

City of Ramsey
Agenda
Regular City Council
Tuesday, March 13, 2018
7:00 pm
Council Chambers, 7550 Sunwood Drive NW

1. **Call to Order**
2. **Presentation**
3. **Citizen Input**
4. **Consent Agenda**
 1. Receive January 2018 Financial Reports - General Fund and Enterprise Funds
 2. Receive Cash and Investments for Period Ending February 28, 2018
 3. Note the Following Boards and Commissions Meeting Minutes:
 - Environmental Policy Board Meeting Minutes Dated December 18, 2017
 - Planning Commission Meeting Minutes Dated January 4, 2018
 - Park and Recreation Commission Meeting Minutes Dated January 11, 2018
 - Economic Development Meeting Minutes Dated January 11, 2018
 - Economic Development Meeting Minutes Dated January 25, 2018
 4. Approve the Following Meeting Minutes:
 1. City Council Work Session dated 2/12/2018
 2. City Council Regular dated 2/12/2018
 3. City Council - Canvassing Board dated 2/15/2018
 4. City Council Strategic Planning dated 2/20/2018
 5. City Council Work Session dated 2/27/2018
 6. City Council Regular dated 2/27/2018
 5. Approve Licenses
 6. Approval of Tuition Reimbursement
 7. Adopt 2018 Legislative Platform
 8. Adopt 2018 City of Ramsey Resident Survey
 9. Adopt Resolution # 18-053 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of February 22, 2018 through March 7, 2018
 10. Adopt Resolution #18-054 Updating the City's Personnel Policy

11. Report from Public Works Committee
The Public Works Committee held its regular meeting on February 20, 2018 and discussed the following case:
 1. Review COR Street Names: Ratify the consensus of the Public Works Committee to direct staff to prepare alternatives that would make sense for road names within The COR.
5. **Approve Agenda**
6. **Public Hearing**
 1. PUBLIC HEARING: Consider Final Plat, Zoning Amendment and Easement Vacations for a Proposed Lot Combination (Project No. 18-100); Case of ACE Solid Waste, Inc.
7. **Council Business**
 1. Adopt Resolution #18-045A Approving a Request for a Conditional Use Permit for Motor Vehicle Sales and Detail at 6750 Highway 10 NW; Case of 22 Properties, LLC
 2. Maple Investments LLC (Sharp & Associates) Purchase Agreement [portions of this case may be closed to the public]
 3. Adopt Ordinance #18-01 Amending Lot Width Requirements for Cul-De-Sac Lots in the R-1 Residential (Rural Developing) District
8. **Mayor/Council/Staff Input**
9. **Adjournment**

CC Regular Session**4. 1.****Meeting Date:** 03/13/2018**By:** Diana Lund, Finance

Information**Title**

Receive January 2018 Financial Reports - General Fund and Enterprise Funds

Purpose/Background:

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

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

Action:

No action required. Informational only.

AttachmentsJanuary 2018 General Fund Financial Report - Budget to ActualJanuary 2018 Enterprise Funds Financial Reports - Budget go Actual

Form Review**Inbox**

Kurt Ulrich

Form Started By: Diana Lund

Final Approval Date: 02/27/2018

Reviewed By

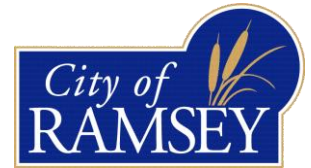
Kurt Ulrich

Date

02/27/2018 10:45 AM

Started On: 02/26/2018 02:25 PM

**CITY OF RAMSEY
FINANCIAL STATEMENT**



JANUARY 1, 2018 THROUGH PERIOD ENDING: January 31, 2018

GENERAL FUND EXPENDITURES - BY DEPARTMENT -		
Dept	-CURRENT YEAR ADOPTED BUDGET-	CURRENT YTD GENERAL LEDGER
Admin	2,077,782.00	95,609.77
Com Dev	928,529.00	43,739.63
Contingency	176,455.00	-
Council	151,651.00	31,739.50
Finance	492,154.00	27,074.33
Fire	1,005,890.00	35,138.13
Legal	128,400.00	-
Police	3,517,438.00	185,690.43
Public Works	3,644,985.00	124,654.92
Grand Total	12,123,284.00	543,646.71

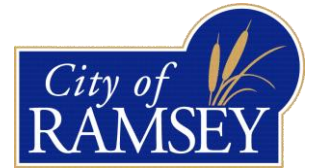
GENERAL FUND EXPENDITURES - BY CATEGORY -		
Category	-CURRENT YEAR ADOPTED BUDGET-	-CURRENT YTD GENERAL LEDGER-
Capital Outlay	710,510.00	-
Debt Service	119,455.00	-
Other Services & Charges	2,716,162.00	79,831.00
Personal Services	7,728,382.00	448,827.84
Supplies	848,775.00	14,922.87
Grand Total	12,123,284.00	543,581.71

GENERAL FUND REVENUES - BY CATEGORY -		
Category	-CURRENT YEAR ADOPTED BUDGET-	-CURRENT YTD GENERAL LEDGER-
Taxes	9,400,242.00	-
Charges for Services	710,244.00	37,989.79
Business Licenses/Permits	33,750.00	5,707.61
Fines and Forfeits	68,700.00	-
Federal Intergovernmental	8,000.00	-
State Intergovernmental	351,750.00	70,000.00
Interest	70,000.00	-
Miscellaneous	31,000.00	1,269.16
Non-Business Licenses/Permits	479,000.00	36,077.50
Transfers in	970,598.00	-
Grand Total	12,123,284.00	151,044.06

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

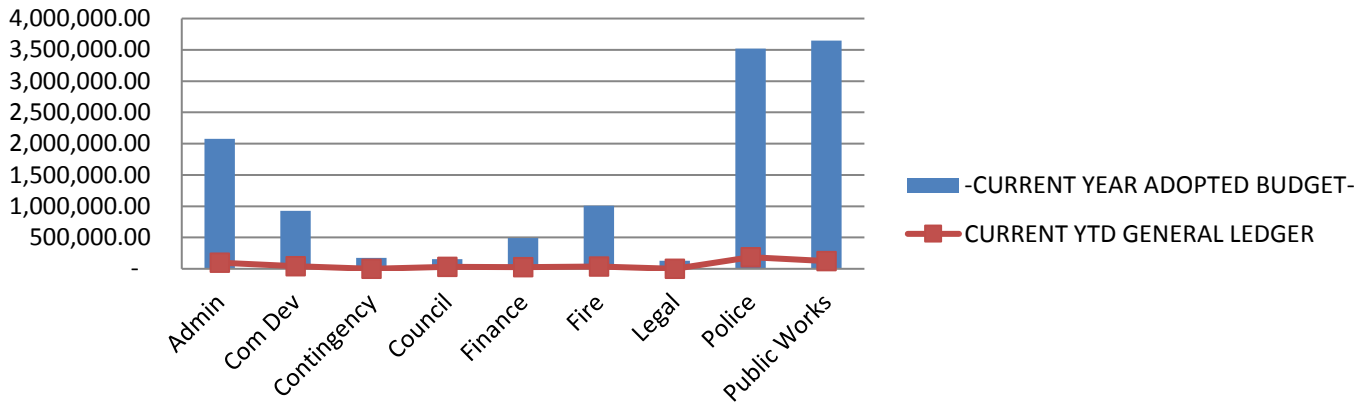
PREPARED BY: FINANCE DEPARTMENT

CITY OF RAMSEY FINANCIAL STATEMENT

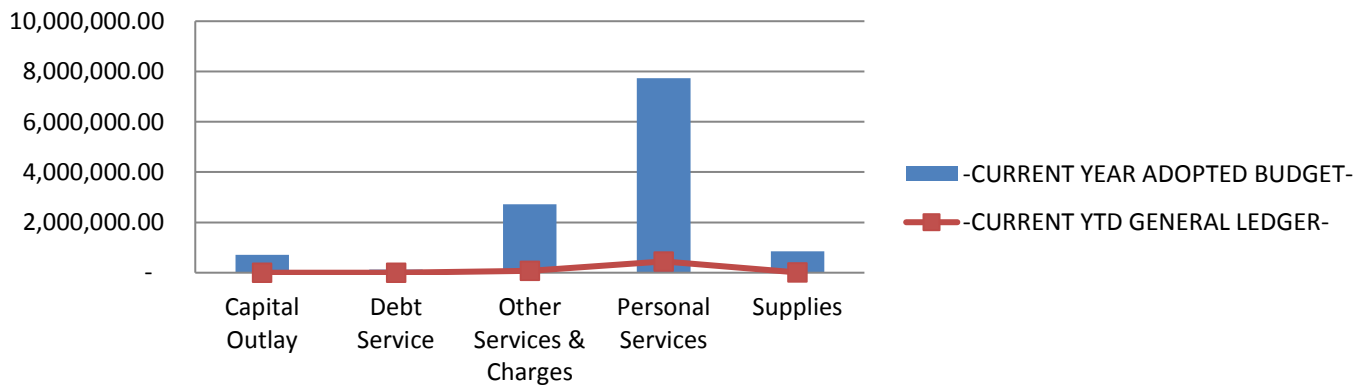


JANUARY 1, 2018 THROUGH PERIOD ENDING: January 31, 2018

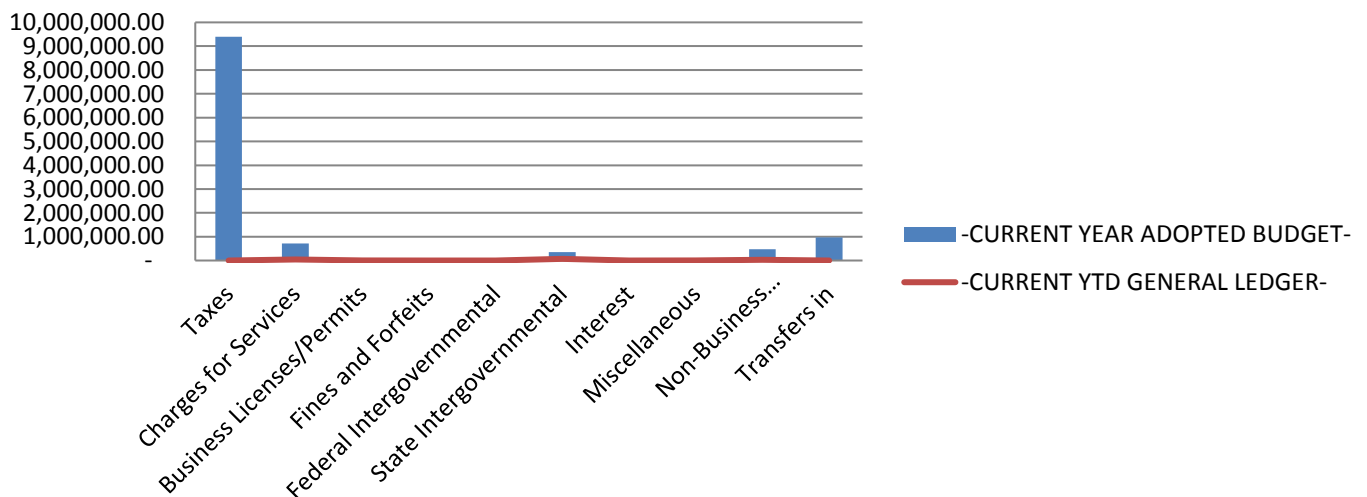
GENERAL FUND EXPENDITURES - BY DEPARTMENT



GENERAL FUND EXPENDITURES - BY CATEGORY



GENERAL FUND REVENUES



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

PREPARED BY: FINANCE DEPARTMENT

**CITY OF RAMSEY
FINANCIAL STATEMENT**

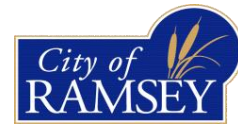


JANUARY 1, 2018 THROUGH PERIOD ENDING: January 31, 2018

REVENUES				
BUSINESS UNIT	9601	WATER UTILITY		
GENERAL LEDGER ACCOUNT	CURRENT YEAR REQUESTED BUDGET	CURRENT YTD GENERAL LEDGER	-% of Budget-	
4140 CREDIT CARD PROCESSING FEES	(12,000.00)	(482.05)	4.02%	
4609 OTHER MISCELLANEOUS REVENUES	62,000.00	-	0.00%	
4651 WATER REVENUE		4,758.71	0.00%	
4652 WATER SALES - RESIDENTIAL	1,120,202.00	-	0.00%	
4653 WATER SALES-COMMERCIAL	653,131.00	-	0.00%	
4654 WATER PENALTIES	35,859.00	29.56	0.08%	
4655 WATER METER INSTALLATION	15,000.00	980.00	6.53%	
4656 WATER METERS	32,000.00	3,053.00	9.54%	
4657 CONNECTION/RECONNECTION FEES	500.00	(100.00)	-20.00%	
4701 INTEREST ON INVESTMENTS	120,000.00	-	0.00%	
4606 DEVELOPER FEES (WAC)		6,495.00	0.00%	
4601 MISCELLANEOUS REVENUE		594.89	0.00%	
Grand Total	2,026,692.00	15,329.11		

EXPENSES				
BUSINESS UNIT	9601	WATER UTILITY		
GENERAL LEDGER ACCOUNT	CURRENT YEAR REQUESTED BUDGET	CURRENT YTD GENERAL LEDGER	-% of Budget-	
6102 F.T. REGULAR-WAGES & SALARIES	236,198.00	9,840.19	4.17%	
6103 FULL TIME-REGULAR-OVERTIME	13,500.00	1,244.50	9.22%	
6105 TEMPORARY-WAGES & SALARIES	17,066.00	-	0.00%	
6121 PERA CONTRIBUTIONS	47,422.00	1,173.07	2.47%	
6122 FICA/MEDICARE CONTRIBUTIONS	19,523.00	1,258.84	6.45%	
6131 GROUP INSURANCE	33,177.00	2,011.30	6.06%	
6133 WORKERS COMP INSURANCE PREMIUM	9,160.00	-	0.00%	
6208 MISCELLANEOUS OFFICE SUPPLIES	600.00	-	0.00%	
6223 GASOLINE	2,500.00	335.25	13.41%	
6225 DIESEL FUEL	4,000.00	324.52	8.11%	
6229 SHOP MATERIALS	500.00	7.49	1.50%	
6231 UNIFORMS & TURN-OUT GEAR	2,900.00	-	0.00%	
6249 MISCELLANEOUS OPERATING SUPPLY	18,000.00	77.53	0.43%	
6257 OTHER VEHICLE PARTS	7,000.00	56.33	0.80%	
6273 UTILITY SYSTEM MAINT SUPPLIES	75,000.00	-	0.00%	
6281 SMALL TOOLS & MINOR EQUIPMENT	6,000.00	463.07	7.72%	
6292 WATER METERS FOR RESALE	55,000.00	-	0.00%	
6315 MISCELLANEOUS PROFESSIONAL SER	150,000.00	-	0.00%	
6322 POSTAGE	2,600.00	49.69	1.91%	
6323 CELLULAR PHONES	2,900.00	13.01	0.45%	
6335 TRAINING	1,500.00	722.00	48.13%	
6352 GENERAL NOTICE & PUBLIC INFOR	300.00	-	0.00%	
6361 GENERAL LIABILITY/PROPERTY INS	28,000.00	-	0.00%	
6371 ELECTRIC UTILITIES	125,000.00	33.40	0.03%	
6373 GAS	3,000.00	-	0.00%	
6374 REFUSE/RECYCLING	700.00	59.73	8.53%	
6381 BUILDING & STRUCTURE REPAIR	3,000.00	-	0.00%	
6439 OTHER MISCELLANEOUS	58,000.00	-	0.00%	
6451 MEMBERSHIP DUES	500.00	-	0.00%	
6489 OTHER CONTRACTED SERVICES	74,000.00	133.93	0.18%	
6722 DEPRECIATION	750,000.00	-	0.00%	
6820 OPERATING TRANSFERS TO OTHER F	41,000.00	-	0.00%	
Grand Total	1,788,046.00	17,803.85		

**CITY OF RAMSEY
FINANCIAL STATEMENT**



JANUARY 1, 2018 THROUGH PERIOD ENDING: January 31, 2018

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

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

**CITY OF RAMSEY
FINANCIAL STATEMENT**



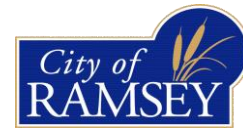
JANUARY 1, 2018 THROUGH PERIOD ENDING: January 31, 2018

REVENUES				
BUSINESS UNIT	9602	SEWER UTILITY		
GENERAL LEDGER ACCOUNT	CURRENT YEAR REQUESTED BUDGET	CURRENT YTD GENERAL LEDGER	-% of Budget-	
4140 CREDIT CARD PROCESSING FEES	(11,000.00)	(288.70)	2.62%	
4356 SEWER AVAILABILITY CHARGE-ADM	3,000.00	-	0.00%	
4609 OTHER MISCELLANEOUS REVENUES	5,000.00	-	0.00%	
4661 RESIDENTIAL-SEWER CHARGES	1,161,216.00	-	0.00%	
4662 COMMERCIAL-SEWER CHARGES	360,000.00	-	0.00%	
4663 SEWER PENALTIES	42,030.00	18.58	0.04%	
4701 INTEREST ON INVESTMENTS	80,000.00	-	0.00%	
4702 MISCELLANEOUS INTEREST	15,581.00	-	0.00%	
4606 DEVELOPER FEES (WAC)	2,000.00	30,699.00	1534.95%	
4601 MISCELLANEOUS REVENUE		594.89	0.00%	
Grand Total	1,657,827.00	31,023.77		

EXPENSES				
BUSINESS UNIT	9602	SEWER UTILITY		
GENERAL LEDGER ACCOUNT	CURRENT YEAR REQUESTED BUDGET	CURRENT YTD GENERAL LEDGER	-% of Budget-	
6102 F.T. REGULAR-WAGES & SALARIES	155,382.00	3,014.28	1.94%	
6121 PERA CONTRIBUTIONS	24,361.00	268.28	1.10%	
6122 FICA/MEDICARE CONTRIBUTIONS	11,988.00	280.17	2.34%	
6131 GROUP INSURANCE	11,396.00	-	0.00%	
6133 WORKERS COMP INSURANCE PREMIUM	5,013.00	-	0.00%	
6223 GASOLINE	3,500.00	136.03	3.89%	
6225 DIESEL FUEL	2,500.00	-	0.00%	
6249 MISCELLANEOUS OPERATING SUPPLY	17,000.00	-	0.00%	
6275 OTHER EQUIPMENT PARTS	5,000.00	344.28	6.89%	
6315 MISCELLANEOUS PROFESSIONAL SER	70,000.00	-	0.00%	
6335 TRAINING	1,500.00	1,193.00	79.53%	
6361 GENERAL LIABILITY/PROPERTY INS	18,540.00	-	0.00%	
6371 ELECTRIC UTILITIES	17,000.00	-	0.00%	
6373 GAS	3,000.00	-	0.00%	
6374 REFUSE/RECYCLING	700.00	59.73	8.53%	
6377 SEWER SERVICE CHARGE	757,216.00	126,202.58	16.67%	
6489 OTHER CONTRACTED SERVICES	24,000.00	-	0.00%	
6722 DEPRECIATION	510,000.00	-	0.00%	
6820 OPERATING TRANSFERS TO OTHER F	35,000.00	-	0.00%	
Grand Total	1,673,096.00	131,498.35		

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**CITY OF RAMSEY
FINANCIAL STATEMENT**



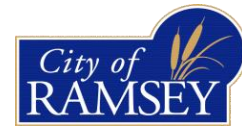
JANUARY 1, 2018 THROUGH PERIOD ENDING: January 31, 2018

REVENUES				
BUSINESS UNIT	9603	STREET LIGHT UTILITY		
GENERAL LEDGER ACCOUNT	CURRENT YEAR REQUESTED BUDGET	CURRENT YTD GENERAL LEDGER	-% of Budget-	
4140 CREDIT CARD PROCESSING FEES	(2,500.00)	(98.78)	3.95%	
4681 CHARGES FOR STREET LIGHTS	146,800.00	-	0.00%	
4683 STREET LIGHTING PENALTIES	6,968.00	4.77	0.07%	
4701 INTEREST ON INVESTMENTS	10,000.00	-	0.00%	
4684 PRIORITY STREET LIGHT	50,680.00	-	0.00%	
Grand Total	211,948.00	(94.01)		

EXPENSES				
BUSINESS UNIT	9603	STREET LIGHT UTILITY		
GENERAL LEDGER ACCOUNT	CURRENT YEAR REQUESTED BUDGET	CURRENT YTD GENERAL LEDGER	-% of Budget-	
6371 ELECTRIC UTILITIES	130,000.00	-	0.00%	
6489 OTHER CONTRACTED SERVICES	14,000.00	-	0.00%	
6722 DEPRECIATION	46,000.00	-	0.00%	
6820 OPERATING TRANSFERS TO OTHER F	20,000.00	-	0.00%	
Grand Total	210,000.00	-		

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**CITY OF RAMSEY
FINANCIAL STATEMENT**



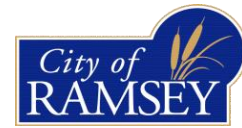
JANUARY 1, 2018 THROUGH PERIOD ENDING: January 31, 2018

REVENUES				
BUSINESS UNIT	9604	RECYCLING UTILITY		
GENERAL LEDGER ACCOUNT	CURRENT YEAR REQUESTED BUDGET	CURRENT YTD GENERAL LEDGER	-% of Budget-	
4140 CREDIT CARD PROCESSING FEES	(3,000.00)	(112.22)	3.74%	
4287 OTHER LOCAL GOVERNMENT GRANTS	69,000.00	-	0.00%	
4609 OTHER MISCELLANEOUS REVENUES	-	168.00	0.00%	
4671 RECYCLING CHARGES	302,000.00	-	0.00%	
4672 RECYCLING PENALTIES	8,000.00	4.19	0.05%	
4701 INTEREST ON INVESTMENTS	2,000.00	-	0.00%	
Grand Total	378,000.00	59.97		

EXPENSES				
BUSINESS UNIT	9604	RECYCLING UTILITY		
GENERAL LEDGER ACCOUNT	CURRENT YEAR REQUESTED BUDGET	CURRENT YTD GENERAL LEDGER	-% of Budget-	
6102 F.T. REGULAR-WAGES & SALARIES	20,906.00	1,282.83	6.14%	
6104 PART TIME-WAGES & SALARIES	7,280.00	-	0.00%	
6121 PERA CONTRIBUTIONS	2,114.00	96.19	4.55%	
6122 FICA/MEDICARE CONTRIBUTIONS	2,165.00	84.51	3.90%	
6131 GROUP INSURANCE	2,359.00	-	0.00%	
6133 WORKERS COMP INSURANCE PREMIUM	223.00	-	0.00%	
6249 MISCELLANEOUS OPERATING SUPPLY	25,000.00	126.75	0.51%	
6322 POSTAGE	400.00	14.72	3.68%	
6489 OTHER CONTRACTED SERVICES	316,000.00	25,555.85	8.09%	
6820 OPERATING TRANSFERS TO OTHER F	11,500.00	-	0.00%	
Grand Total	387,947.00	27,160.85		

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**CITY OF RAMSEY
FINANCIAL STATEMENT**



JANUARY 1, 2018 THROUGH PERIOD ENDING: January 31, 2018

REVENUES				
BUSINESS UNIT	9605	STORM WATER UTILITY		
GENERAL LEDGER ACCOUNT	CURRENT YEAR REQUESTED BUDGET	CURRENT YTD GENERAL LEDGER	-% of Budget-	
4140 CREDIT CARD PROCESSING FEES	(4,200.00)	(146.21)	3.48%	
4693 STORM WATER-RESIDENTIAL	511,920.00	-	0.00%	
4694 STORM WATER-COMMERCIAL	503,064.00	-	0.00%	
4695 STORM WATER-PENALTIES	18,427.00	(4.66)	-0.03%	
4701 INTEREST ON INVESTMENTS	10,000.00	-	0.00%	
Grand Total	1,039,211.00	(150.87)		

EXPENSES				
BUSINESS UNIT	9605	STORM WATER UTILITY		
GENERAL LEDGER ACCOUNT	CURRENT YEAR REQUESTED BUDGET	CURRENT YTD GENERAL LEDGER	-% of Budget-	
6102 F.T. REGULAR-WAGES & SALARIES	128,566.00	-	0.00%	
6121 PERA CONTRIBUTIONS	24,350.00	-	0.00%	
6122 FICA/MEDICARE CONTRIBUTIONS	9,863.00	-	0.00%	
6131 GROUP INSURANCE	17,121.00	-	0.00%	
6133 WORKERS COMP INSURANCE PREMIUM	4,146.00	-	0.00%	
6223 GASOLINE	100.00	-	0.00%	
6225 DIESEL FUEL	4,500.00	-	0.00%	
6249 MISCELLANEOUS OPERATING SUPPLY	10,000.00	-	0.00%	
6257 OTHER VEHICLE PARTS	9,000.00	-	0.00%	
6315 MISCELLANEOUS PROFESSIONAL SER	60,000.00	400.00	0.67%	
6361 GENERAL LIABILITY/PROPERTY INS	8,000.00	-	0.00%	
6371 ELECTRIC UTILITIES	2,500.00	-	0.00%	
6373 GAS	2,500.00	-	0.00%	
6374 REFUSE/RECYCLING	700.00	59.74	8.53%	
6451 MEMBERSHIP DUES	20,000.00	-	0.00%	
6489 OTHER CONTRACTED SERVICES	40,000.00	-	0.00%	
6722 DEPRECIATION	325,000.00	-	0.00%	
6820 OPERATING TRANSFERS TO OTHER F	30,000.00	-	0.00%	
Grand Total	696,346.00	459.74		

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.

CC Regular Session**4. 2.****Meeting Date:** 03/13/2018**By:** Diana Lund, Finance

Information**Title**

Receive Cash and Investments for Period Ending February 28, 2018

Purpose/Background:

Purpose: Receive reports of the city's cash and investments for the period ending February 28, 2018.

Cash and investment report shows the monthly cash flow - receipts and expenditures through February 28, 2018 with the current listing of the city's investment portfolio.

Action:

No action required. Informational only.

AttachmentsCash & Investments for Period Ending February 28, 2018

Form Review**Inbox**

Kurt Ulrich

Form Started By: Diana Lund

Final Approval Date: 03/08/2018

Reviewed By

Kurt Ulrich

Date

03/08/2018 02:20 PM

Started On: 02/27/2018 10:34 AM

CITY OF RAMSEY
REPORT OF POOLED CASH FLOWS
Period Ended February 28, 2018

	February-18 CURRENT MONTH	2018 YEAR-TO-DATE
CASH AND TEMPORARY INVESTMENTS		
BEGINNING BALANCE	\$ 68,685,446.58	\$ 69,531,209.52
CASH INFLOWS:		
Daily Deposit	425,221.68	1,382,172.08
Tax Settlements	-	22,366.22
U/B Receipts	440,446.21	455,772.59
Credit Cards (Includes Utility Billing)	482,414.97	571,412.47
Interest Earnings [Net of Interest Paid on Investments]	112,206.57	169,203.88
Bond Proceeds	-	-
TOTAL CASH INFLOW	\$ 1,460,289.43	\$ 2,600,927.24
TOTAL CASH AVAILABLE	\$ 70,145,736.01	\$ 72,132,136.76
CASH OUTFLOWS:		
Prepaid Checks	684,856.73	1,170,623.57
Bills Lists	730,157.99	1,057,337.09
Pay Estimates	51,678.41	510,842.15
Credit Cards	2,730.44	5,600.79
Payroll - Net	324,673.81	642,140.96
Flex Reimbursement	2,894.01	6,540.83
Void Checks/Dormant Checks Paid	(51,464.87)	(51,501.62)
Debt Service	-	390,287.50
Miscellaneous [Bank Charges; etc.]	56.00	112.00
TOTAL CASH OUTFLOW	\$ 1,745,582.52	\$ 3,731,983.27
POOLED CASH AND TEMPORARY INVESTMENTS		
ENDING BALANCE	\$ 68,400,153.49	\$ 68,400,153.49
MEMO - NET 2018 CASH INFLOW (OUTFLOW)	(285,293.09)	(1,131,056.03)

INVESTMENT PORTFOLIO SUMMARY

BEGINNING BALANCE	\$ 61,530,677.23	61,031,260.23
Purchases	1,909,000.00	4,306,000.00
Maturities/Sales	(1,090,949.32)	(2,988,532.32)
ENDING BALANCE	\$ 62,348,727.91	\$ 62,348,727.91

2018 CASH AND INVESTMENT ACTIVITY

CITY	STATED					PRIN		SOLD/	BV	
INVEST #	MAT		SECURITY			BAL	PURCH	MATURE	PRIN	
	DATE	BROKER	DESCRIP	FDIC #	CUSIP	1/1/2018	2018	2018	12/31/2018	PAR
170202	1/30/2018	4M	Term Series 4M			1,000,000.00		1,000,000.00	0.00	1,000,000.00
171208A	3/29/2018	4M	Term Series 4M		249114	500,000.00		0.00	500,000.00	500,000.00
180130	3/28/2019	4M	Term Series 4M				500,000.00	0.00	500,000.00	500,000.00
180228	7/30/2018	4M	Term Series 4M				1,000,000.00	0.00	1,000,000.00	500,000.00
171208B	6/28/2018	4M	Term Series 4M		249104	500,000.00		0.00	500,000.00	500,000.00
171208C	12/10/2018	4M	Term Series 4M		249093	1,000,000.00		0.00	1,000,000.00	1,000,000.00
171109A	2/28/2018	4M	Term Series 4M			500,000.00		500,000.00	0.00	500,000.00
171109B	5/10/2018	4M	Term Series 4M			500,000.00		0.00	500,000.00	500,000.00
170831	8/31/2018	4M	Term Series 4M			750,000.00		0.00	750,000.00	750,000.00
170629A	6/29/2018	4M	Term Series 4M			2,000,000.00		0.00	2,000,000.00	2,000,000.00
170406B	4/13/2018	4M	Term Series 4M			1,000,000.00		0.00	1,000,000.00	1,000,000.00
									7,750,000.00	
150701A	2/1/2020	BAIRD	WINTHROP MN TAX		976367ND0	290,000.00		0.00	290,000.00	290,000
180223	12/30/2019	BAIRD	FNMA		3136G3VS2		500,000.00	0.00	500,000.00	500,000
160322A	3/22/2021	BAIRD	FNMA		3136H3BT1	250,000.00		0.00	250,000.00	250,000
160322B	1/1/2020	BAIRD	MINNENOTONKA MN ISD 276		604195D20	100,000.00		0.00	100,000.00	100,000
150701B	2/1/2021	BAIRD	WINTHROP MN TAX		976367NE8	305,000.00		0.00	305,000.00	305,000
140904	9/1/2021	BAIRD	OKLAHOMA TAXABLE		678519RP6	535,000.00		0.00	535,000.00	535,000
									1,980,000.00	
160826A	8/27/2018	ICD SEC	CD-ADMIRALS BANK	27015	007220AM8	200,000.00		0.00	200,000.00	200,000
180117	7/17/2020	ICD SEC	CD-CITIZENS NATIONAL	06531	175144DH4		150,000.00	0.00	150,000.00	150,000
180215	2/13/2019	ICD SEC	CD-BANK OF INDIA	33648	06279KFK7		200,000.00	0.00	200,000.00	200,000
180216	8/16/2019	ICD SEC	CD-CATHAY BANK	18503	149159LY9		249,000.00	0.00	249,000.00	249,000
180124A	1/24/2020	ICD SEC	CD-CROSSFIRST BANK	58648	2766ACD5		249,000.00	0.00	249,000.00	249,000
180125	1/25/2019	ICD SEC	CD-BANNER BANK	28489	06552XFNO		200,000.00	0.00	200,000.00	200,000
180129	1/29/2020	ICD SEC	CD-FORTUNE BANK	58107	34969RCD8		248,000.00	0.00	248,000.00	248,000
170629B	12/31/2018	ICD SEC	CD-ALLY BANK	57803	02006L3SO	100,000.00		0.00	100,000.00	100,000
171012	10/13/2020	ICD SEC	CD-ALLY BANK	57803	03006L5Z2	74,000.00		0.00	74,000.00	74,000
160728B	7/30/2018	ICD SEC	CD-ALLY BANK	57803	02006LH30	75,000.00		0.00	75,000.00	75,000
170829B	3/1/2019	ICD SEC	CD-AMERICAN EXPRESS	27471	02587DX45	249,000.00		0.00	249,000.00	249,000
170829A	8/29/2019	ICD SEC	CD-AMERICAN EXPRESS	35328	02587CFQ8	249,000.00		0.00	249,000.00	249,000
160930C	4/6/2018	ICD SEC	CD-AMERICAN NATIONA	24472	02771IRAQ6	249,000.00		0.00	249,000.00	249,000.00
160930A	4/2/2018	ICD SEC	CD-AMERICAN NATIONA	38812	02771PNK9	157,000.00		0.00	157,000.00	157,000.00
170630A	6/29/2018	ICD SEC	CD-BANK BARODA	33681	06062RAU6	98,000.00		0.00	98,000.00	98,000
160615	6/15/2018	ICD SEC	CD-BANK LEUMI USA	19842	063248FQ6	250,000.00		0.00	250,000.00	250,000
170413	4/13/2018	ICD SEC	CD-BANK OF BARODA	33681	06062Q2P8	151,000.00		0.00	151,000.00	151,000
170517	5/17/2018	ICD SEC	CD-BANK OF CHINA	33653	06426WFA5	99,000.00		0.00	99,000.00	99,000
171220B	12/20/2018	ICD SEC	CD-BANK OF CHINA	33653	06426WXH0	150,000.00		0.00	150,000.00	150,000
160826B	8/27/2018	ICD SEC	CD-BANK OF HOPE	26610	062683AB3	249,000.00		0.00	249,000.00	249,000
170125B	1/25/2019	ICD SEC	CD-BANKERS West BANK	23210	06610YFQ5	109,000.00		0.00	109,000.00	200,000
170630B	12/28/2018	ICD SEC	CD-BAR HARBOR	11971	066851VR4	249,000.00		0.00	249,000.00	249,000
140716	7/16/2019	ICD SEC	CD-BARCLAYS BANK	57203	06740KHF7	250,000.00		0.00	250,000.00	250,000
171228C	12/27/2019	ICD SEC	CD-BELL BANK	19581	07815AAT4	249,000.00		0.00	249,000.00	249,000
170714A	1/14/2019	ICD SEC	CD-BMW BANK	35141	05580AJP0	149,000.00		0.00	149,000.00	149,000
161130	11/30/2018	ICD SEC	CD-BMW BANK OF NORT	35141	05580AFN9	100,000.00		0.00	100,000.00	100,000
171229A	12/27/2019	ICD SEC	CD-BRICKELL BANK	21220	10801DAM3	249,000.00		0.00	249,000.00	249,000
160729A	4/30/2018	ICD SEC	CD-BROOKLINE BANK	17798	113730CE6	176,000.00		0.00	176,000.00	176,000
170131	7/31/2019	ICD SEC	CD-CAPE COD	23287	13934CAB3	249,000.00		0.00	249,000.00	200,000
170111	1/11/2019	ICD SEC	CD-CAPITAL ONE BANK	33954	140420S92	148,000.00		0.00	148,000.00	200,000
150715A	7/16/2018	ICD SEC	CD-CAPITAL ONE BANK	04297	14042E4R8	250,000.00		0.00	250,000.00	250,000.00
170330B	9/30/2019	ICD SEC	CD-CENTRAL FEDERAL S	27910	15347EAE9	249,000.00		0.00	249,000.00	249,000
170728C	7/29/2019	ICD SEC	CD-CITIZENS STATE BAN	00419	17669WGF6	249,000.00		0.00	249,000.00	249,000
170331	9/30/2019	ICD SEC	CD-CITIZENS STATE BAN	11778	17668UAP5	103,000.00		0.00	103,000.00	103,000
160826C	2/28/2019	ICD SEC	CD-COMENITY CAP BAN	57570	20033ARR9	249,000.00		0.00	249,000.00	249,000
170208	8/8/2018	ICD SEC	CD-COMMERCIAL BANK	12246	20146AAC4	101,000.00		0.00	101,000.00	101,000
170928	3/27/2020	ICD SEC	CD-CONNECTONE BANK	57919	20786ABV6	249,000.00		0.00	249,000.00	249,000
171129B	11/29/2019	ICD SEC	CD-CRESCOM BANK	57135	225862DH1	249,000.00		0.00	249,000.00	249,000
140723A	1/23/2018	ICD SEC	CD-CUSTOMERS BANK	34444	23204HBR8	200,000.00		200,000.00	0.00	200,000
170719A	7/19/2019	ICD SEC	CD-DISCOVER BANK	05649	2546726A1	100,000.00		0.00	100,000.00	100,000
150730	7/30/2018	ICD SEC	CD-DISCOVER BANK	05649	254672TA6	149,000.00		0.00	149,000.00	149,000.00
160720	7/20/2018	ICD SEC	CD-EAGLE BANK	34742	27002YCX2	249,000.00		0.00	249,000.00	249,000
170724	7/24/2019	ICD SEC	CD-EAST BOSTON SAVIN	33510	27119PBU4	249,000.00		0.00	249,000.00	249,000
170719C	7/19/2019	ICD SEC	CD-ENERBANK	57293	29266N5Q6	249,000.00		0.00	249,000.00	249,000
170228	2/28/2019	ICD SEC	CD-ESSA BANK & TRUST	28262	29667RPN7	249,000.00		0.00	249,000.00	249,000
160129	1/29/2018	ICD SEC	CD-EVERBANK	34775	29976DH94	248,000.00		248,000.00	0.00	250,000
170630C	12/31/2018	ICD SEC	CD-FIRST BANK SOUTHE	15019	31931TEP6	249,000.00		0.00	249,000.00	249,000
170731	1/31/2019	ICD SEC	CD-FIRST COMMERCIAL	57069	31984GEF2	249,000.00		0.00	249,000.00	249,000
160816	2/16/2018	ICD SEC	CD-FIRST NATIONAL BAI	05452	332135GM8	249,000.00		249,000.00	0.00	249,000

2018 CASH AND INVESTMENT ACTIVITY

CITY	STATED		SECURITY			PRIN		SOLD/	BV	
INVEST #	MAT	BROKER	DESCRIP	FDIC #	CUSIP	BAL	PURCH	MATURE	PRIN	PAR
	DATE					1/1/2018	2018	2018	12/31/2018	
151218B	6/18/2018	ICD SEC	CD-FIRST SOURCE BANK	09087	33646CFY5	250,000.00		0.00	250,000.00	250,000.00
130301	3/1/2018	ICD SEC	CD-GE CAPITAL BANK	33778	3616ITJB2	200,000.00		0.00	200,000.00	200,000.00
170327	7/27/2018	ICD SEC	CD-GNB BANK	14079	36198JCP7	249,000.00		0.00	249,000.00	249,000.00
170726	7/27/2020	ICD SEC	CD-GOLDMAN SACHS	33124	38148PLS4	249,000.00		0.00	249,000.00	249,000.00
171215A	12/16/2019	ICD SEC	CD-HAMNI BANK	24170	410193CR9	249,000.00		0.00	249,000.00	249,000.00
171130C	5/29/2020	ICD SEC	CD-HENRY COUNTY BAN	15384	426336BM4	200,000.00		0.00	200,000.00	200,000.00
160729B	3/29/2018	ICD SEC	CD-HERITAGE BANK	30090	42724JDF9	249,000.00		0.00	249,000.00	249,000.00
160721A	7/23/2018	ICD SEC	CD-INDEPENDENCE BAN	08136	4534OKDP1	249,000.00		0.00	249,000.00	249,000.00
161216A	12/17/2018	ICD SEC	CD-INVESTORS SAVINGS	28892	46176PFV2	249,000.00		0.00	249,000.00	249,000.00
160831	8/31/2018	ICD SEC	CD-JP MORGAN CHASE	00628	48126XCN3	249,000.00		0.00	249,000.00	249,000.00
170927	9/27/2019	ICD SEC	CD-KEY BANK	17534	49306SYU4	100,000.00		0.00	100,000.00	100,000.00
170222	8/22/2019	ICD SEC	CD-KEY BANK	17534	493065XF8	149,000.00		0.00	149,000.00	149,000.00
171013	10/15/2019	ICD SEC	CD-LAKESIDE BANK	19573	51210SNQ6	101,000.00		0.00	101,000.00	101,000.00
161019	10/19/2018	ICD SEC	CD-LAKESIDE BANK	19573	51210SLX3	100,000.00		0.00	100,000.00	100,000.00
170929	3/27/2020	ICD SEC	CD-LANDMARK COMM B	34982	51507LBM5	249,000.00		0.00	249,000.00	249,000.00
161230A	12/30/2019	ICD SEC	CD-M BANK	14816	55275FKK3	160,000.00		0.00	160,000.00	160,000.00
161215	2/14/2019	ICD SEC	CD-MAIN STREET BANK	57162	56034WAP6	249,000.00		0.00	249,000.00	200,000.00
171220A	12/20/2019	ICD SEC	CD-MB FINANCIAL	03628	55266CXT8	249,000.00		0.00	249,000.00	249,000.00
170714B	1/14/2019	ICD SEC	CD-MEDALLION BANK	57449	58403D7B6	249,000.00		0.00	249,000.00	249,000.00
170721	7/22/2019	ICD SEC	CD-MERRICK BANK	34519	59013JZB8	249,000.00		0.00	249,000.00	249,000.00
171214A	6/14/2019	ICD SEC	CD-MIDLAND STATES BA	01040	59774QFF4	249,000.00		0.00	249,000.00	249,000.00
170714C	7/15/2019	ICD SEC	CD-MIDSOUTH BANK	25884	59805FAB5	249,000.00		0.00	249,000.00	249,000.00
171214B	12/16/2019	ICD SEC	CD-MORGAN STANLEY B	32992	61747MD65	249,000.00		0.00	249,000.00	249,000.00
170728B	1/28/2020	ICD SEC	CD-NATIONWIDE BANK	34710	63861NAH8	249,000.00		0.00	249,000.00	249,000.00
151031	1/4/2018	ICD SEC	CD-NQA BANK	58657	65487TBD2	150,000.00		150,000.00	0.00	150,000.00
170330A	4/1/2019	ICD SEC	CD-NORTHFIELD BANK	28710	66612ABG2	249,000.00		0.00	249,000.00	249,000.00
160210A	2/9/2018	ICD SEC	CD-ORIENTAL BANK	31469	686184WS7	200,000.00		200,000.00	0.00	200,000.00
161221	6/21/2019	ICD SEC	CD-ORRSTOWN BANK	00713	687377EA5	249,000.00		0.00	249,000.00	249,000.00
171215B	6/15/2020	ICD SEC	CD-PACIFIC CITY BANK	57463	69406PCT4	249,000.00		0.00	249,000.00	249,000.00
170719B	7/19/2019	ICD SEC	CD-PEOPLES UNITED BA	27334	71270QQZZ	249,000.00		0.00	249,000.00	249,000.00
170727	10/28/2019	ICD SEC	CD-PILOT BANK	27045	721531BT7	249,000.00		0.00	249,000.00	249,000.00
170728A	7/27/2018	ICD SEC	CD-PINNACLE BANK	35583	72345SFJ5	249,000.00		0.00	249,000.00	249,000.00
171130B	11/29/2019	ICD SEC	CD-PONCE DELEON	31189	73233AM1	53,000.00		0.00	53,000.00	53,000.00
161229	6/29/2018	ICD SEC	CD-PREFERRED BANK	33539	740367FE2	249,000.00		0.00	249,000.00	249,000.00
170317	9/17/2018	ICD SEC	CD-PRIVATE BANK & TR	33306	74267GVR5	200,000.00		0.00	200,000.00	200,000.00
161228A	6/28/2018	ICD SEC	CD-PROVIDENCE BANK	01643	74374MAD6	249,000.00		0.00	249,000.00	249,000.00
171127	11/27/2019	ICD SEC	CD-ROCKFORD BANK & T	57927	77315PBM3	249,000.00		0.00	249,000.00	249,000.00
161207	6/7/2018	ICD SEC	CD-ROLLSTONE BANK &	17797	77579ABW5	200,000.00		0.00	200,000.00	200,000.00
170125C	1/25/2019	ICD SEC	CD-RONDOUT SAVINGS I	15969	776322AR0	200,000.00		0.00	200,000.00	200,000.00
171222	9/23/2019	ICD SEC	CD-SACO & BIDDEFORD	17743	78577TAV7	249,000.00		0.00	249,000.00	249,000.00
160916	9/17/2018	ICD SEC	CD-SAFRA NATIONAL BA	26876	78658QYZ0	249,000.00		0.00	249,000.00	249,000.00
171213	12/13/2019	ICD SEC	CD-SALLIE MAE BANK	58177	795450G41	249,000.00		0.00	249,000.00	249,000.00
171229B	12/29/2020	ICD SEC	CD-STATE BANK OF FEN	11406	856188AV9	249,000.00		0.00	249,000.00	249,000.00
170623	6/24/2019	ICD SEC	CD-STATE BANK OF INDI	33682	856285BZ3	249,000.00		0.00	249,000.00	249,000.00
160930D	4/30/2018	ICD SEC	CD-STEARN'S BANK	10988	857894RN1	249,000.00		0.00	249,000.00	249,000.00
161228B	6/28/2019	ICD SEC	CD-STEUBEN TR CO	12936	860010BG1	160,000.00		0.00	160,000.00	160,000.00
170630D	6/28/2019	ICD SEC	CD-SUMMIT COMMUNIT	34102	86604XLX2	205,000.00		0.00	205,000.00	205,000.00
161123	5/23/2018	ICD SEC	CD-TCF NATIONAL BANK	28330	872278XK7	100,000.00		0.00	100,000.00	100,000.00
170922	5/26/2020	ICD SEC	CD-TEXAS EXCHANGE B.	20096	88241TCA6	249,000.00		0.00	249,000.00	249,000.00
171027	10/27/2020	ICD SEC	CD-THIRD FEDERAL SAV	30012	88413QBS6	249,000.00		0.00	249,000.00	249,000.00
160721B	1/22/2018	ICD SEC	CD-TRANSPORTATION A	34781	89388CBE7	249,000.00		249,000.00	0.00	249,000.00
170421	4/22/2019	ICD SEC	CD-UNITED COMMUNITY	19143	90983HAC8	249,000.00		0.00	249,000.00	249,000.00
171130A	11/29/2019	ICD SEC	CD-UNIVEST NATIONAL	07759	91527PBF3	249,000.00		0.00	249,000.00	249,000.00
161219	12/19/2018	ICD SEC	CD-WEB BANK	34404	947547JJ5	249,000.00		0.00	249,000.00	249,000.00
160617	6/18/2018	ICD SEC	CD-WELLS FARGO BANK	03511	9497485X1	150,000.00		0.00	150,000.00	150,000.00
170125A	1/25/2019	ICD SEC	CD-WHITNEY BANK	12441	966594AV5	249,000.00		0.00	249,000.00	249,000.00
160930B	4/2/2018	ICD SEC	CD-WOOD & HUSTON BA	01060	978208AA4	249,000.00		0.00	249,000.00	249,000.00
170112	1/11/2019	ICD SEC	CD-WORLDS FOREMOST	57079	981571CS9	100,000.00		0.00	100,000.00	200,000.00
170119	1/18/2019	ICD SEC	CD-WORLDS FOREMOST	57079	981571CU4	100,000.00		0.00	100,000.00	200,000.00
171214C	6/14/2019	ICD SEC	CD-ZB (ZION)	02270	98878BLQ9	249,000.00		0.00	249,000.00	249,000.00
2017 Investments & MM									21,455,000.00	
090102B	12/25/2018	Com Sec	FNR 2003-120 BY		31393UGR8	3,572.05		1,157.12	2,414.93	200,000.00
									2,414.93	
160606	5/1/2020	Northland	ANCHOR BAY MI SCH DISTRICT		032879-TC-2	500,000.00		0.00	500,000.00	500,000.00
161114B	2/1/2024	Northland	ANDOVER MN TAX		034313-ZU-3	300,000.00		0.00	300,000.00	300,000.00
130412	2/1/2024	Northland	BECKER MN TAX		075671LJ4	50,000.00		0.00	50,000.00	50,000.00
160317	2/1/2019	Northland	BECKER MN TAX		075663YH9	645,000.00		0.00	645,000.00	645,000.00
150903	11/1/2018	Northland	BROOKFIELD WI, TAXABLE		112857-BL-0	500,000.00		0.00	500,000.00	500,000.00
110310	2/1/2020	Northland	BROOKLYN CENTER ISD#286		113853-KG-9	285,000.00		0.00	285,000.00	285,000.00
17128A	4/1/2018	Northland	BURLINGTON WIS REFUND		122133-KW-0	25,000.00		0.00	25,000.00	25,000.00
120215B	6/1/2026	Northland	CEDAR RAPIDS IO TAX		150528-JU-2	50,000.00		0.00	50,000.00	50,000.00

2018 CASH AND INVESTMENT ACTIVITY

CITY	STATED					PRIN		SOLD/	BV	
INVEST #	MAT		SECURITY	FDIC #	CUSIP	BAL	PURCH	MATURE	PRIN	
	DATE	BROKER	DESCRIP			1/1/2018	2018	2018	12/31/2018	PAR
120606B	6/1/2022	Northland	CEDAR RAPIDS IO TAX		150528-N2-6	135,000.00		0.00	135,000.00	135,000
120606A	6/1/2023	Northland	CEDAR RAPIDS IO TAX		150528-PA-9	140,000.00		0.00	140,000.00	140,000
140620	12/1/2020	Northland	CELINA OHIO SCHOOL DISTR		151069-FD-8	300,000.00		0.00	300,000.00	300,000
130815A	12/1/2020	Northland	CHASKA, MN TAX		161664-DY-0	75,000.00		0.00	75,000.00	75,000
130815B	12/1/2021	Northland	CHASKA, MN TAX		161664-DZ-7	75,000.00		0.00	75,000.00	75,000
171129A	2/1/2019	Northland	CHASKA, MN TAX		161664-G4-7	120,000.00		0.00	120,000.00	120,000
140502	2/15/2020	Northland	COLLINGSWOOD NJ TAX		194756-PQ-9	145,000.00		0.00	145,000.00	145,000
140730A	6/1/2019	Northland	DES MOINES IA TAXABLE		25009X-GB-5	115,000.00		0.00	115,000.00	115,000
140730B	6/1/2020	Northland	DES MOINES IA TAXABLE		25009X-GC-3	145,000.00		0.00	145,000.00	145,000
170109	6/1/2022	Northland	DESMOINES IA TAX		250097-J3-7	200,000.00		0.00	200,000.00	200,000
141104	2/1/2022	Northland	DULUTH MN TAXABLE		264438-G5-5	150,000.00		0.00	150,000.00	150,000
151217A	12/1/2018	Northland	FARGO ND TAXABLE		30747N-BC-7	435,000.00		0.00	435,000.00	435,000
151216A	6/14/2018	Northland	FFCB		3133EF-SH-1	500,000.00		0.00	500,000.00	500,000
170712	7/1/2021	Northland	GARDENDALE ALA TAX		365478-DQ-6	240,000.00		0.00	240,000.00	240,000
171218B	3/1/2020	Northland	GLENDALE RIVER HILLS WIS TAX		378541-CN-4	135,000.00		0.00	135,000.00	135,000
171218C	2/15/2018	Northland	HALE COUNTY TAX		405468-CN-7	25,000.00		25,000.00	0.00	25,000
170823A	3/1/2018	Northland	HAWLEY MN SCHOOL DISTRICT		420416-EY-1	150,000.00		0.00	150,000.00	150,000
140320A	3/1/2019	Northland	HAWLEY MN SCHOOL DISTRICT		420416-EZ-8	390,000.00		0.00	390,000.00	390,000
140117	11/1/2019	Northland	HONOLULU TAXABLE		438670-Q4-6	275,000.00		0.00	275,000.00	275,000
150109	10/1/2022	Northland	HUBBARD COUNTY TAX		443348-DE-4	135,000.00		0.00	135,000.00	140,000
180212A	6/1/2018	Northland	IOWA WESTIN COMM COLLEGE		462612-RZ-7		160,000.00	0.00	160,000.00	160,000
180212B	6/1/2019	Northland	IOWA WESTIN COMM COLLEGE		462612-SA-1		140,000.00	0.00	140,000.00	140,000
180212C	6/1/2020	Northland	IOWA WESTIN COMM COLLEGE		462612-SB-9		160,000.00	0.00	160,000.00	160,000
120321	3/1/2022	Northland	MADISION WI SCHOOL DISTR		558495-KN-6	500,000.00		0.00	500,000.00	500,000
150708	2/1/2019	Northland	MAPLEWOOD MN TAX		56557-UM-5	350,000.00		0.00	350,000.00	350,000
161101	3/1/2019	Northland	MARSHFIELD WI TAX		572852-W4-9	145,000.00		0.00	145,000.00	145,000
121228B	9/1/2023	Northland	MIDDLETON WIS REFUND		596782-T6-7	300,000.00		0.00	300,000.00	300,000
120214B	9/1/2025	Northland	MIDDLETON WIS REFUND		596782-TJ-1	315,000.00		0.00	315,000.00	315,000
150430	2/1/2022	Northland	MINNETONKA ISD #276		604195-YG-6	270,000.00		0.00	270,000.00	270,000
130702A	1/1/2019	Northland	MINNETONKA ISD #276		604195-VW-4	285,000.00		0.00	285,000.00	285,000
130702B	1/1/2021	Northland	MINNETONKA ISD #276		604195-VY-0	400,000.00		0.00	400,000.00	400,000
120215A	1/1/2028	Northland	MINNETONKA ISD #276		604195-SB-4	50,000.00		50,000.00	0.00	50,000
160812	5/1/2023	Northland	MONROE MI TAX		611101-MF-0	190,000.00		0.00	190,000.00	190,000
130722	2/1/2021	Northland	MOUND MN TAXABLE		620835-W4-2	95,000.00		0.00	95,000.00	95,000
100803B	2/1/2018	Northland	NEW PRAGUE BAB		648159-TX-9	70,000.00		70,000.00	0.00	70,000
100803C	2/1/2019	Northland	NEW PRAGUE BAB		648159-TY-7	45,000.00		0.00	45,000.00	45,000
100803D	2/1/2020	Northland	NEW PRAGUE BAB		648159-TZ-4	70,000.00		0.00	70,000.00	70,000
141006	6/1/2020	Northland	NORTHEAST IOWA COMM COLLEGE		664214-JQ-7	320,000.00		0.00	320,000.00	320,000
161003A	2/1/2018	Northland	OLIVIA MN TAX		681079-YD-5	45,000.00		45,000.00	0.00	45,000
161003B	2/1/2019	Northland	OLIVIA MN TAX		681079-YE-3	95,000.00		0.00	95,000.00	95,000
161003C	2/1/2020	Northland	OLIVIA MN TAX		681079-YF-0	100,000.00		0.00	100,000.00	100,000
180131	3/1/2021	Northland	PALMYRA EAGE AREA SCHOOL		697165-EH-7		75,000.00	0.00	75,000.00	75,000
111031	6/1/2018	Northland	RACINE WIS TAXABLE		750021-6D-4	755,000.00		0.00	755,000.00	755,000
130624A	2/1/2023	Northland	RAMSEY COUNTY TAXABLE		751622-HH-7	595,000.00		0.00	595,000.00	595,000
130624B	2/1/2022	Northland	RAMSEY COUNTY TAXABLE		751622-HG-9	285,000.00		0.00	285,000.00	285,000
180124B	2/1/2019	Northland	RICHFIELD TAX TIF		763325-6K-8		25,000.00	0.00	25,000.00	25,000
171228A	2/1/2020	Northland	SCOTT COUNTY TAX		809557-AY-7	60,000.00		0.00	60,000.00	60,000
171228B	2/1/2021	Northland	SCOTT COUNTY TAX		809557-AZ-4	115,000.00		0.00	115,000.00	115,000
160420B	10/1/2018	Northland	SHEBOYGAN WIS TAX		82102R-BY-0	250,000.00		0.00	250,000.00	250,000
150804	11/1/2018	Northland	SHEBOYGAN WISCON REFUND		82102R-BM-6	800,000.00		0.00	800,000.00	800,000
120308A	12/1/2020	Northland	SHOREWOOD WIS TAX		825230-KU-8	150,000.00		0.00	150,000.00	150,000
120308B	12/1/2022	Northland	SHOREWOOD WIS TAX		825230-KW-4	150,000.00		0.00	150,000.00	150,000
120308C	12/1/2027	Northland	SHOREWOOD WIS TAX		825230-LB-9	225,000.00		0.00	225,000.00	225,000
120308D	12/1/2028	Northland	SHOREWOOD WIS TAX		825230-LC-7	465,000.00		0.00	465,000.00	465,000
170215	5/1/2019	Northland	SPARTA WIS REFUNDING		846748-HC-8	100,000.00		0.00	100,000.00	100,000
161222	2/1/2019	Northland	ST. PAUL MN PORT AUTHORITY TAX		793028-WR-8	145,000.00		0.00	145,000.00	145,000
110608	2/1/2019	Northland	WADENA MN BAB		930217-JD-7	95,000.00		0.00	95,000.00	95,000
170620A	6/1/2019	Northland	WATERLOO IOWA TAXABLE		941647-VS-5	210,000.00		0.00	210,000.00	210,000
170620B	6/1/2020	Northland	WATERLOO IOWA TAXABLE		941647-VT-3	210,000.00		0.00	210,000.00	210,000
130624C	6/1/2018	Northland	WATERLOO IOWA TAXABLE		941647-NZ-8	345,000.00		0.00	345,000.00	345,000
170823B	10/1/2019	Northland	WESTERN LAKE SUPERIOR		958522-XW-9	120,000.00		0.00	120,000.00	120,000
120215C	10/1/2019	Northland	WESTERN LAKE SUPERIOR		958522-WU-4	100,000.00		0.00	100,000.00	100,000
160728A	5/1/2020	Northland	WISCONSIN STATE TAX		97705M-DS-1	500,000.00		0.00	500,000.00	500,000
141205A	9/1/2018	Northland	WYANDOTTE KANSAS SD		982696-QE-9	125,000.00		0.00	125,000.00	125,000
									16,055,000.00	
120817A	5/1/2018	UBS	NYC-TAXABLE		64971QTU7	500,000.00		0.00	500,000.00	500,000
180108	10/1/2022	UBS	PALM BEACH COUNTY SOLID WASTE		64971QTU7		450,000.00	0.00	450,000.00	450,000
171211	7/1/2021	UBS	FLORIDA STATE BOARD OF ADMIN		341271AB0	235,000.00		0.00	235,000.00	235,000
160224B	12/1/2019	UBS	MCLEAN COUNTY IL SCHOOL DISTRIC		582018FF5	450,000.00		0.00	450,000.00	450,000
161208A	4/1/2023	UBS	NEW HOPE CULTURAL ED TAX		64542WAY6	250,000.00		0.00	250,000.00	250,000
161208B	11/1/2024	UBS	MICHIGAN FIN AUTH REV		59447TJX2	250,000.00		0.00	250,000.00	250,000
161216B	12/16/2022	UBS	CD-MERCANTIL COMM BANK		58733ADQ9	245,000.00		0.00	245,000.00	245,000

2018 CASH AND INVESTMENT ACTIVITY

CITY INVEST #	STATED MAT DATE	BROKER	SECURITY DESCRIP	FDIC #	CUSIP	PRIN BAL 1/1/2018	PURCH 2018	SOLD/ MATURE 2018	BV PRIN BAL 12/31/2018	PAR
161114A	7/1/2025	UBS	LEXINGTON FAYETTE AIRPORT		52909MCA0	300,000.00		0.00	300,000.00	300,000
160927A	5/1/2021	UBS	YPSILANTI MI SCHOOL DISTR		987864NY7	405,000.00		0.00	405,000.00	405,000.00
160928	3/28/2025	UBS	FHLB		3130A9CN9	300,000.00		0.00	300,000.00	300,000.00
160930E	9/30/2019	UBS	CD-JEFFERSON BANK & TRUST		472376AA0	245,000.00		0.00	245,000.00	245,000.00
160802	12/1/2027	UBS	TOOLE CITY UT TAX		89033RBU7	400,000.00		0.00	400,000.00	400,000
160826D	8/24/2026	UBS	FHLB		3130A8Z63	300,000.00		0.00	300,000.00	300,000
160830A	8/28/2026	UBS	FHLB		3130A8ZF3	300,000.00		0.00	300,000.00	300,000
160830B	8/28/2023	UBS	FHLMC		3134GAAGO	300,000.00		0.00	300,000.00	300,000
160830C	8/1/2022	UBS	NEW YORK CITY TAXABLE		64966MED7	300,000.00		0.00	300,000.00	300,000
160830D	8/24/2023	UBS	FNMA		3136G32Y0	250,000.00		0.00	250,000.00	250,000
160705	11/1/2021	UBS	MICHIGAN STATE TAX		594612CX9	300,000.00		0.00	300,000.00	300,000
160718	12/1/2021	UBS	LITTLE MIAMI OHIO SCHOOL		537292KY9	345,000.00		0.00	345,000.00	345,000
160726	7/26/2024	UBS	FHLMC		3134G9N78	500,000.00		0.00	500,000.00	500,000
160727	5/1/2022	UBS	NORTH BRANCH SCHOOL TAX		657740F50	500,000.00		0.00	500,000.00	500,000
160601	2/15/2022	UBS	MCALLEN TAX		582018F5	200,000.00		0.00	200,000.00	200,000
160613	12/1/2020	UBS	SCHILLER PARK TAX		806272ILM6	325,000.00		0.00	325,000.00	325,000
160526	5/1/2020	UBS	MILAN MICH SCHOOL TAX		598801JD1	500,000.00		0.00	500,000.00	500,000
160412	5/1/2019	UBS	LINCOLN SD TAX		533883NG5	500,000.00		0.00	500,000.00	500,000
160422	5/15/2021	UBS	UNIVERSITY OF CA TAX		91412GFS9	500,000.00		0.00	500,000.00	500,000
160428	10/28/2022	UBS	FNMA		3136G3JS5	250,000.00		0.00	250,000.00	250,000
161018	7/1/2024	UBS	SELMA ALA TAX		816459QV6	500,000.00		0.00	500,000.00	500,000
161026	10/1/2024	UBS	HONOLULU TAX		4386705W7	300,000.00		0.00	300,000.00	300,000
130611	5/21/2018	UBS	FNMA		3135GOXDO	750,000.00		0.00	750,000.00	750,000
030630A	6/15/2018	UBS	FHR 2628 AB		31393VMQ1C	553.50		258.26	295.24	200,000
030730A	8/25/2018	UBS	FNR 2003-74-KN		31393EAL3C	1,042.57		166.15	876.42	300,000.00
121207	11/1/2018	UBS	NYC GEN TAX		64971QH55	500,000.00		0.00	500,000.00	500,000
040730A	7/15/2019	UBS	FHR 2822 DB		31395C3S8	865.81		866.54	-0.73	500,000
130606B	11/1/2019	UBS	NYC GEN TAX		64971QH63	1,000,000.00		0.00	1,000,000.00	1,000,000
150310	4/1/2020	UBS	MONTGOMERY ALA TAX		613035L69	400,000.00		0.00	400,000.00	400,000
151207	12/1/2020	UBS	SACRAMENTO TAXABLE		786060BB8	300,000.00		0.00	300,000.00	300,000
970625	2/25/2021	UBS	FNMA FNR-1991-7 H		31358FZW2	1,000.00		0.00	1,000.00	129,000
970917B	9/15/2021	UBS	FHLMC REMIC SERIES FH194E		312904GT6C	80.09		23.29	56.80	255,714
151104	3/1/2022	UBS	NEW YORK TAXALBE		64966KQC0	500,000.00		0.00	500,000.00	500,000
001127	7/25/2022	UBS	FNR G92-35		31358PHV2C	690.86		19.11	671.75	75,215
021004	8/25/2022	UBS	FNR 1992-125L		31358PS40C	803.28		15.18	788.10	52,000
020826	10/15/2022	UBS	FHR 1391D		312912LUO	652.07		26.67	625.40	59,990
150812	6/1/2023	UBS	CHARLOTTE TAXABLE		161037L61	300,000.00		0.00	300,000.00	300,000
010328	6/25/2023	UBS	FHG14A		312916PD5R	2,000.00		0.00	2,000.00	152,000
151009	9/1/2024	UBS	NJ ENVIRONMENTAL INFRASTRUCTUR		645791CAO	270,000.00		0.00	270,000.00	270,000
151023	10/1/2024	UBS	MADISON TAXABLE		55844RKN3	640,000.00		0.00	640,000.00	640,000
150311	3/11/2025	UBS	CD-HBSC BANK		40434ASB6	240,000.00		0.00	240,000.00	240,000
									15,106,312.98	
TOTAL INVESTMENTS						61,031,260.23	4,306,000.00	2,988,532.32	62,348,727.91	
Unamortized Premiums						1,457,335.04			1,457,335.04	
Unamortized Discounts						(3,294,871.24)	(9,692.75)		(3,304,563.99)	
BOW						6,736,009.95	4,129,121.52	6,584,850.67	4,280,280.80	
Money Market Accounts						3,601,475.54	1,516,898.19	1,500,000.00	3,618,373.73	
Net Cash and Investments						69,531,209.52	9,942,326.96	11,073,382.99	68,400,153.49	

CC Regular Session**4.3.****Meeting Date:** 03/13/2018**By:** JoAnn Shaw, Community Development

Information**Title**

Note the Following Boards and Commissions Meeting Minutes:

- Environmental Policy Board Meeting Minutes Dated December 18, 2017
- Planning Commission Meeting Minutes Dated January 4, 2018
- Park and Recreation Commission Meeting Minutes Dated January 11, 2018
- Economic Development Meeting Minutes Dated January 11, 2018
- Economic Development Meeting Minutes Dated January 25, 2018

AttachmentsEPB Minutes 12.18.17PC Minutes 01.04.18Park Minutes 01.11.18EDA 01.11.18EDA 01.25.18

Form Review**Inbox**

Kurt Ulrich

JoAnn Shaw (Originator)

Kurt Ulrich

Form Started By: JoAnn Shaw

Final Approval Date: 03/08/2018

Reviewed By

JoAnn Shaw

JoAnn Shaw

Kurt Ulrich

Date

03/08/2018 09:34 AM

03/08/2018 09:35 AM

03/08/2018 02:25 PM

Started On: 03/05/2018 09:32 AM

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

On Monday, December 18, 2017, the Environmental Policy Board (EPB) met in the COR Conference Room at the Ramsey Municipal Center, 7550 Sunwood Drive N.W., Ramsey, Minnesota.

Members Present: Chairperson Thomas Stodola
 Board Member Jane Covart
 Board Member Michael Hiatt
 Board Member Lucas Trossen
 Board Member Michael Valentine

Members Absent: Board Member Colleen Anderson
 Board Member Reid Bernard

Also Present: City Planner Chris Anderson

1. CALL TO ORDER

Chairperson Stodola 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 Chairperson Stodola to approve the agenda as submitted.

Motion carried. Voting Yes: Chairperson Stodola, Board Member Hiatt, Covart, Trossen, and Valentine. Voting No: None. Absent: Board Members Anderson and Bernard.

4. APPROVE MINUTES

4.01: Approve Meeting Minutes Dated November 13, 2017

Motion by Board Member Covart and seconded by Chairperson Stodola to approve the regular meeting minutes dated November 13, 2017.

Motion carried. Voting Yes: Chairperson Stodola, Board Member Covart, Hiatt, Trossen, and Valentine. Voting No: None. Absent: Board Members Anderson and Bernard.

5. POLICY BOARD BUSINESS

5.01: Consider Landscape Plan for Affinity at Ramsey (Project No. 17-142); Case of Inland Group

City Planner Anderson presented the staff report. He stated that the City has a purchase agreement in place to sell about four acres of land adjacent to Municipal Plaza for a proposed residential apartment building. He stated that the City has received an application for Sketch Plan review of a new, 175-unit apartment building at the southwest corner of Ramsey Parkway and Center Street and would serve the 55+ demographic. He reviewed details of the proposed Landscape Plan associated with the project.

Board Member Hiatt asked if there would be surface parking as well.

City Planner Anderson highlighted the areas of surface parking, noting that the remainder of the parking would be included as the first, partially underground, floor of the building. He stated that staff recommends approval of the Landscape Plan contingent upon the compliance with the Staff Review Letter. He provided additional details on the transition to the electronic permit submittal and review system the City is using. He noted that the new system will allow all departments to review and provide comments at the same time, rather than waiting for one department to make comments before passing the plans on to another department.

Board Member Hiatt asked if the City has developed its plan for the greenway area nearby this area.

City Planner Anderson stated that staff recently received authorization from the City Council to proceed with the schematic design for the park area within The COR.

Board Member Hiatt asked for timing details, specifically whether this project would be constructed near the same time as the park improvements.

City Planner Anderson stated that he was unsure of the timeframe for the construction and completion of the park improvements and at this time is only aware of the authorization to prepare the schematic designs for the park improvements.

Motion by Board Member Valentine and seconded by Board Member Hiatt to recommend approval of the Landscape Plan contingent upon compliance with the Staff Review Letter.

Motion carried. Voting Yes: Chairperson Stodola, Board Member Valentine, Hiatt, Covart, and Trossen. Voting No: None. Absent: Board Members Anderson and Bernard.

5.02: Review Landscape Plan for New Elementary School

City Planner Anderson presented the staff report. He stated that the new elementary school is proposed to be constructed on Nowthen Boulevard, directly east of 170th Avenue. He noted that this will be in addition to the existing Ramsey Elementary School. He stated that the project includes a 90,000-square foot building footprint, plus outdoor play spaces, parking and a bus corral. He noted that the intention is for the new school to be open for the 2019-2020 school year. He reviewed the details of the proposed plans. He stated that staff recommends approval of the Landscape Plan contingent upon compliance with the Staff Review Letter. He noted that the

School District would like to bid the project as early as March, should they gain all necessary approvals.

Motion by Board Member Valentine and seconded by Board Member Covart to recommend approval of the Landscape Plan contingent upon compliance with the Staff Review Letter.

Motion carried. Voting Yes: Chairperson Stodola, Board Member Valentine, Covart, Hiatt, and Trossen. Voting No: None. Absent: Board Members Anderson and Bernard.

5.03: Review Draft Natural Resources Chapter of Comprehensive Plan

City Planner Anderson presented the staff report. He explained that the purpose of the case is to review the draft Natural Resources Chapter of the Comprehensive Plan and provide initial feedback to staff. He noted that the draft chapter was reviewed by the Steering Committee on December 11th. He provided a summary of the draft Chapter and noted that this will not be the last time the Board reviews this chapter. He asked for input from the Board, should they feel that something is lacking from the draft chapter.

Chairperson Stodola stated that the initial topics seemed to align with the topics from the Board's Workplan.

City Planner Anderson acknowledged that the Comprehensive Plan is a ten-year planning document but noted that staff and the Steering Committee also attempted to incorporate the broad topics from the Board's Workplan into the draft chapter.

Board Member Hiatt stated that he was pleased to see a mention of GreenStep, as he believed that there had been opposition to the program in the past. He asked if there has been any thought to wind energy. He acknowledged that solar energy is more common but asked if there should be a mention of wind energy, should that technology become more available in the next ten years.

City Planner Anderson noted that wind energy has been addressed in the zoning code, but acknowledged that there have been some advancements in technology since the ordinance has been written. He noted that another statement could be added to address future technologies that may emerge during the next ten years.

Board Member Valentine mentioned a newspaper article that he read today regarding solar energy and the remarkable growth that technology has encountered.

Board Member Hiatt stated that there are some really good ideas included in the draft chapter, noting that he was pleased to see the use of incentives for water reuse.

Board Member Covart asked if there are other programs similar to GreenStep that could be explored.

City Planner Anderson stated that there could be similar initiative programs out there.

Board Member Covart stated that she was not familiar with GreenStep but thought that it could be interesting for the Board to look for similar programs.

City Planner Anderson provided background information on the GreenStep program, noting that it is a voluntary program without commitment. He stated that the more items you accomplish voluntarily, the more recognition you would receive. He stated that the intention of the Board was for the City to look at its own initiatives and see what the City could be doing as a leader. He noted that there was some opposition and provided reasoning that was given.

Chairperson Stodola agreed that the City did not need to join GreenStep in order to explore initiatives and review policies.

Board Member Hiatt stated that he viewed the program as a resource that staff could use to gather additional Best Management Practices and other shared data.

City Planner Anderson confirmed the consensus of the Board that they are comfortable with the direction of the draft chapter.

6. BOARD / STAFF INPUT

- **Meeting Dates for January and February (due to Martin Luther King Jr. Day and Presidents Day, these meetings need to be rescheduled)**

City Planner Anderson stated that the January and February meeting dates will need to be re-scheduled as they fall on dates that City Hall will be closed. He noted that he will send out a poll to determine the best date for those meetings.

Board Member Valentine asked if there will be a future meeting when presentations will be received from the Resilient Communities Program.

City Planner Anderson stated that Community Development is working to develop an open house style meeting with all of the student groups on an evening prior to the City Council meeting where the Mayor provides the State of the City speech. He noted that will give the students an opportunity to present their information to all Board/Commission/Council members that would be interested, rather than attempt to schedule multiple meetings. He noted that once the dates are confirmed, he will pass that information to the Board. He confirmed that he will send out an email to confirm dates for the January and February meetings.

- **Possible Metropolitan Council Water Study**

City Planner Anderson stated that there is an opportunity, through the Metropolitan Council, to participate in a study that would look at ground water supply and aggressive conservation strategies. He noted that he passed the information on to the Board through email earlier today. He asked if there would be any objection from the Board in the City offering to participate in the study. He noted that the City may not be selected but he wanted to discuss the opportunity with the Board. He noted that additional information could be brought to the Board at their January meeting.

Board Member Hiatt asked and received confirmation that this study would only look at City wells and would not monitor private wells. He stated that data can never hurt and can only help to inform and therefore would support this opportunity.

Chairperson Stodola stated that he would be excited to be a part of a scientific study that could help the City to collect data as well.

Board Member Valentine agreed that it would be helpful to broaden the base of information that is available to policy makers. He stated that his only concern is what will be done with the information as he would want to ensure that the information would lead to equitable treatment of communities within the Metropolitan Council area. He used the example of Ramsey being stringent with their water use while perhaps a neighboring community does not follow that path and still obtains a cost savings in their water costs because of Ramsey's efforts. He stated that he would want to ensure that whatever is done following this study is applied to all communities in the Metropolitan Council's reach and not only to the cities that participate in the study.

Board Member Trossen asked if any neighboring communities are also on the list.

Board Member Covart noted that Andover was listed as the first community on the list and advised that Maple Grove and Brooklyn Park are also included on the list. She referenced a table that was included that listed communities that buy water from other communities. She asked the purpose of that table and specifically if that would mean that Ramsey could sell water to other communities, should the City manage their water well.

City Planner Anderson stated that he was unsure of the reason for including that table. He provided additional details on an upcoming meeting between the Ramsey City Engineer and a representative from the Metropolitan Council regarding possible surface water treatment options.

City Planner Anderson confirmed the consensus that the Board is open to participating in the study with the Metropolitan Council, should Ramsey be chosen, with the noted concern about equitable application of the results across the region.

7. ADJOURNMENT

Motion by Board Member Valentine and seconded by Chairperson Stodola to adjourn the meeting.

The meeting adjourned at 7:40 p.m.

Respectfully submitted,

Chris Anderson
City Planner

ATTEST:

JoAnn Shaw
Community Development Secretary

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, January 4, 2018, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Chairperson Randy Bauer
 Commissioner Bruce Anderson
 Commissioner Cheri Gengler
 Commissioner Cindy Nosan
 Commissioner Patrick Surma
 Commissioner Gary VanScoy

Members Absent: Commissioner Ralph Brauer

Also Present: Community Development Director Timothy Gladhill
 City Planner Chris Anderson
 City Planner Chloe McGuire Bergle

1. CALL TO ORDER

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

Chairperson Bauer welcomed City Planner McGuire Bergle to the City of Ramsey.

2. CITIZEN INPUT

None.

3. APPROVAL OF AGENDA

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

Motion Carried. Voting Yes: Chairperson Bauer, Commissioners VanScoy, Surma, Anderson, Gengler, and Nosan. Voting No: None. Absent: Commissioner Brauer.

4. APPROVE PLANNING COMMISSION MINUTES

4.01: Approve the Following Planning Commission Minutes:

4.01.1: Planning Commission Meeting Minutes Dated December 7, 2017

Motion by Commissioner VanScoy, seconded by Commissioner Nosan, to approve the following minutes as presented: Planning Commission Meeting Minutes dated December 7, 2017.

Motion Carried. Voting Yes: Chairperson Bauer, Commissioners VanScoy, Nosan, Anderson, Gengler, and Surma. Voting No: None. Absent: Commissioner Brauer.

5. PUBLIC HEARINGS/COMMISSION BUSINESS

5.01: Public Hearing: Comprehensive Plan Amendment, Zoning Amendment, and Site Plan for Ramsey Elementary Campus 2 (Project #17-109)

Public Hearing

Chairperson Bauer called the public hearing to order at 7:03 p.m.

Presentation

Community Development Director Gladhill presented the staff report stating the purpose of this case is to review the Comprehensive Plan Amendment to reguide the property from Low Density Residential to Public/Quasi Public, Rezoning from R-1 Residential (MUSA) to Public/Quasi Public, and Site Plan for Ramsey Elementary Campus 2. This case is being reviewed based on the standards within the B-1 General Business Zoning District. This is in keeping with the City's past practice for similar projects. Staff provided further comment on the request and recommended approval.

Citizen Input

Commissioner VanScoy commented on the importance of a traffic study and discussed how safety would be of the utmost importance given the fact there could be a large number of children walking to the elementary school from the neighborhood to the west (Brookfield Addition). He asked if a crosswalk was being considered.

Community Development Director Gladhill explained this may or may not be a walkable neighborhood. He noted this determination would be made by the school district. He stated pedestrian safety would have to be addressed by the school district if it was deemed walkable and a traffic signal and crosswalk would have to be pursued. He reported further information on this topic would be available once the traffic study was complete.

Commissioner Surma questioned how the school district would handle getting busses in and out of the school in a safe manner.

Community Development Director Gladhill deferred this question to the school district representatives.

Steve Anderson, School District representative, explained the school was waiting on the traffic study before making any final decision but he anticipated a signal would be installed at 170th. He stated conversations with the County were being held regarding a second controlled intersection. He described the site layout and noted busses would be kept separate from parent cars.

Chairperson Bauer stated an underpass or tunnel under County Road 5 would be much safer than a crosswalk for students walking to and from the school.

Mr. Anderson anticipated students from the Brookfield Addition would be bussed noting a final determination would be made after the School District receives the traffic study.

Chairperson Bauer asked how many staff and teachers would be working out of this building.

Mr. Anderson estimated this school would have 140 staff and support members.

Chairperson Bauer questioned how the building would handle overflow and additional parking for an event that occurred during the school day, given the fact there would only be 20 extra parking spaces.

Mr. Anderson stated typically large events would be held afterschool and overflow parking could run into the overflow/bus area.

Jay Pomeroy, landscape architect for the School District, estimated that 80 to 100 cars could be parked in the overflow/bus area.

Commissioner Nosan anticipated the same signage and crossing guards would be used at this elementary school as was used at the other elementary school in Ramsey, also located on County Road 5. She recommended that a middle turn lane be installed along County Road 5 to allow cars to turn left into the school without holding up traffic.

Mr. Anderson stated he has had conversations with the County regarding traffic flow along County Road 5. He understood some sort semi-four was needed at 170th. He explained that conversations would continue with the Anoka County Highway Department after receiving the results from the traffic study.

Community Development Director Gladhill commented further on the potential semi-four that would be installed at 170th and discussed how this would assist with traffic safety surrounding the school.

Chairperson Bauer questioned if this semi-four was necessary given the fact it traffic in and out of the school would only be heavy two times a day for short periods of time.

Community Development Director Gladhill explained the City would know more about the semi-four once the traffic study was complete. He anticipated that a flashing yellow light would be

installed to assist those turning left into the school. He believed that a traffic light was a better option than no traffic light.

Commissioner Nosan stated a roundabout may be a better option at this intersection as it would slow traffic down.

Commissioner Gengler asked what the capacity would be for this school.

Mr. Anderson explained the school district was anticipating the school would have 750 students with a maximum of 1,000.

Commissioner VanScoy questioned how many students were at the current Ramsey Elementary.

Mr. Anderson stated this numbers was about 1,200 to 1,300 students.

Commissioner Surma inquired if the elementary school could be expanded to have a second floor.

Mr. Anderson explained the School District was proposing a two-story building with room for expansion.

Commissioner VanScoy appreciated the fact that the School District would be separating the vehicle and bus traffic. He stated he supported the overall design of the project and Site Plan.

Ralph Brauer, 14419 Waco Street, stated he appreciated how well the School District works to manage traffic. He explained that it was in the best interest of himself and his family that he resign effective immediately from the Planning Commission. He thanked the City for allowing him to opportunity to serve this community.

Chairperson Bauer thanked Commission Brauer for his years of dedicated service to the City of Ramsey. He offered Commissioner Brauer a standing ovation and was joined by the other members of the Planning Commission.

Carla Thompson, 6210 Green Valley Road, stated her mother's home was just north of the proposed school. She expressed frustration that her mother never received notice of the School District regarding their plans. She believed this was unfair and requested a buffer be put in place to screen the school at the north property line.

Janice Wright, 17105 Nowthen Boulevard, requested the City put a row of evergreen trees along the property line in order to separate her property from the school. She explained she has 42 acres north of the school that she would like to remain quiet.

Community Development Director Gladhill commented on the Site Plan and noted a berm with landscaping was proposed for this property line.

Mr. Anderson stated the School District would be willing to work with the City to install trees and landscaping on the berm to alleviate Ms. Wright's concerns.

Community Development Director Gladhill questioned what the School Districts timeline was for bidding and construction.

Mr. Anderson explained the School District would like to bid the project in February in order to break ground sometime in April.

Chairperson Bauer asked if there were any other contingencies that should be added to this item.

Commissioner Anderson stated he could support the School Districts request noting the berm with landscaping would have to be included.

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

Motion Carried. Voting Yes: Chairperson Bauer, Commissioners VanScoy, Surma, Anderson, Gengler, and Nosan. Voting No: None. Absent: Commissioner Brauer.

Chairperson Bauer closed the public hearing closed at 7:44 p.m.

Commission Business

Motion by Commissioner VanScoy, seconded by Commissioner Surma, to recommend that City Council adopt Resolution #2018-04 Approving the Comprehensive Plan Amendment; Ordinance #2018-03 Rezoning the Subject Property from R-1 Residential (MUSA) to Public/Quasi Public; and Resolution #2018-05 Approving the Site Plan for Ramsey Elementary Campus 2.

Motion Carried. Voting Yes: Chairperson Bauer, Commissioners VanScoy, Surma, Anderson, Gengler, and Nosan. Voting No: None. Absent: Commissioner Brauer.

6. COMMISSION BUSINESS

6.01: Consider Sketch Plan Review for Affinity at Ramsey (Project #17-142); Case of Inland Group

Presentation

Community Development Director Gladhill presented the Staff Report stating the City has a purchase agreement in place to sell about four (4) acres of land adjacent to Municipal Plaza for a proposed residential apartment building (intended for 55+). The City has received an application for Sketch Plan review of a new, 173-unit apartment building at the southwest corner of Ramsey Parkway and Center Street (the "Subject Property"). The project would serve the 55+ demographic.

Commission Business

Commissioner VanScoy thanked staff for the thorough staff report for this Sketch Plan. He stated he was pleased to see how the proposed parking met the City's vision for this area.

Commissioner Nosan requested further information regarding the property lines for the proposed project.

Community Development Director Gladhill reviewed the property lines for the project with the Commission. He noted a portion of the project would be greenway for Municipal Park.

Keith James, Inland Group, thanked the Commission for their time. He thanked staff for the thorough presentation. He commented on his intent to utilize a three-story building over a parking structure. He explained the development would have 1.5 parking stalls per unit. He provided further comment on the amenities that would be included in the development.

Commissioner Anderson asked if this would be a 55+ age restricted community.

Mr. James reported this was the case.

Commissioner Anderson questioned if the cost for the parking space would be included in the rent.

Mr. James stated it was his intention to have a parking stall, cable, internet, etc. all included in the price of rent.

Commissioner Anderson explained he was very pleased by the proposed exterior building materials and noted they would be a nice fit into this part of the City.

Commissioner Surma requested further information on how the site will be managed.

Mr. James reported the building would be constructed by a contractor and the property would be managed by six or seven full-time employees.

Commissioner Surma recommended the units have sound-deadening measures in order to assist with controlling sound within the units.

Nick Conniff, Kaas Wilson Architects in Minneapolis, explained these R-2 apartments would meet all sound measure requirements within State building code.

Commissioner Surma stated he supported the Site Plan as proposed by Inland Group and asked for further information on the gazebo and four-season porch.

Mr. Conniff discussed these amenities and noted they would be used as sitting areas.

Commissioner Surma requested all vent pipes be painted to match the roof color.

Commissioner Gengler questioned how this development would be separated from the public greenspace.

Mr. James reported there would be a walkway between the two spaces. He provided the Commission with further information on Inland Groups proposed construction timeline noting he hoped to begin construction in July of this year.

Commissioner VanScoy believed the building had a fabulous design and he appreciated how the developer had worked to meet the City's parking requirements. He stated he offered his support to the proposed project.

Commissioner Anderson recommended the Parks Commission review the sidewalk connections from this development to the public green space.

Community Development Director Gladhill reported the Parks Commission would be discussing this valuable trail connections.

Chairperson Bauer thanked Mr. James for addressing the Commission's questions and encouraged him to move forward with his project as presented.

6.02: Receive Update on Variance Request located at 7214 167th Terrace NW; Case of Brandon Sis

Presentation

City Planner Anderson presented the Staff Report stating the purpose of this case is to receive an update on a case previously reviewed by the Planning Commission. No action is being requested, as additional discussions are ongoing. Staff is currently working with the Anoka Conservation District and Lower Rum River Watershed Management Organization to establish a broader solution and noted a wetland delineation would be completed this spring.

7. COMPREHENSIVE PLAN UPDATE ITEMS

7.01: Review Draft Economic Development Chapter of Comprehensive Plan

7.02: Review Draft Natural Resources Chapter of Comprehensive Plan

Community Development Director Gladhill reviewed the draft Economic Development Chapter with the Commission.

City Planner Anderson discussed the draft Natural Resources Chapter of on the Comprehensive Plan with the Commission.

Commissioner Surma recommended that the City address the use of salt on its roadways and that a shift to sand be made.

Commissioner VanScoy recommended the City's drinking water also be a priority within the Comprehensive Plan.

8. COMMISSION / STAFF INPUT

8.01: Receive Staff Update

The Staff Update was noted.

8.02: Zoning Bulletins

Zoning Bulletins were noted.

9. ADJOURNMENT

Chairperson Bauer noted he would not be able to attend the February Planning Commission meeting.

Commissioner Anderson stated he would not be able to attend the March or April Planning Commission meetings.

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

Motion Carried. Voting Yes: Chairperson Bauer, Commissioners Anderson, Surma, Gengler, Nosan, and VanScoy. Voting No: None. Absent: Commissioner Brauer.

The regular meeting of the Planning Commission adjourned at 8:47 p.m.

Respectfully submitted,

Tim Gladhill
Community Development Director

ATTEST:

JoAnn Shaw
Community Development Assistant

Drafted by Heidi Guenther
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 January 11, 2018, at Ramsey City Council Chambers, 7550 Sunwood Drive NW.

Commission Members Present: Chair Shane Bennett
 Commissioner Andrew Andrusko
 Commissioner Russell Bayer
 Commissioner Jennifer Leistico
 Commissioner Jon Trappen

Commission Members Absent: Commissioner Brandon Sis
 Commissioner Charles Tchuinkwa

Also Present: Parks & Assistant Public Works Superintendent Mark Riverblood

1. CALL TO ORDER

Chair Bennett called the Park and Recreation Commission meeting to order at 6:30 p.m.

Chair Bennett welcomed Andrew Andrusko as a new member of the Park and Rec Commission.

2. CITIZEN INPUT

Chair Bennett welcomed several students from Elk River High School in attendance.

3. APPROVE AGENDA

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

Motion carried. Voting Yes: Chair Bennett, Commissioners Leistico, Bayer, Andrusko, Trappen. Voting No: None. Absent: Commissioner Sis and Commissioner Tchuinkwa.

4. APPROVE MINUTES

4.01: Approve Park and Recreation Commission Meeting Minutes

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

1) Park and Recreation Commission Regular Meeting Minutes dated November 9, 2017.

Motion carried. Voting Yes: Chair Bennett, Commissioners Bayer, Trappen, Andrusko and Leistico. Voting No: None. Absent: Commissioner Sis and Commissioner Tchuinkwa.

5. COMMISSION BUSINESS

5.01: Approve Greenway and Recreation District Maps as Working Documents for Park Planning

Parks & Assistant Public Works Superintendent Riverblood indicated the Trott Brook Boardwalk project, is a currently missing link in the Greenway. He recalled that this Boardwalk project was previously recommended by the Commission to begin construction in August 2018.

Mr. Riverblood presented a map of the Trott Brook Boardwalk area, highlighting the boardwalk is beyond the Brookfield subdivision, in the area of parkland received by the City in 1994/1995. The proposed Boardwalk will also include a pull-off parking area, which will allow people to access the Trott Brook Boardwalk as well as the Trott Brook trail.

Mr. Riverblood reviewed the history of the Greenway and the trails that connect everything together. In 2002, the potential greenways were mapped in the City of Ramsey. These are areas with natural features and are largely contiguous. The Trott Brook greenway, then, rose to the top because it is the largest area of contiguous natural resources in the City. The City subsequently applied for and received a \$500,000 grant for conservation and trail easements from willing sellers. Most recently, the Council has approved plans and specifications for Trott Brook earlier this week. The Greenway connects to the larger community but also connects to desirable destinations: areas of retail, the community parks, the high school, and the library.

Mr. Riverblood noted that even as the City is in the midst of the 2040 Comp Plan, it is important to remember the context of the community involvement surrounding the 2030 Comp Plan. He emphasized how important this long-term planning is, as it is the mechanism by which the City moves things ahead and gets things done. He recalled a number of the park and rec goals completed as a result of the 2030 Comp Planning.

Mr. Riverblood provided a brief history of the conception of the City's Recreation Districts back in the early 1990s. Recreation Districts are basically larger neighborhoods, the boundaries of which are large county roads or streams that are not comfortable for young people to cross. He continued that the City of Ramsey does not have the resources to create and maintain community parks everywhere, throughout the city, so the goal is to create connectivity to these community parks, so there are not tiny parks scattered everywhere, but have high-quality community parks accessible.

Mr. Riverblood noted also that the February agenda for the Park and Rec Commission includes approving the County's plan to realign the Central Anoka County Regional Trail and connect greenways to retail, modes of travel, and parks themselves.

Mr. Riverblood noted that the Greenway touches every single recreation district.

Chair Bennett thanked Mr. Riverblood for the presentation and especially for the emphasis on the connectivity in this plan. He noted the plan meets the goal of connected community, maintaining rural green spaces, and allowing the City to leverage the larger, more centralized parks.

Mr. Riverblood responded that over the course of the last 18 months during the community engagement process, two themes have been repeated: residents want the City to keep its eye on maintaining its rural character and/or the balance between amenities and destinations with the rural character. The Greenway plan does that. It creates connectivity, and the Greenways provide the elements of rural character that residents value.

Chair Bennett stated he is open to entertaining a motion or further comments from the Commissioners.

Commissioner Andrusko recalled the goal to create connectivity with Elk River. He asked whether there is value in showing how the proposed Greenway connections relate to other communities.

Mr. Riverblood noted that is where the scale of the Recreation Districts come in. In the park system, it is at the level of the Recreation Districts where discussion is held regarding both opportunities within that district and also relationships to other community connections. For instance, with regard to the Mississippi Recreation District, that is exactly where staff wants to talk about goals and priorities within that area and how those reinforces the greater good.

Mr. Riverblood continued that another goal is to create a story map, so residents can visually navigate their way around the City of Ramsey. Along those lines, on January 23rd, staff is hosting an open house for the fall semester of the Resilient Communities project, and there are many dozens of 4-foot high posters that capture and illustrate these various projects. The lobby and hallway will be lined with these posters, to illustrate the interesting planning-level work that is happening.

Chair Bennett invited members of the public to the January 23rd open house.

Motion by Commissioner Trappen, seconded by Commissioner Leistico, to approve the Greenway and Recreation District maps as working documents for park planning.

Motion carried. Voting Yes: Chair Bennett, Commissioners Trappen, Leistico, Andrusko, and Bayer. Voting No: None. Absent: Commissioner Sis and Commissioner Tchuinkwa.

5.02: Recommend Developing a Schematic Design-level Plan for the Lake Itasca Greenway

Parks & Assistant Public Works Superintendent Riverblood noted that the Itasca Greenway project relates to the Resilient Communities project previously discussed. Staff anticipates working with one or two professors on the schematic design. The purpose of this case is to get Commission direction to proceed however staff may need to, or have opportunity to, for that schematic design level for Lake Itasca Greenway.

Mr. Riverblood asked for feedback from the Commission to avoid misunderstanding or misinformation on what the Greenway is and where it could be. A schematic design-level plan will fill in the gaps, depending on what is received from the University of Minnesota project.

Chair Bennett confirmed it would be wonderful to work with the Resilient Communities group to move this along and encouraged a greater level of detail on the Greenway project.

Commissioner Andrusko concurred that a greater level of detail would be helpful, both to the Commission as well as the City Council who requested it during the previous discussion of the potential at Lake Itasca Greenway project.

Mr. Riverblood added that if the staff is able to get the schematic design so the goals are clear, staff will bring it back to the Park and Rec Commission, for recommendation that the Council adopt it as a formalized plan. If that can be accomplished before the completion of the Comp Plan, it can be inserted into that. As the Commission knows, the Comp Plan is gold. If a formalized plan is included, it will chart the course. The current landowner is willing to convey the Greenway. But if he/she sells to another group, it could become smaller parcels, and it would be more difficult, along with changes of land use. Adopting this plan as soon as possible would be very helpful.

Motion by Commissioner Bayer, seconded by Commissioner Andrusko, to approve the Lake Itasca Greenway as a priority for planning purposes, and develop schematic design-level plans.

Motion carried. Voting Yes: Chair Bennett, Commissioners Bayer, Andrusko, Leistico, and Trappen. Voting No: None. Absent: Commissioner Sis and Commissioner Tchuinkwa.

6. COMMISSION/STAFF INPUT

Parks & Assistant Public Works Superintendent Riverblood noted he generally provides an update on the skating season at the January Park and Rec Commission meeting. He reported that hockey rink usage is down significantly due to the cold weather. Also important to note, is the slight downward trend the past couple years in ice skating. In past years, staff tried building a casual rink at Bear Park, which was discontinued due to lack of usage. Residents expressed some desire for it this year, it was opened, and a trailcam was installed about a week ago. In the past week, 22 folks have skated. Staff will continue to evaluate the usage alongside the labor and cost of installing that ice, but it probably does not look too promising in future years, as there is a significant amount of time and resources required.

Mr. Riverblood also noted that staff has finalized the concerts for the 2018 season.

7. ADJOURNMENT

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

Motion carried. Voting Yes: Chair Bennett, Commissioners Leistico, Bayer, Andrusko and Trappen. Voting No: None. Absent: Commissioner Sis and Commissioner Tchuinkwa.

The Park and Recreation Commission meeting adjourned at 7:01 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Mark Riverblood', with a long horizontal line extending to the right.

Mark Riverblood
Parks & Assistant Public Works Superintendent

Drafted by Allison Burr
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, January 11, 2018, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Chairperson Jim Steffen
 Member Brian Burandt
 Member Glen Hardin
 Member Jill Johns
 Member Dominic Kanaventi (left the meeting at 8:18 a.m.)
 Member Chris Riley
 Member Wayne Skaff

Members Absent: Member John LeTourneau

Also Present: Patrick Brama, Econ. Dev. Mgr/Assistant City Administrator
 Kurt Ulrich, City Administrator

1. CALL TO ORDER

Chairperson Steffen called the Economic Development Authority meeting to order at 7:32 a.m.

2. APPROVE AGENDA

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

Motion carried. Voting Yes: Chairperson Steffen, Members Skaff, Hardin, Burandt, Johns, Kanaventi, and Riley. Voting No: None. Absent: Member LeTourneau.

3. APPROVE MINUTES

3.01: Approve Meeting Minutes Dated December 14, 2017

Motion by Member Skaff, seconded by Member Hardin, to approve the December 14, 2017, minutes as presented.

Motion carried. Voting Yes: Chairperson Steffen, Members Skaff, Hardin, Burandt, Johns, Kanaventi, and Riley. Voting No: None. Absent: Member LeTourneau.

4. EDA BUSINESS

4.01: Centra Homes Purchase Agreement (Portions of case may be closed to the public)

Economic Dev. Mgr/Assistant City Administrator Brama presented the staff report.

David Patberg, Centra Homes, stated that Centra Homes is a locally owned home developer based out of Coon Rapids. He provided background information on the company, noting that the company began with bank owned properties and has experience in Ramsey. He stated that as the market has changed in the last seven years, they have changed their focus from bank owned properties to land development. He noted that they have built homes all throughout the metro area and build about 120 homes per year. He stated that they like the energy and activity within Ramsey right now and have worked with staff to incorporate their comments into these proposed plans. He recognized that this is City owned land and noted that they are flexible and can adjust their plans to the demands of the City, while still remaining in the limits of the current market.

Member Skaff asked if the product is on slab, whether it would have multiple levels, price range, and when the model would be available.

Mr. Patberg stated that it seems the water table is high and therefore they are planning slab on grade, but will confirm that through engineering. He stated that they plan to start in the mid \$200,000's to middle \$300,00s. He estimated a range of 1,800 to 2,300 square feet for the product size and noted that most units would have three bedrooms and 2.5 bathrooms with some units having an option for a fourth bedroom. He stated that they would like to begin as soon as possible. He believed that if everything moves forward smoothly, they could have a model ready by late summer, early fall as roads would need to be in before homes could be built.

Member Skaff asked for information on access and whether it will be easy for visitors to find available parking.

Mr. Patberg noted that because Bunker Lake Boulevard is a busy road and the fact that there would be a ditch between that roadway and the homes that face Bunker, they will tell buyers that they cannot park on that roadway. He stated that there will be available parking within the site. He advised that each unit would have a two-car garage, with two additional parking spaces within the driveways. He confirmed that this development would be managed by a home owners' association. He stated that they have provided multiple options to gain input on from the City which would have different street access and layout.

Chairperson Steffen asked if the developer has a favorite choice.

Mr. Patberg stated that his preferred choice would be exhibit C. He noted that is the lowest price point because it would require the most street and utility work.

Chairperson Steffen asked for information on the element that runs through the middle.

Mr. Patberg replied that it is a proposed trail.

The members from Centra Homes excused themselves and thanked the EDA for their time.

Chairperson Steffen asked if the group should go into closed session.

Member Riley stated that he does not believe that the EDA would need to go into closed session.

Economic Dev. Mgr./Assistant City Administrator Brama stated that he believes the offer to be realistic and reasonable, however he would also think it reasonable for the City to counteroffer.

Chairperson Steffen agreed that would be fair. He stated that everyone would like to see that parcel developed as it has remained vacant for quite some time.

Member Skaff noted that the additional rooftops will also help the City to accomplish other goals.

Member Riley stated that this is exactly the type of development that is planned for that area. He stated that he prefers exhibit C, as it would have homes facing Ramsey Boulevard as well. He agreed that the price seems within the realm and the City should continue negotiations. He stated that this option would be a gain for the City with the additional rooftops and tax base.

Chairperson Steffen stated that the developer seems flexible and willing to work with the City.

Economic Dev. Mgr./Assistant City Administrator Brama confirmed that the City has experience with this developer that has been positive. He noted that the developer has been great to work with and has been flexible.

Motion by Member Skaff, seconded by Member Kanaventi, to direct staff to continue negotiations and recommend to City Council to approve the purchase agreement with Centra Homes for 4.29 acres of City owned land with a preference for exhibit C because of the increased number of rooftops and tax base that would be generated.

Further discussion: Member Burandt stated that he prefers exhibit C as well, as that provides the highest number of rooftops and increases the tax base.

Motion carried. Voting Yes: Chairperson Steffen, Members Skaff, Kanaventi, Hardin, Burandt, Johns, and Riley. Voting No: None. Absent: Member LeTourneau.

4.02: RCP Presentation: Community Center

It was noted that the students were not present today and therefore no comments were made on this agenda item.

4.03: Inland MOU Infrastructure

Economic Dev. Mgr./Assistant City Administrator Brama presented the staff report.

Chairperson Steffen asked if it is unique that the developer would pay the costs up front with the City to reimburse.

Economic Dev. Mgr./Assistant City Administrator Brama stated that every project is different. He noted that some projects have a real time split, some projects the City pays the costs up front and assesses the cost back to the developer over time, and in this case the developer would pay the costs up front and the City would reimburse their portion. He noted that this proposed case would be the least amount of risk for the City. He noted that this will move forward to the City Council on January 23rd. He advised that a final review would still come back before both the EDA and City Council for consideration of a formal TIF Agreement.

Chairperson Steffen asked if there would be first floor retail or a restaurant.

Economic Dev. Mgr./Assistant City Administrator Brama replied that the developer moved their project further away from Sunwood in order to avoid that element. He noted that the City would retain ownership of the parcel along Sunwood Drive for future commercial or mixed use development.

Motion by Member Hardin, seconded by Member Skaff, to recommend to City Council to approve the public infrastructure MOU with CAP Acquisitions.

Further discussion: Member Riley stated that this appears to simply be related to the short-term financing method as the long-term financing will come from TIF. He stated that it appears this option will let the developer finance upfront, with TIF paying that back in the future. Economic Dev. Mgr./Assistant City Administrator Brama confirmed that is generally correct. Member Riley stated that this seems to be a good use of TIF. Economic Dev. Mgr./Assistant City Administrator Brama stated that in past practice this seems to be a realistic time for payback.

Motion carried. Voting Yes: Chairperson Steffen, Members Hardin, Skaff, Burandt, Johns, Kanaventi, and Riley. Voting No: None. Absent: Member LeTourneau.

Member Riley stated that he does not like the street names. He stated that they have gone away from the naming mechanism in the past within The COR district and therefore recommend that they go away from the mechanism in this case as well.

Economic Dev. Mgr./Assistant City Administrator Brama stated that he will pass on the comments.

4.04: CBRE: Pricing Strategy (Portions of this case may be closed to the public)

Economic Dev. Mgr./Assistant City Administrator Brama presented the staff report.

Member Kanaventi left the meeting.

Recess and Reconvene

Motion by Member Riley, seconded by Member Hardin, to recess the meeting to closed session at 8:18 a.m.

The meeting reconvened to open session at 8:43 a.m.

Economic Dev. Mgr./Assistant City Administrator Brama confirmed the consensus of the Board with the pricing strategy as proposed.

5. MEMBER / STAFF UPDATE

5.01: 2017 Business Retention and Expansion Program Report

Econ. Dev. Mgr./Assistant City Administrator Brama reviewed the staff report, reviewing the business retention and expansion program activity for 2017.

Member Burandt asked if additional background information will be given to the City Council regarding certain comments, using Highway 10 as an example.

Economic Dev. Mgr./Assistant City Administrator Brama confirmed that additional background information is available.

Chairperson Steffen asked the official response regarding additional low-income housing.

Economic Dev. Mgr./Assistant City Administrator Brama stated that there is not an official response. He noted that unofficially, he has observed the City may potentially be reaching their limit on low income housing specifically located on City owned land within The COR. He stated that on privately owned property, the City would not have control as long as the property owner has entitlement to the property and is not requesting City assistance.

Chairperson Steffen asked if there is a list of businesses to visit in 2018.

Economic Dev. Mgr./Assistant City Administrator Brama stated that the list has not yet been generated.

Chairperson Steffen stated that he would like to see the list once generated, noting that he likes to attend the visits with staff.

Member Skaff noted that he would also be interested.

Member Riley stated that he would like to see this information presented to the City Council in a worksession with multiple years of data so that discussion can occur. He asked if the comments regarding low-income housing are coming from the businesses and whether the businesses feel that is hurting their business.

Economic Dev. Mgr./Assistant City Administrator Brama provided inputs that he has received. He noted, he was told by businesses that if there is too high of a concentration of low-income housing in one area, it can deteriorate the perception of the community, and it can deteriorate the perceived value of properties in an area, and Ramsey business owners have invested a lot in their properties, and have a lot of pride in their properties. He noted that he also hears that some

businesses are pleased with the low-income housing because that provides workers for their warehouse jobs.

Chairperson Steffen stated that perhaps the City should determine what the balance should be to determine when that market would be saturated.

City Administrator Ulrich stated that there is a housing plan that encourages different types of housing. He stated that the Metropolitan Council also tracks the availability of affordable housing and noted that some of the housing stock within Ramsey also qualifies within the affordable range. He stated that there have been comments on the number of even market rate apartment buildings. He noted that there has been a lot of discussion within the past year on that topic.

5.02: Member/Staff Input

The EDA reviewed the Staff Update.

Economic Dev. Mgr./Assistant City Administrator Brama provided a brief update.

City Administrator Ulrich provided a brief update on the recent grant funds received by the City of Anoka for Highway 10 improvements. He provided additional updates on the potential Ramsey Boulevard rail crossing and Highway 10 Committee activity.

Member Skaff asked if there are plans for the property east of Village Bank.

Economic Dev. Mgr./Assistant City Administrator Brama provided an update on a land use application received by the City. He also provided a brief update on other development activity within Ramsey.

6. ADJOURNMENT

Motion by Member Skaff, seconded by Member Hardin, to adjourn the meeting.

Motion carried. Voting Yes: Chairperson Steffen, Members Skaff, Hardin, Burandt, Johns, and Riley. Voting No: None. Absent: Members LeTourneau and Kanaventi.

The regular meeting of the Economic Development Authority adjourned at 9:06 a.m.

Respectfully submitted,

Kurtis G. Ulrich
City Administrator

ATTEST:

Patrick Brama
Econ. Dev. Mgr/Assistant City Administrator

Draft 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 special meeting on Thursday, January 25, 2018, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Chairperson Jim Steffen
 Member Brian Burandt (arrived at 7:31 a.m.)
 Member Jill Johns
 Member Dominic Kanaventi
 Member Chris Riley
 Member Wayne Skaff

Members Absent: Member Glen Hardin
 Member John LeTourneau

Also Present: Patrick Brama, Econ. Dev. Mgr./Assistant City Administrator
 Tim Gladhill, Development Services Manager

1. CALL TO ORDER

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

2. APPROVE AGENDA

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

Motion carried. Voting Yes: Chairperson Steffen, Members Skaff, Riley, Johns, Kanaventi, Riley, and Skaff. Voting No: None. Absent: Members Burandt, Hardin, and LeTourneau.

3. EDA BUSINESS

4.01: NO ACTION: Supplemental Information for Next Case

Member Burandt arrived.

Economic Dev. Mgr./Assistant City Administrator Brama noted that this case simply provided supplemental information for the case ahead and requires no action.

4.02: Review Draft Economic Development Chapter of Comprehensive Plan

Economic Dev. Mgr./Assistant City Administrator Brama presented the staff report.

Community Development Director Gladhill explained the purpose of the meeting today and how the group will brainstorm to develop broad long-term goals which will then lead to specific goals for the future. He invited the members to write their ideas on post-it notes. He then summarized the clusters of goals that were received including an expanded industrial park. It was confirmed that the goal should be combined to “expanded and retained employment base”.

Member Johns noted that she wants to ensure that there are available spaces for businesses that want to take the next step and expand to the next level, specifically homebased businesses that are reaching that next level.

Economic Dev. Mgr./Assistant City Administrator Brama stated that the first goal could be the development of commercial and industrial land and tax base. He noted that business retention could fall under that goal but could also be its own goal, as there are separate actions needed for those activities.

Community Development Director Gladhill confirmed the consensus that although the goals work together, they should be listed separately. He reviewed the next cluster of ideas related to The COR. It was confirmed that the goal should be that The COR is fully built out according to the plan. He moved to the next cluster related to Highway 10 and transportation. It was confirmed that the goal would be for Highway 10 to have improved safety, reduced congestion, and an improved image.

Member Skaff stated that NorthStar is a great amenity and believes that Ramsey would be on the map if there were an Amtrak stop.

Community Development Director Gladhill noted that he would include broader infrastructure on a parking lot list. He moved to the next cluster regarding retail recruitment. It was confirmed that the goal would be to provide increased options for retail and restaurants for residents and employers.

Member Skaff noted that the increased retail and restaurant options would not only be a benefit to residents but would also help to build the well-rounded perception of Ramsey, which will help to attract employers.

Community Development Director Gladhill asked for input on signage.

Member Johns noted that there are locations in Ramsey that have clusters of signs that are not organized or coordinated and therefore the aesthetic is cluttered, and people may not pay attention to any of the signs.

Member Riley stated that monument signs would be nice to help differentiate when you enter Ramsey and help to define that border and entry places.

Community Development Director Gladhill stated that in the future there may be an incentive to cluster signs or perhaps funding to bury overhead power lines, which can also clutter an area. He confirmed that the goal should be to improve the image and brand for the community in key

corridors. It was determined that the first goal should be amended to state expanded employment and tax base.

It was the consensus of the EDA to add another goal related to a balance of economic development and housing goals.

Member Skaff stated that perhaps there could be an incentive for Ramsey businesses to hire Ramsey residents.

Community Development Director Gladhill noted that there seemed to be some goals related to recreation and stated that there is a relation between recreation and economic development. It was suggested that goal would be to have a robust offering of recreational opportunities.

Chairperson Steffen asked if that would be an appropriate goal for the EDA and if the group would ever discuss that item.

Member Skaff noted that recreation helps to provide a well-rounded community that would be attractive to employers.

Community Development Director Gladhill suggested amending the goal to have a robust offering of recreational opportunities that benefits employers and employees. He noted that the Park and Recreation Commission is creating a master plan for the parks which will not only focus on improvement of existing facilities but also new facilities. He noted that perhaps it would be beneficial for the EDA to provide input regarding park features related to the industrial park area.

Community Development Director Gladhill reviewed the proposed broad goals which include the desire to have an expanded employment and tax base; retain existing employment base; to have The COR fully built according to the plan; to have a balance of economic development and housing goals; to improve the brand and image for key corridors and throughout the community; to have a robust offering of recreation opportunities that benefits employers and employees; to improve safety, reduce congestion and improve the image of Highway 10; and to have increased options for shopping and restaurants for residents and employers.

It was determined that the balance of economic development and housing goals should be moved to another category, perhaps under The COR.

Economic Dev. Mgr./Assistant City Administrator Brama asked if there would be a difference between building out the industrial park and providing jobs. He used the example of data centers, which would build out the business park but would not provide many jobs.

Member Riley stated that there are requirements under the subsidy policy, which requires jobs to be provided.

Community Development Director Gladhill suggested that the group break into pairs to develop more specific tactics for some of the goals. The group came back together to share their ideas.

Member Burandt reviewed the tactical ideas under the goal of expanding the employment and tax base.

Member Skaff reviewed the tactical ideas under the goal for increased shopping and restaurants for resident and employers.

Member Johns reviewed the tactical ideas under the goal for improving safety, reducing congestion, and improving the image of Highway 10.

Community Development Director Gladhill confirmed that there were no additional comments or input regarding the ideas just shared. He stated that staff would now take these ideas and put them into a draft document that will come before the group at the February or March meeting for review. He asked the group to share their key takeaways from the meeting today.

Member Johns stated that the expanded employment base should be the highest priority and should include metrics.

Member Riley agreed that goal had the most comments and should be the highest priority.

Member Kanaventi stated that he likes the idea of thinking progressively and reviewing the goals progressively.

Member Skaff stated that these goals are doable, and the group should remain optimistic.

Chairperson Steffen stated it was a nice exercise that broke down the 20-year plan into bite sized pieces.

Member Burandt stated that his focus would be on the build out, of The COR, the industrial park, and the housing market.

5. MEMBER / STAFF UPDATE

Chairperson Steffen expressed his appreciation and thanks to Member Skaff on his contribution to the EDA and his ten years of service.

6. ADJOURNMENT

Motion by Member Skaff, seconded by Member Johns, to adjourn the meeting.

Motion carried. Voting Yes: Chairperson Steffen, Members Skaff, Johns, Burandt, Kanaventi, and Riley. Voting No: None. Absent: Members Hardin and LeTourneau.

The special meeting of the Economic Development Authority adjourned at 8:48 a.m.

Respectfully submitted,

Kurtis G. Ulrich
City Administrator

ATTEST:

Patrick Brama
Econ. Dev. Mgr./Assistant City Administrator

Draft by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

CC Regular Session**4. 4.****Meeting Date:** 03/13/2018**By:** Jo Thieling, Administrative Services

Information**Title**

Approve the Following Meeting Minutes:

1. City Council Work Session dated 2/12/2018
2. City Council Regular dated 2/12/2018
3. City Council - Canvassing Board dated 2/15/2018
4. City Council Strategic Planning dated 2/20/2018
5. City Council Work Session dated 2/27/2018
6. City Council Regular dated 2/27/2018

Purpose/Background:

Purpose: The purpose of this case is for Council review and approval of meeting minutes.

Background: Attached are the meeting minutes referenced above.

Action:

Motion to approve the following Council meeting minutes:

1. City Council Work Session dated 2/12/2018
2. City Council Regular dated 2/12/2018
3. City Council - Canvassing Board dated 2/15/2018
4. City Council Strategic Planning dated 2/20/2018
5. City Council Work Session dated 2/27/2018
6. City Council Regular dated 2/27/2018

Attachments02 12 18 CCWS Mts02 12 18 CC Mts02 15 18 Canvassing Mts02 20 18 Strategic Planning Mts02 27 18 CCWS Mts02 27 18 CC Mts

Form Review**Inbox**

Kurt Ulrich

Form Started By: Jo Thieling

Final Approval Date: 03/08/2018

Reviewed By

Kurt Ulrich

Date

03/08/2018 03:01 PM

Started On: 03/08/2018 01:40 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, February 12, 2018, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Sarah Strommen
Councilmember Jill Johns
Councilmember Mark Kuzma
Councilmember Chris Riley
Councilmember Melody Shryock

Members Absent: Councilmember John LeTourneau

Also Present: City Administrator Kurtis Ulrich
Parks and Assistant Public Works Superintendent Mark Riverblood
Human Resources Manager Colleen Lasher
Community Development Director Timothy Gladhill
Asst. City Administrator/Economic Development Manager Patrick Brama
Vice President of Land Services with CBRE Brian Pankratz

1. CALL TO ORDER

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

2. TOPICS FOR DISCUSSION

2.01: Discuss Strategic Direction for Community Sign and Streetscape Plan

Community Development Director Gladhill reviewed the staff report.

Councilmember Kuzma stated that he likes the stone as it would continue the theme from the building and existing COR signage. He asked the lifespan of the stone, stating that perhaps that material has a longer lifespan than other materials.

Community Development Director Gladhill provided comparisons, noting that The COR sign along Highway 10 is not real stone and provided additional details. He stated that there are durable materials, that are not stone, that could last several decades. He stated that if the Council wants to use true stone, staff can also obtain a cost for that option.

Councilmember Riley referenced The COR sign which has stacked stone at the bottom of the pillars and noted that perhaps that would be a way to tie in that stone theme without the high cost.

Community Development Director Gladhill agreed that could be a cost-effective solution to tie together the themes.

Councilmember Riley asked if the City has asked what SuperAmerica would allow on their site in terms of signage.

Community Development Director Gladhill stated that staff has not yet spoken with the business but would think that the City has a sign easement on the property. He agreed that staff would speak with the business after gaining the direction from the Council tonight.

Councilmember Johns stated that she would want to ensure that there is landscaping near the entrance monument signs. She stated that it would be more appropriate to have a smaller sign at the Bunker Lake Blvd/CR 47 intersection.

Councilmember Shryock referenced the sign located near PACT Charter School for The DRAW and asked for details on the materials used.

Community Development Director Gladhill provided additional details on the materials that were used to mimic stone.

Parks and Assistant Public Works Superintendent Riverblood replied that the sign is holding up well and there has not been damage to the sign.

Councilmember Shryock noted that she does not like the color of the sign near PACT. She stated that she would like to have basic streetscaping guidelines along with signage and landscape guidelines to continue to give the City a brand and identity.

Councilmember Johns asked for clarification on the direction staff is looking for.

Community Development Director Gladhill stated that although the decision does not have to be made tonight, staff would ultimately like direction from the Council. He stated that the desire would be to have the City of Ramsey logo as the main element of the signs and then secondary branding could occur for signs within different areas, such as The COR.

Councilmember Shryock stated that she would like more information on the cost and longevity of the different material options.

Councilmember Riley stated that he would like to see the City of Ramsey logo maximized. He noted that the stone element could stop and the whole top section of the sign could be the Ramsey logo. He agreed that there would be other places where people enter the City that would also benefit from signage branding.

Community Development Director Gladhill noted that it will still be important to have a section with tenant panels.

Mayor Strommen stated that the City of Ramsey logo and The COR logos are so different that it has bothered her. She suggested that the City of Ramsey logo be used consistently and if the City desires sub-branding, that could be worked out.

Mr. Pankratz stated that backlit signs are an amenity for businesses, especially along Highway 10. He stated that tenants will pay to rent the plaque tenant space, if it can be seen.

Councilmember Kuzma stated that he does not like The COR signage either as it is confusing. He noted that other people do not know what The COR is and instead the focus should be on the City of Ramsey.

Community Development Director Gladhill confirmed the consensus of the Council for staff to continue to work on the City of Ramsey signage, obtain cost for different materials, develop a landscaping plan for signage areas and develop further details on the streetscape plan.

Mayor Strommen referenced dynamic display signs, noting that often drivers miss the rotating elements. She stated that there should be a focus on what information would be displayed and if that is the appropriate place for a dynamic sign.

2.02: Policy for Televising Board and Commission Meetings and Attendance from Remote Location

City Administrator Ulrich reviewed the staff report.

Councilmember Riley stated that the problem would be if there are multiple members attempting to attend remotely. He suggested that perhaps a sign-up process be allowed and the first member that signed up could attend remotely for the meeting. He stated that as technology improves, this should be allowed as an option.

Mayor Strommen agreed that this would be helpful but noted that it would be a shame if there was only one person in attendance and six attending remotely. She agreed that perhaps a maximum of one or two members be allowed to attend remotely.

City Administrator Ulrich suggested that perhaps the notice be given by the member that would like to attend remotely at least 72 hours in advance. He confirmed that staff will draft a policy that would require advance notice and allow one member at a time to attend remotely.

Mayor Strommen asked for input on televising the other two Board/Commission meetings that are currently not televised.

It was the consensus of the Council that the EPB and EDA meetings could be televised and to direct staff to draft a policy on attending meetings from remote locations.

2.03: Discussion Regarding Proposed Updates to Personnel Policy

Human Resources Manager Lasher reviewed the staff report.

Councilmember Riley asked and received confirmation that a full print out of the changes could be sent to the Council to review.

Mayor Strommen asked if there were any questions on the summary of changes that were provided.

Councilmember Kuzma stated that this appears to simply be more of a housekeeping update to the policy.

City Administrator Ulrich noted that staff will send the full policy but will highlight the three sections that were mentioned in more detail by Human Resources Manager Lasher. He noted that the Council should advise staff if they find any items of concern.

2.04: Pricing Strategy (portions of this case may be closed to the public)

Asst. City Administrator/Economic Development Manager Brama reviewed the staff report. He recommended that the Council go into closed session to discuss pricing and noted that any other general questions could be addressed in open session.

RECESS AND RECONVENE

Motion by Councilmember Johns, seconded by Councilmember Kuzma, to recess the meeting to Closed Session at 6:15 p.m.

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

The meeting reconvened to Open Session at 6:26 p.m.

2.04: Pricing Strategy – continued (portions of this case may be closed to the public)

Asst. City Administrator/Economic Development Manager Brama stated that in closed session the Council discussed the pricing strategy for the sale of City owned land and came to a consensus. He noted that the pricing table will be updated accordingly.

3. TOPICS FOR FUTURE DISCUSSION

3.01: Review Future Topics/ Calendar

City Administrator Ulrich noted that the calendar has been updated as directed by the Council.

Mayor Strommen noted that the ability to attend meetings remotely was discussed tonight and can be removed from a future agenda. She stated that she has received concerns from residents for the entrance and crosswalk for Ramsey Elementary. She noted that the school is looking to redesign the entrance for the elementary school. She stated that she has concerns for Sunwood,

separate from the school, and noted that perhaps one discussion could be had on that roadway and the different elements.

City Administrator Ulrich stated that the corridor study is going to be pushed forward because of the school. He stated that if the City wanted to highlight and focus on the school section, perhaps that should be a separate item as the school will be coming back in the next 60 days with a redesign. He noted that the entire corridor will be a longer process and perhaps then it makes more sense to separate out that school section.

Councilmember Johns agreed that traffic has been backed up along CR 5/Sunwood the past year.

Councilmember Kuzma stated that he lives on the other side of the City and really appreciates the Armstrong interchange.

Councilmember Riley stated that he would be concerned that studying just the school section of Sunwood would not be the best method because the City would be studying that in a vacuum rather than focusing on the larger issue of the corridor as a whole.

City Administrator Ulrich stated the last discussion was with the School District and County and recognized the light at Alpine made it difficult for vehicles to get out of the school site.

Mayor Strommen stated that if there is an opportunity to do something in conjunction with the redesign of the school entrance, that should be taken and include that light at Alpine. She noted that while they have that discussion and study, they should be mindful of the long-term goals and the corridor as a whole.

4. MAYOR / COUNCIL / STAFF INPUT

City Administrator noted that County staff is in the neighboring room holding an open house about the trail corridor if the Council would like to ask any questions. He stated that the Council will hold a Strategic Plan worksession on February 20th from 6:00 to 9:00 p.m.

5. ADJOURNMENT

The Work Session of the City Council was adjourned at 6:39 p.m.

Respectfully submitted,

Kurtis G. Ulrich, City Administrator

ATTEST:

Jo Ann M. Thieling, City Clerk

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

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

The Ramsey City Council conducted a regular meeting on Tuesday, February 12, 2018, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Sarah Strommen
Councilmember Jill Johns
Councilmember Mark Kuzma
Councilmember John LeTourneau
Councilmember Chris Riley
Councilmember Melody Shryock

Members Absent: Councilmember John LeTourneau

Also Present: City Administrator Kurtis Ulrich
Police Chief Jeff Katers
Parks and Assistant Public Works Superintendent Mark Riverblood
Community Development Director Timothy Gladhill
City Engineer Bruce Westby
Asst. City Administrator/Economic Development Manager Patrick Brama
Vice President of Land Services with CBRE Brian Pankratz

1. CALL TO ORDER

Mayor Strommen 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 Strommen.

2. PRESENTATION

2.01: CBRE Update

Brian Pankratz, CBRE, stated that twice per year he attends the Council meeting to provide an update on the activity within Ramsey and market trends. He provided a market overview, noting that industrial continues to do well. He stated that the Armstrong Interchange has helped the traffic count numbers with Ramsey and advised that the additional traffic from Adrenaline Sports, the Capstone residential project, and Stonebrook Academy will continue to help the City and draw attention from retailers. He provided an overview of the residential market, noting that Ramsey continues to succeed in that market. He provided an update on recent interest he has received from retailers. He reviewed the marketing efforts that his firm continues to implement for Ramsey and the conversations that he has been having with targeted retailers. He highlighted the next steps, noting that there has been a lot of activity from a variety of users. He stated that it

would be helpful to have one large, prominent sign along Highway 10 which would list the retailers and allow interested customers to exit the highway.

Mayor Strommen thanked Mr. Pankratz for the update.

3. CITIZEN INPUT

None.

4. CONSENT AGENDA

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

- 4.01: Receive Cash and Investments for Period Ending January 31, 2018
- 4.02: Receive 2017 Building Division Month End Reports: January - December
- 4.03: Note the Following Boards and Commissions Meeting Minutes:
 - Planning Commission Meeting Minutes dated November 2, 2017
 - Planning Commission Meeting Minutes dated December 7, 2017
 - Economic Development Authority Meeting Minutes dated November 9, 2017
 - Economic Development Authority Meeting Minutes dated December 14, 2017
 - Park and Recreation Commission Meeting Minutes dated November 9, 2017
 - Environmental Policy Board Meeting Minutes dated November 13, 2017
- 4.04: Approve Licenses:
 - Therapeutic Massage Therapist
RuiPing Huo – Oasis Massage/14037 St. Francis Blvd – 3937 Foxglove Ct N, Brooklyn Park
 - Therapeutic Massage Establishment
Nordic Massage and Bodywork, LLC/7533 Sunwood Drive NW #212A
 - Therapeutic Massage Therapist
Stephanie Dryden – Nordic Massage/7533 Sunwood Drive NW #212A
- 4.05: Approve the following Meeting Minutes:
 - 1) City Council Work Session dated January 23, 2018
 - 2) City Council Regular dated January 23, 2018
- 4.06: Approve Rental Licenses
- 4.07: Adopt Resolution #18-037 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of January 18, 2018 through February 7, 2018
- 4.08: Adopt Resolution #18-028 Approving MnDOT Delegating Contracting Process Agreement #1029992
- 4.09: Adopt Resolution #18-036 to Authorize Hiring a Parks Maintenance Worker
- 4.10: Report from the Public Works Committee Meeting dated January 16, 2018:
 - 1) North Commons Neighborhood Trail or Street Link at Zeolite Street – *Ratify the recommendation of the Public Works Committee to notify the public via a mailer to gain input on development of a short trail segment to link an existing neighborhood to The COR west of North Commons.*

- 2) Recommend Authorization for Civil Engineering Planning Services for Highway 10 Planning Efforts – *Ratify the recommendation of the Public Works Committee to authorize work order with Bolton and Menk for Highway 10 Planning and Design Services in the amount of \$4,99,855, contingent upon staff sharing the information with the coalition.*
- 3) Provide City Council Recommendation for 2018 Crackseal and Sealcoat Improvements, Improvement Project #18-04 – *This was discussed as a separate case at the January 23, 2018 City Council meeting.*
- 4) Provide City Council Recommendation for Metropolitan Council Water Efficiency Potential Project – *This was discussed as a separate case at the January 23, 2018 City Council meeting.*
- 5) Provide City Council Recommendation for MnDOT Delegated Contracting Process Agreement #1029992 – *Ratify the recommendation of the Public Works Committee to approve the MnDOT Delegated Contracting Process Agreement #1029992, contingent upon approval by the City Attorney.*

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

5. APPROVE AGENDA

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

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

6. PUBLIC HEARING

6.01: Public Hearing to Consider Adoption of Ordinance #18-06 Vacating Drainage and Utility Easements and Trail Easement within Outlot A Brookfield Second Addition; Case of Brookfield Land, LLC

Presentation

Community Development Director Gladhill reviewed the staff report and recommendation to adopt Ordinance #18-06 to vacate the existing, underlying drainage and utility easements on the recorded plats of Brookfield First Addition and Brookfield Second Addition, which lie within Outlot A, Brookfield Second Addition, along with the temporary trail easement within Outlot A, Brookfield Second Addition, created in Document Numbers 2013477.002 and 2013477.003.

Public Hearing

Mayor Strommen called the public hearing to order at 7:09 p.m.

Citizen Input

There was none.

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

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

The public hearing was closed at 7:09 p.m.

Council Business

Motion by Councilmember Shryock, seconded by Councilmember Johns, to waive the Charter requirement to read the ordinance aloud and Adopt Ordinance #18-06 to Vacating Drainage and Utility Easements and Trail Easement with Outlot A Brookfield Second Addition.

A roll call vote was performed by the Recording Secretary:

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

Motion carried.

7. COUNCIL BUSINESS

7.01: Review Comprehensive Plan Amendment, Zoning Amendment, and Site Plan for Ramsey Elementary Campus 2 (Project #17-109)

Community Development Director Gladhill reviewed the staff report and recommendation from the Planning Commission and staff to adopt Resolution #18-004 approving the Comprehensive Plan Amendment and Ordinance #18-03 rezoning the subject property from R-1 Residential (MUSA) to Public/Quasi Public, as well as Resolution #18-005 approving the Site Plan for Ramsey Elementary Campus 2. He explained that while no formal action is being requested as this time, the desire is to seek consensus on the internal site improvements and the concept of adding turn lanes and traffic signals at the proposed main entrance to the school. He stated that formal action will tentatively be requested at the February 27th City Council meeting.

Mayor Strommen welcomed the representatives from the School District and stated that the City is excited to have a second elementary school coming to the community.

Steve Anderson, Director of Building and Grounds for Anoka Hennepin School District, stated that they are very excited. He noted that this is a design the School District is familiar with that

is being tweaked slightly to fit the needs of the community. He advised that there will be early childhood facilities as part of the building to provide preschool services. He stated that this building will be very energy efficient.

Councilmember Kuzma asked the anticipated opening date.

Mr. Anderson replied that they would anticipate opening in the fall of 2019 for the 2019/2020 school year. He expressed appreciation to the City staff for all the assistance that they have provided.

Mayor Strommen asked and received confirmation that formal action is not requested at this time, simply input on the design and layout.

Councilmember Riley stated that the issue of traffic on Nowthen Boulevard has been identified as an item of note and he is pleased to see that. He asked if there is specific input that is desired.

Community Development Director Gladhill stated that he would like to ensure consensus of the approach on Nowthen Boulevard. He stated that there have been concerns from residents with the landscaping and buffering and noted that the School District has been cooperative, and those concerns have been resolved.

Mayor Strommen noted that the Council had discussion earlier tonight regarding the concerns with traffic on CR 5 and therefore she is happy to see the focus on allowing traffic to access the new site using the traffic light. She recognized that it is very difficult to get into and out of the existing elementary school campus because the intersection is not signalized. She hoped that those issues would be resolved with a larger corridor study.

Community Development Director Gladhill stated that there have been questions regarding the walking area to the school. He noted that Brookview is the closest neighborhood and the school is still planning to bus those children. He noted that there is an impact on speeds when there is not a walking zone and therefore the traffic light will help to slow the traffic speed near the school.

Mayor Strommen thanked staff and the representatives from the School District and noted that the Council will look forward to the formal review at a future meeting.

7.02: Consider Centra Homes Purchase Agreement (portions of case may be closed to the public)

Asst. City Administrator/Economic Development Manager Brama reviewed the staff report and stated that staff is generally comfortable with the proposed purchase agreement. He noted that the “concept site layout” appears to generally meet the City’s zoning code and vision for The COR. He noted that the EDA is generally comfortable with the proposed purchase agreement, noting that the EDA generally preferred Layout C, which happens to be the lowest asking price, due to the increased number of rooftops and tax base credit. He noted that the EDA did request staff counter offer the developer on price. He noted that additional input was received via a

public open house held by the Planning Commission, which was attended by about 10 residents. He noted that all, but one attendee, were generally supportive of the project concept, specifically concept Layout C. He noted that the other resident was opposed to the project in general, regardless of the layout. He noted that moving forward, this project concept layout will be reviewed again by the Planning Commission formally in March for additional comments.

David Patberg, Centra Homes, stated that they are a local homebuilder and are excited to be looking at opportunities in Ramsey. He stated that his company approached staff a few months ago to determine the available land. He noted that they would like to remain consistent with the existing development in this area in terms of matching the streetscaping and therefore would like to do a detached, narrow lot, rear-loaded home product.

Mayor Strommen asked if this is a new product.

Mr. Patberg stated that this would be a new product which would be a 20-foot wide home. He stated that they regularly build 26-foot wide homes but have not yet done any this narrow.

Councilmember Kuzma asked the anticipated price point for the homes.

Mr. Patberg replied that he would anticipate a range from the low \$200,000's to the upper \$200,000's, once the options are selected.

Councilmember Riley stated that the EDA likes this project as it fits the area and matches the surrounding development. He noted that three different layouts were provided by the applicant and the EDA selected this layout with the doors facing outward. He stated that the EDA was supportive of the project but suggested making a counteroffer.

Councilmember Kuzma recommended entering closed session.

Asst. City Administrator/Economic Development Manager Brama stated that staff did provide a closed session memo and the result of the counteroffer that staff made to the developer.

RECESS AND RECONVENE

Motion by Councilmember Kuzma, seconded by Councilmember Riley, to recess the meeting to Closed Session at 7:33 p.m.

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

The meeting reconvened to Open Session at 7:42 p.m.

7.02: Consider Centra Homes Purchase Agreement – continued (portions of case may be closed to the public)

Mayor Strommen stated that the Council held a closed session to discuss the pricing options for the purchase of City owned land. She noted that the Council reached consensus.

Councilmember Johns stated that she is excited with this unique product that has not been offered in the community. She stated that she is very supportive of this new product being available in the community that will also solve the challenges of the lot.

Motion by Councilmember Kuzma, seconded by Councilmember Johns, to approve the purchase agreement with Centra Homes for 4.29 acres of city-owned land.

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

7.03: Consider Adoption of Resolution #18-039 Supporting the Realignment of the Central Anoka County Regional Trail

Parks and Assistant Public Works Superintendent Riverblood reviewed the staff report and recommendation of the Park and Recreation Commission and staff to adopt Resolution #18-039 supporting the realignment of the Central Anoka County Regional Trail.

Councilmember Kuzma asked the type of commitment the City would be making if the resolutions are adopted tonight.

Parks and Assistant Public Works Superintendent Riverblood replied that the City would not be committed to anything but it would position the City well to partner with Anoka County Parks Department to apply for grant funding for the project.

Councilmember Riley asked for timing. He noted that this would bring the trail to a dead-end.

Parks and Assistant Public Works Superintendent Riverblood replied that this would be a follow-up to the Master Plan amendment. He stated that the realignment was examined by Anoka County Parks and it was determined that the realignment will make sense. He displayed the current alignment that uses the intersection of Ramsey Boulevard and Highway 10, which has many points of conflict and is intimidating. He stated that the pedestrian bridge would allow users to cross safely. He stated that this would also bring the regional trail into The COR area that will provide access to those amenities.

Councilmember Riley stated that absent a skyway, you are bringing the trail to one side of the road that you cannot get across.

Councilmember Shryock stated that she recalls that the City received a portion of the funds needed for the bridgework and asked for an update.

Parks and Assistant Public Works Superintendent Riverblood provided an update on the funds the City has received and noted that the project has become shovel-ready, which is a requirement

for successful grant applications. He noted that the realignment is simply for the planning document and will not route users to a dead-end.

Mayor Strommen acknowledged that a plan is not always to document what is, but what the plan for the future is. She recognized that the City would want users to come through The COR and the businesses rather than attempting to cross Highway 10 at Ramsey Boulevard. She commented that this is an important connector and would give a better impression of the community. She stated that the community has a great treasure with Mississippi West and the City should make an effort to reflect that within the plan and acknowledge the river roots of the community. She stated that she is not concerned that the plan will reflect something that is not there today.

Councilmember Shryock agreed that this would bring a lot of opportunity to the community and development in The COR, as the community has a rural feel near amenities and would be a great location for the terminus of the trail.

Councilmember Kuzma stated that while he is concerned with the expense, he does acknowledge the benefit that this would provide. He recognized that this would not commit the City financially and would open the door to grant funds and therefore would support the project.

Motion by Councilmember Kuzma, seconded by Councilmember Johns, to Adopt Resolution #18-039 Supporting the Realignment of the Central Anoka County Regional Trail.

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

7.04: Consider Adoption of Resolution #18-038 Accepting Bids and Awarding Contract for Improvement Project #18-08, Trott Brook Boardwalk

Parks and Assistant Public Works Superintendent Riverblood reviewed the staff report and recommendation to adopt Resolution #18-038 accepting bids and awarding contract for Improvement Project #18-08, Trott Brook Boardwalk.

Motion by Councilmember Johns, seconded by Councilmember Riley, to Adopt Resolution #18-038 Accepting Bids and Awarding a Contract for IP# 18-08, Trott Brook Boardwalk.

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

7.05: Consider Adoption of Resolution #18-034 Approving Plans and Specifications and Authorizing Advertisement for Bids for River's Bend Street Reconstructions, Improvement Project #17-02

City Engineer Westby reviewed the staff report and recommendation to adopt Resolution #18-034 approving plans and specifications and authorizing advertisements for bids for River's Bend Street Reconstructions, Improvement Project #17-02. He noted that this will allow the project to

be constructed as part of the 2018 Street Maintenance Program and will allow for the use of special assessments to pay for up to 25% of the eligible project costs per the applicable provisions of Chapter 8 of the City Charter, the City's Special Assessments Policy, and Minnesota Statute Chapter 429.

Councilmember Kuzma asked if letters have been sent to the applicable residents.

City Engineer Westby replied that there was an open house prior to the public hearing. He noted that there has not been communication since that time.

Councilmember Kuzma stated that he would like it to be made clear that the irrigation systems will not be included.

City Engineer Westby stated that a letter will be sent prior to the start of construction which would detail the schedule of improvements and will also include the information regarding irrigation and the steps that would be necessary.

Motion by Councilmember Johns, seconded by Councilmember Shryock, to Adopt Resolution #18-034 Approving Plans and Specifications and Authorizing Advertisements for Bids for River's Bend Street Reconstructions, Improvement Project #17-02.

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

7.06: Consider Adoption of Resolution #18-035 Approving Plans and Specifications and Authorizing Advertisements for Bids for Stanhope Terrace Street Reconstructions, Improvement Project #18-00

City Engineer Westby reviewed the staff report and recommendation to adopt Resolution #18-035 approving plans and specifications and authorizing advertisements for bids for Stanhope Terrace Street Reconstructions, Improvement Project #18-00. He noted that this will allow the project to be constructed as part of the 2018 Street Maintenance Program and will allow for the use of special assessments to pay for up to 25% of eligible project costs per the applicable provisions of Chapter 8 of the City Charter, the City's Special Assessments Policy, and Minnesota Statute Chapter 429.

Motion by Councilmember Kuzma, seconded by Councilmember Johns, to Adopt Resolution #18-035 Approving Plan and Specifications and Authorizing Advertisements for Bids for Stanhope Terrace Street Reconstructions, Improvement Project #18-00.

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

8. MAYOR, COUNCIL AND STAFF INPUT

City Administrator Ulrich announced upcoming meetings and events.

Councilmember Shryock reported that the 24th Annual Youth First Prayer Breakfast will take place on March 23rd at 7:30 a.m. at Lord of Life Church.

9. ADJOURNMENT

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

Motion carried.

The regular meeting of the City Council adjourned at 8:23 p.m.

Respectfully submitted,

Kurtis G. Ulrich
City Administrator

ATTEST:

Jo Ann M. Thieling
City Clerk

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

**CITY COUNCIL SPECIAL MEETING (CANVASSING)
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

The Ramsey City Council conducted a Canvassing Board Meeting to canvass the results of the Special Primary Election, on Thursday, February 15, 2018, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Councilmember John LeTourneau – Mayor Pro-tem
Councilmember Jill Johns
Councilmember Mark Kuzma
Councilmember Melody Shryock

Members Absent: Mayor Strommen
Councilmember Chris Riley

Also Present: City Administrator Kurtis Ulrich

1. CALL TO ORDER

Mayor Pro-tem LeTourneau called the City Council Canvassing Board to order at 5:31 p.m.

2. CITIZEN INPUT

There was none.

3. APPROVE AGENDA

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

Motion carried. Voting Yes: All present voted in favor. Absent: Mayor Strommen and Councilmember Riley.

4. COMMISSION BUSINESS

4.01: Declare the Results of the February 13, 2018 Special Primary Election

City Administrator Ulrich explained the purpose of tonight's Canvassing Board meeting is to accept and declare the results of the City's Special Primary Election for Councilmember At-Large. He noted the results as follows: 15,491 registered voters as of Election Day and 5 new persons registered on Election Day. The City accepted 44 absentee ballots. City Administrator Ulrich reported that 213 residents voted.

The City Council proceeded to canvass the City election returns from all City precincts, reporting ballots cast as follows:

Office of Councilmember At Large	Ballot Count
Chris Riley	113
Ida Theis	45
Skip Carlson	29
Sue Suchy	25

Chris Riley and Ida Theis will proceed to the Special General Election ballot.

Motion by Councilmember Kuzma, seconded by Councilmember Shryock, to accept the results of the 2018 Special Primary Election as indicated above.

Motion carried. Voting Yes: Councilmember – Mayor Pro-tem LeTourneau, Councilmembers Kuzma, Shryock and Johns. Voting No: None. Absent: Mayor Strommen and Councilmember Riley.

5. MAYOR/COUNCIL STAFF INPUT

Councilmember Shryock stated her son registered and was able to vote for the first time.

6. ADJOURNMENT

Motion by Councilmember – Mayor Pro-tem LeTourneau, seconded by Councilmember Kuzma, to adjourn the meeting.

Motion carried.

The Canvassing Board adjourned at 5:36 p.m.

Respectfully submitted,

Kurtis G. Ulrich
City Administrator

ATTEST:

Jo Ann M. Thieling
City Clerk

Minutes Drafted by Kurt Ulrich, City Administrator

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

The Ramsey City Council conducted a City Council Strategic Planning Work Session on Tuesday, February 20, 2018, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Sarah Strommen
Councilmember Jill Johns
Councilmember Mark Kuzma
Councilmember John LeTourneau
Councilmember Chris Riley
Councilmember Melody Shryock
Vacancy

Also Present: City Administrator Kurtis Ulrich
Asst. City Administrator/Economic Development Manager Patrick Brama
Finance Director Diana Lund
Community Development Director Timothy Gladhill
Fire Chief Matt Kohner
Police Chief Jeff Katers
City Engineer Bruce Westby
Public Works Superintendent Grant Riemer
Human Resources Manager Colleen Lasher
City Clerk Jo Ann Thieling
Parks and Assistant Public Works Superintendent Mark Riverblood

1. CALL TO ORDER

Mayor Strommen called the City Council Strategic Planning Work Session to order at 6:00 p.m.

2. TOPICS FOR DISCUSSION

2.01: Annual Strategic Plan Review

Topics for discussion included reviewing the agenda and meeting objectives, a lightening Round-Table exercise titled Ramsey: What is the Headline in Year 2022; Status Report 2017; Group Exercise: What do you want to reprioritize, add, amend, or remove from our work plan; Update action items and identify assets, barriers, and resources, and discuss next steps/closing comments.

The status report for 2017 was presented, showing where we are with regard to the work plan, what is completed, what is on target for the suggested completion date, etc. Following the status update, a group exercise took place with everyone participating in what should be reprioritized, added, amended or removed. Part of the discussion included identifying assets, barriers and

resources and where do we go from here. The exercise was fairly lengthy and brought great discussion. Mr. Brama and Mr. Gladhill took notes and will work on amending the plan to incorporate direction based on the discussion.

3. ADJOURNMENT

The Strategic Planning Work Session of the City Council was adjourned at 8:59 p.m.

Respectfully submitted,

Kurtis G. Ulrich
City Administrator

ATTEST:

Jo Ann M. Thieling
City Clerk

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

The Ramsey City Council conducted a City Council Work Session on Tuesday, February 27, 2018, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Sarah Strommen
Councilmember Jill Johns
Councilmember Mark Kuzma
Councilmember John LeTourneau
Councilmember Chris Riley
Councilmember Melody Shryock

Also Present: City Administrator Kurtis Ulrich
Parks and Assistant Public Works Superintendent Mark Riverblood
Public Works Superintendent Grant Riemer
Human Resources Manager Colleen Lasher
Community Development Director Timothy Gladhill
City Engineer Bruce Westby
Asst. City Administrator/Economic Development Manager Patrick Brama
Public Information and Event Specialist Nichole Wenberg

1. CALL TO ORDER

Mayor Strommen called the City Council Work Session to order at 5:33 p.m.

2. TOPICS FOR DISCUSSION

2.01: Select Overall Grand Prize Photo for 2017 Photo Contest

Parks and Assistant Public Works Superintendent Riverblood reviewed the staff report. He asked the Council to complete the ballot forms to complete the voting and then submit the forms to staff.

The consensus of the Council was to continue the photo contest in 2018.

2.02: Consider the 2018 City of Ramsey Legislative Platform

City Administrator Ulrich reviewed the staff report.

Councilmember Kuzma stated that he understands the cost savings mechanism but advised that he does not want to see the print go away.

City Administrator Ulrich stated that some of the timelines and deadlines are problematic, in addition to cost savings.

Mayor Strommen stated that the last sentence states that the cities should have the authority to delegate if they choose to advertise the information in print.

City Administrator Ulrich stated that the *Anoka County Union* offers advertisements on their website at no charge.

Councilmember Riley asked why this item is being discussed at this time. He explained that it seems late as the legislature is already in session and this won't be adopted for another two weeks. He believed that this should have been done at the beginning of the year.

City Administrator Ulrich noted that rather than proposing legislature, this would dictate more as to how the City responds.

Mayor Strommen agreed that while this is still worth doing, in the future this should be in place prior to the session beginning.

Councilmember LeTourneau stated that the City's plan would be somewhat dependent on what other entities are doing and asked if the City would then be able to get much more ahead of this.

Mayor Strommen confirmed that other entities have their platforms adopted early enough for Ramsey to adopt their platform earlier in the year in the future. She noted that because this is a bonding year, Highway 10 is a main focus while the other items are more standing policy items. She suggested pulling out the Highway 10 item separately to gain more focus.

2.03: Discussion Regarding Proposed Updates to the Personnel Policy

Human Resources Manager Lasher reviewed the staff report.

Mayor Strommen thanked Human Resources Manager Lasher for taking the time to update the policy.

2.01: Select Overall Grand Prize Photo for 2017 Photo Contest (Continued)

Parks and Assistant Public Works Superintendent Riverblood presented the voting results.

2.04: 2018 City of Ramsey Resident Survey

Asst. City Administrator/Economic Development Manager Brama reviewed the staff report.

Councilmember Johns asked why the road question was removed from the survey. She stated that she is interested to gain additional input from residents now that more residents have experienced assessment for road repairs.

Asst. City Administrator/Economic Development Manager Brama replied that it was his belief that the determination was made to only include that question on the 2014 survey. He noted that he could include the question again but would need to drop another question to make room.

Mayor Strommen agreed that residents may respond differently if they have been assessed. She noted that you may not receive a fair response as not all residents have been assessed. She believed that it is an important question to continue to ask as the climate may change.

Councilmember Shryock referenced question 11 and asked if State or County should be included rather than jumping directly to Federal government.

Asst. City Administrator/Economic Development Manager Brama stated that this is standard language in the survey but believed that the additional language could be added.

Councilmember Johns stated that while it may be good to add the language, people may not distinguish the difference.

Mayor Strommen agreed that it would make sense to add the additional language.

Councilmember LeTourneau stated that perhaps that question could be removed in general. He stated that there really is not good information gained from the response.

Mayor Strommen provided additional details, noting that sometimes those types of questions distinguish the level of trust that people have for different levels of government. She stated that if the intent is to rate the level of City services, that could simply be asked.

Councilmember LeTourneau stated that the question is not objective, and he is not sure as to the value that is added from that question.

Councilmember Johns noted that value type questions are asked throughout the survey and agreed that perhaps this question is not necessary.

Asst. City Administrator/Economic Development Manager Brama stated that this item is not time sensitive and advised that he can go back to the survey company to gain additional information on the meaning of this question. He noted that after review, the road funding question was asked in 2014 and 2016 and therefore it would make sense to continue asking that question in order to gain trending data. He stated that staff will make amendments to the survey and will bring the item back to the Council in a future work session.

Councilmember Kuzma asked if the cost is lower because the City has gone through the process before or whether the cost has increased.

Asst. City Administrator/Economic Development Manager Brama replied that the cost remains stable with slight increase for inflation. He stated that \$13,000 was budgeted for this item and \$3,500 is received in outside funding from the State. He estimated that the cost would be about \$15,000 but noted that he can obtain more accurate information.

Mayor Strommen referenced the nuisance related questions and asked if those two questions could be combined to free up some space. She referenced the demographic data, which asks for a person to rate their health. She stated that she would be suspicious if the City were asking her to rate her health on a survey.

Councilmember Shryock stated that there is no mention of a community center in the survey and asked if that is intentional.

Asst. City Administrator/Economic Development Manager Brama stated that staff can attempt to add that language in, noting that there is limited space and it can be difficult to gain adequate response.

Councilmember Shryock stated that in the past the question has been asked if residents would like a community center if there was an increase in taxes to support that item.

Councilmember Kuzma stated that he would not like to see the community center mentioned. He noted that including that element would make residents think that it is a possibility while there are other more important elements that require funding at this time, such as a public works facility.

Councilmember Riley stated that using that justification perhaps there are other elements that should not be considered.

Councilmember Shryock stated that it would be nice to have the trending data on the desire for a community center.

Councilmember Riley referenced the question which states to build a facility to incubate business and stated that is outside of the purview of the City and does not want to see that included on the survey.

Mayor Strommen stated that if that item is going to be included against the other items listed, perhaps more explanation would be needed. She noted that the community center has at least been mentioned before. She stated that while the idea of an incubator has been discussed, the Council has not discussed building a new facility for that aspect.

Councilmember Shryock stated that perhaps the incubator item should be separated out into a new question.

City Administrator Ulrich agreed that there was a lot of discussion around including the incubator question on a staff level and stated that perhaps that item is dropped, and the community center element could be added in its place.

3. TOPICS FOR FUTURE DISCUSSION

3.01: Review Future Topics/ Calendar

Councilmember Riley asked if effort could be made to add dates or some sort of timeline on the calendar. He recognized that a level of flexibility is needed but stated that perhaps a season could be added to the items to give the Council an idea of when the items will be discussed.

City Administrator Ulrich reviewed a few topics and asked for direction from the Council on the priorities. He asked for direction on the issue of road financing and the type of information the Council would like to have at the work session discussion.

Mayor Strommen replied that the discussion should begin well in advance of the budget. She noted that she will not be present at the next meeting. She stated that it would be helpful to have broader conversations on how the topic would be broached.

Councilmember Riley stated that if the issue is going to be seriously discussed, he would want to keep in mind the November election time should the desire be to include the question on the ballot.

City Administrator Ulrich stated that the brief history of the assessment policy could be discussed including future options. He stated that although currently a referendum is not needed, there is a dynamic to consider as the Charter Commission has had some strong opinions and therefore the best option may be to take the topic to the voters.

Councilmember Kuzma stated that he would like to have a discussion regarding disaster recovery. He noted that the Council has discussed the topic several times but perhaps this would be a good time for a refresher.

Mayor Strommen agreed that a refresher would be a good idea.

Councilmember Riley stated that the important element is that the people that need to know (Police Chief, City Administrator, etc.) are aware of the process but he agreed that a refresher would be good.

City Administrator Ulrich stated that traditionally that element occurs in April in coordination with tornado awareness month.

Councilmember Johns stated that she would like to review the policy regarding home occupation businesses.

City Administrator Ulrich stated that he tentatively planned the Boards and Commissions interviews to be completed on March 20th and confirmed the consensus of the Council on that date. He noted that holding the interviews on a separate date would free up work session time for other discussions.

4. MAYOR / COUNCIL / STAFF INPUT

Noted.

5. ADJOURNMENT

The Work Session of the City Council was adjourned at 6:36 p.m.

Respectfully submitted,

Kurtis G. Ulrich
City Administrator

ATTEST:

Jo Ann M. Thieling
City Clerk

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

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

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

Members Present: Mayor Sarah Strommen
Councilmember Jill Johns
Councilmember Mark Kuzma
Councilmember John LeTourneau
Councilmember Chris Riley
Councilmember Melody Shryock

Members Absent: None

Also Present: City Administrator Kurtis Ulrich
Police Chief Jeff Katers
Parks and Assistant Public Works Superintendent Mark Riverblood
Public Works Superintendent Grant Riemer
Community Development Director Timothy Gladhill
City Engineer Bruce Westby
City Planner Chris Anderson
Asst. City Administrator/Economic Development Manager Patrick Brama

1. CALL TO ORDER

Mayor Strommen 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 Strommen.

2. PRESENTATION

2.01: Presentation of 2017 Photo Contest Winners

Parks and Assistant Public Works Superintendent Riverblood stated that the photo contest began early in 2017 with the purpose of supplementing the City's Comprehensive Plan and Parks Master Plan. He reviewed the different categories and the Board/Commission that voted on each category. He presented the winners of each category and the grand prize winner that was selected by the City Council. He stated that the contest will occur again in 2018 and encouraged residents to submit photographs to share with the community.

Mayor Strommen stated that this was a great way for residents to showcase what they love about the community. She hoped for good participation in the event for 2018.

3. CITIZEN INPUT

None.

4. CONSENT AGENDA

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

- 4.01: Approve Rental Licenses
- 4.02: Adopt Resolution #18-041 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of February 8, 2018 through February 21, 2018
- 4.03: Adopt Resolution #18-046 Approving a Sidewalk Agreement and Density Transition Easement Related to Estates of Silver Oaks 2nd Addition (Project #17-119); Case of Royal Oaks Realty
- 4.04: Adopt Resolution #18-047 Granting a One (1) Year Extension to the Site Plan Approval for National Self Storage, Located at the Northeast Corner of Bunker Lake Boulevard and Ramsey Boulevard (Project No. 16-108); Case of Troy Halverson
- 4.05: Adopt Resolution #18-040 Authorizing Partial Payment to Kilmer Electric Co. Inc. for Improvement Project #17-06; Installation of Emergency Generator for Well #3
- 4.06: Adopt Resolution #18-042 Authorizing Partial Payment to Park Construction Company for IP #16-54, Mississippi River Trail Phase III
- 4.07: Adopt Resolution #18-043 Authorizing Final Payment to Metro Utilities, Inc. for IP #17-09, Bunker Lake Boulevard Utilities Extension
- 4.08: Adopt Resolution #18-044 Authorizing Final Payment to North Valley Inc. for IP #14-27, Mississippi River Trail Phase II – Riverdale Drive to Armstrong Boulevard
- 4.09: Adopt Resolution #18-050 to Authorize an Adjustment to the Starting Hourly Wage for Temporary Seasonal Employees Working in the Public Works Department

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

5. APPROVE AGENDA

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

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

6. PUBLIC HEARING

None.

7. COUNCIL BUSINESS

7.01: Consider Preliminary Plat for Rum River Prairie (Project #17-149); Case of Eric Thomsen

City Planner Anderson reviewed the staff report and recommendation to adopt Resolution #18-023 approving the Preliminary Plat of Rum River Prairie. He noted that staff believes that the proposed development is reasonable and compatible with the character of the surrounding development.

Motion by Councilmember Kuzma, seconded by Councilmember Johns, to Adopt Resolution #18-023 Granting Preliminary Plat Approval of Rum River Prairie, contingent upon compliance with the Staff Review Letter.

Further discussion: Mayor Strommen thanked staff and the Planning Commission for addressing the questions the Council would have otherwise raised.

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

7.02: Consider Preliminary Plat and Site Plan of Affinity at Ramsey (Project No. 17-142); Case of Inland Group

Community Development Director Gladhill reviewed the staff report and recommendation to adopt Resolution #18-032 approving the requested Preliminary Plat for Affinity at Ramsey and adopt Resolution #18-033 approving the requested Site Plan for Affinity at Ramsey. He stated that the proposed project appears to comply with the bulk standards of The COR Design Framework and the proposed use would be an asset to The COR development as well as the City of Ramsey. He noted that in addition, the City Council approved by resolution, the Sketch Plan associated with the project. He stated that staff is support of this action contingent upon compliance with the Staff Review Letter.

Mayor Strommen noted that there has been a healthy discussion on this item in the past.

Councilmember Riley asked for details from the applicant.

Keith James, representing the applicant, thanked the Council for the opportunity to speak. He expressed appreciation for the continued support for the project. He stated that further development of the plan has occurred since the last presentation including materials, number of units, and details on parking. He stated that the facility in Egan is under construction and that facility continues to gain deposits on units each week. He welcomed any questions the Council may have.

Councilmember Kuzma asked for the estimated range on rents.

Mr. James replied that rents would begin at \$1,400 and would run up to \$2,200 noting that rents would be all inclusive of utilities with the exception of telephone.

Motion by Councilmember Riley, seconded by Councilmember Kuzma, to Adopt Resolution #18-032 Granting Preliminary Plat Approval for Affinity at Ramsey and Resolution #18-033 Granting Site Plan Approval for Affinity at Ramsey.

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

7.03: Consider Adopting Resolution #18-049 Authorizing Civil Engineering Planning Services from Bolton & Menk for Highway 10 Planning Effort

Community Development Director Gladhill reviewed the staff report and recommendation to proceed forward with the Work Order. He noted that Bolton & Menk was the engineer for the Highway 10 Access Planning Study and therefore there are a number of efficiencies of this firm proceeding forward with the work as opposed to bringing in a new firm. He noted that the Public Works Committee recommended approval of the Work Order, contingent upon ensuring that these efforts did not conflict with the priorities or efforts of the Greater Minnesota Gateway Coalition, which prioritizes all Highway 10 projects. He advised that staff has confirmed that said coalition is generally supportive of this effort.

Eric Johnson, Bolton & Menk, stated that the approach of the Highway 10 Access Planning Study left a lot of options open. He stated that while the approach is valid, this study will establish a clean singular vision to resolve uncertainty in the corridor. He commented that the rail grade separations should be included in this study as well. He stated that there needs to be flexibility built into the vision and advised that can be done in many pieces. He noted that there has been a state of flux for stakeholder along the corridor and this study will help to answer a lot of their questions and encourage reinvestment in the properties. He stated that Anoka is close to having funding in place to remove the signals at Fair Oak and Thurston, which will push that congestion into Ramsey at Sunfish Lake Boulevard.

Angie Bersaw, Bolton & Menk, stated that they will be building off the Highway 10 Access Planning Study. She stated that phase one is still in the planning phase and this would narrow down the single option. She explained that phase two would begin designing that concept and noted that phase two is not included in the work order tonight. She provided additional details on the approach and how this would differ from the Highway 10 Access Planning Study noting that this phase would provide the right sized solution, align priorities, identify key components and footprints, and find the best combination to meet the goals in order to find a vision that can be supported by all. She stated that the second phase would focus on creating a roadmap to construction and identifying a plan to gain funding. She provided additional details on the stakeholder engagement process. She reviewed the proposed schedule for phase one and the future phase two, noting that phase two is not being requested tonight and could include funding partners.

Councilmember Kuzma asked for details on specific details that would be included in phase two.

Ms. Bersaw replied that the concept level design will include details on intersections, needed improvements, and the design footprint while further details would be worked out in the phase two.

Mayor Strommen noted that the Public Works Committee discussed this topic in depth.

Councilmember Riley stated that the Committee had a robust discussion on this topic. He stated that this is a lot of money and while he does not believe that this should be the responsibility of Ramsey, he does understand that this is the first step and a lot of the future steps will not take place without this step. He stated that he wanted to ensure that there was confirmation from the other corridor partners on the development of this plan, as elements of the Highway 10 plan will not go forward without the support of all the partners.

Mayor Strommen noted that the plan was shared with the Highway 10 coalition and they are supportive.

Councilmember Johns stated that the Committee also discussed the need for the stakeholders in the corridor to have some certainty and this phase will provide the necessary answers to those stakeholders.

Councilmember LeTourneau stated that he attended the most recent Highway 10 coalition meeting and the primary item is the Anoka Fair Oak and Thurston improvements. He stated that there was discussion as to what could happen concurrently, without competing for funding, and it was determined that this is necessary work that is appropriately staged and would not compete with funding for Anoka. He stated that the funding is significant and asked for information on the possibility of shared funding. He stated that he recalled that anything the City paid for planning on the Armstrong interchange was attributed to the City's share of funding and asked if this planning would similarly count towards the City's ultimate share of funding for the Highway 10 improvements.

Community Development Director Gladhill confirmed that this planning effort would be counted towards the City's share of funding for the improvements. He stated that the City taking initiative on this phase of planning may provide for a more beneficial approach to ask for funding partners on the second phase of design.

Mayor Strommen agreed that in the recent models of success, the City contributing the first amount of funding has shown the dedication and brings in additional funding partners.

City Administrator Ulrich stated that MnDOT has shown a lot of support for this corridor, as that agency funded the original Highway 10 Access Planning Study. He noted that the project has good State and local support.

Councilmember Kuzma stated that the City has made an investment with Mr. Tinklenberg's efforts at the legislature on behalf of the City and noted that this study will help to bring the improvement to the next phase more quickly.

Councilmember LeTourneau asked for information on the balance of the public improvement revolving fund.

Community Development Director Gladhill commented that he is unsure of the balance but noted that there are sufficient funds to complete the project and still have a healthy balance.

Motion by Councilmember LeTourneau, seconded by Councilmember Johns, to Adopt Resolution #18-049 Authorizing Civil Engineering Design Services to Complete the Highway 10 Plan.

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

7.04: Consider Introducing Ordinance #18-01 Amending Lot Width Requirements for Cul-de-Sac Lots in the R-1 Residential (Rural Developing) District

City Planner Anderson reviewed the staff report and recommendation to adopt Ordinance #18-01 amending the minimum lot width standard in the R-1 Residential (Rural Developing) District to 100 feet for lots on the bulb of a cul-de-sac. He stated that the Planning Commission supported this action but directed staff to revise the language to specify that the measurement was to be made at the required front yard setback. He noted that this ordinance amendment will likely reduce future requests for variances to lot width for cul-de-sac lots.

Councilmember LeTourneau asked for information on the history of the 200 feet minimum lot width and how that threshold arose in the first place.

City Planner Anderson stated that he was unsure of the reasoning for the minimum lot width but stated that perhaps that arose when the City was incorporated.

Motion by Councilmember Riley, seconded by Councilmember LeTourneau, to introduce an Ordinance amending the lot width requirement for cul-de-sac lots in the R-1 Residential (Rural Developing) District.

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

7.05: Consider Approval of Site Plan for Ramsey Elementary Campus 2 (Project #17-109)

- **Introduce Ordinance #18-03 Approving Zoning Map Amendment to Public/Quasi-Public**
- **Adopt Resolution #18-004 Approving Comprehensive Plan Amendment to Public/Quasi-Public and Approving Site Plan**

Community Development Director Gladhill reviewed the staff report and recommendation from the Planning Commission and staff to adopt Ordinance #18-03 rezoning the subject property

from R-1 Residential (MUSA) to Public/Quasi-Public and adopt Resolution #18-004 approving the Comprehensive Plan Amendment and Site Plan for Ramsey Elementary Campus 2.

Councilmember LeTourneau asked for details on trail access and whether the trail to the east would connect to the broader system.

Community Development Director Gladhill noted that as shown, the trail is for internal purposes as the City currently does not have a trail along CR 5.

Councilmember LeTourneau stated that this will be a public/quasi-public space and wanted to ensure that there is an opportunity for better connection for the community through the trail system in the future.

Councilmember Shryock stated that there is a trail along CR 5 by Brookfield that would travel to Variolite. She agreed that trail extensions to the south would be helpful.

Councilmember Kuzma asked for details on safety and security.

Steve Anderson, representing the applicant, stated that the buildings have a single point entry for the school buildings. He explained that all the entries are locked and there is a visitor entrance which allows a visitor to enter a vestibule where they can scan their identification which is then run through a verification system. He stated that this building would also be equipped with cameras. He noted that they are also reviewing additional equipment that could be used to promote safety and security throughout the building.

Councilmember Kuzma stated that this planning process is the time to implement the materials necessary for safety and thanked the School District for taking that effort.

Mr. Anderson stated that the School District continues to review the technology available to determine enhancements that can be made to the security systems.

Councilmember Riley referenced the trail element and asked staff to weigh the greater good of a trail connection over additional landscaping to act as a buffer to one neighborhood.

Councilmember Johns stated that the corridor along CR 5 should remain a priority for trails and connections.

Community Development Director Gladhill stated that there is sufficient space and right-of-way along CR 5 for a trail connection and noted that there is language that could be added to a condition.

Mayor Strommen agreed that the City should plan for the long-term. She noted that bussing kids long-term across a street may not continue to be feasible and therefore it is important to reserve that trail connection to ensure that can get kids safely to school.

Motion by Councilmember Kuzma, seconded by Councilmember Johns, to introduce an Ordinance amending Section 117-90 “MAP” of Chapter 117 of the City Code of Ramsey, Minnesota and to Adopt Resolution #18-004 Approving a Comprehensive Plan Amendment, Contingent Upon Metropolitan Council Approval, to Change a Land Use Designation and Approving Site Plan for Ramsey Elementary Campus 2.

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

-048 Accepting Bids and Awarding Contract for 2018 Crackseal and Sealcoat Improvements, Improvement Project #18-04

City Engineer Westby reviewed the staff report and recommendation to adopt Resolution #18-048 accepting bids and awarding a contract to Pearson Brothers, Inc. in the amount of \$434,699.22 for the base bid plus three bid alternatives for 2018 Crackseal and Sealcoat Improvements, Improvement Project #18-04.

Councilmember Kuzma referenced Jarvis and asked if both the Elk River and Ramsey sides would be included.

City Engineer Westby confirmed that both sides would be completed.

Councilmember Riley asked the difference between the City of Ramsey’s maintenance schedule and the schedule for the city of Elk River.

City Engineer Westby stated that Ramsey’s maintenance schedule is very typical and was unsure why the element was not in the Elk River plan. He stated that he plans to follow up with Elk River on the aspect.

Councilmember Riley stated that he supports the approach using alternative bids to ensure the full budgeted amount is used.

Motion by Councilmember Kuzma, seconded by Councilmember Johns, to Adopt Resolution #18-048 Accepting Bids and Awarding Contract for 2018 Crackseal and Sealcoat Improvements, Improvement Project #18-04.

Further discussion: Councilmember LeTourneau commented that he appreciates the process and the fact that City Engineer Westby provides a complete history and the details of each step to explain the full process. He stated that this helps to explain how complicated this road process and demonstrates how the City is working to improve the roadways.

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

7.07: Update on Current and Future Recycling Goals

City Planner Anderson reviewed the staff report, providing an update to the City Council on the current recycling activities and future recycling goals.

Mayor Strommen asked if it would be possible to have organic/compostable recycling receptacles at City Hall. She noted that resources are used in the building but also sets the example for others.

City Planner Anderson commented that he can work with the building maintenance staff and agreed that it is becoming more typical to find those receptacles.

Mayor Strommen stated that some gas stations have receptacles for recycling near their gas pumps, while others do not and asked if there is outreach that can be done to those businesses in the community.

Councilmember LeTourneau stated Coborn's has gone above and beyond on their own initiative to offer recycling bins near the gas pumps and agreed that activity should be encouraged.

City Planner Anderson stated that Coborn's was recognized by the Anoka Board of Commissioners, along with PACT Charter School, for recycling efforts.

8. MAYOR, COUNCIL AND STAFF INPUT

City Administrator Ulrich announced upcoming meetings and events.

9. ADJOURNMENT

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

Motion carried.

The regular meeting of the City Council adjourned at 8:32 p.m.

Respectfully submitted,

Kurtis G. Ulrich
City Administrator

ATTEST:

Jo Ann M. Thieling
City Clerk

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

CC Regular Session

4. 5.

Meeting Date: 03/13/2018

By: Jo Thieling, Administrative Services

Information

Title

Approve Licenses

Purpose/Background:

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

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

Recommendation:

Staff recommends approval of license applications.

Action:

Motion to approve license applications.

Attachments

Licenses

Form Review

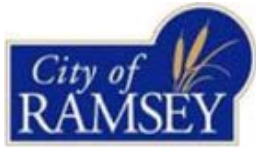
Form Started By: Jo Thieling
Final Approval Date: 03/08/2018

Started On: 03/08/2018 10:38 AM

License Applications

*Special Events	MN State Society Daughters of the American Revolution	5K beginning at 7545 Veterans Drive	Ramsey, MN	612-236-7239
Peddler/Solicitor/Transient Merchant	Custom Remodelers Inc.	474 Apollo Drive	Lino Lake, MN 55014	612-236-5042
Peddler/Solicitor/Transient Merchant	Matthew Finn – representing Edward Jones	331 Main	Elk River, MN 55330	763-441-6840

***Application Fee waived for non profit**



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

CC Regular Session

4. 6.

Meeting Date: 03/13/2018

Submitted For: Kurt Ulrich, Administrative Services

By: Jo Thieling, Administrative Services

Information

Title:

Approval of Tuition Reimbursement

Purpose/Background:

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

Notification:

Not applicable

Observations/Alternatives:

The requested course (Advanced Research Methods) is a required course toward a degree program of public administration. This course focuses on applying theory to practice in the contexts of critical public issues and my personal professional experience. Specific review and analysis of current issues facing the City of Ramsey will be analyzed. The City's reimbursement for degree program requires that the course be for the purpose of *advanced skill development*, and that the course is *job-related* and deemed to be a *benefit to the employer*.

Funding Source:

The 50% tuition expense would be allocated from budgeted administrative training and professional development.

Recommendation:

It is recommended that the Council consider approval of the tuition reimbursement request for Spring semester 2018 as outlined in the attached *Tuition Reimbursement* form.

Action:

Motion to approve the tuition reimbursement request for the City Administrator for Spring Semester 2018.

Attachments

Form

Form Review

Inbox

Kurt Ulrich
Form Started By: Jo Thieling
Final Approval Date: 03/08/2018

Reviewed By

Kurt Ulrich

Date

03/08/2018 02:58 PM
Started On: 03/06/2018 04:42 PM

Pre-Approval for Tuition Reimbursement

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

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

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

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

Employee name: <i>Kurtis G. McRICH</i>	Department: <i>Admin.</i>
Employee number: <i>109850</i>	Position: <i>City Administrator</i>
Class name: <i>CPA 8501 DIS 1: Advance Research Methods</i>	Number of credit hours: <i>4</i>
Cost of Tuition per Credit (minus all fees): <i>\$750.00</i>	Estimated Cost of Books: <i>\$50.00</i>
School name: <i>Hamline University</i>	School address (1): <i>St. Paul MN</i>
Course dates: <i>JAN 2018</i> to <i>MAY 2018</i>	School address (2):
To be completed by the HR Manager: This employee has been approved by the City Administrator for enrollment in a job-related Bachelor's degree program.	
Yes, approval date _____ No _____	

How is this class related to your job? *Review of issues relevant to City.*

How will your taking this class benefit the City? *Research will benefit city decisions regarding current issues*

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

Kurtis G. McRICH *3/8/18*
Employee Signature Date

Request has been:

Approved

Denied

Department Head's Signature

Date

Date

Human Resources Manager's Signature

Date

Date

City Administrator's Signature

Date

Date

CC Regular Session**4. 7.****Meeting Date:** 03/13/2018**By:** Jo Thieling, Administrative Services

Information**Title**

Adopt 2018 Legislative Platform

Purpose/Background:

Purpose: To formally adopt a Legislative Platform for the purpose of defining a list of Legislative priorities of specific interest to the City of Ramsey.

Background: On February 27, in work session, Council reviewed the list of proposed 2018 legislative issues that are considered significant to the City of Ramsey.

Attached to this case is the 2018 Legislative Initiatives for Council consideration.

Recommendation:

Staff recommends Council formally adopt the Legislative Initiatives as presented.

Action:

Motion to adopt the 2018 Legislative Initiatives.

Attachments2018 Legislative Initiatives 032018

Form Review**Inbox**

Kurt Ulrich

Form Started By: Jo Thieling

Final Approval Date: 03/08/2018

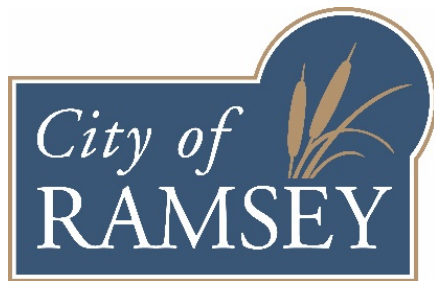
Reviewed By

Kurt Ulrich

Date

03/08/2018 02:59 PM

Started On: 03/06/2018 05:30 PM



2018 City of Ramsey Legislative Platform

1. **Top Priority: U.S. Highway 10 Priority Projects**

ISSUE: U.S. Highway 10 is a principal arterial roadway providing significant transportation connections from Minneapolis – St. Paul to the northwest suburbs and Greater Minnesota. The 4-lane roadway (Anoka/Sherburne County line to the Rum River in Anoka) carries average daily traffic volumes ranging from 33,500 to 61,000 vehicles per day.

This corridor is commonly congested and has much higher than average crash and crash severity rates than comparable corridors. In addition, the corridor has four signalized intersections and numerous direct access points (14.5 per mile); which contribute to the degradation of the U.S. Highway 10. Over the past ten (10) years, thirteen (13) people have died in crashes on this 7-mile corridor. Four (4) fatalities were pedestrians; including (3) from 2013 to 2014.

Highway 10 has been studied numerous times over the past decade, each time a full-freeway status was identified as the ultimate solution. However, due to limited funding opportunities at the State and Federal level, full-freeway status would be difficult to achieve within the next 20 years.

As a result of funding constraints, MnDOT and Bolton & Menk completed a study to achieve freeway-like status for U.S. Highway 10 in the fall of 2014. This study is known as: *The U.S. Highway 10 Access Planning Study*. This study achieves 90% of the safety and operational benefits of a full-freeway for 50% of the cost. The intent of this study is to identify high-benefit improvements that are fiscally responsible so that improvements can be funded, programmed, and implemented incrementally. This study has been formally adopted by MnDOT, Anoka County, the City of Anoka and the City of Ramsey.

The City of Ramsey supports the City of Anoka and Anoka County in efforts to secure the balance of funding needed to complete the Thurston/Fair Oak Interchange Project.

Information Source, Highway 10 Access Planning Study

RECOMMENDATIONS:

- A. Included in the U.S. Highway 10 Access Planning Study is a recommended, prioritized, list of improvement projects. The City of Ramsey recommends State and Federal funding sources be secured to implement both “immediate” and “short-term” priority projects.
- B. The City of Ramsey’s general position on U.S. Highway 10 is more resources must be dedicated to all components of the State’s transportation system, and local units of government must have access to resources and funding tools to meet growing needs.
- C. The City of Ramsey specifically supports the City of Anoka and Anoka County in efforts to secure the balance of funding needed to complete the Thurston/Fair Oak Interchange Project.
- D. The City of Ramsey’s position on rail crossing improvements along U.S. Highway 10 is the City opposes legislation and policies that disproportionately shift authority, costs, and/or liability away from railroad companies and onto units of government. Additionally, the City supports funding for separation of rail-vehicle traffic as a critical matter of public safety and congestion.

TOPIC IS CONSISTENT THE FOLLOWING ORGANIZATIONS LEGISLATIVE PLATFORMS:

- >Anoka County: State Funding for Transportation and U.S. Highway10/169 Hybrid Freeway Conversion in Ramsey
- >League of Minnesota Cities: Adequate Funding for Transportation, LE-33
- >League of Minnesota Cities: Railroads, LE-39
- >Metro Cities: Road and Bridge Funding, 5-A
- >North Metro Mayor’s Association, Transportation Funding
- >North Metro Mayor’s Association, North Metro Highway Construction Projects
- >North Metro Mayor’s Association, Rail Crossings and Rails Safety

2. Water Supply

ISSUE: A clean and reliable source of water is critical to the function of any healthy community. In many cases, communities utilize aquifers as their primary source of water. The City of Ramsey is located in a “recharge zone” for aquifers utilized throughout the Twin Cities Metro region, known as the “Anoka County Sand Plain.”

The City of Ramsey is a developing community and anticipates significant growth over the next two decades. As a result, additional water supply will be required to meet the demand of future development. In 2007, the City of Ramsey explored the ability to use surface waters, such as the Mississippi River for a municipal water supply as a possible benefit for regional water resources. The Minnesota DNR assisted with this effort in order to identify options for preserving existing, and future, ground water supplies of communities throughout the entire Twin Cities Metro region.

As a result, the City of Ramsey identified an option of using a surface water treatment plant sometime in the future, which would draw from the Mississippi River, but only if it were part of a regional solution. Under a surface water option, the City would retain its ground water supply system as a back-up to a surface water supply. The estimated cost of the proposed surface water treatment plant in Ramsey is significant, at \$36.5 million. Costs for retaining the ground water supply system will be minimal compared to the treatment facility costs. For this reason, significant funding from outside the City would be required.

Clearly, utilization of water resources is not solely a local issue, as aquifers and “recharging zones” span across the entire Twin Cities metro region. The need for the City of Ramsey to switch from a ground water system to a surface water system is not a result of development in the City of Ramsey alone; it is the result of demand across the entire Twin Cities metro region.

RECOMMENDATION: The City of Ramsey supports continued regional analysis and planning efforts to utilize ground and surface water throughout the Twin Cities as a whole, rather than community-by-community. The City of Ramsey opposes actions limiting the ability of Ramsey to develop in order to sustain, or allow new development, in other Twin Cities communities affected by the Anoka County Sand Plain “recharge zone.” The City of Ramsey supports regional solutions to address regional ground water supply concerns; specifically including, regional equitable funding sources.

TOPIC IS CONSISTENT THE FOLLOWING ORGANIZATIONS LEGISLATIVE PLATFORMS:

- >League of Minnesota Cities: Municipal Public Water Supplies, SD-64
- >Metro Cities: Water Supply, 2-Q
- >North Metro Mayor’s Association, Water

3. Zip Code

ISSUE: United States Postal Service (USPS) provides the City of Ramsey postal services from the Anoka Post Office, located near downtown Anoka (55303 Zip Code). For the past decade, the City of Ramsey and the Ramsey Economic Development Authority (EDA), have identified a need for the Ramsey to secure a unique zip code and post office. This item has been identified a priority for two major reasons (1) confusion by businesses, residents, and visitors about differentiating the City of Ramsey from the City of Anoka; which results in problems in multiple applications, and (2) degradation of community identity.

From an equity perspective, when the City of Ramsey is compared to nearby communities that do have zip codes/ post offices, the City of Ramsey appears to be a unique outlier in terms of current population. The City of Ramsey is one of twelve nearby cities with a current population of over 12,000 that does not have a unique post office and zip code. There are seven cities located nearby the City of Ramsey with populations ranging from 466 to 7,000 that have a unique post office and zip code. With current population comparisons in mind, it should be noted, the City of Ramsey is a rapidly growing community with several hundred acres of land available for future development. The demand for USPS services is expected to continuously increase with time.

RECOMMENDATION: In order for the City of Ramsey to move forward with a request to USPS for a new post office and zip code, the City of Ramsey needs to document clear and consistent support. Therefore, the City of Ramsey support the solicitation of letters of support from our County, State, and Federal elected officials for the purpose of advocating for a Ramsey-unique zip code via the USPS Northland District Manager, Anthony Williams: 100 1st Street South, Minneapolis, MN 55401.

4. Fiscal Disparities and Local Government Aid (LGA)

ISSUE: Authored by former Anoka State Legislator, Charles R. Weaver, the Twin Cities Area Fiscal Disparities program, enacted in 1971, was created for the purposes of:

1. Providing a way for local governments to share in the resources generated by the growth of the metropolitan area without removing existing resources;
2. Promoting orderly development of the region by reducing the impact of fiscal considerations on the location of business and infrastructure;
3. Establishing incentives for all parts of the area to work for the growth of the area as a whole;
4. Helping communities at various stages of development; and
5. Encouraging protection of the environment by reducing the impact of fiscal considerations to ensure protection of parks, open space, and wetlands.

Fiscal Disparities affects cities, counties, special taxing districts, and school districts within the seven-county metro area. It has reduced tax base disparity throughout the seven-county metropolitan area to a level of 3-to-1 (instead of the previous 10-to-1). Historically, the City of Ramsey (and Anoka County) have been a net recipients of fiscal disparities funding. Meaning, the amount of dollars Ramsey receives from the program is greater than the dollars Ramsey contributes to the program (about 1.63 factor in 2014 for Ramsey).

Local Government Aid for Ramsey has fluctuated (see chart below) from a high of \$396,382 in 2001, to the current level of \$0 in 2017. The basic formula was changed in 2014 and some level of LGA was restored for the next three years (approximately \$100,000 per year), however the same formula has now resulted in the elimination of all LGA for Ramsey and similar developing suburbs.

FY 2000 - \$359,771
FY 2001 - \$396,382
FY 2002 - \$303,894
FY 2003 through 2013 - \$0
FY 2014 - \$91,381
FY 2015 - \$110,352
FY 2016 - \$111,311
FY 2017 - \$0

RECOMMENDATION: Any future legislation that would modify or impact the Fiscal Disparities program should only be considered within a framework of comprehensive reform efforts of the State's property tax, aids and credits system. Any proposed legislation that would modify or impact the Fiscal Disparities program must be evaluated utilizing the criteria of fairness, equity, stability, transparency and coherence in the treatment of cities and taxpayers across the metropolitan region, and must continue to serve the program's intended purposes.

The Ramsey City Council is in support of the Fiscal Disparities program. The Ramsey City Council opposes future diversion from the Fiscal Disparities Program to fund programs or projects that would contradict the purpose of the program. The City does not support efforts to exempt Ramsey (or Anoka County) from any future Fiscal Disparity program amendment discussions.

Ramsey supports revision of the LGA formula that recognizes the needs of developing suburbs and restores LGA to developing suburbs for long-term capital needs.

>Similar language as 2018 Anoka County Adopted Legislative Platform
>League of Minnesota Cities Policy FF-4 Funding Local Government Aid
>NMMA Fiscal Policy

5. Funding for Non-State Aid City Streets

ISSUE: Minnesota has over 141,000 miles of roadway, and more than 22,500 miles—or 16 percent--are owned and maintained by Minnesota's 853 cities. The Minnesota Constitution limits eligibility for dedicated Highway User Tax Distribution Fund dollars to up to twenty percent of streets in cities with populations over 5,000 (147 of 853 cities). This means almost 85 percent of municipal streets are ineligible for municipal state aid (MSA) funds and must be paid for with property taxes and special assessments. Funding challenges are compounded by city cost participation requirements in state and county highway projects, which divert resources from city-owned streets.

Recognizing the unique street funding needs in cities under 5,000 population, the 2015 legislature created the Small Cities Assistance Account (Minn. Stat. § 162.145). Funds in the account are distributed through a formula to all cities under 5,000 population for street maintenance and reconstruction. Unfortunately, funding for the account was only provided for one year.

Maintenance costs increase as road systems age, and no city--large or small—is spending enough on roadway capital improvements to maintain a 50-year lifecycle. For every one dollar spent on maintenance, a road authority--and therefore taxpayers--save seven dollars in repairs. According to a report released in late 2012 by the governor's Transportation Finance Advisory Committee, cities collectively need an additional \$400 million per year to bring city streets up to an economically competitive standard.

RECOMMENDATIONS: City streets are a separate but integral piece of the network of roads supporting movement of people and goods. Cities need greater resources and flexible policies in order to meet growing demands for street improvements and maintenance. The City of Ramsey supports:

- A. dedicated and sustainable state funding source for non-MSA city streets in large and small cities statewide;
- B. enabling legislation that would allow cities to create street improvement districts (similar to sidewalk improvement districts already allowed under Minn. Stat. § 435.44);
- C. and the creation of a new fund within the Local Road Improvement Program that would provide grants to cities burdened by cost participation requirements related to trunk highway and county state-aid projects.

>Similar language as 2018 LMC Legislative Platform, LE-36

6. Publishing Public Notices: Improving and Increasing Citizen Access to Information

ISSUE: State law requires that cities publish certain types of information in a “qualified” newspaper designated by the city. While the requirements vary based on city population size, most cities must publish: ordinances before they can take effect; advertisements for bids; various financial reports; meeting and hearing notices; notices of elections; dates for filing affidavits of candidacy; and sample ballots. Collectively, these items are referred to as “official notices,” legal notices” and “public notices” in state statute.

There are several requirements in statute for a newspaper to be a “qualified” or “official” newspaper for the city. For instance, there can only be one newspaper chosen for the city; it must be printed in English in a newspaper format; if it is a daily newspaper, it must be distributed at least five days each week; if not a daily paper, it may be distributed twice a month with respect to the publishing of government public notices; it must be circulated in the city which it purports to serve, and either have at least 400 copies regularly delivered to paying subscribers or have at least 400 copies distributed without charge to local residents.

As technology has evolved, citizens have become more accustomed to the instantaneous availability of online information. Because cities are committed to providing information to citizens and responding to this demand, they have invested heavily in their websites and in growing a robust online presence. They survey citizens about what method of communication is preferred and based on this, cities update, reform, evolve, and advance communication tools and often, they do so with limited means and resources to ensure citizens have access to information about their city.

Because of the publishing mandate outlined in state statute, cities continue to publish in newspapers with limited resources while simultaneously providing information to citizens in the format they actually demand online. These requirements originated in 1949 and to ensure the original intent of the law – providing citizens access to their local government – it is time to eliminate these outdated requirements and make communicating with citizens more efficient.

RECOMMENDATION: The City of Ramsey supports legislation eliminating outdated and unnecessary publication requirements that are no longer relevant or representative of the technology we now have that has significantly increased access to government. Cities should have the authority to determine whether web publication should replace or supplement newspaper publication based on the unique needs of each community.

>Similar language as 2018 LMC Legislative Platform, SD-14

7. Administering Absentee Balloting

ISSUE: Eligible voters in Minnesota may vote by absentee ballot prior to Election Day. Starting 46 days before the election, a voter can request an application for an absentee ballot and if approved, receive and cast an absentee ballot in one visit to their county or city election offices. Ballots can also be requested, applied for and received by mail and returned by the voter to the election office by 3:00 pm on Election Day or by 8:00 pm on Election Day if delivered by mail or package delivery. Absentee balloting results are not known until combined with polling place results when the polls close on Election Day. For those voting absentee in - person, the absentee ballot application process is burdensome and confusing as voters expect the same process they encounter in their polling place on Election Day. The application process should be replaced by having the voter verify their identity on a paper or electronic roster. Currently electronic signatures are not allowed by state law; having the authority to use electronic signatures would make the process more efficient. Streamlining the voter check-in procedures would increase efficiency and decrease the time voters spend in line waiting to cast their absentee ballot. Seven days before Election Day, elections administrators can begin processing absentee ballots received by mail and in-person absentee voters can place their ballots directly into a tabulator. Currently, a voter can request to place their ballot in a series of envelopes similar to those returned by mail to be processed after they have left the building. Following legislative changes in 2016 allowing voters to place their ballot into a tabulator, few, if any, voters request to place their ballot into envelopes. State law allows alternative sites for conducting absentee balloting but requires that these sites remain open for the full 46 days prior to Election Day. Because of the increase in voting before Election Day, cities should have the authority to conduct in-person absentee balloting in alternative sites for the time period during which voters are allowed to place their ballots directly into a tabulator. Additionally, to respond to the voter demand to vote early, this time period should be increased from seven to 14 days before Election Day. Current law allows for in-person absentee voting until 5:00 p.m. on the day before Election Day. This does not leave adequate time for election officials to process absentee ballots, prepare supplemental lists indicating which voters have already cast absentee ballots and deliver the lists to precincts prior to opening of the polls on Election Day. The current absentee voting process further requires that additional supplemental lists of final absentee voters be delivered to the polls after the last mail delivery on Election Day and often leads to administrative challenges and increased potential for errors in the process. As more and more voters choose to vote early with absentee balloting, improvements must be made to increase efficiency of administering absentee balloting before Election Day, reduce the potential for errors, and to improve voter experience.

>Similar language as 2018 LMC Legislative Platform, SD-68

RECOMMENDATIONS:

- A. Replacing the in-person absentee ballot application process with paper or electronic rosters similarly to those used in polling places on Election Day and allow voters to use an electronic signature for electronic rosters;
- B. Eliminating the option to place an in-person absentee ballot in a series of envelopes instead of a tabulator;
- C. Increasing the time period that an in-person absentee voter can place their ballot directly into a tabulator from seven to 46 days;
- D. Allowing alternative in-person absentee voting sites to be established for 14 days prior to Election Day instead of the full 46 days currently required by state law;
- E. Establishing an earlier deadline for ending in-person absentee voting; and
- F. Revising absentee ballot regulations to allow any person 18 and older to witness the absentee process and sign the envelope as a witness.
- g. Authorizing cities with health care facilities to schedule election judges to conduct absentee voting at an earlier date in health care facilities.

8. Metropolitan Council Governance

ISSUE: The issue of Metropolitan Council governance was an issue raised in 2016 in which the City adopted a resolution taking the position outlined below. Since this is an issue that is likely to continue into 2017, including this in the 2017 *Legislative Platform* acts to reaffirm the City's previous position that was adopted in March of 2016.

Background: This topic was reviewed by the City Council at work session on April 23, 2016, and brought forward to the Council with modifications reflecting that discussion.

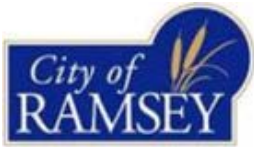
Recently, Anoka County and three other metropolitan counties, put together a coalition that is advocating for a change in the structure of the Metropolitan Council. As part of that meeting, the Council received documents explaining the County position, and documents outlining the position of the Metro Cities organization.

Below are the points/observations put together by staff for consideration:

- Staff supports consideration of options for a Metropolitan Council governance structure that may increase accountability and address concerns of regional stakeholders and policy makers.
- Staff believes that there should be opportunities for local communities to provide input on ideas before any legislative change in Metropolitan Council governance is made.
- Staff recognizes the support Metropolitan Council has provided for past projects in the City of Ramsey:
 - Parking Ramp
 - Sunwood Drive
 - Center Street
 - Sunwood Townhomes (TH 47)
 - Sunwood Village
 - The Draw Park and Amphitheater
 - Rail Station
- The Metropolitan Council has provided support for the planning and implementation of future projects:
 - Mississippi Skyway
 - Housing projects in The COR
 - Housing projects within the community as a whole
- The City of Ramsey expects to continue an ongoing partnership with the Metropolitan Council, especially as we endeavor upon updating our Comprehensive Plan.
- Staff recognizes that the Metropolitan Council has made progress toward making the Comprehensive Plan Update and Amendment processes more user friendly within the past 12 months.

RECOMMENDATIONS:

- A. That reform to the Metropolitan Council should ensure that the Metropolitan Council is a responsible, responsive, and accountable partner for regional development and progress; and
 - B. That in order to recognize the responsibility that the Metropolitan Council has to local units of government, local governments shall have a decision role in the appointment process for representatives to the Metropolitan Council; and
 - C. That in order to promote the stability and continuity of governance, the terms of office for Metropolitan Council members shall be staggered.
- Metro Cities Policy 4B
 - Anoka County Policy on Metro Governance



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

CC Regular Session

4. 8.

Meeting Date: 03/13/2018

Submitted For: Patrick Brama, Administrative Services

By: Patrick Brama, Administrative Services

Information

Title:

Adopt 2018 City of Ramsey Resident Survey

Purpose/Background:

PURPOSE

To adopt the 2018 Ramsey Resident Survey.

BACKGROUND (resident survey):

As a result of the 2013 Council strategic planning process, direction was provided to initiate a regular, statistically significant, resident surveying process (one survey every two years). Generally, survey results benefit the City in a wide range of applications (budgeting process, policy discussions, capital improvement plan, strategic plan, comprehensive plan, etc.). The City completed a resident survey in 2014 and 2016. This evening, the Council again reviewed the draft for the 2018 resident survey. The document is now ready for formal adoption.

PROCESS

Please see attached timeline. We are anticipating this survey to be completed by residents in April, and for results to be back to Council by July.

Notification:

NA

Observations/Alternatives:

CHANGE LOG:

At the 02/27 City Council work session, various changes to the survey were requested. Below is a log of changes.

#11, updated to also include ratings for Anoka County and State of Minnesota.

#16, updated to now include a rating for a new community center. Ratings for business incubators were dropped.

#19, added back in this question RE the LT street maintenance program. Dropped the two questions previously included RE code violations and land use permits.

#D2, was dropped altogether, this was a demographic question RE rating your current health. Below is a response from the National Research Center.*

*This question is part of our Health and Wellness participation question set. These types of questions are widely used in health research and are used to a snapshot at the overall health of the community. They can be especially useful for communities in which health care options may be limited, since the

NCS asks about those too; as with most aspects of the NCS, the more complete the picture is, the more useful and actionable the data will be.

Funding Source:

The amount of \$13,000 was budgeted in 2018 for a resident survey. Furthermore, the City participates in the State of Minnesota's "City/County Performance Measurement" (CPM) program. Annually, the State allocates about \$3,500 to the City of Ramsey for performance measurement related costs (which include the Ramsey citizen survey). In summary, the City has about \$16,500 in funding budgeted for a resident survey in 2018. Staff estimates the survey will cost \$14,000-\$16,000.

Recommendation:

NA

Action:

Motion to adopt the 2018 Ramsey Resident Survey and authorize staff to proceed.

Attachments

Draft 2018 Survey

Timeline (2018)

Mailing Materials (2018)

Form Review**Inbox**

Kurt Ulrich

Form Started By: Jo Thieling

Final Approval Date: 03/08/2018

Reviewed By

Kurt Ulrich

Date

03/08/2018 04:57 PM

Started On: 03/08/2018 04:49 PM

The City of Ramsey 2018 Citizen Survey

Please complete this questionnaire if you are the adult (age 18 or older) in the household who most recently had a birthday. The adult's year of birth does not matter. Please select the response (by circling the number or checking the box) that most closely represents your opinion for each question. Your responses are anonymous and will be reported in group form only.

1. Please rate each of the following aspects of quality of life in Ramsey:

	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>	<i>Don't know</i>
Ramsey as a place to live	1	2	3	4	5
Your neighborhood as a place to live.....	1	2	3	4	5
Ramsey as a place to raise children	1	2	3	4	5
Ramsey as a place to work.....	1	2	3	4	5
Ramsey as a place to visit.....	1	2	3	4	5
Ramsey as a place to retire	1	2	3	4	5
The overall quality of life in Ramsey	1	2	3	4	5

2. Please rate each of the following characteristics as they relate to Ramsey as a whole:

	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>	<i>Don't know</i>
Overall feeling of safety in Ramsey.....	1	2	3	4	5
Overall ease of getting to the places you usually have to visit.....	1	2	3	4	5
Quality of overall natural environment in Ramsey	1	2	3	4	5
Overall "built environment" of Ramsey (including overall design, buildings, parks and transportation systems)	1	2	3	4	5
Health and wellness opportunities in Ramsey	1	2	3	4	5
Overall opportunities for education and enrichment.....	1	2	3	4	5
Overall economic health of Ramsey	1	2	3	4	5
Sense of community.....	1	2	3	4	5
Overall image or reputation of Ramsey.....	1	2	3	4	5

3. Please indicate how likely or unlikely you are to do each of the following:

	<i>Very likely</i>	<i>Somewhat likely</i>	<i>Somewhat unlikely</i>	<i>Very unlikely</i>	<i>Don't know</i>
Recommend living in Ramsey to someone who asks.....	1	2	3	4	5
Remain in Ramsey for the next five years	1	2	3	4	5

4. Please rate how safe or unsafe you feel:

	<i>Very safe</i>	<i>Somewhat safe</i>	<i>Neither safe nor unsafe</i>	<i>Somewhat unsafe</i>	<i>Very unsafe</i>	<i>Don't know</i>
In your neighborhood during the day.....	1	2	3	4	5	6
In Ramsey's downtown/commercial areas during the day ..	1	2	3	4	5	6
In your neighborhood after dark	1	2	3	4	5	6
In Ramsey's downtown/commercial areas after dark	1	2	3	4	5	6

5. Please rate each of the following characteristics as they relate to Ramsey as a whole:

	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>	<i>Don't know</i>
Traffic flow on major streets	1	2	3	4	5
Ease of travel by car in Ramsey.....	1	2	3	4	5
Ease of travel by bicycle in Ramsey.....	1	2	3	4	5
Ease of walking in Ramsey	1	2	3	4	5
Availability of paths and walking trails	1	2	3	4	5
Cleanliness of Ramsey	1	2	3	4	5
Overall appearance of Ramsey.....	1	2	3	4	5
Public places where people want to spend time	1	2	3	4	5
Variety of housing options	1	2	3	4	5
Availability of affordable quality housing	1	2	3	4	5
Fitness opportunities (including exercise classes and paths or trails, etc.)	1	2	3	4	5
Recreational opportunities.....	1	2	3	4	5
Overall condition of City maintained streets	1	2	3	4	5

6. Please rate each of the following characteristics as they relate to Ramsey as a whole:

	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>	<i>Don't know</i>
Availability of affordable quality child care/preschool	1	2	3	4	5
K-12 education	1	2	3	4	5
Adult educational opportunities.....	1	2	3	4	5
Opportunities to attend cultural/arts/music activities	1	2	3	4	5
Employment opportunities	1	2	3	4	5
Shopping opportunities.....	1	2	3	4	5
Cost of living in Ramsey	1	2	3	4	5
Overall quality of business and service establishments in Ramsey	1	2	3	4	5
Vibrant downtown/commercial area	1	2	3	4	5
Overall quality of new development in Ramsey	1	2	3	4	5
Opportunities to volunteer.....	1	2	3	4	5
Opportunities to participate in community matters	1	2	3	4	5

7. Please indicate whether or not you have done each of the following in the last 12 months.

	<i>No</i>	<i>Yes</i>
Household member was a victim of a crime in Ramsey	1	2
Reported a crime to the police in Ramsey	1	2
Campaigned or advocated for an issue, cause or candidate	1	2
Contacted the City of Ramsey (in-person, phone, email or web) for help or information.....	1	2
Contacted Ramsey elected officials (in-person, phone, email or web) to express your opinion.....	1	2

8. In the last 12 months, about how many times, if at all, have you or other household members done each of the following in Ramsey?

	<i>2 times a week or more</i>	<i>2-4 times a month</i>	<i>Once a month or less</i>	<i>Not at all</i>
Visited a neighborhood park or City park	1	2	3	4
Attended a City-sponsored event.....	1	2	3	4
Used rail or other public transportation instead of driving.....	1	2	3	4
Walked or biked instead of driving	1	2	3	4
Volunteered your time to some group/activity in Ramsey.....	1	2	3	4

9. Thinking about local public meetings (of local elected officials like City Council or County Commissioners, advisory boards, town halls, HOA, neighborhood watch, etc.), in the last 12 months, about how many times, if at all, have you or other household members attended or watched a local public meeting?

	<i>2 times a week or more</i>	<i>2-4 times a month</i>	<i>Once a month or less</i>	<i>Not at all</i>
Attended a local public meeting	1	2	3	4
Watched (online or on television) a local public meeting.....	1	2	3	4

The City of Ramsey 2018 Citizen Survey

10. Please rate the quality of each of the following services in Ramsey:

	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>	<i>Don't know</i>
Police services	1	2	3	4	5
Fire services.....	1	2	3	4	5
Crime prevention.....	1	2	3	4	5
Fire prevention and education.....	1	2	3	4	5
Traffic enforcement	1	2	3	4	5
Street repair	1	2	3	4	5
Street cleaning	1	2	3	4	5
Street lighting.....	1	2	3	4	5
Snow removal	1	2	3	4	5
Sidewalk maintenance	1	2	3	4	5
Traffic signal timing.....	1	2	3	4	5
Storm drainage	1	2	3	4	5
Drinking water	1	2	3	4	5
Sewer services	1	2	3	4	5
City parks.....	1	2	3	4	5
Recreation centers or facilities	1	2	3	4	5
Land use, planning and zoning.....	1	2	3	4	5
Code enforcement (weeds, abandoned buildings, etc.)	1	2	3	4	5
Animal control	1	2	3	4	5
Economic development	1	2	3	4	5
Public information services	1	2	3	4	5
Preservation of natural areas such as open space, farmlands and greenbelts.....	1	2	3	4	5
Overall customer service by Ramsey employees (police, receptionists, planners, etc.).....	1	2	3	4	5
Trail maintenance.....	1	2	3	4	5

11. Overall, how would you rate the quality of the services provided by each of the following?

	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>	<i>Don't know</i>
The City of Ramsey.....	1	2	3	4	5
The Federal Government	1	2	3	4	5
Anoka County Government	1	2	3	4	5
The State of Minnesota	1	2	3	4	5

12. Please rate the following categories of Ramsey government performance:

	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>	<i>Don't know</i>
The value of services for the taxes paid to Ramsey.....	1	2	3	4	5
The overall direction that Ramsey is taking	1	2	3	4	5
The job Ramsey government does at welcoming citizen involvement	1	2	3	4	5
Overall confidence in Ramsey government.....	1	2	3	4	5
Generally acting in the best interest of the community	1	2	3	4	5
Being honest.....	1	2	3	4	5
Treating all residents fairly	1	2	3	4	5
Development and success of a strategic action plan.....	1	2	3	4	5

13. Please rate how important, if at all, you think it is for the Ramsey community to focus on each of the following in the coming two years:

	<i>Essential</i>	<i>Very important</i>	<i>Somewhat important</i>	<i>Not at all important</i>
Overall feeling of safety in Ramsey.....	1	2	3	4
Overall ease of getting to the places you usually have to visit.....	1	2	3	4
Quality of overall natural environment in Ramsey	1	2	3	4
Overall “built environment” of Ramsey (including overall design, buildings, parks and transportation systems)	1	2	3	4
Health and wellness opportunities in Ramsey	1	2	3	4
Overall opportunities for education and enrichment.....	1	2	3	4
Overall economic health of Ramsey	1	2	3	4
Sense of community.....	1	2	3	4

14. To what extent are each of the following a source of information for you about Ramsey city government and its activities?

	<i>Major source</i>	<i>Moderate source</i>	<i>Minor source</i>	<i>Not a source</i>
City newsletter (Ramsey Resident).....	1	2	3	4
Local newspaper	1	2	3	4
City website (www.cityoframsey.com).....	1	2	3	4
Word-of-mouth.....	1	2	3	4
Cable television (QCTV)	1	2	3	4
City employees.....	1	2	3	4
Public meetings.....	1	2	3	4
City social media (Facebook)	1	2	3	4

15. Please indicate how likely you would be, if at all, to engage with the City on the following social media platforms in the future:

	<i>Very likely</i>	<i>Somewhat likely</i>	<i>Not at all likely</i>	<i>Don't know</i>
City Facebook page	1	2	3	4
City Twitter feed.....	1	2	3	4
Nextdoor.....	1	2	3	4
Instagram	1	2	3	4

16. Please indicate to what extent you support or oppose the city investigating the following changes to new or existing amenities, each of which could accordingly result in an increase to the tax levy:

	<i>Strongly support</i>	<i>Somewhat support</i>	<i>Somewhat oppose</i>	<i>Strongly oppose</i>	<i>Don't know</i>
Making improvements to existing/established parks.....	1	2	3	4	5
Building new parks.....	1	2	3	4	5
Making improvements to existing trails	1	2	3	4	5
Building new trails	1	2	3	4	5
Building a new community center	1	2	3	4	5

17. Please rate how important, if at all, you think each of the following priorities are for the City to focus on in the next five years:

	<i>Essential</i>	<i>Very important</i>	<i>Somewhat important</i>	<i>Not at all important</i>
Balancing rural character and urban growth (development patterns)	1	2	3	4
Creating an active community (parks, trails, open space, recreation)	1	2	3	4
Creating a connected community (roads, trails, sidewalks, rail, transportation).....	1	2	3	4
Changing the learning environment (Ramsey-based K-12 school system).....	1	2	3	4

18. How interested are you, if at all, in receiving information from the City about each of the following topics?

	<i>Extremely interested</i>	<i>Very interested</i>	<i>Moderately interested</i>	<i>Slightly interested</i>	<i>Not at all interested</i>
Council & Commissions topics/agendas	1	2	3	4	5
Lifestyle/community interest	1	2	3	4	5
Recreation	1	2	3	4	5
Local businesses (e.g., new/expanded businesses, grand openings, etc.).....	1	2	3	4	5
Public safety	1	2	3	4	5
Events	1	2	3	4	5
Road work	1	2	3	4	5
Real estate development projects.....	1	2	3	4	5
Getting involved/engagement opportunities	1	2	3	4	5
Budget/performance measurements	1	2	3	4	5

19. The City employs a long-term maintenance program to cost-effectively maintain all 175-plus miles of City streets. Currently, street reconstruction projects are funded 25% by special assessments levied against benefitting properties, and 75% by street reconstruction bonds, which are paid back using general property taxes. The City periodically evaluates funding sources for this on-going program. Please indicate the extent to which you would support or oppose the following funding sources:

	<i>Strongly support</i>	<i>Somewhat support</i>	<i>Somewhat oppose</i>	<i>Strongly oppose</i>	<i>Don't know</i>
Current method, which requires 25% of funding by special assessments levied against benefitting properties over 5-15 years	1	2	3	4	5
Zero special assessments levied against benefitting properties, which requires 100% of funding by general property tax increases.....	1	2	3	4	5
Electric and/or gas utility fee increases, approximately \$8 per utility, per month.....	1	2	3	4	5

The City of Ramsey 2018 Citizen Survey

Our last questions are about you and your household. Again, all of your responses to this survey are completely anonymous and will be reported in group form only.

D1. How often, if at all, do you do each of the following, considering all of the times you could?

	<i>Never</i>	<i>Rarely</i>	<i>Sometimes</i>	<i>Usually</i>	<i>Always</i>
Recycle at home.....	1	2	3	4	5
Purchase goods or services from a business located in Ramsey.....	1	2	3	4	5
Vote in local elections.....	1	2	3	4	5

D3. What impact, if any, do you think the economy will have on your family income in the next 6 months? Do you think the impact will be:

- ☐ Very positive
 ☐ Somewhat positive
 ☐ Neutral
 ☐ Somewhat negative
 ☐ Very negative

D4. What is your employment status?

- ☐ Working full time for pay
☐ Working part time for pay
☐ Unemployed, looking for paid work
☐ Unemployed, not looking for paid work
☐ Fully retired

D5. Do you work inside the boundaries of Ramsey?

- ☐ Yes, outside the home
☐ Yes, from home
☐ No

D6. How many years have you lived in Ramsey?

- ☐ Less than 2 years ☐ 11-20 years
☐ 2-5 years ☐ More than 20 years
☐ 6-10 years

D7. Which best describes the building you live in?

- ☐ One family house detached from any other houses
☐ Building with two or more homes (duplex, townhome, apartment or condominium)
☐ Mobile home
☐ Other

D8. Is this house, apartment or mobile home...

- ☐ Rented
☐ Owned

D9. About how much is your monthly housing cost for the place you live (including rent, mortgage payment, property tax, property insurance and homeowners' association (HOA) fees)?

- ☐ Less than \$300 per month
☐ \$300 to \$599 per month
☐ \$600 to \$999 per month
☐ \$1,000 to \$1,499 per month
☐ \$1,500 to \$2,499 per month
☐ \$2,500 or more per month

D10. Do any children 17 or under live in your household?

- ☐ No ☐ Yes

D11. Are you or any other members of your household aged 65 or older?

- ☐ No ☐ Yes

D12. How much do you anticipate your household's total income before taxes will be for the current year? (Please include in your total income money from all sources for all persons living in your household.)

- ☐ Less than \$25,000
☐ \$25,000 to \$49,999
☐ \$50,000 to \$99,999
☐ \$100,000 to \$149,999
☐ \$150,000 or more

Please respond to both questions D13 and D14:

D13. Are you Spanish, Hispanic or Latino?

- ☐ No, not Spanish, Hispanic or Latino
☐ Yes, I consider myself to be Spanish, Hispanic or Latino

D14. What is your race? (Mark one or more races to indicate what race you consider yourself to be.)

- ☐ American Indian or Alaskan Native
☐ Asian, Asian Indian or Pacific Islander
☐ Black or African American
☐ White
☐ Other

D15. In which category is your age?

- ☐ 18-24 years ☐ 55-64 years
☐ 25-34 years ☐ 65-74 years
☐ 35-44 years ☐ 75 years or older
☐ 45-54 years

D16. What is your sex?

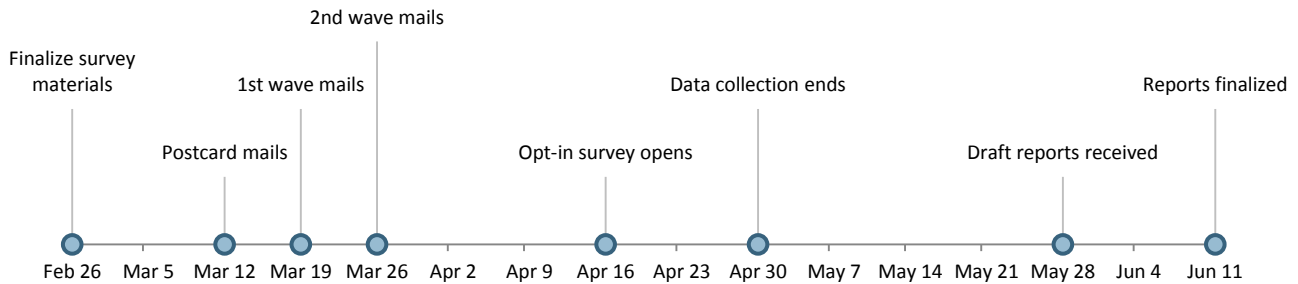
- ☐ Female ☐ Male

D17. Do you consider a cell phone or land line your primary telephone number?

- ☐ Cell ☐ Land line ☐ Both

Thank you for completing this survey. Please return the completed survey in the postage-paid envelope to: National Research Center, Inc., PO Box 549, Belle Mead, NJ 08502

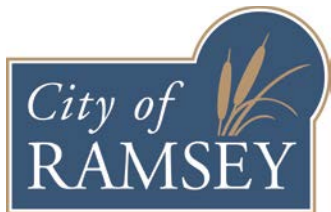
Timeline for The National Citizen Survey™



Item	Date
Preparing for the Survey	
⦿ The NCS survey process is initiated upon receipt of your first payment	Jan 29
← NRC emails you information to customize The NCS	Jan 29
→ Due to NRC: Selection of add-on options	Feb 12
→ Due to NRC: Drafts of the optional custom questions to be included in the survey	Feb 12
→ Due to NRC: Zip code information and GIS boundary data	Feb 19
→ Due to NRC: Additional payment for add-on options	Feb 19
⦿ NRC finalizes the survey instrument and mailing materials and sends .pdf samples for your records	Feb 26
⦿ NRC generates the sample of households in your community	Feb 19 to Mar 5
⦿ NRC prints materials and prepares mailings	Mar 5
→ Due to NRC: Selection of custom benchmark profile(s) (if custom benchmark add-on selected)	Mar 5
Conducting the survey	
⦿ Survey materials are mailed	Mar 12 to Mar 26
⦿ Prenotification postcards sent	Mar 12
⦿ 1st wave of surveys sent	Mar 19
⦿ 2nd wave of surveys sent	Mar 26
→ Opt-in web survey link posted on your website (source link provided to you by NRC)	Apr 16
⦿ Data collection: surveys received and processed for your community	Mar 19 to Apr 30
During this time, you will receive postcards that were undeliverable due to bad addresses, or vacant housing units. This is normal. Please count all the postcards, as we will subtract the number of returned postcards from the total number mailed to estimate the number of "eligible" households in calculating the final response rate.	
→ Due to NRC: Final count of returned postcards	Apr 30
⦿ Survey analysis and report writing	Apr 30 to May 28
During this time, NRC will process the surveys, perform the data analysis, and produce a draft report for your community. The report of results will contain a description of the methodology, information on understanding the results, and graphs and tables of your results, as well as a description of NRC's database of normative data from across the U.S. and actual comparisons to your results, where appropriate.	
← NRC emails draft report (in PDF format) to you along with invoice for balance due on The NCS Basic Service and any additional add-on options	May 28
→ Due to NRC: community feedback on the draft report (most final reports are identical to the draft reports, except being labeled as final instead of draft)	Jun 4
← NRC emails final report and data file to you	Jun 11

Legend

← Indicates when items from NRC are due to you → Indicates when items from you are due to NRC ⦿ Indicates information items



City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303

Presorted
First Class Mail
US Postage
PAID
Boulder, CO
Permit NO.94

Dear Ramsey Resident,

It won't take much of your time to make a big difference!

Your household has been randomly selected to participate in a survey about your community. Your survey will arrive in a few days.

Thank you for helping create a better city!

Sincerely,



Sarah Strommen
Mayor

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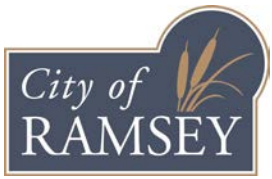
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Sincerely,

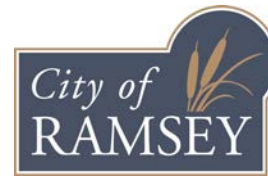


Sarah Strommen
Mayor



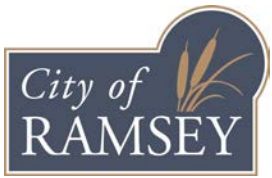
City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303

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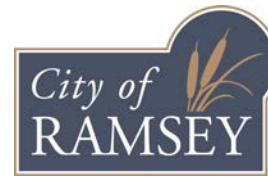
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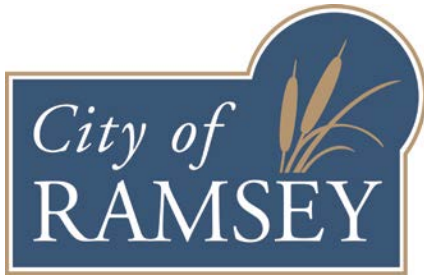
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7550 Sunwood Drive NW • Ramsey, MN 55303
City Hall: 763-427-1410 • Fax: 763-427-5543
www.cityoframsey.com

March 2018

Dear City of Ramsey Resident:

Please help us shape the future of Ramsey! You have been selected at random to participate in the 2018 Ramsey Citizen Survey.

Please take a few minutes to fill out the enclosed survey. Your participation in this survey is very important – especially since your household is one of only a small number of households being surveyed. Your feedback will help Ramsey make decisions that affect our city.

A few things to remember:

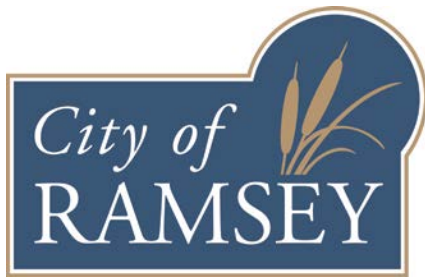
- **Your responses are completely anonymous.**
- In order to hear from a diverse group of residents, the adult 18 years or older in your household who most recently had a birthday should complete this survey.
- **You may return the survey by mail in the enclosed postage-paid envelope.**

If you have any questions about the survey please call 763-433-9868.

Thank you for your time and participation!

Sincerely,

Sarah Strommen
Mayor



7550 Sunwood Drive NW • Ramsey, MN 55303
City Hall: 763-427-1410 • Fax: 763-427-5543
www.cityoframsey.com

March 2018

Dear City of Ramsey Resident:

Here's a second chance if you haven't already responded to the 2018 Ramsey Citizen Survey! **(If you completed it and sent it back, we thank you for your time and ask you to recycle this survey. Please do not respond twice.)**

Please help us shape the future of Ramsey! You have been selected at random to participate in the 2018 Ramsey Citizen Survey.

Please take a few minutes to fill out the enclosed survey. Your participation in this survey is very important – especially since your household is one of only a small number of households being surveyed. Your feedback will help Ramsey make decisions that affect our city.

A few things to remember:

- **Your responses are completely anonymous.**
- In order to hear from a diverse group of residents, the adult 18 years or older in your household who most recently had a birthday should complete this survey.
- **You may return the survey by mail in the enclosed postage-paid envelope.**

If you have any questions about the survey please call 763-433-9868.

Thank you for your time and participation!

Sincerely,

Sarah Strommen
Mayor

CC Regular Session**4. 9.****Meeting Date:** 03/13/2018**By:** Jackie Lipski, Finance

Information**Title**

Adopt Resolution # 18-053 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of February 22, 2018 through March 7, 2018

Action:

Motion to Adopt Resolution # 18-053 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of February 22, 2018 through March 7, 2018.

Attachments

Bills List 3/13/2018

Resolution 3/13/2018

Form Review**Inbox**

Diana Lund

Kurt Ulrich

Form Started By: Jackie Lipski

Final Approval Date: 03/08/2018

Reviewed By

Diana Lund

Kurt Ulrich

Date

03/07/2018 01:56 PM

03/08/2018 03:00 PM

Started On: 03/07/2018 01:48 PM

RAMSEY CITY COUNCIL MEETING
3/13/2018
BILLS LIST

DISBURSEMENTS TO BE APPROVED THIS MEETING:

DISBURSEMENT TYPE:	SUBMITTED FOR APPROVAL
Purchase Journal:	
Prepays 2/22/18-3/7/18	192,936.63
Accounts Payable 2/22/18-3/7/18	151,798.93
Payroll 2/23/18	177,104.74

TOTAL SUBMITTED FOR APPROVAL THIS MEETING

\$ 521,840.30

DISBURSEMENTS PREVIOUSLY APPROVED AND PAID:	APPROVED PREV. MTG	2018 Y.T.D.
NET PAYROLL TOTAL	\$ 147,589.07	\$ 608,925.85
- CORRECTION TO PAYROLL		
PREPAIDS	265,886.64	1,094,128.29
- PREPAID ADJUSTMENTS		
WIRE TRANSFERS FOR DEBT SERVICE	4,818.75	395,106.25
- CORRECTION TO D.S.		
ACCOUNTS PAYABLE INVOICING - PREVIOUS MEETING:		
- BILLS LIST SUBMITTED	300,574.91	1,057,337.04
ADD (DELETE) BILLS LIST SUBMITTED		
PAY ESTIMATE(S)	51,678.41	510,842.15
- CHECKS VOIDED	0.00	0.00

TOTAL CASH DISBURSEMENTS PREVIOUSLY APPROVED

\$ 770,547.78

\$ 3,666,339.58

CITY OF RAMSEY

Council Check Register by GL
Council Check Register and Summary

2/22/2018 -- 12/31/2018

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
105097	2/22/2018		110734 CITY OF RAMSEY						
		140.00	725608		90428	022118	9601.4651		WATER REVENUE
		222.46	719656		90428	022118	9601.4651		WATER REVENUE
		1,855.76	383980252		90428	022118	9601.4651		WATER REVENUE
		22.60	674451896		90428	022118	9601.4651		WATER REVENUE
		50.00	55994616		90428	022118	9601.4651		WATER REVENUE
		23.90	53854402		90428	022118	9601.4651		WATER REVENUE
		36.21	721489		90428	022118	9601.4651		WATER REVENUE
		145.28	718889		90428	022118	9601.4651		WATER REVENUE
		33.00	723946		90428	022118	9601.4651		WATER REVENUE
		145.00	71892199		90428	022118	9601.4651		WATER REVENUE
		23.90	635343682		90428	022118	9601.4651		WATER REVENUE
		32.91	679806072		90428	022118	9601.4651		WATER REVENUE
		2,731.02							
105098	2/22/2018		106583 DELTA DENTAL PLAN OF MINNESOTA						
		3,128.25	MAR 18 2720750001		90429	7197527	9101.2170		DENTAL/DISABILITY/LIFE
		3,128.25							
105099	2/22/2018		114616 FERIANCEK, JOE						
		53.96	REIMB-MILEAGE PAVE TRAIN		90430	021518	0301.6335		TRAINING
		53.96							
105100	2/22/2018		100189 G AND K SERVICES INC						
		21.00	UNIFORM CLEANING		90431	6006898044	0311.6417		UNIFORM RENTAL
		5.00	UNIFORM CLEANING		90431	6006898044	0452.6417		UNIFORM RENTAL
		29.41	UNIFORM CLEANING		90431	6006898044	0311.6415		OTHER EQUIPMENT REN
		29.41	UNIFORM CLEANING		90431	6006898044	0452.6415		OTHER EQUIPMENT REN
		84.82							
105101	2/22/2018		115574 HEALTHPARTNERS						
		44,545.00	MAR 2018 HEALTH INS		90432	79086679	9101.2176		LIFE/HEALTH-EMPLOYEE
		44,545.00							
105102	2/22/2018		101164 MILLER CHEVROLET						
		1,141.20	WORK ON 333		90433	CTCS592308	0220.6388		OTHER VEHICLE REPAIR
		870.35	WORK ON 333		90433	CTCS592308	0220.6257		OTHER VEHICLE PARTS
		2,011.55							
105103	2/22/2018		100391 POSTMASTER						
		1,540.39	MAR/APR 18 RAM RESIDENT		90434	022218	0195.6322		POSTAGE
		1,540.39							
105104	2/22/2018		100413 RANDALL GOODRICH AND HAAG PLC						
		3,449.00	MISC 2017 FORFEITURE		90427	022018	0243.6304		LEGAL FEES
		3,449.00							
105105	2/23/2018		100257 LAW ENFORCEMENT LABOR SRV INC						
		563.50			90264	020818910572	9101.2177		UNION DUES
		563.50			90447	0222181354392	9101.2177		UNION DUES
		1,127.00							
105106	2/23/2018		100298 MN AFSCME COUNCIL 5						
		759.11			90265	020818910573	9101.2177		UNION DUES
		772.70			90448	0222181354393	9101.2177		UNION DUES
		1,531.81							

CITY OF RAMSEY

Council Check Register by GL
Council Check Register and Summary

2/22/2018 -- 12/31/2018

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
105106	2/23/2018		100298 MN AFSCME COUNCIL 5						Continued.
105185	3/1/2018		114419 ASPEN EXTERIORS INC						
		105.00	REFUND PERMIT RA036691		90455	022218	9101.4205		BUILDING PERMIT
		1.00	REFUND PERMIT RA036691		90455	022218	9101.2081		SURCHARGES-PERMITS
		106.00							
105186	3/1/2018		116114 AVESIS THIRD PARTY ADMINISTRATORS						
		147.29	VISION MARCH 2018		90456	1922588	9101.2170		DENTAL/DISABILITY/LIFE
		147.29							
105187	3/1/2018		100297 CENTERPOINT ENERGY						
		1,017.81	JAN 18 MISC PWACCOUNTS		90458	800014064-2 JAN 2018	0311.6373		GAS
		758.43	JAN 18 MISC PWACCOUNTS		90458	800014064-2 JAN 2018	0452.6373		GAS
		339.27	JAN 18 MISC PWACCOUNTS		90458	800014064-2 JAN 2018	9601.6373		GAS
		339.27	JAN 18 MISC PWACCOUNTS		90458	800014064-2 JAN 2018	9602.6373		GAS
		339.26	JAN 18 MISC PWACCOUNTS		90458	800014064-2 JAN 2018	9605.6373		GAS
		2,794.04							
105188	3/1/2018		110734 CITY OF RAMSEY						
		180.00	#726525		90457	030118	9601.4651		WATER REVENUE
		41.92	#726443		90457	030118	9601.4651		WATER REVENUE
		221.92							
105189	3/1/2018		100116 CONNEXUS ENERGY						
		12.25	6401 WHWY 10		90459	444931-270863 FEB 18	9603.6371		ELECTRIC UTILITIES
		12.25							
105190	3/1/2018		116169 LIFE INSURANCE CO OF NORTH AMERICA						
		74.40	LIFE INS FEB 2018		90460	022718	9101.2170		DENTAL/DISABILITY/LIFE
		8.52	LIFE INS FEB 2018		90460	022718	9101.2170		DENTAL/DISABILITY/LIFE
		82.92							
105191	3/1/2018		115127 MN ASSOC OF PLUMBING MECHANICAL OFFICIAL						
		30.00	REG. R. JARSON		90461	022318	0240.6453		REGISTRATION FEES
		30.00							
105192	3/1/2018		101103 SPRINT						
		53.96	JAN/FEB 2018 SERVICE		90462	570683319-195	0130.6323		CELLULAR PHONES
		161.88	JAN/FEB 2018 SERVICE		90462	570683319-195	0191.6323		CELLULAR PHONES
		53.96	JAN/FEB 2018 SERVICE		90462	570683319-195	0240.6323		CELLULAR PHONES
		549.18	JAN/FEB 2018 SERVICE		90462	570683319-195	0211.6323		CELLULAR PHONES
		118.34	JAN/FEB 2018 SERVICE		90462	570683319-195	0194.6323		CELLULAR PHONES
		478.13	JAN/FEB 2018 SERVICE		90462	570683319-195	0311.6323		CELLULAR PHONES
		239.67	JAN/FEB 2018 SERVICE		90462	570683319-195	0452.6323		CELLULAR PHONES
		219.80	JAN/FEB 2018 SERVICE		90462	570683319-195	0301.6323		CELLULAR PHONES
		154.44	JAN/FEB 2018 SERVICE		90462	570683319-195	0220.6323		CELLULAR PHONES
		107.92	JAN/FEB 2018 SERVICE		90462	570683319-195	0192.6321		TELEPHONE
		223.31	JAN/FEB 2018 SERVICE		90462	570683319-195	9601.6323		CELLULAR PHONES
		2,360.59							

CITY OF RAMSEY

Council Check Register by GL
Council Check Register and Summary

2/22/2018 -- 12/31/2018

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
105192	3/1/2018		101103 SPRINT						Continued.
105193	3/1/2018		100454 ST CLOUD STATE UNIVERSITY						
		890.00	REG C. LASHER/K. SCHMIDT		90463	022718	0130.6335		TRAINING
		890.00							
105194	3/1/2018		105706 TINKLENBERG GROUP INC						
		3,300.00	RETAINER 9 OF 12 MAR 2018		90464	022718	9400.6315		MISCELLANEOUS PROFE
		3,300.00							
105195	3/1/2018		116057 TWIN CITY FIREPLACE AND STONE CO.						
		77.00	REFUND PERMIT RA036220		90465	022218	9101.4205		BUILDING PERMIT
		1.00	REFUND PERMIT RA036220		90465	022218	9101.2081		SURCHARGES-PERMIT
		78.00							
105196	3/1/2018		100510 VERIZON WIRELESS						
		308.11	JAN/FEB 18 SERVICE		90466	9801457991	0220.6323		CELLULAR PHONES
		13.01	JAN/FEB 2018 SERVICE		90467	9801362918	0301.6323		CELLULAR PHONES
		13.01	JAN/FEB 2018 SERVICE		90467	9801362918	9601.6323		CELLULAR PHONES
		334.13							
90453625	2/23/2018		100398 PUBLIC EMPLOYEES RETIREMENT ASSN						
		50.00			90435	022218901231	9101.2174		PERA-EMPLOYEE
		50.00			90436	022218901232	9101.2183		PERA-EMPLOYER
		18,308.06			90449	0222181354394	9101.2174		PERA-EMPLOYEE
		24,333.51			90450	0222181354395	9101.2183		PERA-EMPLOYER
		42,741.57							
92472422	2/23/2018		101306 IRS						
		205.25			90409	022118926332	9101.2171		FEDERAL WITHHOLDING
		1,493.84			90410	022118926333	9101.2173		FICA & MEDICARE-EMPL
		1,493.84			90411	022118926334	9101.2182		FICA & MEDICARE-EMPL
		366.04			90438	022218901234	9101.2171		FEDERAL WITHHOLDING
		249.99			90439	022218901235	9101.2173		FICA & MEDICARE-EMPL
		249.99			90440	022218901236	9101.2182		FICA & MEDICARE-EMPL
		21,299.18			90452	0222181354397	9101.2171		FEDERAL WITHHOLDING
		12,057.21			90453	0222181354398	9101.2173		FICA & MEDICARE-EMPL
		12,057.21			90454	0222181354399	9101.2182		FICA & MEDICARE-EMPL
		49,472.55							
93417024	2/23/2018		100601 MN DEPT OF REV WH						
		310.97			90408	022118926331	9101.2172		STATE WITHHOLDING
		82.54			90437	022218901233	9101.2172		STATE WITHHOLDING
		10,299.20			90451	0222181354396	9101.2172		STATE WITHHOLDING
		10,692.71							
98022318	2/23/2018		115568 ALERUS FINANCIAL NA						
		1,674.68			90446	02221813543914	9101.2176		LIFE/HEALTH-EMPLOYEE
		1,674.68							
99022318	2/23/2018		107962 TOTAL ADMINISTRATIVE SERVICE CORP						
		2,697.20			90442	02221813543910	9101.2176		LIFE/HEALTH-EMPLOYEE
		2,697.20							
99571868	2/23/2018		100223 ICMA RETIREMENT TRUST 457						
		2,166.58			90441	0222181354391	9101.2175		DEFERRED COMPENSAT

CITY OF RAMSEY

Council Check Register by GL
Council Check Register and Summary

2/22/2018 -- 12/31/2018

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
99571868	2/23/2018		100223 ICMA RETIREMENT TRUST 457						Continued.
		2,166.58							
99729118	2/23/2018		114486 SUN LIFE ASSURANCE COMPANY OF CANADA						
		758.01			90260	0208189105711	9101.2176		LIFE/HEALTH-EMPLOYEE
		757.89			90443	02221813543911	9101.2176		LIFE/HEALTH-EMPLOYEE
		367.40	COBRA Life		90443	02221813543911	9101.2176		LIFE/HEALTH-EMPLOYEE
		1.00	Hesse Life Ins		90443	02221813543911	9101.2176		LIFE/HEALTH-EMPLOYEE
		906.37	LTD		90443	02221813543911	9101.2170		DENTAL/DISABILITY/LIFE
		2,790.67							
99872846	2/23/2018		114790 GREAT WEST LIFE AND ANNUITY INS CO						
		8,719.00			90444	02221813543912	9101.2175		DEFERRED COMPENSAT
		8,719.00							
99873206	2/23/2018		114790 GREAT WEST LIFE AND ANNUITY INS CO						
		1,421.73			90445	02221813543913	9101.2176		LIFE/HEALTH-EMPLOYEE
		1,421.73							
		192,936.63	Grand Total						

Payment Instrument Totals

Checks	70,559.94
EFT Payments	122,376.69
Total Payments	192,936.63

R04570

CITY OF RAMSEY
Create Payment Control Groups

Bank Account 00002224 CASH IN BANK
Version LOGIS004V
Originator JLIPSKI
Payment Instrument Check Payment
Pay Through Date 12/31/2018

Payee	Stub	Document	Due	Invoice	Payment
Number Name / Mailing Address	Message	Ty Number Itm Co	Date	Number	Amount
101209 A TOUCH OF MAGIC INC	BAL DUE 2018 EDA EXPO	PV 90548 001 09230	3/6/2018	030618	262.50
A TOUCH OF MAGIC INC P O BOX 9311 NORTH ST PAUL MN 55109				Summary Total	262.50
				Payment Amount	262.50
100011 ACE SALES	BIZ EXPO SHOPPING BAGS	PV 90509 001 09230	2/27/2018	2689	890.00
ACE SALES 17555 UNICORN STREET NW RAMSEY MN 55303				Summary Total	890.00
				Payment Amount	890.00
100012 ACE SOLID WASTE INC	MAR 18 RECYCLE CONTRACT	PV 90510 001 09604	3/1/2018	3610394	25,962.95
ACE SOLID WASTE INC 6601 MCKINLEY STREET NW RAMSEY MN 55303				Summary Total	25,962.95
				Payment Amount	25,962.95
106641 AMERICAN PRESSURE INC	GORILLA WASH	PV 90511 001 09101	3/1/2018	100256	128.15
AMERICAN PRESSURE INC 3810 W BROADWAY	GORILLA WASH GORILLA WASH	PV 90511 002 09101 PV 90511 003 09101	3/1/2018 3/1/2018	100256 100256	128.15 128.15
ROBBINSDALE MN 55422				Summary Total	384.45
				Payment Amount	384.45

CITY OF RAMSEY
Create Payment Control Groups

Bank Account	00002224	CASH IN BANK
Version	LOGIS004V	
Originator	JLIPSKI	
Payment Instrument		Check Payment
Pay Through Date	12/31/2018	

Payee		Stub	Document			Due	Invoice	Payment	
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount
100063	ASPEN MILLS	RETURN- MISC- N. BIDWELL	PD	90512	001	09101	2/19/2018	CM3473	97.90-
	ASPEN MILLS			Summary Total					97.90-
	8201 C CENTRAL AVE NE	RESERVE- MISC T. BURNS	PV	90513	001	09101	2/15/2018	211909	65.65
	SPRING LAKE PARK MN 55432			Summary Total					65.65
		PANTS- G. VOIT	PV	90514	001	09101	2/22/2018	212245	170.85
				Summary Total					170.85
				Payment Amount					138.60
100086	BLUE VELVET INC	PD MARCH 2018 WASHES	PV	90549	001	09101	3/2/2018	030218	299.50
	BLUE VELVET INC			Summary Total					299.50
	14101 ST FRANCIS BLVD								
	RAMSEY MN 55303			Payment Amount					299.50
100647	BOLTON AND MENK INC	WELL HOUSE 3 GAS GEN	PV	90515	001	09601	2/22/2018	0214328	110.00
	BOLTON AND MENK INC			Summary Total					110.00
	1960 PREMIER DRIVE	MISS RVR TRL PH 2 12/17-1/18	PV	90550	001	09805	2/22/2018	0214334	1,470.00
	MANKATO MN 56001-5900			Summary Total					1,470.00
		MISS RVR TRL PH 3 12/17-1/18	PV	90551	001	09805	2/22/2018	0214337	3,759.88
				Summary Total					3,759.88
				Payment Amount					5,339.88

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Bank Account	00002224	CASH IN BANK
Version	LOGIS004V	
Originator	JLIPSKI	
Payment Instrument		Check Payment
Pay Through Date	12/31/2018	

Payee		Stub	Document			Due	Invoice	Payment		
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount	
103641	BOYER TRUCKS ROGERS	FILTERS 662	PV	90468	001	09101	2/23/2018	192032R	151.09	
	BOYER TRUCKS								Summary Total	151.09
	2601 NE BROADWAY									
	MINNEAPOLIS MN 55413								Payment Amount	151.09
115596	C AND J ENTERTAINMENT LLC	DOWN PYMT MOVIES IN PARK	PV	90469	001	09101	2/27/2018	022718	990.00	
	C AND J ENTERTAINMENT LLC								Summary Total	990.00
	4743 EUROPA TRAIL NORTH									
	HUGO MN 55038								Payment Amount	990.00
115066	CHANNING BETE COMPANY INC	MEETINGS/PROCEDURE	PV	90470	001	09101	2/15/2018	53476169	125.78	
	CHANNING BETE COMPANY INC								Summary Total	125.78
	1 COMMUNITY PLACE									
	SOUTH DEERFIELD MA 01373								Payment Amount	125.78
114549	CHET S SHOES INC	BOOTS- J. STRELOW	PV	90471	001	09101	2/15/2018	37703	150.00	
	CHET S SHOES INC								Summary Total	150.00
	8870 RENDOVA STREET NE									
	CIRCLE PINES MN 55014								Payment Amount	150.00

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Payment Instrument Check Payment
Pay Through Date 12/31/2018

Payee	Stub	Document	Due	Invoice	Payment
Number Name / Mailing Address	Message	Ty Number Itm Co	Date	Number	Amount
116197 CINTAS CORPORATION	UNIFORM CLEANING	PV 90472 001 09101	2/21/2018	4003963124	21.00
CINTAS CORPORATION	UNIFORM CLEANING	PV 90472 002 09101	2/21/2018	4003963124	5.00
CINTAS LOC #4K	UNIFORM CLEANING	PV 90472 003 09101	2/21/2018	4003963124	26.95
P O BOX 650838	UNIFORM CLEANING	PV 90472 004 09101	2/21/2018	4003963124	26.95
DALLAS TX 75265-0838					
		Summary Total			79.90
	FIRE- MATS	PV 90473 001 09101	2/21/2018	4003963151	13.20
		Summary Total			13.20
	UNIFORM CLEANING	PV 90516 001 09101	2/28/2018		23.00
	UNIFORM CLEANING	PV 90516 002 09101	2/28/2018		5.00
	UNIFORM CLEANING	PV 90516 003 09101	2/28/2018		30.12
	UNIFORM CLEANING	PV 90516 004 09101	2/28/2018		30.12
		Summary Total			88.24
		Payment Amount			181.34
116211 COLONIAL TOPS INC	FD COUNTERTOPS	PV 90517 001 09101	2/21/2018	5457	4,235.00
COLONIAL TOPS INC		Summary Total			4,235.00
16821 ZIRCONIUM STREET NW					
RAMSEY MN 55303					
		Payment Amount			4,235.00
100125 COUNTRYSIDE PRINTING	MAR-APR 18 RAM	PV 90518 001 09101	2/23/2018	35113	6,868.20
INC	RESIDENT				
COUNTRYSIDE PRINTING		Summary Total			6,868.20
6250 BUNKER LAKE BLVD NW					
SUITE 113					
RAMSEY MN 55303					
		Payment Amount			6,868.20

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Payment Instrument Check Payment
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Payee	Stub	Document	Due	Invoice	Payment
Number	Name / Mailing Address	Message	Ty	Number	Amount
100127	CROW RIVER FARM EQUIPMENT COMPANY	MISC SUPPLIES	PV	90474 001 09101 2/14/2018 187740	62.80
	CROW RIVER FARM EQUIPMENT COMPANY 17685 - 53RD STREET NE ROGERS MN 55374			Summary Total	62.80
				Payment Amount	62.80
100129	CRYSTEEL TRUCK EQUIPMENT	PIN/FRAME PLOW 678	PV	90475 001 09101 2/26/2018 F41596	328.41
	CRYSTEEL MANUFACTURING 1130 73RD AVENUE NE FRIDLEY MN 55432			Summary Total	328.41
				Payment Amount	328.41
111818	DEANO'S COLLISION SPECIALISTS INC	REPAIR 342	PV	90477 001 09101 2/15/2018 49600	1,999.75
	DEANO'S COLLISION SPECIALISTS INC	REPAIR 342	PV	90477 002 09101 2/15/2018 49600	1,430.80
	11063 173RD AVENUE ELK RIVER MN 55330			Summary Total	3,430.55
				Payment Amount	3,430.55
113306	DEFINITIVE TECHNOLOGY SOLUTIONS INC	FEB/MAR 18 COPIER CONTRACT	PV	90476 001 09101 2/22/2018 INV159717	228.64
	DEFINITIVE TECHNOLOGY SOLUTIONS INC 9401 JAMES AVENUE SOUTH SUITE 120			Summary Total	228.64

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Payment Instrument Check Payment
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Payee		Stub	Document			Due	Invoice	Payment	
Number	Name / Mailing Address	Message	Ty	Number	Item	Co	Date	Number	Amount
BLOOMINGTON MN 55431									
Payment Amount								228.64	
100144	DEHN OIL COMPANY	DIESEL FUEL	PV	90478	001	09101	2/20/2018	57770	264.00
Summary Total								264.00	
	DEHN OIL COMPANY								
	6735 141ST AVENUE NW	DIESEL FUEL	PV	90479	001	09101	2/20/2018	57769	1,611.00
Summary Total								1,611.00	
	RAMSEY MN 55303								
Payment Amount								1,875.00	
116175	ECKBERG LAMMERS	FEB 18 PROSECUTION	PV	90519	001	09101	2/28/2018	02 2018	5,670.07
ATTORNEYS AT LAW									
Summary Total								5,670.07	
ECKBERG LAMMERS ATTORNEYS AT LAW									
1809 NORTHWESTERN AVENUE									
STILLWATER MN 55082									
Payment Amount								5,670.07	
100158	ECM PUBLISHERS INC	ORD 18-06	PV	90480	001	09101	2/16/2018	573988	102.13
Summary Total								102.13	
	ECM PUBLISHERS INC								
	4095 COON RAPIDS BLVD	AD INTERNSHIPS	PV	90481	001	09101	2/18/2018	574348	217.00
Summary Total								217.00	
	COON RAPIDS MN 55433								
		AD SEASONAL WORKERS	PV	90520	001	09101	2/25/2018	576194	186.00
Summary Total								186.00	
Payment Amount								505.13	
106624	EHLERS AND ASSOCIATES, INC	2018 FINANCE SEMINAR	PV	90482	001	09230	1/24/2018	2089519-106741784	290.00

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Payee	Stub	Document	Due	Invoice	Payment
Number	Name / Mailing Address	Message	Ty	Number	Amount
EHLERS & ASSOCIATES, INC 3060 CENTRE POINTE DRIVE ROSEVILLE MN 55113-1105				Summary Total	290.00
				Payment Amount	290.00
100164 ELECTRIC SYSTEMS OF ANOKA INC	REPAIR SIREN 1	PV	90521 001 09101	2/21/2018 6928	164.00
ELECTRIC SYSTEMS OF ANOKA INC 6314 HIGHWAY 10 NW ANOKA MN 55303	REPAIR SIREN 5	PV	90522 001 09101	2/21/2018 6929	344.45
				Summary Total	344.45
				Payment Amount	508.45
108737 EMERGENCY AUTOMOTIVE TECHNOLOGY INC	342 PUSHBUMPER/HEADLIGHT	PV	90483 001 09101	2/15/2018 DL012318-25	548.49
EMERGENCY AUTOMOTIVE TECHNOLOGY INC 2755 GENEVA AVE N OAKDALE MN 55128				Summary Total	548.49
				Payment Amount	548.49
107099 FASTENAL	MISC PARTS	PV	90523 001 09101	2/26/2018 MNTC8162033	21.69
FASTENAL COMPANY P O BOX 1286 WINONA MN 55987				Summary Total	21.69
				Payment Amount	21.69
110760 FIRE SAFETY USA, INC	NOMEX FIRE HOODS	PV	90524 001 09101	2/22/2018 106622	255.00
FIRE SAFETY USA, INC				Summary Total	255.00

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Originator JLIPSKI
Payment Instrument Check Payment
Pay Through Date 12/31/2018

Payee	Stub	Document	Due	Invoice	Payment			
Number	Name / Mailing Address	Ty	Number	Item	Co	Date	Number	Amount
3253	19TH STREET NW	AKRON BALE KIT	PV	90525	001 09101	2/26/2018	108749	40.00
ROCHESTER MN 55901								40.00
Summary Total								40.00
Payment Amount								295.00
116214	FLICKINGER, JENNIFER	PHOTO CONTEST WINNER	PV	90484	001 09101	2/16/2018	021618	50.00
JENNIFER FLICKINGER								50.00
15532 IODINE STREET NW								
RAMSEY MN 55303								
Payment Amount								50.00
100186	FRANKENSIGNS INC	MISC CITY SIGNS	PV	90485	001 09101	2/9/2018	271309	195.00
FRANKENSIGNS								195.00
9133 DAVENPORT STREET								20.00
NE								
P O BOX 490301								20.00
BLAINE MN 55449								
Payment Amount								215.00
110388	FRATTALLONE'S ACE	MISC SUPPLIES	PV	90559	001 09101	3/5/2018	031775/J	46.92
HARDWARE STORES								
FRATTALLONE'S ACE HARDWARE STORES								46.92
1203 COUNTY ROAD E WEST								
ARDEN HILLS MN 55112-3738								
Payment Amount								46.92
116213	GONCHARENKO, PHILIP	PHOTO CONTEST WINNER	PV	90487	001 09101	2/16/2018	021618	50.00

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Payment Instrument		Check Payment
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Payee		Stub	Document			Due	Invoice	Payment
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number Amount
	PHILIP GONCHARENKO 6810 148TH LANE NW RAMSEY MN 55303			Summary Total				50.00
				Payment Amount				50.00
100814	HACH COMPANY	WATER TESTERS-MISC	PV	90488	001	09601	2/13/2018	10836103 750.48
	HACH COMPANY 2207 COLLECTIONS CENTER DR CHICAGO IL 60693			Summary Total				750.48
				Payment Amount				750.48
116194	HENNEPIN TECHNICAL COLLEGE	TRAINING- D. WEIGMAN	PV	90489	001	09101	2/16/2018	00377495 700.00
	HENNEPIN TECHNICAL COLLEGE ATTENTION: BUSINESS OFFICE 13100 COLLEGE VIEW DRIVE EDEN PRAIRIE MN 55347			Summary Total				700.00
				Payment Amount				700.00
112160	HOLIDAY COMPANIES	PD FEB 18 CAR WASHES	PV	90526	001	09101	3/1/2018	468_01031804 32.50
	HOLIDAY COMPANIES 4567 AMERICAN BLVD W BLOOMINGTON MN 55437			Summary Total				32.50
				Payment Amount				32.50
112475	INNOVATIVE OFFICE SOLUTIONS	OFFICE SUPPLIES	PV	90490	001	09101	2/15/2018	IN1937731 43.70

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Payee		Stub	Document			Due	Invoice	Payment
Number	Name / Mailing Address	Message	Ty	Number	Item	Co	Date	Number Amount
INNOVATIVE OFFICE SOLUTIONS				Summary Total				43.70
AB # 1004	OFFICE SUPPLIES	PV	90527	001	09101	2/23/2018	IN1947436	122.25
P O BOX 249004	OFFICE SUPPLIES	PV	90527	002	09101	2/23/2018	IN1947436	356.38
APPLE VALLEY MN	OFFICE SUPPLIES	PV	90527	003	09101	2/23/2018	IN1947436	77.95
55124-9017	OFFICE SUPPLIES	PV	90527	004	09101	2/23/2018	IN1947436	77.95
				Summary Total				634.53
	OFFICE SUPPLIES	PV	90528	001	09101	2/23/2018	IN1947953	561.39
				Summary Total				561.39
	STAMP PADS	PV	90529	001	09101	3/1/2018	IN 1953968	10.51
				Summary Total				10.51
				Payment Amount				1,250.13
115007 ITERIS, INC	MARCH 2018 SERVICE	PV	90530	001	09101	3/1/2018	324877	400.00
ITERIS, INC				Summary Total				400.00
P O BOX 842123								
LOS ANGELES CA 90084-2123				Payment Amount				400.00
116212 JACOBSMA, WENDY	PHOTO CONTEST WINNER	PV	90491	001	09101	2/27/2018	022718	100.00
WENDY JACOBSMA				Summary Total				100.00
14641 NEON STREET NW								
RAMSEY MN 55303				Payment Amount				100.00
115408 KRIS ENGINEERING INC	MISC PARTS	PV	90531	001	09101	2/22/2018	29606	2,840.92
KRIS ENGINEERING INC				Summary Total				2,840.92

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Payee	Stub	Document	Due	Invoice	Payment
Number	Name / Mailing Address	Message	Ty	Number	Amount
1988	247TH STREET	MISC PARTS	PV	90532 001 09101	3/2/2018 29658
	SAINT AUGUSTA MN 56301				1,692.40
				Summary Total	1,692.40
				Payment Amount	4,533.32
100258	LEAGUE OF MINNESOTA	RESPECTFUL WORKPLACE	PV	90492 001 09101	2/12/2018 268676
	CITIES				1,000.00
	LEAGUE OF MN CITIES			Summary Total	1,000.00
	FINANCE DEPT				
	145 UNIVERSITY AVE WEST				
	ST PAUL MN 55103-2044			Payment Amount	1,000.00
100266	LOGIS	NETWORK THRU	PV	90493 001 09101	1/30/2018 44799
		1/27/2018			60.00
	LOCAL GOVERNMENT INFORMATION SYSTEMS ASS			Summary Total	60.00
	5750 DULUTH STREET				
	GOLDEN VALLEY MN 55422-4036			Payment Amount	60.00
115823	MASSMANN GEOTHERMAL AND	REPLACE TACO	PV	90552 001 09101	2/27/2018 1000204
	MECHANICAL LLC	PUMP/COUPLER			1,278.86
	MASSMANN GEOTHERMAL AND MECHANICAL LLC			Summary Total	1,278.86
	27944 96TH STREET NW				
	ZIMMERMAN MN 55398			Payment Amount	1,278.86
100283	MENARDS COON RAPIDS	MISC SUPPLIES	PV	90494 001 09101	2/12/2018 67655
					88.25

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Payment Instrument		Check Payment
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Payee	Stub	Document	Due	Invoice	Payment			
Number	Name / Mailing Address	Ty	Number	Item	Co	Date	Number	Amount
MENARDS COON RAPIDS				Summary Total				88.25
3045 MAIN STREET								
COON RAPIDS MN 55433								
				Payment Amount				88.25
100284 MENARDS ELK RIVER	MISC SUPPLIES	PV	90495	001	09601	2/14/2018	52193	171.47
MENARDS ELK RIVER				Summary Total				171.47
19521 EVANS STREET NW	MISC SUPPLIES	PV	90496	001	09101	2/10/2018	51895	44.68
ELK RIVER MN 55330-1077				Summary Total				44.68
				Payment Amount				216.15
100285 MET COUNCIL	APRIL 2018 WASTE	PV	90533	001	09602	3/5/2018	0001078732	63,101.29
ENVIRONMENTAL SRV	WATER							
MET COUNCIL ENVIRONMENTAL SRV				Summary Total				63,101.29
P O BOX 856513								
MINNEAPOLIS MN 55485-6513				Payment Amount				63,101.29
106555 MINNEAPOLIS, CITY OF	JAN 18 TRANSACTIONS	PV	90534	001	09101	2/22/2018	400451001812	111.60
MINNEAPOLIS FINANCE DEPT				Summary Total				111.60
P O BOX 77038								
MINNEAPOLIS MN 55480-7738				Payment Amount				111.60
111815 MLEEA	MEMBERS DUES/ REG	PV	90535	001	09101	3/1/2018	030118	1,065.00
	FOR CONF 18							
MLEEA	MEMBERS DUES/ REG	PV	90535	002	09101	3/1/2018	030118	100.00

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Number	Name / Mailing Address	Ty	Number	Itm	Co	Date	Number	Amount
FOR CONF 18								
Summary Total								1,165.00
Payment Amount								1,165.00
116221	NATIONAL LEAGUE OF CITIES	MEMBER DUES K. ULRICH	PV	90553	001 09101	2/28/2018	138601	1,861.00
Summary Total								1,861.00
Payment Amount								1,861.00
NATIONAL LEAGUE OF CITIES MEMBERSHIP LOCKBOX 4047 P O BOX 17425 BALTIMORE MD 21298-8240								
113815	NEOPOST USA	MAR-JUN 18 POST METER RENTAL	PV	90536	001 09101	2/18/2018	55564655	99.00
Summary Total								99.00
Payment Amount								99.00
NEOPOST USA DEPT 3689 P O BOX 123689 DALLAS TX 75312-3689								
115167	NET TRANSCRIPTS INC	TRANSCRIPTION	PV	90497	001 09101	1/31/2018	0017159	245.75
Summary Total								245.75
Payment Amount								23.40
NET TRANSCRIPTS INC 3707 N. 7TH STREET SUITE 320 PHOENIX AZ 85014								
Summary Total								23.40
Payment Amount								269.15

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Payee	Stub	Document	Due	Invoice	Payment
Number	Name / Mailing Address	Message	Ty	Number	Amount
100363	NORTHERN SANITARY SUPPLY CO	MISC SUPPLIES	PV	90554 001 09101 3/1/2018 190074	367.40
	NORTHERN SANITARY SUPPLY CO 341 COON RAPIDS BLVD MINNEAPOLIS MN 55433			Summary Total	367.40
				Payment Amount	367.40
115232	NORTHERN TECHNOLOGIES LLC	RIVERSTONE JAN 2018	PV	90499 001 09804 2/26/2018 25403	252.50
	NORTHERN TECHNOLOGIES LLC 3522 4TH AVENUE S FARGO ND 58103			Summary Total	252.50
				Payment Amount	252.50
110547	NORTHWEST LIGHTING SYSTEMS CO.	MISC SUPPLIES	PV	90498 001 09101 2/22/2018 106251	161.15
	NORTHWEST LIGHTING SYSTEMS CO. 746 CRAIG AVENUE	MISC SUPPLIES	PV	90538 001 09101 2/26/2018 106277	70.96
	TRACY MN 56175			Summary Total	70.96
				Payment Amount	232.11
111368	POLLARDWATER.COM	WATER METER MISC	PV	90500 001 09601 2/12/2018 0096152	780.00
	POLLARDWATER.COM 200 ATLANTIC AVENUE NEW HYDE PARK NY 11040			Summary Total	780.00
				Payment Amount	780.00

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Payee	Stub	Document	Due	Invoice	Payment
Number	Name / Mailing Address	Ty Number Itm Co	Date	Number	Amount
100391	POSTMASTER	2018 PI PERMIT #	PV 90545 001 09101	2/20/2018 022018	225.00
	131				
	POSTMASTER		Summary Total		225.00
	2168 - 7TH AVENUE NORTH				
	ANOKA MN 55303		Payment Amount		225.00
113444	PRECISE	JAN 2018 SERVICE	PV 90539 001 09101	2/28/2018 IN200-1016114	894.12
	PRECISE		Summary Total		894.12
	501 EAST CLIFF ROAD SUITE 100				
	BURNSVILLE MN 55337		Payment Amount		894.12
107978	PREMIER COMMERCIAL	FEB 18 HWY 10	PV 90501 001 09410	2/28/2018 5668	200.00
	PROPERTIES INC	MANAGEMENT			
	PREMIER COMMERCIAL	FEB 18 HWY 10	PV 90501 002 09410	2/28/2018 5668	200.00
	PROPERTIES INC	MANAGEMENT			
	299 COON RAPIDS BLVD NW	FEB 18 HWY 10	PV 90501 003 09410	2/28/2018 5668	200.00
	#200	MANAGEMENT			
	COON RAPIDS MN 55433	FEB 18 HWY 10	PV 90501 004 09410	2/28/2018 5668	200.00
		MANAGEMENT			
			Summary Total		800.00
			Payment Amount		800.00
112474	RAMSEY RETAIL RENTAL	2018 BIZ EXPO RENT	PV 90540 001 09230	3/5/2018 030518	700.00
	INC	BAL DUE			
	RAMSEY RETAIL RENTAL INC		Summary Total		700.00
	7533 SUNWOOD DRIVE SUITE 315				

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Payee		Stub	Document			Due	Invoice	Payment	
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount
RAMSEY MN 55303									
Payment Amount									700.00
100421	REGAL AWARDS AND TROPHIES	LAZER PLATES- FIRE DEPT	PV	90502	001	09101	2/22/2018	18746	75.00
Summary Total									75.00
REGAL AWARDS AND TROPHIES									
530 WEST MAIN STREET									
ANOKA MN 55303									
Payment Amount									75.00
116215	RICHARDS, JACOB	GRAND PRIZE PHOTO WINNER	PV	90503	001	09101	2/28/2018	022818	100.00
Summary Total									100.00
JACOB RICHARDS									
7662 147TH LANE NW									
RAMSEY MN 55303									
Payment Amount									100.00
106617	ROTARY CLUB OF RAMSEY	4TH QTR DUES 17 ULRICH	PV	90541	001	09101	7/12/2017	25	150.00
Summary Total									150.00
ROTARY CLUB OF RAMSEY									
ATTN: KEVIN BITTNER									
BOLTON AND MENK INC									
7533 SUNWOOD DRIVE SUITE 206									
RAMSEY MN 55303									
Payment Amount									150.00
115125	ROYAL VENDING INC	COFFEE	PV	90542	001	09101	2/28/2018	23845	14.84

R04570

CITY OF RAMSEY
Create Payment Control Groups

Bank Account 00002224 CASH IN BANK
Version LOGIS004V
Originator JLIPSKI
Payment Instrument Check Payment
Pay Through Date 12/31/2018

Payee	Stub	Document	Due	Invoice	Payment				
Number	Name / Mailing Address	Message	Ty	Number	Item	Co	Date	Number	Amount
	TIMESAVER OFF SITE SECRETARIAL INC								449.50
	5291 RIVER OAK DRIVE								
	SAVAGE MN 55378								
									Summary Total
									449.50
									Payment Amount
106812	TWN CITY FILTER	FILTERS	PV	90557	001	09101	3/1/2018	0631935	1,480.90
	SERVICE INC								
									Summary Total
	TWIN CITY FILTER SERVICE INC								1,480.90
	2529 25TH AVE S								
	MINNEAPOLIS MN 55406-1280								
									Payment Amount
									1,480.90
107705	TWIN CITY GARAGE DOOR	WORK ON DOOR 3W	PV	90507	001	09101	2/12/2018	500294	740.00
	CO								
									Summary Total
	TWIN CITY GARAGE DOOR CO								740.00
	5601 BOONE AVE N								
	MINNEAPOLIS MN 55428								
									Payment Amount
									740.00
115020	VARITECH INDUSTRIES INC	MOTOR ASSEMBLY	PV	90558	001	09101	2/23/2018	IN060-1012657	252.64
									Summary Total
	VARITECH INDUSTRIES INC								252.64
	501 EAST CLIFF ROAD								
	BURNSVILLE MN 55337-1674								
									Payment Amount
									252.64
105628	WELLS CATERING SERVICE	COM DEV EVENT	PV	90508	001	09101	2/22/2018	43463A	264.51
		2/22/2018							

R04570

CITY OF RAMSEY
Create Payment Control Groups

Bank Account 00002224 CASH IN BANK
Version LOGIS004V
Originator JLIPSKI
Payment Instrument Check Payment
Pay Through Date 12/31/2018

Payee		Stub	Document			Due	Invoice	Payment	
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount
	WELLS CATERING SERVICE			Summary Total					264.51
	7533 SUNWOOD DRIVE	CC MEAL 2-27-18	PV	90546	001	09101	2/27/2018	43832	81.23
	SUITE 108								
	RAMSEY MN 55303			Summary Total					81.23
				Payment Amount					345.74
100539	WRIGHT TIRE SERVICE INC	PD TIRES	PV	90547	001	09101	2/7/2018	56170	760.16
	WRIGHT TIRE SERVICE INC			Summary Total					760.16
	710 WEST MAIN STREET								
	ANOKA MN 55303			Payment Amount					760.16
				Total Amount to be Processed					151,798.93
				Total Number of Payments to be Processed					69

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #18-053

RESOLUTION APPROVING CASH DISBURSEMENTS MADE AND AUTHORIZING PAYMENT OF ACCOUNTS PAYABLE INVOICING RECEIVED DURING THE PERIOD OF FEBRUARY 22, 2018 THROUGH MARCH 7, 2018.

WHEREAS, the City of Ramsey Finance Department has made cash disbursements and received accounts payable invoicing during the period of February 22, 2018, through March 7, 2018, in the amount of \$521,840.30 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 February 22, 2018, through March 7, 2018, in the amount of \$ 521,840.30.

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 13th day of March 2018.

Mayor

ATTEST:

City Clerk

Meeting Date: 03/13/2018

By: Colleen Lasher, Administrative
Services

Information

Title

Adopt Resolution #18-054 Updating the City's Personnel Policy

Purpose/Background:

The purpose of this case is to request the City Council to authorize staff to update the City's Personnel Policy.

The City Council discussed several proposed updates to the Personnel Policy on February 12, 2018 and February 27, 2018. Prior to discussions with the City Council, a comprehensive review of the Policy was conducted which included the Management Team, the Labor Management Committee, the Safety Committee, and the City Attorney. If approved, the newly updated Personnel Policy will replace the policy that was adopted on August 11, 2014, and the new Policy will be distributed and posted to the City's employee intranet site.

The scope of the Personnel Policy generally applies to all City employees, including probationary employees, elected officials, and appointed officials. Employees included in a collective bargaining agreement entered into in accordance with the Public Employment Labor Relations Act (PELRA) are exempt from any provision of the policy that is inconsistent with such agreement.

The focus of the proposed updates are primarily driven in order maintain a legally compliant policy -- reducing risk to the City; to more clearly define respectful employee conduct and processes for reporting unacceptable conduct; and to provide a defensible reference to which applicable employees or others shall be held accountable.

Sections within the policy containing substantive changes are listed below. Specific policy revisions can be found within the attached policy on the pages as noted below.

Section 4 - Benefits / page 17-19

4.1 Group Insurance

4.3 Public Employees Retirement Association (PERA)

4.4 Employee Savings Plans

4.8 Non-union Post Employment HealthCare Savings Plan

Section 7 - Conduct / page 37 - 46

7.1 Code of Conduct

7.2 Harassment Policy

Section 9 - Travel, Training and Education / page 57-58

9.6 Training and Education Policy

Section 12 - Drug Free Workplace Policy / page 75 -78

12.2 Drug and Alcohol Testing

Notification:

The red-line policy and updated draft policy are both attached.

Funding Source:

There is no funding required to update the Personnel Policy.

Recommendation:

To authorize staff to update the City's Personnel Policy.

Action:

Motion to adopt resolution 18-054 to update the City's Personnel Policy effective March 13, 2018.

Attachments

Resolution 18-054

Redline Pers. Policy

Draft Updated PP

Form Review

Inbox

Kurt Ulrich

Form Started By: Colleen Lasher

Final Approval Date: 03/08/2018

Reviewed By

Kurt Ulrich

Date

03/08/2018 02:19 PM

Started On: 02/26/2018 12:05 PM

Councilmember _____ introduced the following resolution and moved its adoption:

RESOLUTION # 18-054

RESOLUTION UPDATING THE CITY'S PERSONNEL POLICY

WHEREAS, the City's Personnel Policy describes the terms, conditions, benefits, rights and responsibilities of employment; and

WHEREAS, the City Council and staff desire to maintain an updated Personnel Policy; and

WHEREAS, the Personnel Policy was last updated in its entirety August 11, 2014; and

WHEREAS, staff and the City Attorney conducted a comprehensive review of the entire Personnel Policy; and

WHEREAS, in order to maintain a clear and legally compliant policy, substantive revisions are recommended to be made to the City's Group Benefits, Conduct, Travel Training and Education, as well as the Drug Free Workplace sections.

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

- 1) Motion to adopt resolution 18-054 to update the City's Personnel Policy effective March 13, 2018.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 13th day of March, 2018.

Mayor Sarah Strommen

ATTEST:

City Clerk Jo Ann M. Thieling



PERSONNEL POLICY

| Adopted August 11, 2014

| Draft working copy to be considered by the City Council 02-27-18



Dear City of Ramsey Employee:

The city of Ramsey is a vibrant, growing community that promotes excellence in everything we do and we are pleased to have you on our team.

As part of our team, you are expected to behave in a consistent manner with the City's mission and vision, core values, guiding principles, and this personnel policy.

This personnel policy was prepared to generally describe the terms, conditions, benefits, rights, and responsibilities of employment. The application of specific sections of this policy to any particular situation may depend on the specific facts or conduct at issue. Please become familiar with this personnel policy within ten (10) business days of your receipt of this policy. I hope you will find the policy informative and useful in making the most of the many opportunities available to you as a City employee.

After you have had an opportunity to familiarize yourself with the personnel policy, you must sign the last page of the policy, entitled "Acknowledgement of Receipt of the city of Ramsey Personnel Policy," and submit it to the Human Resources Office. Should you have questions regarding the personnel policy or any aspect of your employment relationship with the City, please feel free to contact me or your supervisor.

Sincerely,

A handwritten signature in black ink that reads "Colleen Lasher".

Colleen Lasher
Human Resources Manager

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SECTION 1 INTRODUCTION

1.1 How to use this Personnel Policy

This personnel policy is provided as a reference and as a summary of the city of Ramsey's personnel policies, work rules, and benefits. It replaces, revokes, and supersedes any previous personnel policies, interpretations, or practices, and is only valid until amended or replaced by the City Council. Accordingly, you will find it to your advantage to read the entire personnel policy promptly so that you will have a complete understanding of the material covered.

The purpose of this personnel policy is to provide for a safe, orderly, and disciplined employment environment. This policy will promote knowledge of what is expected of personnel generally, which should result in a greater degree of self-assurance in all positions. In relationships between positions it should be each City employee's individual aim to build mutual respect and confidence which is essential to local government service.

Any local, state, or federal laws that impose stricter requirements or regulations shall be used in lieu of policies or procedures outlined in this personnel policy, whenever they apply.

Additional information or clarification as to each section of this personnel policy may be obtained from your supervisor, Department Head or the Human Resources Manager. The text of this policy, however takes precedence over and controls any inconsistent communication from any City employee or elected official.

This personnel policy summarizes the various policies and benefits currently provided by the city of Ramsey. Nothing contained in this personnel policy or in any other City document, and nothing said or done by a City employee, may be construed as an employment contract between the City and an employee, a guarantee of continued employment, or terms and conditions of employment. The City and the employee both have the right to terminate the employment relationship at any time. Except as modified by an individual contract or a collective bargaining agreement, all employment with the City is "at-will" employment.

The City reserves the right to modify, revoke, suspend, or change this personnel policy, in whole or in part, at any time, with or without notice, at the City Council's sole discretion.

1.2 Scope of Policy

This personnel policy generally applies to all City employees, including probationary employees, and elected officials. Certain provisions of this policy may be inapplicable to the following individuals:

Deleted: , elected officials, and appointed officials.

- 1) Elected officials;
- 2) Appointed personnel; i.e. City Attorney;
- 3) Members of City boards, commissions, and committees;
- 4) Paid-on-call Firefighters and volunteer personnel;
- 5) Emergency employees who are employed for emergency work caused by natural disaster;

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Deleted: and Health Officer

- 6) Temporary full-time and temporary part-time employees and those working less than 14 hours per week.

Deleted: Other employees working temporarily, less than 14 hours per week.

Any employee included in a collective bargaining agreement entered into in accordance with the Public Employment Labor Relations Act shall be exempt from any provision of this policy that is inconsistent with such agreement. Any employee within the jurisdiction of a personnel board or civil service commission established under Minnesota state law is exempt from any provision of this policy that is inconsistent with such statute or rules and regulations adopted hereunder. Nothing in this Section is intended to modify or supersede any provision of the Minnesota Veterans' Preference Act.

1.3 Employee Responsibility

It is the individual employee's responsibility to know and understand thoroughly the policies and subjects covered in this personnel policy. Updated material may be added periodically. Each employee is responsible for going over any new material added. Any questions about the material covered in this policy can be answered by the employee's supervisor, Department Head or Human Resources.

1.4 Data Practices Advisory:

In accordance with the Minnesota Government Data Practices Act, the City is required to inform employees of their rights as they pertain to any private information that the City collects from them. During the course of City employment, an employee will likely be asked to provide information which is classified by state law as either private or confidential. Private data is information which generally cannot be given to the public but can be given to the subject of the data. Confidential data is information which generally cannot be given to either the public or the subject of the data. Much of the data the City has about individual employees, however, is classified as public according to Minnesota Statutes, section 13.43, subdivisions 2 and 3. All public data is available for inspection and copying by members of the public, with or without the employee's consent.

Information about employees requested by the City may be used for the following purposes: (1) process payroll, including accounting for wages and fringe benefits and to justify any reimbursed expenses; (2) enroll in benefit programs and pension plans (3) evaluate the employee's job performance, eligibility and abilities; (4) distinguish the employee from other applicants and employees and identify the employee in the correct personnel file; (5) determine the employee's eligibility for employment or promotion, and make employment decisions about the employee's performance; (6) contact the employee or other significant persons in case of an emergency; (7) compile equal opportunity and affirmative action reports; (8) make decisions regarding the employee's eligibility for sick leave, family and medical leave, parenting leave, and other available leave; (9) make decisions regarding the employee's eligibility for workplace accommodations, including accommodations for disabilities; (10) comply with workers compensation requirements in the event of an injury; and (11) provide information during workplace investigations. Such information may also be used and disclosed for other purposes consistent with applicable law. The information provided by the employee may be used in performance evaluations, determinations

regarding merit pay, applications for different employment positions, and other matters which involve a review of the employee's personnel file and past performance.

Unless the employee is told otherwise, the employee is required to provide this information. If the employee refuses to supply the information, the employee may face disciplinary action. Any information which the employee is required to provide cannot be used against the employee in a criminal proceeding. Even if the employee is not required to provide information, it is generally to the employee's best interest to provide it. Without the requested information, the City may not be able to determine the employee's eligibility for employment opportunities, compute wages, or grant the employee other benefits. The employee's refusal to provide information during an employment investigation may also necessitate that the investigation be completed without his or her input.

Federal law permits government agencies to require individuals to provide their social security number for the administration of any tax. Please be aware that when an employee is asked to give his or her social security number on revenue forms, this collection is mandated by law. This information will be shared with the Minnesota Department of Revenue, the Internal Revenue Services, and security tax programs. In most other cases, the disclosure of an employee's social security number is voluntary.

Any information an employee is asked to provide may be shared with individuals within the City whose job duties reasonably require access, as well as individuals outside of the city whose duties require access, such as insurance vendors, consultants, attorneys, and retirement plan employees. Information may also be shared with other agencies authorized by law to receive specific data.

If litigation arises, the information may be provided in documents filed with the court which are available to any member of the public. If it is reasonably necessary to discuss the information at a City Council meeting, it will be available to members of the public. To the extent that some or all of the information is part of the basis for a final decision on disciplinary action, that information is available to any member of the public.

1.5 Equal Employment Opportunity Statement

This is to affirm the city of Ramsey's policy of providing Equal Opportunity to all employees and applicants for employment and complying with all applicable Equal Employment Opportunity/Affirmative Action laws, directives and regulations of Federal, State and Local governing bodies or agencies thereof. This policy extends to all applicants and employees and to all aspects of the employment relationship, including, but not limited to, recruiting, hiring, promotion, transfer, discipline, and compensation.

The city of Ramsey is an Equal Opportunity Employer. The City provides equal employment and advancement opportunity on the basis of merit within the context of its unique business environment and without regard to race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, familial status, status with regard to public assistance, or any other characteristic protected by state or federal law.

The city of Ramsey will take affirmative action to ensure that all employment practices are free of discrimination. Such employment practices include, but are not limited to the following; hiring,

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upgrading, demotion, transfer, recruitment or recruitment advertising, selection, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

1.6 Unlawful Acts

No person shall knowingly make any false statement, certificate, mark, rating, or report in regard to any test, certificate, or appointment held or made under the City personnel system or in any manner commit or attempt to commit any fraud preventing the impartial execution of the provisions of this policy.

No person seeking employment to or promotion in the City service shall either directly or indirectly give, render, or pay any money, service, or other valuable consideration to any person, or on account of or in connection with the employee's test, appointment, or promotion, or proposed appointment or promotion.

No person shall be employed, promoted, demoted, or terminated by the City or in any way favored or discriminated against because of, race, creed, color, national origin, religion, sex, sexual orientation, marital status, familial status, age, status with regard to public assistance or disability, other characteristics protected by state or federal law, or because of actions taken with regards to the rights under provisions of the Public Employment Labor Relations Act. No person who is over 18 years of age shall be discriminated against with reference to City employment in any way forbidden by federal and state law.

1.7 Exceptions

No exception to any provision of this personnel policy may be made except by the City Administrator, the City Administrator's designee as noted in specific sections of this policy, or the City Council as required under the City's Charter. Such exceptions shall be made only on a case by case basis and only after the City Administrator or the City Council has adopted sufficient findings of fact showing the justification for the exception.

SECTION 2 DEFINITIONS

For purposes of these policies, the following definitions will apply:

Authorized Hours - The number of hours an employee was hired to work. Actual hours worked during any given pay period may be different than authorized hours, depending on workload demands or other factors, and upon approval of the employee's supervisor.

Benefits -Privileges granted to qualified employees in the form of paid leave and/or insurance coverage.

Benefit Earning Employees -Employees who are eligible for at least a pro-rated portion of some City provided benefits. Such employees must be year-round employees who work at least 20 hours per week on a regular basis.

Casual Employee – Temporary employees who periodically work “special projects” for the City such as the Pet Clinic, Elections and Happy Days. This classification includes, but may not be limited to, Rink Attendants, Snow Plow Drivers, and other employees working less than 14 hours per week.

Demotion -The movement of an employee from one job class to another within the City, where the maximum salary for the new position is lower than that of the employee's former position.

Department Head - Employees that are responsible for the efficient administration of their respective departments including substantial supervisory control of a permanent nature over other municipal employees. Department Heads shall initiate, with the approval of the City Administrator, whatever practices, functions, programs and procedures that are necessary to fulfill that responsibility. All Department Heads will report directly to the City Administrator. The City Administrator shall serve as the Department Head for the Administrative Services Department.

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Direct Deposit -As permitted by state law, all City employees are required to participate in direct deposit.

Division Heads – Employees that are responsible for the efficient administration of their respective divisions, including substantial supervisory control of a permanent nature over other municipal employees. Division Heads shall initiate, with the approval of their Department Head, whatever practices, functions, programs and procedures that are necessary to fulfill that responsibility.

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Eligible Sick Leave Severance Pay - Eligible sick leave severance shall be defined as a lump sum payment upon termination of employment based on thirty-three (33) percent of employee's unused, accumulated sick leave after five (5) years of continuous employment. After fifteen (15) years of continuous employment, the employee will instead receive thirty-five (35) percent of said employee's unused, accumulated sick leave. After twenty (20) years of continuous employment, the employee will instead receive thirty-seven (37) percent of unused accumulated sick leave. After twenty-five (25) years of continuous employment, the employee will instead receive forty (40) percent of said employee's unused, accumulated sick leave. If applicable, sick leave severance pay is subject to the

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rules of the non-union post-employment healthcare savings plan. In order to obtain eligible sick leave severance pay, an employee must leave City employment in “good standing,” as provided in Policy 3.13.

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Employee - An individual who has successfully completed all stages of the selection process including the training period.

Exempt Employee – Any employee excluded from overtime and compensatory time off provisions of the Minnesota and federal Fair Labor Standards Act (“FLSA”).

Non-Exempt Employee -- Employees who are covered by the federal or state Fair Labor Standards Act. Such employees are normally eligible for overtime pay or compensatory time off at 1.5 times their regular hourly wage for all hours worked over forty (40) in any given workweek.

FICA (Federal Insurance Contributions Act) - FICA is the federal requirement that a certain amount be automatically withheld from employees’ earnings. Specifically, FICA requires an employee contribute a percentage for Social Security and for Medicare. The City contributes a matching percentage on behalf of each employee. Certain employees are exempt or partially exempt from these withholdings (e.g., police officers).

Fiscal Year -The period from January 1 to December 31.

Full-time Employee - Employees who are required to work forty (40) or more hours per week year-round in an ongoing position. In accordance with federal health care reform laws and regulations, the City shall offer health insurance benefits to eligible employees and their dependents that work on average or are expected to work 30 or more hours per week or the equivalent of 130 hours or more per month. In order to comply with Health Care Reform law while avoiding penalties, part-time employees will be scheduled with business needs and in manner which ensures positions retain part-time status under which intended.

Hours of Operation - City Hall’s hours of operation are Monday through Friday, from 8:00 a.m. to 4:30 p.m.

Part-time Employee - Employees who are required to work less than forty (40) hours per week year-round in an ongoing position. In accordance with federal health care reform laws and regulations, the City shall offer health insurance benefits to eligible employees and their dependents that work on average or are expected to work 30 or more hours per week or the equivalent of 130 hours or more per month. In order to comply with Health Care Reform law while avoiding penalties, part-time employees will be scheduled with business needs and in manner which ensures positions retain part-time status under which intended.

PERA (Public Employees Retirement Association) - Statewide pension program in which all City employees meeting program requirements must participate in accordance with Minnesota law. The City and the employee each contribute to the employee’s retirement account.

Promotion - Movement of an employee from one job class to another within the City, where the maximum salary for the new position is higher than that of the employee’s former position.

Reclassify - Movement of a job from one classification to another classification because of a significant change in the position's duties and responsibilities.

Seasonal Employee – Temporary Employees who work only part of the year (100 days or less) to conduct seasonal work. Seasonal employees may be assigned to work a full-time or part-time schedule. Seasonal employees do not earn benefits or credit for seniority.

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Service Credit -Time worked for the City. An employee begins earning service credit on the first day worked for the City. Some forms of leave will create a break in service.

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Supervisor – Any person having authority in the interests of the employer to perform or effectively recommend a majority of the following actions: hires, transfer, suspensions, promotions, discharges, discipline, reward, assignments and work direction, adjustment of grievances and performance evaluations.

Temporary Employee - Employees who work in temporary positions. Temporary jobs might have a defined start and end date or may be for the duration of a specific project. Temporary employees may be assigned to work a full-time or part-time schedule. Temporary employees do not earn benefits or credit for seniority.

Transfer – Movement of an employee from one City position to another of equivalent pay.

Work Week - The regular work week for City employees is forty hours, in addition to a lunch period, Monday through Friday, except as otherwise established by the City Administrator or designee in accordance with needs of the department.

SECTION 3 EMPLOYEE RECRUITMENT, SELECTION, EMPLOYMENT & TERMINATION

3.1 Scope

The City Administrator or a designee will manage the hiring process for positions within the City. While the hiring process may be coordinated by staff, the City Council is responsible for the final hiring decision and must approve all hires to City employment. All hires will be made according to merit and fitness related to the position being filled.

3.2 Features of the Recruitment System

The City Administrator or designee will determine if a vacancy will be filled through an open recruitment or by promotion, transfer or some other method. This determination will be made on a case-by-case basis. The majority of position vacancies will be filled through an open recruitment process. Position vacancies may be filled on an “acting” basis as needed.

Application for employment will generally be made on application forms provided by the City. Other materials in lieu of a formal application may be accepted in certain recruitment situations as determined by the City Administrator or designee. Supplemental questionnaires may be required in certain situations. All candidates must complete and submit the required application materials by the posted deadline, in order to be considered for the position. The deadline for application may be extended by the City Administrator. Unsolicited applications will not be kept on file.

3.3 Testing and Examinations

Applicant qualifications will be evaluated in one or more of the following ways: training and experience rating; written test; oral test or interview; performance or demonstrative test; physical agility test, or other appropriate job-related exam.

Internal recruitments will be open to any City employee who: (1) has successfully completed the initial training period; (2) meets the minimum qualifications for the vacant position; and (3) currently is and for the past year has been in good standing with the City.

The City Council or designee will establish minimum qualifications for each position with input from the appropriate supervisor. To be eligible to participate in the selection process a candidate must meet the minimum qualifications.

3.4 Pre-Employment Medical Exams

The City Administrator or designee may determine that a pre-employment medical examination, which may include a psychological evaluation, is necessary to determine fitness to perform the essential functions of any City position. Where a medical examination is

required, an offer of employment is contingent upon successful completion of the medical exam.

When a pre-employment medical exam is required, it will be required of all candidates who are finalists and/or who are offered employment for a given job class. Information obtained from the medical exam will be treated as confidential medical records.

When required, the medical exam will be conducted by a licensed physician designated by the City with the cost of the exam paid by the City. (Psychological/psychiatric exams will be conducted by a licensed psychologist or psychiatrist.) The physician will notify the City Administrator or designee that a candidate either is or isn't medically able to perform the essential functions of the job, with or without accommodations and whether the candidate passed a drug test, if applicable.

If the candidate requires accommodation to perform one or more of the essential functions of the job, the City Administrator or designee will confer with the physician and candidate regarding reasonable and acceptable accommodations.

If a candidate is rejected for employment based on the results of the medical exam, he/she will be notified of this determination [to the extent required by law](#).

3.5 Selection Process

The selection process will be a cooperative effort between the City Administrator or designee and the hiring supervisor, subject to final hiring approval of the City Council. Any, all or none of the candidates may be interviewed.

The City has the right to make the final hiring decision based on qualifications, abilities, experience and city of Ramsey needs.

3.6 Background Checks

All finalists for employment with the City will be subject to a background check to confirm information submitted as part of application materials and to assist in determining the candidate's suitability for the position. Except where already defined by state law, the City Administrator will determine the level of background check to be conducted based on the position being filled.

3.7 Criminal Background Investigations

Authority

State law authorizes city police departments to conduct criminal history background investigations on applicants for City positions using Minnesota Computerized Criminal History data.

Applications

This section applies only to applicants who are finalists for regular, temporary, [seasonal](#), [casual](#), and volunteer status positions. Before a finalist is eligible to receive a conditional job offer or

begin employment with the City, [and to the extent permitted by law](#), the applicant must authorize the Police Department, in writing, to undertake a criminal history background investigation and to release the information to the City Council, City administrator and/or other City staff as appropriate.

Rejection of Applications

Except in the case of exceptions set forth in Minnesota state law, as may be amended from time to time, if the City rejects an application for employment due partly or solely to the applicant's prior conviction of a crime which relates directly to the position sought, the City's Human Resources Manager will notify the applicant in writing of the following:

- 1) The Grounds and reasons for denial;
- 2) The applicant complaint and grievance procedure set forth in Minnesota State law, as may be amended from time to time;
- 3) The earliest date the applicant may reapply for employment or a volunteer position; and
- 4) That all competent evidence of rehabilitation will be considered upon re-application.

Only public conviction information related directly to the position sought will be considered in denying employment. In situations where identity is questioned, fingerprint verifications will be allowed, [to the extent permitted by law](#). The City reserves the right to consider the applicant's criminal history, including any and all evidence of rehabilitation, when evaluating him or her for employment with the City, to the maximum extent permitted by law.

3.8 *Reclassification and New Position / Vacant Position*

Reclassification

When a position's duties and responsibilities change (increase or decrease), the position is considered a reclassification and may be automatically filled by the incumbent of the original position; contingent upon the incumbent's ability to meet the position's minimum requirements and necessary knowledge, skills, and abilities, [at the City's discretion](#).

New Position

If the City creates a new position to meet its public service needs the position will be filled according to the City Administrator's direction.

3.9 *Nepotism*

The potential for conflicts of interest are increased when personnel who are related are employed by the same employer; and real or implied conflicts of interest can result in distrust and a general lack of harmony among other employees.

Whenever possible, and with due regard for job-relevant qualifications, merit, and fitness, the employer shall avoid the appointment of any person related to an appointed officer or regular full-time or regular part-time employee of the City. Appointments or assignments of persons related to an employee in the same department in which the employee works is prohibited.

Deleted: 3.8 - Training Period¶

The training period is an integral part of the selection process and will be used for the purpose of closely observing the employee's work and for training the employee in work expectations. Training periods apply to new hires, transfers, promotions and rehires. Training periods are six months in duration, but may be extended by, for example, an unpaid leave of absence.¶

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This provision does not apply to marital status or familial status, as protected under the Minnesota Human Rights Act. Employment of the spouse of an elected or appointed officer or employee is not prohibited; however, appointment or assignment of an employee's spouse in the same department in which the employee works is prohibited, if the appointment or assignment would result in an employee directly supervising or influencing the recruitment, employment, salary, fees, or performance review of the employee's spouse.

Appointment to a position with the City shall not be construed as an employment contract between the city of Ramsey and an employee. All employees whose positions are covered by this policy are appointed by - and serve - at the sole discretion of the employer.

3.10 Probation

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Subject to the provisions of an applicable collective bargaining agreement, every original appointment and every promotional appointment, is subject to a probationary period of six (6) months, except for patrol officers, paid-on-call firefighters, and Department Heads who have a one-year probationary period. During the probationary period a probationary employee may be terminated at the sole discretion of the City. If terminated during the probationary period, the employee shall be notified in writing of the termination and shall have no right to appeal the termination.

Employees may use sick and vacation leave during their probationary period at the discretion of the Department Head.

At the sole discretion of the City Administrator, an employee's probationary period may be extended for 90 calendar days. Completion of the probationary period or any extended probationary period is not, and cannot be construed as, a promise of continued employment or otherwise altering the at-will nature of employment.

Deleted: Qualified veterans are protected by law and must be afforded certain benefits from the date of hire and may not be discharged without sufficient cause, as provided by law. If a veteran is proposed for discharge at any time, including the probationary period, the veteran will be afforded the rights provided in the Minnesota Veterans Preference laws. If such employee is a veteran, the procedure prescribed in Minnesota Statutes shall be followed.¶

3.11 Supplemental Employment

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No city of Ramsey patrol officer shall work as a police officer or keeper of the peace directly for any establishment in the City or at any special private functions within the City. Officers needed at special functions shall work as city of Ramsey employees and shall be paid directly by the City. The City, in return, will bill the person or entity requesting the officers' presence at the function from which payment the City will reimburse itself for the officers' services.

3.12 Performance Evaluations

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Performance evaluations are used to assess employee performance in terms of specific job requirements and provide measures for setting up training and development programs for improvement and opening communication channels. On the anniversary date of an employee's current position, or in January if so determined by the Human Resources Manager, as well as when an employee is completing their probationary period, a formal performance evaluation may be completed. If a formal performance evaluation is completed, it will be reviewed with the employee.

For Department Heads, the City Administrator will make note of any City Council feedback regarding Department Head performance and summarize the Council's comments when writing the Department Head's performance evaluation. The City Administrator will review the performance evaluation with the Department Head. The Department Head will have the opportunity to discuss the performance evaluation with the City Council at a closed City Council meeting if he/she so chooses.

The City will consider each employee's performance evaluation when considering salary increases or potential promotional opportunities. As a general rule, an employee who receives an overall rating of "Needs Improvement" or "Poor" will not be eligible for promotional opportunities, salary increases, except for any "cost of living" adjustment made by the City. Further, an employee who receives an overall rating of "Needs Improvement" or "Poor" must follow a performance improvement plan to bring performance to an acceptable level. If performance is not brought to an acceptable level as described in the performance improvement plan, discipline may be imposed, up to and including termination. [Conducting, or the results of, performance evaluations does not alter the at-will nature of employment.](#)

3.13 Resignations

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As at-will employees, all City employees may resign at any time, for any reason. In order to be considered "in good standing" at the time of resignation, an employee must file with employee's Department Head, at least 14 days before leaving, a written resignation stating the effective date of the resignation. Department Heads wishing to resign "in good standing" should give the City as much advance notice as possible, but must provide at least 30 days' notice. Failure to comply with this 14 day or 30 day notice procedure may be considered cause for denying the employee future employment by the City and denying termination benefits. Unauthorized absence from work for a period of three working days may be considered by the Department Head as a resignation "not in good standing" and without benefits.

3.14 Lay-offs

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After at least two weeks' notice to the employee, the City Administrator may lay off any employee when such action is necessary because of shortage of work or funds, the abolition of a position, or changes in organization.

SECTION 4 BENEFITS

4.1 Group Insurance

To be eligible for group health, dental, or life insurance benefits with the city of Ramsey employees must be a regular employee scheduled to work at least 30 hours per week. The City provides a contribution to health insurance, single dental insurance and basic life insurance for full-time employees as approved by the City Council annually. Members of the City Council are eligible for group health insurance in the City's group health insurance plan without affecting Councilmembers' total compensation from the City. The City will continue to provide basic life insurance for employees participating in PERA's Phased Retirement program as permitted by the carrier.

In accordance with federal health care reform laws and regulations, the City shall offer health insurance benefits to eligible employees and their dependents that work on average or are expected to work 30 or more hours per week or the equivalent of 130 hours or more per month. In order to comply with Health Care Reform law while avoiding penalties, part-time employees will be scheduled with business needs and in manner which ensures positions retain part-time status under which intended

4.2 Long Term Disability ("LTD")

Mandatory LTD - Long term disability is a mandatory, employee-paid benefit provided to sworn police personnel and other full-time, non-union employees.

Deleted: public safety employees.

Voluntary LTD - Long term disability is available to other employee groups as a voluntary employee-paid benefit.

The terms of the long term disability coverage, including the formula used to calculate the benefit and the waiting period before an employee may receive long term disability benefits will be established by the City.

4.3 Public Employment Retirement Association ("PERA")

Almost all city employees in the State of Minnesota are covered by a public pension system known as the PERA. Both the City and employees contribute to PERA. For specific information regarding annual contribution rates, contact Human Resources. Vesting time varies depending on membership eligibility date and the pension is portable among public employers throughout the state. Being vested means qualifying for benefits at the minimum allowable age.

In normal situations, employees and employers both contribute a percentage of the employee's eligible gross salary to PERA. However, Minnesota law provides that some income received by an employee are not eligible for PERA contributions. Employees should contact Human Resources with specific questions regarding PERA contributions.

The City offers PERA's Phased Retirement Option on a case-by-case basis after approval by the HR Manager, Department Head and the City Administrator, as deemed beneficial to the City in

meeting the goals of the strategic plan. The agreement can be terminated at any time. Employees interested in this option should see Human Resources for more information.

4.4 Employee Savings Plans

All employees eligible to enroll in PERA are also eligible to place a portion of their earnings in 457 savings plans; pre-tax and/or post tax programs.

Please contact Human Resources regarding maximum annual contribution amounts and for any other specific information regarding these plans.

4.5 Flexible Spending Account

Employees can establish flexible spending accounts and have pre-tax deductions made from their payroll checks to pay for eligible childcare and eligible medical expenses. The law limits the maximum contributions that employees can make to their flexible spending account and the specific expenses that can be paid out of such accounts. Employees should contact Human Resources for additional details.

4.6 Retiree Benefits

Minnesota law provides for continuation of health and dental coverage to certain former employees who are receiving a disability benefit or an annuity from PERA, or who have met PERA age and service requirements. Former employees are responsible for paying the entire premium. Failure to do so will result in termination of coverage. Employees should contact Human Resources for additional details.

4.7 COBRA

Employees participating in the City's group health insurance plan who terminate employment with the City or experience another event which triggers their legal entitlement to insurance continuation will receive a notice of their right to elect continued insurance coverage consistent with state and federal law, including, but not limited to, the Consolidated Budget Omnibus Reconciliation Act of 1985 ("COBRA") (as amended). The notice will be provided in accordance with such laws and employees must comply with those laws if they wish to continue coverage after separating from the City's employment, including, but not limited to, paying the entire premium for the duration of the continuation coverage. Employees should contact Human Resources for additional details.

4.8 Non-union Post-employment Healthcare Savings Plan (PEHCSP)

The PEHCSP is an employer-sponsored program that allows employees to invest in a tax-preferred medical savings account while employed by a Minnesota public employer.

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All non-union employees hired after January 1, 1984 will participate in the post-employment healthcare savings plan, as follows:

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PERA COORDINATED MEMBERS

- WAGES: Contribute 2% after 5 years of service (starting with the 6th year of service) and greater to the PEHCSP
- MAXED OUT SICK LEAVE: Contribute unused sick leave hours that would normally convert to vacation time (all hours greater than 960 at a conversion rate of 2 to 1) to the PEHCSP.
- VACATION: Upon separation of employment/contribute unused accrued vacation time, as follows:
 - 50% after 5 years of service through 10 years of service and then
 - 75% with 11 years of service through 15 years of service and then
 - 100% after 16 years of service and greater shall be contributed to the PEHCSP
- SICK LEAVE: Upon separation of employment/contribute unused eligible accrued sick time, as follows: 100% of eligible unused accrued sick leave after 5 years of service and greater

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PERA POLICE & FIRE MEMBERS

- WAGES: Contribute 1% for all employees until 5 years prior to normal retirement age (55), at which time ongoing contributions will be 4% of salary.
- MAXED OUT SICK LEAVE: Contribute all unused sick leave hours that would normally convert to vacation time (all hours greater than 960 at a conversion rate of 2 to 1) to the PEHCSP.
- VACATION Upon separation of employment/contribute unused accrued vacation time, as follows: 100% -- Regardless of years of service
- SICK LEAVE: Upon separation of employment/contribute unused eligible sick leave, as follows: 100% of eligible unused accrued sick leave -- regardless of years of service.

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Eligible sick leave severance shall be defined as a lump sum payment upon termination of employment, contributed to the PEHCSP, based on thirty-three (33) percent of employee's unused, accumulated sick leave after five (5) years of continuous employment. After fifteen (15) years of continuous employment, the employee will instead receive thirty-five (35) percent of said employee's unused, accumulated sick leave. After twenty (20) years of continuous employment, the employee will instead receive thirty-seven (37) percent of unused accumulated sick leave. After twenty-five (25) years of continuous employment, the employee will instead receive forty (40) percent of said employee's unused, accumulated sick leave. In order to obtain eligible sick leave severance pay, an employee must leave City employment in "good standing," as provided in Policy 3.13.

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4.9 Employee Assistance Program

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The City offers an employee assistance program (EAP) at no cost to assist employees and their families with a variety of services from mental health and substance abuse counseling to child care resources. The EAP will provide confidential counseling services by highly trained clinicians or suggest other professional resources that may be useful to employees and their families.

SECTION 5 CLASSIFICATION AND COMPENSATION

5.1 General

Employees of the City shall be compensated according to the schedule established by the City Council. Any wage, salary, or other monetary benefit so established is the total remuneration for employment which may be allowed for the conduct of official business. Unless approved by the City Administrator, no employee shall receive pay from the city in addition to the salary authorized for the position or positions to which the employee has been appointed, or for hours beyond the normal work week without prior approval by the City Administrator or designee.

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Non-exempt employees who work for a period less than the regularly scheduled work-week will earn wages based on the actual number of hours worked. Regular part-time employees are eligible to earn vacation and sick leave in proportion to that earned by regular full-time employees based on the number of hours worked. Holidays are earned in proportion to those earned by regular full-time employees and are based on work hours budgeted on January 1. Vacation and sick leave, and holidays count toward total budgeted work hours for the year. Temporary employees are not eligible for vacation or sick leave, holiday pay, or health or life insurance.

Employees shall be paid biweekly via mandatory direct deposit. When a pay day falls on a holiday, employees shall receive their pay on the preceding work day.

No employee shall be permitted to receive from any third party payment for services and labor performed while such employee is working regular hours or while working additional overtime hours for the City, unless approved in advance by the City Administrator and subject to a written agreement with the third party--such as with Anoka County.

5.2 Classification Plan / Position Descriptions

The City will establish and maintain a position classification plan for all positions in accordance with federal and state laws. The Human Resources Manager, under the direction of the City Administrator, and in conjunction with Department Heads, shall be responsible for establishing, periodically revising, and maintaining current position descriptions. The position description shall state the essential duties, responsibilities and qualification requirements which distinguish a given position from other positions. The position description shall describe the typical types of work which may be assigned to a particular position but shall not be construed to restrict the assignment of other duties related to the position. Supervisors may direct their subordinates to perform tasks not expressly identified in the position description, as they see fit.

Purpose

The purpose of the classification plan / position description is to:

- a. Establish reasonable compensation relationships between job classifications.
- b. Establish qualification standards for recruitment and testing purposes.
- c. Provide the appointing authority with means for analyzing work distribution, areas of responsibility, lines of authority, and other relationships between positions.
- d. Assist the appointing authority in determining budget requirements.
- e. Provide the basis for developing standards of work performance.

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Each position description shall contain:¶

¶

- a. . Essential duties and responsibilities of the position.¶
- b. . Examples of work which are illustrative of the duties of the position.¶
- c. . Descriptions of the level of knowledge, skills and abilities necessary to perform the essential duties and responsibilities.¶
- d. . Minimum requirements of the position which will include the desired level of education, experience, education and training for recruitment into the position.¶
- e. . Working conditions and physical demands of the position.¶

- f. Indicate training needs.
- g. Provide uniform titles to positions.

Class

A class shall be comprised of one or more positions that are substantially similar with respect to the type, difficulty, and responsibility of work performed.

Administration of the Classification Plan / Position Descriptions

The classification plan shall be established and maintained through recommendation of the Department Head and the Human Resources Manager to the City Administrator. The City Administrator may establish a new class, create a new position within a class or reclassify a position upon approval by the City Council.

When a new position is proposed by a Department Head or the Human Resources Manager, a request for the position along with a description of the duties and responsibilities of the position shall be submitted to the City Administrator. The position shall be analyzed and evaluated based on the duties and responsibilities without regard to the personal characteristics, abilities or qualifications of the incumbent. The final approval of the classification shall be by the City Council.

5.3 Reclassification

When the duties and responsibilities of a position change, the Department Head may initiate a request for a change in classification. This request must be submitted in writing to the Human Resources Manager accompanied by a proposed updated position description prepared by the Department Head. The Human Resources Manager shall submit the request to the City Administrator for review and approval or denial, at his or her discretion. If the City Administrator denies a request for reclassification, no similar request may be submitted for one year. The Human Resources Manager, acting under the direction of the City Administrator, may also review the classification of existing positions from time-to-time, regardless of whether a Department Head proposed reclassification within the preceding year.

Factors that could lead to conducting an analysis of existing positions include, but are not limited to, the following:

- a. Change in the existing organizational or reporting relationship.
- b. Significant additions, reductions or changes in the essential functions for which the position is accountable which affect the level of skill, knowledge, responsibility or working conditions of the position.
- c. Change in the supervisory functions assigned to the position.
- d. Change in the qualifications required of the position.

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5.4 Compensation Plan

The compensating plan shall be reviewed annually by the City Administrator and presented to the City Council as part of the annual budget process. The City Administrator may modify any or all of the pay ranges or grades as set forth in the plan at any time, at his or her discretion, subject to approval by the City Council. The City Administrator may also set effective dates for the pay plan. All pay ranges shall be construed as policy declarations and not binding, permanent contractual obligations between the City and its employees. Any amendment to the pay plan shall be based on changes in the responsibility or the duties of the position, recruiting experience, rates of pay and benefits in the public and private sector, the City's financial status, general economic conditions, federal or state law, including the Minnesota Pay Equity law, or other pertinent factors warranting such action.

In addition, from time to time the position and pay classification plan may be amended by City Council resolution upon receipt of a recommendation from the City Administrator. In making such recommendations, the City Administrator shall consider the following factors:

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- a. Maintenance of equitable relationship between classes, based on their relative duties and responsibilities.
- b. Indicators, from the appropriate labor market, for comparable work under similar conditions.
- c. Current recruitment and retention experience.
- d. Comparable worth for all positions within the organization.
- e. Ability of the city of Ramsey to fund the position.

Content of Pay Plan

The pay plan presented to the City Council for its consideration shall consist of the minimum and maximum rate of pay for each position in the organization. Each position shall be assigned to a pay class and all positions in the pay class shall be compensated according to the established pay range. A pay range will be assigned to each class according to the responsibilities of the position, the duties and pay for other positions, prevailing rates of pay for comparable positions in public and private employment in the area, fringe benefits received by employees, the financial policy of the City, federal and state statutes and other pertinent economic factors.

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Pay Plan Administration

The City Administrator shall be responsible for administering the Pay Plan according to this section.

Beginning Salary Rate – The beginning rate for a new employee will be the minimum rate in the established class for his or her position classification. The Employer, at its sole discretion, may approve a pay rate above the minimum rate to:

- a. Mitigate recruiting obstacles.
- b. Hire a person with superior qualifications.
- c. Correct salary inequities.
- d. Give credit for prior service.

Method of Progression

After appointment or promotion and pending satisfactory performance, an employee shall be eligible for advancement through his/her respective salary range as specified in the collective bargaining agreement or as authorized by the City Council.

Market Adjustment Pay–

Occasionally positions within the City may fall behind in pay with regard to the market value. When this becomes apparent, the Human Resources Manager may, in his or her sole discretion, make a recommendation for the appropriate salary adjustment to the City Administrator. Upon approval by the City Administrator, the employee in said position will receive a salary range adjustment. The employee will retain her or his original anniversary date for the purposes of step increases and performance evaluations. Any increases that result in more than a five percent increase shall be submitted to the City Council for approval or denial.

Extra Duty Pay / Interim Pay

The City Administrator shall have the authority to grant short-term extra duty pay. Any extra duties that qualify for extra duty pay would be responsibilities that fall well outside of the respective employee's job description and would have a defined end date, but would not exceed six months. Typically, extra duty pay would be tied to a special project or event. At the City's discretion, extra duty pay may be paid via a payroll stipend. Interim pay would include, for example, filling in for a vacancy, FMLA or leave absence. Interim pay shall not exceed 10% over the current base salary. The City Administrator's approval of extra duty pay or interim pay is subject to available funding within the budget.

Overtime Compensation for Exempt Employees who also Work in a Non-Exempt Position Within the City

Federal law allows exempt City employees working two or more positions with the City to agree, in advance, to receive overtime compensation for the secondary position if it is non-exempt, subject to certain restrictions and limitations. Exempt employees holding two or more positions within the City at least one of which is non-exempt, should consult with Human Resources regarding the possibility of overtime. No overtime will be paid pursuant to this provision without prior written approval from Human Resources.

Overtime pursuant to this section will be paid for hours worked in a secondary position only if the employee worked at least 40 hours at the primary position during the normal workweek. Sick and vacation leave, holidays and compensatory time off count as time worked as per the Personnel Policy.

5.4 Payroll Deductions

Certain deductions from earnings, such as federal and state income taxes and social security taxes, are required by law. These deductions will be identified on the direct deposit vouchers. The amount of these required deductions may change since they are affected by changes in the amount earned, and in the case of income tax, they are affected by changes in the number of dependents claimed. Monies earned during a two (2) week pay period, cannot be divided into two payroll checks. Employees should contact Human Resources with any specific questions.

5.5 Meal Periods and Breaks

When working under conditions where a break period is practicable, all hourly employees are entitled to two (2) 15 minute breaks with pay per eight (8) hour shift at times designated by the

supervisor. Most employees also receive a thirty (30) minute unpaid meal period during each eight hour work day.

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5.6 Overtime Compensation/Compensatory Time Off

Non-exempt, non-union employees will be paid overtime compensation for all hours worked in excess of forty (40) hours per work week at a rate of one and one-half times the regular rate of pay. Paid holidays, vacation leave, compensatory time off, and sick leave are considered time worked for the purposes of calculating overtime hours. [No employee will be permitted to work overtime without the prior approval of the applicable Department Head.](#)

Overtime pay will not be paid for time not worked. Exempt employees, as defined by the Fair Labor Standards Act, are not entitled to overtime pay.

Non-exempt, non-union employees will be allowed to take compensatory time off in lieu of receiving over time compensation. Compensatory time off is computed at a rate of one and one-half times the hours worked in excess of the forty (40) hour work week. Accrued compensatory time off shall not exceed 120 hours at any time. Once an employee has accrued 120 hours of compensatory time off, compensation for additional hours worked must be paid in cash, rather than accrued as compensatory time off.

The City reserves the right to payout any compensatory time off hours in excess of 80 hours, as it deems necessary.

The City allows employees to cash out up to a maximum 40 hours of compensatory time off annually; to be paid out up to twice annually, January 1 through January 15, and November 1 through November 15 of each year, to total a maximum payout of 40 hours of compensatory time off. Note: upon terminating employment with the City, all compensatory time off will be paid out at 100% of the accrued balance.

For the purposes of calculating overtime, an employee using paid holidays, vacation leave, sick leave, or compensatory time off is considered to be working.

Accrued compensatory time off may be used with prior approval from the employee's Department Head. Upon an employee's separation from the City, there will be a pay-out of accrued and unused compensatory time off at the then current hourly rate of pay.

For the purposes of computing overtime compensation and compensatory time, overtime hours worked shall not be pyramided, compounded, or paid twice for the same hours worked.

5.7 Severance Pay

Severance pay is available to employees who have at least five (5) years of continuous service with the City and resign "in good standing". Employees who are discharged are not "in good standing" and may not receive severance pay pursuant to this policy.

Qualifying employees who resign "in good standing" shall receive a lump sum payment upon termination of employment with the city of Ramsey based on thirty-three (33) percent of

employee's unused, accumulated sick leave after five (5) years of continuous employment. After fifteen (15) years of continuous employment, the employee will instead receive thirty-five (35) percent of said employee's unused, accumulated sick leave. After twenty (20) years of continuous employment, the employee will instead receive thirty-seven (37) percent of unused accumulated sick leave. After twenty-five (25) years of continuous employment, the employee will instead receive forty (40) percent of said employee's unused, accumulated sick leave. ~~Eligible severance, pay will be applied per the applicable PEHCSP agreement as provided in Policy 4.8.~~

Receipt of severance pay terminates all seniority rights and ends all city of Ramsey liability with regard to other benefits, except as otherwise provided by law and any applicable collective bargaining agreement.

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Non-union severance pay is subject to the post-employment healthcare savings plan rules.

SECTION 6 LEAVE

6.1 Vacation Leave

The city of Ramsey provides eligible employees vacation benefits to promote rest and relaxation away from work. Requests for scheduled vacation should be made to the Supervisor/Department Head by January 31 of each year. When considering whether to grant conflicting vacation requests submitted during January of each year, seniority by department will prevail; thereafter, vacation leave shall be initiated on forms submitted to the Department Head at least two weeks prior to requested vacation time off. Exceptions to this policy are granted on a very limited basis. To assure efficient functioning of the City, it is necessary to limit the number of employees on vacation at the same time.

An employee's banked vacation leave must be within two times the yearly accrual by December 31st, unless approved by the City Administrator. Once an employee has banked the maximum amount of vacation hours allowed, all additional hours accrued are forfeited. Employees are responsible for monitoring their own balances. Additional pay in lieu of vacation is not permitted.

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For the purposes of accumulating additional vacation leave, an employee using earned vacation leave, sick leave, compensatory time off, or paid holidays is considered to be working.

At the discretion of the Department Head, an employee may use accrued vacation leave during the probationary period. An employee who separates from the City "in good standing," as that term is defined in Section 4.11 of this policy, shall be compensated for vacation accrued and unused through the last date of employment, per section 4.8 non-union post-employment healthcare savings plan.

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New employees will begin employment with a vacation balance of zero, followed by vacation accruals based on one of the following vacation accrual schedules. However, at the discretion of City Administrator, a one-time vacation credit may be negotiated and in order to:

- a. Mitigate recruiting obstacles.
- b. Hire a person with superior qualifications.
- c. Give credit for prior service.

The bi-weekly accrual rate will not be accelerated due to any upfront vacation credits.

Vacation Accrual Schedules

Department Head Vacation Accrual Schedule		
Effective Date	Bi-weekly Accrual Rate	Vacation Days/Year
Start date	4.62 hours/pay period	15 days
6 th Anniversary	5.54 hours/pay period	18 days
7 th Anniversary	6.15 hours/pay period	20 days
12 th Anniversary	6.46 hours/pay period	21 days
16 th Anniversary	6.77 hours/pay period	22 days
17 th Anniversary	7.08 hours/pay period	23 days
18 th Anniversary	7.38 hours/pay period	24 days
19 th Anniversary	7.69 hours/pay period	25 days

Full-Time, Management Vacation Accrual Schedule		
Effective Date	Bi-weekly Accrual Rate	Vacation Days/Year
Start date	4.62 hours/pay period	15 days
6 th Anniversary	5.54 hours/pay period	18 days
8 th Anniversary	5.85 hours/pay period	19 days
10 th Anniversary	6.15 hours/pay period	20 days
12 th Anniversary	6.46 hours/pay period	21 days
16 th Anniversary	6.77 hours/pay period	22 days
17 th Anniversary	7.08 hours/pay period	23 days
18 th Anniversary	7.38 hours/pay period	24 days
19 th Anniversary	7.69 hours/pay period	25 days

Full-Time, Non-Union Vacation Accrual Schedule		
Effective Date	Bi-weekly Accrual Rate	Vacation Days/Year
Start date	3.08 hours/pay period	10 days
6 th Anniversary	4.62 hours/pay period	15 days
12 th Anniversary	6.15 hours/pay period	20 days
16 th Anniversary	6.46 hours/pay period	21 days
17 th Anniversary	6.77 hours/pay period	22 days
18 th Anniversary	7.08 hours/pay period	23 days
19 th Anniversary	7.38 hours/pay period	24 days
20 th Anniversary	7.69 hours/pay period	25 days

Regular part-time employees are eligible to earn vacation leave in proportion to that earned by regular full-time employees based on the number of hours worked. Vacation leave will count toward total budgeted work hours for the year.

6.2 Sick Leave

Sick leave may be authorized when an employee is unable to perform work duties due to illness, disability, the necessity for medical, dental, or chiropractic care, childbirth, or exposure to contagious disease where such exposure may endanger the health of others with whom the employee would come in contact in the course of performing work duties. Sick leave may also be authorized to care for the employee's absences due to an illness of or injury to the employee's child, adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent or for any purpose authorized by law, including, but not limited to, Minnesota Statutes, section 181.9413 (as amended). For additional information as to when sick leave may be utilized, employees should contact Human Resources

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To be eligible for sick leave with pay, an employee shall:

- a. Report as soon as possible to the employee's immediate supervisor the need to be absent and identify if the absence is due to the employee's illness or the employee's immediate family, as listed above;
- b. Keep the employee's immediate supervisor informed of such employee's need for continued absence;
- c. For any absence that exceeds three days, upon request by the City Administrator, submit a medical certificate before the employee will be allowed to return to work.

Using or claiming sick leave for a purpose not authorized may be cause for disciplinary action. For the purpose of accumulating additional sick leave, an employee using earned vacation leave, sick leave, compensatory time off, or paid holidays is considered to be working. At the discretion of the Department Head, an employee may use accrued sick leave during the probationary period. After the end of the probationary period, an employee is entitled to use sick leave accrued from the start of the probationary period.

Sick Leave Accrual

Every probationary and regular employee is entitled to earn sick leave with pay at the rate of 1 day (based on an 8-hour day) for each calendar month of full-time service or major fraction thereof. Sick leave may be accrued to 120 days (960 hours); unused sick leave in excess of 120 days (960 hours) at the end of a calendar year (December 31st) shall be converted to vacation at a rate of one hour of vacation for each two hours of sick leave, subject to the maximum amount of accrued vacation leave provided in this policy. All hours in excess of 960, as defined in section 4.8 non-union post-employment healthcare savings plan, will be applied per the applicable agreement.

Regular part-time employees are eligible to earn sick leave in proportion to that earned by regular full-time employees based on the number of hours worked. Sick leave will count toward total budgeted work hours for the year.

Sick Leave for Wellness (Non-union and AFSCME Employees Only)

Use of Sick Leave for Wellness Activities: Employees who have been employed with the

city of Ramsey for at least five (5) years and who have accrued a minimum sick leave balance of 300 hours will be allowed to use up to 24 hours of sick leave annually for cash payment for approved wellness activities, described below.

Sick leave used for wellness activities will be paid according to the City's sick leave severance schedule based on the employee's years of service and wage at the time the request for payment is made. The City's severance schedule at the time of this writing is as follows: 33% after five years of service; 35% after 15 years of service; 37% after 20 years of service; and 40% after 25 years of service. Once the benefit is received it is non-reversible and the employee's sick leave accrual will be reduced by the number of hours claimed and/or approved.

Income Taxes and Effect to Sick Leave Accruals

Payments other than to deferred compensation will be taxable income to the employee and subject to all applicable taxation requirements.

Required Documentation

Requests for using sick leave for wellness activities will be accepted twice annually, from June 1-15 and December 1-15. Such requests will be processed in July and December, respectively, unless otherwise indicated. An activity for which payment is requested must have occurred in the same calendar year in which the request for payment is made. All claims shall be submitted to Human Resources via a Sick Leave for Wellness Request Form accompanied by proper documentation for each activity.

Approved Medical and Dental Expenses

Sick leave may be used to pay employees for the employee's medical and dental expenses not covered by the City's insurance plans. Accumulated sick leave used for this purpose will be paid according to the City's sick leave severance schedule based on the employee's years of service and wage at the time the request for payment is made. To receive the payment, the employee will fill out a Sick Leave for Wellness Request Form and submit proof of the expense to Human Resources.

Approved Wellness-Related Activities

- a. Individual employee memberships in approved health clubs and/or a sum equal to an individual membership for those employees holding family memberships which include the employee. An approved health club would be one that provides facilities for aerobic and strength training activities.
- b. Programs designed to improve health such as classes on weight loss, smoking cessation or stress management are also allowed. This includes jazzercise, exercise classes, learning to eat, and weight watchers.
- c. Regular (meaning at least once a week) fitness activities resulting in a moderate to high aerobic benefit and their fees and memberships will also be eligible for payment. This includes activities such as singles tennis, racquetball, handball, court fees associated with these sports, basketball, exercise classes, hockey, soccer, martial arts training, skating, cross country skiing and gymnastics.
- d. Fitness/exercise equipment (e.g., stationary bikes, treadmill, stair stepper, rowing machine, ice/inline skates, skis)

The following activities are not eligible for payment:

- a. Activities and equipment with a relatively low aerobic benefit, such as bowling, golf, dancing, horseback riding, archery, and baseball/softball. Also excluded are whirlpools, saunas, and massage therapy.
- b. Any clothing costs, competitive registration fees or costs for food will not qualify for payment.
- c. Membership fees for clubs that are primarily social in nature (i.e., country clubs, golf/tennis clubs).
- d. Accessory items (e.g., book holders, water bottles/holders, bike racks), assembly charges, shipping fees and maintenance contracts.

Employees are advised to have a physical examination by their physician if they are beginning a new program of physical activity. Employee may not participate in any Sick Leave for Wellness eligible program on City time. Sports, activities and equipment not listed will be evaluated on a case by case basis by Human Resources.

Approved Deferred Compensation Contributions

Eligible employees will be allowed to convert accumulated sick leave to deferred compensation deposits. Deposits in combination with all other payments to the deferred compensation accounts are subject to maximum deferral regulations. Accumulated sick leave used for deferred compensation contributions will be paid according to the City's sick leave severance schedule based on the employee's years of service and wage at the time that the contribution to deferred compensation is requested. Requests for contributions under this section must be submitted to Human Resources by December 15. Contributions will be made to deferred compensation plans via payroll deduction in December pre-tax. Requests for contributions under this section must be submitted to Human Resources by December 31. Contributions will be made to deferred compensation plans via payroll deduction in January of the following year and will not be taxable.

Employees who are in the process of terminating employment are not eligible for payments under this program. All requests for payment under this program must be approved by Human Resources.

6.3 Holidays

The city of Ramsey recognizes twelve (12) holidays for non-union employees. Regular employees are eligible for holiday pay provided they work the day preceding, and the day following, the holiday, (unless the day(s) off were previously approved by the supervisor). Regular employees who are scheduled to work the holiday will be given another day off with pay. Paid holidays include:

1.	New Year's Day	January 1 st
2.	Martin L King Day	3 rd Monday in January
3.	President's Day	3 rd Monday in February

4.	Memorial Day	Last Monday in May
5.	Independence Day	July 4 th
6.	Labor Day	1 st Monday in September
7.	Veteran's Day	November 11 th
8.	Thanksgiving Day	4 th Thursday in November
9.	Friday after Thanksgiving Day	(Non-union, AFSCME and LELS Captains only)
10.	Christmas Eve	December 24 th
11.	Christmas Day	December 25 th
12.	Eight Hour Floating Holiday	To be used Jan. 1 to Dec. 31

All employees in full-time regular positions are entitled to time off with full pay on holidays. The City shall be closed for business on each such holiday, but employees may be required to work on paid holidays when the nature of their duties or other conditions requires them to do so.

Regular part-time employees are eligible to earn paid holidays in proportion to that earned by regular full-time employees based on work hours budgeted on January 1. Paid holidays will count toward total budgeted work hours for the year.

If an approved holiday falls on a day a part-time employee is not scheduled to work, the employee must take the paid holiday leave during the same pay period in which the holiday occurred.

Employees may be required to work on paid holidays when the nature of their duties or other conditions require them to do so. A non-exempt, non-union employee required to work on a holiday shall receive their full pay for the holiday, as well as a minimum of 2-hours pay at a rate of 1-1/2 times the employee's base hourly pay rate for the time worked on such holiday. All holidays specified will be paid in dollars or as earned compensatory time off.

When New Year's Day, Independence Day, Veteran's Day, Christmas Eve or Christmas Day falls on Sunday, the following Monday is considered the paid holiday and if any such day falls on Saturday, the preceding Friday is considered the paid holiday. Each holiday commences at the beginning of the first shift on the day on which the holiday occurs and continues for 24 hours thereafter. Eligible employees shall receive pay for official holidays at their normal rate of pay if they are at work or on a leave of absence with pay the last regular shift to which they would have been assigned prior to the holiday and the first regular shift to which they would have been assigned following the holiday.

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New employees hired after December 1st are not eligible for the floating holiday during the calendar year in which they were hired. Floating holidays may not be carried over.

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6.4 Family and Medical Leave

Eligible employees may be entitled to take unpaid leave pursuant to the Family and Medical Leave Act ("FMLA") for the purposes described in 29 U.S.C. § 2612 (as amended). All such leave, including the responsibilities of the City and its employees related to such leave, is subject to the conditions prescribed in the FMLA and the Department of Labor's regulations implementing the FMLA.

For additional information regarding FMLA leave, including the circumstances in which such leave may be taken, employees should consult the posted notices. In addition, as

permitted by the FMLA, the City places the following restrictions on eligible employees' use of FMLA leave:

The City has designated a "rolling" 12 month period for purposes of determining employees' entitlement to FMLA leave. The "rolling" 12 month period begins on the date the employee uses "any" FMLA leave.

An eligible husband and wife couple employed by the City are permitted to take a combined total of 12 work weeks of FMLA leave in a single 12-month period if the FMLA leave is: (1) due to the birth of a son or daughter of the employees, (2) due the placement of a son or daughter with the employees for adoption or foster care, or (3) in order to care for a parent of the eligible employee.

Employees may request leave under this policy based on: (1) [the birth of a son or daughter of the employee](#); (2) [the placement of a son or daughter with the employee for adoption or foster care](#); (3) their own serious health condition; (4) to care for a parent, spouse, or child's serious health condition; (5) [military caregiver leave](#); (6) [a qualifying military exigency as defined in the FMLA](#), or, (7) or any another eligible circumstances contingent upon the FMLA. Employees are required to submit a completed medical certification that complies with the requirements of the FMLA. Medical certification forms are available from Human Resources. Employees who request leave under this policy are required to submit medical certificate outlining the dates on which treatment is expected and the expected duration The City reserves the right to request a second opinion, at the expense of the City, to the extent permitted by the FMLA. If the results of the employee's certification differs from the results of the City's certification, the City may obtain a third opinion at the City's expense. The City also reserves the right to require periodic recertification, to the extent allowed by the FMLA and to contact the certifying medical provider to authenticate or clarify the medical certification in lieu of seeking a second opinion.

Separate certification may also be required regarding the nature of the family member's military service and/or the existence of a qualifying exigency, if leave is requested for that purpose.

Except in emergency situations, the employee is required to provide written notice of the need to take leave to the employee's supervisor not less than 30 days before the date the leave is to begin. If the leave is to begin in less than 30 days, the employee shall provide such written notice as soon as practicable.

Employees are required to use all accrued sick leave, vacation leave, and any other accrued paid leave, except a combined total of forty hours of accrued paid leave and/or compensatory time off, concurrently with leave provided under the FMLA. The combined paid and unpaid leave cannot exceed the applicable 12 week or 26 week maximum FMLA leave time. FMLA leave may run concurrently with a worker's compensation absence if the on-the-job injury or illness also qualifies as a serious health condition under the FMLA.

Subject to the terms, conditions, and limitations of applicable plans, eligible employees are entitled under the FMLA to the same health insurance benefits provided by the City while on FMLA leave to the same extent as if the employee were not on FMLA leave. Employees who contribute toward their health care coverage must continue to make that contribution while on leave, either through payroll deduction (if using paid leave) or by personal check (if using unpaid leave). If the employee fails to return to work after taking family or medical leave, the City may recover the premiums paid by the City for group health and life insurance unless the serious health condition of

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the spouse, child, parent or employee continues or for other circumstances beyond the control of the employee.

Vacation, sick, and holiday leave will not be earned during a period of unpaid FMLA leave. FMLA leave - whether paid or unpaid – will not constitute a break in service for purposes of computing years of service.

To the extent provided in the FMLA, employees generally have the right to return to an equivalent position with equivalent benefits, pay and other terms and conditions of employment upon returning to work after a period of FMLA leave. However, employees who fail return to work following, or require additional time away from work after exhausting, their FMLA leave in the designated "12 month period" no longer have FMLA protections of leave or job restoration. In addition, an employee who fails to return to work at the end of FMLA leave, in most cases, will be considered to have voluntarily resigned his/her position with the City. Employees who do not return to work at the end of their FMLA leave may be terminated.

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The City requires a medical certificate attesting to the employee's fitness for duty prior to the employee being allowed to return to work. The fitness for duty report must be based on the particular health condition(s) for which the leave was approved and must address whether the employee can perform the essential functions of the job. The Human Resources Manager may consult with a physician or other expert to determine reasonable accommodations for any employee who is a "qualified disabled" employee under the Americans with Disabilities Act. If a fitness for duty certification is required, the City may deny reinstatement until it is provided.

Records on family and medical leave will be kept along with normal personnel records except that any medical record will be maintained separately in accordance with applicable laws.

The FMLA is a complex area of law with detailed federal regulation that is impacted by other related issues. Questions should be directed to Human Resources.

6.5 Extended Medical Leave

When medically necessary, and upon receipt of a medical certificate from an employee's treating physician, the City Administrator may at his or her sole discretion, approve a request for an unpaid medical leave extension of up to three months due to the employee's serious medical condition or to care for a spouse, parent or child who has suffered a serious medical condition.

Before using unpaid leave under this section, the employee must use all paid leave except a combined total of forty hours of accrued vacation leave, sick leave, holiday pay, and/or compensatory time off.

Health and life insurance benefits will continue to be paid by the City for an employee who is on extended medical leave at the same level as if the employee were working. Employees who contribute toward their health care coverage must continue to make that contribution while on leave, either through payroll deduction (if using paid leave) or by personal check (if using unpaid leave). If the employee fails to return to work after taking extended medical leave, the City may recover the premiums paid by the City for group health and life insurance unless the serious health

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The medical certificate described herein is required before sick leave will be authorized.¶

condition of the spouse, child, parent or employee continues or for other circumstances beyond the control of the employee.

Vacation, sick, and paid holiday leave will not be earned during a period of unpaid extended medical leave. Use of approved extended medical leave will not constitute a break in service for purposes of computing years of service. The city of Ramsey does not guarantee job restoration after a period of extended medical leave.

The City requires a medical certificate attesting to the employee's fitness for duty prior to the employee being allowed to return to work. The fitness for duty report must be based on the particular health condition(s) for which the leave was approved and must address whether the employee can perform the essential functions of the job. The Human Resources Manager may consult with a physician or other expert to determine reasonable accommodations for any employee who is a "qualified disabled" employee under the Americans with Disabilities Act. If a fitness for duty certification is required, the City may deny reinstatement until it is provided.

6.6 Bone Marrow Donation Leave

State law provides for paid leaves of absence to an employee who works an average of at least 20 hours per week and seeks to undergo a medical procedure to donate bone marrow. The length of the leave shall not exceed 40 work hours, unless agreed to by the City. Bone Marrow Leave is not chargeable against accrued vacation or sick leave or compensatory time off. The City may require certification from the treating physician regarding the purpose and length of the leave requested by the employee.

6.7 Temporary Light Duty

Consistent with public service needs, the City may assign light duty to employees who are temporarily unable to fully perform all work duties. The City reserves the sole right to determine, on a case-by-case basis, whether light duty will be assigned and, if assigned, what duties the employee will be expected to perform and the duration of the assignment, which cannot exceed four weeks. The City does not guarantee that any light duty will be available, and is under no obligation to create a new position to accommodate any employee's inability to perform the essential functions of their job. Police Department and Fire Department employees are not eligible for light duty assignments, unless approved by the Department Head and the Human Resources Manager.

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The procedure for applying for a light duty assignment will be as follows:

- A. When an employee is unable to provide full performance of all assigned work duties, the employee may request light duty by submitting a written request to the Human Resources Manager. The request shall be accompanied by the treating physician's medical certification indicating diagnosis, current treatment, and the extent and duration of any work restrictions.
- B. The City may require an independent evaluation conducted by a physician selected by the City to verify the diagnosis, current treatment, work restrictions and expected length of disability.

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C. Determinations regarding light duty will be made on a department-by-department, case-by-case basis. The ~~Human Resources Manager~~, in consultation with the ~~Department Head~~, will consider such factors as public service needs and budgetary consideration, the need for work which may be assigned as light duty, the employee's capability of performing the work, the number of employees not available for work due to injury or illness, and other relevant factors, as determined by the Human Resources Manager's sole discretion. The City does not guarantee that any light duty will be available, and is under no obligation to create a new position to accommodate any employee's inability to perform the essential functions of their job.

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D. The City will determine what job duties the employee will perform. These duties may include those currently assigned to the employee's job classification or any other duties the City considers to be appropriate. Duration of light duty will be determined at the sole discretion of the City.

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E. If the treating physician requires a continuation of light duty beyond the initial two weeks, the employee must submit the treating physician's documentation for the Human Resources Manager's review in order to determine if the City can grant additional light duty. The City, at its sole discretion, reserves the right to terminate a light duty assignment at any time based upon, but not limited to, the factors set forth in sub-item C above.

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6.8 Military Leave

State and federal laws provide for and regulate military leave for employees who are called to military service, whether in the Reserves or full-time service. Leave from employment to participate in military duty is addressed in federal law in the Uniformed Services Employment & Re-employment Rights Act (USERRA). Public employees in Minnesota engaged in military service have additional benefits under Minnesota Statutes. Every city of Ramsey employee, whether in the Reserves or full-time service, will be afforded the benefits entitled to them under federal and state law. Employees should contact Human Resources for additional details.

6.9 Parenting Leave

Parenting Leave, as provided for in Minnesota Statutes, grants qualifying employees unpaid leave of up to twelve (12) weeks for: (1) a biological or adoptive parent in conjunction with the birth or adoption of a child; or (2) a female employee for prenatal care, or incapacity due to pregnancy, childbirth, or a related health condition. Parental Leave is considered to be taken simultaneously with FMLA leave. If leave is taken due to the birth or adoption of a child, the leave must begin within twelve (12) months of the birth or adoption, unless the child remains in the hospital after the mother has been discharged, in which case the leave must begin within twelve (12) months after the child leaves the hospital.

6.10 School Conference and Activities Leave

Any qualifying employee may take leave of up to 16 hours during any 12-month period to attend school-related activities related to the employee's child attending school, provided the school-related activities cannot be scheduled during non-work hours.

When the leave cannot be scheduled during non-work hours and the need for the leave is foreseeable, the employee must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to unduly disrupt the operations of the employer. Employees may use accrued vacation leave or compensatory time off concurrently with leave granted pursuant to this section.

6.11 Jury or Witness Duty

Any employee who is required to serve as a juror or who is under subpoena as a witness in court for job related purposes, shall be granted a leave of absence with pay while serving in such capacity. An employee cannot receive more than the employee's normal take-home pay as a result of any employer pay supplemented to Jury Duty pay. Jury duty pay excluding transportation reimbursement, must be remitted to the City within 30 days after receipt of payment from judicial agency. When employees are excused from jury duty or serving as a witness during their regular working hours, they are expected to return to work if practicable.

6.12 Funeral Leave

Employees are allowed funeral leave up to 24 hours twice annually per occurrence (a maximum of 48 hours during any calendar year) for a death in the immediate family. Funeral leave is not chargeable against any accrued vacation leave, sick leave, or compensatory time off. All funeral leave for a particular occurrence must be taken within five (5) calendar days from start to finish. Additional funeral leave may be taken with prior approval from the employee's supervisor. Such additional leave will be deducted from the employee's sick leave (up to three (3) consecutive days), vacation leave or compensatory time off as the employee may choose and have available.

Immediate family, for the purposes of this section, shall be defined as spouse, parent, stepparent, children, step-children, brother, sister, grandparents, grandchildren or a like member of employee's spouse's family.

SECTION 7 CONDUCT

7.1 Code of Conduct

Policy Statement

It is the policy of the city of Ramsey to maintain a respectful work environment free from violence, discrimination, and offensive or degrading remarks or conduct. Preserving a respectful environment in which to work is the shared responsibility of both management and employees. Inappropriate conduct or communication can interfere with an individual's employment or use of public services, or create an intimidating, hostile or offensive work environment. Any employee found to have acted in violation of this policy shall be subject to appropriate disciplinary action, which may include dismissal from employment.

Scope

This policy governs the conduct of all City personnel, including: elected officials; union, non-union, supervisory, non-supervisory, managerial, full-time, part-time and temporary employees; and members of City boards and commissions.

Definitions of Prohibited Behaviors

Violent behavior includes the use or threat of physical force or intimidation to cause pain, fear or hurt.

Discriminatory behavior includes inappropriate remarks about or conduct related to an employee's race, color, creed, religion, national origin, disability, sex, marital status, familial status, age, sexual orientation, membership or activity in a local human rights commission, status with regard to public assistance, or other characteristic protected by State or federal anti-discrimination law.

Offensive behavior may include, but is not limited to, such work-related actions as rudeness, exclusionary behavior, creating or displaying graphics depicting co-workers or customers inappropriately, angry outbursts, inappropriate joking, vulgar obscenities, name calling, disrespectful language, or the intentional filing of an unfounded complaint under this policy.

Policies

1) Expected Conduct of City Employees in General

Employees of the City shall conduct themselves at all times while on duty or on the employer's premises, in such a manner as to reflect most favorably on the City. Conduct unbecoming a City employee shall include violent behavior, discriminatory behavior, offensive behavior, harassment, and any conduct that tends to bring the City into disrepute

or reflects negatively on the City, or that which has an adverse impact on the functioning of one or more City employees or departments, or the City as a whole.

2) Conduct in Dealing with the Public

While representing the City, employees shall be courteous to all members of the public. They shall be tactful in the performance of their duties, control their tempers and exercise patience and professional judgment. They shall not engage in argumentative discussions or behavior prohibited by this policy, even if provoked. They shall not use coarse, violent, profane or disrespectful language or gestures, and shall not express any prejudice concerning race, color, creed, religion, national origin, disability, sex, marital status, familial status, age, sexual orientation, membership or activity in a local human rights commission, status with regard to public assistance, other characteristic protected by State or federal anti-discrimination law, lifestyle, or other personal characteristics. Employees shall not engage in violent behavior, discriminatory behavior, or offensive behavior when interacting with any member of the public.

In the event a member of the public becomes abusive, employees should refrain from escalating the situation and if possible, employ tactics to defuse the situation. While each employee is expected to use his or her best professional judgment to determine the most appropriate and effective way to interact with members of the public, some potential tactics include, lower the voice or ask the person to sit down. If the situation doesn't improve, the employee can refer the person to a supervisor or request that a police officer be called to the scene, if necessary. Employees are not required to continue conversations that include profanity or threats. In those situations, the employee should refer the individual to a supervisor or inform a caller, as courteously as possible, that the employee is hanging up and will talk with the caller after the caller has calmed down.

3) Conduct between Employees

Employees shall cooperate with and be courteous to co-workers at all levels. Employees shall control their tempers and refrain from engaging in violent behavior, discriminatory behavior, or offensive behaviors. Employees shall act professionally and courteously when interacting with their coworkers. Inappropriate behavior prohibited by this policy includes, but is not limited to: slamming doors, pounding tables, kicking furniture, unwanted and/or unwarranted physical contact of any nature, including "roughhousing" such as punching in the arm, pinching, arm twisting, etc., and other, similar unwanted conduct, making threats, berating or belittling others, speaking in raised voices, using coarse, violent or profane language or gestures, refusing to speak or respond when spoken to, and refusing to provide assistance when requested.

Employees shall treat each other with respect. They shall refrain from making remarks about or using nicknames for other employees that are disparaging or based on a personal characteristic; producing cartoons or other graphics displaying other employees in an unfavorable light; communicating threatening or disparaging remarks via any medium (voice, e-mail, notes, etc.); engaging in unwanted horseplay or practical jokes; failing to relay written, verbal or telephone messages;

4) Reporting Inappropriate Workplace Behaviors

Any employee who believes that another City employee or elected official has engaged in behavior prohibited by this policy is encouraged to address the situation as described in paragraphs (a), (b), and (c) below. However, if the alleged conduct involves violent behavior, discriminatory behavior, or harassment prohibited by City policy, the employee is responsible for reporting the situation to the appropriate supervisor in accordance with the City's anti-harassment policy and paragraph (c) of this policy.:

a) If possible, politely but firmly tell the person who is behaving inappropriately that you are uncomfortable with or offended by the behavior and ask them to stop.

b) Write a memorandum for personal reference that describes the inappropriate behavior, the date the inappropriate behavior occurred, how it made you feel, what you did, how the offending party responded, and the names and titles of any witnesses.

c) Report the conduct to your supervisor or department head or the employee's supervisor or department head. If the individual allegedly engaging in behavior is an elected official, report the conduct to the City's Human Resources Manager, City Administrator, the Mayor, or a member of the City Council, as appropriate.

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d) The complaining party should be prepared to provide the following information:

1. The complainant's name, department and position title.
2. The name, department, and position title of the offending party, if known.
3. The specific facts of the alleged inappropriate behavior, how long it has allegedly gone on, and any alleged employment action (demotion, failure to promote, dismissal, refusal to hire, transfer, etc.) that was supposedly taken against the employee who is filing the complaint.
4. Names of witnesses, if any, to the alleged harassment.
5. Whether the complainant has previously reported the alleged misconduct and, if so, to whom.

5) Investigation of Complaints of Inappropriate Conduct

All supervisors and Department Heads receiving complaints of behavior prohibited by this policy shall report them to the Human Resources Manager. If the complaint involves alleged conduct by the Human Resources Manager, the supervisor or Department Head shall instead report the complaint to the City Administrator.

The Human Resources Manager, the City Administrator, or a designee of the City Administrator, shall investigate complaints of inappropriate workplace conduct prohibited by this policy.

6) Consequences of Engaging in Inappropriate Workplace Conduct

Employees who are found to have engaged in conduct prohibited by this policy or to have intentionally filed a false claim of such conduct may be subject to disciplinary action, up to and including immediate termination, subject to the provisions of the Personnel Policy, applicable policies of the Police and Fire Departments, applicable collective bargaining agreements or other contracts, and applicable law.

Supervisors are required to deal swiftly and appropriately with employees who treat others disrespectfully. Any supervisor who condones or allows subordinates to engage in conduct prohibited by this policy or fails or refuses to respond appropriately to complaints of inappropriate workplace conduct prohibited by this policy, may be subject to disciplinary action as described in the preceding paragraph, whether or not the supervisor actually engaged in inappropriate workplace conduct.

7) Retaliation for Complaints of Inappropriate Workplace Conduct

All employees are prohibited from retaliating or threatening to retaliate against anyone who complains of inappropriate workplace conduct or participates in the investigation or response to such conduct. Any employee found to engage in retaliatory actions is subject to discipline, up to and including immediate termination, subject only to the provisions of this personnel policy, applicable policies of the Police and Fire Departments, applicable collective bargaining agreements or other contracts, and applicable law.

8) Relationship of Code of Conduct to Harassment Policy

This policy supplements and does not replace the City's policies prohibiting discrimination, harassment in the workplace, and workplace violence.

7.2 Harassment Policy

This policy applies to all City employees, personnel, and volunteers without exception including elected officials, temporary employees, employees working under contract for the City and members of the paid-on-call fire department.

It is the policy of the City that all employees should be able to enjoy a respectful workplace and a work atmosphere free from all forms of unlawful harassment, including implied or expressed forms of sexual harassment. Harassment infringes on an employee's right to a comfortable, respectful work environment, against City policy, and will not be tolerated. All employees are expected to treat their coworkers, subordinates, supervisors, and public contacts with respect at all times. The City does not tolerate any form of sexual harassment in the workplace, including acts of non-employees.

Any form of sexual harassment or other protected class harassment, as defined in this policy, is prohibited and may result in disciplinary action, up to and including immediate termination.

Sexual Harassment and Other Protected Class Harassment

For purposes of this policy, the term "sexual harassment" includes unwelcome physical or verbal conduct relating to an individual's sex or gender or directed at an individual because of sex or gender, unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual or gender-related nature, when

1. Submission to such conduct is made either implicitly or explicitly as a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as a basis for an employment decision affecting the individual's employment;
3. Such conduct has the purpose or effect of substantially interfering in an individual's employment or in creating an intimidating, hostile, or offensive working environment.

Violation of this Policy by an employee may subject that employee to disciplinary action, up to and including immediate discharge.

Examples of sexually harassing conduct under this policy may include, but are not limited to, the following:

1. Use of offensive or demeaning terms, which have a sexual connotation or a negative gender connotation;
2. Objectionable physical proximity or physical contact;
3. Any unwelcome, sexually motivated touching;
4. Repeated, unwelcome suggestions regarding, or invitations to, social engagements or work-related social events;
5. Any indication, express or implied, that an employee's job security, job assignment, opportunities for advancement, or other terms or conditions of employment may depend on the granting of sexual favors to any other employee or, supervisor;
6. Any action relating to an employee's job status, which is taken as a direct result of the granting or refusal of social or sexual favors;
7. The deliberate or careless creation of an atmosphere of sexual harassment or intimidation;
8. The deliberate or careless expression of jokes or remarks of a sexual nature to, or in the presence of, employees who may find such jokes or remarks offensive;
9. The deliberate or careless dissemination or display of materials such as cartoons, articles, pictures, other graphics of a sexual nature, etc., which have a sexual content and which are not necessary for work;
10. The use of suggestive facial expressions or gestures of a sexual nature.

Other protected class harassment is offensive conduct or communication based on an individual's race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, familial status, status with regard to public assistance, or any other characteristic protected by State or federal law when:

1. Submission to such conduct is made either implicitly or explicitly as a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as a basis for an employment decision affecting the individual's employment;
3. Such conduct has the purpose or effect of substantially interfering in an individual's employment or in creating an intimidating, hostile, or offensive working environment.

All employees should keep in mind that the absence of intent to harass an individual is not a defense to a complaint of harassment. It is the impact and nature of the conduct, not the intent, which determines whether the conduct is harassing.

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Any employee who believes he or she is being subjected to sexual harassment or other protected class harassment in any form, or any employee with knowledge or belief of conduct on the part of another employee or other individual which may constitute a violation of this policy, is required to report the alleged conduct immediately to a supervisor or the Human Resources Manager. If the Human Resources Manager is the person alleged to have engaged in conduct prohibited by this policy, complaints should instead be made to the City Administrator. While the City encourages written reports of the alleged conduct, verbal reports will be accepted. The individual receiving the report should be prepared to supply the following information:

1. Date, time and location of incident
2. Identification of the offender(s)
3. A detailed description of the incident
4. Any materials in the complaining employee's possession related to the incident (e.g. cartoons, articles, pictures)
5. Identification of any potential witnesses to the incident

Additionally, at the time of the incident, if you are the employee being subjected to the inappropriate behavior and feel comfortable in so doing, you may, but are not required to, courteously, but firmly, tell the individual(s) engaging in the inappropriate behavior to stop the behavior because the behavior makes you feel intimidated, offended or uncomfortable. Include a summary of this discussion in your report to the supervisor, Human Resources Manager, or City Administrator.

Supervisors are responsible for maintaining a work environment that is respectful and free from discrimination in any form. These responsibilities include proactively maintaining the compliance of all employees with this policy.

Any supervisor who receives a formal or informal, oral or written report of harassment, or have personal knowledge or reason to believe that such harassment has occurred shall inform the Human Resources Manager immediately without screening or investigating the report, unless the Human Resources Manager is involved or have a conflict of interest, in which case the report shall be made to the City Administrator pursuant to the reporting procedures. Failure of any

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supervisory employee to forward such a report to the appropriate party may be grounds for discipline. If appropriate, the Human Resources Manager shall inform the Department Head of the report of harassment.

Deleted: All reports of harassment will be thoroughly investigated and appropriate action will be taken. Complaints of harassment will be taken seriously and will be held confidential to the extent permitted by law.

Upon receipt of a report or complaint of sexual harassment or other protected class harassment, the Human Resources Manager or City Administrator shall undertake or authorize an investigation. The investigation may be conducted by City officials or by a third party designated by the City. The City may take immediate steps, at its discretion, to protect the complainant and other employees or members of the public pending completion of the investigation.

Moved down [2]: The City will not tolerate acts of retaliation against employees who have made a good faith report of suspected violations of this policy or any person who assists or participates in an investigation or assists or participates in a proceeding related to such investigation. The City will discipline or take other appropriate action against any employee, personnel, elected official, or volunteer who engages in acts of retaliation towards such individuals. For purposes of this policy, retaliation includes but is not limited to: any form of intimidation, reprisal or harassment.¶

The investigation methodology will be determined by the investigator depending on the specifics of each complaint. Investigations typically include, at a minimum, interviews with the reporting employee, the complaining employee (if different from the reporting employee) and alleged offender(s). The investigation methodology may additionally include additional interviews, document review, and other methods deemed pertinent by the investigator.

Every effort will be made to respect the privacy and identity of all parties to a complaint brought under this policy, subject to any applicable law, including the Minnesota Government Data Practices Act ("MGDPA"). In addition, the City has an obligation to investigate, to take necessary action to address allegations, and to comply with relevant state and federal regulations, and retains the right to disclose the identities of parties to a complaint, including witnesses, and the substance of complaints or witness statements as permitted or required by applicable law, including the MGDPA.

The investigator will forward a summary of the investigation, including the investigator's findings and conclusions, to the Human Resources Director or City Administrator, as appropriate. The City will take all appropriate action, including, but not limited to, disciplinary action, to address any confirmed violation of this policy.

The City will not tolerate acts of retaliation against employees who have made a good faith report of suspected violations of this policy or any person who assists or participates in an investigation or assists or participates in a proceeding related to such investigation. The City will discipline or take other appropriate action against any employee, personnel, elected official, or volunteer who engages in acts of retaliation towards such individuals. For purposes of this policy, retaliation includes but is not limited to: any form of intimidation, reprisal or harassment.

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7.3 Workplace Violence Policy

Purpose and Definitions

The city of Ramsey is committed to maintaining a safe environment for its employees and customers, free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. Accordingly, the City will not tolerate any acts of violence toward employees or customers of the City, or to property. Any employee who commits or threatens an act of workplace violence may be subject to investigation and discipline, up to and including immediate termination. It is the goal of the City to provide a workplace that is free of intimidation, threats, and violence. This policy will also seek to provide guidance to employees when they encounter a situation that they believe could result in violence.

For purposes of this policy, the following definitions will be used:

Workplace Violence - The term “workplace violence” encompasses a wide range of behaviors that include, but is not limited to, any act of physical, verbal, or written aggression against an employee or customer of the City, or threats to inflict physical harm, or damages to property, family members of an employee, or any purposeful or knowing behavior which would cause a reasonable person to feel threatened by an employee or non-employee in the workplace. Workplace violence does not include reasonable force in the defense of oneself or others. Workplace violence also does not include the appropriate use of force or weapons by law enforcement officers or others acting lawfully to protect and defend life and property, effectuate an arrest or detainment, or other purposes for which law enforcement officers are authorized to use force.

Threat - an expression by word or conduct of intent to commit violence that places the listener or reader in fear of imminent bodily harm or is of such character that another individual could be placed in fear of imminent bodily harm. The overall context of statement, including non-verbal communications will be taken into account to determine if such an expression is a threat covered by this rule.

Employee Responsibilities

Employees are expected to treat co-workers, citizens, and property with respect. No employee is permitted to commit or threaten violence against another employee or customer of the City. Examples of prohibited conduct include, but are not limited to, physical abuse, verbal threats to inflict physical harm, vandalism, arson, and use of weapons.

Employees are not permitted to bring a weapon into the City workplace or onto City property unless the weapon is required to fulfill the employee’s job duties, such as those of a police officer.

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City employees should not ignore violent, threatening, harassing, intimidating, or other disruptive behavior. If anyone on the City premises displays such behavior, regardless of whether he/she is a City employee, such behavior should be reported immediately to the employee’s supervisor. Employees are responsible for making the report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who was threatened or who was the focus of the threatening behavior.

Employees shall be alerted to and immediately report suspicious or threatening behavior and incidents of workplace violence to their supervisor and should contact 911 in the case of an immediate serious threat or crime. In the event of imminent danger to persons or property, employees shall always take action to safeguard persons or property before making a formal report. Except as noted above, reports shall be made as soon as possible after a threat or act of workplace violence – preferably within 4-6 hours, or sooner if reasonably able to do so.

Even without an actual threat, employees shall report any behavior they have witnessed which they regard as threatening or violent.

Employees who have identified City work locations as being protected for purposes of restraining or protective orders shall immediately notify their supervisor. The City understands the sensitivity of the information and will endeavor to handle the matter respectfully while also providing necessary notification and advance warning to fellow employees.

Supervisory Responsibilities

Supervisors are expected to appropriately [and safely](#) intervene when they see an employee on the receiving end of abuse, whether from another employee or a member of the public. Supervisors and Department Heads who witness workplace violence or receive a complaint of workplace violence must notify the Human Resources Manager of the situation as soon as possible. The responding supervisor shall assess whether there is a current significant risk of violence that could result in physical harm to people and/or property and establish command and determine the appropriate level of emergency response. The supervisor or Department Head's efforts may include the following actions:

- Assuring that 911 has been called.
- Alerting other employees in the immediate area about the situation.
- Attempting to move individuals at risk to a safer location.
- Implementing the appropriate evacuation proceeding if rapid evacuation of the building seems warranted.
- Controlling staff involved so that they do not interfere with or hinder the efforts of law enforcement or other emergency personnel who may respond to the incident.
- Assuring that necessary medical attention and/or emotional support is provided to the employees affected by the incident.
- Contacting the Human Resources Manager to arrange for relief from duty of the employee(s) who committed the workplace violence, coordinate an investigation and to handle disciplinary/return to work issues.
- The Human Resources Manager may, in addressing the situation, consider the following:
 - Assessing the needs of victims and other employees impacted by the incident.
 - Any additional security measures that need to be put into place, taking into consideration:
 - the likelihood of violence
 - the costs and benefits of security measures
 - the impact of security measures on the employee(s) involved and the rest of the workforce
 - the impact of security measures on the City's ability to meet the needs of its customers
- When a supervisor or Department Head is notified of an employee having identified City work locations as being protected areas for purposes of restraining or protective orders, OR of a domestic violence situation, the Human Resources Manager is to be consulted immediately to determine what actions may be appropriate.
- The Human Resources Manager may consult with the Police Department to determine what appropriate security measures need to be taken with regard to any reported or potential workplace violence incident.

Due to the need to allow public access to City facilities and services, the City cannot guarantee that violence will not occur on its premises.

The City subscribes to the concept of a safe work environment and supports the prevention of workplace violence. Prevention efforts include, but are not limited to, informing employees of this policy, instructing employees regarding the dangers of workplace violence, communicating

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the consequences for violating this rule, and providing a hierarchy within which to report incidents of violence without fear of reprisal.

Any City employee who violates this policy may be subject to disciplinary action, up to and including immediate termination.

Any customer of the City who violates this policy may be denied access to City business locations. Anyone who engages in violence may be subject to criminal sanctions.

7.4 Domestic Violence

At the request of the employee, the City will attempt to make reasonable accommodations for a period of time to shield or protect an employee from abuse while at work through the screening of telephone calls and visitors, or other temporary measures. In accordance with Minnesota law, employees may also use sick leave for “safety” leave related to domestic violence situations.

7.5 Appearance and Dress Policy

The appearance and dress of City employees has a direct reflection on the professionalism of our services. A neat, well-groomed employee presents a positive image of the City and demonstrates the pride of City employees. Appearance and attire have an impact on the way community members perceive City staff and the confidence customers have in the City’s ability to provide quality services. The standard office attire for employees Monday through Friday will be Business Casual or Formal Business, with some exceptions on Friday’s as noted below.

Appropriate Business Casual or Business Attire

The following information should guide employees on proper dress in the work place. Although it is difficult to develop a policy that will cover all individual variations in dress and style for each work situation or circumstance. The following appearance and dress guidelines have been established based on public perception and job safety, as follows:

- Suits, Pant Suits, Sport Coats.
- Dress slacks, pants, khakis.
- Dress shirt with or without a tie.
- Dresses and skirts (no more than 3 inches above the knee).
- Blouses, shirts, or sweaters.
- Any type of business shoe.

Appropriate attire for Fridays:

- Casual sweaters or shirts (no t-shirts) (slogans or advertising may not exceed 2 inches, other than city logos).
- Casual slacks, pants, denim jeans (as long as they are in good condition with no tears or holes).
- Capris within 3 inches of the knee.

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¶ The City subscribes to the concept of a safe work environment and supports the prevention of workplace violence. Prevention efforts include, but are not limited to, informing employees of this policy, instructing employees regarding the dangers of workplace violence, communicating the consequences for violating this rule, and providing a hierarchy within which to report incidents of violence without fear of reprisal.¶

¶ Any City employee who violates this policy may be subject to disciplinary action, up to and including immediate termination.¶

¶ Any customer of the City who violates this policy may be denied access to City business locations. Anyone who engages in violence may be subject to criminal sanctions. ¶

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¶ Appropriate business casual dress includes:¶

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- Clean athletic shoes in good condition.

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Employees who take Friday off may not substitute another day for “casual Friday.”

Inappropriate Attire

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¶ Employees who take Friday off cannot substitute another day for “casual Friday.” ¶

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Except as specifically allowed on casual Fridays, the following items are not appropriate for the office environment.

- T-shirts, halter tops, tank tops, tube tops, muscle shirts.
- Flip flops.
- Athletic wear (sweatpants, sweat suits, workout clothes, tennis shoes).
- Denim jeans.
- Shorts, mini-skirts.
- Body-hugging clothes.
- Garments revealing the midriff or off-the-shoulder.
- Dirty, ripped, wrinkled or stained clothing.
- Transparent or tight garments.
- Clothing with advertisements or logos larger than 2” (other than City logos).
- Any clothing that is overly revealing or outlandish so as to cause distraction.
- Any clothing or visible tattoos with images or wording that are offensive or derogatory.
- Visible body piercings, other than earrings, all other visable body piercings must be removed during work hours.

Employees Who Work Outdoors

Employees who work outside must follow the dress code established by their Department Head

Clothing must always be neat, clean, and not overly worn, faded, or in disrepair. Work shirts may not be sleeveless and employees may not go shirtless while on duty. Solid color shorts and jeans are acceptable when appropriate and with prior approval from the Department Head.

Deleted: Employees who frequently work outdoors should take into consideration the nature of their work for the day when determining appropriate dress.

Uniformed Personnel

Uniforms, which are provided to some city employees, are expected to be neat, fresh and clean when reporting for duty. Each department is responsible for seeing to it that employees follow regulations regarding uniforms, related accessories and equipment. Uniforms bearing city identification may not be worn during off-duty hours.

Under certain circumstances, as a condition of employment, employees may be required to wear clothing identifying them as a city of Ramsey employee. If applicable, a payroll stipend may be benefited and applicable taxes will be withheld according to the Internal Revenue Service.

Religious Considerations

Nothing in the policy is intended to infringe upon an individual’s desire to observe and exercise religious practices. The City will make reasonable effort to accommodate religious practices

regarding dress to the extent that is able to do so without affecting employee or customer health and safety.

Enforcement

Department Heads or their designee have the responsibility and the authority to enforce this policy. If counseling is ineffective, violations of this policy may result disciplinary action, up to and including immediate termination. Employees sent home to change clothes, shall not be paid as regular duty pay; the employee may use vacation time or unpaid leave.

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7.6 Off-duty Conduct

The City's effectiveness depends upon the respect and confidence of residents, business owners and employees. Inappropriate off-duty conduct detracts from community or employee respect and confidence. It is the City's policy to investigate circumstances suggesting that a City employee has engaged in inappropriate off-duty conduct that reflects unfavorably on the City. If inappropriate off-duty conduct is determined to have occurred that affects the City's business or reputation, discipline may be imposed, up to and including immediate termination.

Examples of inappropriate off-duty conduct include, but are not limited to the following:

- Applicable, concerning moving violations
- Theft
- Violence
- Use of City position to manipulate or control
- Conviction of a gross misdemeanor or felony

This policy applies to all City employees (full-time, part-time, paid-on-call, temporary, casual, etc.); to acts that occur within or outside of City limits; and to acts that occur during or outside work hours.

7.7 Employee Parking

To ensure that the public has easy access to the front doors, employees [parking at the City offices](#) must park personal vehicles in the Municipal Parking Ramp; unless otherwise approved by the Department Head.

7.8 Conflict of Interest and Divided Allegiance

The City Council and the City Administrator are committed to governing the City organization in a manner that is free of personal conflicts. For the purposes of this Policy, the term "conflicts" means both "conflicts of interest" as they are defined under applicable state and federal law, and "divided allegiances," as they are defined in this Policy.

This Policy addresses how the City approaches actual or perceived conflicts. The definitions that apply cover more than the specific conflict of interest scenarios addressed by state or federal laws.

A conflict of interest not identified in this policy may be a violation of those laws. City officials may have a legal conflict of interest even if their conduct does not amount to a conflict of interest under this Policy. Nothing in this Policy authorizes, or should be interpreted as authorizing, City officials to have an interest in a transaction that is prohibited by state or federal law. Employees and elected officials who have a conflict of interest recognized by state or federal law are subject to all of the consequences provided by law.

The purpose of this Policy is to inform City elected officials, appointed commission members, and staff of the City's broad definition of Conflicts and to establish procedures to follow to declare and monitor conflicts as they arise. The City Council requires each elected official, appointed commission members and staff member to be advised of this Policy, and each of said persons are to be provided a copy of this Policy, immediately upon assuming their City's duties or relationship. All individuals subject to this Policy are responsible for knowing and observing the Policy.

This Policy recognizes that a conflict of interest may exist, from a practical perspective, whenever the personal or professional interests of an elected official, appointed commissioner or staff member are potentially at odds with City's interest(s). Since the City Council is responsible for ensuring that the organization's management serves the City's best interests, over and above the interests of any insider, this Policy broadly defines potential conflicts of interest to include all instances when a person within the organization may be able to exert his or her authority, influence, or bias on any issue in which he or she may have divided allegiances.

The City Council recognizes that conflicts may exist not only when an individual has a financial interest in a transaction, but also when his or her nonfinancial interests are involved. In all cases, the City Council is committed to ensuring that whenever a dual interest between an individual's personal, business, organizational or professional affiliations and the position and interests of the City exists, disclosure of such conflict is given and the resulting decision-making is fairly and appropriately managed. Furthermore, this Policy's procedures apply not only when an actual conflict is demonstrated, but also when the interests or concerns of another party to which one has allegiance may reasonably be seen as competing with City's interests or concerns. The decision of the City Council to effect a level of higher scrutiny and procedures when an elected official, appointed commissioner, or staff member of the City appears to have a conflict acknowledges the public's increasing sensitivity to self-dealing and/or lax management by elected officials, appointed commissioners, and staff.

The three types (or "Tiers") of conflicts defined in the Policy are not mutually exclusive. An interest that qualifies as a conflict of interest under one Tier may be a conflict of interest under either of the other Tiers as well, depending on the specific facts.

Conflict of Interest and Divided Allegiances, Definitions

Tier 1 -- Direct conflict: A direct conflict exists whenever there is any proposed transaction or action of the City in which an elected official, appointed commissioner, or staff member has any direct involvement or interest. Direct conflict of interest occurs when a decision or action would compromise a duty to a party without taking immediate appropriate action to eliminate the conflict. These transactions are subject to the highest scrutiny.

Tier 2 -- Indirect conflict: An elected official, appointed commissioner or staff member has an indirect involvement or interest in a proposed transaction or action of the City whenever:

- a) Any other party to the transaction or party affected by the action is a "family member"

(i.e., a relative) of the elected official, appointed commissioner, or staff member, or, there is a relationship, affiliation, or other interest that could create an inappropriate influence if the person is called on to make a decision or recommendation that would affect one or more of those relationships, affiliation, or interests.

b) Any other party to the transaction or party affected by the action is an entity in which the elected official, appointed commissioner or staff member has a material financial interest,

c) The elected official, appointed commissioner or staff member is an officer, director, trustee, staff member or partner of any other party to the transaction or party affected by the action.

Conflicts involving more immediate relatives should generally be subject to a higher level of scrutiny by the City than those involving relatives who are removed, although each situation involves individual circumstances to be weighed by the City Council and City Administrator.

Tier 3 -- Potential conflict or the appearance/perception of conflict: elected official, appointed commissioner and staff members should follow the disclosure procedures of this Policy when the interests or concerns of any elected official, appointed commissioner or staff member, or of any of those individual's relatives, or any other individual group or organization to which such person has allegiance, may reasonably be seen by a third party as competing with the interests or concerns of the City; that conflicting duties or loyalties exist.

For purposes of this Policy, the term "relative" includes all of the following individuals: spouses, parents, children, children's spouses, siblings, spouses of siblings, aunts, uncles, first cousins, step-parents and step-children.

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Deleted: ["Domestic-partner-in-fact" is used with respect to those designated as the intended life partner of an individual or otherwise identified as being related to that individual through intended long term ties of love, affection, responsibility, and commitment common to those undertaken in marriages recognized by the State, regardless of whether such relationship is defined by or otherwise recognized by any governmental authority.]

For purposes of this Policy, a "material financial interest" exists when an individual or their relative has rights (whether or not yet vested) to be paid compensation, employee or retiree benefits, dividends, or profit-sharing, or to have their expenses reimbursed or obligations or other liabilities repaid, etc. The term is intended to include any and all remunerative expectations.

The City's elected officials, appointed commissioners, staff, and consultants, shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, donors, grantees or parties to sub-agreements, with the exception that unsolicited gifts, such as trinkets or mementos costing \$5.00 or less, not given regularly may be accepted.

When there is any doubt as to whether a conflict exists, either pursuant to this Policy or under applicable law, the matter shall be resolved by the City Attorney.

[All local officials, as defined in Minnesota law, must comply with Minnesota law regarding the receipt of gifts.](#)

Procedure When Appointed Officials have a Conflict

When conflicts arise, the interested appointed official must:

1. Prepare a written statement or make a verbal announcement at the applicable public meeting describing the matter requiring action or decision and the nature of the potential conflict of interest.
 - a. Deliver a copy of the notice to the chair of that board, commission or committee. If the chair has the conflict, notice should go to the appointing authority - the city council.

Procedure when Elected Officials have a Conflict

When conflicts arise, the interested elected official must:

2. Prepare a written statement or make a verbal announcement at the applicable public meeting describing the matter requiring action or decision and the nature of the potential conflict of interest.
 - a. Deliver a copy of the notice to the presiding officer (typically the mayor)
 - b. If the mayor has the conflict, notice should go to the acting presiding officer.

Procedure When Staff have a Conflict

1. Each staff member has a duty to disclose to the City Administrator, Finance Director and/or Human Resources Manager of the City the material facts of any proposed transaction of the City in which such person has any conflict(s) identified by this Policy.
2. The disclosure required under 1 (above) is to be made immediately, and to the extent possible, before any consideration of such proposed transaction by the City. If a staff member does not recognize the existence of a conflict prior to a decision regarding the transaction, the staff member has a duty to disclose the material facts of the conflict as soon as it is recognized.
3. A staff member having a conflict shall not participate in the deliberation or decision by the City regarding the transaction under consideration, unless invited by the City Council, City Administrator, Finance Director, and/or Human Resources Manager to do so, after consideration of the significance to the City of the disclosed conflict. The City Council, City Administrator, Finance Director, and/or Human Resources Manager of the City may also request that he or she provide the City with any relevant information regarding the matter.
4. The City Council, City Administrator, Finance Director and/or Human Resources of the City shall take such additional action as may be required to ensure that the conflict is properly noticed to management and that appropriate steps are employed as the transaction and its terms are brought forth for decision-making and/or implementation. Furthermore, the City Administrator, Finance Director, and/or Human Resources Manager of the City shall maintain a record of the existence, procedures employed in managing, and resolution of the conflict.

SECTION 8 DISCIPLINE/GRIEVANCE PROCEDURES

8.1 Discipline

City employees shall be subject to disciplinary action for failing to fulfill their duties and responsibilities, including failure to observe proper workplace conduct adopted by the City Council. It is the policy of the City to administer disciplinary penalties without discrimination. Except for probationary employees and as expressly described in this Policy, employees may use the grievance procedure as per the personnel policy with respect to any disciplinary action. To the extent practicable, the supervisor or Department Head shall investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

Nothing in this Policy shall be interested as altering the City employees' status as "at-will" employees or creating any type of "just cause" standard for discipline or termination. When determining whether to impose discipline, including termination, the City may consider all relevant factors, including, but not limited to, the seriousness and frequency of misconduct, and the employee's discipline history.

Discipline may be in one or more of the following forms, although The city of Ramsey reserves the right to take any disciplinary action at any time:

- a) Oral reprimand
 - b) Written reprimand
 - c) Suspension
 - d) Demotion
 - e) Termination
-
- a. Oral reprimand. A verbal reprimand may be imposed by a Department Head for minor violations or incidents. The Department Head must maintain a record of each verbal reprimand. A verbal reprimand may not be appealed or submitted through the grievance process.
 - b. Written reprimand. A written reprimand shall state that the employee is being reprimanded for misconduct and describe the misconduct. The employee shall be given a copy of the written reprimand and sign the original acknowledging that he/she has received the reprimand. The signature of the employee does not necessarily indicate that they agree with the reprimand. If the employee refuses to sign the original reprimand, such refusal will be noted on the reprimand. The reprimand shall be placed in the employee's personnel file.
 - c. Suspension without pay. Prior to the suspension or as soon thereafter as possible, the employee shall be notified in writing of the reason for the suspension and its length. The employee shall sign the original suspension notice acknowledging that he/she has received it. The signature of the employee does not necessarily indicate that they agree with the suspension. If the employee refuses to sign the suspension notice, such refusal will be noted on the notice. A copy of each written statement shall be placed in the employee's personnel file.

- d. Demotion. The City may demote an employee as it deems necessary in order to address disciplinary concerns or due to performance problems or other factors related to meeting public service needs; demotion results in a reduction in pay, classification, or duties.
- e. Termination. The City may terminate an employee at any time, for any lawful reason or no reason at all. All employees will be notified in writing of the reason for the termination. The employee shall sign the original dismissal notice acknowledging that he/she has received the notice. If the employee refuses to sign, such refusal will be noted on the dismissal notice. The signature of the employee does not mean that he/she agrees with the dismissal. For employees subject to the Minnesota Veterans' Preference Act, the City will provide written notice of the charges against the employee and follow all other provisions of Minnesota Statutes, Section 197.46, as amended.

In any case of suspension, demotion or termination, the employee shall be granted a hearing before the City Council if the employee submits a written request for such a hearing to the City Council within five (5) working days of notification of the action taken. At its sole discretion, the Council may hold the hearing at its next regularly scheduled meeting or any date within thirty (30) days of such meeting. The City Council has the sole discretion to conduct the hearing or to appoint a subcommittee to conduct the hearing. If the Council appoints a subcommittee, the subcommittee shall make its recommendation to the Council at the next regularly scheduled meeting of the Council following the hearing. The Council's decision is final. In the event the Council overturns the disciplinary decision pursuant to this provision, the employee will be reinstated to his/her position with back pay.

For purposes of the Minnesota Government Data Practices Act, the initial disciplinary decision constitutes the final disposition of a disciplinary matter, unless the employee files a timely appeal with the City Council. In such cases, the Council's decision constitutes the final disposition.

Employment at the city of Ramsey may be terminated at the will of either the employee or the City, at any time, and for any lawful reason or no reason at all.

8.2 Grievance Procedure

It is the policy of the City, whenever possible, to prevent the occurrence of grievances and to deal promptly with those that occur. For purposes of this policy, a grievance is defined as a dispute or disagreement as to the interpretation or application of this personnel policy.

Employees shall have the right to present grievances either individually or as a group. Grievances shall be presented to the City Administrator, in writing, within five (5) calendar days of the occurrence of the alleged grievance.

The City Administrator shall respond to an employee's grievance within fourteen (14) calendar days after receiving the alleged grievance. The decision of the City Administrator is final, except that when the City Administrator is directly involved in the [facts giving rise to the](#) grievance, appeal may be made to the City Council for final decision within fourteen (14) calendar days of the City Administrator's decision. In such an appeal, the City Council's decision is final. In the event that the City Administrator does not respond to the grievance within fourteen (14) calendar days of

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receipt, the grievance shall be considered denied for purposes of the appeal time period discussed above.

In compliance with federal or state law, an employee may also grieve any alleged unsafe act or practice, adverse working conditions, violation of civil rights, and alleged hazardous materials management.

DRAFT

SECTION 9 TRAVEL, TRAINING AND EDUCATION

9.1 Travel Policy

PURPOSE

The city of Ramsey recognizes the need for continued training and professional development for its elected officials and City staff. As part of such training, elected officials and staff may be required to travel to attend workshops, conferences, and other assignments. This policy sets forth the conditions under which such travel will be reimbursed by the City.

POLICY

A request by a Council Member for reimbursement for travel expenses must be approved by the full City Council at an open meeting prior to registering for the event. A request by an employee for reimbursement for travel expenses must be approved by the Department Head prior to registering for the event. Requests for travel will be evaluated on all relevant factors, including but not limited to the following:

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- Whether the person traveling will be receiving training on issues relevant to the City or to his or her job duties
- Whether the person traveling will be viewing or studying a facility or function that is similar to one being operated by- or considered by-the city of Ramsey
- Whether the person has been specifically assigned by the City Council to testify on behalf of the City before federal or state officials
- Whether the City has sufficient funding available in the budget to pay the cost of the trip

No reimbursements will be made for attendance at events sponsored by- or affiliated with- political parties.

9.2 TRANSPORTATION/AIRLINE TRAVEL CREDITS

The most cost-efficient mode of travel should be used, taking into consideration reasonable time constraints.

Whenever City funds are used to pay for airline travel by an elected official or City employee, all arrangements must be approved by the City Council or Department Head, respectively, prior to City funds being used. All commercial transportation shall be tourist or coach. First-class fares will not be reimbursed. Printed detailed receipts are required airfare and should accompany a request for reimbursement form.

Individuals shall not accept or accumulate travel credits; i.e. travel credits shall be declined by the traveler.

9.3 MILEAGE REIMBURSEMENT

A City vehicle should be used whenever one is available. If a City vehicle is not available, and the Department Head approves use of an employee's personal vehicle for City travel, the City will reimburse the employee for miles driven in excess of the employees' normal mileage to and from work if not leaving from or returning to the work location at the current IRS rate per mile. Mileage is not reimbursable through petty cash. Each request for reimbursement must show the following:

1. Online mapping directions printed showing total miles traveled on City business.
2. If not leaving from employees work location and or returning to work location, then online mapping directions printed showing total miles to and from the employee's home an normal work location, in order to subtract from #1 above, no exceptions.
3. Net miles claimed for the reimbursement. See examples below.
4. Business purpose of the trip, name of the event and entity/building location name.
5. Starting and ending addresses es for each location to substantiate mileage claim.

This level of detail must be documented and included on the request for reimbursement.

If it is necessary to rent a vehicle to conduct City business, the City will reimburse employees or City Council Members for the cost of renting a vehicle. Care should be taken to rent the least expensive vehicle available.

9.4 LODGING

When on City business outside the seven-county metropolitan area, (40 miles or more away from City Hall) lodging accommodations may be provided by the City. All requests for lodging must be submitted, and approved by the Department Head prior to payment. Actual costs for a single occupancy room will be reimbursed, but charges shall be reasonable and consistent with the facilities available. Each employee traveling on City business pursuant to this policy must obtain his or her own hotel rooms. Employees are not allowed to share rooms while traveling on City business, unless otherwise approved in advance by the City Administrator or his/her designee. In order to keep costs at a minimum, the employee or elected official shall stay at a host hotel or motel, or a less expensive hotel at the discretion of the attendee's Department Head. The City will not reimburse for costs associated with the attendance of a family member at a workshop, conference, and other assignment. Printed detailed receipts are required for lodging and should accompany a request for reimbursement form.

9.5 MEALS

When on City business, a maximum of three meals per day will be reimbursed by the City. Attendees shall take advantage of all meals that are provided for and included in the registration fee for workshops, conferences, or other assignments. The City will not reimburse for alcoholic beverages, tobacco products or costs associated with family members.

Printed detailed meal receipts are required for and should accompany a request for reimbursement form. The detailed meal receipt must include the food and beverage items ordered. The request for reimbursement form must include an explanation of the public purpose for the meal and a list of

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Examples:¶

¶ The Department Head has approved a full day training at the City of Anoka offices. The employee does not start or end the trip at their normal work location, but rather from home.¶

· Total miles from home to Anoka · 16¶

· Return trip home · 16¶

· TOTAL MILES DRIVEN · 32¶

¶

· Normal miles from home to work · (10)¶

· Normal miles from work to home · (10)¶

· TOTAL MILES REIMBURSED · 12¶

¶

Example #2:¶

The Department Head has approved a half day training at the City of Anoka offices. The employee DOES start and end the trip at their normal work location.¶

Total miles from work to Anoka · 16¶

· Return trip to work · 16¶

· TOTAL MILES DRIVEN · 32¶

¶

· TOTAL MILES REIMBURSED · 32¶

¶

Example #3:¶

The Department Head has approved a half day training at the City of Anoka offices. The employee DOES start from work location but travels home directly from the training. Online maps should be printed showing all locations of travel and mileages.¶

Total miles from work to Anoka · 16¶

· Return trip directly to home · 24¶

· TOTAL MILES DRIVEN · 40¶

¶

· Normal miles from work to home · (10)¶

· TOTAL MILES REIMBURSED · 30¶

¶

Example #4:¶

The Department Head has approved a half day training at the City of Anoka offices. The employee DOES start from work location but travels home directly from the training. Online maps should be printed showing all locations of travel and mileages.¶

Total miles from work to Anoka · 16¶

· Return trip directly to home · 10¶

· TOTAL MILES DRIVEN · 26¶

¶

Deleted: The Department Head has approved a full day training seminar held in the City of Anoka. The employee does not start or end the trip at City offices.¶

¶

· Total miles from home to Anoka · 16¶

¶

Moved up [1]: If it is necessary to rent a vehicle to conduct City business, the City will reimburse employees or City Council Members for the cost of renting a vehicle. Care should be taken to rent the least expensive vehicle available. ¶

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the attendees. The receipts and reimbursement request form shall be submitted to the Finance Department for payment.

The maximum reimbursement rates for meals, taxes, and tip are as follows: Note: The City will reimburse tips up to 20% of the bill, prior to taxes. Employee's choosing to tip greater than 20% will not be reimbursed for the difference.

Breakfast	\$10
Lunch	\$16
Dinner	\$26

The City Council recognizes the public purpose of the City Administrator's business meetings with developers, staff, consultants, Council members and others; therefore, the City Council grants discretion to the City Administrator to seek reimbursement from the City for business meals, regardless of where or when those meals occur.

9.6 Training and Education Policy

The city of Ramsey is charged with the responsibility of delivering services to a broad constituency of residents and organizations. These services are delivered by staff persons, consultants, and outside agencies. The Ramsey City Council, in an effort to ensure ongoing quality service delivery, provides for a program of training its staff.

It is the primary objective of the training program that training dollars are spent on learning which addresses organizational goals and follows a progression of skill development. On an annual basis, each department is charged with projecting individual staff training needs for the next five years.

The department budget requests and future projections are to be evaluated to ensure compliance with organizational goals and budget allocations. The Department Head is charged with presenting the annual training budget to the City Administrator. The City Administrator is to present his/her recommendations to the City Council as part of the annual budget process.

All departments will be afforded opportunities to ensure training goals are met. However, it is understood that each departments/staff will have varying levels of training needs. The City will not allocate training dollars to specific staff given the varying needs of the organization and the public.

Training Reimbursement. Training shall be defined as short-term specific course work in order to gain specific job skills, typically attainable in hours, days or a few weeks.

- The City will pay for job-related, position specific training approved by the Department Head and City Administrator and deemed necessary to effectively complete the requirements of the position, provided there is adequate funding in the budget appropriation for training and at the City Administrator's sole discretion.
- The City will pay for, or reimburse employees for, any and all training required by the City to attain or maintain job-related certification.
- Conference and seminar training shall provide for meals and lodging, if necessary, for in-state and out-of-state training. Travel expenses for in-state training shall be provided through the budget process. Travel expenses shall be provided for out-of-state training with prior approval of the Department Head and City Administrator.

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- Department Heads are responsible for providing the Human Resources Manager with records on all employee training done at City expense; upon request a report will be prepared which documents training received and funds expended.

Post-secondary Tuition Reimbursement

Tuition reimbursement shall be defined as eligible costs incurred as a result of attending a post-secondary accredited educational institution; typically classes or courses are completed during one half of an academic year for up to 18 weeks.

With pre-approval, regular City employees are eligible to participate in tuition reimbursement. However it is the expectation of the city of Ramsey that new hires come to the City fully qualified for their position. Therefore, post-secondary tuition reimbursement shall not be provided during an employee's first year of service.

Completion of additional education is not a basis for requesting a salary increase. Courses should be taken outside of work hours; however, when unavoidable courses may be taken during the work day with prior approval from the Department Head.

Employees wishing to utilize the City's tuition reimbursement funds must: 1) submit a request via a "Pre-Approval for Tuition Reimbursement" form prior to registration of classes; this process should be completed prior to the applicable annual budget process, and 2) submit a reimbursement request form after successful completion of classes; employees should be aware of the following key points

- Employees attending an accredited college or university or post-secondary classes at accredited colleges, universities, and vocational/technical institutes can apply for City reimbursement for 50% of the cost of tuition, books and course specific fees, including technologies fees; non-reimbursable fees include fees for supplies, transportation, student activity fees, late registration fees, school entrance fees, and graduation fees.
- In order to be eligible for reimbursement, the degree program or classes must be deemed by the Department Head, City Administrator, and Human Resources Manager to be job-related and a benefit to the employer before the employee registers for the class.
- Reimbursement will only be made upon receipt of a "C" or better for the course.
- Reimbursement will also be made when employees elect to take classes on a Pass / Fail or Credit / No Credit basis, subject to receipt of successful completion.
- Employees seeking reimbursement must present a paid fee statement and grade transcript in order to receive reimbursement.
- Reimbursement for classes taken at private institutions shall not exceed the tuition charged by Minnesota State Colleges and Universities.
- Reimbursements are on a first come, first served basis and shall not exceed the department budget.
- In the event a department receives reimbursement requests that exceed its budget allocation for education reimbursement, the Department Head and City Administrator shall have the discretion to apportion the available funds, including the discretion to refuse reimbursement.
- In the event an employee leaves the City's employment, any reimbursement for education received during the 12 months prior to leaving must be returned to the City.
- Reimbursements will be made through payroll as either a non-taxable reimbursement or taxable reimbursement; contingent upon current IRS guidelines.

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SECTION 10 HEALTH AND SAFETY

10.1 Policy Statement

The city of Ramsey's Safety Program is based on the premise that each and every one of our employees is entitled to a safe and healthy work environment. The Safety Program is designed specifically for the protection of our employees and visitors. All city of Ramsey employees are directed to make safety and loss control important matters.

The City believes that every employee is concerned for their own safety and that of their co-workers and will recognize that the rules and policies contained herein are for their protection. The goals that we have set for our Safety Program can only be achieved through a cooperative effort between all employees. Safe working habits and an awareness of all safety rules and policies are a condition of your employment at the city of Ramsey. All employees are required to familiarize themselves with every rule and policy set forth and to abide by them. These rules and policies will be enforced just as any other City policy and failure to comply can result in reprimand, suspension, or employment termination.

All employees are encouraged to make suggestions which will assist in maintaining safe working conditions, and to bring to the attention of their supervisor any unsafe working conditions. It is through our joint participation that accidents can be prevented, but the individual employees, can make safe work practices a habit.

This policy toward safety is in no way limited to the rules that follow, and any unsafe practices, whether listed here or not, will be addressed on a case-by-case basis.

The city of Ramsey is committed to providing its employees with a safe and healthy work environment.

10.2 Health and Personal Safety

Health and personal safety are some of the best guarantees for the successful performance of employees' work. Employees must work safely using the safety devices and equipment provided by the City for their protection. Employees must promptly report safety hazards to their supervisor. Unsafe conditions will be investigated and corrected, as necessary.

10.3 Workers' Compensation / Injuries and Illness at Work

Both Minnesota Worker's Compensation laws and the state and federal Occupational Safety and Health Acts require that all on the job injuries and illnesses be reported as soon as possible by the employee, or on behalf of the injured or ill employee, to his/her supervisor. The employee's immediate supervisor is required to complete a First Report of Injury and any other forms that may be necessary related to an injury or illness on the job. First Report of Injury forms must be submitted to Human Resources as soon as possible, but no later than 3 business days from the date of injury.

Pursuant to Minnesota State law, the officials of the City elected or appointed for a regular term of office or appointed to complete the unexpired portion of a regular term are included in the coverage of the Minnesota Workers' Compensation Act.

10.4 Medical Procedures

It is the policy of the city of Ramsey, within the confines of the Minnesota Human Rights Act, to require its employees to be examined by a physician after an injury is sustained, whenever conditions make this desirable for the employee or the City, or whenever the Human Resources Manager, or designee, determines that the interests of the City and the employee will be served thereby. Physical examinations administered at the request of Human Resources Manager, or designee, shall be paid for by the City.

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10.5 Smoking Policy

The city of Ramsey bans smoking in all municipal buildings, equipment and city vehicles. Smoking for the purpose of this policy means inhaling or exhaling from any lighted cigar, cigarette, pipe or any other lighted tobacco, plant product, or substance that may be used for smoking in lieu of tobacco intended for inhalation via any of the means listed above. Use of electronic devices which simulate smoking are also prohibited. This includes, but is not limited, to electronic or "e" devices such as e-cigarettes, e-cigars, e-pipes. Electronic devices are prohibited regardless of whether they provide vapor of liquid nicotine, lobelia, and/ or other substances. Non-electronic devices which simulate smoking and smokeless tobacco products (chewing tobacco, snoose, and snuff) are also prohibited.

10.6 Inclement Weather Policy

On occasions when the severity of the weather may cause City offices to be closed, the City Administrator will make a determination as to whether the offices will be closed. The City Administrator or designee will then notify the IT Manager to post the closure to the City's website. If it is broadcast that City offices are closed prior to the shift start time, then the employee will be paid as if it were a regular workday. If, however, the office is not officially closed, staff will be instructed to take vacation time or compensatory time off for any absence from work that occurs. If the office is officially closed after the start of the shift, staff will receive their regular pay for the remainder of the shift. Compensatory time off or vacation will be taken for time absent from work prior to the official closure. This policy will apply to office employees only and does not include Public Works or Public Safety (fire and police) employees. In circumstances where the City Administrator is out of town, the Acting City Administrator will provide the decision on whether or not to keep City offices open due to inclement weather.

Deleted: staff via email of the closure. Staff that do not have email access are responsible for contacting their supervisor.

10.7 Municipal Center Severe Weather Plan/Other Emergency Plan

In the event that severe weather or another emergency occurs during the course of the day, staff and occupants of the Municipal Center shall seek shelter in designated areas while also maintaining accountability of all persons in building.

Requirements:

Anoka County Dispatch (911) may activate the outdoor warning devices when a certified weather spotter witnesses severe weather or the National Weather Service indicates that severe weather will threaten all or part of Anoka County. Although the County has the ability to sound the sirens in zones, its common practice is to alert the entire County. If the outdoor warnings do not activate or there is a different emergency, a member of Public Safety (Police or Fire) shall have the authority to enact the emergency plan.

During normal business hours when the outdoor warning sirens sound or as directed by a member of Public Safety (Police or Fire), all employees will move to the primary shelter area. If the primary site is full, then the secondary locations will be used.

- Police Locker Rooms (Men and Women) - Primary.
- If necessary, ~~the stairwell will be utilized as~~ determined by a member of Public Safety and employees and visitors will move to that area as directed.

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If non-staff members are present in the Municipal Center, staff should direct them to move to the primary site. If the primary site is full, then the secondary sites will be used. If any members of the public or visitors are within the Municipal Center at the time when a weather emergency, it is the responsibility of the Department Heads to get them to the shelter location.

A member of Public Safety will notify all areas when the situation has become stable and all persons may return to normal activities.

During non-business hours a member of Building Maintenance will guide all groups to the Police Locker Rooms and remain with the group until the situation has become stable. When weather has been determined safe, the Building Maintenance person will allow the groups to return to their normal activities.

Responsibilities:

If necessary the Department Head or their designee will determine accountability of their respective group and/or other departments. A member of Public Safety will gather names of the individuals at all ~~shelter sites to determine personnel accountability.~~

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A member of public safety will make a sweep of the Municipal Center to ensure that all employees and any of the general public have evacuated to the shelter area.

Field Employees:

During an actual severe weather incident, city personnel working outside of a City building, should seek shelter based on their respective Department's severe weather plan or in an area that they feel creates the safest environment.

10.8 Hepatitis-B Vaccine Policy

Hepatitis-B is a viral liver infection which can be debilitating and in some cases, fatal. Because Hepatitis-B is transmitted through body fluids such as blood, certain groups of people are at a greater risk of infection than others.

The Federal Occupational Safety and Health Administration (OSHA) has stated that all employers must evaluate their employees to assess the risk of Hepatitis-B infection, as it relates to their jobs. If a substantial exposure risk is assessed, the employer must offer the vaccine to those employees at no cost to the employee.

The employees within the city of Ramsey who have been identified at substantial risk of Hepatitis-B infection are Public Works Maintenance staff, Engineering Technicians, Police Officers, Community Service Officers, Reserve Officers, and Fire Fighters.

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Any employee who, while on the job, is exposed to blood, body fluids or a needle stick is required to: 1) Contact their supervisor as soon as possible, and 2) Complete a First Report of Injury form to be submitted to Human Resources immediately. The supervisor will initiate appropriate action or contact their Department Head for guidance.

10.9 Housekeeping

All employees need to assume a share of the responsibility in maintaining a high standard of cleanliness and orderliness, and cooperate in maintaining safe, healthful and sanitary conditions in all work areas. A clean work area will make your work more pleasant and help maintain the high standards of quality necessary to meet the professional requirements of the City's services.

SECTION 11 USE OF CITY PROPERTY

All staff members are responsible for the safekeeping and proper care of all property used by them and belonging to the City. Property shall only be used for official purposes and in the capacity for which it was designed.

City employees shall have no expectation of privacy in any property or equipment of the City, including, but not limited to, offices, cubicles, desks, files, vehicles, filing cabinets, voice mail, text messages on City paid cellular telephones, PDAs, computers, laptops, mass storage devices, e-mails, electronic media or devices of any kind, or any other type of equipment, property, or space provided by the City. Except when accessed by the Police Department for law enforcement purposes, any such property or equipment may be accessed by the City at any time, for any purpose, with or without notice to the employee, and with or without reasonable suspicion.

11.1 Public Information

All staff members shall become familiar with- and must comply with- all applicable laws dealing with public and non-public information. Misuse and improper disclosure of public or non-public information is prohibited and may result in discipline, up to and including immediate termination.

11.2 Telephone Use

The proper use of telephone communication is required. Always answer the telephone with a pleasant voice and respond politely to the caller. Personal telephone calls must be brief. Frequent use of the telephone for other than City business is not permitted and may result in discipline, up to and including immediate termination.

11.3 Information Technology Policy

Purpose

The purpose of the city of Ramsey IT Policy is to set standards to protect the City's IT systems from business interruption, unauthorized or inappropriate access, and to maintain appropriate security. The policy is to be adhered to by all users (full-time, part-time, and temporary employees, vendors, consultants, volunteers, interns, and others) who have access to or use the city of Ramsey IT systems both on and off City property. IT systems include, but are not limited to, computers, e-mail, Internet access, printers, phones, mobile devices and various software, etc.

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Violations

Violations of this policy will be addressed consistent with the City's Personnel Policy or union contract and may include disciplinary action, up to and including immediate termination.

Exceptions

Exceptions to the following policy must be reviewed on a case by case basis by the Department Head and approved by the City Administrator.

Glossary of Terms

Configuration: The way a system is set up or the assortment of components that make up the system. Configuration can refer to either hardware or software or both.

Downloads: To copy data from a main source to a computer or mobile device.

Electronic Mail (e-mail): A network application that allows users to exchange messages over communications networks with others.

File Server: An enhanced computer with network operating software that is used for file storage, application functionality, and managing network resources.

Information Technology (IT): Managing and processing information.

Information Technology Systems: Includes, but not limited to, computers, printers, software, e-mail, Internet, telephone, voice mail, cell phones, etc.

Internet: A global network connecting millions of computers.

Intranet: A website or series of sites accessible only within an organization. An intranet's Web sites look and act just like any other web site, but firewall security restricts unauthorized access.

Deleted: Network base access

Local Area Network (LAN) – A localized computer network.

Licensing: Legal compliancy of assets.

Social Networking Sites: Sites which focus on building online communities of people who share interests and activities and /or exploring the interests and activities of others. Examples of social networking websites include: Facebook, Linked In, Twitter, and sites that allow users to post personal blogs, etc.

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Software: Software includes the operating system and all utilities that enable the computer to function. Application software includes programs that do real work for users (i.e. word processors, spreadsheets, and database management systems).

Portable Equipment: Hardware that is small and lightweight (i.e. laptop computers, hand-held computers, tablets, smart phones, Blackberrys, projectors, digital cameras, etc).

Users: Full-time, part-time, and temporary employees, vendors, consultants, volunteers, interns, and others who have been granted access to the City's Information Technology Systems.

Information Technology Use

Purpose

Inform and provide direction to all users regarding appropriate usage and management of

the City's IT systems and resources. All users must be authorized to use City IT systems by their Department Head, supervisor, or IT.

Auditing

The city of Ramsey reserves the right to monitor and audit use of its IT systems at any time without the user's consent. An audit may result in the removal of hardware and/or software not compliant with this policy, revocation of permission to use the City's IT systems, employee discipline, up to and including immediate termination, and/or criminal charges, depending on the nature of the violation.

Reporting

Users should notify their immediate supervisor, the IT Manager, Human Resources, or the City Administrator upon learning of violations of this policy.

Expectation of Privacy

As discussed above, all City owned equipment and Information Technology Systems, including e-mail, are City property and subject to inspection by the City at any time, without notice, and for any reason or no reason at all. Users should have no expectation of privacy. In addition, the City is subject to the Minnesota Government Data Practices Act and other laws governing the collection, storage, use, and disclosure of data. All files and documents, including personal messages and internet logs, created, received, collected, or generated by City employees or using the City's Information Technology Systems are subject to those laws and may be disclosed in certain circumstances without the permission of the employee or user.

Violation of Policy

Violations of this policy will be addressed consistent with the City's Personnel Policy or union contract and may include discipline up to and including immediate termination, revocation of permission to use the City's IT systems, and/or criminal charges, depending on the nature of the violation.

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Hardware and Software Acquisition

The IT Manager must approve all hardware and software prior to acquisition to ensure consistency with the design and architecture of the City's IT network. Users are prohibited from installing, downloading, or acquiring hardware and software, including product demonstrations, without prior approval from the IT Manager. Software applications not required for official City business are strictly prohibited.

Installation, Downloads, and Configuration

No user will be allowed to manipulate hardware and software standard configurations. The IT Manager must be contacted for hardware and software support. No user should change the computer setup or configuration files. Customizing a computer should be limited to items including City-owned software such as wallpaper, screen savers, icons, toolbars and colors. Users are prohibited from downloading, or installing any software including

personal, through the Internet, e-mail, and/or vendor demonstrations without prior approval from the IT Department. In order to maintain optimal functioning, users are encouraged to accept updates to currently authorized programs such as Adobe Acrobat and other previously installed software.

Licensing

To ensure license compliancy all software must be purchased by and licensed to the City.

- a. Development: Any software programs (i.e. custom designed Microsoft Access databases, etc.) developed for use by the City becomes the property of the City. Software programs may not be sold or distributed without prior approval.
- b. Home: City-owned software may not be loaded on non-City owned equipment unless there is prior approval of the Department Head and the IT Manager.
- c. Copyright Laws: City users are required to abide by software and documentation copyright laws and licensing agreements. Question about the legality of the software and documentation should be directed to the IT Manager. At no time should any users make copies of City-owned software and documentation. To prove legal ownership of software, the City must have the original media and manuals stored on City property. The IT Manager will periodically check for software that may be in violation of the above policy.

Data Management and Protection

- a. Under the provisions of the Minnesota Data Practices Act, all data stored on computer media owned, leased or rented by the City is considered to be owned by the City is subject to the Minnesota Data Practices Act, which governs its use and dissemination and data classification. All data is also subject to review and investigation at the discretion of the City Administrator, Department Heads, IT Manager, and/or law enforcement. The City Clerk should be contacted with questions regarding the classification of public and private data.
- b. Data Ownership: All information developed or introduced to a City technology system by a user in conjunction with employment with the City is the property of the City.
- c. Data Storage: All City data must be saved to a network drive on a City server.
- d. Data Deletion: Users are responsible for deleting outdated files that are no longer needed for compliance with of the City Records Retention Schedule; this includes data files and e- mail messages. The City Clerk should be contacted with questions regarding the City Records Retention Schedule.
- e. Data Back-up: The IT department backs up all data stored on the file servers. Workstation hard drives or any other devices are not backed up.

Portable Information Systems

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Deleted: <#>Portable files: To facilitate off-site work, users may copy appropriate files to and from jump sticks/CDs including word processing, spreadsheets, and presentation graphic files. No other files or information may be copied to or from the City computers. A current copy of the portable file(s) must be maintained on the City server. All users are responsible for maintain data privacy of all data transmitted in this fashion.¶

<#>Password Protection: If any software product that the City has purchased has the option to have file's password protected, the password must always be shared with the appropriate management personnel and/or the IT Manager.

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Portable personal computer(s), digital cameras, projectors, and other City owned portable equipment can be used for City business, outside of City facilities. When users check out portable equipment they are expected to provide appropriate “common sense” protection against theft, accidental breakage, environmental damage and other risks. Desktop computers and attached devices are not to be removed from City buildings. The user is responsible for the backup of or loss of any data stored on the standalone or portable computer. IT staff is available to assist in the development of procedures for disaster recovery of portable units.

City Issued Cellular Phones

- a. City issued cellular telephones are intended for the use by City employees in the conduct of their official City work to perform services to Ramsey citizens and businesses. Department Heads are responsible for the cellular telephones assigned to their departments, determining service levels for their employees, and exercising discretion in their use. Employees will manage their cell phone use so as not to exceed their service level as approved by their supervisor. Occasional overages will be reviewed by the supervisor on a case by case basis. After a review of the monthly billing statement, employees may be required to reimburse the City for overages in cell use and/or texts, depending on the nature of the calls/texts made during the month. Employees will make an effort to utilize other methods before utilizing cellular minutes. Nothing in this policy will limit Department Head discretion to allow reasonable and prudent use of such telephones or equipment provided that:
 - i. Its use in no way limits the conduct of work of the employee or other employees
 - ii. No personal profit is gained or outside employment is served
- b. A Department Head may authorize an employee to use their own personal phone for City business and be reimbursed by the City for those calls. An employee will not be reimbursed for business-related calls without prior authorization from his or her Department Head. Department Heads may also prohibit employees from carrying their own personal cell phones during working hours if it interferes with the performance of their job duties.
- c. Use of public resources by City employees for personal gain and/or private use including, but not limited to, outside employment or political campaign purposes, is prohibited. Incidental and occasional personal use may be permitted with the consent of the department director and direct supervisor.
- d. Personal calls made by employees on a City-provided cellular phone will be made or received only when absolutely necessary and when they do not interfere with working operations and should be completed as quickly as possible.
- e. The Administrator, or designee, will have primary responsibility for implementation and coordination of this policy. All Department Heads and supervisors will be responsible for enforcement within their departments and divisions.

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Smart Phones/Tablets

The city may at its discretion provide devices to members of staff it deems appropriate.

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Electronic Mail (e-mail)/SMS (text) Messaging

- a. The City e-mail system and City owned or issued cellular phones are tools to be used for matters directly related to the business activities of the City and as a means to provide services that are efficient, accurate, timely and complete. E-mail messages and texts are subject to regulation under the Minnesota Data Practices Act. The content of the message determines whether a message is public or non-public/private. E-mail is intended as a medium of communication, not for information storage; therefore, e-mail should not be used for the storage or maintenance of official City records or other City information. Users may receive inappropriate and unsolicited e-mail messages. Any such messages should be reported immediately to the IT department.

Inappropriate non-business use of the City e-mail system and cellular phones includes, but is not limited to; the transmission of non-business audio, graphic or movie files; games; jokes; instant messaging; chain emails; content of an offensive, indecent, or pornographic nature; copyrighted material and large data files not directly related to City business. These items must not be sent or accepted as e-mail attachments. These types of files can adversely affect the network or computer performance.

- b. Users must practice the utmost respect while texting and may not use text messaging, e-mails, or other forms of communication provided or authorized by the City to harass another employee, citizen or other individual. "Textual harassment" is considered harassment and is subject to investigation and disciplinary action as described in the Anti-harassment Policy.
- c. The City retains the right to use management software to eliminate the delivery of junk e-mail (SPAM), including e-mails that contain profanity.

Internet/World Wide Web

- a. The Internet is available to users for research, education, and communications directly related to the mission, charter, or work tasks of the City. Users must honor copyright laws regarding protected commercial software or intellectual property. Users accessing Internet through the City's IT systems should minimize unnecessary network traffic that might interfere with the ability of others to make effective use of this shared network resource. Users are responsible for adhering to City standards when browsing the Internet. Failure to adhere to City standards puts the City and the individual at risk for legal or financial liabilities, potential embarrassment and other consequences, including immediate termination of employment or other disciplinary actions.
- b. The City retains the right to use management software to monitor end user activity. This software may monitor and limit Internet activity.

Prohibited Use

This list includes, but is not limited to illegal activities; profit or commercial activities; outside employment; any other public office or employment which is incompatible with

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City employment responsibilities, as determined by the City Administrator; wagering, betting, or selling chances; annoying or harassing other individuals; fund-raising, except for City approved activities; any political or religious activities; unethical activities; pornographic, obscene, or indecent images or content; forwarding of junk e-mail, advertisements, and/or chain email.

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Personal Use

- a. The city of Ramsey offers users the privilege of personal use of its technology. Personal use is allowed under the following guidelines listed below and only during break times or before/after normal business hours, as follows: Users must obtain approval from their immediate supervisor prior to personal use of IT systems; only City users are to use the computers and computer related peripherals; users must use their own media (flash drives, CD's) and paper. No personal files or data are to be stored on the City file servers; users must not use IT systems for items listed above in Prohibited Use.
- b. E-mail: E-mail may, on a very limited basis, be used for personal correspondence, as long as it does not interfere with the normal duties of the employee and the above-listed guidelines are followed. Using the City Internet e-mail to participate in any kind personal listservs or broadcast mailing list is prohibited.
- c. Inappropriate non-business use of e-mail and the Internet can cause a burden on resources or carry computer viruses. Examples of this includes, but is not limited to: the transmission of non- business audio, graphic or movie files; games; jokes; instant messaging; content of an offensive or pornographic nature; copyrighted material and large data files not directly related to business. These items must not be downloaded from the Internet. These types of files can be large and affect the network or computer performance or carry viruses.
- d. Desk Telephones: Desk telephones may be used for short, infrequent personal use as long as it does not interfere with the normal duties of the employee and the above guidelines are followed. Employees must pay any costs associated with personal long distance calls within 30 days.
- e. Copiers, Fax Machines, Printers: Users will reimburse the city of Ramsey for personal copies, faxes, and print requests, at the rate listed in the City fee schedule. Personal use fees must be reimbursed within 24 hours from the date the expense was incurred.

Personal Social Networking on City-owned equipment

Individuals must not use City-owned or operated equipment to post to personal sites, including social networking sites, except during break times or before/after work.

Personal Social Networking while off duty and the City's Responsibility:

The city of Ramsey has a duty to protect the reputation of the organization and its employees as well as guard against any liability and potential legal risk regardless of when and where social networking activity occurs. With this in mind, employees must use social media in a manner that follows the following guidelines, as follows:

individuals should exercise caution and good judgment when social networking; individuals shall not represent that they are speaking or acting on behalf of the city of Ramsey or presenting any interests of the city of Ramsey; individuals are not permitted to display the city of Ramsey logo on any part of their online profiles; individuals never have the right to post non-public and confidential information such as information related to coworkers without first obtaining the individuals' express written consent, personnel data, medical information, or claims or lawsuits against the City; individuals who use personal social media accounts are not immune from the law.

In general, all users of social networking should be aware that the content of these social networking sites can be subpoenaed and used in criminal and civil trials. Individuals need to be aware that they have no reasonable expectation of privacy when social networking and use of personal social media accounts are subject to all pertinent city of Ramsey policies, as well as local, state and federal laws. Content that violates existing City policies that exhibit hate, bias, discrimination, pornography, libelous or otherwise defamatory content will not be tolerated. Individuals are prohibited from using social networking sites to harass or attack others, including those who work for the city of Ramsey

City Facebook page or other City social networking sites:

- a. Authorized city staff responsible for updating social media sites must use the greatest care to portray the City in the possible best light.
- b. If the author of a given post is quoting another individual's comments, the comments must be called out as a quote with quotation marks.
- c. In general, all posts should be reviewed by a supervisor.
- d. All posts to the City's social media sites and other official City publications must comply with these policies.

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Information Technology Security

Purpose

Ensure secure, protect, and allow appropriate access to city of Ramsey IT systems and resources.

Logins and Passwords

All users must use and maintain unique IT-issued login IDs for computer and network-related access. Login IDs are not to be shared with others, and corresponding passwords must remain confidential. Multi-user or generic login IDs are permissible only in special circumstances approved and maintained by IT. User passwords must adhere to the following requirements:

- o Have a minimum of at least six alphanumeric characters in length
- o Must be changed every 90 days
- o Have at least one numeric digit as well as letters, for example: 1FishTwoFish
- o Have not been previously used in the last five password rotations
- o Automatic screen lock is initiated after 15 minutes of

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inactivity.

Appropriate network access shall be assigned by the IT department to each user login ID, and users may only log into computers and equipment with their assigned login ID. Passwords are not to be shared with anyone, and will be forced to change periodically. New passwords should not be easily guessed. Any employee who forgets their password or suspects that their password's security has been compromised, should contact the IT department immediately.

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Physical Security

- a. City users are expected to provide reasonable security to their computer workstations and related IT equipment. This includes ensuring that passwords are not written down in accessible places, removable media must be kept in a secured area, and that confidential data is not displayed in such a manner that unauthorized personnel can view it.
- b. All IT equipment is City property and must remain on current premises. Users may not move IT equipment outside of its assigned area without prior approval from the IT department. Designated portable equipment, such as projectors, laptop computers, and digital cameras, may be removed from City buildings only for City business. Portable equipment must be reserved and checked out only to City users. Users are expected to provide appropriate "common sense" protection against theft, breakage, environmental damage, and other risks.
- c. Users are required to log off computer workstations when absent for an extended time, such as end of day. Users may, however, "lock" their workstation instead when absent for a short period of time, such as during a meeting or over lunch.

Virus Protection

All computer workstations, laptops, and servers must be protected from viruses using up-to-date antivirus software. Users may not alter their system's configuration or take other steps to defeat virus protection devices or systems. All files on removable media must be scanned for viruses prior to installation onto or access from City computer equipment. Any files suspected or known to contain viruses must be immediately reported to the IT department for proper handling.

Wireless Access

Unauthorized wireless access into the City's computer network is strictly prohibited. Wireless access is defined as, but not limited to, 802.11 (Wi-Fi), Bluetooth, WiMax, and cellular technologies. Users may not attempt to scan, connect to, or install any wireless computing device on City equipment or property. Wireless access must be authorized and configured by the City's IT department. Any authorized wireless access must utilize standards-based encryption, and conform to adopted security practices as governed by LOGIS and/or state and federal government guidelines.

11.4 Vehicle Use Policy

Staff members shall operate City vehicles in a careful and prudent manner and shall obey all laws of the state and all City orders pertaining to such operation. Staff members shall set a proper example for others when operating City vehicles. Any City employee who drives a City vehicle regularly or occasionally in order to conduct City business, must promptly report loss or suspension of a driver's license to the Department Head.

The intent of this policy is to ensure appropriate use of City vehicles by municipal employees and to ensure a clear understanding thereof.

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- a. Conferences, schools, seminars and meetings: For purposes of this policy it is intended that training opportunities during the regular work shift ~~within a 40-mile distance of the work location~~ is considered an acceptable work-related activity in as much as the vehicle will be returned to the work site either during or shortly after the completion of the shift.
- b. Out-of-town and overnight conferences and schools: For travel which has a duration of more than one work day in length, or for travel beyond the 40-mile radius noted above, the employee is to utilize a non-fleet vehicle, the use for which will be compensated at the approved rate. Alternatively, upon prior approval of the City Administrator, the employee can receive the use of a vehicle previously determined as an excess vehicle by the City Council.
- c. Lunch hours and authorized breaks: For purposes of this policy when an employee is scheduled to work at a site other than their normal reporting location, and for Police Officers on duty, use of a City vehicle for travel within one mile of the City limits for the purpose of lunch and other authorized breaks shall not be considered personal use.
- d. Overnight use: It is the intent of this policy that all municipal vehicles will have returned to their designated work location by the end of the work shift unless prior written authorization has been received from the City Administrator.
- e.. Personal use: Personal use of City vehicles by City employees or elected officials is prohibited without the express written consent of the City Administrator or his/her designee.

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11.5 Telecommuting Policy

Telecommuting is a work arrangement where the employee works from home or another remote work site away from the primary traditional work place.

Purpose

Consideration for telecommuting arrangements may be made on a case by case basis and only in situations where the employee can demonstrate a benefit to the City. Telecommuting is not appropriate for all employees, it is not a City wide benefit or entitlement, in no way changes the terms and conditions of employment with the City and is not a substitute for dependent care.

Participation

Full-time employees, except those under collective bargaining agreements, may apply to participate. Employees must have successfully completed probation, received a satisfactory rating on their last performance evaluation and not had any disciplinary action taken against them during the past year. Seniority will not be a basis for selecting employees to participate in this program.

Application Process

The telecommuting application must be completed indicating how the telecommuting will benefit the City. All applications must be signed by the Department Head and then forwarded to Human Resources. The Department Head, Human Resources and the City Administrator will evaluate the application to determine whether or not the application will be approved or denied, at the sole discretion of the City Administrator. The Department Head will then meet with the employee regarding the determination.

Telecommuting Program

It is recommended that employees who telecommute do so for a maximum of two days per week, or on a short-term project basis. The telecommuter and the Department Head should agree upon a regular schedule of work hours and work location. Following the regular work schedule is necessary to ensure maximum accessibility. However, the employee must be willing and able to return to the primary work place at the request of the Department Head for any reason with minimal notice. An employee's salary, benefits and job responsibilities will not be affected by participating in telecommuting. Overtime must have prior approval. A remote work site is considered a City work space and the employee, therefore, continues to be governed by applicable City policies, procedures, or practices.

The employee is to be available for telephone, computer and/or fax communication with the City at the times as agreed by the signers on the application. The employee will respond to telephone calls at the telecommuting work location, and will respond to telephone messages left for the employee at the employee's City work location.

The Department Head and telecommuter must establish an agreed upon schedule where the telecommuter contacts the office to report progress.

The telecommuting projects must have measurable objectives. For example, writing a section of a manual, working on a special project, or preparing spreadsheets and financial analysis where being out of the "office environment" could lead to its accomplishment in a more timely manner.

Equipment

If an employee is approved for telecommuting and the project requires the use of a computer, printer or other computer equipment, the cost of the equipment, maintenance repair of the equipment, equipment insurance, electricity, and/or phone lines are the employee's responsibility.

The cost of installing and licensing software will be at the City's expense as long as a software license already exists for that particular user.

In the case where an employee owns a personal computer, the employee must provide a copy of the appropriate documents to verify that the software being used is legally licensed and receive virus-detection training from the IT Division. The City assumes no liability for loss, damage or wear of employee-owned equipment.

Telecommuters will take all precautions necessary to secure confidential and/or proprietary information and prevent unauthorized access into any City system.

Insurance

The employee will be covered by Worker's Compensation while working at the telecommuting work address during the hours of work as indicated on the Telecommuting Application. The city of Ramsey's liability is limited to injuries resulting directly from the work and only if the injury occurs in the designated work area. Any claims will be handled according to regular Workers Compensation procedures. If injured while telecommuting, the employee should follow the appropriate procedures for reporting the injury. Other family members or visitors to the telecommuting work address are not covered by the City's Worker's Compensation program. The city of Ramsey is not liable for any injuries to family members, visitors, or others in the employee's home. Employees should consider carrying insurance to cover these instances.

Telecommuters working at home will have a designated space maintained by the employee. With advance notice, the employer may visit the work site to ensure that safe work conditions exist. For projects involving extensive computer use, staff may request an ergonomics evaluation of the work area.

Expenses

The City will not reimburse the employee for any expenses the employee incurs to participate in telecommuting. This includes equipment, utilities, supplies and furniture. The City will provide a small and reasonable number of office supplies (such as pens, paper, post-it notes, and paper clips) for use by the telecommuter.

Travel time from the home to the workplace is not compensatory, even if the employee reports to the regular workplace on a day scheduled for telecommuting.

SECTION 12 Drug Free Workplace Policy

12.1 Drug Free Workplace Policy Statement

In accordance with the "Drug-Free Workplace Act of 1988", the city of Ramsey hereby notifies its employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, as defined by law, is prohibited at the time and in the course of any activities performed in conjunction with the employee's work-related responsibilities. It is important to note that not only is the use of illegal drugs unlawful, but also the illegal dispensing of legal (prescription) drugs.

As a condition of employment with the city of Ramsey, all employees will abide by the terms of this Drug-Free Workplace Policy and will notify the City Human Resources Manager in writing of any criminal drug arrest or conviction no later than five days after such arrest or conviction. Employees who violate this policy may be subject to disciplinary actions which may include suspension or immediate termination.

Employees who are convicted of a drug related violation in the workplace or while engaged in work-related responsibilities may be required to participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency. Appropriate personnel action shall be taken against such convicted employee up to and including termination of employment. The City reserves the right to terminate any employee who has been arrested for, pled guilty to, or convicted of any crime involving the operation of a motor vehicle under the influence of illegal drugs, alcohol, or other controlled substances. This includes all such crimes occurring outside of work hours and all such crimes involving the use of any vehicle owned or leased by the City, the employee's personal vehicle, or any other vehicle.

Employees are also encouraged to attend one of the drug-free awareness programs which may be offered periodically. Other parts of the drug-free program may include drug counseling and employee assistance programs in the future.

12.2 Drug and Alcohol Testing

General Policy: It is the policy of the City to provide a drug-free environment. The City's goal is to establish and maintain a healthy and efficient workforce free from the effects of drug and alcohol abuse in compliance with the requirements of the federal Drug-Free Workplace [Act of 1988](#) and other applicable [state and federal](#) law.

The City recognizes drug and alcohol abuse as potential health, safety and security problems. Employees needing help in dealing with drug and alcohol problems are encouraged to make use of the medical resources available through their health insurance plans.

Employees are required to report to work on time and in appropriate mental and physical condition for work. No employee shall be under the influence of any illegal drug, alcohol, or

other controlled substance while the employee is working, while the employee is on the employer's premises, representing the City away from the workplace during work hours, or operating the employer's vehicle, machinery or equipment, except to the extent authorized by a valid medical prescription.

Unless specifically authorized as part of the employee's work duties, no employee shall use, possess, manufacture, distribute, dispense, sell, or transfer drugs, alcohol, or drug paraphernalia while the employee is working, while the employee is on the employer's premises, representing the City away from the workplace during work hours, or operating the employer's vehicle, machinery or equipment, except to the extent authorized by a valid medical prescription. Off duty employees may use or possess alcohol on City premises such as parks and parking lots when said use and possession is not prohibited to members of the general public. The sale of alcohol which is part of an employee's job duty is an exception to this policy.

Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.

To assist employees in understanding the perils of drug and alcohol abuse, the City has established a Drug-Free Awareness Program. This drug and alcohol policy constitutes the City's drug free awareness program and fulfills the notification requirements of the federal Drug-Free Workplace Act of 1988. The City will use this program as an ongoing educational effort to prevent and eliminate drug and alcohol abuse that may affect the workplace. The program will inform employees of the dangers of drug and alcohol abuse, explain the City's Drug and Alcohol Policy and the sanctions imposed for its violation, and highlight any treatment, counseling, and rehabilitation referral services that may be available to employees in the City. Nothing set forth in this policy is intended to conflict with state or federal law, rules, or regulations.

As a condition of employment, each and every employee of the City must abide by the terms of this policy and must report in writing any instance of the employee's own conviction under a criminal drug statute. Any such conviction must be reported to the City Human Resources Manager within five (5) days after the conviction. Upon receipt of such notification, the City shall notify the appropriate federal agency of such conviction within the time period required by law.

An employee convicted of a criminal drug offense committed in the course of employment will be subject to appropriate disciplinary action and/or required to complete successfully an appropriate rehabilitation program at the employee's own expense unless provided to the employee through insurance coverage. The City, in its sole discretion, shall determine what disciplinary action is appropriate.

Drug and Alcohol Testing:

- (a) Purpose:** The purpose of this policy is to provide for the testing of employees and job applicants in conformance with the requirements of Minnesota State law.

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(b) Scope: This drug and alcohol testing policy applies to all employees of the City and to all job applicants who have received a conditional offer of employment by the City.

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(c) Application of Law: All drug and alcohol testing shall conform to the requirements of applicable state and federal law. To the extent that any provision of this policy conflicts with such law, the law is controlling.

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(d) Employees Subject to Federal Testing Requirements: Federal law imposes specific drug and alcohol testing requirements for employees holding certain types of driver's licenses or engaging in certain duties. All testing for such employees will comply with the federal requirements, which may be more strict, or different than, the procedures described in this policy. The City will also follow all federally required procedures regarding the results of such testing.

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Definitions: For purposes of the Policy, the following definitions will apply, unless such definitions are inconsistent with applicable law. In the event of such a conflict, the terms will be given the meaning imposed by law:

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- **Alcohol:** Ethyl alcohol.
- **Confirmatory Test and Confirmatory Retest:** A drug or alcohol test that uses a method of analysis authorized by Minnesota law for providing specific data as to the drugs, alcohol, or their metabolites detected in an initial screening test.
- **Conviction:** A finding of guilty (including a plea of guilty or "nolo contendere") or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of state or federal
- **Drug:** A controlled substance as defined in applicable law.
- **Drug and Alcohol Testing, Drug or Alcohol Testing, and Drug or Alcohol Test:** Analysis of a body component sample in a manner consistent with Minnesota law for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample tested.
- **Drug Paraphernalia:** An item or items described as drug paraphernalia in Minnesota State law.
- **Employee:** A person, independent contractor, or person working for an independent contractor who performs services for compensation, in whatever form, for the City. "Employee" shall also mean a volunteer who provides services to the City for no or nominal compensation.
- **Employer:** The city of Ramsey acting through its designees of the City Council.
- **Initial Screening Test:** A drug or alcohol test which uses a method of analysis authorized by Minnesota law, as being capable of providing data as to general classes of drugs, alcohol, or their metabolites.

- **Job Applicant:** A person, independent contractor, or person working for an independent contractor who applies to become an employee of the City, and includes a person who has received a job offer made contingent on the person passing drug or alcohol testing.
- **Premises:** All property and locations that the City owns, is operating, or has established a presence.
- **Positive Test Result:** A finding of the presence of drugs, alcohol, or their metabolites in the sample tested by a confirmatory test in levels at or above the threshold detection levels established by Minnesota law. An alcohol test will be considered positive if the testee has an alcohol concentration level of at least .02 or a lesser level if it is accompanied by an odor of an alcoholic beverage or signs of physical impairment.
- **Reasonable Suspicion:** A belief by the Human Resources Manager, ~~City Administrator, or other supervisory personnel trained in reasonable suspicion observation~~ that the appearance, behavior, speech or body odors of an employee are indicative of the use of a controlled substance or alcohol based on the observation of at least one supervisor or official who has received training in the identification of behaviors indicative of drug and alcohol use.
- **Safety – Sensitive Position:** A job, including any supervisory or management positions, in which an impairment caused by drug or alcohol usage would threaten the health or safety of any person.
- **Under the Influence:** Having the presence of a drug or alcohol at or above the level of a positive test result.

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Circumstances Under which Testing may Occur: Any employee or job applicant of the City may be tested under the following circumstances:

- 1) **Job Applicant:** A job applicant may be requested or required to undergo drug testing after a job offer has been conditionally made and before commencing employment in the position. Alcohol testing will not be a part of a post-offer pre-employment physical examination.
- 2) **Treatment Program Testing:** The City may test any employee referred by the City for chemical dependency treatment or evaluation at any time and without prior notice during the period of treatment or evaluation and for up to two (2) years following completion of any prescribed chemical dependency treatment or evaluation program in accordance with Minnesota State law.
- 3) **Reasonable Suspicion Testing:** No employee will be tested for drugs or alcohol under this provision without the person's consent. If, however, the City asks an employee to undergo a drug or alcohol test and the employee refuses, the employee may be subject to disciplinary action, up to and including immediate termination.

The City may request or require an employee to undergo drug or alcohol testing if the employer has a reasonable suspicion that the employee:

Is under the influence of drugs or alcohol; has violated the employer's written work rules prohibiting the use, possession, sale, or transfer of drugs or alcohol while the employee is working or while the employee is on the employer's premises or operating the employer's vehicle,

machinery, or equipment; has sustained or cause another person to sustain a work related personal injury; or has caused a work related accident or was operating or helping to operate machinery, equipment, or vehicle involved in a work related accident.

Random Testing and Testing without Prior Notice: Random testing may be given without prior notice during regularly scheduled work hours to those employees who are in "safety sensitive" positions including any supervisory or management positions in which an impairment caused by drug or alcohol use would threaten the health or safety of any person. Under the random selection process, there is an equal probability that an employee in a safety sensitive position subject to the selection mechanisms will be selected for testing. The City does not have discretion to waive the selection of any employee chosen on a random selection basis.

The City declares that all Fire Department positions (including but not limited to, union, non-union, supervisory and management positions) are hereby designated as "safety sensitive" positions.

The City declares that all Public Works Maintenance Division positions, (including but not limited to, union, non-union, supervisory and management positions) are hereby designated as "safety sensitive" positions.

Testing without prior notice may be conducted on employees who have been referred by the City for chemical dependency treatment or evaluation, or who are participating in a chemical dependency treatment program under an employee benefit plan, or who have participated in such a chemical dependency treatment program in the prior two years.

Criteria for Selecting Testing Laboratories: The City will only use the services of a testing laboratory that meets one or more of the criteria for drug testing or other such applicable criteria as established under Minnesota law, as amended.

Refusal to Undergo Testing:

- **Job Applicants:** Job applicants may refuse to undergo drug testing. However, if a job applicant refuses to undergo drug or alcohol testing requested or required by the employer, no such test shall be given, and the job applicant shall be deemed to have withdrawn the application for consideration for employment.
- **Employees:** Employees may refuse to undergo drug testing. However, if an employee refuses to undergo drug and alcohol testing carried out in conjunction with this Policy the employee may be subject to discipline including, but not limited to, immediate termination.

Tampering with the Urine or Blood Sample:

If an employee or job applicant tampers with his or her own urine or blood sample, or in any way deliberately causes a sample to be invalid, the employee may be subject to discipline including, but not limited to, immediate termination.

Confirmatory Testing. If a positive test is obtained, a second test will be performed on the same sample for confirmation before disciplinary action is initiated. If a sample which tests positive in

the initial test and is negative in the confirming test, the employee will be reported as negative. Employees whose samples test positive in both tests shall be reported positive. An employee has the right to have a confirmed positive sample retested at the same or another City approved laboratory at the employee's own expense (approved laboratories must be in compliance with the Clinical Laboratory Improvement Act.).

In addition, upon a positive test result, an employee may show that he or she is taking a prescription drug under the supervision of a physician, or a nonprescription drug in accordance with its directions, and the positive test result will be reevaluated in light of the drug and dosage used. If such a reevaluation shows that the positive result was caused by such use of prescription or nonprescription drugs, the result will be reported as negative.

Failure to Pass Drug and/or Alcohol Testing: Employees who test positive for drugs or alcohol on a confirmatory test or confirmatory retest may be subject to discipline. Employees may be given the opportunity to go through rehabilitation following a first positive test. All discipline pursuant to this policy will be consistent with applicable law, including but not limited to, Minnesota Statutes, section 181.953 (as amended).

If a job applicant for an affected position tests positive on a confirmatory test for drugs, any offer of employment will be withdrawn and the individual will not be considered for employment by the City. If a positive confirmatory test is caused by the lawful use of a drug prescribed for the job applicant or an over-the-counter substance consumed in accordance with instructions, the City will not withdraw a job offer. However, a job offer will be withdrawn if an applicant is not reasonably able to perform the assigned duties of the position.

Rights of Employee or Job Applicant:

An employee or job applicant who receives a positive test result on a Confirmatory Test has the right to receive a copy of the test result report and, within three (3) working days of notice of the original positive Confirmatory Test result, to submit information to the City in addition to any information already submitted to explain that result, or within five (5) working days to notify the City in writing of the employee's intention to obtain a Confirmatory Retest of the original sample at the employee's or job applicant's own expense.

If the Confirmatory Retest is conducted in accordance with rules established by the Commissioner of the Minnesota Department of Health by a qualified laboratory, and if it is not positive, the City shall reimburse the employee or job applicant for the actual cost of the Confirmatory Retest in an amount not to exceed \$100.00 and no adverse personnel action shall be taken against the employee or job applicant based on the original Confirmatory Test.

General Testing Procedures:

All testing will be performed by a licensed laboratory that certifies its compliance with the requirements of Minnesota State law. When the City decides to test for drug or alcohol use on any of the grounds enumerated in Section 4 the following procedures will apply:

Initial Screening Test: Acknowledgement. Before the Initial Screening Test, the employee or job applicant shall be informed of the City's testing policy and given a form on which the employee or job applicant can acknowledge being so informed.

If the Initial Screening Test produces a negative result, written notice of such result will be given to the individual who took the test within three (3) working days after the City receives the test result report. The employee or applicant will also be notified that they have the right to request and receive a copy of the test report.

The testing laboratory will perform a Confirmatory Test on all samples that produce a positive test result on the Initial Screening Test.

Confirmatory Test. If the Initial Screening Test produces a positive test result, a second test (known as the Confirmatory Test) will be conducted by the laboratory. If the Confirmatory Test is not positive, the City will send written notice of this fact to the employee or job applicant within three (3) working days after receiving the result.

If the Confirmatory Test produces a positive test result, the City will take the following four steps: (1) The City will send written notice of the positive test result within three working days after receiving it to the employee or job applicant. (2) The employee or job applicant will be informed of the right to receive a copy of the test result. (3) The employee or job applicant will be told of the right to explain the positive result by indicating any medication (prescription, signed for, or over-the-counter) that the individual is currently taking or has recently taken and other information relevant to the reliability of or explanation for a confirmatory positive test result. (4) The employee or job applicant will be informed of the right to request a Confirmatory Retest of the original sample at the employee's or job applicant's expense. The employee or job applicant has five working days in which to notify the City of this request in writing.

Confirmatory Retests: After an employee or job applicant chooses to request a Confirmatory Retest, the employee or job applicant has five (5) working days within which to notify the City of this request in writing. Within three (3) days of the receipt of such request, the City will notify the original testing laboratory that it is to conduct a Confirmatory Retest or transfer the sample to another certified laboratory for retesting. If the Confirmatory Retest does not confirm the original positive test result, no adverse personnel action will be taken by the City. If the Confirmatory Retest is positive, the City may withdraw its conditional offer of employment to a job applicant or terminate an employee if such employee chooses not to participate in a chemical dependency treatment or evaluation program.

Data Privacy:

Test result reports and other information acquired in the drug and alcohol testing process are private data on individuals as defined in Minnesota law, and may not be disclosed to another employer or to a third party individual, governmental agency, or private organization without the written consent of the employee or applicant tested, unless otherwise permitted by law or required by court order.

Other Misconduct:

Nothing in this Policy limits the right of the City to discipline or discharge an employee on grounds other than a positive test result in a Confirmatory Test. For example, possession, observed consumption of a controlled substance, the sale of a controlled substance on City premises, or conviction under any criminal drug statute for a violation occurring in the workplace, may by themselves, be grounds for discipline or discharge. Any City employee may be subject to discipline up to and including termination for violation of this Policy or any rules adopted by the City with respect to the manufacture, use, sale, or transfer of drugs and alcohol.

Administrative Responsibility:

The City Administrator, or his or her designees, shall be responsible for implementing this Policy. Each Department Head and supervisor shall be responsible for informing their employees of this Policy. Each employee of the City shall be notified of this Policy. Employees shall acknowledge, in writing, receipt of this Policy.

Collective Bargaining Unit Conflict:

Nothing set forth in this Drug Free Workplace Policy is intended to conflict or interfere with the terms of a collective bargaining agreement, if any, between the City and its employees.

Employee Assistance Program: The City contracts with an outside Employee Assistance Program (E.A.P.) to provide free, confidential assessment and referral services for any number of personal problems including drug and alcohol abuse and misuse. Employees are encouraged to use this service to obtain assistance for themselves or family members. To obtain more information, contact Human Resources.

SECTION 13 ACKNOWLEDGEMENT OF RECEIPT OF THE PERSONNEL POLICY

I acknowledge that I have received a copy of the city of Ramsey Personnel Policy. I understand that this document contains important information regarding the City's general personnel policies and my privileges and obligations as an employee. I will familiarize myself with the personnel policy and I understand that I am governed by its contents. I further understand that the personnel policy is not an employment contract and that the City may change, rescind or add to any policies, benefits, or practices at its sole discretion with or without prior notice.

Employee's Signature

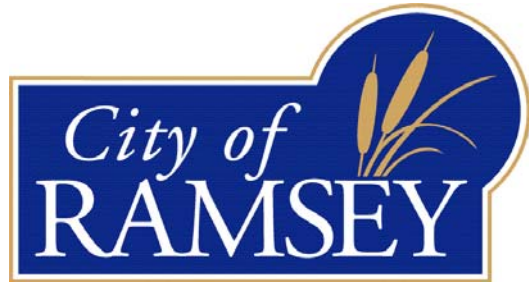
Date

Employee's Name (typed or printed)

Witness' Signature

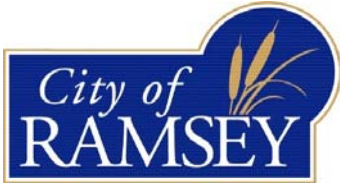
Date

Witness' Name (typed or printed)



PERSONNEL POLICY

Draft to be Adopted March 13, 2018



Dear City of Ramsey Employee:

The city of Ramsey is a vibrant, growing community that promotes excellence in everything we do and we are pleased to have you on our team.

As part of our team, you are expected to behave in a consistent manner with the City's mission and vision, core values, guiding principles, and this personnel policy.

This personnel policy was prepared to generally describe the terms, conditions, benefits, rights, and responsibilities of employment. The application of specific sections of this policy to any particular situation may depend on the specific facts or conduct at issue. Please become familiar with this personnel policy within ten (10) business days of your receipt of this policy. I hope you will find the policy informative and useful in making the most of the many opportunities available to you as a City employee.

After you have had an opportunity to familiarize yourself with the personnel policy, you must sign the last page of the policy, entitled "Acknowledgement of Receipt of the city of Ramsey Personnel Policy," and submit it to the Human Resources Office. Should you have questions regarding the personnel policy or any aspect of your employment relationship with the City, please feel free to contact me or your supervisor.

Sincerely,

A handwritten signature in cursive script that reads "Colleen Lasher".

Colleen Lasher
Human Resources Manager

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SECTION 1 INTRODUCTION

1.1 How to use this Personnel Policy

This personnel policy is provided as a reference and as a summary of the city of Ramsey's personnel policies, work rules, and benefits. It replaces, revokes, and supersedes any previous personnel policies, interpretations, or practices, and is only valid until amended or replaced by the City Council. Accordingly, you will find it to your advantage to read the entire personnel policy promptly so that you will have a complete understanding of the material covered.

The purpose of this personnel policy is to provide for a safe, orderly, and disciplined employment environment. This policy will promote knowledge of what is expected of personnel generally, which should result in a greater degree of self-assurance in all positions. In relationships between positions it should be each City employee's individual aim to build mutual respect and confidence which is essential to local government service.

Any local, state, or federal laws that impose stricter requirements or regulations shall be used in lieu of policies or procedures outlined in this personnel policy, whenever they apply.

Additional information or clarification as to each section of this personnel policy may be obtained from your supervisor, Department Head or the Human Resources Manager. The text of this policy, however takes precedence over and controls any inconsistent communication from any City employee or elected official.

This personnel policy summarizes the various policies and benefits currently provided by the city of Ramsey. Nothing contained in this personnel policy or in any other City document, and nothing said or done by a City employee, may be construed as an employment contract between the City and an employee, a guarantee of continued employment, or terms and conditions of employment. The City and the employee both have the right to terminate the employment relationship at any time. Except as modified by an individual contract or a collective bargaining agreement, all employment with the City is "at-will" employment.

The City reserves the right to modify, revoke, suspend, or change this personnel policy, in whole or in part, at any time, with or without notice, at the City Council's sole discretion.

1.2 Scope of Policy

This personnel policy generally applies to all City employees, including probationary employees, and elected officials. Certain provisions of this policy may be inapplicable to the following individuals:

- 1) Elected officials;
- 2) Appointed personnel; i.e. City Attorney;
- 3) Members of City boards, commissions, and committees;
- 4) Paid-on-call Firefighters and volunteer personnel;
- 5) Emergency employees who are employed for emergency work caused by natural disaster;

- 6) Temporary full-time and temporary part-time employees and those working less than 14 hours per week.

Any employee included in a collective bargaining agreement entered into in accordance with the Public Employment Labor Relations Act shall be exempt from any provision of this policy that is inconsistent with such agreement. Any employee within the jurisdiction of a personnel board or civil service commission established under Minnesota state law is exempt from any provision of this policy that is inconsistent with such statute or rules and regulations adopted hereunder. Nothing in this Section is intended to modify or supersede any provision of the Minnesota Veterans' Preference Act.

1.3 Employee Responsibility

It is the individual employee's responsibility to know and understand thoroughly the policies and subjects covered in this personnel policy. Updated material may be added periodically. Each employee is responsible for going over any new material added. Any questions about the material covered in this policy can be answered by the employee's supervisor, Department Head or Human Resources.

1.4 Data Practices Advisory:

In accordance with the Minnesota Government Data Practices Act, the City is required to inform employees of their rights as they pertain to any private information that the City collects from them. During the course of City employment, an employee will likely be asked to provide information which is classified by state law as either private or confidential. Private data is information which generally cannot be given to the public but can be given to the subject of the data. Confidential data is information which generally cannot be given to either the public or the subject of the data. Much of the data the City has about individual employees, however, is classified as public according to Minnesota Statutes, section 13.43, subdivisions 2 and 3. All public data is available for inspection and copying by members of the public, with or without the employee's consent.

Information about employees requested by the City may be used for the following purposes: (1) process payroll, including accounting for wages and fringe benefits and to justify any reimbursed expenses; (2) enroll in benefit programs and pension plans (3) evaluate the employee's job performance, eligibility and abilities; (4) distinguish the employee from other applicants and employees and identify the employee in the correct personnel file; (5) determine the employee's eligibility for employment or promotion, and make employment decisions about the employee's performance; (6) contact the employee or other significant persons in case of an emergency; (7) compile equal opportunity and affirmative action reports; (8) make decisions regarding the employee's eligibility for sick leave, family and medical leave, parenting leave, and other available leave; (9) make decisions regarding the employee's eligibility for workplace accommodations, including accommodations for disabilities; (10) comply with workers compensation requirements in the event of an injury; and (11) provide information during workplace investigations. Such information may also be used and disclosed for other purposes consistent with applicable law. The information provided by the employee may be used in performance evaluations, determinations

regarding merit pay, applications for different employment positions, and other matters which involve a review of the employee's personnel file and past performance.

Unless the employee is told otherwise, the employee is required to provide this information. If the employee refuses to supply the information, the employee may face disciplinary action. Any information which the employee is required to provide cannot be used against the employee in a criminal proceeding. Even if the employee is not required to provide information, it is generally to the employee's best interest to provide it. Without the requested information, the City may not be able to determine the employee's eligibility for employment opportunities, compute wages, or grant the employee other benefits. The employee's refusal to provide information during an employment investigation may also necessitate that the investigation be completed without his or her input.

Federal law permits government agencies to require individuals to provide their social security number for the administration of any tax. Please be aware that when an employee is asked to give his or her social security number on revenue forms, this collection is mandated by law. This information will be shared with the Minnesota Department of Revenue, the Internal Revenue Services, and security tax programs. In most other cases, the disclosure of an employee's social security number is voluntary.

Any information an employee is asked to provide may be shared with individuals within the City whose job duties reasonably require access, as well as individuals outside of the city whose duties require access, such as insurance vendors, consultants, attorneys, and retirement plan employees. Information may also be shared with other agencies authorized by law to receive specific data.

If litigation arises, the information may be provided in documents filed with the court which are available to any member of the public. If it is reasonably necessary to discuss the information at a City Council meeting, it will be available to members of the public. To the extent that some or all of the information is part of the basis for a final decision on disciplinary action, that information is available to any member of the public.

1.5 Equal Employment Opportunity Statement

This is to affirm the city of Ramsey's policy of providing Equal Opportunity to all employees and applicants for employment and complying with all applicable Equal Employment Opportunity/Affirmative Action laws, directives and regulations of Federal, State and Local governing bodies or agencies thereof. This policy extends to all applicants and employees and to all aspects of the employment relationship, including, but not limited to, recruiting, hiring, promotion, transfer, discipline, and compensation.

The city of Ramsey is an Equal Opportunity Employer. The City provides equal employment and advancement opportunity on the basis of merit within the context of its unique business environment and without regard to race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, familial status, status with regard to public assistance, or any other characteristic protected by state or federal law.

The city of Ramsey will take affirmative action to ensure that all employment practices are free of discrimination. Such employment practices include, but are not limited to the following; hiring,

upgrading, demotion, transfer, recruitment or recruitment advertising, selection, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

1.6 Unlawful Acts

No person shall knowingly make any false statement, certificate, mark, rating, or report in regard to any test, certificate, or appointment held or made under the City personnel system or in any manner commit or attempt to commit any fraud preventing the impartial execution of the provisions of this policy.

No person seeking employment to or promotion in the City service shall either directly or indirectly give, render, or pay any money, service, or other valuable consideration to any person, or on account of or in connection with the employee's test, appointment, or promotion, or proposed appointment or promotion.

No person shall be employed, promoted, demoted, or terminated by the City or in any way favored or discriminated against because of, race, creed, color, national origin, religion, sex, sexual orientation, marital status, familial status, age, status with regard to public assistance or disability, other characteristics protected by state or federal law, or because of actions taken with regards to the rights under provisions of the Public Employment Labor Relations Act. No person who is over 18 years of age shall be discriminated against with reference to City employment in any way forbidden by federal and state law.

1.7 Exceptions

No exception to any provision of this personnel policy may be made except by the City Administrator, the City Administrator's designee as noted in specific sections of this policy, or the City Council as required under the City's Charter. Such exceptions shall be made only on a case by case basis and only after the City Administrator or the City Council has adopted sufficient findings of fact showing the justification for the exception.

SECTION 2 DEFINITIONS

For purposes of these policies, the following definitions will apply:

Authorized Hours - The number of hours an employee was hired to work. Actual hours worked during any given pay period may be different than authorized hours, depending on workload demands or other factors, and upon approval of the employee's supervisor.

Benefits -Privileges granted to qualified employees in the form of paid leave and/or insurance coverage.

Benefit Earning Employees -Employees who are eligible for at least a pro-rated portion of some City provided benefits. Such employees must be year-round employees who work at least 20 hours per week on a regular basis.

Casual Employee – Temporary employees who periodically work “special projects” for the City such as the Pet Clinic, Elections and Happy Days. This classification includes, but may not be limited to, Rink Attendants, Snow Plow Drivers, and other employees working less than 14 hours per week.

Demotion -The movement of an employee from one job class to another within the City, where the maximum salary for the new position is lower than that of the employee's former position.

Department Head - Employees that are responsible for the efficient administration of their respective departments including substantial supervisory control of a permanent nature over other municipal employees. Department Heads shall initiate, with the approval of the City Administrator, whatever practices, functions, programs and procedures that are necessary to fulfill that responsibility. All Department Heads will report directly to the City Administrator. The City Administrator shall serve as the Department Head for the Administrative Services Department.

Direct Deposit -As permitted by state law, all City employees are required to participate in direct deposit.

Division Heads – Employees that are responsible for the efficient administration of their respective divisions, including substantial supervisory control of a permanent nature over other municipal employees. Division Heads shall initiate, with the approval of their Department Head, whatever practices, functions, programs and procedures that are necessary to fulfill that responsibility.

Eligible Sick Leave Severance Pay - Eligible sick leave severance shall be defined as a lump sum payment upon termination of employment based on thirty-three (33) percent of employee's unused, accumulated sick leave after five (5) years of continuous employment. After fifteen (15) years of continuous employment, the employee will instead receive thirty-five (35) percent of said employee's unused, accumulated sick leave. After twenty (20) years of continuous employment, the employee will instead receive thirty-seven (37) percent of unused accumulated sick leave. After twenty-five (25) years of continuous employment, the employee will instead receive forty (40) percent of said employee's unused, accumulated sick leave. If applicable, sick leave severance pay is subject to the

rules of the non-union post-employment healthcare savings plan. In order to obtain eligible sick leave severance pay, an employee must leave City employment in “good standing,” as provided in Policy 3.13.

Employee - An individual who has successfully completed all stages of the selection process including the training period.

Exempt Employee – Any employee excluded from overtime and compensatory time off provisions of the Minnesota and federal Fair Labor Standards Act (“FLSA”).

Non-Exempt Employee -- Employees who are covered by the federal or state Fair Labor Standards Act. Such employees are normally eligible for overtime pay or compensatory time off at 1.5 times their regular hourly wage for all hours worked over forty (40) in any given workweek.

FICA (Federal Insurance Contributions Act) - FICA is the federal requirement that a certain amount be automatically withheld from employees’ earnings. Specifically, FICA requires an employee contribute a percentage for Social Security and for Medicare. The City contributes a matching percentage on behalf of each employee. Certain employees are exempt or partially exempt from these withholdings (e.g., police officers).

Fiscal Year -The period from January 1 to December 31.

Full-time Employee - Employees who are required to work forty (40) or more hours per week year-round in an ongoing position. In accordance with federal health care reform laws and regulations, the City shall offer health insurance benefits to eligible employees and their dependents that work on average or are expected to work 30 or more hours per week or the equivalent of 130 hours or more per month. In order to comply with Health Care Reform law while avoiding penalties, part-time employees will be scheduled with business needs and in manner which ensures positions retain part-time status under which intended.

Hours of Operation - City Hall’s hours of operation are Monday through Friday, from 8:00 a.m. to 4:30 p.m.

Part-time Employee - Employees who are required to work less than forty (40) hours per week year-round in an ongoing position. In accordance with federal health care reform laws and regulations, the City shall offer health insurance benefits to eligible employees and their dependents that work on average or are expected to work 30 or more hours per week or the equivalent of 130 hours or more per month. In order to comply with Health Care Reform law while avoiding penalties, part-time employees will be scheduled with business needs and in manner which ensures positions retain part-time status under which intended.

PERA (Public Employees Retirement Association) - Statewide pension program in which all City employees meeting program requirements must participate in accordance with Minnesota law. The City and the employee each contribute to the employee’s retirement account.

Promotion - Movement of an employee from one job class to another within the City, where the maximum salary for the new position is higher than that of the employee’s former position.

Reclassify - Movement of a job from one classification to another classification because of a significant change in the position’s duties and responsibilities.

Seasonal Employee – Temporary Employees who work only part of the year (100 days or less) to conduct seasonal work. Seasonal employees may be assigned to work a full-time or part-time schedule. Seasonal employees do not earn benefits or credit for seniority.

Service Credit -Time worked for the City. An employee begins earning service credit on the first day worked for the City. Some forms of leave will create a break in service.

Supervisor – Any person having authority in the interests of the employer to perform or effectively recommend a majority of the following actions: hires, transfer, suspensions, promotions, discharges, discipline, reward, assignments and work direction, adjustment of grievances and performance evaluations.

Temporary Employee - Employees who work in temporary positions. Temporary jobs might have a defined start and end date or may be for the duration of a specific project. Temporary employees may be assigned to work a full-time or part-time schedule. Temporary employees do not earn benefits or credit for seniority.

Transfer – Movement of an employee from one City position to another of equivalent pay.

Work Week - The regular work week for City employees is forty hours, in addition to a lunch period, Monday through Friday, except as otherwise established by the City Administrator or designee in accordance with needs of the department.

SECTION 3 EMPLOYEE RECRUITMENT, SELECTION, EMPLOYMENT & TERMINATION

3.1 Scope

The City Administrator or a designee will manage the hiring process for positions within the City. While the hiring process may be coordinated by staff, the City Council is responsible for the final hiring decision and must approve all hires to City employment. All hires will be made according to merit and fitness related to the position being filled.

3.2 Features of the Recruitment System

The City Administrator or designee will determine if a vacancy will be filled through an open recruitment or by promotion, transfer or some other method. This determination will be made on a case-by-case basis. The majority of position vacancies will be filled through an open recruitment process. Position vacancies may be filled on an “acting” basis as needed.

Application for employment will generally be made on application forms provided by the City. Other materials in lieu of a formal application may be accepted in certain recruitment situations as determined by the City Administrator or designee. Supplemental questionnaires may be required in certain situations. All candidates must complete and submit the required application materials by the posted deadline, in order to be considered for the position. The deadline for application may be extended by the City Administrator. Unsolicited applications will not be kept on file.

3.3 Testing and Examinations

Applicant qualifications will be evaluated in one or more of the following ways: training and experience rating; written test; oral test or interview; performance or demonstrative test; physical agility test, or other appropriate job-related exam.

Internal recruitments will be open to any City employee who: (1) has successfully completed the initial training period; (2) meets the minimum qualifications for the vacant position; and (3) currently is and for the past year has been in good standing with the City.

The City Council or designee will establish minimum qualifications for each position with input from the appropriate supervisor. To be eligible to participate in the selection process a candidate must meet the minimum qualifications.

3.4 Pre-Employment Medical Exams

The City Administrator or designee may determine that a pre-employment medical examination, which may include a psychological evaluation, is necessary to determine fitness to perform the essential functions of any City position. Where a medical examination is

required, an offer of employment is contingent upon successful completion of the medical exam.

When a pre-employment medical exam is required, it will be required of all candidates who are finalists and/or who are offered employment for a given job class. Information obtained from the medical exam will be treated as confidential medical records.

When required, the medical exam will be conducted by a licensed physician designated by the City with the cost of the exam paid by the City. (Psychological/psychiatric exams will be conducted by a licensed psychologist or psychiatrist.) The physician will notify the City Administrator or designee that a candidate either is or isn't medically able to perform the essential functions of the job, with or without accommodations and whether the candidate passed a drug test, if applicable.

If the candidate requires accommodation to perform one or more of the essential functions of the job, the City Administrator or designee will confer with the physician and candidate regarding reasonable and acceptable accommodations.

If a candidate is rejected for employment based on the results of the medical exam, he/she will be notified of this determination, to the extent required by law.

3.5 Selection Process

The selection process will be a cooperative effort between the City Administrator or designee and the hiring supervisor, subject to final hiring approval of the City Council. Any, all or none of the candidates may be interviewed.

The City has the right to make the final hiring decision based on qualifications, abilities, experience and city of Ramsey needs.

3.6 Background Checks

All finalists for employment with the City will be subject to a background check to confirm information submitted as part of application materials and to assist in determining the candidate's suitability for the position. Except where already defined by state law, the City Administrator will determine the level of background check to be conducted based on the position being filled.

3.7 Criminal Background Investigations

Authority

State law authorizes city police departments to conduct criminal history background investigations on applicants for City positions using Minnesota Computerized Criminal History data.

Applications

This section applies only to applicants who are finalists for regular, temporary, seasonal, casual, and volunteer status positions. Before a finalist is eligible to receive a conditional job offer or

begin employment with the City, and to the extent permitted by law, the applicant must authorize the Police Department, in writing, to undertake a criminal history background investigation and to release the information to the City Council, City administrator and/or other City staff as appropriate.

Rejection of Applications

Except in the case of exceptions set forth in Minnesota state law, as may be amended from time to time, if the City rejects an application for employment due partly or solely to the applicant's prior conviction of a crime which relates directly to the position sought, the City's Human Resources Manager will notify the applicant in writing of the following:

- 1) The Grounds and reasons for denial;
- 2) The applicant complaint and grievance procedure set forth in Minnesota State law, as may be amended from time to time;
- 3) The earliest date the applicant may reapply for employment or a volunteer position; and
- 4) That all competent evidence of rehabilitation will be considered upon re-application.

Only public conviction information related directly to the position sought will be considered in denying employment. In situations where identity is questioned, fingerprint verifications will be allowed, to the extent permitted by law. The City reserves the right to consider the applicant's criminal history, including any and all evidence of rehabilitation, when evaluating him or her for employment with the City, to the maximum extent permitted by law.

3.8 *Reclassification and New Position / Vacant Position*

Reclassification

When a position's duties and responsibilities change (increase or decrease), the position is considered a reclassification and may be automatically filled by the incumbent of the original position; contingent upon the incumbent's ability to meet the position's minimum requirements and necessary knowledge, skills, and abilities, at the City's discretion.

New Position

If the City creates a new position to meet its public service needs the position will be filled according to the City Administrator's direction.

3.9 *Nepotism*

The potential for conflicts of interest are increased when personnel who are related are employed by the same employer; and real or implied conflicts of interest can result in distrust and a general lack of harmony among other employees.

Whenever possible, and with due regard for job-relevant qualifications, merit, and fitness, the employer shall avoid the appointment of any person related to an appointed officer or regular full-time or regular part-time employee of the City. Appointments or assignments of persons related to an employee in the same department in which the employee works is prohibited.

This provision does not apply to marital status or familial status, as protected under the Minnesota Human Rights Act. Employment of the spouse of an elected or appointed officer or employee is not prohibited; however, appointment or assignment of an employee's spouse in the same department in which the employee works is prohibited, if the appointment or assignment would result in an employee directly supervising or influencing the recruitment, employment, salary, fees, or performance review of the employee's spouse.

Appointment to a position with the City shall not be construed as an employment contract between the city of Ramsey and an employee. All employees whose positions are covered by this policy are appointed by - and serve - at the sole discretion of the employer.

3.10 Probation

Subject to the provisions of an applicable collective bargaining agreement, every original appointment and every promotional appointment, is subject to a probationary period of six (6) months, except for patrol officers, paid-on-call firefighters, and Department Heads who have a one-year probationary period. During the probationary period a probationary employee may be terminated at the sole discretion of the City. If terminated during the probationary period, the employee shall be notified in writing of the termination and shall have no right to appeal the termination.

Employees may use sick and vacation leave during their probationary period at the discretion of the Department Head.

At the sole discretion of the City Administrator, an employee's probationary period may be extended for 90 calendar days. Completion of the probationary period or any extended probationary period is not, and cannot be construed as, a promise of continued employment or otherwise altering the at-will nature of employment.

3.11 Supplemental Employment

No city of Ramsey patrol officer shall work as a police officer or keeper of the peace directly for any establishment in the City or at any special private functions within the City. Officers needed at special functions shall work as city of Ramsey employees and shall be paid directly by the City. The City, in return, will bill the person or entity requesting the officers' presence at the function from which payment the City will reimburse itself for the officers' services.

3.12 Performance Evaluations

Performance evaluations are used to assess employee performance in terms of specific job requirements and provide measures for setting up training and development programs for improvement and opening communication channels. On the anniversary date of an employee's current position, or in January if so determined by the Human Resources Manager, as well as when an employee is completing their probationary period, a formal performance evaluation may be completed. If a formal performance evaluation is completed, it will be reviewed with the employee.

For Department Heads, the City Administrator will make note of any City Council feedback regarding Department Head performance and summarize the Council's comments when writing the Department Head's performance evaluation. The City Administrator will review the performance evaluation with the Department Head. The Department Head will have the opportunity to discuss the performance evaluation with the City Council at a closed City Council meeting if he/she so chooses.

The City will consider each employee's performance evaluation when considering salary increases or potential promotional opportunities. As a general rule, an employee who receives an overall rating of "Needs Improvement" or "Poor" will not be eligible for promotional opportunities, salary increases, except for any "cost of living" adjustment made by the City. Further, an employee who receives an overall rating of "Needs Improvement" or "Poor" must follow a performance improvement plan to bring performance to an acceptable level. If performance is not brought to an acceptable level as described in the performance improvement plan, discipline may be imposed, up to and including termination. Conducting, or the results of, performance evaluations does not alter the at-will nature of employment.

3.13 Resignations

As at-will employees, all City employees may resign at any time, for any reason. In order to be considered "in good standing" at the time of resignation, an employee must file with employee's Department Head, at least 14 days before leaving, a written resignation stating the effective date of the resignation. Department Heads wishing to resign "in good standing" should give the City as much advance notice as possible, but must provide at least 30 days' notice. Failure to comply with this 14 day or 30 day notice procedure may be considered cause for denying the employee future employment by the City and denying termination benefits. Unauthorized absence from work for a period of three working days may be considered by the Department Head as a resignation "not in good standing" and without benefits.

3.14 Lay-offs

After at least two weeks' notice to the employee, the City Administrator may lay off any employee when such action is necessary because of shortage of work or funds, the abolition of a position, or changes in organization.

SECTION 4 BENEFITS

4.1 *Group Insurance*

To be eligible for group health, dental, or life insurance benefits with the city of Ramsey employees must be a regular employee scheduled to work at least 30 hours per week. The City provides a contribution to health insurance, single dental insurance and basic life insurance for full-time employees as approved by the City Council annually. Members of the City Council are eligible for group health insurance in the City's group health insurance plan without affecting Councilmembers' total compensation from the City. The City will continue to provide basic life insurance for employees participating in PERA's Phased Retirement program as permitted by the carrier.

In accordance with federal health care reform laws and regulations, the City shall offer health insurance benefits to eligible employees and their dependents that work on average or are expected to work 30 or more hours per week or the equivalent of 130 hours or more per month. In order to comply with Health Care Reform law while avoiding penalties, part-time employees will be scheduled with business needs and in manner which ensures positions retain part-time status under which intended

4.2 *Long Term Disability ("LTD")*

Mandatory LTD - Long term disability is a mandatory, employee-paid benefit provided to sworn police personnel and other full-time, non-union employees.

Voluntary LTD - Long term disability is available to other employee groups as a voluntary employee-paid benefit.

The terms of the long term disability coverage, including the formula used to calculate the benefit and the waiting period before an employee may receive long term disability benefits will be established by the City.

4.3 *Public Employment Retirement Association ("PERA")*

Almost all city employees in the State of Minnesota are covered by a public pension system known as the PERA. Both the City and employees contribute to PERA. For specific information regarding annual contribution rates, contact Human Resources. Vesting time varies depending on membership eligibility date and the pension is portable among public employers throughout the state. Being vested means qualifying for benefits at the minimum allowable age.

In normal situations, employees and employers both contribute a percentage of the employee's eligible gross salary to PERA. However, Minnesota law provides that some income received by an employee are not eligible for PERA contributions. Employees should contact Human Resources with specific questions regarding PERA contributions.

The City offers PERA's Phased Retirement Option on a case-by-case basis after approval by the HR Manager, Department Head and the City Administrator, as deemed beneficial to the City in

meeting the goals of the strategic plan. The agreement can be terminated at any time. Employees interested in this option should see Human Resources for more information.

4.4 Employee Savings Plans

All employees eligible to enroll in PERA are also eligible to place a portion of their earnings in 457 savings plans; pre-tax and/or post tax programs.

Please contact Human Resources regarding maximum annual contribution amounts and for any other specific information regarding these plans.

4.5 Flexible Spending Account

Employees can establish flexible spending accounts and have pre-tax deductions made from their payroll checks to pay for eligible childcare and eligible medical expenses. The law limits the maximum contributions that employees can make to their flexible spending account and the specific expenses that can be paid out of such accounts. Employees should contact Human Resources for additional details.

4.6 Retiree Benefits

Minnesota law provides for continuation of health and dental coverage to certain former employees who are receiving a disability benefit or an annuity from PERA, or who have met PERA age and service requirements. Former employees are responsible for paying the entire premium. Failure to do so will result in termination of coverage. Employees should contact Human Resources for additional details.

4.7 COBRA

Employees participating in the City's group health insurance plan who terminate employment with the City or experience another event which triggers their legal entitlement to insurance continuation will receive a notice of their right to elect continued insurance coverage consistent with state and federal law, including, but not limited to, the Consolidated Budget Omnibus Reconciliation Act of 1985 ("COBRA") (as amended). The notice will be provided in accordance with such laws and employees must comply with those laws if they wish to continue coverage after separating from the City's employment, including, but not limited to, paying the entire premium for the duration of the continuation coverage. Employees should contact Human Resources for additional details.

4.8 Non-union Post-employment Healthcare Savings Plan (PEHCSP)

The PEHCSP is an employer-sponsored program that allows employees to invest in a tax-preferred medical savings account while employed by a Minnesota public employer.

All non-union employees hired after January 1, 1984 will participate in the post-employment healthcare savings plan, as follows:

PERA COORDINATED MEMBERS

- **WAGES:** Contribute 2% after 5 years of service (starting with the 6th year of service) and greater to the PEHCSP
- **MAXED OUT SICK LEAVE:** Contribute unused sick leave hours that would normally convert to vacation time (all hours greater than 960 at a conversion rate of 2 to 1) to the PEHCSP.
- **VACATION:** Upon separation of employment/contribute unused accrued vacation time, as follows:
 - 50% after 5 years of service through 10 years of service and then
 - 75% with 11 years of service through 15 years of service and then
 - 100% after 16 years of service and greater shall be contributed to the PEHCSP
- **SICK LEAVE:** Upon separation of employment/contribute unused eligible accrued sick time, as follows: 100% of eligible unused accrued sick leave after 5 years of service and greater

PERA POLICE & FIRE MEMBERS

- **WAGES:** Contribute 1% for all employees until 5 years prior to normal retirement age (55), at which time ongoing contributions will be 4% of salary.
- **MAXED OUT SICK LEAVE:** Contribute all unused sick leave hours that would normally convert to vacation time (all hours greater than 960 at a conversion rate of 2 to 1) to the PEHCSP.
- **VACATION** Upon separation of employment/contribute unused accrued vacation time, as follows: 100% -- Regardless of years of service
- **SICK LEAVE:** Upon separation of employment/contribute unused eligible sick leave, as follows: 100% of eligible unused accrued sick leave -- regardless of years of service.

Eligible sick leave severance shall be defined as a lump sum payment upon termination of employment, contributed to the PEHCSP, based on thirty-three (33) percent of employee's unused, accumulated sick leave after five (5) years of continuous employment. After fifteen (15) years of continuous employment, the employee will instead receive thirty-five (35) percent of said employee's unused, accumulated sick leave. After twenty (20) years of continuous employment, the employee will instead receive thirty-seven (37) percent of unused accumulated sick leave. After twenty-five (25) years of continuous employment, the employee will instead receive forty (40) percent of said employee's unused, accumulated sick leave. In order to obtain eligible sick leave severance pay, an employee must leave City employment in "good standing," as provided in Policy 3.13.

4.9 Employee Assistance Program

The City offers an employee assistance program (EAP) at no cost to assist employees and their families with a variety of services from mental health and substance abuse counseling to child care resources. The EAP will provide confidential counseling services by highly trained clinicians or suggest other professional resources that may be useful to employees and their families.

SECTION 5 CLASSIFICATION AND COMPENSATION

5.1 General

Employees of the City shall be compensated according to the schedule established by the City Council. Any wage, salary, or other monetary benefit so established is the total remuneration for employment which may be allowed for the conduct of official business. Unless approved by the City Administrator, no employee shall receive pay from the city in addition to the salary authorized for the position or positions to which the employee has been appointed, or for hours beyond the normal work week without prior approval by the City Administrator or designee.

Non-exempt employees who work for a period less than the regularly scheduled work-week will earn wages based on the actual number of hours worked. Regular part-time employees are eligible to earn vacation and sick leave in proportion to that earned by regular full-time employees based on the number of hours worked. Holidays are earned in proportion to those earned by regular full-time employees and are based on work hours budgeted on January 1. Vacation and sick leave, and holidays count toward total budgeted work hours for the year. Temporary employees are not eligible for vacation or sick leave, holiday pay, or health or life insurance.

Employees shall be paid biweekly via mandatory direct deposit. When a pay day falls on a holiday, employees shall receive their pay on the preceding work day.

No employee shall be permitted to receive from any third party payment for services and labor performed while such employee is working regular hours or while working additional overtime hours for the City, unless approved in advance by the City Administrator and subject to a written agreement with the third party--such as with Anoka County.

5.2 Classification Plan / Position Descriptions

The City will establish and maintain a position classification plan for all positions in accordance with federal and state laws. The Human Resources Manager, under the direction of the City Administrator, and in conjunction with Department Heads, shall be responsible for establishing, periodically revising, and maintaining current position descriptions. The position description shall state the essential duties, responsibilities and qualification requirements which distinguish a given position from other positions. The position description shall describe the typical types of work which may be assigned to a particular position but shall not be construed to restrict the assignment of other duties related to the position. Supervisors may direct their subordinates to perform tasks not expressly identified in the position description, as they see fit.

Purpose

The purpose of the classification plan / position description is to:

- a. Establish reasonable compensation relationships between job classifications.
- b. Establish qualification standards for recruitment and testing purposes.
- c. Provide the appointing authority with means for analyzing work distribution, areas of responsibility, lines of authority, and other relationships between positions.
- d. Assist the appointing authority in determining budget requirements.
- e. Provide the basis for developing standards of work performance.

- f. Indicate training needs.
- g. Provide uniform titles to positions.

Class

A class shall be comprised of one or more positions that are substantially similar with respect to the type, difficulty, and responsibility of work performed.

Administration of the Classification Plan / Position Descriptions

The classification plan shall be established and maintained through recommendation of the Department Head and the Human Resources Manager to the City Administrator. The City Administrator may establish a new class, create a new position within a class or reclassify a position upon approval by the City Council.

When a new position is proposed by a Department Head or the Human Resources Manager, a request for the position along with a description of the duties and responsibilities of the position shall be submitted to the City Administrator. The position shall be analyzed and evaluated based on the duties and responsibilities without regard to the personal characteristics, abilities or qualifications of the incumbent. The final approval of the classification shall be by the City Council.

5.3 Reclassification

When the duties and responsibilities of a position change, the Department Head may initiate a request for a change in classification. This request must be submitted in writing to the Human Resources Manager accompanied by a proposed updated position description prepared by the Department Head. The Human Resources Manager shall submit the request to the City Administrator for review and approval or denial, at his or her discretion. If the City Administrator denies a request for reclassification, no similar request may be submitted for one year. The Human Resources Manager, acting under the direction of the City Administrator, may also review the classification of existing positions from time-to-time, regardless of whether a Department Head proposed reclassification within the preceding year.

Factors that could lead to conducting an analysis of existing positions include, but are not limited to, the following:

- a. Change in the existing organizational or reporting relationship.
- b. Significant additions, reductions or changes in the essential functions for which the position is accountable which affect the level of skill, knowledge, responsibility or working conditions of the position.
- c. Change in the supervisory functions assigned to the position.
- d. Change in the qualifications required of the position.

5.4 Compensation Plan

The compensating plan shall be reviewed annually by the City Administrator and presented to the City Council as part of the annual budget process. The City Administrator may modify any or all of the pay ranges or grades as set forth in the plan at any time, at his or her discretion, subject to approval by the City Council. The City Administrator may also set effective dates for the pay plan. All pay ranges shall be construed as policy declarations and not binding, permanent contractual obligations between the City and its employees. Any amendment to the pay plan shall be based on changes in the responsibility or the duties of the position, recruiting experience, rates of pay and benefits in the public and private sector, the City's financial status, general economic conditions, federal or state law, including the Minnesota Pay Equity law, or other pertinent factors warranting such action.

In addition, from time to time the position and pay classification plan may be amended by City Council resolution upon receipt of a recommendation from the City Administrator. In making such recommendations, the City Administrator shall consider the following factors:

- a. Maintenance of equitable relationship between classes, based on their relative duties and responsibilities.
- b. Indicators, from the appropriate labor market, for comparable work under similar conditions.
- c. Current recruitment and retention experience.
- d. Comparable worth for all positions within the organization.
- e. Ability of the city of Ramsey to fund the position.

Content of Pay Plan

The pay plan presented to the City Council for its consideration shall consist of the minimum and maximum rate of pay for each position in the organization. Each position shall be assigned to a pay class and all positions in the pay class shall be compensated according to the established pay range. A pay range will be assigned to each class according to the responsibilities of the position, the duties and pay for other positions, prevailing rates of pay for comparable positions in public and private employment in the area, fringe benefits received by employees, the financial policy of the City, federal and state statutes and other pertinent economic factors.

Pay Plan Administration

The City Administrator shall be responsible for administering the Pay Plan according to this section.

Beginning Salary Rate – The beginning rate for a new employee will be the minimum rate in the established class for his or her position classification. The Employer, at its sole discretion, may approve a pay rate above the minimum rate to:

- a. Mitigate recruiting obstacles.
- b. Hire a person with superior qualifications.
- c. Correct salary inequities.
- d. Give credit for prior service.

Method of Progression

After appointment or promotion and pending satisfactory performance, an employee shall be eligible for advancement through his/her respective salary range as specified in the collective bargaining agreement or as authorized by the City Council.

Market Adjustment Pay–

Occasionally positions within the City may fall behind in pay with regard to the market value. When this becomes apparent, the Human Resources Manager may, in his or her sole discretion, make a recommendation for the appropriate salary adjustment to the City Administrator. Upon approval by the City Administrator, the employee in said position will receive a salary range adjustment. The employee will retain her or his original anniversary date for the purposes of step increases and performance evaluations. Any increases that result in more than a five percent increase shall be submitted to the City Council for approval or denial.

Extra Duty Pay / Interim Pay

The City Administrator shall have the authority to grant short-term extra duty pay. Any extra duties that qualify for extra duty pay would be responsibilities that fall well outside of the respective employee's job description and would have a defined end date, but would not exceed six months. Typically, extra duty pay would be tied to a special project or event. At the City's discretion, extra duty pay may be paid via a payroll stipend. Interim pay would include, for example, filling in for a vacancy, FMLA or leave absence. Interim pay shall not exceed 10% over the current base salary. The City Administrator's approval of extra duty pay or interim pay is subject to available funding within the budget.

Overtime Compensation for Exempt Employees who also Work in a Non-Exempt Position Within the City

Federal law allows exempt City employees working two or more positions with the City to agree, in advance, to receive overtime compensation for the secondary position if it is non-exempt, subject to certain restrictions and limitations. Exempt employees holding two or more positions within the City at least one of which is non-exempt, should consult with Human Resources regarding the possibility of overtime. No overtime will be paid pursuant to this provision without prior written approval from Human Resources.

Overtime pursuant to this section will be paid for hours worked in a secondary position only if the employee worked at least 40 hours at the primary position during the normal workweek. Sick and vacation leave, holidays and compensatory time off count as time worked as per the Personnel Policy.

5.5 Payroll Deductions

Certain deductions from earnings, such as federal and state income taxes and social security taxes, are required by law. These deductions will be identified on the direct deposit vouchers. The amount of these required deductions may change since they are affected by changes in the amount earned, and in the case of income tax, they are affected by changes in the number of dependents claimed. Monies earned during a two (2) week pay period, cannot be divided into two payroll checks. Employees should contact Human Resources with any specific questions.

5.6 Meal Periods and Breaks

When working under conditions where a break period is practicable, all hourly employees are entitled to two (2) 15 minute breaks with pay per eight (8) hour shift at times designated by the

supervisor. Most employees also receive a thirty (30) minute unpaid meal period during each eight hour work day.

5.7 Overtime Compensation/Compensatory Time Off

Non-exempt, non-union employees will be paid overtime compensation for all hours worked in excess of forty (40) hours per work week at a rate of one and one-half times the regular rate of pay. Paid holidays, vacation leave, compensatory time off, and sick leave are considered time worked for the purposes of calculating overtime hours. No employee will be permitted to work overtime without the prior approval of the applicable Department Head.

Overtime pay will not be paid for time not worked. Exempt employees, as defined by the Fair Labor Standards Act, are not entitled to overtime pay.

Non-exempt, non-union employees will be allowed to take compensatory time off in lieu of receiving over time compensation. Compensatory time off is computed at a rate of one and one-half times the hours worked in excess of the forty (40) hour work week. Accrued compensatory time off shall not exceed 120 hours at any time. Once an employee has accrued 120 hours of compensatory time off, compensation for additional hours worked must be paid in cash, rather than accrued as compensatory time off.

The City reserves the right to payout any compensatory time off hours in excess of 80 hours, as it deems necessary.

The City allows employees to cash out up to a maximum 40 hours of compensatory time off annually; to be paid out up to twice annually, January 1 through January 15, and November 1 through November 15 of each year, to total a maximum payout of 40 hours of compensatory time off. Note: upon terminating employment with the City, all compensatory time off will be paid out at 100% of the accrued balance.

For the purposes of calculating overtime, an employee using paid holidays, vacation leave, sick leave, or compensatory time off is considered to be working.

Accrued compensatory time off may be used with prior approval from the employee's Department Head. Upon an employee's separation from the City, there will be a pay-out of accrued and unused compensatory time off at the then current hourly rate of pay.

For the purposes of computing overtime compensation and compensatory time, overtime hours worked shall not be pyramided, compounded, or paid twice for the same hours worked.

5.8 Severance Pay

Severance pay is available to employees who have at least five (5) years of continuous service with the City and resign "in good standing". Employees who are discharged are not "in good standing" and may not receive severance pay pursuant to this policy.

Qualifying employees who resign "in good standing" shall receive a lump sum payment upon termination of employment with the city of Ramsey based on thirty-three (33) percent of

employee's unused, accumulated sick leave after five (5) years of continuous employment. After fifteen (15) years of continuous employment, the employee will instead receive thirty-five (35) percent of said employee's unused, accumulated sick leave. After twenty (20) years of continuous employment, the employee will instead receive thirty-seven (37) percent of unused accumulated sick leave. After twenty-five (25) years of continuous employment, the employee will instead receive forty (40) percent of said employee's unused, accumulated sick leave. Eligible severance pay will be applied per the applicable PEHCSP agreement as provided in Policy 4.8.

Receipt of severance pay terminates all seniority rights and ends all city of Ramsey liability with regard to other benefits, except as otherwise provided by law and any applicable collective bargaining agreement.

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SECTION 6 LEAVE

6.1 Vacation Leave

The city of Ramsey provides eligible employees vacation benefits to promote rest and relaxation away from work. Requests for scheduled vacation should be made to the Supervisor/Department Head by January 31 of each year. When considering whether to grant conflicting vacation requests submitted during January of each year, seniority by department will prevail; thereafter, vacation leave shall be initiated on forms submitted to the Department Head at least two weeks prior to requested vacation time off. Exceptions to this policy are granted on a very limited basis. To assure efficient functioning of the City, it is necessary to limit the number of employees on vacation at the same time.

An employee's banked vacation leave must be within two times the yearly accrual by December 31st, unless approved by the City Administrator. Once an employee has banked the maximum amount of vacation hours allowed, all additional hours accrued are forfeited. Employees are responsible for monitoring their own balances. Additional pay in lieu of vacation is not permitted.

For the purposes of accumulating additional vacation leave, an employee using earned vacation leave, sick leave, compensatory time off, or paid holidays is considered to be working.

At the discretion of the Department Head, an employee may use accrued vacation leave during the probationary period. An employee who separates from the City "in good standing," as that term is defined in Section 4.11 of this policy, shall be compensated for vacation accrued and unused through the last date of employment, per section 4.8 non-union post-employment healthcare savings plan.

New employees will begin employment with a vacation balance of zero, followed by vacation accruals based on one of the following vacation accrual schedules. However, at the discretion of City Administrator, a one-time vacation credit may be negotiated and in order to:

- a. Mitigate recruiting obstacles.
- b. Hire a person with superior qualifications.
- c. Give credit for prior service.

The bi-weekly accrual rate will not be accelerated due to any upfront vacation credits.

Vacation Accrual Schedules

Department Head Vacation Accrual Schedule		
Effective Date	Bi-weekly Accrual Rate	Vacation Days/Year
Start date	4.62 hours/pay period	15 days
6 th Anniversary	5.54 hours/pay period	18 days
7 th Anniversary	6.15 hours/pay period	20 days
12 th Anniversary	6.46 hours/pay period	21 days
16 th Anniversary	6.77 hours/pay period	22 days
17 th Anniversary	7.08 hours/pay period	23 days
18 th Anniversary	7.38 hours/pay period	24 days
19 th Anniversary	7.69 hours/pay period	25 days

Full-Time, Management Vacation Accrual Schedule		
Effective Date	Bi-weekly Accrual Rate	Vacation Days/Year
Start date	4.62 hours/pay period	15 days
6 th Anniversary	5.54 hours/pay period	18 days
8 th Anniversary	5.85 hours/pay period	19 days
10 th Anniversary	6.15 hours/pay period	20 days
12 th Anniversary	6.46 hours/pay period	21 days
16 th Anniversary	6.77 hours/pay period	22 days
17 th Anniversary	7.08 hours/pay period	23 days
18 th Anniversary	7.38 hours/pay period	24 days
19 th Anniversary	7.69 hours/pay period	25 days

Full-Time, Non-Union Vacation Accrual Schedule		
Effective Date	Bi-weekly Accrual Rate	Vacation Days/Year
Start date	3.08 hours/pay period	10 days
6 th Anniversary	4.62 hours/pay period	15 days
12 th Anniversary	6.15 hours/pay period	20 days
16 th Anniversary	6.46 hours/pay period	21 days
17 th Anniversary	6.77 hours/pay period	22 days
18 th Anniversary	7.08 hours/pay period	23 days
19 th Anniversary	7.38 hours/pay period	24 days
20 th Anniversary	7.69 hours/pay period	25 days

Regular part-time employees are eligible to earn vacation leave in proportion to that earned by regular full-time employees based on the number of hours worked. Vacation leave will count toward total budgeted work hours for the year.

6.2 Sick Leave

Sick leave may be authorized when an employee is unable to perform work duties due to illness, disability, the necessity for medical, dental, or chiropractic care, childbirth, or exposure to contagious disease where such exposure may endanger the health of others with whom the employee would come in contact in the course of performing work duties. Sick leave may also be authorized to care for the employee's absences due to an illness of or injury to the employee's child, adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent or for any purpose authorized by law, including, but not limited to, Minnesota Statutes, section 181.9413 (as amended). For additional information as to when sick leave may be utilized, employees should contact Human Resources

To be eligible for sick leave with pay, an employee shall:

- a. Report as soon as possible to the employee's immediate supervisor the need to be absent and identify if the absence is due to the employee's illness or the employee's immediate family, as listed above;
- b. Keep the employee's immediate supervisor informed of such employee's need for continued absence;
- c. For any absence that exceeds three days, upon request by the City Administrator, submit a medical certificate before the employee will be allowed to return to work.

Using or claiming sick leave for a purpose not authorized may be cause for disciplinary action. For the purpose of accumulating additional sick leave, an employee using earned vacation leave, sick leave, compensatory time off, or paid holidays is considered to be working. At the discretion of the Department Head, an employee may use accrued sick leave during the probationary period. After the end of the probationary period, an employee is entitled to use sick leave accrued from the start of the probationary period.

Sick Leave Accrual

Every probationary and regular employee is entitled to earn sick leave with pay at the rate of 1 day (based on an 8-hour day) for each calendar month of full-time service or major fraction thereof. Sick leave may be accrued to 120 days (960 hours); unused sick leave in excess of 120 days (960 hours) at the end of a calendar year (December 31st) shall be converted to vacation at a rate of one hour of vacation for each two hours of sick leave, subject to the maximum amount of accrued vacation leave provided in this policy. All hours in excess of 960, as defined in section 4.8 non-union post-employment healthcare savings plan, will be applied per the applicable agreement.

Regular part-time employees are eligible to earn sick leave in proportion to that earned by regular full-time employees based on the number of hours worked. Sick leave will count toward total budgeted work hours for the year.

Sick Leave for Wellness (Non-union and AFSCME Employees Only)

Use of Sick Leave for Wellness Activities: Employees who have been employed with the

city of Ramsey for at least five (5) years and who have accrued a minimum sick leave balance of 300 hours will be allowed to use up to 24 hours of sick leave annually for cash payment for approved wellness activities, described below.

Sick leave used for wellness activities will be paid according to the City's sick leave severance schedule based on the employee's years of service and wage at the time the request for payment is made. The City's severance schedule at the time of this writing is as follows: 33% after five years of service; 35% after 15 years of service; 37% after 20 years of service; and 40% after 25 years of service. Once the benefit is received it is non-reversible and the employee's sick leave accrual will be reduced by the number of hours claimed and/or approved.

Income Taxes and Effect to Sick Leave Accruals

Payments other than to deferred compensation will be taxable income to the employee and subject to all applicable taxation requirements.

Required Documentation

Requests for using sick leave for wellness activities will be accepted twice annually, from June 1-15 and December 1-15. Such requests will be processed in July and December, respectively, unless otherwise indicated. An activity for which payment is requested must have occurred in the same calendar year in which the request for payment is made. All claims shall be submitted to Human Resources via a Sick Leave for Wellness Request Form accompanied by proper documentation for each activity.

Approved Medical and Dental Expenses

Sick leave may be used to pay employees for the employee's medical and dental expenses not covered by the City's insurance plans. Accumulated sick leave used for this purpose will be paid according to the City's sick leave severance schedule based on the employee's years of service and wage at the time the request for payment is made. To receive the payment, the employee will fill out a Sick Leave for Wellness Request Form and submit proof of the expense to Human Resources.

Approved Wellness-Related Activities

- a. Individual employee memberships in approved health clubs and/or a sum equal to an individual membership for those employees holding family memberships which include the employee. An approved health club would be one that provides facilities for aerobic and strength training activities.
- b. Programs designed to improve health such as classes on weight loss, smoking cessation or stress management are also allowed. This includes jazzercise, exercise classes, learning to eat, and weight watchers.
- c. Regular (meaning at least once a week) fitness activities resulting in a moderate to high aerobic benefit and their fees and memberships will also be eligible for payment. This includes activities such as singles tennis, racquetball, handball, court fees associated with these sports, basketball, exercise classes, hockey, soccer, martial arts training, skating, cross country skiing and gymnastics.
- d. Fitness/exercise equipment (e.g., stationary bikes, treadmill, stair stepper, rowing machine, ice/inline skates, skis)

The following activities are not eligible for payment:

- a. Activities and equipment with a relatively low aerobic benefit, such as bowling, golf, dancing, horseback riding, archery, and baseball/softball. Also excluded are whirlpools, saunas, and massage therapy.
- b. Any clothing costs, competitive registration fees or costs for food will not qualify for payment.
- c. Membership fees for clubs that are primarily social in nature (i.e., country clubs, golf/tennis clubs).
- d. Accessory items (e.g., book holders, water bottles/holders, bike racks), assembly charges, shipping fees and maintenance contracts.

Employees are advised to have a physical examination by their physician if they are beginning a new program of physical activity. Employee may not participate in any Sick Leave for Wellness eligible program on City time. Sports, activities and equipment not listed will be evaluated on a case by case basis by Human Resources.

Approved Deferred Compensation Contributions

Eligible employees will be allowed to convert accumulated sick leave to deferred compensation deposits. Deposits in combination with all other payments to the deferred compensation accounts are subject to maximum deferral regulations. Accumulated sick leave used for deferred compensation contributions will be paid according to the City's sick leave severance schedule based on the employee's years of service and wage at the time that the contribution to deferred compensation is requested. Requests for contributions under this section must be submitted to Human Resources by December 15. Contributions will be made to deferred compensation plans via payroll deduction in December pre-tax. Requests for contributions under this section must be submitted to Human Resources by December 31. Contributions will be made to deferred compensation plans via payroll deduction in January of the following year and will not be taxable.

Employees who are in the process of terminating employment are not eligible for payments under this program. All requests for payment under this program must be approved by Human Resources.

6.3 Holidays

The city of Ramsey recognizes twelve (12) holidays for non-union employees. Regular employees are eligible for holiday pay provided they work the day preceding, and the day following, the holiday, (unless the day(s) off were previously approved by the supervisor). Regular employees who are scheduled to work the holiday will be given another day off with pay. Paid holidays include:

1.	New Year's Day	January 1 st
2.	Martin L King Day	3 rd Monday in January
3.	President's Day	3 rd Monday in February

4.	Memorial Day	Last Monday in May
5.	Independence Day	July 4 th
6.	Labor Day	1 st Monday in September
7.	Veteran's Day	November 11 th
8.	Thanksgiving Day	4 th Thursday in November
9.	Friday after Thanksgiving Day	(Non-union, AFSCME and LELS Captains only)
10.	Christmas Eve	December 24 th
11.	Christmas Day	December 25 th
12.	Eight Hour Floating Holiday	To be used Jan. 1 to Dec. 31

All employees in full-time regular positions are entitled to time off with full pay on holidays. The City shall be closed for business on each such holiday, but employees may be required to work on paid holidays when the nature of their duties or other conditions requires them to do so.

Regular part-time employees are eligible to earn paid holidays in proportion to that earned by regular full-time employees based on work hours budgeted on January 1. Paid holidays will count toward total budgeted work hours for the year.

If an approved holiday falls on a day a part-time employee is not scheduled to work, the employee must take the paid holiday leave during the same pay period in which the holiday occurred.

Employees may be required to work on paid holidays when the nature of their duties or other conditions require them to do so. A non-exempt, non-union employee required to work on a holiday shall receive their full pay for the holiday, as well as a minimum of 2-hours pay at a rate of 1-1/2 times the employee's base hourly pay rate for the time worked on such holiday. All holidays specified will be paid in dollars or as earned compensatory time off.

When New Year's Day, Independence Day, Veteran's Day, Christmas Eve or Christmas Day falls on Sunday, the following Monday is considered the paid holiday and if any such day falls on Saturday, the preceding Friday is considered the paid holiday. Each holiday commences at the beginning of the first shift on the day on which the holiday occurs and continues for 24 hours thereafter. Eligible employees shall receive pay for official holidays at their normal rate of pay if they are at work or on a leave of absence with pay the last regular shift to which they would have been assigned prior to the holiday and the first regular shift to which they would have been assigned following the holiday.

New employees hired after December 1st are not eligible for the floating holiday during the calendar year in which they were hired. Floating holidays may not be carried over.

6.4 Family and Medical Leave

Eligible employees may be entitled to take unpaid leave pursuant to the Family and Medical Leave Act ("FMLA") for the purposes described in 29 U.S.C. § 2612 (as amended). All such leave, including the responsibilities of the City and its employees related to such leave, is subject to the conditions prescribed in the FMLA and the Department of Labor's regulations implementing the FMLA.

For additional information regarding FMLA leave, including the circumstances in which such leave may be taken, employees should consult the posted notices. In addition, as

permitted by the FMLA, the City places the following restrictions on eligible employees' use of FMLA leave:

The City has designated a "rolling" 12 month period for purposes of determining employees' entitlement to FMLA leave. The "rolling" 12 month period begins on the date the employee uses "any" FMLA leave.

An eligible husband and wife couple employed by the City are permitted to take a combined total of 12 work weeks of FMLA leave in a single 12-month period if the FMLA leave is: (1) due to the birth of a son or daughter of the employees, (2) due the placement of a son or daughter with the employees for adoption or foster care, or (3) in order to care for a parent of the eligible employee.

Employees may request leave under this policy based on: (1) the birth of a son or daughter of the employee; (2) the placement of a son or daughter with the employee for adoption or foster care; (3) their own serious health condition; (4) to care for a parent, spouse, or child's serious health condition; (5) military caregiver leave; (6) a qualifying military exigency as defined in the FMLA or, (7) or any another eligible circumstances contingent upon the FMLA. Employees are required to submit a completed medical certification that complies with the requirements of the FMLA. Medical certification forms are available from Human Resources. Employees who request leave under this policy are required to submit medical certificate outlining the dates on which treatment is expected and the expected duration. The City reserves the right to request a second opinion, at the expense of the City, to the extent permitted by the FMLA. If the results of the employee's certification differs from the results of the City's certification, the City may obtain a third opinion at the City's expense. The City also reserves the right to require periodic recertification, to the extent allowed by the FMLA and to contact the certifying medical provider to authenticate or clarify the medical certification in lieu of seeking a second opinion.

Separate certification may also be required regarding the nature of the family member's military service and/or the existence of a qualifying exigency, if leave is requested for that purpose.

Except in emergency situations, the employee is required to provide written notice of the need to take leave to the employee's supervisor not less than 30 days before the date the leave is to begin. If the leave is to begin in less than 30 days, the employee shall provide such written notice as soon as practicable.

Employees are required to use all accrued sick leave, vacation leave, and any other accrued paid leave, except a combined total of forty hours of accrued paid leave and/or compensatory time off, concurrently with leave provided under the FMLA. The combined paid and unpaid leave cannot exceed the applicable 12 week or 26 week maximum FMLA leave time. FMLA leave may run concurrently with a worker's compensation absence if the on-the-job injury or illness also qualifies as a serious health condition under the FMLA.

Subject to the terms, conditions, and limitations of applicable plans, eligible employees are entitled under the FMLA to the same health insurance benefits provided by the City while on FMLA leave to the same extent as if the employee were not on FMLA leave. Employees who contribute toward their health care coverage must continue to make that contribution while on leave, either through payroll deduction (if using paid leave) or by personal check (if using unpaid leave). If the employee fails to return to work after taking family or medical leave, the City may recover the premiums paid by the City for group health and life insurance unless the serious health condition of

the spouse, child, parent or employee continues or for other circumstances beyond the control of the employee.

Vacation, sick, and holiday leave will not be earned during a period of unpaid FMLA leave. FMLA leave - whether paid or unpaid – will not constitute a break in service for purposes of computing years of service.

To the extent provided in the FMLA, employees generally have the right to return to an equivalent position with equivalent benefits, pay and other terms and conditions of employment upon returning to work after a period of FMLA leave. However, employees who fail return to work following, or require additional time away from work after exhausting, their FMLA leave in the designated "12 month period" no longer have FMLA protections of leave or job restoration. In addition, an employee who fails to return to work at the end of FMLA leave, in most cases, will be considered to have voluntarily resigned his/her position with the City. Employees who do not return to work at the end of their FMLA leave may be terminated.

The City requires a medical certificate attesting to the employee's fitness for duty prior to the employee being allowed to return to work. The fitness for duty report must be based on the particular health condition(s) for which the leave was approved and must address whether the employee can perform the essential functions of the job. The Human Resources Manager may consult with a physician or other expert to determine reasonable accommodations for any employee who is a "qualified disabled" employee under the Americans with Disabilities Act. If a fitness for duty certification is required, the City may deny reinstatement until it is provided.

Records on family and medical leave will be kept along with normal personnel records except that any medical record will be maintained separately in accordance with applicable laws.

The FMLA is a complex area of law with detailed federal regulation that is impacted by other related issues. Questions should be directed to Human Resources.

6.5 Extended Medical Leave

When medically necessary, and upon receipt of a medical certificate from an employee's treating physician, the City Administrator may, at his or her sole discretion, approve a request for an unpaid medical leave extension of up to three months due to the employee's serious medical condition or to care for a spouse, parent or child who has suffered a serious medical condition.

Before using unpaid leave under this section, the employee must use all paid leave except a combined total of forty hours of accrued vacation leave, sick leave, holiday pay, and/or compensatory time off.

Health and life insurance benefits will continue to be paid by the City for an employee who is on extended medical leave at the same level as if the employee were working. Employees who contribute toward their health care coverage must continue to make that contribution while on leave, either through payroll deduction (if using paid leave) or by personal check (if using unpaid leave). If the employee fails to return to work after taking extended medical leave, the City may recover the premiums paid by the City for group health and life insurance unless the serious health

condition of the spouse, child, parent or employee continues or for other circumstances beyond the control of the employee.

Vacation, sick, and paid holiday leave will not be earned during a period of unpaid extended medical leave. Use of approved extended medical leave will not constitute a break in service for purposes of computing years of service. The city of Ramsey does not guarantee job restoration after a period of extended medical leave.

The City requires a medical certificate attesting to the employee's fitness for duty prior to the employee being allowed to return to work. The fitness for duty report must be based on the particular health condition(s) for which the leave was approved and must address whether the employee can perform the essential functions of the job. The Human Resources Manager may consult with a physician or other expert to determine reasonable accommodations for any employee who is a "qualified disabled" employee under the Americans with Disabilities Act. If a fitness for duty certification is required, the City may deny reinstatement until it is provided.

6.6 Bone Marrow Donation Leave

State law provides for paid leaves of absence to an employee who works an average of at least 20 hours per week and seeks to undergo a medical procedure to donate bone marrow. The length of the leave shall not exceed 40 work hours, unless agreed to by the City. Bone Marrow Leave is not chargeable against accrued vacation or sick leave or compensatory time off. The City may require certification from the treating physician regarding the purpose and length of the leave requested by the employee.

6.7 Temporary Light Duty

Consistent with public service needs, the City may assign light duty to employees who are temporarily unable to fully perform all work duties. The City reserves the sole right to determine, on a case-by-case basis, whether light duty will be assigned and, if assigned, what duties the employee will be expected to perform and the duration of the assignment, which cannot exceed four weeks. The City does not guarantee that any light duty will be available, and is under no obligation to create a new position to accommodate any employee's inability to perform the essential functions of their job. Police Department and Fire Department employees are not eligible for light duty assignments, unless approved by the Department Head and the Human Resources Manager.

The procedure for applying for a light duty assignment will be as follows:

- A. When an employee is unable to provide full performance of all assigned work duties, the employee may request light duty by submitting a written request to the Human Resources Manager. The request shall be accompanied by the treating physician's medical certification indicating diagnosis, current treatment, and the extent and duration of any work restrictions.
- B. The City may require an independent evaluation conducted by a physician selected by the City to verify the diagnosis, current treatment, work restrictions and expected length of disability.

- C. Determinations regarding light duty will be made on a department-by-department, case-by-case basis. The Human Resources Manager, in consultation with the Department Head, will consider such factors as public service needs and budgetary consideration, the need for work which may be assigned as light duty, the employee's capability of performing the work, the number of employees not available for work due to injury or illness, and other relevant factors, as determined by the Human Resources Manager's sole discretion. The City does not guarantee that any light duty will be available, and is under no obligation to create a new position to accommodate any employee's inability to perform the essential functions of their job.
- D. The City will determine what job duties the employee will perform. These duties may include those currently assigned to the employee's job classification or any other duties the City considers to be appropriate. Duration of light duty will be determined at the sole discretion of the City.
- E. If the treating physician requires a continuation of light duty beyond the initial two weeks, the employee must submit the treating physician's documentation for the Human Resources Manager's review in order to determine if the City can grant additional light duty. The City, at its sole discretion, reserves the right to terminate a light duty assignment at any time based upon, but not limited to, the factors set forth in sub-item C above.

6.8 Military Leave

State and federal laws provide for and regulate military leave for employees who are called to military service, whether in the Reserves or full-time service. Leave from employment to participate in military duty is addressed in federal law in the Uniformed Services Employment & Re-employment Rights Act (USERRA). Public employees in Minnesota engaged in military service have additional benefits under Minnesota Statutes. Every city of Ramsey employee, whether in the Reserves or full-time service, will be afforded the benefits entitled to them under federal and state law. Employees should contact Human Resources for additional details.

6.9 Parenting Leave

Parenting Leave, as provided for in Minnesota Statutes, grants qualifying employees unpaid leave of up to twelve (12) weeks for: (1) a biological or adoptive parent in conjunction with the birth or adoption of a child; or (2) a female employee for prenatal care, or incapacity due to pregnancy, childbirth, or a related health condition. Parental Leave is considered to be taken simultaneously with FMLA leave. If leave is taken due to the birth or adoption of a child, the leave must begin within twelve (12) months of the birth or adoption, unless the child remains in the hospital after the mother has been discharged, in which case the leave must begin within twelve (12) months after the child leaves the hospital.

6.10 School Conference and Activities Leave

Any qualifying employee may take leave of up to 16 hours during any 12-month period to attend school-related activities related to the employee's child attending school, provided the school-related activities cannot be scheduled during non-work hours.

When the leave cannot be scheduled during non-work hours and the need for the leave is foreseeable, the employee must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to unduly disrupt the operations of the employer. Employees may use accrued vacation leave or compensatory time off concurrently with leave granted pursuant to this section.

6.11 Jury or Witness Duty

Any employee who is required to serve as a juror or who is under subpoena as a witness in court for job related purposes, shall be granted a leave of absence with pay while serving in such capacity. An employee cannot receive more than the employee's normal take-home pay as a result of any employer pay supplemented to Jury Duty pay. Jury duty pay excluding transportation reimbursement, must be remitted to the City within 30 days after receipt of payment from judicial agency. When employees are excused from jury duty or serving as a witness during their regular working hours, they are expected to return to work if practicable.

6.12 Funeral Leave

Employees are allowed funeral leave up to 24 hours twice annually per occurrence (a maximum of 48 hours during any calendar year) for a death in the immediate family. Funeral leave is not chargeable against any accrued vacation leave, sick leave, or compensatory time off. All funeral leave for a particular occurrence must be taken within five (5) calendar days from start to finish. Additional funeral leave may be taken with prior approval from the employee's supervisor. Such additional leave will be deducted from the employee's sick leave (up to three (3) consecutive days), vacation leave or compensatory time off as the employee may choose and have available.

Immediate family, for the purposes of this section, shall be defined as spouse, parent, stepparent, children, step-children, brother, sister, grandparents, grandchildren or a like member of employee's spouse's family.

SECTION 7 CONDUCT

7.1 Code of Conduct

Policy Statement

It is the policy of the city of Ramsey to maintain a respectful work environment free from violence, discrimination, and offensive or degrading remarks or conduct. Preserving a respectful environment in which to work is the shared responsibility of both management and employees. Inappropriate conduct or communication can interfere with an individual's employment or use of public services, or create an intimidating, hostile or offensive work environment. Any employee found to have acted in violation of this policy shall be subject to appropriate disciplinary action, which may include dismissal from employment.

Scope

This policy governs the conduct of all City personnel, including: elected officials; union, non-union, supervisory, non-supervisory, managerial, full-time, part-time and temporary employees; and members of City boards and commissions.

Definitions of Prohibited Behaviors

Violent behavior includes the use or threat of physical force or intimidation to cause pain, fear or hurt.

Discriminatory behavior includes inappropriate remarks about or conduct related to an employee's race, color, creed, religion, national origin, disability, sex, marital status, familial status, age, sexual orientation, membership or activity in a local human rights commission, status with regard to public assistance, or other characteristic protected by State or federal anti-discrimination law.

Offensive behavior may include, but is not limited to, such work-related actions as rudeness, exclusionary behavior, creating or displaying graphics depicting co-workers or customers inappropriately, angry outbursts, inappropriate joking, vulgar obscenities, name calling, disrespectful language, or the intentional filing of an unfounded complaint under this policy.

Policies

1) Expected Conduct of City Employees in General

Employees of the City shall conduct themselves at all times while on duty or on the employer's premises, in such a manner as to reflect most favorably on the City. Conduct unbecoming a City employee shall include violent behavior, discriminatory behavior, offensive behavior, harassment, and any conduct that tends to bring the City into disrepute or reflects negatively on the City, or that which has an adverse impact on the functioning of one or more City employees or departments, or the City as a whole.

2) Conduct in Dealing with the Public

While representing the City, employees shall be courteous to all members of the public. They shall be tactful in the performance of their duties, control their tempers and exercise patience and professional judgment. They shall not engage in argumentative discussions or behavior prohibited by this policy, even if provoked. They shall not use coarse, violent, profane or disrespectful language or gestures, and shall not express any prejudice concerning race, color, creed, religion, national origin, disability, sex, marital status, familial status, age, sexual orientation, membership or activity in a local human rights commission, status with regard to public assistance, other characteristic protected by State or federal anti-discrimination law, lifestyle, or other personal characteristics. Employees shall not engage in violent behavior, discriminatory behavior, or offensive behavior when interacting with any member of the public.

In the event a member of the public becomes abusive, employees should refrain from escalating the situation and if possible, employ tactics to defuse the situation. While each employee is expected to use his or her best professional judgment to determine the most appropriate and effective way to interact with members of the public, some potential tactics include, lower the voice or ask the person to sit down. If the situation doesn't improve, the employee can refer the person to a supervisor or request that a police officer be called to the scene, if necessary. Employees are not required to continue conversations that include profanity or threats. In those situations, the employee should refer the individual to a supervisor or inform a caller, as courteously as possible, that the employee is hanging up and will talk with the caller after the caller has calmed down.

3) Conduct between Employees

Employees shall cooperate with and be courteous to co-workers at all levels. Employees shall control their tempers and refrain from engaging in violent behavior, discriminatory behavior, or offensive behaviors. Employees shall act professionally and courteously when interacting with their coworkers. Inappropriate behavior prohibited by this policy includes, but is not limited to: slamming doors, pounding tables, kicking furniture, unwanted and/or unwarranted physical contact of any nature, including "roughhousing" such as punching in the arm, pinching, arm twisting, etc., and other, similar unwanted conduct, making threats, berating or belittling others, speaking in raised voices, using coarse, violent or profane language or gestures, refusing to speak or respond when spoken to, and refusing to provide assistance when requested.

Employees shall treat each other with respect. They shall refrain from making remarks about or using nicknames for other employees that are disparaging or based on a personal characteristic; producing cartoons or other graphics displaying other employees in an unfavorable light; communicating threatening or disparaging remarks via any medium (voice, e-mail, notes, etc.); engaging in unwanted horseplay or practical jokes; failing to relay written, verbal or telephone messages;

4) Reporting Inappropriate Workplace Behaviors

Any employee who believes that another City employee or elected official has engaged in behavior prohibited by this policy is encouraged to address the situation as described in paragraphs (a), (b), and (c) below. However, if the alleged conduct involves violent behavior, discriminatory behavior, or harassment prohibited by City policy, the employee is

responsible for reporting the situation to the appropriate supervisor in accordance with the City's anti-harassment policy and paragraph (c) of this policy.:

- a) If possible, politely but firmly tell the person who is behaving inappropriately that you are uncomfortable with or offended by the behavior and ask them to stop.
- b) Write a memorandum for personal reference that describes the inappropriate behavior, the date the inappropriate behavior occurred, how it made you feel, what you did, how the offending party responded, and the names and titles of any witnesses.
- c) Report the conduct to your supervisor or department head or the employee's supervisor or department head. If the individual allegedly engaging in behavior is an elected official, report the conduct to the City's Human Resources Manager, City Administrator, the Mayor, or a member of the City Council, as appropriate.
- d) The complaining party should be prepared to provide the following information:
 1. The complainant's name, department and position title.
 2. The name, department, and position title of the offending party, if known.
 3. The specific facts of the alleged inappropriate behavior, how long it has allegedly gone on, and any alleged employment action (demotion, failure to promote, dismissal, refusal to hire, transfer, etc.) that was supposedly taken against the employee who is filing the complaint.
 4. Names of witnesses, if any, to the alleged harassment.
 5. Whether the complainant has previously reported the alleged misconduct and, if so, to whom.

5) Investigation of Complaints of Inappropriate Conduct

All supervisors and Department Heads receiving complaints of behavior prohibited by this policy shall report them to the Human Resources Manager. If the complaint involves alleged conduct by the Human Resources Manager, the supervisor or Department Head shall instead report the complaint to the City Administrator.

The Human Resources Manager, the City Administrator, or a designee of the City Administrator, shall investigate complaints of inappropriate workplace conduct prohibited by this policy.

6) Consequences of Engaging in Inappropriate Workplace Conduct

Employees who are found to have engaged in conduct prohibited by this policy or to have intentionally filed a false claim of such conduct may be subject to disciplinary action, up to and including immediate termination, subject to the provisions of the Personnel Policy, applicable policies of the Police and Fire Departments, applicable collective bargaining agreements or other contracts, and applicable law.

Supervisors are required to deal swiftly and appropriately with employees who treat others disrespectfully. Any supervisor who condones or allows subordinates to engage in conduct prohibited by this policy or fails or refuses to respond appropriately to complaints of inappropriate workplace conduct prohibited by this policy, may be subject to disciplinary

action as described in the preceding paragraph, whether or not the supervisor actually engaged in inappropriate workplace conduct.

7) Retaliation for Complaints of Inappropriate Workplace Conduct

All employees are prohibited from retaliating or threatening to retaliate against anyone who complains of inappropriate workplace conduct or participates in the investigation or response to such conduct. Any employee found to engage in retaliatory actions is subject to discipline, up to and including immediate termination, subject only to the provisions of this personnel policy, applicable policies of the Police and Fire Departments, applicable collective bargaining agreements or other contracts, and applicable law.

8) Relationship of Code of Conduct to Harassment Policy

This policy supplements and does not replace the City's policies prohibiting discrimination, harassment in the workplace, and workplace violence.

7.2 Harassment Policy

This policy applies to all City employees, personnel, and volunteers without exception including elected officials, temporary employees, employees working under contract for the City and members of the paid-on-call fire department.

It is the policy of the City that all employees should be able to enjoy a respectful workplace and a work atmosphere free from all forms of unlawful harassment, including implied or expressed forms of sexual harassment. Harassment infringes on an employee's right to a comfortable, respectful work environment, against City policy, and will not be tolerated. All employees are expected to treat their coworkers, subordinates, supervisors, and public contacts with respect at all times. The City does not tolerate any form of sexual harassment in the workplace, including acts of non-employees.

Any form of sexual harassment or other protected class harassment, as defined in this policy, is prohibited and may result in disciplinary action, up to and including immediate termination.

Sexual Harassment and Other Protected Class Harassment

For purposes of this policy, the term "sexual harassment" includes unwelcome physical or verbal conduct relating to an individual's sex or gender or directed at an individual because of sex or gender, unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual or gender-related nature, when

1. Submission to such conduct is made either implicitly or explicitly as a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as a basis for an employment decision affecting the individual's employment;

3. Such conduct has the purpose or effect of substantially interfering in an individual's employment or in creating an intimidating, hostile, or offensive working environment.

Violation of this Policy by an employee may subject that employee to disciplinary action, up to and including immediate discharge.

Examples of sexually harassing conduct under this policy may include, but are not limited to, the following:

1. Use of offensive or demeaning terms, which have a sexual connotation or a negative gender connotation;
2. Objectionable physical proximity or physical contact;
3. Any unwelcome, sexually motivated touching;
4. Repeated, unwelcome suggestions regarding, or invitations to, social engagements or work-related social events;
5. Any indication, express or implied, that an employee's job security, job assignment, opportunities for advancement, or other terms or conditions of employment may depend on the granting of sexual favors to any other employee or, supervisor;
6. Any action relating to an employee's job status, which is taken as a direct result of the granting or refusal of social or sexual favors;
7. The deliberate or careless creation of an atmosphere of sexual harassment or intimidation;
8. The deliberate or careless expression of jokes or remarks of a sexual nature to, or in the presence of, employees who may find such jokes or remarks offensive;
9. The deliberate or careless dissemination or display of materials such as cartoons, articles, pictures, other graphics of a sexual nature, etc., which have a sexual content and which are not necessary for work;
10. The use of suggestive facial expressions or gestures of a sexual nature.

Other protected class harassment is offensive conduct or communication based on an individual's race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, familial status, status with regard to public assistance, or any other characteristic protected by State or federal law when:

1. Submission to such conduct is made either implicitly or explicitly as a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as a basis for an employment decision affecting the individual's employment;

3. Such conduct has the purpose or effect of substantially interfering in an individual's employment or in creating an intimidating, hostile, or offensive working environment.

All employees should keep in mind that the absence of intent to harass an individual is not a defense to a complaint of harassment. It is the impact and nature of the conduct, not the intent, which determines whether the conduct is harassing.

Any employee who believes he or she is being subjected to sexual harassment or other protected class harassment in any form, or any employee with knowledge or belief of conduct on the part of another employee or other individual which may constitute a violation of this policy, is required to report the alleged conduct immediately to a supervisor or the Human Resources Manager. If the Human Resources Manager is the person alleged to have engaged in conduct prohibited by this policy, complaints should instead be made to the City Administrator. While the City encourages written reports of the alleged conduct, verbal reports will be accepted. The individual receiving the report should be prepared to supply the following information:

1. Date, time and location of incident
2. Identification of the offender(s)
3. A detailed description of the incident
4. Any materials in the complaining employee's possession related to the incident (e.g. cartoons, articles, pictures)
5. Identification of any potential witnesses to the incident

Additionally, at the time of the incident, if you are the employee being subjected to the inappropriate behavior and feel comfortable in so doing, you may, but are not required to, courteously, but firmly, tell the individual(s) engaging in the inappropriate behavior to stop the behavior because the behavior makes you feel intimidated, offended or uncomfortable. Include a summary of this discussion in your report to the supervisor, Human Resources Manager, or City Administrator.

Supervisors are responsible for maintaining a work environment that is respectful and free from discrimination in any form. These responsibilities include proactively maintaining the compliance of all employees with this policy.

Any supervisor who receives a formal or informal, oral or written report of harassment, or have personal knowledge or reason to believe that such harassment has occurred shall inform the Human Resources Manager immediately without screening or investigating the report, unless the Human Resources Manager is involved or have a conflict of interest, in which case the report shall be made to the City Administrator pursuant to the reporting procedures. Failure of any supervisory employee to forward such a report to the appropriate party may be grounds for discipline. If appropriate, the Human Resources Manager shall inform the Department Head of the report of harassment.

Upon receipt of a report or complaint of sexual harassment or other protected class harassment, the Human Resources Manager or City Administrator shall undertake or authorize an investigation. The investigation may be conducted by City officials or by a third party designated by the City. The City may take immediate steps, at its discretion, to protect the complainant and other employees or members of the public pending completion of the investigation.

The investigation methodology will be determined by the investigator depending on the specifics of each complaint. Investigations typically include, at a minimum, interviews with the reporting employee, the complaining employee (if different from the reporting employee) and alleged offender(s). The investigation methodology may additionally include additional interviews, document review, and other methods deemed pertinent by the investigator.

Every effort will be made to respect the privacy and identity of all parties to a complaint brought under this policy, subject to any applicable law, including the Minnesota Government Data Practices Act (“MGDPA”). In addition, the City has an obligation to investigate, to take necessary action to address allegations, and to comply with relevant state and federal regulations, and retains the right to disclose the identities of parties to a complaint, including witnesses, and the substance of complaints or witness statements as permitted or required by applicable law, including the MGDPA.

The investigator will forward a summary of the investigation, including the investigator’s findings and conclusions, to the Human Resources Director or City Administrator, as appropriate. The City will take all appropriate action, including, but not limited to, disciplinary action, to address any confirmed violation of this policy.

The City will not tolerate acts of retaliation against employees who have made a good faith report of suspected violations of this policy or any person who assists or participates in an investigation or assists or participates in a proceeding related to such investigation. The City will discipline or take other appropriate action against any employee, personnel, elected official, or volunteer who engages in acts of retaliation towards such individuals. For purposes of this policy, retaliation includes but is not limited to: any form of intimidation, reprisal or harassment.

7.3 Workplace Violence Policy

Purpose and Definitions

The city of Ramsey is committed to maintaining a safe environment for its employees and customers, free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. Accordingly, the City will not tolerate any acts of violence toward employees or customers of the City, or to property. Any employee who commits or threatens an act of workplace violence may be subject to investigation and discipline, up to and including immediate termination. It is the goal of the City to provide a workplace that is free of intimidation, threats, and violence. This policy will also seek to provide guidance to employees when they encounter a situation that they believe could result in violence.

For purposes of this policy, the following definitions will be used:

Workplace Violence - The term “workplace violence” encompasses a wide range of behaviors that include, but is not limited to, any act of physical, verbal, or written aggression against an employee

or customer of the City, or threats to inflict physical harm, or damages to property, family members of an employee, or any purposeful or knowing behavior which would cause a reasonable person to feel threatened by an employee or non-employee in the workplace. Workplace violence does not include reasonable force in the defense of oneself or others. Workplace violence also does not include the appropriate use of force or weapons by law enforcement officers or others acting lawfully to protect and defend life and property, effectuate an arrest or detainment, or other purposes for which law enforcement officers are authorized to use force.

Threat - an expression by word or conduct of intent to commit violence that places the listener or reader in fear of imminent bodily harm or is of such character that another individual could be placed in fear of imminent bodily harm. The overall context of statement, including non-verbal communications will be taken into account to determine if such an expression is a threat covered by this rule.

Employee Responsibilities

Employees are expected to treat co-workers, citizens, and property with respect. No employee is permitted to commit or threaten violence against another employee or customer of the City. Examples of prohibited conduct include, but are not limited to, physical abuse, verbal threats to inflict physical harm, vandalism, arson, and use of weapons.

Employees are not permitted to bring a weapon into the City workplace or onto City property unless the weapon is required to fulfill the employee's job duties, such as those of a police officer.

City employees should not ignore violent, threatening, harassing, intimidating, or other disruptive behavior. If anyone on the City premises displays such behavior, regardless of whether he/she is a City employee, such behavior should be reported immediately to the employee's supervisor. Employees are responsible for making the report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who was threatened or who was the focus of the threatening behavior.

Employees shall be alerted to and immediately report suspicious or threatening behavior and incidents of workplace violence to their supervisor and should contact 911 in the case of an immediate serious threat or crime. In the event of imminent danger to persons or property, employees shall always take action to safeguard persons or property before making a formal report. Except as noted above, reports shall be made as soon as possible after a threat or act of workplace violence – preferably within 4-6 hours, or sooner if reasonably able to do so.

Even without an actual threat, employees shall report any behavior they have witnessed which they regard as threatening or violent.

Employees who have identified City work locations as being protected for purposes of restraining or protective orders shall immediately notify their supervisor. The City understands the sensitivity of the information and will endeavor to handle the matter respectfully while also providing necessary notification and advance warning to fellow employees.

Supervisory Responsibilities

Supervisors are expected to appropriately and safely intervene when they see an employee on the receiving end of abuse, whether from another employee or a member of the public. Supervisors

and Department Heads who witness workplace violence or receive a complaint of workplace violence must notify the Human Resources Manager of the situation as soon as possible. The responding supervisor shall assess whether there is a current significant risk of violence that could result in physical harm to people and/or property and establish command and determine the appropriate level of emergency response. The supervisor or Department Head's efforts may include the following actions:

- Assuring that 911 has been called.
- Alerting other employees in the immediate area about the situation.
- Attempting to move individuals at risk to a safer location.
- Implementing the appropriate evacuation proceeding if rapid evacuation of the building seems warranted.
- Controlling staff involved so that they do not interfere with or hinder the efforts of law enforcement or other emergency personnel who may respond to the incident.
- Assuring that necessary medical attention and/or emotional support is provided to the employees affected by the incident.
- Contacting the Human Resources Manager to arrange for relief from duty of the employee(s) who committed the workplace violence, coordinate an investigation and to handle disciplinary/return to work issues.
- The Human Resources Manager may, in addressing the situation, consider the following:
 - Assessing the needs of victims and other employees impacted by the incident.
 - Any additional security measures that need to be put into place, taking into consideration:
 - the likelihood of violence
 - the costs and benefits of security measures
 - the impact of security measures on the employee(s) involved and the rest of the workforce
 - the impact of security measures on the City's ability to meet the needs of its customers
- When a supervisor or Department Head is notified of an employee having identified City work locations as being protected areas for purposes of restraining or protective orders, OR of a domestic violence situation, the Human Resources Manager is to be consulted immediately to determine what actions may be appropriate.
- The Human Resources Manager may consult with the Police Department to determine what appropriate security measures need to be taken with regard to any reported or potential workplace violence incident.

Due to the need to allow public access to City facilities and services, the City cannot guarantee that violence will not occur on its premises.

The City subscribes to the concept of a safe work environment and supports the prevention of workplace violence. Prevention efforts include, but are not limited to, informing employees of this policy, instructing employees regarding the dangers of workplace violence, communicating the consequences for violating this rule, and providing a hierarchy within which to report incidents of violence without fear of reprisal.

Any City employee who violates this policy may be subject to disciplinary action, up to and including immediate termination.

Any customer of the City who violates this policy may be denied access to City business locations. Anyone who engages in violence may be subject to criminal sanctions.

7.4 Domestic Violence

At the request of the employee, the City will attempt to make reasonable accommodations for a period of time to shield or protect an employee from abuse while at work through the screening of telephone calls and visitors, or other temporary measures. In accordance with Minnesota law, employees may also use sick leave for “safety” leave related to domestic violence situations.

7.5 Appearance and Dress Policy

The appearance and dress of City employees has a direct reflection on the professionalism of our services. A neat, well-groomed employee presents a positive image of the City and demonstrates the pride of City employees. Appearance and attire have an impact on the way community members perceive City staff and the confidence customers have in the City’s ability to provide quality services. The standard office attire for employees Monday through Friday will be Business Casual or Formal Business, with some exceptions on Friday’s as noted below.

Appropriate Business Casual or Business Attire

The following information should guide employees on proper dress in the work place. Although it is difficult to develop a policy that will cover all individual variations in dress and style for each work situation or circumstance. The following appearance and dress guidelines have been established based on public perception and job safety, as follows:

- Suits, Pant Suits, Sport Coats.
- Dress slacks, pants, khakis.
- Dress shirt with or without a tie.
- Dresses and skirts (no more than 3 inches above the knee).
- Blouses, shirts, or sweaters.
- Any type of business shoe.

Appropriate attire for Fridays:

- Casual sweaters or shirts (no t-shirts) (slogans or advertising may not exceed 2 inches, other than city logos).
- Casual slacks, pants, denim jeans (as long as they are in good condition with no tears or holes).
- Capris within 3 inches of the knee.
- Clean athletic shoes in good condition.

Employees who take Friday off may not substitute another day for “casual Friday.”

Inappropriate Attire

Except as specifically allowed on casual Fridays, the following items are not appropriate for the office environment.

- T-shirts, halter tops, tank tops, tube tops, muscle shirts.
- Flip flops
- Athletic wear (sweatpants, sweat suits, workout clothes, tennis shoes).
- Denim jeans.
- Shorts, mini-skirts.
- Body-hugging clothes.
- Garments revealing the midriff or off-the-shoulder.
- Dirty, ripped, wrinkled or stained clothing.
- Transparent or tight garments.
- Clothing with advertisements or logos larger than 2" (other than City logos).
- Any clothing that is overly revealing or outlandish so as to cause distraction.
- Any clothing or visible tattoos with images or wording that are offensive or derogatory.
- Visible body piercings, other than earrings, all other visible body piercings must be removed during work hours.

Employees Who Work Outdoors

Employees who work outside must follow the dress code established by their Department Head. Clothing must always be neat, clean, and not overly worn, faded, or in disrepair. Work shirts may not be sleeveless and employees may not go shirtless while on duty. Solid color shorts and jeans are acceptable when appropriate and with prior approval from the Department Head.

Uniformed Personnel

Uniforms, which are provided to some city employees, are expected to be neat, fresh and clean when reporting for duty. Each department is responsible for seeing to it that employees follow regulations regarding uniforms, related accessories and equipment. Uniforms bearing city identification may not be worn during off-duty hours.

Under certain circumstances, as a condition of employment, employees may be required to wear clothing identifying them as a city of Ramsey employee. If applicable, a payroll stipend may be benefited and applicable taxes will be withheld according to the Internal Revenue Service.

Religious Considerations

Nothing in the policy is intended to infringe upon an individual's desire to observe and exercise religious practices. The City will make reasonable effort to accommodate religious practices regarding dress to the extent that is able to do so without affecting employee or customer health and safety.

Enforcement

Department Heads or their designee have the responsibility and the authority to enforce this policy. If counseling is ineffective, violations of this policy may result disciplinary action, up to and

including immediate termination. Employees sent home to change clothes shall not be paid as regular duty pay; the employee may use vacation time or unpaid leave.

7.6 Off-duty Conduct

The City's effectiveness depends upon the respect and confidence of residents, business owners and employees. Inappropriate off-duty conduct detracts from community or employee respect and confidence. It is the City's policy to investigate circumstances suggesting that a City employee has engaged in inappropriate off-duty conduct that reflects unfavorably on the City. If inappropriate off-duty conduct is determined to have occurred that affects the City's business or reputation, discipline may be imposed, up to and including immediate termination.

Examples of inappropriate off-duty conduct include, but are not limited to the following:

- Applicable, concerning moving violations
- Theft
- Violence
- Use of City position to manipulate or control
- Conviction of a gross misdemeanor or felony

This policy applies to all City employees (full-time, part-time, paid-on-call, temporary, casual, etc.); to acts that occur within or outside of City limits; and to acts that occur during or outside work hours.

7.7 Employee Parking

To ensure that the public has easy access to the front doors, employees parking at the City offices must park personal vehicles in the Municipal Parking Ramp; unless otherwise approved by the Department Head.

7.8 Conflict of Interest and Divided Allegiance

The City Council and the City Administrator are committed to governing the City organization in a manner that is free of personal conflicts. For the purposes of this Policy, the term "conflicts" means both "conflicts of interest" as they are defined under applicable state and federal law, and "divided allegiances," as they are defined in this Policy.

This Policy addresses how the City approaches actual or perceived conflicts. The definitions that apply cover more than the specific conflict of interest scenarios addressed by state or federal laws. A conflict of interest not identified in this policy may be a violation of those laws. City officials may have a legal conflict of interest even if their conduct does not amount to a conflict of interest under this Policy. Nothing in this Policy authorizes, or should be interpreted as authorizing, City officials to have an interest in a transaction that is prohibited by state or federal law. Employees and elected officials who have a conflict of interest recognized by state or federal law are subject to all of the consequences provided by law.

The purpose of this Policy is to inform City elected officials, appointed commission members, and staff of the City's broad definition of Conflicts and to establish procedures to follow to declare and monitor conflicts as they arise. The City Council requires each elected official, appointed commission members and staff member to be advised of this Policy, and each of said persons are to be provided a copy of this Policy, immediately upon assuming their City's duties or relationship. All individuals subject to this Policy are responsible for knowing and observing the Policy.

This Policy recognizes that a conflict of interest may exist, from a practical perspective, whenever the personal or professional interests of an elected official, appointed commissioner or staff member are potentially at odds with City's interest(s). Since the City Council is responsible for ensuring that the organization's management serves the City's best interests, over and above the interests of any insider, this Policy broadly defines potential conflicts of interest to include all instances when a person within the organization may be able to exert his or her authority, influence, or bias on any issue in which he or she may have divided allegiances.

The City Council recognizes that conflicts may exist not only when an individual has a financial interest in a transaction, but also when his or her nonfinancial interests are involved. In all cases, the City Council is committed to ensuring that whenever a dual interest between an individual's personal, business, organizational or professional affiliations and the position and interests of the City exists, disclosure of such conflict is given and the resulting decision-making is fairly and appropriately managed. Furthermore, this Policy's procedures apply not only when an actual conflict is demonstrated, but also when the interests or concerns of another party to which one has allegiance may reasonably be seen as competing with City's interests or concerns. The decision of the City Council to effect a level of higher scrutiny and procedures when an elected official, appointed commissioner, or staff member of the City appears to have a conflict acknowledges the public's increasing sensitivity to self-dealing and/or lax management by elected officials, appointed commissioners, and staff.

The three types (or "Tiers") of conflicts defined in the Policy are not mutually exclusive. An interest that qualifies as a conflict of interest under one Tier may be a conflict of interest under either of the other Tiers as well, depending on the specific facts.

Conflict of Interest and Divided Allegiances, Definitions

Tier 1 -- Direct conflict: A direct conflict exists whenever there is any proposed transaction or action of the City in which an elected official, appointed commissioner, or staff member has any direct involvement or interest. Direct conflict of interest occurs when a decision or action would compromise a duty to a party without taking immediate appropriate action to eliminate the conflict. These transactions are subject to the highest scrutiny.

Tier 2 -- Indirect conflict: An elected official, appointed commissioner or staff member has an indirect involvement or interest in a proposed transaction or action of the City whenever:

- a) Any other party to the transaction or party affected by the action is a "family member" (i.e., a relative) of the elected official, appointed commissioner, or staff member, or, there is a relationship, affiliation, or other interest that could create an inappropriate influence if the person is called on to make a decision or recommendation that would affect one or more of those relationships, affiliation, or interests.
- b) Any other party to the transaction or party affected by the action is an entity in which the elected official, appointed commissioner or staff member has a material financial interest,

c) The elected official, appointed commissioner or staff member is an officer, director, trustee, staff member or partner of any other party to the transaction or party affected by the action.

Conflicts involving more immediate relatives should generally be subject to a higher level of scrutiny by the City than those involving relatives who are removed, although each situation involves individual circumstances to be weighed by the City Council and City Administrator.

Tier 3 -- Potential conflict or the appearance/perception of conflict: elected official, appointed commissioner and staff members should follow the disclosure procedures of this Policy when the interests or concerns of any elected official, appointed commissioner or staff member, or of any of those individual's relatives, or any other individual group or organization to which such person has allegiance, may reasonably be seen by a third party as competing with the interests or concerns of the City; that conflicting duties or loyalties exist.

For purposes of this Policy, the term "relative" includes all of the following individuals: spouses, , parents, children, children's spouses, siblings, spouses of siblings, aunts, uncles, first cousins, step-parents and step-children.

For purposes of this Policy, a "material financial interest" exists when an individual or their relative has rights (whether or not yet vested) to be paid compensation, employee or retiree benefits, dividends, or profit-sharing, or to have their expenses reimbursed or obligations or other liabilities repaid, etc. The term is intended to include any and all remunerative expectations.

The City's elected officials, appointed commissioners, staff, and consultants, shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, donors, grantees or parties to sub-agreements, with the exception that unsolicited gifts, such as trinkets or mementos costing \$5.00 or less, not given regularly may be accepted.

When there is any doubt as to whether a conflict exists, either pursuant to this Policy or under applicable law, the matter shall be resolved by the City Attorney.

All local officials, as defined in Minnesota law, must comply with Minnesota law regarding the receipt of gifts.

Procedure When Appointed Officials have a Conflict

When conflicts arise, the interested appointed official must:

1. Prepare a written statement or make a verbal announcement at the applicable public meeting describing the matter requiring action or decision and the nature of the potential conflict of interest.
 - a. Deliver a copy of the notice to the chair of that board, commission or committee. If the chair has the conflict, notice should go to the appointing authority - the city council.

Procedure when Elected Officials have a Conflict

When conflicts arise, the interested elected official must:

2. Prepare a written statement or make a verbal announcement at the applicable public meeting describing the matter requiring action or decision and the nature of the potential conflict of interest.
 - a. Deliver a copy of the notice to the presiding officer (typically the mayor)

- b. If the mayor has the conflict, notice should go to the acting presiding officer.

Procedure When Staff have a Conflict

1. Each staff member has a duty to disclose to the City Administrator, Finance Director and/or Human Resources Manager of the City the material facts of any proposed transaction of the City in which such person has any conflict(s) identified by this Policy.
2. The disclosure required under 1 (above) is to be made immediately, and to the extent possible, before any consideration of such proposed transaction by the City. If a staff member does not recognize the existence of a conflict prior to a decision regarding the transaction, the staff member has a duty to disclose the material facts of the conflict as soon as it is recognized.
3. A staff member having a conflict shall not participate in the deliberation or decision by the City regarding the transaction under consideration, unless invited by the City Council, City Administrator, Finance Director, and/or Human Resources Manager to do so, after consideration of the significance to the City of the disclosed conflict. The City Council, City Administrator, Finance Director, and/or Human Resources Manager of the City may also request that he or she provide the City with any relevant information regarding the matter.
4. The City Council, City Administrator, Finance Director and/or Human Resources of the City shall take such additional action as may be required to ensure that the conflict is properly noticed to management and that appropriate steps are employed as the transaction and its terms are brought forth for decision-making and/or implementation. Furthermore, the City Administrator, Finance Director, and/or Human Resources Manager of the City shall maintain a record of the existence, procedures employed in managing, and resolution of the conflict.

SECTION 8 DISCIPLINE/GRIEVANCE PROCEDURES

8.1 Discipline

City employees shall be subject to disciplinary action for failing to fulfill their duties and responsibilities, including failure to observe proper workplace conduct adopted by the City Council. It is the policy of the City to administer disciplinary penalties without discrimination. Except for probationary employees and as expressly described in this Policy, employees may use the grievance procedure as per the personnel policy with respect to any disciplinary action. To the extent practicable, the supervisor or Department Head shall investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

Nothing in this Policy shall be interested as altering the City employees' status as "at-will" employees or creating any type of "just cause" standard for discipline or termination. When determining whether to impose discipline, including termination, the City may consider all relevant factors, including, but not limited to, the seriousness and frequency of misconduct, and the employee's discipline history.

Discipline may be in one or more of the following forms, although The city of Ramsey reserves the right to take any disciplinary action at any time:

- a) Oral reprimand
 - b) Written reprimand
 - c) Suspension
 - d) Demotion
 - e) Termination
-
- a. Oral reprimand. A verbal reprimand may be imposed by a Department Head for minor violations or incidents. The Department Head must maintain a record of each verbal reprimand. A verbal reprimand may not be appealed or submitted through the grievance process.
 - b. Written reprimand. A written reprimand shall state that the employee is being reprimanded for misconduct and describe the misconduct. The employee shall be given a copy of the written reprimand and sign the original acknowledging that he/she has received the reprimand. The signature of the employee does not necessarily indicate that they agree with the reprimand. If the employee refuses to sign the original reprimand, such refusal will be noted on the reprimand. The reprimand shall be placed in the employee's personnel file.
 - c. Suspension without pay. Prior to the suspension or as soon thereafter as possible, the employee shall be notified in writing of the reason for the suspension and its length. The employee shall sign the original suspension notice acknowledging that he/she has received it. The signature of the employee does not necessarily indicate that they agree with the suspension. If the employee refuses to sign the suspension notice, such refusal will be noted on the notice. A copy of each written statement shall be placed in the employee's personnel file.

- d. Demotion. The City may demote an employee as it deems necessary in order to address disciplinary concerns or due to performance problems or other factors related to meeting public service needs; demotion results in a reduction in pay, classification, or duties.
- e. Termination. The City may terminate an employee at any time, for any lawful reason or no reason at all. All employees will be notified in writing of the reason for the termination. The employee shall sign the original dismissal notice acknowledging that he/she has received the notice. If the employee refuses to sign, such refusal will be noted on the dismissal notice. The signature of the employee does not mean that he/she agrees with the dismissal. For employees subject to the Minnesota Veterans' Preference Act, the City will provide written notice of the charges against the employee and follow all other provisions of Minnesota Statutes, Section 197.46, as amended.

In any case of suspension, demotion or termination, the employee shall be granted a hearing before the City Council if the employee submits a written request for such a hearing to the City Council within five (5) working days of notification of the action taken. At its sole discretion, the Council may hold the hearing at its next regularly scheduled meeting or any date within thirty (30) days of such meeting. The City Council has the sole discretion to conduct the hearing or to appoint a subcommittee to conduct the hearing. If the Council appoints a subcommittee, the subcommittee shall make its recommendation to the Council at the next regularly scheduled meeting of the Council following the hearing. The Council's decision is final. In the event the Council overturns the disciplinary decision pursuant to this provision, the employee will be reinstated to his/her position with back pay.

For purposes of the Minnesota Government Data Practices Act, the initial disciplinary decision constitutes the final disposition of a disciplinary matter, unless the employee files a timely appeal with the City Council. In such cases, the Council's decision constitutes the final disposition.

Employment at the city of Ramsey may be terminated at the will of either the employee or the City, at any time, and for any lawful reason or no reason at all.

8.2 Grievance Procedure

It is the policy of the City, whenever possible, to prevent the occurrence of grievances and to deal promptly with those that occur. For purposes of this policy, a grievance is defined as a dispute or disagreement as to the interpretation or application of this personnel policy.

Employees shall have the right to present grievances either individually or as a group. Grievances shall be presented to the City Administrator, in writing, within five (5) calendar days of the occurrence of the alleged grievance.

The City Administrator shall respond to an employee's grievance within fourteen (14) calendar days after receiving the alleged grievance. The decision of the City Administrator is final, except that when the City Administrator is directly involved in the facts giving rise to the grievance, appeal may be made to the City Council for final decision within fourteen (14) calendar days of the City Administrator's decision. In such an appeal, the City Council's decision is final. In the event that the City Administrator does not respond to the grievance within fourteen (14) calendar days of

receipt, the grievance shall be considered denied for purposes of the appeal time period discussed above.

In compliance with federal or state law, an employee may also grieve any alleged unsafe act or practice, adverse working conditions, violation of civil rights, and alleged hazardous materials management.

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SECTION 9 TRAVEL, TRAINING AND EDUCATION

9.1 Travel Policy

PURPOSE

The city of Ramsey recognizes the need for continued training and professional development for its elected officials and City staff. As part of such training, elected officials and staff may be required to travel to attend workshops, conferences, and other assignments. This policy sets forth the conditions under which such travel will be reimbursed by the City.

POLICY

A request by a Council Member for reimbursement for travel expenses must be approved by the full City Council at an open meeting prior to registering for the event. A request by an employee for reimbursement for travel expenses must be approved by the Department Head prior to registering for the event. Requests for travel will be evaluated on all relevant factors, including but not limited to the following:

- Whether the person traveling will be receiving training on issues relevant to the City or to his or her job duties
- Whether the person traveling will be viewing or studying a facility or function that is similar to one being operated by- or considered by-the city of Ramsey
- Whether the person has been specifically assigned by the City Council to testify on behalf of the City before federal or state officials
- Whether the City has sufficient funding available in the budget to pay the cost of the trip

No reimbursements will be made for attendance at events sponsored by- or affiliated with- political parties.

9.2 TRANSPORTATION/AIRLINE TRAVEL CREDITS

The most cost-efficient mode of travel should be used, taking into consideration reasonable time constraints.

Whenever City funds are used to pay for airline travel by an elected official or City employee, all arrangements must be approved by the City Council or Department Head, respectively, prior to City funds being used. All commercial transportation shall be tourist or coach. First-class fares will not be reimbursed. Printed detailed receipts are required airfare and should accompany a request for reimbursement form.

Individuals shall not accept or accumulate travel credits; i.e. travel credits shall be declined by the traveler.

9.3 MILEAGE REIMBURSEMENT

A City vehicle should be used whenever one is available. If a City vehicle is not available, and the Department Head approves use of an employee's personal vehicle for City travel, the City will reimburse the employee for miles driven in excess of the employees' normal mileage to and from work if not leaving from or returning to the work location at the current IRS rate per mile. Mileage is not reimbursable through petty cash. Each request for reimbursement must show the following:

1. Online mapping directions printed showing total miles traveled on City business.
2. If not leaving from employees work location and or returning to work location, then online mapping directions printed showing total miles to and from the employee's home and normal work location, in order to subtract from #1 above, no exceptions.
3. Net miles claimed for the reimbursement.
4. Business purpose of the trip, name of the event and entity/building location name.
5. Starting and ending addresses for each location to substantiate mileage claim.

This level of detail must be documented and included on the request for reimbursement. Employees should contact the Finance Department for clarification or assistance.

If it is necessary to rent a vehicle to conduct City business, the City will reimburse employees or City Council Members for the cost of renting a vehicle. Care should be taken to rent the least expensive vehicle available.

9.4 LODGING

When on City business outside the seven-county metropolitan area, (40 miles or more away from City Hall) lodging accommodations may be provided by the City. All requests for lodging must be submitted, and approved by the Department Head prior to payment. Actual costs for a single occupancy room will be reimbursed, but charges shall be reasonable and consistent with the facilities available. Each employee traveling on City business pursuant to this policy must obtain his or her own hotel rooms. Employees are not allowed to share rooms while traveling on City business, unless otherwise approved in advance by the City Administrator or his/her designee. In order to keep costs at a minimum, the employee or elected official shall stay at a host hotel or motel, or a less expensive hotel at the discretion of the attendee's Department Head. The City will not reimburse for costs associated with the attendance of a family member at a workshop, conference, and other assignment. Printed detailed receipts are required for lodging and should accompany a request for reimbursement form.

9.5 MEALS

When on City business, a maximum of three meals per day will be reimbursed by the City. Attendees shall take advantage of all meals that are provided for and included in the registration fee for workshops, conferences, or other assignments. The City will not reimburse for alcoholic beverages, tobacco products or costs associated with family members.

Printed detailed meal receipts are required for and should accompany a request for reimbursement form. The detailed meal receipt must include the food and beverage items ordered. The request for reimbursement form must include an explanation of the public purpose for the meal and a list of

the attendees. The receipts and reimbursement request form shall be submitted to the Finance Department for payment.

The maximum reimbursement rates for meals, taxes, and tip are as follows: Note: The City will reimburse tips up to 20% of the bill, prior to taxes. Employee's choosing to tip greater than 20% will not be reimbursed for the difference.

Breakfast	\$10
Lunch	\$16
Dinner	\$26

The City Council recognizes the public purpose of the City Administrator's business meetings with developers, staff, consultants, Council members and others; therefore, the City Council grants discretion to the City Administrator to seek reimbursement from the City for business meals, regardless of where or when those meals occur.

9.6 Training and Education Policy

The city of Ramsey is charged with the responsibility of delivering services to a broad constituency of residents and organizations. These services are delivered by staff persons, consultants, and outside agencies. The Ramsey City Council, in an effort to ensure ongoing quality service delivery, provides for a program of training its staff.

It is the primary objective of the training program that training dollars are spent on learning which addresses organizational goals and follows a progression of skill development. On an annual basis, each department is charged with projecting individual staff training needs for the next five years.

The department budget requests and future projections are to be evaluated to ensure compliance with organizational goals and budget allocations. The Department Head is charged with presenting the annual training budget to the City Administrator. The City Administrator is to present his/her recommendations to the City Council as part of the annual budget process.

All departments will be afforded opportunities to ensure training goals are met. However, it is understood that each departments/staff will have varying levels of training needs. The City will not allocate training dollars to specific staff given the varying needs of the organization and the public.

Training Reimbursement Training shall be defined as short-term specific course work in order to gain specific job skills, typically attainable in hours, days or a few weeks.

- The City will pay for job-related, position specific training approved by the Department Head and City Administrator and deemed necessary to effectively complete the requirements of the position, provided there is adequate funding in the budget appropriation for training and at the City Administrator's sole discretion.
- The City will pay for, or reimburse employees for, any and all training required by the City to attain or maintain job-related certification.
- Conference and seminar training shall provide for meals and lodging, if necessary, for in-state and out-of-state training. Travel expenses for in-state training shall be provided through the budget process. Travel expenses shall be provided for out-of-state training with prior approval of the Department Head and City Administrator.

- Department Heads are responsible for providing the Human Resources Manager with records on all employee training done at City expense; upon request a report will be prepared which documents training received and funds expended.

Post-secondary Tuition Reimbursement

Tuition reimbursement shall be defined as eligible costs incurred as a result of attending a post-secondary accredited educational institution; typically classes or courses are completed during one half of an academic year for up to 18 weeks.

With pre-approval, regular City employees are eligible to participate in tuition reimbursement. However it is the expectation of the city of Ramsey that new hires come to the City fully qualified for their position. Therefore, post-secondary tuition reimbursement shall not be provided during an employee's first year of service.

Completion of additional education is not a basis for requesting a salary increase. Courses should be taken outside of work hours; however, when unavoidable courses may be taken during the work day with prior approval from the Department Head.

Employees wishing to utilize the City's tuition reimbursement funds must: 1) submit a request via a "Pre-Approval for Tuition Reimbursement" form prior to registration of classes; this process should be completed prior to the applicable annual budget process, and 2) submit a reimbursement request form after successful completion of classes; employees should be aware of the following key points

- Employees attending an accredited college or university or post-secondary classes at accredited colleges, universities, and vocational/technical institutes can apply for City reimbursement for 50% of the cost of tuition, books and course specific fees, including technologies fees; non-reimbursable fees include fees for supplies, transportation, student activity fees, late registration fees, school entrance fees, and graduation fees..
- In order to be eligible for reimbursement, the degree program or classes must be deemed by the Department Head, City Administrator, and Human Resources Manager to be job-related and a benefit to the employer before the employee registers for the class.
- Reimbursement will only be made upon receipt of a "C" or better for the course.
- Reimbursement will also be made when employees elect to take classes on a Pass / Fail or Credit / No Credit basis, subject to receipt of successful completion.
- Employees seeking reimbursement must present a paid fee statement and grade transcript in order to receive reimbursement.
- Reimbursement for classes taken at private institutions shall not exceed the tuition charged by Minnesota State Colleges and Universities.
- Reimbursements are on a first come, first served basis and shall not exceed the department budget.
- In the event a department receives reimbursement requests that exceed its budget allocation for education reimbursement, the Department Head and City Administrator shall have the discretion to apportion the available funds, including the discretion to refuse reimbursement.
- In the event an employee leaves the City's employment, any reimbursement for education received during the 12 months prior to leaving must be returned to the City.
- Reimbursements will be made through payroll as either a non-taxable reimbursement or taxable reimbursement; contingent upon current IRS guidelines.

SECTION 10 HEALTH AND SAFETY

10.1 Policy Statement

The city of Ramsey's Safety Program is based on the premise that each and every one of our employees is entitled to a safe and healthy work environment. The Safety Program is designed specifically for the protection of our employees and visitors. All city of Ramsey employees are directed to make safety and loss control important matters.

The City believes that every employee is concerned for their own safety and that of their co-workers and will recognize that the rules and policies contained herein are for their protection. The goals that we have set for our Safety Program can only be achieved through a cooperative effort between all employees. Safe working habits and an awareness of all safety rules and policies are a condition of your employment at the city of Ramsey. All employees are required to familiarize themselves with every rule and policy set forth and to abide by them. These rules and policies will be enforced just as any other City policy and failure to comply can result in reprimand, suspension, or employment termination.

All employees are encouraged to make suggestions which will assist in maintaining safe working conditions, and to bring to the attention of their supervisor any unsafe working conditions. It is through our joint participation that accidents can be prevented, but the individual employees, can make safe work practices a habit.

This policy toward safety is in no way limited to the rules that follow, and any unsafe practices, whether listed here or not, will be addressed on a case-by-case basis.

The city of Ramsey is committed to providing its employees with a safe and healthy work environment.

10.2 Health and Personal Safety

Health and personal safety are some of the best guarantees for the successful performance of employees' work. Employees must work safely using the safety devices and equipment provided by the City for their protection. Employees must promptly report safety hazards to their supervisor. Unsafe conditions will be investigated and corrected, as necessary.

10.3 Workers' Compensation / Injuries and Illness at Work

Both Minnesota Worker's Compensation laws and the state and federal Occupational Safety and Health Acts require that all on the job injuries and illnesses be reported as soon as possible by the employee, or on behalf of the injured or ill employee, to his/her supervisor. The employee's immediate supervisor is required to complete a First Report of Injury and any other forms that may be necessary related to an injury or illness on the job. First Report of Injury forms must be submitted to Human Resources as soon as possible, but no later than 3 business days from the date of injury.

Pursuant to Minnesota State law, the officials of the City elected or appointed for a regular term of office or appointed to complete the unexpired portion of a regular term are included in the coverage of the Minnesota Workers' Compensation Act.

10.4 Medical Procedures

It is the policy of the city of Ramsey, within the confines of the Minnesota Human Rights Act, to require its employees to be examined by a physician after an injury is sustained, whenever conditions make this desirable for the employee or the City, or whenever the Human Resources Manager, or designee, determines that the interests of the City and the employee will be served thereby. Physical examinations administered at the request of Human Resources Manager, or designee, shall be paid for by the City.

10.5 Smoking Policy

The city of Ramsey bans smoking in all municipal buildings, equipment and city vehicles. Smoking for the purpose of this policy means inhaling or exhaling from any lighted cigar, cigarette, pipe or any other lighted tobacco, plant product, or substance that may be used for smoking in lieu of tobacco intended for inhalation via any of the means listed above. Use of electronic devices which simulate smoking are also prohibited. This includes, but is not limited, to electronic or "e" devices such as e-cigarettes, e-cigars, e-pipes. Electronic devices are prohibited regardless of whether they provide vapor of liquid nicotine, lobelia, and/ or other substances. Non-electronic devices which simulate smoking and smokeless tobacco products (chewing tobacco, snoose, and snuff) are also prohibited.

10.6 Inclement Weather Policy

On occasions when the severity of the weather may cause City offices to be closed, the City Administrator will make a determination as to whether the offices will be closed. The City Administrator or designee will then notify the IT Manager to post the closure to the City's website. If it is broadcast that City offices are closed prior to the shift start time, then the employee will be paid as if it were a regular workday. If, however, the office is not officially closed, staff will be instructed to take vacation time or compensatory time off for any absence from work that occurs. If the office is officially closed after the start of the shift, staff will receive their regular pay for the remainder of the shift. Compensatory time off or vacation will be taken for time absent from work prior to the official closure. This policy will apply to office employees only and does not include Public Works or Public Safety (fire and police) employees. In circumstances where the City Administrator is out of town, the Acting City Administrator will provide the decision on whether or not to keep City offices open due to inclement weather.

10.7 Municipal Center Severe Weather Plan/Other Emergency Plan

In the event that severe weather or another emergency occurs during the course of the day, staff and occupants of the Municipal Center shall seek shelter in designated areas while also maintaining accountability of all persons in building.

Requirements:

Anoka County Dispatch (911) may activate the outdoor warning devices when a certified weather spotter witnesses severe weather or the National Weather Service indicates that severe weather will threaten all or part of Anoka County. Although the County has the ability to sound the sirens in zones, its common practice is to alert the entire County. If the outdoor warnings do not activate or there is a different emergency, a member of Public Safety (Police or Fire) shall have the authority to enact the emergency plan.

During normal business hours when the outdoor warning sirens sound or as directed by a member of Public Safety (Police or Fire), all employees will move to the primary shelter area. If the primary site is full, then the secondary locations will be used.

- Police Locker Rooms (Men and Women) - Primary.
- If necessary, the stairwell will be utilized as determined by a member of Public Safety and employees and visitors will move to that area as directed.

If non-staff members are present in the Municipal Center, staff should direct them to move to the primary site. If the primary site is full, then the secondary sites will be used. If any members of the public or visitors are within the Municipal Center at the time when a weather emergency, it is the responsibility of the Department Heads to get them to the shelter location.

A member of Public Safety will notify all areas when the situation has become stable and all persons may return to normal activities.

During non-business hours a member of Building Maintenance will guide all groups to the Police Locker Rooms and remain with the group until the situation has become stable. When weather has been determined safe, the Building Maintenance person will allow the groups to return to their normal activities.

Responsibilities:

If necessary the Department Head or their designee will determine accountability of their respective group and/or other departments. A member of Public Safety will gather names of the individuals at all shelter sites to determine personnel accountability.

A member of public safety will make a sweep of the Municipal Center to ensure that all employees and any of the general public have evacuated to the shelter area.

Field Employees:

During an actual severe weather incident, city personnel working outside of a City building, should seek shelter based on their respective Department's severe weather plan or in an area that they feel creates the safest environment.

10.8 Hepatitis-B Vaccine Policy

Hepatitis-B is a viral liver infection which can be debilitating and in some cases, fatal. Because Hepatitis-B is transmitted through body fluids such as blood, certain groups of people are at a greater risk of infection than others.

The Federal Occupational Safety and Health Administration (OSHA) has stated that all employers must evaluate their employees to assess the risk of Hepatitis-B infection, as it relates to their jobs. If a substantial exposure risk is assessed, the employer must offer the vaccine to those employees at no cost to the employee.

The employees within the city of Ramsey who have been identified at substantial risk of Hepatitis-B infection are Public Works Maintenance staff, Engineering Technicians, Police Officers, Community Service Officers, Reserve Officers, and Fire Fighters.

Any employee who, while on the job, is exposed to blood, body fluids or a needle stick is required to: 1) Contact their supervisor as soon as possible, and 2) Complete a First Report of Injury form to be submitted to Human Resources immediately. The supervisor will initiate appropriate action or contact their Department Head for guidance.

10.9 Housekeeping

All employees need to assume a share of the responsibility in maintaining a high standard of cleanliness and orderliness, and cooperate in maintaining safe, healthful and sanitary conditions in all work areas. A clean work area will make your work more pleasant and help maintain the high standards of quality necessary to meet the professional requirements of the City's services.

SECTION 11 USE OF CITY PROPERTY

All staff members are responsible for the safekeeping and proper care of all property used by them and belonging to the City. Property shall only be used for official purposes and in the capacity for which it was designed.

City employees shall have no expectation of privacy in any property or equipment of the City, including, but not limited to, offices, cubicles, desks, files, vehicles, filing cabinets, voice mail, text messages on City paid cellular telephones, PDAs, computers, laptops, mass storage devices, e-mails, electronic media or devices of any kind, or any other type of equipment, property, or space provided by the City. Except when accessed by the Police Department for law enforcement purposes, any such property or equipment may be accessed by the City at any time, for any purpose, with or without notice to the employee, and with or without reasonable suspicion.

11.1 Public Information

All staff members shall become familiar with- and must comply with- all applicable laws dealing with public and non-public information. Misuse and improper disclosure of public or non-public information is prohibited and may result in discipline, up to and including immediate termination.

11.2 Telephone Use

The proper use of telephone communication is required. Always answer the telephone with a pleasant voice and respond politely to the caller. Personal telephone calls must be brief. Frequent use of the telephone for other than City business is not permitted and may result in discipline, up to and including immediate termination.

11.3 Information Technology Policy

Purpose

The purpose of the city of Ramsey IT Policy is to set standards to protect the City's IT systems from business interruption, unauthorized or inappropriate access, and to maintain appropriate security. The policy is to be adhered to by all users (full-time, part-time, and temporary employees, vendors, consultants, volunteers, interns, and others) who have access to or use the city of Ramsey IT systems both on and off City property. IT systems include, but are not limited to, computers, e-mail, Internet access, printers, phones, mobile devices and various software, etc. .

Violations

Violations of this policy will be addressed consistent with the City's Personnel Policy or union contract and may include disciplinary action, up to and including immediate termination.

Exceptions

Exceptions to the following policy must be reviewed on a case by case basis by the Department Head and approved by the City Administrator.

Glossary of Terms

Configuration: The way a system is set up or the assortment of components that make up the system. Configuration can refer to either hardware or software or both.

Downloads: To copy data from a main source to a computer or mobile device.

Electronic Mail (e-mail): A network application that allows users to exchange messages over communications networks with others.

File Server: An enhanced computer with network operating software that is used for file storage, application functionality, and managing network resources.

Information Technology (IT): Managing and processing information.

Information Technology Systems: Includes, but not limited to, computers, printers, software, e-mail, Internet, telephone, voice mail, cell phones, etc.

Internet: A global network connecting millions of computers.

Intranet: A website or series of sites accessible only within an organization. An intranet's Web sites look and act just like any other web site, but firewall security restricts unauthorized access.

Local Area Network (LAN) – A localized computer network.

Licensing: Legal compliancy of assets.

Social Networking Sites: Sites which focus on building online communities of people who share interests and activities and /or exploring the interests and activities of others. Examples of social networking websites include: Facebook, Linked In, Twitter, and sites that allow users to post personal blogs, etc.

Software: Software includes the operating system and all utilities that enable the computer to function. Application software includes programs that do real work for users (i.e. word processors, spreadsheets, and database management systems).

Portable Equipment: Hardware that is small and lightweight (i.e. laptop computers, hand-held computers, tablets, smart phones, Blackberrys, projectors, digital cameras, etc).

Users: Full-time, part-time, and temporary employees, vendors, consultants, volunteers, interns, and others who have been granted access to the City's Information Technology Systems.

Information Technology Use

Purpose

Inform and provide direction to all users regarding appropriate usage and management of

the City's IT systems and resources. All users must be authorized to use City IT systems by their Department Head, supervisor, or IT.

Auditing

The city of Ramsey reserves the right to monitor and audit use of its IT systems at any time without the user's consent. An audit may result in the removal of hardware and/or software not compliant with this policy, revocation of permission to use the City's IT systems, employee discipline, up to and including immediate termination, and/or criminal charges, depending on the nature of the violation.

Reporting

Users should notify their immediate supervisor, the IT Manager, Human Resources, or the City Administrator upon learning of violations of this policy.

Expectation of Privacy

As discussed above, all City owned equipment and Information Technology Systems, including e-mail, are City property and subject to inspection by the City at any time, without notice, and for any reason or no reason at all. Users should have no expectation of privacy. In addition, the City is subject to the Minnesota Government Data Practices Act and other laws governing the collection, storage, use, and disclosure of data. All files and documents, including personal messages and internet logs, created, received, collected, or generated by City employees or using the City's Information Technology Systems are subject to those laws and may be disclosed in certain circumstances without the permission of the employee or user.

Violation of Policy

Violations of this policy will be addressed consistent with the City's Personnel Policy or union contract and may include discipline up to and including immediate termination., revocation of permission to use the City's IT systems, and/or criminal charges, depending on the nature of the violation.

Hardware and Software Acquisition

The IT Manager must approve all hardware and software prior to acquisition to ensure consistency with the design and architecture of the City's IT network. Users are prohibited from installing, downloading, or acquiring hardware and software, including product demonstrations, without prior approval from the IT Manager. Software applications not required for official City business are strictly prohibited.

Installation, Downloads, and Configuration

No user will be allowed to manipulate hardware and software standard configurations. The IT Manager must be contacted for hardware and software support. No user should change the computer setup or configuration files. Customizing a computer should be limited to items including City-owned software such as wallpaper, screen savers, icons, toolbars and colors. Users are prohibited from downloading, or installing any software including

personal, through the Internet, e-mail, and/or vendor demonstrations without prior approval from the IT Department. In order to maintain optimal functioning, users are encouraged to accept updates to currently authorized programs such as Adobe Acrobat and other previously installed software.

Licensing

To ensure license compliancy all software must be purchased by and licensed to the City.

- a. Development: Any software programs (i.e. custom designed Microsoft Access databases, etc.) developed for use by the City becomes the property of the City. Software programs may not be sold or distributed without prior approval.
- b. Home: City-owned software may not be loaded on non-City owned equipment unless there is prior approval of the Department Head and the IT Manager.
- c. Copyright Laws: City users are required to abide by software and documentation copyright laws and licensing agreements. Question about the legality of the software and documentation should be directed to the IT Manager. At no time should any users make copies of City-owned software and documentation. To prove legal ownership of software, the City must have the original media and manuals stored on City property. The IT Manager will periodically check for software that may be in violation of the above policy.

Data Management and Protection

- a. Under the provisions of the Minnesota Data Practices Act, all data stored on computer media owned, leased or rented by the City is considered to be owned by the City is subject to the Minnesota Data Practices Act, which governs its use and dissemination and data classification. All data is also subject to review and investigation at the discretion of the City Administrator, Department Heads, IT Manager, and/or law enforcement. The City Clerk should be contacted with questions regarding the classification of public and private data.
- b. Data Ownership: All information developed or introduced to a City technology system by a user in conjunction with employment with the City is the property of the City.
- c. Data Storage: All City data must be saved to a network drive on a City server.
- d. Data Deletion: Users are responsible for deleting outdated files that are no longer needed for compliance with of the City Records Retention Schedule; this includes data files and e- mail messages. The City Clerk should be contacted with questions regarding the City Records Retention Schedule.
- e. Data Back-up: The IT department backs up all data stored on the file servers. Workstation hard drives or any other devices are not backed up.

Portable Information Systems

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Portable personal computer(s), digital cameras, projectors, and other City owned portable equipment can be used for City business, outside of City facilities. When users check out portable equipment they are expected to provide appropriate “common sense” protection against theft, accidental breakage, environmental damage and other risks. Desktop computers and attached devices are not to be removed from City buildings. The user is responsible for the backup of or loss of any data stored on the standalone or portable computer. IT staff is available to assist in the development of procedures for disaster recovery of portable units.

City Issued Cellular Phones

- a. City issued cellular telephones are intended for the use by City employees in the conduct of their official City work to perform services to Ramsey citizens and businesses. Department Heads are responsible for the cellular telephones assigned to their departments, determining service levels for their employees, and exercising discretion in their use. Employees will manage their cell phone use so as not to exceed their service level as approved by their supervisor. Occasional overages will be reviewed by the supervisor on a case by case basis. After a review of the monthly billing statement, employees may be required to reimburse the City for overages in cell use and/or texts, depending on the nature of the calls/texts made during the month. Employees will make an effort to utilize other methods before utilizing cellular minutes. Nothing in this policy will limit Department Head discretion to allow reasonable and prudent use of such telephones or equipment provided that:
 - i. Its use in no way limits the conduct of work of the employee or other employees
 - ii. No personal profit is gained or outside employment is served
- b. A Department Head may authorize an employee to use their own personal phone for City business and be reimbursed by the City for those calls. An employee will not be reimbursed for business-related calls without prior authorization from his or her Department Head. Department Heads may also prohibit employees from carrying their own personal cell phones during working hours if it interferes with the performance of their job duties.
- c. Use of public resources by City employees for personal gain and/or private use including, but not limited to, outside employment or political campaign purposes, is prohibited. Incidental and occasional personal use may be permitted with the consent of the department director and direct supervisor.
- d. Personal calls made by employees on a City-provided cellular phone will be made or received only when absolutely necessary and when they do not interfere with working operations and should be completed as quickly as possible.
- e. The Administrator, or designee, will have primary responsibility for implementation and coordination of this policy. All Department Heads and supervisors will be responsible for enforcement within their departments and divisions.

Smart Phones/Tablets

The city may at its discretion provide devices to members of staff it deems appropriate.

Electronic Mail (e-mail)/SMS (text) Messaging

- a. The City e-mail system and City owned or issued cellular phones are tools to be used for matters directly related to the business activities of the City and as a means to provide services that are efficient, accurate, timely and complete. E-mail messages and texts are subject to regulation under the Minnesota Data Practices Act. The content of the message determines whether a message is public or non-public/private. E-mail is intended as a medium of communication, not for information storage; therefore, e-mail should not be used for the storage or maintenance of official City records or other City information. Users may receive inappropriate and unsolicited e-mail messages. Any such messages should be reported immediately to the IT department.

Inappropriate non-business use of the City e-mail system and cellular phones includes, but is not limited to; the transmission of non-business audio, graphic or movie files; games; jokes; instant messaging; chain emails; content of an offensive, indecent, or pornographic nature; copyrighted material and large data files not directly related to City business. These items must not be sent or accepted as e-mail attachments. These types of files can adversely affect the network or computer performance.

- b. Users must practice the utmost respect while texting and may not use text messaging, e-mails, or other forms of communication provided or authorized by the City to harass another employee, citizen or other individual. "Textual harassment" is considered harassment and is subject to investigation and disciplinary action as described in the Anti-harassment Policy.
- c. The City retains the right to use management software to eliminate the delivery of junk e-mail (SPAM), including e-mails that contain profanity.

Internet/World Wide Web

- a. The Internet is available to users for research, education, and communications directly related to the mission, charter, or work tasks of the City. Users must honor copyright laws regarding protected commercial software or intellectual property. Users accessing Internet through the City's IT systems should minimize unnecessary network traffic that might interfere with the ability of others to make effective use of this shared network resource. Users are responsible for adhering to City standards when browsing the Internet. Failure to adhere to City standards puts the City and the individual at risk for legal or financial liabilities, potential embarrassment and other consequences, including immediate termination of employment or other disciplinary actions.
- b. The City retains the right to use management software to monitor end user activity. This software may monitor and limit Internet activity.

Prohibited Use

This list includes, but is not limited to illegal activities; profit or commercial activities; outside employment; any other public office or employment which is incompatible with

City employment responsibilities, as determined by the City Administrator; wagering, betting, or selling chances; annoying or harassing other individuals; fund-raising, except for City approved activities; any political or religious activities; unethical activities; pornographic, obscene, or indecent images or content; forwarding of junk e-mail, advertisements, and/or chain email.

Personal Use

- a. The city of Ramsey offers users the privilege of personal use of its technology. Personal use is allowed under the following guidelines listed below and only during break times or before/after normal business hours, as follows: Users must obtain approval from their immediate supervisor prior to personal use of IT systems; only City users are to use the computers and computer related peripherals; users must use their own media (flash drives, CD's) and paper. No personal files or data are to be stored on the City file servers; users must not use IT systems for items listed above in Prohibited Use.
- b. E-mail: E-mail may, on a very limited basis, be used for personal correspondence, as long as it does not interfere with the normal duties of the employee and the above-listed guidelines are followed. Using the City Internet e-mail to participate in any kind personal listservs or broadcast mailing list is prohibited.
- c. Inappropriate non-business use of e-mail and the Internet can cause a burden on resources or carry computer viruses. Examples of this includes, but is not limited to: the transmission of non- business audio, graphic or movie files; games; jokes; instant messaging; content of an offensive or pornographic nature; copyrighted material and large data files not directly related to business. These items must not be downloaded from the Internet. These types of files can be large and affect the network or computer performance or carry viruses.
- d. Desk Telephones: Desk telephones may be used for short, infrequent personal use as long as it does not interfere with the normal duties of the employee and the above guidelines are followed. Employees must pay any costs associated with personal long distance calls within 30 days.
- e. Copiers, Fax Machines, Printers: Users will reimburse the city of Ramsey for personal copies, faxes, and print requests, at the rate listed in the City fee schedule. Personal use fees must be reimbursed within 24 hours from the date the expense was incurred.

Personal Social Networking on City-owned equipment

Individuals must not use City-owned or operated equipment to post to personal sites, including social networking sites, except during break times or before/after work.

Personal Social Networking while off duty and the City's Responsibility:

The city of Ramsey has a duty to protect the reputation of the organization and its employees as well as guard against any liability and potential legal risk regardless of when and where social networking activity occurs. With this in mind, employees must use social media in a manner that follows the following guidelines, as follows:

individuals should exercise caution and good judgment when social networking; individuals shall not represent that they are speaking or acting on behalf of the city of Ramsey or presenting any interests of the city of Ramsey; individuals are not permitted to display the city of Ramsey logo on any part of their online profiles; individuals never have the right to post non-public and confidential information such as information related to coworkers without first obtaining the individuals' express written consent, personnel data, medical information, or claims or lawsuits against the City; individuals who use personal social media accounts are not immune from the law.

In general, all users of social networking should be aware that the content of these social networking sites can be subpoenaed and used in criminal and civil trials. Individuals need to be aware that they have no reasonable expectation of privacy when social networking and use of personal social media accounts are subject to all pertinent city of Ramsey policies, as well as local, state and federal laws. Content that violates existing City policies that exhibit hate, bias, discrimination, pornography, libelous or otherwise defamatory content will not be tolerated. Individuals are prohibited from using social networking sites to harass or attack others, including those who work for the city of Ramsey

City Facebook page or other City social networking sites:

- a. Authorized city staff responsible for updating social media sites must use the greatest care to portray the City in the possible best light.
- b. If the author of a given post is quoting another individual's comments, the comments must be called out as a quote with quotation marks.
- c. In general, all posts should be reviewed by a supervisor.
- d. All posts to the City's social media sites and other official City publications must comply with these policies.

Information Technology Security

Purpose

Ensure secure, protect, and allow appropriate access to city of Ramsey IT systems and resources.

Logins and Passwords

All users must use and maintain unique IT-issued login IDs for computer and network-related access. Login IDs are not to be shared with others, and corresponding passwords must remain confidential. Multi-user or generic login IDs are permissible only in special circumstances approved and maintained by IT. User passwords must adhere to the following requirements:

- o Have a minimum of at least six alphanumeric characters in length
- o Must be changed every 90 days
- o Have at least one numeric digit as well as letters, for example: 1FishTwoFish
- o Have not been previously used in the last five password rotations
- o Automatic screen lock is initiated after 15 minutes of

inactivity.

Appropriate network access shall be assigned by the IT department to each user login ID, and users may only log into computers and equipment with their assigned login ID. Passwords are not to be shared with anyone, and will be forced to change periodically. New passwords should not be easily guessed. Any employee who forgets their password or suspects that their password's security has been compromised, should contact the IT department immediately.

Physical Security

- a. City users are expected to provide reasonable security to their computer workstations and related IT equipment. This includes ensuring that passwords are not written down in accessible places, removable media must be kept in a secured area, and that confidential data is not displayed in such a manner that unauthorized personnel can view it.
- b. All IT equipment is City property and must remain on current premises. Users may not move IT equipment outside of its assigned area without prior approval from the IT department. Designated portable equipment, such as projectors, laptop computers, and digital cameras, may be removed from City buildings only for City business. Portable equipment must be reserved and checked out only to City users. Users are expected to provide appropriate "common sense" protection against theft, breakage, environmental damage, and other risks.
- c. Users are required to log off computer workstations when absent for an extended time, such as end of day. Users may, however, "lock" their workstation instead when absent for a short period of time, such as during a meeting or over lunch.

Virus Protection

All computer workstations, laptops, and servers must be protected from viruses using up- to-date antivirus software. Users may not alter their system's configuration or take other steps to defeat virus protection devices or systems. All files on removable media must be scanned for viruses prior to installation onto or access from City computer equipment. Any files suspected or known to contain viruses must be immediately reported to the IT department for proper handling.

Wireless Access

Unauthorized wireless access into the City's computer network is strictly prohibited. Wireless access is defined as, but not limited to, 802.11 (Wi-Fi), Bluetooth, WiMax, and cellular technologies. Users may not attempt to scan, connect to, or install any wireless computing device on City equipment or property. Wireless access must be authorized and configured by the City's IT department. Any authorized wireless access must utilize standards-based encryption, and conform to adopted security practices as governed by LOGIS and/or state and federal government guidelines.

11.4 Vehicle Use Policy

Staff members shall operate City vehicles in a careful and prudent manner and shall obey all laws of the state and all City orders pertaining to such operation. Staff members shall set a proper example for others when operating City vehicles. Any City employee who drives a City vehicle regularly or occasionally in order to conduct City business, must promptly report loss or suspension of a driver's license to the Department Head.

The intent of this policy is to ensure appropriate use of City vehicles by municipal employees and to ensure a clear understanding thereof.

- a. Conferences, schools, seminars and meetings: For purposes of this policy it is intended that training opportunities during the regular work shift ~~within a 40-mile distance of the work location~~ is considered an acceptable work-related activity in as much as the vehicle will be returned to the work site either during or shortly after the completion of the shift.
- b. Out-of-town and overnight conferences and schools: For travel which has a duration of more than one work day in length, or for travel beyond the 40-mile radius noted above, the employee is to utilize a non-fleet vehicle, the use for which will be compensated at the approved rate. Alternatively, upon prior approval of the City Administrator, the employee can receive the use of a vehicle previously determined as an excess vehicle by the City Council.
- c. Lunch hours and authorized breaks: For purposes of this policy when an employee is scheduled to work at a site other than their normal reporting location, and for Police Officers on duty, use of a City vehicle for travel within one mile of the City limits for the purpose of lunch and other authorized breaks shall not be considered personal use.
- d. Overnight use: It is the intent of this policy that all municipal vehicles will have returned to their designated work location by the end of the work shift unless prior written authorization has been received from the City Administrator.
- e.. Personal use: Personal use of City vehicles by City employees or elected officials is prohibited without the express written consent of the City Administrator or his/her designee.

11.5 Telecommuting Policy

Telecommuting is a work arrangement where the employee works from home or another remote work site away from the primary traditional work place.

Purpose

Consideration for telecommuting arrangements may be made on a case by case basis and only in situations where the employee can demonstrate a benefit to the City. Telecommuting is not appropriate for all employees, it is not a City wide benefit or entitlement, in no way changes the terms and conditions of employment with the City and is not a substitute for dependent care.

Participation

Full-time employees, except those under collective bargaining agreements, may apply to participate. Employees must have successfully completed probation, received a satisfactory rating on their last performance evaluation and not had any disciplinary action taken against them during the past year. Seniority will not be a basis for selecting employees to participate in this program.

Application Process

The telecommuting application must be completed indicating how the telecommuting will benefit the City. All applications must be signed by the Department Head and then forwarded to Human Resources. The Department Head, Human Resources and the City Administrator will evaluate the application to determine whether or not the application will be approved or denied, at the sole discretion of the City Administrator. The Department Head will then meet with the employee regarding the determination.

Telecommuting Program

It is recommended that employees who telecommute do so for a maximum of two days per week, or on a short-term project basis. The telecommuter and the Department Head should agree upon a regular schedule of work hours and work location. Following the regular work schedule is necessary to ensure maximum accessibility. However, the employee must be willing and able to return to the primary work place at the request of the Department Head for any reason with minimal notice. An employee's salary, benefits and job responsibilities will not be affected by participating in telecommuting. Overtime must have prior approval. A remote work site is considered a City work space and the employee, therefore, continues to be governed by applicable City policies, procedures, or practices.

The employee is to be available for telephone, computer and/or fax communication with the City at the times as agreed by the signers on the application. The employee will respond to telephone calls at the telecommuting work location, and will respond to telephone messages left for the employee at the employee's City work location.

The Department Head and telecommuter must establish an agreed upon schedule where the telecommuter contacts the office to report progress.

The telecommuting projects must have measurable objectives. For example, writing a section of a manual, working on a special project, or preparing spreadsheets and financial analysis where being out of the "office environment" could lead to its accomplishment in a more timely manner.

Equipment

If an employee is approved for telecommuting and the project requires the use of a computer, printer or other computer equipment, the cost of the equipment, maintenance repair of the equipment, equipment insurance, electricity, and/or phone lines are the employee's responsibility.

The cost of installing and licensing software will be at the City's expense as long as a software license already exists for that particular user.

In the case where an employee owns a personal computer, the employee must provide a copy of the appropriate documents to verify that the software being used is legally licensed and receive virus-detection training from the IT Division. The City assumes no liability for loss, damage or wear of employee-owned equipment.

Telecommuters will take all precautions necessary to secure confidential and/or proprietary information and prevent unauthorized access into any City system.

Insurance

The employee will be covered by Worker's Compensation while working at the telecommuting work address during the hours of work as indicated on the Telecommuting Application. The city of Ramsey's liability is limited to injuries resulting directly from the work and only if the injury occurs in the designated work area. Any claims will be handled according to regular Workers Compensation procedures. If injured while telecommuting, the employee should follow the appropriate procedures for reporting the injury. Other family members or visitors to the telecommuting work address are not covered by the City's Worker's Compensation program. The city of Ramsey is not liable for any injuries to family members, visitors, or others in the employee's home. Employees should consider carrying insurance to cover these instances.

Telecommuters working at home will have a designated space maintained by the employee. With advance notice, the employer may visit the work site to ensure that safe work conditions exist. For projects involving extensive computer use, staff may request an ergonomics evaluation of the work area.

Expenses

The City will not reimburse the employee for any expenses the employee incurs to participate in telecommuting. This includes equipment, utilities, supplies and furniture. The City will provide a small and reasonable number of office supplies (such as pens, paper, post-it notes, and paper clips) for use by the telecommuter.

Travel time from the home to the workplace is not compensatory, even if the employee reports to the regular workplace on a day scheduled for telecommuting.

SECTION 12 Drug Free Workplace Policy

12.1 Drug Free Workplace Policy Statement

In accordance with the "Drug-Free Workplace Act of 1988", the city of Ramsey hereby notifies its employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, as defined by law, is prohibited at the and in the course of any activities performed in conjunction with the employee's work-related responsibilities. It is important to note that not only is the use of illegal drugs unlawful, but also the illegal dispensing of legal (prescription) drugs.

As a condition of employment with the city of Ramsey, all employees will abide by the terms of this Drug-Free Workplace Policy and will notify the City Human Resources Manager in writing of any criminal drug arrest or conviction no later than five days after such arrest or conviction. Employees who violate this policy may be subject to disciplinary actions which may include suspension or immediate termination.

Employees who are convicted of a drug related violation in the workplace or while engaged in work-related responsibilities may be required to participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency. Appropriate personnel action shall be taken against such convicted employee up to and including termination of employment. The City reserves the right to terminate any employee who has been arrested for, pled guilty to, or convicted of any crime involving the operation of a motor vehicle under the influence of illegal drugs, alcohol, or other controlled substances. This includes all such crimes occurring outside of work hours and all such crimes involving the use of any vehicle owned or leased by the City, the employee's personal vehicle, or any other vehicle.

Employees are also encouraged to attend one of the drug-free awareness programs which may be offered periodically. Other parts of the drug-free program may include drug counseling and employee assistance programs in the future.

12.2 Drug and Alcohol Testing

General Policy: It is the policy of the City to provide a drug-free environment. The City's goal is to establish and maintain a healthy and efficient workforce free from the effects of drug and alcohol abuse in compliance with the requirements of the federal Drug-Free Workplace Act of 1988 and other applicable state and federal law.

The City recognizes drug and alcohol abuse as potential health, safety and security problems. Employees needing help in dealing with drug and alcohol problems are encouraged to make use of the medical resources available through their health insurance plans.

Employees are required to report to work on time and in appropriate mental and physical condition for work. No employee shall be under the influence of any illegal drug, alcohol, or

other controlled substance while the employee is working, while the employee is on the employer's premises, representing the City away from the workplace during work hours, or operating the employer's vehicle, machinery or equipment, except to the extent authorized by a valid medical prescription.

Unless specifically authorized as part of the employee's work duties, no employee shall use, possess, manufacture, distribute, dispense, sell, or transfer drugs, alcohol, or drug paraphernalia while the employee is working, while the employee is on the employer's premises, representing the City away from the workplace during work hours, or operating the employer's vehicle, machinery or equipment, except to the extent authorized by a valid medical prescription. Off duty employees may use or possess alcohol on City premises such as parks and parking lots when said use and possession is not prohibited to members of the general public. The sale of alcohol which is part of an employee's job duty is an exception to this policy.

Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.

To assist employees in understanding the perils of drug and alcohol abuse, the City has established a Drug-Free Awareness Program. This drug and alcohol policy constitutes the City's drug free awareness program and fulfills the notification requirements of the federal Drug-Free Workplace Act of 1988. The City will use this program as an ongoing educational effort to prevent and eliminate drug and alcohol abuse that may affect the workplace. The program will inform employees of the dangers of drug and alcohol abuse, explain the City's Drug and Alcohol Policy and the sanctions imposed for its violation, and highlight any treatment, counseling, and rehabilitation referral services that may be available to employees in the City. Nothing set forth in this policy is intended to conflict with state or federal law, rules, or regulations.

As a condition of employment, each and every employee of the City must abide by the terms of this policy and must report in writing any instance of the employee's own conviction under a criminal drug statute. Any such conviction must be reported to the City Human Resources Manager within five (5) days after the conviction. Upon receipt of such notification, the City shall notify the appropriate federal agency of such conviction within the time period required by law.

An employee convicted of a criminal drug offense committed in the course of employment will be subject to appropriate disciplinary action and/or required to complete successfully an appropriate rehabilitation program at the employee's own expense unless provided to the employee through insurance coverage. The City, in its sole discretion, shall determine what disciplinary action is appropriate.

Drug and Alcohol Testing:

- (a) Purpose:** The purpose of this policy is to provide for the testing of employees and job applicants in conformance with the requirements of Minnesota State law.

(b) Scope: This drug and alcohol testing policy applies to all employees of the City and to all job applicants who have received a conditional offer of employment by the City.

(c) Application of Law: All drug and alcohol testing shall conform to the requirements of applicable state and federal law. To the extent that any provision of this policy conflicts with such law, the law is controlling.

(d) Employees Subject to Federal Testing Requirements: Federal law imposes specific drug and alcohol testing requirements for employees holding certain types of driver's licenses or engaging in certain duties. All testing for such employees will comply with the federal requirements, which may be more strict, or different than, the procedures described in this policy. The City will also follow all federally required procedures regarding the results of such testing.

Definitions: For purposes of the Policy, the following definitions will apply, unless such definitions are inconsistent with applicable law. In the event of such a conflict, the terms will be given the meaning imposed by law:

- **Alcohol:** Ethyl alcohol.
- **Confirmatory Test and Confirmatory Retest:** A drug or alcohol test that uses a method of analysis authorized by Minnesota law for providing specific data as to the drugs, alcohol, or their metabolites detected in an initial screening test.
- **Conviction:** A finding of guilty (including a plea of guilty or "nolo contendere") or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of state or federal
- **Drug:** A controlled substance as defined in applicable law.
- **Drug and Alcohol Testing, Drug or Alcohol Testing, and Drug or Alcohol Test:** Analysis of a body component sample in a manner consistent with Minnesota law for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample tested.
- **Drug Paraphernalia:** An item or items described as drug paraphernalia in Minnesota State law.
- **Employee:** A person, independent contractor, or person working for an independent contractor who performs services for compensation, in whatever form, for the City. "Employee" shall also mean a volunteer who provides services to the City for no or nominal compensation.
- **Employer:** The city of Ramsey acting through its designees of the City Council.
- **Initial Screening Test:** A drug or alcohol test which uses a method of analysis authorized by Minnesota law, as being capable of providing data as to general classes of drugs, alcohol, or their metabolites.

- **Job Applicant:** A person, independent contractor, or person working for an independent contractor who applies to become an employee of the City, and includes a person who has received a job offer made contingent on the person passing drug or alcohol testing.
- **Premises:** All property and locations that the City owns, is operating, or has established a presence.
- **Positive Test Result:** A finding of the presence of drugs, alcohol, or their metabolites in the sample tested by a confirmatory test in levels at or above the threshold detection levels established by Minnesota law. An alcohol test will be considered positive if the testee has an alcohol concentration level of at least .02 or a lesser level if it is accompanied by an odor of an alcoholic beverage or signs of physical impairment.
- **Reasonable Suspicion:** A belief by the Human Resources Manager, City Administrator, or other supervisory personnel trained in reasonable suspicion observation that the appearance, behavior, speech or body odors of an employee are indicative of the use of a controlled substance or alcohol based on the observation of at least one supervisor or official who has received training in the identification of behaviors indicative of drug and alcohol use.
- **Safety – Sensitive Position:** A job, including any supervisory or management positions, in which an impairment caused by drug or alcohol usage would threaten the health or safety of any person.
- **Under the Influence:** Having the presence of a drug or alcohol at or above the level of a positive test result.

Circumstances Under which Testing may Occur: Any employee or job applicant of the City may be tested under the following circumstances:

- 1) **Job Applicant:** A job applicant may be requested or required to undergo drug testing after a job offer has been conditionally made and before commencing employment in the position. Alcohol testing will not be a part of a post-offer pre-employment physical examination.
- 2) **Treatment Program Testing:** The City may test any employee referred by the City for chemical dependency treatment or evaluation at any time and without prior notice during the period of treatment or evaluation and for up to two (2) years following completion of any prescribed chemical dependency treatment or evaluation program in accordance with Minnesota State law.
- 3) **Reasonable Suspicion Testing:** No employee will be tested for drugs or alcohol under this provision without the person's consent. If, however, the City asks an employee to undergo a drug or alcohol test and the employee refuses, the employee may be subject to disciplinary action, up to and including immediate termination.

The City may request or require an employee to undergo drug or alcohol testing if the employer has a reasonable suspicion that the employee:

Is under the influence of drugs or alcohol; has violated the employer's written work rules prohibiting the use, possession, sale, or transfer of drugs or alcohol while the employee is working or while the employee is on the employer's premises or operating the employer's vehicle,

machinery, or equipment; has sustained or cause another person to sustain a work related personal injury; or has caused a work related accident or was operating or helping to operate machinery, equipment, or vehicle involved in a work related accident.

Random Testing and Testing without Prior Notice: Random testing may be given without prior notice during regularly scheduled work hours to those employees who are in "safety sensitive" positions including any supervisory or management positions in which an impairment caused by drug or alcohol use would threaten the health or safety of any person. Under the random selection process, there is an equal probability that an employee in a safety sensitive position subject to the selection mechanisms will be selected for testing. The City does not have discretion to waive the selection of any employee chosen on a random selection basis.

The City declares that all Fire Department positions (including but not limited to, union, non-union, supervisory and management positions) are hereby designated as "safety sensitive" positions.

The City declares that all Public Works Maintenance Division positions, (including but not limited to, union, non-union, supervisory and management positions) are hereby designated as "safety sensitive" positions.

Testing without prior notice may be conducted on employees who have been referred by the City for chemical dependency treatment or evaluation, or who are participating in a chemical dependency treatment program under an employee benefit plan, or who have participated in such a chemical dependency treatment program in the prior two years.

Criteria for Selecting Testing Laboratories: The City will only use the services of a testing laboratory that meets one or more of the criteria for drug testing or other such applicable criteria as established under Minnesota law, as amended.

Refusal to Undergo Testing:

- **Job Applicants:** Job applicants may refuse to undergo drug testing. However, if a job applicant refuses to undergo drug or alcohol testing requested or required by the employer, no such test shall be given, and the job applicant shall be deemed to have withdrawn the application for consideration for employment.
- **Employees:** Employees may refuse to undergo drug testing. However, if an employee refuses to undergo drug and alcohol testing carried out in conjunction with this Policy the employee may be subject to discipline including, but not limited to, immediate termination.

Tampering with the Urine or Blood Sample:

If an employee or job applicant tampers with his or her own urine or blood sample, or in any way deliberately causes a sample to be invalid, the employee may be subject to discipline including, but not limited to, immediate termination.

Confirmatory Testing. If a positive test is obtained, a second test will be performed on the same sample for confirmation before disciplinary action is initiated. If a sample which tests positive in

the initial test and is negative in the confirming test, the employee will be reported as negative. Employees whose samples test positive in both tests shall be reported positive. An employee has the right to have a confirmed positive sample retested at the same or another City approved laboratory at the employee's own expense (approved laboratories must be in compliance with the Clinical Laboratory Improvement Act.).

In addition, upon a positive test result, an employee may show that he or she is taking a prescription drug under the supervision of a physician, or a nonprescription drug in accordance with its directions, and the positive test result will be reevaluated in light of the drug and dosage used. If such a reevaluation shows that the positive result was caused by such use of prescription or nonprescription drugs, the result will be reported is negative.

Failure to Pass Drug and/or Alcohol Testing: Employees who test positive for drugs or alcohol on a confirmatory test or confirmatory retest may be subject to discipline. Employees may be given the opportunity to go through rehabilitation following a first positive test. All discipline pursuant to this policy will be consistent with applicable law, including but not limited to, Minnesota Statutes, section 181.953 (as amended).

If a job applicant for an affected position tests positive on a confirmatory test for drugs, any offer of employment will be withdrawn and the individual will not be considered for employment by the City. If a positive confirmatory test is caused by the lawful use of a drug prescribed for the job applicant or an over-the-counter substance consumed in accordance with instructions, the City will not withdraw a job offer. However, a job offer will be withdrawn if an applicant is not reasonably able to perform the assigned duties of the position.

Rights of Employee or Job Applicant:

An employee or job applicant who receives a positive test result on a Confirmatory Test has the right to receive a copy of the test result report and, within three (3) working days of notice of the original positive Confirmatory Test result, to submit information to the City in addition to any information already submitted to explain that result, or within five (5) working days to notify the City in writing of the employee's intention to obtain a Confirmatory Retest of the original sample at the employee's or job applicant's own expense.

If the Confirmatory Retest is conducted in accordance with rules established by the Commissioner of the Minnesota Department of Health by a qualified laboratory, and if it is not positive, the City shall reimburse the employee or job applicant for the actual cost of the Confirmatory Retest in an amount not to exceed \$100.00 and no adverse personnel action shall be taken against the employee or job applicant based on the original Confirmatory Test.

General Testing Procedures:

All testing will be performed by a licensed laboratory that certifies its compliance with the requirements of Minnesota State law. When the City decides to test for drug or alcohol use on any of the grounds enumerated in Section 4 the following procedures will apply:

Initial Screening Test: Acknowledgement. Before the Initial Screening Test, the employee or job applicant shall be informed of the City's testing policy and given a form on which the employee or job applicant can acknowledge being so informed.

If the Initial Screening Test produces a negative result, written notice of such result will be given to the individual who took the test within three (3) working days after the City receives the test result report. The employee or applicant will also be notified that they have the right to request and receive a copy of the test report.

The testing laboratory will perform a Confirmatory Test on all samples that produce a positive test result on the Initial Screening Test.

Confirmatory Test. If the Initial Screening Test produces a positive test result, a second test (known as the Confirmatory Test) will be conducted by the laboratory. If the Confirmatory Test is not positive, the City will send written notice of this fact to the employee or job applicant within three (3) working days after receiving the result.

If the Confirmatory Test produces a positive test result, the City will take the following four steps: (1) The City will send written notice of the positive test result within three working days after receiving it to the employee or job applicant. (2) The employee or job applicant will be informed of the right to receive a copy of the test result. (3) The employee or job applicant will be told of the right to explain the positive result by indicating any medication (prescription, signed for, or over-the-counter) that the individual is currently taking or has recently taken and other information relevant to the reliability of or explanation for a confirmatory positive test result. (4) The employee or job applicant will be informed of the right to request a Confirmatory Retest of the original sample at the employee's or job applicant's expense. The employee or job applicant has five working days in which to notify the City of this request in writing.

Confirmatory Retests: After an employee or job applicant chooses to request a Confirmatory Retest, the employee or job applicant has five (5) working days within which to notify the City of this request in writing. Within three (3) days of the receipt of such request, the City will notify the original testing laboratory that it is to conduct a Confirmatory Retest or transfer the sample to another certified laboratory for retesting. If the Confirmatory Retest does not confirm the original positive test result, no adverse personnel action will be taken by the City. If the Confirmatory Retest is positive, the City may withdraw its conditional offer of employment to a job applicant or terminate an employee if such employee chooses not to participate in a chemical dependency treatment or evaluation program.

Data Privacy:

Test result reports and other information acquired in the drug and alcohol testing process are private data on individuals as defined in Minnesota law, and may not be disclosed to another employer or to a third party individual, governmental agency, or private organization without the written consent of the employee or applicant tested, unless otherwise permitted by law or required by court order.

Other Misconduct:

Nothing in this Policy limits the right of the City to discipline or discharge an employee on grounds other than a positive test result in a Confirmatory Test. For example, possession, observed consumption of a controlled substance, the sale of a controlled substance on City premises, or conviction under any criminal drug statute for a violation occurring in the workplace, may by themselves, be grounds for discipline or discharge. Any City employee may be subject to discipline up to and including termination for violation of this Policy or any rules adopted by the City with respect to the manufacture, use, sale, or transfer of drugs and alcohol.

Administrative Responsibility:

The City Administrator, or his or her designees, shall be responsible for implementing this Policy. Each Department Head and supervisor shall be responsible for informing their employees of this Policy. Each employee of the City shall be notified of this Policy. Employees shall acknowledge, in writing, receipt of this Policy.

Collective Bargaining Unit Conflict:

Nothing set forth in this Drug Free Workplace Policy is intended to conflict or interfere with the terms of a collective bargaining agreement, if any, between the City and its employees.

Employee Assistance Program: The City contracts with an outside Employee Assistance Program (E.A.P.) to provide free, confidential assessment and referral services for any number of personal problems including drug and alcohol abuse and misuse. Employees are encouraged to use this service to obtain assistance for themselves or family members. To obtain more information, contact Human Resources.

SECTION 13 ACKNOWLEDGEMENT OF RECEIPT OF THE PERSONNEL POLICY

I acknowledge that I have received a copy of the city of Ramsey Personnel Policy. I understand that this document contains important information regarding the City's general personnel policies and my privileges and obligations as an employee. I will familiarize myself with the personnel policy and I understand that I am governed by its contents. I further understand that the personnel policy is not an employment contract and that the City may change, rescind or add to any policies, benefits, or practices at its sole discretion with or without prior notice.

Employee's Signature

Date

Employee's Name (typed or printed)

Witness' Signature

Date

Witness' Name (typed or printed)

CC Regular Session**4. 11.****Meeting Date:** 03/13/2018**Submitted For:** Grant Riemer, Engineering/Public Works**By:** MaryJo Warner, Engineering/Public Works

Information**Title**

Report from Public Works Committee

The Public Works Committee held its regular meeting on February 20, 2018 and discussed the following case:

1. Review COR Street Names: Ratify the consensus of the Public Works Committee to direct staff to prepare alternatives that would make sense for road names within The COR.

Purpose/Background:

1. Review COR Street Names: City Engineer Westby reviewed the staff report and stated that the purpose of this case is to review existing and proposed street names within The COR, and to obtain preliminary feedback from the Public Works Committee regarding potential concerns with specific street names and any information the Committee would like Staff to present at the next regularly scheduled Public Works Committee meeting on March 20, 2018. He stated that the majority of street names within The COR are based on the Anoka County street grid naming convention, with the exceptions of Veterans Drive, Center Street, and Ramsey Parkway. He stated that the street naming convention for the City of Ramsey includes Football Greats, Mammals, Rocks, Elements, and Indian Tribes as streets progress from west to east. Most recently, the deviation of street names from the County grid was discussed when the Riverstone residential development was platted. Ultimately, the City Council approved renaming two street segments as something different from the County grid. He stated that the position from public safety is that the City should follow the County grid system or come up with its own convention that is consistent throughout the City. He explained that street names are an important component of public safety response, which can have a significant impact on response times and outcomes. Motion to ratify the consensus of the Public Works Committee for City Council to direct staff to prepare alternatives that would make sense for road names within The COR.

Action:

Motion to ratify the Consensus of the Public Works Committee.

Attachments**Agenda**

Form Review

Inbox	Reviewed By	Date
Grant Riemer	Grant Riemer	03/06/2018 10:49 AM
Bruce Westby	Bruce Westby	03/08/2018 03:54 PM
Kurt Ulrich	Kurt Ulrich	03/08/2018 04:24 PM
Form Started By: MaryJo Warner		Started On: 03/02/2018 01:40 PM
Final Approval Date: 03/08/2018		

City of Ramsey
Agenda
Public Works Committee
Tuesday, February 20, 2018
5:30 pm
Lake Itasca Room, 7550 Sunwood Drive NW

- 1. Call to Order**
- 2. Citizen Input**
- 3. Approve Agenda**
- 4. Approve Minutes**
 1. Approve Public Works Committee meeting minutes.
- 5. Committee Business**
 1. Review COR Street Names
- 6. Committee/Staff Input**
- 7. Adjournment**

Public Works Committee**4. 1.****Meeting Date:** 02/20/2018**Submitted For:** Grant Riemer, Engineering/Public Works**By:** MaryJo Warner, Engineering/Public Works

Title:

Approve Public Works Committee meeting minutes.

Purpose/Background:

To review and approve January 16, 2018 Public Works Committee meeting minutes.

Timeframe:

5 minutes.

Observations/Alternatives:

n/a

Funding Source:

n/a

Recommendation:**Action:**

Motion to approve Public Works Committee meeting minutes dated January 16, 2018.

AttachmentsMinutes

Form Review**Inbox**

Grant Riemer

Kurt Ulrich

Form Started By: MaryJo Warner

Final Approval Date: 02/15/2018

Reviewed By

MaryJo Warner

Kurt Ulrich

Date

02/14/2018 02:29 PM

02/15/2018 04:25 PM

Started On: 02/12/2018 04:20 PM

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

The Public Works Committee conducted a regular meeting on Tuesday, January 16, 2018, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Chairperson Chris Riley
 Councilmember Jill Johns
 Councilmember Mark Kuzma

Also Present: Public Works Superintendent Grant Riemer
 Parks and Assistant Public Works Superintendent Mark Riverblood
 City Engineer Bruce Westby
 Community Development Director Timothy Gladhill

1. CALL TO ORDER

Chairperson Riley called the regular meeting of the Public Works Committee to order at 5:36 p.m.

2. CITIZEN INPUT

There was none.

3. APPROVE AGENDA

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

Motion carried. Voting Yes: Chairperson Riley, Councilmembers Johns and Kuzma. Voting No: None.

4. APPROVE MINUTES

4.01: Approve November 21, 2017, Meeting Minutes

Motion by Councilmember Johns, seconded by Councilmember Kuzma, to approve the following minutes:

Regular Meeting Minutes dated November 21, 2017

Motion carried. Voting Yes: Chairperson Riley, Councilmembers Johns and Kuzma. Voting No: None.

5. COMMITTEE BUSINESS

5.01: North Commons Neighborhood Trail or Street Link at Zeolite Street

Parks and Assistant Public Works Superintendent Riverblood reviewed the staff report and stated that the purpose of this case is to assess the Committee's opinion on the development of a short trail segment to link an existing neighborhood to The COR west of North Commons. He displayed a location map and reported the Park & Recreation Commission recommended that the trail concept be pursued.

Parks and Assistant Public Works Superintendent Riverblood explained this short trail link could advance for Council consideration in terms of a mailer for public notification. While the project scope is not fully developed at this time, it is estimated the cost may be less than \$30,000 for the bituminous trail, ADA pedestrian ramps, and trees with naturalized pollinator landscape. He noted this trail would connect neighborhoods, expand across to the playground and community gardens in North Commons, and allow more residents' access to The COR on foot or by bicycle.

Councilmember Kuzma asked the funding source.

Parks and Assistant Public Works Superintendent Riverblood replied that the park trust fund would be used to fund the project and confirmed that there are sufficient funds available.

Councilmember Johns stated that it makes sense to connect that development, and those homes, to The COR.

Councilmember Kuzma asked if there would be an expense to the owner to vacate as discussed.

Parks and Assistant Public Works Superintendent Riverblood stated that there would be some staff time (City cost) for the ordinance that would be prepared. He noted that the additional space would provide flexibility to the homeowners as it could allow an accessory structure, such as a shed, to be built in an area where it currently could not because of the reduced setback that will be available. He explained that currently the property owners are mowing but cannot do anything inside of that area. He stated that the trail option would also provide an emergency access, should that be needed.

Chairperson Riley asked if this would be considered the highest value connection.

Parks and Assistant Public Works Superintendent Riverblood replied that it would not be a high priority but would be more of a low hanging fruit because of the low cost. He stated that the project could be done fairly easy and would provide connectivity, also noting that minimal maintenance would be needed.

Motion by Councilmember Kuzma, seconded by Councilmember Johns, to recommend that the City Council notify public via a mailer to gain input on development of a short trail segment to link an existing neighborhood to The COR west of North Commons.

Further discussion: It was noted that staff should reach out to the two specific property owners if those property owners do not reply to the mailer.

Motion carried. Voting Yes: Chairperson Riley, Councilmembers Kuzma and Johns. Voting No: None.

5.02: Recommend Authorization for Civil Engineering Planning Services for Highway 10 Planning Effort

Community Development Director Gladhill reviewed the staff report and stated that the purpose of this case is to consider recommending that the City Council authorize a work order with Bolton and Menk to perform planning and engineering services related to future Highway 10 design. He stated staff is only seeking approval for Phase I (project justification, concepts, evaluation) not Phase II (vision refinement, preliminary design, funding). He explained that staff has already completed three rounds of refining the scope and scaled back on renderings/visualizations, public meetings, and communication assistance.

Community Development Director Gladhill described the scale and magnitude of the project, noting it is a significant investment with total capital costs of the improvements themselves being over \$70 million.

Community Development Director Gladhill presented alternatives for the Committee's consideration and stated staff recommends proceeding forward with the work order. Bolton and Menk was the engineer for the Highway 10 Access Planning Study so there are a number of efficiencies to use this same firm for this work order as opposed to bringing in a new firm.

Eric Johnson, Bolton and Menk, stated that the previous Highway 10 study had a different vision, focusing on a high-level idea that all parties could agree on. He highlighted some of the differences, noting the desire to have grade separations at the railroad crossings, which will be added as a new element rather than being an afterthought in the previous plan. He stated that this element will also look to the future, rather than just focusing on how the road operates today. He stated that they are pretty confident that the Anoka improvements will be fully funded in 2018 and therefore the improvements will be completed between 2020-2022. He noted that once those improvements are completed, the first stoplight will be at Sunfish Lake and that will become the next priority to fix on the system. He stated that the attempt would be to develop a plan that could gain support from the other communities as well, to ensure that funding could be obtained in the future.

Angie Bersaw, Bolton and Menk, stated that although the problem has been identified, this study will not only focus on the current problems but also on future problems. She stated that a key step in the planning stage would be to ensure that all road owners (Ramsey, Anoka County and MnDOT) can be on the same page. She explained that the first phase of the study will be to develop one vision and noted that the second phase would then dig deeper to determine the elements that would be necessary, which is why it would make sense to split the work into two phases as staff has suggested.

Councilmember Kuzma asked the timeline for this project. He asked how solid the plans would be as the Ramsey improvements would not occur until after the Anoka improvements are completed, noting the estimation that was given of 2022 for completion in Anoka.

Chairperson Riley agreed and asked the shelf life of the plans.

Mr. Johnson replied that the shelf life of the first phase would not expire. He believed that the second phase would have a three to five-year shelf life, until the point where staff would need to complete a quick update review to determine if design standards have changed.

Councilmember Kuzma asked if the engineering costs are included in the cost of development estimates.

Mr. Johnson replied the industry standard is 20 percent for design and delivery and believed that was included.

Community Development Director Gladhill stated that the City would push to have this cost included in the City's ultimate share of the project costs.

Chairperson Riley asked how this would be different than the traffic studies that were already completed.

Mr. Johnson stated that the traffic studies before were based on existing conditions. He stated that at that time it was determined that if MnDOT cannot afford to fix the problems of today, they certainly cannot afford to fix the problems of the future and therefore that element was not included in the previous study. He noted that this process would look further to determine the implications for the future to provide more solid results.

Ms. Bersaw stated that it is important to really determine the problem and how that may change to ensure that you build the right thing that will last. She stated that the modeling will give you the answers to ensure that you are not over building.

Chairperson Riley asked why they would study a no build situation.

Mr. Johnson replied that would give you the baseline and define the need to solve. He noted that it is also a part of the environmental review.

Community Development Director Gladhill noted that this would also show a measurable improvement to show that you would be solving the problem.

Councilmember Johns asked how far out this would project, whether this is a 20 or 40-year projection.

Ms. Bersaw stated that they typically look 20 to 25 years into the future. She stated that if you look beyond that you are making more assumptions than you can handle and therefore the results

become fuzzy. She stated that the traffic modeling would look at the overall network to determine alternate routes and capacity.

Mr. Johnson replied that the model for Highway 10 would be expanded and would be built from the model used by Anoka County for their Comprehensive Plan update. He stated that as other elements are “uncorked” it would unlock alternate routes that could free up capacity.

Councilmember Kuzma asked the funding source for this study.

Community Development Director Gladhill replied that the funding source would be the public improvement revolving fund.

Chairperson Riley asked for details on the number of concepts that would be provided.

Mr. Johnson replied that they will look at a variety of concepts reviewed and confirmed that there would be four concepts plus the no build provided.

Chairperson Riley stated that he is very concerned with the coalition and partners that have already decided that this is the best way, as it could seem that the City would be looking at alternate options.

Ms. Bersaw stated that there was not one answer provided through the access study. She stated that the study was high level, and this will delve into more detail to determine how the railroad would influence the plan and to find the option that would best solve the problem.

Mr. Johnson replied that he thinks this would be a welcome next step from the partnering agencies and municipalities.

Chairperson Riley stated that he would want to make it clear that if this moves forward, the City is working with the partners.

Councilmember Johns stated that this should be done sooner rather than later to provide some answers to local business owners and stakeholders.

Councilmember Kuzma stated that this study could also help to attract future businesses as well.

Chairperson Riley agreed that it will be important to be able to provide some answers of what is and what is not.

Community Development Director Gladhill stated that staff considered making a pitch to the legislature in attempt to gain funding to assist in phases one and two but noted that would delay the process by six months. He suggested to begin with phase one and make the ask of the legislature for phase two. He provided examples of similar actions that other communities are taking with their planning and funding requests for Highway 10 planning. He stated that the City will contribute to the funding of the design regardless, and therefore the City funding the first phase could be appropriate before making an ask of the legislature for future phases.

Councilmember Kuzma asked how this would interact with the efforts of Mr. Tinklenberg.

Community Development Director Gladhill stated that Mr. Tinklenberg believes that this is a necessary step and will help with the City's momentum. He noted that once there is more certainty in the planning, it will increase the priority ranking of the project.

Chairperson Riley asked for additional details on the planning that has been done for the rail crossings.

City Engineer Westby replied that the previous funding applications for the Ramsey rail applications used the cost estimate that was obtained from Anoka County. He stated that the City has not expended funds to do any additional design work on that. He stated that the more information, the better. He noted that the better the estimate and design work is, the higher ranking and more opportunity you will have. He stated that the City will no longer be competing with Anoka once their funding is completed. He explained that the additional design work will solve some of the unknowns including property acquisition costs and whether the crossings should be underpasses or overpasses.

Chairperson Riley asked if the coalition partners have looked at this design proposal.

Community Development Director Gladhill stated that staff first wanted to obtain support from the City Council prior to sharing that proposal. He noted that the partners are aware of the desire to complete the design work. He stated that the recommendation could be to move this forward, contingent on sharing the information with the design partners.

Councilmember Johns stated that perhaps the proposal could be shared with the partners prior to this moving forward to City Council.

Chairperson Riley noted that there are five public meetings scheduled and stated that seems like a lot of meetings.

Community Development Director Gladhill noted that the temperature of the public could be gauged as the process moves along and if that number of meetings is not needed, the schedule can be scaled down. He noted that some business owners and stakeholders like more one on one interaction while others like an open house meeting style. He noted that staff can scale back if that seems appropriate as this moves forward. He stated that all of these options are still within the overall vision. He stated that this would provide flexibility in that smaller pieces can be constructed individually, or they could also be partnered together. He noted that the details will provide a lot of information, and used the example of the cost for property acquisition. He stated that in some instances, a few feet make the difference between partial acquisition and whole parcel acquisition which have major cost differences.

Chairperson Riley stated that he would want to ensure that this is in line with the coalition and wants to prevent the perception that Ramsey is going rogue and working on their own project.

Motion by Councilmember Johns, seconded by Councilmember Kuzma, to recommend that the City Council authorize the work order with Bolton and Menk for Highway 10 Planning and Design Services in the amount of \$499,855, contingent upon staff sharing the information with the coalition.

Motion carried. Voting Yes: Chairperson Riley, Councilmembers Johns and Kuzma. Voting No: None.

Community Development Director Gladhill stated that he wanted to give the student group that worked on Highway 10 an opportunity to share some ideas and their framework.

Jonathan Reisetter stated that they were part of a land use planning class that worked on Highway 10, specific to Ramsey. He stated that as outsiders they see that Ramsey struggles for geographical notoriety, as the city was developed later and lacked a town center until more recently. He stated that the highway has served as a main street and thoroughfare and during their study they focused on image, business, and connections.

Chris Desroches stated that the image and connectability of Highway 10 do not match Ramsey. He explained that they looked at improving the aesthetic and the entrance to Ramsey. He noted that they would recommend creating a placemaking entrance to the City and carrying that throughout the City in order to better identify Ramsey; using the example of signage. He stated that another element would be the business aspect of Highway 10 and how that could be improved; working with the existing business owners. He recognized the high number of properties that are owned by the City, or have been vacant for over five years. He stated that there is a lot of traffic traveling through the City on Highway 10 and perhaps rather than holding the farmers market on a Thursday within The COR, that could be held on a Friday, on land adjacent to Highway 10, to take advantage of the traffic heading north.

Councilmember Kuzma asked if the signage used within The COR would be transferred into the Highway 10 corridor.

Chris Desroches replied that would be a question for the City to answer, whether they would like to continue that signage or create separate signage for the Highway 10 corridor.

Community Development Director Gladhill stated that the City could take their branding information and apply that to this concept.

Chris Desroches stated that Highway 10 is the main artery into Ramsey and therefore a lot of the experience is traveling through that corridor. He stated that you would want that theme to be something that people will remember. He advised that they also focused on connections and stated that currently there is a lot of way finding signage for business along the corridor. He noted that you would want to provide valuable connections to the places you want people to go.

Chairperson Riley asked if they have access to this information as this was a high-level presentation.

Community Development Director Gladhill noted that there will be an open house meeting next week with these posters, and additional ideas and concepts in poster format. He stated that the PDF format should be available at that time as well. He explained that this is simply a mid-way check-in and additional work will continue through the spring semester.

Chris Desroches stated that there are unique opportunities with community engagement, using signage. He explained that you can build a swell of momentum through community engagement, using the examples of asking the public for input or creating a contest.

Community Development Director Gladhill recognized that this would be a partnership, explaining that the City would improve the public realm while the private sector makes improvements along the corridor as well. He noted that he liked that this concept has set metrics identified as well, which are helpful for staff.

Councilmember Kuzma stated that he is a little concerned that this would create a conflict between the proposal and what exists in The COR. He stated that he does not see the existing design standards tied into the new concepts and noted that the City has spent a lot of money working on the design standards, while this seems to start fresh.

Jonathan Reisetter stated that they spent more time on the ideas for the highway, specifically leading people from the highway to The COR.

Community Development Director Gladhill noted that there has been some rebranding that took place and staff gave direction to look at something new rather than attempting to brand the corridor as The COR or under the current sign design regulations. He noted the difficulty that the parks department had in getting their signs approved.

Councilmember Kuzma stated that he does not disagree. He recognized that people outside of Ramsey are not aware of what The COR is or what it even stands for.

Community Development Director Gladhill explained that this will improve the marketing aspect of The COR while also focusing on Ramsey as a whole.

Chris Desroches stated that they are not branding or design experts, but planning students. He stated that they are coming up with the ideas and concepts and staff and the Council will need to provide additional details, and make additional decisions, as the process moves forward.

Jonathan Reisetter stated that they are excited to hear the feedback from the open house and from the PDF versions that will be distributed to the City.

Community Development Director Gladhill noted that this is a mid-year check in and PDFs are a required deliverable. He noted that the process will continue, and input will be obtained from the open house meetings. He stated that the poster format translates into the open house setting while the more detailed PDFs will be helpful for the City, Council, and other Boards/Commissions.

5.03: Provide City Council Recommendation for 2018 Crackseal and Sealcoat Improvements, Improvement Project #18-04

City Engineer Westby reviewed the staff report and purpose of the case to consider recommending City Council approval for 2018 Crackseal and Sealcoat Improvements, Improvement Project #18-04. He displayed maps depicting the proposed 2018 crackseal and sealcoat improvements and overall map of locations of all streets proposed to receive improvements, as well as individual project areas designated as Areas A-F. City Engineer Westby stated a total of 22.71 miles of public streets are proposed to receive crackseal and sealcoat improvements in 2018 in addition to fogsealing all cul-de-sacs in the project area.

Chairperson Riley referenced Map B, in which the City is only doing two small cul-de-sacs. He stated that seems inefficient and asked if it would be more efficient to instead include those areas with future improvements that are closer to that area.

City Engineer Westby replied that the cul-de-sacs are within one half mile to one mile from other areas proposed to be improved. He stated that those areas are recommended to be included in order to stay on a proper maintenance schedule.

Public Works Superintendent Riemer explained that this will be the first seals for those cul-de-sacs and therefore it is important to have those seals completed in order to stay on the proper maintenance schedule and receive the longest lifespan for the roadway surface.

City Engineer Westby presented the project cost summary, noting the current engineer's estimate for all proposed improvements is \$623,169.69. In order to ensure that as much of the \$500,000 budgeted for this work will be spent, staff proposes to split the project into a base bid including several project areas with a resultant estimated project cost of just under \$500,000, with the remaining areas being bid as alternate bids.

City Engineer Westby presented alternatives for the Committee's consideration and stated staff recommends approval for the 2018 Crackseal and Sealcoat Improvements, Improvement Project #18-04, with funding from the general fund using the \$500,000 that is budgeted annually for these improvements.

Motion by Councilmember Kuzma, seconded by Councilmember Johns, to recommend City Council approval for 2018 Crackseal and Sealcoat Improvements, Improvement Project #18-04.

Motion carried. Voting Yes: Chairperson Riley, Councilmembers Kuzma and Johns. Voting No: None.

5.04: Provide City Council Recommendation for Metropolitan Council Water Efficiency Potential Project

City Engineer Westby reviewed the staff report and purpose of the case to consider participating in a Metropolitan Council Water Efficiency Potential Project. He referenced the November 27, 2017, e-mail from the Metropolitan Council indicating a Water Efficiency Potential Project was

commissioned to assess the economic potential of whether an aggressive water conservation program could reduce a community's expansion of water supply to meet future residential needs.

City Engineer Westby noted that based on current water use data and project population growth, Ramsey ranks 19 out of all Twin Cities metro cities as a potential candidate community for economic analysis of potential peak water demand reduction. The Metropolitan Council believes the City of Ramsey can potentially benefit from such an analysis and would like to know if the City is willing to be included in the study.

City Engineer Westby presented alternatives for the Committee's consideration and stated staff recommends approval to participate in a Metropolitan Council Water Efficiency Potential Project. He suggested that action be made contingent upon a favorable response from the Metropolitan Council on whether the participation would not be related to required mandates.

Chairperson Riley agreed that is a very real concern or question. He stated that the best way to avoid that would be to not participate. He noted that one of the City's closest neighbors, Andover, is number one on the list and therefore the City could ask to see the recommendations from that City to determine what could be done in Ramsey.

Councilmember Kuzma noted that the population of Andover is higher than Ramsey.

City Engineer Westby agreed that Andover is 1.5 times larger than Ramsey in terms of the population served. He agreed that Andover may participate and could have some telling results.

Councilmember Johns noted that there could be some unique factors that could be helpful to the community, such as business makeup and peak times.

City Engineer Westby stated that it would be helpful to have apples to apples comparison for information but acknowledged that the results from Andover will be helpful. He stated that the City is working to increase water conservation efforts through the RCP program. He noted that staff does work directly with the Metropolitan Council on numerous water related issues. He stated that he would not be comfortable bringing this forward to the City Council without a favorable response from the Metropolitan Council.

Chairperson Riley stated that he would prefer not to participate and simply ask to see the results from Andover.

Councilmember Johns stated that if participation would be helpful and would not have a cost to the City, other than a few hours of staff time, and would not have any requirements that come along with it, she would support participation.

Councilmember Kuzma stated that if there is a favorable response that the City will not be required to do anything outside of the study he would support participation. He asked if participation in this study would gain additional support from the Metropolitan Council on regional water solutions.

City Engineer Westby stated that a City Council work session presentation is being planned for February regarding an option for the Met Council to complete a feasibility study at no cost to the City for a regional surface water treatment facility in Ramsey. He noted that the City would need to have at least two other neighboring communities as partners. He stated that the feasibility study will provide cost information on the possibility of a surface water treatment facility and noted that staff would continue to work with the Metropolitan Council on that possibility whether or not this study is approved.

Motion by Councilmember Kuzma, seconded by Councilmember Johns, to recommend City Council approval to participate in a Metropolitan Council Water Efficiency Potential Project, contingent that the results would be applied equally across the metro region.

Motion carried. Voting Yes: Councilmembers Johns and Kuzma. Voting No: Chairperson Riley.

5.05: Provide City Council Recommendation for MnDOT Delegated Contracting Process Agreement #1029992

City Engineer Westby reviewed the staff report and purpose of the case to consider approval of MnDOT Delegated Contracting Process Agreement #1029992. He explained that pursuant to Minnesota statutes, the Commissioner of Transportation must be appointed an agent of the City of Ramsey to accept Federal Aid funds that are awarded to the City for eligible transportation related projects. The City cannot directly accept awarded Federal Aid funds for such projects as they must be processed through MnDOT.

City Engineer Westby presented alternatives for the Committee's consideration and staff's recommendation for approval of MnDOT Delegated Contracting Process Agreement #1029992.

Councilmember Johns stated that she would prefer for this to come back to the Committee after the comments from the City Attorney are received.

City Engineer Westby stated that the agreements are written very differently and therefore it is hard to review the documents side by side.

Chairperson Riley asked if MnDOT allows changes to the letter.

City Engineer Westby replied that minimal changes may be allowed. He noted that typically most changes requested by the City are not allowed.

Councilmember Johns noted that the approval could be made contingent upon approval of the City Attorney.

Motion by Councilmember Johns, seconded by Councilmember Kuzma, to recommend City Council approval of MnDOT Delegated Contracting Process Agreement #1029992, contingent upon approval by the City Attorney.

Motion carried. Voting Yes: Chairperson Riley, Councilmembers Johns and Kuzma. 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 improvement projects.

Councilmember Kuzma referenced Puma Street and the intersection at Alpine. He asked if the sightlines have been reviewed to ensure safety.

City Engineer Westby stated that tree clearing operations west of this intersection began last year but proper erosion control measures were not installed prior to work beginning and therefore the work was not completed. He noted that the intent is to remove the remaining trees and knock down the hill to open the sightlines this spring. He continued to provide an update on the Puma Street utilities extension and the Bunker Lake Boulevard and Puma Street improvements. He provided an update on The COR regional infiltration basin development. He stated that additional Anoka County and MnDOT projects were included on the update list and noted that he will attempt to follow up on projects that have not seen progress attempting to gain further updates.

Councilmember Kuzma asked for an update on the flashing turn lights on Armstrong at Bunker.

City Engineer Westby noted that although the City approved the development of the plans, he was still awaiting information from Anoka County. He noted that once he sees the final cost estimates he would share that information with the Committee and City Council.

Chairperson Riley asked for an update on the plans in Anoka for 47 and Ferry Street. He stated that Ramsey should stay on top of those plans to ensure that something is not approved that would be detrimental for Ramsey.

City Engineer Westby stated that the last update he received was that Anoka is working on the preliminary design that would then be shelved until funding is made available.

Chairperson Riley stated that he would want to ensure that the plans would not negatively impact Ramsey.

City Engineer Westby stated that he would continue to follow up with Anoka.

City Engineer Westby stated that there was discussion at the November meeting regarding a drainage and utility easement and provided background information. He stated that the recommendation of the City Attorney is to pass a resolution restricting all use of the easement until such time a regional trail is available north of the property. He noted that he spoke with the property owner and the owner asked if there is something that can be done to simply restrict the

use by hunters. He noted that he is still awaiting a response from the City Attorney. He asked if the Committee would like to see the item again before it moves to the Council.

Chairperson Riley stated that the Committee made a decision and offered an alternative and therefore the easiest thing would be to do nothing. He stated that he does not see a reason to bring the case back to the Committee, or to Council.

Councilmember Johns agreed that the decision had been made. She noted that the property was received through park dedication and therefore the City is not interested in vacating the property.

Public Works Superintendent Riemer provided an update on the recent plowing activity.

Informational; no action required.

6.02: Review Future Topics Calendar

City Engineer Westby provided a summary of the Public Works Committee future topics calendar. He stated that he would also like to review the City's street maintenance program with the Committee at some time, if possible.

Councilmember Johns stated that perhaps that would be better received during a City Council worksession.

City Engineer Westby stated that the City Council worksessions tend to fill up and therefore there is not always enough time available.

Councilmember Riley requested that a review of the application of State Aid funds be placed on the calendar.

7. ADJOURNMENT

Motion by Councilmember Kuzma, seconded by Councilmember Johns, to adjourn the Public Works Committee meeting.

Motion carried.

The regular meeting of the Public Works Committee adjourned at 7:54 p.m.

Respectfully submitted,

Grant Riemer
Public Works Superintendent

Drafted by Amanda Staple

TimeSaver Off Site Secretarial, Inc.

Public Works Committee

5. 1.

Meeting Date: 02/20/2018

By: Bruce Westby, Engineering/Public Works

Title:

Review COR Street Names

Purpose/Background:

Purpose:

The purpose of this case is to review existing and proposed street names within The COR, and to obtain preliminary feedback from the Public Works Committee regarding potential concerns with specific street names and any information the Committee would like Staff to present at the next regularly scheduled Public Works Committee meeting on March 20, 2018.

Background:

This case follows up on discussions that occurred at previous Public Works Committee meetings regarding street names within The COR (bounded by Armstrong Boulevard/CR 83 to the west, Bunker Lake Boulevard/CR 116 to the north, Ramsey Boulevard/CR 57 to the east, and the BNSF Railroad right-of-way to the south).

The majority of street names within The COR are based on the Anoka County street grid naming convention, with the exceptions of Veterans Drive, Center Street, and Ramsey Parkway. The street naming convention for the City of Ramsey includes Football Greats, Mammals, Rocks, Elements, and Indian Tribes as streets progress from west to east.

Most recently, the deviation of street names from the County grid was discussed when the Riverstone residential development was platted. Ultimately, the City Council approved renaming two street segments as something different from the County grid.

A layout of existing and proposed street names will be presented at the meeting.

Timeframe:

Staff estimates this case will take 15 minutes to present and discuss.

Observations/Alternatives:

Observations:

The Public Works Committee is being asked to provide feedback to City Staff on which existing or proposed street names within The COR, if any, may prove to be detrimental to the development of The COR. If any street names are identified, Staff would like to know what information should be presented for discussion at the at the next regularly scheduled Public Works Committee meeting on March 20, 2018. For example, should Staff provide a list of several optional street names starting with the same letter that follow the County grid system, or should some other naming convention be targeted?

Public Safety's general position is that the City should follow the County grid system, or come up with our own convention that is consistent throughout the City. Street names are an important component of public safety response, which can have a significant impact on response times and outcomes.

Funding Source:

No costs are associated with this request at this time, other than the time it will take Staff to gather and provide the requested information at the regular February Public Works Committee meeting.

Recommendation:

Based on discussion.

Action:

No action is required or requested at this time.

Attachments

No file(s) attached.

Form Review

Inbox

Grant Riemer

Kurt Ulrich

Form Started By: Bruce Westby

Final Approval Date: 02/15/2018

Reviewed By

MaryJo Warner

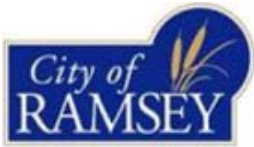
Kurt Ulrich

Date

02/15/2018 03:49 PM

02/15/2018 04:24 PM

Started On: 02/06/2018 07:37 AM



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

CC Regular Session

6. 1.

Meeting Date: 03/13/2018

By: Chris Anderson, Community
Development

Information

Title:

PUBLIC HEARING: Consider Final Plat, Zoning Amendment and Easement Vacations for a Proposed Lot Combination (Project No. 18-100); Case of ACE Solid Waste, Inc.

Purpose/Background:

The City has received an application from ACE Solid Waste (the "Applicant") for Final Plat review to combine two (2) lots into one. The application also includes requests for a Zoning Amendment and Easement Vacation as well. The two properties include 6601 McKinley Street (ACE's headquarters) and 14050 Basalt Street (together referred to as the "Subject Properties"). While no site improvements are proposed at this time, ACE Solid Waste is anticipating a potential future expansion of their transfer station building, which would extend across an existing property boundary between the Subject Properties, and additional parking/storage area, prompting the requested actions.

Notification:

City Staff attempted to notify all property owners within 700 feet of the Subject Property of the request via U.S. mail and published a notice of public hearing in the Anoka Union Herald, the City's official newspaper.

Observations/Alternatives:

Final Plat

The Subject Properties combined are just over ten (10) acres in size. The existing transfer station building is located in the northwest corner of ACE's main campus (6601 McKinley Street NW) and any expansion of that building would be to the north, which would cross the existing property boundary separating the Subject Properties. The proposed plat would simply eliminate the boundary line between the two lots, creating one larger parcel. There are no proposed site improvements associated with this request at this time. The new parcel would meet all the minimum standards for the zoning district.

Basalt Street is currently a dirt/gravel road south of 141st Ave. Any future improvements to the northern portion of the Subject Properties would have to gain access from 141st Street, unless the segment of Basalt Street were brought up to current standards (pavement, curb/gutter). This had been conveyed to the Applicant when City Staff met with them in 2017 to discuss their potential future improvements.

Easement Vacations

There are some existing drainage and utility easements and a permanent street easement encumbering 14050 Basalt Street. The Applicant has requested the vacation of all the underlying easements, which will be re-dedicated as drainage and utility easements and dedicated right-of-way with the recording of the plat. The Final Plat does include the required ten (10) foot wide drainage and utility easements around the perimeter of the new parcel and also dedicates the right-of-way along 141st Ave.

Zoning Amendment

The Subject Properties currently have a split zoning. 14050 Basalt Street is zoned E-1 Employment while 6601 McKinley Street is zoned E-2 Employment. The Applicant is requesting a Zoning Amendment to rezone the Basalt Street property to E-2 Employment to establish a single, uniform zoning designation for the newly created parcel. That zoning designation would be consistent with the parcels to the west and north of the Subject Properties.

The Planning Commission conducted a Public Hearing concerning the Zoning Amendment and reviewed the Sketch Plan at their February 1, 2018 meeting. There were no written or verbal comments received and the Planning Commission supported the project.

Funding Source:

All costs associated with this request are the Applicant's responsibility.

Recommendation:

The Planning Commission recommends approving the Final Plat and Zoning Amendment and Staff supports the Easement Vacation request, contingent upon recording of the Plat.

Action:

Motion to introduce Ordinances 18-07 and 18-08 and adopt Resolution #18-052 related to the parcel and zoning district consolidation for Ace Solid Waste.

Attachments

Site Location Map

Sketch Plan

Final Plat

Easement Vacation Exhibit

Zoning Amendment Exhibit

Planning Commission Meeting Minutes Dated February 1, 2018

Staff Review Letter Dated March 8, 2018

Ordinance #18-07: Zoning Amendment

Ordinance #18-08: Easement Vacation

Resolution #18-052: Final Plat

Form Review**Inbox**

Tim Gladhill
Chris Anderson (Originator)
Tim Gladhill
Kurt Ulrich
Form Started By: Chris Anderson
Final Approval Date: 03/08/2018

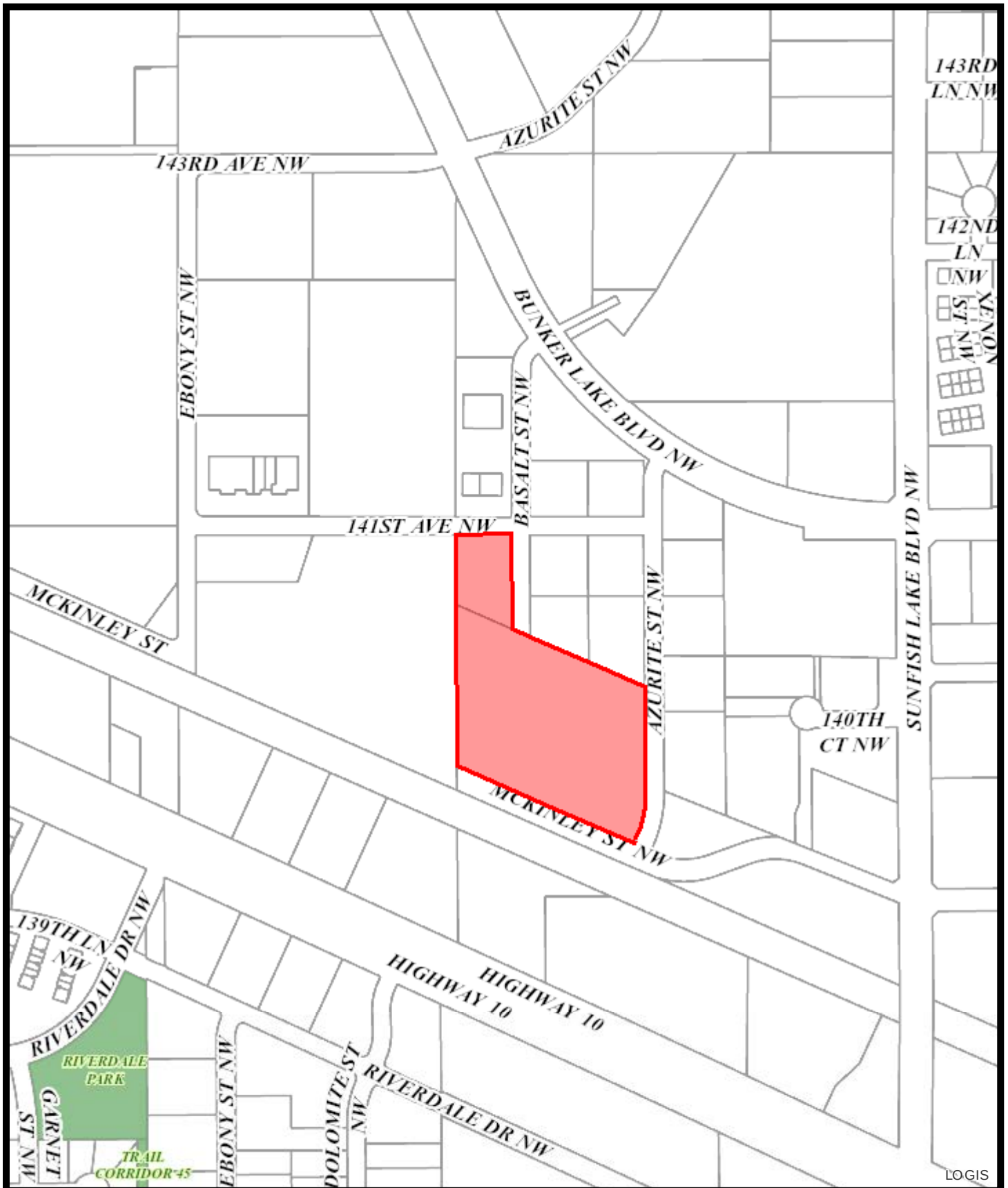
Reviewed By

Chris Anderson
Chris Anderson
Tim Gladhill
Kurt Ulrich

Date

03/06/2018 03:35 PM
03/06/2018 03:40 PM
03/08/2018 08:33 AM
03/08/2018 02:24 PM
Started On: 03/05/2018 08:24 AM

Site Location Map

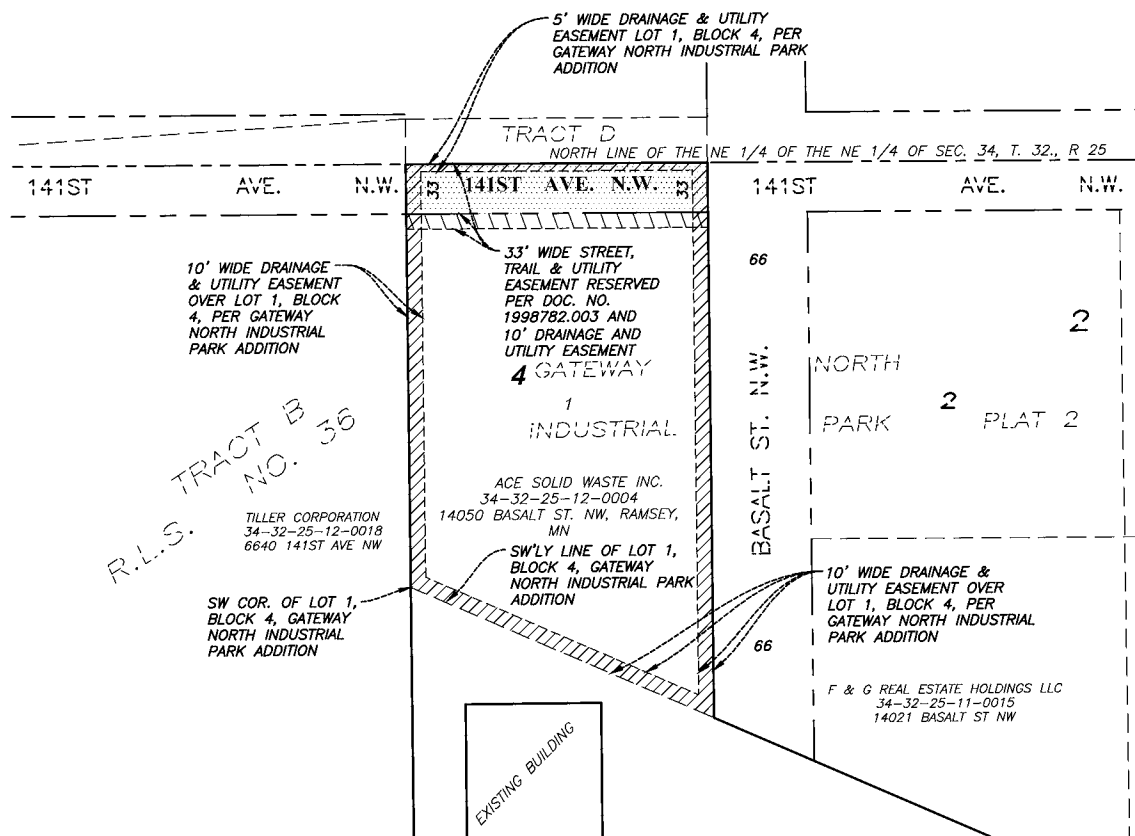


0 120 240 480 720 960 Feet

ACE ADDITION



1 OF 1

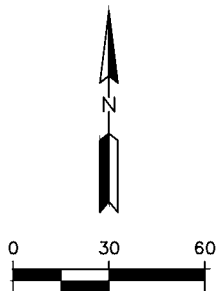


VACATION OF EASEMENTS

All those drainage and utility easements as dedicated over Lot 1, Block 4, on the plat of GATEWAY NORTH INDUSTRIAL PARK PLAT 2, according to the recorded plat thereof, Anoka County, Minnesota, recorded as Abstract Document Number 525933.0, Map Number 90105, Book 29 Page 58;

AND,

City of Ramsey non-exclusive public street, trail and utility easement over the northerly 33 feet; and, a drainage and utility easement over the southerly 10 feet of the northerly 43 feet of Lot 1, Block 4, GATEWAY NORTH INDUSTRIAL PARK PLAT 2 as reserved in warranty deed filed 2/12/2008 as Doc. No. 1998782.003. (Abstract)



DENOTES 33' STREET, UTILITY EASEMENT PER DOC. NO. 1998782.003 TO BE VACATED OR RELEASED



DENOTES 10' DRAINAGE & UTILITY EASEMENT PER DOC. NO. 1998782.003 TO BE VACATED OR RELEASED



DENOTES DEDICATED DRAINAGE & UTILITY EASEMENT PER PLAT TO BE VACATED OR RELEASED



WENCK

Address
City, State, Zip
Ph:
Fax:

Responsive partner. Exceptional outcomes.

CLIENT NAME

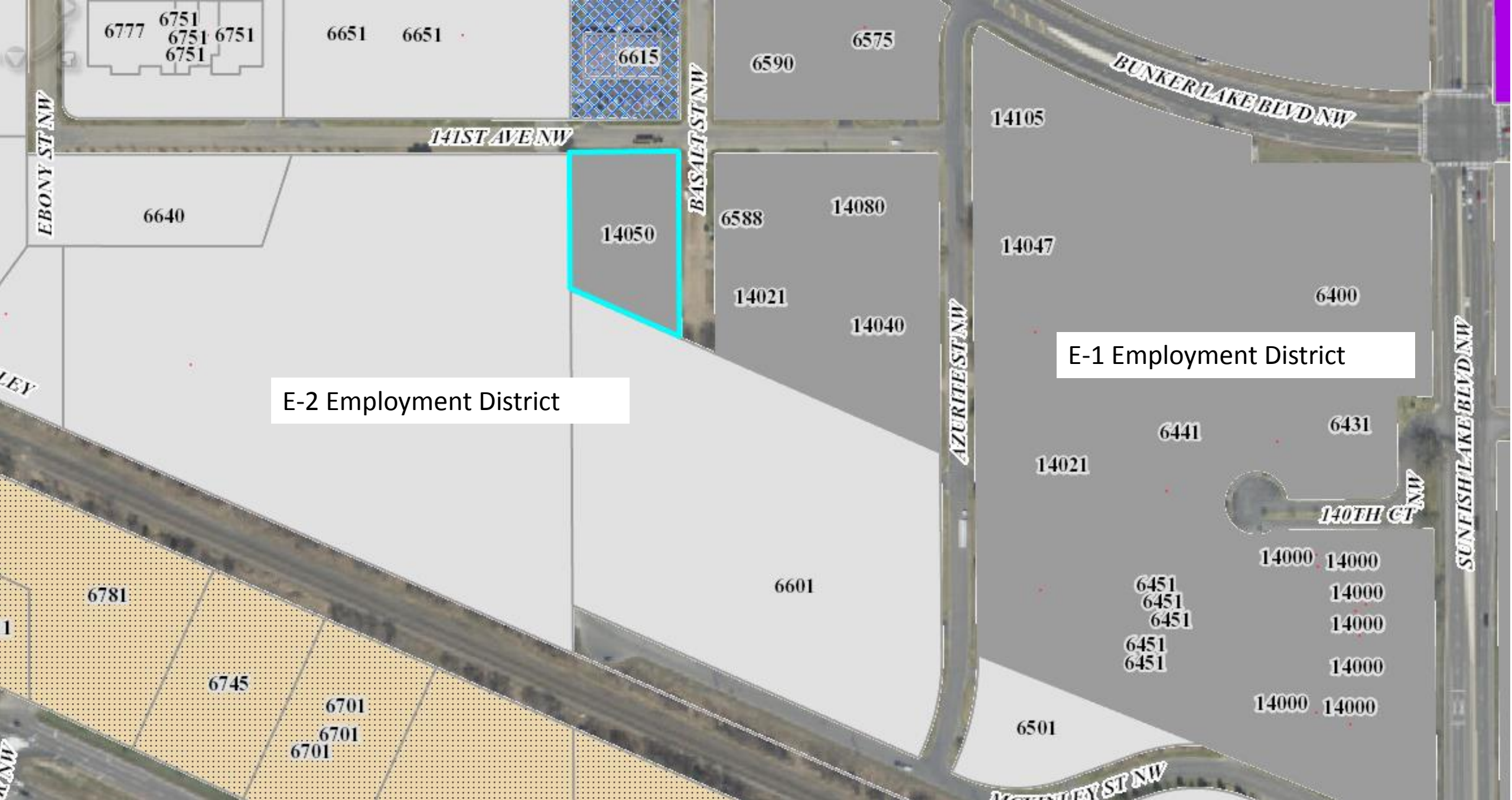
ACE SOLID WASTE, INC.
6601 MCKINLEY STREET NW, RAMSEY,
MINNESOTA 55418

PROJECT TITLE

VACATION EXHIBIT

DWN BY GJB	CHK'D XXX	APP'D XXX	DWG DATE 06-FEB-2019
PROJECT NO. 3053-0102			SHEET NO. 1 OF 1

SCALE 1" = 80'



E-2 Employment District

E-1 Employment District

5.01: Public Hearing: Consider Sketch Plan and Zoning Amendment for a Proposed Lot Combination; Case of ACE Solid Waste, Inc.

Public Hearing

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

Presentation

City Planner Anderson presented the staff report stating the City has received an Application for a Sketch Plan and Zoning Amendment related to two parcels owned by ACE Solid Waste, Inc. The two properties include 6601 McKinley Street (ACE's headquarters) and 14050 Basalt Street (together referred to as the "Subject Properties"). While no site improvements are proposed at this time, ACE Solid Waste is anticipating a potential future expansion of their transfer station building, which would extend across an existing property boundary between the Subject Properties, and additional parking/storage area, prompting the requested actions. Staff provided further comment on the request and recommended approval of the proposed lot combination.

Citizen Input

Dave Wiggins, Division President for ACE Solid Waste, thanked the Commission for their consideration and stated the request would allow for future expansion at this location.

Vice Chairperson VanScoy questioned how the expansion site would be accessed.

Mr. Wiggins reported the site would be accessed from the northwest corner of the current site off of 141st Avenue.

Vice Chairperson VanScoy asked if staff had addressed access issues with the applicant.

City Planner Anderson reported this matter was discussed by the engineering department and there were no concerns.

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

Motion Carried. Voting Yes: Vice Chairperson VanScoy, Commissioners Anderson, Gengler, and Surma. Voting No: None. Absent: Chairperson Bauer and Commissioner Nosan.

Vice Chairperson VanScoy closed the public hearing closed at 7:09 p.m.

Commission Business

Motion by Commissioner Surma, seconded by Commissioner Gengler, to recommend that City Council adopt Ordinance #18-07 rezoning 14050 Basalt Street to E-2 Employment District.

Motion Carried. Voting Yes: Vice Chairperson VanScoy, Commissioners Surma, Gengler and Anderson. Voting No: None. Absent: Chairperson Bauer and Commissioner Nosan.

CITY OF RAMSEY LAND USE APPLICATION
TECHNICAL REVIEW FILE

DATE	JANUARY 25, 2018 REVISED: MARCH 8, 2018	PROJECT ADDRESS	6601 MCKINLEY ST NW
PROJECT. TITLE	18-100: ACE SOLID WASTE SKETCH PLAN AND ZONING AMENDMENT		
ESCROW #	116117		
DEPARTMENT:	Community Development: Planning Division (Zoning Code)		
TECHNICAL REVIEWER:	Name: Chris Anderson Phone: 763-433-9817 Email: canderson@cityoframsey.com		

General: The purpose of this file is to review a request for a Zoning Amendment, Easement Vacation, and Final Plat related to a proposed subdivision to combine two (2) lots into one and to rezone a portion of the property from E-1 to E-2 for a consistent, single zoning district for the newly created parcel. While there are no proposed improvements associated with this request currently, it is Staff's understanding that this is being done in anticipation of a future building expansion with additional parking area. Please note that prior to any future improvements being installed, plans must be submitted for review and approval by the City.

The following revisions and/or clarifications are required on the Final Plat submittal, prepared by Wenck Associates and dated February 6, 2018. Note that ~~strikethrough text~~ represents corrections completed from Sketch Plan review while *italicized text* still requires revisions.

Final Plat

- ~~All underlying drainage and utility easements should be vacated with new drainage and utility easements dedicated with the Final Plat.~~
- ~~The existing thirty three (33) foot wide street easement (Doc. No. 1998782.003) should be vacated and that area dedicated as right of way on the Final Plat.~~
- ~~Application, plus applicable fee (\$300), shall be submitted, to process the vacation of all existing drainage and utility easements on Parcels 1 & 2 and the street easement described above.~~
- ~~The Final Plat shall dedicate new drainage and utility easements that are ten (10) feet in width along all property boundaries adjacent to right of way and unplatted lands per [City Code Section 177-614\(f\)](#).~~
- ~~The existing stormwater ponds may also need to be encumbered with drainage and utility easements that extend at least sixteen and a half feet (16.5') beyond the designated normal water level elevation of the pond. Input from the Engineering Department is still needed to confirm this though.~~
- ~~Many of the boundary line bearings (shown in degrees, minutes, seconds) do not appear to match the legal description provided on either sheet or a previously recorded Certificate of Survey (dated December 28, 2006). Please review the legal description and bearings and correct discrepancies.~~
- Verify the legal description on the Plat sheet. It references Lot 1, Block 1, GATEWAY NORTH INDUSTRIAL PARK PLAT 2 rather than Lot 1 Block 4.*

Zoning Amendment

There is currently a split zoning on the two parcels, one is zoned E-1 Employment District (Parcel 1) and the other is zoned E-2 Employment District (Parcel 2). The submittal includes a request to rezone Parcel 2 to E-2 Employment so that, upon completion of the subdivision, there is a single zoning designation for the new parcel. Staff has no objection to the requested Zoning Amendment as it will still be consistent with the zoning of the surrounding area properties.

The Planning Commission held a Public Hearing regarding the Zoning Amendment at their February meeting and recommended approval. The Ordinance will be introduced at the March 13, 2018 City Council meeting and most likely considered for adoption by the City Council at their March 27, 2018 meeting.

Easement Vacation

As part of the Final Plat submittal, a request was made to vacate all underlying, existing drainage and utility easements on Lot 1, Block 4 Gateway North Industrial Park Plat 2, as well as a street, trail and utility easement (Doc. No. 1998782.003) on this same lot. The drainage and utility easements will be rededicated to the public with the recording of the Final Plat (with the exception of the easement along the common boundary line between the two parcels). Additionally, the Final Plat includes the dedication of a public way (right-of-way), a width of thirty-three (33) feet (matching that of the current street easement), for 141st Ave. Staff supports this approach. Staff has forwarded the information to the various small utilities (phone, cable, gas, and electricity) for comment and verification that there are no existing utilities within this easement area.

ORDINANCE #18-07

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

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

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

SECTION 1. AMENDMENT

The following legally described properties or portions thereof, are hereby rezoned from E-1 Employment District to E-2 Employment District.

Lot 1, Block 4 Gateway North Industrial Park Plat 2, Anoka County, Minnesota

-Or upon recording-

Lot 1, Block 1 ACE Addition

SECTION 2. MAP

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

SECTION 3. EFFECTIVE DATE

This ordinance becomes effective 30 days after its passage and publication, subject to City Charter Section 5.04.

PASSED by the City Council of the City of Ramsey, Minnesota the _____ day of _____, 2018.

Mayor

ATTEST:

City Administrator

Introduction date:

Posting dates:

Adoption date:
Publication date:
Effective date:

ORDINANCE #18-08

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

AN ORDINANCE VACATING DRAINAGE AND UTILITY EASEMENTS AND A STREET, TRAIL AND UTILITY EASEMENT ON LOT 1 BLOCK 4 GATEWAY NORTH INDUSTRIAL PARK PLAT 2.

SECTION 1. AUTHORITY

This ordinance is adopted pursuant to and under the authority of the Home Rule Charter of the City of Ramsey, Section 12.06 and Minnesota Statutes 412.851.

SECTION 2. VACATION

The following described drainage and utility easements, as indicated in Exhibit A attached, are hereby vacated, to-wit:

All of the drainage and utility easements as dedicated over Lot 1, Block 4, on the plat of GATEWAY NORTH INDUSTRIAL PARK PLAT 2, according to the recorded plat thereof, Anoka County, Minnesota, recorded as Abstract Document Number 525933.0, Map Number 90105, Book 29 Page 58.

-and-

The following described public street, trail and utility easement, as indicated in Exhibit A attached hereto, is hereby vacated, to-wit:

City of Ramsey non-exclusive public street, trail and utility easement over the northerly 33 feet; and, a drainage and utility easement over the southerly 10 feet of the northerly 43 feet of Lot 1, Block 4, GATEWAY NORTH INDUSTRIAL PARK PLAT 2 as reserved in warranty deed filed 2/12/2008 as Doc. No. 1998782.003 (Abstract).

SECTION 3. EFFECTIVE DATE

This ordinance becomes effective 30 days after its passage and publication, subject to City Charter Section 5.04.

PASSED by the City Council of the City of Ramsey, Minnesota the 27th day of March, 2018.

Mayor

ATTEST:

City Clerk

Introduction date:

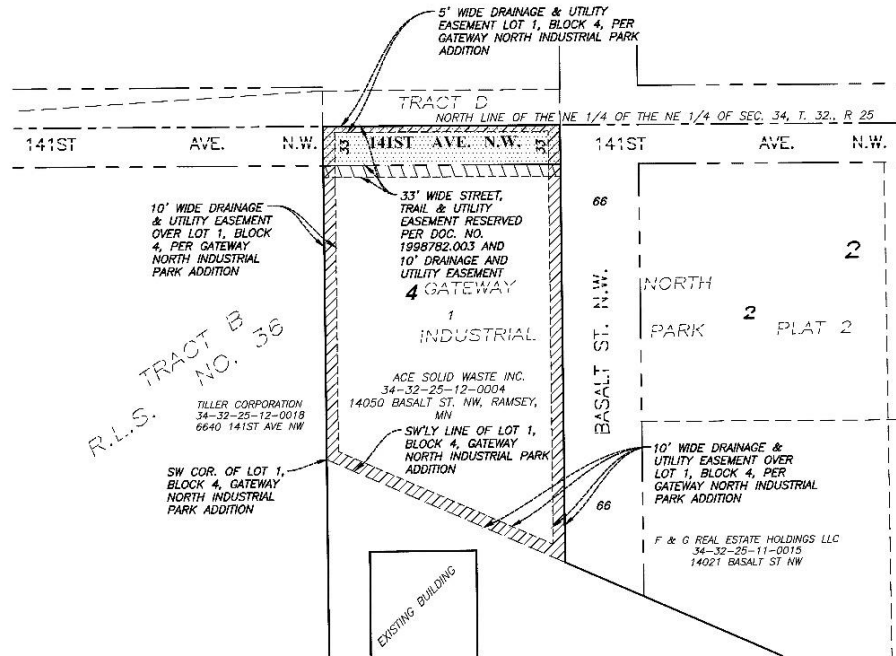
Posting dates:

Adoption date:

Publication date:

Effective date:

Exhibit A

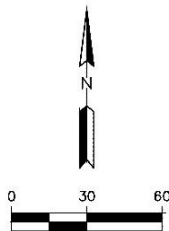


VACATION OF EASEMENTS

All those drainage and utility easements as dedicated over Lot 1, Block 4, on the plat of GATEWAY NORTH INDUSTRIAL PARK PLAT 2, according to the recorded plat thereof, Anoka County, Minnesota, recorded as Abstract Document Number 525933.0, Map Number 90105, Book 29 Page 58;

AND,

City of Ramsey non-exclusive public street, trail and utility easement over the northerly 33 feet; and, a drainage and utility easement over the southerly 10 feet of the northerly 43 feet of Lot 1, Block 4, GATEWAY NORTH INDUSTRIAL PARK PLAT 2 as reserved in warranty deed filed 2/12/2008 as Doc. No. 1998782.003. (Abstract)



DENOTES 33' STREET, UTILITY EASEMENT PER DOC. NO. 1998782.003 TO BE VACATED OR RELEASED



DENOTES 10' DRAINAGE & UTILITY EASEMENT PER DOC. NO. 1998782.003 TO BE VACATED OR RELEASED



DENOTES DEDICATED DRAINAGE & UTILITY EASEMENT PER PLAT TO BE VACATED OR RELEASED



Address
City, State, Zip
Ph:
Fax:

Responsive partner. Exceptional outcomes.

CLIENT NAME
ACE SOLID WASTE, INC.
6601 MCKINLEY STREET NW, RAMSEY,
MINNESOTA 55418

PROJECT TITLE			
VACATION EXHIBIT			
DWN BY	CHK'D	APP'D	DWG DATE
GJB	XXX	XXX	06-FEB-2019
PROJECT NO.		SHEET NO.	
3053-0102		1 OF 1	

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

RESOLUTION # 18-052

RESOLUTION APPROVING THE FINAL PLAT FOR ACE ADDITION

WHEREAS, ACE Solid Waste, Inc., hereafter referred to as “Developer”, properly applied for Final Plat approval of the following described property located in the City of Ramsey:

That part of the North Half of the Northeast Quarter, Section 34, Township 32, Range 25, Anoka County, Minnesota, described as follows:

Commencing at the northeast corner of said North Half of the Northeast Quarter, thence on an assumed bearing of South 00 degrees 55 minutes 06 seconds East, along the east line of said North Half of the Northeast Quarter, a distance of 1321.75 feet to the northeast corner of Government Lot 4 in said Section 34; thence South 89 degrees 36 minutes 21 seconds West a distance of 1623.71 feet to the intersection with a line marked by judicial land marks set pursuant to Torrens Case No. T-2694; thence North 00 degrees 42 minutes 25 seconds West, along said line and its northerly extension, a distance of 379.88 feet to the intersection with the northerly railroad right-of-way line of the Burlington Northern, Inc., formerly Burlington Northern Railroad Company, said point of intersection being marked by a judicial landmark set pursuant to Torrens Case No. C7-89-6899; thence continue North 00 degrees 42 minutes 25 seconds West, along a line between the last described point of intersection and the southwest corner of Lot 1, Block 4, GATEWAY NORTH INDUSTRIAL PARK PLAT 2, a distance of 87.58 feet to the point of intersection with a line lying 80.00 feet northerly of, as measured at right angles, and parallel with said northerly railroad right-of-way line of the Burlington Northern Inc., as marked by judicial land marks set pursuant to said Torrens Case No. C7-89-6899, said point being the actual point of beginning of the land to be described; thence South 66 degrees 41 minutes 37 seconds East, along the southeasterly extension of said parallel line a distance of 673.50 feet to a point 50.20 feet westerly of the most westerly line of Outlot A, FERRUM SECOND ADDITION, as measured along said parallel line; thence North 58 degrees 21 minutes 20 seconds East a distance of 31.46 feet; thence North 13 degrees 21 minutes 20 seconds East a distance of 51.00 feet; thence northerly 27.01 feet, more or less, along a tangential curve concave to the west having a radius of 712.00 feet and a central angle of 02 degrees 10 minutes 25 seconds, more or less, to the point of intersection of said most westerly line of Outlot A, FERRUM SECOND ADDITION, said point being hereinafter referred to as Point “A”; thence North 00 degrees 55 minutes 06 seconds West, along said most westerly line of Outlot A, a distance of 463.49 feet to the point of intersection with the southeasterly extension of the southwesterly line of Lot 1, Block 4, GATEWAY NORTH INDUSTRIAL PARK PLAT 2; thence North 66 degrees 43 minutes 30 seconds West, along the southwesterly line of said Lot 1, Block 4, and said southeasterly extension thereof, a distance of 721.19 feet to the southwest corner of said Lot 1, Block 4, GATEWAY NORTH INDUSTRIAL PARK PLAT 2; thence South 00 degrees 42 minutes 25 seconds East a distance of 574.50 feet to said point of beginning.

(Said tract is also known as Lot 2 AUDITOR'S SUBDIVISION NUMBER 30)

And,

That part of Outlot A FERRUM SECOND ADDITION, Anoka County, Minnesota described as follows:

Beginning at said Point "A" described above, thence North 00 degrees 55 minutes 06 seconds West along said most westerly line of Outlot A, FERRUM SECOND ADDITION, a distance of 463.49 feet to said point of intersection with the southeasterly extension of the southwesterly line of Lot 1, Block 4, GATEWAY NORTH INDUSTRIAL PARK PLAT 2; thence South 66 degrees 43 minutes 30 seconds East along said southeasterly extension a distance of 17.55 feet to the point of intersection with a line 66.00 feet westerly of, as measured at right angles, and parallel with the east line of said Outlot A; thence south 00 degrees 55 minutes 06 seconds East along said parallel line a distance of 306.53 feet; thence Southerly 151.24 feet, more or less, along a tangential curve concave to the west having a radius of 712.00 feet and a central angle of 12 degrees 10 minutes 13 seconds, more or less, to the point of beginning.

And,

Lot 1, Block 4, GATEWAY NORTH INDUSTRIAL PARK PLAT 2;

(Being torrens property)

-Or upon recording-

Lot 1, Block 1, ACE ADDITION

(the 'Subject Property');

WHEREAS, the City of Ramsey received an application for a Sketch Plan and Zoning Amendment for ACE Addition from the Developer on January 3, 2018; and

WHEREAS, the Planning Commission reviewed the Sketch Plan and conducted a Public Hearing for the Zoning Amendment on February 1, 2018; and

WHEREAS, on February 8, 2018, the City of Ramsey received an application for Final Plat and Vacation of Easements; and

WHEREAS, the City Council reviewed the Final Plat and Ordinances for a Zoning Amendment and Vacation of Easements on March 13.

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 grants approval of the Final Plat for ACE Addition in accordance with relevant City Codes, subject to the following conditions:
 - a) Compliance with City Staff Review Letter dated March 8, 2018.
 - c) Final Plat subject to review and approval as to legal form by the City Attorney.

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

and the following voted against the same:

and the following abstained:

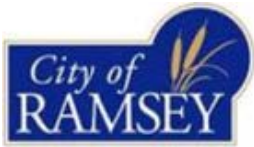
and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 13th day of March, 2018.

Mayor

ATTEST:

City Clerk



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

CC Regular Session

7. 1.

Meeting Date: 03/13/2018

Submitted For: Chloe McGuire Brigl, Community Development

By: Chloe McGuire Brigl, Community Development

Information

Title:

Adopt Resolution #18-045A Approving a Request for a Conditional Use Permit for Motor Vehicle Sales and Detail at 6750 Highway 10 NW; Case of 22 Properties, LLC

Purpose/Background:

22 Properties (the "Applicant") has submitted an application for a Conditional Use Permit at 6750 Highway 10 NW (the "Subject Property") to allow automobile sales and detailing. The Applicant is proposing to store, display, sell, and wash/detail vehicles. The Subject Property is currently used for boat storage by Son Watersports.

Notification:

City Staff attempted to notify all property owners within 350 feet of the Subject Property of the request via U.S. mail and published a notice of public hearing in the Anoka Union Herald, the City's official newspaper for the March 1, 2018 Planning Commission Public Hearing.

Observations/Alternatives:

The Applicant has submitted an application for a Conditional Use Permit to allow automobile sales and automobile detailing at 6750 Highway 10 NW (Lot 2 Block 1 of Riverside West), where Son Watersports currently does business. The Applicant is proposing displaying vehicles for sale, washing and detailing vehicles, and storing vehicles outside that are waiting to be washed and detailed. The Subject Property is within the B-2 Highway Business District. This district allows for motor vehicle sales and repair with the issuance of a Conditional Use Permit. There is no Conditional Use Permit in place for the property. The boat sales and storage are operating in a lawful, non-conforming status. The proposed use requires approval of a Conditional Use Permit before it can take place.

The Planning Commission held a duly noticed public hearing on March 1, 2018. No written or verbal comments were received. The Planning Commission was generally supportive of the new business, and believed that the property should eventually be fully paved, but they were open to allowing the applicant to be granted a Conditional Use Permit contingent upon future paving due to the costs of paving the entire area.

Staff is supportive of granting of a Conditional Use Permit with agreement from the applicant that they will pave the unpaved area in phases and agree to remove the lawful, nonconforming boat sales and storage from the site. Through the issuance of the Conditional Use Permit, the applicant agrees that this is the only use that will take place onsite. Staff believes this will help prevent future code compliance issues and improve the image of Highway 10 as directed by the City Council. Additionally, Staff would like to note that previous site plan review was granted on the condition of providing a bituminous driveway and parking area and that other applicants in the City have had to bring properties into compliance with current standards in order to grant a Conditional Use Permit.

The fence on the property is within the right-of-way; Staff has included moving this fence as a condition for the permit. Furthermore, City Code requires a twenty (20) foot wide green space adjacent to public roads and any paving must comply with this standard. The Applicant is working with the Engineering Department to discuss the existing water main on site.

Alternatives

Alternative 1: Recommend approval of Resolution #18-045 granting a Conditional Use Permit to allow motor vehicle sales and detailing on the Subject Property contingent on the Applicant paving the 6,500 square foot portion of the unimproved surface by June 2020 and the remainder, approximately 14,300 square feet, by June 2023. The applicant may use the unpaved surfaces until they are required to be paved. The Planning Commission recommends this alternative.

Alternative 2: Recommend approval of Resolution #18-045 granting a Conditional Use Permit to allow motor vehicle sales and detailing on the Subject Property allowing the applicant to use the site as is. Staff would not support this alternative.

Alternative 3: Recommend denial of Resolution #18-045. This would prohibit the use of the property for motor vehicle sales. The site could continue to operate as boat storage.

Funding Source:

The Applicant is responsible for all costs associated with this request.

Recommendation:

The Planning Commission recommended approval of the Conditional Use Permit contingent upon the Applicant bringing the Subject Property into compliance with the terms of the Conditional Use Permit and Zoning Code over the next five (5) years, paving 6,500 square feet of the unpaved surface by June 2020 and the remainder by June 2023.

Action:

Motion to adopt Resolution #18-045A approving a Conditional Use Permit contingent upon bringing the Subject Property into compliance with the terms of the Conditional Use Permit and Zoning Code over the next five (5) years.

Attachments

Site Location Map

Existing Site Plan

Application

Paving Phasing Plan

Resolution

Form Review

Inbox

Tim Gladhill

Kurt Ulrich

Form Started By: Chloe McGuire Brigl

Final Approval Date: 03/08/2018

Reviewed By

Tim Gladhill

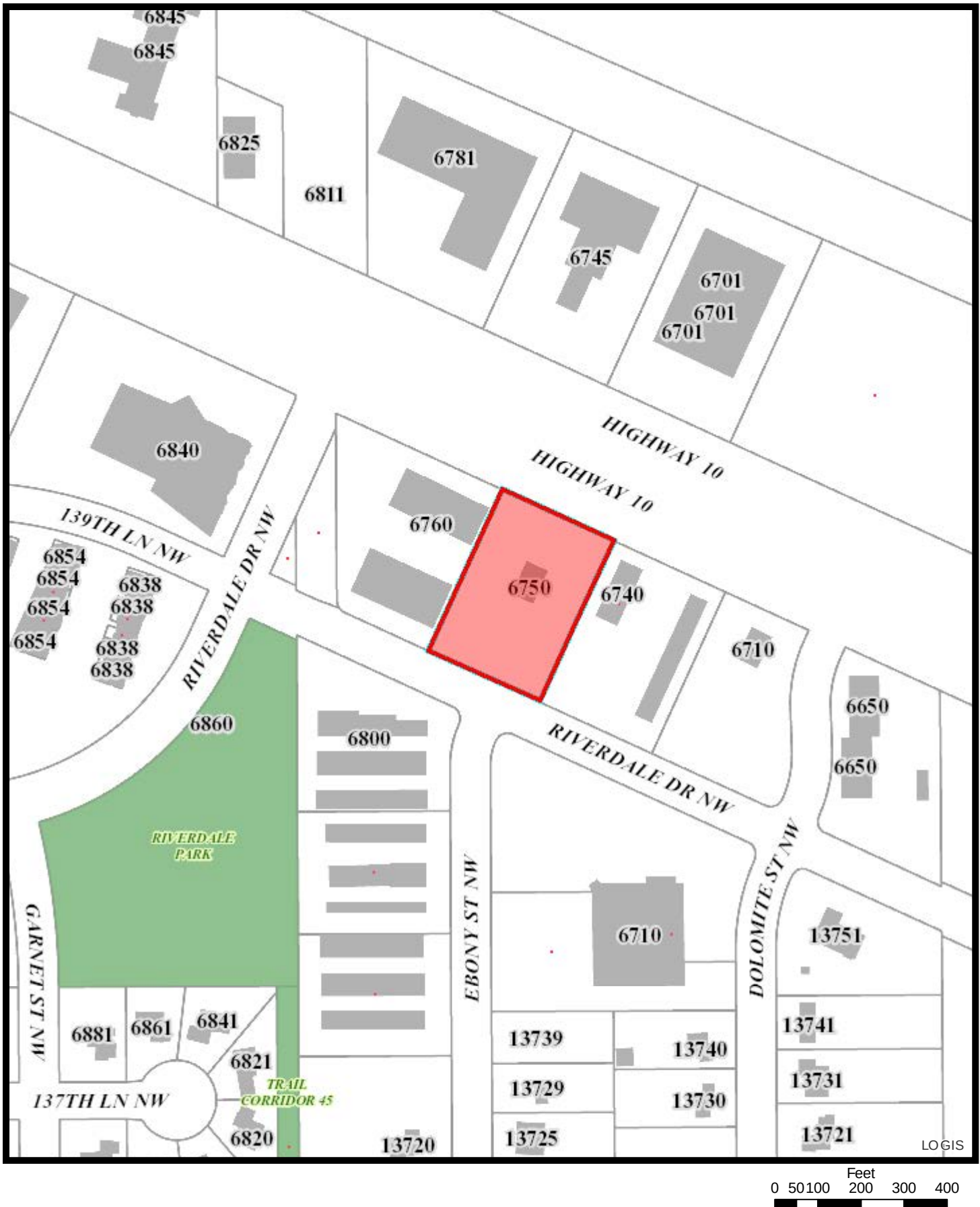
Kurt Ulrich

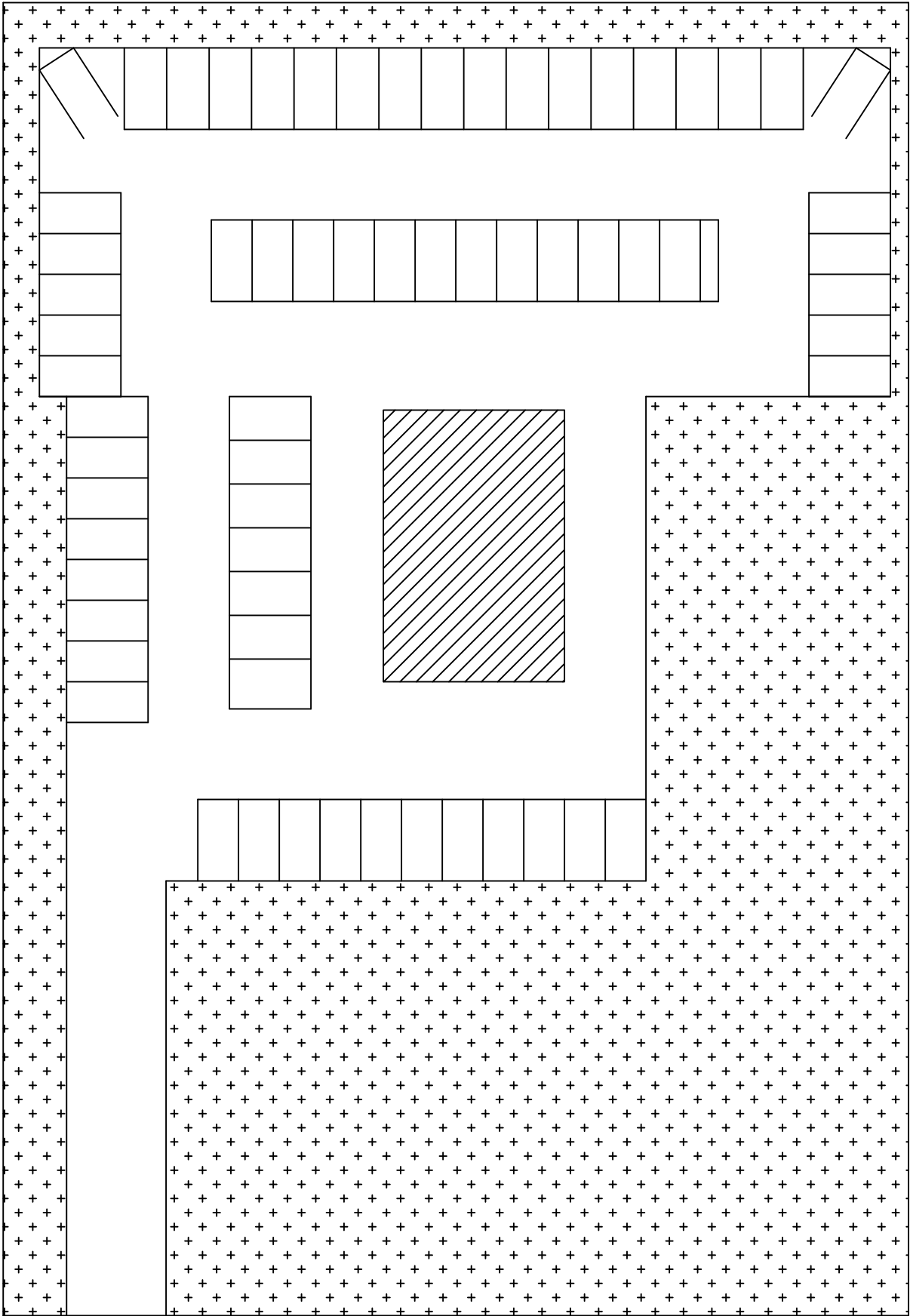
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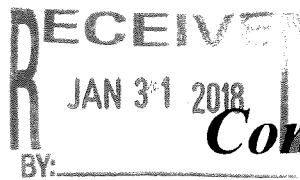
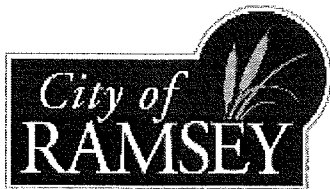
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PARKING LAYOUT (APPROXIMATE)

Scale: 1/32" = 1'-0"



Conditional Use Permit Application

Applicant/Contact Information

#18-102

Applicant Name	22 Properties, LLC			
Applicant Address	Street address	City	State	Zip
	7867 Park CT NE	Otsego	MN	55330
Home Phone Number ()	Work Phone Number (763) 227-3236			
Email Address	Fax Number ()			
Name of Business (if applicable)				
Business Address (if applicable)				
Business Phone Number		Business Fax Number		

Proposed site (subject property) of Conditional Use Permit

Address	6750 Hwy 10 NW Ramsey, MN 55303			
PIN	34-32-25-13-0003			
Legal Description	Lot 2, Block 1, Riverside West (circle one)			
Zoning	R-1 / R-2 / R-3 / B-1 / (B-2) / E-1 / E-2 / TC other _____			

Property Owner Contact Information

(if different from applicant's information)

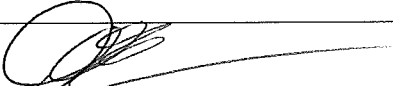
Name	Son Holding Company, L.L.P. (Mark)			
Address	Street Address	City	State	Zip
Phone Number	Home phone number ()	Work phone number (612) 242-5596		

**Please provide a detailed description of your request
and attach a copy of your property layout (if applicable)**

Auto Sales + Auto Detailing
Displaying vehicles for sale and vehicles
waiting to be sold. also washing/detailing
vehicles as well as vehicles waiting to be
washed/detailed for customers and lot.
* Property layout was emailed to Tim Gladhill

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

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.

	1-31-18		
Applicant Signature	Date	Co-Applicant Signature	Date

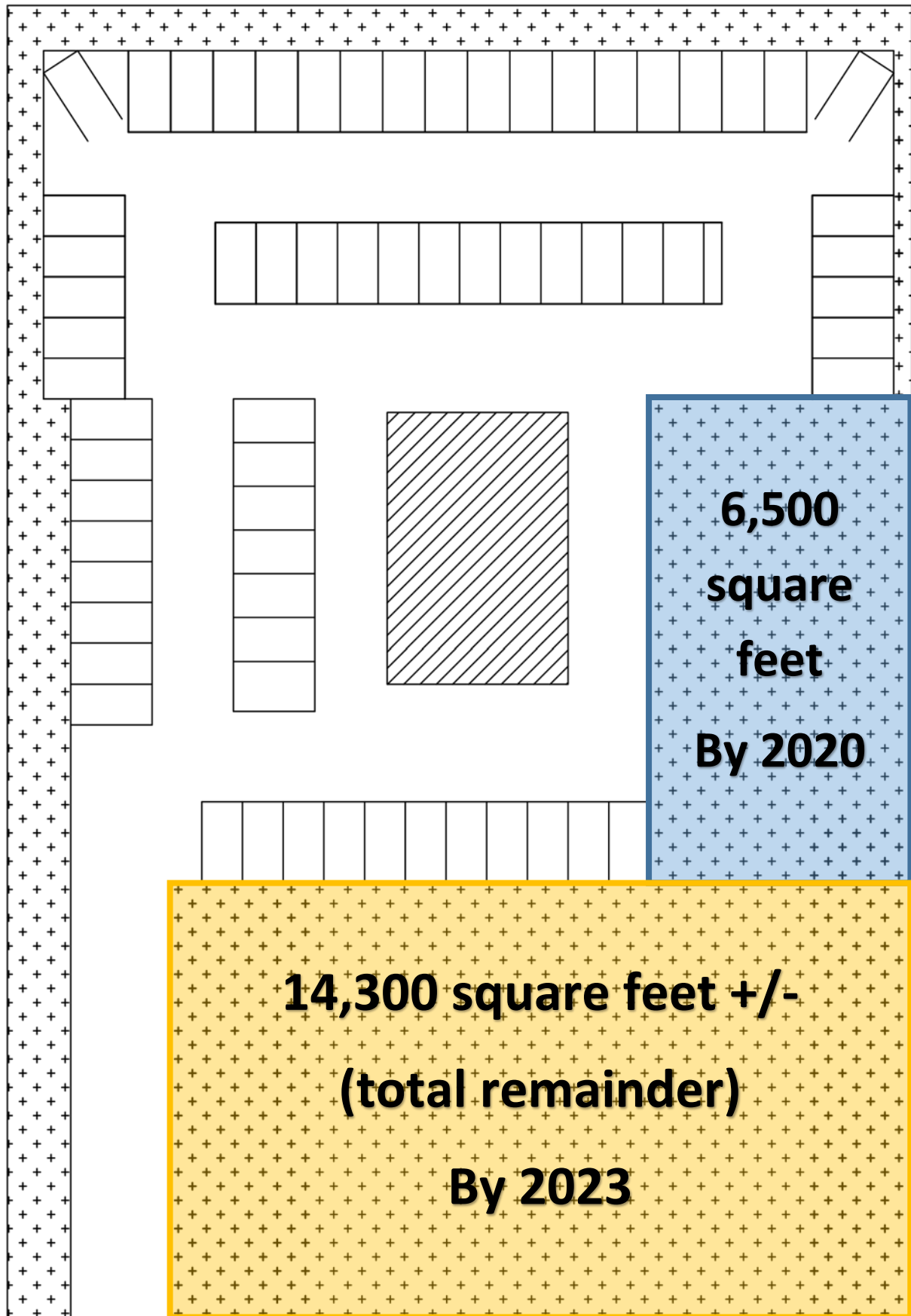
I hereby certify that I am the fee title owner/contract for deed vendee of record for the above-mentioned property. Failure to prove ownership may void any agreements entered into by the City of Ramsey and I will be held liable for any and all costs incurred by the City.

	1-31-18		
Property Owner Signature	Date	Co-Property Owner Signature	Date

To be filled out by the City of Ramsey:

Application amount: _____
Escrow Amount: _____
Date Paid: _____
Cash Receipt: _____
Date Received: _____
Escrow Number: _____

REV	BY	DATE	Diamond Auto	6750 HWY 10 NW, RAMSEY, MN 55303	DRAWN BY	DATE	02/27/2018



Councilmember

introduced the following resolution and moved for its adoption:

RESOLUTION #18-045A

A RESOLUTION APPROVING THE ISSUANCE OF A CONDITIONAL USE PERMIT TO 22 PROPERTIES, LLC TO ALLOW MOTOR VEHICLE SALES AND DETAILING IN THE B-2 HIGHWAY BUSINESS DISTRICT AND DECLARING TERMS OF SAME:

RECITALS

1. 22 Properties, LLC, hereinafter referred to as the “Permittee” has properly applied for a Conditional Use Permit to allow motor vehicle sales on the property generally known as 6750 Highway 10 NW and legally described as follows:

Lot 2, Block 1 Riverside West, Anoka County, Minnesota

 (“Subject Property”)
2. That the Permittee appeared before the Planning Commission for a public hearing pursuant to Section 117-51 (Conditional Use Permits) of the Ramsey City Code on March 1, 2018, and that said public hearing was properly advertised and that the minutes of said public hearing are hereby incorporated by reference.
3. That the Subject Property is zoned B-2 Highway Business District and is approximately 1.32 acres in size.
4. That motor vehicle, implement, and recreation equipment sales and service is a conditional use in the B-2 Highway Business District.
5. That the Subject Property abuts Riverdale Drive NW to the south, Highway 10 to the north, and parcels to the east and west of the Subject Property are zoned B-2 Highway Business District.
6. That the Permittee has submitted a site plan identifying a paved future parking area to upgrade the unpaved area on the Subject Property to provide additional area to display motor vehicles for sale and store motor vehicles onsite for detailing.
7. That Section 117-120 of the City Code requires all parking and pavement (including maneuvering, sales, and display areas) be setback from the street right-of-way a distance of at least twenty (20) feet.
8. That boat sales had been occurring on the Subject Property when City Code was amended to identify recreational vehicle sales as a Conditional Use and was occurring on the Subject Property since that amendment.
9. That the Permittee has requested a Conditional Use Permit to allow for motor vehicle sales and detailing on the Subject Property.

10. That City Code Section 117-356 (Commercial and Industrial Development Off-Street Parking) requires one (1) dedicated customer parking space for every ten (10) vehicles displayed; three (3) dedicated customer parking spaces for each enclosed bay; and one (1) dedicated parking space for each full time employee.
11. That vehicles displayed for sale, or those that have been detailed, shall be restricted to bituminous or concrete surfaces only.
12. That the Planning Commission met on March 1, 2018, conducted a public hearing and recommended City Council approval of the request.

FINDINGS OF FACT

1. That motor vehicle sales and detailing 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 motor vehicle sales and detailing will not substantially adversely impair the use, enjoyment or market value of any of the surrounding properties.
3. That the motor vehicle sales and detailing operation 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 motor vehicle sales and detailing will not be hazardous to existing or future neighboring uses.
5. That motor vehicle sales and detailing will not impact essential public facilities and services, such as highways, streets, police and fire protection.
6. That motor vehicle sales and detailing 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 motor vehicle sales and detailing will not involve uses, activities and equipment that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors.

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

That the Ramsey City Council hereby grants approval of a Conditional Use Permit (the "Permit") for motor vehicle sales and detailing on the Subject Property contingent upon the following conditions:

CONDITIONS

1. That this **Permit** allows for motor vehicle sales and detailing to occur on the **Subject Property**.
2. That the **Permittee** shall resituated the existing fence out of the street right-of-way before any automobile sales or detailing take place onsite. The fence must remain onsite to continue to screen the unimproved parking areas.
3. That the **Permittee** shall ensure that any new or upgraded parking and pavement onsite comply with Section 117-120 of the City Code requiring all parking and pavement (including maneuvering, sales, and display areas) require at least a twenty (20) foot setback from adjacent street right-of-way.
4. That the expansion of the paved area shall be in accordance with the plans prepared by 22 Properties, LLC and in compliance with the City Code. The **Permittee** shall submit paving plans to the City of Ramsey prior to paving to ensure they meet current standards at the time of paving.
5. That the paving of the 6,500 square foot unpaved area shall take place by June 2020, and the paving of the approximately 14,300 square foot, unpaved area shall take place by June 2023. All unimproved areas, currently gravel and dirt, will be paved by June 2023 or the **permit** shall be revoked and the **Permittee** shall need to reapply for a Conditional Use Permit.
6. That motor vehicle sales and repairs shall only be conducted within the building located on the **Subject Property**.
7. That the **Permittee** shall maintain the Subject Property in compliance with City Code Section 117-356 (Commercial and Industrial Development Off-Street Parking) and Chapter 30 (Nuisances) at all times.
8. That there shall be no salvaging of parts from inoperable motor vehicles on site to be used to repair other motor vehicles.
9. That there shall be no outside storage of parts or cannibalized vehicles on the **Subject Property**.
10. That the **Permittee** shall obtain all necessary permits to complete any required building modifications.
11. That the **Permittee** (or any other tenants) shall obtain all necessary licenses to lawfully operate motor vehicle sales operations on the **Subject Property**.
12. That the **Permittee** shall stripe all required customer parking stalls and those stalls shall not be used for any use other than customer parking.

13. That the **Permittee** shall maintain all required drive aisle widths in accordance with City Code Section 117-356.
14. That the **Permittee** is forgoing the previous lawful, nonconforming status of the boat sales and storage, and agrees to remove this use from onsite.
15. That this **Permit** shall be perpetual in duration as long as the terms are herein complied with.
16. That the **Permittee** shall be responsible for all City costs incurred in administering and enforcing this Permit.
17. 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.
18. That this **Permit** shall automatically expire if the use is not initiated by June 1, 2019.

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

and the following 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 13th day of March, 2018.

22 Properties, LLC hereby acknowledges receipt of this Permit and that they have reviewed the conditions of this Permit and have agreed that they will comply with the terms of this Permit.

By:_____

Its:_____

STATE OF MINNESOTA)
)SS
COUNTY OF ANOKA)

On this _____ day of _____, , before me, a Notary Public, personally appeared _____, the _____ of 22 Properties, LLC, a Limited Liability Corporation (Domestic) under the laws of Minnesota, on behalf of the Corporation, to me known to be the person described in and who executed the foregoing instrument and acknowledged that they executed the same as their free act and deed.

Notary Public

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 Sarah Strommen and Jo Ann M. Thieling, to me personally known, who, being each by me duly sworn, did say that they are respectively the Mayor and City Clerk of the City of Ramsey, the Municipal Corporation named in the foregoing instrument, and seal affixed to said instrument is the corporate seal of said Municipal corporation, and the said instrument was signed and sealed on behalf of said Municipal Corporation by authority of its City Council, and said Sarah Strommen and Jo Ann M. Thieling acknowledge said instrument to be the free act and deed of said Municipal Corporation.

Notary Public

This document drafted by:
City of Ramsey
7550 Sunwood Dr NW
Ramsey, MN 55303

This document reviewed by:
Ratwik, Roszak & Maloney
730 Second Ave. S., Suite 300
Minneapolis, MN 55402

Meeting Date: 03/13/2018

Submitted For: Patrick Brama, Administrative Services

By: Patrick Brama, Administrative Services

Information

Title:

Maple Investments LLC (Sharp & Associates) Purchase Agreement [portions of this case may be closed to the public]

Purpose/Background:

PURPOSE

Consider the attached purchase agreement (purchase offer of \$93,110 or \$2.25 psf) from Maple Investments LLC (Sharp & Associates) for a 0.95-acre City-owned property, for a roughly 9,700 square foot speculative industrial building.

BACKGROUND

Site Information

The subject property is located at 6590 141st Avenue NW within the City's original business park, just north of Ace Solid Waste. This 0.95 site is located off Basalt Street and Bunker Lake Boulevard and is currently zoned E-1 Employment District. This property was purchased by the City in 2006 for redevelopment purposes for a price of \$211,200; at which time, existing improvements were removed. This site has sat vacant, tax exempt, and available for sale since 2006. This property is currently being listed for \$105,000 (2.50 psf). Attached to this case is the property listing.

When the site was purchased by the City in 2006, some CDBG funds were utilized (Anoka County). If the city were to close this PA, a portion of land proceeds, likely \$10,000-\$20,000, will need to be repaid to the CDBG fund (Anoka County).

Sharp & Associates

Sharp & Associates is perhaps the most well known "business park" developer in Ramsey. Sharp has several properties in Ramsey, and several others located in Anoka, Maple Grove, and Elk River. The majority of Sharp's buildings are small-bay multi-tenant buildings. This type of product is rare for a developer to specialize in, and to do so successfully.

Staff believes the buildings that Sharp has established in Ramsey have played a major role in Ramsey's overall success in economic development. Reason being, Sharp has created a model very close to a private sector business incubator(s). Sharp attracts new and small business to his affordable, right-sized multi-tenant buildings... then, when they are ready to expand or build a new building, they work with Sharp (and typically stay in Ramsey). Sharp has constructed 10+ owner-occupied buildings in Ramsey for said tenants. Staff believes Sharp is one of Ramsey's greatest development relationships/ partners. This project generally fits the mold outlined above.

Proposed Project

Sharp is proposing a roughly 9,700 square foot speculative industrial building. Please see attached concept map and rendering.

Notification:**Observations/Alternatives:****OBSERVATIONS**

Listed below are terms/ conditions/ observations related to the attached purchase agreement that staff considers important to highlight for potential discussion.

(1) Policy Compliance

Staff has no policy compliance concerns. This project is not requesting a formal business subsidy, the City's Revolving Loan Fund, or State DEED Programs. The attached PA is simply an edited version of the City's adopted "template PA."

(2) Offer Price

\$2.25 per square foot or \$93,110.

(3) Earnest Money

\$7,500, to become non-refundable after inspection period.

(4) Inspection Period

July 01, 2018 (close 30 days after).

(5) Extension Option

If the buyer decides to extend the PA, they will be required to place \$10,000 of additional non-refundable dollars in earnest for each 60 day extension (maximum two extensions allowed).

(6) Construction Deadline

Minimum 9,000 sf building by December 31, 2019.

Funding Source:

NA

Recommendation:**STAFF**

If there is desire to make a counter offer on price, staff will suggest the attached PA be discussed in closed session. Staff is not making that request. RE price, staff would note, a negotiation on price has gone back-and-forth between staff and Sharp, and \$2.25 was the best price staff was able to achieve.

Below are some project benefits worth noting:

- This project was pulled from the CBRE listings contract in 2017, no commission payments are anticipated.
- This project does not include any incentives, such as TIF. As a result, it will have an immediate positive impact to the general tax levy.
- This project is estimated to generate about \$25,000 in total annual property taxes. Ramsey receives roughly 1/4 of commercial property taxes.
- This project is speculative--meaning, tenants are unknown at this point. Therefore, job count predictions are challenging to make. At full occupancy, staff would predict the creation of 5-50 jobs, depending on the tenants.
- This project will collect development fees, estimated at about \$20,000-30,000.
- This project does help Ramsey accomplish goals outlined in the Council Strategic Action Plan and EDA Workplan.
- Staff believes Sharp is a quality developer with a good track record in Ramsey; especially with Ramsey's business community.
- Speculative industrial buildings place Ramsey in a strong position to recruit new businesses and retain expanding businesses.

EDA

The EDA passed a motion 6-0 to recommend the City Council approve this purchase agreement on 03/08 with no modifications. The EDA was generally supportive of the purchase agreement, proposed project, and the developer. The EDA didn't believe going into closed session to discuss price was necessary. Please review qctv.org/ramsey video recording for details.

PLANNING COMMISSION

The Planning Commission reviewed this case on 03/01, and was generally supportive of the project, the proposed concept layout, concept renderings, and developer. No significant or detailed discussion/ review occurred and no official motion was passed. Please review qctv.org/ramsey video recording for details.

Action:

Motion to:

[Approve/ deny/ amend] the attached purchase agreement between the City of Ramsey and Maple Investments LLC for 0.95 Acres of City-owned land.

Attachments

PA

Rendering (Concept)

Layout (Concept)

Ref Map

Form Review

Inbox

Kurt Ulrich

Form Started By: Patrick Brama

Final Approval Date: 03/08/2018

Reviewed By

Kurt Ulrich

Date

03/08/2018 02:22 PM

Started On: 03/02/2018 02:44 PM

PURCHASE AGREEMENT

This Agreement is entered into by and between the **City of Ramsey**, a Minnesota municipal corporation (“Seller”), and **Maple Investments, LLC**, a Minnesota limited liability company (“Buyer”).

In consideration of the Earnest Money, the mutual covenants set forth below, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Seller and Buyer agree as follows:

1. **EFFECTIVE DATE.** The effective date of this Agreement is **March 13, 2018** (the “Effective Date”).
2. **SALE OF PROPERTY.** Seller agrees to sell to Buyer, and Buyer agrees to buy from Seller 0.95 acres of vacant land at the southwest corner of Basalt Street NW and 141st Avenue NW in Ramsey, Minnesota.

Legal Description: UNPLATTED CITY OF RAMSEY ALL THAT PART OF THE N 200 FT OF THE S 233 FT OF THE S1/2 OF SE1/4 OF SEC 27-32-25 ANOKA CNTY, MN LYING W OF THE E 1146 FT THEREOF & LYING E OF A LINE PRL WITH THE E LINE OF SAID S1/2 OF SE1/4 DRAWN NLY FROM A POINT ON THE S LINE OF SAID S1/2 OF SE1/4 A DIST OF 266.00 FT E OF THE NW CORNER OF LOT 1 OF THE DULY RECORDED PLAT OF AUD SUB NO 30 SAID ANOKA CNTY SAID 266 FT BEING MEAS AT RIGHT ANGLES TO THE W LINE OF SAID LOT 1 TOG WITH AN EASE FOR RD PURP OF VER THE S 33 FT OF THE E 1146 FT OF THE S1/2 OF SE1/4

Anoka County Property Identification: 27-32-25-44-0003

Address: 6590 141ST AVE NW

Platting: Buyer is responsible for platting Property, providing the City of Ramsey with an updated legal description of the new parcel. Platting a property does require payment of development fees. This Agreement shall be amended to reflect the exact legal description of the Property.

3. **PURCHASE PRICE.** The purchase price for the Property is \$93,110 (the “Purchase Price”). The Purchase Price shall be adjusted on the gross square footage of the Property. Such price adjustment will be determined by multiplying the gross square footage of the Property by \$2.25 per square foot.

4. **EARNEST MONEY.** By **March 20, 2018** Buyer must deposit the sum of \$7,500 (the “Earnest Money”) with Commercial Partners Title Company, 200 South 6th Street, #1300, Minneapolis, MN 55402 (“Escrow Agent”), via wire transfer or delivery of a certified check payable to Escrow Agent.

- a. If Buyer does not deposit the Earnest Money with Escrow Agent as required above, then Seller may terminate this Agreement by written notice to Buyer; provided, however, if Buyer deposits the Earnest Money with Escrow Agent before Seller exercises Seller’s right to terminate, Seller’s right to terminate is extinguished.
- b. Upon Seller’s receipt of a Notice to Proceed from Buyer in accordance with Section 9(b), all of the Earnest Money becomes non-refundable (except in accordance with Section 23 as a result of a default by Seller).
- c. If Buyer does not provide a Notice to Proceed to Seller in accordance with Section 9(b), this Agreement automatically terminates and Escrow Agent must disburse all Earnest Money Escrow Agent holds to Buyer.
- d. At Closing, Escrow Agent shall disburse to Seller any Earnest Money not previously disbursed to Seller, and Buyer shall receive a credit against the Purchase Price owing at Closing in an amount equal to the amount of the Earnest Money.

5. **SURVEY.** Seller shall, at Seller’s expense, obtain an ALTA/NSPS 2016 survey (Table A, items 1-4 and 6, 8, and 11) (the “Survey”) from a duly licensed surveyor and deliver it to Buyer within thirty (30) days after the Effective Date. Buyer may arrange with the surveyor to include additional information on the Survey at Buyer’s expense.

6. **TITLE COMMITMENT.**

- a. Seller makes no representations or warranties with respect to the status of title to the Property. Within thirty (30) business days after the Effective Date, Seller shall, at Seller’s expense, obtain a commitment from Escrow Agent to issue an owner’s policy of title insurance insuring Buyer’s title to the Property (the “Title Commitment”) and deliver the Title Commitment and copies of or internet access to copies of all recorded documents referenced in the Title Commitment to Buyer.
- b. Buyer shall have until the date thirty (30) days after the receipt of the Title Commitment and the Survey (collectively, “**Title/Survey**”) to review Title/Survey and to give Seller written notice of (i) any defects in the marketability of Seller title to the Property or any encumbrances on Seller’s title to the Property that are objectionable to Buyer, and (ii) the specific actions Buyer requests that Seller take with respect to each such defect or encumbrance (a “**Title Objection Notice**”). Any defects in or encumbrances on Seller’s title that Buyer does not identify in a timely Title Objection Notice are each a “**Permitted**

Exception.” Within three (3) business days after Seller’s receipt of a Title Objection Notice from Buyer, Seller will notify Buyer, in writing, of the actions, if any, that Seller is willing to take with respect to each of the matters identified in the Title Objection Notice and the time frame in which Seller will take those actions (“**Seller’s Title Notice**”). If Seller’s Title Notice indicates that Seller unconditionally agrees to make Seller’s title to the Property marketable on or before the closing date established pursuant to Section 10, the parties shall proceed to closing pursuant to the terms of this Agreement. If Seller’s Title Notice indicates that Seller does not unconditionally agree to make Seller’s Title to the Property marketable on or before the closing date established in Section 10, Buyer may, at any time with three (3) business days after Buyer’s receipt of Seller’s Title Notice, terminate this Agreement by written notice to Buyer in which case this Agreement is terminated and Escrow Agent must disburse any Earnest Money to Buyer (“**Buyer’s Title Termination Notice**”). If Buyer does not deliver a Buyer’s Title Termination Notice to Seller within the three (3) business days after Buyer’s receipt of Seller’s Title Notice, than Seller must perform in accordance with Seller’s Title Notice, Buyer shall be deemed to have waived Buyer’s objections to the extent Seller has not agreed to address them in Seller’s Title Notice, the matters to which Buyer objected and Seller did not agree to resolve are deemed Permitted Exceptions, and the parties shall proceed to Closing in accordance with the terms of this Agreement and the terms of Seller’s Title Notice.

7. **RIGHT OF ENTRY.** At all times after Buyer has deposited the Earnest Money with Seller and before the Closing, Buyer (and its employees, agents, and contractors) may enter the Property for the purpose of conducting soil tests, environmental tests and additional survey work, subject to the following conditions:
- a. Within one week after the termination of this Agreement, if either Seller or Buyer terminate this Agreement in accordance with the provisions hereof prior to Closing, Buyer must repair and or restore any damage Buyer or its employees, agents or contractors cause to the Property and remove any personal property, refuse or debris Buyer or its employees, agents or contractors brought onto or authorized third parties to bring onto the Property.
 - b. Buyer must defend and indemnify Seller from and against and hold Seller harmless Seller from all “Claims,” as defined in Section 10, arising out of, resulting from or relating to any loss of or damage to any property or business or out of any injury to or death of any person, if the loss, damage, injury, or death arises or is alleged to arise either directly or indirectly and either wholly or in part from: (a) any action or omission of Buyer or its employees, agents, or contractors, while on the Property pursuant to this Section; or (b) actions or omissions of Buyer or Buyer’s employees, agents, or contractors that cause or result in the release of any Hazardous Substance onto the Property or onto other property.

- c. Buyer must comply with and shall cause its employees, agents, and contractors to comply with all applicable laws, while on the Property.
 - d. Other than a standard Phase 1 environmental assessment, Buyer may not commence any environmental testing on the Property until Buyer submits a work plan for such testing to Seller and Seller approves the work plan, in writing. Seller may not unreasonably withhold, condition or delay Seller's approval of a work plan.
 - e. Buyer must, promptly and without demand from Seller, provide Seller with true and complete copies of all draft and final reports relating to Buyer's geotechnical and environmental investigations and testing of the Property including, without limitation, any reports relating to any Phase I Environmental Site Assessment of the Property.
 - f. The cost of any test or additional survey work will be borne solely by Buyer.
- 8. PROPERTY SOLD AS IS.** Subject to Buyer's right to terminate this Agreement pursuant to Section 9, Buyer agrees to accept the Property in its current condition, including, without limitation, its current environmental and geological condition, and in an "AS-IS" and with "ALL FAULTS" condition. Buyer's payment of the Purchase Price at Closing constitutes Buyer's acknowledgment and agreement that:
- a. Seller has not made any written or oral representations or warranties of any kind with respect to the Property (including without limitation express or implied warranties of title, merchantability, or fitness for a particular purpose);
 - b. Buyer has not relied on any written or oral representation or warranty made by Seller, its agents or employees with respect to the condition or value of the Property;
 - c. Buyer has had an adequate opportunity to inspect the condition of the Property, including without limitation any environmental testing, and to inspect documents applicable thereto, and Buyer is relying solely on such inspection and testing;
 - d. The condition of the Property is fit for Buyer's intended use; and
 - e. Buyer accepts all risk of Claims (including without limitation all Claims under any Environmental Law and all Claims arising at common law, in equity or under a federal, state or local statute, rule or regulation) whether past, present or future, existing or contingent, known or unknown, arising out of, resulting from or relating to the condition of the Property, known or unknown, contemplated or un contemplated, suspected or unsuspected, including without limitation the presence of any Hazardous Substance on the Property, whether such Hazardous Substance is located on or under the Property, or has migrated from or to the Property.

9. INSPECTION PERIOD.

- a. Except as otherwise provided in Section 6, Buyer shall have from the date that Buyer deposits the Earnest Money with Escrow Agent to **July 01, 2018** (the “**Inspection Period**”) to investigate the Property and determine, in Buyer’s sole judgment, whether (i) the condition of the Property is suitable to Buyer’s intended use; and (ii) Buyer will be able to obtain all governmental approvals (including, but not limited to, approvals necessary to subdivide and re-plat the Property) and utilities necessary for Buyer’s intended use of the Property. Buyer acknowledges and agrees that Seller has not made any covenants, representations or warranties regarding Buyer’s ability to obtain governmental approvals from the City of Ramsey or any other governmental entity. The City of Ramsey will review, consider and act on any applications Buyer submits to the City for governmental approvals in accordance with City Code.
- b. Buyer may, at any time on or before 5:00 p.m. on the last day of the Inspection Period, terminate the Agreement by written notice to Seller based on Buyer’s determination, in Buyer’s sole and absolute discretion, that the condition of the Property is not suitable for Buyer’s intended use or that Buyer may not be able to obtain all governmental approvals and utilities necessary for Buyer’s intended use of the Property. In addition, this Agreement automatically terminates at 5:00 p.m. on the last day of the Inspection Period unless, prior to that time Buyer delivers a written notice of Buyer’s intention to proceed (a “**Notice to Proceed**”) to Seller.
- c. If, pursuant to Section 9(b) either Buyer terminates this Agreement or this Agreement is automatically terminated, the Escrow Agent must disburse to Buyer any Earnest Money Escrow Agent holds.

10. DEFINITIONS. As used in this Agreement:

“**Claim**” or “**Claims**” means any and all liabilities, suits, claims, counterclaims, causes of action, demands, penalties, debts, obligations, promises, acts, fines, judgments, damages, consequential damages, losses, costs, and expenses of every kind (including without limitation any attorney’s fees, consultant’s fees, costs, remedial action costs, cleanup costs and expenses which may be related to any claims).

“**Environmental Law**” means the Comprehensive Environmental Response, Compensation and Liability Act (“CERCLA”), 42 U.S.C. § 9601 et seq., the Resource Conservation and Recovery Act, 42 U.S.C. § 6901 et seq., the Federal Water Pollution Control Act (the Clean Water Act), 33 U.S.C. § 1251 et seq. the Clean Air Act, 42 U.S.C. § 7401 et seq., and the Toxic Substances Control Act, 15 U.S.C. § 2601 et seq., all as amended from time to time, and any other federal, state, local or other governmental statute, regulation, rule, law or ordinance dealing with the protection of human health, safety, natural resources or the environment now existing or hereafter enacted.

“Hazardous Substance” or “Hazardous Substances” means any pollutant, contaminant, hazardous substance or waste, solid waste, petroleum product, distillate, or fraction, radioactive material, chemical known to cause cancer or reproductive toxicity, polychlorinated biphenyl or any other chemical, substance or material listed or identified in or regulated by any Environmental Law.

11. RELEASE. By accepting the deed to the Property, Buyer, for itself, its directors, officers, stockholders, divisions, agents, affiliates, subsidiaries, predecessors, successors, and assigns and anyone acting on its behalf or their behalf hereby fully releases and forever discharges Seller from any and all Claims (including without limitation all Claims arising under any Environmental Law and all Claims arising at common law, in equity or under a federal, state or local statute, rule or regulation), past, present and future, known and unknown, existing and contingent, arising out of, resulting from, or relating to the condition of the Property, and Buyer hereby waives any and all causes of action (including without limitation any right of contribution) Buyer had, has or may have against Seller and anyone acting on its behalf with respect to the condition of the Property, whether arising at common law, in equity or under a federal, state or local statute, rule or regulation. The foregoing shall apply to any condition of the Property, known or unknown, contemplated or un contemplated, suspected or unsuspected, including without limitation the presence of any Hazardous Substance on the Property, whether such Hazardous Substance is located on or under the Property, or has migrated from or to the Property.

12. NOTICES. Notices permitted or required by this Agreement must be in writing and shall be deemed given when delivered in legible form to the party to whom addressed. Notices may be sent by certified mail or e-mail. Notices are effective two business days after they are mailed via certified mail, return receipt requested or, if sent by email, upon email transmission (provided that any email transmission that occurs after 5:00 pm Pacific Time will be deemed provided on the following day). If delivered at the Closing, a notice shall be deemed given when hand-delivered to the party's representative at the Closing. The business addresses of the parties are as follows:

Seller: City Administrator
City of Ramsey
7550 Sunwood Drive N.W.
Ramsey, MN 55303
Email: pbrama@cityoframsey.com

Buyer: Dennis Sharp
Maple Investments, LLC
500 Bunker Lake Boulevard
Anoka, Minnesota 55303

Notices not given in the manner or within the time limits set forth in this Agreement are of no effect and may be disregarded by the party to whom they are directed.

13. CLOSING. This transaction shall close within 30 days after Buyer delivers a Notice to Proceed to Seller or on such earlier date as Seller and Buyer may establish by mutual, written agreement; provided, however, Buyer may extend the Closing a total of two (2) times, each time for a period of sixty (60) days, by depositing an additional Ten Thousand and 00/100 Dollars (\$10,000.00) earnest money with Escrow Agent for each extension. Each \$10,000 extension payment shall be non-refundable, but applicable to the Purchase Price. The Closing shall take place at the offices of the Escrow Agent, or at some other place as the parties may mutually agree prior to such date. At the option of either Party, the executed closing documents, Purchase Price and closing costs may be deposited with the Escrow Agent and disbursed by the Escrow Agent to avoid the necessity for a Closing at which the Parties are present.

a. **Seller's Obligations at Closing.** At Closing, Seller must deliver to Escrow Agent, for delivery to Buyer:

- i. A limited warranty deed, duly executed and acknowledged on behalf of the City and with the City's seal affixed, conveying title to the Property, subject to (A) the lien of real estate taxes, if any, not yet due and payable and any installments of special assessments certified for payment therewith; (B) Building, Subdivision and Zoning Ordinances; (C) Matters that would be disclosed by an accurate survey of the Property; and (D) matters that constitute Permitted Exceptions pursuant to Section 6;
- ii. A certified copy of a duly adopted City Ordinance and Resolution authorizing Seller's sale of the Property to Buyer; and
- iii. Seller's affidavits, well disclosure certificate (if required), settlement statement approved by Seller and Buyer, and any other documents required by the Escrow Agent.

b. **Buyer's Obligations at Closing.** At Closing, Buyer must:

- i. Wire Transfer (or deliver a certified check in) an amount equal to the amount of the Purchase Price adjusted for to reflect Buyer's prior payment of the Earnest Money and to reflect amounts Buyer must pay or will receive pursuant to Section 14(c), to Escrow Agent for disbursement to Seller and others pursuant to this Agreement and the Settlement Statement; and
- ii. File or cause Escrow Agent to file an Electronic Certificate of Real Estate Value, if required and necessary.

c. **Closing Costs.**

i. At Closing, the following Seller closing costs and expenses must be paid from the Purchaser Price or, if the Purchase Price is not sufficient, paid by Seller:

1. Seller's portion of the prorated property taxes.
2. Seller's own attorney's fees.
3. One-half the cost of any closing fees.
4. The cost of real estate broker commission fees as prescribed in Section 14.

ii. At Closing Buyer must pay the Purchase Price to Seller and the following costs and expenses:

1. Buyer's portion of prorated property taxes.
2. Buyer's own attorney's fees.
3. One-half the cost of any closing fees.
4. Documentary and recording fees for the deed(s).
5. The cost of the owner's title insurance policy, if Buyer elects to purchase an Owner's title insurance policy.
6. State deed tax.

d. **Possession**. Seller must deliver possession of the Property to Buyer at Closing.

14. REAL ESTATE BROKERS. Seller and Buyer represent and warrant to each other that they have dealt with no brokers, real estate agents, finders or the like in connection with this transaction. To the extent allowed by law, Seller and Buyer agree to indemnify each other and to hold each other harmless against all claims, damages, costs or expenses of or for any broker's fees or commissions resulting for their actions or agreements regarding the execution or performance of this Agreement, other than the fees payable to Seller's Broker, and will pay all costs of defending any action or lawsuit brought to recover any such fees or commissions incurred by the other party, including reasonable attorney's fees.

15. ASSIGNMENT. This Agreement may not be assigned without the written consent of the non-assigning Party.

16. THIRD PARTY BENEFICIARY. There are no third party beneficiaries of this Agreement, intended or otherwise.

17. JOINT VENTURE. Seller and Buyer, by entering into this Agreement and completing the transactions described herein, shall not be considered joint venturers or partners.

18. CAPTIONS. The paragraph headings or captions appearing in this Agreement are for convenience only, are not a part of this Agreement, and are not to be considered in interpreting this Agreement.

19. ENTIRE AGREEMENT / MODIFICATION. This written Agreement constitutes the complete agreement between the parties and supersedes any prior oral or written agreements between the parties regarding the Property. There are no verbal agreements that change this Agreement and no waiver or modification of any of its terms will be effective unless in writing executed by the parties.

20. BINDING EFFECT. This Agreement binds and benefits the Parties and their successors and assigns.

21. CONTROLLING LAW. This Agreement is made under the laws of the State of Minnesota and such laws will control its interpretation.

22. REMEDIES.

- a. If Buyer fails to perform any of the terms or conditions of this Agreement within the specified time limits, Seller may declare this Agreement terminated pursuant to Minnesota Statutes section 559.21. Seller's sole remedy in the event of Buyer's default is retention of the Earnest Money, unless Buyer defaults under Section 7 or 11 of this Agreement, in which case Seller may retain the Earnest money or suspend the performance of its obligations under this Agreement and commence an action in Anoka County District Court to recover its actual damages arising from the default.
- b. If Seller fails to perform any of the terms or conditions of this Agreement within the specified time limits, Buyer may, as its sole remedy, declare this Agreement terminated in which case Escrow Agent and, if applicable, Seller, shall refund the Earnest Money (both the Initial Disbursement and the Remaining Earnest Money) to Buyer, or, in the alternative, Buyer may have this Agreement specifically enforced and recover any incidental damages. Buyer waives all claims for consequential damages against Seller based on Seller's breach or alleged default hereunder.

23. WAIVER. Failure of Seller or Buyer to insist upon the performance of any of the covenants, agreements and/or conditions of this Agreement or to exercise any right or privilege herein shall not be deemed a waiver of any such covenant, condition or right.

24. SURVIVAL OF TERMS AND CONDITIONS. The terms and conditions of this Agreement shall survive and be in full force and effect after the delivery of the deed, and shall not be deemed to have merged therein.

25. SEVERABILITY. Each provision of this Agreement shall apply to the extent permitted by applicable law and is intended to be severable. If any provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the legality or validity of the remainder of the Agreement.

26. CONSTRUCTION. The Parties acknowledge that this Agreement was initially prepared by Seller solely as a convenience and that all Parties and their counsel hereto have read and full negotiated all the language used in this Agreement. The Parties acknowledge that because all Parties and their counsel participated in negotiating and drafting this Agreement, no rule of construction shall apply to this Agreement to construe ambiguous or unclear language in favor of or against any Party.

27. COUNTERPARTS; DIGITAL COPIES. This Agreement may be executed in any number of counterparts and the signature pages of the separate counterparts combined into a single copy of this Agreement which will then constitute a fully executed version of this Agreement. A facsimile, .pdf file or digital copy of a signed counterpart or of an assemblage of counterparts of this Agreement shall be deemed to be an original thereof.

28. TIME PERIODS. The time for performance of any obligation or taking any action under this Agreement shall be deemed to expire at 5:00 p.m. Central Time on the last day of the applicable time period provided for in this Agreement. If the time for the performance of any obligation or taking any action under this Agreement expires on a Saturday, Sunday or legal holiday, the time for performance or taking such action shall be extended to the next succeeding day which is not a Saturday, Sunday or legal holiday.

29. CONSTRUCTION DEADLINE. Buyer shall obtain certificates of occupancy for the construction of the following:

Construction Deadline Schedule:

Minimum 9,000 square foot tilt-up-concrete panel industrial/ office building by December 31, 2019.

At Closing, a "Right of Re-Entry Agreement" must be executed and recorded to the Property providing that, in the event any of the above deadline is not met, Seller has the right to reclaim title to the parcel for which certificate of occupancy has not been obtained, or in the alternative, and at Seller's sole discretion, Buyer shall pay Seller \$25,000.

30. PLATTING & DEVELOPMENT AGREEMENT. Buyer must obtain an approved final plat, development agreement, and building exterior visual renderings with the City of Ramsey for its intended project before Closing. The Development Agreement and Site Plan must comply with all local zoning ordinances and design standards.

SELLER: The City of Ramsey, Minnesota

By: _____
Sarah Strommen, Mayor

Dated: _____ 2018

By: _____
Kurt Ulrich, City Administrator

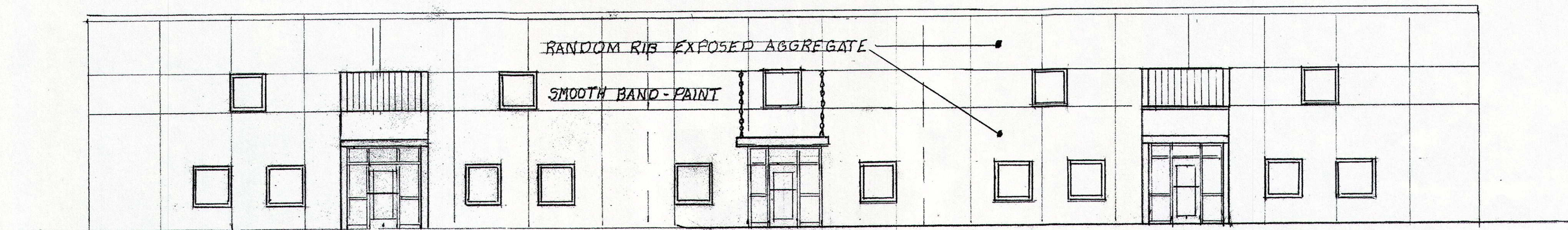
BUYER: Maple Investments, LLC.

By: _____
Dennis Sharp, Chief Manager

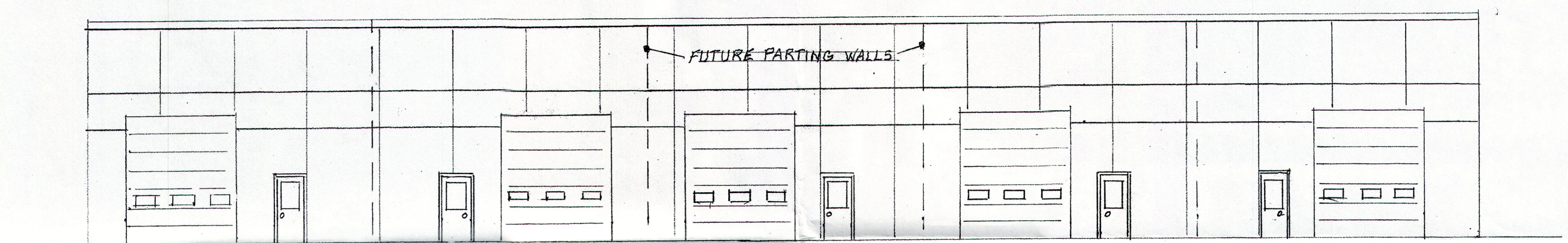
Dated: _____, 2018

Exhibit A
Subject Property, 6590 Basalt St NW

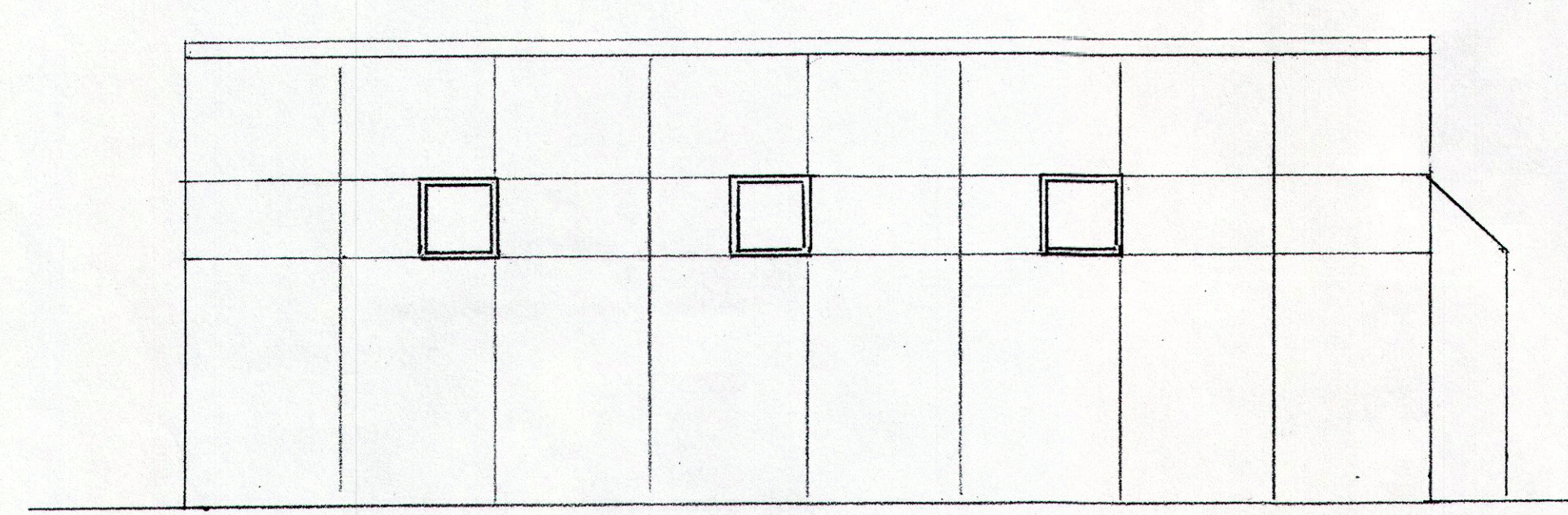




SOUTH ELEVATION



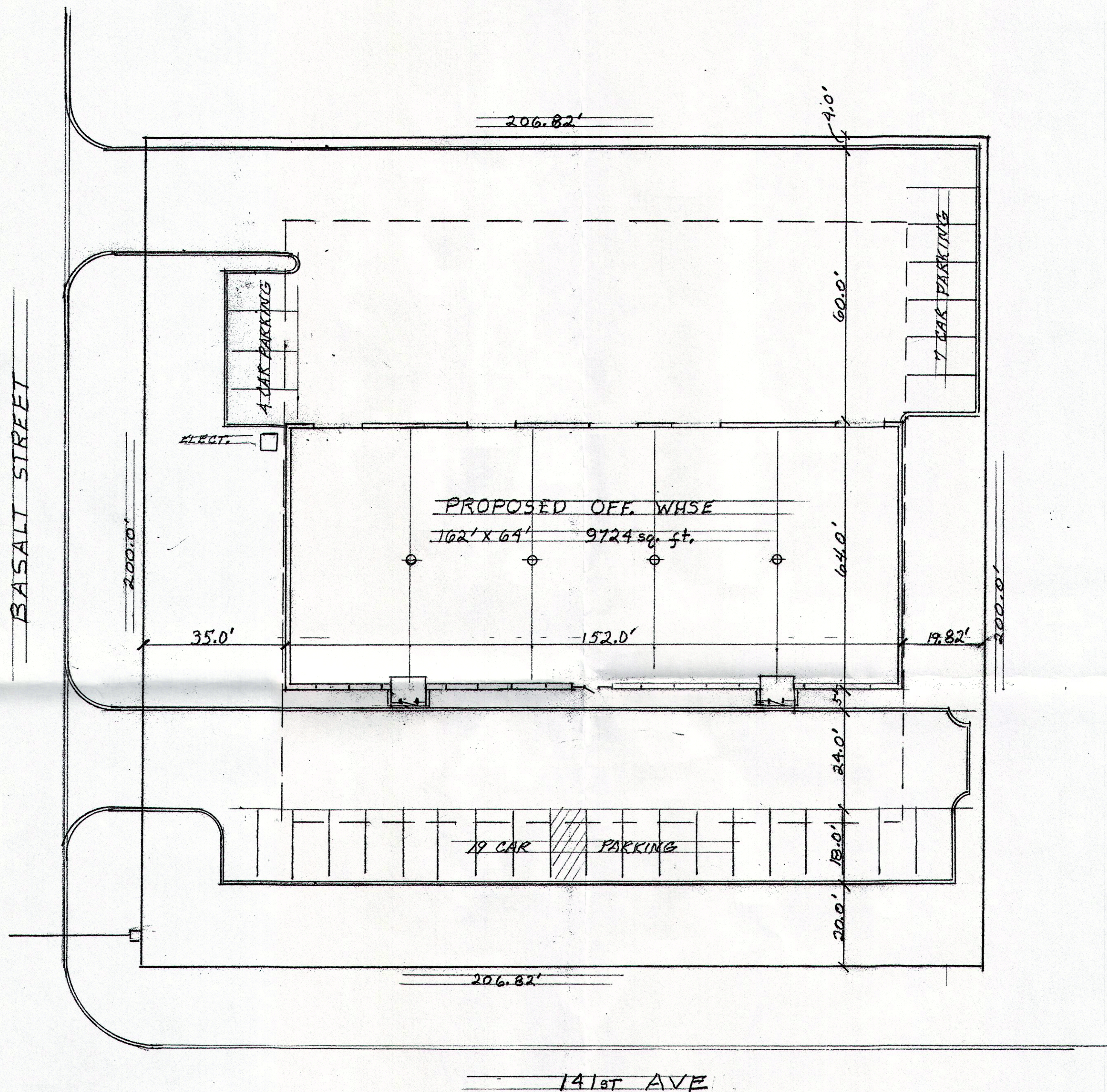
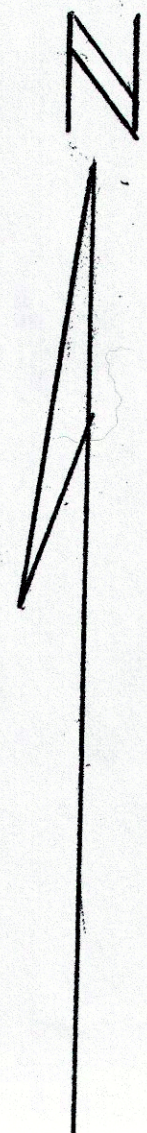
NORTH ELEVATION



WEST ELEVATION
(EAST ELEV. SIMILAR)

RECEIVED
FEB 05 2018
BY: _____

191st AVENUE OFFICE WAREHOUSE RAMSEY MINN		
SCALE: _____	APPROVED BY: _____	DRAWN BY: _____
DATE: _____	REVISOR: _____	REVISED: _____
Contractor SHARP & ASSOC 763-425-2002		
<u>ELEVATIONS</u>		DRAWING NUMBER: _____

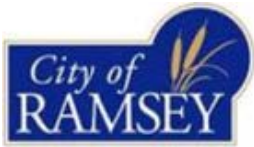


RECEIVED
FEB 05 2018
BY: _____

141st AVENUE OFFICE WAREHOUSE RAMSEY, MINN	
SCALE: 1"=20'-0"	APPROVED BY: _____
DATE: 2/2/2018	DRAWN BY: _____
Contractor SHARP & ASSOC 763-425-2002	
REVISD: _____	
DRAWING NUMBER	
SITE PLAN	

Ref Map, subject property





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

CC Regular Session

7.3.

Meeting Date: 03/13/2018

By: Chris Anderson, Community
Development

Information

Title:

Adopt Ordinance #18-01 Amending Lot Width Requirements for Cul-De-Sac Lots in the R-1 Residential (Rural Developing) District

Purpose/Background:

Over the past several years, the City has processed several requests for variances to the lot width standard on cul-de-sacs in the R-1 Residential (Rural Developing) District. The current standard requires 200 feet of lot width for any lot on the bulb of a cul-de-sac in the R-1 Residential (Rural Developing) District. In response to these requests, Staff brought forth a discussion item for the Planning Commission in December of last year. After contemplating the merits of a reduced lot width, the Planning Commission directed Staff to prepare an ordinance to amend the requirement for the Rural Developing District to require a minimum width of 100 feet for lots on the bulb of a cul-de-sac.

The Planning Commission conducted a public hearing at their February 1, 2018 meeting. There were no written or verbal comments received regarding the proposed change to the lot width standard. The Planning Commission had requested that the amendment include the language "...as measured at the front yard setback requirement." Staff reviewed the Lot Width definition in City Code and confirmed that the definition already specifies that the width measurement is to be made at the minimum required front yard setback and therefore, finds it unnecessary to repeat this language.

The City Council introduced Ordinance #18-01 at its February 27, 2018 meeting and it is now eligible for adoption.

Notification:

City Staff published a notice of public hearing in the Anoka Union Herald, the City's official newspaper.

Observations/Alternatives:

Alternatives

Alternative 1: Adopt Ordinance #18-01 amending the minimum lot width standard in the R-1 Residential (Rural Developing) District to 100 feet for lots on the bulb of a cul-de-sac. The Planning Commission supported this alternative but directed Staff to revise the language to specify that the measurement was to be made at the required front yard setback. This ordinance amendment will likely reduce future requests for variances to lot width for cul-de-sac lots. Staff supports this alternative.

Alternative 2: Do not adopt Ordinance #18-01. If this ordinance is not adopted, the minimum required lot width in the R-1 Residential (Rural Developing) District will remain 200 feet, whether on a cul-de-sac or not. Both Staff and the Planning Commission feel that in the Rural Developing District, 100 feet of lot width on the bulb of a cul-de-sac

is sufficient and still maintains that 'rural' feel. Staff does not support this alternative.

At the February 27 City Council Meeting, the City Council had inquired about the origins of the current standard. Staff continues to research this issue, but has not found any definitive direction. If the City Council desires additional research on this topic, Staff requests that direction be provided to provide said additional research and report back at a future date.

Funding Source:

Costs associated with this case are the responsibility of the City.

Recommendation:

The Planning Commission recommends adoption of Ordinance #18-01 amending the lot width requirement for cul-de-sac lots in the R-1 Residential (Rural Developing) District.

Action:

Motion to waive the Charter requirement to read the ordinance aloud and to adopt Ordinance #18-01 amending the lot width requirement for cul-de-sac lots in the R-1 Residential (Rural Developing) District.

Roll Call Vote
Councilmember Riley
Councilmember Shryock
Councilmember Letourneau
Councilmember Johns
Councilmember Kuzma
Mayor Strommen

Attachments

Draft Planning Commission Meeting Minutes Dated February 1, 2018

Draft City Council Meeting Minutes Dated February 27, 2018

DRAFT Ordinance #18-01

Form Review

Inbox	Reviewed By	Date
Tim Gladhill	Tim Gladhill	03/08/2018 08:35 AM
Kurt Ulrich	Kurt Ulrich	03/08/2018 02:24 PM
Form Started By: Chris Anderson		Started On: 03/05/2018 08:33 AM
Final Approval Date: 03/08/2018		

5.04: Public Hearing: Ordinance #18-001 Amending Lot Width Requirements for Cul-De-Sac lots in the R-1 Rural Developing District

Public Hearing

Vice Chairperson VanScoy called the public hearing to order at 7:46 p.m.

Presentation

City Planner Anderson presented the staff report stating the purpose of this case is for the Planning Commission to review and consider a proposed amendment to reduce the required lot width standards from 200 feet to 100 feet for lots zoned R-1 Rural Developing and located on a Cul-De-Sac. Staff discussed the proposed Ordinance in detail and noted a language change stating the lot width shall be 100 feet at the front yard setback.

Citizen Input

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

Motion Carried. Voting Yes: Vice Chairperson VanScoy, Commissioners Anderson, Gengler, and Surma. Voting No: None. Absent: Chairperson Bauer and Commissioner Nosan.

Vice Chairperson VanScoy closed the public hearing closed at 7:50 p.m.

Commission Business

Motion by Commissioner Anderson, seconded by Commissioner Gengler, to recommend the City Council adopt Ordinance #18-01 Amending the Lot Width Requirement for Cul-De-Sac lots in the R-1 Rural Developing District with the language as recommended by staff.

Motion Carried. Voting Yes: Vice Chairperson VanScoy, Commissioners Anderson, Gengler, and Surma. Voting No: None. Absent: Chairperson Bauer and Commissioner Nosan.

7.04: Consider Introducing Ordinance #18-01 Amending Lot Width Requirements for Cul-de-Sac Lots in the R-1 Residential (Rural Developing) District

City Planner Anderson reviewed the staff report and recommendation to adopt Ordinance #18-01 amending the minimum lot width standard in the R-1 Residential (Rural Developing) District to 100 feet for lots on the bulb of a cul-de-sac. He stated that the Planning Commission supported this action but directed staff to revise the language to specify that the measurement was to be made at the required front yard setback. He noted that this ordinance amendment will likely reduce future requests for variances to lot width for cul-de-sac lots.

Councilmember LeTourneau asked for information on the history of the 200 feet minimum lot width and how that threshold arose in the first place.

City Planner Anderson stated that he was unsure of the reasoning for the minimum lot width but stated that perhaps that arose when the City was incorporated.

Motion by Councilmember Riley, seconded by Councilmember LeTourneau, to introduce an Ordinance amending the lot width requirement for cul-de-sac lots in the R-1 Residential (Rural Developing) District.

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

ORDINANCE #18-01

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

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

AN ORDINANCE AMENDING ARTICLE II DIVISION 4 (SUBDIVISION) SECTION 117-111 (R-1 RESIDENTIAL DISTRICT) OF THE RAMSEY CITY CODE.

The City of Ramsey Ordains:

SECTION 1 AUTHORITY

This ordinance is adopted pursuant to and under the authority of the City Charter of the City of Ramsey.

SECTION 2 AMENDMENTS

The table in Section 117-111. – R-1 Residential District (d) R-1 bulk standards, specifically addressing lot width, is amended as follows (deletions indicated with ~~striketrough~~; additions indicated as underline):

	MUSA	Rural Developing
Lot width	80 feet/corner lot 90 feet	200 feet / <u>100 feet on cul-de-sac</u>

SECTION 2. EFFECTIVE DATE

This ordinance becomes effective 30 days after its passage and publication, subject to City Charter Section 5.04.

PASSED by the City Council of the City of Ramsey, Minnesota the 13th day of March, 2018.

Mayor

ATTEST:

City Administrator

Introduction date:

Posting dates:

Adoption date:

Publication date:

Effective date: