

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

1. **Call to Order**
2. **Presentation**
3. **Citizen Input**
4. **Approve Agenda**
5. **Consent Agenda**
  1. Note the Following Boards and Commissions Meeting Minutes:
    - Charter Commission Meeting Minutes Dated February 3, 2019
    - Planning Commission Meeting Minutes Dated September 5, 2019
    - Economic Development Authority Meeting Minutes Dated September 12, 2019
    - Park and Recreation Commission Meeting Minutes Dated September 12, 2019
  2. Approve the Following Meeting Minutes:
    - ~~1. City Council Work Session dated 10/22/2019~~ - This item was removed from the Consent Agenda to be considered as Item 7.03 on the regular agenda.
    2. City Council Regular Session dated 10/22/2019
3. Approve Licenses
4. Approve Rental Licenses
5. Adopt Resolution #19-271 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Received During the Period of October 17, 2019 through November 6, 2019
6. Adopt Resolution #19-266 Rejecting Bids for Improvement Project #19-10, Hedgehog Street Drainage Improvements
7. Adopt Resolution #19-267 to Enter into a Residential Recycling Program Agreement with Anoka County
8. Adopt Resolution #19-269 Authorizing Final Payment to Douglas-Kerr Underground, LLC. for Improvement Project #18-05, Bunker Lake Boulevard and Puma Street Improvements.

9. Adopt Resolution 19-270 Approving Accessory Structure Agreement at 16501 Jarvis St NW; Case of Allen and Alycia Skogquist
10. Adopt Resolution #19-275 Approving Release of Right of Re-Entry Agreement for Affinity at Ramsey, LLC
11. Adopt Resolution #19-276 Approving Release of Right of Re-Entry Agreement on Lot 6, Block 1, Harvest Estates Second Addition
12. Adopt Resolution #19-259 to Hire Temporary On-call Snow Plow Drivers
13. Adopt Resolution #19-268 Hiring a Temporary Part-time Building Maintenance Worker
14. Report from Public Works Committee.  
The Public Works Committee held its regular meeting on October 15, 2019 and discussed the following cases:
  1. Correction Regarding Water Efficiency Grant Program: Consensus of the Committee that the City should continue with its application to the Metropolitan Council for the Water Efficiency Program. The Committee consensus was that the City should continue with its grant application to the Metropolitan Council for the Water Efficiency Program, and that there is no need for Staff to bring this information back to a regular Council meeting at this time, but instead simply provide an email update to the other members of the City Council, with the understanding that the full Council will need to accept the grant if awarded.

**6. Public Hearing**

**7. Council Business**

1. Adopt Resolution #19-265 Accepting Bids and Awarding Contract for Improvement Project #19-06, Ramsey Town Center 9th Addition Pond Lining Improvements
2. Introduce Ordinance #19-14: 2020 Schedule of Rates, Fees and Charges
3. Approve the Following Meeting Minutes:
  1. City Council Work Session dated 10/22/2019 - This item was moved from the Consent Agenda to be considered as Item 7.03 on the regular agenda.

**8. Mayor/Council/Staff Input**

**9. Adjournment**

**CC Regular Session**

**5.1.**

**Meeting Date:** 11/12/2019

**By:** JoAnn Shaw, Community Development

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**Information**

**Title**

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**Attachments**

Charter 02 13 19 Minutes

Planning 09 05 19 Minutes

EDA 09 12 19 Minutes

Park 09 12 19 Minutes

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**Form Review**

**Inbox**

Kurt Ulrich

Form Started By: JoAnn Shaw

Final Approval Date: 11/07/2019

**Reviewed By**

Kurt Ulrich

**Date**

11/07/2019 12:05 PM

Started On: 10/24/2019 02:44 PM

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

The Charter Commission conducted a regular meeting on Wednesday, February 13, 2019, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present:                   Chairperson Joseph Field  
  Commissioner Susan E. Anderson  
  Commissioner Jim Bendtsen  
  Commissioner Joshua Fuhreck  
  Commissioner Jennifer Leistico  
  Commissioner Chad Sivertson

Members Absent:                   Commissioner Mark Barrows  
  Commissioner Ben Deemer  
  Commissioner John Niederhaus

Also Present:                       City Clerk Jo Thieling  
  City Administrator Kurt Ulrich  
  Administrative Services Director Colleen Lasher  
  City Attorney Joe Langel  
  City Councilmember Debra Musgrove

**CALL TO ORDER**

Chairperson Field called the regular meeting of the Charter Commission to order at 6:36 p.m.

**CITIZEN INPUT**

None.

**APPROVE AGENDA**

Motion by Commissioner Leistico, seconded by Commissioner Sivertson, to approve the agenda as presented.

Motion carried. Voting Yes: Chairperson Field, Commissioners Leistico, Sivertson, Anderson, Bendtsen, and Fuhreck. Voting No: None. Absent: Commissioner Barrows, Deemer and Niederhaus.

**APPROVE MINUTES**

Motion by Commissioner Fuhreck, seconded by Commissioner Sivertson, to approve the following meeting minutes as presented:

1) Regular Charter Commission Meeting dated December 17, 2018

Motion carried. Voting Yes: Chairperson Field, Commissioners Fuhreck, Sivertson, Anderson, Bendtsen, and Leistico. Voting No: None. Absent: Commissioner Barrows, Deemer and Niederhaus.

## **COMMISSION BUSINESS**

### **5.1 Review of Charter Chapter 4 Nominations and Elections**

City Attorney Langel stated that the purpose of the case is to review the existing provisions in the City's Charter relating to conducting elections as the current Charter language is not entirely consistent with State law. He explained that there are sections of Chapter 4 of the Charter that must be amended to comply with the State Statutes, and there are other sections that may be amended. The Charter could suggest an ordinance amending only the provisions that are not consistent with the State Statute or the Charter could suggest an ordinance amending or repealing the entire Chapter 4, making the conduction of elections more straightforward.

City Attorney Langel stated that advisory elections are unique to charter cities, but most hardly ever choose to do them. He stated that primary elections are also not required by State law and noted that the process outlined currently in the Charter is unwieldly and there is language that must be ignored as it is not consistent with State law. He reviewed language that is included in the Charter that is not required as it is already defined by State law, which is already very specific, and therefore the duplicative language is not required to be in the Charter. He explained that the duplicative language is not providing any benefit to the City of Ramsey. He also identified language that exists in the Charter and conflicts with State law.

Commissioner Bendtsen asked if there should be language stating that the City is going to follow State law, or whether that is just assumed.

City Attorney Langel noted that if the language is not included in the Charter, it would default to State law. He referenced the section relating to primary elections, which are not required by State law. He asked if there is a need for primary elections in Ramsey. He explained that until you have passed the filing date, you will be unaware of the number of people that will be running and therefore notice has already been made for a possible primary and the timelines are impacted.

Commissioner Anderson stated that there have been a number of communities moving towards using ranked choice voting and asked if that should be considered.

City Attorney Langel stated that he did not know if Ramsey has expressed interest in ranked choice voting, as that is still a new process in Minnesota. He was unsure that Ramsey would have a high enough number of people attempting to run that would require ranked choice voting. He stated that his sense is that issue would not be addressed at this time and the focus could just be on cleaning up the section on primary elections.

Chairperson Field stated that ranked choice voting could be a session in itself and therefore he would like to redirect the conversation tonight on simply reviewing Chapter 4.

Commissioner Sivertson stated that the instant runoff voting gets rid of the need for primary elections.

Chairperson Field stated that topic is somewhat controversial and therefore he would suggest abstaining from that discussion tonight.

City Attorney Langel stated that he would also suggest additional public input prior to discussion of that topic. He moved back to the section related to primary elections and suggested that the decision be made to remove the need for primary elections all together, simply clean up the language, or at least remove the requirement for a primary election during special elections. He explained that attempting to fit a primary election into a special election creates a mess and lengthens the process.

Commissioner Anderson asked if most charter cities use a primary election.

City Attorney Langel replied that most charter cities choose not to have primary elections. He stated that if there is not a primary election, then you would simply follow regular State law and if there are four candidates, you simply end up with four candidates on the ballot.

Commissioner Bendtsen stated that he does not see a need for a primary election.

Commissioner Fuhreck stated that he believes that the primary election would be important for the regular election process but would agree to eliminate primaries for special elections. He stated that he does not see holding primaries for a regular election as a problem but agreed that the process would be unnecessary and lengthens the special election process.

Commissioner Leistico stated that considering the size of Ramsey and the fact that this would be a non-partisan office, she does not see the need for primary elections. She did not believe that the extra expense is worth narrowing the candidate pool from three candidates to two.

Commissioner Sivertson asked if there is an added cost to have a primary election.

City Clerk Thieling stated that the City has held primary elections and there is an added cost, equal to running two complete elections as the primary is treated the same as the general election. She stated that if the primary were left only for regular election years, the cost would be fairly low as there would already be a primary for the other general election offices and therefore that additional cost would only be printing.

Chairperson Field asked the percentage of turnout of voters for the last few special elections and primaries.

Commissioner Anderson asked why the City is left to wait until August for the next City Councilmember to be elected.

City Clerk Thieling stated that if the Charter were amended to follow State language the City could have possibly met the February date, but would certainly have hit the April date.

Chairperson Field asked how the City has a Charter section that conflicts to this level with the State law.

City Attorney Langel stated that he was unsure when the provision was added. He stated that State election law is changed on a fairly frequent basis and a lot of the Charters have not been modified along with those changes, which creates these conflicting issues. He stated that the options would be to remove primaries entirely or at least remove the need for primaries in special elections. He stated that he would also recommend streamlining the language to simplify and remove conflicting language.

Commissioner Anderson stated that currently there is a provision within the Charter which requires a special election when a Councilmember moves.

City Attorney Langel stated that there is language within State law that specifies when a special election must be held, dependent upon the length of the remaining term, otherwise appointment could be made to fill the vacancy. He continued to review sections of Chapter 4, highlighting language which he would recommend removing because it is unnecessary, duplicative, or conflicting with State law. He stated that the goal would be to streamline the language and process without taking anything substantive away from the City. He explained that things are easier if everyone is on the same page, rather than having five different cities with five different election processes. He noted that it is easier for City staff to use the resource of Anoka County, if they are talking about the same processes.

Chairperson Field stated that it seems that there are three categories for the proposed changes to the Charter which would be duplicative language, language that conflicts with the State law, and areas of discretion. He asked City Attorney Langel to identify which category the proposed changes fall within.

City Attorney Langel continued to review the sections of Chapter 4, identifying whether the proposed change would be duplicative, conflicting with State law, or an area of discretion.

Chairperson Field stated that section 4.4 contains both special and advisory elections, noting that while special elections are a required element, advisory elections are not necessary. He commented that there seem to be faults in an advisory election as that would simply be equal to a public polling.

Commissioner Leistico asked if an advisory election would be combined with a general election or whether that would be similar to a special election process, as that would make a difference in the cost and effort.

City Attorney Langel stated that it is not clear. He explained that he would interpret the sentence as stating that the Council could call an advisory election at any time and therefore that question could be added to a general election ballot. He stated that his preference would be to clarify the language to remove “special” from advisory election to provide clarification if that element is going to be kept. He continued to review Chapter 4, moving onto section 4.5 regarding vacancies. He stated that section could be removed entirely and fall back on State law, which would be his preference. He explained that if the additional language is not benefiting the City as a whole, it should not be there, particularly if State law already addresses the process, as it simply creates a logistical mess. He noted that the timelines identified in the Charter conflict with State law, and therefore the City has to default to State law anyway. He recommended removing the section entirely, or at minimum streamlining the section.

Chairperson Field asked how defaulting to the State law would affect a vacant seat compared to the current Charter language.

City Attorney Langel replied that the timing of when the special election could be held, the notice for the filing period, how those timing periods disagree with State law, and the added primary requirement.

City Clerk Thieling noted that the conflicting issues created the timeline the City is currently following to fill a vacancy, which has extended out to eight months.

City Administrator Ulrich stated that in his opinion the section that is causing a problem is specifically section 4.5.4. He noted that statutory cities can appoint someone to a vacancy when there is two years or less remaining in the term, while the Charter spells out that an appointment can be made only if there are 365 days or less remaining in the term. He explained that statutory cities can appoint someone, following a series of interviews with the City Council, which eliminates the need for a majority of the special elections.

Chairperson Field asked for input on the possibility of removing this section, which would default to State law. He explained that this would allow the City Council to appoint someone to a vacancy if there is two years or less remaining in a term, while the Charter specifies that the appointment can only be made if there are less than 365 days remaining in the term.

Commissioner Anderson stated that the dates required, and the current process has caused the Council to have a vacancy for multiple years. She stated that in her opinion there is a need to fill that vacancy quickly and therefore she would favor modifying the situation regarding vacancies to give the Council permission to fill a vacancy.

Commissioner Fuhreck stated that eliminating the need for a primary during a special election would assist in streamlining the process but he would want the provision to stand that allows appointments only with 365 days or less remaining in a term.

Commissioner Bendtsen stated that he would be in favor of removing any section that is direct conflict with the State law. He stated that he would also support eliminating primary elections and would support appointments being made only with 365 days or less remaining in a term. He

stated that he would support removal of primaries certainly for special elections but did not see the need to have a primary election in any City election. He stated that having special and advisory in the same sentence just makes language confusing and he would support clarifying that language.

Commissioner Anderson stated that appointments are made to fill vacancies in every other level of government, explaining that someone is appointed to fill that vacancy until the next election is held.

City Administrator Ulrich asked for clarification on whether to keep the ability to appoint within only less than 365 days or follow the State Statute of two years remaining in the term.

Commissioner Sivertson asked the number of Councilmembers that are needed to pass an action.

City Administrator Ulrich stated that there was a point in the last year when the Council only had five members and four Councilmembers are needed to pass an action.

City Clerk Thieling explained that there is nothing that can be done at this time to speed up this special election date because of the timeline that must be followed for the special election. She stated that it is unknown as to whether a primary would be needed until the filing date has passed, and therefore that has to be planned for regardless of whether it will be needed. She explained that any changes that are going to be made to the Charter will still not impact this special election process because of the lengthy process required to amend the Charter.

Commissioner Bendtsen stated that he would favor appointment with only less than 365 days remaining in a term.

Commissioner Sivertson stated that he would favor following the State Statute requirement of allowing appointments with less than two years remaining on a term.

Commissioner Leistico stated that she would support allowing appointment with two years remaining, and if less than one year is chosen, she would recommend removing the provision for a primary election.

Commissioner Fuhreck stated that he would favor leaving the less than 365 days period for appointment.

Chairperson Field stated that he would support leaving the appointments to terms less than 365 days.

City Attorney Langel stated that he can bring back language that would be consistent with removing the need for a primary in a special election and allowing appointments with terms less than 365 days remaining.

City Clerk Thieling stated that for the special elections in February and April of 2018, for the special primary there were 15,491 registered voters and a total of 213 people voted and for the

actual special election there were 15,492 registered voters and 230 people voted. She stated that for the regular election primary there were 15,629 registered voters with 3,223 people voting and for the general election there were 15,890 registered voters and 11,764 people voted. She noted that even for special elections, there is a very small portion of the population voting.

City Attorney Langel continued to review section 4.5 and identified language that he would recommend removing.

Chairperson Field suggested language be amended that state if there are no candidates for a special election, the Council shall appoint someone to an expiring or vacant municipal office.

City Attorney Langel stated that his thought process is to simplify as much as possible, removing language that conflicts with State law, remove items that do not benefit the City, and focus on the few sections remaining.

Chairperson Field stated that approach number one would be to eliminate the section entirely and follow State law or to take the discussion tonight and simplify the language to follow State law and incorporate the comments tonight.

Commissioner Bendtsen stated that he would recommend removing anything that conflicts with State law, removing anything duplicative, remove the need for special and primary elections, and keep the appointments to a term of 365 days or less.

Commissioner Fuhreck stated that he would agree with the comments of Commissioner Bendtsen. He stated that he would be in favor of leaving primaries for regular elections but removing them for special elections.

Chairperson Field stated that if primaries are eliminated, you extend the political season for the hoards of people running for City Council and the public at large is subjected to more political campaigning. He stated that for a normal election there is already a primary and therefore there is little additional cost or process.

Commissioner Leistico stated that she would argue that holding a primary would extend the election season as people begin campaigning earlier for the primary. She stated that she would agree with removing any language that conflicts with State law. She stated that she would remove primary elections for both the special and regular elections. She noted that she would also follow State law to allow appointments to be made with two years or less remaining in a term but advised that she would also agree with the appointment being allowed with only 365 days or less.

It was the consensus of the Commission that if there are no candidates for a special election, the Council shall appoint someone to an expiring or vacant municipal office until the next regular municipal election.

Chairperson Field stated that he is getting the sense that this discussion will continue at the next Charter Commission meeting. He confirmed the consensus to remove the language conflicting

with State law; removing duplicative language; remove the need for primaries, with one option to remove primaries all together and another option to remove primaries for special elections; clean-up the language regarding advisory elections, with an option to remove advisory elections all together and another option to state that advisory elections can only occur with general elections; and regarding section 4.5.4, an option should be brought back to remove that section which would default to State law, and another option cleaning up the language and allowing appointment for terms of only less than 365 days.

City Administrator Ulrich noted that sometimes there are special elections that align with general elections, as the City did this past fall. He noted that in that circumstance that might be an exception that would allow for a primary for a special election as it coincides with the regular general election.

## **5.2 Discuss Commissioning a Study on Alternate Sources for Road Funding**

Chairperson Field stated that the City of Ramsey is considering alternate sources for road funding, noting that he recently attended a public meeting on the topic. He reviewed the options that would be available that include 100 percent assessments, the current assessment policy, or franchise fees. He stated that there is a provision in the Charter on franchise fees and provided background information on how franchise fees work. He noted that lengthy discussions occurred in 2013, and reviewed a proposal that was made by a former Commissioner. He stated that proposal imposed a limit on how franchise fees could be used. He stated that he is not suggesting that the Commission take up action on the proposal but suggested that the language be considered for future debate until a private study can be commissioned to review options for road funding. He believed that the information would be useful to the Commission and to the Council as well. He stated that he reached out to City staff to determine if there are funds available for this type of study and learned that \$1,500 could be allocated for this type of study.

Commissioner Bendtsen asked how much the City of Ramsey is paying WSB for the presentation that is currently underway.

City Administrator Ulrich explained that the price of the WSB contract was \$35,000 and was separated into three different phases. He stated that phase one was to review the current pavement management plan and make recommendations, phase two moved into additional staff and public meetings along with presentation of resources, and phase three would include additional public meetings and potentially leading to a recommendation on a funding source for road improvements. He noted that the contract does have check-in points where the contract can be stopped. He stated that currently the City uses assessments for road financing and noted that if there is a consensus of the public input to continue with that, the service proposal would stop after phase two.

Commissioner Anderson asked how Elk River is funding their road improvements, as they seem to have sufficient funds.

City Administrator Ulrich stated that Elk River uses franchise fees for road improvements and has implemented a special sales tax for a community center. He noted that a number of cities use franchise fees already, including Elk River, Rogers, Princeton, and Brooklyn Park.

Chairperson Field stated that the representative from WSB did provide all the options but candidly did favor franchise fees. He stated that he would like to commission a separate study that would provide an independent opinion on what other communities are using and the available options.

Commissioner Fuhreck stated that he would be interested in historical data on how other municipalities that use franchise fees have been able to hold the line.

Commissioner Sivertson stated that there were complaints in the past from residents that have utilities for outbuildings and would not want to be charged twice. He stated that he has also heard that utility companies do not like the use of franchise fees as they become the middle man. He stated that there is a lot of gray area left unanswered and he would be in favor of bringing the motion back into play.

Commissioner Anderson stated that there are still urban and rural areas in the community. She stated that while she believes that this would be a good idea, she was unsure that a proper study could be completed for \$1,500.

City Administrator Ulrich stated that the scope of a study should be defined and put into writing, establishing the topics the Commission would like covered and staff can then request proposals from different firms. He noted that perhaps the Council would be interested in providing additional funding.

Chairperson Field stated that he would want to ensure that municipalities similar to Ramsey in age and miles in roads are included in the study, all available financing options, what has happened in other communities that utilize franchise fees, the number of cities that engage in 100 percent levy/assessment, additional information on the assessment model that Ramsey currently follows, and the annual budget of municipalities that are spent on road improvements compared to the remaining budget.

Commissioner Anderson stated that the whole city is concerned with road improvements and funding, as is the City Council.

Chairperson Field stated that he hopes that the City Council does not take this the wrong way. He stated that when you are opening up a box of potentially unlimited funding, that would be similar to letting a kid loose in a candy store. He stated that for the City to engage someone that is very enthusiastic about franchise fees may not be the best choice. He noted that once this box is opened this could be an uncontrolled shadow tax. He stated that if the Commission were to order a separate study that could have better standing in the end and could provide an option that would work for the City without amending the Charter related to franchise fees.

Commissioner Bendtsen stated that during the last presentation on road financing there was approximately 10 minutes spent on each of the other options and 90 minutes on franchise fees.

Commissioner Fuhreck agreed that it would be helpful to spend the additional funds to see not only the pros of franchise fees but also the pros and cons of all the options.

Chairperson Field stated that a motion is required to extend the money for this study.

Motion by Chairperson Field, seconded by Commissioner Sivertson, that Charter Chapter 10, Section 10.4 would be amended to state, "except that any franchise fees imposed under applicable State Statute must be limited to defraying increased municipal costs accrued as a result of utility operations, and may not be used to raise general revenue."

Further discussion: Chairperson Field stated that he would entertain a motion to table this action until a study can be completed. Commissioner Anderson stated that she would believe that the City Council has done some of this work already and would not just be leaning towards franchise fees on a whim. City Administrator Ulrich stated that they do not have to start from zero as there is past research that can be updated, and the funds can be used to provide an extra level of analysis.

Motion by Commissioner Bendtsen, seconded by Commissioner Anderson, to table the motion until a study can be commissioned.

Further discussion: Chairperson Field stated that the original motion was needed in order to propose an amendment that will provide the \$1,500 to use for the study. Commissioner Anderson asked who would be commissioned to be responsible for the study. Chairperson Field stated that a Committee could be selected to assist in the process. City Administrator Ulrich stated that the suggestion of a Committee appointed to study this would work well from a staff perspective. He noted that the Committee could first define the scope of the study. Commissioners Bendtsen, Anderson, Sivertson, and Chairperson Field agreed to form a Committee. Chairperson Field stated that he would like ample time to review the study results prior to the next discussion.

Motion carried. Voting Yes: Chairperson Field, Commissioners Bendtsen, Anderson, Fuhreck, Leistico, and Sivertson. Voting No: None. Absent: Commissioner Barrows, Deemer and Niederhaus.

Chairperson Field stated that the motion has been made that will allow the funds for the study to be allocated and noted that the Committee of four will meet outside of this Commission with staff to continue the work.

### **5.3 Approve Year End Activity Letter to Chief Judge for Year 2018**

Chairperson Field noted that included in the case was the draft summary letter for the year 2018 for the Commission's review, comment, and approval. Once approved by the Commission, staff will forward the letter to the Chief Judge.

Motion by Commissioner Bendtsen, seconded by Commissioner Fuhreck, to approve the year-end annual report letter for 2018 and direct staff to submit such report to The Honorable Douglas B. Meslow, Chief Judge of the Tenth Judicial District.

Motion carried. Voting Yes: Chairperson Field, Commissioners Bendtsen, Fuhreck, Anderson, Leistico, and Sivertson. Voting No: None. Absent: Commissioner Barrows, Deemer and Niederhaus.

## **6. COMMISSION / STAFF INPUT**

### **6.1 Other**

Commissioner Fuhreck stated that at a future meeting he would like to discuss the issue of the Chris Riley rule, where someone is running for a body that is already in the body, which in essence just created another vacancy after the election. He explained that he would like a provision where that person would need to resign from their current position in order to run for a vacant position.

## **7. ADJOURNMENT**

Motion by Commissioner Fuhreck, seconded by Commissioner Sivertsen, to adjourn the meeting.

Motion carried. All present voted in favor.

The regular meeting of the Charter Commission adjourned at 9:11 p.m.

Respectfully submitted,

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Jo Ann M. Thieling  
City Clerk

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Joseph J. Langel  
City Attorney

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

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

The Ramsey Planning Commission conducted a regular meeting on Thursday, September 5, 2019, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present:                   Chairperson Randy Bauer  
  Commissioner Bruce Anderson  
  Commissioner Cheri Gengler  
  Commissioner Torrey Johnson  
  Commissioner Eric Peters  
  Commissioner Gary VanScoy  
  Commissioner Matt Woestehoff

Members Absent:                   None

Also Present:                       Community Development Director Timothy Gladhill  
  City Planner Chloe McGuire Brigl

**1.     CALL TO ORDER**

Chairperson Bauer called the regular meeting to order at 7:00 p.m.

**2.     CITIZEN INPUT**

None.

**3.     APPROVAL OF AGENDA**

Motion by Commissioner VanScoy, seconded by Commissioner Johnson, to approve the agenda as presented.

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

**4.     APPROVE PLANNING COMMISSION MINUTES**

**4.01: Approve the Following Planning Commission Minutes:**

**4.01.1: Planning Commission Meeting Minutes Dated August 1, 2019**

Chairperson Bauer noted on page eight, the list line, it should state, "...address ~~tr~~ress trees..."

Motion by Commissioner Anderson, seconded by Commissioner Woestehoff, to approve the following minutes as amended: Planning Commission Meeting Minutes dated August 1, 2019.

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

## **5. PUBLIC HEARINGS/COMMISSION BUSINESS**

### **5.01: Public Hearing: Consider Resolution #19-209 Granting an Interim Use Permit to a Religious Institution at 6000 167<sup>th</sup> Avenue NW; Case of Hope Fellowship of Ramsey**

#### **Public Hearing**

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

#### **Presentation**

City Planner McGuire Brigl explained that the public hearing was noticed for an Interim Use Permit but after further review staff determined that a Conditional Use Permit would be a more appropriate tool. She noted that the Commission can make their recommendation and stated that the City Council would then hold a second public hearing as a Conditional Use Permit. She presented the staff report and recommended approval of the request for a Conditional Use Permit to operate a Religious Institution on the subject property.

#### **Citizen Input**

Brian Swanson, 15130 Waco Street, was present on behalf of the applicant and noted that he was available for questions.

Motion by Commissioner Anderson, seconded by Commissioner Gengler, to close the public hearing.

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

Chairperson Bauer closed the public hearing closed at 7:07 p.m.

#### **Commission Business**

Motion by Commissioner VanScoy, seconded by Commissioner Johnson, to recommend that City Council adopt Resolution #19-209 granting a Conditional Use Permit to operate a Religious Institution on the subject property.

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

Chairperson Bauer noted that the previous month the Commission considered Interim Use Permits for two churches located in the Employment District. He noted that churches are allowed as a conditional use within the Commercial District and asked if there is a reason that churches are not a conditional use in all business-related districts.

Community Development Director Gladhill confirmed that could be discussed in the future when a larger more comprehensive review of the zoning ordinances is completed.

**5.02: Public Hearing: Consider Resolution #19-210 Approving a Location Variance for a Detached Accessory Building Located at 16158 Nowthen Blvd. NW; Case of Dan Sadler**

**Public Hearing**

Chairperson Bauer called the public hearing to order at 7:09 p.m.

**Presentation**

City Planner McGuire Brigl presented the staff report and recommended approval of the request for a variance to the location requirements for a detached accessory structure (garage) on the subject property.

Commissioner Anderson asked for additional information on objects in the aerial photograph.

City Planner McGuire Brigl replied that the photograph could be outdated and commented that the applicant can provide additional details.

**Citizen Input**

David Sadler, 16158 Nowthen Blvd. NW, the applicant replied that the item in the photo has since been removed and only an eight by eight shed remains.

Commissioner Anderson asked why the garage could not be placed on the back but noted the elevations of the site.

Mr. Sadler provided additional details related to the boulder wall and elevations of his property.

Commissioner VanScoy noted that he visited the property today and commented that there is a significant slope between the home and pond/wetland. He noted that the drainage field for the septic in in the rear of the home.

Motion by Commissioner Anderson, seconded by Commissioner Johnson, to close the public hearing.

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

Chairperson Bauer closed the public hearing closed at 7:16 p.m.

### **Commission Business**

Motion by Commissioner Anderson, seconded by Commissioner Peters, to adopt Resolution #19-210 granting a variance to the location requirements for a detached accessory structure on the subject property.

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

## **6. COMMISSION BUSINESS**

### **6.01: Consider Site Selection Options for New Hotel Concept**

#### **Presentation**

Community Development Director Gladhill presented the Staff Report and noted that staff believes that this is a worthy project for this parcel and is generally comfortable with either alternative site selection. The intent for this evening is high-level; does the Planning Commission desire this project to get to the finish line? If so, staff will chart out the necessary approval process moving forward.

#### **Commission Business**

Chairperson Bauer asked if the EDA has reviewed this concept.

Community Development Director Gladhill replied that the EDA would be reviewing this concept at their meeting the following week. He noted that the Planning Commission provides more input on design and layout while the EDA tends to focus more on the deal structure.

Chairperson Bauer stated that both options appear that they could work but noted that it would be helpful to know which parcel would be better for current development and which parcel would be better kept for future development.

Commissioner Woestehoff asked if Lot 1 is vacant or whether that is Stone Brook Academy. It was confirmed that Lot 1 is Stone Brook Academy.

Commissioner Anderson asked for details on the size requested and the amount of land that would remain for future development.

Community Development Director Gladhill replied that this is a three-acre site and advised that about half would be development and half would remain. He noted that this is a challenging site for a retailer because of the amount of turns needed to access the site, and therefore he was unsure that there was a real benefit in which parcel would remain.

Commissioner Gengler stated that it would seem to make more sense to place the development on the far western portion of the lot. She stated that a restaurant patio would be a good fit for that location with the square lot left for development.

Commissioner Anderson commented that he would have the opposite opinion, as placing the hotel next to the academy would create more of a continued flow of development. He believed that the City could support two hotels, should both projects move forward.

Commissioner Woestehoff stated that he would defer to the EDA, as to the more valuable lot for future development.

Commissioner Anderson agreed that the input of the EDA will be important.

Commissioner VanScoy agreed that the EDA should have input. He noted that in both concepts he sees benefits and concerns and believed that either concept would work fine. He stated that personally he would prefer to see the hotel next to the academy to isolate the hotel a bit from the traffic. He stated that he could also see the benefit of having the hotel on the corner next to Coborn's to have close access to the retail. He believed that this hotel would be a good project and the City should continue to pursue the option.

Chairperson Bauer referenced the location of the well and asked if that falls equally on both parcels or more on one parcel.

Community Development Director Gladhill identified the location of the well, noting that it only impacts the western site. He stated that paved areas could come close to the well location but noted that the easement identifies an area around the well where a building could not be constructed.

Chairperson Bauer stated that one advantage of placing the hotel on the eastern lot would continue the flow of development. He noted that the parking area of the hotel could accommodate the location of the well, but the well location could potentially impact other types of retail that may be interested should the hotel be constructed on the western lot.

Commissioner Anderson commented that he would like to see cross access continued through parking areas of the development, similar to what was required of Stone Brook. He explained that the flow of traffic could then continue from Stone Brook onto this site and from this site to the next site.

Commissioner Gengler stated that this discussion has swayed her opinion, noting that the pickup and drop off times for the childcare center could align with the peak times for hotel guests to arrive and embark which could increase traffic in the childcare center lot.

Community Development Director Gladhill summarized that it appears the Commission is open to either concept. He noted that the decision would then default to the deal structure and advised that the EDA would then make a recommendation at their meeting the following week.

## **7. COMMISSION / STAFF INPUT**

### **7.01: Receive Staff Update**

Community Development Director Gladhill reported that the annual Happy Days Festival will be held this coming Saturday. He noted that a schedule of events can be found on the City website.

## **8. ADJOURNMENT**

Motion by Commissioner Anderson, seconded by Commissioner Johnson, to adjourn the meeting.

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

The regular meeting of the Planning Commission adjourned at 7:37 p.m.

Respectfully submitted,

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Tim Gladhill  
Community Development Director

ATTEST:

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JoAnn Shaw  
Community Development Assistant

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

**ECONOMIC DEVELOPMENT AUTHORITY  
CITY OF RAMSEY  
ANOKA COUNTY  
STATE OF MINNESOTA**

The City of Ramsey Economic Development Authority (EDA) conducted a regular meeting on Thursday, September 12, 2019, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present:     Chairperson Jim Steffen  
                          Member Brian Burandt  
                          Member Scott Cords  
                          Member Glen Hardin  
                          Member Mark Kuzma  
                          Member Chris Riley

Members Absent:     Member Shang Berg

Also Present:         Sean Sullivan, Economic Development Manager  
                          Tim Gladhill, Community Development Director  
                          Kurt Ulrich, City Administrator

**1.     CALL TO ORDER**

Chairperson Steffen called the Economic Development Authority meeting to order at 7:30 a.m.

**2.     APPROVE AGENDA**

Motion by Member Hardin, seconded by Member Riley, to approve the agenda.

Motion carried. Voting Yes: Chairperson Steffen, Members Hardin, Riley, Burandt, Cords, and Kuzma. Voting No: None. Absent: Member Berg.

**3.     APPROVE MINUTES**

**3.01:   Approve Meeting Minutes Dated August 8, 2019**

Motion by Member Hardin, seconded by Member Kuzma, to approve the August 8, 2019, minutes as presented.

Motion carried. Voting Yes: Chairperson Steffen, Members Hardin, Kuzma, Burandt, and Riley. Voting No: None. Absent: Member Berg. Abstained: Member Cords.

#### **4. EDA BUSINESS**

##### **4.01: Consider Revised Recommendation for Draft 2020 Preliminary EDA Budget and Levy**

Community Development Director Gladhill presented the staff report and recommendation that the EDA adopt the 2020 Preliminary EDA Budget and Levy with a reduction in budgeted professional services of \$10,000.

Motion by Member Hardin, seconded by Member Burandt, to recommend to City Council to adopt the 2020 Preliminary EDA Budget and Levy with a reduction in budgeted professional services of \$10,000.

Motion carried. Voting Yes: Chairperson Steffen, Members Hardin, Burandt, Cords, Kuzma, and Riley. Voting No: None. Absent: Member Berg.

##### **4.02: Respond to Property Owner Request to Consider Purchase of 8100 146<sup>th</sup> Avenue NW (Portions of meeting may be closed to the public under Minnesota Statutes Section 13.D.05 Subdivision 3(c)(3) to consider purchase of real property)**

Economic Development Manager Sullivan recommended that the EDA enter closed session to discuss whether the EDA would like to consider entering into negotiations for the purchase of 8100 146<sup>th</sup> Avenue NW.

Motion by Councilmember Riley, seconded by Councilmember Kuzma, to recess the meeting to Closed Session at 7:35 a.m.

Motion carried. Voting Yes: Chairperson Steffen, Members Riley, Kuzma, Burandt, Cords, and Hardin. Voting No: None. Absent: Member Berg.

The meeting reconvened to Open Session at 7:47 a.m.

##### **4.02: Respond to Property Owner Request to Consider Purchase of 8100 146<sup>th</sup> Avenue NW – Continued (Portions of meeting may be closed to the public under Minnesota Statutes Section 13.D.05 Subdivision 3(c)(3) to consider purchase of real property)**

Economic Development Manager Sullivan reported that during closed session the EDA discussed the potential purchase of 8100 146<sup>th</sup> Avenue NW and the consensus of the EDA was not to pursue purchase of the property.

##### **4.03: Discuss Potential Tungsten District Redevelopment Study located in the South East Quadrant of Sunfish Lake Boulevard and Highway 10/169 Related to the Ramsey Gateway Study**

Economic Development Manager Sullivan presented the staff report and the recommendation that the City proceed with Interim Phase 2 to work with owners/businesses as opportunities for

redevelopment and acquisition present themselves including conducting and documenting internal building inspections when possible, which all lead to the potential for the establishment of a future TIF District.

Member Riley asked whether the \$31,000 would be the total cost and not the annual cost.

Economic Development Manager Sullivan confirmed that the total amount would be approximately \$31,000. He explained that the goal would be to have the different elements completed in conjunction with the Highway 10 project moving forward, which would still be several years out.

Member Hardin asked for the definition of substandard.

Economic Development Manager Sullivan stated that he did not have a clear definition of substandard noting that there are many factors that need to be considered. A professional like LHB would need to be contracted to make that determination so that it could be used in TIF analysis.

Chairperson Steffen asked for input on the frontage road option.

Community Development Director Gladhill explained that this quadrant of the project is the most challenging and therefore a specific plan has not been developed. He reviewed the current plan concepts, noting that the frontage road option along Highway 10 is not popular with some businesses in that area. He provided details on additional frontage road options.

Chairperson Steffen asked if the parcel would be redeveloped as a road or whether this is a master plan.

Economic Development Manager Sullivan stated that currently there is not a plan for this area. He explained that this would be a tool that could assist in redevelopment in the future.

Community Development Director Gladhill explained that the entire swath will not be needed for right-of-way and therefore land will remain for redevelopment. He stated that there are property owners in the area that are interested in purchasing additional property for development. He stated that this would be in anticipation of the Highway 10 project and would provide another tool. He stated that this would not establish a TIF district today but would put the City in the position to act quickly when the time comes.

Economic Development Manager Sullivan confirmed that he is not suggesting that the City begin to purchase the properties, but simply put itself in a better position for opportunities in the future. He noted that the City may be asked to acquire or help acquire in the future for right-of-way and it would be helpful to know which parcels are substandard.

Member Cords stated that the option for the frontage road is preliminary and asked if Anoka would be interested in connecting from the backside.

Economic Development Manager Sullivan stated that “Anoka Solution” does not show a frontage road connection to that parcel.

Community Development Director Gladhill stated that there is not enough physical room to get from Thurston Avenue to the parcel in Anoka because of the river oxbow and sloping bluff line.

Chairperson Steffen asked if the funds would be spread out over several years.

Economic Development Manager Sullivan stated that he would not anticipate the entire amount being spent in one year and would instead anticipate those funds being spent over five to seven years.

Member Riley stated that this is a preliminary step towards something that might be done in the future and therefore this makes sense.

Motion by Member Riley, seconded by Member Burandt, to direct staff to proceed with the next Interim Phase 2 of the Tungsten District Redevelopment Study.

Further discussion: Member Cord asked if staff can make the decision to inspect a building at any time or whether the EDA would need to be consulted prior to each building. Economic Development Manager Sullivan indicated that Staff would not need to come back to the EDA prior to entering each building.

Motion carried. Voting Yes: Chairperson Steffen, Members Riley, Burandt, Cords, Hardin, and Kuzma. Voting No: None. Absent: Member Berg.

#### **4.04: Consider Site Selection Options for New Hotel Concept**

Economic Development Manager Sullivan presented the staff report. Staff believes this is a worthy project for this parcel and is generally comfortable with either alternative site selection. Staff is seeking feedback from the EDA in relation to site layout preference and use for this parcel. If the EDA is in support, staff will chart out the necessary process moving forward.

Chairperson Steffen asked if information is available on the hotel brand.

Economic Development Manager Sullivan stated that the interested party would like to remain confidential at this time. He noted that the concept would include a restaurant and pool.

Chairperson Steffen commented that the concept could work on both sites of the lot but perhaps four stories would make more sense as an end cap.

Member Riley commented that the concept would work on either site and he would welcome a hotel.

Economic Development Manager Sullivan stated that the City has been approached by a business to potentially construct a retail project and that user would prefer the endcap site. He stated that staff would prefer to have flexibility in trying to develop a plan to maximize the site.

Member Kuzma stated that he would prefer concept one but would also support concept two.

Chairperson Steffen asked if the developer has a preference.

Economic Development Manager Sullivan identified the site the developer had originally submitted was on the east half of the lot, noting that he requested to see the concept for the other site. He confirmed that the developer prefers this site over other sites in the COR because it is visible from Highway 10.

Member Burandt echoed the comments of the other Members and noted that he would prefer the eastern side, leaving the western site for additional retail development.

#### **4.05: Approve Program Outline, Speakers and Emcee for 2019 EDA Business Networking Event**

Economic Development Manager Sullivan presented the staff report and the recommendation to approve of the draft format for the event. He confirmed that the date for the event would depend upon the availability of the speaker.

Chairperson Steffen asked the mission of Greater MSP.

Economic Development Manager Sullivan stated that Greater MSP is a newer organization that markets the region and assists with economic development.

Member Cords asked if there would be a more northwest regional focus.

Economic Development Manager Sullivan stated that any speaker could tailor their presentation to the area.

Chairperson Steffen asked if staff would provide the Highway 10 update.

Community Development Director Gladhill stated that City staff and the consultant could provide the update on Highway 10.

Member Riley commented that although Highway 10 is a continued discussion, there is more information available at this time and the presentation should be more than a five-minute discussion.

Member Kuzma commented that Anoka has a lot going on with Highway 10 as well that could be featured and perhaps, they should be invited to have a representative, or MnDOT.

Member Cords asked if it would make sense to invite members of the legislature that could potentially assist with funding.

Community Development Director Gladhill confirmed that they would be invited. He stated that the City is currently working on a bill to introduce at the next session.

Chairperson Steffen stated that he would hope that attendance could remain around 125, similar to the previous year.

Member Burandt stated that Greater MSP and DEED would have less of a draw for businesses and the bigger draw for attendance may be Highway 10.

Economic Development Manager Sullivan confirmed that a Hwy 10 focus could be done through marketing the event.

Member Riley stated that in addition to Highway 10 there could be discussion on what the Anoka County is doing to alleviate traffic due to upcoming Highway 10 construction. He stated that the focus of the event could be transportation.

Economic Development Manager Sullivan stated that in the event that one of the top speakers is not available to secure, perhaps a robust Highway 10 update be done as the focus of the event.

Member Burandt commented that he would be comfortable with that.

Chairperson Steffen asked if Greater MSP and DEED could speak to transportation or whether that would not be ideal.

Economic Development Manager Sullivan stated that economic development speakers would touch on the importance of transportation. He noted that it would be up to the group whether they would like a speaker.

Member Burandt stated that if the focus is going to be transportation, he would like to see someone from Anoka County or MnDOT to provide additional input on the region.

Member Kuzma commented that the consultant from WSB could also provide input.

Member Riley noted that at the last City Council meeting there was an update from WSB, Anoka County and MnDOT. He stated that if you add in City staff, that would be a robust presentation that could focus on the Anoka and Ramsey Highway 10 projects, as well as discussion on 47.

Chairperson Steffen confirmed the consensus of the EDA to forgo the traditional speaker format and instead focus on transportation.

Motion by Chairperson Steffen, seconded by Member Hardin, to approve the preliminary event schedule as outlined in the case.

Motion carried. Voting Yes: Chairperson Steffen, Members Hardin, Burandt, Cords, Kuzma, and Riley. Voting No: None. Absent: Member Berg.

#### **4.06: Consider State of Minnesota Economic Development Marketing Opportunity**

Economic Development Manager Sullivan presented the staff report. He stated that staff believes this marketing opportunity is worth considering. It provides a unique “bang for the buck” when considering how much the State of Minnesota pushes this publication, and when considering how staff can reuse the Thriving in the North ad for other purposes. Based on feedback from neighboring cities, they are happy with how this publication plays into their overall comprehensive marketing strategies. Both Coon Rapids and Elk River recommended that Ramsey get involved; however, both indicated it’s unlikely this one specific ad will generate an influx of calls from prospects. But to that point, if it generates one call that leads to a future project, it more than pays for itself.

Chairperson Steffen asked who designed the previous ad and who would design this ad.

Economic Development Manager Sullivan stated that the previous ad was developed internally and then tweaked by the publication. He stated that a similar format could be followed for this ad if desired.

Chairperson Steffen stated that he would perhaps want to see additional thought put into the ad.

Community Development Director Gladhill commented that the marketing funds could be used to develop a more thoughtful ad.

Member Hardin agreed. He asked if the EDA could review a draft before submission.

Economic Development Manager Sullivan stated that there is a quick timeline but noted that he could submit the draft to the EDA via email.

Member Kuzma stated that he is not thrilled about the ad as he believes the funds could be better spent. He noted that CBRE is already advertising the City land. He was unsure that this would be the best resource, as the EDA has limited marketing dollars.

Member Riley stated that this group is the EDA and the job is to push business development in general in the City, which is different than selling just City land. He stated that this would promote the City in general and would attempt to bring in business in general.

Member Cords asked if there are metrics that show the reach the magazine would provide beyond the current business the City already has. He stated that he likes the idea of the proposal, as it shows access and availability.

Economic Development Manager Sullivan replied that the City would be getting 7,500 issues of this magazine mailed directly to site selectors/decision makers. He stated that the magazine is also distributed at national and regional tradeshows championed by the State of Minnesota. He

noted that neighboring communities have made the investment and are in the magazine. He stated that the City did not participate the previous year and perhaps this is something the City does every other year. He noted that if there is success, the City could participate each year. He explained that one project would be more than worth the funds. He highlighted some of the online marketing tools the City utilizes.

Member Burandt stated that given the value of getting this information in the hands of decision makers, he would support the funding the ad.

Motion by Member Burandt, seconded by Member Hardin, to recommend to authorize staff to utilize up to \$6,270 of the EDA Marketing Budget to publish an ad in the 2019-2020 MN DEED Thriving in the North annual publication.

Further discussion: Member Kuzma stated that while he understands the input from the other Members, he does not believe that this would add value as the information is only sent to 7,500 people.

Motion carried. Voting Yes: Chairperson Steffen, Members Burandt, Hardin, Cords, and Riley. Voting No: Member Kuzma. Absent: Member Berg.

#### **4.07: Review Draft COR Area Real Estate Marketing Map**

Economic Development Manager Sullivan presented the staff report and recommendation to approve of the map for print and electronic production and distribution.

Chairperson Steffen asked how this map would be used aside from the wall map.

Economic Development Manager Sullivan reviewed other ways in which the map could be used. He stated that he has not officially requested the toggling interactive feature but could pursue that option noting that there may be additional cost.

Member Hardin stated that it would be interesting to find out that information. He asked where the information would be available.

Economic Development Manager Sullivan commented that this has not been finalized yet. He confirmed that once complete it would be inserted into the interactive development document and it would be available on the City website.

Member Cords asked if the logos would be scaled down on the wall map version.

Economic Development Manager Sullivan confirmed that he would verify that information with WSB prior to printing.

Chairperson Steffen asked the criteria to be included on the map.

Economic Development Manager Sullivan commented that he attempted to pull out the larger employers and key national names. He recognized that not all businesses were included. He confirmed the consensus of the EDA to pursue the option to toggle the businesses, noting that there could be an additional cost.

Motion by Member Kuzma, seconded by Member Hardin, to authorize staff to finalize map and to print and utilize for marketing activities as needed and pursue the additional interactive elements with a cost not to exceed \$1,000.

Motion carried. Voting Yes: Chairperson Steffen, Members Kuzma, Hardin, Burandt, Cords, and Riley. Voting No: None. Absent: Member Berg.

## **5. MEMBER / STAFF UPDATE**

Economic Development Manager Sullivan commented on the success of the recent EDA golf event. He stated that he received a letter of resignation the previous night from Member Berg, noting that staff will follow the normal process to fill that vacancy.

## **6. ADJOURNMENT**

The regular meeting of the Economic Development Authority adjourned at 8:55 a.m.

Respectfully submitted,

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Sean Sullivan  
Economic Development Manager

ATTEST:

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Wendy Schlueter  
Economic Development Administrative Assistant

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

**PARK AND RECREATION COMMISSION  
CITY OF RAMSEY  
ANOKA COUNTY  
STATE OF MINNESOTA**

The Ramsey Park and Recreation Commission conducted a regular meeting on September 12, 2019, at the Lake Itasca Room, 7550 Sunwood Drive NW.

Commission Members Present:      Chair Shane Bennett  
   Vice Chair Brandon Sis  
   Commissioner Trixy Barnes  
   Commissioner Nathan Barten  
   Commissioner Russell Bayer  
   Commissioner Jennifer Leistico  
   Commissioner Jennifer Shoemaker

Commission Members Absent:      None

Also Present:                              Parks & Assistant Public Works Superintendent Mark Riverblood

**1.      CALL TO ORDER**

Chair Bennett called the Park and Recreation Commission meeting to order at 6:32 p.m.

**2.      CITIZEN INPUT**

None.

**3.      APPROVE AGENDA**

Motion by Commissioner Bayer, seconded by Commissioner Barnes, to approve the Park and Recreation Commission meeting agenda as presented.

Motion carried. Voting Yes: Chair Bennett; Commissioners Bayer, Barnes, Barten, Leistico, Shoemaker, Sis. Voting No: None. Absent: None.

**4.      APPROVE MINUTES**

**4.01:    Approve Park and Recreation Commission Meeting Minutes**

Motion by Commissioner Bayer, seconded by Commissioner Sis, to approve the August 8, 2019, Park and Rec Commission meeting minutes as presented.

Motion carried. Voting Yes: Chair Bennett; Commissioners Bayer, Sis, Barnes, Barten, Leistico, Shoemaker. Voting No: None. Absent: No.

## **5. COMMISSION BUSINESS**

### **5.01: Consider Rivers' Bend Park and Monument Replacement**

Parks & Assistant Public Works Superintendent Riverblood provided an overview of the history of Rivers' Bend Park, notating the timing of the monument, fields, playground, and other features original installations. He discussed what a replacement shelter may look like, which may include a fire pit and pizza ovens. He briefly described the possible funding mechanisms, including the Capital Maintenance Fund for repairs, as well as the Capital Improvement Program for new improvements.

Chair Bennett asked about the reservation system for the shelter.

Parks & Assistant Public Works Superintendent Riverblood noted there is an online reservation system that is user-friendly. He noted that online reservations are limited to the next four to six months so the system does not become overpopulated. The shelter at Rivers' Bend is not as highly used as others in the park system.

Commissioner Shoemaker asked about the rental fee for Elmcrest Park.

Parks & Assistant Public Works Superintendent Riverblood responded it all depends on what is reserved, e.g., the pavilion, the meeting space; all of that information is online. He noted that he is not proposing anything on the scale of Elmcrest for Rivers' Bend. To replicate that building today would be approximately \$1 million, and it would need a lift station as well. Something along the lines of a simple hexagonal shelter with a concrete floor may be more appropriate for Rivers' Bend.

Commissioner Barnes inquired about lighting at the new shelter.

Parks & Assistant Public Works Superintendent Riverblood stated it is possible. He stated one option is to add a restroom to the park area, with a vault system.

Chair Bennett asked about the funding of the project.

Parks & Assistant Public Works Superintendent Riverblood explained the Capital Maintenance Fund in contrast to the CIP. The Capital Maintenance Fund is available for things like roof replacements. In such a simple, straight-forward situation, a proposal can be brought forward, the Park and Rec Commission can approve it, and it can proceed to the consent agenda for the City Council. When it comes to new improvements or upgrading to a new and more modern shelter, or adding a restroom, however, those projects cross the line into Capital Improvement. In such cases, those items would then need to be entered into the CIP. He noted that the Park and Rec Commission will be discussing the CIP in October or November. CIP items would not be done right away, but rather would require a planning process and would include public input.

Commissioner Leistico noted the signage is difficult to see at Rivers' Bend, and she also asked about high water issues during times of flooding.

Parks & Assistant Public Works Superintendent Riverblood responded that flooding used to occur only a few days during spring flood events, but now it happens more regularly. The park is not closed to people, but it is closed to vehicular traffic. It could potentially cause access issues to Rivers' Bend shelter. He noted the water issues are used to be concentrated through the spring but do occasionally happen throughout the year.

Commissioner Leistico asked about the usage of the park.

Parks & Assistant Public Works Superintendent Riverblood responded Rivers' Bend is used more than any other park during the day. A lot of that has to do with density of residents around it. Additionally, it is very convenient to a lot of high school students traveling to and from school. It is also near a business area, so that many folks use it as a lunch spot. In the evening, there can be athletic activity, and seniors are there appreciating the tennis courts during the week. If there is a tournament at Central or Elmcrest, the numbers will exceed that. But the daily individual patrons at Rivers' Bend is generally the highest in the park system.

Commissioner Sis asked about expanding the canoe and kayak rental program along the river for more frequent recreation on the river.

Parks & Assistant Public Works Superintendent Riverblood indicated that could be a possibility. However, there are two factors in play: the boat landing at the fair grounds is open and only 5 or 6 thousand feet away, with adequate parking so that is a good spot for those activities. Also, the high flow in the river during flood conditions could potentially create an issue for folks in canoes or kayaks. Lake Itasca may potentially be the better spot.

Chair Bennett stated the easiest points to begin on this project may be with signage, since current signage is so difficult to see. He asked if signage would be considered a new project or a renovation.

Parks & Assistant Public Works Superintendent Riverblood responded that signage falls within the Capital Maintenance Fund. The monument replacement cost will be \$2,000-\$10,000. The question is whether Council is open to signage that might be unique to the park or whether the Council will want something that is wholly consistent with what is being done City-wide. Those preferences will determine the price tag.

Commissioner Barnes asked about the material of the sign.

Parks & Assistant Public Works Superintendent Riverblood explained that signs are often far more expensive than one would expect, and anything beyond a more basic sign will easily be in the upper end of the stated range.

Chair Bennett asked about the north shelter near the playground.

Parks & Assistant Public Works Superintendent Riverblood responded something needs to be done soon, or structural problems may begin to happen.

Chair Bennett asked about the BBQ pits on site.

Parks & Assistant Public Works Superintendent Riverblood responded there is one grill, and there is one water fountain with misting station.

Chair Bennett suggested the roof clearly needs to be fixed, and further discussion needs to happen as to whether the shelter is salvageable. The south shelter, with some other amenities around it, may be a priority. It could be a draw for that second shelter.

Commissioner Shoemaker commented that many cities have a large gazebo at a City park which is suitable for weddings. She asked whether that is of interest on the south side of the park.

Parks & Assistant Public Works Superintendent Riverblood responded that events on the scale of weddings may be better suited for some of the downtown parks in planning right now. Rivers' Bend has limited parking in the south half. Sanitary services would definitely be needed as well. That sort of thing might be better programmed downtown, and it would be associated with a significant playground, a splash pad, and other new amenities. Rivers' Bend has a different feel to it, as it is more outdoorsy.

Chair Bennett stated there may be some potential for that at The Draw and possibly Elmcrest. With the extension of the greenway corridor and the splash pad, that opens up more formalized possibilities for events like weddings. That would be a great amenity to have.

Commissioner Shoemaker explained she is a wedding photographer, and a lot of people are opting for very small wedding in small locations. A lot of those park locations in other Cities limit the amount of people who can attend, to address limited parking and other concerns.

Chair Bennett responded positively to Commissioner Shoemaker's comments. If there were to be significant upgrades to the south shelter, that may become a possibility. The one shelter looks like it is falling down. But a shelter that is more aesthetically pleasing with a fireplace, that could be a beautiful backdrop for a small wedding ceremony.

Commissioner Barnes asked about the area flooding and how that may affect a new structure.

Chair Bennett stated he does not see anything beyond a concrete pad and a roof for the shelter, so that flooding would not negatively affect the integrity of the structure.

Commissioner Bayer asked about ADA compliance.

Parks & Assistant Public Works Superintendent Riverblood responded that Rivers' Bend is ADA compliant now.

Chair Bennett pointed out the downtown waterfront sketches, noting the amenities like outdoor seating, manmade pond, restaurant concepts, indoor playground, splash pads, and open pavilion will create exciting opportunities.

Commissioner Shoemaker asked about moving the playground equipment to a smaller park like Ford Brook, and she also asked whether Ramsey has a future park plan.

Parks & Assistant Public Works Superintendent Riverblood responded it may cost more to move something to Ford Brook than to simply replace it. He also recalled that the Ford Brook residents did not have a lot of interest a shelter. He also indicated that staff is in fact working on a larger park system plan. Staff is currently in the process of looking at individual parks.

Chair Bennett noted that Rivers' Bend is more of a destination park, and there is a need for shelters. Some smaller parks like Ford Brook have less of a need for shelters. He recalled the map created by staff that shows the parks in terms of park districts. That was an illustration of where the City should go in terms of park connectivity. The old City policy of opening "pocket parks" in every neighborhood has turned into a lot of maintenance dollars being spent for upkeep. He noted this was also during a time when there seemed to be a Rainbow play system in every backyard. That old parks strategy is now being modified now.

Parks & Assistant Public Works Superintendent Riverblood thanked the Commission for its input.

## **6. COMMISSION/STAFF INPUT**

Parks & Assistant Public Works Superintendent Riverblood indicated several items to be on future agendas, including the upcoming CIP discussion; a review of the Recreation Policy Plan; a concert wrap-up presentation; and the introduction of the Recreation Specialist, Abby Proulx.

Chair Bennett thanked Commissioner Barnes for all the time she spent at the booth at Happy Days. He also thanked Commissioner Barton for stopping. The weather was not great, but the traffic was consistent.

## **7. ADJOURNMENT**

Motion by Commissioner Leistico, seconded by Commissioner Shoemaker, to adjourn the meeting.

Motion carried. Voting Yes: Chair Bennett; Commissioners Leistico, Shoemaker, Bayer, Barnes, Barten, Sis. Voting No: None. Absent: None.

The Park and Recreation Commission meeting adjourned at 7:28 p.m.

Respectfully submitted,



---

Mark Riverblood  
Parks & Assistant Public Works Superintendent

Drafted by Allison Burr  
*TimeSaver off Site Secretarial, Inc.*

**CC Regular Session**

5. 2.

**Meeting Date:** 11/12/2019

**By:** Katie Schmidt, Administrative Services

**Information**

**Title**

Approve the Following Meeting Minutes:

- 1. ~~City Council Work Session dated 10/22/2019~~ - This item was removed from the Consent Agenda to be considered as Item 7.03 on the regular agenda.
- 2. City Council Regular Session dated 10/22/2019

**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 10/22/2019~~ - This item was removed from the Consent Agenda to be considered as Item 7.03 on the regular agenda
- 2. City Council Regular Session dated 10/22/2019

**Attachments**

10-22-19 CCWS Minutes

10-22-19 CC Minutes

**Form Review**

**Inbox**

Colleen Lasher

Kurt Ulrich

Form Started By: Katie Schmidt

Final Approval Date: 11/07/2019

**Reviewed By**

Colleen Lasher

Kurt Ulrich

**Date**

11/01/2019 09:11 AM

11/07/2019 12:06 PM

Started On: 10/28/2019 11:12 AM

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

The Ramsey City Council conducted a City Council Work Session on Tuesday, October 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 Jeff Menth  
Councilmember Debra Musgrove  
Councilmember Chris Riley

Also Present: Community Development Director Timothy Gladhill  
Finance Director Diana Lund  
Police Chief Jeff Katers  
Parks and Assistant Public Works Superintendent Mark Riverblood  
Public Works Superintendent Grant Riemer  
Administrative Services Director Colleen Lasher  
City Engineer Bruce Westby  
City Planner Chris Anderson  
City Planner Chloe McGuire Brigl

**1. CALL TO ORDER**

Mayor LeTourneau called the City Council Work Session to order at 5:32 p.m.

**2. TOPICS FOR DISCUSSION**

**2.01: Review Revised Draft of the Updated Resident Information Card for Council Chambers**

Administrative Services Director Lasher reviewed the staff report.

Councilmember Riley referenced side b, the first bullet point, and asked if the word “only” could be removed to soften that statement.

Councilmember Musgrove commented that the revisions seem to encompass the comments from the previous discussion. She asked if the blank section for written comments will be made larger.

Administrative Services Director Lasher confirmed that would be incorporated along with using a cardstock that allows writing more easily.

Mayor LeTourneau confirmed the consensus of the Council to move forward with the revisions as proposed, with the one suggestion from Councilmember Riley.

## **2.02: Receive Update on Zoning Code Enforcement Cases**

Community Development Director Gladhill reviewed the staff report.

Councilmember Menth referenced the comment related to intimidation and asked if the resident was attempting to intimidate staff.

Community Development Director Gladhill provided additional details on the site visit.

Councilmember Kuzma stated that his concern is for the animals. He asked if the resident has proper care for the animals or whether there would be a problem when the cold weather hits.

Community Development Director Gladhill noted that he is not an animal expert, noting that there are a few trailers and other structures that could be used. He stated that staff would like to see the structure for the animals but is simply missing the required information.

Councilmember Riley stated that this has been an ongoing case and he feels that City staff has gone above and beyond in trying to help and resolve the problem in working with the resident. He stated that it seems the resident is not interested in working with the City and was unsure how much more effort the City staff should put into this. He fully supported transitioning this to the City Attorney.

Councilmember Musgrove asked if there was a diagram at one time about what the building would look like. She asked if it appears that the excavation is in line with the sketch.

Community Development Director Gladhill replied that if used as proposed, as a barn for animals, and if the proper tax classification is obtained, the building code would not apply in the same manner. He displayed the original plans and explained that staff attempted to reduce the size to avoid the need for a Conditional Use Permit (CUP). He noted that the intent of the resident was to sink the building down in order to meet the height requirement.

Councilmember Musgrove asked about the pole in the middle of the area.

Community Development Director Gladhill replied that is a utility pole and the resident would need to work with the utility company to relocate that pole.

Councilmember Musgrove stated that she would also support transitioning this to the City Attorney. She asked for additional input on the process.

Community Development Director Gladhill provided additional details on the process. He noted that a stop order has been issued but it does not appear that has occurred.

Councilmember Musgrove stated that the City would simply be wasting additional dollars spending additional staff time and would recommend this go forward to the City Attorney.

Councilmember Musgrove stated that she appreciates the time and effort that City staff has contributed to this issue and this resident. She recognized that this has been very challenging and agreed that City staff should not spend any additional time on this case and should forward this to the City Attorney. She believed that it was wise to have police escort on the last visit given the case history.

Councilmember Kuzma stated that after reading the emails from the resident he believed those to be threatening and should that communication continue, a restraining order should be pursued to stop the harassment.

Community Development Director Gladhill confirmed that there have been other negative actions from the resident that would warrant that activity.

Police Chief Katers stated that the primary purpose of the police escorting on the last visit was for the safety of City staff. He stated that the police executed the search warrant with adequate staff. He stated that the entire interaction was videotaped. He referenced the communications with the resident, noting that City cell phones were used for those communications and therefore that can be blocked. He confirmed that a restraining order could be pursued and provided additional details.

Councilmember Menth asked if the threshold has been crossed and a restraining order should be pursued.

Police Chief Katers stated that he is not a legal expert but could not imagine a judge not approving a restraining order in this case. He noted that in terms of pressing charges, there would need to be a very specific threat that would warrant that activity. He stated that the prior restraining order on behalf of a staff member was against this same resident.

Councilmember Menth stated that he would like to move to the next step on a restraining order and determining if charges could be filed.

Community Development Director Gladhill continued to review the zoning code enforcement cases within the staff report.

Councilmember Musgrove asked if the neighbors are aware of the situation and the details that the City is providing latitude.

Community Development Director Gladhill confirmed that to be true.

Councilmember Riley stated that the City has been playing games with the landscaping business case for some time and it is clearly time to move on with that one.

Community Development Director Gladhill stated that these were examples of cases that will be addressed more with the new Planning Technician. He recognized that neighbors can get frustrated with the length of time required to address code enforcement issues. He confirmed that code enforcement fell behind with the surplus of development cases that have come forward recently.

Councilmember Kuzma asked for an update on the pigeons.

Community Development Director Gladhill noted that he has not received any recent complaints. He hoped that the department is meeting the expectations of the Council related to code enforcement.

Councilmember Riley referenced neighborhood disputes and HOA covenants, which is not a City issue and would be more of a neighborhood issue. He asked how the police department would respond.

Police Chief Katers stated that the department receives a variety of calls and always responds. He explained that the police do not enforce HOA rules, unless that violation is also a violation of City Ordinance. He stated that they attempt to find resolution within the 15 to 20 minutes that the police are onsite. He stated that mediation can be recommended for neighborhood disputes.

### **2.03: Review Current Development Fees, Sureties, and Permit Fees**

Community Development Director Gladhill reviewed the staff report.

Councilmember Kuzma stated that he read some of the comments from developers that seemed to state the City fees were reasonable. He noted that only one comment seemed to think the City fees were high. He believed that the fees were accurate.

Mayor LeTourneau stated that in his experience most developers have commended City staff and the process in Ramsey.

Councilmember Heinrich stated that she appreciates that staff reached out to developers. She noted that she did the same and determined that Ramsey was on the higher end by about \$2,000 compared to Blaine and Otsego. She stated that based on the feedback she received it would seem that perhaps a closer look should be taken to ensure the City is comparable.

Community Development Director Gladhill provided comparable information for other communities, noting that Ramsey is not the lowest or the highest. He provided a similar comparison of park dedication and trail dedication fees.

Councilmember Menth asked for clarification on the figures.

Community Development Director Gladhill reviewed the different fees that are included in the residential fee comparison for the four communities.

Councilmember Menth stated that Otsego does not have a trail fee, which would be a difference of \$1,500.

Community Development Director Gladhill stated that communities address trails in some manner. He reviewed the four major ways in which cities construct trails and fund that construction. He confirmed that not every community has a direct trail development fee.

Councilmember Menth stated that if you add that trail dedication fee to the Otsego figures, that would make it very comparable to Ramsey.

Parks and Assistant Public Works Superintendent Riverblood explained that trail funding is a complicated issue that is not an apples-to-apples comparison as each community tends to fund that amenity differently. He stated that the Park and Recreation Commission reviewed the park dedication and trail fees and recommended no increase for 2020.

Councilmember Heinrich asked for clarification on the trail dedication fee.

Community Development Director Gladhill confirmed that fee to be \$1,000 per residential lot.

Parks and Assistant Public Works Superintendent Riverblood stated that development is occurring in all areas of Ramsey. He stated that those developers are choosing Ramsey because of the quality of life in this community. He noted that real estate ads typically mention whether the property is close to schools, parks and trails as those features are important to home buyers.

Community Development Director Gladhill noted that there is a density bonus where lower rates are charged for higher density developments because those developments typically include their own amenities.

Councilmember Musgrove commented that there was a recent case in which a landowner subdivided his lot into three lots. She noted that resident was charged a higher fee rather than a developer. She noted that perhaps a lower fee be looked at for smaller developments. She referenced surety and asked for additional details.

Community Development Director Gladhill explained that 125 percent is the standard rate, noting that change was made to provide consistency. He noted that project applicants are coached by planning staff throughout the planning process.

Councilmember Musgrove referenced the stormwater management fee and asked if that fee comes from the City or another agency.

Community Development Director Gladhill replied that is a City fee.

Councilmember Musgrove stated that she would like additional understanding on the stormwater management fee of \$400 compared to the park and trail dedication fees totaling \$4,500.

Community Development Director Gladhill explained that the fees are per unit, not based on lot size. He stated that the fees are determined based on the different City CIPs.

Councilmember Musgrove believed that the stormwater fee should increase to ensure that the City costs are covered.

Community Development Director Gladhill confirmed that will come back to the Council in November for review.

Councilmember Riley asked the difference between the stormwater management and stormwater utility fees.

Finance Director Lund explained the difference between the two, noting that stormwater management funds new projects while stormwater utility funds maintenance activities.

Councilmember Heinrich referenced the park dedication comparatives and noted that it appears Ramsey is on the median to high range and asked if that could be reduced. She stated that it seems that is where Ramsey is coming in high.

Parks and Assistant Public Works Superintendent Riverblood confirmed that staff could look into that although he was unsure what the manner of that would be because of the different variables. He explained that the park and trail dedication fees are based off the City's Park CIP. He explained that there is a huge gap in revenue projections. He stated that while neighboring communities may have a lesser park dedication rate, their projected park system does not have the same want or need. He stated that some of the other communities mentioned are funding parks and trails through other methods, such as municipal liquor store proceeds.

Councilmember Riley stated that he would not want the Ramsey numbers to be out of line. He asked if staff has heard that Ramsey is not getting development because of its fees.

Community Development Director Gladhill commented that there is a significant amount of development in Ramsey, that is actually taxing staff to process the applications. He noted that there has been an immense amount of growth.

Councilmember Riley noted that the City received some strong feedback a few years ago from Dennis Sharp and asked if those comments were incorporated into the City fees.

Community Development Director Gladhill confirmed that feedback was used to provide additional balance when the fees were revamped in 2016. He reviewed some of the improvements and tweaks that were made throughout the past ten years to reduce the City fees.

Councilmember Kuzma stated that he has not received complaints about the fees but more the time it takes to process permits. He stated that he would not be in favor of spending time reducing fees and would be more interested in further streamlining the process.

Community Development Director Gladhill stated that they have streamlined the process to the extent possible and it was simply an issue of a surplus of projects that were received within the same period of time. He noted that it became an issue of resources, noting that staff was working on weekends and bringing in staff from other departments to assist.

Councilmember Musgrove asked if the Council could receive a glimpse into the funding deficit for trails. She stated that perhaps the Parks CIP items could be extended further to allow additional funds to be collected.

Parks and Assistant Public Works Superintendent Riverblood confirmed he could provide that information. He noted that he is also working on a staging and phasing plan for the remaining park improvements in the downtown area. He stated that the Ford Brook playground is an example of a project that has been pushed out for multiple years.

Community Development Director Gladhill noted that it appears that there should be a separate discussion at a future worksession more focused on parks. He noted that could be a good opportunity to have a joint meeting with the City Council and Park and Recreation Commission. He asked if there are other topics that the Council would like additional discussion on.

Councilmember Heinrich stated that she appreciates the staff suggestion to reduce the private surety improvement fee.

Councilmember Musgrove stated that it is good to see Ramsey growing and developing.

Community Development Director Gladhill confirmed the consensus of the Council to further discuss park dedication along with the change to the private surety improvement fee.

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

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

Noted.

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

None.

### **5. ADJOURNMENT**

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

Respectfully submitted,

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Kurtis G. Ulrich

City Administrator

ATTEST:

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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, October 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 Jeff Menth  
Councilmember Debra Musgrove  
Councilmember Chris Riley

Members Absent: None

Also Present: Community Development Director Timothy Gladhill  
Police Chief Jeff Katers  
Parks and Assistant Public Works Superintendent Mark Riverblood  
City Planner Chris Anderson  
City Planner McGuire Brigl  
City Engineer Bruce Westby

**1. CALL TO ORDER**

Mayor LeTourneau called the regular meeting of the Ramsey City Council to order at 7:01 p.m., followed by the Pledge of Allegiance led by Mayor LeTourneau.

**2. PRESENTATION**

None.

**3. CITIZEN INPUT**

None.

**4. APPROVE AGENDA**

Mayor LeTourneau noted that it has been requested to remove Item 5.08 from the Consent Agenda to be considered as Item 7.00.

Motion by Councilmember Musgrove, seconded by Councilmember Heinrich, to approve the agenda as amended.

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

## **5. CONSENT AGENDA**

Motion by Councilmember Riley, seconded by Councilmember Kuzma, to approve the following items on the Consent Agenda as revised to remove Item 5:08:

- 5.01: Receive September 2019 Financial Reports – General Fund and Enterprise Funds
- 5.02: Receive Cash and Investments for Period Ending September 30, 2019
- 5.03: Approve the following Meeting Minutes:
  - 1) City Council Special Work Session dated March 19, 2019
  - 2) City Council Special Session dated May 7, 2019
  - 3) City Council Work Session dated September 24, 2019
  - 4) City Council Regular Session dated September 24, 2019
  - 5) City Council Work Session dated October 8, 2019
  - 6) City Council Regular Session dated October 8, 2019
- 5.04: Approve Rental Licenses
- 5.05: Approve Canceling the December 24, 2019 City Council Work Session and Regular Meeting
- 5.06: Adopt Resolution #19-256 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of October 3, 2019 through October 16, 2019
- 5.07: Adopt Resolution #19-253 Approving Code Enforcement Action Plan at 6336 Highway 10 NW
- 5.08: ~~Adopt Resolution #19-257 Approving an Accessory Structure Agreement with 17710 Tonto Street NW; Case of Sean and Amie O'Neill~~ This item was removed from the Consent Agenda to be considered as Item 7.00
- 5.09: Adopt Resolution #19-260 Authorizing Partial Payment #1 to Northwest Asphalt and Maintenance for Improvement Project #19-00, 2019 Crackseal Improvements
- 5.10: Adopt Resolution #19-262 Approving River Walk Village Subgrant Agreement and Restrict Covenants; Case of Don Kveton
- 5.11: Adopt Resolution #19-263 Approving Revised Site Plan for Sunflower Ridge
- 5.12: Adopt Resolution #19-258 Hiring a Fall Seasonal Public Works Maintenance Worker

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

## **6. PUBLIC HEARING**

None.

## 7. COUNCIL BUSINESS

### 7.00: Adopt Resolution #19-257 Approving an Accessory Structure Agreement with 17710 Tonto Street NW; Case of Sean and Amie O'Neil

City Planner Anderson reviewed the staff report and recommendation to adopt Resolution #19-257 approving an accessory structure agreement for a detached accessory structure at 17710 Tonto Street NW contingent upon review as to legal form by the City Attorney.

Mayor LeTourneau summarized that this application would meet the City code requirements, but the additional agreement is in an attempt to avoid future issues.

City Planner Anderson confirmed that this agreement would help to ensure that there are not issues that arise with future property owners as to how the space could be used.

Councilmember Heinrich stated that she would be interested to hear from the applicants as to how the space will be used.

Amy and Sean O'Neil, 17710 Tonto Street NW, explained that she is an interior designer and artist. She stated that this space would be used for her to complete projects. She explained that she gets very dirty during that process and wanted the shower to prevent her from tracking those materials into her home and personal shower.

Councilmember Heinrich thanked Mrs. O'Neil for that information. She confirmed that those types of projects can be messy and tracked through the home. She asked if the applicant has any intent to use this area as living quarters.

Mrs. O'Neil replied that they will not be using this space as living quarters.

Councilmember Musgrove asked if this space would be heated.

Mrs. O'Neil confirmed that it would be heated and noted that they are still working with the electrician to determine if that would be gas or electric. She confirmed that either option would be permitted appropriately.

Councilmember Musgrove asked if the City record would specify that this could not include any of the other classification items.

City Planner Anderson stated that those comments can be put on the permit but noted that the accessory structure agreement is a legal document that would be recorded against the property.

Mrs. O'Neil stated that if they were to sell their property in the future, they would be taking the studio with them and would not leave it on the property.

Motion by Councilmember Kuzma, seconded by Councilmember Menth, to Adopt Resolution #19-257 Approving an Accessory Structure Agreement for a Detached Accessory Structure that

Includes a Bathroom and Art Studio Space on the Property Located at 17710 Tonto Street NW and Declaring Terms of the Agreement, contingent upon review as to legal form from the City Attorney.

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

**7.01: Adopt Ordinance #18-03 Rezoning Property from R-1 Residential (MUSA) to Public; Case of Brookside Elementary School (Administrative Correction)**

City Planner Anderson reviewed the staff report and recommendation to adopt ordinance #18-03 approving the rezoning of the subject property from R-1 Residential (MUSA) to Public. The new elementary school that has been constructed on the property is an important community asset.

Motion by Councilmember Riley, seconded by Councilmember Heinrich, to waive the City Charter requirement to read the ordinance aloud and Adopt Ordinance #18-03 Amending Section 117-90 “MAP” of Chapter 117 of the City Code of Ramey, Minnesota.

A roll call vote was performed by the Recording Secretary:

Councilmember Heinrich	aye
Councilmember Kuzma	aye
Councilmember Menth	aye
Councilmember Riley	aye
Councilmember Musgrove	aye
Mayor LeTourneau	aye

Motion carried.

**7.02: Review Community Development Commissions and Authorities (Planning Commission, EPB, and EDA)**

Community Development Director Gladhill reviewed the staff report, providing a broad overview of Ramsey’s Community Development Commissions and Authorities as a lead-in to a series of work plans to be approved by the City Council.

Councilmember Musgrove asked for additional input on the City Code and its relation to the Boards and Commissions.

Community Development Director Gladhill stated that each Board or Commission have guidance in City Code that are in alignment with State Statutes that may exist.

Councilmember Musgrove asked for input on the HRA which was dissolved and how the process happened.

Community Development Director Gladhill explained that the City previously had a Housing Redevelopment Authority, which began as an offshoot of the EDA. He stated that the Board was never a separate Board but was composed of City Councilmembers. He explained that ultimately it was determined that there was a duplication of services and things were streamlined to dissolve that group and instead work through the EDA and City Council.

Councilmember Heinrich asked for additional details about how many members of the Boards could be non-residents of Ramsey.

Community Development Director Gladhill explained that 3/5 of any Board needs to be Ramsey residents. He used an example of a business owner in Ramsey or a business owner that has specific knowledge on the topic. He noted that the City does not have to appoint non-residents. He noted that the discussion will come forward to a future worksession discussion prior to appointments to Boards and Commissions.

Councilmember Riley asked why the Park and Recreation Commission was not listed.

Community Development Director Gladhill noted that the case included community development Boards and Commissions and therefore Park and Recreation Commission was not included. He noted that the intent was to provide background information for additional cases before the Council tonight.

### **7.03: Adopt Resolution #19-254 Approval of 2020 EDA Work Plan**

Community Development Director Gladhill reviewed the staff report and recommendation from the EDA to adopt Resolution #19-254 approving the 2020 EDA work plan as presented.

Councilmember Riley stated that the EDA Work Plan pulls almost directly from the City Council Strategic Plan, focusing on economic development efforts.

Councilmember Musgrove asked is some of the measures and metrics are able to be found on the City website.

Community Development Director Gladhill confirmed that the Work Plan could be placed on the EDA webpage if desired.

Councilmember Musgrove asked if the measurable outcome metrics are available online.

Community Development Director Gladhill did not believe that those metrics were outlined specifically. He stated that the Work Plan is completed for the beginning of the year with the Annual Report provided at the end of the year.

Motion by Councilmember Heinrich, seconded by Councilmember Musgrove, to Adopt Resolution #19-254 Approval of the 2020 EDA Work Plan.

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

#### **7.04: Adopt Resolution #19-255 Approving the Environmental Policy Board's 2020 Work Plan**

City Planner Anderson reviewed the staff report and recommendation to approve the EPB's 2020 work plan.

Councilmember Musgrove stated that she serves as the Council liaison for this Board and also serves on the Lower Rum River Water Management Organization (LRRWMO) and during that time she has learned about different conservation activities in the community. She asked if the land use review could not be included in the goals because they are standard actions.

City Planner Anderson confirmed that the Board also reviews applicable land use applications in addition to the items included on the Work Plan. He confirmed that those standing items were not included on the Work Plan, similar to how the Planning Commission reviews variance and Preliminary Plat requests.

Councilmember Musgrove asked for an update on recent recycling trends.

City Planner Anderson reported that the GRE plant has closed, which is a huge development as Anoka County previously hauled its waste to that facility. He explained that plant removed additional materials that could be recycled in an attempt to reduce the amount of waste. He stated that GRE was losing funds consistently, noting that the group had three different facilities and were not interested in selling just the viable processing center. He explained that the local haulers have stepped up in an attempt to address that issue. He provided an update on the international recycling trends and changes.

Councilmember Musgrove stated that she has trouble with the first goal as she finds that redundant with the efforts of the LRRWMO and Anoka Conservation District. She asked how many shorelines have received help since 2016.

City Planner Anderson stated that since the inventory has been completed, there has not been time to target those residents. He stated that this would be a partnership with the Anoka Conservation District, as that agency helped to complete the inventory and have expertise where grant funds are available. He explained that the City would be the conduit to reach out to the residents and provide that connection.

Community Development Director Gladhill stated that residents have approached City staff and expressed interest. He noted at least one occasion where a shoreline property owner invited the City Council to visit their property. He explained that the shoreline inventory mapped out the most damaged areas and the City can act as the conduit to connect the property owners with the Conservation District.

Mayor LeTourneau stated that he has also had the ability to be a liaison to the EPB and noted that the work the group does has brought more awareness to the issue and provides better definition of how to address the issue. He noted that this is an educational element that fits with the mission of the EPB. He explained that this would allow collaboration in a way that has not occurred in the past.

Councilmember Musgrove encouraged residents to check out the LRRWMO webpage, as it includes a lot of educational information and helpful links.

Motion by Councilmember Kuzma, seconded by Councilmember Menth, to Adopt Resolution #19-255 Approving the Environmental Policy Board's 2020 Work Plan.

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

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

Community Development Director Gladhill announced upcoming meetings and events.

## **9. ADJOURNMENT**

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

Motion carried.

The regular meeting of the City Council adjourned at 8:02 p.m.

Respectfully submitted,

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Kurtis G. Ulrich  
City Administrator

ATTEST:

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Katie M. Schmidt  
Administrative Assistant

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

A recording of this meeting is available for viewing online at [www.qctv.org](http://www.qctv.org)  
<<http://www.qctv.org>>. Recordings are available for 36 months after the date of the meeting.

**CC Regular Session**

**5.3.**

**Meeting Date:** 11/12/2019

**By:** Wendy Schlueter, Community  
Development

**Information**

**Title**

Approve Licenses

**Purpose/Background:**

**Purpose:**

The purpose of this case is to approve various license requests for 2019.

**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 City Council approval.

**Recommendation:**

Staff recommends approval of license applications contingent upon completion of background checks.

**Action:**

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

**Attachments**

**Licenses to Approve**

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Sean Sullivan	Sean Sullivan	11/05/2019 01:59 PM
Tim Gladhill	Tim Gladhill	11/06/2019 11:47 AM
Kurt Ulrich	Kurt Ulrich	11/07/2019 12:05 PM
Form Started By: Wendy Schlueter		Started On: 10/21/2019 03:15 PM
Final Approval Date: 11/07/2019		

Report Name: License Report - License Types

Council Dates: 11/12/2019 to 11/12/2019

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, 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

Printed: 11/5/2019

Page: 1

<u>Company</u>	<u>Location</u>	<u>Complex</u>	<u>Exp. Date</u>	<u>Council Date</u>	<u>Status</u>
<b>Therapeutic Massage Therapist</b>					
Stephanie Arnett	14245 St Francis Blvd NW #104	Rum River Chiropractic	12/31/2019	11/12/2019	A

**Therapeutic Massage Therapist License Count: 1**

**Transient Merchant/Peddler/Solicitor**

Legacy Restoration LLC			12/31/2019	11/12/2019	A
Legacy Restoration LLC			12/31/2019	11/12/2019	A

**Transient Merchant/Peddler/Solicitor License Count: 2**

**Total Licenses: 3**

**CC Regular Session**

**5. 4.**

**Meeting Date:** 11/12/2019

**By:** JoAnn Shaw, Community Development

**Information**

**Title**

Approve Rental Licenses

**Purpose/Background:**

Purpose: The purpose of this case is to approve rental license requests for 2019.

Background: Detached Single-Family Homes and Attached Single-Family Homes (townhomes, duplexes, etc.) are required to obtain a license (registration), but are not subject to inspections (unless the City has sufficient evidence of a violation of City Code).

Multi-Family Units (apartments, condos, etc.) will continue to be subject to the license and inspection program as required today, but the inspection frequency will be reduced.

New license application requests are attached for Council approval.

**Recommendation:**

Staff recommends approval of license applications.

**Action:**

Motion to approve rental license applications.

**Attachments**

Rental License Applications

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Tim Gladhill	Tim Gladhill	11/06/2019 11:47 AM
Kurt Ulrich	Kurt Ulrich	11/07/2019 12:05 PM
Form Started By: JoAnn Shaw		Started On: 10/24/2019 02:50 PM
Final Approval Date: 11/07/2019		

Report Name: License Report - License Types  
Council Dates: 11/12/2019 to 11/12/2019  
Status: Active, Inactive  
License Type(s): Rental

## City of Ramsey License Report - License Types

Printed: 11/1/2019  
Page: 1

<u>Company</u>	<u>Location</u>	<u>Complex</u>	<u>Exp. Date</u>	<u>Council Date</u>	<u>Status</u>
<b>Rental</b>					
Revocable Trust of Delores M Weaver	15059 Limonite St NW		11/12/2022	11/12/2019	A
FDC MN 2, LLC	14883 Olivine St NW		11/12/2022	11/12/2019	A

**Rental License Count: 2**

**Total Licenses: 2**

**CC Regular Session**

**5. 5.**

**Meeting Date:** 11/12/2019

**By:** Jackie Lipski, Finance

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**Information**

**Title**

Adopt Resolution #19-271 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Received During the Period of October 17, 2019 through November 6, 2019

**Action:**

Motion to Adopt Resolution #19-271 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Received During the Period of October 17, 2019 through November 6, 2019.

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**Attachments**

Bills List 11/12/2019

Resolution 11/12/2019

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**Form Review**

**Inbox**

Diana Lund

Kurt Ulrich

Form Started By: Jackie Lipski

Final Approval Date: 11/07/2019

**Reviewed By**

Diana Lund

Kurt Ulrich

**Date**

11/06/2019 07:02 AM

11/07/2019 12:26 PM

Started On: 11/05/2019 02:39 PM

**RAMSEY CITY COUNCIL MEETING**  
**11/12/2019**  
**BILLS LIST**

**DISBURSEMENTS TO BE APPROVED THIS MEETING:**

DISBURSEMENT TYPE:	<u>SUBMITTED FOR APPROVAL</u>
Purchase Journal:	
Prepays 10/17/19-11/6/19	424,977.39
Accounts Payable 10/17/19-11/6/19	203,889.96
Payroll 10/18/19 and 11/1/19	357,229.48
Pay Estimate- Project	54,415.72

**TOTAL SUBMITTED FOR APPROVAL THIS MEETING**  
(Invoices Available for Reviewal)

**\$ 1,040,512.55**

	<u>APPROVED PREV. MTG</u>	<u>2019 Y.T.D.</u>
<b><u>DISBURSEMENTS PREVIOUSLY APPROVED AND PAID:</u></b>		
NET PAYROLL TOTAL	\$ 166,141.87	\$ 3,529,509.88
- CORRECTION TO PAYROLL		
PREPAIDS	634,212.84	6,417,647.09
- PREPAID ADJUSTMENTS		
WIRE TRANSFERS FOR DEBT SERVICE		999,355.85
- CORRECTION TO D.S.		
ACCOUNTS PAYABLE INVOICING - PREVIOUS MEETING:		
- BILLS LIST SUBMITTED	174,832.25	5,627,724.72
ADD (DELETE) BILLS LIST SUBMITTED		
PAY ESTIMATE(S)	211,843.87	1,641,849.25
- CHECKS VOIDED	0.00	0.00
<b>TOTAL CASH DISBURSEMENTS PREVIOUSLY APPROVED</b>	<b>\$ 1,187,030.83</b>	<b>\$ 18,216,086.79</b>

## CITY OF RAMSEY

Council Check Register by GL  
Council Check Register and Summary

10/17/2019-- 12/31/2019

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
109611	10/17/2019		<b>110734 CITY OF RAMSEY</b>						
		100.00	# 722311		99021	101719	9601.4651		WATER REVENUE
		<u>100.00</u>							
109612	10/17/2019		<b>106624 EHLERS AND ASSOCIATES, INC</b>						
		2,000.00	ARBITAGE REPORT JUNE 2019		99018	81002	9351.6315		MISCELLANEOUS PROFE
		<u>2,000.00</u>							
109613	10/17/2019		<b>117243 HOEFT, CODY</b>						
		39.68	REFUND ESCROW 117065		99019	101719	9804.6433	00117065	REFUNDS
		<u>39.68</u>							
109654	10/24/2019		<b>111377 ANOKA MUNICIPAL UTILITY</b>						
		35.90	BUNKER LK BLVD/DYSPROSIUM		99023	22-612000-01 SEPT 19	0260.6371		ELECTRIC UTILITIES
		111.61	CTY RD 116/HWY47 SIGNAL		99024	22-613120-01 SEPT 19	0260.6371		ELECTRIC UTILITIES
		44.71	14034 DYSPROSIUM ST LT		99025	22-610280-00 SEPT 19	9603.6371		ELECTRIC UTILITIES
		56.80	RAMSEY STREET LIGHTS		99026	22-990005-01 SEPT 19	9603.6371		ELECTRIC UTILITIES
		<u>249.02</u>							
109655	10/24/2019		<b>110536 CBIZ FINANCIAL SOLUTIONS INC</b>						
		49.61	3RD QTR 2019 PLAN C19954		99029	4701	0130.6315		MISCELLANEOUS PROFE
		<u>49.61</u>							
109656	10/24/2019		<b>100297 CENTERPOINT ENERGY</b>						
		47.55	14515 E TOWN CENTER DR		99033	8782239-1 OCT 19	9601.6373		GAS
		23.74	6701 HIGHWAY 10		99034	6011580-5 OCT 19	9410.6373	00041012	GAS
		24.20	15050 ARMSTRONG BLVD		99035	5914352-9 OCT 19	0220.6373		GAS
		67.57	5650 ALPINE DR NW		99036	5961540-1 OCT 19	0220.6373		GAS
		666.54	7550 SUNWOOD DR NW		99037	6702493-5 OCT 19	0194.6373		GAS
		<u>829.60</u>							
109657	10/24/2019		<b>106670 CENTRAL POWER DISTRIBUTORS INC</b>						
		35.36	TRIMMER HEADS		99038	19-988788	0311.6249		MISCELLANEOUS OPER/
		.35-	TRIMMER HEADS		99038	19-988788	0311.6249		MISCELLANEOUS OPER/
		<u>35.01</u>							
109658	10/24/2019		<b>100111 COMMERCIAL ASPHALT COMPANY</b>						
		205.12	ASPHALT/TACK OIL		99039	191015	0311.6265		ASPHALT
		4.14-	ASPHALT/TACK OIL		99039	191015	0311.6265		ASPHALT
		<u>200.98</u>							
109659	10/24/2019		<b>100117 CONNEXUS ENERGY</b>						
		12,154.50	SERV LINE COR INFIL BASIN LIFT		99040	102119	9605.1730	00201809	IMPROVEMENTS OTHER
		<u>12,154.50</u>							
109660	10/24/2019		<b>106624 EHLERS AND ASSOCIATES, INC</b>						
		4,471.00	RE:TIF 17 DELTA MOD TECH		99041	80798	9230.6315		MISCELLANEOUS PROFE

## CITY OF RAMSEY

Council Check Register by GL  
Council Check Register and Summary

10/17/2019-- 12/31/2019

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
109660	10/24/2019		<b>106624 EHLERS AND ASSOCIATES, INC</b>						<b>Continued.</b>
		1,029.00	RE:TIF 17 DELTA MOD TECH		99041	80798	9804.6315	00116922	MISCELLANEOUS PROFE
		5,500.00	RE:TIF 17 DELTA MOD TECH		99042	80489	9804.6315	00116922	MISCELLANEOUS PROFE
		<u>11,000.00</u>							
109661	10/24/2019		<b>104267 ELITE SANITATION</b>						
		92.00	9/28/19 FALL CLEAN UP DAY		99043	26165	9604.6249		MISCELLANEOUS OPER/
		<u>92.00</u>							
109662	10/24/2019		<b>117250 GIRL SCOUT TROOP 16149</b>						
		155.00	REF DAMAGE/KEY DEPOSIT		99045	102319	9804.1160		KEY & DAMAGE DEPOSIT
		<u>155.00</u>							
109663	10/24/2019		<b>115574 HEALTHPARTNERS</b>						
		53,145.00	NOV 19 HEALTH INS		99046	92798075	9101.2176		LIFE/HEALTH-EMPLOYEE
		<u>53,145.00</u>							
109664	10/24/2019		<b>106324 INSPECTRON INC</b>						
		13,025.00	SEPT 19 SERVICES		99048	100719	0240.6315		MISCELLANEOUS PROFE
		<u>13,025.00</u>							
109665	10/24/2019		<b>103165 LHB ENGINEERS AND ARCHITECTS INC</b>						
		1,100.00	SUNFISH LK BLVD TIF ANALYSIS		99049	190596.00-1	9230.6315		MISCELLANEOUS PROFE
		<u>1,100.00</u>							
109666	10/24/2019		<b>116169 LIFE INSURANCE CO OF NORTH AMERICA</b>						
		19.40	NOV 19 LIFE INS-ACCIDENT		99050	AI960634 NOV 19	9101.2170		DENTAL/DISABILITY/LIFE
		17.04	NOV 19 LIFE INS- CRITICAL		99050	AI960634 NOV 19	9101.2170		DENTAL/DISABILITY/LIFE
		<u>36.44</u>							
109667	10/24/2019		<b>115823 MASSMANN GEOTHERMAL AND MECHANICAL LLC</b>						
		470.00	SERVICE 15050 ARMSTRONG BLVD		99051	1004133	0194.6381		BUILDING & STRUCTURE
		260.00	SERVICE 15050 ARMSTRONG BLVD		99052	1004134	0194.6381		BUILDING & STRUCTURE
		<u>730.00</u>							
109668	10/24/2019		<b>100391 POSTMASTER</b>						
		1,888.89	NOV/DEC 19 RAMSEY RESIDENT		99053	101719	0195.6322		POSTAGE
		<u>1,888.89</u>							
109669	10/24/2019		<b>100403 QUICKSILVER EXPRESS COURIER</b>						
		40.59	DEL. COMMERCIAL PARTNERS		99054	6593429	9804.6315	00116925	MISCELLANEOUS PROFE
		<u>40.59</u>							
109670	10/31/2019		<b>113692 ALL AMERICAN TITLE CO</b>						
		35.78	UB REF 15673 HEDGEHOG ST		99143	103019	9601.4651		WATER REVENUE
		<u>35.78</u>							
109671	10/31/2019		<b>115203 ALL AMERICAN TITLE CO INC</b>						
		41.80	UB REF 17350 ST FRANCIS BLVD		99144	103019	9601.4651		WATER REVENUE
		<u>41.80</u>							
109672	10/31/2019		<b>115203 ALL AMERICAN TITLE CO INC</b>						
		213.17	UB REFUND 15447 TUNGSTEN WAY		99145	103019A	9601.4651		WATER REVENUE
		<u>213.17</u>							
109673	10/31/2019		<b>111326 BURNET TITLE</b>						

## CITY OF RAMSEY

Council Check Register by GL  
Council Check Register and Summary

10/17/2019-- 12/31/2019

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
109673	10/31/2019		<b>111326 BURNET TITLE</b>						<b>Continued.</b>
		46.01	UB REF 14761 COBALT ST 39		99146	103019	9601.4651		WATER REVENUE
		<u>46.01</u>							
109674	10/31/2019		<b>116375 CAMBRIA TITLE</b>						
		189.85	UB REF 14045 ARGON ST NW		99147	103019	9601.4651		WATER REVENUE
		<u>189.85</u>							
109675	10/31/2019		<b>117267 CARNES, NICOLE</b>						
		130.84	UB REFUND 15621 IODINE ST		99155	103019	9601.4651		WATER REVENUE
		<u>130.84</u>							
109676	10/31/2019		<b>100297 CENTERPOINT ENERGY</b>						
		49.07	PW MISC ACCOUNTS		99156	8000014064-2 10/18/19	0311.6373		GAS
		76.65	PW MISC ACCOUNTS		99156	8000014064-2 10/18/19	0452.6373		GAS
		16.36	PW MISC ACCOUNTS		99156	8000014064-2 10/18/19	9601.6373		GAS
		16.36	PW MISC ACCOUNTS		99156	8000014064-2 10/18/19	9602.6373		GAS
		16.35	PW MISC ACCOUNTS		99156	8000014064-2 10/18/19	9605.6373		GAS
		<u>174.79</u>							
109677	10/31/2019		<b>117264 CHAD EICHEN LLC</b>						
		340.76	UB REF 15490 TUNGSTEN		99164	103019	9601.4651		WATER REVENUE
		<u>340.76</u>							
109678	10/31/2019		<b>100116 CONNEXUS ENERGY</b>						
		531.82	16300 ST FRANCIS IRRIG		99157	444931-267449 OCT19	0452.6371		ELECTRIC UTILITIES
		<u>531.82</u>							
109679	10/31/2019		<b>117263 DAVIS, MATTHEW</b>						
		347.82	UB REF 5489 BUNKER LK BLVD		99159	103019	9601.4651		WATER REVENUE
		<u>347.82</u>							
109680	10/31/2019		<b>117258 DCA TITLE</b>						
		69.40	UB REF 17200 TUNGSTEN ST		99158	103019	9601.4651		WATER REVENUE
		<u>69.40</u>							
109681	10/31/2019		<b>106583 DELTA DENTAL PLAN OF MINNESOTA</b>						
		3,709.90	DENTAL INS NOV 19		99160	7792371	9101.2170		DENTAL/DISABILITY/LIFE
		<u>3,709.90</u>							
109682	10/31/2019		<b>115677 EDGEWATER TITLE GROUP</b>						
		213.74	UB REF 14656 HELIUM ST		99161	103019	9601.4651		WATER REVENUE
		<u>213.74</u>							
109683	10/31/2019		<b>100870 EDINA REALTY TITLE</b>						
		216.52	UB REFUND 7833 148TH LN NW		99162	103019	9601.4651		WATER REVENUE
		274.47	UB REF 14649 IODINE CT NW		99163	103019A	9601.4651		WATER REVENUE
		<u>490.99</u>							
109684	10/31/2019		<b>111356 EXECUTIVE TITLE OF MN</b>						

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

10/17/2019-- 12/31/2019

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
109684	10/31/2019		<b>111356 EXECUTIVE TITLE OF MN</b>						<b>Continued.</b>
		180.49	UB REF 6829 170TH TRL NW		99165	103019	9601.4651		WATER REVENUE
		<u>180.49</u>							
109685	10/31/2019		<b>111356 EXECUTIVE TITLE OF MN</b>						
		300.74	UB REF 6020 151ST LN NW		99166	103019A	9601.4651		WATER REVENUE
		<u>300.74</u>							
109686	10/31/2019		<b>111674 FIRST AMERICAN TITLE</b>						
		173.86	UB REF 5324 152ND LN NW		99169	103019	9601.4651		WATER REVENUE
		<u>173.86</u>							
109687	10/31/2019		<b>117255 FIRST CHOICE EXTERIORS INC</b>						
		75.00	REFUND PERMIT RA042135		99170	102119	9101.4205		BUILDING PERMIT
		1.00	REFUND PERMIT RA042135		99170	102119	9101.2081		SURCHARGES-PERMITS
		<u>76.00</u>							
109688	10/31/2019		<b>117266 JOHNSON, CHAD MICHAEL</b>						
		197.12	UB REF 15245 FLUORINE ST		99171	103019	9601.4651		WATER REVENUE
		<u>197.12</u>							
109689	10/31/2019		<b>117259 LEGACY TITLE</b>						
		177.64	UB REF 15241 FLUORINE ST NW		99172	103019	9601.4651		WATER REVENUE
		<u>177.64</u>							
109690	10/31/2019		<b>116328 LENNAR</b>						
		1,500.00	REF ERO ESC 15854 PERIDOT		99173	103119	9804.6433	00116917	REFUNDS
		<u>1,500.00</u>							
109691	10/31/2019		<b>117261 MAYFIELD, DARRYL AND CANDICE</b>						
		489.91	UB REF 5911 142ND AVE NW		99174	103019	9601.4651		WATER REVENUE
		<u>489.91</u>							
109692	10/31/2019		<b>117256 MECHANICAL PLUS INC</b>						
		75.00	REFUND PERMIT RA041249		99200	103119	9101.4206		PLUMBING PERMIT
		1.00	REFUND PERMIT RA041249		99200	103119	9101.2081		SURCHARGES-PERMITS
		<u>76.00</u>							
109693	10/31/2019		<b>116025 MINNESOTA TITLE</b>						
		101.71	UB REF 5360 140TH CT NW		99177	103019	9601.4651		WATER REVENUE
		<u>101.71</u>							
109694	10/31/2019		<b>117267 MOHLER, ELLIOT</b>						
		148.48	REMIB APA CONF SEPT 19		99178	103019	0191.6331		TRAVEL & LODGING
		160.00	REMIB APA CONF SEPT 19		99178	103019	0191.6335		TRAINING
		<u>308.48</u>							
109695	10/31/2019		<b>116223 MUELLER, JOSH</b>						
		5.57	UB REF 15741 FERRET ST		99179	103119	9601.4651		WATER REVENUE
		<u>5.57</u>							
109696	10/31/2019		<b>117260 NAKONECHNY, ANDREY</b>						
		26.17	UB REF 7560 149TH AVE NW		99180	103019	9601.4651		WATER REVENUE
		<u>26.17</u>							
109697	10/31/2019		<b>117268 NELSON, PATRICIA</b>						

## CITY OF RAMSEY

Council Check Register by GL  
Council Check Register and Summary

10/17/2019-- 12/31/2019

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
109697	10/31/2019		117268 NELSON, PATRICIA						Continued.
		65.53	UB REF 16931 HELIUM ST NW		99181	103019	9601.4651		WATER REVENUE
		65.53							
109698	10/31/2019		107356 NETWORK TITLE INC						
		248.28	UB REF 7787 148TH LN NW		99182	103019	9601.4651		WATER REVENUE
		248.28							
109699	10/31/2019		115696 NHH ROOFING PLUS						
		50.00	REFUND PERMIT RA041452		99199	102219	9101.4205		BUILDING PERMIT
		1.00	REFUND PERMIT RA041452		99199	102219	9101.2081		SURCHARGES-PERMITS
		51.00							
109700	10/31/2019		115904 OLD MASTERS TITLE						
		271.59	UB REF 14206 BARIUM ST NW		99184	103019	9601.4651		WATER REVENUE
		271.59							
109701	10/31/2019		117269 OLSON, SCOTT						
		41.23	UB REF 18055 ST FRANCIS BLVD		99185	103019	9601.4651		WATER REVENUE
		41.23							
109702	10/31/2019		117265 PRICE, BRENDA						
		212.39	UB REF 13899 IRONSTONE TRL		99186	103019	9601.4651		WATER REVENUE
		212.39							
109703	10/31/2019		117038 RESULTS TITLE						
		50.68	UB REF 7057 139TH AVE		99187	103019	9601.4651		WATER REVENUE
		50.68							
109704	10/31/2019		117219 RESULTS TITLE						
		203.88	UB REF 15435 IODINE ST NW		99188	103019	9601.4651		WATER REVENUE
		203.88							
109705	10/31/2019		117262 SCHOPPE, JESSICA						
		369.17	UB REF 14661 FLUORINE ST		99189	103019	9601.4651		WATER REVENUE
		369.17							
109706	10/31/2019		114172 TITLE GROUP INC						
		238.03	UB REF 5435 144TH WAY #24		99192	103019	9601.4651		WATER REVENUE
		238.03							
109707	10/31/2019		113903 TITLE ONE INC						
		173.89	UB REF 15340 IODINE ST NW		99191	103019	9601.4651		WATER REVENUE
		173.89							
109708	10/31/2019		117096 TITLE SMART						
		103.71	UB REF 7371 168TH CIR NW		99196	103019	9601.4651		WATER REVENUE
		103.71							
109709	10/31/2019		117096 TITLE SMART						
		79.36	UB REF 14280 XENON ST NW		99197	103019A	9601.4651		WATER REVENUE
		79.36							
109710	10/31/2019		114606 TITLE SMART INC						
		39.75	UB REF 16111 AZURITE ST NW		99193	103019	9601.4651		WATER REVENUE
		39.75							

CITY OF RAMSEY  
 Council Check Register by GL  
 Council Check Register and Summary  
 10/17/2019-- 12/31/2019

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
109710	10/31/2019		114606 TITLE SMART INC						Continued.
109711	10/31/2019		114606 TITLE SMART INC						
		248.24	UB REF 7654 147TH LN NW		99194	103019A	9601.4651		WATER REVENUE
		<u>248.24</u>							
109712	10/31/2019		114866 TITLE SMART INC						
		93.57	UB REF 14623 OLIVINE WAY NW		99195	103019	9601.4651		WATER REVENUE
		<u>93.57</u>							
109713	10/31/2019		117155 WEST TITLE LLC						
		37.21	UB REF 8450 166TH CIR NW		99198	103019	9601.4651		WATER REVENUE
		<u>37.21</u>							
1000616	10/18/2019		100647 BOLTON AND MENK INC						
		780.00	5751 164TH LN DRAINAGE		99015	0239126	9605.6315		MISCELLANEOUS PROFE
		975.00	15410 BARIUM ST DRAINAGE		99015	0239126	9605.6315	00201915	MISCELLANEOUS PROFE
		650.00	17310 GERMANIUM DRAINAGE		99015	0239126	9605.6315	00201909	MISCELLANEOUS PROFE
		650.00	JARVIS/INVERN DRAINAGE		99015	0239126	9605.6315		MISCELLANEOUS PROFE
		<u>3,055.00</u>							
1000617	10/18/2019		112663 CAPSTONE HOMES INC						
		5,000.00	REF LAND ESC 14335 BOWERS DR		99016	101719	9252.1155.1		MANUAL-ACCOUNTS REI
		<u>5,000.00</u>							
1000618	10/18/2019		107603 DAHLBERG, NICHOLAS						
		29.89	REIMB LUNCHES- TRAINING		99017	101119	0211.6331		TRAVEL & LODGING
		<u>29.89</u>							
1000619	10/18/2019		100510 VERIZON WIRELESS						
		803.91	PD SEPT 19 SERVICE		99020	9839219184	0211.6323		CELLULAR PHONES
		95.74	PD SEPT 19 SERVICE		99020	9839219184	0280.6323		CELLULAR PHONES
		498.14	PD SEPT 19 SERVICE		99020	9839219184	0211.6415		OTHER EQUIPMENT REN
		<u>1,397.79</u>							
1000620	10/22/2019		100257 LAW ENFORCEMENT LABOR SRV INC						
		637.50			98785	100319858092	9101.2177		UNION DUES
		637.50			99006	1016191549182	9101.2177		UNION DUES
		<u>1,275.00</u>							
1000621	10/22/2019		100298 MN AFSCME COUNCIL 5						
		551.32			98786	100319858093	9101.2177		UNION DUES
		551.32			99007	1016191549183	9101.2177		UNION DUES
		<u>1,102.64</u>							
1000671	10/25/2019		100043 ANOKA COUNTY PROPERTY RECORDS TAXATION						
		46.00	SEPT 19 FILINGS		99022	534 OCT 19	9804.6315	00117030	MISCELLANEOUS PROFE
		46.00	SEPT 19 FILINGS		99022	534 OCT 19	9804.6315	00117081	MISCELLANEOUS PROFE
		<u>92.00</u>							
1000672	10/25/2019		116114 AVESIS THIRD PARTY ADMINISTRATORS						
		143.08	NOV 19 VISION		99027	2422069	9101.2170		DENTAL/DISABILITY/LIFE
		<u>143.08</u>							
1000673	10/25/2019		100647 BOLTON AND MENK INC						
		3,476.00	RAM HIWAY 10 CORR AUG 19		99028	0240196	9400.6315		MISCELLANEOUS PROFE

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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
1000673	10/25/2019	3,476.00	100647 BOLTON AND MENK INC						Continued.
1000674	10/25/2019	1,500.00	112663 CAPSTONE HOMES INC		99030	102419	9804.6433	00117077	REFUNDS
		1,500.00	REF ERO ESC 7377 168TH CIR		99031	102419A	9804.6433	00117083	REFUNDS
		1,500.00	REF ERO ESC 14335 BOWERS DR		99032	102419B	9804.6433	00116534	REFUNDS
		4,500.00							
1000675	10/25/2019	29.89	116027 ELLIOTT, BRANDON		99044	101719	0211.6331		TRAVEL & LODGING
		29.89	REIMB TRAINING MEALS						
1000676	10/25/2019	24.60	113278 HEMMERICH, KYLE		99047	102119	0211.6331		TRAVEL & LODGING
		24.60	REIMB TRAINING MEALS						
1000677	10/25/2019	307.89	100510 VERIZON WIRELESS		99055	9839845073	0220.6323		CELLULAR PHONES
		331.98	CREDIT- FIRE TABLETS		99056	9839742529	0130.6323		CELLULAR PHONES
		70.87	SEPT-OCT 2019 SERVICE		99056	9839742529	0192.6321		TELEPHONE
		166.05	SEPT-OCT 2019 SERVICE		99056	9839742529	0191.6323		CELLULAR PHONES
		119.04	SEPT-OCT 2019 SERVICE		99056	9839742529	0194.6323		CELLULAR PHONES
		843.14	SEPT-OCT 2019 SERVICE		99056	9839742529	0220.6323		CELLULAR PHONES
		47.87	SEPT-OCT 2019 SERVICE		99056	9839742529	0240.6323		CELLULAR PHONES
		209.03	SEPT-OCT 2019 SERVICE		99056	9839742529	0301.6323		CELLULAR PHONES
		291.47	SEPT-OCT 2019 SERVICE		99056	9839742529	0311.6323		CELLULAR PHONES
		280.86	SEPT-OCT 2019 SERVICE		99056	9839742529	0452.6323		CELLULAR PHONES
		287.28	SEPT-OCT 2019 SERVICE		99056	9839742529	9601.6323		CELLULAR PHONES
		2,339.70							
1000678	11/1/2019	5,000.00	112663 CAPSTONE HOMES INC		99148	103119	9252.1155.1		MANUAL-ACCOUNTS REI
		1,500.00	REF ERO ESC 14351 BOWERS DR		99149	103119A	9804.6433	00116595	REFUNDS
		1,500.00	REF ERO ESC 15025 RABBIT ST		99150	103119B	9804.6433	00116657	REFUNDS
		5,000.00	REF LAND ESC 15018 RABBIT ST		99151	103119C	9252.1155.1		MANUAL-ACCOUNTS REI
		5,000.00	REF LAND/DRIVE 15018 RABBIT ST		99152	103119D	9252.1155.1		MANUAL-ACCOUNTS REI
		2,000.00	REF LAND/DRIVE 15018 RABBIT ST		99152	103119D	9252.1155.1		MANUAL-ACCOUNTS REI
		1,500.00	REF ERO ESC 14351 BOWERS DR		99153	103119E	9804.6433	00116532	REFUNDS
		1,500.00	REF ERO ESC 14389 BOWERS DR		99154	103119F	9804.6433	00116282	REFUNDS
		23,000.00							
1000679	11/1/2019	119.50	107737 FINANCE AND COMMERCE INC		99167	744457812	9605.1730	00201906	IMPROVEMENTS OTHER
		116.20	AD RTC 9TH POND LINING IMPROV		99168	744457811	9605.6315	00201910	MISCELLANEOUS PROFE
		235.70	AD HEDGEHOG ST DRAIN IMPROV						
1000680	11/1/2019	143.84	116183 MCGUIRE BRIGL, CHLOE		99175	103019	0191.6331		TRAVEL & LODGING
		143.84	REIMB APA CONF SEPT 19						
1000681	11/1/2019	3,300.00	105706 TINKLENBERG GROUP INC		99190	2098	9400.6315		MISCELLANEOUS PROFE
		3,300.00	RETAINER NOV 19 (5 OF 12)						
90530180	10/18/2019		100398 PUBLIC EMPLOYEES RETIREMENT ASSN						

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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
90530180	10/18/2019		100398 PUBLIC EMPLOYEES RETIREMENT ASSN						Continued.
		75.00			98941	1014191314371	9101.2174		PERA-EMPLOYEE
		75.00			98942	1014191314372	9101.2183		PERA-EMPLOYER
		21,163.57			99008	1016191549184	9101.2174		PERA-EMPLOYEE
		28,262.46			99009	1016191549185	9101.2183		PERA-EMPLOYER
		<u>49,576.03</u>							
90531710	11/1/2019		100398 PUBLIC EMPLOYEES RETIREMENT ASSN						
		21,237.53			99209	1031191233164	9101.2174		PERA-EMPLOYEE
		28,420.08			99210	1031191233165	9101.2183		PERA-EMPLOYER
		<u>49,657.61</u>							
90647111	10/18/2019		101306 IRS						
		327.71			98944	1014191314374	9101.2171		FEDERAL WITHHOLDING
		245.39			98945	1014191314375	9101.2173		FICA & MEDICARE-EMPL
		245.39			98946	1014191314376	9101.2182		FICA & MEDICARE-EMPL
		281.21			98976	1015191311382	9101.2171		FEDERAL WITHHOLDING
		1,321.40			98977	1015191311383	9101.2173		FICA & MEDICARE-EMPL
		1,321.40			98978	1015191311384	9101.2182		FICA & MEDICARE-EMPL
		24,183.42			99011	1016191549187	9101.2171		FEDERAL WITHHOLDING
		13,361.85			99012	1016191549188	9101.2173		FICA & MEDICARE-EMPL
		13,361.85			99013	1016191549189	9101.2182		FICA & MEDICARE-EMPL
		<u>54,649.62</u>							
92706233	11/1/2019		101306 IRS						
		24,066.51			99212	1031191233167	9101.2171		FEDERAL WITHHOLDING
		13,242.40			99213	1031191233168	9101.2173		FICA & MEDICARE-EMPL
		13,242.40			99214	1031191233169	9101.2182		FICA & MEDICARE-EMPL
		<u>50,551.31</u>							
95008416	11/1/2019		100601 MN DEPT OF REV WH						
		10,907.21			99211	1031191233166	9101.2172		STATE WITHHOLDING
		<u>10,907.21</u>							
98101819	10/18/2019		115568 ALERUS FINANCIAL NA						
		3,185.09			99005	10161915491814	9101.2176		LIFE/HEALTH-EMPLOYEE
		<u>3,185.09</u>							
98110119	11/1/2019		115568 ALERUS FINANCIAL NA						
		3,479.97			99206	10311912331614	9101.2176		LIFE/HEALTH-EMPLOYEE
		<u>3,479.97</u>							
98216360	11/1/2019		114790 GREAT WEST LIFE AND ANNUITY INS CO						
		2,950.22			99205	10311912331613	9101.2176		LIFE/HEALTH-EMPLOYEE
		<u>2,950.22</u>							
98601120	10/18/2019		100601 MN DEPT OF REV WH						
		50.00			98943	1014191314373	9101.2172		STATE WITHHOLDING
		307.50			98975	1015191311381	9101.2172		STATE WITHHOLDING
		10,942.05			99010	1016191549186	9101.2172		STATE WITHHOLDING
		<u>11,299.55</u>							
99101719	10/17/2019		100219 HOME DEPOT COMMERCIAL ACCT PROGRAM						
		89.80	SEPT 19 PURCHASES		99014	092719	0311.6249		MISCELLANEOUS OPER/
		53.18	SEPT 19 PURCHASES		99014	092719	0194.6281		SMALL TOOLS & MINOR E
		<u>142.98</u>							

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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
99101719	10/17/2019		100219 HOME DEPOT COMMERCIAL ACCT PROGRAM						Continued.
99101819	10/18/2019		107962 TOTAL ADMINISTRATIVE SERVICE CORP						
		2,055.86			99001	10161915491810	9101.2176		LIFE/HEALTH-EMPLOYEE
		2,055.86							
99110119	11/1/2019		107962 TOTAL ADMINISTRATIVE SERVICE CORP						
		2,055.86			99202	10311912331610	9101.2176		LIFE/HEALTH-EMPLOYEE
		2,055.86							
99215317	11/1/2019		114790 GREAT WEST LIFE AND ANNUITY INS CO						
		7,772.20			99204	10311912331612	9101.2175		DEFERRED COMPENSAT
		7,772.20							
99217518	10/18/2019		100223 ICMA RETIREMENT TRUST 457						
		2,333.53			99000	1016191549181	9101.2175		DEFERRED COMPENSAT
		2,333.53							
99226753	11/1/2019		100223 ICMA RETIREMENT TRUST 457						
		2,333.53			99201	1031191233161	9101.2175		DEFERRED COMPENSAT
		2,333.53							
99724019	10/18/2019		114486 SUN LIFE ASSURANCE COMPANY OF CANADA						
		857.41			98781	1003198580911	9101.2176		LIFE/HEALTH-EMPLOYEE
		857.24			99002	10161915491811	9101.2176		LIFE/HEALTH-EMPLOYEE
		14.65	COBRA Life		99002	10161915491811	9101.2176		LIFE/HEALTH-EMPLOYEE
		883.64	LTD		99002	10161915491811	9101.2170		DENTAL/DISABILITY/LIFE
		2,612.94							
99932805	10/18/2019		114790 GREAT WEST LIFE AND ANNUITY INS CO						
		7,772.20			99003	10161915491812	9101.2175		DEFERRED COMPENSAT
		7,772.20							
99935235	10/18/2019		114790 GREAT WEST LIFE AND ANNUITY INS CO						
		2,947.36			99004	10161915491813	9101.2176		LIFE/HEALTH-EMPLOYEE
		2,947.36							
		424,977.39	Grand Total						

Payment Instrument Totals	
Checks	109,549.19
EFT Payments	266,283.07
A/P ACH Payment	49,145.13
<b>Total Payments</b>	<b>424,977.39</b>

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CITY OF RAMSEY  
Create Payment Control Groups

Payment Group Control Number 2950  
 Bank Account 999.1010 CASH IN BANK 00002224  
 Version LOGIS004V  
 Originator JLIPSKI  
 Payment Instrument Check Payment  
 Pay Through Date 12/31/2019

Payee	Stub	Document	Due	Invoice	Payment				
Number	Name / Mailing Address	Message	Ty	Number	Item	Co	Date	Number	Amount
107485	ALEXANDRA HOUSE INC	2019 PROFESSIONAL SERVICES	PV	99239	001	09101	11/1/2019	197	5,000.00
	ALEXANDRA HOUSE INC							Summary Total	5,000.00
	10065 3RD STREET NE	2018 PROFESSIONAL SERVICES	PV	99240	001	09101	11/1/2019	196	5,000.00
	BLAINE MN 55434							Summary Total	5,000.00
								Payment Amount	10,000.00
107526	ANCOM TECHNICAL CENTER	ENGRAVING	PV	99215	001	09101	10/25/2019	91383	18.00
	ANCOM TECHNICAL CENTER							Summary Total	18.00
	1800 EAST CLIFF ROAD SUITE 17							Payment Amount	18.00
	BURNSVILLE MN 55337								
100052	ANOKA POLICE DEPARTMENT	SEPT 2019 ANIMAL CONTAINMENT	PV	99101	001	09101	10/15/2019	101519	200.00
	ANOKA POLICE DEPARTMENT							Summary Total	200.00
	275 HARRISON STREET							Payment Amount	200.00
	ANOKA MN 55303								
109934	ANOKA RAMSEY ATHLETIC ASSOCIATION	1 TABLE SPONSORSHIP	PV	99057	001	09101	10/24/2019	200	400.00
	ANOKA RAMSEY ATHLETIC ASSOCIATION							Summary Total	400.00
								Payment Amount	400.00
100063	ASPEN MILLS	EXPLORERS NAME TAGS	PV	99102	001	09101	10/24/2019	246101	88.50
	ASPEN MILLS							Summary Total	88.50
	8201 C CENTRAL AVE NE	J. ENGLAND VIDEO HOLDER	PV	99103	001	09101	10/24/2019	246100	26.85
	SPRING LAKE PARK MN 55432							Summary Total	26.85
		STOLP- DEVICE EAR TO MIC	PV	99104	001	09101	10/11/2019	245395	79.98
								Summary Total	79.98
								Payment Amount	195.33
104091	BROWNELLS, INC	MISC PD SUPPLIES	PV	99059	001	09290	10/16/2019	18193763.00	37.54

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 Version LOGIS004V  
 Originator JLIPSKI  
 Payment Instrument Check Payment  
 Pay Through Date 12/31/2019

Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Document Itm	Document Co	Due Date	Invoice Number	Payment Amount
	BROWNELLS, INC 3006 BROWNELLS PARKWAY GRINNELL IA 50112								37.54
								Summary Total	37.54
								Payment Amount	37.54
114529	BRUCE JACOBSON LANDSCAPE ARCHITECT  BRUCE JACOBSON LANDSCAPE ARCHITECT 4204 PILLSBURY AVENUE S MINNEAPOLIS MN 55409	AUG-OCT 19 MISC WORK	PV	99110	001	09101	10/18/2019	101819	2,900.00
								Summary Total	2,900.00
								Payment Amount	2,900.00
116439	CANTEEN VENDING  CANTEEN VENDING P O BOX 91337  CHICAGO IL 60693-1337	COFFEE	PV	99218	001	09101	10/22/2019	141780000073266	303.70
								Summary Total	303.70
		COFFEE EQUIPMENT FILTER CHNG	PV	99219	001	09101	10/23/2019	MSP1104	399.75
								Summary Total	399.75
								Payment Amount	703.45
110734	CITY OF RAMSEY  CITY OF RAMSEY P O BOX 251100  ST PAUL MN 55125-6100	3RD QTR 19 7550 SUNWOOD DR	PV	99062	001	09101	10/25/2019	444931294 3RD QTR 19	1,108.03
								Summary Total	1,108.03
		3RD QTR 19 7650 SUNWOOD DR	PV	99063	001	09240	10/25/2019	444931372 3RD QTR 19	116.19
								Summary Total	116.19
		3RD QTR 19 6701 HWY 10	PV	99064	001	09410	10/25/2019	719019 3RD QTR 19	116.19
								Summary Total	116.19
		3RD QTR 19 161ST AVE IRG E	PV	99111	001	09101	10/25/2019	727918 3RD QTR 19	133.42
								Summary Total	133.42
		3RD QTR 19 161TH IRG WEST	PV	99112	001	09101	10/25/2019	727919 3RD QTR 19	1.59
								Summary Total	1.59
		3RD QTR 19 7401 E RAMSEY PKWY	PV	99113	001	09101	10/25/2019	724628 3RD QTR 19	116.19
								Summary Total	116.19
		3RD QTR 19 16303 QUICKSILVER	PV	99114	001	09101	10/25/2019	724874 3RD QTR 19	132.14
								Summary Total	132.14

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CITY OF RAMSEY  
Create Payment Control Groups

Payment Group Control Number 2950  
 Bank Account 999.1010 CASH IN BANK 00002224  
 Version LOGIS004V  
 Originator JLIPSKI  
 Payment Instrument Check Payment  
 Pay Through Date 12/31/2019

Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number Number	Item Itm	Company Co	Due Date	Invoice Number	Payment Amount	
									132.14	
			Summary Total							578.05
		3RD QTR 19 14700 TOWN CENTER D	PV	99115	001	09101	10/25/2019	724470 3RD QTR 19	578.05	
									578.05	
			Summary Total							116.19
		3RD QTR 19 6860 RIVERDALE DR	PV	99116	001	09101	10/25/2019	723960 3RD QTR 19	116.19	
									116.19	
			Summary Total							1,409.62
		3RD QTR 19 14779 ZEOLITE ST	PV	99117	001	09101	10/25/2019	722164 3RD QTR 19	1,409.62	
									1,409.62	
			Summary Total							17.67
		3RD QTR 19 16303 QUICK. IRRIG	PV	99118	001	09101	10/25/2019	724931 3RD QTR 19	17.67	
									17.67	
			Summary Total							41.79
		3RD QTR 19 14700 ERKIUUM ST	PV	99119	001	09101	10/25/2019	726294 3RD QTR 19	41.79	
									41.79	
			Summary Total							563.55
		15050 ARMSTRONG BLVD	PV	99243	001	09101	10/25/2019	727978 3RD QTR 19	563.55	
									563.55	
			Summary Total							929.47
		5650 ALPINE DR NW	PV	99244	001	09101	10/25/2019	726528 3RD QTR 19	929.47	
									929.47	
			Summary Total							5,380.09
			Payment Amount							5,380.09
									6,270.00	
117254	CONWAY DATA INC	AD MN ECON DEV GUIDE	PV	99065	001	09230	10/21/2019	01020066	6,270.00	
	CONWAY DATA INC								6,270.00	
	6625 THE CORNERS PARKWAY SUITE 200								6,270.00	
	PEACHTREE CORNERS GA 30092								6,270.00	
			Summary Total							6,270.00
			Payment Amount							6,270.00
									618.10	
115993	CORE AND MAIN LP	HYDRAFINDER FLAGS	PV	99260	001	09601	10/29/2019	L443554	618.10	
	CORE AND MAIN LP								618.10	
	P O BOX 28330								618.10	
	ST LOUIS MO 63146								618.10	
			Summary Total							618.10
			Payment Amount							618.10
									4,949.46	
111818	DEANO'S COLLISION	REPAIR 383	PV	99066	001	09702	9/19/2019	54045	4,949.46	
	SPECIALISTS INC								4,949.46	
	DEANO'S COLLISION SPECIALISTS INC								4,949.46	
	11063 173RD AVENUE	REPAIR SQUAD 366	PV	99261	001	09101	11/4/2019	52980	431.40	
	ELK RIVER MN 55330	REPAIR SQUAD 366	PV	99261	002	09101	11/4/2019	52980	145.20	

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CITY OF RAMSEY  
Create Payment Control Groups

Payment Group Control Number 2950  
 Bank Account 999,1010 CASH IN BANK 00002224  
 Version LOGIS004V  
 Originator JLIPSKI  
 Payment Instrument Check Payment  
 Pay Through Date 12/31/2019

Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number Number	Item Itm	Co	Due Date	Invoice Number	Payment Amount
Summary Total									576.60
Payment Amount									5,526.06
112275	DESTINY SOFTWARE INC	19-20 SOFTWARE LICENSE	PV	99068	001	09101	10/1/2019	4292	3,500.00
Summary Total									3,500.00
Payment Amount									3,500.00
111093	DOUGLAS KERR UNDERGROUND LLC	FINAL PAY EST- BUNKER/PUMA	PV	99122	001	09437	10/29/2019	102919	54,415.72
Summary Total									54,415.72
Payment Amount									54,415.72
112765	E L K MECHANICAL HVAC INC	PUMP HOUSE 1	PV	99071	001	09601	10/15/2019	101519	160.00
Summary Total									160.00
Payment Amount									160.00
104267	ELITE SANITATION	RECYCLE DAY 10/19/2019	PV	99123	001	09604	10/21/2019	26247	92.00
Summary Total									92.00
Payment Amount									92.00
100993	EMBEDDED SYSTEMS, INC	REPAIR SIREN 11	PV	99248	001	09101	10/24/2019	343950	155.00
Summary Total									155.00
EMBEDDED SYSTEMS, INC	11931 HWY #65 NE	REPAIR SIREN 13	PV	99249	001	09101	10/24/2019	343951	155.00
Summary Total									155.00
BLAINE MN 55434		REPAIR SIREN 14	PV	99250	001	09101	10/24/2019	343953	770.00
Summary Total									770.00
		REPAIR SIREN 9	PV	99251	001	09101	10/24/2019	343952	650.00
Summary Total									650.00

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Payment Group Control Number 2950  
 Bank Account 999.1010 CASH IN BANK 00002224  
 Version LOGIS004V  
 Originator JLIPSKI  
 Payment Instrument Check Payment  
 Pay Through Date 12/31/2019

Number	Payee Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
Summary Total									650.00
Payment Amount									1,730.00
100169	EMERGENCY APPARATUS MAINTENANCE INC	REPAIR 556	PV	99070	001	09101	10/11/2019	108171	1,471.23
Summary Total									1,471.23
	EMERGENCY APPARATUS MAINTENANCE INC	REPAIR ON 556	PV	99072	001	09101	10/11/2019	108173	6,933.46
Summary Total									6,933.46
Payment Amount									8,404.69
110760	FIRE SAFETY USA, INC	LED SURVIVOR LIGHTS/BATTERIES	PV	99263	001	09101	10/14/2019	127173	641.50
Summary Total									641.50
Payment Amount									641.50
114103	GILLUND ENTERPRISES	SHOP LUBRICANTS	PV	99225	001	09101	10/29/2019	866075	211.16
Summary Total									211.16
Payment Amount									211.16
108628	GROVE NURSERY	MISC TREES-PARKS/BLVDS	PV	99266	001	09101	10/28/2019	29927300	5,390.60
Summary Total									5,390.60
Payment Amount									5,390.60
115760	HENRY SCHEIN INC	MISC FIRE SUPPLIES	PV	99253	001	09101	10/21/2019	70276434	25.35
Summary Total									25.35
Payment Amount									25.35
114164	INITIAL DEFENSE PROTECTION SERVICES LLC	3 TRAINING CRISIS MENTAL ILL	PV	99126	001	09101	10/25/2019	19-29	1,185.00

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CITY OF RAMSEY  
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Payment Group Control Number 2950  
 Bank Account 999.1010 CASH IN BANK 00002224  
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 Originator JLIPSKI  
 Payment Instrument Check Payment  
 Pay Through Date 12/31/2019

Payee	Stub	Document	Due	Invoice	Payment				
Number	Name / Mailing Address	Message	Ty	Number	Item	Co	Date	Number	Amount
					Summary Total				1,185.00
	INITIAL DEFENSE PROTECTION SERVICES LLC								1,185.00
	13055 RIVERDALE DRIVE	3-TRAINING	PV	99127	001	09101	10/18/2019	19-24	
	NW SUITE 500	CRISIS/MENTAL ILL							
	COON RAPIDS MN 55448				Summary Total				1,185.00
		A.	PV	99226	001	09101	10/30/2019	19-35	395.00
		PIPENHAUGEN-CRISIS							
		MTL ILL							
					Summary Total				395.00
					Payment Amount				2,765.00
100254	LAKE SUPERIOR COLLEGE	L. CZECH	PV	99128	001	09101	10/21/2019	574651	575.00
		GRADING/BASE 1/22/20							
	LAKE SUPERIOR COLLEGE				Summary Total				575.00
					Payment Amount				575.00
100256	LANO EQUIPMENT INC	THROTTLE TRIGGER	PV	99081	001	09101	10/16/2019	02-709457	3.77
	LANO EQUIPMENT INC				Summary Total				3.77
	6140 HIGHWAY 10 NW	BELTS/PULLEYS	PV	99130	001	09101	10/18/2019	02-710030	380.20
	ANOKA MN 55303				Summary Total				380.20
		TORO SNOW BLOWER	PV	99267	001	09101	10/31/2019	02-713143	806.65
					Summary Total				806.65
					Payment Amount				1,190.62
102954	LITTLE FALLS MACHINE INC	WING BOLTS	PV	99131	001	09101	10/16/2019	356226	206.35
	LITTLE FALLS MACHINE INC				Summary Total				206.35
	300 LINDBERGH DRIVE SOUTH								
	LITTLE FALLS MN 56345-1598				Payment Amount				206.35
117248	LUXE LLC	EXT WINDOWS	PV	99082	001	09101	10/17/2019	2140	2,200.00
		CH/POLICE							
	LUXE LLC				Summary Total				2,200.00
	28134 140TH STREET NW	INT WNDOWS	PV	99083	001	09101	10/17/2019	2142	4,100.00
		CH/POLICE							
	ZIMMERMAN MN 55398				Summary Total				4,100.00
		PARK RAMP WINDOWS	PV	99084	001	09240	10/17/2019	2141	1,850.00

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

Payee	Stub	Document	Due	Invoice	Payment			
Number	Name / Mailing Address	Ty	Number	Item	Co	Date	Number	Amount
Summary Total								1,850.00
Payment Amount								8,150.00
106555	MINNEAPOLIS, CITY OF	PV	99269	001	09101	10/22/2019	400451003325	112.50
	SEPT 19 TRANSACTION FEES							
	MINNEAPOLIS FINANCE DEPT P O BOX 77038 MINNEAPOLIS MN 55480-7738							112.50
Summary Total								112.50
Payment Amount								112.50
100345	NAPA AUTO PARTS ELK RIVER	PV	99085	001	09101	10/15/2019	035109	6.49
	ENR ELECT BATTERY							
	NAPA AUTO PARTS ELK RIVER 17137 YALE STREET NW P O BOX 1041 ELK RIVER MN 55330							6.49
Summary Total								6.49
	BULBS- SHOP SUPPLIES	PV	99132	001	09101	10/22/2019	036012	27.50
Summary Total								27.50
	BATTERY/MISC FILTERS	PV	99228	001	09101	10/25/2019	036581	457.40
	BATTERY/MISC FILTERS	PV	99228	002	09101	10/25/2019	036581	12.90
Summary Total								470.30
	TOGGLE SCREW- PLOW	PV	99229	001	09101	10/29/2019	036984	5.49
Summary Total								5.49
Payment Amount								509.78
115167	NET TRANSCRIPTS INC	PV	99133	001	09101	10/15/2019	0028131	496.83
	OCT 19 TRANSCRIPTION							
	NET TRANSCRIPTS INC 3707 N. 7TH STREET SUITE 320 PHOENIX AZ 85014							496.83
Summary Total								496.83
Payment Amount								496.83
114134	PHASOR ELECTRIC COMPANY	PV	99089	001	09101	10/14/2019	047156	408.00
	HIWAY 47/ALPINE DR GREEN LAMP							
	PHASOR ELECTRIC COMPANY 2160 108TH LANE NE BLAINE MN 55449							408.00
Summary Total								408.00
Payment Amount								408.00
100393	PRAIRIE RESTORATIONS INC	PV	99235	001	09101	10/31/2019	21230	255.28
	ALPINE PRK 19 VEG MANA.							
	PRAIRIE RESTORATIONS INC							255.28
Summary Total								255.28

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

Payee		Stub	Document			Due	Invoice	Payment	
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount
31646	128TH STREET	MONARCH TRAIL 19 VEG MANA.	PV	99236	001	09101	10/31/2019	21231	474.80
	PRINCETON MN 55371								Summary Total 474.80
									Payment Amount 730.08
110330	RESHETAR SYSTEM INC	ABATEMENT- 7820 151ST LN NW	PV	99270	001	09101	10/28/2019	19-27571	1,030.00
	RESHETAR SYSTEM INC 730 BUNKER LAKE BLVD ANOKA MN 55303								Summary Total 1,030.00
									Payment Amount 1,030.00
116080	ROSELAWN STABLES	EVENT DEC 3- TREE LIGHTING	PV	99237	001	09101	10/31/2019	103119	1,150.00
	ROSELAWN STABLES 24069 RUM RIVER BLVD ST FRANCIS MN 55070								Summary Total 1,150.00
									Payment Amount 1,150.00
114151	TASC (FEES)	FLEX/VEBA FEES SEPT 19	PV	99093	001	09101	10/8/2019	IN 1607444	372.00
	TASC CLIENT INVOICES P O BOX 88278 MILWAUKEE WI 53288-0001								Summary Total 372.00
									Payment Amount 372.00
117111	THINK DIGITAL SIGNS	SIGN MONUMENT	PV	99141	001	09702	10/15/2019	1316	7,250.00
	THINK DIGITAL SIGNS 7760 FRANCE AVENUE S SUITE 1100 EDINA MN 55435								Summary Total 7,250.00
		MESSAGE BOARD	PV	99142	001	09412	10/15/2019	1317	26,922.50
									Summary Total 26,922.50
									Payment Amount 34,172.50
100529	WENDELL'S INC	AP STAMP	PV	99096	001	09101	10/14/2019	2432736	15.23
	WENDELL'S INC 6601 BUNKER LAKE BLVD								Summary Total 15.23
		T. BARNES -BADGE PARK/REC	PV	99238	001	09101	10/28/2019	2435919	4.40

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

Payee	Stub	Document	Due	Invoice	Payment
Number	Name / Mailing Address	Message	Ty	Number	Amount
					4.40
					19.63
					158,707.88
					37

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Payment Group Control Number 2951  
 Bank Account 999.1010 CASH IN BANK 00002224  
 Version LOGIS004V  
 Originator JLIPSKI  
 Payment Instrument T A/P ACH Payment  
 Pay Through Date 12/31/2019

Number	Payee Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
111610	A DYNAMIC DOOR CO. INC.	REPAIR DOOR 7	PV	99058	001	09101	10/20/2019	21910171	325.00
	A DYNAMIC DOOR CO. INC.	REPAIR DOOR 7	PV	99058	002	09101	10/20/2019	21910171	125.40
	4588 194TH AVENUE NE EAST BETHEL MN 55092			Summary Total					450.40
				Payment Amount					450.40
100026	ANDERSON IRRIGATION	2019 WINTERIZATION PARKS	PV	99259	001	09101	11/4/2019	07-9000	6,961.86
	ANDERSON IRRIGATION 3200 MAIN STREET NE SUITE 240 MINNEAPOLIS MN 55448			Summary Total					6,961.86
				Payment Amount					6,961.86
100031	ANOKA COUNTY	ELE OFF MEETING 10/30/19	PV	99216	001	09101	10/30/2019	103019	10.00
	ANOKA COUNTY	ELE OFF MEETING 10/30/19	PV	99216	002	09101	10/30/2019	103019	20.00
	2100 - 3RD AVENUE ANOKA MN 55303			Summary Total					30.00
				Payment Amount					30.00
100035	ANOKA COUNTY CENTRAL COMMUNICATIONS	STATE ACCESS FEE JULY-SEPT 19	PV	99099	001	09101	10/17/2019	2019141	900.00
	ANOKA COUNTY CENTRAL COMMUNICATIONS 325 EAST MAIN STREET	1 RADIO APX6000 MOTOROLA	PV	99100	001	09101	10/17/2019	2019133	4,817.75
	ANOKA MN 55303			Summary Total					4,817.75
				Payment Amount					5,717.75
107587	ANOKA COUNTY TREASURY DEPARTMENT	NOV 19 BROADBAND	PV	99217	001	09101	10/24/2019	B191017M	454.50
	ANOKA COUNTY TREASURY DEPARTMENT 2100 THIRD AVENUE ANOKA MN 55303			Summary Total					454.50
				Payment Amount					454.50
100647	BOLTON AND MENK INC	COR INFIL PRO AUG/SEPT 19	PV	99098	001	09605	10/24/2019	0240853	142.00



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 Payment Instrument T A/P ACH Payment  
 Pay Through Date 12/31/2019

Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number	Item	Co	Due Date	Invoice Number	Payment Amount
6250 BUNKER LAKE BLVD NW SUITE 113 RAMSEY MN 55303	NOV/DEC19 RAMSEY RESIDENT		PV	99220	001	09101	10/22/2019	36035	5,454.38
									Summary Total
									5,454.38
									Payment Amount
									5,547.40
100129 CRYSTEEL TRUCK EQUIPMENT CRYSTEEL MANUFACTURING 1130 73RD AVENUE NE FRIDLEY MN 55432	CUTTING EDGES/BOLTS		PV	99221	001	09101	10/29/2019	F45561	869.00
									Summary Total
									869.00
									Payment Amount
									869.00
113306 DEFINITIVE TECHNOLOGY SOLUTIONS INC DEFINITIVE TECHNOLOGY SOLUTIONS INC 9401 JAMES AVENUE SOUTH SUITE 120 BLOOMINGTON MN 55431	CONTRACT OCT/NOV 19		PV	99222	001	09101	10/22/2019	INV191268	543.58
									Summary Total
									543.58
									Payment Amount
									543.58
100144 DEHN OIL COMPANY DEHN OIL COMPANY 6735 141ST AVENUE NW RAMSEY MN 55303	DIESEL FUEL DIESEL FUEL		PV	99067	001	09101	10/15/2019	25143551	955.21
									Summary Total
									955.21
			PV	99121	001	09101	10/22/2019	74233	1,573.34
									Summary Total
									1,573.34
									Payment Amount
									2,528.55
101185 DO ALL PRINTING COM INC DO ALL PRINTING COM INC 6360 HIGHWAY 10 NW RAMSEY MN 55303	COUNCIL POLO SHIRTS (3)		PV	99069	001	09101	10/11/2019	45299	77.28
									Summary Total
									77.28
									Payment Amount
									77.28
100158 ECM PUBLISHERS INC ECM PUBLISHERS INC 4095 COON RAPIDS BLVD	PUBLIC ACCURACY TEST ELECTION-PUBLIC NOTICE		PV	99223	001	09101	10/18/2019	732579	26.88
									Summary Total
									26.88
			PV	99224	001	09101	10/18/2019	732580	59.13

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 Bank Account 999.1010 CASH IN BANK 00002224  
 Version LOGIS004V  
 Originator JLIPSKI  
 Payment Instrument T A/P ACH 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
COON RAPIDS MN 55433		Summary Total			59.13
	NOTICE OF ELECTION/BALLOTS	PV 99246 001 09101	10/25/2019	734658	123.63
		Summary Total			123.63
	ORD 2018-03 REZONING	PV 99247 001 09101	10/25/2019	734659	53.75
		Summary Total			53.75
		Payment Amount			263.39
108737 EMERGENCY AUTOMOTIVE TECHNOLOGY INC	WORK ON SQUAD 392	PV 99262 001 09101	10/29/2019	DL09301921B	1,352.75
EMERGENCY AUTOMOTIVE TECHNOLOGY INC 2755 GENEVA AVE N OAKDALE MN 55128		Summary Total			1,352.75
		Payment Amount			1,352.75
113991 EMERGENCY RESPONSE SOLUTIONS	FACE PIECE LENS	PV 99252 001 09101	10/28/2019	13947	263.07
EMERGENCY RESPONSE SOLUTIONS 4817 VIKING BLVD SUITE 102 EAST BETHEL MN 55092		Summary Total			263.07
		Payment Amount			263.07
113321 FACTORY MOTOR PARTS CO	FUEL TANK CAP	PV 99073 001 09101	10/11/2019	1-6129674	40.74
FACTORY MOTOR PARTS CO BIN 139107	OIL FILTERS-INVENTORY	PV 99074 001 09101	10/17/2019	6-1547959	29.88
P O BOX 9107 MINNEAPOLIS MN 55480-9107	SPLASHWASH/MISC	PV 99124 001 09101	10/25/2019	6-1548643	15.98
	SPLASHWASH/MISC	PV 99124 002 09101	10/25/2019	6-1548643	12.96
		Summary Total			29.88
		Payment Amount			99.56
100200 GOPHER STATE ONE CALL INC	187 TICKETS OCT 19	PV 99264 001 09601	10/31/2019	9100685	84.15
GOPHER STATE ONE CALL 7223 PARKWAY DRIVE SUITE 210	187 TICKETS OCT 19	PV 99264 002 09601	10/31/2019	9100685	84.15
	187 TICKETS OCT 19	PV 99264 003 09601	10/31/2019	9100685	84.15

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 Pay Through Date 12/31/2019

Payee	Stub	Document	Due	Invoice	Payment		
Number	Name / Mailing Address	Ty Number Itm Co	Date	Number	Amount		
HANOVER MD 21076-1317					Summary Total	252.45	
					Payment Amount	252.45	
100650	GRAINGER	UTILITY HEATERS	PV 99075 001 09601	10/21/2019 9330547218	658.69		
GRAINGER INC					Summary Total	658.69	
DEPT. 806511127					HEATER/THERMOSTAT UNIT	PV 99076 001 09601 10/24/2019 9334810463	481.73
PALATINE IL 60038-0001					Summary Total	481.73	
					BOOT BRUSH/V BELTS	PV 99077 001 09101 10/14/2019 9323005265	68.70
					Summary Total	68.70	
					V BELT/BRUSH/WALL SWITCHES	PV 99125 001 09101 10/25/2019 9335800117	42.87
					Summary Total	42.87	
					RETURN- ELECTRIC HEATER	PD 99265 001 09601 10/29/2019 9337895933	378.96-
					Summary Total	378.96-	
					Payment Amount	873.03	
100211	HAWKINS INC	CHEMICALS	PV 99078 001 09601	10/18/2019 4601033	2,408.27		
HAWKINS INC					Summary Total	2,408.27	
P O BOX 860263							
MINNEAPOLIS MN 55486-0263					Payment Amount	2,408.27	
112475	INNOVATIVE OFFICE SOLUTIONS	OFFICE SUPPLIES	PV 99079 001 09101	10/14/2019 IN2712921	73.34		
INNOVATIVE OFFICE SOLUTIONS					Summary Total	73.34	
P O BOX 860627					OFFICE SUPPLIES	PV 99080 001 09101 10/16/2019 IN2716253	14.69
MINNEAPOLIS MN					OFFICE SUPPLIES	PV 99080 002 09101 10/16/2019 IN2716253	75.10
55486-0001					OFFICE SUPPLIES	PV 99080 003 09101 10/16/2019 IN2716253	91.18
					OFFICE SUPPLIES	PV 99080 004 09101 10/16/2019 IN2716253	46.34
					OFFICE SUPPLIES	PV 99080 005 09101 10/16/2019 IN2716253	46.33
					Summary Total	273.64	
					RETURNS- DIARIES/EXPRESS REFIL	PD 99227 001 09101 10/22/2019 SCN-093305	144.98-
					RETURNS- DIARIES/EXPRESS REFIL	PD 99227 002 09101 10/22/2019 SCN-093305	15.79-

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 Payment Instrument T A/P ACH Payment  
 Pay Through Date 12/31/2019

Payee	Stub	Document	Due	Invoice	Payment			
Number	Name / Mailing Address	Ty	Number	Item	Co	Date	Number	Amount
			Summary Total					160.77-
	MISC OFFICE SUPPLIES	PV	99254	001	09101	10/28/2019	IN2731134	42.61
			Summary Total					42.61
			Payment Amount					228.82
107539	LANDSCAPE ARCHITECTURE INC	PV	99129	001	09101	8/9/2019	080919	5,500.00
	LANDSCAPE ARCHITECTURE INC	PV	99129	002	09101	8/9/2019	080919	82.50
	2350 BAYLESS PLACE ST PAUL MN 55114		Summary Total					5,582.50
			Payment Amount					5,582.50
100283	MENARDS COON RAPIDS	PV	99257	001	09101	10/18/2019	12820	30.27
	MENARDS COON RAPIDS 3045 MAIN STREET COON RAPIDS MN 55433		Summary Total					30.27
			Payment Amount					30.27
100284	MENARDS ELK RIVER	PV	99255	001	09101	10/21/2019	97873	30.09
	MENARDS ELK RIVER 19521 EVANS STREET NW ELK RIVER MN 55330-1077	PV	99256	001	09101	10/18/2019	97658	53.26
		PV	99268	001	09601	10/24/2019	98040	79.73
			Summary Total					79.73
			Payment Amount					163.08
100363	NORTHERN SANITARY SUPPLY CO	PV	99230	001	09101	10/24/2019	196789	391.46
	NORTHERN SANITARY SUPPLY CO 341 COON RAPIDS BLVD MINNEAPOLIS MN 55433		Summary Total					391.46
			Payment Amount					391.46
115232	NORTHERN TECHNOLOGIES LLC	PV	99134	001	09804	10/12/2019	33083	839.08
	NORTHERN TECHNOLOGIES LLC 3522 4TH AVENUE S	PV	99135	001	09804	10/12/2019	33155	1,153.68
			Summary Total					839.08
			Payment Amount					1,153.68

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Payee	Stub	Document	Due	Invoice	Payment
Number	Name / Mailing Address	Ty Number Itm Co	Date	Number	Amount
SEPT 19					
FARGO ND 58103		Summary Total			1,153.88
	COR INFIL BASIN SEPT 19	PV 99136 001 09605	10/12/2019	33082	645.03
		Summary Total			645.03
		Payment Amount			2,637.79
115071 NORTHLAND OCCUPATIONAL HEALTH	PRE EMPLOY SCREEN	PV 99086 001 09101	10/11/2019	4760	50.00
		Summary Total			50.00
NORTHLAND OCCUPATIONAL HEALTH 7533 SUNWOOD DRIVE NW SUITE 212	PRE EMPLOY DRUG SCREEN	PV 99231 001 09101	10/25/2019	4886	50.00
		Summary Total			50.00
RAMSEY MN 55303	PRE EMPLOY DRUG SCREEN	PV 99232 001 09101	10/21/2019	4827	50.00
		Summary Total			50.00
	PRE EMPLOY DRUG SCREEN	PV 99233 001 09101	10/23/2019	4838	50.00
		Summary Total			50.00
	PRE EMPLOY DRUG SCREEN	PV 99234 001 09101	10/23/2019	4843	50.00
		Summary Total			50.00
	PRE EMPLOY DRUG SCREEN	PV 99258 001 09101	10/28/2019	4909	50.00
		Summary Total			50.00
		Payment Amount			300.00
110547 NORTHWEST LIGHTING SYSTEMS CO.	CH TUBES	PV 99087 001 09101	10/18/2019	113885	95.42
		Summary Total			95.42
NORTHWEST LIGHTING SYSTEMS CO. 746 CRAIG AVENUE	RAMP MISC BULBS	PV 99088 001 09240	10/14/2019	113789	381.07
		Summary Total			381.07
TRACY MN 56175		Payment Amount			476.49
110480 OPUS 21 MANAGEMENT SOLUTIONS	SEPT 19 SERVICE	PV 99090 001 09601	10/23/2019	190946	29.55
OPUS 21 MANAGEMENT SOLUTIONS	SEPT 19 SERVICE	PV 99090 002 09601	10/23/2019	190946	29.55
680 COMMERCE DRIVE	SEPT 19 SERVICE	PV 99090 003 09601	10/23/2019	190946	29.55

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 Pay Through Date 12/31/2019

Payee		Stub	Document			Due	Invoice	Payment	
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount
	SUITE 160								
	WOODBURY MN 55125	SEPT 19 SERVICE	PV	99090	004	09601	10/23/2019	190946	29.55
		SEPT 19 SERVICE	PV	99090	005	09601	10/23/2019	190946	29.52
				Summary Total					147.72
				Payment Amount					147.72
107978	PREMIER COMMERCIAL	HIWAY 10 SEPT 19	PV	99137	001	09410	9/30/2019	6581	200.00
	PROPERTIES INC	MANAGEMENT							
	PREMIER COMMERCIAL	HIWAY 10 SEPT 19	PV	99137	002	09410	9/30/2019	6581	200.00
	PROPERTIES INC	MANAGEMENT							
	299 COON RAPIDS BLVD NW	HIWAY 10 SEPT 19	PV	99137	003	09410	9/30/2019	6581	200.00
	#200	MANAGEMENT							
	COON RAPIDS MN 55433	HIWAY 10 SEPT 19	PV	99137	004	09410	9/30/2019	6581	200.00
		MANAGEMENT							
				Summary Total					800.00
				Payment Amount					800.00
113737	RATWIK ROSZAK AND	SEPT 19 SERVICES	PV	99091	001	09101	10/1/2019	65172	3,567.76
	MALONEY PA								
	RATWIK ROSZAK AND	SEPT 19 SERVICES	PV	99091	002	09101	10/1/2019	65172	69.24
	MALONEY PA								
	300 U.S. TRUST BUILDING			Summary Total					3,637.00
	730 SECOND AVENUE SOUTH	SEPT 19 SERVICES	PV	99092	001	09101	10/1/2019	65170	174.00
	MINNEAPOLIS MN 55402	SEPT 19 SERVICES	PV	99092	002	09101	10/1/2019	65170	129.50
		SEPT 19 SERVICES	PV	99092	003	09101	10/1/2019	65170	203.00
		SEPT 19 SERVICES	PV	99092	004	09101	10/1/2019	65170	159.50
				Summary Total					666.00
				Payment Amount					4,303.00
100976	SHRED IT	PD SHREDDING	PV	99138	001	09101	10/15/2019	8128372229	145.28
		SEPT/OCT 19							
	SHRED IT USA MINNEAPOLIS			Summary Total					145.28
	28883 NETWORK PLACE			Payment Amount					145.28
	CHICAGO IL 60673-1288								
114269	SPEEDCUTTERS OUTDOOR	TURF	PV	99139	001	09101	10/22/2019	11791	5,038.08
	MAINTENANCE LLC	CARE/WEEDS/SHRUBS							
		10/19							
				Summary Total					5,038.08
	SPEEDCUTTERS OUTDOOR MAINTENANCE LLC			Payment Amount					5,038.08



Councilmember introduced the following resolution and moved for its adoption:

**RESOLUTION #19-271**

**RESOLUTION APPROVING CASH DISBURSEMENTS MADE AND AUTHORIZING PAYMENT OF ACCOUNTS PAYABLE INVOICING RECEIVED DURING THE PERIOD OF OCTOBER 17, 2019 THROUGH NOVEMBER 6, 2019**

**WHEREAS**, the City of Ramsey Finance Department has made cash disbursements and received accounts payable invoicing during the period of October 17, 2019, through November 6, 2019, in the amount of \$ 1,040,512.55 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 October 17, 2019, through November 6, 2019, in the amount of \$ 1,040,512.55.

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

and the following voted against the same:

None

and the following abstained:

None

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 12th day of November 2019.

---

Mayor

ATTEST:

---

City Clerk

Meeting Date: 11/12/2019

By: Bruce Westby, Engineering/Public Works

**Information**

**Title**

Adopt Resolution #19-266 Rejecting Bids for Improvement Project #19-10, Hedgehog Street Drainage Improvements

**Purpose/Background:**

**Purpose:**

The purpose of this case is to adopt Resolution #19-266 rejecting all bids for Improvement Project #19-10, Hedgehog Street Drainage Improvements, and authorizing advertising for bids again next year.

**Background:**

The property owner at 15639 Hedgehog Street informed Staff in 2018 that stormwater runoff from Hedgehog Street and 156th Lane NW runs through a ditch on their property but lately the runoff is extending outside the easement area to within about 10 feet of the back door. The property owner inquired what the City could do to help prevent stormwater runoff from ponding in their back yard.

City Staff collected topographic survey data in late 2018 and early 2019, and prepared plans, specifications and cost estimates for a drainage improvement project that includes re-grading the existing drainage swale along the south property line of 15639 Hedgehog Street, directly across from 156th Lane NW. The ditch and proposed grading improvements are located within an existing drainage easement that front several properties in the area. The City will not need to acquire permanent easements to complete this work, but will obtain temporary easements for purposes of construction. A copy of the plans prepared by Staff are attached for reference.

On September 24th, the City Council approved the plans prepared by Staff and authorized advertising for bids to construct the project.

**Notification:**

Bids were advertised in the Anoka Union Herald on October 4, 2019. Bids were also advertised using QuestCDN via the City’s website.

**Observations/Alternatives:**

**Observations:**

Bids:

Bids were advertised in the Anoka Union Herald on October 4, 2019. Bids were also advertised using QuestCDN via the City’s website. On October 30, 2019, seven (7) sealed bids were publicly opened. The bids complied with the advertisement for bids, but overall the bids received were not competitive and were two to four times higher than the engineer’s estimate. A summary of bids is below and in the attached resolution.

<b>CONTRACTOR</b>	<b>TOTAL BID</b>
Northland Excavating	\$23,972.46
North Valley, Inc.	\$29,854.68
JL Theis, Inc.	\$32,015.00
Blackstone Contractors, LLC	\$32,625.00
Standard Contracting	\$32,640.00

US SiteWork	\$35,963.00
Sunram Construction, Inc.	\$45,724.00
<i>Engineer's Estimate</i>	<i>\$13,085.75</i>

Northland Excavating of Buffalo, Minnesota, submitted the lowest responsible total bid of \$23,972.46 in accordance with the approved plans and specifications and advertisement for bids. This bid is \$10,886.71 (83.2%) more than the engineer's estimate.

**Alternatives:**

Alternative #1: Motion to adopt Resolution #19-266 rejecting bids for Improvement Project #19-10, Hedgehog Street Drainage Improvements, and authorizing advertising for bids again next year.

Alternative #2: Motion to deny adoption of Resolution #19-266 at this time.

**Funding Source:**

Project costs include 18% indirect costs for administrative (5%), engineering (12%), and legal (1%) costs. Attached is a proposal from Bolton & Menk for construction staking services in the not-to-exceed amount of \$980. This cost would be included under indirect costs for engineering. Project costs would be \$28,287.50 after adding indirect costs.

**Recommendation:**

Staff recommends alternative #1.

Staff believes the bids received are all significantly higher than the engineer's estimate given the significant workload currently being experienced by grading contractors and recommend re-bidding the project late this winter or early next spring after bundling the work with several other drainage improvement projects currently under design. The expectation is that bid prices will be significantly lower, and that local grading contractors will also submit bids due to decreased workloads.

**Action:**

Motion to adopt Resolution #19-266 rejecting bids for Improvement Project #19-10, Hedgehog Street Drainage Improvements, and authorizing advertising for bids again next year.

**Attachments**

[Resolution 19-266](#)

[IP1910 Plans](#)

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Kurt Ulrich	Kurt Ulrich	11/07/2019 04:29 PM
Form Started By: Bruce Westby		Started On: 11/05/2019 09:48 AM
Final Approval Date: 11/07/2019		

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

**RESOLUTION #19-266**

**RESOLUTION REJECTING BIDS FOR IMPROVEMENT PROJECT #19-10, HEDGEHOG STREET DRAINAGE IMPROVEMENTS**

**WHEREAS**, drainage improvements are needed east of the intersection of Hedgehog Street and 156<sup>th</sup> Lane NW to contain stormwater runoff within the public drainage easement; and

**WHEREAS**, the City Engineer prepared final plans and specifications for constructing pond lining improvements in both ponds to comply with current stormwater management and wellhead protection standards; and,

**WHEREAS**, pursuant to Ramsey City Council Resolution #19-234, adopted September 24, 2019, 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 October 4, 2019; and

**WHEREAS**, bids were received, opened, and tabulated on October 30, 2019, and the following bids were found to comply with the approved plans and specifications and advertisements for bids; and

<b>CONTRACTOR</b>	<b>TOTAL BID</b>
Northland Excavating	\$23,972.46
North Valley, Inc.	\$29,854.68
JL Theis, Inc.	\$32,015.00
Blackstone Contractors, LLC	\$32,625.00
Standard Contracting	\$32,640.00
US SiteWork	\$35,963.00
Sunram Construction, Inc.	\$45,724.00
<i>Engineer's Estimate</i>	<i>\$13,085.75</i>

**WHEREAS**, all bids received are substantially higher than the engineer's estimate and are hereby rejected.

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

- 1) The City Administrator is hereby authorized and directed to reject all bids for said improvements for and on behalf of the City of Ramsey, and to advertise bids for said improvements next spring in conjunction with other proposed drainage improvements.
- 2) The City Administrator is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids.

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 November, 2019.

\_\_\_\_\_  
Mayor

**ATTEST:**

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

# CITY OF RAMSEY

## HEDGEHOG STREET DRAINAGE IMPROVEMENTS

### CITY IMPROVEMENT PROJECT NO. 19-10

### GOVERNING SPECIFICATIONS

THE 2018 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL GOVERN.

ALL FEDERAL, STATE AND LOCAL LAWS, REGULATIONS AND ORDINANCES SHALL BE COMPLIED WITH IN THE CONSTRUCTION OF THIS PROJECT.

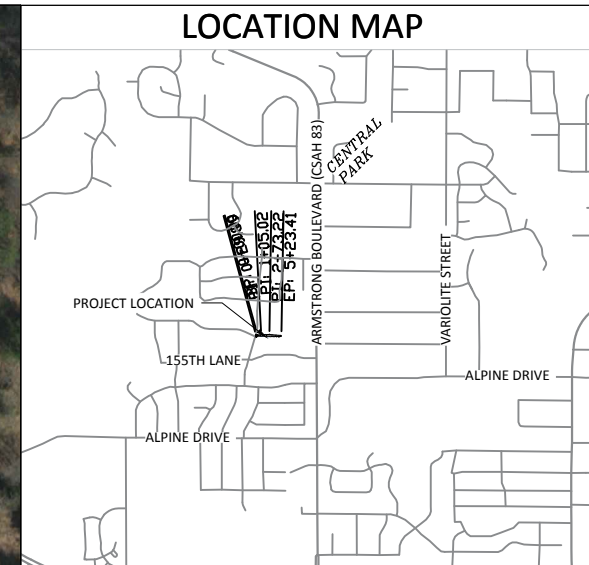
ALL TRAFFIC CONTROL DEVICES AND SIGNING SHALL CONFORM TO THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, INCLUDING THE FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS.

#### SHEET INDEX

THIS PLAN CONTAINS 5 SHEETS

SHEET No.	DESCRIPTION
1	TITLE SHEET
2	NOTES & DETAILS
3	EXISTING CONDITIONS & REMOVALS
4	GRADING
5	RESTORATION

# DRAFT



#### LEGEND

	LIGHT POLE		EASEMENT
	TREE		RIGHT OF WAY
	TREE		ELECTRIC
	SHRUB		OVERHEAD ELECTRIC
	SIGN		GAS
	VALVE		TELECOMMUNICATIONS
	UTILITY PEDESTAL		STORM SEWER
	HAND HOLE		SANITARY SEWER
	REMOVE TREE		WATERMAIN
	3'X2' CATCH BASIN		SAWCUT PAVEMENT
	MANHOLE		TREE LINE
	INLET PROTECTION		FENCE
	HYDRANT		LANDSCAPING
	VALVE		RETAINING WALL
			5' CONTOUR LINE
			1' CONTOUR LINE
			SILT FENCE
			SURM. CONCRETE CURB & GUTTER
			B618 CONCRETE CURB & GUTTER
			SEEDING AREA
			RIP RAP

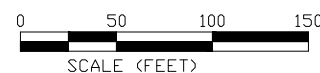
I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

JOE FERIANECK, P.E.  
CITY OF RAMSEY

57095 DATE ---  
LIC. NO.

DATE	REVISION

SHEET 1 OF 5 SHEETS



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

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."

NOTE: EXISTING UTILITY INFORMATION SHOWN ON THIS PLAN HAS BEEN PROVIDED BY THE UTILITY OWNER. THE CONTRACTOR SHALL FIELD VERIFY EXACT LOCATIONS PRIOR TO COMMENCING CONSTRUCTION AS REQUIRED BY STATE LAW. NOTIFY GOPHER STATE ONE CALL 1-800-252-1166 OR 651-454-0002



Call before you dig  
811  
651 454-0002 Metro  
800 252-1166 Outstate  
www.gopherstateonecall.org

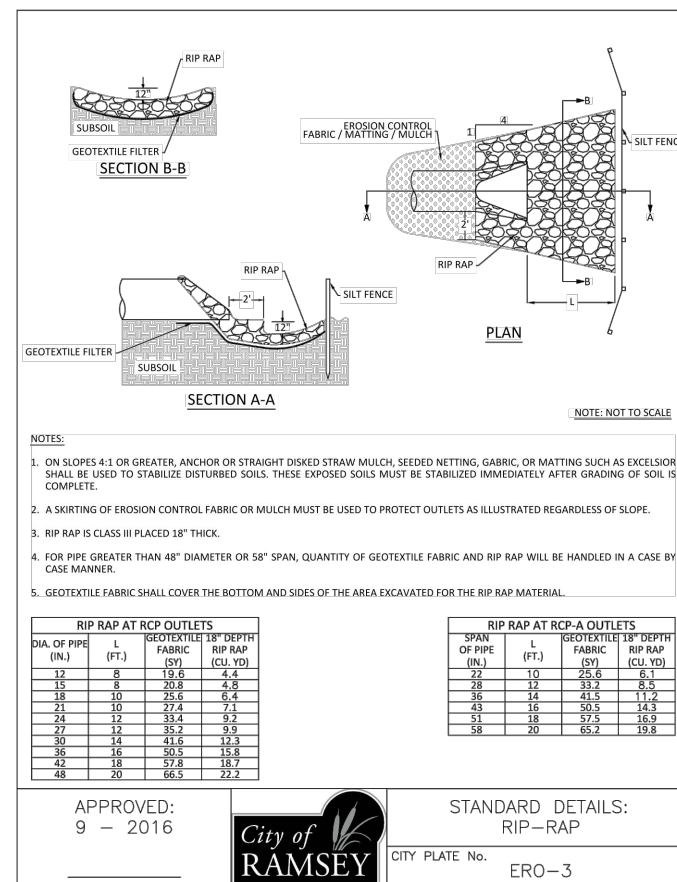
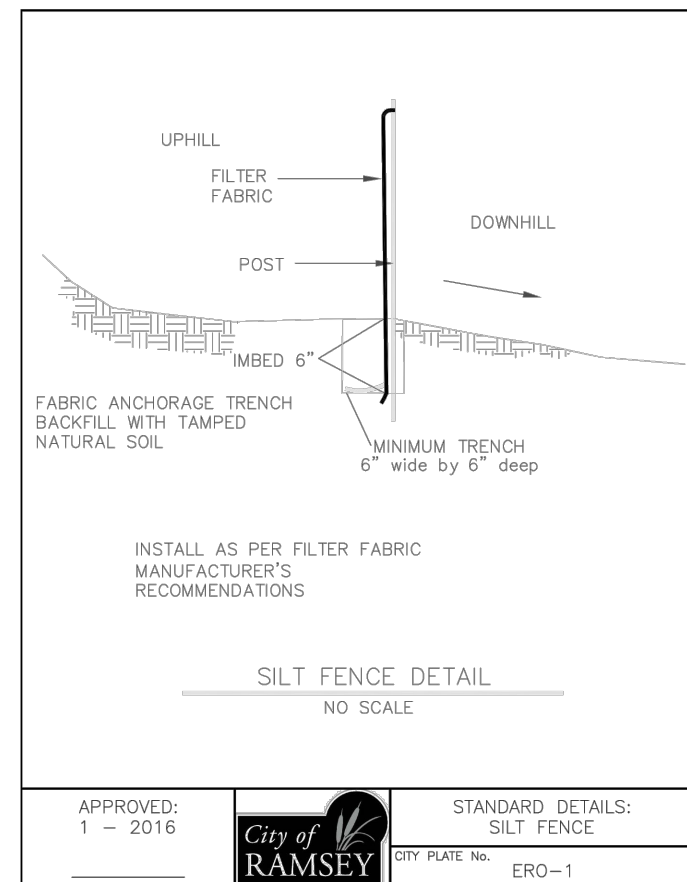
Sep 17, 2019 - 3:50pm  
C:\Engineering\AutoCad Dwg\Projects A-M\2019 Drainage Improvements (19-09, 19-10, 19-11)\Plan Drawings\19-10 Plan Drawings\19-10 Cover & Notes.dwg

## 19-10 ESTIMATED QUANTITIES

ITEM NO.	ITEM	UNIT	ESTIMATED QUANTITY
1	Mobilization (10%)	LS	1
2	Clearing & Grubbing	ACRE	0
3	Common Excavation	CY	205
4	Random Rip Rap Class III	CY	2
5	Geotextile Fabric Type IV	SY	4
6	Silt Fence, Type MS	LF	40
7	Topsoil (2")	CY	115
8	Seeding	ACRE	0
9	Seed Mixture MnDOT 25-131	LBS	40
10	Fertilizer Type III	LBS	35
11	Erosion Control Blanket Category III	SY	1,560

### CONSTRUCTION NOTES:

1. CV TO LV CONVERSION FACTOR = 1.3
2. THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY. IT IS NOT GUARANTEED ANY OR ALL EXISTING UTILITIES ARE SHOWN. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK. HE AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY HIS FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.



DATE	REVISION

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

JOE FERIANCEK  
Lic. No. 57095

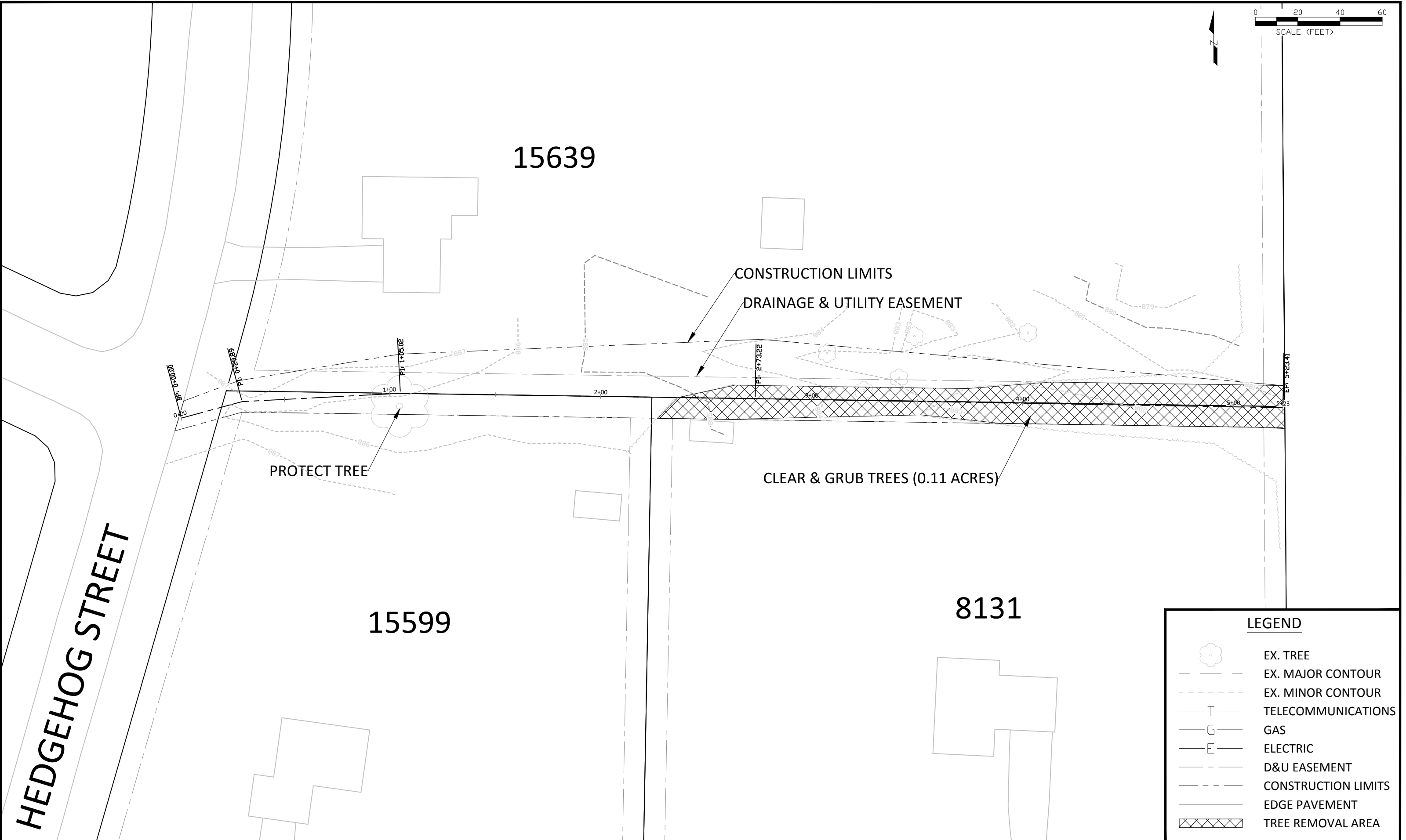
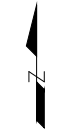
DESIGNED BY: JJF  
DRAWN BY: JJF  
CHECKED BY: JJF

DATE: 9/17/19  
FILE No. 19-10

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

NOTES & DETAILS

HEDGEHOG STREET DRAINAGE IMPROVEMENTS  
CITY PROJECT NO. 19-10  
CITY OF RAMSEY, MINNESOTA



HEDGEHOG STREET

15639

15599

8131

CONSTRUCTION LIMITS  
DRAINAGE & UTILITY EASEMENT

PROTECT TREE

CLEAR & GRUB TREES (0.11 ACRES)

LEGEND

- EX. TREE
- EX. MAJOR CONTOUR
- EX. MINOR CONTOUR
- TELECOMMUNICATIONS
- GAS
- ELECTRIC
- D&U EASEMENT
- CONSTRUCTION LIMITS
- EDGE PAVEMENT
- TREE REMOVAL AREA

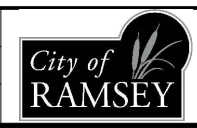
DATE	REVISION

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JOE FERIANCEK  
Date \_\_\_\_\_ Lic. No. 57095

DESIGNED BY: JJF  
DRAWN BY: JJF  
CHECKED BY: JJF

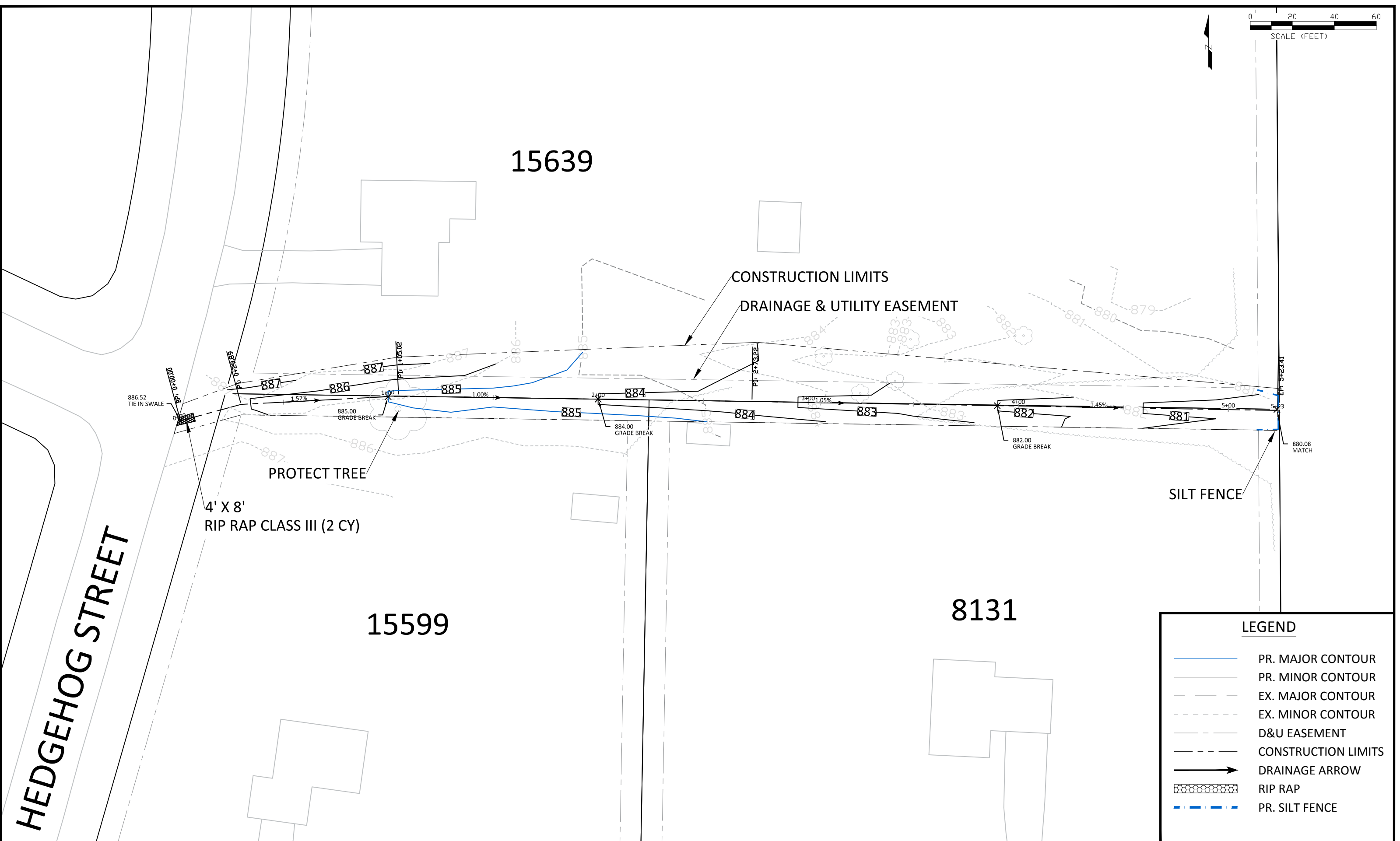
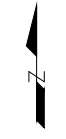
DATE: 9/17/19  
FILE No. 19-10



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

EXISTING CONDITIONS & REMOVALS

HEDGEHOG STREET DRAINAGE IMPROVEMENTS  
CITY PROJECT NO. 19-10  
CITY OF RAMSEY, MINNESOTA



LEGEND	
	PR. MAJOR CONTOUR
	PR. MINOR CONTOUR
	EX. MAJOR CONTOUR
	EX. MINOR CONTOUR
	D&U EASEMENT
	CONSTRUCTION LIMITS
	DRAINAGE ARROW
	RIP RAP
	PR. SILT FENCE

DATE	REVISION

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

DESIGNED BY: JJF  
 DRAWN BY: JJF  
 CHECKED BY: JJF

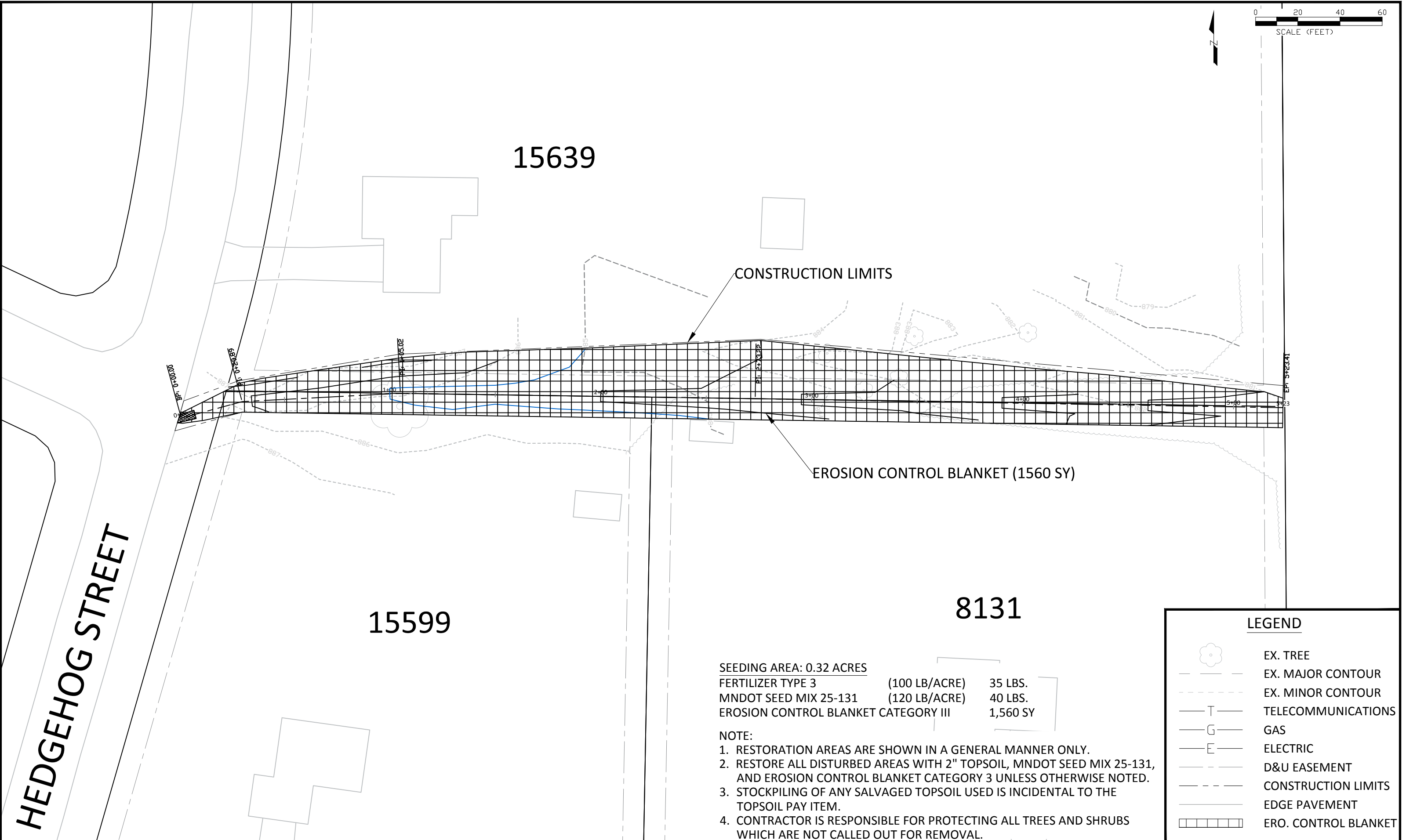
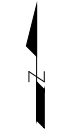
DATE: 9/17/19  
 FILE No. 19-10

JOE FERIANECK  
 Date: \_\_\_\_\_ Lic. No. 57095

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

GRADING

HEDGEHOG STREET DRAINAGE IMPROVEMENTS  
 CITY PROJECT NO. 19-10  
 CITY OF RAMSEY, MINNESOTA



HEDGEHOG STREET

15639

CONSTRUCTION LIMITS

EROSION CONTROL BLANKET (1560 SY)

15599

8131

SEEDING AREA: 0.32 ACRES  
 FERTILIZER TYPE 3 (100 LB/ACRE) 35 LBS.  
 MNDOT SEED MIX 25-131 (120 LB/ACRE) 40 LBS.  
 EROSION CONTROL BLANKET CATEGORY III 1,560 SY

- NOTE:
1. RESTORATION AREAS ARE SHOWN IN A GENERAL MANNER ONLY.
  2. RESTORE ALL DISTURBED AREAS WITH 2" TOPSOIL, MNDOT SEED MIX 25-131, AND EROSION CONTROL BLANKET CATEGORY 3 UNLESS OTHERWISE NOTED.
  3. STOCKPILING OF ANY SALVAGED TOPSOIL USED IS INCIDENTAL TO THE TOPSOIL PAY ITEM.
  4. CONTRACTOR IS RESPONSIBLE FOR PROTECTING ALL TREES AND SHRUBS WHICH ARE NOT CALLED OUT FOR REMOVAL.

LEGEND

- EX. TREE
- EX. MAJOR CONTOUR
- EX. MINOR CONTOUR
- TELECOMMUNICATIONS
- GAS
- ELECTRIC
- D&U EASEMENT
- CONSTRUCTION LIMITS
- EDGE PAVEMENT
- ERO. CONTROL BLANKET

DATE	REVISION

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

DESIGNED BY: JJF  
 DRAWN BY: JJF  
 CHECKED BY: JJF

DATE: 9/17/19  
 FILE No. 19-10

JOE FERIANCEK  
 Date \_\_\_\_\_ Lic. No. 57095

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

RESTORATION

HEDGEHOG STREET DRAINAGE IMPROVEMENTS  
 CITY PROJECT NO. 19-10  
 CITY OF RAMSEY, MINNESOTA

Meeting Date: 11/12/2019

By: Chris Anderson, Community  
Development

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### Information

#### Title

Adopt Resolution #19-267 to Enter into a Residential Recycling Program Agreement with Anoka County

#### Purpose/Background:

Each year, Anoka County receives funding from the State of Minnesota pursuant to Minnesota Statute § 115A.557. The County distributes these funds, known as SCORE (Select Committee On Recycling and the Environment) funds, to municipalities within the county. In 2020, the allocation includes a base of \$10,000 plus \$5.00 per household. Ramsey's base allocation for 2020 is \$56,055.00.

The funding is intended to help municipalities achieve their recycling goals as established by the Anoka County Board of Commissioners. Ramsey's 2020 recycling goal, established by Anoka County, is 2,840 tons (this is up 63 tons from the 2019 goal). The goal is based on 215 pounds per person (single family households, up to four [4] units) and 160 pounds per person for multi-tenant households (five [5] or more units). The City of Ramsey has traditionally used these funds to promote recycling and waste reduction education and awareness, notifying new residents of the recycling program components, to offset costs of the spring and fall recycling day events and other collection events/opportunities, and to fund the recycling coordinator position, which duties are a component of the City Planner position.

To receive the SCORE funding, each municipality must enter into an agreement with Anoka County that outlines required components of a municipality's recycling program. These required components include providing households an opportunity to recycle at least four (4) broad types of materials, a public information program, recycling drop-off opportunities, and notifying new residents of the recycling program. Furthermore, municipalities are encouraged, but not required, to look at opportunities to expand its recycling program by offering additional drop-off events, enhance recycling at community events, enhance multi-family recycling opportunities, and/or develop opportunities for source separated organics collection.

#### Observations/Alternatives:

For the third consecutive year, the tonnage goal, which is based on both single family and multi-family homes, is being increased, from 2,077 tons (2019) to 2,840 tons (2020). The increase reflects the County's attempt to incrementally move toward the State's goal of recycling 75% of total solid waste generated (by weight) by 2030, which is a very optimistic benchmark.

Other challenges to recycling have been growing throughout the last couple of years. China has implemented very restrictive thresholds for contaminants in bales of recycled materials that it will accept (0.5% contamination, about the equivalent of 9 pounds in an 1,800 pound bale). Furthermore, China has stated that by 2020 it will no longer import any recyclable materials. This is primarily impacting recycling of plastics and certain fiber (paper) products.

The downturn in the plastics recycling markets has also brought into question what is truly recyclable. At this time, items such as black, plastic frozen dinner trays, refrigerator and freezer boxes, and fiber egg cartons, should not be put in the recycling cart as there is no longer a market for these materials (this is a change from past years).

Due to the day to day changes in the recycling world, there needs to be a greater emphasis on the basic tenets of recycling, which would be to focus on fiber (paper and cardboard), aluminum and steel/tin cans, glass, and plastic containers, tubs, bottles and lids that have a #1 or #2 stamped on them.

It is now more important than ever to focus on recycling education to avoid the 'wish-cycling' mentality. Wish-cycling is the thought (or hope) that by placing a material or product in the recycling cart, somebody will find a way to recycle it. This is leading to excessive contamination. The recycling motto has now shifted to 'when in doubt, throw it out'. This is where our efforts should be focused.

### **Funding Request to Anoka County**

In addition to the base allocation (\$56,055.00), there are four (4) broad funding categories where additional funds can be requested (Drop-Off, General Enhancement, Organics, and an Open-Grant option for general program expansion). Staff sought additional funding for drop-off programming (\$9,800.00), general program enhancements (\$9,211.00) and organics (\$2,500.00) programming. This resulted in a total funding request and approved allocation of \$77,566.00 for recycling programming.

#### Alternatives

Alternative 1: Enter into the Residential Recycling Agreement for the base allocation of \$56,055.00 plus an additional \$21,511.00 for recycling drop-off programming, general program enhancements and continuation of the organics recycling drop-off program. The additional funds will assist the City with efforts to meet the 2020 tonnage goal established by Anoka County. Staff supports this alternative.

Alternative 2: Do not enter into the Residential Recycling Agreement with the County. By not executing this agreement with the County, the City would not receive any SCORE funding for 2020 (a loss of \$56,055.00). A portion of the City Planner position is funded through this allocation (duties related to managing the recycling program) as are all recycling related activities, including the spring, summer, and fall recycling events. Staff does not support this option.

#### **Funding Source:**

Ramsey's recycling program and related staff time are funded with SCORE funds received from Anoka County annually and recorded under the Recycling Enterprise Fund.

#### **Recommendation:**

Staff recommends adopting Resolution #19-267 authorizing the Mayor, on behalf of the City, to sign the Agreement for Residential Recycling Program with Anoka County, to receive the base SCORE funds for 2020 as well as an additional allocation of \$21,511.00 for recycling drop-off programming, general program enhancements and the organics recycling drop-off program.

#### **Action:**

Motion to adopt Resolution #19-267 authorizing SCORE funds for 2020.

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### **Attachments**

2020 Residential Recycling Program Agreement

Resolution #19-267

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### **Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Tim Gladhill	Tim Gladhill	11/07/2019 11:48 AM
Diana Lund	Kathy Schmitz	11/07/2019 03:04 PM
Kurt Ulrich	Kurt Ulrich	11/07/2019 04:00 PM
Form Started By: Chris Anderson		Started On: 10/28/2019 10:09 AM
Final Approval Date: 11/07/2019		

**2020 AGREEMENT FOR RESIDENTIAL RECYCLING PROGRAM**

**THIS AGREEMENT** made and entered into on the 1st day of January 2020, notwithstanding the date of the signatures of the parties, between the COUNTY OF ANOKA, State of Minnesota, hereinafter referred to as the "COUNTY", and the CITY OF RAMSEY, hereinafter referred to as the "MUNICIPALITY".

**WITNESSETH:**

**WHEREAS**, the County will receive funding from the State of Minnesota pursuant to Minn. Stat. § 115A.557 (hereinafter "SCORE funds") during 2020 which must be used to encourage recycling and a portion must be specifically directed to recycling source -separated compostable materials; and

**WHEREAS**, the County will also receive funding pursuant to Minn. Stat. § 473.8441 (hereinafter "LRDG) funds") during 2020 and

**WHEREAS**, the County also has additional budgeted program funding available to supplement SCORE and LRDG funds for solid waste recycling programs, so that the available amount for the Residential Recycling Program is \$1,559,924.50 and

**WHEREAS**, the County Solid Waste Management Master Plan 2018 (Master Plan 2018) and MPCA Metropolitan Solid Waste Management Policy Plan 2016-2036 state that MSW generated in the County that is not reused, recycled or composted, will be processed to the extent that processing capacity is available; and

**WHEREAS**, the Master Plan 2018 was developed with the participation of a representative from the Municipality staff, and the Municipality is required to develop and implement programs, practices, or methods designed to meet waste abatement goals by Minn. Stat. § 115A.551, Subd 2a. (b).

**WHEREAS**, the County wishes to assist the Municipality in meeting recycling goals established by Anoka County by providing said SCORE and LRDG funds to cities and townships in the County for solid waste recycling programs.

**NOW, THEREFORE**, in consideration of the mutual covenants and promises contained in this Agreement, the parties mutually agree to the following terms and conditions:

1. **PURPOSE.** The purpose of this Agreement is to provide for cooperation between the County and the Municipality to implement solid waste recycling programs in the Municipality which will help the County and member municipalities meet the goals set in the current Anoka County Solid Waste Management Master Plan. The County and the Municipality agree that the information provided in the recitals above is to be incorporated into the purpose of this agreement.
2. **TERM.** The term of this Agreement is from January 1, 2020 through December 31, 2020 unless earlier terminated as provided herein.

3. **DEFINITIONS.** Defined terms contained in this Agreement and all the attachments are found in Minn. Stat. §§ 115A.03; 115A.471; and 115A.552. The use of capitalization for defined terms has no special effect. For convenience, a full list of defined terms is included with the Municipal Grant Application. Additionally:
  - a. “Full-Service Recycling Drop-off Center” means centralized permanent drop-off center that is open at least two times a week and accepts at least four types of materials beyond traditional curbside recyclables, i.e.: mattresses, appliances, scrap metal, carpet, furniture, source-separated compostable materials, electronics, etc.
  - b. “Multifamily dwellings” means households within apartment complexes, condominiums, townhomes, mobile homes and senior housing complexes.
  - c. “Quasi-Municipal event” means community festivals which appear to the public to be supported and run by the Municipality but in fact are sponsored or co-sponsored by an independent non-profit 501c (3) organization, for example: the Anoka Halloween Parade.
4. **ELIGIBILITY FOR FUNDS.** The Municipality is entitled to receive reimbursement for eligible expenses, less revenues or other reimbursement received, for eligible activities up to the project maximum, which shall not exceed \$ 77,566.00.

The County reserves the right to reduce the funding provided in the event the Municipality does not complete the additional Grant Projects referenced in the 2020 Anoka County Municipal Waste Abatement Grant Funding Application.

**The County also reserves the ability to assess the programs and reallocate unused SCORE and/or, LRDG funds mid-year if any participating municipality demonstrates the need for the funding and funds are available.** The Municipality shall be provided documentation of the funding award determination and rationale as indicated by the 2020 Grant Funding Award.

5. **PROGRAM.** The Municipality shall develop and implement a residential solid waste recycling program adequate to meet the Municipality’s annual recycling goal of 2,840 tons of recyclable materials as established by the County. The Municipality shall ensure that the recyclable materials collected are delivered to processors or end markets for recycling.
  - a. The Municipal recycling program shall include the following components:
    - i. Each household (including both single and multi-family dwellings) in the Municipality shall have the Opportunity to Recycle at least four broad types of materials, including but not limited to, paper (including cardboard/paperboard cartons), glass, plastic, metal and textiles.
    - ii. The recycling (including any organics) program shall be operated in compliance with all applicable federal, state, and local laws, ordinances, rules and regulations.
    - iii. The Municipality shall implement a public information program that contains at least the following components:

- (1) One promotional mailing to each household focused exclusively on the Municipality's recycling program;
  - (2) One promotional advertisement detailing recycling opportunities available for residents included in the Municipality's newsletter or local newspaper; and
  - (3) Two community outreach activities at Municipal or Quasi-Municipal events to inform residents about recycling opportunities.
- iv. The public information components listed above shall focus on all recyclable materials and the various opportunities to recycle and compost within the Municipality. The Municipality shall incorporate County/regional campaigns and images and use the toolkits provided by the County when preparing promotional materials. The Municipality, on an ongoing basis, shall identify new residents and provide detailed information on the recycling opportunities available to these new residents. The County shall work with the Municipality on promotional materials to coordinate messages. The Municipality shall provide promotional materials for review prior to publication to ensure accuracy.
  - v. The Municipality shall regularly attend the bi-monthly Solid Waste Abatement Advisory Team (SWAAT) meetings per year.
  - vi. The Municipality shall offer a minimum of one spring and/or fall recycling drop-off event(s) where items not normally accepted at the curb are collected for recycling. If the Municipality is hosting a monthly drop-off as described below, the spring/fall recycling drop-off events may be included within that program.
- b. The Municipality is encouraged to expand its recycling program to include one or more of the following components in order to receive additional funding.
    - i. Organize monthly/quarterly recycling drop-off events which can be held in conjunction with a neighboring municipality(ies) on a cooperative basis for the citizens of both/all municipalities.
    - ii. Provide a community event recycling program, which at a minimum would consist of providing recycling opportunities at all Municipal sponsored or Quasi-Municipal events and festivals as required by Minn. Stat. § 115A.151. The feasibility of adding organics collection at the event will be explored and if feasible, implemented as an enhancement to the waste abatement program.
    - iii. Provide the opportunity for citizens to engage in recycling activities at Municipal and Quasi-Municipal facilities as required by Minn. Stat. § 115A.151 such as athletic fields and public centers.
    - iv. Organize and manage a Full-Service Recycling Drop-off Center.
    - v. Develop enhanced recycling promotion and assistance for multifamily dwellings.
    - vi. Develop additional opportunities for source-separated compostable materials collection.

- vii. Develop and implement additional opportunities to recycle bulky and problem materials (e.g. appliances, batteries, carpet, electronics, mattresses, oil, scrap metal, etc.) from residents on an on-going basis either curbside or at a drop-off.
  - c. If the Municipality's recycling program did not achieve the Municipality's recycling goals as established by the County for the prior calendar year, the Municipality shall work with the County to prepare a plan to achieve the recycling goals set forth in this Agreement.
  - d. The Municipality's recycling program shall be limited to residential programming for funding reimbursements under this Agreement. The County will not reimburse business recycling programming or household hazardous waste programming by the Municipality. Any inquiries or requests regarding these topics should be sent to the County for response.
  - e. In addition to the above requirements designed to increase residential recycling opportunities, the Municipality shall provide recycling opportunities in all municipal buildings including but not limited to, city offices, public meeting rooms and parks, as required by Minn. Stat. § 115A.151. If items collected through the Municipal recycling program prove to be contaminated or not recyclable, those items shall be treated as public entity waste and must be processed at a resource recovery facility. Minn. Stat. §§ 115A.46, 115A.471 and 473.848. See page 44, 47-48, 51, and p. 67 of the 2018 Anoka County Solid Waste Management Master Plan regarding the requirements for Public Entity Waste.
  - f. Pursuant to Minn. Stat. §§ 115A. 46, 115A.471 and 473.848, all waste generated by municipal government activities (including city/town halls, public works and public safety buildings, parks, and libraries, and for municipalities that arrange for waste services on behalf of their residents (organized collection)) shall be delivered to a waste processing plant for disposal as long as capacity is available. Failure to comply with this provision shall constitute a breach of this Agreement resulting in the loss of all Grant Funding unless, pursuant to statute, the Municipality has conferred with the County and developed a plan to comply within a reasonable period of time.
6. **REPORTING.** The Municipality shall submit the following reports semi-annually to the County no later than the third Friday in July 2020 and the second Friday in January 2021.
- a. An accounting of the amount of waste which has been recycled as a result of the Municipality's activities and the efforts of other community programs, redemption centers and drop-off centers. For recycling programs, the Municipality shall certify the number of tons of each recyclable material which has been collected and the number of tons of each recyclable material which has been marketed. For recycling programs run by other persons or entities, the Municipality shall also provide documentation on forms provided by the County showing the tons of materials that were recycled by the Municipality's residents through these other programs. The Municipality shall keep detailed records documenting the disposition of all recyclable materials collected pursuant to this Agreement. The Municipality shall also report the number of cubic yards or tons of yard waste and source-separated compostable materials collected for composting, chipping, or land spreading, together with a description of the methodology used for

calculations. Any other material removed from the waste stream by the Municipality, i.e. tires and used oil, shall also be reported separately.

- b. Information regarding any revenue received from sources other than the County for the Municipality's recycling programs, i.e. revenue taken in from the sale of recyclables and fees collected from residents, shall be reported.
  - c. Copies of all promotional materials that have been prepared by the Municipality during the term of this Agreement to promote its recycling and organics collection programs.
  - d. The Municipality agrees to support County efforts in obtaining hauler reports by ensuring compliance through ordinance, contract or license requirements and the ability to exercise punitive actions, if needed.
  - e. The Municipality agrees to furnish the County with additional reports in form and at frequencies requested by the County for financial evaluation, program management purposes, and reporting to the State of Minnesota.
7. **BILLING AND PAYMENT PROCEDURE.** The Municipality shall submit itemized invoices semi-annually to the County for abatement activities no later than the third Friday in July 2020 and the second Friday in January 2021. The invoices shall be paid in accordance with standard County procedures, subject to the approval of the Anoka County Board of Commissioners.
8. **PUBLICATIONS.** The Municipality shall acknowledge the financial assistance of the Anoka County on all promotional materials, reports and publications relating to the activities funded under this Agreement, by including the following acknowledgement: "Funded by the Anoka County Board of Commissioners and State SCORE (Select Committee On Recycling and the Environment) funds." The Municipality shall provide copies of all promotional materials funded by this grant.

The County shall provide all printed public information pieces about County programs. A Municipality shall not modify County publications related to business recycling, household hazardous waste management or the County compost sites.

Information about the County's business recycling program, household hazardous waste management program or County compost sites that a Municipality plans to publish in a Municipal communication, printed or electronic, shall be provided to the County for review and approved by the County prior to publication to ensure accuracy and consistency.

9. **INDEMNIFICATION.** The County agrees to indemnify, defend, and hold the Municipality harmless from all claims, demands, and causes of action of any kind or character, including the cost of defense thereof, resulting from the acts or omissions of its public officials, officers, agents, employees, and contractors relating to activities performed by the County under this Agreement.

The Municipality agrees to indemnify, defend, and hold the County harmless from all claims, demands, and causes of action of any kind or character, including the cost of defense thereof, resulting from the acts or omissions of its public officials, officers, agents,

employees, and contractors relating to activities performed by the Municipality under this Agreement.

The provisions of this subdivision shall survive the termination or expiration of the term of this Agreement.

10. **GENERAL PROVISIONS.**

- a. In performing the provisions of this Agreement, both parties agree to comply with all applicable federal, state or local laws, ordinances, rules, regulations or standards established by any agency or special governmental unit which are now or hereafter promulgated insofar as they relate to performance of the provisions of this Agreement. In addition, the Municipality shall comply with all applicable requirements of the State of Minnesota for the use of SCORE funds provided to the Municipality by the County under this Agreement. The Municipality shall also comply with all relevant portions of the current Anoka County Solid Waste Management Master Plan and shall participate in the preparation of the successor Master Plans.
- b. If the Municipality utilizes the services of a subcontractor for purposes of meeting requirements herein, the Municipality shall be responsible for the performance of all such subcontracts and shall ensure that the subcontractors perform fully the terms of the subcontract. The agreement between the Municipality and a subcontractor shall obligate the subcontractor to comply fully with the terms of this Agreement.
- c. It is understood and agreed that the entire agreement is contained herein, and that this Agreement supersedes all oral and written agreements and negotiations between the parties relating to the subject matter hereof.
- d. Any amendments, alterations, variations, modifications, or waivers of this Agreement shall be valid only when they have been reduced to writing, duly signed by the parties.
- e. The provisions of this Agreement are severable. If any paragraph, section, subdivision, sentence, clause or phrase of this Agreement is for any reason held to be contrary to law, such decision shall not affect the remaining portion of this Agreement.
- f. Nothing in this Agreement shall be construed as creating the relationship of co-partners, joint venturers, or an association between the County and the Municipality, nor shall the Municipality, its employees, agents or representatives be considered employees, agents, or representatives of the County for any purpose.
- g. The Municipality shall maintain financial and other records and accounts in accordance with requirements of the County and the State of Minnesota. The Municipality shall maintain strict accountability of all funds and maintain records of all receipts and disbursements. Such records and accounts shall be maintained in a form which will permit the tracing of funds and program income to final expenditure. The Municipality shall maintain records sufficient to reflect that all

funds received under this Agreement were expended in accordance with Minn. Stat. § 115A.557, Subd. 2, for residential solid waste recycling purposes. The Municipality shall also maintain records of the quantities of materials recycled. All records and accounts shall be retained as provided by law, but in no event for a period of less than five years from the last receipt of payment from the County pursuant to this Agreement.

- h. Pursuant to Minn. Stat. § 16C.05, the Municipality shall allow the County or other persons or agencies authorized by the County, and the State of Minnesota, including the Legislative Auditor or the State Auditor, access to the records of the Municipality at reasonable hours, including all books, records, documents, and accounting procedures and practices of the Municipality relevant to the subject matter of the Agreement, for purposes of audit. In addition, the County shall have access to the project site(s), if any, at reasonable hours.
11. **TERMINATION.** This Agreement may be terminated by mutual written agreement of the parties or by either party, with or without cause, by giving not less than seven (7) days' written notice, delivered by mail or in person to the other party, specifying the date of termination. If this Agreement is terminated, assets acquired in whole or in part with funds provided under this Agreement shall be the property of the Municipality so long as said assets are used by the Municipality for the purpose of a landfill abatement program approved by the County.

***(SIGNATURE PAGE TO FOLLOW)***

**IN WITNESS WHEREOF**, the parties hereunto set their hands.

**CITY OF RAMSEY**

**COUNTY OF ANOKA**

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

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

Name: \_\_\_\_\_

Cindy Cesare, Division Manager  
Anoka County Human Services Division

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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

Municipality's Clerk

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

Rhonda Sivarajah  
County Administrator

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to form and legality:

Approved as to form and legality:

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

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

Date: \_\_\_\_\_

Kathryn M. Timm  
Assistant County Attorney

Date: \_\_\_\_\_

## 2020 Grant Funding Award

The Municipality of Ramsey is eligible for a total of \$89,477.00 for their Municipal program abatement efforts in 2020, plus, if awarded upon request, up to an additional \$20,000.00.

The total funding for the 2020 Residential Recycling Program is based on the budgeted amounts stated in the Municipal Waste Abatement Grant Funding Application.

Check one below:

(09-28-2019) The grant application was received on or before September 30, 2019.

The grant application was not received on or before September 30, 2019.

Therefore, the municipality is only eligible for the Base Funding Allocation.

The Grant Funding Award for Ramsey is as follows:

Base Funding Allocation	\$ 56,055.00
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Enhancement Funding Grant			
	Amount Eligible	Amount Requested	Amount Awarded
Drop-off Grant	\$ 15,000.00	\$ 9,800.00	\$ 9,800.00
General Enhancement Grant	\$ 9,211.00	\$ 9,211.00	\$ 9,211.00
Organics Grant	\$ 9,211.00	\$ 2,500.00	\$ 2,500.00
Additional Grant	\$ 20,000.00	\$ -	\$ -
<b>TOTAL</b>			\$ 21,511.00

Total Funding Award (Base + Enhancement Funding)	\$ 77,566.00
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To the extent that the Municipality requested funds in excess of the total eligible amount, the excess amount in any category is denied.

Reviewed by: Alison Peterson

Approved by: Jonelle Hubbard

Contract # C0007444

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

**RESOLUTION #19-267**

**RESOLUTION TO ENTER INTO A RESIDENTIAL RECYCLING PROGRAM AGREEMENT WITH ANOKA COUNTY TO RECEIVE 2020 SCORE FUNDS**

**WHEREAS**, Anoka County annually receives funding from the State of Minnesota pursuant to Minn. Stat. § 115A.557. This funding is provided by the Select Committee on Recycling and the Environment (SCORE); and

**WHEREAS**, in 2020, Anoka County will distribute the SCORE funds amongst municipalities using the following formula: a base allocation of \$10,000 plus \$5.00 per household; and

**WHEREAS**, the City of Ramsey's base allocation of SCORE funds for 2020 is \$56,055.00; and

**WHEREAS**, the City of Ramsey is eligible for additional targeted program funds to focus on activities such as monthly/quarterly drop-off events (up to \$15,000.00), general program enhancements (up to \$9,211.00), organics recycling (up to \$9,211.00), and additional, competitive grant funds up to up to \$20,000.00; and

**WHEREAS**, the Anoka County Board of Commissioners annually sets recycling goals for municipalities to achieve and the 2020 goals are based on 215 pounds per person for single-family households (up to four [4] units) and 160 pounds per person for multi-unit households (five [5] or more units); and

**WHEREAS**, the City of Ramsey's recycling goal for 2020 is 2,840 tons.

**WHEREAS**, Anoka County wishes to assist municipalities in meeting the recycling goals established by the Anoka County Board of Commissioners by providing SCORE funds to municipalities for solid waste recycling programs; and

**WHEREAS**, SCORE funding can be, and previously has been, used to implement various components of the City's recycling program including: recycling and waste reduction education and awareness activities, notifying new residents of Ramsey's recycling program, spring, summer and fall recycling events, and to fund the recycling coordinator position; and

**WHEREAS**, in order to receive SCORE funds, the City of Ramsey must enter into a Residential Recycling Program Agreement with Anoka County.

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

- 1) That the Mayor is hereby authorized to sign the Agreement for Residential Recycling Program between the City of Ramsey and Anoka County to receive the base allocation of SCORE funds and additional targeted program funds for drop off programming, general program enhancements, and organics recycling.

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 November, 2019.

\_\_\_\_\_  
Mayor

**ATTEST:**

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

**CC Regular Session**

**5. 8.**

**Meeting Date:** 11/12/2019

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

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

**Information**

**Title**

Adopt Resolution #19-269 Authorizing Final Payment to Douglas-Kerr Underground, LLC. for Improvement Project #18-05, Bunker Lake Boulevard and Puma Street Improvements.

**Purpose/Background:**

Resolution and Final Pay Request Attached.

**Observations/Alternatives:**

Issuing final payment will be contingent on receipt of the following items from Douglas-Kerr Underground, LLC.:

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

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

**Recommendation:**

The Engineering Technician IV has inspected the completed work and recommends approving final payment to Douglas-Kerr Underground, LLC. for Improvement Project #18-05 Bunker Lake Boulevard and Puma Street Improvements in the amount of \$54,415.72.

Final construction costs are \$6,698.15 (0.7%) greater than the awarded bid due generally to increased pavement removal quantities.

**Action:**

Motion to adopt Resolution #19-269 authorizing final payment to Douglas-Kerr Underground, LLC. for Improvement Project #18-05 Bunker Lake Boulevard and Puma Street Improvements in the amount of \$54,415.72.

**Attachments**

Resolution

Pay Estimate

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Bruce Westby	Bruce Westby	11/06/2019 12:24 PM
Kurt Ulrich	Kurt Ulrich	11/07/2019 12:14 PM
Form Started By: Marsha Weidner		Started On: 10/30/2019 09:41 AM
Final Approval Date: 11/07/2019		

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

**RESOLUTION #19-269**

**RESOLUTION APPROVING FINAL PAYMENT TO DOUGLAS-KERR UNDERGROUND, LLC FOR BUNKER LAKE BOULEVARD AND PUMA STREET PAVEMENT IMPROVEMENTS, IMPROVEMENT PROJECT #18-05**

**WHEREAS**, in 2006, Bunker Lake Boulevard was extended west of Armstrong Boulevard and Puma Street was constructed between Bunker Lake Boulevard and Alpine Drive, portions of which were constructed using temporary pavement sections; and

**WHEREAS**, sanitary sewer and watermain improvements were recently completed along the west end of Bunker Lake Boulevard, east of its intersection with Puma Street, and along the south end of Puma Street, north of Bunker Lake Boulevard; and

**WHEREAS**, the streets above and along the utility improvements require reconstruction or replacement to support current and future development along these streets; and

**WHEREAS**, pursuant to Ramsey City Council resolution #17-12-316, adopted December 12, 2017, Bolton & Menk, Inc. was designated as the engineer for this improvement and was ordered to prepare plans and specifications for the making of such improvements; and

**WHEREAS**, pursuant to Ramsey City Council resolution #18-080, adopted May 8, 2018, the City Council accepted final plans and specifications and authorized advertisements for bids for said improvements; and

**WHEREAS**, pursuant to Ramsey City Council resolution #18-112, adopted June 12, 2018, the bid of Douglas Kerr Underground, LLC of Mora, Minnesota, in the amount of \$923,458.23 for construction of said improvements in accordance with the approved plans and specifications and advertisement for bids, was accepted, and the Mayor and City Administrator were 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; and

**WHEREAS**, as of November 12, 2019 \$875,740.65 has been paid to date; and

**WHEREAS**, the Engineering Technician IV has inspected the completed work and recommends approving final payment to Douglas-Kerr Underground, LLC for Improvement Project #18-05, Bunker Lake Boulevard and Puma Street Improvements, in the amount of \$54,415.72.

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

- 1) That the City Council hereby authorizes final payment to Douglas-Kerr Underground, LLC for Improvement Project #18-05, Bunker Lake Boulevard and Puma Street

Improvements, in the amount of \$54,415.72.

- 2) That the City Council hereby accepts the project and authorizes the Mayor or City Administrator to sign the release form for this payment.
- 3) That the total amount of this payment is not included in resolutions approving payment of bills for the date of November 12, 2019.
- 8
- 4) That the City of Ramsey Finance Department will be provided a signed copy of this resolution.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 12<sup>th</sup> day of November, 2019.

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Mayor LeTourneau

**ATTEST:**

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City Clerk

<b>CONTRACTOR'S PAY REQUEST</b> <b>BUNKER LAKE BOULEVARD AND PUMA STREET IMPROVEMENTS</b> <b>CITY PROJECT # 18-05</b> <b>CITY OF RAMSEY, MN</b> <b>BMI R16.115858</b>	<b>DISTRIBUTION:</b>
	CONTRACTOR (1)
	OWNER (1)
	ENGINEER (1)
	BONDING CO. (1)
TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS	\$923,458.23
TOTAL, COMPLETED WORK TO DATE	\$930,156.38
TOTAL, STORED MATERIALS TO DATE	\$0.00
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED	\$0.00
TOTAL, COMPLETED WORK & STORED MATERIALS	\$930,156.38
RETAINED PERCENTAGE ( 0% )	\$0.00
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)	\$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE	\$930,156.38
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES	\$875,740.65
PAY CONTRACTOR AS ESTIMATE NO. 3 - Final	\$54,415.72

**Certificate for Final Payment**

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

Contractor: Douglas-Kerr Underground, LLC  
 2142 330th Ave  
 Mora, MN 55051

By *[Signature]* Manager  
Name Title

Date October 16<sup>th</sup>, 2019

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:  
 ENGINEER: BOLTON & MENK, INC., 7533 SUNWOOD DRIVE, SUITE 206, RAMSEY, MN 55303

By *[Signature]* PROJECT MANAGER  
 KEVIN P. KIELB, P.E.

Date 10/14/2019

APPROVED FOR PAYMENT:  
 OWNER: CITY OF RAMSEY

By *[Signature]* Eng Tech IV 10/29/19  
Name Title Date

And *[Signature]* City Engineer 10/29/19  
Name Title Date

**PARTIAL PAY ESTIMATE NO.**

BUNKER LAKE BOULEVARD AND PUIMA STREET IMPROVEMENTS  
 CITY PROJECT # 18-05  
 CITY OF RAMSEY, MN  
 BMI R16.115858

**3-Final**

WORK COMPLETED THROUGH September 30, 2019

ITEM NO.	DESCRIPTION	UNIT	LUMP SUM	UNIT PRICE	CONTRACT		PREVIOUS ESTIMATE		COMPLETED TO DATE	
					BID QUANTITY	BID AMOUNT	QUANT.	AMOUNT	QUANT.	AMOUNT
1	2021.501 MOBILIZATION	LUMP SUM	\$57,311.00	\$57,311.00	1	\$57,311.00	1	\$57,311.00	1	\$57,311.00
2	2101.501 CLEARING AND GRUBBING	LUMP SUM	\$2,000.00	\$2,000.00	1	\$2,000.00	1	\$2,000.00	1	\$2,000.00
3	2102.503 PAVEMENT MARKING REMOVAL	LIN FT	\$1.00	\$250.00	250	\$250.00	1	\$250.00	1	\$250.00
4	2104.502 REMOVE DRAINAGE STRUCTURE	EACH	\$625.00	\$625.00	1	\$625.00	1	\$625.00	1	\$625.00
5	2104.502 REMOVE SIGN	EACH	\$65.00	\$65.00	10	\$650.00	1	\$65.00	1	\$65.00
6	2104.502 SALVAGE HYDRANT & VALVE	EACH	\$499.50	\$499.50	1	\$499.50	1	\$499.50	1	\$499.50
7	2104.503 REMOVE PIPE CULVERTS	LIN FT	\$15.85	\$507.20	32	\$507.20	32	\$507.20	32	\$507.20
8	2104.503 REMOVE CURB AND GUTTER	LIN FT	\$4.70	\$817.80	174	\$817.80	174	\$817.80	174	\$817.80
9	2104.504 REMOVE SEWER PIPE (STORM)	LIN FT	\$10.50	\$892.50	85	\$892.50	85	\$892.50	85	\$892.50
10	2104.504 REMOVE BITUMINOUS PAVEMENT	SQ YD	\$3.35	\$15,044.85	4491	\$15,044.85	5669	\$18,991.15	5669	\$18,991.15
11	2104.518 REMOVE CONCRETE PAVEMENT	SQ YD	\$7.40	\$436.60	59	\$436.60	9.5	\$70.30	9.5	\$70.30
12	2105.507 COMMON EXCAVATION (P)	CU YD	\$14.15	\$92,045.75	6505	\$92,045.75	6505	\$92,045.75	6505	\$92,045.75
13	2105.507 SUBGRADE EXCAVATION	CU YD	\$5.25	\$1,050.00	200	\$1,050.00				
14	2105.507 SELECT GRANULAR BORROW (CV)	CU YD	\$5.25	\$1,050.00	200	\$1,050.00				
15	2105.601 SITE GRADING	LUMP SUM	\$2,714.00	\$2,714.00	1	\$2,714.00	1	\$2,714.00	1	\$2,714.00
16	2118.507 AGGREGATE SURFACING (CV) CLASS 5	CU YD	\$39.15	\$1,761.75	45	\$1,761.75			19.62	\$768.12
17	2211.509 AGGREGATE BASE (LV) CLASS 5 MODIFIED	TON	\$12.55	\$111,632.25	8895	\$111,632.25	9214	\$115,635.70	9214	\$115,635.70
18	2380.509 TYPE 9.5 WEARING COURSE MIX (2.B) (SPWEA240B)	TON	\$86.00	\$9,460.00	110	\$9,460.00	293.28	\$25,222.08	293.28	\$25,222.08
19	2380.509 TYPE 12.5 WEARING COURSE MIX (3.C) (SPWEB340C)	TON	\$64.50	\$152,220.00	2360	\$152,220.00	2302.51	\$148,511.90	2302.51	\$148,511.90
20	2380.509 TYPE 12.5 NON WEARING COURSE MIX (3.B) (SPNWB330B)	TON	\$57.50	\$112,125.00	1950	\$112,125.00	1890.21	\$108,687.08	1890.21	\$108,687.08
21	2501.502 18" RC PIPE APRON	EACH	\$970.50	\$970.50	1	\$970.50	1	\$970.50	1	\$970.50
22	2501.502 18" RC PIPE APRON	EACH	\$1,011.00	\$1,011.00	1	\$1,011.00	1	\$1,011.00	1	\$1,011.00
23	2501.502 24" RC PIPE APRON	EACH	\$1,343.00	\$1,343.00	1	\$1,343.00	1	\$1,343.00	1	\$1,343.00
24	2501.602 TRASH GUARD FOR 15" PIPE APRON	EACH	\$643.50	\$643.50	1	\$643.50	1	\$643.50	1	\$643.50
25	2501.602 TRASH GUARD FOR 18" PIPE APRON	EACH	\$679.00	\$679.00	1	\$679.00	1	\$679.00	1	\$679.00
26	2501.602 TRASH GUARD FOR 24" PIPE APRON	EACH	\$1,175.00	\$1,175.00	1	\$1,175.00	1	\$1,175.00	1	\$1,175.00
27	2503.503 12" RC PIPE SEWER DESIGN 3006 CLASS III	LIN FT	\$32.55	\$14,029.05	431	\$14,029.05	430	\$13,996.50	430	\$13,996.50
28	2503.503 15" RC PIPE SEWER DESIGN 3006 CLASS III	LIN FT	\$45.90	\$105,937.20	2308	\$105,937.20	2305	\$105,799.50	2305	\$105,799.50
29	2503.503 18" RC PIPE SEWER DESIGN 3006 CLASS III	LIN FT	\$39.45	\$7,613.85	193	\$7,613.85	191	\$7,534.95	191	\$7,534.95
30	2503.503 24" RC PIPE SEWER DESIGN 3006 CLASS III	LIN FT	\$60.40	\$5,556.80	92	\$5,556.80	91	\$5,496.40	91	\$5,496.40
31	2503.602 CONNECT TO EXISTING STORM SEWER	EACH	\$507.50	\$507.50	1	\$507.50	1	\$507.50	1	\$507.50
32	2503.602 CONSTRUCT BULKHEAD	EACH	\$152.50	\$152.50	1	\$152.50	1	\$152.50	1	\$152.50
33	2504.602 CONNECT TO EXISTING WATER MAIN	EACH	\$749.50	\$749.50	1	\$749.50	1	\$749.50	1	\$749.50
34	2504.602 ADJUST GATE VALVE & BOX	EACH	\$759.50	\$759.50	9	\$6,835.50	9	\$6,835.50	10	\$7,596.00
35	2504.602 INSTALL HYDRANT & VALVE	EACH	\$1,749.00	\$1,749.00	1	\$1,749.00	1	\$1,749.00	1	\$1,749.00
36	2504.603 6" WATERMAIN DUCTILE IRON CL. 53	LIN FT	\$52.90	\$899.30	17	\$899.30	80	\$4,232.00	80	\$4,232.00
37	2506.502 CASTING ASSEMBLY	EACH	\$0.01	\$0.28	28	\$0.28	24	\$0.24	24	\$0.24
38	2506.502 ADJUST FRAME AND RING CASTING	EACH	\$1,267.00	\$1,267.00	8	\$10,136.00	9	\$11,403.00	9	\$11,403.00
39	2506.503 CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	LIN FT	\$223.00	\$2,676.00	12	\$2,676.00	11	\$2,453.00	11.9	\$2,663.70
40	2506.602 CONSTRUCT DRAINAGE STRUCTURE DESIGN SPEC 1	LIN FT	\$328.50	\$22,995.00	70	\$22,995.00	68	\$22,338.00	69.41	\$22,801.19
41	2506.602 CONSTRUCT DRAINAGE STRUCTURE DESIGN SPEC 2	LIN FT	\$319.50	\$16,933.50	53	\$16,933.50	50	\$15,975.00	52.4	\$16,741.80
42	2511.507 RANDOM RIPRAP CL III	TON	\$120.50	\$4,338.00	36	\$4,338.00	30	\$3,615.00	30	\$3,615.00
43	2521.518 6" CONCRETE WALK	SQ FT	\$6.70	\$5,782.00	860	\$5,782.00				
44	2531.503 CONCRETE CURB & GUTTER DES B618	LIN FT	\$12.60	\$77,175.00	6125	\$77,175.00	6082	\$76,633.20	6082	\$76,633.20
45	2531.504 6" CONCRETE DRIVEWAY PAVEMENT	SQ YD	\$73.65	\$6,260.25	85	\$6,260.25	87	\$6,407.55	87	\$6,407.55
46	2531.618 TRUNCATED DOMES	SQ FT	\$48.00	\$6,720.00	140	\$6,720.00				
47	2563.601 TRAFFIC CONTROL	LUMP SUM	\$3,000.00	\$3,000.00	1	\$3,000.00	1	\$3,000.00	1	\$3,000.00
48	2563.601 TRAFFIC CONTROL SUPERVISOR	LUMP SUM	\$3,046.00	\$3,046.00	1	\$3,046.00	1	\$3,046.00	1	\$3,046.00
49	2573.501 STABILIZED CONSTRUCTION EXIT	LUMP SUM	\$1,400.00	\$1,400.00	1	\$1,400.00	1	\$1,400.00	1	\$1,400.00
24	2573.502 STORM DRAIN INLET PROTECTION	EACH	\$178.50	\$4,641.00	26	\$4,641.00	24	\$4,284.00	24	\$4,284.00
51	2573.503 SILT FENCE, TYPE MS	LIN FT	\$1.80	\$9,495.00	5275	\$9,495.00	2250	\$4,050.00	5231	\$9,415.80
52	2573.503 SEDIMENT CONTROL LOG TYPE WOOD CHIP	LIN FT	\$3.00	\$180.00	60	\$180.00				
53	2574.507 COMMON TOPSOIL BORROW	CU YD	\$21.40	\$14,124.00	660	\$14,124.00	549.02	\$11,749.03	549.02	\$11,749.03
54	2574.508 FERTILIZER TYPE 3	POUND	\$0.65	\$247.00	380	\$247.00	665	\$432.25	665	\$432.25
55	2575.505 SEEDING	ACRE	\$1,979.00	\$3,958.00	2	\$3,958.00	3.5	\$6,926.50	3.5	\$6,926.50

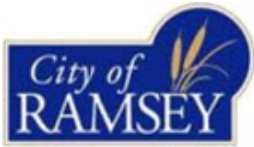
**PARTIAL PAY ESTIMATE NO.**

**3-Final**

BUNKER LAKE BOULEVARD AND PUMA STREET IMPROVEMENTS  
 CITY PROJECT # 18-05  
 CITY OF RAMSEY, MN  
 BMI R16.115858

WORK COMPLETED THROUGH September 30, 2019

ITEM NO.	DESCRIPTION	UNIT	UNIT PRICE	CONTRACT		PREVIOUS ESTIMATE		COMPLETED TO DATE	
				BID QUANTITY	BID AMOUNT	QUANT	AMOUNT	QUANT	AMOUNT
56	2575.508 SEEDING MIXTURE 25-121	POUND	\$4.50	190	\$855.00	332	\$ 1,494.00	332	\$ 1,494.00
57	2575.508 HYDRAULIC BONDED FIBER MATRIX	POUND	\$0.75	6470	\$4,852.50	11322	\$ 8,491.50	11322	\$ 8,491.50
58	2582.503 4" SOLID LINE MULTI COMP	LIN FT	\$0.30	12235	\$3,670.50	11083	\$ 3,324.90	11083	\$ 3,324.90
59	2582.503 4" BROKEN LINE MULTI COMP	LIN FT	\$0.30	965	\$289.50	790	\$ 237.00	790	\$ 237.00
60	2582.503 4" DBLE SOLID LINE MULTI COMP	LIN FT	\$0.60	938	\$562.80	1583	\$ 949.80	1583	\$ 949.80
61	2582.503 24" SOLID LINE MULTI COMP	LIN FT	\$7.00	285	\$1,995.00	184	\$ 1,288.00	184	\$ 1,288.00
62	2582.518 PAVT MSSG MULTI COMP	SQ FT	\$6.65	450	\$2,992.50	420	\$ 2,793.00	420	\$ 2,793.00
63	2582.518 CROSSWALK MULTI COMP	SQ FT	\$4.60	480	\$2,208.00	450	\$ 2,070.00	450	\$ 2,070.00
				<b>Total Amount:</b>	<b>\$923,458.23</b>		<b>\$ 921,832.27</b>		<b>\$ 930,156.38</b>



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

## CC Regular Session

5.9.

**Meeting Date:** 11/12/2019

**By:** Chloe McGuire Brigl, Community  
Development

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### Information

#### **Title:**

Adopt Resolution 19-270 Approving Accessory Structure Agreement at 16501 Jarvis St NW; Case of Allen and Alycia Skogquist

#### **Purpose/Background:**

The City has received an application from Allen and Alycia Skogquist (the "Applicant") for a Building Permit for an approximately 12,000 square foot detached accessory structure at the property located at 16501 Jarvis St NW (the "Subject Property"). The floor plan for the detached accessory building indicates that the accessory structure would:

- 1,072.50 square feet dedicated to living space, of which 160 square feet will be reserved for a wet bar. This area includes a fireplace, three TVs, and a full wet bar along with couches and space for hangouts, parties, etc. This area also includes provisions for eating and cooking, arcade games, ping-pong tables, a dart board, and multiple couches.
- 1,088 square feet for dedicated storage on the mezzanine level.
- 84 square feet dedicated to a full bathroom including sink, tub, and toilet.

Per City Code Section 117-349(d)(8), the City prohibits detached accessory buildings from containing complete independent living facilities (accessory apartments) which are defined as having three or more of the following: permanent provisions for living, sleeping, eating, and sanitation. Staff notes there is living space, kitchen space (including a fridge, sink, oven with no cooktop, and ice maker), and a bathroom. The building is heated as well, which would lend itself to future living or event space.

The Applicant has maximized the amount of detached structures allowed onsite per the City Code. Any future detached building, including a small shed, would require a Conditional Use Permit (CUP) as the Code is currently written.

#### **Notification:**

Notification is not required.

#### **Observations/Alternatives:**

City Code Section 117-349(d)(8) prohibits accessory buildings from containing complete independent living facilities (accessory apartments). This is defined as have three or more of the following: permanent provisions for living, sleeping, eating, and sanitation. While it does not appear that the proposed detached accessory building would be utilized as an accessory apartment, it seems that it may have the potential to be used in that capacity in the future. Thus, Staff has drafted an Accessory Structure Agreement outlining how the building may be used and specifically prohibits its use now, or in the future, as an accessory apartment. Staff has also included that the building cannot be used in relation to a home-based business, nor as a commercial event space.

The detached accessory structure appears to meet all applicable zoning standards regarding size, exterior finish, setbacks, etc. As proposed, the Applicant will need to work with the Building Division to ensure compliance with septic regulations (due to the proposed bathroom), and to obtain any other applicable permits (septic, electrical, etc.). The Applicant has received all necessary permits up to this point and received a Stop Work Order after a plumbing permit came in for the wet bar. Staff did not receive full information on how the building would be used during initial permit review, so the building is under construction. Staff does not believe that the Applicants will utilize the space as an accessory home or for sleeping space, but does believe that future homeowners could utilize the space as an event center, site for a home-based business, or have someone live in the space.

**Alternatives**

Alternative 1: Adopt Resolution #19-270 approving an Accessory Structure Agreement. If approved, Staff could complete the review and issue the Building Permit for the detached accessory structure. Since it does not appear that the accessory structure is intended to be used as an accessory apartment, Staff would support this alternative. This would limit the ability for future homeowners to use as a building space, event space, or living space.

Alternative 2: Adopt Resolution #19-270 approving an Accessory Structure Agreement and direct Staff to prepare information for a future work session to discuss accessory apartments. If approved, Staff could complete the review and issue the Building Permit for the detached accessory structure. Since it does not appear that the accessory structure is intended to be used as an accessory apartment, Staff would also support this alternative as these types of requests are becoming more commonplace.

Alternative 3: Do not adopt Resolution #19-270. This would likely prohibit Staff from issuing a Building Permit for the proposed detached accessory structure as it could be considered an accessory apartment. Staff believes that the Accessory Structure Agreement sufficiently addresses that concern and does not support this alternative.

**Funding Source:**

This is being handled as part of Staff's regular duties.

**Recommendation:**

Staff recommends adopting Resolution #19-270.

**Action:**

Motion to adopt Resolution #19-270 approving an Accessory Structure Agreement for a detached accessory structure at 16501 Jarvis St NW contingent upon review as to legal form by the City Attorney.

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**Attachments**

Resolution 19-270

Accessory Structure Agreement

Building Plans

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Tim Gladhill	Tim Gladhill	11/06/2019 11:51 AM
Kurt Ulrich	Kurt Ulrich	11/07/2019 12:24 PM
Form Started By: Chloe McGuire Brigl		Started On: 11/04/2019 08:16 AM
Final Approval Date: 11/07/2019		

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

**RESOLUTION #19-270**

**A RESOLUTION APPROVING AN ACCESSORY STRUCTURE AGREEMENT FOR A DETACHED ACCESSORY STRUCTURE THAT INCLUDES A BATHROOM, LIVING SPACE, KITCHEN, AND FULL BAR ON THE PROPERTY LOCATED AT 16501 JARVIS ST NW AND DECLARING TERMS OF THE AGREEMENT**

**RECITALS**

1. The City of Ramsey received a building permit application from Allen C. Skogquist and Alycia K. Skogquist for a 11,972 square foot detached accessory structure on the property generally known as 16501 Jarvis Street NW and legally described as follows:

UNPLATTED RAMSEY TWP SW1/4 OF SW1/4 SEC 7-32-25

(the “Subject Property”)

2. That Allen C. Skogquist and Alycia K. Skogquist, owners of the Subject Property, herein referred to as the “Applicant”, submitted an application for a Building Permit to construct a 11,972 square foot detached accessory structure (the “Accessory Structure”) for a building including:
  - a. Storage space with a workbench and floor drains
  - b. Approximately 1,100 square feet of living space with:
    1. A full wet bar with fourteen (14) stools and sink
    2. A see-through fireplace
    3. Three TVs
    4. Two couches and chairs
    5. A bar ledge for additional seating
    6. Kitchen space
    7. Ping-pong table
    8. Trophy cabinet(s)
    9. Arcade games and dart board; and
    10. A full bathroom with a toilet, tub/shower and sink
3. That the Applicant’s plans indicate that the Accessory Structure would be heated.
4. That the Applicant has stated the building will be used for children’s parties, hang out space, as a man-cave area, and mostly for storage of recreational equipment.
5. That the Accessory Structure has been designed with unique architectural plans to maximize sunlight into the Accessory Structure including large floor-to-ceiling windows and angled walls.
6. That the Subject Property is zoned R-1 Residential (Rural Developing), and the surrounding parcels are zoned R-1 Residential (Rural Developing).

7. That the Subject Property is approximately 43.44 acres and is surrounded by lots ranging in size from about 40 acres to about 2 acres. The Applicants own three of the additional approximately 40 acre pieces adjacent to the Subject Property.
8. That the Subject Property is guided for low density residential on the City's Future Land Use Map.
9. That the Applicant owns the Subject Property is building a dwelling they intend to occupy on the Subject Property.
10. That the Applicant received a stop work order after starting construction of the Accessory Structure after plumbing plans came in for a wet bar, which exceeded the provisions for cooking, living, sanitation, and sleeping that Staff felt comfortable approving administratively.
11. That the Subject Property is eligible for a maximum of eight (8) detached accessory buildings with a combined square footage not to exceed 12,000.
12. That the Accessory Structure is 11,972 square feet in size and essentially maximizes the amount of detached accessory structures allowed onsite. Any future building would require a Conditional Use Permit as the Code is currently written.
13. That City Code Section 117-349 (Accessory Uses and Buildings) states that accessory buildings shall be prohibited from containing complete independent living facilities (accessory apartments), defined as having three or more of the following: permanent provisions for living, sleeping, eating, and sanitation.

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

1. The Ramsey City Council hereby approves the Accessory Structure Agreement for a detached accessory structure at 16501 Jarvis Street NW, contingent upon review and approval as to legal form by the City Attorney.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 12<sup>th</sup> day of November 2019.

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Mayor

ATTEST:

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City Clerk

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## **ACCESSORY STRUCTURE AGREEMENT**

**THIS AGREEMENT** (“Agreement”) is made this \_\_\_\_ day of \_\_\_\_\_, 2019, by and between the **CITY OF RAMSEY**, a municipal corporation under the laws of the State of Minnesota (“City”), and **Allen C. Skogquist and Alycia K. Skogquist**, husband and wife, and their successors and assigns (“Landowners”).

### **RECITALS**

**WHEREAS**, Landowners are the fee owner of the real property located at 16501 Jarvis Street NW, Ramsey, Minnesota and legally described as follows:

UNPLATTED RAMSEY TWP SW1/4 OF SW1/4 SEC 7-32-25

(the “Subject Property”); and

**WHEREAS**, the Landowners have applied for a Building Permit to construct a 11,972 square foot detached accessory structure (the “Accessory Structure”) for a Pole Barn on the Subject Property; and

**WHEREAS**, Landowners application indicates that the Accessory Structure would include a bathroom with both a toilet and shower, a sink/wash station, ample living space, cooking provisions including a fridge, an oven (no cooktop), microwave, ice maker, and a wet bar, dimensions as follows:

1. 1072.5 (approximate) square feet dedicated to living space, of which 160 (approximate) square feet will be reserved for a wet bar.
2. 1,088 (approximate) square feet for dedicated storage on the mezzanine level.
3. 84 (approximate) square feet dedicated to a full bathroom; and

**WHEREAS**, Ramsey City Code Section 117-349(d)(8) prohibits detached accessory buildings from containing complete independent living facilities (accessory apartments) which are defined as having three or more of the following: permanent provisions for living, sleeping, eating, and sanitation; and

**WHEREAS**, the Landowners have stated that there will be no bedroom spaces in the Accessory Structure; and

**WHEREAS**, in consideration of the mutual covenants contained herein and other good and valuable consideration, the parties agree as follows:

1. The City may issue a Building Permit for the Accessory Structure on the Subject Property.
2. The Landowners acknowledge and agree that the Accessory Structure cannot and will not be used as independent living facilities (accessory apartment). No modifications to the Accessory Structure or its contents that would make the Structure fall within the definition of an independent living facility are allowed.
3. The Landowners acknowledge and agree that the Accessory Structure cannot and will not be used as a commercial event space.
4. The Landowners acknowledge and agree that the Accessory Structure cannot and will not be used in relation to a home-based business.
5. The Landowners shall be responsible for all costs relating to construction, maintenance and repair of the Accessory Structure and shall obtain all permits required by the City for its construction (septic, electrical, etc.). Landowners acknowledge and agree that the Accessory Structure is subject to reasonable inspections by the City to determine compliance with this Agreement.
6. All notices, requests, demands and other communications hereunder shall be in writing and shall be deemed given if personally delivered or mailed, certified mail, return receipt requested, to the following:

**TO CITY:**

Jo Thieling, City Clerk  
City of Ramsey  
7550 Sunwood Drive NW  
Ramsey, MN 55303

**TO LANDOWNERS:**

Allen and Alycia Skogquist  
16501 Jarvis Street NW  
Ramsey, MN 55303

or to any successors or assigns of the Landowners or City, or any future address of the Landowners or City, if Landowners or City gives the other party notice of said change of

address as provided pursuant to the provision for notice herein; and

7. The Landowners acknowledge and agree to record this Agreement against the title to the Subject Property. This Agreement shall run with the land and bind the Landowners' successors and assigns.

**CITY OF RAMSEY**

By: \_\_\_\_\_  
John LeTourneau, Mayor

By: \_\_\_\_\_  
Jo Thieling, City Clerk

STATE OF MINNESOTA    )  
  )ss.  
COUNTY OF ANOKA     )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2019, by John LeTourneau and Jo Thieling, respectively the Mayor and City Clerk of the City of Ramsey, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority granted by its City Council.

\_\_\_\_\_  
Notary Public

**LANDOWNERS:**

By: \_\_\_\_\_  
Allen C. Skogquist

By: \_\_\_\_\_  
Alycia K. Skogquist

STATE OF MINNESOTA )  
 )ss.  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2019, by Allen C. Skogquist and Alycia K. Skogquist, husband and wife.

\_\_\_\_\_  
Notary Public

DRAFT



**CC Regular Session**

**5. 10.**

**Meeting Date:** 11/12/2019

**By:** Sean Sullivan, Community  
Development

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**Information**

**Title**

Adopt Resolution #19-275 Approving Release of Right of Re-Entry Agreement for Affinity at Ramsey, LLC

**Purpose/Background:**

Purpose: To release Affinity at Ramsey, LLC from Right of Re-Entry Agreement

Background: The City of Ramsey entered into a right or Re-Entry Agreement with Affinity at Ramsey, LLC, recorded as document number 558797.009 in the Anoka County Office of the Registrar of Titles to ensure that the property would develop according to the approved site plan and within the approved project deadline. Affinity at Ramsey, LLC has presented a Certificate of Occupancy documenting the the project has been completed within the deadline (30 months from closing) and has requested that the City release the property from the Right of Re-Entry Agreement.

**Notification:**

Notification is not required.

**Observations/Alternatives:**

The City has received the Certificate of Occupancy and has drafted a Release of Right of Entry Agreement that has been reviewed by the City Attorney. The attached release will satisfy the Buyer's request by its lender.

**Funding Source:**

This case is being handled as part of normal Staff duties.

**Recommendation:**

Staff recommends adoption of Resolution #19-275 Approving Release of Right of Re-Entry Agreement for Affinity at Ramsey, LLC; subject to City Attorney approval

**Action:**

Motion to adopt Resolution #19-275 Approving Release of Right of Re-Entry Agreement for Affinity at Ramsey, LLC, subject to City Attorney approval

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**Attachments**

Resolution #19-275

Release of Right of Re-Entry Agreement

Right of Re-Entry Agreement

Certificate of Occupancy

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**Form Review**

**Inbox**  
Tim Gladhill

**Reviewed By**  
Sean Sullivan

**Date**  
11/07/2019 11:15 AM

Sean Sullivan (Originator)  
Tim Gladhill  
Sean Sullivan (Originator)  
Tim Gladhill  
Kurt Ulrich  
Form Started By: Sean Sullivan  
Final Approval Date: 11/07/2019

Sean Sullivan  
Sean Sullivan  
Sean Sullivan  
Tim Gladhill  
Kurt Ulrich

11/07/2019 11:20 AM  
11/07/2019 11:28 AM  
11/07/2019 11:29 AM  
11/07/2019 11:54 AM  
11/07/2019 12:28 PM  
Started On: 11/06/2019 03:33 PM

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

**CITY COUNCIL RESOLUTION #19-275**

**RESOLUTION APPROVING RELEASE OF RIGHT OF RE-ENTRY AGREEMENT  
FOR AFFINITY AT RAMSEY, LLC**

**WHEREAS**, the City of Ramsey (the “City”), entered into a Right of Re-Entry Agreement with Affinity at Ramsey, LLC (the “Buyer”) filed in the Anoka County Office of the Registrar of Titles as document number 558797.009 (the “Agreement”); and

**WHEREAS**, the Agreement required the Buyer to complete the market rate senior project according to the approved site plan specifications within 30 months of the Closing date; and

**WHEREAS**, the Buyer has provided the City of Ramsey with a Certificate of Occupancy dated September 12, 2019 documenting the completion of the project prior to the 30 month deadline; and

**WHEREAS**, the Buyer has requested that the City release it from the Agreement.

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

- 1) That the City hereby authorizes the City Administrator and Mayor to sign the Release of Right of Re-Entry Agreement releasing Affinity at Ramsey from document 558797.009; 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:

None

and the following abstained:

None

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 12<sup>th</sup> day of November 2019.

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Mayor

ATTEST:

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City Clerk





558797.009

Return to:  
Chicago Title Insurance Company  
222 South Ninth Street, Suite 3060  
Minneapolis, MN 55402-3808  
File No. 239887

[Reserved for Recording Data]

### RIGHT OF RE-ENTRY AGREEMENT

This Right of Re-entry Agreement is entered into on August 7, 2018, by and between the **City of Ramsey**, a Minnesota municipal corporation (“Seller”), and **Affinity at Ramsey, LLC**, a Washington Limited Liability Company (“Buyer”).

#### Recitals

A. On August 2, 2018 (the “Closing”), Seller conveyed title of the following Property to Buyer:

LOT 1, BLOCK 1, AFFINITY AT THE COR, COUNTY OF ANOKA,  
MINNESOTA.

B. Title to the Property was conveyed subject to Buyer fulfilling certain conditions as set forth below.

C. As indicated in Section 29 of the Purchase Agreement between the City of Ramsey and CAP Acquisitions LLC, dated September 26, 2017 (the “Purchase Agreement”), it is the intent of the parties to: (a) create and set forth a right of re-entry in favor of Seller in the event Buyer fails to obtain a Building Permit (as defined in the Purchase Agreement) for the Project described in Recital D below within six (6) months following Closing; and (b) create and set forth a right to impose a penalty on Buyer in the event Buyer fails to obtain a Certificate of Occupancy for the Project within thirty (30) months following Closing.

D. Project Description:

- i. Affinity at Ramsey Site Plan, approved by the City of Ramsey on February 27, 2018 by Resolution #18-033.

- ii. Development Agreement for Affinity at Ramsey, LLC, approved by the City of Ramsey on June 26, 2018 by Resolution #18-131.

### Agreement

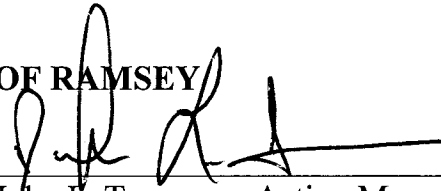
1. The recitals are incorporated herein as if fully set forth.
2. In the event Buyer does not obtain a Certificate of Occupancy from the City of Ramsey for the Project within thirty (30) months from Closing, Seller shall have the right, but not the obligation, to impose a penalty of \$50,000.00 against the Property, unless the failure to do so was due to circumstances beyond Buyer's control (such as fire/casualty/force majeure). The penalty is due upon written notice to Buyer from Seller of the failure to satisfy this condition. In the event the penalty is not paid within 30 days of receipt of the notice, Seller may, but is not required to, certify the penalty to Anoka County as an assessment against the Property. Buyer waives any and all rights under Minnesota Statutes, chapter 429, and any other applicable law, including any right to notice of hearing and hearing, the right to object, and the right to appeal the assessment. Buyer further waives any requirements of the City Charter that may apply to said assessment.
  - a. In the event Buyer does obtain a Certificate of Occupancy from the City of Ramsey for the Project within thirty (30) months from Closing, Seller shall promptly confirm to Buyer in writing (letter or email) that Seller no longer has the right to impose a penalty against the Property in accordance with paragraph 2 above.
3. In the event Buyer fails to obtain a Building Permit for the Project within six (6) months following Closing, Seller shall have the right, but not the obligation, to do either or both of the following:
  - a. impose a penalty of \$25,000.00 against the Property. The penalty is due upon written notice to Buyer from Seller of the failure to satisfy this condition. In the event the penalty is not paid within 30 days of receipt of the notice, Seller may, but is not required to, certify the penalty to Anoka County as an assessment against the Property. Buyer waives any and all rights under Minnesota Statutes, chapter 429, and any other applicable law, including any right to notice of hearing and hearing, the right to object, and the right to appeal the assessment. Buyer further waives any requirements of the City Charter that may apply to said assessment.
  - b. upon refunding the Purchase Price to Buyer, to re-enter and take physical possession of the Property. Upon refunding the Purchase Price to Buyer,

title to the Property shall be restored in Seller, and Buyer shall execute whatever documents and undertake whatever steps are necessary to establish and confirm Seller's fee simple interest in the Property free of any claims or encumbrances, including mechanic's liens.

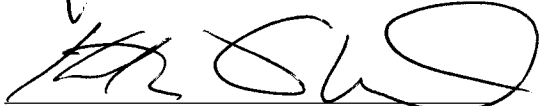
- i. In the event Buyer does obtain a Building Permit from the City of Ramsey for the Project within six (6) months from Closing, Seller shall promptly confirm to Buyer in writing (letter or email) that Seller no longer has the right to impose a \$25,000 penalty against the Property or to re-enter and take physical possession of the Property in accordance with paragraph 3 above.
4. This document constitutes the entire Right of Re-entry Agreement between the parties. Any modifications or amendments to this Agreement must be in writing and signed by both parties.

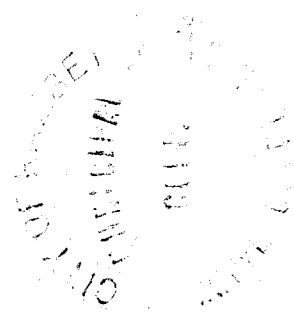
CITY OF RAMSEY

By:


  
John LeTourneau, Acting Mayor

By:

  
Kurt Ulrich, City Administrator



This instrument was acknowledged before me on August 2nd, 2018,  
by John LeTourneau and Kurt Ulrich as Acting Mayor and City Administrator,  
respectively, of the City of Ramsey, Minnesota.

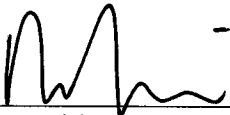
  
\_\_\_\_\_  
Notary Public



**Affinity at Ramsey, LLC**, a Washington Limited Liability Company.

By: Affinity Ramsey Manager, LLC

Its: Manager

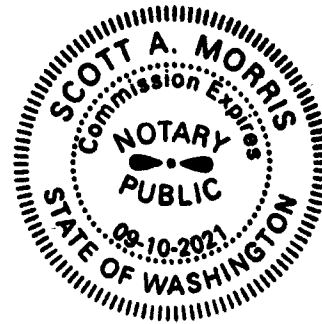
By:   
\_\_\_\_\_  
Darin Davidson, Manager

This instrument was acknowledged before me on August 2, 2018,  
by Darin Davidson, Manager of Affinity Ramsey Manager, LLC, the Manager of Affinity  
at Ramsey, LLC.



\_\_\_\_\_  
Notary Public

This instrument drafted by:  
Ratwik, Roszak & Maloney, P.A.  
730 Second Ave. S., Suite 300  
Minneapolis, MN 55402  
(612) 339-0060  
(JLL)



ANOKA COUNTY MINNESOTA

Document No.: 558797.009 TORRENS

I hereby certify that the within instrument was filed in  
this office for record on: 08/10/2018 11:20:00 AM

Fees/Taxes In the Amount of \$46.00

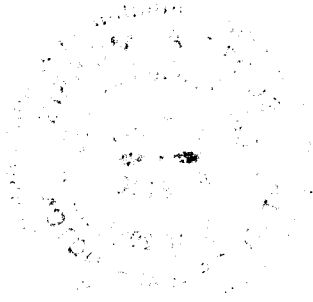
JONELL M. SAWYER

Anoka County Property Tax

Administrator/Recorder/Registrar of Titles

JMD, Deputy

Record ID: 4137278





# CERTIFICATE OF OCCUPANCY

City of Ramsey  
Department of Building Inspection

RA037048-02

*This certificate issued pursuant to the requirements of Minnesota Rules Chapter 1300.0220 of the International Building Code certifying that at the time of issuance this structure was in compliance with the various ordinances of the City regulated building construction or use. For the following:*

Business Name: Affinity at Ramsey Permit Number: RA037048

Construction Types: Type IA Type V A Zoning: 2015 MSBC

Occupancy Groups: A-3 R-2 Building Address: 14529 Willemite St NW

S-2 Building Owner: Affinity at Ramsey, LLC

Owner Address: 120 West Cataldo Avenue, Suite 100

Sprinkler System: Yes  
174 Unit Apartment Building.

*Aesse Sappalohi*  
Building Official

9/12/2019

Issued Date

**CC Regular Session**

**5. 11.**

**Meeting Date:** 11/12/2019

**By:** Sean Sullivan, Community Development

**Information**

**Title**

Adopt Resolution #19-276 Approving Release of Right of Re-Entry Agreement on Lot 6, Block 1, Harvest Estates Second Addition

**Purpose/Background:**

Purpose: To release Lot 6, Block 1, Harvest Estates Second Addition from Right of Re-Entry Agreement  
Background: The City of Ramsey entered into a right or Re-Entry Agreement with Meadow Creek Builders, Inc. , recorded as document number 2226009.005 in the Anoka County Recorder's Office to ensure that the property would develop according to the approved site plan and within the approved project deadline. Meadow Creek Builders, Inc. is required to present a Certificate of Occupancy documenting the the project has been completed within the deadline. Meadow Creek Builders, Inc. has requested that the City release the property from the Right of Re-Entry Agreement.

**Notification:**

Notification is not required.

**Observations/Alternatives:**

The Developer is required to provide a Certificate of Occupancy before release will be signed. Staff has drafted a Release of Right of Entry Agreement that has been reviewed by the City Attorney. The attached release will satisfy the request by Meadow Creek Builders, Inc.

**Funding Source:**

This case is being handled as part of normal Staff duties.

**Recommendation:**

Staff recommends adoption of Resolution #19-276 Approving Release of Right of Re-Entry Agreement Lot 6, Block 1, Harvest Estates Second Addition; subject to City Attorney approval.

**Action:**

Motion to adopt Resolution #19-276 Approving Release of Right of Re-Entry Agreement Lot 6, Block 1, Harvest Estates Second Addition; subject to City Attorney approval.

**Attachments**

- Resolution #19-276
- Release of Right of Re-Entry Agreement
- Recorded Right of Re-Entry Agreement

**Form Review**

**Inbox**  
Kurt Ulrich

**Reviewed By**  
Sean Sullivan

**Date**  
11/07/2019 11:54 AM

Sean Sullivan (Originator)  
Tim Gladhill  
Sean Sullivan (Originator)  
Kurt Ulrich  
Tim Gladhill  
Kurt Ulrich  
Form Started By: Sean Sullivan  
Final Approval Date: 11/07/2019

Sean Sullivan  
Sean Sullivan  
Sean Sullivan  
Kurt Ulrich  
Tim Gladhill  
Kurt Ulrich

11/07/2019 11:54 AM  
11/07/2019 11:55 AM  
11/07/2019 11:55 AM  
11/07/2019 12:29 PM  
11/07/2019 01:39 PM  
11/07/2019 04:03 PM  
Started On: 11/07/2019 10:54 AM

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

**CITY COUNCIL RESOLUTION #19-276**

**RESOLUTION APPROVING RELEASE OF RIGHT OF RE-ENTRY AGREEMENT ON  
LOT 6, BLOCK 1, HARVEST ESTATES SECOND ADDITION**

**WHEREAS**, the City of Ramsey (the “City”), entered into a Right of Re-Entry Agreement with Meadow Creek Builders, Inc. (the “Developer”) filed in the Anoka County Recorder’s Office as document number 2226009.005 (the “Agreement”); and

**WHEREAS**, the Agreement required the Builder to complete the construction of five homes according to the approved site plan specifications by December 31, 2020; and

**WHEREAS**, the Developer is required to provide the City of Ramsey with a Certificate of Occupancy documenting the completion of construction on Lot 6, Block 1, Harvest Estates Second Addition prior to the December 31, 2020 deadline; and

**WHEREAS**, the Developer has requested that the City release it from the Agreement.

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

- 1) That the City hereby authorizes the City Administrator and Mayor to sign the Release of Right of Re-Entry Agreement releasing Lot 6, Block 1, Harvest Estates Second Addition from document 2226009.005 upon issuance of a Certificate of Occupancy; 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:

None

and the following abstained:

None

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 12<sup>th</sup> day of November 2019.

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Mayor

ATTEST:

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City Clerk





2226009.005

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[Reserved for Recording Data]

**RIGHT OF RE-ENTRY AGREEMENT**

This Right of Re-entry Agreement is entered into on MAY 3, 2019, by and between the **City of Ramsey**, a Minnesota municipal corporation ("Seller"), and **Meadow Creek Builders, Inc.**, a Minnesota Corporation ("Buyer").

Recitals

- A. On MAY 3, 2019, Seller conveyed title of the following Property to Buyer:
- Lot 25, Block 1, Harvest Estates, Anoka County, Minnesota to be platted as: Lots 1-6, Block 1 and Lots 1-9, Block 2, Harvest Estates Second Addition, Anoka County, Minnesota
- B. Title to the Property was conveyed subject to Buyer fulfilling certain Conditions as set forth below.
- C. As indicated in the Purchase Agreement between the City of Ramsey and Meadow Creek Builders, Inc., dated December 12, 2018, Section 29, it is the intent of the parties to create and set forth a right to impose a penalty or a right of re-entry in favor of Seller in the event Buyer fails to satisfy the Conditions.

Agreement

1. The recitals are incorporated herein as if fully set forth.
2. Seller shall have the right, but not the obligation, to either impose a penalty against the Property pursuant to Paragraph 3, or to re-enter and take possession of the

Property pursuant to Paragraph 4, in the event that any of the following Conditions are not satisfied by Buyer:

- a. Buyer must obtain certificates of occupancy for the construction of Five (5) single family homes pursuant to the following schedule:

Construction Deadline Schedule:

Two (2) certificates of occupancy by December 31, 2019

Three (3) certificates of occupancy by December 31, 2020

Once a certificate of occupancy is issued for a lot comprising part of the Property, the Right of Re-Entry shall automatically be released by the Seller as to such lot.

3. Seller may impose a separate penalty of \$20,000.00 against the Property if the certificate of occupancy is not obtained, for each of the 5 single family homes, pursuant to the deadline set forth above. The penalty is due upon written notice to Buyer from Seller of the failure to satisfy a contingency. In the event the penalty is not paid within 30 days of receipt of the notice, Seller may, but is not required to, certify the penalty to Anoka County as an assessment against the Property. Buyer waives any and all rights under Minnesota Statutes, chapter 429, and any other applicable law, including any right to notice of hearing and hearing, the right to object, and the right to appeal the assessment. Buyer further waives any requirements of the City Charter that may apply to said assessment.
4. As an alternative to imposition of a financial penalty and not in addition thereto, Seller may re-enter and take physical possession of the Property. Title to the Property shall be restored in Seller, and Buyer shall execute whatever documents and undertake whatever steps are necessary to establish and confirm Seller's fee simple interest in the Property free of any claims or encumbrances, including mechanic's liens.

The Seller agrees to waive the right to re-enter and take physical possession of the Property upon satisfactory completion and inspection by the Seller of the Stage I Improvements as follows:

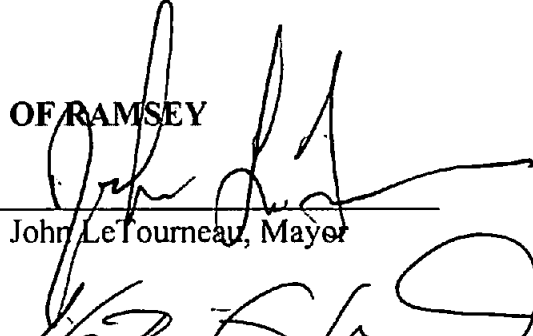
- a. Trunk and lateral sanitary sewer.
- b. Trunk and lateral water main.
- c. Storm drainage facilities (when specified).
- d. Stormwater maintenance through 90 percent buildout.
- e. Streets (excluding the final bituminous lift)
- f. Concrete curb and gutter (urban).
- g. Street traffic control signals.
- h. Lot grading.
- i. Trail development.
- j. Sidewalks.

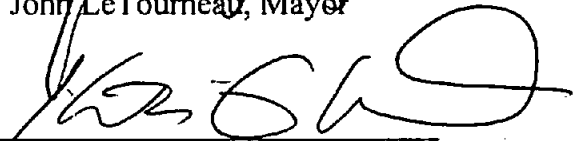
- k. Electricity (within one-fourth mile).
- l. Phone (within one-fourth mile).
- m. Natural gas (within one-fourth mile).
- n. Boulevard sodding.
- o. Water shut off boxes.
- p. Landscaping

(the "Stage I Improvements").

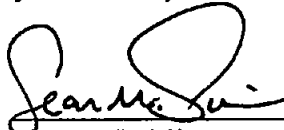
5. Upon satisfaction of the terms set forth in Section 4 above, the right of re-entry only set forth in Section 4 herein shall be released in a recordable writing executed by the Seller's Mayor and City Administrator.
6. This document constitutes the entire Right of Re-entry Agreement between the parties. Any modifications or amendments to this Agreement must be in writing and signed by both parties.

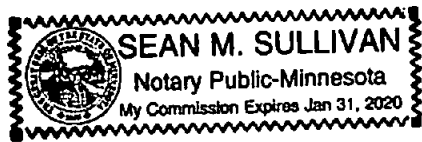
**CITY OF RAMSEY**

By:   
John LeTourneau, Mayor

By:   
Kurtis G. Ulrich, City Administrator

This instrument was acknowledged before me on April 26, 2019,  
by John LeTourneau and Kurtis G. Ulrich as Mayor and City Administrator, respectively,  
of the City of Ramsey, Minnesota.

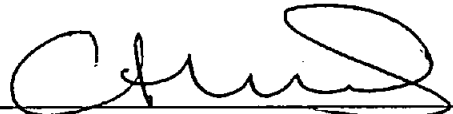
  
Notary Public

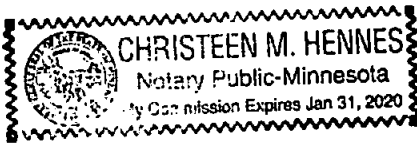


**BUYER: Meadow Creek Builders, Inc., a Minnesota Corporation.**

By:   
Michael D. Pomerleau, Vice President

This instrument was acknowledged before me on May 3, 2019,  
by Michael D. Pomerleau, Vice President of Meadow Creek Builders, Inc., a Minnesota  
Corporation.

  
Notary Public



This document drafted by:  
City of Ramsey  
7550 Sunwood Drive NW  
Ramsey, MN 55303

This document reviewed by:  
Ratwik, Roszak & Maloney, P.A.  
730 Second Ave. S., Suite 300  
Minneapolis, MN 55402

ANOKA COUNTY MINNESOTA

Document No.: 2226009.005 ABSTRACT

I hereby certify that the within instrument was filed in  
this office for record on: 05/03/2019 11:21:00 AM

Fees/Taxes In the Amount of \$46.00

JONELL M. SAWYER

Anoka County Property Tax

Administrator/Recorder/Registrar of Titles

MDT, Deputy

Record ID: 4198690

Meeting Date: 11/12/2019

By: Katie Schmidt, Administrative Services

**Information**

**Title**

Adopt Resolution #19-259 to Hire Temporary On-call Snow Plow Drivers

**Purpose/Background:**

The purpose of this case is to seek City Council approval to hire Temporary On-call Snow Plow Drivers for the Public Works Department.

The process to fill these positions includes an open competitive recruitment, interviews, background checks, pre-employment testing, City Council approval to hire and on-boarding. As a result, staff selected Mr. Gerald Byykkonen, Mr. Keith Noreen, Mr. Thomas Pagel, Mr. Joshua Steck, and Mr. Thomas Petrich.

**Funding Source:**

The funding required to fill the Temporary On-call Snow Plow Drivers is included in the 2019 / 2020 budget.

**Recommendation:**

Staff recommends hiring the following Temporary On-call Snow Plow Drivers: Mr. Gerald Byykkonen, Mr. Keith Noreen, Mr. Thomas Pagel, Mr. Joshua Steck, and Mr. Thomas Petrich.

**Action:**

Motion to adopt resolution #19-259 hiring the following Temporary On-call Snow Plow Drivers: Mr. Gerald Byykkonen, Mr. Keith Noreen, Mr. Thomas Pagel, Mr. Joshua Steck, and Mr. Thomas Petrich at \$13.00 per hour, effective on or near October 24, 2019.

**Attachments**

Resolution #19-259

**Form Review**

**Inbox**

Colleen Lasher

Kurt Ulrich

Form Started By: Katie Schmidt

Final Approval Date: 11/07/2019

**Reviewed By**

Colleen Lasher

Kurt Ulrich

**Date**

11/01/2019 09:14 AM

11/07/2019 12:07 PM

Started On: 10/28/2019 11:18 AM

Councilmember introduced the following resolution and moved for its adoption:

**RESOLUTION #19-259**

**RESOLUTION HIRING TEMPORARY ON-CALL SNOW PLOW DRIVERS**

**WHEREAS**, annually the City employs Temporary On-call Snow Plow Drivers to provide general maintenance of public streets, parking lots, and any other municipal related facilities and/or equipment including snow plowing of public streets, trails, and walks, and

**WHEREAS**, Temporary On-call Snow Plow Drivers are not required to hold a Commercial Driver's License as they are not driving a commercial vehicle; and

**WHEREAS**, Staff conducted the annual hiring processed selected qualified candidates to fill the vacancies; and

**WHEREAS**, the candidates have passed the pre-employment screening process; and

**WHEREAS**, Staff recommends hiring Mr. Gerald Byykkonen; Mr. Keith Noreen; Mr. Thomas Pagel; Mr. Joshua Steck; and Mr. Thomas Petrich at \$13.00 per hour, effective on October 24, 2019.

**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 #19-259 to hire the following:  
Mr. Gerald Byykkonen; Mr. Keith Noreen; Mr. Thomas Page; Mr. Joshua Steck; and Mr. Thomas Petrich at \$13.00 per hours, effective on October 24, 2019.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 12<sup>th</sup> day of November, 2019.

---

Mayor

**ATTEST:**

---

City Clerk

Meeting Date: 11/12/2019

By: Colleen Lasher, Administrative Services

**Information**

**Title**

Adopt Resolution #19-268 Hiring a Temporary Part-time Building Maintenance Worker

**Purpose/Background:**

At a recent City Council work session, staff alerted the City Council of an upcoming temporary absence in Building Maintenance due to a staff member’s leave of absence. The City Council, by consensus, directed staff to conduct a recruitment to fill the temporary position. At this time, staff have selected a qualified candidate. The candidate passed the pre-employment screenings. Staff recommends hiring the Temporary Part-time Building Maintenance Worker in the Public Works Department.

As discussed previously, staffing in this area is already quite lean and the timing of the leave falls within a busy time of year with snow removal duties and the Ward 3 election, in addition to the normal workload.

The job description is attached.

**Funding Source:**

The funding to fill this temporary position is included in budget.

**Recommendation:**

Staff recommends adopting resolution #19-268.

**Action:**

Motion to adopt resolution #19-268 to hire Steve Ecoff, as a temporary part-time building maintenance worker, effective on or near November 4, 2019 at \$15.00 per hour, for approximately twenty-five hours per week for approximately ten to twelve weeks.

**Attachments**

Resolution 19-268

Job Desc.

**Form Review**

**Inbox**

Kurt Ulrich

Form Started By: Colleen Lasher

Final Approval Date: 11/07/2019

**Reviewed By**

Kurt Ulrich

**Date**

11/07/2019 12:21 PM

Started On: 11/01/2019 01:20 PM

Councilmember     introduced the following resolution and moved for its adoption:

**RESOLUTION #19-268**

**RESOLUTION HIRING A TEMPORARY PART-TIME BUILDING MAINTENANCE WORKER**

**WHEREAS**, Staff alerted the City Council of an upcoming temporary absence in Building Maintenance due to a staff member’s leave of absence; and

**WHEREAS**, Staff selected a qualified candidate; and

**WHEREAS**, the candidate has passed the pre-employment screenings; and

**WHEREAS**, Staff recommends hiring the Temporary Part-time Building Maintenance Worker in the Public Works Department.

**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 #19-268 to hire the following employee on or near the date listed below:

Temporary Part-time Building Maintenance Worker: Steve Ecoff, effective on or near November 4, 2019 at \$15.00 per hour, and approximately twenty-five hours per week for approximately ten to twelve weeks.

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 12<sup>th</sup> day of November, 2019.

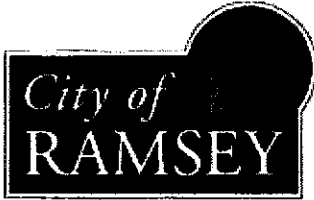
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Mayor

**ATTEST:**

---

City Clerk



# Temporary Part-time Building Maintenance Worker

Class Code:  
16003

Bargaining Unit: None

CITY OF RAMSEY  
Established Date: Oct 9, 2019  
Revision Date: Oct 9, 2019

## SALARY RANGE

\$15.00 Hourly

### PRIMARY OBJECTIVE OF POSITION:

The primary objective of this position is to assist in maintaining city facilities including, but not limited to; buildings, offices, meeting rooms, equipment and grounds of the Ramsey Municipal Center, Fire Stations, City Parks, Public Works, and the Municipal Parking Facility.

This is a temporary part-time non union position working approximately twenty-five (25) hours per week, Monday through Friday between the hours of 7:00 a.m. and 12:00 p.m. (noon). There is no guaranty of further employment. The duration of the job is ten to twelve weeks, approximately.

### MINIMUM QUALIFICATIONS:

The successful applicant must possess the following minimum qualifications:

- Must be at least 18 years old
- Must possess a high school diploma or equivalent (GED)
- Must have a valid MN driver's license with a good driving record
- Must pass a criminal history check and driver's license check
- Must pass a pre-employment drug screen
- Must have the ability to finish work in a timely and efficient manner

Desired Qualifications include, but are not required:

- Ability to work alternative hours, as requested
- Previous experience working for a municipality, county or state

- Previous paid professional janitorial experience
- Previous paid professional snow removal experience and experience with snow removal equipment
- Experience in small appliance maintenance
- Experience in general vehicle repair and maintenance

## **ESSENTIAL JOB FUNCTIONS:**

- Perform janitorial services
- Monitor and perform light maintenance on utility systems
- Run errands
- Set-up and clean-up for meetings
- Perform basic building and equipment repairs
- Assist City Clerk with management of elections equipment
- Perform Fleet Maintenance
- Perform a wide range of tasks at the verbal or written direction (within the ability and resources of the Building Maintenance Worker) from the Building Maintenance Supervisor or his/her designee

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to understand and follow verbal instructions and communicate in English
- Ability to work independently with limited supervision
- Ability to transport oneself to and around the work site
- Ability to perform routine vehicle and equipment repair
- Ability to maintain accurate records
- Ability to maintain effective working relationships with supervisors, staff and residents

## **JOB ACTIVITY REQUIREMENTS:**

The following are the physical activities that are associated with this position:

- Standing
- Walking
- Lifting
- Pushing/Pulling
- Carrying
- Climbing
- Kneeling

- Crawling
- Crouching
- Bending at waist
- Reaching
- Handling Objects
- Use of Arm Muscles over Extended Periods
- Use of Leg Muscles over Extended Periods

The job requires employees to be able to lift and carry 60 pounds.

The following are the working conditions of the position:

- Working Outdoors
- Working Indoors
- Operating dangerous equipment
- Operating motor vehicles
- Working with chemicals
- Working near fumes and vapors
- Driving a City vehicle or personal vehicle
- Driving is an essential function of this job

**Meeting Date:** 11/12/2019

**Submitted For:** Grant Riemer, Engineering/Public Works

**By:** MaryJo Warner, Engineering/Public Works

---

### Information

#### Title

Report from Public Works Committee.

The Public Works Committee held its regular meeting on October 15, 2019 and discussed the following cases:

1. Correction Regarding Water Efficiency Grant Program: Consensus of the Committee that the City should continue with its application to the Metropolitan Council for the Water Efficiency Program. The Committee consensus was that the City should continue with its grant application to the Metropolitan Council for the Water Efficiency Program, and that there is no need for Staff to bring this information back to a regular Council meeting at this time, but instead simply provide an email update to the other members of the City Council, with the understanding that the full Council will need to accept the grant if awarded.

#### Purpose/Background:

1. Correction Regarding Water Efficiency Grant Program: City Engineer Westby stated that on September 24, 2019, the Ramsey City Council approved submitting an application to the Metropolitan Council by September 30<sup>th</sup> for a grant up to \$50,000 to help the City conserve water by lowering the cost for residents to purchase and install products that reduce water use including toilets, irrigation sprinklers and controllers, and to perform irrigation system audits. During the City Council meeting, Councilmember Kuzma asked staff if this grant program would be open to all residents, regardless if they were served by City water or a private well. City Engineer Westby responded that the program would be open to all residents. Since such time, staff has learned that only property owners using municipal water would be eligible for the program. During the Council meeting, Councilmember Musgrove asked staff what the City's maximum cost share would be. City Engineer Westby responded that the City's maximum cost share would be \$12,500, which is 25 percent of \$50,000. However, the City's maximum cost share would actually be \$16,666.67, which is 33.3 percent of \$50,000. Staff applied for the grant funding before the end of September as required. However, staff is now seeking input from the Committee as to whether the City Council may have voted differently on September 24<sup>th</sup> upon knowing that the program is only open to municipal water users and that the maximum share for the City would be \$16,666.67 instead of \$12,500. Motion for City Council to ratify the consensus of the Committee that the City should continue with its application to the Metropolitan Council for the Water Efficiency Program. The Committee consensus was that the City should continue with its grant application to the Metropolitan Council for the Water Efficiency Program, and that there is no need for Staff to bring this information back to a regular Council meeting at this time, but instead simply provide an email update to the other members of the City Council, with the understanding that the full Council will need to accept the grant if awarded.

#### Recommendation:

1. Motion for City Council to ratify the Consensus of the Committee that the City should continue with its grant application to the Metropolitan Council for the Water Efficiency Program, and that there is no need for Staff to bring this information back to a regular Council meeting at this time, but instead simply provide an email update to the other members of the City Council, with the understanding that the full Council will need to accept the grant if awarded.

#### Action:

Motion for City Council to ratify the recommendation of the Public Works Committee as follows:

1. Motion for City Council to ratify the Consensus of the Committee that the City should continue with its grant application to the Metropolitan Council for the Water Efficiency Program, and that there is no need for Staff to bring this information back to a regular Council meeting at this time, but instead simply provide an email update to the other members of the City Council, with the understanding that the full Council will need to accept the grant if awarded.

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### Attachments

### Agenda

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### Form Review

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Bruce Westby	Bruce Westby	11/06/2019 11:18 AM
Grant Riemer	MaryJo Warner	11/06/2019 01:33 PM
Kurt Ulrich	Kurt Ulrich	11/07/2019 12:15 PM
Form Started By: MaryJo Warner		Started On: 10/31/2019 01:17 PM
Final Approval Date: 11/07/2019		

**City of Ramsey**  
**Agenda**  
**Public Works Committee**  
**Tuesday, October 15, 2019**  
**5:30 pm**  
**Lake Itasca Room, 7550 Sunwood Drive NW**

1. **Call to Order**
2. **Citizen Input**
3. **Approve Agenda**
4. **Approve Minutes**
  1. Approve the following meeting minutes.
    1. Public Works Committee meeting dated September 17, 2019.
5. **Committee Business**
6. **Committee/Staff Input**
  1. Correction Regarding Water Efficiency Grant Program
  2. Staff Update on New Retainage Requirements for City Construction Contracts
  3. Staff Updates on Improvement Projects and Items of Interest
  4. Review Future Topics Calendar
7. **Adjournment**

**Public Works Committee**

4. 1.

**Meeting Date:** 10/15/2019

**Submitted For:** Grant Riemer, Engineering/Public Works

**By:** MaryJo Warner, Engineering/Public Works

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**Title:**

Approve the following meeting minutes.

1. Public Works Committee meeting dated September 17, 2019.

**Purpose/Background:**

Purpose: To review and approve meeting minutes.

Background: Attached are the meeting minutes for review.

**Timeframe:**

5 minutes.

**Observations/Alternatives:**

n/a

**Funding Source:**

n/a

**Recommendation:**

To review and approve meeting minutes dated September 17, 2019.

**Action:**

Motion to approve meeting minutes dated September 17, 2019.

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**Attachments**

Minutes

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Grant Riemer	Grant Riemer	10/09/2019 10:04 AM
Kurt Ulrich	Kurt Ulrich	10/10/2019 02:57 PM
Form Started By: MaryJo Warner		Started On: 10/09/2019 09:28 AM
Final Approval Date: 10/10/2019		

**PUBLIC WORKS COMMITTEE  
CITY OF RAMSEY  
ANOKA COUNTY  
STATE OF MINNESOTA**

The Public Works Committee conducted a regular meeting on Tuesday, September 17, 2019, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present:     Chairperson Mark Kuzma  
                            Councilmember Nadine Heinrich  
                            Councilmember Chris Riley

Also Present:         Public Works Superintendent Grant Riemer  
                            City Engineer Bruce Westby  
                            Police Chief Jeff Katers

**1.     CALL TO ORDER**

Chairperson Kuzma called the regular meeting of the Public Works Committee to order at 5:30 p.m.

**2.     CITIZEN INPUT**

Bruce King, Alpine Acres Board member, stated that he has received a fair amount of inquiries about lowering the speed limit. He referred to the newly adopted State law which allows speed limits to be reduced to 25 mph and asked that the City reduce the speed limit. He noted that in the past the speed trailer was used to deter speeding vehicles, but the speeding just continues once the speed trailer is removed. He requested that the 25-mph speed limit be enacted within Alpine Acres. He confirmed that the spur streets are privately maintained, but there are City streets as well.

Councilmember Riley noted that if the change is made it would need to be enacted city wide and asked if the resident would also support that.

Mr. King stated that his concern is specific to Alpine Acres.

Chairperson Kuzma stated that patrol activity could be increased within the development in attempt to slow the speed of traffic.

Councilmember Riley stated that the people that are speeding are the people within that development and therefore it would be helpful for the homeowners' association to assist in policing that activity.

Mr. King agreed but noted that residents would not respond the same to the Association Board as they would to the City.

**3.     APPROVE AGENDA**

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

Motion carried. Voting Yes: Chairperson Kuzma, Councilmembers Riley and Heinrich. Voting No: None.

#### **4. APPROVE MINUTES**

##### **4.01: Approve July 16, 2019, Meeting Minutes**

Motion by Councilmember Heinrich, seconded by Councilmember Riley, to approve the following minutes:

Regular Meeting Minutes dated July 16, 2019

Motion carried. Voting Yes: Chairperson Kuzma, Councilmembers Heinrich and Riley. Voting No: None.

#### **5. COMMITTEE BUSINESS**

##### **5.01: Consider Lowering Speed Limit on Residential Roads**

Public Works Superintendent Riemer stated that the current speed limit on residential roads is 30 mph. In the past this speed limit was set by the Commissioner of Transportation at MnDOT. Earlier this spring the State Legislature passed a law allowing the local road authority the ability to lower the speed limit on residential roads to 25 mph, if they so choose. A residential roadway is not defined to include all city streets in an area zoned exclusively for housing and are not collector or arterial streets. The change in definition of a residential roadway expands the ability of cities to designate such streets at 25 mph, pursuant to Minnesota Statutes, Section 169.14, Subdivision 2(7). Changing the speed limit on such a street no longer requires a traffic study by MnDOT, nor does it require an engineer analysis by the City. Cities may simply adopt the 25-mph speed limit by Council action, provided the roadway meets the new definition. After speaking with the City Attorney, he advised that any Council action to change the speed limits must be done by Ordinance, because only Ordinances are enforceable by law.

Public Works Superintendent Riemer stated that City staff receives numerous phone calls from residents with concerns about motorists that they feel are speeding in their neighborhoods. Staff from Public Works, Engineering, and the Police Department have discussed the issue and feel, if the City is able to change the speed limit on residential streets, it must be consistent city wide. Staff's reasoning is the cost of the additional signage would be prohibitive and enforcement for the PD would be difficult at best, if the speed limit changed from road section to road section.

Public Works Superintendent Riemer stated that staff does not have a strong recommendation on this issue and can support either speed limit that the Committee and ultimately Council decides

upon. There will be a fairly substantial labor component switching the speed limit signs over though and provided an estimated cost of \$27,000.

Councilmember Heinrich asked if the estimated cost would include the labor and materials.

Public Works Superintendent Riemer confirmed that cost would include both labor and materials. He noted that cost does not include neighborhood signs and therefore is just a rough estimate.

Councilmember Heinrich asked if the change in speed limits would increase the number of speed limit signs.

Public Works Superintendent Riemer confirmed that there would be an increase in signs as signs would be required within neighborhoods.

Police Chief Katers stated that staff discussed this topic and his position is that if the change is made it would be more effective, in terms of enforcement, if the change is made city wide. He explained that from a State point, drivers are taught that if an area is unmarked in a residential setting, the speed limit would be 30 mph, therefore additional neighborhood signs would be required. He noted that if the change is made there would need to be a focus on signage, education and enforcement. He stated that any reduction in speed could reduce potential injuries but asked the threshold that people are willing to accept. He stated that he does not have a strong opinion but in terms of enforcement, if a change is made, he would like it to remain consistent throughout Ramsey.

Councilmember Riley stated that he agrees that the entire City should remain consistent, where it is left at 30 or changed to 25 mph and confirmed the consensus of the Committee.

Chairperson Kuzma stated that it would seem difficult to change the speed limit city wide and did not believe there would be much difference between 25 mph and 30 mph. He stated that he is not in support of changing the speed limit and believed the associated cost to not be worth the benefit.

Councilmember Heinrich asked if there is any information on studies done in other communities that have lowered the speed limit.

Police Chief Katers replied that there have been a few studies but noted that this is all fairly new. He stated that the Minneapolis City Council reviewed this same action and believed that any decision should be delayed for at least one year. He stated that the limited area he researched, when the speed limit is dropped from 30 mph to 25 mph, there has been no significant change in the speed of the drivers.

Councilmember Riley stated that he has heard a lot of complaints related to speed and has always believed that 30 mph is too fast on purely residential streets. He stated that if it is going to be done, it should be applied consistently on all City streets. He noted that it appears that Public Works has already been to think about how this could strategically be done. He stated that he would be interested in this but would want to determine an effective date that would work cohesively with the schedule of Public Works staff. He noted that there are multiple outlets for

education of the public. He stated that he would be in favor of lowering the speed limit on residential roads to 25 mph.

Public Works Superintendent Riemer asked the allowed lag time after the adoption of an Ordinance.

Councilmember Riley acknowledged that two readings are required for an Ordinance but believed that an effective date of choice could be selected.

Chairperson Kuzma asked how this would be funded if approved.

Public Works Superintendent Riemer stated that the majority of cost would be labor. He stated that the activity would most likely need to be delayed until after January 1<sup>st</sup> in order to utilize the new 2020 budget.

Councilmember Heinrich stated that she has also received concerns from residents related to speed. She agreed that when walking through a neighborhood a vehicle traveling at 30 mph can feel high. She believed that lowering the speed limit to 25 mph would be difficult in terms of enforcement as people believe that the State standard for residential roads is 30 mph. She believed that there would be multiple challenges in implementing this change and was unsure Ramsey would be 100 percent ready for this change. She stated that perhaps the entire Council could be engaged on the topic in order to receive additional feedback.

Chairperson Kuzma stated that he would like to wait and see how it goes in other cities that enact the lower speed limit. He stated that if the change does not work, that additional cost was spent for nothing. He did not believe that signs would slow traffic down. He recommended that the City wait for the time being to review whether the change is effective in other communities.

Motion by Councilmember Riley to direct staff to begin developing a draft Ordinance to lower the speed limit to 25 mph on all residential streets.

Motion died for lack of second.

Public Works Superintendent Riemer noted that the League of Minnesota Cities is currently working on a guidance policy on this topic that could be helpful.

The Committee directed staff to bring the topic back for consideration in six months.

#### **5.02: Recommend City Council Approval of Funding Program for Variolite Street Reconstruction, Improvement Project #20-01**

City Engineer Westby stated that the 2.24-mile segment of Variolite Street between Alpine Drive and 173<sup>rd</sup> Avenue is proposed to be reconstructed in 2020. The pavement on this segment of Variolite Street is in poor condition. Only 13 properties have direct access on this segment of the street and therefore receive special benefit from the proposed improvements and could therefore

be assessed a portion of the cost. The estimated project cost for reconstructing this segment of Variolite Street is \$2,643,600, of which \$315,3330 is estimated to be funded through Stormwater Funds. This leaves an estimated \$2,328,270 unfunded. Municipal State Aid System funds are available to pay for the reconstruction of Variolite Street in 2020 since Variolite Street is an MSA route. In addition, approximately \$203,000 is available from the unexpended street reconstruction fund as recently discussed.

City Engineer Westby stated that from 2015 through 2019, street reconstruction and overlay project funding programs included levying special assessments against benefiting properties to cover up to 25 percent of eligible project costs in compliance with applicable provisions of the City Charter, the City's adopted Special Assessments Policy, and Minnesota Statute Chapter 429. When special assessments pays for a portion of the project costs, the first step in the project development process is to request Council authorization to prepare a Feasibility Report. The Feasibility Report explores numerous aspects of the proposed improvements including whether they are feasible, necessary and cost-effective, and whether they should be completed alone or in conjunction with other improvements. Estimated project costs and a project funding program are also developed in greater detail than what was used to estimate costs and funding sources for the Capital Improvement Program. A preliminary project schedule is also developed within the Feasibility Report. Over the last five years, staff have typically started to develop street reconstruction and overlay projects for the following year in July or August, based on workload and scope of the projects. This is because special assessments were used to pay for a portion of the project costs. Later that fall staff requests City Council acceptance of the Feasibility Report and authorization to prepare plans and specifications. Plans are then approved during the winter and the project is bid over the winter so construction can begin in the spring.

City Engineer Westby stated that the City does not currently have an adopted five-year Street Reconstruction and Overlay Program identifying projects that are eligible for bonding to allow the use of special assessments to pay for a portion of the project costs. However, the City's adopted Special Assessments Policy is still valid and can be used to guide the City in applying special assessments to street reconstruction and overlay projects when bonding is not needed. On July 16, 2019, the Public Works Committee provided consensus direction for staff to proceed on development of the Variolite Street reconstruction project for 2020. However, during that meeting it was discussed that the Committee would consider whether special assessments should be used to pay for a portion of the project costs at a later date. On September 10, 2019, staff received City Council authorization for Hakanson Anderson to complete topographic survey work, and for Northern Technologies, Inc. to prepare a geotechnical report, including the completion of 61 soil borings and pavement corings.

City Engineer Westby stated that staff is now requesting that the Public Works Committee discuss whether special assessment should be used to pay for a portion of the project costs, and then provide a recommendation to the City Council on whether special assessments should be part of the funding program, and, if so, in what amount. If assessments are to be included in the funding program for this project, staff will need to start working on the Feasibility Report as soon as possible.

City Engineer Westby stated that staff recommends the following funding program for this project:

- Municipal State Aid (MSA) funds – MSA funds are proposed to pay for the majority of project costs and will pay for the portion of project costs ultimately proposed to be recovered from special assessment payments.
- Stormwater Management/Utility Funds – SWM/SWU funds are proposed to pay for all stormwater related project costs using a 50/50 split.
- Special Assessments – Assessments are proposed to be levied at a flat rate of \$5,000 per benefiting property.

Councilmember Riley referenced the Feasibility Study, which is only required if properties are to be assessed. He asked and received confirmation that the assessment process adds about five percent to the total project cost. He compared the cost to follow the assessment process to the proposed amount of assessments that would be collected. He noted that while he appreciates the desire to be fair, using assessments would increase the cost of the project by more than the amount that would be collected in assessments. He commented that this is also a collector roadway traveled by thousands of vehicles and only 13 properties would be assessed. He stated that this is an example of a bad road to use assessments on and would not support that option.

Chairperson Kuzma asked for details on the costs involved in the assessment process.

City Engineer Westby reviewed the different elements that are required for a project involving assessments, noting that a Feasibility Report is only part of that cost. He commented that there is value in at least a light version of a Feasibility Report, whether or not assessments are involved.

Councilmember Heinrich asked if other MSA road projects have included assessments or only use of MSA funds.

City Engineer Westby stated Andrie Street, Alpine Drive and Sunwood Drive are examples of MSA streets that were recently reconstructed, and commented that those properties were assessed.

Chairperson Kuzma commented that the policy has been to assess the properties and therefore he believes that the properties should be assessed in the amount of \$5,000. He stated that if the policy needs to be changed, it should be changed as a whole.

Councilmember Riley noted that there would be an additional cost of \$65,000 above the amount collected through the assessments just to follow the assessment process.

Chairperson Kuzma stated that differing from the set policy would set precedent.

Councilmember Riley stated that he would want to discuss changing the policy of the City to not assess when it does not make financial sense.

Chairperson Kuzma agreed that there should be additional discussion by the full Council.

Councilmember Riley stated that the City has never assessed for a lesser amount than was required to follow the assessment policy and therefore this would financially not make sense.

City Engineer Westby stated that since the assessment policy was put into place there really has not been discussion related to changing the policy. He agreed that it would be reasonable to consider and discuss whether the policy should be followed when it would not make financial sense to follow the assessment policy. He stated that perhaps assessments should not be required when the total amount assessed would be less than five to ten percent of eligible project costs. He explained that the City would not complete this project with bonding money as it would not make sense to assess 13 properties 25 percent of this project cost.

Councilmember Riley stated that it would not make sense to follow this policy in this instance as it would cause the City to incur more cost than would be collected. He stated that this simply highlights additional problems with the assessment process. He stated that he would support not assessing for this project and in conjunction recommending that the policy be changed that the assessment policy not be followed when it does not make financial sense.

Councilmember Heinrich stated that she would be interested in looking at the assessment process in more depth. She commented that this is a unique situation where the same amount incurred to follow the process would not be collected back through assessment.

Councilmember Riley stated that this project is needed and there is an available funding mechanism, it simply would not make sense to follow a rule when it would cost more than would be collected.

Motion by Councilmember Riley, seconded by Councilmember Heinrich, to recommend City Council approval of a funding program for the Variolite Street Reconstruction project, Improvement Project #20-01, not including special assessment, and to consider amending the assessment policy to provide flexibility in cases where it would not make financial sense.

Motion carried. Voting Yes: Chairperson Kuzma, Councilmembers Riley and Heinrich. Voting No: None.

### **5.03: Recommend City Council Approval of Ramsey Town Center 9<sup>th</sup> Addition Pond Lining Improvements, Improvement Project #19-06**

City Engineer Westby stated that two unlined stormwater ponds were constructed as part of the Ramsey Town Center (RTC) 9<sup>th</sup> Addition in the early 2000's. However, the developer walked away from RTC 9<sup>th</sup> Addition before it was completed. CentraHomes is currently completing this private residential development. Based on current stormwater management and wellhead protection standards, infiltration of stormwater is prohibited in Wellhead Protection Areas, which encompasses all of RTC 9<sup>th</sup> Addition, including the two ponds. Staff is therefore proposing to line the two ponds in RTC 9<sup>th</sup> Addition to prevent infiltration.

City Engineer Westby stated that while CentraHomes was developing their plans, staff asked what their costs would be to line the ponds in hopes of executing a reimbursement agreement with them to complete the work all at one time. In order for CentraHomes to obtain quotes, they needed plans for the pond lining improvements. City staff developed the plans and provided them to CentraHomes. Unfortunately, their quotes were significantly higher than the engineer's estimate

developed in-house based on the plans prepared in-house. Staff would like to bid the project this fall/winter in hopes of receiving better bids based on the time of year. He noted that lining the ponds will protect the source aquifer for the City's municipal water supply system. The engineer's estimate of project costs for the improvements is \$85,000. Project costs are proposed to be split evenly between Stormwater Management and Stormwater Utility Funds.

Councilmember Riley stated that this is planned as two ponds and asked if there is a need for two ponds.

City Engineer Westby explained that the current configuration of the pond is two separate ponds, which would not change, but this would be completed as one project. He explained that the intent is simply to line the existing ponds. He stated that filling the ponds was also investigated as an option but was shown to be much more costly than lining the ponds.

Councilmember Riley asked if this would turn into a maintenance problem in the future since this is not providing water treatment. He asked if the water could become stagnant and develop a bad odor.

City Engineer Westby stated that water will flow through the ponds, similar to other ponds in the City, and will therefore perform similarly to other ponds.

Councilmember Riley stated that this appears to be a situation where this should have been a developer responsibility and escrow would have covered the expense, but the escrow was expended, and the developer walked away, therefore this became a City problem.

City Engineer Westby confirmed that information and noted that stormwater funds would be used for the project.

Motion by Councilmember Heinrich, seconded by Councilmember Riley, to recommend City Council approval of Ramsey Town Center 9<sup>th</sup> Addition Pond Lining Improvements, Improvement Project #19-06.

Motion carried. Voting Yes: Chairperson Kuzma, Councilmembers Heinrich and Riley. Voting No: None.

Councilmember Riley asked if the City is being cautious in the inspection of infrastructure, specifically streets, knowing that this project has sat in disrepair for so long.

City Engineer Westby replied that these are private streets and will remain as private streets.

**5.04: Recommend City Council Approval of Germanium Street Drainage Improvements, Improvement Project #19-09**

City Engineer Westby stated that staff is still working on the details of this project, but it is not yet to the point where it could move forward and asked that the case be tabled to 2020.

Motion by Councilmember Riley, seconded by Councilmember Heinrich, to table the Germanium Street Drainage Improvements, Improvement Project #19-09.

Motion carried. Voting Yes: Chairperson Kuzma, Councilmembers Riley and Heinrich. Voting No: None.

**5.05: Recommend City Council Approval of Hedgehog Street Drainage Improvements, Improvement Project #19-10**

City Engineer Westby stated that the property owner at 15639 Hedgehog Street informed staff in 2018 that stormwater runoff from Hedgehog Street and 156<sup>th</sup> Lane NW runs through a ditch on their property but lately the runoff is extending outside the easement area to within about 10 feet of their back door. The property owner inquired what the City could do to help prevent stormwater runoff from ponding in their backyard. City staff collected topographic survey data in late 2018 and early 2019 and is not preparing draft plans, specifications and cost estimates for a drainage improvement project that includes re-grading the existing ditch swale along the south property line of 15639 Hedgehog Street, directly across from 156<sup>th</sup> Lane NW. The ditch and proposed grading improvements are located within an existing drainage easement that fronts several properties in the area. The City will not need to acquire easements to complete this work.

City Engineer Westby stated that staff is proposing to bid the project this fall/winter in hopes of receiving better bids based on the time of year and based on bidding numerous projects at the same time. Staff plans to request City Council approval of plans and specifications and authorization to advertise for bids on September 24<sup>th</sup>. Construction is proposed to be substantially complete this fall or winter and complete by June 30, 2020.

Councilmember Riley stated that there are several people that have water or wet basements that have never experience that before. He expressed concern that the City would be fixing something that may not be a big problem but agreed that there should not be water in yards.

City Engineer Westby agreed that there have been many calls this year and staff has been reviewing the conditions and prioritizing issues, specifically where water is going off public right-of-way into private property. He noted Staff is working on numerous other drainage improvement projects that will be discussed with the Public Works Committee and City Council in the near future.

Motion by Councilmember Heinrich, seconded by Councilmember Riley, to recommend City Council approval of Hedgehog Street Drainage Improvements, Improvement Project #19-10.

Motion carried. Voting Yes: Chairperson Kuzma, Councilmembers Heinrich and Riley. Voting No: None.

**5.06: Recommend City Council Approval of Water Efficiency Grant Application**

City Engineer Westby reported that the Metropolitan Council is offering grants from \$2,000 to \$50,000 to municipal water suppliers to help increase water efficiency by lowering the cost for residents to purchase and install products that reduce water use including toilets, washing

machines, and irrigation sprinklers and controllers. Municipalities may use grant funds to fund rebates to residents who replace inefficient water-using devices with approved devices that use substantially less water, or for irrigation system audits. The Metropolitan Council administered a water efficiency grant program during the 2015-2017 biennium using \$500,000 from the Clean Water Fund, which yielded an estimated total savings of 52,000,000 gallons of water per year.

City Engineer Westby stated that this grant program requires that products be labeled by the U.S. Environmental Protection Agency's WaterSense program, or in the case of washing machines, by the U.S. Department of Energy's Energy Star program. Grant funds can only be used for appliance replacement, not for first time purchases for new developments. Municipalities are responsible for developing and operating their own rebate programs. The grant funds will cover 75 percent of program costs, with a require 25 percent local match of which residents must pay a portion of the cost for any device or water use audit they purchase. Grant applications will be accepted through September 30, 2019.

City Engineer Westby stated that the grant funding opportunity seems to be a perfect for the City of Ramsey for several reasons:

- The Environmental Policy Board's 2017-2019 Work Plan includes a tactic to extend the longevity of drinking water supply by reducing demand on groundwater and specifies as a key outcome, the development of incentives and/or programs to promote water conservation. If successful in obtaining the grant funds, the funds could be used to purchase smart controllers and/or soil moisture sensors that could be available for existing water customers that have older, in-ground irrigation systems without these technologies. The EPB discussed this grant program on August 19<sup>th</sup> and supported an application.
- This grant could help the City to significantly reduce peak demand on the municipal water supply system during summer months, which would allow the City to run fewer wells in the summer, thereby reducing manganese concentrations. This could also allow the City to delay or even omit the installation of new water supply wells in the future.
- The City partnered with the Metropolitan Council on its 2018 Water Efficiency Potential project. This partnership essentially focused on how Ramsey could maximize economic benefits from various residential-based water conservation efforts. Having just recently completed that project should help Ramsey score well on an application for the Water Efficiency Grant Program.
- City staff attended an informational workshop on this grant program at the end of August. If the Committee supports applying for this grant, staff would use what was learned at the workshop to develop the framework for an incentive and/or rebate program, which could then be presented to the City Council for authorization to submit the grant application and supporting information by September 30<sup>th</sup>.

City Engineer Westby noted that the required local match of 25 percent would come from the City's water enterprise fund, with a portion being reimbursed by payments from residents for any device or water use audit they purchase.

Chairperson Kuzma stated that anything the City can do to encourage saving water is a good thing.

Motion by Councilmember Riley, seconded by Councilmember Heinrich, to recommend that the City Council approve of a Water Efficiency Grant application in the amount of \$50,000.

Motion carried. Voting Yes: Chairperson Kuzma, Councilmembers Riley and Heinrich. Voting No: None.

## **6. COMMITTEE / STAFF INPUT**

### **6.01: Review Wellhead Protection Plan Part 2 Amendment**

City Engineer Westby stated that a draft copy of the City's Part 2 WHPP amendment was included in the case along with a copy of the cover letter as submitted to other local units of government for the purpose of soliciting public comment. He stated that a public hearing for this topic is scheduled for the September 24<sup>th</sup> City Council meeting and asked if the Committee has any questions on the information provided.

Councilmember Riley asked how different the City of Ramsey's Part 2 WHPP amendment is to other cities.

City Engineer Westby commented that the City of Ramsey's Part 2 Amendment is very similar but highlighted a few items that are specific to Ramsey.

### **6.02: Staff Updates on Improvement Projects and Items of Interest**

City Engineer Westby provided a brief update on City improvement projects, Anoka County improvement projects, MnDOT improvement projects, and other items of interest.

Councilmember Riley asked if there has been input from Anoka County regarding the ability to move the Alpine roundabout to occur sooner than planned.

City Engineer Westby replied that the County is currently looking at attempting to move that project and the Bunker Lake Boulevard intersection improvements up sooner. He noted that he will provide another update at the next meeting.

Councilmember Riley asked when the COR infiltration basin will be completed.

City Engineer Westby stated that project has been placed on hold at this time. He explained that there was much more topsoil compared to good fill material which caused challenges. He noted that an unexpected fiber optic line was also discovered which caused additional slowdowns to the project. He stated that the contractor is ready to come back to the site to continue excavation, but there is a delay with the fabricated concrete materials. He stated that staff is attempting to determine if the topsoil material could be used as fill on the future park site. He stated that staff is asking the Lower Rum River Water Management Organization to extend the deadline for the project to June 30, 2020.

### **6.03: Review Future Topics Calendar**

Councilmember Riley referenced items that have remained on the list for a long period of time.

City Engineer Westby acknowledged that some items have remained on the list for multiple years. He noted that development cases tend to take priority and push other cases back on the list.

Councilmember Heinrich asked if additional support is needed in the department in order to expedite cases more quickly.

City Engineer Westby stated that he now has a full-time administrative assistant that is able to provide support. He noted that because the building department is so busy, that employee is assisting to help keep that department on track as well. He noted that the development over the past two years has been very busy, which takes precedent over some of the lesser priority cases.

Councilmember Riley noted that the list includes two speed studies, Sunfish Lake Boulevard and Bunker Lake Boulevard, and asked for an update on the status of those studies.

City Engineer Westby explained that those are County roads and therefore the County makes the request to MnDOT for the studies. He stated that Anoka County has not received the results on either study as of yet.

Councilmember Riley stated that there have been speed concerns on Variolite and was concerned that there would be additional concerns once the road is reconstructed. He asked if anything could be done in conjunction with the project to mitigate the speed.

Public Works Superintendent Riemer stated that the crosswalk will also reappear as an issue with the project.

Councilmember Riley stated that perhaps the turn lane/bicycle lane configuration should be considered as well.

## **7. ADJOURNMENT**

Motion by Councilmember Riley, seconded by Councilmember Heinrich, to adjourn the Public Works Committee meeting.

Motion carried.

The regular meeting of the Public Works Committee adjourned at 7:21 p.m.

Respectfully submitted,

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Grant Riemer  
Public Works Superintendent

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

**Public Works Committee**

6. 1.

**Meeting Date:** 10/15/2019

**By:** Bruce Westby, Engineering/Public Works

**Title:**

Correction Regarding Water Efficiency Grant Program

**Purpose/Background:**

On September 24, 2019, the Ramsey City Council approved submitting an application to the Metropolitan Council by September 30th for a grant up to \$50,000 to help the City conserve water by lowering the cost for residents to purchase and install products that reduce water use including toilets, irrigation sprinklers and controllers, and to perform irrigation system audits.

During the City Council meeting, Councilmember Kuzma asked Staff if this grant program would be open to all residents, regardless if they were served by City water or a private well. City Engineer Westby responded that the program would be open to all residents. Since such time, Staff has learned that only property owners using municipal water would be eligible for this program.

During the City Council meeting, Councilmember Musgrove asked Staff what the City's maximum cost share would be. City Engineer Westby responded that the City's maximum cost share would be \$12,500, which is 25% of \$50,000. However, the City's maximum cost share would actually be \$16,666.67, which is 33.3% of \$50,000.

Staff applied for the grant funding before the end of September as required. However, Staff is now seeking input from the Public Works Committee as to whether the City Council may have voted differently on September 24th upon knowing that the program is only open to municipal water users, and that the City's maximum share would be \$16,666.67 instead of \$12,250.

If the City Council would not support the grant program and would not accept awarded grant funding, Staff would prefer to withdraw the City's grant application before the Metropolitan Council reviews and approves the City's application for funding.

**Timeframe:**

Staff estimates 5 minutes will be needed to present this case and address questions.

**Observations/Alternatives:**

Staff requests consensus direction by the Committee as to whether or not Staff should present a case to the City Council on October 22nd informing them that property owners using private wells for water supply would not be eligible to participate in the water efficiency grant program, that the City's maximum cost share would be \$16,666.67, and requesting that they reaffirm their motion to apply for up to \$50,000 in water efficiency grant program funds.

**Funding Source:**

NA

**Recommendation:**

NA

**Action:**

Provide consensus direction as to whether or not Staff should present a case to the City Council on October 22nd informing them that property owners using private wells for water supply would not be eligible to participate in the water efficiency grant program, that the City's maximum cost share would be \$16,666.67, and requesting that they reaffirm their motion to apply for up to \$50,000 in water efficiency grant program funds.

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## Attachments

### Water Efficiency Grant Program Guidelines

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## Form Review

**Inbox**

Grant Riemer

Kurt Ulrich

Form Started By: Bruce Westby

Final Approval Date: 10/10/2019

**Reviewed By**

Grant Riemer

Kurt Ulrich

**Date**

10/10/2019 02:22 PM

10/10/2019 02:59 PM

Started On: 10/10/2019 09:59 AM

# Metropolitan Council Water Efficiency Grant Program



## Overview

The Metropolitan Council (Council) will implement a water efficiency grant program effective September 30, 2019 to June 30, 2022. Grants will be awarded on a competitive basis to municipalities that manage municipal water systems. The Council will provide 75% of the program cost; the municipality must provide the remaining 25%. Municipalities will use the combined Council and municipality funds to run their own grant or rebate programs.

Grants will be made available in amounts with a minimum of \$2,000 and a maximum of \$50,000. Grantees will be required to provide estimated water savings achieved through this program for Clean Water, Land & Legacy Amendment reporting purposes.

## Legislative Directive - Minnesota 2019 Session Law

\$375,000 the first year and \$375,000 the second year are for the water demand reduction grant program to encourage municipalities in the metropolitan area to implement measures to reduce water demand to ensure the reliability and protection of drinking water supplies. Fiscal year 2020 appropriations are available until June 30, 2021, and fiscal year 2021 appropriations are available until June 30, 2022.

## Grant Program Goal

The goal of the water efficiency grant program is to support technical and behavioral changes that improve municipal water use efficiency in the seven-county metropolitan area.

## Critical Points to Remember

- The applying municipality must be a water supplier
- New construction and new developments are not eligible
- Funds are for rebates or grants only; consulting and city staff time are ineligible
- Combined Council and municipality funds cannot pay for 100% of an eligible activity's cost
- A portion of each eligible activity's cost must be paid by the property owner
- Grant recipients must display the Clean Water, Land and Legacy Amendment logo and the Metropolitan Council logo on program-related web pages and paper communications

## Grant Program Structure: Administration and Funding

The Water Efficiency Grant Program will be administered by Metropolitan Council Environmental Services (MCES) and will be funded with \$750,000 appropriated by the 2019 Minnesota Legislature. Grant applications will be reviewed and ranked by the MCES Water Supply Planning Unit staff.

Grants are only for water efficiency programs offering rebates or grants to property owners who are customers of the municipal water supply system and who replace specified water using devices with approved devices that use substantially less water.

Grants will be awarded to municipalities in amounts ranging from \$2,000 to \$50,000 for providing rebates or grants to property owners. Municipalities will be responsible for the design and operation of their rebate or grant program and its details. Grant payments to the municipality will be for 75% of approved program amounts. The municipality must provide the remaining 25% of the program cost. Municipality rebates or grants are eligible for reimbursement on device replacements conducted September 30, 2019 through June 30, 2022.

Here is an example showing the grant funding design:

<b>Metropolitan Council Grant Amount</b>	<b>\$15,000</b>
<b>Municipality Match</b>	<b>\$5,000</b>
<b>Municipality Grant/Rebate Program Total</b>	<b>\$20,000</b>

### **Eligibility**

Per legislative language, the grant program is limited to municipalities in the seven-county metropolitan area.

Municipalities eligible per above must apply to participate and, if approved, sign a standard Council Grant Agreement, before any eligible rebates or grants can be submitted for reimbursement. Agreements shall require that municipalities:

- Entirely pass through grants received (as is being done by MCES)
- Verify purchase of devices to receive grants
- Retain records and cooperate with any audits
- Conduct all communications with property owners and ensure all written communications to property owners include both the Clean Water, Land and Legacy Amendment and the Metropolitan Council’s logo
- Provide quantitative information for state reporting purposes

Eligible water efficiency devices consist of the following:

- Toilet replacement with a US EPA WaterSense labeled toilet
- Irrigation controller replacement with a US EPA WaterSense labeled controller
- Clothes washing machine replacement with an US DOE Energy Star labeled clothes washing machine
- Irrigation spray sprinkler body replacement with a US EPA WaterSense labeled spray sprinkler body
- Irrigation system audit by an Irrigation Professional certified by a US EPA WaterSense program

Expenses eligible for reimbursement are the out-of-pocket cost of the device and its installation only, not to include any owner labor costs. In addition, new construction and new developments are ineligible, as this program is intended as a current infrastructure replacement program.

### **Application Process**

- Applicants must be municipal water suppliers
- Municipalities will submit MCES supplied application form by September 30, 2019. Required information includes:
  - the municipality’s rebate or grant program design and work plan
  - proposed examples of communications to property owners
  - requested total grant amount
  - estimated annual amount of water saved by the applying municipality

- Application form is available at: <https://metro council.org/Wastewater-Water/Funding-Finance/Available-Funding-Grants.aspx>
- Submit competed application to: [brian.davis@metc.state.mn.us](mailto:brian.davis@metc.state.mn.us)
- Metropolitan Council will notify municipalities of grant awards and provide grant agreements by December 2, 2019.

## Proposal Selection Criteria

In the event that funds requested exceed funds available, the following criteria will be used to determine the amount granted to a given municipality:

- Municipalities that are supplied 100% with groundwater
- Municipalities with identified water supply issues in Master Water Supply Plan Community Profiles or Local Water Supply Plans
- Municipalities' ratio of peak monthly water use to winter monthly water use
- Municipalities' average residential per capita water use
- The order in which applications are received and until grant funds are completely committed

## Funding Process and Reporting Requirements

- Utilizing forms provided by MCES, the following information must be reported on a quarterly basis:
  - Number, type and amount of rebates or grants provided to property owners, along with each property address
  - Estimated annual gallons of water saved per device installation
  - Municipality matching funds disbursed
  - Number of unmet funding requests from property owners, if any
- Upon review and confirmation of the above information, MCES will process a grant payment in the amount of 75% of approved total rebates or grants for the reporting period.
- MCES will provide confirmation of grant balances available upon request and reserves the right to amend grant agreements, in collaboration with grantee municipality, if quarterly reporting indicates rebate or grant programs will not fully utilize grant awards within the grant period.

## Qualified Activities

- Toilet replacement with a US EPA WaterSense labeled toilet:  
[http://www.epa.gov/WaterSense/product\\_search.html](http://www.epa.gov/WaterSense/product_search.html)
- Irrigation controller replacement with a US EPA WaterSense labeled controller:  
<https://www.epa.gov/watersense/product-search>
- Clothes washing machine replacement with an US DOE Energy Star labeled clothes washing machine:  
<https://www.energystar.gov/productfinder/product/certified-clothes-washers/results>
- Irrigation spray sprinkler body replacement with a US EPA WaterSense labeled spray sprinkler body  
<https://www.epa.gov/watersense/product-search>
- Irrigation system audit by an Irrigation Professionals certified by a US EPA WaterSense program  
<https://www.epa.gov/watersense/find-pro>

## Reporting Example

Community	Property Street Address	Property Type	Device Replaced	Cost per Device	# of Devices	Rebate or Grant per Device	Est. Annual Water (Gal) Saved Per Device	Total Rebate or Grant	Municipality Contribution	Eligible Grant Amount
Anytown	652 Silvis St	Residential	Clothes Washer	\$624.60	1	\$150.00	3,000	\$150.00	\$37.50	\$112.50
Anytown	1952 Ingram Way	Residential	Irrigation Controller	\$199.99	1	\$100.00	8,800	\$100.00	\$25.00	\$75.00
Anytown	630 Gibbons Ave	Residential	Clothes Washer	\$599.90	1	\$150.00	3,000	\$150.00	\$37.50	\$112.50
Anytown	4424 Barriger Blvd	Residential	Toilet	\$168.00	1	\$50.00	4,000	\$50.00	\$12.50	\$37.50

**Public Works Committee**

6. 2.

**Meeting Date:** 10/15/2019

**By:** Bruce Westby, Engineering/Public Works

**Title:**

Staff Update on New Retainage Requirements for City Construction Contracts

**Purpose/Background:**

The following italicized text was copied from the League of Minnesota Cities website.

*A new retainage law was enacted as part of the omnibus jobs, economic development, energy, and commerce finance bill ([First Special Session Chapter 7](#)) in article 9, sections 1 and 13. There were substantial changes this year, so cities should work with their city attorneys when entering into new contracts for public construction projects.*

*The new requirements, found in [Minnesota Statutes, section 15.72, subdivision 2](#), and [Minnesota Statutes, section 337.10, subdivision 4](#), are effective Aug. 1, and apply to agreements entered into on or after this date.*

**What retainage is**

*Retainage is a common practice in the private and public sectors, where a portion of the agreed-upon contract price is withheld until the construction work is complete to assure that the general contractor or subcontractor has satisfied their obligations.*

*Before the new law, 5% of the construction contract could be held for retainage from the general contractor. The general contractor, in turn, also was permitted to withhold 5% from its subcontractors.*

**Release of retainage**

*One of the most significant changes is when retainage must be released. Retainage must now be released no later than 60 days after “substantial completion” of a construction project, with some limited exceptions.*

*“Substantial completion” is defined consistently in [Minnesota Statutes, section 541.051, subdivision 1\(a\)](#). It is the date when construction is sufficiently completed so that the owner can occupy or use the improvement for the intended purpose. For streets, highways, and bridges, “substantial completion” is defined as the date when construction-related traffic devices and ongoing inspections are no longer required.*

*The general contractor must pay retainage to its subcontractors within 10 days after receiving retainage payment, unless there is a dispute about the work. The contractor must pay retainage to any subcontractor whose work is not involved in the dispute and must provide a written statement detailing the amount and reason for the withholding to the affected subcontractor.*

**Allowable withholding**

*After substantial completion, a city may still withhold (1) 250% of the cost to correct or complete work known at the time of substantial completion, and (2) the greater of \$500 or 1 percent of the value of the contract for “final paperwork.”*

*Final paperwork is defined as documents required to fulfill contractual obligations including, but not limited to, operation manuals, payroll documents for projects subject to prevailing wage requirements, and the withholding exemption certificate required by [Minnesota Statutes, section 270C.66](#) (IC 134 form).*

*If any payment is withheld for these reasons, a written statement must be promptly provided to the contractor, including the amount and basis of withholding. Withheld funds must be paid within 60 days after completion of the work or submission of final paperwork.*

*The new law also contains the following provisions:*

- **Retainage reduction must be passed on to subcontractors.** *If the amount of retainage is reduced, the contractor must reduce retainage at the same rate for subcontractors.*
- **Retainage cannot be held for warranty work.** *Withholding retainage for warranty work is prohibited. This provision does not waive any rights to warranty claims.*
- **Certain requirements must be met before payment is made.** *The portion of a construction project funded with federal or state aid is only required to be paid when the federal or state aid has been received. Nothing in this section requires payment for a portion of a contract that is not complete or for which an invoice has not been submitted.*

*Cities should work with their city attorney and ensure that terms in their construction contracts are consistent with these changes in the law.*

All parties to public construction contracts entered into after August 1, 2019 are subject to these new statutory requirements and limitations regarding the withholding and release of retainage, which is the portion of earned contract funds withheld by the owner from the contractor pending completion of the project.

The most notable changes to the retainage laws that apply to City of Ramsey construction projects include:

- The City must release all retainage within 60 days of substantial completion.
- The Prime Contractor must release to its Subcontractors all remaining retainage as the Prime Contractor receives retainage from the City. Once the Prime Contractor has received retainage from the City, the Prime Contractor must pay retainage on undisputed work to its Subcontractors within 10 days. The Prime Contractor does not need to pay retainage on disputed work, but it must pay the undisputed portion and provide its Subcontractor with a written statement detailing the dispute.
- The definition of “substantial completion” essentially remains the same, in other words when the work can be occupied and used for its intended purpose, but a provision was added for highway, street and bridge work to define substantial completion as when construction traffic control and inspections are no longer needed.
- If punch list work remains after substantial completion, the City may continue to withhold up to 250% of the value of the punch list work. The City must provide the Prime Contractor with a written statement of the amount and reason for the withholding, and the Prime Contractor must provide a copy to any affected Subcontractor that requests it.
- The City may withhold the lesser of 1% of the contract, or \$500, until the final project paperwork (e.g., OEM manuals, prevailing wage documentation, etc.) is provided.
- Withholding for warranty work is not permitted, but neither is any warranty claim waived.

The new law does not require payment for work yet to be completed or for which no invoice has been submitted, and the City does not need to pay for those portions of the work funded with federal or state aid until those funds are received.

In summary, though the new laws mean that Prime Contractors and their Subcontractors may not have to wait as long for their retainages to be paid, there is an increased risk of the premature release of retainages being held to ensure compliance and completion of work, which may increase the risk to the City.

**Timeframe:**

Staff estimates 5 minutes will be needed to present this case and address questions.

**Observations/Alternatives:**

Staff is working with the City Attorney to ensure the City's construction contracts are consistent with and reflect these changes in the law.

**Funding Source:**

NA

**Recommendation:**

NA

**Action:**

No action required. This is an informational item only.

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**Attachments**

MN Statute 15.72

MN Statute 337.10

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Grant Riemer	MaryJo Warner	10/10/2019 03:41 PM
Kurt Ulrich	Kathy Schmitz	10/10/2019 04:11 PM
Form Started By: Bruce Westby		Started On: 10/10/2019 10:14 AM
Final Approval Date: 10/10/2019		

**15.72 PROGRESS PAYMENTS ON PUBLIC CONTRACTS; RETAINAGE.**

Subdivision 1. **Monthly payments.** Unless the terms of the contract provide otherwise, a public contracting agency shall make progress payments on a public contract for a public improvement monthly as the work progresses. Payments shall be based upon estimates of work completed as approved by the public contracting agency. A progress payment shall not be considered acceptance or approval of any work or waiver of any defects therein.

Subd. 2. **Retainage.** (a) A public contracting agency may reserve as retainage from any progress payment on a public contract for a public improvement an amount not to exceed five percent of the payment. A public contracting agency may reduce the amount of the retainage and may eliminate retainage on any monthly contract payment if, in the agency's opinion, the work is progressing satisfactorily.

(b) The public contracting agency must release all retainage no later than 60 days after substantial completion, subject to the terms of this subdivision. If the public contracting agency reduces the amount of retainage, the contractor must reduce retainage for any subcontractors at the same rate.

(c) A contractor on a public contract for a public improvement must pay all remaining retainage to its subcontractors no later than ten days after receiving payment of retainage from the public contracting agency, unless there is a dispute about the work under a subcontract. If there is a dispute about the work under a subcontract, the contractor must pay out retainage to any subcontractor whose work is not involved in the dispute, and must provide a written statement detailing the amount and reason for the withholding to the affected subcontractor.

(d) Upon written request of a subcontractor, the public contracting agency shall notify the subcontractor of a progress payment, retainage payment, or final payment made to the contractor.

(e) After substantial completion, a public contracting agency may withhold no more than:

(1) 250 percent of the cost to correct or complete work known at the time of substantial completion; and

(2) one percent of the value of the contract or \$500, whichever is greater, pending completion and submission of all final paperwork by the contractor or subcontractor. For purposes of this subdivision, "final paperwork" means documents required to fulfill contractual obligations, including, but not limited to, operation manuals, payroll documents for projects subject to prevailing wage requirements, and the withholding exemption certificate required by section 270C.66.

If the public contracting agency withholds payment under this paragraph, the public contracting agency must promptly provide a written statement detailing the amount and basis of withholding to the contractor. The public contracting agency and contractor must provide a copy of this statement to any subcontractor that requests it. Any amounts withheld under clause (1) must be paid within 60 days after completion of the work. Any amounts withheld under clause (2) must be paid within 60 days after submission of all final paperwork.

(f) As used in this subdivision, "substantial completion" shall be determined as provided in section 541.051, subdivision 1, paragraph (a). For construction, reconstruction, or improvement of streets and highways, including bridges, substantial completion means the date when construction-related traffic devices and ongoing inspections are no longer required.

(g) Withholding retainage for warranty work is prohibited. This provision does not waive any rights for warranty claims.

(h) For a project funded with federal or state aid, the public contracting agency is not required to pay that portion of the contract funded by federal or state aid until the federal or state aid payments have been received.

(i) Nothing in this section requires payment for a portion of a contract that is not complete or for which an invoice has not been submitted.

**History:** *1980 c 464 s 2; 1Sp2019 c 7 art 9 s 1*

**337.10 BUILDING AND CONSTRUCTION CONTRACTS; PROHIBITED PROVISIONS.**

Subdivision 1. **Application of laws of another state.** Provisions contained in, or executed in connection with, a building and construction contract to be performed in Minnesota making the contract subject to the laws of another state or requiring that any litigation, arbitration, or other dispute resolution process on the contract occur in another state are void and unenforceable.

Subd. 2. **Waiver of lien or claim.** Provisions contained in, or executed in connection with, a building and construction contract requiring a contractor, subcontractor, or material supplier to waive the right to a mechanics lien or to a claim against a payment bond before the person has been paid for the labor or materials or both that the person furnished are void and unenforceable. This provision shall not affect the validity of a waiver as to any third party who detrimentally relies upon the waiver.

Subd. 3. **Prompt payment to subcontractors.** A building and construction contract shall be deemed to require the prime contractor and all subcontractors to promptly pay any subcontractor or material supplier contract within ten days of receipt by the party responsible for payment of payment for undisputed services provided by the party requesting payment, including payments under subdivision 4. The contract shall be deemed to require the party responsible for payment to pay interest of 1-1/2 percent per month to the party requesting payment on any undisputed amount not paid on time. The minimum monthly interest penalty payment for an unpaid balance of \$100 or more is \$10. For an unpaid balance of less than \$100, the party responsible for payment shall pay the actual penalty due to the party requesting payment. A party requesting payment who prevails in a civil action to collect interest penalties from a party responsible for payment must be awarded its costs and disbursements, including attorney fees incurred in bringing the action. If an undisputed payment is not received within ten days, the prime contractor or subcontractor of any tier that has not received the undisputed payment may suspend work under the building and construction contract until the undisputed payment is received.

Subd. 4. **Progress payments and retainages.** (a) Unless the building and construction contract provides otherwise, the owner or other persons making payments under the contract must make progress payments monthly as the work progresses. Payments shall be based upon estimates of work completed as approved by the owner or the owner's agent. A progress payment shall not be considered acceptance or approval of any work or waiver of any defects therein.

(b) Retainage on a building and construction contract may not exceed five percent. An owner or owner's agent may reduce the amount of retainage and may eliminate retainage on any monthly contract payment if, in the owner's opinion, the work is progressing satisfactorily. If the owner reduces the amount of retainage, the contractor must reduce retainage for any subcontractors at the same rate. Nothing in this subdivision is intended to require that retainage be withheld in any building or construction contract.

(c) The owner or the owner's agent must release all retainage no later than 60 days after substantial completion subject to the terms of this subdivision. For purposes of this subdivision, "substantial completion" shall be determined as provided in section 541.051, subdivision 1, paragraph (a).

(d) A contractor must pay all remaining retainage to its subcontractors no later than ten days after receiving payment of retainage, unless there is a dispute about the work under a subcontract, in which case the contractor must pay out retainage to any party whose work is not involved in the dispute. If there is a dispute about the work under a subcontract, the contractor must pay out retainage to any subcontractor whose work is not involved in the dispute, and must provide a written statement detailing the amount and reason for the withholding to the affected subcontractor.

(e) After substantial completion, an owner or owner's agent may withhold no more than:

(1) 250 percent of the cost to correct or complete work known at the time of substantial completion; and

(2) one percent of the value of the contract or \$500, whichever is greater, pending completion and submission of all final paperwork by the contractor or subcontractor. For purposes of this subdivision, "final paperwork" means documents required to fulfill contractual obligations, including, but not limited to, operation manuals, payroll documents for projects subject to prevailing wage requirements, and the withholding exemption certificate required by section 270C.66.

If the owner or the owner's agent withholds payment under this paragraph, the owner or the owner's agent must promptly provide a written statement detailing the amount and basis of withholding to the contractor. The owner or the owner's agent and the contractor must provide a copy of this statement to any subcontractor that requests it. Any amounts withheld under clause (1) must be paid within 60 days after completion of the work. Any amounts withheld under clause (2) must be paid within 60 days after submission of all final paperwork.

(f) Withholding retainage for warranty work is prohibited. This provision does not waive any rights for warranty claims.

(g) This subdivision does not apply to a public agency as defined in section 15.71, subdivision 3.

(h) This subdivision does not apply to contracts for professional services as defined in sections 326.02 to 326.15.

(i) Nothing in this section requires payment for a portion of a contract that is not complete or for which an invoice has not been submitted.

**Subd. 5. Definition.** For the purpose of this section, "building and construction contract" has the meaning given the term in section 337.01.

**History:** 1997 c 127 s 1; 1998 c 289 s 1,2; 1999 c 116 s 2; 2007 c 140 art 8 s 30; art 13 s 4; 2009 c 66 s 1,2; 2016 c 133 s 1,2; 1Sp2019 c 7 art 9 s 13

## Public Works Committee

6.3.

Meeting Date: 10/15/2019

By: Bruce Westby, Engineering/Public  
Works

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### Title:

Staff Updates on Improvement Projects and Items of Interest

### Purpose/Background:

The purpose of this case is to update the Public Works Committee on current and proposed improvement projects within the City, and on other items of interest to the Committee.

### City Improvement Projects

- **Bunker Lake Boulevard and Puma Street Improvements (#18-05)**
  - Completing punch list items, final payment fall 2019
- **The COR Regional Infiltration Basin (#18-09)**
  - Grading substantially complete, storm sewer work in progress
  - Staff is exploring options for using stockpiled materials to better prepare properties in The COR for development
  - WMO Permit extended to June 30, 2020
- **2019 Crackseal Improvements (#19-00)**
  - Work is complete, final payment fall 2019
- **Ford Brook Estates Street Reconstructions (#19-01)**
  - Final assessments adopted (\$3,919.90 + \$1,197.00 = \$5,116.90)
  - Punch list work and final payment in 2020
- **Wood Pond Hills and Chestnut Ridge Street Reconstructions (#19-03)**
  - Final assessments adopted (\$1,445.00)
  - Punch list work and final payment in 2020
- **RTC 9th Addition Pond Lining Improvements (#19-06)**
  - Bids will be opened October 30, 2019
  - Construction in late 2019/early 2020
- **Wetland 114P Outlet Control Improvements (#19-07)**
  - Engineering Staff will collect topographic survey data this winter
  - Construction proposed for 2020
- **Germanium Street Drainage Improvements (#19-09)**
  - Engineering Staff developing plans
  - Construction proposed for 2020
- **Hedgehog Street Drainage Improvements (#19-10)**
  - Bids will be opened October 30, 2019
  - Construction in late 2019/early 2020

### Anoka County Improvement Projects

- **Roundabout at Armstrong Boulevard/CSAH 83 and Alpine Drive**
  - Anoka County received \$1.35M in HSIP funds (est. project cost = \$1.5M)
  - Local cost share set per Anoka County Cost Share Policy
  - Anoka County and City of Ramsey to pay \$150,000 each (per \$1.5M est.)
  - Anoka County to begin project design efforts in 2019/2020
  - Construction planned for 2022/2023 pending City and County approvals
  - Awaiting update on construction schedule

● **CSAH 116 & TH 47 Intersection Improvements**

- Construct additional turn lanes at CSAH 116/Bunker Lake Boulevard and State Highway 47/Saint Francis Boulevard
- WSB completing final design
- City Staff stressed importance of communicating proposed improvements to the public and local businesses
- Pedestrian facility connections under discussion

**MnDOT Improvement Projects**

● **Ferry Street / Trunk Highway 47 Grade Separation @ BNSF Rail Crossing**

- Preliminary design on hold - MnDOT exploring realignment of Highway 47 to remove S-curve at Anoka County fair grounds
- TH 47 traffic study underway
- MnDOT may combine project with Anoka Solution improvements

**Items of Interest**

● **Northwest Metro Surface Water Supply Feasibility Study**

- Study underway; about 40% complete
- Member cities include Corcoran, Dayton, Ramsey and Rogers
- MCES is funding 100% using Clean Water Funds
- Completion in early 2020

● **Signal System at CSAH 5/Nowthen Boulevard and 170<sup>th</sup> Avenue**

- Signal system is operational
- Striping on 170th Avenue may be installed to direct drivers over loops

**Timeframe:**

Staff estimates 5 minutes will be needed for updates and discussion.

**Observations/Alternatives:**

NA

**Funding Source:**

NA

**Recommendation:**

NA

**Action:**

No formal action required. For Committee review and discussion purposes only.

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**Attachments**

*No file(s) attached.*

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Grant Riemer	Grant Riemer	10/10/2019 12:21 PM
Kurt Ulrich	Kurt Ulrich	10/10/2019 02:58 PM
Form Started By: Bruce Westby		Started On: 10/10/2019 09:54 AM
Final Approval Date: 10/10/2019		

**Public Works Committee**

6. 4.

**Meeting Date:** 10/15/2019

**By:** Bruce Westby, Engineering/Public Works

**Title:**

Review Future Topics Calendar

**Purpose/Background:**

Attached is a calendar of future topics for review and discussion by the Public Works Committee. The calendar includes topics drawn from Committee requests received during meetings and/or unresolved topics previously discussed by the Committee. Calendar dates are estimated based on availability of information, availability of required attendees, staff workload and competing interests and objectives. Dates are therefore subject to change.

**Timeframe:**

Staff estimates less than 5 minutes will be necessary to review the future topics calendar and address questions.

**Observations/Alternatives:**

Discussion items shown in red, strike-through text in the attached calendar are proposed to be removed from the calendar moving forward. These items will instead be addressed as part of the items listed in red text.

**Funding Source:**

NA

**Recommendation:**

NA

**Action:**

No formal action required. For Committee review and discussion purposes only.

**Attachments**

PWC Calendar Oct2019

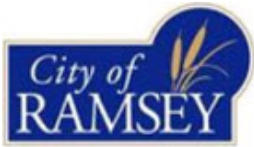
**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Grant Riemer	Grant Riemer	10/10/2019 11:26 AM
Kurt Ulrich	Kurt Ulrich	10/10/2019 02:58 PM
Form Started By: Bruce Westby		Started On: 10/10/2019 09:55 AM
Final Approval Date: 10/10/2019		

## **Public Works Committee Future Topics Calendar \***

<b>Date</b>	<b>Topics for Discussion – Committee Action</b>
February 2020	Sunfish Lake Sedimentation Basin Improvements ( <i>Westby</i> )
March 2020	Gibbon Street Basement Flooding Funding Options ( <i>Westby</i> )
<del>Future/TBD</del>	<del>Well Siting Study – Well #9 (<i>Westby</i>)</del>
Future/TBD	Sunwood Drive Roundabout Landscaping ( <i>Riemer</i> )
<b>Date</b>	<b>Topics for Discussion – Regulatory</b>
Future/TBD	Sunfish Lake Boulevard Speed Zone Study Results ( <i>Westby</i> )
Future/TBD	Bunker Lake Boulevard Speed Study Results ( <i>Westby</i> )
Future/TBD	County Ditch Maintenance / Buffer Law ( <i>Westby</i> )
<b>Date</b>	<b>Topics for Discussion – Policy</b>
Future/TBD	Landscaped Median Maintenance Policy ( <i>Riemer</i> )
December 2019	Draft Trail Maintenance Policy ( <i>Westby</i> )
December 2019	Draft Stormwater Pond Maintenance Policy ( <i>Westby</i> )
<b>Date</b>	<b>Topics for Discussion – Planning and Budget</b>
January 2020	Municipal State Aid System (MSAS) Revisions ( <i>Westby</i> )
November 2019	Review 1996 and 2007 (unadopted) TH 47 Corridor Studies ( <i>Westby</i> )
Ongoing	Public Works Facility Review/Update ( <i>Riemer</i> )
<del>Future/TBD</del>	<del>Long-Term Water Supply Plan (<i>Westby</i>)</del>
<b>Date</b>	<b>Topics for Discussion – Staff Updates</b>
Ongoing	Water Conservation Opportunities / Incentives ( <i>Westby</i> )
Future/TBD	Asset Management Program ( <i>Westby</i> )
Ongoing	NW Metro Area Regional Surface Water Supply Study
Ongoing	Centralized Water Treatment Facility - Preliminary Design Report

\* Dates are estimated and are subject to change based on availability of information, staff workload, and competing objectives.



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

**CC Regular Session**

**7. 1.**

**Meeting Date:** 11/12/2019

**By:** Bruce Westby, Engineering/Public Works

---

**Information**

**Title:**

Adopt Resolution #19-265 Accepting Bids and Awarding Contract for Improvement Project #19-06, Ramsey Town Center 9th Addition Pond Lining Improvements

**Purpose/Background:**

**Purpose:**

The purpose of this case is to adopt Resolution #19-265 accepting bids and awarding a construction contract for Improvement Project #19-06, Ramsey Town Center 9th Addition Pond Lining Improvements.

**Background:**

Two un-lined stormwater ponds were constructed as part of the Ramsey Town Center (RTC) 9th Addition in the early 2000's, allowing infiltration of stormwater runoff into the underlying soils. The original developer walked away from RTC 9th Addition before it was complete. CentraHomes is in the process of completing construction of this private residential development.

Based on current stormwater management and wellhead protection standards, infiltration of stormwater is prohibited in Wellhead Protection Areas, which encompasses all of RTC 9th Addition, including the two stormwater ponds. Staff proposes to install a geosynthetic clay liner within both ponds to prevent infiltration and protect the source aquifer for the City's municipal water supply system.

While CentraHomes was developing their plans, Staff asked what their costs would be to line the ponds in hopes of executing a reimbursement agreement with CentraHomes to complete all work at the same time. In order for CentraHomes to obtain quotes, they needed plans for the pond lining improvements. City Staff developed plans and provided them to CentraHomes. Unfortunately, their quotes were significantly higher than the engineer's estimate based on the plans prepared in-house. Attached is a copy of the plans prepared by City Staff.

On September 24th, the City Council approved the plans prepared by City Staff and authorized advertising for bids to construct the project.

**Notification:**

Bids were advertised in the Anoka Union Herald and in Finance and Commerce on October 4, 2019. Bids were also advertised using QuestCDN via the City's website.

**Observations/Alternatives:**

**Observations:**

Bids:

Bids were advertised in the Anoka Union Herald and in Finance and Commerce on October 4, 2019. Bids were also advertised using QuestCDN via the City’s website. On October 30, 2019, eight (8) sealed bids were publicly opened. The bids were generally competitive and complied with the advertisement for bids. A summary of bids is below and in the attached resolution.

<b>CONTRACTOR</b>	<b>TOTAL BID</b>
JL Theis, Inc.	\$105,152.00
Sunram Construction, Inc.	\$112,922.00
Veit & Company, Inc.	\$117,696.65
Peterson Companies	\$128,888.00
US SiteWork	\$131,933.00
New Look Contracting, Inc.	\$139,752.00
Standard Contracting	\$146,560.40
Northland Excavating	\$147,197.75
<i>Engineer’s Estimate</i>	<i>\$84,371.24</i>

JL Theis, Inc. of Jordan, Minnesota, submitted the lowest responsible total bid of \$105,152.00 in accordance with the approved plans and specifications and advertisement for bids. The low bid is \$20,780.76 (24.6%) more than the engineer’s estimate. This is due exclusively to the fact that the unit bid price received for the pond liner was \$20 per square yard, whereas the engineer’s estimate included a unit bid price of \$8 per square yard. Multiplying the difference of \$12 per square yard by the unit quantity of 1,951 square yards results in an additional \$23,412. Since unit bid prices for the pond liner ranged between \$9.60 and \$25.00 per square yard, Staff considers this a reasonable and competitive bid.

Following award of Contract, a Notice of Award will be issued to JL Theis, Inc. to initiate execution of a contract and issuance of the required bonds and insurance. The City Attorney will verify that the contract, bonds, and insurance are in proper legal form prior to execution of the contract. Once the Contract is executed, staff will issue a Notice to Proceed. It is currently anticipated that construction will begin in late November, though this is dependent on the weather and on Contractor availability.

A preconstruction meeting will be held before construction begins. Following the pre-construction meeting, Staff will mail letters to nearby property owners to inform them of the proposed improvements and construction schedule, and to provide a link to the City’s web site where up-to-date information can be found during construction. The letter will also include contact information in case property owners wish to contact the Contractor or City during construction for any reason.

Project schedule:

- November 12 – Accept Bids / Award Contract
- Mid to late-November – Begin construction
- Early to mid-December – Substantial completion
- June 2020 – Final Completion

**Alternatives:**

Alternative #1: Motion to adopt Resolution #19-265 accepting bids and awarding a construction contract for Improvement Project #19-06, Ramsey Town Center 9th Addition Pond Lining Improvements, to JL Theis, Inc. in the amount of \$105,152.00.

Alternative #2: Motion to deny adoption of Resolution #19-265 at this time.

**Funding Source:**

Project costs include 18% indirect costs for administrative (5%), engineering (12%), and legal (1%) costs. Attached is a proposal from Bolton & Menk for construction staking services in the not-to-exceed amount of \$980. This cost is included under indirect costs for engineering.

Total project costs are \$124,079.36 after adding indirect costs. Project costs are proposed to be split equally between the Stormwater Management and Stormwater Utility Funds.

**Recommendation:**

Staff recommends alternative #1.

**Action:**

Motion to adopt Resolution #19-265 accepting bids and awarding a construction contract for Improvement Project #19-06, Ramsey Town Center 9th Addition Pond Lining Improvements, to JL Theis, Inc. in the amount of \$105,152.00.

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**Attachments**

Resolution 19-265

BMI Staking Proposal

IP1906 Plans

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Kurt Ulrich	Kurt Ulrich	11/07/2019 03:57 PM
Form Started By: Bruce Westby		Started On: 10/25/2019 01:01 PM
Final Approval Date: 11/07/2019		

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

**RESOLUTION #19-265**

**RESOLUTION ACCEPTING BIDS AND AWARDING CONTRACT FOR IMPROVEMENT PROJECT #19-06, RAMSEY TOWN CENTER 9TH ADDITION POND LINING IMPROVEMENTS**

**WHEREAS**, the two stormwater ponds constructed as part of Ramsey Town Center 9th Addition were constructed without lining materials, allowing infiltration of stormwater runoff into the underlying soils; and

**WHEREAS**, current stormwater management and wellhead protection standards prohibit the infiltration of stormwater into Wellhead Protection Areas, which encompasses both ponds within Ramsey Town Center 9th Addition; and

**WHEREAS**, the City Engineer prepared final plans and specifications for constructing pond lining improvements in both ponds to comply with current stormwater management and wellhead protection standards; and,

**WHEREAS**, pursuant to Ramsey City Council Resolution #19-233, adopted September 24, 2019, 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 October 4, 2019; and

**WHEREAS**, bids were received, opened, and tabulated on October 30, 2019, and the following bids were found to comply with the approved plans and specifications and advertisements for bids; and

<b>CONTRACTOR</b>	<b>TOTAL BID</b>
JL Theis, Inc.	\$105,152.00
Sunram Construction, Inc.	\$112,922.00
Veit & Company, Inc.	\$117,696.65
Peterson Companies	\$128,888.00
US SiteWork	\$131,933.00
New Look Contracting, Inc.	\$139,752.00
Standard Contracting	\$146,560.40
Northland Excavating	\$147,197.75
<i>Engineer's Estimate</i>	<i>\$84,371.24</i>

**WHEREAS**, the bid of JL Theis, Inc. of Jordan, Minnesota, in the amount of \$105,152.00 for the total bid for construction of the proposed improvements in accordance with the approved

plans and specifications and advertisements 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 November, 2019.

\_\_\_\_\_  
Mayor

**ATTEST:**

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



Real People. Real Solutions.

7533 Sunwood Drive NW  
Suite 206  
Ramsey, MN 55303-5119

Ph: (763) 433-2851  
Fax: (763) 427-0833  
Bolton-Menk.com

October 29, 2019

Bruce Westby, P.E.  
City Engineer  
7550 Sunwood Drive NW  
Ramsey, MN 55303

RE: Proposal for Construction Staking Services, City of Ramsey – RTC 9<sup>th</sup> Pond Lining Improvements  
(City Project No. 19-06)

Dear Mr. Westby:

We appreciate the opportunity to assist the City of Ramsey with the construction staking for RTC 9<sup>th</sup> Pond Lining Improvements.

Bolton & Menk will complete the following survey related tasks associated with the project:

- Stake grading, and
- Stake storm pipes (6 pipes).

We have made the following assumptions in preparing this proposal:

- Approximately 1 to 2 hours of office surveyor time will be required to prepare the files, and
- Approximately 4 to 6 hours of field survey time will be required.

All work will be completed for a Not-to-Exceed amount of \$980. If there are any questions, please call me at (651) 968-7760.

Sincerely,

**BOLTON & MENK, INC.**

Kevin P. Kielb, P.E.  
Principal Engineer

# CITY OF RAMSEY

## RTC 9TH POND LINING IMPROVEMENTS

### CITY IMPROVEMENT PROJECT NO. 19-06

## GOVERNING SPECIFICATIONS

THE 2018 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL GOVERN.

ALL FEDERAL, STATE AND LOCAL LAWS, REGULATIONS AND ORDINANCES SHALL BE COMPLIED WITH IN THE CONSTRUCTION OF THIS PROJECT.

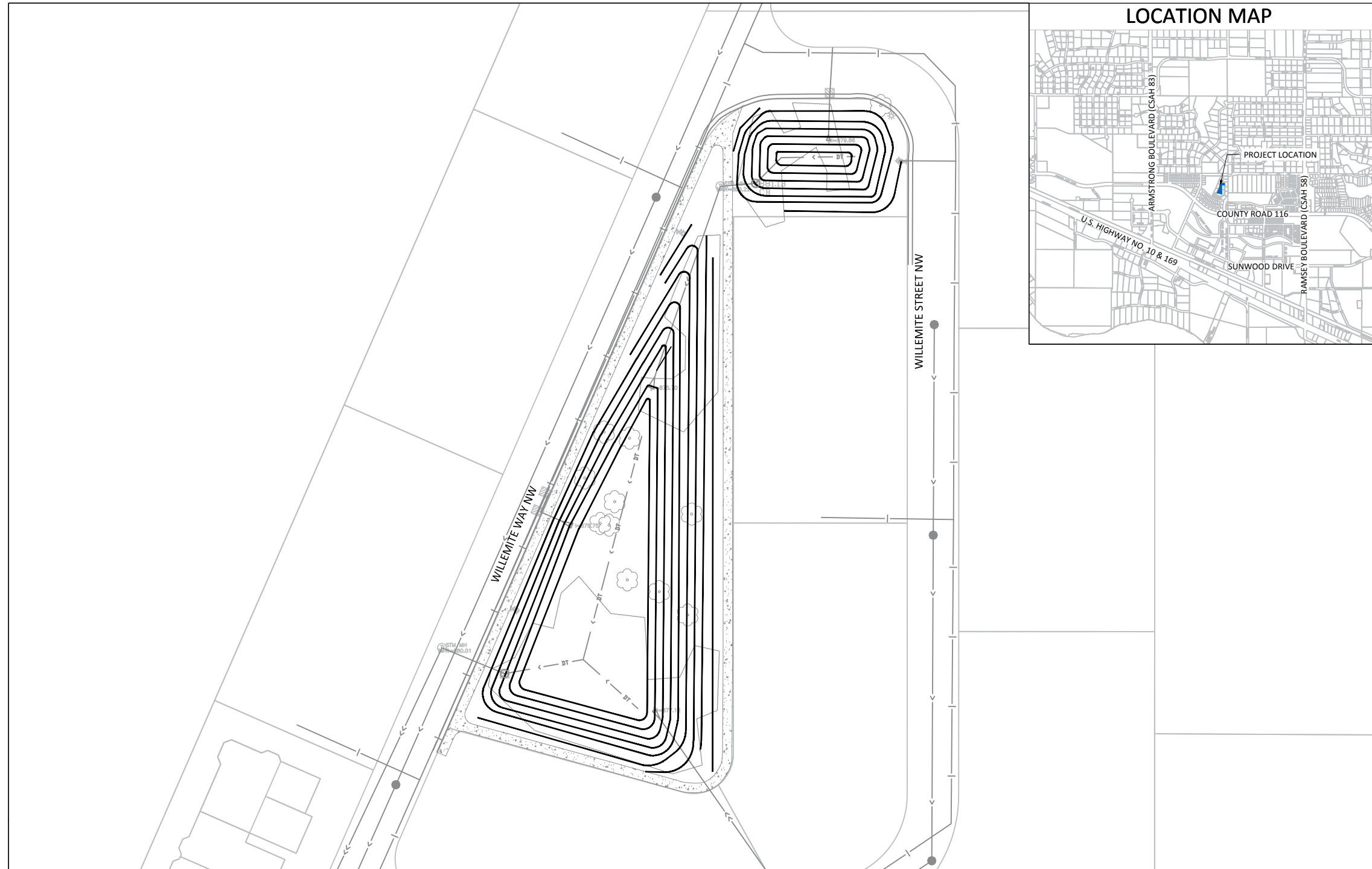
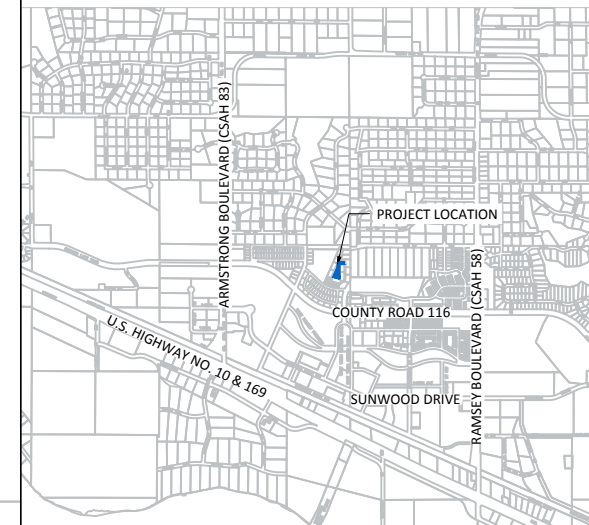
ALL TRAFFIC CONTROL DEVICES AND SIGNING SHALL CONFORM TO THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, INCLUDING THE FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS.

### SHEET INDEX

THIS PLAN CONTAINS 6 SHEETS

SHEET No.	DESCRIPTION
1	TITLE SHEET
2	STATEMENT OF ESTIMATED QUANTITIES
3	EXISTING CONDITIONS & REMOVALS
4	PROPOSED GRADING
5	RESTORATION
6	DETAILS

### LOCATION MAP



### LEGEND

	LIGHT POLE		EASEMENT
	TREE		RIGHT OF WAY
	TREE		ELECTRIC
	SHRUB		OVERHEAD ELECTRIC
	SIGN		GAS
	VALVE		TELECOMMUNICATIONS
	UTILITY PEDESTAL		STORM SEWER
	HAND HOLE		SANITARY SEWER
	REMOVE TREE		WATERMAIN
	3'X2' CATCH BASIN		SAWCUT PAVEMENT
	MANHOLE		TREE LINE
	INLET PROTECTION		FENCE
	HYDRANT		LANDSCAPING
	VALVE		RETAINING WALL
			5' CONTOUR LINE
			1' CONTOUR LINE
			SILT FENCE

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

BRUCE WESTBY, P.E.  
RAMSEY CITY ENGINEER

40116    DATE 5/1/19  
LIC. NO.

DATE	REVISION



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

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."

NOTE: EXISTING UTILITY INFORMATION SHOWN ON THIS PLAN HAS BEEN PROVIDED BY THE UTILITY OWNER. THE CONTRACTOR SHALL FIELD VERIFY EXACT LOCATIONS PRIOR TO COMMENCING CONSTRUCTION AS REQUIRED BY STATE LAW. NOTIFY GOPHER STATE ONE CALL 1-800-252-1166 OR 651-454-0002



Call before you dig  
811  
651 454-0002 Metro  
800 252-1166 Outstate  
[www.gopherstateonecall.org](http://www.gopherstateonecall.org)

**STATEMENT OF ESTIMATED QUANTITIES**

**19-06 RTC 9TH POND LINING IMPROVEMENTS**

ITEM NO.	NOTE	MNDOT NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY
1		2021.501	MOBILIZATION	LS	1
2		2101.511	CLEARING & GRUBBING	LS	1
3		2104.501	REMOVE SEWER PIPE (4" DRAINTILE)	LF	260
4		2104.521	SALVAGE & INSTALL PIPE STORM SEWER	LF	64
5		2104.523	SALVAGE & INSTALL PIPE APRON	EA	4
6		2104.523	SALVAGE & INSTALL CASTING	EA	2
7	1	2105.501	COMMON EXCAVATION (EV)	CY	945
8		2105.604	GEOMEMBRANE SYSTEM (GEOSYNTHETIC CLAY LINER)	SY	1,951
9		2105.604	GEOTEXTILE FABRIC TYPE IV	SY	86
10	1	2105.607	GRANULAR EMBANKMENT (CV)	CY	638
11		2501.515	15" RC PIPE APRON	EA	2
12		2501.602	TRASH GUARD FOR 15" RC PIPE APRON	EA	2
13		2503.511	15" RC PIPE SEWER, DESIGN 3006 CLASS III	LF	26
14	5	2503.602	CONNECT TO EXISTING STORM SEWER	EA	2
15		2511.501	RANDOM RIP RAP CLASS III	CY	20
16		2573.53	STORM DRAIN INLET PROTECTION	EA	7
17	3	2574.508	FERTILIZER TYPE 3	LB	135
18	2	2575.502	SEED MIXTURE 33-261	LB	25
19	4	2575.511	MULCH MATERIAL TYPE 1	TON	0.14
20		2575.519	DISK ANCHORING	ACRE	0.14
21		2575.523	EROSION CONTROL BLANKET CATEGORY 3	SY	2,464
22		2575.605	SEEDING	ACRE	0.64

NOTE:

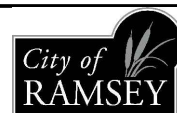
- EV TO CV CONVERSION FACTOR = 1.2.
- SEED MIXTURE 33-261 APPLICATION RATE OF 35 LB/ACRE.
- FERTILIZER TYPE 3 APPLICATION RATE OF 200 LB/ACRE.
- MULCH MATERIAL TYPE 1 APPLICATION RATE OF 2 TON/ACRE.
- MANHOLE CORING AND GROUTING IS INCIDENTAL TO PAY ITEM.
- THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY. IT IS NOT GUARANTEED ANY OR ALL EXISTING UTILITIES ARE SHOWN. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK. HE AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY HIS FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.

DATE	REVISION

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

\_\_\_\_\_  
Engineer  
Date 5/1/19 Lic. No. 40116

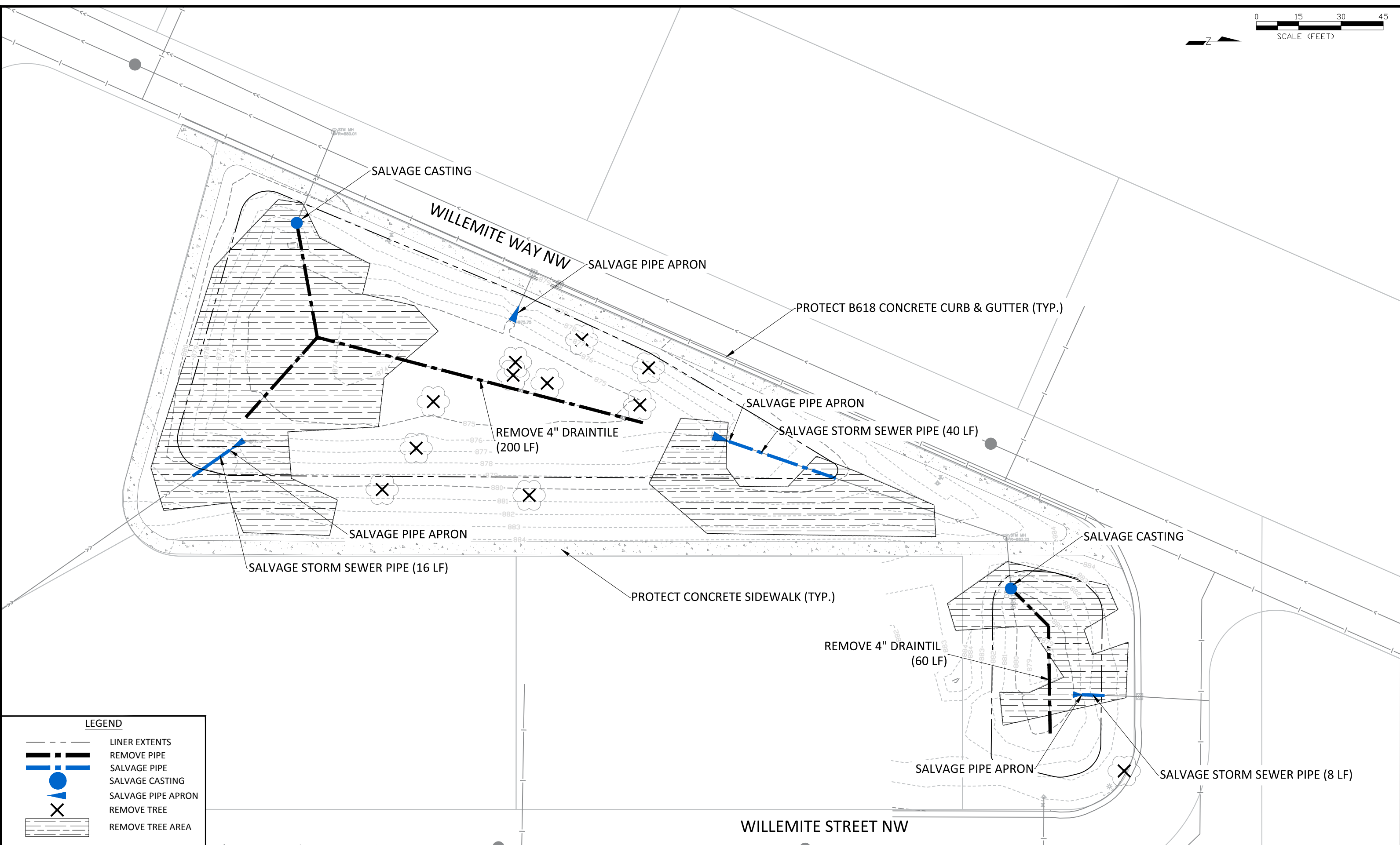
DESIGNED BY: JF	DATE: 5/1/19
DRAWN BY: JF	FILE No. 19-06
CHECKED BY: BRW	



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

STATEMENT OF ESTIMATED QUANTITIES

RTC 9TH POND LINING IMPROVEMENTS  
CITY PROJECT NO. 19-06  
CITY OF RAMSEY, MINNESOTA



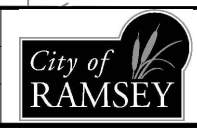
LEGEND	
	LINER EXTENTS
	REMOVE PIPE
	SALVAGE PIPE
	SALVAGE CASTING
	SALVAGE PIPE APRON
	REMOVE TREE
	REMOVE TREE AREA

DATE	REVISION

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Engineer  
Date 5/1/19 Lic. No. 40116

DESIGNED BY: JJF	DATE: 5/1/19
DRAWN BY: JJF	FILE No. 19-06
CHECKED BY: BRW	



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EXISTING CONDITIONS & REMOVALS

RTC 9TH POND LINING IMPROVEMENTS  
CITY PROJECT NO. 19-06  
CITY OF RAMSEY, MINNESOTA

INSTALL SALVAGED CASTING  
CONNECT TO STORM MANHOLE (CORE DRILL)  
INV. 874.90

10' - 15" RCP @ 1.00%

INSTALL 15" PIPE APRON W/TRASH GUARD  
INV. 875.00

WILLEMITE WAY NW

INSTALL SALVAGED PIPE APRON INV. 875.75

INSTALL SALVAGED PIPE APRON INV. 875.70

INSTALL SALVAGED STORM SEWER PIPE (40 LF)

INSTALL SALVAGED CASTING  
CONNECT TO STORM MANHOLE (CORE DRILL)  
INV. 876.50

16' - 15" RCP @ 9.38%

INSTALL 15" PIPE APRON W/TRASH GUARD  
INV. 878.00

INSTALL SALVAGED PIPE APRON INV. 877.12

INSTALL SALVAGED STORM SEWER PIPE (16 LF)

GEOSYNTHETIC CLAY LINER (1,556 SY)  
INSTALL TO 879 ELEVATION.  
PLACE 1 FOOT OF COVER MATERIAL OVER LINER  
PER SPECIFICATIONS.

GEOSYNTHETIC CLAY LINER (395 SY)  
INSTALL TO 883 ELEVATION.  
PLACE 1 FOOT OF COVER MATERIAL OVER LINER  
PER SPECIFICATIONS.

SALVAGE STORM SEWER PIPE (8 LF)

INSTALL SALVAGED PIPE APRON INV. 879.86

WILLEMITE STREET NW

**LEGEND**

- EXISTING 1' CONTOUR
- PROPOSED 1' CONTOUR
- INSTALL STORM PIPE
- INSTALL CASTING
- INSTALL PIPE APRON
- POND LINER AREA

**NOTE:**  
EXCAVATE 1-FOOT BELOW FINISH GRADE TO LIMITS SHOWN FOR GEOSYNTHETIC LINER. LINER IS TO BE PLACED PER SPECIFICATION AND MANUFACTURER RECCOMENDATION. 1-FOOT OF CLEAN MATERIAL MEETING SPECIFICATIONS IS REQUIRED TO BE PLACED ON THE LINER. NO CONSTRUCTION EQUIPMENT IS TO BE PLACED ON LINER WITHOUT COVER MATERIAL. IF SALVAGED MATERIAL FROM ON-SITE IS USED, IT MUST BE CLEAN OF ALL DEBRIS.

DATE	REVISION
May 01, 2019 - 3:28pm	

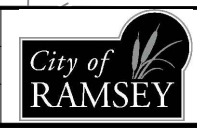
I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota

Engineer  
Date 5/1/19 Lic. No. 40116

DESIGNED BY:  
JJF  
DATE: 5/1/19

DRAWN BY:  
JJF  
FILE No. 19-06

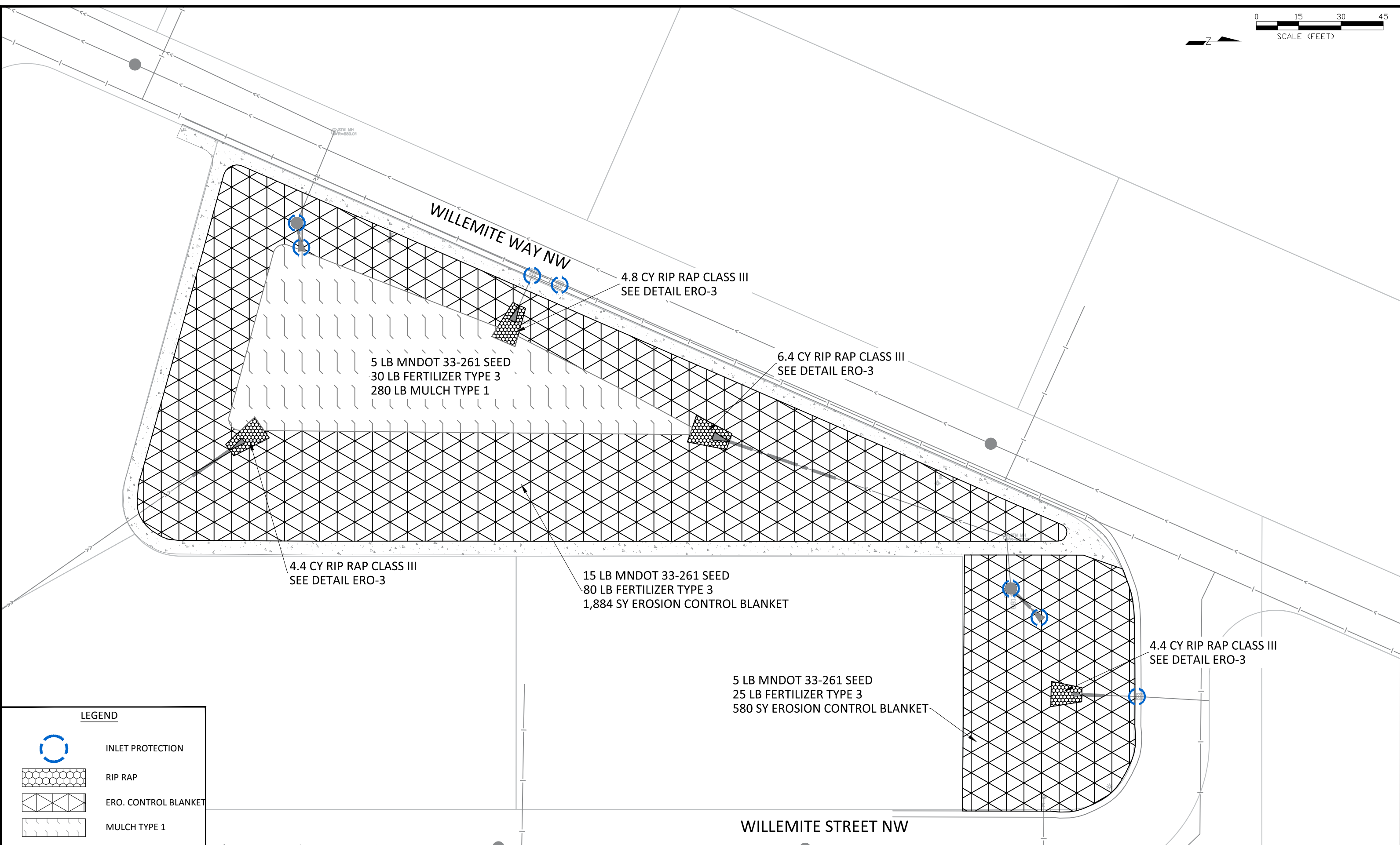
CHECKED BY:  
BRW







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

PROPOSED GRADING

RTC 9TH POND LINING IMPROVEMENTS  
CITY PROJECT NO. 19-06  
CITY OF RAMSEY, MINNESOTA



**LEGEND**

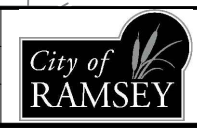
-  INLET PROTECTION
-  RIP RAP
-  ERO. CONTROL BLANKET
-  MULCH TYPE 1

DATE	REVISION

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\_\_\_\_\_  
Engineer  
Date 5/1/19 Lic. No. 40116

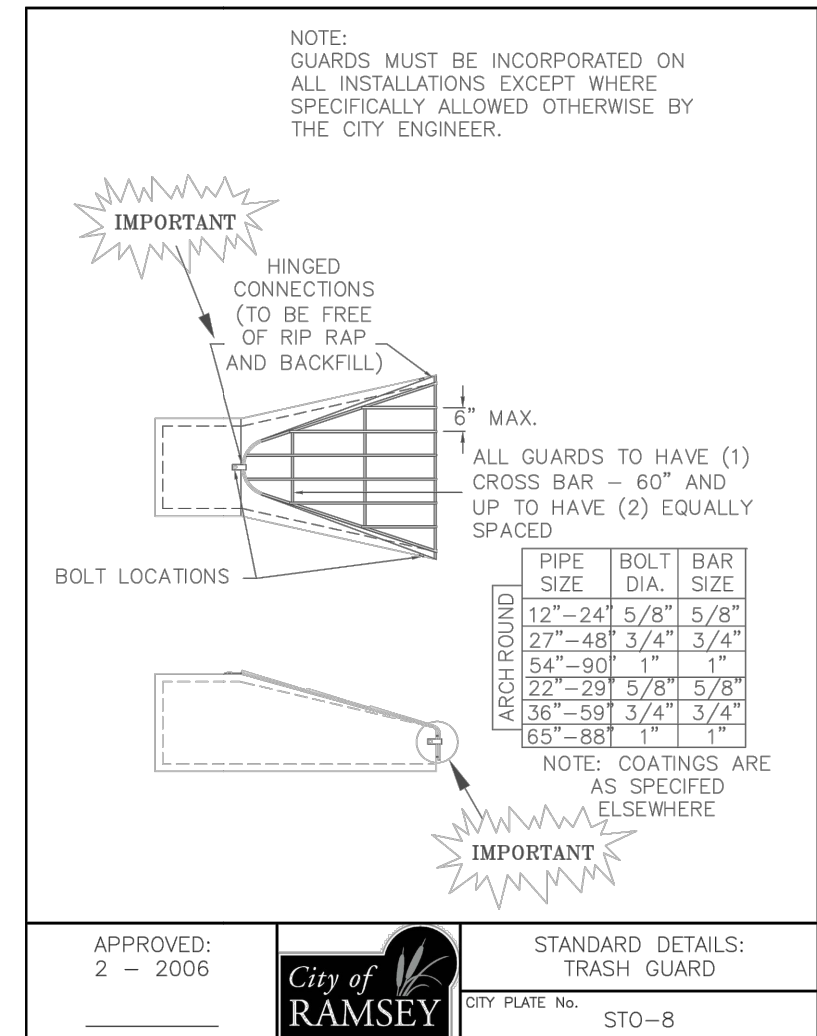
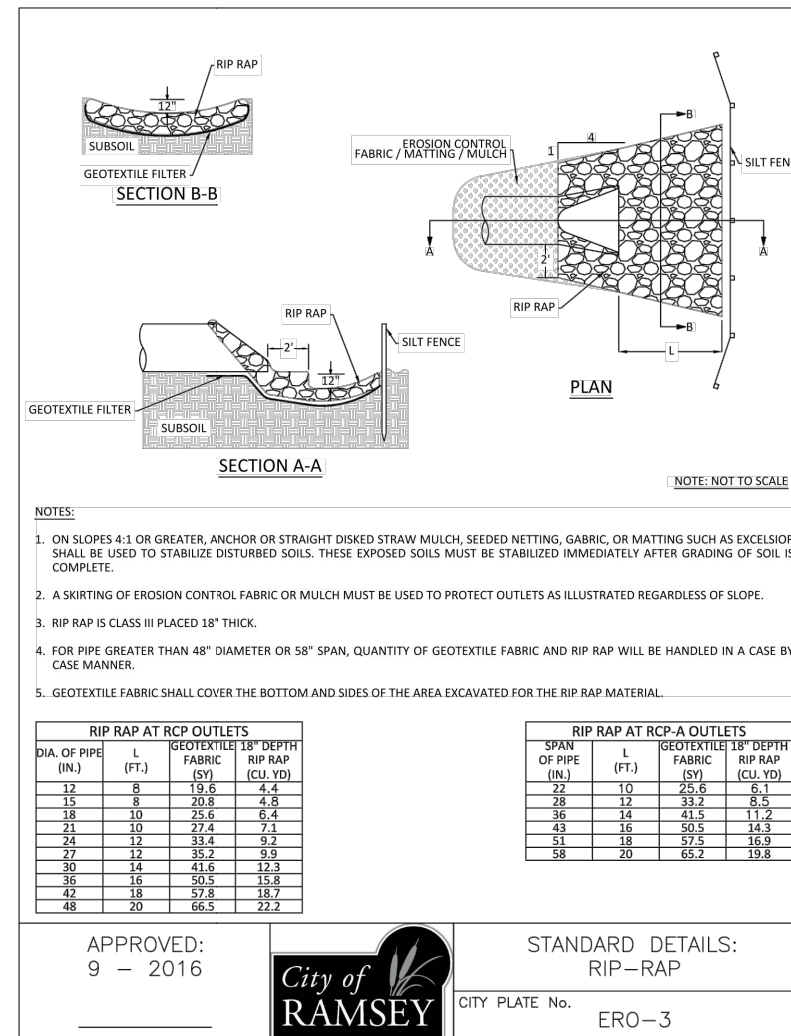
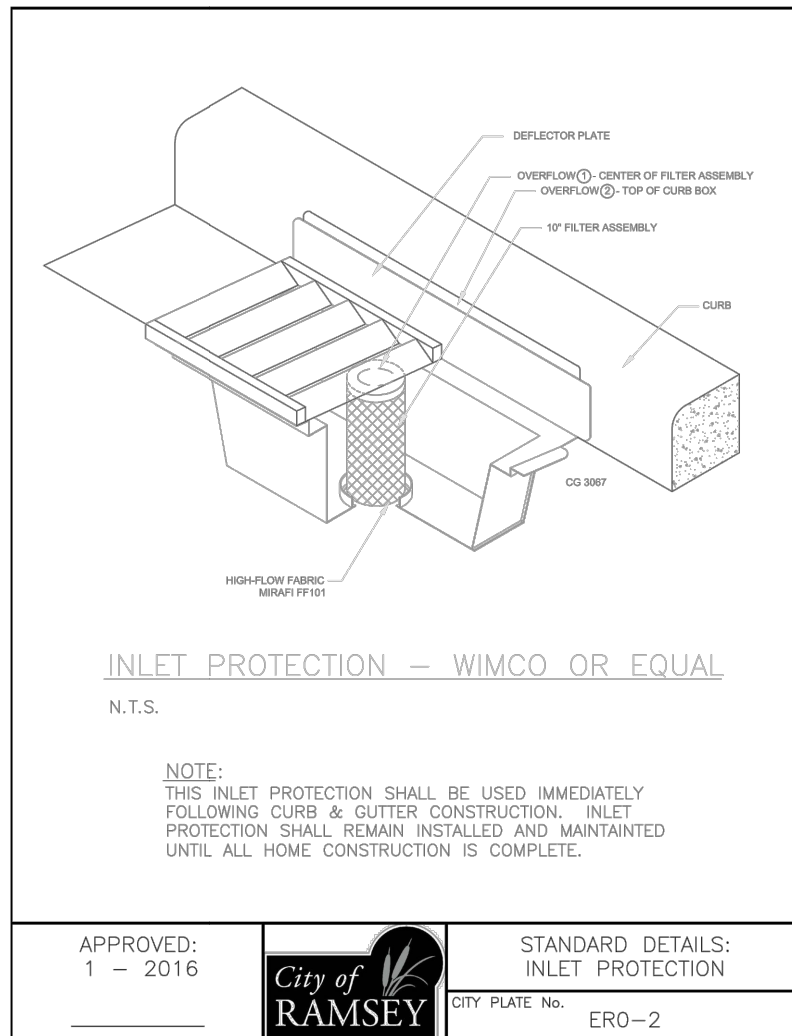
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DRAWN BY: JJF DATE: 5/1/19  
CHECKED BY: BRW FILE No. 19-06



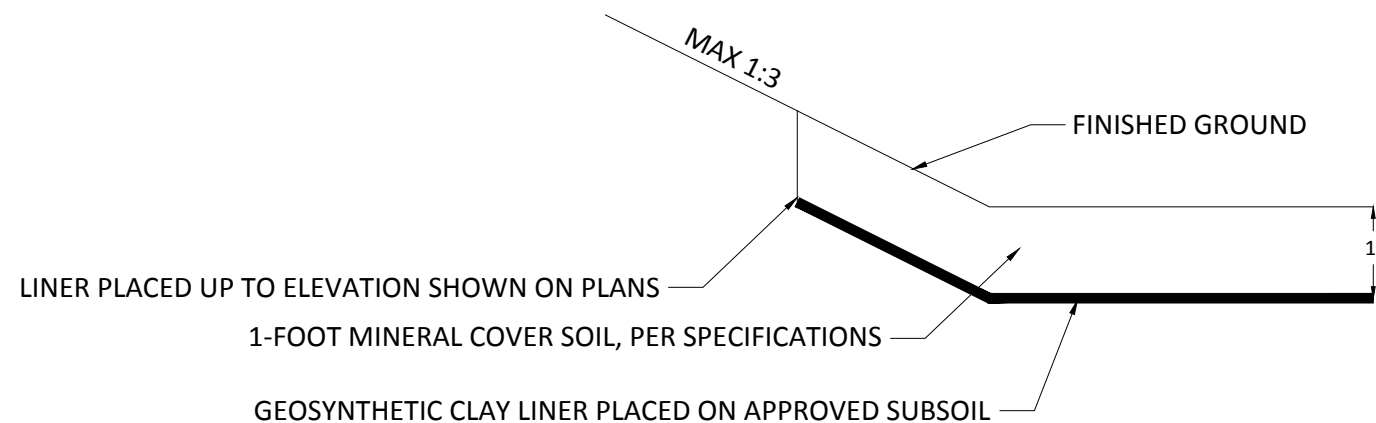
CITY OF RAMSEY  
7550 SUNWOOD DRIVE  
RAMSEY, MN 55303  
(763) 427-1410 FAX (763) 433-9898

RESTORATION

RTC 9TH POND LINING IMPROVEMENTS  
CITY PROJECT NO. 19-06  
CITY OF RAMSEY, MINNESOTA



**POND LINER DETAIL**



EXCAVATION BELOW FINISHED GRADE PAID AS COMMON EXCAVATION (EV).  
1-FOOT COVER SOIL PAID AS GRANULAR EMBANKMENT (LV).

ALL OVERLAPPING, SEAMING MATERIALS, GCL COLLARS REQUIRED FOR STRUCTURES NECESSARY FOR PLACEMENT OF GCL PER MANUFACTURER AND SPECIFICATIONS IS INCIDENTAL.

DATE	REVISION

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

DESIGNED BY: JJF  
DRAWN BY: JJF  
CHECKED BY: BRW

DATE: 5/1/19  
FILE No. 19-06

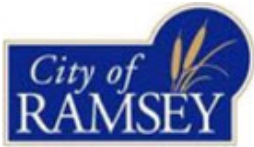
City of RAMSEY  
7550 SUNWOOD DRIVE  
RAMSEY, MN 55303  
(763) 427-1410 FAX (763) 433-9898

Engineer  
Date 5/1/19 Lic. No. 40116

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

DETAILS

RTC 9TH POND LINING IMPROVEMENTS  
CITY PROJECT NO. 19-06  
CITY OF RAMSEY, MINNESOTA



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

**CC Regular Session**

7.2.

**Meeting Date:** 11/12/2019

**By:** Diana Lund, Finance

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**Information**

**Title:**

Introduce Ordinance #19-14: 2020 Schedule of Rates, Fees and Charges

**Purpose/Background:**

The city annually adopts a schedule of rates, fees and charges which outlines the fees that the city charges for such items as building construction, business licenses, utility rates and planning and zoning. This schedule was previously reviewed by the City Council at the work session of October 22, 2019.

A listing of the schedule of rates, fees and charges is attached. Changes are noted on the far right column of the schedule. The majority of the changes from 2019 to 2020 are reflected in the utility section related to sewer and water rates.

In the Building Construction section, the only fee proposed to change is the Water Availability Charge (WAC) from \$1,331 to \$1,365 per address as recommended in the City's 2017 Comprehensive Water System Study.

Under the Business section, the only change proposed is to switch from a per transaction fee for pawnbroker transactions to an established yearly fee. See attached memo from City of Minneapolis in regards to this change.

The Professional Services section has only one change for Police Officer billable time to reflect the average 2020 personnel costs (salary and benefits) of Patrol Officers and Sergeants for when their time is billed out for respective events such as Game Fair.

The Utility Section has been updated to reflect the following increases: water usage rates at 2% per quarter and sewer usage rates at 1% per quarter and Connection Charges (both sewer and water) at 2.5% which are all per the 2017 Comprehensive Sewer and Water Studies. Water and sewer laterals are proposed to increase at 3% for residential and commercial construction based on the construction cost index since 2012. All of the proposed utility rates are lower than the average 2019 metro rates for like utilities.

**Notification:**

The Schedule of Rates, Fees and Charges are adopted annually by ordinance. A public hearing on the ordinance is normally held in November to allow the thirty-day waiting period and have the rates become effective January 1, 2020.

**Observations/Alternatives:**

Options:

1. Accept the rates as proposed.
2. Hold all rates constant with 2019 rates.
3. Recommend changes that arise from input at public hearing.

**Recommendation:**

Staff's recommendation is to Introduce Ordinance #19-14: 2020 Schedule of Rates, Fees and Charges

**Action:**

Introduce Ordinance #19-14: 2020 Schedule of Rates, Fees and Charges.

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**Attachments**

Proposed 2020 Schedule of Rates, Fees & Charges

City of Mpls Memo

Ord 19-14 Rates & Fees

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**Form Review**

**Inbox**

Kurt Ulrich

Form Started By: Diana Lund

Final Approval Date: 11/07/2019

**Reviewed By**

Kurt Ulrich

**Date**

11/07/2019 12:12 PM

Started On: 10/28/2019 12:04 PM

SERVICE OR LICENSE	SPECIAL NOTES	2019 Adopted	2020 Proposed
<b>Administrative Hearings/Citations/Abatements</b>			
Abatement: Administration Fee		25% of cost of abatement or 750.00, whichever is less	
Administrative Citation: Violations of 10 - Animals		25.00	
Administrative Citation: Violations of 26 - Rental Property		75.00	
	2nd offense w/in 12months	250.00	
	3rd offense w/in 12 months	500.00	
Administrative Citation: Violations of 30 - Public Nuisance	1st offense after failure to abate within 14 days	75.00	
	2nd offense w/in 12months	250.00	
	3rd offense w/in 12 months	500.00	
Administrative Citation: Violations of 42 - Dump Garbage/Refuse		75.00	
	2nd offense w/in 12months	250.00	
	3rd offense w/in 12 months	500.00	
Administrative Citation: Violations of 54 - Prohibited Parking		25.00	
Administrative Citation: Violations of 54 - Recreational Vehicles		75.00	
	2nd offense w/in 12months	250.00	
	3rd offense w/in 12 months	500.00	
Administrative Citation: Violations of 54 - Time Zone Parking		25.00	
Administrative Citation: Violations of 105 - Construction		75.00	
	2nd offense w/in 12months	250.00	
	3rd offense w/in 12 months	500.00	
Administrative Citation: Violations of 105 - Exterior Completion		75.00	
	2nd offense w/in 12months	250.00	
	3rd offense w/in 12 months	500.00	
Administrative Citation: Violations of 105 - No Permit		75.00	
	2nd offense w/in 12months	250.00	
	3rd offense w/in 12 months	500.00	
Administrative Citation: Violations of 105 - Property Identification		75.00	
	2nd offense w/in 12months	250.00	
	3rd offense w/in 12 months	500.00	
Administrative Citation: Violations of 113 - Sewage		75.00	
	2nd offense w/in 12months	250.00	
	3rd offense w/in 12 months	500.00	
Administrative Citation: Violations of 117 - Off Street Parking		25.00	
Administrative Citation: Violations of 117 - Signs		75.00	
	2nd offense w/in 12months	250.00	
	3rd offense w/in 12 months	500.00	
Administrative Citation: Violations of 117 - Landscaping		75.00	
	2nd offense w/in 12months	250.00	
	3rd offense w/in 12 months	500.00	
Administrative Hearing: Filing Fee		250.00	
<b>Alcoholic Beverages</b>			
3.2 beer off-sale		100.00	
3.2 beer on Sale		200.00	
Change of Name-Liquor Establishment		50.00	
Liquor license investigation fee	Corporate	500.00	
	Partnership	500.00	
	Sole-Proprietor	500.00	
Liquor off-sale		380.00	
	Tiered Payment System:		
	License Reduced by:		

SERVICE OR LICENSE	SPECIAL NOTES	2019 Adopted	2020 Proposed
	\$100-Meet State Statutes Conditions		
	\$100-Purchase/Utility ID Technology		
Liquor on-sale		5,000.00	
Liquor on-sale Sunday		200.00	
Wine license investigation fee	Corporate	500.00	
	Partnership	500.00	
	Sole-Proprietor	500.00	
Wine on-sale		1,000.00	
2 a.m. closing (optional)		300.00	
<b>Amusement &amp; Commercial Recreation</b>			
Temporary Amusement Center (Carnivals, Circus)		250.00	
Lawful gambling investigation fee - New applicant only	Limit \$100.00	100.00	
Lawful gambling investigation fee - Single Events		50.00	
Fire Works Sales-Business selling only fireworks	Ordinance Adopted 6/11/02	350.00	
Fire Works Sales-Retail Sellers		100.00	
Parade Permit		100.00	
Special Events - Ex: Music festival, performing arts, parades, carnivals, 5K Runs	Including Clean Up Fees, Electrical Inspection Fees etc.	50.00 Application fee +License Fee to be	
		determined per event by CC + Staff Time @ 2.30*wage/hour	
All Other Misc. Permit/Licenses		50.00/Admin fee + Staff time @ 2.30/hr. if needed	
<b>Building Construction</b>			
Administrative Fee-Process Returned Bldg. Permits		25.00	
Basement Finish	Cover 3 trips	158.00	
Building permit		City of Ramsey Valuation Fee Schedule	
Electronic Plan Review-Application Fee	Building Permit only	20.00	
Electronic Plan Review-Application Fee	All Other Permits: Fire, Mechanical, Plumbing, Septic, Zoni	25.00	
Building plan check - Residential		50% of Bldg. Permit Fee	
Plan Review fee for Similar Plans		25% of Bldg. Permit Fee	
Plan Check Fee for Accessory Structures	Garages, Remodels, Additions, etc.	50% of Bldg. Permit Fee	
Plan Check Fee for changes, additions, or revisions to plans		53.00/hr./Minimum 1 hr. (Non-Refundable)	
Plan Check Fee for Commercial, Industrial & Apartments		50% of Bldg. Permit Fee (Non-Refundable)	
Plan Check Fee (Outside Contracted)	All administrative and Overhead Costs	Actual Costs (Non-Refundable)	
Air Conditioner Replacement		50.00	
Air Conditioner & Furnace Replacement (Combination)		50.00	
Deck Permit		50.00	
Demo Permit		50.00	
Driveway Escrow		2,000.00	
Water Heater Replacement		50.00	
Electrical Permit Fee	Per Tokle Contract	Electrical Permit Fee Schedule	
Erosion Control Escrow - New Construction	Returned when complete - not part of building code	1,500.00	
Fence Permit	Over 7 feet in height	City of Ramsey Valuation Fee Schedule	
Fence Permit	Less than 7 feet in height	10.00	
Fireplace Permit	Cover 2 trips	25.00	

SERVICE OR LICENSE	SPECIAL NOTES	2019 Adopted	2020 Proposed
Furnace Replacement		50.00	
Home Improvement Erosion Control Escrow		100 + Assessment Agreement	
Inspections-After Hours/Weekend	1.5 times hourly rate	80.00/hr./minimum 2 hr.	
Investigation Fee	Work Started Without a Permit	Equal to Permit Fee	
Gas Line (Residential)		50.00	
Landscape Escrow		5,000.00	
Lawn Irrigation-Residential	Cover 1 trip	25.00	
Lawn Irrigation-Commercial (Multi)		50.00	
Mechanical Permit-Residential	New Construction	150.00	
	Remodel/Addition	100.00	
Mechanical permit-Commercial	New Construction	150.00	
	Remodel/Addition	75.00	
Plan Check fee (65% of commercial mechanical permit)		50% of Comm Mech Permit fee (None-Refundable)	
Moving Structure Permit		50.00	
Moving Structure Permit Site Inspection		50.00	
Mobile Home Tie Down		50.00	
Mobile Home Water Hookup	1.25 hours	50.00	
Plumbing permit- Residential/Single Family	New Construction	100.00	
	Remodel/Addition	100.00	
Plumbing permit- Commercial	New Construction	250.00	
	Remodel/Addition	100.00	
Public Sidewalk Panels-Broken		Min \$500.00/Max \$1,500.00	
ReInspection Fees		80.00 per trip	
Re-Roofing/Shingling Permit-Residential	Cover 2 trips	75.00	
Re-Roofing/Shingling Permit-Commercial/Multi-Family		City of Ramsey Valuation Fee Schedule	
Re-Siding Permit	Cover 2 trips	75.00	
Replacement Windows (Residential)	City Required pre-inspection	75.00	
Septic system permit-residential		125.00	
Septic system permit-commercial		250.00	
Septic Tank Installation Permit-Residential		125.00	
Service Availability Charge (SAC)	[current MCES rates]	2,485.00	
Septic Tank Pumping Permit		15.00	
Sewer permit (Utility Connection)-Residential		25.00	
Sewer permit (Utility Connection)-Commercial		2% of Job Value/Minimum 258.00	
Site Evaluation Fee		50.00	
State Surcharge	Applies to all permit types	1.00	
	Per State of Minnesota Fee Schedule		
Swimming pool permit		100.00	
Vacuum Breaker Verification for Irrigation System (RPZ)-Residential		50.00	
Vacuum Breaker Verification for Irrigation System (RPZ)-Commercial	1.25 Hours	50.00	
Water Availability Charge (WAC) - per address	Per 2012 & 2017 Comprehensive Water System Study	1,331.00	1,365.00

SERVICE OR LICENSE	SPECIAL NOTES	2019 Adopted	2020 Proposed
Water Softener Permit-Residential		50.00	
Water permit (Utility Connection)-Residential		25.00	
Water permit (Utility Connection)-Commercial		2% of Job Value/Minimum 258.00	
<b>Business</b>			
Administrative Fee - Process Returned Business Permits		25.00	
Business Registration Certificate (BRC)	Original Application	30.00	
Contractor License	All Contractors	50.00	
Garbage & refuse hauler		50.00	
License Late Fee		15% of license fee/month	
Massage Establishment		100.00/annual	
Massage Establishment Owner/Manager Background Check Fee		50.00	
Massage Therapist		50.00/annual	
Massage Therapist Background Check Fee		35.00	
Pawn broker/Precious Metals		4,000.00	
Yearly Fee-Pawnbroker enters		1.35/per transaction	\$250/per year all transactions
Transaction Fee-State Entered		2.10/per transaction	
Pawn broker investigation fee	in-state investigation	500.00	
	out-of-state investigation	1,500.00	
Residential Rental - Multifamily	3-Year License	400.00/building	
Residential Rental - Single Family/Townhome	3-Year License	25.00/unit	
Second Hand Dealer		2,000.00	
Second Hand Dealer investigation fee	in-state investigation	500.00	
	out-of-state investigation	1,500.00	
Transient merchant/peddler/solicitor		100 + 35 per person backgrounded	
<b>City Financing</b>			
Interest rate charge - non-bonded programs		US Treas. rate + 2 points	
[bonded projects will be dependent upon interest rates being paid]		Bond Int rate + 2 points	
<b>Equipment Chargeback</b>			
All Equipment Rental		Per FEMA Schedule + Staffing	
Public Works Maintenance Worker		2.30 x wage/hr.	
Portable Toilet		Actual Cost	
<b>Facility Use</b>			
Antenna Lease - City Owned Property [PCS towers]	Per Individual Agreement	Per Individual Agreement	
Concession stand/pavilion/shelter- per day/event- residents	Includes 7.125% sales tax	See Facility Use & Rental Policy	
Concession stand pavilion/shelter- per day/event - non-res.	Includes 7.125% sales tax	See Facility Use & Rental Policy	
Key deposit - per building		55.00	
Softball/baseball field maintenance - youth teams	Includes 7.125% sales tax	12.00/game	
Football field maintenance - youth teams			
Large Fields	Includes 7.125% sales tax	47.00/week	
Soccer & Lacrosse field maintenance - youth teams			
Full Size (Large Field)	Includes 7.125% sales tax	37.00/week	
1/2 Size (Medium Field)	Includes 7.125% sales tax	20.00/week	
Small Field	Includes 7.125% sales tax	12.00/week	
Field Layout Field-Soccer, Football, Lacrosse		300.00	
Tennis court - non-residents	Includes 7.125% sales tax	20.00	
Basketball court - non-residents	Includes 7.125% sales tax	20.00	
Horseshoe pit - non-residents	Includes 7.125% sales tax	20.00	
Lighted ballfield Deposit Fee		100/individual	
		500/athletic organization	
Lighted ballfield - residents	Includes 7.125% sales tax	45.00/Per 3 hours and then 15.00/Each Additional hour	

SERVICE OR LICENSE	SPECIAL NOTES	2019 Adopted	2020 Proposed
Lighted ballfield - non-residents	Includes 7.125% sales tax	60.00/Per 3 hours minimum and then 20.00/Each Additional hour + 25.00 for lights	
Light - Used By ARAA		Actual Cost	
General Field Use - Residents (football, soccer, softball,baseball)		45.00/Per 3 hours minimum and then 15.00/Each Additional hour	
General Field Use - Non-Residents (football, soccer, softball,baseball)		60.00/Per 3 hours minimum and then 20.00/Each Additional hour	
Athletic Field Marking Paint - ARAA		Actual Cost	
Pact School Field Maintenance	5% Increase per year	600.00	
Municipal Center per day/event - Refer to Facility Use and Rental Policy	See Ramsey Municipal Center Conference Room Rental & Park Facilities Rental Rates Schedule	See Ramsey Municipal Center Conference Room Rental & Park Facilities Rental Rates Schedule	
Coffee for Meetings		5.00/pot	
Park Facilities - Refer to Facility Use and Rental Policy	See Ramsey Municipal Center Conference Room Rental & Park Facilities Rental Rates Schedule	See Ramsey Municipal Center Conference Room Rental & Park Facilities Rental Rates Schedule	
<b>Miscellaneous</b>			
Cemetery Plot (Trott Brook Cemetery)		900.00	
Cemetery Plot Perpetual Care		400.00	
Comp Plan CD		10.00	
City Information-CD Format		10.00/disc	
Kennel License (Administrative)	4th Dog on Property	30.00	
Maps - City (28X 24)		5.00	
Maps - Zoning (28 X 34)		15.00	
Maps - Zoning/Address (34 X 44)		25.00	
Maps-Zoning or Comp Plan (11 X 17)		6.00	
Maps - Plat		10.00	
Maps - Topo aerials per half section		20.00	
Maps- Parks & Trails 11 X 17)		6.00	
Maps - Parks & Trails (36 X 24)		15.00	
Maps-Large Ward/Precinct	With Addresses	25.00	
Notary Fee	State Statute	3.00	
Photo copies - one-sided/duplexed	Up to 100 pages; over 100 pages plus staff time	0.25	
Political office filing fee	State Statute	5.00	
Public hearing publications		At City Cost	
Returned check		35.00	
Reissued Check Fee		15.00	
Special assessment search		30.00	
<b>Planning and Zoning</b>			
Comp Plan Amendment Application		200.00	
Comp Plan Escrow		700.00	
Conditional use escrow minimum		800.00	
Conditional use permit application		200.00	
Conditional use escrow min-environ sens		2,000.00	
Conditional use permit app.-environ sens		200.00	
Conditional use permit annual inspection		75.00	

SERVICE OR LICENSE	SPECIAL NOTES	2019 Adopted	2020 Proposed
Dock permit		25.00	
Environmental Permit		200.00	
Environmental Escrow		400.00	
Grading Permit		200.00	
Industrial Revenue Bond - application		200.00	
Industrial Revenue Bond - escrow		1,000.00	
Interim Use Permit Escrow - Minimum		600.00	
Interim Use Permit Application		200.00	
Interim Use Annual Inspection Fee		75.00	
Park Dedication - Cash Contribution: Residential Unit	Including Townhomes & Apartment Units	3,500.00/dwelling unit	
Park Dedication - Cash Contribution: Residential Unit	Exceed 12+ units per acre	7.5% Discount/\$2,775.00	
Park Dedication - Cash Contribution: Residential Unit	Exceed 20+ units per acre	15% Discount/\$2,550.00	
Park Dedication - Cash Contribution: Commercial/Assisted Living Facilities		5,100.00/acre	
Park Dedication - Cash Contribution: Industrial		4,375.00/acre	
Park Dedication - Land Contribution: Residential	0 - 3.0 dwelling units per acre	10% of land	
	3.1 - 5.0 dwelling units per acre	15% of land	
	5.1 + dwelling units per acre	Add .5% for each over 5	
Park Dedication - Land Contribution: Commercial/Industrial/Assisted Living Facilities		5% gross land area	
Park Dedication - Land Contribution: Planned Unit Developments	(public open space/rec. uses-not including wetlands)	10% gross land area	
		2,800.00/dwelling unit	
Sidewalk Panel Replacement Escrow		1500.00	
Trail Development Fee - Cash Contribution: Residential Unit		1,000.00/dwelling unit	
Trail Development Fee - Commercial/Industrial/Assisted Living Facilities		1,300.00/acre	
Approval/Recording of Deeds:			
Abstract Property		County Fee+10.00/staff Time	
Torrens Property		County Fee+10.00/staff Time	
Rezoning application		200.00	
Rezoning escrow		400.00	
Sign permit application - permanent		25.00	
Sign permit - permanent		75.00	
Sign permit - temporary		25.00	
Site plan review application		200.00	
Site plan review escrow		800.00	
Special Council, HRA or Commission meeting fee		350.00	
Temporary Structure escrow		500.00	
TIF/Conduit Debt Application Fee		4,000.00/+legal fee deposit	
Vacation of easement application		200.00	
Vacation of easement escrow		300.00	
Variance application		200.00	
Variance escrow		400.00	
Zoning Permit		25.00	
<b>Platting or Subdividing</b>			
Address Charge		175.00	
Administrative (interior lot lines) escrow		225.00	
Administrative (interior lot lines) app.		200.00	
Major Subdivision escrow		1,500.00	
Major Subdivision application		300.00	
Minor subdivision escrow		900.00	
Minor subdivision application		200.00	
Registered land survey escrow		300.00	
Registered land survey application		200.00	
<b>Professional Services</b>			

SERVICE OR LICENSE	SPECIAL NOTES	2019 Adopted	2020 Proposed
Administrative Fee (Project Related Activity-Staff admin)	Consultants hired for project: Ex: Hakanson Anderson	3% of contractor bill	
Attorney - municipal		At City cost	
Attorney - non-municipal		At City cost	
City Staff Services		2.30 x wage/hr.	
Police Officer		89.00/hr	93.00/hr
Other professional /staff services		2.30 X wage/hr.	
<b>Public Safety</b>			
Alarms: False (3rd offense)	In a Calendar Year	75.00	
Alarms: False (4th offense)	In a Calendar Year	150.00	
Alarms: False (5th offense)	In a Calendar Year	225.00	
Alarms: False (6th offense)	In a Calendar Year	300.00	
ATV/Golf Cart Permit		10.00	
Car Seat Check -Non-Resident only		25.00	
Clandestine Drug Labs Remediation	Recovery of Public Costs	125% of Recovery Costs (Recovery Cost + 25% admin Fee)	
Copies: Audio/Video CD/DVD		20.00	
Copies: Incident/Investigative Reports	Per statute Ch163 sec 8 adopted 8/1/05	.25/page	
Copies: Statistical Summary Reports		5.00	
Dangerous Dog License		500.00	
Dog Impoundment fee		125.00+board	
Dog Impoundment fee - If Non Licensed		145.00 +board	
Dog Impoundment fee (2nd offense)	w/in 12 months (+50.00 each addtl w/in 12 mo)	175.00 +board	
Dog license - duplicate		5.00	
Dog license - male/female - 3 yr. license		20	
Dog license - male/female neutered/spayed - 3 yr. license		10	
<b>Fire Prevention:</b>			
<b>Fire Suppression Fees:</b>			
Permit		Valuation based/1997 UBC Fee Table 1-A	
		Minimum of 23.50	
Plan Review		65% of permit fee	
		5.00 Minimum State Surcharge	
<b>Fire Alarm Fees:</b>			
Permit		Valuation based/1997 UBC Fee Table 1-A	
		Minimum of 23.50	
Plan Review		65% of permit fee	
		5.00 Minimum State Surcharge	
Temporary Assembly/Tent Permit(Greater than 100 sq. ft.)		50.00/per tent	
Aboveground Tank Storage		100.00/per tank	
Underground Tank Storage		100.00/per tank	
Fuel Tank Storage Removal		100.00/per tank	
Daycare Inspection Fee		50.00	
Permit Re-Inspection Fee		50.00	
Fireworks/Pyrotechnic Display Permit		200.00	
Fireworks -Retail Sale Permit - Retailer only selling fireworks		350.00	
Fireworks-Retail Sale Permit-All other retailers		100.00	
Double Permit Fee		2 x normal permit fee	
<b>Lock Box Fee:</b>			
Surface Mount		Per Vendor Pricing	
Recessed Box		Per Vendor Pricing	

SERVICE OR LICENSE	SPECIAL NOTES	2019 Adopted	2020 Proposed
All Others		Actual cost + 10% Admin fee	
Fire Code Re-Inspection Fee		140.00	
Gas Line Hit By Contractors	Effective 4-1-10	300.00	
Open Burn Permits:			
Open burn permit application	Residential	25.00	
Open burn permit fire suppression escrow		500.00	
Open burn permit fire suppression services		300.00/hr. - min 300.00	
Illegal Burning	Effective 4-1-10	200.00	
Subsequent Site Evaluations		45.00/visit	
Fire Service Fee:			
Disaster Assistance		300.00/hr. per truck	
Ordinance Violations		300.00/hr.	
Victim Service Fee		300.00/hr. per truck	
Hunting Permit (Bow) per person		5.00	
Hunting Permit (Shotgun) per person		5.00	
Hunting Permit (Target Shooting) per person		5.00	
Letter of Good Standing		10.00	
Photo CD		20.00/cd	
Photo Electronical Transfers		10.00/transmission	
Photo Reprints		5.00 min chg + 1.00/print	
Vehicle Lockout		20.00	
Vehicle Storage		10.00/day	
<b>Reimbursements</b>			
Mileage/personal vehicle (IRS allowable rate)	Always follow IRS adopted rate	.54/mile	
<b>Right-of-Way</b>			
Permit Fee - Boring/Open Trench		95.00+15.00/Driveway, 20.00/Road Closing + \$10,000 Bond per mile	
Boulevard Tree Replacement		700.00/Tree	
Permit Fee - Overhead		95.00\+.05/linear foot	
<b>Street and Traffic Charges</b>			
Developer contribution: street and/or traffic signs		Developer Installed	
Bituminous Paving/Patching		25.00/sq yard	
Culverts		Price + Tax	
Road Improvement Assessment	Per Special Assessment Policy	Per Policy	
Street Sweeping: Equipment Only:	Per FEMA Schedule of Equipment Rates	74.00/Hr	
Traffic Sign Replacement		200.00	

SERVICE OR LICENSE	SPECIAL NOTES	2019 Adopted	2020 Proposed
<b>Tobacco</b>			
Cigarette Sales (vending and over-the counter)		250.00	
Cigarette Sales with age verification technology		150.00	
E-Cigarette Sales		250.00	
E-Cigarette Sales with age verification technology		150.00	
<b>UTILITY RATES</b>			
Assessment Charge for Unpaid Items Assessed	Administration fee	30.00/account	
Interest Rate on Unpaid Items Assessed		5.50%	
Penalty/late payment	Past due on current billing	10%	
<b>Recycling Rates</b>			
Residential Curb-side Program fee/qtr	Per Ace Contract	8.85/qtr	
<b>Sewer Rates</b>			
Residential/Single dwelling usage fee/qtr	Per 2016 Comprehensive Sewer Study	74.4	75.14
Multi-family(apt) & commercial usage fee/qtr		74.40+3.13/1000 gal. in excess of 20,000 gal.	75.14+3.13/1000 gal.
Connection charge/res. equivalent	Per 2012 & 2017 Comprehensive Sewer System Study	1,213.00	1,243.00
Connection charge/acre comm./ind.	Per 2012 & 2017 Comprehensive Sewer System Study	3,652.00	3,743.00
Lateral Benefit Charges: Residential	Increased by construction cost index-Avg 3% since 2012	4,823.00	4,968.00
Lateral Benefit Charges: Commercial	Increased by construction cost index-Avg 3% since 2012	7,941.00	8,179.00
<b>Street Lights</b>			
Developer contribution:			
installation of Cobra street light		Per Connexus Energy Fee Schedule	
traditionaire subdivision street light (w/100 ft of wire)		Developer Installed	
New ROW COR Lights		Per Connexus Energy Fee Schedule	
street light O & M 3 year @ \$98/year		294/light	
Residential billing:			
urban subdivision street light rate per lot (>7/92)		9.01/qtr	
rural subdivision street light rate per lot		14.85/qtr	
priority street light rate per residential/apartment/ lot		1.37/qtr	

SERVICE OR LICENSE	SPECIAL NOTES	2019 Adopted	2020 Proposed
<b>Storm Water Management Rates</b>			
Residential		15.95/qtr	
Commercial		63.80/REU/qtr	
Trunk charge/res. equivalent	Increased by construction cost index-Avg 3% since 2012	487.00	
Trunk charge/acre comm./ind.	Increased by construction cost index-Avg 3% since 2012	4,855.00	
<b>Water Rates</b>			
Minimum usage fee/qtr	Per 2012 & 2017 Comprehensive Water System Study	40.20	41.10
Quarterly Rate Structure	Conservation Rates	\$40.20 Minimum	\$41.10 Minimum
		\$2.76 per 1,000 for 15,001-25,000	\$2.82 per 1,000 for 15,001-25,000
		\$2.85 per 1,000 for 25,001-40,000	\$2.91 per 1,000 for 25,001-40,000
		\$3.04 per 1,000 for 40,001-60,000	\$3.11 per 1,000 for 40,001-60,000
		\$3.26 per 1,000 for 60,001-99,000	\$3.33 per 1,000 for 60,001-99,000
		\$3.61 per 1,000 for 99,001-201,000	\$3.69 per 1,000 for 99,001-201,000
		\$4.31 per 1,000 for 201,001 and above	\$4.40 per 1,000 for 201,001 and above
Odd/Even Sprinkling Violations:	Effective day after Memorial Day thru Day after Labor Day		
	No Sprinkling between 10 am-8:00 pm		
First Violation		Written Warning & Registered Letter	
Second Violation		50.00	
Third Violation		100.00	
Fourth Violation		Water Service turned off	
Meter Replacement Admin Fee for Non-Compliance		75.00/qtr	
Installation of meter w/remote (Res & Commercial)		140.00	
5/8" Meter - Radio Read System		275.00	
1" Meter - Radio Read System		439.00	
1 1/2" Meter - Radio Read System		839.00	
2" Meter - Radio Read System (Irrigation Only)		1,039.00	
2" Compound Domestic Meter - Radio Read System		2,286.00	
3" Compound Domestic Meter - Radio Read System		3,004.00	
4" Compound Domestic Meter - Radio Read System		3,818.00	
Other than Meters Noted Above		Cost plus 5%	
Water shut off at Curbstop		100.00	
Water shut off at Curbstop	Winter Period of November 1 - April 1	150.00	
Townhouse Irrigation Meter Winterization		150.00	
Broken Hydrant Replacement - Summer		500.00	
Broken Hydrant Replacement - Winter		750.00	
Connection charge/res. equivalent	Per 2012 & 2017 Comprehensive Water System Study	1,807.00	1,852.00
Connection charge/res. Within Reimbursement Area	PER \$6M Agreement with 21st Century Bank		
Connection charge/acre comm./ind.	Per 2012 & 2017 Comprehensive Water System Study	6,601.00	6,766.00
Lateral Benefit Charges: Residential	Increased by construction cost index-Avg 3% since 2012	6,161.00	6,346.00
Lateral Benefit Charges: Commercial	Increased by construction cost index-Avg 3% since 2012	6,893.00	7,100.00



RECEIVED  
OCT 21 2019

Police Department – Medaria Arradondo, Chief of Police  
350 S. Fifth St. - Room 130  
Minneapolis, MN 55415  
TEL 612.673.3559  
[www.minneapolismn.gov](http://www.minneapolismn.gov)

October 16, 2019

Ramsey Police Department  
7550 Sunwood Drive NW  
Ramsey, MN 55303

Dear APS Customer:

Over 20 years ago, the Minneapolis Police Department created the Automated Pawn System (APS). At that time, APS was a groundbreaking tool for public safety. Over the course of these 20 plus years, APS has continued to evolve, eventually transforming into its current version now known as the Automated Property System.

The Minneapolis Police Department has come to a crossroads with APS. We are in need of upgrading APS from its current application-based platform, to a modern web-based platform. This will assure all users have the most updated functionality and capabilities. Such an upgrade will require much technical expertise and ongoing customer service to complete.

The Minneapolis Police Department has partnered with Business Watch International (BWI) to modernize and upgrade APS to a web-based platform. As a result, MPD will no longer be supporting APS, as BWI will take over the operation of APS. In the coming weeks you will be contacted by BWI with information regarding the updated version of APS, their pricing options and other vital aspects of their product.

Pending final approval by the City Council and Mayor this October and November, this letter serves notice of the Minneapolis Police Department's intent to terminate our obligations regarding APS effective with the earlier of you entering into an agreement with BWI, providing notice of intent to terminate your involvement with APS as noted in your agreement with the City of Minneapolis, or January 01, 2020. Please note that you will be free to continue with BWI's product or to move to another system if you choose.

As a police department and public safety partner, we are certainly proud to have been on the forefront of this effort for the past 20 plus years. Thank you for your partnership over those 20 years. We have been able to walk away from this effort knowing that the tools today are far beyond what was imagined 25 years ago.

Please feel free to reach out to me if you have any questions or concerns. I can be reached at 612 673-2445 or [travis.glampe@minneapolismn.gov](mailto:travis.glampe@minneapolismn.gov).

Yours truly,

A handwritten signature in black ink, appearing to read "Travis Glampe", written over a horizontal line.

Commander Travis Glampe  
Minneapolis Police Department

**ORDINANCE #19-14  
CITY OF RAMSEY  
ANOKA COUNTY  
STATE OF MINNESOTA**

**AN ORDINANCE ESTABLISHING PERMIT FEES, SERVICE CHARGES, AND VARIOUS OTHER FEES TO BE COLLECTED BY THE CITY OF RAMSEY.**

**The City of Ramsey ordains:**

**SECTION 1. AUTHORITY**

This ordinance is adopted pursuant to and under the authority of the Charter of the City of Ramsey.

**SECTION 2. PURPOSE**

Per S701.10 (Fees) the purpose of this Ordinance is to establish the Permit Fees, service Charges, and Other Fees that will be collected by the City in year 2020. This is known as the Schedule of Rates, Fees and Charges.

**SECTION 3. SCHEDULE**

The attached permit fees and service charges are hereby established for the year 2020.

**SECTION 4. EFFECTIVE DATE**

This Ordinance becomes effective 30 days after its passage and publication, subject to City Charter Section 5.04.

**PASSED** by the City Council of the City of Ramsey, Minnesota the 26<sup>th</sup> day of November, 2019.

\_\_\_\_\_  
Mayor

**ATTEST:**

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

Introduction date: November 12, 2019  
Posting dates: November 12 – November 26, 2019  
Adoption date:  
Publication date:  
Effective date:

**CC Regular Session**

7.3.

**Meeting Date:** 11/12/2019

**By:** Katie Schmidt, Administrative Services

---

**Information**

**Title**

Approve the Following Meeting Minutes:

1. City Council Work Session dated 10/22/2019 - This item was moved from the Consent Agenda to be considered as Item 7.03 on the regular agenda.

**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 10/22/2019 - This item was moved from the Consent Agenda to be considered as Item 7.03 on the regular agenda.

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**Attachments**

10-22-19 CCWS Minutes

10-22-19 CC Minutes

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**Form Review**

**Inbox**

Colleen Lasher

Kurt Ulrich

Form Started By: Katie Schmidt

Final Approval Date: 11/14/2019

**Reviewed By**

Colleen Lasher

Kurt Ulrich

**Date**

11/01/2019 09:11 AM

11/07/2019 12:06 PM

Started On: 10/28/2019 11:12 AM

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

The Ramsey City Council conducted a City Council Work Session on Tuesday, October 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 Jeff Menth  
Councilmember Debra Musgrove  
Councilmember Chris Riley

Also Present: Community Development Director Timothy Gladhill  
Finance Director Diana Lund  
Police Chief Jeff Katers  
Parks and Assistant Public Works Superintendent Mark Riverblood  
Public Works Superintendent Grant Riemer  
Administrative Services Director Colleen Lasher  
City Engineer Bruce Westby  
City Planner Chris Anderson  
City Planner Chloe McGuire Brigl

**1. CALL TO ORDER**

Mayor LeTourneau called the City Council Work Session to order at 5:32 p.m.

**2. TOPICS FOR DISCUSSION**

**2.01: Review Revised Draft of the Updated Resident Information Card for Council Chambers**

Administrative Services Director Lasher reviewed the staff report.

Councilmember Riley referenced side b, the first bullet point, and asked if the word “only” could be removed to soften that statement.

Councilmember Musgrove commented that the revisions seem to encompass the comments from the previous discussion. She asked if the blank section for written comments will be made larger.

Administrative Services Director Lasher confirmed that would be incorporated along with using a cardstock that allows writing more easily.

Mayor LeTourneau confirmed the consensus of the Council to move forward with the revisions as proposed, with the one suggestion from Councilmember Riley.

## **2.02: Receive Update on Zoning Code Enforcement Cases**

Community Development Director Gladhill reviewed the staff report.

Councilmember Menth referenced the comment related to intimidation and asked if the resident was attempting to intimidate staff.

Community Development Director Gladhill provided additional details on the site visit.

Councilmember Kuzma stated that his concern is for the animals. He asked if the resident has proper care for the animals or whether there would be a problem when the cold weather hits.

Community Development Director Gladhill noted that he is not an animal expert, noting that there are a few trailers and other structures that could be used. He stated that staff would like to see the structure for the animals but is simply missing the required information.

Councilmember Riley stated that this has been an ongoing case and he feels that City staff has gone above and beyond in trying to help and resolve the problem in working with the resident. He stated that it seems the resident is not interested in working with the City and was unsure how much more effort the City staff should put into this. He fully supported transitioning this to the City Attorney.

Councilmember Musgrove asked if there was a diagram at one time about what the building would look like. She asked if it appears that the excavation is in line with the sketch.

Community Development Director Gladhill replied that if used as proposed, as a barn for animals, and if the proper tax classification is obtained, the building code would not apply in the same manner. He displayed the original plans and explained that staff attempted to reduce the size to avoid the need for a Conditional Use Permit (CUP). He noted that the intent of the resident was to sink the building down in order to meet the height requirement.

Councilmember Musgrove asked about the pole in the middle of the area.

Community Development Director Gladhill replied that is a utility pole and the resident would need to work with the utility company to relocate that pole.

Councilmember Musgrove stated that she would also support transitioning this to the City Attorney. She asked for additional input on the process.

Community Development Director Gladhill provided additional details on the process. He noted that a stop order has been issued but it does not appear that has occurred.

Councilmember Musgrove stated that the City would simply be wasting additional dollars spending additional staff time and would recommend this go forward to the City Attorney.

Councilmember Musgrove stated that she appreciates the time and effort that City staff has contributed to this issue and this resident. She recognized that this has been very challenging and agreed that City staff should not spend any additional time on this case and should forward this to the City Attorney. She believed that it was wise to have police escort on the last visit given the case history.

Councilmember Kuzma stated that after reading the emails from the resident he believed those to be threatening and should that communication continue, a restraining order should be pursued to stop the harassment.

Community Development Director Gladhill confirmed that there have been other negative actions from the resident that would warrant that activity.

Police Chief Katers stated that the primary purpose of the police escorting on the last visit was for the safety of City staff. He stated that the police executed the search warrant with adequate staff. He stated that the entire interaction was videotaped. He referenced the communications with the resident, noting that City cell phones were used for those communications and therefore that can be blocked. He confirmed that a restraining order could be pursued and provided additional details.

Councilmember Menth asked if the threshold has been crossed and a restraining order should be pursued.

Police Chief Katers stated that he is not a legal expert but could not imagine a judge not approving a restraining order in this case. He noted that in terms of pressing charges, there would need to be a very specific threat that would warrant that activity. He stated that the prior restraining order on behalf of a staff member was against this same resident.

Councilmember Menth stated that he would like to move to the next step on a restraining order and determining if charges could be filed.

Community Development Director Gladhill continued to review the zoning code enforcement cases within the staff report.

Councilmember Musgrove asked if the neighbors are aware of the situation and the details that the City is providing latitude.

Community Development Director Gladhill confirmed that to be true.

Councilmember Riley stated that the City has been playing games with the landscaping business case for some time and it is clearly time to move on with that one.

Community Development Director Gladhill stated that these were examples of cases that will be addressed more with the new Planning Technician. He recognized that neighbors can get frustrated with the length of time required to address code enforcement issues. He confirmed that code enforcement fell behind with the surplus of development cases that have come forward recently.

Councilmember Kuzma asked for an update on the pigeons.

Community Development Director Gladhill noted that he has not received any recent complaints. He hoped that the department is meeting the expectations of the Council related to code enforcement.

Councilmember Riley referenced neighborhood disputes and HOA covenants, which is not a City issue and would be more of a neighborhood issue. He asked how the police department would respond.

Police Chief Katers stated that the department receives a variety of calls and always responds. He explained that the police do not enforce HOA rules, unless that violation is also a violation of City Ordinance. He stated that they attempt to find resolution within the 15 to 20 minutes that the police are onsite. He stated that mediation can be recommended for neighborhood disputes.

### **2.03: Review Current Development Fees, Sureties, and Permit Fees**

Community Development Director Gladhill reviewed the staff report.

Councilmember Kuzma stated that he read some of the comments from developers that seemed to state the City fees were reasonable. He noted that only one comment seemed to think the City fees were high. He believed that the fees were accurate.

Mayor LeTourneau stated that in his experience most developers have commended City staff and the process in Ramsey.

Councilmember Heinrich stated that she appreciates that staff reached out to developers. She noted that she did the same and determined that Ramsey was on the higher end by about \$2,000 compared to Blaine and Otsego. She stated that based on the feedback she received it would seem that perhaps a closer look should be taken to ensure the City is comparable.

Community Development Director Gladhill provided comparable information for other communities, noting that Ramsey is not the lowest or the highest. He provided a similar comparison of park dedication and trail dedication fees.

Councilmember Menth asked for clarification on the figures.

Community Development Director Gladhill reviewed the different fees that are included in the residential fee comparison for the four communities.

Councilmember Menth stated that Otsego does not have a trail fee, which would be a difference of \$1,500.

Community Development Director Gladhill stated that communities address trails in some manner. He reviewed the four major ways in which cities construct trails and fund that construction. He confirmed that not every community has a direct trail development fee.

Councilmember Menth stated that if you add that trail dedication fee to the Otsego figures, that would make it very comparable to Ramsey.

Parks and Assistant Public Works Superintendent Riverblood explained that trail funding is a complicated issue that is not an apples-to-apples comparison as each community tends to fund that amenity differently. He stated that the Park and Recreation Commission reviewed the park dedication and trail fees and recommended no increase for 2020.

Councilmember Heinrich asked for clarification on the trail dedication fee.

Community Development Director Gladhill confirmed that fee to be \$1,000 per residential lot.

Parks and Assistant Public Works Superintendent Riverblood stated that development is occurring in all areas of Ramsey. He stated that those developers are choosing Ramsey because of the quality of life in this community. He noted that real estate ads typically mention whether the property is close to schools, parks and trails as those features are important to home buyers.

Community Development Director Gladhill noted that there is a density bonus where lower rates are charged for higher density developments because those developments typically include their own amenities.

Councilmember Musgrove commented that there was a recent case in which a landowner subdivided his lot into three lots. She noted that resident was charged a higher fee rather than a developer. She noted that perhaps a lower fee be looked at for smaller developments. She referenced surety and asked for additional details.

Community Development Director Gladhill explained that 125 percent is the standard rate, noting that change was made to provide consistency. He noted that project applicants are coached by planning staff throughout the planning process.

Councilmember Musgrove referenced the stormwater management fee and asked if that fee comes from the City or another agency.

Community Development Director Gladhill replied that is a City fee.

Councilmember Musgrove stated that she would like additional understanding on the stormwater management fee of \$400 compared to the park and trail dedication fees totaling \$4,500.

Community Development Director Gladhill explained that the fees are per unit, not based on lot size. He stated that the fees are determined based on the different City CIPs.

Councilmember Musgrove believed that the stormwater fee should increase to ensure that the City costs are covered.

Community Development Director Gladhill confirmed that will come back to the Council in November for review.

Councilmember Riley asked the difference between the stormwater management and stormwater utility fees.

Finance Director Lund explained the difference between the two, noting that stormwater management funds new projects while stormwater utility funds maintenance activities.

Councilmember Heinrich referenced the park dedication comparatives and noted that it appears Ramsey is on the median to high range and asked if that could be reduced. She stated that it seems that is where Ramsey is coming in high.

Parks and Assistant Public Works Superintendent Riverblood confirmed that staff could look into that although he was unsure what the manner of that would be because of the different variables. He explained that the park and trail dedication fees are based off the City's Park CIP. He explained that there is a huge gap in revenue projections. He stated that while neighboring communities may have a lesser park dedication rate, their projected park system does not have the same want or need. He stated that some of the other communities mentioned are funding parks and trails through other methods, such as municipal liquor store proceeds.

Councilmember Riley stated that he would not want the Ramsey numbers to be out of line. He asked if staff has heard that Ramsey is not getting development because of its fees.

Community Development Director Gladhill commented that there is a significant amount of development in Ramsey, that is actually taxing staff to process the applications. He noted that there has been an immense amount of growth.

Councilmember Riley noted that the City received some strong feedback a few years ago from Dennis Sharp and asked if those comments were incorporated into the City fees.

Community Development Director Gladhill confirmed that feedback was used to provide additional balance when the fees were revamped in 2016. He reviewed some of the improvements and tweaks that were made throughout the past ten years to reduce the City fees.

Councilmember Kuzma stated that he has not received complaints about the fees but more the time it takes to process permits. He stated that he would not be in favor of spending time reducing fees and would be more interested in further streamlining the process.

Community Development Director Gladhill stated that they have streamlined the process to the extent possible and it was simply an issue of a surplus of projects that were received within the same period of time. He noted that it became an issue of resources, noting that staff was working on weekends and bringing in staff from other departments to assist.

Councilmember Musgrove asked if the Council could receive a glimpse into the funding deficit for trails. She stated that perhaps the Parks CIP items could be extended further to allow additional funds to be collected.

Parks and Assistant Public Works Superintendent Riverblood confirmed he could provide that information. He noted that he is also working on a staging and phasing plan for the remaining park improvements in the downtown area. He stated that the Ford Brook playground is an example of a project that has been pushed out for multiple years.

Community Development Director Gladhill noted that it appears that there should be a separate discussion at a future worksession more focused on parks. He noted that could be a good opportunity to have a joint meeting with the City Council and Park and Recreation Commission. He asked if there are other topics that the Council would like additional discussion on.

Councilmember Heinrich stated that she appreciates the staff suggestion to reduce the private surety improvement fee.

Councilmember Musgrove stated that it is good to see Ramsey growing and developing.

Community Development Director Gladhill confirmed the consensus of the Council to further discuss park dedication along with the change to the private surety improvement fee.

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

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

Noted.

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

None.

### **5. ADJOURNMENT**

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

Respectfully submitted,

---

Kurtis G. Ulrich

City Administrator

ATTEST:

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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, October 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 Jeff Menth  
Councilmember Debra Musgrove  
Councilmember Chris Riley

Members Absent: None

Also Present: Community Development Director Timothy Gladhill  
Police Chief Jeff Katers  
Parks and Assistant Public Works Superintendent Mark Riverblood  
City Planner Chris Anderson  
City Planner McGuire Brigl  
City Engineer Bruce Westby

**1. CALL TO ORDER**

Mayor LeTourneau called the regular meeting of the Ramsey City Council to order at 7:01 p.m., followed by the Pledge of Allegiance led by Mayor LeTourneau.

**2. PRESENTATION**

None.

**3. CITIZEN INPUT**

None.

**4. APPROVE AGENDA**

Mayor LeTourneau noted that it has been requested to remove Item 5.08 from the Consent Agenda to be considered as Item 7.00.

Motion by Councilmember Musgrove, seconded by Councilmember Heinrich, to approve the agenda as amended.

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

## **5. CONSENT AGENDA**

Motion by Councilmember Riley, seconded by Councilmember Kuzma, to approve the following items on the Consent Agenda as revised to remove Item 5:08:

- 5.01: Receive September 2019 Financial Reports – General Fund and Enterprise Funds
- 5.02: Receive Cash and Investments for Period Ending September 30, 2019
- 5.03: Approve the following Meeting Minutes:
  - 1) City Council Special Work Session dated March 19, 2019
  - 2) City Council Special Session dated May 7, 2019
  - 3) City Council Work Session dated September 24, 2019
  - 4) City Council Regular Session dated September 24, 2019
  - 5) City Council Work Session dated October 8, 2019
  - 6) City Council Regular Session dated October 8, 2019
- 5.04: Approve Rental Licenses
- 5.05: Approve Canceling the December 24, 2019 City Council Work Session and Regular Meeting
- 5.06: Adopt Resolution #19-256 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of October 3, 2019 through October 16, 2019
- 5.07: Adopt Resolution #19-253 Approving Code Enforcement Action Plan at 6336 Highway 10 NW
- 5.08: ~~Adopt Resolution #19-257 Approving an Accessory Structure Agreement with 17710 Tonto Street NW; Case of Sean and Amie O'Neill~~ This item was removed from the Consent Agenda to be considered as Item 7.00
- 5.09: Adopt Resolution #19-260 Authorizing Partial Payment #1 to Northwest Asphalt and Maintenance for Improvement Project #19-00, 2019 Crackseal Improvements
- 5.10: Adopt Resolution #19-262 Approving River Walk Village Subgrant Agreement and Restrict Covenants; Case of Don Kveton
- 5.11: Adopt Resolution #19-263 Approving Revised Site Plan for Sunflower Ridge
- 5.12: Adopt Resolution #19-258 Hiring a Fall Seasonal Public Works Maintenance Worker

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

## **6. PUBLIC HEARING**

None.

## **7. COUNCIL BUSINESS**

### **7.00: Adopt Resolution #19-257 Approving an Accessory Structure Agreement with 17710 Tonto Street NW; Case of Sean and Amie O’Neill**

City Planner Anderson reviewed the staff report and recommendation to adopt Resolution #19-257 approving an accessory structure agreement for a detached accessory structure at 17710 Tonto Street NW contingent upon review as to legal form by the City Attorney.

Mayor LeTourneau summarized that this application would meet the City code requirements, but the additional agreement is in an attempt to avoid future issues.

City Planner Anderson confirmed that this agreement would help to ensure that there are not issues that arise with future property owners as to how the space could be used.

Councilmember Heinrich stated that she would be interested to hear from the applicants as to how the space will be used.

Amy and Sean O’Neil, 17710 Tonto Street NW, explained that she is an interior designer and artist. She stated that this space would be used for her to complete projects. She explained that she gets very dirty during that process and wanted the shower to prevent her from tracking those materials into her home and personal shower.

Councilmember Heinrich thanked Mrs. O’Neil for that information. She confirmed that those types of projects can be messy and tracked through the home. She asked if the applicant has any intent to use this area as living quarters.

Mrs. O’Neil replied that they will not be using this space as living quarters.

Councilmember Musgrove asked if this space would be heated.

Mrs. O’Neil confirmed that it would be heated and noted that they are still working with the electrician to determine if that would be gas or electric. She confirmed that either option would be permitted appropriately.

Councilmember Musgrove asked if the City record would specify that this could not include any of the other classification items.

City Planner Anderson stated that those comments can be put on the permit but noted that the accessory structure agreement is a legal document that would be recorded against the property.

Mrs. O’Neil stated that if they were to sell their property in the future, they would be taking the studio with them and would not leave it on the property.

Motion by Councilmember Kuzma, seconded by Councilmember Menth, to Adopt Resolution #19-257 Approving an Accessory Structure Agreement for a Detached Accessory Structure that

Includes a Bathroom and Art Studio Space on the Property Located at 17710 Tonto Street NW and Declaring Terms of the Agreement, contingent upon review as to legal form from the City Attorney.

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

**7.01: Adopt Ordinance #18-03 Rezoning Property from R-1 Residential (MUSA) to Public; Case of Brookside Elementary School (Administrative Correction)**

City Planner Anderson reviewed the staff report and recommendation to adopt ordinance #18-03 approving the rezoning of the subject property from R-1 Residential (MUSA) to Public. The new elementary school that has been constructed on the property is an important community asset.

Motion by Councilmember Riley, seconded by Councilmember Heinrich, to waive the City Charter requirement to read the ordinance aloud and Adopt Ordinance #18-03 Amending Section 117-90 “MAP” of Chapter 117 of the City Code of Ramey, Minnesota.

A roll call vote was performed by the Recording Secretary:

Councilmember Heinrich	aye
Councilmember Kuzma	aye
Councilmember Menth	aye
Councilmember Riley	aye
Councilmember Musgrove	aye
Mayor LeTourneau	aye

Motion carried.

**7.02: Review Community Development Commissions and Authorities (Planning Commission, EPB, and EDA)**

Community Development Director Gladhill reviewed the staff report, providing a broad overview of Ramsey’s Community Development Commissions and Authorities as a lead-in to a series of work plans to be approved by the City Council.

Councilmember Musgrove asked for additional input on the City Code and its relation to the Boards and Commissions.

Community Development Director Gladhill stated that each Board or Commission have guidance in City Code that are in alignment with State Statutes that may exist.

Councilmember Musgrove asked for input on the HRA which was dissolved and how the process happened.

Community Development Director Gladhill explained that the City previously had a Housing Redevelopment Authority, which began as an offshoot of the EDA. He stated that the Board was never a separate Board but was composed of City Councilmembers. He explained that ultimately it was determined that there was a duplication of services and things were streamlined to dissolve that group and instead work through the EDA and City Council.

Councilmember Heinrich asked for additional details about how many members of the Boards could be non-residents of Ramsey.

Community Development Director Gladhill explained that 3/5 of any Board needs to be Ramsey residents. He used an example of a business owner in Ramsey or a business owner that has specific knowledge on the topic. He noted that the City does not have to appoint non-residents. He noted that the discussion will come forward to a future worksession discussion prior to appointments to Boards and Commissions.

Councilmember Riley asked why the Park and Recreation Commission was not listed.

Community Development Director Gladhill noted that the case included community development Boards and Commissions and therefore Park and Recreation Commission was not included. He noted that the intent was to provide background information for additional cases before the Council tonight.

### **7.03: Adopt Resolution #19-254 Approval of 2020 EDA Work Plan**

Community Development Director Gladhill reviewed the staff report and recommendation from the EDA to adopt Resolution #19-254 approving the 2020 EDA work plan as presented.

Councilmember Riley stated that the EDA Work Plan pulls almost directly from the City Council Strategic Plan, focusing on economic development efforts.

Councilmember Musgrove asked is some of the measures and metrics are able to be found on the City website.

Community Development Director Gladhill confirmed that the Work Plan could be placed on the EDA webpage if desired.

Councilmember Musgrove asked if the measurable outcome metrics are available online.

Community Development Director Gladhill did not believe that those metrics were outlined specifically. He stated that the Work Plan is completed for the beginning of the year with the Annual Report provided at the end of the year.

Motion by Councilmember Heinrich, seconded by Councilmember Musgrove, to Adopt Resolution #19-254 Approval of the 2020 EDA Work Plan.

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

#### **7.04: Adopt Resolution #19-255 Approving the Environmental Policy Board's 2020 Work Plan**

City Planner Anderson reviewed the staff report and recommendation to approve the EPB's 2020 work plan.

Councilmember Musgrove stated that she serves as the Council liaison for this Board and also serves on the Lower Rum River Water Management Organization (LRRWMO) and during that time she has learned about different conservation activities in the community. She asked if the land use review could not be included in the goals because they are standard actions.

City Planner Anderson confirmed that the Board also reviews applicable land use applications in addition to the items included on the Work Plan. He confirmed that those standing items were not included on the Work Plan, similar to how the Planning Commission reviews variance and Preliminary Plat requests.

Councilmember Musgrove asked for an update on recent recycling trends.

City Planner Anderson reported that the GRE plant has closed, which is a huge development as Anoka County previously hauled its waste to that facility. He explained that plant removed additional materials that could be recycled in an attempt to reduce the amount of waste. He stated that GRE was losing funds consistently, noting that the group had three different facilities and were not interested in selling just the viable processing center. He explained that the local haulers have stepped up in an attempt to address that issue. He provided an update on the international recycling trends and changes.

Councilmember Musgrove stated that she has trouble with the first goal as she finds that redundant with the efforts of the LRRWMO and Anoka Conservation District. She asked how many shorelines have received help since 2016.

City Planner Anderson stated that since the inventory has been completed, there has not been time to target those residents. He stated that this would be a partnership with the Anoka Conservation District, as that agency helped to complete the inventory and have expertise where grant funds are available. He explained that the City would be the conduit to reach out to the residents and provide that connection.

Community Development Director Gladhill stated that residents have approached City staff and expressed interest. He noted at least one occasion where a shoreline property owner invited the City Council to visit their property. He explained that the shoreline inventory mapped out the most damaged areas and the City can act as the conduit to connect the property owners with the Conservation District.

Mayor LeTourneau stated that he has also had the ability to be a liaison to the EPB and noted that the work the group does has brought more awareness to the issue and provides better definition of how to address the issue. He noted that this is an educational element that fits with the mission of the EPB. He explained that this would allow collaboration in a way that has not occurred in the past.

Councilmember Musgrove encouraged residents to check out the LRRWMO webpage, as it includes a lot of educational information and helpful links.

Motion by Councilmember Kuzma, seconded by Councilmember Menth, to Adopt Resolution #19-255 Approving the Environmental Policy Board's 2020 Work Plan.

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

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

Community Development Director Gladhill announced upcoming meetings and events.

## **9. ADJOURNMENT**

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

Motion carried.

The regular meeting of the City Council adjourned at 8:02 p.m.

Respectfully submitted,

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Kurtis G. Ulrich  
City Administrator

ATTEST:

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Katie M. Schmidt  
Administrative Assistant

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

A recording of this meeting is available for viewing online at [www.qctv.org](http://www.qctv.org)  
<<http://www.qctv.org>>. Recordings are available for 36 months after the date of the meeting.