

**City of Ramsey**  
**Agenda**  
**Park and Recreation Commission**  
**Thursday, October 14, 2021**  
**6:30 pm**  
**Council Chambers, 7550 Sunwood Drive NW**

- 1. Call to Order**
- 2. Citizen Input**
- 3. Approve Agenda**
- 4. Approve Minutes**
  1. Approve the following meeting minutes.
    1. Park and Recreation Commission meeting dated September 9, 2021.
- 5. Commission Business**
  1. Recommend Park Dedication for Trott Brook Crossing
  2. Recommend No Changes for 2022 Park Development Fees
- 6. Commission/Staff Input**
  1. Commission/Staff Input
- 7. Adjournment**

**Park and Recreation Commission**

**4. 1.**

**Meeting Date:** 10/14/2021

**Submitted For:** Mark Riverblood, Engineering/Public Works

**By:** MaryJo Warner, Engineering/Public Works

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**Information**

**Title:**

Approve the following meeting minutes.

1. Park and Recreation Commission meeting dated September 9, 2021.

**Purpose/Background:**

Purpose: To review and approve meeting minutes.

Background: Attached are the meeting minutes for review.

**Notification:**

**Observations/Alternatives:**

**Funding Source:**

n/a

**Recommendation:**

To review and approve meeting minutes dated September 9, 2021.

**Action:**

Motion to approve meeting minutes dated September 9, 2021.

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**Attachments**

Minutes

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**Form Review**

**Inbox**

Grant Riemer

Form Started By: MaryJo Warner

Final Approval Date: 10/07/2021

**Reviewed By**

Grant Riemer

**Date**

10/07/2021 03:51 PM

Started On: 10/07/2021 08:40 AM

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

The Ramsey Park and Recreation Commission conducted a regular meeting on September 9, 2021, at Elmcrest Park, 16303 Quicksilver St NW, Ramsey, Minnesota.

Commission Members Present:       Chair Shane Bennett  
  Vice Chair Brandon Sis  
  Commissioner Nathan Barten  
  Commissioner Jennifer Leistico  
  Commissioner Justin Loss  
  Commissioner Dean Olson  
  Commissioner Brian Walker

Commission Members Absent:       None

Also Present:                           City Council Liaison Ryan Heineman  
  Parks & Assistant Public Works Superintendent Mark Riverblood

**1.     CALL TO ORDER**

Chair Bennett called the Park and Recreation Commission meeting to order at 6:33 p.m.

**2.     CITIZEN INPUT**

A resident from 6311 169<sup>th</sup> Lane NW, asked if anything could be done about the trash and debris alongside the road coming into Elmcrest Park. She stated that the trash keeps accumulating and does not look good for those coming into events in the park. She asked if it would be possible to have a map of the park so that people that are walking in the park are aware of the trail locations. She stated that perhaps something could be added to the kiosk with information on the trail locations and distances for the walkers. She commented that parks staff do a great job mowing and are very friendly. She commented that there is one bench on a mile long stretch of the trail, whereas Rivers Bend Park has nine benches along a half mile segment. She stated that additional benches would be nice to those that need a break along the way. She stated that there are two trash cans at Rivers Bend and perhaps another trash can could be added where the trails come in from Bunker Lake Boulevard. She thanked the Commission for the walking trails as they are phenomenal.

Chair Bennett thanked the resident for her input.

Parks & Assistant Public Works Superintendent Mark Riverblood stated that the land under Quicksilver Street coming into the park is private property and there is a complicated background story. He stated that he believes the property owner may be working to clean up the property

willingly at this time. With respect to trail distances, he stated that there is a mapping tool but the issue with mapping trails is that a trail can go further than the specific park or there are different trail loops possible, and therefore it is difficult to provide accurate distance mapping. He stated that he can provide the resident with the online mapping tool that can be used. He stated that he is working with a resident that would like to donate a bench to Elmcrest and asked for a location suggestion.

The resident provided a location suggestion. She noted that staff can choose the best spot for people to sit and enjoy the beauty of the park.

Parks & Assistant Public Works Superintendent Mark Riverblood stated that he will look into the trash can suggestion for Rivers Bend but noted that there have been instances of vandalism with the cans and that is why they are strategic with the locations. He also thanked the resident for the positive comment about parks staff.

Glen Semenko, 6311 169<sup>th</sup> Lane, referenced the Central Park tennis courts and pickleball courts and thanked the Commission for those improvements. He stated that within one week of the project completion he noticed cracks on the surface of every court. He stated that the court closest to Armstrong has become very uneven. He stated that the courts get a lot of use.

Parks & Assistant Public Works Superintendent Mark Riverblood stated that he has been in communication with the contractor that completed the work in attempt to have those cracks sealed prior to winter. He noted that cracks in asphalt will always come through and that is why scoring is done in attempt to have some control.

### **3. APPROVE AGENDA**

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

Motion carried. Voting Yes: Chair Bennett; Commissioners Sis, Barten, Leistico, Loss, Olson, and Walker. Voting No: None. Absent: None.

### **4. APPROVE MINUTES**

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

Motion by Commissioner Loss, seconded by Commissioner Barten, to approve the following Park and Recreation Commission Regular Meeting Minutes:

- Park and Recreation Commission Meeting Minutes dated August 12, 2021

Motion carried. Voting Yes: Chair Bennett; Commissioners Loss, Barten, Olson, Sis, and Walker. Voting No: None. Absent: None. Abstain: Commissioner Leistico.

### **5. COMMISSION BUSINESS**

### **5.01: Recommend Park Dedication and Trail Fees for North Brook Meadows (The Hunt Property)**

Parks & Assistant Public Works Superintendent Riverblood summarized the previous discussion that had occurred on the concept plan reviews for the Hunt and Makowski properties by the Commission in May of 2020. He stated that it is the recommendation of staff that the park dedication for this 40-acre property be satisfied by cash contribution. He provided additional details on the available park facilities in the area and the future park facilities planned with development of the Makowski property. He reviewed the recommended trail connections for this development.

Councilmember Heineman asked for clarification on the proposed size of the park and size of the parcel.

Chair Bennett explained that the parcel is 40 acres in size and would not have its own park. He stated that the staff recommendation would be to receive cash payment in lieu of property or park space within this parcel.

Parks & Assistant Public Works Superintendent Mark Riverblood stated that sidewalks and trails are a basic infrastructure requirement by the developer and those trails and sidewalks will get these residents to the parks and fields at the elementary school and the community park on the future Makowski property.

Councilmember Heineman asked where the regional park would be located.

Parks & Assistant Public Works Superintendent Mark Riverblood confirmed that the park would be proposed for the Makowski property when that develops, and would be proposed to include flex use fields and the farmstead building. He noted that it would serve as a heritage park to help preserve the rural character of the community. He reviewed the calculation used to determine cash payment of park and trail dedication. He stated that the trails recommended within the development and along arterial roadways are a part of the basic development infrastructure.

Commissioner Sis noted that the trail proposed along CR5 does not seem to connect anywhere.

Parks & Assistant Public Works Superintendent Mark Riverblood confirmed that to be true. He stated that this property has to work with the Makowski property for sewer and water connections. He provided additional details on the reasoning behind the recommended crossing connections and noted that the developer has so far agreed with staff's recommendations.

Commissioner Olson referenced a suggestion made at a previous meeting for a disc golf course in Ramsey and asked if this area of the community would be a good fit for that type of amenity.

Parks & Assistant Public Works Superintendent Mark Riverblood stated that he drafted a Capital Improvement Plan project sheet that speaks to disc golf and anticipated that the Commission would be reviewing that plan in October or November. He stated that disc golf can be hazardous to people and therefore a busy community park may not be the best setting for that activity. He stated

that the Makowski property may not be the best fit for that activity either, but noted that the Commission could conduct a search process to find the best fit for disc golf when that time comes.

Commissioner Loss asked if the Park Dedication funds would be earmarked for the Makowski park.

Parks & Assistant Public Works Superintendent Mark Riverblood stated that the funds would be contributed to the Park Trust Fund. He stated that typically funds are spent where the need arises and although funds are not always spent in the specific area collected. He stated that if the need arises for park improvements to support the development that has occurred, funds are spent in that area even though it may not be on that specific property.

Chair Bennett asked for details on where this request is within the planning process.

Parks & Assistant Public Works Superintendent Mark Riverblood replied that the Planning Commission has recommended approval of the preliminary plat, and this will go forward to the City Council for its consideration.

Chair Bennett noted that the staff recommendation seems in line with the previous discussions the Commission has had with this area of the community and its park needs. He noted that while he may not agree with the type of development proposed for this rural area, that is not part of the discussion tonight.

Parks & Assistant Public Works Superintendent Mark Riverblood stated that the Hunts have owned this property and farmed it for over 100 years. He stated that in the previous Comprehensive Plan processes, the Hunts requested this property to be included in the MUSA and have planned for this for over a decade.

Chair Bennett acknowledged the complexities of the situation. He stated that is why it will be important to obtain park dedication in the right manner in order to leverage that to provide the best amenities for the area and preserve the rural character.

Commissioner Walker stated that he has been aware of the Makowski development since the concept review and has been active in the public hearings. He stated that he previously gathered signatures in opposition of the development of the Makowski and Hunt properties and also provided comments in opposition at the last Planning Commission meeting. He stated that the only people that will be happy with this development are those that will be living in them. He stated that the existing residents will not be pleased with the development because it is tearing apart the rural character. He stated that because of his history with the project he will be opposing the vote on principal and not because he does not want a park in this area.

Chair Bennett appreciated the transparency and the passion that Commissioner Walker has expressed throughout this process.

Commissioner Walker commented that when the guiding for the properties were changed, the residents in that area were not notified and have felt cheated throughout this process. He commented that this issue is very personal to him.

Motion by Commissioner Sis, seconded by Commissioner Loss, to recommend to City Council that Park Dedication and Trail fees be satisfied by cash for the North Brook Meadows Subdivision.

Motion carried. Voting Yes: Chair Bennett; Commissioners Sis, Loss, Barten, Leistico, and Olson. Voting No: Commissioner Walker. Absent: None.

#### **5.02: Recommend Park Dedication and Trail Fees for the Proposed Lynwood Subdivision**

Parks & Assistant Public Works Superintendent Riverblood stated that staff is recommending that Park and Trail dedication be satisfied by cash for this development. He stated that the Applicant is proposing a 34-acre residential subdivision that includes a mix of single family lots in the northwestern portion and attached townhomes in the remainder of the Subject Property. The single family residential portion would have a density of three units per acre and the attached townhome portion would have a density of approximately six units per acre— which is less than the overall density the property is zoned for. He stated that this area is well served by parks and trails already in existence, therefore staff recommends cash in lieu to satisfy park dedication and trail fees. He reviewed the Park Dedication and Trail Fee calculations.

Commissioner Sis asked if each townhome building would be considered a lot.

Parks & Assistant Public Works Superintendent Mark Riverblood clarified that each dwelling unit is considered a “lot” for the purposes of Park Dedication.

Motion by Commissioner Barten, seconded by Commissioner Lestic to recommend to the City Council that Park Dedication and Trail Fees be satisfied by cash together with a trail easement at the south of the Lynwood Subdivision for the future construction of a portion of the Circle of Ramsey.

Motion carried. Voting Yes: Chair Bennett; Commissioners Barten, Leistico, Loss, Olson, Sis, and Walker. Voting No: None. Absent: None.

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

Parks & Assistant Public Works Superintendent Riverblood summarized some of the recreation programming occurring and the upcoming Happy Days festival. He also reviewed the request by a resident to designate the new portion of the off-leash area at Alpine Park as a small dog area. Riverblood reminded the Commission that the new expansion was at the request of a different resident who proposed it such that people can separate themselves and dogs from more rambunctious dogs, without regard to size. Commissioner Loss stated he was a regular dog park user, and at Coon Rapids he regularly sees small dogs in the large dog area.

### **7. ADJOURNMENT**

Motion by Commissioner Loss, seconded by Commissioner Olson, to adjourn the meeting.

Motion carried. Voting Yes: Chair Bennett; Commissioners Barten, Leistico, Loss, Olson, Sis, and Walker. Voting No: None. Absent: None.

The Park and Recreation Commission meeting adjourned at 8:04 p.m.

Respectfully submitted,

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Mark Riverblood  
Parks & Assistant Public Works Superintendent

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

**Meeting Date:** 10/14/2021

**By:** Mark Riverblood, Engineering/Public Works

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**Information**

**Title:**

Recommend Park Dedication for Trott Brook Crossing

**Purpose/Background:**

**Purpose**

The purpose of this case is to affirm the Park Dedication recommendation made by consensus in May of 2020 for an approximate 270 lot residential subdivision that includes multiple parcels generally located west of Nowthen Blvd, east of Variolite Street, south of 175th Avenue and north of Trott Brook (previously known as the Makowsky property).

The Preliminary Plat application has been filed with the City, and this Park Dedication and Trail Fee recommendation from the Commission at this time, will aid Staff and the Developer in forwarding the Preliminary Plat to City Council for consideration.

Last year the Planning Commission, Park and Recreation Commission, and City Council, together with public comment provided feedback on a proposed subdivision that was very similar to the attached sketch plan (though now has fewer lots). The Park Dedication and Trail Fee recommendation below, though more specific, is nearly identical to what was outlined in 2020 and is consistent with the 2040 Comprehensive Plan, and desired trail connections to the Circle of Ramsey Greenway, as well as trail connections to the existing neighborhood to the South.

The City of Ramsey has projected the need for a future Community Park #6 in this area, north of Trott Brook for decades, and more recently as part of the 2040 Comprehensive Plan. A Community Park is generally defined as a large park space with a variety of attractions, often with unique aspects and a park that serves multiple neighborhoods and that is also a destination. The Applicant has proposed a park in the northeast portion of the site which includes 13 acres of upland area with space for two flex fields, and the existing farmstead. Over the years the City has received a number of observations from the Brookfield neighborhood regarding the lack of park and recreation space in that neighborhood immediately south of the project site. The proposed park within the Trott Brook Crossings will serve the park and recreation needs for this new neighborhood (and the Hunt property development to the north)—and connection via a pedestrian bridge over the brook would also serve the needs of the neighborhood to the south—as well providing improved trail access to the larger city-wide trail system in this north-central area of Ramsey.

**Notification:**

Notifications of this proposal were sent via Standard US Mail to Property Owners in 2020 within 700 feet of the Subject Property, as reflected by Anoka County Property Records. A notice was also published in the Anoka Union Herald, the City's Official newspaper. The City also sent an invitation for an online open house hosted before the April 2020 Planning Commission Meeting. Upon Preliminary Plat submittal, additional public notices will be made.

**Observations/Alternatives:**

### **Observations and general declarations**

The Plat is 200.5 acres and if Park Dedication would be satisfied by all land dedication, would equate to 20.05 acres. The Plat is proposed to consist of 270 lots and if Park Dedication would be satisfied solely by cash, it would be in the amount of \$3,500 per dwelling unit (the 2021 rate), or \$945,000. Trail Fees are \$1,000 per dwelling unit (the 2021 rate), or \$270,000.

The Developer and the City agree that Park Dedication and Trail Fees for the proposed Trott Brook Crossing shall be best satisfied by a combination of land, cash and credit for certain park and trail improvements. This proposed combination and calculation is as follows:

#### **Acres of credit eligible land for Park Dedication**

10.79 acres of fully usable land are proposed to be dedicated for park, and 4.31 acres encumbered by the overhead electric transmission lines and tower are to be credited at 50% or the equivalent of 2.15 acres for a total of 12.95 acres. (The partial land credit, based upon discussion by the Park & Recreation Commission in 2020, referenced above.)

12.95 acres satisfy 65% (\$614,250) of the Park Dedication due, leaving 35% to be satisfied by a cash contribution (\$330,750). Staff proposes that the full Park Dedication cash amount in effect at the time of platting be collected on the last 35 lots platted, with the first 175 lots platted considered satisfied. (The alternative and customary manner would be to require 35% of the cash contribution on each lot platted for each phase.) Park fee to be satisfied via cash contribution would be \$330,750 (2021 rate).

#### **Trail Fees**

The Developer will be constructing 2,820 of bituminous trail in the appropriate phase of the subdivision, this shall be credited at \$25 per lineal foot or \$70,500. The Developer will be constructing 160' feet of boardwalk installed on mud pans at \$185 per lineal foot, and accordingly \$29,600 shall be credited against Trail Fees owed. The Developer shall also be constructing 40' feet of floating boardwalk (bridge) anchored by 4" galvanized spuds at \$400 per foot, and accordingly \$16,000 shall also be credited against Trail Fees owed.

The total of credit against Trail Fees for the bituminous trail and boardwalk is \$116,100, leaving 57% of Trail Fees to be satisfied by a cash contribution of the rate at the time of platting each lot. Trail fee to be satisfied via cash contribution would be \$153,900 (2021 rate).

#### **Observations continued**

The aforementioned prediction for the need for a 6th community park in this area of north/central Ramsey had much to do with serving the anticipated *numbers* of new residents and their need for recreation space in this area, north and near Trott Brook. The proposed park with various amenities like the athletic fields, trails, playground, shelter, restroom etc, will fulfill that need.

Also over the same decade(s) of envisioning the need for a 6th community park to support more residential growth, Ramsey residents have continually expressed a lament that the community is losing its rural character. The opportunity to 'save' the existing farmstead instead of demolishing the century-old structure's represents a symbolic preservation of Ramsey's past culture or heritage. However, more valuable yet, will be the adaptive reuse of these same wood buildings and barn for public use. The opportunities are many, and align with the communities top refrain (from the 2040 Comprehensive Plan) to 'balance urban growth while preserving our rural character'. The farmstead park may include community gardens, a cooperative style CSA (community supported agriculture), a charming backdrop for photos, and certainly many opportunities for public use of the buildings like the existing farm house for rentals. As a point of reference, Elmcrest Park's building in one month this summer generated \$2,400 in rental revenue. The farmstead park, with a renovated barn for large receptions and gatherings would easily quadruple that amount. The farmstead would also lend itself well as the site for a Fall Heritage type festival in addition to weekly Farmer's Market. (For all of the above reasons, staff is proposing using the working name of 'Heritage Farm' as a descriptive, working title for the proposed park.)

Upon the Commissions recommendation to City Council on the Park Dedication for Trott Brook

Crossings, staff will continue to refine concept plans leading up, and including the Final Platting timelines and processes.

**Funding Source:**

The Applicant is responsible for all costs associated with review. Park and trail fees, required for any residential subdivision may be credited to certain improvements, in different phases of the project. Cash Park Dedication and Trail Fees will be held in the Park Trust Fund, and are understood to be used primarily for the future development of the community park discussed for this subdivision.

**Recommendation:**

Staff recommends that Park Dedication and Trail Fees be satisfied as follows:

**Park Dedication** —That, 10.79 acres of fully usable land are proposed to be dedicated for park, and 4.31 acres encumbered by the overhead electric transmission lines and tower are to be credited at 50% or the equivalent of 2.15 acres for a total of 12.95 acres of upland.

And that, 12.95 acres satisfy 65% (\$614,250) of the Park Dedication due, leaving 35% to be satisfied by a cash contribution (\$330,750), with the full Park Dedication cash amount in effect at the time of platting be collected on the last 35 lots platted, with the first 175 lots platted considered satisfied. Park fee to be satisfied via cash contribution would be \$330,750 (2021 rate).

**Trail Fees**—The Developer shall construct 2,820 of bituminous trail in the appropriate phase of the subdivision, which will be credited at \$25 per lineal foot or \$70,500. The Developer will be constructing 160’ feet of boardwalk installed on mud pans at \$185 per lineal foot, and accordingly \$29,600 shall be credited against Trail Fees owed. The Developer shall also be constructing 40’ feet of floating boardwalk (bridge) anchored by 4” galvanized spuds at \$400 per foot, and accordingly \$16,000 shall also be credited against Trail Fees owed.

The total of credit against Trail Fees for the bituminous trail and boardwalk is \$116,100, leaving 57% of Trail Fees to be satisfied by a cash contribution of the rate at the time of platting each lot. Trail Fee to be satisfied via cash contribution would be \$153,900 (2021 rate).

**Action:**

Motion to recommend to City Council that Park Dedication and Trail Fees for the Trott Brook Crossing shall be satisfied by a combination of land, cash, and credit for certain park and trail improvements as specified within this case.

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**Attachments**

[Site Location Map](#)

[Site Plan](#)

[Park Area Exhibit](#)

[Map](#)

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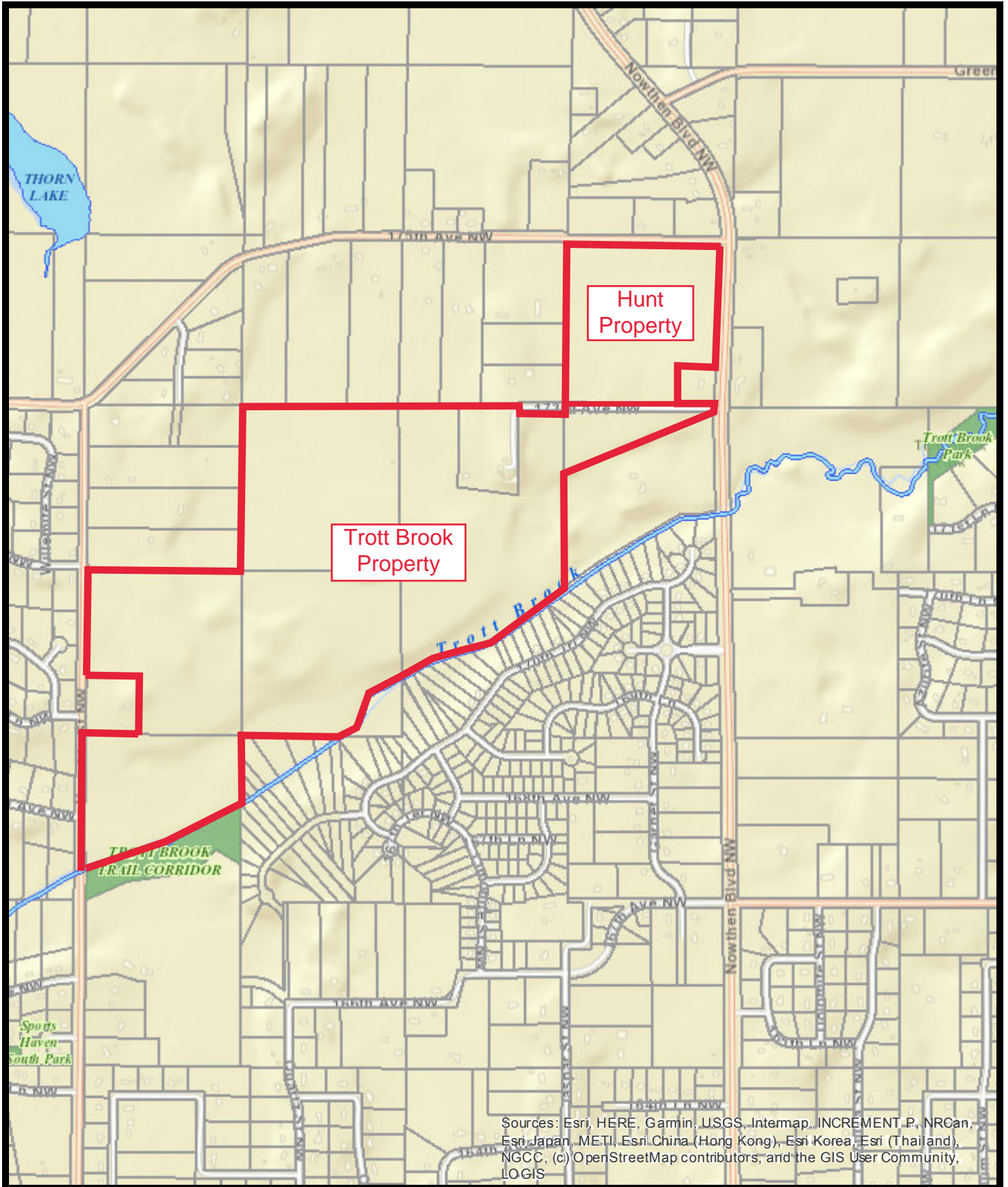
**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Grant Riemer	MaryJo Warner	10/08/2021 10:30 AM
Mark Riverblood (Originator)	Mark Riverblood	10/08/2021 10:50 AM
Grant Riemer	Grant Riemer	10/08/2021 10:55 AM
Bruce Westby	Bruce Westby	10/08/2021 01:09 PM
Form Started By: Mark Riverblood		Started On: 10/07/2021 10:41 AM



# Subject Properties

Trott Brook and Hunt Properties

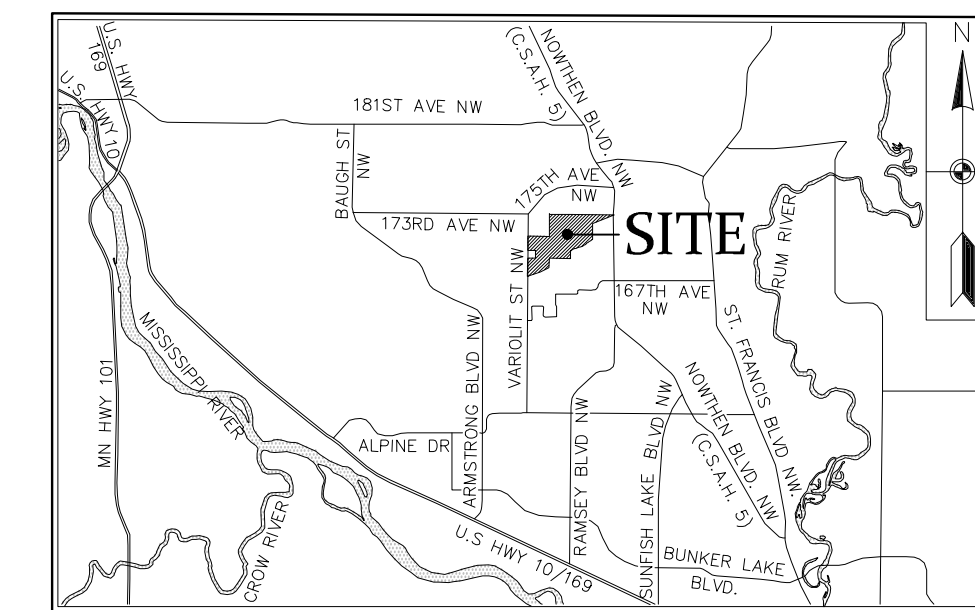


Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community, LOGIS

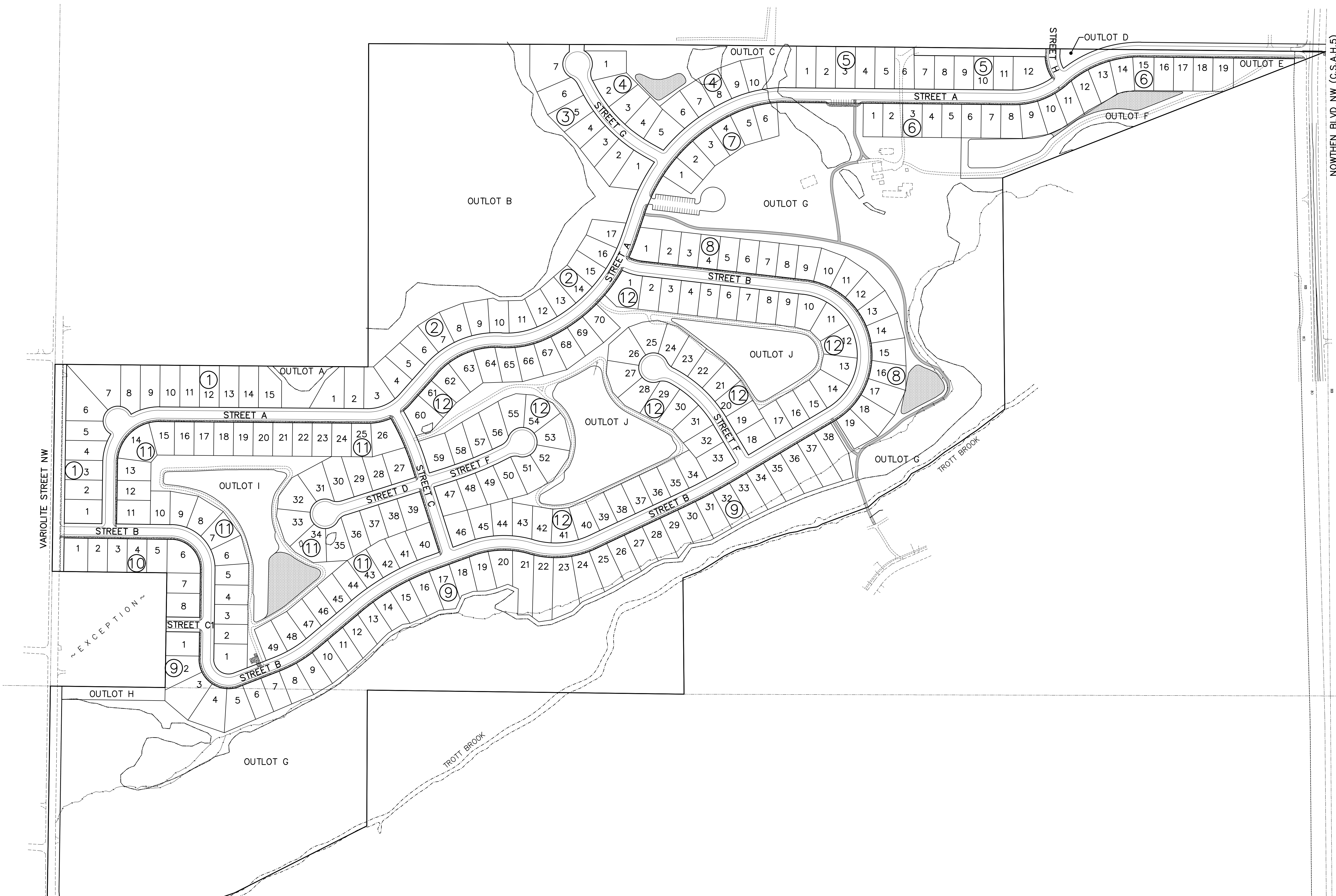
# TROTT BROOK CROSSING

## RAMSEY, MINNESOTA

### VICINITY MAP

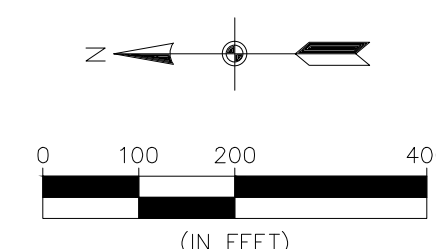


NOT TO SCALE

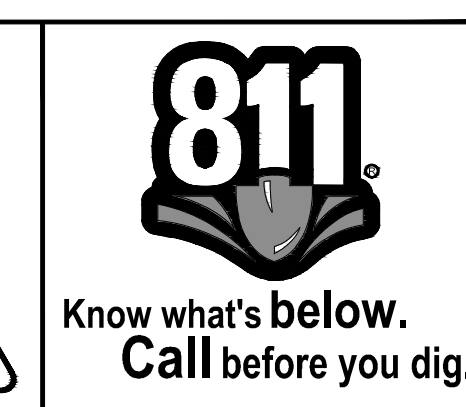


### SHEET INDEX

- 1. COVER
- 2. EXISTING CONDITIONS (OVERALL)
- 3-5. EXISTING CONDITIONS
- 6. PRELIMINARY PLAT INDEX
- 7-15. PRELIMINARY PLAT
- 16. PRELIMINARY SITE & UTILITY INDEX
- 17-19. PRELIMINARY SITE & UTILITY PLAN
- 20. GRADING INDEX
- 21-29. PRELIMINARY GRADING & EROSION CONTROL PLANS
- 30-31. DETAILS
- 32. PAD ELEVATION TABLES
- 33. RETAINING WALL PROFILES
- L1-L4. LANDSCAPE PLANS
- T1-T11. TREE PRESERVATION PLAN
- T12. PLANTED WOODLAND REMOVAL EXHIBIT



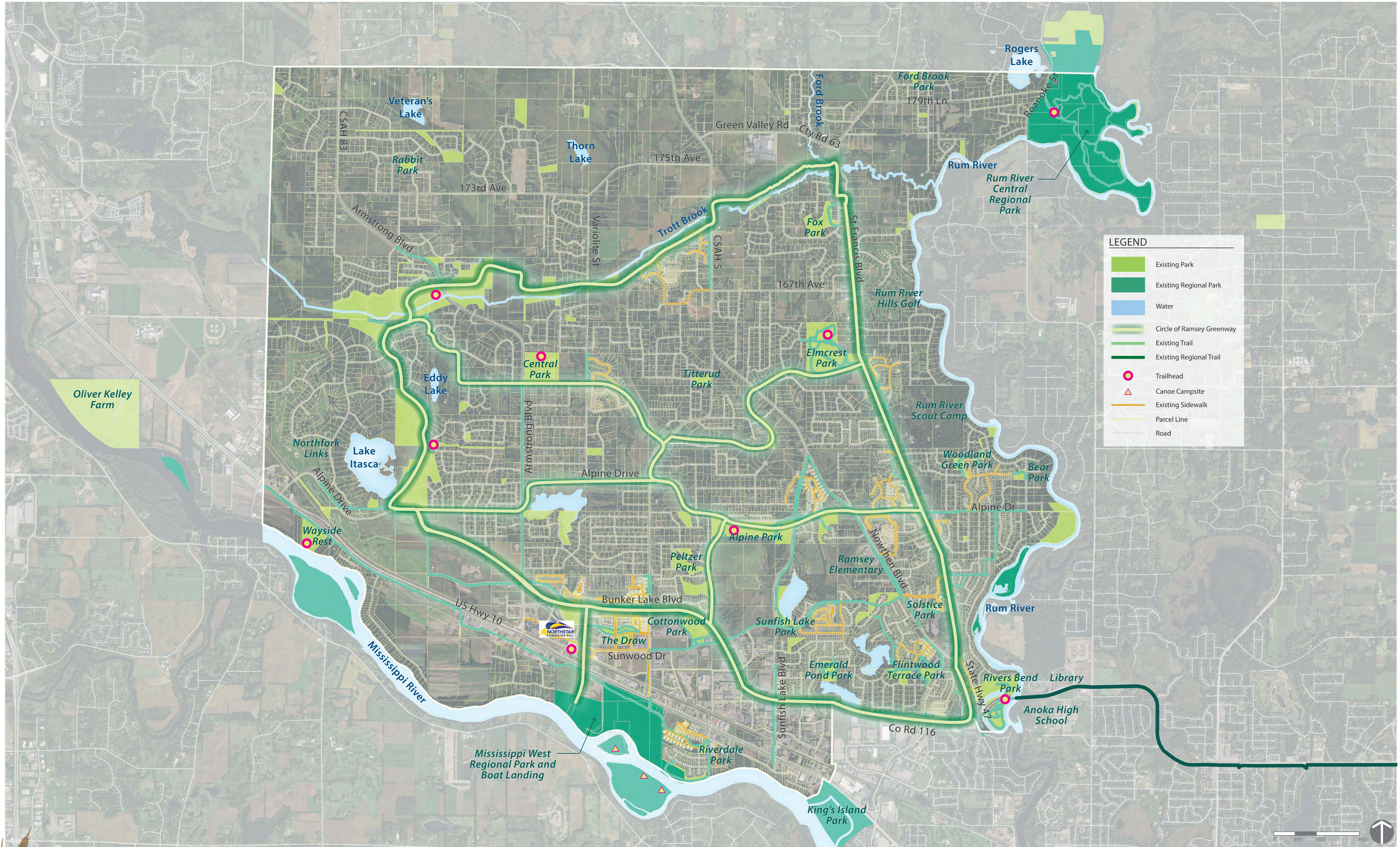
BENCHMARKS	
1. Anoka County Benchmark No. 3077 - Elevation 901.84 ft. (NAVD88)	
2. Anoka County Benchmark No. 3078 - Elevation 867.97 ft. (NAVD88)	

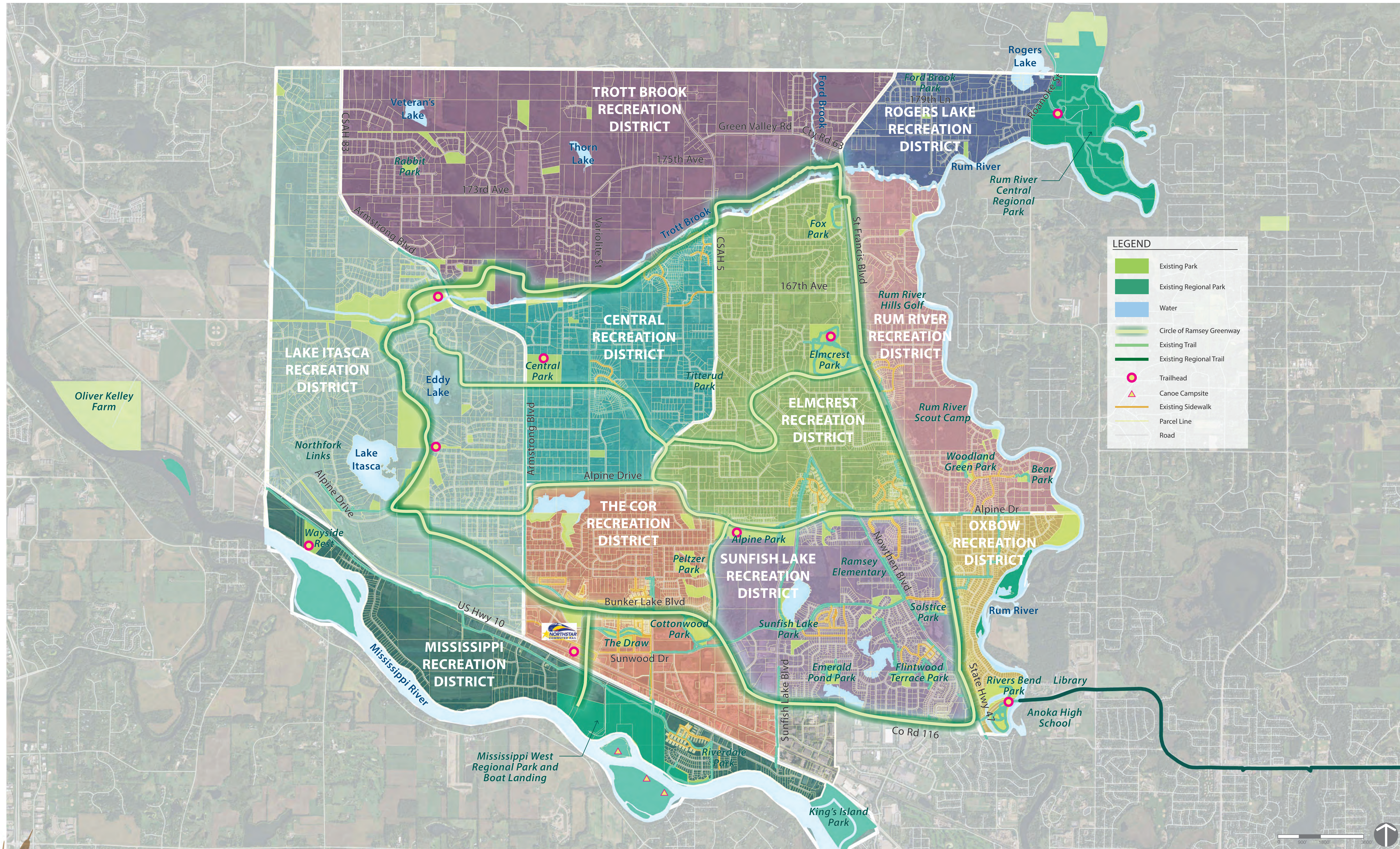


The subsurface utility information shown on this plan is utility Quality Level D. This quality level was determined according to the guidelines of CI/ASCE 38-02, entitled "Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data."









Meeting Date: 10/14/2021

By: Mark Riverblood, Engineering/Public Works

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### Information

**Title:**

Recommend No Changes for 2022 Park Development Fees

**Purpose/Background:**

Note: this case is a part of the city's annual Adoption of Rates and Charges, and relates specifically to a portion of development fees, pertaining to the subdivision of land. (The park reservations and facility rental fees are attached/included to this case as a point of reference, and are not needed to be addressed by the Commission.)

**Description of Park Dedication and Trail Fees**

Any time new development occurs within the city of Ramsey, the subdivision of land is evaluated for parks and trail needs. If park land is not needed, the City of Ramsey will accept cash in lieu of physical Park Dedication. The cash payment is then used for current/future park development. The same evaluation of the physical need versus a cash equivalent is true for both Park Dedication (land or cash) and Trail Fees (trail construction or cash). However, it may be noted that sidewalks in the MUSA and trails along arterial roadways in the city, are required as essential infrastructure (no credit assessed against development fees).

Park Dedication is calculated based on the size of a development and the density, as well as residential versus commercial/industrial land use and rates; and is listed within the city's annual Rates and Charges.

**Purpose**

The city recognizes that parks, trails, and open space are essential to the health, safety and welfare of the residents of the city and persons working in the city, and that the character and quality of the environment as well as recreational opportunities are of major importance - and therefore 'Park Dedication' and 'Trail Fees' are critical development fees in the planning and development processes of the city. The city must not only provide these necessary amenities for our citizens today, but also be insightful to the needs of future residents.

**Methodology and History**

Rates for *land dedication* have remained fairly static for several decades – however there have been some minor changes now that greater densities are permitted in the urban areas; and there were formulaic changes for land uses that have demonstrable lower ‘demand’ for parks and open-space (E.g. memory care centers).

Additionally, the acreage/fee structure is reviewed by Council annually, for ‘cost of living’ adjustments each year as part of the Rates and Charges analysis – the previous years there have been minor increases to Park Dedication and Trail Fees, and there were no increases adopted for 2020.

Further, Ramsey's rates are compared to similar suburban cities in the metropolitan area, as well as our immediate neighbors on an annual basis - however, while this may be useful, development fees must respond to a legitimate need associated with the change in land use (increased densities and park and trail users) and thus the following is what actually informs Park Dedication and Trail Fee rates.

In concluding, *park land* and park and trail *improvements* themselves are identified within the Parks Capital Improvement Plan – which is adopted each year by City Council. This plan is a reflection of community need (then, in corresponding development fees), with the forecast improvements often out-pacing revenue from both Park Dedication and Trail Fees.

**Notification:**

Prior to adoption of the 2022 Rates and Charges Schedule, City Council will conduct a Public Hearing. Park Dedication and Trail Fees are a part of this schedule and Public Hearing.

**Observations/Alternatives:**

The new 'demand' for parks and trails is continues to increase with new residential development - thus the requirement for the Commission to recommend to City Council an appropriate rate structure for 2022 within the Rates and Charges Schedule, and the purpose of this case.

The most recent year (2019) development fees were adjusted, Staff did recommend an increase of 2% or less, in the following categories; cash Park Dedication per Residential Unit (\$50), Commercial/Assisted Living Facilities (\$100 per acre), and Industrial (\$75 per acre). This was supported by the Park and Recreation Commission, and adopted by City Council in November 2018 as part of Rates and Charges for 2019.

Rates have not been increased since. Attached is the existing Rates and Fees Schedule for reference.

**Funding Source:**

Funding is not required for this case, rather Development Fees are required to off-set demand on the park and trail system from new development in the city.

**Recommendation:**

As there have not been substantive changes (increases) in *development activity trends*, nor notable increases in the cost of constructing facilities (park and trail infrastructure), or *significant additions* to the Capital Improvement Plan—staff is not recommending any changes to the development fee structure for 2022.

Further, it may be noted that, Trail Development Fees were not recommended for an adjustment for either 2019 or 2020. Staff supports maintaining the Trail Development Fee as static again for 2022.

**Action:**

Motion to recommend to City Council maintaining Park Dedication and Trail Fees at the existing rates, for 2022, to include the residential per unit fees - and including the per acre rates for the commercial/industrial subdivision of land.

**Attachments**

Rates and Charges

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Mary Jo Warner	MaryJo Warner	10/07/2021 12:49 PM
Grant Riemer	Grant Riemer	10/07/2021 01:36 PM
Form Started By: Mark Riverblood		Started On: 10/07/2021 10:28 AM
Final Approval Date: 10/07/2021		

SERVICE OR LICENSE	SPECIAL NOTES	2021 Adopted
<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 Citation: 1st Violation within 12 Months (Zoning Code Violations)		75.00

SERVICE OR LICENSE	SPECIAL NOTES	2021 Adopted
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:	
	\$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, Zonin	25.00

SERVICE OR LICENSE	SPECIAL NOTES	2021 Adopted
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
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)

SERVICE OR LICENSE	SPECIAL NOTES	2021 Adopted
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 Per State of Minnesota Fee Schedule	1.00
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	1,399.00
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

SERVICE OR LICENSE	SPECIAL NOTES	2021 Adopted
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		\$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

SERVICE OR LICENSE	SPECIAL NOTES	2021 Adopted
Lighted ballfield - residents	Includes 7.125% sales tax	45.00/Per 3 hours and then 15.00/Each Additional hour
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
<b>Pact School Field Maintenance</b>	5% Increase per year	<b>600.00</b>
<b>Municipal Center per day/event - Refer to Facility Use and Rental Policy</b>	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
<b>Park Facilities - Refer to Facility Use and Rental Policy</b>	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	5.00
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

SERVICE OR LICENSE	SPECIAL NOTES	2021 Adopted
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-enviro sens		2,000.00
Conditional use permit app.-enviro sens		200.00
Conditional use permit annual inspection		75.00
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

SERVICE OR LICENSE	SPECIAL NOTES	2021 Adopted
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>		
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		97.00/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

SERVICE OR LICENSE	SPECIAL NOTES	2021 Adopted
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
Lock Box Fee:		
Surface Mount		Per Vendor Pricing
Recessed Box		Per Vendor Pricing
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:		

SERVICE OR LICENSE	SPECIAL NOTES	2021 Adopted
Disaster Assistance		300.00/hr. per truck
Ordinance Violations		300.00/hr.
Victim Service Fee		300.00/hr. per truck
Letter of Good Standing		10.00
Photo CD		20.00/cd
Photo Electrical 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	.5754/mile
<b>Right-of-Way</b>		
Permit Fee - Boring/Open Trench	Centerpoint Energy, City of Anoka & Connexus Energy Exempt from ROW fees if Franchise Fees are in effect	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		225.00

SERVICE OR LICENSE	SPECIAL NOTES	2021 Adopted
<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	11.94/qtr
<b>Sewer Rates</b>		
Residential/Single dwelling usage fee/qtr	Per 2016 Comprehensive Sewer Study	75.14
Multi-family(apt) & commercial usage fee/qtr		75.14+3.13/1000 gal. in excess of 20,000 gal.
Connection charge/res. equivalent	Per 2012 & 2017 Comprehensive Sewer System Study	1,274.00
Connection charge/acre comm./ind.	Per 2012 & 2017 Comprehensive Sewer System Study	3,837.00
Lateral Benefit Charges: Residential	Increased by construction cost index-Avg 3% since 2012	5,117.00
Lateral Benefit Charges: Commercial	Increased by construction cost index-Avg 3% since 2012	8,424.00
<b>Street Lights</b>		
<b>Developer contribution:</b>		
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
<b>Residential billing:</b>		
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	2021 Adopted
<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	502.00
Trunk charge/acre comm./ind.	Increased by construction cost index-Avg 3% since 2012	5,001.00
<b>Water Rates</b>		
Minimum usage fee/qtr	Per 2012 & 2017 Comprehensive Water System Study	41.10
Quarterly Rate Structure	Conservation Rates	\$42.15 Minimum
		\$2.89 per 1,000 for 15,001-25,000
		\$2.98 per 1,000 for 25,001-40,000
		\$3.19 per 1,000 for 40,001-60,000
		\$3.41 per 1,000 for 60,001-99,000
		\$3.78 per 1,000 for 99,001-201,000
		\$4.51 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	1,852.00

CITY OF RAMSEY  
 2021 ADOPTED SCHEDULE OF RATES, FEES AND CHARGES  
 Adopted November 24, 2020 Ordinance 20-20

SERVICE OR LICENSE	SPECIAL NOTES	2021 Adopted
Connection charge/acre comm./ind.	Per 2012 & 2017 Comprehensive Water System Study	6,766.00
Lateral Benefit Charges: Residential	Increased by construction cost index-Avg 3% since 2012	6,346.00
Lateral Benefit Charges: Commercial	Increased by construction cost index-Avg 3% since 2012	7,100.00

**Park and Recreation Commission**

6. 1.

**Meeting Date:** 10/14/2021

**By:** Mark Riverblood, Engineering/Public Works

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**Information**

**Title:**

Commission/Staff Input

**Purpose/Background:**

~ **Note repeat request for off-leash area rule changes at Alpine Park**

- Feedback message attachment

~ **Recreation program updates ~ Note potential job position vacancy impacts to recreation opportunities**

- Tuesday night Yoga continues through November 16
- Wednesday night Line Dancing class continues through November 17
- Ramsey Residents Day on the Farm was on Saturday October 9 at the Pearson Family Farm in Ramsey.
- October 16, an East Coast Swing Dance Class is on schedule from 11:00am-1:00pm
- On October 21 we are hosting a Drive-In movie at the Draw softball/soccer field. We will be showing *The Wizard of Oz* Concessions will also be available.
  - The current registration number as of 10/7 at 10:00am is: 30 cars
- November 30 – Holiday Tree Lighting event at City Hall
  - Polymer Clay Ornament class taught by Rum River Art Center
- December 17 – Submission deadline for the 2021 Ramsey Photo Contest
  - Winners to be announced March 2022

~ **Status of Playground Replacement Policy**

~ **Note potential job position vacancy impacts to recreation**

~ **November agenda items**

**Notification:**

**Observations/Alternatives:**

**Funding Source:**

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**Recommendation:**

**Action:**

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**Attachments**

Feedback Message

Swing Dance

Resident Day on the Farm

Drive Inn Movie

Peltzer Park in September

Rec, Specialist

Rink Attendants

Snow Plow Drivers

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### Form Review

**Inbox**

Grant Riemer

Form Started By: Mark Riverblood

Final Approval Date: 10/07/2021

**Reviewed By**

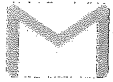
Grant Riemer

**Date**

10/07/2021 03:52 PM

Started On: 09/29/2021 11:47 AM

RECEIVED  
AUG 13 2021  
JL



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**RAMSEY ALPINE DOG PARK**

1 message

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Muriel [REDACTED]@gmail.com>  
To: mwarner@cityoframsey.com

Wed, Aug 4, 2021 at 6:24 PM

I understand you're in charge of the alpine dog park. (If not please forward to correct individual.)

I'm very upset with it! There are TWO fenced in areas. 1 large, one smaller.....there are entrances to both.....

Can't one be labeled large dog park and the other small dog park. The other parks I've had to go to with my small dog has their dog park divided that way.

If you have a large dog, it can handle another large dog. (Shepards..retrievers, etc). But a small dog can't always handle a big heavy dog especially when 2 or more are after it.

If you have a large dog I'm sure you're very Happy with this dog park. If you have a small dog like me you're not. I've talked with small dog owners at the other parks and it's amazing how many people have tried the alpine dog park and won't go back for fear of their dog being hurt by the large dog. Isn't it a shame with all that space it can't be shared!!!!!!!!!!!!

Muriel

[REDACTED]  
[REDACTED]@gmail.com



Ramsey Parks & Recreation presents:

# Swing Dance Workshop



## NEW– Swing Dance Workshop

Whether you would like to learn to dance for a wedding, special occasion, or just plain social fun, this popular class is for you!

This Single Time East Coast Swing class will cover: basic patterns, fun underarm turns, footwork and partnership connection. Partners encouraged but not necessary.

The class will be instructed by Carol Brecht-Wiles. She has over 20 years experience teaching in a variety of studios and class venues.

### Prepare for class

- Bring a water bottle
- Wear shoes that do not have rubber soles
- Wear an outfit that is comfortable to dance in

**Registration** is required. Fee is \$10 per individual, per hour. \$20 total.

### Location:

Brookside Elementary School  
Gynmasium  
17003 Nowthen Blvd NW  
Ramsey, MN 55303

### Date:

Saturday October 16, 2021

### Time:

11:00am—1:00pm

### To register:

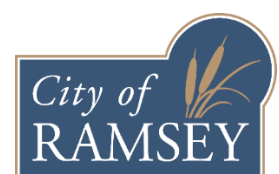
[www.cityoframsey.com/ParkEvents](http://www.cityoframsey.com/ParkEvents)

### For more information:

Carol Brecht-Wiles  
cbwdance@gmail.com  
612-760-5611

### OR

Kayleigh Sonterre,  
Recreation Specialist  
ksonterre@cityoframsey.com  
763-433-9883





Ramsey Parks and Recreation &  
Pearson Family Farm Presents:

# Ramsey Resident Day on the Farm



## Come Enjoy an Afternoon of Family Friendly Fall Festivities

Fall is in full swing! Celebrate with an afternoon of festivities at the Pearson Family Farm - a multigenerational, family owned farm right here in Ramsey. Bring your friends and family out for some pumpkin decorating, a jump in the popcorn pit, face painting, antique tractors display, corn maze, hay rides and maybe even get a little competitive with one of the many pumpkin games! Two food trucks will be available for those who work up an appetite. This will be a rain or shine event. See you out on the farm!

**Registration** is not required. Please come to the barn to get your wristbands and pumpkin coupons. Wristbands are \$5 per person or \$30 per household and are good for your whole day of family fun on the farm! Ramsey residents will get a coupon for one free painting pumpkin per child. Additional painting pumpkins can be purchased for \$.50 each while supplies last

### Location:

Pearson Family Farms  
8846 Highway 10 NW  
Ramsey, MN 55303

### Dates:

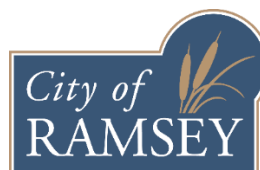
Saturday, October 9th

### Time:

12:00pm-6:00pm

### For more information:

Kayleigh Sonterre,  
Recreation Specialist  
[ksonterre@cityoframsey.com](mailto:ksonterre@cityoframsey.com)  
763-433-9883





# Ramsey Parks & Recreation: Drive-in Movie



## Ol' Fashion Family Drive-in Movie Experience!

Grab your family, hop in the car, and tune your FM radio for an exciting movie night to get into the Halloween spirit! Enjoy a showing of the 1939 film *The Wizard of Oz* while eating car side snacks. Join us for an evening of nostalgia, family friendly fun, and a costume contest!

## Registration

This is a free community event. Registration is required as space is limited. After you have registered, you will receive a confirmation that will act as your "ticket". Please print this out or have it available on your cell phone at the time of the event. Parking spots will be on a first come first serve basis. However, as a courtesy we ask that those with high profile vehicles park near the back. For more information and registration, please visit our website.

There will be room for about 100 seats in the front for those not in cars, but must have means to listen to FM Radio for movie audio. No registration required for sitting spots.

## Location:

**The Draw park ballfield**  
7401 Ramsey Pkwy,  
Ramsey, MN 55303

## Dates:

Thursday October 21st, 2021  
Rain check date: Thursday October 28th

## Time:

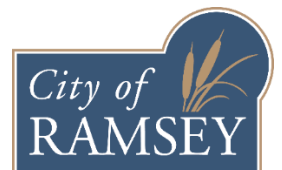
6:30pm or dark  
Open for parking at 5:15pm

## To register:

[www.cityoframsey.com/  
ParkEvents](http://www.cityoframsey.com/ParkEvents)

## For more information:

**Kayleigh Sonterre,**  
Recreation Specialist  
[ksonterre@cityoframsey.com](mailto:ksonterre@cityoframsey.com)

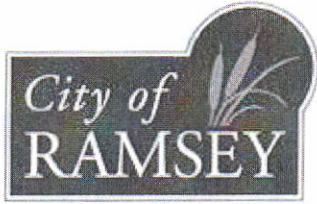




**SECTION 10. PROPOSED TIMELINE OF PLAYGROUND REPLACEMENT**

<i>Playground</i>	<i>Year</i>
Rabbit Park	2022
Alpine Park	2023
Solstice Park	2024
Riverdale Park	2025
Central Park	2026
Peltzer Park	2027
Rivers Bend Park	2028
Fox Park	2029
Emerald Pond Park	2030
Woodland Green Park	2031
Titterud Park	2032
Flintwood Terrace Park	2033
Elmcrest Park	2034
Ford Brook Park	2035
North Commons Park	2036
Pearson Park	2037





# Recreation Specialist

Class Code:  
16012

Bargaining Unit: AFSCME

CITY OF RAMSEY  
Established Date: Jun 24, 2019  
Revision Date: Oct 1, 2021

## SALARY RANGE

\$22.59 - \$24.84 Hourly

### PRIMARY OBJECTIVE OF POSITION:

Working under the general guidance and direction of the Parks & Assistant Public Works Superintendent, this position facilitates the development and ongoing administration of diverse annual recreational programs serving all ages and demographics. This position develops programs, organizes content, and engages public and private providers, as well as creates and maintains methods for evaluating offerings for consideration in future programming.

This is a part-time twenty (20) hours per week position; there is flexibility within the Monday - Friday / 8:00 a.m. to 4:30 p.m. schedule (hours & days worked) subject to supervisor approval. Longer hours are required on Thursdays during the Summer Concert Series (mid June to the end of August). This individual is required to attend the once-per-month Park and Recreation Commission meeting. Paid leave benefits (sick, vacation & holidays) are pro-rated based on hours worked per pay-period.

This position is tentatively planned to increase to 29 hours per week on January 1, 2022, and 40 hours per week on January 1, 2023, pending City Council approval.

**\*\*This is an AFSCME Union Position.\*\***

The Hiring Range is : \$22.585/hour to \$24.843/hour  
The 2021 Salary Range is: \$22.585/hour to \$28.231/hour

### MINIMUM QUALIFICATIONS:

The successful applicant must possess the following minimum qualifications:

- Must be at least 18 years of age or older
- Must have a high school diploma or equivalent
- Must have a valid driver's license with a good driving record

- Must have three (3) years of related experience in a responsible administrative support position; an equivalent combination of education and experience will be considered
- Must have proven Microsoft applications experience (Word, Excel, PowerPoint & Outlook)

#### DESIRED QUALIFICATIONS

- Possess a Bachelor's degree in Parks and Leisure Services; Public Administration, Business Administration, Community Development or related field
- Experience leading recreational events and programs
- Experience designing and implementing recreational curriculum
- Experience using InDesign, Publisher or Photoshop
- Experience with any online registration systems

### **ESSENTIAL JOB FUNCTIONS:**

1. Perform all aspects of the development, marketing, implementation and evaluation of municipal recreational programs and events
2. Evaluate related contracts for accuracy, completeness and fair pricing
3. Review and prepare invoices for approval by the Parks & Assistant Public Works Superintendent
4. Create online event registrations and generate social media promotional posts for said activities
5. Use, prepare and maintain detailed notes and outlines on work performed and programs developed
6. Coordinate, purchase, organize, gather and deliver supplies, documents and schedules for programs and recreational events
7. Provide staff support including data entry, phone calls, program registration, reports, and records management in a timely manner
8. Fill in as needed at programs and recreational events, assisting with supervision, periodic check in and leadership of programs, seasonal staff and recreational events
9. Develop, plan, oversee and attend all ten (10) of the Thursday evening Summer Concert Series events, which includes contract administration
10. Attend and occasionally provide presentations at the once-per-month Parks and Recreation Commission meetings (2nd Thursday of each month)
11. Serve as back-up to the Public Works Administrative Assistant with Park Facility Rentals, bike locker and kayak rentals, and general Park & Recreation / Public Works inquiries

### **KNOWLEDGE, SKILLS AND ABILITIES:**

1. Knowledge of recreational principals and programming
2. Ability to read and understand correspondence, memoranda and materials
3. Ability to effectively represent the organization, department and administrative operations to management and the public
4. Ability to facilitate effective presentations at public meetings
5. Demonstrated effective written and oral communication skills
6. Ability to act in a decisive manner, using good judgment

7. Ability to assess problems and situations, and be able to anticipate needs and evaluate alternatives
8. Must have working knowledge in the use of calculators, personal computers, printers and other office equipment and working knowledge of computer software
9. Must represent the organization to other agencies, staff, elected officials and citizens with a courteous, helpful, accurate and business-like attitude in all telephone and personal contact
10. Ability and knowledge to be able to produce quality, accurate work
11. Must have strong organizational skills and the ability to accurately record documents, publications and various records for official purposes
12. Ability to plan and perform duties with minimum supervision
13. Ability to perform essential position functions under the working conditions as described
14. Ability to work evenings and weekends (if scheduled)

## **JOB ACTIVITY REQUIREMENTS:**

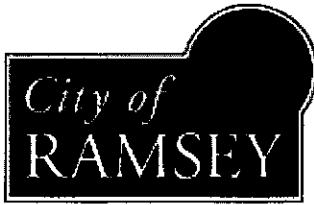
The following are the physical activities that are associated with this position:

- Standing
- Sitting
- Walking
- Lifting
- Pushing / Pulling
- Carrying
- Reaching
- Handling Objects

This job requires employees to be able to lift and carry up to 40 pounds without assistance.

The following are the working conditions of this position:

- Working Outdoors
- Working Indoors
- Operating motor vehicles
- Providing work direction to other employees
- Driving a City vehicle or personal vehicle



# Rink Attendant

Class Code:  
16013

Bargaining Unit: None

CITY OF RAMSEY  
Established Date: Sep 12, 2017  
Revision Date: Aug 24, 2021

## SALARY RANGE

\$10.33 Hourly

### PRIMARY OBJECTIVE OF POSITION:

To maintain the warming houses during the skating season through responsible, safety-minded work as a part-time temporary Ice Rink Attendant at Central Park and Ramsey Elementary School. Weather permitting, the warming houses are expected to open Friday, December 17, 2021 and will remain open for approximately ten (10) weeks.

The warming houses are typically open from 3:30 pm to 10:00 pm on weekdays, from 10:00 am to 10:00 pm on Saturdays, and from 12:00 pm (noon) to 8:00 pm on Sundays. During the holidays when schools are on winter break, the rinks will be open from 10:00 am to 10:00 pm on the weekdays, depending on weather conditions.

### MINIMUM QUALIFICATIONS:

The successful applicant must possess the following minimum qualifications:

- Must be at least 16 years of age
- Must pass a drivers license and criminal background check

#### DESIRED QUALIFICATIONS:

- Previous experience as a rink attendant
- Training in first-aid

**\*\*NOTE\*\* All individuals that are hired must be able to attend the mandatory orientation program on Thursday, December 9, 2021 from 6:00 pm to 9:00 pm.**

## **ESSENTIAL JOB FUNCTIONS:**

- Supervise rink, warming house and grounds, with safety being of primary concern
- Enforce rules and policies
- Shovel snow from the gates and doorways
- Keep walkways and doorways ice-free
- Report safety hazards to the Parks Supervisor, Parks Lead or his/her designee immediately
- Sweep and mop warming house before leaving shift and pick up all debris
- Push nets off rinks and out of the gate openings
- Utilize the rink attendant's daily log sheet to communicate all non-emergency information to the Parks Supervisor and Parks Lead or his/her designee
- Account for, and put away all shovels and equipment before completing shift
- Turn off the rink lights according to time and weather conditions
- Assist with rink scheduling
- Safeguard keys
- Secure premises before leaving

## **KNOWLEDGE, SKILLS AND ABILITIES:**

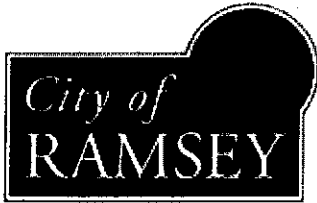
- Ability to understand and follow verbal instructions in English
- Ability to work independently with limited supervision
- Ability to work in cold weather conditions
- Ability to finish work in a timely and efficient manner
- Ability to get along with others including patrons of the ice rinks, supervisors, and coworkers

## **JOB ACTIVITY REQUIREMENTS:**

This job requires employees to be able to lift and carry up to 50 pounds without assistance.

This position's working conditions are as follow, but are not limited to:

- Working Outdoors
- Working Indoors
- Working with chemicals



# On-Call Snow Plow Driver

Class Code:  
16015

Bargaining Unit: None

CITY OF RAMSEY  
Established Date: Sep 12, 2017  
Revision Date: Aug 24, 2021

## SALARY RANGE

\$13.00 Hourly

### PRIMARY OBJECTIVE OF POSITION:

The primary objective of this position is to assist the Public Works Department with cul-de-sac routes using one of the City's 1-ton pickups on an as-needed basis through the winter months. The typical hours for snow plowing begins at 2:00 am, and ends when the route is completed; usually after 6-10 hours. Seniors are encouraged to apply.

### MINIMUM QUALIFICATIONS:

- Must be at least 18 years old
- Must possess a high school diploma or GED
- Must possess a valid MN driver's license in good standing
- Must successfully complete a criminal/driver's history background check
- Must successfully complete a pre-employment drug screen

### DESIRED QUALIFICATIONS:

- Experience in the operation and maintenance of related equipment
- Previous experience snow plowing in a 1-ton pickup truck

### ESSENTIAL JOB FUNCTIONS:

- Remove snow from public streets, parking lots, cul-de-sac's and any other municipal facilities

- Assist with maintenance/repair of snow plowing equipment
- Perform a wide range of tasks at the verbal or written direction (within the ability and resources of the On-Call Snow Plow Driver) of the Public Works Superintendent, Parks 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 work in a variety of weather conditions including cold temperatures, high humidity, wind, snow and rain
- Ability to maintain effective working relationships with supervisors and co-workers
- Ability to transport oneself to and around the work site

## **JOB ACTIVITY REQUIREMENTS:**

This job requires employees to be able to lift and carry up to 74 pounds without assistance.

This position's working conditions are as follows, but are not limited to:

- 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