

City of Ramsey
Agenda
Regular City Council
Tuesday, May 10, 2022

7:00 pm
Council Chambers, 7550 Sunwood Drive NW

Remote Attendance available at www.cityoframsey.com/meetings.
Those joining remotely and requesting to speak are asked to use a webcam when speaking.

1. **Call to Order**
2. **Presentation**
 1. Presentation and Recognition to Dedicated Networks Inc. as an Outstanding Business within the City of Ramsey
3. **Citizen Input**
4. **Approve Agenda**
5. **Consent Agenda**
 1. Receive Cash & Investments for Period Ending April 30, 2022
 2. Receive March 2022 Financial Reports - General Fund and Enterprise Funds
 3. Note the Following Boards, Commissions, and Committee Meeting Minutes:
 - Economic Development Authority Dated March 10, 2022
 - Environmental Policy Board Meeting Minutes Dated March 21, 2022
 - Park and Recreation Commission Dated March 10, 2022
 - Planning Commission Meeting Minutes Dated March 24, 2022
 - Public Works Committee Dated March 15, 2022
 4. Approve the Following Meeting Minutes:
 1. City Council Work Session dated 4/12/2022
 2. City Council Regular Session dated 4/12/2022
 3. City Council Special Work Session dated 4/19/2022
 4. City Council Work Session dated 4/26/2022
 5. City Council Regular Session dated 4/26/2022
5. Approve Business Licenses
6. Approve Rental Licenses
7. Adopt Resolution #22-112 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of April 21, 2022 through May 4, 2022

8. Adopt Resolution #22-082 Approving a Conditional Use Permit for an Oversized Accessory Building at 16501 Jarvis St NW
 9. Adopt Resolution #22-084 Granting a Conditional Use Permit for an Oversized Accessory Building at 18055 Saint Francis Boulevard NW (Project No. 22-114); Case of Trevor and Ashley Nordick
 10. Adopt Resolution #22-086 Approving Amendment No. 1 to Traffic Control Signal Maintenance Agreement No. 07023 for Highway 10 and Armstrong Boulevard Interchange
 11. Adopt Resolution #22-097 Approving 2023 - 2027 Master Partnership Contract with the Minnesota Department of Transportation
 12. Adopt Resolution #22-108 Approving Building Inspection Services Agreement with Inspectron, Inc.
 13. Adopt Resolution #22-109 Approving Participation in Anoka County's HUD Programs
 14. Adopt Resolution #22-110 Adopting 2022 City Council Strategic Action Plan
 15. Adopt Resolution #22-111 Calling for a Public Hearing On the Issuance of Charter School Lease Revenue Bonds (Conduit Debt) and Authorizing the Publication of a Notice of the Hearing (Pact Charter School Project)
6. **Public Hearing**
1. PUBLIC HEARING: Approve Off-Sale Liquor for Liquor Lady Inc dba Fairway Liquor
 2. PUBLIC HEARING: Consider Request to Vacate a Portion of Drainage and Utility Easement on the Property Located at 7912 Sunwood Drive NW (Project No. 22-101); Case of Northstar Marketplace LLC
7. **Council Business**
1. Consider Request for an Amended Conditional Use Permit to Expand an Existing Natural Gas Substation at 7607 173rd Ave NW (Project No. 22-119); Case of CenterPoint Energy
 2. Consider Request for a Home Occupation Permit at 6131 Green Valley Rd NW (Project No. 22-118); Case of J. Hill Container Company
 3. Adopt Resolution #22-103 Accepting Bids and Awarding Contract for 2022 Neighborhood Pavement Overlay Improvements, Improvement Project #22-04
 4. Adopt Resolution #22-104 Accepting Bids and Awarding Contract for Wood Pond Hills 2nd – 5th Street Reconstructions, Improvement Project #22-06
 5. Adopt Resolution #22-105 Accepting Bids and Awarding Contract for 2022 Crack Seal Improvements, Improvement Project #22-08
 6. Adopt Resolution #22-106 Approving Plans and Specifications and Award of Contract for 2022 Pavement Rejuvenation Improvements, Improvement Project #22-09

8. Mayor/Council/Staff Input

9. Adjournment

Meeting Date: 05/10/2022

Information

Title:

Presentation and Recognition to Dedicated Networks Inc. as an Outstanding Business within the City of Ramsey

Purpose/Background:

The purpose of this presentation is to acknowledge just a *portion* of Dedicated Networks' contributions to the city of Ramsey. Dedicated Networks Inc. has been a prominent family business headquartered in Ramsey since 2012, and employs more than 140 area residents. Over the years they have participated in a myriad of programs that benefit Ramsey residents including as a Happy Days sponsor. This Spring, Dedicated Networks also removed significant amounts of litter and debris along streets and stormwater ponds within the business park near Unity Street as part of Earth Day programming.

Dedicated Networks Inc. also mirrors and exemplifies some of Ramsey's Strategic Plan goals, including; **'Ownership of community events and community cleanup efforts'** and **'Create a positive image for...business districts and key corridors.'** Last month Dedicated Networks' volunteers not only planted 7 boulevard trees along Unity Street to beautify that area of the business park—they donated a \$600 large Oak tree for that same boulevard that was planted on Arbor Day (April 29th) which served as Ramsey's requisite ceremonial planting. (Pictures attached.)

Ramsey has many, dozens of truly outstanding business that contribute each year to the community—and recently, Dedicated Networks responded as one of the Business of the Year nominees by stating: *"The community of Ramsey has given so much to us. We are grateful and honored for the chance to give in return. Good businesses work for themselves, great businesses work for everyone. Dedicated Networks is proud to be connected to a community with so many great businesses."*

Attachments

Arbor Day

Dedicated Networks contributes!

Form Review

Inbox

Mark Riverblood
Brian Hagen
Kathy Schmitz (Originator)
Mark Riverblood
Brian Hagen
Kurt Ulrich
Form Started By: Kathy Schmitz
Final Approval Date: 05/05/2022

Reviewed By

Mark Riverblood
Mark Riverblood
Kathy Schmitz
Kathy Schmitz
Brian Hagen
Kurt Ulrich

Date

05/04/2022 11:34 AM
05/04/2022 11:38 AM
05/04/2022 02:07 PM
05/04/2022 02:08 PM
05/05/2022 10:27 AM
05/05/2022 02:58 PM
Started On: 05/04/2022 10:02 AM



Ramsey Parks & Recreation Presents: Arbor Day Celebration



Join us in celebrating Arbor Day by planting trees within the Unity Street boulevard.

Did you know Arbor Day was first celebrated in 1872? That makes this year the 150th Arbor Day!

This is the 31st year the City of Ramsey is receiving the Tree City USA national recognition. In order to receive a Tree City distinction, a city must meet four standards: a tree board or department, a tree care ordinance, a comprehensive community forestry program, and an Arbor Day observance.

Thank you to Dedicated Networks for donating trees for this event!

Location: Dedicated Networks

14000 Unity St NW
Ramsey, MN 55303

Date: Friday, April 29

Time: 9:30 - 11:30am

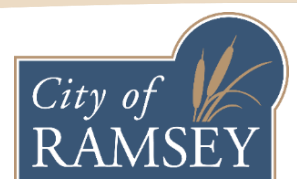
Contact:

Marla Martinez-Flynn

Recreation Specialist

mmartinez-flynn@cityoframsey.com

763-433-9883



















CC Regular Session

5. 1.

Meeting Date: 05/10/2022

By: Diana Lund, Finance

Information

Title

Receive Cash & Investments for Period Ending April 30, 2022

Purpose/Background:

Purpose: Receive reports of the city's cash and investments for the period ending April 30, 2022.

Cash and investment report shows the monthly cash flow - receipts and expenditures through April 30, 2022 with the current listing of the city's investment portfolio.

Recommendation:

No action required. Informational only.

Action:

No action required. Informational only.

Attachments

Cash & Investments for Period Ending April 30, 2022

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	05/05/2022 10:12 AM
Kurt Ulrich	Kurt Ulrich	05/05/2022 02:46 PM
Form Started By: Diana Lund		Started On: 05/02/2022 07:53 AM
Final Approval Date: 05/05/2022		

CITY OF RAMSEY
REPORT OF POOLED CASH FLOWS
Period Ended April 30, 2022

	April-22 CURRENT MONTH	2022 YEAR-TO-DATE
CASH AND TEMPORARY INVESTMENTS		
BEGINNING BALANCE (Includes PW Bond Proceeds)	\$ 87,095,347.15	\$ 88,776,714.25
CASH INFLOWS:		
Daily Deposit	977,367.73	4,630,534.33
Tax Settlements	-	201,871.91
U/B Receipts	18,753.32	534,259.56
Credit Cards (Includes Utility Billing)	163,110.36	1,249,626.80
Interest Earnings [Net of Interest Paid on Investments]	72,410.95	313,440.92
Bond Proceeds-int	-	-
TOTAL CASH INFLOW	\$ 1,231,642.36	\$ 6,929,733.52
TOTAL CASH AVAILABLE	\$ 88,326,989.51	\$ 95,706,447.77
CASH OUTFLOWS:		
Prepaid Checks	1,037,539.50	3,951,791.53
Bills Lists	640,439.78	2,837,390.33
Pay Estimates	-	995,392.57
Credit Cards	5,356.47	24,043.27
Payroll - Net	606,203.77	1,858,992.54
Flex Reimbursement	2,567.23	11,697.11
Void Checks/Dormant Checks Paid	(199.67)	(8,856.51)
Debt Service	-	-
Miscellaneous [Bank Charges; etc.]	466.18	1,380.68
TOTAL CASH OUTFLOW	\$ 2,292,373.26	\$ 9,671,831.52
POOLED CASH AND TEMPORARY INVESTMENTS ENDING BALANCE	\$ 86,034,616.25	\$ 86,034,616.25
MEMO - NET 2022 CASH INFLOW (OUTFLOW)	(1,060,730.90)	(2,742,098.00)
INVESTMENT PORTFOLIO SUMMARY		
BEGINNING BALANCE	\$ 72,107,503.98	71,817,760.66
Purchases	5,760,000.00	7,385,668.35
Maturities/Sales	(5,679,008.87)	(7,014,933.90)
ENDING BALANCE	\$ 72,188,495.11	\$ 72,188,495.11

2022 CASH AND INVESTMENT ACTIVITY

CITY INVEST #	STATED MAT DATE	BROKER	SECURITY DESCRIP	FDIC #	CUSIP	PRIN BAL 1/1/2022	PURCH 2022	SOLD/ MATURE 2022	BV PRIN BAL 12/31/2022
191008C	12/1/2022	BAIRD	ROCK ISLAND IL TAX		7724872K9	270,000.00		0.00	270,000.00 270,000.00
180727A	7/27/2022	ICD SEC	CD-KANSAS STATE	19899	50116C8Y4	245,000.00		0.00	245,000.00
191227A	12/27/2022	ICD SEC	CD-PROMISEONE B/	58657	74348HAB4	245,000.00		0.00	245,000.00
191230D	12/30/2022	ICD SEC	CD-FIRST NATIONAL	03330	32112UDL2	245,000.00		0.00	245,000.00 735,000.00
210401	12/1/2027	Northland	RUSH COUNTY KANSAS TAX		781834-D4-9	180,000.00		0.00	180,000.00
220322	2/15/2023	Northland	SPARTA TOWNSHIP NJ TAX		84677-KV-6		135,000.00	0.00	135,000.00
210615	8/1/2030	Northland	MN STATE TAX		60412A-VP-5	500,000.00		0.00	500,000.00
210625	7/15/2026	Northland	EAST LYME CONN TAX		273587-P3-3	200,000.00		0.00	200,000.00
200123	12/15/2022	Northland	LUVERNE MN TAX		550629-VE-6	330,000.00		0.00	330,000.00
201230	5/1/2025	Northland	FREEPORT NY TAX		356731-CA-5	300,000.00		0.00	300,000.00
200130D	3/1/2022	Northland	RICHLAND SCHOOL DISTRICT		764080-FN-2	130,000.00		130,000.00	0.00
200113	3/1/2027	Northland	RICHLAND SCHOOL DISTRICT		764080-FT-9	165,000.00		0.00	165,000.00
200326A	4/1/2023	Northland	TULSA COUNTY OK TAX		899525-TR-0	100,000.00		0.00	100,000.00
200625	3/1/2029	Northland	LAWRENCE MASS TAX		520228-6Q-5	180,000.00		0.00	180,000.00
200825A	8/1/2027	Northland	CENTINELA VALLEY CA HS		15239-RP-4	250,000.00		0.00	250,000.00
200825B	8/1/2029	Northland	CENTINELA VALLEY CA HS		15239-RR-0	270,000.00		0.00	270,000.00
200914	8/1/2028	Northland	BURLESON TX IDS ZERO CPN		121403-4E6	500,000.00		0.00	500,000.00
200923	7/15/2029	Northland	WILKINSBURGO BORO PA TAX		968529-JV-0	265,000.00		0.00	265,000.00
141104	2/1/2022	Northland	DULUTH MN TAXABLE		264438-G5-5	150,000.00		150,000.00	0.00
150430	2/1/2022	Northland	MINNETONKA ISD #276		604195-YG-6	270,000.00		270,000.00	0.00
190826	3/1/2022	Northland	OCONOMOWOC WIS TAX BOND		675635-KW-5	250,000.00		250,000.00	0.00
190703	4/1/2022	Northland	WEST ALLIS WIS TAX		951173-JA-2	180,000.00		180,000.00	0.00
190424	5/15/2022	Northland	TEXAS A&M TAX		88213AEH4	130,000.00		0.00	130,000.00
170109	6/1/2022	Northland	DESMOINES IA TAX		250097-J3-7	200,000.00		0.00	200,000.00
150109	10/1/2022	Northland	HUBBARD COUNTY TAX		443348-DE-4	135,000.00		0.00	135,000.00
190515	11/1/2022	Northland	MICHIGAN STATE SCHOOL TAX		594612-CY-7	205,000.00		0.00	205,000.00
120308B	12/1/2022	Northland	SHOREWOOD WIS TAX		825230-KW-4	75,000.00		0.00	75,000.00
190628B	4/1/2023	Northland	WEST ALLIS WIS TAX		951173NP4	240,000.00		0.00	240,000.00
160812	5/1/2023	Northland	MONROE MI TAX		611101-MF-0	190,000.00		0.00	190,000.00
191107A	6/1/2023	Northland	NEWTON IOWA TAX		652810-YZ-9	190,000.00		0.00	190,000.00
190726B	6/1/2023	Northland	DESMOINES IA COMM COLLEGE TAX		250097L75	250,000.00		0.00	250,000.00
180913	7/31/2023	Northland	CD-BANK NEW ENGLAND SALEM		06426K-AN-8	245,000.00		0.00	245,000.00
121228B	9/1/2023	Northland	MIDDLETON WIS REFUND		596782-T6-7	300,000.00		0.00	300,000.00
190220B	11/1/2023	Northland	HAWAII ST GO BONDS		214471-PA-6	200,000.00		0.00	200,000.00
161114B	2/1/2024	Northland	ANDOVER MN TAX		034313-ZU-3	300,000.00		0.00	300,000.00
180730	10/1/2024	Northland	HUBBARD COUNTY TAX		443348-DG-9	100,000.00		0.00	100,000.00
120214B	9/1/2025	Northland	MIDDLETON WIS REFUND		596782-TJ-1	315,000.00		0.00	315,000.00
190227	12/1/2025	Northland	COOK COUNTY SCHOOL DISTRICT		032879-TC-2	500,000.00		0.00	500,000.00
190404	9/1/2026	Northland	TUSCOLA COUNTY MISC TAX		900764RL7	395,000.00		0.00	395,000.00
191003A	12/1/2026	Northland	SCOTT BLUFF CTY SCHOOL DIST		810164-CQ-4	385,000.00		0.00	385,000.00
120308C	12/1/2027	Northland	SHOREWOOD WIS TAX		825230-LB-9	225,000.00		0.00	225,000.00
190402	2/1/2028	Northland	CLOQUET MN TAX		189036-PS-9	150,000.00		0.00	150,000.00
191016B	4/1/2028	Northland	COLUMBUS OH TAX		199492E339	285,000.00		0.00	285,000.00
211020A	7/15/2028	Northland	MOUNT HILLS TOWNSHIP SCHOOL		6215S3-E6-7	430,000.00		0.00	430,000.00
120308D	12/1/2028	Northland	SHOREWOOD WIS TAX		825230-LC-7	465,000.00		0.00	465,000.00 9,285,000.00
210107	6/1/2031	UBS	SAN JOSE CA FING AUTHO		798153NL2	1,000,000.00		0.00	1,000,000.00
220207A	7/1/2028	UBS	PHOENIX AZ CIVIC		71883RRS4		165,000.00	0.00	165,000.00
220207B	4/1/2029	UBS	BAY AREA CA TOLL AUTHORITY		072024XF4		250,000.00	0.00	250,000.00
220414A	1/15/2023	UBS	US TREASURY NOTE		912828Z29		1,245,000.00	0.00	1,245,000.00
220414B	2/15/2023	UBS	US TREASURY NOTE		912828UN8		1,240,000.00	0.00	1,240,000.00
220414C	3/15/2023	UBS	US TREASURY NOTE		912828ZD5		1,260,000.00	0.00	1,260,000.00
220414D	4/15/2023	UBS	US TREASURY NOTE		912828ZH6		1,265,000.00	0.00	1,265,000.00
220419	3/1/2025	UBS	MARYLAND STATE COMM DEV TAX		57419RC78		750,000.00	0.00	750,000.00
211206	5/1/2027	UBS	PIMA COUNTY AZ		72178JAF0	500,000.00		0.00	500,000.00
211209	9/15/2032	UBS	CAPE MAY COUNTY NJ TAX		139501SB7	470,000.00		0.00	470,000.00
211223	8/1/2025	UBS	HAWAII STATE		41972YQ3	500,000.00		0.00	500,000.00
211231	3/15/2029	UBS	NEW YORK STATE URBAN DEV		650036AX4	500,000.00		0.00	500,000.00
210107		UBS	UBS PRIME FUND			62,674.20		62,674.20	0.00
211109	8/1/2023	UBS	UPPER SANTA CLARA VY		916544ES4	200,000.00		0.00	200,000.00
211115	10/1/2031	UBS	INFRASTRUCTURE BANK		76223MAL6	580,000.00		0.00	580,000.00
211130		UBS	UBS PRIME FUND			219,604.08		219,604.08	0.00
211008	11/1/2023	UBS	SAN FRAN CA CITY & COUNTY UTIL		79771FAW7	140,000.00		0.00	140,000.00
211020B	8/15/2031	UBS	ALABAMBA FEDERAL AID HWY		010268CT5	500,000.00		0.00	500,000.00
211014	5/1/2030	UBS	ST. JOHN'S PUBLIC SCHOOL		790450HN3	550,000.00		0.00	550,000.00
210909	7/1/2022	UBS	MAINE HEALTH		56042RH96	500,000.00		0.00	500,000.00
210910	9/1/2030	UBS	BROWNSVILLE TX UTIL		1164753D4	1,000,000.00		0.00	1,000,000.00
210930	8/1/2028	UBS	CHARTER OAKS CA		1612855D4	250,000.00		0.00	250,000.00
210825A	8/25/2028	UBS	CD-CELTIC BANK	57056	15118RWG8	245,000.00		0.00	245,000.00
210825B	8/15/2028	UBS	NEW HAMPSHIRE MUNI		64465QHA7	550,000.00		0.00	550,000.00

2022 CASH AND INVESTMENT ACTIVITY

CITY INVEST #	STATED		SECURITY DESCRIP	FDIC #	CUSIP	PRIN	PURCH	SOLD/	BV
	MAT DATE	BROKER				BAL 1/1/2022		MATURE 2022	PRIN BAL 12/31/2022
210824A	8/15/2023	UBS	US TREASURY NOTE		91282CAF8	2,500,000.00		0.00	2,500,000.00
210824B	10/15/2023	UBS	US TREASURY NOTE		91282CAP6	2,500,000.00		0.00	2,500,000.00
210824C	9/15/2023	UBS	US TREASURY NOTE		91282CAK7	2,500,000.00		0.00	2,500,000.00
210826		UBS	UBS PRIME FUND			35,408.43		35,408.43	0.00
220131		UBS	UBS PRIME FUND			0.00	253,882.73	253,882.73	0.00
220331		UBS	UBS PRIME FUND			0.00	576,785.62	517,311.42	59,474.20
220316	3/16/2026	UBS	CD-GOLDMAN SACHS			0.00	245,000.00	0.00	245,000.00
210713	2/1/2028	UBS	TEXAS PUB FIN AUTHORITY		882669BW3	325,000.00		0.00	325,000.00
210716	4/12/2022	UBS	CP-FIRST BOST NY		2254EBDC2	5,000,000.00		5,000,000.00	0.00
210604	7/1/1930	UBS	FLORIDA STATE BOARD TAX		341271AF1	1,000,000.00		0.00	1,000,000.00
210630	7/15/2026	UBS	MICHIGAN CITY IND SCHOOL		594381HJ7	500,000.00		0.00	500,000.00
210617A	7/1/2028	UBS	EL SEGUNDO CA PENSION		284035AG7	1,000,000.00		0.00	1,000,000.00
210617B	6/1/2029	UBS	ORANGE COUNTY TAX		684184TC8	110,000.00		0.00	110,000.00
210621	11/1/2026	UBS	REGIONAL TRANSPORTATION		759136VD3	500,000.00		0.00	500,000.00
210408A	7/1/2028	UBS	PHOENIX AZ CIVIC		71884AH44	500,000.00		0.00	500,000.00
210408B	1/15/2027	UBS	APACHE COUNTY ARIZ		03743TAF9	590,000.00		0.00	590,000.00
210430	6/1/2028	UBS	BEVERLY HILLS CA PUB		088006KC4	500,000.00		0.00	500,000.00
210111	6/1/2031	UBS	SAN JOSE CA FING AUTHO		798153NL2	320,000.00		0.00	320,000.00
210113	5/1/2029	UBS	NYC TRANSITIONAL		64971XSZ2	1,000,000.00		0.00	1,000,000.00
210114	12/1/2029	UBS	FRANKLIN COUNTY OH		353174JE6	1,000,000.00		0.00	1,000,000.00
210121	10/1/2027	UBS	MIAMI DADE COUNTY TAX		59333NV91	750,000.00		0.00	750,000.00
210219	9/1/2027	UBS	VIRGINIA COLLEGE BLDG			500,000.00		0.00	500,000.00
210224B	11/1/2028	UBS	WILL COUNTY ILL COMMUNITY		969078QN7	2,500,000.00		0.00	2,500,000.00
210301	8/1/2028	UBS	SAN JOSE CA FING AUTHO		79818186P30	1,000,000.00		0.00	1,000,000.00
210302	8/1/2027	UBS	VISTA CA UNI SCHOOL		928346P45	1,050,000.00		0.00	1,050,000.00
210308A	6/1/2029	UBS	RIO RANCHO NEW MEXICO TAX		767169ER2	500,000.00		0.00	500,000.00
210308B	6/1/2027	UBS	RIO RANCHO NEW MEXICO TAX		767169EP6	580,000.00		0.00	580,000.00
210309	6/1/2026	UBS	BEVERLY HILLS CA PUB		088006KA8	300,000.00		0.00	300,000.00
210311	1/1/2027	UBS	FORT LAUDERDALE FLA SPL		347622CW0	500,000.00		0.00	500,000.00
210326	9/1/2028	UBS	CHINO CALIF PUB FING		169548FP4	615,000.00		0.00	615,000.00
210514	10/1/2026	UBS	BOSSIER CITY LA UTIL		100216FZ8	500,000.00		0.00	500,000.00
160601	2/15/2022	UBS	MCALLEN TAX'		582018FF5	200,000.00		200,000.00	0.00
151104	3/1/2022	UBS	NEW YORK TAXALBE		64966KQC0	500,000.00		500,000.00	0.00
190322	3/22/2022	UBS	CD-MEDALLION BA'	57449	58404DDP3	245,000.00		245,000.00	0.00
160727	5/1/2022	UBS	NORTH BRANCH SCHOOL TAX		657740F50	500,000.00		0.00	500,000.00
190710	5/15/2022	UBS	CONVENTION CENTER AUTHORITY		32115AAG7	175,000.00		0.00	175,000.00
001127	7/25/2022	UBS	FNR G92-35		31358PHV2C	10.35		8.23	2.12
160830C	8/1/2022	UBS	NEW YORK CITY TAXABLE		64966MED7	300,000.00		0.00	300,000.00
021004	8/25/2022	UBS	FNR 1992-125L		31358PS40C	33.70		24.51	9.19
180108	10/1/2022	UBS	PALM BEACH COUNTY SOLID WASTE		696560LD1	450,000.00		0.00	450,000.00
020826	10/15/2022	UBS	FHR 1391D		312912LUO	29.90		20.30	9.60
201119B	12/1/2022	UBS	WARREN HEIGHTS OH BUILDING		936121JU7	165,000.00		0.00	165,000.00
191213	12/13/2022	UBS	CD-WELLS FARGO N	27389	949495AA3	245,000.00		0.00	245,000.00
161216B	12/16/2022	UBS	CD-MERCANTIL COI	22953	58733ADQ9	245,000.00		0.00	245,000.00
200116	1/17/2023	UBS	CD-MORGAN STANI	32992	61690URY8	245,000.00		0.00	245,000.00
161208A	4/1/2023	UBS	NEW HOPE CULTURAL ED TAX		64542WAY6	250,000.00		0.00	250,000.00
150812	6/1/2023	UBS	CHARLOTTE TAXABLE		161037L61	300,000.00		0.00	300,000.00
010328	6/25/2023	UBS	FHG14A		312916PD5R	2,000.00		1,000.00	1,000.00
180628	6/28/2023	UBS	CD-COMENITY BAN	27499	981996UP3	200,000.00		0.00	200,000.00
191230B	6/30/2023	UBS	CD-RAYMOND JAMI	33893	75472RAR2	245,000.00		0.00	245,000.00
201119C	12/1/2023	UBS	WARREN HEIGHTS OH BUILDING		936121JV5	165,000.00		0.00	165,000.00
190118C	5/22/2024	UBS	CD-CAPITAL ONE	4297	14042RLP4	245,000.00		0.00	245,000.00
190118C	5/22/2024	UBS	CD-CAPITAL ONE U	33954	14042TAP2	245,000.00		0.00	245,000.00
190315	3/15/2024	UBS	CD-COMENITY CAPI	57570	20033AS31	245,000.00		0.00	245,000.00
190325	3/25/2024	UBS	CD-BANK HAPOALII	33686	06251AW48	245,000.00		0.00	245,000.00
200325	4/1/2024	UBS	NEW YORK HOUSING		6498833S2	500,000.00		0.00	500,000.00
161018	7/1/2024	UBS	SELMA ALA TAX		816459QV6	500,000.00		0.00	500,000.00
161026	10/1/2024	UBS	HONOLULU TAX		4386705W7	300,000.00		0.00	300,000.00
151023	10/1/2024	UBS	MADISON TAXABLE		55844RKN3	640,000.00		0.00	640,000.00
161208B	11/1/2024	UBS	MICHIGAN FIN AUTH REV		59447TIX2	250,000.00		0.00	250,000.00
191127	11/27/2024	UBS	CD-STATE BANK INI	33682	856285RS2	245,000.00		0.00	245,000.00
201119D	12/1/2024	UBS	WARREN HEIGHTS OH BUILDING		936121JW3	165,000.00		0.00	165,000.00
191107B	12/1/2024	UBS	CORPUS CHRISTI TEX TRANS		220228BK5	400,000.00		0.00	400,000.00
190418	12/5/2024	UBS	CD-DELTA NATION/	26633	2477RBD6	200,000.00		0.00	200,000.00
180629C	6/1/2025	UBS	MARYLAND STATE TAX		57420PGR1	300,000.00		0.00	300,000.00
161114A	7/1/2025	UBS	LEXINGTON FAYETTE AIRPORT		52909MCA0	300,000.00		0.00	300,000.00
191101	8/1/2025	UBS	MASSACHUSETTS ST WATER		576051VFO	400,000.00		0.00	400,000.00
201119E	12/1/2025	UBS	WARREN HEIGHTS OH BUILDING		936121JX1	175,000.00		0.00	175,000.00
191122A	12/1/2025	UBS	WARRENSVILLE HEIGHTS OHIO		936121JM5	500,000.00		0.00	500,000.00
191105	3/1/2026	UBS	MARYLAND STATE COMM DEV		57419TDZ1	320,000.00		0.00	320,000.00
201105	4/1/2026	UBS	PARAMUS NJ SCHOOL		699347LF5	500,000.00		0.00	500,000.00
200113	4/15/2026	UBS	PHILADELPHIA AUTHORITY-ZERO COUP		71781LBU2	300,000.00		0.00	300,000.00
201204	4/15/2026	UBS	LONG BEACH CITY SCHOOL DIS		542535LY3	750,000.00		0.00	750,000.00
191115A	7/1/2026	UBS	LEXINGTON FAYETEE URBAN COUNTY		52909MDR2	470,000.00		0.00	470,000.00
200326B	8/1/2026	UBS	SAN BERNARDINO COMM		79672ONA47	500,000.00		0.00	500,000.00
191219B	11/1/2026	UBS	OPELIKA ALABAMA TAX		683489ZE1	400,000.00		0.00	400,000.00

2022 CASH AND INVESTMENT ACTIVITY

CITY INVEST #	STATED	BROKER	SECURITY DESCRIP	FDIC #	CUSIP	PRIN	PURCH	SOLD/	PRIN
	MAT					BAL		MATURE	BAL
	DATE					1/1/2022	2022	2022	12/31/2022
191016A	12/1/2026	UBS	DENVER CITY & COUNTY HSG		24917NAG6	500,000.00		0.00	500,000.00
200925	4/1/2027	UBS	WESTERN WASHINGTON UNIV		959878RJO	500,000.00		0.00	500,000.00
191219A	6/1/2027	UBS	UNIVERSITY OF NORTHERN COLORADO		914733DY3	360,000.00		0.00	360,000.00
191022	10/1/2027	UBS	NEW YORK NY TAX		64966QEK2	500,000.00		0.00	500,000.00
160802	12/1/2027	UBS	TOOLE CITY UT TAX		89033RBU7	400,000.00		0.00	400,000.00
190725A	12/1/2027	UBS	WRIGHT COUNTY TAXABLE		982276BK2	630,000.00		0.00	630,000.00
201007	8/1/2028	UBS	SAN BERNARDINO CALIFORN UNIV TAX		796711H44	1,000,000.00		0.00	1,000,000.00
191108	8/1/2028	UBS	CORONA-NORCO CAL		219764SC2	405,000.00		0.00	405,000.00
200320	9/1/2028	UBS	PENNSYLVANIA UNIV TAX		709235P25	425,000.00		0.00	425,000.00
191212	10/1/2028	UBS	UNIVERSITY OF ALABAMA TAX		914745GG2	400,000.00		0.00	400,000.00
191024	2/1/2029	UBS	PULASKI COUNTY		745401EGO3	400,000.00		0.00	400,000.00
200630A	7/1/2029	UBS	NEW YORK STATE DORM AUTH		64990GS86	430,000.00		0.00	430,000.00
200611	11/1/2029	UBS	VENTURA COUNTY CA		923078CZ0	400,000.00		0.00	400,000.00
200324	3/1/2030	UBS	NEW YORK CITY TAXABLE		64966QJL5	500,000.00		0.00	500,000.00
200921	7/1/2030	UBS	FLORIDA STATE REV BOND		341271AF1	500,000.00		0.00	500,000.00
101013	12/1/2030	UBS	HIDALGO COUNTY TEX TAX		429343BT3	500,000.00		0.00	500,000.00
201102	12/1/2030	UBS	XENIA OH COMM SCHOOL		984071CC2	720,000.00		0.00	720,000.00
200417	9/1/2031	UBS	CITY OF NORFOLK VA TAX		655867G94	220,000.00		0.00	220,000.00
201221	10/01/26	UBS	LANCASTER OH SCHOOL DIST		514264FG0	1,675,000.00		0.00	1,675,000.00
201218	12/18/2024	UBS	CD-TEXAS EXCHANGE		88241TJQ4	248,000.00		0.00	248,000.00
									<u>60,898,495.11</u>
TOTAL INVESTMENTS						71,817,760.66	7,385,668.35	8,014,933.90	71,188,495.11
Unamortized Premiums						1,751,676.99	4,554.10		1,756,231.09
Unamortized Discounts						(4,291,366.40)	(42,858.40)		(4,334,224.80)
BOW						3,589,002.99	14,763,243.91	16,842,574.48	1,509,672.42
Money Market Accounts						<u>15,909,640.01</u>	<u>4,802.42</u>		<u>15,914,442.43</u>
Net Cash and Investments						88,776,714.25	22,115,410.38	24,857,508.38	86,034,616.25

CC Regular Session

5. 2.

Meeting Date: 05/10/2022

By: Diana Lund, Finance

Information

Title

Receive March 2022 Financial Reports - General Fund and Enterprise Funds

Purpose/Background:

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

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

Recommendation:

No action required. Informational only.

Action:

No action required. Informational only.

Attachments

March 2022 General Fund Financial Report - Budget to Actual

March 2022 Enterprise Funds Financial Reports - Budget to Actual

March 2022 Summary of Adopted Budgets/Expenditures to Date

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	05/05/2022 10:15 AM
Kurt Ulrich	Kurt Ulrich	05/05/2022 02:47 PM
Form Started By: Diana Lund		Started On: 05/02/2022 07:53 AM
Final Approval Date: 05/05/2022		

**CITY OF RAMSEY
FINANCIAL STATEMENT**



JANUARY 1, 2022 THROUGH PERIOD ENDING: March 31, 2022

**GENERAL FUND EXPENDITURES
- BY DEPARTMENT -**

Dept	2022 BUDGET	2022 YTD GENERAL LEDGER
Admin (incld elections, legal & newsletter)	1,137,411.00	270,473.42
Building Inspections	495,512.00	119,575.02
Council/Commissions (incld charter, council contingen	234,437.00	26,762.96
Data Processing	796,584.00	179,475.06
Engineering	487,638.00	160,977.80
Finance (incld assessing)	534,935.00	119,743.46
Fire (incld Civil Defense)	1,264,140.00	227,088.92
Gen Govt Buildings	652,216.00	105,479.54
Parks	1,483,825.00	242,206.55
Planning & Zoning	763,831.00	171,063.59
Police (incld animal control & comm orient)	4,802,808.00	1,118,735.39
Streets (incld traffic eng & snow/ice)	1,839,303.00	524,494.99
Grand Total	14,492,640.00	3,266,076.70

**GENERAL FUND EXPENDITURES
- BY CATEGORY -**

Category	2022 BUDGET	2022 YTD GENERAL LEDGER
Capital Outlay	588,800.00	113,718.48
Other Services & Charges	2,399,730.00	403,619.71
Personal Services	10,261,237.00	2,420,943.24
Supplies	1,136,500.00	327,795.27
Transfers out	106,373.00	-
Grand Total	14,492,640.00	3,266,076.70

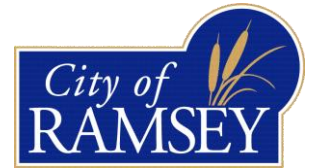
**GENERAL FUND REVENUES
- BY CATEGORY -**

Category	2022 BUDGET	2022 YTD GENERAL LEDGER
Taxes	11,655,590.00	152.99
Charges for Services	589,300.00	127,550.59
Business Licenses/Permits	73,400.00	9,568.04
Fines and Forfeits	45,000.00	9,926.09
Federal Intergovernmental	9,000.00	-
State Intergovernmental	465,300.00	100,000.00
Interest	50,000.00	-
Miscellaneous	15,750.00	3,303.15
Non-Business Licenses/Permits	615,500.00	149,391.47
Transfers in	973,800.00	-
Grand Total	14,492,640.00	399,892.33

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

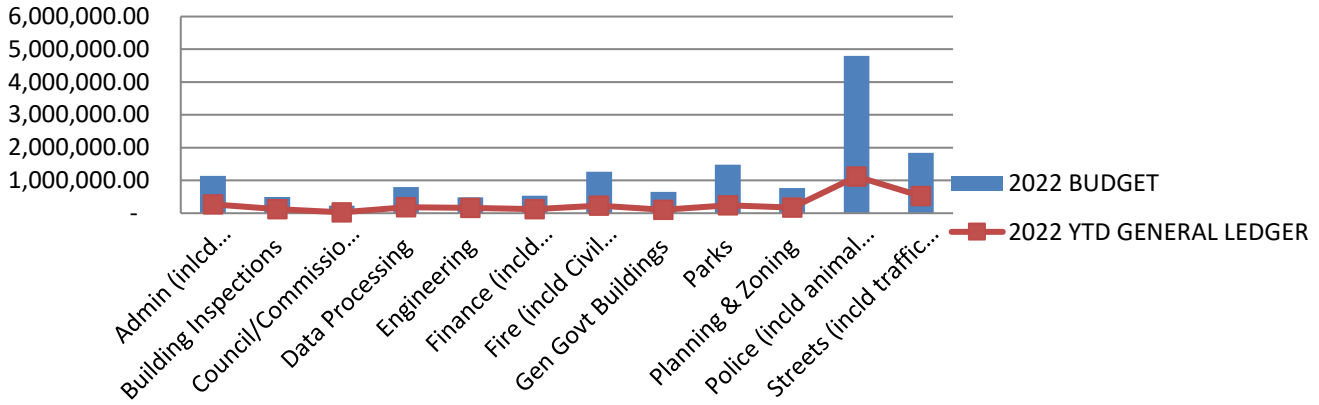
PREPARED BY: FINANCE DEPARTMENT

CITY OF RAMSEY FINANCIAL STATEMENT

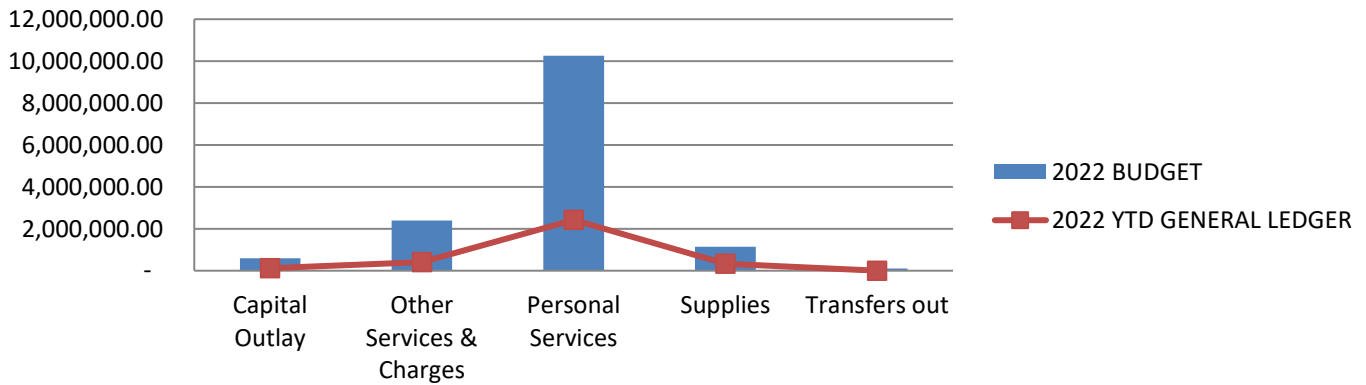


JANUARY 1, 2022 THROUGH PERIOD ENDING: March 31, 2022

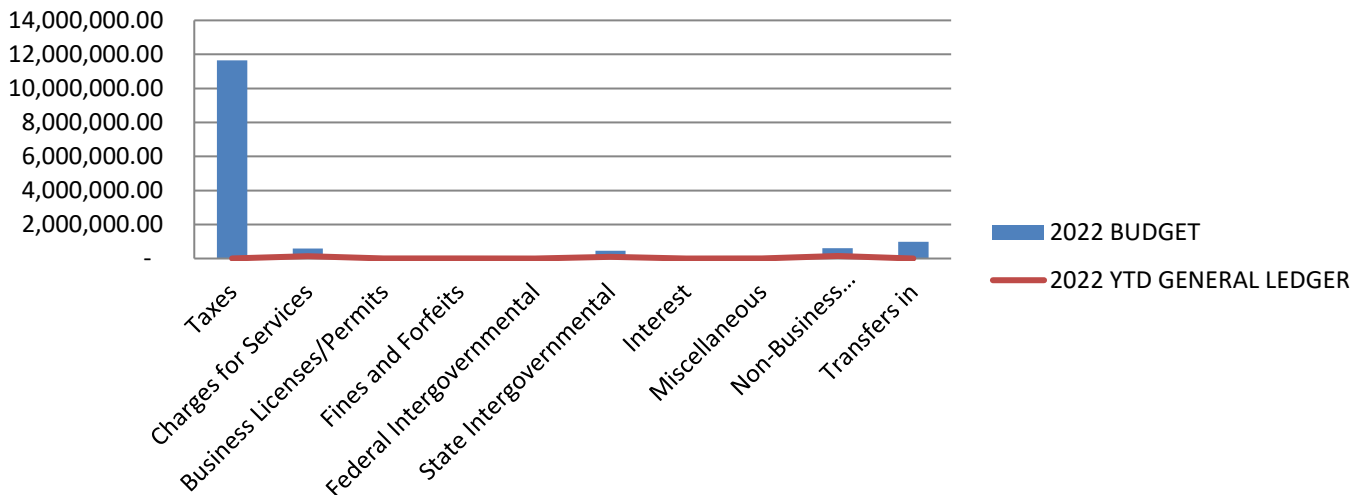
GENERAL FUND EXPENDITURES - BY DEPARTMENT



GENERAL FUND EXPENDITURES - BY CATEGORY



GENERAL FUND REVENUES



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

PREPARED BY: FINANCE DEPARTMENT

**CITY OF RAMSEY
FINANCIAL STATEMENT**



JANUARY 1, 2022 THROUGH PERIOD ENDING: March 31, 2022

REVENUES				
BUSINESS UNIT	9601	WATER UTILITY		
GENERAL LEDGER ACCOUNT	2021 BUDGET	2021 YTD GENERAL LEDGER	-% of Budget-	
4140 CREDIT CARD PROCESSING FEES	(28,000.00)	(4,449.13)	15.89%	
4609 OTHER MISCELLANEOUS REVENUES	12,000.00	(258.91)	-2.16%	
4652 WATER SALES - RESIDENTIAL	1,360,811.00	1,091.55	0.08%	
4653 WATER SALES-COMMERCIAL	714,520.00	330.11	0.05%	
4654 WATER PENALTIES	15,000.00	5,392.31	35.95%	
4655 WATER METER INSTALLATION	20,000.00	3,920.00	19.60%	
4656 WATER METERS	35,000.00	9,675.00	27.64%	
4657 CONNECTION/RECONNECTION FEES	500.00	150.00	30.00%	
4701 INTEREST ON INVESTMENTS	50,000.00	-	0.00%	
4506 PREPAID INTEREST	73,498.00	-	0.00%	
4606 DEVELOPER FEES (WAC)		346,407.00	0.00%	
4601 MISCELLANEOUS REVENUE		760.26	0.00%	
6436 WATER EFFICIENCY REBATE PROG		687.74	0.00%	
Grand Total	2,253,329.00	363,705.93		

EXPENSES				
BUSINESS UNIT	9601	WATER UTILITY		
GENERAL LEDGER ACCOUNT	2021 BUDGET	2021 YTD GENERAL LEDGER	-% of Budget-	
6102 F.T. REGULAR-WAGES & SALARIES	272,731.00	43,607.68	15.99%	
6103 FULL TIME-REGULAR-OVERTIME	13,500.00	3,749.27	27.77%	
6105 TEMPORARY-WAGES & SALARIES	19,167.00	-	0.00%	
6121 PERA CONTRIBUTIONS	56,467.00	4,114.31	7.29%	
6122 FICA/MEDICARE CONTRIBUTIONS	23,518.00	4,403.59	18.72%	
6131 GROUP INSURANCE	44,502.00	8,631.99	19.40%	
6133 WORKERS COMP INSURANCE PREMIUM	16,773.00	-	0.00%	
6208 MISCELLANEOUS OFFICE SUPPLIES	400.00	155.79	38.95%	
6223 GASOLINE	8,000.00	816.20	10.20%	
6225 DIESEL FUEL	1,500.00	-	0.00%	
6227 LUBRICANTS & ADDITIVES		170.00	0.00%	
6229 SHOP MATERIALS	600.00	61.78	10.30%	
6231 UNIFORMS & TURN-OUT GEAR	2,900.00	2,208.05	76.14%	
6249 MISCELLANEOUS OPERATING SUPPLY	20,000.00	3,716.43	18.58%	
6257 OTHER VEHICLE PARTS	5,000.00	1,030.76	20.62%	
6273 UTILITY SYSTEM MAINT SUPPLIES	105,000.00	9,702.53	9.24%	
6281 SMALL TOOLS & MINOR EQUIPMENT	10,000.00	4,598.22	45.98%	
6292 WATER METERS FOR RESALE	125,000.00	-	0.00%	
6315 MISCELLANEOUS PROFESSIONAL SER	95,000.00	-	0.00%	
6322 POSTAGE	2,000.00	135.15	6.76%	
6323 CELLULAR PHONES	4,000.00	-	0.00%	
6334 MILEAGE REIMBURSEMENT	400.00	-	0.00%	
6335 TRAINING	4,500.00	500.00	11.11%	
6352 GENERAL NOTICE & PUBLIC INFOR	700.00	-	0.00%	
6361 GENERAL LIABILITY/PROPERTY INS	36,050.00	9,309.00	25.82%	
6371 ELECTRIC UTILITIES	180,000.00	28,114.12	15.62%	
6372 WATER/IRRIGATION	1,000.00	-	0.00%	
6373 GAS	9,000.00	1,967.28	21.86%	
6374 REFUSE/RECYCLING	1,500.00	534.22	35.61%	
6381 BUILDING & STRUCTURE REPAIR	3,500.00	193.70	5.53%	
6439 OTHER MISCELLANEOUS	67,000.00	178.48	0.27%	
6451 MEMBERSHIP DUES	1,400.00	-	0.00%	
6489 OTHER CONTRACTED SERVICES	76,000.00	4,153.50	5.47%	
6722 DEPRECIATION	821,940.00	-	0.00%	
6820 OPERATING TRANSFERS TO OTHER F	49,000.00	-	0.00%	
6436 WATER EFFICIENCY REBATE PROG		687.74	0.00%	
Grand Total	2,078,048.00	132,739.79		

This report reflects year to date revenue and expenditures as compared to annual budget.
It does not reflect fund balance. Business Unit: 9601

**CITY OF RAMSEY
FINANCIAL STATEMENT**



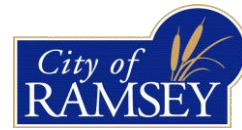
JANUARY 1, 2022 THROUGH PERIOD ENDING: March 31, 2022

REVENUES				
BUSINESS UNIT	9602	SEWER UTILITY		
GENERAL LEDGER ACCOUNT	2021 BUDGET	2021 YTD GENERAL LEDGER	-% of Budget-	
4140 CREDIT CARD PROCESSING FEES	(16,000.00)	(4,224.52)	26.40%	
4356 SEWER AVAILABILITY CHARGE-ADM	73,498.00	397.60	0.54%	
4609 OTHER MISCELLANEOUS REVENUES	5,000.00	-	0.00%	
4661 RESIDENTIAL-SEWER CHARGES	1,378,650.00	1,940.32	0.14%	
4662 COMMERCIAL-SEWER CHARGES	416,120.00	314.01	0.08%	
4663 SEWER PENALTIES	15,000.00	7,872.89	52.49%	
4701 INTEREST ON INVESTMENTS	75,000.00	-	0.00%	
4606 DEVELOPER FEES (WAC)	-	203,736.00	0.00%	
4601 MISCELLANEOUS REVENUE	-	760.28	0.00%	
Grand Total	1,947,268.00	210,796.58		

EXPENSES				
BUSINESS UNIT	9602	SEWER UTILITY		
GENERAL LEDGER ACCOUNT	2021 BUDGET	2021 YTD GENERAL LEDGER	-% of Budget-	
6102 F.T. REGULAR-WAGES & SALARIES	201,508.00	13,344.29	6.62%	
6121 PERA CONTRIBUTIONS	33,113.00	1,102.54	3.33%	
6122 FICA/MEDICARE CONTRIBUTIONS	15,490.00	1,157.26	7.47%	
6131 GROUP INSURANCE	7,362.00	-	0.00%	
6133 WORKERS COMP INSURANCE PREMIUM	10,362.00	-	0.00%	
6223 GASOLINE	4,000.00	378.26	9.46%	
6225 DIESEL FUEL	4,000.00	217.73	5.44%	
6249 MISCELLANEOUS OPERATING SUPPLY	22,000.00	4,318.56	19.63%	
6257 OTHER VEHICLE PARTS	4,000.00	1,553.63	38.84%	
6275 OTHER EQUIPMENT PARTS	9,000.00	-	0.00%	
6315 MISCELLANEOUS PROFESSIONAL SER	25,000.00	-	0.00%	
6323 CELLULAR PHONES	600.00	90.24	15.04%	
6334 MILEAGE REIMBURSEMENT	400.00	-	0.00%	
6335 TRAINING	2,400.00	-	0.00%	
6361 GENERAL LIABILITY/PROPERTY INS	22,660.00	1,883.00	8.31%	
6371 ELECTRIC UTILITIES	25,000.00	4,571.20	18.28%	
6372 WATER/IRRIGATION	1,000.00	-	0.00%	
6373 GAS	5,000.00	1,622.38	32.45%	
6374 REFUSE/RECYCLING	2,500.00	534.23	21.37%	
6377 SEWER SERVICE CHARGE	989,491.00	329,830.36	33.33%	
6489 OTHER CONTRACTED SERVICES	37,400.00	2,670.50	7.14%	
6722 DEPRECIATION	568,112.00	-	0.00%	
6820 OPERATING TRANSFERS TO OTHER F	43,000.00	-	0.00%	
Grand Total	2,033,398.00	363,274.18		

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

**CITY OF RAMSEY
FINANCIAL STATEMENT**



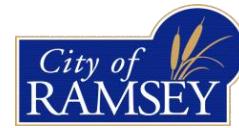
JANUARY 1, 2022 THROUGH PERIOD ENDING: March 31, 2022

REVENUES				
BUSINESS UNIT	9603	STREET LIGHT UTILITY		
GENERAL LEDGER ACCOUNT	2021 BUDGET	2021 YTD GENERAL LEDGER	-% of Budget-	
4140 CREDIT CARD PROCESSING FEES	(4,000.00)	(790.20)	19.76%	
4681 CHARGES FOR STREET LIGHTS	166,000.00	224.93	0.14%	
4683 STREET LIGHTING PENALTIES	2,000.00	1,147.11	57.36%	
4701 INTEREST ON INVESTMENTS	10,000.00	-	0.00%	
4684 PRIORITY STREET LIGHT	54,700.00	45.61	0.08%	
Grand Total	228,700.00	627.45		

EXPENSES				
BUSINESS UNIT	9603	STREET LIGHT UTILITY		
GENERAL LEDGER ACCOUNT	2021 BUDGET	2021 YTD GENERAL LEDGER	-% of Budget-	
6371 ELECTRIC UTILITIES	130,000.00	30,439.09	23.41%	
6489 OTHER CONTRACTED SERVICES	15,000.00	2,670.50	17.80%	
6722 DEPRECIATION	43,717.00	-	0.00%	
6820 OPERATING TRANSFERS TO OTHER F	25,000.00	-	0.00%	
Grand Total	213,717.00	33,109.59		

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

**CITY OF RAMSEY
FINANCIAL STATEMENT**



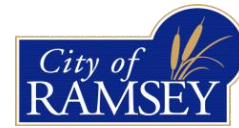
JANUARY 1, 2022 THROUGH PERIOD ENDING: March 31, 2022

REVENUES				
BUSINESS UNIT	9604	RECYCLING UTILITY		
GENERAL LEDGER ACCOUNT	2021 BUDGET	2021 YTD GENERAL LEDGER	-% of Budget-	
4140 CREDIT CARD PROCESSING FEES	(4,500.00)	(1,243.90)	27.64%	
4287 OTHER LOCAL GOVERNMENT GRANTS	73,498.00	-	0.00%	
4609 OTHER MISCELLANEOUS REVENUES	1,000.00	420.00	42.00%	
4671 RECYCLING CHARGES	438,680.00	394.59	0.09%	
4672 RECYCLING PENALTIES	7,000.00	2,276.80	32.53%	
4701 INTEREST ON INVESTMENTS	2,500.00	-	0.00%	
Grand Total	518,178.00	1,847.49		

EXPENSES				
BUSINESS UNIT	9604	RECYCLING UTILITY		
GENERAL LEDGER ACCOUNT	2021 BUDGET	2021 YTD GENERAL LEDGER	-% of Budget-	
6102 F.T. REGULAR-WAGES & SALARIES	24,148.00	2,980.27	12.34%	
6104 PART TIME-WAGES & SALARIES	-	93.05	0.00%	
6121 PERA CONTRIBUTIONS	2,811.00	230.56	8.20%	
6122 FICA/MEDICARE CONTRIBUTIONS	1,851.00	205.75	11.12%	
6131 GROUP INSURANCE	3,514.00	-	0.00%	
6133 WORKERS COMP INSURANCE PREMIUM	195.00	-	0.00%	
6249 MISCELLANEOUS OPERATING SUPPLY	30,000.00	1,428.76	4.76%	
6322 POSTAGE	300.00	-	0.00%	
6489 OTHER CONTRACTED SERVICES	455,600.00	113,569.22	24.93%	
Grand Total	518,419.00	118,507.61		

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

**CITY OF RAMSEY
FINANCIAL STATEMENT**



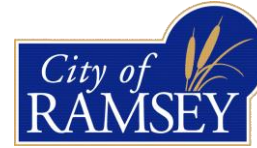
JANUARY 1, 2022 THROUGH PERIOD ENDING: March 31, 2022

REVENUES				
BUSINESS UNIT	9605	STORM WATER UTILITY		
GENERAL LEDGER ACCOUNT	2021 BUDGET	2021 YTD GENERAL LEDGER	-% of Budget-	
4140 CREDIT CARD PROCESSING FEES	(7,500.00)	(2,019.92)	26.93%	
4609 OTHER MISCELLANEOUS REVENUES	73,498.00	-	0.00%	
4693 STORM WATER-RESIDENTIAL	580,000.00	(213.57)	-0.04%	
4694 STORM WATER-COMMERCIAL	605,000.00	276.87	0.05%	
4695 STORM WATER-PENALTIES	10,000.00	4,593.27	45.93%	
4701 INTEREST ON INVESTMENTS	10,000.00	-	0.00%	
Grand Total	1,270,998.00	2,636.65		

EXPENSES				
BUSINESS UNIT	9605	STORM WATER UTILITY		
GENERAL LEDGER ACCOUNT	2021 BUDGET	2021 YTD GENERAL LEDGER	-% of Budget-	
6102 F.T. REGULAR-WAGES & SALARIES	183,961.00	4,465.86	2.43%	
6121 PERA CONTRIBUTIONS	30,797.00	334.88	1.09%	
6122 FICA/MEDICARE CONTRIBUTIONS	14,085.00	342.48	2.43%	
6131 GROUP INSURANCE	25,328.00	-	0.00%	
6133 WORKERS COMP INSURANCE PREMIUM	6,984.00	-	0.00%	
6225 DIESEL FUEL	7,000.00	406.56	5.81%	
6249 MISCELLANEOUS OPERATING SUPPLY	12,000.00	13,429.83	111.92%	
6257 OTHER VEHICLE PARTS	7,500.00	-	0.00%	
6315 MISCELLANEOUS PROFESSIONAL SER	100,000.00	-	0.00%	
6361 GENERAL LIABILITY/PROPERTY INS	10,164.00	-	0.00%	
6371 ELECTRIC UTILITIES	12,000.00	2,659.47	22.16%	
6372 WATER/IRRIGATION	1,000.00	-	0.00%	
6373 GAS	8,000.00	1,622.38	20.28%	
6374 REFUSE/RECYCLING	2,400.00	534.25	22.26%	
6451 MEMBERSHIP DUES	24,000.00	1,000.00	4.17%	
6489 OTHER CONTRACTED SERVICES	50,000.00	2,670.48	5.34%	
6722 DEPRECIATION	345,435.00	-	0.00%	
6820 OPERATING TRANSFERS TO OTHER F	38,000.00	-	0.00%	
Grand Total	878,654.00	27,466.19		

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

**CITY OF RAMSEY
YEAR-TO-DATE BY BUSINESS UNIT**



JANUARY 1, 2022 THROUGH PERIOD ENDING:

March 31, 2022

GENERAL FUND EXPENDITURES BY DEPARTMENT	2022 ADOPTED BUDGET	CURRENT YTD POSTED EXP	3/12 ADOPTED BUDGET (MAR)	% of Budget Used (25.0% is 3/12)	BUDGET AMOUNT REMAINING
Admin (inclcd elections, legal & newsletter)	1,137,411.00	270,473.42	284,352.75	23.78%	866,937.58
Building Inspections	495,512.00	119,575.02	123,878.00	24.13%	375,936.98
Council/Commissions (inclcd charter, council contingency)	234,437.00	26,762.96	58,609.25	11.42%	207,674.04
Data Processing	796,584.00	179,475.06	199,146.00	22.53%	617,108.94
Engineering (personnel costs allocated after year-end)	487,638.00	160,977.80	121,909.50	33.01%	326,660.20
Finance (inclcd assessing) (personnel costs allocated after year-end)	534,935.00	119,743.46	133,733.75	22.38%	415,191.54
Fire (inclcd Civil Defense)	1,264,140.00	227,088.92	316,035.00	17.96%	1,037,051.08
Gen Govt Buildings	652,216.00	105,479.54	163,054.00	16.17%	546,736.46
Parks	1,483,825.00	242,206.55	370,956.25	16.32%	1,241,618.45
Planning & Zoning	763,831.00	171,063.59	190,957.75	22.40%	592,767.41
Police (inclcd animal control & comm orient)	4,802,808.00	1,118,735.39	1,200,702.00	23.29%	3,684,072.61
Streets (inclcd traffic eng & snow/ice)	1,839,303.00	524,494.99	459,825.75	28.52%	1,314,808.01
TOTAL	14,492,640.00	3,266,076.70	3,623,160.00	22.54%	11,226,563.30

ENTERPRISE EXPENDITURES BY FUND	2022 ADOPTED BUDGET	CURRENT YTD POSTED EXP	3/12 ADOPTED BUDGET (MAR)	% of Budget Used (25.0% is 3/12)	BUDGET AMOUNT REMAINING	*BUDGETED DEPRECIATION (part of "2022 BUDGET")
Water (budgeted depreciation not booked until after year-end)	2,078,048.00	132,739.79	173,170.67	6.39%	1,945,308.21	\$ 821,940.00
Sewer (budgeted depreciation not booked until after year-end)	2,033,398.00	363,274.18	169,449.83	17.87%	1,670,123.82	\$ 568,112.00
Street Light (budgeted depreciation not booked until after year-end)	213,717.00	33,109.59	17,809.75	15.49%	180,607.41	\$ 43,717.00
Recycling	518,419.00	118,507.61	43,201.58	22.86%	399,911.39	N/A
Storm Water (budgeted depreciation not booked until after year-end)	878,654.00	27,466.19	73,221.17	3.13%	851,187.81	\$ 345,435.00
TOTAL	5,722,236.00	675,097.36	476,853.00	11.80%	5,047,138.64	\$ 1,779,204.00

EDA FUND EXPENDITURES	2022 ADOPTED BUDGET	CURRENT YTD POSTED EXP	3/12 ADOPTED BUDGET (MAR)	% of Budget Used (25.0% is 3/12)	BUDGET AMOUNT REMAINING
Economic Development	85,360.00	13,090.25	7,113.33	15.34%	72,269.75

CC Regular Session

5.3.

Meeting Date: 05/10/2022

Submitted For: Nicole Laubach, Community Development

By: Brian McCann, Community Development

Information

Title

Note the Following Boards, Commissions, and Committee Meeting Minutes:

- Economic Development Authority Dated March 10, 2022
- Environmental Policy Board Meeting Minutes Dated March 21, 2022
- Park and Recreation Commission Dated March 10, 2022
- Planning Commission Meeting Minutes Dated March 24, 2022
- Public Works Committee Dated March 15, 2022

Purpose/Background:

N/A

Recommendation:

N/A

Action:

N/A

Attachments

[EPB March Minutes](#)

[PC March Minutes](#)

[EDA March Minutes](#)

[Park & Rec Minutes](#)

[Public Works Minutes](#)

Form Review

Inbox

Mary Jo Warner

Kurt Ulrich

Form Started By: Brian McCann

Final Approval Date: 05/03/2022

Reviewed By

MaryJo Warner

Kurt Ulrich

Date

05/03/2022 02:25 PM

05/03/2022 03:27 PM

Started On: 05/02/2022 02:03 PM

**ENVIRONMENTAL POLICY BOARD
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

On Monday, March 21, 2022, the Environmental Policy Board (EPB) met in the Council Chambers at the Ramsey Municipal Center, 7550 Sunwood Drive N.W., Ramsey, Minnesota.

Members Present: Chairperson Laura Moore
 Board Member Reid Bernard
 Board Member Melissa Fetterley
 Board Member Michael Hiatt
 Board Member Jared Little

Members Absent: None

Also Present: Senior Planner Chris Anderson

1. CALL TO ORDER

Chairperson Moore called the meeting to order at 6:30 p.m.

2. CITIZEN INPUT

None.

3. APPROVE AGENDA

Motion by Board Member Hiatt and seconded by Board Member Little to approve the agenda as submitted.

Motion carried. Voting Yes: Chairperson Moore, Board Member Hiatt, Little, Bernard, and Fetterley. Voting No: None. Absent: Board Member Valentine.

4. APPROVE MINUTES

4.01: Approve Meeting Minutes Dated February 28, 2022

Motion by Board Member Fetterley and seconded by Board Member Little to approve the regular meeting minutes dated February 28, 2022.

Motion carried. Voting Yes: Chairperson Moore, Board Member Fetterley, Little, Bernard, and Hiatt. Voting No: None. Absent: Board Member Valentine.

5. POLICY BOARD BUSINESS

5.01: Consider Natural Resources Related Elements for Rivenwick Village 4th Addition

Senior Planner Anderson presented the staff report. He stated that the City has received an application from LGI Homes – Minnesota LLC for a Preliminary Plat for Rivenwick Village 4th Addition, located north of Riverdale Drive and west of Jasper Street NW. The purpose of the case is to review the natural resources related aspects of the project.

Board Member Little commented that he likes the choice of trees.

Board Member Fetterley commented that this appears to be well thought out and laid out.

Board Member Hiatt asked if this is a different company than that which developed the other phases.

Senior Planner Anderson confirmed that this would be a different developer, but one member of the team does have prior knowledge of the 3rd addition.

Motion by Board Member Hiatt and seconded by Board Member Little to recommend approval of the Landscape Plan, contingent upon compliance with staff comments.

Further discussion: Senior Planner Anderson welcomed any input the applicant may want to provide. Jay Roos, LGI Homes, stated that he did not have any additional comments and was present to address any questions the Board may have.

Motion carried. Voting Yes: Chairperson Moore, Board Member Hiatt, Little, Bernard, and Fetterley. Voting No: None. Absent: Board Member Valentine.

Senior Planner Anderson stated that the Planning Commission will also review this item at its meeting on Thursday, March 24th.

6. BOARD / STAFF INPUT

- **Earth Day Event Flyer**

Senior Planner Anderson stated that the Parks Department has developed an Earth Day event(s) and provided details. He also noted the upcoming spring recycling event and highlighted the different marketing being done for that event.

Chairperson Moore commented that the City makes it very easy to participate in the park cleanup events. She commented that her family will be participating in the event. She recognized that this is typically the time of year when potential Board and Commission members are interviewed and asked for an update on that process.

Senior Planner Anderson commented that a new member has been appointed to the Board by the City Council and believed that he would be joining the group in April.

Chairperson Moore asked if the City was able to coordinate with any elementary schools for Arbor Day events.

Senior Planner Anderson commented that with staffing levels in his division he has not had time to attempt to organize something. He stated that he could attempt to make connections with schools the City has partnered with in the past as well as Brookside.

Board Member Hiatt asked if the PACT Charter School proposal will come back to the Board in the future, given the decision of the City Council.

Senior Planner Anderson confirmed that the project will come back before the Board in its normal review process. He explained that the EPB typically does not review potential projects at that stage but was included because of the Comprehensive Plan Amendment that would be necessary to support the project. He commented that the next step would be preliminary plat and site plan and would include the more detailed plans the Board is used to reviewing.

7. ADJOURNMENT

Motion by Board Member Little and seconded by Board Member Fetterley to adjourn the meeting.

The meeting adjourned at 6:50 p.m.

Respectfully submitted,

Chris Anderson
Senior Planner

ATTEST:

Nicole Laubach
Planning Administrative Assistant

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, March 24, 2022, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Chairperson Randy Bauer
 Commissioner Bruce Anderson (via Zoom)
 Commissioner Cheri Gengler
 Commissioner Eric Peters
 Commissioner Gary VanScoy
 Commissioner Brian Walker

Members Absent: None

Also Present: City Planner Brian McCann
 Senior Planner Chris Anderson
 Community Development Dir/Deputy City Admin Brian Hagen
 City Council Liaison Matt Woestehoff
 City Engineer Bruce Westby

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

Chairperson Bauer led the group in the Pledge of Allegiance.

3. CITIZEN INPUT

None.

4. APPROVAL OF AGENDA

Motion by Commissioner Peters, seconded by Commissioner Gengler, to approve the agenda as presented.

A roll call vote was performed:

Commissioner Peters	aye
Commissioner Walker	aye
Commissioner Gengler	aye

Commissioner VanScoy aye
Commissioner Anderson aye
Chairperson Bauer aye

Motion Carried.

5. CONSENT AGENDA

5.01: Approve the February 24, 2022 Planning Commission Meeting Minutes:

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

A roll call vote was performed:

Commissioner Peters aye
Commissioner Walker aye
Commissioner Gengler aye
Commissioner VanScoy aye
Commissioner Anderson aye
Chairperson Bauer aye

Motion Carried.

6. PUBLIC HEARINGS/COMMISSION BUSINESS

6.01: Public Hearing: Consider Request for a Variance to City Services for a Lot on Green Valley Road; Case of Josh Hunt

Public Hearing

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

Presentation

City Planner McCann presented the staff report stating that staff believes the request meets the three-factor test and recommends approval of the variance.

Chairperson Bauer commented that the property is about 40 acres in size and the proposal would be to construct one home. He asked what would happen if the property desired to subdivide in the future in terms of utility connection.

Senior Planner Anderson stated that based on the City Charter, the City cannot force a property to connect to City sewer as long as there is a functioning septic system on the property, or as long as a failing system can be replaced on the property.

Commissioner Walker asked when the property was zoned into R-1 MUSA.

City Planner McCann commented that he did not have that information on hand.

Commissioner Walker asked if the rezoning was more recent or whether it occurred in 2011 and sewer and water has not been brought to this area.

Senior Planner Anderson commented that he did not have the date but believed that it could have been tied to a previous Comprehensive Plan update and confirmed that it was not done in the past few years. He explained that when a property is zoned MUSA, it is not the intention of the City to bring utilities to that property, but if the property were to develop, the developer would be charged with bringing utilities to the site.

Commissioner Walker asked how long the current owner has owned the property.

Senior Planner Anderson replied that the property has been in the family for a number of years.

Commissioner VanScoy commented that the statement was made that this property is a long distance from existing services and asked where the closest access would be.

Senior Planner Anderson replied that the closest access is south of Trott Brook right now, which would be one half mile to three quarters of a mile from this location. He noted that even if the two developments north of Trott Brook move forward, there would still be a quarter mile to this site.

Commissioner VanScoy stated that under normal circumstances a property of this size would be developed in multiple lots which would make it more feasible to bring in those services.

Senior Planner Anderson confirmed that is an accurate statement.

Citizen Input

No comments.

Motion by Commissioner Peters, seconded by Commissioner Walker, to close the public hearing.

A roll call vote was performed:

Commissioner Peters	aye
Commissioner Walker	aye
Commissioner Gengler	aye
Commissioner VanScoy	aye
Commissioner Anderson	aye
Chairperson Bauer	aye

Motion Carried.

Chairperson Bauer closed the public hearing closed at 7:10 p.m.

Commission Business

Commissioner Walker stated that this would propose to build one home on the corner of the lot with well and septic. He asked if it would be feasible to include a provision in the variance that if the property is sold and subdivided, the new properties would need to be connected to services.

Chairperson Bauer commented that he believes this action would only apply to this home and not the entire property.

Deputy City Administrator/Community Development Director Hagen stated that typically an existing lot of record would have entitlement to build one home. He stated that this parcel is guided for public services, therefore any further subdivision would require utilities to be brought to the site to support that development.

Commissioner Walker commented that his concern is that if the lot is sold in ten years with the intention to build multiple homes, there could be additional variance requests if the proposal includes larger lots. He stated that he would worry about multiple septic systems because of the wetlands.

Deputy City Administrator/Community Development Director Hagen noted that although an applicant could make that request, staff would recommend denial as it would not meet the standards.

Commissioner VanScoy asked if the Metropolitan Council would need to be involved because this is a variance for a MUSA parcel.

Senior Planner Anderson replied that the Met Council would not be involved as this does not change information within the Comprehensive Plan.

Commissioner Anderson stated that if City services come to this area, he would want to know whether the home would need to connect to those services.

Senior Planner Anderson replied that the City cannot require anyone on a functioning septic system to connect to City sewer. He stated that if the system is not functioning but could be replaced on the property, the City could not force connection to City utilities. He confirmed that this home would not be required to connect to services even if the remainder of the lot were subdivided. He noted that in that scenario, if the property were subdivided, the new homes created would need to connect to utilities.

Chairperson Bauer noted that utilities are still a distance from the property, but if the property were subdivided, the utilities would need to be brought to the property to support that development.

Commissioner Walker used the scenario that the property subdivides into two 20 acre parcels and asked if the other 20 acre lot would be required to connect to City services.

Senior Planner Anderson confirmed that under City Code, the new lot would be required to connect to City services. He stated that the lot could apply for a variance, but that would need to go through the review process and the minutes from this meeting would be documented.

Councilmember Woestehoff commented that in the 2040 Comprehensive Plan, the property to the west is still set as rural development, which means that this is the edge of the MUSA. He noted that the properties to the north, east, and south are all guided as MUSA.

Commissioner Peters used the scenario that City services are brought to the lot for development and asked if the applicant would then be responsible for that cost.

Senior Planner Anderson confirmed that is a cost born by a developer/applicant.

Motion by Commissioner Gengler, seconded by Commissioner VanScoy, to Adopt Resolution #22-066 Granting a Variance to City Services for the Construction of a Single-Family Dwelling on the subject property.

A roll call vote was performed:

Commissioner Peters	aye
Commissioner Walker	aye
Commissioner Gengler	aye
Commissioner VanScoy	aye
Commissioner Anderson	aye
Chairperson Bauer	aye

Motion Carried.

6.02: Public Hearing: Consider Approving a Home Occupation Permit at 7230 175th Avenue NW; Case of Mabel LLC

Public Hearing

Chairperson Bauer called the public hearing to order at 7:20 p.m.

Presentation

City Planner McCann presented the staff report stating that staff recommends approval of the Home Occupation Permit.

Citizen Input

Carmen Schmitz, applicant, stated that she is aware of the regulations and is present to answer any questions.

Commissioner Gengler noted that there were quite a few semis on the aerial image and asked if those were from a previous property owner.

Ms. Schmitz confirmed that those were from the previous property owner and are no longer onsite.

Chairperson Bauer stated that the application notes that one vehicle would be stored outdoors and asked which vehicle that would be.

Ms. Schmitz replied that the camper would most likely be stored outdoors as that is more of a recreational vehicle. She explained that they need the camper when they travel for events.

Commissioner VanScoy asked if the camper is labeled as a commercial vehicle.

Ms. Schmitz replied that it is not and is just a recreational vehicle.

Commissioner VanScoy commented that it would then not be considered as a commercial vehicle. He stated that the recommendation recommends allowing the parking of one commercial vehicle outside, noting that it appears all the commercial vehicles would be parked indoors.

City Planner McCann stated that staff does not have any concern with the vehicles to be parked indoors but listed the vehicles for clarification.

Motion by Commissioner Walker, seconded by Commissioner VanScoy, to close the public hearing.

A roll call vote was performed:

Commissioner Peters	aye
Commissioner Walker	aye
Commissioner Gengler	aye
Commissioner VanScoy	aye
Commissioner Anderson	aye
Chairperson Bauer	aye

Motion Carried.

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

Commission Business

City Planner McCann noted that the hours of operation were left blank and therefore should be addressed during the discussion.

Chairperson Bauer asked if the hours of operation would include the delivery time as the remainder of the business would be driving on and off the property to attend events. He noted that this is not

a typical occupation permit as the business will not be conducted onsite. He asked the applicant for input on the desired hours.

Ms. Schmitz commented that the only operations that would occur onsite would be stocking the vehicles, deliveries, and any other preparation. She stated that they have one vendor that delivers to them on Wednesday or Thursday of the week. She noted that the deliveries typically occur between 10 a.m. and 2 p.m.

Commissioner VanScoy asked the times the vehicles would typically leave and return to the property.

Ms. Schmitz commented that it would depend on the event. She stated that they could leave the property at 6 a.m. or 2 p.m.

Commissioner VanScoy suggested the hours of operation of 6 a.m. to 6 p.m. and confirmed that would cover the needs of the applicant.

Commissioner Walker commented that this is not a typical home occupation and therefore sees this conversation as a waste of time.

Chairperson Bauer asked if the hours need to be restricted.

Deputy City Administrator/Community Development Director Hagen confirmed that Commissioner Walker makes a good point that this is not a typical permit and therefore hours of operation are probably not as important for this request.

Chairperson Bauer suggested that be left out and noted that the Council could add it back in if it feels it necessary.

Commissioner Anderson asked if there was any input from neighbors.

City Planner McCann stated that he received one inquiry and that caller did not have any concerns.

Commissioner VanScoy commented that there has been a significant amount of cleanup on the site and everything would be stored indoors with the exception of the camper, therefore he views this as an improvement.

Commissioner Walker noted that he lives near this property and has seen the semis on the site for years. He commented that he does not have an issue with this use and welcomed Ms. Schmitz to the neighborhood.

Motion by Commissioner Walker, seconded by Commissioner VanScoy, to recommend that City Council adopt Resolution #22-067 approving a Home Occupation Permit for a concession business at 7230 175th Avenue NW with no restriction on hours of operation.

A roll call vote was performed:

Commissioner Peters	aye
Commissioner Walker	aye
Commissioner Gengler	aye
Commissioner VanScoy	aye
Commissioner Anderson	aye
Chairperson Bauer	aye

Motion Carried.

6.03: Public Hearing: Consider Preliminary Plat for Rivenwick 4th Addition

Public Hearing

Chairperson Bauer called the public hearing to order at 7:36 p.m.

Presentation

Deputy City Administrator/Community Development Director Hagen presented the staff report stating that staff recommends approval of Rivenwick Village 4th Addition Preliminary Plat subject to compliance with staff review comments.

Commissioner VanScoy noted that there were a number of comments and asked if that is typical of preliminary plat.

Deputy City Administrator/Community Development Director Hagen replied that it is not uncommon to have a number of comments upon the first review. He noted that a number of the comments were minor in nature and would not change the overall look and feel. He stated that there are also some redundant comments from different City departments.

Commissioner VanScoy referenced the comment related to the outlot and whether that would be adequate for the intended use and asked for input.

Deputy City Administrator/Community Development Director Hagen replied that comment came from Economic Development, but the site is about three acres in size which is in line with the 2020 vision.

Commissioner Walker commented that he worries that if this moves forward as proposed with townhomes, the City could get stuck with an empty lot on Highway 10.

Chairperson Bauer asked if the EDA has provided input on the type of business that could fit on the three acre parcel.

Deputy City Administrator/Community Development Director Hagen stated that it is zoned commercial and could accommodate retail or office use. He stated that three acres is a fair amount of space.

Senior Planner Anderson stated that Village Bank is on a two-acre parcel and also provided sizes of adjacent commercial uses. He believed there would be viable space for a commercial use even with reserving a portion for stormwater use.

Commissioner Walker stated that he has concern with moving townhomes forward. He stated that perhaps enough money is generated from townhomes that the remainder of the lot remains empty.

Deputy City Administrator/Community Development Director Hagen stated that this site is a remnant of a large site that was developed in 2004. He stated that the ratio of commercial/residential has changed with the current rate of 80 percent residential and 20 percent commercial. He stated that this layout would fit into the ratio. He stated that the three acres is larger than neighboring commercial sites.

Commissioner Gengler asked for details on the proposal for street B and where that would be if it connected to Jaspar.

Deputy City Administrator/Community Development Director Hagen displayed an aerial photo of the site and traced the path street B would take.

Commissioner Gengler asked if there is benefit to having the road alignments match up.

Deputy City Administrator/Community Development Director Hagen replied that when possible staff prefers to have the streets match up, but they are overlapping in this scenario and there may be opportunity to shift them slightly south.

Citizen Input

Jay Roos, applicant, commented that they have a purchase option on the entire parcel, including the portion north of 139th and are proposing 27 townhomes. He stated that the streets within the townhome development are private and therefore maintained privately by the HOA, including snow removal. He commented that the private street does not align with the private street in the neighboring addition and do not have the opportunity to move the buildings south because of setbacks. He noted that was why they chose not to connect. He stated that one of the concerns in providing a connection would be cut through traffic to reach the commercial area. He stated that when the property to the north is developed, additional ponding would need to be dug in that area as there is a cross ponding agreement with Suite Living and the commercial site. He stated that the idea would be to expand that pond to have the more efficient use of space. He stated that the developable area of the commercial parcel would be reduced by the additional ponding. He noted that there is adequate stormwater storage for the townhome project on its own. He stated that they would be interested in expanding the townhomes onto the commercial portion of the property. He commented that they will be updating the tree replacement plan.

Commissioner Walker asked if there is a timeline for when the commercial portion of the property would be developed.

Mr. Roos commented that they are a residential developer and therefore will market that for sale to a commercial buyer. He stated that the site had been marketed in the past, around the time Suite Living developed.

Chairperson Bauer stated that in looking at the location he would anticipate that people would be reluctant to do something with that site when Highway 10 is under construction. He stated that once that road project is completed, the property could be highly desired.

Motion by Commissioner Walker, seconded by Commissioner VanScoy, to close the public hearing.

A roll call vote was performed:

Commissioner Peters	aye
Commissioner Walker	aye
Commissioner Gengler	aye
Commissioner VanScoy	aye
Commissioner Anderson	aye
Chairperson Bauer	aye

Motion Carried.

Chairperson Bauer closed the public hearing closed at 7:57 p.m.

Commission Business

Commissioner Anderson stated that he is having serious issues with the number of staff comments related to the preliminary plat given the past history of this site. He suggested that the applicant come back with a revised preliminary plat.

Chairperson Bauer stated that generally the process for preliminary plat includes review of staff to identify items that need to be addressed with final plat. He stated that although there were a number of comments, he did not believe there were major concerns identified. He noted that most of the comments were fairly routine.

Commissioner Walker asked to see the condensed list of comments.

Commissioner Gengler stated that she would like to see a condition related to lighting and architectural review.

Mr. Roos stated that could be made available for the Council review. He stated that they do not own the property and currently have it under contract for purchase. He stated that he would like to keep the process moving to ensure there is not an issue with timing. He stated that there are a lot of comments, but he did not see any of the comments as significant and most are housekeeping items that will be changed with final plat. He stated that WSB was contracted to provide a review

and was very thorough in its review. He stated that they did expect comments and revisions that would be needed, as preliminary plat never hits all the marks from the beginning.

Commissioner VanScoy stated that perhaps WSB providing a review added to the number of comments. He asked if this is pretty much a standard preliminary plat in the eyes of staff.

Deputy City Administrator/Community Development Director Hagen replied that staff does view this as complete or would have deemed it as incomplete before bringing it to the Commission. He stated that it does appear that the application will meet the standards.

Commissioner Walker echoed the comments of Commissioner Anderson. He stated that he is not comfortable with this group purchasing the property with the intention of selling part of the property at a later date for the commercial portion. He stated that with the Highway 10 project and inflation, he worries that the City will end up with three acres of nothing. He stated that he would prefer to see a complete plan for the entire site and therefore will not support the request.

Commissioner Anderson stated that he was unable to find the staff comments within the case. He stated that too many questions were raised that he could not do the research on and believed the case to be incomplete at this time. He suggested tabling this to the next meeting which would provide more time for review to provide an honest recommendation to the City Council.

Deputy City Administrator/Community Development Director Hagen replied that the staff comments were included in the attachment to the case titled plans with review comments. He stated that the Commission would have the ability to table if desired.

Commissioner VanScoy stated that he shared some of the concerns about what he read and how he interpreted it. He stated that the staff recommendation is that this is ready to be approved as preliminary plat and move forward.

Deputy City Administrator/Community Development Director Hagen confirmed that is correct. He noted that the R-2 and R-3 standards are very similar and therefore the majority of what will change will be those standards but believed that those standards are met in the request as the bulk standards are very similar for those districts. He agreed that many of these items are housekeeping in nature, such as showing the setbacks on the plan. He stated that the applicant could make some of the changes and updated documents could be provided to the City Council for its review, or the conditions could remain for that review and the project could be approved contingent upon those conditions.

Senior Planner Anderson stated that this goes through the full development review with every City department reviewing the plans. He noted that if one of those departments identified a significant issue, it would not be before the Commission for consideration. He stated that it is not the volume of comments but how impactful those comments would be to a layout. He stated that while there are a handful of comments, none of them raised to that level where staff believed it should not move forward. He stated that the recommendation is contingent upon compliance with all of those comments.

Mr. Roos stated that they will review through the comments to determine what is an ordinance requirement versus a want or request. He hoped that this could move forward, but noted that if this is continued, he would like clear direction on the expectations and what is wrong or does not meet the ordinance. He stated that he has great concerns with the commercial property as they are not a commercial developer and cannot come forward with a plan for that outlot. He stated that if that is a requirement, it would require someone to purchase the property that is a residential and commercial developer and would stop them from purchasing the property. He stated that he cannot guarantee that they will build or develop that property, but they will market the property for sale.

Commissioner VanScoy commented that this parcel is mixed use PUD, which holds a requirement that part of the property be developed as commercial. He stated that this plat would put the commercial portion into an outlot.

Deputy City Administrator/Community Development Director Hagen confirmed that residential portion of the property is in line with the residential/commercial ratios for the site and holds the desired commercial property for commercial development.

Motion by Commissioner VanScoy, seconded by Commissioner Peters, to recommend that City Council approve Rivenwick Village 4th Addition Preliminary Plat, subject to compliance with staff review comments.

A roll call vote was performed:

Commissioner Peters	aye
Commissioner Walker	nay
Commissioner Gengler	aye
Commissioner VanScoy	aye
Commissioner Anderson	nay
Chairperson Bauer	aye

Motion Carried.

7. COMMISSION BUSINESS

7.01: Discussion Topic: Conceptual Architecture for Potential Townhome Project in The COR; Case of Jason Palmby and M/I Homes

Presentation

Senior Planner Anderson presented the Staff Report and asked for input on the front entryways proposed by the developer.

Commission Business

Chairperson Bauer stated that he asked staff to find supporting information on the original intent of requiring front porches.

Senior Planner Anderson stated that it was his recollection that the intention of The COR is to have everything pulled closer to the street to create a sense of community where people can gather, rather than segregate in backyards. He believed that previous discussions focused on single-family homes related to the front porch issue. He stated that he was unable to find anything that captured the discussion in review of previous minutes.

Commissioner VanScoy commented that there were discussions for both. He stated that at one time there was an architectural review committee that seems to have dissipated. He agreed that the intent was to create a sense of community in an area that is pedestrian oriented. He stated that the idea was that if a porch was provided, people would sit out there and it would make for easy conversation between neighbors. He stated that the developer has presented his preferred style, which appear to be a covered stoop. He noted that many of those include pillars and architectural features which look nice. He stated that he would not consider purchasing this type of architectural style home. He recognized that not all the townhomes that have been constructed in The COR are pleasing to him in terms of aesthetics. He stated that the stoop is functional but does not stand out. He was unsure how a six by six front porch would reduce lighting in the interior of the home.

Chairperson Bauer referenced examples of existing townhomes in The COR that were shown in the presentation and asked where those homes are located.

Senior Planner Anderson identified the areas in which those homes exist. He noted that one the examples would face this potential project site.

Chairperson Bauer invited the developer to address the Commission.

Jason Palmby, property owner, thanked the Commission for its consideration and the ability to provide feedback. He stated that in his initial discussions with staff, the theme was to create a sense of community. He noted that one of the ways to do that was through a covered front porch. He stated that in the research he has done, there are not a lot of layouts that meet that current requirement with the various plans they have reviewed. He stated that this project has done very well in the Chicago market. He recognized that this model is a bit more urban than what is currently in that area.

Emily Becker, representing the applicant, stated that she understands the significance of requiring a front porch as she was previously a City Planner. She felt that creating a sense of community is established with the patio and overhang and noted that the townhomes would still provide architectural significance. She stated that the customers of their townhomes like that the homes provide a lot of sunlight and the porch does block the sunlight. She stated that the porch also adds cost, which could hinder them moving forward with this project. She noted that this property has been vacant for a number of years.

Mr. Palmby stated that they are exploring the idea of creating a common area with picnic benches, or a barbeque area to create an added sense of community. He believed that would meet that desire.

Commissioner Gengler asked the approximate areas of the patios in front of the doors.

Mr. Palmby stated that they have been discussing that and the patio would go about four to five feet out and extend past the canopy above the door.

Ms. Becker stated that the City could set a minimum size for that patio area.

Commissioner Anderson stated that he is in agreement with Commissioner VanScoy. He commented that the proposed buildings look like Lego blocks and he does not prefer that style. He believed there should be covers on the steps. He asked whether there was a moratorium on townhomes in the City.

Senior Planner Anderson commented that the moratorium applies to City owned land and for multi-family apartment buildings.

Commissioner Anderson stated that he does not care for the proposed designs. He stated that he would want to see a different style building if this comes forward formally.

Commissioner Walker commented that there is a group that owns the property and will be investing money to complete the project. He stated that if they build something that people do not want to buy, that will fall onto them, not the City. He stated that perhaps this is a more modern design versus traditional. He commented that while he would not purchase a home like this, if the applicant believes it could be sold, they should be allowed to move forward.

Commissioner Gengler agreed that styles and tastes vary from person to person. She stated that she finds the buildings to be attractive. She stated that she agrees with having a strong front entrance that encourages people to be out and pedestrian friendly. She believed that the patio would encourage that activity more than some of the front porches that exist on other townhomes. She believed the patio reaches the goal.

Commissioner Peters also commented that he likes the look of the buildings.

Commissioner VanScoy stated that the City has had a requirement for the townhomes in The COR to have some sort of porch. He asked how many of those homes are currently vacant, as the comment was made that this is not a desire in the market.

Senior Planner Anderson stated that he would not have that figure.

Deputy City Administrator/Community Development Director Hagen commented that the townhomes are individually owned and are not rental units. He stated that the vacancy rate of the apartments is very low and therefore would suspect that the homes are well occupied.

Commissioner VanScoy commented that he has not noticed for sale signs for lengths of time. He stated that since The COR was initiated, the intent was to have a certain basic view of how things would be to encourage variety but also consistency. He stated that this townhome model does not

appear to fit in with what exists in The COR. He stated that this would be a significant difference in architectural quality.

Commissioner Walker stated that he is hearing that the City was trying to dictate how some of this is developed to encourage people to have a sense of community and want to talk to each other. He stated that he struggles with making people want to be a part of a community. He noted that people will do what they want to do, whether that is socializing or keeping to themselves. He believed that variety is good and would drive competition. He stated that if these homes are on the market and the existing homes are on the market, it will be clear which homes people prefer. He stated that the risk would be of the developer, not the City and therefore he does not see a problem with what is proposed.

Commissioner VanScoy acknowledged differences in taste. He noted that they are not forcing people to communicate and gather but encouraging that and making it easier.

Commissioner Walker commented that if people want to engage with others, they will do so regardless of how their home is designed.

Chairperson Bauer stated that there was a change to allow 55 foot lots in the City, which some people did not think was a good idea but noted that those lots are selling as fast as they go up. He acknowledged that people have different taste and preference for their home and what they want. He agreed that this is the developer's money and risk and they would not build something they do not believe would sell. He agreed that variety is needed.

Commissioner Gengler commented that The COR was created with the idea of being a planned development and design aesthetic in mind. She commented that it is a more urban residential environment with doorways facing towards the sidewalks. She believed that the patio space still achieves the overall intent.

Mr. Palmby thanked the Commission for its input.

7.02: Review Ordinance Amending Digital Display Billboard Regulations

Presentation

Deputy City Administrator/Community Development Director Hagen presented the Staff Report and asked for direction on any adjustments to the language prior to advertising for a public hearing to be held at the April 28, 2022 Planning Commission meeting.

Commission Business

Chairperson Bauer noted that once the Highway 10 projects are completed and the stoplights in Anoka and Ramsey removed, a vehicle would most likely only see one ad as they drive by. He did not believe that shortening the time by one second would provide much benefit and could instead cause conflict. He supported eight seconds for the message duration.

Commissioner VanScoy believed the original message duration recommendation from the Commission was ten seconds. He stated that he would support the eight second duration if that is the national standard.

Commissioner Walker stated that he did not support the billboard concept when it was originally discussed and believes it is a horrible idea.

Commissioner VanScoy agreed with Commissioner Walker and did not support the idea of having billboards in Ramsey. He commented that the billboard will be massive, distracting, and ugly and did not believe it would be safe.

Commissioner Anderson stated that he also agrees with Commissioner Walker. He referenced the recommendation of the EDA, noting that a sign that large would illuminate a long distance. He did not believe this should move forward.

Chairperson Bauer asked where the billboard would be located.

Deputy City Administrator/Community Development Director Hagen stated that this has been reviewed a number of times and this is the most current version. He stated that a public hearing will be required for this item and welcomed any recommendations from the Commission towards this version. He stated that this has been supported by the EDA and Council.

Councilmember Woestehoff commented that he was the lone person against this concept upon prior review. He explained that this was originally brought forward through the EDA as it would provide better opportunity for the businesses that do not have frontage on Highway 10. He stated that his prior recommendation, and still today, was to be patient as development is starting to pickup again in The COR. He believed that the Highway 10 project would also alter that landscape. He stated that there is support for this under the premise that this will help the businesses in Ramsey. He stated that safety is the most important aspect for timing, but message duration also relates to the number of available time slots for advertising. He noted that perhaps that is why the EDA suggested the shorter timeframe for message duration as it would provide more advertising opportunity.

Commissioner Walker referenced the requirement for notification of a public hearing. He asked if there would be any way to expand that notification for the billboard public hearing. He stated that he would like to receive more input from residents of the community versus the four to six properties that surround the proposed sign location.

Deputy City Administrator/Community Development Director Hagen replied that general ordinance public hearings do not require mailed public hearing notices, only published notice. He stated that mailed notice would be provided to properties within 350 feet when a conditional use permit is requested.

Councilmember Woestehoff stated that perhaps this would be an opportunity for the Commission to hold a public open house prior to the regular meeting in order to obtain additional feedback from the community.

Chairperson Bauer asked if there could be an article in the next *Ramsey Resident* related to this concept and then hold a public open house and public hearing.

Deputy City Administrator/Community Development Director Hagen replied that the next *Ramsey Resident* will be mailed May 1st and therefore the deadline for article submission is next week. He confirmed that staff could draft an article on this topic. He asked if the Commission would like to hold the open house and public hearing in the same evening.

Chairperson Bauer agreed that it has worked well to hold the open house prior to the regular meeting. He suggested having an article in the *Ramsey Resident* and then holding a public open house prior to the regular May meeting.

Commissioner Walker asked if there is a way to place public notices in the *Ramsey Resident*.

Deputy City Administrator/Community Development Director Hagen replied that the *Ramsey Resident* is delivered every two months, with a deadline for articles one month prior to that date therefore that is not a good option. He stated that the City can use social media and can advertise on the City's electronic message sign. He believed there would be an upcoming discussion on public notice, recognizing there are State minimums for notification, but the City can choose to go above that.

Commissioner VanScoy stated that while he opposes the concept, he expects that it will ultimately pass. He confirmed the consensus of the Commission to support a duration of eight seconds for messages. He asked if the Commission would also like to pass on a recommendation for a size of 400 square feet.

Commissioner Walker commented that if the recommendation was already passed on once and changed, it would seem that recommendation is not going to be accepted.

Deputy City Administrator/Community Development Director Hagen replied that this language was drafted by staff that is no longer with the City. He stated that he can attempt to track the changes from previous versions.

8. COMMISSION / STAFF INPUT

Chairperson Bauer noted that a new member should be joining the Commission at its next meeting.

Deputy City Administrator/Community Development Director Hagen provided an update on the hiring process for the vacant planning staff position.

Commissioner Anderson stated that he hopes to be back for in person attendance at the next meeting.

Commissioner Walker referenced a property that adjoins the north side of his property, on the end of Sapphire, which has been clear cut. He asked if there are any regulations against that activity.

City Planner McCann commented that was a plat that was approved last year which combined two lots for the purposes of building a home.

Senior Planner Anderson commented that staff works with applicants to provide information on trees. He noted in that instance the property owner was not desiring to build themselves but combined the properties for sale. He stated once the property is sold, the individual property owner can remove trees on their property if they choose. He noted that the tree preservation standards apply towards development. He stated that he would love to be able to say there is something that could prevent that, but a private property owner would have the right to remove trees if desired.

Commissioner VanScoy stated as he was reading the minutes, it occurred that whoever does that job does an outstanding job. He stated that the minutes are consistently well written and very accurate.

9. ADJOURNMENT

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


A roll call vote was performed:

Commissioner Peters	aye
Commissioner Walker	aye
Commissioner Gengler	aye
Commissioner VanScoy	aye
Commissioner Anderson	aye
Chairperson Bauer	aye

Motion Carried.


The regular meeting of the Planning Commission adjourned at 9:26 p.m.

Respectfully submitted,



Brian Hagen
Deputy City Administrator/Community Development Director

ATTEST:



Nicole Laubach
Planning Administrative 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, March 10, 2022, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Chairperson Michael Olson (Remote)
 Member Chelsee Howell
 Member Rachal Johnson
 Member William MacLennan
 Member Jim Steffen (Remote)

Members Absent: Member Chris Riley

Also Present: Sean Sullivan, Economic Development Manager

1. CALL TO ORDER

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

2. APPROVE AGENDA

Motion by Member MacLennan, seconded by Member Steffen, to approve the agenda.

A roll call vote was performed:

Member Howell	aye
Member Johnson	aye
Member MacLennan	aye
Member Steffen	aye
Chairperson Olson	aye

Motion carried.

3. CONSENT AGENDA

3.01: Approve Meeting Minutes Dated February 10, 2022

Motion by Member Steffen, seconded by Member Johnson, to approve the February 10, 2022, minutes as presented.

Further discussion: Economic Development Manager Sullivan noted a change to the minutes in the name of the presenter to read, "...~~Hill~~ Hilt..."

A roll call vote was performed:

Member Steffen aye
Member MacLennan aye
Member Johnson aye
Member Howell aye
Chairperson Olson aye

Motion carried.

4. EDA BUSINESS

4.01: Recognition of Years of Service for EDA Commissioner Jim Steffen

Economic Development Manager Sullivan presented the staff report recognizing Commissioner Steffen for his 20 years of service on the EDA.

Chairperson Olson read aloud the recognition to Member Steffen noting that he is the longest serving resident (non-elected official) on Ramsey Economic Development Authority.

Member Steffen expressed appreciation for the recognition. He recalled interviewing for the position and holding meetings at the old City Hall. He stated that he has worked with many different Mayors, Councilmembers, and members of City staff and has enjoyed his time growing the business community.

Chairperson Olson recognized that Member Steffen has seen and influenced a lot of change during that time.

Member MacLennan commented that Member Steffen has been a great member of the community and is an upstanding person.

Member Howell echoed the comments thus far and thanked Member Steffen for the time he has invested in serving the community.

Economic Development Manager Sullivan commented that he has had the pleasure of serving with Member Steffen since he joined the EDA in 2002 He noted that it has been a pleasure to see the growth that has occurred since that time Member Steffen has served.

4.02: Update on Potential Tungsten Redevelopment Area Project

Economic Development Manager Sullivan presented the staff report.

Member Johnson asked if the City would acquire these locations to be demolished and whether there is a plan to relocate those businesses.

Economic Development Manager Sullivan replied that it is yet to be determined if the acquisitions would be full or partial, noting that the County is the lead agency that would work with the businesses on those acquisitions. He stated that one business, Blue Line Collision, already has a purchase agreement to move to another location in Ramsey. He stated that the purpose of the case is to prepare for the scenario that, if these would be full acquisitions, it would ensure full reimbursement could occur.

Member MacLennan asked for clarification on why the City would be involved rather than Anoka County checking out the properties.

Economic Development Manager Sullivan replied that the details of acquisition are yet to be determined. He noted that the City has earmarked 4M of the project costs to contribute, some of which have been spent on plan preparation and design. He stated that there is a potential that the City could allocate the funds for right-of-way acquisition and would then become the owners of those properties if acquisitions are required. He noted that this action would clear the path for that scenario but again noted that full acquisition of any of these properties is not imminent and that Anoka County would handle negotiations.

Chairperson Olson asked if the business owners are fully aware of this process.

Economic Development Manager Sullivan confirmed that Anoka County has been in contact with the business owners, as has City staff. He believed that all of these property owners are very much aware of this process.

Motion by Member Johnson, seconded by Member Steffen, to direct staff to enter into a contract with LHB to conduct inspection services and obtain letters of findings and to recommend to City Council that the City of Ramsey consider concept of using available, required contribution funds for the Ramsey Gateway Project on land acquisition/demolition expenses.

A roll call vote was performed:

Member Steffen	aye
Member MacLennan	aye
Member Johnson	aye
Member Howell	aye
Chairperson Olson	aye

Motion carried.

4.03: Select 2022 Business of the Year

Economic Development Manager Sullivan presented the staff report.

Member Johnson commented that some of the businesses on the list have been in existence for many years. She referenced the school and asked if that would need recognition. She also asked for input on some of the businesses on the list that she was not familiar with.

Chairperson Olson stated that he is most familiar with PACT as that is where his children attended school but shared the question as to whether that should be on the business list.

Member Steffen commented that there are good options each year which make the decision difficult. He stated that he would select Plants and Things because it has been a fixture and landmark in Ramsey. He noted that if the business is likely going to close or relocate and they deserve recognition.

Motion by Member Steffen, seconded by Member Johnson, to select Plants and Things as the 2022 Ramsey EDA Business of the Year.

Further discussion: Economic Development Manager Sullivan provided additional background on some of the other businesses on the list as well as the newer additions to the list.

A roll call vote was performed:

Member Steffen	aye
Member MacLennan	aye
Member Johnson	aye
Member Howell	aye
Chairperson Olson	aye

Motion carried.

5. MEMBER / STAFF UPDATE

Economic Development Manager Sullivan stated that Anoka County representatives will attend the next meeting to provide an update on the Highway 10 project as previously requested by the EDA. He provided an update on other development concepts being reviewed by staff and planning for upcoming activities.

6. ADJOURNMENT

Motion by Member Steffen, seconded by Member Johnson, to adjourn the meeting.

A roll call vote was performed:

Chairperson Olson	aye
Member Howell	aye
Member Johnson	aye
Member MacLennan	aye
Member Steffen	aye

Motion carried.

The regular meeting of the Economic Development Authority adjourned at 8:00 a.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Sean M. Sullivan". The signature is written in a cursive style with a large initial 'S'.

Sean Sullivan
Economic Development Manager

ATTEST:

A handwritten signature in black ink that reads "Wendy Schlueter". The signature is written in a cursive style with a large initial 'W'.

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 March 10, 2022, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Commission Members Present: Chair Shane Bennett
 Commissioner Nathan Barten
 Commissioner Jennifer Leistico
 Commissioner Justin Loss
 Commissioner Dean Olson

Commission Members Absent: Vice Chair Brandon Sis
 Commissioner Brian Walker

Also Present: City Council Liaison Debra Musgrove
 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

None.

3. APPROVE AGENDA

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

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

4. APPROVE MINUTES

4.01: Approve Park and Recreation Commission Meeting Minutes

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

- Park and Recreation Commission Meeting dated February 10, 2022

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

5. COMMISSION BUSINESS

5.01: Nominate Chair and Vice-Chairperson of the Park and Recreation Commission

Parks & Assistant Public Works Superintendent Riverblood stated that each year the Commission nominates a Chair and Vice Chair. He noted that Vice Chair Sis was unable to attend tonight but is willing and able to continue serving as Vice Chair if desired by the Commission.

Motion by Commissioner Olson seconded by Commissioner Barten to nominate Shane Bennett as Chair.

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

Motion by Commissioner Barten seconded by Commissioner Loss to nominate Brandon Sis as Vice-Chairperson.

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

5.02: Playground Renovations – Rabbit and Peltzer Parks

Parks & Assistant Public Works Superintendent Riverblood provided background information on the development of the playground replacement policy and plan as well as the previous discussion related to Rabbit and Pelzer parks. He stated that a detailed budget has been prepared for Rabbit Park. He stated that input received from residents related to Peltzer Park has been provided to the Commission and noted that additional input will most likely be provided by residents tonight as well.

Chair Bennett invited members of the public to provide input.

Ryan Strickland, 15000 Hematite Street, stated that his family has used Peltzer Park for many years and has enjoyed it. He stated that his family would like to see regular playground equipment (swings, slides, ladders, etc.). He stated that it would be nice to have a path to the main road without going into the cul-de-sac. He noted that his kids would like to see a gaga pit in the park. He commented that they home school their children, so they get a lot of use out of the park.

Brian Nagel, 6940 148th Lane, commented that he has three young children that use the park a lot and have seen it deteriorate. He stated that he is happy to see that they are looking to replace equipment and is also happy to see consideration of used equipment. He asked that they consider long-term plans and noted that more shade would be nice whether that is provided by a shade sail or trees. He recognized that costs savings would be gained by purchasing used playground equipment and hoped that additional options could be considered for improvement of the park. He

commented that he received the letter for tonight's meeting two days ago and perhaps more residents would have attended if the letter were received earlier. He commented that the park is well used by the neighborhood and most neighbors would be willing to contribute to labor if that were an option. He noted that there are a lot of families committed to the area that would be willing to participate in terms of labor or other volunteer assistance.

Blake Reimer, 6980 148th Lane NW, commented that there is a lot of broken glass in the peat rock and perhaps a different material could be chosen. He stated that children like to use the park in the evening and therefore lighting would be helpful. He agreed that shade would be a great addition whether that is done through a sail/canopy system or trees. He recognized the cost for a pavilion but agreed that if the City could supply the materials, the neighborhood would provide the labor. He stated that the neighborhood would be grateful for something safe and clean for the kids.

Collin Dalquist, 7030 149th Lane, stated that they love the park and seeing families enjoy the park. He agreed that they have watched the park deteriorate and appreciate that it is going to be repaired. He commented that he works for a construction company and would be willing to leverage that to assist in the renovation/improvement of the park.

Elijah asked if there could be a zipline at the park.

John Fredrickson, 7062 148th Lane, echoed the comments of his neighbors. He stated that his family loves having the park and his kids would love to see a zipline. He agreed that it was unfortunate to receive the letter so close to the meeting which did not allow much time for consideration but was glad to see the park getting attention.

Dan Specht, 7060 147th Avenue NW, stated that it is great to see the neighborhood turnout tonight. He stated that his family chose their home because of the proximity to the park. He stated that his children enjoyed the glider feature. He stated that his family is excited to see the park getting attention for improvement.

Mr. Nagel commented that it would be great to see a picnic table or two near the trees. He noted that the used playground equipment only seems to have two swings and perhaps they could repurpose those or look to add additional swings. He agreed that a zipline would be a great addition.

Parks & Assistant Public Works Superintendent Riverblood stated that Rabbit Park was the original priority, but the vision was expanded to include Peltzer Park as well and recognized the short window of time provided to residents. He stated that the Commission has spent a fair amount of time reviewing Rabbit Park prior to tonight's meeting. He reviewed the proposed budgets for both Rabbit Park and Peltzer Park. He reviewed some of the resident comments and requests that were received and explained how those were incorporated into the plans for Peltzer Park. He reviewed the proposed budget items for Pelzer Park which had a total of \$49,100. He estimated a cost of \$5,000 for a gaga pit but could be a lesser cost if volunteers were used to install the item. He stated that a gazebo would be rather expensive, estimating about \$35,000 for a small gazebo with a concrete slab. He stated that \$100,000 has been allocated per year to address playground replacement. He noted that the items included in the proposals for Rabbit and Peltzer parks have

a cost of \$100,700 which is achievable and within the budget. He stated that Alpine is the next forecasted improvement and would have a higher cost because it is a community park but noted that could include some of the larger features and is also walkable distance to the Peltzer Park neighborhood.

Councilmember Musgrove asked if there is information available showing the information discussed tonight.

Parks & Assistant Public Works Superintendent Riverblood confirmed that he could have this presentation posted to the website. He anticipated that this would go to the City Council in April and that would allow time for additional resident feedback. He stated that if desired, the Commission could delay action to its April meeting, which would still allow the item to go before the Council in April as well, if it feels that additional input is needed. He noted that ideally, he would like to have the playground replacement done prior to school ending for the summer.

Commissioner Loss asked for additional input on timing of approvals in order to meet that construction timeline.

Parks & Assistant Public Works Superintendent Riverblood stated that he feels confident that the Council would approve the recommendation for the playground replacement as the cost is very close to the budgeted amount. He stated that he will also speak with contractors to ensure they could get the replacement into that timeline. He stated that the vendor with the refurbished equipment has agreed to hold the equipment for Ramsey.

Commissioner Olson commented that it is very exciting to be able to address the needs of two parks this year rather than just one.

Councilmember Musgrove asked staff for input on the offering of the neighbors to assist with labor and whether there are barriers to that.

Parks & Assistant Public Works Superintendent Riverblood replied that there are always a number of challenges with project management and use of volunteers. He commented that this project would have an opportunity to use volunteers in the spreading of the woodchip material. He stated that most of the other aspects of the park improvement are construction related and noted that staff could speak with the contractor to determine if there were other volunteer opportunities. He noted that tree planting could be another volunteer opportunity.

Councilmember Musgrove asked if staff would attempt to incorporate those volunteer opportunities into the project.

Parks & Assistant Public Works Superintendent Riverblood replied that there seems to be an interest from residents and the Commission and therefore would structure the recommendation from the Commission to include use of volunteers. He stated that if the use of volunteers did not work out, they would have the contractor continue to move forward in order to stay on the timeline for the project.

Chair Bennett agreed that it is nice that the Commission can address two parks this year. He believed that the budgeted funds would meet the majority of the desires expressed by residents tonight. He recognized that there were other features desired and stated that those could perhaps be enhancements in the future.

Parks & Assistant Public Works Superintendent Riverblood confirmed that the gaga pit at North Commons was constructed by a Girl Scout Troop with donations it received.

Motion by Commissioner Leistico seconded by Commissioner Olson to recommend to City Council approval of the proposed playground replacements and associated park rejuvenation at Rabbit and Peltzer Parks in an amount not to exceed \$100,700 from the lawful gambling fund.

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

5.03: Trott Brook Crossing and Community Park Site – Preliminary Development Cost Review

Parks & Assistant Public Works Superintendent Riverblood noted this was an informational case with many budget details. He suggested that the Commission consider this at its April meeting.

6. COMMISSION/STAFF INPUT

Parks & Assistant Public Works Superintendent Riverblood stated that a number of recreation programs were listed in the case and highlighted an upcoming opportunity, an Earth Day Clean-up event.

Chair Bennett recognized the upcoming recreational programming opportunities and noted that residents can find out more information on the City website.

7. ADJOURNMENT

Motion by Commissioner Loss seconded by Commissioner Barten to adjourn the meeting.

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

The Park and Recreation Commission meeting adjourned at 7:18 p.m.

Respectfully submitted,



Mark Riverblood
Parks & Assistant Public Works Superintendent

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

**PUBLIC WORKS COMMITTEE
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

The Public Works Committee conducted a regular meeting on Tuesday, March 15, 2022, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Chairperson Chris Riley
 Councilmember Debra Musgrove
 Councilmember Matt Woestehoff

Also Present: Public Works Superintendent Grant Riemer
 City Engineer Bruce Westby
 Civil Engineer II Joe Feriancek

1. CALL TO ORDER

Chairperson Riley called the regular meeting of the Public Works Committee to order at 5:30 p.m.

2. CITIZEN INPUT

There was none.

3. APPROVE AGENDA

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

Motion carried. Voting Yes: Chairperson Riley, Councilmembers Musgrove and Woestehoff.
Voting No: None.

4. APPROVE MINUTES

4.01: Approve February 15, 2022, Meeting Minutes

Motion by Councilmember Woestehoff, seconded by Councilmember Musgrove, to approve the following minutes:

Regular Meeting Minutes dated February 15, 2022

Motion carried. Voting Yes: Chairperson Riley, Councilmembers Woestehoff and Musgrove.
Voting No: None.

5. COMMITTEE BUSINESS

5.01: Consider Recommending City Council Approving Plans and Specifications and Authorizing Advertisement for Bids for Sunwood Drive and Waco Street Reconstruction, Improvement Project #22-01

Civil Engineer II Feriancek reviewed the staff report and recommendation of staff to recommend City Council approval of plans and specifications and authorizing advertisement for bids for Sunwood Drive and Waco Street Reconstruction, Improvement Project #22-01.

Chairperson Riley asked if the curb would be sprayed white during this project.

Civil Engineer II Feriancek replied that is not planned for this project. He noted that although that had been done in a previous project it is not recommended for this project.

City Engineer Westby replied that spraying existing curb with white curing compound is done for aesthetic purposes only, though it is needed for new curb and gutter to cure to full strength. He stated that curb repairs can be sprayed with a clear curing compound to avoid a situation where the new section stands out in white. He noted that the white curing compound does fade within several years and has additional cost.

Chairperson Riley acknowledged that it would depend upon the number of curb sections being replaced. He commented that he is not wanting to spend extra money or waste money but noted a past project where almost every other section was repaired, and the new white sections stood out.

Civil Engineer II Feriancek confirmed that this project has minimal spot repairs.

Councilmember Musgrove commented that she is not in favor of painting the curbs and asked if perhaps information on the curing and fading could be included in information sent to residents.

City Engineer Westby noted that on March 22nd, the City would place these cases on the consent agenda noting the recommendation of the Committee for approval, should that be the action tonight, in order to advertise for bids. He stated that when the bids come back, the projects would then appear on the regular agenda. He confirmed the consensus of the Committee with that process.

Motion by Councilmember Musgrove, seconded by Councilmember Woestehoff, to recommend City Council approval of plans and specifications and authorizing advertisement for bids for Sunwood Drive and Waco Street Reconstruction, Improvement Project #22-01 to be presented on the consent agenda at the next Council meeting.

Motion carried. Voting Yes: Chairperson Riley, Councilmembers Musgrove and Woestehoff.
Voting No: None.

5.02: Consider Recommending City Council Approving Plans and Specifications and Authorizing Advertisement for Bids for 2022 Neighborhood Pavement Overlay Improvements, Improvement Project #22-04

Civil Engineer II Feriancek reviewed the case and recommendation of staff to recommend City Council approval of plans and specifications and authorizing advertisement for bids for 2022 Neighborhood Pavement Overlay Improvements, Improvement Project #22-04.

Chairperson Riley asked if the projects proposed tonight are in the worst condition.

City Engineer Westby stated that each year staff reviews the CIP and considers visual observations, complaints received, and the number of people using the road in order to schedule the projects.

Chairperson Riley recognized that there are most likely roads in worse condition than the roads in this project but noted that those roads would require reconstruction rather than an overlay for improvement.

Civil Engineer II Feriancek confirmed that the intent of an overlay is to keep a good road good. He stated that a rating of six or seven is needed for an overlay; once the road goes below that rating it would not be helped by an overlay.

Councilmember Musgrove asked for information on cost differences mentioned in the presentation.

Civil Engineer II Feriancek replied that the plans were about 95 percent complete when the case was developed and since that time the plans have been completed which would have accounted for the slight difference.

Councilmember Musgrove asked if there is grant funding included for this project.

Civil Engineer II Feriancek confirmed that grant funds would be used for inflow and infiltration improvements.

Councilmember Woestehoff asked if the increased cost from CIP to current estimates was due to increased project scope or inflation.

Civil Engineer II Feriancek replied that it was a combination of both. He noted that there were more ADA compliance issues identified for the project and staff also anticipates inflation.

Chairperson Riley commented that it was stated that for one road project 1.5 inches would be milled and replaced and asked if that would be adequate on this project.

Civil Engineer II Feriancek replied that milling and overlaying 2 inches is better but 1.5 inches would still be sufficient and would meet the City's standard practices.

Motion by Councilmember Musgrove, seconded by Councilmember Woestehoff, to recommend City Council approval of plans and specifications and authorizing advertisement for bids for 2022 Neighborhood Pavement Overlay Improvements, Improvement Project #22-04 to be presented on the consent agenda for the next Council meeting.

Motion carried. Voting Yes: Chairperson Riley, Councilmembers Musgrove and Woestehoff.
Voting No: None.

5.03: Consider Recommending City Council Approving Plans and Specifications and Authorizing Advertisement for Bids for Wood Pond Hills 2nd-5th Street Reconstructions, Improvement Project #22-06

Civil Engineer II Feriancek reviewed the case and recommendation of staff to recommend that the City Council approve plans and specifications and authorize advertisement for bids for Wood Pond Hills 2nd – 5th Street Reconstructions, Improvement Project #22-06.

Councilmember Musgrove commented that part of this project was slated for 2026 and was moved up. She asked for details on timing and whether portions were included for 2022.

City Engineer Westby replied that one street was added to the project scope last year or the year before along with the curb and gutter repair.

Councilmember Musgrove asked if any of the project would be eligible for funding through the Lower Rum River Water Management Organization.

City Engineer Westby replied that the issues are caused by street runoff and therefore it would not be eligible for that type of funding.

Chairperson Riley stated that Junkite had been mentioned before and therefore he did not have a problem adding that section. He noted that most of the streets are cul-de-sacs which would typically have low traffic levels and therefore would lead him to believe they should be in better condition.

City Engineer Westby replied that the collector and through streets do get more general traffic but the same number of garbage trucks, delivery vehicles, etc. use the cul-de-sacs. He stated that staff attempts to go into a neighborhood to complete as much work as they can at one time to prevent doing work in that neighborhood over multiple years.

Chairperson Riley referenced Iodine which appears to stop at an addition line.

Civil Engineer II Feriancek confirmed that the entire area is being improved, but the work on the other side of the line is within the overlay project.

Councilmember Woestehoff referenced Helium and asked why that is not being worked on.

City Engineer Westby replied that was improved recently.

Councilmember Musgrove asked if construction vehicles would avoid 146th and instead use the streets that will be repaired.

City Engineer Westby replied that they do attempt to preserve streets that have been recently improved or that are in good condition and instead use streets that are going to be reconstructed or need reconstruction in attempt to minimize further damage.

Motion by Councilmember Musgrove, seconded by Councilmember Woestehoff, to recommend City Council approval of plans and specifications and authorizing advertisement for bids for Wood Pond Hills 2nd - 5th Street Reconstructions, Improvement Project #22-06 to be presented on the consent agenda at the next Council meeting.

Motion carried. Voting Yes: Chairperson Riley, Councilmembers Musgrove and Woestehoff. Voting No: None.

5.04: Consider Recommending City Council Approving Plans and Specifications and Authorizing Advertisement for Bids for 2022 Crack Seal Improvements, Improvement Project #22-08

Civil Engineer II Feriancek reviewed the case and recommendation of staff to recommend that the City Council approve plans and specifications and authorize advertisement for bids for 2022 Crack Seal Improvements, Improvement Project #22-08.

City Engineer Westby stated that the City has received COVID funds to be used for street maintenance and would propose to use those funds for 2022 pavement rejuvenation projects.

Councilmember Musgrove asked if this would be the second or third year with pavement rejuvenation.

City Engineer Westby replied that this would be the third year. He noted that the first year was just a trial, doing one section of a street. He commented that staff has been completing observations and taking photos to document the progress.

Councilmember Musgrove asked how long other cities have been using rejuvenation and whether there has been benefit shown.

City Engineer Westby replied that Saint Michael has been using rejuvenation for at least eight years and noted that many other cities have joined in using that improvement. He stated that the goal is to apply it on newer streets to prevent deterioration, though some cities have recently been applying it to older streets as pilot projects.

Councilmember Musgrove stated that she would agree that the funding should be increased.

Chairperson Riley agreed, as long as it makes sense.

City Engineer Westby commented that staff is still tracking the improvements that other cities are using for roads and will continue to do so.

Councilmember Woestehoff asked and received confirmation that the action tonight would be related to the crack seal project and the rejuvenation project will come back before the Committee.

Motion by Councilmember Woestehoff, seconded by Councilmember Musgrove, to recommend City Council approval of plans and specifications and authorize advertisement for bids for 2022 Crack Seal Improvements, Improvement Project #22-08 to be added to the consent agenda for the next Council meeting.

Motion carried. Voting Yes: Chairperson Riley, Councilmembers Woestehoff and Musgrove. Voting No: None.

5.05: Consider Recommending City Council Approval to Advance Construction of 2022-2031 Capital Improvement Program Projects #19-STR-004 and #21-PARK-002 from 2024 to 2023

City Engineer Westby reviewed the case and recommendation of staff to recommend that the City Council approve advance construction of 2022-2031 Capital Improvement Program projects #19-STR-004 and #21-PARK-002 from 2024 to 2023.

Chairperson Riley asked how resident concerns would be addressed that the school construction would damage the road.

City Engineer Westby replied that the paving would be completed right before the time the school is proposed to be opened in the Fall of 2023. He stated that the City will work with construction traffic to access the site from Variolite using a temporary access road. He commented that this is a State aid street that is built for heavy traffic and therefore he does not have concerns, but again noted that heavy hauling could utilize a temporary access. He provided additional details on the proposed design of the road and trail.

Councilmember Musgrove asked why construction traffic would use Variolite, which was recently reconstructed, rather than using Armstrong which is a County road.

City Engineer Westby replied that the Armstrong and Alpine roundabout project will be going on during 2023 and that Armstrong may be reduced to a single lane. He commented that Variolite was built to handle this type of traffic.

Councilmember Musgrove commented that it would seem that the trucks coming in and out on the unfinished road would put more pressure on the foundation and then it would make sense to wait to put the final layer of the road on until construction is completed. She asked if 161st Avenue would be constructed to a better standard.

City Engineer Westby confirmed that 161st Avenue would be built to a higher standard.

Councilmember Musgrove agreed that it makes sense to repair the Central Park parking lot at the same time for efficiency.

Chairperson Riley asked if paving 157th Avenue, a gravel road, should be included as an alternative.

City Engineer Westby commented that there could be some cost savings in doing that with these projects.

Councilmember Woestehoff commented that regardless of the school project, 161st Avenue needs to be reconstructed and therefore he supports this action. He stated that he would still have questions related to drainage in this area. He asked whether curb and gutter would be added to the street.

City Engineer Westby replied that the street currently has a bituminous curb and typically like replacement is done meaning concrete curb and gutter would be proposed. He commented that if there are not ditches for drainage, they use curb and gutter. He commented that he is unsure there would be trunk storm sewer under the street, but they would push the drainage to available swales, ditches and/or low areas within easements.

Chairperson Riley confirmed the consensus of the Council that 161st should be moved up regardless of the school and that the parking lot for Central Park should be included as well.

City Engineer Westby stated that staff has not thought through all of the questions related to this project and therefore staff would have additional conversations before bringing it to the Council. He welcomed any additional considerations the Committee may have.

Councilmember Musgrove stated that she would like to include the potential paving of 157th Avenue and would like to know the potential cost and funding for that.

City Engineer Westby replied that staff could look further into possible funding options and bring that information back to the Council. He recognized the higher costs for 2022 projects with rising costs for construction and materials.

Chairperson Riley agreed that he would like to see that included as an alternate.

Motion by Councilmember Woestehoff, seconded by Councilmember Musgrove, to recommend that the City Council approve advance construction of 2022-2031 Capital Improvement Program projects #19-STR-004 and #21-PARK-002 from 2024-2023 and to consider adding paving of 157th as an alternative.

Motion carried. Voting Yes: Chairperson Riley, Councilmembers Woestehoff and Musgrove.
Voting No: None.

5.06: Consider Recommendations to City Council for Flashing Yellow Arrow Improvements at Sunwood Drive and Ramsey Boulevard Intersection

City Engineer Westby reviewed the case.

Chairperson Riley recognized the expense and asked if that cost would have been anticipated giving the age of the intersection.

City Engineer Westby guessed that a higher cost could have been estimated because of the age but commented that there was no way to know how extensive the improvements would be without the SEH study.

Chairperson Riley asked if there would be any improvements in the near future planned that could bring this cost down.

City Engineer Westby replied that he was not aware of anything that would precipitate that. He did not believe the Highway 10 improvements would drive that improvement but noted that could be a possibility. He commented that at this time there is nothing in the plans that would involve adjacent intersection improvements. He noted that he could ask that question.

Chairperson Riley commented that if there is a time in the future where something changes, he could possibly consider it at that time.

Councilmember Musgrove stated that perhaps this intersection was constructed before flashing yellow lights were allowed.

City Engineer Westby confirmed that he did not believe that option had been federally approved when the intersection was constructed.

Councilmember Musgrove asked if the estimated cost included inflation.

City Engineer Westby confirmed that the consultant used the most up to date bid information from Anoka County.

Councilmember Musgrove commented that she would not be in favor of this improvement at this time and agreed that perhaps this could be done as a part of another project.

Councilmember Woestehoff asked if there is an average lifecycle for a stoplight. He noted that this intersection is roughly 20 years old and perhaps upgrades could be made when replacement is needed.

City Engineer Westby replied that the position of Anoka County, as he understands it, is that flashing yellow light improvements are considered for those where two County roads meet. He stated that Anoka County may therefore not do any upgrades to this signal system and would only maintain the infrastructure.

Motion by Councilmember Musgrove, seconded by Councilmember Woestehoff, to recommend that the Council deny the proposal from SEH for flashing yellow improvements at the intersection of Sunwood Drive and Ramsey Boulevard.

Further discussion: City Engineer Westby replied that he can continue to research FYA options at this and other intersections and add that to the future topics calendar. Chairperson Riley agreed that could be done but confirmed the direction of the Committee that it would not support a cost of \$94,000 for the improvement.

Motion carried. Voting Yes: Chairperson Riley, Councilmembers Musgrove and Woestehoff.
Voting No: None.

6. COMMITTEE / STAFF INPUT

6.01: Staff Updates on Improvement Projects and Items of Interest

City Engineer Westby provided an update on current and proposed City, County and MnDOT improvement projects and studies, and on other items of interest to the Committee.

6.02: Review Future Topics Calendar

City Engineer Westby reviewed the future topics calendar.

7. ADJOURNMENT

Motion by Councilmember Musgrove, seconded by Councilmember Woestehoff, to adjourn the Public Works Committee meeting.

Motion carried.

The regular meeting of the Public Works Committee adjourned at 6:58 p.m.

-

Respectfully submitted,



Grant Riemer
Public Works Superintendent

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

CC Regular Session

5. 4.

Meeting Date: 05/10/2022

By: Katie Schmidt, Administrative Services

Information

Title

Approve the Following Meeting Minutes:

1. City Council Work Session dated 4/12/2022
2. City Council Regular Session dated 4/12/2022
3. City Council Special Work Session dated 4/19/2022
4. City Council Work Session dated 4/26/2022
5. City Council Regular Session dated 4/26/2022

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.

Recommendation:

Approve the meeting minutes.

Action:

Motion to approve the following Council meeting minutes:

1. City Council Work Session dated 4/12/2022
 2. City Council Regular Session dated 4/12/2022
 3. City Council Special Work Session dated 4/19/2022
 4. City Council Work Session dated 4/26/2022
 5. City Council Regular Session dated 4/26/2022
-

Attachments

4-12-2022 CCWS

4-12-2022 Mtg

4-19-2022 Special WS

4-26-2022 CCWS

4-26-2022 Mtg

Form Review

Inbox

Colleen Lasher

Kurt Ulrich

Form Started By: Katie Schmidt

Final Approval Date: 05/05/2022

Reviewed By

Colleen Lasher

Kurt Ulrich

Date

05/04/2022 03:02 PM

05/05/2022 02:59 PM

Started On: 05/04/2022 02:16 PM

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

The Ramsey City Council conducted a City Council Work Session on Tuesday, April 12, 2022, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Mark Kuzma
Councilmember Ryan Heineman (attended remotely)
Councilmember Chelsea Howell
Councilmember Debra Musgrove
Councilmember Chris Riley
Councilmember Dan Specht
Councilmember Matt Woestehoff

Also Present: Deputy City Administrator/Community Dev. Director Brian Hagen
Administrative Services Director Colleen Lasher
City Attorney Fritz Knaak

1. CALL TO ORDER

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

2. TOPICS FOR DISCUSSION

2.01: Discuss Updating the Policy for the Recruitment, Application, and Interview Process of Appointing City Board and Commission Members

Administrative Services Director Lasher stated the purpose of the case was to get feedback from Council regarding updating the policy for Boards and Commissions, including incumbent members and new members. She noted the attachment labeled A-2 is the case that was added late was not correct. She handed out an updated attachment labeled A-2 for Council consideration. She stated Councilmember Howell, Councilmember Musgrove, and City Attorney Knaak met with her today for two hours to go over another option for updating and improving this policy. She stated the handout is similar to version C-1 and A-1 but specifically requires incumbents to interview with the City Council every term, instead of odd/even numbered terms. She stated the handout lays out some clearer dates and states that effective for terms beginning April 1, 2023 incumbents would need to interview with the Council along with new applicants. She stated version B-1 allows for a much longer recruitment period in the event Council wanted to consider increasing the amount of applications, about nine months out of the year. She asked if there was interest in extending the amount of time that the application is recruited for.

Councilmember Specht replied that makes sense and thought it was a good idea because he has had people approach him inquiring how to get on a Board or Commission.

Administrative Services Director Lasher asked if he was saying yes, leave it up on the website but don't actively recruit all year.

Councilmember Specht replied yes.

Councilmember Woestehoff commented he echoed that and thought the more opportunity the better, even if it is promoted for a smaller window, there is no harm in that.

Administrative Services Director Lasher replied okay.

Councilmember Musgrove commented she thought there is a follow-up that automatically goes out.

Administrative Services Director Lasher replied there is.

Councilmember Musgrove continued she didn't know if the follow-up could reference any time frame or action going on and when it happens so people aren't waiting or wondering when they could anticipate hearing back on an interview process.

Councilmember Woestehoff agreed that is a great point. He stated right now there is a boards and commission website. He thought the application could be there the whole time but it could say terms start in April so there is some level of expectation but if an opening happens ahead of time they can apply earlier. He thought being able to communicate that is key.

Councilmember Musgrove commented if the application was going to be left up, she didn't want anyone to be discouraged because of a lack of communication. She stated she was in favor of leaving the application up passively with communication and having an active recruitment time.

Administrative Services Director Lasher replied she thought that is excellent. She continued when applications come in through the website a notification is sent to staff and the applicant gets an automatic response which would include a message and number to call with questions. She asked about the process for incumbents. She stated the discussion with Councilmembers Musgrove and Howell today was that for the current recruitment that is pending appointment of incumbents, it would be left as is and do the reappointments. For terms beginning in 2023 interviews of incumbents with the Council would be required. She asked for Council feedback on that.

Mayor Kuzma commented that if the interview was being slanted to say what did they learn versus interviewing them as if they were new. He stated it was hard enough to get people to serve on commissions so he wouldn't want to make them feel as if they are interviewing for the position for the first time. He thought asking incumbents what they learned and what could be done better was a good idea.

Administrative Services Director Lasher replied okay.

Councilmember Howell replied in the discussion this morning, as the Council changes and gets new members, there should be an introduction and communication with the Board and Commission members to get acquainted. It would also be a time to collect information.

Mayor Kuzma replied that is a good point and he liked that process.

Councilmember Woestehoff asked on average how many incumbents there are every year.

Administrative Services Director Lasher replied three to six.

Councilmember Woestehoff replied that wouldn't take too much administrative or Council time.

Administrative Services Director Lasher replied correct. She asked for clarity, up to this point the process has been to contact the members to inquire if they want to serve again, they would say yes or no, and if so they would submit a letter of interest. Feedback would be submitted by the Chair. She asked if the Council was still in agreement with that or if they wanted Staff to set up a new version of an application.

Councilmember Woestehoff replied if Council is going to see the incumbent, having them submit a letter seems like extra work. He thought it would be good to get the Chair or Vice Chair's input but any concerns or comments could be brought up during the interview.

Mayor Kuzma commented that four or five years ago the EPB felt the commission didn't feel like they were being heard. A restructuring of what they do happened and having a meeting helped. He thought this would be a very good process.

Councilmember Musgrove agreed with the points that were made. She thought there would be an opportunity for incumbents to ask the Council questions as well. She asked if that could be done on a Work Session night versus on a night for new interviews.

Mayor Kumza noted there wouldn't be that many of them and do them on interview nights. He thought doing a joint meeting with the commissions to talk about their work plans. He thought it would be awkward having multiple incumbents from different commissions and boards all at the same time.

Councilmember Musgrove corrected she meant not altogether but one at a time to share and introduce themselves, have the same interview type opportunity, but have it during a Work Session. She stated the Council knows the incumbents and they know the Councilmembers but not on a deeper level which may be helpful when approaching them about agenda items and bigger picture policy items.

Councilmember Specht expressed concern with the amount of time during Work Sessions which are typically busy and suggested something more informal on a different day.

Administrative Services Director Lasher commented that there is usually an annual Boards and Commissions interview night on the third Tuesday in March. That has always been a Public Works Committee meeting night but it has worked well for staff.

Councilmember Howell liked that idea for consistency.

Councilmember Heineman commented he thought if the incumbents are going to interview they should stick to the same schedule as everyone else but with different questions.

Administrative Services Director Lasher stated she will draft the new version of what was just discussed and bring it forward at a future meeting for formal adoption to be effective for terms starting in 2023.

Councilmember Musgrove stated scope was discussed during the morning meeting. She stated because the Charter Commission is separate they thought it would be valuable to have that stated and reference to it. She thought the Charter Commission appointments were made by the Chief Justice of the 10th Judicial District, if they state the policy, she thought that would be enough because the policy spells that all out.

Administrative Services Director Lasher replied currently it says the Charter Commission has a separate policy, Charter Commission appointments are made by the Chief Justice of the 10th Judicial District. She thought it didn't seem to fit in the middle of the paragraph to say the Charter Commission has a separate policy. She offered to play with the language so it flows better.

Councilmember Howell commented that they were to put where it says the Charter Commission has a separate policy, just say for applying to the Charter Commission reference this link to redirect them rather than having an abrupt statement. She also commented that during the morning meeting they discussed ideas around term limits for Commission and Board members. She stated she wasn't a fan of term limits. She stated that Administrative Services Director Lasher had mentioned that getting people to serve was an issue and didn't want to discourage people from serving by having term limits. She proposed having a hybrid which wouldn't put term limits in place but would put term limits on the Chair position to try to bring other people up and not concentrate knowledge in one person. She stated Councilmember Musgrove had pointed out that on the Lower Rum River Watershed Management Organization where someone had tons of experience but when they left no one knew what to do. She stated the idea of allowing two four-year terms as a Chair and then take a break for four years during which time they can provide mentorship and come back after that if they want to. Allowing people to serve on without term limits but promote stepping into leadership as the Chair to spread the wealth of knowledge.

Deputy City Administrator/Community Dev. Director Hagen asked if a Chair could serve as a Vice Chair so if a Chair is absent there would be some to step in to run the meetings.

Councilmember Howell replied yes, the idea is to push someone into leadership and change things around. She stated it wouldn't apply to this round of reappointments. She stated it would only happen once every eight years so it wouldn't take a lot of extra work.

Councilmember Woestehoff replied he thought Councilmember Howell had a good point. He asked what sets the rules, or what is the process, around appointing a Chair.

Administrative Services Director Lasher replied she believed it is just discussion within the Board or Commission to get a nomination of who would be good at it.

Councilmember Woestehoff asked if it was reviewed annually.

Administrative Services Director Lasher replied it is always looked at in April.

Mayor Kuzma replied he liked the idea. He asked if there was consensus on adding that in, then noted there was Council consensus.

Administrative Services Director Lasher thanked Councilmember Howell for bringing that up.

2.02: Discuss Developing a Charter Commission Recruitment Policy

Administrative Services Director Lasher stated this case is to discuss the first Charter Commission Recruitment Policy. She stated a draft of a policy of how to approach Charter Commission openings which occur on a calendar year basis versus April to March is attached to the case. She reviewed the draft policy. She stated it was based on ideas from the city of Northfield. She stated the Charter Commission recruitment is different from other boards and commission in that those are handled by Human Resources and the Charter Commission will be handled by the City Clerk. She asked for feedback from the Council.

Mayor Kuzma commented he thought the section on authority should be kept in.

Administrative Services Director Lasher replied okay.

Councilmember Riley asked if this met her approval in her role as the City Clerk.

Administrative Services Director Lasher replied it is getting there. She stated it was a real rush to do. She thanked Councilmember Musgrove and Councilmember Howell for giving her language for it because prior to this morning, she didn't have language. She thought the discussion was going to start the process but now they have a head start on it and it was good information. She wanted it to be refined because it isn't in good form right now but it is a good start.

Councilmember Musgrove referenced the section labeled "Terms" and the statement that incumbents will be allowed to serve until a successor is appointed. She asked if that is the same for the Charter Commission and the Boards and Commissions.

Administrative Services Director Lasher replied she would need to double check.

City Attorney Knaak replied it is statutory that they remain until a successor is appointed.

Councilmember Musgrove referenced the Terms again and stated that some are six-year or four-year terms so the duration was known. She asked if that was moved to another section.

Administrative Services Director Lasher replied she didn't know if the length of the term was addressed in this policy. She thought it was in the other one.

Councilmember Musgrove stated she thought under Terms if there was a statement that said terms would expire annually or at the end of four or six years.

Administrative Services Director Lasher replied Charter Commission terms are four years and expire on December 31 of the fourth year.

Councilmember Musgrove commented she thought it would be good to have in there along with a statement that Charter Commission members are not eligible for a stipend.

Administrative Services Director Lasher replied both of these issues are addressed in the middle of the document.

Councilmember Musgrove commented she wasn't finding it.

Councilmember Howell stated under "Terms and Conditions" the Charter requires that the applicant must be a registered voter, must not currently serve on the judiciary, and must not be a current City Councilmember. She thought that should be included as well.

Councilmember Musgrove commented she wasn't finding it.

Mayor Kuzma commented they are missing a page.

Councilmember Woestehoff noted it jumps from numbers one to eleven.

Administrative Services Director Lasher apologized.

Mayor Kuzma followed up on Councilmember Howell's comments by stating the Council wants to go in the direction of not having a Councilmember serve on the Charter Commission but he didn't know if that could be published until it gets changed.

Councilmember Howell asked for City Attorney Knaak's feedback on this.

City Attorney Knaak replied what can be changed is the method in terms of selection, what is forwarded to the judge, and the recommendations that the Council makes. He stated there is nothing that prevents the Council, even without the change in the Charter, saying in the policy that names of members of the Council are not going to be advanced without violating the law. He continued a Councilmember could still go to the judge unless the Charter is changed.

Councilmember Howell commented that it can't be enforced but that is the policy that is in place.

Mayor Kuzma replied he didn't want the Council to get in trouble.

Councilmember Howell thought having a line about the applicant being a registered voter and not being a current City Councilmember was important in getting where they want to go to move forward.

Councilmember Heineman commented there are obvious limitations to what the Council can control because it is a different appointing body, but theoretically under this policy someone sitting in a Charter Commission seat could run for City Council and serve on both. He asked if that was correct.

Councilmember Woestehoff replied if it is part of the recruitment policy, yes.

Councilmember Heineman stated if it is part of the recruitment policy the Council could disallow that, but he is saying if a current Charter Member ran for City Council they could still serve on both boards because they wouldn't go through the recruitment process because they are already in office.

City Attorney Knaak replied that is correct, as long as the Charter doesn't prevent them from doing that.

Councilmember Riley commented he liked the direction the draft is going but would like to see a cleaned up version with all the pages.

Administrative Services Director Lasher replied absolutely. She referenced a paragraph under the heading Mid-Year Vacancy. She asked if they had that page. The Council did not. She stated she will clean the document up and email it out so they can discuss it again. She stated it was ideas Councilmember Musgrove and Councilmember Howell had about looking for a candidate that had, and she read "an interest in history, government, philosophy, law, literature, political science and further understand that wisdom and knowledge are not solely possessed by those who have acquired degrees, the City Council requires each applicant to be evaluated on their own merits and quality of application rather than necessarily hold degrees in the afore mentioned fields." She stated what this meant when application information is sent to the judge there would be a cover letter that says these are traits Council is looking for in an applicant. She stated questions would also be added to the application to try to pull that out. She asked if she stated it correctly.

Councilmember Howell replied, yes. She stated the idea was to better inform the judge with things that would be relevant for someone applying for the position and not limiting an applicant who has a high school degree but has an interest in these areas to be able to serve and for the Council to be able to articulate that well. She stated she didn't want to limit anyone from applying but wanted the judge to take these things into consideration when making their choice that these things are important to the Council.

Councilmember Woestehoff replied he liked the overall idea of that but thought that as part of the policy, on an annual basis, for the Council to come up with a specific 20 minute Work Session to discuss what they are looking for in a Charter Commission that year so the letter is reflective of

what is needed at the time. He thought if the application process starts in October, during an October Work Session they would formulate what is being looked for so they are ready for December.

Councilmember Howell replied if it was kept broad, and all it says is that Council is looking for someone thoughtful and take that into consideration, which could be static.

Councilmember Woestehoff replied he didn't disagree but thought it could be something that is reviewed at least every year to affirm that is still what they are looking for.

Councilmember Howell agreed.

Councilmember Riley commented he didn't think it was a good thing to say what the City is looking for. He thought the fact that the applicant is willing to fill out an application shows they are thoughtful and willing to get involved. He thought the list sounded limiting, not all registered voters. He didn't want to see limits put on the type of people the City is looking for because it could seem they are looking for people who look like the Councilmembers.

Councilmember Howell replied she didn't think they are looking for people who look like them. She stated the idea is to say, if this person is going to be making laws, that they have an interest in it instead of signing up for something they don't understand on a whim. She thought the applicant should be able to at least define the Charter Commission and the relationship to the City Council. She didn't think that was trying to look for someone like her. It is saying that this is a serious position that has more power than the City Council. She stated anyone can apply and say whatever they want. She stated giving a list of desired characteristics would be helpful to the judge in making their decision but it wouldn't be telling them what to do.

Mayor Kuzma replied in his experience in the last ten years, the Council has very little interaction with the Charter Commission. He stated he couldn't say what the Charter Commission needs in terms of people because he doesn't know who is on it. He stated when there is an issue that is when Council hears from them, but otherwise the Charter Commission meets once a year and is otherwise pretty quiet. He thought it was the judge's responsibility to be looking for the well-rounded person that has some education that is going to be able to fill the seat. He thought it would be hard to narrow in on a specific personality.

Councilmember Howell replied asking the right questions is important to give people the opportunity to show themselves. She thought giving the judge more information through the application was important.

Councilmember Heineman commented he thought what Councilmember Howell was doing is not trying to limit people but to put ideas forward that would help shape a narrative of what makes a good Charter member. He understood Councilmember Riley's comments also and suggested instead of listing desired qualifications including in the Charter post that duties may include, for example review of legal documents, review of constitutional laws. He thought if someone had a relaxed idea of joining the Charter Commission and they see that duties may include a general

understanding of the law, that may serve as a filter and serve the same effect of letting people know what they are getting into. He asked if that is an acceptable compromise.

Councilmember Howell replied since there isn't interest in a cover letter going with the applications, to at least approve the application and the questions on it would ensure gathering quality information.

Councilmember Woestehoff asked Councilmember Howell what changes she would like to see to the application because he thought the application asked for the information she referenced. He stated in the policy under the heading Recommendations, that reads "the City Council wishes to preserve the distinct separate nature of the Charter Commission." He thought that was an important statement and the question was how to get quality candidates but stay completely separate. He wondered if there were ways to adapt the questions but he didn't see immediate areas that needed improvement on the application.

Councilmember Howell replied she didn't think the questions were very specific. She gave the example of the question that read "Describe the strength of Ramsey today" and stated she could say there is a very well oiled machine in getting permits. She stated she could answer all the questions without giving information about her ability or interest in governance. She hoped applications that were filled out poorly wouldn't be considered but thought that asking good questions would give good results.

Mayor Kuzma replied there is a Charter that is followed by the City so what happens with the Charter Commission when there is an issue or policy change that needs to happen is discussed between the Charter Commission. He stated that there is a number of people on the Charter Commission making decisions and it will ultimately come back to the City Council so there are checks and balances.

Councilmember Heineman suggested changing the question to read "briefly describe the strengths of the Ramsey City Charter" and "Briefly describe the weakness of the Ramsey City Charter" and adding a question stating "Please describe your understanding of the Ramsey City Charter and its purpose." He stated that would strengthen the questions to find out the qualitative answer, which is the City Charter stands as constitutional convention. He stated that is what he is looking for from applicants and what he wants the judge to see and rule on.

Councilmember Musgrove asked Administrative Services Director Lasher if the judge has any contact with the applicant other than the application.

Administrative Services Director Lasher replied not to her knowledge.

Councilmember Musgrove replied she thought it would be worth looking at the questions to round them out so the Council would be able to get more information from the applications for the Charter specifically. She thought in that way give the judge more information to evaluate and assess the applications without making the application too arduous a process. She stated she thought some of the questions could be revised to be specific to the Charter. She stated the intent was to convey a message of weighing interest in relevant areas equally with a degree.

Councilmember Riley suggested sending a list of questions to the judge and asking for feedback rather than speculating what information is wanted.

Councilmember Musgrove replied her thinking is based on the email received from the judge's assistant on the application process that cities have their policy and give direction and give recommendation, and the judge takes that into consideration.

City Attorney Knaak commented that the value of having the City's effort and policy in place and sending it to the judge asking for comment would be appreciated. He stated in the absence of direction, the judge has the authority and could appoint an applicant that is a friend or brother. He stated if it is done ahead of a time when a selection is needed to be made and interaction with the judge took place, there may be more of a chance the judge would follow a policy put in place if they have had input and approved it. He thought presenting a package including a policy for the judge to review and comment on would be better than going to the judge to ask for their ideas on what they would want. He thought some interaction with the judge so they don't think the Council doesn't respect their position of authority.

Councilmember Howell stated she has learned in 17 years of teaching and working with curriculums that things can always be improved. She stated it isn't a poor relation of what has gone before, it's just that there is always room for improvement and it is important. She thought if the application could be revised and sent off it would be good.

Mayor Kuzma summarized the consensus is to update the application and send it to the judge and then reconvene to set a policy.

Councilmember Woestehoff asked if they could get the missing pages before that happens.

Administrative Services Director Lasher replied yes.

Councilmember Howell suggested sending suggestions to Administrative Services Director Lasher and then see a revised version that everyone agrees to before it goes to the judge would be great.

Mayor Kuzma replied absolutely.

Administrative Services Director Lasher asked if Councilmember Howell was referring to the revised application as well as the updated policy.

Councilmember Howell replied yes.

Administrative Services Director Lasher referenced page one regarding the incumbents. She stated she thought there were some incumbents that were just reappointed because they said they wanted to be and that went to the judge and he or she reappointed them. She thought it has been a long time since those members have given information that was discussed on the application. She asked if the incumbents should fill out the application.

Councilmember Howell replied the members are already appointed so it is irrelevant.

Councilmember Woestehoff replied other Board and Commission members reinterview so he thought it would be consistent.

Administrative Services Director Lasher asked if incumbents are given preferential status over new applicants if they are sent all together.

City Attorney Knaak replied it depends on the judge. He stated the Council could recommend to the judge that they like people appointed who have experience and a judge would probably accept that but there is nothing under that law that says they be treated any differently at all.

Administrative Services Director Lasher asked if there is a stellar group of new applicants, can the judge appoint a new applicant over an incumbent.

Mayor Kuzma replied sure.

Councilmember Specht commented that since the Charter is appointed by the judge, he thought an incumbent on the Charter is different than the other Boards and Commissions so he didn't think having them do an application was an extra step that was necessary.

Councilmember Heineman commented that the difference between the Boards and Commissions and the Charter was the Council had authority over the Boards and Commissions. He stated the Charter is an overarching entity over the Council so he thought giving direction to people applying to Boards and Commissions makes sense but he thought they needed to be careful in dictating things without precedence in regards to the Charter Commission. He suggested leaving it as is for the incumbents.

Councilmember Howell agreed with leaving it as it is as well and focus on making the application better.

Councilmember Musgrove agreed with that adding the Council is trying give the judge insight into the Council's policy and process but it is the judge's decision. She didn't think it was a good idea to have incumbents reapply if they are willing to serve.

Councilmember Woestehoff asked if the policy could state experience would be favored. He asked how the Councilmembers felt about having incumbent reapply.

Councilmember Howell replied she hadn't thought about it before today but she has been reading about how Charter Commission applications are being done in other cities. She thought it was pretty unusual for a judge to remove a sitting Charter Commission member so it would seem odd to have incumbents reapply. She thought that would give the impression that there is dissatisfaction with the Charter Commission.

Mayor Kuzma stated he liked the idea of giving good information to the judge including a letter that has the policy. He liked the separation between the Charter and the Council and suggested that once the policy is sent off the Council doesn't have anything more to do with it.

Councilmember Heineman agreed with Mayor Kuzma. He stated he disagreed with Councilmember Howell that looking at this the judge may disqualify people which isn't what they want. He stated there are justified similarities between what they are asking the Commissions to reapply and the Charter to reapply but the difference was that it is within the Council's purview to ask the Commissions to reapply because there is direct oversight over them but not over the Charter Commission. He suggested leaving it up to the judge and not have the Charter Commission member reapply.

Councilmember Howell asked if Administrative Services Director Lasher were to send a letter saying an incumbent has reapplied rather than stating she would like the judge to reappoint them and if that would satisfy it somewhat because the judge could still decide whether to reappoint them.

Councilmember Woestehoff asked if someone's term is up, are they still sent to the judge.

Administrative Services Director Lasher replied she sends the request for reappointment.

Councilmember Woestehoff asked if that is what Councilmember Howell was referring to.

Councilmember Howell replied it is a shift in wording from a request for reappointment versus the City Clerk asking for reappointment. She thought a request from the incumbent was more neutral.

Councilmember Woestehoff replied the more neutral the Council could be the better.

Councilmember Heineman agreed.

Administrative Services Director Lasher asked if the consensus was to send a cover letter to the judge or not.

Mayor Kuzma replied he thought they were not going to do a cover letter.

Councilmember Musgrove replied she thought they were going to do a cover stating this is the new policy and request feedback on it.

Mayor Kuzma agreed the policy was going to be sent to the judge.

Councilmember Howell added in July behind what they are doing.

Councilmember Musgrove commented there would still be a cover letter saying these are the applicants, these are those that are requesting reappointment. She thought that is a standard cover letter.

Administrative Services Director Lasher agreed there would be a cover letter with the applications.

Councilmember Heineman commented they are going to send a cover letter with their preferences.

Councilmember Howell asked how does it work if someone sends a letter to the judge for appointment, for example tomorrow, do they print off the application. She also asked what happens if there isn't an immediate opening.

City Attorney Knaak replied it depends on the judge. He thought that most judges, after seeing the policy, would recommend doing the application process through the City and do the process with the others. He thought the email indicated they would like some direction and would follow a policy.

The consensus of the Council was for Councilmembers to send suggestions for revisions to the Charter Commission application to Administrative Services Director Lasher. She will make adjustments and present this and the revised policy to the Council for consideration before sending it to the judge for comment and approval.

2.03: Discuss Future Meetings for MUSA Boundary and COR Design Framework

Deputy City Administrator/Community Dev. Director Hagen stated it was suggested to develop a goal to determine what would be discussed regarding these two topics and develop a strategy. He stated that in a prior discussion the question was raised to have this as a stand alone evening meeting which wouldn't have time restrictions or to have one or both conversations prior to a 7:00 p.m. Planning Commission meeting. He asked for Council feedback on this.

Councilmember Specht commented he thought both topics could be discussed during a meeting on one separate night.

Mayor Kuzma asked if the idea is to have a separate meeting with just the Council to discuss the two topics.

Councilmember Specht replied a separate meeting with all the members there, so no one would have to leave early for something else.

Councilmember Musgrove asked if he meant with the Planning Commission.

Councilmember Woestehoff added, not a pre-meeting.

Councilmember Specht replied, right not a pre-meeting, just a meeting.

Mayor Kumza added a joint meeting with the Planning Commission.

Councilmember Specht replied right.

Mayor Kuzma asked if everyone felt comfortable with that.

Councilmember Musgrove commented that if the topics are discussed one at a time before the Planning Commission meeting if there would be more participation with them and not have a separate night taken away. She suggested doing one this month and one the following month and asked if that would allow enough time to incorporate the ideas. She wondered if one conversation would be enough.

Mayor Kuzma asked if both topics could be listed and if the discussion on MUSA went long, another meeting night could be set.

Councilmember Woestehoff suggested discussing The COR first as a priority this year because key MUSA development has been done in the past two years and this conversation may go more quickly. He also thought Staff needed time to plan for The COR design framework.

Councilmember Musgrove asked Councilmember Woestehoff if he thought it would be worth having the MUSA discussion prior to a Planning Commission meeting and The COR design framework discussion on a separate night because it would likely be a longer conversation.

Councilmember Woestehoff replied if the meeting started at 5:30 p.m. and had to be done by 7:00 p.m., that would be adequate time to get through them or at least start the conversation and get some guidance on one or both of the topics. He agreed with Mayor Kuzma that if another meeting was needed that could be reevaluated. He thought the last meeting got sidetracked by the PACT conversation which was unfortunate because there was a lot to talk about. He asked if this meeting would include the Council and Planning Commission or if it is scoped to include the EDA.

Deputy City Administrator/Community Dev. Director Hagen replied that is a question he had. He thought it may make sense to include the EDA on The COR framework discussion but for the MUSA discussion, the EDA didn't tend to get involved because it is mostly residential.

Mayor Kuzma suggested not doing the meeting on a Council meeting night so if the conversation goes longer the necessary time could be taken to get it done.

Councilmember Musgrove noted if The COR discussion included more people it would make sense to have it on a separate night, but the MUSA discussion could happen before a Planning Commission meeting.

Councilmember Woestehoff concurred adding he thought the MUSA discussion meeting could start at 6:00 p.m. or even 6:15 p.m. because he didn't think it would be a lengthy conversation.

Councilmember Musgrove replied she would rather start at 5:30 p.m. so the Planning Commission members aren't rushed for their 7:00 p.m. meeting.

Deputy City Administrator/Community Dev. Director Hagen asked what they are trying to accomplish. He felt with MUSA it was clear, to shrink the boundaries. He asked with The COR framework if they would be looking at completely revamping it or specific sections.

Councilmember Specht replied he thought the opinions on that would differ significantly. He felt some members are focused on getting any business in there that is possible. He thought the goal was to evaluate how important it is to have fancy landscaping and meeting lengthy specifications or looking at the big picture and wanting it to look nice but not be so specific. He stated he would be in favor of some major changes coming out of it.

Mayor Kuzma replied a lot of time was spent developing The COR standards. He opposed loosening it too much.

Councilmember Specht commented that is a discussion that could happen.

Mayor Kuzma added the Planning Commission are all going to be pretty hard on that because it has been discussed a number of times.

Deputy City Administrator/Community Dev. Director Hagen asked if the conversation would focus around allowed uses, or is it probably going to be aesthetics.

Councilmember Woestehoff replied design framework. He stated in the last Planning meeting 45 minutes was spent on a case with no decision about front porches in apartments in The COR. He stated according to the framework it says new apartment buildings have to have a porch and an awning but the developer questioned that. He stated there are things in the design framework for The COR that are very well intentioned but feedback is coming back now that is interesting. He pointed out that variances are allowed all the time that differ from the design framework. He stated there are a lot of topics to discuss. He thought signage was one the EDA was specifically interested in.

Councilmember Riley commented some of the drivers for this could come from CBRE, anything they are seeing that is holding the City back or standards that have been added that are making it harder to develop. That would come through the EDA manager. He thought that is where some of the questions would come from.

Councilmember Musgrove added for some things the Planning Commission may be in agreement with because hours have been spent but no development is happening. So the question is what are some little things that don't change the total look of The COR but still promote growth in the businesses and retail spaces. She thought there could be some positives.

Councilmember Woestehoff agreed adding it has been in place since 2014.

Mayor Kuzma thought it was even before that.

Councilmember Musgrove stated a builder brought up that the code on sod was very out of date from other cities and after discussion it was decided it was a good change. She stated the other item was the number of trees on industrial build lots because it was too many trees to fit on lots with a large building. She thought it was these kinds of things that are welcome changes, not that the whole design needed to be redone. She suggested having an updated map based on changes that have occurred because she didn't think she had the most current version.

Mayor Kuzma asked if there was a date.

Deputy City Administrator/Community Dev. Director Hagen replied he would need to look at a calendar. He thought the MUSA discussion could happen as early as the April Planning Commission meeting and early May for The COR special meeting.

Councilmember Specht asked if Highway 10 stuff would be separate.

Deputy City Administrator/Community Dev. Director Hagen replied yes, hopefully this summer.

Councilmember Woestehoff commented if they could talk through The COR they could apply some of those ideas to Highway 10 as well.

Councilmember Musgrove commented she has a conflict with the Planning meeting and asked if there was another day.

Councilmember Specht asked what day it is.

Councilmember Musgrove asked if April 28, 2022 was correct.

Deputy City Administrator/Community Dev. Director Hagen replied that sounds right.

Mayor Kuzma stated he wouldn't be available either.

Councilmember Musgrove stated she has a Joint Powers Agreement with the Watershed.

Councilmember Musgrove suggested May 26, 2022.

Deputy City Administrator/Community Dev. Director Hagen replied they will plan for May.

The consensus of the Council was to have a joint meeting with the Planning Commission to discuss the MUSA boundary before the Planning Commission meeting in May. A separate joint meeting with the Council, EDA and Planning Commission will be also be scheduled in May to discuss The COR framework.

2.04: Review Draft City Administrator Contract

Mayor Kuzma stated he thought they had agreed to use the template from the League.

Deputy City Administrator/Community Dev. Director Hagen excused himself given the topic.

City Attorney Knaak replied that is essentially what he did. He stated he merged some of his stuff with the League. He stated other things have been discussed. He stated he didn't know what the negotiation style was. He stated there is a certain framework that is in the contract and wanted the Council to be aware of that. He didn't know if they wanted to negotiate by asking the candidate

the opportunity to ask for things. He stated another strategy was to offer extras to try to lure a quality candidate.

Councilmember Howell referenced the heading Termination Benefits and asked if would be a big deal to switch “employee agrees to give employer 30-day advance notice if they are going to leave” to 60 days or is 30 days standard.

City Attorney Knaak replied it is not, he took the minimum out there. He stated it was however they wanted to do it. He stated City Administrator Ulrich suggested 45 days. He stated 60 days is certainly appropriate.

Councilmember Howell commented it would be nice to have more time if someone decides to leave.

City Attorney Knaak replied that is up to the Council. He suggested Councilmembers email suggested changes and he would consolidate them if there are a lot.

Mayor Kuzma commented he liked starting at a base because it may depend on the experience level of the candidates so the asks may be different.

City Attorney Knaak replied what he has is pretty bare bones. He thought they would get a quality applicant.

Councilmember Woestehoff agreed starting at 60 days and if there is push back go to 45 days. He felt 30 days was light for this position. He pointed out there is also a typo in the Professional Development section. He stated there is an 8 in the word continue. He asked if every signature line could include “Mayor Kuzma”

Administrative Services Director Lasher stated she will be sending an email out with draft interview questions and a proposed schedule. She asked if the Council would agree to having one collective interview panel in one room rather than department heads separate from City Council. She stated there are five candidates, having two separate interview panels has some challenges. She has been told it is redundant and is hard to manage and share information.

Councilmember Howell replied she was fine with it as long as the questions were good and allowed for an in-depth interview with having one group versus two.

Administrative Services Director Lasher asked if Council felt one hour was enough time.

Councilmember Howell replied with prior interviews with 14 questions, she asked if that was enough to be able to make decisions on.

Councilmember Woestehoff replied it depended on the questions.

Councilmember Howell replied the content would have to be really good.

Administrative Services Director Lasher stated she will send interview questions to the group and asked that they send feedback. She stated the schedule can be adapted to ensure there is enough time for the questions.

Councilmember Howell suggested having Administrative Services Director Lasher asking all the questions as she did for the first round.

Mayor Kuzma replied he was fine with it.

There was Council consensus that Administrative Services Director Lasher will ask all the questions.

Councilmember Musgrove asked what the date was.

Administrative Services Director Lasher replied Tuesday, April 19, 2022 all day.

The consensus of the Council was to send suggested changes on the contract to City Attorney Knaak and feedback to the interview questions to Administrative Services Director Lasher.

3. TOPICS FOR FUTURE DISCUSSION

3.01: Review Future Topics/Calendar

Noted.

4. MAYOR /COUNCIL /STAFF INPUT

None.

5. ADJOURNMENT

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

Respectfully submitted,

Kurtis G. Ulrich
City Administrator

ATTEST:

Katie M. Schmidt
Deputy City Clerk

Drafted by Joni Helmeke, *TimeSaver Off Site Secretarial, Inc.*

TABLE OF CONTENTS

1. CALL TO ORDER 2

2. PRESENTATION..... 2

 2.01: Board and Commission Member Oath of Office..... 2

3. CITIZEN INPUT 2

4. APPROVE AGENDA 2

5. CONSENT AGENDA 3

6. PUBLIC HEARING 4

7. COUNCIL BUSINESS..... 4

 7.01: Consider Approving a Home Occupation Permit at 7230 175th Ave NW; Case of
 Mabel LLC..... 4

8. MAYOR/ COUNCIL/ STAFF INPUT 6

9. ADJOURNMENT 6

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

The Ramsey City Council conducted a regular meeting on Tuesday, April 12, 2022, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Mark Kuzma
Councilmember Ryan Heineman (attended remotely)
Councilmember Chelsea Howell
Councilmember Debra Musgrove
Councilmember Chris Riley
Councilmember Dan Specht
Councilmember Matt Woestehoff

Members Absent: None

Also Present: Administrative Services Director Colleen Lasher
Deputy City Administrator/ Community Dev. Director Brian Hagen
City Attorney Fritz Knaak

1. CALL TO ORDER

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

2. PRESENTATION

2.01: Board and Commission Member Oath of Office

Administrative Services Director Lasher led the presentation to officially welcome and swear-in new Board and Commission members Mr. Scott Winyinger and Ms. Shanna Stewart to the Economic Development Authority, Mr. Todd Arts to the Environmental Policy Board and Mr. Tom Hunt to the Planning Commission.

3. CITIZEN INPUT

None.

4. APPROVE AGENDA

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

A roll call vote was performed:

Councilmember Musgrove aye
Councilmember Specht aye
Councilmember Riley aye
Councilmember Howell aye
Councilmember Woestehoff aye
Councilmember Heineman aye
Mayor Kuzma aye

Motion carried.

5. CONSENT AGENDA

Motion by Councilmember Musgrove, seconded by Councilmember Howell, to approve the following items on the Consent Agenda:

- 5.01: Receive February 2022 Financial Reports- General Fund and Enterprise Funds
- 5.02: Receive Cash and Investments for Period Ending March 31, 2022
- 5.03: Note the Following Boards, Commissions, and Committee Meeting Minutes:
 - 1) Economic Development Authority Dated February 10, 2022
 - 2) Environmental Policy Board Meeting Minutes Dated February 28, 2022
 - 3) Park and Recreation Commission Dated February 10, 2022
 - 4) Planning Commission Meeting Minutes Dated February 24, 2022
 - 5) Public Works Committee Dated February 15, 2022
- 5.04: Approve the following Meeting Minutes:
 - 1) City Council Special Work Session dated March 15, 2022
 - 2) City Council Work Session dated March 22, 2022
 - 3) City Council Regular Session dated March 22, 2022
- 5.05: Approve Rental Licenses
- 5.06: Approve Business Licenses
- 5.07: Approve Request to Declare Surplus Property
- 5.08: Authorization to Hire a Regular Part-time Building Maintenance Worker Position
- 5.09: Adopt Resolution #22-091 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of March 17, 2022 through April 6, 2022
- 5.10: Adopt Resolution #22-077 Appointing Board and Commission Members
- 5.11: Adopt Resolution #22-080 Approving Cost Sharing Agreement with Anoka County for 2022 LiDar Flight Data
- 5.12: Adopt Resolution #22-081 Approving a Scrivener's Affidavit to Correct a Typographical Error in a Legal Description on Outlot A, Rivenwick Village 3rd Addition (Between 7007 139th Lane and 7125 Riverdale Drive); Case of City of Ramsey
- 5.13: Adopt Resolution #22-087 Approving Change Order #1 for Improvement Project #22-05, Riverdale Drive Trunk Utility Improvements, Llama Street to Bowers Drive
- 5.14: Adopt Resolution #22-088 Amending Improvement Project #20-05, Riverdale Drive Extension, to Reconstruct Riverdale Drive from Llama Street to Armstrong Boulevard Interchange

5:15: Adopt Resolution #22-089 Accepting Survey Proposals for 161st Avenue Reconstruction, Improvement Project #23-01 and Central Park Parking Lot Improvements

A roll call vote was performed:

Councilmember Musgrove	aye
Councilmember Specht	aye
Councilmember Riley	aye
Councilmember Howell	aye
Councilmember Woestehoff	aye
Councilmember Heineman	aye
Mayor Kuzma	aye

Motion carried.

6. PUBLIC HEARING

None.

7. COUNCIL BUSINESS

7.01: Consider Approving a Home Occupation Permit at 7230 175th Ave NW; Case of Mabel LLC

Deputy City Administrator/Community Dev. Director Hagen reviewed the staff report. He stated the application is largely to store commercial vehicles related to a food truck business. These would be stored on site in an accessory building yet to be constructed. He stated when the Planning Commission held the public meeting and discussed the case they recommended removing hours of operation because of the nature of the business and limited trips per day. He noted Carmen Schmitz, the applicant, is in the audience to answer questions.

Councilmember Musgrove asked about the anticipated timeline for construction of the accessory building.

Carmen Schmitz 3895 86th Lane, Circle Pines, stated the owners of the property are her daughter and daughter's boyfriend. She stated she is part owner with them in the concession business. She stated she has talked to a contractor who is in the process of drawing up plans which will be brought to the City building department for approval. She stated they hoped to have it completed by fall 2022 to allow for winter storage. She stated her understanding was that permits were good for a year so if it is not completed by fall 2022 then she would have to find off-site winter storage for the equipment.

Deputy City Administrator/ Community Dev. Director Hagen asked if equipment is currently being stored on site.

Ms. Schmitz replied there is just one food truck, the other equipment is still in storage.

Deputy City Administrator/Community Dev. Director Hagen asked if that will occur throughout the summer months until the new building is constructed.

Ms. Schmitz replied, no it will be on site.

Deputy City Administrator/Community Dev. Director Hagen asked City Attorney Knaak if they would want to adjust or recognize somehow in the language of the approving resolution that for the summer months of 2022 that outside storage would be permitted if Council is amenable to that.

City Attorney Knaak replied if Council is amenable, sure, there would be no reason not to.

Councilmember Musgrove commented she thought that the HOP is a good work all around as long as they see that there is still progress with the building plans and approval. It would have to be revisited if the building process were to be delayed.

Councilmember Specht ask if it was the case long term, that even in the summer months, the plan is to keep the trucks in the building.

Ms. Schmitz replied, yes, the elements do a lot of damage which is why she likes to keep them indoors.

Councilmember Specht commented he thought it was fair to add some language about this summer until the building is built as long as progress is being made.

Deputy City Administrator/Community Dev. Director Hagen suggested language for an amended approval. He suggested a condition be added to the approving resolution to allow up to five pieces of equipment related to the business to be stored outside until December 31, 2022. He asked if the plan would be to have the shed constructed and finished this year.

Ms. Schmitz replied yes.

Deputy City Administrator/Community Dev. Director Hagen commented that could be built in to the resolution if the Council amends the approving motion.

Motion by Councilmember Howell, seconded by Councilmember Musgrove, to Adopt Resolution #22-067 Approving a Home Occupation Permit for a Concession Business at 7230 175th Ave NW, with the addition of allowing storing five pieces of equipment related to the business outdoors until December 31, 2022.

A roll call vote was performed:

Councilmember Musgrove	aye
Councilmember Specht	aye
Councilmember Riley	aye
Councilmember Howell	aye

Councilmember Woestehoff aye
Councilmember Heineman aye
Mayor Kuzma aye

Motion carried.

8. MAYOR/ COUNCIL/ STAFF INPUT

Deputy City Administrator/ Community Dev. Director Hagen stated the next City Council Work Session and regular City Council meeting is April 26, 2022. The EDA meeting is this Thursday, the EPB meeting is next Monday and the Planning Commission meeting is April 28, 2022. He stated the Business Expo is coming up on April 30, 2022. He stated all of the booths were spoken for.

Councilmember Specht thanked the construction workers working on Highway 10. He stated he understood construction is a pain point for people in the short term but he can see progress already being made. He stated he appreciated their hard work during the April weather in Minnesota.

Councilmember Musgrove added residents can get traffic updates on the construction. She stated it is changing daily. She cited Highway Anoka Project @ MNDot as a source for updated information.

Councilmember Specht encouraged residents to try out the Kite in the Park Day at Elmcrest Park on April 30, 2022. He stated he appreciated the Parks and the programs they offer. He wished everyone a happy Easter. He stated he has read on the Community page that there are lots of Easter Egg hunts and things going on. There are lots of activities for families to chose from.

9. ADJOURNMENT

Motion by Councilmember Riley, seconded by Councilmember Musgrove, to adjourn the meeting. A roll call vote was performed:

Councilmember Musgrove aye
Councilmember Specht aye
Councilmember Riley aye
Councilmember Howell aye
Councilmember Woestehoff aye
Councilmember Heineman aye
Mayor Kuzma aye

Motion carried.

The regular meeting of the City Council adjourned at 7:14 p.m.

Respectfully submitted,

Kurtis G. Ulrich
City Administrator

ATTEST:

Katie M. Schmidt
Deputy City Clerk

Drafted by Joni Helmeke
TimeSaver Off Site Secretarial, Inc.

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

The Ramsey City Council conducted a City Council Special Work Session on Tuesday, April 19, 2022, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Mark Kuzma
Councilmember Ryan Heineman
Councilmember Chelsea Howell
Councilmember Debra Musgrove
Councilmember Chris Riley
Councilmember Dan Specht

Member Absent: Councilmember Matt Woestehoff

Also Present: Finance Director Diana Lund
Fire Chief Matt Kohner
Public Works Superintendent Grant Riemer
Administrative Services Director Colleen Lasher
City Engineer Bruce Westby
Police Chief Jeff Katers

1. CALL TO ORDER

Mayor Kuzma called the Special City Council Work Session to order at 8:50 a.m.

2. TOPICS FOR DISCUSSION

2.01: Conduct the Interviews for the Position of City Administrator

Mayor Kuzma stated today's forum is to conduct interviews for the new City Administrator. He stated it is an important day and he appreciated everyone's comments and attention to detail. He hoped by the end of the day they would have a candidate they all agreed on. He asked if Administrative Services Director Lasher would be asking the questions.

Administrative Services Director Lasher replied she will be asking the interview questions. She stated there are five candidates to interview. She stated there is a longer amount of time to interview than previously but they also have more questions. She stated the Council has the questions and she wouldn't take time to go over all of the advertising because it is included in the case report. She stated she will ask the interview questions, then the Council will have an opportunity to ask follow-up questions, and the candidate will be able to ask questions. She stated she will let the candidates know how many questions there are and how much time they have. Councilmember Specht asked if they ask a question of a candidate, if they would be legally required to ask the same question of all the candidates.

Administrative Services Director Lasher replied if a question, it should be a follow-up question for clarity. She stated if Council or Staff comes up with a new question they want to ask then, yes, that should be asked of all the candidates. She added if Council or Staff want to ask a question about the candidate's past employment that is allowed. She stated there may be questions about why the candidate isn't employed right now and things of that nature.

Councilmember Musgrove referenced some of the references that were received yesterday, noting there were no answers on some of them and there was no statement saying there was no comment on that. She asked why some of those questions weren't answered by the reference.

Administrative Services Director Lasher replied there are a few questions that did not get answered and they have followed-up with the candidates both over the phone and in writing to ask them to provide that information. She stated unfortunately there are several sets of reference questions that references are asked and they are based on the level of the position. She stated this is a high level position and she didn't realize, until they were typed up, that the questions initially asked by another staff member were not City Administrator level reference questions. She stated there is overlap but there are a couple of specific questions that didn't get asked because it wasn't for a senior level position. She stated they are awaiting those responses.

Councilmember Musgrove asked if the Council would have them for the deliberation.

Administrative Services Director Lasher replied she hoped so and they are going to follow up again. She stated there are some references that didn't call back at all, even so, that is reflected on the application where a reference is listed and there are no comments. She stated they are actively trying to get answers to those questions.

Councilmember Musgrove asked if the questions they received were questions that were asked at the administrative level or if it was a mix.

Administrative Services Director Lasher replied it depended on when the person responded. She stated they caught this mistake late Thursday. On Friday, phone calls were made to all of the references apologizing and explaining there were a couple of additional questions that they needed to ask and requested a call back. She stated some references called back; those that didn't received an email and responses are still being waited for.

Councilmember Musgrove commented it was a holiday weekend so some may have not been in the office on Friday.

Administrative Services Director Lasher replied some gave work emails, some also gave personal email addresses. She apologized, stated it was an unfortunate oversight, and Staff would do their best to get those responses.

Administrative Services Director Lasher began the interviews at 8:58 a.m.
The meeting was recessed at 12:30 p.m. and reconvened at 1:30 p.m.

The leadership team and City Council discussed each of the five candidates in turn and gave recommendations on whether or not to advance the candidate to the Leadership Assessment.

Administrative Services Director Lasher identified the ranking of the candidates based on these recommendations.

Discussion took place and the City Council ranked their candidates.

Mayor Kuzma asked for a consensus regarding the candidates that would be advanced on to the leadership assessment.

The consensus of the Council was to advance Brian Hagen and Mark Korin.

3. ADJOURNMENT

The Special Work Session of the City Council was adjourned at 5:40 p.m.

Respectfully submitted,

Kurtis G. Ulrich
City Administrator

ATTEST:

Katie M. Schmidt
Deputy City Clerk

Drafted by Joni Helmeke
TimeSaver Off Site Secretarial, Inc.

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

The Ramsey City Council conducted a City Council Work Session on Tuesday, April 26, 2022, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Councilmember Ryan Heineman (attended remotely)
Councilmember Chelsee Howell
Councilmember Debra Musgrove
Councilmember Chris Riley
Councilmember Dan Specht
Councilmember Matt Woestehoff

Members Absent: Mayor Mark Kuzma

Also Present: City Administrator Kurtis Ulrich
Administrative Services Director Colleen Lasher
Deputy City Administrator/Community Dev. Director Brian Hagen
City Engineer Bruce Westby
Public Works Superintendent Grant Riemer
Parks and Assistant Public Works Superintendent Mark Riverblood
Economic Development Manager Sean Sullivan
City Attorney Fritz Knaak

1. CALL TO ORDER

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

2. TOPICS FOR DISCUSSION

2.01: Review Visual Quality Options for Ramsey Gateway Highway 10 Interchanges

City Engineer Westby reviewed the staff report regarding several existing visual aesthetic treatments along Highway 10 both at the Armstrong Boulevard on the west end of the two proposed interchanges and to obtain Council direction.

Mr. Dan Lonnes, Bolton & Menk, gave a presentation on the timeline, structural components of the project, and led a discussion of the decisions that need to be made in the next few months. Mr. Lonnes asked the Council for a desired precedence for bridges and walls. He stated they are looking for direction on railing wall form, colors, and logos. He asked if they would concur with moving forward with the theme from Armstrong Boulevard. He stated there are opportunities to develop a consistent theme between the two interchanges.

Mr. Josh Scheels, landscape architect, described what the interchanges might look like using the theme from Armstrong. He asked if there is a preference for introducing an architectural element in the span over the bridge.

Mr. Lonnes noted the renderings are all MSC panels and the structural team is still working with MNDot on the most cost-effective approach to building the walls. He stated MSC is going to have a more distinct look as far as matching what was shown.

Mr. Scheels referred to one of the renderings, noting the introduction of accent lighting. He stated pedestrians want some type of lighting but discussions would have to occur with MNDot to ensure lighting doesn't impact traffic. He stated there is an opportunity for adding accents to railings.

Councilmember Specht asked if MNDot allows any branding visible to traffic. He commented that people have said traffic will drive through and not realize they are in Ramsey. He asked if there could be something that says Ramsey or something similar to Anoka's letter "A" on their roadways.

Mr. Lonnes replied putting a city's name or letters on railings has been discouraged but shapes and logos have been acceptable.

Mayor Pro Tem Riley asked about the road name, "Ramsey Blvd." for example.

Mr. Lonnes replied a lot of discussion has occurred around this because the city of Chaska has their city name across one of their bridges. He stated MNDot has said that was a very unique exception because of the Rider Cup. He stated if that is something they would like to explore, they can advance the discussion.

Mayor Pro Tem Riley stated for Armstrong Blvd., when it was being looked at several years ago, there was some question at the time if the brick would hold up or if it would cause a maintenance issue. He asked now, eight years later, what the experience has been.

Mr. Lonnes replied Armstrong Boulevard is made up of a couple of types of materials, real full block bricks and brick textures that have been stained. He stated because there was trouble matching the colors, everything ended up getting stained. He spoke to MNDot when they were working on a bridge in Anoka and as far as he knows, everything is holding up well but they are using a system that is brick veneer instead of full brick blocks.

Mr. Jason Norcut, Anoka County Highway Department, replied he worked on that project and explained when driving through the City, colors, patterns, and textures are used. He thought focusing on the top for the pedestrian experience would bring the most dividends. He stated the driving traffic will recognize Ramsey by round-a-bouts and as they use the frontage roads with these features. A lot of user experience will be from the frontage roads. He stated at the time a lot of form liners and pattern brick were used to tie in the old river side of Anoka and the modern style building, shapes, and colors. He stated that was the previous Council direction but felt it still holds up and looks good today. He recommended consistency between all three to distinguish Ramsey.

Mr. Scheels continued his presentation by reviewing opportunities with accent element options on the railings. He asked if there is a desire to add accent lighting on added features or additional lighting beyond roadway lighting.

Mr. Lonnes stated this can be broken into roadway lighting, which is required, if there is a decision for the inexpensive functional highway light or city preferred styled or private lighting. Accent lighting is optional but can be added to create an environment to invest in The COR. Mr. Lonnes stated today the direction they are looking for is the confirmation of the Armstrong theme for structural elements. He stated they will come back with design elements that will fit The COR well.

Mayor Pro Tem Riley stated when the Armstrong design was created it cost more than concrete but while it was kept minimal, it created a lot better look. He asked if that would still be the same where the costs are not as high as they could be but the aesthetics are worth it.

Mr. Lonnes replied Armstrong is a cost-effective aesthetic enhancement on a corridor. He stated there are far greater cost decisions than Armstrong, to include multi-colored stones and different elements that can be the upper extreme on cost. He stated Armstrong was a good cost-effective means to enhance the aesthetics.

City Administrator Ulrich agreed it was cost-effective and recalled some of the discussions which included low-cost options, medium-cost options, and high-cost options. He stated they spent a few hundred thousand dollars adding the brick accents but didn't include accent lighting or decorative elements up top. He stated it was pretty fundamental with a focus on brick accents which were cost effective.

Councilmember Musgrove commented there are three bridges. She liked to keep the theme but suggested doing something different with the middle one. She suggested cattails on the signs, or lighting on the pavement. She was thinking of the morning runners in Ramsey who would appreciate lighting on the bridge.

Mayor Pro Tem asked if there was consensus to accept the Armstrong theme.

Councilmember Woestehoff agreed with using that theme and with the idea of using brick accents on the Ramsey bridge because it is in the middle and it is Ramsey Boulevard.

Mayor Pro Tem Riley asked if they liked the idea of carrying through the aesthetics. He asked if there was anything else they needed to make decisions on tonight.

Mr. Norcut replied that was the big one. He stated they have to bring the question because they are going to invest a lot of time in the design and wanted to confirm the assumptions. He stated he didn't want to miss a comment that would be impactful to the structural side of things. He stated the rest of the discussion was decisions that would be coming. He noted this is going to change the look of this whole area. He stated they will be looking for direction on things such as roundabouts and accent lighting.

Mayor Pro Tem Riley stated he was thinking about the Mississippi River trail and the corridor and asked if some of that would tie in with some of this regarding benches and things.

Parks and Assistant Public Works Superintendent Riverblood replied sure, adding benches and trees are low maintenance. Things like planters can be more work. He stated with seating some of the intersections can be busy so putting them to the side.

Mr. Norcut commented one advantage is that the City will have its own frontage roads which they didn't have with Armstrong. He stated coming in it will be visible from Highway 10 so if they wanted lighting or monumentation it affords more flexibility and can be phased in over time.

Mr. Scheels commented they will need direction on options. He explained option A is simple, low maintenance, minimum aesthetic appeal, lowest cost, such as simple plantings and simple grasses to cover the area. Moderate options have some maintenance, some minimal plantings, and a modest cost for plantings. Then there are grand areas where people come into the City that are special but requires maintenance for elaborate plantings.

Councilmember Woestehoff asked how many roundabouts there will be.

Mr. Scheels replied four just in this corridor.

Councilmember Woestehoff replied he likes a simple, low maintenance side of things. He asked from a safety standpoint if it is more advantageous to have a minimum of plantings to give people something to look at.

Mr. Norcut replied green grass is the most basic and MNDot will be maintaining the roundabouts. He stated shutting down lanes in roundabouts to do maintenance will have to be considered. He stated he has worked on projects putting in plantings as well as being there to pull it all out. He gave the example of Andover which had plantings that have been removed and replaced with concrete.

Parks and Assistant Public Works Superintendent Riverblood asked if MNDot will maintain the green hump.

Mr. Norcut replied MNDot will mow but not to the level Parks and Assistant Public Works Superintendent Riverblood would like. He stated some of the decorative grasses can look good but may need a conduit to run water to it.

Councilmember Musgrove asked about feedback on rock instead of grass for easier maintenance, or rock and decorative grasses versus sod.

Parks and Assistant Public Works Superintendent Riverblood replied rock may be lower maintenance but higher cost. He stated it would need to be more limited in roundabouts for traffic safety but it could be considered.

Councilmember Heineman commented he liked option A because it looks more modern and agreed with running conduits to it for irrigation.

Mr. Scheels covered other opportunities for The COR and asked if they want to have waystations with benches in different areas or add trees.

Mr. Lonnes concluded the conversation by explaining cost participation for aesthetic elements. He stated a certain percentage of the cost for bridge aesthetics would be eligible for funding but depend on the category and the rest of the funding would be the city's responsibility. He stated that is something that will be outlined in the future. He explained that maintenance responsibility for aesthetics features will be written into the agreement. He reviewed the timeline for next steps.

Councilmember Specht asked about funding.

Mr. Norcut replied there is a cap for things but only certain items, such as lighting in the roundabouts, that are required and if the Council wants something more, funding can be worked out so they can get a better product for less money. He thought options could be presented for the Council to vote on.

Councilmember Specht commented a resident brought up an issue this week. He explained the resident owns a Tesla which mistakes the red overpass on Armstrong as a red light and wants to stop. He asked if there was any way to change that. He also asked if that feedback had been given by anyone else.

Mr. Norcut replied he had never gotten that feedback.

Councilmember Woestehoff replied he has had a similar issue with his car slowing down going into the Lowry tunnel because it thinks the red light that reflects is a car in front of him.

Mr. Norcut replied that is an interesting issue that he will bring to the engineers to look into.

2.02: Review 2022 Strategic Action Plan Draft

City Administrator Ulrich reviewed the draft version of the 2022 Strategic Action Plan based on feedback from the Council during the February 2022 Special Work Session on the Strategic Plan. He asked for comments regarding the tactics that were previously discussed.

Mayor Pro Tem Riley asked if there were any questions from Council.

Councilmember Musgrove stated they are already into the second quarter and asked if any need to be adjusted already.

City Administrator Ulrich replied he took that into consideration as he was looking at these and those through the second quarter would carry through to July. For example, the first tactic was to establish a committee for a website to design and update. A committee has been established and has been doing some work. He stated he has tried to update them so they would fall within the

quarters so it would give until July 1, 2022 to accomplish the second quarter goals. He stated Staff can look at them and make changes prior to bringing this back.

Councilmember Howell referenced question 11 about multifamily housing and asked if it is correct that they decided to put it in and get more information for understanding.

City Administrator Ulrich replied yes, the intent was to bring it back for more information on what the program was.

Councilmember Howell referenced question 19 and read “consider local open space preservation funding if initiated by valid referendum.” She stated she was unsure about keeping that in and preferred not to keep it in.

Councilmember Woestehoff agreed because it hasn’t been discussed very much. He stated if it stays in, he would request it be an agenda item for an upcoming Work Session. He finds it to be one that he knew the least about and that makes him nervous because it is a second quarter item and has a high budget impact.

Mayor Pro Tem Riley asked Parks and Assistant Public Works Superintendent Riverblood to address this.

Parks and Assistant Public Works Superintendent Riverblood replied he and Deputy City Administrator/Community Dev. Director Hagen had a chance to discuss it and he thought the recommendation would be that the narrative read “to be discussed at the 2023 Strategic Planning Session” so they can understand exactly what it means. He thought there were differing understandings and there wouldn’t be time to put together a referendum.

Mayor Pro Tem Riley asked how that should be handled.

City Administrator Ulrich replied if it isn’t ready to be addressed, it should be taken off altogether or consider the concept, have a low budget impact, and talk about raising a conversation in 2022 with a direction. He stated those would be the two options because it isn’t ready for the ballot.

Mayor Pro Tem Riley asked if Council wanted to make it a discussion item or put it in the parking lot for next year.

Councilmember Woestehoff replied he would prefer to put it in the parking lot.

There was Council consensus to put it in the parking lot for next year.

Councilmember Musgrove referenced question 18 and asked if that needed to be reworded because she thought there was already a plan, which was the water treatment center.

City Administrator Ulrich replied that is a good point. He stated the wording can be changed to read “commence construction of the water treatment plan in 2023.”

Councilmember Musgrove referenced number 21 which reads “creating and promoting a holiday light challenge.” She stated that has been done one year and asked if it should be reworded to say “annually or expand”.

Mayor Pro Tem Riley added a second year makes it a tradition.

City Administrator Ulrich replied, yes, it will be amended to say “promote holiday light challenge.”

Councilmember Musgrove referenced number 24 which is to update the telecommunicating policy. She stated there was a discussion on the legislative platform with the legislators about potentially having it changed. She stated she didn’t know if it could be an action item to follow up with the session if that legislation had action taken on it.

Mayor Pro Tem Riley replied he thought this meant policy with Staff. He asked City Administrator Ulrich if he had the direction needed.

City Administrator Ulrich replied he did and would make the revisions for Council adoption at the next regular meeting.

2.03: Review Ordinance Amending Digital Billboard Regulations

Deputy City Administrator/Community Dev. Director Hagen reviewed the staff report and request for direction on a number of items related to the digital billboard regulations before the May 2022 Planning Commission meeting.

Mayor Pro Tem Riley asked how big the sign was that is being proposed.

Deputy City Administrator/Community Dev. Director Hagen replied he believed it was around 600 square feet.

Councilmember Specht asked if there is a standard size that is expected.

Deputy City Administrator/Community Dev. Director Hagen thought it would differ dependent on the orientation of the sign, vertical or horizontal. He didn’t know if there was a standard, noting the rendering proposed a tall skinny sign versus a typical horizontal billboard on a pole.

Economic Development Manager Sullivan added that in talking to representatives from I Digital, these billboards come in set sizes. He stated they provided a horizontal option and a vertical option. He stated there is a standard size, not an industry standard, but the size the company that makes these digital displays.

Councilmember Heineman asked what the aspect ratio was, noting the shape would dictate the size he would like to see.

Councilmember Specht replied 48 x 14 feet.

Councilmember Woestehoff added it is 672 square feet.

Councilmember Heineman asked if the height or width was 48.

Councilmember Woestehoff replied the height was 48.

Mayor Pro Tem Riley commented he thought that would make it look special and different. He stated he didn't have a problem with the size because that is what is available.

Councilmember Woestehoff asked Deputy City Administrator/Community Dev. Director Hagen if he knew how big the digital sign is that is by the West Armstrong Retail.

Deputy City Administrator/Community Dev. Director Hagen replied he did not.

Councilmember Woestehoff commented he knew the one in Champlin is 14 x 48.

Councilmember Specht commented for traffic driving through, Ramsey would stand out as different from most areas. He thought it looked nice.

Councilmember Musgrove asked about the proposed location.

Deputy City Administrator/Community Dev. Director Hagen replied it would be near the old Diamonds site.

Councilmember Musgrove asked if it was closer to Ramsey Boulevard.

Deputy City Administrator/Community Dev. Director Hagen replied it is closer to Ramsey Boulevard than to Armstrong Boulevard.

Economic Development Manager Sullivan added the right-of-way is thinner so the vertical sign is going to fit better there. He stated there may have been issues with overhangs with a horizontal sign. The company liked the idea of having a vertical sign because the originality of it will be more eye catching.

Councilmember Woestehoff reminded Council that the ordinance being discussed is just a component of this; the ordinance allows for up to three digital billboards with only one being owned by the City. He stated there would be limited control of the other two. He felt it was important that although they like this sign, someone could put another billboard two miles down the road from it and the City would have less control over it because they don't own it.

Mayor Pro Tem Riley stated that is a good point but he wanted to finalize the size and come back to this topic.

Councilmember Musgrove asked if it could be seen from both traffic directions.

Economic Development Manager Sullivan confirmed it is two-sided.

Councilmember Specht commented he support the proposed size.

Councilmember Musgrove commented she didn't support the size and thought it was premature with road construction going on. She stated she was okay with it being a little bigger than the 400 foot size that is standard.

Economic Development Manager Sullivan replied he hadn't worked on the draft ordinance but it was his understanding that the 700 was taken from other ordinances and research that WSB had done on size. He stated that number is seen in other areas so he didn't recommend changing the size at this time.

Mayor Pro Tem Riley asked and Council consensus was reached on 700 being an allowable size.

Deputy City Administrator/Community Dev. Director Hagen stated timing-wise for the duration, they are using the lease for a baseline but understands that it goes to any potential location. He stated the lease identifies a seven second duration before the change but the Planning Commission supported eight seconds. He asked if Council had feedback on a one second difference.

Economic Development Manager Sullivan offered some history on this issue. He had presented to the City Council when they were looking at the three businesses to do this. He stated the prices were set off the seven second intervals and when those intervals get lengthened that is less advertising time for these companies. He stated the Council had previously commented on the timing at the time the pricing was done and suggested leaving it at seven seconds to be consistent.

Councilmember Specht agreed.

Mayor Pro Tem Riley asked and Council consensus was reached on seven second intervals.

Deputy City Administrator/Community Dev. Director Hagen stated the next issue is spacing. He stated they are limiting it to no closer than two miles apart from each other. He stated the ordinance allows for up to three signs along the Highway 10 corridor. He stated in looking at the potential location that would automatically drop the amount of allowable signs to two because the point to the eastern boundary is just short of two miles. He asked if the distance could be reduced or leave it at two with the understanding that it would mean limiting the signs to two in town.

Mayor Pro Tem Riley replied this was Councilmember Woestehoff's point earlier in the conversation.

Councilmember Woestehoff commented leaving it at two miles makes sense because he didn't feel it was fair that the City owns the only sign in town. He would like minimal other opportunities for digital signs because he didn't like the idea of having them in town. He felt two miles apart was fair.

Economic Development Manager Sullivan commented from a marketing perspective he agreed with Councilmember Woestehoff. He felt that the fewer signs there were, the more effective the signs were going to be. He stated if it limits the number of signs to two, he thought it was a good thing.

Mayor Pro Tem Riley asked if there was consensus on this.

Deputy City Administrator/Community Dev. Director Hagen commented that the current set back regulations in the ordinance called out a 35-foot setback from the front property line. He thought that would eliminate a lot of smaller parcels, such as the one the City is considering. He felt that was odd from other monument signs and advertisement signs that are closer to the front property lines. He asked if Council would support language along the lines of “can allow the sign face to overhang the property line” to allow it to be closer to the roadway.

Mayor Pro Tem Riley asked if Deputy City Administrator/Community Dev. Director Hagen was suggesting that.

Deputy City Administrator/Community Dev. Director Hagen replied he is suggesting that but he asked if Council was supportive of that.

Mayor Pro Tem Riley replied it sounded reasonable.

Councilmember Musgrove asked if that would be a policy change or in the lease.

Deputy City Administrator/Community Dev. Director Hagen replied it would be in the ordinance.

Councilmember Musgrove asked if it would make the lease fit in the ordinance.

Deputy City Administrator/Community Dev. Director Hagen replied the current ordinance would render the lease not possible.

City Administrator Ulrich commented it would be considered a zero setback for the sign face.

Councilmember Woestehoff asked about other signage or requests that have come forward in other districts, what is the setback for signs of similar size. He thought in B1 it was ten to 15 foot back depending on the size

Deputy City Administrator/Community Dev. Director Hagen replied there is blanket regulation that nothing permanent is allowed in the drainage or utility easements which vary from 5 to 15 feet generally. He noted other monument signs that are as close to the roadway as possible so drivers aren't looking off to the side.

Mayor Pro Tem Riley asked what Deputy City Administrator/Community Dev. Director Hagen's suggestion is.

Deputy City Administrator/Community Dev. Director Hagen replied he suggests a zero setback for the sign face.

Mayor Pro Tem Riley asked if there is a precedence for a City doing this.

Deputy City Administrator/Community Dev. Director Hagen replied there is, adding 35 feet is a long way and is a building setback.

Mayor Pro Tem Riley asked if there was Council consensus.

Councilmember Musgrove asked if there were any State regulations that guide that based on traffic safety and the right-of-way.

Deputy City Administrator/Community Dev. Director Hagen replied this would not be in the right-of-way; these would have to fall on private property.

Councilmember Musgrove asked if that would be for the policy change.

Councilmember Woestehoff asked about the overhang into other properties or not and asked for clarification.

Deputy City Administrator/Community Dev. Director Hagen replied if the setback was left at 35 feet, it would be measured to the sign face. He stated it simply reads it has to stay on the property so they wouldn't run into overhead restrictions on someone else in the right-of-way.

City Administrator Ulrich stated there would be a scenario where the sign would be next to a commercial building or property so it potentially allows the sign to be right at the property line. It is not just the highway line but any property line in the vicinity.

Councilmember Musgrove referenced the rendering in the lease which has a gray brick and asked if that is being proposed as well or is just in the rendering.

Economic Development Manager Sullivan replied it is a rendering and what they wanted to show was the logo at the base, which was not originally there. He stated they can meet with the designers to add color. He stated they could come in when they are working through a sign permit. He stated Staff would try to make it consistent with what they have in front of The COR now for color.

Councilmember Musgrove replied in light of the discussion of about Highway 10, she didn't know how a gray sign would look in the middle of the earthy, tan colors.

Deputy City Administrator/Community Dev. Director Hagen stated there is a restriction where any type of billboard of this nature has to be put on a vacant parcel. He asked if they wanted to open it up to any parcel that meets the distance requirements between signs.

Mayor Pro Tem Riley replied he thought that made sense.

There was Council consensus to open it up to any parcel that meets the distance requirements between signs.

2.04: Provide Direction on Terms of Shawn Acres Park Cartway Easement Agreement for Thorn Lake Property PID #04-32-25-31-0001

City Engineer Westby reviewed the staff report and asked for Council direction on terms of Shawn Acres Park Cartway Easement Agreement for Thorn Lake. He stated the petitioner is questioning the \$5,500 fee for the easement and expanding the width of the cartway. He noted the petitioner is in attendance.

Thomas Kurak, the petitioner, stated that even when City Engineer Westby just explained it again, he felt it was unclear from prior discussions. He stated he had \$20,000 on deposit with the City which in the beginning was for the creation of an easement. He stated they didn't know where it was going to go or if court action was going to be required. He noted it has been four months and he has an agreement with the only private property owner so there won't be court action. He stated the City Council gave direction on where to put the easement. He stated in speaking with City Engineer Westby tonight before the meeting, he explained there isn't a charge for the land and easement creation, that it is about expenses. He asked what the expenses are. He stated in a letter he received from City Engineer Westby, it was for police calls and closing the park when mowing needs to be done. He stated he didn't understand why that is relevant. He was told there may be trouble which he didn't understand. He asked for direction from City Council if he should put \$5,500 on deposit based on the explanation from City Engineer Westby for problems he might create or citizens may create by parking in the way. He stated citizens don't pay for police calls that don't happen.

City Administrator Ulrich asked the City Attorney if it is correct that the City is allowed to charge for the use of the property for cartway.

City Attorney Knaak confirmed this.

City Administrator Ulrich replied the \$5,500 is the amount for the use of the land, which is a nominal fee for the value of that land is equivalent to the \$1,000 paid to the private property owner. He stated the City is allowed to charge that. He clarified it is the use of the property that is being charged, like any other easement. He stated if the Council objects to that, they should let Mr. Kurak know.

Mr. Kurak replied the property shouldn't have a fee to a private citizen for the use of it because it is currently public property for everyone to use. A public cartway is being created but it isn't for him.

Mayor Pro Tem Riley asked Council if they were comfortable charging \$5,500 for the use and the easement.

Councilmember Specht asked to discuss this more after the regular City Council meeting.

Councilmember Musgrove agreed adding she wasn't comfortable.

Mayor Pro Tem Riley replied they will have to recess and reconvene after the City Council meeting.

Recess and Reconvene

Mayor Pro Tem Riley recessed the Work Session at 6:57 p.m.

Mayor Pro Tem Riley Work Session was reconvened at 7:52 p.m.

2.04: Provide Direction on Terms of Shawn Acres Park Cartway Easement Agreement for Thorn Lake Property PID #04-32-25-31-0001 (continued)

Mayor Pro Tem stated the issue of the fee is for the use of City land used for the easement.

Councilmember Howell asked City Engineer Westby if there are easements throughout the City and if there is a record of this in the past.

City Engineer Westby replied he wasn't aware of any.

City Administrator Ulrich replied typically there is one for construction easements, drainage, and utility easements. He stated there probably isn't a good precedence for a cartway easement because that is fairly unique but there are easements all over and the City is paid dollar amounts for the use of its easements. He stated, for example, drainage easements may go for around \$1 a square foot.

City Engineer Westby confirmed this, adding it is typically \$1 or less per square foot.

Councilmember Woestehoff asked if that is the reverse of what is being discussed, that they are asking to have an easement over someone else's property, therefore the City is paying to use it. In this case, the petitioner is being asked to pay for the use of the land as an easement.

City Administrator Ulrich replied that is correct, adding the point is that the land has value and the City should charge for the use of the land.

Councilmember Howell asked if the \$5,500 price consistent with other easements.

City Engineer Westby replied the petitioner acquired an easement from a private property owner, roughly 2,900 square feet. He stated the easement area for the park property is about 32,000 square feet. The easement that was acquired on the private property is all wetland. The easement on the park is roughly half wetland, half upland, so it is more usable land. He stated they determined the fee of \$5,500 by taking 11 times \$1,000 which is \$11,000, and then took about half of what it would be if they paid the same price to a private property owner for the park land. He thought that was a reasonable amount.

Councilmember Woestehoff asked if City Engineer Westby was saying the park easement was 32,000 square feet.

City Engineer Westby confirmed this.

Councilmember Woestehoff replied it is a pretty good deal for park land.

Councilmember Musgrove referenced the width of the land and asked if it has to be that wide. She noted when residents have easements on their property and they want to have the easement removed, they have to apply and pay an application fee to the City.

City Engineer Westby replied it depended on the situation but generally he wasn't aware of residents paying for an easement vacation.

Councilmember Woestehoff clarified that is vacating an easement the City has.

Councilmember Musgrove agreed, adding that is vacating the easement on the private land. She felt the situation here was vacating an easement on public land with a public easement on the land. She didn't feel that was the same as other situations. She stated it is still public land, City owned, and a part of the park, but the applicant has the right to move over it to get to his land. She asked about the State Statute on cartway easements and how that gives guidance to the City on what is allowed because it is public land with a public access which tax payers pay for, so Mr. Kurak would just have access to his land. She stated if a developer comes in and wants to build on private land and/or a resident who owns private land and has an easement on it.

Mayor Pro Tem Riley replied Mr. Kurak would have rights that other residents don't. He will be able to drive on it and clear the bushes or trees.

Councilmember Musgrove asked if Mr. Kurak would be given land that he would have to clear versus a side end of the park.

City Engineer Westby replied the draft easement agreement gives the petitioner certain rights to manage vegetation, not to cut down trees, to clear area for access along that lot line. It would be the case that he would have rights that other don't.

City Attorney Knaak replied what should be recognized is that it is a very particular statute that says if someone has land that can't be accessed, they get a right of condemnation. He stated it should be looked at as a condemnation over a very small, defined sized access; that is all it is. He stated the City Council has the responsibility to carry out the condemnation. In a condemnation, once the condemnation process is started, they can make the process a little easier and cheaper. He stated that is what happened here. He explained once the petition was accepted and there was a right to access, they are obligated to follow through and allow for the access in addition to providing reasonable alternatives. He stated that is what happened because what the petitioner came in with isn't what he ended up with. The reasonable alternative that the Council came up with minimized the amount of private land that was taken and maximized the amount of public land that could be spared. He stated that is the only way park land could be given, through a

condemnation process, which this is. He suggested they be careful in giving up City land and not charging for it because of the precedence that would be set. He stated they are giving up value of the land which could be made into a driveway and paved if he wanted. The size is set by the statute, could be negotiated for more, but the responsibility is to let Mr. Kurak go through. He stated the reason it is being categorized as a fee is because the City is entitled to reimbursement. Usually that comes through the City condemning the land, determining the value, and getting paid for it. He stated the road wouldn't be public, but private for the purpose of Mr. Kurak accessing his land which becomes his property right, not public. He wanted to clarify that this isn't a fee for service, but a sale of the public's right to use the park land. He stated the value should be set by the engineering department, which is what he felt happened. He stated they should charge something because it will no longer be public land and they didn't want to set a precedence of giving park land for free.

Mr. Kurak stated his easement has been compared to when the City takes an easement but when that happens, the City has the right to charge to use that easement. He gave the example of when a cable company is charged to use the easement. He stated he isn't getting rights to fence the land or put signs on it. He can make it passable but he doesn't get exclusive right to it. He stated his two neighbors would have full access to it and would benefit the most. He didn't feel he would own the land on the park land and that the City could take it back at any point. He asked if they thought it was fair he should be charged. He stated he is being charged for things he didn't feel needed to be done such as surveying. He stated when the cartway was researched six months ago, the neighbors had access to the cartway, so it is not his. He gave examples of other times when he didn't feel the City had fair assessments of charges regarding property.

Councilmember Howell asked about the size of the cartway.

City Engineer Westby replied the size of the cartway was set per the statute.

Councilmember Musgrove asked if the charge was determined by land value or if more information needed to be gathered before making a decision.

Mayor Pro Tem Riley asked if there was such a thing as an easement appraisal.

City Attorney Knaak replied sure.

Mayor Pro Tem Riley commented they could do that.

City Attorney Knaak added Mr. Kurak would have to pay for it though because the statute requires it, along with the surveying which is generally a good idea.

Mr. Kurak replied he will pay for the surveying but it was not explained that this is a public cartway that the neighbors will get more utility out of it than he will.

Mayor Pro Tem Riley stated the question was raised how to properly value the land and this would be it.

Councilmember Specht commented he trusts the City Attorney's opinion that giving the land away for free sets a bad precedence. He felt it was a nominal fee and if an appraisal was done it could be expensive.

Mr. Kurak commented the discussion he had was that \$5,500 was not the total amount of fees that could be associated but there was no limit. He stated if that is the total he would pay it. He also questioned if the Council wanted to charge him the \$5,500 because it is a public cartway and they don't have to charge him.

Mayor Pro Tem Riley asked if there was consensus to charge \$5,500.

Councilmember Howell asked where the information came from that it would be a public cartway that the two neighbors would get to use.

Mr. Kurak replied the way it is designed, it is right on the property line of two neighbors who wouldn't be trespassing through the park to get to the cartway. He stated the cartway is public.

Mayor Pro Tem Riley asked City Attorney Knaak to clarify.

City Attorney Knaak replied it is an intriguing question and he would have to take a closer look at it. He stated the cartway has the limited purpose of accessing Mr. Kurak's property. He asked if Mr. Kurak wants to charge the neighbors or have the City charge them.

Mr. Kurak replied he didn't want to charge the neighbors but was saying that nowhere in the cartway law does it give him a franchise after he pays the fees to charge anyone who wants to drive on his cartway because it is a public cartway.

City Attorney Knaak replied, no, it is something that allows Mr. Kurak and anyone he invites to access his property. He stated it is as public as his own driveway.

Mr. Kurak disagreed, adding if the City decided they wanted to put a parking lot in, people could go across the cartway to get to the parking lot.

City Attorney Knaak replied Mr. Kurak is complaining.

Mayor Pro Tem Riley corrected Mr. Kurak is mixing things up.

Mr. Kurak agreed.

Councilmember Specht asked what the final decision is.

Mr. Kurak asked that they charge him the \$5,500 but that is it.

City Attorney Knaak agreed.

There was Council consensus to charge \$5,500.

Mr. Kurak stated it was worth his time to come because it was open ended before.

City Administrator Ulrich asked if there will be additional fees associated, for the surveying for example or other fees. He didn't want the applicant to leave thinking the \$5,500 covers all the fees if it didn't.

City Engineer Westby replied there was a \$20,000 escrow from the petitioner before the public hearing in allowance of the statue to ensure the City would be paid for the work done and expenses. He stated they haven't charged anything against the escrow but have been tracking Staff time. He stated the surveying would be included in the charges for establishing the cartway. Once the cartway is established that is different. He stated now they are saying they are going to charge the petitioner \$5,500 for the easement, which covers all the associated costs for what has been done so far. He thought it may cover it.

City Administrator Ulrich asked if they are really not charging separately for the easement because they could also charge for the expenses into it. He thought it was the intention to charge for Staff time.

Councilmember Specht replied the fees would come from the \$20,000 and this would be separate.

City Administrator Ulrich replied the applicant deserves a full accounting of what those costs are. He felt the City shouldn't pay those fees but deferred to Council direction.

Mayor Pro Tem Riley asked if it was correct that a dollar amount hasn't been provided to the petitioner for Staff time to date.

City Engineer Westby replied that is correct because nothing has been charged against the escrow.

City Administrator Ulrich suggested the applicant be given a full accounting of what the anticipated cost of Staff time, surveying, easement cost of \$5,500, and that is presumed to be under the \$20,000.

City Engineer Westby agreed, well under the \$20,000.

Councilmember Specht referenced the City Attorney's feedback that there be a separate charge for the easement and that it be followed as a precedence for future situations.

Councilmember Woestehoff concurred.

City Attorney Knaak commented there is a cap that is being suggested of \$5,000. He gave the example of engineering costs of \$4,000, with a \$1,000 gap. The City could accept the compensation for the easement and do a deal to take a cash value for the property and reimburse the expenses.

Mayor Pro Tem Riley asked if a dollar amount was known for Staff time.

City Engineer Westby replied he didn't know how many hours he had spent on this but he thought at least 40 hours.

Mayor Pro Tem Riley commented he thought \$5,500 seemed like a good price for the easement which had been settled on. He felt there were additional fees and asked if it was true that Mr. Kurak would be willing to pay \$2,000. He suggested charging \$5,500 plus \$2,000 for fees and writing off the rest due to inefficiencies in Staff learning. He asked if there are other fees in the future that would arise or if they are done.

City Engineer Westby replied if he has clear direction from Council tonight on the length, the dollar amount, and that the petitioner isn't going to request anything else, then he would know he could move forward.

Mayor Pro Tem Riley asked if Mr. Kurak was in agreement and if they could clarify and move forward.

Councilmember Woestehoff summarized that the deal is \$7,500 and all expenses are included in that, as City Attorney Knaak was saying.

Councilmember Musgrove added that there be a line item for the easement.

Mr. Kurak commented that he will be paying \$7,500 for the creation of the cartway.

Mayor Pro Tem Riley asked if there was Council consensus.

City Administrator Ulrich stated the agreement was to access a cap of \$7,500 to Mr. Kurak with the expenses being taken from this amount and the remainder being attributed to the cost of the land.

Mr. Kurak asked if the expenses could be forgotten and what the City is giving him other than a public roadway.

City Administrator Ulrich suggested setting the cost of the easement at \$5,500 as a precedence and the expenses at a flat fee of \$2,000. He added the applicant has a \$20,000 escrow and asked if there was objection to returning the balance of \$12,500.

Mayor Pro Tem Riley asked if the neighbor has to be paid or if Mr. Kurak took care of that.

Mr. Kurak replied the neighbor never objected or said they have a problem so he thought they will be able to finalize it for what they asked.

City Attorney Knaak replied that flows through the City so whatever that amount is should be paid by the City.

Mr. Kurak replied he can send the neighbor to the City.

3. TOPICS FOR FUTURE DISCUSSION

3.01: Review Future Topics/Calendar

City Administrator Ulrich asked Council if they would like to hold a Special Work Session on May 3, 2022 to consider the final City Administrator candidates. He stated two of the work evaluation reports are available. They couldn't be sent out to the Councilmembers but Councilmembers could stop in to review them. He stated the alternative would be do it on May 10, 2022.

Mayor Pro Tem Riley asked if everyone was available.

Councilmember Musgrove commented she was available but didn't like to have extra meetings.

Mayor Pro Tem Riley asked what the alternative would be, doing it on May 10, 2022.

Councilmember Howell replied they could vote on it then.

Mayor Pro Tem Riley asked if garbage and recycle container screening was added at someone's request.

Councilmember Specht replied he has some residents asking about it. He stated the current ordinance assumes they don't have wheels and are in an enclosed area. He stated this isn't really feasible and asked that the rules be reevaluated to fit the current program.

Mayor Pro Tem Riley asked if there were other changes to Future Topics.

City Administrator Ulrich gave an update on the Elm Crest Park entryway. He stated there was a counter proposal given to Mr. Sykes and his attorney. He stated they are getting closer to reaching a solution and waiting to hear a response, which will be brought back to the Council.

Councilmember Howell asked about the blight that is in the area, if it will move or stay stationary as the process is worked through.

City Administrator Ulrich explained that code enforcement has been halted as they engage in negotiation so it will not move soon but if there is an agreement, they would ask that it be moved as soon as possible.

4. MAYOR / COUNCIL / STAFF INPUT

None.

5. ADJOURNMENT

The Work Session of the City Council was adjourned at 8:37 p.m.

Respectfully submitted,

Kurtis G. Ulrich
City Administrator

ATTEST:

Katie M. Schmidt
Deputy City Clerk

Drafted by Joni Helmeke
TimeSaver Off Site Secretarial, Inc.

TABLE OF CONTENTS

1. CALL TO ORDER 2

2. PRESENTATION..... 2

 2.01: Presentation Honoring the Retiring City Administrator, Kurt Ulrich..... 2

 2.02 Presentation by QCTV in recognition to the City Administrator for his service to the QCTV Board..... 3

 2.03 Proclamation Declaring May as Building Safety Month..... 3

3. CITIZEN INPUT 3

4. APPROVE AGENDA 3

5. CONSENT AGENDA 3

6. PUBLIC HEARING 4

7. COUNCIL BUSINESS..... 4

 7.01: Adopt Resolution #22-090 Renovating Rabbit and Peltzer Park Playgrounds..... 4

 7.02: Adopt Resolution #22-102 Approving Preliminary Plat for Rivenwick Village 4th Addition (Project No. 22-109); Case of LGI Homes..... 6

8. MAYOR, COUNCIL AND STAFF INPUT 7

9. ADJOURNMENT 8

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

The Ramsey City Council conducted a regular meeting on Tuesday, April 26, 2022, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Councilmember Ryan Heineman (attended remotely)
Councilmember Chelsee Howell
Councilmember Debra Musgrove
Councilmember Chris Riley
Councilmember Dan Specht
Councilmember Matt Woestehoff

Members Absent: Mayor Mark Kuzma

Also Present: City Administrator Kurtis Ulrich
Parks and Assistant Public Works Superintendent Mark Riverblood
Deputy City Administrator/ Community Dev. Director Brian Hagen
City Engineer Bruce Westby

1. CALL TO ORDER

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

2. PRESENTATION

2.01: Presentation Honoring the Retiring City Administrator, Kurt Ulrich

Mayor Pro Tem Riley announced that Dr. Kurt Ulrich is retiring after 42 years of public service, 15 years of which were spent serving as City Administrator for the City of Ramsey. He stated this makes Dr. Ulrich the longest City Administrator for Ramsey. Mayor Pro Tem Riley highlighted professional achievements and wished City Administrator Ulrich the best in his next chapter of life. Mayor Pro Tem Riley presented City Administrator Ulrich with an engraved plaque as an expression of appreciation.

City Administrator Ulrich stated it has been a rewarding experience for him and he has come to love the people of Ramsey, those that serve as the people's representatives, and his interaction with them. He stated the City continued to move forward through the pandemic and he believed it will continue. He enjoyed the interviews with the Commission member candidates who expressed enthusiasm and impressions about the future of the City and the potential of the community to develop. He stated there is a lot of raw land and raw talent who can get the job done.

2.02 Presentation by QCTV in recognition to the City Administrator for his service to the QCTV Board

Karen George, Executive Director of the Quad Cities Cable Communication Commission and QCTV, expressed gratitude, appreciation, and best wishes to City Administrator Ulrich. She stated he has been serving as the Chairman of the Board of QCTV. She stated City Administrator Ulrich faced challenges with energy, a positive attitude, and the best interest of the City of Ramsey. She highlighted initiatives started during City Administrator Ulrich’s service and thanked him for his guidance and service.

City Administrator Ulrich stated QCTV is a tremendous resource for the community and is being used as part of the social media strategy by the City Council. He stated there is nothing more important than communication to the community and expressed appreciation to Ms. George for her leadership.

2.03 Proclamation Declaring May as Building Safety Month

City Administrator Ulrich read a proclamation declaring May as Building Safety Month in the City of Ramsey.

3. CITIZEN INPUT

None.

4. APPROVE AGENDA

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

A roll call vote was performed:

Councilmember Heineman	aye
Councilmember Specht	aye
Councilmember Woestehoff	aye
Councilmember Musgrove	aye
Councilmember Howell	aye
Mayor Pro Tem Riley	aye

Motion carried.

5. CONSENT AGENDA

Motion by Councilmember Musgrove, seconded by Councilmember Woestehoff, to approve the following items on the Consent Agenda:

5.01: Approve Rental Licenses

- 5.02: Approve Business Licenses
- 5.03: Authorize Leave of Absence for a Park & Recreation Commissioner
- 5.04: Authorization to Hire Engineering Interns
- 5.05: Appoint an Interim City Administrator
- 5.06: Adopt Resolution #22-099 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of April 7, 2022 through April 20, 2022
- 5.07: Adopt Resolution #22-092 Accepting Additional Drainage and Utility Easement Over a Portion of 6700 Bunker Lake Blvd NW; Case of Tom Holker
- 5.08: Adopt Resolution #22-094 Approving a Grant from Sign and Awning Program to Allison's Petite Pastries
- 5.09: Adopt Resolution #22-095 Entering into Binding Letter of Intent for Outlot A, Gigi Addition; Case of the Schiebout Family Limited Partnership, LLLP (Portions may be closed to the public)
- 5.10: Adopt Resolution #22-096 Re-appointing Board and Commission Members
- 5.11: Adopt Resolution #22-098 Accepting Trail/Sidewalk Easement over Portions of 5427 Alpine Drive NW (Project No. 21-127); Case of Rademacher Family Limited Partnership
- 5.12: Adopt Resolution #22-100 Appointing a Replacement QCTV Board Member
- 5.13: Adopt Resolution #22-101 Proclaiming May as Building Safety Month

A roll call vote was performed:

Councilmember Heineman	aye
Councilmember Woestehoff	aye
Councilmember Specht	aye
Councilmember Musgrove	aye
Councilmember Howell	aye
Mayor Pro Tem Riley	aye

Motion carried.

6. PUBLIC HEARING

None.

7. COUNCIL BUSINESS

7.01: Adopt Resolution #22-090 Renovating Rabbit and Peltzer Park Playgrounds

Parks and Assistant Public Works Superintendent Riverblood reviewed the proposed resolution to implement Ramsey's playground replacement policy including improvements at Rabbit Park and Peltzer Park playgrounds. He stated these improvements are scheduled to be completed this year with a not to exceed cost of \$100,700 from the Gambling Fund.

Councilmember Musgrove expressed appreciation to the Parks and Rec Staff for their work in putting together presentations for these park improvements.

Motion by Councilmember Musgrove, seconded by Councilmember Specht, to Adopt Resolution #22-090 Renovating Rabbit and Peltzer Park Playgrounds.

Further discussion:

Councilmember Specht thanked residents who attended the park meeting and gave feedback. He stated residents suggested a gaga ball pit and a zipline so he looked into costs for these. He stated the zipline was more expensive but the gaga ball pit would be well used and had a cost estimate of around \$8,000 of additional funds. He asked if the motion could include this. Councilmember Musgrove asked if this was the only option for the gaga ball pit. She stated there was a Girl Scout club at a different park that had one made and asked if that would be an option. Parks and Assistant Public Works Superintendent Riverblood replied the \$7,000-\$8,000 price point factored in shipping and reviewed options that may be explored for the gaga pit. He stated investigation showed several options including plastic wall components which would be less maintenance. He stated the cost for the one installed at North Commons that was fundraised for by the Girl Scout Troop was around \$5,000. He believed half of that was paid for by the Troop with parents volunteering to do some labor and the City paid the other half. He stated the March Park and Rec Commission meeting was well attended by those in support of the park improvements and volunteers to help with assembly. He stated a not to exceed amount of \$8,000 is something that could be delivered for the public. Councilmember Musgrove stated she had spoken to volunteers with construction experience who supported the project and she liked the look of the wood frame better.

Councilmember Musgrove accepted the friendly amendment for a not to exceed amount of \$8,000 for the gaga ball pit.

Further discussion: Mayor Pro Tem Riley asked for a picture of a gaga ball pit so everyone would know what one is. Councilmember Specht thanked residents Alex and Katie for the letters they sent with good ideas on the playgrounds that they use. Parks and Assistant Public Works Superintendent Riverblood explained the game is similar to dodgeball but in a confined space and is fast paced.

Amended motion by Councilmember Musgrove, seconded by Councilmember Specht, to Adopt Resolution #22-090 Renovating Rabbit and Peltzer Park Playgrounds with the inclusion of Gaga Ball Pit at a not to exceed cost of \$8,000.

A roll call vote was performed:

Councilmember Heineman	aye
Councilmember Woestehoff	aye
Councilmember Specht	aye
Councilmember Musgrove	aye
Councilmember Howell	aye
Mayor Pro Tem Riley	aye

Motion carried.

7.02: Adopt Resolution #22-102 Approving Preliminary Plat for Rivenwick Village 4th Addition (Project No. 22-109); Case of LGI Homes

Deputy City Administrator/Community Dev. Director Hagen reviewed the staff report and recommendation to adopt the resolution approving the preliminary plat for Rivenwick Village 4th Addition. He stated the applicant is in attendance.

Councilmember Musgrove commented she supported this addition. She had reviewed the Planning Commission and EPB meetings and there were a lot of comments from City Staff and WSP that vetted this project well. She believed the developer has stated he is willing to work on those changes for the final plat and suggested having offset streets off Jasper Street into the neighborhood. She stated she is supportive of it and appreciated Staff's review of the details.

Deputy City Administrator/Community Dev. Hagen replied that offset streets were an initial comment by Staff where initial review thought it would make sense. Through discussion with the developer that is likely not going to happen but improvements would be implemented in the development to allow for better turning. He stated it is likely going to stay as shown. He stated there were several initial comments by Staff that went to the Planning Commission. The plans presented tonight have been revised by the developer.

Mayor Pro Tem Riley asked the developer to explain the project.

Jay Roos, LGI Homes, stated the property is under contract and they are looking at finalizing the purchase agreement to move forward with the project. He stated the project plans include 27 townhome units. He stated there has been direction on this property from Council and the Planning Commission to extend 139th Street through the property and maintaining commercial on the north side along with residential on the south side. He stated LGI is not a commercial developer so they haven't looked at marketing that property because they don't own it yet. If the purchase agreement goes through, they would look at marketing the commercial property to incorporate a commercial real estate company to help them with the marketing of that. That would require a site plan approval whether it is one commercial user or two. He stated there is a cross ponding agreement that was put into place when Suite Living was built that is a shared pond and there is the ability to make the pond larger with a commercial project. He stated it would be a single tier attached units with the corner units being three bedroom, two bath units. The interior units are two bedroom, one bathroom. He explained the similarities and difference between this one and their Monticello project.

Motion by Councilmember Woestehoff, seconded by Councilmember Musgrove, to adopt Resolution #22-102 Approving Preliminary Plat for Rivenwick Village 4th Addition.

A roll call vote was performed:

Councilmember Heineman	aye
Councilmember Woestehoff	aye

Councilmember Specht	aye
Councilmember Musgrove	aye
Councilmember Howell	aye
Mayor Pro Tem Riley	aye

Motion carried.

8. MAYOR, COUNCIL AND STAFF INPUT

City Administrator Ulrich announced updates including the May watermain flushing is currently happening and will continue until May 9, 2022. He stated waterlines may be temporarily discolored during watermain flushing. He encouraged residents who are having problems that don't resolve quickly to contact Staff at City Hall to get methods for clearing house waterlines. He stated weather permitting Kite Day at Elm Crest Park is this Saturday, April 30, 2022 from 10:00 a.m. to noon, in honor of National Kite Week. He stated more information is available online for this event. City Administrator Ulrich announced on Saturday, April 30, 2022 the Ramsey Business Expo, sponsored by the Economic Development Authority, is from 10:00 a.m. to 2:00 p.m. at Adrenaline Sports. This event includes dozens of local vendors, free samples, balloons, drawings for prizes, baby chickens, and a ride in a Tesla from a Tesla dealer. He announced Spring Recycling will be May 7, 2022 from 8:00 a.m. to noon with a variety of items being accepted. He encouraged residents to check online if they have questions. He announced the next regular meeting of the City Council is May 10, 2022. He stated the Work Session which recessed earlier this evening will reconvene immediately following this meeting in the Lake Itasca Room.

Councilmember Specht commented that out of respect for residents who shared recommendations for the park, that they be shared with Council.

City Engineer Westby replied there was an illustrative depiction of what was wanted for the park. He shared that a young resident wanted a zipline as a part of the park planning.

Councilmember Woestehoff thanked residents who participated in Earth Day. He stated there were 163 participants who reached out to the City to clean up the City. He expressed special thanks to the following groups for helping to clean up the City: the Andover and Ramsey Mom's Club, Dedicated Networks, who provided 50 volunteers, Girl Scout Troop 14644 and 14642, the Hanson family, Home Grown Nature Explorers, The Marvin family, the McDowell family, the Nagel family and friends, Rise Anoka, the Simonson family, St. Katherine Drexel Church, Tiny Ms. Great Lakes Brinkley.

Councilmember Musgrove thanked City Administrator Ulrich for helping her get through her first couple years as a new Councilmember. She stated although they didn't always agree on things, she was grateful for his help with the City Council in working through policies.

Mayor Pro Tem Riley also thanked City Administrator Ulrich for his service.

9. ADJOURNMENT

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

A roll call vote was performed:

Councilmember Heineman	aye
Councilmember Woestehoff	aye
Councilmember Specht	aye
Councilmember Musgrove	aye
Councilmember Howell	aye
Mayor Pro Tem Riley	aye

Motion carried.

The regular meeting of the City Council adjourned at 7:40 p.m.

Respectfully submitted,

Kurtis G. Ulrich
City Administrator

ATTEST:

Katie M. Schmidt
Deputy City Clerk

Drafted by Joni Helmeke
TimeSaver Off Site Secretarial, Inc.

CC Regular Session

5.5.

Meeting Date: 05/10/2022

Submitted For: Sean Sullivan, Community Development

By: Wendy Schlueter, Community Development

Information

Title

Approve Business Licenses

Purpose/Background:

The purpose of this case is to obtain City Council approval of business license requests (not including Rental or BRC).

Background: Certain businesses in the City of Ramsey are required to apply for a business 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 business license applications contingent upon completion and approval of background checks and/or review by required city departments.

Action:

Motion to approve the attached business license applications contingent upon completion and approval of background checks and/or review by required city departments.

Attachments

Business License Applications

Form Review

Inbox	Reviewed By	Date
Sean Sullivan	Wendy Schlueter	05/04/2022 11:11 AM
Sean Sullivan	Wendy Schlueter	05/04/2022 11:23 AM
Sean Sullivan	Sean Sullivan	05/04/2022 11:58 AM
Brian Hagen	Brian Hagen	05/05/2022 10:27 AM
Kurt Ulrich	Kurt Ulrich	05/05/2022 02:55 PM
Form Started By: Wendy Schlueter		Started On: 05/03/2022 10:29 AM
Final Approval Date: 05/05/2022		

Report Name: License Report - License Types

Council Dates: 5/10/2022 to 5/10/2022

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: 5/4/2022

Page: 1

<u>Company</u>	<u>Applicant</u>	<u>Location</u>	<u>Complex</u>	<u>Exp. Date</u>	<u>Council</u> <u>Date</u>	<u>Status</u>
Tobacco						
Liquor Lady	Jilleen Mary Keil	5900 167th Ave NW	Fairway Liquor	12/31/2022	5/10/2022	A
Tobacco License Count: 1						
Transient Merchant/Peddler/Solicitor						
Everlight Solar	Noah M Anderson			12/31/2022	5/10/2022	A
Black Ladder Restoration	Zachary Michael Perillo			12/31/2022	5/10/2022	A

Transient Merchant/Peddler/Solicitor License Count: 2

Total Licenses: 3

CC Regular Session

5. 6.

Meeting Date: 05/10/2022

By: Nicole Laubach, Community
Development

Information

Title

Approve Rental Licenses

Purpose/Background:

Purpose: The purpose of this case is to approve rental license requests for 2022.

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.) are subject to the license and inspection program as required by code.

License application requests are attached for Council approval.

Recommendation:

Staff recommends approval of license applications.

Action:

Motion to approve rental license applications.

Attachments

Rental Licenses

Form Review

Inbox

Kurt Ulrich

Form Started By: Nicole Laubach

Final Approval Date: 05/03/2022

Reviewed By

Kurt Ulrich

Date

05/03/2022 03:31 PM

Started On: 05/03/2022 09:04 AM

Report Name: License Report - License Types
 Council Dates: 5/10/2022 to 5/11/2022
 Status: Active, Inactive
 License Type(s): Multi-Family Rental, Rental

City of Ramsey License Report - License Types

Printed: 5/3/2022
 Page: 1

<u>Company</u>	<u>Applicant</u>	<u>Location</u>	<u>Complex</u>	<u>Exp. Date</u>	<u>Council Date</u>	<u>Status</u>
Rental						
Nathan Szurek		5859 142nd Ave NW		5/13/2025	5/10/2022	A
SFR Acquisitions 2 LLC		7249 146th Ave NW		5/13/2025	5/10/2022	A
SFR Acquisitions 2 LLC		16521 Xenolith St NW		5/13/2025	5/10/2022	A
Deana and Neil Martin	Deana Martin	13928 Garnet Ter NW	Rivenwick	5/13/2025	5/11/2022	A
Stephanie and Keith Cantu	Stephanie Cantu	15344 Iodine St NW	Sunflower Ridge To	5/13/2025	5/10/2022	A
Laurencia Kyariga		6936 Riverdale Dr NW	The Cove at Mississ	5/13/2025	5/10/2022	A
Gagnon Holdings LLC	Nathan Gagnon	14851 Olivine St NW 308	The Preserve at Ran	5/13/2025	5/10/2022	A

Rental License Count: 7

Total Licenses: 7

CC Regular Session

5.7.

Meeting Date: 05/10/2022

By: Tammy Oakes, Finance

Information

Title

Adopt Resolution #22-112 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of April 21, 2022 through May 4, 2022

Purpose/Background:

Adopt Resolution #22-112 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of April 21, 2022 through May 4, 2022

Recommendation:

Staff Recommends to Adopt Resolution #22-112 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of April 21, 2022 through May 4, 2022

Action:

Motion to Adopt Resolution #22-112 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of April 21, 2022 through May 4, 2022

Attachments

Bills List 05/10/2022

Resolution 22-112

Form Review

Inbox	Reviewed By	Date
Diana Lund	Diana Lund	05/05/2022 07:07 AM
Kurt Ulrich	Kurt Ulrich	05/05/2022 02:59 PM
Form Started By: Tammy Oakes		Started On: 05/04/2022 02:33 PM
Final Approval Date: 05/05/2022		

RAMSEY CITY COUNCIL MEETING
05.10.2022
BILLS LIST

DISBURSEMENTS TO BE APPROVED THIS MEETING:

DISBURSEMENT TYPE:	<u>SUBMITTED FOR APPROVAL</u>
Purchase Journal:	
Prepays 4.21.2022 - 5.4.2022	290,906.29
Accounts Payable 4.21.22 - 5.4.2022	219,115.13
Payroll 4.29.2022	200,876.94

Pay Estimates- Projects

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

\$ 710,898.36

<u>DISBURSEMENTS PREVIOUSLY APPROVED AND PAID:</u>	<u>APPROVED PREV. MTG</u>	<u>2022 Y.T.D.</u>
NET PAYROLL TOTAL	\$ 213,279.07	\$ 1,658,115.60
- CORRECTION TO PAYROLL		
PREPAIDS	592,961.46	3,660,885.24
- PREPAID ADJUSTMENTS		
WIRE TRANSFERS FOR DEBT SERVICE		
- CORRECTION TO D.S.		
ACCOUNTS PAYABLE INVOICING - PREVIOUS MEETING:		
- BILLS LIST SUBMITTED	265,824.33	2,837,390.33
ADD (DELETE) BILLS LIST SUBMITTED		
PAY ESTIMATE(S)		995,392.57

TOTAL CASH DISBURSEMENTS PREVIOUSLY APPROVED

\$ 1,072,064.86

\$ 9,151,783.74

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

4/21/2022 – 12/31/2022

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
114816	4/21/2022		118991 AHLNESS-ENGSTROM, DANA						
		100.00	DAMAGE DEPOSIT REF LI 4/11/22		112806	04212022	9101.2201		DEPOSITS PAYABLE
		<u>100.00</u>							
114817	4/21/2022		111377 ANOKA MUNICIPAL UTILITY						
		73.15	MAR ELECTRIC TRAFFIC SIGNALS		112813	22-613120-01 MAR 2022	0260.6371		ELECTRIC UTILITIES
		39.89	MAR ELECTRIC TRAFFIC SIGNALS		112814	22-612000-01 MAR 2022	0260.6371		ELECTRIC UTILITIES
		41.32	MARCH STREET LIGHTING		112815	22-610280-00 MAR 2022	9603.6371		ELECTRIC UTILITIES
		78.80	MARCH STREET LIGHTING		112816	22-990005-01 MAR 2022	9603.6371		ELECTRIC UTILITIES
		<u>233.16</u>							
114818	4/21/2022		100297 CENTERPOINT ENERGY						
		717.97	MARCH GAS UTILITIES ST #2		112811	5961540-1 MAR 2021	0220.6373		GAS
		480.04	MARCH GAS UTILITIES ST #1		112812	5914352-9 MAR 2022	0220.6373		GAS
		92.64	MARCH NATURAL GAS AT PH#3		112818	8782239-1 MAR 2022	9601.6373		GAS
		3,051.33	MARCH C/H GAS BILL		112820	6702493-5 MAR 2022	0194.6373		GAS
		280.19	3/8-4/6/22 ELECTRIC USE		112827	6011580-5 MAR 2022	9410.6373	00041012	GAS
		<u>4,622.17</u>							
114819	4/21/2022		110734 CITY OF RAMSEY						
		100.00	CASH UB ACCT 733639 PREPAY		112807	04212022	9601.4651		WATER REVENUE
		500.00	CASH UB ACCT 719178		112807	04212022	9601.4651		WATER REVENUE
		<u>600.00</u>							
114820	4/21/2022		111696 CITY OF RAMSEY (NOT PETTY CASH)						
		10.17	3M VELCRO		112808	04212022	0130.6208		MISCELLANEOUS OFFIC/
		20.00	NOTARY RECORDING-EMMAH SIEDOW		112808	04212022	0211.6451		MEMBERSHIP DUES
		21.95	NOTARY RECORDING-JAMIE HEDBERG		112808	04212022	0211.6451		MEMBERSHIP DUES
		16.36	CITY COUNCIL WATERS		112808	04212022	0111.6249		MISCELLANEOUS OPER/
		13.25	TOTE FOR ELECTIONS		112808	04212022	0141.6249		MISCELLANEOUS OPER/
		4.66	RECYCLE INK CARTRGS FROM RESID		112808	04212022	9604.6249		MISCELLANEOUS OPER/
		<u>86.39</u>							
114821	4/21/2022		106583 DELTA DENTAL PLAN OF MINNESOTA						
		3,937.80	MAY 2022 DENTAL PREMIUMS		112826	RIS0004124547	9101.2170		DENTAL/DISABILITY/LIFE
		<u>3,937.80</u>							
114822	4/21/2022		115574 HEALTHPARTNERS						
		64,738.00	MAY 2022 HEALTH PREMIUMS		112824	112133064	9101.2176		LIFE/HEALTH-EMPLOYEE
		<u>64,738.00</u>							
114823	4/21/2022		100391 POSTMASTER						
		1,993.99	POSTAGE FOR RAMSEY RECYCLER		112823	041822B	9604.6249		MISCELLANEOUS OPER/
		<u>1,993.99</u>							
114824	4/21/2022		100391 POSTMASTER						
		1,993.99	MAY/JUNE 22 RR POSTAGE		112832	041822	0195.6322		POSTAGE

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

4/21/2022 -- 12/31/2022

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
114824	4/21/2022	1,993.99	100391 POSTMASTER						Continued.
114825	4/21/2022	1,936.00	115972 ROBINSON, SCOTT		112830	041822	9101.4609		OTHER MISCELLANEOUS
		1,936.00	S ROBINSON MAYJUN22 RR AD SALE						
114826	4/21/2022	100.00	108658 SPARKLE POOL SERVICE		112822	041922	9804.6433	00118618	REFUNDS
		100.00	REF EROS ESCR 9190 ANDRIE CT						
114827	4/21/2022	2,234.65	100459 STANDARD INSURANCE COMPANY		112829	99772596-04	9101.2176		LIFE/HEALTH-EMPLOYEE
		2,234.65	APRIL 2022 LIFE INSURANCE						
114859	4/28/2022	582.00	101209 A TOUCH OF MAGIC INC		112917	43022B	9230.6249	00923001	MISCELLANEOUS OPERA
		582.00	RAMSEY EXPO 4/30/22						
114860	4/28/2022	40.88	119338 ANNIS-GREENFIELD, JACOB		112925	04282022	9601.4651		WATER REVENUE
		40.88	UB REF 6659 158TH LANE NW						
114861	4/28/2022	1,570.81	100297 CENTERPOINT ENERGY		112909	8000014064-2	0311.6373		GAS
			FEB/MAR GAS CHARGES			MAR 2022			
		2,065.44	FEB/MAR GAS CHARGES		112909	8000014064-2	0452.6373		GAS
						MAR 2022			
		1,570.81	FEB/MAR GAS CHARGES		112909	8000014064-2	9601.6373		GAS
						MAR 2022			
		1,570.81	FEB/MAR GAS CHARGES		112909	8000014064-2	9602.6373		GAS
						MAR 2022			
		1,570.81	FEB/MAR GAS CHARGES		112909	8000014064-2	9605.6373		GAS
						MAR 2022			
		8,348.68							
114862	4/28/2022	245.48	113795 CONCIERGE TITLE INC		112918	04282022	9601.4651		WATER REVENUE
		245.48	UB REF 14351 TUNGSTEN WAY NW						
114863	4/28/2022	975.23	100116 CONNEXUS ENERGY		112910	759126-303100	0260.6371		ELECTRIC UTILITIES
			3/15-4/14 TRAF SIGNALS			APR 2022			
		764.42	3/15-4/14 ELECTRIC		112911	759126-303106	0311.6371		ELECTRIC UTILITIES
						APR 2022			
		1,489.06	3/15-4/14 ELECTRIC		112911	759126-303106	0452.6371		ELECTRIC UTILITIES
						APR 2022			
		750.92	3/15-4/14 ELECTRIC		112911	759126-303106	9601.6371		ELECTRIC UTILITIES
						APR 2022			
		750.92	3/15-4/14 ELECTRIC		112911	759126-303106	9602.6371		ELECTRIC UTILITIES
						APR 2022			
		750.92	3/15-4/14 ELECTRIC		112911	759126-303106	9605.6371		ELECTRIC UTILITIES
						APR 2022			
		8,434.73	ELECTRIC FOR WATER UTILITY		112913	759126-303102	9601.6371		ELECTRIC UTILITIES
						APR 2022			
		855.17	ELECTRIC FOR SEWER UTILITY		112913	759126-303102	9602.6371		ELECTRIC UTILITIES

CITY OF RAMSEY

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4/21/2022 -- 12/31/2022

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
114863	4/28/2022		100116 CONNEXUS ENERGY						Continued.
		75.06	ELECTRIC FOR STORM UTILITY		112913	759126-303102 APR 2022	9605.6371		ELECTRIC UTILITIES
		10,031.02	3/17-4/19/22 ELECTRIC		112914	759126-303101 APR 2022	9603.6371		ELECTRIC UTILITIES
		586.30	3/17-4/19/22 ELECTRIC		112915	759126-303107 APR 2022	0220.6371		ELECTRIC UTILITIES
		54.48	3/17-4/19/22 ELECTRIC		112915	759126-303107 APR 2022	0194.6371		ELECTRIC UTILITIES
		151.04	3/17-4/19/22 ELECTRIC		112915	759126-303107 APR 2022	0194.6371		ELECTRIC UTILITIES
		4,931.73	3/17-4/19/22 ELECTRIC		112915	759126-303107 APR 2022	0194.6371		ELECTRIC UTILITIES
		730.65	3/17-4/19/22 ELECTRIC		112915	759126-303107 APR 2022	0220.6371		ELECTRIC UTILITIES
		72.05	3/17-4/19/22 ELECTRIC		112915	759126-303107 APR 2022	9230.6249		MISCELLANEOUS OPER/
		3,253.85	3/17-4/19/22 ELECTRIC		112915	759126-303107 APR 2022	9240.6371		ELECTRIC UTILITIES
		376.98	3/17-4/19/22 ELECTRIC		112915	759126-303107 APR 2022	9410.6371	00041012	ELECTRIC UTILITIES
		28.49	3/17-4/19/22 ELECTRIC		112915	759126-303107 APR 2022	9410.6371	00041018	ELECTRIC UTILITIES
		85.00	SIREN ELECTRIC UTILITIES		112916	759126-303095 APR 2022	0250.6371		ELECTRIC UTILITIES
		<u>35,148.02</u>							
114864	4/28/2022		119041 DREAM HOMES IN MN LLC						
		100.00	REISSUE RR RM DAMAGE DEP 10/5		112919	12092021	9804.1160		KEY & DAMAGE DEPOSIT
		<u>100.00</u>							
114865	4/28/2022		115607 DVS						
		14.25	UNMARKED SQUAD #313 TABS		112912	C169001APR 2022	0211.6249		MISCELLANEOUS OPER/
		<u>14.25</u>							
114866	4/28/2022		115677 EDGEWATER TITLE GROUP						
		189.98	UB REF 13876 HEMATITE STREET N		112920	04282022	9601.4651		WATER REVENUE
		<u>189.98</u>							
114867	4/28/2022		100870 EDINA REALTY TITLE						
		72.09	UB REF 6206 RIVLYN AVENUE NW		112921	04282022A	9601.4651		WATER REVENUE
		<u>72.09</u>							
114868	4/28/2022		100870 EDINA REALTY TITLE						
		412.97	UB REF 7513 161ST AVENUE NE		112922	04282022B	9601.4651		WATER REVENUE
		<u>412.97</u>							
114869	4/28/2022		111356 EXECUTIVE TITLE OF MN						
		189.85	UB REF 14607 PERIDOT STREET NW		112923	04282022	9601.4651		WATER REVENUE
		<u>189.85</u>							
114870	4/28/2022		111674 FIRST AMERICAN TITLE						
		104.74	UB REF 7033 139TH AVENUE NW		112924	04282022	9601.4651		WATER REVENUE
		<u>104.74</u>							

CITY OF RAMSEY
 Council Check Register by GL
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4/21/2022 -- 12/31/2022

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
114871	4/28/2022		119323 KIRSCHBAUM, MAX						Continued.
		322.00	KIRSCHBAUM RECRUIT TRAV REIMB		112906	04/21/22	0130.6306		PERSONNEL TESTING &
		322.00							
114872	4/28/2022		119335 KNUDSON, LONNY OR ANNA						
		50.82	UB REF 15111 XKIMO STREET NW		112926	04282022	9601.4651		WATER REVENUE
		50.82							
114873	4/28/2022		117357 LEGACY TITLE						
		343.66	UB REF 14782 ZEOLITE STREET		112928	04282022	9601.4651		WATER REVENUE
		343.66							
114874	4/28/2022		117618 LEGACY TITLE						
		437.66	UB REF 8734 149TH AVENUE NW		112927	04282022	9601.4651		WATER REVENUE
		437.66							
114875	4/28/2022		119331 MN DEPT OF PUBLIC SAFETY						
		25.00	DPS DANGEROUS DOG WARNING TAG		112929	04282022	0270.6281		SMALL TOOLS & MINOR I
		25.00							
114876	4/28/2022		111864 PREMIER TITLE						
		191.58	UB REF 15394 RADIUM STREET		112930	04282022	9601.4651		WATER REVENUE
		191.58							
114877	4/28/2022		119334 RENOLLETT, JACOB OR CORISSA						
		94.26	UB REF 7382 147TH LANE NW		112931	04282022	9601.4651		WATER REVENUE
		94.26							
114878	4/28/2022		117038 RESULTS TITLE						
		42.95	UB REF 6308 170TH AVENUE NW		112932	04282022	9601.4651		WATER REVENUE
		42.95							
114879	4/28/2022		119336 SALOKA, KIMBERLY OR BRUCE						
		47.62	UB REF 7230 175TH AVENUE NW		112933	04282022	9601.4651		WATER REVENUE
		47.62							
114880	4/28/2022		117096 TITLE SMART						
		286.02	UB REF 5575 153RD COURT NW		112937	04282022	9601.4651		WATER REVENUE
		286.02							
114881	4/28/2022		116866 TITLESMA RT INC						
		216.15	UB REF 15214 FLUORINE STREET		112936	04282022	9601.4651		WATER REVENUE
		216.15							
114882	4/28/2022		116944 TITLESMA RT INC						
		80.76	UB REF 15211 WILLEMITE STREET		112935	04282022	9601.4651		WATER REVENUE
		80.76							
114883	4/28/2022		119337 TITLESMA RT INC						
		45.97	UB REF 17920 URANIUM STREET NW		112934	04282022	9601.4651		WATER REVENUE
		45.97							
114884	4/28/2022		119268 US HOME LLC						
		1,500.00	REF EROS ESCR 7506 160TH AVE		112907	042522	9804.6433	00117465	REFUNDS
		5,000.00	REF LNDSCP ESCR 7506 160TH AVE		112908	042522B	9252.1155.1		MANUAL-ACCOUNTS REI
		6,500.00							

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

4/21/2022 -- 12/31/2022

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
114884	4/28/2022		119268 US HOME LLC						Continued.
114885	4/28/2022		117360 WATERMARK TITLE AGENCY						
		45.64	UB REF 7047 159TH LANE NW		112938	04282022	9601.4651		WATER REVENUE
		45.64							
1003706	4/22/2022		110402 ADVANCE AUTO PARTS						
		105.42	MARCH PURCHASES		112805	03312022	0452.6249		MISCELLANEOUS OPER/
		112.53	MARCH PURCHASES		112805	03312022	0452.6257		OTHER VEHICLE PARTS
		124.11	MARCH PURCHASES		112805	03312022	0311.6229		SHOP MATERIALS
		1,584.34	MARCH PURCHASES		112805	03312022	0311.6257		OTHER VEHICLE PARTS
		1,926.40							
1003707	4/22/2022		100043 ANOKA COUNTY PROPERTY RECORDS TAXATION						
		46.00	RECORDING AUG DOC		112821	08312021	0191.6315		MISCELLANEOUS PROFE
		46.00-	REVERSE 8/10/21DUPLICATE		112821	08312021	9804.6315	00118159	MISCELLANEOUS PROFE
		46.00-	REVERSE 8/10/21DUPLICATE		112821	08312021	9804.6315	00118413	MISCELLANEOUS PROFE
		92.00	RECORDING		112821	08312021	9804.6315	00117982	MISCELLANEOUS PROFE
		46.00	RECORDING		112821	08312021	9804.6315	00117302	MISCELLANEOUS PROFE
		46.00	RECORDING		112821	08312021	9804.6315	00118548	MISCELLANEOUS PROFE
		138.00							
1003708	4/22/2022		116114 AVESIS THIRD PARTY ADMINISTRATORS						
		218.01	MAY 2022 VISION PREMIUMS		112825	2862078	9101.2170		DENTAL/DISABILITY/LIFE
		218.01							
1003709	4/22/2022		100158 ECM PUBLISHERS INC						
		15.00	UNIONHEROLD PAPER 03-31-22		112831	26946	0130.6452		SUBSCRIPTIONS
		15.00							
1003710	4/22/2022		114616 FERIANCEK, JOE						
		122.50	REIMB PROF ENGR LICENSE		112809	04212022	0301.6451		MEMBERSHIP DUES
		122.50							
1003711	4/22/2022		100283 MENARDS COON RAPIDS						
		64.95	MISC SUPPLIES ST 2		112810	68453	0220.6249		MISCELLANEOUS OPER/
		64.95							
1003712	4/22/2022		114486 SUN LIFE ASSURANCE COMPANY OF CANADA						
		391.83	NON-VOL LTD APR 2022		112828	237724 APR 2022	9101.2170		DENTAL/DISABILITY/LIFE
		475.03	VOL LTD APR 2022		112828	237724 APR 2022	9101.2170		DENTAL/DISABILITY/LIFE
		866.86							
1003713	4/22/2022		100510 VERIZON WIRELESS						
		45.08	MARCH DATA FOR LIFT STATION		112817	9903109531	9602.6323		CELLULAR PHONES
		2,078.30	CITY CELL PHONE (MINUS PD)		112819	9903746923	0192.6323		CELLULAR PHONES
		2,123.38							
1003759	4/29/2022		100283 MENARDS COON RAPIDS						
		33.84	MISC SUPPLIES ST 2		112905	68912	0220.6249		MISCELLANEOUS OPER/
		33.84							
98042922	4/29/2022		118579 ND CHILD SUPPORT DIVISION						
		287.08			112896	0428227295410	9101.2185		GARNISHMENTS/SUPPO
		287.08							

CITY OF RAMSEY
 Council Check Register by GL
 Council Check Register and Summary
 4/21/2022 -- 12/31/2022

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
99146528	4/29/2022		100601 MN DEPT OF REV WH						Continued
		12,714.34			112899	042822729544	9101.2172		STATE WITHHOLDING
		<u>12,714.34</u>							
99218798	4/29/2022		114790 GREAT WEST LIFE AND ANNUITY INS CO						
		11,311.33			112903	042822729548	9101.2175		DEFERRED COMPENSAT
		<u>11,311.33</u>							
99222696	4/29/2022		114790 GREAT WEST LIFE AND ANNUITY INS CO						
		4,018.58			112904	042822729549	9101.2176		LIFE/HEALTH-EMPLOYEE
		<u>4,018.58</u>							
99650300	4/29/2022		100398 PUBLIC EMPLOYEES RETIREMENT ASSN						
		25,807.21			112897	042822729542	9101.2174		PERA-EMPLOYEE
		34,653.53			112898	042822729543	9101.2183		PERA-EMPLOYER
		<u>60,460.74</u>							
99737936	4/29/2022		100223 ICMA RETIREMENT TRUST 457						
		1,763.61			112895	042822729541	9101.2175		DEFERRED COMPENSAT
		<u>1,763.61</u>							
99849070	4/29/2022		101306 IRS						
		27,321.23			112900	042822729545	9101.2171		FEDERAL WITHHOLDING
		15,382.63			112901	042822729546	9101.2173		FICA & MEDICARE-EMPL
		15,382.63			112902	042822729547	9101.2182		FICA & MEDICARE-EMPL
		<u>58,086.49</u>							
		<u>290,906.29</u>	Grand Total						

Payment Instrument Totals	
Checks	136,755.18
EFT Payments	148,642.17
A/P ACH Payment	<u>5,508.94</u>
Total Payments	290,906.29

R04570

CITY OF RAMSEY
Create Payment Control Groups

Payment Group Control Number 3401
 Bank Account 999.1010 CASH IN BANK 00002224
 Version LOGIS004V
 Originator TOAKES
 Payment Instrument Check Payment
 Pay Through Date 12/31/2022

Number	Payee Name / Mailing Address	Stub Message	Document				Due Date	Invoice Number	Payment Amount
			Ty	Number	Itm	Co			
100063	ASPEN MILLS	55303RPD	PV	112862	001	00999	4/20/2022	292652	22.00
	ASPEN MILLS			Summary Total					22.00
	8201 C CENTRAL AVE NE	55303RPD	PV	112864	001	00999	4/18/2022	292423	139.80
	SPRING LAKE PARK MN 55432			Summary Total					139.80
		55303RPD	PV	112865	001	00999	4/18/2022	292483	682.00
				Summary Total					682.00
		55303RPD	PV	112943	001	00999	4/26/2022	292903	59.95
				Summary Total					59.95
				Payment Amount					903.75
118245	AUGUSTSON, TERRANCE OR DEBORAH	WATER EFFICIENCY REBATE	PV	113004	001	00999	4/27/2022	04272022D	290.68
	TERRANCE OR DEBORAH AUGUSTSON			Summary Total					290.68
	14887 YAKIMA STREET NW								
	RAMSEY MN 55303								
				Payment Amount					290.68
100862	BDS LAUNDRY SYSTEMS	MN5233	PV	112886	001	00999	4/22/2022	SOI0186512	529.97
	BDS LAUNDRY SYSTEMS			Summary Total					529.97
	2430 ENTERPRISE DRIVE								
	ST PAUL MN 55120-1143								
				Payment Amount					529.97
119330	BERGUM, KAREN	WATER EFFICIENCY REBATE	PV	112889	001	00999	4/25/2022	04252022	200.00
	KAREN BERGUM			Summary Total					200.00
	15341 XKIMO STREET NW								
	RAMSEY MN 55303								
				Payment Amount					200.00
100086	BLUE VELVET INC		PV	112851	001	00999	4/22/2022	144	119.80
	BLUE VELVET INC			Summary Total					119.80
	14101 ST FRANCIS BLVD NW								
	RAMSEY MN 55303								
				Payment Amount					119.80
119332	CARASOFT TECHNOLOGY CORPORATION		PV	113017	001	00999	4/25/2022	28932565INV	908.00
	CARASOFT TECHNOLOGY CORPORATION			Summary Total					908.00

R04570

CITY OF RAMSEY
Create Payment Control Groups

Payment Group Control Number 3401
 Bank Account 999.1010 CASH IN BANK 00002224
 Version LOGIS004V
 Originator TOAKES
 Payment Instrument Check Payment
 Pay Through Date 12/31/2022

Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
	11493 SUNSET HILLS ROAD RESTON VA 20190								908.00
									Payment Amount
									908.00
114802	CITIES DIGITAL INC CITIES DIGITAL INC 2000 O NEIL ROAD SUITE 150 HUDSON WI 54016		PV	112837	001	00999	4/11/2022	54202	6,423.00
									Summary Total
									6,423.00
									Payment Amount
									6,423.00
110734	CITY OF RAMSEY CITY OF RAMSEY P O BOX 251100 ST PAUL MN 55125-6100	Acct 719019 ACCT 444931294 ACCT 444931372 ACCT 733061 ACCT 726528 ACCOUNT 722164 ACCOUNT 723960 ACCOUNT 724931 ACCOUNT 724628 ACCOUNT 727919 ACCOUNT 727918	PV	112887	001	00999	4/25/2022	719019 1ST QTR 2022	2,309.07
									Summary Total
									2,309.07
			PV	112888	001	00999	4/25/2022	444931294 1ST QTR 2022	282.93
									Summary Total
									282.93
			PV	112892	001	00999	4/25/2022	444931372 1ST QTR 2022	121.52
									Summary Total
									121.52
			PV	112893	001	00999	4/25/2022	733061 1ST QTR 2022	921.91
									Summary Total
									921.91
			PV	112948	001	00999	4/25/2022	726528 1ST QTR 2022	121.52
									Summary Total
									121.52
			PV	112957	001	00999	4/25/2022	722164 1ST QTR 2022	2.43
									Summary Total
									2.43
			PV	112958	001	00999	4/25/2022	723960 1ST QTR 2022	121.52
									Summary Total
									121.52
			PV	112959	001	00999	4/25/2022	724931 1ST QTR 2022	2.43
									Summary Total
									2.43
			PV	112960	001	00999	4/25/2022	724628 1ST QTR 2022	121.52
									Summary Total
									121.52
			PV	112961	001	00999	4/25/2022	727919 1ST QTR 2022	2.43
									Summary Total
									2.43
			PV	112962	001	00999	4/25/2022	727918 1ST QTR	2.43

R04570

CITY OF RAMSEY
Create Payment Control Groups

Payment Group Control Number 3401
 Bank Account 999.1010 CASH IN BANK 00002224
 Version LOGIS004V
 Originator TOAKES
 Payment Instrument Check Payment
 Pay Through Date 12/31/2022

Payee Number	Name / Mailing Address	Stub Message	Document Ty Number Itm Co	Due Date	Invoice Number	Payment Amount
					2022	
			Summary Total			2.43
	ACCOUNT 726294		PV 112963 001 00999	4/25/2022	726294 1ST QTR 2022	45.63
			Summary Total			45.63
	ACCOUNT 724874		PV 112964 001 00999	4/25/2022	724874 1ST QTR 2022	121.52
			Summary Total			121.52
	ACCOUNT 724470		PV 112965 001 00999	4/25/2022	724470 1ST QTR 2022	2.43
			Summary Total			2.43
			Payment Amount			4,179.29
119319	CODE 4 GROUP LLC		PV 112871 001 00999	4/19/2022	2022-0036	1,080.00
	CODE 4 GROUP LLC		Summary Total			1,080.00
	PO BOX 583114		Payment Amount			1,080.00
	MINNEAPOLIS MN 55458-3114					
100167	CORNERSTONE FORD		PV 113001 001 00999	4/26/2022	15372507	488.75
	CORNERSTONE FORD		Summary Total			488.75
	17219 HIGHWAY 10 NW		PV 113002 001 00999	4/25/2022	15372330	877.10
	PO BOX 304		Summary Total			877.10
	ELK RIVER MN 55330		Payment Amount			1,365.85
104267	ELITE SANITATION		PV 112843 001 00999	4/14/2022	28554	102.00
	ELITE SANITATION		Summary Total			102.00
	PO BOX 526		Payment Amount			102.00
	ELK RIVER MN 55330					
119341	ELLINGWORTH, JEFF	WATER EFFICIENCY REBATE	PV 112968 001 00999	4/26/2022	04.26.22	200.00
	JEFF ELLINGWORTH		Summary Total			200.00
	14970 XKIMO STREET NW		Payment Amount			200.00
	RAMSEY MN 55303					

R04570

CITY OF RAMSEY
Create Payment Control Groups

Payment Group Control Number 3401
 Bank Account 999.1010 CASH IN BANK 00002224
 Version LOGIS004V
 Originator TOAKES
 Payment Instrument Check Payment
 Pay Through Date 12/31/2022

Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number	Item	Co	Due Date	Invoice Number	Payment Amount
100169	EMERGENCY APPARATUS MAINTENANCE INC		PV	112850	001	00999	4/18/2022	121677	4,297.26
	EMERGENCY APPARATUS MAINTENANCE INC 7512 4TH AVENUE LINO LAKES MN 55014								Summary Total 4,297.26 664.36
									Summary Total 664.36 Payment Amount 4,961.62
100143	FERGUSON WATERWORKS # 2518	CUST 24740	PV	112844	001	00999	4/15/2022	0490723-1	17.70
	FERGUSON WATERWORKS 2516 P O BOX 802817 CHICAGO IL 60680-2817								Summary Total 17.70 Payment Amount 17.70
119349	GRAEN, MELISSA	WATER EFFICIENCY REBATE	PV	113005	001	00999	4/27/2022	04272022	200.00
	MELISSA GRAEN 15567 SODIUM WAY RAMSEY MN 55303								Summary Total 200.00 Payment Amount 200.00
117332	HEARTLAND TIRE INC		PV	112941	001	00999	4/22/2022	9026933	247.91
	HEARTLAND TIRE INC 7151 RIVERDALE DRIVE NW RAMSEY MN 55303								Summary Total 247.91 Payment Amount 247.91
115760	HENRY SCHEIN INC	BILL TO 3541217	PV	112855	001	00999	4/7/2022	19186355	150.32
	HENRY SCHEIN INC DEPT CH 10241	BILL TO #3742024	PV	112942	001	00999	4/6/2022	19124976	61.05
	PALATINE IL 60055-0241								Summary Total 150.32 61.05 Payment Amount 211.37
117641	KREPS, DAVIS	WATER EFFICIENCY REBATE	PV	113006	001	00999	4/27/2022	04.27.22	200.00
	DAVIS KREPS 4940 155TH LANE NW RAMSEY MN 55303								Summary Total 200.00 Payment Amount 200.00

R04570

CITY OF RAMSEY
Create Payment Control Groups

Payment Group Control Number 3401
 Bank Account 999.1010 CASH IN BANK 00002224
 Version LOGIS004V
 Originator TOAKES
 Payment Instrument Check Payment
 Pay Through Date 12/31/2022

Payee Number	Name / Mailing Address	Stub Message	Document Ty Number	Item Itm	Co	Due Date	Invoice Number	Payment Amount
100256	LANO EQUIPMENT INC LANO EQUIPMENT INC 6140 HIGHWAY 10 NW ANOKA MN 55303	CUST ID CITYRAMSEY	PV 112856 001 00999			4/19/2022	02-904998	135.96
			Summary Total					135.96
			Payment Amount					135.96
119352	LEE, JENNIFER JENNIFER LEE 102 SUNSET DRIVE CHAMPLIN MN 55316	MAR/APR YOGA CLASSES	PV 113012 001 00999			5/3/2022	050322	600.00
			Summary Total					600.00
			Payment Amount					600.00
117918	MACQUEEN EMERGENCY MACQUEEN EMERGENCY 1125 7TH STREET E ST PAUL MN 55106	ACCT RAMSE009	PV 112884 001 00999			4/21/2022	P02267	350.00
			Summary Total					350.00
			Payment Amount					350.00
119351	MATEYCHUK, DUANE DUANE MATEYCHUK 15386 ZUNI COURT NW RAMSEY MN 55303	WATER EFFICIENCY REBATE	PV 113007 001 00999			4/28/2022	042822	200.00
			Summary Total					200.00
			Payment Amount					200.00
117588	MEDART INC MEDART INC 124 MANUFACTURERS DRIVE ARNOLD MO 63010-4727	CUST 70856E	PV 112857 001 00999			4/18/2022	08313881	5.08
			Summary Total					5.08
		CUST 70856E	PV 112858 001 00999			4/18/2022	08313965	9.00
			Summary Total					9.00
			Payment Amount					14.08
108208	METRO PRODUCTS INC METRO PRODUCTS INC 7401 CENTRAL AVENUE NE FRIDLEY MN 55432		PV 112883 001 00999			4/13/2022	166153	557.00
			Summary Total					557.00
			PV 112966 001 00999			4/21/2022	166306	280.90
			Summary Total					280.90
			PV 112967 001 00999			4/21/2022	166302	85.65
			Summary Total					85.65

R04570

CITY OF RAMSEY
Create Payment Control Groups

Payment Group Control Number 3401
 Bank Account 999.1010 CASH IN BANK 00002224
 Version LOGIS004V
 Originator TOAKES
 Payment Instrument Check Payment
 Pay Through Date 12/31/2022

Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
Payment Amount									923.55
105625	MINNESOTA TRANSPORTATION ALLIANCE	INV P22-1029 Jun 2022-May 2023	PV	112939	001	00999	4/15/2022	P22-1029	620.00
Summary Total									620.00
Payment Amount									620.00
100313	MN RECREATION AND PARK ASSN		PV	112833	001	00999	4/8/2022	10413	125.00
Summary Total									125.00
Payment Amount									125.00
100345	NAPA AUTO PARTS ELK RIVER		PV	112996	001	00999	4/26/2022	158844	14.62
Summary Total									14.62
Payment Amount									14.62
117544	QUADIENT FINANCE USA INC	ACCT 7900044034448047	PV	113018	001	00999	4/14/2022	INV16650308	129.05
Summary Total									129.05
Payment Amount									129.05
119350	RASSATT, SANDRA	WATER EFFICIENCY REBATE	PV	113008	001	00999	4/27/2022	04272022E	125.10
Summary Total									125.10
15229	COBALT STREET NW RAMSEY MN 55303	WATER EFFICIENCY REBATE	PV	113009	001	00999	4/29/2022	042922	189.00
Summary Total									189.00
Payment Amount									314.10

R04570

CITY OF RAMSEY
Create Payment Control Groups

Payment Group Control Number 3401
 Bank Account 999,1010 CASH IN BANK 00002224
 Version LOGIS004V
 Originator TOAKES
 Payment Instrument Check Payment
 Pay Through Date 12/31/2022

Number	Payee Name / Mailing Address	Stub Message	Document Ty	Number	Item	Co	Due Date	Invoice Number	Payment Amount
100421	REGAL AWARDS AND TROPHIES		PV	113015	001	00999	4/27/2022	07006	125.00
	REGAL AWARDS AND TROPHIES 15454 HEMATITE STREET NW ANOKA, MN 55303								Summary Total 125.00
									Payment Amount 125.00
119315	SEYMOUR, SETH	WATER EFFICIENCY REBATE PRGRM	PV	112877	001	00999	4/14/2022	042922	500.00
	SETH SEYMOUR 14931 XKIMO STREET NW RAMSEY MN 55303								Summary Total 500.00
									Payment Amount 500.00
118029	SMITH, SHAWN	15360 SUNFISH-CANCELLED PERMIT	PV	112956	001	00999	4/19/2022	04192022	960.00
	SHAWN SMITH 6324 154TH COURT NW RAMSEY MN 55303								Summary Total 960.00
									Payment Amount 960.00
118551	SULLIVAN, BRIAN	WATER EFFICIENCY REBATE	PV	113010	001	00999	4/27/2022	04272022F	338.00
	BRIAN SULLIVAN 15060 COBALT STREET NW RAMSEY MN 55303								Summary Total 338.00
									Payment Amount 338.00
107228	WILEY, ROGER	WATER EFFICIENCY REBATE	PV	113011	001	00999	4/29/2022	042922	145.48
	ROGER WILEY 4935 155TH LANE NW RAMSEY MN 55303								Summary Total 145.48
									Payment Amount 145.48
									Total Amount to be Processed 27,635.78
									Total Number of Payments to be Processed 34

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R04570

CITY OF RAMSEY
Create Payment Control Groups

Payment Group Control Number 3402
 Bank Account 999.1010 CASH IN BANK 00002224
 Version LOGIS004V
 Originator TOAKES
 Payment Instrument T A/P ACH Payment
 Pay Through Date 12/31/2022

Payee Number Name / Mailing Address	Stub Message	Document Ty Number Itm Co	Due Date	Invoice Number	Payment Amount
100017 AIRGAS USA, LLC	PAYER 2030987	PV 112848 001 00999	4/19/2022	9124933201	52.40
AIRGAS USA LLC		Summary Total			52.40
P O BOX 734445	PAYER 2030987	PV 112861 001 00999	4/21/2022	9125029629	122.13
CHICAGO IL 60673-4445		Summary Total			122.13
		Payment Amount			174.53
100031 ANOKA COUNTY	23-32-25-44-0057 RP	PV 112969 001 09605	5/4/2022	05042022A	14.34
ANOKA COUNTY		Summary Total			14.34
2100 - 3RD AVENUE	00066-2005 PP	PV 112970 001 09410	5/4/2022	05042022B	31,298.36
ANOKA MN 55303		Summary Total			31,298.36
	14-32-25-21-0003 RP	PV 112971 001 09101	5/4/2022	05042022C	172.86
		Summary Total			172.86
	16-32-25-23-0001 RP	PV 112972 001 09101	5/4/2022	05042022D	69.14
		Summary Total			69.14
	20-32-25-44-0002 RP	PV 112973 001 09101	5/4/2022	05042022E	155.54
		Summary Total			155.54
	23-32-25-41-0047 RP	PV 112974 001 09101	5/4/2022	05042022F	545.16
		Summary Total			545.16
	25-32-25-44-0012 RP	PV 112975 001 09101	5/4/2022	05042022G	21.30
		Summary Total			21.30
	27-32-25-33-0008 RP	PV 112976 001 09101	5/4/2022	05042022H	69.14
		Summary Total			69.14
	27-32-25-33-0012 RP	PV 112977 001 09101	5/4/2022	05042022I	69.14
		Summary Total			69.14
	28-32-25-31-0007 RP	PV 112978 001 09410	5/4/2022	05042022J	4,064.80
		Summary Total			4,064.80
	28-32-25-31-0005 RP	PV 112979 001 09101	5/4/2022	05042022K	27.92
		Summary Total			27.92
	28-32-25-31-0017 RP	PV 112980 001 09101	5/4/2022	05042022L	545.16
		Summary Total			545.16
	28-32-25-31-0020 RP	PV 112981 001 09410	5/4/2022	05042022M	3,563.00
		Summary Total			3,563.00
	28-32-25-42-0024 RP	PV 112982 001 09101	5/4/2022	05042022N	545.16
		Summary Total			545.16
	34-32-25-12-0008 RP	PV 112983 001 09410	5/4/2022	05042022O	7,240.38
		Summary Total			7,240.38
	34-32-25-12-0009 RP	PV 112984 001 09410	5/4/2022	05042022P	155.54
		Summary Total			155.54
		Summary Total			155.54

R04570

CITY OF RAMSEY
Create Payment Control Groups

Payment Group Control Number 3402
 Bank Account 999.1010 CASH IN BANK 00002224
 Version LOGIS004V
 Originator TOAKES
 Payment Instrument T A/P ACH Payment
 Pay Through Date 12/31/2022

Payee Number	Name / Mailing Address	Stub Message	Document Ty Number Itm Co	Due Date	Invoice Number	Payment Amount
		00066-2003 PP	PV 112985 001 09410	5/4/2022	05042022Q	1,186.90
			Summary Total			1,186.90
		35-32-25-31-0057 RP	PV 112986 001 09101	5/4/2022	05042022R	14.34
			Summary Total			14.34
		28-32-25-22-0057 RP	PV 112987 001 09214	5/4/2022	05042022S	745.50
			Summary Total			745.50
		20-32-25-31-0101 RP	PV 112988 001 09101	5/4/2022	05042022T	1.14
			Summary Total			1.14
		20-32-25-31-0102 RP	PV 112989 001 09101	5/4/2022	05042022U	1.14
			Summary Total			1.14
		20-32-25-31-0098 RP	PV 112990 001 09101	5/4/2022	05042022V	1.14
			Summary Total			1.14
		20-32-25-31-0099 RP	PV 112991 001 09101	5/4/2022	05042022W	1.14
			Summary Total			1.14
		20-32-25-31-0100 RP	PV 112992 001 09101	5/4/2022	05042022X	1.14
			Summary Total			1.14
		00066-2001 PP	PV 112993 001 09410	5/4/2022	05042022Y	7,193.70
			Summary Total			7,193.70
			Payment Amount			57,703.08
107587	ANOKA COUNTY TREASURY DEPARTMENT	CUST 130878	PV 112863 001 00999	4/19/2022	B220418M	492.00
	ANOKA COUNTY TREASURY DEPARTMENT 2100 THIRD AVENUE ANOKA MN 55303	CUST 130878	PV 112995 001 00999	4/29/2022	HWYSQ12022	1,445.41
			Summary Total			1,445.41
			Payment Amount			1,937.41
106346	BAUER BUILT INCORPORATED	CUST 486995	PV 112997 001 00999	4/22/2022	940087038	548.00
	BAUER BUILT INCORPORATED 8270 W 35W SERVICE DR BLAINE MN 55449		Summary Total			548.00
			Payment Amount			548.00
100647	BOLTON AND MENK INC	PROJ 0R1.125907 CLIENT RAMS	PV 112866 001 00999	4/12/2022	0287333	25,113.00
	BOLTON AND MENK INC 1960 PREMIER DRIVE	PROJ 0R1.125908 CLIENT RAMS	PV 112867 001 00999	4/12/2022	0287331	36,448.40
			Summary Total			25,113.00
			Payment Amount			36,448.40

R04570

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Payee Number Name / Mailing Address	Stub Message	Document Ty Number Itm Co	Due Date	Invoice Number	Payment Amount
MANKATO MN 56001-5900					36,448.40
	PROJ 0R1.126299	PV 112868 001 00999	4/12/2022	0287334	3,772.50
	CLIENT RAMS				
		Summary Total			3,772.50
	PROJ 0R1.127005	PV 112869 001 00999	4/12/2022	0287332	2,350.00
	CLIENT RAMS				
		Summary Total			2,350.00
	PROJ 0R1.124986	PV 112878 001 00999	4/12/2022	0287329	1,562.50
	CLIENT RAMS				
		Summary Total			1,562.50
		Payment Amount			69,246.40
103975 BROZAK, LUANN		PV 112947 001 00999	4/19/2022	1013	1,024.60
		Summary Total			1,024.60
LUANN BROZAK		PV 112999 001 00999	4/20/2022	1014B	3,066.00
18790 GARNET STREET NW					
		Summary Total			3,066.00
ANOKA MN 55303		PV 113016 001 00999	4/25/2022	1015	5,541.00
		Summary Total			5,541.00
		Payment Amount			9,631.60
116439 CANTEEN VENDING (COMPASS GROUP NAD)	ACCT 3934/001/00001	PV 112870 001 00999	4/19/2022	MSP43758	787.00
		Summary Total			787.00
CANTEEN VENDING					
P O BOX 91337					
CHICAGO IL 60693-1337					
		Payment Amount			787.00
116197 CINTAS CORPORATION	PAYER# 12455017	PV 112944 001 00999	4/22/2022	4117268168	58.05
		Summary Total			58.05
CINTAS CORPORATION		PV 112998 001 00999	4/29/2022	4117956361	33.75
CINTAS LOC #4K	PAYER# 12455017				
		Summary Total			33.75
P O BOX 650838					
DALLAS TX 75265-0838					
		Payment Amount			91.80
113306 DEFINITIVE TECHNOLOGY SOLUTIONS INC	ACCT C013	PV 112994 001 00999	4/22/2022	INV235536	882.91
		Summary Total			882.91
DEFINITIVE TECHNOLOGY SOLUTIONS INC					
9401 JAMES AVENUE SOUTH SUITE 162					

R04570

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Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Document Itm	Document Co	Due Date	Invoice Number	Payment Amount	
BLOOMINGTON MN 55431-2549										
Payment Amount									882.91	
100144	DEHN OIL COMPANY	ACCT 63040029	PV	112849	001	00999	4/15/2022	93928	3,635.00	
DEHN OIL COMPANY									Summary Total	3,635.00
	6735 141ST AVENUE NW	ACCT 63040029	PV	112872	001	00999	4/21/2022	91575	3,565.00	
RAMSEY MN 55303									Summary Total	3,565.00
Payment Amount									7,200.00	
117489	DISPLAY SALES COMPANY	CUST 141715	PV	113003	001	00999	4/27/2022	INV-032193	693.00	
DISPLAY SALES COMPANY									Summary Total	693.00
SUITE 112										
6300 W OLD SHAKOPEE ROAD										
BLOOMINGTON MN 55438										
Payment Amount									693.00	
100624	DLT SOLUTIONS INC		PV	112838	001	00999	4/19/2022	5078744A	3,697.65	
DLT SOLUTIONS INC									Summary Total	3,697.65
	2411 DULLES CORNER PARK		PV	112839	001	00999	4/19/2022	5079277A	2,865.52	
SUITE 800										
HERNDON VA 20171									Summary Total	2,865.52
Payment Amount									6,563.17	
101185	DO ALL PRINTING COM INC		PV	112840	001	00999	4/20/2022	54486	174.40	
DO ALL PRINTING COM INC									Summary Total	174.40
6360 HIGHWAY 10 NW										
RAMSEY MN 55303										
Payment Amount									174.40	
100158	ECM PUBLISHERS INC	ACCT 370702	PV	112836	001	00999	4/10/2022	886352	237.00	
ECM PUBLISHERS INC									Summary Total	237.00
	4095 COON RAPIDS BLVD	ACCT 370702	PV	112841	001	00999	4/17/2022	887534	237.00	
COON RAPIDS MN 55433									Summary Total	237.00
		ACCT 370702	PV	112852	001	00999	4/15/2022	887158	118.25	
Summary Total									118.25	
		ACCT 370702	PV	112879	001	00999	4/8/2022	885989	258.00	

R04570

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 Pay Through Date 12/31/2022

Number	Payee Name / Mailing Address	Stub Message	Document Ty	Number	Item	Co	Due Date	Invoice Number	Payment Amount
	BIN 139107	ACCT 13613	PV	113000	001	00999	4/26/2022	6-1620002	101.04
	P O BOX 9107								Summary Total 101.04
	MINNEAPOLIS MN 55480-9107								Payment Amount 134.64
107099	FASTENAL	CUST MNTC80321	PV	112854	001	00999	4/15/2022	MNTC8201652	39.07
	FASTENAL COMPANY								Summary Total 39.07
	P O BOX 1286								Payment Amount 39.07
	WINONA MN 55987								
100186	FRANKENSIGNS INC	ACCT: 100186	PV	112874	001	00999	4/8/2022	278642	72.00
	FRANKENSIGNS								Summary Total 72.00
	9991 GOODHUE STREET NE								Payment Amount 72.00
	P O BOX 490301								
	BLAINE MN 55449								
116933	GREAT PLAINS FIRE INC		PV	112949	001	00999	4/25/2022	6865	11,619.00
	GREAT PLAINS FIRE INC								Summary Total 11,619.00
	17277 230TH STREET								Payment Amount 11,619.00
	FERGUS FALLS MN 56537								
119037	HOLSTAD & KNAAK, PLC	Inv 3-22	PV	112845	001	00999	3/27/2022	03272022	4,050.00
	HKB LAW								Summary Total 4,050.00
	4501 ALLENDALE DRIVE								Payment Amount 4,050.00
	WHITE BEAR LAKE MN 55127								
112475	INNOVATIVE OFFICE SOLUTIONS	Innovative S27569	PV	112834	001	00999	4/14/2022	IN3752709	46.38
	INNOVATIVE OFFICE SOLUTIONS								Summary Total 46.38
	P O BOX 860627								Payment Amount 46.38
	MINNEAPOLIS MN 55486-0001								
100284	MENARDS ELK RIVER	acct 31250289	PV	112885	001	00999	4/15/2022	50659	124.41

R04570

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Number	Payee Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
	MENARDS ELK RIVER 19521 EVANS STREET NW ELK RIVER MN 55330-1077								Summary Total 124.41
									Payment Amount 124.41
100341	MTI DISTRIBUTING INC MTI DISTRIBUTING INC SDS 12-1900 P O BOX 86 MINNEAPOLIS MN 55486-1900		PV	112894	001	00999	4/25/2022	1339054-01	109.25
									Summary Total 109.25
									Payment Amount 109.25
115167	NET TRANSCRIPTS INC NET TRANSCRIPTS INC PO BOX 95777 CHICAGO IL 60694-5777		PV	112945	001	00999	4/15/2022	#NT10255	80.08
									Summary Total 80.08
									Payment Amount 80.08
100363	NORTHERN SANITARY SUPPLY CO NORTHERN SANITARY SUPPLY CO 341 COON RAPIDS BLVD MINNEAPOLIS MN 55433	CUST R2298	PV	112876	001	00999	4/20/2022	204166	295.32
									Summary Total 295.32
		CUST R2298	PV	112890	001	00999	4/15/2022	204140	559.84
									Summary Total 559.84
									Payment Amount 855.16
115071	NORTHLAND OCCUPATIONAL HEALTH NORTHLAND OCCUPATIONAL HEALTH 7533 SUNWOOD DRIVE NW SUITE 212 RAMSEY MN 55303		PV	113013	001	00999	4/25/2022	14418	50.00
									Summary Total 50.00
									Payment Amount 50.00
110547	NORTHWEST LIGHTING SYSTEMS CO. NORTHWEST LIGHTING SYSTEMS CO. 736 CRAIG AVENUE TRACY MN 56175	CUST CIT720	PV	112940	001	00999	4/25/2022	124902	262.00
									Summary Total 262.00
									Payment Amount 262.00

R04570

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 Pay Through Date 12/31/2022

Payee Number Name / Mailing Address	Stub Message	Document Ty Number Itm Co	Due Date	Invoice Number	Payment Amount
113444 PRECISE PRECISE 501 EAST CLIFF ROAD SUITE 100 BURNSVILLE MN 55337		PV 112946 001 00999	4/26/2022	200-1036574	900.00
				Summary Total	900.00
				Payment Amount	900.00
100431 SAFETY KLEEN CORPORATION SAFETY KLEEN CORPORATION PO BOX 975201 DALLAS TX 75397-5201	BILL ACCOUNT # C123667	PV 112859 001 00999	4/6/2022	CN14585081	110.97
				Summary Total	110.97
				Payment Amount	110.97
100440 SHORT ELLIOT HENDRICKSON INC SHORT ELLIOT HENDRICKSON INC P O BOX 64780 ST PAUL MN 55164-0780	CUST 3721	PV 112846 001 00999	4/18/2022	424427	2,028.46
				Summary Total	2,028.46
	CUST 3721	PV 112955 001 00999	4/19/2022	424561	700.48
				Summary Total	700.48
				Payment Amount	2,728.94
100485 TIMESAVER OFF SITE SECRETARIAL INC TIMESAVER OFF SITE SECRETARIAL INC 21021 KAROLINE COURT N FOREST LAKE MN 55025		PV 112875 001 00999	4/14/2022	M27255	659.63
				Summary Total	659.63
		PV 113014 001 00999	4/29/2022	M27294	1,072.63
				Summary Total	1,072.63
				Payment Amount	1,732.26
101257 YOUTH FIRST YOUTH FIRST 6701 HWY 10 NW RAMSEY MN 55303	4/13 MAYOR'S PRAYER BFAST	PV 112835 001 00999	4/13/2022	1002	305.00
				Summary Total	305.00
				Payment Amount	305.00
Total Amount to be Processed					191,479.35
Total Number of Payments to be Processed					33

Accounts Payable
 checks \$ 27,635.78
 ACH 191,479.35
 \$ 219,115.13

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #22-112

RESOLUTION APPROVING CASH DISBURSEMENTS MADE AND AUTHORIZING PAYMENT OF ACCOUNTS PAYABLE INVOICING RECEIVED DURING THE PERIOD OF APRIL 21, 2022, THROUGH MAY 4, 2022

WHEREAS, the City of Ramsey Finance Department has made cash disbursements and received accounts payable invoicing during the period of April 21, 2022, through May 4, 2022, in the amount of \$710,898.36 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 April 21, 2022, through May 4, 2022, in the amount of \$710,898.36.

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 10th day of May, 2022.

Mayor

ATTEST:

City Clerk

Meeting Date: 05/10/2022

By: Brian McCann, Community
Development

Information

Title

Adopt Resolution #22-082 Approving a Conditional Use Permit for an Oversized Accessory Building at 16501 Jarvis St NW

Purpose/Background:

The City has received an application from Allen Skogquist (the "Applicant") for a Conditional Use Permit for a proposed detached accessory structure on the property generally known as 16501 Jarvis St NW (the "Subject Property"). The Applicant has proposed constructing a 60 x84 foot (5,040 square feet) detached accessory building. A Conditional Use Permit is required because the proposed structure would exceed the total maximum allowable square footage for the property as set in City Code; the Applicant already has a 12,000 square foot accessory structure on the Subject Property, which is the maximum allowable square footage based on parcel size. The Subject Property would have a total square footage of approximately 17,040 square feet if the Conditional Use Permit is approved.

Notification:

Notification of the Planning Commission's public hearing for the request were sent via Standard US Mail to Property Owners within 350 feet of the Subject Property, as reflected by Anoka County Property Records. The Public Hearing Notice was also published in the City's Official Newspaper, the Anoka County UnionHerald.

Observations/Alternatives:

General Information

The Applicant is proposing to construct a 60 x 84 foot (5,040 square foot) detached accessory structure on the Subject Property. The proposed building size, in addition to other accessory structures on the Subject Property, exceeds the total maximum allowable total square footage for detached accessory structures for this property, which is 12,000 square feet. Because of this, a Conditional Use Permit is required. The Applicant has stated they will use the building for storage of animal feed, maintenance equipment, as well as personal and recreational equipment and vehicles. There will be no home occupation from the detached building or onsite, including commercial storage.

The approximately 5,040 square foot detached building would have a height of 27'2" and would be used to store personal items. City Code allows a maximum height of 22 feet for detached accessory buildings. Note that the dwelling is taller, with a height of 33 feet. The proposed height of the structure is an additional aspect of the Conditional Use Permit for the oversized accessory structure.

Zoning

The Subject Property is currently zoned R-1 Residential (Rural Developing), and guided with a split designation between Park and Rural Developing. The surrounding properties are also zoned R-1 Residential (Rural Developing) and several are guided the same, with properties to the south exclusively guided as Rural Developing. The intent of this zoning district is to accommodate single-family dwelling units on suitable land served by individual wells and septic systems.

Conditions

Staff believes that the issuance of a Conditional Use Permit will help improve the Subject Property by providing space inside for the Applicant's animal feed, recreational equipment, maintenance equipment, and other personal

items. A condition is included in the CUP that the building cannot be used for a home-based business, but Staff is open to other conditions of approval.

Planning Commission

The Planning Commission held a public hearing and reviewed this request during their regular meeting on April 28, 2022. The Planning Commission recommended the City Council approve the Conditional Use Permit as proposed, without any additional conditions.

City Code Sections

- City Code Section 117-52. Conditional use permits
- City Code Section 117-111. R-1 Residential District
- City Code Section 117-349. Accessory uses and buildings.

Alternatives Considered by the Planning Commission

Alternative 1: Recommend the City Council approve the Conditional Use Permit.

Alternative 2: Recommend the City Council deny the Conditional Use Permit.

Funding Source:

All costs associated with this project are the Applicant's responsibility.

Recommendation:

The Planning Commission recommends the City Council adopt Resolution #22-082 Approving the Conditional Use Permit for an oversized accessory building.

Action:

Motion to adopt Resolution #22-082 Approving the Conditional Use Permit for an oversized accessory building at 16501 Jarvis St NW.

Attachments

Public Hearing Notice

Site Location Map

Proposed Building Specifications

Existing Building Specifications

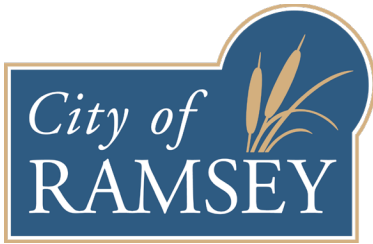
Proposed Building Location

Land Use Application

ACTION - Resolution #22-082

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	05/02/2022 04:02 PM
Kurt Ulrich	Kurt Ulrich	05/03/2022 03:31 PM
Form Started By: Brian McCann		Started On: 05/02/2022 03:21 PM
Final Approval Date: 05/03/2022		



7550 Sunwood Drive NW • Ramsey, MN 55303

City Hall: 763.427.1410 • Fax: 763.427.5543

www.cityoframsey.com

**NOTICE OF PUBLIC HEARING
PROJECT NO. 22-113: SKOGQUIST ACCESSORY STRUCTURE**

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

TO WHOM IT MAY CONCERN:

Notice is hereby given that the City of Ramsey Planning Commission will hold a public hearing on Thursday, April 28th, 2022, at 7:00 pm, at Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, MN 55303.

The purpose of the hearing is to consider a request for a Conditional Use Permit to allow for additional square footage for an additional pole barn for personal property maintenance equipment at 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, Anoka County,
Minnesota

All interested persons are invited to attend and comment on the proposed requests. The City of Ramsey complies with the Americans with Disabilities Act and upon advance request, information will be provided in an alternative form and interpreters will be available. Any person with such a request should contact Brian McCann at 763-433-9860 by noon on Wednesday, April 20th, 2022.

Those that are able to attend meetings remotely should do so to maintain appropriate social distancing standards. All interested persons are invited to join remotely from a PC, Mac, Linus, IOS, or Android at www.cityoframsey.com/meetings. Remote attendees desiring to speak to the Planning Commission are asked to use their webcam.

Written comments are welcome and shall be addressed to the Ramsey Planning Commission, 7550 Sunwood Drive NW, Ramsey, MN 55303. Written comments shall be received at the above address prior to 4:00 p.m. on April 28th, 2022.

Sincerely,

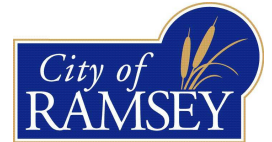
Brian McCann
City Planner

Date: April 13, 2022

Skogquist Accessory Structure (CUP)

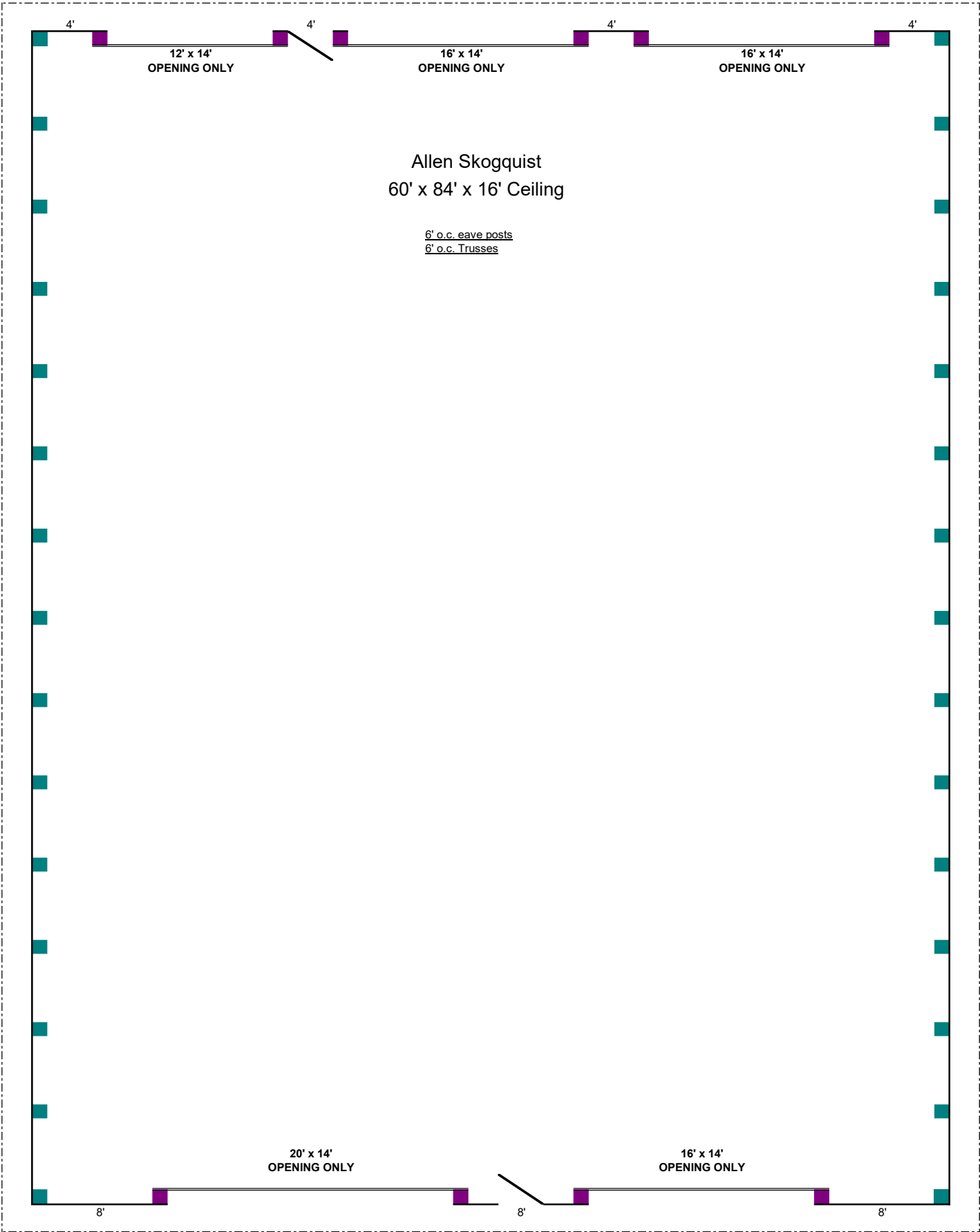
PID #: 07-32-25-33-0001

16501 Jarvis Street NW



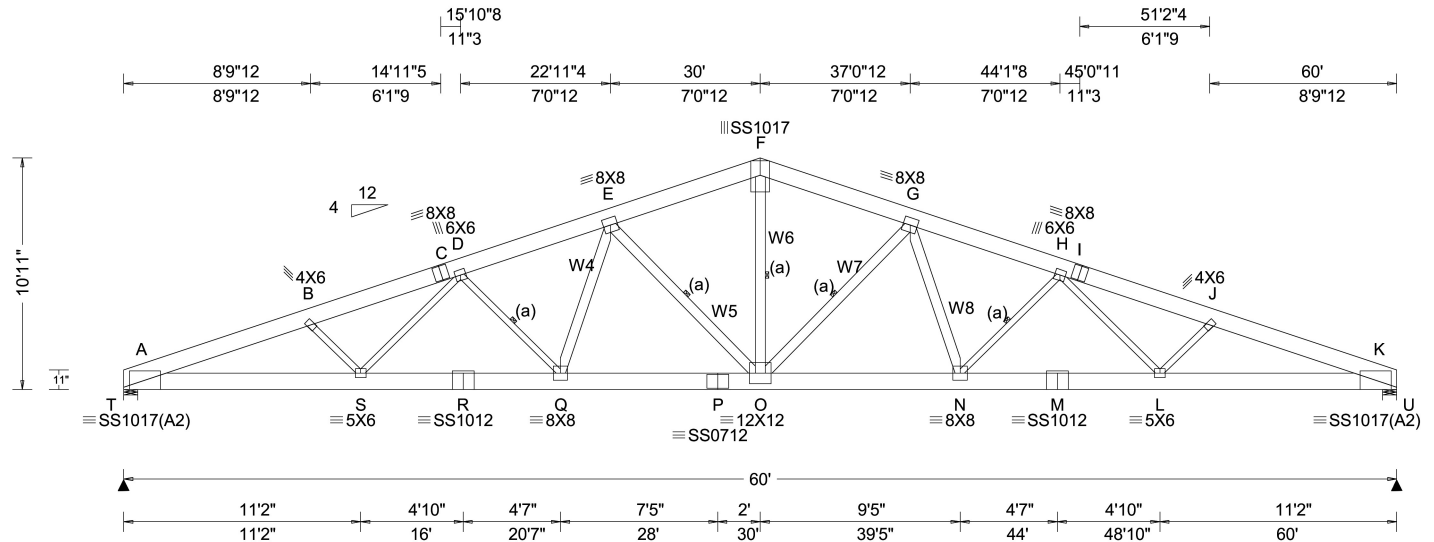
Print Date: March 23, 2022

00.0175035 0.07 0.105 0.14 mi



24" Boxed Soffit & Fascia Overhangs on 4 Sides

SEQN: 419434 FROM:	COMN Ply: 1 Qty: 1	Job Number: 46PFi6 46PFi6 Truss Label: 460 Post Frame IRC Common 35-4-0-7 Loading	Cust: R 9073 JRef: 1X3690730010 T28 DrwNo: 054.21.0940.28870 DW / BM 02/23/2021
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Loading Criteria (psf) TCCL: 35.00 TCDL: 4.00 BCLL: 0.00 BCDL: 7.00 Des Ld: 46.00 NCBCLL: 10.00 Soffit: 0.00 Load Duration: 1.15 Spacing: 72.0 "	Wind Criteria Wind Std: ASCE 7-16 Speed: 115 mph Enclosure: Closed Risk Category: II EXP: C Kzt: NA Mean Height: 15.00 ft TCDL: 2.4 psf BCDL: 4.2 psf MWFRS Parallel Dist: h/2 to h C&C Dist a: 6.00 ft Loc. from endwall: Any GCpi: 0.18 Wind Duration: 1.60	Snow Criteria (Pg,Pf in PSF) Pg: 35.0 Ct: 1.0 CAT: II Pf: 24.5 Ce: 1.0 Lu: - Cs: 1.00 Snow Duration: 1.15 Building Code: IRC 2018 TPI Std: 2014 Rep Fac: No FT/RT:16(0)/10(0) Plate Type(s): 18SS, WAVE	Defl/CSI Criteria PP Deflection in loc L/defl L/# VERT(LL): 1.097 O 652 240 VERT(CL): 1.449 O 494 180 HORZ(LL): 0.332 L - - HORZ(TL): 0.438 L - - Creep Factor: 2.0 Max TC CSI: 0.974 Max BC CSI: 0.964 Max Web CSI: 0.922 VIEW Ver: 20.01.00.0324.19	▲ Maximum Reactions (lbs) Gravity Non-Gravity Loc R+ /R- /Rh /Rw /U /RL T 8319 /- /- /2360 /1272 /526 U 8319 /- /- /2360 /1272 /- Wind reactions based on MWFRS T Brg Width = 8.0 Min Req = 6.9 U Brg Width = 8.0 Min Req = 6.9 Bearings T & K are a rigid surface. Members not listed have forces less than 375# Maximum Top Chord Forces Per Ply (lbs) Chords Tens.Comp. Chords Tens. Comp. A - B 5509 - 20865 F - G 4059 - 13273 B - C 5295 - 19911 G - H 4769 - 16990 C - D 5299 - 19446 H - I 5299 - 19446 D - E 4767 - 16990 I - J 5295 - 19911 E - F 4060 - 13273 J - K 5509 - 20865
--	---	---	--	---

Lumber
Top chord: 2x10 SP 2400F-2.0E;
Bot chord: 2x10 SP 2400F-2.0E;
Webs: 2x4 SPF Stud; W4,W5,W6,W7,
W8 2x6 SPF 1650F-1.5E;

Bracing
(a) Continuous lateral restraint, equally spaced on member.

Purlins
In lieu of structural panels or rigid ceiling use purlins to laterally brace chords as follows:
Chord Spacing(in oc) Start(ft) End(ft)
TC 24 0.00 30.00
TC 120 30.00 60.00
BC 88 0.15 59.85
Apply purlins to any chords above or below fillers at 24" OC unless shown otherwise above.


Loading
Bottom chord checked for 10.00 psf non-concurrent live load.
Truss designed for unbalanced snow loads.

Additional Notes
WARNING: Furnish a copy of this DWG to the installation contractor. Special care must be taken during handling, shipping and installation of trusses. See "WARNING" note below.


Maximum Bot Chord Forces Per Ply (lbs) Chords Tens.Comp. Chords Tens. Comp. A - S 19496 - 5089 O - N 15104 - 3723 S - R 17736 - 4570 N - M 17736 - 4446 R - Q 17736 - 4570 M - L 17736 - 4446 Q - P 15104 - 3859 L - K 19496 - 5006 P - O 15104 - 3859	Maximum Web Forces Per Ply (lbs) Webs Tens.Comp. Webs Tens. Comp. B - S 685 - 1254 O - G 1345 - 4001 S - D 1487 - 280 G - N 2706 - 579 D - Q 1022 - 2814 N - H 1022 - 2814 Q - E 2706 - 579 H - L 1487 - 280 E - O 1344 - 4001 L - J 685 - 1254 F - O 6282 - 1665
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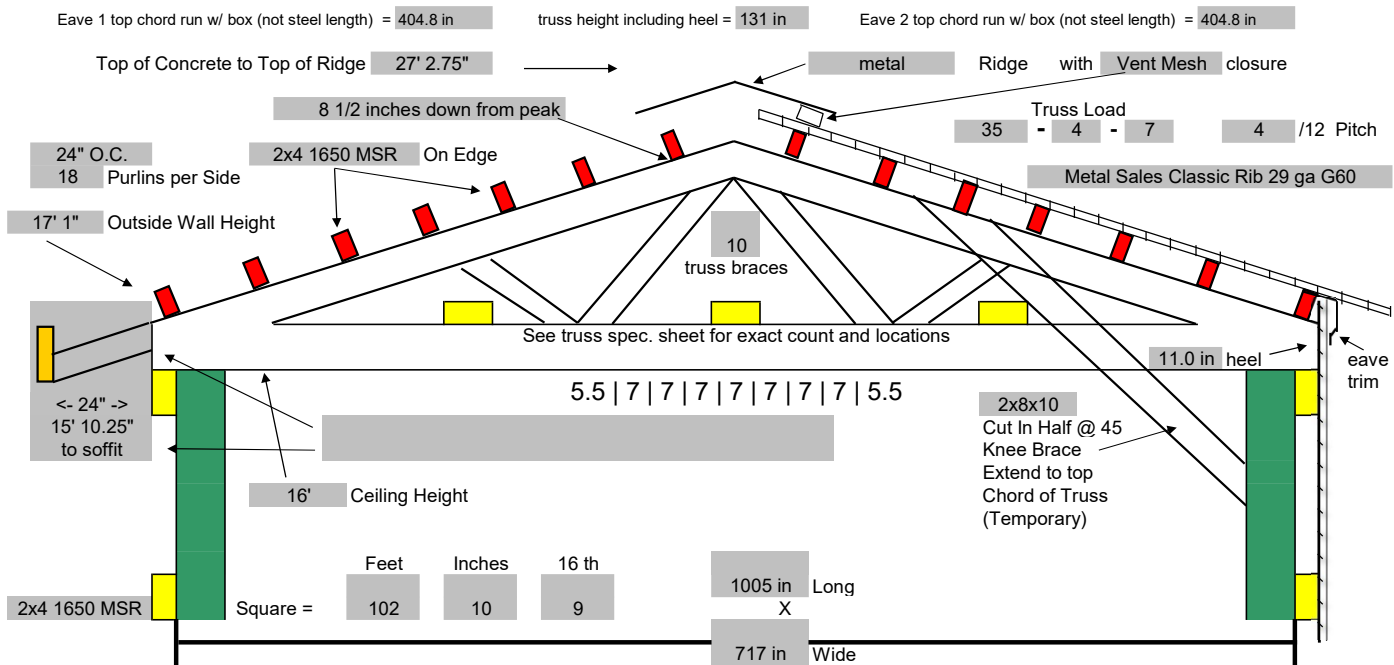
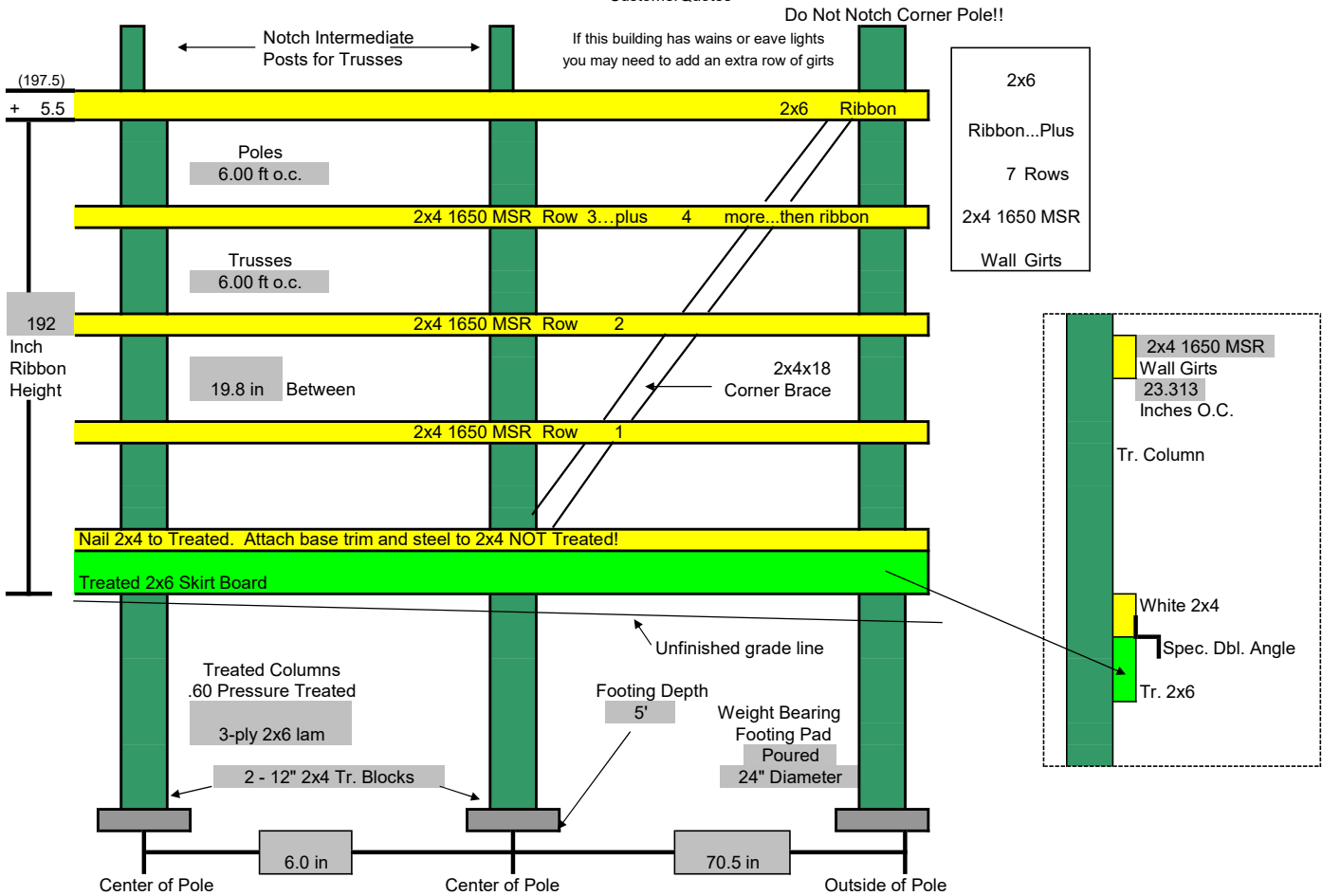
Wind
Wind loads based on MWFRS with additional C&C member design.
Wind loading based on both gable and hip roof types.

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.


BRADLEY E. MORRIS
Date _____ License No. 41772
02/23/2021

****WARNING** READ AND FOLLOW ALL NOTES ON THIS DRAWING!**
****IMPORTANT** FURNISH THIS DRAWING TO ALL CONTRACTORS INCLUDING THE INSTALLERS**
Trusses require extreme care in fabricating, handling, shipping, installing and bracing. Refer to and follow the latest edition of BCSI (Building Component Safety Information, by TPI and SBCA) for safety practices prior to performing these functions. Installers shall provide temporary bracing per BCSI. Unless noted otherwise, top chord shall have properly attached structural sheathing and bottom chord shall have a properly attached rigid ceiling. Locations shown for permanent lateral restraint of webs shall have bracing installed per BCSI sections B3, B7, or B10, as applicable. Apply plates to each face of truss and position as shown above and on the Joint Details, unless noted otherwise. Refer to drawings 160A-Z for standard plate positions. Refer to job's General Notes page for additional information.
Alpine, a division of ITW Building Components Group Inc. shall not be responsible for any deviation from this drawing, any failure to build the truss in conformance with ANSI/TPI 1, or for handling, shipping, installation and bracing of trusses. A seal on this drawing or cover page listing this drawing, indicates acceptance of professional engineering responsibility solely for the design shown. The suitability and use of this drawing for any structure is the responsibility of the Building Designer per ANSI/TPI 1 Sec.2.
For more information see these web sites: Alpine: alpineitw.com; TPI: tpinst.org; SBCA: sbcinustry.com; ICC: iccsafe.org; AWC: awc.org


2820 N. Great Southwest Parkway
Grand Prairie, TX 75050



Building Design And Prices Are Subject To Local Building Codes



15621 RAILROAD ST STE 201B
HAYWARD WI 54843-6527
Aaron@HalbergEngineering.com

Ph: 715-934-2355
Fax: 715-934-2111
Cell: 715-296-9256

Custom Footing Design Spreadsheet Solution for Sherman Lumber Inc.

Written by Aaron J. Halberg, P.E. WI License #34982, MN License #42076.

Based on ANSI / ASAE Standard EP 486.1 - Shallow Post Foundation Design, which is part of the IBC 2003.

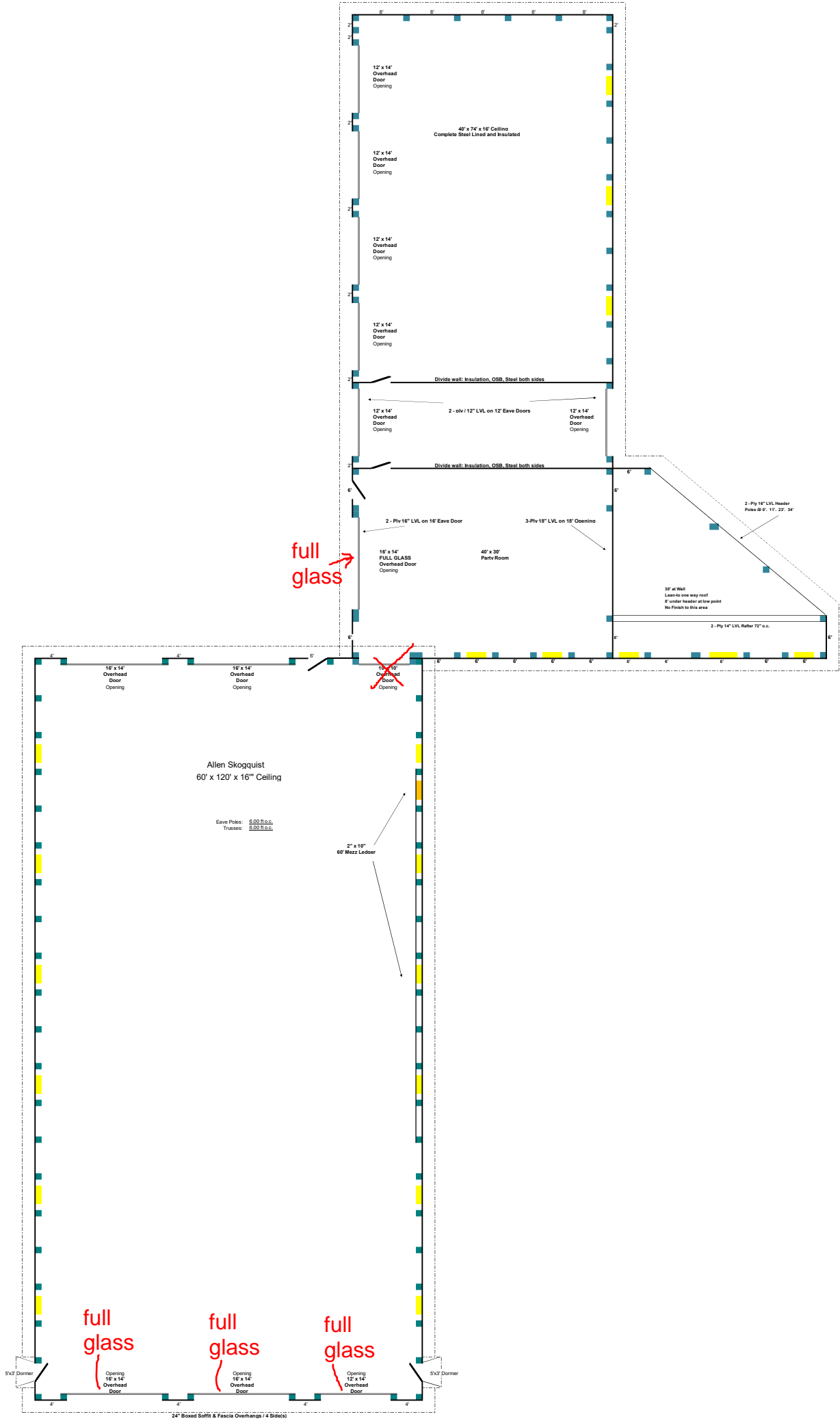
INPUTS	Project Name	Allen Skogquist	
	Project Location	Ramsey, MN	
	Total Load	39	psf (Snow + Dead Loads)
	Building Width	60	ft (includes overhangs)
	Eave Spacing	6.00	ft
	Class of Soil	4 Firm	(see descriptions of below)
	Depth of Hole	5.00	ft (bottom of footing)
	Is this a Wisconsin Commercial Project?	No	

ONLY if an inspector or other requires using a fixed value for the soil pressure at any depth (not recommended) fill the value in as the allowable pressure which will NOT be compared to the value from ASAE EP486 method.

Assigned Pressure *psf*

RESULTS	Vertical Reaction	7,020	lbs (Total Load x Building Width/2 x Eave Spacing)
	Selected Footing	20" x 6"	Pre-cast
	Allowable Pressure	3,867	psf = Base Pressure x (1 + 0.20 x (depth - 1' + width - 1'))
	Allowable Load	8,436	lbs This allowable pressure maxes out at 3x base pressure
	% of Capacity	83%	(or at 2x for WI Commercial projects).

***** Sherman to UPSIZE footings to poured in place 24" x 12" *****



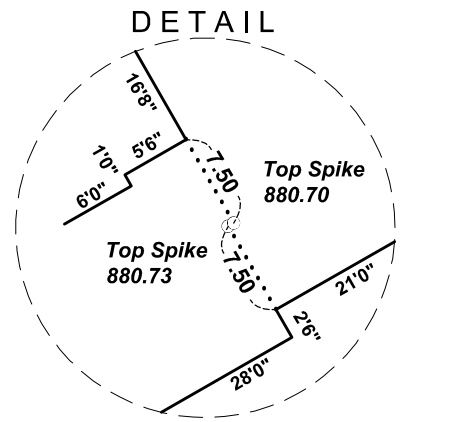
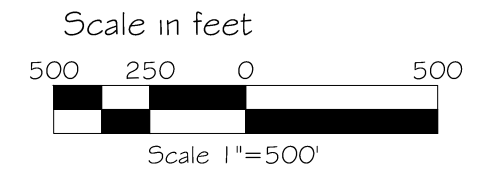
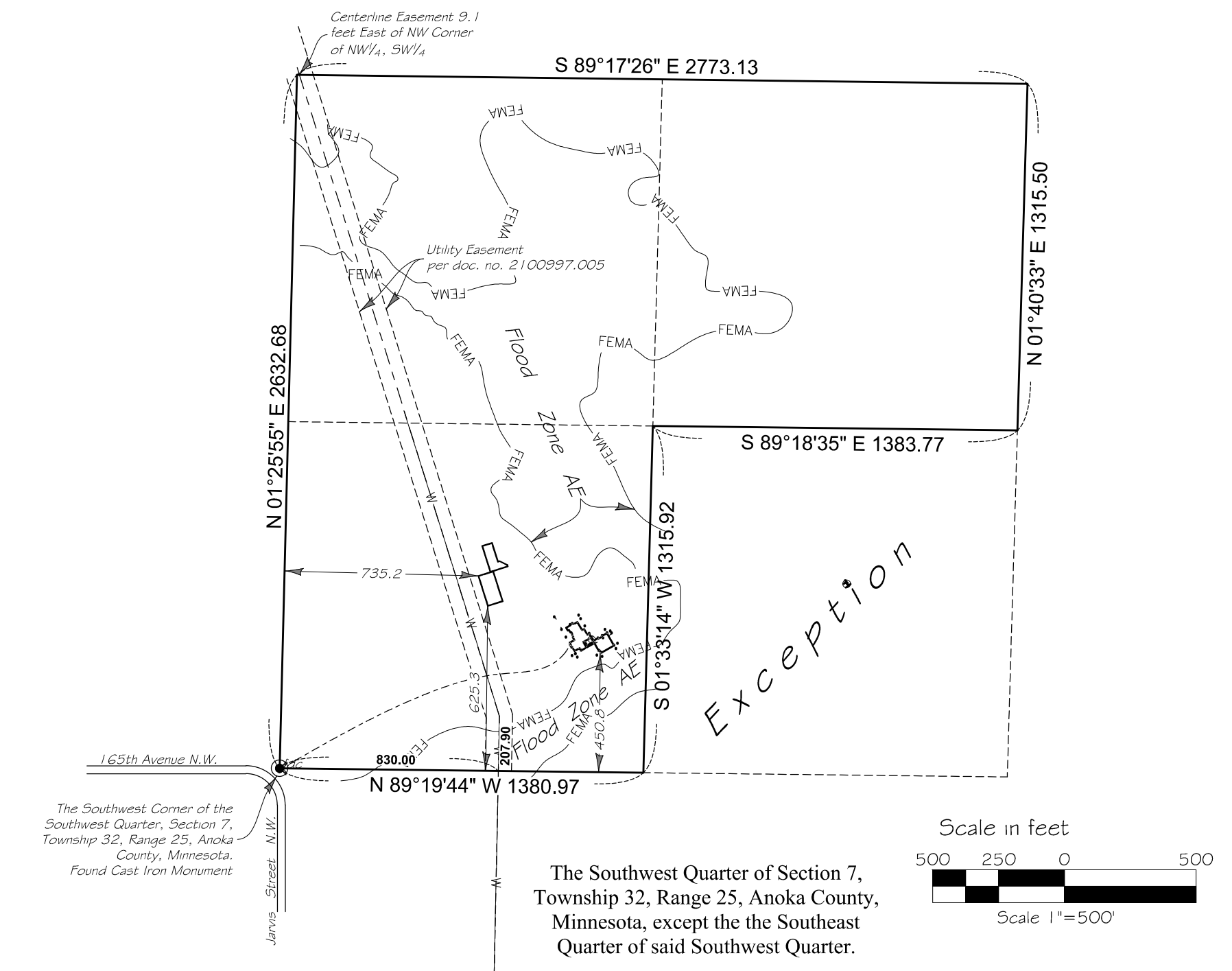
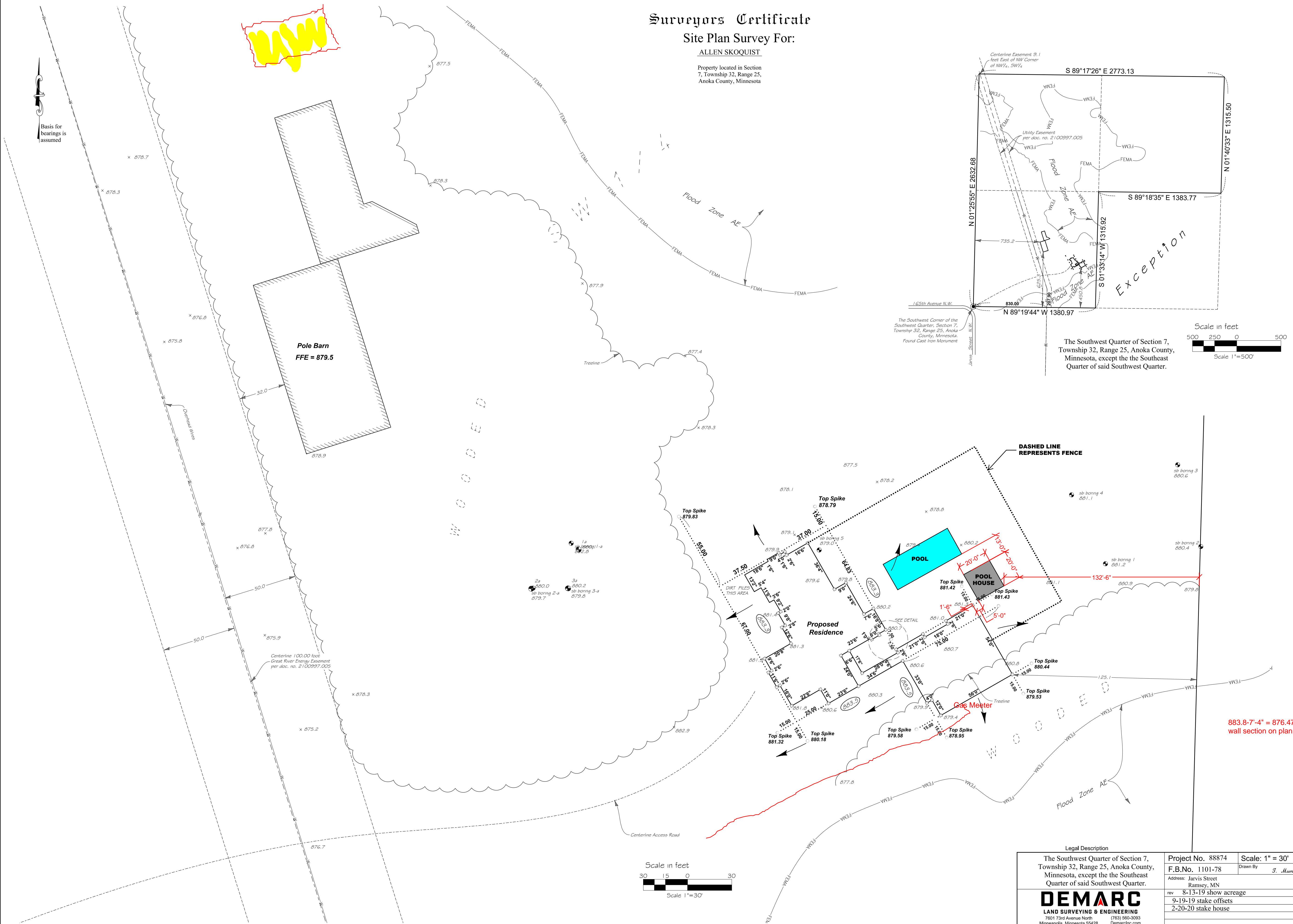
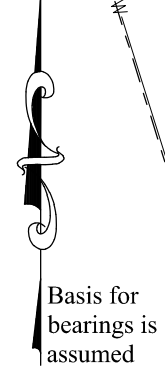
Surveyors Certificate

Site Plan Survey For:

ALLEN SKOQUIST

Property located in Section 7, Township 32, Range 25, Anoka County, Minnesota

- Denotes Found Iron Monument
- Denotes Iron Monument
- Denotes Wood Hub Set for excavation only
- ~ Denotes Existing Contours
- - - Denotes Proposed Contours
- x000.0 Denotes Existing Elevation
- 000.0 Denotes Proposed Elevation
- Denotes Surface Drainage



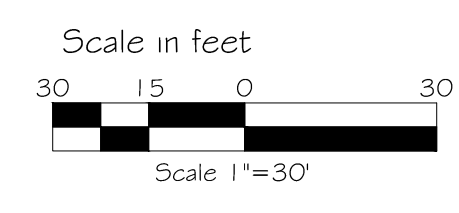
Benchmark: MNDOT Monument PBM 273
Elev. = 883.48 feet (NGVD 1929)

A portion of the property is in Flood Zone AE with a 100 year flood elevation of Troit Brook at the North property line of 878.0s and 100 year flood elevation of 877.0s at the South property line, per FEMA Map 27003C0144E, effective date of 12/16/2015

Lot Area: 125.44 Acres

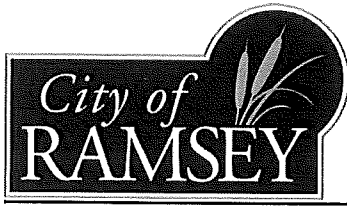
883.8	Proposed First Floor Elevation
883.8	Proposed Top of Foundation
883.5	Proposed Garage Floor
876.1	Mechanical Room Floor
	Type of Building
	2 Story With Crawl Space

- NOTE: Proposed grades are subject to results of soil tests. Proposed building information must be checked with approved building plan and development or grading plan before excavation and construction.
- NOTE: Proposed grades shown on this survey are interpolations of proposed contours from the drainage, grading and/or development plans.
- NOTE: The relationship between proposed floor elevations to be verified by builder.
- NOTE: The only easements shown are from plats of record or information provided by client.
- NOTE: Survey completed without the benefit of a title commitment.



<p>Legal Description</p> <p>The Southwest Quarter of Section 7, Township 32, Range 25, Anoka County, Minnesota, except the the Southeast Quarter of said Southwest Quarter.</p> <p>DEMARC LAND SURVEYING & ENGINEERING 7001 73rd Avenue North Minneapolis, Minnesota 55428 (763) 563-3693 Demarcinc.com</p>	<p>Project No. 88874</p> <p>F.B.No. 1101-78</p> <p>Address: Jarvis Street Ramsay, MN</p>	<p>Scale: 1" = 30'</p> <p>Drawn By: J. Munson</p>	<p>I certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.</p> <p>Surveyed this 11th day of July 2019.</p> <p>Signed: <i>Gregory R. Pruech</i> Gregory R. Pruech, Minn. Reg. No. 24992</p>
	<p>rev 8-13-19 show acreage</p> <p>9-19-19 stake offsets</p> <p>2-20-20 stake house</p>		

883.8'-4" = 876.47 see wall section on plan



Land Use Application

<input type="checkbox"/> Plat – Sketch Plan	<input type="checkbox"/> Plat – Preliminary Plat	<input type="checkbox"/> Plat – Final Plat
<input type="checkbox"/> Administrative Plat	<input type="checkbox"/> Site Plan Review	<input type="checkbox"/> Easement/ROW Vacation
<input checked="" type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Interim Use Permit	<input type="checkbox"/> Comprehensive Plan Amendment
<input type="checkbox"/> Zoning Amendment	<input type="checkbox"/> Home Occupation Permit	<input checked="" type="checkbox"/> Variance <i>A5/</i>
<input type="checkbox"/> Dwelling Moving Permit	<input type="checkbox"/> Environmental Permit	<input type="checkbox"/> Registered Land Survey
<input type="checkbox"/> Non-Traditional Animal License	<input type="checkbox"/> Beekeeping License	<input type="checkbox"/> Private Kennel License

Applicant Contact Information

Please note: All official communication will be routed through this contact.

Name:	ALLEN SKOGQUIST		
Street Address:	16501 JARVIS STREET NW		
City, State, ZIP:	RAMSEY, MN 55303		
Home Phone:	612-363-2974	Work Phone:	612-363-2974
Email:	ASKogquist@NORTHLAND	Fax Number:	N/A
Name of Business (if applicable):	PERSONAL RESIDENCE		
Business Address (if applicable):	N/A		
Business City, State, ZIP:	N/A		
Business Phone:	N/A	Business Fax:	N/A

Subject Property Information

(Location of Application)

Address	16501 JARVIS ST. NW RAMSEY, MN 55303
PIN	07-32-25-33-0001
Legal Description	UNPLATTED RAMSEY TWP SW 1/4 of SW 1/4 SEC 7-32-25
Zoning District	R-1: RURAL DEVELOPING

Contact the Planning Division at 763-433-9824 or planning@cityoframsey.com to request a Zoning Verification

Property Owner Information

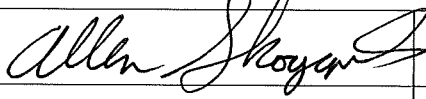
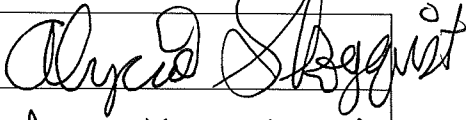
(If different than Applicant)

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



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

<p style="font-size: 1.1em;">CURRENT BARN ONSITE MEETS MAXIMUM SF ALLOWED FOR 40 ACRES. THIS VARIANCE IS TO ALLOW ADDITIONAL SQUARE FOOTAGE FOR AN ADDITIONAL POLE BARN TO MATCH THE EXISTING POLE BARN. THIS POLE BARN IS NEEDED TO STORE ANIMAL FEED AND FARM EQUIPMENT ALONG WITH OTHER PERSONAL PROPERTY MAINTENANCE EQUIPMENT. THIS EQUIPMENT IS TOO EXPENSIVE TO BE STORED OUTSIDE AND IS NEEDED ON THE PROPERTY DAILY.</p>	
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A "Land Use Sign" will be placed on the Subject Property to allow Ramsey Residents the opportunity to obtain information about your request.

Applicant Signature		Co-Applicant Signature	
Printed Name	ALLEN SKOGQUIST	Printed Name	ALYCIA SKOGQUIST
Title	OWNER	Title	OWNER
Date	3-10-2022	Date	3-10-2022

I understand that the application fee is non-refundable. All costs associated with the processing of this application are the responsibility of the applicant whether this application is approved or denied. Any excess of escrow account deposits over expenditures will be refunded at the time of account closure. I also understand that as the applicant, it is my responsibility to obtain all other permits or licenses required by any applicable regulatory agencies for this Land Use Application.

Property Owner Signature		Property Owner Signature	
Printed Name	ALLEN SKOGQUIST	Printed Name	ALYCIA SKOGQUIST
Title	OWNER	Title	OWNER
Date	3-10-2022	Date	3-10-2022

I hereby certify that I am the fee title owner/contract for deed vendee of record for the above-mentioned property. Failure to prove ownership may void any agreements entered into the City and I will be held liable for any and all costs incurred by the City.

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

RESOLUTION #22-082

A RESOLUTION APPROVING A CONDITIONAL USE PERMIT TO ALLOW FOR A DETACHED ACCESSORY BUILDING THAT WOULD EXCEED THE MAXIMUM ALLOWABLE SQUARE FOOTAGE ON THE PROPERTY GENERALLY KNOWN AS 16501 JARVIS ST NW AND DECLARING TERMS OF SAME

RECITALS

1. Allen Skogquist, hereinafter referred to as the “**Permittee**,” has properly applied for a Conditional Use Permit to allow a proposed detached accessory building that would exceed the maximum allowable square footage on the property generally known as 16501 Jarvis St NW and legally described as follows:

UNPLATTED RAMSEY TWP SW1/4 OF SW1/4 SEC 7-32-25, Anoka County, Minnesota

(the “**Subject Property**”)

2. That the **Subject Property** is approximately 43.44 acres in size and is eligible for a total of 12,000 square feet of accessory building space and a maximum of eight (8) detached accessory buildings.
3. That the **Subject Property** currently has a single detached accessory structure that is 12,000 square feet in size, which is the maximum square footage allowed by Ramsey City Code Section 117-349 but not the maximum number of structures allowed.
4. That the Permittee is requesting a Conditional Use Permit to construct an additional 60’ x 84’ accessory structure (the “**Accessory Structure**”) on the Subject Property.
5. That the **Subject Property** is zoned R-1 Residential (Rural Developing) the surrounding parcels to the north and east are also zoned R-1 Residential (Rural Developing), parcels to the south are zoned PUD (Planned Unit Development), and the parcels to the west are in Elk River, Sherburne County, Minnesota.
6. That the **Subject Property** would have a total of 17,040 square feet of accessory buildings with the proposed **Accessory Building**.
7. That the proposed **Accessory Building** meets all setback requirements for the R-1 Residential (Rural Developing) district.
8. That the proposed **Accessory Building** will be twenty-seven feet and two inches (27’2”) tall at the peak, which exceeds the allowed height of accessory structures as designated by City Code Section 117-349.

9. That the **Permittee** has stated that no part of the **Accessory Building** would be used for a home occupation, nor would anything stored in the **Accessory Building** be associated with a home occupation.
10. That the **Permittee** has stated that the **Accessory Building** would be used to store animal feed, farm equipment, and personal recreational and maintenance equipment.
11. That the **Accessory Building** would be post-frame style (pole building) with an exterior finish of siding that would match the colors and style of the home and existing barn as close as possible.
12. That the **Accessory Building** will be outside all utility and drainage easements on the **Subject Property**.
13. That the **Accessory Building** will not disrupt the current individual well and septic systems on the **Subject Property**.
14. That the Ramsey Planning Commission duly held a public hearing and recommended approval of the Conditional Use Permit during their regularly scheduled meeting on April 28, 2022.
15. That the City Council **approved/denied** the Conditional Use Permit during their regularly scheduled meeting on May 10, 2022.

FINDINGS OF FACT

1. That the size of the **Accessory Building** will not impair an adequate supply of light and air to adjacent property.
2. That the size of the **Accessory Building** use will not unreasonably increase the congestion on the public street.
3. That the size of the **Accessory Building** will not have the effect of allowing any use prohibited in the R-1 Residential (Rural Developing) District.
4. That the size and location of the **Accessory Building** will not permit a lesser degree of public health, safety, and general welfare protection that established by Chapter 117 of the Ramsey City Code or permit standards which are lower than those required by state law.
5. That the size of the **Accessory Building** will not increase the danger of fire or endanger the public safety.

6. That the size of the **Accessory Building** will not unreasonably diminish or impair established property values within the neighborhood, or in any way be contrary to the intent of Chapter 117 of the Ramsey City Code.
7. That the size of the **Accessory Building** will be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and such use will not change the essential character of the area.
8. That the size of the **Accessory Building** will not violate the intent and purpose of the Comprehensive Plan.
9. That the size of the **Accessory Building** will be in accordance with the objectives of the intent of Section 117-51 (Conditional Use Permits) of the Ramsey City Code.

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

That the Ramsey City Council hereby grants approval of a Conditional Use Permit (the “**Permit**”) to construct a sixty foot by eighty-four foot (60’ x 84’) detached accessory structure (the “**Accessory Building**”) on the **Subject Property**, that would otherwise exceed the maximum allowable square footage as set by the Ramsey City Code, contingent upon the following conditions:

CONDITIONS

1. That this **Permit** allows for a 5,040 **Accessory Building**, resulting in a total of 17,040 square feet of detached structures on the **Subject Property**.
2. That this **Permit** allows for an **Accessory Building** with a height of twenty-seven feet and two inches (27’2”) on the **Subject Property**.
3. That there shall be no other accessory buildings constructed on the **Subject Property**, unless in accordance with City Code.
4. That the **Permittee** shall construct the **Accessory Building** in accordance with all other provisions of City Code Sections 117-111 (R-1 Residential District) and 117-349 (Accessory Uses and Buildings).
5. That the **Permittee** agrees to construct the **Accessory Building** as shown in **Exhibit 1**.
6. That the **Accessory Building** shall be architecturally similar to the dwelling and existing accessory structures on the **Subject Property**. The Zoning Administrator must approve the architectural finish to ensure it is architecturally compatible with the existing home and detached buildings at time of building permit.

7. That the **Permittee** agrees that no part of the **Accessory Building** shall be used for a home occupation unless in compliance with City Code Section 117-351 (Home Occupations).
8. That the **Permittee** agrees that no part of the **Accessory Building** shall be used for living space.
9. That this **Permit** shall be perpetual in duration as long as the terms are herein complied with.
10. That the **Permittee** shall be responsible for all City costs incurred in administering and enforcing this **Permit**.
11. That the **Permittee** shall obtain all necessary permits prior to commencing any construction of the **Accessory Building**, including a building permit.
12. That the City Administrator, or his/her designee, shall have the right to inspect the **Subject Property** for compliance and safety purposes.
13. That this **Permit** shall automatically expire if the use is not initiated by May 10, 2023, and issuance of the building permit shall constitute initiation.
14. That the **Permittee** agrees to have the **Accessory Building** be serviced by a driveway of compliant material as stated in the Ramsey City Code for the R-1 Residential (**Rural Developing**) District that will gain access from Jarvis Street NW.
15. That the **Permittee** agrees to store all animal feed, recreational vehicles, farm equipment, etc. within the **Accessory Building** or in a manner compliant with City Code Section 117-355 (Residential Off-Street Parking). All vehicles and items currently in violation of City Code shall be stored properly once the building is completed.
16. That the **Permittee** agrees to build the **Accessory Building** as provided in Exhibit A.

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 10th day of May, 2022.

Mayor

ATTEST:

City Clerk

Meeting Date: 05/10/2022

By: Chris Anderson, Community
Development

Information

Title

Adopt Resolution #22-084 Granting a Conditional Use Permit for an Oversized Accessory Building at 18055 Saint Francis Boulevard NW (Project No. 22-114); Case of Trevor and Ashley Nordick

Purpose/Background:

The City has received an application for a Conditional Use Permit from Trevor and Ashley Nordick (the "Applicant") for additional, detached accessory building square footage to construct an indoor horse riding arena (the "Accessory Building") at 18055 Saint Francis Boulevard (the "Subject Property").

Notification:

The City attempted to send a mailing via Standard U.S. Mail to property owners within 350 feet of the Subject Property, as noted in the Anoka County Property Records, notifying them of the public hearing by the Planning Commission on April 28, 2022. The notice was also published in the Anoka County UnionHerald.

Observations/Alternatives:

Subject Property Information

The Subject Property is approximately 5.28 acres in size and abuts the city of Nowthen to the north. The Applicant owns two (2) additional, abutting parcels, which are located in the city of Nowthen. These two parcels combined equal 1.83 acres of additional land. However, since they are not within the jurisdiction of Ramsey, they are excluded from the property size calculation. Based on the acreage of the Subject Property (5.28 acres), the Applicant would be eligible for a total of 3,500 square feet of detached accessory building space and a total of four (4) detached accessory buildings. For reference, if the two parcels in Nowthen were included, the Applicant would be eligible for 4,300 square feet of accessory building space and a total of five (5) detached accessory buildings.

The Subject Property is zoned R-1 Residential (Rural Developing) and is guided as Rural Developing in the 2040 Comprehensive Plan. The surrounding parcels to the west and south are also zoned R-1 Residential (Rural Developing) and are also designated as Rural Developing in the 2040 Comprehensive Plan. The parcel to the east (Ford Brook Park) is zoned Public/Quasi-Public and is guided as Park. North of the Subject Property (in the city of Nowthen), the zoning and future land use designations are not known. However, based on aerial images, it appears to be large lot residential properties.

Proposal

The Applicant is proposing construction of a 60' x 120' (7,200) square foot detached accessory building to serve as an indoor horse riding arena for their family. The Accessory Building would be a post-frame (pole building) style construction with metal paneling that is compatible with the dwelling on the Subject Property. The Accessory Building would include three (3) stalls, a horse washing station, a bathroom, and a 'TV/play room'. The Applicant has stated that all portions of the Accessory Building, with the exception of the bathroom and 'TV/play room', would have a dirt floor for the benefit of the horses. Per City Code Section 117-349, the mean gable height of the Accessory Building shall not exceed twenty-two (22) feet. Furthermore, the Accessory Building will need to be finished with soffit, fascia, and eave overhangs to match the home.

The Accessory Building would be located directly south of the dwelling on the Subject Property and the Applicant has confirmed that it will not be nearer the front lot line than the home (it would be approximately 175 feet from Saint Francis Boulevard). There is a small berm with mature trees that would provide some screening of the

building from the public view. The Accessory Building would comply with all other setbacks as well (side, rear, and from the well and septic system too).

The Applicant has stated that no part of the Accessory Building would be used for commercial purposes. Furthermore, they have noted that no part would be utilized as an accessory apartment.

Existing Buildings

There are presently five (5) detached accessory buildings, along with a membrane-type structure, on the Subject Property. This exceeds the allowable number of detached accessory buildings for the parcel size and City Code does not allow for membrane-type structures. The Applicant has stated that one of the smaller accessory buildings actually belongs to the previous property owner (and contains some of their belongings still) and that they were in the process of 'tinning' the membrane-type structure (it's used as a wood shed). If it were converted to a 'permanent' structure (metal paneled walls and roof), there would actually be a total of six (6) existing, detached accessory buildings on the Subject Property, excluding the proposed Accessory Building.

The combined square footage of the existing detached accessory buildings (excluding the membrane-type structure) is approximately 2,170 square feet. If the membrane-type structure were included (if it were converted to a more 'permanent' structure), that would be approximately another 300 square feet (2,470 total). The Applicant has stated that they would be willing to remove one of the smaller, existing accessory buildings if necessary. If all existing buildings were to remain, then the total square footage, including the proposed Accessory Building, on the Subject Property would be approximately 9,670 square feet.

The Planning Commission conducted a Public Hearing on the request at their April 28, 2022 regular meeting. There were no verbal comments on the request; however, Staff did receive a written comment that opposed the overall size of the proposed building and noted a concern with drainage as well (comment is attached to the case). The Planning Commission supported the request as is and did not recommend removing any of the existing buildings as a contingency.

Alternatives

Alternative 1: Approve the Conditional Use Permit with the contingency that the membrane-type structure is removed and/or converted to a more 'permanent' type of structure. The proposed use (indoor horse riding arena) seems reasonable based on the zoning and guidance of the Subject Property. The Applicant has stated that it would be compatible in color with the dwelling and, based on existing conditions, it would be somewhat screened from public view (especially considering the speed limit on Saint Francis Boulevard). The total number of detached accessory buildings could be addressed via the Conditional Use Permit.

Alternative 2: Approve the Conditional Use Permit contingent upon the membrane-type structure being removed and reducing the total number of detached accessory buildings so that there are no more than four (4) on the Subject Property, including the proposed Accessory Building. This would be more consistent with City Code in terms of the number of buildings on site. Staff will note that there is decent screening on all sides of the Subject Property, so the number of buildings would likely not be as noticeable.

Alternative 3: Deny the Conditional Use Permit. While the requested additional square footage is significant, it is necessary for the proposed type of personal use (indoor horse riding arena). Based on the existing screening and speed of vehicles traveling on Saint Francis Boulevard, it does not appear that the Accessory Building would be as noticeable compared to other parcels. The only potential concern would be possible future uses of the building. If no longer used as an indoor horse riding arena, it could be viewed by some as an ideal building for a commercial use. However, that is specifically addressed in the conditions of the Resolution.

Funding Source:

The Applicant is responsible for all costs related to this request.

Recommendation:

The Planning Commission recommends approving the Conditional Use Permit (Alternative 1).

Action:

Motion to adopt Resolution #22-084 granting a Conditional Use Permit to exceed the allowable square footage for detached accessory buildings on the Subject Property.

Attachments

Site Location Map

Applicant's Example Architecture

Proposed Interior Layout of Building

Pictures of Existing Detached Accessory Buildings on Property

Public Comment Opposing Building

Resolution #22-084: Conditional Use Permit

Form Review

Inbox

Brian Hagen

Kurt Ulrich

Form Started By: Chris Anderson

Final Approval Date: 05/05/2022

Reviewed By

Brian Hagen

Kurt Ulrich

Date

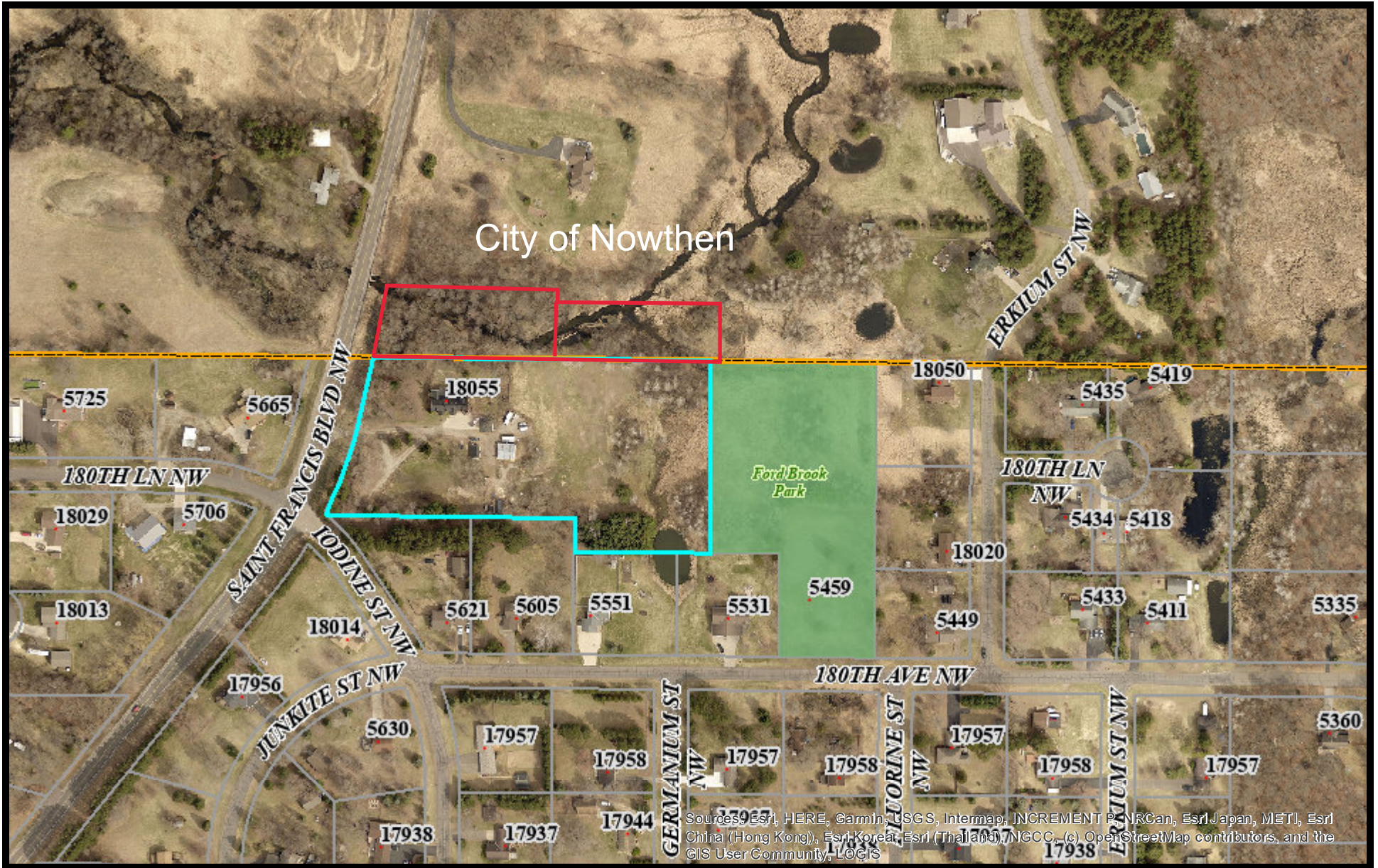
05/05/2022 10:10 AM

05/05/2022 02:45 PM

Started On: 04/29/2022 08:14 AM

18055 Saint Francis Boulevard

Site Location Map

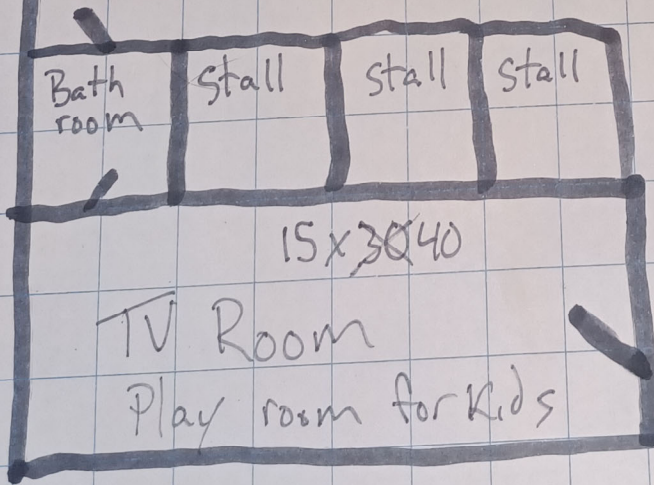


Print Date: April 13, 2022

00.01 0.035 0.07 0.105 0.14 mi



Riding
arena
95x60.







Building (and contents) belong to previous property owner.





Whatever you decide -
we think the building
is to big & concerned about
water drainage.
thank you

residents of 17957 Germanium St
NW
Ramsay

Public comment
for Nordick
CUP

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

RESOLUTION #22-084

A RESOLUTION APPROVING A CONDITIONAL USE PERMIT ALLOWING A DETACHED ACCESSORY BUILDING THAT EXCEEDS THE MAXIMUM ALLOWABLE SQUARE FOOTAGE ON THE PROPERTY GENERALLY KNOWN AS 18055 SAINT FRANCIS BLVD NW AND DECLARING TERMS OF SAME

RECITALS

1. Trevor Nordick, hereinafter referred to as the “**Permittee**,” has properly applied for a Conditional Use Permit to exceed the maximum allowable square footage for detached accessory buildings to construct an indoor riding arena (the “**Accessory Building**”) on the property generally known as 18055 Saint Francis Blvd NW and legally described as follows:

FORD BROOK ESTATES OUTLOT A, Anoka County, Minnesota

(the “**Subject Property**”)

2. That the **Permittee** appeared before the Planning Commission for a public hearing pursuant to Section 117-51 of the Ramsey City Code on April 28th, 2022, and that the public hearing was properly advertised and the minutes of said public hearing are hereby incorporated by reference.
3. That the **Subject Property** is approximately 5.28 acres in size and is eligible for a total of 3,500 square feet of accessory building space and a maximum of four (4) detached accessory buildings.
4. That the **Subject Property** is zoned R-1 Residential (Rural Developing) and that the surrounding parcels to the west and south are also zoned R-1 Residential (Rural Developing), the parcel to the east is Ford Brook Park, which is zoned Public/Quasi-Public, and the adjacent parcels to the north are in the city of Nowthen (the **Permittee** owns both of the two abutting parcels).
5. That the acreage of the two (2) parcels owned by the **Permittee** in Nowthen would actually increase the allowed square footage of accessory structure space to 4,300 square feet and a total of five (5) detached accessory structures, if they were to be included in the property calculations (they are not included).
6. That the **Subject Property** currently has five (5) detached accessory buildings totaling in approximately 2,170 square feet as well as a member-type structure, which is used as a wood shed.
7. That the **Permittee** has stated that he is working on converting the membrane-type structure into a permanent, detached accessory building with tin walls and roof, which

would add approximately 300 square feet of yet additional detached accessory structure space to the **Subject Property**.

8. That the **Permittee** has agreed to remove one of the existing detached accessory buildings so that, in total, there would be five (5) on the **Subject Property** (including the wood shed noted in #7 above).
9. That the **Permittee** is seeking to construct the **Accessory Building** as an indoor riding arena that is sixty feet by one hundred and twenty feet (60' x 120') or 7,200 square feet.
10. That the **Subject Property** would have a total of approximately 9,670 square feet of accessory buildings with the proposed **Accessory Building**.
11. That the proposed **Accessory Building** would comply with all setbacks and height limitations for the R-1 Residential (Rural Developing) district.
12. That the **Permittee** has stated that no part of the **Accessory Building** would be used for a home occupation, nor would anything stored in the **Accessory Building** be associated with a home occupation.
13. That the **Permittee** has stated that the **Accessory Building** would be used to ride their horses year-round on the **Subject Property**.
14. That per City Code Section 10-24 (Horses), the **Permittee** may maintain up to six (6) horses on the **Subject Property**. This is based on not only the **Subject Property** but also the additional abutting acreage (in Nowthen) owned by the **Permittee**.
15. That the **Permittee** has stated that the **Accessory Building** would have 3 stalls, a horse wash station, a bathroom, and a 'TV/play room' for kids.
16. That the **Permittee** has stated that aside from the bathroom and the 'TV/play room', the remainder of the building will have a dirt floor for riding purposes.
17. That the **Accessory Building** would be a post-frame style (pole building) with an exterior finish of metal paneling that would match the colors and style of the home as close as possible.
18. That the **Accessory Building** will be outside all utility and drainage easements on the **Subject Property**.
19. That the **Accessory Building** shall comply with required setbacks from both the well and the septic system on the **Subject Property**.
20. That the surrounding properties are smaller in size but also contain large detached buildings.

21. That the Ramsey Planning Commission reviewed the request on April 28, 2022 and recommended approval of the Conditional Use Permit.
22. That the City Council reviewed the Conditional Use Permit during their regularly scheduled meeting on May 10, 2022.

FINDINGS OF FACT

1. That the size of the **Accessory Building** will not impair an adequate supply of light and air to adjacent property.
2. That the size of the **Accessory Building** use will not unreasonably increase the congestion on the public street.
3. That the size of the **Accessory Building** will not have the effect of allowing any use prohibited in the R-1 Residential (Rural Developing) District.
4. That the size of the **Accessory Building** will not permit a lesser degree of public health, safety, and general welfare protection that established by Chapter 117 of the Ramsey City Code or permit standards which are lower than those required by state law.
5. That the size of the **Accessory Building** will not increase the danger of fire or endanger the public safety.
6. That the size of the **Accessory Building** will not unreasonably diminish or impair established property values within the neighborhood, or in any way be contrary to the intent of Chapter 117 of the Ramsey City Code.
7. That the size of the **Accessory Building** will be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and such use will not change the essential character of the area.
8. That the size of the **Accessory Building** will not violate the intent and purpose of the Comprehensive Plan.
9. That the size of the **Accessory Building** will be in accordance with the objectives of the intent of Section 117-51 (Conditional Use Permits) of the Ramsey City Code.

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

That the Ramsey City Council hereby grants approval of a Conditional Use Permit (the “**Permit**”) to construct a sixty foot by one-hundred and twenty foot (60’ x 120’) detached riding arena (the “**Accessory Building**”) on the **Subject Property**, that would otherwise exceed the maximum allowable square footage as set by the Ramsey City Code, contingent upon the following conditions:

CONDITIONS

1. That this **Permit** allows for the construction of a 7,200 **Accessory Building** on the **Subject Property**.
2. That the **Subject Property** would have a total of approximately 9,670 square feet of detached accessory buildings and seven (7) detached accessory buildings in total.
3. That there shall be no other accessory buildings constructed on the **Subject Property**, unless in accordance with City Code.
4. That the **Permittee** shall construct the **Accessory Building** in accordance with all other provisions of City Code Sections 117-111 (R-1 Residential District) and 117-349 (Accessory Uses and Buildings), including soffit, fascia, and eave overhangs.
5. That the **Accessory Building** shall comply with the height restrictions outlined in City Code Section 117-349 (Accessory Uses and Buildings).
6. That the **Permittee** agrees that no part of the **Accessory Building** shall be used for a home occupation unless in compliance with City Code Section 117-351 (Home Occupations).
7. That the **Permittee** agrees that no part of the **Accessory Building** shall be used as an accessory dwelling.
8. That the **Permittee** agrees that, with the exception of the bathroom and ‘TV/play room’, all other portions of the **Accessory Building** floor shall remain as dirt.
9. That the **Permittee** agrees that any future building modifications will be subject to review by the City of Ramsey, either via a Building Permit Application or updated interior layout if a permit is not required.
10. That this **Permit** does not allow for commercial horse boarding within the **Accessory Building** or on the **Subject Property**.
11. That the **Permittee** shall submit a Sketch Drawing for review and filing in accordance with City Code Section 10-24 (Horses).
12. That this **Permit** shall be perpetual in duration as long as the terms are herein complied with.
13. That the **Permittee** shall be responsible for all City costs incurred in administering and enforcing this **Permit**.

Notary Public

The document drafted by:
The City of Ramsey
7550 Sunwood Dr NW
Ramsey, Minnesota 55303

Meeting Date: 05/10/2022

By: Bruce Westby, Engineering/Public
Works

Information

Title

Adopt Resolution #22-086 Approving Amendment No. 1 to Traffic Control Signal Maintenance Agreement No. 07023 for Highway 10 and Armstrong Boulevard Interchange

Purpose/Background:

Purpose:

The purpose of this case is to adopt Resolution #22-086 approving Amendment No. 1 to Traffic Control Signal Maintenance Agreement No. 07023 for the Highway 10 and Armstrong Boulevard Interchange, which will require the City to reimburse the Minnesota Department of Transportation (MnDOT) for future maintenance costs of the battery back-up system for this signal system.

Background:

When the interchange at Trunk Highway 10 and County State Aid Highway 83 (CSAH 83) /Armstrong Boulevard was constructed, a new traffic control signal system was installed on CSAH 83/Armstrong Boulevard where it intersects with the on/off-ramps north of Trunk Highway 10. This signal system includes an Emergency Vehicle Preemption (EVP) system to allow emergency vehicles equipped with EVP to change the signal during emergency calls. The signal system is also equipped to allow for future flashing yellow left-turn arrows when warranted as determined by Anoka County and MnDOT.

On January 27, 2015, the Ramsey City Council adopted Resolution #15-01-023 approving the attached Traffic Control Signal Maintenance Agreement No. 07023. This agreement specifies the rights and responsibilities of the three public agencies that partnered to construct the Highway 10 and CSAH 83/Armstrong Boulevard Interchange, which included the Minnesota Department of Transportation (MnDOT), Anoka County, and the City of Ramsey.

In summary, Agreement No. 07023 obligated the City of Ramsey to pay for providing and supplying power to both signal systems, and for cleaning, maintaining and replacing the signal pole mounted LED luminaires over the life of both signal systems, or until termination of the associated operation and maintenance terms of the agreement.

In 2021, MnDOT informed Staff that the battery backup system at this signal system, which was previously installed and maintained by Anoka County, would be removed unless the City of Ramsey was willing to pay for ongoing maintenance and operation costs related to the battery back-up system, which is outlined in Amendment No. 1 to Traffic Control Signal Maintenance Agreement No. 07023 (MnDOT Contract No. 07023A01). If executed, this would require the City to reimburse MnDOT for all costs associated with battery replacement and associated maintenance costs for the battery back-up system, which includes battery purchase, installation, and disposal. This work is estimated to cost around \$1,150 per year.

MnDOT and Anoka County are terminating their agreement for the signal system at Highway 10 and Armstrong Blvd because MnDOT wants to maintain and operate all of their signal systems located within MnDOT right-of-way. Since Anoka County previously maintained the battery back-up system, MnDOT asked the City if it wants to assume the same responsibility since the city is currently and will continue to be responsible for all power related costs.

Attached to this case are copies of MnDOT's cover letter, existing MnDOT Agreement No. 07023, and Amendment No. 1 to MnDOT Agreement No. 07023 (MnDOT Contract No. 07023A01).

Notification:

Notifications are not required for this case.

Observations/Alternatives:

Alternative #1 – Motion to adopt Resolution #22-086 approving Amendment No. 1 to Traffic Control Signal Maintenance Agreement No. 07023 for the Highway 10 and Armstrong Boulevard Interchange.

Funding Source:

Funds for maintaining signal systems throughout the city are budgeted annually through GL code # 0260.6382. The annual cost for this battery back-up system, which is anticipated to cost \$1,150, will be added to future budgets until Council directs otherwise.

Recommendation:

Staff reviewed and recommends approval of Amendment No. 1 to Traffic Control Signal Maintenance Agreement No. 07023 (MnDOT Contract No. 07023A01). If a battery back-up system is not maintained at this signal system and a power outage occurs, the signal system will not be operational, which may result in driver confusion and crashes.

The City Attorney reviewed and approved Amendment No. 1 to Traffic Control Signal Maintenance Agreement No. 07023 (MnDOT Contract No. 07023A01) as to legal form.

Action:

Motion to adopt Resolution #22-086 approving Amendment No. 1 to Traffic Control Signal Maintenance Agreement No. 07023 for the Highway 10 and Armstrong Boulevard Interchange.

Attachments

- Resolution 22-086
- MnDOT Cover Letter
- Agreement No. 07023
- Contract No. 07023A01

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	05/05/2022 04:28 PM
Form Started By: Bruce Westby		Started On: 04/04/2022 10:21 AM
Final Approval Date: 05/05/2022		

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

RESOLUTION #22-086

RESOLUTION APPROVING MINNESOTA DEPARTMENT OF TRANSPORTATION CONTRACT NO. 07023A01, AMENDMENT NO. 1 TO TRAFFIC CONTROL SIGNAL MAINTENANCE AGREEMENT NO. 07023

WHEREAS, pursuant to Ramsey City Council Resolution #15-01-023, adopted January 27, 2015, approving Traffic Control Signal Maintenance Agreement No. 07023 between the City of Ramsey and the Minnesota Department of Transportation (MnDOT), which included cost sharing responsibilities for MnDOT, Anoka County and the City of Ramsey for costs related to the signal system on CSAH 83/Armstrong Boulevard at its intersection with the on/off-ramps north of Trunk Highway 10; and

WHEREAS, Anoka County installed a battery back-up system (BBS) for this signal system and was responsible for maintaining the BBS; and

WHEREAS, MnDOT and Anoka County are terminating their agreement for this signal system, including the BBS; and

WHEREAS, unless the City of Ramsey assumes responsibility for the ongoing maintenance and operation of the BBS, Anoka County will remove the BBS resulting in the signal system going dark whenever the power supply is interrupted; and

WHEREAS, the City of Ramsey desires to reimburse MnDOT for ongoing maintenance and operation costs related to the BBS as outlined in Amendment No. 1 to Traffic Control Signal Maintenance Agreement No. 07023, MnDOT Contract No. 07023A01.

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

- 1) That the Mayor and City Administrator are hereby authorized and directed to execute MnDOT Contract No. 07023A01 for and on behalf of the City of Ramsey.

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 10th day of May, 2022.

Mayor

ATTEST:

City Clerk

Date: March 29, 2022

Bruce Westby
City Engineer
14100 Jasper St NW
Ramsey, MN 55303

RE: Proposed Amendment No. 07023A01 to
Traffic Control Signal Maintenance Agreement No. 07023
City of Ramsey
Anoka County
S.P. 0202-95 (T.H. 10=003)
Maintenance and operation of existing Battery Backup system on T.H. 10 at C.S.A.H. 83 (Armstrong
Boulevard)

Dear Mr. Westby:

Transmitted herewith is a proposed amendment to the original agreement with the City of Ramsey and Anoka County. This amendment provides for the ongoing maintenance and operation by the City of the Battery Backup system previously installed by the County during County operation of the Traffic Control Signal at T.H. 10 and C.S.A.H. 83 (Armstrong Boulevard).

City of Ramsey Resolution No. 15-01-023, dated January 27, 2015, passed by the City Council, authorized the Mayor and the City Administrator to sign the original agreement and any amendments on its behalf. Please present this amendment to the City Council authorized City officials for approval and execution.

Electronic signatures are being encouraged. Please be advised that if electronic signatures are being utilized, signatories must not lock the document and all parties must sign in succession on the same document.

Please return the signed amendment once it has been executed by the City. A copy will be returned to the City when fully executed.

Sincerely,

Matthew Barnes
Signal Design Project Manager

Enc. Proposed Amendment
Original Agreement No. 07023

cc: Greg Kern – greg.kern@state.mn.us
Malaki Ruranika – malaki.ruranika@state.mn.us
File

STATE OF MINNESOTA
DEPARTMENT OF TRANSPORTATION
And
CITY OF RAMSEY
And
ANOKA COUNTY
TRAFFIC CONTROL SIGNAL
MAINTENANCE AGREEMENT

Control Section (C.S.):	<u>0202-95</u>
Trunk Highway Number (T.H.):	<u>10 = 003</u>
Signal System ID's	<u>System "A" = 39839</u>
	<u>System "B" (No I. D.)</u>
	<u>System "C" (No I.D.)</u>

This Agreement is between the State of Minnesota, acting through its Commissioner of Transportation ("State"), City of Ramsey acting through its City Council ("City"), and Anoka County acting through its Board of Commissioners ("County").

Recitals

1. The City, County and State have found it in the best interest of the Public to remove the existing Traffic Control Signal on Trunk Highway No. 10 at County State Aid Highway No. 83 (Armstrong Boulevard) and install a new Traffic Control Signal including an Emergency Vehicle Pre-emption System on Trunk Highway No. 10 at County State Aid Highway No. 83 (Armstrong Boulevard) North Ramps and revise the existing Traffic Control Signal including an Emergency Vehicle Pre-emption System on County State Aid Highway No. 83 (Armstrong Boulevard) at Sunwood Drive/147th Avenue NW, in the City of Ramsey, Anoka County, Minnesota; and
2. The County and the State will install the components for a future Traffic Control Signal on Trunk Highway No. 10 at County State Aid Highway No. 83 (Armstrong Boulevard) South Ramps (System "C") in the City of Ramsey, Anoka County, Minnesota; and
3. The City, County and State wish to define their respective power, operation, and maintenance responsibilities for the new Traffic Control Signal ("Signal System") including an Emergency Vehicle Pre-emption System ("EVP System") on Trunk Highway No. 10 at County State Aid Highway No. 83 (Armstrong Boulevard) North Ramps (System "A"); for the Revised Traffic Control Signal including an Emergency Vehicle Pre-emption System on County State Aid Highway No. 83 (Armstrong Boulevard) at Sunwood Drive/147th Avenue NW (System "B"); and for the components for a future Traffic Control Signal on Trunk Highway No. 10 at County State Aid Highway No. 83 (Armstrong Boulevard) South Ramps (System "C") in the City of Ramsey, Anoka County, Minnesota; and
4. The State's operation and maintenance responsibilities covered under this Agreement will be performed by the County on a reimbursable basis with the State; and
5. Agreement No. 04854 between the State and County will address cost participation; and
6. Minnesota Statutes § 161.20, subdivision 2 authorizes the Commissioner of Transportation to make arrangements with and cooperate with any governmental authority for the purposes of constructing, maintaining and improving the trunk highway system.

Agreement

1. Term of Agreement; Survival of Terms;

- 1.1. *Effective date.* This Agreement will be effective on the date the State obtains all signatures required by Minnesota Statutes § 16C.05, subdivision 2.
- 1.2. *Expiration date.* This Agreement will expire when all obligations have been satisfactorily fulfilled.
- 1.3. *Survival of terms.* All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this Agreement, including, without limitation, the following clauses: 5. Liability; Worker Compensation Claims; Insurance; 7. State Audits; 8. Government Data Practices; 9. Governing Law; Jurisdiction; Venue; and 11. Force Majeure. The terms and conditions set forth in Article 2. Signal System and EVP System Power, Operation and Maintenance may be terminated by another Agreement between the parties.

2. Signal System and EVP System Power, Operation, and Maintenance

2.1 System "A"

Power, operation, and maintenance responsibilities will be as follows for the new Signal System including an EVP System on Trunk Highway No. 10 at County State Aid Highway No. 83 (Armstrong Boulevard) North Ramps in the City of Ramsey, Anoka County.

- A. *Power.* The City will be responsible for the hook-up cost and application to secure an adequate power supply to the service pad or pole and will pay all monthly electrical service expenses necessary to operate the Signal System and EVP System.
- B. *Luminaire Maintenance.* The City will, at its own cost, clean and maintain the signal pole mounted LED luminaires and all internal components, including replacing the luminaires when necessary. The LED luminaire must be replaced when it fails or when light levels drop below recommended AASHTO levels for the installation.
- C. *Minor Cleaning and Signal Maintenance.* The County will provide for the following at its own cost:
- i. Clean the Signal System, Signal System controller cabinet, and service cabinet exteriors.
 - ii. Replace the Signal System LED indications. Replacing LED indications consists of replacing each LED indication when it reaches end of life per the MnDOT Traffic Engineering Manual or fails or no longer meets Institute of Traffic Engineers (ITE) standards for light output.
- D. *Timing, EVP, and other Maintenance (Performed by the County on a Reimbursable Basis)*

Operation and maintenance activities covered below are the responsibility of the State and will be performed by the County on a reimbursable basis. The County will invoice the State annually for the actual costs incurred in performing said operation and maintenance activities. Invoices will be submitted to the office of the State's Metropolitan Electrical Services Unit at 6000 Minnehaha Avenue, St. Paul, MN 55111. State's payment is subject to an encumbrance of funds for signal operation and maintenance work.

- i. Maintain the signing and perform all other signal system, Accessible Pedestrian Signal, and signal pole luminaire circuit maintenance. All Signal System timing will be determined by the County. Signal system locating will be performed by the County.
- ii. *EVP System Operation.* The EVP System will be operated, maintained, and removed according to the following conditions and requirements:
 - a. All maintenance of the EVP System will be done by County forces.
 - b. Emitter units may be installed only on authorized emergency vehicles, as defined in Minnesota Statutes § 169.011, Subdivision 3. Authorized emergency vehicles may use

emitter units only when responding to an emergency. The County will provide the State's District Engineer or a designated representative a list of all vehicles with emitter units, if requested by the State.

- c. Malfunction of the EVP System must be reported to the County immediately.
- d. In the event the EVP System or its components are, in the opinion of the State, being misused or the conditions set forth in Paragraph ii. above are violated, and such misuse or violation continues after the County receives written notice from the State, the State may remove the EVP System. Upon removal of the EVP System pursuant to this Paragraph, all of its parts and components become the property of the State.
- e. All timing of the EVP System will be determined by the County.

2.2 System "B"

Power, operation, and maintenance responsibilities will be as follows for the revised Signal System including an EVP System County State Aid Highway No. 83 (Armstrong Boulevard) at Sunwood Drive/147th Avenue NW in the City of Ramsey, Anoka County.

- A. **Power.** The City will be responsible for the hook-up cost and application to secure an adequate power supply to the service pad or pole and will pay all monthly electrical service expenses necessary to operate the Signal System and EVP System.
- B. **Luminaire Maintenance.** The City will, at its own cost, clean and maintain the signal pole mounted LED luminaires and all internal components, including replacing the luminaires when necessary. The LED luminaire must be replaced when it fails or when light levels drop below recommended AASHTO levels for the installation.
- C. **Minor Cleaning, Signal, and Interconnect Maintenance.** The County will provide for the following at its own cost:
 - i. Clean the Signal System, Signal System controller cabinet, and service cabinet exteriors.
 - ii. Replace the Signal System LED indications. Replacing LED indications consists of replacing each LED indication when it reaches end of life per the MnDOT Traffic Engineering Manual or fails or no longer meets Institute of Traffic Engineers (ITE) standards for light output.
 - iii. Maintain the interconnect between System "A" and System "B" including Gopher State One Call.
- D. **Timing, EVP, and other Maintenance.** The County will provide for the following at its own cost:
 - i. Maintain the signing and perform all other signal system, Accessible Pedestrian Signal, and signal pole luminaire circuit maintenance. All Signal System timing will be determined by the County. Signal system locating will be performed by the County.
 - ii. **EVP System Operation.** The EVP System will be operated, maintained, and removed according to the following conditions and requirements:
 - a. All maintenance of the EVP System will be done by County forces.
 - b. Emitter units may be installed only on authorized emergency vehicles, as defined in Minnesota Statutes § 169.011, Subdivision 3. Authorized emergency vehicles may use emitter units only when responding to an emergency. The County will provide the State's District Engineer or a designated representative a list of all vehicles with emitter units, if requested by the State.
 - c. Malfunction of the EVP System must be reported to the County immediately.

- d. In the event the EVP System or its components are, in the opinion of the State, being misused or the conditions set forth in Paragraph ii. above are violated, and such misuse or violation continues after the County receives written notice from the State, the State may remove the EVP System. Upon removal of the EVP System pursuant to this Paragraph, all of its parts and components become the property of the County.
- e. All timing of the EVP System will be determined by the County.

2.3 Components for Future System "C"

The County as owner will, at its cost, perform all the maintenance of components for a future Traffic Control Signal on Trunk Highway No. 10 at County State Aid Highway No. 83 (Armstrong Boulevard) South Ramps in the City of Ramsey, Anoka County.

2.4 Termination of Operation and Maintenance Terms. Each party may terminate the operation and maintenance terms covered under Article 2 by providing 30 days' notice to the other party. The County's termination requires a resolution of the County Board, the City's termination requires a resolution of the City Council, and the State's termination requires a letter from the State's District Engineer. Upon termination the State will perform all operation and maintenance activities previously performed by the County under Article 2.1.D.

2.5 Right of Way Access. Each party authorizes the other party to enter upon their respective public right of way to perform the maintenance activities described in this Agreement.

2.6 Related Agreements. This agreement will supersede and terminate the operation and maintenance terms of Agreement No. 74810, dated April 26, 1996, between the parties for the intersection of T.H. 10 at County State Aid Highway No. 83 (Armstrong Boulevard).

3. Authorized Representatives

Each party's Authorized Representative is responsible for administering this Agreement and is authorized to give and receive any notice or demand required or permitted by this Agreement.

3.1. The State's Authorized Representative will be:

Name/Title: Allan Espinoza, MnDOT Metro Signal and Lighting Design (or successor)
Address: 1500 County Road B2 West, Roseville, MN 55113
Telephone: (651) 234-7812
E-Mail: allan.espinoza@state.mn.us

3.2. The County's Authorized Representative will be:

Name/Title: Doug Fischer, Anoka County Engineer (or successor)
Address: 1440 Bunker Lake Blvd. NW, Andover, MN 55304
Telephone: (763) 862-4213
E-Mail: doug.fischer@co.anoka.mn.us

3.3. The City's Authorized Representative will be:

Name/Title: Bruce Westby, Ramsey City Engineer (or successor)
Address: 7550 Sunwood Drive, Ramsey, MN 55303
Telephone: (763) 433-9825
E-Mail: bwestby@cityoframsey.com

4. Assignment; Amendments; Waiver; Contract Complete

4.1. Assignment. None of the parties may assign or transfer any rights or obligations under this Agreement without the prior consent of the other parties and a written assignment agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office.

- 4.2. *Amendments.* Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement, or their successors in office.
- 4.3. *Waiver.* If a party fails to enforce any provision of this Agreement, that failure does not waive the provision or the party's right to subsequently enforce it.
- 4.4. *Contract Complete.* This Agreement contains all prior negotiations and agreements between the State, the City, and the County. No other understanding regarding this Agreement, whether written or oral, may be used to bind any party.

5. Liability; Worker Compensation Claims; Insurance

- 5.1. Each party is responsible for its own acts, omissions and the results thereof to the extent authorized by law and will not be responsible for the acts and omissions of others and the results thereof. Minnesota Statutes § 3.736 and other applicable law govern liability of the State. Minnesota Statutes Chapter 466 and other applicable law govern liability of the City and County.
- 5.2. Each party is responsible for its own employees for any claims arising under the Workers Compensation Act.

6. Nondiscrimination

Provisions of Minnesota Statutes § 181.59 and of any applicable law relating to civil rights and discrimination are considered part of this Agreement.

7. State Audits

Under Minnesota Statutes § 16C.05, subdivision 5, the City's and County's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by the State and the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement.

8. Government Data Practices

The City, County, and State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by the State under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the City and County under this Agreement. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by the City, the County, or the State.

9. Governing Law; Jurisdiction; Venue

Minnesota law governs the validity, interpretation and enforcement of this Agreement. Venue for all legal proceedings arising out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

10. Termination by Mutual Agreement

This Agreement may be terminated by mutual agreement of the parties.

11. Force Majeure

None of the parties will be responsible to the other for a failure to perform under this Agreement (or a delay in performance), if such failure or delay is due to a force majeure event. A force majeure event is an event beyond a party's reasonable control, including but not limited to, unusually severe weather, fire, floods, other acts of God, labor disputes, acts of war or terrorism, or public health emergencies.

CITY OF RAMSEY

The undersigned certify that they have lawfully executed this contract on behalf of the Governmental Unit as required by applicable charter provisions, resolutions or ordinances.

By: Saul Steen

Title: MAYOR

Date: 2-2-15

By: Elizabeth C. S. S.

Title: CITY Administrator


Date: 2-2-15

ANOKA COUNTY

The undersigned certify that they have lawfully executed this contract on behalf of the Governmental Unit as required by applicable charter provisions, resolutions or ordinances.


By: 
(Chair, Anoka County Board of Commissioners)

Date: 2-27-15

By: 
(Anoka County Administrator)
Deputy


Date: 3-2-15

Recommended for Approval:

By: 
(Anoka County Engineer)

Date: 2/24/15

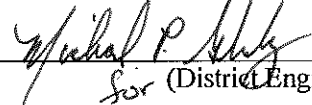
Approved as to form:

By: 
(Assistant Anoka County Attorney)

Date: 2-27-15

DEPARTMENT OF TRANSPORTATION

Recommended for Approval:

By: 
for (District Engineer)

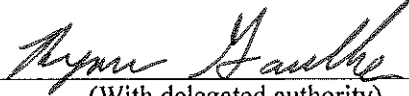
Date: 3-18-2015

Approved:

By: 
(State Design Engineer)

Date: 3-23-15

COMMISSIONER OF ADMINISTRATION

By: 
(With delegated authority)

Date: 3/31/15

INCLUDE COPY OF RESOLUTION APPROVING THE AGREEMENT AND AUTHORIZING ITS EXECUTION.

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

RESOLUTION #15-01-023

RESOLUTION APPROVING TRAFFIC CONTROL SIGNAL MAINTENANCE AGREEMENT NO. 07023 WITH THE STATE OF MINNESOTA DEPARTMENT OF TRANSPORTATION AND ANOKA COUNTY

WHEREAS, Anoka County is proposing improvements to the intersection of Trunk Highway No. 10 and Anoka County State Aid Highway No. 83 (Armstrong Boulevard) to improve traffic operations and increase safety; and

WHEREAS, Trunk Highway No. 10 is under the jurisdiction of the State of Minnesota, Department of Transportation; and

WHEREAS, County State Aid Highway No. 83 (Armstrong Boulevard) is a County State Aid Highway under the jurisdiction of Anoka County; and

WHEREAS, the proposed intersection improvements require improvements to both Trunk Highway No. 10 and Anoka County State Aid Highway No. 83 (Armstrong Boulevard); and

WHEREAS, the City of Ramsey, Anoka County and the State of Minnesota, Department of Transportation desire to work cooperatively to construct the proposed improvements.

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

- 1) That the City of Ramsey agrees to enter into MnDOT Agreement No. 07023 with the State of Minnesota, Department of Transportation and Anoka County for the following purposes:
 - a. To provide for the power, operation and maintenance of the new Traffic Control Signal including an Emergency Vehicle Pre-emption system on Trunk Highway No. 10 at County State Aid Highway No. 83 (Armstrong Boulevard) North Ramps in the City of Ramsey, Anoka County, Minnesota; and
 - b. To provide for the power, operation and maintenance for the revised Traffic Control Signal on Anoka County State Aid Highway No. 83 (Armstrong Boulevard) at Sunwood Drive/147th Avenue NW in the City of Ramsey, Anoka County, Minnesota.

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

- 1) That the Mayor and the City Administrator are authorized to execute the agreement and any amendments to the agreement.

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

Mayor Strommen
Councilmember Riley
Councilmember LeTourneau
Councilmember Johns
Councilmember Kuzma
Councilmember Shryock

and the following voted against the same:

None

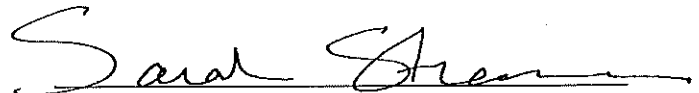
and the following abstained:

None

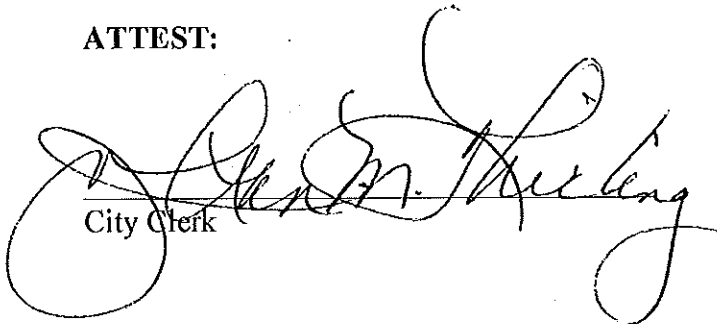
and the following were absent:

Councilmember Williams

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this 27th day of January, 2015.


Mayor Strommen

ATTEST:

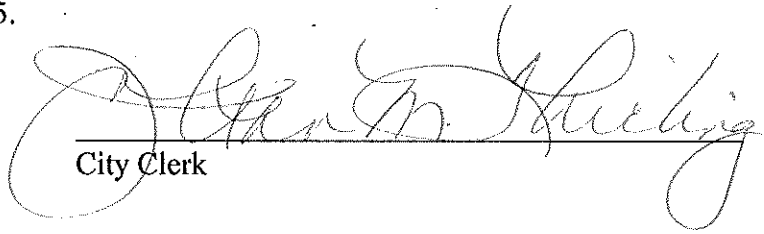

City Clerk

CERTIFICATION

State of Minnesota)
)
County of Anoka)
)
City of Ramsey)

I hereby certify that the foregoing Ramsey City Council Resolution #15-01-023 is a true and correct copy of the Resolution adopted by the City Council of the City of Ramsey at a meeting thereof held in the City of Ramsey, Minnesota, on the 27th day of January , 2015, as disclosed by the records of said City in my possession.

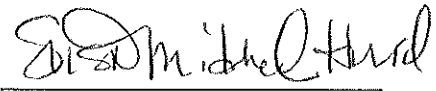
Dated this the 29th day of January, 2015.



City Clerk

(CITY SEAL)

The foregoing instrument was acknowledged before me this the 29th day of January, 2015, by Jo Ann M. Thieling, City Clerk for the City of Ramsey, Minnesota.



Signature of Notary



BOARD OF COUNTY COMMISSIONERS

Anoka County, Minnesota

DATE: February 17, 2015

RESOLUTION #2015-27

OFFERED BY COMMISSIONER: Look

FOR AGREEMENT #07023 WITH THE MINNESOTA DEPARTMENT OF TRANSPORTATION AND THE CITY OF RAMSEY FOR THE ONGOING MAINTENANCE OF THE NEW TRAFFIC CONTROL SIGNAL AT THE INTERSECTION OF TRUNK HIGHWAY 10 AT COUNTY STATE AID HIGHWAY 83 (ARMSTRONG BOULEVARD) NORTH RAMPS WITHIN THE CITY OF RAMSEY

BE IT RESOLVED that Anoka County enters into MnDOT Agreement #07023 with the Minnesota Department of Transportation and the City of Ramsey for the following purposes:

To provide for the power, operation, and maintenance of the new traffic control signal including an Emergency Vehicle Pre-emption System on Trunk Highway 10 at County State Aid Highway 83 (Armstrong Boulevard) north ramps; for the revised traffic control signal on County State Aid Highway 83 at Sunwood Drive/147th Avenue NW; and for components for a future traffic control signal on Trunk Highway 10 at County State Aid Highway 83 south ramps under State Project S.P. 0202-95 and S.P. 002-683-004, within the city of Ramsey, Anoka County, Minnesota.

BE IT FURTHER RESOLVED that the Anoka County board chair, the county administrator, the assistant county attorney, and the Minnesota Department of Transportation are authorized to execute the agreement and any amendments to the agreement.

BE IT FINALLY RESOLVED that a certified copy of this resolution be forwarded to the Minnesota Commissioner of Transportation.

STATE OF MINNESOTA)
COUNTY OF ANOKA) ss

I, Tim Yantos, Deputy County Administrator, Anoka County, Minnesota, hereby certify that I have compared the foregoing copy of the resolution of the county board of said

DISTRICT #1 - LOOK

YES

NO

X

STATE OF MINNESOTA
DEPARTMENT OF TRANSPORTATION
And
CITY OF RAMSEY
And
ANOKA COUNTY
AMENDMENT NO. 1

State Project Number (S.P.):	<u>0202-95</u>
Trunk Highway Number (T.H.):	<u>10 = 003</u>
Signal System ID's:	<u>System "A" = 39839</u>
	<u>System "B" (No I.D.)</u>
	<u>System "C" (No I.D.)</u>

This Amendment is between the State of Minnesota, acting through its Commissioner of Transportation ("State"), the City of Ramsey acting through its City Council ("City"), and Anoka County acting through its Board of Commissioners ("County").

Recitals

1. The State has a contract with the City and the County identified as MnDOT Contract No. 07023 ("Original Contract") to define their respective power, operation, and maintenance responsibilities for the existing Traffic Control Signal ("Signal System") including an Emergency Vehicle Pre-emption System ("EVP System") on Trunk Highway No. 10 at County State Aid Highway (C.S.A.H.) No. 83 (Armstrong Boulevard) North Ramps ("System A"); for the existing Traffic Control Signal including an Emergency Vehicle Pre-emption System on C.S.A.H. 83 (Armstrong Boulevard) at Sunwood Drive/147th Avenue NW ("System B"); and for the components for a future Traffic Control Signal on T.H. 10 at C.S.A.H. 83 (Armstrong Boulevard) South Ramps ("System C") in the City of Ramsey, Anoka County, Minnesota; and
2. The System A timing, EVP, and other maintenance previously performed by the County under Article 2.1.D. was terminated on July 21, 2021 by the State when the State took over operation of System A; and
3. The County had a battery backup system installed on System A during their operation of the signal; and
4. The City has agreed to reimburse the State for the ongoing maintenance for the battery backup system; and
5. The State, the City, and the County are willing to amend the Original Contract as stated below.

Contract Amendment

REVISION 1. Article 2.1 is deleted in its entirety and replaced as follows:

2.1. System "A"

Power, operation, and maintenance responsibilities will be as follows for the Signal System including an EVP System on Trunk Highway No. 10 at County State Aid Highway No. 83 (Armstrong Boulevard) North Ramps in the City of Ramsey, Anoka County.

- A. Power.** The City will be responsible for the hook-up cost and application to secure an adequate power supply to the service pad or pole and will pay all monthly electrical service expenses necessary to operate the Signal System and EVP System.
- B. City Responsibilities.** The City will provide for the following, without cost to the State.
 - i. Maintain the signal pole mounted Light Emitting Diode ("LED") luminaires, including replacing the luminaires when necessary. The LED luminaire must be replaced when it fails or when light levels drop below recommended American Association of State Highway and Transportation Officials ("AASHTO") levels for the installation.
 - ii. Reimburse the State for the costs associated with battery replacement for the battery back-up system which includes battery purchase, installation, and disposal.
- C. County Responsibilities.** The County will provide for the following, without cost to the State.
 - i. Replace the Signal System LED indications. Replacing LED indications consists of replacing each LED indication when it reaches end of life per the MnDOT Traffic Engineering Manual or fails or no longer meets Institute of Traffic Engineers ("ITE") standards for light output.
 - ii. Clean the Signal System, Signal System controller cabinet, and service cabinet exteriors.
- D. State Responsibilities**
 - i. **Interconnect; Timing; Other Maintenance.** The State will maintain the Interconnect and signing, and perform all other Signal System, APS, and signal pole luminaire circuit maintenance without cost to the City and/or County. All Signal System timing will be determined by the State, and no changes will be made without the State's approval.
 - ii. **Battery Backup and Replacement Batteries.** Perform all tasks associated with battery replacement for the battery backup system, which includes battery purchase, installation, and disposal, and maintain the remainder of the battery backup system and invoice the City 100% of the costs associated with this work.
 - iii. **EVP System(s) Operation.** The EVP System will be installed, operated, maintained, and removed according to the following conditions and requirements:

- a. All maintenance of the EVP System must be done by State forces.
- b. Emitter units may be installed only on authorized emergency vehicles, as defined in Minnesota Statutes § 169.011, Subdivision 3. Authorized emergency vehicles may use emitter units only when responding to an emergency. The City and the County will provide the State's District Engineer or their designated representative a list of all vehicles with emitter units, if requested by the State.
- c. Malfunction of the EVP System must be reported to the State immediately.
- d. In the event the EVP System or its components are, in the opinion of the State, being misused or the conditions set forth in Paragraph ii. above are violated, and such misuse or violation continues after the City and the County receives written notice from the State, the State may remove the EVP System. Upon removal of the EVP System pursuant to this Paragraph, all of its parts and components become the property of the State.
- e. All timing of the EVP System will be determined by the State

The terms of the Original Contract are expressly reaffirmed and are incorporated by reference. Except as amended herein, the terms and conditions of the Original Contract and all previous amendments remain in full force and effect.

[The remainder of this page has been intentionally left blank]

CITY OF RAMSEY

The undersigned certify that they have lawfully executed this contract on behalf of the Governmental Unit as required by applicable charter provisions, resolutions, or ordinances.

By: _____

Title: Mayor

Date: _____

By: _____

Title: City Administrator

Date: _____

DEPARTMENT OF TRANSPORTATION

Recommended for Approval:

By: _____
(District Engineer)

Date: _____

Approved:

By: _____
(State Design Engineer)

Date: _____

COMMISSIONER OF ADMINISTRATION

By: _____
(With Delegated Authority)

Date: _____

ANOKA COUNTY

The undersigned certify that they have lawfully executed this contract on behalf of the Governmental Unit as required by applicable charter provisions, resolutions, or ordinances.

By: _____

Title: Board Chair

Date: _____

By: County Administrator

Title: _____

Date: _____

By: Assistant County Attorney

Title: _____

Date: _____

DEPARTMENT OF TRANSPORTATION

Recommended for Approval:

By: _____
(District Engineer)

Date: _____

Approved:

By: _____
(State Design Engineer)

Date: _____

COMMISSIONER OF ADMINISTRATION

By: _____
(With Delegated Authority)

Date: _____

Meeting Date: 05/10/2022

By: Bruce Westby, Engineering/Public Works

Information

Title

Adopt Resolution #22-097 Approving 2023 - 2027 Master Partnership Contract with the Minnesota Department of Transportation

Purpose/Background:

Purpose:

The purpose of this case is to approve Master Partnership Contract (MPC) #1050200 with the Minnesota Department of Transportation (MnDOT) for State Fiscal Year 2023 -2027.

Background:

The Master Partnership Contract provides a framework for MnDOT and Local Agencies to provide services and payment to each other. A few of the more routine services provided by MnDOT are included in Exhibit A of the attached MPC. Other services would require work orders describing costs and scope. The City's current MPC with MnDOT, Contract #1028156, expires on June 30, 2022.

Copies of current MPC #1028156 and new MPC #1050200 are attached for reference.

When maintenance work is required along Trunk Highways within the City of Ramsey, either the City or MnDOT can complete work independently by contracting the work out, or completing the work with City Staff. Contracting work out may require the City to hire a consultant to prepare plans and specifications that must meet MnDOT Trunk Highway design standards, and right-of-way permits are typically required from MnDOT whether the work is contracted out or completed using City Staff. Therefore, whether contracting such work out or completing such work using City Staff, additional costs and delay will likely be incurred by the City. However, when such work is completed using an MPC, MnDOT typically completes their own plans and will not require a right-of-way permit, which saves the City project costs and potentially prevents delays.

Attached is a cover letter from MNDOT further summarizing the purpose and benefits of using the contract to complete maintenance projects on trunk highways.

MnDOT requires that a new resolution be passed by the City Council authorizing its officials to sign and execute the agreement on its behalf. Only the named officials may sign the agreement. If anyone else signs in the named official's place, the agreement will not be executed by MnDOT.

Notification:

Notifications are not required for this case.

Observations/Alternatives:

Observations:

The City Council may reject or modify this contract. Not approving the contract may result in increased costs and delays to future maintenance projects that occur wholly or partly within MnDOT right-of-way.

Alternatives:

Alternative #1 – Motion to adopt Resolution #22-097 approving Master Partnership Contract #1050200 with the Minnesota Department of Transportation for State Fiscal Year 2023 -2027.

Funding Source:

No hard costs are associated with approving this contract.

While there may be cost implications for future projects, such costs would typically be discussed with Council prior to completing the work, unless the work was needed to address an emergency or unless maintenance funds were budgeted for the work. However, opportunities will likely exist for saving money by completing joint maintenance projects in partnership with MnDOT in the future.

Recommendation:

Staff reviewed and recommends approval of MPC #1050200.

The City Attorney reviewed and recommends approval of MPC #1050200. The City Attorney feels the new MPC is generally the same as the current MPC.

Action:

Motion to adopt Resolution #22-097 approving Master Partnership Contract #1050200 with the Minnesota Department of Transportation for State Fiscal Year 2023 -2027.

Attachments

Resolution 22-097

Current MPC #1028156

New MPC #1050200

MnDOT Cover Letter

Form Review**Inbox**

Kurt Ulrich

Form Started By: Bruce Westby

Final Approval Date: 05/05/2022

Reviewed By

Kurt Ulrich

Date

05/05/2022 02:40 PM

Started On: 04/18/2022 02:07 PM

Councilmember_____introduced the following resolution and moved for its adoption:

RESOLUTION #22-097

RESOLUTION APPROVING 2023 – 2027 MASTER PARTNERSHIP CONTRACT WITH THE MINNESOTA DEPARTMENT OF TRANSPORTATION

WHEREAS, the Minnesota Department of Transportation (MnDOT) wishes to cooperate closely with local units of government to coordinate the delivery of transportation services and maximize the efficient delivery of such services at all levels of government; and

WHEREAS, MnDOT and local governments are authorized by Minnesota Statutes sections 471.59, 174.02, and 161.20, to undertake collaborative efforts for the design, construction, maintenance and operation of state and local roads; and

WHEREAS, the parties wish to be able to respond quickly and efficiently to such opportunities for collaboration, and have determined that having the ability to write “work orders” against a master contract would provide the greatest speed and flexibility in responding to identified needs.

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

- 1) That the City of Ramsey enter into Master Partnership Contract #1050200 with MnDOT, a copy of which was before the City Council.
- 2) That the Mayor and City Administrator are hereby authorized to execute said contract, and any amendments thereto, for and on behalf of the City of Ramsey.
- 3) That the City Administrator is authorized to negotiate work order contracts pursuant to the Master Partnership Contract, which work order contracts may provide for payment to or from MnDOT, and that the City Administrator may execute such work order contracts on behalf of the City of Ramsey without further approval by the City Council.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 10th day of May, 2022.

Mayor

ATTEST:

City Clerk

**STATE OF MINNESOTA
AND
CITY OF RAMSEY
MASTER PARTNERSHIP CONTRACT**

This master contract is between the State of Minnesota, acting through its Commissioner of Transportation in this contract referred to as the "State" and the City of Ramsey, acting through its City Council in this contract referred to as the "Local Government."

Recitals

1. The parties are authorized to enter into this contract pursuant to Minnesota Statutes, §§15.061, 471.59 and 174.02.
2. Minn. Stat. § 161.20, subd. 2, authorizes the Commissioner of Transportation to make arrangements with and cooperate with any governmental authority for the purposes of constructing, maintaining and improving the trunk highway system.
3. Each party to this contract is a "road authority" as defined by Minn. Stat. §160.02, subd. 25.
4. Minn. Stat. § 161.39, subd. 1, authorizes a road authority to perform work for another road authority. Such work may include providing technical and engineering advice, assistance and supervision, surveying, preparing plans for the construction or reconstruction of roadways, and performing roadway maintenance.
5. Minn. Stat. §174.02, subd. 6, authorizes the Commissioner of Transportation to enter into contracts with other governmental entities for research and experimentation; for sharing facilities, equipment, staff, data, or other means of providing transportation-related services; or for other cooperative programs that promote efficiencies in providing governmental services, or that further development of innovation in transportation for the benefit of the citizens of Minnesota.
6. Each party wishes to occasionally purchase services from the other party, which the parties agree will enhance the efficiency of delivering governmental services at all levels. This Master Partnership Contract (MPC) provides a framework for the efficient handling of such requests. This MPC contains terms generally governing the relationship between the parties. When specific services are requested, the parties will (unless otherwise specified) enter into a "Work Order" contracts.
7. After the execution of this MPC, the parties may (but are not required to) enter into "Work Order" contracts. These Work Orders will specify the work to be done, timelines for completion, and compensation to be paid for the specific work.
8. The parties are entering into this MPC to establish terms that will govern all of the Work Orders subsequently issued under the authority of this Contract.

Master Partnership Contract

1. **Term of Master Partnership Contract; Use of Work Order Contracts; Survival of Terms**
 - 1.1. **Effective Date:** This contract will be effective on the date last signed by the Local Government, and all State officials as required under Minn. Stat. § 16C.05, subd. 2.
 - 1.2. A party must not accept work under this Contract until it is fully executed.
 - 1.3. **Expiration Date.** This Contract will expire on June 30, 2022.

- 1.4. **Work Order Contracts.** A work order contract must be negotiated and executed (by both the State and the Local Government) for each particular engagement, except for Technical Services provided by the State to the Local Government as specified in Article 2. The work order contract must specify the detailed scope of work and deliverables for that project. A party must not begin work under a work order until the work order is fully executed. The terms of this MPC will apply to all work orders contracts issued, unless specifically varied in the work order. The Local Government understands that this MPC is not a guarantee of any payments or work order assignments, and that payments will only be issued for work actually performed under fully-executed work orders.
- 1.5. **Survival of Terms.** The following clauses survive the expiration or cancellation of this master contract and all work order contracts: 12. Liability; 13. State Audits; 14. Government Data Practices and Intellectual Property; 17. Publicity; 18. Governing Law, Jurisdiction, and Venue; and 22. Data Disclosure. All terms of this MPC will survive with respect to any work order contract issued prior to the expiration date of the MPC.
- 1.6. **Sample Work Order.** A sample work order contract is available upon request from the State.
- 1.7. **Definition of "Providing Party" and "Requesting Party".** For the purpose of assigning certain duties and obligations in the MPC to work order contracts, the following definitions will apply throughout the MPC. "Requesting Party" is defined as the party requesting the other party to perform work under a work order contract. "Providing Party" is defined as the party performing the scope of work under a work order contract.

2. Technical Services

- 2.1. **Technical Services** include repetitive low-cost services routinely performed by the State for the Local Government. These services may be performed by the State for the Local Government without the execution of a work order, as these services are provided in accordance with standardized practices and processes and do not require a detailed scope of work. Exhibit A – Table of Technical Services is attached.
 - 2.1.1. Every other service not falling under the services listed in Exhibit A will require a work order contract.
- 2.2. The Local Government may request the State to perform Technical Services in an informal manner, such as by the use of email, a purchase order, or by delivering materials to a State lab and requesting testing. A request may be made via telephone, but will not be considered accepted unless acknowledged in writing by the State.
- 2.3. The State will promptly inform the Local Government if the State will be unable to perform the requested Technical Services. Otherwise, the State will perform the Technical Services in accordance with the State's normal processes and practices, including scheduling practices taking into account the availability of State staff and equipment.
- 2.4. **Payment Basis.** Unless otherwise agreed to by the parties prior to performance of the services, the State will charge the Local Government the State's then-current rate for performing the Technical Services. The then-current rate may include the State's normal and customary additives. The State will invoice the Local Government upon completion of the services, or at regular intervals not more than once monthly as agreed upon by the parties. The invoice will provide a summary of the Technical Services provided by the State during the invoice period.

3. Services Requiring A Work Order Contract

- 3.1. **Work Order Contracts:** A party may request the other party to perform any of the following services under individual work order contracts.

- 3.2. **Professional and Technical Services.** A party may provide professional and technical services upon the request of the other party. As defined by Minn. Stat. §16C.08, subd. 1, professional/technical services “means services that are intellectual in character, including consultation, analysis, evaluation, prediction, planning, programming, or recommendation; and result in the production of a report or completion of a task.” Professional and technical services do not include providing supplies or materials except as incidental to performing such services. Professional and technical services include (by way of example and without limitation) engineering services, surveying, foundation recommendations and reports, environmental documentation, right-of-way assistance (such as performing appraisals or providing relocation assistance, but excluding the exercise of the power of eminent domain), geometric layouts, final construction plans, graphic presentations, public relations, and facilitating open houses. A party will normally provide such services with its own personnel; however, a party’s professional/technical services may also include hiring and managing outside consultants to perform work provided that a party itself provides active project management for the use of such outside consultants.
- 3.3. **Roadway Maintenance.** A party may provide roadway maintenance upon the request of the other party. Roadway maintenance does not include roadway reconstruction. This work may include but is not limited to snow removal, ditch spraying, roadside mowing, bituminous mill and overlay (only small projects), seal coat, bridge hits, major retaining wall failures, major drainage failures, and message painting. All services must be performed by an employee with sufficient skills, training, expertise or certification to perform such work, and work must be supervised by a qualified employee of the party performing the work.
- 3.4. **Construction Administration.** A party may administer roadway construction projects upon the request of the other party. Roadway construction includes (by way of example and without limitation) the construction, reconstruction, or rehabilitation of mainline, shoulder, median, pedestrian or bicycle pathway, lighting and signal systems, pavement mill and overlays, seal coating, guardrail installation, and channelization. These services may be performed by the Providing Party’s own forces, or the Providing Party may administer outside contracts for such work. Construction administration may include letting and awarding construction contracts for such work (including state projects to be completed in conjunction with local projects). All contract administration services must be performed by an employee with sufficient skills, training, expertise or certification to perform such work.
- 3.5. **Emergency Services.** A party may provide aid upon request of the other party in the event of a man-made disaster, natural disaster or other act of God. Emergency services includes all those services as the parties mutually agree are necessary to plan for, prepare for, deal with, and recover from emergency situations. These services include, without limitation, planning, engineering, construction, maintenance, and removal and disposal services related to things such as road closures, traffic control, debris removal, flood protection and mitigation, sign repair, sandbag activities and general cleanup. Work will be performed by an employee with sufficient skills, training, expertise or certification to perform such work, and work must be supervised by a qualified employee of the party performing the work. If it is not feasible to have an executed work order prior to performance of the work, the parties will promptly confer to determine whether work may be commenced without a fully-executed work order in place. If work commences without a fully-executed work order, the parties will follow up with execution of a work order as soon as feasible.
- 3.6. When a need is identified, the State and the Local Government will discuss the proposed work and the resources needed to perform the work. If a party desires to perform such work, the parties will negotiate the specific and detailed work tasks and cost. The State will then prepare a work order contract. Generally, a work order contract will be limited to one specific project/engagement, although “on call” work orders may be prepared for certain types of services, especially for “Technical Services” items as identified section 2.1.. The work order will also identify specific deliverables required, and timeframes for completing work. A work order must be fully executed by the parties prior to work being commenced.

The Local Government will not be paid for work performed prior to execution of a work order contract and authorization by the State.

4. Responsibilities of the Providing Party

- 4.1. **Terms Applicable to ALL Work Order Contracts.** The terms in this section 4.1 will apply to ALL work order contracts.
- 4.1.1. Each work order will identify an Authorized Representative for each party. Each party's authorized representative is responsible for administering the work order, and has the authority to make any decisions regarding the work, and to give and receive any notices required or permitted under this MPC or the work order.
- 4.1.2. The Providing Party will furnish and assign a publicly employed licensed engineer (Project Engineer), to be in responsible charge of the project(s) and to supervise and direct the work to be performed under each work order contract. For services not requiring an engineer, the Providing Party will furnish and assign another responsible employee to be in charge of the project. The services of the Providing Party under a work order contract may not be otherwise assigned, sublet, or transferred unless approved in writing by the Requesting Party's authorized representative. This written consent will in no way relieve the Providing Party from its primary responsibility for the work.
- 4.1.3. If the Local Government is the Providing Party, the Project Engineer may request in writing specific engineering and/or technical services from the State, pursuant to Minn. Stat. Section 161.39. The work order Contract will require the Local Government to deposit payment in advance. The costs and expenses will include the current State additives and overhead rates, subject to adjustment based on actual direct costs that have been verified by audit.
- 4.1.4. Only the receipt of a fully executed work order contract authorizes the Providing Party to begin work on a project. Any and all effort, expenses, or actions taken by the Providing Party before the work order contract is fully executed are considered unauthorized and undertaken at the risk of non-payment.
- 4.1.5. In connection with the performance of this contract and any work orders issued, the Providing Agency will comply with all applicable Federal and State laws and regulations. When the Providing Party is authorized or permitted to award contracts in connection with any work order, the Providing Party will require and cause its contractors and subcontractors to comply with all Federal and State laws and regulations.
- 4.2. **Additional Terms for Roadway Maintenance.** The terms of section 4.1 and this section 4.2 will apply to all work orders for Roadway Maintenance.
- 4.2.1. Unless otherwise provided for by contract or work order, the Providing Party must obtain all permits and sanctions that may be required for the proper and lawful performance of the work.
- 4.2.2. The Providing Party must perform maintenance in accordance with MnDOT maintenance manuals, policies and operations.
- 4.2.3. The Providing Party must use State-approved materials, including (by way of example and without limitation), sign posts, sign sheeting, and de-icing and anti-icing chemicals.
- 4.3. **Additional Terms for Construction Administration.** The terms of section 4.1 and this section 4.3 will apply to all work order contracts for construction administration.
- 4.3.1. Contract(s) must be awarded to the lowest responsible bidder or best value proposer in accordance with state law.

- 4.3.2. Contractor(s) must be required to post payment and performance bonds in an amount equal to the contract amount. The Providing Party will take all necessary action to make claims against such bonds in the event of any default by the contractor.
- 4.3.3. Contractor(s) must be required to perform work in accordance with the latest edition of the Minnesota Department of Transportation Standard Specifications for Construction.
- 4.3.4. For work performed on State right-of-way, contractor(s) must be required to indemnify and hold the State harmless against any loss incurred with respect to the performance of the contracted work, and must be required to provide evidence of insurance coverage commensurate with project risk.
- 4.3.5. Contractor(s) must pay prevailing wages pursuant to applicable state and federal law.
- 4.3.6. Contractor(s) must comply with all applicable Federal, and State laws, ordinances and regulations, including but not limited to applicable human rights/anti-discrimination laws and laws concerning the participation of Disadvantaged Business Enterprises in federally-assisted contracts.
- 4.3.7. Unless otherwise agreed in a work order contract, each party will be responsible for providing rights of way, easement, and construction permits for its portion of the improvements. Each party will, upon the other's request, furnish copies of right of way certificates, easements, and construction permits.
- 4.3.8. The Providing Party may approve minor changes to the Requesting Party's portion of the project work if such changes do not increase the Requesting Party's cost obligation under the applicable work order contract.
- 4.3.9. The Providing Party will not approve any contractor claims for additional compensation without the Requesting Party's written approval, and the execution of a proper amendment to the applicable work order contract when necessary. The Local Government will tender the processing and defense of any such claims to the State upon the State's request.
- 4.3.10. The Local Government must coordinate all trunk highway work affecting any utilities with the State's Utilities Office.
- 4.3.11. The Providing Party must coordinate all necessary detours with the Requesting Party.
- 4.3.12. If the Local Government is the Providing Party, and there is work performed on the trunk highway right-of-way, the following will apply:
 - 4.3.12.1 The Local Government will have a permit to perform the work on the trunk highway. The State may revoke this permit if the work is not being performed in a safe, proper and skillful manner, or if the contractor is violating the terms of any law, regulation, or permit applicable to the work. The State will have no liability to the Local Government, or its contractor, if work is suspended or stopped due to any such condition or concern.
 - 4.3.12.2 The Local Government will require its contractor to conduct all traffic control in accordance with the Minnesota Manual on Uniform Traffic Control Devices.
 - 4.3.12.3 The Local Government will require its contractor to comply with the terms of all permits issued for the project including, but not limited to, National Pollutant Discharge Elimination System (NPDES) and other environmental permits.
 - 4.3.12.4 All improvements constructed on the State's right-of-way will become the property of the State.

5. Responsibilities of the Requesting Party

- 5.1. After authorizing the Providing Party to begin work, the Requesting Party will furnish any data or material in its possession relating to the project that may be of use to the Providing Party in performing the work.
- 5.2. All such data furnished to the Providing Party will remain the property of the Requesting Party and will be promptly returned upon the Requesting Party's request or upon the expiration or termination of this contract (subject to data retention requirements of the Minnesota Government Data Practices Act and other applicable law).
- 5.3. The Providing Party will analyze all such data furnished by the Requesting Party. If the Providing Party finds any such data to be incorrect or incomplete, the Providing Party will bring the facts to the attention of the Requesting Party before proceeding with the part of the project affected. The Providing Party will investigate the matter, and if it finds that such data is incorrect or incomplete, it will promptly determine a method for furnishing corrected data. Delay in furnishing data will not be considered justification for an adjustment in compensation.
- 5.4. The State will provide to the Local Government copies of any Trunk Highway fund clauses to be included in the bid solicitation and will provide any required Trunk Highway fund provisions to be included in the Proposal for Highway Construction, that are different from those required for State Aid construction.
- 5.5. The Requesting Party will perform final reviews and inspections of its portion of the project work. If the work is found to have been completed in accordance with the work order contract, the Requesting Party will promptly release any remaining funds due the Providing Party for the Project(s).
- 5.6. The work order contracts may include additional responsibilities to be completed by the Requesting Party.

6. Time

In the performance of project work under a work order contract, time is of the essence.

7. Consideration and Payment

- 7.1. **Consideration.** The Requesting Party will pay the Providing Party as specified in the work order. The State's normal and customary additives will apply to work performed by the State, unless otherwise specified in the work order. The State's normal and customary additives will not apply if the parties agree to a "lump sum" or "unit rate" payment.
 - 7.2. **State's Maximum Obligation.** The total compensation to be paid by the State to the Local Government under all work order contracts issued pursuant to this MPC will not exceed \$500,000.00.
- 7.3. **Travel Expenses.** It is anticipated that all travel expenses will be included in the base cost of the Providing Party's services, and unless otherwise specifically set forth in an applicable work order contract, the Providing Party will not be separately reimbursed for travel and subsistence expenses incurred by the Providing Party in performing any work order contract. In those cases where the State agrees to reimburse travel expenses, such expenses will be reimbursed in the same manner and in no greater amount than provided in the current "MnDOT Travel Regulations" a copy of which is on file with and available from the MnDOT District Office. The Local Government will not be reimbursed for travel and subsistence expenses incurred outside of Minnesota unless it has received the State's prior written approval for such travel.
- 7.4. **Payment.**
 - 7.4.1. **Generally.** The **Requesting Party** will pay the Providing Party as specified in the applicable work order, and will make prompt payment in accordance with Minnesota law.
 - 7.4.2. **Payment by the Local Government.**

7.4.2.1. The Local Government will make payment to the order of the Commissioner of Transportation.

7.4.2.2. **IMPORTANT NOTE: PAYMENT MUST REFERENCE THE “MNDOT CONTRACT NUMBER” SHOWN ON THE FACE PAGE OF THIS CONTRACT AND THE “INVOICE NUMBER” ON THE INVOICE RECEIVED FROM MNDOT.**

7.4.2.3. Remit payment to the address below:

MnDOT
Attn: Cash Accounting
RE: MnDOT Contract Number 1028156 and Invoice Number #####
Mail Stop 215
395 John Ireland Blvd
St. Paul, MN 55155

7.4.3. *Payment by the State.*

7.4.3.1. *Generally.* The State will promptly pay the Local Government after the Local Government presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted as specified in the applicable work order, but no more frequently than monthly.

7.4.3.2. *Retainage for Professional and Technical Services.* For work orders for professional and technical services, as required by Minn. Stat. § 16C.08, subd. 2(10), no more than 90 percent of the amount due under any work order contract may be paid until the final product of the work order contract has been reviewed by the State's authorized representative. The balance due will be paid when the State's authorized representative determines that the Local Government has satisfactorily fulfilled all the terms of the work order contract.

8. Conditions of Payment

All work performed by the Providing Party under a work order contract must be performed to the Requesting Party's satisfaction, as determined at the sole and reasonable discretion of the Requesting Party's Authorized Representative and in accordance with all applicable federal and state laws, rules, and regulations. The Providing Party will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal or state law.

9. Local Government's Authorized Representative and Project Manager; Authority to Execute Work Order Contracts

9.1. The Local Government's Authorized Representative for administering this master contract is the Local Government's Engineer, and the Engineer has the responsibility to monitor the Local Government's performance. The Local Government's Authorized Representative is also authorized to execute work order contracts on behalf of the Local Government without approval of each proposed work order contract by its governing body.

9.2. The Local Government's Project Manager will be identified in each work order contract.

10. State's Authorized Representative and Project Manager

10.1. The State's Authorized Representative for this master contract is the District State Aid Engineer, who has the responsibility to monitor the State's performance.

10.2. The State's Project Manager will be identified in each work order contract.

11. Assignment, Amendments, Waiver, and Contract Complete

- 11.1. **Assignment.** Neither party may assign or transfer any rights or obligations under this MPC or any work order contract without the prior consent of the other and a fully executed Assignment Contract, executed and approved by the same parties who executed and approved this MPC, or their successors in office.
- 11.2. **Amendments.** Any amendment to this master contract or any work order contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original contract, or their successors in office.
- 11.3. **Waiver.** If a party fails to enforce any provision of this master contract or any work order contract, that failure does not waive the provision or the party's right to subsequently enforce it.
- 11.4. **Contract Complete.** This master contract and any work order contract contain all negotiations and contracts between the State and the Local Government. No other understanding regarding this master contract or any work order contract issued hereunder, whether written or oral may be used to bind either party.

12. Liability.

Each party will be responsible for its own acts and omissions to the extent provided by law. The Local Government's liability is governed by Minn. Stat. chapter 466 and other applicable law. The State's liability is governed by Minn. Stat. section 3.736 and other applicable law. This clause will not be construed to bar any legal remedies a party may have for the other party's failure to fulfill its obligations under this master contract or any work order contract. Neither party agrees to assume any environmental liability on behalf of the other party. A Providing Party under any work order is acting only as a "Contractor" to the Requesting Party, as the term "Contractor" is defined in Minn. Stat. §115B.03 (subd. 10), and is entitled to the protections afforded to a "Contractor" by the Minnesota Environmental Response and Liability Act. The parties specifically intend that Minn. Stat. §471.59 subd. 1a will apply to any work undertaken under this MPC and any work order issued hereunder.

13. State Audits

Under Minn. Stat. § 16C.05, subd. 5, the party's books, records, documents, and accounting procedures and practices relevant to any work order contract are subject to examination by the parties and by the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this MPC.

14. Government Data Practices and Intellectual Property

- 14.1. **Government Data Practices.** The Local Government and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this MPC and any work order contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Local Government under this MPC and any work order contract. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either the Local Government or the State.
- 14.2. **Intellectual Property Rights**
- 14.2.1. **Intellectual Property Rights.** The Requesting Party will own all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents created and paid for under work order contracts. Works means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Providing Party, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this master contract or any work order contract. Works includes "Documents." Documents are the originals of any databases, computer programs, reports, notes,

studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Providing Party, its employees, agents, or contractors, in the performance of a work order contract. The Documents will be the exclusive property of the Requesting Party and all such Documents must be immediately returned to the Requesting Party by the Providing Party upon completion or cancellation of the work order contract. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be "works made for hire." The Providing Party Government assigns all right, title, and interest it may have in the Works and the Documents to the Requesting Party. The Providing Party must, at the request of the Requesting Party, execute all papers and perform all other acts necessary to transfer or record the Requesting Party's ownership interest in the Works and Documents. Notwithstanding the foregoing, the Requesting Party grants the Providing Party an irrevocable and royalty-free license to use such intellectual property for its own non-commercial purposes, including dissemination to political subdivisions of the state of Minnesota and to transportation-related agencies such as the American Association of State Highway and Transportation Officials.

14.2.2. *Obligations with Respect to Intellectual Property.*

14.2.2.1. *Notification.* Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Providing Party, including its employees and subcontractors, in the performance of the work order contract, the Providing Party will immediately give the Requesting Party's Authorized Representative written notice thereof, and must promptly furnish the Authorized Representative with complete information and/or disclosure thereon.

14.2.2.2. *Representation.* The Providing Party must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of the Requesting Party, and that neither Providing Party nor its employees, agents or contractors retain any interest in and to the Works and Documents.

15. Affirmative Action

The State intends to carry out its responsibility for requiring affirmative action by its Contractors, pursuant to Minn. Stat. §363A.36. Pursuant to that Statute, the Local Government is encouraged to prepare and implement an affirmative action plan for the employment of minority persons, women, and the qualified disabled, and submit such plan to the Commissioner of the Minnesota Department of Human Rights. In addition, when the Local Government lets a contract for the performance of work under a work order issued pursuant to this MPC, it must include the following in the bid or proposal solicitation and any contracts awarded as a result thereof:

15.1. *Covered Contracts and Contractors.* If the Contract exceeds \$100,000 and the Contractor employed more than 40 full-time employees on a single working day during the previous 12 months in Minnesota or in the state where it has its principle place of business, then the Contractor must comply with the requirements of Minn. Stat. § 363A.36 and Minn. R. Parts 5000.3400-5000.3600. A Contractor covered by Minn. Stat. § 363A.36 because it employed more than 40 full-time employees in another state and does not have a certificate of compliance, must certify that it is in compliance with federal affirmative action requirements.

15.2. *Minn. Stat. § 363A.36.* Minn. Stat. § 363A.36 requires the Contractor to have an affirmative action plan for the employment of minority persons, women, and qualified disabled individuals approved by the Minnesota Commissioner of Human Rights ("Commissioner") as indicated by a certificate of compliance. The law addresses suspension or revocation of a certificate of compliance and contract consequences in that event. A contract awarded without a certificate of compliance may be voided.

15.3. *Minn. R. Parts 5000.3400-5000.3600.*

- 15.3.1. *General.* Minn. R. Parts 5000.3400-5000.3600 implement Minn. Stat. § 363A.36. These rules include, but are not limited to, criteria for contents, approval, and implementation of affirmative action plans; procedures for issuing certificates of compliance and criteria for determining a contractor's compliance status; procedures for addressing deficiencies, sanctions, and notice and hearing; annual compliance reports; procedures for compliance review; and contract consequences for non-compliance. The specific criteria for approval or rejection of an affirmative action plan are contained in various provisions of Minn. R. Parts 5000.3400-5000.3600 including, but not limited to, parts 5000.3420-5000.3500 and 5000.3552-5000.3559.
- 15.3.2. *Disabled Workers.* The Contractor must comply with the following affirmative action requirements for disabled workers:
- 15.3.2.1. The Contractor must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The Contractor agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
- 15.3.2.2. The Contractor agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.
- 15.3.2.3. In the event of the Contractor's noncompliance with the requirements of this clause, actions for noncompliance may be taken in accordance with Minn. Stat. Section 363A.36, and the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.
- 15.3.2.4. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the commissioner of the Minnesota Department of Human Rights. Such notices must state the Contractor's obligation under the law to take affirmative action to employ and advance in employment qualified disabled employees and applicants for employment, and the rights of applicants and employees.
- 15.3.2.5. The Contractor must notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the Contractor is bound by the terms of Minn. Stat. Section 363A.36, of the Minnesota Human Rights Act and is committed to take affirmative action to employ and advance in employment physically and mentally disabled persons.
- 15.3.3. *Consequences.* The consequences for the Contractor's failure to implement its affirmative action plan or make a good faith effort to do so include, but are not limited to, suspension or revocation of a certificate of compliance by the Commissioner, refusal by the Commissioner to approve subsequent plans, and termination of all or part of this contract by the Commissioner or the State.
- 15.3.4. *Certification.* The Contractor hereby certifies that it is in compliance with the requirements of Minn. Stat. § 363A.36 and Minn. R. Parts 5000.3400-5000.3600 and is aware of the consequences for noncompliance.

16. **Workers' Compensation**

Each party will be responsible for its own employees for any workers compensation claims. This MPC, and any work order contracts issued hereunder, are not intended to constitute an interchange of government employees under Minn. Stat. §15.53. To the extent that this MPC, or any work order issued hereunder, is determined to be

subject to Minn. Stat. §15.53, such statute will control to the extent of any conflict between the contract and the statute.

17. **Publicity**

17.1. **Publicity.** Any publicity regarding the subject matter of a work order contract where the State is the Requesting Party must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Local Government individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from a work order contract.

17.2. **Data Practices Act.** Section 17.1 is not intended to override the Local Government's responsibilities under the Minnesota Government Data Practices Act.

18. **Governing Law, Jurisdiction, and Venue**

Minnesota law, without regard to its choice-of-law provisions, governs this master contract and all work order contracts. Venue for all legal proceedings out of this master contract or any work order contracts, or the breach of any such contracts, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

19. **Prompt Payment; Payment to Subcontractors**

The parties must make prompt payment of their obligations in accordance with applicable law. As required by Minn. Stat. § 16A.1245, when the Local Government lets a contract for work pursuant to any work order, the Local Government must require its contractor to pay all subcontractors, less any retainage, within 10 calendar days of the prime contractor's receipt of payment from the Local Government for undisputed services provided by the subcontractor(s) and must pay interest at the rate of one and one-half percent per month or any part of a month to the subcontractor(s) on any undisputed amount not paid on time to the subcontractor(s).

20. **Minn. Stat. § 181.59.** The Local Government will comply with the provisions of Minn. Stat. § 181.59 which requires: Every contract for or on behalf of the state of Minnesota, or any county, city, town, township, school, school district, or any other district in the state, for materials, supplies, or construction shall contain provisions by which the Contractor agrees: (1) That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no contractor, material supplier, or vendor, shall, by reason of race, creed, or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; (2) That no contractor, material supplier, or vendor, shall, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause (1) of this section, or on being hired, prevent, or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed, or color; (3) That a violation of this section is a misdemeanor; and (4) That this contract may be canceled or terminated by the state, county, city, town, school board, or any other person authorized to grant the contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this contract.

21. **Termination; Suspension**

21.1. **Termination by the State for Convenience.** The State or commissioner of Administration may cancel this MPC and any work order contracts at any time, with or without cause, upon 30 days written notice to the Local Government. Upon termination, the Local Government and the State will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

21.2. **Termination by the Local Government for Convenience.** The Local Government may cancel this MPC and any work order contracts at any time, with or without cause, upon 30 days written notice to the State.

Upon termination, the Local Government and the State will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

- 21.3. **Termination for Insufficient Funding.** The State may immediately terminate or suspend this MPC and any work order contract if it does not obtain funding from the Minnesota legislature or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination or suspension must be by written or fax notice to the Local Government. The State is not obligated to pay for any services that are provided after notice and effective date of termination or suspension. However, the Local Government will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the master contract or work order is terminated because of the decision of the Minnesota legislature or other funding source, not to appropriate funds. The State must provide the Local Government notice of the lack of funding within a reasonable time of the State's receiving that notice.

22. Data Disclosure

Under Minn. Stat. §270C.65, subd. 3, and other applicable law, the Local Government consents to disclosure of its federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Local Government to file state tax returns and pay delinquent state tax liabilities, if any.

23. Defense of Claims and Lawsuits

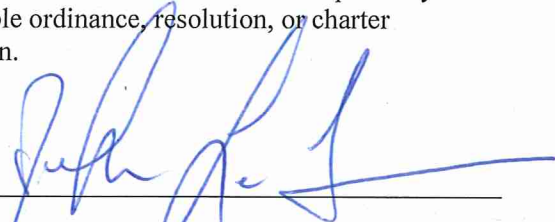
If any lawsuit or claim is filed by a third party (including but not limited to the Local Government's contractors and subcontractors), arising out of trunk highway work performed pursuant to a valid work order issued under this MPC, the Local Government will, at the discretion of and upon the request of the State, tender the defense of such claims to the State or allow the State to participate in the defense of such claims. The Local Government will, however, be solely responsible for defending any lawsuit or claim, or any portion thereof, when the claim or cause of action asserted is based on its own acts or omissions in performing or supervising the work. The Local Government will not purport to represent the State in any litigation, settlement, or alternative dispute resolution process. The State will not be responsible for any judgment entered against the Local Government, and will not be bound by the terms of any settlement entered into by the Local Government except with the written approval of the Attorney General and the Commissioner of Transportation and pursuant to applicable law.

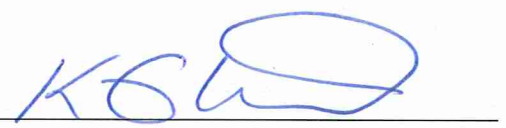
24. Additional Provisions

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LOCAL GOVERNMENT

The Local Government certifies that the appropriate person(s) have executed the contract on behalf of the Local Government as required by applicable ordinance, resolution, or charter provision.

By: 
Title: MAYOR
Date: 6-9-2020

By: 
Title: CITY Administrator
Date: 6/2/2020

COMMISSIONER OF TRANSPORTATION

By: _____
(with delegated authority)
Title: Assistant Commissioner or Assistant Division Director
Date: _____

COMMISSIONER OF ADMINISTRATION

As delegated to Materials Management Division

By: _____
Date: _____

Exhibit A - Table of Tech Serv

Used with TA98 Project IDs

If a source code is not on this list, a work order is needed.

Source Code	Title	Description
0032	Business Unit Management	All expenses of business/office managers for general management and administration of support functions. includes administering central facilities maintenance and facilities capital budgets.
0152	Support Services	Work that supports general office management, system management such as entering data into SWIFT, PPMS, PUMA and other MnDOT systems, attending staff meetings and other indirect support activities.
0400	Equipment Calibration-Mat Insp	Use when performing periodic equipment calibration for equipment used in the materials lab or on construction projects.
0600	General Training Attended	All costs (time, registration, materials, travel expenses, etc.) for attending or participating informal or informal training, including conferences that primarily provide training.
1182	Soils/Foundation Field/Laboratory Tests	All laboratory testing necessary to provide geotechnical information to complete roadway soils recommendations and approvals for use in the development of Final Design Plans and Special Provisions. Lab work includes R-value, resilient modulus, soil classification, gradation, proctor testing, unconfined compression, consolidation, direct simple shear, direct shear, permeability and triaxial tests.
1312	Tech Assist-Outside MnDOT	Use when providing technical assistance to an organization external to MnDOT.
1421	Bridge Management System Operation/Administration/Data	Use for tasks related to the Bridge Management System, including operations, administration, or data entry.
1434	Structural Metals Inspection-Non DOT	Reviewing shop drawings furnished by suppliers, fabricators, and contractors (working drawing or calculations), and for tasks related to structural metals inspection (materials surveys, physical and chemical laboratory testing, material inspection and engineering, and technical services in the field and offices) for local agency projects.
1501	Traffic Management System (TMS)	Used by traffic operations staff for all tasks that support the RTMC's operations center (or TOCC) providing traveler information, managing incidents and monitoring the FMS. Includes dynamic message sign maintenance, ramp meter maintenance, camera maintenance, and loop detection activities. Includes maintenance activities related to any ITS or TMS device such as RTMC cables, monitor wall, switchers, routers, or modems. Use to record all costs for maintenance activities related to traffic management fiber optics. Use for tasks related to maintaining traffic operations software including minor software enhancements and fixes. Use when providing traffic operations technical assistance external to MnDOT.
1513	Traffic Management System (TMS) Integration	For tasks associated with the incorporation of new and existing TMS devices (cameras, loops, DMS, and other ITS devices) into existing infrastructure to ensure proper operation. Use with the Construction/Program Delivery Appropriation.
1520	Pavement Management System	For tasks related to the operation of the pavement management system, including development and maintenance/technical support. Includes tasks to meet needs external to MnDOT.
1716	Record Sampling	Used by Materials and Research Section and district materials staff to verify inspector" sampling and testing procedures and checking inspectors' equipment during project construction as required by FHWA. Use when performing field tests on split sample.
1721	Traffic Sign Work Orders	Use for work involved in preparing work orders for traffic signs. Use only with Maintenance Operations appropriation (T790081).

If a source code is not on this list, a work order is needed.

Exhibit A - Table of Tech Serv

Used with TA98 Project IDs

If a source code is not on this list, a work order is needed.

Source Code	Title	Description
1732	Material Testing & Inspection	Performing construction phase and research physical and chemical laboratory testing, and related technical services in the districts and central labs, and for performing research and construction phase non-destructive testing materials surveys, and related technical services in the field and offices. Includes detour surveys. Non-destructive tests include, skid resistance and falling weight deflectometer (FWD) testing.
1733	Concrete Plant Inspections	Performing QA/QC physical testing at the plant; sampling and transporting of materials from the plant to the lab for lab testing, plant reviews, and operations; investigating plant discrepancies; and other technical services in the plant or office associated with stationary concrete plants or mobile concrete paving plant inspection.
1734	Construction Materials Inspections	Performing construction phase material inspection and engineering, for structural steel, precast and pre-stressed concrete, reinforcement steel, and electrical products and related technical services in the field and office for materials to be used in multiple projects. Includes travel time, sampling, and sample delivery. Includes tasks related to reviewing shop drawings furnished by suppliers or fabricators and contractor working drawings or calculations, and for tasks related to structural metals inspection (materials surveys, physical and chemical laboratory testing, material inspection and engineering, and technical services in the field and offices).
1735	Bituminous Plant Inspection	Performing QA/QC physical testing at the plant; sampling and transporting of materials from the plant to the lab for lab testing, plant reviews, and operations; investigating plant discrepancies; and other technical services in the plant or office associated with bituminous plant inspection.
1738	State Project - Specific Materials Inspection	Performing material inspection for materials designated for a specific construction project (SP). Generally applies to inspection of such things as structural steel, prestressed concrete items, and most precast concrete items and for SP specific tasks related to structural metals inspection (materials surveys, physical and chemical laboratory testing, material inspection and engineering and technical services in the field and offices).
1800	Field Inspection	Occasional construction project field inspection (not cyclical inspection of assets); Includes field inspection of materials such as gradations, densities/DCP, proctors, compaction, slump tests, and field air tests and collecting and transporting samples for lab tests, but not the actual laboratory verifications.
1870	Traffic Signal Maintenance	This work will not substitute for or alter existing cooperative construction agreements or traffic signal maintenance agreements. Work related to the occasional repair and replacement of traffic signal system structures and all electrical maintenance for traffic signal systems including electrical power, labor, equipment materials, GSOC locates, traffic control and responses to public inquiries.
1871	Lighting Maintenance & Utilities	All work related to installing, maintaining, restoring, or removing highway lighting systems and fixtures. Includes repairing, maintaining, or replacing supports necessary for roadway lighting luminaries. Includes patrol highway lighting, inspect lighting structures, electrical service for highway lighting, re-lamping, pump stations, anti-icing systems, truck roll-over warning systems and electrical repairs. Includes traffic control in support of roadway lighting activities. Use for tasks related to public inquiries/complaints, review utility billings, provide data, and conduct field reviews.
1875	Locate One Call	Finding and marking locations of buried conduit, cables, hand holes, loops, etc. in order to maintain or repair the traffic management system, signal systems, or roadway lighting systems.

If a source code is not on this list, a work order is needed.

Exhibit A - Table of Tech Serv

Used with TA98 Project IDs

If a source code is not on this list, a work order is needed.

Source Code	Title	Description
1876	Traffic Counting	Use to record labor, equipment usage, and material costs for activities related to traffic counts made for statewide traffic monitoring or traffic operations. Includes all activities related to traffic counting, such as taking requests, assigning priorities, collecting field data, processing data, and developing new techniques for collection.
2102	Patching	Related source type codes: 2103-Heavy patching, 2104-Bituminous paving, 2105-Blow patching
2142	Overhead Sign Panel Maintenance	Work related to the repair and replacement of overhead sign panels, extruded sign panels mounted on I-beams, and overhead sign structures. Includes related cable locates and traffic control. Does not include structural work.
2210	Guardrail-Install/Repair/Maintenance	Install, repair, or maintain low tension cable, plate beams, and end treatments; cable tension adjustments; and reflector replacement. includes related traffic control.
2222	Sign/Delineation/Marker Repair	Replacing, repairing, and washing signs (including temporary stop signs). Includes re-sequencing intersection signing and repair/replace overhead and extrude signs mounted on I-beams. Includes related cable locates and traffic control.
2316	Brush & Tree Removal	Maintaining, watering, trimming, and removing highway right of way tree and brush. Includes chipping of tree limbs and stump removal/grinding. Includes related traffic control.
2624	Indirect Expense	Indirect shop expenses and shop equipment. Allocate to mobile equipment.
2629	Supplies & Small Tools	Shop tools, small equipment, and supplies that cannot be directly charged to a mobile equipment unit.
2819	Bridge Curb, Walk And Railing	Repairing and maintaining bridge curb, walk, rail, coping, and fencing connected to the rail. Includes glare screen and median barriers on bridges. Includes related traffic control.
2820	Bridge Deck	Work associated with bridge deck and slab repair regardless of removal depth or type of material used for patching. Includes deck or slab overlays and replacements and underside deck delamination. Includes related traffic control.
2822	Miscellaneous Bridge Maintenance	This source code does not include replacement or major repair. Miscellaneous maintenance tasks performed on a specific bridge or structure not covered by other source codes. Includes minor repairs and simple fixes on items such as stairways, drains, fencing, light bases, transient guards, and access doors. Includes transient removal, ordering materials, and picking up equipment. Includes related traffic control.
2824	Bridge Inspection-Non-Federal	All tasks related to inventory, inspection, and load capacity rating work done on trunk highway bridges to meet the requirements of the National Bridge Inspection System and/or Minnesota Bridge Safety Inspection Program or for billing to local governments. Includes related inspection reports and deck condition surveys.
2827	Bridge Expansion, Relief Joints	All maintenance tasks associated with bridge expansion joints, except joint reestablishment. Includes tightening expansion device bolts and replacing seal glands. Includes related traffic control.
2828	Bridge Inspection-Federal Fund	All bridge inspection tasks for non-MnDOT bridges funded by the federal Fracture-Critical Bridge Program (Project Code will begin with TSL and with the local bridge number). Includes related inspection reports. For MnDOT Trunk Highway bridges (Project Code begins with TSO followed by the bridge number) and local and Department of Natural Resources (DNR) (bridge number begins with 9A follow by bridge number) bridge inspections to be billed to the local government or Department of Natural Resources (DNR) use Source Code 2824.

If a source code is not on this list, a work order is needed.

Exhibit A - Table of Tech Serv

Used with TA98 Project IDs

If a source code is not on this list, a work order is needed.

Source Code	Title	Description
2829	Bridge Superstructure	All tasks to repair any bridge component above the bridge seat that is not included in other source codes. Includes repairs to all types of bridge superstructure elements such as girders, beams, floor beams, trusses, stringers, t-beams, precast channels, and box girders. Includes related traffic control.
2830	Bridge Bearing Assemblies	All tasks related to the repair and maintenance of fixed or expansion-bearing assemblies on bridges. Includes related traffic
2834	Waterway Maintenance	All tasks related to waterway maintenance for deck bridges. Includes debris removal, waterway cleanup, channel repair, and channel protection repair that is not part of slope protection. Includes related traffic control.
2838	Bridge Deck Crack Sealing	All tasks related to deck crack sealing. Includes related traffic control.
2863	Traffic Signal Inspection	Work related to cyclical structural and electrical inspection and preventive maintenance checks of traffic signal systems/structures. Includes labor, equipment, materials, and traffic control.
3000	Class Of Frequency Coordination	Use for frequency coordination done with APCO, AASHTO or FCCA.
3002	Radio/Electronic Infrastructure	Use for the repair and preventative maintenance of all equipment associated with wireless two-way radio communications systems (includes mobile radios, portable radios, base stations, console workstations, recorders, etc.). Non-MnDOT equipment - Must use Project number assigned to requesting agency; Department of Public Safety (DPS) includes State Patrol (SP) Bureau of Criminal Apprehension (BCA), Fire Marshall); does not include Department of Natural Resources (DNR). See OSRC Project
3005	Radio - Mobile Equipment	Use for the repair and preventative maintenance of all equipment associated with wireless two-way radio communications systems (includes mobile radios, portable radios, base stations, console workstations, recorders, etc.). Non-MnDOT equipment - Must use Project number assigned to requesting agency (State Patrol, DNR, BCA, Fire Marshall). See OSRC Project Code list.
3009	Radio/Electronic System Upgrade & Installation	Use for the installation and other services needed to provide major system upgrades or improvements to wireless or electronic systems. Use for all work performed to correct or repair deficiencies found in a new installation.
3025	Tower/Building Maintenance	Use for all tasks related to the maintenance of a tower building or site. Includes towers, buildings, generators, LP system, fencing, landscaping, grounding, ice bridge, cable management, climbing ladders, card key systems, and HVAC.
3027	Radio Programming	Creating or modifying radio frequency programs and programming mobile and portable radios. Does not include mobile radios used as fixed base radios as part of the Inter-OP System (Use 3009).
3049	On Call Electronic Communications Infrastructure Maintenance	To be used by Statewide Radio Communications personnel to record on-call time.

If a source code is not on this list, a work order is needed.

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

RESOLUTION #20-103

RESOLUTION APPROVING 2018 – 2022 MASTER PARTNERSHIP CONTRACT WITH THE MINNESOTA DEPARTMENT OF TRANSPORTATION

WHEREAS, the Minnesota Department of Transportation (MnDOT) wishes to cooperate closely with local units of government to coordinate the delivery of transportation services and maximize the efficient delivery of such services at all levels of government; and

WHEREAS, MnDOT and local governments are authorized by Minnesota Statutes sections 471.59, 174.02, and 161.20, to undertake collaborative efforts for the design, construction, maintenance and operation of state and local roads; and

WHEREAS, the parties wish to be able to respond quickly and efficiently to such opportunities for collaboration, and have determined that having the ability to write “work orders” against a master contract would provide the greatest speed and flexibility in responding to identified needs.

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

- 1) That the City of Ramsey enter into Master Partnership Contract #1028156 with MnDOT, a copy of which was before the Council.
- 2) That the Mayor and City Administrator are hereby authorized to execute said contract, and any amendments thereto.
- 3) That the City Engineer is authorized to negotiate work order contracts pursuant to the Master Partnership Contract, which work order contracts may provide for payment to or from MnDOT, and that the City Engineer may execute such work order contracts on behalf of the City of Ramsey without further approval by the Council.

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

Councilmember Heinrich
Councilmember Kuzma
Councilmember Menth
Councilmember Musgrove
Councilmember Riley
Councilmember Specht

and the following voted against the same:

None

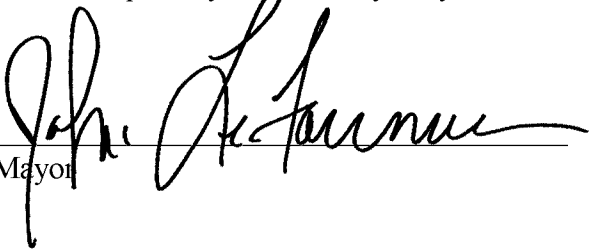
and the following abstained:

None

and the following were absent:


Mayor LeTourneau

whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 26th day of May, 2020.



Mayor

ATTEST:



City Clerk

**STATE OF MINNESOTA
MASTER PARTNERSHIP CONTRACT**

This master contract is between the State of Minnesota, acting through its Commissioner of Transportation in this contract referred to as the “State” and the Ramsey City, acting through its City Council, in this contract referred to as the “Other Party.”

Recitals

1. The parties are authorized to enter into this contract pursuant to Minnesota Statutes, §§15.061, 471.59 and 174.02.
2. Minn. Stat. § 161.20, subd. 2, authorizes the Commissioner of Transportation to make arrangements with and cooperate with any governmental authority for the purposes of constructing, maintaining and improving the trunk highway system.
3. Each party to this contract is a “road authority” as defined by Minn. Stat. §160.02, subd. 25.
4. Minn. Stat. § 161.39, subd. 1, authorizes a road authority to perform work for another road authority. Such work may include providing technical and engineering advice, assistance and supervision, surveying, preparing plans for the construction or reconstruction of roadways, and performing roadway maintenance.
5. Minn. Stat. §174.02, subd. 6, authorizes the Commissioner of Transportation to enter into contracts with other governmental entities for research and experimentation; for sharing facilities, equipment, staff, data, or other means of providing transportation-related services; or for other cooperative programs that promote efficiencies in providing governmental services, or that further development of innovation in transportation for the benefit of the citizens of Minnesota.
6. Each party wishes to occasionally purchase services from the other party, which the parties agree will enhance the efficiency of delivering governmental services at all levels. This Master Partnership Contract (MPC) provides a framework for the efficient handling of such requests. This MPC contains terms generally governing the relationship between the parties. When specific services are requested, the parties will (unless otherwise specified) enter into a “Work Order” contracts.
7. After the execution of this MPC, the parties may (but are not required to) enter into “Work Order” contracts. These Work Orders will specify the work to be done, timelines for completion, and compensation to be paid for the specific work.
8. The parties are entering into this MPC to establish terms that will govern all of the Work Orders subsequently issued under the authority of this Contract.

Contract

1. Term of Master Partnership Contract; Use of Work Order Contracts; Survival of Terms

- 1.1. **Effective Date:** This contract will be effective on July 1st, 2022, or upon the date last signed by all State officials as required under Minn. Stat. § 16C.05, subd. 2, whichever occurs last. The Other Party must not begin work under this Contract until ALL required signatures have been obtained and the Other Party has been notified in writing to begin such work by the State’s Authorized Representative.
- 1.2. **Expiration Date.** This Contract will expire on June 30, 2027.
- 1.3. **Exhibits.** Exhibit A is attached and incorporated into this agreement.
- 1.4. **Work Order Contracts.** A work order contract must be negotiated and executed (by both the State and the Other Party) for each particular engagement, except for Technical Services provided by the State to the Other Party as specified in Article 2. The work order contract must specify the detailed scope of work and deliverables for that project. A party must not begin work under a work order until the work order is fully

executed. The terms of this MPC will apply to all work orders contracts issued, unless specifically varied in the work order. The Other Party understands that this MPC is not a guarantee of any payments or work order assignments, and that payments will only be issued for work actually performed under fully-executed work orders.

- 1.5. **Survival of Terms.** The following clauses survive the expiration or cancellation of this master contract and all work order contracts: 12. Liability; 13. State Audits; 14. Government Data Practices and Intellectual Property; 17. Publicity; 18. Governing Law, Jurisdiction, and Venue; and 22. Data Disclosure. All terms of this MPC will survive with respect to any work order contract issued prior to the expiration date of the MPC.
- 1.6. **Sample Work Order.** A sample work order contract is available upon request from the State.
- 1.7. **Definition of “Providing Party” and “Requesting Party”.** For the purpose of assigning certain duties and obligations in the MPC to work order contracts, the following definitions will apply throughout the MPC. “Requesting Party” is defined as the party requesting the other party to perform work under a work order contract. “Providing Party” is defined as the party performing the scope of work under a work order contract.

2. Technical Services

- 2.1. Technical Services include repetitive low-cost services routinely performed by the State for the Other Party. If requested and authorized by the Other Party, these services may be performed by the State for the Other Party without the execution of a work order, as these services are provided in accordance with standardized practices and processes and do not require a detailed scope of work. Exhibit A – Table of Technical Services is attached.
 - 2.1.1. Every other service not falling under the services listed in Exhibit A will require a work order contract (If you have questions regarding whether a service is covered under 2.1.1, please contact Contract Management).
- 2.2. The Other Party may request the State to perform Technical Services in an informal manner, such as by the use of email, a purchase order, or by delivering materials to a State lab and requesting testing. A request may be made via telephone, but will not be considered accepted unless acknowledged in writing by the State.
- 2.3. The State will promptly inform the Other Party if the State will be unable to perform the requested Technical Services. Otherwise, the State will perform the Technical Services in accordance with the State’s normal processes and practices, including scheduling practices taking into account the availability of State staff and equipment.
- 2.4. **Payment Basis.** Unless otherwise agreed to by the parties prior to performance of the services, the State will charge the Other Party the State’s then-current rate for performing the Technical Services. The then-current rate may include the State’s normal and customary additives. The State will invoice the Other Party upon completion of the services, or at regular intervals not more than once monthly as agreed upon by the parties. The invoice will provide a summary of the Technical Services provided by the State during the invoice period.

3. Services Requiring a Work Order Contract

- 3.1. **Work Order Contracts:** A party may request the other party to perform any of the following services under individual work order contracts.
- 3.2. **Professional and Technical Services.** A party may provide professional and technical services upon the request of the other party. As defined by Minn. Stat. §16C.08, subd. 1, professional/technical services “means services that are intellectual in character, including consultation, analysis, evaluation, prediction, planning, programming, or recommendation; and result in the production of a report or completion of a task.” Professional and technical services do not include providing supplies or materials except as incidental to performing such services. Professional and technical services include (by way of example and without limitation) cultural resources, engineering services, surveying, foundation recommendations and reports, environmental documentation, right-of-way assistance (such as performing appraisals or providing

relocation assistance, but excluding the exercise of the power of eminent domain), geometric layouts, final construction plans, graphic presentations, public relations, and facilitating open houses. A party will normally provide such services with its own personnel; however, a party's professional/technical services may also include hiring and managing outside consultants to perform work provided that a party itself provides active project management for the use of such outside consultants.

- 3.3. **Roadway Maintenance.** A party may provide roadway maintenance upon the request of the other party. Roadway maintenance does not include roadway reconstruction. This work may include but is not limited to snow removal, ditch spraying, roadside mowing, bituminous mill and overlay (only small projects), seal coat, bridge hits, major retaining wall failures, major drainage failures, and message painting. All services must be performed by an employee with sufficient skills, training, expertise or certification to perform such work, and work must be supervised by a qualified employee of the party performing the work.
- 3.4. **Construction Administration.** A party may administer roadway construction projects upon the request of the other party. Roadway construction includes (by way of example and without limitation) the construction, reconstruction, or rehabilitation of mainline, shoulder, median, pedestrian or bicycle pathway, lighting and signal systems, pavement mill and overlays, seal coating, guardrail installation, and channelization. These services may be performed by the Providing Party's own forces, or the Providing Party may administer outside contracts for such work. Construction administration may include letting and awarding construction contracts for such work (including state projects to be completed in conjunction with local projects). All contract administration services must be performed by an employee with sufficient skills, training, expertise or certification to perform such work.
- 3.5. **Emergency Services.** A party may provide aid upon request of the other party in the event of a man-made disaster, natural disaster or other act of God. Emergency services includes all those services as the parties mutually agree are necessary to plan for, prepare for, deal with, and recover from emergency situations. These services include, without limitation, planning, engineering, construction, maintenance, and removal and disposal services related to things such as road closures, traffic control, debris removal, flood protection and mitigation, sign repair, sandbag activities and general cleanup. Work will be performed by an employee with sufficient skills, training, expertise or certification to perform such work, and work must be supervised by a qualified employee of the party performing the work. If it is not feasible to have an executed work order prior to performance of the work, the parties will promptly confer to determine whether work may be commenced without a fully-executed work order in place. If work commences without a fully-executed work order, the parties will follow up with execution of a work order as soon as feasible.
- 3.6. When a need is identified, the State and the Other Party will discuss the proposed work and the resources needed to perform the work. If a party desires to perform such work, the parties will negotiate the specific and detailed work tasks and cost. The State will then prepare a work order contract. Generally, a work order contract will be limited to one specific project/engagement, although "on call" work orders may be prepared for certain types of services, especially for "Technical Services" items as identified section 2.1.. The work order will also identify specific deliverables required, and timeframes for completing work. A work order must be fully executed by the parties prior to work being commenced. The Other Party will not be paid for work performed prior to execution of a work order contract and authorization by the State.

4. Responsibilities of the Providing Party

- 4.1. **Terms Applicable to ALL Work Order Contracts.** The terms in this section 4.1 will apply to ALL work order contracts.
 - 4.1.1. Each work order will identify an Authorized Representative for each party. Each party's authorized representative is responsible for administering the work order, and has the authority to make any decisions regarding the work, and to give and receive any notices required or permitted under this MPC or the work order.
 - 4.1.2. The Providing Party will furnish and assign a publicly employed licensed engineer (Project Engineer), to be in responsible charge of the project(s) and to supervise and direct the work to be performed under each work order contract. For services not requiring an engineer, the Providing Party will

furnish and assign another responsible employee to be in charge of the project. The services of the Providing Party under a work order contract may not be otherwise assigned, sublet, or transferred unless approved in writing by the Requesting Party's authorized representative. This written consent will in no way relieve the Providing Party from its primary responsibility for the work.

- 4.1.3. If the Other Party is the Providing Party, the Project Engineer may request in writing specific engineering and/or technical services from the State, pursuant to Minn. Stat. Section 161.39. The work order Contract will require the Other Party to deposit payment in advance. The costs and expenses will include the current State additives and overhead rates, subject to adjustment based on actual direct costs that have been verified by audit.
- 4.1.4. Only the receipt of a fully executed work order contract authorizes the Providing Party to begin work on a project. Any and all effort, expenses, or actions taken by the Providing Party before the work order contract is fully executed are considered unauthorized and undertaken at the risk of non-payment.
- 4.1.5. In connection with the performance of this contract and any work orders issued, the Providing Agency will comply with all applicable Federal and State laws and regulations. When the Providing Party is authorized or permitted to award contracts in connection with any work order, the Providing Party will require and cause its contractors and subcontractors to comply with all Federal and State laws and regulations.
- 4.2. **Additional Terms for Roadway Maintenance.** The terms of section 4.1 and this section 4.2 will apply to all work orders for Roadway Maintenance.
 - 4.2.1. Unless otherwise provided for by contract or work order, the Providing Party must obtain all permits and sanctions that may be required for the proper and lawful performance of the work.
 - 4.2.2. The Providing Party must perform maintenance in accordance with MnDOT maintenance manuals, policies and operations.
 - 4.2.3. The Providing Party must use State-approved materials, including (by way of example and without limitation), sign posts, sign sheeting, and de-icing and anti-icing chemicals.
- 4.3. **Additional Terms for Construction Administration.** The terms of section 4.1 and this section 4.3 will apply to all work order contracts for construction administration.
 - 4.3.1. Contract(s) must be awarded to the lowest responsible bidder or best value proposer in accordance with state law.
 - 4.3.2. Contractor(s) must be required to post payment and performance bonds in an amount equal to the contract amount. The Providing Party will take all necessary action to make claims against such bonds in the event of any default by the contractor.
 - 4.3.3. Contractor(s) must be required to perform work in accordance with the latest edition of the Minnesota Department of Transportation Standard Specifications for Construction.
 - 4.3.4. For work performed on State right-of-way, contractor(s) must be required to indemnify and hold the State harmless against any loss incurred with respect to the performance of the contracted work, and must be required to provide evidence of insurance coverage commensurate with project risk.
 - 4.3.5. Contractor(s) must pay prevailing wages pursuant to applicable state and federal law.
 - 4.3.6. Contractor(s) must comply with all applicable Federal, and State laws, ordinances and regulations, including but not limited to applicable human rights/anti-discrimination laws and laws concerning the participation of Disadvantaged Business Enterprises in federally-assisted contracts.
 - 4.3.7. Unless otherwise agreed in a work order contract, each party will be responsible for providing rights of way, easement, and construction permits for its portion of the improvements. Each party will, upon the other's request, furnish copies of right of way certificates, easements, and construction permits.

- 4.3.8. The Providing Party may approve minor changes to the Requesting Party's portion of the project work if such changes do not increase the Requesting Party's cost obligation under the applicable work order contract.
- 4.3.9. The Providing Party will not approve any contractor claims for additional compensation without the Requesting Party's written approval, and the execution of a proper amendment to the applicable work order contract when necessary. The Other Party will tender the processing and defense of any such claims to the State upon the State's request.
- 4.3.10. The Other Party must coordinate all trunk highway work affecting any utilities with the State's Utilities Office.
- 4.3.11. The Providing Party must coordinate all necessary detours with the Requesting Party.
- 4.3.12. If the Other Party is the Providing Party, and there is work performed on the trunk highway right-of-way, the following will apply:
 - a. The Other Party will have a permit to perform the work on the trunk highway. The State may revoke this permit if the work is not being performed in a safe, proper and skillful manner, or if the contractor is violating the terms of any law, regulation, or permit applicable to the work. The State will have no liability to the Other Party, or its contractor, if work is suspended or stopped due to any such condition or concern.
 - b. The Other Party will require its contractor to conduct all traffic control in accordance with the Minnesota Manual on Uniform Traffic Control Devices.
 - c. The Other Party will require its contractor to comply with the terms of all permits issued for the project including, but not limited to, National Pollutant Discharge Elimination System (NPDES) and other environmental permits.
 - d. All improvements constructed on the State's right-of-way will become the property of the State.

5. Responsibilities of the Requesting Party

- 5.1. After authorizing the Providing Party to begin work, the Requesting Party will furnish any data or material in its possession relating to the project that may be of use to the Providing Party in performing the work.
- 5.2. All such data furnished to the Providing Party will remain the property of the Requesting Party and will be promptly returned upon the Requesting Party's request or upon the expiration or termination of this contract (subject to data retention requirements of the Minnesota Government Data Practices Act and other applicable law).
- 5.3. The Providing Party will analyze all such data furnished by the Requesting Party. If the Providing Party finds any such data to be incorrect or incomplete, the Providing Party will bring the facts to the attention of the Requesting Party before proceeding with the part of the project affected. The Providing Party will investigate the matter, and if it finds that such data is incorrect or incomplete, it will promptly determine a method for furnishing corrected data. Delay in furnishing data will not be considered justification for an adjustment in compensation.
- 5.4. The State will provide to the Other Party copies of any Trunk Highway fund clauses to be included in the bid solicitation and will provide any required Trunk Highway fund provisions to be included in the Proposal for Highway Construction, that are different from those required for State Aid construction.
- 5.5. The Requesting Party will perform final reviews and inspections of its portion of the project work. If the work is found to have been completed in accordance with the work order contract, the Requesting Party will promptly release any remaining funds due the Providing Party for the Project(s).
- 5.6. The work order contracts may include additional responsibilities to be completed by the Requesting Party.

6. Time

- 6.1. In the performance of project work under a work order contract, time is of the essence.

7. Consideration and Payment

- 7.1. **Consideration.** The Requesting Party will pay the Providing Party as specified in the work order. The State's normal and customary additives will apply to work performed by the State, unless otherwise specified in the work order. The State's normal and customary additives will not apply if the parties agree to a "lump sum" or "unit rate" payment.
- 7.2. **State's Maximum Obligation.** The total compensation to be paid by the State to the Other Party under all work order contracts issued pursuant to this MPC will not exceed \$500,000.00.
- 7.3. **Travel Expenses.** It is anticipated that all travel expenses will be included in the base cost of the Providing Party's services, and unless otherwise specifically set forth in an applicable work order contract, the Providing Party will not be separately reimbursed for travel and subsistence expenses incurred by the Providing Party in performing any work order contract. In those cases where the State agrees to reimburse travel expenses, such expenses will be reimbursed in the same manner and in no greater amount than provided in the current "MnDOT Travel Regulations" a copy of which is on file with and available from the MnDOT District Office. The Other Party will not be reimbursed for travel and subsistence expenses incurred outside of Minnesota unless it has received the State's prior written approval for such travel.

7.4. Payment

- 7.4.1. **Generally.** The Requesting Party will pay the Providing Party as specified in the applicable work order, and will make prompt payment in accordance with Minnesota law.
- 7.4.2. **Payment by the Other Party.**
 - a. The Other Party will make payment to the order of the Commissioner of Transportation.
 - b. IMPORTANT NOTE: PAYMENT MUST REFERENCE THE "MNDOT CONTRACT NUMBER" SHOWN ON THE FACE PAGE OF THIS CONTRACT AND THE "INVOICE NUMBER" ON THE INVOICE RECEIVED FROM MNDOT.
 - c. Remit payment to the address below:
MnDOT
Attn: Cash Accounting
RE: MnDOT Contract Number 1050200W[XX] and Invoice Number: 00000[#####]
(see note above)
Mail Stop 215
395 John Ireland Blvd
St. Paul, MN 55155
- 7.4.3. **Payment by the State.**
 - a. Generally. The State will promptly pay the Other Party after the Other Party presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted as specified in the applicable work order, but no more frequently than monthly.
 - b. Retainage for Professional and Technical Services. For work orders for professional and technical services, as required by Minn. Stat. § 16C.08, subd. 2(10), no more than 90 percent of the amount due under any work order contract may be paid until the final product of the work order contract has been reviewed by the State's authorized representative. The balance due will be paid when the State's authorized representative determines that the Other Party has satisfactorily fulfilled all the terms of the work order contract.

8. Conditions of Payment

- 8.1. All work performed by the Providing Party under a work order contract must be performed to the Requesting Party's satisfaction, as determined at the sole and reasonable discretion of the Requesting Party's Authorized Representative and in accordance with all applicable federal and state laws, rules, and

regulations. The Providing Party will not receive payment for work found by the Requesting Party to be unsatisfactory or performed in violation of federal or state law.

9. State's Authorized Representative and Project Manager

- 9.1. The State's Authorized Representative for this master contract is the District State Aid Engineer, who has the responsibility to monitor the State's performance.
- 9.2. The State's Project Manager will be identified in each work order contract.

10. Other Party's Authorized Representative and Project Manager

- 10.1. The Other Party's Authorized Representative for administering this master contract is the Other Party's Engineer, and the Engineer has the responsibility to monitor the Other Party's performance. The Other Party's Authorized Representative is also authorized to execute work order contracts on behalf of the Other Party without approval of each proposed work order contract by its governing body.
- 10.2. The Other Party's Project Manager will be identified in each work order contract.

11. Assignment, Amendments, Waiver, and Contract Complete

- 11.1. **Assignment.** Neither party may assign or transfer any rights or obligations under this MPC or any work order contract without the prior consent of the other and a fully executed Assignment Contract, executed and approved by the same parties who executed and approved this MPC, or their successors in office.
- 11.2. **Amendments.** Any amendment to this master contract or any work order contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original contract, or their successors in office.
- 11.3. **Waiver.** If a party fails to enforce any provision of this master contract or any work order contract, that failure does not waive the provision or the party's right to subsequently enforce it.
- 11.4. **Contract Complete.** This master contract and any work order contract contain all negotiations and contracts between the State and the Other Party. No other understanding regarding this master contract or any work order contract issued hereunder, whether written or oral may be used to bind either party.

12. Liability

- 12.1. Each party will be responsible for its own acts and omissions to the extent provided by law. The Other Party's liability is governed by Minn. Stat. chapter 466 and other applicable law. The State's liability is governed by Minn. Stat. section 3.736 and other applicable law. This clause will not be construed to bar any legal remedies a party may have for the other party's failure to fulfill its obligations under this master contract or any work order contract. Neither party agrees to assume any environmental liability on behalf of the other party. A Providing Party under any work order is acting only as a "Contractor" to the Requesting Party, as the term "Contractor" is defined in Minn. Stat. §115B.03 (subd. 10), and is entitled to the protections afforded to a "Contractor" by the Minnesota Environmental Response and Liability Act. The parties specifically intend that Minn. Stat. §471.59 subd. 1a will apply to any work undertaken under this MPC and any work order issued hereunder.

13. State Audits

- 13.1. Under Minn. Stat. § 16C.05, subd. 5, the party's books, records, documents, and accounting procedures and practices relevant to any work order contract are subject to examination by the parties and by the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this MPC.

14. Government Data Practices and Intellectual Property

- 14.1. **Government Data Practices.** The Other Party and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this MPC and any work order contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Other Party under this MPC and any work order contract. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either the Other Party or the State.
- 14.2. **Intellectual Property Rights**

14.2.1. Intellectual Property Rights. The Requesting Party will own all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents created and paid for under work order contracts. Works means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Providing Party, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this master contract or any work order contract. Works includes "Documents." Documents are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Providing Party, its employees, agents, or contractors, in the performance of a work order contract. The Documents will be the exclusive property of the Requesting Party and all such Documents must be immediately returned to the Requesting Party by the Providing Party upon completion or cancellation of the work order contract. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be "works made for hire." The Providing Party Government assigns all right, title, and interest it may have in the Works and the Documents to the Requesting Party. The Providing Party must, at the request of the Requesting Party, execute all papers and perform all other acts necessary to transfer or record the Requesting Party's ownership interest in the Works and Documents. Notwithstanding the foregoing, the Requesting Party grants the Providing Party an irrevocable and royalty-free license to use such intellectual property for its own non-commercial purposes, including dissemination to political subdivisions of the state of Minnesota and to transportation-related agencies such as the American Association of State Highway and Transportation Officials.

14.2.2. Obligations with Respect to Intellectual Property.

- a. **Notification.** Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Providing Party, including its employees and subcontractors, in the performance of the work order contract, the Providing Party will immediately give the Requesting Party's Authorized Representative written notice thereof, and must promptly furnish the Authorized Representative with complete information and/or disclosure thereon.
- b. **Representation.** The Providing Party must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of the Requesting Party, and that neither Providing Party nor its employees, agents or contractors retain any interest in and to the Works and Documents.

15. Affirmative Action

- 15.1. The State intends to carry out its responsibility for requiring affirmative action by its Contractors, pursuant to Minn. Stat. §363A.36. Pursuant to that Statute, the Other Party is encouraged to prepare and implement an affirmative action plan for the employment of minority persons, women, and the qualified disabled, and submit such plan to the Commissioner of the Minnesota Department of Human Rights. In addition, when the Other Party lets a contract for the performance of work under a work order issued pursuant to this MPC, it must include the following in the bid or proposal solicitation and any contracts awarded as a result thereof:
- 15.2. **Covered Contracts and Contractors.** If the Contract exceeds \$100,000 and the Contractor employed more than 40 full-time employees on a single working day during the previous 12 months in Minnesota or in the state where it has its principle place of business, then the Contractor must comply with the requirements of Minn. Stat. § 363A.36 and Minn. R. Parts 5000.3400-5000.3600. A Contractor covered by Minn. Stat. § 363A.36 because it employed more than 40 full-time employees in another state and does not have a certificate of compliance, must certify that it is in compliance with federal affirmative action requirements.

- 15.3. **Minn. Stat. § 363A.36.** Minn. Stat. § 363A.36 requires the Contractor to have an affirmative action plan for the employment of minority persons, women, and qualified disabled individuals approved by the Minnesota Commissioner of Human Rights (“Commissioner”) as indicated by a certificate of compliance. The law addresses suspension or revocation of a certificate of compliance and contract consequences in that event. A contract awarded without a certificate of compliance may be voided.
- 15.4. **Minn. R. Parts 5000.3400-5000.3600.**
- 15.4.1. **General.** Minn. R. Parts 5000.3400-5000.3600 implement Minn. Stat. § 363A.36. These rules include, but are not limited to, criteria for contents, approval, and implementation of affirmative action plans; procedures for issuing certificates of compliance and criteria for determining a contractor’s compliance status; procedures for addressing deficiencies, sanctions, and notice and hearing; annual compliance reports; procedures for compliance review; and contract consequences for non-compliance. The specific criteria for approval or rejection of an affirmative action plan are contained in various provisions of Minn. R. Parts 5000.3400-5000.3600 including, but not limited to, parts 5000.3420-5000.3500 and 5000.3552-5000.3559.
- 15.4.2. **Disabled Workers.** The Contractor must comply with the following affirmative action requirements for disabled workers:
- a. The Contractor must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The Contractor agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
 - b. The Contractor agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.
 - c. In the event of the Contractor's noncompliance with the requirements of this clause, actions for noncompliance may be taken in accordance with Minn. Stat. Section 363A.36, and the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.
 - d. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the commissioner of the Minnesota Department of Human Rights. Such notices must state the Contractor's obligation under the law to take affirmative action to employ and advance in employment qualified disabled employees and applicants for employment, and the rights of applicants and employees.
 - e. The Contractor must notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the Contractor is bound by the terms of Minn. Stat. Section 363A.36, of the Minnesota Human Rights Act and is committed to take affirmative action to employ and advance in employment physically and mentally disabled persons.
- 15.4.3. **Consequences.** The consequences for the Contractor’s failure to implement its affirmative action plan or make a good faith effort to do so include, but are not limited to, suspension or revocation of a certificate of compliance by the Commissioner, refusal by the Commissioner to approve subsequent plans, and termination of all or part of this contract by the Commissioner or the State.
- 15.4.4. **Certification.** The Contractor hereby certifies that it is in compliance with the requirements of Minn. Stat. § 363A.36 and Minn. R. Parts 5000.3400-5000.3600 and is aware of the consequences for noncompliance.

16. Workers’ Compensation

- 16.1. Each party will be responsible for its own employees for any workers compensation claims. This MPC, and any work order contracts issued hereunder, are not intended to constitute an interchange of government employees under Minn. Stat. §15.53. To the extent that this MPC, or any work order issued hereunder, is determined to be subject to Minn. Stat. §15.53, such statute will control to the extent of any conflict between the contract and the statute.

17. Publicity

- 17.1. **Publicity.** Any publicity regarding the subject matter of a work order contract where the State is the Requesting Party must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Other Party individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from a work order contract.
- 17.2. **Data Practices Act.** Section 17.1 is not intended to override the Other Party's responsibilities under the Minnesota Government Data Practices Act.

18. Governing Law, Jurisdiction, and Venue

- 18.1. Minnesota law, without regard to its choice-of-law provisions, governs this master contract and all work order contracts. Venue for all legal proceedings out of this master contract or any work order contracts, or the breach of any such contracts, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

19. Prompt Payment; Payment to Subcontractors

- 19.1. The parties must make prompt payment of their obligations in accordance with applicable law. As required by Minn. Stat. § 16A.1245, when the Other Party lets a contract for work pursuant to any work order, the Other Party must require its contractor to pay all subcontractors, less any retainage, within 10 calendar days of the prime contractor's receipt of payment from the Other Party for undisputed services provided by the subcontractor(s) and must pay interest at the rate of one and one-half percent per month or any part of a month to the subcontractor(s) on any undisputed amount not paid on time to the subcontractor(s).

20. Minn. Stat. § 181.59.

- 20.1. The Other Party will comply with the provisions of Minn. Stat. § 181.59 which requires: Every contract for or on behalf of the state of Minnesota, or any county, city, town, township, school, school district, or any other district in the state, for materials, supplies, or construction shall contain provisions by which the Contractor agrees: (1) That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no contractor, material supplier, or vendor, shall, by reason of race, creed, or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; (2) That no contractor, material supplier, or vendor, shall, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause (1) of this section, or on being hired, prevent, or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed, or color; (3) That a violation of this section is a misdemeanor; and (4) That this contract may be canceled or terminated by the state, county, city, town, school board, or any other person authorized to grant the contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this contract.

21. Termination; Suspension

- 21.1. **Termination by the State for Convenience.** The State or commissioner of Administration may cancel this MPC and any work order contracts at any time, with or without cause, upon 30 days written notice to the Other Party. Upon termination, the Other Party and the State will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
- 21.2. **Termination by the Other Party for Convenience.** The Other Party may cancel this MPC and any work order contracts at any time, with or without cause, upon 30 days written notice to the State. Upon termination,

the Other Party and the State will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

- 21.3. **Termination for Insufficient Funding.** The State may immediately terminate or suspend this MPC and any work order contract if it does not obtain funding from the Minnesota legislature or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination or suspension must be by written or fax notice to the Other Party. The State is not obligated to pay for any services that are provided after notice and effective date of termination or suspension. However, the Other Party will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the master contract or work order is terminated because of the decision of the Minnesota legislature or other funding source, not to appropriate funds. The State must provide the Other Party notice of the lack of funding within a reasonable time of the State's receiving that notice.

22. Data Disclosure

- 22.1. Under Minn. Stat. §270C.65, subd. 3, and other applicable law, the Other Party consents to disclosure of its federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Other Party to file state tax returns and pay delinquent state tax liabilities, if any.

23. Defense of Claims and Lawsuits

- 23.1. If any lawsuit or claim is filed by a third party (including but not limited to the Other Party's contractors and subcontractors), arising out of trunk highway work performed pursuant to a valid work order issued under this MPC, the Other Party will, at the discretion of and upon the request of the State, tender the defense of such claims to the State or allow the State to participate in the defense of such claims. The Other Party will, however, be solely responsible for defending any lawsuit or claim, or any portion thereof, when the claim or cause of action asserted is based on its own acts or omissions in performing or supervising the work. The Other Party will not purport to represent the State in any litigation, settlement, or alternative dispute resolution process. The State will not be responsible for any judgment entered against the Other Party, and will not be bound by the terms of any settlement entered into by the Other Party except with the written approval of the Attorney General and the Commissioner of Transportation and pursuant to applicable law.

24. Additional Provisions

- 24.1. NONE

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OTHER PARTY

The Other Party certifies that the appropriate person(s) have executed the contract on behalf of the Other Party as required by applicable articles, bylaws, resolutions or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

COMMISSIONER OF TRANSPORTATION

By: _____

Date: _____

Title: _____

COMMISSIONER OF ADMINISTRATION

By: _____

Date: _____

Source Code	Title	Description
1735	Bituminous Plant Inspection	Performing QA/QC physical testing at the plant; sampling and transporting of materials from the plant to the lab for lab testing, plant reviews, and operations; investigating plant discrepancies; and other technical services in the plant or office associated with bituminous plant inspection.
2830	Bridge Bearing Assemblies	All tasks related to the repair and maintenance of fixed or expansion-bearing assemblies on bridges. Includes related traffic
2819	Bridge Curb, Walk And Railing	Repairing and maintaining bridge curb, walk, rail, coping, and fencing connected to the rail. Includes glare screen and median barriers on bridges. Includes related traffic control.
2820	Bridge Deck	Work associated with bridge deck and slab repair regardless of removal depth or type of material used for patching. Includes deck or slab overlays and replacements and underside deck delamination. Includes related traffic control.
2838	Bridge Deck Crack Sealing	All tasks related to deck crack sealing. Includes related traffic control.
2827	Bridge Expansion, Relief Joints	All maintenance tasks associated with bridge expansion joints, except joint reestablishment. Includes tightening expansion device bolts and replacing seal glands. Includes related traffic control.
2855	Bridge Inspection Direct Support	Activities that support bridge inspection, but are not direct production (i.e., leadership, technical, administrative assistance.
2828	Bridge Inspection-Federal Fund	All bridge inspection tasks for non-MnDOT bridges funded by the federal Fracture-Critical Bridge Program (Project Code will begin with TSL and with the local bridge number). Includes related inspection reports. For MnDOT Trunk Highway bridges (Project Code begins with TSO followed by the bridge number) and local and Department of Natural Resources (DNR) (bridge number begins with 9A follow by bridge number) bridge inspections to be billed to the local government or Department of Natural Resources (DNR) use Source Code 2824.
2824	Bridge Inspection-Non-Federal	All tasks related to inventory, inspection, and load capacity rating work done on trunk highway bridges to meet the requirements of the National Bridge Inspection System and/or Minnesota Bridge Safety Inspection Program or for billing to local governments. Includes related inspection reports and deck condition surveys.
1421	Bridge Management System Operation/Administration/Data	Use for tasks related to the Bridge Management System, including operations, administration, or data entry.
2847	Bridge Poured/ Relief Joint Seal	All tasks associated with resealing bridge construction joints. Includes related traffic control. Related source type codes: Activities that support bridge inspection, but are not direct production (i.e., leadership, technical, administrative assistance).
2829	Bridge Superstructure	All tasks to repair any bridge component above the bridge seat that is not included in other source codes. Includes repairs to all types of bridge superstructure elements such as girders, beams, floor beams, trusses, stringers, t-beams, precast channels, and box girders. Includes related traffic control.
2316	Brush & Tree Removal	Maintaining, watering, trimming, and removing highway right of way tree and brush. Includes chipping of tree limbs and stump removal/grinding. Includes related traffic control.
0032	Business Unit Management	All expenses of business/office managers for general management and administration of support functions. includes administering central facilities maintenance and facilities capital budgets.
3000	Class Of Frequency Coordination	Use for frequency coordination done with APCO, AASHTO or FCCA.

Source Code	Title	Description
1733	Concrete Plant Inspections	Performing QA/QC physical testing at the plant; sampling and transporting of materials from the plant to the lab for lab testing, plant reviews, and operations; investigating plant discrepancies; and other technical services in the plant or office associated with stationary concrete plants or mobile concrete paving plant inspection.
1734	Construction Materials Inspections	Performing construction phase material inspection and engineering, for structural steel, precast and pre-stressed concrete, reinforcement steel, and electrical products and related technical services in the field and office for materials to be used in multiple projects. Includes travel time, sampling, and sample delivery. Includes tasks related to reviewing shop drawings furnished by suppliers or fabricators and contractor working drawings or calculations, and for tasks related to structural metals inspection (materials surveys, physical and chemical laboratory testing, material inspection and engineering, and technical services in the field and offices).
1802	Construction Surveying	Use for surveys to provide staking for the contractor's operations and for any other construction phase surveying
2106	Crack Sealing	All surface crack sealing, crack filling, or rout and seal operations. Includes related materials, hauling, stockpiling, and traffic control.
3023	Elec Comm Eq Rep - Miles	
0400	Equipment Calibration-Mat Insp	Use when performing periodic equipment calibration for equipment used in the materials lab or on construction projects.
1800	Field Inspection	All construction project field inspection (not cyclical inspection of assets), including preparatory plans & spec review, measurement, and verification other than environmental monitoring. Includes field inspection of materials such as gradations, densities/DCP, proctors, compaction, slump tests, and field air tests. Witnessing claims, determination and computation of pay quantities, materials control and certification for progress vouchers, but not for final payments. Includes collecting and transporting samples for lab tests, but not the actual laboratory verifications. Includes all construction phase project related activities for project and resident engineers such as problem resolution, guidance and direction to field technicians. Includes all miscellaneous field engineering expenses used by district offices such as space rental, utilities, or other costs charged to the construction project Includes all work associated with evaluation of implementation of intelligent compaction devices to determine if construction contract terms have been met.
1040	Final Design Surveys	All district field and office tasks needed to respond to supplemental "Requests for Survey Data" and add the data to the surveys base map or DTM.
0601	Gen Training Preparation - Delivery	Use for time, materials, and travel expenses when developing or delivering training. includes course preparation, designing materials, and managing training records.
2210	Guardrail-Install/Repair/Maintenance	Install, repair, or maintain low tension cable, plate beams, and end treatments; cable tension adjustments; and reflector replacement. includes related traffic control.
2624	Indirect Expense	Indirect shop expenses and shop equipment. Allocate to mobile equipment.
1871	Lighting Maintenance & Utilities	All work related to installing, maintaining, restoring, or removing highway lighting systems and fixtures. Includes repairing, maintaining, or replacing supports necessary for roadway lighting luminaries. Includes patrol highway lighting, inspect lighting structures, electrical service for highway lighting, re-lamping, pump stations, anti-icing systems, truck roll-over warning systems and electrical repairs. Includes traffic control in support of roadway lighting activities. Use for tasks related to public inquiries/complaints, review utility billings, provide data, and conduct field reviews.

Source Code	Title	Description
1875	Locate One Call	Finding and marking locations of buried conduit, cables, hand holes, loops, etc. in order to maintain or repair the traffic management system, signal systems, or roadway lighting systems.
1732	Material Testing & Inspection	Performing construction phase and research physical and chemical laboratory testing, and related technical services in the districts and central labs, and for performing research and construction phase non-destructive testing materials surveys, and related technical services in the field and offices. Includes detour surveys. Non-destructive tests include, skid resistance and falling weight deflectometer (FWD) testing.
2660	Misc Revenue	Used only by Office of Financial Management for billing and deposit transactions and to record payments to the department for gravel sold to contractors and others.
2822	Miscellaneous Bridge Maintenance	Miscellaneous maintenance tasks performed on a specific bridge or structure not covered by other source codes. Includes work on items such as stairways, drains, fencing, light bases, transient guards, and access doors. Includes transient removal, ordering materials, and picking up equipment. Includes related traffic control.
3049	On Call Electronic Communications Infrastructure Maintenance	To be used by Statewide Radio Communications personnel to record on-call time.
2142	Overhead Sign Panel Maintenance	Work related to the repair and replacement of overhead sign panels, extruded sign panels mounted on I-beams, and overhead sign structures. Includes related cable locates and traffic control. Does not include structural work.
2102	Patching	Related source type codes: 2103-Heavy patching, 2104-Bituminous paving, 2105-Blow patching
1520	Pavement Management System	For tasks related to the operation of the pavement management system, including development and maintenance/technical support. Includes tasks to meet needs external to MnDOT.
2406	Plowing & Material Application	Shoulder to shoulder snow removal operation, winging back, snow blowing drifts, and the application of de-icing chemicals using mobile equipment. Includes changing cutting edges during event and related traffic control.
3005	Radio - Mobile Equipment	Use for the repair and preventative maintenance of all equipment associated with wireless two-way radio communications systems (includes mobile radios, portable radios, base stations, console workstations, recorders, etc.). Non-MnDOT equipment - Must use Project number assigned to requesting agency (State Patrol, DNR, BCA, Fire Marshall). See OSRC Project Code list.
3027	Radio Programming	Creating or modifying radio frequency programs and programming mobile and portable radios. Does not include mobile radios used as fixed base radios as part of the Inter-OP System (Use 3009).
3002	Radio/Electronic Infrastructure	Use for the repair and preventative maintenance of all equipment associated with wireless two-way radio communications systems (includes mobile radios, portable radios, base stations, console workstations, recorders, etc.). Non-MnDOT equipment - Must use Project number assigned to requesting agency; Department of Public Safety (DPS) includes State Patrol (SP) Bureau of Criminal Apprehension (BCA), Fire Marshall); does not include Department of Natural Resources (DNR). See OSRC Project
3007	Radio/Electronic System Engineering	Use for design of microwave, radio and miscellaneous electronic systems.
3009	Radio/Electronic System Upgrade & Installation	Use for the installation and other services needed to provide major system upgrades or improvements to wireless or electronic systems. Use for all work performed to correct or repair deficiencies found in a new installation.
1716	Record Sampling	Used by Materials and Research Section and district materials staff to verify inspector" sampling and testing procedures and checking inspectors' equipment during project construction as required by FHWA. Use when performing field tests on split sample.

Source Code	Title	Description
2222	Sign/Delineation/Marker Repair	Replacing, repairing, and washing signs (including temporary stop signs). Includes re-sequencing intersection signing and repair/replace overhead and extrude signs mounted on I-beams. Includes related cable locates and traffic control.
1182	Soils/Foundation Field/Laboratory Tests	All laboratory testing necessary to provide geotechnical information to complete roadway soils recommendations and approvals for use in the development of Final Design Plans and Special Provisions. Lab work includes R-value, resilient modulus, soil classification, gradation, proctor testing, unconfined compression, consolidation, direct simple shear, direct shear, permeability and triaxial tests.
1879	State Furnished Materials	Use to record labor hours, equipment usage, and material costs to supply state furnished materials to a state road construction project with federal participation.
1738	State Project - Specific Materials Inspection	Performing material inspection and engineering for materials designated for a specific construction project (SP). Generally applies to inspection of such things as structural steel, prestressed concrete items, and most precast concrete items and related technical services in the field and offices when related to a particular SP. Use for SP specific tasks related to performing the review of shop drawings furnished by suppliers or fabricators and contractor working drawings or calculations, and for tasks related to structural metals inspection (materials surveys, physical and chemical laboratory testing, material inspection and engineering and technical services in the field and offices).
1434	Structural Metals Inspection-Non DOT	Reviewing shop drawings furnished by suppliers, fabricators, and contractors (working drawing or calculations), and for tasks related to structural metals inspection (materials surveys, physical and chemical laboratory testing, material inspection and engineering, and technical services in the field and offices) for local agency projects.
2629	Supplies & Small Tools	Shop tools, small equipment, and supplies that cannot be directly charged to a mobile equipment unit.
0152	Support Services	Work that supports general office management, system management such as entering data into SWIFT, PPMS, PUMA and other MnDOT systems, attending staff meetings and other indirect support activities.
1312	Tech Assist-Outside MnDOT	Use when providing technical assistance to an organization external to MnDOT.
3025	Tower/Building Maintenance	Use for all tasks related to the maintenance of a tower building or site. Includes towers, buildings, generators, LP system, fencing, landscaping, grounding, ice bridge, cable management, climbing ladders, card key systems, and HVAC.
1876	Traffic Counting	Use to record labor, equipment usage, and material costs for activities related to traffic counts made for statewide traffic monitoring or traffic operations. Includes all activities related to traffic counting, such as taking requests, assigning priorities, collecting field data, processing data, and developing new techniques for collection.
1501	Traffic Management System (TMS)	Used by traffic operations staff for all tasks that support the RTMC's operations center (or TOCC) providing traveler information, managing incidents and monitoring the FMS. Includes dynamic message sign maintenance, ramp meter maintenance, camera maintenance, and loop detection activities. Includes maintenance activities related to any ITS or TMS device such as RTMC cables, monitor wall, switchers, routers, or modems. Use to record all costs for maintenance activities related to traffic management fiber optics. Use for tasks related to maintaining traffic operations software including minor software enhancements and fixes. Use when providing traffic operations technical assistance external to MnDOT. Use with

Source Code	Title	Description
1513	Traffic Management System (TMS) Integration	For tasks associated with the incorporation of new and existing TMS devices (cameras, loops, DMS, and other ITS devices) into existing infrastructure to ensure proper operation. Use with the Construction/Program Delivery Appropriation.
1500	Traffic Mgt System Maintenance	Used by staff to maintain various Intelligent Transportation System (ITS) devices such as dynamic message signs, ramp meters, cameras, detection, cables, RICWS, video wall monitors, switches, routers or modems. Used to record all costs for maintenance activities related to traffic management fiber optics. Not to be used for Lighting or Traffic Signal maintenance.
1721	Traffic Sign Work Orders	Use for work involved in preparing work orders for traffic signs. Use only with Maintenance Operations appropriation (T790081).
2863	Traffic Signal Inspection	Work related to cyclical structural and electrical inspection and preventive maintenance checks of traffic signal systems/structures. Includes labor, equipment, materials, and traffic control.
1870	Traffic Signal Maintenance	Work related to the structural repair and replacement of traffic signal system structures and all electrical maintenance for traffic signal systems including electrical power, labor, equipment materials, GSOC locates, traffic control and responses to public inquiries.
2834	Waterway Maintenance	All tasks related to waterway maintenance for deck bridges. Includes debris removal, waterway cleanup, channel repair, and channel protection repair that is not part of slope protection. Includes related traffic control.

To: Local Agency

Date: April 21, 2022

RE: **Proposed Master Partnership Contract**

Attached is a copy of a proposed master partnership contract between the Minnesota Department of Transportation (Mn/DOT) and your Local Agency.

The Master Partnership Contract provides a framework for Mn/DOT and Local Agencies to provide services and payment to each other. A few MnDOT provided routine services are included in the contract—see Exhibit A-- but all other services require work orders describing costs and scope.

Kindly review the enclosed document and if acceptable, arrange to have it presented to your Council/Board for their approval and execution. Please provide signatures only under the **Local Government** heading.

Also required is a new resolution passed by the Council/Board authorizing its officials to sign and execute the agreement on its behalf. **(Only the named officials may sign the agreement: if anyone else signs in the named official's place, the agreement will not be executed.)**

Please return to me at sharon.lemay@state.mn.us. Please note that no work shall be performed by Mn/DOT personnel until the full execution of the agreement. After execution by Mn/DOT and other State officials, a copy of the agreement will be returned to you.

If you have any questions or require additional information, please feel free to contact me at 651-234-7773. If your local agency will not be executing this contract, please send me an email informing me of this so I can remove you from our list.

Thank You

Sharon LeMay, Metro State Aid

An Equal Opportunity Employer



Meeting Date: 05/10/2022

By: Brian Hagen, Community Development

Information

Title

Adopt Resolution #22-108 Approving Building Inspection Services Agreement with Inspectron, Inc.

Purpose/Background:

Purpose

The purpose to approve updated contract language between the City of Ramsey and Inspectron, Inc.

Background

On January 11, 2022 the City Council supported a reorganization of staffing positions within the Community Development Department. In this support, staff advertised for a second Building Inspector/Plans Examiner position. Staff completed this recruitment and interview process. Based on the outcome, it was determined that at this time the recruitment and fulfillment of this position would be postponed and readvertsied late 2022.

Inspectron, Inc. had submitted an updated agreement in 2021 that was never brought forward to the City Council consideration. Attached to the case is the current agreement approved in 2011 and the new proposed agreement. Changes to the agreement include the following:

- Section 3. to allow for automotive renewal. This change eliminates annual renewals. If terms of the agreement are to be amended in the future we can address those as needed.
- Section 5. identifies a 2022 hourly rate consistent with the current rate, and an increase in 2023. Any increase beyond 2023 would require an amendment to the agreement.
- A new Section 15. identifying insurance coverage held by Inspectron, Inc.

Recommendation:

Staff recommends approval of the updated agreement.

Action:

Motion to adopt Resolution #22-108 Approving Building Inspection Services Agreement with Inspectron, Inc.

Attachments

Resolution #22-108

Draft 2022 Agreement

2011 Inspection Agreement

Form Review

Inbox

Kurt Ulrich

Form Started By: Brian Hagen

Final Approval Date: 05/05/2022

Reviewed By

Kurt Ulrich

Date

05/05/2022 02:43 PM

Started On: 04/28/2022 12:55 PM

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

RESOLUTION #22-108

RESOLUTION TO APPROVE BUILDING INSPECTION SERVICES AGREEMENT WITH INSPECTRON, INC.

WHEREAS, the City of Ramsey is currently entered into a service agreement with Inspectron, Inc.; and

WHEREAS, the agreement language has been updated to identify insurance coverage by Inspectron, Inc.; and

WHEREAS, The City of Ramsey supports entering into such updated agreement with Inspectron, Inc.; and

WHEREAS, both parties agree the agreement shall be effective upon approval by the City of Ramsey.

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

- 1) The City Council hereby approves an agreement between the City of Ramsey and Inspectron, Inc. for the purpose of providing professional building inspection services on behalf of the City of Ramsey.
- 2) The agreement shall be effective immediately.

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:

None

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 10th day of May, 2022.

Mayor

ATTEST:

City Clerk

BUILDING INSPECTION SERVICES AGREEMENT

This agreement (“Agreement”) is entered into this ____ day of _____, 2022 by and between Inspectron, Inc., a Minnesota corporation with its principal place of business located at 15120 Chippendale Ave., Rosemount, MN, 55068 (“Inspectron”) and the City of Ramsey an incorporated Minnesota city with its principal offices located at 7550 Sunwood Dr. N.W. Ramsey MN 56043 (“City”).

WHEREAS, the City has adopted the Minnesota Building code (the “Code”);

WHEREAS, the City requires building inspection services to ensure compliance with the Code;

WHEREAS, the City desires to enter into an agreement for the purchase of building inspection services with Inspectron; and

WHEREAS, Inspectron desires to provide such services to the City,

NOW THEREFORE, upon adequate consideration, the receipt and sufficiency of which is acknowledged, the parties hereto agree as follows:

1. **Inspection services.** During the term of this agreement, Inspectron agrees to perform inspection services as outlined in the proposal dated November 13, 2009 (attached hereto as Exhibit A).
2. **Condition of Inspection Services.**
 - a) City agrees to provide Inspectron with access to pertinent information, records, systems and data, as determined necessary in the discretion of Inspectron. The city shall provide all required forms. Inspectron shall assist in the responsibilities of administration and enforcement of the City’s zoning ordinance by reviewing, as directed by the city, certain building permits for final zoning approval and land use. City shall hold Inspectron harmless and indemnify Inspectron from any and all claims that arise or may arise from zoning, land use, ordinances or incomplete or incorrect information on the permit application, except in the case of gross negligence by Inspectron. Such indemnification and hold harmless shall specifically include damages, claims costs and reasonable attorney fees.
 - b) Inspectron shall perform the services under this Agreement at such location and at such times as Inspectron deems appropriate while providing the coverage requested by the City.
 - c) Inspectron shall provide all tools, and communication devices it deems necessary to carry out the field services of this Agreement. The City shall provide an

inspection vehicle and appropriate desk space for use by Inspectron employees for plan review, in the event plan review services are requested by the City.

- d) All employees of Inspectron performing services hereunder shall be certified State of Minnesota Building inspectors.
- e) Inspectron agrees to proceed diligently and in accordance with its usual course and manner of business in providing the services requested by the city herein. Inspectron may at its discretion retain subcontractors in the performance of this agreement. Inspectron shall notify the City in the event a sub-contractor will be used. Inspectron is contractually responsible for all service provided including any subcontracted labor. Inspectron agrees to perform additional services, to which the parties agree during the term of this contract under the terms and conditions of this agreement.

3. **Term of Agreement.** This agreement is effective upon approval and shall continue until terminated as provided herein. This Agreement shall be automatically extended upon such terms and conditions as contained herein.~~This Agreement is effective commencing January 31, 2021 and shall consist of a period of twelve months of service. This Agreement may be automatically extended upon such terms and conditions as contained herein.~~

4. **Non-exclusive Agreement.** Inspectron acknowledges that the City is not granting it by this Agreement, the exclusive right to perform all of the City's commercial and residential building inspections and or plan reviews. The services performed by Inspectron shall be only those specifically directed by the City's Building Official.

5. **Payment.** In consideration of such consulting work, the City agrees to pay to Inspectron under the following schedule:

- a). Commercial and Residential inspections performed by qualified employees: \$50/hour for services provided in 2022 and \$65/ hour for services provided in 2023 and thereafter unless an amendment to the Agreement is approved by both parties.
- b) Commercial and Residential Plan Review performed by qualified employees: \$50/hour for services provided in 2022 and \$65/hour for services provided in 2023 and thereafter unless an amendment to the Agreement is approved by both parties.

Hourly charges are inclusive of equipment charges, communication charges and overhead.

Work will be billed on a monthly basis and shall be due and payable upon receipt of such billing. The City upon receipt of such billing shall pay within 30 days.

Payments more than 30 days delinquent shall accrue a 1.5 percent monthly finance charge.

6. Notwithstanding the Agreement terms outlined in the November 13, 2009 “Proposal to the City of Ramsey”, the City does not by this Agreement, contract with Inspectron for a minimum number of hours per week. The number of hours required of Inspectron shall be at the sole discretion of the City.
7. **Confidentiality.** Subject to compliance by the City with the State of Minnesota data practices laws, the City agrees that it will not reveal divulge or make known to any person, firm, or corporation any secret or confidential information during or after the term of this agreement. Confidential information shall be defined as knowledge, systems, practices or other information submitted in writing or other tangible form designated as confidential by Inspectron. The City shall use such confidential information for the limited purposes of this agreement.
8. No Employment **Relationship.** Nothing in this Agreement shall be construed to create an employment, partnership, joint venture, license or agency relationship between the parties hereto and neither party shall have the right or authority to bind the other. For purposes of this Agreement, Inspectron shall be deemed an independent contractor. Inspectron’s employees shall not be entitled to any employment benefits customarily given to City employees.
9. **Inspectron Employees.** The City agrees that it will not hire any of Inspectron’s employees, who have provided services under this agreement, during the term of this contract or for a period of one year after the expiration or termination of this agreement, without the express written consent of Inspectron. In the event the City hires such Inspectron employee(s) (with or without express written consent of Inspectron); the City shall notify Inspectron and pay a fee of ten (10%) percent of the employee’s 1st year annual salary with the City. Such payment shall be due upon the commencement of employment with the City.
10. **Termination.** This Agreement may be terminated by either party without cause upon forty-five (45) days written notice. Such termination shall not affect the rights and obligations of the parties accrued prior to the termination date or rights under paragraphs 3 and 4 above.
11. **Assignability.** This Agreement is not assignable by either party without the prior written consent of the non-assigning party.
12. **Law.** This Agreement shall be governed by the law of the State of Minnesota. The parties agree that the venue of any legal action arising under this Agreement shall be Anoka County, Minnesota. The parties further agree that in the event either party brings an action against the other to enforce any condition or covenant of this Agreement the prevailing party shall be entitled to recover its court costs and reasonable attorney fees in the judgment rendered in such action.

13. **Severability.** If any provision of this Agreement shall be held by any court of competent jurisdiction to be illegal, invalid or unenforceable, such provision shall be construed and enforced as if it had been more narrowly drawn so as to be legal, valid or enforceable. Such illegality, invalidity or unenforceability shall not have effect upon or impair the enforceability of any other provision of this Agreement.

14. **Indemnification.** Any and all claims that arise or may arise against Inspectron, its agents, servants or employees as a consequence of any act or omission on the part of Inspectron or its agents, servants, or employees while engaged in the performance of this Agreement shall in no way be the obligation or responsibility of the City. Inspectron shall indemnify, hold harmless and defend the City, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the City, its officers or employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of Inspectron, its agents, servants or employees, in the execution, performance, or failure to adequately perform Inspectron's obligations pursuant to this Agreement.

Inspectron shall further indemnify the City against all liability and loss in connection with, and shall assume full responsibility for, payment of all federal, state and local taxes or contributions imposed or required under employment insurance, social security and income tax laws, with respect to Inspectron employees engaged in performance of this Agreement.

15. **Insurance.** Inspectron maintains General liability and Professional Liability coverage in the amount of \$2,000,000 for each occurrence and \$4,000,000 aggregate. Workers Compensation through Hartford.

16. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties. This Agreement may be amended only by written agreement of both the City and Inspectron.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first written above.

City

Inspectron, Inc.

By: _____

By: _____

Its: Mayor

Its: _____

ATTEST:

By: _____

Its: City Administrator

“Exhibit A”

INSPECTRON INC.

**Proposal for Building Inspection and Related Services for
City of Ramsey**

**Attention:
Mick Kaehler, Building Official 7550
Sunwood Drive NW
Ramsey, MN 55303**

November 13, 2009

Proposal to City of Ramsey MN

Scope of Services

Inspectron, Inc. proposes to provide part time building inspection and related services to the City of Ramsey. This service is intended to include inspecting properties and enforcing the Minnesota State Building Code under the direction of the City Building Official. This service will be provided for both residential and commercial projects.

Building Inspection

Inspectron Inc. will inspect properties and enforce the Minnesota State Building Code under the direction of the City Building Official.

Plumbing Code

Inspectron Inc. will provide enforcement and administration of the Minnesota State Plumbing Code and plumbing plan review services.

Rental Housing Inspection

Inspectron Inc. will be responsible for inspecting and enforcing the City's Rental Housing Ordinance, including but not limited to inspecting rental housing for license renewal, responding to complaint inspections and performing administrative tasks associated with the enforcement of the Rental Housing Ordinance.

Additional Duties:

Work regarding the above referenced codes and ordinances involves responsibility for plan review, scheduling, and inspection of residential and commercial buildings and other structures in regard to conformity with code requirements and technical standards, any administrative work in support of those duties assigned herein and enforcement. Work also involves determining building permit valuations for inspected construction projects and providing the City with Code revisions that are either desirable or required. These duties also include complaint investigations, hazardous building inspections and assistance with the prosecution of building code and hazardous building violations.

Other Services

Inspectron Inc. is also willing and able to provide the following services at the request of the City:

On-site Sewage Disposal Systems

Inspectron Inc. will provide On-site Sewage Disposal System review and inspections with its staff of MPCA certified inspectors. This would include review of new system designs, inspection of new and replacement installations and compliance inspections as necessary. All system installations will be documented with a record as built form.

Zoning Enforcement Scope of Services

At the request of the City, Inspectron Inc. will also enforce junk and other public nuisance complaints through thorough investigation, notification and assistance to the City Attorney with prosecution as necessary. Inspectron will provide fair and consistent nuisance enforcement that will include written inspection reports and necessary correspondence to the violator. Violation citations will be issued for all non-responsive, uncooperative violators.

Terms

Inspectron will have personnel available as needed 15-20 hours per week to cover the inspection services outlined in the Scope of Services. This schedule can be increased as necessary to meet the needs of the City.

Inspectron, Inc. will provide effective, efficient and expedient service by utilizing its team of inspectors and plan review staff for inspections and plan reviews. A designated inspector will be assigned but the full staff of Inspectron Inc. will be available. Ron Wasmund will serve as the Project Manager.

Inspectron, Inc. will provide the services listed in the Scope of Services at the hourly rate of \$50.00/per hour. Services will be billed to the City on a monthly basis.

Inspectron, Inc. will provide the services listed in the Onsite Sewage Disposal Systems Scope of Work at the hourly rate of \$50.00/per hour. Services will be billed to the City on a monthly basis.

Inspectron, Inc. will provide the services listed in the Zoning Enforcement Scope of Services at the hourly rate of \$65.00/per hour and will be added to the monthly invoice.

All communication, tools and insurance costs will be the direct responsibility of Inspectron, Inc. A Certificate of Insurance indicating all required insurance will be provided upon execution of a service agreement.

Inspections requested outside of normal business hours, M-F 8:00 a.m. to 4:30 p.m. will be billed \$75.00 per hour. A 1-hour minimum will apply.

Statement of Understanding

We/I have read the City's Request for Proposal (RFP) for part-time consulting services and fully understand its intent. We/I certify that we have adequate personnel, equipment and facilities to provide the City's requested services. We/I have thoroughly examined the RFP requirements, and our proposed fees cover all the services that we have indicated we can provide.

Respectfully Submitted,

Ron Wasmund
President Inspectron
Inc.

BUILDING INSPECTION SERVICES AGREEMENT

This agreement (this "Agreement") is entered into this 26th day of April, 2011 by and between Inspectron, Inc., a Minnesota corporation with its principle place of business located at 15120 Chippendale Ave., Rosemount, MN, 55068 ("Inspectron") and the City of Ramsey an incorporated Minnesota city with its principle offices located at 7550 Sunwood Dr. N.W. Ramsey MN 56043 ("City").

WHEREAS, the City has adopted the Minnesota Building code (the "Code");

WHEREAS, the City requires building inspection services to ensure compliance with the Code;

WHEREAS, the City desires to enter into an agreement for the purchase of building inspection services with Inspectron; and

WHEREAS, Inspectron desires to provide such services to the City,

NOW THEREFORE, upon adequate consideration, the receipt and sufficiency of which is acknowledged, the parties hereto agree as follows:

1. **Inspection services.** During the term of this agreement, Inspectron agrees to perform inspection services as outlined in the proposal dated November 13, 2009 (attached hereto as Exhibit A).

2. **Condition of Inspection Services.**

- a) City agrees to provide Inspectron with access to pertinent information, records, systems and data, as determined necessary in the discretion of Inspectron. The city shall provide all required forms. Inspectron shall assist in the responsibilities of administration and enforcement of the City's zoning ordinance by reviewing, as directed by the city, certain building permits for final zoning approval and land use. City shall hold Inspectron harmless and indemnify Inspectron from any and all claims that arise or may arise from zoning, land use, ordinances or incomplete or incorrect information on the permit application, except in the case of gross negligence by Inspectron. Such indemnification and hold harmless shall specifically include damages, claims costs and reasonable attorney fees.
- b) Inspectron shall perform the services under this Agreement at such location and at such times as Inspectron deems appropriate while providing the coverage requested by the City.
- c) Inspectron shall provide all tools, and communication devices it deems necessary to carry out the field services of this Agreement. The City shall provide an inspection vehicle and appropriate desk space for use by Inspectron employees for plan review, in the event plan review services are requested by the City.

- d) All employees of Inspectron performing services hereunder shall be certified State of Minnesota building inspectors.
- e) Inspectron agrees to proceed diligently and in accordance with its usual course and manner of business in providing the services requested by the city herein. Inspectron may at its discretion retain subcontractors in the performance of this agreement. Inspectron shall notify the City in the event a sub-contractor will be used. Inspectron is contractually responsible for all service provided including any subcontracted labor. Inspectron agrees to perform additional services, to which the parties agree during the term of this contract under the terms and conditions of this agreement.

3. **Term of Agreement.** This Agreement is effective and shall continue until terminated as provided herein. This Agreement may be automatically extended upon such terms and conditions as contained herein.

4. **Non-exclusive Agreement.** Inspectron acknowledges that the City is not granting it by this Agreement, the exclusive right to perform all of the City's commercial and residential building inspections and or plan reviews. The services performed by Inspectron shall be only those specifically directed by the City's Building Official.

5. **Payment.** In consideration of such consulting work, the City agrees to pay to Inspectron under the following schedule:

- a). Commercial and Residential inspections performed by qualified employees: \$50 hour
- b) Commercial and Residential Plan Review performed by qualified employees: \$50 hour

Hourly charges are inclusive of equipment charges, communication charges and overhead.

Work will be billed on a monthly basis and shall be due and payable upon receipt of such billing. The City upon receipt of such billing shall pay within 30 days.

Payments more than 30 days delinquent shall accrue a 1.5 percent monthly finance charge.

6. **Notwithstanding** the Agreement terms outlined in the November 13, 2009 "Proposal to the City of Ramsey", the City does not by this Agreement, contract with Inspectron for a minimum number of hours per week. The number of hours required of Inspectron shall be at the sole discretion of the City.

7. **Confidentiality.** Subject to compliance by the City with the State of Minnesota data practices laws, the City agrees that it will not reveal divulge or make known to any person, firm, or corporation any secret or confidential information during or after the term of this agreement. Confidential information shall be defined as knowledge, systems,

practices or other information submitted in writing or other tangible form designated as confidential by Inspectron. The City shall use such confidential information for the limited purposes of this agreement.

8. **No Employment Relationship.** Nothing in this Agreement shall be construed to create an employment, partnership, joint venture, license or agency relationship between the parties hereto and neither party shall have the right or authority to bind the other. For purposes of this Agreement, Inspectron shall be deemed an independent contractor. Inspectron's employees shall not be entitled to any employment benefits customarily given to City employees.

9. **Inspectron Employees.** The City agrees that it will not hire any of Inspectron's employees, who have provided services under this agreement, during the term of this contract or for a period of one year after the expiration or termination of this agreement, without the express written consent of Inspectron. In the event the City hires such Inspectron employee(s) (with or without express written consent of Inspectron); the City shall notify Inspectron and pay a fee of ten (10%) percent of the employee's 1st year annual salary with the City. Such payment shall be due upon the commencement of employment with the City.

10. **Termination.** This Agreement may be terminated by either party without cause upon forty-five (45) days written notice. Such termination shall not affect the rights and obligations of the parties accrued prior to the termination date or rights under paragraphs 3 and 4 above.

11. **Assignability.** This Agreement is not assignable by either party without the prior written consent of the non-assigning party.

12. **Law.** This Agreement shall be governed by the law of the State of Minnesota. The parties agree that the venue of any legal action arising under this Agreement shall be Anoka County, Minnesota. The parties further agree that in the event either party brings an action against the other to enforce any condition or covenant of this Agreement the prevailing party shall be entitled to recover its court costs and reasonable attorney fees in the judgment rendered in such action.

13. **Severability.** If any provision of this Agreement shall be held by any court of competent jurisdiction to be illegal, invalid or unenforceable, such provision shall be construed and enforced as if it had been more narrowly drawn so as to be legal, valid or enforceable. Such illegality, invalidity or unenforceability shall not have effect upon or impair the enforceability of any other provision of this Agreement.

14. **Indemnification.** Any and all claims that arise or may arise against Inspectron, its agents, servants or employees as a consequence of any act or omission on the part of Inspectron or its agents, servants, or employees while engaged in the performance of this Agreement shall in no way be the obligation or responsibility of the City. Inspectron shall indemnify, hold harmless and defend the City, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including

attorney's fees which the City, its officers or employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of Inspectron, its agents, servants or employees, in the execution, performance, or failure to adequately perform Inspectron's obligations pursuant to this Agreement.


Inspectron shall further indemnify the City against all liability and loss in connection with, and shall assume full responsibility for, payment of all federal, state and local taxes or contributions imposed or required under employment insurance, social security and income tax laws, with respect to Inspectron employees engaged in performance of this Agreement.

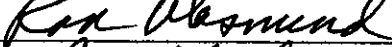
15. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties. This Agreement may be amended only by written agreement of both the City and Inspectron.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first written above.

City

Inspectron, Inc.

By: 
Its: Mayor

By: 
Its: President

ATTEST:

By: 
Its: City Administrator

“Exhibit A”

INSPECTRON INC.

**Proposal for Building Inspection and Related Services for
City of Ramsey**

**Attention:
Mick Kaehler, Building Official
7550 Sunwood Drive NW
Ramsey, MN 55303**

November 13, 2009

Proposal to City of Ramsey MN

Scope of Services

Inspectron, Inc. proposes to provide part time building inspection and related services to the City of Ramsey. This service is intended to include inspecting properties and enforcing the Minnesota State Building Code under the direction of the City Building Official. This service will be provided for both residential and commercial projects.

Building Inspection

Inspectron Inc. will inspect properties and enforce the Minnesota State Building Code under the direction of the City Building Official.

Plumbing Code

Inspectron Inc. will provide enforcement and administration of the Minnesota State Plumbing Code and plumbing plan review services.

Rental Housing Inspection

Inspectron Inc. will be responsible for inspecting and enforcing the City's Rental Housing Ordinance, including but not limited to inspecting rental housing for license renewal, responding to complaint inspections and performing administrative tasks associated with the enforcement of the Rental Housing Ordinance.

Additional Duties:

Work regarding the above referenced codes and ordinances involves responsibility for plan review, scheduling, and inspection of residential and commercial buildings and other structures in regard to conformity with code requirements and technical standards, any administrative work in support of those duties assigned herein and enforcement. Work also involves determining building permit valuations for inspected construction projects and providing the City with Code revisions that are either desirable or required. These duties also include complaint investigations, hazardous building inspections and assistance with the prosecution of building code and hazardous building violations.

Other Services

Inspectron Inc. is also willing and able to provide the following services at the request of the City:

On-site Sewage Disposal Systems

Inspectron Inc. will provide On-site Sewage Disposal System review and inspections with its staff of MPCA certified inspectors. This would include review of new system designs, inspection of new and replacement installations and compliance inspections as necessary. All system installations will be documented with a record as built form.

Zoning Enforcement Scope of Services

At the request of the City, Inspectron Inc. will also enforce junk and other public nuisance complaints through thorough investigation, notification and assistance to the City Attorney with prosecution as necessary. Inspectron will provide fair and consistent nuisance enforcement that will include written inspection reports and necessary correspondence to the violator. Violation citations will be issued for all non-responsive, uncooperative violators.

Terms

Inspectron will have personnel available as needed 15-20 hours per week to cover the inspection services outlined in the Scope of Services. This schedule can be increased as necessary to meet the needs of the City.

Inspectron, Inc. will provide effective, efficient and expedient service by utilizing its team of inspectors and plan review staff for inspections and plan reviews. A designated inspector will be assigned but the full staff of Inspectron Inc. will be available. Ron Wasmund will serve as the Project Manager.

Inspectron, Inc. will provide the services listed in the Scope of Services at the hourly rate of \$50.00/per hour. Services will be billed to the City on a monthly basis.

Inspectron, Inc. will provide the services listed in the Onsite Sewage Disposal Systems Scope of Work at the hourly rate of \$50.00/per hour. Services will be billed to the City on a monthly basis.

Inspectron, Inc. will provide the services listed in the Zoning Enforcement Scope of Services at the hourly rate of \$65.00/per hour and will be added to the monthly invoice.

All communication, tools and insurance costs will be the direct responsibility of Inspectron, Inc. A Certificate of Insurance indicating all required insurance will be provided upon execution of a service agreement.

Inspections requested outside of normal business hours, M-F 8:00 a.m. to 4:30 p.m. will be billed \$75.00 per hour. A 1-hour minimum will apply.

Statement of Understanding

We/I have read the City's Request for Proposal (RFP) for part-time consulting services and fully understand its intent. We/I certify that we have adequate personnel, equipment and facilities to provide the City's requested services. We/I have thoroughly examined the RFP requirements, and our proposed fees cover all the services that we have indicated we can provide.

Respectfully Submitted,

Ron Wasmund
President
Inspectron Inc.

CC Regular Session

5. 13.

Meeting Date: 05/10/2022

By: Brian Hagen, Community Development

Information

Title

Adopt Resolution #22-109 Approving Participation in Anoka County's HUD Programs

Purpose/Background:

The City entered into a Cooperative Agreement with Anoka County in 2007, and approved an amendment to the agreement in 2019 for the purpose of participating in the County's HUD Programs. Two programs the City would be eligible for under this agreement are the Community Development Block Grant (CDBG) and the HOME Investment Partnerships (HOME).

Attached to the case are historical approvals by the City of Ramsey for reference.

Observations/Alternatives:

If the City chooses not to participate through Anoka County, the City would be eligible to apply for grants directly through the HUD Small Cities or State CDBG and HOME programs.

Recommendation:

Staff recommends adoption of Resolution #22-109.

Action:

Motion to approve Resolution #22-109 Approving Participation in Anoka County's HUD Programs

Attachments

[Resolution #22-109](#)

[2022 Anoka County Notification](#)

[2007 Resolution](#)

[2007 Cooperative Agreement](#)

[2019 Amendment #1 to Cooperative Agreement](#)

[2019 Opt-In Letter](#)

Form Review

Inbox

Kurt Ulrich

Form Started By: Brian Hagen

Final Approval Date: 05/03/2022

Reviewed By

Kurt Ulrich

Date

05/03/2022 03:26 PM

Started On: 04/28/2022 12:54 PM

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

RESOLUTION #22-109

RESOLUTION TO APPROVE PARTICIPATION IN ANOKA COUNTY'S HUD PROGRAMS

WHEREAS, under the Housing and Community Development Act of 1974 and the Granston-Gonzales National Affordable Housing Act of 1990, every three (3) years Anoka County must complete an Urban Requalification process in order to continue receiving and administering Housing and Urban Development (HUD) funds for the Community Development Block Grant and HOME Programs; and

WHEREAS, as part of the requalification process the County is required to notify participating communities of their option to be excluded from the Anoka County "Urban County" qualification of the funding years 2023-2025; and

WHEREAS, the County's population, among other factors, is determinant of the eligibility of the County and the amount of resources which may be made available to the County; and

WHEREAS, Ramsey has chosen to remain a participating community in the past; and

WHEREAS, it is herein determined that it is in Ramsey's best interest to have its population counted together with other municipalities of Anoka County.

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

- 1) City Staff shall notify Anoka County of the intent to remain a participating community for the funding years 2023-2025.

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:

None

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 10th day of May, 2022.

Mayor

ATTEST:

City Clerk



Anoka County
COUNTY ADMINISTRATION
Community & Governmental Relations

Linda Hedstrom
Associate Community Development Specialist
Phone: 763.324.4601
E-mail: linda.hedstrom@co.anoka.mn.us

April 25, 2022

City of Ramsey
ATTN: Kurt Ulrich, City Administrator
7550 Sunwood Drive NW
Ramsey, MN 55303

BY: U.S. Mail & Email

RE: 2023-2025 Urban County Requalification for participation in the following HUD Programs:
-CDBG (Community Development Block Grant Program); and
-HOME (HOME Investment Partnerships Program)

Dear Mr. Ulrich,

Every three years Anoka County must complete an Urban Requalification process to continue receiving and administering HUD funds from the CDBG and HOME programs. We are currently preparing our requalification for federal fiscal years 2023 through 2025; and the county is required to notify participating communities of their option to be excluded from Anoka County's "Urban County" funding cycles for the next three years. ***A written response from the city is required in the form of a letter (on city letterhead) and/or Resolution. HUD wants original wet signatures, so emails are not acceptable for this request.***

If you choose to OPT-IN and remain a participant with Anoka County, the following will apply:

- The grant process for your city will remain the same as it is now for CDBG and HOME programs; AND
- Your city will continue to be ineligible to apply for individual grants through the HUD Small Cities or State CDBG and HOME programs; AND
- The current *Cooperation Agreement* will automatically renew for another three-year period.

If you choose to OPT-OUT and NOT remain a participant with Anoka County, the following will apply:

- Your city will be able to apply for grants individually through the HUD Small Cities or State CDBG and HOME programs, BUT you will not be eligible to receive funds through Anoka County for federal fiscal years 2023 through 2025; AND
- If you elect to be excluded this will be effective for the entire 3-year period for which Anoka County qualifies unless you specifically elect to be included in a subsequent year for the remainder of the county's 3-year qualification period.



Respectful, Innovative, Fiscally Responsible

Anoka County Government Center ▲ 2100 3rd Avenue, Suite 700 ▲ Anoka, MN 55303-5024 ▲ www.anokacounty.us/cd
Office: 763-324-4650 ▲ Fax: 763-324-5490

Affirmative Action / Equal Opportunity Employer

Kurt Ulrich
April 25, 2022
Page Two

Please notify Anoka County (by letter and/or Resolution) no later than May 31, 2022, of your intent to continue (Opt-In) OR terminate (Opt-Out) the *Cooperation Agreement* currently in effect. Failure to respond means your city will be considered a participant in Anoka County's funding process for HUD's 2023-2025 fiscal years. Mail your notification to: AC Community and Government Relations

ATTN: Linda Hedstrom
Anoka County Government Center
2100 3rd Avenue, Suite 700
Anoka, MN 55303-5024

If you'd like to receive a scanned copy of the *Cooperative Agreement* to review or if you have any questions, please contact me at 763-324-4601 or linda.hedstrom@co.anoka.mn.us.

Thank you for your prompt attention to this matter.

Sincerely,



Linda Hedstrom
Associate CD Specialist

cc: Brian Hagen, Community Development Director

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

RESOLUTION #07-03-077

A RESOLUTION AUTHORIZING THE EXECUTION OF A JOINT AGREEMENT WITH ANOKA COUNTY FOR CONTINUED PARTICIPATION IN THE COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAMS.

WHEREAS, under the Housing and Community Development Act of 1974 and the Cranston-Gonzales National Affordable Housing Act of 1990, every three (3) years Anoka County must complete an Urban Requalification process in order to continue receiving and administering Housing and Urban Development (HUD) funds for the Community Development Block Grant and HOME programs; and

WHEREAS, as part of the requalification process the County is required to notify participating communities of their option to be excluded from the Anoka County "Urban County" qualification of the funding years 1008-2010; and

WHEREAS, the County's population, among other factors, is determinant of the eligibility of the County and the amount of resources which may be made available to the County; and

WHEREAS, Ramsey has chosen to remain a participating community in the past and has received benefit from the CDBG program; and

WHEREAS, it is herein determined that it is in Ramsey's best interest to have its population counted together with other municipalities of Anoka County.

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

1. City Staff shall notify the local HUD Representative of Ramsey's intent to remain a participating community in the Anoka County "Urban County" qualification for the funding years 2008-2010.
2. City Staff shall notify Anoka County of the intent to remain a participating community for the funding years 2008-2010.
3. The Mayor and Interim City Administrator are herein authorized to execute the Cooperative Agreement between Anoka County and the City.

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

Mayor Gamec
Councilmember Strommen
Councilmember Olson
Councilmember Elvig
Councilmember Jeffrey
Councilmember Look

and the following voted against the same:

None

and the following abstained:

None

and the following were absent:

Councilmember Dehen

whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 27th day of March, 2007.



Mayor

ATTEST:



City Clerk

ANOKA COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT and
HOME INVESTMENT PARTINERSHIP PROGRAM
COOPERATION AGREEMENT

THIS AGREEMENT is made and entered into under the requirements of the federal Community Development Block Grant (CDBG) program and HOME Investment Partnership Program by and between the COUNTY OF ANOKA, State of Minnesota, hereinafter referred to as "COUNTY" and the CITY OF RAMSEY hereinafter referred to as "COOPERATING COMMUNITY", said parties to this Agreement each being governmental units of the State of Minnesota, and is made pursuant to Minnesota Statutes, Section 471.59.

WITNESSETH:

WHEREAS, Title I of the Housing and Community Development Act of 1974, as amended, provides for a program of community development block grants, as implemented by Part 570, Title 24, Code of Federal Regulations, governing the applicability and use of funds under Title I; and

WHEREAS, Title II of the Cranston-Gonzales National Affordable Housing Act of 1990, and as amended provides for a program known as the HOME Investment Partnership program. Part 92 of Title 24 of the Code of Federal Regulations sets forth regulations governing the applicability and use of funds under Title II; and

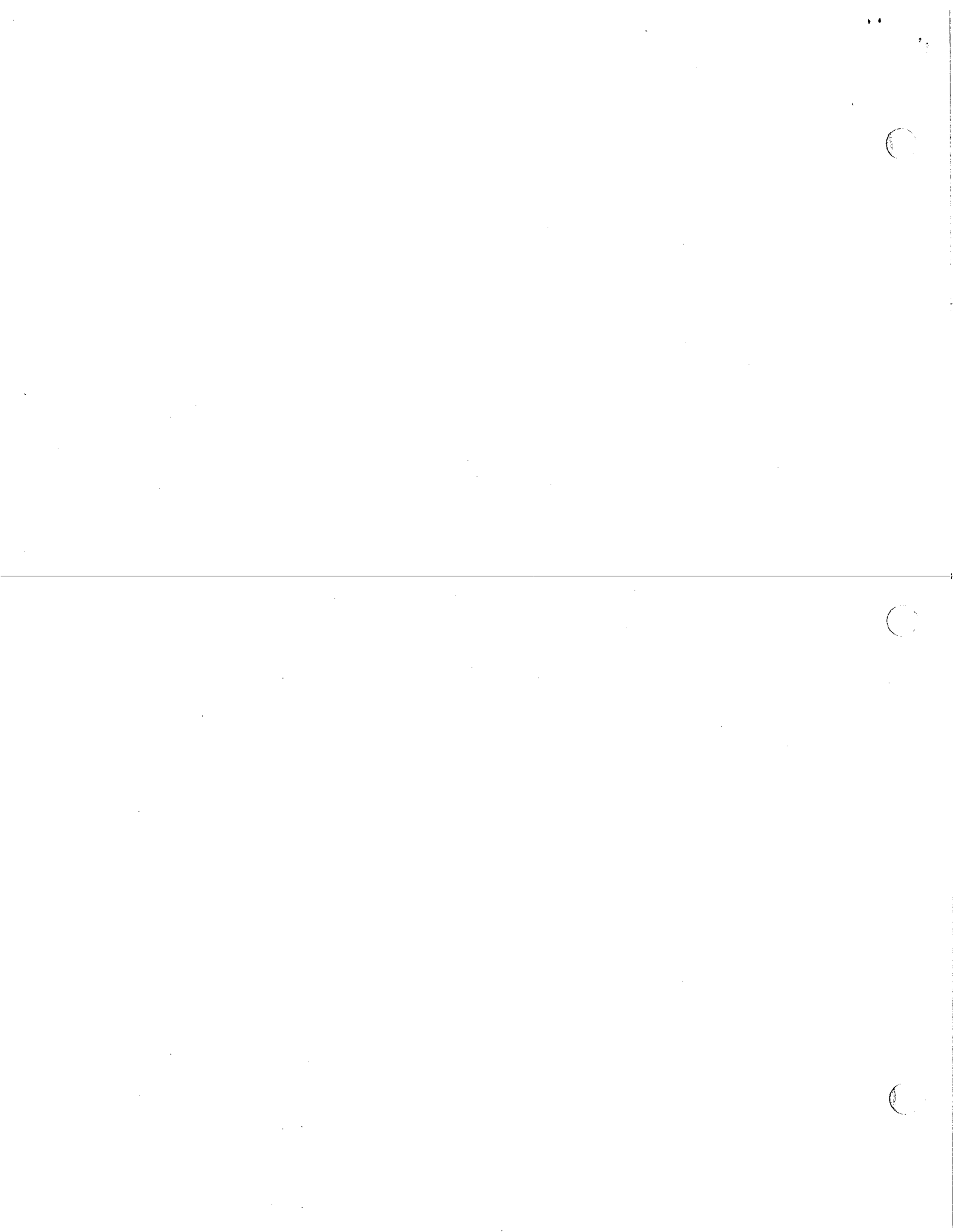
WHEREAS, Anoka County, Minnesota qualifies under said law as an "urban county" eligible to receive community development block grants funds; and

WHEREAS, the County's population, among other factors, is determinant of the eligibility of the County and the amount of resources which may be made available to the County to undertake activities under the afore-referenced law; and

WHEREAS, Section 24 CFR 570.307, titled "urban counties" provides that computation of the County's population may include persons residing in "unincorporated areas" and in "its included parts of general local government with which it has entered into cooperative agreements to undertake or to assist in the undertaking of essential activities pursuant to community development block grants"; and

WHEREAS, it is in the interest of the Cooperating Community, to have its population counted together with other municipalities of Anoka County who similarly agree;

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



SECTION I. DEFINITIONS

For the purpose of this Agreement, the terms defined in this section have the meanings given to them:

- A. "The Act" means the Housing and Community Development Act of 1974, Title I, of Public Law 93-383, as amended (42 USC 5301 et seq.)
- B. "Regulations" means the rules and regulations promulgated pursuant to the Act, including but not limited to 24 CFR Part 570.
- C. "HUD" means the United States Department of Housing and Urban Development
- D. "Cooperating Community" means any city or township in Anoka County, which has entered into a cooperation agreement which is identical to this Agreement.
- E. "CDBG Program" means federal program instituted under 42 U.S.C. 5301, et seq. as amended.
- F. "HOME Investment Partnership Program" means the federal program instituted under Title II of the Cranston-Gonzales National Affordable Housing Act, 42 U.S.C. 12701 et seq. as amended

The definitions contained in 42 U.S.C. 5302 of the Act and 24 CFR 570.3 of the Regulations are incorporated herein by reference and made a part hereof.

SECTION II. PURPOSE

The Cooperating Community and the County have determined that it is desirable and in the interests of its citizens that the County qualifies as an urban county within the provisions of the Act. This Agreement contemplates that identical agreements will be executed between the County and other cities and townships within the County, thus enabling the County to qualify under the Act.

The purpose of this Agreement is to authorize the County to participate with the Cooperating Community in undertaking, or to assist in undertaking, essential community development and housing assistance activities pursuant to the CDBG Entitlement Program and the HOME Investment Partnership Program.

SECTION III. TERM OF AGREEMENT

This Agreement shall be in effect upon execution and terminate no sooner than the end of the third program year covered by the application for the basic grant amount and approved after the effective date. This Agreement shall be effective for the federal fiscal years 2008 through 2010.

This Agreement shall renew automatically for subsequent three-year program periods, unless written notice of termination to be effective at the end of the current three-year program period is given by the Cooperating Community to the County following the same schedule as the opt-out notification requirements as established by HUD. A copy of all notices must be sent to the HUD Field Office. Since this Agreement has an automatic renewal provision, the County shall, prior to the "opt-out" date, provide written notification to the Cooperating Community of the community's rights under this "opt-out" provision. The County shall have the right to "opt-out" of future renewal of the Agreement.

The parties agree that this Agreement will remain in effect until CDBG and HOME Investment Partnership Program funds and program income received for activities carried out during the three-year qualification period (and any successive periods under the automatic renewal provision) are expended and the funded activities completed, and that the County and Cooperating Community cannot terminate or withdraw from this Agreement during this period. Notwithstanding any other provision of this Agreement, this Agreement shall be terminated at the end of any program year during which HUD withdraws its designation of Anoka County as an urban county under the Act.

SECTION IV. METHOD

The Cooperating Community and County hereby agree that it will cooperate to undertake or assist in undertaking community renewal and lower income housing assistance activities, specifically urban renewal and publicly assisted housing. The County shall prepare and submit to HUD and appropriate reviewing agencies, all necessary applications for basic grant amount under the CDBG and HOME Investment Partnership Program requirements. In making the application, the County shall address the goals and needs of County as developed in meetings between the Community, its citizens and the County, and also addressing the Act and other relevant Minnesota and/or federal statutes and regulations. The parties agree to cooperate fully in establishing priorities and in preparation of the application for a basic grant amount. The Cooperating Community and the County agree that the County shall establish a reasonable time schedule for the development of the grant application.

It is anticipated by the parties that the party ultimately implementing a project funded by monies received from the grant may be either the Cooperating Community or the County. The determination of which party will implement the project will be made by the parties after consideration of the nature and scope of the project, and the ability of each party to undertake the project, though it is understood by the Cooperating Community that the County shall have final responsibility for selecting projects and filing annual grant requests. The County is hereby authorized to distribute to the Cooperating Community such funds as are determined appropriate for the Community to use in implementing a project and the County is hereby authorized to undertake projects within the Cooperating Community as are determined appropriate for the County to undertake.

SECTION V. SPECIAL PROVISIONS

- A. Nothing in this Agreement is intended to prevent or otherwise modify or abrogate the right of the Cooperating Community or the County to submit individual applications for discretionary funds in the event County does not receive designation as an urban county entity under the Act.
- B. The Cooperating Community and the County mutually agree to indemnify and hold harmless each other from any claims, losses, costs, expenses, or damages resulting from the acts of omissions of their respective officers, agents, and employees relating to activities conducted by either under this Agreement, the Act or the Regulations.
- C. In the event that there is a revision of the Act and/or Regulation which would make this Agreement out of compliance with the Act or Regulations, both parties will review this Agreement and renegotiate those items necessary to bring the Agreement into compliance.
- D. All funds received by the County under the Act shall be deposited in the County treasury.
- E. The Cooperating Community and the County shall maintain financial and other records and accounts in accordance with requirements of the Act and Regulations. Such records and accounts will be in such form as to permit reports required of the County to be prepared therefrom and to permit the tracing of grant funds and program income to final expenditure.
- F. The Cooperating Community and the County agree to make available all records and accounts with respect to matters covered by this Agreement at all reasonable times to their respective personnel and duly authorized federal officials. Such records shall be retained as provided by law, but in no event for a period of less than (5) five years from the date of completion of any activity funded under the Act or less than (5) five years from the last receipt of program income resulting from activity implementation. The County shall perform all audits of the basic grant amounts and resulting program income as required under the Act and Regulation.
- G. The county, as the CDBG grant recipient, either for the urban county or a joint recipient (Metropolitan City/Urban County Joint Recipients) has full responsibility for the execution of the community development program, for following its Consolidated Plan, and for meeting the requirements of other applicable laws (e.g., National Environmental Policy Act, Uniform Relocation Act, Fair Housing Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Section 109 of Title I of the Housing and Community Development Act of 1974, the Americans with Disabilities Act of 1990, and for affirmatively furthering fair housing). The Counties responsibilities must include these functions even where, as a matter of administrative convenience or State law, the county permits the participation units of general local government to carry out essential community development and housing assistance activities. The county will be held accountable for the accomplishment of the community development program, for

following the Consolidated Plan, and for ensuring that actions necessary for such accomplishments are taken by cooperating units of general local government.

- H. The parties agree to take all actions necessary to assure compliance with the urban county's certification required by section 104(b) of Title 1 of the Housing and Community Development Act of 1974, as amended including Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 109 of Title 1 of the Housing and Community Development Act of 1974, and other applicable laws. The agreement also prohibits urban county funding for activities in, or in support of, any cooperating unit of general local government that does not affirmatively further fair housing within its own jurisdiction or that impedes the county's action to comply with the county's fair housing certification. This provision is required because noncompliance by a unit of general local government included in an urban county may constitute noncompliance by the grantee (i.e., the entire urban county) that can, in turn, provide cause for funding sanctions or other remedial actions by the department.
- I. The parties further agree that pursuant to 24 CFR 570.501 (b), the Cooperating Community is subject to the same requirements applicable to subrecipients, including a written agreement as set forth in 24 CFR 570.503. Such agreements are only entered into when a Cooperating Community chooses to propose a project and actually will receive funds from the County's entitlement allocation.
- J. The parties further agree that the cooperating Community has adopted and is enforcing:
1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individual engaged in non-violent civil rights demonstrations; and
 2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within jurisdictions.
- K. The Cooperating Community acknowledges that by executing this Agreement it may not apply for grants from appropriations under the Small Cities or State Community Development Block Grant Programs for fiscal years during the period in which it participates in the County's CDBG Program. The Cooperating Community further acknowledges that during the period in which it participates in the County's CDBG Program it may only participate in the HOME Program (24 USC 12701 et seq. and regulations promulgated thereto) through the County and is precluded from forming a HOME Consortium for participation in the HOME Program, except through the County.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed.

COUNTY OF ANOKA
STATE OF MINNESOTA

Dennis D. Berg
Dennis D. Berg,
Chair, Anoka County Board of Commissioners

Terry L. Johnson
Terry L. Johnson,
Anoka County Administrator

APPROVED AS TO FORM
AND EXECUTION

Anthony C. Palumbo
Anthony C. Palumbo,
Assistant Anoka County Attorney

15 June 07
Date

CITY OF RAMSEY
STATE OF MINNESOTA

By: [Signature]

Its: Mayor

Date: 3-28-07

By: [Signature]

Its: INTERIM CITY ADMINISTRATOR

Date: 4/6/2007

I hereby certify that the provisions of this agreement are fully authorized under state and local law and that the agreement provides full legal authority of the County.

Anthony C. Palumbo
Anthony C. Palumbo
Assistant Anoka County Attorney.

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AMENDMENT NO. 1
TO COMMUNITY DEVELOPMENT BLOCK GRANT and
HOME INVESTMENT PARTNERSHIPS PROGRAM
COOPERATION AGREEMENT

THIS AMENDMENT is made and entered into this 17th day of July, 2019 ("Effective Date"), by and between the County of Anoka, a political subdivision of the State of Minnesota, 2100 Third Avenue, Anoka, Minnesota, 55303 ("County"), and the City of Ramsey, a municipal corporation under the laws of the State of Minnesota, 7550 Sunwood Drive NW, Ramsey, MN 55303 ("Cooperating Community").

WITNESSETH:

WHEREAS, the Cooperating Community and the County have determined that it is desirable and in the interests of its citizens that the County qualifies as an urban county within the provisions of the Housing and Community Development Act of 1974, Title I, of Public Law 93-383, as amended (42 USC 5301 et seq) (the "Act").

WHEREAS, the Cooperating Community and the County previously entered into an auto-renewable Cooperation Agreement ("Agreement") which authorizes the County to participate with the Cooperating Community in undertaking, or to assist in undertaking, essential community development and housing assistance activities pursuant to the CDBG Entitlement Program and the HOME Investment Partnerships Program; and

WHEREAS, the parties' Cooperation Agreement provides that, from time to time, as federal laws and regulations change, updates to the Agreement may be required to bring the terms into compliance with federal HUD regulations; and

WHEREAS, the County intends that identical amendments to cooperation agreements will be executed between the County and other cities and townships within the County, thus enabling the County to continue to qualify under the Act and remain in compliance with HUD guidance, CPD 19-04 issued on March 8, 2019.

NOW, THEREFORE, in consideration of the mutual covenants hereinafter stated and those contained in the original Cooperation Agreement, the parties agree to amend the Agreement as follows:

1. Section V. entitled "Special Provisions," paragraph C. is amended to add the following language at the end of the provision:

"If either party refuses to adopt an amendment incorporating changes necessary to meet requirements for cooperation agreements set for in an Urban County Qualification Notice applicable for a subsequent three-year county qualification period, such failure to comply will void the automatic renewal for such qualification period."

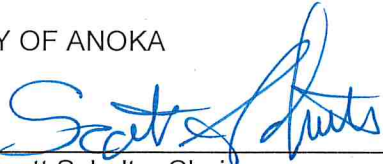
2. Section V. entitled "Special Provisions," paragraph G. is amended to add the following language at the end of the provision:

"A unit of general local government may not sell, trade, or otherwise transfer all or any portion of such funds to another such metropolitan city, urban county, unit of general local government, or Indian tribe, or insular area that directly or indirectly received CDBG funds in exchange for any other funds, credits or non-Federal considerations, but must use such funds for activities eligible under title I of the Act."

3. This Amendment is hereby made a part of and shall be amended to the Cooperation Agreement of the parties.
4. All other terms and conditions of the original Cooperation Agreement, not modified by this Amendment, shall remain in full force and effect.


IN WITNESS WHEREOF, the parties hereto have set their hands on the dates indicated.

COUNTY OF ANOKA

By: 
Scott Schulte, Chair
County Board of Commissioners

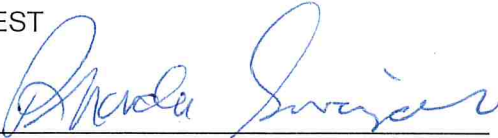
Dated: 7-17-19

CITY OF RAMSEY

By: 
John LeTourneau
Its: Mayor (ACTING) CHRIS RILEY


Dated: 7/16/19

ATTEST

By: 
Rhonda Sivarajah
County Administrator

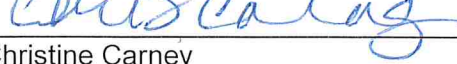
Dated: 7-17-19

ATTEST

By: 
Kurt Ulrich
Its: Administrator TIM GUNDTHELL (ACTING)

Dated: _____

APPROVED AS TO FORM

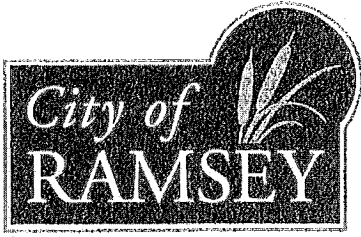
By: 
Christine Carney
Assistant County Attorney

Dated: 7-17-19

APPROVED AS TO FORM

By: _____

Dated: _____



RECEIVED MAY 02 2019

7550 Sunwood Drive NW • Ramsey, MN 55303

City Hall: 763.427.1410 • Fax: 763.427.5543

www.cityoframsey.com

April 29, 2019

AC Community and Government Relations

Attn: Renee Sande

Anoka County Courthouse

2100 3rd Avenue, Suite W250

Anoka, MN 55303

RE: 2020-2022 Urban County Requalification for CDBG and HOME

Renee:

This letter is to respond that the City of Ramsey will be opting in to the Cooperation Agreement and remain a participant with Anoka County.

Sincerely,

CITY OF RAMSEY

Tim Gladhill

Community Development Director

Meeting Date: 05/10/2022

By: Kurt Ulrich, Administrative Services

Information

Title:

Adopt Resolution #22-110 Adopting 2022 City Council Strategic Action Plan

Purpose/Background:

The purpose of this case is to approve the 2022 City Council Strategic Action Plan.

The City Council has been building off the same framework for a Strategic Plan for the past several years. The City Council met in Work Session on February 15 and April 26 to update and review the Strategic Action Plan.

Notification:

Notification is not required.

Time Frame/Observations/Alternatives:

Specific content of the Strategic Plan is included in the attached document.

Funding Source:

This case is being handled as part of normal Staff duties. Anticipated budgetary impacts, timelines, and the responsible staff position are identified in the document.

Recommendation:

Modifications were made based on consensus direction by the City Council at the April 26 City Council Work Session, Staff recommends approval of the Strategic Plan as presented.

Outcome/Action:

Motion to adopt Resolution #22-110 Adopting the 2022 City Council Strategic Action Plan.

Attachments

2022 Strategic Action Plan

Res 22-110

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	05/05/2022 02:12 PM
Colleen Lasher	Colleen Lasher	05/05/2022 03:43 PM
Kurt Ulrich (Originator)	Kurt Ulrich	05/05/2022 03:50 PM
Form Started By: Kurt Ulrich		Started On: 05/02/2022 03:37 PM
Final Approval Date: 05/05/2022		

2021-2022 Strategic Plan Update

VALUES

Ethics and Integrity

Fiscal Responsibility

Cooperation and Teamwork

Open and Honest Communications

Excellence and Quality in the Delivery of Service

Treating People with Respect and Fairness

Adaptability and Continuous Learning

VISION

Ramsey will be a secure, citizen-driven, collaborative community that respects the balance and connectivity between its unique suburban, rural, and natural environments.

MISSION

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

OBJECTIVES

Financial Stability

A Balance of Rural Character and SubuUrban Growth

An Active and Connected Community

Smart, Citizen-Focused Government

An Effective Organization

STRATEGIES

Identify and implement operational efficiencies, cost savings and additional funding sources while maintaining and increasing ~~while maintaining and increasing~~ transparency and accountability.

Promote economic growth and development.

Create a positive image for residential neighborhoods, business districts and key corridors.

Improve the safety and mobility of transportation corridors.

Connect the community through Parks and Trails Capital Improvements along with Recreational Programming.

Spotlight sustainability and efficiency through public facilities and infrastructure investments.

Strengthen and enhance our identity, brand and image.

Improve City's communication.

~~Improve and sustain~~ Strive for -high organizational morale and employee retention.

ACTION PLAN

Action	Timeframe	Resources	Key Outcomes and Indicators	Responsible Party
Strategy: Identify and implement operational efficiencies, cost savings and additional funding sources while maintaining and increasing transparency and accountability.				
<u>1.</u> Establish a committee for web site design update	Q2	Budget Impact - Low	Improve web site to allow City to identify and answer the most common questions in order to improve customer service and staff efficiency.	Jason Fredrickson
<u>1-2.</u> Review and analyze development review process	Q3	Budget Impact - Low	<ul style="list-style-type: none"> Identify issues at the start of the development process (i.e., no last-minute surprises) eliminate mistakes in the preparation of development agreement 	Brian Hagen
<u>3.</u> Review and analyze turf maintenance of City properties	Q3	Budget Impact - Medium	Significantly reduced time and expense of maintaining City turf.	Mark Riverblood
<u>2-4.</u> Seek ways to optimize cost savings from new Public Works Facility and communicate savings to Community	Q4	Budget Impact - Low	Additional <u>documented</u> cost savings from new Public Works Facility	Grant Reimer
<u>3-5.</u> Solicit support from Anoka County License Center to help with staffing front desk services	Q3	Budget Impact = Low	Reduce City resources to staff front desk.	Colleen Lasher

Action	Timeframe	Resources	Key Outcomes and Indicators	Responsible Party
Strategy: Promote economic growth and development.				
4.6. Continue Business Retention and Expansion efforts for retail and industrial.	Ongoing	Budget Impact – Low (use existing staff)	<p>Stable base of local employers, representing the largest opportunity for future growth of jobs and tax base.</p> <ul style="list-style-type: none"> • Increase the number of business visits from the 41 business visits conducted in 2021, and the 19 done in 2020 • Improve the quality and attendance at EDA events such as the Business Network, Business Appreciation Day, and the Business Expo • 5,000 square feet of new retail space per year on average. • 50,000 square feet of new industrial per year on average. 	Sean Sullivan/EDA
5.7. Consider strategic infrastructure investments to prepare more shovel ready parcels.	Q4	Budget Impact - Medium	<p>Primary Effort = West Armstrong Retail/West Armstrong Industrial Redevelopment Area.</p> <ul style="list-style-type: none"> • Construct improvements in area West of Armstrong West of Ferret St Ideal location for additional industrial • Construct Riverdale Drive and related improvements. • Import and place fill on City-owned property in the COR. 	Sean Sullivan/EDA

Action	Timeframe	Resources	Key Outcomes and Indicators	Responsible Party
<p><u>6.8.</u> Complete a Comprehensive City Code Audit and Update</p>	<p>Q3</p>	<p>Budget Impact - Medium</p>	<p>Reduce redundant regulations and regulations that conflict with City's vision or otherwise detract from City's economic development goals.</p> <p>Continue to address code sections. In 2021-Q1 22 <u>the following code sections have been reviewed</u> and adopted:</p> <ul style="list-style-type: none"> • Update of Home Occupation Ordinance • Code amendment allowing restaurants in E3 Employment District • Amended City Code Section 117-56 Regarding Easement Vacations • Ordinance #22-08 Amending City Code Section 117-51 Regarding Conditional Use Permits • Ordinance #22-11 to Allow Taprooms, Breweries, Microbreweries, and Brewpubs • Ordinance #22-03 Amending Chapter 10 of City Code: Animals • Ordinance #22-05 Amending Sections 117-111, 117-349, and 117-355 of City Code Creating Additional Requirements for Driveways/Parking Pads • Ordinance #22-04 Amending Section 117-349 of City Code to Allow Accessory Dwelling Units (ADU's) 	<p>Brian Hagen/Planning Manager and Planning Commission</p>
<p><u>7.9.</u> Solicit input from the public and City staff for guidance on the modernization and streamlining of City Codes, and provide updates to all impacted parties.</p>	<p>Q2</p>	<p>Budget Impact - Low (use newsletter and social media)</p>	<ul style="list-style-type: none"> • Develop list of outdated or inefficient ordinances that can be improved. • Implementation of new ordinances. 	<p>Brian Hagen</p>

Action	Timeframe	Resources	Key Outcomes and Indicators	Responsible Party
Strategy: Create a positive image for residential neighborhoods, business districts and key corridors.				
<u>8-10.</u> Consider a Proactive Multifamily Property Management Program	Q3	Budget Impact - Medium (RCP Report, use existing staff)	<p>Ensure that multifamily properties maintain high quality and free of nuisance.</p> <p>Consider a coalition of multifamily property managers to ensure property managers hold each other accountable and provide adequate long-term maintenance.</p>	Brian Hagen
<u>9-11.</u> Create a Crime Free Multifamily Housing Program	Q3	Budget Impact - Medium	<p>Ensure that multifamily properties maintain high quality and free of nuisance.</p> <p>Consider a Crime Prevention Multifamily Program.</p> <p>Note: The Crime Free Multi-Housing Program is approved by the MN Crime Prevention Association. Nearby cities with CFMH programs: https://www.coonrapidsmn.gov/262/Crime-Free-Multi-Housing https://www.anokaminnesota.com/278/Crime-Free-Multi-Housing-Program</p>	Jeff Katers
<u>10-12.</u> Support and recognize community volunteers	Q4	Budget Impact - Medium	<p>Better community ownership of community events and community cleanup efforts.</p> <ul style="list-style-type: none"> Create "Volunteer of the Month Award" to be presented at City Council meeting. Invite outside groups to lead Pledge at Council meetings Spotlight existing community cleanup efforts on social media. 	City Administrator

Action	Timeframe	Resources	Key Outcomes and Indicators	Responsible Party
Strategy: Improve the safety and mobility of transportation corridors.				
<u>11-13.</u> Complete County Road 5 Corridor Study.	Q4	Budget Impact = Medium (Budget impact to City is low due to Anoka County involvement)	Unified long-term vision for Nowthen Boulevard (CR5) Improved safety and reduced congestion. Ensure adequate capacity for planned development. In process and will be completed by June 2022	Bruce Westby/Public Works Committee
<u>12-14.</u> Advance the Ramsey Gateway Plan.	Ongoing	Existing Staff/Resources Budget Impact = High RCP Report	Unified vision for Highway 10. Improved safety and reduced congestion. Secured final funding for the Highway 10/169 Plan (currently at \$92M of \$138M) Project construction to commence in 2023.	Bruce Westby/Public Works Committee
<u>13-15.</u> Update Priority Street Light Program and Pedestrian Safety Plan.	Q1	Existing Staff/Resources Budget Impact = Medium	Improved pedestrian and vehicle safety at critical intersections. This project has now been initiated.	Bruce Westby/Public Works Committee
Strategy: Connect the community through Parks and Trails Capital Improvements along with Recreational Programming.				
<u>14-16.</u> Establish a Funding Plan to Complete Parks Capital Replacement Improvements.	Q2	Existing Staff/Resources Budget Impact = Medium RCP Report	Adequate parks, trails and public spaces, both future and existing. Unique recreation destinations. Complete and implement the local park improvement plan.	Mark Riverblood/Park and Recreation Commission
<u>15-17.</u> Implement and Spotlight the Recreation Programming Plan	Ongoing	Existing Staff/Resources Budget Impact = Low	Increased awareness of recreational opportunities. Will restart effort following staffing vacancy and transition to 30Hrs per week in June 2022.	Mark Riverblood/Park and Recreation Commission

Action	Timeframe	Resources	Key Outcomes and Indicators	Responsible Party
Strategy: Spotlight sustainability and efficiency through public facilities and infrastructure investments.				
16-18. Commence construction of new water treatment plant Treatment.	Q4	Budget Impact = High	Reduce levels of iron and manganese in municipal water supply. Initiated design, bidding in mid-summer, construction to commence Fall 2022 with completion expected in October 2023	Bruce Westby/Public Works Committee
Strategy: Strengthen and enhance our identity, brand and image.				
17-19. Provide quarterly updates to USPS to secure new Ramsey ZIP Code.	Ongoing	Existing Staff Budget Impact = Low RCP Report (community identity)	ZIP Code will identify itself as Ramsey. Provide regular updates. Detailed Update in 2026. Note: Annual development update sent to USPS Jan. 2022	City Administrator
18-20. Improve and promote community holiday light contest	Q4 2022	Existing Staff Budget Impact = Low	Create additional awareness of community and create additional social connections. The City hosted the first annual event in 2021 with improvements to be made in 2022 based on experience and staffing capacity that has been added.	Megan Thorstad/Recreation Specialist

Action	Timeframe	Resources	Key Outcomes and Indicators	Responsible Party
Strategy: Improve City's communication.				
<u>19-21.</u> Improve proactive and time-relevant communication.	Ongoing	Existing Staff Budget Impact = Low RCP Report	Explore new avenues to tell the story of Ramsey and market the community to prospective residents and businesses. Stay relevant by harnessing new technologies and social media platforms to evolve with the ever-changing media landscape. Regular communications report added to council work sessions.	Megan Thorstad
<u>20-22.</u> Quantify cost savings for new Public Works Facility and communicate savings to Community.	Q4	Budget Impact = Low	Newsletter article and social media posts regarding savings achieved with new public works building.	Grant Reimer
Improve and sustain high organizational morale.				
<u>21-23.</u> Update Telecommuting Policy	Q2	Existing Staff Budget Impact = Low	Recruitment and retention tool for existing and future employees. Pending City Council WS discussion / add clarity around PT employee participation.	Colleen Lasher
<u>22-24.</u> Consider additional Employee Events to strengthen relationships.	Q3	Existing Staff Budget Impact = Low	Improved organizational morale. <ul style="list-style-type: none"> • Revised Annual Employee Recognition event with separate event for staff and community volunteers. • Added ice cream social with the City Administrator • To consider wellness related programs – staff resources permitting • To consider bringing back the Ramsey Communicator (monthly vs. weekly)/with an opt out option by the Police Department only. • To consider a monthly birthday event (E.g., every 2nd Wednesday have a birthday treat in the Lake Itasca Room) 	Colleen Lasher
<u>23-25.</u> Complete an Employee Survey	Q2	Existing Staff Budget Impact = Low	Establish baseline metric of existing organizational morale.	Colleen Lasher

Budget Impact Key; Low = Existing Staff/thousands of dollars; Medium = Additional Staff/Consultants/tens of thousands of dollars; High = capital improvement/hundreds of thousands of dollars.

RCP Report = Partnership with the University of Minnesota completed in 2018. This partnership created a library of resources and policy alternatives. A full list of completed reports can be found online at rcp.umn.edu/ramsey-projects.

PARKING LOT LIST/FUTURE PROJECTS

Action	Strategy
Improve background data provided in conjunction with establishing Rates and Charges, especially for Development Impact Fees. .	Identify and implement operational efficiencies, cost savings and additional funding sources.
Complete Organization Staffing Plan.	Improve and sustain high organizational morale.
Complete Streetscape Plan for Key Corridors.	Create a positive image for residential neighborhoods, business districts and key corridors.
Complete a Highway 47 Plan <i>(after current Bunker/47 intersection improvements)</i>	Improve the safety and mobility of transportation corridors.
Consider Local Open Space Preservation Funding, if initiated by Ballot Referendum.	Spotlight sustainability and efficiency through public facilities and infrastructure investments

The above are important topics, but are not the highest priority of the Council and will only be worked on if not interfering with approved Action Items and as time/resources allow.

CULTURE

- Utilize Strategic Plan to prioritize budget requests.
- Leverage additional funding sources.
- Seek grants to do high priority projects.
- Seek public and private partnerships.
- Improve Park and Recreation revenue through user fees and sponsorships.
- Provide adequate public safety staffing based upon common metrics (i.e., calls for service, time of day caseload, land use and population, citizen expectations).
- Continue staff and volunteer recognition programs.
- Increase awareness of various employee resources.
- Enhance community engagement in policy decision-making processes.
- Enhance customer service through process improvement.
- Strive to reflect the demographics of the community.

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

RESOLUTION #22-110

RESOLUTION ADOPTING 2022 CITY COUNCIL STRATEGIC ACTION PLAN.

WHEREAS, the City Council met on _____ and _____ to update the City Council's existing Strategic Action Plan to guide key policy, planning and capital projects for the next 12 months; and

WHEREAS, by consensus recommendation, the City Council directed Staff to bring forward a final draft of the 2022 Strategic Action Plan for adoption

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

- 1) The City of Ramsey adopts the 2022 Strategic Action Plan.

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 10th day of May, 2022.

Mayor

ATTEST:

City Clerk

Meeting Date: 05/10/2022

By: Diana Lund, Finance

Information

Title

Adopt Resolution #22-111 Calling for a Public Hearing On the Issuance of Charter School Lease Revenue Bonds (Conduit Debt) and Authorizing the Publication of a Notice of the Hearing (Pact Charter School Project)

Purpose/Background:

Minnesota Statutes, Sections 469.152 through 469.165 allows cities to issue bonds and loan the proceeds to nonprofit corporations to finance capital expenditures. This procedure is known as the issuance of conduit debt. By issuing tax-exempt bonds through the City, the non-profit reduces their borrowing costs due to the tax-exempt status of a city.

Pact Charter School is asking for the City to authorize the issuance of a not-to-exceed amount of \$43 million in Lease Revenue Bonds of which \$11 million will be used to advance refund the outstanding Lease Revenue Bonds on the current Pact Charter School located at 7250 East Ramsey Parkway and \$32 million of Lease Revenue Bonds to finance the acquisition of 18 acres of vacant land and the construction of an approximately 115,000 square foot school facility located at or about 7633 161st Avenue. The current Pact Charter School will serve grades kindergarten through fifth grade and the proposed new Pact Charter School will serve grades sixth through twelfth.

When Pact School was constructed in 2004, Lease Revenue Bonds were issued in the amount of \$11.5 million via conduit debt with the City in February 2004. This issue was advanced refunded in August 2013, in the amount of \$11.5 million, again via conduit debt with the City.

The Pact Charter School agrees to pay all principal and interest on the bonds, whereas the City is merely a conduit and the money and obligations are between Pact and the Trustee for the bondholders.

Pact Charter School will be held responsible for all fees that are incurred for the issuance of this bond. Per the city's conduit debt policy, Pact Charter School would have been required to pay the City 1% of the par of the bonds (or as negotiated based on the size of the issue). A 1/2% fee has been negotiated to cover administrative costs over the life of the bond. Pact Charter School is also required to pay the city for any additional interest costs that the city **may incur** if the City determines that they need to bond a portion of the water treatment plant (placeholder of up to \$10 million as the total costs of project have not been determined at this time). If the City did need to issue debt, the city would incur an additional interest expense due to the city's debt issuance now being considered non-bank qualified instead of bank qualified. To remain bank qualified, which offers lower interest rates, the City must not borrow more than ten million dollars in any one calendar year. The issuance of conduit debt is factored in when determining the city's debt issuance for a calendar year. Thus, Pact's \$43M will exceed the ten million dollar cap and if the city does indeed issue debt in 2022, the city will pay an extra estimated 1/4% in interest rates on its issuance. Pact would hold these additional costs in escrow, until it is determined if the city will be issuing their own debt.

The proposed public hearing meeting date is scheduled for the regular City Council meeting date of June 14, 2022. A representative from Pact Charter School and their bond underwriter from Baird will be present at the June 14 meeting when the bonds are proposed to be issued.

Notification:

The public hearing will be submitted for publishing by Taft Stettinius & Hollister, LLP, bond council, with a publication date of May 27, 2022 in the Anoka Union.

Observations/Alternatives:

Alternative #1: Call for Public Hearing On June 14, 2022.

Alternative #2. Do no call for a Public Hearing and deny issuance of Conduit Debt for Pact Charter School. Pact would have to find another government agency to issue on their behalf to take advantage of lower interest rates via conduit borrowing.

Funding Source:

Incurred expenses will be paid by Pact Charter School.

Recommendation:

Staff recommends approval of Resolution #22-111 calling for a public hearing.

Action:

Motion to recommend City Council adoption of Resolution #22-111 Calling for a Public Hearing On the Issuance of Charter School Lease Revenue Bonds (Conduit Debt) and Authorizing the Publication of a Notice of the Hearing (Pact Charter School Project)

Attachments

Resolution #22-111

Conduit Debt Policy

Form Review

Inbox

Kurt Ulrich

Form Started By: Diana Lund

Final Approval Date: 05/05/2022

Reviewed By

Kurt Ulrich

Date

05/05/2022 02:49 PM

Started On: 05/02/2022 07:55 AM

Extract of Minutes of a Meeting of the
City Council of the City of
Ramsey, Minnesota

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Ramsey, Minnesota, was duly called and held at the Ramsey Municipal Center, 7550 Sunwood Drive NW, in said City on Tuesday, the 10th day of May, 2022, at 7:00 o'clock P.M.

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #22-111

RESOLUTION CALLING FOR A PUBLIC HEARING ON THE ISSUANCE OF CHARTER SCHOOL LEASE REVENUE BONDS AND AUTHORIZING THE PUBLICATION OF A NOTICE OF THE HEARING (PACT CHARTER SCHOOL PROJECT)

(a) **WHEREAS**, Minnesota Statutes, Sections 469.152 through 469.165, as amended, relating to municipal industrial development (the "Act"), gives municipalities the power to issue revenue obligations for the purpose of promoting the welfare of the state by the active attraction and encouragement and development of economically sound industry and commerce to prevent so far as possible the emergence of blighted and marginal lands and areas of chronic unemployment; and

(b) **WHEREAS**, Ramsey, Minnesota (the "City"), has received from PCS Building Company, a Minnesota nonprofit corporation and 501(c)(3) organization (the "Borrower"), a proposal that it undertake a program to finance the Project (as defined in Exhibit A attached hereto), through the issuance of revenue bonds, in one or more series, or obligations (the "Obligations") pursuant to the Act; and

(c) **WHEREAS**, before proceeding with consideration of the request of the Borrower it is necessary for the City to hold a public hearing on the proposal pursuant to Section 147(f) of the Internal Revenue Code of 1986, as amended, and Section 469.154, Subdivision 4, of the Act.

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

1. A public hearing on the proposal of the Borrower will be held at the time and place as determined by the City Administrator. The general nature of the Project and an

estimate of the aggregate principal amount of the Obligations to be issued to finance the proposal are described in the Notice of Public Hearing attached hereto as Exhibit A.

2. The City Administrator is hereby authorized and directed to cause notice of the hearing to be given one publication in the official newspaper of the City and also in a newspaper of general circulation available in the City, not less than 14 days nor more than 30 days prior to the date fixed for the hearing, substantially in the form of the attached Notice of Public Hearing.

The motion of 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 10th day of May, 2022.

Mayor

ATTEST:

City Administrator

STATE OF MINNESOTA
COUNTY OF ANOKA
CITY OF RAMSEY

I, the undersigned, being the duly qualified and acting City Administrator of the City of Ramsey, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council of the City of Ramsey, Minnesota, duly called and held on the date therein indicated, insofar as such minutes relate to a resolution calling a public hearing on the issuance of charter school lease revenue bonds.

WITNESS my hand this ____ day of May, 2022.

City Administrator

EXHIBIT A

NOTICE OF PUBLIC HEARING ON A PROPOSAL FOR THE ISSUANCE OF CHARTER SCHOOL LEASE REVENUE BONDS FOR THE PACT CHARTER SCHOOL PROJECT

Notice is hereby given that the City Council of the City of Ramsey, Minnesota (the “City”) will meet at Ramsey Prairie Center located at Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota, at 7:00 p.m. on Tuesday, June 14, 2022, to consider the proposal of PCS Building Company, a Minnesota nonprofit corporation having federal income tax-exempt 501(c)(3) status (the “Borrower”), that the City assist in financing a project hereinafter described pursuant to Minnesota Statutes, Sections 469.152 through 469.165, as amended, by the issuance of a revenue obligations, in one or more series (the “Obligations”).

The project consists of (i) currently refunding the City’s outstanding Lease Revenue Refunding Bonds (PACT Charter School Project), Series 2013A (the “Series 2013A Bonds”), the proceeds of which were used to advance refund the City’s Lease Revenue Bonds (PACT Charter School Project), Series 2004A (the “Series 2004 Bonds”), the proceeds of which were used to finance the acquisition, construction, and equipping of an approximately 74,000 square-foot school facility located at 7250 East Ramsey Parkway (the “Original School Facilities”) in the City, which is currently leased to and operated by PACT Charter School, a Minnesota nonprofit corporation and 501(c)(3) organization (the “Charter School”) as a public charter school for students in grades kindergarten through twelve; (ii) currently refunding the Borrower’s outstanding subordinate loan from Propel Nonprofits issued in the original principal amount of \$526,870, the proceeds of which were used to finance and refinance certain capital improvements to the Original School Facilities (the “Subordinate Loan”); (iii) financing certain interior renovations to the Original School Facilities to equip the Original School Facilities to serve grades kindergarten through five; (iv) financing the acquisition of 18 acres of vacant land and the construction and equipping of an approximately 115,000 square-foot school facility located at or about 7633 161st Avenue NW (the “New School Facilities”) in the City, which will be leased to and operated by the Charter School as a public charter school for students in grades six through twelve; (v) providing for capitalized interest, if any, and funding any required reserve funds; and (vi) paying certain costs of issuance related to the issuance of the Obligations and the refunding of the Series 2013A Bonds (collectively, the “Project”).

The Project will be owned by the Borrower and leased to and operated by the Charter School.

The estimated maximum principal amount of the Obligations to be issued to finance the Project will be an amount not to exceed \$43,000,000, with approximately \$11,000,000 allocated to the Original School Facilities, and \$32,000,000 allocated to the New School Facilities.

The Obligations, if and when issued, will not constitute a charge, lien or encumbrance upon any property of the City, except the Project, and such obligations will not be a charge against the general credit or taxing powers of the City but will be payable from sums to be paid by the Borrower pursuant to a revenue agreement.

A draft copy of the proposed application to the Minnesota Department of Employment and Economic Development for approval of the Project, together with all attachments and exhibits thereto, is available for public inspection, during normal business hours, Monday through Friday, in the office of the City Administrator in City Hall, 7550 Sunwood Drive NW, in the City.

At the time and place fixed for the Public Hearing, the City Council will give all persons who appear at the hearing an opportunity to express their views with respect to the proposal. Written comments will be considered if submitted at the above City office on or before the date of the hearing.

CITY OF RAMSEY CONDUIT DEBT POLICY

TERM & CONDITIONS FOR THE ISSUANCE OF CONDUIT DEBT (Tax Code Allows City's to issue Conduit debt, but not be held accountable for repayment of debt)

Authority: Under Minnesota Municipal Industrial Development Act, Minnesota Statutes, Sections 469.152 to 469.165 (the "Industrial Development Act:), the City of Ramsey has authority to issue industrial, commercial, and health care revenue bonds or notes to attract or promote economically sound industry and commerce to the City.

Under Minnesota Statutes, Chapter 462C (the "Housing Act") the City is authorized to issue housing revenue bonds to finance multi-family residential housing projects for low and moderate income persons and elderly persons. Projects must be consistent with a Housing Program as these terms are defined in the Housing Act.

Purpose: Municipalities may be asked by not-for-profit and other entities to issue pass-through, conduit debt. These projects are not projects of the governmental unit but of a separate corporation. In order to expedite the assistance that the City of Ramsey can offer and to avoid a resource drain on the City of Ramsey requires the following:

The corporation wishing assistance must first request that the Financial Director of the City review their proposal and provide the information and deposit the fee detailed below. After the Financial Director reviews the proposal the applicant may then request that the City Attorney review their proposal and grant permission to move forward to the public hearing stage.

The applicant must provide to the Financial Director documentation about the entity requesting the assistance, the project, and the proposed financing method.

The City also requires that the applicant assume all of the costs incurred by the City in examining the legal and fiscal aspects of the project as well as ongoing monitoring and reporting of outstanding bonds once issued. The City is to be reimbursed and held harmless for and from any out-of-pocket expenses related to the tax-exempt financing including, but not limited to, legal fees, financial analyst fees, bond counsel fees, the City's staff expenses in connection with the application, and any deposits or application fees required under state law in order to secure allocation of bonding authority. The applicant must execute a letter to the City undertaking to pay all such expenses. A copy of the required letter entitled "Indemnification Letter of Agreement" is attached as Exhibit A.

Prior to closing and delivery of the bonds for the project, the applicant must pay, or commit to pay at closing an administrative fee in the amount of 1% of par of the bonds (or as negotiated based on the size of the issue). The administrative fees required by this paragraph will be adjusted at or paid prior to delivery of the bonds if necessary to ensure compliance with the Internal Revenue Code and regulations.

The corporation should be prepared to demonstrate to the Ramsey City Council how the proposed project will benefit the community. The corporation may request to be placed on the City's agenda by: contacting the City of Ramsey at (763) 427-1410, submitting a letter outlining the request, and appearing before the Ramsey City Council when the request is heard. If permission is granted by the City, the bond attorney for the issue must:

Be the City's Bond Council: Taft, Stettinus & Hollister LLP, 2200 IDS Center, 80 South 8th Street, Mpls., MN 55402 (612) 977-8400

Provide to the City a written statement indicating that the documents have been appropriately prepared, all concerns of the City and points covered by this document have been addressed, and it is acceptable for the City to adopt the needed resolutions. No documents will be adopted by the City or signed by City Council members or staff without the attorney's statement.

Prepare a contract obligating the agency requesting the debt (obligor) to repay to the City any interest margin for bank qualified bonds that the agency uses and the City later needed on debt it issues for its own purposes.

Assure that the Official Statement prominently displays in large, bold type that the City of Ramsey does not have any obligation to repay the debt and what the rating of the bond issue is.

When the issue is complete and closed, provide two copies of the transcript and amortization schedules of the issue to the Financial Director on a timely basis.

The debt instrument issued must not place the City of Ramsey at risk in any way, financially or legally, in appearance or in fact. The Federal Government has also placed the burden of weighing the balance of "public purpose versus private benefit" upon the City of Ramsey for these conduit debt issues. The City will consider risk, the public versus private benefit balance, and the recommendation of its staff. Because of the subjective nature of the issues it must weigh, the Ramsey City Council retains the right to refuse to authorize any issue at its sole discretion and without need to give cause. The obligor must indemnify the City against all future costs including but not limited to law suits, findings that the issue was not tax-exempt, or penalties of any kind. The documents must clearly reflect the indemnification of the City.

The City will not be responsible for any continuing disclosure or arbitrage calculations or rebate and the documents must clearly reflect that the obligor is responsible for these matters.

The agency requesting the conduit debt and their advisors must arrange for the logistics of all document movement, timing, signature, publication, etc. It is very important to assure that the necessary individuals will be available for signatures on documents well in advance of needing the signatures. Signatures will be supplied at the convenience of the City of Ramsey Council members or City staff.

The City of Ramsey's Administration Office places items on the Council agenda and obtains signed documents from the Ramsey Council members. The contact in that office is Ms. Colleen Lasher (763) 433-9867. It is the responsibility of the requesting agency to:

Inquire as to when City Council meetings are scheduled (and to check again as necessary because meeting dates change without notice),

Inquire as to when documents must be delivered in order to be accepted for the agenda,

Provide the appropriate cover sheet (see sample attached) for the materials for inclusion in the Council agenda,

Arrange for copies which need to be signed and to provide the necessary envelopes and postage or other arrangements to move the documents when signed. The documents are signed after the meeting at a time convenient to the Ramsey Mayor, typically within a week after the meeting.

Arrange to move (envelopes/postage) any notices requiring publication to the appropriate newspaper, pay for the publication, and obtain any signed affidavits necessary (The City's Official Newspaper is the Anoka Union at (763) 712-3550.

Attend all necessary City Council meetings to answer questions the City Council may have about the issue while the documents are being considered,

Arrange to have any other necessary documents delivered for signature by other City officials such as the City Attorney and the Financial Director (763) 433-9847 and after signature have appropriate self-addressed and stamped envelopes available for return. The officials should be notified in advance, by telephone, that documents are being sent for signature,

Arrange for all IRS and Federal or State filings and or fees,

Arrange to have all necessary professional fees paid directly to the professionals who did the work either out of bond proceeds or make other acceptable arrangement with the professionals doing the work.

The City recommends that organizations wishing to issue debt through the City contact an independent Financial Advisor for assistance. Independent Financial Advisors help assure that the debt is issued in a competitive, cost effective manner. City staff can provide the names of the advisory firms they are aware of if the organization wishes to contract with one for assistance.

Original Policy Adopted:	May 10, 2005
Deposit Requirements Amended:	May 26, 2015
Deposit Requirements Amended:	October 25, 2016 Per Resolution #16-10-203

CC Regular Session

6. 1.

Meeting Date: 05/10/2022

Submitted For: Sean Sullivan, Community Development

By: Wendy Schlueter, Community Development

Information

Title:

PUBLIC HEARING: Approve Off-Sale Liquor for Liquor Lady Inc dba Fairway Liquor

Purpose/Background:

Purpose: To approve an off-sale liquor license for Liquor Lady Inc dba Fairway Liquor.

Background: Liquor Lady Inc dba Fairway Liquor has properly applied for an off-sale liquor license at 5900 167th Ave NW, Ramsey. All application fees have been paid by the applicant.

This establishment is not a new liquor establishment and was most recently licensed under Atlantic Cargo Co Inc LLC dba Fairway Liquors.

Notification:

Notice of the public hearing was published in the Anoka County Union Herald on Friday, April 29, 2022.

Time Frame/Observations/Alternatives:

The approval for this license is contingent upon completion and approval of background investigation by Police Chief

Funding Source:

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

Recommendation:

City staff is recommending approval of off-sale liquor license for Liquor Lady Inc dba Fairway Liquor; contingent upon completion and approval of background investigation by Police Chief.

Outcome/Action:

Motion to approve off-sale liquor license for Liquor Lady Inc dba Fairway Liquor; contingent upon completion and approval of background investigation by Police Chief.

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
Sean Sullivan	Wendy Schlueter	05/04/2022 11:15 AM
Sean Sullivan	Sean Sullivan	05/04/2022 12:14 PM
Brian Hagen	Brian Hagen	05/05/2022 10:08 AM
Kurt Ulrich	Kurt Ulrich	05/05/2022 02:42 PM
Form Started By: Wendy Schlueter		Started On: 04/26/2022 03:15 PM
Final Approval Date: 05/05/2022		

Meeting Date: 05/10/2022

By: Chris Anderson, Community
Development

Information

Title:

PUBLIC HEARING: Consider Request to Vacate a Portion of Drainage and Utility Easement on the Property Located at 7912 Sunwood Drive NW (Project No. 22-101); Case of Northstar Marketplace LLC

Purpose/Background:

Phillips Edison & Company (the "Applicant"), on behalf of Northstar Marketplace Station LLC (the "Property Owner"), has submitted an application for an Easement Vacation on the property located at 7912 Sunwood Drive NW (the "Subject Property").

Notification:

The City attempted to send a mailing, via standard U.S. Mail, to property owners within 350 feet of the Subject Property, as noted in the Anoka County Property Records. The notice was also published in the Anoka County UnionHerald.

Time Frame/Observations/Alternatives:

The Applicant has proposed constructing a 7,200 square foot, multi-tenant retail building on the Subject Property. The Site Plan was reviewed and approved by the City Council on February 22, 2022. A contingency of the approval included eliminating the partial encroachment of the proposed building (and associated walkways and patio) in the drainage and utility easement (the "Easement").

The northern half of the Subject Property is encumbered with this Easement. The Easement area includes a small stormwater basin (northern most part of Subject Property), trunk sewer and trunk water lines, and small utilities (gas, electricity, cable, and phone). The location of utilities and the Easement were established prior to the Sunwood Drive realignment project (paralleled the former location of Sunwood Drive). While the trunk sewer and trunk water lines will remain in place, the small utilities will be relocated as part of the site improvements. There would be sufficient easement area retained for future maintenance of the trunk sewer and water lines.

Alternatives

Alternative 1: Adopt Resolution #22-107 vacating a portion of drainage and utility easement on the Subject Property. The small utilities will be relocated as part of this project and there will still be sufficient easement retained for the trunk sewer and water lines. Vacating a portion of the Easement is necessary to accommodate the proposed retail building. Staff supports this alternative.

Alternative 2: Deny the requested Easement Vacation. Staff has worked with the Applicant to ensure sufficient easement area remains for the trunk sewer and water lines. With the small utilities being relocated as part of this project, there is no need for the full easement. Staff does not support this alternative.

Funding Source:

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

Recommendation:

Staff recommends adopting Resolution #22-107 vacating portions of a drainage and utility easement on the Subject Property.

Outcome/Action:

Motion to adopt Resolution #22-107 vacating portions of a drainage and utility easement on the Subject Property.

Attachments

[Site Location Map](#)

[Existing Conditions and Removals Plan Sheet](#)

[Easement Vacation Exhibit](#)

[Easement Vacation Exhibit on Site Plan](#)

[Resolution #22-107: Easement Vacation](#)

Form Review

Inbox

Bruce Westby

Brian Hagen

Kurt Ulrich

Form Started By: Chris Anderson

Final Approval Date: 05/05/2022

Reviewed By

Bruce Westby

Brian Hagen

Kurt Ulrich

Date

05/05/2022 11:37 AM

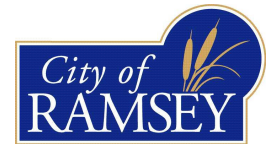
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05/05/2022 02:54 PM

Started On: 05/02/2022 09:02 AM

Site Location Map

7912 Sunwood Drive NW



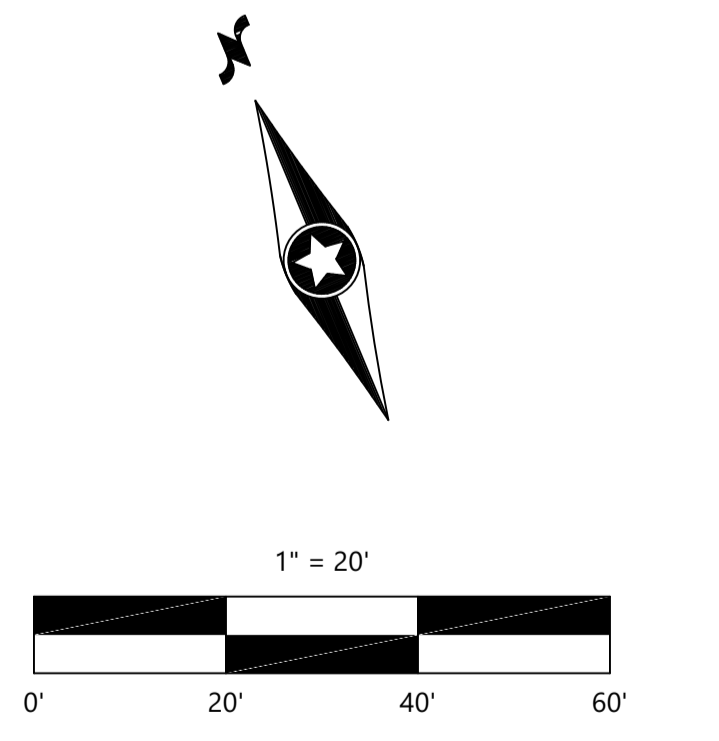
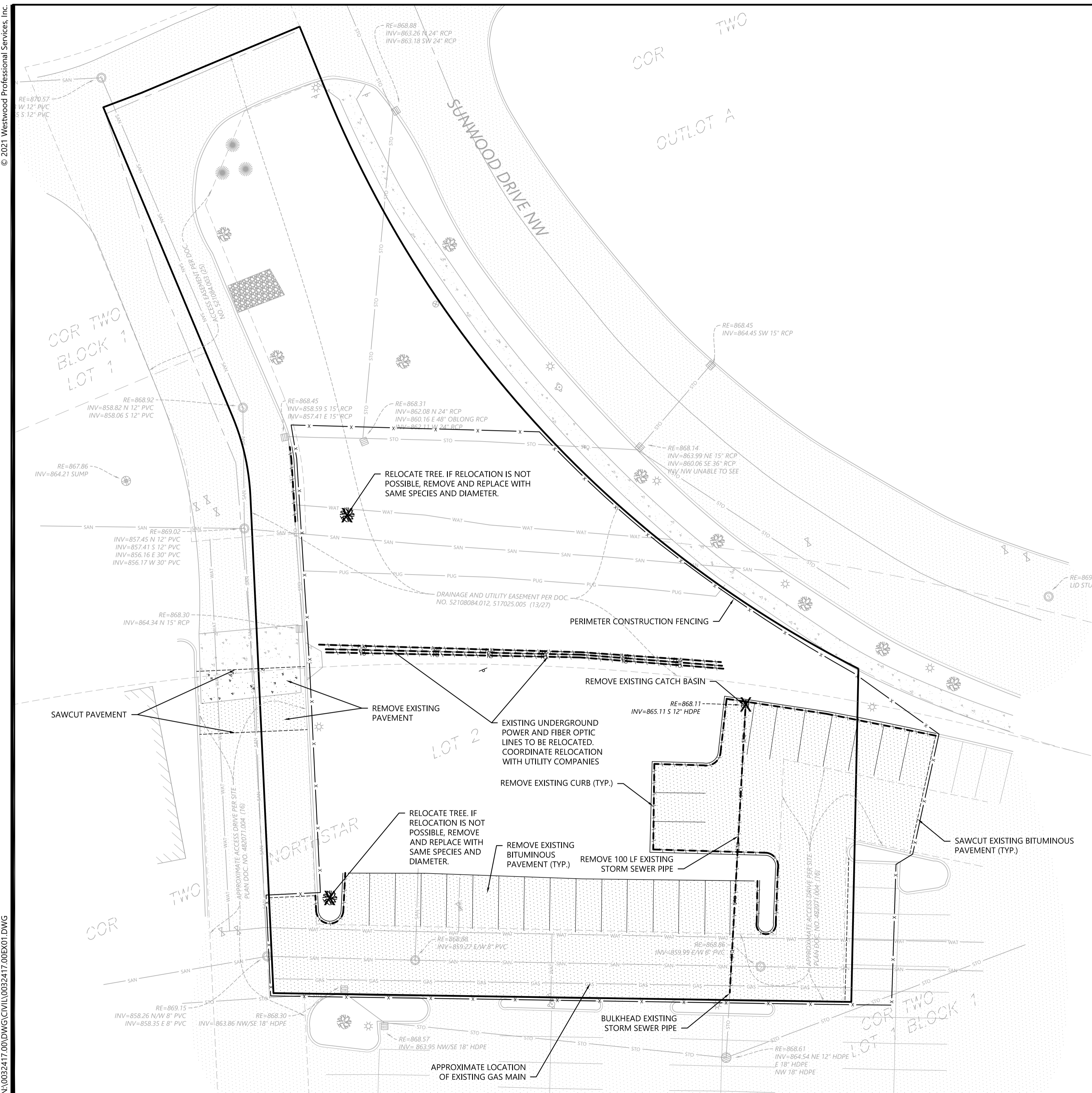
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REMOVAL LEGEND

EXISTING	PROPOSED	
		PROPERTY LINE
		EASEMENT LINE
		SAW CUT PAVEMENT
		CURB & GUTTER
		SANITARY SEWER
		WATER MAIN
		HYDRANT
		STORM SEWER
		GAS
		UNDERGROUND ELECTRIC
		OVERHEAD ELECTRIC
		UNDERGROUND TELEPHONE
		OVERHEAD TELEPHONE
		TELEPHONE FIBER OPTIC
		CABLE TELEVISION
		PERIMETER CONSTRUCTION FENCE
		CONCRETE
		BITUMINOUS
		TREE
		LIGHT POLE
		TRAFFIC SIGN
		CONSTRUCTION BARRICADE
		SOIL BORING LOCATION
		TREE LINE

REMOVAL NOTES

- LOCATIONS AND ELEVATIONS OF EXISTING TOPOGRAPHY AND UTILITIES AS SHOWN ON THIS PLAN ARE APPROXIMATE. CONTRACTOR SHALL FIELD VERIFY SITE CONDITIONS AND UTILITY LOCATIONS PRIOR TO EXCAVATION/CONSTRUCTION. THE ENGINEER SHALL BE NOTIFIED IMMEDIATELY IF ANY DISCREPANCIES ARE FOUND.
- CONTRACTOR SHALL COORDINATE LIMITS OF REMOVALS WITH PROPOSED IMPROVEMENTS AND FIELD VERIFY CONDITION OF EXISTING APPURTENANCES TO REMAIN. CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING OR REPLACING MISCELLANEOUS ITEMS (SUCH AS FENCES, SIGNS, IRRIGATION HEADS, ETC.) THAT MAY BE DAMAGED BY CONSTRUCTION.
- CONTRACTOR SHALL PLACE ALL NECESSARY EROSION CONTROL MEASURES REQUIRED TO MAINTAIN SITE STABILITY PRIOR TO EXECUTING ANY SITE REMOVALS.
- CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATION WITH UTILITY PROVIDERS FOR REMOVAL AND/OR RELOCATION OF EXISTING UTILITIES AFFECTED BY SITE DEVELOPMENT. ALL PERMITS, APPLICATIONS AND FEES ARE THE RESPONSIBILITY OF THE CONTRACTOR.



DESIGNED: JAS
 CHECKED: JAS
 DRAWN: JAS
 HORIZONTAL SCALE: 20'
 VERTICAL SCALE:

INITIAL ISSUE: 12/22/2021
 REVISIONS:
 ▲ 02/07/2022 CITY COMMENTS
 ▲
 ▲
 ▲
 ▲

PREPARED FOR:
PHILLIPS EDISON & COMPANY
 11501 NORTHLAKE DR
 CINCINNATI, OH 45249

I HEREBY CERTIFY THAT THIS PLAN 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
 JOSEPH SCHRAMM
 DATE: 02/07/2022 LICENSE NO. 56078

NORTHSTAR MARKETPLACE
 7912 SUNWOOD DR, RAMSEY, MN

Westwood
 Phone (952) 937-5150 12701 Whitewater Drive, Suite #300
 Fax (952) 937-5822 Minnetonka, MN 55343
 Toll Free (888) 937-5150 westwoodps.com
 Westwood Professional Services, Inc.

EXISTING CONDITIONS
 & REMOVALS PLAN

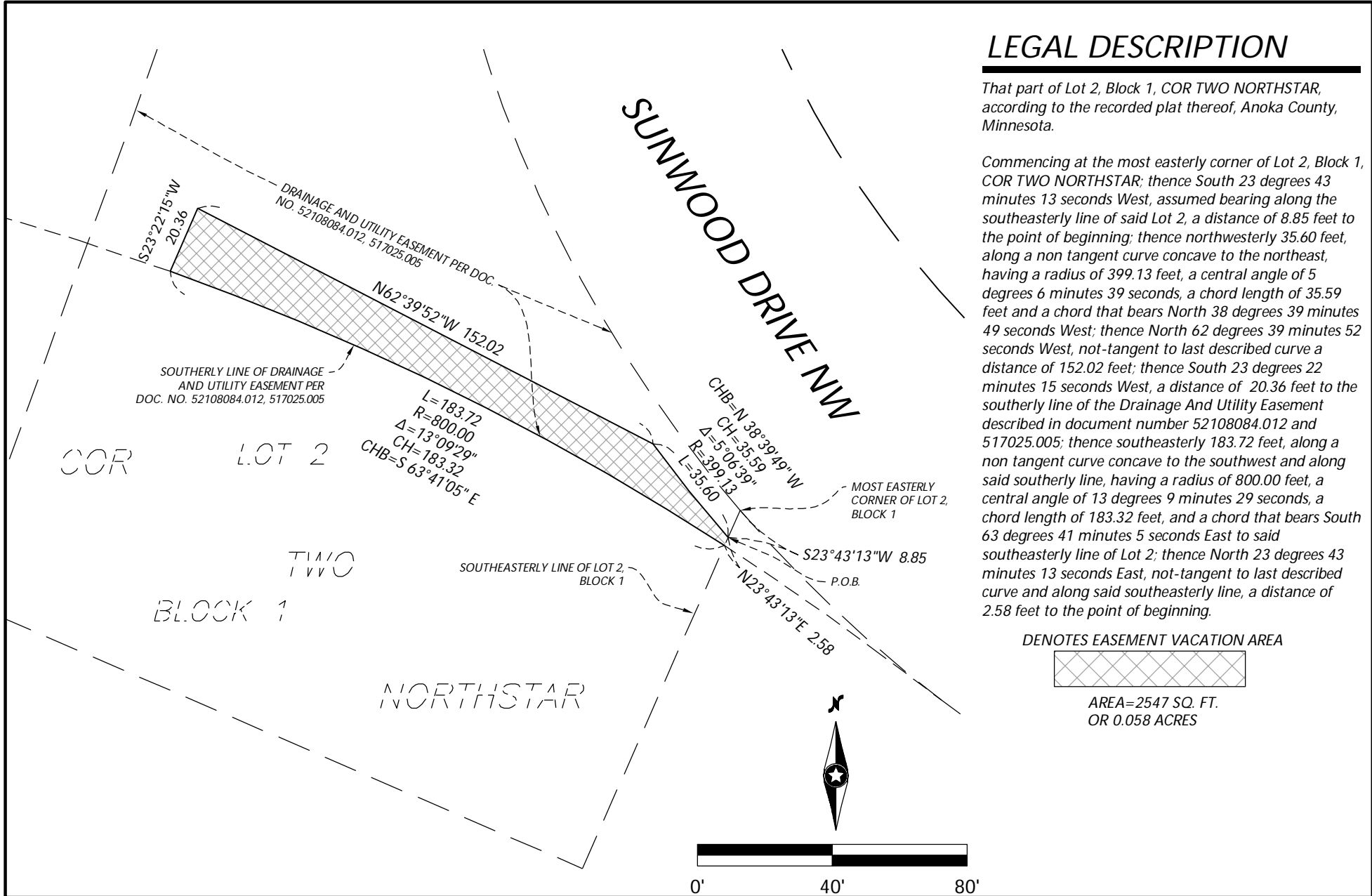
SHEET NUMBER:
2 OF **9**
 DATE: 02/07/2022

PROJECT NUMBER: 0032417.00

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NORTHSTAR MARKETPLACE

N:\0032417.00\DWG\SURVEY\0032417.00V-ESM01.DWG



LEGAL DESCRIPTION

That part of Lot 2, Block 1, COR TWO NORTHSTAR, according to the recorded plat thereof, Anoka County, Minnesota.

Commencing at the most easterly corner of Lot 2, Block 1, COR TWO NORTHSTAR; thence South 23 degrees 43 minutes 13 seconds West, assumed bearing along the southeasterly line of said Lot 2, a distance of 8.85 feet to the point of beginning; thence northwesterly 35.60 feet, along a non tangent curve concave to the northeast, having a radius of 399.13 feet, a central angle of 5 degrees 6 minutes 39 seconds, a chord length of 35.59 feet and a chord that bears North 38 degrees 39 minutes 49 seconds West; thence North 62 degrees 39 minutes 52 seconds West, not-tangent to last described curve a distance of 152.02 feet; thence South 23 degrees 22 minutes 15 seconds West, a distance of 20.36 feet to the southerly line of the Drainage And Utility Easement described in document number 52108084.012 and 517025.005; thence southeasterly 183.72 feet, along a non tangent curve concave to the southwest and along said southerly line, having a radius of 800.00 feet, a central angle of 13 degrees 9 minutes 29 seconds, a chord length of 183.32 feet, and a chord that bears South 63 degrees 41 minutes 5 seconds East to said southeasterly line of Lot 2; thence North 23 degrees 43 minutes 13 seconds East, not-tangent to last described curve and along said southeasterly line, a distance of 2.58 feet to the point of beginning.

DENOTES EASEMENT VACATION AREA



AREA=2547 SQ. FT.
OR 0.058 ACRES

DESIGNED: _____
 CHECKED: NAS
 DRAWN: JWM
 FIELD CREW: _____
 FIELD WORK DATE: _____

COR TWO NORTHSTAR
RAMSEY, MN

Westwood

Phone (952) 937-5150 12701 Whitewater Drive, Suite #300
Fax (952) 937-5822 Minnetonka, MN 55343
Toll Free (888) 937-5150 westwoodps.com
 Westwood Professional Services, Inc.

EASEMENT VACATION SKETCH

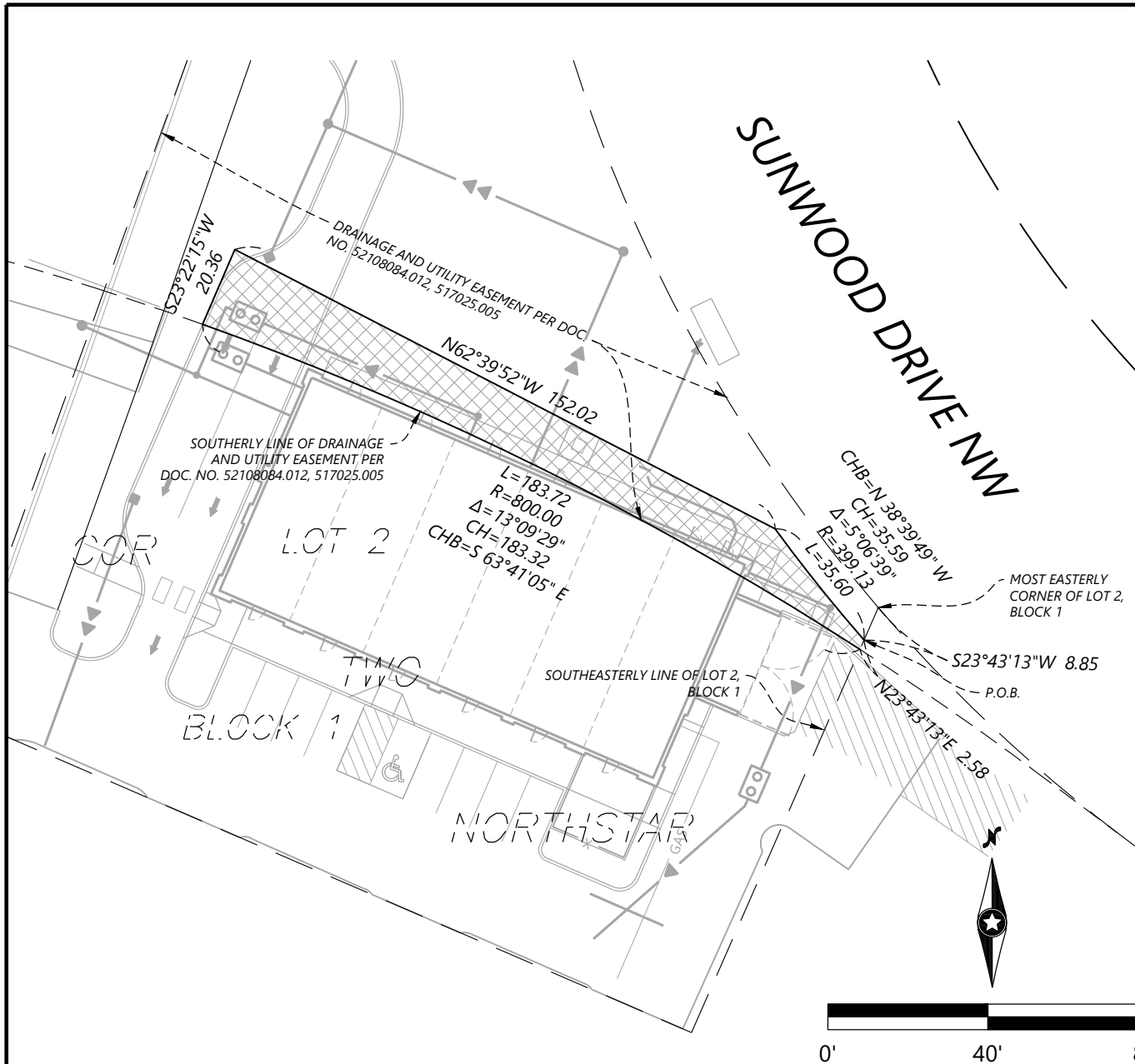
PROJECT NUMBER: 0032417.00

SHEET NUMBER:

1 OF 1

DATE: 04/01/2022

N:\0032417.00\DWG\SURVEY\0032417.00V-ESM02.DWG



LEGAL DESCRIPTION

That part of Lot 2, Block 1, COR TWO NORTHSTAR, according to the recorded plat thereof, Anoka County, Minnesota.

Commencing at the most easterly corner of Lot 2, Block 1, COR TWO NORTHSTAR; thence South 23 degrees 43 minutes 13 seconds West, assumed bearing along the southeasterly line of said Lot 2, a distance of 8.85 feet to the point of beginning; thence northwesterly 35.60 feet, along a non tangent curve concave to the northeast, having a radius of 399.13 feet, a central angle of 5 degrees 6 minutes 39 seconds, a chord length of 35.59 feet and a chord that bears North 38 degrees 39 minutes 49 seconds West; thence North 62 degrees 39 minutes 52 seconds West, not-tangent to last described curve a distance of 152.02 feet; thence South 23 degrees 22 minutes 15 seconds West, a distance of 20.36 feet to the southerly line of the Drainage And Utility Easement described in document number 52108084.012 and 517025.005; thence southeasterly 183.72 feet, along a non tangent curve concave to the southwest and along said southerly line, having a radius of 800.00 feet, a central angle of 13 degrees 9 minutes 29 seconds, a chord length of 183.32 feet, and a chord that bears South 63 degrees 41 minutes 5 seconds East to said southeasterly line of Lot 2; thence North 23 degrees 43 minutes 13 seconds East, not-tangent to last described curve and along said southeasterly line, a distance of 2.58 feet to the point of beginning.

DENOTES EASEMENT VACATION AREA



AREA=2547 SQ. FT.
OR 0.058 ACRES

DESIGNED: _____
CHECKED: NAS
DRAWN: JWM
FIELD CREW: _____
FIELD WORK DATE: _____

COR TWO NORTHSTAR
RAMSEY, MN

Westwood

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Fax (952) 937-5822 Minnetonka, MN 55343
Toll Free (888) 937-5150 westwoodps.com

Westwood Professional Services, Inc.

EASEMENT VACATION
SKETCH 2

PROJECT NUMBER: 0032417.00

SHEET NUMBER:

1 OF 1

DATE: 04/11/2022

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

RESOLUTION #22-107

RESOLUTION APPROVING A VACATION OF PORTIONS OF A DRAINAGE AND UTILITY EASEMENT ON THE PROPERTY GENERALLY KNOWN AS 7912 SUNWOOD DRIVE NW

RECITALS

1. The City of Ramsey received an application from Phillips Edison & Company (the "Permittee"), on behalf of Northstar Marketplace Station LLC (the "Property Owner"), requesting a vacation of a portion of drainage and utility easement (the "Easement") on the property generally known as 7912 Sunwood Drive NW and legally described as follows:

Lot 2, Block 1 COR TWO NORTHSTAR

(the "Subject Property")

2. That the Permittee appeared before the City Council for a public hearing pursuant to Section 117-56 (Easement Vacation) of the Ramsey City Code on May 10, 2022, and that said public hearing was properly advertised and that the minutes of said public hearing are available.
3. That the Planning Commission approved a Variance for the Permittee's Site Plan and recommended approval of the Site Plan on January 27, 2022.
4. That the City Council reviewed and approved the Site Plan for a multi-tenant retail building on February 22, 2022.
5. That a portion of the proposed building and portions of walkways/patio will encroach in the Easement.
6. That the Permittee has indicated that the small utilities will be relocated as part of the site improvements.
7. That sufficient drainage and utility easement will remain for the trunk sewer and trunk water lines, which will remain in their current location.

FINDINGS OF FACT

1. That the partial easement vacation will not impair an adequate supply of light and air to adjacent property.
2. That the partial easement vacation will not unreasonably increase the congestion on the public street.

3. That the partial easement vacation will not have the effect of allowing any use prohibited in the COR-2 District.
4. That the partial easement vacation will not permit a lesser degree of public health, safety, and general welfare protection than established by Chapter 117 of the Ramsey City Code, or permit standards which are lower than those required by state law.
5. That the partial easement vacation will not increase the danger of fire or endanger the public safety.
6. That the partial easement vacation will not unreasonably diminish or impair established property values within the neighborhood, or in any way be contrary to the intent of Chapter 117 of the Ramsey City Code.
7. That the partial easement vacation will be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and such use will not change the essential character of the area.
8. That the partial easement vacation will not violate the intent and purpose of the Comprehensive Plan.
9. That the partial easement vacation is the minimum necessary to accomplish the Permittee's intended purpose.

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

That the Ramsey City Council hereby grants approval of a partial vacation of the **Easement** on the **Subject Property**, as shown on Exhibit 1, contingent upon issuance of a Building Permit for the multi-tenant retail building.

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:

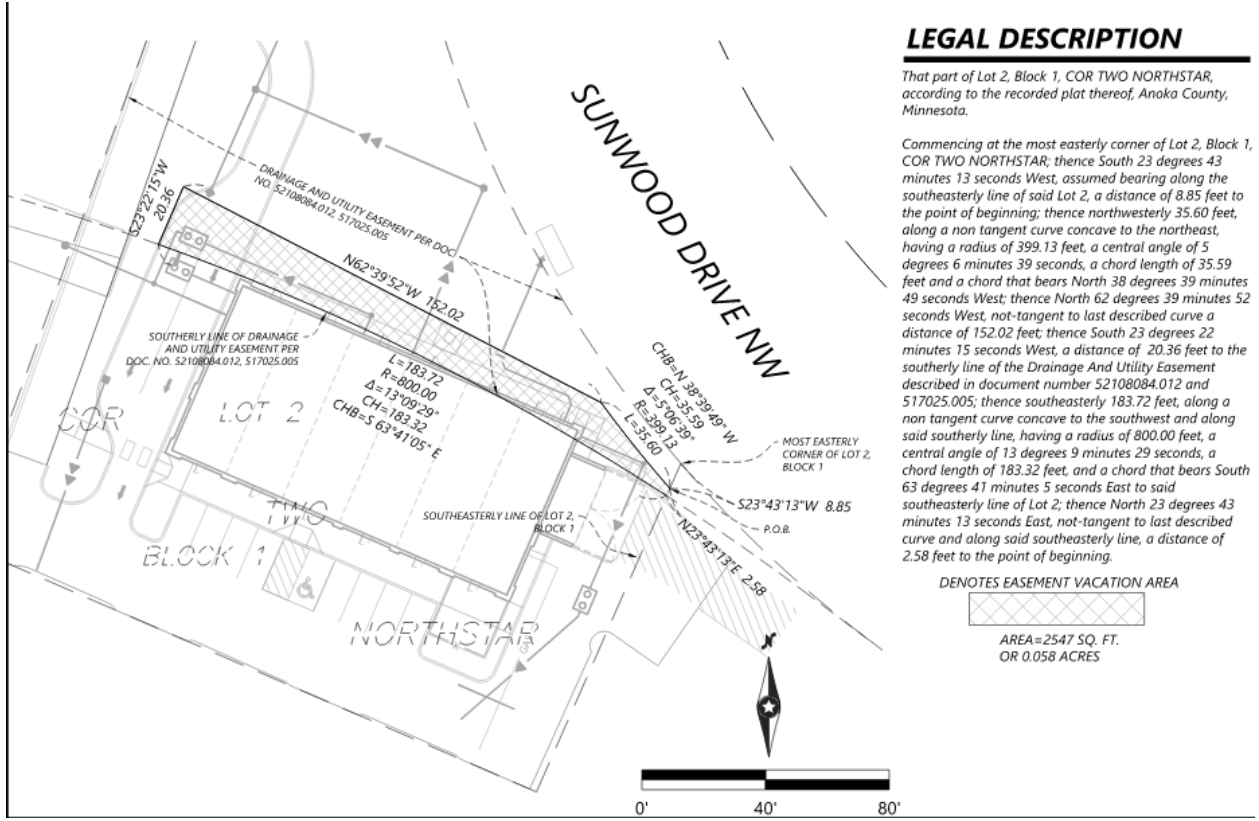
and the following voted against the same:

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 10th day of May, 2022.

Exhibit 1 Easement Vacation



LEGAL DESCRIPTION

That part of Lot 2, Block 1, COR TWO NORTHSTAR, according to the recorded plat thereof, Anoka County, Minnesota.

Commencing at the most easterly corner of Lot 2, Block 1, COR TWO NORTHSTAR; thence South 23 degrees 43 minutes 13 seconds West, assumed bearing along the southeasterly line of said Lot 2, a distance of 8.85 feet to the point of beginning; thence northwesterly 35.60 feet, along a non tangent curve concave to the northeast, having a radius of 399.13 feet, a central angle of 5 degrees 6 minutes 39 seconds, a chord length of 35.59 feet and a chord that bears North 38 degrees 39 minutes 49 seconds West; thence North 62 degrees 39 minutes 52 seconds West, not-tangent to last described curve a distance of 152.02 feet; thence South 23 degrees 22 minutes 15 seconds West, a distance of 20.36 feet to the southerly line of the Drainage And Utility Easement described in document number 52108084.012 and 517025.005; thence southeasterly 183.72 feet, along a non tangent curve concave to the southwest and along said southerly line, having a radius of 800.00 feet, a central angle of 13 degrees 9 minutes 29 seconds, a chord length of 183.32 feet, and a chord that bears South 63 degrees 41 minutes 5 seconds East to said southeasterly line of Lot 2; thence North 23 degrees 43 minutes 13 seconds East, not-tangent to last described curve and along said southeasterly line, a distance of 2.58 feet to the point of beginning.

DENOTES EASEMENT VACATION AREA



AREA=2547 SQ. FT.
OR 0.058 ACRES

Meeting Date: 05/10/2022

By: Chris Anderson, Community
Development

Information

Title

Consider Request for an Amended Conditional Use Permit to Expand an Existing Natural Gas Substation at 7607 173rd Ave NW (Project No. 22-119); Case of CenterPoint Energy

Purpose/Background:

CenterPoint Energy (the "Applicant") has applied for an Amended Conditional Use Permit to expand their natural gas substation at 7607 173rd Avenue NW (the "Subject Property") with the installation of a 12,000-gallon odorant tank and associated equipment.

Notification:

The City attempted to send a mailing via Standard U.S. Mail to property owners within 350 feet of the Subject Property, as noted in the Anoka County Property Records, notifying them of the public hearing held by the Planning Commission on April 28, 2022. The notice was also published in the Anoka County UnionHerald.

Observations/Alternatives:

The Subject Property is about 13.60 acres in size and is zoned R-1 Residential (Rural Developing). The 2040 Comprehensive Plan guides the Subject Property as Public. Essential Services are a Conditional Use in the R-1 Residential District. The surrounding properties are zoned R-1 Residential (Rural Development) and are guided as Rural Developing. Surrounding property sizes range from about 0.90 acres (south of 173rd Avenue) to 40 acres.

The Applicant intends to install a 12,000-gallon odorant tank and associated equipment on the Subject Property. Additionally, the Applicant will be adding four (4) inches of class V gravel to the entrances and maneuvering areas. They are not proposing any modifications to existing access points nor are they proposing any additional access points.

During the colder, heating season months (generally considered November - March), the Applicant's personnel would access the Subject Property approximately 3-4 instances per month with 1-ton or 2-ton pick-up trucks that have been modified to carry the odorant. On site, they would use the storage tank to fill their trucks and then travel to various odorant injection sites throughout the state to disperse the odorant into the natural gas. The storage tank itself would require filling about 4 times per year (again, over the colder, heating season months, it would likely require filling 2-3 times, and over the remainder of the year, one additional filling). This is accomplished via a tanker truck.

In addition to the odorant storage tank, the Applicant is proposing the installation of a small (10' x 10') equipment building, security fencing, a security light, and a twenty-five foot tall flare. The flare is necessary to control pressure within the storage tank during filling procedures for both the bulk storage tank and the odorant trucks. Personnel would be on site at all times while flaring is occurring. Flaring would last approximately 20 minutes per occurrence and would only be done during normal, daytime business hours, reducing the visible light to an almost non-detectable level.

In the late 1990s, the Applicant received a Conditional Use Permit to add a Peak Shaving Plant to the substation operation on the Subject Property. That part of the operation ceased in 2003. However, there are still remnants of that system on the Subject Property. As part of this project, the Applicant would be removing the remaining portions of the former tank foundation and building slabs, as well as the old security fencing. As previously noted,

new security fencing is being installed but the Applicant is keeping it about five (5) feet inside the old fence location to avoid removal of large diameter trees (clearing/grubbing will be necessary within the fenced area).

The Planning Commission conducted a Public Hearing on the request at their April 28, 2022 regular meeting. One property owner, who resides across the street from the Subject Property, opposed the request, primarily due to potential hazards associated with the chemical storage. There were no other written or verbal comments received on the request.

Alternatives

Alternative 1: Approve the Amended Conditional Use Permit for expansion of the natural gas substation on the Subject Property. The footprint of the natural gas substation is not changing, there would just be additional equipment installed on site. There is sufficient maneuvering area for a tanker truck to enter the site, fill the storage tank and exit back onto 173rd Avenue without disrupting traffic. Personnel would be on site any time flaring occurs and said occurrences would only occur during regular, daytime business hours, reducing the visible light from the flare to a nearly non-detectable light source. Staff supports this option.

Alternative 2: Deny the request for an Amended Conditional Use Permit. There is already a Conditional Use Permit for this essential service on the Subject Property. Essential Services are a Conditional Use in this zoning district and the Subject Property is guided as Public in the 2040 Comprehensive Plan, which is appropriate for a substation. Staff does not support this alternative.

Funding Source:

All costs associated with this request are the Applicant's responsibility.

Recommendation:

The Planning Commission recommends approving the Amended Conditional Use Permit.

Action:

Motion to adopt Resolution #22-093 granting an Amended Conditional Use Permit to expand the substation with an odorant storage tank and associated equipment.

Attachments

[Site Location Map](#)

[Applicant Narrative](#)

[Site Plan](#)

[Landscape Plan](#)

[Erosion Control Plan](#)

[Material Safety Data Sheet \(MSDS\)](#)

[Resolution #22-093: Amended Conditional Use Permit](#)

Form Review

Inbox

Brian Hagen

Kurt Ulrich

Form Started By: Chris Anderson

Final Approval Date: 05/05/2022

Reviewed By

Brian Hagen

Kurt Ulrich

Date

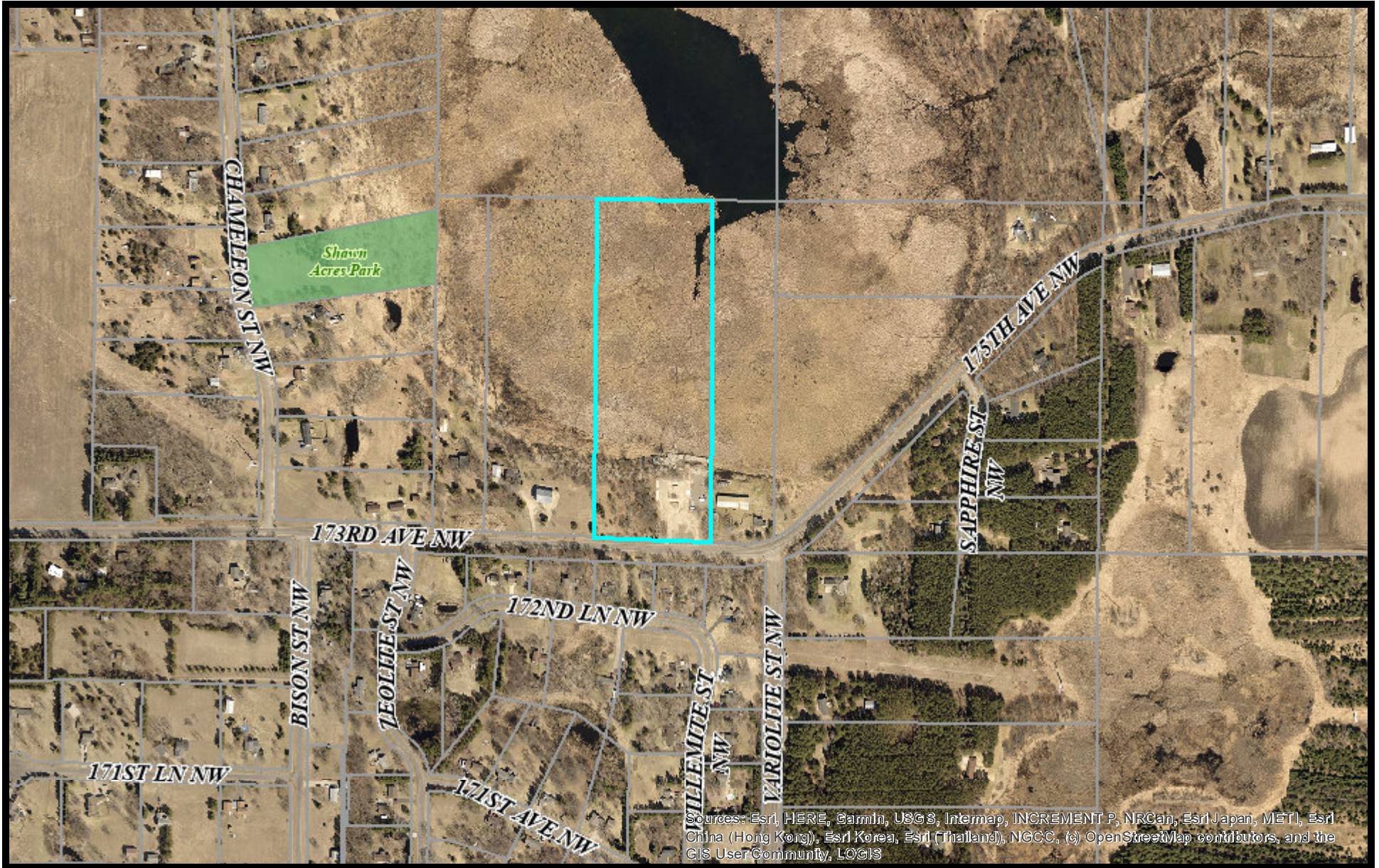
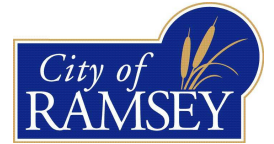
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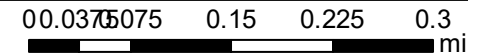
Site Location Map

7607 173rd Ave NW



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

Print Date: April 12, 2022



Narrative for Modification to Existing Conditional Use Permit Application Proposed CenterPoint Energy Bulk Storage Odorant Tank

Project Summary

CenterPoint Energy is proposing to install and operate a 12,000-gallon bulk storage odorant tank at its 13.60-acre property located at 7607 173rd Ave NW, Ramsey MN.

Currently Northern Natural Gas (NNG) operates a Town Border Station within the southern and eastern portion of this property delivering natural gas to CenterPoint Energy and includes fencing surrounding NNG's facilities.

Adjacent and west of this facility are remaining portions tank foundations and building slabs along with CenterPoint Energy fencing that previously limited access to a CenterPoint Energy Peak Shaving Plant. CenterPoint Energy ceased operations of the Peak Shaving Plant in 2003.

CenterPoint Energy intends to remove all existing fencing not associated with the NNG facility and remove any remaining concrete footings, supports or slabs during this project.

Included with the improvements to this site will be new security fencing, a 12,000-gallon odorant tank including supports, concrete dyke and footings, 100 square foot equipment shelter building, flare and one LED security light. This security light will be located at the southeast corner of the new fence and will shine across the property northwesterly toward the wetland complex north of the project site.

Clearing and grubbing within the existing fencing will be required but no tree removal is anticipated outside of the existing fence line. The design fence location was revised to be approximately 5-feet inside the existing fence location to eliminate any large diameter tree removal.

A CenterPoint Energy security sign including contact information will be affixed to the security fencing surrounding this facility and facing the site access.

Site Use

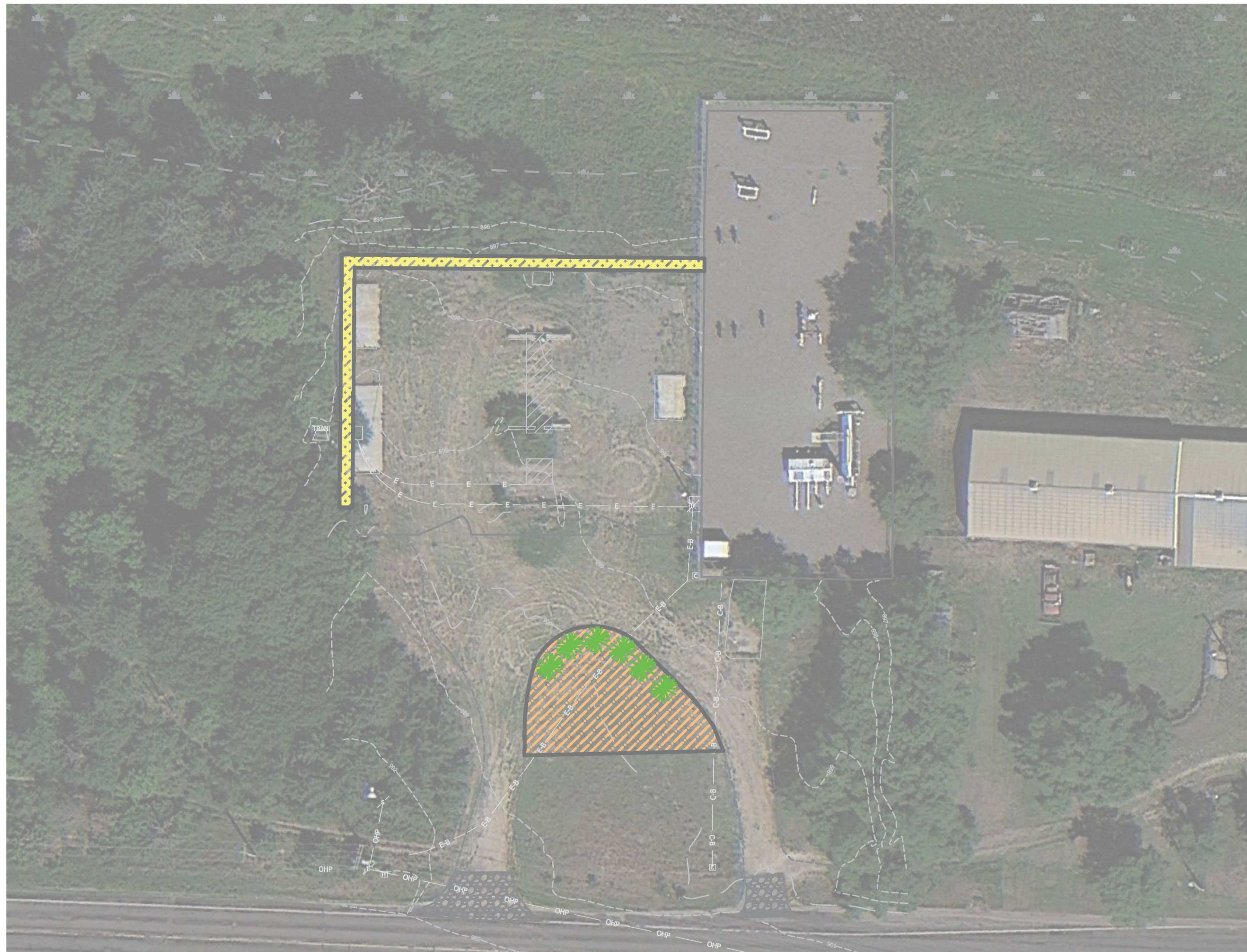
The bulk storage odorant tank will be a storage site for CenterPoint Energy odorant. Odorant is an industry term and is a mixture of t-Butyl Mercaptan (Mercaptan) and Methyl Ethyl Sulfide and is a chemical that for safety purposes is injected into the gas system to give it a recognizable natural gas odor.

CenterPoint Energy's odorant supplier will access the site by tanker truck to fill the storage tank. The frequency of filling the tank fluctuates yearly and is dependent on temperatures. During the colder heating months (November – March) the tank will require replenishment two to three times

while during the warmer season the tank will only need to be replenished one time. A colder than normal heating season typically requires CenterPoint Energy's supplier to access the site three times.

CenterPoint Energy will fill its odorant trucks at this location prior to traveling to odorant injection sites throughout the state. These trucks are 1-ton or 2-ton pickup trucks (Ford F350/F550) that have been modified to carry this material. Similar to the replenishment of the bulk storage tank, the frequency of filling of these trucks will vary from year to year and will be weather dependent. During the colder heating season CenterPoint Energy personnel will need to access this site approximately four times a month while this site should only need to be accessed twice during the remainder of the year.

A natural gas flare will be installed and operated at this site. During filling procedures of both the bulk storage tank and the odorant trucks, pressure within the storage tank will be controlled by flaring. Filling procedures will only take place during normal daytime business hours reducing the visible light from the flare flame to a nearly non-detectable light source. Flaring procedures are anticipated to take approximately 20 minutes during each filling occurrence.



SCREENING & PLANTING NOTES

REMOVE WIRING, TWINE OR ROPES AND BURLAP FROM THE TOP AND SIDES OF THE ROOT BALL FOR BALLED AND BURLAPPED TREES.

REMOVE WIRING, TWINE, OR ROPES FROM THE TOP AND SIDES OF THE ROOT BALL FOR BALLED AND BURLAPPED PLANTS.

ALL SHRUB BEDS TO RECEIVE 4" SHREDDED HARDWOOD MULCH. MULCH DEPTH SHALL BE A MAXIMUM OF FOUR INCHES, AND SHALL BE KEPT AT LEAST TWO INCHES AWAY FROM THE STEM OF THE TREES.

THE LANDSCAPE CONTRACTOR SHALL REPAIR ALL DAMAGE TO THE SITE CAUSED BY THE PLANTING OPERATION AT NO COST TO THE OWNER.

ALL TREES SHALL RECEIVE FERTILIZER AS FOLLOWS: (NO PHOSPHORUS)

*10-0-20 GRANULAR FERTILIZER APPLIED AT THE TIME OF PLANTING AT A RATE OF 12 OZ PER 2.5 CALIPER INCHES OF TREE AND 6 OZ PER SHRUB

*10-0-10 FERTILIZER APPLIED THE FOLLOWING SPRING AT SAME RATE.

ALL SEED INSTALLATION AREAS SHALL INCLUDE SITE PREPARATION INCLUDING PRE-SEEDING HERBICIDE TREATMENT AND TILLING PRIOR TO SEEDING.

SEEDING SHALL BE ACCOMPLISHED USING A BROADCAST SEEDER IN THE PERIMETER FENCE PLANTING ZONE AND A SEED DRILL IN THE GREENSPACE ZONE.

PLANTED TREES SHOULD BE WATERED WEEKLY DURING THE FIRST YEAR. SEEDED NATIVE GRASSES AND FORBS SHOULD BE WATERED WEEKLY IN THE FIRST YEAR IF THERE ARE NO RAIN EVENTS IN A SEVEN DAY PERIOD DURING THE GROWING SEASON.

SEEDED AREAS SHALL BE SUBJECTED TO ROUTINE ADAPTIVE MANAGEMENT FOR THREE YEARS FOLLOWING SEED INSTALLATION INCLUDING: SPOT HERBICIDE TREATMENTS AND MOWING.

PLANTING NOTES

CODE	QTY	COMMON NAME/ SEED MIX*	SIZE**	ROOT	REMARKS
	6	PYRAMIDAL ARBORVITAE	6'	B&B	PLANT 10'-0" O.C. SPACE EVENLY
	PA	Thuja occidentalis 'Pyramidal'			
		WOODLAND EDGE MIX (36-211)	1 POUND	SEED	BROADCAST SEED
		Native grasses and forbs			
		MESIC PRAIRIE GENERAL MIX (35-241)	2 POUNDS	SEED	DRILL SEED

*Corresponding seed mix formula numbers are from Minnesota State Seed Mixes (e.g. 36-211, 35-241).

**B&B is ball and burlap of root mass Pound is the quantity amount of seed to be applied.

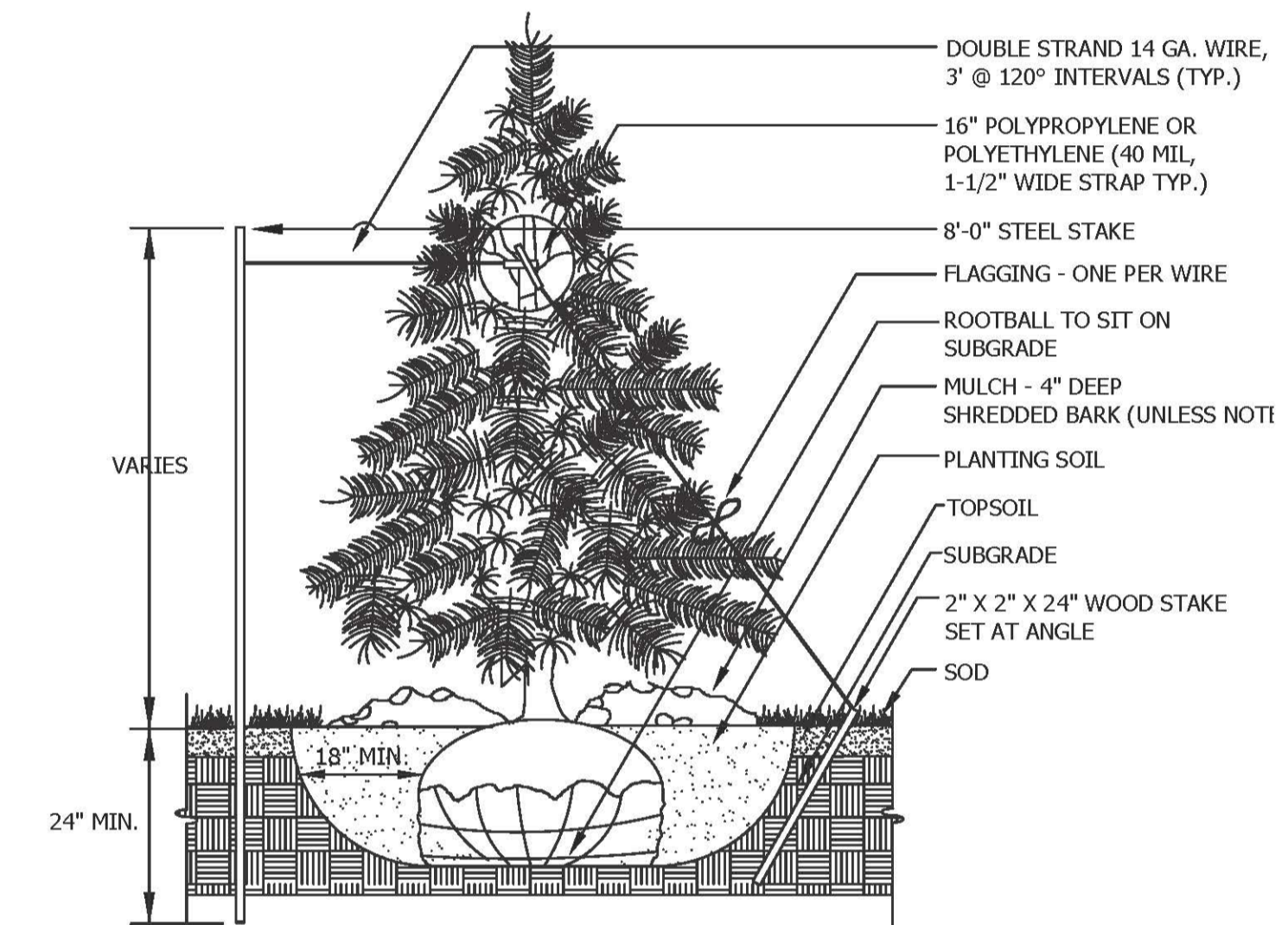
NOTE:

Clearing and grubbing vegetation will occur within the fence line.

EXISTING CONDITIONS AT SITE



TREE/ARBORVITAE



NOTES:

TREE TO HAVE SHREDDED HARDWOOD MULCH UNLESS NOTED OTHERWISE.

NO MULCH TO BE IN CONTACT WITH TRUNK.

SCARIFY BOTTOM AND SIDES OF HOLE PRIOR TO PLANTING.

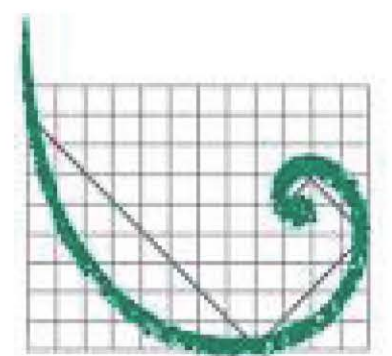
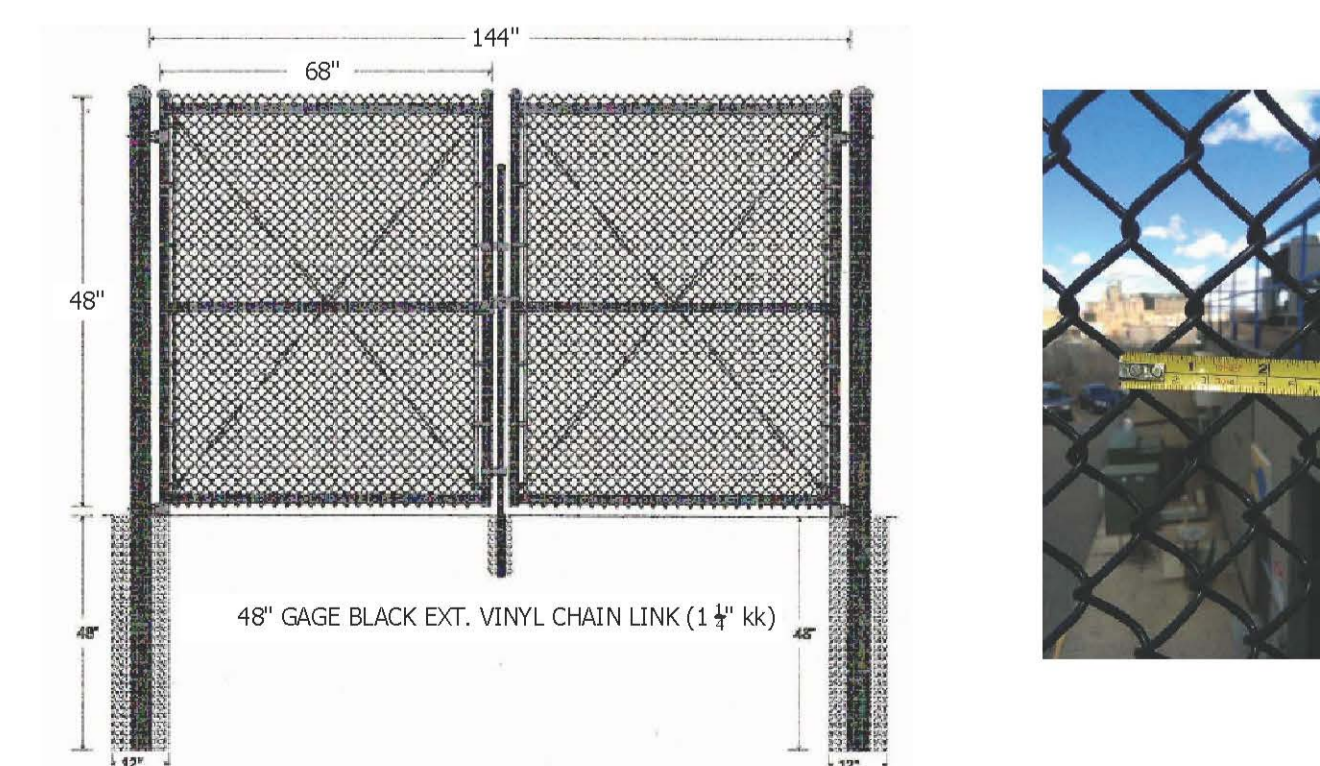
TWO ALTERNATE METHODS OF TREE STAKING ARE ILLUSTRATED.

IT IS THE CONTRACTOR'S OPTION TO STAKE TREES; HOWEVER, THE CONTRACTOR IS RESPONSIBLE FOR MAINTAINING TREES IN A PLUMB POSITION THROUGHOUT THE GUARANTEE PERIOD.

ALL TREES TO BE PLANTED WITH THE ROOT COLLAR LEVEL OR SLIGHTLY ABOVE GRADE.

THE HOLE FOR PLANTING MUST BE AT LEAST TWICE THE WIDTH OF THE ROOT BALL.

CHAIN LINK GATE



ERM

ENVIRONMENTAL RESOURCE
MANAGEMENT

222 SOUTH 9th Street

Suite 2900

Minneapolis, MN 55402

612.347.6789 tel

612.347.6780 fax

WWW.ERM.COM

PROJECT NAME

ANOKA 1A TANK

PREPARED FOR
CENTERPOINT
ENERGY

LOCATION
RAMSEY
MINNESOTA

SHEET TITLE
LANDSCAPE PLAN

REVISIONS

JOB NUMBER HISTORY

SHEET NUMBER

S1

JOB NUMBER
WCH 97655689

DATE
03.24.2022

**SCENTINEL® S-20 Gas Odorant**

Version 1.3

Revision Date 2015-08-05

SECTION 1: Identification of the substance/mixture and of the company/undertaking**Product information**

Product Name : SCENTINEL® S-20 Gas Odorant
Material : 1096889, 1098465, 1024714, 1024715, 1024716, 1024722,
1024719, 1024718, 1024717, 1024713, 1024721, 1033064,
1024720

Use : Odorant

Company : Chevron Phillips Chemical Company LP
Specialty Chemicals
10001 Six Pines Drive
The Woodlands, TX 77380

Emergency telephone:**Health:**

866.442.9628 (North America)

1.832.813.4984 (International)

Transport:

North America: CHEMTREC 800.424.9300 or 703.527.3887

Asia: +800 CHEMCALL (+800 2436 2255) China: +86-21-22157316

EUROPE: BIG +32.14.584545 (phone) or +32.14583516 (telefax)

South America SOS-Cotec Inside Brazil: 0800.111.767 Outside Brazil: +55.19.3467.1600

Responsible Department : Product Safety and Toxicology Group

E-mail address : SDS@CPChem.com

Website : www.CPChem.com

SECTION 2: Hazards identification**Classification of the substance or mixture**

This product has been classified in accordance with the hazard communication standard 29 CFR 1910.1200; the SDS and labels contain all the information as required by the standard.

Emergency Overview**Danger**

Form: Liquid **Physical state:** Liquid **Color:** Clear **Odor:** Repulsive

OSHA Hazards : Flammable Liquid, Skin sensitizer, Moderate eye irritant

Classification

: Flammable liquids , Category 2
Eye irritation , Category 2A

SCENTINEL® S-20 Gas Odorant

Version 1.3

Revision Date 2015-08-05

Skin sensitization , Category 1

Labeling

Symbol(s)



Signal Word

: Danger

Hazard Statements

: H225: Highly flammable liquid and vapor.
 H317: May cause an allergic skin reaction.
 H319: Causes serious eye irritation.

Precautionary Statements

: **Prevention:**
 P210 Keep away from heat/sparks/open flames/hot surfaces.
 - No smoking.
 P233 Keep container tightly closed.
 P240 Ground/bond container and receiving equipment.
 P241 Use explosion-proof electrical/ ventilating/ lighting/
 equipment.
 P242 Use only non-sparking tools.
 P243 Take precautionary measures against static discharge.
 P261 Avoid breathing dust/fume/gas/mist/vapors/spray.
 P264 Wash skin thoroughly after handling.
 P272 Contaminated work clothing must not be allowed out of
 the workplace.
 P280 Wear protective gloves/ eye protection/ face protection.
Response:
 P303 + P361 + P353 IF ON SKIN (or hair): Remove/ Take
 off immediately all contaminated clothing. Rinse skin with
 water/ shower.
 P305 + P351 + P338 IF IN EYES: Rinse cautiously with
 water for several minutes. Remove contact lenses, if present
 and easy to do. Continue rinsing.
 P333 + P313 If skin irritation or rash occurs: Get medical
 advice/ attention.
 P337 + P313 If eye irritation persists: Get medical advice/
 attention.
 P363 Wash contaminated clothing before reuse.
 P370 + P378 In case of fire: Use dry sand, dry chemical or
 alcohol-resistant foam for extinction.
Storage:
 P403 + P235 Store in a well-ventilated place. Keep cool.
Disposal:
 P501 Dispose of contents/ container to an approved waste
 disposal plant.

Carcinogenicity:**IARC**

No ingredient of this product present at levels greater than or
 equal to 0.1% is identified as probable, possible or confirmed
 human carcinogen by IARC.

NTP

No ingredient of this product present at levels greater than or
 equal to 0.1% is identified as a known or anticipated carcinogen
 by NTP.

SCENTINEL® S-20 Gas Odorant

Version 1.3

Revision Date 2015-08-05

ACGIH

No ingredient of this product present at levels greater than or equal to 0.1% is identified as a carcinogen or potential carcinogen by ACGIH.

SECTION 3: Composition/information on ingredients

Synonyms : Gas Odorant
Mixture of t-butyl mercaptan and methy ethyl sulfide
Mercaptan Mixture

Molecular formula : Mixture

Component	CAS-No.	Weight %
t-Butyl Mercaptan	75-66-1	76 - 80
Methyl Ethyl Sulfide	624-89-5	20 - 24

SECTION 4: First aid measures

General advice : Move out of dangerous area. Show this material safety data sheet to the doctor in attendance. Material may produce a serious, potentially fatal pneumonia if swallowed or vomited.

If inhaled : If unconscious place in recovery position and seek medical advice. If symptoms persist, call a physician.

In case of skin contact : If skin irritation persists, call a physician. If on skin, rinse well with water. If on clothes, remove clothes.

In case of eye contact : Immediately flush eye(s) with plenty of water. Remove contact lenses. Protect unharmed eye. Keep eye wide open while rinsing. If eye irritation persists, consult a specialist.

If swallowed : Keep respiratory tract clear. Never give anything by mouth to an unconscious person. If symptoms persist, call a physician. Take victim immediately to hospital.

SECTION 5: Firefighting measures

Flash point : < -18 °C (< 0 °F)
estimated

Autoignition temperature : No data available

Suitable extinguishing media : Alcohol-resistant foam. Carbon dioxide (CO₂). Dry chemical.

Unsuitable extinguishing media : High volume water jet.

Specific hazards during fire fighting : Do not allow run-off from fire fighting to enter drains or water courses.

SCENTINEL® S-20 Gas Odorant

Version 1.3

Revision Date 2015-08-05

Special protective equipment for fire-fighters	:	Wear self-contained breathing apparatus for firefighting if necessary.
Further information	:	Collect contaminated fire extinguishing water separately. This must not be discharged into drains. Fire residues and contaminated fire extinguishing water must be disposed of in accordance with local regulations. For safety reasons in case of fire, cans should be stored separately in closed containments. Use a water spray to cool fully closed containers.
Fire and explosion protection	:	Do not spray on an open flame or any other incandescent material. Take necessary action to avoid static electricity discharge (which might cause ignition of organic vapors). Use only explosion-proof equipment. Keep away from open flames, hot surfaces and sources of ignition.
Hazardous decomposition products	:	Carbon oxides. Sulfur oxides.

SECTION 6: Accidental release measures

Personal precautions	:	Use personal protective equipment. Ensure adequate ventilation. Remove all sources of ignition. Evacuate personnel to safe areas. Beware of vapors accumulating to form explosive concentrations. Vapors can accumulate in low areas.
Environmental precautions	:	Prevent product from entering drains. Prevent further leakage or spillage if safe to do so. If the product contaminates rivers and lakes or drains inform respective authorities.
Methods for cleaning up	:	Contain spillage, and then collect with non-combustible absorbent material, (e.g. sand, earth, diatomaceous earth, vermiculite) and place in container for disposal according to local / national regulations (see section 13).

SECTION 7: Handling and storage**Handling**

Advice on safe handling	:	Avoid formation of aerosol. Do not breathe vapors/dust. Avoid exposure - obtain special instructions before use. Avoid contact with skin and eyes. For personal protection see section 8. Smoking, eating and drinking should be prohibited in the application area. Take precautionary measures against static discharges. Provide sufficient air exchange and/or exhaust in work rooms. Open drum carefully as content may be under pressure. Dispose of rinse water in accordance with local and national regulations. Persons susceptible to skin sensitization problems or asthma, allergies, chronic or recurrent respiratory disease should not be employed in any process in which this mixture is being used.
Advice on protection against fire and explosion	:	Do not spray on an open flame or any other incandescent material. Take necessary action to avoid static electricity discharge (which might cause ignition of organic vapors). Use only explosion-proof equipment. Keep away from open flames,

SCENTINEL® S-20 Gas Odorant

Version 1.3

Revision Date 2015-08-05

hot surfaces and sources of ignition.

Storage

Requirements for storage areas and containers : No smoking. Keep container tightly closed in a dry and well-ventilated place. Containers which are opened must be carefully resealed and kept upright to prevent leakage. Observe label precautions. Electrical installations / working materials must comply with the technological safety standards.

SECTION 8: Exposure controls/personal protection**Ingredients with workplace control parameters****Chevron Phillips Chemical Company LP**

Ingredients	Basis	Value	Control parameters	Note
t-Butyl Mercaptan	Manufacturer	TWA	0.5 ppm,	

US

Ingredients	Basis	Value	Control parameters	Note
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Engineering measures

Adequate ventilation to control airborne concentrations below the exposure guidelines/limits. Consider the potential hazards of this material (see Section 2), applicable exposure limits, job activities, and other substances in the work place when designing engineering controls and selecting personal protective equipment. If engineering controls or work practices are not adequate to prevent exposure to harmful levels of this material, the personal protective equipment listed below is recommended. The user should read and understand all instructions and limitations supplied with the equipment since protection is usually provided for a limited time or under certain circumstances.

Personal protective equipment

Respiratory protection : Wear a supplied-air NIOSH approved respirator unless ventilation or other engineering controls are adequate to maintain minimal oxygen content of 19.5% by volume under normal atmospheric pressure. Wear a NIOSH approved respirator that provides protection when working with this material if exposure to harmful levels of airborne material may occur, such as: Air-Purifying Respirator for Organic Vapors. Use a positive pressure, air-supplying respirator if there is potential for uncontrolled release, exposure levels are not known, or other circumstances where air-purifying respirators may not provide adequate protection.

Hand protection : The suitability for a specific workplace should be discussed with the producers of the protective gloves. Please observe the instructions regarding permeability and breakthrough time which are provided by the supplier of the gloves. Also take into consideration the specific local conditions under which the product is used, such as the danger of cuts, abrasion, and the contact time. Gloves should be discarded and replaced if there is any indication of degradation or chemical breakthrough.

Eye protection : Eye wash bottle with pure water. Tightly fitting safety goggles.

Skin and body protection : Choose body protection in relation to its type, to the concentration and amount of dangerous substances, and to the specific work-place. Wear as appropriate. Remove and wash

SCENTINEL® S-20 Gas Odorant

Version 1.3

Revision Date 2015-08-05

contaminated clothing before re-use. Skin should be washed after contact. Footwear protecting against chemicals.

Hygiene measures : When using do not eat or drink. When using do not smoke. Wash hands before breaks and at the end of workday.

SECTION 9: Physical and chemical properties**Information on basic physical and chemical properties****Appearance**

Form : Liquid
 Physical state : Liquid
 Color : Clear
 Odor : Repulsive
 Odor Threshold : No data available

Safety data

Flash point : < -18 °C (< 0 °F)
 estimated

Lower explosion limit : Not applicable

Upper explosion limit : Not applicable

Oxidizing properties : no

Autoignition temperature : No data available

Thermal decomposition : No data available

Molecular formula : Mixture

Molecular weight : Not applicable

pH : Not applicable

Pour point : < -54 °C (< -65 °F)

Boiling point/boiling range : 63 - 68 °C (145 - 154 °F)

Vapor pressure : 5.70 PSI
 at 38 °C (100 °F)

Relative density : 0.82
 at 16 °C (61 °F)

Water solubility : slightly soluble

Partition coefficient: n-
 octanol/water : No data available

Viscosity, dynamic : 0.5 cP
 at 16 °C (60 °F)

SCENTINEL® S-20 Gas Odorant

Version 1.3

Revision Date 2015-08-05

Relative vapor density : 3
(Air = 1.0)

Evaporation rate : 1

Percent volatile : > 99 %

SECTION 10: Stability and reactivity

Chemical stability : This material is considered stable under normal ambient and anticipated storage and handling conditions of temperature and pressure.

Possibility of hazardous reactions

Conditions to avoid : Heat, flames and sparks.

Thermal decomposition : No data available

Hazardous decomposition products : Carbon oxides
Sulfur oxides

Other data : No decomposition if stored and applied as directed.

SECTION 11: Toxicological information**SCENTINEL® S-20 Gas Odorant**

Acute oral toxicity : Acute toxicity estimate: > 5,000 mg/kg
Method: Calculation method

Acute toxicity estimate: > 5,000 mg/kg
Method: Calculation method

Acute inhalation toxicity

t-Butyl Mercaptan : LC50: 26643 ppm
Exposure time: 4 h
Species: Rat
Sex: male and female
Test atmosphere: vapor
Method: OECD Test Guideline 403

LC50: 22200 ppm
Exposure time: 4 h
Species: Rat
Sex: male
Test atmosphere: vapor
Method: OECD Test Guideline 403

LC50: 16500 ppm
Exposure time: 4 h
Species: Mouse

SCENTINEL® S-20 Gas Odorant

Version 1.3

Revision Date 2015-08-05

Sex: male
 Test atmosphere: vapor
 Method: OECD Test Guideline 403

Methyl Ethyl Sulfide

LC50: > 21.7 mg/l
 Species: Rat
 Test atmosphere: vapor
 Method: OECD Test Guideline 403

SCENTINEL® S-20 Gas Odorant

Skin irritation : May cause skin irritation and/or dermatitis.

SCENTINEL® S-20 Gas Odorant

Eye irritation : May cause irreversible eye damage.

SCENTINEL® S-20 Gas Odorant

Sensitization : Causes sensitization.

Repeated dose toxicity

t-Butyl Mercaptan : Species: Rat, Male and female
 Sex: Male and female
 Application Route: Inhalation
 Dose: 9, 97, 196 ppm
 Exposure time: 13 wks
 Number of exposures: 6 hrs/d, 5 d/wk
 NOEL: > 196 ppm

Species: Rat, Male and female
 Sex: Male and female
 Application Route: oral gavage
 Dose: 10, 50, 200 mg/kg bw/day
 Exposure time: 42-53 days
 Number of exposures: Daily
 NOEL: 50 mg/kg bw/day
 Lowest observable effect level: 200 mg/kg bw/day
 Method: OECD Guideline 422

Species: Rat, Male and female
 Sex: Male and female
 Application Route: Inhalation
 Dose: 25.1, 99.6, 403.4 ppm
 Exposure time: 13 wks
 Number of exposures: 6 hrs/d, 5 d/wk
 NOEL: 99.6 ppm
 Lowest observable effect level: 403.4 ppm
 Method: OECD Guideline 413
 Target Organs: Liver, Kidney, Blood, Upper respiratory tract
 Information given is based on data obtained from similar substances.

Reproductive toxicity

t-Butyl Mercaptan : Species: Rat
 Sex: male and female
 Application Route: oral gavage
 Dose: 10, 50, 200 mg/kg bw/day
 Number of exposures: Daily
 Test period: 42 -53 days

SCENTINEL® S-20 Gas Odorant

Version 1.3

Revision Date 2015-08-05

Method: OECD Guideline 422
 NOAEL Parent: 200 mg/kg bw/day
 NOAEL F1: 50 mg/kg bw/day
 No adverse effects expected

Developmental Toxicity

t-Butyl Mercaptan : Species: Mouse
 Application Route: Inhalation
 Dose: 11, 99, 195 ppm
 Exposure time: GD 6-16
 Number of exposures: 6 hrs/d
 NOAEL Teratogenicity: > = 195 ppm
 NOAEL Maternal: > = 195 ppm

Species: Rat
 Application Route: Inhalation
 Dose: 11, 99, 195 ppm
 Exposure time: GD6-19
 Number of exposures: 6 hrs/d
 NOAEL Teratogenicity: > =195 ppm
 NOAEL Maternal: > = 195 ppm

Species: Rat
 Application Route: oral gavage
 Dose: 10, 50, 200 mg/kg bw/day
 Exposure time: 42-53 days
 Number of exposures: Daily
 NOAEL Teratogenicity: 50 mg/kg bw /day
 NOAEL Maternal: 200 mg/kg bw /day

SCENTINEL® S-20 Gas Odorant

Aspiration toxicity : May be harmful if swallowed and enters airways.

CMR effects

t-Butyl Mercaptan : Carcinogenicity: Not available
 Mutagenicity: Did not show mutagenic effects in animal experiments.
 Teratogenicity: Did not show teratogenic effects in animal experiments.
 Reproductive toxicity: No toxicity to reproduction

SCENTINEL® S-20 Gas Odorant

Further information : Solvents may degrease the skin.

SECTION 12: Ecological information**Toxicity to fish**

t-Butyl Mercaptan : LC50: 34 mg/l
 Exposure time: 96 h
 Species: Oncorhynchus mykiss (rainbow trout)
 semi-static test Method: OECD Test Guideline 203

Methyl Ethyl Sulfide LC50: > 49.8 mg/l
 Exposure time: 96 h

SCENTINEL® S-20 Gas Odorant

Version 1.3

Revision Date 2015-08-05

Method: OECD Test Guideline 203

Toxicity to daphnia and other aquatic invertebrates

t-Butyl Mercaptan : EC50: 6.7 mg/l
 Exposure time: 48 h
 Species: Daphnia magna (Water flea)
 static test Method: OECD Test Guideline 202

Methyl Ethyl Sulfide EC50: 16 mg/l
 Exposure time: 48 h
 Species: Daphnia
 Method: OECD Test Guideline 202

Toxicity to algae

t-Butyl Mercaptan : EC50: 24 mg/l
 Exposure time: 72 h
 Species: Pseudokirchneriella subcapitata (green algae)
 Method: OECD Test Guideline 201

Methyl Ethyl Sulfide ErC50: > 500 mg/l
 Exposure time: 72 h
 Species: Pseudokirchneriella subcapitata (green algae)
 Method: OECD Test Guideline 201

Toxicity to bacteria

Methyl Ethyl Sulfide : EC50: > 1,000 mg/l
 Exposure time: 3 h
 Species: Bacteria
 Respiration inhibition
 Method: OECD Test Guideline 209

Elimination information (persistence and degradability)

Bioaccumulation

t-Butyl Mercaptan : Bioconcentration factor (BCF): 12
 Bioaccumulation is unlikely.

Methyl Ethyl Sulfide : Accumulation in aquatic organisms is unlikely.

Biodegradability : This material is not expected to be readily biodegradable.

Ecotoxicology Assessment

Acute aquatic toxicity
 t-Butyl Mercaptan : Toxic to aquatic life.

Methyl Ethyl Sulfide : Harmful to aquatic life.

Chronic aquatic toxicity

SCENTINEL® S-20 Gas Odorant

Version 1.3

Revision Date 2015-08-05

t-Butyl Mercaptan	:	Toxic to aquatic life with long lasting effects.
Methyl Ethyl Sulfide	:	Harmful to aquatic life with long lasting effects.
Results of PBT assessment t-Butyl Mercaptan	:	Non-classified PBT substance, Non-classified vPvB substance
Additional ecological information	:	An environmental hazard cannot be excluded in the event of unprofessional handling or disposal., Toxic to aquatic life with long lasting effects.

SECTION 13: Disposal considerations

The information in this SDS pertains only to the product as shipped.

Use material for its intended purpose or recycle if possible. This material, if it must be discarded, may meet the criteria of a hazardous waste as defined by US EPA under RCRA (40 CFR 261) or other State and local regulations. Measurement of certain physical properties and analysis for regulated components may be necessary to make a correct determination. If this material is classified as a hazardous waste, federal law requires disposal at a licensed hazardous waste disposal facility.

Product	:	The product should not be allowed to enter drains, water courses or the soil. Do not contaminate ponds, waterways or ditches with chemical or used container. Send to a licensed waste management company.
Contaminated packaging	:	Empty remaining contents. Dispose of as unused product. Do not re-use empty containers. Do not burn, or use a cutting torch on, the empty drum.

SECTION 14: Transport information

The shipping descriptions shown here are for bulk shipments only, and may not apply to shipments in non-bulk packages (see regulatory definition).

Consult the appropriate domestic or international mode-specific and quantity-specific Dangerous Goods Regulations for additional shipping description requirements (e.g., technical name or names, etc.) Therefore, the information shown here, may not always agree with the bill of lading shipping description for the material. Flashpoints for the material may vary slightly between the SDS and the bill of lading.

US DOT (UNITED STATES DEPARTMENT OF TRANSPORTATION)

UN3336, MERCAPTANS, LIQUID, FLAMMABLE, N.O.S., (TERTIARY BUTYL MERCAPTAN, METHYL ETHYL SULFIDE), 3, II

IMO / IMDG (INTERNATIONAL MARITIME DANGEROUS GOODS)

UN3336, MERCAPTANS, LIQUID, FLAMMABLE, N.O.S., (TERTIARY BUTYL MERCAPTAN, METHYL ETHYL SULFIDE), 3, II, (< -18 °C), MARINE POLLUTANT, (TERTIARY BUTYL MERCAPTAN)

IATA (INTERNATIONAL AIR TRANSPORT ASSOCIATION)

UN3336, MERCAPTANS, LIQUID, FLAMMABLE, N.O.S., (TERTIARY BUTYL MERCAPTAN, METHYL ETHYL SULFIDE), 3, II

SCENTINEL® S-20 Gas Odorant

Version 1.3

Revision Date 2015-08-05

ADR (AGREEMENT ON DANGEROUS GOODS BY ROAD (EUROPE))

UN3336, MERCAPTANS, LIQUID, FLAMMABLE, N.O.S., (TERTIARY BUTYL MERCAPTAN, METHYL ETHYL SULFIDE), 3, II, (D/E), ENVIRONMENTALLY HAZARDOUS

RID (REGULATIONS CONCERNING THE INTERNATIONAL TRANSPORT OF DANGEROUS GOODS (EUROPE))

UN3336, MERCAPTANS, LIQUID, FLAMMABLE, N.O.S., (TERTIARY BUTYL MERCAPTAN, METHYL ETHYL SULFIDE), 3, II, ENVIRONMENTALLY HAZARDOUS

ADN (EUROPEAN AGREEMENT CONCERNING THE INTERNATIONAL CARRIAGE OF DANGEROUS GOODS BY INLAND WATERWAYS)

UN3336, MERCAPTANS, LIQUID, FLAMMABLE, N.O.S., (TERTIARY BUTYL MERCAPTAN, METHYL ETHYL SULFIDE), 3, II, ENVIRONMENTALLY HAZARDOUS

Transport in bulk according to Annex II of MARPOL 73/78 and the IBC Code

SECTION 15: Regulatory information**National legislation**

SARA 311/312 Hazards : Fire Hazard
Acute Health Hazard

CERCLA Reportable Quantity : This material does not contain any components with a CERCLA RQ.

SARA 302 Reportable Quantity :
This material does not contain any components with a SARA 302 RQ.

SARA 302 Threshold Planning Quantity : No chemicals in this material are subject to the reporting requirements of SARA Title III, Section 302.

SARA 304 Reportable Quantity : This material does not contain any components with a section 304 EHS RQ.

SCENTINEL® S-20 Gas Odorant

Version 1.3

Revision Date 2015-08-05

SARA 313 Ingredients : This material does not contain any chemical components with known CAS numbers that exceed the threshold (De Minimis) reporting levels established by SARA Title III, Section 313.

Clean Air Act

Ozone-Depletion Potential : This product neither contains, nor was manufactured with a Class I or Class II ODS as defined by the U.S. Clean Air Act Section 602 (40 CFR 82, Subpt. A, App.A + B).

This product does not contain any hazardous air pollutants (HAP), as defined by the U.S. Clean Air Act Section 12 (40 CFR 61).

This product does not contain any chemicals listed under the U.S. Clean Air Act Section 112(r) for Accidental Release Prevention (40 CFR 68.130, Subpart F).

This product does not contain any chemicals listed under the U.S. Clean Air Act Section 111 SOCM I Intermediate or Final VOC's (40 CFR 60.489).

US State Regulations

Pennsylvania Right To Know : t-Butyl Mercaptan - 75-66-1

New Jersey Right To Know : t-Butyl Mercaptan - 75-66-1

California Prop. 65 Ingredients : This product does not contain any chemicals known to the State of California to cause cancer, birth, or any other reproductive defects.

Notification status

Europe REACH	:	On the inventory, or in compliance with the inventory
United States of America TSCA	:	On the inventory, or in compliance with the inventory
Canada DSL	:	On the inventory, or in compliance with the inventory
Australia AICS	:	On the inventory, or in compliance with the inventory
New Zealand NZIoC	:	On the inventory, or in compliance with the inventory
Japan ENCS	:	On the inventory, or in compliance with the inventory
Korea KECI	:	On the inventory, or in compliance with the inventory
Philippines PICCS	:	On the inventory, or in compliance with the inventory
China IECSC	:	On the inventory, or in compliance with the inventory

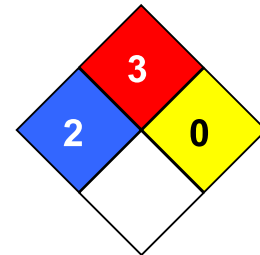
SCENTINEL® S-20 Gas Odorant

Version 1.3

Revision Date 2015-08-05

SECTION 16: Other information

NFPA Classification : Health Hazard: 2
Fire Hazard: 3
Reactivity Hazard: 0

**Further information**

Legacy SDS Number : 34330

Significant changes since the last version are highlighted in the margin. This version replaces all previous versions.

The information in this SDS pertains only to the product as shipped.

The information provided in this Safety Data Sheet is correct to the best of our knowledge, information and belief at the date of its publication. The information given is designed only as a guidance for safe handling, use, processing, storage, transportation, disposal and release and is not to be considered a warranty or quality specification. The information relates only to the specific material designated and may not be valid for such material used in combination with any other materials or in any process, unless specified in the text.

Key or legend to abbreviations and acronyms used in the safety data sheet			
ACGIH	American Conference of Government Industrial Hygienists	LD50	Lethal Dose 50%
AICS	Australia, Inventory of Chemical Substances	LOAEL	Lowest Observed Adverse Effect Level
DSL	Canada, Domestic Substances List	NFPA	National Fire Protection Agency
NDSL	Canada, Non-Domestic Substances List	NIOSH	National Institute for Occupational Safety & Health
CNS	Central Nervous System	NTP	National Toxicology Program
CAS	Chemical Abstract Service	NZIoC	New Zealand Inventory of Chemicals
EC50	Effective Concentration	NOAEL	No Observable Adverse Effect Level
EC50	Effective Concentration 50%	NOEC	No Observed Effect Concentration
EGEST	EOSCA Generic Exposure Scenario Tool	OSHA	Occupational Safety & Health Administration
EOSCA	European Oilfield Specialty Chemicals Association	PEL	Permissible Exposure Limit
EINECS	European Inventory of Existing Chemical Substances	PICCS	Philippines Inventory of Commercial Chemical Substances
MAK	Germany Maximum Concentration Values	PRNT	Presumed Not Toxic
GHS	Globally Harmonized System	RCRA	Resource Conservation Recovery Act
>=	Greater Than or Equal To	STEL	Short-term Exposure Limit
IC50	Inhibition Concentration 50%	SARA	Superfund Amendments and Reauthorization Act.
IARC	International Agency for Research on Cancer	TLV	Threshold Limit Value
IECSC	Inventory of Existing Chemical	TWA	Time Weighted Average

SCENTINEL® S-20 Gas Odorant

Version 1.3

Revision Date 2015-08-05

	Substances in China		
ENCS	Japan, Inventory of Existing and New Chemical Substances	TSCA	Toxic Substance Control Act
KECI	Korea, Existing Chemical Inventory	UVCB	Unknown or Variable Composition, Complex Reaction Products, and Biological Materials
<=	Less Than or Equal To	WHMIS	Workplace Hazardous Materials Information System
LC50	Lethal Concentration 50%		

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

RESOLUTION #22-093

A RESOLUTION APPROVING THE ISSUANCE OF AN AMENDED CONDITIONAL USE PERMIT FOR AN EXPANSION OF A NATURAL GAS SUBSTATION AT 7607 173RD AVENUE NW AND DECLARING TERMS OF SAME.

RECITALS

1. CenterPoint Energy Resources Corp. dba CenterPoint Energy Minnesota Gas, hereafter referred to as the “**Permittee**”, has properly applied for an Amended Conditional Use Permit to expand a natural gas substation with the addition of a 12,000-gallon odorant storage tank and associated equipment on the property generally known as 7607 173rd Avenue NW and legally described as:

All that part of the Southeast Quarter of the Southwest Quarter of Section 4, Township 32, Range 25, Anoka County, Minnesota lying east of a line parallel with and 700 feet west of the east line of said Southeast Quarter of the southwest Quarter and extending from the north line of said Southeast Quarter of Southwest Quarter to the south line thereof (excluding therefrom the east 250 feet thereof) as measured between parallel lines (excluding easement of record).

(the ‘**Subject Property**’);

2. That the **Subject Property** is zoned R-1 Residential (Rural Developing) and is approximately 13.60 acres in size.
3. That the **Subject Property** is guided as Public in the City’s 2040 Comprehensive Plan.
4. That a natural gas substation would be classified as an essential service, and Essential Services are a Conditional Use in the R-1 Residential District.
5. That in 1997, Resolution #97-01-011 was approved by the Ramsey City Council and authorized a Propane Air Peaking Plant (also known as Peak Shaving Plant) on the Subject Property, which, in essence, provided a means to enhance the natural gas system as energy demands increased.
6. That the **Permittee** ceased operations of the Propane Air Peaking Plant in 2003.
7. That the **Permittee** is proposing to install a 12,000-gallon bulk storage odorant tank, along with associated equipment including tank supports, concrete dyke, a 100 square foot shelter building, a flare, and security lighting and fencing.
8. That the **Permittee** will be removing the remnants of the Propane Air Peaking Plant from the **Subject Property**, including old security fencing and concrete slabs.
9. That the odorant tank will store a mixture of t-Butyl Mercaptan (Mercaptan) and Methyl Ethyl Sulfide, which is the product that gives natural gas its distinctive ‘natural gas odor’.
10. That the **Permittee** will fill their odorant trucks (1- or 2-ton pickup trucks) at the **Subject Property** before dispersing to odorant injection sites throughout Minnesota.

11. That the frequency of filling the odorant trucks will be weather dependent, but during the colder heating season, the **Permittee's** personnel will likely need to access the **Subject Property** for filling purposes approximately four (4) times per month.
12. That the **Permittee** has stated the filling of the odorant storage tank itself will be done via a tanker truck and it is anticipated to require 2-3 fillings during the colder, heating season months and one (1) time during the remainder of the year.
13. That the **Permittee** will be installing a natural gas flare to address pressure within the storage tank during filling of both the tank itself as well as the odorant trucks.
14. That the **Permittee** stated that filling procedures would only occur during normal, daytime business hours, which will reduce the visible light from the flare flame to a nearly non-detectable light source and that flaring procedures are anticipated to take about twenty (20) minutes per filling.
15. That the Planning Commission met on April 28, 2022, and conducted a public hearing and recommended approval/denial of the request.

FINDINGS OF FACT

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

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

That the Ramsey City Council hereby grants approval of an Amended Conditional Use Permit (the “**Permit**”) for the natural gas substation expansion on the **Subject Property** contingent upon the following conditions:

CONDITIONS

1. That this **Permit** shall supersede and replace the Conditional Use Permit approved by the Ramsey City Council in Resolution #97-01-011 and issued on January 14, 1997.
2. That enhancements to the **Subject Property** to expand the natural gas substation shall be done in accordance with the plans prepared by Stantec, dated March 18, 2022 and revised April 5, 2022, including an Erosion Control Plan and Site Plan, and the Landscape Plan prepared by Environmental Resource Management, dated March 24.
3. That the **Permittee** shall maintain the **Subject Property** in compliance with all Minnesota Pollution Control Agency (MPCA) noise and odor standards and upon any substantiated complaint of noise or odor, the **Permittee** shall be notified by the City and given twenty-four (24) hours to develop a corrective action plan and seven (7) days to remedy/correct the problem.
4. That flaring on the **Subject Property** shall only be permitted during daylight hours and there shall always be personnel onsite throughout the duration of each flaring.
5. That this **Permit** shall be perpetual in duration as long as the terms are herein complied with.
6. That the **Permittee** shall be responsible for all City costs incurred in administering and enforcing this **Permit**.
7. That the **Permittee** shall be responsible for operating in full compliance with all applicable local, county, state and federal regulations and agrees to provide a copy of any other required permits for ongoing operation of the bulk odorant storage tank.
8. That the City Administrator, or his/her designee, shall have the right to inspect the **Subject Property** for compliance and safety purposes annually or at any time, upon reasonable request.
9. That this **Permit** shall automatically expire if the use is not initiated within one (1) year of approval and issuance of a Building Permit shall constitute initiation.

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 10th day of May, 2022.

CITY OF RAMSEY

By: _____
Mayor

By: _____
City Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF ANOKA)

On this _____ day of _____, _____, before me a Notary Public personally appeared Mark E. Kuzma and Colleen Lasher, to me personally known, who, being each by me duly sworn, did say that they are respectively the Mayor and City Clerk of the City of Ramsey, the Municipal Corporation named in the foregoing instrument, and seal affixed to said instrument is the corporate seal of said Municipal corporation, and the said instrument was signed and sealed on behalf of said Municipal Corporation by authority of its City Council, and said Mark E. Kuzma and Colleen Lasher acknowledge said instrument to be the free act and deed of said Municipal Corporation.

Notary Public

Meeting Date: 05/10/2022

By: Brian McCann, Community
Development

Information

Title:

Consider Request for a Home Occupation Permit at 6131 Green Valley Rd NW (Project No. 22-118); Case of J. Hill Container Company

Purpose/Background:

The City received an application from Jeff Hillman (the "Applicant") requesting a Level II Home Occupation Permit for a container business in the home as well as in a detached accessory structure located on the property generally known as 6131 Green Valley Rd NW (the "Subject Property").

Notification:

Notifications of this proposal were sent via Standard US Mail to Property Owners within 350 feet of the Subject Property regarding the public hearing with the Planning Commission, as reflected by Anoka County Property Records. A notice was also published in the Anoka UnionHerald, the City's Official newspaper for the public hearing.

Time Frame/Observations/Alternatives:

Summary

The Applicant has requested a Home Occupation Permit (HOP) for their corrugated box container business at 6131 Green Valley Rd NW. The Subject Property does not have an existing HOP and thus has an open code enforcement case for violations of the City's Home Occupation section of City Code. The Level II HOP is required due to the following criteria outlined in Ordinance #22-06:

- The nature of the business not being typical for a residential neighborhood (i.e. dispatch center, and/or warehousing);
- Multiple non-resident employees coming to the home (noted 4 in questionnaire - maximum of 3 allowed by ordinance).
- The total accessory structure space devoted to the business exceeds what's allowed in City Code.

Code Enforcement

The request was initiated due to a code enforcement complaint and Staff interactions with the Property Owner. The Applicant has been compliant with Staff's requests for inspections and correspondence. The Subject Property is currently in violation of home-based business violations, as well as off-street parking violations with commercial vehicles parked on the grass.

Subject Property

The Subject Property is zoned R-1 Rural Developing and guided the same in the 2040 Comprehensive Plan. Surrounding properties are also zoned Rural Developing, or Planned Unit Development (PUD) which is also a residential property. The Subject Property is 7.20 acres in size with a single-family home and a detached accessory structure that is approximately 15,000 square feet in size. The accessory structure has an approved variance from December 1986, and a Conditional Use Permit from 1999 with two (2) previous owners. Copies of the Variance and Conditional Use Permit are attached to this case.

Home Occupation

The business, J. Hill Container Company, is a corrugated boxing business that makes and assembles cardboard partitions. The accessory structure is used for a majority of the business operations, including warehousing and

manufacturing of products. Drivers are dispatched from the location for deliveries.

Staff completed an onsite inspection of the premises on April 13, 2022, where the Applicant gave a tour of the inside of the accessory structure used for the business. Most of the items were used for personal storage, with about 25% of the space devoted to warehousing operations for the business. An aerial outline of the areas devoted to the business is attached to this case. The Applicant also stated in their questionnaire that the home will be used for general office work related to the request.

Since the Applicant stated their business is moving from Elk River, Staff did contact the City of Elk River about the previous business location listed on their Minnesota Business Filing, which was another residential address. The City of Elk River stated they did not have any code enforcement records, nor CUP's or HOP's for the business at the Elk River address.

Ordinance #22-06

The request must be reviewed with standards set in Ordinance #22-06, which was adopted earlier this year. Staff has concerns about the proposal with regard to three (3) items noted in the ordinance:

1. The number of allowed employees cannot exceed three (3) employees for parcels larger than five (5) acres in size. The Applicant has proposed four (4) regular employees, and has mentioned hiring more during the summers.
2. The business cannot operate as a dispatch center. The Applicant has vehicles entering and exiting the property with drivers coming to the site to deliver the corrugated boxes.
3. The business cannot exceed accessory structure space allowed in City Code. The Applicant is proposing to utilize the entire structure for the business, which is larger than what's allowed through the CUP from 1999.

City Code Sections and Ordinances

- City Code Chapter 30. - Nuisances
- City Code Section 117-111. - R-1 Residential District
- City Code Section 117-351. - Home Occupations
- Ordinance #22-06 regarding Home Occupations

Planning Commission

The Planning Commission conducted a public hearing which received many responses from neighboring property owners. The Planning Commission had a failed motion (3-4 vote) to recommend approval the request for manufacturing and warehousing operations. The Planning Commission ultimately voted to recommend approval the request for warehousing operations only, with a 4-3 split vote.

One concern expressed by neighboring residents and discussed by the Planning Commission was related to requirements for a fire suppression system. It has been determined that use of this structure as part of the home occupation business would constitute commercial use. Therefore, commercial requirements related to fire suppression systems would need to be applied to the structure. This requirement would fall under condition #5 of the approving resolution.

Alternatives

Alternative #1: Approve the requested Home Occupation Permit for warehousing operations of the container business. The proposal exceeds standards set in Ordinance #22-06 regarding the allowed number of employees, and the "dispatch center" nature of the business. The Planning Commission supports this alternative.

Alternative #2: Deny the requested Home Occupation Permit.

Funding Source:

The Applicant is responsible for all costs related to this request.

Recommendation:

The Planning Commission recommends adopting Resolution #22-085 approving a Home Occupation Permit for warehousing operations of a container business at 6131 Green Valley Rd NW.

Outcome/Action:

Motion to adopt Resolution #22-085 approving a Home Occupation Permit for warehousing operations of a container business at 6131 Green Valley Rd NW.

Attachments

[Public Hearing Notice](#)

[Site Location Map](#)

[Land Use Application](#)

[Narrative](#)

[HOP Questionnaire](#)

[Variance from 1986](#)

[Current Building Uses with Size](#)

[CUP from 1999](#)

[Res #22-085](#)

Form Review

Inbox

Brian Hagen

Kurt Ulrich

Form Started By: Brian McCann

Final Approval Date: 05/03/2022

Reviewed By

Brian Hagen

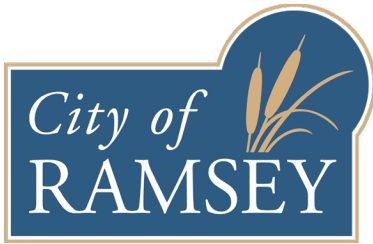
Kurt Ulrich

Date

05/02/2022 04:30 PM

05/03/2022 03:30 PM

Started On: 05/02/2022 02:29 PM



7550 Sunwood Drive NW • Ramsey, MN 55303

City Hall: 763.427.1410 • Fax: 763.427.5543

www.cityoframsey.com

**NOTICE OF PUBLIC HEARING
PROJECT NO. 22-118: J. HILL CONTAINER COMPANY, INC.**

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

TO WHOM IT MAY CONCERN:

Notice is hereby given that the City of Ramsey Planning Commission will hold a public hearing on Thursday, April 28th, 2022, at 7:00 pm, at Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, MN 55303.

The purpose of this hearing is to consider a request for a Home Occupational Permit to allow the storage, assembly, and transport of corrugated boxes within the accessory structure located on the property generally known as 6131 Green Valley Road NW and legally described as follows:

LOT 10A BLK 1 GREEN VALLEY ESTATES 2ND ADD; SUBJ TO EASE OF
REC, Anoka County, Minnesota

All interested persons are invited to attend and comment on the proposed requests. The City of Ramsey complies with the Americans with Disabilities Act and upon advance request, information will be provided in an alternative form and interpreters will be available. Any person with such a request should contact Brian McCann at 763-433-9860 by noon on Wednesday, April 20th, 2022.

Those that are able to attend meetings remotely should do so to maintain appropriate social distancing standards. All interested persons are invited to join remotely from a PC, Mac, Linus, IOS, or Android at www.cityoframsey.com/meetings. Remote attendees desiring to speak to the Planning Commission are asked to use their webcam.

Written comments are welcome and shall be addressed to the Ramsey Planning Commission, 7550 Sunwood Drive NW, Ramsey, MN 55303. Written comments shall be received at the above address prior to 4:00 p.m. on April 28th, 2022.

Sincerely,

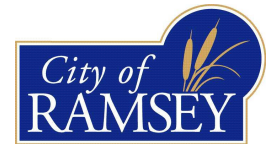
Brian McCann
City Planner

Date: April 13, 2022

J. Hill Container - Level II HOP

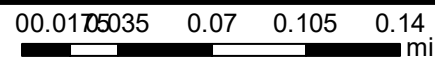
PID #: 02-32-25-31-0006

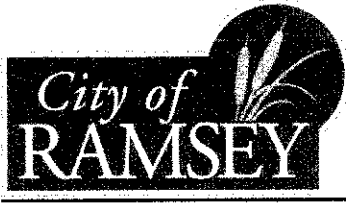
6131 Green Valley Rd NW



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

03/24/2022





Land Use Application

<input type="checkbox"/> Plat – Sketch Plan	<input type="checkbox"/> Plat – Preliminary Plat	<input type="checkbox"/> Plat – Final Plat
<input type="checkbox"/> Administrative Plat	<input type="checkbox"/> Site Plan Review	<input type="checkbox"/> Easement/ROW Vacation
<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Interim Use Permit	<input type="checkbox"/> Comprehensive Plan Amendment
<input type="checkbox"/> Zoning Amendment	<input type="checkbox"/> Home Occupation Permit	<input type="checkbox"/> Variance
<input type="checkbox"/> Dwelling Moving Permit	<input type="checkbox"/> Environmental Permit	<input type="checkbox"/> Registered Land Survey
<input type="checkbox"/> Non-Traditional Animal License	<input type="checkbox"/> Beekeeping License	<input type="checkbox"/> Private Kennel License

Applicant Contact Information

Please note: All official communication will be routed through this contact.

Name:	Jeffrey Hillman		
Street Address:	6131 Green Valley Rd		
City, State, ZIP:	Ramsey, MN 55303		
Home Phone:	612.220.4864	Work Phone:	763.273.2960
Email:	jeff@jhillcontainer.com	Fax Number:	
Name of Business (if applicable):	J Hill Container Company, Inc		
Business Address (if applicable)	6131 Green Valley Rd		
Business City, State, ZIP	Ramsey, MN 55303		
Business Phone:	763.241.3895	Business Fax:	

Subject Property Information

(Location of Application)

Address	6131 Green Valley Rd
PIN	02-32-25-31-0006
Legal Description	GREEN VALLEY ESTATES 2ND ADDITION
Zoning District	1a RESIDENTIAL

Contact the Planning Division at 763-433-9824 or planning@cityoframsey.com to request a Zoning Verification

Property Owner Information

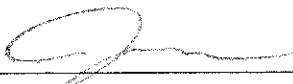
(If different than Applicant)

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

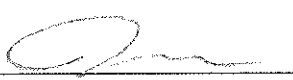
Please provide a detailed description of your request and attached a copy of a scaled site plan

<p>The property is just over 10 acres Has a pole barn 64x30 (1920sq) a Heated shop 48x66 (3168sq) Cold storage 152x66 (10,032sq) connected with a breezeway 14x18 (252sq) so in total approximately 15,372 sqft The building would be mainly used to store corrugated boxes and materials along some other misc packaging materials. Tape, glue, staples, paper, pallets etc.</p> <p style="padding-left: 40px;">The barn and shop would be used assembly of corrugated partitions, boxes and other miscellaneous labor fulfillment jobs as needed.</p>

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

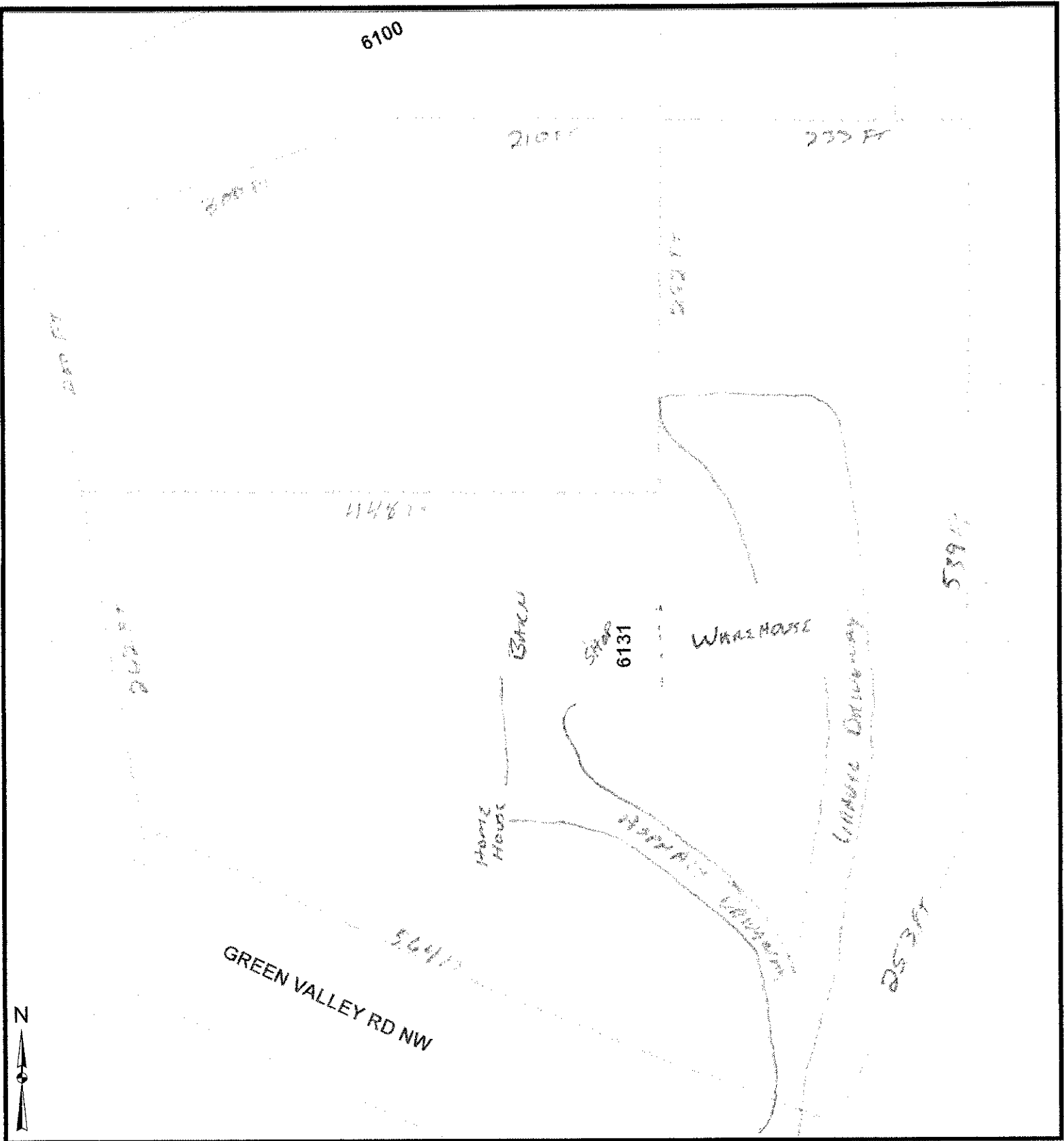
Applicant Signature		Co-Applicant Signature	
Printed Name	Jeff Hillman	Printed Name	
Title	President	Title	
Date	3/23/22	Date	

I understand that the application fee is non-refundable. All costs associated with the processing of this application are the responsibility of the applicant whether this application is approved or denied. Any excess of escrow account deposits over expenditures will be refunded at the time of account closure. I also understand that as the applicant, it is my responsibility to obtain all other permits or licenses required by any applicable regulatory agencies for this Land Use Application.

Property Owner Signature		Property Owner Signature	
Printed Name	Jeff Hillman	Printed Name	
Title	Owner	Title	
Date	3/23/22	Date	

I hereby certify that I am the fee title owner/contract for deed vendee of record for the above-mentioned property. Failure to prove ownership may void any agreements entered into the City and I will be held liable for any and all costs incurred by the City.

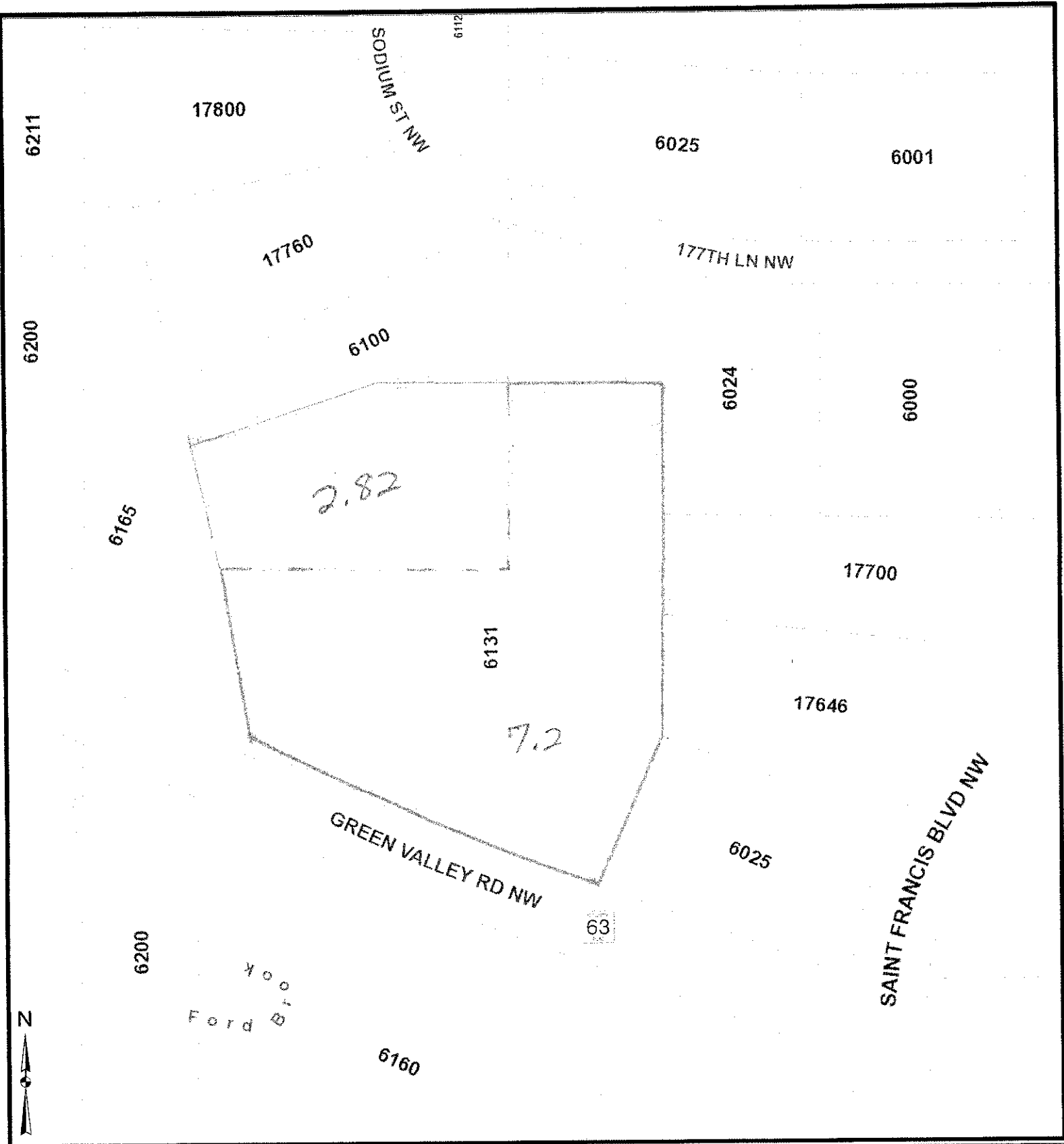
Anoka County Parcel Viewer



Parcel Information: Approx. Acres: 7.2
 02-32-25-31-0006 Commissioner: MATT LOOK
 6131 GREEN VALLEY RD NW
 RAMSEY
 MN 55303
 Plat: GREEN VALLEY ESTATES 2ND ADDITION

Owner Information:
 HILLMAN, DESIREE
 6131 GREEN VALLEY RD NW
 RAMSEY
 MN
 55303

Anoka County Parcel Viewer



Parcel Information: Approx. Acres: 7.2
 02-32-25-31-0006 Commissioner: MATT LOOK
 6131 GREEN VALLEY RD NW
 RAMSEY
 MN 55303
 Plat: GREEN VALLEY ESTATES 2ND ADDITION

Owner Information:
 HILLMAN, DESIREE
 6131 GREEN VALLEY RD NW
 RAMSEY
 MN
 55303

Hi Brian,

We are a small company that started in the corrugated box business of making and assembling cardboard partitions, the business of J Hill Container. These are divider inserts that fit into boxes to separate parts or materials and add protection during shipments, storage, or transportation.

Being established in Nov of 2007, we have grown a fair amount from the start, but still remain a small company. We now do more fulfillment work which not only includes partition assembly, but box handle placement, labeling, gluing, box erecting, packing, etc. Basically, a lot of hands-on work labor. We have used a lot of my personal family along with our own kids and their teenage friends over the years. It has let us to working with high schools such as Elk River and Big Lake and getting kids into work release education programs.

J Hill Container is not a large-scale manufacturing company but unfortunately would be categorized because we manufacture wholesale products. We would more resemble a small cabinet making shop. We have table saws and radial arm saws for cutting and slotting the corrugated materials. Not big machinery that is traditionally foreseen with the large manufactures in the corrugated business.

J Hill also acts as a broker or middleman as to buying and selling products mainly corrugated boxes and materials. This comes with purchasing larger quantities due to today's economy. In turn, whereas this large building comes into play for storage and usage to us

We'd like to propose future potential for the building / property. We might have 1-2 trucks coming on property daily. Potentially, could have 3-4 trucks max. Trucks would be considered mostly dock trucks, van trucks, occasionally semi-trailers. We could also have 2-4 personal on site at one time.

This is more of an abnormal residential property due the acreage and the size of our outbuildings. The access is off County Road 63, Green Valley Road, which acts a cut through road between Co Rd 47 and Co Rd 5. There is a numerous number of dock truck and semi traffic coming through daily. I believe the truck traffic we would have wouldn't be noticeable or out of the ordinary.

Please let me know if you have any other questions. Hopefully I provided a good clear picture of our business and what we'd like to potentially have with the building and property.

Thank you

Address: 6131 Green Valley Rd
Ramsey, MN 55303
Home Occupation Supplemental Questionnaire

Does the home occupation owner live in the home on the property? Yes -or- No

Does the home occupation owner rent or own the property? Yes -or- No

Will any part of the occupation be conducted in the home? Yes -or- No

If so, what activities will be conducted in the home and in which room(s)?

accounts payable, accounts receivables - Computer work

What is the gross living area of the home? 3240 sq ft

How much of that area will be used for the occupation? 50 sq ft.

Will an attached garage or any detached accessory building or garage be used for the occupation? Yes (X) -or- No ()

If so, explain:

at this point we are warehousing some materials.

Will there be at least 400 square feet of garage space reserved for indoor residential parking and storage related to the residential use on the property? Yes -or- No

Will any structural additions or alterations to home or garages be required for this occupation?
Yes -or- No

If so, explain:

Will you employ persons that do not live in the home on the property? Yes -or- No

If yes, how many non-resident employees will work on the site? 1

How many non-resident employees will work off-site? 3

Will it be necessary employees working off-site to come to the home? yes

If so, explain:

We have a truck driver come to the warehouse.

Will customers or clients come to the property? Yes -or- No

How many vehicle trips per day do you anticipate entering and leaving the property in a typical 24 hour period? (this includes employees, customers, deliveries, etc.)?

3-4

Will any vehicles, other than your private car(s), be used in connection with the home occupation? Yes (X) -or- No ()

If so, provide number, size and type of vehicles:

1 dock Truck

Do you intend to store supplies and/or materials on the site? Yes -or- No

Please describe items to be stored and where?

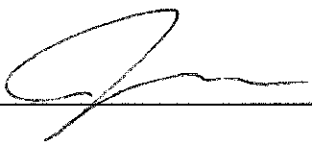
Corrugated sheets + Boxes, misc materials.

Are any of the home occupation processes or materials subject to review and permitting by Anoka County Environmental Services? Yes -or- No

If so, explain and/or provide necessary documents.

Homeowner's Name: Jeffrey Hillman

Date: 3-10-22

Homeowner's Signature: 

Email: Jeff@JHillcontainer.com

Phone: 612-220-4864

Brief Description of Home Occupation:

Small Corrugated Box Company. We manufacturer Boxes and corrugated partitions/dividers, At our site in Elk River, that we would like to eventually move to this location. We also brokerage boxes and corrugate materials.

As of right now we are warehousing materials and have 1 to 2 trucks a day. Sometimes no trucks. Our hours that trucks may come and go are between 8-5.

Commissioner Deemer moved the adoption of the following findings of fact:

FINDINGS OF FACT #0153
GERALD BAUER

1. That Gerald Bauer, hereinafter referred to as "Applicant", has properly applied for a Board of Adjustment variance to construct an accessory structure taller than permitted by City Code.
2. That the Applicant appeared before the Board of Adjustment for a public hearing pursuant to Section 170.013G of the City Code on December 29, 1986 and that said public hearing was properly advertised and that the minutes of said public hearing are hereby incorporated as a part of these findings by reference.
3. That the subject property is generally known as 6131 Green Valley Road and is legally described as follows:

Lot 3, Block 1, Green Valley Estates, Anoka County, Minnesota.
4. That the subject property is located in the R-1R Residential District and is approximately 8 acres in size.
5. That the Applicant is requesting a variance to construct a 23 foot tall accessory structure.
6. That Section 170.015G of the City Code states that no accessory structure shall exceed 16 feet in height.
7. That the Applicant has stated that he is proposing to construct the accessory structure to house his horses.
8. That the Applicant has stated that he is requesting a variance in order to maintain the roofline and rural character of the accessory structure.
9. That the Applicant has stated that such variance is necessary to preserve a substantial property right similar to that possessed by other properties in the R-1R Residential district.
10. That if the variance is granted, the variance will not grant the Applicant any special privileges.
11. That if the variance is granted, the variance will not be materially detrimental to the purposes of the zoning ordinance or to other properties in the R-1R Residential district.
12. That if the variance is granted, the variance will not substantially increase demand for services or impair property values in the neighborhood.
13. That the proposed accessory structure shall comply with all other requirements and specifications of the City.
14. That the Applicant completed a minor subdivision of the subject property as

directed by the Planning and Zoning Commission and if the property had not been subdivided, no variance would be necessary as the structure could be constructed as an agricultural structure.

15. That Cindy Rychner, 6200 177th Lane N.W., telephoned City staff on December 29, 1986 and commented that she had no concerns with Mr. Bauer's request.

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

Chairman Zimmerman, Commissioners Deemer, Shumway, Hendriksen, LaDue and Peterson

and the following voted against the same:

None

and the following abstained:

None

and the following were absent:

Commissioner Howell

whereupon said findings of fact were declared duly adopted by the Ramsey Board of Adjustment this the 29th day of December, 1986.

Chairman

ATTEST:

Secretary

VARIANCE

GERALD BAUER
6131 GREEN VALLEY ROAD
RAMSEY, MINNESOTA

On December 29, 1986 a variance was issued by the Ramsey Board of Adjustment to Gerald Bauer for the construction of an accessory structure taller than allowed by City Code on the property at 6131 Green Valley Road, which property is legally described as follows:

Lot 3, Block 1, Green Valley Estates, Anoka County, Minnesota.

This variance was issued pursuant to Section 170.013 of the Ramsey City Code. This variance is perpetual in its duration so long as the conditions imposed herein are complied with. The conditions of this variance are as follows:

1. The accessory structure shall be constructed in accordance with the specifications of the City.
2. No commercial or industrial activity shall be conducted from the site or accessory structure.
3. The accessory structure shall have a design and exterior facing finish which is compatible with the principal structure.
4. The height of the accessory structure shall not exceed the height of the principal structure on the property.

Gerald Bauer hereby acknowledges receipt of this variance and that he has reviewed the conditions of the variance and has agreed that he will comply with the terms of this variance.

By: _____ Date: _____
Gerald Bauer

Truck Terminal

71.8sq ft
113.5'
33.4'

Personal Storage and Manufacturing

6,838.1sq ft

Personal Storage and Warehousing

9,445.3sq ft



22.4'
22.9'

117.4'

131.8'

43.4'

33.0'

13.3'

424.6'

50.7'

73.6'

71.0'

405.7'

131.1'

33.5'

38.2'

333740
1427221

A 02-32-25-31-0006
T 24-0013

Councilmember Haas Steffen introduced the following resolution and moved for its adoption:

RESOLUTION NO. 99-03-052

A RESOLUTION APPROVING THE ISSUANCE OF A CONDITIONAL USE PERMIT BASED ON FINDINGS OF FACT #0487 AND DECLARING TERMS OF PERMIT TO EXCEED THE TOTAL AMOUNT OF ACCESSORY STRUCTURE SPACE ALLOWED ON A PARCEL OF LAND, AND THE SINGLE BUILDING AREA AND HEIGHT RESTRICTIONS

WHEREAS, the Ramsey City Council adopted Resolution No. 98-03-051 adopting Findings of Fact #0487 for this use and herein approves the Conditional Use Permit subject to the following conditions.

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

On March 23, 1999, a Conditional Use Permit ("CUP") was issued by the City of Ramsey ("City") to Gregory Landowski ("Permittee") for an overage in total accessory structure space, and single building area and height restrictions on the property generally known as 6131 Green Valley Road and legally described as follows:

Lot 10 and 10A, Block 1, Green Valley Estates 2nd Addition, Anoka County, Minnesota

("Subject Property")

This permit is issued pursuant to Section 9.03.04 and 9.11.02 of the Ramsey City Code. The conditions of this permit are as follows:

1. That this resolution shall allow for the construction of a 13,200 square foot indoor riding arena ("Structure") on the Subject Property that shall not exceed 26 feet in height from grade to peak. Said Structure is approved for construction with 29 gauge steel panels, color matched to the home.
2. The Permittee shall obtain all necessary permits prior to commencing any construction of the Structure.

Resolution #99-03-052

Page 1 of 3

3. That no commercial or industrial activity of any type shall be permitted in said Structure unless the necessary permits have been obtained from the City of Ramsey.
4. That the Permittee shall be responsible for all City costs incurred in administering and enforcing this conditional use permit.
5. That the Permittee herein agrees to remedy a justifiable nuisance complaint resulting from the horse related activities on the property within a 24 hour period. The City Administrator or his/her designee shall have the authority to determine whether a nuisance complaint is justified or not.
6. That the City Administrator, or his/her designee, shall have the right to inspect the premises for compliance and safety purposes annually or at any time, upon reasonable request.

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

Mayor Thomas Gamec
Councilmember Natalie Haas Steffen
Councilmember Terry Hendriksen
Councilmember Susan Anderson
Councilmember Gerald Zimmerman

and the following voted against the same:

None

and the following abstained:

None

and the following were absent:

None

whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this 23rd day of March, 1999.

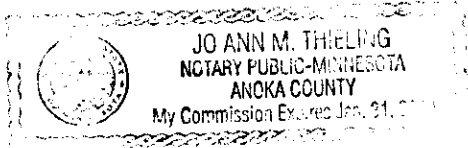
Gregory Landowski, hereby acknowledge receipt of this permit and that he has reviewed the conditions of this permit and has agreed that he will comply with the terms of this permit.

GREGORY LANDOWSKI

[Signature]

STATE OF MINNESOTA)
COUNTY OF Anoka) SS.

On this 12 day of April, 1999, before me a Notary Public, personally appeared Gregory Landowski, a single person, to me known to be the person described in and who executed the foregoing instrument and acknowledged that he executed the same as his free act and deed.



[Signature]
Notary Public

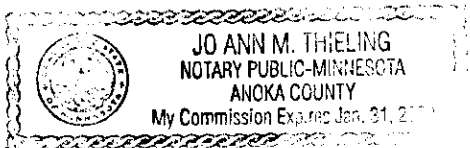
CITY OF RAMSEY:

By: [Signature]
Mayor

By: [Signature]
City Administrator

STATE OF MINNESOTA)
COUNTY OF ANOKA) SS.

On this 12 day of April, 1999, before me, a Notary Public, personally appeared Thomas G. Gamec and James E. Norman, to me personally known, who, being each by me duly sworn did say that they are respectively the Mayor and City Administrator of the City of Ramsey, the Municipal Corporation named in the foregoing instrument, and seal affixed to said instrument is the corporate seal of said Municipal corporation, and the said instrument was signed and sealed on behalf of said Municipal Corporation by authority of its City Council, and said Thomas G. Gamec and James E. Norman acknowledge said instrument to be the free act and deed of said Municipal Corporation.



[Signature]
Notary Public

The document was drafted by:
The City of Ramsey
15153 Nowthen Blvd. NW
Ramsey, Minnesota

This document was reviewed by:
Randall, Dehn and Goodrich
2140 Fourth Avenue
Anoka, Mn 55303

TORRENS

Receipt # <u>48873/19.50</u>	<input type="checkbox"/> Certified Copy Date Mailed _____
Date/Time: <u>5/06/99/17</u>	<input type="checkbox"/> Tax Liens / Releases
Doc. Order <u>1</u> of <u>1</u>	<input type="checkbox"/> Multi-Co Doc Tax Pd
✓ by: Recordability: <u>Jap</u>	<input type="checkbox"/> Transfer <input type="checkbox"/> New Desc.
Filing Fees: <u>19.50</u>	<input type="checkbox"/> Division <input type="checkbox"/> GAC
Well Certificate Received this Date: _____	<input type="checkbox"/> Status <input type="checkbox"/> Def. Spec
Refund Rect # _____	<input type="checkbox"/> Other <input checked="" type="checkbox"/> No Change
From <u>75097</u> A # of New Certs.: <u>0</u>	Notes: _____
Comp. Entry _____	
Tract Updated: _____ / _____	Comp. Complete _____

BK 237 PG 57 NO 75097

**DOCUMENT NO. 333740.0 TORRENS
ANOKA COUNTY MINNESOTA**

I HEREBY CERTIFY THAT THE WITHIN INSTRUMENT WAS FILED IN THIS OFFICE FOR RECORD ON **MAY 06 1999** AT **5:00 PM** AND WAS DULY RECORDED. FEES AND TAXES IN THE AMOUNT OF **\$19.50** PAID.

RECEIPT NO. **1999048873**
EDWARD M. TRESKA
ANOKA COUNTY PROPERTY TAX ADMINISTRATOR/RECORDER/REGISTRAR OF TITLES
BY **BLP**
DEPUTY PROPERTY TAX ADMINISTRATOR/RECORDER/REGISTRAR OF TITLES

ABSTRACT

Receipt # <u>48876/19.50</u>	<input type="checkbox"/> Certified Copy Date Mailed _____
Date/Time: <u>5/6/17:00</u>	<input type="checkbox"/> Tax Liens / Releases
Doc. Order <u>1</u> of <u>1</u>	<input type="checkbox"/> Multi-Co Doc Tax Pd
✓ by: Pins: <u>X</u>	<input type="checkbox"/> Transfer <input type="checkbox"/> New Desc.
Recordability / Delqs: <u>BP</u>	<input type="checkbox"/> Division <input type="checkbox"/> GAC
Filing Fees: <u>19.50</u>	<input type="checkbox"/> Status <input type="checkbox"/> Def. Spec
Well Certificate Received this Date: _____ Anoka County Recorder	<input type="checkbox"/> Other <input checked="" type="checkbox"/> No Change
Notes: _____	

**DOCUMENT NO. 1427221.0 ABSTRACT
ANOKA COUNTY MINNESOTA**

I HEREBY CERTIFY THAT THE WITHIN INSTRUMENT WAS FILED IN THIS OFFICE FOR RECORD ON **MAY 06 1999** AT **5:00 PM** AND WAS DULY RECORDED. FEES AND TAXES IN THE AMOUNT OF **\$19.50** PAID.

RECEIPT NO. **1999048876**
EDWARD M. TRESKA
ANOKA COUNTY PROPERTY TAX ADMINISTRATOR/RECORDER/REGISTRAR OF TITLES
BY **BLP**
DEPUTY PROPERTY TAX ADMINISTRATOR/RECORDER/REGISTRAR OF TITLES

FILE IN TORRENS

**333740.0 TORRENS
RAMSEY CITY OF
ATTN LINDA MEYER
15153 NOWTHEN BLVD NW
ANOKA, MN 55303**

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

RESOLUTION #22-085

**A RESOLUTION APPROVING A HOME OCCUPATION PERMIT
FOR WAREHOUSING OPERATIONS OF A CONTAINER BUSINESS ON THE
PROPERTY LOCATED AT 6131 GREEN VALLEY RD NW AND DECLARING
TERMS OF PERMIT**

RECITALS

1. Jeff Hillman, hereinafter referred to as the “**Permittee**”, has properly applied for a Home Occupation Permit (the “**Permit**”) to operate a container business (the “**Home Occupation**”) on the property located at 6131 Green Valley Rd NW and legally described as follows:

LOT 10 BLK 1 GREEN VALLEY ESTATES 2ND ADD; SUBJ TO EASE OF REC,
Anoka County, Minnesota

(the “**Subject Property**”)

2. That on February 11, 2022, a code enforcement case was opened for a home occupation violation at the **Subject Property**, and a first notice of violation was sent to the **Permittee**.
3. That on February 23, 2022, the **Permittee** contacted Staff and stated that he would address the violations and apply for the Home Occupation Permit.
4. That on March 23, 2022, the **Permittee** submitted a completed questionnaire regarding the **Home Occupation** on the **Subject Property**.
5. That on March 24, 2022 the **Permittee**, submitted a completed land use application for a Home Occupation Permit to operate a container business on the **Subject Property**.
6. That the **Subject Property** is zoned R-1 Residential (Rural Developing) and the surrounding parcels to the east, west, and north are also zoned R-1 Residential (Rural Developing). The parcels to the south of the **Subject Property** are zoned PUD (Planned Unit Development).
7. That the **Subject Property** is approximately 7.20 acres in size and is surrounding lots range in size from 2.60 acres to 8.34 acres.
8. That the **Subject Property** is guided for Rural Developing (residential) in the City’s Future Land Use Map.
9. That the **Permittee** owns the **Subject Property**, and will occupy the dwelling while conducting business on the **Subject Property**.

10. That the **Home Occupation** is proposed to be based out of the home, and the 13,200 square foot accessory structure on site where the container equipment and materials will be stored. A site plan has been included.
11. That the **Permittee** has stated there will be at least 400 square feet of garage space reserved for indoor residential parking and storage in an attached garage related to residential use on the **Subject Property**, as established in City Code Section 117-351 (Home Occupation).
12. There are no business signs at the **Subject Property**.
13. That the **Permittee** has stated there will be no more than four (4) employee vehicles coming to the property per day. Employees may not park on Green Valley Road NW.
14. That the **Home Occupation** employs four (4) other employees.
15. That the **Permittee** has proposed to store two (2) semi-trailers, and a dock truck outside related to the **Home Occupation**. Employee vehicles parked at the **Subject Property** are not included in this proposal.
16. That the **Permittee** has stated employee parking will be off of the public street on the driveway.
17. That the **Home Occupation** does not involve operating methods that include transactions with the public (customers, clients, consultants, subcontractors, etc.) on the **Subject Property** but does involve operating the business via phone call and email in an office inside the home. Customers do not come to the **Subject Property**.

18. Hours of operation

19. That the City finds the **Home Occupation** operates beyond the parameters of Level I home occupation permit requirements (City Code Section 117-351 and Ordinance #22-06) and therefore requires Planning Commission and City Council review and approval.
20. That City Staff inspected the **Subject Property** on April 13, 2022 and noted the **Subject Property** is not in compliance with City Code requirements related to home-based businesses related to the request, or off-street parking due to the presence of commercial vehicles.
21. That the Planning Commission met and held a duly noticed public hearing on April 28, 2022 during their regularly scheduled meeting and recommended approval of the **Permit** if the use is strictly for warehousing operations.
22. That the City Council **approved/denied** the request during their regularly scheduled meeting on May 10, 2022.

FINDINGS OF FACT

1. That the proposed use **will not** adversely impact traffic in the area.
2. That the proposed use **will not** be compatible with the residential neighborhood due to (in part) density, lot size and use of the surrounding lots.
3. That the proposed use **will not** be unduly dangerous or otherwise detrimental to persons residing or working in the vicinity of the use or the public welfare.
4. That the proposed use **will not** substantially or adversely impair the use, enjoyment, or market value of neighboring properties.
5. That the proposed use **will not** be hazardous or disturbing to existing or future neighboring uses.
6. That the proposed use **will** be served adequately by public facilities and services such as highways and streets.
7. That the proposed use **will not** create excessive additional requirements at public cost for public facilities and services, and it will be detrimental to the economic welfare of the community.
8. That the proposed use **will not** involve activities and uses that would be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, or odors.

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

That the request for a Home Occupation Permit (the “**Permit**”) for the operation of J. Hill Container Company on the **Subject Property** is hereby approved pursuant to Sections 117-51 and 117-351 of the Ramsey City Code with the following conditions:

1. That this agreement shall permit the **Home Occupation** of a container business on the **Subject Property** pertaining to warehousing operations.
2. That customers never visit the **Subject Property**.
3. That equipment and vehicles will be placed on the driveway; not at any time on the public streets.
4. That the **Permittee** agrees there will be no exterior evidence of the **Home Occupation** permitted on the **Subject Property** unless in compliance with Chapter 117-351 (Home Occupations) of City Code except the vehicles mentioned above, and employee vehicles during hours of operation.

5. That the **Permittee** is responsible to verify and ensure that the structure(s) is compliant with all applicable state and local codes.
6. That should the **Permittee** die or should the **Subject Property** be sold, the **Permit** shall be automatically terminated, except that in the case of death, should a surviving spouse or child, residing at the same address, desire to continue the **Home Occupation**, written notice to that effect shall be given to the Zoning Administrator may authorize continuation of the **Permit** without further hearing.
7. The **Permittee** shall reside on the **Subject Property**; if the **Permittee** does not reside on the **Subject Property**, the **Permit** shall be automatically terminated.
8. That the **Permittee** agrees that if the operation expands, they will notify the City of Ramsey and reapply for a **Permit**, including any operations pertaining to manufacturing of the corrugated boxes.
9. That adequate water supply and on-site sewage disposal facilities shall be the responsibility of the **Permittee**.
10. The **Permittee** shall be responsible for obtaining and having in full force and effect all applicable State, County and City licenses. This includes a Business License with the City, registering with the State of Minnesota. The **Permit** will not be issued until all required permits/licenses are received.
11. The **Permittee** shall be responsible for all costs incurred in the administration and enforcement of this **Permit**.
12. That the City Administrator, or his/her designee, shall have the right to inspect the **Subject Property** for compliance and safety purposes annually or at any time, upon reasonable request to the **Permittee**.
13. That the **Permittee** agrees to take additional measures to keep the **Subject Property** in compliance with City Code regulations related to off-street parking and nuisance violations.
14. That the allowed hours of operation are **__ :00 a.m. to __ :00 p.m.**, Monday through Friday barring any inclement weather or holidays. If holiday or weather changes the regular schedule, the **Permittee** may shift hours of operation to Saturday or Sunday; weekend hours of operation are **__ :00 a.m. to __ :00 p.m.** and pursuant to limit of five (5) total workdays per week. The **Permittee** may not expand the hours of operation on any day without express consent from the City. The **Permittee** is limited to five (5) total workdays per week.
15. That this **Permit** does not authorize a future homeowner of the **Subject Property** from utilizing the detached accessory building for a home-based business.

16. That there shall be no outdoor storage at any time related to the **Home Occupation** besides the three (3) vehicles associated with the use.
17. That the salvage of inoperable commercial vehicles for purposes of parts for other operable commercial vehicles is not a permitted use within the District and is declared a public nuisance.
18. That the use shall not cause any other nuisance violations or City Code violations, and the **Subject Property** must remain in compliance with off-street parking violations, public nuisance code provisions, and in compliance with the International Property Maintenance Code. This includes but is not limited to: no junk being stored outside, parking only on the driveway(s), no driving on the grass, etc.
19. That the City reserves the right to revoke the permit for any violation of the above conditions.

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 approved and adopted by the Ramsey City Council this the 10th day of May, 2022.

Mayor

ATTEST:

City Clerk

Jeff Hillman, a single person, owner of fee title to the **Subject Property**, hereby acknowledges receipt of this **Permit** and has reviewed the conditions of this **Permit** and has agreed to comply with the terms of this **Permit**.

JEFF HILLMAN

STATE OF MINNESOTA)
) ss.
COUNTY OF _____)

On this _____ day of _____, 2022, before me a Notary Public, personally appeared Jeff Hillman, a single person, fee title owner of the **Subject Property**, to me known to be the person described in and who executed the foregoing instrument and acknowledged that he executed the same as his free act and deed.

Notary Public

Meeting Date: 05/10/2022

Submitted For: Bruce Westby, Engineering/Public Works

By: Joe Feriancek, Engineering/Public Works

Information

Title:

Adopt Resolution #22-103 Accepting Bids and Awarding Contract for 2022 Neighborhood Pavement Overlay Improvements, Improvement Project #22-04

Purpose/Background:

Purpose:

The purpose of this case is to adopt Resolution #22-103 Accepting Bids and Awarding Contract for 2022 Neighborhood Pavement Overlay Improvements, Improvement Project #22-04.

Background:

City Improvement Project 22-04 proposes to overlay the streets within the Sunfish Lake Business Park 2nd, Sunflower Ridge, Tiger Meadows, and The Ponds of Ramsey subdivisions. The streets total approximately 14,200 (2.69 miles) in length, vary in width between 32 and 42 feet wide, and are urban sections. A street segment summary is attached to this case.

Project History

- 2022 – 2031 Capital Improvement Program – listed as street overlay for 2022
- Resolution #21-194, adopted July 13, 2021; City Council ordered the City Engineer to request proposals for Topographic Survey for 2022 Pavement Management Program project.
- Resolution #21-224, adopted August 10, 2021; City Council awarded a proposal to Hakanson Anderson for Topographic Survey of the project area.
- Resolution #21-306, adopted October 26, 2021; City Council ordered the City Engineer to prepare plans and specifications for the improvement project.
- March 15, 2022; Public Works Committee gave recommendation for City Council approving plans and specifications and authorizing advertisement for bids for 2022 Neighborhood Pavement Overlay Improvements, Improvement Project #22-04.
- Resolution #22-075, adopted March 22, 2022; City Council approved plans and specifications and authorized advertisement for bids.
- May 2, 2022; Staff publicly opened bid proposals.

Pavement History

The streets within the subdivisions were generally built between 2002 and 2003. Pavement maintenance has included 2 crack seal / seal coat improvements. 2021 PASER values were 7 for all street segments. Ground Penetrating Radar (GPR) was performed on some of the street segments within the project area, and are summarized in the street segment summary.

Proposed Improvements

Staff reviewed the existing pavement sections and recommends mill and overlay improvements for these pavement sections. The proposed mill and overlay will vary between 1.5 and 2 inches thick, dependent upon the existing pavement thicknesses.

Staff review found the existing pedestrian ramps within the project area did not meet current ADA requirements, therefore all pedestrian ramps within the project area will need to be removed and replaced. The concrete curb and

gutter in the project area was found to generally be in good condition, and only spot repairs are proposed.

Minor repairs to the existing storm sewer structures are proposed with this project, the majority of which are grouting the existing adjustment rings and pipe inverts. Some storm sewer catch basin castings will require resetting due to settling.

The City will be placing inflow and infiltration barriers on the sanitary sewer manholes with this project. The City received an MCES I/I Grant for this work, which will reimburse the City for the costs associated with the I/I barriers.

Construction Process

- Install traffic control measures
 - Traffic control devices are maintained throughout the project
- Project removals (spot curb and gutter, pedestrian ramps)
- Place new concrete curb and gutter and pedestrian ramps (add 5 to 7-day cure time)
- Mill 1.5 to 2-inches off existing pavement surface
- Adjust and repair storm sewer catch basins
- Install I/I devices in sanitary sewer manholes
- Restore the boulevard in any impacted areas
 - 4 inches topsoil, turf
- Place new bituminous pavement
 - Remove traffic control measures as allowed

Preliminary Schedule Remaining

- Council Awards Contract to the lowest responsible bidder
 - May 10, 2022
- Contractor begins construction
 - June 2022
- Contractor substantially completes construction
 - September 2, 2022
- Contractor completes construction (project clean up, punch list created)
 - September 30, 2022

Notification:

Advertisements were published in the Anoka County Union Herald and in Finance & Commerce on April 1 and April 8, 2022. Bids were also advertised on-line on Quest CDN.

Letters will be mailed to property owners with updates on the project status, contact information, and project webpage information. Engineering Staff maintains a project webpage, which will be updated as new information is made available throughout the project.

Time Frame/Observations/Alternatives:

Alternative #1 - Motion to adopt Resolution #22-103 accepting bids and awarding a construction contract for 2022 Neighborhood Pavement Overlays, Improvement Project #22-04, to North Valley, Inc. in the amount of \$732,929.10.

Alternative #2 – Motion to deny adoption of Resolution #22-103 at this time.

Funding Source:

Bids were advertised in the Anoka County Union Herald and in Finance and Commerce on April 1 and April 8, 2022. On May 2, 2022, a total of six (6) bids were received, opened, and tabulated, and the following bids were found to comply with the advertisement for bids.

CONTRACTOR	TOTAL BID	
------------	-----------	--

North Valley, Inc.	\$732,929.10
Asphalt Surface Technologies Corp.	\$763,107.89
Rum River Contracting	\$780,306.82
Omann Brothers Paving Inc.	\$795,369.07
Northwest	\$843,723.40
Park Construction Company	\$869,855.40
<i>Engineer's Estimate</i>	\$717,414.00

The bid of North Valley, Inc. of Nowthen, Minnesota, in the amount of \$732,929.10 for the total bid for construction of said improvements in accordance with the approved plans and specifications and advertisement for bids, is the lowest responsible bid. Adding indirect costs in the amount of 14-percent for administrative, engineering, finance and legal costs, brings total project costs to \$835,539.17.

Per the final plans and specifications, estimated construction costs were \$717,414.00. After adding 14-percent for indirect costs, estimated project costs totaled \$817,851.96.

The low bid is 2-percent more than the engineer's estimate, primarily due to higher than estimated bituminous pavement and concrete costs.

Funding for this improvement is proposed to come from Pavement Management Funds, Stormwater Utility Funds, Sanitary Sewer Utility Funds. Sanitary Sewer Utility Funds will be reimbursed through an Inflow & Infiltration Grant.

- Street Project Costs \$812,304.75
- Storm Sewer Project Costs \$ 21,328.94
- Sanitary Sewer Project Costs \$ 1,905.48
- **Total Project Costs \$835,539.17**

Hakanson Anderson proposes to provide construction staking in a total not-to-exceed amount of \$4,700.00. These costs are included in the 14-percent indirect costs. Staff feels these costs are reasonable based on the scope of the proposed improvements and required staking and recommends accepting the proposal, which is attached for reference. Staff only requested a construction staking proposal from Hakanson Anderson since they provided the topographic survey for this project. This means they already have the topographic survey and control point data for this project that will allow them to start work immediately without transferring data and ensuring they are using the correct elevation datum to avoid staking errors, which can happen if different engineering firms provide topographic survey and construction staking. Using one engineer for both services typically also results in lower fees.

City Staff proposes to administer and inspect construction.

Plans and specifications were prepared in-house as part of Staff's normal duties.

Outside costs incurred to date as engineering indirect costs include:

- \$1,500.00 for Hakanson Anderson to collect topographic survey

Recommendation:

Staff recommends Alternative #1.

Outcome/Action:

Motion to adopt Resolution #22-103 accepting bids and awarding a construction contract for 2022 Neighborhood Pavement Overlays, Improvement Project #22-04, to North Valley, Inc. for the bid in the amount of \$732,929.10.

Attachments

22-04 Street Summary

22-04 Final Plans

Hakanson Staking Proposal

Resolution 22-103

Form Review

Inbox

Bruce Westby

Bruce Westby

Kurt Ulrich

Form Started By: Joe Feriancek

Final Approval Date: 05/05/2022

Reviewed By

Bruce Westby

Bruce Westby

Kurt Ulrich

Date

05/03/2022 03:01 PM

05/05/2022 11:15 AM

05/05/2022 02:46 PM

Started On: 05/02/2022 07:50 AM

**IP 22-04 2022 Neighborhood Pavement Overlay Improvements
Street Segment Summary**

Street Description						Street History					GPR Summary				
Subdivision	Street	Segment Description	Length (feet)	Section (Urban / Rural)	Curb (Bit / Conc.)	2021 PASER	Year Built	Maint. 1	Maint. 2	Maint. 3	Maint. 4	Maint. 5	Avg HMA (inches)	Avg Agg. Base (inches)	Avg Section (inches)
Sunfish Lake Business Park 2nd	Azurite Street	Bunker Lake Boulevard / Sunwood Drive	2123	Urban	Conc.	7	2002	SC 2009	SC 2016				3.5*	6.0*	9.5*
	<i>Sunfish Lake Business Park 2nd Total</i>		<i>2123</i>	<i>0.4 mi.</i>											
Sunflower Ridge	154th Avenue	Iodine Street / W EOP	305	Urban	Conc.	7	2003	SC 2008	SC 2017				3.9	5.4	9.3
	154th Lane	Iodine Street / E EOP	488	Urban	Conc.	7	2007	SC 2008	SC 2017				3.7	5.3	9.0
	Germanium Street	Iodine Street / E EOP	434	Urban	Conc.	7	2003	SC 2008	SC 2017				3.9	4.5	8.4
	Iodine Street	Alpine Drive / 155th Lane	1613	Urban	Conc.	7	2003	SC 2008	SC 2017				3.8	5.7	9.5
	<i>Sunflower Ridge Total</i>		<i>2840</i>	<i>0.54 mi.</i>											
Tiger Meadows	Rabbit Street	170th Avenue / Nutria Street	1230	Urban	Conc.	7	2003	SC 2008	SC 2017				4.2	3.6	7.8
	Rabbit Street	170th Avenue / N EOP	409	Urban	Conc.	7	2003	SC 2008	SC 2017				4.2	3.6	7.8
	170th Avenue	Tiger Street / Rabbit Street	1240	Urban	Conc.	7	2003	SC 2008	SC 2017				4.2	4.4	8.6
	<i>Tiger Meadows Total</i>		<i>2879</i>	<i>0.55 mi.</i>										<i>*GPR not available, depth based off asbuilts</i>	

**IP 22-04 2022 Neighborhood Pavement Overlay Improvements
Street Segment Summary**

Street Description						Street History					GPR Summary						
Subdivision	Street	Segment Description	Length (feet)	Section (Urban / Rural)	Curb (Bit / Conc.)	2020 PASER	Year Built	Maint. 1	Maint. 2	Maint. 3	Maint. 4	Maint. 5	Avg HMA (inches)	Avg Agg. Base (inches)	Avg Section (inches)		
The Ponds of Ramsey	144th Avenue	Iodine Street / CDS	210	Urban	Conc.	7	2002	SC 2007	SC 2013	SC 2018			2.5*	4.0*	6.5*		
	144th Avenue	Iodine Street / Fluorine Street	731	Urban	Conc.	7	2002	SC 2007	SC 2018				2.5*	4.0*	6.5*		
	144th Avenue	Iodine Street E / Fluorine Street	203	Urban	Conc.	7	2002	SC 2007	SC 2018				2.5*	4.0*	6.5*		
	144th Court	144th Avenue / CDS	223	Urban	Conc.	7	2002	SC 2007	SC 2018				2.5*	4.0*	6.5*		
	144th Way	Iodine Street N / Iodine Street S	806	Urban	Conc.	7	2002	SC 2007	SC 2018				2.5*	4.0*	6.5*		
	145th Avenue	Fluorine Street / CDS	157	Urban	Conc.	7	2002	SC 2007	SC 2018				2.5*	4.0*	6.5*		
	145th Avenue	Iodine Street / Fluorine Street	615	Urban	Conc.	7	2002	SC 2007	SC 2018				2.5*	4.0*	6.5*		
	Fluorine Court	145th Avenue / 144th Avenue	486	Urban	Conc.	7	2002	SC 2007	SC 2018				2.5*	4.0*	6.5*		
	Iodine Street	144th Avenue E / 144th Avenue W	1769	Urban	Conc.	7	2002	SC 2007	SC 2018				2.5*	4.0*	6.5*		
	Iodine Street	144th Avenue W / W EOP	313	Urban	Conc.	7	2002	SC 2007	SC 2018				2.5*	4.0*	6.5*		
	Iodine Street	144th Way S / 144th Way E	258	Urban	Conc.	7	2002	SC 2007	SC 2018				2.5*	4.0*	6.5*		
	Iodine Street	145th Avenue / 144th Way	327	Urban	Conc.	7	2002	SC 2007	SC 2018				2.5*	4.0*	6.5*		
	Iodine Street	Nowthen Boulevard / 145th Avenue	242	Urban	Conc.	7	2002	SC 2007	SC 2018				2.5*	4.0*	6.5*		
	<i>The Ponds of Ramsey Total Length</i>			6340	1.2 mi.											<i>*GPR not available, depth based off asbuilts</i>	

CITY OF RAMSEY

NEIGHBORHOOD OVERLAY IMPROVEMENTS

CITY IMPROVEMENT PROJECT NO. 22-04

GOVERNING SPECIFICATIONS

THE 2020 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL GOVERN.

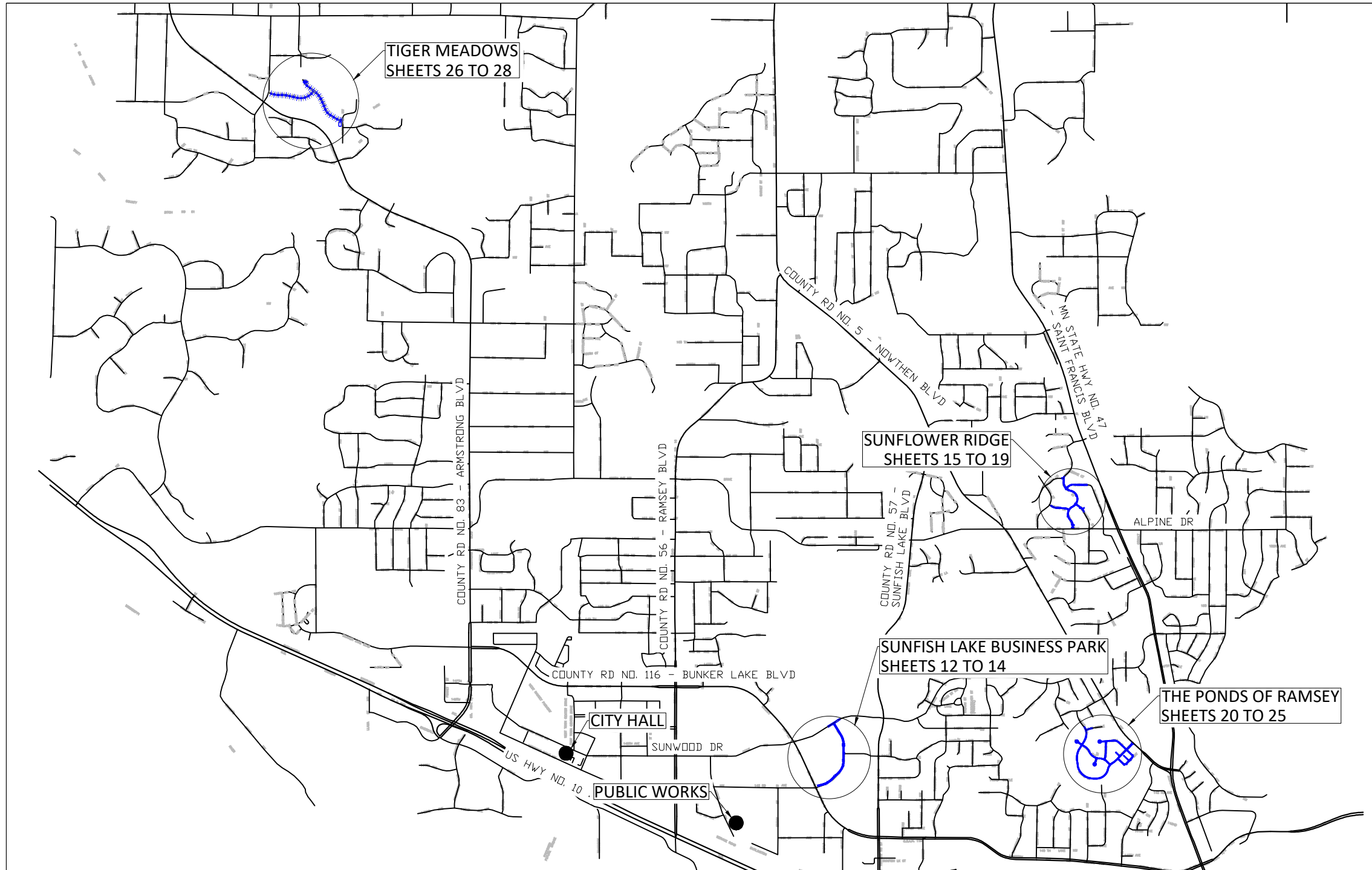
ALL FEDERAL, STATE AND LOCAL LAWS, REGULATIONS AND ORDINANCES SHALL BE COMPLIED WITH IN THE CONSTRUCTION OF THIS PROJECT.

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 XX SHEETS

SHEET No.	DESCRIPTION
01	TITLE SHEET
02	STATEMENT OF ESTIMATED QUANTITIES
03-05	CITY DETAILS
06-11	MNDOT PED RAMP DETAILS
12-14	BITUMINOUS MILL & OVERLAY - SUNFISH LAKE BUSINESS PARK
15-19	BITUMINOUS MILL & OVERLAY - SUNFLOWER RIDGE
20-25	BITUMINOUS MILL & OVERLAY - THE PONDS OF RAMSEY
26-28	BITUMINOUS MILL & OVERLAY - TIGER MEADOWS



LEGEND

- | | | | |
|--|--|--|-------------------------|
| | ADJUST SANITARY FRAME AND RING CASTING | | EASEMENT |
| | ADJUST STORM FRAME AND RING CASTING | | RIGHT OF WAY |
| | RESET CATCH BASIN | | ELECTRIC LINE |
| | GROUT CATCH BASIN | | GAS LINE |
| | FLARED END SECTION | | TELECOMMUNICATIONS LINE |
| | HYDRANT | | STORM SEWER |
| | ADJUST VALVE BOX | | SANITARY SEWER |
| | LIGHT POLE | | WATERMAIN |
| | | | SAWCUT FULL DEPTH |

- | | |
|--|---|
| | REMOVE CONCRETE WALK |
| | REMOVE BITUMINOUS TRAIL |
| | BITUMINOUS PAVEMENT PATCH |
| | HYDROSEED |
| | SODDING TYPE LAWN |
| | REMOVE & REPLACE CONCRETE CURB & GUTTER |
| | MILL & OVERLAY BITUMINOUS PAVEMENT |

INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE BETWEEN 5.0% MINIMUM AND 8.3% MAXIMUM IN THE DIRECTION SHOWN AND CROSS SLOPE SHALL NOT EXCEED 2.0%.

INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE GREATER THAN 2.0% AND LESS THAN 5.0% IN THE DIRECTION SHOWN AND CROSS SLOPE SHALL NOT EXCEED 2.0%.

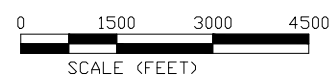
I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

JOE FERIANCEK, P.E.
 CIVIL ENGINEER II

57095 DATE 03/17/22
 LIC. NO.

DATE	REVISION

SHEET 01 OF 28 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

21-04 2021 NEIGHBORHOOD OVERLAY IMPROVEMENTS

STATEMENT OF ESTIMATED QUANTITIES

NOTE	ITEM No.	MNDOT No.	DESCRIPTION	UNIT	ESTIMATED QUANTITY
	1	2021.501	MOBILIZATION	LS	1
1	2	2104.503	REMOVE CONCRETE CURB AND GUTTER	LF	1,373
1	3	2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LF	2,206
1	4	2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LF	560
1	5	2104.504	REMOVE BITUMINOUS PAVEMENT	SY	90
1	6	2104.504	REMOVE CONCRETE WALK	SY	258
2	7	2211.507	AGGREGATE BASE CLASS 5 MODIFIED (CV)	CY	64
8	8	2231.604	BITUMINOUS PATCH	SY	432
1	9	2232.504	MILL BITUMINOUS SURFACE (2.0")	SY	25,100
1	10	2232.504	MILL BITUMINOUS SURFACE (1.5")	SY	20,853
3	11	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	3,217
4	12	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C) 2.0"	TON	2,836
4	13	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C) 1.5"	TON	1,767
	14	2503.602	GROUT CATCH BASIN	EA	68
	15	2503.602	RESET CATCH BASIN	EA	5
	16	2503.603	INTERIOR CHIMNEY SEAL	EA	54
	17	2504.602	ADJUST VALVE BOX	EA	48
6	18	2506.502	ADJUST FRAME AND RING CASTING	EA	57
6	19	2521.504	6" CONCRETE WALK	SY	347
6	20	2531.503	CONCRETE CURB & GUTTER DESIGN B618	LF	140
5	21	2531.503	CONCRETE CURB & GUTTER DESIGN SURMOUNTABLE	LF	1,233
	22	2531.604	7" CONCRETE VALLEY GUTTER	SY	7
	23	2531.618	TRUNCATED DOMES	SF	385
5	24	2540.601	LANDSCAPE RESTORATION	LS	1
7	25	2563.601	TRAFFIC CONTROL	LS	1
	26	2574.507	TOPSOIL (LV)	CY	45
	27	2574.508	FERTILIZER TYPE 3	LBS	2
	28	2575.504	SODDING TYPE LAWN	SY	345
10	29	2575.505	SEEDING	ACRE	0.02
9	30	2575.508	HYDRAULIC MULCH MATRIX	LBS	52
11	31	2575.508	SEED MIXTURE 25-151	LBS	2

PAY ITEM NOTES:

1. REMOVAL LIMITS SHALL BE MARKED IN THE FIELD BY CITY STAFF.
2. EV TO CV CONVERSION FACTOR = 1.25.
3. ESTIMATED QUANTITY BASED ON APPLICATION RATE OF 0.07 GAL/SY.
4. ESTIMATED QUANTITY BASED ON APPLICATION RATE OF 113 LB/SY-IN.
5. LUMP SUM QUANTITY SHALL INCLUDE ALL COST REQUIRED FOR MAINTAINING ALL FLAGGING OPERATIONS AS NECESSARY, MAINTAINING PEDESTRIAN ACCESS ROUTES, ANY SIGNAGE AND BARRICADES AS NECESSARY.
6. FINISH WITH CLEAR CURING COMPOUND.
7. CV TO LV CONVERSION FACTOR = 1.3.
8. BITUMINOUS PAVEMENT PATCH INCLUDES REMOVAL OF BITUMINOUS PAVEMENT BITUMINOUS CURB AND AGGREGATE BASE AS NECESSARY. INCLUDES PLACING AGGREGATE BASE, BITUMINOUS PAVEMENT AND BITUMINOUS CURB AS NECESSARY. BITUMINOUS PATCH AREAS WILL BE MARKED IN THE FIELD BY CITY STAFF AFTER THE MILLING OPERATION.
9. ESTIMATED QUANTITY BASED ON 120 LB/ACRE.
10. ESTIMATED QUANTITY BASED ON 4000 LB/ACRE.
11. ESTIMATED QUANTITY BASED ON 100 LB/ACRE.

GENERAL NOTES:

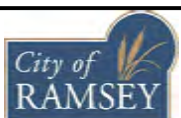
1. THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY. IT IS NOT GUARANTEED ANY OR ALL EXISTING UTILITIES ARE SHOWN. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK. HE AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY HIS FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.
2. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING IRRIGATION SYSTEMS WITHIN THE PROJECT CONSTRUCTION LIMITS BEFORE COMMENCING WORK. THE CONTRACTOR IS RESPONSIBLE FOR AVOIDING DAMAGE TO IRRIGATION SYSTEMS WHERE POSSIBLE.
3. PAVEMENT RADII AT INTERSECTIONS ARE ASSUMED 20 FEET AND AT CUL-DE-SAC ENTRANCES ARE ASSUMED TO BE 50 FEET UNLESS OTHERWISE NOTED.

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
 JOE FERIANCEK
 Date 03/17/22 Lic. No. 57095

DESIGNED BY:	LWC	DATE:	03/17/22
DRAWN BY:	LWC	FILE:	22-04
CHECKED BY:	JJF		



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

22-04 - STATEMENT OF ESTIMATED QUANTITIES

NEIGHBORHOOD OVERLAY IMPROVEMENTS
 CITY PROJECT NO. 22-04
 CITY OF RAMSEY, MINNESOTA

Notes:
 1. INSTALLATION OF 4" OF TOPSOIL REQUIRED ACROSS ALL DISTURBED AREAS.
 2. TOPSOIL IS DEFINED AS BLACK DIRT COMPOSED OF UNCONSOLIDATED MATERIAL, LARGELY UNDECOMPOSED ORGANIC MATTER WHICH IS SUITABLE FOUNDATION FOR VEGETATIVE GROWTH.
 3. THE COMPOSITION OF TOPSOIL SHOULD CONTAIN NO MORE THAN THIRTY-FIVE PERCENT (35%) SAND CONTENT.

APPROVED: 7 - 2019
 City of Ramsey
 STANDARD DETAILS: TOPSOIL REQUIREMENTS
 CITY PLATE No. ERO-6

APPROVED: 1 - 2016
 City of Ramsey
 STANDARD DETAILS: SANITARY MANHOLE
 CITY PLATE No. SEV-1

APPROVED: 4 - 2007
 City of Ramsey
 STANDARD DETAILS: CATCH BASIN
 CITY PLATE No. STO-1

NOTE: SUBMOUNTABLE CURB & GUTTER
 1. CATCH BASIN CASTING SHALL BE NEENAH R-3067 WITH GRATED BACK (BI-CYCLE SAFE) OR APPROVED EQUAL.
 2. FOR CATCH BASINS ADJACENT TO RADIUS, USE NEENAH R-3246R OR APPROVED EQUAL.

APPROVED: 7 - 2016
 City of Ramsey
 STANDARD DETAILS: STORMWATER CASTING
 CITY PLATE No. STO-4

NOTE: NOT TO SCALE

APPROVED: 3 - 2017
 City of Ramsey
 STANDARD DETAILS: RESET CATCH BASIN CASTING
 CITY PLATE No. STO-13

APPROVED: 1 - 2016
 City of Ramsey
 STANDARD DETAILS: CURB AND GUTTER
 CITY PLATE No. STR-1

APPROVED: 3 - 2017
 City of Ramsey
 STANDARD DETAILS: CROSS GUTTER
 CITY PLATE No. STR-2

APPROVED: 10 - 2015
 City of Ramsey
 STANDARD DETAILS: CONCRETE SIDEWALK
 CITY PLATE No. STR-3

APPROVED: 4 - 2018
 City of Ramsey
 STANDARD DETAILS: COMMERCIAL DRIVEWAY CURB CUT
 CITY PLATE No. STR-14

APPROVED: 2 - 2004
 City of Ramsey
 STANDARD DETAILS: RESIDENTIAL DRIVEWAY
 CITY PLATE No. STR-19

APPROVED: 6 - 2016
 City of Ramsey
 STANDARD DETAILS: STREET PATCHING STANDARDS
 CITY PLATE No. STR-25

TABLE A
 MODIFIED CLASS 5
 SPECIFICATIONS
 % PASSING

1"	100
3/4"	90 - 100
3/8"	50 - 80
No.4	35 - 70
No.10	20 - 60
No.40	10 - 35
No.200	5 - 10

APPROVED: 2 - 2003
 City of Ramsey
 STANDARD DETAILS: MODIFIED CLASS 5 SPECIFICATIONS
 CITY PLATE No. STR-26

APPROVED: 1 - 2016
 City of Ramsey
 STANDARD DETAILS: RESIDENTIAL DRIVEWAY - NO SIDEWALK
 CITY PLATE No. STR-30

CITY DETAIL: REPLACE STORM SEWER CASTING

APPROVED: 1 - 2016
 City of Ramsey
 STANDARD DETAILS: REPLACE STORM SEWER CASTING
 CITY PLATE No. STR-30

APPROVED: 1 - 2016
 City of Ramsey
 STANDARD DETAILS: BITUMINOUS TRAIL
 CITY PLATE No. PARK-1

APPROVED: 1 - 2022
 City of Ramsey
 STANDARD DETAILS: SANITARY MANHOLE ADJUSTING RINGS & CHIMNEY SEAL
 CITY PLATE No. SEV-7

APPROVED: 1 - 2022
 City of Ramsey
 STANDARD DETAILS: SANITARY MANHOLE ADJUSTING RINGS & CHIMNEY SEAL
 CITY PLATE No. SEV-7

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 Ferianec
 JOE FERIANEC
 Date 03/17/22 Lic. No. 57095

DESIGNED BY: LWC
 DRAWN BY: LWC
 CHECKED BY: JIF

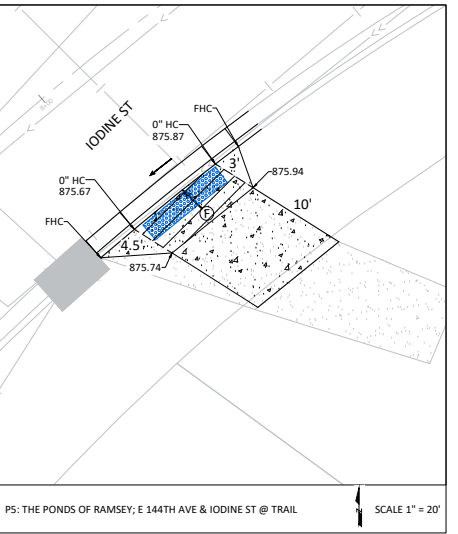
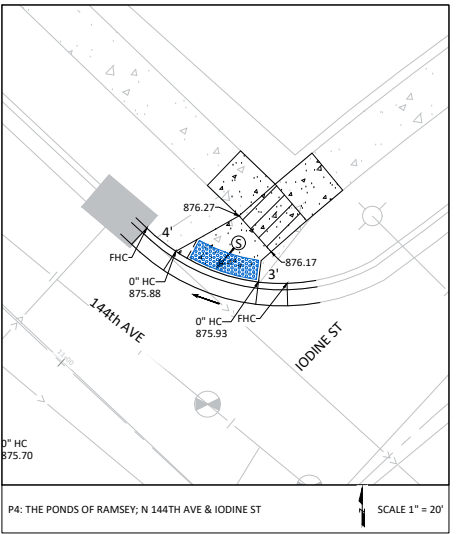
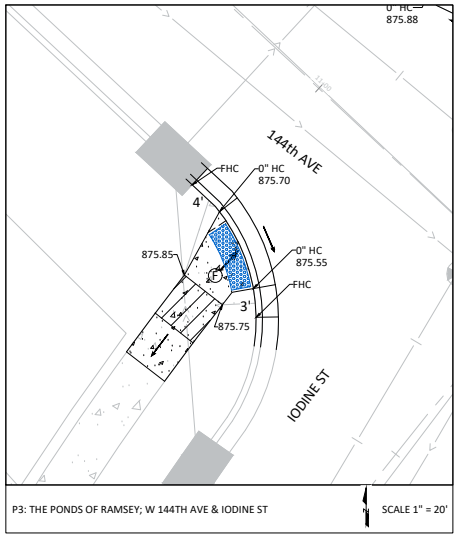
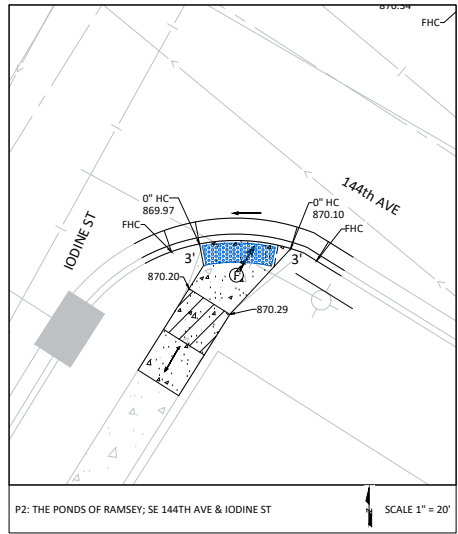
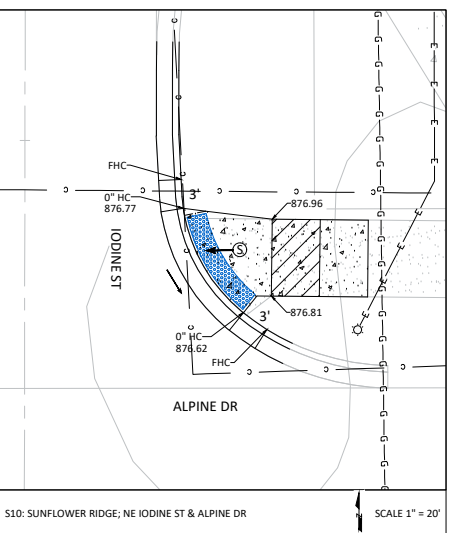
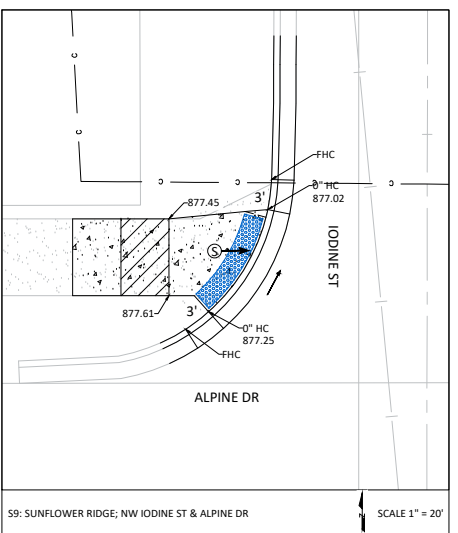
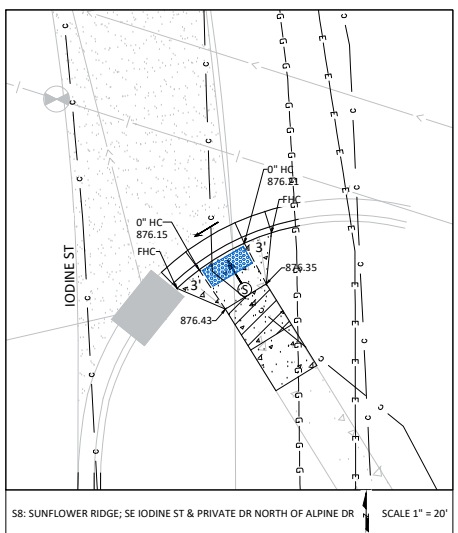
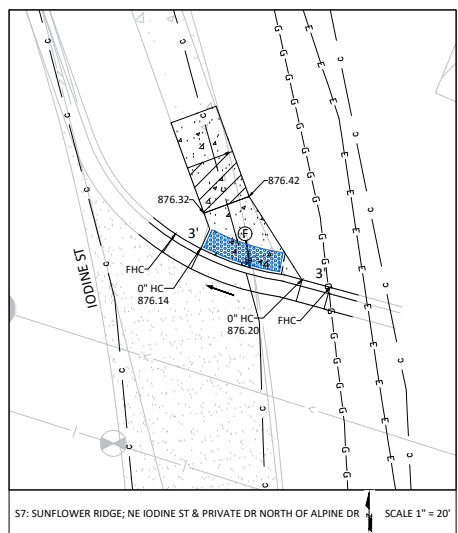
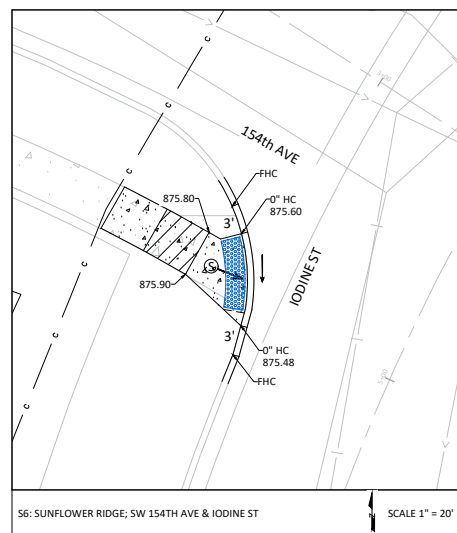
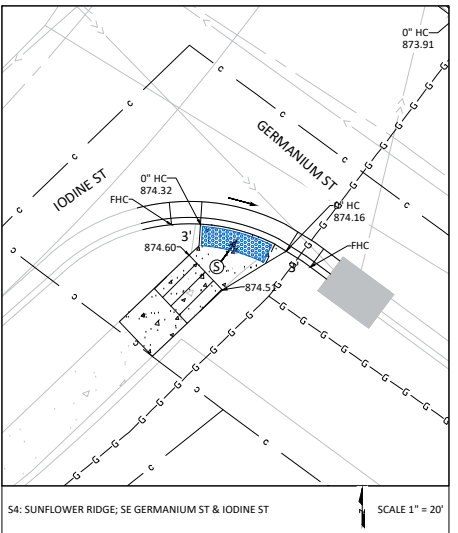
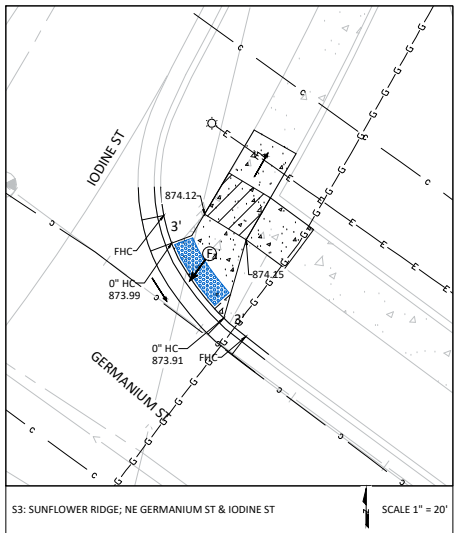
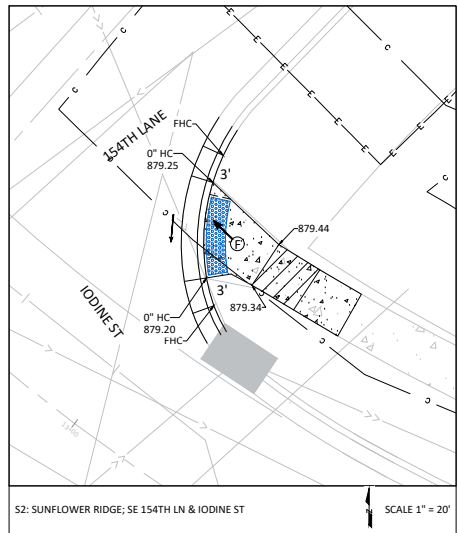
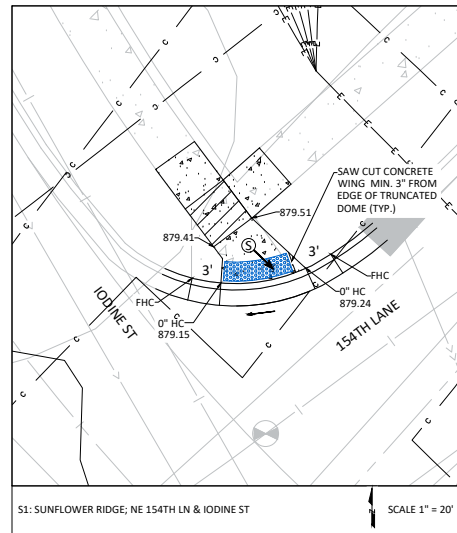
DATE: 03/17/22
 FILE: 22-04

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

22-04 - CITY DETAILS

NEIGHBORHOOD OVERLAY IMPROVEMENTS
 CITY PROJECT NO. 22-04
 CITY OF RAMSEY, MINNESOTA

SHEET 03 OF 28 SHEETS



PED RAMP LEGEND

- Ⓢ INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE BETWEEN 5.0% MINIMUM AND 8.3% MAXIMUM IN THE DIRECTION SHOWN AND CROSS SLOPE SHALL NOT EXCEED 2.0%.
- Ⓣ INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE GREATER THAN 2.0% AND LESS THAN 5.0% IN THE DIRECTION SHOWN AND CROSS SLOPE SHALL NOT EXCEED 2.0%.
- ▨ LANDING AREA - 4'x4' MIN. DIMENSIONS AND MAX 2.0% SLOPE IN ALL DIRECTIONS.
- DRAINAGE FLOW ARROW
- c- ELECTRIC LINE
- t- TELECOMMUNICATIONS LINE
- g- GAS LINE
- - - SAW CUT CONCRETE

NOTE:

- PEDESTRIAN RAMP LANDINGS AND ADDITIONAL PANEL REMOVALS ARE TO ASSUMED TO BE 5 FT LONG EACH UNLESS OTHERWISE NOTED.
- SAW CUTS SHOWN ARE TO PREVENT UNWANTED CRACKING AT EDGE OF TRUNCATED DOMES. ADDITIONAL SAW CUTTING MAY BE REQUIRED AT EDGE OF CONCRETE PANELS.

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
JOE FERIANCEK
 Date 03/17/22 Lic. No. 57095

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

DATE: 03/17/22
 FILE: 22-04

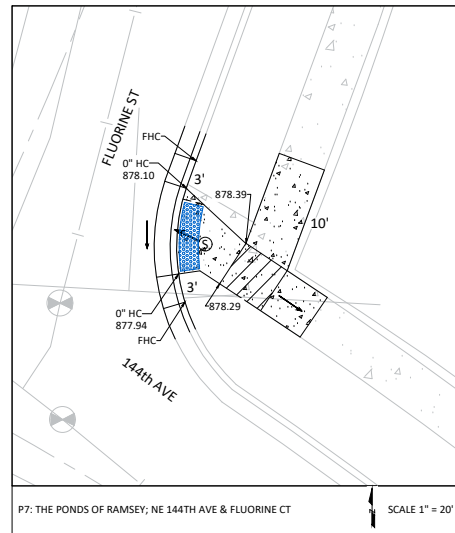
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22-04 - CITY DETAILS

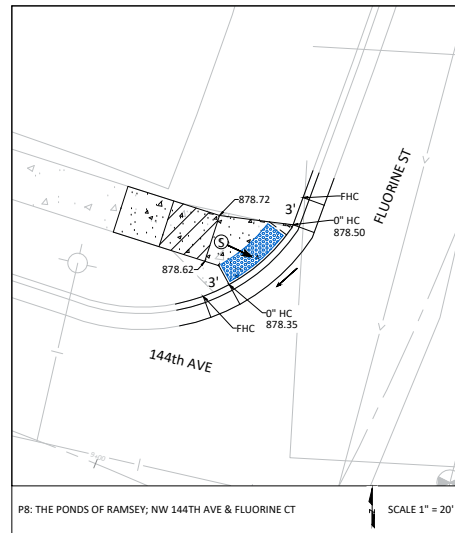
NEIGHBORHOOD OVERLAY IMPROVEMENTS
CITY PROJECT NO. 22-04
 CITY OF RAMSEY, MINNESOTA



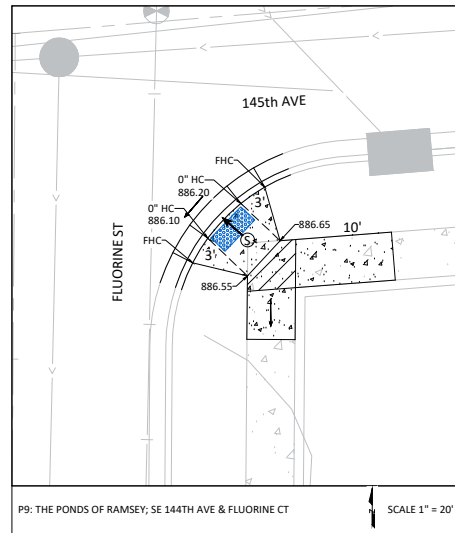
P6: THE PONDS OF RAMSEY; IODINE ST @ TRAIL S OF 144TH AVE SCALE 1" = 20'



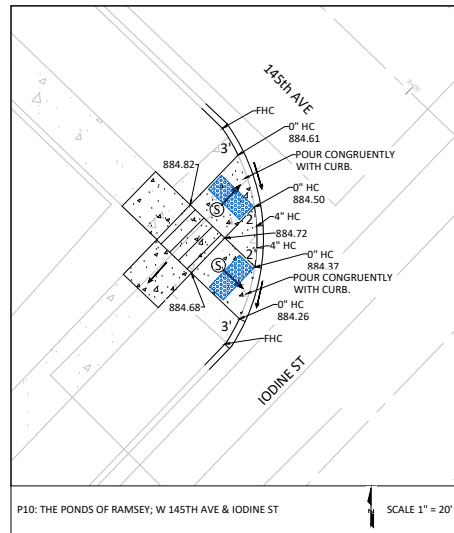
P7: THE PONDS OF RAMSEY; NE 144TH AVE & FLUORINE CT SCALE 1" = 20'



P8: THE PONDS OF RAMSEY; NW 144TH AVE & FLUORINE CT SCALE 1" = 20'



P9: THE PONDS OF RAMSEY; SE 144TH AVE & FLUORINE CT SCALE 1" = 20'



P10: THE PONDS OF RAMSEY; W 145TH AVE & IODINE ST SCALE 1" = 20'

PED RAMP LEGEND

Ⓢ INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE BETWEEN 5.0% MINIMUM AND 8.3% MAXIMUM IN THE DIRECTION SHOWN AND CROSS SLOPE SHALL NOT EXCEED 2.0%.

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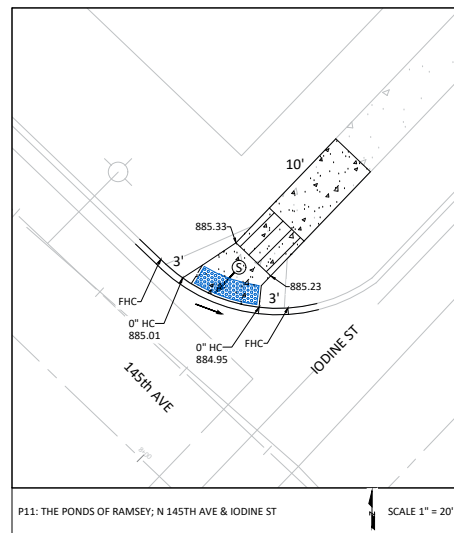
← DRAINAGE FLOW ARROW

-e- ELECTRIC LINE

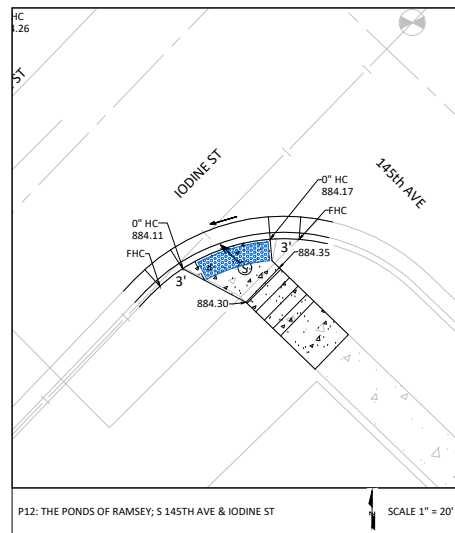
-c- TELECOMMUNICATIONS LINE

-g- GAS LINE

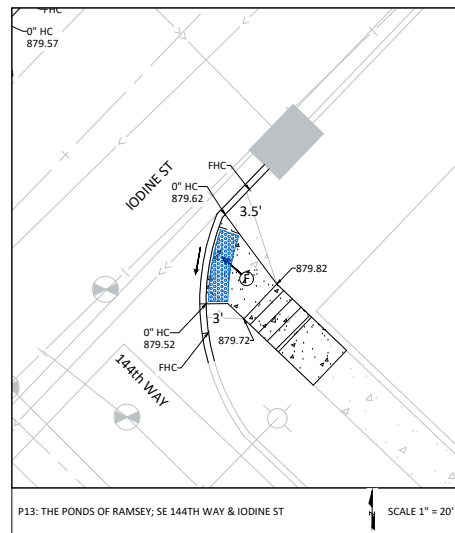
--- SAW CUT CONCRETE



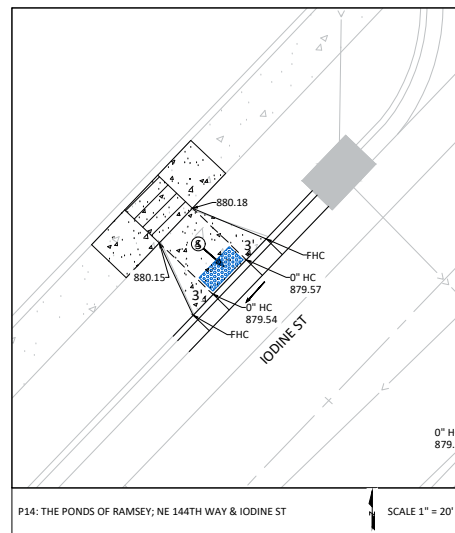
P11: THE PONDS OF RAMSEY; N 145TH AVE & IODINE ST SCALE 1" = 20'



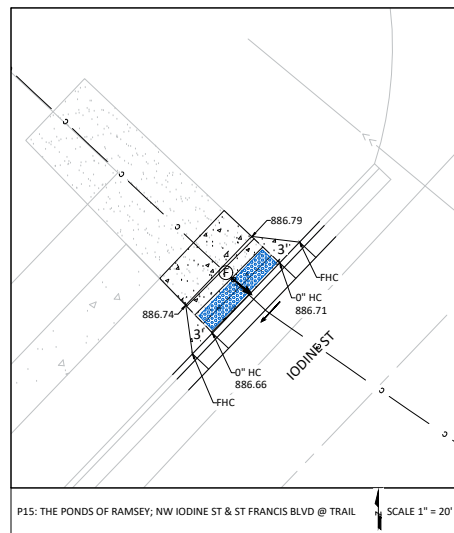
P12: THE PONDS OF RAMSEY; S 145TH AVE & IODINE ST SCALE 1" = 20'



P13: THE PONDS OF RAMSEY; SE 144TH WAY & IODINE ST SCALE 1" = 20'



P14: THE PONDS OF RAMSEY; NE 144TH WAY & IODINE ST SCALE 1" = 20'



P15: THE PONDS OF RAMSEY; NW IODINE ST & ST FRANCIS BLVD @ TRAIL SCALE 1" = 20'



P16: THE PONDS OF RAMSEY; SW IODINE ST & ST FRANCIS BLVD @ TRAIL SCALE 1" = 20'

NOTE:

- PEDESTRIAN RAMP LANDINGS AND ADDITIONAL PANEL REMOVALS ARE TO ASSUMED TO BE 5 FT LONG EACH UNLESS OTHERWISE NOTED.
- SAW CUTS SHOWN ARE TO PREVENT UNWANTED CRACKING AT EDGE OF TRUNCATED DOMES. ADDITIONAL SAW CUTTING MAY BE REQUIRED AT EDGE OF CONCRETE PANELS.

DATE	REVISION

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Joe Feriancek
 JOE FERIANCEK
 Date 03/17/22 Lic. No. 57095

DESIGNED BY: LWC
 DRAWN BY: LWC DATE: 03/17/22
 CHECKED BY: JJF FILE: 22-04

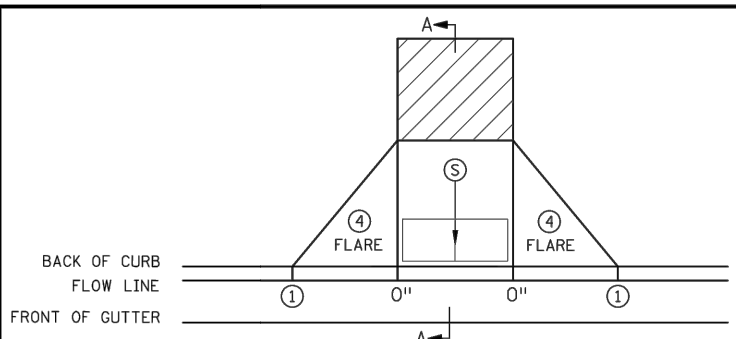
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 (763) 427-1410 FAX (763) 433-9898

22-04 - CITY DETAILS

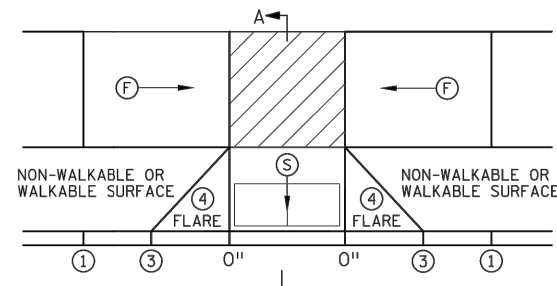
NEIGHBORHOOD OVERLAY IMPROVEMENTS
 CITY PROJECT NO. 22-04
 CITY OF RAMSEY, MINNESOTA

PLOTTED/REVISED: 4-APR-2018

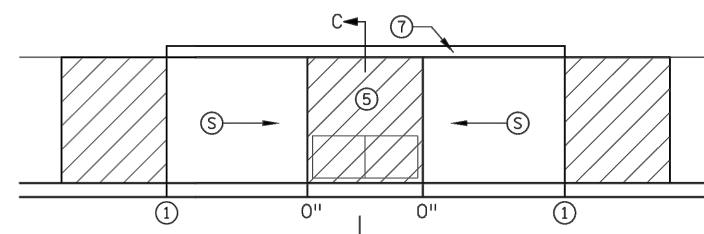
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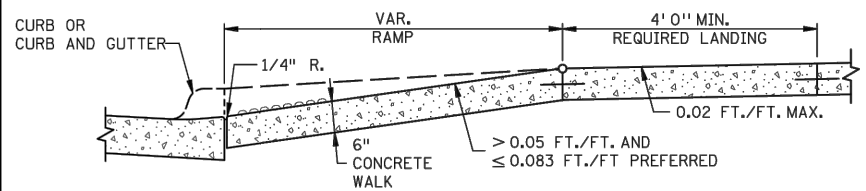
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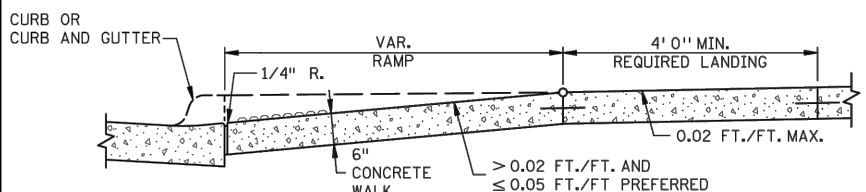
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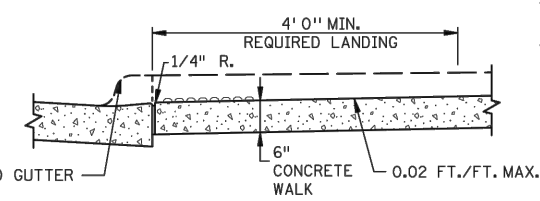
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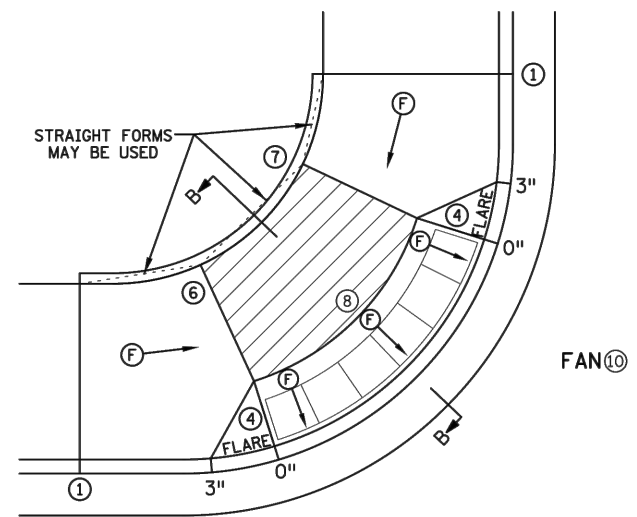
SECTION A-A
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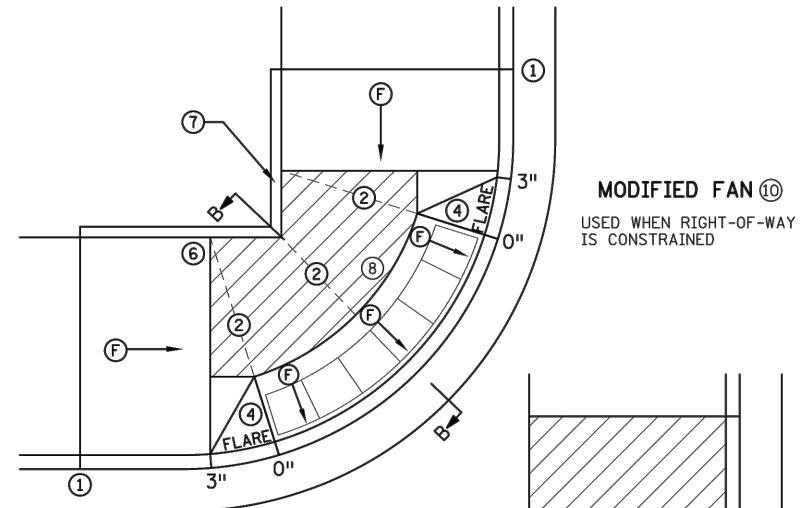
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 FAN



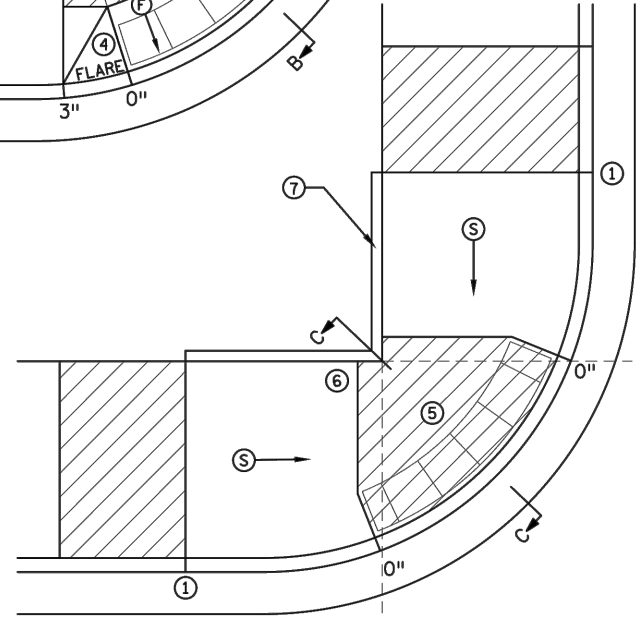
SECTION C-C
 PARALLEL/DEPRESSED CORNER



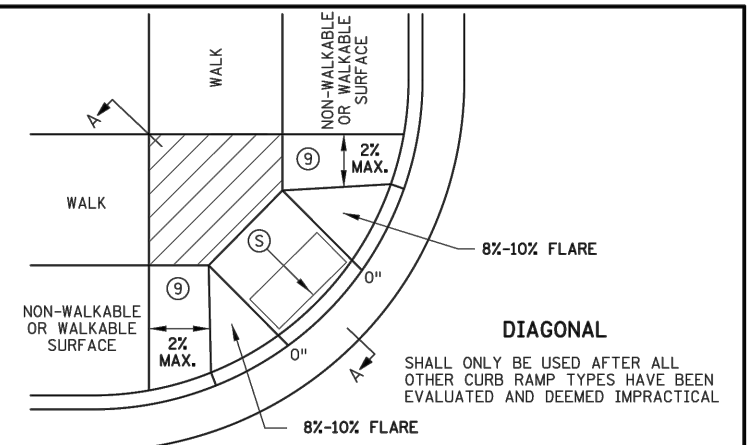
FAN 10



MODIFIED FAN 10
 USED WHEN RIGHT-OF-WAY IS CONSTRAINED



DEPRESSED CORNER



DIAGONAL

NOTES:

- LANDINGS SHALL BE LOCATED ANYWHERE THE PEDESTRIAN ACCESS ROUTE (PAR) CHANGES DIRECTION, AT THE TOP OF RAMPS THAT HAVE RUNNING SLOPES GREATER THAN 5.0%, AND IF THE APPROACHING WALK IS INVERSE GRADE GREATER THAN 2%.
 - INITIAL CURB RAMP LANDINGS SHALL BE CONSTRUCTED WITHIN 15' FROM THE BACK OF CURB, WITH 6' FROM THE BACK OF CURB BEING THE PREFERRED DISTANCE, ONLY APPLICABLE WHEN THE INITIAL RAMP RUNNING SLOPE IS OVER 5.0%.
 - SECONDARY CURB RAMP LANDINGS ARE REQUIRED FOR EVERY 30" OF VERTICAL RISE WHEN THE LONGITUDINAL RUNNING SLOPE IS GREATER THAN 5.0%.
 - CONTRACTION JOINTS SHALL BE CONSTRUCTED ALONG ALL GRADE BREAKS WITHIN THE PAR. 1/4" DEEP VISUAL JOINTS SHALL BE USED AT THE TOPS OF CONCRETE FLARES ADJACENT TO WALKABLE SURFACES.
 - ALL GRADE BREAKS WITHIN THE PAR SHALL BE PERPENDICULAR TO THE PATH OF TRAVEL, THUS BOTH SIDES OF A SLOPED WALKING SURFACE MUST BE EQUAL LENGTH, (EXCEPT AS STATED IN 6) BELOW.
 - TO ENSURE INITIAL RAMPS AND INITIAL LANDINGS ARE PROPERLY CONSTRUCTED, LANDINGS SHALL BE CAST SEPARATELY, FOLLOW SIDEWALK REINFORCEMENT DETAILS ON SHEET 6 AND THE ADA SPECIAL PROVISIONS - PROSECUTION OF WORK (ADA).
 - TOP OF CURB SHALL MATCH PROPOSED ADJACENT WALK GRADE.
 - WHEN THE BOULEVARD IS 4' WIDE OR LESS, THE TOP OF CURB TAPER SHALL MATCH THE RAMP SLOPES TO REDUCE NEGATIVE BOULEVARD SLOPES FROM THE TOP BACK OF CURB TO THE PAR.
 - ALL RAMP TYPES SHOULD HAVE A MINIMUM 3' LONG RAMP LENGTH.
 - 4' MINIMUM WIDTH OF DETECTABLE WARNING IS REQUIRED FOR ALL RAMPS. DETECTABLE WARNINGS SHALL CONTINUOUSLY EXTEND FOR A MIN. OF 24" IN THE PATH OF TRAVEL. DETECTABLE WARNING TO COVER ENTIRE WIDTH OF SHARED-USE PATHS AND THE ENTIRE PAR WIDTH OF THE WALK. DETECTABLE WARNING SHOULD BE 6" LESS THAN THE PAR/TRAIL WIDTH. ARC LENGTH OF RADIAL DETECTABLE WARNINGS SHOULD NOT BE GREATER THAN 20 FEET.
 - RECTANGULAR DETECTABLE WARNINGS SHALL BE SETBACK 3" FROM THE BACK OF CURB. RADIAL DETECTABLE WARNINGS SHALL BE SETBACK 3" MINIMUM TO 6" MAXIMUM FROM THE BACK OF CURB.
- 1 MATCH FULL HEIGHT CURB.
 - 2 4' MINIMUM DEPTH LANDING REQUIRED ACROSS TOP OF RAMP.
 - 3 3" HIGH CURB WHEN USING A 3' LONG RAMP, 4" HIGH CURB WHEN USING A 4' LONG RAMP.
 - 4 SEE SHEET 4 OF 6, TYPICAL SIDE TREATMENT OPTIONS, FOR DETAILS ON FLARES AND RETURNED CURBS, WHEN INITIAL LANDING IS AT FULL CURB HEIGHT.
 - 5 DETECTABLE WARNINGS MAY BE PART OF THE 4' X 4' MIN. LANDING AREA IF IT IS NOT FEASIBLE TO CONSTRUCT THE LANDING OUTSIDE OF THE DETECTABLE WARNING AREA.
 - 6 THE GRADE BREAK SHALL BE PERPENDICULAR TO THE BACK OF WALK. THIS WILL ENSURE THAT THE GRADE BREAK IS PERPENDICULAR TO THE DIRECTION OF TRAVEL. (TYPICAL FOR ALL)
 - 7 WHEN ADJACENT TO GRASS, GRADING SHALL ALWAYS BE USED WHEN FEASIBLE. V CURB, IF USED, SHALL BE PLACED OUTSIDE THE SIDEWALK LIMITS WHEN RIGHT OF WAY ALLOWS. WHEN ADJACENT TO PARKING LOTS, CONCRETE OR BITUMINOUS TAPERS SHOULD BE USED OVER V CURB TO REDUCE TRIPPING HAZARDS AND FACILITATE SNOW & ICE REMOVAL.
 - 8 A 7' MIN TOP RADIUS GRADE BREAK REQUIRED TO BE CONSTRUCTIBLE.
 - 9 PAVE FULL WALK WIDTH.
 - 10 "S" SLOPES ON FANS SHALL ONLY BE USED WHEN ALL OTHER FEASIBLE OPTIONS HAVE BEEN EVALUATED AND DEEMED IMPRACTICAL.

LEGEND	
(S)	INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE BETWEEN 5.0% MINIMUM AND 8.3% MAXIMUM IN THE DIRECTION SHOWN AND THE CROSS SLOPE SHALL NOT EXCEED 2.0%.
(F)	INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE GREATER THAN 2.0% AND LESS THAN 5.0% IN THE DIRECTION SHOWN AND CROSS SLOPE SHALL NOT EXCEED 2.0%.
[Hatched Box]	LANDING AREA - 4' X 4' MIN. (5' X 5' MIN. PREFERRED) DIMENSIONS AND MAX 2.0% SLOPE IN ALL DIRECTIONS. LANDING SHALL BE FULL WIDTH OF INCOMING PAR.
X"	CURB HEIGHT

REVISION:
 APPROVED: JANUARY 23, 2017
 OPERATIONS ENGINEER

MINNESOTA DEPARTMENT OF TRANSPORTATION
 STANDARD PLAN 5-297.250 1 OF 6
 APPROVED: 1-23-2017
 REVISOR:
 STATE PROJ. NO. (T.H.) SHEET NO. OF SHEETS

PEDESTRIAN CURB RAMP DETAILS

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 FERIANECK
 Date 03/17/22 Lic. No. 57095

DESIGNED BY: LWC
 DRAWN BY: LWC DATE: 03/17/22
 CHECKED BY: JIF FILE: 22-04

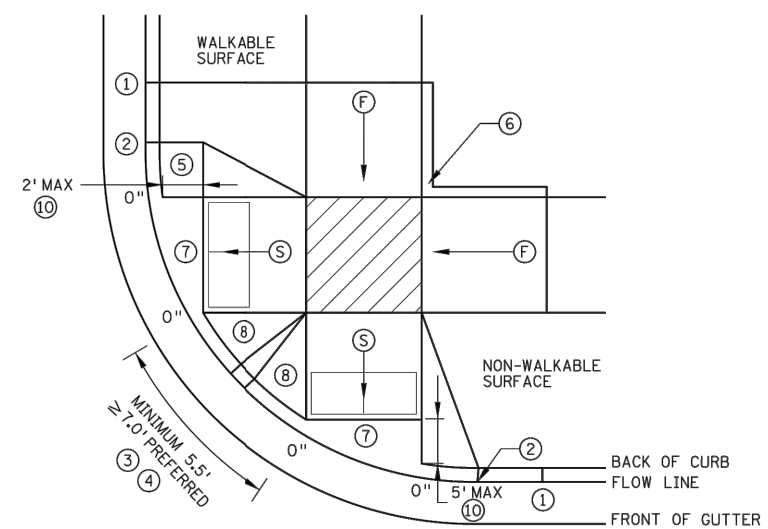
CITY OF RAMSEY
 7550 SUNWOOD DRIVE
 RAMSEY, MN 55303
 (763) 427-1410 FAX (763) 433-9898

22-04 - MNDOT PED RAMP DETAILS

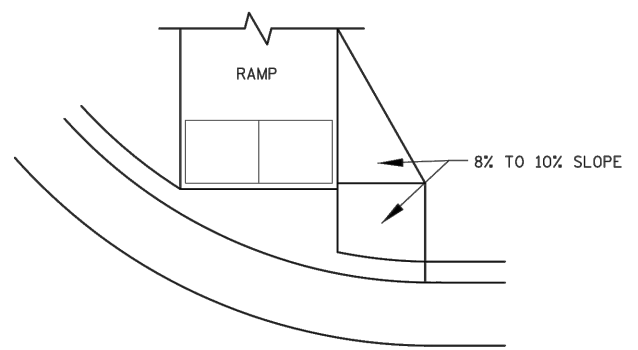
NEIGHBORHOOD OVERLAY IMPROVEMENTS
 CITY PROJECT NO. 22-04
 CITY OF RAMSEY, MINNESOTA

PLOTTED/REVISED: 4-APR-2018

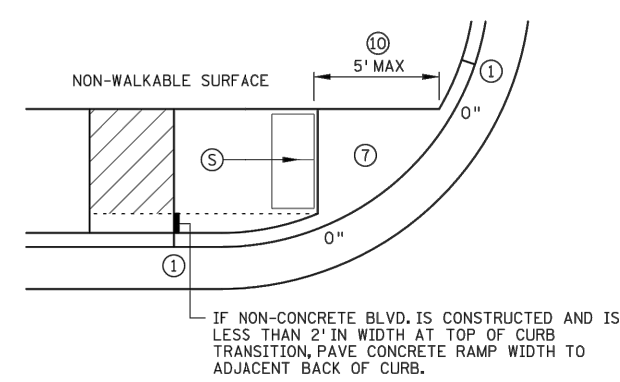
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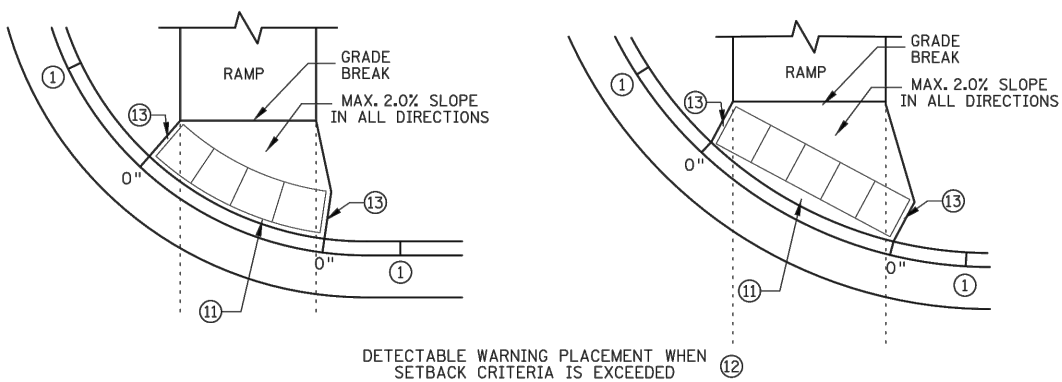
COMBINED DIRECTIONAL ⑨



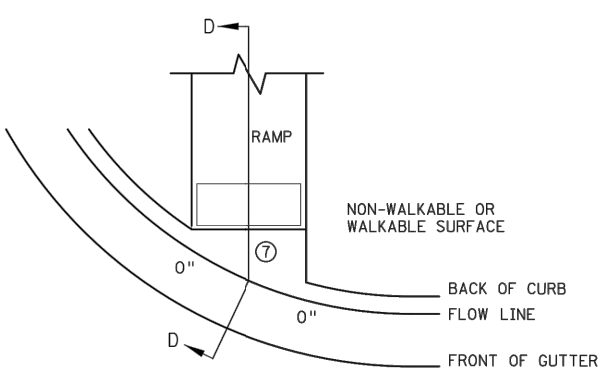
DIRECTIONAL RAMP WALKABLE FLARE



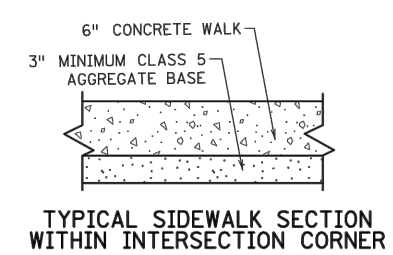
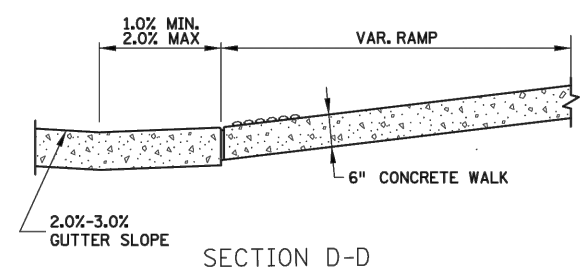
STANDARD ONE-WAY DIRECTIONAL ⑨



ONE-WAY DIRECTIONAL WITH DETECTABLE WARNING AT BACK OF CURB



CURB FOR DIRECTIONAL RAMPS ⑭



LEGEND	
THESE LONGITUDINAL SLOPE RANGES SHALL BE THE STARTING POINT. IF SITE CONDITIONS WARRANT, LONGITUDINAL SLOPES UP TO 8.3% OR FLATTER ARE ALLOWED.	
(S)	INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE BETWEEN 5.0% MINIMUM AND 8.3% MAXIMUM IN THE DIRECTION SHOWN AND THE CROSS SLOPE SHALL NOT EXCEED 2.0%.
(F)	INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE GREATER THAN 2.0% AND LESS THAN 5.0% IN THE DIRECTION SHOWN AND CROSS SLOPE SHALL NOT EXCEED 2.0%.
(Hatched Box)	LANDING AREA - 4' X 4' MIN. (5' X 5' MIN. PREFERRED) DIMENSIONS AND MAX. 2.0% SLOPE IN ALL DIRECTIONS. LANDING SHALL BE FULL WIDTH OF INCOMING PAR.
(X)	CURB HEIGHT

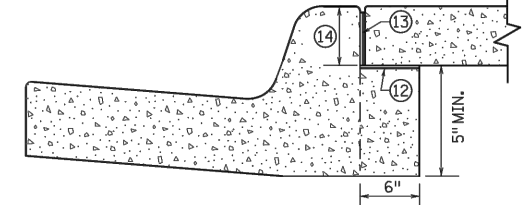
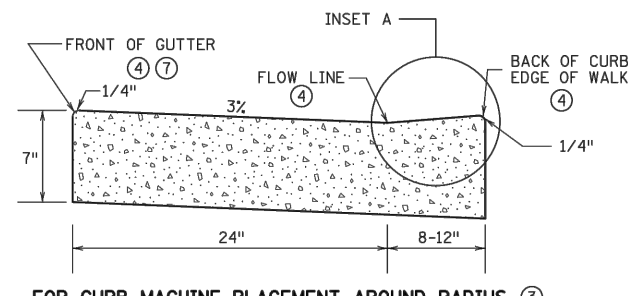
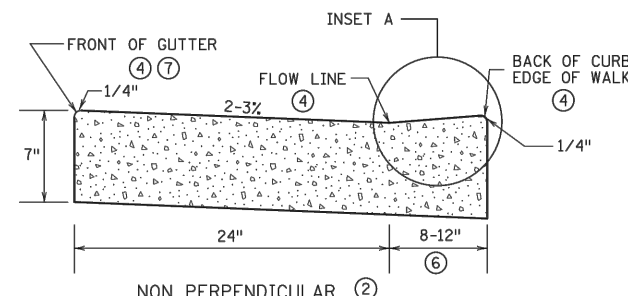
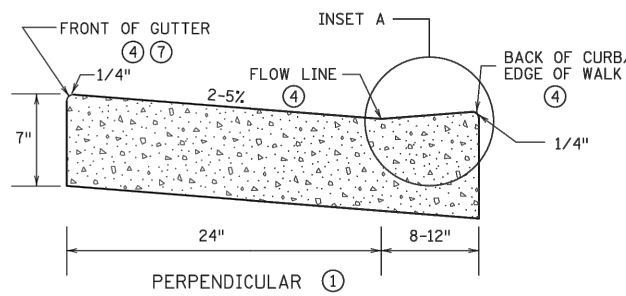
- NOTES:
- LANDINGS SHALL BE LOCATED ANYWHERE THE PEDESTRIAN ACCESS ROUTE (PAR) CHANGES DIRECTION, AT THE TOP OF RAMPS THAT HAVE RUNNING SLOPES GREATER THAN 5.0%, AND IF THE APPROACHING WALK IS INVERSE GRADE.
- INITIAL CURB RAMP LANDINGS SHALL BE CONSTRUCTED WITHIN 15' FROM THE BACK OF CURB, WITH 6' FROM THE BACK OF CURB BEING THE PREFERRED DISTANCE, ONLY APPLICABLE WHEN THE INITIAL RAMP RUNNING SLOPE IS OVER 5.0%.
- SECONDARY CURB RAMP LANDINGS ARE REQUIRED FOR EVERY 30" OF VERTICAL RISE WHEN THE LONGITUDINAL SLOPE IS GREATER THAN 5.0%.
- CONTRACTION JOINTS SHALL BE CONSTRUCTED ALONG ALL GRADE BREAKS WITHIN THE PAR. 1/4" DEEP VISUAL JOINTS SHALL BE USED AT THE TOP GRADE BREAK OF CONCRETE FLARES ADJACENT TO WALKABLE SURFACES.
- ALL GRADE BREAKS WITHIN THE PAR SHALL BE PERPENDICULAR TO THE PATH OF TRAVEL. THUS BOTH SIDES OF A SLOPED WALKING SURFACE MUST BE EQUAL LENGTH.
- TO ENSURE INITIAL RAMPS AND INITIAL LANDINGS ARE PROPERLY CONSTRUCTED, LANDINGS SHALL BE CAST SEPARATELY. FOLLOW SIDEWALK REINFORCEMENT DETAILS ON SHEET 6 AND THE ADA SPECIAL PROVISION (PROSECUTION OF WORK).
- TOP OF CURB SHALL MATCH PROPOSED ADJACENT WALK GRADE.
- WHEN THE BOULEVARD IS 4' WIDE OR LESS, THE TOP OF CURB TAPER SHALL MATCH THE RAMP SLOPES TO REDUCE NEGATIVE BOULEVARD SLOPES FROM THE TOP BACK OF CURB TO THE PAR.
- ALL RAMP TYPES SHOULD HAVE A MINIMUM 3' LONG RAMP LENGTH.
- 4' MINIMUM WIDTH OF DETECTABLE WARNING IS REQUIRED FOR ALL RAMPS. DETECTABLE WARNINGS SHALL CONTINUOUSLY EXTEND FOR A MIN. OF 24" IN THE PATH OF TRAVEL. DETECTABLE WARNING TO COVER ENTIRE WIDTH OF SHARED-USE PATH AND THE ENTIRE PAR WIDTH OF THE WALK. DETECTABLE WARNING SHOULD BE 6" LESS THAN THE PAR/PATH WIDTH. ARC LENGTH OF RADIAL DETECTABLE WARNINGS SHOULD NOT BE GREATER THAN 20 FEET.
- RADIAL DETECTABLE WARNINGS SHALL BE SETBACK 3" MINIMUM TO 6" MAXIMUM FROM THE BACK OF CURB. SEE NOTES ⑩ & ⑪ FOR INFORMATION REGARDING RECTANGULAR DETECTABLE WARNING PLACEMENT.
- MATCH FULL CURB HEIGHT.
 - 3" HIGH CURB WHEN USING A 3' LONG RAMP
4" HIGH CURB WHEN USING A 4' LONG RAMP.
 - 3" MINIMUM CURB HEIGHT (5.5' MIN. DISTANCE REQUIRED BETWEEN DOMES)
4" PREFERRED (7' MIN. DISTANCE REQUIRED BETWEEN DOMES).
 - THE "BUMP" IN BETWEEN THE RAMPS SHOULD NOT BE IN THE PATH OF TRAVEL FOR COMBINED DIRECTIONAL RAMPS. IF THIS OCCURS MODIFY THE RAMP LOCATION OR SWITCH RAMP TO A FAN/DEPRESSED CORNER.
 - WHEN USING CONCRETE PAVED FLARES ON THE OUTSIDE OF DIRECTIONAL RAMPS, AND ADJACENT TO A WALKABLE SURFACE, DIRECTIONAL RAMP FLARES SHOULD BE USED. SEE THE DETAIL ON THIS SHEET.
 - GRADING SHALL ALWAYS BE USED WHEN FEASIBLE. V CURB, IF USED, SHALL BE PLACED OUTSIDE THE SIDEWALK LIMITS WHEN RIGHT OF WAY ALLOWS. WHEN ADJACENT TO PARKING LOTS, CONCRETE OR BITUMINOUS TAPERS SHOULD BE USED OVER V CURB TO REDUCE TRIPPING HAZARDS AND FACILITATE SNOW & ICE REMOVAL.
 - MAX. 2.0% SLOPE IN ALL DIRECTIONS IN FRONT OF GRADE BREAK AND DRAIN TO FLOW LINE. SHALL BE CONSTRUCTED INTEGRAL WITH CURB AND GUTTER.
 - 8% TO 10% WALKABLE FLARE.
 - PLACE DOMES AT THE BACK OF CURB WHEN ALLOWABLE SETBACK CRITERIA IS EXCEEDED.
 - FRONT EDGE OF DETECTABLE WARNING SHALL BE SET BACK 2' MAXIMUM WHEN ADJACENT TO WALKABLE SURFACE, AND 5' MAXIMUM WHEN ADJACENT TO NON-WALKABLE SURFACE WITH ONE CORNER SET 3" FROM BACK OF CURB. A WALKABLE SURFACE IS DEFINED AS A PAVED SURFACE ADJACENT TO A CURB RAMP WITHOUT RAISED OBSTACLES THAT COULD MISTAKENLY BE TRAVERSED BY A USER WHO IS VISUALLY IMPAIRED.
 - RECTANGULAR DETECTABLE WARNINGS MAY BE SETBACK UP TO 9" FROM THE BACK OF CURB WITH CORNERS SET 3" FROM BACK OF CURB. IF 9" SETBACK IS EXCEEDED USE RADIAL DETECTABLE WARNINGS.
 - FOR DIRECTIONAL RAMPS WITH THE DETECTABLE WARNINGS PLACED AT THE BACK OF CURB, THE DETECTABLE WARNINGS SHALL COVER THE ENTIRE WIDTH OF THE WALK/PATH. THIS ENSURES A DETECTABLE EDGE AND HELPS ELIMINATE THE CURB TAPER OBSTRUCTING THE PATH OF PEDESTRIAN TRAVEL.
 - THE CONCRETE WALK SHALL BE FORMED AND CONSTRUCTED PERPENDICULAR TO THE BACK OF CURB. MAINTAIN 3" BETWEEN EDGE OF DOMES AND EDGE OF CONCRETE.
 - TO BE USED FOR ALL DIRECTIONAL RAMPS, EXCEPT WHERE DOMES ARE PLACED ALONG THE BACK OF CURB.

REVISION:
APPROVED: JANUARY 23, 2017
OPERATIONS ENGINEER

	STANDARD PLAN 5-297.250	2 OF 6	PEDESTRIAN CURB RAMP DETAILS	
		APPROVED: 1-23-2017		
DEPARTMENT OF TRANSPORTATION	STATE DESIGN ENGINEER	STATE PROJ. NO.	(T.H.)	SHEET NO. OF SHEETS

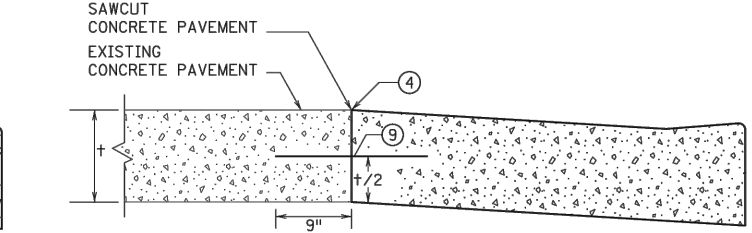
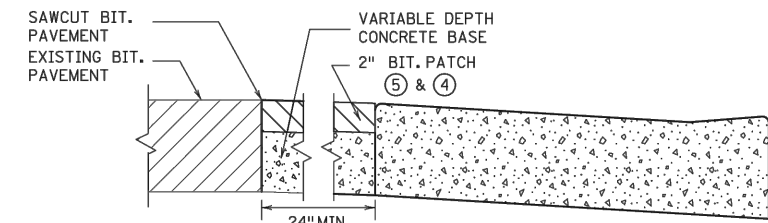
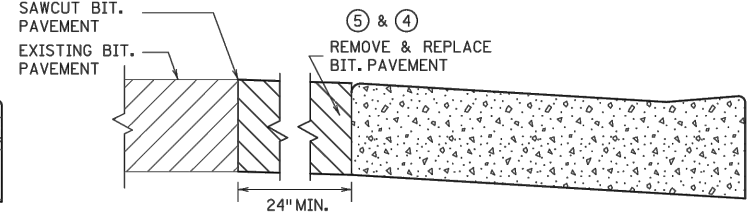
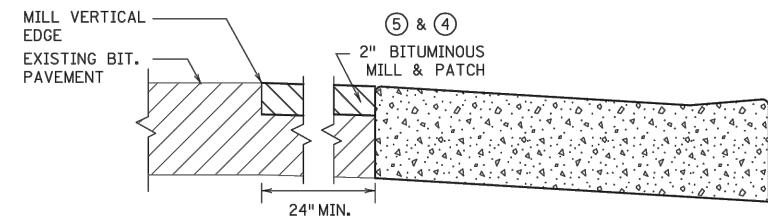
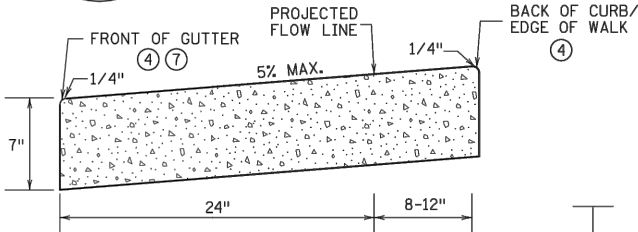
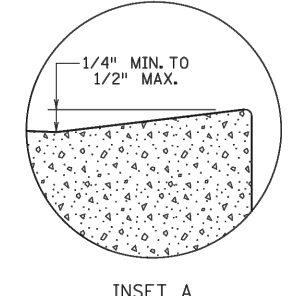
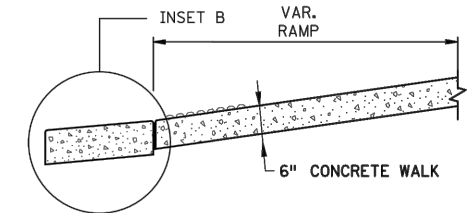
PLOTTED/REVISED: 4-APR-2018

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OPTIONAL SILL CURB WHEN SIDEWALK IS AT BACK OF CURB
CONCRETE SILL TO BE USED ONLY WHEN SPECIFIED IN THE PLAN.

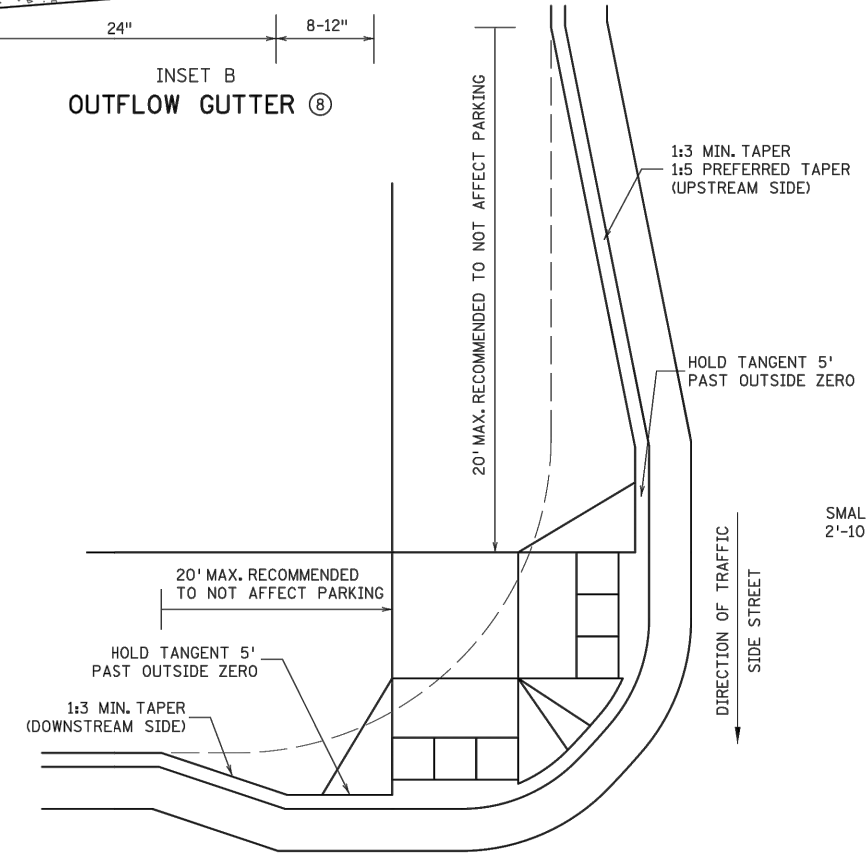
PEDESTRIAN ACCESS ROUTE CURB & GUTTER DETAIL



ONLY ALLOWED PER ENGINEER'S APPROVAL

PAVEMENT TREATMENT OPTIONS IN FRONT OF CURB & GUTTER
FOR USE ON CURB RAMP RETROFITS

- NOTES:**
- POSITIVE FLOW LINE DRAINAGE SHALL BE MAINTAINED THROUGH THE PEDESTRIAN ACCESS ROUTE (PAR) AT A 2% MAXIMUM. NO PONDING SHALL BE PRESENT IN THE PAR. ANY VERTICAL LIP THAT OCCURS AT THE FLOW LINE SHALL NOT BE GREATER THAN 1/4 INCH.
 - ① FOR USE AT CURB CUTS WHERE THE PEDESTRIAN'S PATH OF TRAVEL IS ASSUMED PERPENDICULAR TO THE GUTTER FLOW LINE. RAMP TYPES INCLUDE: PERPENDICULAR, TIERED PERPENDICULAR, PARALLEL, AND DIAGONAL RAMPS.
 - ② FOR USE AT CURB RAMPS WHERE THE PEDESTRIAN'S PATH OF TRAVEL IS ASSUMED NON PERPENDICULAR TO THE GUTTER FLOW LINE. RAMP TYPES INCLUDE: FANS & DEPRESSED CORNERS.
 - ③ BEGIN GUTTER SLOPE TRANSITION 10' OUTSIDE OF ALL CURB RAMPS.
 - ④ THERE SHALL BE NO VERTICAL DISCONTINUITIES GREATER THAN 1/4\".
 - ⑤ ELEVATION CHANGE TAKES PLACE FROM THE EXISTING TO NEW FRONT OF GUTTER. PATCH IS USED TO MATCH THE NEW GUTTER FACE INTO THE EXISTING ROADWAY.
 - ⑥ VARIABLE WIDTH FOR DIRECTIONAL CURB APPLICATIONS. SEE SHEET 2 FOR DIRECTIONAL CURB SLOPE REQUIREMENTS.
 - ⑦ TOP FRONT OF GUTTER SHALL BE CONSTRUCTED FLUSH WITH PROPOSED ADJACENT PAVEMENT ELEVATION. TOP 1.5\" OF THE GUTTER FACE MUST BE A FORMED EDGE. PAR GUTTER SHALL NOT BE OVERLAID.
 - ⑧ SHOULD BE USED AT VERTICALLY CONSTRAINED AREAS WHEN AT A DRAINAGE HIGH POINT OR SUPER ELEVATED ROADWAY SEGMENTS.
 - ⑨ DRILL AND GROUT NO. 4 EPOXY-COATED 18\" LONG TIE BARS AT 30\" CENTER TO CENTER INTO EXISTING CONCRETE PAVEMENT 1\" MINIMUM FROM ALL JOINTS.
 - ⑩ HELPS PROVIDE TWO SEPARATE RAMPS, REDUCES THE DOME SETBACK LENGTH AND MINIMIZES DIRECTIONAL CURB. THIS RADIUS DESIGN CLOSELY FOLLOWS THE TURNING VEHICLE PATH WHILE OPTIMIZING CURB RAMP LENGTH.
 - ⑪ CURB EXTENSIONS SHOULD BE USED IN VERTICALLY CONSTRAINED AREAS, USUALLY IN DOWNTOWN ROADWAY SEGMENTS WHERE ON-STREET PARKING IS AVAILABLE. CURB EXTENSIONS SHOULD BE CONSIDERED FOR APS INTERSECTIONS WHERE SPACE IS LIMITED. PUSH BUTTONS MUST MEET APS CRITERIA AS DESCRIBED IN THE PUSH BUTTON LOCATION DETAIL SHEET.
 - ⑫ PLACE BOND BREAKER BETWEEN WALK AND TOP OF SILL.
 - ⑬ 1/2\" PREFORMED JOINT FILLER PER MNDOT SPEC. 3702.
 - ⑭ DIMENSION TO BE SAME AS SIDEWALK THICKNESS, 4\" MIN.



COMBINED DIRECTIONAL (COMPOUND RADIUS)

REVISION:
APPROVED: JANUARY 23, 2017
OPERATIONS ENGINEER

DIRECTION OF TRAFFIC
MAIN STREET



STANDARD PLAN 5-297.250 3 OF 6
APPROVED: 1-23-2017
REVISOR:
STATE PROJ. NO. (T.H.) SHEET NO. OF SHEETS

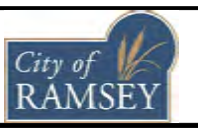
PEDESTRIAN CURB RAMP DETAILS

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 FERIANECK
Date 03/17/22 Lic. No. 57095

DESIGNED BY: LWC	DATE: 03/17/22
DRAWN BY: LWC	FILE: 22-04
CHECKED BY: JIF	



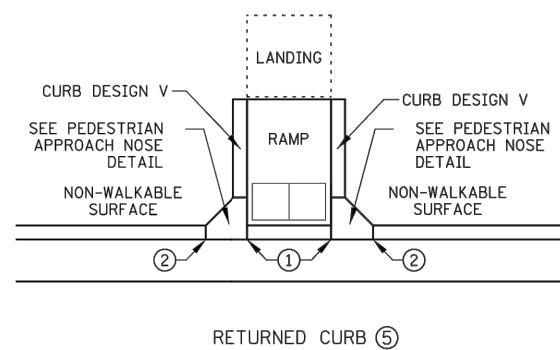
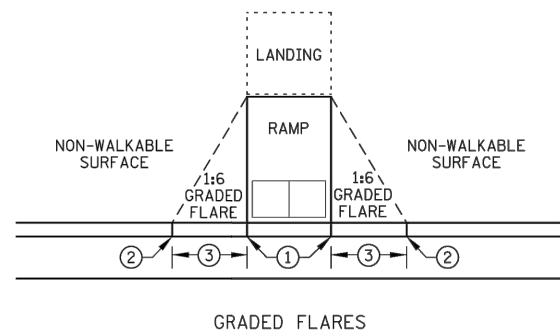
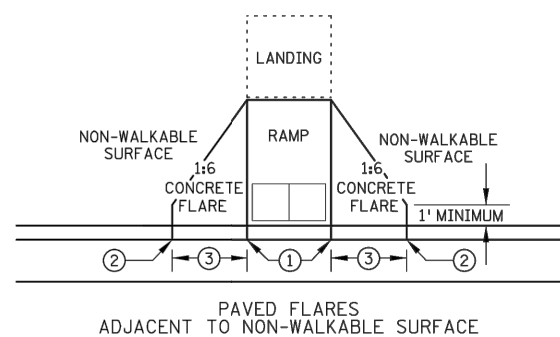
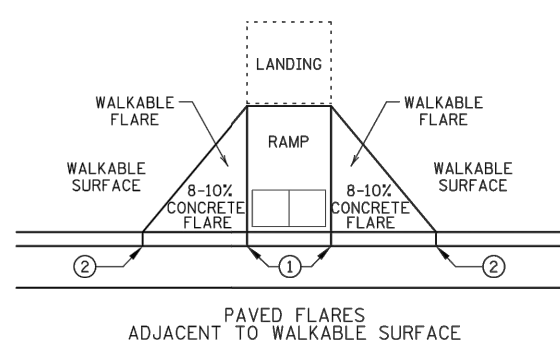
CITY OF RAMSEY
7550 SUNWOOD DRIVE
RAMSEY, MN 55303
(763) 427-1410 FAX (763) 433-9898

22-04 - MNDOT PED RAMP DETAILS

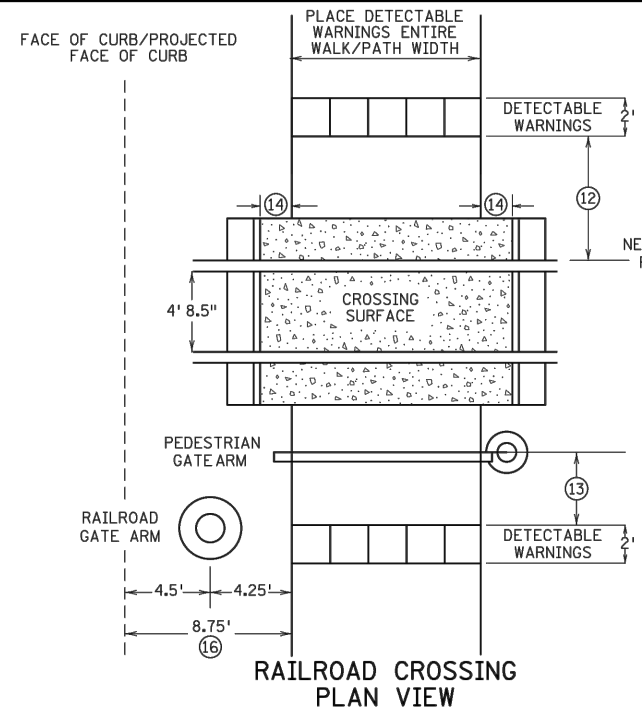
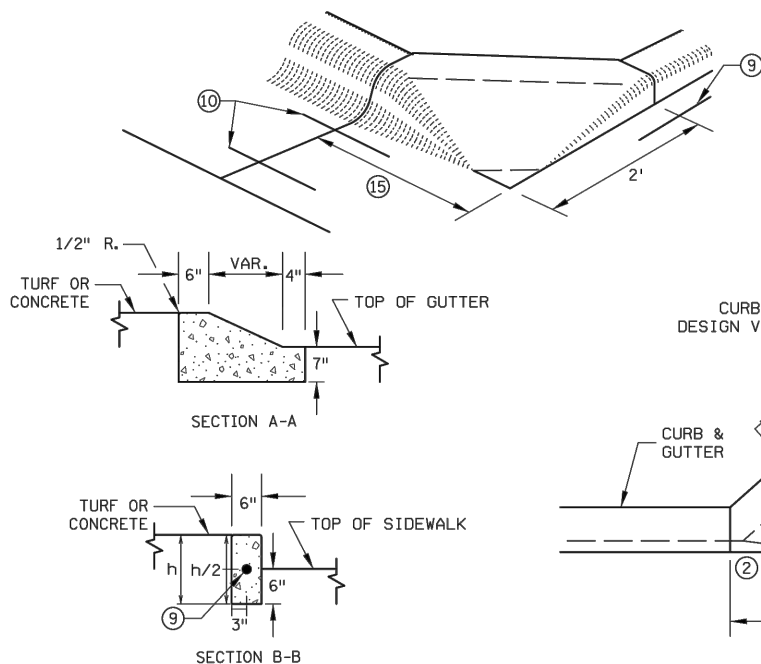
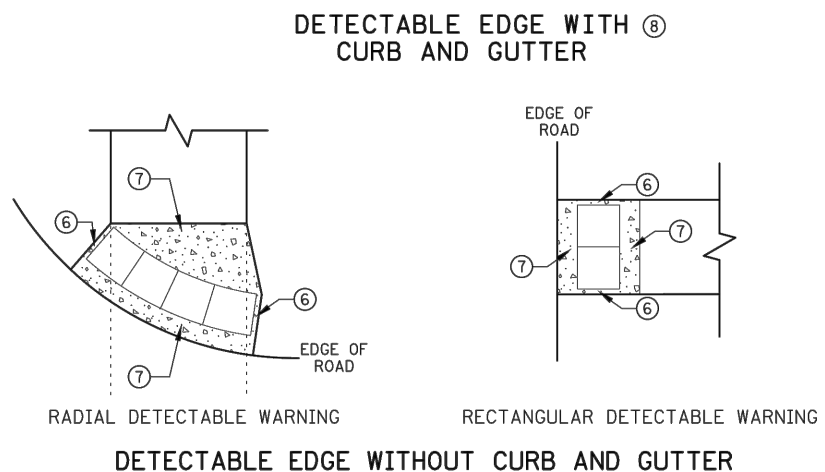
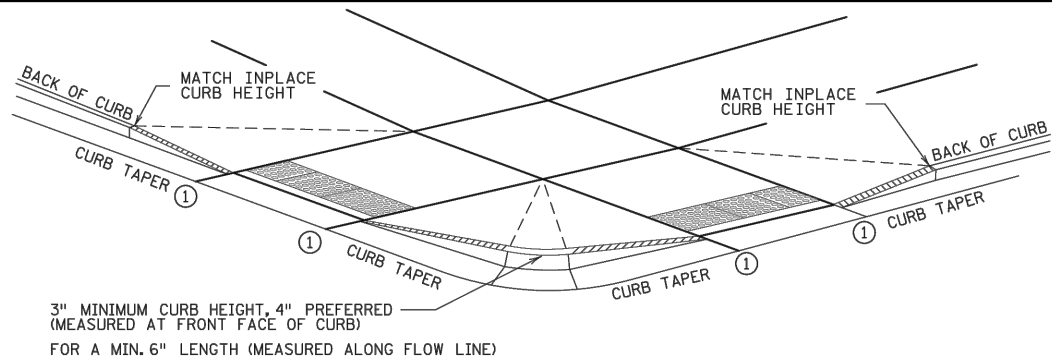
NEIGHBORHOOD OVERLAY IMPROVEMENTS
CITY PROJECT NO. 22-04
CITY OF RAMSEY, MINNESOTA

PLOTTED/REVISED: 4-APR-2018

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TYPICAL SIDE TREATMENT OPTIONS ④ ⑪



- NOTES:
- SEE STANDARD PLATE 7038 AND THIS SHEET FOR ADDITIONAL DETAILS ON DETECTABLE WARNING.
 - A WALKABLE SURFACE IS DEFINED AS A PAVED SURFACE ADJACENT TO A CURB RAMP WITHOUT RAISED OBSTACLES THAT COULD MISTAKENLY BE TRAVERSED BY A USER WHO IS VISUALLY IMPAIRED.
 - CONCRETE FLARE LENGTHS ADJACENT TO NON-WALKABLE SURFACES SHOULD BE LESS THAN 8' LONG MEASURED ALONG THE RAMPS FROM THE BACK OF CURB.
 - ① 0" CURB HEIGHT.
 - ② FULL CURB HEIGHT.
 - ③ 2' FOR 4" HIGH CURB AND 3' FOR 6" HIGH CURB.
 - ④ SIDE TREATMENTS ARE APPLICABLE TO ALL RAMP TYPES AND SHOULD BE IMPLEMENTED AS NEEDED AS FIELD CONDITIONS DICTATE. THE ENGINEER SHALL DETERMINE THE RAMP SIDE TREATMENTS BASED ON MAINTENANCE OF BOTH ROADWAY AND SIDEWALK, ADJACENT PROPERTY CONSIDERATIONS, AND MITIGATING CONSTRUCTION IMPACTS.
 - ⑤ TYPICALLY USED FOR MEDIANS AND ISLANDS.
 - ⑥ WHEN NO CONCRETE FLARES ARE PROPOSED, THE CONCRETE WALK SHALL BE FORMED AND CONSTRUCTED PERPENDICULAR TO THE EDGE OF ROADWAY. MAINTAIN 3" MAX. BETWEEN EDGE OF DOMES AND EDGE OF CONCRETE.
 - ⑦ IF NO CURB AND GUTTER IS PLACED IN RURAL SECTIONS, DETECTABLE WARNINGS SHALL BE PLACED 1' FROM THE EDGE OF BITUMINOUS ROADWAY AND/OR BITUMINOUS SHARED-USE PATH TO PROVIDE VISUAL CONTRAST.
 - ⑧ ALL CONSTRUCTED CURBS MUST HAVE A CONTINUOUS DETECTABLE EDGE FOR THE VISUALLY IMPAIRED. THIS DETECTABLE EDGE REQUIRES DETECTABLE WARNINGS WHEREVER THERE IS ZERO-INCH HIGH CURB. CURB TAPERS ARE CONSIDERED A DETECTABLE EDGE WHEN THE TAPER STARTS WITHIN 3" OF THE EDGE OF THE DETECTABLE WARNINGS AND UNIFORMLY RISES TO A 3-INCH MINIMUM CURB HEIGHT. ANY CURB NOT PART OF A CURB TAPER AND LESS THAN 3 INCHES IN HEIGHT IS NOT CONSIDERED A DETECTABLE EDGE AND THEREFORE IS NOT COMPLIANT WITH ACCESSIBILITY STANDARDS.
 - ⑨ DRILL AND GROUT 1 - NO. 4 12" LONG REINFORCEMENT BAR (EPOXY COATED) WITH 3" MIN. COVER. REINFORCEMENT BARS ARE NOT NEEDED IF THE APPROACH NOSE IS POURED INTEGRAL WITH THE V CURB.
 - ⑩ DRILL AND GROUT 2 - NO. 4 12" LONG REINFORCEMENT BARS (EPOXY COATED) WITH 3" MIN. COVER. REINFORCEMENT BARS ARE NOT NEEDED IF THE APPROACH NOSE IS POURED INTEGRAL WITH THE CURB AND GUTTER.
 - ⑪ SIDE TREATMENT EXAMPLES SHOWN ARE WHEN THE INITIAL LANDING IS APPROXIMATELY LEVEL WITH THE FULL HEIGHT CURB (I.E. 6" HIGH RAMP FOR 6" HIGH CURB). WHEN THE INITIAL LANDING IS MORE THAN 1" BELOW FULL HEIGHT CURB REFER TO SHEETS 1 & 2 TO MODIFY THE CURB HEIGHT TAPERS AND MAINTAIN POSITIVE BOULEVARD DRAINAGE.
 - ⑫ NEAREST EDGE OF DETECTABLE WARNING SURFACES SHALL BE PLACED 12' MINIMUM TO 15' MAXIMUM FROM THE NEAREST RAIL. FOR SKEWED RAILWAYS IN NO INSTANCE SHALL THE DETECTABLE WARNING BE CLOSER THAN 12' MEASURED PERPENDICULAR TO THE NEAREST RAIL.
 - ⑬ WHEN PEDESTRIAN GATES ARE PROVIDED, DETECTABLE WARNING SURFACES SHALL BE PLACED ON THE SIDE OF THE GATES OPPOSITE THE RAIL, 2' FROM THE APPROACHING SIDE OF THE GATE ARM. THIS CRITERIA GOVERNS OVER NOTE ⑫.
 - ⑭ CROSSING SURFACE SHALL EXTEND 2' MINIMUM PAST THE OUTSIDE EDGE OF WALK OR SHARED-USE PATH.
 - ⑮ 3' FOR MEDIANS AND SPLITTER ISLANDS. NOSE CAN BE REDUCED TO 2' ON FREE RIGHT ISLANDS.
 - ⑯ SIDEWALK TO BE PLACED 8.75' MIN. FROM THE FACE OF CURB/PROJECTED FACE OF CURB. THIS ENSURES MIN. CLEARANCE BETWEEN THE SIDEWALK AND GATE ARM COUNTERWEIGHT SUPPORTS.

REVISION:
APPROVED: JANUARY 23, 2017
<i>[Signature]</i> OPERATIONS ENGINEER

	STANDARD PLAN 5-297.250	4 OF 6	PEDESTRIAN CURB RAMP DETAILS	
	APPROVED: 1-23-2017		REVISOR:	
STATE PROJ. NO.		(T.H.)	SHEET NO.	OF SHEETS

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 FERIANECK
Date 03/17/22 Lic. No. 57095

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

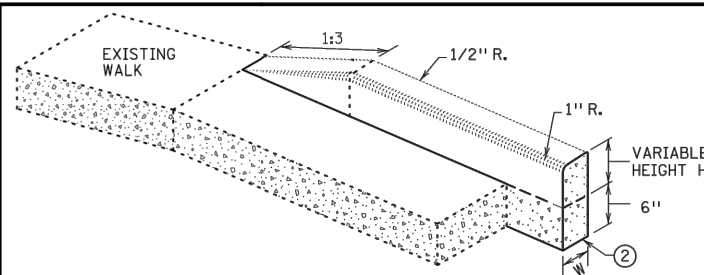
CITY OF RAMSEY
7550 SUNWOOD DRIVE
RAMSEY, MN 55303
(763) 427-1410 FAX (763) 433-9898

22-04 - MNDOT PED RAMP DETAILS

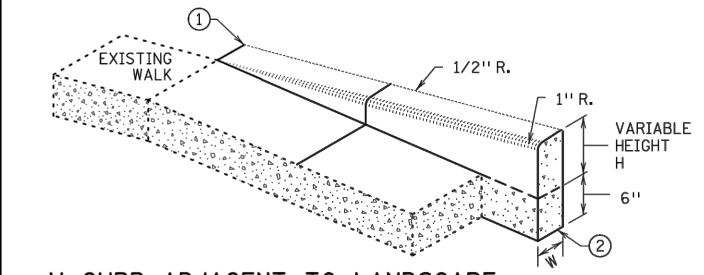
NEIGHBORHOOD OVERLAY IMPROVEMENTS
CITY PROJECT NO. 22-04
CITY OF RAMSEY, MINNESOTA

PLOTTED/REVISED: 4-APR-2018

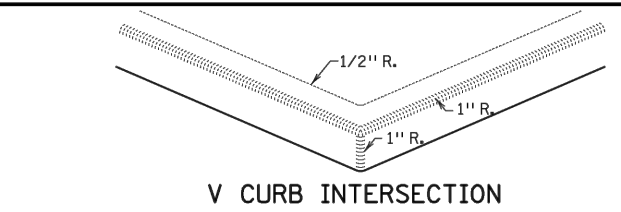
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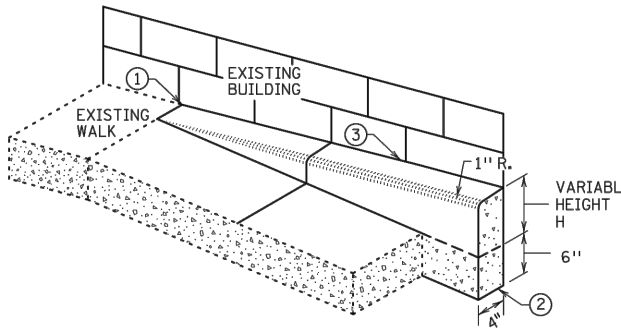
V CURB ADJACENT TO LANDSCAPE
 CURB WITHIN SIDEWALK LIMITS



V CURB ADJACENT TO LANDSCAPE
 CURB OUTSIDE SIDEWALK LIMITS

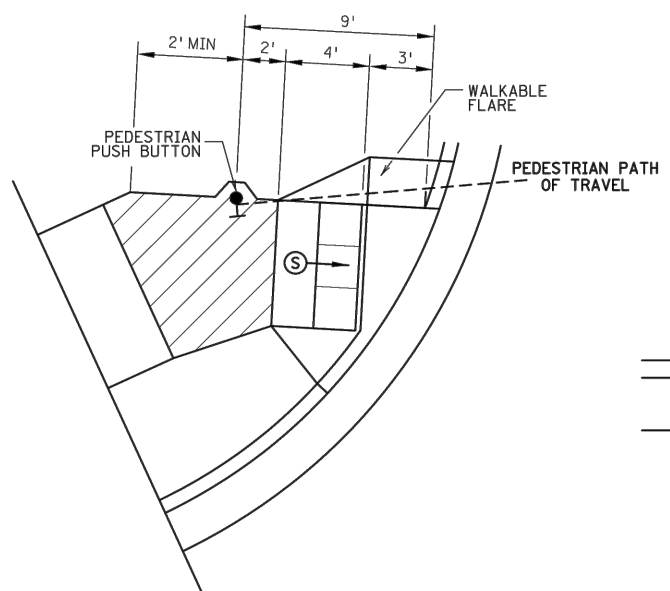


V CURB INTERSECTION

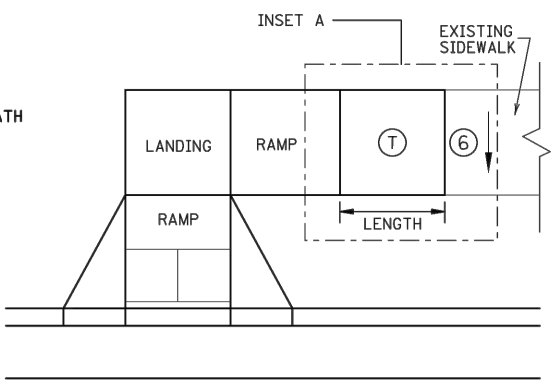


V CURB ADJACENT TO BUILDING
 OR BARRIER

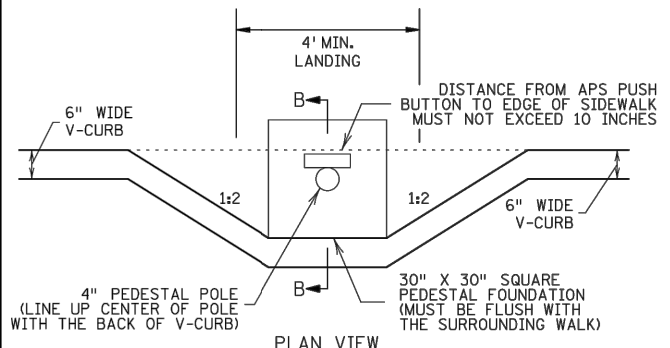
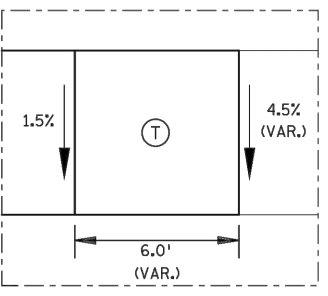
CONCRETE CURB DESIGN V	
CURB HEIGHT H	CURB WIDTH W
< 6"	4"
≥ 6"	6"



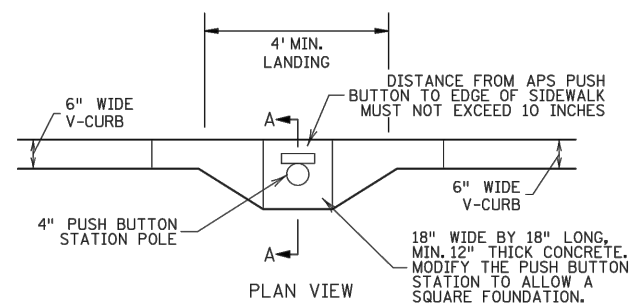
SEMI-DIRECTIONAL RAMP (3,4,9)
 3' DOME SETBACK, 4' LONG RAMP AND
 PUSH BUTTON 9' FROM THE BACK OF CURB
 PRIMARILY USED FOR APS APPLICATIONS
 WHERE THE PAR DOES NOT CONTINUE PAST
 THE PUSH BUTTON (DEAD-END SIDEWALK)



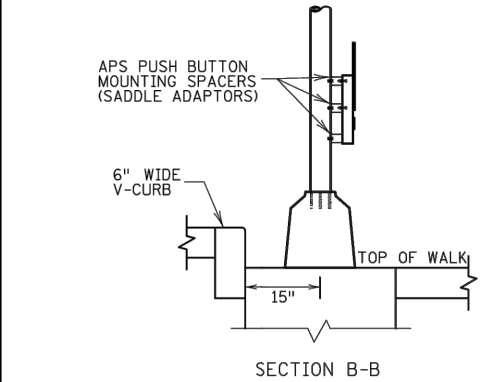
TRANSITION PANEL (4,5)



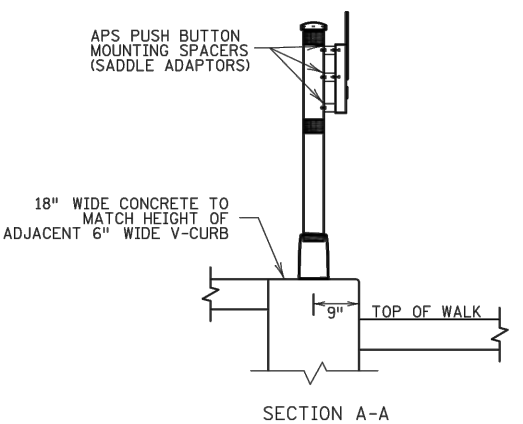
SIGNAL PEDESTAL & PUSH BUTTON (V-CURB)



PUSH BUTTON STATION (V-CURB)



SIGNAL PEDESTAL & PUSH BUTTON (V-CURB)



PUSH BUTTON STATION (V-CURB)

NOTES:

- A WALKABLE FLARE IS AN 8-10% CONCRETE FLARE THAT IS REQUIRED WHEN THE FLARE IS ADJACENT TO A WALKABLE SURFACE, OR WHEN THE PEDESTRIAN PATH OF TRAVEL OF A PUSH BUTTON TRAVERSES THE FLARE.
- ALL V CURB CONTRACTION JOINTS SHALL MATCH CONCRETE WALK JOINTS.
- WHERE RIGHT-OF-WAY ALLOWS, USE OF V CURB SHOULD BE MINIMIZED. GRADING ADJACENT TURF OR SLOPING ADJACENT PAVEMENT IS PREFERRED.
- V CURB SHALL BE PLACED OUTSIDE THE SIDEWALK LIMITS WHEN RIGHT OF WAY ALLOWS.
- V CURB NEXT TO BUILDING SHALL BE A 4" WIDTH AND SHALL MATCH PREVIOUS TOP OF SIDEWALK ELEVATIONS.
- END TAPERS AT TRANSITION SECTION SHALL MATCH INPLACE SIDEWALK GRADES.
- ALL V CURB SHALL MATCH BOTTOM OF ADJACENT WALK.
- EDGE BETWEEN NEW V CURB AND INPLACE STRUCTURE SHALL BE SEALED AND BOND BREAKER SHALL BE USED BETWEEN EXISTING STRUCTURE AND PLACED V-CURB.
- THE MAX. RATE OF CROSS SLOPE TRANSITIONING IS 1' LINEAR FOOT OF SIDEWALK PER HALF PERCENT CROSS SLOPE. WHEN PAR WIDTH IS GREATER THAN 6' OR THE RUNNING SLOPE IS GREATER THAN 5%, DOUBLE THE CALCULATED TRANSITION LENGTH.
- TRANSITION PANELS ARE TO ONLY BE USED AFTER THE RAMP, OR IF NEEDED, LANDING ARE AT THE FULL CURB HEIGHT (TYPICAL SECTION).
- EXISTING CROSS SLOPE GREATER THAN 2.0%.

LEGEND

THESE LONGITUDINAL SLOPE RANGES SHALL BE THE STARTING POINT. IF SITE CONDITIONS WARRANT, LONGITUDINAL SLOPES UP TO 8.3% OR FLATTER ARE ALLOWED.

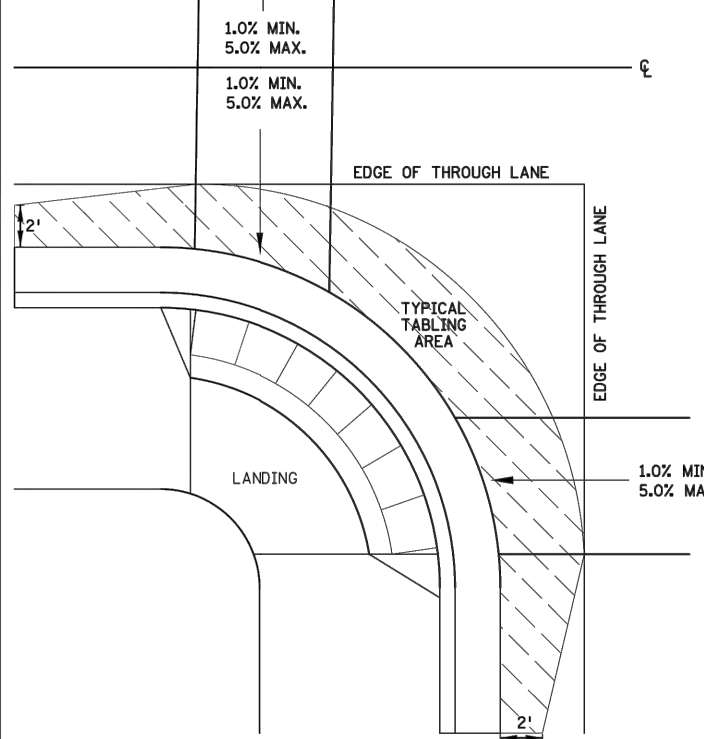
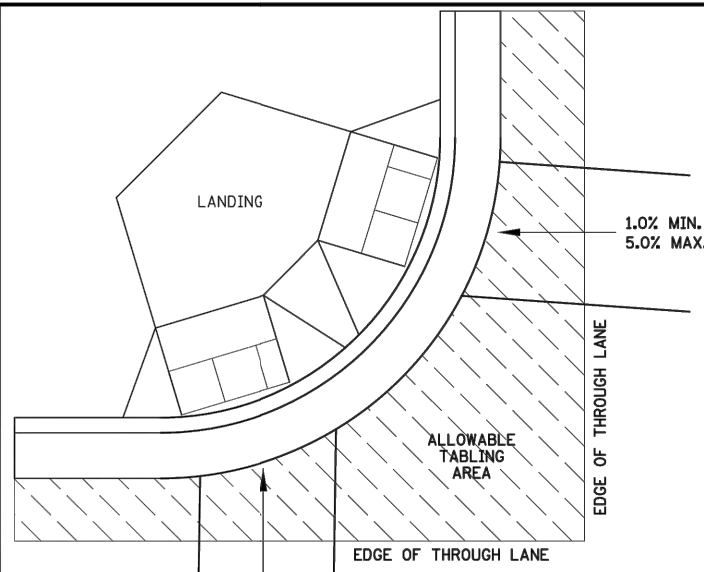
- (S) INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE BETWEEN 5.0% MINIMUM AND 8.3% MAXIMUM IN THE DIRECTION SHOWN AND THE CROSS SLOPE SHALL NOT EXCEED 2.0%.
- (L) LANDING AREA - 4' X 4' MIN. (5' X 5' MIN. PREFERRED) DIMENSIONS AND MAX 2.0% SLOPE IN ALL DIRECTIONS. LANDING SHALL BE FULL WIDTH OF INCOMING PARS.
- (T) TRANSITION PANEL(S) - TO BE USED FOR TRANSITIONING THE CROSS-SLOPE OF A RAMP TO THE EXISTING WALK CROSS-SLOPE. RATE OF TRANSITION SHOULD BE 0.5% PER 1 LINEAR FOOT OF WALK. SEE THIS SHEET FOR ADDITIONAL INFORMATION.

REVISION:
APPROVED: JANUARY 23, 2017
OPERATIONS ENGINEER

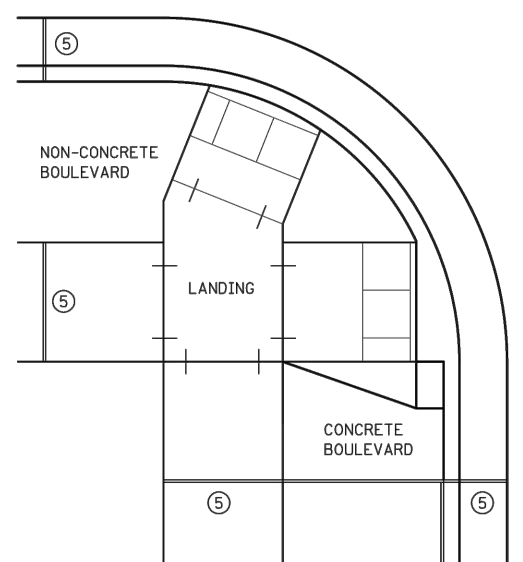
	STANDARD PLAN 5-297.250	5 OF 6	PEDESTRIAN CURB RAMP DETAILS	
		APPROVED: 1-23-2017	STATE PROJ. NO.	(T.H.) SHEET NO. OF SHEETS

PLOTTED/REVISED: 4-APR-2018

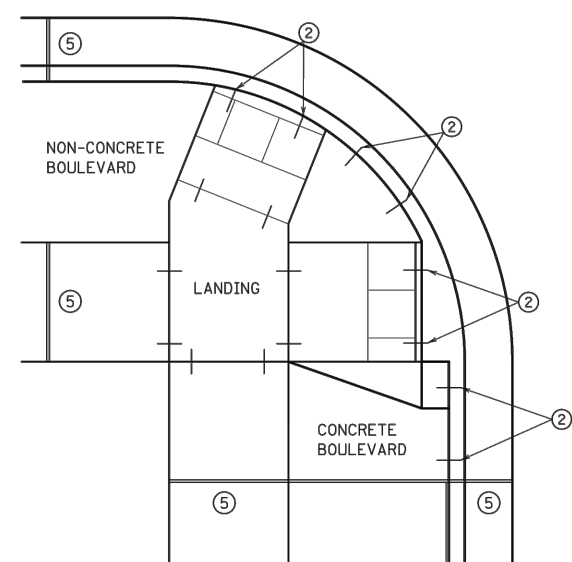
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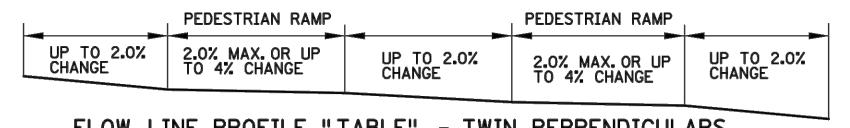
CURB LINE AND ROAD CROSSING ADJUSTMENTS



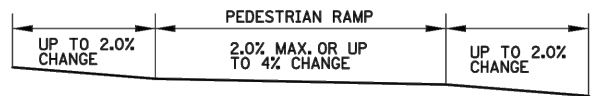
EXPANSION MATERIAL PLACEMENT FOR CONCRETE AND BITUMINOUS ROADWAYS



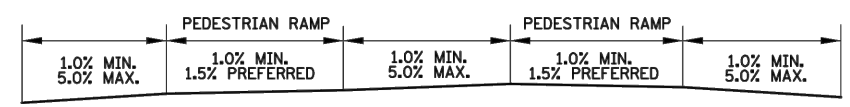
OPTIONAL CURB LINE REINFORCEMENT PLACEMENT ON BITUMINOUS ROADWAYS



FLOW LINE PROFILE "TABLE" - TWIN PERPENDICULARS



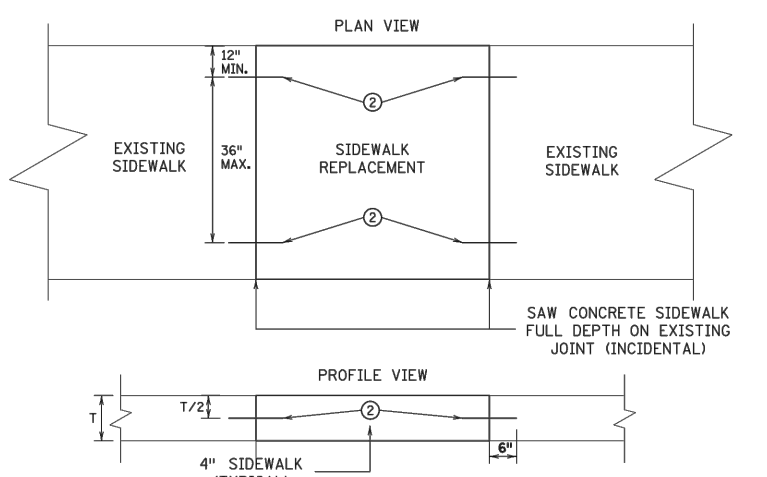
FLOW LINE PROFILE "TABLE" - FAN



FLOW LINE PROFILE RAISE - TWIN PERPENDICULARS

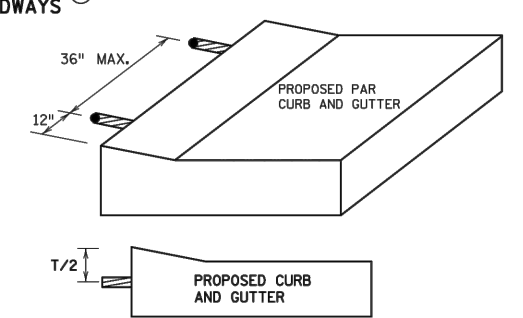


FLOW LINE PROFILE RAISE - FAN

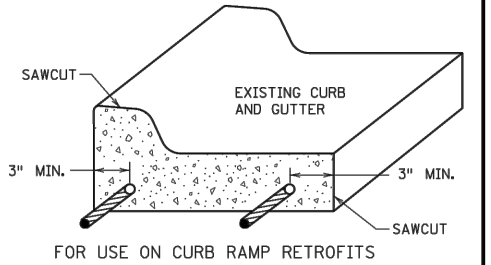


OPTIONAL SIDEWALK REINFORCEMENT

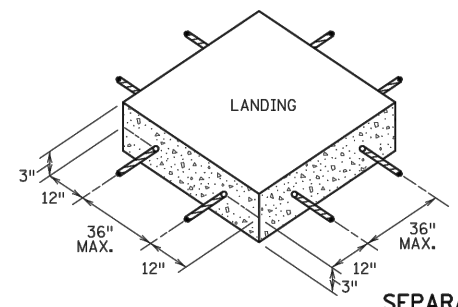
SIDEWALK REINFORCEMENT TO BE USED ONLY WHEN SPECIFIED IN THE PLAN.



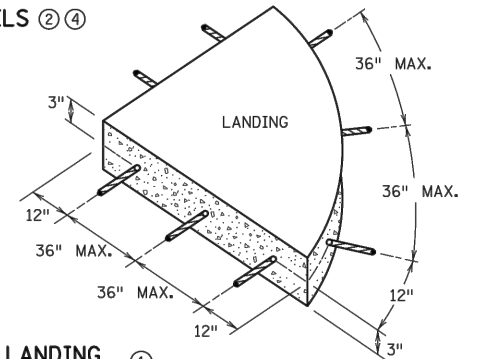
OPTIONAL CURB LINE REINFORCEMENT DETAILS ② ④



CURB AND GUTTER REINFORCEMENT ③



SEPARATE LANDING POUR REINFORCEMENT ①



"TABLING" OF CROSSWALKS MEANS MAINTAINING LESS THAN 2% CROSS SLOPE WITHIN A CROSSWALK, IS REQUIRED WHEN A ROADWAY IS IN A STOP OR YIELD CONDITION AND THE PROJECT SCOPE ALLOWS.

RECONSTRUCTION PROJECTS: ON FULL PAVEMENT REPLACEMENT PROJECTS "TABLING" OF ENTIRE CROSSWALK SHALL OCCUR WHEN FEASIBLE.

MILL & OVERLAY PROJECTS: "TABLING" OF FLOW LINES, IN FRONT OF THE PEDESTRIAN RAMP, IS REQUIRED WHEN THE EXISTING FLOW LINE IS GREATER THAN 2%. WARPING OF THE BITUMINOUS PAVEMENT CAN NOT EXTEND INTO THE THROUGH LANE. TABLE THE FLOW LINE TO 2% OR AS MUCH AS POSSIBLE WHILE ADHERING TO THE FOLLOWING CRITERIA:

- 1) 1.0% MIN. CROSS-SLOPE OF THE ROAD
- 2) 5.0% MAX. CROSS-SLOPE OF THE ROAD
- 3) "TABLE" FLOW LINE UP TO 4% CHANGE FROM EXISTING SLOPE IN FRONT OF PEDESTRIAN RAMP
- 4) UP TO 2% CHANGE IN FLOW LINE FROM EXISTING SLOPE BEYOND THE PEDESTRIAN CURB RAMP

STAND-ALONE ADA RETROFITS: FOLLOW MILL & OVERLAY CRITERIA ABOVE HOWEVER ALL PAVEMENT WARPING IS DONE WITH BITUMINOUS PATCHING ON BITUMINOUS ROADWAYS AND FULL-DEPTH APRON REPLACEMENT ON CONCRETE ROADWAYS.

RAISING OF CURB LINES SHOULD OCCUR IN VERTICALLY CONSTRAINED AREAS. RAISE THE CURB LINES ENOUGH TO ALLOW COMPLIANT RAMPS OR AS MUCH AS POSSIBLE WHILE ADHERING TO THE FOLLOWING CRITERIA:

- 1) 1.0% MIN. AND 5.0% MAXIMUM CROSS-SLOPE OF THE ROAD
- 2) 1.0% MIN. FLOW LINE (ON EITHER SIDE OF PEDESTRIAN RAMP) TO MAINTAIN POSITIVE DRAINAGE
- 3) 5.0% RECOMMENDED MAX. FLOW LINE
- 4) LONGITUDINAL THROUGH LANE ROADWAY TAPERS SHOULD BE 1" VERTICAL PER 15' HORIZONTAL

NOTES:

- ① TO ENSURE RAMPS AND LANDINGS ARE PROPERLY CONSTRUCTED, ALL INITIAL LANDINGS AT A TOP OF A RAMPED SURFACE (RUNNING SLOPE GREATER THAN 2%) SHALL BE FORMED AND PLACED SEPARATELY IN AN INDEPENDENT CONCRETE POUR. FOLLOW SIDEWALK REINFORCEMENT DETAILS ON THIS SHEET FOR ALL SEPARATELY Poured INITIAL LANDINGS.
- ② DRILL AND GROUT NO. 4 12" LONG REINFORCEMENT BARS AT 36" MAXIMUM CENTER TO CENTER (EPOXY COATED). BARS TO BE ADJUSTED TO MATCH RAMP GRADE.
- ③ DRILL AND GROUT 2 - NO. 4 X 12" LONG REINFORCEMENT BARS (EPOXY COATED). REINFORCEMENT REQUIRED FOR ALL CONSTRUCTION JOINTS WITHIN RADIUS.
- ④ THIS OPTIONAL CURB LINE REINFORCEMENT DETAIL SHOULD ONLY BE USED ON BITUMINOUS ROADWAYS WHEN SPECIFIED IN THE PLAN.
- ⑤ 1/2 IN. PREFORMED JOINT FILLER MATERIAL PER MNDOT SPEC. 3702.

REVISION:
APPROVED: JANUARY 23, 2017
OPERATIONS ENGINEER



STANDARD PLAN 5-297.250 6 OF 6
APPROVED: 1-23-2017
REVISOR:
STATE PROJ. NO. (T.H.) SHEET NO. OF SHEETS

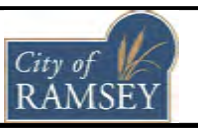
PEDESTRIAN CURB RAMP DETAILS

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 FERIANECK
Date 03/17/22 Lic. No. 57095

DESIGNED BY: LWC	DATE: 03/17/22
DRAWN BY: LWC	FILE: 22-04
CHECKED BY: JIF	



CITY OF RAMSEY
7550 SUNWOOD DRIVE
RAMSEY, MN 55303
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22-04 - MNDOT PED RAMP DETAILS

NEIGHBORHOOD OVERLAY IMPROVEMENTS
CITY PROJECT NO. 22-04
CITY OF RAMSEY, MINNESOTA



BUNKER LAKE BLVD

SAWCUT - FULL DEPTH
MATCH EXISTING PAVEMENT

ADJUST VALVE BOX (TYP.)

14280
B618 CURB (TYP.)

ADJUST FRAME AND RING CASTING (TYP.)

REMOVE AND REPLACE CONCRETE
CURB AND GUTTER (TYP.)

BITUMINOUS PAVEMENT PATCH AROUND CASTING (2 SQ YD)

RESET CATCH BASIN CASTING (TYP.)
SEE DETAIL SHEET 03










GROUT CATCH BASIN (TYP.)

MATCH TO SHEET 13 STA 5+00

NOTE:

1. 2" BITUMINOUS PAVEMENT MILL AND OVERLAY, FULL WIDTH.
2. CONCRETE CURB AND GUTTER REMOVALS ARE SHOWN IN AN APPROXIMATE WAY ONLY. REMOVALS SHALL BE MINIMUM FULL PANEL LENGTH.
3. REMOVALS WILL BE MARKED IN THE FIELD BY CITY STAFF. ALL REMOVALS MUST BE SAWCUT.
4. PROTECT LANDSCAPING AND IRRIGATION.
5. RESTORATION SHALL INCLUDE 4" TOPSOIL AND HYDROSEEDING
6. PRIOR TO ADJUSTING CASTING, INTERIOR CHIMNEY SEAL MUST BE INSTALLED PER MANUFACTURER RECOMMENDATIONS, WHICH INCLUDES EXPOSING MANHOLE TOP SECTION DOWN FAR ENOUGH TO FIT OVERHANG OF CHIMNEY SEAL.

LEGEND

-  ADJUST FRAME AND RING CASTING
-  ADJUST VALVE BOX
-  RESET CATCH BASIN
-  GROUT CATCH BASIN
-  HYDROSEED
-  MILL & OVERLAY BITUMINOUS PAVEMENT (2")
-  BITUMINOUS PAVEMENT PATCH
-  REMOVE & REPLACE CONCRETE CURB & GUTTER
-  SAWCUT FULL DEPTH

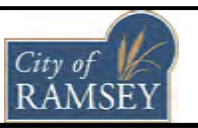
DATE	REVISION

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
JOE FERIANCEK
Date 03/17/22 Lic. No. 57095

DESIGNED BY: LWC
DRAWN BY: LWC
CHECKED BY: JIF

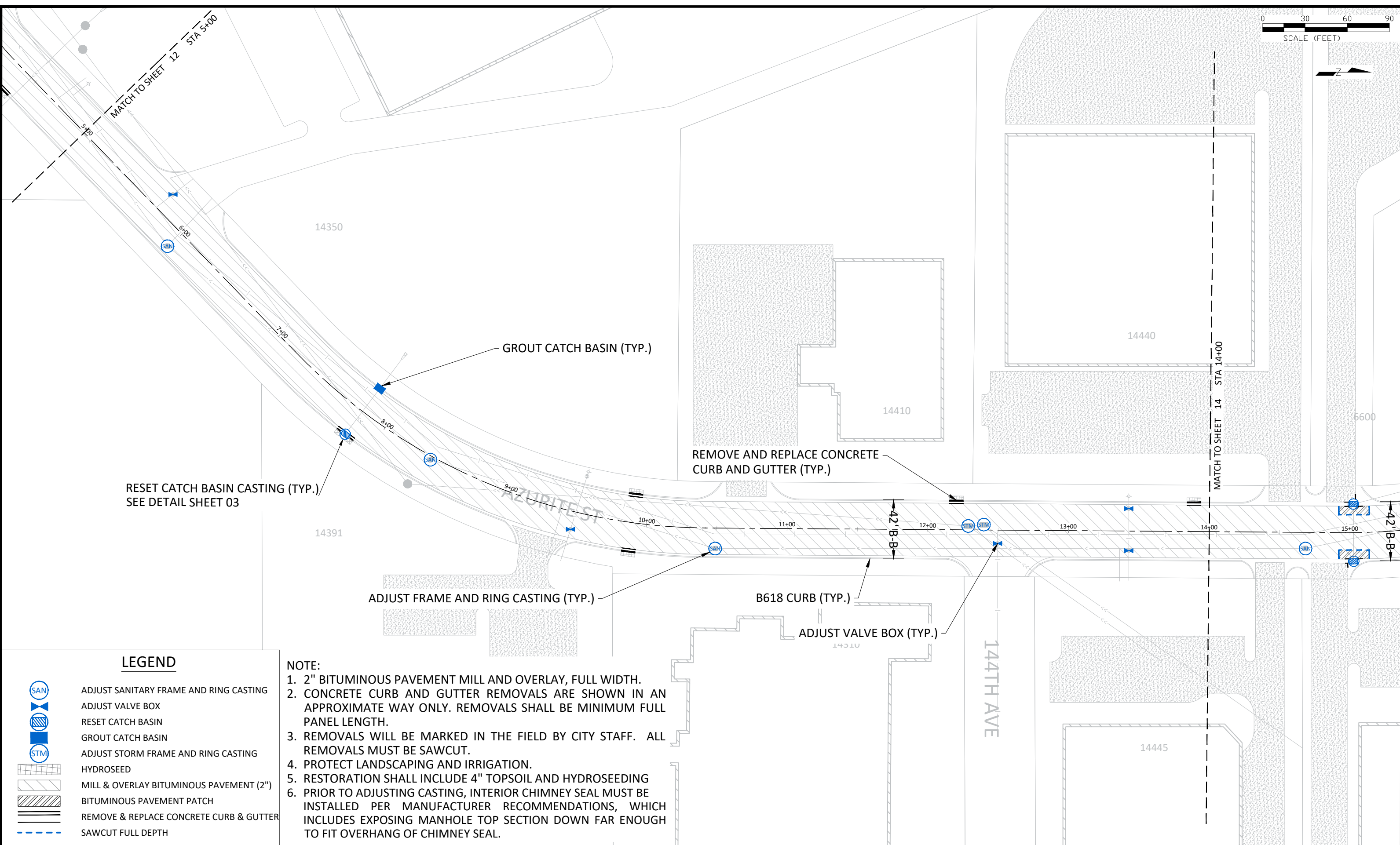
DATE: 03/17/22
FILE: 22-04



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

22-04 - MILL AND OVERLAY SUNFISH LAKE
BUSINESS PARK 2ND

NEIGHBORHOOD OVERLAY IMPROVEMENTS
CITY PROJECT NO. 22-04
CITY OF RAMSEY, MINNESOTA



LEGEND

- ADJUST SANITARY FRAME AND RING CASTING
- ADJUST VALVE BOX
- RESET CATCH BASIN
- GROUT CATCH BASIN
- ADJUST STORM FRAME AND RING CASTING
- HYDROSEED
- MILL & OVERLAY BITUMINOUS PAVEMENT (2")
- BITUMINOUS PAVEMENT PATCH
- REMOVE & REPLACE CONCRETE CURB & GUTTER
- SAWCUT FULL DEPTH

NOTE:

1. 2" BITUMINOUS PAVEMENT MILL AND OVERLAY, FULL WIDTH.
2. CONCRETE CURB AND GUTTER REMOVALS ARE SHOWN IN AN APPROXIMATE WAY ONLY. REMOVALS SHALL BE MINIMUM FULL PANEL LENGTH.
3. REMOVALS WILL BE MARKED IN THE FIELD BY CITY STAFF. ALL REMOVALS MUST BE SAWCUT.
4. PROTECT LANDSCAPING AND IRRIGATION.
5. RESTORATION SHALL INCLUDE 4" TOPSOIL AND HYDROSEEDING
6. PRIOR TO ADJUSTING CASTING, INTERIOR CHIMNEY SEAL MUST BE INSTALLED PER MANUFACTURER RECOMMENDATIONS, WHICH INCLUDES EXPOSING MANHOLE TOP SECTION DOWN FAR ENOUGH TO FIT OVERHANG OF CHIMNEY SEAL.

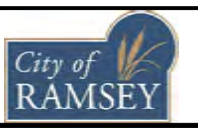
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JOE FERIANCEK
 Date 03/17/22 Lic. No. 57095

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

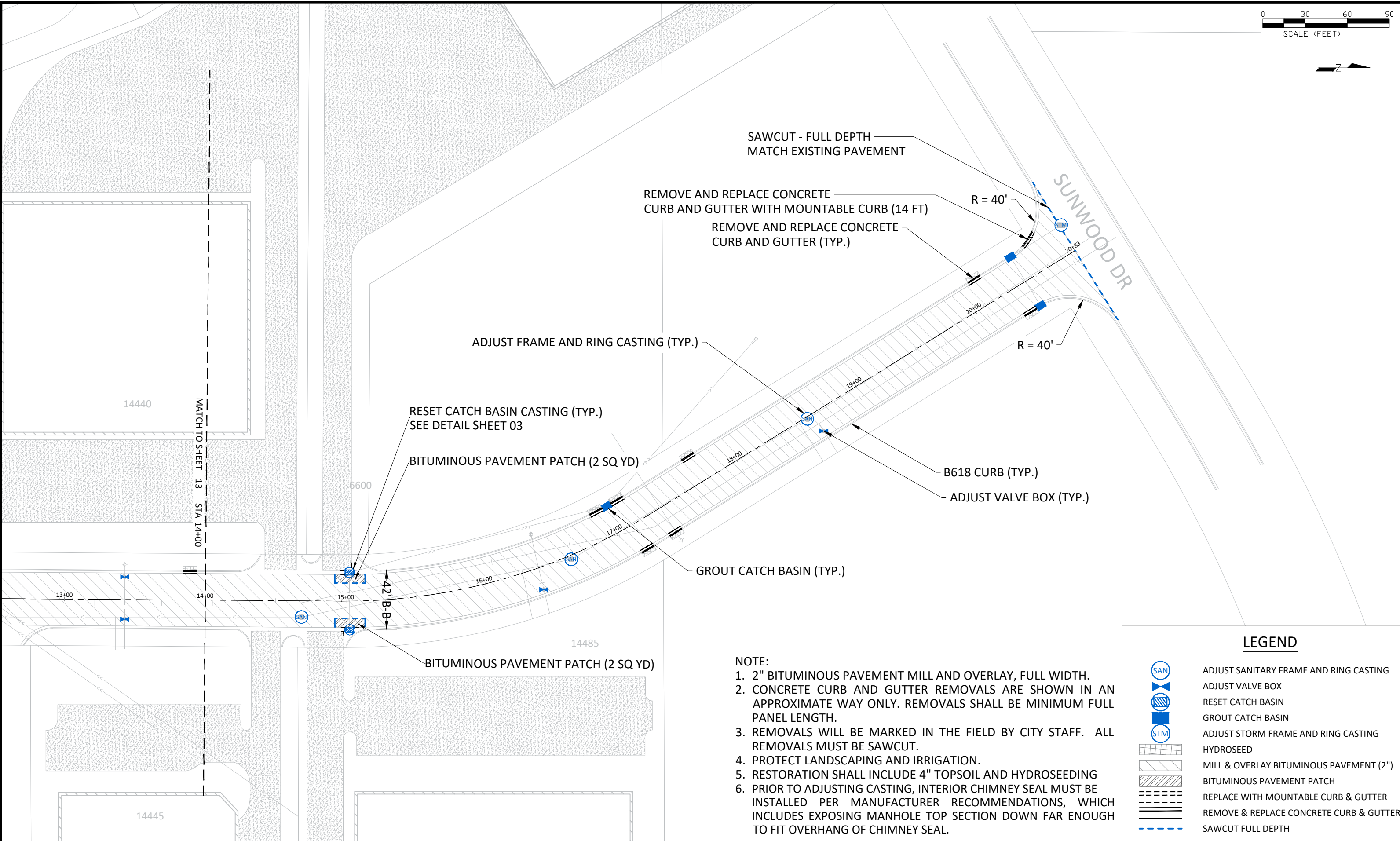
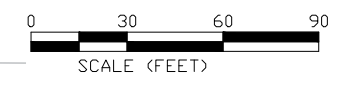
DATE: 03/17/22
 FILE: 22-04



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

22-04 - MILL AND OVERLAY SUNFISH LAKE BUSINESS PARK 2ND

NEIGHBORHOOD OVERLAY IMPROVEMENTS
 CITY PROJECT NO. 22-04
 CITY OF RAMSEY, MINNESOTA



- NOTE:**
1. 2" BITUMINOUS PAVEMENT MILL AND OVERLAY, FULL WIDTH.
 2. CONCRETE CURB AND GUTTER REMOVALS ARE SHOWN IN AN APPROXIMATE WAY ONLY. REMOVALS SHALL BE MINIMUM FULL PANEL LENGTH.
 3. REMOVALS WILL BE MARKED IN THE FIELD BY CITY STAFF. ALL REMOVALS MUST BE SAWCUT.
 4. PROTECT LANDSCAPING AND IRRIGATION.
 5. RESTORATION SHALL INCLUDE 4" TOPSOIL AND HYDROSEEDING
 6. PRIOR TO ADJUSTING CASTING, INTERIOR CHIMNEY SEAL MUST BE INSTALLED PER MANUFACTURER RECOMMENDATIONS, WHICH INCLUDES EXPOSING MANHOLE TOP SECTION DOWN FAR ENOUGH TO FIT OVERHANG OF CHIMNEY SEAL.

LEGEND	
	ADJUST SANITARY FRAME AND RING CASTING
	ADJUST VALVE BOX
	RESET CATCH BASIN
	GROUT CATCH BASIN
	ADJUST STORM FRAME AND RING CASTING
	HYDROSEED
	MILL & OVERLAY BITUMINOUS PAVEMENT (2")
	BITUMINOUS PAVEMENT PATCH
	REPLACE WITH MOUNTABLE CURB & GUTTER
	REMOVE & REPLACE CONCRETE CURB & GUTTER
	SAWCUT FULL DEPTH

DATE	REVISION

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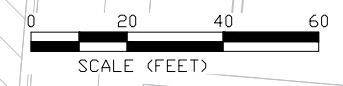
Joe Feriancek
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DRAWN BY:	LWC	FILE:	22-04
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CITY OF RAMSEY
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22-04 - MILL AND OVERLAY SUNFISH LAKE
 BUSINESS PARK 2ND

NEIGHBORHOOD OVERLAY IMPROVEMENTS
 CITY PROJECT NO. 22-04
 CITY OF RAMSEY, MINNESOTA



ALPINE DR

JODINE ST

GERMAN A

15340
15344
15346
15348
ADJUST FRAME AND RING CASTING (TYP.)
GROUT CATCH BASIN (TYP.)
SURMOUNTABLE CURB (TYP.)

SAWCUT - FULL DEPTH
MATCH EXISTING PAVEMENT

BITUMINOUS PAVEMENT
PATCH (124 SQ YD)

RESET CATCH BASIN CASTING (TYP.)
SEE DETAIL SHEET 03

ADJUST VALVE BOX (TYP.)

REMOVE AND REPLACE CONCRETE
CURB AND GUTTER (TYP.)

NOTE:

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LEGEND

- ADJUST SANITARY FRAME AND RING CASTING
- ADJUST VALVE BOX
- RESET CATCH BASIN
- GROUT CATCH BASIN
- SODDING TYPE LAWN
- REMOVE CONCRETE WALK
- REMOVE BITUMINOUS TRAIL
- BITUMINOUS PAVEMENT PATCH
- MILL & OVERLAY BITUMINOUS PAVEMENT (2")
- REMOVE & REPLACE CONCRETE CURB & GUTTER
- SAWCUT FULL DEPTH

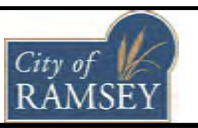
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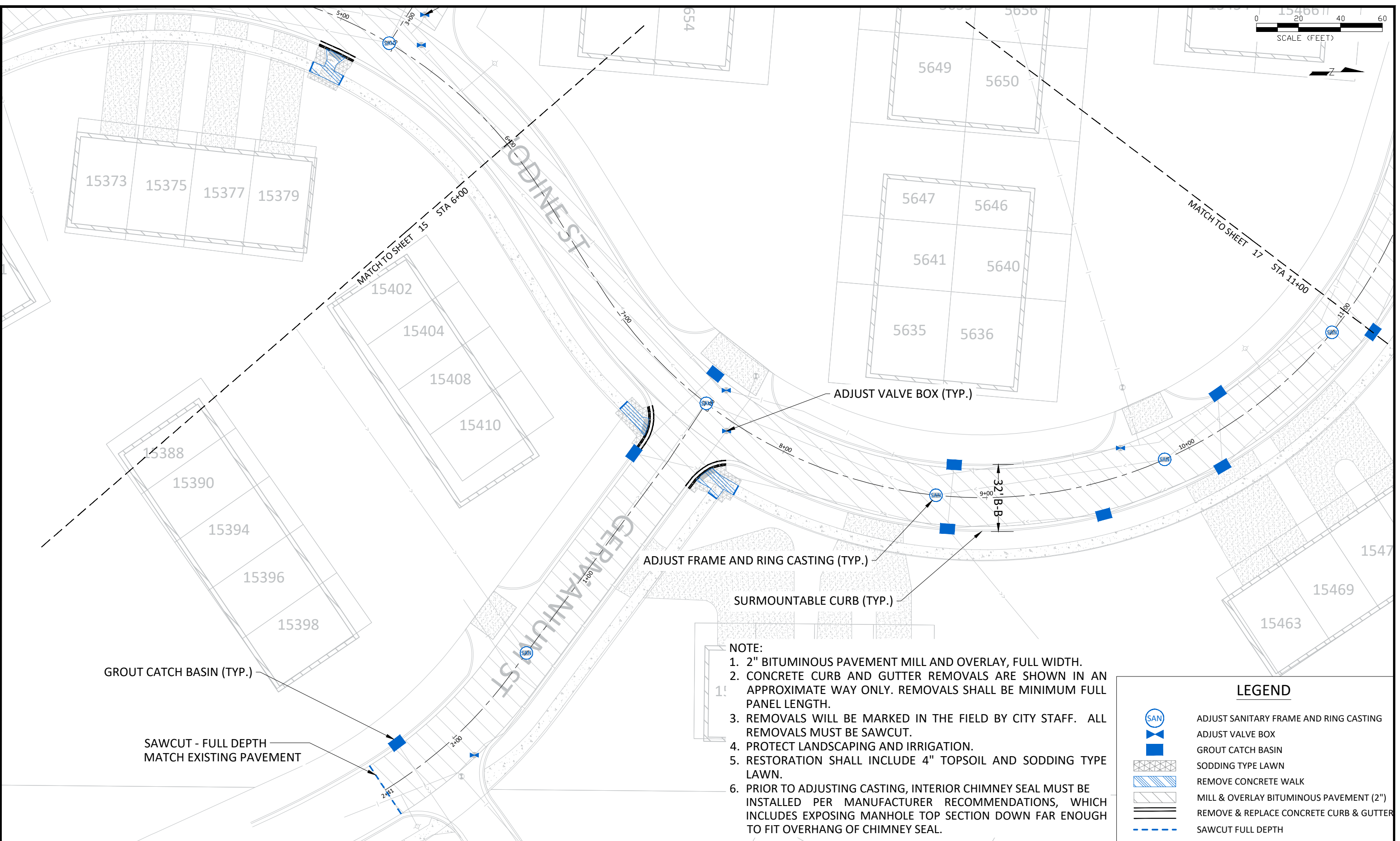
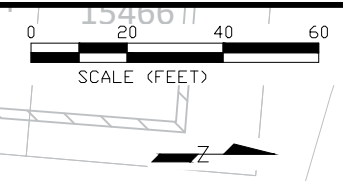


CITY OF RAMSEY
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22-04 - MILL AND OVERLAY SUNFLOWER RIDGE

NEIGHBORHOOD OVERLAY IMPROVEMENTS
CITY PROJECT NO. 22-04
CITY OF RAMSEY, MINNESOTA

SHEET 15 OF 28 SHEETS



- NOTE:**
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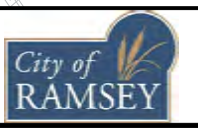
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- ADJUST VALVE BOX
- GROUT CATCH BASIN
- SODDING TYPE LAWN
- REMOVE CONCRETE WALK
- MILL & OVERLAY BITUMINOUS PAVEMENT (2")
- REMOVE & REPLACE CONCRETE CURB & GUTTER
- SAWCUT FULL DEPTH

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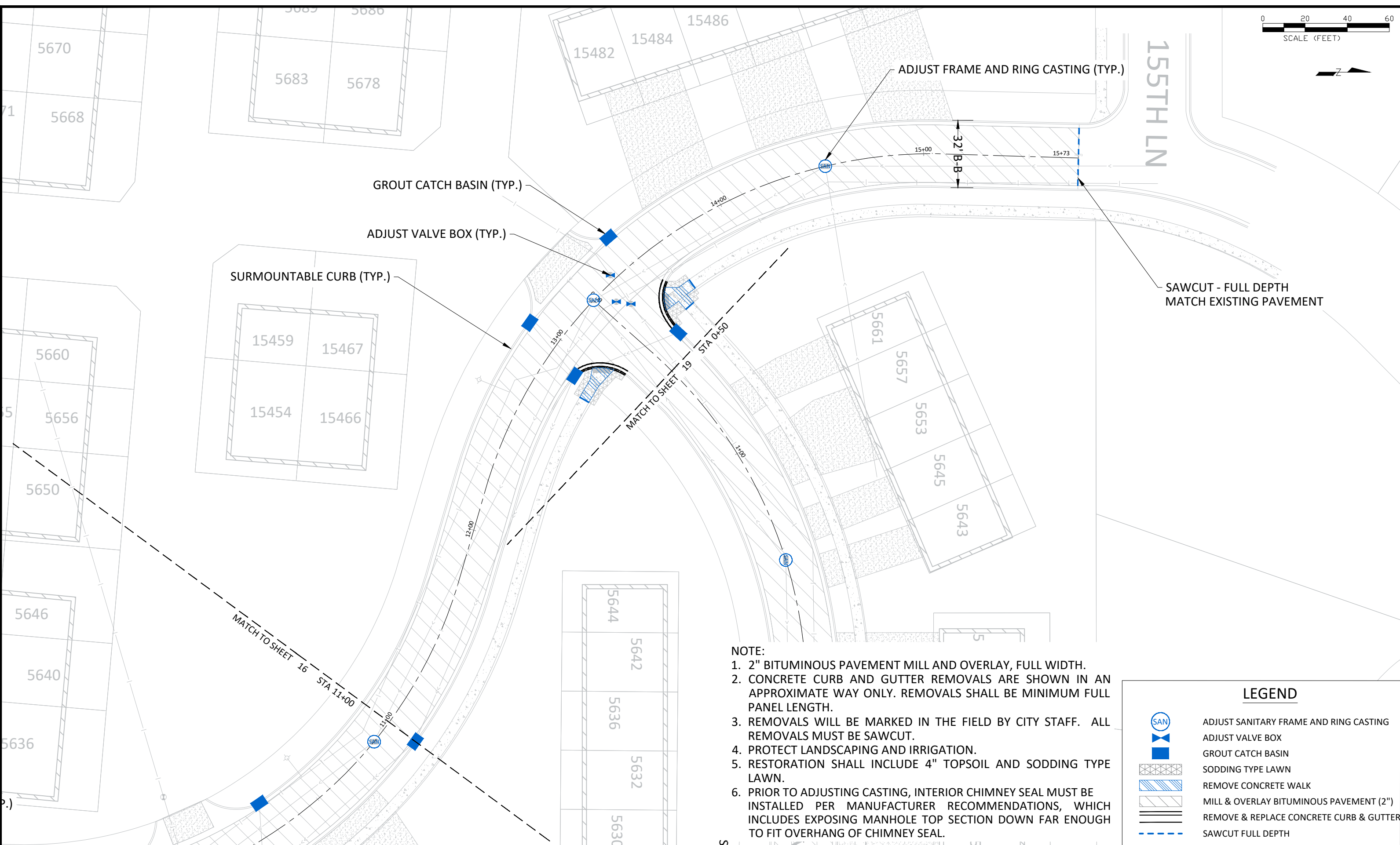
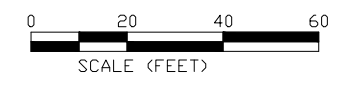
DESIGNED BY: LWC
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22-04 - MILL AND OVERLAY SUNFLOWER RIDGE

NEIGHBORHOOD OVERLAY IMPROVEMENTS
 CITY PROJECT NO. 22-04
 CITY OF RAMSEY, MINNESOTA



GROUT CATCH BASIN (TYP.)

ADJUST VALVE BOX (TYP.)

SURMOUNTABLE CURB (TYP.)

ADJUST FRAME AND RING CASTING (TYP.)

SAWCUT - FULL DEPTH MATCH EXISTING PAVEMENT

NOTE:

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LEGEND

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- ADJUST VALVE BOX
- GROUT CATCH BASIN
- SODDING TYPE LAWN
- REMOVE CONCRETE WALK
- MILL & OVERLAY BITUMINOUS PAVEMENT (2")
- REMOVE & REPLACE CONCRETE CURB & GUTTER
- SAWCUT FULL DEPTH

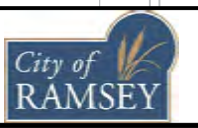
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22-04 - MILL AND OVERLAY SUNFLOWER RIDGE

NEIGHBORHOOD OVERLAY IMPROVEMENTS
 CITY PROJECT NO. 22-04
 CITY OF RAMSEY, MINNESOTA

SHEET 17 OF 28 SHEETS

SAWCUT - FULL DEPTH
MATCH EXISTING PAVEMENT

ADJUST FRAME AND RING CASTING (TYP.)

ADJUST VALVE BOX (TYP.)

SURMOUNTABLE CURB (TYP.)









154TH AVE

IODINE ST

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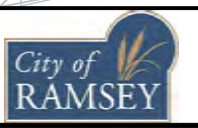
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-  ADJUST VALVE BOX
-  GROUT CATCH BASIN
-  SODDING TYPE LAWN
-  REMOVE CONCRETE WALK
-  MILL & OVERLAY BITUMINOUS PAVEMENT (2")
-  REMOVE & REPLACE CONCRETE CURB & GUTTER
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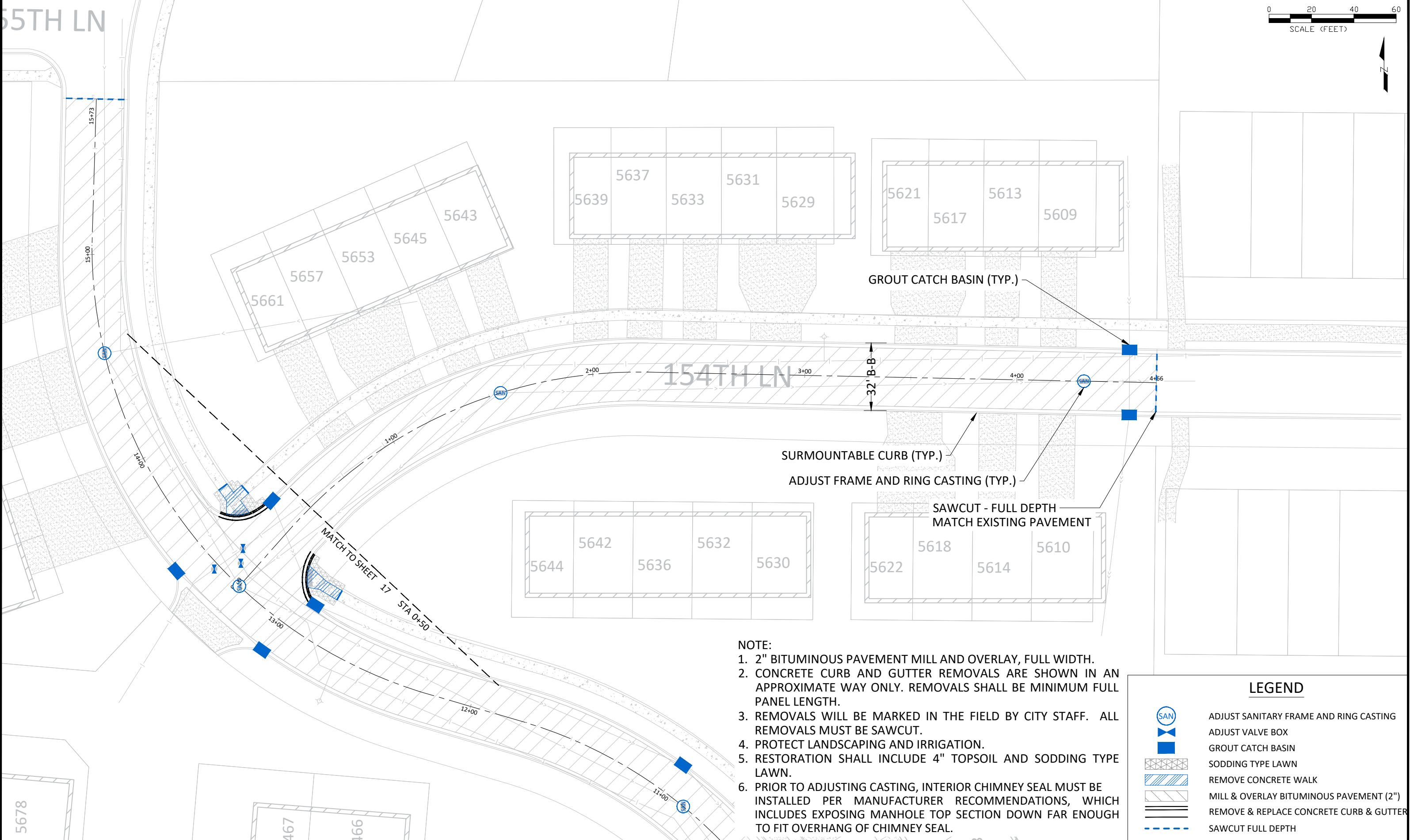
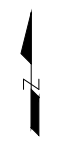
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CITY OF RAMSEY
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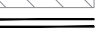


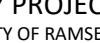
22-04 - MILL AND OVERLAY SUNFLOWER RIDGE

NEIGHBORHOOD OVERLAY IMPROVEMENTS
CITY PROJECT NO. 22-04
CITY OF RAMSEY, MINNESOTA



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LEGEND

-  ADJUST SANITARY FRAME AND RING CASTING
-  ADJUST VALVE BOX
-  GROUT CATCH BASIN
-  SODDING TYPE LAWN
-  REMOVE CONCRETE WALK
-  MILL & OVERLAY BITUMINOUS PAVEMENT (2")
-  REMOVE & REPLACE CONCRETE CURB & GUTTER
-  SAWCUT FULL DEPTH

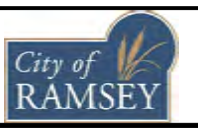
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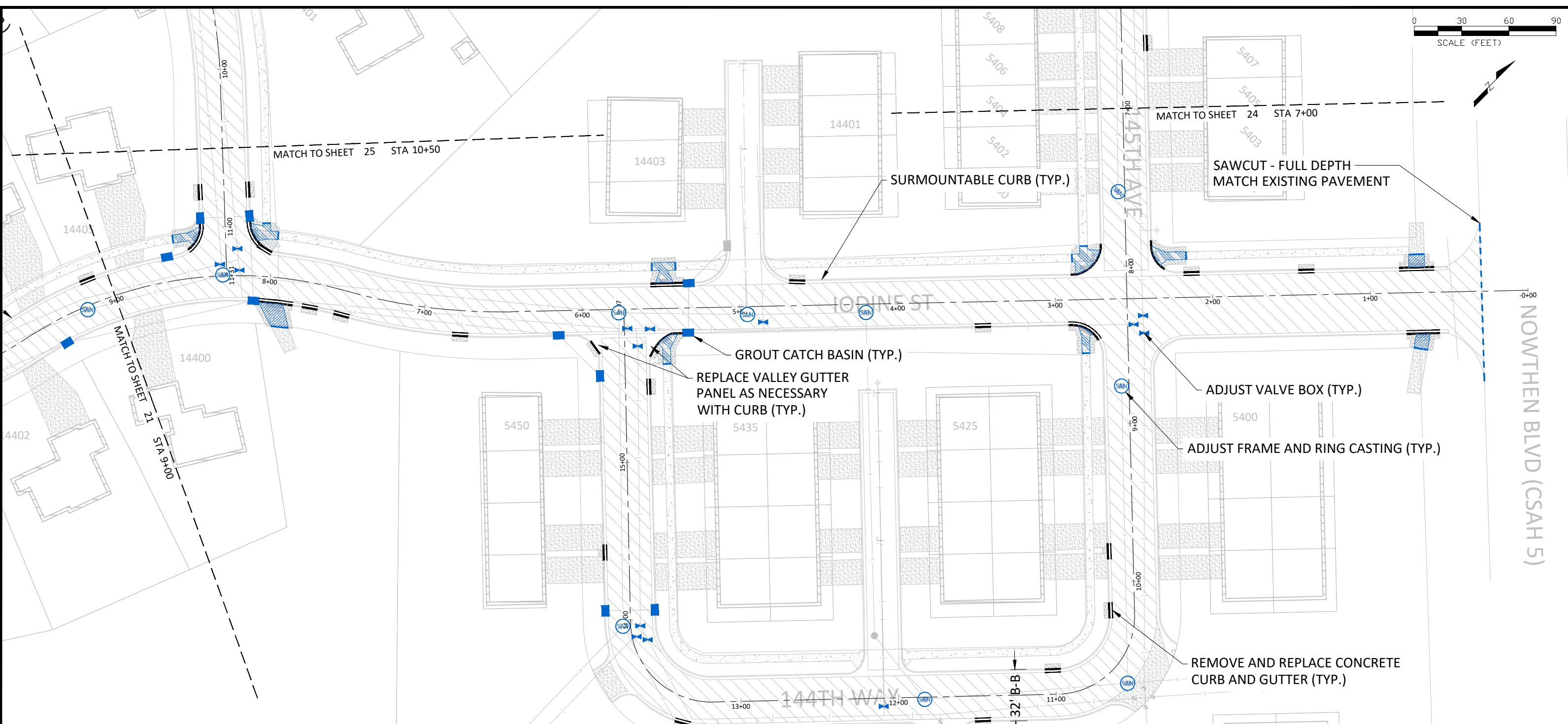
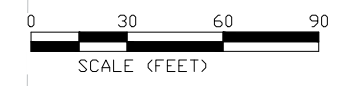
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

CITY OF RAMSEY
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22-04 - MILL AND OVERLAY SUNFLOWER RIDGE

NEIGHBORHOOD OVERLAY IMPROVEMENTS
CITY PROJECT NO. 22-04
CITY OF RAMSEY, MINNESOTA



LEGEND

-  ADJUST SANITARY FRAME AND RING CASTING
-  ADJUST VALVE BOX
-  GROUT CATCH BASIN
-  SODDING TYPE LAWN
-  REMOVE CONCRETE WALK
-  REMOVE BITUMINOUS TRAIL
-  BITUMINOUS PAVEMENT PATCH
-  MILL & OVERLAY BITUMINOUS PAVEMENT (1.5")
-  REMOVE & REPLACE CONCRETE CURB & GUTTER
-  SAWCUT FULL DEPTH

NOTE:

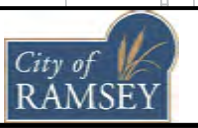
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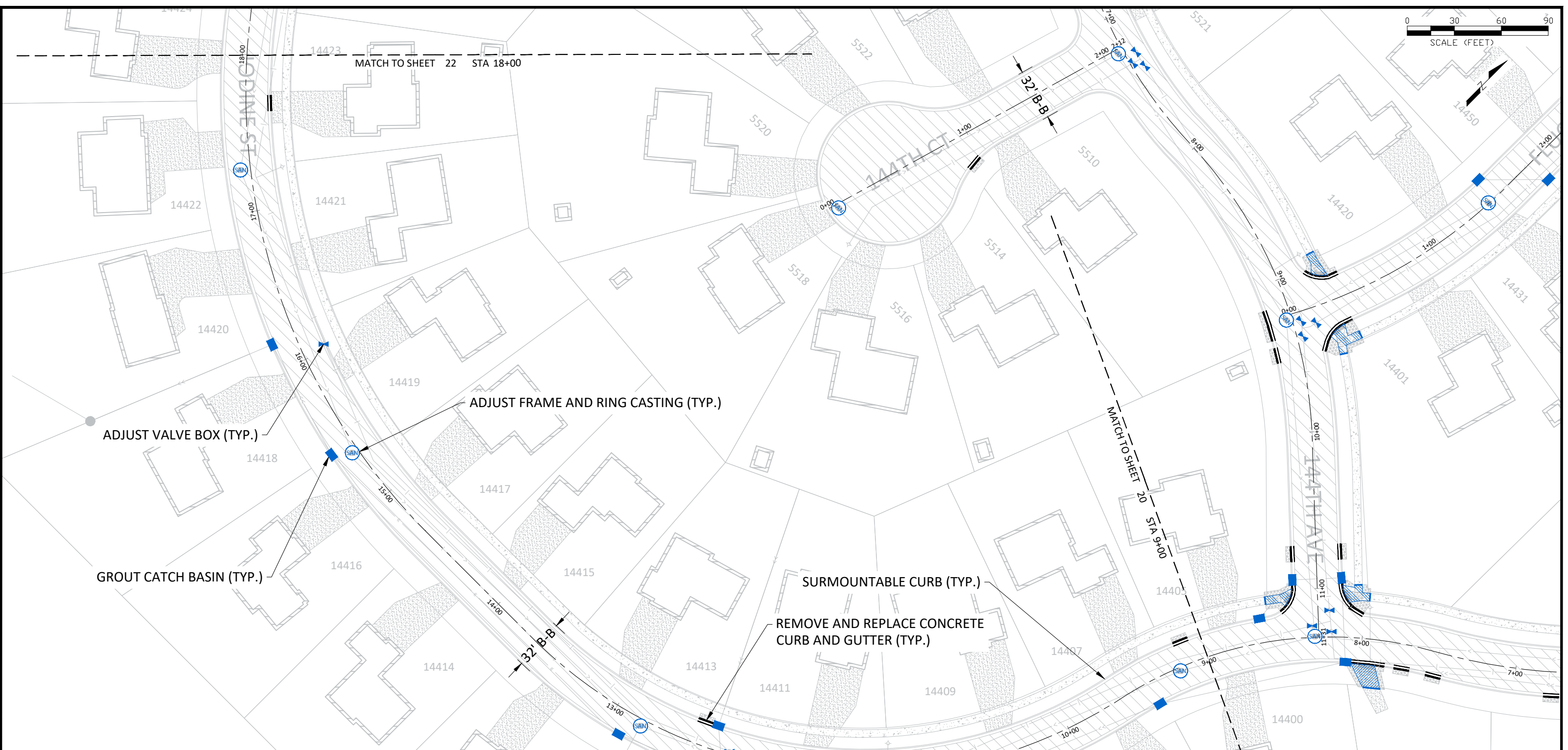
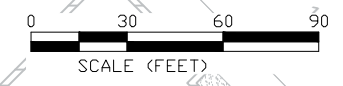
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


CITY OF RAMSEY
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22-04 - MILL AND OVERLAY THE PONDS OF RAMSEY

NEIGHBORHOOD OVERLAY IMPROVEMENTS
 CITY PROJECT NO. 22-04
 CITY OF RAMSEY, MINNESOTA



LEGEND

-  ADJUST SANITARY FRAME AND RING CASTING
-  ADJUST VALVE BOX
-  GROUT CATCH BASIN
-  SODDING TYPE LAWN
-  REMOVE CONCRETE WALK
-  BITUMINOUS PAVEMENT PATCH
-  MILL & OVERLAY BITUMINOUS PAVEMENT (1.5")
-  REMOVE & REPLACE CONCRETE CURB & GUTTER

NOTE:

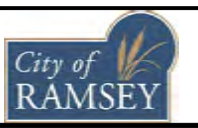
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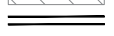
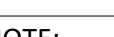


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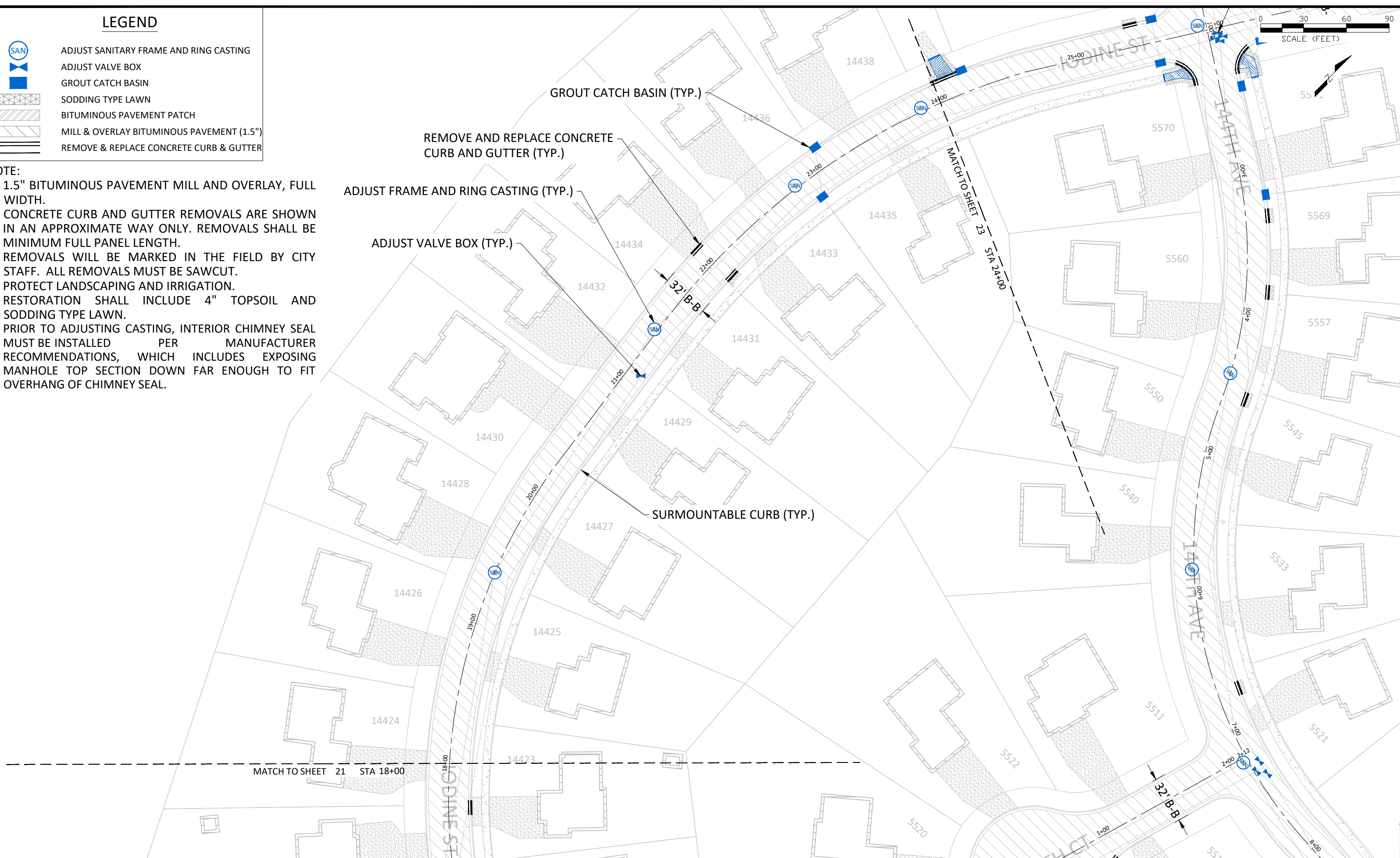
22-04 - MILL AND OVERLAY THE PONDS OF RAMSEY

NEIGHBORHOOD OVERLAY IMPROVEMENTS
 CITY PROJECT NO. 22-04
 CITY OF RAMSEY, MINNESOTA

LEGEND

-  ADJUST SANITARY FRAME AND RING CASTING
-  ADJUST VALVE BOX
-  GROUT CATCH BASIN
-  SODDING TYPE LAWN
-  BITUMINOUS PAVEMENT PATCH
-  MILL & OVERLAY BITUMINOUS PAVEMENT (1.5")
-  REMOVE & REPLACE CONCRETE CURB & GUTTER

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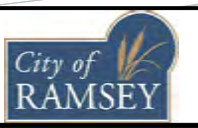


DATE	REVISION

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Joe Feriancek
 JOE FERIANCEK
 Date 03/17/22 Lic. No. 57095

DESIGNED BY: LWC
 DATE: 03/17/22
 DRAWN BY: LWC
 FILE: 22-04
 CHECKED BY: JIF








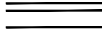

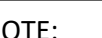


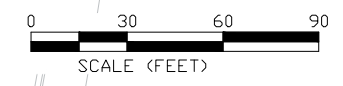
CITY OF RAMSEY
 7550 SUNWOOD DRIVE
 RAMSEY, MN 55303
 (763) 427-1410 FAX (763) 433-9898

22-04 - MILL AND OVERLAY THE PONDS OF RAMSEY

NEIGHBORHOOD OVERLAY IMPROVEMENTS
 CITY PROJECT NO. 22-04
 CITY OF RAMSEY, MINNESOTA

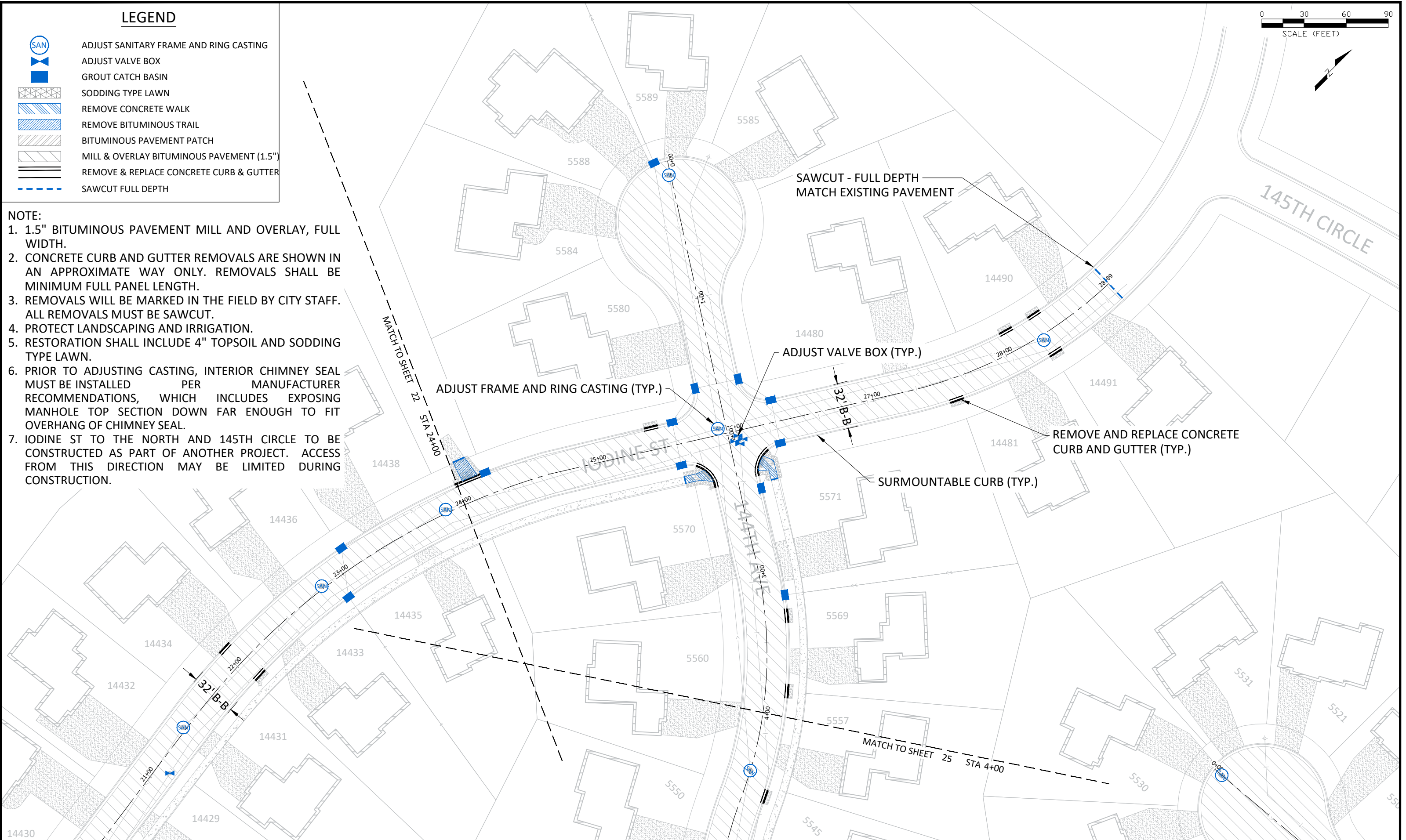
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-  ADJUST VALVE BOX
-  GROUT CATCH BASIN
-  SODDING TYPE LAWN
-  REMOVE CONCRETE WALK
-  REMOVE BITUMINOUS TRAIL
-  BITUMINOUS PAVEMENT PATCH
-  MILL & OVERLAY BITUMINOUS PAVEMENT (1.5")
-  REMOVE & REPLACE CONCRETE CURB & GUTTER
-  SAWCUT FULL DEPTH



NOTE:

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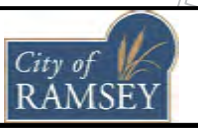


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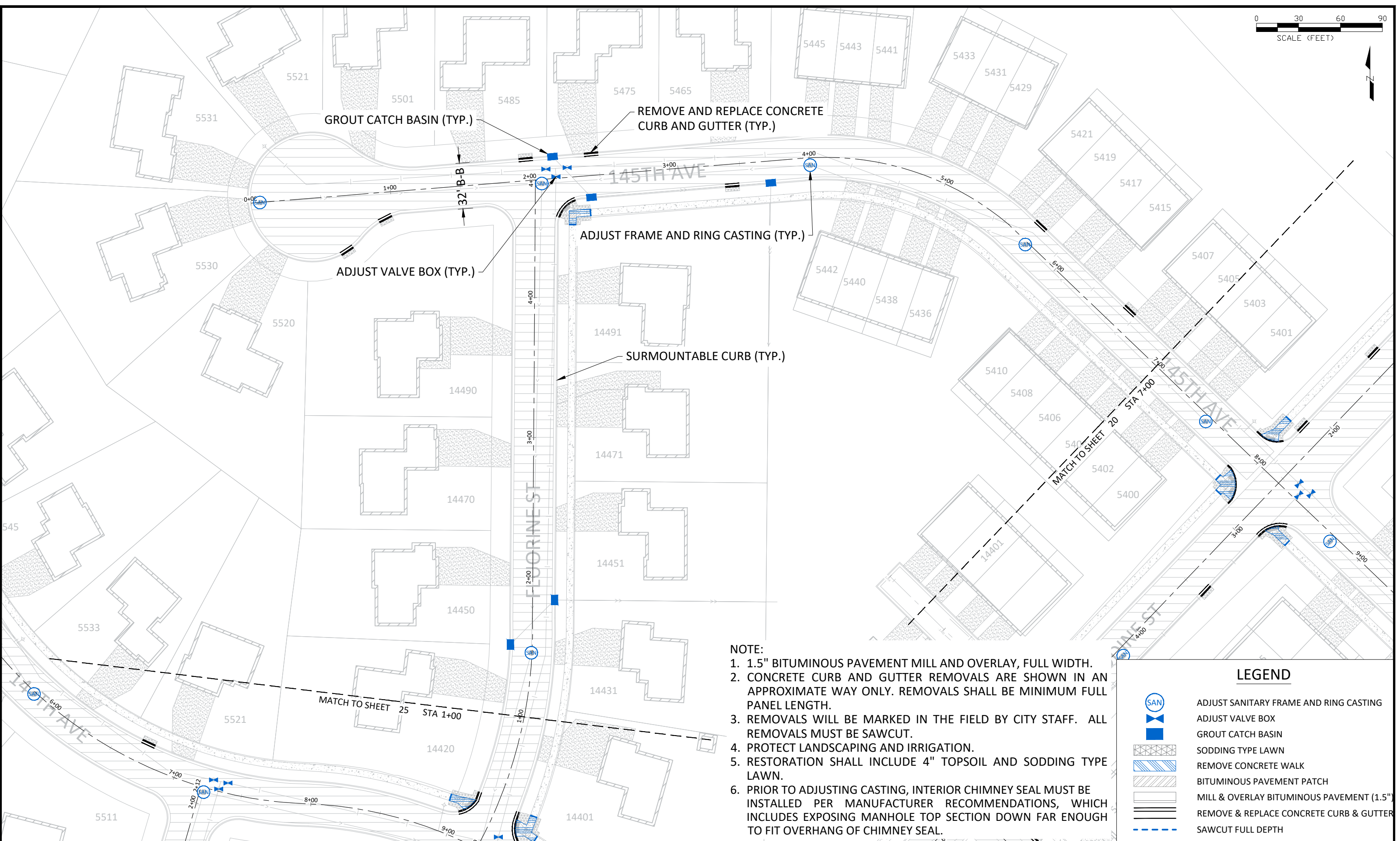
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NEIGHBORHOOD OVERLAY IMPROVEMENTS
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 CITY OF RAMSEY, MINNESOTA



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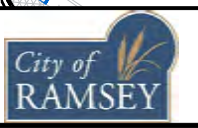
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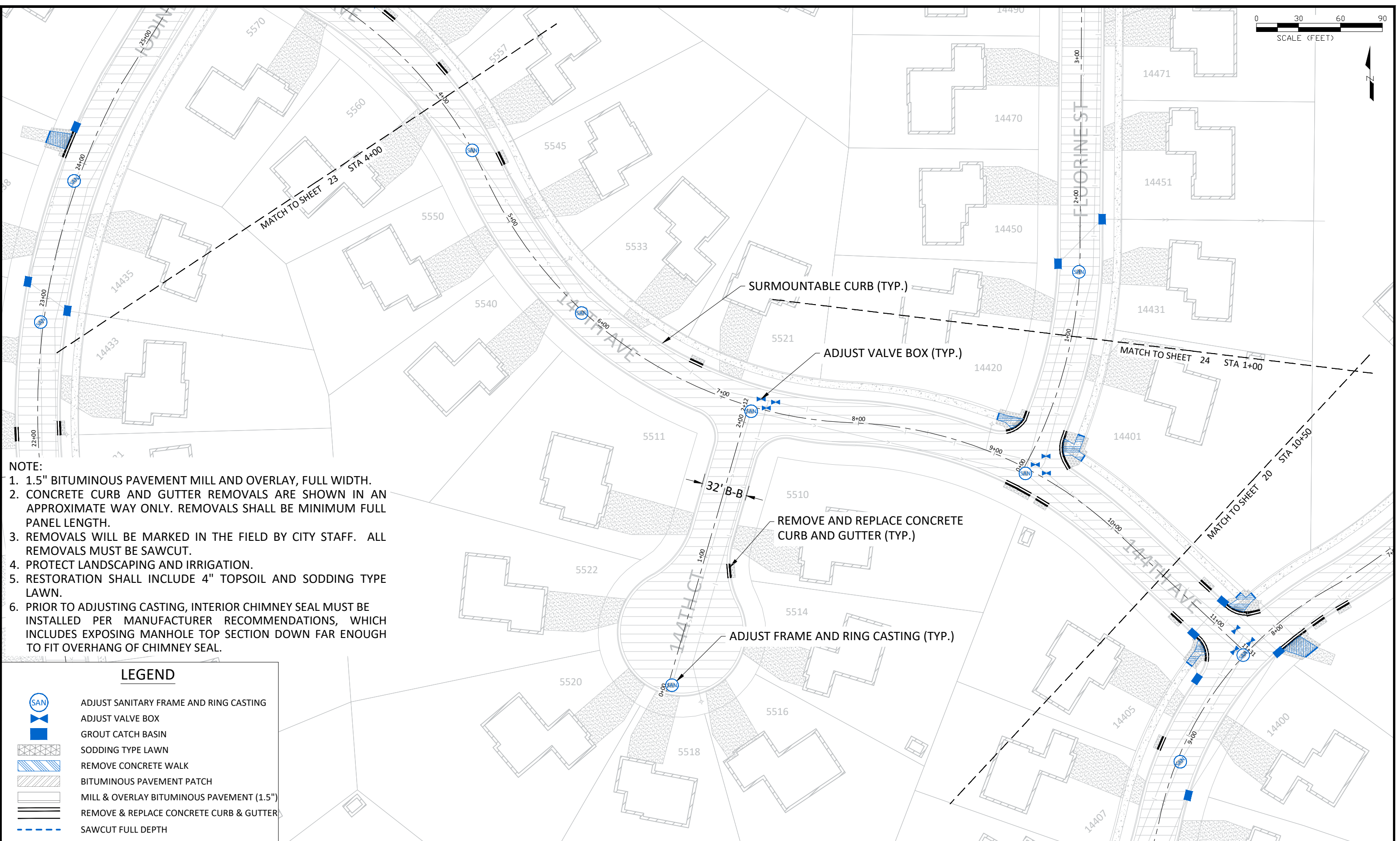
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CITY OF RAMSEY, MINNESOTA



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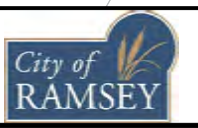
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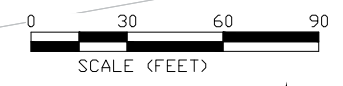
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CITY PROJECT NO. 22-04
CITY OF RAMSEY, MINNESOTA



TIGER ST

0+00

SAWCUT - FULL DEPTH
MATCH EXISTING PAVEMENT

1+00

2+00

3+00

4+00

5+00

6+00

7+00

8+00

9+00

32' B-B

REMOVE AND REPLACE CONCRETE
CURB AND GUTTER (TYP.)

16911

SURMOUNTABLE CURB (TYP.)

8735

GROUT CATCH BASIN (TYP.)

BITUMINOUS PAVEMENT PATCH (30 SQ YD)

17030

170TH AVE







MATCH TO SHEET 21
STA 9+00

8730

16901

8660

LEGEND

-  GROUT CATCH BASIN
-  HYDROSEED
-  MILL & OVERLAY BITUMINOUS PAVEMENT (2")
-  BITUMINOUS PAVEMENT PATCH
-  SAWCUT FULL DEPTH
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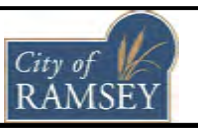
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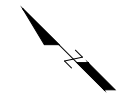
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22-04 - MILL AND OVERLAY TIGER MEADOWS

NEIGHBORHOOD OVERLAY IMPROVEMENTS
 CITY PROJECT NO. 22-04
 CITY OF RAMSEY, MINNESOTA









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SURMOUNTABLE CURB (TYP.)

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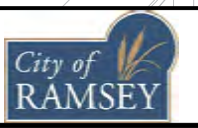
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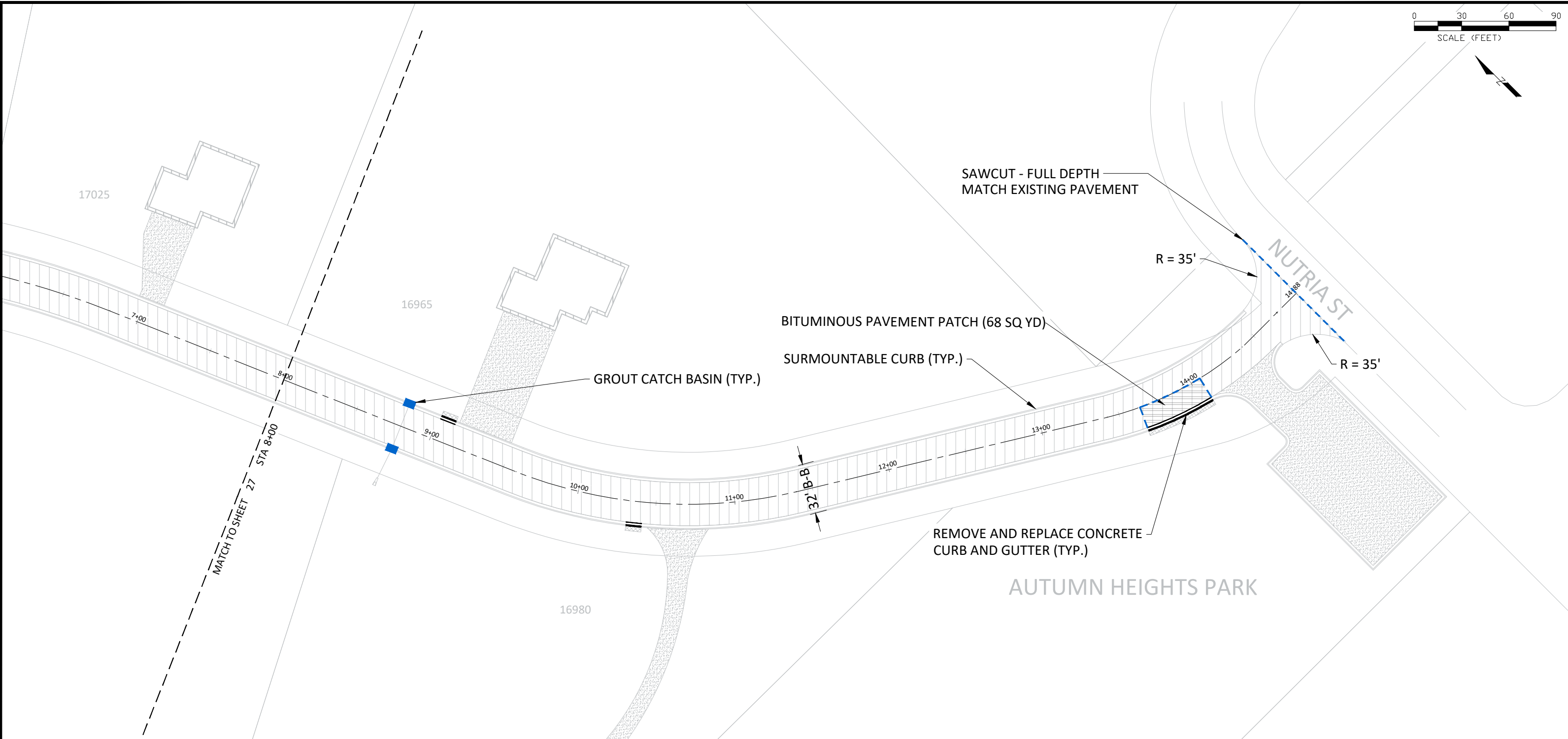
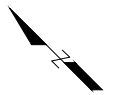
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



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NEIGHBORHOOD OVERLAY IMPROVEMENTS
CITY PROJECT NO. 22-04
CITY OF RAMSEY, MINNESOTA



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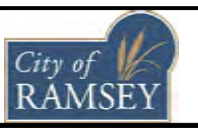
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CITY OF RAMSEY, MINNESOTA

April 29, 2022

SENT VIA EMAIL: jferiancek@ci.ramsey.mn.usJoe Feriancek
City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303**RE: Construction Staking Services – City of Ramsey Projects 22-01, 22-04 & 22-06**

Dear Mr. Feriancek:

Thank you for the opportunity to submit a proposal for our services on the above projects. I understand that the scope of our services is to provide construction staking services as needed and directed.

Hakanson Anderson proposes to conduct this work on an hourly basis based upon the attached hourly rate schedule.

SCOPE OF WORK

Project 22-01

- Office setup and coordination
 - Stake the 7 pedestrian ramps
 - Stake 6 storm structures and 129 feet of storm sewer
- Hourly not to Exceed..... \$3,055.00**

Project 22-04

- Office setup and coordination
 - Stake the 26 pedestrian ramps
- Hourly not to Exceed..... \$4,700.00**

Project 22-06

- Office setup and coordination
 - Stake the 4 pedestrian ramps
 - Stake 30 feet of curb and 30 feet of silt fence
- Hourly not to Exceed..... \$1,410.00**

- As-built Surveys are not included in this estimate
- Blue Tops if required by the contractor will be billed hourly as an extra

The above stated hourly amount is based on survey control points being found in place, electronic files of necessary construction documents being available for our use and a one-time staking per item. Significant re-staking and services provided in addition to those proposed will be billed hourly per our standard fee schedule.

To better serve you, we request that final plans and specifications for new projects arrive in our office a minimum of five working days before staking is needed on site. After staking has started on site, a two to three-day notice for return visits is requested. It is the contractor's responsibility to provide shop drawings or updated plans when applicable.

If this proposal meets with your approval, please sign the acceptance below and return a copy to our office. If you have any questions or need any further information, feel free to call at your convenience. 763-852-0486

Sincerely,
Hakanson Anderson Associates



Brian Person PLS
Vice President

ACCEPTANCE OF PROPOSAL: The above fees and conditions are satisfactory and hereby accepted. Hakanson Anderson Associates is authorized to do the work as specified. Invoices for the above work will be issued on a monthly basis and at the completion of the project. Payment for invoices will be due within thirty (30) days of the date of billing.

Accepted by: _____ Date:

Name/Title



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

RESOLUTION #22-103

RESOLUTION ACCEPTING BIDS AND AWARDING CONTRACT FOR 2022 NEIGHBORHOOD PAVEMENT OVERLAY IMPROVEMENTS, IMPROVEMENT PROJECT #22-04

WHEREAS, the City of Ramsey proposes to overlay the pavement on numerous street segments in 2022 as identified within the 2022 – 2031 Capital Improvement Program; and

WHEREAS, funding for this improvement is proposed to come from the Pavement Management Fund, Stormwater Utility Fund and Sanitary Sewer Utility Fund; and

WHEREAS, pursuant to Ramsey City Council resolution #21-194, adopted July 13, 2021, the City Council ordered the City Engineer to request proposals for Topographic Survey for proposed 2022 Pavement Management Program projects, including improvement project #22-04, 2022 Neighborhood Pavement Overlay Improvements; and

WHEREAS, pursuant to Ramsey City Council Resolution #21-224, adopted August 10, 2021, the City Council awarded a proposal to Hakanson Anderson for Topographic Survey of the project area; and

WHEREAS, pursuant to Ramsey City Council Resolution #21-306, adopted October 26, 2021, the City Council ordered the City Engineer to prepare plans and specifications for improvement project #22-04, 2021 Neighborhood Pavement Overlay Improvements; and

WHEREAS, pursuant to Ramsey City Council resolution #22-075, adopted March 22, 2022, the City Council approved final plans and specifications as prepared by the City Engineer and authorized advertisement for bids for said improvements; and

WHEREAS, six (6) bids were received, opened, and tabulated on May 2, 2022, and the following bids were found to comply with the approved plans and specifications and advertisements for bids; and

Company	Bid Amount
North Valley, Inc.	\$ 732,929.10
Asphalt Surface Technologies Corp.	\$ 763,107.89
Rum River Contracting	\$ 780,306.82
Omann Brothers Paving Inc.	\$ 795,369.07
Northwest	\$ 843,723.40
Park Construction Company	\$ 869,855.40

WHEREAS, the bid of North Valley, of Nowthen, Minnesota, in the amount of \$732,929.10 for the total bid for construction of the improvements in accordance with the approved plans and specifications and advertisement for bids, is the lowest responsible bidder and their bid shall be and hereby is accepted.

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

- 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 accept Hakanson Anderson's proposal for construction staking for said improvements for and on behalf of the City of Ramsey.

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 10th day of May, 2022.

Mayor

ATTEST:

City Clerk

CC Regular Session

7. 4.

Meeting Date: 05/10/2022

Submitted For: Bruce Westby, Engineering/Public Works

By: Joe Feriancek, Engineering/Public Works

Information

Title:

Adopt Resolution #22-104 Accepting Bids and Awarding Contract for Wood Pond Hills 2nd – 5th Street Reconstructions, Improvement Project #22-06

Purpose/Background:

Purpose:

The purpose of this case is to adopt Resolution #22-104 Accepting Bids and Awarding Contract for Wood Pond Hills 2nd – 5th Street Reconstructions, Improvement Project #22-06.

Background:

City Improvement Project 22-06 proposes to reconstruct the streets within the Wood Pond Hills 2nd, 3rd, 4th, and 5th subdivisions, generally located southwest of Sunwood Drive and Nowthen Boulevard. The streets total approximately 4,600 linear feet (0.88 miles) in length, and are 31 feet wide urban sections with surmountable concrete curb and gutter. A street segment summary is attached to this case.

Project History

- 2022 – 2031 Capital Improvement Program – listed as street reconstruction for 2022
- Resolution #21-194, adopted July 13, 2021; City Council ordered the City Engineer to request proposals for Topographic Survey, Geotechnical Evaluations and Utility Testing for 2022 Pavement Management Program projects.
- Resolution #21-224, adopted August 10, 2021; City Council awarded a proposal to Hakanson Anderson for Topographic Survey, and Haugo Geotechnical Services for a geotechnical report of the project area.
- Resolution #21-240, adopted August 24, 2021; City Council awarded a proposal to Hydro-Klean, LLC for cleaning and televising the sanitary sewer and storm sewer, and Water Conservation Services, Inc. for watermain leak testing of the project area.
- Resolution #21-299, adopted October 26, 2021; City Council ordered the City Engineer to prepare plans and specifications for the improvement project.
- March 15, 2022; Public Works Committee gave recommendation for City Council approving plans and specifications and authorizing advertisement for bids for Wood Pond Hills 2nd – 5th Street Reconstructions, Improvement Project #22-06.
- Resolution #22-074, adopted March 2, 2022; City Council approved plans and specifications and authorized advertisement for bids.
- May 2, 2022; Staff publicly opened bid proposals.

Pavement History

The streets within the subdivision were built between 1993 and 1996. Pavement maintenance has included crack seal / seal coat improvement in 1998, 2005, and in 2013. Maintenance crews have performed patching over the last several years, including extensive spray patching. 2021 PASER values ranged between 2 and 6, with the bulk of the subdivision being rated at 2. PASER values of 2 are as low as any street segments within the City.

Ground Penetrating Radar (GPR) was performed on the street segments. Bituminous pavement thickness was found to have an average thickness of 2.9 inches. Aggregate base thickness was found to have an average thickness of 4.4 inches. The overall average section thickness was 7.3 inches.

Proposed Improvements

Staff review of the geotechnical report found the sub-base material as poorly graded sand and poorly graded sand with silt, these materials are well suited for pavement support and are considered non-frost susceptible and are also free draining materials. With the sub-base material being sufficient, Staff is proposing to use the current standard City pavement section of 4-inches aggregate base, and 3.5-inches new bituminous pavement. The 4-inches of aggregate base is proposed to be composed of recycled reclamation material.

Staff review found the existing pedestrian ramps within the project area did not meet current ADA requirements, therefore all four pedestrian ramps will need to be removed and replaced. The concrete curb and gutter in the project area were found to generally be in good condition, and only spot repairs are proposed. Staff is proposing minimal impacts to the existing bituminous trail which crosses through the project, beyond what is required for matching into the new pedestrian ramps.

A portion of the cul-de-sac located on the south end of Junkite Street has had some undercutting of the existing concrete curb and gutter. This project proposes to remove and replace a portion of the concrete curb and gutter, perform a full-depth restoration of the compromised road section, and provide a stabilized erosion control mat in the boulevard area to prevent future erosion of the soils.

Review of the storm sewer, sanitary sewer and watermain did not find issues requiring repair. The City will be placing inflow and infiltration barriers on the sanitary sewer manholes with this project. The City received an MCES I/I Grant for this work, which will reimburse the City for the costs associated with the I/I barriers.

Construction Process

- Install traffic control measures
 - Traffic control is maintained throughout the project
- Install erosion control measures
- Full-depth reclamation of existing bituminous pavement and aggregate base
- Project removals (spot curb and gutter, pedestrian ramps, driveways as needed)
- Repair catch basins and reset castings
- Install I/I barriers in sanitary manholes
- Place new concrete curb and gutter and pedestrian ramps (add 5 to 7-day cure time)
- Remove excess reclaim material, shape and compact 5 inches of remaining material
 - Subgrade excavation required to remove approximately 0.5 inches below the existing reclamation material to allow 4-inch thickness
 - Excess reclaim is stockpiled and will be used on future City projects
- Place first lift of new bituminous pavement
- Finish any trail and driveway repairs
 - No driveway repairs are anticipated
- Restore the boulevard in any impacted areas
 - 4 inches topsoil, seed and hydro-mulch
- Place the final lift of bituminous pavement
 - Remove traffic control measures as allowed
- Place all pavement marking, must wait 72 hours after paving
- Erosion control measures are removed after restoration has been completed

Preliminary Schedule Remaining

- Council Awards Contract to the lowest responsible bidder
 - May 10, 2022
- Contractor begins construction
 - June 2022
- Contractor Substantially Completes construction
 - September 2, 2022
- Contractor Final Completion (project clean up, punch list created)

o September 30, 2022

The proposed improvements are designated as City Improvement Project #22-06, Wood Pond Hills 2nd – 5th Street Reconstructions.

Notification:

Advertisements were published in the Anoka Union Herald and in Finance & Commerce on April 1 and April 8, 2022. Bids were also advertised on-line on Quest CDN.

Letters will be mailed to property owners with updates on the project status. Engineering Staff maintains a project webpage, which will be updated as new information is made available throughout the project.

Time Frame/Observations/Alternatives:

Alternative #1 – Motion to adopt Resolution #22-104 accepting bids and awarding a construction contract for Wood Pond Hills 2nd – 5th Street Reconstructions, Improvement Project #22-06, to North Valley, Inc. for the bid in the amount of \$568,135.15.

Alternative #2 – Motion to deny adoption of Resolution #22-104 at this time.

Funding Source:

Bids were advertised in the Anoka Union Herald and in Finance and Commerce on April 1 and April 8, 2022. On May 2, 2022 a total of five (5) bids were received, opened, and tabulated, and the following four (4) bids were found to comply with the advertisement for bids.

CONTRACTOR	TOTAL BID	
North Valley, Inc.	\$568,135.15	
Northwest	\$628,243.00	
Asphalt Surface Technologies Corp.	\$637,047.92	
Park Construction Company	\$697,471.73	
<i>Engineer's Estimate</i>	<i>\$506,368.01</i>	

The bid of North Valley, Inc. of Nowthen, Minnesota, in the amount of \$568,135.15 for the total bid for construction of said improvements in accordance with the approved plans and specifications and advertisement for bids, is the lowest responsible bid. Adding indirect costs for administrative, engineering, finance and legal costs in the amount of 23-percent brings total project costs to \$698,806.25.

Per the final plans and specifications, estimated construction costs were \$506,368.01. After adding 23-percent indirect costs, estimated project costs total \$622,832.66.

The low bid is 12-percent more than the engineer's estimate, primarily due to higher than estimated bituminous pavement and aggregate base construction costs.

Funding for this improvement is proposed to come from Pavement Management Funds, Stormwater Funds, Sanitary Sewer Funds, and Water Funds. Sanitary Sewer Funds will be reimbursed through an Inflow & Infiltration Grant.

- Street Project Costs \$686,682.85
- Storm Sewer Project Cost \$4,549.35
- Sanitary Sewer Project Cost \$5,721.04
- Watermain Project Costs \$1,853.01
- **Total Project Costs \$698,806.25**

Hakanson Anderson proposes to provide construction staking in a total not-to-exceed amount of \$1,410.00. These costs are included in the 23-percent indirect costs. Staff feels these costs are reasonable based on the scope of the proposed improvements and required staking and recommends accepting the proposal, which is attached for

reference.

City Staff proposes to administer and inspect construction.

Plans and specifications were prepared in-house as part of Staff's normal duties.

Outside costs incurred to date as engineering indirect costs include:

- \$7,520.00 for Haugo Geo Technical Services, LLC to supply a geotechnical report of the project area.
- \$13,081.50 for Hydro-Klean, LLC to perform sanitary sewer and storm sewer cleaning and supply reports of pipe conditions within the project area.
- \$435.00 for Water Conservation Services, Inc. to perform a water leak test on the watermain system in the project area.
- \$3,500 for Hakanson Anderson to collect topographic survey of the project area.

Recommendation:

Staff recommends Alternative #1.

Outcome/Action:

Motion to adopt Resolution #22-104 accepting bids and awarding a construction contract for Wood Pond Hills 2nd – 5th Street Reconstructions, Improvement Project #22-06, to North Valley, Inc. for the bid in the amount of \$568,135.15.

Attachments

22-06 Final Plans

22-06 Street Summary

Hakanson Staking Proposal

Resolution 22-104

Form Review

Inbox

Bruce Westby

Kurt Ulrich

Form Started By: Joe Feriancek

Final Approval Date: 05/05/2022

Reviewed By

Bruce Westby

Kurt Ulrich

Date

05/05/2022 11:14 AM

05/05/2022 02:47 PM

Started On: 05/02/2022 07:53 AM

CITY OF RAMSEY

WOOD POND HILLS 2ND - 5TH STREET RECONSTRUCTIONS

CITY IMPROVEMENT PROJECT NO. 22-06

GOVERNING SPECIFICATIONS

THE 2020 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.

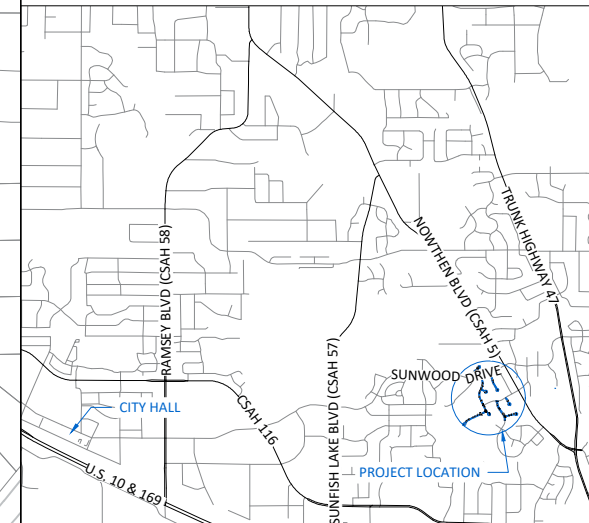
ALL TRAFFIC CONTROL DEVICES AND SIGNING SHALL CONFORM TO THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, INCLUDING THE FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS.

SHEET INDEX

THIS PLAN CONTAINS 29 SHEETS

SHEET No.	DESCRIPTION
01	TITLE SHEET
02	STATEMENT OF ESTIMATED QUANTITIES
03 - 04	CITY DETAILS
05 - 10	MNDOT PEDESTRIAN RAMP DETAILS
11 - 12	SWPPP
13	EROSION CONTROL
14 - 21	EXISTING CONDITIONS & REMOVALS
22 - 29	STREET IMPROVEMENTS

LOCATION MAP



LEGEND

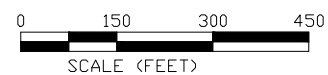
	SANITARY MANHOLE		Easement - Drainage & Utility
	STORM SEWER MANHOLE		Easement - Roadway
	CATCH BASIN MANHOLE		LOT LINE
	CATCH BASIN		ELECTRIC LINE
	CATCH BASIN - GROUT		ELECTRIC LINE - BURIED
	CATCH BASIN - RESET		ELECTRIC LINE - OVERHEAD
	FLARED END SECTION		GAS LINE
	CULVERT END SECTION		TELECOMMUNICATION LINE
	HYDRANT		TELECOMM - OVERHEAD
	VALVE		FIBER OPTIC LINE
	TREE - CONIFEROUS		TREE LINE
	TREE - DECIDUOUS		LANDSCAPE
	SHRUB		RETAINING WALL
	LIGHT POLE		FENCE
	SIGN		SILT FENCE
	MAILBOX		WATERMAIN
	PEDESTAL - TELECOM		SANITARY SEWER
	PEDESTAL - ELECTRIC		STORM SEWER
	HAND HOLE		DRAIN TILE
	DRIVE - BITUMINOUS		LANDSCAPE - ROCK
	DRIVE - CONCRETE		LANDSCAPE - MULCH
	DRIVE - GRAVEL		LANDSCAPE - RIP RAP
	CONCRETE WALK		PR. DRIVE - BITUMINOUS
	BITUMINOUS TRAIL		PR. DRIVE - CONCRETE
	REMOVE BIT PAVE		PR. DRIVE - GRAVEL
	REMOVE CONCRETE PAVE		PR. CONCRETE WALK
	REMOVE GRAVEL SURFACE		PR. CONCRETE
	MILL BIT PAVEMENT		PR. SEEDING AREA
	RECLAIM BIT PAVEMENT		

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, P.E. 57095 DATE 2/28/22
 CIVIL ENGINEER II LIC. NO.

DATE	REVISION

SHEET 01 OF 29 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

Feb 28, 2022 - 9:25am G:\Engineering\AutoCad Dwg\Projects N-Z\Wood Pond Hills 2nd - 5th Recon 22-06\Plan Drawings\22-06 Title Sheet.dwg

IP 22-06 WOOD POND HILLS 2ND - 5TH STREET RECONSTRUCTIONS

STATEMENT OF ESTIMATED QUANTITIES

Item No.	MnDOT No.	Note	Item Description	Unit	Quantity
1	2021.501		Mobilization	LS	1
2	2104.503	1	Remove Concrete Curb and Gutter	LF	644
3	2104.503	1	Sawing Bituminous Pavement (Full Depth)	LF	402
4	2104.503	1	Sawing Concrete Pavement (Full Depth)	LF	168
5	2104.504	1	Remove Bituminous Pavement	SY	74
6	2104.504	1	Remove Concrete Valley Gutter	SY	73
7	2105.507		Common Excavation (EV)	CY	24
8	2105.507	11	Subgrade Excavation, Remove Unsuitable Material (EV)	CY	236
9	2105.607	10	Haul & Stockpile Reclaim Material (LV)	CY	2061
10	2106.507	2	Select Granular Borrow (CV)	CY	15
11	2112.519		Subgrade Preparation	RDST	46
12	2130.523		Water	MGAL	184
13	2211.507	2	Aggregate Base Class 5 Modified (CV) 5"	CY	2388
14	2215.504	10	Full Depth Reclamation (7.0")	SY	16957
15	2231.604	1	Bituminous Patch	SY	29
16	2232.504		Mill Bituminous Pavement (2.0")	SY	65
17	2357.506	4	Bituminous Material for Tack Coat	GAL	1194
18	2360.509	5	Type SP 12.5 Non Wearing Course Mixture (3,C) 2.0"	TON	1927
19	2360.509	5	Type SP 9.5 Wearing Course Mixture (3,C) 1.5"	TON	1446
20	2503.602		Grout Catch Basin	EA	10
21	2503.602		Reset Catch Basin	EA	2
22	2503.603		Interior Chimney Seal	EA	24
23	2504.602		Remove and Replace Valve Box Section	EA	5
24	2504.602		Adjust Valve Box	EA	11
25	2506.502		Adjust Frame and Ring Casting	EA	24
26	2521.504		6" Concrete Walk	SY	73
27	2531.503		Concrete Curb & Gutter Design B618	LF	246
28	2531.503		Concrete Curb & Gutter Design Surmountable	LF	398
29	2531.604		7" Concrete Valley Gutter	SY	63
30	2531.618		Truncated Domes	SF	102
31	2540.601		Landscape Restoration	LS	1
32	2563.601	9	Traffic Control	LS	1
33	2573.502		Storm Drain Inlet Protection	EA	15
34	2573.503		Silt Fence	LF	60
35	2574.507	3	Topsoil (LV)	CY	40
36	2574.508	6	Fertilizer Type 3	LBS	5
37	2575.504		Rolled Erosion Prevention Category 72	SY	30
38	2575.505		Seeding	ACRE	0.05
39	2575.508	8	Hydraulic Mulch Matrix	LBS	200
40	2575.508	7	Seed Mixture 25-151	LBS	10

PAY ITEM NOTES:

- REMOVAL LIMITS SHALL BE MARKED IN THE FIELD BY CITY STAFF.
- LV TO CV CONVERSION FACTOR = 1.25.
- LV TO CV CONCERSION FACTOR = 1.30.
- ESTIMATED QUANTITY BASED ON APPLICATION RATE OF 0.07 GAL/SY.
- ESTIMATED QUANTITY BASED ON APPLICATION RATE OF 113 LB/SY-IN.
- ESTIMATED QUANTITY BASED ON 100 LB/ACRE.
- ESTIMATED QUANTITY BASED ON 120 LB/ACRE.
- ESTIMATED QUANTITY BASED ON 4000 LB/ACRE.
- LUMP SUM QUANTITY SHALL INCLUDE ALL COST REQUIRED FOR MAINTAINING ALL FLAGGING OPERATIONS AS NECESSARY, MAINTAINING PEDESTRIAN ACCESS ROUTES, ANY SIGNAGE AND BARRICADES AS NECESSARY.
- EXCESS RECLAMATION MATERIAL SHALL BE HAULED FROM THE ONSITE STOCKPILE LOCATION TO THE CITY OF RAMSEY PUBLIC WORKS CAMPUS, 14100 JASPER STREET. THE EXPECTED RECLAMATION DEPTH IS 7 INCHES. THE TOP 3.5 INCHES ARE PROPOSED TO BE REMOVED.
- SUBGRADE EXCAVATION PAY ITEM INCLUDES REMOVING 0.5 INCHES OF MATERIAL BELOW THE RECLAMATION MATERIAL, NECESSARY FOR PROPOSED PAVEMENT SECTION. ON-SITE MOVING OF RECLAMATION MATERIAL IS INCIDENTAL.

GENERAL NOTES:

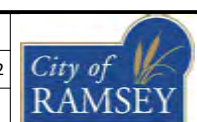
- THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY. IT IS NOT GUARANTEED ANY OR ALL EXISTING UTILITIES ARE SHOWN. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK. HE AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY HIS FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.
- THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING IRRIGATION SYSTEMS WITHIN THE PROJECT CONSTRUCTION LIMITS BEFORE COMMENCING WORK. THE CONTRACTOR IS RESPONSIBLE FOR AVOIDING DAMAGE TO IRRIGATION SYSTEMS WHERE POSSIBLE.
- STREET INTERSECTION CURB & GUTTER RADII ASSUMED 20', UNLESS OTHERWISE NOTED.
- PERMANENT SIGN REMOVAL AND INSTALLATION IS TO BE PERFORMED BY CITY OF RAMSEY PUBLIC WORKS DEPARTMENT.

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 Periancek
 JOE PERIANCEK
 Date 2/28/22 Lic. No. 57095

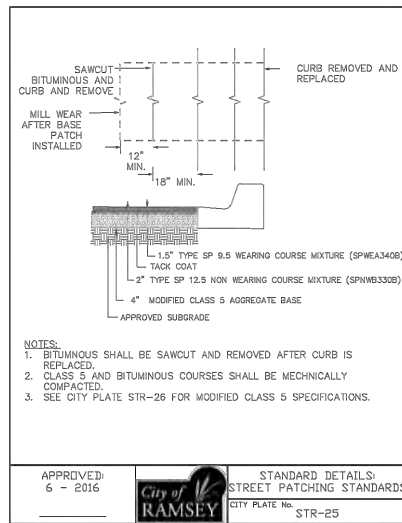
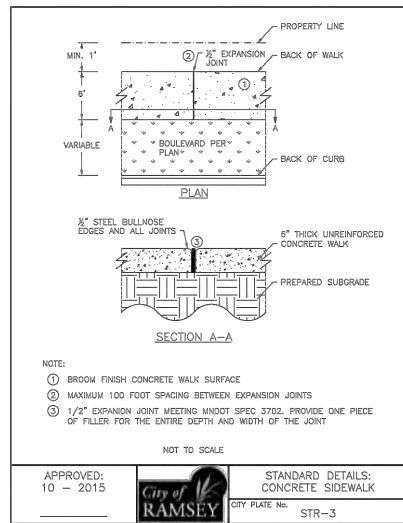
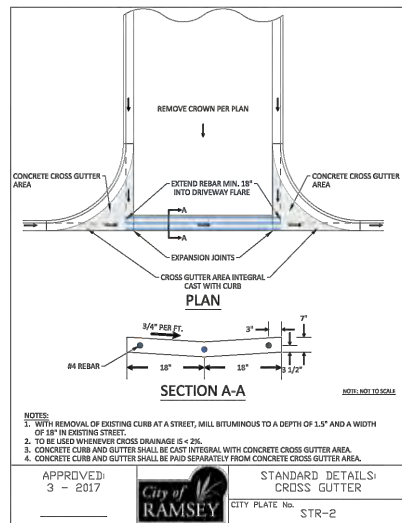
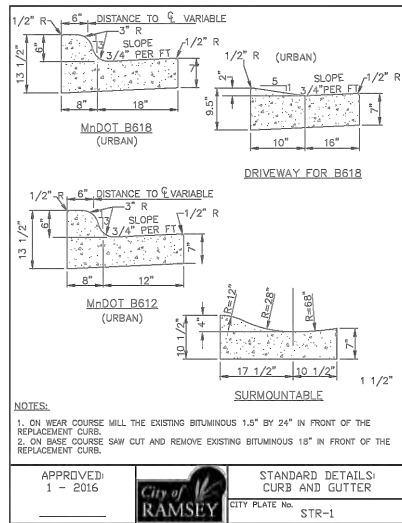
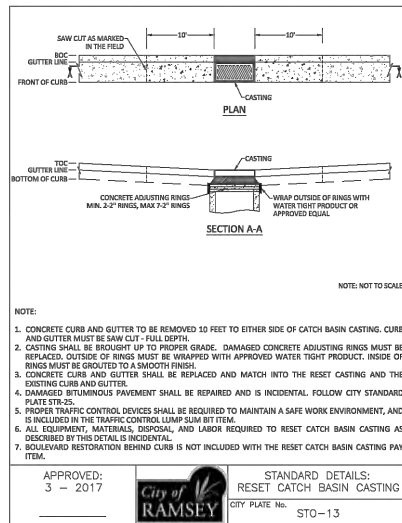
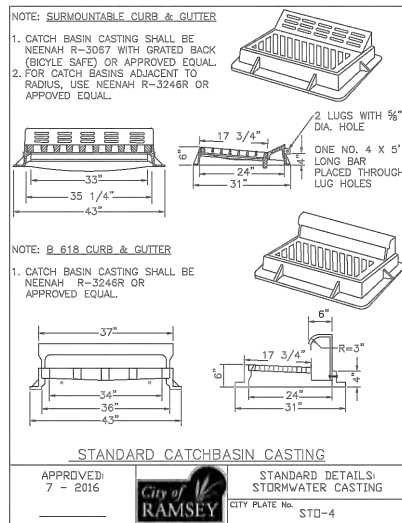
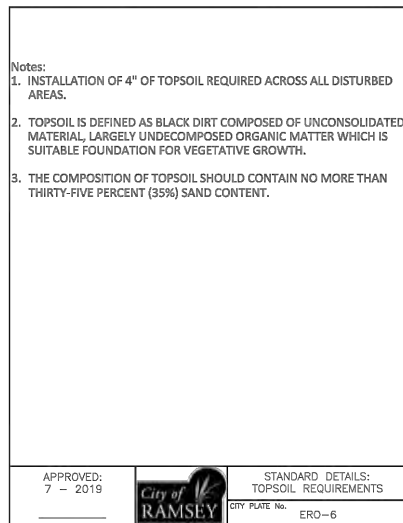
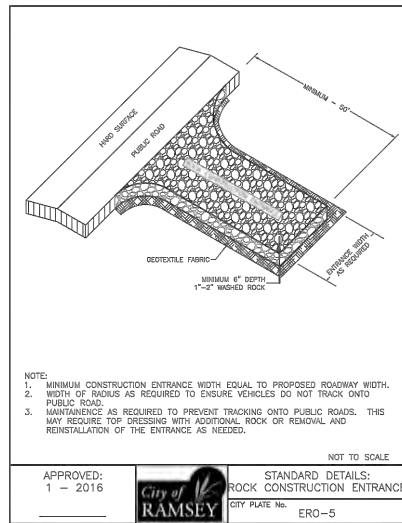
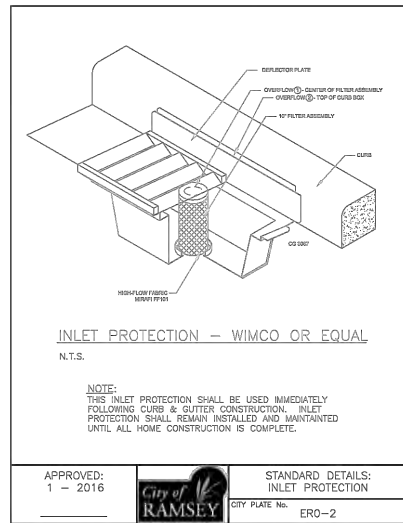
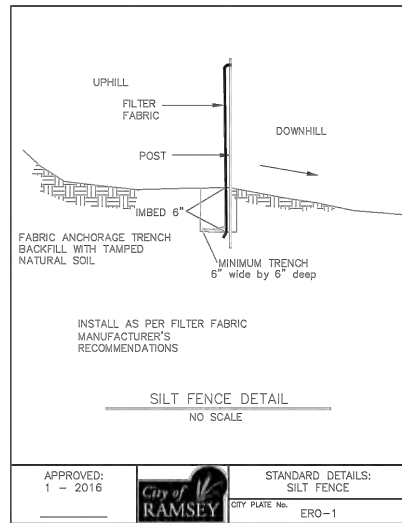
DESIGNED BY:	JJF	DATE:	2/28/22
DRAWN BY:	JJF	FILE:	22-06
CHECKED BY:	JJF		



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

STATEMENT OF ESTIMATED QUANTITIES

WOOD POND HILLS 2ND - 5TH STREET RECONSTRUCTIONS
 CITY PROJECT NO. 22-06
 CITY OF RAMSEY, MINNESOTA



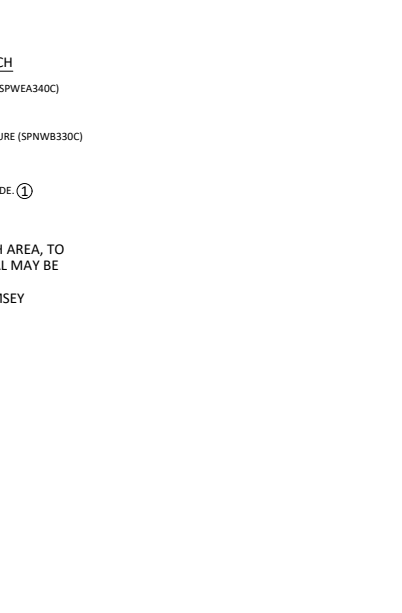
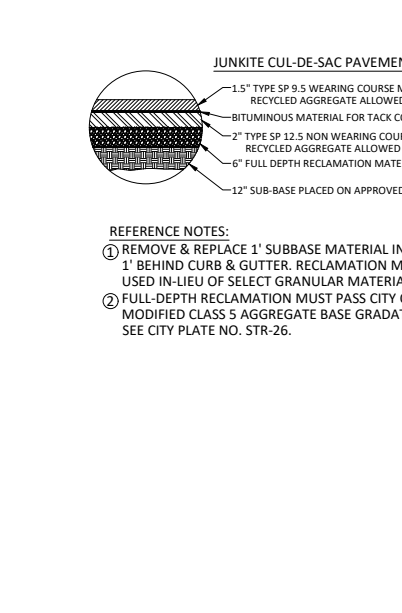
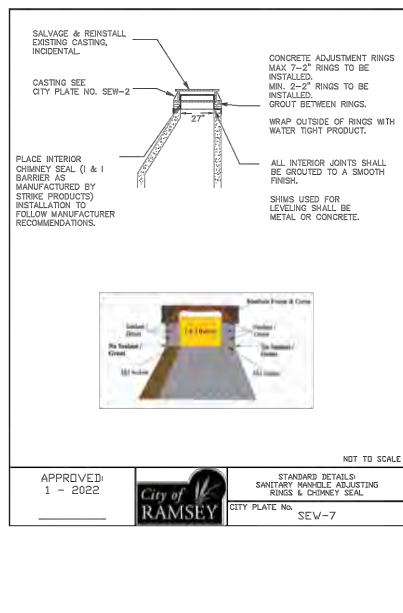
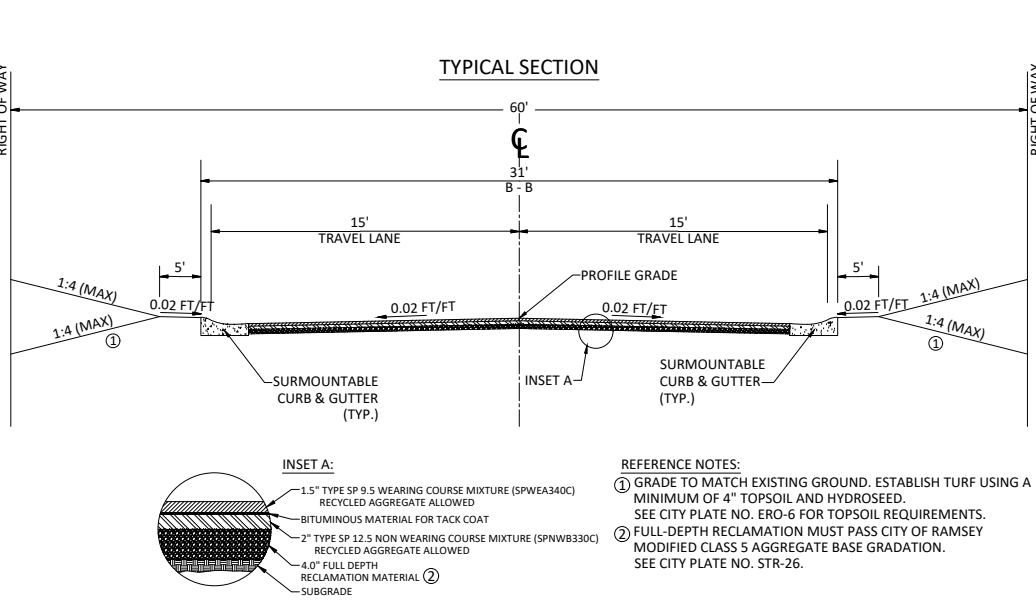
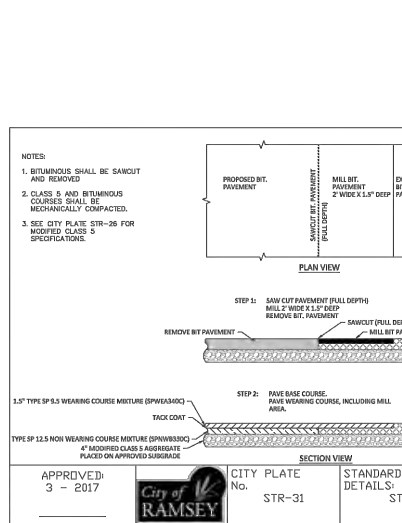
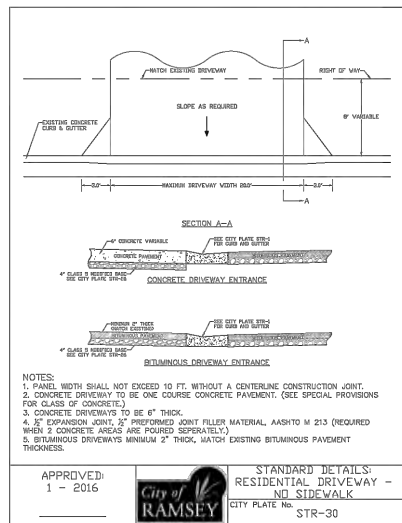
**TABLE A
MODIFIED CLASS 5
SPECIFICATIONS**

% PASSING

1"	100
3/4"	90 - 100
3/8"	50 - 80
No.4	35 - 70
No.10	20 - 60
No.40	10 - 35
No.200	5 - 10

NOTE:
1. THE AGGREGATE BASE CONSTRUCTION WILL BE ACCEPTED FOR PAYMENT IN ACCORDANCE WITH THE PROVISIONS IN TABLE A.
2. IF THE AGGREGATE BASE FAILS TO MEET THE REQUIREMENTS OF TABLE A THE MATERIAL CAN BE CORRECTED IN PLACE OR REMOVED AND REPLACED WITH MATERIAL THAT MEET THE REQUIREMENTS OF TABLE A.
3. IN THE EVENT THAT RECYCLED MATERIAL IS USED IT MUST MEET MNDOT REQUIREMENTS FOR RECYCLED BASE.

APPROVED: 2 - 2003
CITY OF RAMSEY
STANDARD DETAILS: MODIFIED CLASS 5 SPECIFICATIONS
CITY PLATE No. STR-26



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
JOE FERIANCEK
Date: 2/28/22 Lic. No. 57095

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

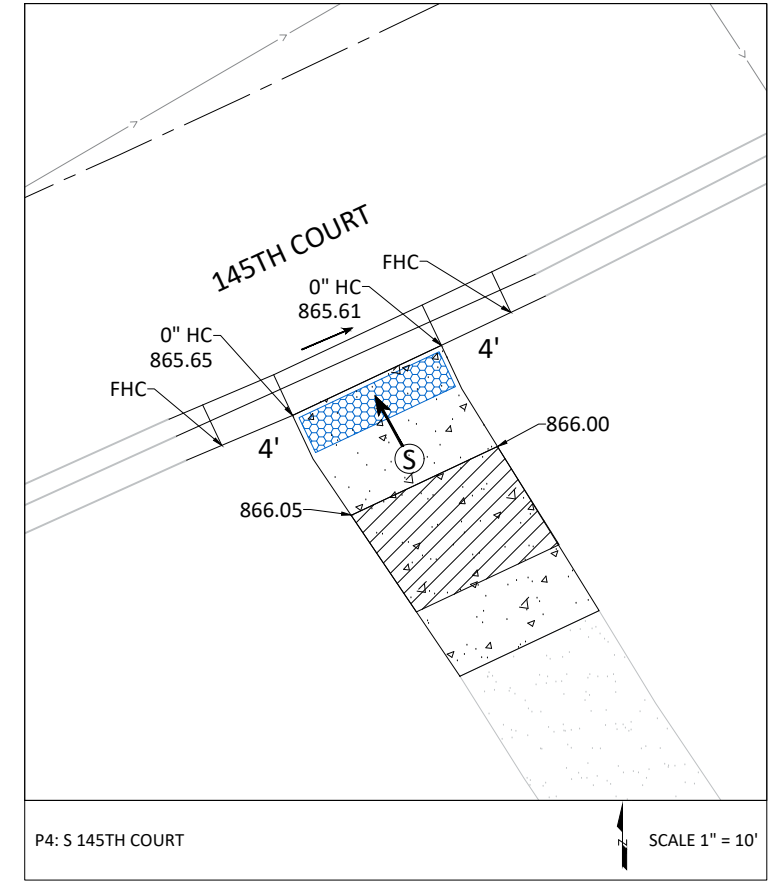
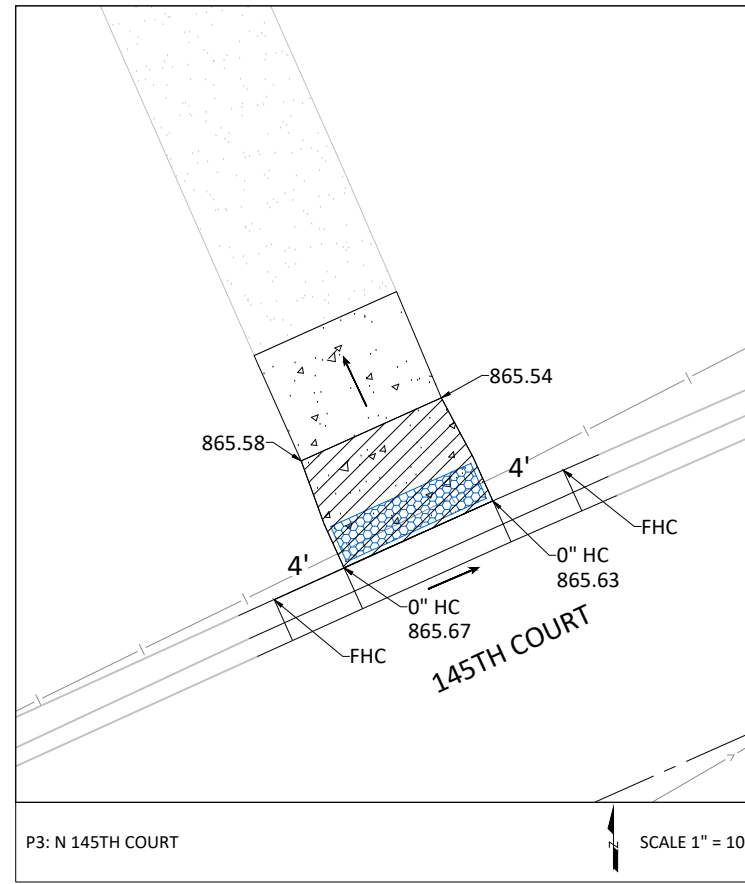
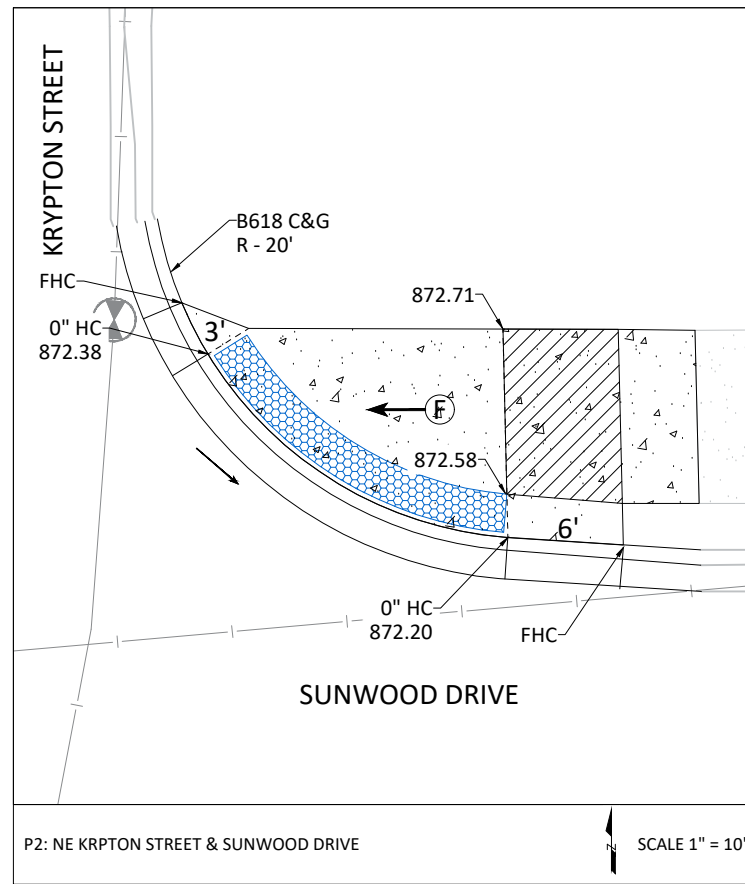
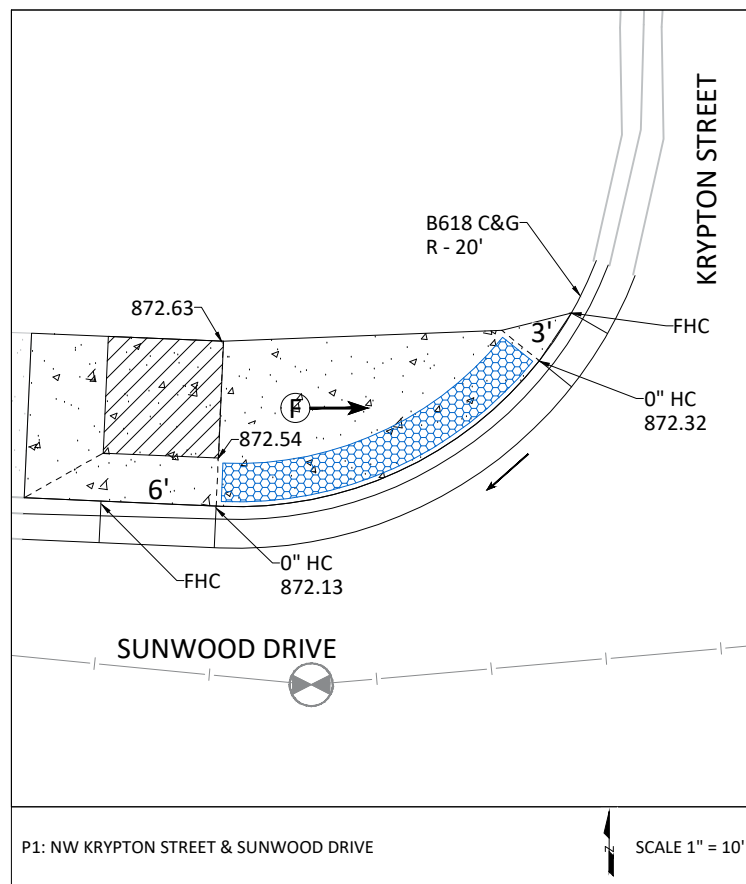
DATE: 2/28/22
FILE: 22-06

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

CITY DETAILS

WOOD POND HILLS 2ND - 5TH STREET RECONSTRUCTIONS
CITY PROJECT NO. 22-06
CITY OF RAMSEY, MINNESOTA

SHEET 03 OF 29 SHEETS



PED RAMP LEGEND

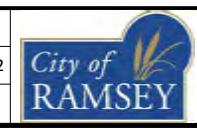
- INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE BETWEEN 5.0% MINIMUM AND 8.3% MAXIMUM IN THE DIRECTION SHOWN AND CROSS SLOPE SHALL NOT EXCEED 2.0%.
- INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE GREATER THAN 2.0% AND LESS THAN 5.0% IN THE DIRECTION SHOWN AND CROSS SLOPE SHALL NOT EXCEED 2.0%.
- LANDING AREA - 4'X4' MIN. DIMENSIONS AND MAX 2.0% SLOPE IN ALL DIRECTIONS.
- DRAINAGE FLOW ARROW

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
 JOE FERIANCEK
 Date 2/28/22 Lic. No. 57095

DESIGNED BY:	JJF	DATE:	2/28/22
DRAWN BY:	JJF	FILE:	22-06
CHECKED BY:	JJF		



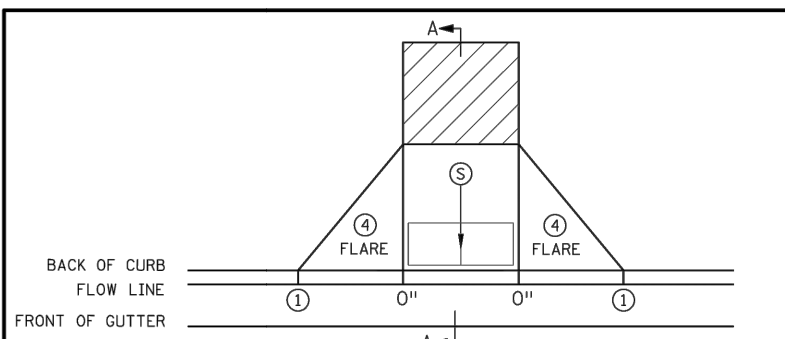
CITY OF RAMSEY
 7550 SUNWOOD DRIVE
 RAMSEY, MN 55303
 (763) 427-1410 FAX (763) 433-9898

CITY DETAILS

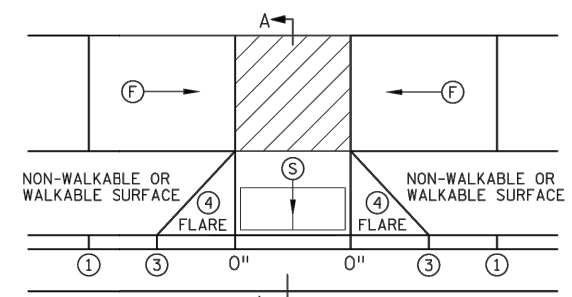
WOOD POND HILLS 2ND - 5TH STREET RECONSTRUCTIONS
 CITY PROJECT NO. 22-06
 CITY OF RAMSEY, MINNESOTA

PLOTTED/REVISED: 4-APR-2018

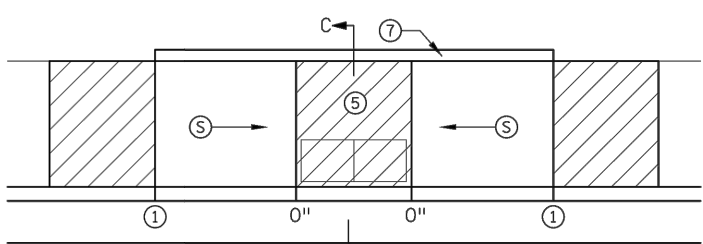
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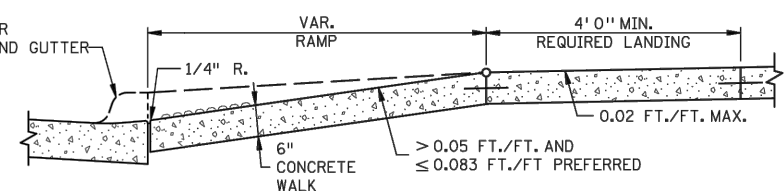
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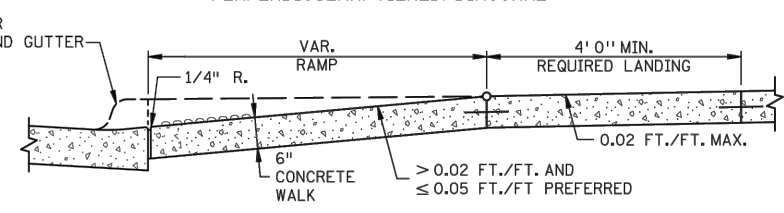
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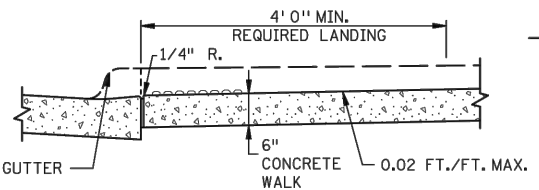
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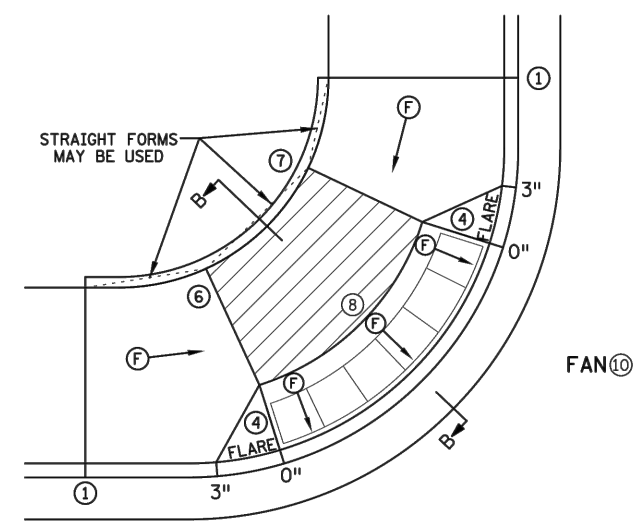
SECTION A-A
 PERPENDICULAR/TIERED/DIAGONAL



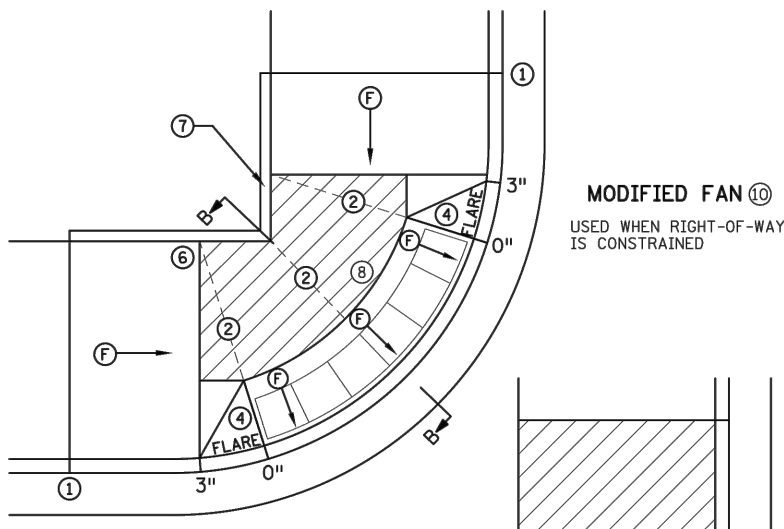
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 FAN



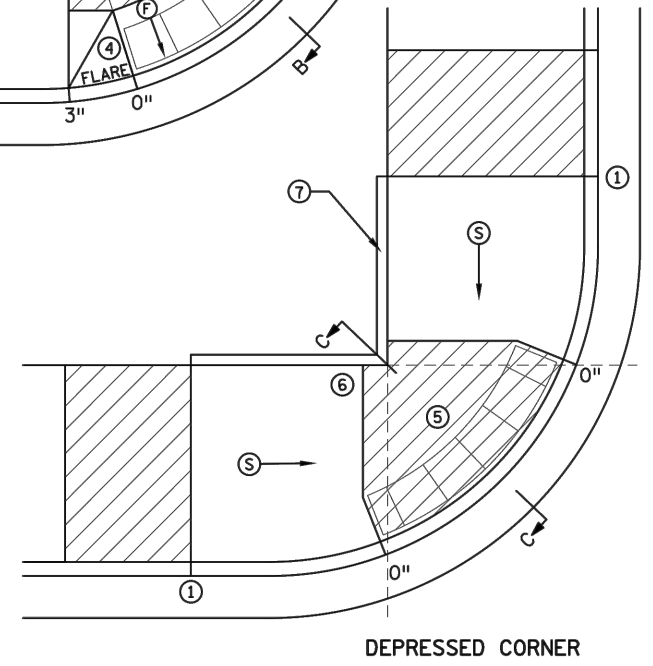
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 PARALLEL/DEPRESSED CORNER



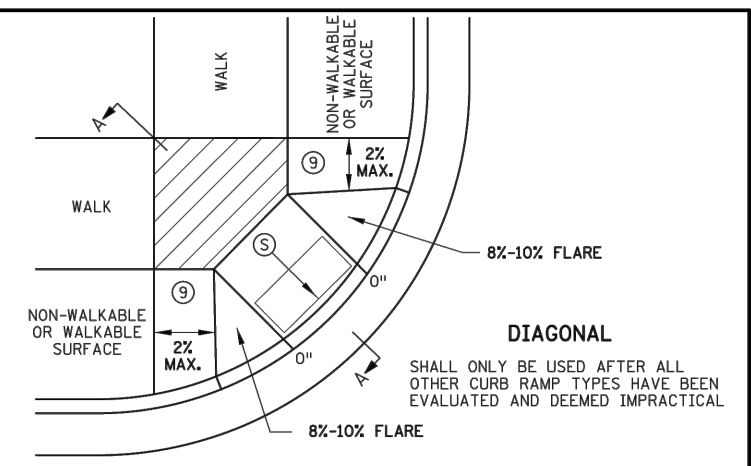
FAN ⑩



MODIFIED FAN ⑩
 USED WHEN RIGHT-OF-WAY IS CONSTRAINED



DEPRESSED CORNER



DIAGONAL

SHALL ONLY BE USED AFTER ALL OTHER CURB RAMP TYPES HAVE BEEN EVALUATED AND DEEMED IMPRACTICAL

NOTES:

- LANDINGS SHALL BE LOCATED ANYWHERE THE PEDESTRIAN ACCESS ROUTE (PAR) CHANGES DIRECTION, AT THE TOP OF RAMPS THAT HAVE RUNNING SLOPES GREATER THAN 5.0%, AND IF THE APPROACHING WALK IS INVERSE GRADE GREATER THAN 2%.
 - INITIAL CURB RAMP LANDINGS SHALL BE CONSTRUCTED WITHIN 15' FROM THE BACK OF CURB, WITH 6' FROM THE BACK OF CURB BEING THE PREFERRED DISTANCE, ONLY APPLICABLE WHEN THE INITIAL RAMP RUNNING SLOPE IS OVER 5.0%.
 - SECONDARY CURB RAMP LANDINGS ARE REQUIRED FOR EVERY 30" OF VERTICAL RISE WHEN THE LONGITUDINAL RUNNING SLOPE IS GREATER THAN 5.0%.
 - CONTRACTION JOINTS SHALL BE CONSTRUCTED ALONG ALL GRADE BREAKS WITHIN THE PAR. 1/4" DEEP VISUAL JOINTS SHALL BE USED AT THE TOPS OF CONCRETE FLARES ADJACENT TO WALKABLE SURFACES.
 - ALL GRADE BREAKS WITHIN THE PAR SHALL BE PERPENDICULAR TO THE PATH OF TRAVEL, THUS BOTH SIDES OF A SLOPED WALKING SURFACE MUST BE EQUAL LENGTH. (EXCEPT AS STATED IN ⑥ BELOW.)
 - TO ENSURE INITIAL RAMPS AND INITIAL LANDINGS ARE PROPERLY CONSTRUCTED, LANDINGS SHALL BE CAST SEPARATELY, FOLLOW SIDEWALK REINFORCEMENT DETAILS ON SHEET 6 AND THE ADA SPECIAL PROVISIONS - PROSECUTION OF WORK (ADA).
 - TOP OF CURB SHALL MATCH PROPOSED ADJACENT WALK GRADE.
 - WHEN THE BOULEVARD IS 4' WIDE OR LESS, THE TOP OF CURB TAPER SHALL MATCH THE RAMP SLOPES TO REDUCE NEGATIVE BOULEVARD SLOPES FROM THE TOP BACK OF CURB TO THE PAR.
 - ALL RAMP TYPES SHOULD HAVE A MINIMUM 3' LONG RAMP LENGTH.
 - 4' MINIMUM WIDTH OF DETECTABLE WARNING IS REQUIRED FOR ALL RAMPS. DETECTABLE WARNINGS SHALL CONTINUOUSLY EXTEND FOR A MIN. OF 24" IN THE PATH OF TRAVEL. DETECTABLE WARNING TO COVER ENTIRE WIDTH OF SHARED-USE PATHS AND THE ENTIRE PAR WIDTH OF THE WALK. DETECTABLE WARNING SHOULD BE 6" LESS THAN THE PAR/TRAIL WIDTH. ARC LENGTH OF RADIAL DETECTABLE WARNINGS SHOULD NOT BE GREATER THAN 20 FEET.
 - RECTANGULAR DETECTABLE WARNINGS SHALL BE SETBACK 3" FROM THE BACK OF CURB. RADIAL DETECTABLE WARNINGS SHALL BE SETBACK 3" MINIMUM TO 6" MAXIMUM FROM THE BACK OF CURB.
- ① MATCH FULL HEIGHT CURB.
 - ② 4' MINIMUM DEPTH LANDING REQUIRED ACROSS TOP OF RAMP.
 - ③ 3" HIGH CURB WHEN USING A 3' LONG RAMP, 4" HIGH CURB WHEN USING A 4' LONG RAMP.
 - ④ SEE SHEET 4 OF 6, TYPICAL SIDE TREATMENT OPTIONS, FOR DETAILS ON FLARES AND RETURNED CURBS, WHEN INITIAL LANDING IS AT FULL CURB HEIGHT.
 - ⑤ DETECTABLE WARNINGS MAY BE PART OF THE 4' X 4' MIN. LANDING AREA IF IT IS NOT FEASIBLE TO CONSTRUCT THE LANDING OUTSIDE OF THE DETECTABLE WARNING AREA.
 - ⑥ THE GRADE BREAK SHALL BE PERPENDICULAR TO THE BACK OF WALK. THIS WILL ENSURE THAT THE GRADE BREAK IS PERPENDICULAR TO THE DIRECTION OF TRAVEL. (TYPICAL FOR ALL)
 - ⑦ WHEN ADJACENT TO GRASS, GRADING SHALL ALWAYS BE USED WHEN FEASIBLE. V CURB, IF USED, SHALL BE PLACED OUTSIDE THE SIDEWALK LIMITS WHEN RIGHT OF WAY ALLOWS. WHEN ADJACENT TO PARKING LOTS, CONCRETE OR BITUMINOUS TAPERS SHOULD BE USED OVER V CURB TO REDUCE TRIPPING HAZARDS AND FACILITATE SNOW & ICE REMOVAL.
 - ⑧ A 7' MIN TOP RADIUS GRADE BREAK REQUIRED TO BE CONSTRUCTIBLE.
 - ⑨ PAVE FULL WALK WIDTH.
 - ⑩ "S" SLOPES ON FANS SHALL ONLY BE USED WHEN ALL OTHER FEASIBLE OPTIONS HAVE BEEN EVALUATED AND DEEMED IMPRACTICAL.

LEGEND

THESE LONGITUDINAL SLOPE RANGES SHALL BE THE STARTING POINT. IF SITE CONDITIONS WARRANT, LONGITUDINAL SLOPES UP TO 8.3% OR FLATTER ARE ALLOWED.

- ⑤ INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE BETWEEN 5.0% MINIMUM AND 8.3% MAXIMUM IN THE DIRECTION SHOWN AND THE CROSS SLOPE SHALL NOT EXCEED 2.0%.
- ⑦ INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE GREATER THAN 2.0% AND LESS THAN 5.0% IN THE DIRECTION SHOWN AND CROSS SLOPE SHALL NOT EXCEED 2.0%.
- LANDING AREA - 4' X 4' MIN. (5' X 5' MIN. PREFERRED) DIMENSIONS AND MAX 2.0% SLOPE IN ALL DIRECTIONS. LANDING SHALL BE FULL WIDTH OF INCOMING PARS.
- X" CURB HEIGHT

REVISION:
 APPROVED: JANUARY 23, 2017
 OPERATIONS ENGINEER

MINNESOTA
 DEPARTMENT OF TRANSPORTATION

STANDARD PLAN 5-297.250 1 OF 6

APPROVED: 1-23-2017
 REVISOR:
 STATE PROJ. NO. (T.H.) SHEET NO. OF SHEETS

PEDESTRIAN CURB RAMP DETAILS

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 FERIANECK
 Date 2/28/22 Lic. No. 57095

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

DATE: 2/28/22
 FILE: 22-06

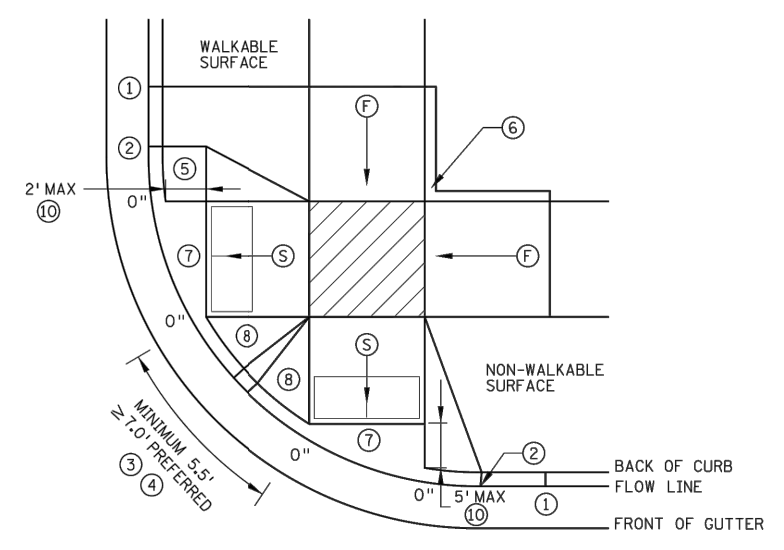
CITY OF RAMSEY
 7550 SUNWOOD DRIVE
 RAMSEY, MN 55303
 (763) 427-1410 FAX (763) 433-9898

MNDOT PEDESTRIAN RAMP DETAILS

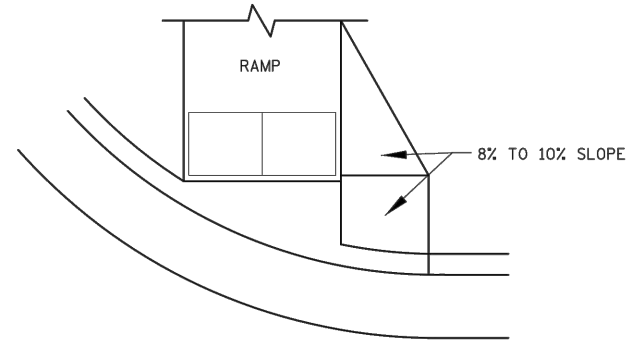
WOOD POND HILLS 2ND - 5TH STREET RECONSTRUCTIONS
 CITY PROJECT NO. 22-06
 CITY OF RAMSEY, MINNESOTA

PLOTTED/REVISED: 4-APR-2018

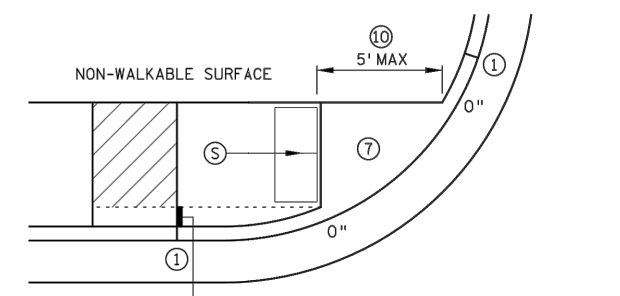
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COMBINED DIRECTIONAL ⑨

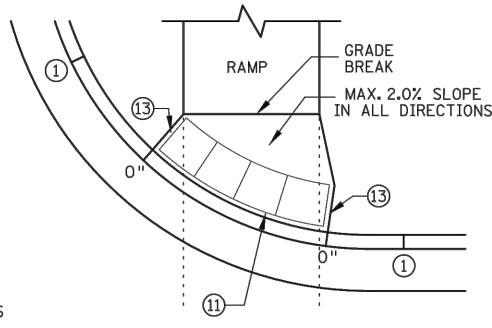


DIRECTIONAL RAMP WALKABLE FLARE

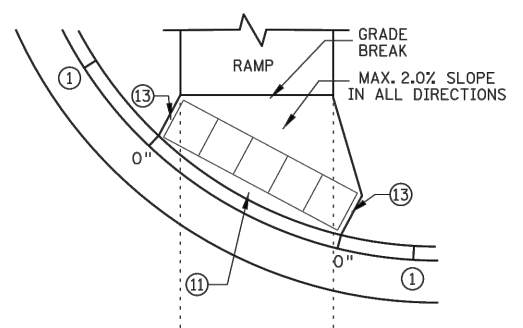


STANDARD ONE-WAY DIRECTIONAL ⑨

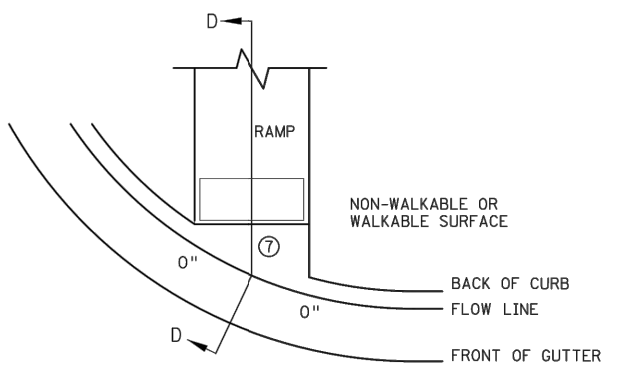
IF NON-CONCRETE BLVD. IS CONSTRUCTED AND IS LESS THAN 2' IN WIDTH AT TOP OF CURB TRANSITION, PAVE CONCRETE RAMP WIDTH TO ADJACENT BACK OF CURB.



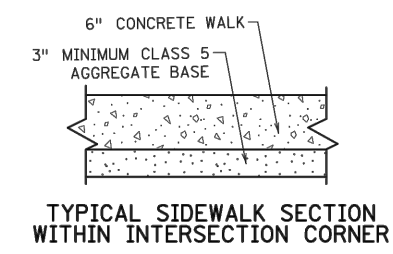
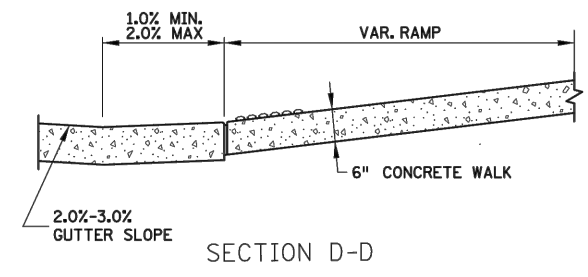
ONE-WAY DIRECTIONAL WITH DETECTABLE WARNING AT BACK OF CURB



DETECTABLE WARNING PLACEMENT WHEN SETBACK CRITERIA IS EXCEEDED ⑫



CURB FOR DIRECTIONAL RAMPS ⑭



LEGEND	
THESE LONGITUDINAL SLOPE RANGES SHALL BE THE STARTING POINT. IF SITE CONDITIONS WARRANT, LONGITUDINAL SLOPES UP TO 8.3% OR FLATTER ARE ALLOWED.	
Ⓢ	INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE BETWEEN 5.0% MINIMUM AND 8.3% MAXIMUM IN THE DIRECTION SHOWN AND THE CROSS SLOPE SHALL NOT EXCEED 2.0%.
Ⓣ	INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE GREATER THAN 2.0% AND LESS THAN 5.0% IN THE DIRECTION SHOWN AND CROSS SLOPE SHALL NOT EXCEED 2.0%.
▨	LANDING AREA - 4' X 4' MIN. (5' X 5' MIN. PREFERRED) DIMENSIONS AND MAX 2.0% SLOPE IN ALL DIRECTIONS. LANDING SHALL BE FULL WIDTH OF INCOMING PAR.
X"	CURB HEIGHT

- NOTES:
- LANDINGS SHALL BE LOCATED ANYWHERE THE PEDESTRIAN ACCESS ROUTE (PAR) CHANGES DIRECTION, AT THE TOP OF RAMPS THAT HAVE RUNNING SLOPES GREATER THAN 5.0%, AND IF THE APPROACHING WALK IS INVERSE GRADE.
 - INITIAL CURB RAMP LANDINGS SHALL BE CONSTRUCTED WITHIN 15' FROM THE BACK OF CURB, WITH 6' FROM THE BACK OF CURB BEING THE PREFERRED DISTANCE, ONLY APPLICABLE WHEN THE INITIAL RAMP RUNNING SLOPE IS OVER 5.0%.
 - SECONDARY CURB RAMP LANDINGS ARE REQUIRED FOR EVERY 30" OF VERTICAL RISE WHEN THE LONGITUDINAL SLOPE IS GREATER THAN 5.0%.
 - CONTRACTION JOINTS SHALL BE CONSTRUCTED ALONG ALL GRADE BREAKS WITHIN THE PAR. 1/4" DEEP VISUAL JOINTS SHALL BE USED AT THE TOP GRADE BREAK OF CONCRETE FLARES ADJACENT TO WALKABLE SURFACES.
 - ALL GRADE BREAKS WITHIN THE PAR SHALL BE PERPENDICULAR TO THE PATH OF TRAVEL. THUS BOTH SIDES OF A SLOPED WALKING SURFACE MUST BE EQUAL LENGTH.
 - TO ENSURE INITIAL RAMPS AND INITIAL LANDINGS ARE PROPERLY CONSTRUCTED, LANDINGS SHALL BE CAST SEPARATELY. FOLLOW SIDEWALK REINFORCEMENT DETAILS ON SHEET 6 AND THE ADA SPECIAL PROVISION (PROSECUTION OF WORK).
 - TOP OF CURB SHALL MATCH PROPOSED ADJACENT WALK GRADE.
 - WHEN THE BOULEVARD IS 4' WIDE OR LESS, THE TOP OF CURB TAPER SHALL MATCH THE RAMP SLOPES TO REDUCE NEGATIVE BOULEVARD SLOPES FROM THE TOP BACK OF CURB TO THE PAR.
 - ALL RAMP TYPES SHOULD HAVE A MINIMUM 3' LONG RAMP LENGTH.
 - 4' MINIMUM WIDTH OF DETECTABLE WARNING IS REQUIRED FOR ALL RAMPS. DETECTABLE WARNING SHALL CONTINUOUSLY EXTEND FOR A MIN. OF 24" IN THE PATH OF TRAVEL. DETECTABLE WARNING TO COVER ENTIRE WIDTH OF SHARED-USE PATH AND THE ENTIRE PAR WIDTH OF THE WALK. DETECTABLE WARNING SHOULD BE 6" LESS THAN THE PAR/PATH WIDTH. ARC LENGTH OF RADIAL DETECTABLE WARNINGS SHOULD NOT BE GREATER THAN 20 FEET.
 - RADIAL DETECTABLE WARNINGS SHALL BE SETBACK 3" MINIMUM TO 6" MAXIMUM FROM THE BACK OF CURB. SEE NOTES ⑩ & ⑪ FOR INFORMATION REGARDING RECTANGULAR DETECTABLE WARNING PLACEMENT.
- 1 MATCH FULL CURB HEIGHT.
 - 2 3" HIGH CURB WHEN USING A 3' LONG RAMP
4" HIGH CURB WHEN USING A 4' LONG RAMP.
 - 3 3" MINIMUM CURB HEIGHT (5.5' MIN. DISTANCE REQUIRED BETWEEN DOMES)
4" PREFERRED (7' MIN. DISTANCE REQUIRED BETWEEN DOMES).
 - 4 THE "BUMP" IN BETWEEN THE RAMPS SHOULD NOT BE IN THE PATH OF TRAVEL FOR COMBINED DIRECTIONAL RAMPS. IF THIS OCCURS MODIFY THE RAMP LOCATION OR SWITCH RAMP TO A FAN/DEPRESSED CORNER.
 - 5 WHEN USING CONCRETE PAVED FLARES ON THE OUTSIDE OF DIRECTIONAL RAMPS, AND ADJACENT TO A WALKABLE SURFACE, DIRECTIONAL RAMP FLARES SHOULD BE USED. SEE THE DETAIL ON THIS SHEET.
 - 6 GRADING SHALL ALWAYS BE USED WHEN FEASIBLE. V CURB, IF USED, SHALL BE PLACED OUTSIDE THE SIDEWALK LIMITS WHEN RIGHT OF WAY ALLOWS. WHEN ADJACENT TO PARKING LOTS, CONCRETE OR BITUMINOUS TAPERS SHOULD BE USED OVER V CURB TO REDUCE TRIPPING HAZARDS AND FACILITATE SNOW & ICE REMOVAL.
 - 7 MAX. 2.0% SLOPE IN ALL DIRECTIONS IN FRONT OF GRADE BREAK AND DRAIN TO FLOW LINE. SHALL BE CONSTRUCTED INTEGRAL WITH CURB AND GUTTER.
 - 8 8% TO 10% WALKABLE FLARE.
 - 9 PLACE DOMES AT THE BACK OF CURB WHEN ALLOWABLE SETBACK CRITERIA IS EXCEEDED.
 - 10 FRONT EDGE OF DETECTABLE WARNING SHALL BE SET BACK 2' MAXIMUM WHEN ADJACENT TO WALKABLE SURFACE, AND 5' MAXIMUM WHEN ADJACENT TO NON-WALKABLE SURFACE WITH ONE CORNER SET 3' FROM BACK OF CURB. A WALKABLE SURFACE IS DEFINED AS A PAVED SURFACE ADJACENT TO A CURB RAMP WITHOUT RAISED OBSTACLES THAT COULD MISTAKENLY BE TRAVERSED BY A USER WHO IS VISUALLY IMPAIRED.
 - 11 RECTANGULAR DETECTABLE WARNINGS MAY BE SETBACK UP TO 9" FROM THE BACK OF CURB WITH CORNERS SET 3" FROM BACK OF CURB. IF 9" SETBACK IS EXCEEDED USE RADIAL DETECTABLE WARNINGS.
 - 12 FOR DIRECTIONAL RAMPS WITH THE DETECTABLE WARNINGS PLACED AT THE BACK OF CURB, THE DETECTABLE WARNINGS SHALL COVER THE ENTIRE WIDTH OF THE WALK/PATH. THIS ENSURES A DETECTABLE EDGE AND HELPS ELIMINATE THE CURB TAPER OBSTRUCTING THE PATH OF PEDESTRIAN TRAVEL.
 - 13 THE CONCRETE WALK SHALL BE FORMED AND CONSTRUCTED PERPENDICULAR TO THE BACK OF CURB. MAINTAIN 3" BETWEEN EDGE OF DOMES AND EDGE OF CONCRETE.
 - 14 TO BE USED FOR ALL DIRECTIONAL RAMPS, EXCEPT WHERE DOMES ARE PLACED ALONG THE BACK OF CURB.

REVISION:
APPROVED: JANUARY 23, 2017
<i>[Signature]</i> OPERATIONS ENGINEER

	STANDARD PLAN 5-297.250	2 OF 6	PEDESTRIAN CURB RAMP DETAILS	
	 STATE DESIGN ENGINEER	APPROVED: 1-23-2017 REVISED:		

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 FERIANECK
 Date 2/28/22 Lic. No. 57095

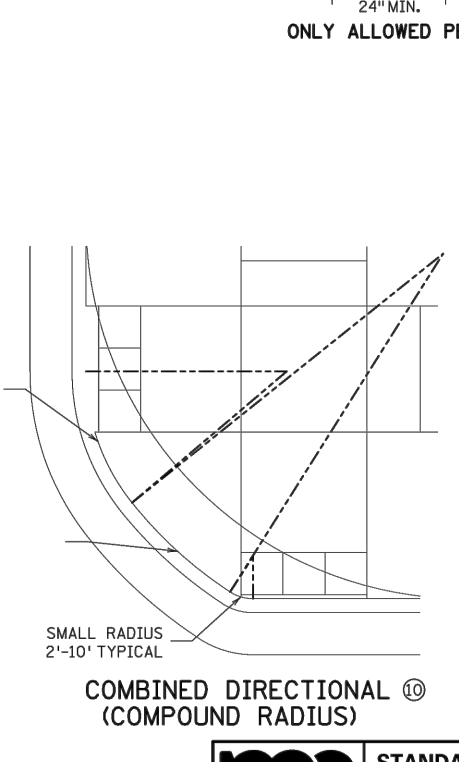
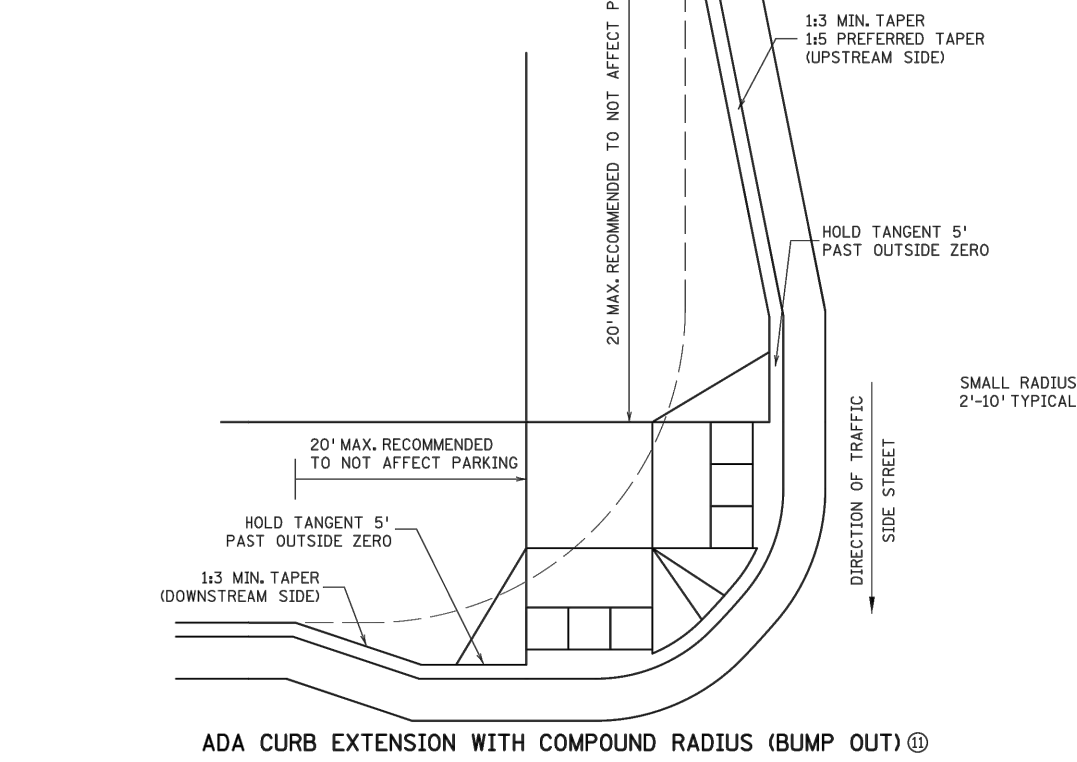
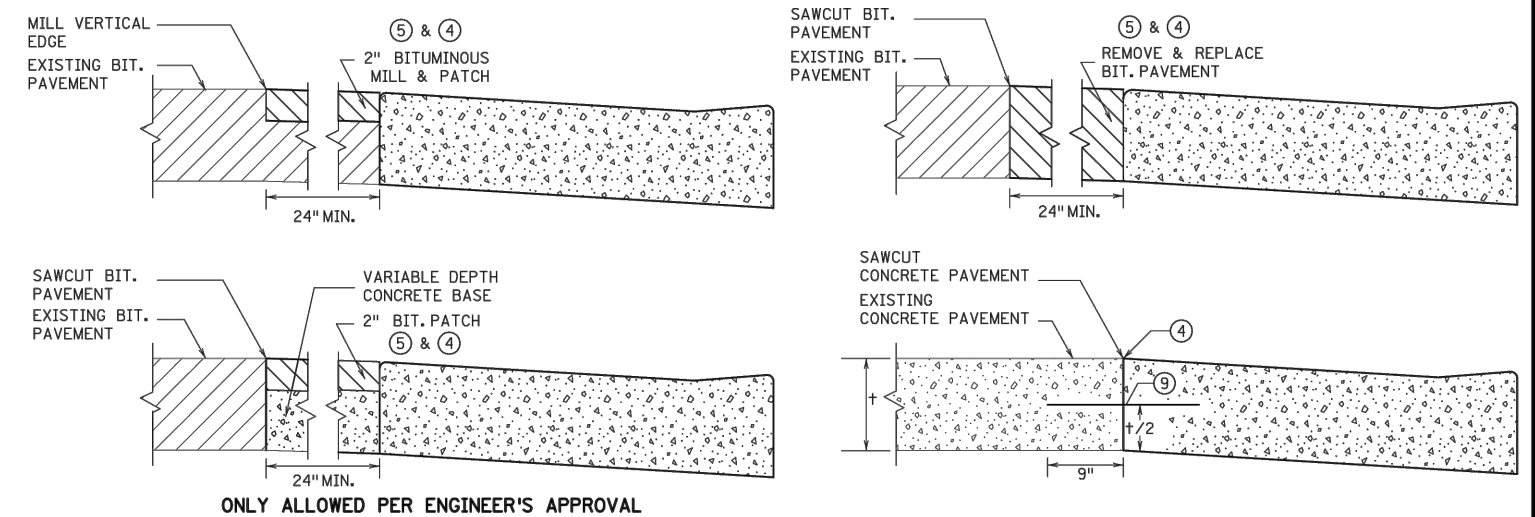
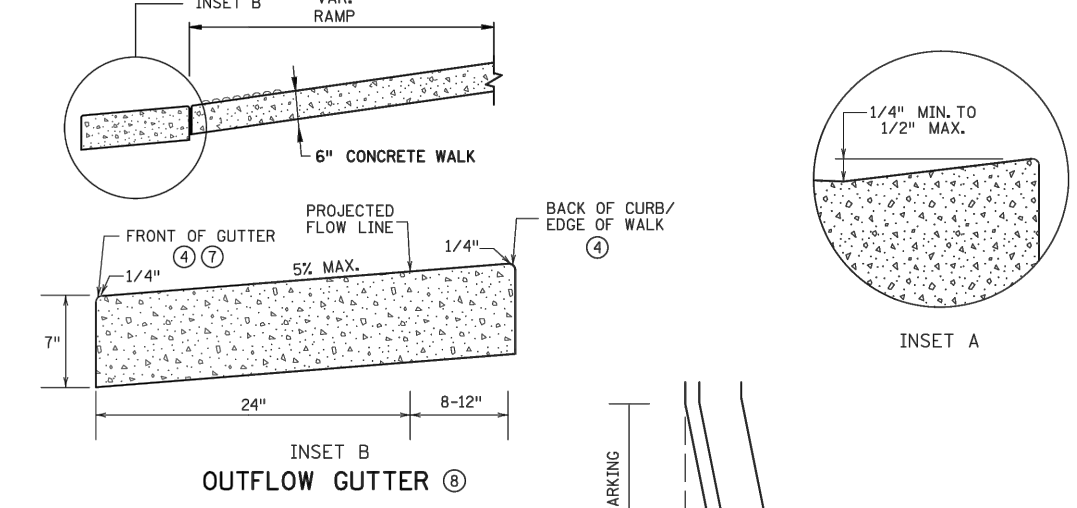
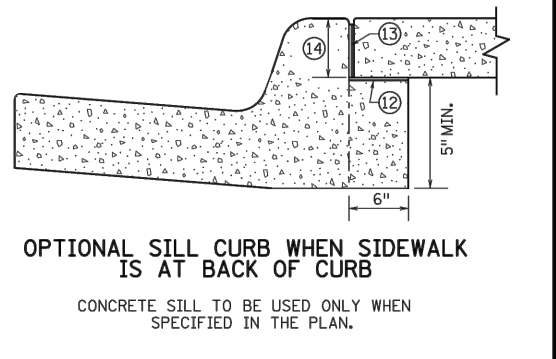
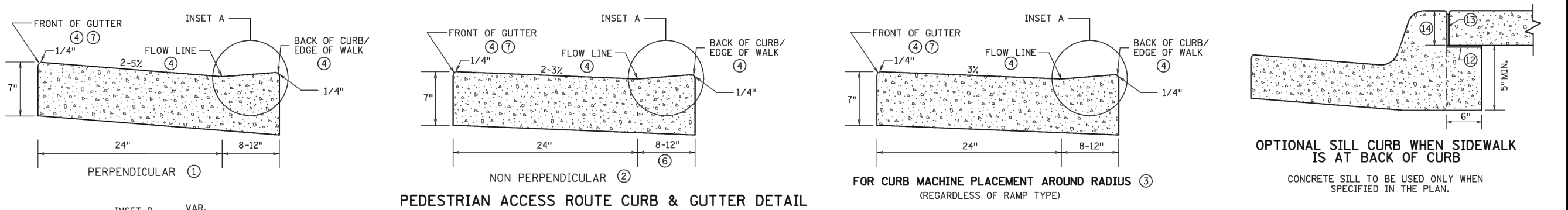
DESIGNED BY: JJF	DATE: 2/28/22
DRAWN BY: JJF	FILE: 22-06
CHECKED BY: JJF	

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

MNDOT PEDESTRIAN RAMP DETAILS

WOOD POND HILLS 2ND - 5TH STREET RECONSTRUCTIONS
 CITY PROJECT NO. 22-06
 CITY OF RAMSEY, MINNESOTA

PLOTTED/REVISED: 4-APR-2018
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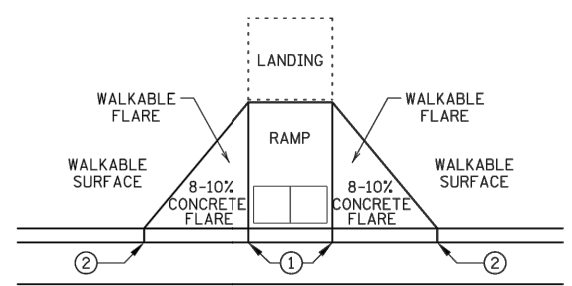


- NOTES:**
- POSITIVE FLOW LINE DRAINAGE SHALL BE MAINTAINED THROUGH THE PEDESTRIAN ACCESS ROUTE (PAR) AT A 2% MAXIMUM. NO PONDING SHALL BE PRESENT IN THE PAR.
 - ANY VERTICAL LIP THAT OCCURS AT THE FLOW LINE SHALL NOT BE GREATER THAN 1/4 INCH.
 - ① FOR USE AT CURB CUTS WHERE THE PEDESTRIAN'S PATH OF TRAVEL IS ASSUMED PERPENDICULAR TO THE GUTTER FLOW LINE. RAMP TYPES INCLUDE: PERPENDICULAR, TIERED PERPENDICULAR, PARALLEL, AND DIAGONAL RAMPS.
 - ② FOR USE AT CURB RAMPS WHERE THE PEDESTRIAN'S PATH OF TRAVEL IS ASSUMED NON PERPENDICULAR TO THE GUTTER FLOW LINE. RAMP TYPES INCLUDE: FANS & DEPRESSED CORNERS.
 - ③ BEGIN GUTTER SLOPE TRANSITION 10' OUTSIDE OF ALL CURB RAMPS.
 - ④ THERE SHALL BE NO VERTICAL DISCONTINUITIES GREATER THAN 1/4".
 - ⑤ ELEVATION CHANGE TAKES PLACE FROM THE EXISTING TO NEW FRONT OF GUTTER. PATCH IS USED TO MATCH THE NEW GUTTER FACE INTO THE EXISTING ROADWAY.
 - ⑥ VARIABLE WIDTH FOR DIRECTIONAL CURB APPLICATIONS. SEE SHEET 2 FOR DIRECTIONAL CURB SLOPE REQUIREMENTS.
 - ⑦ TOP FRONT OF GUTTER SHALL BE CONSTRUCTED FLUSH WITH PROPOSED ADJACENT PAVEMENT ELEVATION. TOP 1.5" OF THE GUTTER FACE MUST BE A FORMED EDGE. PAR GUTTER SHALL NOT BE OVERLAID.
 - ⑧ SHOULD BE USED AT VERTICALLY CONSTRAINED AREAS WHEN AT A DRAINAGE HIGH POINT OR SUPER ELEVATED ROADWAY SEGMENTS.
 - ⑨ DRILL AND GROUT NO. 4 EPOXY-COATED 18" LONG TIE BARS AT 30" CENTER TO CENTER INTO EXISTING CONCRETE PAVEMENT 1' MINIMUM FROM ALL JOINTS.
 - ⑩ HELPS PROVIDE TWO SEPARATE RAMPS, REDUCES THE DOME SETBACK LENGTH AND MINIMIZES DIRECTIONAL CURB. THIS RADIUS DESIGN CLOSELY FOLLOWS THE TURNING VEHICLE PATH WHILE OPTIMIZING CURB RAMP LENGTH.
 - ⑪ CURB EXTENSIONS SHOULD BE USED IN VERTICALLY CONSTRAINED AREAS, USUALLY IN DOWNTOWN ROADWAY SEGMENTS WHERE ON-STREET PARKING IS AVAILABLE. CURB EXTENSIONS SHOULD BE CONSIDERED FOR APS INTERSECTIONS WHERE SPACE IS LIMITED. PUSH BUTTONS MUST MEET APS CRITERIA AS DESCRIBED IN THE PUSH BUTTON LOCATION DETAIL SHEET.
 - ⑫ PLACE BOND BREAKER BETWEEN WALK AND TOP OF SILL.
 - ⑬ 1/2" PREFORMED JOINT FILLER PER MNDOT SPEC. 3702.
 - ⑭ DIMENSION TO BE SAME AS SIDEWALK THICKNESS, 4" MIN.

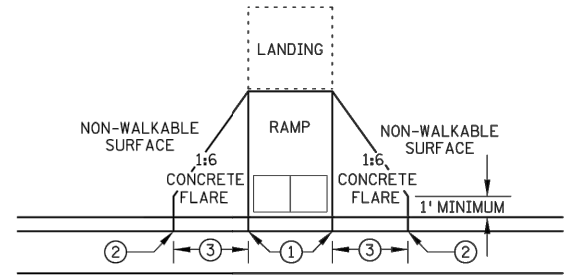
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		STATE PROJ. NO.	(T.H.)	SHEET NO. OF SHEETS

PLOTTED/REVISED: 4-APR-2018

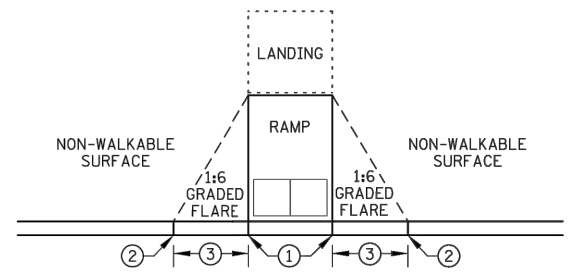
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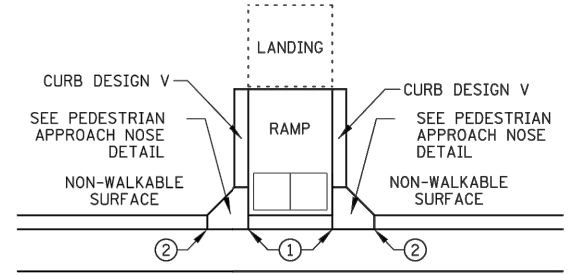
PAVED FLARES ADJACENT TO WALKABLE SURFACE



PAVED FLARES ADJACENT TO NON-WALKABLE SURFACE

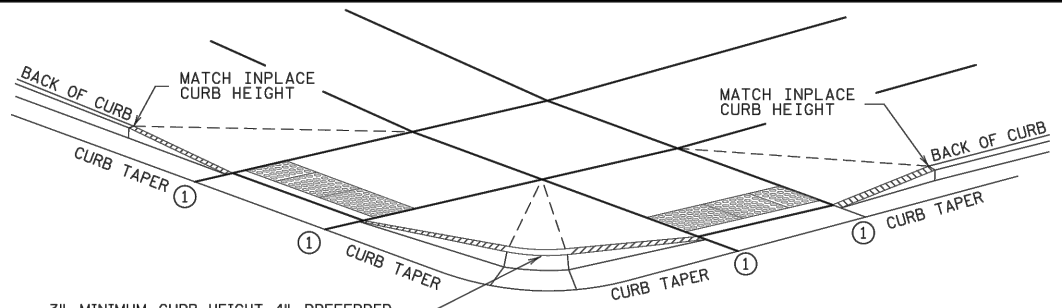


GRADED FLARES



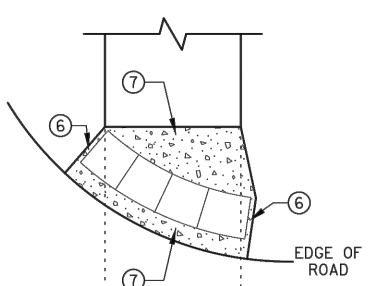
RETURNED CURB ⑤

TYPICAL SIDE TREATMENT OPTIONS ④ ⑪

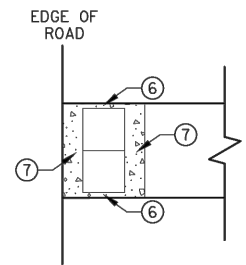


3" MINIMUM CURB HEIGHT, 4" PREFERRED (MEASURED AT FRONT FACE OF CURB)
 FOR A MIN. 6" LENGTH (MEASURED ALONG FLOW LINE)

DETECTABLE EDGE WITH CURB AND GUTTER ⑧

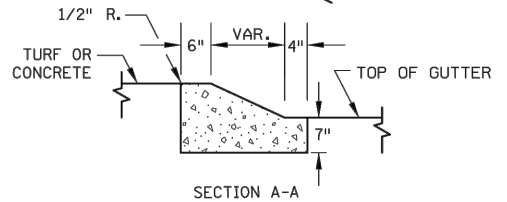
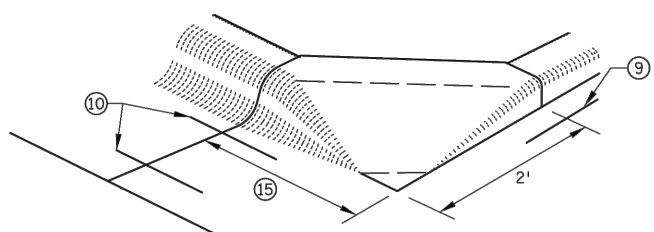


RADIAL DETECTABLE WARNING

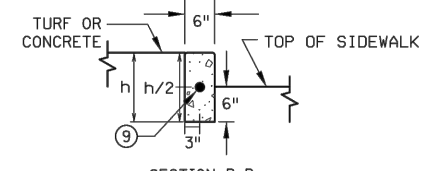


RECTANGULAR DETECTABLE WARNING

DETECTABLE EDGE WITHOUT CURB AND GUTTER

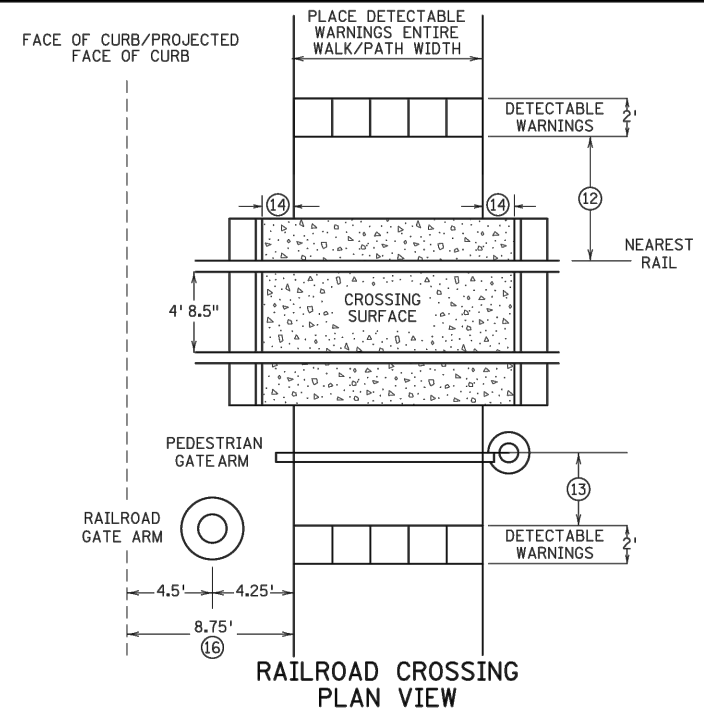
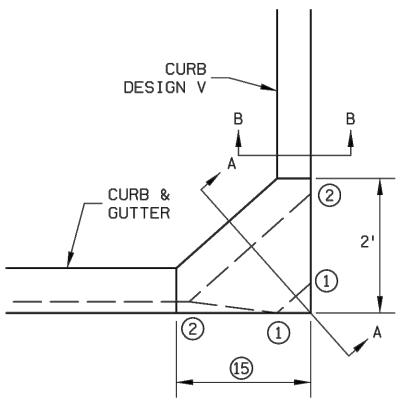


SECTION A-A



SECTION B-B

PEDESTRIAN APPROACH NOSE DETAIL (FOR RETURNED CURB SIDE TREATMENT)



RAILROAD CROSSING PLAN VIEW

NOTES:

- SEE STANDARD PLATE 7038 AND THIS SHEET FOR ADDITIONAL DETAILS ON DETECTABLE WARNING.
- A WALKABLE SURFACE IS DEFINED AS A PAVED SURFACE ADJACENT TO A CURB RAMP WITHOUT RAISED OBSTACLES THAT COULD MISTAKENLY BE TRAVERSED BY A USER WHO IS VISUALLY IMPAIRED.
- CONCRETE FLARE LENGTHS ADJACENT TO NON-WALKABLE SURFACES SHOULD BE LESS THAN 8' LONG MEASURED ALONG THE RAMPS FROM THE BACK OF CURB.
- ① 0" CURB HEIGHT.
- ② FULL CURB HEIGHT.
- ③ 2' FOR 4" HIGH CURB AND 3' FOR 6" HIGH CURB.
- ④ SIDE TREATMENTS ARE APPLICABLE TO ALL RAMP TYPES AND SHOULD BE IMPLEMENTED AS NEEDED AS FIELD CONDITIONS DICTATE. THE ENGINEER SHALL DETERMINE THE RAMP SIDE TREATMENTS BASED ON MAINTENANCE OF BOTH ROADWAY AND SIDEWALK, ADJACENT PROPERTY CONSIDERATIONS, AND MITIGATING CONSTRUCTION IMPACTS.
- ⑤ TYPICALLY USED FOR MEDIANS AND ISLANDS.
- ⑥ WHEN NO CONCRETE FLARES ARE PROPOSED, THE CONCRETE WALK SHALL BE FORMED AND CONSTRUCTED PERPENDICULAR TO THE EDGE OF ROADWAY. MAINTAIN 3" MAX. BETWEEN EDGE OF DOMES AND EDGE OF CONCRETE.
- ⑦ IF NO CURB AND GUTTER IS PLACED IN RURAL SECTIONS, DETECTABLE WARNINGS SHALL BE PLACED 1' FROM THE EDGE OF BITUMINOUS ROADWAY AND/OR BITUMINOUS SHARED-USE PATH TO PROVIDE VISUAL CONTRAST.
- ⑧ ALL CONSTRUCTED CURBS MUST HAVE A CONTINUOUS DETECTABLE EDGE FOR THE VISUALLY IMPAIRED. THIS DETECTABLE EDGE REQUIRES DETECTABLE WARNINGS WHEREVER THERE IS ZERO-INCH HIGH CURB. CURB TAPERS ARE CONSIDERED A DETECTABLE EDGE WHEN THE TAPER STARTS WITHIN 3" OF THE EDGE OF THE DETECTABLE WARNINGS AND UNIFORMLY RISES TO A 3-INCH MINIMUM CURB HEIGHT. ANY CURB NOT PART OF A CURB TAPER AND LESS THAN 3 INCHES IN HEIGHT IS NOT CONSIDERED A DETECTABLE EDGE AND THEREFORE IS NOT COMPLIANT WITH ACCESSIBILITY STANDARDS.
- ⑨ DRILL AND GROUT 1 - NO. 4 12" LONG REINFORCEMENT BAR (EPOXY COATED) WITH 3" MIN. COVER. REINFORCEMENT BARS ARE NOT NEEDED IF THE APPROACH NOSE IS POURED INTEGRAL WITH THE V CURB.
- ⑩ DRILL AND GROUT 2 - NO. 4 12" LONG REINFORCEMENT BARS (EPOXY COATED) WITH 3" MIN. COVER. REINFORCEMENT BARS ARE NOT NEEDED IF THE APPROACH NOSE IS POURED INTEGRAL WITH THE CURB AND GUTTER.
- ⑪ SIDE TREATMENT EXAMPLES SHOWN ARE WHEN THE INITIAL LANDING IS APPROXIMATELY LEVEL WITH THE FULL HEIGHT CURB (I.E. 6' LONG RAMP FOR 6" HIGH CURB). WHEN THE INITIAL LANDING IS MORE THAN 1" BELOW FULL HEIGHT CURB REFER TO SHEETS 1 & 2 TO MODIFY THE CURB HEIGHT TAPERS AND MAINTAIN POSITIVE BOULEVARD DRAINAGE.
- ⑫ NEAREST EDGE OF DETECTABLE WARNING SURFACES SHALL BE PLACED 12' MINIMUM TO 15' MAXIMUM FROM THE NEAREST RAIL. FOR SKEWED RAILWAYS IN NO INSTANCE SHALL THE DETECTABLE WARNING BE CLOSER THAN 12' MEASURED PERPENDICULAR TO THE NEAREST RAIL.
- ⑬ WHEN PEDESTRIAN GATES ARE PROVIDED, DETECTABLE WARNING SURFACES SHALL BE PLACED ON THE SIDE OF THE GATES OPPOSITE THE RAIL, 2' FROM THE APPROACHING SIDE OF THE GATE ARM. THIS CRITERIA GOVERNS OVER NOTE ⑫.
- ⑭ CROSSING SURFACE SHALL EXTEND 2' MINIMUM PAST THE OUTSIDE EDGE OF WALK OR SHARED-USE PATH.
- ⑮ 3' FOR MEDIANS AND SPLITTER ISLANDS. NOSE CAN BE REDUCED TO 2' ON FREE RIGHT ISLANDS.
- ⑯ SIDEWALK TO BE PLACED 8.75' MIN. FROM THE FACE OF CURB/PROJECTED FACE OF CURB. THIS ENSURES MIN. CLEARANCE BETWEEN THE SIDEWALK AND GATE ARM COUNTERWEIGHT SUPPORTS.

REVISION:
APPROVED: JANUARY 23, 2017
<i>[Signature]</i> OPERATIONS ENGINEER

	STANDARD PLAN 5-297.250	4 OF 6	PEDESTRIAN CURB RAMP DETAILS	
		APPROVED: 1-23-2017		
STATE PROJ. NO.	(T.H.)	SHEET NO.	OF	SHEETS

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 FERIANECK
 Date 2/28/22 Lic. No. 57095

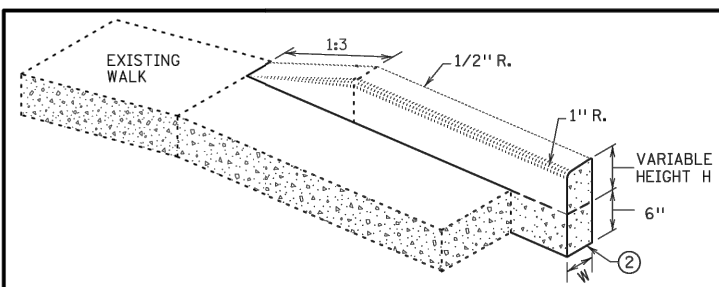
DESIGNED BY:	JJF
DRAWN BY:	JJF
CHECKED BY:	JJF
DATE:	2/28/22
FILE:	22-06

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

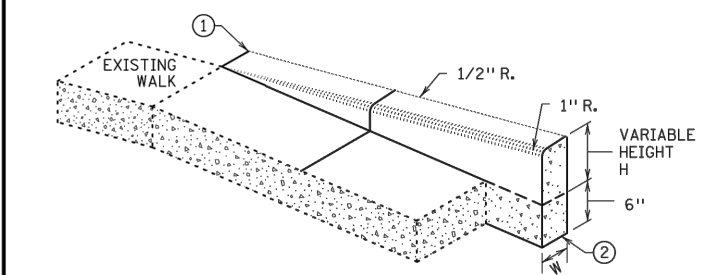
MNDOT PEDESTRIAN RAMP DETAILS

WOOD POND HILLS 2ND - 5TH STREET RECONSTRUCTIONS
 CITY PROJECT NO. 22-06
 CITY OF RAMSEY, MINNESOTA

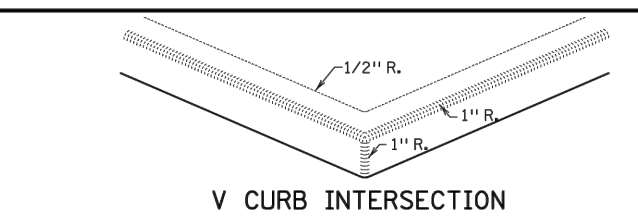
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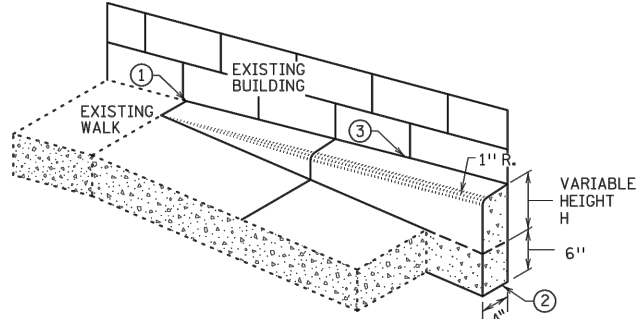
V CURB ADJACENT TO LANDSCAPE
CURB WITHIN SIDEWALK LIMITS



V CURB ADJACENT TO LANDSCAPE
CURB OUTSIDE SIDEWALK LIMITS

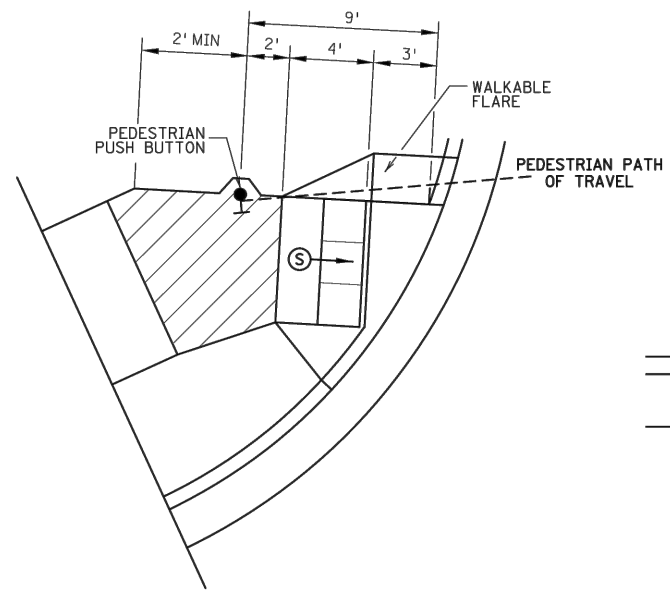


V CURB INTERSECTION

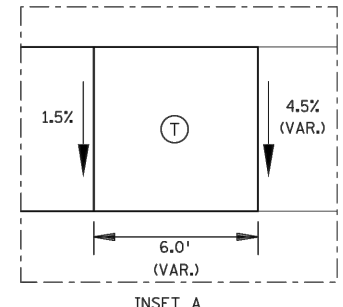
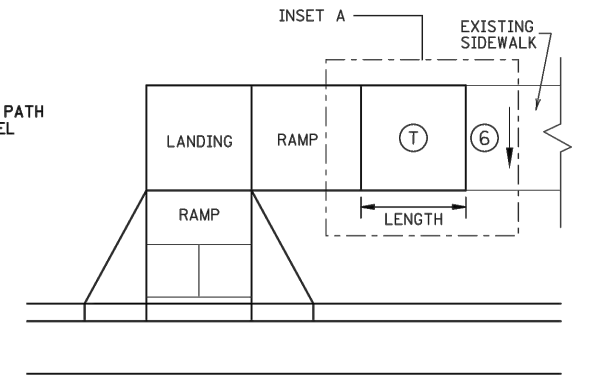


V CURB ADJACENT TO BUILDING OR BARRIER

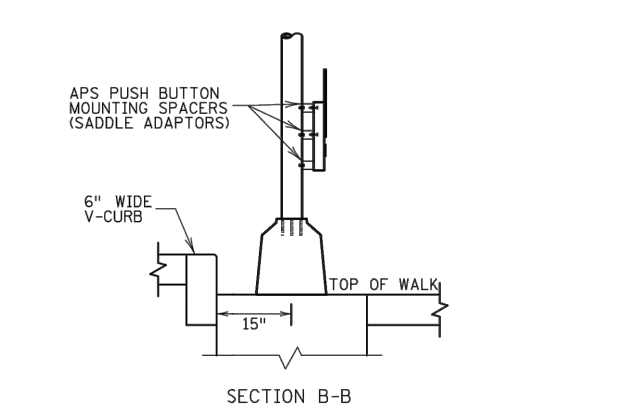
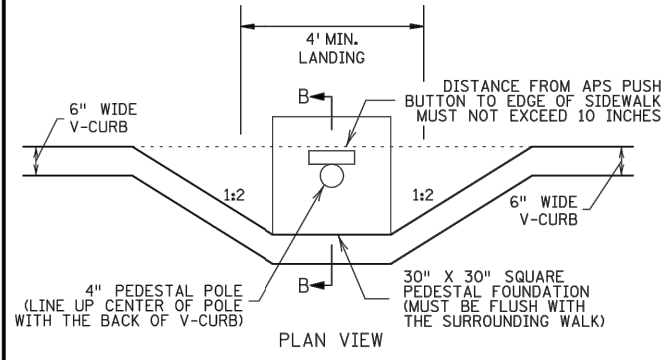
CONCRETE CURB DESIGN V	
CURB HEIGHT H	CURB WIDTH W
< 6"	4"
≥ 6"	6"



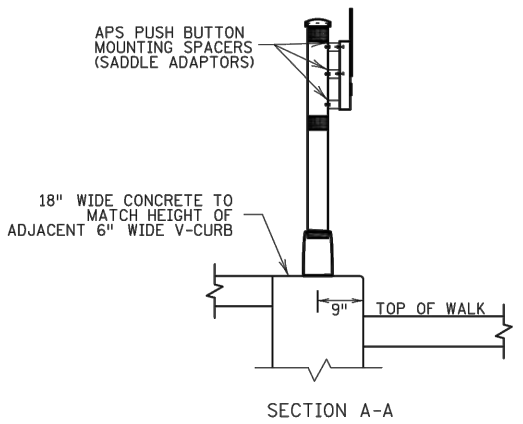
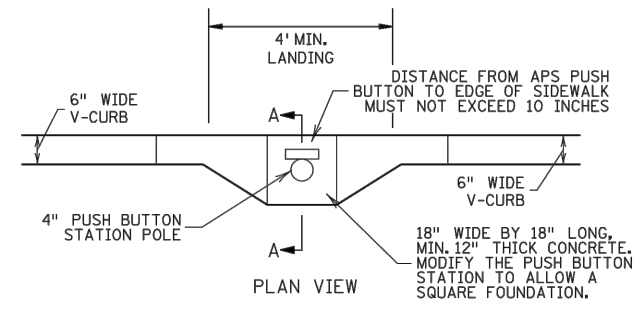
SEMI-DIRECTIONAL RAMP (3,4,9)
3' DOME SETBACK, 4' LONG RAMP AND PUSH BUTTON 9' FROM THE BACK OF CURB
PRIMARYLY USED FOR APS APPLICATIONS WHERE THE PAR DOES NOT CONTINUE PAST THE PUSH BUTTON (DEAD-END SIDEWALK)



TRANSITION PANEL (4,5)



SIGNAL PEDESTAL & PUSH BUTTON (V-CURB)



PUSH BUTTON STATION (V-CURB)

NOTES:

- A WALKABLE FLARE IS AN 8-10% CONCRETE FLARE THAT IS REQUIRED WHEN THE FLARE IS ADJACENT TO A WALKABLE SURFACE, OR WHEN THE PEDESTRIAN PATH OF TRAVEL OF A PUSH BUTTON TRAVERSES THE FLARE.
- ALL V CURB CONTRACTION JOINTS SHALL MATCH CONCRETE WALK JOINTS.
- WHERE RIGHT-OF-WAY ALLOWS, USE OF V CURB SHOULD BE MINIMIZED. GRADING ADJACENT TURF OR SLOPING ADJACENT PAVEMENT IS PREFERRED.
- V CURB SHALL BE PLACED OUTSIDE THE SIDEWALK LIMITS WHEN RIGHT OF WAY ALLOWS.
- V CURB NEXT TO BUILDING SHALL BE A 4" WIDTH AND SHALL MATCH PREVIOUS TOP OF SIDEWALK ELEVATIONS.
- ① END TAPERS AT TRANSITION SECTION SHALL MATCH INPLACE SIDEWALK GRADES.
- ② ALL V CURB SHALL MATCH BOTTOM OF ADJACENT WALK.
- ③ EDGE BETWEEN NEW V CURB AND INPLACE STRUCTURE SHALL BE SEALED AND BOND BREAKER SHALL BE USED BETWEEN EXISTING STRUCTURE AND PLACED V-CURB.
- ④ THE MAX. RATE OF CROSS SLOPE TRANSITIONING IS 1' LINEAR FOOT OF SIDEWALK PER HALF PERCENT CROSS SLOPE. WHEN PAR WIDTH IS GREATER THAN 6' OR THE RUNNING SLOPE IS GREATER THAN 5%, DOUBLE THE CALCULATED TRANSITION LENGTH.
- ⑤ TRANSITION PANELS ARE TO ONLY BE USED AFTER THE RAMP, OR IF NEEDED, LANDING ARE AT THE FULL CURB HEIGHT (TYPICAL SECTION).
- ⑥ EXISTING CROSS SLOPE GREATER THAN 2.0%.

LEGEND	
THESE LONGITUDINAL SLOPE RANGES SHALL BE THE STARTING POINT, IF SITE CONDITIONS WARRANT, LONGITUDINAL SLOPES UP TO 8.3% OR FLATTER ARE ALLOWED.	
⑤	INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE BETWEEN 5.0% MINIMUM AND 8.3% MAXIMUM IN THE DIRECTION SHOWN AND THE CROSS SLOPE SHALL NOT EXCEED 2.0%.
▨	LANDING AREA - 4' X 4' MIN. (5' X 5' MIN. PREFERRED) DIMENSIONS AND MAX 2.0% SLOPE IN ALL DIRECTIONS. LANDING SHALL BE FULL WIDTH OF INCOMING PAR.
①	TRANSITION PANEL(S) - TO BE USED FOR TRANSITIONING THE CROSS-SLOPE OF A RAMP TO THE EXISTING WALK CROSS-SLOPE. RATE OF TRANSITION SHOULD BE 0.5% PER 1 LINEAR FOOT OF WALK. SEE THIS SHEET FOR ADDITIONAL INFORMATION.

REVISION:
APPROVED: JANUARY 23, 2017
<i>[Signature]</i> OPERATIONS ENGINEER

	STANDARD PLAN 5-297.250	5 OF 6	PEDESTRIAN CURB RAMP DETAILS	
		APPROVED: 1-23-2017 REVISED:		

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
Date 2/28/22 Lic. No. 57095

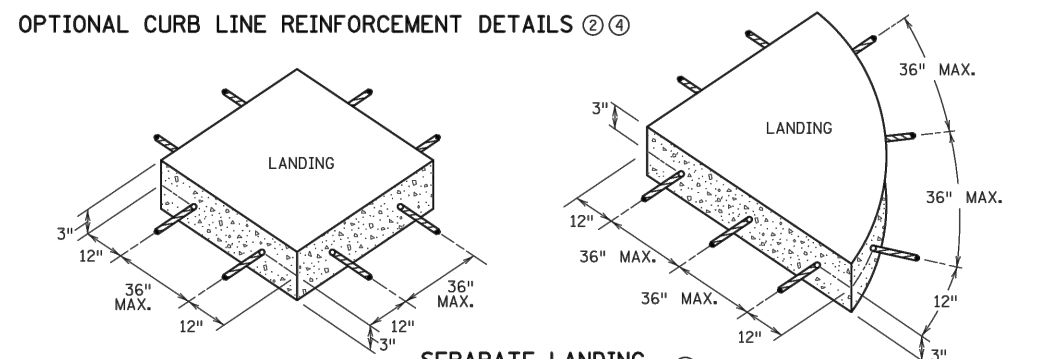
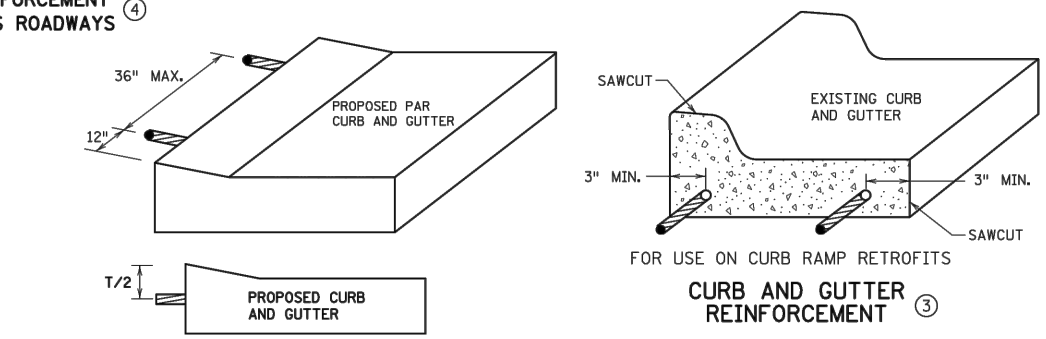
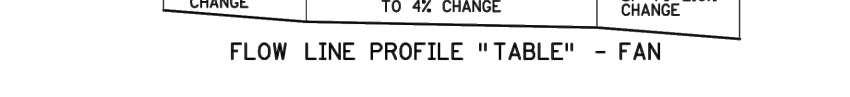
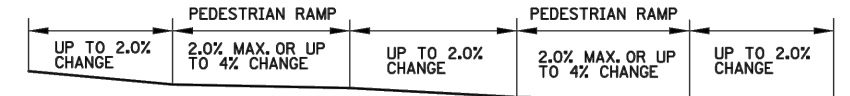
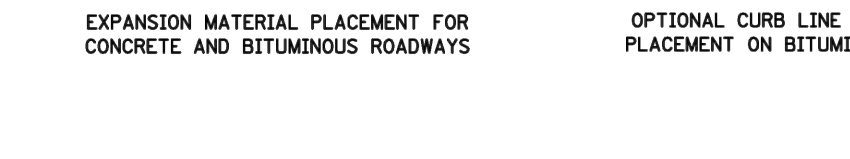
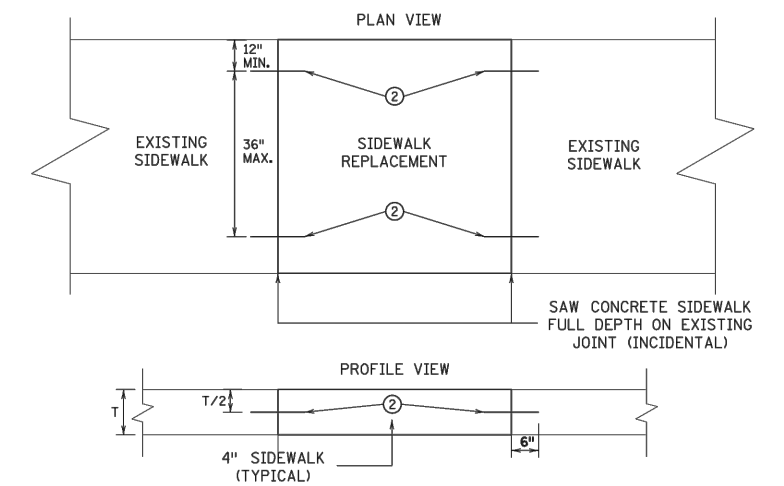
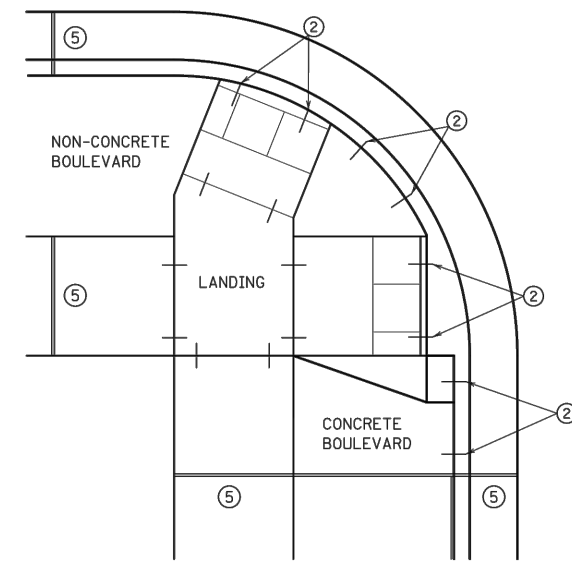
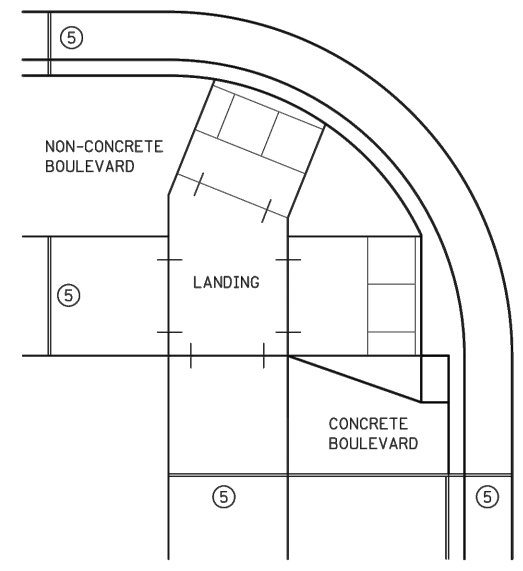
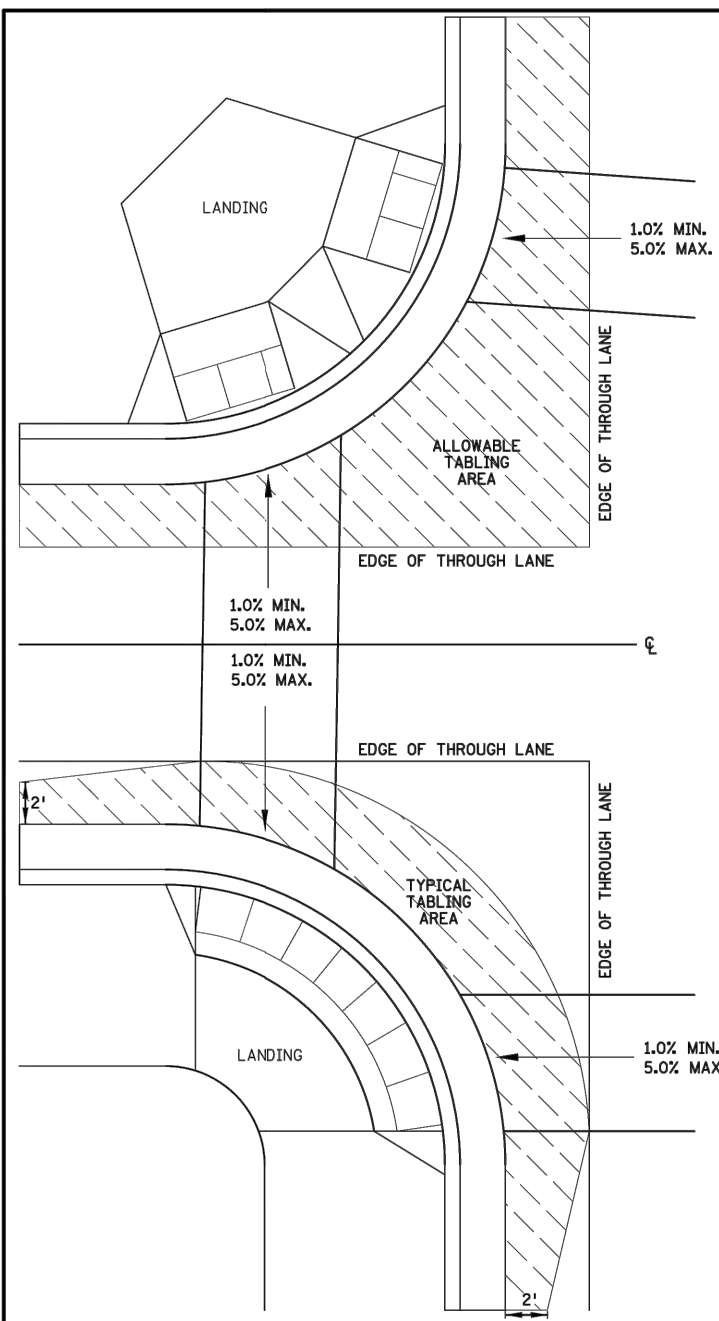
DESIGNED BY: JJF	DATE: 2/28/22
DRAWN BY: JJF	FILE: 22-06
CHECKED BY: JJF	

CITY OF RAMSEY
 7550 SUNWOOD DRIVE
 RAMSEY, MN 55303
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MNDOT PEDESTRIAN RAMP DETAILS

WOOD POND HILLS 2ND - 5TH STREET RECONSTRUCTIONS
CITY PROJECT NO. 22-06
CITY OF RAMSEY, MINNESOTA

PLOTTED/REVISED: 4-APR-2018
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CURB LINE AND ROAD CROSSING ADJUSTMENTS

"TABLING" OF CROSSWALKS MEANS MAINTAINING LESS THAN 2% CROSS SLOPE WITHIN A CROSSWALK, IS REQUIRED WHEN A ROADWAY IS IN A STOP OR YIELD CONDITION AND THE PROJECT SCOPE ALLOWS.

RECONSTRUCTION PROJECTS: ON FULL PAVEMENT REPLACEMENT PROJECTS "TABLING" OF ENTIRE CROSSWALK SHALL OCCUR WHEN FEASIBLE.

MILL & OVERLAY PROJECTS: "TABLING" OF FLOW LINES, IN FRONT OF THE PEDESTRIAN RAMP, IS REQUIRED WHEN THE EXISTING FLOW LINE IS GREATER THAN 2%. WARPING OF THE BITUMINOUS PAVEMENT CAN NOT EXTEND INTO THE THROUGH LANE. TABLE THE FLOW LINE TO 2% OR AS MUCH AS POSSIBLE WHILE ADHERING TO THE FOLLOWING CRITERIA:

- 1) 1.0% MIN. CROSS-SLOPE OF THE ROAD
- 2) 5.0% MAX. CROSS-SLOPE OF THE ROAD
- 3) "TABLE" FLOW LINE UP TO 4% CHANGE FROM EXISTING SLOPE IN FRONT OF PEDESTRIAN RAMP
- 4) UP TO 2% CHANGE IN FLOW LINE FROM EXISTING SLOPE BEYOND THE PEDESTRIAN CURB RAMP

STAND-ALONE ADA RETROFITS: FOLLOW MILL & OVERLAY CRITERIA ABOVE HOWEVER ALL PAVEMENT WARPING IS DONE WITH BITUMINOUS PATCHING ON BITUMINOUS ROADWAYS AND FULL-DEPTH APRON REPLACEMENT ON CONCRETE ROADWAYS.

RAISING OF CURB LINES SHOULD OCCUR IN VERTICALLY CONSTRAINED AREAS. RAISE THE CURB LINES ENOUGH TO ALLOW COMPLIANT RAMPS OR AS MUCH AS POSSIBLE WHILE ADHERING TO THE FOLLOWING CRITERIA:

- 1) 1.0% MIN. AND 5.0% MAXIMUM CROSS-SLOPE OF THE ROAD
- 2) 1.0% MIN. FLOW LINE (ON EITHER SIDE OF PEDESTRIAN RAMP) TO MAINTAIN POSITIVE DRAINAGE
- 3) 5.0% RECOMMENDED MAX. FLOW LINE
- 4) LONGITUDINAL THROUGH LANE ROADWAY TAPERS SHOULD BE 1" VERTICAL PER 15' HORIZONTAL

NOTES:

- 1) TO ENSURE RAMPS AND LANDINGS ARE PROPERLY CONSTRUCTED, ALL INITIAL LANDINGS AT A TOP OF A RAMPED SURFACE (RUNNING SLOPE GREATER THAN 2%) SHALL BE FORMED AND PLACED SEPARATELY IN AN INDEPENDENT CONCRETE POUR. FOLLOW SIDEWALK REINFORCEMENT DETAILS ON THIS SHEET FOR ALL SEPARATELY Poured INITIAL LANDINGS.
- 2) DRILL AND GROUT NO. 4 12" LONG REINFORCEMENT BARS AT 36" MAXIMUM CENTER TO CENTER (EPOXY COATED). BARS TO BE ADJUSTED TO MATCH RAMP GRADE.
- 3) DRILL AND GROUT 2 - NO. 4 X 12" LONG REINFORCEMENT BARS (EPOXY COATED). REINFORCEMENT REQUIRED FOR ALL CONSTRUCTION JOINTS WITHIN RADIUS.
- 4) THIS OPTIONAL CURB LINE REINFORCEMENT DETAIL SHOULD ONLY BE USED ON BITUMINOUS ROADWAYS WHEN SPECIFIED IN THE PLAN.
- 5) 1/2 IN. PREFORMED JOINT FILLER MATERIAL PER MNDOT SPEC. 3702.

REVISION:

APPROVED: JANUARY 23, 2017

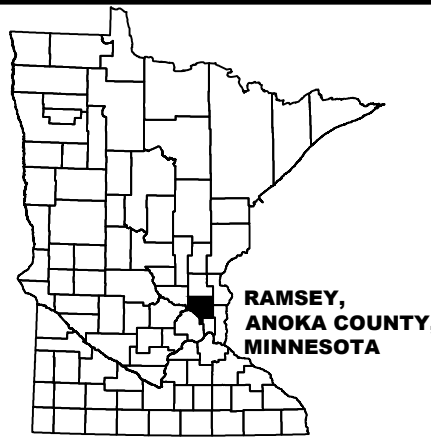
[Signature]
OPERATIONS ENGINEER

	STANDARD PLAN 5-297.250	6 OF 6	PEDESTRIAN CURB RAMP DETAILS	
	APPROVED: 1-23-2017 REVISOR:			
STATE PROJ. NO.		(T.H.)	SHEET NO. OF SHEETS	

STORM WATER POLLUTION PREVENTION PLAN (SWPPP)

WOOD POND HILLS 2ND - 5TH STREET RECONSTRUCTIONS

CITY OF RAMSEY ANOKA COUNTY, MINNESOTA



DESCRIPTION OF CONSTRUCTION ACTIVITIES AND STORMWATER MANAGEMENT:

Construction activities include; Site Grading, Storm Sewer Construction, Temporary Erosion and Sediment Control, Roadway Construction, and Permanent Stabilization.

Project Description:

This project consists of reconstruction of 0.88 miles of existing bituminous streets, using full-depth reclamation, replacing bituminous street to the existing grade, spot concrete curb and gutter replacement. The drainage for the existing streets uses concrete curb and gutter to direct flow into storm water catch basins located at low points. Storm water pipes collect the runoff to regional ponds. Minor improvements will be made to existing storm water catch basins, including re-setting structures which have settled. There is no change to the outfall location of the storm water runoff.

RESPONSIBLE PARTIES:

The Contractor and Owner must apply for coverage under the MPCA's General Storm Water Permit for Construction Activity as required by the National Pollution Discharge Elimination System (NPDES) Phase II program. Coverage under the permit will begin automatically 7 calendar days after the electronic submittal date or after the postmarked date of a complete application. (Longer time frames will apply to areas disturbing 50 acres or discharge within 1 mile of a special water).

	COMPANY	CONTACT PERSON	PHONE
OWNER:	CITY OF RAMSEY	BRUCE WESTBY, PE	763-433-9825
SWPPP DESIGNER:	CITY OF RAMSEY	JOE FERIANCEK, PE	763-433-9893
CONTRACTOR:			
STIE MANAGER:			
PARTY RESPONSIBLE FOR LONG TERM O&M:	CITY OF RAMSEY	BRUCE WESTBY, PE	763-433-9825

Individuals listed above, including the SWPPP preparer, individual overseeing implementation of, revising and amending the SWPPP, Individuals performing or supervising the installation, maintenance and repair of BMP's must be trained. At least one individual present on the permitted project, or available within 72 hours shall be trained in the applicable job duties. Documentation showing training commensurate with the job duties and responsibilities is required to be included in the SWPPP prior to any work beginning on the site. Copies of the SWPPP preparer information is included in the Project Manual. The Contractor shall provide information for the individual(s) overseeing implementation, supervising installation, maintenance, and repair of BMP's to be included in the Project Manual prior to the start of construction. This information shall be kept up to date until the project NOT is filed.

Documentation shall include:

- Names of trained personnel associated with this project.
- Dates of training, names of instructor(s) and entity providing training.
- Content of training course or workshop including the number of hours trained.
- As an alternative to a, b, and c listed above, a photocopy of the current Erosion and Stormwater Management card issued by the University of Minnesota can be attached to the SWPPP as suitable documentation of training.

DOCUMENTATION RETENTION:

The following documentation will be retained for a period of not less than 3-years from the date of submittal of the NOT.

- The final SWPPP.
- Copies of all stormwater related permits required for the project.
- Records of all inspection and maintenance conducted during construction.
- Copies of all permanent operation and maintenance agreements; including all right-of-way, contracts, covenants and other binding requirements regarding perpetual maintenance.
- All required calculations for design of temporary and permanent BMP's.

IMPLEMENTATION SCHEDULE AND PHASING:

- Furnish & Install perimeter sediment control and inlet protection.
- Reclamation of existing bituminous pavement.
- Rough grade site.
- Furnish & install bituminous pavement.
- Add additional temporary BMP's as necessary during construction based on inspection reports.
- Submit Notice of Termination (NOT) to MPCA within 30 days of final stabilization.

FINAL STABILIZATION:

The permittee(s) must ensure final stabilization of the site. The permittee(s) must submit a NOT within 30 days after final stabilization is complete, or another owner/operator (permittee) has assumed control over all areas of the site which have not undergone final stabilization. Final stabilization can be achieved in one of the following ways:

- All soil disturbing activities at the site have been completed and all soils must be stabilized by a uniform perennial vegetative cover with a density of 70 percent over the entire pervious surface area, or other equivalent means necessary to prevent soil failure under erosive conditions and;
 - All drainage ditches, constructed to drain water from the site after construction is complete, must be stabilized to preclude erosion;
 - All temporary synthetic, and structural erosion prevention and sediment control BMP's (such as silt fence) must be removed as part of the site final stabilization; and
 - The permittee(s) must clean out all sediment from conveyances and from temporary sedimentation basins to be used as permanent water quality management basins. Sediment must be stabilized to prevent it from being washed back into the basin, conveyances or drainage ways discharging off-site or to surface waters. The cleanout of permanent basins must be sufficient to return the basin to design capacity.
- Final vegetation cover shall be in the Project Specifications.
- For residential construction only, final stabilization has been achieved when temporary erosion protection and down gradient perimeter control for individual lots has been completed and the residence has been transferred to the homeowner. Additionally, the permittee must distribute the MPCA "Homeowner fact sheet" to the homeowner to inform the homeowner of the need for, and benefits of, final stabilization.

SPECIAL ENVIRONMENTAL CONSIDERATIONS:

Was an environmental review required for this project or any part of a common plan of development or sale that includes all or any portion of this project?	NO
Does any portion of the site have the potential to affect threatened or endangered species?	NO
Does any portion of this site discharge to a Calcareous Fen and the letter of approval from the DNR is located in the Project Manual?	NO
Will any portion of this site potentially affect properties listed on the National Register of Historic Places or a Known or Discovered Archeological site?	NO
Have any Karst features been identified in the project vicinity?	NO
Is compliance with temporary or permanent stormwater management design requirements infeasible for this project?	NO

POLLUTION PREVENTION MANAGEMENT MEASURES:

The permittee(s) shall implement the following pollution prevention management measures on the site:

- Solid waste: collected sediment, asphalt and concrete millings, floating debris, paper, plastic, fabric, construction and demolition debris and other wastes must be disposed of properly and must comply with MPCA disposal regulations.
- Hazardous materials: oil, gasoline, paint and any hazardous substances must be properly stored, including secondary containment, to prevent spills, leaks or other discharge. Restricted access to storage areas must be provided to prevent vandalism. Storage and disposal of hazardous waste must be in compliance with MPCA regulations.
- External washing of trucks and other construction vehicles must be limited to a defined area of the site. Runoff must be contained and waste properly disposed of. No engine degreasing is allowed on site.

GENERAL STORMWATER DISCHARGE REQUIREMENTS:

All requirements listed in Part 15 of the permit for the design of permanent stormwater treatment system and discharge have been included in the preparation of this SWPPP. These include but are not limited to:

- The expected amount, frequency, intensity and duration of precipitation.
- The nature of stormwater runoff and run-on at the site.
- Peak flow rates and stormwater volumes to minimize erosion at outlets and downstream channel and stream bank erosion.
- The range of soil particle sizes expected to be present on the site.

RECEIVING WATERS:

Receiving waters, including surface water, wetlands, Public Waters, and stormwater ponds are identified on the USGS 7.5min quad map within 1 mile of the project boundary. Receiving waters that are impaired, the impairment and WLA are listed as follows. All specific BMP's relative to construction activities listed in this permit for special and impaired waters have been incorporated into this plan. All specific BMP's listed in approved TMDLs and those BMP's listed for construction related waste load allocations have also been incorporated.

NAME OF WATER BODY	TYPE (DITCH, POND, WETLAND, LAKE, ETC.)	APPENDIX A SPECIAL WATER?	FLOWS TO IMPAIRED WATER WITHIN 1 MILE?	USEPA APPROVED TMDL?
RUM RIVER	RIVER	YES	YES	YES

IMPAIRMENTS: NOT FOR CONSTRUCTION, MERCURY AND FISH CONSUMPTION

PROJECT AREAS:

Total project size (disturbed area) =	3.60 acres
Existing area of impervious surface =	3.55 acres
Post construction area of impervious surface =	3.55 acres
New impervious surface area created =	0.000 acres

Planned construction start date: June 2022
Planned construction completion date: September 2022

PROJECT LOCATION:

County: ANOKA Township: 32 Range: 25 Section: 26 Latitude: 45.235242 Longitude: -93.411178

PERMANENT STORMWATER MANAGEMENT SYSTEM:

Type of storm water management used if more than 1 acre of new impervious surface is created:

- Wet Sedimentation Pond
- Infiltration / Filtration
- Regional Pond
- Permanent Stormwater Management Not Required

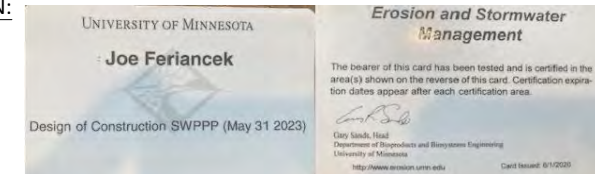
LOCATION OF SWPPP REQUIREMENTS IN PROJECT PLAN:

DESCRIPTION	LOCATION
TEMPORARY EROSION CONTROL MEASURES	SHEETS No. 13
FINAL STABILIZATION	SHEETS No. 22 - 29
STORM SEWER TABULATION	SHEETS No. 22 - 29
EROSION AND SEDIMENT CONTROL DETAILS	SHEETS No. 03

EROSION AND SEDIMENT CONTROL QUANTITIES:

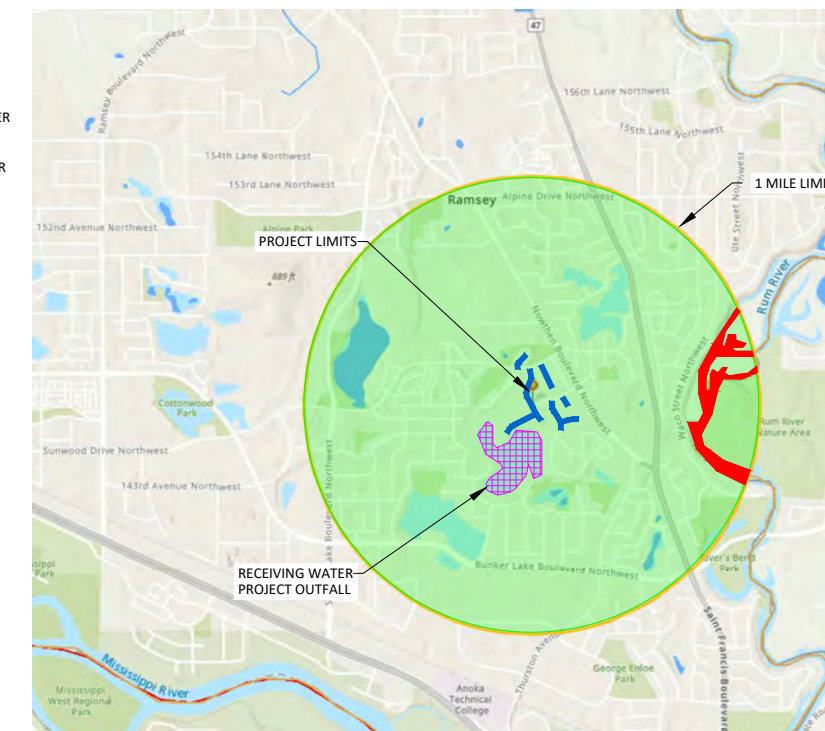
DESCRIPTION	QUANTITY
SILT FENCE TYPE MS	60 LF
STORM DRAIN INLET PROTECTION	15 EA.
STABILIZING EROSION CONTROL MAT	30 SY
SEEDING AREA	0.05 ACRES

CERTIFICATION:



LEGEND

- PROJECT LIMITS
- 1 MILE LIMIT
- RECEIVING WATER
- IMPAIRED WATER



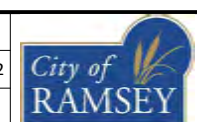
DATE	REVISION

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Joe Feriancek
JOE FERIANCEK
Date: 2/28/22 Lic. No. 57095

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

DATE: 2/28/22
FILE: 22-06



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

SWPPP

WOOD POND HILLS 2ND - 5TH STREET
RECONSTRUCTIONS
CITY PROJECT NO. 22-06
CITY OF RAMSEY, MINNESOTA

SHEET 11 OF 29 SHEETS

SEQUENCE OF CONSTRUCTION:

Construction shall proceed in the following sequence:

1. Contractor shall schedule and conduct a pre-construction meeting with the City.
2. Contractor shall secure all necessary permits and licenses.
3. Furnish & install erosion control measures.
4. Maintain erosion control measures, i.e. silt fence, inlet protection.
5. Reclaim existing bituminous pavement and base.
6. Scarify, grade and compact 1' below reclaim section.
7. Re-install reclamation material as necessary, grade and compact reclamation material.
8. Furnish & install base course of bituminous pavement
9. Complete concrete curb and gutter repairs, install restoration per plan.
10. Furnish & install bituminous pavement.
11. Remove erosion control after vegetation is established.

ADDITIONAL STORMWATER POLLUTION PREVENTION, GRADING PLAN, AND SCHEDULE NOTES:

1. All slopes to be 1:4 unless approved by the city engineer.
2. Below grade structures shall be protected and meet drainage requirements per the city engineer.
3. Construction operation hours are from 7:00 a.m. - 10:00 p.m. Monday through Saturday.
4. Call Gopher State One Call for utility locations prior to any work at 1-800-252-1166.
5. Permittee may need to modify SWPPP if the general objectives of controlling pollutants is not being met.
6. Operator shall implement these and any other BMP's that may be required to meet the general permit requirements.
7. Site is not in karst area or pollution or remediation site.
8. Silt fence to be installed downhill from any grading activity.
9. If tracking onto adjacent streets occurs a street sweeper shall be used to clean streets within 8 hours or as directed by the engineer.
10. Dust control may be necessary during rough grading. No grading can take place if wind speed exceeds 25 mph.
11. Solid waste shall be collected and disposed of properly and must comply with MPCA disposal requirements.
12. Hazardous materials shall be stored properly to prevent spills and vandalism.
13. No engine degreasing is allowed on site. External washing of vehicles shall be limited to a defined area (bone yard) on site.
14. Permittee(s) shall adhere to all SWPPP specifications on the plan and other MPCA permit requirements.

EROSION PREVENTION PRACTICES:

1. The permittee(s) must plan for and implement appropriate construction phasing, vegetative buffer strips, horizontal slope grading, and other construction practices that minimize erosion, so that the inspection and maintenance requirements are complied with. The location of areas not to be disturbed must be delineated (e.g. with flags, stakes, signs, silt fence, etc.) on the development site before work begins.
2. All exposed soil areas must be stabilized as soon as practical, but in no case later than 7 days after the construction area has temporarily or permanently ceased.
These areas include constructed stormwater management pond side slopes, and any exposed soil areas with a positive slope to a stormwater conveyance system, such as a curb and gutter system, storm sewer inlet, temporary or permanent drainage ditch or other natural or man made systems that discharge to a surface water.
3. The normal wetted perimeter of any temporary or permanent drainage ditch that drains water from a construction site, or diverts water around a site, must be stabilized within 200 lineal feet from the property edge, or from the point of discharge to any surface water. Stabilization must be completed within 24 hours of connecting to a surface water.
4. Pipe outlets must be provided with temporary or permanent energy dissipation within 24 hours of connection to a surface water.
5. All disturbed areas, except roadways, building areas, parking areas, islands and sidewalk, shall be restored with minimum 4 inches topsoil, seeded and mulched within 7 days of completion of site grading. Seeding shall be in accordance with MnDOT Specification 2575. Where side slopes exceed or equal 1:3 and running slope is greater than 1:50, a polypropylene netting or wood fiber blanket shall be provided and staked over the mulched area. Seed and mulch types and applications rates are per plan and specification.
6. Refer to restoration plan for areas to be seeded or sodded for erosion control.

DEWATERING AND BASIN DRAINING:

1. Dewatering or basin draining (e.g. pumped discharges, trench/ditch cuts for drainage) related to the construction activity that may have turbid or sediment laden discharge water must be discharged to a temporary or permanent sedimentation basin on the project site whenever possible. If the water cannot be discharged to a sedimentation basin prior to entering the surface water, it must be treated with the appropriate BMP's, such that the discharge does not adversely affect the receiving water or downstream landowners. The permittee(s) must ensure that discharge points are adequately protected from erosion and scour. The discharge must be dispersed over natural rock rip rap, sand bags, plastic sheeting or other accepted energy dissipation measures. Adequate sedimentation control measures are required for discharge water that contains suspended solids.
2. All water from dewatering or basin draining activities must be discharged in a manner that does not cause nuisance conditions, erosion in receiving channels or on downslope properties, or inundation in wetlands causing significant adverse impact to the wetland.

SEDIMENT CONTROL PRACTICES:


1. Sediment control practices must minimize sediment from entering surface waters, including curb and gutter systems and storm sewer inlets.
 - a. Temporary or permanent drainage ditches and sediment basins that are designed as part of a treatment system (e.g. ditches with rock check dams) require sediment control practices only as appropriate for site conditions.
 - b. If the down gradient treatment system is overloaded, additional upgradient sediment control practices must be installed to eliminate the overloading, and the SWPPP must be amended to identify these additional practices.
 - c. In order to maintain sheet flow and minimize rills and/or gullies, there shall be no unbroken slope length of greater than 75 feet for slopes with a grade of 1:3 or steeper.
2. Sediment control practices must be established on all down gradient perimeters before any upgradient land disturbing activities begin. These practices shall remain in place until final stabilization has been established.
3. The timing of the installation of sediment control practices may be adjusted to accommodate short-term activities such as clearing or grubbing, or passage of vehicles. Any short-term activity must be completed as quickly as possible and the sediment control practices must be installed immediately after the activity is completed. However, sediment control practices must be installed before the next precipitation event even if the activity is not complete.
4. All storm drain inlets must be protected by appropriate BMP's during construction until all sources with potential for discharging to the inlet have been stabilized.
5. Temporary soil stockpiles must have silt fence or other effective sediment controls, and cannot be placed in surface waters, including stormwater conveyances such as curb and gutter systems, or conduits and ditches.
6. Stockpile areas which remain on the site for more than seven days shall be seeded, mulched, and surrounded by silt fence.
7. Vehicle tracking of sediment from the construction site must be minimized by BMP's such as stone pads, concrete or steel wash racks, or equivalent systems. Street sweeping must be used if such BMPs are not adequate to prevent sediment from being tracked onto the street.
8. The permittee must install temporary sedimentation basins as required.

INSPECTIONS AND MAINTENANCE:

1. The permittee(s) (either the owner or operator, whoever is identified in the SWPPP) must routinely inspect the construction site once every seven (7) days during active construction and within 24 hours after a rainfall event greater than 0.5-inches in 24 hours. Following an inspection that occurs within 24 hours after a rainfall event, the next inspection must be conducted within 7 days.
2. All inspections and maintenance conducted during construction must be recorded in writing and these records must be retained with the SWPPP. Records of each inspection and maintenance activity shall include:
 - a. Date and time of inspections;
 - b. Name of persons conducting inspections;
 - c. Accurate findings of inspections, including the specific location where corrective actions are needed;
 - d. Corrective actions taken (including dates, times, and party completing maintenance activities);
 - e. Date of all rainfall events greater than ½ inches in 24 hours, and the amount of rainfall for each event. Permittee(s) must obtain rainfall amounts by either a properly maintained rain gauge installed onsite, a weather station that is within one (1) mile of your location, or a weather reporting system that provides site specific rainfall data from radar summaries;
 - f. If permittee(s) observe a discharge (i.e., color, odor, settled or suspended solids, oil sheen, and other obvious indicators of pollutant(s));
 - g. Any amendments to the SWPPP proposed as a result of the inspection must be documented as required in Section 6 of the general permit within seven (7) calendar days.
3. Where parts of the construction site have undergone final stabilization, but work remains on other parts of the site, inspections of the stabilized areas may be reduced to once per month. Where work has been suspended due to frozen ground conditions, the required inspections and maintenance must take place within 24 hours after runoff occurs at the site or 24 hours prior to resuming construction, whichever occurs first.
4. All erosion prevention and sediment control BMP's must be inspected to ensure integrity and effectiveness. All nonfunctional BMP's must be repaired, replaced, or supplemented with functional BMP's. The permittee(s) must investigate and comply with the following inspection and maintenance requirements:
 - a. All silt fence must be repaired, replaced, or supplemented when they become nonfunctional or the sediment reaches ½ of the height of the fence. These repairs must be made within 24 hours of discovery, or as soon as field conditions allow access.
 - b. Temporary and permanent sedimentation basins must be drained and the sediment removed when the depth of sediment collected in the basin reaches ½ the storage volume. Drainage and removal must be completed within 72 hours of discovery, or as soon as field conditions allow access.
 - c. Surface waters, including drainage ditches and conveyance systems, must be inspected for evidence of sediment being deposited by erosion. The permittee(s) must remove all deltas and sediment deposited in surface waters, including drainage ways, catch basins, and other drainage systems, and restabilize the areas where sediment removal results in exposed soil. The removal and stabilization must take place within seven (7) days of discovery unless precluded by legal, regulatory, or physical access constraints. The permittee shall use all reasonable efforts to obtain access. If precluded, removal and stabilization must take place within seven (7) calendar days of obtaining access. The permittee is responsible for contacting all local, regional, state and federal authorities and receiving any applicable permits, prior to conducting any work.
 - d. Construction site vehicle exit locations must be inspected for evidence of off-site sediment tracking onto paved surfaces. Tracked sediment must be removed from all paved surfaces within 3 hours after notification by the City that sweeping is required.
 - e. The permittee(s) are responsible for the operation and maintenance of temporary and permanent water quality management BMP's as well as all erosion prevention and sediment control BMP's, for the duration of the construction work at the site. The permittee(s) are responsible until another permittee has assumed control over all areas of the site that have not been finally stabilized or the site has undergone final stabilization, and a NOT has been submitted to the MPCA.
 - e. If sediment escapes the construction site, off-site accumulations of sediment must be removed in a manner and at a frequency sufficient to minimize off-site impacts (e.g. fugitive sediment in streets could be washed into storm sewers by the next rain and/or pose a safety hazard to users of public streets).
5. All infiltration areas must be inspected to ensure that no sediment from ongoing construction activities is reaching the infiltration area and these areas are protected from compaction due to construction equipment driving across the infiltration area.
6. Storm sewer pipes and structures to be inspected and cleaned out.

DATE	REVISION

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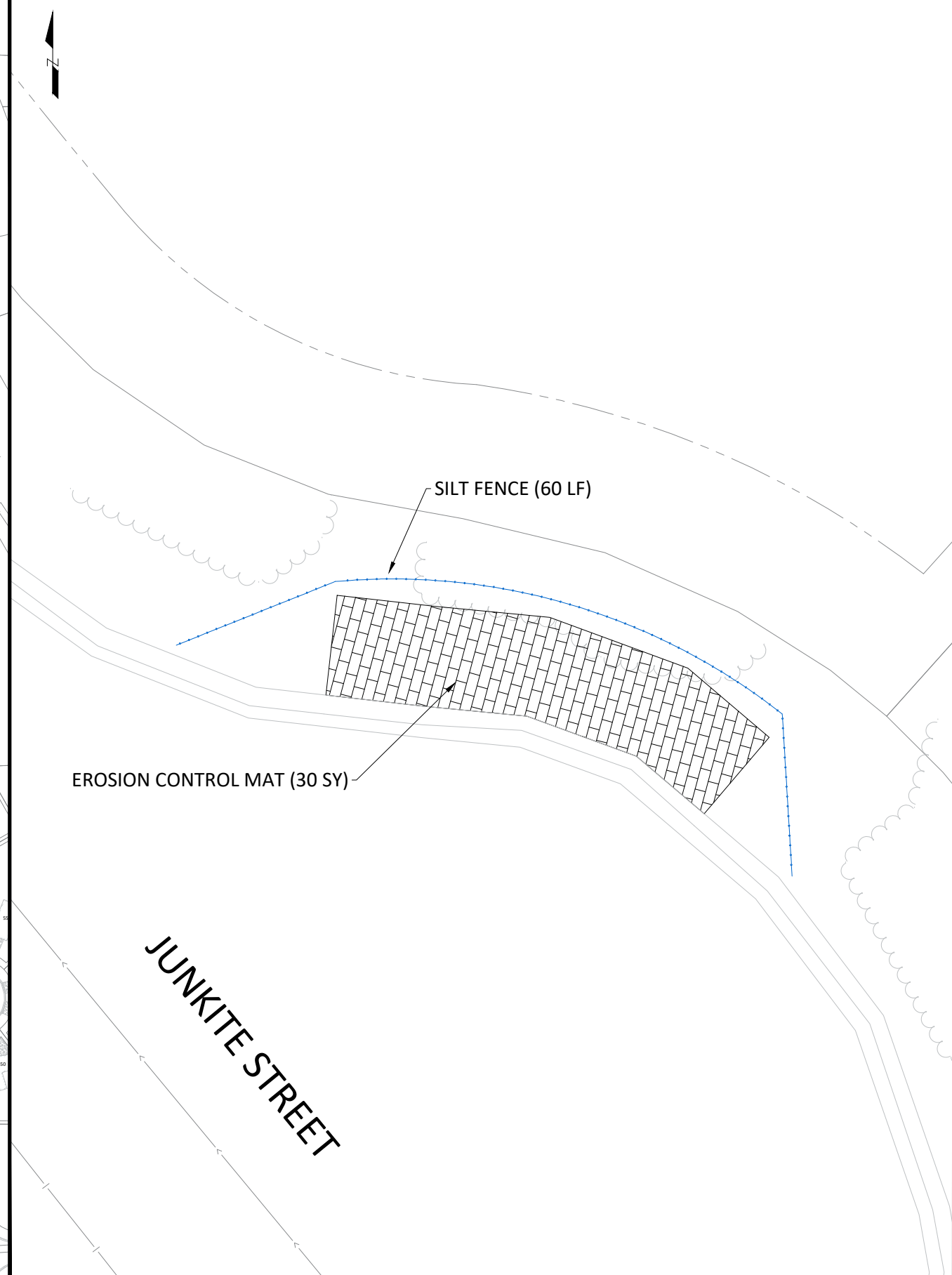
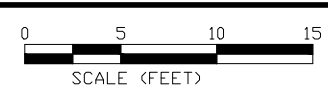
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DRAWN BY:	JJF	FILE:	22-06
CHECKED BY:	JJF		






CITY OF RAMSEY
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SWPPP

**WOOD POND HILLS 2ND - 5TH STREET
 RECONSTRUCTIONS
 CITY PROJECT NO. 22-06
 CITY OF RAMSEY, MINNESOTA**



LEGEND

-  INLET PROTECTION
-  SILT FENCE
-  EROSION CONTROL MAT

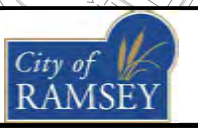
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





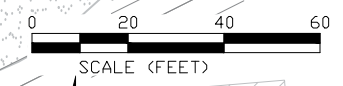
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EROSION CONTROL

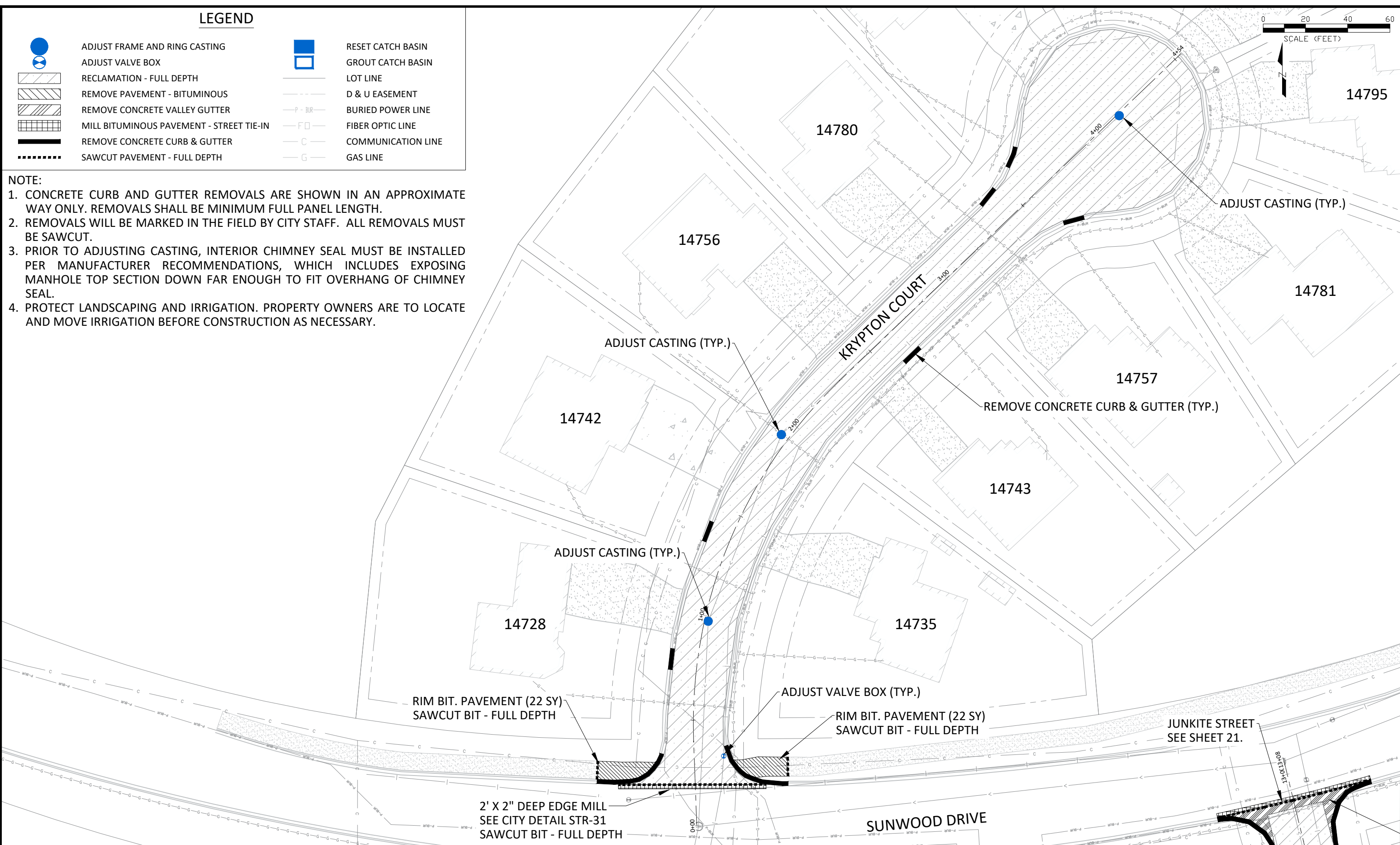
WOOD POND HILLS 2ND - 5TH STREET RECONSTRUCTIONS
 CITY PROJECT NO. 22-06
 CITY OF RAMSEY, MINNESOTA

LEGEND

	ADJUST FRAME AND RING CASTING		RESET CATCH BASIN
	ADJUST VALVE BOX		GROUT CATCH BASIN
	RECLAMATION - FULL DEPTH		LOT LINE
	REMOVE PAVEMENT - BITUMINOUS		D & U EASEMENT
	REMOVE CONCRETE VALLEY GUTTER		BURIED POWER LINE
	MILL BITUMINOUS PAVEMENT - STREET TIE-IN		FIBER OPTIC LINE
	REMOVE CONCRETE CURB & GUTTER		COMMUNICATION LINE
	SAWCUT PAVEMENT - FULL DEPTH		GAS LINE



- NOTE:**
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 4. PROTECT LANDSCAPING AND IRRIGATION. PROPERTY OWNERS ARE TO LOCATE AND MOVE IRRIGATION BEFORE CONSTRUCTION AS NECESSARY.

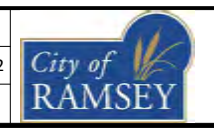


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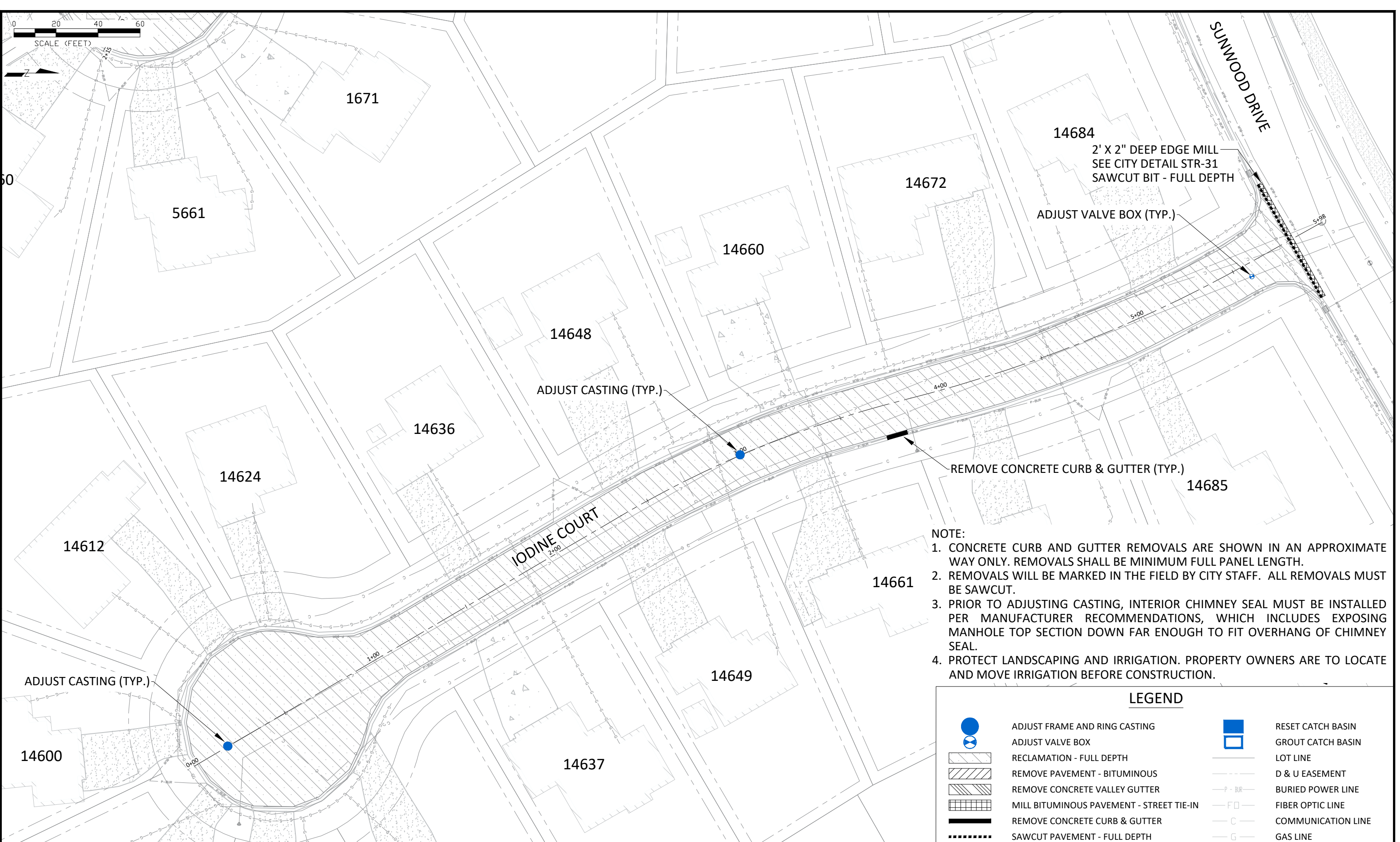
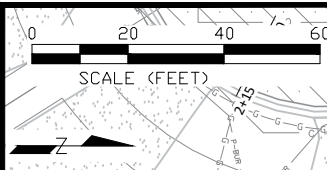
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EXISTING CONDITIONS & REMOVALS

WOOD POND HILLS 2ND - 5TH STREET RECONSTRUCTIONS
 CITY PROJECT NO. 22-06
 CITY OF RAMSEY, MINNESOTA



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	ADJUST VALVE BOX
	RESET CATCH BASIN
	GROUT CATCH BASIN
	RECLAMATION - FULL DEPTH
	REMOVE PAVEMENT - BITUMINOUS
	REMOVE CONCRETE VALLEY GUTTER
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	LOT LINE
	D & U EASEMENT
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	COMMUNICATION LINE
	GAS LINE

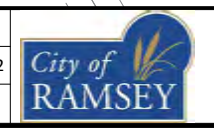
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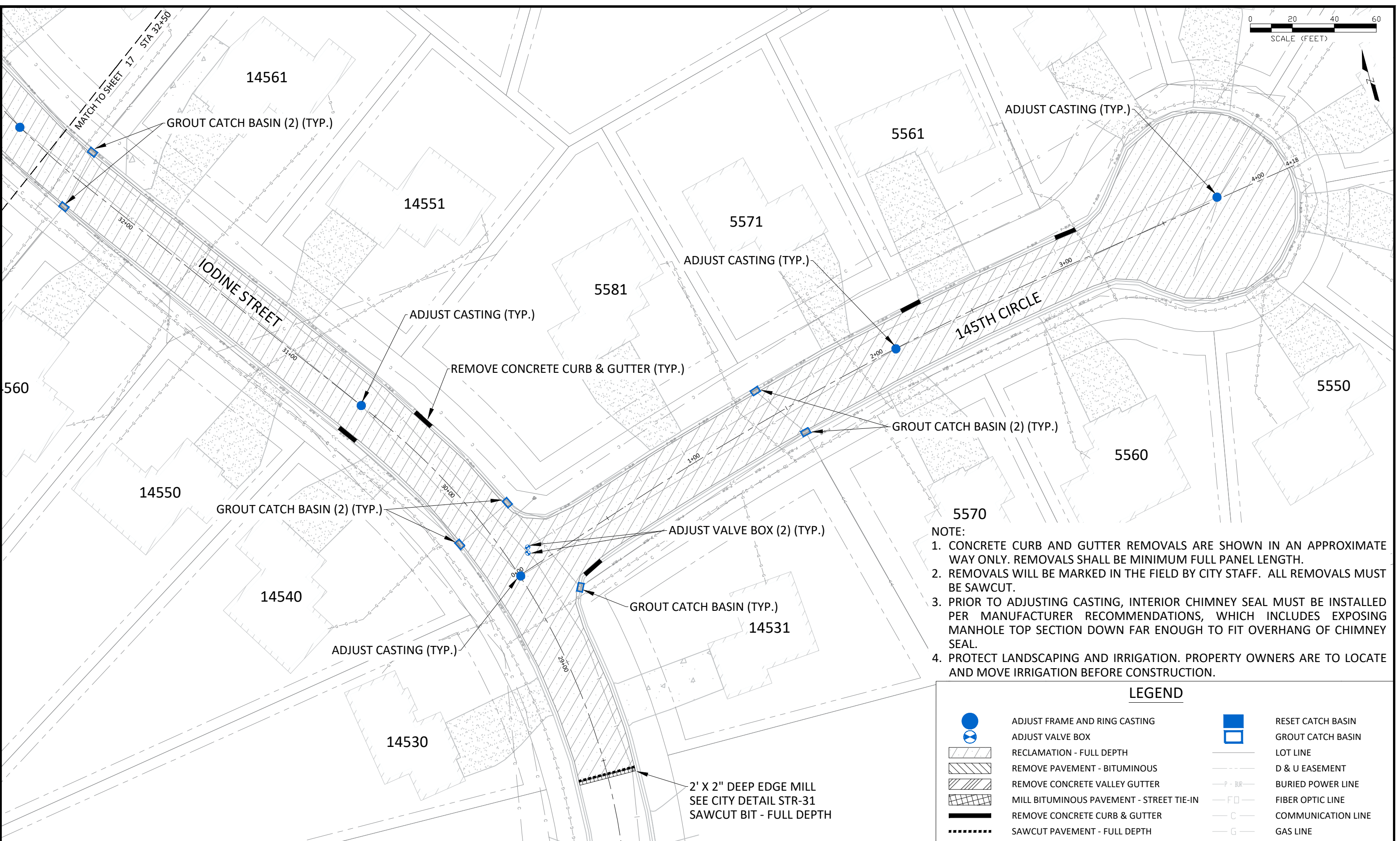
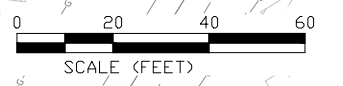
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	D & U EASEMENT
	BURIED POWER LINE
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	GAS LINE

2' X 2" DEEP EDGE MILL
SEE CITY DETAIL STR-31
SAWCUT BIT - FULL DEPTH

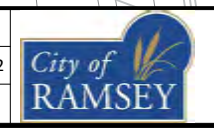
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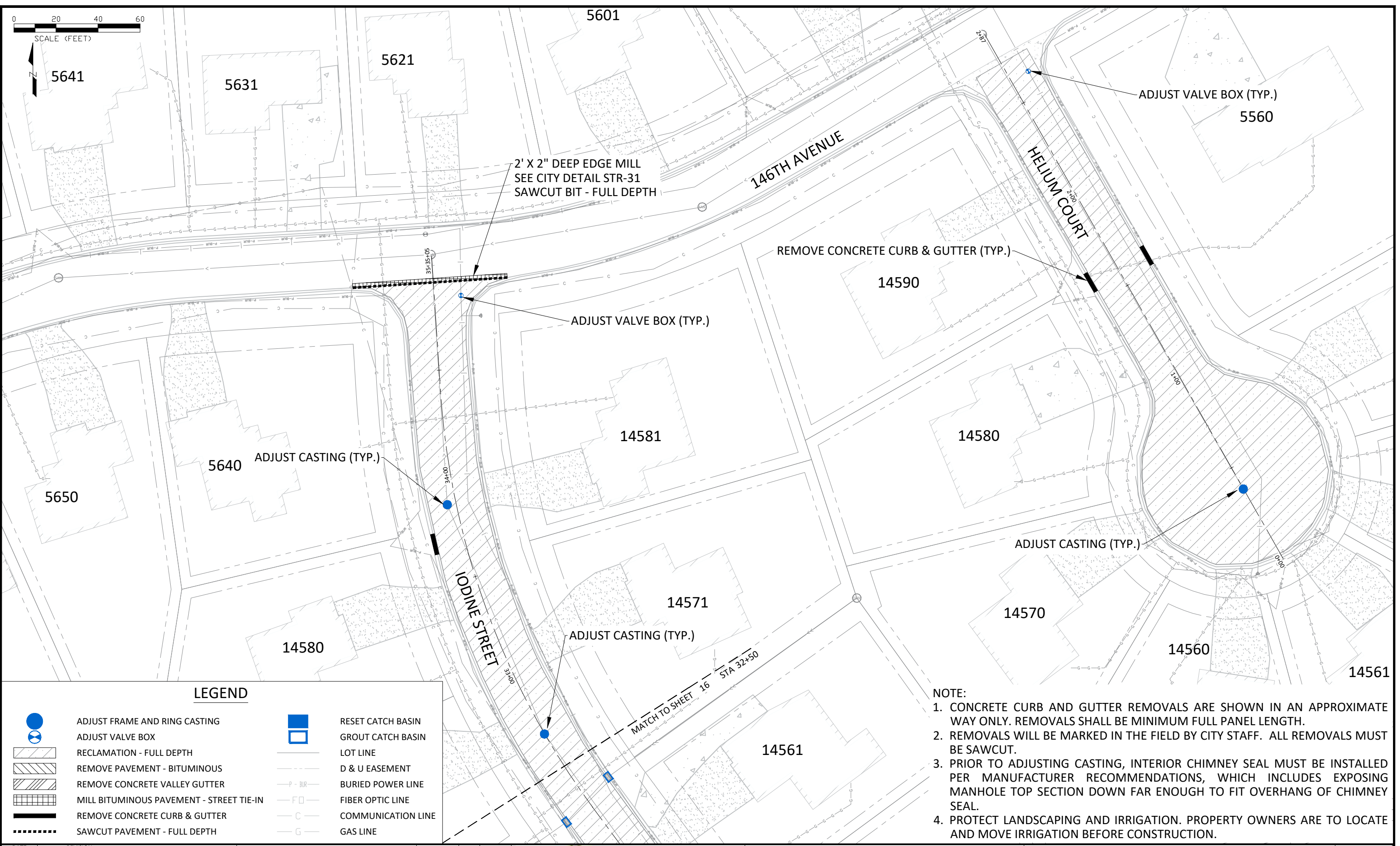
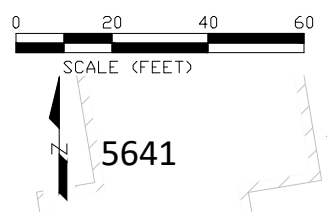
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CITY PROJECT NO. 22-06
CITY OF RAMSEY, MINNESOTA



LEGEND

- | | | | |
|--|--|--|--------------------|
| | ADJUST FRAME AND RING CASTING | | RESET CATCH BASIN |
| | ADJUST VALVE BOX | | GROUT CATCH BASIN |
| | RECLAMATION - FULL DEPTH | | LOT LINE |
| | REMOVE PAVEMENT - BITUMINOUS | | D & U EASEMENT |
| | REMOVE CONCRETE VALLEY GUTTER | | BURIED POWER LINE |
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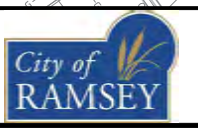
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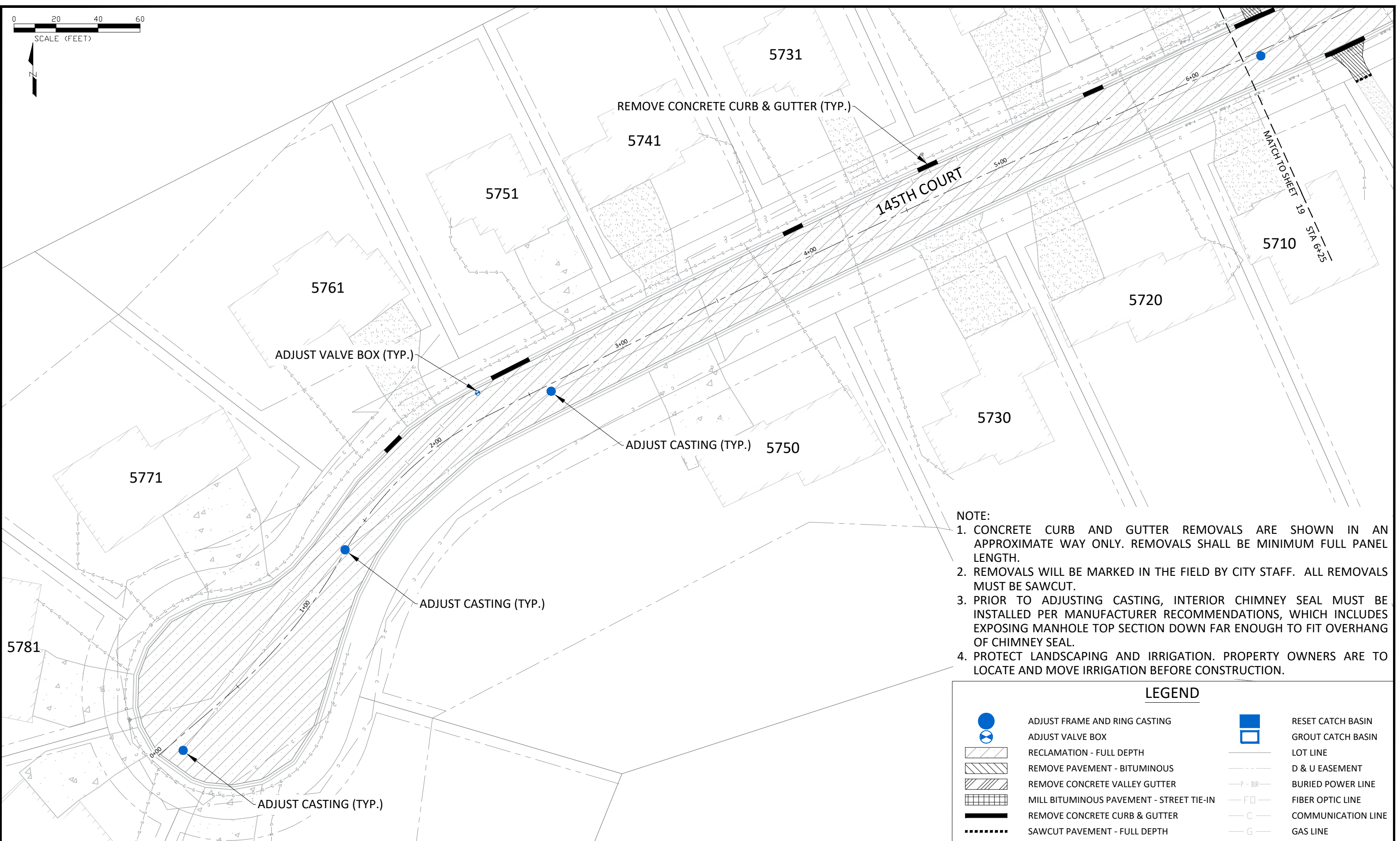
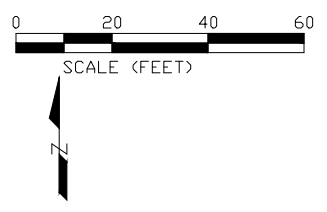
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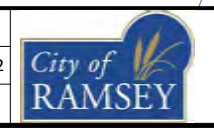
LEGEND	
	ADJUST FRAME AND RING CASTING
	ADJUST VALVE BOX
	RECLAMATION - FULL DEPTH
	REMOVE PAVEMENT - BITUMINOUS
	REMOVE CONCRETE VALLEY GUTTER
	MILL BITUMINOUS PAVEMENT - STREET TIE-IN
	REMOVE CONCRETE CURB & GUTTER
	SAWCUT PAVEMENT - FULL DEPTH
	RESET CATCH BASIN
	GROUT CATCH BASIN
	LOT LINE
	D & U EASEMENT
	BURIED POWER LINE
	FIBER OPTIC LINE
	COMMUNICATION LINE
	GAS LINE

DATE	REVISION

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Joe Periancek
 JOE PERIANCEK
 Date 2/28/22 Lic. No. 57095

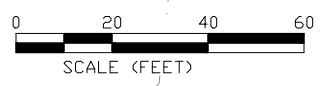
DESIGNED BY:	JJF
DRAWN BY:	JJF
CHECKED BY:	JJF



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

EXISTING CONDITIONS & REMOVALS

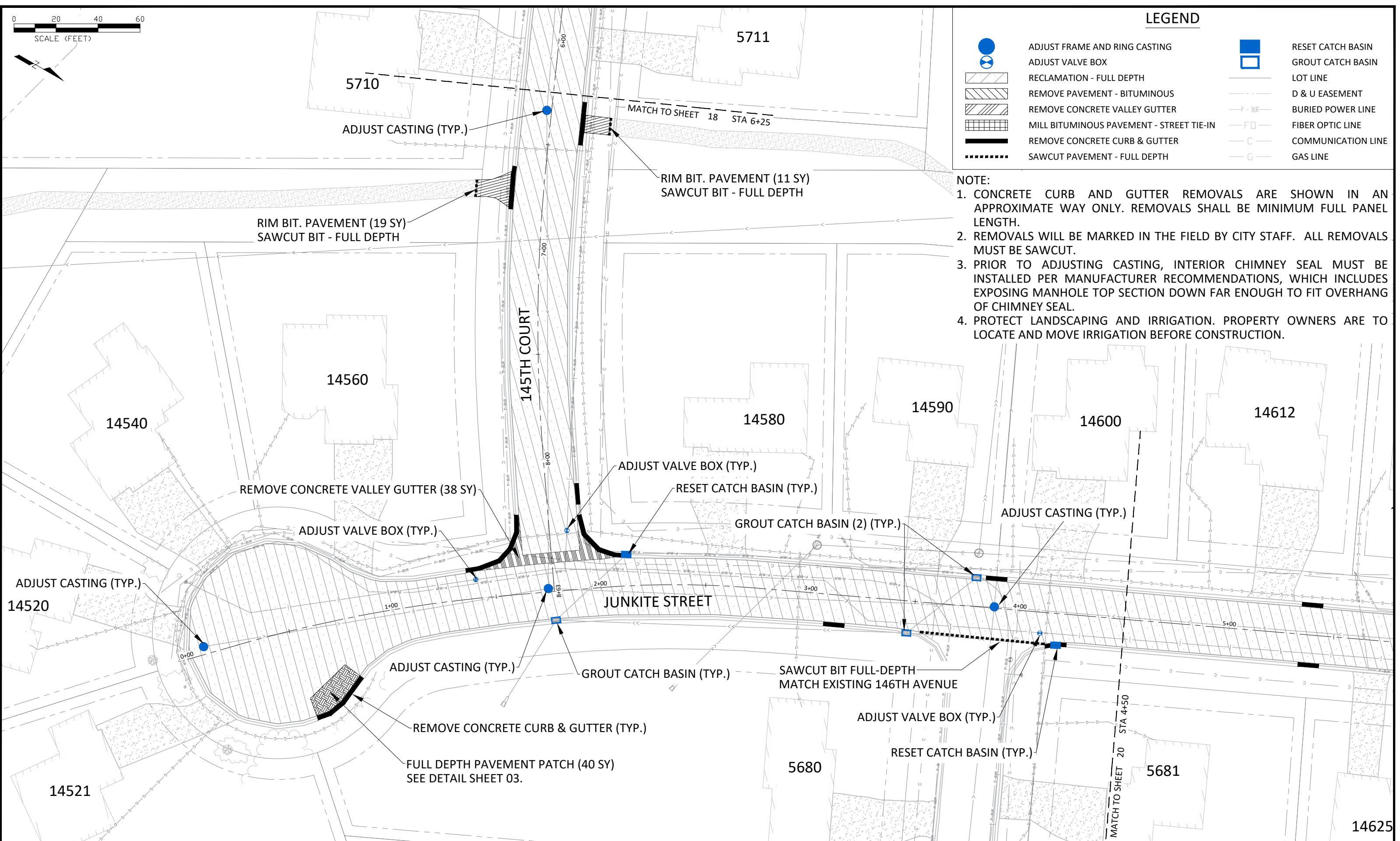
WOOD POND HILLS 2ND - 5TH STREET RECONSTRUCTIONS
 CITY PROJECT NO. 22-06
 CITY OF RAMSEY, MINNESOTA



LEGEND

- ADJUST FRAME AND RING CASTING
- ADJUST VALVE BOX
- RECLAMATION - FULL DEPTH
- REMOVE PAVEMENT - BITUMINOUS
- REMOVE CONCRETE VALLEY GUTTER
- MILL BITUMINOUS PAVEMENT - STREET TIE-IN
- REMOVE CONCRETE CURB & GUTTER
- SAWCUT PAVEMENT - FULL DEPTH
- RESET CATCH BASIN
- GROUT CATCH BASIN
- LOT LINE
- D & U EASEMENT
- BURIED POWER LINE
- FIBER OPTIC LINE
- COMMUNICATION LINE
- GAS LINE

- NOTE:**
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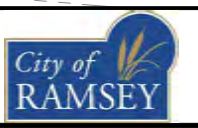
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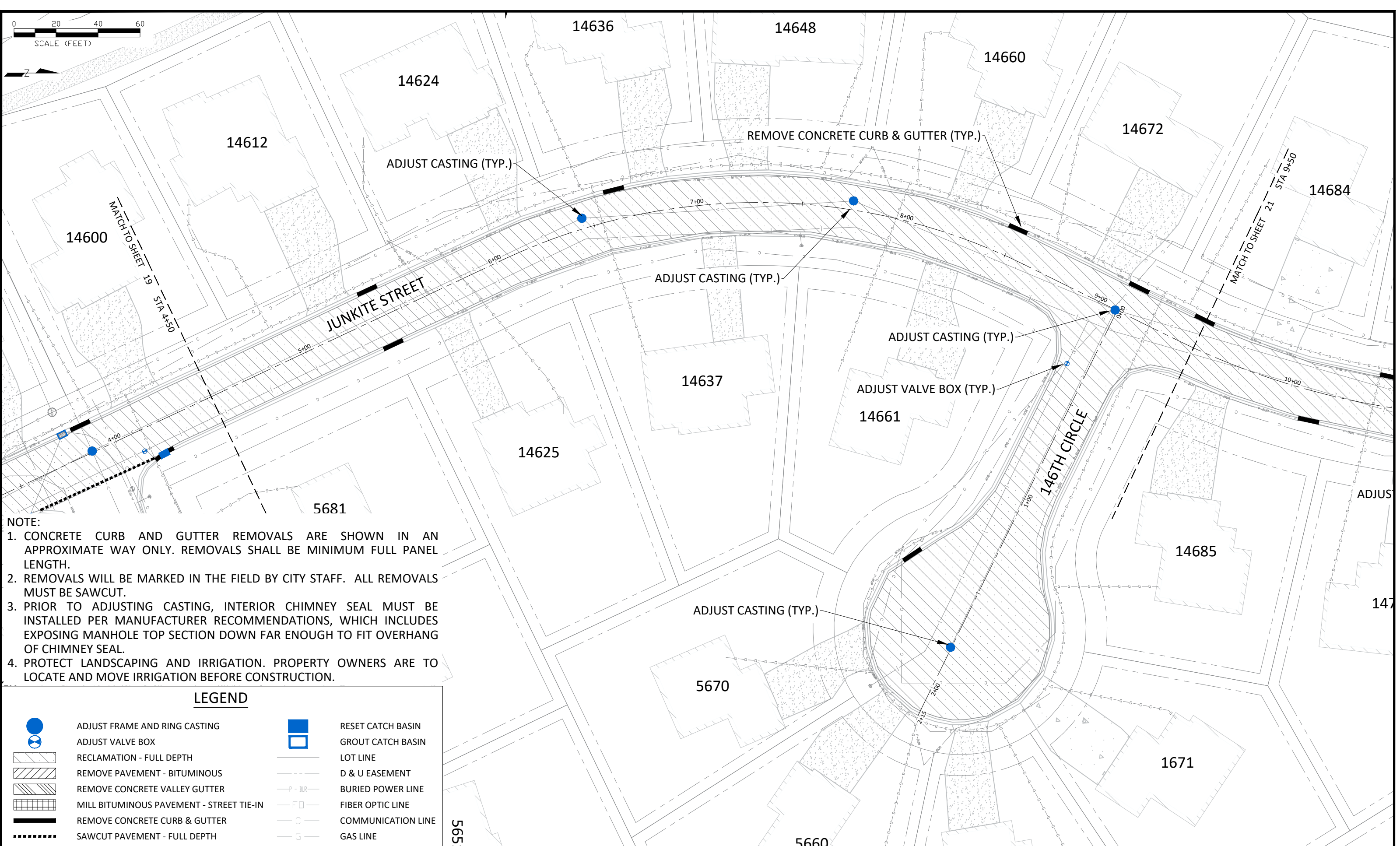
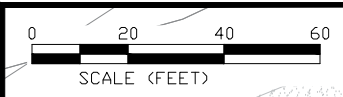
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EXISTING CONDITIONS & REMOVALS

WOOD POND HILLS 2ND - 5TH STREET RECONSTRUCTIONS
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 CITY OF RAMSEY, MINNESOTA



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LEGEND

	ADJUST FRAME AND RING CASTING		RESET CATCH BASIN
	ADJUST VALVE BOX		GROUT CATCH BASIN
	RECLAMATION - FULL DEPTH		LOT LINE
	REMOVE PAVEMENT - BITUMINOUS		D & U EASEMENT
	REMOVE CONCRETE VALLEY GUTTER		BURIED POWER LINE
	MILL BITUMINOUS PAVEMENT - STREET TIE-IN		FIBER OPTIC LINE
	REMOVE CONCRETE CURB & GUTTER		COMMUNICATION LINE
	SAWCUT PAVEMENT - FULL DEPTH		GAS LINE

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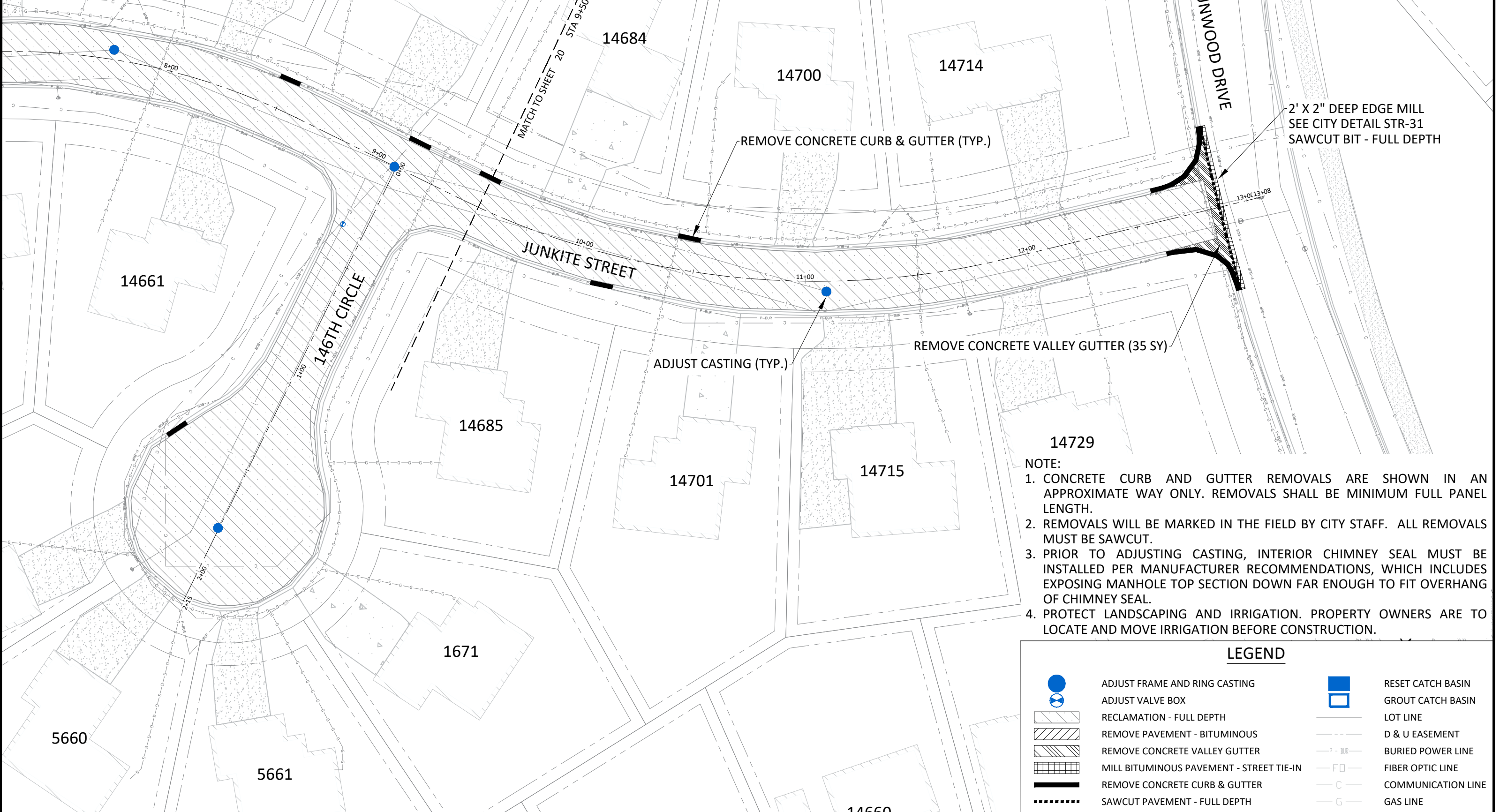
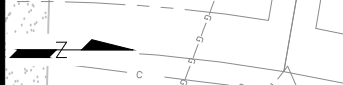
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2' X 2" DEEP EDGE MILL
SEE CITY DETAIL STR-31
SAWCUT BIT - FULL DEPTH

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	FIBER OPTIC LINE
	COMMUNICATION LINE
	GAS LINE

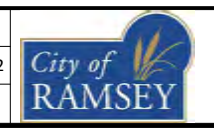
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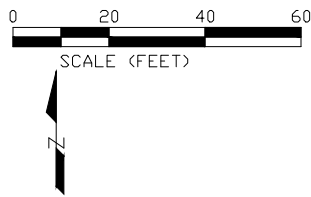
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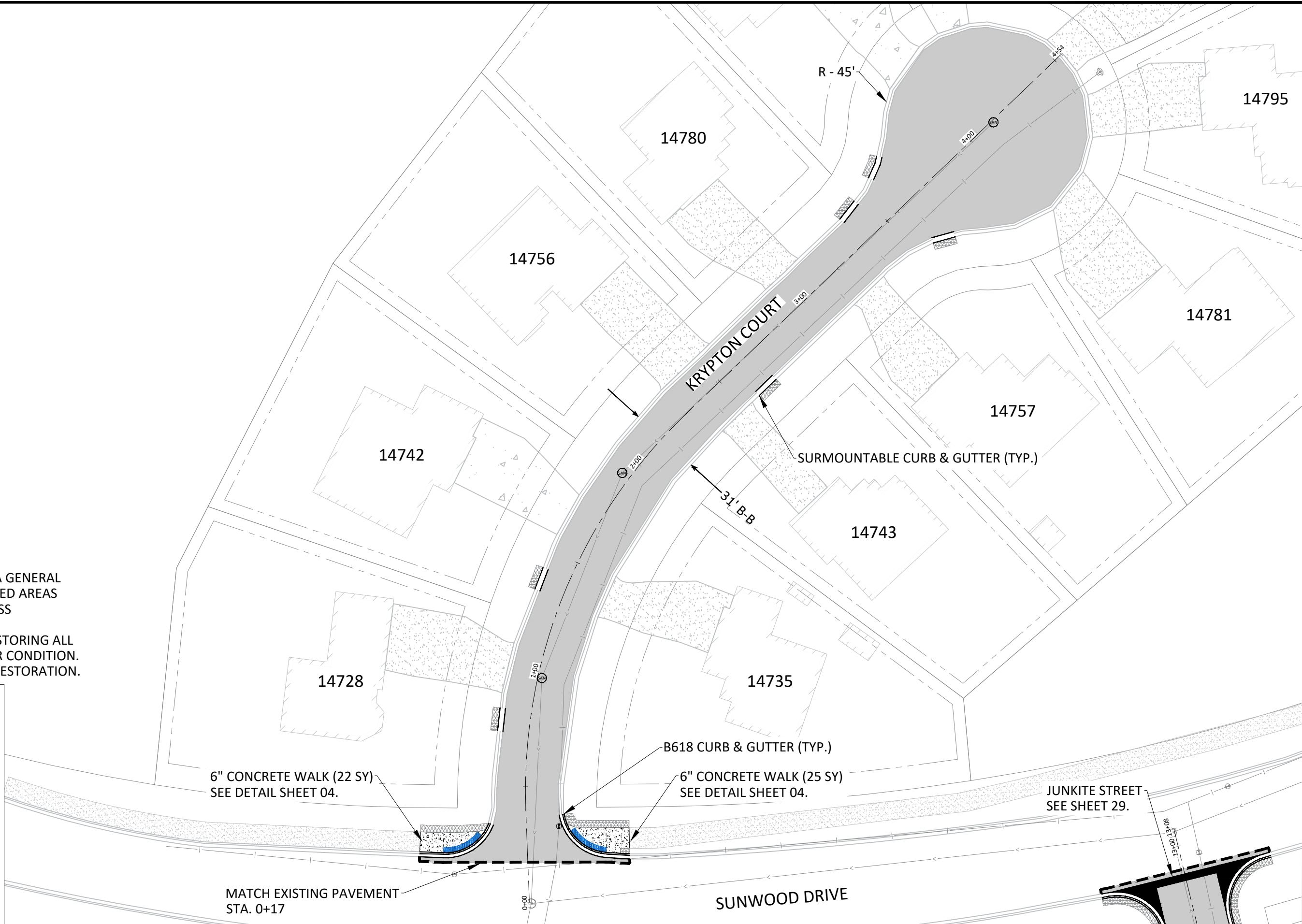
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 CITY PROJECT NO. 22-06
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LEGEND	
	RESET CATCH BASIN
	GROUT CATCH BASIN
	SANITARY SEWER MANHOLE
	WATERMAIN VALVE
	CONCRETE VALLEY GUTTER
	BITUMINOUS PAVEMENT
	SEEDING AREA
	STABILIZED EROSION CONTROL MAT
	B618 CONCRETE CURB & GUTTER
	SURMOUNTABLE CURB & GUTTER
	MATCHLINE - EXISTING PAVEMENT

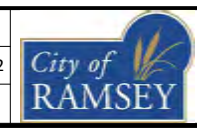


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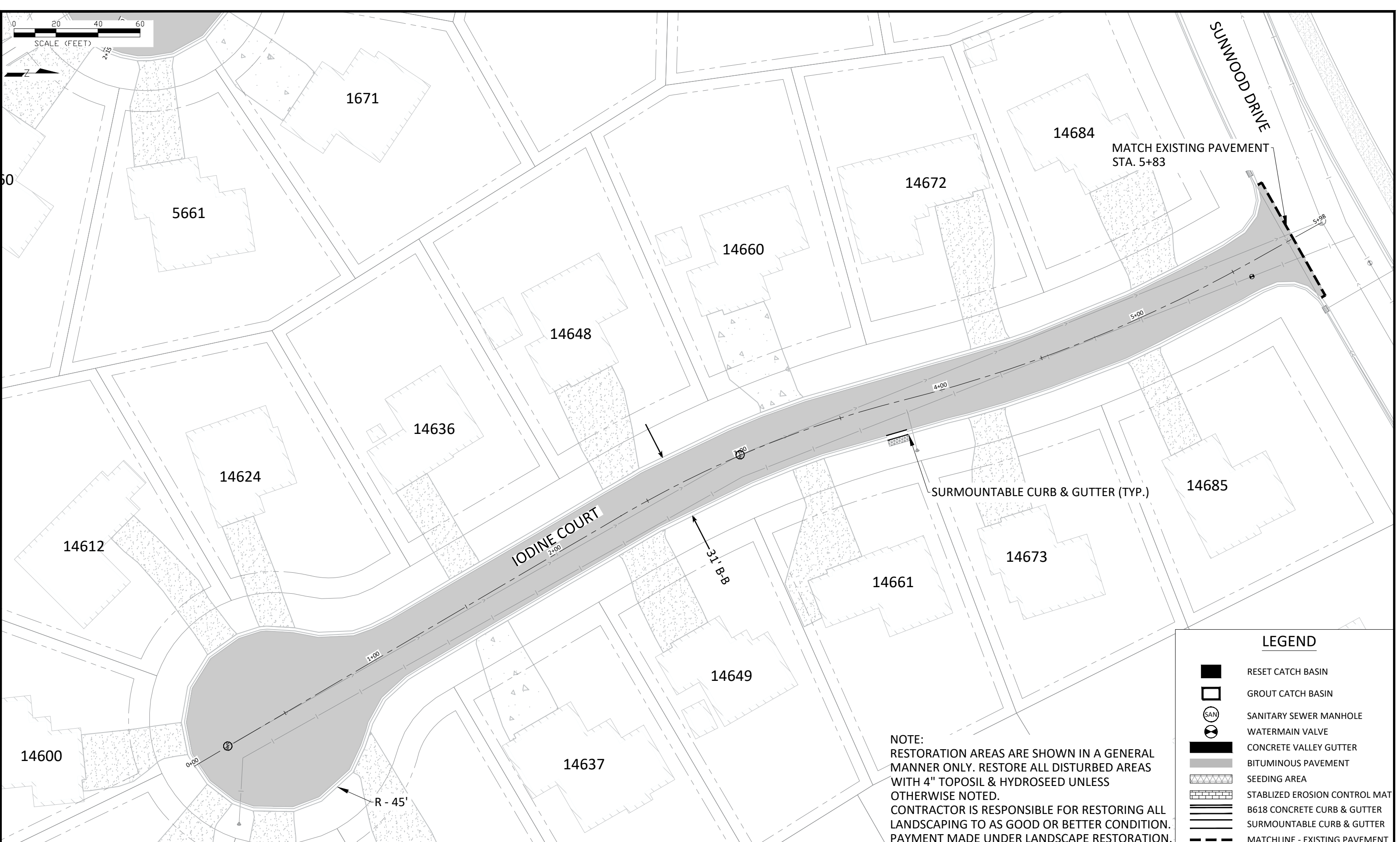
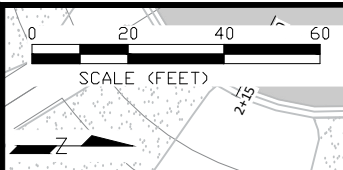
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STREET IMPROVEMENTS

WOOD POND HILLS 2ND - 5TH STREET RECONSTRUCTIONS
 CITY PROJECT NO. 22-06
 CITY OF RAMSEY, MINNESOTA



MATCH EXISTING PAVEMENT
STA. 5+83

SURMOUNTABLE CURB & GUTTER (TYP.)

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LEGEND

- RESET CATCH BASIN
- GROUT CATCH BASIN
- SANITARY SEWER MANHOLE
- WATERMAIN VALVE
- CONCRETE VALLEY GUTTER
- BITUMINOUS PAVEMENT
- SEEDING AREA
- STABILIZED EROSION CONTROL MAT
- B618 CONCRETE CURB & GUTTER
- SURMOUNTABLE CURB & GUTTER
- MATCHLINE - EXISTING PAVEMENT

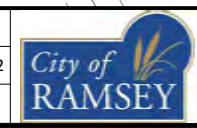
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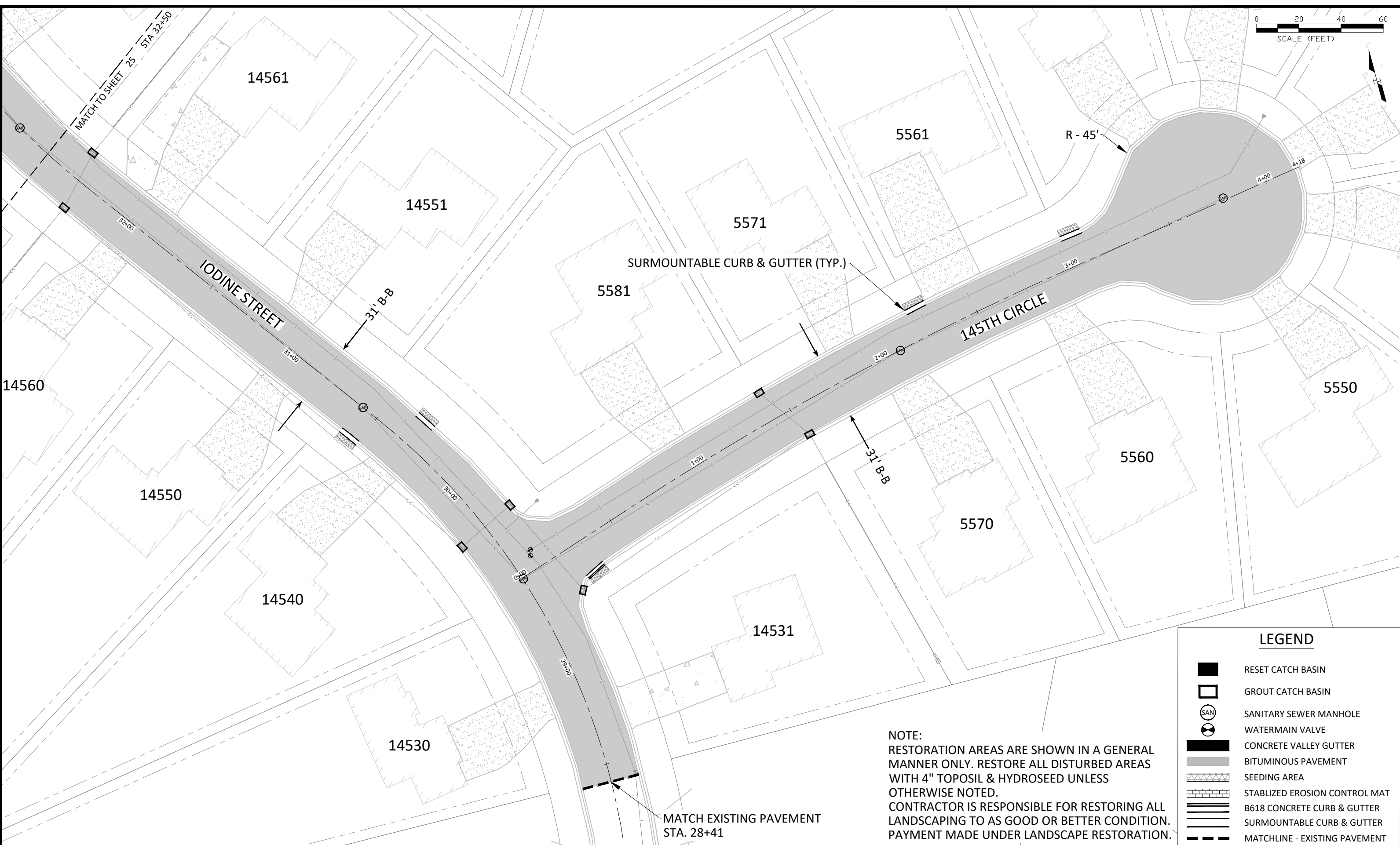
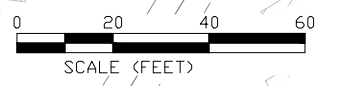
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 CITY OF RAMSEY, MINNESOTA



LEGEND

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- WATERMAIN VALVE
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MATCH EXISTING PAVEMENT
 STA. 28+41

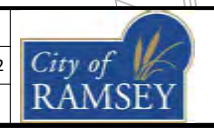
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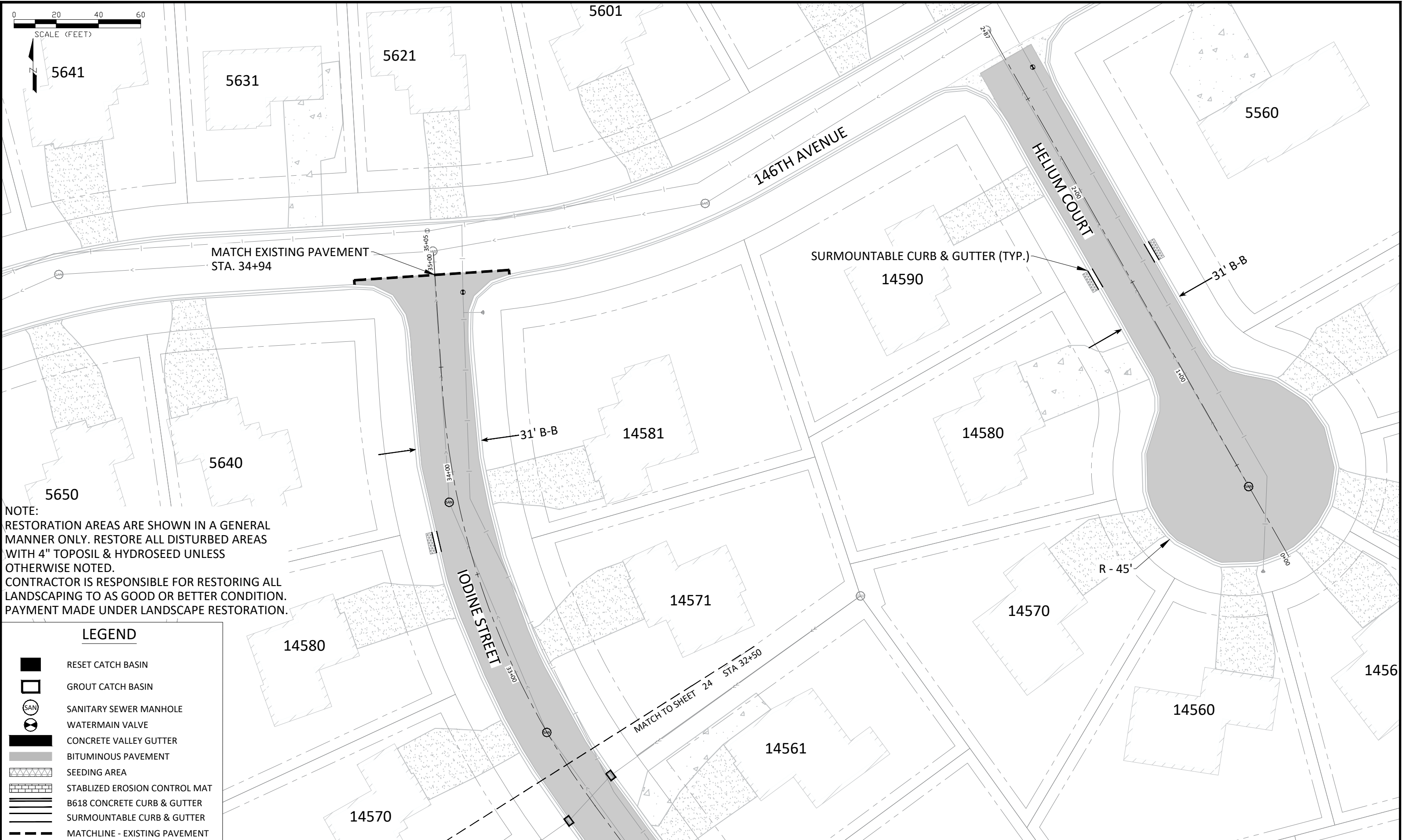
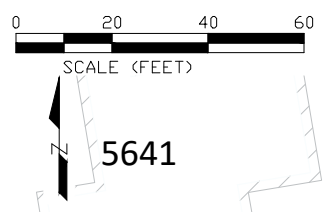
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STREET IMPROVEMENTS

WOOD POND HILLS 2ND - 5TH STREET RECONSTRUCTIONS
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 CITY OF RAMSEY, MINNESOTA



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LEGEND	
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	GROUT CATCH BASIN
	SANITARY SEWER MANHOLE
	WATERMAIN VALVE
	CONCRETE VALLEY GUTTER
	BITUMINOUS PAVEMENT
	SEEDING AREA
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	B618 CONCRETE CURB & GUTTER
	SURMOUNTABLE CURB & GUTTER
	MATCHLINE - EXISTING PAVEMENT

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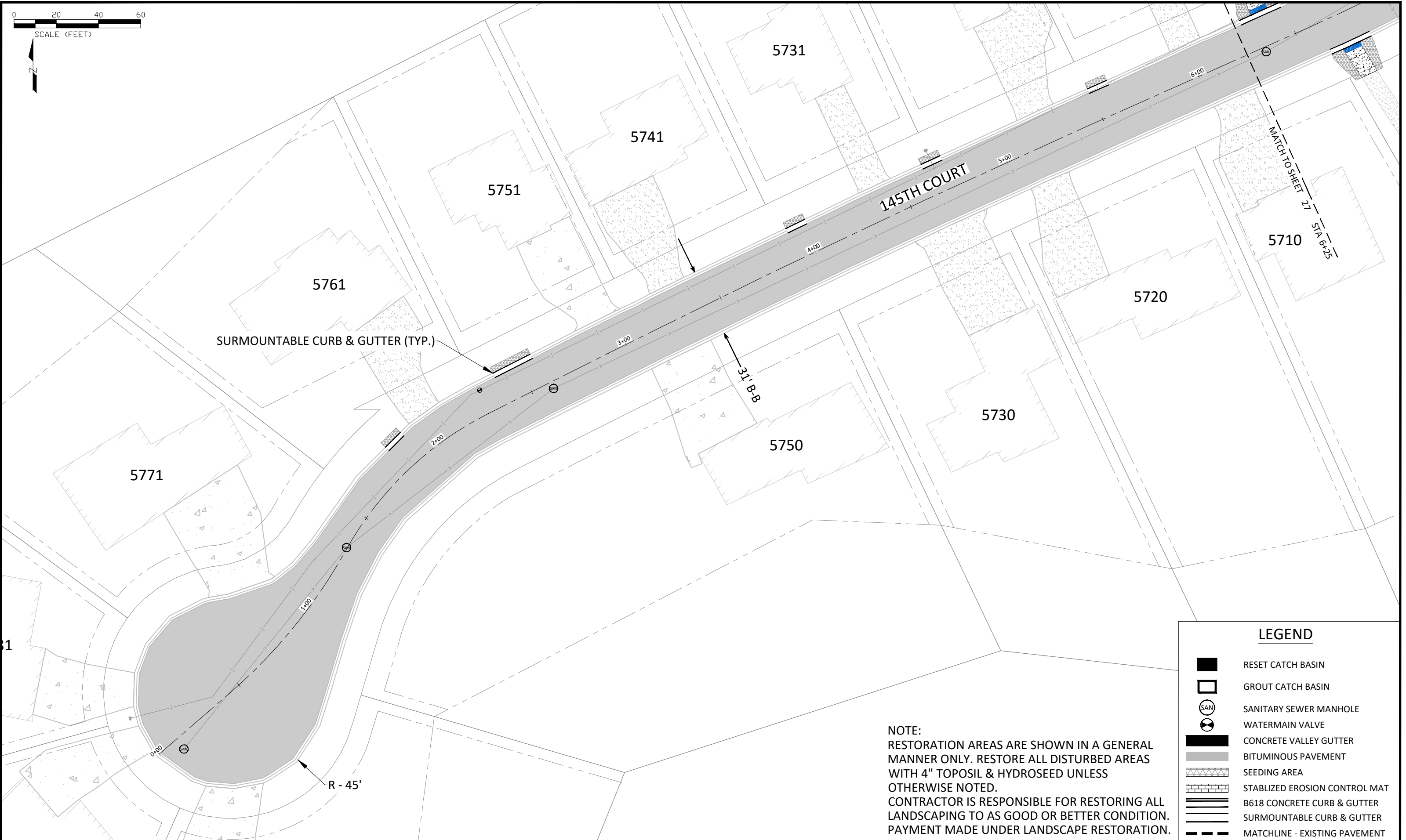
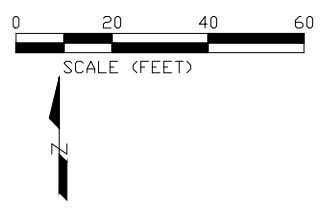
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SURMOUNTABLE CURB & GUTTER (TYP.)

31' B-B

R - 45'

LEGEND

- RESET CATCH BASIN
- GROUT CATCH BASIN
- SANITARY SEWER MANHOLE
- WATERMAIN VALVE
- CONCRETE VALLEY GUTTER
- BITUMINOUS PAVEMENT
- SEEDING AREA
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- B618 CONCRETE CURB & GUTTER
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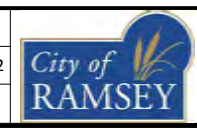
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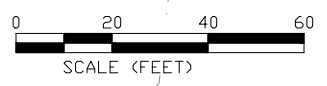
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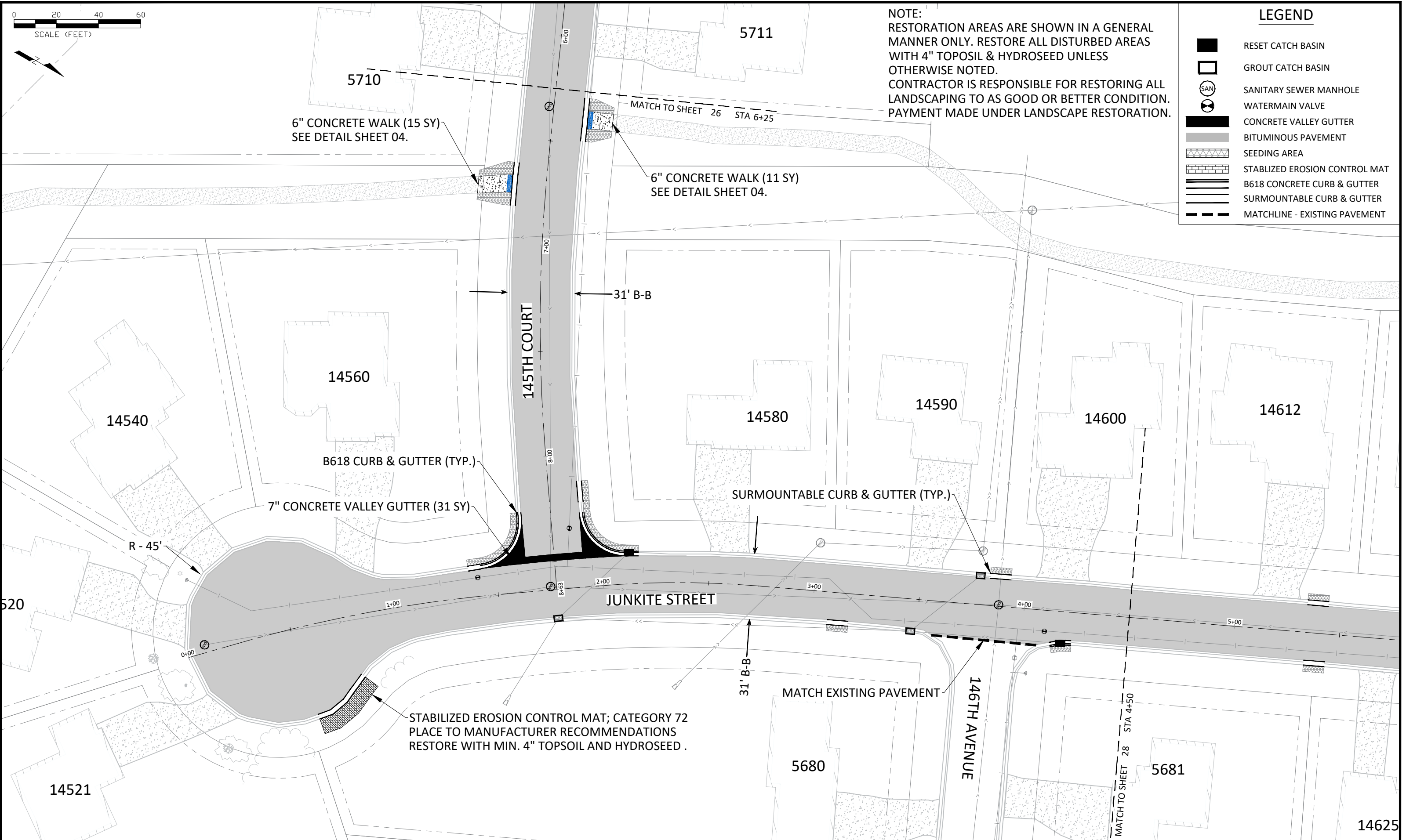
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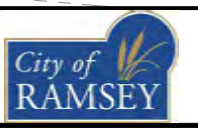
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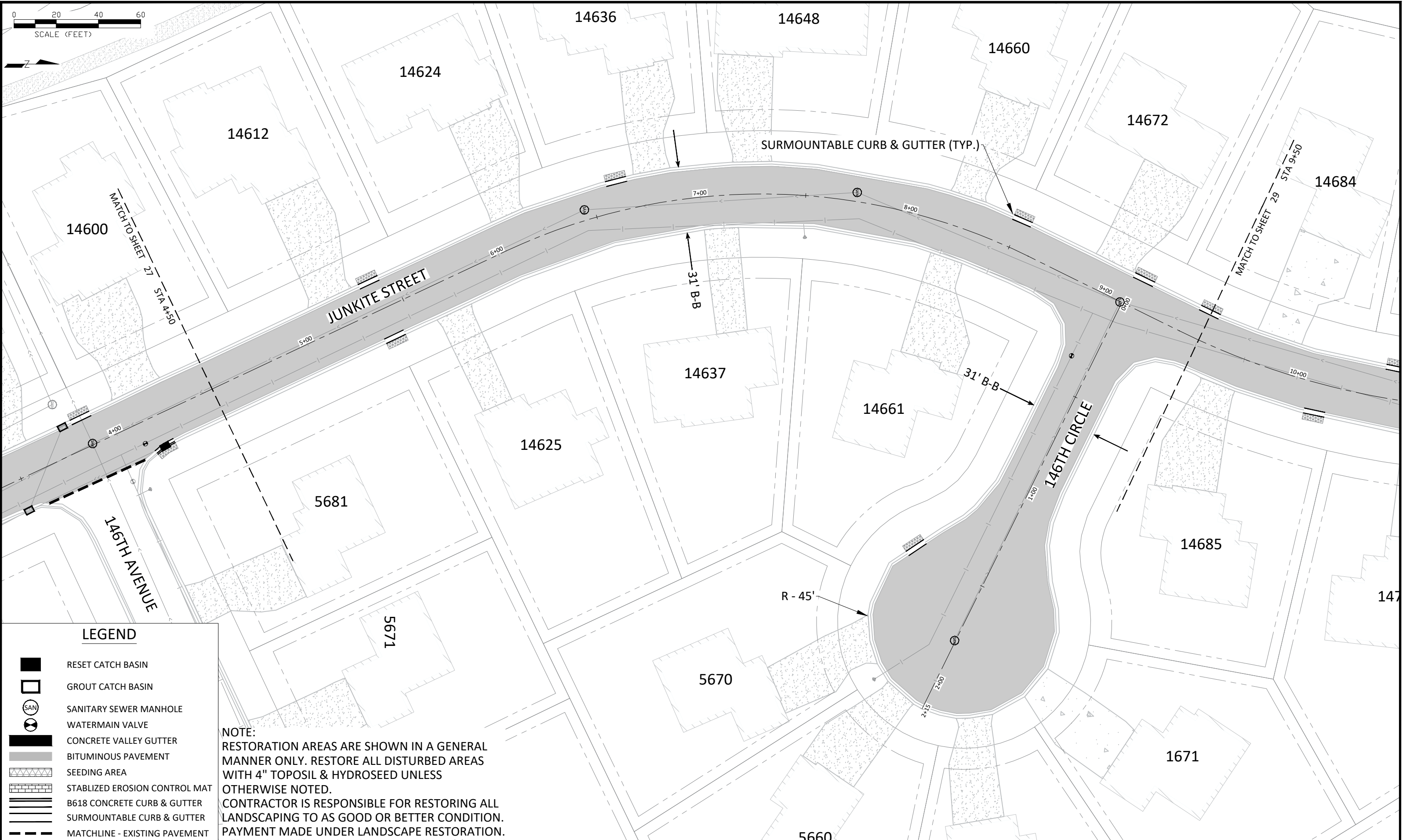
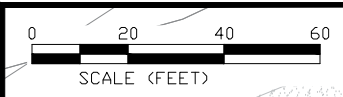


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STREET IMPROVEMENTS

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CITY PROJECT NO. 22-06
CITY OF RAMSEY, MINNESOTA

SHEET 27 OF 29 SHEETS



LEGEND

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- GROUT CATCH BASIN
- SANITARY SEWER MANHOLE
- WATERMAIN VALVE
- CONCRETE VALLEY GUTTER
- BITUMINOUS PAVEMENT
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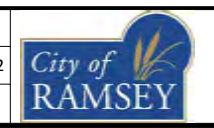
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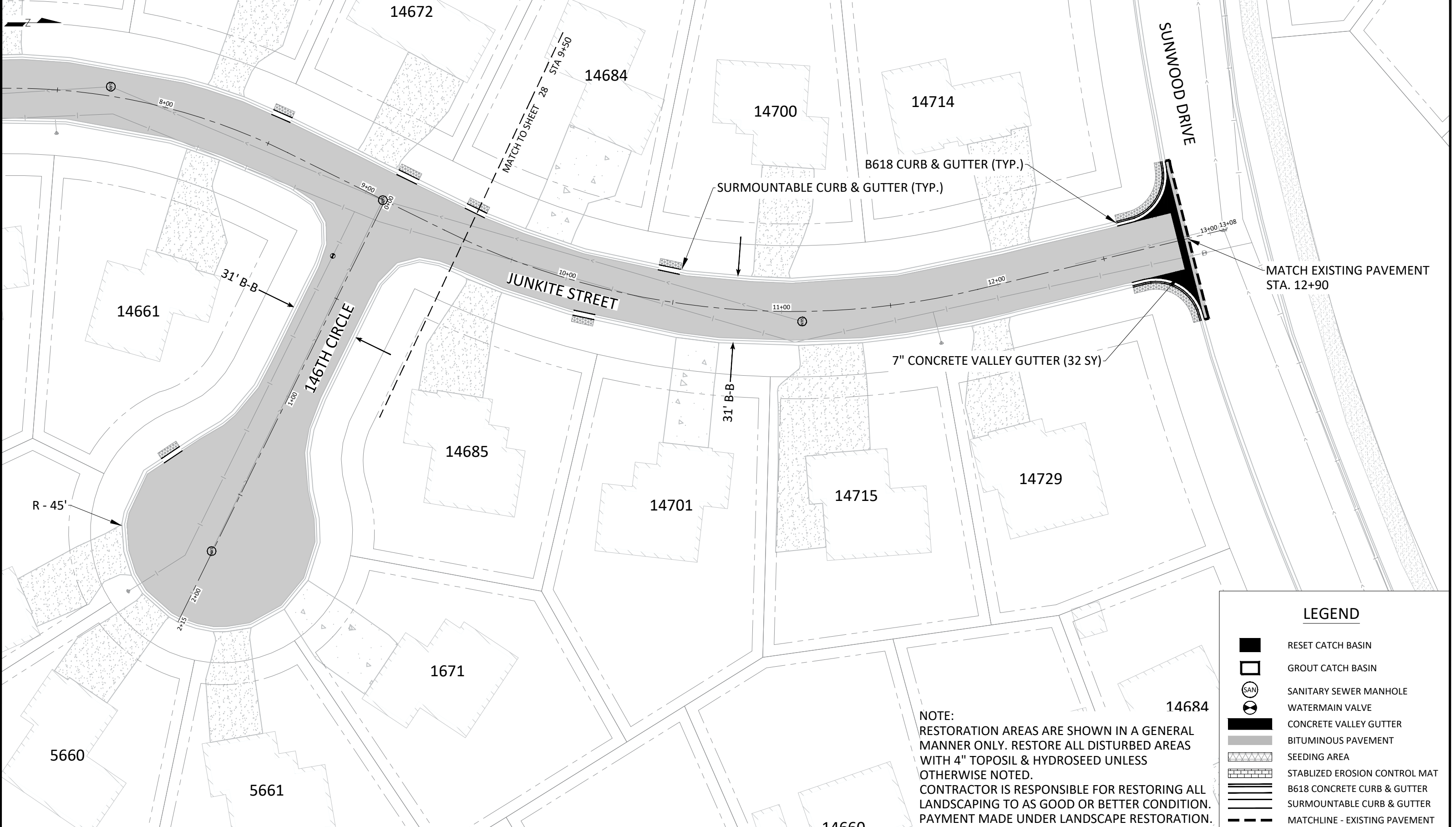
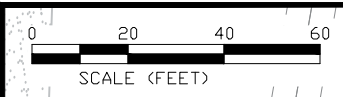
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	GROUT CATCH BASIN
	SANITARY SEWER MANHOLE
	WATERMAIN VALVE
	CONCRETE VALLEY GUTTER
	BITUMINOUS PAVEMENT
	SEEDING AREA
	STABILIZED EROSION CONTROL MAT
	B618 CONCRETE CURB & GUTTER
	SURMOUNTABLE CURB & GUTTER
	MATCHLINE - EXISTING PAVEMENT

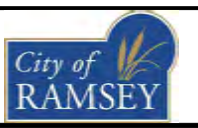
DATE	REVISION

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 Periancek
 JOE PERIANCEK
 Date 2/28/22 Lic. No. 57095

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

DATE: 2/28/22
 FILE: 22-06



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

STREET IMPROVEMENTS

WOOD POND HILLS 2ND - 5TH STREET RECONSTRUCTIONS
 CITY PROJECT NO. 22-06
 CITY OF RAMSEY, MINNESOTA

Wood Pond Hills 2nd, 3rd, 4th & 5th Street Reconstructions

Street Segment Summary

Street Description				Street History						GPR Summary					
Street	Segment Description	Length (feet)	Section (Urban / Rural)	2021 PASER	Year Built	Maint. 1	Maint. 2	Maint. 3	Maint. 4	Avg HMA (inches)	Avg Agg. Base (inches)	Avg Section (inches)			
145th Circle	Iodine Street / CDS	425	Urban	5	1996	SC 1998	SC 2005		SC 2013	2.4	5.3	7.4			
145th Court	Junkite Street / W EOP	625	Urban	4	1994	SC 1998	SC 2005		SC 2013	2.7	3.6	6.3			
146th Circle	Junkite Street / CDS	226	Urban	2	1993	SC 1998	SC 2005			4.0	3.0	7.0			
Helium Court	146th Avenue / CDS	301	Urban	6	1996	SC 1998	SC 2005		SC 2013	2.0	5.7	7.7			
Iodine Street	145th Circle / S EOP	92	Urban	6	1996	SC 1998	SC 2005		SC 2013	2.0	3.6	5.6			
Iodine Street	146th Avenue / 145th Circle	569	Urban	6	1996	SC 1998	SC 2005		SC 2013	3.1	3.6	6.7			
Iodine Street	Sunwood Drive / CDS	612	Urban	2	1992	SC 1998	SC 2005			3.1	4.4	7.5			
Junkite Street	145th Court / 146th Avenue	164	Urban	2	1994	SC 1998	SC 2005			2.8	4.4	7.2			
Junkite Street	145th Court / CDS	197	Urban	2	1994	SC 1998	SC 2005		SC 2013	2.8	4.4	7.2			
Junkite Street	146th Avenue / S EOP	39	Urban	2	1993	SC 1998	SC 2005	OL 2012		2.8	4.4	7.2			
Junkite Street	146th Circle / 146th Avenue	521	Urban	2	1993	SC 1998	SC 2005			2.8	4.4	7.2			
Junkite Street	Sunwood Drive / 146th Avenue	406	Urban	2	1993	SC 1998	SC 2005			2.8	4.4	7.2			
Krypton Court	Sunwood Drive / CDS	466	Urban	2	1993	SC 1998	SC 2005			3.2	5.9	9.1			
										<i>* GPR not able to detect Agg. Base</i>					
Total Length		4,643	0.88 mi.										<i>** Estimated Depths, GPR not available</i>		

April 29, 2022

SENT VIA EMAIL: jferiancek@ci.ramsey.mn.usJoe Feriancek
City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303**RE: Construction Staking Services – City of Ramsey Projects 22-01, 22-04 & 22-06**

Dear Mr. Feriancek:

Thank you for the opportunity to submit a proposal for our services on the above projects. I understand that the scope of our services is to provide construction staking services as needed and directed.

Hakanson Anderson proposes to conduct this work on an hourly basis based upon the attached hourly rate schedule.

SCOPE OF WORK

Project 22-01

- Office setup and coordination
 - Stake the 7 pedestrian ramps
 - Stake 6 storm structures and 129 feet of storm sewer
- Hourly not to Exceed..... \$3,055.00**

Project 22-04

- Office setup and coordination
 - Stake the 26 pedestrian ramps
- Hourly not to Exceed..... \$4,700.00**

Project 22-06

- Office setup and coordination
 - Stake the 4 pedestrian ramps
 - Stake 30 feet of curb and 30 feet of silt fence
- Hourly not to Exceed..... \$1,410.00**

- As-built Surveys are not included in this estimate
- Blue Tops if required by the contractor will be billed hourly as an extra

The above stated hourly amount is based on survey control points being found in place, electronic files of necessary construction documents being available for our use and a one-time staking per item. Significant re-staking and services provided in addition to those proposed will be billed hourly per our standard fee schedule.

To better serve you, we request that final plans and specifications for new projects arrive in our office a minimum of five working days before staking is needed on site. After staking has started on site, a two to three-day notice for return visits is requested. It is the contractor's responsibility to provide shop drawings or updated plans when applicable.

If this proposal meets with your approval, please sign the acceptance below and return a copy to our office. If you have any questions or need any further information, feel free to call at your convenience. 763-852-0486

Sincerely,
Hakanson Anderson Associates



Brian Person PLS
Vice President

ACCEPTANCE OF PROPOSAL: The above fees and conditions are satisfactory and hereby accepted. Hakanson Anderson Associates is authorized to do the work as specified. Invoices for the above work will be issued on a monthly basis and at the completion of the project. Payment for invoices will be due within thirty (30) days of the date of billing.

Accepted by: _____ Date:

Name/Title



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

RESOLUTION #22-104

RESOLUTION ACCEPTING BIDS AND AWARDING CONTRACT FOR WOOD POND HILLS 2ND – 5TH STREET RECONSTRUCTIONS, IMPROVEMENT PROJECT #22-06

WHEREAS, the City of Ramsey proposes to reconstruct Wood Pond Hills 2nd, 3rd, 4th and 5th Subdivisions as identified within the 2022 – 2031 Capital Improvement Program; and

WHEREAS, pursuant to Ramsey City Council resolution #21-194, adopted July 13, 2021, the City Council ordered the City Engineer to request proposals for Topographic Survey, Geotechnical Evaluations and Utility Testing for proposed 2022 Pavement Management Program projects, including IP 22-06; and

WHEREAS, pursuant to Ramsey City Council Resolution #21-224, adopted August 10, 2021, the City Council awarded a proposal to Hakanson Anderson for Topographic Survey, and Haugo Geotechnical Services for a geotechnical report of the project area; and

WHEREAS, pursuant to Ramsey City Council Resolution #21-240 adopted August 24, 2021, the City Council awarded a proposal to Hydro-Klean, LLC for cleaning and televising the sanitary and storm sewer, and Water Conservation Services, Inc. for watermain leak testing of the project area; and

WHEREAS, pursuant to Ramsey City Council Resolution #21-307, adopted October 26th 2021 the City Engineer has received and reviewed the Topographic Survey and has prepared plans and specifications for the purpose of advertising for bids for same improvements; and

WHEREAS, pursuant to Ramsey City Council resolution #22-075, adopted March 22, 2022, the Ramsey City Council approved final plans and specifications as prepared by the City Engineer and authorized advertisement for bids for said improvements; and

WHEREAS, five (5) bids were received, opened, and tabulated on May 2, 2022, and the following four (4) bids were found to comply with the approved plans and specifications and advertisements for bids; and

Company	Bid
North Valley, Inc.	\$568,135.15
Northwest	\$628,243.00
Asphalt Surface Technologies Corp.	\$637,047.92
Park Construction Company	\$697,471.73

WHEREAS, the bid of North Valley, of Nowthen, Minnesota, in the amount of \$568,135.15 for the total bid for construction of the improvements in accordance with the approved plans and specifications and advertisement for bids, is the lowest responsible bidder and their bid shall be and hereby is accepted.

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

- 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 accept Hakanson Anderson's proposal for construction staking for said improvements for and on behalf of the City of Ramsey.

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 10th day of May, 2022.

Mayor

ATTEST:

City Clerk

CC Regular Session

7. 5.

Meeting Date: 05/10/2022

Submitted For: Bruce Westby, Engineering/Public Works

By: Joe Feriancek, Engineering/Public Works

Information

Title:

Adopt Resolution #22-105 Accepting Bids and Awarding Contract for 2022 Crack Seal Improvements, Improvement Project #22-08

Purpose/Background:

Purpose:

The purpose of this case is to adopt Resolution #22-105 Accepting Bids and Awarding Contract for 2022 Crack Seal Improvements, Improvement Project #22-08.

Background:

Crack seal improvements are completed annually on typically 10 to 23 miles of public street segments to cost-effectively maximize the life of the bituminous pavement.

Crack sealing protects pavement by preventing stormwater runoff from seeping through cracks in the pavement and joints between the pavement and concrete curb and gutter and utility castings to reduce pavement damage due to wet subgrade soils, especially during freeze-thaw cycles.

The City's current pavement maintenance schedule calls for public streets to be crack sealed the third, seventh, and fourteenth year following construction, reconstruction, and overlay improvements. However, while this is the typical maintenance schedule it is important to note that Staff reviews the condition of all streets annually and adjusts the schedule of all pavement maintenance operations based on actual pavement conditions.

A total of 10.4 miles of public street segments are proposed to receive crack seal improvements in 2022. These street segments were selected based on age, pavement maintenance history, and Pavement and Surface Evaluation Rating (PASER) values of 7 or higher.

Plans and specifications for the 2022 Crack Sealing Improvements were prepared in-house as part of Staff's normal duties. A copy of the plans is attached to this case.

Preliminary Schedule Remaining

- Council awards Contract to the lowest responsible bidder
 - May 10, 2022
- Contractor begins construction
 - June 2022
- Contractor completes construction
 - July 29, 2022

Notification:

Advertisements were published in the Anoka County Union Herald and in Finance and Commerce on April 1 and April 8, 2022. Bids were also advertised on-line on Quest CDN.

Staff does not mail letters to property owners for crack seal improvements since the work occurs quickly and has little to no impact to the traveling public or abutting properties, and because Staff rarely receives calls or questions from the public regarding crack seal projects. Engineering Staff maintains a project webpage, which will be updated as new information is made available throughout the project.

Time Frame/Observations/Alternatives:

Alternative #1 – Motion to adopt Resolution #22-105 accepting bids and awarding a construction contract for 2022 Crack Seal Improvements, Improvement Project #22-08, to Northwest Asphalt & Maintenance in the amount of \$108,779.90.

Alternative #2 – Motion to deny adoption of Resolution #22-105 at this time.

Funding Source:

Bids were advertised in the Anoka County Union Herald and in Finance and Commerce on April 1 and April 8, 2022. On May 2, 2022, a total of five (5) bids were received, opened, and tabulated, and the following bids were found to comply with the advertisement for bids.

CONTRACTOR	TOTAL BID	
Northwest Asphalt & Maintenance	\$108,779.90	
Midwest Asphalt Maintenance LLC	\$113,145.50	
National Industrial Maintenance	\$152,476.70	
Asphalt Surface Technologies Corp.	\$168,858.50	
Allied Blacktop Company	\$269,840.00	
<i>Engineer's Estimate</i>	<i>\$124,242.00</i>	

The bid of Northwest Asphalt & Maintenance of Thief River Falls, Minnesota, in the amount of \$108,779.90 for the total bid for construction of said improvements in accordance with the approved plans and specifications and advertisement for bids, is the lowest responsible bidder. Adding indirect costs in the amount of 14-percent for administrative, engineering, finance and legal costs brings total project costs to \$124,009.09.

Per the final plans and specifications, estimated construction costs were \$124,242.00. After adding 14-percent for indirect costs, estimated project costs total \$141,635.88.

The low bid is 12.4-percent less than the engineer's estimate.

The City annually budgets \$200,000 for crack seal and pavement rejuvenator improvements. Staff recommends the remaining \$75,990.91 of the budgeted funds be spent on a 2022 pavement rejuvenation project.

City Staff will administer and inspect construction.

Plans and specifications were prepared in-house as part of Staff's normal duties.

Recommendation:

Staff recommends Alternative #1.

Outcome/Action:

Motion to adopt Resolution #22-105 accepting bids and awarding a construction contract for 2022 Crack Seal Improvements, Improvement Project #22-08, to Northwest Asphalt & Maintenance in the amount of \$108,779.90.

Attachments

22-08 Street Summary

22-08 Plans

Resolution 22-105

Form Review

Inbox	Reviewed By	Date
Bruce Westby	Bruce Westby	05/03/2022 04:38 PM
Bruce Westby	Bruce Westby	05/05/2022 07:25 AM
Kurt Ulrich	Kathy Schmitz	05/05/2022 08:40 AM
Bruce Westby	Bruce Westby	05/05/2022 10:24 AM
Kurt Ulrich	Kurt Ulrich	05/05/2022 02:50 PM
Form Started By: Joe Feriancek		Started On: 05/02/2022 07:55 AM
Final Approval Date: 05/05/2022		

22-08 2022 Crack Seal Summary

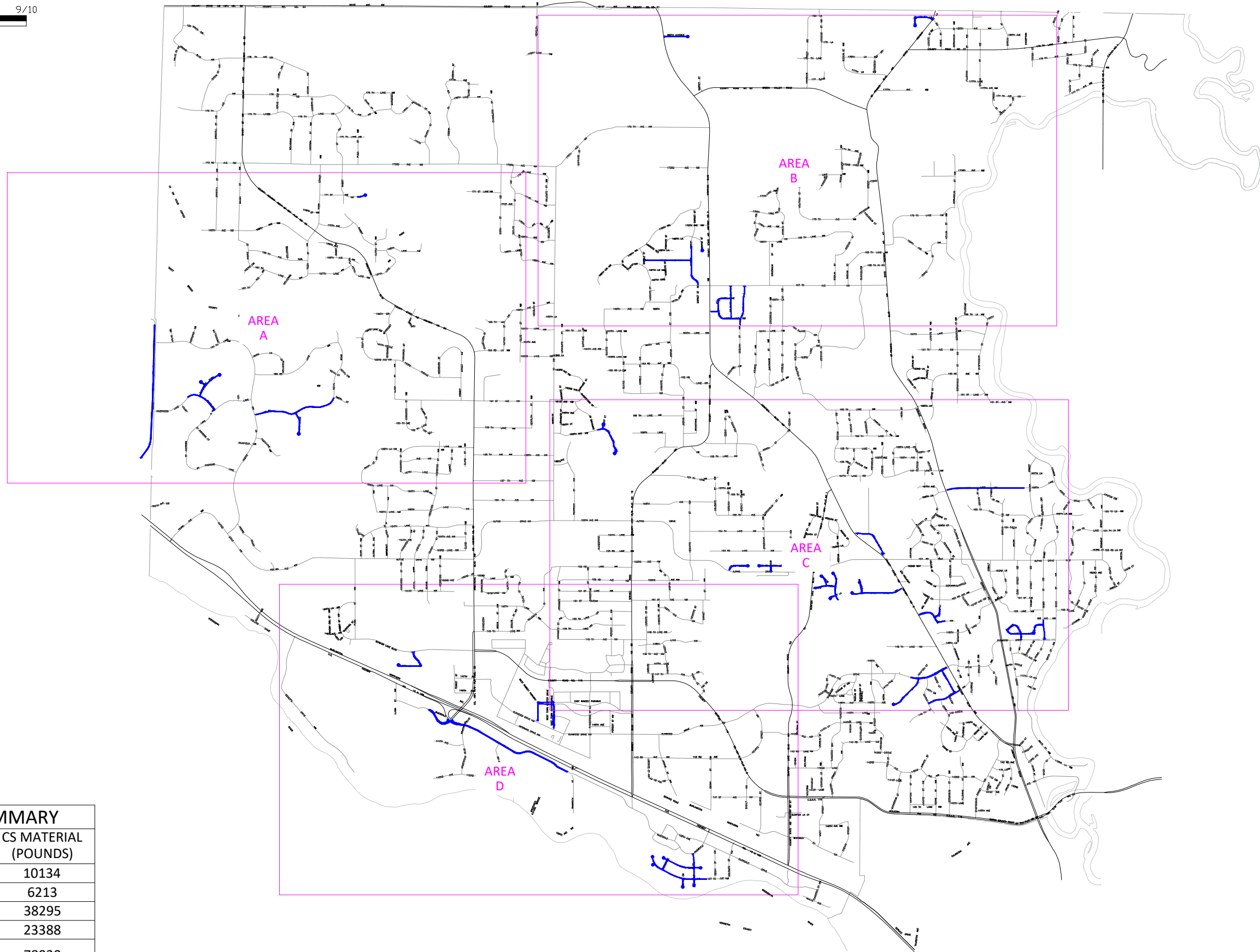
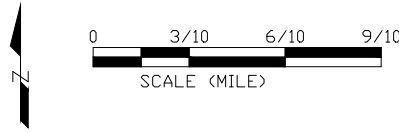
Map Area	Length (miles)	CS MATERIAL (LBS)
Map Area A	2.06	10134
Map Area B	1.72	6213
Map Area C	3.86	38295
Map Area D	2.74	23388
Project Total	10.37	78,030

Map Area A				
Subdivision	Street	Concrete Curb (yes/no)	Length (miles)	CS MATERIAL (LBS)
MSA - Jarvis Street	Jarvis Street (N Section Line / N Line Parcel 18-32-0002)	YES	0.87	4,983
	<i>MSA Jarvis Street Total</i>		<i>0.87</i>	<i>4,983</i>
Northfork Highlands	Inverness Lane (Turnberry Turn / E EOP)	NO	0.12	479
	Turnberry Turn (Inverness Ln / Turnberry Crt)	NO	0.07	265
	Turnberry Turn (Turnberry Crt / CDS)	NO	0.13	626
	Inverness Lane (Turnberry Turn / W EOP)	NO	0.09	329
	Turnberry Court (Turnberry Turn / CDS)	NO	0.04	310
	<i>Northfork Highlands Total</i>		<i>0.45</i>	<i>2,009</i>
Northfork Oaks	160th Lane (160th Crt / W EOP)	NO	0.08	344
	<i>Northfork Oaks Total</i>		<i>0.08</i>	<i>344</i>
Northfork Point	York Circle (160th Ln / CDS)	NO	0.15	732
	160th Lane (York Cir / E EOP)	NO	0.19	779
	160th Lane (Andrie St / York Cir)	NO	0.26	1,057
	<i>Northfork Point Total</i>		<i>0.60</i>	<i>2,569</i>
Rabbit Meadow	171st Avenue (W EOP / E EOP)	NO	0.06	229
	<i>Rabbit Meadow Total</i>		<i>0.06</i>	<i>229</i>
Map Area A Total			2.06	10,134

Map Area B				
Subdivision	Street	Concrete Curb (yes/no)	Length (miles)	CS MATERIAL (LBS)
Brookfield 6th	168th Avenue (Marble St / E EOP)	YES	0.16	950
	<i>Brookfield 6th Total</i>		<i>0.16</i>	<i>950</i>
Ford Brook Estates	180th Lane (TH 47 / Krypton St)	NO	0.11	230
	Krypton Street (180th Ln / CDS)	NO	0.06	187
	<i>Ford Brook Estates Total</i>		<i>0.16</i>	<i>417</i>
Now and Then Estates	Garnet Street (167th Ave / N EOP)	YES	0.26	1,477
	168th Avenue (W EOP / Garnet Street)	YES	0.13	733
	Feldspar CDS (Brookfield)	YES	0.02	209
	<i>Now and Then Estates Total</i>		<i>0.41</i>	<i>2,419</i>
Rolling Green	165th Lane (NW PC Ebony & 165th / Coquina ST)	NO	0.12	299
	166th Lane (SW PC Ebony & 166th Ln / Dolomite St)	NO	0.08	189
	Ebony Street (NW PC @ 165th / SW PC @ 166th)	NO	0.12	300
	165th Lane (Nowthen Blvd / Ebony St)	NO	0.05	115
	Dolomite Street (165th Ln / 167th Ave)	NO	0.21	506
	Coquina Street (S EOP / 167th Ave)	NO	0.25	610
<i>Rolling Green Total</i>		<i>0.82</i>	<i>2,020</i>	
Tall Pine Ridge	180th Avenue (CSAH 5 / E EOP)	NO	0.16	407
	<i>Tall Pine Ridge Total</i>		<i>0.16</i>	<i>407</i>
Map Area B			1.72	6,213

Map Area C				
Subdivision	Street	Concrete Curb (yes/no)	Length (miles)	CS MATERIAL (LBS)
Alpine Estates	153rd Court (Alpine Dr / CDS)	YES	0.14	2,144
	153rd Way (E CDS / W CDS)	YES	0.17	2,107
	Zirconium Street (153rd Way / Alpine Dr)	YES	0.03	276
	<i>Alpine Estates Total</i>		<i>0.34</i>	<i>4,527</i>
Amber Ridge	149th Lane (Xkimo St / Zuni St)	YES	0.17	1,992
	149th Lane (Zuni St / Argon St)	YES	0.10	1,050
	Argon Street (149th Ln / Zuni St)	YES	0.06	671
	Xkimo Street (149th Ave / 149th Ln)	YES	0.09	1,289
	Xkimo Street (149th Ln / N EOP)	YES	0.03	403
	Zuni Street (149th Ave / Argon St)	YES	0.07	1,180
	<i>Amber Ridge Total</i>		<i>0.52</i>	<i>6,584</i>
Fox Knoll	151st Lane (E EOP / Quicksilver St)	YES	0.03	546
	151st Lane (Quicksilver St / CDS)	YES	0.07	923
	Quicksilver Street (151st Ln / CDS)	YES	0.08	968
	<i>Fox Knoll Total</i>		<i>0.18</i>	<i>2,436</i>
Fox Knoll 2nd	152nd Avenue (CR 57 / Uranium St)	YES	0.08	904
	151st Lane (Sodium St / CDS)	YES	0.05	626
	152nd Avenue (Uranium St / Sodium St)	YES	0.05	593
	Sodium Street (S EOP / 152nd Ave)	YES	0.09	958
	Sodium Street (152nd Ave / CDS)	YES	0.10	1,168
	Uranium Street (152nd Ave / CDS)	YES	0.08	981
	<i>Fox Knoll 2nd Total</i>		<i>0.45</i>	<i>5,230</i>
Haubrich Addition	151st Lane (Nowthen Blvd / W EOP)	YES	0.23	3,927
	<i>Haubrich Addition Total</i>		<i>0.23</i>	<i>3,927</i>
MSA - 156th Lane	156th Lane (TH 47 / E EOP)	YES	0.49	5,646
	<i>MSA - 156th Lane Total</i>		<i>0.49</i>	<i>5,646</i>
MSA - Sunwood Drive	Sunwood Drive (Bridge / CSAH 5)	YES	0.24	3,033
	<i>MSA - Sunwood Drive Total</i>		<i>0.24</i>	<i>3,033</i>
Pondvale Estates	150th Lane (CSAH 5 / E EOP)	NO	0.06	347
	<i>Pondvale Estates Total</i>		<i>0.06</i>	<i>347</i>
Pondvale Estates 2nd	150th Lane (W EOP / Helium St)	NO	0.05	310
	150th Lane (Helium St / E EOP)	NO	0.08	475
	Helium Street (150th Ln / N EOP)	NO	0.08	451
	<i>Pondvale Estates 2nd Total</i>		<i>0.21</i>	<i>1,236</i>
Section 23 Unplatted	Old Hwy 5 (Hwy 5 / Hwy 5)	No	0.25	603
	<i>Section 23 Unplatted Total</i>		<i>0.25</i>	<i>603</i>
Wood Pond Hills	Helium Street (146th Ave / Sunwood Dr)	YES	0.16	811
	146th Avenue (CR 5 / W EOP)	YES	0.06	319
	Krypton Street (Sunwood Dr / Termini)	YES	0.25	1,290
	<i>Wood Pond Hills Total</i>		<i>0.47</i>	<i>2,420</i>
Wood Pond Hills 3rd	146th Avenue (Junkite St / E EOP)	YES	0.15	757
	<i>Wood Pond Hills 3rd Total</i>		<i>0.15</i>	<i>757</i>
Woodlands 4th	159th Avenue (W EOP / Peridot Crt)	YES	0.03	174
	Peridot Court (159th Ave / CDS)	YES	0.04	255
	Peridot Street (159th Ave / CDS)	YES	0.20	1,121
	<i>Woodlands 4th Total</i>		<i>0.27</i>	<i>1,549</i>
Map Area C			3.86	38,295

Map Area D				
Subdivision	Street	Concrete Curb (yes/no)	Length (miles)	CS MATERIAL (LBS)
Affinity at the COR	West Ramsey Parkway EB (Willemite St / Center St)	YES	0.09	433
	West Ramsey Parkway WB (Willemite St / Center St)	YES	0.09	428
	Willemite Street (Sunwood Dr / West Ramsey Prkwy)	YES	0.12	672
	<i>Affinity at the COR Total</i>			<i>0.31</i>
Bunker Lake Industrial Park	147th Lane (Jackal St / CDS)	YES	0.15	907
	Jackal Street (Bunker Lake Blvd / 147th Ln)	YES	0.10	543
	<i>Bunker Lake Industrial Park Total</i>			<i>0.25</i>
MSA - Riverdale Drive (Armstrong Blvd / Traprock Street)	Riverdale Drive (Armstrong Interchange / Alpaca St)	YES	0.21	1,266
	Riverdale Drive (Alpaca St / E EOP)	YES	0.11	675
	Riverdale Drive (W EOP / Traprock St)	YES	0.37	2,231
	<i>MSA - Riverdale Drive (Armstrong Blvd / Traprock St) Total</i>			<i>0.70</i>
MSA - Riverdale Drive (Armstrong Interchange)	Riverdale Drive (Interchange / Armstrong Blvd)	YES	0.13	893
	Riverdale Drive (Armstrong Interchange / W PC)	YES	0.17	1,222
	<i>MSA - Riverdale Drive (Armstrong Interchange) Total</i>			<i>0.30</i>
Ramsey Town Center	Center Street (Sunwood Dr / 145th Ave)	YES	0.07	1,230
	Center Street (145th Ave / E Ramsey Prkway)	YES	0.07	919
	<i>Ramsey Town Center Total</i>			<i>0.15</i>
Rivenwick	137th Avenue (Garnet St / E EOP)	YES	0.08	858
	137th Avenue (Garnet St / Hematite Cir)	YES	0.07	940
	137th Avenue (Hematite Cir / W EOP)	YES	0.04	443
	137th Lane (Garnet St / E CDS)	YES	0.05	675
	137th Lane (Garnet St / W EOP)	YES	0.11	1,122
	Garnet Street (137th Ave / E CDS)	YES	0.05	634
	Garnet Street (137th Lane / 137th Ave)	YES	0.07	728
	Garnet Street (Riverdale Dr / 137th Ln)	YES	0.09	941
	Hematite Circle (137th Ave / E CDS)	YES	0.06	779
<i>Rivenwick Total</i>			<i>0.61</i>	<i>7,120</i>
Rivenwick 2nd	137th Avenue (Stub / CDS)	YES	0.02	337
	137th Avenue (E EOP / Ironstone St)	YES	0.10	1,117
	137th Avenue (Ironstone St / CDS)	YES	0.12	1,374
	137th Lane (E EOP / Ironstone St)	YES	0.08	808
	137th Lane (Ironstone St / CDS)	YES	0.03	499
	Ironstone Street (137th Ave / 137th Ln)	YES	0.07	715
			<i>0.42</i>	<i>4,850</i>
Map Area D			2.74	23,388



2022 CRACK SEAL SUMMARY

PROJECT AREA	LENGTH (MILES)	CS MATERIAL (POUNDS)
A	2.06	10134
B	1.72	6213
C	3.86	38295
D	2.74	23388
PROJECT TOTAL	10.37	78030

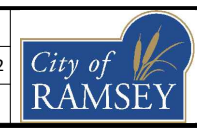
DATE	REVISION

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
Date: _____ Lic. No. _____

DESIGNED BY: ---
DRAWN BY: ---
CHECKED BY: ---

DATE: 2/17/22
FILE: 22-08

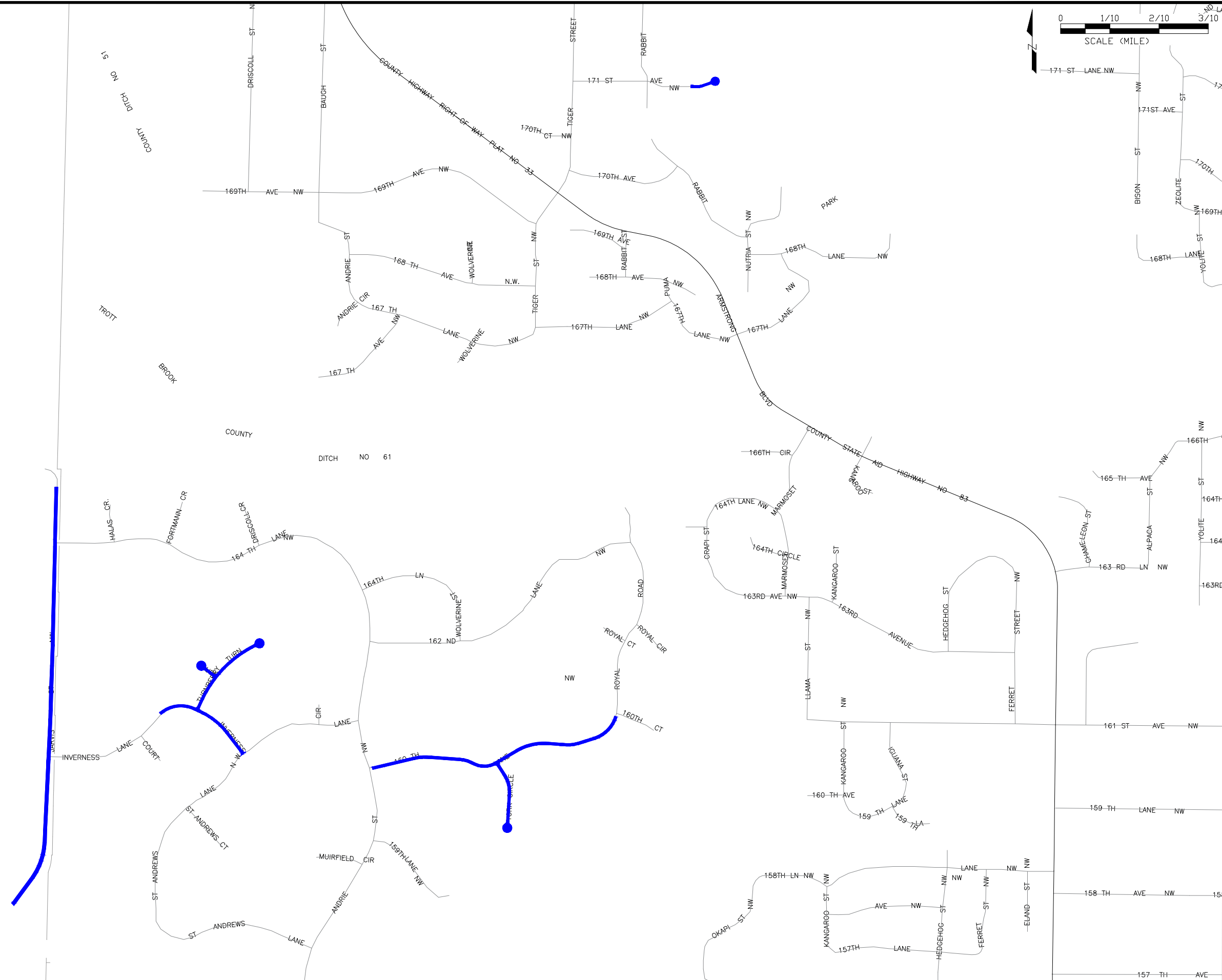


CITY OF RAMSEY
7550 SUNWOOD DRIVE
RAMSEY, MN 55303
(763) 427-1410 FAX (763) 433-9898

OVERALL MAP

2022 CRACK SEAL IMPROVEMENTS
CITY PROJECT NO. 22-08
CITY OF RAMSEY, MINNESOTA

AREA A		
SUBDIVISION	LENGTH (MILES)	CS MATERIAL (POUNDS)
MSA - JARVIS STREET	0.87	4983
NORTHFORK HIGHLANDS	0.45	2009
NORTHFORK OAKS	0.08	344
NORTHFORK POINT	0.60	2569
RABBIT MEADOW	0.06	229
MAP AREA A TOTAL	2.18	14381

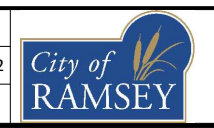


DATE	REVISION

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
 Date: _____ Lic. No. _____

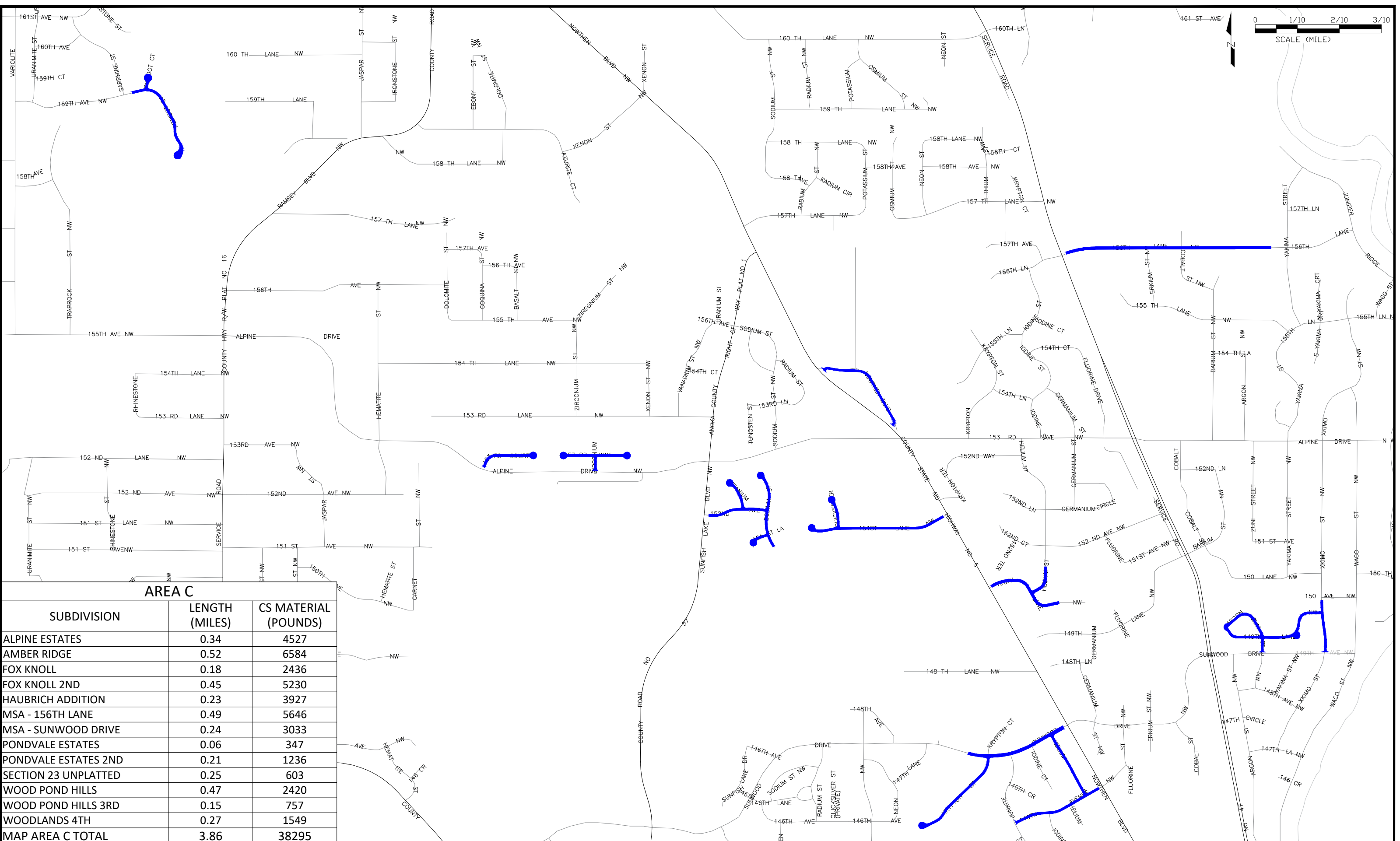
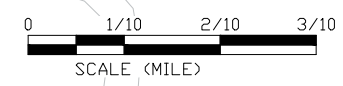
DESIGNED BY: ---
 DRAWN BY: --- DATE: 2/17/22
 CHECKED BY: --- FILE: 22-08



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

AREA A

2022 CRACK SEAL IMPROVEMENTS
 CITY PROJECT NO. 22-08
 CITY OF RAMSEY, MINNESOTA



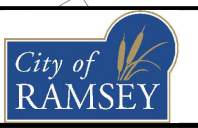
AREA C		
SUBDIVISION	LENGTH (MILES)	CS MATERIAL (POUNDS)
ALPINE ESTATES	0.34	4527
AMBER RIDGE	0.52	6584
FOX KNOLL	0.18	2436
FOX KNOLL 2ND	0.45	5230
HAUBRICH ADDITION	0.23	3927
MSA - 156TH LANE	0.49	5646
MSA - SUNWOOD DRIVE	0.24	3033
PONDVALE ESTATES	0.06	347
PONDVALE ESTATES 2ND	0.21	1236
SECTION 23 UNPLATTED	0.25	603
WOOD POND HILLS	0.47	2420
WOOD POND HILLS 3RD	0.15	757
WOODLANDS 4TH	0.27	1549
MAP AREA C TOTAL	3.86	38295

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
Date: _____ Lic. No. _____

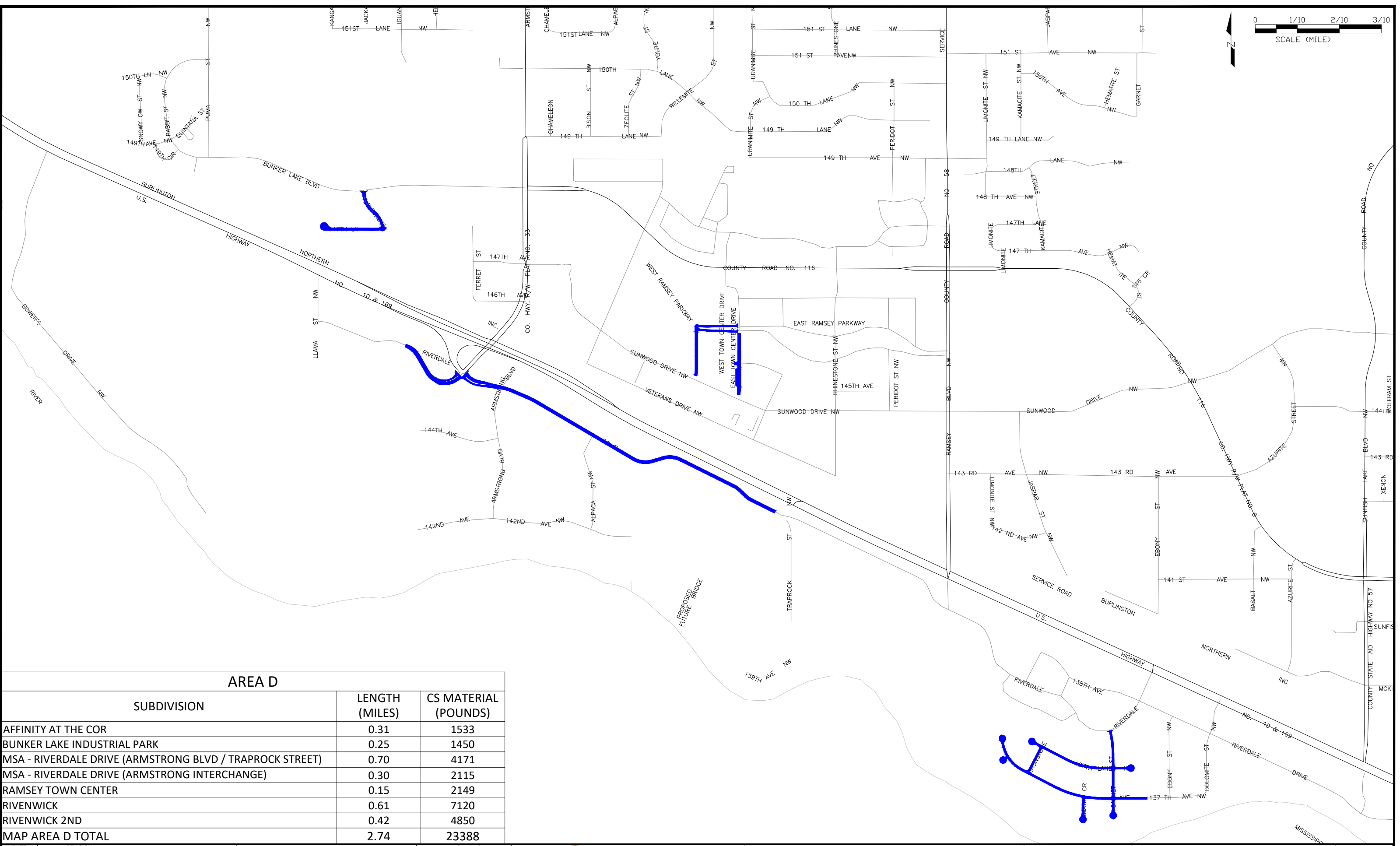
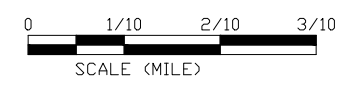
DESIGNED BY: ---
DRAWN BY: --- DATE: 2/17/22
CHECKED BY: --- FILE: 22-08



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

AREA C

2022 CRACK SEAL IMPROVEMENTS
CITY PROJECT NO. 22-08
CITY OF RAMSEY, MINNESOTA



AREA D		
SUBDIVISION	LENGTH (MILES)	CS MATERIAL (POUNDS)
AFFINITY AT THE COR	0.31	1533
BUNKER LAKE INDUSTRIAL PARK	0.25	1450
MSA - RIVERDALE DRIVE (ARMSTRONG BLVD / TRAPROCK STREET)	0.70	4171
MSA - RIVERDALE DRIVE (ARMSTRONG INTERCHANGE)	0.30	2115
RAMSEY TOWN CENTER	0.15	2149
RIVENWICK	0.61	7120
RIVENWICK 2ND	0.42	4850
MAP AREA D TOTAL	2.74	23388

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
Date: _____ Lic. No. _____

DESIGNED BY: ---
 DRAWN BY: --- DATE: 2/17/22
 CHECKED BY: --- FILE: 22-08



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

AREA D

2022 CRACK SEAL IMPROVEMENTS
 CITY PROJECT NO. 22-08
 CITY OF RAMSEY, MINNESOTA

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

RESOLUTION #22-105

RESOLUTION ACCEPTING BIDS AND AWARDING CONTRACT FOR 2022 CRACK SEAL IMPROVEMENTS, IMPROVEMENT PROJECT #22-08

WHEREAS, the City of Ramsey can most cost-effectively maximize the life of the bituminous pavement on public streets by sealing cracks on an annual basis; and

WHEREAS, the City of Ramsey adopted a budget for 2022 including \$200,000 to crack seal the bituminous pavement on numerous public street segments in support of the City's Pavement Management Program; and

WHEREAS, pursuant to Ramsey City Council resolution #22-076, adopted March 22, 2022, the City Council approved final plans and specifications as prepared by the City Engineer and authorized advertisement for bids for said improvements; and

WHEREAS, bids were advertised in the Anoka Union Herald, Finance and Commerce on April 1, and April 8th, 2022; and

WHEREAS, five (5) bids were received, opened, and tabulated on May 2, 2022, and the following bids were found to comply with the approved plans and specifications and advertisements for bids; and

Company	Bid
Northwest Asphalt & Maintenance	\$ 108,779.90
Midwest Asphalt Maintenance LLC	\$ 113,145.50
National Industrial Maintenance	\$ 152,476.70
Asphalt Surface Technologies Corp.	\$ 168,858.50
Allied Blacktop Company	\$ 269,840.00

WHEREAS, the bid of Northwest Asphalt & Maintenance of Thief River Falls, Minnesota, in the amount of \$108,779.90 for the total bid for construction of the improvements in accordance with the approved plans and specifications and advertisement for bids, is the lowest responsible bidder and their bid shall be and hereby is accepted.

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

- 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.

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 10th day of May, 2022.

Mayor

ATTEST:

City Clerk

Meeting Date: 05/10/2022

Submitted For: Bruce Westby, Engineering/Public Works

By: Joe Feriancek, Engineering/Public Works

Information

Title:

Adopt Resolution #22-106 Approving Plans and Specifications and Award of Contract for 2022 Pavement Rejuvenation Improvements, Improvement Project #22-09

Purpose/Background:

Purpose:

The purpose of this case is to adopt Resolution #22-106 Approving Plans and Specifications and Award of Contract for 2022 Pavement Rejuvenation Improvements, Improvement Project #22-09.

Background:

Rejuvenator Use History:

In 2019, the City Council indefinitely suspended sealcoat improvements due to observed pavement stripping under sealcoat issues, which causes approximately the top inch of pavement to strip away from the underlying pavement. These areas of pavement stripping originally appear as small dark areas and depressions in the surface of the pavement, but rather quickly expand into larger and larger depressions roughly one-inch deep within the pavement surface.

In alignment with many other metro cities confronted with these same pavement stripping issues, Staff researched alternatives to sealcoating and determined that of the alternatives available at the time, pavement rejuvenators likely provided the greatest overall benefit at the lowest cost. Therefore, in 2020 the City completed a pilot demonstration project following approvals from the Public Works Committee and the City Council, by applying Reclamite, a maltene-based petroleum product with the ability to penetrate into asphalt pavement and restore reactive components (maltenes) that have been lost over time due to the natural process of oxidation and help bituminous pavement retain its flexibility to reduce cracking, to the south end of Ute Street in the Stanhope Terrace development, which was reconstructed in 2018. Since this pilot project was completed, the pavement treated with Reclamite appears to be less porous and drain better than the pavement segment to the north that was reconstructed at the same time but was not treated with Reclamite. Staff will continue to monitor the two sections to evaluate the ongoing benefits of Reclamite.

Reclamite has been used nationally for more than 50 years and is appears to add 5 to 7 years of service life to pavements. The application is generally intended to be performed on pavements 5 years old or less, although some cities, including Woodbury, are trying pilot projects on older pavement sections to see if older pavements would benefit from the application of pavement rejuvenators.

Future Considerations:

Regional contractors have taken note of metro Cities moving away from sealcoating and toward pavement rejuvenators. In 2020 a new product was released by Flint Hills Resources called Replentify. Replentify was tested by other metro city in 2021, and Staff has knowledge of it's larger scale use in 2022. At this time, Staff recommends observing how this new product performs in the field in other cities before trying this product in Ramsey. Staff would prefer to have more time to observe how Reclamite is working before adding another tool to our pavement maintenance toolbox.

2021 Rejuvenator Review

In 2021, the City treated 2.56 miles of pavement (44,861 square yards) across 6 subdivisions. This spring, Staff

visually inspected streets treated during 2021 and found they had held up well. In general, Staff observed the treated streets to dry quicker during the spring thaw, as well as noticing less additional cracks in the pavement. When viewed up close, the pavement appears to show less exposed aggregate than non-treated segments.

2022 Proposed Rejuvenator Improvements

A map and street segment summary of the proposed 2022 Pavement Rejuvenator Improvements is attached to this case. The project proposes to cover 9.00 miles (164,011 square yards) of bituminous pavement across 22 subdivisions within the City. Staff focused on previous construction pavement age and location when determining the street segments to treat. Priority was given to recent reconstruction projects over recent overlay projects, due to the larger investment by the City on those street segments.

Staff has been in contact with Corrective Asphalt Materials (CAM) who is the sole source provider in Minnesota for Reclamite. A proposal for the work is attached to this case. Staff revised the proposal from CAM based upon the bid results of the 2022 Crack Seal Improvements, to effectively spend all \$200,000 of the funds budgeted for pavement maintenance in 2022.

Notification:

Upon Council awarding a contract for construction, letters will be mailed to affected property owners to inform them of the project, to provide contact information in case they have questions, concerns or any special needs, and to provide them with the address to the project webpage, which will be updated by Engineering Staff as new information is available throughout the project.

Time Frame/Observations/Alternatives:

Alternative #1 – Motion to adopt Resolution #22-106 approving plans and specifications and awarding a contract for 2022 Pavement Rejuvenator Improvements, Improvement Project #22-09, to Corrective Asphalt Materials for the proposal in the amount of \$155,810.35.

Alternative #2 – Motion to deny adoption of Resolution #22-106 at this time.

Funding Source:

Per the attached proposal from CAM the proposed construction costs of this project is \$155,810.35. With 14% indirect costs, the proposed project costs are \$177,623.80.

Funds are proposed to come from funds remaining out of the \$200,000 budgeted for crack seal and pavement rejuvenation improvements (\$75,990.91), as well as from federal COVID relief funds received by the City on March 9, 2022, from the Minnesota Department of Transportation State Aid office in the amount of \$102,316.00 that was dedicated for pavement maintenance treatments on the City's non-Municipal State Aid streets (see attached Payment Advice document).

City Staff proposes to administer and inspect construction.

Plans were prepared in-house as part of Staff's normal duties.

Recommendation:

Staff recommends Alternative #1.

Outcome/Action:

Motion to adopt Resolution #22-106 approving plans and specifications and awarding a contract for 2022 Pavement Rejuvenator Improvements, Improvement Project #22-09, to Corrective Asphalt Materials for the proposal in the amount of \$155,810.35.

Resolution 22-106

22-09 Street Summary

22-09 Project Map

CAM Proposal

COVID Relief Payment Advice

Form Review

Inbox

Bruce Westby

Kurt Ulrich

Form Started By: Joe Feriancek

Final Approval Date: 05/05/2022

Reviewed By

Bruce Westby

Kurt Ulrich

Date

05/05/2022 09:12 AM

05/05/2022 02:54 PM

Started On: 05/02/2022 08:00 AM

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

RESOLUTION #22-106

RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND AWARD OF CONTRACT FOR 2022 PAVEMENT REJUVENATION IMPROVEMENTS, IMPROVEMENT PROJECT #22-09

WHEREAS, the City of Ramsey adopted a budget for 2022 including \$200,000 to apply pavement rejuvenator and crack seal improvements to the bituminous pavement on numerous public street segments in support of the City’s Pavement Management Program; and

WHEREAS, the low bid received for the 2022 Crack Seal Improvements is \$108,779.90; and

WHEREAS, Staff was directed to make recommendations to utilize the entire \$200,000 budgeted for 2022 pavement maintenance improvements; and

WHEREAS, the City received \$102,316.00 in Federal COVID Relief funds to be spent on pavement maintenance improvements on non-Municipal State Aid streets; and

WHEREAS, Engineering Staff received a proposal from Corrective Asphalt Materials in the amount of \$155,810.35 to apply Reclamite to 164,011 square yards of bituminous pavement on numerous street segments within the City, and their proposal 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.

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 10 day of May, 2022.

Mayor

ATTEST:

City Clerk

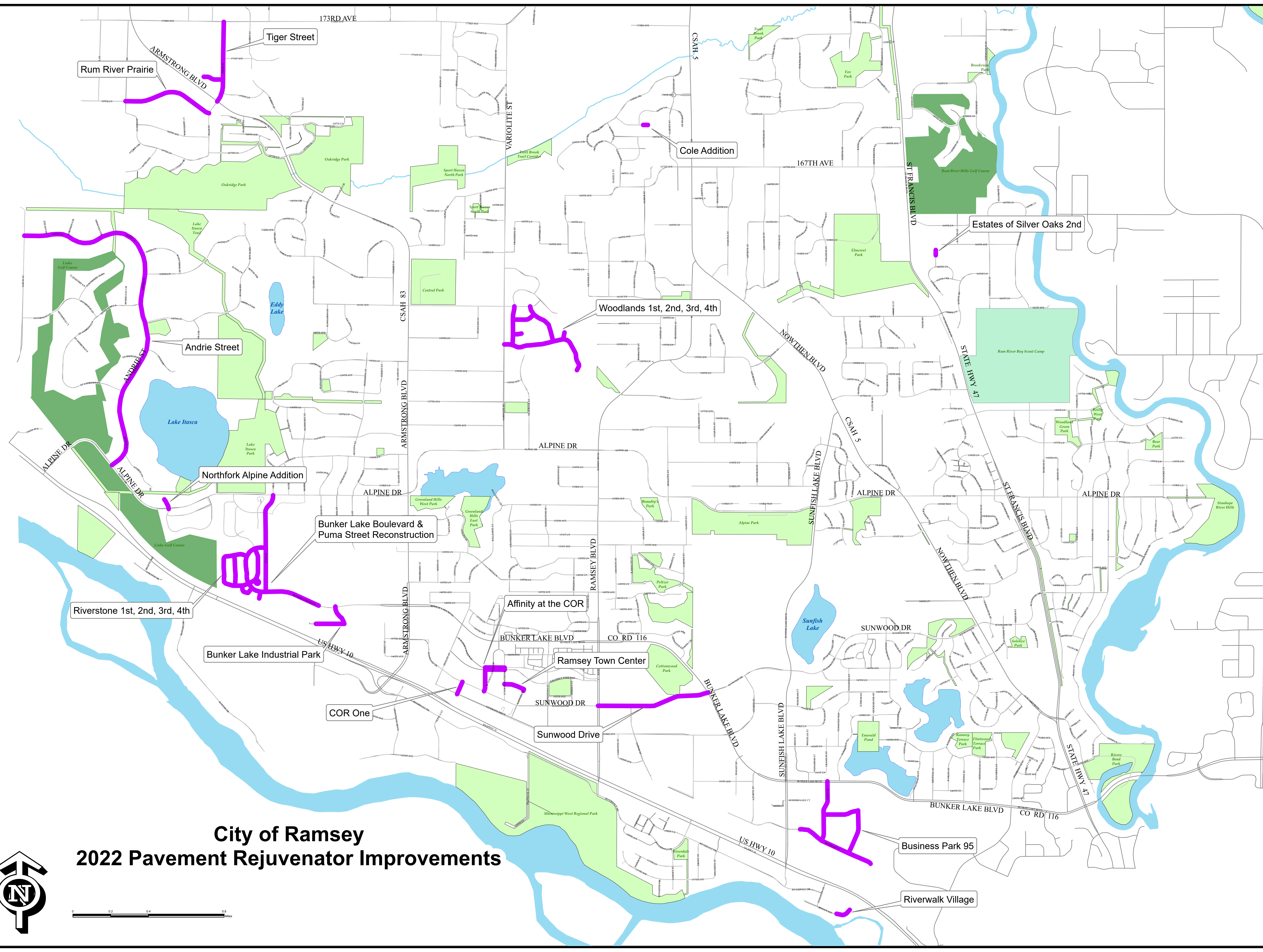
IP 22-09 2022 Pavement Rejuvenator Improvements

Street Segment Summary

Updated 5/2/2022

Project Area	Street Segment	Length (Miles)	Area (SY)
Affinity at the COR	West Ramsey Parkway EB (Willemite St / Center St)	0.09	1213
	West Ramsey Parkway WB (Willemite St / Center St)	0.09	1186
	Willemite Street (Sunwood Dr / West Ramsey Prkwy)	0.12	2359
	<i>Affinity at the COR Total</i>	<i>0.31</i>	<i>4758</i>
Bunker Lake Industrial Park	147th Lane (Jackal St / CDS)	0.15	3327
	Jackal Street (Bunker Lake Blvd / 147th Ln)	0.10	1858
	<i>Bunker Lake Industrial Park Total</i>	<i>0.25</i>	<i>5184</i>
Cole Addition	168th Lane (EOP / CDS)	0.03	1005
	<i>Cole Addition Total</i>	<i>0.03</i>	<i>1005</i>
COR One	Yolite Street (Sunwood Dr / Veterans Dr)	0.23	3423
	<i>COR One Total</i>	<i>0.23</i>	<i>3423</i>
Estates of Silver Oaks 2nd	Lithium Street (S EOP / CDS)	0.06	1380
	<i>Estates of Silver Oaks 2nd Total</i>	<i>0.06</i>	<i>1380</i>
Northfork Alpine Addition	Alpine Court (Alpine Dr / CDS)	0.05	1125
	<i>Northfork Alpine Addition Total</i>	<i>0.05</i>	<i>1125</i>
Ramsey Town Center	145th Avenue (Center St / Sapphire St)	0.10	2015
	<i>Ramsey Town Center Total</i>	<i>0.10</i>	<i>2015</i>
Riverstone	149th Avenue (Rabbit St / 150th Ave)	0.09	1313
	150th Avenue (Rabbit St / E EOP)	0.08	1140
	150th Avenue (Rabbit St / W EOP)	0.04	625
	150th Lane (Rabbit St / W EOP)	0.04	522
	Quintana Circle (150th Ave / 150th Ave)	0.05	742
	Quintana Court (Rabbit St / CDS)	0.04	997
	Rabbit Street (150th Ave / N EOP)	0.15	2095
	Rabbit Street (Puma St / 150th Ave)	0.10	1570
	Rabbit Street (S EOP / Puma St)	0.11	1922
<i>Riverstone Total</i>	<i>0.69</i>	<i>10926</i>	
Riverstone 2nd	149th Avenue (E EOP / W EOP)	0.07	1037
	150th Lane (E EOP / W EOP)	0.10	1421
	Snowy Owl Street (149th Ave / 150th Ln)	0.16	2286
	<i>Riverstone 2nd Total</i>	<i>0.33</i>	<i>4744</i>
Riverstone 3rd	Tiger Street (149th Ave / 150th Ln)	0.13	2198
	<i>Riverstone 3rd Total</i>	<i>0.13</i>	<i>2198</i>
Riverstone 4th	Quintana Street (149th Crt / Rabbit St)	0.13	2197
	<i>Riverstone 4th Total</i>	<i>0.13</i>	<i>2197</i>
Riverwalk Village	Rivlyn Avenue (W EOP / CDS)	0.10	2108
	<i>Riverwalk Village Total</i>	<i>0.10</i>	<i>2108</i>
Rum River Prairie	169th Lane (Baugh St / Tiger St)	0.48	7885
	170th Court (Tiger St / CDS)	0.10	2333
	<i>Rum River Prairie Total</i>	<i>0.58</i>	<i>10218</i>
Woodlands	159th Avenue (Variolite St / Uranimite St)	0.04	674
	159th Court (Uranimite St / CDS)	0.05	1397
	Uranimite Street (159th Ave / 161st Ave)	0.20	3248
	<i>Woodlands Total</i>	<i>0.29</i>	<i>5320</i>
Woodlands 2nd	159th Avenue (Uranimite St / Sapphire St)	0.21	3344
	<i>Woodlands 2nd Total</i>	<i>0.21</i>	<i>3344</i>
Woodlands 3rd	160th Avenue (Uranimite St / Sapphire St)	0.12	2164
	Sapphire Street (159th Ave / 160th Ave)	0.19	3422
	Sapphire Street (160th Ave / N EOP)	0.04	787
	<i>Woodlands 3rd Total</i>	<i>0.35</i>	<i>6373</i>

Project Area	Street Segment	Length (Miles)	Area (SY)	
Woodlands 4th	159th Avenue (W EOP / Peridot Crt)	0.03	552	
	Peridot Court (159th Ave / CDS)	0.04	1079	
	Peridot Street (159th Ave / CDS)	0.20	3944	
	<i>Woodlands 4th Total</i>	<i>0.27</i>	<i>5575</i>	
Tiger Street Reconstruction	Tiger Street (Armstrong Boulevard / 173rd Avenue)	0.43	6984	
	<i>Tiger Street Reconstruction Total</i>	<i>0.43</i>	<i>6984</i>	
		0	1.20	25862
Business Park 95 Street Reconstruction	140th Avenue (Radium St / Unity St)			
	McKinley Street (Unity St / 400 ft east of Sunfish Lake Blvd)			
	McKinley Street (Unity St / CDS)			
	Radium Street (McKinley St / 140th Ave)			
	Unity Street (CR 116 / McKinley St)			
	<i>Business Park 95 Street Reconstruction Total</i>	<i>1.20</i>	<i>25862</i>	
		0	1.89	28762
Andrie Street Reconstruction	164th Lane (Andrie St / Jarvis St)			
	Andrie Street (Alpine Dr / 164th Ln)			
	<i>Andrie Street Reconstruction Total</i>	<i>1.89</i>	<i>28762</i>	
		0	0.81	17957
Bunker Lake Boulevard and Puma Street Reconstruction	Puma Street (Bunker Lake Blvd / Alpine Dr)			
	Bunker Lake Boulevard (Puma St / Jackal St)			
	<i>Bunker Lake Boulevard and Puma Street Reconstruction Total</i>	<i>0.81</i>	<i>17957</i>	
Sunwood Drive	Ramsey Boulevard / Bunker Lake Boulevard	0.56	12554	
	<i>Sunwood Drive Reconstruction Total</i>	<i>0.56</i>	<i>12554</i>	
Project Total		9.00	164011	



Legend

2022 Rejuvenator Project

Pavt_Reju

- 2022
- Streets2016
- Street Centerlines
- ScoutCamp
- Golf_Courses
- Parks
- Rivers
- Lakes_Ponds
- Creeks

City of Ramsey 2022 Pavement Rejuvenator Improvements



Corrective Asphalt Materials

Mailing Address:
300 Daniel Boone Trail
South Roxana, IL 62087
Phone: 618-254-3855
Fax: 618-254-2200

Locations:
300 Daniel Boone Trail, South Roxana, IL 62087
43W630 Wheeler Road, Sugar Grove, IL 60554

May 3, 2922

City of Ramsey MN
7550 Sunwood Drive NW
Ramsey, Minnesota 55303
Joe Feriancek: JFeriancek@ci.ramsey.mn.us

RE: Reclamite project

Dear Mr. Feriancek
Corrective Asphalt Materials, LLC (CAM, LLC) thanks you for the opportunity to bid the City of Ramsey, MN's Asphalt Rejuvenator Project. Please accept the following as our formal proposal to apply Reclamite Maltene Based Rejuvenating Agent.

- Apply Reclamite to 164,011 SY of Asphalt Road Ways
 - **Total: 164,011 SY @ \$.95 per SY = \$155,810.35**

CAM's Responsibilities:

- Furnish and apply Reclamite
- Furnish and apply limestone screenings
- Post Sweeping of limestone screenings
- Traffic Control and signage
- Post "NO PARKING" signs
- Attend to any issues that may arise from work

City of Ramsey's Responsibilities:

- Resident Notifications

Price good for 30 days. Payment Net 30

Mike Sumrall will be contacting you to schedule the project. Info: mike@cammidwest.com, Direct: 630-465-4142

Billing Information (please fill out upon acceptance)

Name: _____ Address: _____

Phone Number: _____

Signature: _____

Again, thank you for the opportunity. We look forward to providing our professional services.

Sincerely,

Tina Revermann
Operations Manager 618.484.7650

cc: Colleen West
Business Development 314.267.9313

To

Vendor ID: 0000199282
Vendor Location: 001
Vendor Name: RAMSEY CITY OF
Vendor Address: 7550 SUNWOOD DR NW
 RAMSEY, MN 55303

Reference Information

Pay Cycle: DLYEFT
Pay Cycle Seq Number: 2697

Payment Information

Payment Reference: 0007260658
Payment Date: 03/09/2022
Payment Method: Automated Clearing House

Agency Code / Description	Contact Phone	Voucher ID / Payment Message	Invoice Date	Invoice Number	Customer Account	Paid Amt
T79 / DOT-STATEAID FINANCE	651/366-4864	52 01550714	03/03/2022	199-901-001 VO #1 20671	12818	102,316.00
		199-901-001 VO #1				
Total:						102,316.00 USD