		Check Payment
Pay Through Date	12/31/2019	

Payee Number	Name / Mailing Address	Stub Message	Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount
	COON RAPIDS MN 55433								
					Payment Amount				225.00
107711	SCHINDLER ELEVATOR	CH ELE FEB/APR 19	PV	95267	001	09101	2/1/2019	8104985768	652.08
	SCHINDLER ELEVATOR P O BOX 93050 CHICAGO IL 60673-3050				Summary Total				652.08
					Payment Amount				652.08
111128	SHERBURNE COUNTY SHERIFFS OFFICE	1/9/19 RANGE USE	PV	95070	001	09101	1/10/2019	02019001-RPD	60.00
	SHERBURNE COUNTY SHERIFFS OFFICE 13880 BUSINESS CENTER DRIVE NW ELK RIVER MN 55330				Summary Total				60.00
					Payment Amount				60.00
100454	ST CLOUD STATE UNIVERSITY	CLERKS TRAIN-LASHER/SCHMIDT	PV	95161	001	09101	1/22/2019	012219	890.00
	ST CLOUD STATE UNIVERSITY ATTENTION: ROXANN NEU BH211A 720 FOURTH AVENUE SOUTH ST CLOUD MN 56301				Summary Total				890.00
					Payment Amount				890.00
113273	STATE OF MINNESOTA	FORFEITURE 17-193720	PV	95071	001	09290	1/14/2019	011419	55.00
	STATE OF MINNESOTA DEPARTMENT OF FINANCE TREASURY DIVISION- SEIZED PROPERTY P O BOX 64577 ST PAUL MN 55164-0577				Summary Total				55.00
					Payment Amount				55.00
		FORFEITURE 15-210184	PV	95072	001	09290	1/14/2019	011419A	32.00
					Summary Total				32.00
					Payment Amount				32.00
		FORFEITURE 17-229838	PV	95073	001	09290	1/14/2019	011419B	450.00
					Summary Total				450.00
					Payment Amount				450.00

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100469	STREICHER'S POLICE EQUIPMENT	MISC AMMO	PV	95074	001	09101	1/14/2019	I1348438	1,875.12
	STREICHER'S POLICE EQUIPMENT			Summary Total					1,875.12
	10911 WEST HWY 55	MISC SUPPLIES	PV	95075	001	09101	1/14/2019	I1348478	51.99
	MINNEAPOLIS MN 55441	MISC SUPPLIES	PV	95075	002	09101	1/14/2019	I1348478	23.94
		MISC SUPPLIES	PV	95075	003	09101	1/14/2019	I1348478	20.99
				Summary Total					96.92
		BADGES/ TRAIN GLOCK	PV	95076	001	09101	1/14/2019	I1348541	155.97
				Summary Total					155.97
		MISC AMMO	PV	95077	001	09101	1/6/2019	I1348184	517.68
				Summary Total					517.68
		HANDCUFFS 2	PV	95179	001	09101	12/20/2018	I1345151	64.98
				Summary Total					64.98
		CREDIT- RET BALLISTIC PLATE	PD	95181	001	09101	11/26/2018	I1336458	199.99-
				Summary Total					199.99-
				Payment Amount					2,510.68
110313	SUMMIT FIRE PROTECTION	FIRE EXT SERVICE	PV	95162	001	09101	1/11/2019	1339115	37.00
	SUMMIT FIRE PROTECTION			Summary Total					37.00
	P O BOX 6205	ANNUAL FIRE EXT MAINT.	PV	95163	001	09101	1/12/2019	1339116	128.00
	CAROL STREAM IL 60197-6205			Summary Total					128.00
				Payment Amount					165.00
108769	SUN CONTROL OF MINNESOTA	WINDOW FILM FIRE STAT 1	PV	95305	001	09101	2/1/2019	26115	1,071.00
	SUN CONTROL OF MINNESOTA 2425 RICE STREET ST PAUL MN 55113			Summary Total					1,071.00
				Payment Amount					1,071.00
115703	TERRA FIRMA ESTATES INC	6701 HWY 10-PATCH ROOF	PV	95291	001	09410	1/23/2019	1227	280.00
	TERRA FIRMA ESTATES INC 755 4TH STREET NW NEW BRIGHTON MN 55112			Summary Total					280.00

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Payment Instrument		Check Payment
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Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount
				Payment Amount					280.00
106861	TIERNEY BROTHERS INC	CAPTIVE CONNECTOR	PV	95078	001	09101	1/9/2019	787589	51.75
	TIERNEY BROTHERS INC			Summary Total					51.75
	P O BOX 858255	TECH SERVICE	PV	95164	001	09101	1/15/2019	788015	707.50
	MINNEAPOLIS MN 55485			Summary Total					707.50
				Payment Amount					759.25
100485	TIMESAVER OFF SITE SECRETARIAL INC	JAN 2019 MEETINGS	PV	95166	001	09101	1/14/2019	M24414	775.50
	TIMESAVER OFF SITE SECRETARIAL INC 5291 RIVER OAK DRIVE SAVAGE MN 55378			Summary Total					775.50
				Payment Amount					775.50
112079	TOKLE INSPECTIONS INC	DEC 18 ELECTRICAL INSPECTIONS	PV	95182	001	09101	1/7/2019	010719	3,767.25
	TOKLE INSPECTIONS INC 1748 123RD AVENUE NW COON RAPIDS MN 55448			Summary Total					3,767.25
				Payment Amount					3,767.25
112024	TOWMASTER	WHELEN FLASHER	PV	95165	001	09101	1/22/2019	411981	217.45
	TOWMASTER			Summary Total					217.45
	61381 US HWY 12	RETURN- FLASHER BOARD	PD	95306	001	09101	1/28/2019	CM 111201	217.45-
	LITCHFIELD MN 55355			Summary Total					217.45-
********	3717 Amount Under Payment Limit			Payment Amount					
100529	WENDELL'S INC	STAMP S. HURD	PV	95079	001	09101	1/11/2019	2364277	11.35
	WENDELL'S INC			Summary Total					11.35
	6601 BUNKER LAKE BLVD	STAMP J. LETOURNEAU	PV	95080	001	09101	1/11/2019	2364303	14.35
	PO BOX 458 RAMSEY MN 55303-0458			Summary Total					14.35
				Payment Amount					25.70
100539	WRIGHT TIRE SERVICE INC	2 TIRES 333	PV	95268	001	09101	1/29/2019	66535	234.72

CITY OF RAMSEY
Create Payment Control Groups

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

Payee Number	Payee Name / Mailing Address	Stub Message	Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount
	WRIGHT TIRE SERVICE INC 710 WEST MAIN STREET ANOKA MN 55303			Summary Total					234.72
				Payment Amount					234.72
112515	WSB AND ASSOCIATES INC	COR AUAR DEC 2018	PV	95183	001	09214	1/16/2019	R-011954-000-9 DEC 18	780.00
	WSB AND ASSOCIATES INC			Summary Total					780.00
	701 XENIA AVENUE SOUTH SUITE 300	ROAD FUNDING ALT. DEC 2018	PV	95184	001	09400	1/17/2019	R-012755-000-4 DEC 18	3,120.00
	MINNEAPOLIS MN 55416			Summary Total					3,120.00
		2018 GEN PLAN	PV	95292	001	09804	1/17/2019	R-011112-000-12	202.00
		2018 GEN PLAN	PV	95292	002	09804	1/17/2019	R-011112-000-12	3,916.00
				Summary Total					4,118.00
				Payment Amount					8,018.00
100543	ZIEGLER INC	MISC PARTS	PV	95244	001	09101	1/25/2019	PC002034640	303.18
	ZIEGLER INC SDS 12-0436 PO BOX 86 MINNEAPOLIS MN 55486-0436			Summary Total					303.18
				Payment Amount					303.18
				Total Amount to be Processed					470,363.90
				Total Number of Payments to be Processed					101

2019

NORTHLAND TRUST SERVICES
150 S. Fifth Street, Suite 3300
Minneapolis, MN 55402
Phone 612-851-4931
Fax 612-851-4933

*** EFFECTIVE FEBRUARY 11, 2018 OUR ADDRESS HAS CHANGED ***
(SEE ABOVE)

INVOICE

CITY OF RAMSEY
ATTN: FINANCE OFFICER
7550 SUNWOOD DRIVE NW
RAMSEY MN 55303-5137

12/10/2018
RAMS11A

Order # 107244
9345. 6602 360,000 -
9345. 6611 36,292 50
9345. 6310 495 -

Date Rec'd: 12/20 Total Due: 396,787 50
Reviewed By:
Final Approval:

RE: CITY OF RAMSEY, MINNESOTA
$4,365,000 GENERAL OBLIGATION BONDS,
SERIES 2011A

Debt Service: 02/01/2019

Principal:	360,000.00
Interest:	36,292.50
Total Principal & Interest:	396,292.50
Less Cash on Hand (Escrow Funds)	(0.00)
Paying Agent Annual Fee	495.00

Total Amount Due: 396,787.50

If paying by wire, please notify us via email

CHECK PAYMENTS due: 01-25-19

Make Checks payable to:
NORTHLAND TRUST SERVICES INC.

WIRE PAYMENTS due: 01-29-19

Wells Fargo Bank, San Francisco, CA
ABA: 121-000-248
ACCT: 143-6412710 Northland Trust Services
REF: Issuer name & series number

***MN SCHOOL DISTRICTS should wire funds 3 days prior to debt service date according to State Credit Enhancement requirements.**

Thank you for your business!

If you have questions please contact:

Rhonda Magee
PH:612-851-4931
rmagee@northlandtrust.com

Scott Miles
PH: 612-851-5914
smiles@northlandtrust.com

RECEIVED
DEC 20 2018

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #19-045

RESOLUTION APPROVING CASH DISBURSEMENTS MADE AND AUTHORIZING PAYMENT OF ACCOUNTS PAYABLE INVOICING RECEIVED DURING THE PERIOD OF JANUARY 17, 2019 THROUGH FEBRUARY 6, 2019.

WHEREAS, the City of Ramsey Finance Department has made cash disbursements and received accounts payable invoicing during the period of January 17, 2019, through February 6, 2019, in the amount of $1,436,716.34 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 January 17, 2019, through February 6, 2019, in the amount of $1,436,716.34.

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 12th day of February 2019.

_____

Mayor

ATTEST:

City Clerk

CC Regular Session **4. 5.**

Meeting Date: 02/12/2019

By: Diana Lund, Finance

Information

Title

Adopt Resolution #19-038 Approving Premise Permit for Anoka Ramsey Athletic Association for Lawful Gambling at McDuff's Eatery and Pub

Purpose/Background:

Staff recently received the attached application for a premise permit for the Anoka Ramsey Athletic Association. Their organization is asking for a premise permit for lawful gambling (pull tabs, tip boards, bar bingo and paddlewheel) at McDuff's Eateray and Pub. If the City Council is not opposed to this application, they have requested a waiver of the 60-day notice provision.

Anoka Ramsey Athletic Association is located in Ramsey which meets the City's Lawful Gambling Ordinance that states that the physical site for the Organization's place of doing business shall be located within the corporate limits of either the City of Ramsey or the City of Anoka and the Organization's place of doing business had been located in either the City of Ramsey or City of Anoka for at least two years immediately preceding the Premise Permit application.

The Anoka Ramsey Athletic Association currently holds a premise permit at the Links at North Fork and Aurelios Pizza.

Currently, there is one other organization - Anoka Ramsey Lions holding a premise permit within McDuff's Eatery and Pub. The City's gambling ordinance allows for a maximum number of gambling devices at any one location in the City to a limit of two of any one type of device.

The Anoka Ramsey Athletic Association will be required to submit a monthly contribution to the City equal to 5% of their net profits that is deposited into the City's Lawful Gambling Fund.

Notification:

A copy of the Premise Permit Application and Lease for Lawful Gambling Activity that will be sent to the Gambling Control Board, if approved, is attached.

Observations/Alternatives:

A background check of the Anoka Ramsey Athletic Association's Gambling Manager, Mr. Josh Jungling, was performed by Chief Katers at the time the premise permit was issued for the Links at Northfork in April 2018. Chief Katers reported no findings.

Recommendation:

Staff recommends approval of the premise permit for the Anoka Ramsey Athletic Association at McDuff's Eatery and Pub.

Action:

Motion to recommend Council adopt Resolution #19-033 Approving the Anoka Ramsey Athletic Association for a Premise Permit for Lawful Gambling at McDuff's Eatery and Pub.

Attachments

Premise Permit & Lease App - Anoka Ramsey Athletic Assoc at McDuff's

Reso #19-038

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	02/06/2019 02:12 PM
Form Started By: Diana Lund		Started On: 01/25/2019 06:28 AM
Final Approval Date: 02/06/2019		

MINNESOTA LAWFUL GAMBLING

LG215 Lease for Lawful Gambling Activity

LEASE INFORMATION

Organization:	License/Site Number:	Daytime Phone:
Anoka Ramsey Athletic Association	98049	
Address:	**City:**	**State: Zip:**
	Anoka	Mn 55303
Name of Leased Premises:	**Street Address:**	
Mcduff's Eatery and Pub	16659 St. Francis Blvd	
City:	**State: Zip:**	**Daytime Phone:**
Ramsey	MN 55303	7637532291
Name of Legal Owner:	**Business/Street Address:**	
City:	**State: Zip:**	**Daytime Phone:**
Name of Lessor (if same as legal owner, write "SAME"):	**Address:**	
City:	**State: Zip:**	**Daytime Phone:**

Check applicable item:

☑ **New or amended lease.** Effective date: 2/1/19. Submit changes at least ten days **before** the effective date of the change.

☐ **New owner.** Effective date: _____. Submit new lease **within** ten days after new lessor assumes ownership.

CHECK ALL ACTIVITY THAT WILL BE CONDUCTED (no lease required for raffles)

☑ Pull-Tabs (paper)

☑ Pull-Tabs (paper) with dispensing device

☑ Bar Bingo ☐ Bingo

☑ Tipboards

☑ Paddlewheel ☐ Paddlewheel with table

☑ Electronic Pull-Tabs

☐ Electronic Linked Bingo

Electronic games may only be conducted:

1. at a premises licensed for the on-sale of intoxicating liquor or the on-sale of 3.2% malt beverages; or
2. at a premises where bingo is conducted as the primary business and has a seating capacity of at least 100.

PULL-TAB, TIPBOARD, AND PADDLEWHEEL RENT (separate rent for booth and bar ops)

BOOTH OPERATION: Some or all sales of gambling equipment are conducted by an employee/volunteer of a licensed organization at the leased premises.

ALL GAMES, including electronic games: Monthly rent to be paid: 10 %, not to exceed **10%** of gross profits for that month.

- Total rent paid from all organizations for only booth operations at the leased premises **may not exceed $1,750.**
- The rent cap does not include BAR OPERATION rent for electronic games conducted by the lessor.

BAR OPERATION: All sales of gambling equipment conducted by the lessor or lessor's employee.

ELECTRONIC GAMES: Monthly rent to be paid: _____%, not to exceed **15%** of the gross profits for that month from electronic pull-tab games and electronic linked bingo games.

ALL OTHER GAMES: Monthly rent to be paid: _____%, not to exceed **20%** of gross profits from all other forms of lawful gambling.

- If any booth sales conducted by a licensed organization at the premises, rent may not exceed **10%** of gross profits for that month and is subject to booth operation **$1,750** cap.

BINGO RENT (for leased premises where bingo is the primary business conducted, such as bingo hall)

Bingo rent is limited to one of the following:

- Rent to be paid: _____ %, not to exceed **10%** of the monthly gross profit from all lawful gambling activities held during bingo occasions, excluding bar bingo.

  - OR -

- Rate to be paid: $ _____ per square foot, not to exceed 110% of a comparable cost per square foot for leased space, as approved by the director of the Gambling Control Board. The lessor must attach documentation, verified by the organization, to confirm the comparable rate and all applicable costs to be paid by the organization to the lessor.
  - ⇒ **Rent may not be paid for bar bingo.**
  - ⇒ Bar bingo does not include bingo games linked to other permitted premises.

LEASE TERMINATION CLAUSE (must be completed)

The lease may be terminated by either party with a written 90 day notice. Other terms:

LG215 Lease for Lawful Gambling Activity

Lease Term: The term of this agreement will be concurrent with the premises permit issued by the Gambling Control Board (Board).

Management: The owner of the premises or the lessor will not manage the conduct of lawful gambling at the premises. The organization may not conduct any activity on behalf of the lessor on the leased premises.

Participation as Players Prohibited: The lessor will not participate directly or indirectly as a player in any lawful gambling conducted on the premises. The lessor's immediate family and any agents or gambling employees of the lessor will not participate as players in the conduct of lawful gambling on the premises, except as authorized by Minnesota Statutes, Section 349.181.

Illegal Gambling: The lessor is aware of the prohibition against illegal gambling in Minnesota Statutes 609.75, and the penalties for illegal gambling violations in Minnesota Rules 7865.0220, Subpart 3. In addition, the Board may authorize the organization to withhold rent for a period of up to 90 days if the Board determines that illegal gambling occurred on the premises or that the lessor or its employees participated in the illegal gambling or knew of the gambling and did not take prompt action to stop the gambling. Continued tenancy of the organization is authorized without payment of rent during the time period determined by the Board for violations of this provision, as authorized by Minnesota Statutes, Section 349.18, Subd. 1(a).

To the best of the lessor's knowledge, the lessor affirms that any and all games or devices located on the premises are not being used, and are not capable of being used, in a manner that violates the prohibitions against illegal gambling in Minnesota Statutes, Section 609.75.

Notwithstanding Minnesota Rules 7865.0220, Subpart 3, an organization must continue making rent payments under the terms of this lease, if the organization or its agents are found to be solely responsible for any illegal gambling, conducted at this site, that is prohibited by Minnesota Rules 7861.0260, Subpart 1, item H, or Minnesota Statutes, Section 609.75, unless the organization's agents responsible for the illegal gambling activity are also agents or employees of the lessor.

The lessor must not modify or terminate the lease in whole or in part because the organization reported, to a state or local law enforcement authority or to the Board, the conduct of illegal gambling activity at this site in which the organization did not participate.

Other Prohibitions: The lessor will not impose restrictions on the organization with respect to providers (distributor or linked bingo game provider) of gambling-related equipment and services or in the use of net profits for lawful purposes.

The lessor, the lessor's immediate family, any person residing in the same residence as the lessor, and any agents or employees of the lessor will not require the organization to perform any action that would violate statute or rule. The lessor must not modify or terminate this lease in whole or in part due to the lessor's violation of this provision. If there is a dispute as to whether a violation occurred, the lease will remain in effect pending a final determination by the Compliance Review Group (CRG) of the Board. The lessor agrees to arbitration when a violation of this provision is alleged. The arbitrator shall be the CRG.

Access to Permitted Premises: Consent is given to the Board and its agents, the commissioners of revenue and public safety and their agents, and law enforcement personnel to enter and inspect the permitted premises at any reasonable time during the business hours of the lessor. The organization has access to the premises during any time reasonable and when necessary for the conduct of lawful gambling.

Lessor Records: The lessor must maintain a record of all money received from the organization, and make the record available to the Board and its agents, and the commissioners of revenue and public safety and their agents upon demand. The record must be maintained for 3-1/2 years.

Rent All-Inclusive: Amounts paid as rent by the organization to the lessor are all-inclusive. No other services or expenses provided or contracted by the lessor may be paid by the organization, including but not limited to:

- trash removal
- electricity, heat
- snow removal
- storage
- janitorial and cleaning services
- other utilities or services
- lawn services
- security, security monitoring
- cost of any communication network or service required to conduct electronic pull-tabs games or electronic bingo
- in the case of bar operations, cash shortages.

Any other expenditures made by an organization that is related to a leased premises must be approved by the director of the Board. Rent payments may not be made to an individual.

ACKNOWLEDGMENT OF LEASE TERMS

I affirm that this lease is the total and only agreement between the lessor and the organization, and that all obligations and agreements are contained in or attached to this lease and are subject to the approval of the director of the Gambling Control Board.

Other terms of the lease:

Signature of Lessor:	Date:	Signature of Organization Official (Lessee):	Date:
[signature]	12/15/2018	[signature]	12/7/18
Print Name and Title of Lessor:		Print Name and Title of Lessee:	
THOMAS ANDERSON PRESIDENT		Josh Jungling Gambling Manager	

Questions? Contact the Licensing Section, Gambling Control Board, at 651-539-1900. This publication will be made available in alternative format (i.e. large print, braille) upon request. **Data privacy notice:** The information requested on this form and any attachments will become public information when received by the Board, and will be used to determine your compliance with Minnesota statutes and rules governing lawful gambling activities.

Mail or fax lease to:
Minnesota Gambling Control Board
1711 W. County Road B, Suite 300 South
Roseville, MN 55113
Fax: 651-639-4032

MINNESOTA LAWFUL GAMBLING

LG214 Premises Permit Application

Annual Fee $150 (NON-REFUNDABLE)

REQUIRED ATTACHMENTS TO LG214

1. If the premises is leased, attach a copy of your lease. Use **LG215 Lease for Lawful Gambling Activity.**
2. $150 annual premises permit fee, for each permit (non-refundable). Make check payable to "**State of Minnesota.**"

Mail the application and required attachments to:
Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions? Call 651-539-1900 and ask for Licensing.

ORGANIZATION INFORMATION

Organization Name: Anoka Ramsey Athletic Association
License Number: 98049

Chief Executive Officer (CEO) Dustin Reeder
Daytime Phone: 612-366-0125

Gambling Manager: Josh Jungling
Daytime Phone: 612-860-5616

GAMBLING PREMISES INFORMATION

Current name of site where gambling will be conducted: Mcduffs Eatery and Pub

List any previous names for this location:

Street address where premises is located: 16659 St Francis BLVD
(Do not use a P.O. box number or mailing address.)

City: **OR** Township:	County:	Zip Code:
Ramsey	Anoka	55303

Does your organization own the building where the gambling will be conducted?

☐ **Yes** ☑ **No** **If no,** attach LG215 Lease for Lawful Gambling Activity.

A lease is not required if only a raffle will be conducted.

Is any other organization conducting gambling at this site? ☑ Yes ☐ No ☐ Don't know

Note: Bar bingo can only be conducted at a site where another form of lawful gambling is being conducted by the applying organization or another permitted organization. Electronic games can only be conducted at a site where paper pull-tabs are played.

Has your organization previously conducted gambling at this site? ☐ Yes ☑ No ☐ Don't know

GAMBLING BANK ACCOUNT INFORMATION; MUST BE IN MINNESOTA

Bank Name: US Bank
Bank Account Number: 104783931306

Bank Street Address: 129 W Main ST
City: Anoka
State: **MN** Zip Code: 55303

ALL TEMPORARY AND PERMANENT OFF-SITE STORAGE SPACES

Address (Do not use a P.O. box number):	City:	State:	Zip Code:
6100 Bunker Lake Blvd #2	Ramsey	**MN**	55303
		MN	
		MN	

LG214 Premises Permit Application

ACKNOWLEDGMENT BY LOCAL UNIT OF GOVERNMENT: APPROVAL BY RESOLUTION

CITY APPROVAL for a gambling premises located within city limits

City Name: _____

Date Approved by City Council: _____

Resolution Number: _____
(If none, attach meeting minutes.)

Signature of City Personnel:

_____

Title: _____ Date Signed: _____

Local unit of government must sign.

COUNTY APPROVAL for a gambling premises located in a township

County Name: _____

Date Approved by County Board: _____

Resolution Number: _____
(If none, attach meeting minutes.)

Signature of County Personnel:

_____

Title: _____ Date Signed: _____

TOWNSHIP NAME: _____

Complete below only if required by the county.
On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.)

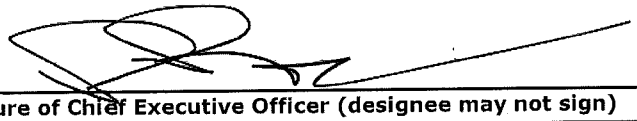
Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date Signed: _____

ACKNOWLEDGMENT AND OATH

1. I hereby consent that local law enforcement officers, the Board or its agents, and the commissioners of revenue or public safety and their agents may enter and inspect the premises.
2. The Board and its agents, and the commissioners of revenue and public safety and their agents, are authorized to inspect the bank records of the gambling account whenever necessary to fulfill requirements of current gambling rules and law.
3. I have read this application and all information submitted to the Board is true, accurate, and complete.
4. All required information has been fully disclosed.
5. I am the chief executive officer of the organization.
6. I assume full responsibility for the fair and lawful operation of all activities to be conducted.
7. I will familiarize myself with the laws of Minnesota governing lawful gambling and rules of the Board and agree, if licensed, to abide by those laws and rules, including amendments to them.
8. Any changes in application information will be submitted to the Board no later than ten days after the change has taken effect.
9. I understand that failure to provide required information or providing false or misleading information may result in the denial or revocation of the license.
10. I understand the fee is non-refundable regardless of license approval/denial.



Signature of Chief Executive Officer (designee may not sign)

1/24/19
Date

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety, Attorney General, Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format, i.e. large print, braille, upon request.

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #19-038

RESOLUTION APPROVING THE ANOKA RAMSEY ATHLETIC ASSOCIATION APPLICATION FOR A PREMISE PERMIT FOR LAWFUL GAMBLING AT McDUFF'S EATERY AND PUB

WHEREAS, The Anoka Ramsey Athletic Association has applied for a premise permit for gambling at McDuff's Eatery and Pub, 16659 St. Francis Boulevard, Ramsey.

WHEREAS, The Anoka Ramsey Athletic Association has requested Council waive the 60-day notice provision; and

WHEREAS, the Gambling Control Board Division of the Department of Gaming requires the City of Ramsey adopt a resolution specifically approving or denying the application.

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 premise permit application for the Anoka Ramsey Youth Association to operate lawful gambling at McDuff's Eatery and Pub, 16659 St. Francis Boulevard, Ramsey.

2) That the Ramsey City Council hereby authorizes the City Administrator or Finance Director to sign the application and any other documents required by the Minnesota Gambling Board.

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 12th day of February, 2019.

_____

Mayor

ATTEST:

City Clerk

CC Regular Session **4. 6.**

Meeting Date: 02/12/2019

By: Sean Sullivan, Community Development

Information

Title

Adopt Resolution #19-040 Authorizing the Request and Use of HRA Funds for Anoka County Regional Economic Development Activities

Purpose/Background:

The City of Ramsey approved entering into a Memorandum of Understanding and Voluntary Cost Share Agreement with Anoka County Regional Economic Development Partnership on October 23, 2018. Prior to that, the City of Ramsey agreed to participate in a study administrated by Connexus Energy that served as the foundation for creation of the regional economic development initiative (Ady Report). Costs associated with this regional economic development intiative are eligible to be paid for from the City's portion of the Anoka County HRA levy.

Notification:

N/A

Observations/Alternatives:

The City of Ramsey has received invoices for activities relating to the creation and operation of the Anoka County Regional Economic Development intitative. These expanses can be paid with the City's HRA dollars. The 2018 Invoice is for $1,500 and the 2019 Invoice is for $1,506.

Funding Source:

City of Ramsey's Anoka County HRA Funds.

Recommendation:

Staff recommends adoption of Resolution #19-040 Authorizing the Request and Use of HRA Funds for Anoka County Regional Economic Development Activities.

Action:

Motion to Adopt Resolution #19-040 Authorizing the Request and Use of HRA Funds for Anoka County Regional Economic Development Activities.

Attachments

Resolution #19-040 Request for ACHRA Funds for Anoka County Regional Economic Development Activities

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Sean Sullivan	02/05/2019 08:23 AM
Sean Sullivan (Originator)	Sean Sullivan	02/05/2019 08:43 AM
Tim Gladhill	Sean Sullivan	02/05/2019 04:05 PM
Sean Sullivan (Originator)	Sean Sullivan	02/05/2019 04:06 PM
Kurt Ulrich	Kurt Ulrich	02/06/2019 02:13 PM
Tim Gladhill	Tim Gladhill	02/06/2019 03:54 PM

Kurt Ulrich	Kurt Ulrich	02/06/2019 05:23 PM
Form Started By: Sean Sullivan		Started On: 01/28/2019 09:32 AM
Final Approval Date: 02/06/2019		

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

RESOLUTION #19-040

RESOLUTION AUTHORIZING THE REQUEST AND USE OF HRA FUNDS FOR ANOKA COUNTY REGIONAL ECONOMIC DEVELOPMENT ACTIVITIES

WHEREAS, the City of Ramsey is an Anoka County municipality, and as such is a rapidly growing and important segment of the Twin Cities Metropolitan Region, made up of a rich variety of vital and desirable communities; and

WHEREAS, the City of Ramsey is a member of the Anoka County Housing and Redevelopment Authority (ACHRA) and is eligible to request funding for projects that meet the requirement of MN Statute 469; and

WHEREAS, the City of Ramsey has already paid $1,500 to Connexus Energy for the 2018 contribution as evidenced on attached Invoice #INV0001020 to support the Anoka County Regional Economic Development Marketing Plan and has requested reimbursement from the ACHRA documented on attached Invoice #25770 which is an eligible cost to be paid for by the ACHRA; and

WHEREAS, the City of Ramsey has received the attached Invoice # 130878 in the amount of $1,506 for the 2019 Economic Development Cost Share which is an eligible cost to be paid for by the ACHRA.

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 requests $1,500 of the City's ACHRA levy funds to be applied to Invoice #25770 for the City's share of the 2018 Marketing Plan.

2) That the City of Ramsey requests $1,506 of the City's ACHRA levy funds be applied to Invoice # 130878 for the City's share of the Voluntary Cost Sharing Agreement, in a Memorandum of Understanding for Anoka County Regional Economic Development activities.

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 12th day of February, 2019.

_____

Mayor

ATTEST:

_____

City Clerk

CONNEXUS® ENERGY
Your Community Energy Partner

14601 Ramsey Boulevard
Ramsey, Minnesota 55303
763.323.2600
www.connexusenergy.com

RECEIVED
DEC 0 3 2018

Bill To: CITY OF RAMSEY
7550 SUNWOOD DR NW
DIANA LUND, FINANCE DIRCTOR
RAMSEY MN 55303-5137

Invoice	INV0001020
Date	11/28/2018
Due Date	12/28/2018
Page	1

Do not combine payment for this invoice with electric service payments or application may be delayed.

Service Order No.	Customer ID	Payment Terms	Created By
	FIS00024	NET30	krislete

Quantity	U of M	Unit Price	Description	Ext. Price
1	EA	$1,500.00	ANOKA COUNTY MARKETING PLAN - COST SHARED	$1,500.00

Vendor # 100117
COUNTY HRA REIMB. 1,500.00
9220.6325
Date Rec'd: 12/20 Total Due:
Reviewed By: SMS
Dept Approval:

2018 Ady Advantage Economic Development Initative Marketing Plan - Branding/Logo/Target Industries/Website Development
3/13-12/31 Questions - Please contact Bruce Sayler 763-323-2685

Subtotal	$1,500.00
Tax	$0.00
Total	$1,500.00

INVOICE

25770

Billing Address: 100821

ANOKA COUNTY HRA
2100-3RD AVE
ANOKA MN 55303

Invoice Date 12/21/2018

Due Date 12/21/2018

Page: 1

Item	Remark	Amount
001	ANOKA CTY MARKETING COST	1,500.00
002	SHARE- CONNEXUS ENERGY	
	Total Amount Invoiced	1,500.00
	Balance Due	1,500.00

Remit To:
CITY OF RAMSEY
7550 SUNWOOD DRIVE NW
RAMSEY MN 55303
Phone: 763-427-1410

For your convenience, we now accept VISA, MASTERCARD and DISCOVER CARD payments. Visit www.cityoframsey.com for more information.
All accounts with an outstanding balance exceeding 60 days will be submitted to our collection agency for collections.

Anoka County
MINNESOTA

Respectful, Innovative, Fiscally Responsible

Customer/Division Code: ECON

CITY OF RAMSEY

Customer Invoice

As of:	1/29/2019	Customer:	130878
Amount Due:	$1,506.00	**Due By:**	2/28/2019
Questions?	Please	Contact:	763-324-1700

Date	Transaction	Amount	Balance
	Prior Balance as of 12/01/2018:		**0.00**
Invoice: EC190128U			
01/28/2019	2019 ECONOMIC DEV COST SHARE	$1,506.00	
	Invoice: EC190128U Total:	**$1,506.00**	$1,506.00

Current	31 - 60 days	61 - 90 days	over 90 days	Total Due
$1,506.00	$0.00	$0.00	$0.00	$1,506.00

Amount Due By: **2/28/2019**

Customer: **130878** Balance: **$1,506.00** Due By: **2/28/2019** Payment Amount: $_____.____

☐ Check ☐ Money Order ☐ VISA ☐ Master Card ☐ Discover

Make Checks Payable To:

Anoka County Treasury Office
2100 3rd Ave Suite 300
Anoka, MN 55303-5029

Credit Card:_____-_____-_____-_____ Ex-Date___/___ CSC 3 Digit Code_____

Card Holder's Name:_____ Phone:_____

Billing Address:_____

Signature:_____

CC Regular Session **4. 7.**

Meeting Date: 02/12/2019

By: Sean Sullivan, Community Development

Information

Title

Adopt Resolution #19-046 Approving Assignment and Assumption of TIF Agreement for Parkview East Apartments

Purpose/Background:

The City of Ramsey entered into a Tax Increment Financing (TIF) Agreement, dated October 1, 2015 with ParkView East, LLC, which is assumed to be associated with PSD, LLC for purposes of this project. PSD desires to assign its interest in the TIF Agreement to Park View East - Minneapolis LLC. It appears that this corporation is associated with the Curtis Capital Group from Washington (state) for purposes of this project. The Curtis Capital Group recently purchased Parkview East from PSD, LLC. A draft of the Assignment and Assumption Agreement has been submitted to the City Council for approval. The TIF Agreement includes a TIF note issued in the original principal amount of $500,000. Assignment and Assumption of TIF Agreements and TIF Notes is common practice in the industry and the City has not identified any reason to withold the assignment and transfer.

Notification:

Notification is not required.

Observations/Alternatives:

The City's TIF Attorney has worked with Staff and drafted the attached form of the resolution and the Assignment and Assumption Agreement and recommends adoption and execution by City Officials.

The original request for assistance was reviewed by the Ehlers, the City's financial advisor. The Developer's return on investment were within industry standards with the inclusion of the assitance package, meaning the project would likely not have happened without the assistance and the requested amount was reasonable. Additionally, the amount of tax increment generated from the project over the life of the TIF District far exceeds the assistance amount. That excess increment can be used for eligible activites such as site improvements and administration of the district. A more detailed analysis is attached to this case.

Funding Source:

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

Recommendation:

Staff recommends adoption of Resolution #19-046 Approving Assignment and Assumption of TIF Agreement for Parkview East Apartments.

Action:

Motion to adopt Resolution #19-046 Approving Assignment and Assumption of TIF Agreement for Parkview East Apartments.

Attachments

Site Location Map

Resolution #19-046

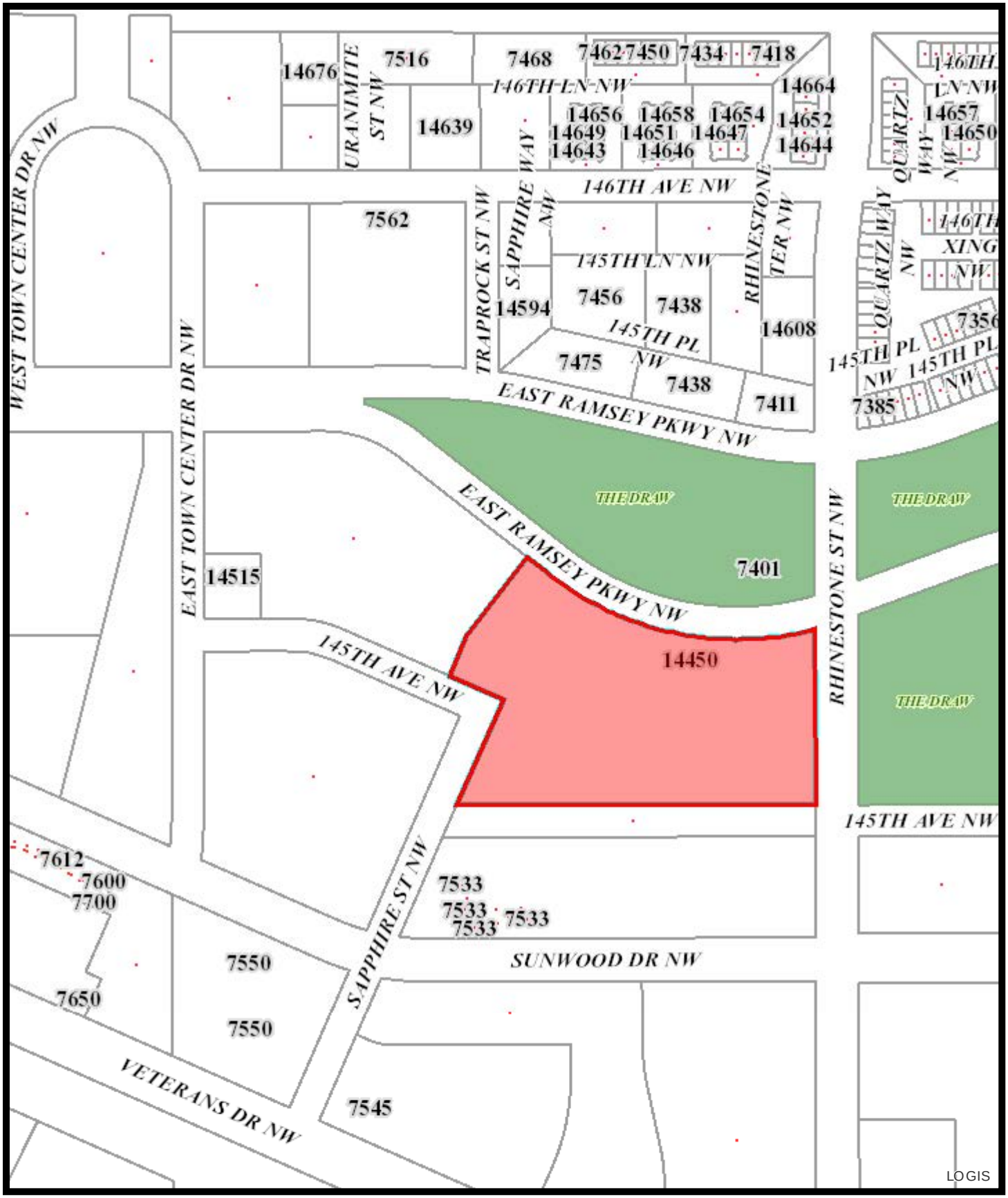
Fact Sheet

Form Review

Inbox	Reviewed By	Date
Tim Gladhill	Sean Sullivan	02/05/2019 04:08 PM
Sean Sullivan (Originator)	Sean Sullivan	02/05/2019 04:09 PM
Tim Gladhill	Tim Gladhill	02/06/2019 11:59 AM
Sean Sullivan (Originator)	Sean Sullivan	02/06/2019 02:31 PM
Tim Gladhill	Tim Gladhill	02/06/2019 04:14 PM
Kurt Ulrich	Kurt Ulrich	02/06/2019 05:26 PM
Form Started By: Sean Sullivan		Started On: 01/31/2019 08:39 AM
Final Approval Date: 02/06/2019		

Parkview East LLC Site Location Map

28-32-25-42-0025
14450 RHINESTONE ST NW



Feet
0 62.5 125 250 375 500

Print Date: February 5, 2019

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

RESOLUTION #19-048

RESOLUTION APPROVING THE ASSIGNMENT AND ASSUMPTION OF TAX INCREMENT FINANCING (TIF) AGREEMENT FOR PARKVIEW EAST APARTMENTS

WHEREAS, the City of Ramsey (the "City") entered into a Tax Increment Financing (TIF) Agreement, dated October 1, 2015 (the "TIF Agreement") with ParkView East, LLC, a Minnesota limited liability company (the "Developer"). The Developer desires to assign its interest in the TIF Agreement pursuant to an Assignment and Assumption of Tax Increment Financing (TIF) Agreement (the "Assignment") by and between the Developer and Park View East - Minneapolis LLC, a Washington limited liability company; and

WHEREAS, a draft of the Assignment has been submitted to the City Council for approval.

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 hereby approves the Assignment in substantially the form submitted, and the Mayor and the City Administrator are hereby authorized and directed to execute the Consent and Acknowledgement of the City to the Assignment on behalf of the City. In the absence of the Mayor or the City Administrator, any document authorized by this resolution to be executed may be executed by an acting or duly designated official.

2. The approval hereby given to the Assignment includes approval of such additional details therein as may be necessary and appropriate and such modifications thereof, deletions therefrom and additions thereto as may be necessary and appropriate and approved by the City officials authorized by this resolution to execute the Assignment. The execution of the Assignment by the appropriate officer or officers of the City shall be conclusive evidence of the approval of the Assignment in accordance with the terms hereof.

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 12th day of February, 2019.

_____
Mayor

ATTEST:

_____
City Clerk

ASSIGNMENT AND ASSUMPTION OF
TAX INCREMENT FINANCING (TIF) AGREEMENT

This instrument drafted by:
Briggs and Morgan, Professional Association (MLI)
2200 IDS Center
80 South 8th Street
Minneapolis, Minnesota 55402

1. **The Parties:**

(a) ParkView East, LLC, a Minnesota limited liability company, the Developer under a Tax Increment Financing (TIF) Agreement with the City of Ramsey, Minnesota, (the "City"), dated October 1, 2015 (the "TIF Agreement"), is hereinafter referred to as Assignor.

(b) Park View East - Minneapolis LLC, a Washington limited liability company, hereinafter referred to as Assignee.

2. **Date:**

(a) This Assignment is dated and shall be effective on February 12, 2019 (the "Effective Date").

3. **Recitals:**

(a) Assignor is the recipient of certain real property and the beneficiary of a promise by the City pursuant to the TIF Agreement to pay the Developer certain amounts as provided therein.

(b) Assignor desires to assign all of its rights, duties, obligations and responsibilities under the TIF Agreement to Assignee and Assignee is willing to accept such rights, duties, obligations and responsibilities.

NOW THEREFORE, in consideration of the premises, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

4. **Assignment of TIF Agreement:** Assignor hereby assigns, transfers and quitclaims all rights, duties, obligations and responsibilities under the TIF Agreement to Assignee, subject to the terms of this Agreement. Assignee hereby accepts such rights and assumes such duties, obligations and responsibilities, subject to the terms of this Agreement.

5. **Covenants of Assignor:** Assignor warrants:

(a) Assignor is the owner of the Developer's interest in the TIF Agreement assigned by this instrument and all of the rights which the TIF Agreement purports to create, with full right to convey the same.

(b) The TIF Agreement is now unencumbered, valid, and in full force and effect in accordance with its terms.

(c) The City has not declared an Event of Default under the TIF Agreement.

6. **Mutual Covenants:**

(a) As a condition of the Assignment herein, Assignee hereby expressly assumes the obligations of Assignor under the TIF Agreement.

(b) Assignee hereby expressly subordinates its rights under this Assignment to the rights of the City under the TIF Agreement, and further expressly agrees to take no action in derogation of any other rights of the City under the TIF Agreement.

(c) Assignee acknowledges that it may not re-assign the Developer's rights under the TIF Agreement without the express prior written consent of the City.

7. **Covenants of Assignee:**

(a) The Assignee certifies that it has the qualifications and financial responsibility necessary and adequate to fulfill the obligations undertaken in the TIF Agreement by the Developer

(b) Assignee hereby agrees to indemnify and hold Assignor harmless from all claims by the City, its successors and assigns arising from and after the date hereof, whether under the TIF Agreement or in connection with the Project as defined therein.

8. **TIF Note:** As of the Effective Date the TIF Note (as defined in the TIF Agreement) shall be registered in the name of the Assignee.

9. **Assignee Default:** In the event Assignee defaults under the terms and obligations of the TIF Agreement assigned hereunder and does not cure the default in accordance with the terms of the TIF Agreement, Assignee acknowledges the City has the right pursue any remedies against the Assignee as provided in the TIF Agreement without any notice to and without seeking any remedy from the Assignor.

10. **Governing Law:** It is agreed that this Assignment shall be governed by, construed and enforced in accordance with the laws of the State of Minnesota.

11. **Attorneys Fees:** In the event that any action is filed in relation to this Assignment, the unsuccessful party in the action shall pay to the successful party, in addition to all the sums that either party may be called on to pay, a reasonable sum for the successful party's attorneys' fees.

12. **Partial Invalidity:** The invalidity of any portion of this Assignment will not and shall not be deemed to affect the validity of any other provision. In the event that any provision of this Assignment is held to be invalid, the parties agree that the remaining provisions shall be deemed to be in full force and effect as if they had been executed by both parties subsequent to the expungement of the invalid provision.

13. **Entirety of Agreement:** This Assignment shall constitute the entire agreement between the parties and any prior understanding or representation of any kind preceding

the date of this Assignment shall not be binding upon either party except to the extent incorporated in this Agreement.

14. **Modification:** Any modification of this Agreement or additional obligation assumed by either party in connection with this Assignment shall be binding only if placed in writing and signed by each party or an authorized representative of each party.

15. **Paragraph Headings:** The titles to the paragraphs of this Agreement are solely for the convenience of the parties and shall not be used to explain, modify, simplify, or aid in the interpretation of the provisions of this Agreement.

16. **Execution in Counterparts:** This Agreement may be executed, acknowledged and delivered in any number of counterparts and each of such counterparts shall constitute an original but all of which together shall constitute one agreement.

IN WITNESS WHEREOF, each party to this Agreement has caused it to be executed on this ____ day of February, 2019.

ASSIGNOR:

PARKVIEW EAST, LLC,
a Minnesota limited liability company

By _____

Its _____

STATE OF MINNESOTA)
) SS
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of February, 2019, by _____, the _____, of ParkView East, LLC, a Minnesota limited liability company, on behalf of said company.

_____
Notary Public

[Notarial Stamp]

ASSIGNEE:

PARK VIEW EAST - MINNEAPOLIS LLC,
a Washington limited liability company

By _____

Its _____

STATE OF MINNESOTA)
) SS
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of February, 2019, by _____, the _____, of Park View East - Minneapolis LLC, a Washington limited liability company, on behalf of said limited liability company.

_____
Notary Public

[Notarial Stamp]

CONSENT AND ACKNOWLEDGMENT OF THE CITY OF RAMSEY

The City of Ramsey, Minnesota, by its undersigned designated representatives, hereby expressly consents to the assignment of the Tax Increment Financing (TIF) Agreement to Park View East - Minneapolis LLC pursuant to the foregoing Assignment of Tax Increment Financing (TIF) Agreement.

CITY OF RAMSEY, MINNESOTA

By _____
Mayor

By _____
Administrator

STATE OF MINNESOTA)
) SS
COUNTY OF ANOKA)

The foregoing instrument was acknowledged before me this ____ day of February, 2019, by John LeTourneau, the Mayor, and Kurt Ulrich, the Administrator, of the City of Ramsey, a Minnesota municipal corporation and political subdivision, on behalf of said city.

_____
Notary Public

[Notarial Stamp]

FACT SHEET
PARKVIEW EAST SALE FROM PSD, LLC TO CURTIS CAPITAL

Several questions have arisen regarding the recent sale of Parkview East Apartments. Staff is been in contact with the new owners, Curtis Capital Group, and is now ready to provide the following updates.

1. With the PayGo plan and the completion of the project and now the sale of the property, what is the legal obligation to move this agreement to the new owner?

Language from the TIF Agreement states that This Note may be assigned only with the consent of the City which consent shall not be unreasonably withheld. In order to assign the Note, the assignee shall surrender the same to the City either in exchange for a new fully registered note or for transfer of this Note on the registration records for the Note maintained by the City. Each permitted assignee shall take this Note subject to the foregoing conditions and subject to all provisions stated or referenced herein.

2. What is the total tax increment income generated on this property?

See attached TIF Run. Payments on the TIF note are made from 85% of the tax increments received for this project. The City is able to keep 15% on new Increment for administration of the district and other costs within TIF District 14. Monies in the TIF district stay in the TIF district and don't go to the General Fund. See #3 for more detail as to the level of Increment that is actually being generated.

3. How much of the monies on this agreement have already been paid and what is the total remaining obligation to the developer?

The total Note is estimated at $556,061, which includes Principal and Interest. $65,261.98 has been paid to date, of which $38,206.42 was applied to Principal. Generally speaking, the Note is anticipated to be paid off in 2022. Any increment received after the note is paid off would go toward eligible costs within TIF 14. The estimated value of the remaining increment after the Note is paid off is $2.8 Million. TIF District 14 (COR) is estimated to terminate in 2040.

4. What monies thus far have gone into the general funding to benefit Ramsey taxpayers risk?

While no dollars from new taxes generated are directed to the General Fund, dollars do stay within the District that benefit many of the activities within the District. For example, the City is able to use 15% of the increment generated on administrative activities within the District, such as environmental review, infrastructure planning, shovel ready certification, a portion of Staff time to administer the District, land transaction closing fees, and other eligible activities. These dollars are then not needed to be utilized from the General Fund. Additionally, the additional increment not used in the TIF Note can be used for other eligible activities such as infrastructure (roads, utilities, grading, etc.).

5. What changes in services should the residents of this facility expect?

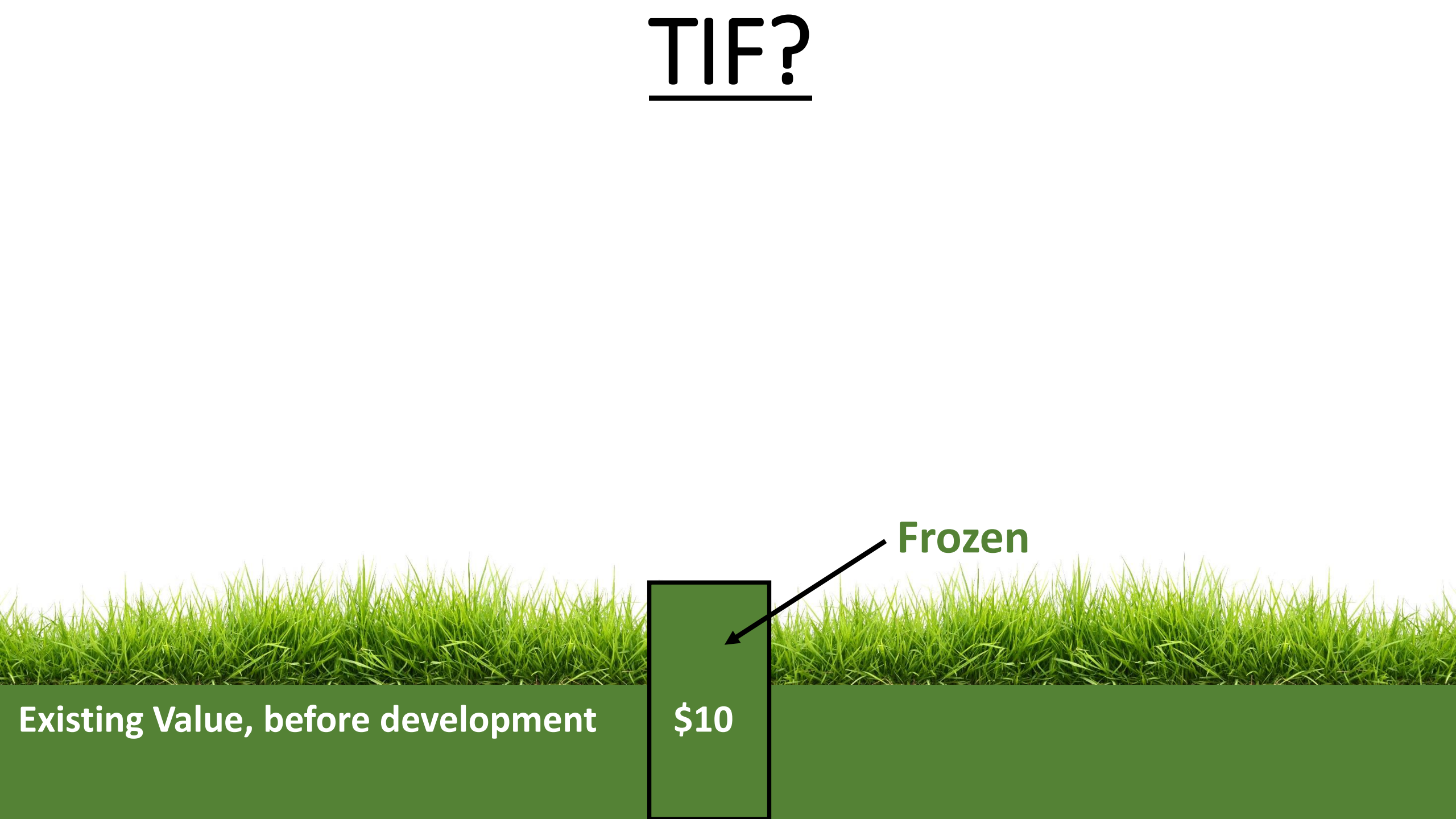
This is partially out of control of the City, but partially regulated. The City does require a Rental License for facilities such as this. Regulations also go on to state that a local management company must be provided within 75 miles of the facility. It is expected that this facility will have on site

management, although the management company may change. Staff has a meeting scheduled with Curtis Capital in February to flush through these details.

6. How can the City ensure that the quality of the building does not deteriorate?

The City does have a Property Maintenance Code in place to ensure that general maintenance is provided both exterior and interior. In addition, the City's Fire Department does regular inspections of these apartment buildings as well. Finally, if the quality of the facility deteriorated to the point of violating City Code, the City could potentially withhold payments on the TIF Note if the issue presented itself during the life of the TIF Note.

TIF?



TIF?

TOTAL TAXABLE VALUE **$50**

New Value, created by development **$40**



TIF

Frozen

Existing Value, before development **$10**

TIF?

TOTAL **$50**

New Value, created by development **$40**



Additional items pulled out from **TIF**:

1. Fiscal disparities (40%)
2. State Taxes

Existing Value, before development **$10**


Development District #1
Exists to allow financing (TIF) for development projects
LAKE ITASCA
RAMSEY BLVD NW
56
7
VALLEY DR NW
20
157TH AVE N
47
5
10
7TH AVE NW
116
10
169
7TH AVE
7
13


Existing TIF #14
LAKE ITASCA
56
10
116
57
5
47
7
20
157TH AVE N
7TH AVE NW
VALLEY DR NW
SUNFISH LAKE BLVD NW
NOWTHEN PKWY NW
RAMSEY BLVD NW
MISSISSIPPI WEST REGIONAL PARK
10
169
116
BUNKER LAKE BLVD
7TH AVE
7
13 1

PSD Apartments - No Inflation

City of Ramsey

122 Market Rate Apartments

ASSUMPTIONS AND RATES

DistrictType:	**Redevelopment**	
District Name/Number:	**COR 1-14**	
County District #:	**V-7**	
First Year Construction or Inflation on Value	**2016**	
Existing District - Specify No. Years Remaining	**23**	
Inflation Rate - Every Year:	**0.00%**	
Interest Rate:	**4.00%**	
Present Value Date:	**1-Aug-16**	
First Period Ending	1-Feb-17	
Tax Year District was Certified:	**Pay 2016**	
Cashflow Assumes First Tax Increment For Development:	2018	
Years of Tax Increment	23	
Assumes Last Year of Tax Increment	2040	
Fiscal Disparities Election [Outside (A), Inside (B), or NA]	**Inside(B)**	
Incremental or Total Fiscal Disparities	**Incremental**	
Fiscal Disparities Contribution Ratio	38.5419%	Pay 2015
Fiscal Disparities Metro-Wide Tax Rate	161.6250%	Pay 2015
Maximum/Frozen Local Tax Rate:	110.413%	Pay 2011
Current Local Tax Rate: (Use lesser of Current or Max.)	108.410%	Pay 2015
State-wide Tax Rate (Comm./Ind. only used for total taxes)	50.8400%	Pay 2015
Market Value Tax Rate (Used for total taxes)	0.21266%	Pay 2015

Tax Rates

Exempt Class Rate (Exempt)		0.00%
Commercial Industrial Preferred Class Rate (C/I Pref.)		
First	$150,000	1.50%
Over	$150,000	2.00%
Commercial Industrial Class Rate (C/I)		2.00%
Rental Housing Class Rate (Rental)		1.25%
Affordable Rental Housing Class Rate (Aff. Rental)		
First	$100,000	0.75%
Over	$100,000	0.25%
Non-Homestead Residential (Non-H Res. 1 Unit)		
First	$500,000	1.00%
Over	$500,000	1.25%
Homestead Residental Class Rate (Hmstd. Res.)		
First	$500,000	1.00%
Over	$500,000	1.25%
Agricultural Non-Homestead		1.00%

BASE VALUE INFORMATION (Original Tax Capacity)

Map #	PID	Owner	Address	Land Market Value	Building Market Value	Total Market Value	Percentage Of Value Used for District	Original Market Value	Tax Year Original Market Value	Property Tax Class	Current Original Tax Capacity	Class After Conversion	After Conversion Orig. Tax Cap.	Area/ Phase
1	28-32-25-42-0017	PSD		$ 2,104,300	0	2,104,300	33%	701,433	Pay 2016	Exempt	-	Rental	8,768	
				2,104,300	0	2,104,300		**701,433**			**0**		**8,768**	

Note:

1. **Base values are for pay 2016 based upon review of County website on 9-1-15.**
2. **Base value of land is based upon 5 of the 15 acres (33%) of value**

PSD Apartments - No Inflation

City of Ramsey

122 Market Rate Apartments

PROJECT INFORMATION (Project Tax Capacity)													
Area/Phase	New Use	Estimated Market Value Per Sq. Ft./Unit	Taxable Market Value Per Sq. Ft./Unit	Total Sq. Ft./Units	Total Taxable Market Value	Property Tax Class	Project Tax Capacity	Project Tax Capacity/Unit	Percentage Completed 2016	Percentage Completed 2017	Percentage Completed 2018	Percentage Completed 2019	First Year Full Taxes Payable
	Apt	118,198	118,198	121	14,301,958	Rental	178,774	1,477	75%	100%	100%	100%	2019
TOTAL					14,301,958		178,774						
Subtotal Residential				121	14,301,958		178,774						
Subtotal Commercial/Ind.				0	0		0						

Note:

1. Market values are based upon estimates from County Assessor on 9-10-15.

TAX CALCULATIONS									
New Use	Total Tax Capacity	Fiscal Disparities Tax Capacity	Local Tax Capacity	Local Property Taxes	Fiscal Disparities Taxes	State-wide Property Taxes	Market Value Taxes	Total Taxes	Taxes Per Sq. Ft./Unit
Apt	178,774	0	178,774	193,809	0	0	30,415	224,224	1,853.09
TOTAL	178,774	0	178,774	193,809	0	0	30,415	224,224	

Note:

1. Taxes and tax increment will vary signficantly from year to year depending upon values, rates, state law, fiscal disparities and other factors which cannot be predicted.

WHAT IS EXCLUDED FROM TIF?	
Total Property Taxes	224,224
less State-wide Taxes	0
less Fiscal Disp. Adj.	0
less Market Value Taxes	(30,415)
less Base Value Taxes	(9,505)
Annual Gross TIF	184,304

EHLERS
LEADERS IN PUBLIC FINANCE

PSD Apartments - No Inflation
City of Ramsey
122 Market Rate Apartments

TAX INCREMENT CASH FLOW

% of OTC	Project Tax Capacity	Original Tax Capacity	Fiscal Disparities Incremental	Captured Tax Capacity	Local Tax Rate	Annual Gross Tax Increment	Semi-Annual Gross Tax Increment	State Auditor 0.36%	Admin. at 15%	Semi-Annual Net Tax Increment	Semi-Annual Present Value	PERIOD ENDING Yrs.	Tax Year	Payment Date
							-	-	-	-				02/01/17
							-	-	-	-				08/01/17
							-	-	-	-				02/01/18
100%	134,081	(8,768)	-	125,313	108.410%	135,852	67,926	(245)	(10,152)	57,529	53,148	0.5	2018	08/01/18
							67,926	(245)	(10,152)	57,529	105,254	1	2018	02/01/19
100%	178,774	(8,768)	-	170,007	108.410%	184,304	92,152	(332)	(13,773)	78,047	174,558	1.5	2019	08/01/19
							92,152	(332)	(13,773)	78,047	242,503	2	2019	02/01/20
100%	178,774	(8,768)	-	170,007	108.410%	184,304	92,152	(332)	(13,773)	78,047	309,115	2.5	2020	08/01/20
							92,152	(332)	(13,773)	78,047	374,422	3	2020	02/01/21
100%	178,774	(8,768)	-	170,007	108.410%	184,304	92,152	(332)	(13,773)	78,047	438,448	3.5	2021	08/01/21
							92,152	(332)	(13,773)	78,047	501,218	4	2021	02/01/22
100%	178,774	(8,768)	-	170,007	108.410%	184,304	92,152	(332)	(13,773)	78,047	562,758	4.5	2022	08/01/22
							92,152	(332)	(13,773)	78,047	623,091	5	2022	02/01/23
100%	178,774	(8,768)	-	170,007	108.410%	184,304	92,152	(332)	(13,773)	78,047	682,241	5.5	2023	08/01/23
							92,152	(332)	(13,773)	78,047	740,231	6	2023	02/01/24
100%	178,774	(8,768)	-	170,007	108.410%	184,304	92,152	(332)	(13,773)	78,047	797,084	6.5	2024	08/01/24
							92,152	(332)	(13,773)	78,047	852,823	7	2024	02/01/25
100%	178,774	(8,768)	-	170,007	108.410%	184,304	92,152	(332)	(13,773)	78,047	907,468	7.5	2025	08/01/25
							92,152	(332)	(13,773)	78,047	961,042	8	2025	02/01/26
100%	178,774	(8,768)	-	170,007	108.410%	184,304	92,152	(332)	(13,773)	78,047	1,013,566	8.5	2026	08/01/26
							92,152	(332)	(13,773)	78,047	1,065,060	9	2026	02/01/27
100%	178,774	(8,768)	-	170,007	108.410%	184,304	92,152	(332)	(13,773)	78,047	1,115,544	9.5	2027	08/01/27
							92,152	(332)	(13,773)	78,047	1,165,038	10	2027	02/01/28
100%	178,774	(8,768)	-	170,007	108.410%	184,304	92,152	(332)	(13,773)	78,047	1,213,561	10.5	2028	08/01/28
							92,152	(332)	(13,773)	78,047	1,261,134	11	2028	02/01/29
100%	178,774	(8,768)	-	170,007	108.410%	184,304	92,152	(332)	(13,773)	78,047	1,307,773	11.5	2029	08/01/29
							92,152	(332)	(13,773)	78,047	1,353,498	12	2029	02/01/30
100%	178,774	(8,768)	-	170,007	108.410%	184,304	92,152	(332)	(13,773)	78,047	1,398,326	12.5	2030	08/01/30
							92,152	(332)	(13,773)	78,047	1,442,276	13	2030	02/01/31
100%	178,774	(8,768)	-	170,007	108.410%	184,304	92,152	(332)	(13,773)	78,047	1,485,363	13.5	2031	08/01/31
							92,152	(332)	(13,773)	78,047	1,527,606	14	2031	02/01/32
100%	178,774	(8,768)	-	170,007	108.410%	184,304	92,152	(332)	(13,773)	78,047	1,569,021	14.5	2032	08/01/32
							92,152	(332)	(13,773)	78,047	1,609,623	15	2032	02/01/33
100%	178,774	(8,768)	-	170,007	108.410%	184,304	92,152	(332)	(13,773)	78,047	1,649,429	15.5	2033	08/01/33
							92,152	(332)	(13,773)	78,047	1,688,455	16	2033	02/01/34
100%	178,774	(8,768)	-	170,007	108.410%	184,304	92,152	(332)	(13,773)	78,047	1,726,716	16.5	2034	08/01/34
							92,152	(332)	(13,773)	78,047	1,764,226	17	2034	02/01/35
100%	178,774	(8,768)	-	170,007	108.410%	184,304	92,152	(332)	(13,773)	78,047	1,801,001	17.5	2035	08/01/35
							92,152	(332)	(13,773)	78,047	1,837,055	18	2035	02/01/36
100%	178,774	(8,768)	-	170,007	108.410%	184,304	92,152	(332)	(13,773)	78,047	1,872,402	18.5	2036	08/01/36
							92,152	(332)	(13,773)	78,047	1,907,055	19	2036	02/01/37
100%	178,774	(8,768)	-	170,007	108.410%	184,304	92,152	(332)	(13,773)	78,047	1,941,030	19.5	2037	08/01/37
							92,152	(332)	(13,773)	78,047	1,974,338	20	2037	02/01/38
100%	178,774	(8,768)	-	170,007	108.410%	184,304	92,152	(332)	(13,773)	78,047	2,006,993	20.5	2038	08/01/38
							92,152	(332)	(13,773)	78,047	2,039,008	21	2038	02/01/39
100%	178,774	(8,768)	-	170,007	108.410%	184,304	92,152	(332)	(13,773)	78,047	2,070,395	21.5	2039	08/01/39
							92,152	(332)	(13,773)	78,047	2,101,166	22	2039	02/01/40
100%	178,774	(8,768)	-	170,007	108.410%	184,304	92,152	(332)	(13,773)	78,047	2,131,334	22.5	2040	08/01/40
							92,152	(332)	(13,773)	78,047	2,160,911	23	2040	02/01/41
	Total						**4,190,542**	**(15,086)**	**(626,318)**	**3,549,138**				
	Present Value From 08/01/2016			**Present Value Rate**	**4.00%**		**2,551,433**	**(9,185)**	**(381,337)**	**2,160,911**				

Memo

To: Patrick Brahma – Economic Development Manager

From: Stacie Kvilvang - Ehlers

Date: September 17, 2015

Subject: Analysis of Request for Assistance - PSD Apartments

The City has received a proposal from PSD LLC to construct a 122-unit market rate rental project on land it purchased from the City in January of this year. The development is expected to commence construction this fall and be completed in 2016.

Due to increased costs in construction, the Developer is requesting $500,000 in assistance from the City. This memo is intended to review the need for TIF assistance based on our analysis of the developer's project budget and projections, generally known as a pro forma. This memo also includes a recommendation for an amount of assistance based upon this review.

Ehlers conducted a thorough review of the developer's budget and operating pro forma to ensure all development costs, anticipated revenues, and expenditures were represented appropriately. The table below depicts the proposed sources and uses for the project.

SOURCES		
	Amount	Pct.
Developer Financing	14,165,515	75.00%
Developer Equity	4,721,838	25.00%
TOTAL SOURCES	**18,887,353**	**100.00%**

USES			
	Amount	% of Cost	Per Unit
Acquisition	1,339,252	7.09%	10,977
Construction	15,827,368	83.80%	129,733
Professional Services	542,923.00	2.87%	4,450
Financing Costs	902,810	4.78%	7,400
Developer Fee	275,000	1.46%	2,254
TOTAL USES	**18,887,353**	**100%**	**154,814**

Generally, this project meets the expectations of a multifamily housing development with regards to the financing structure, projected revenues, on-going operational costs and developer fee. Following are our findings with regards to the analysis completed for the development:

- Our analysis confirms the maximum supportable first mortgage the developer can secure for this project based on current underwriting criteria is $14.165 million, assuming a 20 year loan at 4.0%. The developer is proposing to bring approximately $4.7 million in equity, which is 25% of total project costs. This financing structure is in line with typical market rate projects.

- The total development costs for this project are approximately $18.9 million, or $154,814 per unit. Based on our experience with similar projects, we would expect total development costs to range between $150,000 and $200,000 per unit. This development is at the lower range, due primarily to the lack of underground parking which cannot be accommodated on the site due to high water table issues.

- The developer fee of $275,000 is under two (2) percent of total development costs. For a project of this nature, we would expect to see a developer fee between 2% to 5%, so the fee is below typical industry standards.

- Land acquisition at $10,977/unit is within the range of $8,000 to $12,000 we typically see. However, we are of the opinion that the market in Ramsey is closer to the $8,000/unit.

- Proposed rents range between $999 per month for a 1-bedroom unit, to $1,625 for a 3-bedroom unit. The average rent is projected at $1.33 per square foot. Typical market rate project rents range from $1.50 to $2.00 sq/ft, dependent upon location. Based upon the configuration of units (several 3-bedroom units) and area rents, we are of the opinion that the market for rents in Ramsey should be in the $1.40 to $1.50 range.

- The operating costs are projected at $4,300/unit (The market range of operating costs is $3,500 to $4,500). The management costs are projected at 4.50% of effective gross income (EGI). We would expect to find management fees ranging between 3% and 5% of EGI. Based on our analysis and conversations with the developer, we conclude that the operating expenses may be a little high, primarily due to a higher maintenance budget and caretaker unit allowance.

- Vacancy is underwritten at 7%. Although this was typical several years ago, most lending institutions are allowing a 5% vacancy rate for underwriting purposes.

- Replacement reserves of $287/unit are slightly below the *minimum* industry standards of $300/unit. The developer is of the opinion this is sufficient to provide for future improvements and is an acceptable amount for their lender's underwriting criteria. Generally, we would prefer to see more reserves set aside for future viability.

- The projected cash-on-cash return (COC) on investment in year three (3) is 1.5% without assistance and 4.81% with assistance. This well below industry standards of 10%. Even with assistance, the cumulative COC return in year 15 is only 6.54%, which again is below industry standards.

Changes to the Proforma to Determine If Assistance Is Needed

Based upon our review, we reformatted the developer's proforma to adjust the following items to be in line with industry standard:

1. Land acquisition at $8,000/unit
2. Increased rents to average of $1.45 sq/ft (increased 1 & 2 bedroom units by $100/month and 3 bedroom units by $200/month)
3. Increased replacement reserves to $300/unit
4. Reduced vacancy to 5%
5. Increased developer fee to $565,000 (3%)

Based up these revisions, the developer's return in year 3 is still only 5.91%, which is below industry standard. If we add in the requested assistance, the return in year 3 goes to 9.21% with the cumulative return in year 15 at 11.50% (closer to industry standards).

Format of Assistance and Recommendations

Based on our review of the developer's pro forma and current market conditions, the proposed development may not reasonably be expected to occur solely through private investment within the reasonably near future. Due to the costs associated with constructing a market rate multifamily housing development, this project is feasible only through assistance, in part, from City contributions.

Our recommendation, however, is that the City provide the developer a pay-as-you-go note for $500,000 at 4% interest, which is the interest rate on the developers first mortgage. The TIF note will be paid with 85% of the TIF generated by the project over the first 4 years. It should be noted that starting in year 5, 100% of the TIF generated (approximately $184,000/year) will go to repay the City for its overall investment in the COR to date.

The developer has indicated that they are accepting of this proposal and are willing to move forward based upon the TIF assistance.

Please contact me at 651-697-8506 with any questions.

Why use TIF #14 as a funding source?

- TIF districts are a very common, and very powerful, economic development tool. TIF districts allow City's not only to capture their tax increment created in a project, TIF districts also allow Cities to capture County and School District tax increment as well. In summary, it's about 3x more powerful than only capturing the City's portion of local property taxes.

- TIF districts do not disrupt the current (or "base") property taxes. In other words, the taxes currently being received (before the proposed improvements) will remain for all effected jurisdictions.

- Tax increment, as proposed in this particular case, will not negatively affect the City's fiscal disparities calculation/ payment required form all other C./I. taxed properties in Ramsey—as fascial disparities will be paid for in this proposed project. In other words, this TIF district will not negatively affect fiscal disparities.

- In the case of the proposed PSD LLC project, it is estimated $500,000 could be paid back within four years in present value terms (4.0% discount rate); or about three and a half years in future value terms *with* tax increment financing (TIF). It is estimated, the proposed project would generate about $224,000 in total property taxes annually; and about $156,000 in NET TIF annually. The proposed project would result in about $3.5M in NET TIF over the course of TIF District #14.

- When TIF District #14 was originally created, project assistance was identified as an eligible use.

Why don't we use a different existing funding source?

- The City could use a handful of other, relatively unencumbered, funding sources for this project (i.e. EDA fund, EDA RLF, TIF #1, Anoka County HRA).

- Based on staff and consultant review, it is recommended the City keep the City's relatively unencumbered dollars for future development projects (i.e. Bunker Lake Boulevard, COR Improvements, Future Business Park, Highway 10 improvements, removing blighted properties, other project assistance requests, Shovel Ready certifications, etc.). Relatively unencumbered funding sources are a rare commodity for Cities. This is an opportunity to maximize/ capitalize on a powerful economic development tool (TIF).

- Staff would like to note, a TIF district is not the only/ or required funding source in this case. The Council does have the ability deviate from this strategy.

CC Regular Session **4. 8.**

Meeting Date: 02/12/2019

By: Sean Sullivan, Community Development

Information

Title

Adopt Resolution #19-047 Approving the Assignment and Assumption of Tax Increment Financing (TIF) Agreement and Pledge of TIF Note to BLIP II LLC

Purpose/Background:

The City of Ramsey entered into a Tax Increment Financing Agreement dated July 1, 2017 with PSD, LLC related to the construction of a 56,000 square foot industrial building in Bunker Lake Business Park. Currently, the building is occupied by two manufacturing companies. PSD, LLC is requesting assignment of its interest in the TIF Agreement to BLIP II, LLC. BLIP II, LLC appears to be associated with PSD, LLC for purposes of this project, and can be viewed more as an internal transfer.

Bremer Bank, the bank for BLIP II, LLC is requiring the TIF Note with a principal in the amount of $218,000 to be pledged to Bremer Bank as security for its loan to BLIP II, LLC. Assignment and assumption of TIF Agreements and TIF Notes is common practice in the industry and the City has not identified any reason to withold the assignment and transfer.

Notification:

N/A

Observations/Alternatives:

The City TIF Attorney has worked with Staff and drafted the attached form of the resolution and the Assignment and Assumption Agreement and recommends adoption and execution by City Officials.

The original request for assistance was reviewed by the Ehlers, the City's financial advisor. The Developer's return on investment were within industry standards with the inclusion of the assitance package, meaning the project would likely not have happened without the assistance and the requested amount was reasonable. Additionally, the amount of tax increment generated from the project over the life of the TIF District far exceeds the assistance amount. That excess increment can be used for eligible activites such as site improvements and administration of the district.

Funding Source:

N/A

Recommendation:

Staff recommends adoption of Resolution #19-047 Approving the Assignment and Assumption of Tax Increment Financing (TIF) Agreement and Pledge of TIF Note for BLIP II LLC.

Action:

Motion to adopt Resolution #19-047 Approving the Assignment and Assumption of Tax Increment Financing (TIF) Agreement and Pledge of TIF Note for BLIP II LLC.

Attachments

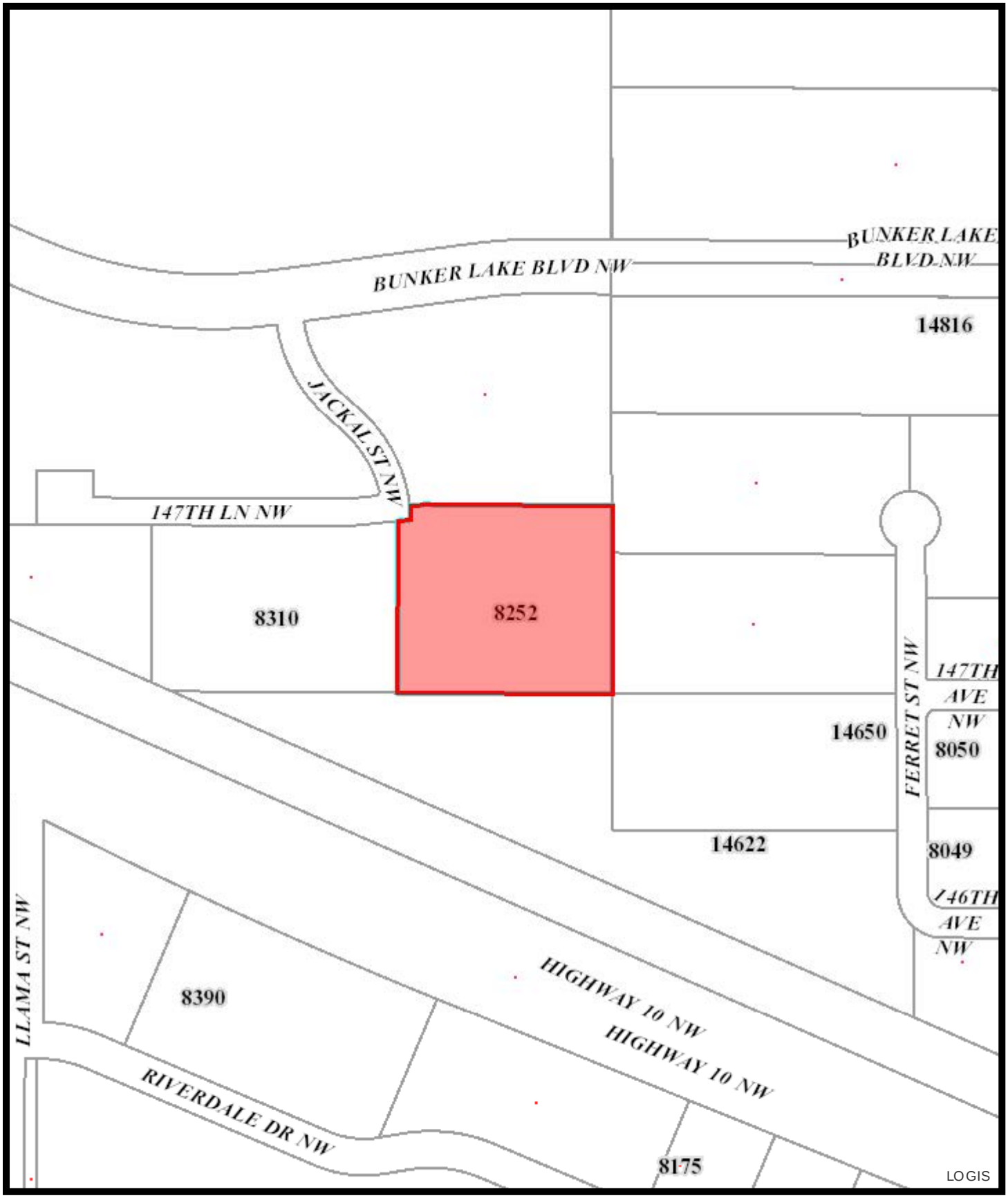
Site Location Map
Original Summary
Original Analysis
Original TIF Run
Resolution #19-047

Form Review

Inbox	Reviewed By	Date
Tim Gladhill	Sean Sullivan	02/05/2019 04:09 PM
Sean Sullivan (Originator)	Sean Sullivan	02/05/2019 04:10 PM
Tim Gladhill	Tim Gladhill	02/06/2019 12:20 PM
Sean Sullivan (Originator)	Sean Sullivan	02/06/2019 02:31 PM
Tim Gladhill	Tim Gladhill	02/06/2019 04:14 PM
Kurt Ulrich	Kurt Ulrich	02/06/2019 05:28 PM
Form Started By: Sean Sullivan		Started On: 01/31/2019 09:29 AM
Final Approval Date: 02/06/2019		

29-32-25-12-0004
8252 147TH LN NW

BLIP II LLC Site Location Map



Feet
0 70 140 280 420 560

Print Date: February 5, 2019

Tax Increment Financing District Overview

City of Ramsey

Tax Increment Financing District No. 16 – PSD Business Park A

The following summary contains an overview of the basic elements of the Tax Increment Financing Plan for Tax Increment Financing District No. 16 – PSD Business Park A. More detailed information on each of these topics can be found in the complete Tax Increment Financing Plan.

Proposed action:	➢ Establishment of Tax Increment Financing District No. 16 – PSD Business Park A (District) and adoption of a Tax Increment Financing Plan (TIF Plan). ➢ Modification of the Development Program for Development District No. 1 which includes the establishment of Tax Increment Financing District No. 16 – PSD Business Park A, a continuation of the goals and objectives set forth in the Development Program for Development District No. 1.
Type of TIF District:	An economic development district
Parcel Numbers:	29-32-25-12-0003* The District encompasses approximately 3 acres of the parcel identified along with adjacent rights-of-way and abutting roadways. A new property identification number for the parcel to be included in the District will be provided prior to certification.
Proposed Development:	The District is being created to facilitate the construction of an approximately 60,000 square foot industrial facility in the City. Please see Appendix A of the TIF Plan for a more detailed project description.
Maximum duration:	The duration of the District will be 8 years from the date of receipt of the first increment (9 years of increment). The City expects to receive the first tax increment in 2019. It is estimated that the District, including any modifications of the TIF Plan for subsequent phases or other changes, would terminate after December 31, 2027, or when the TIF Plan is satisfied.
Estimated annual tax increment:	Up to $54,296

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Authorized uses:	The TIF Plan contains a budget that authorizes the maximum amount that may be expended: Land/Building Acquisition.....$200,000 Site Improvements/Preparation.....$75,000 Public Utilities .....$53,153 Administrative Costs (up to 10%).....$40,076 PROJECT COSTS TOTAL .....$368,229 Interest .....$72,603 **PROJECT COSTS TOTAL**.....**$440,832** See Subsection 2-10, on page 2-5 of the TIF Plan for the full budget authorization.
Form of financing:	The project is proposed to be financed by a pay-as-you-go note and/or interfund loan.
Administrative fee:	Up to 10% of annual increment, if costs are justified.
Interfund Loan Requirement:	If the City wants to pay for administrative expenditures from a tax increment fund, it is recommended that a resolution authorizing a loan from another fund be passed *PRIOR* to the issuance of the check.
4 Year Activity Rule *(§ 469.176 Subd. 6)*	After four years from the date of certification of the District one of the following activities must have been commenced on each parcel in the District: • Demolition • Rehabilitation • Renovation • Other site preparation (not including utility services such as sewer and water) If the activity has not been started by approximately June 2021, no additional tax increment may be taken from that parcel until the commencement of a qualifying activity.
5 Year Rule *(§ 469.1763 Subd. 3)*	Within 5 years of certification revenues derived from tax increments must be expended or obligated to be expended. Any obligations in the District made after approximately June 2022, will not be eligible for repayment from tax increments.

The reasons and facts supporting the findings for the adoption of the TIF Plan for the District, as required pursuant to *M.S., Section 469.175, Subd. 3,* are included in Exhibit A of the City resolution.

MAP OF DEVELOPMENT DISTRICT NO. 1 AND
TAX INCREMENT FINANCING DISTRICT NO. 16 – PSD BUSINESS PARK A

Memo

To:	Patrick Brama, Economic Development Manager/ Assistant City Administrator
From:	Jason Aarsvold, Ehlers
Date:	June 1, 2017
Subject:	Analysis of Request for Assistance – PSD, LLC Business Park

The City received a proposal from PSD, LLC to develop a business park on property located south of Bunker Lake Boulevard between Puma St. and Armstrong Blvd. At full build-out in its first phase, PSD anticipates a business park that includes 4 buildings of approximately 60,000 square feet each. The first 60,000 square foot building would start construction immediately as a speculative venture without a tenant in place and be completed in 2018.

Citing the high costs associated with developing the property, the higher building quality, and market risk, the developer is requesting nine (9) years of Tax Increment Financing (TIF) assistance from the City. Nine years is the maximum duration for an economic development district and we estimate the district would generate $234,000 in present value, or $300,000 in total value over the life of the district. This memo evaluates the need for TIF assistance based on our analysis of the developer's project budget and projections, generally known as a pro forma.

Ehlers conducted a thorough review of the developer's budget and operating pro forma to ensure all development costs, anticipated revenues, and expenditures are represented appropriately. The table below depicts the proposed sources and uses for the project.

SOURCES		
	Amount	**Pct.**
Developer Financing - 1st Mortgage	4,215,202	76.38%
Developer Equity	1,053,800	19.09%
City of Ramsey Infrastructure Contribution	250,000	4.53%
TOTAL SOURCES	**5,519,002**	**100.00%**

USES			
	Amount	**% of Cost**	**Per Bldg. Sq. Ft.**
Acquisition Costs	228,690	4.14%	4
Construction Costs	4,546,300	82.38%	76
Professional Services	450,000	8.15%	8
Financing Costs	94,012	1.70%	2
Developer Fee	200,000	3.62%	3
TOTAL USES	**5,519,002**	**100.00%**	**92**

Generally, this project meets the expectations of an industrial building as it relates to the total development costs, financing structure, projected revenues, and developer fee. Following are our findings relating to the analysis completed for the development:

- The developer is proposing permanent financing for 76% of the project costs and will bring 19% in equity, or approximately $1.05 million. This financing structure is in line with typical industrial projects.

- The total development costs for this project are approximately $5.5 million, or $92 per square foot. Based on our experience with industrial projects, this is slightly higher than expected. This increased cost is attributable to the architectural building enhancements, added infrastructure and site work necessary for the project. We have requested the bids received for the project to verify these costs are accurate.

- The developer fee of $200,000 is 3.62% of total development costs. For a project of this nature, we would expect to see a developer fee between 3% and 5%. The fee is commensurate with typical industry standards.

- Proposed rents are $6.25 per square foot. We would expect to see rents of between $7.00 and $10.00 per square foot for office space and $3.00 to $5.00 per square foot for warehouse space. As a blended rate, $6.25 per square foot is consistent with the surrounding market area.

- The projected cash-on-cost return on investment (net cash flow / total project costs) in year three (3) is 6.6% without assistance and 7.3% with assistance. Industrial developers are typically seeking a cash-on-cost return of between 7% and 9%. With the requested assistance, this project falls at the low end of the typical industry threshold for returns on investment.

Recommendations

Based on our review of the developer's pro forma and current market conditions, the proposed development may not reasonably be expected to occur solely through private investment within the reasonably near future. Due to the cost of land acquisition, site and public improvements and utilities in conjunction with achievable lease rates in the market, this project is feasible only through assistance, in part, from City contributions.

We conclude that providing a Pay-As-You-Go TIF note in the amount of $234,000 will help the developer secure its first mortgage financing and facilitate construction of the project in the near term, while ensuring the return on investment does not exceed typical industry standards.

Pay-As-You-Go financing requires the developer to seek its own financing secured by the tax increments generated by the project. In this scenario, the City does not provide any funding up front, but enters into an agreement to provide tax increment payments from the project's increased taxes up to $234,000 over a 9-year period. If the tax increments are insufficient to repay the note, the City does *not* make up the shortfall. The developer has indicated that they are willing to move forward based upon the proposed TIF assistance.

Please contact me at 651-697-8512 with any questions.

Bunker Lake Industrial Park

City of Ramsey

60,000 sq. ft. Industrial

ASSUMPTIONS AND RATES

DistrictType:	**Economic Development**	
District Name/Number:		
County District #:		
First Year Construction or Inflation on Value	**2017**	
Existing District - Specify No. Years Remaining		
Inflation Rate - Every Year:	**0.00%**	
Interest Rate:	**4.75%**	
Present Value Date:	**1-Aug-18**	
First Period Ending	1-Feb-19	
Tax Year District was Certified:	**Pay 2018**	
Cashflow Assumes First Tax Increment For Development	2019	
Years of Tax Increment	9	
Assumes Last Year of Tax Increment	2027	
Fiscal Disparities Election [Outside (A), Inside (B), or NA	**Inside(B)**	
Incremental or Total Fiscal Disparities	**Incremental**	
Fiscal Disparities Contribution Ratio	33.4802%	Pay 2017
Fiscal Disparities Metro-Wide Tax Rate	150.0490%	Pay 2017
Maximum/Frozen Local Tax Rate:	103.404%	Pay 2017
Current Local Tax Rate: (Use lesser of Current or Max.)	103.404%	Pay 2017
State-wide Tax Rate (Comm./Ind. only used for total taxe	45.8020%	Pay 2017
Market Value Tax Rate (Used for total taxes)	0.21561%	Pay 2017

Tax Rates

Exempt Class Rate (Exempt)		0.00%
Commercial Industrial Preferred Class Rate (C/I Pref.)		
First	$150,000	1.50%
Over	$150,000	2.00%
Commercial Industrial Class Rate (C/I)		2.00%
Rental Housing Class Rate (Rental)		1.25%
Affordable Rental Housing Class Rate (Aff. Rental)		
First	$115,000	0.75%
Over	$115,000	0.25%
Non-Homestead Residential (Non-H Res. 1 Unit)		
First	$500,000	1.00%
Over	$500,000	1.25%
Homestead Residential Class Rate (Hmstd. Res.)		
First	$500,000	1.00%
Over	$500,000	1.25%
Agricultural Non-Homestead		1.00%

BASE VALUE INFORMATION (Original Tax Capacity)

Map #	PID	Owner	Address	Land Market Value	Building Market Value	Total Market Value	Percentage Of Value Used for District	Original Market Value	Tax Year Original Market Value	Property Tax Class	Current Original Tax Capacity	Class After Conversion	After Conversion Orig. Tax Cap.	Area/ Phase
1	29-32-25-12-0003	Hageman	Unassigned	728,600	0	728,600	12%	87,432	Pay 2018	C/I Pref.	1,311	C/I Pref.	1,311	
				728,600	0	728,600		**87,432**			**1,311**		**1,311**	

Note:

1. **Base values are for pay 2018 based upon review of County website on 4-5-2017. This building is expected to occupy 3 acres. The existing parcel is 24.8 acres according to the County website. Therefore 12% of the value is used for the district**

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Bunker Lake Industrial Park

City of Ramsey
60,000 sq. ft. Industrial

PROJECT INFORMATION (Project Tax Capacity)

Area/Phase	New Use	Estimated Market Value Per Sq. Ft./Unit	Taxable Market Value Per Sq. Ft./Unit	Total Sq. Ft./Units	Total Taxable Market Value	Property Tax Class	Project Tax Capacity	Project Tax Capacity/Unit	Percentage Completed 2017	Percentage Completed 2018	Percentage Completed 2019	Percentage Completed 2020	First Year Full Taxes Payable
	Industrial	55	55	60,000	3,300,000	C/I Pref.	65,250	1	25%	100%	100%	100%	2020
TOTAL					3,300,000		65,250						
Subtotal Residential				0	0		0						
Subtotal Commercial/Ind.				60,000	3,300,000		65,250						

Note:
1. Market values are based upon estimates from the county assessor.

TAX CALCULATIONS

New Use	Total Tax Capacity	Fiscal Disparities Tax Capacity	Local Tax Capacity	Local Property Taxes	Fiscal Disparities Taxes	State-wide Property Taxes	Market Value Taxes	Total Taxes	Taxes Per Sq. Ft./Unit
Industrial	65,250	21,846	43,404	44,882	32,779	29,886	7,115	114,662	1.91
TOTAL	65,250	21,846	43,404	44,882	32,779	29,886	7,115	114,662	

Note:
1. Taxes and tax increment will vary significantly from year to year depending upon values, rates, state law, fiscal disparities and other factors which cannot be predicted.
2. If tax increment in received in 2018, then the district will be one year shorter.

WHAT IS EXCLUDED FROM TIF?	
Total Property Taxes	114,662
less State-wide Taxes	(29,886)
less Fiscal Disp. Adj.	(32,779)
less Market Value Taxes	(7,115)
less Base Value Taxes	(902)
Annual Gross TIF	43,980

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Bunker Lake Industrial Park
City of Ramsey
60,000 sq. ft. Industrial

TAX INCREMENT CASH FLOW

% of OTC	Project Tax Capacity	Original Tax Capacity	Fiscal Disparities Incremental	Captured Tax Capacity	Local Tax Rate	Annual Gross Tax Increment	Semi-Annual Gross Tax Increment	State Auditor 0.36%	Admin. at 10%	Semi-Annual Net Tax Increment	Semi-Annual Present Value	PERIOD ENDING Yrs.	Tax Year	Payment Date
							-	-	-	-				02/01/19
100%	16,313	(1,311)	(5,022)	9,979	103.404%	10,318	5,159	(19)	(514)	4,627	4,414	0.5	2019	08/01/19
							5,159	(19)	(514)	4,627	8,726	1	2019	02/01/20
100%	65,250	(1,311)	(21,407)	42,532	103.404%	43,980	21,990	(79)	(2,191)	19,720	26,679	1.5	2020	08/01/20
							21,990	(79)	(2,191)	19,720	44,215	2	2020	02/01/21
100%	65,250	(1,311)	(21,407)	42,532	103.404%	43,980	21,990	(79)	(2,191)	19,720	61,344	2.5	2021	08/01/21
							21,990	(79)	(2,191)	19,720	78,075	3	2021	02/01/22
100%	65,250	(1,311)	(21,407)	42,532	103.404%	43,980	21,990	(79)	(2,191)	19,720	94,419	3.5	2022	08/01/22
							21,990	(79)	(2,191)	19,720	110,383	4	2022	02/01/23
100%	65,250	(1,311)	(21,407)	42,532	103.404%	43,980	21,990	(79)	(2,191)	19,720	125,977	4.5	2023	08/01/23
							21,990	(79)	(2,191)	19,720	141,209	5	2023	02/01/24
100%	65,250	(1,311)	(21,407)	42,532	103.404%	43,980	21,990	(79)	(2,191)	19,720	156,088	5.5	2024	08/01/24
							21,990	(79)	(2,191)	19,720	170,622	6	2024	02/01/25
100%	65,250	(1,311)	(21,407)	42,532	103.404%	43,980	21,990	(79)	(2,191)	19,720	184,819	6.5	2025	08/01/25
							21,990	(79)	(2,191)	19,720	198,686	7	2025	02/01/26
100%	65,250	(1,311)	(21,407)	42,532	103.404%	43,980	21,990	(79)	(2,191)	19,720	212,231	7.5	2026	08/01/26
							21,990	(79)	(2,191)	19,720	225,462	8	2026	02/01/27
100%	65,250	(1,311)	(21,407)	42,532	103.404%	43,980	21,990	(79)	(2,191)	19,720	238,387	8.5	2027	08/01/27
							21,990	(79)	(2,191)	19,720	251,011	9	2027	02/01/28
	Total						**362,155**	**(1,304)**	**(36,085)**	**324,766**				
	Present Value From 08/01/2018			**Present Value Rate**	**4.75%**		**279,909**	**(1,008)**	**(27,890)**	**251,011**				

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

RESOLUTION #19-047

RESOLUTION APPROVING THE ASSIGNMENT AND ASSUMPTION OF TAX INCREMENT FINANCING (TIF) AGREEMENT AND PLEDGE OF TIF NOTE

WHEREAS, the City of Ramsey (the "City") entered into a Tax Increment Financing (TIF) Agreement, dated July 1, 2017 (the "TIF Agreement") with PSD, LLC, a Minnesota limited liability company (the "Developer").

WHEREAS, the Developer desires to assign its interest in the TIF Agreement pursuant to an Assignment and Assumption of Tax Increment Financing (TIF) Agreement (the "Assignment") by and between the Developer and BLIP II, LLC, a Minnesota limited liability company ("BLIP II") and has submitted to the City Council for its approval a draft of the Assignment.

WHEREAS, BLIP II has obtained a loan from Bremer Bank, a national banking association, in connection with the acquisition of the Project as defined in the TIF Agreement from the Developer.

WHEREAS, Bremer Bank is requiring that the TIF Note (as defined in the TIF Agreement) be pledged to Bremer Bank as security for its loan to BLIP II.

WHEREAS, pursuant to the TIF Agreement the pledge of the TIF Note to Bremer Bank is subject to the consent of the City.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Ramsey, Minnesota, as follows:

1. The City Council hereby approves the Assignment in substantially the form submitted, and the Mayor and the City Administrator are hereby authorized and directed to execute the Consent and Acknowledgement of the City to the Assignment on behalf of the City. In the absence of the Mayor or the City Administrator, any document authorized by this resolution to be executed may be executed by an acting or duly designated official.

2. The approval hereby given to the Assignment includes approval of such additional details therein as may be necessary and appropriate and such modifications thereof, deletions therefrom and additions thereto as may be necessary and appropriate and approved by the City officials authorized by this resolution to execute the Assignment. The execution of the Assignment by the appropriate officer or officers of the City shall be conclusive evidence of the approval of the Assignment in accordance with the terms hereof.

3. The City Council hereby approves the pledge of the TIF Note to Bremer Bank and the Mayor and the City Administrator are hereby authorized and directed to execute the Consent and Acknowledgement of the City to the Pledge Agreement between Bremer Bank and BLIP II

on behalf of the City. In the absence of the Mayor or the City Administrator, any document authorized by this resolution to be executed may be executed by an acting or duly designated official.

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 12th day of February, 2019.

_____
Mayor

ATTEST:

_____
City Clerk

ASSIGNMENT AND ASSUMPTION OF
TAX INCREMENT FINANCING (TIF) AGREEMENT

This instrument drafted by:
Briggs and Morgan, Professional Association (MLI)
2200 IDS Center
80 South 8th Street
Minneapolis, Minnesota 55402

1. **The Parties:**

(a) PSD, LLC, a Minnesota limited liability company, the Developer under a Tax Increment Financing (TIF) Agreement with the City of Ramsey, Minnesota, (the "City"), dated July 1, 2017 (the "TIF Agreement"), is hereinafter referred to as Assignor.

(b) BLIP II, LLC, a Minnesota limited liability company, hereinafter referred to as Assignee.

2. **Date:**

(a) This Assignment is dated and shall be effective on February 12, 2019 (the "Effective Date").

3. **Recitals:**

(a) Assignor is the recipient of certain real property and the beneficiary of a promise by the City pursuant to the TIF Agreement to pay the Developer certain amounts as provided therein.

(b) Assignor desires to assign all of its rights, duties, obligations and responsibilities under the TIF Agreement to Assignee and Assignee is willing to accept such rights, duties, obligations and responsibilities.

NOW THEREFORE, in consideration of the premises, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

4. **Assignment of TIF Agreement:** Assignor hereby assigns, transfers and quitclaims all rights, duties, obligations and responsibilities under the TIF Agreement to Assignee, subject to the terms of this Agreement. Assignee hereby accepts such rights and assumes such duties, obligations and responsibilities, subject to the terms of this Agreement.

5. **Covenants of Assignor:** Assignor warrants:

(a) Assignor is the owner of the Developer's interest in the TIF Agreement assigned by this instrument and all of the rights which the TIF Agreement purports to create, with full right to convey the same.

(b) The TIF Agreement is now unencumbered, valid, and in full force and effect in accordance with its terms.

(c) The City has not declared an Event of Default under the TIF Agreement.

6. **Mutual Covenants:**

(a) As a condition of the Assignment herein, Assignee hereby expressly assumes the obligations of Assignor under the TIF Agreement.

(b) Assignee hereby expressly subordinates its rights under this Assignment to the rights of the City under the TIF Agreement, and further expressly agrees to take no action in derogation of any other rights of the City under the TIF Agreement.

(c) Assignee acknowledges that it may not re-assign the Developer's rights under the TIF Agreement without the express prior written consent of the City.

7. **Covenants of Assignee:**

(a) The Assignee certifies that it has the qualifications and financial responsibility necessary and adequate to fulfill the obligations undertaken in the TIF Agreement by the Developer

(b) Assignee hereby agrees to indemnify and hold Assignor harmless from all claims by the City, its successors and assigns arising from and after the date hereof, whether under the TIF Agreement or in connection with the Project as defined therein.

8. **TIF Note:** As of the Effective Date the TIF Note (as defined in the TIF Agreement) shall be registered in the name of the Assignee.

9. **Assignee Default:** In the event Assignee defaults under the terms and obligations of the TIF Agreement assigned hereunder and does not cure the default in accordance with the terms of the TIF Agreement, Assignee acknowledges the City has the right pursue any remedies against the Assignee as provided in the TIF Agreement without any notice to and without seeking any remedy from the Assignor.

10. **Governing Law:** It is agreed that this Assignment shall be governed by, construed and enforced in accordance with the laws of the State of Minnesota.

11. **Attorneys Fees:** In the event that any action is filed in relation to this Assignment, the unsuccessful party in the action shall pay to the successful party, in addition to all the sums that either party may be called on to pay, a reasonable sum for the successful party's attorneys' fees.

12. **Partial Invalidity:** The invalidity of any portion of this Assignment will not and shall not be deemed to affect the validity of any other provision. In the event that any provision of this Assignment is held to be invalid, the parties agree that the remaining provisions shall be deemed to be in full force and effect as if they had been executed by both parties subsequent to the expungement of the invalid provision.

13. **Entirety of Agreement:** This Assignment shall constitute the entire agreement between the parties and any prior understanding or representation of any kind preceding

the date of this Assignment shall not be binding upon either party except to the extent incorporated in this Agreement.

14. **Modification:** Any modification of this Agreement or additional obligation assumed by either party in connection with this Assignment shall be binding only if placed in writing and signed by each party or an authorized representative of each party.

15. **Paragraph Headings:** The titles to the paragraphs of this Agreement are solely for the convenience of the parties and shall not be used to explain, modify, simplify, or aid in the interpretation of the provisions of this Agreement.

16. **Execution in Counterparts:** This Agreement may be executed, acknowledged and delivered in any number of counterparts and each of such counterparts shall constitute an original but all of which together shall constitute one agreement.

IN WITNESS WHEREOF, each party to this Agreement has caused it to be executed on this ____ day of February, 2019.

ASSIGNOR:

PSD, LLC,
a Minnesota limited liability company

By _____

Its _____

STATE OF MINNESOTA)
) SS
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of February, 2019, by _____, the _____, of PSD, LLC, a Minnesota limited liability company, on behalf of said company.

_____
Notary Public

[Notarial Stamp]

ASSIGNEE:

BLIP II, LLC,
a Minnesota limited liability company

By _____

Its _____

STATE OF MINNESOTA)
) SS
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of February, 2019, by _____, the _____, of BLIP II, LLC, a Minnesota limited liability company, on behalf of said limited liability company.

_____
Notary Public

[Notarial Stamp]

CONSENT AND ACKNOWLEDGMENT OF THE CITY OF RAMSEY

The City of Ramsey, Minnesota, by its undersigned designated representatives, hereby expressly consents to the assignment of the Tax Increment Financing (TIF) Agreement to BLIP II, LLC pursuant to the foregoing Assignment of Tax Increment Financing (TIF) Agreement.

CITY OF RAMSEY, MINNESOTA

By _____
Mayor

By _____
Administrator

STATE OF MINNESOTA)
) SS
COUNTY OF ANOKA)

The foregoing instrument was acknowledged before me this ____ day of February, 2019, by John LeTourneau, the Mayor, and Kurt Ulrich, the Administrator, of the City of Ramsey, a Minnesota municipal corporation and political subdivision, on behalf of said city.

_____
Notary Public

[Notarial Stamp]

CC Regular Session **4. 9.**

Meeting Date: 02/12/2019

By: Chris Anderson, Community Development

Information

Title

Adopt Resolution #19-050 Approving an Extension for Code Enforcement Actions at 15653 Juniper Ridge Drive

Purpose/Background:

The purpose of this case is to review a request from David Clossey (the "Property Owner") at 15653 Juniper Ridge Drive NW (the "Subject Property") for a sixty (60) day extension to complete corrective actions regarding a notice of violation dated January 23, 2019. The violation of City Code involves an unpermitted structure within the required setback of the Rum River.

Notification:

No notification required.

Observations/Alternatives:

The Property Owner had installed a structure similar to a deck or platform anchored to trees and the ground. This structure does not comply with the required setback from either the Ordinary High Watermark (OHW) or the bluff line. The Property Owner has begun removing the unauthorized structure, but, due to current winter conditions, he has requested a sixty (60) day extension to complete the removal. The Property Owner submitted a written request for an extension as well as acknowledged his intention to comply with City ordinances. This case was observed by the Lower Rum River Watershed Management Organization (LRRWMO) on a routine tour of the Rum River, and requested that the City follow up on this case.

Funding Source:

Staff handles code enforcement as part of their normal duties.

Recommendation:

Staff recommends approval of Resolution #19-050 granting a 60-day extension to complete removal of the unauthorized structure on the Subject Property.

Action:

Motion to adopt Resolution #19-050 granting a 60-day extension to complete removal of the unauthorized structure on the Subject Property.

Attachments

Extension Request from Property Owner

Resolution #19-050

Form Review

Inbox	Reviewed By	Date
Tim Gladhill	Tim Gladhill	02/06/2019 12:13 PM
Kurt Ulrich	Kurt Ulrich	02/06/2019 03:18 PM

Form Started By: Chris Anderson Started On: 02/05/2019 07:48 AM
Final Approval Date: 02/06/2019

Dear Mr. Anderson,

I received your letter last week regarding the removal of a Deck/Platform/Structure behind my address at 15653 Juniper Ridge Dr NW PID # 24-32-25-11-0022. I have no issue removing the structure in question, however I was wondering if I could have a 60 day extension due to the winter season. It is on a steep snow covered bank. I shoveled it off this weekend and removed over half of the deck boards. Being that it is exposed to the elements, its now covered in ice. I will keep working on it as weather permits.

I will fully comply with the order and I am sorry for any issues it may have caused. Thank you in advance for your consideration.

Sincerely,

David Clossey

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

RESOLUTION #19-050

A RESOLUTION APPROVING THE EXTENSION TO COMPLETE REMOVAL OF AN UNAUTHORIZED STRUCTURE AND CODE ENFORCEMENT ACTIONS AT THE PROPERTY GENERALLY KNOWN AS 15653 JUNIPER RIDGE DRIVE NW

WHEREAS, David Clossey, hereby referred to as the "Property Owner," has requested an extension for code enforcement related activities at the property generally known as 15653 Juniper Ridge Drive NW and legally described as follows:

> That part of Lots 6 & 7 REILLY ESTATES lying southerly of the following described line: Commencing at the most southerly corner of said Lot 6, thence northwesterly along southwesterly line of said Lot 6 8 feet to point of beginning, thence northeasterly along line "A" to a point on westerly line of said Lot 7 107.5 feet northeasterly of said most southerly corner of Lot 6, then continuing northeasterly along northeasterly extension of said line "A" to shoreline of Rum River & there terminating; subject to easements of record.
>
> (the "Subject Property")

WHEREAS, the violations on the Subject Property include the following:

a. Unauthorized structure within the required setback from bluff line and Ordinary High Watermark (OHW).

WHEREAS, the unauthorized structure is not yet completed; and

WHEREAS, the City of Ramsey sent the first notice of violation on January 23, 2019; and

WHEREAS, on February 4, 2019, the Property Owner contacted the City both via email and by phone to indicate he has begun to remove the unauthorized structure from the Subject Property but the snow covered bank and freezing weather is preventing him from safely completing this work within the 14-day timeframe; and

WHEREAS, the Property Owner has requested a 60-day extension to complete the removal of the unauthorized structure.

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 the unauthorized deck/platform/structure shall be removed within 60 days of the date 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 12th day of February, 2019.

_____
Mayor

ATTEST:

_____
City Clerk

CC Regular Session **4. 10.**

Meeting Date: 02/12/2019

By: Chloe McGuire Brigl, Community Development

Information

Title

Adopt Resolution #19-051 Approving Extension of Code Enforcement Actions at 14760 Bowers Drive

Purpose/Background:

The purpose of this case is to formally extend the timeline for code enforcement actions through the end of May 2019 at 14760 Bowers Drive NW (the "Subject Property"). Staff has not received a formal request from the homeowner, but believes due to the number of improvements necessary on the Subject Property and the recent deep freeze, an extension is reasonable. The attached resolution outlines the code violations on the Subject Property.

Notification:

Notification is not required.

Funding Source:

Staff handles code enforcement as part of regular duties.

Recommendation:

Staff Recommends the City Council Adopt Resolution #19-051 Extending Code Enforcement Actions at 14760 Bowers Drive

Action:

Motion to Adopt Resolution #19-051 Extending Code Enforcement Actions at 14760 Bowers Drive

Attachments

Res #19-051

Form Review

Inbox	Reviewed By	Date
Chris Anderson	Chris Anderson	02/06/2019 10:33 AM
Tim Gladhill	Tim Gladhill	02/06/2019 12:11 PM
Kurt Ulrich	Kurt Ulrich	02/06/2019 03:19 PM
Form Started By: Chloe McGuire Brigl		Started On: 02/05/2019 09:24 AM
Final Approval Date: 02/06/2019		

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

RESOLUTION #19-051

A RESOLUTION APPROVING THE EXTENSION OF CODE ENFORCEMENT ACTIONS AT THE PROPERTY GENERALLY KNOWN AS 14760 BOWERS DRIVE NORTHWEST

WHEREAS, Sandra Dickson, hereby referred to as a the "homeowner," has an open code enforcement case for multiple violations at the property generally known as 14760 Bowers Dr NW and legally described as follows:

> THAT PRT OF GOV LOT 1 SEC 30 TWP 32 RGE 25 DESC AS FOL: COM AT NE COR OF LOT 5 BOWERS MISSISSIPPI ACRES TH N 0 DEG 00 MIN 00 SEC E ASD BRG ALG W LINE OF BOWERS DR NW 155.3 FT, TH N 65 DEG 14 MIN W165.55 FT, TH N 78 DEG 04 MIN W TO ELY SHORE LINE OF MISSISSIPPI RIVER, TH SLY ALG SD SHORE LINE TO NW COR OF SD LOT 5 TH ELY ALG N LINE OF SD LOT TO POB, EX THAT PRT OF SD GOV LOT 1 COM AT NE COR OFSD LOT 5, TH ON ASSD BRG N 0 DEG 0O MIN 00 SEC E 3.5 FT, TH N 65 DEG 14 MIN W 9.7 FT, TH S 49 DEG 20 MIN 46 SEC E 11.61 FT TO POB, EX RD SUBJ TO EASE OF REC, Anoka County, Minnesota
>
> (the "Subject Property") (PID: 30-32-25-11-0010)

WHEREAS, the violations on the Subject Property include the following:

a. Violations of City Code Chapter 105, Rule 1309 and the International Property Maintenance Code

b. Violations of City Code Chapter 30, Public Nuisances

c. Violations of City Code Chapter 117, Off-Street Parking Regulations

WHEREAS, on December 20, 2018, Staff performed an inspection of the Subject Property; and

WHEREAS, the City of Ramsey sent notices on November 8, 2018, November 29, 2018, and January 4, 2019; and

WHEREAS, it does not appear the homeowner has made progress on the code violations since December 20, 2018, but the City of Ramsey has had a significant freeze and negative temperatures; and

WHEREAS, Staff feels it is reasonable to grant an extension through May 31, 2019 due to the recent cold weather and deep freeze; and

WHEREAS, there have been at least 41 code enforcement cases on the Subject Property since 2008; and

WHEREAS, the City Council approved the extension this 12th of February, 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 the City of Ramsey is granting an extension to code enforcement actions at the Subject Property until May 31, 2019 in order to allow the homeowner time to clean up, fix, and address the code enforcement items onsite.

    b. That the homeowner understands any subsequent violation within 12 months of this date will include an administrative citation, starting at $250.

    c. That the homeowner must address the items noted in Exhibit A, a notice of violation dated and sent on February 5, 2019, including, but not limited to:

        i. Removing any junk or garbage onsite
        ii. Removing tarp and items stored inside gazebo
        iii. Removing landing off rear of home
        iv. Removing pile of lumber, furniture, items hidden by tarp in rear yard
        v. Removing addition to white shed
        vi. Ensuring windows and structures meet building code requirements
        vii. Receiving necessary permits for work being taken

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 12th day of February, 2019.

_____
Mayor

ATTEST:

_____
City Clerk

EXHIBIT A

STATE OF MINNESOTA
COUNTY OF ANOKA

CITY OF RAMSEY
Code Enforcement Unit

February 5, 2019

Sandra Dickson
Or Current Property Owner
14760 Bowers Dr NW
Ramsey, MN 55303

----Third Notice of Violation and Extension---

RE: 14760 Bowers Dr NW, Ramsey, MN 55303; Anoka County PID: 30-32-25-11-0010

Dear Property Owner:

Due to recent weather conditions, including extreme negative temperatures and subsequent snow events, City Staff feels it is reasonable to grant you an extension until May 31, 2019 to address the open code enforcement violations on the property 14760 Bowers Drive NW in Ramsey, MN. The City will begin the abatement process after that date and formally requests an inspection for June 3, 2019. The City Council will formally discuss the extension topic on February 12, 2019.

Summary of Past Actions

- You received previous (second) notice dated January 4, 2019 with a $75 citation for the repeat offense. City Staff gave you a deadline date of January 21, 2019 to make the necessary improvements on the property including those outlined in the next few pages of this notice.
- Thank you for allowing City Staff to perform a voluntary inspection on December 20, 2018. During this inspection, City Staff was able to get a more clear understanding of the property.
- You received previous notices you received on November 8, 2018 and November 29, 2018 (consolidated into notice on January 4, 2019)

Please note that permits are required for siding, window, door, landing, and building improvements. Please stop all work until you receive a permit. You can apply at https://epermits2.logis.org/home.aspx?city=ra or in person at City Hall. There was a Stop Work Order issued for the siding because of the lack of permit.

The Following Pages Outline

- Next steps - specific items to be removed or improved
- Summary of violations - Please note the number in brackets [#] relates to the Summary of Violations starting on the next page
- Process of requesting a hearing on this notice and administrative next steps
- Contact information
- Attachment of photos - Each photo has items circled which need to be addressed as outlined on the next page; the photos are not exhaustive of all of the items onsite.

STATE OF MINNESOTA
COUNTY OF ANOKA

CITY OF RAMSEY
Code Enforcement Unit

Summary of Next Steps

Remove	**Improve**
• Any garbage or refuse inside or outside the home, any garbage or refuse stored in vehicles – Photos on page 6 and 7 [5] • Remove large pile in rear yard near river – Photos on page 8 [5] • Remove all lumber stored on ground near fence – Photos on page 9 [5] • Remove piles of items in front yard (e.g. wood chair, table, buckets, etc.) [5] • Remove furniture stored outside that is not outdoor furniture (e.g. wooden end table) [5] • Stacked landscape block near landing [5] • Plastic sign in front yard draped over lawnmower – Photo on page 7 [5] • Pile of items, refuse on landing and near landing – Photo on page 6 [5] • Tarps cannot be used to hide items – includes trailers in front yard, shed walls, and large pile in rear yard – Page 6, 7, 8 [5]	• Landing must be removed and a permit must be applied if you wish to replace landing with allowed materials (per code requirements below) – Photo on page 6 [1] [4] • Sheds onsite – tarps cannot be used as doors or walls – Photos on page 10 [2] [4] • Windows, walls, and exterior siding to meet property maintenance standards and Chapter 105 requirements – permit needed – Photos on page 11 [3] [5] • You are limited to 6 total items of outdoor storage including boats, trailers, and automobiles. You are currently at 8 items; reduce number onsite to 6 [6] • Remove wrap from gazebo and any items stored inside [2] [5] • Remove any shed under construction [2]
Items listed above can be abated (removed) if not fixed within the time frame listed above	Items listed above will not be abated (removed); instead, the City takes these types of items to Civil Prosecution (court) if not remedied within the time frame listed above

***** Please note the number in brackets [#] relates to the Summary of Violations starting on the next page.

STATE OF MINNESOTA
COUNTY OF ANOKA

CITY OF RAMSEY
Code Enforcement Unit

Summary of Violations

Violations of City Code Chapter 105

[1] **Exterior landing at rear door.**

Mn Rules 1309 section R311. Exterior landings shall be constructed of material that is naturally decay resistant or approved pressure preservative treated wood. Landings shall be a minimum of 3-foot by 3-foot.

Mn Rules 1309 section R312. Guards shall be located along open sides landings that are thirty (30") inches above floor or grade below. The guard shall be a minimum of 36" high. Guards shall not have openings, which allow passage of a sphere 4 inches in diameter.

Violations of City Code Chapter 105, International Property Maintenance Violations

The City of Ramsey has adopted ordinances that are designed to keep the community safe, healthy and attractive by the elimination of public nuisances. City Code Article V. Section 105-142 adopts the 2006 International Property Maintenance Code. You are presently in violation of Section 304.2.

[2] **Accessory Structure**

302.7 Accessory Structures. All accessory structures shall be maintained structurally sound and in good repair.

[3] **Exterior walls and overhangs.**

304 Exterior Structure. The exterior of a structure shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety, or welfare.

304.6 Exterior walls. All exterior walls shall be free from holes, breaks, and loose or rotting materials; and maintained weatherproof and properly surface coated where required to prevent deterioration.

304.9 Overhang extensions. All exposed surfaces of metal or wood shall be protected from the elements and against decay and rust by application of weather coating materials, such as paint or similar surface treatment.

[3] **Windows.**

304.13 Windows and doorframes. Every window and doorframe shall be kept in sound condition, good repair and weather tight.

[4] **Section 304.2**: **Protective Treatment**. All exterior surfaces, including but not limited to, doors, door and window frames, cornices, porches, trim, balconies, decks and fences shall be maintained in good condition. Exterior wood surfaces, other than decay resistant woods, shall be protected from the elements and decay by painting or other protective treatment. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted. All siding and masonry joints as well as those between the building envelope and the perimeter of windows, doors, and skylights shall be maintained weather resistant and water tight. All metal surfaces subject to rust or corrosion shall be stabilized and coated to inhibit future rust and corrosion. Oxidation stains shall be removed from exterior surfaces. Surfaces designed for stabilization by oxidation are exempt from this requirement.

Building permits are required for the installation of new siding, new windows, and the exterior landing. Stop all work until permits are obtained.

Violations of Chapter 30

[5] **City Code Section 30-3 Property Conditions Constituting a Public Nuisance**:
(6) The storage or accumulation of waste, refuse, or garbage that is not contained in a closed container designed or reasonably adapted for such purpose, except for 30 days preceding pick-up by a hauler. This includes any accumulation of appliances, plumbing fixtures, furniture, equipment, remnants of wood (decayed or weathered) unused construction materials, stockpiles of rocks or dirt, or any items that could not be put to use in the manner that they are intended.

Violations of Chapter 117, Off-Street Parking Regulations

[6] **City Code Section 117-355 Residential Development Off Street Parking**
Under (b) (1) you are allowed 6 total items for outdoor storage – including vehicles and trailers, campers, boats, recreational equipment, and similar items. On December 20, 2018, staff observed two personal automobiles, two trailers, two canoes, and the two trailers (at least one with a boat) in the driveway. You are above the limit for these items.

STATE OF MINNESOTA
COUNTY OF ANOKA

CITY OF RAMSEY
Code Enforcement Unit

Administration and Optional Hearing Instructions

You may request a hearing before a Hearing Examiner regarding these violations. Your request must be filed in writing addressed to the Chief of Police within fourteen (14) days from the date you receive his notice and your request MUST identify with specificity the basis for your objection to the interpretation of the Code and the Notice of Violation for requesting the hearing. A $250 filing fee must also accompany your hearing request. The Police Chief's name and address is as follows:

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

If you fail to correct the violations and come into compliance with the City Code or request a hearing within the fourteen (14) day period, you may be subject to an administrative fine AND the City will come on to the Property and correct (abate) the violations, and assess the costs with any penalties and interest incurred to the Property. Those costs will be certified to the county auditor and will be collected along with current taxes the following year or in annual installments not exceeding ten as the City Council may determine. The assessments will remain a perpetual lien on the Property until paid in full.

You are further notified that any item removed from the Property by the City will be held for 15 days prior to disposal. Within said 15 days you may reclaim the items held by the City after paying all fees incurred by the City associated with the abatement. If you do not contact the City within 15 days to reclaim the items, all items will be disposed of and sold. Any abated items that are reclaimed and returned to the Property owner that are found to be in violation of the City Code's nuisance provisions shall be abated immediately by the City.

If you have questions concerning this Notice, please contact me at (763) 433-9821. If you have any troubles reaching me, please contact the Community Development Department at 763-433-9824.

Sincerely,

Chloe McGuire, City Planner
City of Ramsey Community Development Department

STATE OF MINNESOTA
COUNTY OF ANOKA

CITY OF RAMSEY
Code Enforcement Unit

Attachments

Remove items hidden by tarps; remove tarps (items circled)



Remove garbage from inside car (items circled)



Remove items from top of landing & block at bottom (circled), remove landing, (optional) obtain permit to reconstruct landing using approved materials



Remove garbage and outdoor storage (items circled)



Fix: remove wrap from gazebo and any items inside; ensure gazebo meets property maintenance standards (gazebo is circled)



Remove items from inside trellis/ remove makeshift shed and tarp (items circled)



Remove sign, bucket, pile of items (see circled items)

Remove all blighted items outdoors that are not being put to intended purpose (in circled areas)

STATE OF MINNESOTA
COUNTY OF ANOKA

CITY OF RAMSEY
Code Enforcement Unit





Remove all lumber, items under tarp, furniture, refuse, junk, etc. The only item that can be stacked and stored outdoors seen here is firewood which needs to be in an orderly manner. Tarps may not be used to hide outdoor storage of items. (items circled)







Remove lumber stored on ground; refuse (see circled items)

STATE OF MINNESOTA
COUNTY OF ANOKA

CITY OF RAMSEY
Code Enforcement Unit







STATE OF MINNESOTA
COUNTY OF ANOKA

CITY OF RAMSEY
Code Enforcement Unit

Sheds: White shed addition needs to be removed, tarps can't be used as walls, ceilings, or doors

- Note: New sheds must receive zoning permit
- Note: Sheds must meet property maintenance standards – which includes maintenance of the sheds (e.g. fix flooring on white shed, remove unpermitted addition on white shed, tarps cannot be used as walls on brown shed) (see circled items)





Windows and Siding:



CC Regular Session **4. 11.**

Meeting Date: 02/12/2019

By: Bruce Westby, Engineering/Public Works

Information

Title

Adopt Resolution #19-053 Accepting Permanent Utility Easement on Lot 1, Block 1, LAZYDAYS Addition

Purpose/Background:

Purpose:

The purpose of this case is to adopt Resolution #19-053 accepting a permanent utility easement on Lot 1, Block 1, LAZYDAYS Addition per the executed Utility Easement Agreement.

Background:

A condition of Plat approval for the Lot 1, Block 1, LAZYDAYS Addition property was that their new maintenance facility connect to City sewer and water since the property is located within the City's Metropolitan Urban Service Area (MUSA). The maintenance facility is under construction and will include 20 service bays, a waiting area, a parts warehouse, a receiving dock, and office space for approximately 30 staff including service managers and technicians, warehouse staff, and customer service representatives.

City Improvement Project #18-14 proposes to extend 18-inch trunk sanitary sewer and 12-inch trunk watermain from the southwest corner of old Armstrong Boulevard and Riverdale Drive along the south side of Riverdale Drive to serve the new maintenance facility. These improvements have sufficient capacity to serve all existing and future development in the area south of Highway 10 and west of Armstrong Boulevard, which is also located within the City's MUSA.

While Improvement Project #18-14 was being bid, it was discovered that gas, electric and telecommunications lines were previously installed in the same alignment as our proposed trunk utilities. Since this project is proposed to be completed during winter, impacts to private utilities are problematic as the ground surrounding the private utilities will be frozen making them impossible to relocate without first thawing the ground around them, which would increase the construction schedule and construction costs. The City's trunk utilities were therefore moved south of the private utilities, which will require an additional 10-foot of permanent utility easement along the Lazydays RV site to construct and maintain the trunk utilities in perpetuity.

Attached is an executed utility easement agreement dedicating a 10-foot wide strip of permanent utility easement along the Lot 1, Block 1, LAZYDAYS Addition property. The property owner has willingly dedicated this easement via the attached utility easement agreement. Exhibit B of the attached easement agreement includes a legal description for the permanent utility easement and depicts it graphically.

Notification:

Notifications are not required for this action.

Observations/Alternatives:

Observations:

Accepting the 10-foot wide permanent utility easement along Lazydays RV's site per the attached easement agreement is necessary to allow the trunk utilities to be adequately constructed with City Improvement Project #18-14, and to be properly maintained in perpetuity. This action must be complete before bids are accepted and a construction contract awarded for City Improvement Project #18-14 as included on the regular agenda for this evening's Council meeting.

Alternatives:
Alternative #1 – Motion to adopt Resolution #19-053 accepting a permanent utility easement on Lot 1, Block 1, LAZYDAYS Addition per the executed Utility Easement Agreement.

Alternative #2 – Motion to deny adoption of Resolution #19-053 at this time.

Funding Source:

Accepting the executed utility easement agreement will not require City funding. The property owner has willingly dedicated the permanent utility easement via the executed utility easement agreement attached to this case. The easement agreement was prepared by Staff and was reviewed and approved by the City Attorney.

Recommendation:

Staff recommends alternative #1.

Action:

Motion to adopt Resolution #19-053 accepting a permanent utility easement on Lot 1, Block 1, LAZYDAYS Addition per the executed Utility Easement Agreement.

Attachments

Easement Agreement

Resolution 19-053

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	02/07/2019 02:43 PM
Form Started By: Bruce Westby		Started On: 02/06/2019 08:06 AM
Final Approval Date: 02/07/2019		

MUNICIPAL UTILITY EASEMENT AGREEMENT

CAR LAZ MN AN L.L.C., a Limited Liability Company under the laws of the State of Delaware ("the LANDOWNER") hereby grants, sells, and conveys to the **CITY OF RAMSEY, a Minnesota municipal corporation (the "CITY")** a perpetual easement in, over, under and upon the real property, in Anoka County, Minnesota, described as follows:

See attached **Exhibit A** for legal description (the "Property").

EXEMPT FROM STATE DEED TAX

1. **Easement Purposes.** The Easement Area, as described in **Exhibit B**, is for the construction, maintenance, repair and replacement of public utilities including trunk sanitary sewer and watermain and uses incident thereto, over, under and upon the Easement Area.

2. **Hazardous Substances.** The **CITY** shall not be responsible for any costs, expenses, damages, demands or obligations, including penalties and attorney's fees, or losses resulting from any claims, actions, suits or proceedings based upon a release or threat of release of any hazardous substances, pollutants, or contaminants which may have existed on or which relate to the Easement Area or adjacent property prior to the date hereof.

3. **Liability and Indemnification.** To the extent allowed by law, the **CITY** hereby agrees to indemnify and save the **LANDOWNER** harmless from and against any and all suits, demands, liabilities, costs and other expenses, including reasonable attorney's fees, incurred in connection with or arising out of the use of the Easement Area by the **CITY,** its contractors and agents, or the general public, for the purposes granted herein, excluding, however, from such indemnity loss resulting from negligent or intentional acts of **LANDOWNER.**

4. **No Waiver of Governmental Immunity.** Nothing contained herein shall be deemed a waiver by the **CITY** of any governmental immunity defenses, statutory or otherwise. Further, any and all claims brought by **LANDOWNER,** its successors or assigns, shall be subject to any governmental immunity defenses of the **CITY** and the maximum liability limits provided in Minnesota Statute Chapter 466.

5. **Disposal of Excavated Material.** The right is hereby granted to the **CITY** to remove or otherwise dispose of all earth or other material excavated from the Easement Area as the **CITY** may deem fit and to remove trees, brush, undergrowth and other obstructions interfering with the location, construction and maintenance of the Easement Area, except any landscaping required by any site plan or ordinance adopted by the **CITY**.

6. **Granting Clause.** **LANDOWNER** covenants that it is the fee owner of the Easement Area and has the right, title, and capacity to grant the Easement for the purposes described herein.

IN WITNESS WHEREOF, the **LANDOWNER** has caused this Easement Agreement to be executed on this the 5th day of February, 2019.

CAR LAZ MN AN L.L.C.
a Delaware limited liability company

By: Capital Automotive Real Estate Services, Inc.
a Delaware corporation
its Manager

By: _____

Name: Stephanie Rochel

Title: VP + Secretary

COMMONWEALTH OF VIRGINIA
~~STATE OF DELAWARE~~)
) ss.
COUNTY OF ~~NEW CASTLE~~ FAIRFAX)

The foregoing instrument was acknowledged before me on this the 5th day of February, 2019, by Stephanie Rochel, the ~~Chief Manager~~ Secretary for CAR LAZ MN AN L.L.C. a Delaware Limited Liability Company under the laws of the State of Delaware, on behalf of the Limited Liability Company.

Jennifer Lyn McAllister
Notary Public

NOTARIAL STAMP OR SEAL(OROTHER TITIE OR RANK)

Jennifer Lyn McAllister
Commonwealth of Virginia
Notary Public
Commission No. 7556460
My Commission Expires 12/31/2022

THIS INSTRUMENT WAS DRAFTED BY:

The City of Ramsey
7550 Sunwood Drive NW
Ramsey, Minnesota 55303
Ph. (763) 427-1410

THIS INSTRUMENT WAS REVIEWED BY:

RATWIK, ROSZAK & MALONEY, P.A.
730 Second Avenue S., Suite 300
Minneapolis, MN 55402
Ph. (612) 339-0060

EXHIBIT A
LOT 1, BLOCK 1, LAZYDAYS

Property Description:

Lot 1, Block 1, LAZYDAYS, Anoka County, Minnesota.

Existing D&U Easement Line

Existing Lot Line

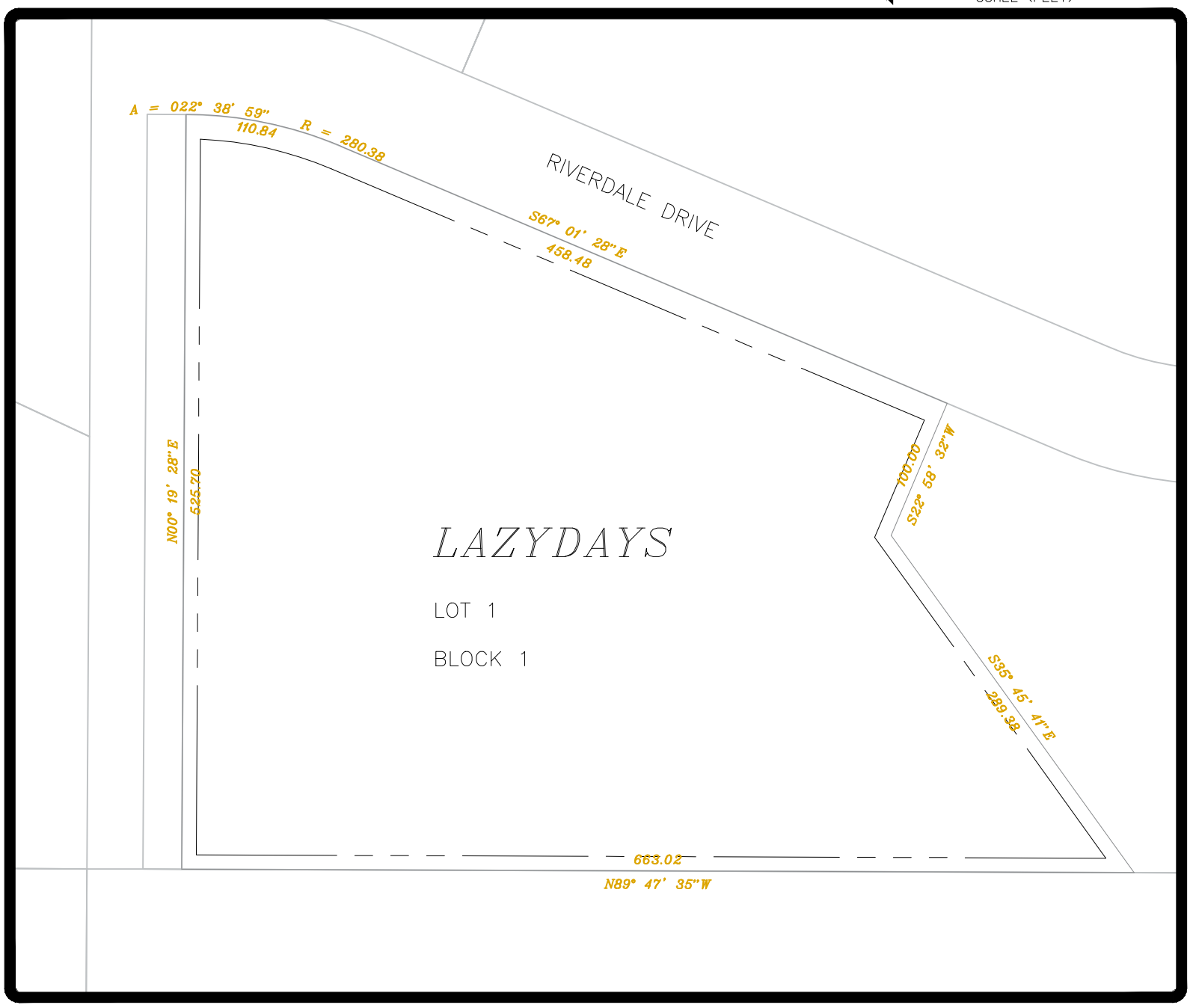
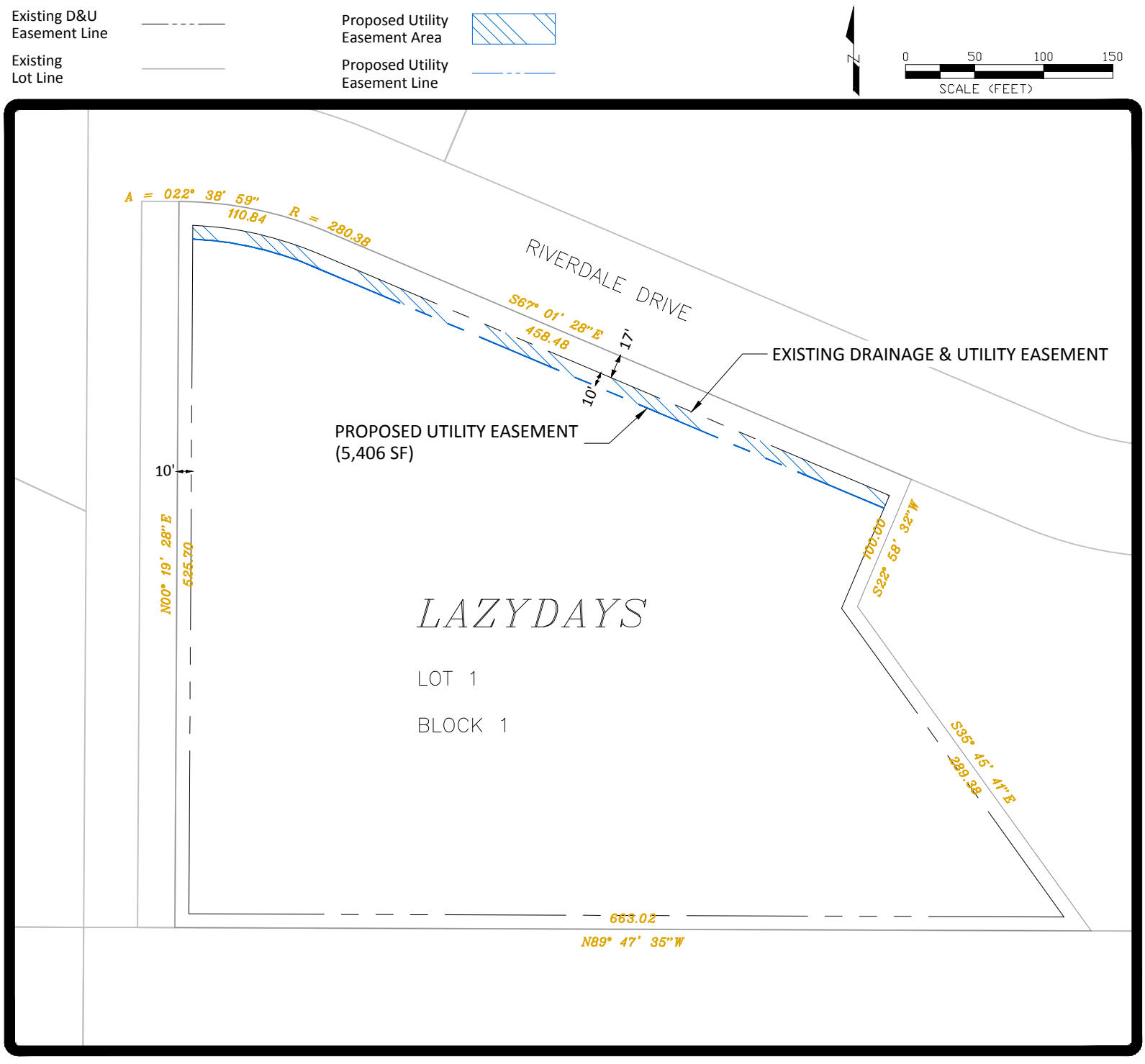


EXHIBIT B
PROPOSED EASEMENT
LOT 1, BLOCK 1, LAZYDAYS

Proposed Easement Description:

A 10 foot wide perpetual easement for utility purposes over, under and across the northerly 10.00 feet southerly of the existing 17.00 foot drainage and utility easement along the northerly lot line of Lot 1, Block 1, LAZYDAYS, Anoka County, Minnesota, together with the reasonable right of access over that portion of Lot 1 fronting Riverdale Drive for the purpose of constructing and maintaining the utilities.



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

RESOLUTION #19-053

RESOLUTION ACCEPTING PERMANENT UTILITY EASEMENT ON LOT 1, BLOCK 1, LAZYDAYS ADDITION

WHEREAS, Lazydays RV is constructing a maintenance facility on the Lot 1, Block 1, LAZYDAYS Addition property; and

WHEREAS, the maintenance facility is located within the City of Ramsey's Metropolitan Urban Service Area and must be served by municipal utilities; and

WHEREAS, the City finds it in the public interest to extend trunk utilities along Riverdale Drive from Armstrong Boulevard towards Llama Street with City Improvement Project #18-14 to serve the Lazydays RV maintenance facility, to serve other developed properties in the area, and to prepare for future development in the area (the "Trunk Utility Improvements"); and

WHEREAS, the property owner of the Lot 1, Block 1, LAZYDAYS Addition property executed an easement agreement on February 5, 2019, dedicating permanent utility easement to adequately construct and maintain the Trunk Utility Improvements as described in the legal descriptions in ***Exhibit B*** of the easement agreement (the "Permanent Easement") as attached to this resolution; and

WHEREAS, the City declares it in the public interest to accept the Permanent Easement described herein.

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

1) That in order to carry out the purposes and objectives described above it is necessary to accept the Permanent Easement.

2) That the Ramsey City Council hereby approves and accepts the Utility Easement and Agreement for Lot 1, Block 1, LAZYDAYS Addition.

The motion of the adoption of the foregoing resolution was duly seconded by Councilmember ____, and upon vote being taken thereon, the following 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 12th day of February, 2019.

_____
Mayor

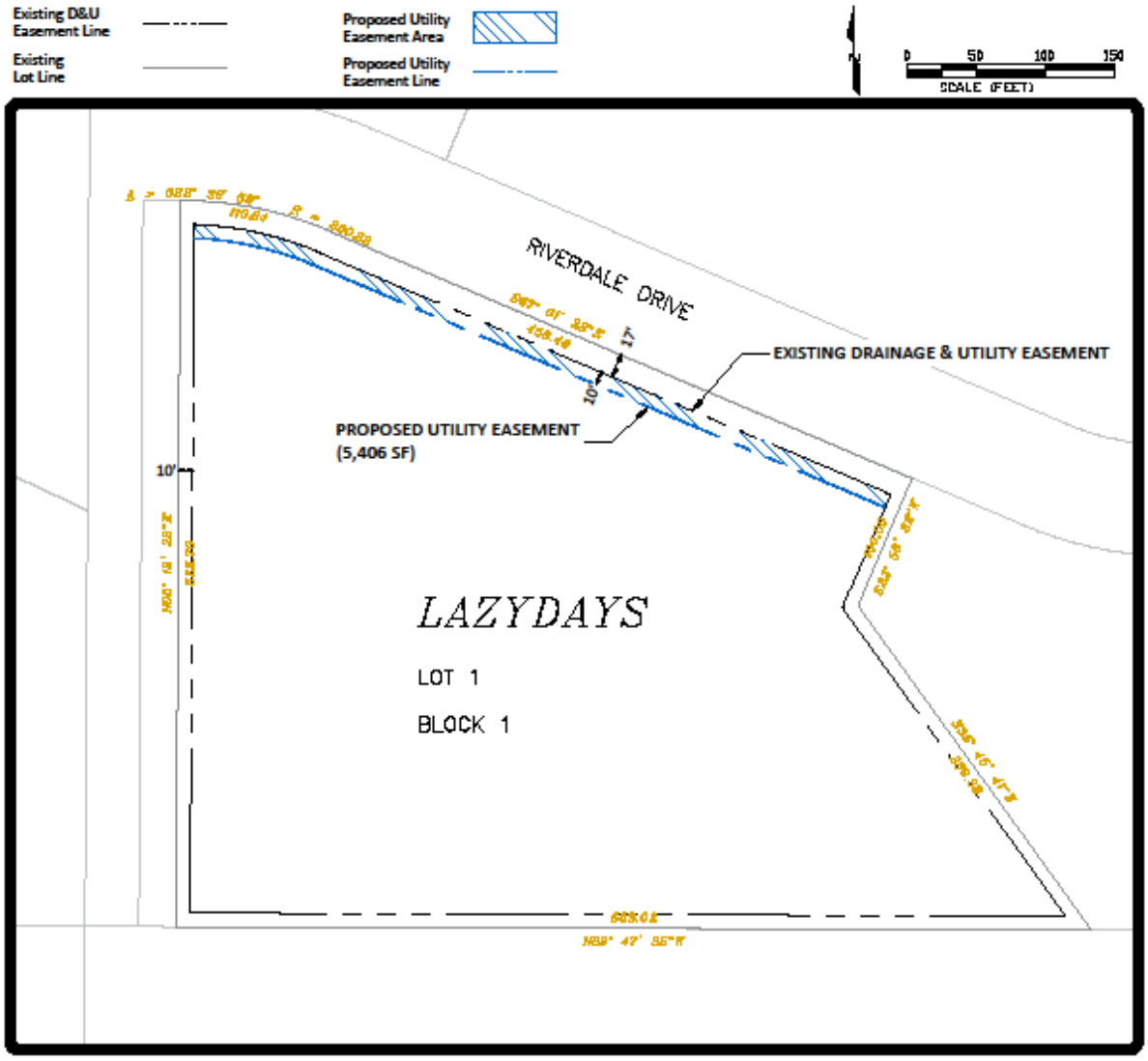
ATTEST:

_____
City Clerk

EXHIBIT B
PROPOSED EASEMENT
LOT 1, BLOCK 1, LAZYDAYS

Proposed Easement Description:

A 10 foot wide perpetual easement for utility purposes over, under and across the northerly 10.00 feet southerly of the existing 17.00 foot drainage and utility easement along the northerly lot line of Lot 1, Block 1, LAZYDAYS, Anoka County, Minnesota, together with the reasonable right of access over that portion of Lot 1 fronting Riverdale Drive for the purpose of constructing and maintaining the utilities.



CC Regular Session **4. 12.**

Meeting Date: 02/12/2019

By: Chloe McGuire Brigl, Community Development

Information

Title

Adopt Resolution #19-054 Approving Abatement at 6588 141st Ave NW (Case of Northern Technologies Inc)

Purpose/Background:

The purpose of this case is to approve the scheduling of an abatement at 6588 141st Ave NW. The property in question is in violation of off-street parking and nuisance regulations. Staff has attached the last notice sent to the property owner, informing them of this City Council meeting and outling the items that would be removed during an abatement. The items in question include all vehicles and items parked on the grass, parked on adjacent properties, and parked on the city street and right-of-way.

Staff has sent four previous letters in 2018 and granted an adminstrative extension through February 1, 2019. Upon inspection on February 5, 2019, the items were not resolved and additional vehicles were parked on the Basalt Street right-of-way.

Notification:

N/A

Observations/Alternatives:

Alternative 1: Adopt Resolution #19-054. City Staff will work with the City's abatement contractor and schedule an abatement as soon as February 18, 2019, based on their availability. The cost of the abatement will be assessed back to the property. This would close an ongoing code enforcement case, with violations that have spanned many years.

Alternative 2: Grant an extension for cleanup for an additional 60 days. Staff could be supportive of this alternative if the City Council felt it would remedy the situation. Staff is not confident that an extension will solve the issues, as the vehicles continue to park in violation of the City Code. Additionally, staff does not feel this is appropriate as all of the items in violation are movable. If the items were frozen or unmovable due to weather, staff could consider this alternative.

Alternative 3: Deny the Resolution. Staff would need additional direction from the Council on how to proceed.

Funding Source:

Staff is handling this as part of normal duties. The City's abatement contractor would conduct the abatement and the property would be charged the cost of the abatement plus a 25% adminstrative fee.

Recommendation:

Staff recommends adoption of Resolution #19-054.

Action:

Motion to Adopt Resolution #19-054 approving abatement at 6588 141st Ave NW.

Attachments

Abatement Notice Sent Feb 6, 2019
Historical Aerial Photos
Resolution #19-054

Form Review

Inbox	Reviewed By	Date
Chris Anderson	Chris Anderson	02/06/2019 11:55 AM
Tim Gladhill	Tim Gladhill	02/06/2019 12:02 PM
Tim Gladhill	Tim Gladhill	02/06/2019 12:12 PM
Kurt Ulrich	Kurt Ulrich	02/06/2019 03:30 PM
Form Started By: Chloe McGuire Brigl		Started On: 02/06/2019 11:29 AM
Final Approval Date: 02/06/2019		

STATE OF MINNESOTA
COUNTY OF ANOKA

CITY OF RAMSEY
Code Enforcement Unit

February 6, 2019

Shannon Enterprises of ND, LLC
703 16th Ave S
Fargo, ND 58103

----------NOTICE OF ABATEMENT, THIRD NOTICE----------

RE: Parking on Unapproved Surfaces, Refuse, Public Nuisance in the E-1 Business District on Anoka County PID #34-32-25-11-0022 [Northern Technologies, Inc at 6588 141st Ave NW, Ramsey MN]

Dear Property Owner:

The City of Ramsey has adopted certain ordinances that are designed to help keep the community safe, healthy, and attractive. It has come to the City's attention that vehicles at your place of business are being stored on unapproved surfaces and that there are materials, equipment and other junk stored in the parking lot and grass area on the east side of your property.

You were sent notices of violation on February 13, 2018 October 18, 2018, December 14, 2018 and a follow up on December 28, 2018, for off-street parking violations and the storage of items off Basalt St NW. You were granted an administrative extension for cleanup until February 1, 2019.

Staff inspection on February 5, 2019 showed the violations have not been adequately addressed.

Staff is requesting permission to abate the items (remove) from the City Council on February 12, 2019. If approved, Staff will schedule an abatement as soon as February 18, 2019 based on contractor availability. You will be invoiced for the work performed plus a twenty-five percent (25%) administrative charge.

For this situation, abatement includes removal of the items in question including:

- Trailer stored in grass* [Shown in Exhibit 1]
- Nuisance items in trailer onsite* [Shown in Exhibit 2]
- Any other nuisance item onsite, such as barrels, refuse, etc.**
- Vehicles stored outside your property on adjacent street right-of-way and neighboring properties [Shown in Exhibit 3 and 4]

*These items are violations of City Code section 117-356(d) stating that all parking must be on approved surfaces such as bituminous asphalt, or concrete. Parking on the grass is not allowed.

**These items are considered a public nuisance under Chapter 30 of the City Code which states:

STATE OF MINNESOTA
COUNTY OF ANOKA

CITY OF RAMSEY
Code Enforcement Unit

(6) The storage or accumulation of waste, refuse, or garbage that is not contained in a closed container designed or reasonably adapted for such purpose, except for 30 days preceding pick-up by a hauler. This includes any accumulation of appliances, plumbing fixtures, furniture, equipment, remnants of wood (decayed or weathered) unused construction materials, stockpiles of rocks or dirt, or any items that could not be put to use in the manner that they are intended.

(7) The depositing of garbage or refuse on a public right-of-way or adjacent private property.

Abatement of these items is allowed under City Code Chapter 30, Section 30-6 and 30-7.

You may request a hearing before a Hearing Examiner regarding these violations. Your request must be filed in writing addressed to the Chief of Police within fourteen (14) days from the date you receive this notice and your request MUST identify with specificity the basis for your objection to the interpretation of the Code and the Notice of Violation for requesting the hearing. A $250 filing fee must also accompany your hearing request. The Police Chief's name and address is as follows:

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

If you fail to correct the violations and come into compliance with the City Code or request a hearing within the fourteen (14) day period, you may be subject to an administrative fine AND the City will come onto the Property and correct (abate) the violations, and assess the costs of abatement along with any penalties and interest incurred**.** Those costs will be certified to the county auditor and will be collected along with current taxes the following year or in annual installments not exceeding ten as the City Council may determine. The assessments will remain a perpetual lien on the Property until paid in full.

You are further notified that any item removed from the Property by the City will be held for 15 days prior to disposal. Within said 15 days you may reclaim the items held by the City after paying all fees incurred by the City associated with the abatement. If you do not contact the City within 15 days to reclaim the items, all items will be disposed of and sold. Any abated items that are reclaimed and returned to the Property owner that are found to be in violation of the City Code's nuisance provisions shall be abated immediately by the City.

If you have questions concerning this Notice, please contact me at (763) 433-9821. If you have any troubles reaching me, please contact the Community Development Department at 763-433-9824.

Sincerely,

Chloe McGuire, City Planner
City of Ramsey Community Development Department

STATE OF MINNESOTA
COUNTY OF ANOKA

CITY OF RAMSEY
Code Enforcement Unit

Exhibit 1: Trailer stored on grass



Exhibit 2: Trailer of nuisance items in parking lot



STATE OF MINNESOTA
COUNTY OF ANOKA

CITY OF RAMSEY
Code Enforcement Unit

Exhibit 3: Vehicles stored on street right-of-way and unimproved surfaces



Exhibit 4: Vehicles stored on adjacent properties



EXHIBIT A – Historical Aerials

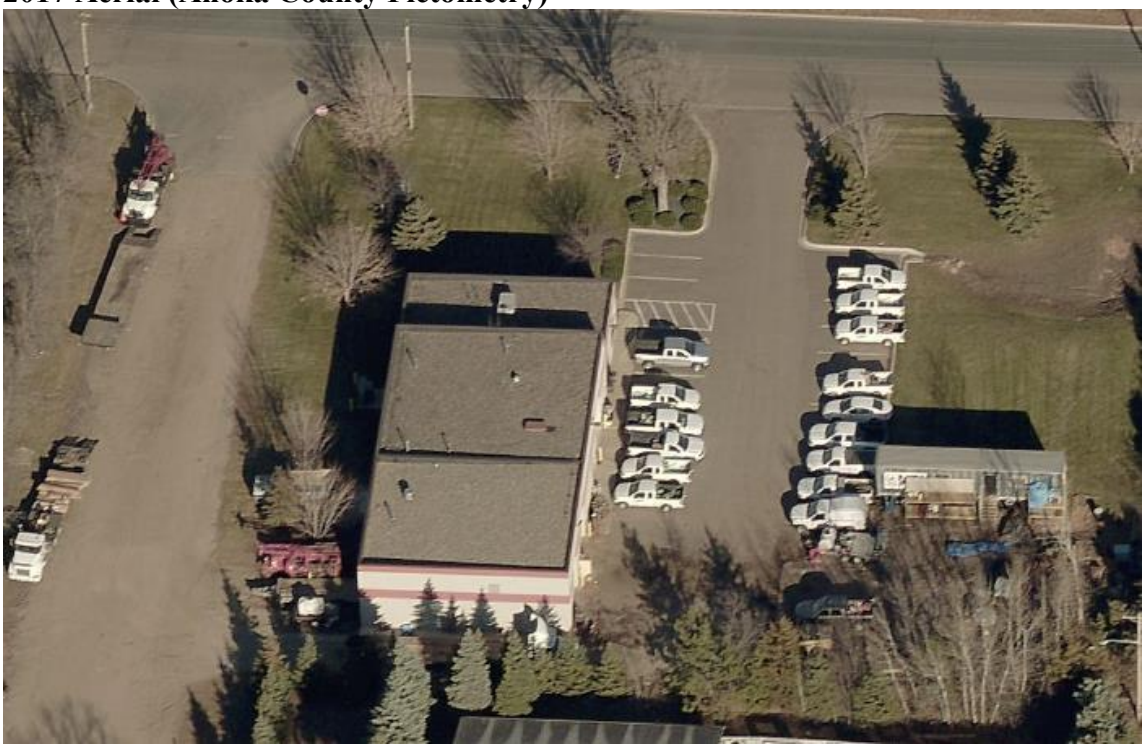
2014 Aerial (Anoka County Pictometry)



2015 Aerial



2017 Aerial (Anoka County Pictometry)



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

RESOLUTION #19-054

A RESOLUTION APPROVING THE ABATEMENT OF CODE ENFORCEMENT VIOLATIONS AT 6588 141ST AVENUE NORTHWEST

WHEREAS, there are multiple code violations on the property generally known as 6588 141st Avenue Northwest and legally described as follows:

Lot 2, Block 2 Gateway North Industrial Park Plat 2, Anoka County, Minnesota

(the "Subject Property") (PID: 34-32-25-11-0022)

WHEREAS, the violations on the Subject Property include the following:

a. Violations of City Code Section 117-356
b. Violations of City Code Chapter 30, Public Nuisances

WHEREAS, Staff has performed inspections on:

a. October 18, 2018
b. October 21, 2018
c. December 14, 2018
d. December 20, 2018
e. February 5, 2019; and

WHEREAS, the City of Ramsey sent notices on February 13, 2018, October 18, 2018, December 14, 2018, December 28, 2018, and February 6, 2019; and

WHEREAS, the City of Ramsey granted an administrative extension of cleanup through February 1, 2019; and

WHEREAS, the site has not adequately addressed the ongoing code violations; and

WHEREAS, Staff believes the problem has been ongoing for many years according to aerial photos from Anoka County and neighbor complaints; and

WHEREAS, the City has an abatement contractor(s) who will perform the work and 125% of the cost will be assessed back to the property owner; and

WHEREAS, Exhibit A shows historical aerial photos and Exhibit B shows the current site; and

WHEREAS, the City Council approved abatement of the code violations on this 12th of February, 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 the City of Ramsey will contact its abatement contractor(s) to schedule an abatement as soon as the contractors are able after February 18, 2019.

    b. That the property will be assessed 125% of the cost of the abatement.

    c. That the items to be removed include:

        i. Any vehicle parked on grass area east of building (including large NTI trailer parked in grass area)
        ii. Any vehicle parked on adjacent street right-of-way, including semi-trucks, trucks, and trailers full of items
        iii. Any public nuisance items regulated under Chapter 30, including barrels, garbage

    d. That both the tenant (Northern Technologies Inc) and Shannen Enterprises will be sent a letter informing them that the City is scheduling an abatement and a letter indicating the final scheduled date.

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 12th day of February, 2019.

_____
Mayor

ATTEST:

_____

City Clerk

EXHIBIT A – Historical Aerials

2014 Aerial (Anoka County Pictometry)



2015 Aerial



2017 Aerial (Anoka County Pictometry)

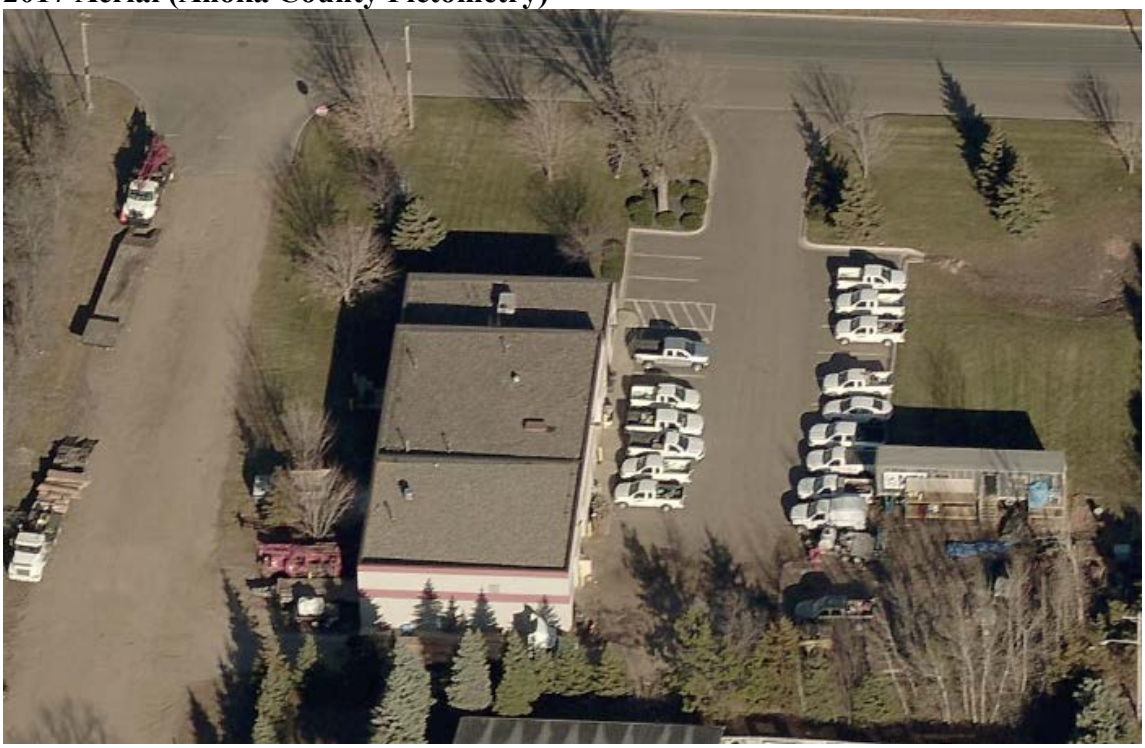


EXHIBIT B – Current Photos

Trailer on unpaved surface



Trailer in parking lot full of items



Vehicles parked on City street right-of-way and unpaved areas



Vehicles parked on adjacent properties and unimproved surfaces



CC Regular Session **4. 13.**

Meeting Date: 02/12/2019

By: Colleen Lasher, Administrative Services

Information

Title

Adopt Resolution #19-039 to Hire a Part-time Community Service Officer

Purpose/Background:

The purpose of this case is to request the City Council to hire a replacement part-time Community Service Officer.

The Community Service Officer position is needed to support the City's basic daily work and the Strategic Plan. Specifically, it works to maintain a highly functional staff by employing a dedicated/cost effective person to handle somewhat routine police and community tasks. Community Service Officers are responsible for handling animal control duties, some code enforcement activities, support services to patrol officers, administrative errands, vehicle maintenance and repairs, receiving and investigating ordinance complaints and documenting findings, as well as assisting with crime prevention issues.

This position has been vacant since early January when the previous Community Service Officer was promoted to the position of Patrol Officer. As a result, an in internal recruitment was conducted to fill the part-time Community Service Officer position. Staff conducted interviews, background investigations and pre-employment testing. Ms. McNally will be subject to a 6-month probationary period, the City's Personnel Policy and AFSCME union contract.

Funding Source:

The funding required for this positions is well within the 2019 budget and represents a savings when compared to the original amount budgeted.

Recommendation:

To hire Ms. Katie McNally as a part-time Community Service Officer working approximately 25-hours per week with a starting wage of $19.93 per hour, effective on or near February 25, 2019.

Action:

To make a motion to adopt resolution #19-039 hiring Ms. Katie McNally as a part-time Community Service Officer working approximately 25-hours per week with a starting wage of $19.93 per hour, effective on or near February 25, 2019.

Attachments

Resolution 19-039

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	02/07/2019 10:52 AM
Form Started By: Colleen Lasher		Started On: 02/06/2019 01:26 PM
Final Approval Date: 02/07/2019		

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #18-039

RESOLUTION TO HIRE A PART-TIME COMMUNITY SERVICE OFFICER

WHEREAS, there is a Community Service Officer vacancy; and

WHEREAS, staff recommends hiring Ms. Katie McNally as a part-time Community Service Officer averaging 25 hours per week, and

WHEREAS, the newly appointed Community Service Offices will be subject to a 6-month probation period; and

WHEREAS, all other Personnel Policies and union contracts will apply normally.

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

To make a motion to adopt resolution 18-039 hiring Ms. Katie McNally as a part-time Community Service Officer averaging 25 hours per week, on or near February 13, 2019 at $19.93 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 12th day of February, 2019.

_____
Mayor

ATTEST:

_____
City Clerk

CC Regular Session **7. 1.**

Meeting Date: 02/12/2019

By: Colleen Lasher, Administrative Services

Information

Title

Adopt Resolution #19-055 to Hire a Building Official

Purpose/Background:

The purpose of this case is to request the City Council to hire a Building Official, filling the current vacancy.

The Building Official's primary role is to ensure compliance with the Minnesota State Building Code, which is required to be administered in Ramsey. The City must have a Building Official, either hired or contracted, in order to issue Building Permits. The Building Official is the Division Manager for the Inspections Division, consisting of a Contracted Building Inspector, Contracted Electrical Inspector, and two (2) Permit Technicians. The Building Official reports to the Community Development Director. The Building Official is responsible for the issuance of approximately 2,500 permits, approximately 7,000 inspections, and over $80 to $100 million dollars of new construction value annually. The Building Official job description is attached.

This vacancy is due to a retirement of Staff. The role is currently being handled by a Contract Interim Building Official and additional contracted inspections as needed. Contracted services are a valuable tool for plan review and inspections, but is not an effective strategy for the Division Manager. Historically, this arrangement lead to turnover and inconsistency.

Upon learning of the Building Officials intent to retire, staff conducted an extensive external recruitment. Seven applicants were interviewed and four were invited back for a second interview. Staff has selected the top candidate, Mr. Jesse Szykulski, who then went through the City's pre-employment testing process, including a background check, driver's license check, reference checks, a professional leadership assessment and a physical exam and drug screen. Mr. Szykulski successfully passed all of the City's pre-employment testing and is recommended for hire.

Funding Source:

The funding required for this position has been included in the 2019 budget.

Recommendation:

To hire Mr. Jesse Szykulski as the City's new Building Official, effective on or near March 11, 2019 at $44.87 per hour, which is step 5 of the 2019 wage scale, with a credit of 3 vacation days.

Action:

Motion to adopt resolution #19-055 to hire Mr. Jesse Szykulski as the City's new Building Official, effective on or near March 11, 2019 at $44.87 per hour, which is step five (5) of the 2019 wage scale, with a credit of three (3) vacation days.

Attachments

Resolution 19-055

Job_Desc.

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	02/07/2019 02:24 PM
Colleen Lasher (Originator)	Colleen Lasher	02/11/2019 02:44 PM
Form Started By: Colleen Lasher		Started On: 02/07/2019 01:56 PM
Final Approval Date: 02/11/2019		

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #19-055

RESOLUTION TO HIRE A BUILDING OFFICIAL

WHEREAS, the City's formerBuilding Official retired effective January 31, 2019; and

WHEREAS, an external recruitment process was conducted; and

WHEREAS, Mr. Jesse Szykulski has been selected as the top candidate for the position; and

WHEREAS, staff has completed the necessary background checks and is recommending that Mr. Szykulski be hired as the City's new Building Official, effective on or near March, 11, 2019; and

WHEREAS, Mr. Szykulski 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 #19-055 to hire Mr. Jesse Szykulski as the City's new Building Official , effective on or near March 11, 2019 at $44.87 per hour, which is step five (5) of the 2019 wage scale, with a credit of three (3) 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 12h day of February 2019.

_____
Mayor

ATTEST:

_____
City Clerk

Building Official

Class Code: 11004

Bargaining Unit: Non-Union

CITY OF RAMSEY
Established Date: Dec 11, 2018
Revision Date: Dec 17, 2018

SALARY RANGE

$77,791.00 - $97,239.00 Annually

PRIMARY OBJECTIVE OF POSITION:

The Building Official is responsible for ensuring that all residential and commercial and/or industrial development and redevelopment in the City is in compliance with the Minnesota State Building Code and applicable City codes. The Building Official reports to the Community Development Director and supervises the day-to-day operations of the Community Development Department's Inspections Division.

The Building Official is expected to model behavior and maintain a culture that is consistent with the City's organizational core values of Ethics and Integrity, Fiscal Responsibility, Cooperation and Teamwork, Open and Honest Communications, Excellence and Quality in the Delivery of Services, Treating People with Respect and Fairness, and Adaptability and Continuous Learning. These values are the foundation of all decisions.

Please see our 2018 Community Profile:
http://www.cityofframsey.com/DocumentCenter/View/83/Developers-Document--Community-Profile-PDF

MINIMUM QUALIFICATIONS:

- Must have a high school diploma or equivalent
- Must have a valid state driver's license with a good driving record
- Must have state certification as a Building Official
- Must obtain within six months of hire Individual Sewage Treatment system (ISTS) certification

- Must have at least five (5) years of progressively responsible experience in municipal inspections or equivalent related construction management experience
- Must have good verbal and written English communication skills

Desired Qualifications:

- Certification as a Building Official by the International Code Council (ICC)
- Two-year degree from an accredited technical school, and/or college or university in building inspection technology, structural engineering or architecture.
- Two (2) years or more of supervisory experience

RESPONSIBILITIES:

- Daily Inspections
- Daily Plan Reviews
- Building Compliance
- Operations
- Building Division's Budget and Finance
- Building Division's Structure and Design
- Communications Planning and Implementation
- Building Division Programs and Services
- Application of Building Codes and Applicable City Codes
- Code Compliance for all New and Existing Structures
- Internal and External Clients
- Client Relations
- Reporting

KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated knowledge to provide information regarding maintenance of on-site septic systems
- Demonstrated knowledge to refer zoning code issues to Planning Division for determination on where variances or conditional use permits are required
- Knowledge of budgeting, accounting and government financing, particularly capital improvement financing mechanisms
- Skilled at interpreting building code, responding to inquiries, investigating complaints filed regarding Code compliance and taking appropriate enforcement action
- Ability to provide timely insurance of building, water, septic/sewer, heating, and plumbing permits to ensure code compliance
- Ability to review applications and plans for conformance with State and City regulations

- Ability to coordinate and conduct as necessary, review of the building plans with various city departments/divisions to ensure that plans are complete according to required standards
- Ability to coordinate, and conduct as necessary, inspections on all construction, mechanical, plumbing systems and site improvements to ensure code requirements compliance
- Ability to work effectively with staff, government agencies and strategic partners (contractors, developers, property owners, other agency personnel)
- Ability to communicate effectively orally and in writing with architects, contractors, developers, builders, residents, commercial business owners, the public, staff, Planning Commission and City Council
- Ability to maintain records of inspections, including required corrections; water/septic systems; and reconstruction/renovation projects
- Ability to prepare and submit required reports using standard office equipment and software
- Ability to independently drive a City vehicle
- Ability to physically move within and around various work sites requiring inspection
- Ability to supervise inspection personnel in performing Code related activities and conduct training as needed

JOB ACTIVITY REQUIREMENTS:

The following are the physical activities that are associated with this position:

- Standing
- Sitting
- Walking
- Lifting
- Pushing/Pulling
- Climbing
- Kneeling (bending leg at knee and resting on knee)
- Crawling (moving about on hands and knees)
- Crouching (bending at knees)
- Bending at waist
- Reaching (extending hands and arms in any direction)
- Handling objects (grasping, turning or otherwise using hands or hand)
- Repetitive hand motion
- Stationary desk or bench work

This position requires employees to be able to lift and carry up to 24 pounds without assistance.

The following are the working conditions of this position:

- Working indoors
- Working outdoors

- Driving a City vehicle or personal vehicle
- Driving is an essential function of this job

CC Regular Session **7. 2.**

Meeting Date: 02/12/2019

By: Sean Sullivan, Community Development

Information

Title:

Adopt Resolution #19-048 Approving Purchase Agreement for Lots 1, 2 and 3, Block 1, COR TWO; Case of RGH RAMSEY, LLC
(Portions may be closed to the public)

Purpose/Background:

RGH RAMSEY, LLC has made an offer on three (2) City-owned parcels at the southwest intersection of Armstrong Boulevard and Sunwood Drive. The attached Term Sheet outlines the key deal points in this real estate transaction. RGH RAMSEY, LLC wishes to execute a purchase agreement according to the general terms and conditions outlined in the attached Term Sheet. The proposed purchase price is within the City's approved deal range for this parcel; however, it would require site plan approval compliant with COR zoning and vision.

The proposed purchase agreement includes a conceptual development concept for review. The developer has expressed the need to have time to secure tenants and has asked for a longer time periods and the ability for extensions to close to accomplish this. The time periods, and extensions outlined in the term sheet and PA deviate slightly from our standard practice and recent transactions, but are appropriate in retail settings. It should be noted that a majority of recent purchase agreements have been for housing projects, and a deviation from policies and procedures from that template are appropriate. In return, the Developer has agreed to increased earnest money for extensions. The details of the term sheet are attached to this case.

The Ramsey EDA met on January 10, 2019 and recommended approval of the form and general terms of the purchase agreementatached to Resolution #19-048. The deadines in the current purchase agreement that Staff is asking the City Council to consider have been extended out one month from the original purchase agreement the EDA reviewed due to the timing of action of this item.

The Developer has provided Staff with a proposed site plan.

Notification:

Notification is not required.

Observations/Alternatives:

This site plan has not yet gone through site plan review and shall not be considered as any indication of compliance with Zoning Code.. This is being shown for illustrative purposes only. Official site plan review might result in required amendments to the attached site plan.

Funding Source:

This case is being handled as part of normal Staff duties.

Recommendation:

Staff recommends adoption of the attached Resolution #19-048 including the Purchase Agreement, which provides flexibility in the final determination of the site layout; subject to City Attorney approval.

Action:

Motion to adopt Resolution #19-048 Approving Purchase Agreement for Lots 1, 2 and 3, Block 1, COR TWO; subject to City Attorney approval.

Attachments

Site Location Map

Term Sheet

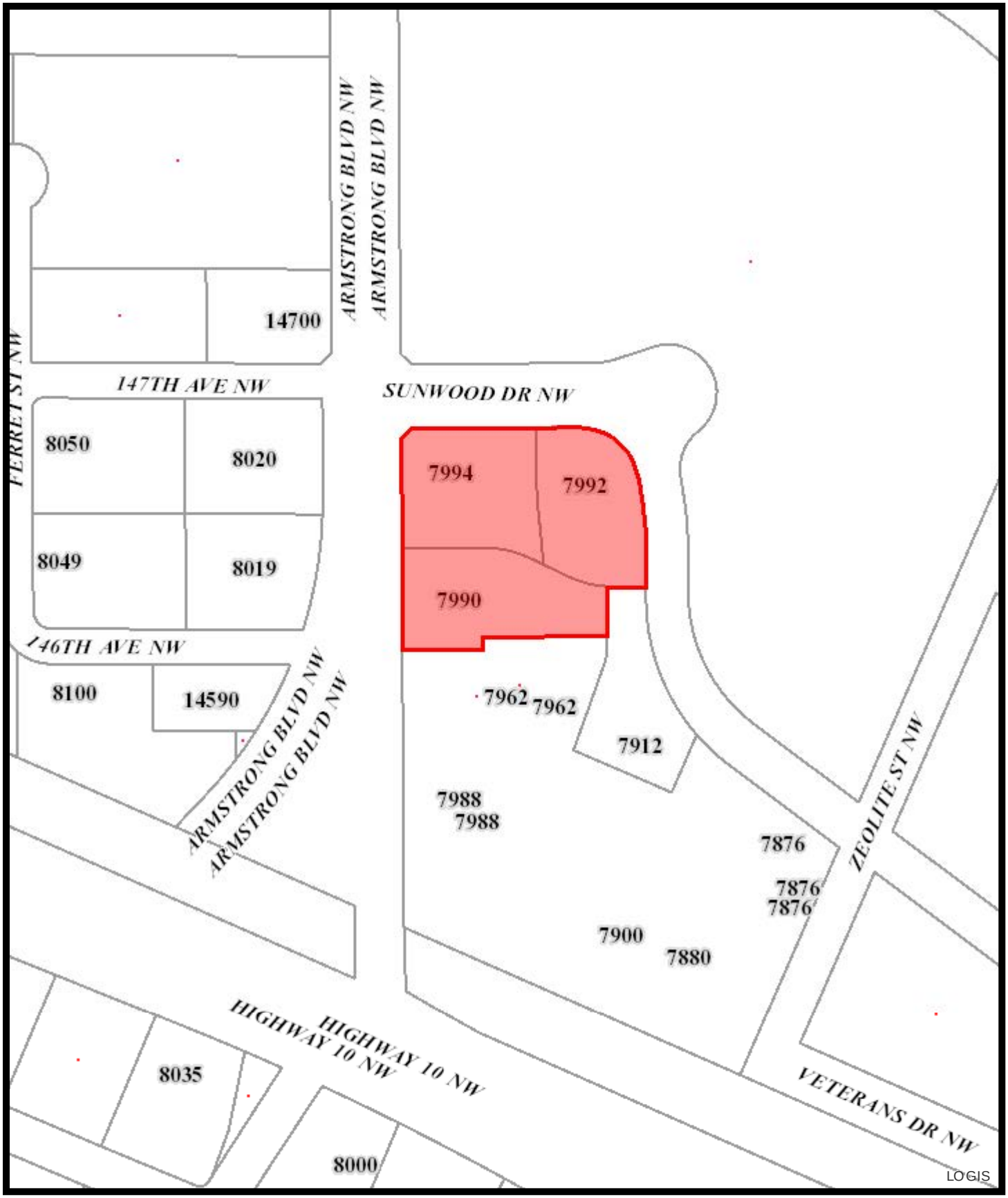
Resolution #19-048 and Purchase Agreement

Concept Plan

Form Review

Inbox	Reviewed By	Date
Sean Sullivan (Originator)	Sean Sullivan	02/01/2019 03:05 PM
Kurt Ulrich	Sean Sullivan	02/05/2019 08:46 AM
Sean Sullivan (Originator)	Sean Sullivan	02/05/2019 09:32 AM
Kurt Ulrich	Sean Sullivan	02/05/2019 09:35 AM
Sean Sullivan (Originator)	Sean Sullivan	02/05/2019 09:35 AM
Kurt Ulrich	Sean Sullivan	02/05/2019 04:06 PM
Sean Sullivan (Originator)	Sean Sullivan	02/05/2019 04:07 PM
Kurt Ulrich	Kurt Ulrich	02/06/2019 02:21 PM
Tim Gladhill	Tim Gladhill	02/06/2019 04:01 PM
Form Started By: Sean Sullivan		Started On: 01/28/2019 09:41 AM
Final Approval Date: 02/06/2019		

RGH Ramsey LLC SIte Location Map



Feet
0 62.5 125 250 375 500

Print Date: February 5, 2019

Real Estate	Tax ID Numbers 28-32-25-23-0011, 28-32-25-23-0012 and 28-32-25-23-0013
Acreage	Approximately 3.97 acres or 172,933 SF
Asking Price	$2,075,198 ($12.00 / SF)
Offer Price	$1,383,464 ($8.00 / SF)
Earnest Money	$10,000 Non-refundable
Additional Earnest Money (For Extensions)	$30,000, Non-refundable after each extension is exercised.
Inspection Period approval before sale)	INITIAL PERIOD: February 12, 2019-July 15, 2019 (city requires plat/ site plan.
Closing	Within 30 days of notice to proceed. Can be extended six times in one month increments.
Extensions	Developer will deposit $30,000 in escrow to be drawn down by City in $5,000 increments per month extended starting on July 15, 2019. Once City draws down each monthly $5,000.00 extension it becomes non-refundable.
City take care of	ALTA Survey and Title Work.
Performance	City to require construction of Building 1 and a Certificate of Occupancy to be issued by July 15, 2020. If this is not done, the City may exercise the Right of Re-Entry. City to require Building 2 to be constructed and a Certificate of Occupancy to be issued by July 15, 2021. If this is not done, the City may require the developer to make penalty payment in the amount of $150,000 (or as negotiated) to the City. (construction deadlines)
Assignment	Requires city approval if not same owners/ company.
Review	EDA (Sean): Land Transaction/ Purchase Agreement/ Right of Re-Entry Planning Commission (Tim): Land Use, Development Agreement, Site Plan, Plat Council: Final Approval on both items

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

RESOLUTION #19-048

RESOLUTION APPROVING PURCHASE AGREEMENT FOR LOTS 1, 2 AND 3, BLOCK 1, COR TWO

WHEREAS, the City of Ramsey has negotiated the terms of a Purchase Agreement with RGH Ramsey, LLC to purchase Lots 1, 2 and 3, Block 1, COR TWO (the "Property"); and

WHEREAS, the attached Purchase Agreement requires future approvals for site plan and the execution of a Right of Re-Entry Agreement prior to closing on the Property; and

WHEREAS, RGH Ramsey, LLC has provided the City of Ramsey with the $10,000 in Earnest Money identified in the Purchase Agreement.

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

1) The City of Ramsey authorizes the Mayor and City Administrator to execute the attached Purchase Agreement; subject to City Attorney approval.

2) That the City of Ramsey authorizes the sale of Lots 1, 2 and 3, Block 1, COR TWO and authorizes the Mayor and City Administrator to execute a Right of Re-Entry Agreement and deed of transfer; subject to City Attorney approval.

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 12th day of February, 2019.

_____
Mayor

ATTEST:

_____
City Clerk

PURCHASE AGREEMENT

This Agreement is entered into by and between the **City of Ramsey**, a Minnesota municipal corporation ("Seller"), and **RGH RAMSEY LLC**, a Minnesota Limited Liability Company ("Buyer").

In consideration of the Earnest Money, the mutual covenants set forth below, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Seller and Buyer agree as follows:

1. **EFFECTIVE DATE.** The effective date of this Agreement is **February 12, 2019** (the "Effective Date").

2. **SALE OF PROPERTY.** Seller agrees to sell to Buyer, and Buyer agrees to buy from Seller 3.97 acres of vacant land, legally described as follows:

   Lots 1, 2 and 3, Block 1 COR TWO subject to easements as shown on Plat), Anoka County, Minnesota. (the "Property")

   Addresses: 7990, 7994 and 7992 Sunwood Drive Northwest, Ramsey, MN 55303

   Anoka County Property Identification: 28-32-25-23-0011, 28-32-25-23-0012, 28-32-25-23-0012;

3. **PURCHASE PRICE.** The purchase price for the Property is $1,383,464.00 (the "Purchase Price").

4. **EARNEST MONEY AND ADDITIONAL EARNEST MONEY.** Within (5) business days after the Effective Date, Buyer must deposit the sum of $10,000 (the "Earnest Money") and $30,000.00 (the "Additional Earnest Money")with Commercial Partners Title Company, 200 South 6th Street, #1300, Minneapolis, MN 55402 ("Escrow Agent"), via wire transfer or delivery of a certified check payable to Escrow Agent.

   a. If Buyer does not deposit the Earnest Money and Additional Earnest Money with Escrow Agent as required above, then Seller may terminate this Agreement by written notice to Buyer; provided, however, if Buyer deposits the Earnest Money with Escrow Agent before Seller exercises Seller's right to terminate, Seller's right to terminate is extinguished.

b. Upon Seller's receipt of a Notice to Proceed from Buyer in accordance with Section 9(b), all of the Earnest Money becomes non-refundable (except in accordance with Section 22 as a result of a default by Seller).

c. If Buyer does not provide a Notice to Proceed to Seller in accordance with Section 9(b), this Agreement automatically terminates and Escrow Agent must disburse all Earnest Money Escrow Agent holds to Buyer.

d. At Closing, Escrow Agent shall disburse to Seller any Earnest Money not previously disbursed to Seller, and Buyer shall receive a credit against the Purchase Price owing at Closing in an amount equal to the amount of the Earnest Money.

5. SURVEY. Seller shall, at Seller's expense, obtain an ALTA/NSPS 2016 survey (Table A, items 1-4 and 6, 8, and 11) (the "Survey") from a duly licensed surveyor and deliver it to Buyer within thirty (30) days after the Effective Date. Buyer may arrange with the surveyor to include additional information on the Survey at Buyer's expense.

6. TITLE COMMITMENT.

a. Seller makes no representations or warranties with respect to the status of title to the Property. Within thirty (30) business days after the Effective Date, Seller shall, at Seller's expense, obtain a commitment from Escrow Agent to issue an owner's policy of title insurance insuring Buyer's title to the Property (the "Title Commitment") and deliver the Title Commitment and copies of or internet access to copies of all recorded documents referenced in the Title Commitment to Buyer.

b. Buyer shall have until the date thirty (30) days after the receipt of the Title Commitment and the Survey (collectively, "**Title/Survey**") to review Title/Survey and to give Seller written notice of (i) any defects in the marketability of Seller title to the Property or any encumbrances on Seller's title to the Property that are objectionable to Buyer, and (ii) the specific actions Buyer requests that Seller take with respect to each such defect or encumbrance (a "**Title Objection Notice**"). Any defects in or encumbrances on Seller's title that Buyer does not identify in a timely Title Objection Notice are each a "**Permitted Exception**." Within three (3) business days after Seller's receipt of a Title Objection Notice from Buyer, Seller will notify Buyer, in writing, of the actions, if any, that Seller is willing to take with respect to each of the matters identified in the Title Objection Notice and the time frame in which Seller will take those actions ("**Seller's Title Notice**"). If Seller's Title Notice indicates that Seller unconditionally agrees to make Seller's title to the Property marketable on or before the closing date established pursuant to Section 10, the parties shall proceed to closing pursuant to the terms of this Agreement. If Seller's Title Notice indicates that Seller does not unconditionally agree to make Seller's Title to the Property marketable on or before the closing date established in Section 10,

Buyer may, at any time with three (3) business days after Buyer's receipt of Seller's Title Notice, terminate this Agreement by written notice to Buyer in which case this Agreement is terminated and Escrow Agent must disburse any Earnest Money to Buyer ("**Buyer's Title Termination Notice**"). If Buyer does not deliver a Buyer's Title Termination Notice to Seller within the three (3) business days after Buyer's receipt of Seller's Title Notice, than Seller must perform in accordance with Seller's Title Notice, Buyer shall be deemed to have waived Buyer's objections to the extent Seller has not agreed to address them in Seller's Title Notice, the matters to which Buyer objected and Seller did not agree to resolve are deemed Permitted Exceptions, and the parties shall proceed to Closing in accordance with the terms of this Agreement and the terms of Seller's Title Notice.

7. **RIGHT OF ENTRY.** At all times after Buyer has deposited the Earnest Money with Seller and before the Closing, Buyer (and its employees, agents, and contractors) may enter the Property for the purpose of conducting soil tests, environmental tests and additional survey work, subject to the following conditions:

   a. Within one week after the termination of this Agreement, if either Seller or Buyer terminate this Agreement in accordance with the provisions hereof prior to Closing, Buyer must repair and or restore any damage Buyer or its employees, agents or contractors cause to the Property and remove any personal property, refuse or debris Buyer or its employees, agents or contractors brought onto or authorized third parties to bring onto the Property.

   b. Buyer must defend and indemnify Seller from and against and hold Seller harmless Seller from all "Claims," as defined in Section 10, arising out of, resulting from or relating to any loss of or damage to any property or business or out of any injury to or death of any person, if the loss, damage, injury, or death arises or is alleged to arise either directly or indirectly and either wholly or in part from: (a) any action or omission of Buyer or its employees, agents, or contractors, while on the Property pursuant to this Section; or (b) actions or omissions of Buyer or Buyer's employees, agents, or contractors that cause or result in the release of any Hazardous Substance onto the Property or onto other property.

   c. Buyer must comply with and shall cause it employees, agents, and contractors to comply with all applicable laws, while on the Property.

   d. Other than a standard Phase 1 environmental assessment, Buyer may not commence any environmental testing on the Property until Buyer submits a work plan for such testing to Seller and Seller approves the work plan, in writing. Seller may not unreasonably withhold, condition or delay Seller's approval of a work plan.

   e. Buyer must, promptly and without demand from Seller, provide Seller with true and complete copies of all draft and final reports relating to Buyer's geotechnical

and environmental investigations and testing of the Property including, without limitation, any reports relating to any Phase I Environmental Site Assessment of the Property.

f. The cost of any test or additional survey work will be borne solely by Buyer.

8. PROPERTY SOLD AS IS. Subject to Buyer's right to terminate this Agreement pursuant to Section 9, Buyer agrees to accept the Property in its current condition, including, without limitation, its current environmental and geological condition, and in an "AS-IS" and with "ALL FAULTS" condition. Buyer's payment of the Purchase Price at Closing constitutes Buyer's acknowledgment and agreement that:

a. Seller has not made any written or oral representations or warranties of any kind with respect to the Property (including without limitation express or implied warranties of title, merchantability, or fitness for a particular purpose);

b. Buyer has not relied on any written or oral representation or warranty made by Seller, its agents or employees with respect to the condition or value of the Property;

c. Buyer has had an adequate opportunity to inspect the condition of the Property, including without limitation any environmental testing, and to inspect documents applicable thereto, and Buyer is relying solely on such inspection and testing; and

d. The condition of the Property is fit for Buyer's intended use.

e. Buyer accepts all risk of Claims (including without limitation all Claims under any Environmental Law and all Claims arising at common law, in equity or under a federal, state or local statute, rule or regulation) whether past, present or future, existing or contingent, known or unknown, arising out of, resulting from or relating to the condition of the Property, known or unknown, contemplated or uncontemplated, suspected or unsuspected, including without limitation the presence of any Hazardous Substance on the Property, whether such Hazardous Substance is located on or under the Property, or has migrated from or to the Property.

9. INSPECTION PERIOD.

a. Except as otherwise provided in Section 6, Buyer shall have from the date that Buyer deposits the Earnest Money with Escrow Agent to **July 15, 2019** (the "**Inspection Period**") to investigate the Property and determine, in Buyer's sole judgment, whether (i) the condition of the Property is suitable to Buyer's intended use; and (ii) Buyer will be able to obtain all governmental approvals (including, but not limited to, approvals necessary to subdivide and re-plat the Property) and utilities necessary for Buyer's intended use of the Property. Buyer acknowledges and agrees that Seller has not made any covenants, representations or warranties

regarding Buyer's ability to obtain governmental approvals from the City of Ramsey or any other governmental entity. The City of Ramsey will review, consider and act on any applications Buyer submits to the City for governmental approvals in accordance with City Code.

b. Buyer may, at any time on or before 5:00 p.m. on the last day of the Inspection Period, terminate the Agreement by written notice to Seller based on Buyer's determination, in Buyer's sole and absolute discretion, that the condition of the Property is not suitable for Buyer's intended use or that Buyer may not be able to obtain all governmental approvals and utilities necessary for Buyer's intended use of the Property. In addition, this Agreement automatically terminates at 5:00 p.m. on the last day of the Inspection Period unless, prior to that time Buyer delivers a written notice of Buyer's intention to proceed (a "**Notice to Proceed**") to Seller.

c. If, pursuant to Section 9(b) either Buyer terminates this Agreement or this Agreement is automatically terminated, the Escrow Agent must disburse to Buyer any Earnest Money Escrow Agent holds.

10. DEFINITIONS. As used in this Agreement:

"**Claim**" or "**Claims**" means any and all liabilities, suits, claims, counterclaims, causes of action, demands, penalties, debts, obligations, promises, acts, fines, judgments, damages, consequential damages, losses, costs, and expenses of every kind (including without limitation any attorney's fees, consultant's fees, costs, remedial action costs, cleanup costs and expenses which may be related to any claims).

"**Environmental Law**" means the Comprehensive Environmental Response, Compensation and Liability Act ("CERCLA"), 42 U.S.C. § 9601 et seq., the Resource Conservation and Recovery Act, 42 U.S.C. § 6901 et seq., the Federal Water Pollution Control Act (the Clean Water Act), 33 U.S.C. § 1251 et seq. the Clean Air Act, 42 U.S.C. § 7401 et seq., and the Toxic Substances Control Act, 15 U.S.C. § 2601 et seq., all as amended from time to time, and any other federal, state, local or other governmental statute, regulation, rule, law or ordinance dealing with the protection of human health, safety, natural resources or the environment now existing or hereafter enacted.

"**Hazardous Substance**" or "**Hazardous Substances**" means any pollutant, contaminant, hazardous substance or waste, solid waste, petroleum product, distillate, or fraction, radioactive material, chemical known to cause cancer or reproductive toxicity, polychlorinated biphenyl or any other chemical, substance or material listed or identified in or regulated by any Environmental Law.

11. RELEASE. By accepting the deed to the Property, Buyer, for itself, its directors, officers, stockholders, divisions, agents, affiliates, subsidiaries, predecessors, successors, and assigns and anyone acting on its behalf or their behalf hereby fully releases and forever discharges Seller from any and all Claims (including without limitation all Claims arising under any Environmental Law and all Claims arising at common law, in equity or

under a federal, state or local statute, rule or regulation), past, present and future, known and unknown, existing and contingent, arising out of, resulting from, or relating to the condition of the Property, and Buyer hereby waives any and all causes of action (including without limitation any right of contribution) Buyer had, has or may have against Seller and anyone acting on its behalf with respect to the condition of the Property, whether arising at common law, in equity or under a federal, state or local statute, rule or regulation. The foregoing shall apply to any condition of the Property, known or unknown, contemplated or uncontemplated, suspected or unsuspected, including without limitation the presence of any Hazardous Substance on the Property, whether such Hazardous Substance is located on or under the Property, or has migrated from or to the Property.

12. NOTICES. Notices permitted or required by this Agreement must be in writing and shall be deemed given when delivered in legible form to the party to whom addressed. Notices may be sent by certified mail or e-mail. Notices are effective two business days after they are mailed via certified mail, return receipt requested or, if sent by email, upon email transmission (provided that any email transmission that occurs after 5:00 pm Pacific Time will be deemed provided on the following day). If delivered at the Closing, a notice shall be deemed given when hand-delivered to the party's representative at the Closing. The business addresses of the parties are as follows:

Seller: City Administrator
City of Ramsey
7550 Sunwood Drive N.W.
Ramsey, MN 55303
Email: kulrich@cityoframsey.com

Buyer: RGH RAMSEY, LLC
Rob Hardy
3024 Hermosa Road
Santa Barbara, CA 93105
Email: rhardy@ipg-us.com

Notices not given in the manner or within the time limits set forth in this Agreement are of no effect and may be disregarded by the party to whom they are directed.

13. CLOSING. This transaction shall close within 30 days after Buyer delivers a Notice to Proceed to Seller or on such earlier date as Seller and Buyer may establish by mutual, written agreement; provided, however, Buyer may extend the Closing a total of six (6) times, each time for a period of thirty (30) days at a cost of Five Thousand and 00/100's Dollars ($5,000.00), by providing written permission to the Seller to draw $5,000.00 for each extension from the Additional Earnest Money with Escrow Agent. Each $5,000.00 extension payment to the City shall be non-refundable, but applicable to the Purchase Price. The Buyer will be refunded balance of The Closing shall take place at the offices of the Escrow Agent, or at some other place as the parties may mutually agree prior to such date. At the option of either Party, the executed closing documents, Purchase Price

and closing costs may be deposited with the Escrow Agent and disbursed by the Escrow Agent pursuant to avoid the necessity for a Closing at which the Parties are present.

a. **Seller's Obligations at Closing.** At Closing, Seller must deliver to Escrow Agent, for delivery to Buyer:

    i. A limited warranty deed, duly executed and acknowledged on behalf of the City and with the City's seal affixed, conveying title to the Property, subject to (A) the lien of real estate taxes, if any, not yet due and payable and any installments of special assessments certified for payment therewith; (B) Building, Subdivision and Zoning Ordinances; (C) Matters that would be disclosed by an accurate survey of the Property; and (D) matters that constitute Permitted Exceptions pursuant to Section 6;

    ii. A certified copy of a duly adopted City Ordinance and Resolution authorizing Seller's sale of the Property to Buyer; and

    iii. Seller's affidavits, well disclosure certificate (if required), settlement statement approved by Seller and Buyer, and any other documents required by the Escrow Agent.

b. **Buyer's Obligations at Closing.** At Closing, Buyer must:

    i. Wire Transfer (or deliver a certified check in) an amount equal to the amount of the Purchase Price adjusted for to reflect Buyer's prior payment of the Earnest Money and to reflect amounts Buyer must pay or will receive pursuant to Section 14(c), to Escrow Agent for disbursement to Seller and others pursuant to this Agreement and the Settlement Statement; and

    ii. File or cause Escrow Agent to file an Electronic Certificate of Real Estate Value, if required and necessary.

c. **Closing Costs.**

    i. At Closing, the following Seller closing costs and expenses must be paid from the Purchaser Price or, if the Purchase Price is not sufficient, paid by Seller:

        1. Seller's portion of the prorated property taxes.
        2. Seller's own attorney's fees.
        3. One-half the cost of any closing fees.
        4. The cost of real estate broker commission fees as prescribed in Section 15.

ii. At Closing Buyer must pay the Purchase Price to Seller and the following costs and expenses:

1. Buyer's portion of prorated property taxes.
2. Buyer's own attorney's fees.
3. One-half the cost of any closing fees.
4. Documentary and recording fees for the deed(s).
5. The cost of the owner's title insurance policy, if Buyer elects to purchase an Owner's title insurance policy.
6. State deed tax.

d. **Possession.** Seller must deliver possession of the Property to Buyer at Closing.

14. REAL ESTATE BROKERS. Seller and Buyer represent and warrant to each other that they have dealt with no brokers, real estate agents, finders or the like in connection with this transaction, other than CBRE, Inc. ("Buyer's Broker"), which represents the Seller and the Buyer. Seller shall pay Broker as required by their agreement (5% of final sale price). Seller and Buyer agree to indemnify each other and to hold each other harmless against all claims, damages, costs or expenses of or for any broker's fees or commissions resulting for their actions or agreements regarding the execution or performance of this Agreement, other than the fees payable to Seller's Broker, and will pay all costs of defending any action or lawsuit brought to recover any such fees or commissions incurred by the other party, including reasonable attorney's fees.

15. ASSIGNMENT. This Agreement may not be assigned without the written consent of the non-assigning Party. The Seller recognizes the Buyer intends to assign this Agreement to an affiliated special purpose entity that will be registered officially with the State of Minnesota.

16. THIRD PARTY BENEFICIARY. There are no third party beneficiaries of this Agreement, intended or otherwise.

17. JOINT VENTURE. Seller and Buyer, by entering into this Agreement and completing the transactions described herein, shall not be considered joint venturers or partners.

18. CAPTIONS. The paragraph headings or captions appearing in this Agreement are for convenience only, are not a part of this Agreement, and are not to be considered in interpreting this Agreement.

19. ENTIRE AGREEMENT / MODIFICATION. This written Agreement constitutes the complete agreement between the parties and supersedes any prior oral or written agreements between the parties regarding the Property. There are no verbal agreements that change this Agreement and no waiver or modification of any of its terms will be effective unless in writing executed by the parties.

20. BINDING EFFECT. This Agreement binds and benefits the Parties and their successors and assigns.

21. CONTROLLING LAW. This Agreement is made under the laws of the State of Minnesota and such laws will control its interpretation.

22. REMEDIES.

a. If Buyer fails to perform any of the terms or conditions of this Agreement within the specified time limits, Seller may declare this Agreement terminated pursuant to Minnesota Statutes section 559.21. Seller's sole remedy in the event of Buyer's default is retention of the Earnest Money, unless Buyer defaults under Section 7 or 12 of this Agreement, in which case Seller may retain the Earnest money or suspend the performance of its obligations under this Agreement and commence an action in Anoka County District Court to recover its actual damages arising from the default.

b. If Seller fails to perform any of the terms or conditions of this Agreement within the specified time limits, Buyer may, as its sole remedy, declare this Agreement terminated in which case Escrow Agent and, if applicable, Seller, shall refund the Earnest Money (both the Initial Disbursement and the Remaining Earnest Money) to Buyer, or, in the alternative, Buyer may have this Agreement specifically enforced and recover any incidental damages. Buyer waives all claims for consequential damages against Seller based on Seller's breach or alleged default hereunder.

23. WAIVER. Failure of Seller or Buyer to insist upon the performance of any of the covenants, agreements and/or conditions of this Agreement or to exercise any right or privilege herein shall not be deemed a waiver of any such covenant, condition or right.

24. SURVIVAL OF TERMS AND CONDITIONS. The terms and conditions of this Agreement shall survive and be in full force and effect after the delivery of the deed, and shall not be deemed to have merged therein.

25. SEVERABILITY. Each provision of this Agreement shall apply to the extent permitted by applicable law and is intended to be severable. If any provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the legality or validity of the remainder of the Agreement.

26. CONSTRUCTION. The Parties acknowledge that this Agreement was initially prepared by Seller solely as a convenience and that all Parties and their counsel hereto have read and full negotiated all the language used in this Agreement. The Parties acknowledge that because all Parties and their counsel participated in negotiating and drafting this Agreement, no rule of construction shall apply to this Agreement to construe ambiguous or unclear language in favor of or against any Party.

27. **COUNTERPARTS; DIGITAL COPIES.** This Agreement may be executed in any number of counterparts and the signature pages of the separate counterparts combined into a single copy of this Agreement which will then constitute a fully executed version of this Agreement. A facsimile, .pdf file or digital copy of a signed counterpart or of an assemblage of counterparts of this Agreement shall be deemed to be an original thereof.

28. **CONSTRUCTION DEADLINE.** Buyer shall obtain a certificate(s) of occupancy from the City of Ramsey for the construction of Building 1(to be further defined) by July 15, 2020 and Building 2 by July 15, 2021. At Closing, a "Right of Re-Entry Agreement" must be executed and recorded to the Property providing that, in the event the above deadline is not met, Seller has the right to reclaim title to the parcel(s) for which a certificate of occupancy was not obtained or in the alternative, and at Seller's sole discretion, Buyer shall pay Seller a $150,000 penalty. In the event the penalty is not paid within 30 days of receipt of notice, Seller may certify the penalty to Anoka County as an assessment against the Property.

29. **TIME PERIODS.** The time for performance of any obligation or taking any action under this Agreement shall be deemed to expire at 5:00 p.m. Pacific Time on the last day of the applicable time period provided for in this Agreement. If the time for the performance of any obligation or taking any action under this Agreement expires on a Saturday, Sunday or legal holiday, the time for performance or taking such action shall be extended to the next succeeding day which is not a Saturday, Sunday or legal holiday.

30. **PLATTING & DEVELOPMENT AGREEMENT.** Buyer must obtain an approved final plat, development agreement, and building exterior visual renderings with the City of Ramsey for its intended project before Closing. The Development Agreement and Site Plan must comply with all local zoning ordinances and design standards, including The COR Design Standards.

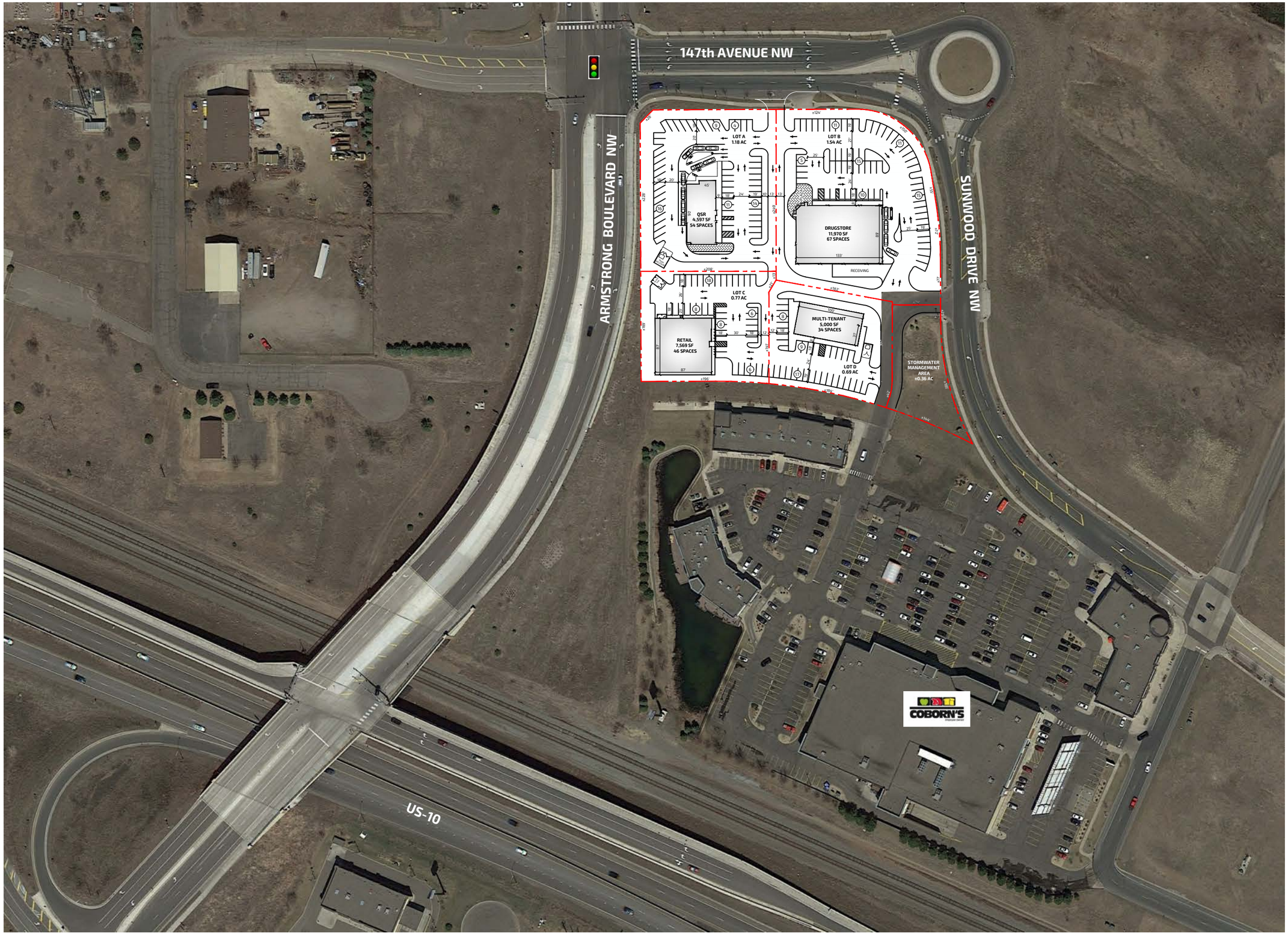
SELLER: The City of Ramsey, a Minnesota municipal corporation

By: _____ Dated: _____, 2019
John LeTourneau, Mayor

By: _____ Dated: _____, 2019
Kurt Ulrich, City Administrator

BUYER: RGH RAMSEY, LLC, a Minnesota Limited Liability Company.

By: _____ Dated: _____, 2019
Rob B. Hardy, Chief Manager



SITE DATA

LOT A
- LOT AREA ±1.18 AC
- BUILDING 4,597 SF - QSR
- PARKING 54 SPACES

LOT B
- LOT AREA ±1.54 AC
- BUILDING 11,970 SF - DRUGSTORE
- PARKING 67 SPACES

LOT C
- LOT AREA ±0.77 AC
- BUILDING 7,569 SF - RETAIL
- PARKING 46 SPACES

LOT D
- LOT AREA ±0.69 AC
- BUILDING 5,000 SF - MTB
- PARKING 34 SPACES

POND
- LOT AREA ±0.36 AC

DEVELOPER
ROB HARDY
REAL ESTATE ADVISORY GROUP
ACQUISITION/DEVELOPMENT
SPECIALISTS

NORTH

0 70' 140' 280'

SCALE: 1" = 140' PRINT 11X17

PROJECT NAME:

COR COMMONS

project

RAMSEY, MINNESOTA

ARMSTRONG BOULEVARD NW AND 147TH AVENUE NW

drawing title

PROPOSED SITE PLAN

date	drawing no.
01.24.2019	**1.5A**

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

CC Regular Session **7. 3.**

Meeting Date: 02/12/2019

By: Bruce Westby, Engineering/Public Works

Information

Title:

Adopt Resolution #19-049 Accepting Bids and Awarding Contract for Riverdale Drive Trunk Utility Improvements, Improvement Project #18-14

Purpose/Background:

Purpose:

The purpose of this case is to adopt Resolution #19-049 accepting bids and awarding a construction contract for Riverdale Drive Trunk Utility Improvements, Improvement Project #18-14.

Background:

This project proposes to extend 18-inch polyvinylchloride (PVC) trunk sanitary sewer and 12-inch ductile iron pipe (DIP) trunk watermain from existing utility stubs in the southwest corner of old Armstrong Boulevard and Riverdale Drive approximately 2,600 feet west along the south side of Riverdale Drive to roughly the intersection of Llama Street and Riverdale Drive. Attached is a copy of the construction plans as bid.

The proposed improvements will initially serve the new Lazydays RV maintenance facility in the southeast quadrant of Riverdale Drive and Llama Street. A condition of Plat approval was that the maintenance facility connect to City sewer and water since it is located within the City's Metropolitan Urban Service Area (MUSA). The maintenance facility is under construction and includes 20 service bays, a customer waiting area, parts warehouse, receiving dock, and office space. Approximately 30 staff will work in the maintenance facility, including service managers and technicians, warehouse staff, and customer service representatives. Area is reserved for future expansion.

Civil Site Group, Lazydays RV's engineer, developed the plans used to bid the trunk utility improvements. Lazydays RV initially proposed to construct the trunk watermain and sanitary sewer with their development, with the City reimbursing them a pro-rata share of the costs. Initially, trunk watermain was proposed to be constructed to the edge of their site from the existing stub at Armstrong Boulevard, and sanitary sewer was proposed as a trunk gravity system from the existing stub at Armstrong Boulevard to roughly halfway to their site, with the remaining sewer to be installed as forcemain with a lift station at their facility.

Concurrently, Staff was working with Bolton & Menk on a West Riverdale Drive roadway and utility extension analysis. This analysis ultimately revealed that extending 18" trunk sanitary sewer west of Llama Street was feasible and would most cost-effectively serve all development south of Highway 10 and west of Armstrong Boulevard with sanitary sewer.

Staff then decided that trunk sanitary sewer and watermain would best be constructed as a City improvement project, and that Lazydays RV could then pay their portion of the costs through trunk fees, as is typically the case when utilities are available to serve a site. City Staff immediately started working with Civil Site Group to complete

their plans for bidding the trunk utility improvements as a winter construction project to meet Lazydays RV's scheduled opening date of early May 2019.

The plans call for service lines to be stubbed to several properties along Riverdale Drive so the properties can be served with municipal utilities in the future. These properties include the Lazydays RV sales building north of Riverdale Drive and east of Llama Street, the old Quality RV property north of Riverdale Drive and west of Armstrong Boulevard which is owned by Anoka County and has a failed septic system that cannot be repaired, and several properties south of Riverdale Drive and west of old Armstrong Boulevard that are owned by Anoka County who is working to transfer the properties to the City.

Per City design standards, sanitary manholes are proposed to be constructed at 400-foot maximum intervals along the trunk sanitary sewer as needed for pipe deflections and cleaning purposes. Fire hydrants and gate valves are also situated at standard locations along the trunk watermain to enhance public safety.

On December 11, 2018, the City Council approved plans and specifications and authorized advertising for bids for Improvement Project #18-14. At the time, construction costs were estimated at $460,000 with $285,000 attributed to trunk sanitary sewer improvements and $175,000 attributed to trunk watermain improvements. However, it was soon discovered that several cells of the cost estimate spreadsheet contained formula errors, which after corrections resulted in estimated construction costs being closer to $750,000. This error was discussed with the Public Works Committee on December 18, 2018.

Advertisements for bids were published in the Anoka Union Herald and in Finance and Commerce on Friday, December 14, and again on Friday, December 21, 2018. Plans and specifications were also posted on-line on QuestCDN.

Bids were originally set to be received on January 15, 2019, and presented to the City Council for award on January 22, 2019. However, in early January it was discovered that private utilities including CenterPoint Energy, CenturyLink, and Connexus Energy had already installed facilities in the same alignment as our proposed trunk utilities. Since this project is proposed to be completed during winter, impacts to private utilities are especially problematic as the ground surrounding the private utilities will be frozen making them impossible to relocate without first thawing the ground around them, which would increase the construction schedule and construction costs.

Staff therefore issued an addendum moving the bid opening to February 5, 2019, allowing time to work with Civil Site Group to revise plans after realigning the trunk utilities south of the private utilities, avoiding impacts to private utilities as much as practical. Though this added three weeks to the bid schedule, the revised design allows for quicker construction and provides significant cost savings by preventing the need to remove and replace hundreds of feet of 10-foot wide bituminous trail on the west end of the project along Lazydays RV's maintenance facility site.

Relocating the trunk utilities to the south requires an additional 10-foot of permanent utility easement along Lazydays RV's site to construct and maintain the trunk utilities. The property owner has willingly agreed to dedicate this easement via a utility easement agreement. The City Council was asked to accept this easement via a separate case on the consent agenda this evening. Upon accepting this easement, the trunk utilities can be adequately constructed and maintained. Attached is Exhibit B from the easement agreement depicting the easement area.

On February 5, 2019, a total of eleven bids were received, opened, checked for errors and omissions, and tabulated. A summary of bids is below, including necessary adjustments as noted. None of the adjustments was significant enough to affect the order of award. All bids were found to comply with the advertisement for bids.

CONTRACTOR	**TOTAL BID**
Kuechle Underground, Inc.	$607,144.11
R.L. Larson Excavating	* $615,582.82
Metro Utilities, Inc.	$616,498.00

Dryden Excavating	* $647,902.79
S.R. Weidema, Inc.	$731,895.87
Dave Perkins Contracting, Inc.	$797,709.00
Douglas-Kerr Underground, LLC	$831,206.84
Veit & Company, Inc.	$855,316.61
Geislinger and Sons, Inc.	$879,761.81
Rachel Contracting, Inc.	$894,380.85
Northwest Asphalt, Inc.	$989,970.35
Engineer's Estimate	*$660,838.14*

* Bid reflects corrected summation of unit prices bid multiplied by estimated quantities from Bid Form.

The bid of Kuechle Underground, Inc. of Kimball, Minnesota, in the amount of $607,144.11 for the total bid for construction of said improvements in accordance with the approved plans and specifications and advertisement for bids, is the lowest responsible bidder.

Notification:

Advertisements for bids were published in the Anoka Union Herald and in Finance and Commerce on Friday, December 14, and again on Friday, December 21, 2018. Plans and specifications were also posted on-line on QuestCDN, which is where most contractors currently search for projects to bid on. This is standard bidding practice for City of Ramsey improvement projects.

Observations/Alternatives:

Observations:

Though the bids received varied by over 60%, the five lowest bids were competitive and the low bid was more than 8% under the engineer's estimate.

Alternatives:

Alternative #1 – Motion to adopt Resolution #19-049 accepting bids and awarding a construction Contract for Riverdale Drive Trunk Utility Improvements, Improvement Project #18-14.

Alternative #2 – Motion denying adoption of Resolution #19-049 at this time.

Funding Source:

The low bid for construction of the proposed improvements as submitted by Kuechle Underground, Inc. amounts to $607,144.11. Adding indirect costs (23%) results in a total project cost of $746,787.26.

Staff is not able to provide construction staking for this project so proposals for these services were requested from two local engineering consulting firms; Bolton & Menk and Hakanson Anderson. Based on the proposals received and attached, Staff recommends accepting the Bolton & Menk proposal in the amount of $6,685.

Staff will administer and inspect construction, and will update plans with as-constructed elevations, locations, pipe lengths, etc. upon completion of the improvements.

The proposed improvements will serve the City's trunk sewer and water supply systems so project costs will be paid through sewer and water enterprise funds, which have respective balances of approximately $13,000,000 and $23,000,000. Based on total project costs of $746,787.25 ($0.01 subtracted for Lazydays RV's costs), an estimated $398,859.07 will be funded through the sewer fund, and $347,928.18 will be funded through the water fund.

The improvements will be constructed this winter to meet Lazydays RV's opening date schedule, which typically results in higher construction costs due to ripping through frozen soils, increased idling of vehicles, reduced productivity, etc. All costs related to winter construction were therefore intended to be Lazydays RV's responsibility. Such costs were intended to be captured under the lump sum bid item titled "Winter Conditions". Kuechle Underground bid a lump sum cost of $0.01 for this item. Bids for this item ranged from $0.01 to $151,000

in the eleven bids received. Staff reviewed the impacts of this bid item to the total bid costs and found that even if this bid item were removed from all eleven bids, the lowest responsible bidder would still be Kuechle Underground. As such, Lazydays RV is only responsible for $0.01 of construction costs.

Recommendation:

Staff recommends alternative #1 to support current development and prepare for future development in this area.

Action:

Motion to adopt Resolution #19-049 accepting bids and awarding a construction Contract for Riverdale Drive Trunk Utility Improvements, Improvement Project #18-14.

Attachments

Resolution 19-049
IP 18-14 Plans
Easement Exhibit B
BMI Staking Proposal
HAA Staking Proposal

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	02/07/2019 11:59 AM
Bruce Westby (Originator)	Bruce Westby	02/07/2019 02:31 PM
Kurt Ulrich	Kurt Ulrich	02/07/2019 02:41 PM
Form Started By: Bruce Westby		Started On: 02/04/2019 01:58 PM
Final Approval Date: 02/07/2019		

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

RESOLUTION #19-049

RESOLUTION ACCEPTING BIDS AND AWARDING CONTRACT FOR RIVERDALE DRIVE UTILITY IMPROVEMENTS, IMPROVEMENT PROJECT #18-14

WHEREAS, the undeveloped properties west of Armstrong Boulevard and south of Highway 10 are within the City's Municipal Urban Services Area and require municipal utilities to develop; and

WHEREAS, trunk sanitary sewer and watermain stubs exist in the southwest corner of the intersection of old Armstrong Boulevard and Riverdale Drive; and

WHEREAS, Lazydays RV is constructing a new maintenance facility south of Riverdale Drive and east of Llama Street that must be served by municipal utilities; and

WHEREAS, Lazydays RV's engineer has prepared construction plans and specifications for the required trunk sanitary sewer and watermain improvements along Riverdale Drive; and

WHEREAS, Lazydays RV wants to connect their new maintenance facility to municipal utilities by May of 2019, requiring winter construction of the new trunk utilities; and

WHEREAS, in accordance with the Development Agreement, plans and specifications were developed by Lazydays RV's engineer, Civil Site Group, and were used to advertise for bids for said trunk utility improvements as City Improvement Project #18-14, and

WHEREAS, pursuant to Ramsey City Council resolution #18-246, adopted December 11, 2018, the City Council accepted final plans and specifications and authorized advertisements for bids for said improvements; and

WHEREAS, bids were advertised in the Anoka Union Herald and in Finance and Commerce on December 14 and 21, 2018; and

WHEREAS, bids were received, opened, and tabulated on February 5, 2019, and the following bids were found to comply with the advertisement for bids; and

CONTRACTOR	TOTAL BID
Kuechle Underground, Inc.	$607,144.11
R.L. Larson Excavating	* $615,582.82
Metro Utilities, Inc.	$616,498.00
Dryden Excavating	* $647,902.79
S.R. Weidema, Inc.	$731,895.87
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Northwest Asphalt, Inc.	$989,970.35
Engineer's Estimate	*$660,838.14*

* Bid reflects corrected summation of unit prices bid multiplied by estimated quantities shown on Bid Form.

WHEREAS, the bid of Kuechle Underground, Inc. of Kimball, Minnesota, in the amount of $607,144.11 for the total bid for construction of said improvements in accordance with the approved plans and specifications and advertisement for bids, is the lowest responsible bidder and their bid shall be and hereby is accepted.

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

1) The Mayor and City Administrator are hereby authorized and directed to enter into a contract with said bidder for the construction of said improvements for and on behalf of the City of Ramsey.

2) The City Administrator is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids at such time that a contract has been executed.

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 12th day of February 2019.

Mayor

ATTEST:

City Clerk

IP 18-14 RIVERDALE DRIVE SEWER AND WATER - ARMSTRONG BLVD TO LLAMA ST

RAMSEY, MINNESOTA

ISSUED FOR: CONSTRUCTION PLANS



CivilSite GROUP
Civil Engineering • Surveying • Landscape Architecture
4931 W. 35th Street, Suite 200
St. Louis Park, MN 55416
civilsitegroup.com 612-615-0060

City of RAMSEY

PROJECT
IP 18-14 RIVERDALE DRIVE SEWER AND WATER - ARMSTRONG BLVD TO LLAMA STREET
RIVERDALE DRIVE NW., RAMSEY, MN

CITY OF RAMSEY
7550 SUNWOOD DRIVE NW, RAMSEY, MN 55303

CITY ENGINEER'S SIGNATURE

SIGNED _____

DATE _____ LICENSE NO. _____

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

Matthew R. Pavek
DATE 01/25/19 LICENSE NO. 44263

ISSUE/SUBMITTAL SUMMARY

DATE	DESCRIPTION
12/20/18	BID SET
01/09/19	REVISED
01/25/19	REVISED

REVISION SUMMARY

DATE	DESCRIPTION

TITLE SHEET

C0.0

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SHEET INDEX

SHEET NUMBER	SHEET TITLE
C0.0	TITLE SHEET
V1.0	SITE SURVEY
C1.0	REMOVALS PLAN
C2.0	SITE PLAN
C4.0	WATERMAIN AND SANITARY SEWER - OVERALL
C4.1	WATERMAIN AND SANITARY SEWER - STA 00+00 TO STA 07+00
C4.2	WATERMAIN AND SANITARY SEWER - STA 07+00 TO STA 14+00
C4.3	WATERMAIN AND SANITARY SEWER - STA 14+00 TO STA 21+00
C4.4	WATERMAIN AND SANITARY SEWER - STA 21+00 TO STA 25+45
C5.0	DETAILS
C5.1	DETAILS
SW1.0	SWPPP - PROPOSED CONDITIONS
SW1.1	SWPPP - DETAILS
SW1.2	SWPPP - NARRATIVE
SW1.3	SWPPP - ATTACHMENTS
SW1.4	SWPPP - ATTACHMENTS

DEVELOPER / PROPERTY OWNER:

CITY OF RAMSEY
7550 SUNWOOD DR NW
RAMSEY, MN 55303
D: 763-433-9825
C: 763-647-4485

ENGINEER / LANDSCAPE ARCHITECT / SURVEYOR:

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

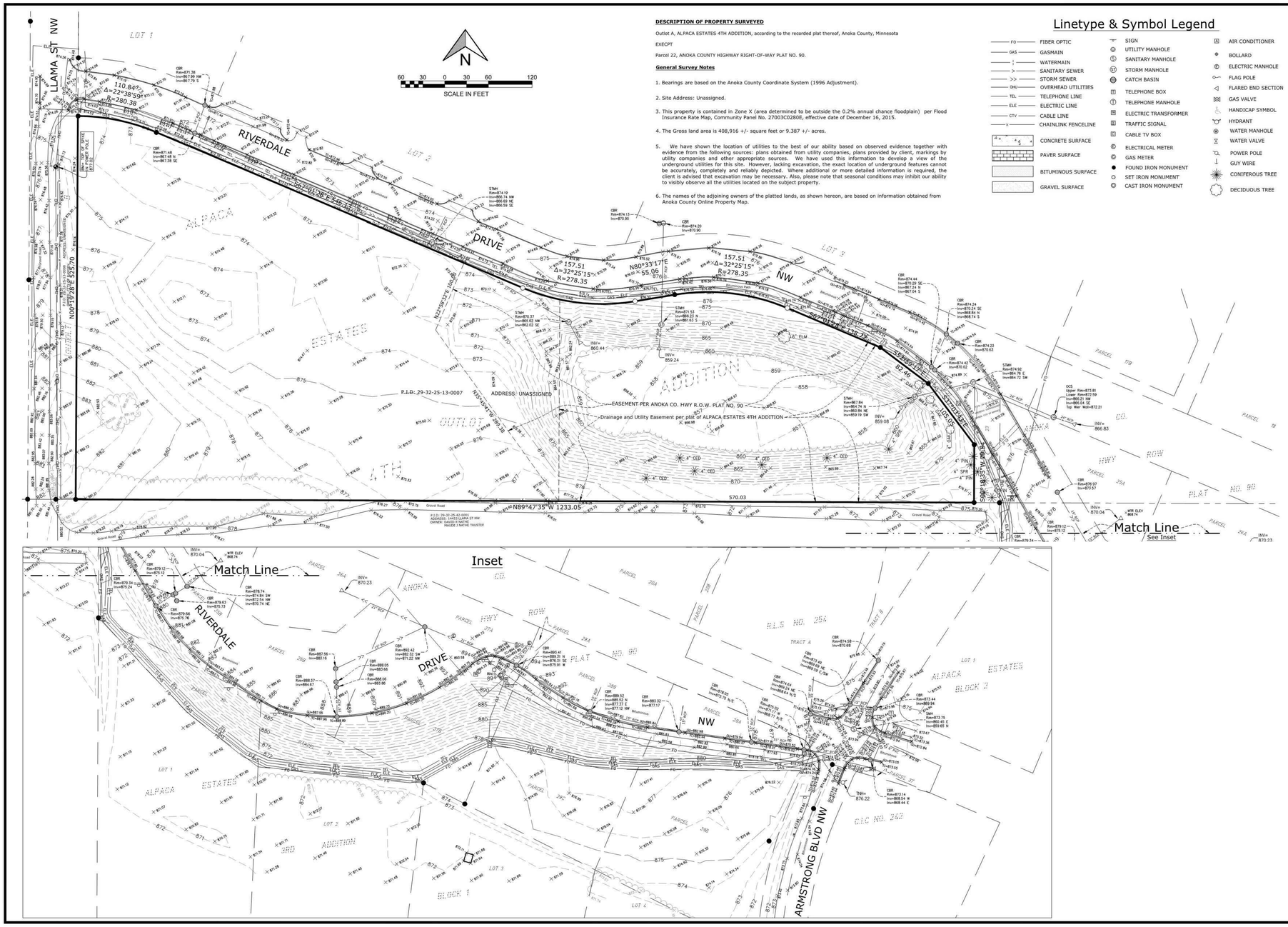
GEOTECHNICAL ENGINEER:

PARTNER ENGINEERING AND SCIENCE
2154 TORRANCE BOULEVARD
SUITE 200
TORRANCE, CA 90501

MASTER LEGEND:

- PROPOSED GATE VALVE
- PROPOSED FIRE HYDRANT
- PROPOSED MANHOLE SANITARY
- DRAINAGE ARROW
- SILT FENCE / BIOROLL - GRADING LIMIT
- INLET PROTECTION
- CURB AND GUTTER
- PROPOSED SANITARY SEWER
- PROPOSED STORM SEWER
- PROPOSED WATER MAIN
- EXISTING SANITARY SEWER
- EXISTING STORM SEWER
- EXISTING WATER MAIN
- EX. UNDERGROUND GAS LINE
- EX. UNDERGROUND ELECTRICITY LINE
- EX. UNDERGROUND TELEPHONE LINE
- EX. UNDERGROUND FIBEROPTIC LINE
- EXISTING MANHOLE
- EXISTING CATCH BASIN
- EXISTING HYDRANT
- EXISTING STOPBOX
- EXISTING GATE VALVE
- EXISTING ELECTRIC BOX
- EXISTING LIGHT
- EXISTING GAS METER
- EXISTING GAS VALVE

GOPHER STATE ONE CALL
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(651) 454-0002 LOCAL



DESCRIPTION OF PROPERTY SURVEYED

Outlot A, ALPACA ESTATES 4TH ADDITION, according to the recorded plat thereof, Anoka County, Minnesota

EXECPT

Parcel 22, ANOKA COUNTY HIGHWAY RIGHT-OF-WAY PLAT NO. 90.

General Survey Notes

1. Bearings are based on the Anoka County Coordinate System (1996 Adjustment).

2. Site Address: Unassigned.

3. This property is contained in Zone X (area determined to be outside the 0.2% annual chance floodplain) per Flood Insurance Rate Map, Community Panel No. 27003C0280E, effective date of December 16, 2015.

4. The Gross land area is 408,916 +/- square feet or 9.387 +/- acres.

5. We have shown the location of utilities to the best of our ability based on observed evidence together with evidence from the following sources: plans obtained from utility companies, plans provided by client, markings by utility companies and other appropriate sources. We have used this information to develop a view of the underground utilities for this site. However, lacking excavation, the exact location of underground features cannot be accurately, completely and reliably depicted. Where additional or more detailed information is required, the client is advised that excavation may be necessary. Also, please note that seasonal conditions may inhibit our ability to visibly observe all the utilities located on the subject property.

6. The names of the adjoining owners of the platted lands, as shown hereon, are based on information obtained from Anoka County Online Property Map.

Linetype & Symbol Legend

- FO — FIBER OPTIC
- GAS — GASMAIN
- W — WATERMAIN
- SAN — SANITARY SEWER
- STM — STORM SEWER
- OHU — OVERHEAD UTILITIES
- TEL — TELEPHONE LINE
- ELE — ELECTRIC LINE
- CTV — CABLE LINE
- x — CHAINLINK FENCELINE
- CONCRETE SURFACE
- PAVER SURFACE
- BITUMINOUS SURFACE
- GRAVEL SURFACE
- SIGN
- UTILITY MANHOLE
- SANITARY MANHOLE
- STORM MANHOLE
- CATCH BASIN
- TELEPHONE BOX
- TELEPHONE MANHOLE
- ELECTRIC TRANSFORMER
- TRAFFIC SIGNAL
- CABLE TV BOX
- ELECTRICAL METER
- GAS METER
- FOUND IRON MONUMENT
- SET IRON MONUMENT
- CAST IRON MONUMENT
- AIR CONDITIONER
- BOLLARD
- ELECTRIC MANHOLE
- FLAG POLE
- FLARED END SECTION
- GAS VALVE
- HANDICAP SYMBOL
- HYDRANT
- WATER MANHOLE
- WATER VALVE
- POWER POLE
- GUY WIRE
- CONIFEROUS TREE
- DECIDUOUS TREE

CivilSite GROUP
4931 W. 35TH ST. SUITE 200
ST. LOUIS PARK, MN 55416
CivilSiteGroup.com

PROJECT
Lazydays of Minneapolis
Llama St NW & Riverdale Dr NW - Ramsey, Anoka County, Minnesota

CLIENT
RJ Ryan Construction
1100 Mendota Heights Road - Mendota Heights, MN

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 LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

RORY L. SYNSTELIEN
DATE 09/14/2018 LICENSE NO. 44565

VICINITY MAP



REVISION SUMMARY

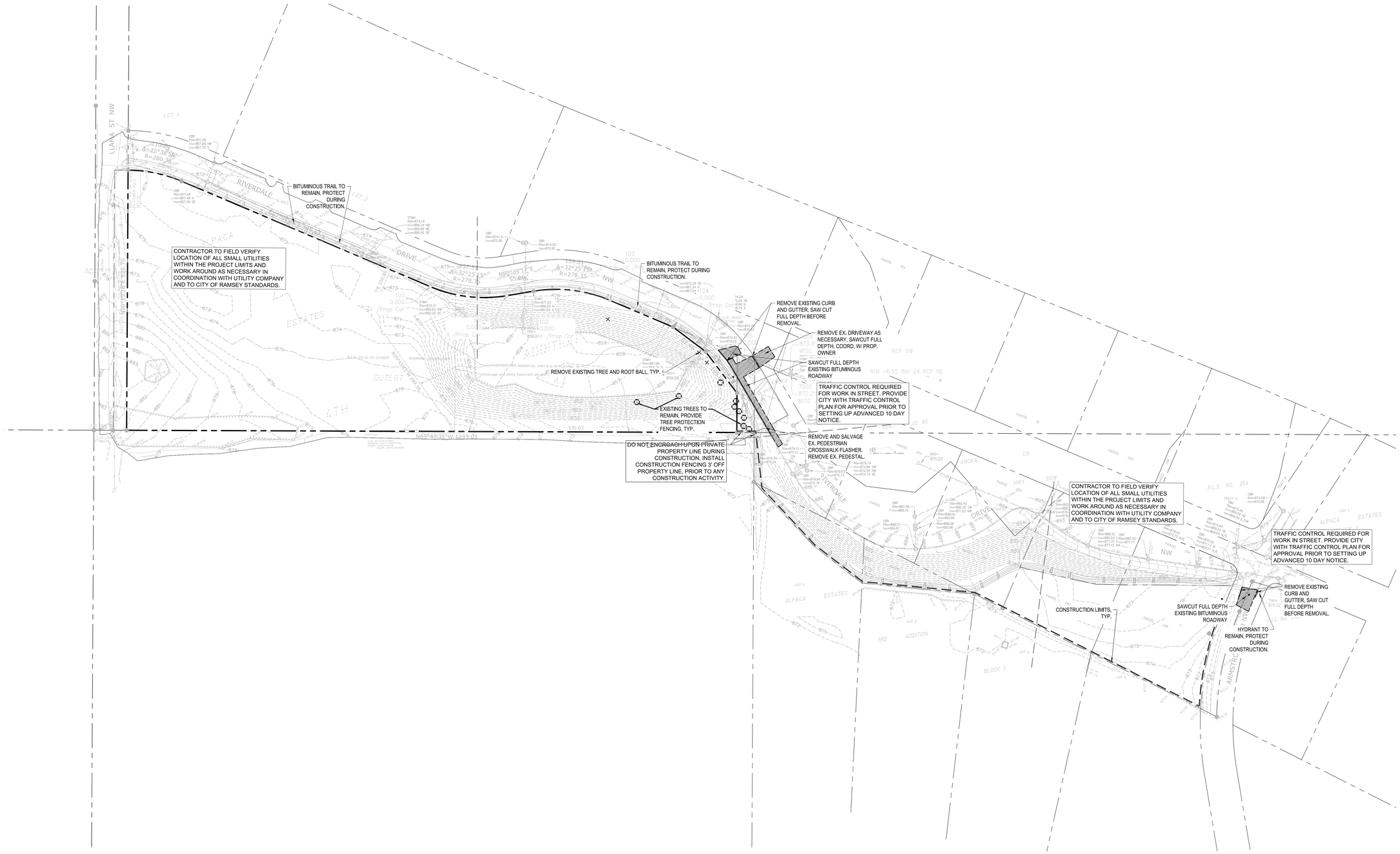
DATE	DESCRIPTION
12-13-18	MH Information
12-20-18	Storm Utility Update
1-24-19	Add Small Utilities

PROJECT NO.: 18213

BOUNDARY/ TOPOGRAPHIC SURVEY

V1.0

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CITY OF RAMSEY REMOVAL NOTES:

1. RESERVED FOR CITY SPECIFIC REMOVAL NOTES.

REMOVAL NOTES:

1. SEE STORM WATER POLLUTION PREVENTION PLAN (SWPPP) PLAN FOR CONSTRUCTION STORM WATER MANAGEMENT PLAN.
2. REMOVAL OF MATERIALS NOTED ON THE DRAWINGS SHALL BE IN ACCORDANCE WITH MNDOT, STATE AND LOCAL REGULATIONS.
3. REMOVAL OF PRIVATE UTILITIES SHALL BE COORDINATED WITH UTILITY OWNER PRIOR TO CONSTRUCTION ACTIVITIES.
4. EXISTING PAVEMENTS SHALL BE SAWCUT TO FULL DEPTH IN LOCATIONS AS SHOWN ON THE DRAWINGS OR THE NEAREST JOINT FOR PROPOSED PAVEMENT CONNECTIONS.
5. REMOVED MATERIALS SHALL BE DISPOSED OF TO A LEGAL OFF-SITE LOCATION AND IN ACCORDANCE WITH STATE AND LOCAL REGULATIONS.
6. ABANDON, REMOVAL, CONNECTION, AND PROTECTION NOTES SHOWN ON THE DRAWINGS ARE APPROXIMATE. COORDINATE WITH PROPOSED PLANS.
7. PROPERTY LINES SHALL BE CONSIDERED GENERAL CONSTRUCTION LIMITS UNLESS OTHERWISE NOTED ON THE DRAWINGS. WORK WITHIN THE GENERAL CONSTRUCTION LIMITS SHALL INCLUDE STAGING, DEMOLITION AND CLEAN-UP OPERATIONS AS WELL AS CONSTRUCTION SHOWN ON THE DRAWINGS.
8. WORK IS NOT PERMITTED ON ADJACENT PROPERTIES WITHOUT PROPERTY OWNER CONSENT AND ENTRY AGREEMENT.
9. DAMAGE BEYOND THE PROPERTY LIMITS CAUSED BY CONSTRUCTION ACTIVITY SHALL BE REPAIRED IN A MANNER APPROVED BY THE ENGINEER/LANDSCAPE ARCHITECT OR IN ACCORDANCE WITH THE CITY.
10. PROPOSED WORK SHALL NOT DISTURB EXISTING UTILITIES UNLESS OTHERWISE SHOWN ON THE DRAWINGS AND APPROVED BY THE CITY PRIOR TO CONSTRUCTION.
11. SITE SECURITY MAY BE NECESSARY AND PROVIDED IN A MANNER TO PROHIBIT VANDALISM, AND THEFT, DURING AND AFTER NORMAL WORK HOURS, THROUGHOUT THE DURATION OF THE CONTRACT. SECURITY MATERIALS SHALL BE IN ACCORDANCE WITH THE CITY.
12. VEHICULAR ACCESS TO THE SITE SHALL BE MAINTAINED FOR DELIVERY AND INSPECTION ACCESS DURING NORMAL OPERATING HOURS. AT NO POINT THROUGHOUT THE DURATION OF THE CONTRACT SHALL CIRCULATION OF ADJACENT STREETS BE BLOCKED WITHOUT APPROVAL BY THE CITY PRIOR TO CONSTRUCTION ACTIVITIES.
13. ALL TRAFFIC CONTROLS SHALL BE PROVIDED AND ESTABLISHED PER THE REQUIREMENTS OF THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MMUTCD) AND THE CITY. THIS SHALL INCLUDE, BUT NOT BE LIMITED TO, SIGNAGE, BARRICADES, FLASHERS, AND FLAGGERS AS NEEDED. ALL PUBLIC STREETS SHALL REMAIN OPEN TO TRAFFIC AT ALL TIMES. NO ROAD CLOSURES SHALL BE PERMITTED WITHOUT APPROVAL BY THE CITY.
14. STAGING, DEMOLITION, AND CLEAN-UP AREAS SHALL BE WITHIN THE PROPERTY LIMITS AS SHOWN ON THE DRAWINGS AND MAINTAINED IN A MANNER AS REQUIRED BY THE CITY.

EROSION CONTROL NOTES:

SEE SWPPP ON SHEETS SW1.0-SW1.5

REMOVALS LEGEND:

- EX. 1' CONTOUR ELEVATION INTERVAL
- EX. UNDERGROUND GAS LINE
- EX. UNDERGROUND ELECTRICITY LINE
- EX. UNDERGROUND TELEPHONE LINE
- EX. UNDERGROUND FIBEROPTIC LINE
- REMOVAL OF PAVEMENT AND ALL BASE MATERIAL, INCLUDING BIT., CONC., AND GRAVEL PVMTS.
- REMOVE CURB AND GUTTER. IF IN RIGHT-OF-WAY, COORDINATE WITH LOCAL GOVERNING UNIT.
- CONSTRUCTION LIMITS
- TREE PROTECTION FENCING
- TREE REMOVAL - INCLUDING ROOTS AND STUMPS
- TREE REMOVAL - REMOVE ALL, INCLUDING ROOTS AND STUMPS INSIDE CLOUDED AREA

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(651) 454-0002 LOCAL

1" = 80'-0"
40'-0" 0 80'-0"

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Civil Engineering • Surveying • Landscape Architecture
4931 W. 35th Street, Suite 200
St. Louis Park, MN 55416
civilsitegroup.com 612-615-0060

City of RAMSEY

PROJECT

IP 18-14 RIVERDALE DRIVE SEWER AND WATER - ARMSTRONG BLVD TO LLAMA STREET

RIVERDALE DRIVE NW., RAMSEY, MN

CITY OF RAMSEY

7550 SUNWOOD DRIVE NW, RAMSEY, MN 55303

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

Matthew R. Pavek

DATE 01/25/19 LICENSE NO. 44263

ISSUE/SUBMITTAL SUMMARY

DATE	DESCRIPTION
12/20/18	BID SET
01/09/19	REVISED
01/25/19	REVISED

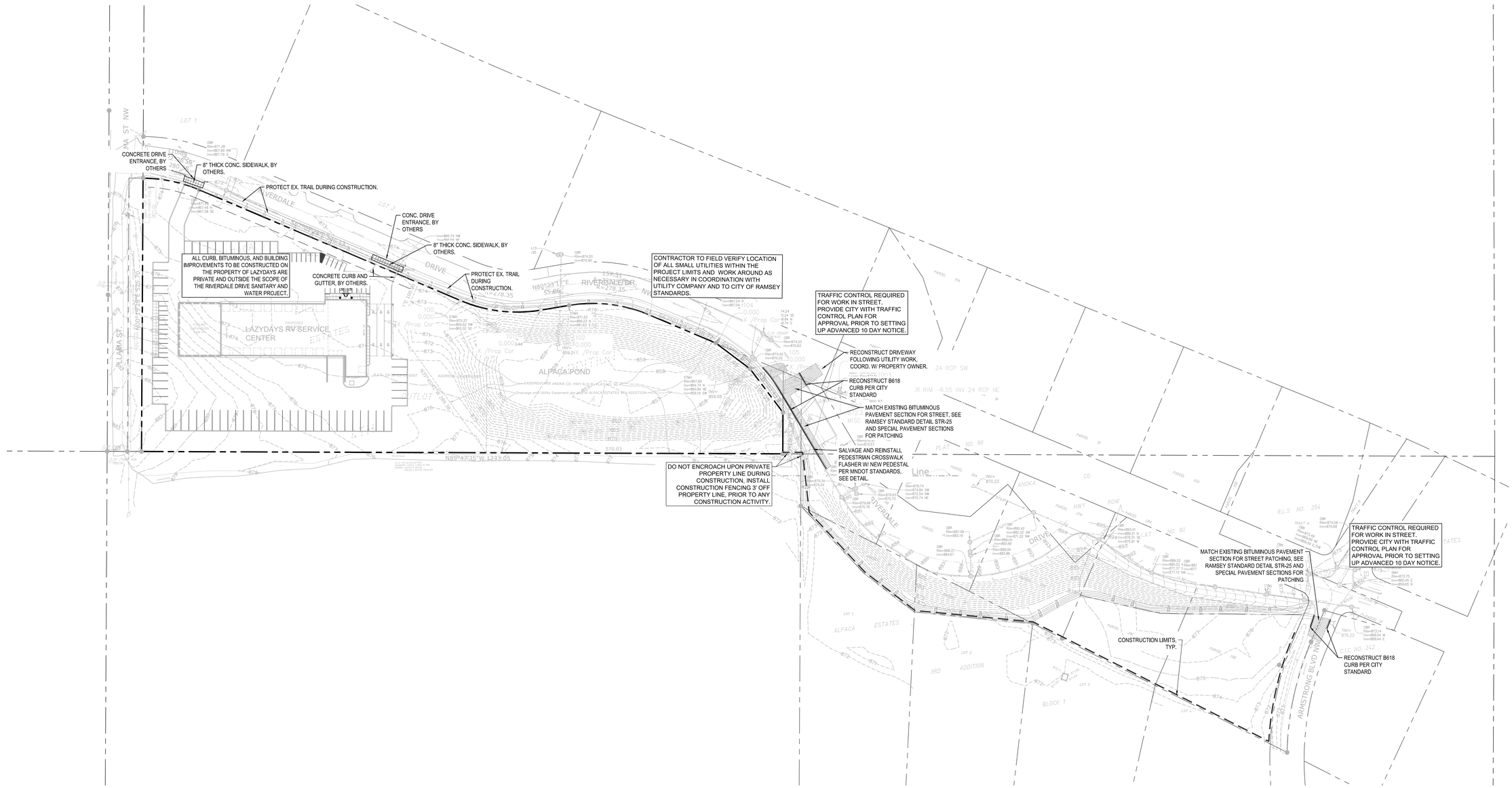
REVISION SUMMARY

DATE	DESCRIPTION

REMOVALS PLAN

C1.0

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CITY OF RAMSEY SITE SPECIFIC NOTES:

1. SEE PAVEMENT SECTION DETAILS, SPECIAL SECTIONS REQUIRED FOR RIVERDALE DRIVE, LLAMA STREET, AND ARMSTRONG BOULEVARD.

SITE LAYOUT NOTES:

1. CONTRACTOR SHALL VERIFY LOCATIONS AND LAYOUT OF ALL SITE ELEMENTS PRIOR TO BEGINNING CONSTRUCTION, INCLUDING BUT NOT LIMITED TO, LOCATIONS OF EXISTING AND PROPOSED PROPERTY LINES, EASEMENTS, SETBACKS, UTILITIES, AND PAVEMENTS. CONTRACTOR IS RESPONSIBLE FOR FINAL LOCATIONS OF ALL ELEMENTS FOR THE SITE. ANY REVISIONS REQUIRED AFTER COMMENCEMENT OF CONSTRUCTION, DUE TO LOCATIONAL ADJUSTMENTS SHALL BE CORRECTED AT NO ADDITIONAL COST TO OWNER. ADJUSTMENTS TO THE LAYOUT SHALL BE APPROVED BY THE ENGINEER/LANDSCAPE ARCHITECT PRIOR TO INSTALLATION OF MATERIALS. STAKE LAYOUT FOR APPROVAL.
2. THE CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS PRIOR TO CONSTRUCTION, INCLUDING A RIGHT-OF-WAY AND STREET OPENING PERMIT.
3. THE CONTRACTOR SHALL VERIFY RECOMMENDATIONS NOTED IN THE GEO TECHNICAL REPORT PRIOR TO INSTALLATION OF SITE IMPROVEMENT MATERIALS.
4. LOCATIONS OF ROADWAY PAVEMENTS, CURBS AND GUTTERS, AND WALKS ARE APPROXIMATE AND SHALL BE STAKED IN THE FIELD, PRIOR TO INSTALLATION, FOR REVIEW AND APPROVAL BY THE ENGINEER/LANDSCAPE ARCHITECT.
5. CURB DIMENSIONS SHOWN ARE TO FACE OF CURB.
6. THE CONTRACTOR SHALL SUBMIT SHOP DRAWINGS OR SAMPLES AS SPECIFIED FOR REVIEW AND APPROVAL BY THE ENGINEER/LANDSCAPE ARCHITECT PRIOR TO FABRICATION FOR ALL PREFABRICATED SITE IMPROVEMENT MATERIALS SUCH AS, BUT NOT LIMITED TO THE FOLLOWING, FURNISHINGS, PAVEMENTS, WALLS, RAILINGS, BENCHES, FLAGPOLES, LANDING PADS FOR CURB RAMPS, AND LIGHT AND POLES. THE OWNER RESERVES THE RIGHT TO REJECT INSTALLED MATERIALS NOT PREVIOUSLY APPROVED.
7. PEDESTRIAN CURB RAMPS SHALL BE CONSTRUCTED WITH TRUNCATED DOME LANDING AREAS IN ACCORDANCE WITH A.D.A. REQUIREMENTS-SEE DETAIL.
8. SEE SITE PLAN FOR CURB AND GUTTER TYPE. TAPER BETWEEN CURB TYPES-SEE DETAIL.
9. ALL CURB RADII ARE MINIMUM 3' UNLESS OTHERWISE NOTED.
10. CONTRACTOR SHALL REFER TO FINAL PLAT FOR LOT BOUNDARIES, NUMBERS, AREAS AND DIMENSIONS PRIOR TO SITE IMPROVEMENTS.
11. FIELD VERIFY ALL EXISTING SITE CONDITIONS, DIMENSIONS.
12. SEE DETAIL SHEETS FOR PAVEMENT SECTIONS.
13. ALL TREES THAT ARE TO REMAIN ARE TO BE PROTECTED FROM DAMAGE WITH A CONSTRUCTION FENCE AT THE DRIP LINE. SEE LANDSCAPE DOCUMENTS.
14. ALL FENCES TO BE LIMITED TO A MAXIMUM OF 8'.

SITE PLAN LEGEND:

- EX. UNDERGROUND GAS LINE
- EX. UNDERGROUND ELECTRICITY LINE
- EX. UNDERGROUND TELEPHONE LINE
- EX. UNDERGROUND FIBEROPTIC LINE
- STREET PATCHING. SEE DETAILS FOR AGGREGATE BASE & WEAR COURSE DEPTH.
- CONCRETE PAVEMENT AS SPECIFIED (PAD OR WALK)
- PROPERTY LINE
- EASEMENT
- CURB AND GUTTER

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WWW.GOPHERSTATEONECALL.ORG
(800) 252-1166 TOLL FREE
(651) 454-0002 LOCAL

1" = 80'-0"
40'-0" 0 80'-0"

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civilsitegroup.com 612-615-0060

City of RAMSEY

PROJECT

IP 18-14 RIVERDALE DRIVE SEWER AND WATER - ARMSTRONG BLVD TO LLAMA STREET

RIVERDALE DRIVE NW., RAMSEY, MN

CITY OF RAMSEY

7550 SUNWOOD DRIVE NW, RAMSEY, MN 55303

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Matthew R. Pavek
DATE 01/25/19 LICENSE NO. 44263

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01/25/19	REVISED

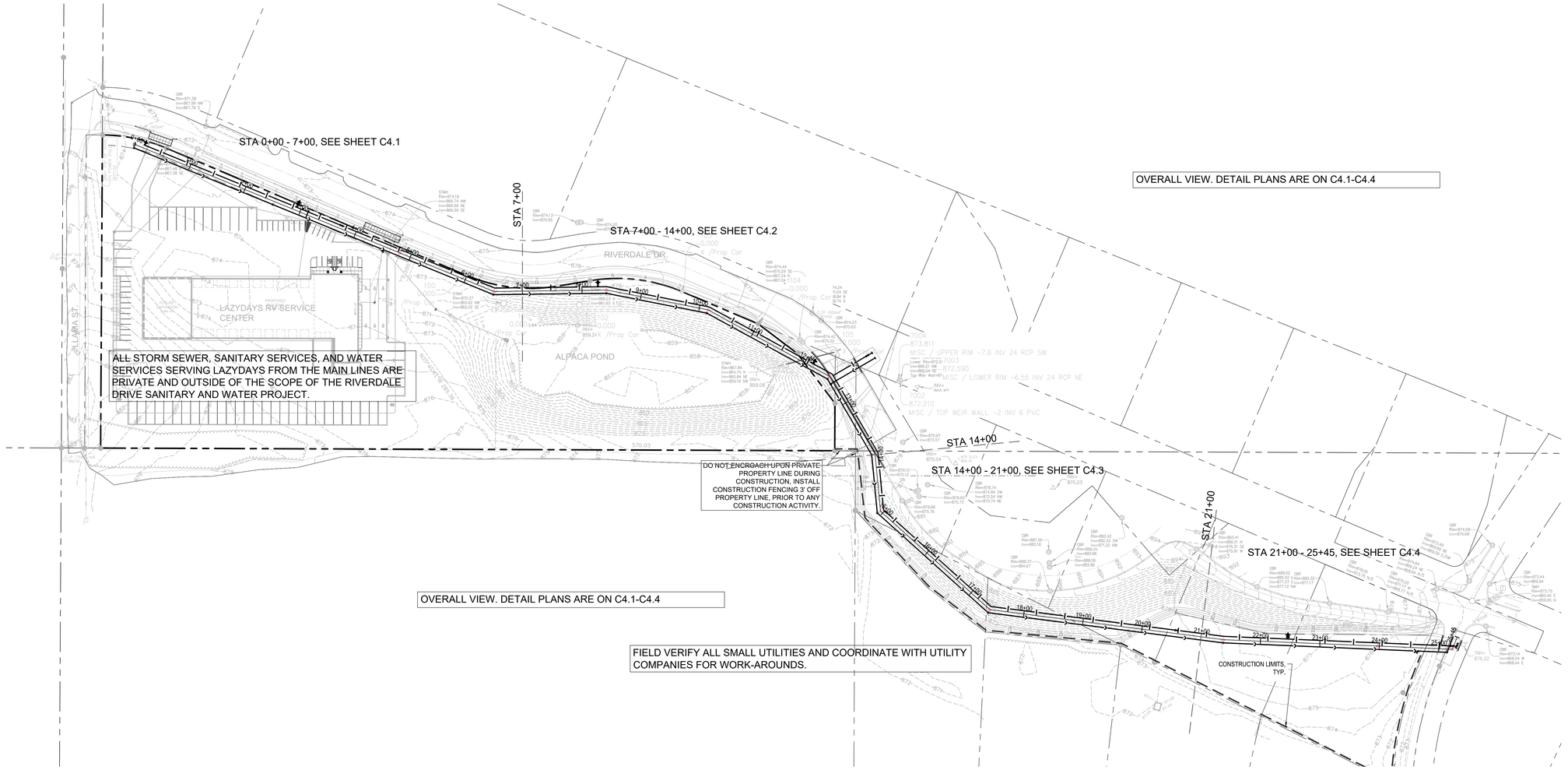
REVISION SUMMARY

DATE	DESCRIPTION

SITE PLAN

C2.0

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CITY OF RAMSEY UTILITY NOTES:

1. A 10 GAUGE SOLID COPPER WIRE SHALL BE INSTALLED WITH ALL SANITARY SEWER LINES. THE ENDS SHALL BE TERMINATED IN THE MANHOLE JUST BELOW THE CASTING.
2. MEGA LUGS OR APPROVED EQUAL SHALL BE USED AT ALL MECHANICAL JOINTS. CITY STAFF WILL OPERATE VALVES AFTER THEY ARE CONNECTED TO THE SYSTEM.
3. HYDRANTS SHALL BE SPUN TO FACE RIVERDALE DRIVE

GENERAL UTILITY NOTES:

1. SEE SITE PLAN FOR HORIZONTAL DIMENSIONS AND LAYOUT.
2. CONTRACTOR SHALL FIELD VERIFY LOCATION AND ELEVATION OF EXISTING UTILITIES AND TOPOGRAPHIC FEATURES PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE ENGINEER OF DISCREPANCIES OR VARIATIONS FROM THE PLANS.
3. ALL EXISTING UTILITY LOCATIONS SHOWN ARE APPROXIMATE. CONTACT "GOPHER STATE ONE CALL" (651-454-0002 OR 800-252-1166) FOR UTILITY LOCATIONS, 48 HOURS PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL REPAIR OR REPLACE ANY UTILITIES THAT ARE DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.
4. UTILITY INSTALLATION SHALL CONFORM TO THE CURRENT EDITION OF "STANDARD SPECIFICATIONS FOR WATER MAIN AND SERVICE LINE INSTALLATION" AND "SANITARY SEWER AND STORM SEWER INSTALLATION" AS PREPARED BY THE CITY ENGINEERS ASSOCIATION OF MINNESOTA (CEAM), AND SHALL CONFORM WITH THE REQUIREMENTS OF THE CITY AND THE PROJECT SPECIFICATIONS.
5. CASTINGS SHALL BE SALVAGED FROM STRUCTURE REMOVALS AND RE-USED OR PLACED AT THE DIRECTION OF THE OWNER.
6. ALL WATER PIPE SHALL BE CLASS 52 DUCTILE IRON PIPE (DIP) AWWA C151, ASME B16.4, AWWA C110, AWWA C153 UNLESS OTHERWISE NOTED.
7. ALL SANITARY SEWER SHALL BE SDR 26 POLYVINYL CHLORIDE (PVC) ASTM D3034 & F679, OR SCH 40 ASTM D1785, 2665, ASTM F794, 1866) UNLESS OTHERWISE NOTED.
8. PIPE LENGTHS SHOWN ARE FROM CENTER TO CENTER OF STRUCTURE OR TO END OF FLARED END SECTION.
9. CATCH BASINS AND MANHOLES IN PAVED AREAS SHALL BE SUMPED 0.04 FEET. ALL CATCH BASINS IN GUTTERS SHALL BE SUMPED 0.15 FEET PER DETAILS. RIM ELEVATIONS SHOWN ON THIS PLAN DO NOT REFLECT SUMPED ELEVATIONS.
10. ALL FIRE HYDRANTS SHALL BE LOCATED 5 FEET BEHIND BACK OF CURB UNLESS OTHERWISE NOTED.
11. HYDRANT TYPE, VALVE, AND CONNECTION SHALL BE IN ACCORDANCE WITH CITY REQUIREMENTS. HYDRANT EXTENSIONS ARE INCIDENTAL.
12. A MINIMUM OF 7.5 FEET OF COVER IS REQUIRED OVER ALL WATERMAIN, UNLESS OTHERWISE NOTED. EXTRA DEPTH MAY BE REQUIRED TO MAINTAIN A MINIMUM OF 18" VERTICAL SEPARATION TO SANITARY OR STORM SEWER LINES. EXTRA DEPTH WATERMAIN IS INCIDENTAL.
13. A MINIMUM OF 18 INCHES OF VERTICAL SEPARATION AND 10 FEET OF HORIZONTAL SEPARATION IS REQUIRED FOR ALL UTILITIES, UNLESS OTHERWISE NOTED.
14. ALL CONNECTIONS TO EXISTING UTILITIES SHALL BE IN ACCORDANCE WITH CITY STANDARDS AND COORDINATED WITH THE CITY PRIOR TO CONSTRUCTION.
15. CONNECTIONS TO EXISTING STRUCUTRES SHALL BE CORE-DRILLED.
16. COORDINATE LOCATIONS AND SIZES OF SERVICE CONNECTIONS WITH THE MECHANICAL DRAWINGS.
17. COORDINATE INSTALLATION AND SCHEDULING OF THE INSTALLATION OF UTILITIES WITH ADJACENT CONTRACTORS AND CITY STAFF.
18. ALL STREET REPAIRS AND PATCHING SHALL BE PERFORMED PER THE REQUIREMENTS OF THE CITY. ALL PAVEMENT CONNECTIONS SHALL BE SAWCUT. ALL TRAFFIC CONTROLS SHALL BE PROVIDED BY THE CONTRACTOR AND SHALL BE ESTABLISHED PER THE REQUIREMENTS OF THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MMUTCD) AND THE CITY. THIS SHALL INCLUDE BUT NOT BE LIMITED TO SIGNAGE, BARRICADES, FLASHERS, AND FLAGGERS AS NEEDED. ALL PUBLIC STREETS SHALL BE OPEN TO TRAFFIC AT ALL TIMES. NO ROAD CLOSURES SHALL BE PERMITTED WITHOUT APPROVAL BY THE CITY.
19. ALL STRUCTURES, PUBLIC AND PRIVATE, SHALL BE ADJUSTED TO PROPOSED GRADES WHERE REQUIRED. THE REQUIREMENTS OF ALL OWNERS MUST BE COMPLIED WITH. STRUCTURES BEING RESET TO PAVED AREAS MUST MEET OWNERS REQUIREMENTS FOR TRAFFIC LOADING.
20. CONTRACTOR SHALL CORDINATE ALL WORK WITH PRIVATE UTILITY COMPANIES.
21. CONTRACTOR SHALL COORDINATE CONNECTION OF IRRIGATION SERVICE TO UTILITIES. COORDINATE THE INSTALLATION OF IRRIGATION SLEEVES NECESSARY AS TO NOT IMPACT INSTALLATION OF UTILITIES.
22. CONTRACTOR SHALL MAINTAIN AS-BUILT PLANS THROUGHOUT CONSTRUCTION AND SUBMIT THESE PLANS TO ENGINEER UPON COMPLETION OF WORK.
23. ALL JOINTS AND CONNECTIONS IN STORM SEWER SYSTEM SHALL BE GASTIGHT OR WATERTIGHT. APPROVED RESILIENT RUBBER JOINTS MUST BE USED TO MAKE WATERTIGHT CONNECTIONS TO MANHOLES, CATCHBASINS, OR OTHER STRUCTURES.

UTILITY LEGEND:

- EX. UNDERGROUND GAS LINE
- EX. UNDERGROUND ELECTRICITY LINE
- EX. UNDERGROUND TELEPHONE LINE
- EX. UNDERGROUND FIBEROPTIC LINE
- CATCH BASIN
- MANHOLE
- GATE VALVE AND VALVE BOX
- PROPOSED FIRE HYDRANT
- WATER MAIN
- SANITARY SEWER
- STORM SEWER
- FES AND RIP RAP

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(651) 454-0002 LOCAL

1" = 80'-0"
40'-0" 0 80'-0"

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City of RAMSEY

PROJECT
IP 18-14 RIVERDALE DRIVE SEWER AND WATER - ARMSTRONG BLVD TO LLAMA STREET
RIVERDALE DRIVE NW., RAMSEY, MN

CITY OF RAMSEY
7550 SUNWOOD DRIVE NW, RAMSEY, MN 55303

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

Matthew R. Pavek
DATE 01/25/19 LICENSE NO. 44263

ISSUE/SUBMITTAL SUMMARY

DATE	DESCRIPTION
12/20/18	BID SET
01/09/19	REVISED
01/25/19	REVISED

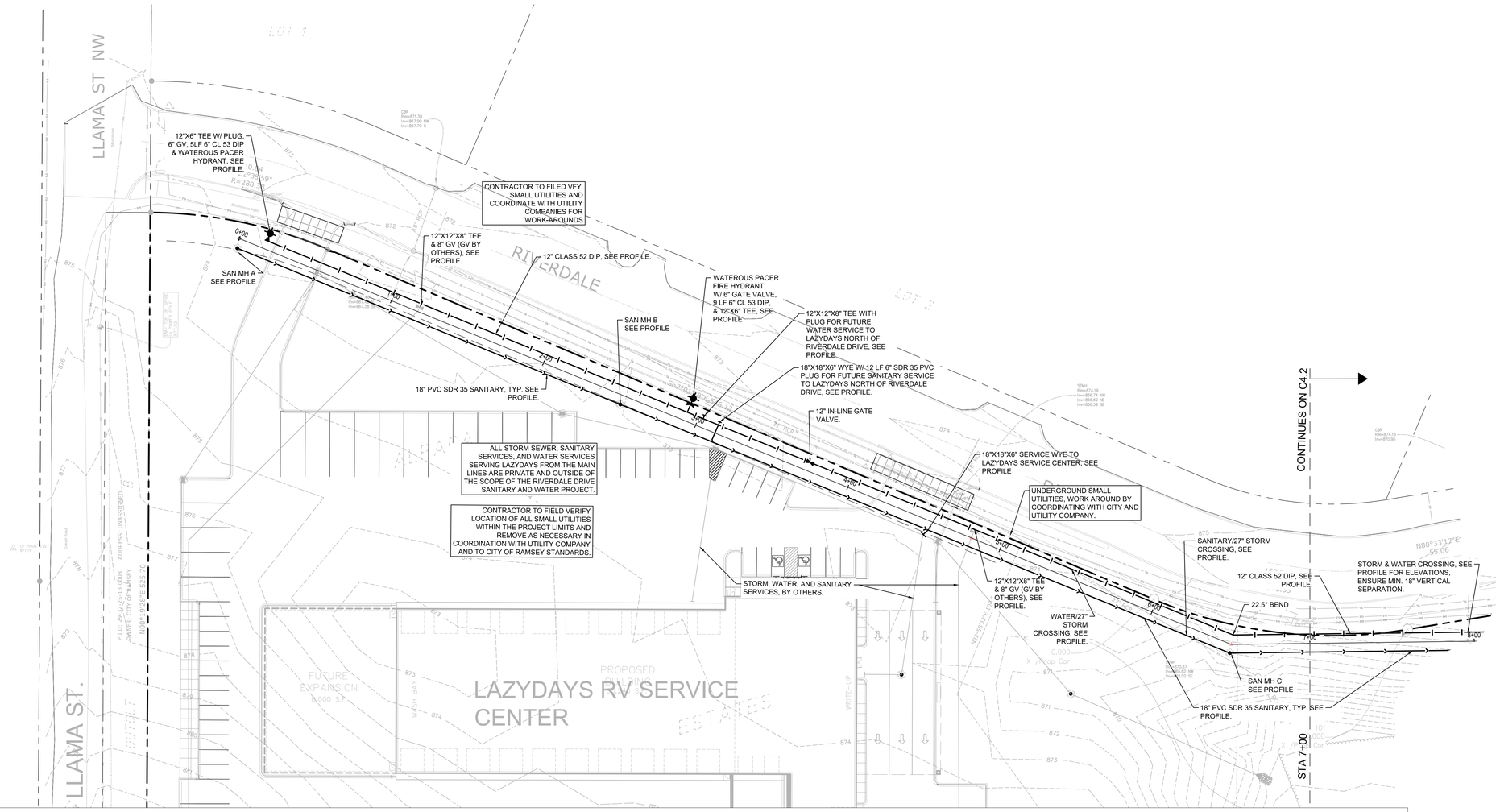
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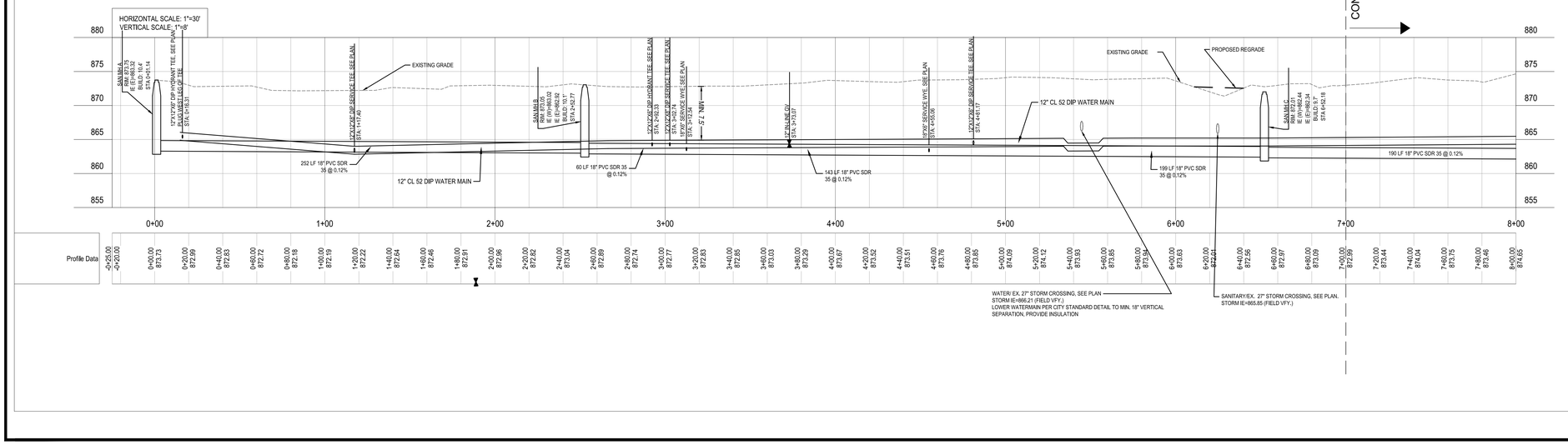
DATE	DESCRIPTION

WATER AND SEWER PLAN - OVERALL

C4.0

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GENERAL AND SITE-SPECIFIC UTILITY NOTES ARE ON C4.0.

UTILITY LEGEND:

- EX. UNDERGROUND GAS LINE
- EX. UNDERGROUND ELECTRICITY LINE
- EX. UNDERGROUND TELEPHONE LINE
- EX. UNDERGROUND FIBEROPTIC LINE
- MANHOLE
- CATCH BASIN
- GATE VALVE AND VALVE BOX
- PROPOSED FIRE HYDRANT
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City of RAMSEY

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RIVERDALE DRIVE NW., RAMSEY, MN

CITY OF RAMSEY

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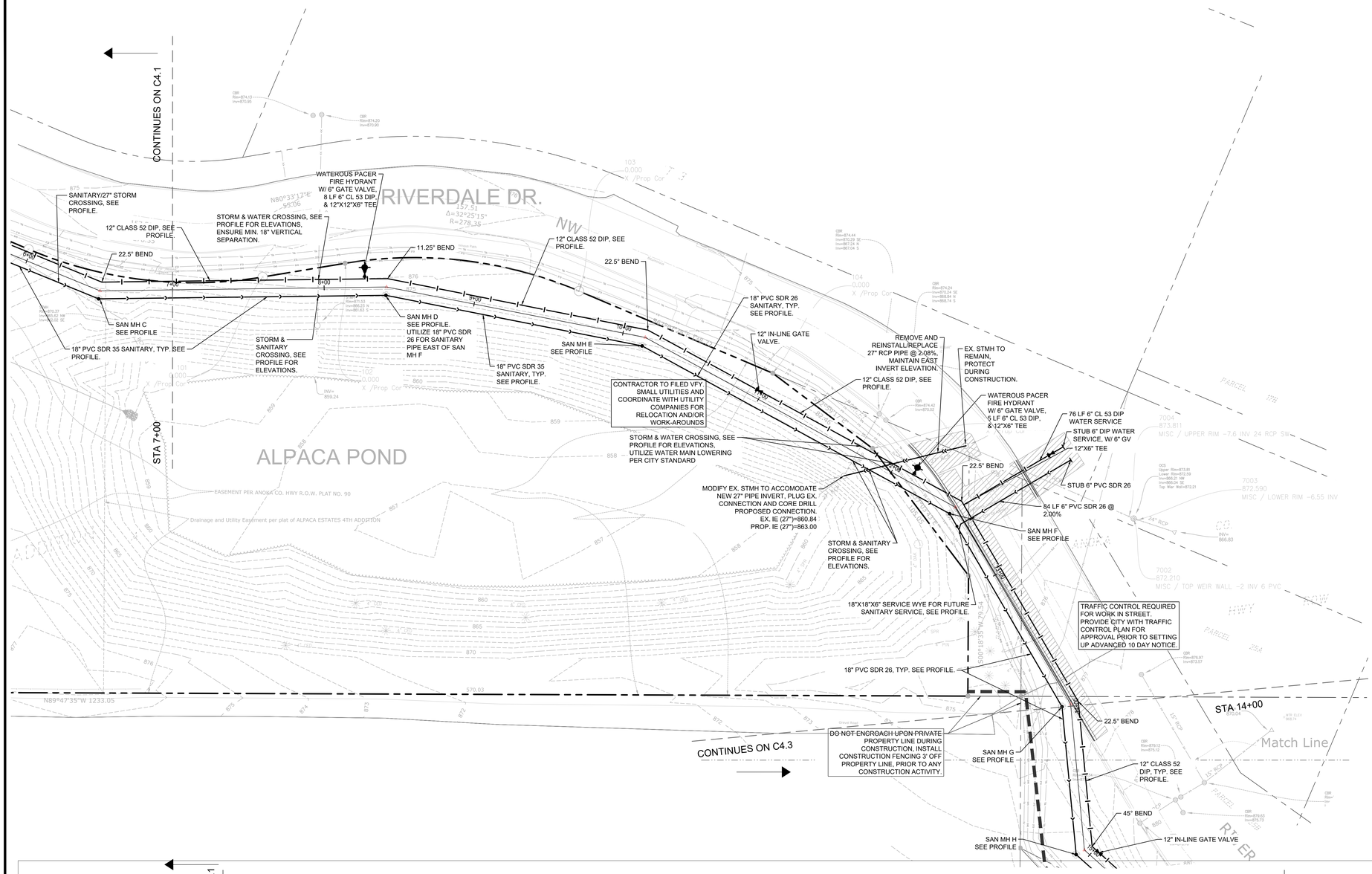
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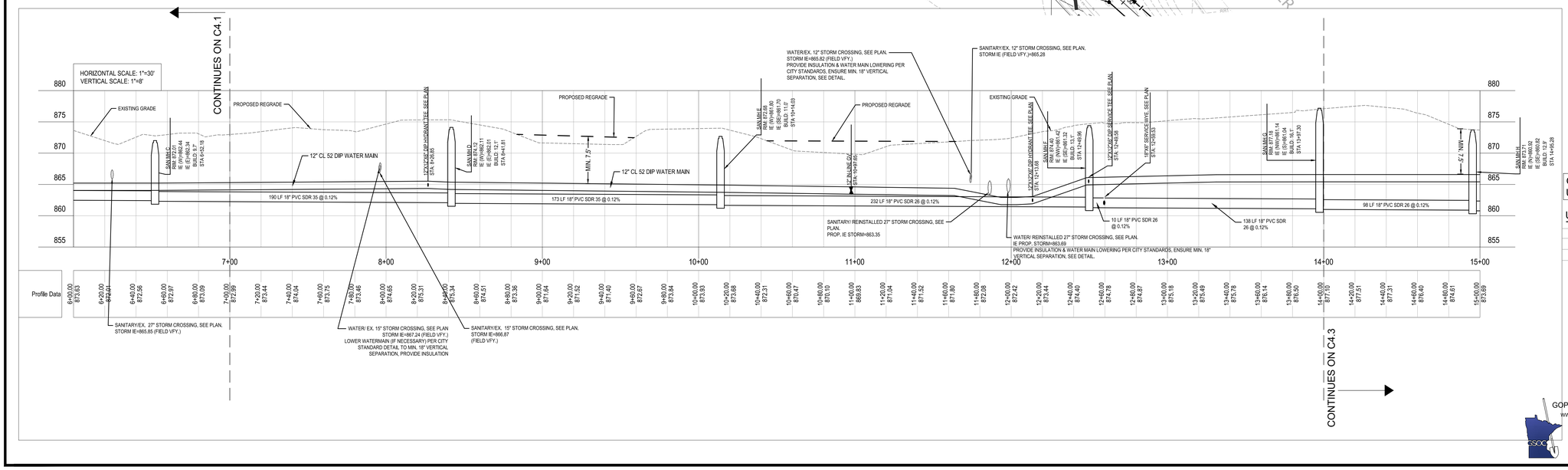
DATE	DESCRIPTION

WATERMAIN AND SANITARY SEWER - STA 00+00 TO STA 07+00

C4.1

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GENERAL AND SITE-SPECIFIC UTILITY NOTES ARE ON C4.0.

UTILITY LEGEND:

- EX. UNDERGROUND GAS LINE
- EX. UNDERGROUND ELECTRICITY LINE
- EX. UNDERGROUND TELEPHONE LINE
- EX. UNDERGROUND FIBEROPTIC LINE
- MANHOLE
- GATE VALVE AND VALVE BOX
- PROPOSED FIRE HYDRANT
- WATER MAIN
- SANITARY SEWER

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15'-0" 0 30'-0"

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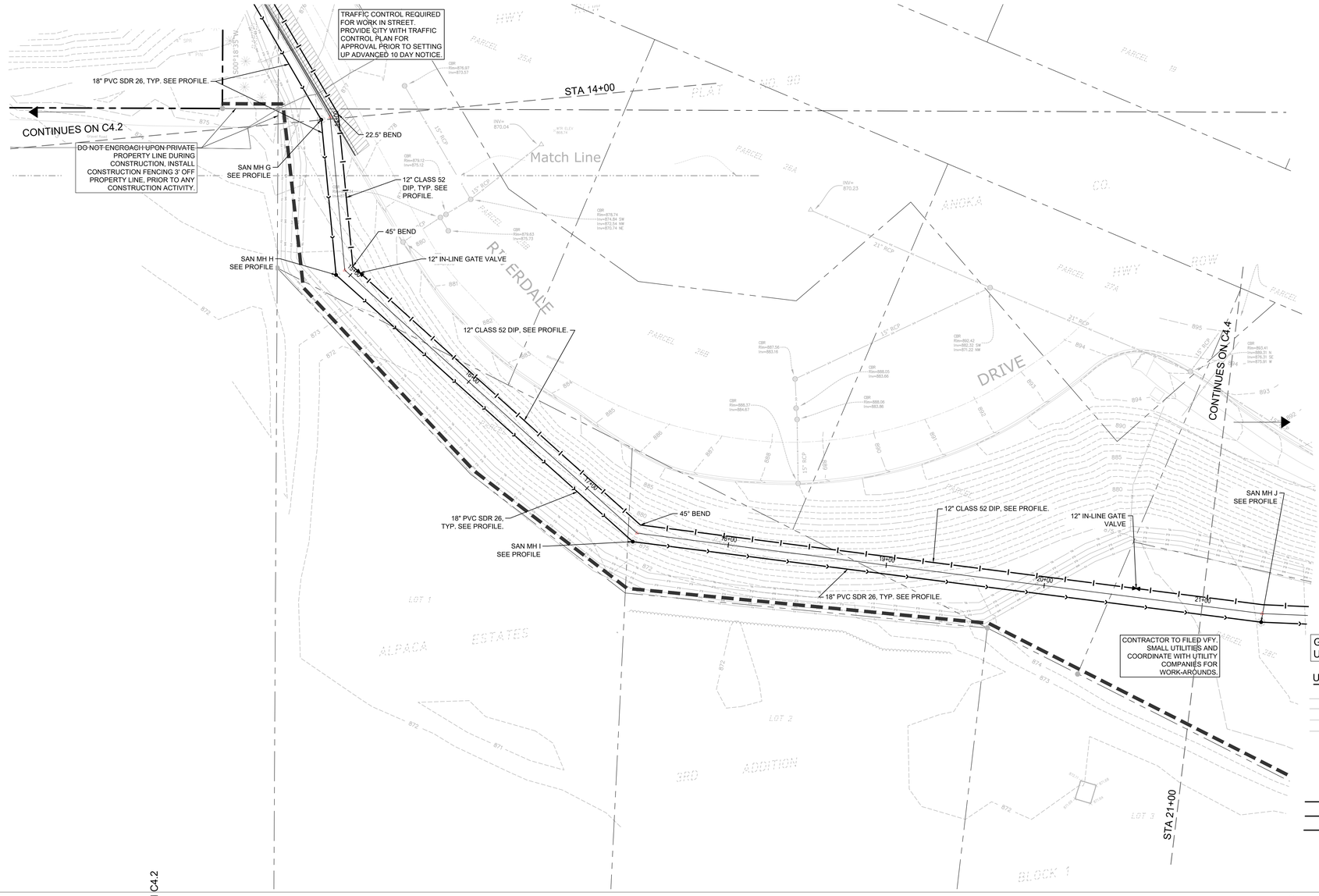
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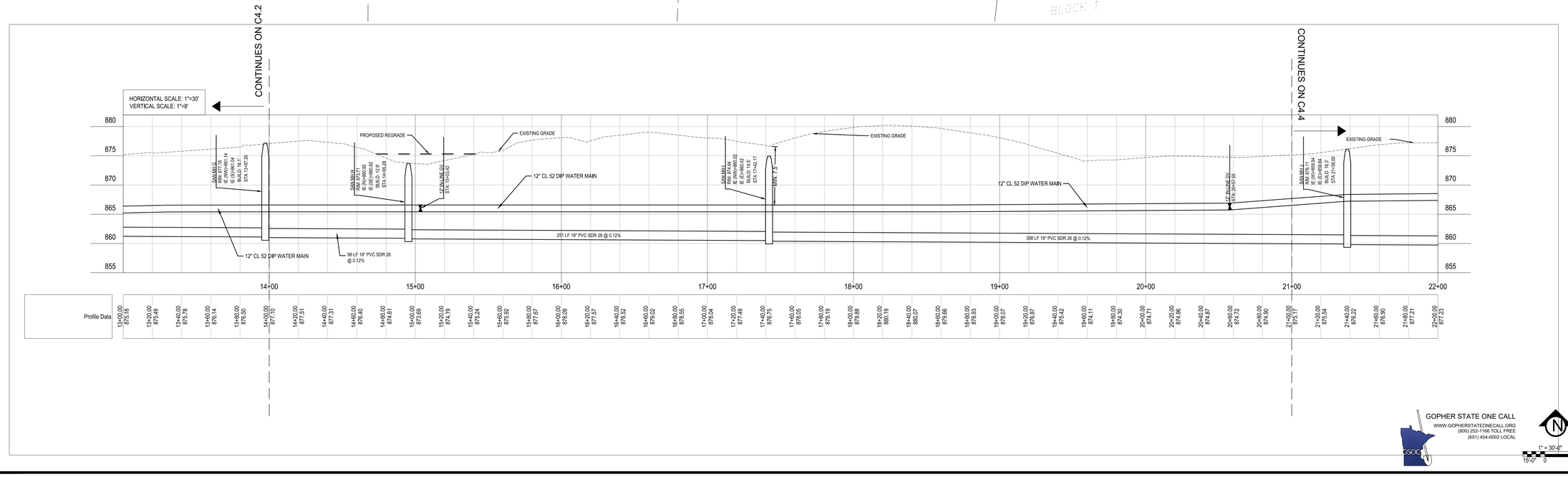
DATE	DESCRIPTION

WATERMAIN AND SANITARY SEWER - STA 07+00 TO STA 14+00

C4.2

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City of RAMSEY

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RIVERDALE DRIVE NW., RAMSEY, MN

CITY OF RAMSEY
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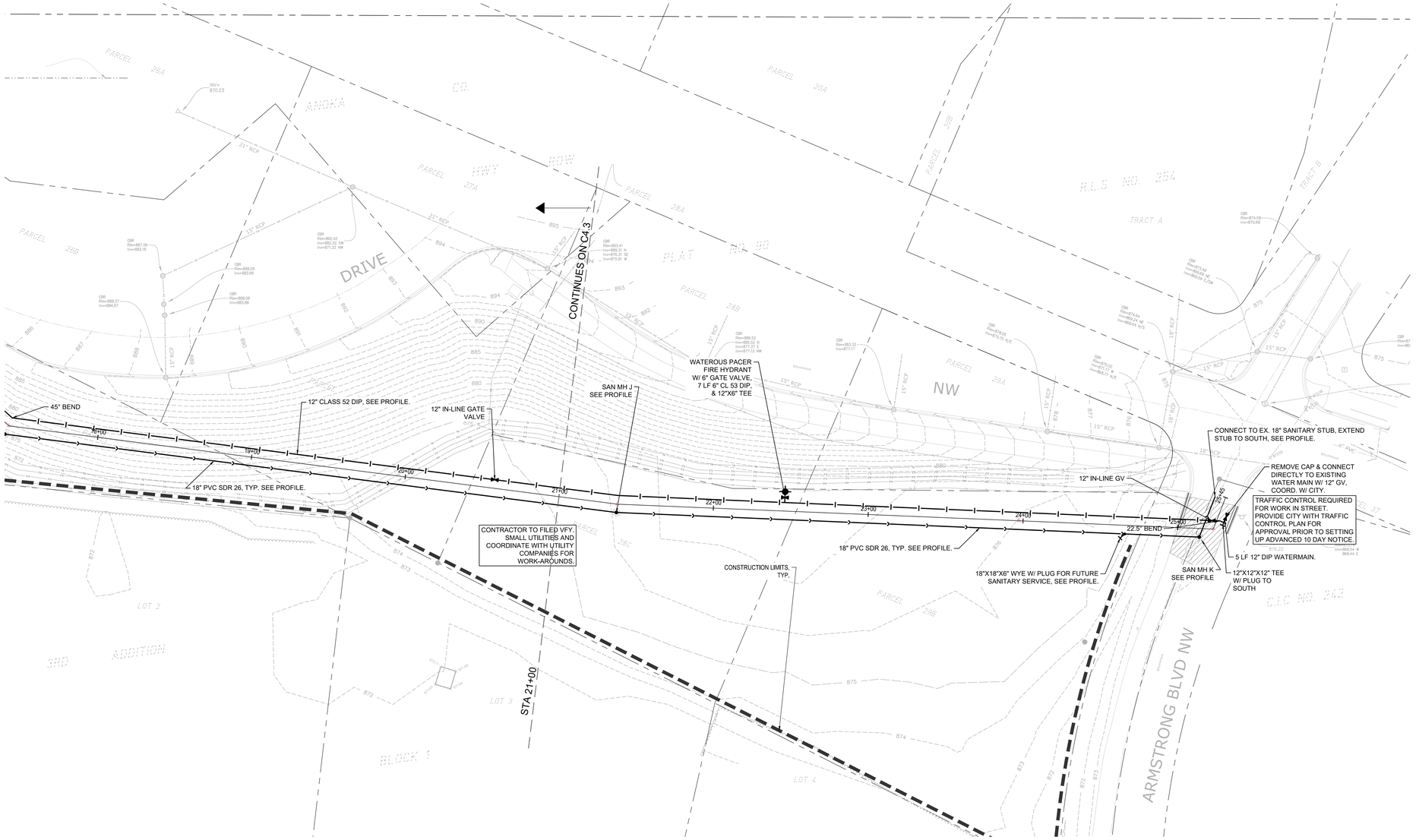
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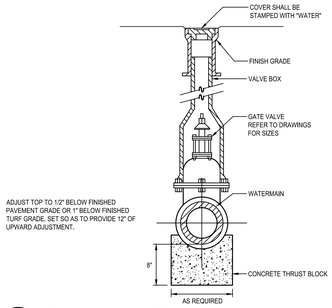
DATE	DESCRIPTION

WATERMAIN AND SANITARY SEWER - STA 14+00 TO STA 21+00

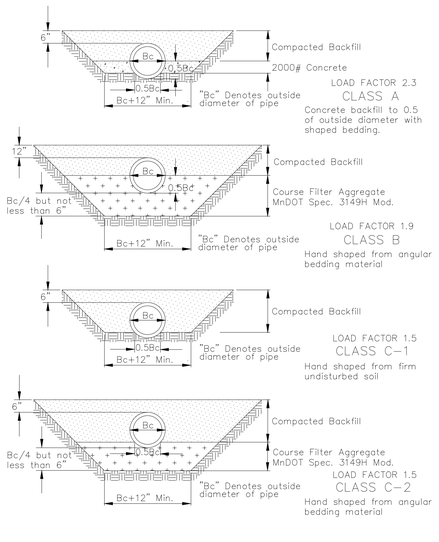
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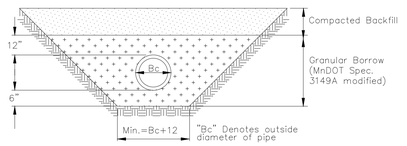

CONTINUES ON C4.3
STA 21+00
45° BEND
12" CLASS 52 DIP, SEE PROFILE.
18" PVC SDR 26, TYP. SEE PROFILE.
12" IN-LINE GATE VALVE
SAN MH J SEE PROFILE
WATEROUS PACER FIRE HYDRANT W/ 6' GATE VALVE, 7 LF 6" CL 53 DIP, & 12"X6" TEE
CONTRACTOR TO FILED VFY. SMALL UTILITIES AND COORDINATE WITH UTILITY COMPANIES FOR WORK-AROUNDS.
CONSTRUCTION LIMITS, TYP.
18"X18"X6" WYE W/ PLUG FOR FUTURE SANITARY SERVICE, SEE PROFILE.
12" IN-LINE GV
CONNECT TO EX. 18" SANITARY STUB, EXTEND STUB TO SOUTH, SEE PROFILE.
REMOVE CAP & CONNECT DIRECTLY TO EXISTING WATER MAIN W/ 12" GV, COORD. W/ CITY.
TRAFFIC CONTROL REQUIRED FOR WORK IN STREET. PROVIDE CITY WITH TRAFFIC CONTROL PLAN FOR APPROVAL PRIOR TO SETTING UP ADVANCED 10 DAY NOTICE.
5 LF 12" DIP WATERMAIN.
12"X12"X12" TEE W/ PLUG TO SOUTH
SAN MH K SEE PROFILE
22.5° BEND
PARCEL 26A
PARCEL 26B
PARCEL 26C
PARCEL 27A
PARCEL 28A
PARCEL 28B
PARCEL 28C
PARCEL 29A
PARCEL 29B
PARCEL 29C
PARCEL 30A
PARCEL 30B
PARCEL 30C
PARCEL 31A
PARCEL 31B
PARCEL 31C
PARCEL 32A
PARCEL 32B
PARCEL 32C
PARCEL 33A
PARCEL 33B
PARCEL 33C
PARCEL



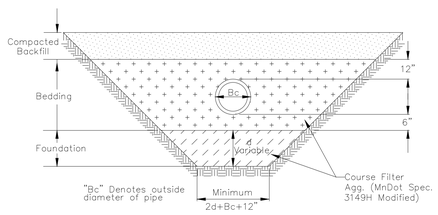
1 GATE VALVE BOX
NTS



2 PIPE BEDDING - RCP & DIP
NTS

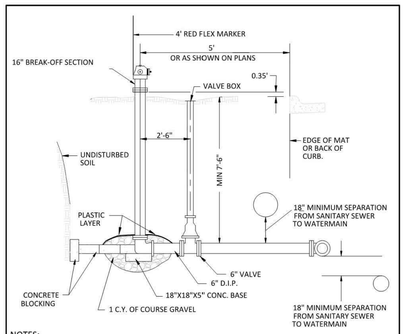


PIPE FOUNDATION & BEDDING IN GOOD SOILS



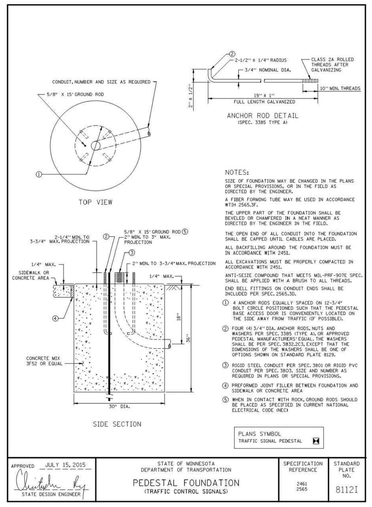
PIPE FOUNDATION & BEDDING IN POOR SOILS

3 PIPE BEDDING - PVC
NTS



NOTES:
1. HYDRANT SHALL BE 5-1/4" WB67 WATEROUS PACER.
2. HYDRANTS TO BE ORDERED FOR 8'-0" BURY. IN AREAS OF EXTRA DEPTH ON THE WATERMAIN, HYDRANTS EXTENSIONS MAY BE REQUIRED.
3. HYDRANTS SHALL BE BLOCKED OR TIED TO THE TEE AT MAIN WITH 2-3/4" DIAMETER TIE RODS. ALL TIE RODS TO BE COAL TAR COATED AFTER INSTALLATION. RESTRAINED JOINT PIPE AND RETAINING GLANDS MAY BE USED.
4. TOP NUT OF HYDRANT 2.5' ABOVE TOP BACK OF CURB OR BITUMINOUS SURFACE.
5. HYDRANTS BURIED BELOW WATER TABLE, DRAIN HOLES NEED TO BE PLUGGED AND HYDRANT MARKED BY PAINTING 5" CAP YELLOW.
6. BRUSH PAINT ALL HYDRANTS AFTER INSTALLATION IS COMPLETE.

APPROVED: 6 - 2017	City of RAMSEY	STANDARD DETAILS: HYDRANT
		CITY PLATE No. WAT-1



NOTES:
SIZE OF FOUNDATION MAY BE CHANGED IN THE PLANS OR SPECIAL PROVISIONS, OR IN THE FIELD AS DIRECTED BY THE ENGINEER.
A FIBER FORMING TUBE MAY BE USED IN ACCORDANCE WITH 2545.3F.
THE UPPER PART OF THE FOUNDATION SHALL BE CHAMFERED OR FORMED AS SHOWN OR DIRECTED AS DIRECTED BY THE ENGINEER IN THE FIELD.
THE OPEN END OF ALL CONDUIT INTO THE FOUNDATION SHALL BE CAPPED UNTIL CABLES ARE PLACED.
ALL BACKFILLING AROUND THE FOUNDATION MUST BE IN ACCORDANCE WITH 2451.
ALL EXCAVATIONS MUST BE PROPERLY COMPACTED IN ACCORDANCE WITH 2451.
ANTI-SEIZE COMPOUND THAT MEETS MIL-PRF-907E SPEC. SHALL BE APPLIED WITH A BRUSH TO ALL THREADS.
END BELL FITTINGS ON CONDUIT ENDS SHALL BE INCLUDED PER SPEC.2545.3G.
① 4 ANCHOR RODS EQUALLY SPACED ON 12-3/4" BOLT CIRCLE POSITIONED SUCH THAT THE PEDESTAL BASE ACCESS DOOR IS CONVENIENTLY LOCATED ON THE SIDE AWAY FROM TRAFFIC OF POSSIBLE.
② FOUR (4) 3/4" DIA ANCHOR RODS, NUTS AND WASHERS PER SPEC. 3385 (TYPE A), OR APPROVED PEDESTAL MANUFACTURERS' EQUAL. THE WASHERS SHALL BE SQUARE OR ROUND PLATE WITH THE DIMENSIONS OF THE WASHERS SHALL BE ONE OF OPTIONS SHOWN ON STANDARD PLATE 8120.
③ RIGID STEEL CONDUIT PER SPEC. 3611 OR RIGID PVC CONDUIT PER SPEC. 3601, SIZE AND NUMBER AS REQUIRED IN PLANS OR SPECIAL PROVISIONS.
④ PREFORMED JOINT FILLER BETWEEN FOUNDATION AND SIDEWALK OR CONCRETE AREA.
⑤ WHEN IN CONTACT WITH ROCK, GROUND RODS SHOULD BE PLACED AS SPECIFIED IN CURRENT NATIONAL ELECTRICAL CODE (NEC)

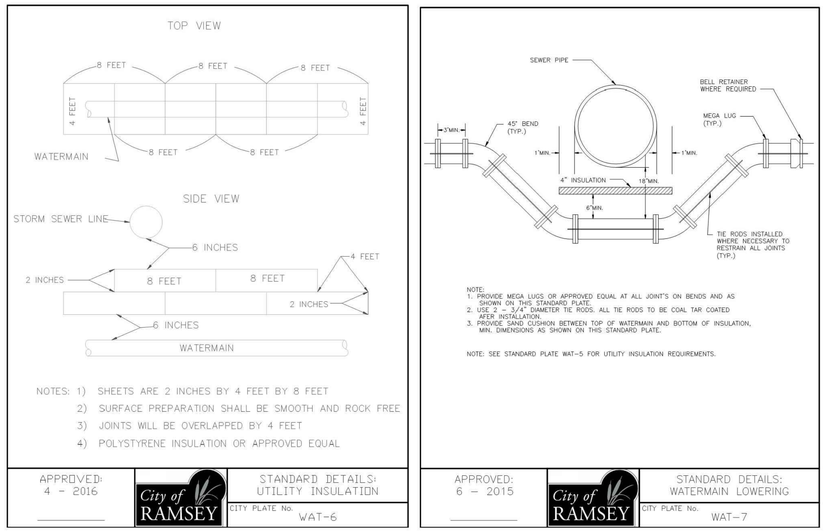
PLANS SYMBOL: TRAFFIC SIGNAL PEDESTAL H

APPROVED JULY 15, 2015 STATE DESIGN ENGINEER	STATE OF MINNESOTA DEPARTMENT OF TRANSPORTATION	SPECIFICATION REFERENCE	STANDARD PLATE NO.
	PEDESTAL FOUNDATION (TRAFFIC CONTROL SIGNALS)	2481 2545	8112I

CASTING SCHEDULE		
CATCH BASIN\MANHOLE\RISER	GRATE TYPE (NEENAH)	
SAN. MH A-M	R-1733	SEE DETAIL SEW-2

NOTE:
1. CASTINGS SHALL BE NEENAH FOUNDRY CASTINGS OR APPROVED EQUIVALENT.
2. CASTINGS SHALL BE STAMPED WITH APPROPRIATE UTILITY NAME ("STORM SEWER", "SANITARY SEWER")

CASTING SCHEDULE
NTS



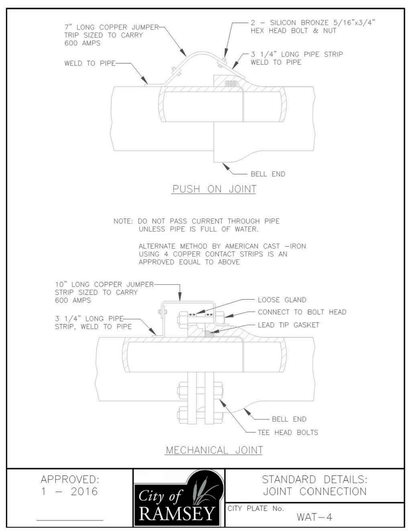
NOTES: 1) SHEETS ARE 2 INCHES BY 4 FEET BY 8 FEET
2) SURFACE PREPARATION SHALL BE SMOOTH AND ROCK FREE
3) JOINTS WILL BE OVERLAPPED BY 4 FEET
4) POLYSTYRENE INSULATION OR APPROVED EQUAL

APPROVED: 4 - 2016	City of RAMSEY	STANDARD DETAILS: UTILITY INSULATION
		CITY PLATE No. WAT-6

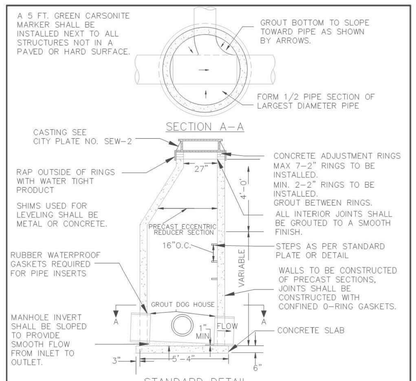
NOTE:
1. PROVIDE MEGA LUGS OR APPROVED EQUAL AT ALL JOINT'S ON BENDS AND AS SHOWN ON THIS STANDARD PLATE.
2. USE 2 – 3/4" DIAMETER TIE RODS. ALL TIE RODS TO BE COAL TAR COATED AFER INSTALLATION.
3. PROVIDE SAND CUSHION BETWEEN TOP OF WATERMAIN AND BOTTOM OF INSULATION, MIN. DIMENSIONS AS SHOWN ON THIS STANDARD PLATE.

NOTE: SEE STANDARD PLATE WAT-5 FOR UTILITY INSULATION REQUIREMENTS.

APPROVED: 6 – 2015	City of RAMSEY	STANDARD DETAILS: WATERMAIN LOWERING
		CITY PLATE No. WAT-7

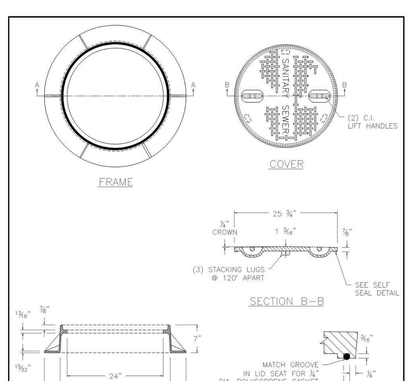


APPROVED: 1 – 2016	City of RAMSEY	STANDARD DETAILS: JOINT CONNECTION
		CITY PLATE No. WAT-4



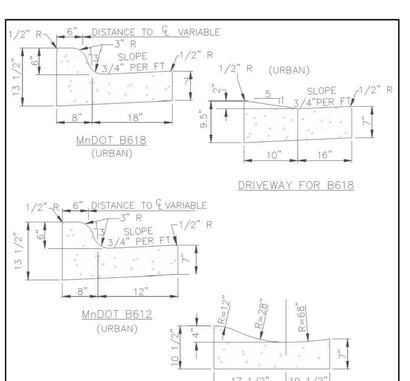
NOTES:
1. A 10 GAGE SOLID COPPER TRACER WIRE IS REQUIRED WITH ALL SEWER LINES.
2. CONDUCTIVITY IS REQUIRED ON ALL TRACER WIRE.
3. TRACER WIRES ARE TO END IN STRUCTURES, AT FINISHED GRADE ON ALL SERVICES AND STUBS.
4. 6" BASE FOR ALL MANHOLES LESS THAN 14 FT. OF DEPTH, INCREASE BASE THICKNESS 2" PER 6 FT. OF DEPTH BEYOND 14 FT.
5. 5" PRECAST BASE MAY BE USED FOR MANHOLES LESS THAN 14 FT. DEEP.
6. ALL INVERTS TO BE 0.10' ABOVE OUTLET.

APPROVED: 1 - 2016	City of RAMSEY	STANDARD DETAILS: SANITARY MANHOLE
		CITY PLATE No. SEW–1



NOTE: NOT TO SCALE

APPROVED: 11 – 2015	City of RAMSEY	STANDARD DETAILS: WATER TIGHT CASTING
		CITY PLATE No. SEW–2



NOTES:
1. ON WEAR COURSE MILL THE EXISTING BITUMINOUS 1.5" BY 24" IN FRONT OF THE REPLACEMENT CURB.
2. ON BASE COURSE SAW CUT AND REMOVE EXISTING BITUMINOUS 18" IN FRONT OF THE REPLACEMENT CURB.

APPROVED: 1 - 2016	City of RAMSEY	STANDARD DETAILS: CURB AND GUTTER
		CITY PLATE No. STR–1

CivilSite GROUP
Civil Engineering • Surveying • Landscape Architecture
4931 W. 35th Street, Suite 200
St. Louis Park, MN 55416
civilsitegroup.com 612-615-0060

City of RAMSEY

PROJECT
IP 18-14 RIVERDALE DRIVE SEWER AND WATER - ARMSTRONG BLVD TO LLAMA STREET
RIVERDALE DRIVE NW., RAMSEY, MN

CITY OF RAMSEY
7550 SUNWOOD DRIVE NW, RAMSEY, MN 55303

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
Matthew R. Pavek
DATE 01/25/19 LICENSE NO. 44263

ISSUE/SUBMITTAL SUMMARY

DATE	DESCRIPTION
12/20/18	BID SET
01/09/19	REVISED
01/25/19	REVISED

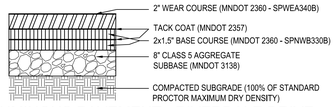
REVISION SUMMARY

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CIVIL DETAILS

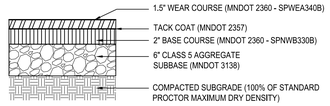
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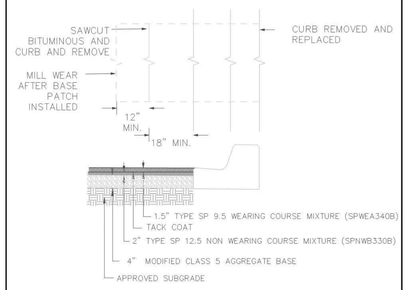
1 BITUMINOUS PAVEMENT - RIVERDALE DRIVE

NTS



2 BITUMINOUS PAVEMENT - ARMSTRONG BLVD AND LLAMA ST

NTS



NOTES:
1. BITUMNOUS SHALL BE SAWCUT AND REMOVED AFTER CURB IS REPLACED.
2. CLASS 5 AND BITUMINOUS COURSES SHALL BE MECHNICALLY COMPACTED.
3. SEE CITY PLATE STR-26 FOR MODIFIED CLASS 5 SPECIFICATIONS.

APPROVED: 6 - 2016	City of RAMSEY	STANDARD DETAILS: STREET PATCHING STANDARDS
		CITY PLATE No. STR-25

TABLE A
MODIFIED CLASS 5 SPECIFICATIONS

% PASSING

1"	100
3/4"	90 – 100
3/8"	50 – 80
No.4	35 – 70
No.10	20 – 60
No.40	10 – 35
No.200	5 – 10

NOTES:
1. THE AGGREGATE BASE CONSTRUCTION WILL BE ACCEPTED FOR PAYMENT IN ACCORDANCE WITH THE PROVISIONS IN TABLE A.
2. IF THE AGGREGATE BASE FAILS TO MEET THE REQUIREMENTS OF TABLE A THE MATERIAL CAN BE CORRECTED IN PLACE OR REMOVED AND REPLACED WITH MATERIAL THAT MEET THE REQUIREMENTS OF TABLE A.
3. IN THE EVENT THAT RECYCLED MATERIAL IS USE IT MUST MEET MNDOT REQUIREMENTS FOR RECYCLED BASE.

APPROVED: 2 - 2003	City of RAMSEY	STANDARD DETAILS: MODIFIED CLASS 5 SPECIFICATIONS
		CITY PLATE No. STR-26

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City of RAMSEY

PROJECT

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RIVERDALE DRIVE NW., RAMSEY, MN

CITY OF RAMSEY

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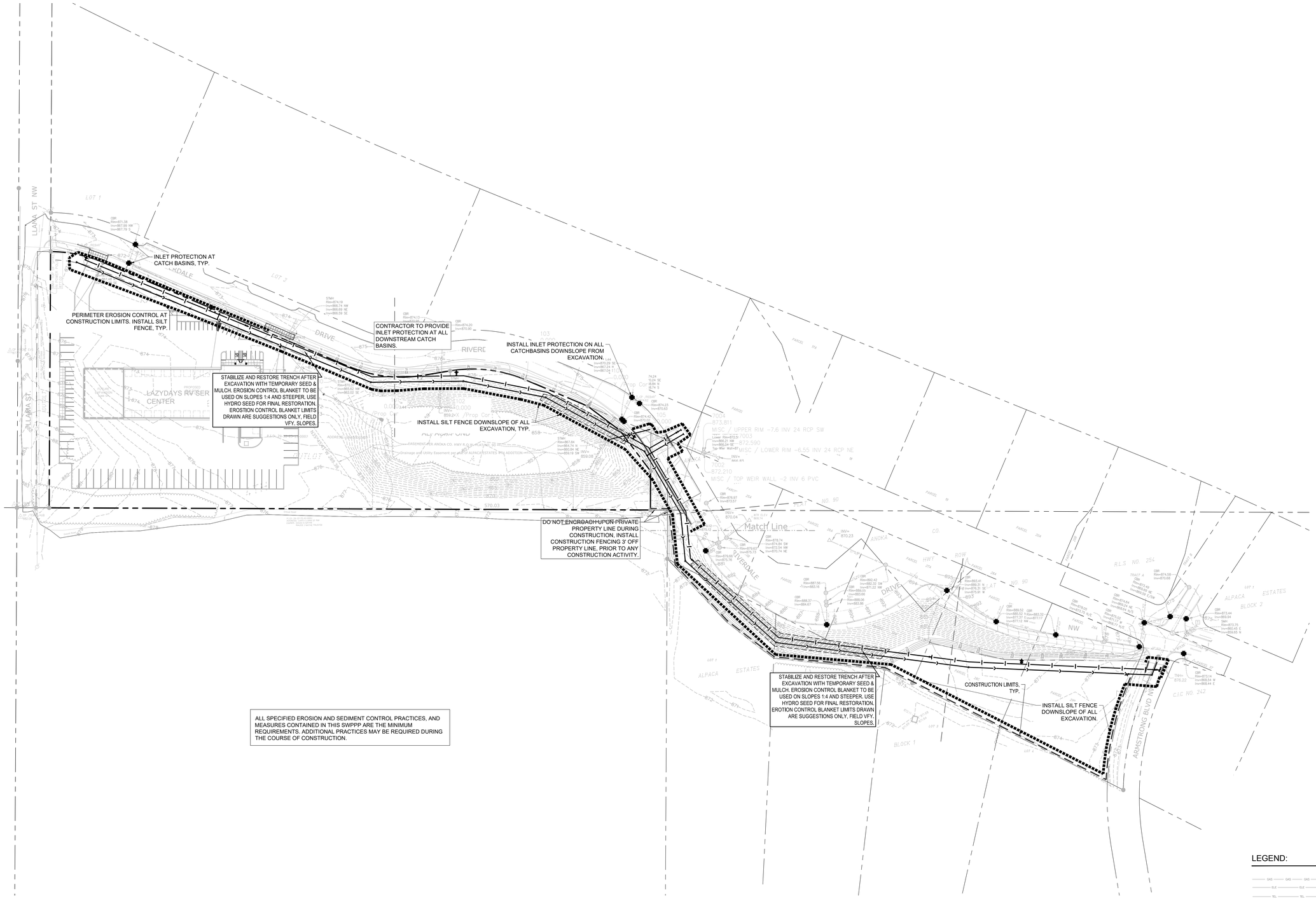
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CIVIL DETAILS

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ALL SPECIFIED EROSION AND SEDIMENT CONTROL PRACTICES, AND MEASURES CONTAINED IN THIS SWPPP ARE THE MINIMUM REQUIREMENTS. ADDITIONAL PRACTICES MAY BE REQUIRED DURING THE COURSE OF CONSTRUCTION.

SWPPP NOTES:

1. THIS PROJECT IS GREATER THAN ONE ACRE AND WILL REQUIRE AN MPCA NPDES PERMIT. CONTRACTOR IS RESPONSIBLE FOR OBTAINING ANY EROSION CONTROL PERMITS REQUIRED BY THE CITY.

2. SEE SHEETS SW1.0 - SW1.5 FOR ALL EROSION CONTROL NOTES, DESCRIPTIONS, AND PRACTICES.

3. SEE GRADING PLAN FOR ADDITIONAL GRADING AND EROSION CONTROL NOTES.

4. CONTRACTOR IS RESPONSIBLE FOR SWPPP IMPLEMENTATION, INSPECTIONS, AND COMPLIANCE WITH NPDES PERMIT.

CITY OF RAMSEY EROSION CONTROL NOTES:

1. RESERVED FOR CITY SPECIFIC EROSION CONTROL NOTES.

LEGEND:

- EX. UNDERGROUND GAS LINE
- EX. UNDERGROUND ELECTRICITY LINE
- EX. UNDERGROUND TELEPHONE LINE
- EX. UNDERGROUND FIBEROPTIC LINE
- EX. 1' CONTOUR ELEVATION INTERVAL
- 1.0' CONTOUR ELEVATION INTERVAL
- SILT FENCE / BIOROLL - GRADING LIMIT
- INLET PROTECTION
- TEMPORARY SEED & MULCH AND EROSION CONTROL BLANKET

GOPHER STATE ONE CALL
WWW.GOPHERSTATEONECALL.ORG
(800) 252-1166 TOLL FREE
(651) 454-0002 LOCAL

1" = 80'-0"
40'-0" 0 80'-0"

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City of RAMSEY

PROJECT

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RIVERDALE DRIVE NW., RAMSEY, MN

CITY OF RAMSEY
7550 SUNWOOD DRIVE NW, RAMSEY, MN 55303

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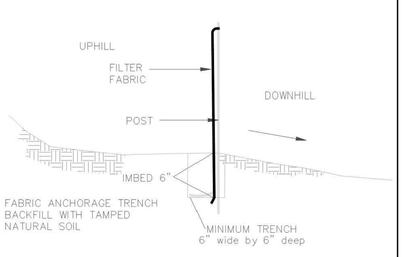
REVISION SUMMARY

DATE	DESCRIPTION

SWPPP - PROPOSED CONDITIONS

SW1.0

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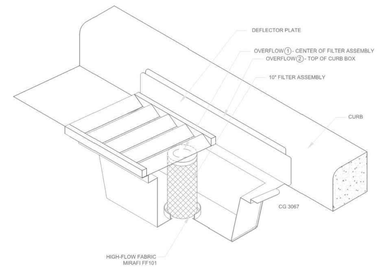


INSTALL AS PER FILTER FABRIC MANUFACTURER'S RECOMMENDATIONS

SILT FENCE DETAIL

NO SCALE

APPROVED: 1 – 2016	City of RAMSEY	STANDARD DETAILS: SILT FENCE
		CITY PLATE No. ERO–1

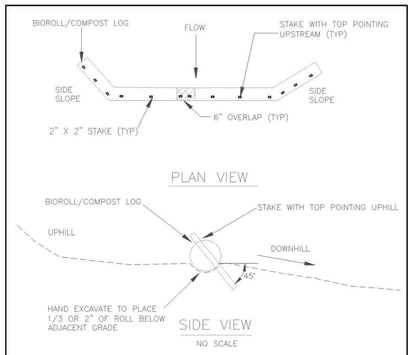


INLET PROTECTION – WIMCO OR EQUAL

N.T.S.

NOTE:
THIS INLET PROTECTION SHALL BE USED IMMEDIATELY FOLLOWING CURB & GUTTER CONSTRUCTION. INLET PROTECTION SHALL REMAIN INSTALLED AND MAINTAINTED UNTIL ALL HOME CONSTRUCTION IS COMPLETE.

APPROVED: 1 – 2016	City of RAMSEY	STANDARD DETAILS: INLET PROTECTION
		CITY PLATE No. ERO–2



SIDE VIEW

NO SCALE

NOTE:
STAKE INTO GROUND WITH WOOD STAKES DRIVING STAKE 6" INTO GROUND AND PROTRUDING 2" ABOVE LOG
WOOD STAKES ARE A MINIMUM 0.5" X 2" X 16" AND PLACED EVERY 1' UNLESS PRECLUDED BY A ROCK
WHEN MORE THAN 1 BIOROLL/COMPOST LOG IS NEEDED, OVERLAP ENDS A MINIMUM OF 6" AND STAKE
WOOD STAKES ARE DRIVEN THROUGH BACK HALF OF BIOROLL OR COMPOST LOG AT 45° ANGLE WITH TOP OF STAKE POINTING UPHILL

APPROVED: 3 – 2016	City of RAMSEY	STANDARD DETAILS: BIO ROLL (COMPOST LOG)
		CITY PLATE No. ERO–4

MNDOT 2016 SPEC

MNDOT 2016 SPEC TABLE 3877–1 COMMON TOPSOIL BORROW		
REQUIREMENT	RANGE	TEST METHOD
MATERIAL PASSING THE 3/4 IN [19MM]	100%	ASTM D 422
MATERIAL PASSING NO. 4 [4.75MM]	≥85%	–
CLAY	5% –35%	ASTM D 422
SILT	5% – 70%	ASTM D 422
SAND	10% – 75%	ASTM D 422
ORGANIC MATTER	3% – 15%	ASTM D 2974
pH	6.1–7.8	ASTM G 51

NOTE:
1. INSTALLATION OF 4" OF TOPSOIL MEETING MNDOT SPECIFICATION 3877A COMMON TOPSOIL BORROW, MAY BE REQUIRED ACROSS ALL DISTURBED AREAS.
2. A SOIL CERTIFICATION FROM A GEOTECHNICAL FIRM MUST BE PROVIDED VERIFYING THE TOPSOIL MEETS SPECIFICATION ALONG WITH LOAD TICKETS TO VERIFY THE SOURCE OF MATERIAL AND QUANTITY.
3. TOPSOIL MUST COME FROM A CITY APPROVED SOURCE.

APPROVED: 1 – 2016	City of RAMSEY	CITY PLATE No. ERO–6	STANDARD DETAILS: TOPSOIL REQUIREMENTS

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SWPPP - DETAILS

SW1.1

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THE CONTRACTOR AND ALL SUBCONTRACTORS INVOLVED WITH A CONSTRUCTION ACTIVITY THAT DISTURBS SITE SOIL OR WHO IMPLEMENT A POLLUTANT CONTROL MEASURE IDENTIFIED IN THE STORM WATER POLLUTION PREVENTION PLAN (SWPPP) MUST COMPLY WITH THE REQUIREMENTS OF THE NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM (NPDES) GENERAL PERMIT (DATED AUGUST 1, 2018 # MNR100001) AND ANY LOCAL GOVERNING AGENCY HAVING JURISDICTION CONCERNING EROSION AND SEDIMENTATION CONTROL.

STORMWATER DISCHARGE DESIGN REQUIREMENTS

SWPPP

THE NATURE OF THIS PROJECT WILL BE CONSISTENT WITH WHAT IS REPRESENTED IN THIS SET OF CONSTRUCTION PLANS AND SPECIFICATIONS. SEE THE SWPPP PLAN SHEETS AND SWPPP NARRATIVE (ATTACHMENT A: CONSTRUCTION SWPPP TEMPLATE) FOR ADDITIONAL SITE SPECIFIC SWPPP INFORMATION. THE PLANS SHOW LOCATIONS AND TYPES OF ALL TEMPORARY AND PERMANENT EROSION PREVENTION AND SEDIMENT CONTROL BMPS, STANDARD DETAILS ARE ATTACHED TO THIS SWPPP DOCUMENT,

THE INTENDED SEQUENCING OF MAJOR CONSTRUCTION ACTIVITIES IS AS FOLLOWS:
1. INSTALL STABILIZED ROCK CONSTRUCTION ENTRANCE
2. INSTALLATION OF SILT FENCE AROUND SITE
3. INSTALL ORANGE CONSTRUCTION FENCING AROUND INFILTRATION AREAS.
4. CLEAR AND GRUB FOR TEMPORARY SEDIMENT BASIN / POND INSTALL
5. CONSTRUCT TEMPORARY SEDIMENT BASIN / POND (SECTION 14)
6. CLEAR AND GRUB REMAINDER OF SITE
7. STRIP AND STOCKPILE TOPSOIL
8. ROUGH GRADING OF SITE
9. STABILIZE DENUDED AREAS AND STOCKPILES
10. INSTALL SANITARY SEWER, WATER MAIN STORM SEWER AND SERVICES
11. INSTALL SILT FENCE / INLET PROTECTION AROUND CB'S
12. INSTALL STREET SECTION
13. INSTALL CURB AND GUTTER
14. BITUMINOUS ON STREETS
15. FINAL GRADE BOULEVARD, INSTALL SEED AND MULCH
16. REMOVE ACCUMULATED SEDIMENT FROM BASIN / POND
17. FINAL GRADE POND / INFILTRATION BASINS (DO NOT COMPACT SOILS IN INFILTRATION AREAS.)
18. WHEN ALL CONSTRUCTION ACTIVITY IS COMPLETE AND THE SITE IS STABILIZED BY EITHER SEED OR SOD/LANDSCAPING, REMOVE SILT FENCE AND RESEED ANY AREAS DISTURBED BY THE REMOVAL.

RECORDS RETENTION:

THE SWPPP (ORIGINAL OR COPIES) INCLUDING, ALL CHANGES TO IT, AND INSPECTIONS AND MAINTENANCE RECORDS MUST BE KEPT AT THE SITE DURING CONSTRUCTION BY THE PERMITTEE WHO HAS OPERATIONAL CONTROL OF THAT PORTION OF THE SITE. THE SWPPP CAN BE KEPT IN EITHER THE FIELD OFFICE OR IN AN ON SITE VEHICLE DURING NORMAL WORKING HOURS.

ALL OWNER(S) MUST KEEP THE SWPPP, ALONG WITH THE FOLLOWING ADDITIONAL RECORDS, ON FILE FOR THREE (3) YEARS AFTER SUBMITTAL OF THE NOT AS OUTLINED IN SECTION 4. THIS DOES NOT INCLUDE ANY RECORDS AFTER SUBMITTAL OF THE NOT.

1. THE FINAL SWPPP;
2. ANY OTHER STORMWATER RELATED PERMITS REQUIRED FOR THE PROJECT;
3. RECORDS OF ALL INSPECTION AND MAINTENANCE CONDUCTED DURING CONSTRUCTION (SEE SECTION 11. INSPECTIONS AND MAINTENANCE);
4. ALL PERMANENT OPERATION AND MAINTENANCE AGREEMENTS THAT HAVE BEEN IMPLEMENTED, INCLUDING ALL RIGHT OF WAY, CONTRACTS, COVENANTS AND OTHER BINDING REQUIREMENTS REGARDING PERPETUAL MAINTENANCE; AND
5. ALL REQUIRED CALCULATIONS FOR DESIGN OF THE TEMPORARY AND PERMANENT STORMWATER MANAGEMENT SYSTEMS.

SWPPP IMPLEMENTATION RESPONSIBILITIES:

1. THE OWNER AND CONTRACTOR ARE PERMITTEE(S) AS IDENTIFIED BY THE NPDES PERMIT.
2. CONTRACTOR SHALL BE RESPONSIBLE FOR ALL ON-SITE IMPLEMENTATION OF THE SWPPP, INCLUDING THE ACTIVITIES OF ALL OF THE CONTRACTOR'S SUBCONTRACTORS.
3. CONTRACTOR SHALL PROVIDE A PERSON(S) KNOWLEDGEABLE AND EXPERIENCED IN THE APPLICATION OF EROSION PREVENTION AND SEDIMENT CONTROL BMPS TO OVERSEE ALL INSTALLATION AND MAINTENANCE OF BMPS AND IMPLEMENTATION OF THE SWPPP.
4. CONTRACTOR SHALL PROVIDE PERSON(S) MEETING THE TRAINING REQUIREMENTS OF THE NPDES PERMIT TO CONDUCT INSPECTION AND MAINTENANCE OF ALL EROSION PREVENTION AND SEDIMENT CONTROL BMPS IN ACCORDANCE WITH THE REQUIREMENTS OF THE PERMIT. ONE OF THESE INDIVIDUAL(S) MUST BE AVAILABLE FOR AN ONSITE INSPECTION WITHIN 72 HOURS UPON REQUEST BY MPCA. CONTRACTOR SHALL PROVIDE TRAINING DOCUMENTATION FOR THESE INDIVIDUAL(S) AS REQUIRED BY THE NPDES PERMIT. THIS TRAINING DOCUMENTATION SHALL BE RECORDED IN OR WITH THE SWPPP BEFORE THE START OF CONSTRUCTION OR AS SOON AS THE PERSONNEL FOR THE PROJECT HAVE BEEN DETERMINED. DOCUMENTATION SHALL INCLUDE:
   - 4.1. NAMES OF THE PERSON/NEL ASSOCIATED WITH THE PROJECT THAT ARE REQUIRED TO BE TRAINED PER SECTION 21 OF THE PERMIT.
   - 4.2. DATES OF TRAINING AND NAME OF INSTRUCTOR AND ENTITY PROVIDING TRAINING.
   - 4.3. CONTENT OF TRAINING COURSE OR WORKSHOP INCLUDING THE NUMBER OF HOURS OF TRAINING.
5. FOLLOWING FINAL STABILIZATION AND THE TERMINATION OF COVERAGE FOR THE NPDES PERMIT, THE OWNER IS EXPECTED TO FURNISH LONG TERM OPERATION AND MAINTENANCE (O & M) OF THE PERMANENT STORM WATER MANAGEMENT SYSTEM.

CONSTRUCTION ACTIVITY REQUIREMENTS

SWPPP AMENDMENTS (SECTION 6):

1. ONE OF THE INDIVIDUALS DESCRIBED IN ITEM 21.2.A OR ITEM 21.2.B OR ANOTHER QUALIFIED INDIVIDUAL MUST COMPLETE ALL SWPPP CHANGES. CHANGES INVOLVING THE USE OF A LESS STRINGENT BMP MUST INCLUDE A JUSTIFICATION DESCRIBING HOW THE REPLACEMENT BMP IS EFFECTIVE FOR THE SITE CHARACTERISTICS.
2. PERMITTEES MUST AMEND THE SWPPP TO INCLUDE ADDITIONAL OR MODIFIED BMPS AS NECESSARY TO CORRECT PROBLEMS IDENTIFIED OR ADDRESS SITUATIONS WHENEVER THERE IS A CHANGE IN DESIGN, CONSTRUCTION, OPERATION, MAINTENANCE, WEATHER OR SEASONAL CONDITIONS HAVING A SIGNIFICANT EFFECT ON THE DISCHARGE OF POLLUTANTS TO SURFACE WATERS OR GROUNDWATER.
3. PERMITTEES MUST AMEND THE SWPPP TO INCLUDE ADDITIONAL OR MODIFIED BMPS AS NECESSARY TO CORRECT PROBLEMS IDENTIFIED OR ADDRESS SITUATIONS WHENEVER INSPECTIONS OR INVESTIGATIONS BY THE SITE OWNER OR OPERATOR, USEPA OR MPCA OFFICIALS INDICATE THE SWPPP IS NOT EFFECTIVE IN ELIMINATING OR SIGNIFICANTLY MINIMIZING THE DISCHARGE OF POLLUTANTS TO SURFACE WATERS OR GROUNDWATER OR THE DISCHARGES ARE CAUSING WATER QUALITY STANDARD EXCEEDANCES (E.G., NUISANCE CONDITIONS AS DEFINED IN MINN. R. 7050.0210, SUBP. 2) OR THE SWPPP IS NOT CONSISTENT WITH THE OBJECTIVES OF A USEPA APPROVED TMDL.

BMP SELECTION AND INSTALLATION (SECTION 7):

1. PERMITTEES MUST SELECT, INSTALL, AND MAINTAIN THE BMPS IDENTIFIED IN THE SWPPP AND IN THIS PERMIT IN AN APPROPRIATE AND FUNCTIONAL MANNER AND IN ACCORDANCE WITH RELEVANT MANUFACTURER SPECIFICATIONS AND ACCEPTED ENGINEERING PRACTICES.

EROSION PREVENTION (SECTION 8):

1. BEFORE WORK BEGINS, PERMITTEES MUST DELINEATE THE LOCATION OF AREAS NOT TO BE DISTURBED.
2. PERMITTEES MUST MINIMIZE THE NEED FOR DISTURBANCE OF PORTIONS OF THE PROJECT WITH STEEP SLOPES. WHEN STEEP SLOPES MUST BE DISTURBED, PERMITTEES MUST USE TECHNIQUES SUCH AS PHASING AND STABILIZATION PRACTICES DESIGNED FOR STEEP SLOPES (E.G., SLOPE DRAINING AND TERRACING).
3. PERMITTEES MUST STABILIZE ALL EXPOSED SOIL AREAS, INCLUDING STOCKPILES. STABILIZATION MUST BE INITIATED IMMEDIATELY TO LIMIT SOIL EROSION WHEN CONSTRUCTION ACTIVITY HAS PERMANENTLY OR TEMPORARILY CEASED ON ANY PORTION OF THE SITE AND WILL NOT RESUME FOR A PERIOD EXCEEDING 7 CALENDAR DAYS. STABILIZATION MUST BE COMPLETED NO LATER THAN 7 CALENDAR DAYS AFTER THE CONSTRUCTION ACTIVITY HAS CEASED. STABILIZATION IS NOT REQUIRED ON CONSTRUCTED BASE COMPONENTS OF ROADS, PARKING LOTS AND SIMILAR SURFACES. STABILIZATION IS NOT REQUIRED ON TEMPORARY STOCKPILES WITHOUT SIGNIFICANT SILT, CLAY OR ORGANIC COMPONENTS (E.G., CLEAN AGGREGATE STOCKPILES, DEMOLITION CONCRETE STOCKPILES, SAND STOCKPILES) BUT PERMITTEES MUST PROVIDE SEDIMENT CONTROLS AT THE BASE OF THE STOCKPILE.
4. FOR PUBLIC WATERS THAT THE MINNESOTA DNR HAS PROMULGATED "WORK IN WATER RESTRICTIONS" DURING SPECIFIED FISH SPAWNING TIME FRAMES, PERMITTEES MUST COMPLETE STABILIZATION OF ALL EXPOSED SOIL AREAS WITHIN 200 FEET OF THE WATER'S EDGE, AND THAT DRAIN TO THESE WATERS, WITHIN 24 HOURS DURING THE RESTRICTION PERIOD.
5. PERMITTEES MUST STABILIZE THE NORMAL WETTED PERIMETER OF THE LAST 200 LINEAR FEET OF TEMPORARY OR PERMANENT DRAINAGE DITCHES OR SWALES THAT DRAIN WATER FROM THE SITE WITHIN 24 HOURS AFTER CONNECTING TO A SURFACE WATER OR PROPERTY EDGE. PERMITTEES MUST COMPLETE STABILIZATION OF REMAINING PORTIONS OF TEMPORARY OR PERMANENT DITCHES OR SWALES WITHIN 7 CALENDAR DAYS AFTER CONNECTING TO A SURFACE WATER OR PROPERTY EDGE AND CONSTRUCTION IN THAT PORTION OF THE DITCH TEMPORARILY OR PERMANENTLY CEASES.
6. TEMPORARY OR PERMANENT DITCHES OR SWALES BEING USED AS A SEDIMENT CONTAINMENT SYSTEM DURING CONSTRUCTION (WITH PROPERLY DESIGNED ROCK DITCH CHECKS, BIO ROLLS, SILT DIKES, ETC.) DO NOT NEED TO BE STABILIZED. PERMITTEES MUST STABILIZE THESE AREAS WITHIN 24 HOURS AFTER THEIR USE AS A SEDIMENT CONTAINMENT SYSTEM CEASES
7. PERMITTEES MUST NOT USE MULCH, HYDROMULCH, TACKIFIER, POLYACRYLAMIDE OR SIMILAR EROSION PREVENTION PRACTICES WITHIN ANY PORTION OF THE NORMAL WETTED PERIMETER OF A TEMPORARY OR PERMANENT DRAINAGE DITCH OR SWALE SECTION WITH A CONTINUOUS SLOPE OF GREATER THAN 2 PERCENT.
8. PERMITTEES MUST PROVIDE TEMPORARY OR PERMANENT ENERGY DISSIPATION AT ALL PIPE OUTLETS WITHIN 24 HOURS AFTER CONNECTION TO A SURFACE WATER OR PERMANENT STORMWATER TREATMENT SYSTEM.
9. PERMITTEES MUST NOT DISTURB MORE LAND (I.E., PHASING) THAN CAN BE EFFECTIVELY INSPECTED AND MAINTAINED IN ACCORDANCE WITH SECTION 11.

SEDIMENT CONTROL (SECTION 9):

1. PERMITTEES MUST ESTABLISH SEDIMENT CONTROL BMPS ON ALL DOWNGRADIENT PERIMETERS OF THE SITE AND DOWNGRADIENT AREAS OF THE SITE THAT DRAIN TO ANY SURFACE WATER, INCLUDING CURB AND GUTTER SYSTEMS. PERMITTEES MUST LOCATE SEDIMENT CONTROL PRACTICES UPGRADIENT OF ANY BUFFER ZONES. PERMITTEES MUST INSTALL SEDIMENT CONTROL PRACTICES BEFORE ANY UPGRADIENT LAND-DISTURBING ACTIVITIES BEGIN AND MUST KEEP THE SEDIMENT CONTROL PRACTICES IN PLACE UNTIL THEY ESTABLISH PERMANENT COVER.
2. IF DOWNGRADIENT SEDIMENT CONTROLS ARE OVERLOADED, BASED ON FREQUENT FAILURE OR EXCESSIVE MAINTENANCE REQUIREMENTS, PERMITTEES MUST INSTALL ADDITIONAL UPGRADIENT SEDIMENT CONTROL PRACTICES OR REDUNDANT BMPS TO ELIMINATE THE OVERLOADING AND AMEND THE SWPPP TO IDENTIFY THESE ADDITIONAL PRACTICES AS REQUIRED IN ITEM 6.3.
3. TEMPORARY OR PERMANENT DRAINAGE DITCHES AND SEDIMENT BASINS DESIGNED AS PART OF A SEDIMENT CONTAINMENT SYSTEM (E.G., DITCHES WITH ROCK-CHECK DAMS) REQUIRE SEDIMENT CONTROL PRACTICES ONLY AS APPROPRIATE FOR SITE CONDITIONS.
4. A FLOATING SILT CURTAIN PLACED IN THE WATER IS NOT A SEDIMENT CONTROL BMP TO SATISFY ITEM 9.2 EXCEPT WHEN WORKING ON A SHORELINE OR BELOW THE WATERLINE. IMMEDIATELY AFTER THE SHORT TERM CONSTRUCTION ACTIVITY (E.G., INSTALLATION OF RIP RAP ALONG THE SHORELINE) IN THAT AREA IS COMPLETE, PERMITTEES MUST INSTALL AN UPLAND PERIMETER CONTROL PRACTICE IF EXPOSED SOILS STILL DRAIN TO A SURFACE WATER.
5. PERMITTEES MUST RE-INSTALL ALL SEDIMENT CONTROL PRACTICES ADJUSTED OR REMOVED TO ACCOMMODATE SHORT-TERM ACTIVITIES SUCH AS CLEARING OR GRUBBING, OR PASSAGE OF VEHICLES, IMMEDIATELY AFTER THE SHORT-TERM ACTIVITY IS COMPLETED. PERMITTEES MUST RE-INSTALL SEDIMENT CONTROL PRACTICES BEFORE THE NEXT PRECIPITATION EVENT EVEN IF THE SHORT-TERM ACTIVITY IS NOT COMPLETE.
6. PERMITTEES MUST PROTECT ALL STORM DRAIN INLETS USING APPROPRIATE BMPS DURING CONSTRUCTION UNTIL THEY ESTABLISH PERMANENT COVER ON ALL AREAS WITH POTENTIAL FOR DISCHARGING TO THE INLET.
7. PERMITTEES MAY REMOVE INLET PROTECTION FOR A PARTICULAR INLET IF A SPECIFIC SAFETY CONCERN (E.G. STREET FLOODING/FREEZING) IS IDENTIFIED BY THE PERMITTEES OR THE JURISDICTIONAL AUTHORITY (E.G., CITY/COUNTY/TOWNSHIP/MINNESOTA DEPARTMENT OF TRANSPORTATION ENGINEER), PERMITTEES MUST DOCUMENT THE NEED FOR REMOVAL IN THE SWPPP.
8. PERMITTEES MUST PROVIDE SILT FENCE OR OTHER EFFECTIVE SEDIMENT CONTROLS AT THE BASE OF STOCKPILES ON THE DOWNGRADIENT PERIMETER.
9. PERMITTEES MUST LOCATE STOCKPILES OUTSIDE OF NATURAL BUFFERS OR SURFACE WATERS, INCLUDING STORMWATER CONVEYANCES SUCH AS CURB AND GUTTER SYSTEMS UNLESS THERE IS A BYPASS IN PLACE FOR THE STORMWATER.
10. PERMITTEES MUST INSTALL A VEHICLE TRACKING BMP TO MINIMIZE THE TRACK OUT OF SEDIMENT FROM THE CONSTRUCTION SITE OR ONTO PAVED ROADS WITHIN THE SITE.
11. PERMITTEES MUST USE STREET SWEEPING IF VEHICLE TRACKING BMPS ARE NOT ADEQUATE TO PREVENT SEDIMENT TRACKING ONTO THE STREET.
12. PERMITTEES MUST INSTALL TEMPORARY SEDIMENT BASINS AS REQUIRED IN SECTION 14.
13. IN ANY AREAS OF THE SITE WHERE FINAL VEGETATIVE STABILIZATION WILL OCCUR, PERMITTEES MUST RESTRICT VEHICLE AND EQUIPMENT USE TO MINIMIZE SOIL COMPACTION.
14. PERMITTEES MUST PRESERVE TOPSOIL ON THE SITE, UNLESS INFEASIBLE.
15. PERMITTEES MUST DIRECT DISCHARGES FROM BMPS TO VEGETATED AREAS UNLESS INFEASIBLE.
16. PERMITTEES MUST PRESERVE A 50 FOOT NATURAL BUFFER OR, IF A BUFFER IS INFEASIBLE ON THE SITE, PROVIDE REDUNDANT (DOUBLE) PERIMETER SEDIMENT CONTROLS WHEN A SURFACE WATER IS LOCATED WITHIN 50 FEET OF THE PROJECT'S EARTH DISTURBANCES AND STORMWATER FLOWS TO THE SURFACE WATER. PERMITTEES MUST INSTALL PERIMETER SEDIMENT CONTROLS AT LEAST 5 FEET APART UNLESS LIMITED BY LACK OF AVAILABLE SPACE. NATURAL BUFFERS ARE NOT REQUIRED ADJACENT TO ROAD DITCHES, JUDICIAL DITCHES, COUNTY DITCHES, STORMWATER CONVEYANCE CHANNELS, STORM DRAIN INLETS, AND SEDIMENT BASINS. IF PRESERVING THE BUFFER IS INFEASIBLE, PERMITTEES MUST DOCUMENT THE REASONS IN THE SWPPP. SHEET PILING IS A REDUNDANT PERIMETER CONTROL IF INSTALLED IN A MANNER THAT RETAINS ALL STORMWATER.
17. PERMITTEES MUST USE POLYMERS, FLOCCULANTS, OR OTHER SEDIMENTATION TREATMENT CHEMICALS IN ACCORDANCE WITH ACCEPTED ENGINEERING PRACTICES, DOSING SPECIFICATIONS AND SEDIMENT REMOVAL DESIGN SPECIFICATIONS PROVIDED BY THE MANUFACTURER OR SUPPLIER. THE PERMITTEES MUST USE CONVENTIONAL EROSION AND SEDIMENT CONTROLS PRIOR TO CHEMICAL ADDITION AND MUST DIRECT TREATED STORMWATER TO A SEDIMENT CONTROL SYSTEM FOR FILTRATION OR SETTLEMENT OF THE FLOC PRIOR TO DISCHARGE.

DEWATERING AND BASIN DRAINING (SECTION 10):

1. PERMITTEES MUST DISCHARGE TURBID OR SEDIMENT-LADEN WATERS RELATED TO DEWATERING OR BASIN DRAINING (E.G., PUMPED DISCHARGES, TRENCH/DITCH CUTS FOR DRAINAGE) TO A TEMPORARY OR PERMANENT SEDIMENT BASIN ON THE PROJECT SITE UNLESS INFEASIBLE. PERMITTEES MAY DEWATER TO SURFACE WATERS IF THEY VISUALLY CHECK TO ENSURE ADEQUATE TREATMENT HAS BEEN OBTAINED AND NUISANCE CONDITIONS (SEE MINN. R. 7050.0210, SUBP. 2) WILL NOT RESULT FROM THE DISCHARGE. IF PERMITTEES CANNOT DISCHARGE THE WATER TO A SEDIMENTATION BASIN PRIOR TO ENTERING A SURFACE WATER, PERMITTEES MUST TREAT IT WITH APPROPRIATE BMPS SUCH THAT THE DISCHARGE DOES NOT ADVERSELY AFFECT THE SURFACE WATER OR DOWNSTREAM PROPERTIES.
2. IF PERMITTEES MUST DISCHARGE WATER CONTAINING OIL OR GREASE, THEY MUST USE AN OIL-WATER SEPARATOR OR SUITABLE FILTRATION DEVICE (E.G., CARTRIDGE FILTERS, ABSORBENTS PADS) PRIOR TO DISCHARGE.
3. PERMITTEES MUST DISCHARGE ALL WATER FROM DEWATERING OR BASIN-DRAINING ACTIVITIES IN A MANNER THAT DOES NOT CAUSE EROSION OR SCOUR IN THE IMMEDIATE VICINITY OF DISCHARGE POINTS OR INUNDATION OF WETLANDS IN THE IMMEDIATE VICINITY OF DISCHARGE POINTS THAT CAUSES SIGNIFICANT ADVERSE IMPACT TO THE WETLAND.
4. IF PERMITTEES USE FILTERS WITH BACKWASH WATER, THEY MUST HAUL THE BACKWASH WATER AWAY FOR DISPOSAL, RETURN THE BACKWASH WATER TO THE BEGINNING OF THE TREATMENT PROCESS, OR INCORPORATE THE BACKWASH WATER INTO THE SITE IN A MANNER THAT DOES NOT CAUSE EROSION.

INSPECTIONS AND MAINTENANCE (SECTION 11):

1. PERMITTEES MUST ENSURE A TRAINED PERSON, AS IDENTIFIED IN ITEM 21.2.B, WILL INSPECT THE ENTIRE CONSTRUCTION SITE AT LEAST ONCE EVERY SEVEN (7) DAYS DURING ACTIVE CONSTRUCTION AND WITHIN 24 HOURS AFTER A RAINFALL EVENT GREATER THAN 1/2 INCH IN 24 HOURS. INSPECTION LOGS MUST BE SENT TO CITY INSPECTOR WEEKLY AND AFTER EVERY ½" RAINFALL EVENT. COMPLETE INSPECTION HISTORY MUST BE SENT TO THE CITY PRIOR TO FINAL ACCEPTANCE.
2. PERMITTEES MUST INSPECT AND MAINTAIN ALL PERMANENT STORMWATER TREATMENT BMPS.
3. PERMITTEES MUST INSPECT ALL EROSION PREVENTION AND SEDIMENT CONTROL BMPS AND POLLUTION PREVENTION MANAGEMENT MEASURES TO ENSURE INTEGRITY AND EFFECTIVENESS. PERMITTEES MUST REPAIR, REPLACE OR SUPPLEMENT ALL NONFUNCTIONAL BMPS WITH FUNCTIONAL BMPS BY THE END OF THE NEXT BUSINESS DAY AFTER DISCOVERY UNLESS ANOTHER TIME FRAME IS SPECIFIED IN ITEM 11.5 OR 11.6. PERMITTEES MAY TAKE ADDITIONAL TIME IF FIELD CONDITIONS PREVENT ACCESS TO THE AREA.
4. DURING EACH INSPECTION, PERMITTEES MUST INSPECT SURFACE WATERS, INCLUDING DRAINAGE DITCHES AND CONVEYANCE SYSTEMS BUT NOT CURB AND GUTTER SYSTEMS, FOR EVIDENCE OF EROSION AND SEDIMENT DEPOSITION. PERMITTEES MUST REMOVE ALL DELTAS AND SEDIMENT DEPOSITED IN SURFACE WATERS, INCLUDING DRAINAGE WAYS, CATCH BASINS, AND OTHER DRAINAGE SYSTEMS AND RESTABILIZE THE AREAS WHERE SEDIMENT REMOVAL RESULTS IN EXPOSED SOIL. PERMITTEES MUST COMPLETE REMOVAL AND STABILIZATION WITHIN SEVEN (7) CALENDAR DAYS OF DISCOVERY UNLESS PRECLUDED BY LEGAL, REGULATORY, OR PHYSICAL ACCESS CONSTRAINTS. PERMITTEES MUST USE ALL REASONABLE EFFORTS TO OBTAIN ACCESS. IF PRECLUDED, REMOVAL AND STABILIZATION MUST TAKE PLACE WITHIN SEVEN (7) DAYS OF OBTAINING ACCESS. PERMITTEES ARE RESPONSIBLE FOR CONTACTING ALL LOCAL, REGIONAL, STATE AND FEDERAL AUTHORITIES AND RECEIVING ANY APPLICABLE PERMITS, PRIOR TO CONDUCTING ANY WORK IN SURFACE WATERS.
5. PERMITTEES MUST INSPECT CONSTRUCTION SITE VEHICLE EXIT LOCATIONS, STREETS AND CURB AND GUTTER SYSTEMS WITHIN AND ADJACENT TO THE PROJECT FOR SEDIMENTATION FROM EROSION OR TRACKED SEDIMENT FROM VEHICLES. PERMITTEES MUST REMOVE SEDIMENT FROM ALL PAVED SURFACES WITHIN ONE (1) CALENDAR DAY OF DISCOVERY OR, IF APPLICABLE, WITHIN A SHORTER TIME TO AVOID A SAFETY HAZARD TO USERS OF PUBLIC STREETS.
6. PERMITTEES MUST REPAIR, REPLACE OR SUPPLEMENT ALL PERIMETER CONTROL DEVICES WHEN THEY BECOME NONFUNCTIONAL OR THE SEDIMENT REACHES 1/2 OF THE HEIGHT OF THE DEVICE.
7. PERMITTEES MUST DRAIN TEMPORARY AND PERMANENT SEDIMENTATION BASINS AND REMOVE THE SEDIMENT WHEN THE DEPTH OF SEDIMENT COLLECTED IN THE BASIN REACHES 1/2 THE STORAGE VOLUME.
8. PERMITTEES MUST ENSURE THAT AT LEAST ONE INDIVIDUAL PRESENT ON THE SITE (OR AVAILABLE TO THE PROJECT SITE IN THREE (3) CALENDAR DAYS) IS TRAINED IN THE JOB DUTIES DESCRIBED IN ITEM 21.2.B.
9. PERMITTEES MAY ADJUST THE INSPECTION SCHEDULE DESCRIBED IN ITEM 11.2 AS FOLLOWS:
   - a. INSPECTIONS OF AREAS WITH PERMANENT COVER CAN BE REDUCED TO ONCE PER MONTH, EVEN IF CONSTRUCTION ACTIVITY CONTINUES ON OTHER PORTIONS OF THE SITE; OR
   - b. WHERE SITES HAVE PERMANENT COVER ON ALL EXPOSED SOIL AND NO CONSTRUCTION ACTIVITY IS OCCURRING ANYWHERE ON THE SITE, INSPECTIONS CAN BE REDUCED TO ONCE PER MONTH AND, AFTER 12 MONTHS, MAY BE SUSPENDED COMPLETELY UNTIL CONSTRUCTION ACTIVITY RESUMES. THE MPCA MAY REQUIRE INSPECTIONS TO RESUME IF CONDITIONS WARRANT; OR
   - c. WHERE CONSTRUCTION ACTIVITY HAS BEEN SUSPENDED DUE TO FROZEN GROUND CONDITIONS, INSPECTIONS MAY BE SUSPENDED. INSPECTIONS MUST RESUME WITHIN 24 HOURS OF RUNOFF OCCURRING, OR UPON RESUMING CONSTRUCTION, WHICHEVER COMES FIRST.
10. PERMITTEES MUST RECORD ALL INSPECTIONS AND MAINTENANCE ACTIVITIES WITHIN 24 HOURS OF BEING CONDUCTED AND THESE RECORDS MUST BE RETAINED WITH THE SWPPP. THESE RECORDS MUST INCLUDE:
    - a. DATE AND TIME OF INSPECTIONS; AND
    - b. NAME OF PERSONS CONDUCTING INSPECTIONS; AND
    - c. ACCURATE FINDINGS OF INSPECTIONS, INCLUDING THE SPECIFIC LOCATION WHERE CORRECTIVE ACTIONS ARE NEEDED; AND
    - d. CORRECTIVE ACTIONS TAKEN (INCLUDING DATES, TIMES, AND PARTY COMPLETING MAINTENANCE ACTIVITIES); AND
    - e. DATE OF ALL RAINFALL EVENTS GREATER THAN 1/2 INCHES IN 24 HOURS, AND THE AMOUNT OF RAINFALL FOR EACH EVENT. PERMITTEES MUST OBTAIN RAINFALL AMOUNTS BY EITHER A PROPERLY MAINTAINED RAIN GAUGE INSTALLED ONSITE, A WEATHER STATION THAT IS WITHIN ONE (1) MILE OF YOUR LOCATION, OR A WEATHER REPORTING SYSTEM THAT PROVIDES SITE SPECIFIC RAINFALL DATA FROM RADAR SUMMARIES; AND
    - f. IF PERMITTEES OBSERVE A DISCHARGE DURING THE INSPECTION, THEY MUST RECORD AND SHOULD PHOTOGRAPH AND DESCRIBE THE LOCATION OF THE DISCHARGE (I.E., COLOR, ODOR, SETTLED OR SUSPENDED SOLIDS, OIL SHEEN, AND OTHER OBVIOUS INDICATORS OF POLLUTANTS); AND
    - g. ANY AMENDMENTS TO THE SWPPP PROPOSED AS A RESULT OF THE INSPECTION MUST BE DOCUMENTED AS REQUIRED IN SECTION 6 WITHIN SEVEN (7) CALENDAR DAYS.

POLLUTION PREVENTION MANAGEMENT (SECTION 12):

1. PERMITTEES MUST PLACE BUILDING PRODUCTS AND LANDSCAPE MATERIALS UNDER COVER (E.G., PLASTIC SHEETING OR TEMPORARY ROOFS) OR PROTECT THEM BY SIMILARLY EFFECTIVE MEANS DESIGNED TO MINIMIZE CONTACT WITH STORMWATER. PERMITTEES ARE NOT REQUIRED TO COVER OR PROTECT PRODUCTS WHICH ARE EITHER NOT A SOURCE OF CONTAMINATION TO STORMWATER OR ARE DESIGNED TO BE EXPOSED TO STORMWATER.
2. PERMITTEES MUST PLACE PESTICIDES, FERTILIZERS AND TREATMENT CHEMICALS UNDER COVER (E.G., PLASTIC SHEETING OR TEMPORARY ROOFS) OR PROTECT THEM BY SIMILARLY EFFECTIVE MEANS DESIGNED TO MINIMIZE CONTACT WITH STORMWATER.
3. PERMITTEES MUST STORE HAZARDOUS MATERIALS AND TOXIC WASTE, (INCLUDING OIL, DIESEL FUEL, GASOLINE, HYDRAULIC FLUIDS, PAINT SOLVENTS, PETROLEUM-BASED PRODUCTS, WOOD PRESERVATIVES, ADDITIVES, CURING COMPOUNDS, AND ACIDS) IN SEALED CONTAINERS TO PREVENT SPILLS, LEAKS OR OTHER DISCHARGE. STORAGE AND DISPOSAL OF HAZARDOUS WASTE MATERIALS MUST BE IN COMPLIANCE WITH MINN. R. CH. 7045 INCLUDING SECONDARY CONTAINMENT AS APPLICABLE.
4. PERMITTEES MUST PROPERLY STORE, COLLECT AND DISPOSE SOLID WASTE IN COMPLIANCE WITH MINN. R. CH. 7035.
5. PERMITTEES MUST POSITION PORTABLE TOILETS SO THEY ARE SECURE AND WILL NOT TIP OR BE KNOCKED OVER. PERMITTEES MUST PROPERLY DISPOSE SANITARY WASTE IN ACCORDANCE WITH MINN. R. CH. 7041.
6. PERMITTEES MUST TAKE REASONABLE STEPS TO PREVENT THE DISCHARGE OF SPILLED OR LEAKED CHEMICALS, INCLUDING FUEL, FROM ANY AREA WHERE CHEMICALS OR FUEL WILL BE LOADED OR UNLOADED INCLUDING THE USE OF DRIP PANS OR ABSORBENTS UNLESS INFEASIBLE. PERMITTEES MUST ENSURE ADEQUATE SUPPLIES ARE AVAILABLE AT ALL TIMES TO CLEAN UP DISCHARGED MATERIALS AND THAT AN APPROPRIATE DISPOSAL METHOD IS AVAILABLE FOR RECOVERED SPILLED MATERIALS. PERMITTEES MUST REPORT AND CLEAN UP SPILLS IMMEDIATELY AS REQUIRED BY MINN. STAT. 115.061, USING DRY CLEAN UP MEASURES WHERE POSSIBLE.
7. PERMITTEES MUST LIMIT VEHICLE EXTERIOR WASHING AND EQUIPMENT TO A DEFINED AREA OF THE SITE. PERMITTEES MUST CONTAIN RUNOFF FROM THE WASHING AREA IN A SEDIMENT BASIN OR OTHER SIMILARLY EFFECTIVE CONTROLS AND MUST DISPOSE WASTE FROM THE WASHING ACTIVITY PROPERLY. PERMITTEES MUST PROPERLY USE AND STORE SOAPS, DETERGENTS, OR SOLVENTS.
8. PERMITTEES MUST PROVIDE EFFECTIVE CONTAINMENT FOR ALL LIQUID AND SOLID WASTES GENERATED BY WASHOUT OPERATIONS (E.G., CONCRETE, STUCCO, PAINT, FORM RELEASE OILS, CURING COMPOUNDS AND OTHER CONSTRUCTION MATERIALS) RELATED TO THE CONSTRUCTION ACTIVITY. PERMITTEES MUST PREVENT LIQUID AND SOLID WASHOUT WASTES FROM CONTACTING THE GROUND AND MUST DESIGN THE CONTAINMENT SO IT DOES NOT RESULT IN RUNOFF FROM THE WASHOUT OPERATIONS OR AREAS. PERMITTEES MUST PROPERLY DISPOSE LIQUID AND SOLID WASTES IN COMPLIANCE WITH MPCA RULES. PERMITTEES MUST INSTALL A SIGN INDICATING THE LOCATION OF THE WASHOUT FACILITY.
9. PERMITTEE SHALL HAVE A SWEEPER AVAILABLE WITHIN 3 HOURS AFTER NOTICE FROM THE CITY THAT SWEEPING IS NECESSARY.

PERMIT TERMINATION (SECTION 4 AND SECTION 13):

1. PERMITTEES MUST SUBMIT A NOT WITHIN 30 DAYS AFTER ALL TERMINATION CONDITIONS LISTED IN SECTION 13 ARE COMPLETE.
2. PERMITTEES MUST SUBMIT A NOT WITHIN 30 DAYS AFTER SELLING OR OTHERWISE LEGALLY TRANSFERRING THE ENTIRE SITE, INCLUDING PERMIT RESPONSIBILITY FOR ROADS (E.G., STREET SWEEPING) AND STORMWATER INFRASTRUCTURE FINAL CLEAN OUT, OR TRANSFERRING PORTIONS OF A SITE TO ANOTHER PARTY. THE PERMITTEES' COVERAGE UNDER THIS PERMIT TERMINATES AT MIDNIGHT ON THE SUBMISSION DATE OF THE NOT.
3. PERMITTEES MUST COMPLETE ALL CONSTRUCTION ACTIVITY AND MUST INSTALL PERMANENT COVER OVER ALL AREAS PRIOR TO SUBMITTING THE NOT. VEGETATIVE COVER MUST CONSIST OF A UNIFORM PERENNIAL VEGETATION WITH A DENSITY OF 70 PERCENT OF ITS EXPECTED FINAL GROWTH. VEGETATION IS NOT REQUIRED WHERE THE FUNCTION OF A SPECIFIC AREA DICTATES NO VEGETATION, SUCH A

ATTACHMENT A: SITE SPECIFIC SWPPP DOCUMENT

PROJECT NAME: IP 18-14 RIVERDALE DRIVE SWEWER AND WATER - ARMSTRONG BLVD TO LLAMA STREET
PROJECT LOCATION (BRIEFLY DESCRIBE WHERE CONSTRUCTION ACTIVITY OCCURS. INCLUDE ADDRESS IF AVAILABLE.)
ADDRESS: RIVERDALE DRIVE NW
CITY OR TOWNSHIP: RAMSEY
STATE: MN
ZIP CODE: 55303
LATITUDE/LOGITUDE OF APPROXIMATE CENTROID OF PROJECT: 45D14'03.48" N, 93D28'44.96"W
METHOD OF LAT/LONG COLLECTION (CIRCLE ONE): GPS (ONLINE TOOL) USGS TOPOGRAPHIC
ALL CITIES WHERE CONSTRUCTION WILL OCCUR: RAMSEY
ALL COUNTIES WHERE CONSTRUCTION WILL OCCUR: ANOKA
ALL TOWNSHIPS WHERE CONSTRUCTION WILL OCCUR: N/A

PROJECT SIZE (NUMBER OF ACRES TO BE DISTURBED): 1.80

PROJECT TYPE (CIRCLE ONE): RESIDENTIAL COMMERCIAL/INDUSTRIAL (ROAD CONSTRUCTION)
RESIDENTIAL & RD CONSTRUCTION OTHER (DESCRIBE): XXXXX

CUMULATIVE IMPERVIOUS SURFACE (TO THE NEAREST TENTH ACRE)
EXISTING AREA OF IMPERVIOUS SURFACE : X
POST CONSTRUCTION AREA OF IMPERVIOUS SURFACE: X
TOTAL NEW AREA OF IMPERVIOUS SURFACE: UTILITY INSTALLATION ONLY, NO NEW IMPERVIOUS SURFACE

RECEIVING WATERS

WATER BODY ID WATER (Y/N)	NAME OF WATER BODY	WATER BODY TYPE	SPECIAL WATER? (Y/N)	IMPAIRED
.	MISSISSIPPI RIVER	RIVER	NO	NO
.	.	.	.	.
.	.	.	.	.
.	.	.	.	.

DATES OF CONSTRUCTION
CONSTRUCTION START DATE: 01/19
ESTIMATED COMPLETION DATE: 05/19

GENERAL CONSTRUCTION PROJECT INFORMATION
DESCRIBE THE CONSTRUCTION ACTIVITY (WHAT WILL BE BUILT, GENERAL TIMELINE, ETC): PROJECT CONSISTS OF WATER AND SEWER MAIN EXTENSIONS.

DESCRIBE SOIL TYPES FOUND AT THE PROJECT: SOILS ON SITE ARE SANDY, TYPE "A" SOILS

SITE LOCATION MAP - ATTACH MAPS (U.S. GEOLOGIC SURVEY 7.5 MINUTE QUADRANGLE, NATIONAL WETLAND INVENTORY MAPS OR EQUIVALENT) SHOWING THE LOCATION AND TYPE OF ALL RECEIVING WATERS, INCLUDING WETLANDS, DRAINAGE DITCHES, STORMWATER PONDS, OR BASINS, ETC. THAT WILL RECEIVE RUNOFF FROM THE PROJECT. USE ARROWS SHOWING THE DIRECTION OF FLOW AND DISTANCE TO THE WATER BODY.



GENERAL SITE INFORMATION (III.A)
1. DESCRIBE THE LOCATION AND TYPE OF ALL TEMPORARY AND PERMANENT EROTION PREVENTION AND SEDIMENT CONTROL BEST MANAGEMENT PRACTICIES (BMP'S). INCLUDE THE TIMING FOR INSTALLATION AND PROCEDURES USED TO ESTABLISH ADDITIONAL TEMPORARY BMP'S AS NECESSARY. (III.A.4.A)
THE PROJECT IS PROTECTED BY TWO (W) MAIN BMP'S, SILT FENCE AND INLET PROTECTION DEVICES. THE SILT FENCE WILL BE INSTALLED AT THE DOWNHILL LOCATIONS OF THE SITE AND MONITORED AS NECESSARY. INLET PROTECTION DEVIDES WILL BE INSTALLED IN ALL CATCH BASINS ON THE SITE AND ANY OFF SITE THAT WILL RECEIVE STORMWATER RUNOFF FROM THIS SITE. AS THE PROJECT PROGRESSES ADDITIONAL BMP'S SUCH AS EROSION CONTROL BLANKET MAY BE UTILITZED. AREAS WHERE UTILITIES ARE BEING EXTENDED WILL HAVE SILT FENCE INSTALLED DOWNHILL. UTILITY EXTENSION AREA WILL HAVE TWO ROWS OF SILT FENCE INSTALLED UPHILL OF THE EXISTING INFILTRATION.
2. ATTACH TO THIS SWPPP A TABLE WITH THE ANTICIPATED QUANITITIES FOR THE LIFE OF THE PROJECT FOR ALL EROSION PREVENTION AND SEDIMENT CONTROL BMP'S (III.A.4.B) SEE PAGE SW1.3
3. ATTACH TO THIS SWPPP A SITE MAP THAT INCLUDES THE FOLLOWING FEATURES (III.A.3.B-F):
EXIST AND FINAL GRADES, INCLUDING DIVIDING LINES AND DIRECTION OF FLOW FOR ALL PRE AND POST-CONSTRUCTION STORMRWATER RUNOFF DRAINAGE AREAS LOCATED WITHIN THE PROJECT LIMITS.

LOCATIONS OF IMPERVIOUS SURFACES AND SOIL TYPES.
- EXISTING AND FINAL GRADES, INCLUDING DIVIDING LINES AND DIRECTION OF FLOW FOR ALL PRE AND POST-CONSTRUCTION STORMWATER RUNOFF DRAINAGE AREAS LOCATED WITHIN PROJECT LIMITS.
- LOCATIONS OF AREAS NOT TO BE DISTRUBED.
- LOCATION OF AREAS OF PHASED CONSTRUCTION.
- ALL SURFACE WATERS AND EXISTING WETLANDS WITHIN ONE MILE FROM THE PROJECT BOUNDARIES THAT WILL RECEIVE STORMWATER RUNOFF FROM THE SITE (IDENTIFIABLE ON MAPS SUCH AS USGS 7.5 MINUTE QUADRANGLE MAPS OR EQUIVALENT. WHERE SURFACE WATERS RECEIVING RUNOFF ASSOCIATED WITH CONSTRUCTION ACTIVITY WILL NOT FIT ON THE PLAN SHEET, THEY MUST BE IDENTIFIED WITH AN ARROW, INDICATING BOTH DIRECTION AND DISTANCE TO THE SURFACE WATER.
- METHODS TO BE USED FOR FINAL STABILIZATION OF ALL EXPOSED SOIL AREA

4. WERE STORMWATER MITIGATION MEASURES REQUIRED AS THE RESULT OF AN ENVIRONMENTAL, ARCHAEOLOGICAL, OR OTHER REQUIRED LOCAL, STATE OR FEDERAL REVIEW OF THE PROJECT? NO
IF YES, DESCRIBE HOW THESE MEASURES WERE ADDRESSED IN THE SWPPP. (III.A.6)
N/A
5. IS THE PROJECT LOCATED IN A KARST AREA SUCH THAT ADDITIONAL MEASURES WOULD BE NECESSARY OT PROJECT DRINKING WATER SUPPLY MANAGEMENT AREAS AS DESCRIBED IN MINN. R. CHAPTERS 7050 AND 7060? NO
IF YES, DESCRIBE THE ADDITIONAL MEASURES TO BE USED. (III.A.7)
N/A
6. DOES THE SITE DISCHARGE TO A CALCEREOUS FEN LISTED IN MINN. R. 7050.0180, SUBP. 6 B? NO
IF YES, A LETTER OF APPROVAL FROM THE MINNESOTA DEPARTMENT OF NATURAL RESOURCES MUST BE OBTAINED PRIOR TO APPLICATION FOR THIS PERMIT. (PART I B.6 AND PART III.A.8)
7. DOES THE SITE DISCHARGE TO A WATER THAT IS LISTED AS IMPARED FOR THE FOLLOWING POLLUTANT(S) OR STRESSOR(S): PHOSPHORUS, TURBIDITY, DISSOLVED OXYGEN OR BIOTIC IMPAIRMENT? USE THE SPECIAL AND IMPAIRED WATERS SEARCH TOOL AT: WWW.PCA.STATE.MN.US/WATER/STORMWATER/STORMWATER-C.HTML
N/A
IF NO, SKIP TO TRAINING
DOES THE IMPAIRED WATER HAVE AN APPROVED TOTAL MAXIMUM DAILY LOADS (TMDL) WITH AN APPROVED WASTE LOAD ALLOCATION FOR CONSTRUCTION ACTIVITY? NO
IF YES:
A. LIST THE RECEIVING WATER, THE AREAS OF THE SITE DISCHARGING TO IT, AND THE POLLUTANT(S) IDENTIFIED IN THE TMDL.
B. LIST THE BMP'S AND ANY OTHER SPECIFIC CONSTRUCTION STORMWATER RELATED IMPLEMENTATION ACTIVITIES IDENTIFIED IN THE TMDL.
IF THE SITE HAS A DISCHARGE POINT WITHIN ONE MILE OF THE IMPAIRED WATER AND THE WATER FLOWS TO THE IMPAIRED WATER BUT NO SPECIFIC BMPS FOR CONSTRUCTION ARE IDENTIFIED IN THE TMDL, THE ADDITIONAL BMPS IN APPENDIX A (C.1, C.2, C.3 & (C.4-TROUT STREAM)) MUST BE ADDED TO THE SWPPP AND IMPLEMENTED. (III.A.7). THE ADDITIONAL BMPS ONLY APPLY TO THOSE PORTIONS OF THE PROJECT THAT DRAIN TO ONE OF THE IDENTIFIED DISCHARGE POINTS.

N/A

8. IDENTIFY ADJACENT PUBLIC WATERS WHERE THE MINNESOTA DEPARTMENT OF NATURAL RESOURCES (DNR) HAS DECLARED "WORK IN WATER RESTRICTIONS" DURING FISH SPAWNING TIMEFRAMES
N/A

SELECTION OF A PERMANENT STORMWATER MANAGEMENT SYSTEM (III.D.)

1. WILL THE PROJECT CREATE A NEW CUMULATIVE IMPERVIOUS SURFACE GREATER THAN OR EQUAL TO ONE ACRE? NO

IF YES, A WATER QUALITY VOLUME OF ONE INCH OF RUNOFF FROM THE CUMULATIVE NEW IMPERVIOUS SURFACES MUST BE RETAINED ON SITE (SEE PART III.D OF THE PERMIT) THROUGH INFILTRATION UNLESS PROHIBITED DUE TO ONE OF THE REASONS IN PART III.D.1.J. IF INFILTRATION IS PROHIBITED IDENTIFY OTHER METHOD OF OTHER VOLUME REDUCTION (E.G., FILTRATION SYSTEM, WET SEDIMENTATION BASIN, REGIONAL PONDING OR EQUIVALENT METHOD

2. DESCRIBE WHICH METHOD WILL BE USED TO TREAT RUNOFF FROM THE NEW IMPERVIOUS SURFACES CREATED BY THE PROJECT (III.D):

- WET SEDIMENTATION BASIN
- INFILTRATION/FILTRATION
- REGIONAL PONDS
- COMBINATION OF PRACTICES

INCLUDE ALL CALCULATIONS AND DESIGN INFORMATION FOR THE METHOD SELECTED. SEE PART III.D OF THE PERMIT FOR SPECIFIC REQUIREMENTS ASSOCIATED WITH EACH METHOD.

PROJECT IS NOT PROPOSING ANY NEW PERMANENT BMPS

3. IF IT IS NOT FEASIBLE TO MEET THE TREATMENT REQUIREMENT FOR THE WATER QUALITY VOLUME, DESCRIBE WHY. THIS CAN INCLUDE PROXIMITY TO BEDROCK OR ROAD PROJECTS WHERE THE LACK OF RIGHT OF WAY PRECLUDES THE INSTALLATION OF ANY PERMANENT STORMWATER MANAGEMENT PRACTICES. DESCRIBE WHAT OTHER TREATMENT, SUCH AS GRASSES SWALES, SMALLER PONDS, OR GRIT CHAMBERS, WILL BE IMPLEMENTED TO TREAT RUNOFF PRIOR TO DISCHARGE TO SURFACE WATERS. (III.C)

4. FOR PROJECTS THAT DISCHARGE TO TROUT STREAMS, INCLUDING TRIBUTARIES TO TROUT STREAMS, IDENTIFY METHOD OF INCORPORATING TEMPERATURE CONTROLS INTO THE PERMANENT STORMWATER MANAGEMENT SYSTEM.

N/A

EROSION PREVENTION PRACTICES (IV.B)
DESCRIBE THE TYPES OF TEMPORARY EROSION PREVENTION BMP'S EXPECTED TO BE IMPLEMENTED ON THIS SITE DURING CONSTRUCITON:
1. DESCRIBE CONSTRUCTION PHASING, VEGETATIVE BUFFER STRIPS, HORIZONTAL SLOPE GRADING, AND OTHER CONSTRUCTION PRACTICES TO MINIMIZE EROSION. DELINEATE AREAS NOT TO BE DISTURBED (E.G., WITH FLAGS, STAKES, SIGNS, SILT FENCE, ETC.) BEFORE WORK BEGINS.
SILT FENCE WILL BE INSTALLED AT ATHE DOWNHILL LOCATIONS OF THE SITE.
2. DESCRIBE METHODS OF TEMPORARILY STABILIZING SOILS AND SOIL STOCKPILES (E.G., MULCHES, HYDRAULIC TACKIFIERS, EROSION BLANKETS, ETC.):
TEMPORARY EROSION PROTECTION WILL BE SEED AND MULCH AND EROSION BLANKETS WHERE REQUIRED, WITH PERMANENT COVER BEING EITHER SOD OR LANDSCAPE FEATURES.
3. DESCRIBE METHODS OF DISSIPATING VELOCITY ALONG STORMWATER CONVEYANCE CHANNELS AND AT CHANNEL OUTLETS (E.G., CHECK DAMS, SEDIMENT TRAPS, RIP RAP, ETC.):
SOD WILL BE UTILIZED ALONG CHANNELS AND RIP RAP AT CHANNEL.
4. DESCRIBE METHODS TO BE USED FOR STABILIZATION OF DITCH AND SWALE WETTED PERIMETERS (NOTE THAT MULCH, HYDRAULIC SOIL TACKIFIERS, HYDROMULCHES, ETC. ARE NOT ACCEPTABLE SOIL STABILIZATION METHODS FOR ANY PART OF A DRAINAGE DITCH OR SWALE)
FINAL STABILIZATION OF SWALES WILL BE SOD
5. DESCRIBE METHODS TO BE USED FOR ENERGY DISSIPATION AT PIPE OUTLETS (E.G., RIP RAP, SPLASH PADS, GABIONS, ETC.)
RIP RAP WILL BE UTILIZED AT PIPE OUTLETS
6. DESCRIBE METHODS TO BE USED TO PROMOTE INFILTRATION AND SEDIMENT REMOVAL ON THE SITE PRIOR TO OFFSITE DISCHARGE, UNLESS INFEASIBLE (E.G., DIRECT STORMWATER FLOW TO VEGETATED AREAS):
DISCONNECTED IMPERVIOUS AREA AND INFILTRATION AREAS WILL BE UTILIZED
7. FOR DRAINAGE OR DIVERSION DITCHES, DESCRIBE PRACTICES TO STABILIZE THE NORMAL WETTED PERIMETER WITHIN 200 LINEAL FEET OF THE PROPERTY EDGE OR POINT OF DISCHARGE TO SURFACE WATER. THE LAST 200 LINEAL FEET MUST BE STABILIZED WITHIN **24 HOURS** AFTER CONNECTING TO SURFACE WATERS AND CONSTRUCTION IN THAT PORTION OF THE DITCH HAS TEMPORARILY OR PERMANENTLY CEASED FOR ALL DISCHARGES TO SPECIAL, IMPAIRED OR "WORK IN WATER RESTRICTIONS". ALL OTHER REMAINING PORTIONS OF THE TEMPORARY OR PERMANENT DITCHES OR SWALES WITHIN 14 CALENDAR DAYS AFTER CONNECTING TO A SURFACE WATER, PROPERTY EDGE AND CONSTRUCTION IN THAT AREA HAS TEMPORARILY OR PERMANENTLY CEASED.
N/A, NO DITCHES ON SITE
8. DESCRIBE ADDITIONAL EROSION PREVENTION MEASURES THAT WILL BE IMPLEMENTED AT THE SITE DURING CONSTRUCTION (E.G., CONSTRUCTION PHASING, MINIMIZING SOIL DISTURBANCE, VEGETATIVE BUFFERS, HORIZONTAL SLOPE GRADING, SLOPE DRAINING/TERRACING, ETC.):
OTHER EROSION CONTROL PRACTICES INCLUDE BUT ARE NOT LIMITED TO; MINIMIZING SITE EXPOSURE WHEN POSSIBLE.
9. IF APPLICABLE, INCLUDE ADDITIONAL REQUIREMENTS IN APPENDIX A PART C.3 REGARDING MAINTAINING A 100-FOOT BUFFER ZONE OR INSTALLING REDUNDANT BMPS FOR PORTIONS OF THE SITE THAT DRAIN TO SPECIAL WATERS).
N/A
10. IF APPLICABLE, DESCRIBE ADDITIONAL EROSION PREVENTION BMPS TO BE IMPLEMENTED AT THE SITE TO PROTECT PLANNED INFILTRATION AREAS
MINIMIZE SITE EXPOSURE IN AREAS ADJACENT TO INFILTRATION AREAS.

SEDIMENT CONTROL PRACTICIES (IV.C)
DESCRIBE THE METHODS OF SEDIMENT CONTROL BMPS TO BE IMPLEMENTED AT THIS SITE DURING CONSTRUCTION TO MINIMIZE SEDIMENT IMPACTS TO SURFACE WATERS, INCLUDING CURB AND GUTTER SYSTEMS
1. DESCRIBE METHODS TO BE USED FOR DOWN GRADIENT PERIMETER CONTROL:
SILT FENCE WILL BE INSTALLED AROUND THE ENTIRE PERIMETER OF THE SITE
2. DESCRIBE METHODS TO BE USED TO CONTAIN SOIL STOCKPILES:
SEED AND MULCH AS WELL AS EROSION CONTROL BLANKETS WILL BE UTILIZED AS NECESSARY
3. DESCRIBE METHODS TO BE USED FOR STORM DRAIN INLET PROTECTION:
SEE INLET PROTECTION DETAILS
4. DESCRIBE METHODS TO MINIMIZE VEHICLE TRACKING AT CONSTRUCTION EXITS AND STREET SWEEPING ACTIVITIES:
THE PROJECT WILL UTILIZE A ROCK CONSTRUCTION ENTRANCE.
5. DESCRIBE METHODS, IF APPLICABLE, ADDITIONAL SEDIMENT CONTROLS (E.G., DIVERSION BERMS) TO BE INSTALLED TO KEEP RUNOFF AWAY FROM PLANNED INFILTRATION AREAS WHEN EXCAVATED PRIOR TO FINAL STABILIZATION OF THE CONTRIBUTING DRAINAGE AREA:
SILT FENCE TO BE INSTALLED IMMEDIATELY AFTER GRADING TO PROTECT INFILTRATION AREAS.
6. DESCRIBE METHODS TO BE USED TO MINIMIZE SOIL COMPACTION AND PRESERVE TOP SOIL (UNLESS INFEASIBLE) AT THIS SITE:
LIGHT TRACKED EQUIPMENT WILL BE USED. TOPSOIL WILL BE STRIPPED AND STOCKPILED
7. DESCRIBE PLANS TO PRESERVE A 50-FOOT NATURAL BUFFER BETWEEN THE PROJECT'S SOIL DISTURBANCE AND A SURFACE WATER OR PLANS FOR REDUNDANT SEDIMENT CONTROLS IF A BUFFER IS INFEASIBLE:
DOUBLE ROW OF SILT FENCE WILL BE INSTALLED ALONG WETLAND. PROJECT WILL NOT DISTURB WITHIN 200 FEET OF WETLAND.
8. DESCRIBE PLANS FOR USE OF SEDIMENTATION TREATMENT CHEMICALS (E.G., POLYMERS, FLOCCULANTS, ETC.) SEE PART IV.C.10 OF THE PERMIT:
N/A
9. IS THE PROJECT REQUIRED TO INSTALL A TEMPORARY SEDIMENT BASIN DUE TO 10 OR MORE ACRES DRAINING TO A COMMON LOCATION OR 5 ACRES OR MORE IF THE SITE IS WITHIN 1 MILE OF A SPECIAL OR IMPAIRED WATER?
NO
IF YES, DESCRIBE (OR ATTACH PLANS) SHOWING HOW THE BASIN WILL BE DESIGNED AND CONSTRUCTED IN ACCORDANCE WITH PART III.C OF THE PERMIT.
N/A

DEWATERING AND BASIN DRAINING (IV.D)
1. WILL THE PROJECT INCLUDE DEWATERING OR BASIN DRAINING? NO
IF YES, DESCRIBE MEASURES TO BE USED TO TREAT/DISPOSE OF TURBID OR SEDIMENT-LADEN WATER AND METHOD TO PREVENT EROSION OR SCOUR OF DISCHARGE POINTS (SEE PART IV. D OF THE PERMIT):
N/A
2. WILL THE PROJECT INCLUDE USE OF FILTERS FOR BACKWASH WATER? NO
IF YES, DESCRIBE HOW FILTER BACKWASH WATER WILL BE MANAGED ON THE SITE OR PROPERLY DISPOSED (SEE PART III.D.3. OF THE PERMIT):
N/A

ADDITIONAL BMP'S FOR SPECIAL WATERS AND DISCHARGES TO WETLANDS (APPENDIX A, PARTS C AND D)
1. SPECIAL WATERS. DOES YOUR PROJECT DISCHARGE TO SPECIAL WATERS? NO
2. IF PROXIMITY TO BEDROCK OR ROAD PROJECTS WHERE THE LACK OF RIGHT OF WAY PRECLUDES THE INSTALLATION OF ANY OF THE PERMANENT STORMWATER MANAGEMENT PRACTICES, THEN OTHER TREATMENT SUCH AS GRASSED SWALES, SMALLER PONDS, OR GRIT CHAMBERS IS REQUIRED PRIOR TO DISCHARGE TO SURFACE WATERS. DESCRIBE WHAT OTHER TREATMENT WILL BE PROVIDED.
N/A
3. DESCRIBE EROSION AND SEDIMENT CONTROLS FOR EXPOSED SOIL AREAS WITH A CONTINUOUS POSITIVE SLOPE TO A SPECIAL WATERS, AND TEMPORARY SEDIMENT BASINS FOR AREAS THAT DRAIN FIVE OR MORE ACRES DISTURBED AT ONE TIME.
N/A
4. DESCRIBE THE UNDISTURBED BUFFER ZONE TO BE USED (NOT LESS THAN 100 LINEAR FEET FROM THE SPECIAL WATER).
N/A
5. DESCRIBE HOW THE PERMANENT STORMWATER MANAGEMENT SYSTEM WILL ENSURE THAT THE PRE AND POST PROJECT RUNOFF RATE AND VOLUME FROM THE 1, AND 2-YEAR 24-HOUR PRECIPITATION EVENTS REMAINS THE SAME.
N/A
6. DESCRIBE HOW THE PERMANENT STORMWATER MANAGEMENT SYSTEM WILL MINIMIZE ANY INCREASE IN THE TEMPERATURE OF TROUT STREAM RECEIVING WATERS RESULTING IN THE 1, AND 2-YEAR 24-HOUR PRECIPITATION EVENTS.
N/A
7. **WETLANDS**. DOES YOUR PROJECT DISCHARGE STORMWATER WITH THE POTENTIAL FOR SIGNIFICANT ADVERSE IMPACTS TO A WETLAND (E.G., CONVERSION OF A NATURAL WETLAND TO A STORMWATER POND)? YES OR NO
IF YES, DESCRIBE THE WETLAND MITIGATION SEQUENCE THAT WILL BE FOLLOWED IN ACCORDANCE WITH PART D OF APPENDIX A.
N/A

INSPECTIONS AND MAINTENANCE (IV.E)
DESCRIBE PROCEDURES TO ROUTINELY INSPECT THE CONSTRUCTION SITE:
- ONCE EVERY SEVEN (7) DAYS DURING ACTIVE CONSTRUCTION AND
- WITHIN 24 HOURS AFTER A RAINFALL EVENT GREATER THAN 0.5 INCHES IN 24 HOURS, AND WITHIN (7) DAYS AFTER THAT

INSPECTIONS MUST INCLUDE STABILIZED AREAS, EROSION PREVENTION,AND SEDIMENT CONTROL BMP'S AND INFILTRATION AREAS.
INSPECTOR WILL FOLLOW REQUIREMENTS SPECIFIED ABOVE AND FILL OUT "ATTACHMENT B - CONSTRUCTION STORMWATER INSPECTION CHECKLIST"
1. Describe practices for storage of building products with a potential to leach pollutants to minimize exposure to stormwater:
ALL BUILDING PRODUCTS WILL BE SEALED AND STORED IN A MANNER TO MINIMIZE EXPOSURE
2. Describe practices for storage of pesticides, herbicides, insecticides, fertilizers, treatment chemical, and landscape materials:
ALL LANDSCAPE TREATMENT CHEMICALS WILL BE SEALED AND STORED IN A MANNER TO MINIMIZED EXPOSURE
3. Describe practices for storage and disposal of hazardous materials or toxic waste (e.g., oil, fuel, hydraulic fluids, paint solvents, petroleum-based products, wood preservative, additives, curing compounds, and acids) according to Minn. R. ch. 7045, including restricted access and secondary containment:
ALL HAZARDOUS WASTE WILL BE APPROPRIATELY DISPOSED OF OFF SITE ACCORDING TO LOCAL AND STATE LAWS.
4. Describe collection, storage and disposal of solid waste in compliance with Minn. R. ch. 7035:
ALL CONSTRUCTION DEBRIS AND SOLID WASTER WILL BE APPROPRIATELY DISPOSED OF OFF SITE ACCORDING TO LOCAL AND STATE LAWS
5. Describe management of portable toilets to prevent tipping and disposal of sanitary wastes in accordance with Minn. R. ch. 7040:
SANITARY AND SEPTIC SERVICES WILL BE PROVIDED TO WORKERS WITH PORTABLE FACILITIES MAINTAINED AS NEEDED BY THE PROVIDER.
6. Describe spill prevention and response for fueling and equipment or vehicle maintenance:
EMPLOYEES WILL BE TRAINED IN TECHNIQUES DESIGNED TO MINIMIZE SPILLS. VEHICLES AND EQUIPMENT SHALL BE CHECKED FOR LEAKS.
7. Describe containment and disposal of vehicle and equipment wash water and prohibiting engine degreasing on the site:
ALL CONSTRUCTION VEHICLES SHALL BE WASHED OFF SITE
8. Describe storage and disposal of concrete and other washout wastes so that wastes do not contact the ground:
ALL CONCRETE WASHOUT SHALL OCCUR OFF SITE.

FINAL STABILIZATION (IV.G)
1. DESCRIBE METHOD OF FINAL STABILIZATION (PERMANENT COVER) OF ALL DISTURBED AREAS:
FINAL STABILIZATION WILL BE ACCOMPLISHED WITH PAVEMENT, SOD AND LANDSCAPE MATERIALS.
2. DESCRIBE PROCEDURES FOR COMPLETING FINAL STABILIZATION AND TERMINATING PERMIT COVERAGE (SEE PART IV.G.1-5):
UPON STABILIZATION DESCRIBED ABOVE, THE CONTRCTOR AND OWNER SHALL MUTUALLY TRANSFER THE NPDES PERMIT TO THE NEXT OWNER WITH DOCUMENTS DESCRIBING THE NATURE OF TERMINATION PROCEDURE.
DOCUMENTATION OF INFEASIBILITY: (IF APPLICABLE)

CivilSite GROUP
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St. Louis Park, MN 55416
civilsitegroup.com 612-615-0060

City of RAMSEY

PROJECT
IP 18-14 RIVERDALE DRIVE SEWER AND WATER - ARMSTRONG BLVD TO LLAMA STREET
RIVERDALE DRIVE NW., RAMSEY, MN
CITY OF RAMSEY
7550 SUNWOOD DRIVE NW, RAMSEY, MN 55303

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
Matthew R. Pavek
DATE 01/25/19 LICENSE NO. 44263

ISSUE/SUBMITTAL SUMMARY

DATE	DESCRIPTION
12/20/18	BID SET
01/09/19	REVISED
01/25/19	REVISED

REVISION SUMMARY

DATE	DESCRIPTION

SWPPP - ATTACHMENTS

SW1.3

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ATTACHMENT B: SWPPP INSPECTION FORM

NOTE: THIS INSPECTION REPORT DOES NOT ADDRESS ALL ASPECTS OF THE NATIONAL APOLLUTANT DISCHARGE ELIMINATION SYSTEM/STATE DISPOSAL SYSTEM (NPDES/SDS) CONSTRUCTION STORMWATER PERMIT ISSUED ON AUGUST 1, 2013. THE COMPLETION OF THIS CHECKLIST DOES NOT GUARANTEE THAT ALL PERMIT REQUIREMENTS ARE IN COMPLIANCE; IT IS THE RESPONSIBILITY OF THE PERMITTEE(S) TO READ AND UNDERSTAND THE PERMIT REQUIREMENTS.

FACILITY INFORMATION
SITE NAME:
FACILITY ADDRESS: PERMIT NUMBER:
CITY: STATE: ZIP CODE:

INSPECTION INFORMATION
INSPECTOR NAME: _____ PHONE NUMBER: _____
DATE (MM/DD/YYYY): _____ TIME: _____ AM / PM
IS THE INSPECTOR CERTIFIED IN SEDIMENT AND EROSION CONTROL AND IS IT DOCUMENTED IN THE STORMWATER POLLUTION PREVENTION PLAN (SWPPP)?
IS THIS INSPECTION ROUTINE OR IN RESPONSE TO A STORM EVENT:
RAINFALL AMOUNT (IF APPLICABLE):
IS THE SITE WITHIN ONE AERIAL MILE OF A SPECIAL OR IMPARED WATER?
IF YES, FOLLOW APPENDIX A AND OTHER APPLICABLE PERMIT REQUIREMENTS

NOTE: IF N/A IS SELECTED AT ANY TIME, SPECIFY WHY IN THE COMMENT AREA FOR THAT SECTION.

EROSION CONTROL REQUIREMENT (PART IV.B)

	Y	N	N/A
1. SOIL STABILIZATION WHERE NO CONSTRUCTION ACTIVITY FOR 7 DAYS?	☐	☐	☐
2. HAS THE NEED TO DISTURB STEEP SLOPES BEEN MINIMIZED?	☐	☐	☐
3. ALL DITCHES STABILIZED 200; BACK FROM POINT OF DISCHARGE WITHIN 24 HOURS? (NOT MULCH)	☐	☐	☐
4. ARE THERE BMP'S FOR ONSITE STOCKPILES?	☐	☐	☐
5. ARE APPROPRIATE BMP'S INSTALLED PROTECTING INLETS/OUTLETS?	☐	☐	☐
6. DO PIPE OUTLETS HAVE ENERGY DISSIPATION?	☐	☐	☐

COMMENTS:

SEDIMENT CONTROL REQUIREMENT (PART IV.C)

	Y	N	N/A
1. PERIMETER CONTROL INSTALLED ON ALL DOWN GRADIENT PERIMETERS?	☐	☐	☐
2. PERIMETER CONTROL TRENCHED IN WHERE APPROPRIATE?	☐	☐	☐
3. 50 FOOT NATURAL BUFFER MAINTAINED AROUND ALL SURFACE WATERS?	☐	☐	☐
3.1. IF NO, HAVE REDUNDANT SEDIMENT CONTROLS BEEN INSTALLED?	☐	☐	☐
4. INLET PROTECTION ON ALL CATCH BASINS AND CULVERT INLETS?	☐	☐	☐
5. VEHICLE TRACKING BEST MANAGEMENT PRACTICES (BMP'S) AT ALL SITE EXITS?	☐	☐	☐
6. ALL TRACKED SEDIMENT REMOVED WITHIN 24 HOURS?	☐	☐	☐
7. ARE ALL INFILTRATION SYSTEMS STAKED AND MARKED TO AVOID COMPACTION?	☐	☐	☐
8. ARE ALL INFILTRATION AREAS PROTECTED WITH A PRETREATMENT DEVICE?	☐	☐	☐
9. DO ALL STOCKPILES HAVE PERIMETER CONTROLS?	☐	☐	☐

COMMENTS:

MAINTENANCE-EROSION AND SEDIMENT CONTROL BMP'S (PART IV.E.)

	Y	N	N/A
1. ARE ALL PREVIOUSLY STABILIZED AREAS MAINTAINING 90% GROUND COVER?	☐	☐	☐
2. ANY DITCH EROSION OBSERVED?	☐	☐	☐
3. PERIMETER CONTROL--HAS SEDIMENT REACHED ONE HALF THE HEIGHT OF THE DEVICE?	☐	☐	☐
4. ARE INLET PROTECTION DEVICES MAINTAINED AND FUNCTIONING PROPERLY?	☐	☐	☐

COMMENTS:

OTHER

	Y	N	N/A
1. ARE ALL MATERIALS THAT CAN LEACH POLLUTANTS UNDER COVER?	☐	☐	☐
2. HAS ACCESS BEEN RESTRICTED TO ONSITE HAZARDOUS MATERIALS?	☐	☐	☐
3. DOES ON-SITE FUELING ONLY OCCUR IN A CONTAINED AREA?	☐	☐	☐
4. ARE ALL SOLID WASTES BEING PROPERLY DISPOSED OF ?	☐	☐	☐
5. IS THE CONCRETE WASHOUT AREA COMPLETELY CONTAINED?	☐	☐	☐
6. IS THE CONCRETE WASHOUT AREA MARKED WITH SIGN?	☐	☐	☐

COMMENTS:

	Y	N	N/A
7. WERE ANY DISCHARGES SEEN DURING THIS INSPECTION, SEDIMENT, WATER, OR OTHERWISE?	☐	☐	☐

7.1. IF YES, STATE THE EXACT LOCATION OF ALL POINTS OF DISCHARGE, PHOTOGRAPH THE DISCHARGE AND DESCRIBE THE DISCHARGE (COLOR, ODOR, FOAM, OIL SHEEN, ETC). HOW WILL IT BE REMOVED? HOW DID THE DISCHARGE HAPPEN? HOW MUCH WAS DISCHARGED? HOW WILL IT BE STOPPED, AND HOW LONG WILL IT TAKE TO STOP? IS THE DISCHARGE GOING INTO AN ADJACENT SITE? WAS THE DISCHARGE A SEDIMENT DELTA? IF YES, WILL THE DELTA BE RECOVERED WITHIN 7 DAYS?

8. WILL A PERMANENT STORMWATER MANAGEMENT SYSTEM BE UTILIZED IN THIS PROJECT AS REQUIRED AND IN ACCORDANCE WITH PART III.D OF THE PERMIT? DESCRIBE:

	Y	N	N/A
9. IS ANY DEWATERING OCCURRING ON SITE?	☐	☐	☐

9.1. IF YES, WHERE? WHAT BMP IS BEING USED? HOW MUCH WATER IS BEING DEWATERED? IS THE WATER CLEAR? WHERE IS THE WATER BEING DISCHARGED TO?

	Y	N	N/A
10. IS A COPY OF THE SWPPP LOCATED ON THE CONSTRUCTION SITE?	☐	☐	☐
11. HAS THE SWPPP BEEN FOLLOWED AND IMPLEMENTED ON SITE?	☐	☐	☐
12. IS A SEDIMENTATION BASIN REQUIRED FOR THIS PROJECT AS SPECIFIED IN THE PERMIT?	☐	☐	☐
12.1. IF YES, ARE THEY MAINTAINED AS SPECIFIED IN THE PERMIT?	☐	☐	☐
13. IS THE TOPSOIL ON THIS PROJECT BEING PRESERVED?	☐	☐	☐

13.1. IF YES, EXPLAIN HOW THE TOP SOIL IS BEING PRESERVED. IF NO, EXPLAIN WHY IT WAS INFEASIBLE.

	Y	N	N/A
14. ARE ALL INFILTRATION SYSTEMS MARKED TO AVOID COMPACTION?	☐	☐	☐
14.1. DO ALL INFILTRATION AREAS HAVE PRETREATMENT DEVICES?	☐	☐	☐

15. DESCRIPTION OF AREAS OF NON-COMPLIANCE NOTED DURING THE INSPECTION, REQUIRED CORRECTIVE ACTIONS, AND RECOMMENDED DATE OF COMPLETION OF CORRECTIVE ACTIONS:

16. PROPOSED AMENDMENTS TO THE SWPPP:

17. POTENTIAL AREAS OF FUTURE CONCERN:

18. ADDITIONAL COMMENTS

DISCLOSURES:
- AFTER DISCOVERY, THE PERMIT REQUIRES MANY OF THE DEFICIENCIES THAT MAY BE FOUND IN THIS CHECKLIST BE CORRECTED WITHIN A SPECIFIED PERIOD OF TIME. SEE PERMIT FOR MORE DETAILS.
- THIS INSPECTION CHECKLIST IS AN OPTION FOR SMALL CONSTRUCTION SITES. LARGE CONSTRUCTION SITES AND LINEAR PROJECTS REQUIRE MORE EXTENSIVE/MORE LOCATION SPECIFIC INSPECTION REQUIREMENTS.
- THE PERMITTEE(S) IS/ARE RESPONSIBLE FOR THE INSPECTION AND MAINTENANCE OF TEMPORARY AND PERMANENT WATER QUALITY MANAGEMENT BMP'S AS WELL AS EROSION PREVENTION AND SEDIMENT CONTROL BMP'S UNTIL ANOTHER PERMITTEE HAS OBTAINED COVERAGE UNDER THIS PERMIT ACCORDING TO PART II.B.5., OR THE PROJECT HAS UNDERGONE FINAL STABILIZATION AND A NOTICE OF TERMINATION HAS BEEN SUBMITTED TO THE MPCA.

ATTACHMENT C: MAINTENANCE PLAN FOR PERMANENT STORM WATER TREATMENT SYSTEM

ATTACHMENT C - ABOVE-GROUND
FACILITY MANAGEMENT SCHEDULE

1. ALL STORMWATER RETENTION, DETENTION AND TREATMENT BASINS MUST BE INSPECTED AT LEAST ONCE A YEAR TO DETERMINE THAT BASIN RETENTION AND TREATMENT CHARACTERISTICS ARE ADEQUATE. A STORAGE TREATMENT BASIN WILL BE CONSIDERED INADEQUATE IF SEDIMENT HAS DECREASED THE WET STORAGE VOLUME BY 50 PERCENT OR DRY STORAGE VOLUME BY 25 PERCENT OF ITS ORIGINAL DESIGN VOLUME. BASED ON THIS INSPECTION, IF A STORMWATER BASIN REQUIRES SEDIMENT CLEANOUT, THE BASIN WILL BE RESTORED TO ITS ORIGINAL DESIGN CONTOURS AND VEGETATED STATE WITHIN ONE YEAR OF THE INSPECTION DATE.
2. ALL OUTLET STRUCTURES, CULVERTS, OUTFALL STRUCTURES AND OTHER STORMWATER FACILITIES FOR WHICH MAINTENANCE REQUIREMENTS ARE NOT OTHERWISE SPECIFIED HEREIN MUST BE INSPECTED IN THE SPRING, SUMMER AND FALL OF EACH YEAR. WITHIN 30 DAYS OF THE INSPECTION DATE, ALL ACCUMULATED SEDIMENT AND DEBRIS MUST BE REMOVED SUCH THAT EACH STORMWATER FACILITY OPERATES AS DESIGNED AND PERMITTED. CONTRIBUTING DRAINAGE AREAS MUST BE KEPT CLEAR OF LITTER AND VEGETATIVE DEBRIS, INFLOW PIPES AND OVERFLOW SPILLWAYS KEPT CLEAR, INLET AREAS KEPT CLEAN, AND UNDESIRABLE VEGETATION REMOVED. EROSION IMPAIRING THE FUNCTION OR INTEGRITY OF THE FACILITIES, IF ANY, WILL BE CORRECTED, AND ANY STRUCTURAL DAMAGE IMPAIRING OR THREATENING TO IMPAIR THE FUNCTION OF THE FACILITIES MUST BE REPAIRED.
3. VOLUME CONTROL FACILITIES AND CONTRIBUTING DRAINAGE AREAS MUST BE INSPECTED EVERY THREE MONTHS DURING THE OPERATIONAL PERIOD (BETWEEN SPRING SNOWMELT AND FIRST SUBSTANTIAL SNOWFALL) AND MONITORED AFTER RAINFALL EVENTS OF 1 INCH OR MORE TO ENSURE THAT THE CONTRIBUTING DRAINAGE AREA IS CLEAR OF LITTER AND DEBRIS, INFLOW PIPES AND OVERFLOW SPILLWAYS ARE CLEAR, INLET AREAS ARE CLEAN, UNDESIRABLE VEGETATION IS REMOVED AND THERE IS NO EROSION IMPAIRING OR THREATENING TO IMPAIR THE FUNCTION OF A FACILITY. IF SEDIMENT HAS ACCUMULATED IN A INFILTRATION FEATURE, WITHIN 30 DAYS OF INSPECTION DEPOSITED SEDIMENTS MUST BE REMOVED, THE INFILTRATION CAPACITY OF THE UNDERLYING SOILS MUST BE RESTORED, AND ANY SURFACE DISTURBANCE MUST BE STABILIZED. INSPECTION MUST ENSURE THAT SEDIMENT TRAPS AND FOREBAYS ARE TRAPPING SEDIMENT AND THAT MORE THAN 50 PERCENT OF THE STORAGE VOLUME REMAINS, THE CONTRIBUTING DRAINAGE AREA IS STABLE (I.E., NO EROSION IS OBSERVED), AND INLETS AND OUTLET/OVERFLOW SPILLWAYS ARE IN GOOD CONDITIONS WITH NO EROSION. MAINTENANCE TECHNIQUES USED MUST PROTECT THE INFILTRATION CAPACITY OF THE PRACTICE BY LIMITING SOIL COMPACTION TO THE GREATEST EXTENT POSSIBLE (E.G., BY USING LOW-IMPACT EARTH-MOVING EQUIPMENT).

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City of RAMSEY

PROJECT
IP 18-14 RIVERDALE DRIVE SEWER AND WATER - ARMSTRONG BLVD TO LLAMA STREET
RIVERDALE DRIVE NW., RAMSEY, MN

CITY OF RAMSEY
7550 SUNWOOD DRIVE NW, RAMSEY, MN 55303

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

Matthew R. Pavek
DATE 01/25/19 LICENSE NO. 44263

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REVISION SUMMARY

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SWPPP - ATTACHMENTS

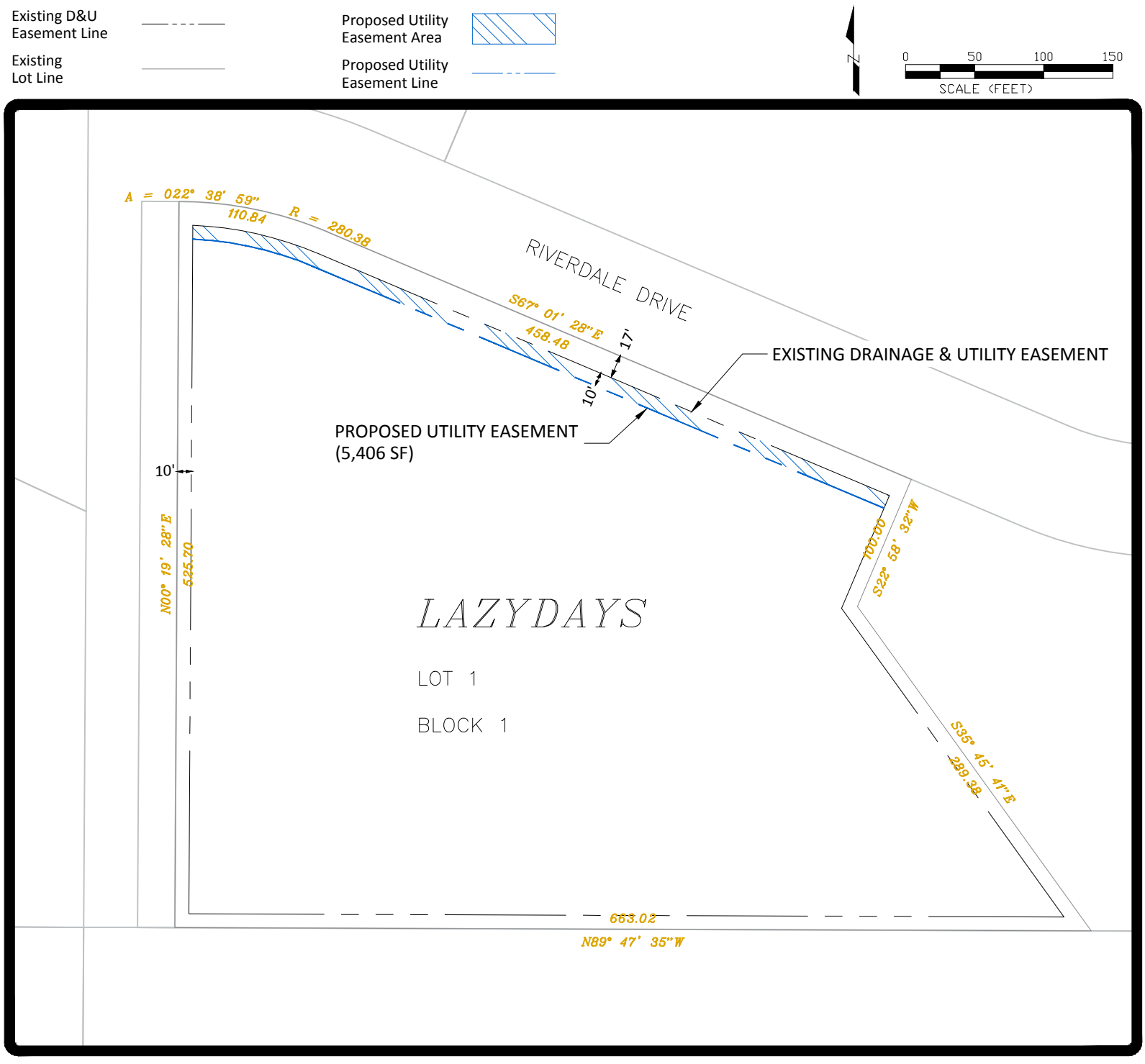
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EXHIBIT B
PROPOSED EASEMENT
LOT 1, BLOCK 1, LAZYDAYS

Proposed Easement Description:

A 10 foot wide perpetual easement for utility purposes over, under and across the northerly 10.00 feet southerly of the existing 17.00 foot drainage and utility easement along the northerly lot line of Lot 1, Block 1, LAZYDAYS, Anoka County, Minnesota, together with the reasonable right of access over that portion of Lot 1 fronting Riverdale Drive for the purpose of constructing and maintaining the utilities.



BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
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Ramsey, MN 55303-5119

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Fax: (763) 427-0833
Bolton-Menk.com

February 5, 2019

Bruce Westby, P.E.
City Engineer
7550 Sunwood Drive NW
Ramsey, MN 55303

RE: Proposal for Construction Staking Services
City of Ramsey Improvement Project #18-14, Riverdale Drive Trunk Utility Improvements

Dear Mr. Westby:

We appreciate the opportunity to assist the City of Ramsey with the construction survey for the above referenced project. We have reviewed the February 4, 2019 RFP email, and the January 25, 2019 plans for the project and developed our scope and fee based on those documents.

SCOPE OF WORK

Bolton & Menk will complete the following survey related tasks associated with the project:

- Establish Horizontal and Vertical Control,
- Create Stakeout Files,
- Sanitary Sewer (winter staking) – 2,500 ft, 11 MHs, one crossing,
- Water Main (winter staking) – 2,500 ft, 5 hydrants, 5 valves, one crossing,
- Concrete Curb and Gutter (200 ft – one side), and
- Miscellaneous pavement, striping and restoration.

ASSUMPTIONS

We have made the following assumptions in preparing this proposal:

- All work will occur in winter conditions with frozen ground, except for curb staking,
- We will be supplied with existing control that was used for the topographic survey,
- We will be supplied with AutoCAD files of the design, including alignments and profiles of the watermain, and Pipe Networks of the sanitary sewer,
- We will be supplied with the existing topographic survey files, to allow for staking the curb for reinstatement,
- We will stake all utilities in one site visit,
- We will stake both utilities at the same time (regardless of whether they are on the same hub or not),
- No allowances are included for as-built surveys,

Bolton & Menk is an equal opportunity employer.

PROPOSED FEES

Bolton & Menk proposes to perform the staking based on the hours and rates presented in the following table:

Personnel	Hours	Rate/Hr	Total
Licensed Surveyor	1.0	$165.00	$ 165.00
Survey Technician	8.5	$100.00	$ 850.00
Survey Crew Chief	54.0	$105.00	$ 5,670.00
Totals	**63.5**		**$ 6,685.00**

No additional fees for stakes, mileage, equipment, etc. will be invoiced to the City, but are included in our hourly rates. Additional services, if required, will be performed at the rates presented in the table above. The rates above are valid through the 2019 construction season. Our 2019 Schedule of Fees is attached as requested.

If there are any questions, please call me at (651) 968-7760.

Sincerely,

BOLTON & MENK, INC.

Kevin P. Kielb, P.E.
Principal Engineer

ATTACHMENT: 2019 Schedule of Fees

Bolton & Menk is an equal opportunity employer.

2019 SCHEDULE **OF FEES**

The following fee schedule is based upon competent, responsible professional services and is the minimum, below which adequate professional standards cannot be maintained. It is, therefore, to the advantage of both the professional and the client that fees be commensurate with the service rendered. Charges are based on hours spent at hourly rates in effect for the individuals performing the work. The hourly rates for principals and members of the staff vary according to skill and experience. The current specific billing rate for any individual can be provided upon request.

The fee schedule shall apply for the period through December 31, 2019. These rates may be adjusted annually thereafter to account for changed labor costs, inflation, or changed overhead conditions.

These rates include labor, general business, and other normal and customary expenses associated with operating a professional business. Unless otherwise agreed, the above rates include vehicle and personal expenses, mileage, telephone, survey stakes, and routine expendable supplies; no separate charges will be made for these activities and materials. Expenses beyond the agreed scope of services and non-routine expenses, such as large quantities of prints, extra report copies, outsourced graphics and photographic reproductions, document recording fees, outside professional and technical assistance, and other items of this general nature will be invoiced separately. Rates and charges do not include sales tax, if applicable.

Employee Classification	Hourly Billing Rates
Senior Principal	$150-270/Hour
Principal Engineer/Surveyor/Planner/GIS/Landscape Architect	$140-195
Senior Engineer/Surveyor/Planner/GIS/Landscape Architect	$110-175
Project Manager (Inc. Survey, GIS, Landscape Architect)	$100-190
Project Engineer/Surveyor/Planner/Landscape Architect	$85-175
Design Engineer/Landscape Designer/Graduate Engineer/Surveyor	$80-185
Specialist (Nat. Resources; GIS; Traffic; Graphics; Other)	$60-165
Senior Technician (Inc. Construction, GIS, Survey[1])	$85-175
Technician (Inc. Construction, GIS, Survey[1])	$65-140
Administrative	$45-100
Structural/Electrical/Mechanical/Architect	$120-150
GPS/Robotic Survey Equipment	NO CHARGE
CAD/Computer Usage	NO CHARGE
Routine Office Supplies	NO CHARGE
Routine Photo Copying/Reproduction	NO CHARGE
Field Supplies/Survey Stakes & Equipment	NO CHARGE
Mileage	NO CHARGE

[1] No separate charges will be made for GPS or robotic total stations on Bolton & Menk, Inc. survey assignments; the cost of this equipment is included in the rates for Survey Technicians.

Hakanson Anderson

Main Office:
3601 Thurston Avenue, Anoka, MN 55303
Phone: 763/427-5860 Fax: 763/427-0520
www.haa-inc.com

40 YEARS

February 7, 2019

Mr. Bruce Westby, P.E.
City of Ramsey
7550 Sunwood Drive
Ramsey, MN 55303

SENT VIA EMAIL: bwestby@ci.ramsey.mn.us

RE: Proposal for Construction Staking Services
City of Ramsey Projects 18-14 Riverdale Drive Sewer and Water

Dear Mr. Westby,

Thank you for the opportunity to submit a proposal for our services on the above projects. I understand that the scope of our services is to provide construction staking services as needed and directed for the above project.

Hakanson Anderson proposes to conduct this work on an hourly basis based upon the attached hourly rate schedule. Each phase of the construction staking is broken down induvial below and estimated as follows:

SCOPE OF WORK

- Office setup and coordination ……...$524.00
- Verify field control and the existing conditions…… $1288.00
- Stake Silt Fence and Removals……. $1654.00
- Stake Sanitary Sewer……. $3150.00
- Stake Watermain……$2760.00
- Stake the Storm Sewer……...$461.00
- Stake Curb and Gutter……$922.00
- Stake Bituminous Path as needed……. $827.00

TOTAL……...……... $11,586.00
** Utility as built drawings are not included with this proposal

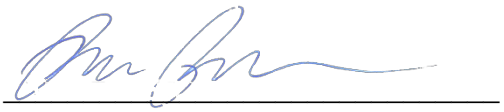
The above stated fee is based on survey control points being found in place, electronic files of necessary construction documents being available for our use and a one-time staking per item. Significant re-staking and services provided in addition to those proposed will be billed hourly per our standard fee schedule.

To better serve you, we request that final plans and specifications for new projects arrive in our office a minimum of five working days before staking is needed on site. After staking has started on site, a two to three-day notice for return visits is requested. It is the contractor's responsibility to provide shop drawings or updated plans when applicable.

If you wish to proceed please sign the acceptance below and return to us.

Thank you for the opportunity to submit this proposal. If you have any questions, feel free to contact us at 763-852-0486.

Sincerely,
Hakanson Anderson



Brian Person, P.L.S.
Vice President

ACCEPTANCE OF PROPOSAL: The above fees and conditions are satisfactory and hereby accepted. Hakanson Anderson is authorized to do the work as specified. Invoices for the above work will be issued on a monthly basis and at the completion of the project.

Accepted by: _____ Date: _____
Name/Title

Hakanson Anderson

Hakanson Anderson

Main Office:
3601 Thurston Avenue, Anoka, MN 55303
Phone: 763/427-5860 Fax: 763/427-0520
www.haa-inc.com

40 YEARS

HAKANSON ANDERSON
2019 MUNICIPAL HOURLY BILLING RATES

Principal Engineer, P.E.	$126.00
Senior Project Manager / Design Engineer	$118.00
Design Engineer / Project Manager	$75.00 - $108.00
Civil Technician	$75.00 - $92.00
Principal Land Surveyor, P.L.S.	$130.00
Land Surveyor P.L.S.	$118.00
Survey Project Manager	$100.00 - $115.00
Survey Office Technician	$78.00 - $95.00
Senior Survey Field Technician	$78.00 - $88.00
Survey Field Technician	$60.00
GPS/Robotic Total Station	$35.00
Hydrographic Survey Equipment	$60.00
Senior Construction Observer	$92.00
Construction Observer	$75.00 - $85.00
Wetland Specialist	$90.00
Administrative Assistant	$60.00
Mileage	IRS Rate

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

CC Regular Session **7. 4.**

Meeting Date: 02/12/2019

By: Chloe McGuire Brigl, Community Development

Information

Title:

Adopt Resolution #19-052 Authorizing the Request for a Comprehensive Housing Market Study and Use of Anoka County HRA Funds

Purpose/Background:

The purpose of this case is to review a potential Comprehensive Housing Market Study proposal from Maxfield Research & Consulting. City Staff has received feedback from the City Council previously that data on the demand and need for housing in the City is necessary in order to make informed decisions about proposed developments and land use decisions. The purpose of this case is to authorize the City to request funds from Anoka County HRA in an amount not to exceed $20,000.

Notification:

N/A

Observations/Alternatives:

Purpose of Study

The Housing Study (proposal attached) will provide the City a comprehensive look at its housing stock, and provide data to better allow the City to respond to requests and questions from residents and developers. The last housing study was completed more than five (5) years ago and is need of update with the recent additions to the housing market. This study will provide quantitative data on the housing types available in the City, if there is a demand or need for additional housing types, and if the market is strong or slowing. For example, the housing study will provide information on the senior housing market, workforce housing market, and detached villas. The City continues to see requests come in for residential subdivisions, and the City wants to make sure that the way we guide our land uses is based on data and demand. The Housing Study would act as a supplement to the comprehensive plan, and focus on a more niche area. This is a common study completed after a comprehensive plan by cities in the area. A list of similar studies is included in the proposal (attached).

The City has heard from residents througout the comprehensive planning process that they want more retail, especially near the COR. The City has heard that Ramsey is building too much multifamily and there is not a demand for that type of housing. This study would provide answers to those types of questions with market analysis and demographic analysis. Additionally, the housing study will provide an up-to-date, comprehensive look at our housing market, and will be used after as a marketing tool for future retail developments. The City has heard from retailers that a strong residential base is needed before they will come to the City of Ramsey; this study will provide that necessary data to retailers.

Finally, the study will allow the City to make data-driven decisions. For example, the City has received requests

from developers to allow smaller lots and villas, and will likely receive future requests for comprehensive plan amendments. The City has a goal of providing housing options for residents at all ages and stages of their lives - so they can stay in Ramsey from birth to retirement. This housing study will provide the City information on what types of housing are needed to complete this goal.

Economic Development Benefits

- Use as a marketing tool for retail -- quantify the number of households in given area to attract retail
- Clearly identify trade area for retail
- Determine availability of housing for employees

How the Study Will Be Used

City Staff anticipates that this study will be helpful and allow the City to make informed, data-driven decisions about land use applications, potential developments, and get ahead of requests. Just because there is a demand does not mean the City has to plan for a particular housing style; however, this study would help avoid planning for a style without sufficient demand and potentially oversaturating the market. This allows the City to gather necessary information in advance and prepare for requests that will likely come in. Additionally, City Staff does not want to overguide areas for certain housing types of the demand is inflated currently. This housing study should provide clarity on the long-term demand for certain housing types, and provide guidance to the City on land use changes, especially as they relate to increasing density. The study will also provide information that could lead to the creation of new housing policies to keep up with demand and follow best practices. With the aging housing stock in City, a policy related to housing maintenance and upkeep could be helpful to homeowners.

Funding Source:

City of Ramsey's Anoka County HRA Funds.

Recommendation:

Staff recommends adoption of Resolution #19-052 Authorizing the Request for a Comprehensive Housing Market Study and Use of County HRA Funds .

Action:

Motion to Adopt Resolution #19-052 Authorizing the Request for a Comprehensive Housing Market Study and Use of HRA Funds .

Attachments

Maxfield Proposal January 2019

Resolution #19-052

Form Review

Inbox	Reviewed By	Date
Tim Gladhill	Chloe McGuire Brigl	02/06/2019 10:11 AM
Tim Gladhill	Tim Gladhill	02/06/2019 12:09 PM
Tim Gladhill	Tim Gladhill	02/06/2019 12:12 PM
Kurt Ulrich	Kurt Ulrich	02/06/2019 03:22 PM
Form Started By: Chloe McGuire Brigl		Started On: 02/05/2019 12:48 PM
Final Approval Date: 02/06/2019		

A Proposal to Prepare a Comprehensive Housing Market Study for the City of Ramsey, Minnesota

Prepared for:

City of Ramsey

Ramsey, MN

January 2019

Maxfield Research & Consulting

7575 Golden Valley Road
Suite 385
Golden Valley, MN 55427
612.338.0012
www.maxfieldresearch.com

Maxfield
Research & Consulting

January 25, 2019

Mr. Tim Gladhill
Community Development Director
City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303

Dear Mr. Gladhill:

Thank you for contacting Maxfield Research and Consulting, LLC to provide a proposal for a Comprehensive Housing Market Study for the City of Ramsey, Minnesota. The study would examine demographic and economic factors, current housing market conditions, and would determine the market potential for developing additional housing products in the City. We would provide detailed recommendations (number of units/lots; unit mix and sizes; price/rent; housing features and amenities, etc.) for the housing types identified as being needed in the short- and long-term. In addition, recommendations would be provided on housing programs and other incentives (if needed) that should be initiated to attract specific housing products.

Along with the proposal is a statement of qualifications for our firm which provides a company background, outlines our services and representative clients, and provides resumes of Maxfield staff who would be conducting the housing study.

The work program for this housing market study is outlined on the following pages. The total fee for staff time for the analysis would be $17,795.00, including expenses for outside data purchases, telephone expenses, photocopying, etc.; however, travel costs and printing costs are additional. Costs are presented for each major component of the work program. Maxfield Research and Consulting, LLC would be able to deliver a draft report of the housing analysis in approximately 120 to 130 days.

We welcome the opportunity to work with you on this project. If this proposal meets with your approval, please sign and return one copy of the contract. Please call me if you have any questions about the proposed work program or if you need any other information. I can also be reached via email at mmullins@maxfieldresearch.com.

Sincerely,

MAXFIELD RESEARCH AND CONSULTING, LLC



Matt Mullins
Vice President and Business Development

(main) 612-338-0012 (fax) 612-904-7979
7575 Golden Valley Road, Suite 385, Golden Valley, MN 55427
www.maxfieldresearch.com

Maxfield
Research & Consulting

January 25, 2019

Mr. Tim Gladhill
Community Development Director
City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303

CONTRACT FOR PROFESSIONAL SERVICES

Maxfield Research and Consulting, LLC proposes to provide market research and consulting services to the City of Ramsey (the "Client") to prepare a Comprehensive Housing Market Study. The market study will determine the market potential for developing different types of owned and rented housing in Ramsey through 2030 based on an examination of demographic and employment growth trends and current housing market conditions. Detailed recommendations (number of units/lots; unit mix and sizes; prices/rents; housing features and amenities, etc.) for the housing types identified as needed in the short-term (2018 to 2025) and long-term (2025 to 2030) would be provided.

DESCRIPTION AND BIOGRAPHY OF FIRM

Maxfield Research and Consulting, LLC has over 35 years of experience in assisting communities to determine market conditions for planning and development efforts, providing demographic estimates and projections, and analyzing county and municipal commercial and residential real estate needs. Our thorough knowledge of market trends in the real estate industry allows us to support our clients with valuable information that affects planning and development. We are able to determine viable solutions to the issues that communities face. We are local, regional and national with work completed in over 40 states.

Maxfield Research and Consulting, LLC provides research and analysis in the areas of general market housing, student housing, senior housing, office, retail, hospitality, industrial, and financial institutions. Maxfield also has experience in organizing and conducting focus groups, preparing and administering on-line and mail surveys, holding public forums for large scale planning documents, and organizing and making presentations to city councils, planning commissions, and economic development authorities. A more detailed company overview is located in the Appendix.

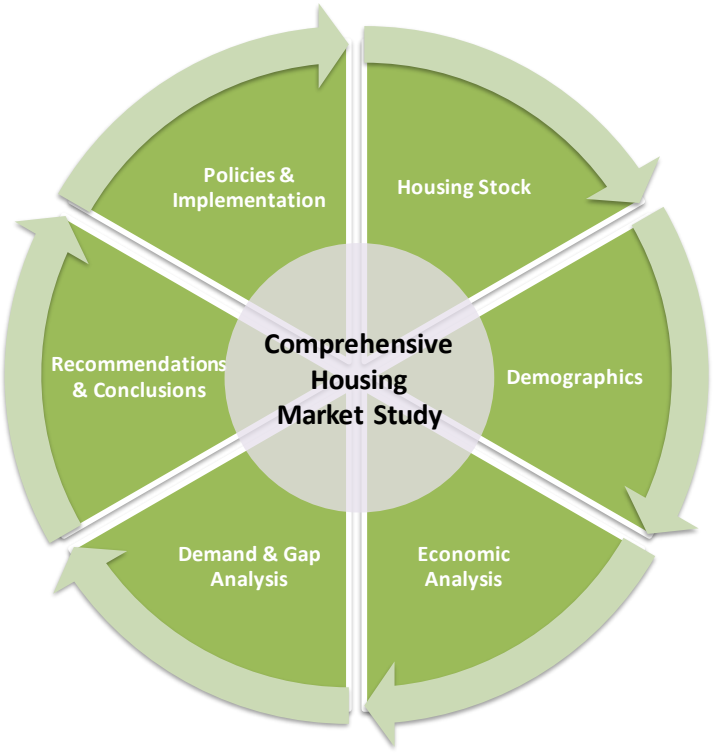
(main) 612-338-0012 (fax) 612-904-7979
7575 Golden Valley Road, Suite 385, Golden Valley, MN 55427
www.maxfieldresearch.com

METHODOLOGY

It is our understanding that the primary objective of this analysis is to provide the City of Ramsey with a market-based analysis that will identify current and future housing needs in the City and help decision makers develop a greater understanding of the City's housing market. Maxfield Research and Consulting, LLC will provide detailed recommendations and an action plan for housing development (both short-term and long-term) and recommend tools and policies that will assist implementation. Our findings will provide a basis for community leaders, stakeholders, and decision-makers to guide future efforts when addressing housing needs.

The hallmark of Maxfield Research and Consulting, LLC.'s approach to comprehensive housing studies is a thoughtful, in-depth combination of primary and secondary research. Primary research includes surveys of existing housing properties, one-on-one interviews with major employers, developers, builders, Realtors, property managers, city and government agency staff, and others familiar with housing issues and the local housing market. Secondary research includes data obtained from reliable published sources including the Census Bureau, ESRI (a national demographics firm), State demographic centers and economic development agencies, among others.

Secondary published data reviewed carefully in light local factors revealed thr primary research that ma impact on the analysis. T a custom report that pro Client with information th and locally pertinent.



Our work approach will d experience and expertise ducting housing studies o public entities and privat ers.

Maxfield Research and C LLC routinely completes housing studies annually market leader on housin and consulting in the Upper Midwest.

WHY MAXFIELD RESEARCH?

We Know Ramey, Anoka County, and the Twin Cities

- Benefit: Work efficiency – our past experience in Ramsey, Anoka County & throughout the Twin Cities Metro Area will allow us to be on the ground immediately

Housing Inventory

- Benefit: Maxfield Research's proprietary housing data includes detailed information on multifamily properties across the Twin Cities

Experience Counts

- Benefit: Committed team of senior-level leaders; the four team members dedicated to this project have a combined 75 years of experience and have completed nearly 30 Comprehensive Housing Studies over the past two years

Local Knowledge - National Experience

- Benefit: Our work is grounded in local issues/reality and we can integrate best practices from elsewhere

Relationships

- Benefit: We have deep relationships with the development community; we understand their barriers and opportunities, we know what they want, and they will talk to us

Full-Service Real Estate Advisory Firm

- Benefit: We understand the connection between all real estate types and we advise both public- and private-sector clients

Comprehensive Approach

- Benefit: Data-driven analyses generate conclusions and recommendations based on market realities

On the Ground Field Research

- Benefit: Hands-on field work, in-person interviews, and telephone surveys, combined with the analysis of the Census and other data to gain the most information possible

Proven Methodologies & Results Oriented

- Benefit: Our process for projecting housing demand has proven to be effective and we deliver action-oriented strategies

RESEARCH STAFF

Mary Bujold, CRE*,* President, Maxfield Research and Consulting, LLC, will serve as principle-in-charge of the project and serves as a consultant for the recommendations. Ms. Bujold has over thirty years of experience in housing market research and is regarded as a market expert in the field of residential real estate. Ms. Bujold has been involved in numerous housing and commercial analyses for private developers and public agencies and is currently leading a housing study for Dakota County and the City of St. Cloud.

Mr. Matt Mullins, Vice President, will serve as the project manager and principal analyst for the project. Mr. Mullins will oversee the project timeline and will be responsible for the execution of the work program associated with the project. Mr. Mullins will work closely with junior staff to complete all work tasks associated with the project. Mr. Mullins was the lead analyst on several recent comprehensive housing studies, including projects completed in Elk River, Big Lake, Owatonna, Golden Valley, St. Louis Park, and Plymouth. Mr. Mullins is currently overseeing the comprehensive housing study for Dodge County and several private sector housing developments.

Mr. Joe Hollman, Senior Research Analyst would assist Mr. Mullins on this project as a principal analyst. Mr. Hollman would be responsible for completing a portion of the data gathering for this project, including interviews, contacting housing developments, preparing the conclusions and recommendations, and compiling the written report. Mr. Hollman was the lead analyst on several recent comprehensive research studies that focused on the market demand for residential and commercial real estate, including comprehensive housing studies for the City of Austin, Minnesota, the City of Waverly, Iowa, and the City of Red Wing, Minnesota. Mr. Hollman is currently working on a condominium study in Minneapolis, Minnesota.

Ms. Jessica Van Voorhis, Research Analyst, will provide data gathering services for this project. Ms. Van Voorhis will be responsible for compiling demographic and employment data and gathering base market information. Ms. Van Voorhis has assisted on several comprehensive housing needs studies during his tenure with Maxfield Research and Consulting, LLC, including the City of Luverne and Worthington. Ms. Van Voorhis is currently working on the comprehensive study for Dodge County, Minnesota.

Individual resumes of the project staff are included in the appendix.

SCOPE AND COST OF SERVICES – Comprehensive Housing Market Study

A. Project Kickoff Meeting/Field Work

1. Meet with representatives of the City of Ramsey and other stakeholders to review project goals and objectives. Refine work program if required. This report will require some assistance from the stakeholders; data requests and other project assistance will be discussed during this time.
2. Conduct a windshield survey of the housing stock in Ramsey.

B. Review of Past Studies/Planning Documents

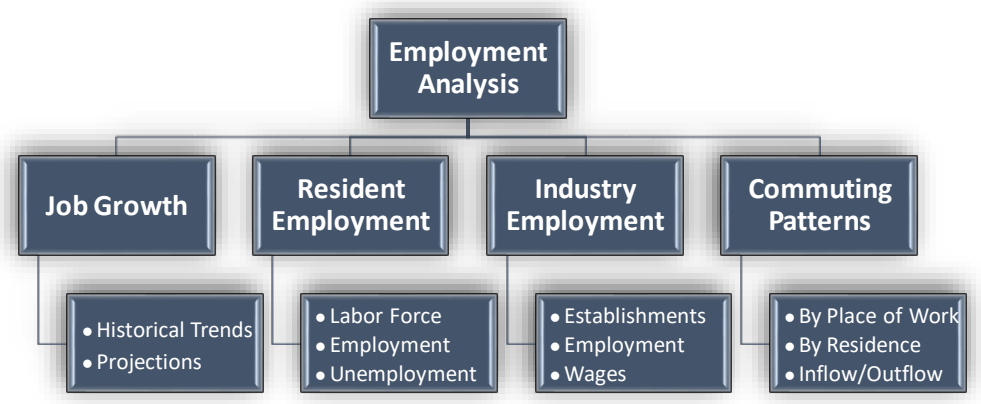
1. Obtain information on past housing studies/planning documents, ordinances, or other research reports/publications with information pertinent to the assignment. Review these documents and identify information from these documents that is important for this analysis; identify how current conditions have changed.
2. Summarize information obtained from previous documents and their impact on the current analysis; include conflicting information or document key issues and their relevance to the current project.

C. Demographic Analysis (Data will also be provided for comparison purposes to other Minnesota communities similar to Ramsey. Peer communities will be discussed during the kick-off meeting)

1. Identify the primary housing draw area for the City of Ramsey, Minnesota.
2. Examine population and household growth trends and projections to 2040.
3. Examine demographic information on:
   a) Population age distribution
   b) Persons per household (household size)
   c) Household incomes by age of householder
   d) Household incomes be tenure
   e) Household net worth
   f) Household tenure
   g) Household tenure by age of householder
   h) Household tenure by household size
   i) Household type
   j) Diversity/ethnicity/culture
4. Present information on mobility trends.
5. Summarize links between the demographic profile and housing demand.
6. Discuss the implications of the findings on housing demand in Ramsey.

D. Employment Trends (data will also be provided for comparison purposes to peer communities)

1. Examine local data on resident employment (based on place of residence).
2. Examine local data on covered employment (based on location of jobs).
3. Provide data on jobs by NAICS industry sector.
4. Identify major employers.
5. Identify commuting patterns of area workers.
   a) Place of residence vs. place of employment
   b) Wages
   c) Demographic characteristics
6. Project job growth to 2025. Analyze any business expansions/contractions and their effect on the local housing market.
7. Interview economic development specialists, major employers, and local officials regarding major employment changes and other issues that may impact long-term employment projections.
8. Discuss the implications of the findings on housing demand in Ramsey.



E. Housing Characteristics & Condition

1. Compile statistics on the age of the housing stock in Ramsey and the draw area.
2. Compile residential building permit data by type of housing to the most current available figures for Ramsey and the draw area.
3. Analyze U.S. Census and American Community Survey (ACS) findings collected between 2012 and 2017 (most current data). Compile the following:
   a) Renter-occupied units by contract rent
   b) Owner-occupied housing units by value
   c) Owner-occupied housing units by mortgage status
   d) Housing units by structure and occupancy
   e) Housing units by occupancy status and tenure
4. Review housing market value data from City/County tax records (if available) or ACS.

5. Interview area housing professionals and other local governmental staff regarding housing conditions, economic development trends, and other factors that affect the local housing markets.
6. Identify the residential land supply and its impact on potential housing production.
7. Conduct a windshield survey of housing properties in Ramsey. The windshield survey provides a visual assessment of the general conditions of the housing stock. Comment on properties or neighborhoods with code enforcement concerns and other substandard housing issues that have undesirable housing conditions.
8. Discuss the implications of the findings on housing demand in Ramsey.

F. For-Sale Housing Market Analysis

1. Collect data on housing resale values (single-family and multifamily); examine price distribution and average/median sale price of home resales in Ramsey and the draw area (Note: this may require assistance from the city or county assessor).
2. Analyze data on the inventory and list price of homes currently for sale.
3. Survey active and recently completed for-sale housing developments (single-family homes, townhomes, twin homes, etc.) in Ramsey and the surrounding area; analyze information on product types, lot sizes, home sizes, sale prices, buyer profile, and absorption (if available). For condominium or cooperative products (if any), provide data on building and unit amenities and common areas.
4. Identify Ramsey 's residential lot supply and the impact on potential housing production. Present information on vacant lots by year platted, subdivision, pricing, etc.
5. Identify pending for-sale housing developments in Ramsey and the draw area, and discuss the likely impact of these developments on the housing market.
6. Interview real estate sales agents, developers, and builders to assess the overall strength of the for-sale housing market, buyer profiles, the impact of foreclosures/short sales on the housing market, desired housing types and price range, and unmet market niches.
7. Based on a windshield survey of homes in Ramsey and interviews with City staff and Realtors discuss the overall condition of the owner-occupied housing stock in the City.

G. General Occupancy Rental Market Analysis

1. Survey larger (8-units or more) general occupancy rental housing projects, including subsidized (deep subsidy/extremely low income), affordable (shallow subsidy/very low income), workforce housing (80% to 120% of AMI) and market rate developments in the City. Map locations of the multifamily housing stock.
2. Analyze data collected from the rental survey on year built/remodeled, monthly rents, vacancies, rents per foot, unit types/sizes and features, common area amenities, and resident profiles.

3. Inventory pending rental developments in Ramsey and the draw area and assess their potential impact on the market.
4. Interview owners/managers of rental housing in the area to assess rental trends and the need for additional rental housing in the City. Identify appropriate rental rates and the target markets for new rental construction in the community.

H. Senior Housing Market Analysis

1. Inventory existing senior housing developments in the draw area, including subsidized (deep subsidy), affordable (shallow subsidy), and market rate developments. Projects will include rental and for-sale active adult, congregate, assisted living, and memory care senior housing developments. In addition, collect information on skilled nursing facilities. Map locations of the senior housing stock.
2. Analyze data collected from the survey on year opened, number of units, vacancies, pricing, unit types and features, common-area amenities, services provided (if applicable), and resident profile.
3. Inventory pending senior developments in Ramsey and the draw area and assess their potential impact on the market.
4. Interview managers/sponsors of senior housing in the area to assess market trends and the potential need for additional senior housing or skilled nursing care in Ramsey.

I. Housing Affordability

1. Review and present income limits, maximum gross rents, and fair market rents by household size in Anoka County.
2. Based on income guidelines, present maximum rents based on household size and Area Median Income.
3. Based on the average rents by unit type from the *General Occupancy Rental Market Analysis Section*, present information on income-qualified renter households.
4. Based on the median home resale value from the *For-Sale Housing Market Analysis Section*, present information on income-qualified owner households.
5. Identify the number of cost burdened households (i.e. households paying more than 30% of their income on housing) in Ramsey. Present cost burdened information for renters and owners.
6. Discuss housing voucher program in Ramsey and present information on historic housing vouchers; both ported in and in the City.

J. Conclusions and Recommendations

1. Quantify demand for housing (subsidized, affordable, and market rate) in Ramsey through 2030 based on employment and household growth projections, pent-up demand, turnover/mobility, and estimated replacement needs.
2. Identify potential target markets for new for-sale, rental, and senior housing.

3. Identify potential unmet market niches and discuss the primary deficiencies in the current market situation.
4. Based on lot supply and absorption trends, discuss the current supply and whether more lots should be platted in order to meet projected demand.
5. Suggest an appropriate housing mix by product type (rental, ownership, and senior) and price point and discuss the target markets for each.
6. Suggest appropriate development concepts in the short-term (developments needed by 2025) and long-term (2025 to 2030), including number of units, unit mix, sizes, sale prices or monthly rents, and in-unit features and common area amenities.
7. Discuss appropriate development types and timing for future housing development in The Cor.
8. Discuss the potential need for public/private partnerships to achieve housing development goals and support economic development in Ramsey.
9. Discuss housing programs and resources that may be administered by Ramsey to help achieve housing goals (i.e. home improvement loans, energy and environmental sustainability, fix-up funds, foreclosure assistance, first-time home buyer classes, etc.). Review current programs provided by the City of Ramsey and recommend other successful programs offered at other cities similar in size to Ramsey.
10. Provide recommendations on other challenges and opportunities that relate to the housing stock and housing development in the City.

K. Meetings and Client Contact

1. One kick-off meeting with Client (in person or via conference call).
2. Review of the Draft analysis (via conference call) that would address report findings.
3. Formal presentation (in person) to appropriate governing body.
4. Report Preparation.

Cost for Comprehensive Housing Market Study (Staff Time) $17,795.00

GIS MAPPING

Maxfield Research and Consulting, LLC will present key data visually and spatially through GIS mapping. However, Maxfield Research will require assistance from the Client to obtain parcel level data and the County assessor database. We will provide a detailed data request list that will outline the mapping and data needs.

COST OF SERVICES

The work outlined under the Scope of Services will be performed for Seventeen Thousand Seven Hundred Ninety-Five Dollars ($17,795.00), including out-of-pocket expenses postage, long-distance telephone, data purchases, mileage, and an electronic version. Work completed on the assignment would be billed to the Client monthly as costs are incurred. Any bound copies are available at an additional charge, estimated at about $75/copy for two-sided color bound copies.

Any additional research or meeting time requested by the Client beyond that set forth in the accompanying Scope of Services will be billed at our normal hourly rates for staff time ($55 to $160). The following fee proposal provides a detailed summary of staff hours needed to complete this project. The fee proposal includes a breakdown of costs by project task and Maxfield Research and Consulting, LLC staff assigned to the project.

FEE PROPOSAL
COMPREHENSIVE HOUSING MARKET STUDY FOR RAMSEY MINNESOTA

	Maxfield Research and Consulting, LLC Staff						
	Mary Bujold	Matt Mullins	Joe Hollman	Jessica Van Voorhis	Julie Thopson	Maxfield Research	Cost by Task
Project Task	*President*	*Vice-Pres.*	*Sr. Analyst*	*Analyst*	*Support*	Total	Total
A. Project Kick-off and Field Visit/Windshield Survey	0	8	0	0	0	8	**$1,280**
B. Review of Past Studies	0	0	0	2	0	2	**$170**
C. Demographic Analysis	0	0	0	18	0	18	**$1,530**
D. Employment Trends	0	1	2	8	0	11	**$1,140**
E. Housing Characteristics and Condition	0	2	0	12	0	14	**$1,340**
F. For-Sale Housing Market Analysis	0	14	0	8	0	22	**$2,920**
G. General Occupancy Rental Analysis	0	2	2	18	0	22	**$2,150**
H. Senior Housing Market Analysis	0	1	0	10	0	11	**$1,010**
I. Housing Affordability	0	1	0	5	0	6	**$585**
J. Conclusions and Recommendations	2	14	0	14	0	30	**$3,750**
K. Meetings and Report Preparation	0	4	2	2	2	10	**$1,240**
L. Mapping & GIS	0	0	0	8	0	8	**$680**
Total Hours	**2**	**47**	**6**	**105**	**2**	**162**	
(times) Hourly Rate	$160	$160	$150	$85	$65		
Total Cost for Staff Time	**$320**	**$7,520**	**$900**	**$8,925**	**$130**	**$17,795**	
(Plus) Travel Cost (estimate)*						**$0**	
Total Cost for Staff Time plus Travel	**$320**	**$7,520**	**$900**	**$8,925**	**$130**	**$17,795**	

WORK PRODUCT

Findings will be presented in an electronic PDF format.

The Comprehensive Housing Market Study is accepted by many lenders, limited partners, investors or governmental bodies who require such documentation to satisfy their financing criteria.

COMPLETION TIME

The work outlined under Scope of Services will be completed in draft form within 120 to 130 days of the execution of this agreement unless delayed by unexpected emergencies, forces beyond the control of the parties, or by written agreement of the parties.

A final report would be issued within two weeks of receiving all comments and feedback from the Client.

PROPOSED COMPLETION TIMEFRAME
COMPREHENSIVE HOUSING MARKET STUDY FOR RAMSEY MINNESOTA

Project Task	Month 1				Month 2				Month 3				Month 4				Month 5			
	Wk. 1	Wk. 2	Wk. 3	Wk. 4	Wk. 1	Wk. 2	Wk. 3	Wk. 4	Wk. 1	Wk. 2	Wk. 3	Wk. 4	Wk. 1	Wk. 2	Wk. 3	Wk. 4	Wk. 1	Wk. 2	Wk. 3	Wk. 4
A. Project Kickoff and Field Visit																				
B. Review of Past Studies																				
C. Demographic Analysis																				
D. Employment Trends																				
E. Housing Characteristics & Condition																				
F. For-Sale Market Analysis																				
G. Rental Market Analysis																				
H. Senior Housing Market Analysis																				
I. Housing Affordability																				
J. Conclusions and Recommendations																				
K. GIS/Mapping																				
L. Delivery of Draft Report																				
K. Formal Presentation																				

PAYMENT

All invoices are payable to Maxfield Research and Consulting, LLC within fifteen (15) days of receipt of an invoice showing the work completed and the direct costs for expenses. A finance charge of one and one-half percent (1.5%) per month will be added to the unpaid balance of each invoice not paid within thirty (30) days.

All invoices are sent via email. A current email address needs to be supplied to Maxfield Research for billing purposes. A final invoice will be sent with the release of the draft report.

DISCLAIMER

The objective of this research assignment is to gather and analyze as many market components as is reasonable within the time limits and projected staff hours set forth in this agreement.

We assume no responsibility for matters legal in character. The property/land is assumed to be free and clear of any indebtedness, liens or encumbrances; and good and marketable title and competent management are assumed, unless otherwise stated.

If building plans or site plans are included in the report, they are to be considered only approximate and are submitted to assist the reader in visualizing the property. We assume no responsibility for the accuracy of any building or site plans.

Certain information and statistics contained in the report, which are the basis for conclusions contained in the report, will be furnished by other independent sources. While we believe this information is reliable, it has not been independently verified by us and we assume no responsibility for its accuracy.

The conclusions in the report are based on our best judgments as market research consultants. Maxfield Research and Consulting, LLC disclaims any express or implied warranty of assurance of representation that the projections or conclusions will be realized as stated.

The result of the proposed project may be achieved, but also may vary due to changing market conditions characteristic of the real estate industry, changes in facts that were the basis of conclusions in this report, or other unforeseen circumstances.

In the event payment is not received on a timely basis, Maxfield Research and Consulting, LLC shall be entitled to a lien against the subject property.

This agreement will be construed according to the laws of the State of Minnesota.

TERMINATION

This agreement may be terminated upon written notification of either party to the other. In the event of termination, the Client will pay Maxfield Research and Consulting, LLC for staff hours performed at the firm's normal hourly rates, plus all expenses incurred through the date of termination.

If this proposal meets with your approval, please sign and return one copy to the offices of Maxfield Research and Consulting, LLC.

The costs outlined in the Scope of Services shall remain in effect for a period of 90 days from the date listed at the top of this contract.

Agreed to this _____ day of _____ 2019.

MAXFIELD RESEARCH AND CONSULTING, LLC



Matt Mullins
Vice President

CITY OF RAMSEY, MINNESOTA

(Signature of Authorized Signer)

By:_____
(Print Name of Authorized Signer)

Its:_____
(Print Title of Authorized Signer)

SELECTED HOUSING STUDIES/REFERENCES
Maxfield Research and Consulting, LLC

1. **Comprehensive Housing Market Study Update for St. Louis Park, Minnesota** **2018**
   Client: City of St. Louis Park
   Contact: Michele Schniker, (952) 924-2571, mschnitker@stlouispark.org

2. **Comprehensive Rental Housing Market Study for the Plymouth HRA** **2018**
   Client: Plymouth Housing and Redevelopment Authority
   Contact: James Barnes, (763) 509-5412, jbarnes@plymouthmn.gov

3. **Comprehensive Housing Needs Analysis for Chisago County, Minnesota** **2018**
   Client: Chisago County EDA
   Contact: Nancy Hoffman, (651) 674-5664, nancy@chisagocounty.org

4. **Comprehensive Housing Market Study for Golden Valley, Minnesota** **2017**
   Client: City of Golden Valley
   Contact: Jason Zimmerman, (763) 593-8099, jzimmerman@goldenvalleymn.gov

5. **Comprehensive Housing Needs Analysis for Winona, Minnesota** **2016**
   Client: City of Winona
   Contact: Lucy McMartin, (507) 457-8250, LMcMartin@ci.winona.mn.us

6. **Comprehensive Housing Needs Analysis for Luverne, Minnesota** **2016**
   Client: City of Luverne EDA
   Contact: Holly Sammons, (507) 449-5033, hsammons@cityofluverne.org

7. **Comprehensive Housing Needs Analysis for Big Lake, Minnesota** **2016**
   Client: City of Big Lake
   Contact: Hanna Klimmek, (763) 251-2979, hklimmek@biglake.org

8. **Comprehensive Housing Needs Analysis for Elk River, Minnesota** **2016**
   Client: City of Elk River
   Contact: Amanda Othoudt, (763) 635-1042, aothoudt@elkrivermn.gov

9. **Comprehensive Housing Market Study for Waseca, Minnesota** **2016**
   Client: City of Waseca
   Contact: Danny Lenz, (507) 835-9700, dannyl@ci.waseca.mn.us

10. **Comprehensive Housing Study for Marshall, Minnesota** **2015**
    Client: Marshall EDA

Contact: Cal Brink, (507) 532-4484, calb@marshall-mn.org

11. Comprehensive Housing Needs Analysis for Sleepy Eye, Minnesota 2014
Client: Sleepy Eye EDA
Contact: Kurk Kramer, (507) 794-5636, eda@sleepyeye-mn.com

12. Comprehensive Housing Study for Red Wing, Minnesota 2014
Client: Red Wing Housing and Redevelopment Authority
Contact: Randal Hemmerlin, (651) 388-0397, Randal.hemmerlin@ci.red-wing.mn.us

13. Comprehensive Housing Needs Assessment for Olmsted County, Minnesota 2014
Client: Olmsted County Community Services, Mayo Clinic, and Rochester Area Foundation
Contact: Paul Fleissner, (507) 328-6400, fleissner.paul@co.olmsted.mn.us

14. Comprehensive Housing Needs Analysis for St. Louis Park, Minnesota 2013
Client: City of St. Louis Park
Contact: Michelle Schnitker, (952) 924-2571, mschnitker@stlouispark.org

15. Housing Market Analysis and Demand Estimates for Owatonna, Minnesota 2013
Client: Owatonna HRA/Community Development
Contact: Troy Klecker, (507) 774-7316, Troy.Klecker@ci.owatonna.mn.us

16. A Comprehensive Housing Study for Austin, Minnesota 2013
Client: Austin HRA/Community Development Dept.
Contact: Craig Hoium, (507) 437-9952

17. Comprehensive Housing Needs Analysis for Hutchinson, Minnesota 2012
Client: City of Hutchinson and Hutchinson HRA
Contact: Jean Ward, (320) 234-4451, jward@ci.hutchinson.mn.us

18. Comprehensive Housing Needs Assessment for Scott County, Minnesota 2012
Client: Scott County Community Development Authority
Contact: William Jaffa, (952) 402-9022

--APPENDIX—

Maxfield Research & Consulting

Breaking Ground since 1983

WHO WE ARE

Maxfield Research & Consulting is a full-service research firm providing timely and comprehensive real estate market information and analysis that is critical to the success of our clients. With 35 years of experience in real estate market feasibility and consulting, our expertise enables us to offer solutions to difficult challenges. We assess the needs of each project, anticipate problems and provide solutions. We work closely with each client to assure our research data and analysis provide exactly the information needed in planning and developing new projects. We provide customized studies designed to deliver strategic framework for each of our clients' objectives to optimize land use and value of their real estate needs.

Developing dynamic relationships and delivering strategic solutions has earned us our clients' confidence in our expertise. Our broad experience and varied customer base includes public, private and institutional clients seeking crucial information in making decisions regarding the latest trends in the real estate industry.

Maxfield is a local, regional, national and international player in the real estate consulting industry.

WHAT WE DO

- ***Residential***—*Assist with information on multifamily, senior housing, tax credit, master-planned communities and residential scenarios.*
- ***Commercial***—*Analysis for retail, office, industrial and hotel space working with private developers on specific projects.*
- ***Land Use***—*Highest and best use assessments, redevelopment and development issues, collaborating with planning consultants to provide market data and support land use recommendations.*
- ***Special***—*Provide expert testimony and litigation support, economic impact analysis, and financial pro-formas.*
- ***Consulting Services***—*Custom analysis according to specific needs, specified aspects regarding floor plans, unit-mix, premium pricing assessments and competitive shopping.*

OUR CLIENTS

Public Sector—Recommendations provide decision makers a guide to future planning. Strategic counsel on market trends and real estate activities assists clients with a value added service.

Private Sector—Provides clients with objective and unbiased advice to position themselves to maximize opportunity and reduce risk.

Institutional Sector—Extensive experience serving broad spectrum of clients with unique organizational needs.

OUR STAFF

Mary Bujold, President
Matt Mullins, Vice President
Dan Gatchell, Senior Research Associate
Joe Hollman, Senior Research Associate
Brian Smith, Senior Research Associate
Andrew McIntyre, Research Associate
Max Perrault, Research Associate
Jessica Van Voorhis, Research Associate
Rob Wilder, Research Associate
Julie Thompson, Executive Assistant

Maxfield Research & Consulting

GENERAL BACKGROUND

Mary has 34 years of experience in real estate research and consulting and is considered a market expert in the field of residential real estate and in market analysis for financial institutions. She regularly testifies as an expert witness for eminent domain, tax appeal and other types of real estate litigation.

As President, she heads projects for large-scale land use and redevelopment studies including downtown revitalization for private developers and municipalities as well as private developers and universities on their student housing needs.

Mary frequently gives presentations at seminars and workshop sessions on current real estate market topics.



Mary Bujold
President

EDUCATION

Bachelor of Arts in Business Administration
Marquette University
Masters of Business Administration
University of Minnesota

PROFESSIONAL DESIGNATIONS AND APPOINTMENTS

Counselors of Real Estate (CRE)
CRE Vice Chair Liaison
CRE Budget & Finance Committee
CRE Minneapolis Chapter Chair
Housing Development Committee-Project for Pride in Living

PROFESSIONAL ORGANIZATIONS

Counselors of Real Estate (CRE)
National Association of Realtors (NAR)
Minnesota Association of Realtors (MAR)
Minneapolis Area Association of Realtors (MAAR)
National Historic Trust – Main Street Center
Sensible Land Use Coalition
Lambda Alpha International (LAI)

EXPERIENCE

- *Large-Scale Redevelopment*
- *Master-Planned Communities*
- *Rental Housing*
- *Condominium Housing*
- *Senior Housing*
- *Student Housing*
- *Financial Institutions*
- *Expert Testimony and Litigation Support*
- *Comprehensive Housing Needs*
- *Retail Analysis*
- *Downtown Revitalization*
- *Industrial Analysis*
- *Fiscal Impact Analysis*

7575 Golden Valley Road Suite 385
Golden Valley, MN 55427
(Main) 612-338-0012 (Fax) 612-904-7979
Email: mbujold@maxfieldresearch.com
www.maxfieldresearch.com

Maxfield Research & Consulting

GENERAL BACKGROUND

Matt Mullins brings over 20 years of real estate consulting and advisory service experience to Maxfield Research & Consulting. Matt has managed and directed real estate analysis projects locally, regionally, and nationally for a broad spectrum of private and public sector clients. Matt's experience canvasses a variety of real estate and land use types, including: single-family and multifamily housing, commercial, industrial, mixed-use, hospitality, entertainment, tourism, transit-oriented developments, among others.

Matt is a trusted advisor whom industry leaders regularly rely on his forthright insight into the real estate market. Matt frequently presents real estate findings and emerging trends to public sector entities and professional trade organizations. In addition to his strategic research and consulting responsibilities, Mr. Mullins also manages and implements business development strategies and marketing initiatives for Maxfield. Furthermore, Matt oversees and mentors other Maxfield advisors.

Mr. Mullins joined Maxfield January 2003. Prior to joining Maxfield, Matt's previous experience was as a consultant for other nationally and globally-based advisory service firms providing real estate advisory services.



Matt Mullins
Vice President

EDUCATION

Bachelor of Arts in Urban Studies & Geography
St. Cloud State University
Mini-Masters in Real Estate Development
Mini-Masters in Investment Real Estate
University of St. Thomas

EXPERIENCE

- *Highest & Best Use Studies*
- *Comprehensive Housing*
- *Redevelopment and Adaptive Reuse*
- *Master-Planned Communities*
- *Apartments & Condominiums*
- *Senior Housing & Retirement Communities*
- *Single-family Subdivisions*
- *Condominiums & Townhomes*
- *Retail, Commercial, & Industrial*
- *Hospitality & Conference Centers*
- *Golf Courses & Marinas*
- *Mixed-Use Development*
- *Transit-Oriented Development (TOD)*
- *Resort/2nd Home Communities*
- *Student Housing*
- *Financial Analysis*

PROFESSIONAL ORGANIZATIONS

Urban Land Institute (ULI)
Sensible Land Coalition (SLUC)
National Association of Realtors (NAR)
Minnesota Association of Realtors (MAR)
Minneapolis Association of Realtors (MAAR)
Builders Association of the Twin Cities (BATC)
Builders Association of Minnesota (BAM)
National Association of Home Builders (NAHB)

REGISTRATION AND LICENSURE

Licensed Real Estate Broker in the State of Minnesota

7575 Golden Valley Road Suite 385
Golden Valley, MN 55427
(Main) 612-338-0012 (Fax) 612-904-7979
Email: mmullins@maxfieldresearch.com
www.maxfieldresearch.com

Maxfield Research & Consulting

GENERAL BACKGROUND

As a former city planner and commercial real estate professional, Joe has 20 years of experience in the research, analysis and presentation of data relevant to the real estate industry. He has expertise in commercial real estate, housing, city planning, location analytics, and demographic analysis.

Prior to joining Maxfield Research, Joe was a member of the national research team for Cushman & Wakefield, one of the world's largest commercial real estate firms. In this role, he conducted research and analyses focusing on the office, industrial and retail real estate markets in the Twin Cities Metropolitan Area. Before joining the commercial real estate industry, Joe was a planner for the following organizations: City of Columbia Heights, Minnesota; Arrowhead Regional Development Commission in Duluth, Minnesota; and, Peoria County, Illinois. As a planner, he contributed to the creation of multiple comprehensive plans, land use studies, zoning ordinances and site



Joe Hollman
Senior Associate

EDUCATION

Bachelor of Science in Geography, University of Wisconsin at La Crosse

EXPERIENCE

- *Retail, Office and Industrial Real Estate*
- *Hotel Feasibility*
- *Market Rate Rental Housing*
- *Affordable Rental Housing*
- *Market Potential Analyses*
- *Comprehensive Housing Needs Analyses*
- *Senior Housing*
- *For-Sale Housing*
- *Student Housing*

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Maxfield
Research & Consulting

GENERAL BACKGROUND

Jessica joined Maxfield as a Research Associate in 2015. Prior to joining Maxfield, Jessica worked for the City of Victoria, MN as a Planning and Public Works Technician.

Since joining the firm, Jessica has completed a variety of housing assignments related to senior housing developments, moderate income rental housing, child care, and general occupancy rental developments. Further, she has completed for Comprehensive Housing Needs Analyses for City and County governments throughout Minnesota.

In her work, Jessica draws on her academic background in Urban and Regional Planning and her experience in local government.



Jessica Van Voorhis
Research Associate

EDUCATION

Bachelor of Arts American Studies, Florida State University
Masters of Science Urban and Regional Planning, Florida State University

EXPERIENCE

- *GIS Analysis*
- *Demographic Forecasts and Analysis*
- *Senior Housing and Retirement Communities*
- *Affordable Rental Housing and LIHTC Developments*
- *Market Rate General Occupancy Rental*
- *Comprehensive Housing Needs Analyses*

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www.maxfieldresearch.com

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

RESOLUTION #19-052

A RESOLUTION AUTHORIZING THE REQUEST AND USE OF ANOKA COUNTY HRA FUNDS FOR A COMPREHENSIVE HOUSING MARKET STUDY

WHEREAS, the City of Ramsey is an Anoka County municipality, and as such is a rapidly growing and important segment of the Twin Cities Metropolitan Region, made of a rich variety of vital and desirable communities; and

WHEREAS, the City of Ramsey is a member of the Anoka County Housing and Redevelopment Authority (ACHRA) and is eligible to request funding for projects that meet the requirements of MN Statute 469; and

WHEREAS, the City of Ramsey received a proposal from Maxfield Research & Consulting on January 25, 2019 to prepare a Comprehensive Housing Market Study; and

WHEREAS, a Comprehensive Housing Market Study is an eligible request for ACHRA funds; and

WHEREAS, the City of Ramsey will utilize the Comprehensive Housing Market Study in order to make data-driven decisions, create new policies, and supplement the comprehensive plan; and

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 requests a not-to-exceed amount of $20,000 of the City's ACHRA levy funds from Anoka County to be applied to a Comprehensive Housing Market Study to be completed by Maxfield Research & Consulting in 2019.

The motion for the adoption of the foregoing resolution was duly seconded by Commissioner _____, 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 12th day of February, 2019.

_____
Mayor

ATTEST:

_____
City Clerk

The document drafted by:
The City of Ramsey
7550 Sunwood Dr NW
Ramsey, Minnesota 55303

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

CC Regular Session **7. 5.**

Meeting Date: 02/12/2019

By: Tim Gladhill, Community Development

Information

Title:

Adopt Resolution #19-056 Approving Contract with WSB Associates for General Planning Services

Purpose/Background:

The purpose of this case is to approve an extension to a contract with WSB Associates for general planning services to supplement City Staff and address current workload. The City Council previously authorized Staff to extend this contract via Resolution #19-032 part of a broader contract extension case for the Community Development Department. While the other contracts (Building Inspections/Electrical Inspections) had auto-renewable clauses built into existing contracts, a new contract with WSB Associates is required.

Notification:

Notification is not required.

Observations/Alternatives:

The City currently contracts with WSB Associates for planning, zoning, and code enforcement. WSB generally provides two (2) days of daily planning support plus various special projects. Ramsey's primary project manager bills at approximately $104/hour. Ramsey receives backup as needed during peak periods from an entry level planner with a billable rate of approximately $70 to $80. These are competitive rates and WSB has provided an excellent service. Additionally, the City is able to tap into other areas of expertise and service such as environmental planning, economic development, etc. There are other firms with a lower hourly rate; however, Staff would be concerned about quality of work, depth of backup, and additional services provided.

Review of Land Use Applications is charged to an escrow established by the Developer/Applicant. The costs of Land Use Applications are the responsibility of the Applicant and are not charged to the City's General Fund. Review of Building Permits is funded through Permit Fees. Administration of Code Enforcement Cases is funded by the General Fund, but is slightly offset by Administrative Citation revenue.

The hourly rate for contracted services is higher than hiring a planner directly. However, this arrangement allows the City more flexibility if activity levels drop. Activity levels can swing significantly in a 5-10 year period. Market Indicators are reflecting another strong year in 2019 and continue growth expansion beyond 2019, but a slight slowdown after 2019. The base contract is for 16 hours per week, and is for a term of three (3) years. Please note that the City can adjust number of hours at any point, as there is no minimum contract amount. This is truly based on service need. Additionally, the contract includes a 30 day termination notice. In other words, the City can cancel the contract at anytime without cause, and choose to move in a different direction.

At some point, Staff would like to discuss hiring an Assistant Planner for entry level projects such as permit review and code enforcement. However, Staff would like to monitor recent changes to the City's Code Enforcement Program to better understand workload before discussing this further.

WSB also provides some economic development policy and marketing assistance on a project by project basis.

Planning Alternatives

- Continue with Existing Contract with WSB
- Authorize Requests for Proposals for Other Interested Firms
- Hire an Assistant Planner directly

Funding Source:

These expenses have been included in the 2019 General Fund Budget. Revenue for these activities are generally supported by Application Revenue.

Recommendation:

Staff recommends approval of the contract. Direction to extend the contract has already been provided; this step is to approve the legal document executing this direction. Minutes from the January 22, 2019 City Council Meeting are attached for reference.

Action:

Motion to adopt Resolution #19-056 approving contract with WSB Associates for general planning services.

Attachments

Professional Services Agreement

DRAFT City Council Minutes dated January 22, 2019

Resolution #19-056

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	02/06/2019 02:11 PM
Form Started By: Tim Gladhill		Started On: 01/23/2019 08:04 AM
Final Approval Date: 02/06/2019		

WSB & ASSOCIATES, INC.
PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (the "Agreement") is made as of the _____ day of _____, 20___, by and between the City of Ramsey with an address of 7550 Sunwood Drive NW, Ramsey, MN 55303 ("Client"), and WSB & Associates, Inc. with offices located at 701 Xenia Avenue South, Suite 300, Minneapolis, Minnesota 55416 ("Consultant").

Client and Consultant, for the consideration enumerated herein, do hereby agree as follows:

SECTION 1 / GENERAL CONTRACT TERMS AND CONDITIONS
The General Contract Terms and Conditions shall be as set forth in Exhibit A.

SECTION 2 / SCOPE OF WORK
The scope of work to be performed by Consultant is set forth in Exhibit B. The work and services to be performed hereunder and described in Exhibit B shall be referred to herein and in the General Contract Provisions as the "Project".

SECTION 3 / COMPENSATION
The amount, method and timing for payment to the Consultant shall be in accordance with Exhibit C.

SECTION 4 / WORK SCHEDULE
The preliminary schedule of the work, if required, is set forth in Exhibit B.

SECTION 5 / CLIENT RESPONSIBILITIES
The client responsibilities are set out in Exhibit F.

SECTION 6 / SPECIAL CONDITIONS
Special conditions, if any, are as set forth in Exhibit G.

SECTION 7 / EXHIBITS
The following Exhibits are attached hereto and made a part of this Agreement:

X	Exhibit A	General Contract Provisions
X	Exhibit B	Scope of Work
X	Exhibit C	Compensation
X	Exhibit D	Insurance Schedule
X	Exhibit E	Rate Schedule
___	Exhibit F	Client Responsibilities
___	Exhibit G	Special Conditions

All references to the "Agreement" in this Document and the Exhibits shall mean this Agreement and all of the Exhibits as one integrated Agreement

SECTION 8 / ACCEPTANCE OF AGREEMENT
Upon written acceptance of this Agreement by Client, Consultant shall commence the work. The undersigned hereby accept the terms and conditions of this agreement and Consultant is hereby authorized to perform the services described herein.

CLIENT: **City of Ramsey**

ADDRESS: 7550 Sunwood Drive NW
Ramsey, MN 55303

BY: Kurtis Ulrich

SIGNATURE: _____

TITLE: City Administrator

BY: John LeTourneau

SIGNATURE: _____

TITLE: Mayor

CONSULTANT: **WSB & ASSOCIATES, INC.**

ADDRESS: 701 XENIA AVENUE SOUTH
SUITE 300
MINNEAPOLIS, MN 55416

BY: Erin N. Perdu

SIGNATURE: Erin N Perdu

TITLE: Community Planning and Economic Development Director (Interim)

WSB & ASSOCIATES, INC.

EXHIBIT A
GENERAL CONTRACT PROVISIONS

ARTICLE 1 – PERFORMANCE OF THE WORK
Consultant shall perform the services under this Agreement in accordance with the care and skill ordinarily exercised by members of Consultant's profession practicing under similar circumstances at the same time and in the same locality. Consultant makes no warranties, express or implied, under this Agreement or otherwise, in connection with its services.

ARTICLE 2 – ADDITIONAL SERVICES
If the Client requests that the Consultant perform any services which are beyond the scope as set forth in the Agreement, or if changed or unforeseen conditions require the Consultant to perform services outside of the original scope, then, Consultant shall promptly notify the Client of cause and nature of the additional services required. Upon notification, Consultant shall be entitled to an equitable adjustment in both compensation and time to perform.

ARTICLE 3 – SCHEDULE
Unless specific periods of time or dates for providing services are specified in a separate Exhibit, Consultant's obligation to render services hereunder will be for a period which may reasonably be required for the completion of said services. The Client agrees that Consultant is not responsible for damages arising directly or indirectly from any delays for causes beyond Consultant's control. For purposes of this Agreement, such causes include, but are not limited to, strikes or other labor disputes; severe weather disruptions, or other natural disasters or acts of God; fires, riots, war or other emergencies; any action or failure to act in a timely manner by any government agency; actions or failure to act by the Client or the Client's contractor or consultants; or discovery of any hazardous substance or differing site conditions. If the delays outside of Consultant's control increase the cost or the time required by Consultant to perform its services in accordance with professional skill and care, then Consultant shall be entitled to a reasonable adjustment in schedule and compensation.

ARTICLE 4 – CONSTRUCTION OBSERVATION
If requested by Client, Consultant shall visit the project during construction to become familiar with the progress and quality of the contractors' work and to determine if the work is proceeding, in general, in accordance with plans, specifications or other contract documents prepared by Consultant for the Client. The Client has not retained the Consultant to make detailed inspections or to provide exhaustive or continuous project review and observation services.

Consultant neither guarantees the performance of any Contractor retained by Client nor assumes responsibility for any Contractor's failure to furnish and perform the work in accordance with the construction documents. Client acknowledges Consultant will not direct, supervise or control the work of contractors or their subcontractors, nor shall Consultant have authority over or responsibility for the contractors' means, methods, or procedures of construction. Consultant's services do not include review or evaluation of the Client's, contractor's or subcontractor's safety measures, or job site safety. Job Site Safety shall be the sole responsibility of the contractor who is performing the work.

For Client-observed projects, the Consultant shall be entitled to reasonably rely upon and accept representations of the Client's observer. If the Client desires more extensive project observation or full-time project representation, the Client shall request such services be provided by the Consultant as an Additional Service. Consultant and Client shall then enter into a Supplemental Agreement detailing the terms and conditions of the requested project observation.

ARTICLE 5 – OPINIONS OF PROBABLE COST
Opinions, if any, of probable cost, construction cost, financial evaluations, feasibility studies, economic analyses of alternate solutions and utilitarian considerations of operations and maintenance costs, collectively referred to as "Cost Estimates," provided for are made or to be made on the basis of the Consultant's experience and qualifications and represent the Consultant's best judgment as an experienced and qualified professional design firm. The parties acknowledge, however, that the

Consultant does not have control over the cost of labor, material, equipment or services furnished by others or over market conditions or contractor's methods of determining their prices, and any evaluation of any facility to be constructed or acquired, or work to be performed must, of necessity, be viewed as simply preliminary. Accordingly, the Consultant and Client agree that the proposals, bids or actual costs may vary from opinions, evaluations or studies submitted by the Consultant and that Consultant assumes no responsibility for the accuracy of opinions of Cost Estimates and Client expressly waives any claims related to the accuracy of opinions of Cost Estimates. If Client wishes greater assurance as to Cost Estimates, Client shall employ an independent cost estimator as part of its Project responsibilities.

ARTICLE 6 – REUSE AND DISPOSITION OF INSTRUMENTS OF SERVICE

All documents, including reports, drawings, calculations, specifications, CADD materials, computers software or hardware or other work product prepared by Consultant pursuant to this Agreement are Consultant's Instruments of Service and Consultant retains all ownership interests in Instruments of Service, including copyrights. The Instruments of Service are not intended or represented to be suitable for reuse by the Client or others on extensions of the Project or on any other project. Copies of documents that may be relied upon by Client are limited to the printed copies (also known as hard copies) that are signed or sealed by Consultant. Files in electronic format furnished to Client are only for convenience of Client. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk. Consultant makes no representations as to long term compatibility, usability or readability of electronic files.

If requested, at the time of completion or termination of the work, the Consultant may make available to the Client the Instruments of Service upon (i) payment of amounts due and owing for work performed and expenses incurred to the date and time of termination, and (ii) fulfillment of the Client's obligations under this Agreement. Any use or re-use of such Instruments of Service by the Client or others without written consent, verification or adaptation by the Consultant except for the specific purpose intended will be at the Client's risk and full legal responsibility and Client expressly releases all claims against Consultant arising from re-use of the Instruments of Service without Consultant's written consent, verification or adaptation.

The Client will, to the fullest extent permitted by law, indemnify and hold the Consultant harmless from any claim, liability or cost (including reasonable attorneys' fees, and defense costs) arising or allegedly arising out of any unauthorized reuse or modification of these Instruments of Service by the Client or any person or entity that acquires or obtains the reports, plans and specifications from or through the Client without the written authorization of the Consultant. Under no circumstances shall transfer of Instruments of Service be deemed a sale by Consultant, and Consultant makes no warranties, either expressed or implied, of merchantability and fitness for any particular purpose. Consultant shall be entitled to compensation for any consent, verification or adaption of the Instruments of Service for extensions of the Project or any other project.

ARTICLE 7 – PAYMENTS

Payment to Consultant shall be on a lump sum or hourly basis as set out in the Agreement. Consultant is entitled to payment of amounts due plus reimbursable expenses. Client will pay the balance stated on the invoice unless Client notifies Consultant in writing of any disputed items within fifteen (15) days from the date of invoice. In the event of any dispute, Client will pay all undisputed amounts in the ordinary course, and the Parties will endeavor to resolve all disputed items. All accounts unpaid after thirty (30) days from the date of original invoice shall be subject to interest as calculated under Minnesota Statutes section 549.09. Consultant reserves the right to retain instruments of service until all invoices are paid in full. Consultant will not be liable for any claims of loss, delay, or damage by Client for reason of withholding services or instruments of service until all invoices are paid in full. Consultant shall be entitled to recover all reasonable costs and disbursements, including reasonable attorney fees, incurred in connection with collecting amounts owed by Client. In addition, Consultant may, after giving seven (7) days' written notice to Client, suspend services under this Agreement until it receives full payment for all amounts then due for services, expenses and charges. Payment methods, expenses and rates may be more fully described in Exhibit C and Exhibit E.

ARTICLE 8 – SUBMITTALS AND PAY APPLICATIONS
If the Scope of Work includes the Consultant reviewing and certifying the amounts due the Contractor, the Consultant's certification for payment shall constitute a representation to the Client, that to the best of the Consultant's knowledge, information and belief, the Work has progressed to the point indicated and that the quality of the Work is in general accordance with the Documents issued by the Consultant. The issuance of a Certificate for Payment shall not be a representation that the Consultant has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and material suppliers and other data requested by the Client to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum. Contractor shall remain exclusively responsible for its Work.

If the Scope of Work includes Consultant's review and approval of submittals from the Contractor, such review shall be for the limited purpose of checking for conformance with the information given and the design concept. The review of submittals is not intended to determine the accuracy of all components, the accuracy of the quantities or dimensions, or the safety procedures, means or methods to be used in construction, and those responsibilities remain exclusively with the Client's contractor.

ARTICLE 9 – HAZARDOUS MATERIALS
Notwithstanding the Scope of Services to be provided pursuant to this Agreement, it is understood and agreed that Consultant is not a user, handler, generator, operator, treater, arranger, storer, transporter, or disposer of hazardous or toxic substances, pollutants or contaminants as any of the foregoing items are defined by Federal, State and/or local law, rules or regulations, now existing or hereafter amended, and which may be found or identified on any Project which is undertaken by Consultant.

The Client agrees to indemnify Consultant and its officers, subconsultant(s), employees and agents from and against any and all claims, losses, damages, liability and costs, including but not limited to costs of defense, arising out of or in any way connected with, the presence, discharge, release, or escape of hazardous or toxic substances, pollutants or contaminants of any kind, except that this clause shall not apply to such liability as may arise out of Consultant's sole negligence in the performance of services under this Agreement arising from or relating to hazardous or toxic substances, pollutants, or contaminants specifically identified by the Client and included within Consultant's services to be provided under this Agreement.

ARTICLE 10 – INSURANCE
Consultant has procured general and professional liability insurance. On request, Consultant will furnish client with a certificate of insurance detailing the precise nature and type of insurance, along with applicable policy limits. Additional Insurance requirements are listed in Exhibit D.

ARTICLE 11 – TERMINATION OR SUSPENSION
If Consultant's services are delayed or suspended in whole or in part by Client, or if Consultant's services are delayed by actions or inactions of others for more than sixty (60) days through no fault of Consultant, Consultant shall be entitled to either terminate its agreement upon seven (7) days written notice or, at its option, accept an equitable adjustment of rates and amounts of compensation provided for elsewhere in this Agreement to reflect reasonable costs incurred by Consultant in connection with, among other things, such delay or suspension and reactivation and the fact that the time for performance under this Agreement has been revised.

This Agreement may be terminated by either party upon seven (7) days written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination. In the event of termination Consultant shall be compensated for services performed prior to termination date, including charges for expenses and equipment costs then due and all termination expenses.

This Agreement may be terminated by either party upon thirty (30) days' written notice without cause. Consultant shall upon termination only be entitled to payment for the work performed up to the Date of termination. In the event of termination, copies of plans, reports, specifications, electronic drawing/data

files (CADD), field data, notes, and other documents whether written, printed or recorded on any medium whatsoever, finished or unfinished, prepared by the Consultant pursuant to this Agreement and pertaining to the work or to the Project, (hereinafter "Instruments of Service"), shall be made available to the Client upon payment of all amounts due as of the date of termination. All provisions of this Agreement allocating responsibility or liability between the Client and Consultant shall survive the completion of the services hereunder and/or the termination of this Agreement.

ARTICLE 12 – INDEMNIFICATION

The Consultant agrees to indemnify and hold the Client harmless from any damage, liability or cost to the extent caused by the Consultant's negligence or willful misconduct.

To the extent allowed by law, the Client agrees to indemnify and hold the Consultant harmless from any damage, liability or cost to the extent caused by the Client's negligence or willful misconduct.

ARTICLE 13 – WAIVER OF CONSEQUENTIAL DAMAGES

The Consultant and Client waive claims against each other for consequential damages arising out of or relating to this contract. This mutual waiver includes damages incurred by the Client for rental expenses, for loss of use, loss of income, lost profit, project delays, financing, business and reputation and for loss of management or employee productivity or of the services of such persons; and (2) Damages incurred by the Consultant for principal office expenses including the compensation for personnel stationed there, for losses of financing, business and reputation and for loss of profit except anticipated profit arising directly from the Work. The Consultant and Client further agree to obtain a similar waiver from each of their contractors, subcontractors or suppliers.

ARTICLE 14 – WAIVER OF CLAIMS FOR PERSONAL LIABILITY

It is intended by the parties to this Agreement that Consultant's services shall not subject Consultant's employees, officers or directors to any personal legal exposure for the risks associated with this Agreement. Therefore, and notwithstanding anything to the contrary contained herein, the Client agrees that as the Client's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against Consultant, and not against any of Consultant's individual employees, officers or directors.

ARTICLE 15 – ASSIGNMENT

Neither Party to this Agreement shall assign its interest in this agreement, any proceeds due under the Agreement nor any claims that may arise from services or payments due under the Agreement without the written consent of the other Party. Any assignment in violation of this provision shall be null and void. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Consultant or Client. This Agreement is for the exclusive benefit of Consultant and Client and there are no other intended beneficiaries of this Agreement.

ARTICLE 16 – CONFLICT RESOLUTION

In an effort to resolve any conflicts that arise during the design or construction of the project or following the completion of the project, the Client and Consultant agree that all disputes between them arising out of or relating to this Agreement shall be submitted to nonbinding mediation as a precondition to any formal legal proceedings.

ARTICLE 17 – CONFIDENTIALITY

The Consultant agrees to keep confidential and not to disclose to any person or entity, other than the Consultant's employees, subconsultants and the general contractor and subcontractors, if appropriate, any data and information furnished to the Consultant and marked CONFIDENTIAL by the Client. These provisions shall not apply to information in whatever form that comes into the public domain, nor shall it restrict the Consultant from giving notices required by law or complying with an order to provide information or data when such order is issued by a court, administrative agency or other authority with proper jurisdiction, or if it is reasonably necessary for the Consultant to complete services under the Agreement or defend itself from any suit or claim.

ARTICLE 18 – AVAILABLE INSURANCE PROCEEDS AND LIMITATION OF LIABILITY

Consultant maintains professional liability insurance with a liability limit of not less than $2,000,000 per claim. The Consultant's total liability to Client shall not exceed the total available insurance policy limits per claim available to Consultant under its professional liability insurance policy. Client hereby agrees that to the fullest extent permitted by law, the Consultant's total liability to Client for any and all injuries, claims, losses, expenses or damages whatsoever arising out of or in any way related to or arising from this Agreement from any cause or causes including, but not limited to, Consultant's negligence, errors, omissions, strict liability, breach of contract or breach of warranty (Client's Claims) shall not exceed the total policy limits available to Consultant under its professional liability insurance policy for settlement or satisfaction of Client's Claims under the terms and conditions of the Consultant's professional liability insurance policy applicable hereto.

Notwithstanding the language above, Client agrees that with regard to any claim arising from or relating to Consultant's provision of geotechnical engineering services, construction materials testing, special inspections, and/or environmental engineering services, including but not limited to environmental site assessments, that Consultant's liability for any claims asserted by or through Client shall be limited to $50,000.

Client and Consultant each further agree that neither will be responsible for any incidental, indirect, or consequential damages (including loss of use or loss of profits) sustained by the other, its successors or assigns. This mutual waiver shall apply even if the damages were foreseeable and regardless of the theory of recovery plead or asserted.

ARTICLE 19 – CONTROLLING LAW

This Agreement is to be governed by the laws of the State of Minnesota. Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, including but not limited to claims for negligence or breach of warranty, that is not settled by nonbinding mediation shall be settled by the law of the state of Minnesota.

ARTICLE 20 – LOCATION OF UNDERGROUND IMPROVEMENTS

Where requested by Client, Consultant will perform customary research to assist Client in locating and identifying subterranean structures or utilities. However, Consultant may reasonably rely on information from the Client and information provided by local utilities related to structures or utilities and will not be liable for damages incurred where Consultant has complied with the standard of care and acted in reliance on that information. The Client agrees to waive all claims and causes of action against the Consultant for claims by Client or its contractors relating to the identification, removal, relocation, or restoration of utilities, or damages to underground improvements resulting from subsurface penetration locations established by the Consultant.

WSB & ASSOCIATES, INC.

EXHIBIT B
SCOPE OF WORK
GENERAL SCOPE OF SERVICES

ARTICLE B.1 – GENERAL SCOPE OF SERVICES–
The Client intends to retain the Consultant to provide general planning, zoning and code enforcement services. Typical general services (not all-inclusive) are listed below.

B.1.1 General Planning, Zoning and Code Enforcement. The Consultant will provide general planning, zoning and code enforcement services as requested by the Client. Consultant's services will consist of professional review and analysis, meeting facilitation, permit review and staff report preparation services. Consultant will receive guidance from the Client, on specific services or assistance required. Consultant will attend meetings as directed by Client. Consultant will provide documentation of activities to the satisfaction of the Client. Services will include (but not be limited to): zoning administration; application updates; review of zoning permits and land use applications; ordinance updates; and advice to the Planning Commission and City Council on Planning and Zoning matters.

B.1.2 Reports and Correspondence. Preparation of planning reports and technical correspondence including: preparation of staff reports, permit review for compliance with City ordinances and policies, site plan reviews, land use application review, and review of reports prepared by other agencies.

B.1.3 Meeting Attendance. The Consultant will attend the following meetings as requested by the Client:

- City Council
- Planning Commission
- Internal Staff Meetings
- Public Meetings
- Meetings with property owners and prospective developers (as needed)

B.1.4 Liaison Support. Respond as liaison for planning and zoning activities related to adjacent municipalities and regulatory agencies.

B.1.5 Staff and Resident Support. Respond to staff and resident planning and zoning inquiries and requests, including public presentations, evaluation of specific issues, and recommendations to staff and the Planning Commission or City Council.

B.1.6 Office Hours. The Consultant will provide 16 hours per week of in-office planning and zoning support. The number of hours may increase to include code enforcement duties at the request of the Client.

B.1.7 Document Library. The Consultant will establish and maintain a library of permits and applications, contract documents, ordinances, plans and other items as needed.

ARTICLE B.2 – SCOPE OF ADDITIONAL SERVICES AS THE PLANNER
If authorized in writing by the Client, the Consultant shall furnish additional services of the following type:

B.2.1 Providing services of professional subconsultants as required for a particular project.

B.2.2 Additional services in connection with the project not otherwise provided for in this Agreement.

WSB & ASSOCIATES, INC.

EXHIBIT C
COMPENSATION

The Client shall pay the Consultant for services rendered as outlined in Exhibit B on an hourly basis.

Consultant's current fee schedule with hourly rates is attached to this contract as Exhibit E. The rate schedule is for 2019 and will remain in effect for services rendered through December 31, 2019.

The fee schedule will be evaluated on an annual basis by the Consultant and adjusted to account for inflation and other factors. The Consultant will submit a revised fee schedule prior to December 31 on an annual basis.

The following represents the compensation terms:

ARTICLE C.1 – METHOD OF PAYMENT. The consultant shall submit to the Client, on a monthly basis, an itemized invoice for work performed under this Agreement. Invoices submitted shall be paid in the same manner as other claims made to the Client. Invoices shall contain the following:

A. Client's project number
B. Phases for each general type of work being performed
C. Date(s) of work
D. Consultant employee's name and number of hours worked
E. Rate of pay for each employee
F. Computation of amounts due for each employee and the total amount due for each phase
G. Current billing, past payments, and any outstanding amounts due

ARTICLE C.2 – ADDITIONAL SERVICES
Consultant will also furnish such Additional Services as may be requested. Payment for additional services shall be based on the time required to perform the services and the billable rates for the principals and employees engaged directly on the project, plus charges for expenses. Consultant will provide an estimate to the Client before furnishing the Additional Services.

ARTICLE C.3 – PAYMENT FOR REVISIONS OR OTHER WORK
If the Client directs that revisions be made to reports, documents or if the Client directs the Consultant to perform other work, the Consultant shall be compensated for the cost of such revisions at the hourly fee. The Consultant shall be given additional compensation when additions consist of enlargement or extension of the project. Additional compensation will be on the same basis as agreed to for the original plans and specifications.

ARTICLE C.4 – EXPENSES
Consultant shall be reimbursed for reasonable expenses related to the scope of services of this contract and/or individual projects. The Consultant shall be reimbursed for the actual cost of the expenses, without markup. Typical expenses include, but are not limited to, the following:

- Permit fees
- Plan and specification reproduction fees
- Costs related to the development of project photos

The following shall not be considered reimbursable expenses:

- Mileage
- Mobile phone usage
- Computer equipment time
- Preparation and reproduction of common correspondence
- Mailing

WSB & ASSOCIATES, INC.

EXHIBIT D
INSURANCE SCHEDULE

GENERAL LIABILITY

Carrier:	Phoenix Insurance Company	
Type of Insurance:	Commercial General Liability	
Coverage:	General Aggregate	$2,000,000
	Products-Comp/Ops Aggregate	$2,000,000
	Personal & Advertising Injury	$1,000,000
	Each Occurrence	$1,000,000
	Damage to Rented Premises	$1,000,000
	Medical Expenses (Any one person)	$5,000

AUTOMOBILE LIABILITY

Carrier:	Travelers Indemnity Company	
Type of Insurance:	Any Auto Hired Autos Non-Owned Autos	
Coverage:	Combined Single Limit	$1,000,000

UMBRELLA

Carrier:	Travelers Indemnity Company	
Coverage:	Each Occurrence/Aggregate	$5,000,000

WORKER'S COMPENSATION AND EMPLOYERS' LIABILITY

Carrier:	Travelers Casualty Insurance	
Coverage:	Statutory	
	Each Accident	$ 1,000,000
	Disease-Policy Limit	$ 1,000,000
	Disease-Each Employee	$ 1,000,000

PROFESSIONAL LIABILITY (Errors and Omissions)

Carrier:	XL Specialty Insurance Company	
Coverage:	Each Claim	$ 5,000,000
	Annual Aggregate	$ 10,000,000

Certificates of Insurance will be provided upon request.

2019 Rate Schedule

	Billing Rate/Hour
PRINCIPAL	$166-$185
ASSOCIATE | SR. PROJECT MANAGER | SR. PROJECT ENGINEER	$150-$185
PROJECT MANAGER	$132-$146
PROJECT ENGINEER	$116-$146
GRADUATE ENGINEER	$88-$109
SR. LANDSCAPE ARCHITECT | SR. PLANNER | SR. GIS SPECIALIST	$116-$146
LANDSCAPE ARCHITECT | PLANNER | GIS SPECIALIST	$69-$109
ENGINEERING SPECIALIST | SR. ENVIRONMENTAL SCIENTIST	$99-$143
ENGINEERING TECHNICIAN | ENVIRONMENTAL SCIENTIST	$57-$94
CONSTRUCTION OBSERVER	$93-$118
SURVEY	
One-Person Crew	$145
Two-Person Crew	$190
Three-Person Crew	$205
OFFICE TECHNICIAN	$52-$92

Costs associated with word processing, cell phones, reproduction of common correspondence, and mailing are included in the above hourly rates. Vehicle mileage is included in our billing rates [excluding geotechnical and construction materials testing (CMT) service rates]. Mileage can be charged separately, if specifically outlined by contract. | Reimbursable expenses include costs associated with plan, specification, and report reproduction; permit fees; delivery costs; etc. | Multiple rates illustrate the varying levels of experience within each category. | Rate Schedule is adjusted annually.

7.04: Adopt Resolution #19-032 Extending Certain Community Development Professional Services Contracts

Community Development Director Gladhill reviewed the staff report and recommendation to 1) continue to contract with WSB Associates for Planning Division support for a period of three years, a new contract will be forwarded to a future Council date for consideration; 2) continue to contract with Inspectron, Inc. for Building Inspection Division support for a period of one year, the existing contract has a built in extension that can be canceled with appropriate notice; and 3) continue to contract with Tokle Inspections for Electrical Code Administration for a period of three years, the existing contract has a built in extension that can be canceled with appropriate notice.

Councilmember Kuzma asked if extending the contract for three years would hold the current rates for three years.

Community Development Director Gladhill stated that if a rate change was proposed in the future, that would come forward to the Council for consideration.

Councilmember Heinrich stated that she is not comfortable with the three-year extension without RFPs. She stated that gauging the market is something she believes is important and therefore would support an extension of one year.

Councilmember Shryock stated that when there is an agency you work well with, that consistency is important and therefore she would support the extension of three years, with a one-year extension for Inspectron. She noted that if there is concern in the future, the City would have the ability to cancel the contract.

Councilmember Musgrove stated that she likes the proposals as presented. She asked if an RFP could be requested during the extension period.

Community Development Director Gladhill confirmed that if the City decided to reevaluate during the three-year period, that would be allowed. He stated that if the cancelation process is followed there would be no liability, noting that the notice required is 30 to 60 days.

Councilmember Heinrich asked and received confirmation that this would not be an ideal time for the RFP process because it would align with the busy construction season.

Mayor LeTourneau stated that this process has worked very well for many years, noting that this process is cost and time efficient. He stated that the City consistently finds the rates within the market range through this process, without having to go through the lengthy RFP process. He referenced the subjective measures that are not included, including the institutional knowledge that these consultants have gained through their relationship in working with the City. He stated that changing consultants results in a loss of that institutional knowledge. He stated that there are also costs and staff time required to go through an RFP process and causes disruption in the planning department, focusing their efforts on that rather than the planning and development cases. He stated that he would also support the extension of three years.

DRAFT

Councilmember Kuzma referenced the graph showing fluctuation throughout the years. He stated that the City is working well with the consultants and the institutional knowledge is key in having a streamlined process.

Motion by Councilmember Kuzma, seconded by Councilmember Shryock, to Adopt Resolution #19-032 Extending Certain Community Development Professional Services Contracts, selecting option one.

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

DRAFT

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #19-056

RESOLUTION APPROVING PROFESSIONAL SERVICES AGREEMENT WITH WSB ASSOCIATES

WHEREAS, the City currently contracts with WSB Associates for general planning services (planning/zoning); and,

WHEREAS, City Code Section 2-275 (Purchasing Alternatives) states that requests for proposals (RFP) shall be required for contracts in excess of $25,000, but states that the City Council may, at its discretion, formally extend a current standard services contract upon recommendation of city staff; and,

WHEREAS, the City has reviewed rates and charges of comparable professional services contractors and found existing contracts to be price competitive.

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 hereby approves a professional services agreement with WSB Associates for Planning and Zoning Services for a period of three (3) years.

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 12th day of February, 2019.

Mayor

ATTEST:

City Clerk