

City of Ramsey
Agenda
Revised
Regular City Council
Tuesday, October 22, 2019
7:00 pm
Council Chambers, 7550 Sunwood Drive NW

1. **Call to Order**
2. **Presentation**
3. **Citizen Input**
4. **Approve Agenda**
5. **Consent Agenda**
 1. Receive September 2019 Financial Reports - General Fund and Enterprise Funds
 2. Receive Cash and Investments for Period Ending September 30, 2019
 3. Approve the Following Meeting Minutes:
 1. City Council Special Work Session dated 3/19/2019
 2. City Council Special Session dated 5/7/2019*In the auditing of our minutes, it was noted that the first two items had not gone through for approval. We are requesting approval at this time.
 3. City Council Work Session dated 9/24/2019
 4. City Council Regular Session dated 9/24/2019
 5. City Council Work Session dated 10/8/2019
 6. City Council Regular Session dated 10/8/2019
 4. Approve Rental Licenses
 5. Approve canceling the December 24, 2019 City Council Work Session and Regular Meeting
 6. Adopt Resolution #19-256 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of October 3, 2019 through October 16, 2019
 7. Adopt Resolution #19-253 Approving Code Enforcement Action Plan at 6336 Highway 10 NW
 8. ~~Adopt Resolution #19-257 Approving an Accessory Structure Agreement for 17710 Tonto Street NW;~~
~~Case of Sean and Amie O'Neill - Please Note: This item was removed from the Consent Agenda to be considered as Case 7.00.~~

9. Adopt Resolution #19-260 Authorizing Partial Payment #1 to Northwest Asphalt and Maintenance for Improvement Project #19-00, 2019 Cracksealing Improvements
10. Adopt Resolution #19-262 Approving River Walk Village Subgrant Agreement and Restrict Covenants; Case of Don Kveton
11. Adopt Resolution #19-263 Approving Revised Site Plan for Sunflower Ridge
12. Adopt Resolution #19-258 Hiring a Fall Seasonal Public Works Maintenance Worker
6. **Public Hearing**
7. **Council Business**
 0. Adopt Resolution #19-257 Approving an Accessory Structure Agreement for 17710 Tonto Street NW; Case of Sean and Amie O'Neill - Please Note: This item was moved from the Consent Agenda (5.08) to be considered as Case 7.00.
 1. Adopt Ordinance #18-03 Rezoning property from R-1 Residential (MUSA) to Public; Case of Brookside Elementary School (Administrative Correction)
 2. Review Community Development Committees and Authorities (Planning Commission, EPB and EDA)
 3. Adopt Resolution #19-254 Approval of 2020 EDA Work Plan
 4. Adopt Resolution #19-255 Approving the Environmental Policy Board's 2020 Work Plan
8. **Mayor/Council/Staff Input**
9. **Adjournment**

CC Regular Session

5. 1.

Meeting Date: 10/22/2019

By: Diana Lund, Finance

Information

Title

Receive September 2019 Financial Reports - General Fund and Enterprise Funds

Purpose/Background:

Purpose: Receive September 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.

Attachments

September 2019 General Fund Financial Report - Budget to Actual

September 2019 Enterprise Funds Financial Reports - Budget to Actual

Form Review

Inbox

Kurt Ulrich

Form Started By: Diana Lund

Final Approval Date: 10/17/2019

Reviewed By

Kurt Ulrich

Date

10/17/2019 03:51 PM

Started On: 10/15/2019 06:57 AM

**CITY OF RAMSEY
FINANCIAL STATEMENT**



JANUARY 1, 2019 THROUGH PERIOD ENDING: September 30, 2019

**GENERAL FUND EXPENDITURES
- BY DEPARTMENT -**

Dept	-CURRENT YEAR ADOPTED BUDGET-	CURRENT YTD GENERAL LEDGER
Admin	2,217,852.00	1,418,344.51
Com Dev	1,144,856.00	951,211.54
Contingency	131,373.00	61,853.00
Council	133,275.00	104,375.72
Finance	513,002.00	516,987.12
Fire	1,040,085.00	719,186.51
Legal	123,300.00	102,994.21
Police	3,827,771.00	2,770,295.59
Public Works	3,707,268.00	2,455,247.72
Grand Total	12,838,782.00	9,100,495.92

**GENERAL FUND EXPENDITURES
- BY CATEGORY -**

Category	-CURRENT YEAR ADOPTED BUDGET-	-CURRENT YTD GENERAL LEDGER-
Capital Outlay	824,450.00	608,031.47
Debt Service	106,373.00	61,853.00
Other Services & Charges	2,674,679.00	1,569,192.64
Personal Services	8,271,485.00	6,244,975.72
Supplies	961,795.00	616,443.09
Grand Total	12,838,782.00	9,100,495.92

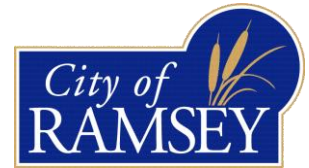
**GENERAL FUND REVENUES
- BY CATEGORY -**

Category	-CURRENT YEAR ADOPTED BUDGET-	-CURRENT YTD GENERAL LEDGER-
Taxes	9,927,432.00	5,208,912.32
Charges for Services	703,600.00	533,173.57
Business Licenses/Permits	23,400.00	65,612.88
Fines and Forfeits	61,500.00	32,438.57
Federal Intergovernmental	8,000.00	-
State Intergovernmental	367,800.00	594,164.76
Interest	90,000.00	-
Miscellaneous	15,700.00	15,147.73
Non-Business Licenses/Permits	508,900.00	568,655.21
Transfers in	1,132,450.00	395,000.00
Grand Total	12,838,782.00	7,413,105.04

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

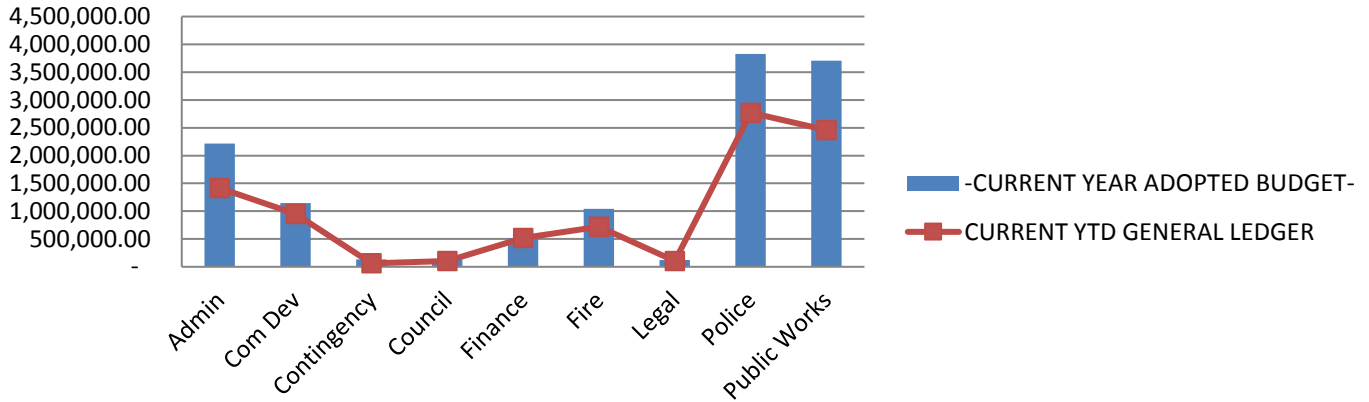
PREPARED BY: FINANCE DEPARTMENT

CITY OF RAMSEY FINANCIAL STATEMENT

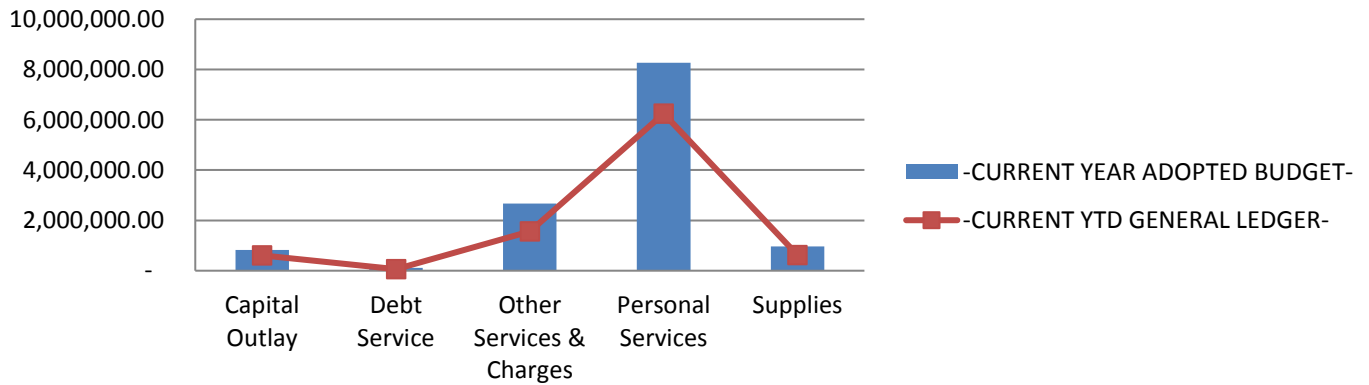


JANUARY 1, 2019 THROUGH PERIOD ENDING: September 30, 2019

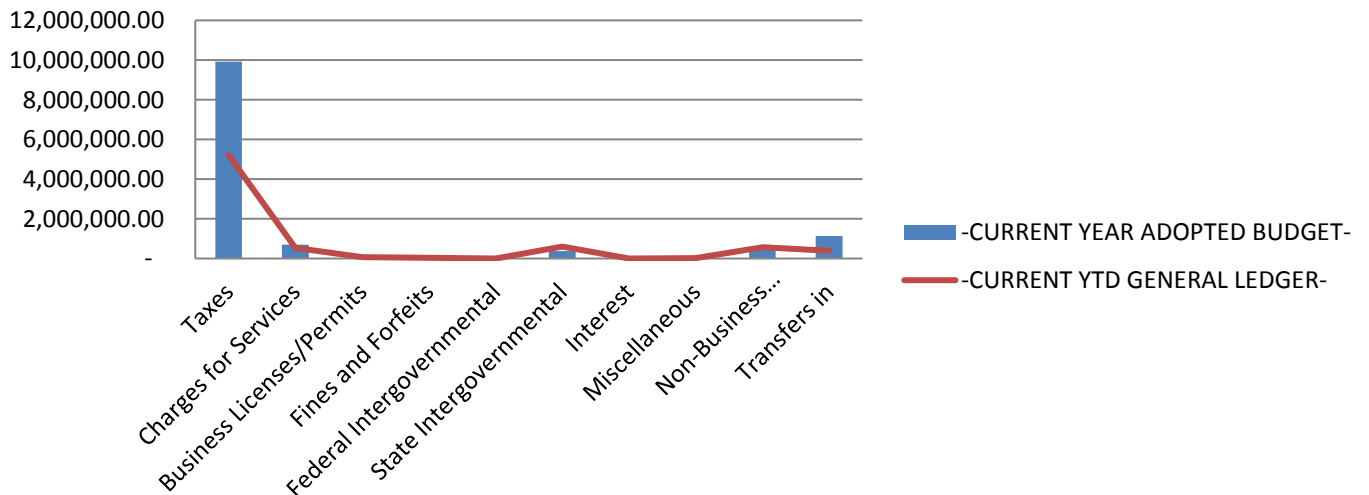
GENERAL FUND EXPENDITURES - BY DEPARTMENT



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, 2019 THROUGH PERIOD ENDING: September 30, 2019

REVENUES				
BUSINESS UNIT	9601	WATER UTILITY		
GENERAL LEDGER ACCOUNT	CURRENT YEAR REQUESTED BUDGET	CURRENT YTD GENERAL LEDGER	-% of Budget-	
4140 CREDIT CARD PROCESSING FEES	(14,000.00)	(7,264.81)	51.89%	
4609 OTHER MISCELLANEOUS REVENUES	62,000.00	66,892.18	107.89%	
4651 WATER REVENUE		198.64	0.00%	
4652 WATER SALES - RESIDENTIAL	1,142,606.00	581,001.03	50.85%	
4653 WATER SALES-COMMERCIAL	666,194.00	246,657.49	37.02%	
4654 WATER PENALTIES	36,576.00	18,392.88	50.29%	
4655 WATER METER INSTALLATION	12,000.00	14,420.00	120.17%	
4656 WATER METERS	30,000.00	46,204.14	154.01%	
4657 CONNECTION/RECONNECTION FEES	500.00	-	0.00%	
4701 INTEREST ON INVESTMENTS	130,000.00	-	0.00%	
4702 MISCELLANEOUS INTEREST	-	8,178.65	0.00%	
4606 DEVELOPER FEES (WAC)		373,533.00	0.00%	
4601 MISCELLANEOUS REVENUE		766.28	0.00%	
Grand Total	2,065,876.00	1,348,979.48		

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	239,868.00	128,510.39	53.58%	
6103 FULL TIME-REGULAR-OVERTIME	13,500.00	8,738.16	64.73%	
6105 TEMPORARY-WAGES & SALARIES	17,066.00	4,875.03	28.57%	
6121 PERA CONTRIBUTIONS	48,701.00	10,975.48	22.54%	
6122 FICA/MEDICARE CONTRIBUTIONS	20,887.00	11,742.23	56.22%	
6131 GROUP INSURANCE	33,931.00	19,478.34	57.41%	
6133 WORKERS COMP INSURANCE PREMIUM	14,518.00	-	0.00%	
6208 MISCELLANEOUS OFFICE SUPPLIES	600.00	471.57	78.60%	
6223 GASOLINE	3,000.00	3,386.72	112.89%	
6225 DIESEL FUEL	3,500.00	437.54	12.50%	
6229 SHOP MATERIALS	600.00	193.05	32.18%	
6231 UNIFORMS & TURN-OUT GEAR	2,900.00	2,020.00	69.66%	
6249 MISCELLANEOUS OPERATING SUPPLY	18,000.00	10,951.78	60.84%	
6257 OTHER VEHICLE PARTS	7,000.00	1,369.27	19.56%	
6273 UTILITY SYSTEM MAINT SUPPLIES	75,000.00	57,350.24	76.47%	
6281 SMALL TOOLS & MINOR EQUIPMENT	6,000.00	1,691.62	28.19%	
6292 WATER METERS FOR RESALE	60,000.00	59,785.45	99.64%	
6315 MISCELLANEOUS PROFESSIONAL SER	150,000.00	14,806.02	9.87%	
6322 POSTAGE	2,600.00	2,647.57	101.83%	
6323 CELLULAR PHONES	2,900.00	2,598.82	89.61%	
6334 MILEAGE REIMBURSEMENT		161.54	0.00%	
6335 TRAINING	1,500.00	1,191.46	79.43%	
6352 GENERAL NOTICE & PUBLIC INFOR	300.00	-	0.00%	
6361 GENERAL LIABILITY/PROPERTY INS	30,000.00	5,253.00	17.51%	
6371 ELECTRIC UTILITIES	150,000.00	78,694.03	52.46%	
6373 GAS	3,000.00	1,812.90	60.43%	
6374 REFUSE/RECYCLING	700.00	390.46	55.78%	
6381 BUILDING & STRUCTURE REPAIR	3,000.00	-	0.00%	
6439 OTHER MISCELLANEOUS	58,000.00	-	0.00%	
6451 MEMBERSHIP DUES	1,400.00	994.00	71.00%	
6489 OTHER CONTRACTED SERVICES	76,000.00	19,538.13	25.71%	
6722 DEPRECIATION	760,000.00	-	0.00%	
6820 OPERATING TRANSFERS TO OTHER F	43,000.00	43,000.00	100.00%	
Grand Total	1,847,471.00	493,064.80		

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**



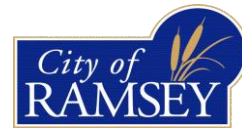
JANUARY 1, 2019 THROUGH PERIOD ENDING: September 30, 2019

REVENUES				
BUSINESS UNIT	9602	SEWER UTILITY		
GENERAL LEDGER ACCOUNT	CURRENT YEAR REQUESTED BUDGET	CURRENT YTD GENERAL LEDGER	-% of Budget-	
4140 CREDIT CARD PROCESSING FEES	(11,500.00)	(7,590.80)	66.01%	
4356 SEWER AVAILABILITY CHARGE-ADM	5,000.00	2,037.70	40.75%	
4609 OTHER MISCELLANEOUS REVENUES	5,000.00	-	0.00%	
4661 RESIDENTIAL-SEWER CHARGES	1,196,052.00	636,047.48	53.18%	
4662 COMMERCIAL-SEWER CHARGES	370,800.00	170,540.74	45.99%	
4663 SEWER PENALTIES	40,000.00	21,740.59	54.35%	
4701 INTEREST ON INVESTMENTS	85,000.00	-	0.00%	
4702 MISCELLANEOUS INTEREST	15,000.00	-	0.00%	
4606 DEVELOPER FEES (WAC)	-	43,905.00	0.00%	
4601 MISCELLANEOUS REVENUE	-	954.06	0.00%	
Grand Total	1,705,352.00	867,634.77		

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	162,793.00	58,415.69	35.88%	
6103 FULL TIME-REGULAR-OVERTIME	-	658.03	0.00%	
6105 TEMPORARY-WAGES & SALARIES	-	9,481.71	0.00%	
6121 PERA CONTRIBUTIONS	26,908.00	5,197.19	19.31%	
6122 FICA/MEDICARE CONTRIBUTIONS	12,561.00	5,456.06	43.44%	
6131 GROUP INSURANCE	6,867.00	-	0.00%	
6133 WORKERS COMP INSURANCE PREMIUM	8,229.00	-	0.00%	
6223 GASOLINE	3,500.00	2,537.71	72.51%	
6225 DIESEL FUEL	2,500.00	1,910.84	76.43%	
6249 MISCELLANEOUS OPERATING SUPPLY	17,000.00	7,871.12	46.30%	
6257 OTHER VEHICLE PARTS	-	27.08	0.00%	
6275 OTHER EQUIPMENT PARTS	5,000.00	3,793.60	75.87%	
6315 MISCELLANEOUS PROFESSIONAL SER	70,000.00	37,586.75	53.70%	
6334 MILEAGE REIMBURSEMENT	-	66.12	0.00%	
6335 TRAINING	1,500.00	780.00	52.00%	
6361 GENERAL LIABILITY/PROPERTY INS	20,000.00	512.00	2.56%	
6371 ELECTRIC UTILITIES	17,000.00	8,491.32	49.95%	
6373 GAS	2,000.00	1,119.66	55.98%	
6374 REFUSE/RECYCLING	700.00	390.46	55.78%	
6377 SEWER SERVICE CHARGE	780,705.00	650,587.10	83.33%	
6489 OTHER CONTRACTED SERVICES	26,000.00	8,036.82	30.91%	
6722 DEPRECIATION	525,300.00	-	0.00%	
6820 OPERATING TRANSFERS TO OTHER F	37,000.00	37,000.00	100.00%	
Grand Total	1,725,563.00	839,919.26		

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**CITY OF RAMSEY
FINANCIAL STATEMENT**



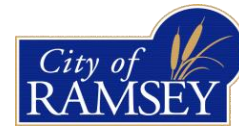
JANUARY 1, 2019 THROUGH PERIOD ENDING: September 30, 2019

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	(3,300.00)	(2,120.15)	64.25%	
4681 CHARGES FOR STREET LIGHTS	148,000.00	78,740.97	53.20%	
4683 STREET LIGHTING PENALTIES	7,000.00	3,385.11	48.36%	
4701 INTEREST ON INVESTMENTS	11,000.00	-	0.00%	
4684 PRIORITY STREET LIGHT	51,380.00	26,173.29	50.94%	
Grand Total	214,080.00	106,179.22		

EXPENSES				
BUSINESS UNIT	9603	STREET LIGHT UTILITY		
GENERAL LEDGER ACCOUNT	CURRENT YEAR REQUESTED BUDGET	CURRENT YTD GENERAL LEDGER	-% of Budget-	
6371 ELECTRIC UTILITIES	125,000.00	78,487.50	62.79%	
6489 OTHER CONTRACTED SERVICES	14,300.00	7,880.06	55.11%	
6722 DEPRECIATION	47,380.00	-	0.00%	
6820 OPERATING TRANSFERS TO OTHER F	21,000.00	21,000.00	100.00%	
Grand Total	207,680.00	107,367.56		

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**CITY OF RAMSEY
FINANCIAL STATEMENT**



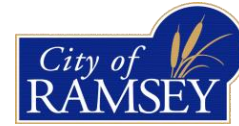
JANUARY 1, 2019 THROUGH PERIOD ENDING: September 30, 2019

REVENUES				
BUSINESS UNIT	9604	RECYCLING UTILITY		
GENERAL LEDGER ACCOUNT	CURRENT YEAR REQUESTED BUDGET	CURRENT YTD GENERAL LEDGER	-% of Budget-	
4140 CREDIT CARD PROCESSING FEES	(3,800.00)	(2,480.12)	65.27%	
4287 OTHER LOCAL GOVERNMENT GRANTS	69,000.00	29,328.97	42.51%	
4609 OTHER MISCELLANEOUS REVENUES	-	927.78	0.00%	
4671 RECYCLING CHARGES	310,000.00	157,653.86	50.86%	
4672 RECYCLING PENALTIES	8,000.00	4,919.28	61.49%	
4701 INTEREST ON INVESTMENTS	3,000.00	-	0.00%	
Grand Total	386,200.00	190,349.77		

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	21,733.00	9,232.86	42.48%	
6103 FULL TIME-REGULAR-OVERTIME	-	583.58	0.00%	
6104 PART TIME-WAGES & SALARIES	7,280.00	-	0.00%	
6121 PERA CONTRIBUTIONS	2,176.00	735.95	33.82%	
6122 FICA/MEDICARE CONTRIBUTIONS	2,230.00	665.32	29.83%	
6131 GROUP INSURANCE	3,422.00	-	0.00%	
6133 WORKERS COMP INSURANCE PREMIUM	1,230.00	-	0.00%	
6249 MISCELLANEOUS OPERATING SUPPLY	30,000.00	20,539.68	68.47%	
6322 POSTAGE	300.00	-	0.00%	
6489 OTHER CONTRACTED SERVICES	322,000.00	244,301.92	75.87%	
Grand Total	390,371.00	276,059.31		

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, 2019 THROUGH PERIOD ENDING: September 30, 2019

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	(6,000.00)	(3,879.84)	64.66%	
4609 OTHER MISCELLANEOUS REVENUES	-	(5.00)	0.00%	
4693 STORM WATER-RESIDENTIAL	552,874.00	285,486.97	51.64%	
4694 STORM WATER-COMMERCIAL	543,309.00	288,545.42	53.11%	
4695 STORM WATER-PENALTIES	19,901.00	13,630.19	68.49%	
4701 INTEREST ON INVESTMENTS	11,000.00	-	0.00%	
Grand Total	1,121,084.00	583,777.74		

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	128,315.00	31,846.56	24.82%	
6103 FULL TIME-REGULAR-OVERTIME	-	872.43	0.00%	
6105 TEMPORARY-WAGES & SALARIES	-	1,144.96	0.00%	
6121 PERA CONTRIBUTIONS	25,322.00	2,539.92	10.03%	
6122 FICA/MEDICARE CONTRIBUTIONS	9,846.00	2,590.90	26.31%	
6131 GROUP INSURANCE	16,585.00	-	0.00%	
6133 WORKERS COMP INSURANCE PREMIUM	5,717.00	-	0.00%	
6225 DIESEL FUEL	5,000.00	3,109.05	62.18%	
6249 MISCELLANEOUS OPERATING SUPPLY	10,000.00	2,461.44	24.61%	
6257 OTHER VEHICLE PARTS	9,500.00	2,544.47	26.78%	
6315 MISCELLANEOUS PROFESSIONAL SER	60,000.00	2,474.65	4.12%	
6334 MILEAGE REIMBURSEMENT	-	18.56	0.00%	
6361 GENERAL LIABILITY/PROPERTY INS	8,400.00	-	0.00%	
6371 ELECTRIC UTILITIES	2,500.00	1,768.05	70.72%	
6373 GAS	2,500.00	1,119.63	44.79%	
6374 REFUSE/RECYCLING	700.00	390.44	55.78%	
6451 MEMBERSHIP DUES	21,000.00	-	0.00%	
6489 OTHER CONTRACTED SERVICES	40,000.00	8,770.82	21.93%	
6722 DEPRECIATION	334,750.00	-	0.00%	
6820 OPERATING TRANSFERS TO OTHER F	32,000.00	32,000.00	100.00%	
Grand Total	712,135.00	93,651.88		

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

5. 2.

Meeting Date: 10/22/2019

By: Diana Lund, Finance

Information

Title

Receive Cash and Investments for Period Ending September 30, 2019

Purpose/Background:

Purpose: Receive reports of the city's cash and investments for the period ending September 30, 2019.

Cash and investment report shows the monthly cash flow - receipts and expenditures through September 30, 2019 with the current listing of the city's investment portfolio.

Action:

No action required. Informational only.

Attachments

Cash & Investments for Period Ending September 30, 2019

Form Review

Inbox

Kurt Ulrich

Form Started By: Diana Lund

Final Approval Date: 10/03/2019

Reviewed By

Kurt Ulrich

Date

10/03/2019 04:12 PM

Started On: 10/03/2019 03:44 PM

CITY OF RAMSEY
REPORT OF POOLED CASH FLOWS
Period Ended September 30, 2019

	September-19 CURRENT MONTH	2019 YEAR-TO-DATE
CASH AND TEMPORARY INVESTMENTS		
BEGINNING BALANCE	\$ 79,664,032.91	\$ 77,758,879.57
CASH INFLOWS:		
Daily Deposit	2,931,145.00	7,481,645.27
Tax Settlements	-	7,162,734.82
U/B Receipts	52,269.00	1,642,579.53
Credit Cards (Includes Utility Billing)	201,787.17	2,575,471.77
Interest Earnings [Net of Interest Paid on Investments]	167,233.71	1,234,513.23
Bond Proceeds	-	-
TOTAL CASH INFLOW	\$ 3,352,434.88	\$ 20,096,944.62
TOTAL CASH AVAILABLE	\$ 83,016,467.79	\$ 97,855,824.19
CASH OUTFLOWS:		
Prepaid Checks	537,356.23	5,673,695.78
Bills Lists	563,951.34	5,235,443.35
Pay Estimates	292,637.42	1,430,005.38
Credit Cards	5,767.08	49,876.49
Payroll - Net	358,047.80	3,363,368.01
Flex Reimbursement	2,979.58	37,638.05
Void Checks/Dormant Checks Paid	(207.24)	(116,199.03)
Debt Service	-	925,273.35
Miscellaneous [Bank Charges; etc.]	112.00	899.23
TOTAL CASH OUTFLOW	\$ 1,760,644.21	\$ 16,600,000.61
POOLED CASH AND TEMPORARY INVESTMENTS		
ENDING BALANCE	\$ 81,255,823.58	\$ 81,255,823.58
MEMO - NET 2019 CASH INFLOW (OUTFLOW)	1,591,790.67	3,496,944.01
INVESTMENT PORTFOLIO SUMMARY		
BEGINNING BALANCE	\$ 68,545,934.37	66,545,332.76
Purchases	3,590,000.00	30,803,000.00
Maturities/Sales	(3,676,034.65)	(28,888,433.04)
ENDING BALANCE	\$ 68,459,899.72	\$ 68,459,899.72

2019 CASH AND INVESTMENT ACTIVITY

CITY INVEST #	STATED MAT DATE	BROKER	SECURITY DESCRIP	FDIC #	CUSIP	PRIN	PURCH	SOLD/	BV	PAR
						BAL		MATURE	PRIN	
						1/1/2019	2019	2019	12/31/2019	
180228	3/28/2019	4M	Term Series 4M			500,000.00		500,000.00	0.00	500,000.00
190131A	5/30/2019	4M	Term Series 4M			0.00	1,000,000.00	1,000,000.00	0.00	1,000,000.00
190927	3/31/2020	4M	Term Series 4M			0.00	1,750,000.00	0.00	1,750,000.00	1,750,000.00
190530A	9/26/2019	4M	Term Series 4M			0.00	1,000,000.00	1,000,000.00	0.00	1,000,000.00
190530B	11/29/2019	4M	Term Series 4M			0.00	500,000.00	0.00	500,000.00	500,000.00
190328	3/31/2020	4M	Term Series 4M			0.00	1,000,000.00	0.00	1,000,000.00	1,000,000.00
190131B	7/31/2019	4M	Term Series 4M			0.00	1,000,000.00	1,000,000.00	0.00	1,000,000.00
190131C	1/30/2020	4M	Term Series 4M			0.00	2,000,000.00	0.00	2,000,000.00	2,000,000.00
181031A	5/30/2019	4M	Term Series 4M			500,000.00		500,000.00	0.00	500,000.00
181031B	10/31/2019	4M	Term Series 4M			500,000.00		0.00	500,000.00	500,000.00
18831C	3/28/2019	4M	Term Series 4M			500,000.00		500,000.00	0.00	500,000.00
180831D	9/26/2019	4M	Term Series 4M			750,000.00		750,000.00	0.00	750,000.00
180406B	1/30/2019	4M	Term Series 4M		252589	1,000,000.00		1,000,000.00	0.00	1,000,000.00
180629E	1/30/2019	4M	Term Series 4M			500,000.00		500,000.00	0.00	500,000.00
180629F	7/30/2019	4M	Term Series 4M			500,000.00		500,000.00	0.00	500,000.00
180731C	1/30/2019	4M	Term Series 4M			1,000,000.00		1,000,000.00	0.00	1,000,000.00
180731D	7/31/2019	4M	Term Series 4M			1,000,000.00		1,000,000.00	0.00	1,000,000.00
									5,750,000.00	
150701A	2/1/2020	BAIRD	WINTHROP MN TAX		976367ND0	290,000.00		0.00	290,000.00	290,000.00
180223	12/30/2019	BAIRD	FNMA		3136G3VS2	500,000.00		0.00	500,000.00	500,000.00
180703	12/29/2020	BAIRD	FHLMC		3134GSHB4	600,000.00		600,000.00	0.00	600,000.00
180725C	7/25/2022	BAIRD	FFCB		3133EJVE6	350,000.00		350,000.00	0.00	350,000.00
160322A	3/22/2021	BAIRD	FNMA		3136H3BT1	250,000.00		0.00	250,000.00	250,000.00
160322B	1/1/2020	BAIRD	MINNETONKA MN ISD 276		604195D20	100,000.00		0.00	100,000.00	100,000.00
150701B	2/1/2021	BAIRD	WINTHROP MN TAX		976367NE8	305,000.00		0.00	305,000.00	305,000.00
140904	9/1/2021	BAIRD	OKLAHOMA TAXABLE		678519RP6	535,000.00		0.00	535,000.00	535,000.00
									1,980,000.00	
170111	1/11/2019	ICD SEC	CD-CAPITAL ONE BANK	33954	140420S92	148,000.00		148,000.00	0.00	200,000.00
190118A	7/19/2021	ICD SEC	CD-TIAA FSB	34775	8727OLBQ5	0.00	156,000.00	0.00	156,000.00	156,000.00
190827	5/27/2020	ICD SEC	CD-ZIONS BANKCORP	2270	9897OI2Q5	0.00	245,000.00	0.00	245,000.00	245,000.00
190828A	2/28/2022	ICD SEC	CD-SB ONE BANK	22221	78414TBD3	0.00	245,000.00	0.00	245,000.00	245,000.00
190828B	2/26/2021	ICD SEC	CD-CENTIER BANK	12854	1514ORCA5	0.00	245,000.00	0.00	245,000.00	245,000.00
190628A	12/28/2021	ICD SEC	CD-FLAGSTAR BANK	32541	066519J29	0.00	245,000.00	0.00	245,000.00	245,000.00
190621B	9/21/2020	ICD SEC	CD-GREAT SOUTHERN B.	29546	39120VSJ4	0.00	245,000.00	0.00	245,000.00	245,000.00
190607	5/7/2020	ICD SEC	CD-BANK OZARK	110	064417NJE4	0.00	245,000.00	0.00	245,000.00	245,000.00
190612	6/11/2020	ICD SEC	CD-FIRST FINANCIAL BA	6600	32021SGD2	0.00	245,000.00	0.00	245,000.00	245,000.00
190530C	5/29/2020	ICD SEC	CD-BANK UNITED	58979	066519JV2	0.00	245,000.00	0.00	245,000.00	245,000.00
190514	8/14/2020	ICD SEC	CD-DIME COMMUNITY B	16012	25432JAA1	0.00	245,000.00	0.00	245,000.00	245,000.00
190523	11/23/2020	ICD SEC	CD-CIBC BANK	33306	12547CAE8	0.00	245,000.00	0.00	245,000.00	245,000.00
190909	9/9/2021	ICD SEC	CD-READING COOP BANI	26620	755324CHI	0.00	245,000.00	0.00	245,000.00	245,000.00
190118B	1/19/2021	ICD SEC	CD-NBT BANK NA	7230	628779GB0	0.00	245,000.00	0.00	245,000.00	245,000.00
190128	1/28/2022	ICD SEC	CD-BMO HARRIS	16571	05581WK53	0.00	245,000.00	245,000.00	0.00	245,000.00
190130	1/30/2022	ICD SEC	CD-SECURITY FIRST BAN	5415	8142PAX9	0.00	245,000.00	0.00	245,000.00	245,000.00
190329	3/29/2022	ICD SEC	CD-FORTIS PRIVATE BAN	34401	3495FTBZ1	0.00	245,000.00	245,000.00	0.00	245,000.00
190711	7/13/2020	ICD SEC	CD-SECURITY BANK	15731	81404QABO	0.00	245,000.00	0.00	245,000.00	245,000.00
190712	7/12/2021	ICD SEC	CD-TIAA FSB	34775	8727OLCJ0	0.00	85,000.00	0.00	85,000.00	85,000.00
190718	7/18/2022	ICD SEC	CD-WESTERN BANK OF V	341	95772AAK9	0.00	245,000.00	0.00	245,000.00	245,000.00
190719A	7/19/2022	ICD SEC	CD-FRONTIER BANK	33922	359067C26	0.00	245,000.00	0.00	245,000.00	245,000.00
190719B	1/19/2021	ICD SEC	CD-WELLSLEY BANK	26605	94948LCR0	0.00	245,000.00	0.00	245,000.00	245,000.00
190719C	11/19/2021	ICD SEC	CD-BANK OF NEW ENGL	24540	06426KBF4	0.00	245,000.00	0.00	245,000.00	245,000.00
190723	7/23/2021	ICD SEC	CD-SECURITY STATE BA	11907	81500JAT0	0.00	245,000.00	0.00	245,000.00	245,000.00
190726A	10/26/2020	ICD SEC	CD-COMMUNITY WEST E	27572	20415Q6W3	0.00	245,000.00	0.00	245,000.00	245,000.00
190729A	1/29/2021	ICD SEC	CD-RADIUS BANK	32551	75047ABL7	0.00	245,000.00	0.00	245,000.00	245,000.00
190731B	7/30/2021	ICD SEC	CD-LAKE OSCEOLA STAI	8172	510354AB9	0.00	245,000.00	0.00	245,000.00	245,000.00
170112	1/11/2019	ICD SEC	CD-WORLDS FOREMOST	57079	981571CS9	100,000.00		100,000.00	0.00	200,000.00
170714B	1/14/2019	ICD SEC	CD-MEDALLION BANK	57449	58403D7B6	249,000.00		249,000.00	0.00	249,000.00
170119	1/18/2019	ICD SEC	CD-WORLDS FOREMOST	57079	981571CU4	100,000.00		100,000.00	0.00	200,000.00
170125B	1/25/2019	ICD SEC	CD-BANKERS West BANK	23210	06610TDQ5	109,000.00		109,000.00	0.00	200,000.00
180125	1/25/2019	ICD SEC	CD-BANNER BANK-Int at	28489	06552XFNO	200,000.00		200,000.00	0.00	200,000.00
170125C	1/25/2019	ICD SEC	CD-RONDOUT SAVINGS I	15969	776322AR0	200,000.00		200,000.00	0.00	200,000.00
170125A	1/25/2019	ICD SEC	CD-WHITNEY BANK	12441	966594AV5	249,000.00		249,000.00	0.00	249,000.00
170731	1/31/2019	ICD SEC	CD-FIRST COMMERCIAL	57069	31984GEF2	249,000.00		249,000.00	0.00	249,000.00
180215	2/13/2019	ICD SEC	CD-BANK OF INDIA	33648	06279KFK7	200,000.00		200,000.00	0.00	200,000.00
161215	2/14/2019	ICD SEC	CD-MAIN STREET BANK	57162	56034WAP6	249,000.00		249,000.00	0.00	200,000.00
160826C	2/28/2019	ICD SEC	CD-COMENITY CAP BANJ	57570	20033ARR9	249,000.00		249,000.00	0.00	249,000.00
170228	2/28/2019	ICD SEC	CD-ESSA BANK & TRUST	28262	29667RPN7	249,000.00		249,000.00	0.00	249,000.00
170829B	3/1/2019	ICD SEC	CD-AMERICAN EXPRESS	27471	02587DX45	249,000.00		249,000.00	0.00	249,000.00
170330A	4/1/2019	ICD SEC	CD-NORTHFIELD BANK	28710	66612ABG2	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		249,000.00	0.00	249,000.00
171214A	6/14/2019	ICD SEC	CD-MIDLAND STATES BA	01040	59774QFF4	249,000.00		249,000.00	0.00	249,000.00

2019 CASH AND INVESTMENT ACTIVITY

CITY INVEST #	STATED MAT DATE	BROKER	SECURITY DESCRIP	FDIC #	CUSIP	PRIN	PURCH 2019	SOLD/	BV	PAR
						BAL 1/1/2019		MATURE 2019	PRIN BAL 12/31/2019	
171214C	6/14/2019	ICD SEC	CD-ZB (ZION)	02270	98878BLQ9	249,000.00		249,000.00	0.00	249,000
161221	6/21/2019	ICD SEC	CD-ORRSTOWN BANK	00713	687377EA5	249,000.00		249,000.00	0.00	249,000
170623	6/24/2019	ICD SEC	CD-STATE BANK OF INDI	33682	856285BZ3	249,000.00		249,000.00	0.00	249,000
161228B	6/28/2019	ICD SEC	CD-STEUBEN TR CO	12936	860010BG1	160,000.00		160,000.00	0.00	160,000
170630D	6/28/2019	ICD SEC	CD-SUMMIT COMMUNIT	34102	86604XLX2	205,000.00		205,000.00	0.00	205,000
170714C	7/15/2019	ICD SEC	CD-MIDSOUTH BANK	25884	59805FAB5	249,000.00		249,000.00	0.00	249,000
140716	7/16/2019	ICD SEC	CD-BARCLAYS BANK	57203	0674OKHF7	250,000.00		250,000.00	0.00	250,000
170719A	7/19/2019	ICD SEC	CD-DISCOVER BANK	05649	2546726A1	100,000.00		100,000.00	0.00	100,000
170719C	7/19/2019	ICD SEC	CD-ENERBANK	57293	29266N5Q6	249,000.00		249,000.00	0.00	249,000
170719B	7/19/2019	ICD SEC	CD-PEOPLES UNITED BA	27334	71270QQZZ	249,000.00		249,000.00	0.00	249,000
170721	7/22/2019	ICD SEC	CD-MERRICK BANK	34519	59013JZB8	249,000.00		249,000.00	0.00	249,000
170724	7/24/2019	ICD SEC	CD-EAST BOSTON SAVIN	33510	27119PBU4	249,000.00		249,000.00	0.00	249,000
170728C	7/29/2019	ICD SEC	CD-CITIZENS STATE BAN	00419	17669WGF6	249,000.00		249,000.00	0.00	249,000
170131	7/31/2019	ICD SEC	CD-CAPE COD	23287	13934CAB3	249,000.00		249,000.00	0.00	200,000
180216	8/16/2019	ICD SEC	CD-KATHAY BANK	18503	149159LY9	249,000.00		249,000.00	0.00	249,000
170222	8/22/2019	ICD SEC	CD-KEY BANK	17534	493065XF8	149,000.00		149,000.00	0.00	149,000
170829A	8/29/2019	ICD SEC	CD-AMERICAN EXPRESS	35328	02587CFQ8	249,000.00		249,000.00	0.00	249,000
171222	9/23/2019	ICD SEC	CD-SACO & BIDDEFORD	17743	78577TAV7	249,000.00		249,000.00	0.00	249,000
170927	9/27/2019	ICD SEC	CD-KEY BANK	17534	493065YU4	100,000.00		100,000.00	0.00	100,000
170330B	9/30/2019	ICD SEC	CD-CENTRAL FEDERAL S	27910	15347EAE9	249,000.00		249,000.00	0.00	249,000
170331	9/30/2019	ICD SEC	CD-CITIZENS STATE BAN	11778	17668UAP5	103,000.00		103,000.00	0.00	103,000
171013	10/15/2019	ICD SEC	CD-LAKESIDE BANK	19573	51210SNQ6	101,000.00		0.00	101,000.00	101,000
170727	10/28/2019	ICD SEC	CD-PILOT BANK	27045	721531BT7	249,000.00		0.00	249,000.00	249,000
180430A	10/30/2019	ICD SEC	CD-FIRST GENERAL BAN	58060	320337CF3	200,000.00		0.00	200,000.00	200,000
171127	11/27/2019	ICD SEC	CD-ROCKFORD BANK &	57927	77315PBM3	249,000.00		0.00	249,000.00	249,000
171129B	11/29/2019	ICD SEC	CD-CRESCOM BANK	57135	225862DH1	249,000.00		0.00	249,000.00	249,000
171130B	11/29/2019	ICD SEC	CD-PONCE DELEON	31189	73233AM1	53,000.00		0.00	53,000.00	53,000
171130A	11/29/2019	ICD SEC	CD-UNIVEST NATIONAL	07759	91527PBF3	249,000.00		0.00	249,000.00	249,000
181212A	12/12/2019	ICD SEC	CD-BANK OF BARODA	33681	06063HAW3	245,000.00		0.00	245,000.00	245,000
171213	12/13/2019	ICD SEC	CD-SALLIE MAE BANK	58177	795450G41	249,000.00		0.00	249,000.00	249,000
171215A	12/16/2019	ICD SEC	CD-HAMNI BANK	24170	410193CR9	249,000.00		0.00	249,000.00	249,000
171214B	12/16/2019	ICD SEC	CD-MORGAN STANLEY B	32992	61747MD65	249,000.00		0.00	249,000.00	249,000
171220A	12/20/2019	ICD SEC	CD-MB FINANCIAL	03628	55266CXT8	249,000.00		0.00	249,000.00	249,000
181228A	12/27/2019	ICD SEC	CD-BANK OF CHINA	33653	06428FFG7	245,000.00		0.00	245,000.00	245,000
171228C	12/27/2019	ICD SEC	CD-BELL BANK	19581	07815AAT4	249,000.00		0.00	249,000.00	249,000
171229A	12/27/2019	ICD SEC	CD-BRICKELL BANK	21220	10801DAM3	249,000.00		0.00	249,000.00	249,000
161230A	12/30/2019	ICD SEC	CD-M BANK	14816	55275FKK3	160,000.00		0.00	160,000.00	160,000
180302	1/2/2020	ICD SEC	CD-AXIOM BANK	31390	55464LAV3	200,000.00		0.00	200,000.00	200,000
180124A	1/24/2020	ICD SEC	CD-CROSSFIRST BANK	58648	2766ACD5	249,000.00		0.00	249,000.00	249,000
170728B	1/28/2020	ICD SEC	CD-NATIONWIDE BANK	34710	63861NAH8	249,000.00		0.00	249,000.00	249,000
180129	1/29/2020	ICD SEC	CD-FORTUNE BANK	58107	34969RCD8	249,000.00		0.00	248,000.00	248,000
180730	2/28/2020	ICD SEC	CD-METABANK	30776	59101LEF0	245,000.00		0.00	245,000.00	245,000.00
180926A	3/26/2020	ICD SEC	CD-QUONTIC BANK	57807	74909QAW9	245,000.00		245,000.00	0.00	245,000
170928	3/27/2020	ICD SEC	CD-CONNECTONE BANK	57919	20786ABV6	249,000.00		0.00	249,000.00	249,000
170929	3/27/2020	ICD SEC	CD-LANDMARK COMM B	34982	51507LBM5	249,000.00		0.00	249,000.00	249,000
180329	3/30/2020	ICD SEC	CD-CITIBANK-Semiannual	7213	17312QHS1	249,000.00		0.00	249,000.00	249,000
180406C	4/6/2020	ICD SEC	CD-SYNCHRONY BANK-S	27314	87164WUX4	249,000.00		0.00	249,000.00	249,000
180712	4/13/2020	ICD SEC	CD-HADDON SAVINGS B	28222	404730BV4	245,000.00		0.00	245,000.00	245,000.00
180417	4/17/2020	ICD SEC	CD-SOUTHWEST NATION	4801	845182BK9	151,000.00		0.00	151,000.00	151,000
180727B	4/27/2020	ICD SEC	CD-PLUS INTERNATIONAL	57083	7294OUJH9	245,000.00		0.00	245,000.00	245,000.00
180430B	4/30/2020	ICD SEC	CD-MAGYAR BANK-Semi	30704	55977RBP7	225,000.00		0.00	225,000.00	225,000
181217A	5/18/2020	ICD SEC	CD-FIRST SOURCE BANK	9087	33646CKN3	245,000.00		0.00	245,000.00	245,000
170922	5/26/2020	ICD SEC	CD-TEXAS EXCHANGE B.	20096	88241TCA6	249,000.00		0.00	249,000.00	249,000
171130C	5/29/2020	ICD SEC	CD-HENRY COUNTY BAN	15384	426336BN4	200,000.00		0.00	200,000.00	200,000
180531A	5/29/2020	ICD SEC	CD-STEARNS BANK	10988	857894WV9	249,000.00		0.00	249,000.00	249,000
180530	5/29/2020	ICD SEC	CD-WEX BANK-Semiannua	34697	92937CHA9	249,000.00		0.00	249,000.00	249,000
181207	6/8/2020	ICD SEC	CD-CIT BANK	58978	12556LAN6	245,000.00		0.00	245,000.00	245,000
181212B	6/12/2020	ICD SEC	CD-BANK OF AMERICA	3510	06051VD37	245,000.00		0.00	245,000.00	245,000
171215B	6/15/2020	ICD SEC	CD-PACIFIC CITY BANK	57463	69406PCT4	249,000.00		0.00	249,000.00	249,000
181214	6/15/2020	ICD SEC	CD-PINNACLE BANK	35583	72345SHM6	245,000.00		0.00	245,000.00	245,000
181221	6/22/2020	ICD SEC	CD-BROOKLINE BANK	17798	11373QFZ6	245,000.00		0.00	245,000.00	245,000
181228B	6/29/2020	ICD SEC	CD-COMMUNITY FIRST E	57511	20368TCH1	245,000.00		0.00	245,000.00	245,000
180706	7/6/2020	ICD SEC	CD-ORIENTAL BANK	31469	68621KBWO	245,000.00		0.00	245,000.00	245,000.00
180117	7/17/2020	ICD SEC	CD-CITIZENS NATIONAL	06531	175144DH4	150,000.00		0.00	150,000.00	150,000
180718A	7/20/2020	ICD SEC	CD-UNITED STATE BANK	12214	91153QAE6	245,000.00		0.00	245,000.00	245,000.00
170726	7/27/2020	ICD SEC	CD-GOLDMAN SACHS	33124	38148PLS4	249,000.00		0.00	249,000.00	249,000
180731A	7/31/2020	ICD SEC	CD-WELCH STATE BANK	9472	949095BB8	245,000.00		245,000.00	0.00	245,000.00
180831A	8/31/2020	ICD SEC	CD-PROVIDENT BANK	90141	743837DK9	204,000.00		0.00	204,000.00	204,000.00
180921A	9/21/2020	ICD SEC	CD-DISCOVER BANK	5649	254673TS5	145,000.00		0.00	145,000.00	145,000
180921B	9/21/2020	ICD SEC	CD-READING COOP BAN	26620	755324BQ2	245,000.00		245,000.00	0.00	245,000
171012	10/13/2020	ICD SEC	CD-ALLY BANK	57803	03006LSZ2	74,000.00		0.00	74,000.00	74,000
181217B	10/16/2020	ICD SEC	CD-FARM BUREAU BANK	35157	307660LA6	245,000.00		0.00	245,000.00	245,000
171027	10/27/2020	ICD SEC	CD-THIRD FEDERAL SAV	30012	88413QBS6	249,000.00		0.00	249,000.00	249,000
181213	12/14/2020	ICD SEC	CD-ALLY BANK	57803	02007GGP2	75,000.00		0.00	75,000.00	75,000

2019 CASH AND INVESTMENT ACTIVITY

CITY	INVEST #	STATED	SECURITY	FDIC #	CUSIP	PRIN	PURCH	SOLD/	BV	PAR		
		MAT				BAL		MATURE	PRIN			
		DATE	DESCRIP			1/1/2019	2019	2019	12/31/2019			
181228F		12/28/2020	ICD SEC	CD-BANK OF PRINCETON	58513	065452OAV1	245,000.00		0.00	245,000.00	245,000	
181228E		12/28/2020	ICD SEC	CD-FIRST BANK OF PUER	30387	33767A6W6	249,000.00		0.00	249,000.00	249,000	
171229B		12/29/2020	ICD SEC	CD-STATE BANK OF FEN	11406	856188AV9	249,000.00		0.00	249,000.00	249,000	
180726		4/26/2021	ICD SEC	CD-SIGNATURE BANK	57269	82668XFZ6	245,000.00		0.00	245,000.00	245,000.00	
180713B		7/13/2021	ICD SEC	CD-FIRST FINANCIAL NW	29058	32022MAW8	245,000.00	245,000.00		0.00	245,000.00	
180713A		7/13/2021	ICD SEC	CD-SPIRIT BANK	4048	848608DE2	249,000.00	249,000.00		0.00	249,000.00	
180717		7/16/2021	ICD SEC	CD-CURRIE STATE BANK	8833	23130SDL4	245,000.00		0.00	245,000.00	245,000.00	
180831B		8/31/2021	ICD SEC	CD-PEOPLES SECURITY I	7514	712303AA4	245,000.00	245,000.00		0.00	245,000.00	
180718B		10/18/2021	ICD SEC	CD-HERITAGE BANK	30090	42724JEH4	245,000.00		0.00	245,000.00	245,000.00	
181228D		12/28/2021	ICD SEC	CD-BAR HARBOR BANK	11971	066851WK8	245,000.00		0.00	245,000.00	245,000	
181228C		12/28/2021	ICD SEC	CD-BMW BANK	35141	05580AQB3	96,000.00		0.00	96,000.00	96,000	
180731B		1/31/2022	ICD SEC	CD-IROQUOIS FEDERAL	29675	46355PCM8	245,000.00		0.00	245,000.00	245,000.00	
180727A		7/27/2022	ICD SEC	CD-KANSAS STATE BANF	19899	50116CBY4	245,000.00		0.00	245,000.00	245,000.00	
180725A		7/25/2023	ICD SEC	CD-COMMERCIAL BANK	18584	201282HW3	245,000.00	245,000.00		0.00	245,000.00	
180629B		6/25/2020	ICD SEC	CD-FIRST INTERNET BAN	34607	32056GC21	249,000.00		0.00	249,000.00	249,000	
										19,283,000.00		
160606		5/1/2020	Northland	ANCHOR BAY MI SCH DISTRICT		355185-PJ-2	500,000.00		0.00	500,000.00	500,000	
190220A		3/1/2021	Northland	FRANKLIN WIS TAX		419791-U97		500,000.00		0.00	500,000.00	500,000
191003A		12/1/2026	Northland	SCOTT BLUFF CTY SCHOOL DIST		810164-CQ-4		385,000.00		0.00	385,000.00	385,000
191003B		12/1/2020	Northland	SOUTH-WESTERN CITY SCHOOL DIST C		840658-PX-0		230,000.00		0.00	230,000.00	230,000
190826		3/1/2022	Northland	OCONOMOWOC WIS TAX BOND		675635-KW-5		250,000.00		0.00	250,000.00	250,000
190703		4/1/2022	Northland	WEST ALLIS WIS TAX		951173-JA-2		180,000.00		0.00	180,000.00	180,000
190628A		8/1/2021	Northland	WASHINGTON STATE GO TAX		93974DYX0		500,000.00		0.00	500,000.00	500,000
190627		2/1/2020	Northland	MOORHEAD MINN ISD #152		616157-SK-0		500,000.00		0.00	500,000.00	500,000
190628B		4/1/2023	Northland	WEST ALLIS WIS TAX		951173NP4		240,000.00		0.00	240,000.00	240,000
190515		11/1/2022	Northland	MICHICAN STATE SCHOOL TAX		594612-CY-7		205,000.00		0.00	205,000.00	205,000
190424		5/15/2022	Northland	TEXAS A&M TAX		88213AEH4		130,000.00		0.00	130,000.00	130,000
190404		9/1/2026	Northland	TUSCOLA COUNTY MISC TAX		900764RL7		395,000.00		0.00	395,000.00	395,000
190402		2/1/2028	Northland	CLOQUET MN TAX		189036-PS-9		150,000.00		0.00	150,000.00	150,000
190220B		11/1/2023	Northland	HAWAII ST GO BONDS		214471-PA-6		200,000.00		0.00	200,000.00	200,000
190227		12/1/2025	Northland	COOK COUNTY SCHOOL DISTRICT		032879-TC-2		500,000.00		0.00	500,000.00	500,000
190726B		6/1/2023	Northland	DESMOINES IA COMM COLLEGE TAX		250097L75		250,000.00		0.00	250,000.00	250,000
190726C		7/17/2026	Northland	FFCB		3133EKVJ2		485,000.00		0.00	485,000.00	485,000
190731A		11/30/2021	Northland	CD-ENERBANK		29266N7E1		148,000.00		0.00	148,000.00	148,000
161114B		2/1/2024	Northland	ANDOVER MN TAX		034313-ZU-3	300,000.00		0.00	300,000.00	300,000	
130412		2/1/2024	Northland	BECKER MN TAX		075671LJ4	50,000.00		0.00	50,000.00	50,000	
160317		2/1/2019	Northland	BECKER MN TAX		075663TG9	645,000.00	645,000.00		0.00	645,000	
150903		11/1/2018	Northland	BROOKFIELD WI, TAXABLE		112857-BL-0	500,000.00		0.00	500,000.00	500,000	
110310		2/1/2020	Northland	BROOKLYN CENTER ISD#286		113853-KG-9	285,000.00		0.00	285,000.00	285,000	
180913		7/31/2023	Northland	CD-BANK NEW ENGLAND SALEM		06426K-AN-8	245,000.00		0.00	245,000.00	245,000	
180725B		7/25/2023	Northland	CD-SMARTBANK		83172H-DT-4	245,000.00	245,000.00		0.00	245,000	
120215B		6/1/2026	Northland	CEDAR RAPIDS IO TAX		150528-JU-2	50,000.00	50,000.00		0.00	50,000	
120606B		6/1/2022	Northland	CEDAR RAPIDS IO TAX		150528-N2-6	135,000.00		0.00	135,000.00	135,000	
120606A		6/1/2023	Northland	CEDAR RAPIDS IO TAX		150528-PA-9	140,000.00		0.00	140,000.00	140,000	
140620		12/1/2020	Northland	CELINA OHIO SCHOOL DISTR		151069-FD-8	300,000.00		0.00	300,000.00	300,000	
130815A		12/1/2020	Northland	CHASKA, MN TAX		161664-DY-0	75,000.00		0.00	75,000.00	75,000	
130815B		12/1/2021	Northland	CHASKA, MN TAX		161664-DZ-7	75,000.00		0.00	75,000.00	75,000	
171129A		2/1/2019	Northland	CHASKA, MN TAX		161664-G4-7	120,000.00	120,000.00		0.00	120,000	
140502		2/15/2020	Northland	COLLINGSWOOD NJ TAX		194756-PQ-9	145,000.00		0.00	145,000.00	145,000	
180917		8/15/2019	Northland	CONNECTICUT STATE GO		20772J-QL-9	100,000.00	100,000.00		0.00	100,000	
140730A		6/1/2019	Northland	DES MOINES IA TAXABLE		25009X-GB-5	115,000.00	115,000.00		0.00	115,000	
140730B		6/1/2020	Northland	DES MOINES IA TAXABLE		25009X-GC-3	145,000.00		0.00	145,000.00	145,000	
170109		6/1/2022	Northland	DESMOINES IA TAX		250097-J3-7	200,000.00		0.00	200,000.00	200,000	
141104		2/1/2022	Northland	DULUTH MN TAXABLE		264438-G5-5	150,000.00		0.00	150,000.00	150,000	
170712		7/1/2021	Northland	GARDENDALE ALA TAX		365478-DQ-6	240,000.00		0.00	240,000.00	240,000	
171218B		3/1/2020	Northland	GLENDALE RIVER HILLS WIS TAX		378541-CN-4	135,000.00		0.00	135,000.00	135,000	
140320A		3/1/2019	Northland	HAWLEY MN SCHOOL DISTRICT		420416-EZ-8	390,000.00	390,000.00		0.00	390,000	
140117		11/1/2019	Northland	HONOLULU TAXABLE		438670-Q4-6	275,000.00		0.00	275,000.00	275,000	
150109		10/1/2022	Northland	HUBBARD COUNTY TAX		443348-DE-4	135,000.00		0.00	135,000.00	140,000	
180730		10/1/2024	Northland	HUBBARD COUNTY TAX		443348-DG-9	100,000.00		0.00	100,000.00	100,000	
180212B		6/1/2019	Northland	IOWA WESTIN COMM COLLEGE		462612-SA-1	140,000.00	140,000.00		0.00	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	350,000.00		0.00	350,000	
161101		3/1/2019	Northland	MARSHFIELD WI TAX		572852-W4-9	145,000.00	145,000.00		0.00	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-VV-4	285,000.00	285,000.00		0.00	285,000	
130702B		1/1/2021	Northland	MINNETONKA ISD #276		604195-VY-0	400,000.00		0.00	400,000.00	400,000	
160812		5/1/2023	Northland	MONROE MI TAX		611101-MF-0	190,000.00		0.00	190,000.00	190,000	
130722		2/1/2021	Northland	MOUND MN TAXABLE		620S35-W4-2	95,000.00		0.00	95,000.00	95,000	
100803C		2/1/2019	Northland	NEW PRAGUE BAB		648159-TY-7	45,000.00	45,000.00		0.00	45,000	

2019 CASH AND INVESTMENT ACTIVITY

CITY INVEST #	STATED MAT DATE	BROKER	SECURITY DESCRIP	FDIC #	CUSIP	PRIN	PURCH	SOLD/	BV	PAR
						BAL 1/1/2019		MATURE 2019	PRIN BAL 12/31/2019	
100803D	2/1/2020	Northland	NEW PRAGUE BAB		648159-TZ-4	70,000.00		0.00	70,000.00	70,000
141006	6/1/2020	Northland	NORTHEAST IOWA COMM COLLEGE		664214-JQ-7	320,000.00		0.00	320,000.00	320,000
181011	10/1/2020	Northland	OKLAHOMA COUNTY ISD #6		678720-KJ-1	400,000.00		0.00	400,000.00	400,000
161003B	2/1/2019	Northland	OLIVIA MN TAX		681079-YE-3	95,000.00		95,000.00	0.00	95,000
161003C	2/1/2020	Northland	OLIVIA MN TAX		681079-YF-0	100,000.00		0.00	100,000.00	100,000
180131	3/1/2021	Northland	PALMYRA EAGE AREA SCHOOL		697165-EH-7	75,000.00		0.00	75,000.00	75,000
130624A	2/1/2023	Northland	RAMSEY COUNTY TAXABLE		751622-HH-7	595,000.00		0.00	595,000.00	595,000
130624B	2/1/2022	Northland	RAMSEY COUNTY TAXABLE		751622-HG-9	285,000.00		0.00	285,000.00	285,000
180124B	2/1/2019	Northland	RICHFIELD TAX TIF		763325-6K-8	25,000.00		25,000.00	0.00	25,000
171228A	2/1/2020	Northland	SCOTT COUNTY TAX		809557-AY-7	60,000.00		0.00	60,000.00	60,000
171228B	2/1/2021	Northland	SCOTT COUNTY TAX		809557-AZ-4	115,000.00		0.00	115,000.00	115,000
120308A	12/1/2020	Northland	SHOREWOOD WIS TAX		825230-KU-8	150,000.00		0.00	150,000.00	150,000
120308B	12/1/2022	Northland	SHOREWOOD WIS TAX		825230-KW-4	150,000.00		0.00	150,000.00	150,000
120308C	12/1/2027	Northland	SHOREWOOD WIS TAX		825230-LB-9	225,000.00		0.00	225,000.00	225,000
120308D	12/1/2028	Northland	SHOREWOOD WIS TAX		825230-LC-7	465,000.00		0.00	465,000.00	465,000
170215	5/1/2019	Northland	SPARTA WIS REFUNDING		846748-HC-8	100,000.00		100,000.00	0.00	100,000
161222	2/1/2019	Northland	ST. PAUL MN PORT AUTHORITY TAX		793028-WR-8	145,000.00		145,000.00	0.00	145,000
110608	2/1/2019	Northland	WADENA MN BAB		930217-JD-7	95,000.00		95,000.00	0.00	95,000
170620A	6/1/2019	Northland	WATERLOO IOWA TAXABLE		941647-VS-5	210,000.00		210,000.00	0.00	210,000
170620B	6/1/2020	Northland	WATERLOO IOWA TAXABLE		941647-VT-3	210,000.00		0.00	210,000.00	210,000
170823B	10/1/2019	Northland	WESTERN LAKE SUPERIOR		958522-XW-9	120,000.00		0.00	120,000.00	120,000
120215C	10/1/2019	Northland	WESTERN LAKE SUPERIOR		958522-WU-4	100,000.00		0.00	100,000.00	100,000
160728A	5/1/2020	Northland	WISCONSIN STATE TAX		97705M-DS-1	500,000.00		0.00	500,000.00	500,000
									15,548,000.00	
181228G	12/28/2021	UBS	CD-ALLY BANK		02007GGT4	100,000.00		0.00	100,000.00	100,000
190118C	1/18/2024	UBS	CD-STATE BANK INDIA II	33682	856283G91	0.00	245,000.00	490,000.00	-245,000.00	245,000
190118C	1/18/2024	UBS	CD-CAPITAL ONE	4297	14042RLP4	0.00	245,000.00	0.00	245,000.00	245,000
190118C	1/18/2024	UBS	CD-CAPITAL ONE USA	33954	14042TAP2	0.00	245,000.00	0.00	245,000.00	245,000
190118C	1/18/2024	UBS	CD-FIRST STATE BANK W	9437	33742TAE0	0.00	245,000.00	0.00	245,000.00	245,000
190823	8/23/2022	UBS	CD-CALPRIVATE BANK	58291	13135NAH3	0.00	245,000.00	0.00	245,000.00	245,000
190828C	8/28/2024	UBS	CD-FIRST OKLAHOMA B/	12484	335857BN7	0.00	245,000.00	0.00	245,000.00	245,000
190830A	8/29/2025	UBS	CD-MERRICK BANK	34519	59013KCA2	0.00	245,000.00	0.00	245,000.00	245,000
190830B	8/31/2026	UBS	CD-FIRST UNITED BANK	4239	33742CAP2	0.00	245,000.00	0.00	245,000.00	245,000
190620	12/20/2019	UBS	CD-IBERIABANK LAFAYE	28100	45083ANA6	0.00	245,000.00	0.00	245,000.00	245,000
190619	11/19/2019	UBS	CD-CITIZEN BANK NATI	27957	75524KMF8	0.00	245,000.00	0.00	245,000.00	245,000
190621	6/20/2025	UBS	CD-CELTIC BANK	57056	15118RRB5	0.00	245,000.00	0.00	245,000.00	245,000
190705	1/3/2022	UBS	CD-BANCO POPULAR	34967	05970EAM6	0.00	245,000.00	0.00	245,000.00	245,000
190614	6/14/2024	UBS	CD-ANCHOR BANK	4208	033034AF6	0.00	245,000.00	0.00	245,000.00	245,000
190630	6-30//	UBS	MM				3,000,000.00	0.00	3,000,000.00	3,000,000
190506	1/19/2027	UBS	FFCB		3133EG467	0.00	264,000.00	264,000.00	0.00	264,000
190418	12/5/2024	UBS	CD-DELTA NATIONAL B/	26633	2477RBD6	0.00	200,000.00	0.00	200,000.00	200,000
190408	4/10/2023	UBS	CD-SILVERGATE BANK	27330	828373FH8	0.00	245,000.00	0.00	245,000.00	245,000
190401	5/25/2027	UBS	FHLB STEP		3130A86VO	0.00	300,000.00	0.00	300,000.00	300,000
190123	1/25/2021	UBS	CD-ALLEGIANCE BANK	58629	01748DBM7	0.00	245,000.00	0.00	245,000.00	245,000
190322	3/22/2022	UBS	CD-MEDALLION BANK	57449	5840DDP3	0.00	245,000.00	0.00	245,000.00	245,000
190325	3/25/2024	UBS	CD-BANK HAPOALIM	33686	06251AW48	0.00	245,000.00	0.00	245,000.00	245,000
190327	3/28/2022	UBS	CD-VALLEY NATIONAL E	9396	919853DK4	0.00	245,000.00	0.00	245,000.00	245,000
190315	3/15/2024	UBS	CD-COMENITY CAPITAL	57570	20033AS31	0.00	245,000.00	0.00	245,000.00	245,000
190306	3/6/2025	UBS	CD-FIRST NATIONAL BA	5005	32115AAG7	0.00	245,000.00	245,000.00	0.00	245,000
190710	5/15/2022	UBS	CONVENTION CENTER AUTHORITY		32115AAG7	0.00	175,000.00	0.00	175,000.00	175,000
190725A	12/1/2027	UBS	WRIGHT COUNTY TAXABLE		982276BK2	0.00	630,000.00	0.00	630,000.00	630,000
190725B	8/25/2020	UBS	CD-BMO HARRIS	16571	05581WX59	0.00	245,000.00	0.00	245,000.00	245,000
190726D	7/26/2022	UBS	CD-OLD NATIONAL BANI	3832	680061HN1	0.00	245,000.00	0.00	245,000.00	245,000
190729B	7/29/2025	UBS	CD-FIRST NATIONAL BA	17438	32115AAG7	0.00	245,000.00	0.00	245,000.00	245,000
190913	9/13/2022	UBS	CD-PEOPLES SAVINGS B/	34973	712233AD7	0.00	245,000.00	0.00	245,000.00	2
190916	9/16/2024	UBS	CD-JONESBORO ST BANK	9325	4804OPFB6	0.00	245,000.00	0.00	245,000.00	2
190918	9/18/2024	UBS	CD-FIRST NATIONAL BA	4779	334342CF7	0.00	245,000.00	0.00	245,000.00	2
190930	9/30/2024	UBS	CD-JP MORGAN CHASE B	628	48128LCA5	0.00	245,000.00	245,000.00	0.00	2
181214	12/14/2021	UBS	CD-BMW BANK		05580QA5	95,000.00		0.00	95,000.00	95,000
180628	6/28/2023	UBS	CD-COMENITY BANK	27499	981996UP3	200,000.00		0.00	200,000.00	200,000
180815B	8/16/2021	UBS	CD-DIETRICH BANK	3787	253720AB2	245,000.00		245,000.00	0.00	245,000
180815A	8/16/2021	UBS	CD-DISCOVER BANK	5649	254673SV9	145,000.00		0.00	145,000.00	145,000
180831E	8/28/2020	UBS	CD-FIRST REPUBLIC BAN	59017	33616CBL3	245,000.00		0.00	245,000.00	245,000
150311	3/11/2025	UBS	CD-HBSC BANK	57890	40434ASB6	240,000.00		0.00	240,000.00	240,000
160930E	9/30/2019	UBS	CD-JEFFERSON BANK & T	1071	472376AA0	245,000.00		245,000.00	0.00	245,000.00
180928	9/28/2023	UBS	CD-JP MORGAN CHASE BANK		48128FVB5	245,000.00		0.00	245,000.00	245,000
161216B	12/16/2022	UBS	CD-MERCANTIL COMM E	22953	58733ADQ9	245,000.00		0.00	245,000.00	245,000
180531B	6/1/2020	UBS	CD-MORGAN STANLY	34221	6176OALP2	245,000.00		0.00	245,000.00	245,000
180926A	9/27/2021	UBS	CD-TOWNEBANK PORTSMOUTH VA		89214PCA5	200,000.00		0.00	200,000.00	200,000

2019 CASH AND INVESTMENT ACTIVITY

CITY INVEST #	STATED	BROKER	SECURITY DESCRIP	FDIC #	CUSIP	PRIN	PURCH	SOLD/	BV	PAR
	MAT DATE					BAL		MATURE	PRIN BAL	
						1/1/2019	2019	2019	12/31/2019	
180723	7/24/2023	UBS	CD-TOYOTA FINANCIAL	57542	89235MJA0	245,000.00		245,000.00	0.00	245,000
180629A	6/29/2021	UBS	CD-WELLS FARGO	3511	949763RX6	245,000.00		0.00	245,000.00	245,000
150812	6/1/2023	UBS	CHARLOTTE TAXABLE		161037L61	300,000.00		0.00	300,000.00	300,000
180626	2/1/2023	UBS			3133EG5K7	300,000.00		300,000.00	0.00	300,000
180711A	3/6/2023	UBS	FFCB		3133EJET2	350,000.00		350,000.00	0.00	350,000
180614	6/12/2024	UBS	FFCB		3133EH2F9	500,000.00		500,000.00	0.00	500,000
180522	2/5/2025	UBS	FFCB		3133EJBN8	750,000.00		0.00	750,000.00	750,000
180711B	2/20/2026	UBS	FFCB		3133EJDH96	400,000.00		1,150,000.00	-750,000.00	400,000
010328	6/25/2023	UBS	FHG14A		312916PD5R	2,000.00		0.00	2,000.00	152,000
160928	3/28/2025	UBS	FHLB		3130A9CN9	300,000.00		0.00	300,000.00	300,000.00
160826D	8/24/2026	UBS	FHLB		3130A8Z63	300,000.00		300,000.00	0.00	300,000
160830A	8/28/2026	UBS	FHLB		3130A8ZF3	300,000.00		0.00	300,000.00	300,000
180713C	8/24/2028	UBS	FHLB		3130A8Y56	500,000.00		0.00	500,000.00	500,000
180914	5/28/2038	UBS	FHLB STEP		3130A83X9	300,000.00		0.00	300,000.00	300,000
180814	8/16/2024	UBS	FHLB-STEP		3130A8UZ4	430,000.00		0.00	430,000.00	430,000
160830B	8/28/2023	UBS	FHLMC		3134GAAKO	300,000.00		0.00	300,000.00	300,000
160726	7/26/2024	UBS	FHLMC		3134G9N78	500,000.00		0.00	500,000.00	500,000
020826	10/15/2022	UBS	FHR-1391D		312912LUO	402.24		127.32	274.92	59,990
180907	7/1/2021	UBS	FLORIDA STATE BOARD OF ADMIN		341271ABO	400,000.00		0.00	400,000.00	400,000
171211	7/1/2021	UBS	FLORIDA STATE BOARD OF ADMIN		341271ABO	235,000.00		0.00	235,000.00	235,000
160428	10/28/2022	UBS	FNMA		3136G3JS5	250,000.00		0.00	250,000.00	250,000
160830D	8/24/2023	UBS	FNMA		3136G32Y0	250,000.00		0.00	250,000.00	250,000
970625	2/25/2021	UBS	FNMA FNR-1991-7 H		31358FZW2	1,000.00		0.00	1,000.00	129,000
021004	8/25/2022	UBS	FNR 1992-125L		31358PS40C	491.52		143.31	348.21	52,000
001127	7/25/2022	UBS	FNR G92-35		31358PHV2C	439.00		162.41	276.59	75,215
161026	10/1/2024	UBS	HONOLULU TAX		4386705W7	300,000.00		0.00	300,000.00	300,000
161114A	7/1/2025	UBS	LEXINGTON FAYETTE AIRPORT		52909MCA0	300,000.00		0.00	300,000.00	300,000
160412	5/1/2019	UBS	LINCOLN SD TAX		533883NG5	500,000.00		500,000.00	0.00	500,000
160718	12/1/2021	UBS	LITTLE MIAMI OHIO SCHOOL		537292KY9	345,000.00		0.00	345,000.00	345,000
151023	10/1/2024	UBS	MADISON TAXABLE		55844RKN3	640,000.00		0.00	640,000.00	640,000
180629C	6/1/2025	UBS	MARYLAND STATE TAX		57420PGR1	300,000.00		0.00	300,000.00	300,000
160601	2/15/2022	UBS	MCALLEN TAX		582018F5	200,000.00		0.00	200,000.00	200,000
160224B	12/1/2019	UBS	MCLEAN COUNTY IL SCHOOL DISTRICT		582018F5	450,000.00		0.00	450,000.00	450,000
161208B	11/1/2024	UBS	MICHIGAN FIN AUTH REV		59447TJX2	250,000.00		0.00	250,000.00	250,000
160705	11/1/2021	UBS	MICHIGAN STATE TAX		594612CX9	300,000.00		0.00	300,000.00	300,000
160526	5/1/2020	UBS	MILAN MICH SCHOOL TAX		598801JD1	500,000.00		0.00	500,000.00	500,000
150310	4/1/2020	UBS	MONTGOMERY ALA TAX		613035L69	400,000.00		0.00	400,000.00	400,000
161208A	4/1/2023	UBS	NEW HOPE CULTURAL ED TAX		64542WAY6	250,000.00		0.00	250,000.00	250,000
160830C	8/1/2022	UBS	NEW YORK CITY TAXABLE		64966MED7	300,000.00		0.00	300,000.00	300,000
151104	3/1/2022	UBS	NEW YORK TAXALBE		64966KQC0	500,000.00		0.00	500,000.00	500,000
151009	9/1/2024	UBS	NJ ENVIRONMENTAL INFRASTRUCTUR		645791CAO	270,000.00		0.00	270,000.00	270,000
160727	5/1/2022	UBS	NORTH BRANCH SCHOOL TAX		657740F50	500,000.00		0.00	500,000.00	500,000
130606B	11/1/2019	UBS	NYC GEN TAX		64971QH63	1,000,000.00		0.00	1,000,000.00	1,000,000
180108	10/1/2022	UBS	PALM BEACH COUNTY SOLID WASTE		696560LD1	450,000.00		0.00	450,000.00	450,000
151207	12/1/2020	UBS	SACRAMENTO TAXABLE		786060BB8	300,000.00		0.00	300,000.00	300,000
160613	12/1/2020	UBS	SCHILLER PARK TAX		8062721LM6	325,000.00		0.00	325,000.00	325,000
161018	7/1/2024	UBS	SELMA ALA TAX		816459QV6	500,000.00		0.00	500,000.00	500,000
160802	12/1/2027	UBS	TOOLE CITY UT TAX		89033RBU7	400,000.00		0.00	400,000.00	400,000
160422	5/15/2021	UBS	UNIVERSITY OF CA TAX		91412GFS9	500,000.00		0.00	500,000.00	500,000
160927A	5/1/2021	UBS	YPSILANTI MI SCHOOL DISTR		987864NY7	405,000.00		0.00	405,000.00	405,000.00
									<u>25,898,899.72</u>	
TOTAL INVESTMENTS						66,545,332.76	30,803,000.00	28,888,433.04	68,459,899.72	
Unamortized Premiums						1,458,475.04	16,216.90		1,474,691.94	
Unamortized Discounts						(3,416,804.32)	(27,726.00)		(3,444,530.32)	
BOW						8,411,896.01	39,672,438.78	39,280,511.79	8,803,823.00	
Money Market Accounts						4,759,980.08	9,451,959.16	8,250,000.00	5,961,939.24	
Net Cash and Investments						77,758,879.57	79,915,888.84	76,418,944.83	81,255,823.58	

CC Regular Session

5. 3.

Meeting Date: 10/22/2019

By: Katie Schmidt, Administrative Services

Information

Title

Approve the Following Meeting Minutes:

1. City Council Special Work Session dated 3/19/2019

2. City Council Special Session dated 5/7/2019

*In the auditing of our minutes, it was noted that the first two items had not gone through for approval. We are requesting approval at this time.

3. City Council Work Session dated 9/24/2019

4. City Council Regular Session dated 9/24/2019

5. City Council Work Session dated 10/8/2019

6. City Council Regular Session dated 10/8/2019

Purpose/Background:

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

Background: Attached are the meeting minutes referenced above.

Action:

Motion to approve the following Council meeting minutes:

1. City Council Special Work Session dated 3/19/2019

2. City Council Special Session dated 5/7/2019

3. City Council Work Session dated 9/24/2019

4. City Council Regular Session dated 9/24/2019

5. City Council Work Session dated 10/8/2019

6. City Council Regular Session dated 10/8/2019

Attachments

3-19-19 CCWS Minutes

5-7-19 SpecialCC Minutes

9-24-19 CCWS Minutes

9-24-19 CC Minutes

10-8-19 CCWS Minutes

10-8-19 CC Minutes

Form Review

Inbox

Colleen Lasher

Kurt Ulrich

Form Started By: Katie Schmidt

Final Approval Date: 10/17/2019

Reviewed By

Colleen Lasher

Kurt Ulrich

Date

10/16/2019 03:41 PM

10/17/2019 03:45 PM

Started On: 10/14/2019 12:29 PM

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

The Ramsey City Council conducted a City Council Special Work Session on Tuesday, March 19, 2019, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

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

Also Present: City Administrator Kurtis Ulrich
Administrative Services Director Colleen Lasher

1. CALL TO ORDER

Mayor LeTourneau called the City Council Special Work Session to order at 6:10 p.m.

2. TOPICS FOR DISCUSSION

2.01: City Board and Commission Interviews

The Council received paper copies of the candidates' application materials, the incumbents' letters of interest/recommendations and the interview questions. Each candidate was given a fifteen-minute timeframe for their interview. Two incumbents were recommended for reappointment.

The Council conducted interviews with Russ Pearson, Torrey Johnson, Jennifer Shoemaker, Scott Cords, Eric Peters, Shang Berg, Nathan Barten, Justin Loss and Susan (Trixy) Barnes for available Board and Commission positions and asked the same six questions of each applicant.

It was the consensus of the Council to appoint Nathan Barnes and Jennifer Shoemaker (four-year term) and Susan (Trixy) Barnes (one-year term) to the Park and Recreation Commission, Shang Berg (five-year term) to the Economic Development Authority, and Eric Peters and Torrey Johnson (four-year term) to the Planning Commission. It was also the consensus of the Council to re-appoint Reid Bernard (4-year term) to the Environmental Policy Board and to re-appoint Brandon Sis (four-year term) to the Park and Recreation Commission.

5. ADJOURNMENT

The Special Work Session of the City Council was adjourned at 9:10 p.m.

Respectfully submitted,

Colleen Lasher
Administrative Services Director

ATTEST:

Jo Ann M. Thieling
City Clerk

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

The Ramsey City Council conducted a Closed Session on Tuesday, May 7, 2019, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

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

Members Absent: None

Also Present: City Administrator Kurt Ulrich
Administrative Services Director Colleen Lasher
Attorney Christian Shafer
Public Works Superintendent Grant Riemer
Utilities Supervisor John Nelson
Minnesota Department of Health Brian Noma
Minnesota Department of Health Anna Arkin
Communications and Events Coordinator Megan Thorstad

1. CALL TO ORDER

Mayor LeTourneau called the Special City Council to order at 5:40 p.m.

2. COUNCIL BUSINESS

2.01: Discussion regarding Personnel Issue (All or portions of this meeting will be closed to the Public pursuant to MN Statutes, Section 13D.05)

Attorney Shafer stated that the purpose of the session is for preliminary consideration of allegations or charges against an employee. Pursuant to Minnesota Statutes, section 13D.05, subdivision 2(b) the meeting will be closed to the public.

Motion by Councilmember Kuzma, seconded by Councilmember Musgrove, to close open session.

Motion carried.

Motion by Councilmember Riley, seconded by Councilmember Musgrove, to open the closed session.

The Closed Session was adjourned at 6:00 p.m.

Attorney Shafer provided a summary that a personnel matter was discussed with the City Council and pursuant to Minnesota Statutes, section 13D.05, subdivision 2(b) the meeting was closed to the public.

Motion by Councilmember Kuzma, seconded by Councilmember Heinrich, to approve the discipline of an employee and authorize the City Administrator to sign the discipline letter on behalf of the City.

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

7.02: Discuss Manganese Concentration Levels in Ramsey's Municipal Drinking Water

Ramsey Utilities Supervisor John Nelson gave a brief presentation of our water system and its daily operations to the council. The presentation included well locations, and which municipal wells were affected by the manganese health advisory. The health advisor has two thresholds for human consumption, 100 ppb (parts per billion) for bottle-fed infants under the age of 12 months and 300 ppb for the rest of the general population. Nelson informed the council that wells #5, #6 and #7 were our lowest manganese producing wells and well below the 100 ppb threshold. These are the only wells that we would be using to produce drinking water, until demand for water increased beyond their capacity.

Brian Noma, from the Minnesota Department of Health, was on hand to explain the test results and why manganese is present in our municipal drinking water system. Noma explained various types of filtration systems that would lower our manganese concentration levels and the possibility of mixing the water in our system to lower the overall concentration on manganese. Noma also discussed the options on drilling additional wells and buying water from adjoining communities as additional ways to lower our manganese concentration. Noma again reassured the council that our drinking water met all safety standards required by the Minnesota Department of Health. Only the manganese levels exceeded the health advisory recently updated by the department of health.

Anna Arkin from the Minnesota Department of Health was on hand to present the council with options for various types of communication formats that the council could use for public outreach. Arkin offered to work closely with our Communications and Events Coordinator Megan Thorstad to develop an information package that would be used to inform the public of the new manganese health advisory for drinking water.

3. ADJOURNMENT

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

Motion carried.

The meeting was adjourned at 7:30 p.m.

Respectfully submitted,

Kurtis G. Ulrich
City Administrator

ATTEST:

Katie M. Schmidt
Administrative Assistant

Draft by Colleen Lasher
Administrative Services Director

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

The Ramsey City Council conducted a City Council Work Session on Tuesday, September 24, 2019, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor John LeTourneau
Councilmember Nadine Heinrich
Councilmember Mark Kuzma
Councilmember Jeff Menth
Councilmember Debra Musgrove
Councilmember Chris Riley

Also Present: City Administrator Kurtis Ulrich
Fire Chief Matt Kohner
Police Chief Jeff Katers
Public Works Superintendent Grant Riemer
Administrative Services Director Colleen Lasher
City Clerk Jo Ann Thieling
Community Development Director Timothy Gladhill

1. CALL TO ORDER

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

2. TOPICS FOR DISCUSSION

2.01: Discussion with Metro Cities (The Association of Metropolitan Municipalities)

City Administrator Ulrich introduced the Executive Director of Metro Cities and reviewed the staff report.

Patricia Nauman, Executive Director of Metro Cities, provided background information on the organization which exists within the seven-county metro area. She stated that membership is very diverse from small cities to large cities and developed cities as well as undeveloped cities. She stated that the organization represents its member cities at the legislation as well as the Metropolitan Council. She noted that the organization acts as a watchdog of the Metropolitan Council on behalf of its members. She stated that at the legislative level the organization works on issues of its member cities, using examples of fiscal disparities, local government aid (LGA), economic development funding, transportation, levy limits, and local control and authority. She stated that Metro Cities also provides an online newsletter, published on average once a week, and also provides legislative alerts. She stated that the organization works with a variety of organizations on salary surveys and license and permit fee surveys. She stated that while the organization typically lobbies on behalf of the consensus of its member cities, it can also help

singular member cities navigate their own work at the capital. She provided information on the number of staff people and the Metro Cities Board. She stated that the Builders Association of the Twin Cities has issued two papers that have been very critical of city development and permit fees and the Metro Cities has been working to respond to the papers and initiatives of that organization. She stated that Metro Cities has argued that the data used by the Builders Association is very dated and does not accurately represent the current building climate. She provided additional information on the topic. She noted that Metro Cities has asked its member cities to communicate with their legislators on this topic. She thanked Ramsey for its membership.

Councilmember Heinrich asked for information about affiliate membership.

Ms. Nauman replied that to qualify for affiliate members, you would be a city that straddles the seven-county metro area. She noted that those cities do not have voting abilities but are provided with the same information.

Mayor LeTourneau explained that the Council is currently going through a process to educate the new Councilmembers on the organizations that the City partners with as well as evaluate the partnerships to ensure that the City continues to partner with entities that provide value to the City.

Councilmember Musgrove asked the top four cities that receive LGA.

Ms. Nauman replied that she could supply that information to the Council upon further research. She noted that while the program has been around for decades, it has been revamped along the way. She noted that 69 percent of those funds go to cities outside the metro area.

Mayor LeTourneau stated that the work that Ramsey would appreciate is how the City could possibly change the legislation related to the policy to become a recipient of LGA.

Ms. Nauman confirmed that continues to be at the front of her mind. She stated that while formula changes in 2013 added Ramsey as a recipient of LGA, the City fell off again after that. She stated that Metro Cities continues to strive for a more consistent formula for LGA that would allow Ramsey to benefit.

Councilmember Menth asked the criteria for receiving LGA.

Ms. Nauman reviewed the different formula factors which include need factors and tax capacity. She noted that when Ramsey began to grow, that seemed to outweigh the need factors which include age of housing and infrastructure.

City Administrator Ulrich noted that Ramsey has been lumped together with other third ring suburbs, although those suburbs are wealthier than Ramsey.

Ms. Nauman stated that legislators are starting to take note of this and pay more attention. She noted that Ramsey definitely stands out on this issue for her.

Mayor LeTourneau stated that perhaps it would be helpful for one of Ramsey's members to participate on the Board, or in another way, to help provide a voice for the community.

2.02: Fire Department Joint Powers Agreement Update

City Administrator Ulrich provided background information on the topic.

Fire Chief Kohner reviewed the staff report.

Councilmember Kuzma asked how much of the equipment and staff are at the Nowthen station.

Fire Chief Kohner replied that this is not a common JPA. He explained that Nowthen purchased all their own equipment and own their facility. He stated that Nowthen is also fully staffed with personnel and officers. He noted that the firefighters that respond to the Nowthen station are employees of Ramsey, but the way the contract is written, Nowthen would be able to retain those members as they are residents of Nowthen.

Councilmember Musgrove asked for more information on the division of firefighters, specifically whether members would need to live in the city, for example Ramsey firefighters would need to live within Ramsey and Nowthen firefighters would need to live in Nowthen.

Fire Chief Kohner replied that would be correct, noting that membership would be based on geographic location. He explained that it would not make sense for members to respond to a further location. He stated that Nowthen would be in a good position as they own their facility and equipment and could then start to provide service on their own. He noted that there are many other cities with similar, or less population that provide their own fire service. He stated that Nowthen could also join a different neighboring community.

Councilmember Heinrich asked for additional explanation on the deficit that Ramsey has operated on for the last several years.

Fire Chief Kohner provided additional details on the cost allocation formula that was developed and includes the average number of fire calls for each community over the past five years, the population, and the market value which provides a percentage. He stated that puts Nowthen at 16.9 percent. He noted that additionally Ramsey provides Fire Chief services, which provides operation and administration services; Fire Technician, which provides payroll services; mandated national reporting; and training, noting that Nowthen has never paid for training. He noted that after the addition of those services, the cost to Nowthen raised from \$6,416 to \$40,000. He explained that as he continued to review, he determined additional costs such as human resources services which are currently not covered under the current JPA and is not the best use of staff time. He stated that they must also consider whether the JPA works from an operational standpoint which he does not believe it does.

Councilmember Kuzma asked for additional information on coverage.

Fire Chief Kohner replied that there would be no loss in coverage as Nowthen currently does not come into Ramsey unless there is a structure fire. He stated that if they enter into a mutual aid agreement, the response would be the same but there would be no additional charge.

City Administrator Ulrich stated that is one of the biggest misperceptions as the JPA was sold on the fact that Nowthen would service the northern boundary, but Ramsey can respond more quickly than Nowthen. He stated that the theory made sense but in practice it has not proven true.

Councilmember Riley asked if this would require Ramsey to build a third fire station.

Fire Chief Kohner stated that would not be needed at this time, noting that perhaps in 20 or 30 years, based on growth something may need to be considered.

Councilmember Riley asked if something has changed in the past 12 years that makes the JPA not make sense.

Fire Chief Kohner stated that the cities have gone in two different directions as Ramsey continues to grow and build while Nowthen has not, therefore there is a disparity between the needs of the communities.

Councilmember Menth asked what would happen to Nowthen if Ramsey severs these ties.

Fire Chief Kohner stated that those are elements that would need to be worked through, but those would be the decision of Nowthen on how to provide service; whether it would utilize its own City staff for administrative services or whether it would choose to find a better fitting JPA with another community.

Councilmember Musgrove acknowledged the work that Fire Chief Kohner has put into this topic. She stated that he determined a formula to review with the Board, noting that it is easy to look at the numbers and determine that this is not working for Ramsey, but they also reviewed this from a personnel and operational standpoint as well. She asked Fire Chief Kohner to provide additional input on the operational challenges.

Fire Chief Kohner explained that there are essentially two different departments and it becomes difficult to manage time between two funding sources, two budgets, and two cities. He stated that although the cost allocation formula equated to 16.9 percent, he is spending more than 16.9 percent of his time on Nowthen related issues.

Councilmember Musgrove asked for information on the contract's two-year timeframe.

Fire Chief Kohner stated that the contract provides language which states at any time, either party can provide a two-year notice to cancel the contract. He noted that would make sense for departments that need to split equipment, but he would hope that the split would not take that long. He stated that his concern would be that if Nowthen does not have a plan on how to move forward, that would cause uneasiness for the firefighters at station three. He stated that he would

want to make sure that stations one and two remain positive and that morale would not be impacted.

City Administrator Ulrich stated that two years is an obligational cap and therefore that clock should be started in order to negotiate a mutual agreement and provided additional details. He stated that the City would have the ability to negotiate actual costs for 2020 and 2021.

Mayor LeTourneau asked if direction is needed from the Council.

City Administrator Ulrich stated that the intent would be to bring this back to the next regular Council meeting to begin the two-year clock, noting that meeting would fall prior to the next Fire Board meeting. He stated that Ramsey would want to make this a smooth transition for both cities. He stated that when the JPA began, Nowthen had almost nothing and now has a facility, equipment, and trained personnel. Therefore, this would be a good time for them to move on.

Mayor LeTourneau asked for input from the Councilmembers that serve on the Fire Board.

Councilmember Heinrich echoed the comments that Fire Chief Kohner spent a lot of time and energy on this to determine the benefit each city receives from the JPA. She noted that Nowthen also wanted to pay their fair share, which led to the cost allocation formula. She stated that the taxpayers in Ramsey are paying too much to fund Nowthen's fire service. She explained that operationally this is very taxing on Fire Chief Kohner and therefore she would support the break between the two cities.

Councilmember Musgrove stated that it came down to the operational input from Fire Chief Kohner and therefore she also supports the dissolution of the JPA.

Councilmember Riley asked, and received confirmation, that the Fire Chief would still want to dissolve the JPA even if the cost allocation was adjusted. He noted that he would then support the action but would want to ensure that Ramsey fulfills its obligation true to the contract. He stated that Nowthen has been a good partner and would want Ramsey to act honorably.

Mayor LeTourneau agreed with those comments, noting that Nowthen has been a great partner. He thanked Councilmembers Heinrich and Musgrove for their input and contribution to this process. He hoped that as the City continues to honor the two-year agreement, he would hope that there could be an expedited exit if amenable. He stated that he would hope a new cost structure could be determined for the next two years.

2.03: Discuss Council Committee Appointments for Alternates Acting as Members

Administrative Services Director Lasher reviewed the staff report.

Councilmember Musgrove asked if the Quad Cities Cable Communication Commission (QCCCC) appointment is typically filled by staff.

City Administrator Ulrich stated that typically a Chief Administrator and elected official serve on that Commission. He noted that prior to Communications and Events Coordinator Thorstad, Ramsey has filled that second seat with a Councilmember. He noted that the other cities tend to be represented by their City Administrator and a City Councilmember. He stated that Ramsey was the first city to have two staff members in representation. He explained that it is very much a policy board and therefore Communication and Events Coordinator Thorstad has asked to step away from that position.

Councilmember Musgrove stated that she appreciates the opportunity to serve on the Lower Rum River Water Management Organization (LRRWMO), as it has increased her knowledge and awareness, and would not like to change that appointment. She stated that she has also appreciated her time serving on the Environmental Policy Board as an alternate. She noted that in her opinion, the EPB is duplicative of services provided by other entities such as the LRRWMO and Anoka Conservation District and hoped that the Council could have discussions on that topic in the future. She referenced language in the Charter which states that Committees can have nine members and noted that she does not believe that all Committees have nine members.

City Clerk Thieling noted that the Charter Commission has nine members but believed the other Commissions and Board to have seven member positions available.

Councilmember Musgrove stated that if the EPB were dissolved, perhaps those members could join other Boards or Commissions.

Councilmember Heinrich asked if Councilmember Musgrove would like to remain on the EPB as the acting member.

Councilmember Musgrove stated that it is difficult to stay on that many Committees. She again commented that the EPB seems duplicative to the LRRWMO and services provided by the Anoka Conservation District. She noted that there also seems to be duplicative to discussions of the Public Works Committee. She stated that she is not a voting member of the EPB and noted that there are other appointments where the Councilmember is also not a voting member.

Mayor LeTourneau agreed that these points are important and perhaps those topics could be discussed at another worksession. He suggested that the focus tonight remain on seating the current vacancies. He noted that staff could provide a more comprehensive review in the future.

Councilmember Musgrove confirmed that she would be willing to remain as an alternate for the EPB.

Councilmember Heinrich stated that she would be willing to remain as an alternate for the Public Works Committee.

Mayor LeTourneau stated that there would be a similar discussion on appointments in November and possibly January following elections.

Councilmember Menth asked if only vacancies are up for discussion or if other positions are available for discussion. He stated that he would be interested in the Highway 10 Committee and Public Works Committee based on his previous discussion.

Mayor LeTourneau agreed that the Public Works Committee appointment would be open, and Councilmember Menth could fill that vacancy.

Councilmember Heinrich stated that she would not be willing to give up her position on the Highway 10 Committee as that is something she is passionate about. She stated that her schedule has changed and therefore has some conflicts with her appointment to the Joint Law Enforcement Council and Youth First Board. She noted that she can work through her conflicts, but if someone has an active interest, she would entertain that.

Councilmember Menth stated that he would be open to those two appointments: Youth First Board and Joint Law Enforcement Council. He also confirmed appointment to the Public Works Committee.

Councilmember Heinrich confirmed that she would serve as an alternate for the Youth First Board.

Mayor LeTourneau noted that the appointment to QCCCC and the primary appointment for the EPB remain unfilled. He asked if it would be acceptable to leave those appointments vacant for the time being until another member joins the Council.

Councilmember Menth stated that he could serve on the QCCCC.

Councilmember Musgrove commented that she can continue to serve on the EPB for the time being.

Councilmember Heinrich thanked Councilmember Menth for his willingness to jump in and fill the vacancies.

City Administrator Ulrich asked if Councilmember Musgrove could fulfill the appointment to the EPB with no alternate or have an alternate step forward.

Councilmember Musgrove confirmed that she would be willing to accept the primary appointment to the EPB.

Councilmember Menth volunteered to be the alternate for the EPB.

Mayor LeTourneau noted that all of this information will be discussed again once the new member joins the Council.

Administrative Services Director Lasher reviewed the agreed upon appointments:

- Public Works Committee: Councilmember Menth as the appointed member and Councilmember Heinrich as the alternate

- Environmental Policy Board: Councilmember Musgrove as the appointed member and Council Menth as the alternate
- Joint Law Enforcement Council: Councilmember Menth as the appointed member and Councilmember Heinrich as the alternate
- Youth First Board: Councilmember Menth as the appointed member and Councilmember Heinrich as the alternate
- Quad Cities Cable Communications Commission: Councilmember Menth as the appointed member along with City Administrator Ulrich

Councilmember Heinrich noted that she was willing to fulfill her obligations but because of her scheduling conflicts she was willing to step down from those two groups and let someone else accept that appointment.

2.04: Continue Discussion Regarding Processes and Procedures for Council Meetings

Administrative Services Director Lasher reviewed the staff report.

Councilmember Musgrove stated that she learned at the previous discussion that there is a video record and asked if that could be included in the minutes so that someone reading the minutes would know they could reference the video.

Mayor LeTourneau asked if the desire would be to include a footnote that the video is available for additional detail.

Councilmember Musgrove stated that she would be okay with summary minutes if that footnote was added.

City Clerk Thieling stated that statement could be added at the bottom of the minutes near the TimeSaver stamp.

Administrative Service Director Lasher continued to review the staff report. She stated that the City Attorney recommended that approval of the agenda be placed between Call to Order and Presentations and stated that staff would like that to occur beginning the next regular Council meeting.

Councilmember Menth asked if a 7-0 vote of the Council would be needed to recommend the Charter Commission review the language or to pass a change to the Charter.

Administrative Services Director Lasher clarified that the 7-0 vote of the Council would be needed to pass a change to the Charter.

City Administrator Ulrich commented that it would be more achievable with seven Council members, but a majority of the Council (four votes) could override the action of the Chair/Mayor. He used the example of whether the public is allowed to speak at a previous meeting.

Councilmember Musgrove asked for clarification in regard to the Charter Commission discussion, as to whether that would reflect changes to the comment card.

City Clerk Thieling stated that the discussion related to the Charter Commission was in regard to changing anything related to the Charter. She explained that when drafted, the comment card was created using language from other cities and the League of Minnesota Cities, rather than exactly mirroring the Charter. She confirmed that the comment card could be redone by staff to better mirror the Charter language. She explained that if the desire is for the Charter language to more mirror the comment cards, that would require an amendment of the Charter.

Councilmember Heinrich asked if the handout for the comment cards was available at the meeting as there is difficulty in reading the handout in the packet.

City Administrator Ulrich noted that for the purpose of time, the comment card could be brought to a future meeting for additional discussion.

Councilmember Heinrich asked if it would be possible to discuss a Council liaison to attend the flag dedication ceremony.

Mayor LeTourneau noted that could be discussed as a future topic.

3. TOPICS FOR FUTURE DISCUSSION

3.01: Review Future Topics/ Calendar

Noted.

4. MAYOR / COUNCIL / STAFF INPUT

None.

5. ADJOURNMENT

The Work Session of the City Council was adjourned at 7:00 p.m.

Respectfully submitted,

Kurtis G. Ulrich
City Administrator

ATTEST:

Katie M. Schmidt
Administrative Assistant

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

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

The Ramsey City Council conducted a regular meeting on Tuesday, September 24, 2019, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor John LeTourneau
Councilmember Nadine Heinrich
Councilmember Mark Kuzma
Councilmember Jeff Menth
Councilmember Debra Musgrove
Councilmember Chris Riley

Members Absent: None

Also Present: City Administrator Kurtis Ulrich
Finance Director Diana Lund
Police Chief Jeff Katers
Public Works Superintendent Grant Riemer
Community Development Director Timothy Gladhill
City Engineer Bruce Westby
Communications and Events Coordinator Megan Thorstad

1. CALL TO ORDER

Mayor LeTourneau called the regular meeting of the Ramsey City Council to order at 7:03 p.m., followed by the Pledge of Allegiance led by Mayor LeTourneau.

2. PRESENTATION

2.01: Happy Days Recap

Communications and Events Coordinator Thorstad provided a recap of the City of Ramsey's annual Happy Days Festival and the different events included in the festival. She thanked those that volunteered their time and services to help make the event successful. She also recognized the generous sponsors that help to make the event successful each year and presented an award of thanks to the businesses present at the meeting. She stated that the Happy Days Committee met the previous week and determined the next event date as Saturday, September 12, 2020.

Councilmember Musgrove acknowledged the hard work of Communications and Events Coordinator Thorstad along with the Happy Days Committee.

Mayor LeTourneau also expressed thanks to Communications and Events Coordinator Thorstad, noting that it was a great day and he enjoyed interacting with so many residents. He stated that it was a great experience to see so many people happy about the community in Ramsey.

3. CITIZEN INPUT

None.

4. CONSENT AGENDA

Mayor LeTourneau noted that the Council has been asked to remove Item 4.08 for future consideration.

Councilmember Musgrove requested to move Item 4.17 to the regular agenda for additional discussion.

Motion by Councilmember Heinrich, seconded by Councilmember Musgrove, to approve the following items on the Consent Agenda as revised to remove Item 4.08 and 4.17:

- 4.01: Receive August 2019 Financial Reports – General Fund and Enterprise Funds
- 4.02: Receive Cash and Investments for Period Ending August 31, 2019
- 4.03: Note the Following Boards and Commissions Meeting Minutes:
 - Planning Commission Meeting Minutes dated August 1, 2019
 - Park and Recreation Commission Meeting Minutes dated August 8, 2019
 - Economic Development Authority Meeting Minutes dated August 8, 2019
 - Environmental Policy Board Meeting Minutes dated August 19, 2019
- 4.04: Approve the following Meeting Minutes:
 - 1) City Council Work Session dated August 27, 2019
 - 2) City Council Regular dated August 27, 2019
 - 3) City Council Special Work Session dated September 3, 2019
 - 4) City Council Work Session dated September 10, 2019
 - 5) City Council Regular Session dated September 10, 2019
- 4.05: Approve Rental Licenses
- 4.06: Approve Licenses
- 4.07: Adopt Resolution #19-239 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of September 5, 2019 through September 18, 2019
- ~~4.08: Adopt Resolution #19-211 Approving Code Enforcement Action Plan at 8700 171st Ave NW~~ Item removed for future consideration
- 4.09: Adopt Resolution #19-222 Approving Code Enforcement Action Plan at 6336 Highway 10 NW
- 4.10: Adopt Resolution #19-228 Approving Code Enforcement Action Plan at 17030 Baugh St NW
- 4.11: Adopt Resolution #19-229 Authorizing Partial Payment #3 to Asphalt Surface Technologies for Improvement Project #19-01, Ford Brook Estates Street Reconstruction

- 4.12: Adopt Resolution #19-230 Authorizing Partial Payment #2 to Northern Lines Contracting, Inc. for Improvement Project #18-09, COR Infiltration Basin Improvements
- 4.13: Adopt Resolution #19-231 Authorizing Partial Payment #1 to Omann Contracting Companies, Inc. for Improvement Project #19-03, Wood Pond Hills and Chestnut Ridge Street Reconstruction
- 4.14: Adopt Resolution #19-240 Approving Development Agreement for Suite Living (Project #19-121); Case of Hampton Companies
- 4.15: Adopt Resolution #19-241 Approving a Drainage and Utility Easement Encroachment Agreement between the City of Ramsey and Ramsey Station Apartments, LLC (AEON)
- 4.16: Approve Contract with North Metro Animal Care and Control for Animal Impound Services
- 4.17: ~~Consider Site Selection Options for New Hotel Concept~~ This item was removed from the Consent Agenda to be Considered as Item 7.01A.
- 4.18: Adopt Resolution #19-238 Hiring a Fall Seasonal Public Works Maintenance Worker

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

5. APPROVE AGENDA

City Administrator Ulrich requested that Item 7.04 be moved earlier in the meeting.

Mayor LeTourneau noted that the item removed from the Consent Agenda, 4.17, would follow case 7.01 with case 7.04 to immediately follow.

Motion by Councilmember Riley, seconded by Councilmember Kuzma, to approve the agenda as amended.

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

6. PUBLIC HEARING

6.01: Adopt Resolution #19-224 Adopting Assessments for Past-Due Charges on Municipal Utility Bills and Current Services Rendered

Presentation

Finance Director Lund reviewed the staff report and recommendation to adopt Resolution #19-224 adopting assessments for past-due charges on municipal utility bills (which may include water, sewer, street lighting, recycling, storm water charges, and penalties incurred) and current services rendered.

Public Hearing

Mayor LeTourneau called the public hearing to order at 7:18 p.m.

Citizen Input

There was none.

Motion by Councilmember Musgrove, seconded by Councilmember Heinrich, to close the public hearing.

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

The public hearing was closed at 7:18 p.m.

Council Business

Councilmember Musgrove asked how the five percent is determined.

Finance Director Lund explained that the rate of 5.5 percent is the rate set in the City's fee rates and is comparable to neighboring communities.

Motion by Councilmember Riley, seconded by Councilmember Kuzma, to Adopt Resolution #19-224 Adopting Assessments for Past-Due Charges on Municipal Utility Bills (Which May Include Water, Sewer, Street Lighting, Recycling, Storm Water Charges and Penalties Incurred) and Current Services Rendered.

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

6.02: Public Hearing: Adopt Resolution #19-209 Granting a Conditional Use Permit for Hope Fellowship at 6000 167th Avenue NW

Presentation

Community Development Director Gladhill reviewed the staff report and recommendation of the Planning Commission to approve the request for a Conditional Use Permit to operate a religious institution on the subject property.

Public Hearing

Mayor LeTourneau called the public hearing to order at 7:22 p.m.

Citizen Input

There was none.

Motion by Councilmember Heinrich, seconded by Councilmember Riley, to close the public hearing.

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

The public hearing was closed at 7:22 p.m.

Council Business

Councilmember Heinrich thanked Hope Fellowship for their partnership in the City and the way they give back to the community.

Motion by Councilmember Heinrich, seconded by Councilmember Kuzma, to Adopt Resolution #19-209 Approving a Conditional Use Permit for Hope Fellowship of Ramsey to Operate a Religious Institution in the B-1 General Business District at 6000 167th Avenue NW Based on the Findings of Fact and Declaring the Terms of Same.

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

6.03: Public Hearing: Adopt Resolution #19-232 Approving Wellhead Protection Plan Part 2 Amendment

Presentation

City Engineer Westby reviewed the staff report and recommendation to adopt Resolution #19-232 approving the City of Ramsey's Wellhead Protection Plan Part 2 Amendment, and authorizing submittal to the Minnesota Department of Health by October 6, 2019, following final revisions as approved and directed by the City Council.

John Greer, Barr Engineering, briefly reviewed the information provided in Part 1 of the Wellhead Protection Plan (WHPP), which was amended and approved in January 2019. He explained the elements included in Part 2 of the WHPP. He provided additional details on the potential contaminant source inventory, program goals, and management actions. He identified the next steps which include adoption of the amended WHPP, Part 2 amendments submittal to MDH for final approval, and implementation of the amended WHPP.

Public Hearing

Mayor LeTourneau called the public hearing to order at 7:37 p.m.

Citizen Input

There was none.

Motion by Councilmember Riley, seconded by Councilmember Musgrove, to close the public hearing.

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

The public hearing was closed at 7:37 p.m.

Council Business

Motion by Councilmember Kuzma, seconded by Councilmember Menth, to Adopt Resolution #19-232 Approving Wellhead Protection Plan Part 2 Amendment and authorizing submittal to the Minnesota Department of Health by October 6, 2019, following final revisions as approved and directed by the City Council.

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

7. COUNCIL BUSINESS

7.01: Adopt Resolution #19-225 Adopting Proposed 2020 Payable Tax Levies (General, EDA, and Debt Service) and Schedule Public Hearing for December 10, 2019; Adopt Resolution #19-226 Adopting Proposed 2020 General Fund Budget; and Resolution #19-22 Adopting Proposed 2020 EDA Budget

Finance Director Lund reviewed the staff report and stated that based on the consensus of the City Council at its work session on September 10, 2019, staff recommends authorization of the preliminary levy in the amount of \$12,541,709 with the possibility of reduction prior to City Council adoption of the final levy on December 10, 2019 and to schedule the City of Ramsey's budget/levy public meeting on Tuesday, December 10, 2019 at 7:00 p.m.

Councilmember Riley asked about the decrease in the tax capacity rate.

Finance Director Lund replied that the tax capacity rate for 2019 was 40.354 and is estimated at 39.563 for 2020.

Mayor LeTourneau asked for details on the change to the tax capacity rate.

Finance Director Lund stated that the City is proposing an increase to the levy of six percent and because the tax levy is less than the tax capacity, the tax rate is decreasing.

Councilmember Heinrich stated that she appreciates the work of staff, noting that multiple departments have made decreases to the originally proposed budgets. She commented that six percent is a good start for a preliminary levy but without further reduction she would not support final adoption. She stated that she is comfortable moving forward with this as something that can continue to be decreased.

Councilmember Riley stated that the largest portion of the increase is related to the existing staff contracts and health insurance costs, which were decisions that were committed to prior to the budget process beginning. He stated that the City is doing the best it can with the budget as proposed. He stated that cuts have been made from the originally proposed budget and decreasing to six percent is a good start. He commented that prior surplus funds are also being used to buy down the debt, which he believes is appropriate.

Councilmember Kuzma noted that while there are surplus funds that can be used for roads next year, there is a huge shortfall to address related to roads. He commented that this budget does not include a plan for roads moving forward, which is a concern.

Motion by Councilmember Kuzma, seconded by Councilmember Menth, to Adopt Resolution #19-225 Approving the Proposed 2019, Payable 2020 Tax Levy and Schedule Budget Public Meeting.

Further discussion: Councilmember Musgrove expressed appreciation of staff for listening to the concern from the Council and looks forward to additional discussion on how the tax plan could become even better. Mayor LeTourneau noted that tonight's action allows the City to move forward as required by State law to certify this information to the County. He noted that additional discussion can continue to occur related to prioritization of City services.

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

Finance Director Lund noted that the motion only addressed the first action and noted two additional resolutions are needed.

Motion by Councilmember Kuzma to amend his previous motion to include two additional resolutions, seconded by Councilmember Menth, to Adopt Resolution #19-226 Adopting the "Proposed" 2020 City of Ramsey General Fund Operating Budget, and Resolution #19-227 Adopting the "Proposed" 2020 City of Ramsey Economic Development Authority Fund Budget.

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

7.01A: Consider Site Selection Options for New Hotel Concept

Community Development Director Gladhill reviewed the staff report and noted that the Planning Commission and EDA believe this is a worthy project for this parcel and are generally comfortable with either alternative site selection.

Councilmember Musgrove asked for feedback from the members of the Council on the Planning Commission, related to this project and this site compared to another project that was not looked at as a favorable location. She stated that the retail component is that a restaurant would be included. She asked if this is supposed to be an area focused on retail or whether a hotel would be a desired use.

Community Development Director Gladhill commented that there is not a Council liaison on the Planning Commission. He noted that there are two members of the Council on the Economic Development Authority, which reviews deal structures.

Councilmember Riley noted that he is a member of the EDA and advised that the group reviewed this as a high-level concept and the consensus was to direct staff to continue to pursue the project with no preference between the two sites. He stated that he is also excited that there is another retail component potentially located adjacent to this hotel.

Community Development Director Gladhill stated that similar comments were made from the Planning Commission, although the Commission deferred to the EDA as they viewed it as more of a real estate management aspect. He noted that the Planning Commission was supportive of both options.

Councilmember Kuzma stated that there has been a push for more restaurants in the community and this hotel would have a restaurant and would be a good addition to the community.

Mayor LeTourneau noted that Councilmember Kuzma also serves on the EDA and that is where his input came from.

Councilmember Menth recognized that there are no drawings but asked if there would be an idea on the number of stories or rooms.

Community Development Director Gladhill commented that this would be a four-story building with 60 guest suites with a footprint just under 10,000 square feet.

Councilmember Heinrich asked if staff can elaborate on the developer of the other proposed hotel project, as it was her understanding that the developer is no longer under contract with the landowner and therefore the deal has gone cold.

Community Development Director Gladhill stated that it is the understanding of staff that the original timeline has expired, and the property may not be under contract any longer. He stated that it would be likely that only one hotel would move forward and it appears that this project may be more promising at this time. He noted that the other project was pursuing grant funds that were not awarded. He stated that staff is not spending additional time on the previous project unless additional requests are brought forward.

Councilmember Heinrich stated that it seems that this hotel would be more promising being closer to Highway 10.

Motion by Councilmember Riley, seconded by Councilmember Kuzma, to confirm consensus of the Planning Commission and EDA that the City is generally supportive of both site concepts for further evaluation.

Further discussion: Councilmember Musgrove thanked the Council for its feedback. She stated that she would not be supporting this as she has concerns with a hotel in this location guided for retail, noting that it is not the same appeal to have a restaurant in a hotel rather than as a standalone element. Mayor LeTourneau asked if the zoning for the site would be appropriate for a hotel. Community Development Director Gladhill confirmed that a hotel is a permitted use in this zoning district.

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

7.04: Adopt Resolution #19-242 Approving Temporary Contracted Inspection Assistance with Rum River Construction Consultants

Community Development Director Gladhill reviewed the staff report and recommendation to approve a professional services contract with Rum River Construction Consultants to supplement existing contracted inspections with Inspectron, Inc.

Councilmember Riley asked for additional information on the rush to get this completed.

Community Development Director Gladhill stated that footings and foundations become critical prior to the colder weather and ground conditions. He explained that large costs can be added for winter construction if those elements are not in the ground within the proper amount of time.

Motion by Councilmember Musgrove, seconded by Councilmember Riley, to Adopt Resolution #19-242 Approving Professional Services Contract with Rum River Construction Consultants.

Further discussion: Councilmember Riley commented that this is a good use of contracted services rather than requesting to add additional staff for cyclical needs. Mayor LeTourneau noted that ultimately the builder will pay the cost to have these services.

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

7.02: Adopt Resolution #19-233 Approving Plans and Specifications and Authorizing Advertisements for Bids for Improvement Project #19-06, Ramsey Town Center 9th Addition Pond Lining Improvements

City Engineer Westby reviewed the staff report and recommendation to adopt Resolution #19-233 approving plans and specifications and authorizing advertisement for bids for Improvement Project #19-06, Ramsey Town Center 9th Addition Pond Lining Improvements.

Councilmember Kuzma stated that the Public Works Committee also discussed the option of filling the pond in and asked staff for additional input.

City Engineer Westby confirmed that discussion was held with the developer but there was a much higher cost, about \$25,000 or \$30,000 more to do that and therefore the developer was not interested in pursuing that approach.

Councilmember Menth stated that this is drainage for a development and asked why the City would be paying this cost rather than the developer.

City Engineer Westby stated that this development had approvals in place before the current developer came in and therefore this was not a standard approval process. He explained that if the new developer was required to complete this work the project would not have been viable.

Councilmember Menth stated that this work would be associated with the housing project and therefore was unsure why a financial element would be a part of this consideration.

City Engineer Westby explained that regulations changed between the time the original approvals were gained by the first developer and this last phase that is being completed by a new developer. He stated that this is an additional cost that was not anticipated by the previous developer because of the changed condition. He noted that people are living in that area and the infrastructure is decaying, therefore it would make sense to attempt to facilitate this project moving forward based on the changed condition.

City Administrator Ulrich asked if the developer would have been able to build under the previous standards or whether the builder would need to meet existing approvals.

City Engineer Westby explained that the previous approvals were grandfathered in and therefore staff believes that it is the right thing to do the work as the City, as the developer is not bound to complete that work to meet the current stormwater standards.

City Administrator Ulrich stated that this action will help the City protect its groundwater management area and that is why the action is proposed.

Councilmember Menth stated that this work will have a cost of about \$80,000 or \$90,000 to complete this work. He asked if the cost to fill in would be \$20,000.

City Engineer Westby explained that filling in the ponds would have an additional cost of \$20,000 to \$30,000 above the \$80,000.

Councilmember Menth asked the ongoing maintenance cost and whether it would make more sense to pay that additional amount now to fill in the area and forgo the ongoing maintenance of a pond.

City Engineer Westby recognized that there would be maintenance costs for either option. He confirmed that there would be costs down the road to maintain a pond.

Motion by Councilmember Kuzma, seconded by Councilmember Heinrich, to Adopt Resolution #19-233 Approving Plans and Specifications and Authorizing Advertisements for Bids for Improvement Project #19-06, Ramsey Town Center 9th Addition Pond Lining Improvements.

Further discussion: Mayor LeTourneau stated that as difficult as it may be to invest in this change, it does appear the City is responsible for this action. He noted that there could be a return on investment as the new homes will bring in additional taxes and the additional residents will help the City continue to grow.

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

7.03: Adopt Resolution #19-234 Approving Plans and Specifications and Authorizing Advertisements for Bids for Improvement Project #19-10 Hedgehog Street Drainage Improvements

City Engineer Westby reviewed the staff report and recommendation to adopt Resolution #19-234 approving plans and specifications and authorizing advertisements for bids for Improvement Project #19-10, Hedgehog Street Drainage Improvements.

Councilmember Heinrich asked for information on the willingness of the property owner to work with the City, specifically on the grading of their backyard.

City Engineer Westby stated that all communication has been positive, and the homeowner wants to see this project completed.

Motion by Councilmember Kuzma, seconded by Councilmember Musgrove, to Adopt Resolution #19-234 Approving Plans and Specifications and Authorizing Advertisements for Bids for Improvement Project #19-10 Hedgehog Street Drainage Improvements.

Further discussion: Mayor LeTourneau asked when this project would begin, this season or next season. City Engineer Westby noted that the contract would be awarded in November and the hope would be that the grading could be completed this year and turf establishment could occur in the spring. He noted that erosion control measures would be implemented to prevent erosion in the spring when the snow melts.

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

7.05: Adopt Resolution #19-235 Authorizing Metropolitan Council Water Efficiency Grant Program Application

City Engineer Westby reviewed the staff report and recommendation to adopt Resolution #19-235 authorizing an application for up to \$50,000 from the Metropolitan Council Water Efficiency Grant Program.

Councilmember Kuzma stated that there are a number of homes in the City that use wells and asked if this grant program would apply to those homes as well.

City Engineer Westby stated that while it is great to reduce water consumption in all areas, the target would be more for those on municipal water. He confirmed that the program would apply to all residents, whether on municipal water or well water.

Councilmember Musgrove stated that this would appear to be money paid in taxes coming back in the form of grant funds. She asked if there is information available on what the City will pay for its portion, as \$50,000 does not appear to be a lot of money to make a big impact.

City Engineer Westby confirmed that \$50,000 is not a lot of money but it definitely helps. He stated that each city runs its program differently, noting that caps can be put in place on the maximum amount a resident can receive. He noted that the City will be charged with developing its own program. He noted that if the City can swap out 100 appliances, that adds up over time. He advised that if the program can be applied for in the future, the City would continue to make progress.

Councilmember Musgrove commented that residents should be encouraged to do this on their own, rather than relying on this type of program. She asked how residents would be alerted to the program and whether it would be based on a first come, first serve basis.

City Engineer Westby noted that all the member cities that previously participated based their program on a first come, first serve basis in order to expend the funds as quickly as possible. He confirmed that there would be a public education component as well, if the funds are awarded.

Councilmember Musgrove asked the portion of funds that would be required for the City match if the \$50,000 is awarded.

City Engineer Westby explained that there is a 25 percent local match required for each appliance or irrigation audit. He stated that if \$50,000 is awarded, the maximum amount the City would contribute would be \$12,500. He noted that a contribution would also be required from property owners, which would decrease the City's local match.

Councilmember Musgrove asked how the City portion would be funded.

City Engineer Westby replied that because this is water system related the funds would come from the Water Enterprise Fund.

Councilmember Riley stated that the nice element is that if the funds are awarded, the City would be able to decide how the funds would be used and the amount of contribution that would be required from homeowners.

Motion by Councilmember Riley, seconded by Councilmember Heinrich, to Adopt Resolution #19-235 Authorizing Metropolitan Council Water Efficiency Grant Program Application.

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

8. MAYOR, COUNCIL AND STAFF INPUT

City Administrator Ulrich announced upcoming meetings and events.

9. ADJOURNMENT

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

Motion carried.

The regular meeting of the City Council adjourned at 9:18 p.m.

Respectfully submitted,

Kurtis G. Ulrich
City Administrator

ATTEST:

Katie M. Schmidt
Administrative Assistant

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

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

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

The Ramsey City Council conducted a City Council Work Session on Tuesday, October 8, 2019, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor John LeTourneau
Councilmember Nadine Heinrich
Councilmember Mark Kuzma
Councilmember Jeff Menth
Councilmember Debra Musgrove
Councilmember Chris Riley (arrived at 5:55 p.m.)

Also Present: City Administrator Kurtis Ulrich
Fire Chief Matt Kohner
Police Chief Jeff Katers
Public Works Superintendent Grant Riemer
Administrative Services Director Colleen Lasher
Community Development Director Timothy Gladhill

1. CALL TO ORDER

Mayor LeTourneau called the City Council Work Session to order at 5:34 p.m.

2. TOPICS FOR DISCUSSION

2.01: Discuss 2020 Legislative Platform

City Administrator Ulrich reviewed the staff report.

Councilmember Menth asked for additional details on what is required for special elections and what would need to change to only require one polling place rather than opening all eight.

City Administrator Ulrich provided additional details on the special election process and cost as well as the legislative requirements for special elections. He noted that the City Charter could also be amended to not require a special election for filling the remainder of a vacant position on the City Council.

Community Development Director Gladhill provided additional details on the desire to extend the allowed time period for expending TIF funds.

Councilmember Musgrove asked for additional details on the item related to the Metropolitan Council and whether that would mean that the City would advocate for a local representative.

City Administrator Ulrich clarified that the desire would be for City Councils to provide input on the appointment process.

Councilmember Musgrove referenced the items related to voting and asked for additional details.

Administrative Services Director Lasher explained the election process, and record keeping, noting that the absentee ballot process involves a lot of record keeping. She confirmed that electronic voting would still allow daily tracking.

Councilmember Musgrove stated that while she would support streamlining the process, she would not support items that would add additional costs. She asked for details on the desire to have absentee voting end earlier.

Administrative Services Director Lasher explained that currently absentee voting is allowed up to 5:00 p.m. the day before elections which is very labor intensive, especially the day before elections.

Councilmember Musgrove noted that she would support absentee voting ending the Friday prior to election day. She stated that she would not support anyone over 18 being able to witness absentee voting and would limit that to the current people allowed. She referenced the issue of local government aid (LGA), stating that the information provided made it clear that Ramsey is not getting its fair share and would hope that is something the City can push more for. She hoped that the Metro Cities could assist Ramsey in this issue.

City Administrator Ulrich noted that a majority of the cities that receive LGA are located outside of the metro area but advised that both Anoka and Coon Rapids receive LGA.

Councilmember Heinrich stated that it is important that the City advocate for LGA and commented that perhaps that item could be moved up on the list.

Councilmember Riley arrived.

Councilmember Heinrich commented that perhaps the desire for Ramsey to have its own zip code could be moved down on the list as it does not sound very positive and that much traction could be gained. She commented that it may be helpful to present the list in a priority order as sometimes discussions are limited to a short number of the items on the list. She referenced the issue of voting, item D, and stated that she would also want to know about allowing alternative absentee voting sites. She noted that she also agreed with the comments of Councilmember Musgrove related to the other elements of voting.

Mayor LeTourneau stated that in prioritizing the list it would seem that the items on the bottom of the list are less important and therefore not prioritizing the list makes it appear that all the items are important.

Councilmember Musgrove suggested to then bullet the list rather than number it.

Councilmember Kuzma stated that related to water supply, the regional element should be emphasized.

Mayor LeTourneau referenced the issue of absentee voting and noted that he wants to ensure that the convenience of the process is balanced with cost. He noted that he would not want to limit the ability for people to vote.

Councilmember Riley stated that he did not believe that listing the zip code element as a legislative priority will be the strongest move. He noted that he would want to see the efforts continued but believed that there would be a better method to pursue that item.

2.02: Review Resident Information Card for Council Chambers

City Administrator Ulrich reviewed the staff report.

Councilmember Heinrich commented that it would be beneficial to have the comment card mirror the Charter statement as much as possible, even perhaps including the statement related to the Council placing reasonable restrictions upon citizen comments.

Councilmember Menth stated that the statement on the comment card and Charter language seem similar to him and therefore was unsure what the intent would be.

Councilmember Heinrich stated that when she looks at the citizen input portion of the comment card, specifically the comment related to this being a time to address items not listed on the regular agenda. She stated that she would insert the language from the Charter into that section as she would not want to prohibit residents from engaging. She noted that there has been inconsistency on when residents are allowed to speak on items on the agenda and when they are not.

Councilmember Riley commented that he believed that the comment card is contrary to the language in the Charter and therefore agreed that the language should be made consistent. He stated in a perfect world the Charter could be amended to be made similar, but the Council does not make that decision and therefore the language on the comment card should be amended.

City Administrator Ulrich stated that if a resident brought forward an issue related to an item on the agenda, the Council could postpone those comments until the agenda item.

Councilmember Kuzma stated that if the language is going to be changed, he would like a timeframe implemented, perhaps enacting a three-minute timeline.

Councilmember Heinrich stated that the City Attorney had commented that it is common in other cities to have a two to three-minute timeframes for comments.

Councilmember Menth stated that if the language from the Charter is placed on the comment card, that would not address what happened at the previous Council meeting where public input was an issue as public input would not be allowed after the citizen input section of the meeting.

Mayor LeTourneau stated that those residents were told that the item would be addressed later and that there would be an opportunity to address the topic at a later time, not specifically during that meeting.

City Administrator Ulrich noted that language could be added related to comments concerning agenda items to state upon approval of the Mayor or majority of the Council.

Mayor LeTourneau commented that the language on the comment card is very informative and agreed that the tweaks discussed could be made. He commented that the language from the Charter could be moved to the top of the card.

Councilmember Kuzma stated that perhaps prior to the meeting the information on the comment card could be displayed on the screens for the public as well.

Councilmember Musgrove stated that she would suggest removing redundancy between the front and back of the card as well. She noted that perhaps the card material could be easier to write on.

City Administrator Ulrich agreed that staff can make amendments to the card to come back before the Council.

2.03: Consider Options for Temporarily Filling a Building Maintenance Staffing Shortage

Public Works Superintendent Riemer reviewed the staff report.

Councilmember Menth asked for details on the job position.

Public Works Superintendent Riemer reviewed the building maintenance activities that would be covered by the position.

Councilmember Musgrove asked if the person would be aware that they would only be employed for 12 weeks and asked if it would be difficult to fill the position.

Public Works Superintendent Riemer confirmed that the candidate would be aware that it is temporary.

Administrative Services Director Lasher stated that she would recommend following the normal recruitment process, similar to any other temporary position the City hires. She explained that the City has a solid process that can be trusted, and she would be reluctant to use a staffing agency.

Councilmember Heinrich stated that she would support the City following its normal process to find a qualified candidate, which would include full background checks and would not come with multiple limitations on the work that could be completed.

The consensus of the Council was to follow the typical external recruitment process to fill the temporary vacancy.

2.04: Discuss the Flagpole Dedication Ceremony at Alpine Park

City Administrator Ulrich reviewed the staff report.

Councilmember Kuzma asked if the flag would be lighted at night.

Public Works Superintendent Riemer replied that a solar light would be mounted on the pole to shine on the flag.

Councilmember Menth asked who would be responsible for the maintenance of the pole and rope, should the flag get stuck.

Public Works Superintendent Riemer commented that the rope would be inside of the pole. He provided details on the location for the pole.

Councilmember Menth asked how the pole would be installed.

Public Works Superintendent Riemer provided details on the installation process, noting that City equipment would be used. He commented that he did not have information as of yet on the dedication but believed that would occur in the spring. He noted that weather dependent the pole should be installed in the next few weeks.

Mayor LeTourneau asked that the Council be updated prior to the dedication so that members of the Council could attend.

3. TOPICS FOR FUTURE DISCUSSION

3.01: Review Future Topics/ Calendar

Noted.

4. MAYOR / COUNCIL / STAFF INPUT

City Administrator Ulrich stated that he sent an email to the Council prior to the meeting tonight to provide the Council with talking points related to the dissolution of the Fire Service JPA with Nowthen to ensure that a consistent message is communicated and provided a brief update. He noted that firefighters are a big resource for the community and therefore wants to ensure that accurate information is being communicated.

Fire Chief Kohner stated that he did have a chance to speak with the firefighters the previous week to communicate the process and how the City arrived at this preliminary decision based off of Ramsey operating at a deficit, not meeting the intent of the original agreement, and focusing staff time on Ramsey 100 percent because of the City's growth. He agreed that it would be

helpful to have one representative from Ramsey and one from Nowthen to help answer questions and communicate the message.

Councilmember Heinrich thanked Fire Chief Kohner and City Administrator Ulrich for their continued efforts.

Councilmember Kuzma stated that the main problem that he sees with the JPA is Ramsey not having enough manpower and therefore it would seem to make sense for Nowthen to hire its own staff for those services and the cities eventually coming down to typical mutual aid agreements.

Fire Chief Kohner agreed that this was not a typical JPA and unlike most JPAs, it was setup in such a way to eventually allow for a clean separation since Nowthen owns their own equipment. He confirmed that Nowthen would need to hire additional staff and handle additional administrative duties for its department.

Councilmember Riley asked if staff would still recommend separating the departments even if the funding were made fair and equal.

Fire Chief Kohner commented that the decision to separate is up to the City Council. He commented that Ramsey would still not receive any services from Nowthen in return and explained that because of Ramsey's growth, it is appropriate for Ramsey's staff to focus their effort solely on Ramsey.

City Administrator Ulrich stated that even if the financial issue were solved, the City would have to hire additional staff in order to service Nowthen. He commented that it would add so much cost that it would not seem to make sense for Nowthen and therefore there would not be an operational benefit. He explained that the prime benefit that was anticipated has not materialized as the Nowthen station is not providing service to Ramsey and there is no operational benefit received.

Councilmember Riley asked how this JPA is different than JPA's used by other departments, using the example of Anoka-Champlin Fire.

Fire Chief Kohner explained that under a typical JPA there is one budget that is then split between a cost allocation formula and all equipment is purchased jointly. He explained that the Ramsey/Nowthen JPA is different in that it is setup more like a contract where everything is separate.

City Administrator Ulrich clarified that this JPA was setup with the intention of being able to split in the future, as the desire is today.

Councilmember Menth asked for details on the pensions.

Fire Chief Kohner explained that the pensions are in the names of the individuals and therefore would remain with the individual. He provided details on the process that would be followed.

Mayor LeTourneau asked what the next two years would look like for this transition.

Fire Chief Kohner stated that the two-year process can be reduced if agreed upon by both parties. He stated that timeline would fall into Nowthen's court, as far as if they will join a JPA with another Fire Service provider or whether they will make their own department. He stated that Ramsey will help Nowthen along in the process as needed, to ensure that Nowthen is comfortable and secure. He stated that the cities have had a good working relationship for the past 12 years and he would want to ensure that continues. He commented that if Nowthen needs the full two years, Ramsey will honor that.

City Administrator Ulrich stated that Anoka Ramsey Athletic Association has requested that the City sponsor its event on October 25th at a cost of \$400 for one table of eight seats. He noted that previously the City has not sponsored the event.

Councilmember Heinrich commented that the City sponsors tables at a number of other events and asked if there is a reason the City has not supported this in the past. She noted that this would seem to be a good fit as Anoka participates in the event.

Mayor LeTourneau commented that if there was an appropriate funding source, there does not seem to be opposition. He commented that perhaps the City sponsor a table at this event and then make the decision on future events.

City Administrator Ulrich suggested holding a special worksession on Tuesday, October 29th and reviewed some potential discussion items.

Mayor LeTourneau commented that he may not be available. He asked if those topics could be fit into future worksession discussions over the next few weeks.

City Administrator Ulrich noted that he could attempt to do that but noted that some of the items require additional time.

Councilmember Musgrove asked if the budget could be included in a special worksession agenda.

Councilmember Kuzma commented that he would prefer to fit the items into regular worksession agendas.

Councilmember Menth stated that he would be open to the special worksession on the 29th. He suggested that perhaps a hard stop time be set for the meeting.

Administrative Services Director Lasher noted the all staff appreciation and luncheon the following week and invited the Council to attend if able. She stated that staff believes that the last fall seasonal worker has been selected and could start as soon as October 14th, or perhaps sooner but noted that the next Council meeting falls on the 22nd which would delay action for one week. She asked for consensus to hire the employee now and formally approve the hire on the 22nd.

The Council confirmed consensus to hire the seasonal employee and bring forward the formal hire on October 22nd.

5. ADJOURNMENT

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

Respectfully submitted,

Kurtis G. Ulrich
City Administrator

ATTEST:

Katie M. Schmidt
Administrative Assistant

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

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

The Ramsey City Council conducted a regular meeting on Tuesday, October 8, 2019, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor John LeTourneau
Councilmember Nadine Heinrich
Councilmember Mark Kuzma
Councilmember Jeff Menth
Councilmember Debra Musgrove
Councilmember Chris Riley

Members Absent: None

Also Present: City Administrator Kurtis Ulrich
Police Chief Jeff Katers
Public Works Superintendent Grant Riemer
Civil Engineer IV Leonard Linton
Administrative Services Director Colleen Lasher
Community Development Director Timothy Gladhill
City Engineer Bruce Westby
Economic Development Manager Sean Sullivan

1. CALL TO ORDER

Mayor LeTourneau 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 LeTourneau.

2. PRESENTATION

2.01: Oath of Office for a Patrol Officer

Police Chief Katers welcomed Officer Jordan England, who has completed his training to be the newest member of the Police Department. He commented that the department is grateful for the continued support from the community. He stated that Officer England has always had a dream of being a Police Officer and is humbled and excited to begin serving Ramsey.

Mayor LeTourneau administered the Oath of Officer to Patrol Officer Jordan England.

3. CITIZEN INPUT

None.

4. APPROVE AGENDA

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

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

5. CONSENT AGENDA

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

- 4.01: Approve Licenses
- 4.02: Adopt Resolution #19-247 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of September 19, 2019 through October 8, 2019
- 4.03: Adopt Resolution #19-211 Approving Code Enforcement Action Plan at 8700 171st Avenue NW
- 4.04: Adopt Resolution #19-223 Appointing Election Judges for the Special General Election on November 5, 2019
- 4.05: Adopt Resolution #19-243 Approving Final Plat and Development Agreement for Ellis Addition
- 4.06: Adopt Resolution #19-244 to Approve the 2019 Amended and Restated Joint Powers Agreement for North Metro Mayors Association
- 4.07: Adopt Resolution #19-246 Updating 2019 Committee Appointments
- 4.08: Adopt Resolution #19-249 Authorizing Consolidated Rail Infrastructure and Safety Improvements (CRISI) Transportation Grant Application for Ramsey Gateway Highway 10 Improvements
- 4.09: Adopt Resolution #19-250 Rescinding Resolution #19-222
- 4.10: Report from the Public Works Committee Meeting dated September 17, 2019:
 - 1) Consider Lowering Speed Limit on Residential Roads – *The Committee directed staff to bring the topic back for consideration in six months.*
 - 2) Recommend City Council Approval of Funding Program for Variolite Street Reconstruction, Improvement Project #20-01– *Ratify the recommendation of the Public Works Committee to approve of a funding program for the Variolite Street Reconstruction Project, Improvement Project #20-01, not including special assessment, and to consider amending the assessment policy to provide flexibility in cases where it would not make financial sense.*
 - 3) Recommend City Council Approval of Ramsey Town Center 9th Addition Pond Lining Improvement, Improvement Project #19-06 – *Ratify the recommendation of the Public Works Committee to approve of Ramsey Town Center 9th Addition Pond Lining Improvement, Improvement Project #19-06.*
 - 4) Recommend City Council Approval of Germanium Street Drainage Improvements, Improvement Project #19-09 – *Ratify the recommendation of the Public Works*

- Committee to table the Germanium Street Drainage Improvements, Improvement Project #19-09.*
- 5) Recommend City Council Approval of Hedgehog Street Drainage Improvements, Improvement Project #19-10 – *Ratify the recommendation of the Public Works Committee to approve the Hedgehog Street Drainage Improvements, Improvement Project #19-10.*
 - 6) Recommend City Council Approval of Water Efficiency Grant Application – *Ratify the recommendation of the Public Works Committee to approve a Water Efficiency Grant Application in the amount of \$50,000.*

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

6. PUBLIC HEARING

6.01: Adopt Resolution #19-236 Adopting Assessment Roll Certifying Assessments for Improvement Project #19-01, Ford Brook Estates Street Reconstructions

Presentation

City Engineer Westby reviewed the staff report and recommendation to Adopt Resolution #19-236 adopting the final assessment roll certifying assessments for Improvement Project #19-01, Ford Brook Estates Street Reconstructions.

Councilmember Heinrich asked if staff could review the amount of funds used from the stormwater funds.

City Engineer Westby replied that \$26,284.49 was funded through storm sewer funds. He explained that typically those costs are split between the stormwater utility and stormwater management funds.

Public Hearing

Mayor LeTourneau called the public hearing to order at 7:26 p.m.

Citizen Input

Kathy Kruger, 18012 Krypton Street, stated that the main concern of her and her neighbors is the cost as they were told originally the cost would be \$3,900 but the cost has now increased by \$1,200. She stated that perhaps additional time could be given to provide residents with three years of interest free payments because of the added cost.

City Engineer Westby replied that the option would be to pay the assessment in full prior to November 15th or to let the amount default onto the taxes which would have an interest cost associated. He noted that residents can pay the remaining amount in full and forego the remaining interest charges.

Mayor LeTourneau asked if there have been other financing options in the past.

City Administrator Ulrich confirmed that these have been the only payment options. He noted that some cities have chosen to extend the financing term but noted that would also increase the amount of interest over that period.

Ms. Kruger noted that the residents planned for \$3,900 and would like additional time to come up with the remaining assessment payment in order to avoid interest.

Mayor LeTourneau asked staff for additional information on how the preliminary assessment amount is communicated with residents.

City Engineer Westby explained that when the preliminary assessment amount is adopted a statement is made that the amount is preliminary, and the amount can change due to actual construction costs. He confirmed that those elements are typically out of the control of the City.

Councilmember Heinrich asked if the City has ever reduced the interest rate for residents or extended an interest free timeframe to pay an assessment.

City Engineer Westby explained that the City has not varied from the interest rate offered. He stated that the Finance Director prefers to keep the rate for construction project assessments at ten years and noted that has remained consistent for the past five years of the program.

Councilmember Heinrich asked if an extended repayment period would be desirable.

City Engineer Westby explained that if the term is extended, the residents would pay more because interest would be charged throughout that extended term.

Councilmember Riley stated that the Council spent a long time discussing this case prior to tonight. He noted that a larger assessment of \$6,600 was originally discussed and that amount was decreased to the assessment proposed tonight. He noted that residents could pay the \$3,900 prior to the November deadline to minimize the amount that would carry forward and that would be charged interest.

City Engineer Westby commented that it is his understanding that residents can either pay the full amount or let the total assessment go onto the taxes. He noted that residents could still continue to save in order to pay off the amount early.

City Administrator Ulrich stated that staff could look into the option to possibly payoff a portion of the assessment upfront and let the remainder go onto the taxes.

Councilmember Kuzma stated that past assessments have followed the 25 percent assessment rule and there was robust discussion on this case. He stated that he was overruled, and the decision was made to lower the assessment to the proposed amount.

Ms. Kruger stated that there has never been a jump of this amount from preliminary to final assessment.

Councilmember Kuzma recognized that and noted that the Council did make an adjustment to the final assessment amount.

Lavonne Klucking, 180183 Krypton Street, stated that the neighborhood only has eight properties and is mainly composed of seniors and retirees. She felt that the residents were pushed into this project without control for how things were completed. She did not feel that this was correct and believed that the assessment should stay at no more than \$4,500. She stated that this has never happened before, to have this high of a jump from preliminary to final assessment.

Mayor LeTourneau recognized that this is a challenging issue. He stated that the reality is that the City did not have control over the cost.

Ms. Klucking stated that if the residents would have known that the assessment would be this high, they would have objected to the project. She stated that the project is complete, and the drainage issues are still not correct. She commented that no one has been out to the properties for two months to observe the issues. She commented that the City of Ramsey installed the road incorrectly to begin with and did not believe the residents should be responsible for the corrections.

Mayor LeTourneau recognized the comments made, noting that he has experienced similar issues during his time in Ramsey. He questioned how the roads were allowed to be constructed in the 1970's and 1980's, recognizing that the community now has to solve that problem. He stated that the City is sharing 75 percent of the cost across the entire City.

City Engineer Westby provided details on the bidding process followed by the City as outlined through State bidding law. He explained that the City does not have control over who submits bids on the project, noting that only two bids were received.

Mayor LeTourneau stated that the community has worked together to develop the assessment process for road reconstruction and road maintenance. He explained that policy has been used for the past five years on road construction and recognized that this is a very challenging issue across the City. He stated that the City has remained consistent in its application of the policy throughout the past five years. He noted that five years is ending, and the discussion will continue on road financing.

Ms. Klucking asked if there have been any other projects that have come in overbid similar to this project.

Mayor LeTourneau commented that most projects did not come in at the preliminary amount because there are variations in the actual project costs.

Ms. Klucking referenced the cul-de-sac and asked why that improvement was completed when staff was aware of the higher cost.

City Engineer Westby explained that the bids were significantly over the estimate well before construction began. He stated that the final cost is based on the contractor's bid and highlighted the bid items that were higher than the estimated amounts. He confirmed that there was not a second neighborhood meeting after the bid was received.

Ms. Klucking stated that although they would have been in agreement with \$3,900, the residents would have objected to the project with the higher assessment amount.

Councilmember Heinrich asked if there was a mention of the assessment not exceeding \$4,500.

City Engineer Westby replied that nothing was provided to property owners in the amount of \$4,500. He noted that it was mentioned that this project was similar to Jarvis Street, which had an assessment of \$4,500.

City Administrator Ulrich stated that he spoke with the Finance Director whom stated that the County does not allow partial payment on assessments so full payment needs to be made in order to avoid interest charges.

Councilmember Musgrove referenced the initial notice sent to residents with the preliminary assessment amount and asked if that indicates a timeframe when residents should expect to find out the actual cost.

City Engineer Westby explained that the preliminary assessment notice stated that the final assessment hearing would be held on October 8th. He stated that the same process has been followed for the past five years.

Councilmember Menth asked for clarification on when the final assessment notices are sent.

City Engineer Westby replied that the final notices are sent once the project is substantially complete and the final costs are generally well known.

Councilmember Kuzma asked the anticipated improvement to the property values for the project area.

City Engineer Westby deferred back to the special benefit consultation report that was completed for the Jarvis Street project which estimated an increase of \$7,500 to \$8,500 in value to the properties.

Lisa Monserud, 5725 180th Lane NW, asked if the possibility of a franchise fee still exists. She asked if the assessment is paid, would then residents in this area then not have to pay franchise fees.

Councilmember Riley stated that the Council is still discussing the option of franchise fees, noting that there is an option to rebate the franchise fee during the 10-year period for properties paying assessments.

Ms. Klucking asked for information on franchise fees.

Mayor LeTourneau stated that the City has been working through the road reconstruction process for the past five years, noting that plan is ending, and the City is discussing additional road financing options. He noted that a franchise fee is one option that is being discussed, among other options. He stated that part of that discussion involves a possible rebate for residents that have already paid assessments, should another option be chosen to ensure that residents that have paid assessments are not double charged.

Councilmember Riley commented that the City has learned that those assessed do not like the process and that is why discussions continue.

John Klucking, 18013 Krypton Street, used the example of someone bringing their vehicle into an auto shop and being quoted \$2,500 and authorizing the repair and then returning in five days to have a price of \$5,000. He stated that he has lived in his home since it was constructed, and the water has run from the west to the east. He stated that after the cul-de-sac was reconstructed, they are receiving 480 gallons of water on a one-inch rain event. He commented that they have never had 4.5 inches of water standing on the corner of their property. He stated that his biggest concern was to get the water off the driveways but noted that the cul-de-sac is designed to tip into their property. He commented on Saturday he took pictures of his property and his neighbor's property noting that while the neighbor's property was wet and spongy, his property held 4.5 inches of water. He suggested that the stormwater fee be removed from his assessment. He stated that he and his wife are on a fixed income and cannot afford the increased assessment. He stated that because there are only eight homes, it is an unfair assessment amount.

Randy Lindberg, 4745 180th Lane NW, asked if the contractor is capped at a certain percentage or whether the contractor would have to "eat" the additional cost above the bid.

City Engineer Westby clarified that if a cost increases during construction or an issue arises, a change order would need to be considered in order to change the contract price. He noted that none of the items came in considerably higher than the bid prices.

Motion by Councilmember Musgrove, seconded by Councilmember Riley, to close the public hearing.

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

The public hearing was closed at 8:14 p.m.

Council Business

Councilmember Heinrich thanked the residents that attended tonight and that have reached out in the past few weeks. She recognized that this is a tough issue that the Council struggled with and ultimately developed a change to the policy. She stated that she was disheartened to learn that

the County does not allow partial payment of assessments. She stated that she is at a loss of how to help but to remain fair with others that have experienced the assessment policy. She noted that the proposed assessment has been reduced already.

Councilmember Riley stated that the final assessment amount was reduced, which was a variation from the assessment policy and away from fairness to residents that have been fully assessed. He commented that this is an imperfect process. He noted that the City of Ramsey is covering 88 percent of the cost of this improvement and only 12 percent of the overall cost is being assessed, even though the policy states 25 percent.

Councilmember Musgrove agreed with the comments of Councilmember Riley. She recognized that this is difficult but provides a better-quality road than previously existed which does provide a return in value.

Motion by Councilmember Musgrove, seconded by Councilmember Menth, to Adopt Resolution #19-236 Adopting Assessment Roll Certifying Assessments for Improvement Project #19-01, Ford Brook Estates Street Reconstructions.

Further discussion: Councilmember Riley stated that he asked staff if the assessment could be split into two assessments for each property which would allow residents to pay off the first amount of \$3900 in full and let the second remaining amount roll onto taxes. City Administrator Ulrich replied that the Finance Director believed that option could exist with Assessment A being \$3,900 and Assessment B being the remaining amount which would give the property owner the option to pay off one and finance the other. The residents in attendance provided consensus in favor of the two-assessment option.

Councilmember Riley suggested amending the motion to split the assessment into Assessment A in the amount of \$3919.90 and Assessment B in the amount of \$1,197.

Motion by Councilmember Musgrove, seconded by Councilmember Menth, to accept the amendment to the motion.

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

6.02: Adopt Resolution #19-237 Adopting Assessment Roll Certifying Assessments for Improvement Project #19-03, Wood Pond Hills and Chestnut Ridge Street Reconstructions

Presentation

City Engineer Westby reviewed the staff report and recommendation to adopt Resolution #19-237 adopting the final assessment roll certifying assessments for Improvement Project #19-03, Wood Pond Hills and Chestnut Ridge Street Reconstructions.

Public Hearing

Mayor LeTourneau called the public hearing to order at 8:32 p.m.

Citizen Input

There was none.

Motion by Councilmember Kuzma, seconded by Councilmember Heinrich, to close the public hearing.

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

The public hearing was closed at 8:32 p.m.

Council Business

Councilmember Musgrove stated that when she campaigned, she was walking the roads and they look very nice. She commented that the whitewashing also looks very nice.

Motion by Councilmember Musgrove, seconded by Councilmember Kuzma, to Adopt Resolution #19-237 Adopting Assessment Roll Certifying Assessments for Improvement Project #19-03, Chestnut Ridge and Wood Pond Hills Street Reconstructions.

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

7. COUNCIL BUSINESS

7.01: Roof Replacement for Old Town Hall

Public Works Superintendent Riemer reviewed the staff report and stated that staff feels that the roof should be replaced at a minimum to protect the rest of the structure from water damage, until a full restoration plan can be formalized and budgeted for in the future.

Councilmember Kuzma stated that he does not want to see the building demolished and would like to see it repaired as it is an important part of Ramsey's history. He asked the funding source.

Public Works Superintendent Riemer replied that the facilities fund would be used.

Councilmember Musgrove asked the process that would be used to assess the boards and whether that cost would come before the Council or would be added to the final cost.

Public Works Superintendent Riemer explained that he could not leave the roof open long enough to wait for a Council meeting to consider approval of the boards. He noted that the estimated cost for boards is \$5 per linear foot.

Councilmember Menth asked the number of bids received.

Public Works Superintendent Riemer replied that three contractors were interested in the project but only one bid was submitted to the City.

Councilmember Heinrich commented that this is an important part of Ramsey's history.

Motion by Councilmember Heinrich, seconded by Councilmember Musgrove, to enter into a contract for the amount of \$10,050 with McPhillips Brothers Roofing to perform the necessary roof repairs to the Old Town Hall as outlined in the RFP.

Further discussion: Councilmember Menth asked when the work would be completed. Public Works Superintendent Riemer replied that he would contact the contractor the following day to determine a timeframe. Councilmember Riley asked if a price should be set for board replacement. Public Works Superintendent Riemer stated that it would be hard to know the condition of the boards until the roof is removed. He stated that perhaps there would be an additional cost for board replacement of about \$1,000 to \$2,000. City Administrator Ulrich suggested placing a cap of 25 percent of the contract amount for board replacement.

Councilmember Riley suggested an amendment to the motion that the contract amount not exceed 25 percent above the contract amount for board replacement.

Motion by Councilmember Heinrich, seconded by Councilmember Musgrove, to accept the amendment to the motion.

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

7.02: Adopt Resolution #19-245 Approving Authorization to Add Back Parcels Into TIF District #14

Economic Development Manager Sullivan reviewed the staff report and recommendation to adopt Resolution #19-245 approving authorization to add back parcels into TIF District #14.

Councilmember Riley asked for additional details on the process.

Economic Development Manager Sullivan explained that the City would work with Briggs and Morgan to file a court case in County court to show what transpired, what was missed, and what would be needed to bring the values back to where they ought to be. He explained that a court order would be needed to change the process and the value within the TIF District.

Councilmember Riley asked if there would be four parcels added back into the district.

Economic Development Manager Sullivan explained that more than four parcels would be added in. He provided additional details, noting that one original parcel was subdivided into about 70 for townhomes.

Councilmember Riley asked if an estimate of 100 hours would be accurate to file this information.

Economic Development Manager Sullivan stated that the City's TIF counsel provided this estimate based on the length of time needed to complete a similar process in Andover.

Councilmember Kuzma commented that when the properties were removed in 2014, there was a huge financial obligation to leave those properties in and removing the properties provided relief to the City. He asked if putting these properties back in would result in financial obligations to the City or property owner.

Economic Development Manager Sullivan stated that there would not be material impacts to these properties moving forward. He commented that the costs for TIF counsel would be reimbursed through the TIF revenue.

Councilmember Menth asked what would happen if this did not move forward.

Economic Development Manager Sullivan commented that there are a number of projects, specifically using Affinity at Ramsey, which has a TIF note and there are TIF obligations. He explained that parcel is currently not within the TIF District and therefore there would be an impact. He noted that the other parcels proposed to be included would also generate revenue within the TIF District that would be used to pay TIF obligations.

Councilmember Musgrove asked and received confirmation that when the parcels are added back into the TIF district the City would capture additional tax revenue.

Economic Development Manager Sullivan confirmed that the City would receive that additional revenue and reviewed some of the obligations that can be funded through that TIF revenue.

Councilmember Musgrove asked how that would benefit the City overall.

Economic Development Manager Sullivan explained the intent of TIF, to use those funds to assist in developing additional tax capacity value through development.

Motion by Councilmember Kuzma, seconded by Councilmember Musgrove, to Adopt Resolution #19-245 Approving Authorization to Add Parcels into TIF District 14.

Further discussion: Councilmember Riley stated that he is uncomfortable with the up to \$30,000 estimate and would like to see additional breakdown of hours and costs. City Administrator Ulrich stated that it is consistent to use an estimate from the consultant used by the City. He noted that this process involves about 80 parcels with different legal descriptions attached. He stated that the City could make it clear that it would prefer to stay on the low-end of the estimate.

Economic Development Manager Sullivan stated that he asked that question. He noted that this situation does not occur often, but the problem needs to be solved. He stated that the consultant based the estimate off a similar process in Andover completed in the early 2000's. He stated that he can certainly speak with the consultant to indicate that the City would like to bring the cost down. He noted that if there is any assistance, he can provide inhouse, he would be willing to do that. Councilmember Heinrich asked if it would be possible to pursue a few additional bids to provide comparisons. City Administrator Ulrich stated that it would depend upon the time restrictions to file this and based on the process to file. He noted that there are dates that the City needs to be aware of. Economic Development Manager Sullivan commented that staff could obtain additional bids if desired, but noted that staff followed the current process and this consultant has experience with Ramsey and are experts in the field. He stated that action is not needed at this meeting, but for the County it would be helpful to have this implemented payable for 2020 and it could be problematic to bring this forward in December. Councilmember Kuzma stated that this consultant has worked with the City for a long time and he would not be in favor of changing that counsel at this time. He called the motion to question. Mayor LeTourneau agreed that the consultant has experience with Ramsey and is knowledgeable and would therefore not be interested in seeking additional bids.

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

7.03: Adopt Resolution #19-248 Accepting Proposals and Awarding Contract for Improvement Project #19-12, Centralized Water Treatment Facility Preliminary Design Report

City Engineer Westby reviewed the staff report and recommendation to adopt Resolution #19-248 accepting proposals and awarding a contract to SEH Inc. for Improvement Project #19-12, Centralized Water Treatment Facility Preliminary Design Report.

Councilmember Musgrove asked if any of this information went before the Public Works Committee.

City Engineer Westby confirmed that this information has not been before the Public Works Committee as staff desired to move this forward as quickly as possible.

Miles Jensen, SEH, stated that he assembled the team that would handle this task for the City, and they look forward to this project as they have watched it for some time. He stated that they are very familiar with this process, having completed similar activities in other communities. He stated that as they look forward to the plant and layout, they would look at other contaminants that may not be known as well as the possibility of mixing surface water and groundwater.

Councilmember Heinrich asked for past experience related to public engagement.

Mr. Jensen replied that while the water team does not have much experience with public engagement, they have brought on a public engagement specialist from their transportation department to assist.

Councilmember Kuzma stated that the City entered into a study with a few other cities about potentially using water from the Mississippi and asked if that would be part of this process.

Mr. Jensen confirmed that those results would be used in conjunction with the work they will do.

Councilmember Riley asked other surrounding communities that the company has worked with.

Mr. Jensen provided examples of local municipalities and other metro communities.

Motion by Councilmember Riley, seconded by Councilmember Musgrove, to Adopt Resolution #19-248 Accepting Proposals and Awarding Contract for Improvement Project #19-12, Centralized Water Treatment Facility Preliminary Design Report.

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

8. MAYOR, COUNCIL AND STAFF INPUT

City Administrator Ulrich announced upcoming meetings and events.

9. ADJOURNMENT

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

Motion carried.

The regular meeting of the City Council adjourned at 9:27 p.m.

Respectfully submitted,

Kurtis G. Ulrich
City Administrator

ATTEST:

Katie M. Schmidt
Administrative Assistant

Drafted by Amanda Staple

TimeSaver Off Site Secretarial, Inc.

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

Meeting Date: 10/22/2019

By: JoAnn Shaw, Community Development

Information

Title

Approve Rental Licenses

Purpose/Background:

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

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

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

New license application requests are attached for Council approval.

Recommendation:

Staff recommends approval of license applications.

Action:

Motion to approve rental license applications.

Attachments

Rental License Applications

Form Review

Inbox	Reviewed By	Date
Tim Gladhill	Tim Gladhill	10/17/2019 11:58 AM
Kurt Ulrich	Kurt Ulrich	10/17/2019 03:36 PM
Form Started By: JoAnn Shaw		Started On: 10/10/2019 10:17 AM
Final Approval Date: 10/17/2019		

Report Name: License Report - License Types
Council Dates: 10/22/2019 to 10/22/2019
Status: Active, Inactive
License Type(s): Rental

City of Ramsey License Report - License Types

Printed: 10/16/2019
Page: 1

<u>Company</u>	<u>Location</u>	<u>Complex</u>	<u>Exp. Date</u>	<u>Council Date</u>	<u>Status</u>
Rental					
HP Minnesota 1 LLC	5961 144th La NW		10/22/2024	10/22/2019	A
HPA US1, LLC	7662 147th La NW		10/22/2022	10/22/2019	A

Rental License Count: 2

Total Licenses: 2

CC Regular Session

5. 5.

Meeting Date: 10/22/2019

By: Colleen Lasher, Administrative Services

Information

Title

Approve canceling the December 24, 2019 City Council Work Session and Regular Meeting

Purpose/Background:

Purpose: To approve canceling the December 24, 2019 City Council work session and regular meeting, due to the Christmas holiday.

Background: As Council is aware, the last scheduled meeting in December is typically cancelled due to the Christmas holiday. Staff recommends cancelling this meeting altogether as has been done in the past.

Notification:

All notifications will be posted on the bulletin board where meetings are posted as well as on the Website calendar.

Funding Source:

NA

Recommendation:

To cancel the December 24, 2019 City Council Work Session and Regular Meeting.

Action:

Motion to cancel the December 24, 2019 City Council Work Session and Regular Meeting.

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
Jo Thieling	Jo Thieling	10/17/2019 11:24 AM
Kurt Ulrich	Kurt Ulrich	10/17/2019 03:56 PM
Form Started By: Colleen Lasher		Started On: 10/16/2019 02:34 PM
Final Approval Date: 10/17/2019		

CC Regular Session

5. 6.

Meeting Date: 10/22/2019

By: Jackie Lipski, Finance

Information

Title

Adopt Resolution #19-256 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of October 3, 2019 through October 16, 2019

Action:

Motion to Adopt Resolution #19-256 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of October 3, 2019 through October 16, 2019.

Attachments

Bills List 10/22/2019

Resolution 10/22/2019

Form Review

Inbox

Diana Lund

Kurt Ulrich

Form Started By: Jackie Lipski

Final Approval Date: 10/17/2019

Reviewed By

Diana Lund

Kurt Ulrich

Date

10/16/2019 01:27 PM

10/17/2019 03:56 PM

Started On: 10/16/2019 01:18 PM

RAMSEY CITY COUNCIL MEETING
10/22/2019
BILLS LIST

DISBURSEMENTS TO BE APPROVED THIS MEETING:

DISBURSEMENT TYPE:	<u>SUBMITTED FOR APPROVAL</u>
Purchase Journal:	
Prepays 10/3/19-10/16/19	634,212.84
Accounts Payable 10/3/19-10/16/19	174,832.25
Payroll 10/4/19	166,141.87
Pay Estimate- Project	211,843.87

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

\$ 1,187,030.83

<u>DISBURSEMENTS PREVIOUSLY APPROVED AND PAID:</u>	<u>APPROVED PREV. MTG</u>	<u>2019 Y.T.D.</u>
NET PAYROLL TOTAL	\$ 190,891.08	\$ 3,363,368.01
- CORRECTION TO PAYROLL		
PREPAIDS	242,657.70	5,783,434.25
- PREPAID ADJUSTMENTS		
WIRE TRANSFERS FOR DEBT SERVICE		999,355.85
- CORRECTION TO D.S.		
ACCOUNTS PAYABLE INVOICING - PREVIOUS MEETING:		
- BILLS LIST SUBMITTED	216,999.12	5,452,892.47
ADD (DELETE) BILLS LIST SUBMITTED		
PAY ESTIMATE(S)		1,430,005.38
- CHECKS VOIDED	0.00	0.00

TOTAL CASH DISBURSEMENTS PREVIOUSLY APPROVED **\$ 650,547.90** **\$ 17,029,055.96**

CITY OF RAMSEY

Council Check Register by GL
Council Check Register and Summary

10/3/2019 - 12/31/2019

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
109518	10/3/2019		113692 ALL AMERICAN TITLE CO						
		75.71	UB REFUND 9321 176TH AVE NW		98754	100219	9601.4651		WATER REVENUE
		75.71							
109519	10/3/2019		115203 ALL AMERICAN TITLE CO INC						
		65.32	UB REFUND 7042 139TH AVE		98752	100219	9601.4651		WATER REVENUE
		65.32							
109520	10/3/2019		115203 ALL AMERICAN TITLE CO INC						
		243.68	UB REFUND 5081 143RD LN NW		98753	100219A	9601.4651		WATER REVENUE
		243.68							
109521	10/3/2019		111377 ANOKA MUNICIPAL UTILITY						
		138.77	CTY RD 116/HWY 47 SIGNAL		98755	22-613120-01 AUG 19	0260.6371		ELECTRIC UTILITIES
		45.53	14034 DYSPROSIUM ST NW		98756	22-610280-00 AUG 19	9603.6371		ELECTRIC UTILITIES
		44.29	BUNKER LK BLVD/DYSPROSIUM		98757	22-612000-01 AUG 19	0260.6371		ELECTRIC UTILITIES
		56.80	RAMSEY STREET LIGHTS		98758	22-990005-01 AUG 19	9603.6371		ELECTRIC UTILITIES
		285.39							
109522	10/3/2019		115243 ARDEN TITLE LLC						
		47.25	UB REFUND 16716 QUICKSILVER ST		98760	100219	9601.4651		WATER REVENUE
		47.25							
109523	10/3/2019		117210 BARNIER, DANIEL						
		5,000.00	REF LAND ESC 6981 180TH AVE NW		98762	100319	9252.1155.1		MANUAL-ACCOUNTS REI
		1,500.00	REF ERO ESC 6981 180TH AVE NW		98763	100319A	9804.6433	00115735	REFUNDS
		6,500.00							
109524	10/3/2019		117224 BECKER, ROBERT & ERIN						
		381.89	UB REFUND 15561 YAKIMA ST NW		98764	100219	9601.4651		WATER REVENUE
		381.89							
109525	10/3/2019		111326 BURNET TITLE						
		220.28	UB REFUND 7327 146TH CROSSING		98765	100219	9601.4651		WATER REVENUE
		220.28							
109526	10/3/2019		113795 CONCIERGE TITLE INC						
		235.10	UB REF 5352 140TH CT NW		98768	100219	9601.4651		WATER REVENUE
		235.10							
109527	10/3/2019		100116 CONNEXUS ENERGY						
		25.54	16996 NOWTHEN TRAFFIC SIGNAL		98769	444931-315442 SEPT 19	0260.6371		ELECTRIC UTILITIES
		787.59	16300 ST FRANCIS BLVD- IRRIG		98770	444931-267449 SEPT 19	0452.6371		ELECTRIC UTILITIES
		813.13							
109528	10/3/2019		117223 COONS, JACOB						
		105.91	UB REFUND 15228 FLUORINE ST		98771	100219	9601.4651		WATER REVENUE
		105.91							
109529	10/3/2019		117213 DAMIAN, GALINA						

CITY OF RAMSEY
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10/3/2019 -- 12/31/2019

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
109529	10/3/2019		117213 DAMIAN, GALINA						Continued.
		2,000.00	REF DRIVE ESC 6010 168TH LN NW		98772	100319	9252.1155.1		MANUAL-ACCOUNTS REC
		<u>2,000.00</u>							
109530	10/3/2019		106583 DELTA DENTAL PLAN OF MINNESOTA						
		3,792.10	OCT 19 DENTAL INS		98773	7765903	9101.2170		DENTAL/DISABILITY/LIFE
		<u>3,792.10</u>							
109531	10/3/2019		115677 EDGEWATER TITLE GROUP						
		47.53	UB REFUND 14235 BOWERS DR NW		98774	100219	9601.4651		WATER REVENUE
		<u>47.53</u>							
109532	10/3/2019		100870 EDINA REALTY TITLE						
		238.73	UB REFUND 14667 QUICKSILVER ST		98775	100219	9601.4651		WATER REVENUE
		<u>238.73</u>							
109533	10/3/2019		116940 ENTITLE						
		45.89	UB REFUND 14687 QUICKSILVER ST		98776	100219	9601.4651		WATER REVENUE
		<u>45.89</u>							
109534	10/3/2019		115678 EXECUTIVE TITLE						
		495.50	UB REFUND 15410 YAKIMA ST		98793	100219	9601.4651		WATER REVENUE
		<u>495.50</u>							
109535	10/3/2019		115035 EXECUTIVE TITLE NORTHWEST LLC						
		231.90	UB REFUND 7880 149TH AVE NW		98777	100219	9601.4651		WATER REVENUE
		<u>231.90</u>							
109536	10/3/2019		111356 EXECUTIVE TITLE OF MN						
		47.32	UB REFUND 8121 144TH AVE NW		98778	100219	9601.4651		WATER REVENUE
		<u>47.32</u>							
109537	10/3/2019		114498 FAMILY PROMISE OF ANOKA COUNTY						
		10.32	UB REFUND 7560 149TH LN NW		98794	100219	9601.4651		WATER REVENUE
		<u>10.32</u>							
109538	10/3/2019		100179 FIRE FIGHTERS RELIEF ASSN						
		170,811.80	2019 FIRE STATE/AID CITY CONT.		98795	093019	9101.4273		OTHER STATE GRANTS &
		15,467.00	2019 FIRE STATE/AID CITY CONT.		98795	093019	0220.6104		PART TIME-WAGES & SAI
		3,708.00	2019 FIRE STATE/AID CITY CONT.		98795	093019	9101.4327		SPECIAL FIRE PROTECTI
		<u>189,986.80</u>							
109539	10/3/2019		111674 FIRST AMERICAN TITLE						
		290.40	UB REFUND 6941 147TH AVE NW		98796	100219	9601.4651		WATER REVENUE
		<u>290.40</u>							
109540	10/3/2019		111674 FIRST AMERICAN TITLE						
		236.89	UB REFUND 14591 RHINESTONE ST		98797	100219A	9601.4651		WATER REVENUE
		<u>236.89</u>							
109541	10/3/2019		115789 FIRST AMERICAN TITLE CO						
		399.93	UB REFUND 7780 149TH AVE NW		98798	100219	9601.4651		WATER REVENUE
		<u>399.93</u>							
109542	10/3/2019		117225 HAUSKER, ANASTASIA HOFSTAD						
		243.52	UB REFUND 5688 154TH AVE NW		98759	100219	9601.4651		WATER REVENUE

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

10/3/2019 — 12/31/2019

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
109542	10/3/2019	243.52	117225 HAUSKER, ANASTASIA HOFSTAD						Continued.
109543	10/3/2019	24.60	117222 KARTIO, DOUG						
		24.60	UB REFUND 5551 164TH LN NW		98799	100219	9601.4651		WATER REVENUE
109544	10/3/2019	89.65	117221 LANDOWSKI, GREG						
		89.65	UB REFUND 6131 GREEN VALLEY RO		98800	100219	9601.4651		WATER REVENUE
109545	10/3/2019	135.62	116779 LEGACY TITLE						
		135.62	UB REFUND 15225 FLUORINE ST		98801	100219	9601.4651		WATER REVENUE
109546	10/3/2019	318.27	117152 LEGACY TITLE						
		318.27	UB REFUND 5356 142ND CIR NW		98802	100219	9601.4651		WATER REVENUE
109547	10/3/2019	372.55	117218 LEGACY TITLE						
		372.55	UB REFUND 7756 147TH TERRACE		98803	100219	9601.4651		WATER REVENUE
109548	10/3/2019	5,000.00	115328 LENNAR						
		2,000.00	REF LAND/DRIVE 15882 PERIDOT		98804	100319	9252.1155.1		MANUAL-ACCOUNTS REC
		1,500.00	REF LAND/DRIVE 15882 PERIDOT		98804	100319	9252.1155.1		MANUAL-ACCOUNTS REC
		1,500.00	REF ERO ESC 15882 PERIDOT ST		98805	100319A	9804.6433	00116537	REFUNDS
		8,500.00							
109549	10/3/2019	240.85	117227 MEDINA, CASSANDRA AND CORDELL						
		240.85	UB REFUND 14281 URANIUM ST NW		98830	100319	9601.4651		WATER REVENUE
109550	10/3/2019	100.00	117209 MITCHELL, DOUGLAS						
		100.00	REFUND DAM DEP 7/10/19		98807	100119	9804.1160		KEY & DAMAGE DEPOSIT
109551	10/3/2019	30.00	100309 MN MAYORS ASSN						
		30.00	MAYOR MEMBERSHIP 19/20		98806	100319	0111.6451		MEMBERSHIP DUES
109552	10/3/2019	1,500.00	100338 MORNING SUN HOMES						
		1,500.00	REF ERO ESC 7670 147TH TER NW		98808	100319	9804.6433	00116705	REFUNDS
109553	10/3/2019	197.10	117220 MOSEMAN, JED						
		197.10	UB REF 15584 WACO ST		98809	100219	9601.4651		WATER REVENUE
109554	10/3/2019	416.00	100351 NCPERS GROUP LIFE INS						
		416.00	OCT 19 LIFE INS		98810	704800102019	9101.2170		DENTAL/DISABILITY/LIFE
		416.00				OCT 19			
109555	10/3/2019	5,000.00	116364 NORTHLAND CUSTOM HOMES LLC						
		5,000.00	REF LAND ESC 17035 BAUGH ST		98811	100319	9252.1155.1		MANUAL-ACCOUNTS REC

CITY OF RAMSEY

Council Check Register by GL
Council Check Register and Summary

10/3/2019 - 12/31/2019

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
109555	10/3/2019		116364 NORTHLAND CUSTOM HOMES LLC						Continued.
		1,500.00	REF ERO ESC 17035 BAUGH ST NW		98812	100319A	9804.6433	00116904	REFUNDS
		<u>6,500.00</u>							
109556	10/3/2019		117228 NOVOTNY, SUSAN						
		191.36	UB REFUND 16739 KAMACITE ST		98829	100319	9601.4651		WATER REVENUE
		<u>191.36</u>							
109557	10/3/2019		100678 PETTY CASH						
		15.00	PD TRAINING MEAL		98813	093019	0211.6331		TRAVEL & LODGING
		9.64	CITY GREETING CARDS (9)		98813	093019	0130.6249		MISCELLANEOUS OPERA
		5.36	PD CAR WASH		98813	093019	0211.6249		MISCELLANEOUS OPERA
		23.75	TITLE VEHICLE PD		98813	093019	0243.6249		MISCELLANEOUS OPERA
		<u>53.75</u>							
109558	10/3/2019		117226 PURMORT, TOM						
		7.82	UB REF 14751 OLIVINE ST NW		98814	100219	9601.4651		WATER REVENUE
		<u>7.82</u>							
109559	10/3/2019		117219 RESULTS TITLE						
		24.60	UB REF 5011 179TH LN NW		98815	100219	9601.4651		WATER REVENUE
		<u>24.60</u>							
109560	10/3/2019		117217 RUM RIVER CHAPTER MWA						
		100.00	REF DAMAGE DEP 9/7/2011		98816	100219	9804.1160		KEY & DAMAGE DEPOSIT
		<u>100.00</u>							
109561	10/3/2019		116401 SHARPER HOMES INC						
		2,000.00	REF DRIVE/LAND 15871 ST ANDREW		98817	100319	9252.1155.1		MANUAL-ACCOUNTS REC
		5,000.00	REF DRIVE/LAND 15871 ST ANDREW		98817	100319	9252.1155.1		MANUAL-ACCOUNTS REC
		<u>7,000.00</u>							
109562	10/3/2019		114172 TITLE GROUP INC						
		24.60	UB REF 16465 FORTMANN CIR NW		98818	100219	9601.4651		WATER REVENUE
		<u>24.60</u>							
109563	10/3/2019		114172 TITLE GROUP INC						
		230.77	UB REF 15431 RADIUM ST NW		98819	100219A	9601.4651		WATER REVENUE
		<u>230.77</u>							
109564	10/3/2019		114172 TITLE GROUP INC						
		88.62	UB REF 6190 144TH LN NW		98820	100219B	9601.4651		WATER REVENUE
		<u>88.62</u>							
109565	10/3/2019		115456 TITLE SMART						
		49.54	UB REF 15657 JUNIPER RIDGE DR		98821	100219	9601.4651		WATER REVENUE
		<u>49.54</u>							
109566	10/3/2019		114606 TITLE SMART INC						
		50.77	UB REF 6431 170TH LN NW		98822	100219	9601.4651		WATER REVENUE
		<u>50.77</u>							
109567	10/3/2019		114074 TITLE SPECIALIST INC						
		453.33	UB REF 5911 148TH AVE NW		98823	100219	9601.4651		WATER REVENUE
		<u>453.33</u>							

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109568	10/3/2019		113610 TRADEMARK TITLE SERVICES INC						Continued.
		293.76	UB REF 5400 144TH WAY #26		98825	100219	9601.4651		WATER REVENUE
		<u>293.76</u>							
109569	10/3/2019		116311 TRADEMARK TITLE SERVICES INC						
		71.41	UB REF 5710 148TH LN NW		98824	100219	9601.4651		WATER REVENUE
		<u>71.41</u>							
109570	10/3/2019		117212 VALLEY POOLS, INC						
		500.00	REF HOME IMPROV 6031 145TH LN		98826	100319	9804.6433	00116455	REFUNDS
		<u>500.00</u>							
109571	10/3/2019		116040 WC TITLE LLC						
		45.24	UB REF 6751 154TH LN NW		98827	100219	9601.4651		WATER REVENUE
		<u>45.24</u>							
109603	10/10/2019		100012 ACE SOLID WASTE INC						
		105.28	FIRE STATIONS OCT 19		98832	5254037	0220.6374		REFUSE/RECYCLING
		26,281.55	OCT 19 CONTRACT RECYCLING		98833	5244884	9604.6489		OTHER CONTRACTED SE
		223.77	OCT 19 PW MISC ACCTS		98834	5244894	0194.6374		REFUSE/RECYCLING
		123.46	OCT 19 PW MISC ACCTS		98834	5244894	0311.6374		REFUSE/RECYCLING
		476.66	OCT 19 PW MISC ACCTS		98834	5244894	0452.6374		REFUSE/RECYCLING
		41.15	OCT 19 PW MISC ACCTS		98834	5244894	9601.6374		REFUSE/RECYCLING
		41.15	OCT 19 PW MISC ACCTS		98834	5244894	9602.6374		REFUSE/RECYCLING
		297.09	OCT 19 PW MISC ACCTS		98834	5244894	9604.6249		MISCELLANEOUS OPERA
		41.15	OCT 19 PW MISC ACCTS		98834	5244894	9605.6374		REFUSE/RECYCLING
		<u>27,631.26</u>							
109604	10/10/2019		116203 ALL AMERICAN TITLE CO INC						
		327.99	FILE 188119080363 7191 170TH		98835	101019	9601.4651		WATER REVENUE
		<u>327.99</u>							
109605	10/10/2019		100404 CENTURYLINK						
		65.35	SEPT/OCT 2019		98837	763 422-1452 795 SEPT 19	0452.6321		TELEPHONE
		<u>65.35</u>							
109606	10/10/2019		100111 COMMERCIAL ASPHALT COMPANY						
		893.13	ASPHALT		98838	190930	0311.6265		ASPHALT
		21.33-	ASPHALT		98838	190930	0311.6265		ASPHALT
		<u>871.80</u>							
109607	10/10/2019		100116 CONNEXUS ENERGY						
		85.00	SIRENS		98839	759126-303095 SEPT 19	0250.6371		ELECTRIC UTILITIES
		<u>85.00</u>							
109608	10/10/2019		117229 DERING PIERSON GROUP LLC						
		1,952.00	PART PERMIT REFUND RA040806		98840	092319	9101.4307		PERMIT PLAN REVIEW
		<u>1,952.00</u>							
109609	10/10/2019		100338 MORNING SUN HOMES						
		1,500.00	REF ERO ESC 7730 147TH TER		98845	101019	9804.6433	00116898	REFUNDS
		<u>1,500.00</u>							
109610	10/10/2019		115972 ROBINSON, SCOTT						

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109610	10/10/2019		115972 ROBINSON, SCOTT						Continued.
		1,003.00	NOV/DEC 19 RAMSEY RES ADS		98846	100819	9101.4609		OTHER MISCELLANEOUS
		1,003.00							
1000573	10/4/2019		113929 BAGNE, JAMES						
		30.00	TRAINING- MEALS IN BLAINE		98761	100119	0211.6331		TRAVEL & LODGING
		30.00							
1000574	10/4/2019		112663 CAPSTONE HOMES INC						
		5,000.00	REF LAND/AS BUILT 14435 BOWERS		98766	100319	9252.1155.1		MANUAL-ACCOUNTS REC
		1,500.00	REF LAND/AS BUILT 14435 BOWERS		98766	100319	9252.1155.1		MANUAL-ACCOUNTS REC
		1,500.00	REF ERO ESC 14435 BOWERS DR		98767	100319A	9804.6433	00116561	REFUNDS
		8,000.00							
1000575	10/4/2019		116811 PIPENHAGEN, AARON						
		52.25	REIMB. TRAINING LUNCHES (4)		98828	093019	0211.6331		TRAVEL & LODGING
		52.25							
1000610	10/11/2019		101185 DO ALL PRINTING COM INC						
		1,681.43	HD STAFF T SHIRTS/CITY INT		98855	44661	0296.6249		MISCELLANEOUS OPERA
		25.22	HD STAFF T SHIRTS/CITY INT		98855	44661	0296.6249		MISCELLANEOUS OPERA
		1,706.65							
1000611	10/11/2019		100284 MENARDS ELK RIVER						
		37.61	FIRE MISC		98842	85509	0220.6249		MISCELLANEOUS OPERA
		53.86	FIRE MISC SUPPLIES		98843	92819	0220.6281		SMALL TOOLS & MINOR E
		91.47							
1000612	10/11/2019		100291 MET COUNCIL SAC						
		191,345.00	SEPT 19 SAC CHARGES		98844	100919	9602.2083		SAC CHARGES
		1,913.45	SEPT 19 SAC CHARGES		98844	100919	9602.4356		SEWER AVAILABILITY CH
		189,431.55							
1000613	10/11/2019		109912 ULRICH, KURTIS G.						
		60.00	REIMB ICMA CONF MEAL		98847	100919	0130.6331		TRAVEL & LODGING
		60.00							
1000614	10/11/2019		100510 VERIZON WIRELESS						
		62.42	AUG/SEPT 19 SERVICE		98848	9838526412	0130.6323		CELLULAR PHONES
		62.42							
1000615	10/11/2019		111137 WRIGHT HENNEPIN COOPERATIVE ELECTRIC						
		27.95	7550 SUNWOOD DR PD		98849	150-1682-6501	0211.6489		OTHER CONTRACTED SE
						SEPT 19			
		22.95	7650 SUNWOOD DR		98850	150-1681-4280	9240.6315		MISCELLANEOUS PROFE
						SEPT 19			
		27.95	6701 HWY 10- YOUTH FIRST		98851	150-1687-1105	9410.6315	00041012	MISCELLANEOUS PROFE
						SEPT 19			
		27.95	5650 ALPINE DR-FIRE STATION		98852	150-1691-2206	0220.6489		OTHER CONTRACTED SE
						SEPT 19			
		35.90	ALARM 7550 SUNWOOD DR NW		98853	150-1693-4968	0194.6489		OTHER CONTRACTED SE
						SEPT 19			
		27.95	7550 SUNWOOD DR		98854	150-1681-6340	0194.6489		OTHER CONTRACTED SE
						SEPT 19			
		170.65							

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90528266	10/4/2019		100398 PUBLIC EMPLOYEES RETIREMENT ASSN						Continued.
		20,864.01			98787	100319858094	9101.2174		PERA-EMPLOYEE
		27,867.79			98788	100319858095	9101.2183		PERA-EMPLOYER
		<u>48,731.80</u>							
90539772	10/4/2019		101306 IRS						
		23,559.64			98790	100319858097	9101.2171		FEDERAL WITHHOLDING
		13,129.95			98791	100319858098	9101.2173		FICA & MEDICARE-EMPL
		13,129.95			98792	100319858099	9101.2182		FICA & MEDICARE-EMPL
		<u>49,819.54</u>							
92541216	10/4/2019		100601 MN DEPT OF REV WH						
		10,664.08			98789	100319858096	9101.2172		STATE WITHHOLDING
		<u>10,664.08</u>							
98100419	10/4/2019		115568 ALERUS FINANCIAL NA						
		3,332.54			98784	1003198580914	9101.2176		LIFE/HEALTH-EMPLOYEE
		<u>3,332.54</u>							
99100419	10/4/2019		107962 TOTAL ADMINISTRATIVE SERVICE CORP						
		2,055.86			98780	1003198580910	9101.2176		LIFE/HEALTH-EMPLOYEE
		<u>2,055.86</u>							
99101019	10/10/2019		100629 MN DEPT OF REV SALES TX						
		59.99	Sept Sales/Use Tax		98831	09302019	9101.4305		RENTAL FEES
		5.63	Sept Sales/Use Tax		98831	09302019	9101.4328		ACCIDENT REPORTS
		.45	Sept Sales/Use Tax		98831	09302019	9101.4609		OTHER MISCELLANEOUS
		289.52	Sept Sales/Use Tax		98831	09302019	9601.2082		SALES/USE TAX PAYABLE
		28.37	Sept Sales/Use Tax		98831	09302019	9601.2082		SALES/USE TAX PAYABLE
		1.04	Sept Sales/Use Tax		98831	09302019	9601.2085		ANOKA COUNTY TRANSI
		<u>385.00</u>							
99101519	10/15/2019		108768 COMDATA NETWORK INC						
		17.95	AMZN MKTP US*9N4FS6Y13		98857	SEPT 19 COMDATA PCARD	0211.6275		OTHER EQUIPMENT PAR
		79.99	AMZN MKTP US*WV1DV9Y93		98857	SEPT 19 COMDATA PCARD	0280.6281		SMALL TOOLS & MINOR E
		189.00	LOWES #01833*		98857	SEPT 19 COMDATA PCARD	0211.6275		OTHER EQUIPMENT PAR
		499.00	LOWES #01833*		98857	SEPT 19 COMDATA PCARD	0280.6241		COMMUNITY POLICING S
		105.00	U OF M CONTLEARNING OS		98857	SEPT 19 COMDATA PCARD	0280.6335		TRAINING
		139.40	TLO TRANSUNION		98857	SEPT 19 COMDATA PCARD	0211.6315		MISCELLANEOUS PROFE
		38.94	AMZN MKTP US*1U6NO7L63		98857	SEPT 19 COMDATA PCARD	0211.6206		FILM, MICROFILM, TAPES
		26.94	COBORN'S SUPERSTORE		98857	SEPT 19 COMDATA PCARD	0211.6331		TRAVEL & LODGING
		51.69	COBORN'S SUPERSTORE		98857	SEPT 19 COMDATA PCARD	0280.6241		COMMUNITY POLICING S
		5.69	AMZN MKTP US*VZ7KH9IF3		98857	SEPT 19 COMDATA PCARD	0211.6208		MISCELLANEOUS OFFICI
		17.62	AMAZON.COM*MO5TE0S00		98857	SEPT 19 COMDATA PCARD	0194.6381		BUILDING & STRUCTURE
		84.47	AMZN MKTP US*MO4QO8HY0		98857	SEPT 19 COMDATA	0194.6381		BUILDING & STRUCTURE

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99101519	10/15/2019		108768 COMDATA NETWORK INC						Continued.
						PCARD			
		199.90	MENARDS COON RAPIDS MN		98857	SEPT 19 COMDATA	0211.6275		OTHER EQUIPMENT PAR
						PCARD			
		29.90	AMZN MKTP US*LC4SB5Y43		98857	SEPT 19 COMDATA	0211.6207		TRAINING SUPPLIES
						PCARD			
		75.00	BCA TRAINING EDUCATION		98857	SEPT 19 COMDATA	0211.6335		TRAINING
						PCARD			
		2,510.97	WWW.NEWEGGBUSINESS.COM		98857	SEPT 19 COMDATA	0192.6281		SMALL TOOLS & MINOR E
						PCARD			
		2,510.97	WWW.NEWEGGBUSINESS.COM		98857	SEPT 19 COMDATA	0192.6281		SMALL TOOLS & MINOR E
						PCARD			
		18.06	WWW.NEWEGGBUSINESS.COM		98857	SEPT 19 COMDATA	0192.6281		SMALL TOOLS & MINOR E
						PCARD			
		36.99	WWW.NEWEGGBUSINESS.COM		98857	SEPT 19 COMDATA	0192.6281		SMALL TOOLS & MINOR E
						PCARD			
		251.99	WWW.NEWEGGBUSINESS.COM		98857	SEPT 19 COMDATA	0192.6281		SMALL TOOLS & MINOR E
						PCARD			
		2,510.97	WWW.NEWEGGBUSINESS.COM		98857	SEPT 19 COMDATA	0192.6281		SMALL TOOLS & MINOR E
						PCARD			
		165.99	WWW.NEWEGGBUSINESS.COM		98857	SEPT 19 COMDATA	0192.6281		SMALL TOOLS & MINOR E
						PCARD			
		2,395.50	WWW.NEWEGGBUSINESS.COM		98857	SEPT 19 COMDATA	0192.6281		SMALL TOOLS & MINOR E
						PCARD			
		990.00	WWW.NEWEGGBUSINESS.COM		98857	SEPT 19 COMDATA	0192.6281		SMALL TOOLS & MINOR E
						PCARD			
		195.00	WWW.NEWEGGBUSINESS.COM		98857	SEPT 19 COMDATA	0192.6281		SMALL TOOLS & MINOR E
						PCARD			
		968.12	HILTON GARDEN INN		98857	SEPT 19 COMDATA	0192.6335		TRAINING
						PCARD			
		2,510.97	WWW.NEWEGGBUSINESS.COM		98857	SEPT 19 COMDATA	0192.6281		SMALL TOOLS & MINOR E
						PCARD			
		46.77	WWW.NEWEGGBUSINESS.COM		98857	SEPT 19 COMDATA	0192.6281		SMALL TOOLS & MINOR E
						PCARD			
		48.72	WWW.NEWEGGBUSINESS.COM		98857	SEPT 19 COMDATA	0192.6281		SMALL TOOLS & MINOR E
						PCARD			
		25.98	AMZN MKTP US*O49SU06M3		98857	SEPT 19 COMDATA	0452.6489		OTHER CONTRACTED SE
						PCARD			
		19.20	MARRIOTT CRYSTAL GWY F		98857	SEPT 19 COMDATA	0191.6331		TRAVEL & LODGING
						PCARD			
		16.00	HTTP://WWW.GOGOAIR.COM		98857	SEPT 19 COMDATA	0191.6331		TRAVEL & LODGING
						PCARD			
		200.00	MINN FIRE SVC CERT BOA		98857	SEPT 19 COMDATA	0220.6335		TRAINING
						PCARD			
		49.00-	SQU*SQ *FLAGS AND EMBL		98857	SEPT 19 COMDATA	0220.6249		MISCELLANEOUS OPERA
						PCARD			
		99.00	NEPELRA		98857	SEPT 19 COMDATA	0130.6335		TRAINING
						PCARD			
		49.60	KD FLORAL		98857	SEPT 19 COMDATA	0130.6249		MISCELLANEOUS OPERA
						PCARD			
		9.99	COBORN'S SUPERSTORE		98857	SEPT 19 COMDATA	0111.6249		MISCELLANEOUS OPERA
						PCARD			
		376.90	AMZN MKTP US*4I9HC07F3		98857	SEPT 19 COMDATA	0452.6249		MISCELLANEOUS OPERA
						PCARD			
		35.94	MENARDS COON RAPIDS MN		98857	SEPT 19 COMDATA	0311.6249		MISCELLANEOUS OPERA

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99101519	10/15/2019		108768 COMDATA NETWORK INC						Continued.
						PCARD			
		66.45	MENARDS COON RAPIDS MN		98857	SEPT 19 COMDATA	0311.6249		MISCELLANEOUS OPERA
						PCARD			
		29.99	AMZN MKTP US*337ZK0IZ3		98857	SEPT 19 COMDATA	0311.6231		UNIFORMS & TURN-OUT
						PCARD			
		145.00	PAYPAL *FRSHWTR SOC		98857	SEPT 19 COMDATA	0311.6335		TRAINING
						PCARD			
		71.84	MENARDS COON RAPIDS MN		98857	SEPT 19 COMDATA	0311.6249		MISCELLANEOUS OPERA
						PCARD			
		211.00	AMAZON.COM*HS70P91I3 A		98857	SEPT 19 COMDATA	0260.6249		MISCELLANEOUS OPERA
						PCARD			
		57.24	AMZN MKTP US*KP8SX1Z93		98857	SEPT 19 COMDATA	0311.6231		UNIFORMS & TURN-OUT
						PCARD			
		93.47	DOORDASH*BILLYS BAR &		98857	SEPT 19 COMDATA	0111.6249		MISCELLANEOUS OPERA
						PCARD			
		19.99	COBORN'S SUPERSTORE		98857	SEPT 19 COMDATA	0111.6249		MISCELLANEOUS OPERA
						PCARD			
		50.36	MAMA DELUCAS PIZZERIA		98857	SEPT 19 COMDATA	0111.6249		MISCELLANEOUS OPERA
						PCARD			
		300.00	AMERICAN PLANNING A		98857	SEPT 19 COMDATA	0191.6335		TRAINING
						PCARD			
		127.78	BREEZY POINT RESORT IN		98857	SEPT 19 COMDATA	0191.6331		TRAVEL & LODGING
						PCARD			
		125.00	MINNESOTA ASSOC OF GOV		98857	SEPT 19 COMDATA	0130.6335		TRAINING
						PCARD			
		7.67	AMZN MKTP US*2J2676OQ3		98857	SEPT 19 COMDATA	0211.6208		MISCELLANEOUS OFFICI
						PCARD			
		7.67	AMZN MKTP US*2J2676OQ3		98857	SEPT 19 COMDATA	0211.6208		MISCELLANEOUS OFFICI
						PCARD			
		7.67	AMZN MKTP US*2J2676OQ3		98857	SEPT 19 COMDATA	0211.6208		MISCELLANEOUS OFFICI
						PCARD			
		7.67	AMZN MKTP US*2J2676OQ3		98857	SEPT 19 COMDATA	0211.6208		MISCELLANEOUS OFFICI
						PCARD			
		3.37	TARGET 00024562		98857	SEPT 19 COMDATA	0280.6241		COMMUNITY POLICING S
						PCARD			
		11.99	TARGET 00024562		98857	SEPT 19 COMDATA	0280.6241		COMMUNITY POLICING S
						PCARD			
		12.39	TARGET 00024562		98857	SEPT 19 COMDATA	0280.6241		COMMUNITY POLICING S
						PCARD			
		2.97	TARGET 00024562		98857	SEPT 19 COMDATA	0280.6241		COMMUNITY POLICING S
						PCARD			
		2.97	TARGET 00024562		98857	SEPT 19 COMDATA	0280.6241		COMMUNITY POLICING S
						PCARD			
		5.29	TARGET 00024562		98857	SEPT 19 COMDATA	0280.6241		COMMUNITY POLICING S
						PCARD			
		9.59	TARGET 00024562		98857	SEPT 19 COMDATA	0280.6241		COMMUNITY POLICING S
						PCARD			
		.27	TARGET 00024562		98857	SEPT 19 COMDATA	0280.6241		COMMUNITY POLICING S
						PCARD			
		12.84	AMZN MKTP US*IJ6CT8813		98857	SEPT 19 COMDATA	0211.6208		MISCELLANEOUS OFFICI
						PCARD			
		18.53	AMZN MKTP US*M82459MF3		98857	SEPT 19 COMDATA	0211.6208		MISCELLANEOUS OFFICI
						PCARD			
		868.00	INT*IN *PHOENIX CHALLE		98857	SEPT 19 COMDATA	0280.6241		COMMUNITY POLICING S

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99101519	10/15/2019		108768 COMDATA NETWORK INC						Continued.
						PCARD			
		45.00	INT*IN *PHOENIX CHALLE		98857	SEPT 19 COMDATA	0280.6241		COMMUNITY POLICING S
						PCARD			
		35.27	AMAZON.COM*R23PL59F3 A		98857	SEPT 19 COMDATA	0211.6208		MISCELLANEOUS OFFICI
						PCARD			
		52.57	COBORN'S SUPERSTORE		98857	SEPT 19 COMDATA	0280.6241		COMMUNITY POLICING S
						PCARD			
		28.59	THE TAVERN GRILL - BLA		98857	SEPT 19 COMDATA	0130.6249		MISCELLANEOUS OPERA/
						PCARD			
		148.15	SUBWAY 00374819		98857	SEPT 19 COMDATA	0296.6249		MISCELLANEOUS OPERA/
						PCARD			
		81.20	CASEYS RAMSEY		98857	SEPT 19 COMDATA	0296.6249		MISCELLANEOUS OPERA/
						PCARD			
		123.14	COBORN'S SUPERSTORE		98857	SEPT 19 COMDATA	0296.6249		MISCELLANEOUS OPERA/
						PCARD			
		57.38	COBORN'S SUPERSTORE		98857	SEPT 19 COMDATA	0296.6249		MISCELLANEOUS OPERA/
						PCARD			
		105.20	COBORN'S SUPERSTORE		98857	SEPT 19 COMDATA	0296.6249		MISCELLANEOUS OPERA/
						PCARD			
		20.70	COBORN'S SUPERSTORE		98857	SEPT 19 COMDATA	0296.6249		MISCELLANEOUS OPERA/
						PCARD			
		75.00	PETSMART # 0472		98857	SEPT 19 COMDATA	0296.6249		MISCELLANEOUS OPERA/
						PCARD			
		7.99	COBORN'S SUPERSTORE		98857	SEPT 19 COMDATA	0296.6249		MISCELLANEOUS OPERA/
						PCARD			
		13.46	SAMMY S PIZZA HIBBING		98857	SEPT 19 COMDATA	9601.6335		TRAINING
						PCARD			
		40.32	NAPA OF ELK RIVER		98857	SEPT 19 COMDATA	9601.6229		SHOP MATERIALS
						PCARD			
		176.00	AMZN MKTP US*CE4JQ5803		98857	SEPT 19 COMDATA	9601.6249		MISCELLANEOUS OPERA/
						PCARD			
		100.96	NORTHERN TOOL EQUIPMNT		98857	SEPT 19 COMDATA	9602.6249		MISCELLANEOUS OPERA/
						PCARD			
		50.40	MENARDS COON RAPIDS MN		98857	SEPT 19 COMDATA	9602.6249		MISCELLANEOUS OPERA/
						PCARD			
		79.99	MENARDS COON RAPIDS MN		98857	SEPT 19 COMDATA	9602.6249		MISCELLANEOUS OPERA/
						PCARD			
		300.00	RECYCLING ASSOCIATION		98857	SEPT 19 COMDATA	9604.6249		MISCELLANEOUS OPERA/
						PCARD			
		375.00	RECYCLING ASSOCIATION		98857	SEPT 19 COMDATA	9604.6249		MISCELLANEOUS OPERA/
						PCARD			
		24.12	COBORN'S SUPERSTORE		98857	SEPT 19 COMDATA	9604.6249		MISCELLANEOUS OPERA/
						PCARD			
		64.28	BURGER KING #12552 Q07		98857	SEPT 19 COMDATA	9604.6249		MISCELLANEOUS OPERA/
						PCARD			
		50.00-	RECYCLING ASSOCIATION		98857	SEPT 19 COMDATA	9604.6249		MISCELLANEOUS OPERA/
						PCARD			
		11.49	FREECONFERENCECALL.COM		98857	SEPT 19 COMDATA	9804.6315	00116925	MISCELLANEOUS PROFE
						PCARD			
		48.96	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		46.60	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0220.6225		DIESEL FUEL
						FUEL			
		51.99	CASEYS GEN STOR		98858	SEPT 19 COMDATA	0311.6223		GASOLINE

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99101519	10/15/2019		108768 COMDATA NETWORK INC						Continued.
						FUEL			
		22.47	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		29.39	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		18.44	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		9.80	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		36.89	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		29.38	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		26.33	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		52.32	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		27.98	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		29.58	BILL S SUPERETTE		98858	SEPT 19 COMDATA	0220.6223		GASOLINE
						FUEL			
		44.30	BILL S SUPERETTE		98858	SEPT 19 COMDATA	0311.6223		GASOLINE
						FUEL			
		35.05	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0194.6223		GASOLINE
						FUEL			
		48.54	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0220.6223		GASOLINE
						FUEL			
		19.87	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		22.44	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		48.68	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		50.46	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		56.12	BILL'S SUPERETTE		98858	SEPT 19 COMDATA	0220.6225		DIESEL FUEL
						FUEL			
		42.07	BILL'S SUPERETTE		98858	SEPT 19 COMDATA	0220.6225		DIESEL FUEL
						FUEL			
		40.77	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		55.74	CASEYS GEN STORE		98858	SEPT 19 COMDATA	0311.6223		GASOLINE
						FUEL			
		81.70	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0452.6223		GASOLINE
						FUEL			
		20.33	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		50.62	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0452.6223		GASOLINE
						FUEL			
		32.61	BILL S SUPERETTE		98858	SEPT 19 COMDATA	0220.6223		GASOLINE
						FUEL			
		26.89	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0220.6223		GASOLINE
						FUEL			
		27.65	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE

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99101519	10/15/2019		108768 COMDATA NETWORK INC						Continued.
						FUEL			
		22.18	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		16.39	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		35.29	BILL S SUPERETTE		98858	SEPT 19 COMDATA	0220.6225		DIESEL FUEL
						FUEL			
		23.72	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0220.6223		GASOLINE
						FUEL			
		.99	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0220.6223		GASOLINE
						FUEL			
		28.56	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0301.6223		GASOLINE
						FUEL			
		30.75	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0194.6223		GASOLINE
						FUEL			
		23.08	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		32.24	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0194.6223		GASOLINE
						FUEL			
		31.88	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0194.6223		GASOLINE
						FUEL			
		23.11	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		21.04	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		32.87	BILL S SUPERETTE		98858	SEPT 19 COMDATA	0220.6223		GASOLINE
						FUEL			
		13.28	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		15.79	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		13.57	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		11.28	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		22.21	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		50.12	SPEEDWAY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		10.09	BILL'S SUPERETTE		98858	SEPT 19 COMDATA	0301.6223		GASOLINE
						FUEL			
		38.98	BILL'S SUPERETTE		98858	SEPT 19 COMDATA	0301.6223		GASOLINE
						FUEL			
		38.37	BILL S SUPERETTE		98858	SEPT 19 COMDATA	0301.6223		GASOLINE
						FUEL			
		29.03	BPROGERS BPQPS		98858	SEPT 19 COMDATA	0311.6223		GASOLINE
						FUEL			
		37.25	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0311.6223		GASOLINE
						FUEL			
		25.04	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0311.6223		GASOLINE
						FUEL			
		52.66	CASEYS GEN STORE		98858	SEPT 19 COMDATA	0311.6223		GASOLINE
						FUEL			
		31.96	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE

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99101519	10/15/2019		108768 COMDATA NETWORK INC						Continued.
						FUEL			
		46.90	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		22.23	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		32.78	HOLIDAY STATIONS		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		47.53	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		39.46	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		45.05	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		19.06	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		32.54	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		22.84	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0220.6223		GASOLINE
						FUEL			
		24.50	HOLIDAY STATIONS		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		44.74	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		24.98	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		43.32	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		47.09	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		40.02	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		42.40	HOLIDAY STATIONS		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		49.90	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		28.85	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		22.79	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		29.11	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		20.83	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		38.61	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		47.32	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		30.30	KWIK TRIP		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		33.64	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		15.07	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		27.18	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE

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99101519	10/15/2019		108768 COMDATA NETWORK INC						Continued.
						FUEL			
		35.60	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		29.67	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		16.10	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		28.84	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		17.73	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		18.39	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		30.12	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		19.98	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		22.34	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		27.27	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		25.70	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		25.35	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		15.71	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		31.09	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		30.02	SPEEDWAY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		23.73	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		36.43	BILL S SUPERETTE		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		32.01	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		31.39	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		33.55	HOLIDAY STATIONS		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		18.29	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		47.00	SPEEDWAY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		43.10	MARATHON PETRO		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		38.69	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		35.05	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		36.58	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		33.26	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE

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99101519	10/15/2019		108768 COMDATA NETWORK INC						Continued.
						FUEL			
		35.56	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		28.97	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		19.08	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		27.17	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		24.21	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		27.85	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		13.49	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		23.71	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		18.22	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		29.50	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		27.88	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		27.84	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		24.32	HOLIDAY STATIONS		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		23.70	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		20.55	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		15.01	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		24.67	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		27.74	HOLIDAY STATIONS		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		30.18	HOLIDAY STATIONS		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		36.73	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		29.13	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		35.28	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		31.01	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		21.97	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		27.33	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		44.96	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		15.76	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE

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99101519	10/15/2019		108768 COMDATA NETWORK INC						Continued.
						FUEL			
		27.05	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		37.09	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		38.15	HOLIDAY STATIONS		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		28.23	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		23.58	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		25.04	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		32.69	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		30.34	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		26.25	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		22.24	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		26.26	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		26.82	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		30.49	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		26.77	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		24.76	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		21.46	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		24.62	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		33.63	HOLIDAY STATIONS		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		47.43	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		52.79	HOLIDAY STATIONS		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		33.69	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		24.61	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		35.24	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		54.30	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		40.04	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		19.60	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		20.96	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE

CITY OF RAMSEY
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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
99101519	10/15/2019		108768 COMDATA NETWORK INC						Continued.
						FUEL			
		8.81	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		30.12	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		26.30	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		31.60	HOLIDAY STATIONS		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		33.07	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		10.14	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		19.31	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		14.19	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		29.62	HOLIDAY STATIONS		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		22.43	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		22.05	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		19.71	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		20.24	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		24.77	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		25.28	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		33.36	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		16.62	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		33.45	SPEEDWAY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		25.02	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		11.47	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		37.20	SPEEDWAY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		49.38	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0194.6223		GASOLINE
						FUEL			
		59.81	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0194.6223		GASOLINE
						FUEL			
		52.32	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0301.6223		GASOLINE
						FUEL			
		53.78	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0301.6223		GASOLINE
						FUEL			
		27.43	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0240.6223		GASOLINE
						FUEL			
		25.00	BILL S SUPERETTE		98858	SEPT 19 COMDATA	0240.6223		GASOLINE

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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
99101519	10/15/2019		108768 COMDATA NETWORK INC						Continued.
						FUEL			
		26.94	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0240.6223		GASOLINE
						FUEL			
		25.50	BILL S SUPERETTE		98858	SEPT 19 COMDATA	0240.6223		GASOLINE
						FUEL			
		24.85	HOLIDAY STATIONS		98858	SEPT 19 COMDATA	0240.6223		GASOLINE
						FUEL			
		52.67	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0301.6223		GASOLINE
						FUEL			
		51.02	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0301.6223		GASOLINE
						FUEL			
		50.82	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0301.6223		GASOLINE
						FUEL			
		58.12	HOLIDAY STATIONS		98858	SEPT 19 COMDATA	0301.6223		GASOLINE
						FUEL			
		40.57	BILL'S SUPERETTE		98858	SEPT 19 COMDATA	0220.6225		DIESEL FUEL
						FUEL			
		40.64	BILL S SUPERETTE		98858	SEPT 19 COMDATA	0220.6225		DIESEL FUEL
						FUEL			
		34.65	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0220.6223		GASOLINE
						FUEL			
		37.88	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0220.6223		GASOLINE
						FUEL			
		33.85	BILL S SUPERETTE		98858	SEPT 19 COMDATA	0220.6225		DIESEL FUEL
						FUEL			
		26.55	HOLIDAY STATIONS		98858	SEPT 19 COMDATA	0220.6225		DIESEL FUEL
						FUEL			
		31.93	BILL S SUPERETTE		98858	SEPT 19 COMDATA	0220.6223		GASOLINE
						FUEL			
		22.24	BILL'S SUPERETTE		98858	SEPT 19 COMDATA	0220.6223		GASOLINE
						FUEL			
		30.90	HOLIDAY STATIONS		98858	SEPT 19 COMDATA	0220.6223		GASOLINE
						FUEL			
		22.63	BILL'S SUPERETTE		98858	SEPT 19 COMDATA	0220.6223		GASOLINE
						FUEL			
		33.71	BILL S SUPERETTE		98858	SEPT 19 COMDATA	0220.6223		GASOLINE
						FUEL			
		33.25	BILL S SUPERETTE		98858	SEPT 19 COMDATA	0220.6223		GASOLINE
						FUEL			
		33.84	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0220.6223		GASOLINE
						FUEL			
		19.78	HOLIDAY STATIONS		98858	SEPT 19 COMDATA	0220.6223		GASOLINE
						FUEL			
		24.33	BILL'S SUPERETTE		98858	SEPT 19 COMDATA	0220.6223		GASOLINE
						FUEL			
		31.30	BILL'S SUPERETTE		98858	SEPT 19 COMDATA	0220.6223		GASOLINE
						FUEL			
		29.35	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0220.6223		GASOLINE
						FUEL			
		27.07	BILL S SUPERETTE		98858	SEPT 19 COMDATA	0220.6223		GASOLINE
						FUEL			
		27.94	BILL S SUPERETTE		98858	SEPT 19 COMDATA	0220.6223		GASOLINE
						FUEL			
		53.96	BILL S SUPERETTE		98858	SEPT 19 COMDATA	0220.6223		GASOLINE

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

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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
99101519	10/15/2019		108768 COMDATA NETWORK INC						Continued.
						FUEL			
		65.92	BILL'S SUPERETTE		98858	SEPT 19 COMDATA	0220.6223		GASOLINE
						FUEL			
		55.76	BILL S SUPERETTE		98858	SEPT 19 COMDATA	0220.6223		GASOLINE
						FUEL			
		45.27	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0220.6223		GASOLINE
						FUEL			
		48.58	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0220.6223		GASOLINE
						FUEL			
		53.60	BILL'S SUPERETTE		98858	SEPT 19 COMDATA	0220.6223		GASOLINE
						FUEL			
		45.66	BILL S SUPERETTE		98858	SEPT 19 COMDATA	0220.6223		GASOLINE
						FUEL			
		41.14	CASEYS GEN STORE		98858	SEPT 19 COMDATA	0452.6223		GASOLINE
						FUEL			
		52.51	BILL S SUPERETTE		98858	SEPT 19 COMDATA	0452.6223		GASOLINE
						FUEL			
		63.35	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0452.6223		GASOLINE
						FUEL			
		58.17	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0452.6223		GASOLINE
						FUEL			
		21.98	BILL'S SUPERETTE		98858	SEPT 19 COMDATA	0452.6223		GASOLINE
						FUEL			
		79.85	BILL S SUPERETTE		98858	SEPT 19 COMDATA	0452.6223		GASOLINE
						FUEL			
		30.22	BILL'S SUPERETTE		98858	SEPT 19 COMDATA	0452.6223		GASOLINE
						FUEL			
		123.73	BILL'S SUPERETTE		98858	SEPT 19 COMDATA	0452.6223		GASOLINE
						FUEL			
		40.91	HOLIDAY STATIONS		98858	SEPT 19 COMDATA	0452.6223		GASOLINE
						FUEL			
		45.56	BILL'S SUPERETTE		98858	SEPT 19 COMDATA	0452.6223		GASOLINE
						FUEL			
		40.66	BILL'S SUPERETTE		98858	SEPT 19 COMDATA	0452.6223		GASOLINE
						FUEL			
		31.53	BILL'S SUPERETTE		98858	SEPT 19 COMDATA	0452.6223		GASOLINE
						FUEL			
		30.89	BILL S SUPERETTE		98858	SEPT 19 COMDATA	0452.6223		GASOLINE
						FUEL			
		40.12	BILL S SUPERETTE		98858	SEPT 19 COMDATA	0452.6223		GASOLINE
						FUEL			
		27.68	BILL S SUPERETTE		98858	SEPT 19 COMDATA	0452.6223		GASOLINE
						FUEL			
		56.30	BILL S SUPERETTE		98858	SEPT 19 COMDATA	0452.6223		GASOLINE
						FUEL			
		55.75	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0452.6223		GASOLINE
						FUEL			
		93.74	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0311.6223		GASOLINE
						FUEL			
		107.34	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0311.6223		GASOLINE
						FUEL			
		37.00	HOLIDAY STATIONS		98858	SEPT 19 COMDATA	0452.6223		GASOLINE
						FUEL			
		48.42	BILL S SUPERETTE		98858	SEPT 19 COMDATA	0452.6223		GASOLINE

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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
99101519	10/15/2019		108768 COMDATA NETWORK INC						Continued.
						FUEL			
		78.46	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0311.6223		GASOLINE
						FUEL			
		68.44	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0311.6223		GASOLINE
						FUEL			
		82.63	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0311.6223		GASOLINE
						FUEL			
		49.78	HOLIDAY STATIONS		98858	SEPT 19 COMDATA	0311.6223		GASOLINE
						FUEL			
		52.90	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0311.6223		GASOLINE
						FUEL			
		47.90	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0311.6223		GASOLINE
						FUEL			
		47.02	BILL S SUPERETTE		98858	SEPT 19 COMDATA	0452.6223		GASOLINE
						FUEL			
		73.41	BILL'S SUPERETTE		98858	SEPT 19 COMDATA	0452.6223		GASOLINE
						FUEL			
		68.98	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0452.6223		GASOLINE
						FUEL			
		37.58	HOLIDAY STATIONS		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		41.66	HOLIDAY STATIONS		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		39.78	HOLIDAY STATIONS		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		26.96	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		40.68	CASEYS GEN STORE		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		9.50	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		7.22	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		35.23	HOLIDAY STATIONS		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		28.90	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		21.70	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		24.44	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		41.49	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		34.88	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		40.00	HOLIDAY STATIONS		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		28.25	HOLIDAY STATIONS		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		26.59	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		38.36	HOLIDAY STATIONS		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		32.04	CASEYS RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE

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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
99101519	10/15/2019		108768 COMDATA NETWORK INC						Continued.
		25.08	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		38.87	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		26.82	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	0211.6223		GASOLINE
						FUEL			
		85.34	KWIK TRIP		98858	SEPT 19 COMDATA	9601.6225		DIESEL FUEL
						FUEL			
		44.15	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	9601.6223		GASOLINE
						FUEL			
		59.79	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	9601.6223		GASOLINE
						FUEL			
		41.08	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	9601.6223		GASOLINE
						FUEL			
		34.00	BILL'S SUPERETTE		98858	SEPT 19 COMDATA	9601.6223		GASOLINE
						FUEL			
		61.15	BILL'S SUPERETTE		98858	SEPT 19 COMDATA	9601.6223		GASOLINE
						FUEL			
		55.25	BILL S SUPERETTE		98858	SEPT 19 COMDATA	9601.6223		GASOLINE
						FUEL			
		57.00	BILL S SUPERETTE		98858	SEPT 19 COMDATA	9601.6223		GASOLINE
						FUEL			
		59.75	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	9601.6223		GASOLINE
						FUEL			
		61.68	LITTLE DUKES RAMSEY		98858	SEPT 19 COMDATA	9601.6223		GASOLINE
						FUEL			
		79.50	CASEYS RAMSEY		98858	SEPT 19 COMDATA	9602.6223		GASOLINE
						FUEL			
		72.35	CASEYS RAMSEY		98858	SEPT 19 COMDATA	9602.6223		GASOLINE
						FUEL			
		84.69	CASEYS RAMSEY		98858	SEPT 19 COMDATA	9602.6223		GASOLINE
						FUEL			
		70.02	BILL S SUPERETTE		98858	SEPT 19 COMDATA	9602.6223		GASOLINE
						FUEL			
		32,053.73							
99101619	10/16/2019		107885 DEPARTMENT OF LABOR AND INDUSTRY						
		6,613.55	Sept Surcharges		98856	09302019	9101.2081		SURCHARGES-PERMITTS
		132.27	Sept Surcharges		98856	09302019	9101.4604		SURCHARGES
		6,481.28							
99209821	10/4/2019		100223 ICMA RETIREMENT TRUST 457						
		2,333.53			98779	100319858091	9101.2175		DEFERRED COMPENSAT
		2,333.53							
99533521	10/4/2019		114790 GREAT WEST LIFE AND ANNUITY INS CO						
		7,772.20			98782	1003198580912	9101.2175		DEFERRED COMPENSAT
		7,772.20							
99534224	10/4/2019		114790 GREAT WEST LIFE AND ANNUITY INS CO						
		2,891.19			98783	1003198580913	9101.2176		LIFE/HEALTH-EMPLOYEE
		2,891.19							
		634,212.84	Grand Total						Payment Instrument Totals

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<u>Check #</u>	<u>Date</u>	<u>Amount</u>	<u>Supplier / Explanation</u>	<u>PO #</u>	<u>Doc No</u>	<u>Inv No</u>	<u>Account No</u>	<u>Subledger</u>	<u>Account Description</u>
		634,212.84	Grand Total						
							<u>Payment Instrument Totals</u>		
							Checks	268,087.10	
							EFT Payments	166,520.75	
							A/P ACH Payment	199,604.99	
							Total Payments	634,212.84	

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CITY OF RAMSEY
Create Payment Control Groups

Payment Group Control Number 2941
 Bank Account 999.1010 CASH IN BANK 00002224
 Version LOGIS004V
 Originator JLIPSKI
 Payment Instrument Check Payment
 Pay Through Date 12/31/2019

Payee		Stub	Document				Due	Invoice	Payment
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount
115955	AIM FIRE AND SAFETY INC	WORK AT 6701 HWY 10	PV	98892	001	09410	9/18/2019	24308	74.00
	AIM FIRE AND SAFETY INC 4762 PARTRIDGE COURT NE PRIOR LAKE MN 55372			Summary Total					74.00
				Payment Amount					74.00
100063	ASPEN MILLS	CSO LOGO EMBROIDERED	PV	98980	001	09101	9/30/2019	244663	30.00
	ASPEN MILLS 8201 C CENTRAL AVE NE SPRING LAKE PARK MN 55432			Summary Total					30.00
			PV	98981	001	09101	10/9/2019	245165	115.90
				Summary Total					115.90
				Payment Amount					145.90
100086	BLUE VELVET INC	FIRE DEPT WASHES OCT 19	PV	98948	001	09101	10/7/2019	10072019	149.75
	BLUE VELVET INC 14101 ST FRANCIS BLVD NW RAMSEY MN 55303			Summary Total					149.75
			PV	98982	001	09101	10/7/2019	100719	329.45
				Summary Total					329.45
				Payment Amount					479.20
110537	CARRIER CORPORATION	DISCHARGE VALVE REPLACEMENT	PV	98950	001	09810	10/3/2019	B002712016	10,125.00
	CARRIER CORPORATION P O BOX 93844 CHICAGO IL 60673-3844			Summary Total					10,125.00
				Payment Amount					10,125.00
111496	CENTRAL TURF AND IRRIGATION SUPPLY	GRASS SEED	PV	98896	001	09101	9/27/2019	6067997-00	161.16
	CENTRAL TURF AND IRRIGATION SUPPLY 8 WILLIAMS STREET ELMSFORD NY 10523			Summary Total					161.16
				Payment Amount					161.16
102955	COON RAPIDS, CITY OF	2019 EXPO BOOTH 10/30/2019	PV	98863	001	09230	9/27/2019	12688	550.00
	CITY OF COON RAPIDS			Summary Total					550.00

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CITY OF RAMSEY
Create Payment Control Groups

Payment Group Control Number 2941
 Bank Account 999.1010 CASH IN BANK 00002224
 Version LOGIS004V
 Originator JLIPSKI
 Payment Instrument Check Payment
 Pay Through Date 12/31/2019

Payee	Stub	Document	Due	Invoice	Payment				
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount
	11155 ROBINSON DRIVE COON RAPIDS MN 55433-3761								
								Payment Amount	550.00
100122	COOP'S LOCKSMITH SERVICES COOP'S LOCKSMITH SERVICES 220 WEST MAIN STREET ANOKA MN 55303	6 KEYS- PARKS	PV	98953	001	09101	10/14/2019	51003	12.00
								Summary Total	12.00
								Payment Amount	12.00
100127	CROW RIVER FARM EQUIPMENT COMPANY CROW RIVER FARM EQUIPMENT COMPANY 17685 - 53RD STREET NE ROGERS MN 55374	MISC SUPPLIES	PV	98865	001	09101	9/13/2019	194802	577.06
								Summary Total	577.06
								Payment Amount	577.06
100164	ELECTRIC SYSTEMS OF ANOKA INC ELECTRIC SYSTEMS OF ANOKA INC 6314 HIGHWAY 10 NW ANOKA MN 55303	REPAIR SIREN 9	PV	98904	001	09101	9/20/2019	7324	948.30
								Summary Total	1,927.30
								Payment Amount	1,927.30
104267	ELITE SANITATION ELITE SANITATION PO BOX 526 ELK RIVER MN 55330	PARKS- TOILETS RENTAL	PV	98957	001	09101	10/8/2019	26182	624.00
								Summary Total	624.00
								Payment Amount	624.00
100993	EMBEDDED SYSTEMS, INC EMBEDDED SYSTEMS, INC 11931 HWY #65 NE BLAINE MN 55434	REPAIR SIREN 14	PV	98905	001	09101	9/20/2019	343944	120.00
								Summary Total	225.00
								Payment Amount	225.00

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CITY OF RAMSEY
Create Payment Control Groups

Payment Group Control Number 2941
 Bank Account 999.1010 CASH IN BANK 00002224
 Version LOGIS004V
 Originator JLIPSKI
 Payment Instrument Check Payment
 Pay Through Date 12/31/2019

Payee	Stub	Document	Due	Invoice	Payment
Number	Name / Mailing Address	Ty Number Itm Co	Date	Number	Amount
100143	FERGUSON WATERWORKS # 2516	PV 98872 001 09601	10/7/2019	0341957	212.77
	FERGUSON WATERWORKS 2516	Summary Total			212.77
	P O BOX 802817	PV 98873 001 09601	10/3/2019	0343386	85.65
	CHICAGO IL 60680-2817	Summary Total			85.65
		PV 98911 001 09602	9/30/2019	0344149-1	196.08
		Summary Total			196.08
		Payment Amount			494.50
114748	FLAGSHIP RECREATION	PV 98874 001 09101	10/2/2019	F4060	179.00
	FLAGSHIP RECREATION	Summary Total			179.00
	11123 UPPER 33 RD STREET NORTH				
	LAKE ELMO MN 55042	Payment Amount			179.00
116933	GREAT PLAINS FIRE INC	PV 98913 001 09101	9/23/2019	5538	39.05
	GREAT PLAINS FIRE INC	Summary Total			39.05
	17277 230TH STREET				
	FERGUS FALLS MN 56537	Payment Amount			39.05
112664	HEALTH PARTNERS GROUP	PV 98877 001 09101	10/27/2019	W816434	93.00
	HEALTH PARTNERS GROUP HEALTH-WORKSITE	Summary Total			93.00
	MAIL STOP # 21109A				
	P O BOX 1309				
	MINNEAPOLIS MN 55440-1309	Payment Amount			93.00
112160	HOLIDAY COMPANIES	PV 98915 001 09101	10/1/2019	046801101900	32.50
	HOLIDAY COMPANIES	Summary Total			32.50
	4567 AMERICAN BLVD W				
	BLOOMINGTON MN 55437	Payment Amount			32.50

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Create Payment Control Groups

Payment Group Control Number 2941
 Bank Account 999.1010 CASH IN BANK 00002224
 Version LOGIS004V
 Originator JLIPSKI
 Payment Instrument Check Payment
 Pay Through Date 12/31/2019

Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
100258	LEAGUE OF MINNESOTA CITIES LEAGUE OF MN CITIES	BYRON/TURNER 2020 LEAD ACADEMY BYRON/TURNER 2020 LEAD ACADEMY	PV	98879	001	09101	7/26/2019	296949	300.00
									300.00
									600.00
	FINANCE DEPT 145 UNIVERSITY AVE WEST ST PAUL MN 55103-2044								600.00
100259	LEAGUE OF MN CITIES INS TRUST	5 CLAIMS	PV	98878	001	09702	10/1/2019	100119	2,807.60
	LEAGUE OF MN CITIES INS TRUST C/O BERKLEY RISK SERVICES INC P O BOX 581517 MINNEAPOLIS MN 55458-1517								2,807.60
									2,807.60
115606	LYNCH, MICHAEL W.	STAR WATCH 9/25/2019	PV	98918	001	09101	9/26/2019	092619	400.00
	MICHAEL W. LYNCH 4228 DUNROVIN LANE EAGAN MN EAGAN								400.00
									400.00
100288	METRO NORTH CHAMBER OF COMMERCE	MEMBERSHIP DUES 19-20	PV	98963	001	09230	9/1/2019	22664	377.00
	METRO NORTH CHAMBER OF COMMERCE 9380 CENTRAL AVE NE SUITE 320 BLAINE MN 55434								377.00
									377.00
108208	METRO PRODUCTS INC	MISC PARTS	PV	98881	001	09101	10/2/2019	146661	45.42
	METRO PRODUCTS INC 7401 CENTRAL AVENUE NE	LOCK WASHERS/COTTER PINS	PV	98991	001	09101	10/9/2019	146828	7.82
	FRIDLEY MN 55432								7.82
									53.24
106555	MINNEAPOLIS, CITY OF	AUGUST 19	PV	98992	001	09101	9/23/2019	400451003262	100.80

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Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
TRANSACTION FEES									
	MINNEAPOLIS FINANCE DEPT P O BOX 77038 MINNEAPOLIS MN 55480-7738								Summary Total 100.80
									Payment Amount 100.80
104920	MINNESOTA HIGHWAY SAFETY RESEARCH CNTR	CLASS 43441 9/25/19	PV	98993	001	09101	10/10/2019	629430-7427	550.00
	MINNESOTA HIGHWAY SAFETY RESEARCH CNTR 720 FOURTH AVENUE SOUTH ST CLOUD MN 56301-4498	CLASS 45230 10/11/2019	PV	98994	001	09101	10/11/2019	629430-7431	Summary Total 550.00 540.00
									Payment Amount 1,090.00
101268	MN COUNTY ATTORNEYS ASSOCIATION	19 CODE BOOK/ CRIMINAL ELEMENT	PV	98922	001	09101	10/2/2019	200006230	100.00
	MINNESOTA COUNTY ATTORNEYS ASSOCIATION 100 EMPIRE DRIVE SUITE 200 ST PAUL MN 55103								Summary Total 100.00 Payment Amount 100.00
100345	NAPAAUTO PARTS ELK RIVER	OIL FILTER 679	PV	98923	001	09101	9/26/2019	032496	31.28
	NAPAAUTO PARTS ELK RIVER 17137 YALE STREET NW P O BOX 1041 ELK RIVER MN 55330								Summary Total 31.28 Payment Amount 31.28
115167	NET TRANSCRIPTS INC	SEPT 19 TRANSCRIPTION	PV	98995	001	09101	9/30/2019	0027864	95.32
	NET TRANSCRIPTS INC 3707 N. 7TH STREET SUITE 320 PHOENIX AZ 85014								Summary Total 95.32 Payment Amount 95.32
100360	NORTH STAR TOWNG INC	INV 69420/69421 TOWS	PV	98924	001	09101	10/1/2019	100119	181.00

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 Pay Through Date 12/31/2019

Payee	Stub	Document	Due	Invoice	Payment
Number	Name / Mailing Address	Ty Number Itm Co	Date	Number	Amount
	MINNEAPOLIS MN 55480-9128				49.29
				Summary Total	49.29
				Payment Amount	170.31
111806	RAPID ELECTRIC CITY HALL PURPLE LIGHTING	PV 98972 001 09101	9/30/2019	4800	1,278.48
	RAPID ELECTRIC 4810 75TH AVENUE NE SAUK RAPIDS MN 56379			Summary Total	1,278.48
				Payment Amount	1,278.48
117237	RONO, JON REIMB. MAT. 2 KIOSK PARK CTNWD	PV 98973 001 09101	10/11/2019	101119	275.40
	JON RONO 120 148TH LANE NE HAM LAKE MN 55304			Summary Total	275.40
				Payment Amount	275.40
106617	ROTARY CLUB OF RAMSEY K ULRICH 19 4TH QTR DUES	PV 98974 001 09101	10/10/2019	101019	150.00
	ROTARY CLUB OF RAMSEY 7550 SUNWOOD DRIVE NW RAMSEY MN 55303			Summary Total	150.00
				Payment Amount	150.00
100431	SAFETY KLEEN CORPORATION RECYCLE PARTS WASHER FLUID	PV 98996 001 09101	10/4/2019	CN09737536	110.97
	SAFETY KLEEN CORPORATION PO BOX 382066 PITTSBURGH PA 15250-8066			Summary Total	110.97
				Payment Amount	110.97
100440	SHORT ELLIOT HENDRICKSON INC INSPECT PARK RAMP	PV 98997 001 09240	10/7/2019	374666	1,797.09
	SHORT ELLIOT HENDRICKSON INC NW 6262 P O BOX 1450 MINNEAPOLIS MN 55485-6262			Summary Total	1,797.09
				Payment Amount	1,797.09

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Payee		Stub	Document				Due	Invoice	Payment
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount
117195	TECH CHECK LLC	WORK AT ELMCREST PARK	PV	98934	001	09101	9/18/2019	38195	1,544.99
	TECH CHECK LLC 2 W SARTELL STREET SARTELL MN 56377								Summary Total 1,544.99
									Payment Amount 1,544.99
100529	WENDELL'S INC	MAGNET BADGE CLIP BAR	PV	98938	001	09101	10/1/2019	2429643	1.36
	WENDELL'S INC 6601 BUNKER LAKE BLVD PO BOX 458 RAMSEY MN 55303-0458								Summary Total 1.36
									Payment Amount 1.36
112318	WINTER EQUIPMENT COMPANY	CUTTING EDGES FOR PLOWS	PV	98891	001	09101	9/24/2019	IV41898	8,032.02
	WINTER EQUIPMENT COMPANY 1900 JOSEPH LLOYD PARKWAY WILLOUGHBY OH 44094								Summary Total 8,032.02
									Payment Amount 8,032.02
									Total Amount to be Processed 247,566.10
									Total Number of Payments to be Processed 40

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Payee Number	Name / Mailing Address	Stub Message	Document Ty Number Itm Co	Due Date	Invoice Number	Payment Amount
110402	ADVANCE AUTO PARTS	MISC SUPPLIES	PV 98979 001 09101	9/30/2019	093019	1,165.22
	ADVANCE AUTO PARTS	MISC SUPPLIES	PV 98979 002 09101	9/30/2019	093019	33.16
	AAP FINANCIAL SERVICES	MISC SUPPLIES	PV 98979 003 09101	9/30/2019	093019	32.89
	P O BOX 742063	MISC SUPPLIES	PV 98979 004 09101	9/30/2019	093019	9.99
	ATLANTA GA 30374-2063	MISC SUPPLIES	PV 98979 005 09101	9/30/2019	093019	7.69
			Summary Total			1,248.95
			Payment Amount			1,248.95
100017	AIRGAS USA, LLC	MISC GASES	PV 98859 001 09101	9/30/2019	9964869231	30.40
	AIRGAS USA LLC		Summary Total			30.40
	P O BOX 802576					
	CHICAGO IL 60680-2576		Payment Amount			30.40
100029	ANOKA AREA CHAMBER OF COMMERCE	19-20 MEMBERSHIP	PV 98893 001 09101	10/1/2019	25635	410.00
	ANOKA AREA CHAMBER OF COMMERCE		Summary Total			410.00
	12 BRIDGE SQUARE	3- ANNUAL MEETING	PV 98947 001 09101	10/1/2019	25686	25.00
	ANOKA MN 55303	3- ANNUAL MEETING	PV 98947 002 09101	10/1/2019	25686	25.00
		3- ANNUAL MEETING	PV 98947 003 09101	10/1/2019	25686	25.00
			Summary Total			75.00
			Payment Amount			485.00
107141	APPLIED CONCEPTS INC	PD MISC PARTS	PV 98894 001 09101	9/27/2019	355228	160.00
	APPLIED CONCEPTS INC		Summary Total			160.00
	STALKER RADAR					
	P O BOX 972943					
	DALLAS TX 75397-2943		Payment Amount			160.00
113508	APPRIZE TECHNOLOGY SOLUTIONS	ONLINE ENROLLMENT FEES 2019	PV 98860 001 09101	10/1/2019	18787	1,560.00
	APPRIZE TECHNOLOGY SOLUTIONS		Summary Total			1,560.00
	10405 6TH AVENUE NORTH SUITE 100					
	PLYMOUTH MN 55441		Payment Amount			1,560.00
100647	BOLTON AND MENK INC	RAMSEY CONST FORD BROOK EST	PV 98895 001 09435	9/17/2019	0239124	332.50

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 Pay Through Date 12/31/2019

Payee Number Name / Mailing Address	Stub Message	Document Ty Number Itm Co	Due Date	Invoice Number	Payment Amount
Summary Total					332.50
BOLTON AND MENK INC 1960 PREMIER DRIVE MANKATO MN 56001-5900	JULY/AUG 19 COR INFIL PROJECT	PV 98949 001 09605	9/17/2019	0239125	727.00
Summary Total					727.00
Payment Amount					1,059.50
103641 BOYER TRUCKS ROGERS BOYER TRUCKS P O BOX 18338 MINNEAPOLIS MN 55418	WASHER NOZZLE 565	PV 98861 001 09101	10/4/2019	68911R	42.26
Summary Total					42.26
Payment Amount					42.26
112019 CENTRAL HYDRAULICS INC CENTRAL HYDRAULICS INC 21877 INDUSTRIAL COURT ROGERS MN 55374	QUICK COUPLERS	PV 98983 001 09101	10/9/2019	0062019	453.68
Summary Total					453.68
Payment Amount					453.68
116197 CINTAS CORPORATION CINTAS CORPORATION CINTAS LOC #4K P O BOX 650838 DALLAS TX 75265-0838	UNIFORM CLEANING	PV 98862 001 09101	10/2/2019	4031527920	28.00
	UNIFORM CLEANING	PV 98862 002 09101	10/2/2019	4031527920	4.00
	UNIFORM CLEANING	PV 98862 003 09101	10/2/2019	4031527920	31.29
	UNIFORM CLEANING	PV 98862 004 09101	10/2/2019	4031527920	31.29
Summary Total					94.58
	MATS- FIRE DEPT	PV 98951 001 09101	9/25/2019	4030999304	16.56
Summary Total					16.56
	MATS- FIRE DEPT	PV 98952 001 09101	10/2/2019	4031527962	13.20
Summary Total					13.20
	UNIFORM CLEANING	PV 98984 001 09101	10/9/2019	4032066423	28.00
	UNIFORM CLEANING	PV 98984 002 09101	10/9/2019	4032066423	4.00
	UNIFORM CLEANING	PV 98984 003 09101	10/9/2019	4032066423	35.46
	UNIFORM CLEANING	PV 98984 004 09101	10/9/2019	4032066423	35.46
Summary Total					102.92
Payment Amount					227.26
108228 COBORN'S INC COBORN'S INC 1921 COBORN BLVD	PLANT- LASHER FAMILY FUNERAL	PV 98864 001 09101	9/30/2019	103474746	41.71
Summary Total					41.71

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Payee Number	Name / Mailing Address	Stub Message	Document Ty Number	Itm Co	Due Date	Invoice Number	Payment Amount	
	ST CLOUD MN 56301						41.71	
			Payment Amount					
100125	COUNTRYSIDE PRINTING INC	CAR KILL DEER PERMITS	PV	98897 001 09101	9/23/2019	35987	190.00	
							190.00	
			Summary Total					190.00
	COUNTRYSIDE PRINTING 6250 BUNKER LAKE BLVD NW	REGULAR ENVELOPES	PV	98954 001 09101	10/10/2019	36017	450.00	
							450.00	
			Summary Total					450.00
			Payment Amount					640.00
							640.00	
100144	DEHN OIL COMPANY	DIESEL FUEL	PV	98866 001 09101	10/2/2019	74133	1,297.50	
							1,297.50	
			Summary Total					1,297.50
	DEHN OIL COMPANY 6735 141ST AVENUE NW	DIESEL FUEL	PV	98867 001 09101	10/1/2019	72471	1,294.69	
							1,294.69	
			Summary Total					1,294.69
			Payment Amount					2,592.19
							2,592.19	
101185	DO ALL PRINTING COM INC	THANK YOU BANNER	PV	98868 001 09230	10/3/2019	45168	90.00	
							90.00	
			Summary Total					90.00
	DO ALL PRINTING COM INC 6360 HIGHWAY 10 NW RAMSEY MN 55303						90.00	
			Payment Amount					90.00
							90.00	
116175	ECKBERG LAMMERS ATTORNEYS AT LAW	PROSECUTION SEPT 19	PV	98898 001 09101	9/30/2019	09 2019	5,943.00	
							5,943.00	
			Summary Total					5,943.00
	ECKBERG LAMMERS ATTORNEYS AT LAW 1809 NORTHWESTERN AVENUE STILLWATER MN 55082						5,943.00	
			Payment Amount					5,943.00
							5,943.00	
100158	ECM PUBLISHERS INC	RE: ROOF REPAIR HISTORIC CH	PV	98869 001 09101	10/4/2019	729045	193.50	
							193.50	
			Summary Total					193.50
	ECM PUBLISHERS INC 4095 COON RAPIDS BLVD	RE: WOOD PONDS/CHESTNUT RD	PV	98899 001 09435	9/20/2019	725354	198.88	
							198.88	
			Summary Total					198.88
	COON RAPIDS MN 55433						198.88	

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Payee Number Name / Mailing Address	Stub Message	Document Ty Number Itm Co	Due Date	Invoice Number	Payment Amount
	WELLHEAD 2 AMEND PH	PV 98900 001 09601	9/20/2019	725353	91.38
		Summary Total			91.38
	FORD BROOK ESTATES RECON	PV 98901 001 09435	9/20/2019	725352	198.88
		Summary Total			198.88
	HEDGEHOG STREET IMPROV	PV 98902 001 09605	9/27/2019	727060	102.13
		Summary Total			102.13
	POND LINING IMPROV BIDS	PV 98903 001 09605	9/27/2019	727061	107.50
		Summary Total			107.50
	AD 19-06 RTC 9TH ADD.	PV 98955 001 09605	10/4/2019	729046	102.13
		Summary Total			102.13
	AD 19-10 HEDGEHOG ST	PV 98956 001 09605	10/4/2019	729047	102.13
		Summary Total			102.13
		Payment Amount			1,096.53
108737 EMERGENCY AUTOMOTIVE TECHNOLOGY INC	383 PUSH BUMPER	PV 98906 001 09101	9/20/2019	DL091919-20	625.10
		Summary Total			625.10
EMERGENCY AUTOMOTIVE TECHNOLOGY INC 2755 GENEVA AVE N OAKDALE MN 55128	WORK ON 392	PV 98907 001 09101	9/30/2019	DL093019-21	42.06
		Summary Total			42.06
	WORK ON 392	PV 98908 001 09101	10/2/2019	DL09301921A	667.52
		Summary Total			667.52
	WORK ON 373,372,392	PV 98940 001 09290	10/2/2019	DL09301922A	57.88
	WORK ON 373,372,392	PV 98940 002 09290	10/2/2019	DL09301922A	76.10
	WORK ON 373,372,392	PV 98940 003 09290	10/2/2019	DL09301922A	76.10
		Summary Total			210.08
	396 FILLER PANEL	PV 98985 001 09290	10/5/2019	DL09301922B	29.14
		Summary Total			29.14
		Payment Amount			1,573.90
113321 FACTORY MOTOR PARTS CO	AIR FILTER 363	PV 98870 001 09101	10/4/2019	6-1546814	7.49
		Summary Total			7.49
FACTORY MOTOR PARTS CO BIN 139107 P O BOX 9107	AIR FILTER	PV 98910 001 09101	9/30/2019	6-1546284	7.49
		Summary Total			7.49

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Number	Payee Name / Mailing Address	Stub Message	Document				Due Date	Invoice Number	Payment Amount
			Ty	Number	Itm	Co			
	MINNEAPOLIS MN 55480-9107	PD OIL	PV	98986	001	09101	10/7/2019	6-1546884	20.70
				Summary Total					20.70
				Payment Amount					35.68
107099	FASTENAL	MISC SUPPLIES	PV	98871	001	09101	9/30/2019	MNTC8180540	13.83
	FASTENAL COMPANY P O BOX 1286 WINONA MN 55987			Summary Total					13.83
		MISC PARTS	PV	98958	001	09101	9/27/2019	MNTC8180477	11.97
				Summary Total					11.97
		MISC PARTS	PV	98987	001	09101	10/10/2019	MNTC8180877	58.97
				Summary Total					58.97
		MISC PARTS	PV	98988	001	09101	10/10/2019	MNTC8180897	13.13
				Summary Total					13.13
		MISC PARTS	PV	98989	001	09101	10/9/2019	MNTC8180860	1.04
				Summary Total					1.04
				Payment Amount					98.94
106428	FORCE AMERICA INC	USB KEY	PV	98875	001	09101	10/7/2019	001-1381702	76.92
	FORCE AMERICA INC 501 EAST CLIFF ROAD SUITE 100 BURNSVILLE MN 55337			Summary Total					76.92
				Payment Amount					76.92
100200	GOPHER STATE ONE CALL INC	SEPT 2019 223 TICKETS	PV	98912	001	09601	9/30/2019	9090685	100.35
	GOPHER STATE ONE CALL	SEPT 2019 223 TICKETS	PV	98912	002	09601	9/30/2019	9090685	100.35
	7223 PARKWAY DRIVE SUITE 210 HANOVER MD 21076-1317	SEPT 2019 223 TICKETS	PV	98912	003	09601	9/30/2019	9090685	100.35
				Summary Total					301.05
				Payment Amount					301.05
100650	GRAINGER	TAPE MEASURES	PV	98876	001	09101	10/4/2019	9313551781	72.84
	GRAINGER INC DEPT. 806511127 PALATINE IL 60038-0001			Summary Total					72.84
		LEATHER GLOVES	PV	98990	001	09101	10/11/2019	9321270358	44.04
				Summary Total					44.04
				Payment Amount					116.88

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Payee	Stub	Document	Due	Invoice	Payment				
Number	Name / Mailing Address	Message	Ty	Number	Item	Co	Date	Number	Amount
100211	HAWKINS INC	CHEMICALS	PV	98914	001	09601	9/30/2019	4589868	2,587.88
	HAWKINS INC			Summary Total					2,587.88
	P O BOX 860263								
	MINNEAPOLIS MN 55486-0263			Payment Amount					2,587.88
112475	INNOVATIVE OFFICE SOLUTIONS	MISC OFFICE SUPPLIES	PV	98916	001	09101	10/2/2019	IN2695983	124.93
	INNOVATIVE OFFICE SOLUTIONS	MISC OFFICE SUPPLIES	PV	98916	002	09101	10/2/2019	IN2695983	17.35
	P O BOX 860627	MISC OFFICE SUPPLIES	PV	98916	003	09101	10/2/2019	IN2695983	17.98
	MINNEAPOLIS MN 55486-0001	MISC OFFICE SUPPLIES	PV	98916	004	09101	10/2/2019	IN2695983	22.30
		MISC OFFICE SUPPLIES	PV	98916	005	09101	10/2/2019	IN2695983	10.51
				Summary Total					193.07
				Payment Amount					193.07
116789	KIESLER POLICE SUPPLY INC	PD SUPPLIES	PV	98917	001	09101	9/26/2019	IN118013	68.00
	KIESLER POLICE SUPPLY INC			Summary Total					68.00
	2802 SABLE MILL ROAD								
	JEFFERSONVILLE IN 47130			Payment Amount					68.00
100266	LOGIS	OCT 19 SERVICE	PV	98880	001	09101	10/1/2019	47652	13,710.00
	LOCAL GOVERNMENT INFORMATION SYSTEMS ASS			Summary Total					13,710.00
	5750 DULUTH STREET	KNOW BE 4/INSIGHT FLASH	PV	98959	001	09101	9/30/2019	47623	634.55
	GOLDEN VALLEY MN 55422-4036	KNOW BE 4/INSIGHT FLASH	PV	98959	002	09101	9/30/2019	47623	6,761.15
				Summary Total					7,395.70
		SERVER PROJ SERV	PV	98960	001	09101	9/30/2019	47592	1,843.75
		9/21/19		Summary Total					1,843.75
				Payment Amount					22,949.45
113658	MARCO	OCT 19 CONTRACT	PV	98961	001	09101	10/1/2019	INV6836691	60.00
	MARCO			Summary Total					60.00
	NW 7128 PO BOX 1450								

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 Version LOGIS004V
 Originator JLIPSKI
 Payment Instrument T A/P ACH Payment
 Pay Through Date 12/31/2019

Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
	MINNEAPOLIS MN 55485-7128								
									60.00
									60.00
100280	MED COMPASS INC	1 MED EXAM SCBA	PV	98919	001	09101	9/18/2019	36400	85.00
	MED COMPASS INC 7841 WAYZATA BLVD MINNEAPOLIS MN 55426								85.00
									85.00
100283	MENARDS COON RAPIDS	MISC SUPPLIES	PV	98962	001	09101	10/5/2019	11894	60.17
	MENARDS COON RAPIDS 3045 MAIN STREET COON RAPIDS MN 55433								60.17
									60.17
100284	MENARDS ELK RIVER	MISC SUPPLIES	PV	98920	001	09101	9/20/2019	95726	98.93
	MENARDS ELK RIVER 19521 EVANS STREET NW ELK RIVER MN 55330-1077								98.93
									71.18
									71.18
									170.11
100285	MET COUNCIL ENVIRONMENTAL SRV	NOV 2019 WASTE WATER	PV	98882	001	09602	10/8/2019	0001101518	65,058.71
	MET COUNCIL ENVIRONMENTAL SRV P O BOX 856513 MINNEAPOLIS MN 55485-6513								65,058.71
									65,058.71
100289	METRO SALES INC	OCT-DEC 19 COPIER CONTRACT	PV	98883	001	09101	10/3/2019	INV1441073	2,310.47
	METRO SALES INC 1620 EAST 78TH STEET MINNEAPOLIS MN 55423	OCT-DEC 19 COPIER CONTRACT	PV	98883	002	09101	10/3/2019	INV1441073	690.14
									3,000.61
									3,000.61
100363	NORTHERN SANITARY SUPPLY CO	MISC SUPPLIES	PV	98925	001	09101	9/27/2019	196522	325.78

R04570

CITY OF RAMSEY
Create Payment Control Groups

Payment Group Control Number 2942
 Bank Account 999.1010 CASH IN BANK 00002224
 Version LOGIS004V
 Originator JLIPSKI
 Payment Instrument T A/P ACH Payment
 Pay Through Date 12/31/2019

Payee	Stub	Document	Due	Invoice	Payment
Number	Name / Mailing Address	Ty Number Itm Co	Date	Number	Amount
Summary Total					325.78
Payment Amount					325.78
115232	NORTHERN TECHNOLOGIES LLC	AUG 19 WOOD POND/CHESTNUT	PV 98964 001 09435 9/14/2019	32803	2,908.59
Summary Total					2,908.59
	NORTHERN TECHNOLOGIES LLC	AUG 19 COTTAGES AT THE COR	PV 98965 001 09804 9/14/2019	32801	2,548.33
Summary Total					2,548.33
	FARGO ND 58103	RIVERSTONE 3RD ADD AUG 19	PV 98966 001 09804 9/14/2019	32821	664.13
Summary Total					664.13
		AUG 19 HARVEST ESTATES ROADWAY	PV 98967 001 09804 9/14/2019	32799	175.00
Summary Total					175.00
Payment Amount					6,296.05
110480	OPUS 21 MANAGEMENT SOLUTIONS	AUG 2019 SERVICES	PV 98927 001 09601 9/27/2019	190838	129.05
	OPUS 21 MANAGEMENT SOLUTIONS	AUG 2019 SERVICES	PV 98927 002 09601 9/27/2019	190838	129.05
	680 COMMERCE DRIVE SUITE 160	AUG 2019 SERVICES	PV 98927 003 09601 9/27/2019	190838	129.05
	WOODBURY MN 55125	AUG 2019 SERVICES	PV 98927 004 09601 9/27/2019	190838	129.05
		AUG 2019 SERVICES	PV 98927 005 09601 9/27/2019	190838	129.04
Summary Total					645.24
Payment Amount					645.24
112421	PERRILL	OCT 19 ROWAY WEB	PV 98884 001 09101 10/1/2019	2491863	200.00
Summary Total					200.00
Payment Amount					200.00
111488	POPP.COM INC	SEPT 19 SERVICE	PV 98928 001 09101 9/30/2019	992576841	84.46
	POPP.COM INC	SEPT 19 SERVICE	PV 98928 002 09101 9/30/2019	992576841	37.54
	620 MENDELSSOHN AVE NO SUITE 101	SEPT 19 SERVICE	PV 98928 003 09101 9/30/2019	992576841	46.92

CITY OF RAMSEY
Create Payment Control Groups

Payment Group Control Number 2942
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 Payment Instrument T A/P ACH Payment
 Pay Through Date 12/31/2019

Payee	Stub	Document	Due	Invoice	Payment
Number	Name / Mailing Address	Ty Number ltm Co	Date	Number	Amount
GOLDEN VALLEY MN 55427	SEPT 19 SERVICE	PV 98928 004 09101	9/30/2019	992576841	178.31
	SEPT 19 SERVICE	PV 98928 005 09101	9/30/2019	992576841	28.15
	SEPT 19 SERVICE	PV 98928 006 09101	9/30/2019	992576841	107.92
	SEPT 19 SERVICE	PV 98928 007 09101	9/30/2019	992576841	42.24
	SEPT 19 SERVICE	PV 98928 008 09101	9/30/2019	992576841	110.53
	SEPT 19 SERVICE	PV 98928 009 09101	9/30/2019	992576841	88.32
	SEPT 19 SERVICE	PV 98928 010 09101	9/30/2019	992576841	108.12
	SEPT 19 SERVICE	PV 98928 011 09101	9/30/2019	992576841	58.88
		Summary Total			891.39
		Payment Amount			891.39
113444 PRECISE	AUG 2019 SERVICE	PV 98886 001 09101	9/30/2019	200-1022855	555.74
PRECISE		Summary Total			555.74
501 EAST CLIFF ROAD SUITE 100		Payment Amount			555.74
BURNSVILLE MN 55337					
107978 PREMIER COMMERCIAL	AUG 19 HWY 10	PV 98929 001 09410	8/31/2019	6531	200.00
PROPERTIES INC	MANAGE,				
PREMIER COMMERCIAL	AUG 19 HWY 10	PV 98929 002 09410	8/31/2019	6531	200.00
PROPERTIES INC	MANAGE,				
299 COON RAPIDS BLVD NW	AUG 19 HWY 10	PV 98929 003 09410	8/31/2019	6531	200.00
#200	MANAGE,				
COON RAPIDS MN 55433	AUG 19 HWY 10	PV 98929 004 09410	8/31/2019	6531	200.00
	MANAGE,				
		Summary Total			800.00
		Payment Amount			800.00
113737 RATWIK ROSZAK AND	AUG 2019 RETAINER	PV 98930 001 09804	9/1/2019	64987	285.35
MALONEY PA					
RATWIK ROSZAK AND	AUG 2019 RETAINER	PV 98930 002 09804	9/1/2019	64987	537.12
MALONEY PA					
300 U.S. TRUST BUILDING	AUG 2019 RETAINER	PV 98930 003 09804	9/1/2019	64987	2,314.53
		Summary Total			3,137.00
730 SECOND AVENUE SOUTH		Payment Amount			3,137.00
MINNEAPOLIS MN 55402					
100921 RETROFIT COMPANIES INC	RECYCLE FALL 2019	PV 98931 001 09604	9/30/2019	0106055	84.00
		Summary Total			84.00
RETROFIT COMPANIES INC		Payment Amount			84.00
1010 HOFFMAN DRIVE SUITE A					

R04570

CITY OF RAMSEY
Create Payment Control Groups

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Payee	Stub	Document	Due	Invoice	Payment			
Number	Name / Mailing Address	Ty	Number	Itm	Co	Date	Number	Amount
	OWATONNA MN 55060							
							Payment Amount	84.00
115583	SANDARIN, BARBARA	PV	98932	001	09101	9/9/2019	909	315.00
	BARBARA SANDARIN 1824 113TH LANE NW COON RAPIDS MN 55433						Summary Total	315.00
							Payment Amount	315.00
100469	STREICHER'S POLICE EQUIPMENT	PV	98933	001	09101	9/23/2019	11389272	304.97
	STREICHER'S POLICE EQUIPMENT 10911 WEST HWY 55 MINNEAPOLIS MN 55441						Summary Total	304.97
							Payment Amount	304.97
100485	TIMESAVER OFF SITE SECRETARIAL INC	PV	98935	001	09101	9/29/2019	M25107	969.50
	TIMESAVER OFF SITE SECRETARIAL INC 5291 RIVER OAK DRIVE SAVAGE MN 55378						Summary Total	969.50
							Payment Amount	969.50
112024	TOWMASTER	PV	98887	001	09101	9/30/2019	420500	1,575.00
	TOWMASTER 61381 US HWY 12 LITCHFIELD MN 55355						Summary Total	1,575.00
							Payment Amount	1,575.00
106990	USA BLUE BOOK	PV	98888	001	09101	10/1/2019	024822	154.42
	USA BLUE BOOK PO BOX 9004						Summary Total	154.42
		PV	98998	001	09101	10/10/2019	034439	62.96
	GURNEE IL 60031-9004						Summary Total	62.96
		PV	98999	001	09101	10/10/2019	034250	591.12
							Summary Total	591.12
							Payment Amount	808.50
112721	W W GOETSCH ASSOCIATES	PV	98889	001	09602	10/3/2019	102866	3,040.00

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #19-256

RESOLUTION APPROVING CASH DISBURSEMENTS MADE AND AUTHORIZING PAYMENT OF ACCOUNTS PAYABLE INVOICING RECEIVED DURING THE PERIOD OF OCTOBER 3, 2019 THROUGH OCTOBER 16, 2019

WHEREAS, the City of Ramsey Finance Department has made cash disbursements and received accounts payable invoicing during the period of October 3, 2019, through October 16, 2019, in the amount of \$ 1,187,030.83 and

WHEREAS, the City Council of the City of Ramsey is required to authorize payment for all disbursement transactions.

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

- 1) That the Ramsey City Council hereby approves the cash disbursements made and authorizes payment of the accounts payable invoices as detailed in the attached Bills List for the period October 3, 2019, through October 16, 2019, in the amount of \$ 1,187,030.83.

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

and the following voted against the same:

None

and the following abstained:

None

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 22nd day of October 2019.

Mayor

ATTEST:

City Clerk

CC Regular Session

5. 7.

Meeting Date: 10/22/2019

Submitted For: Tim Gladhill, Community Development

By: Elliot Mohler, Community Development

Information

Title

Adopt Resolution #19-253 Approving Code Enforcement Action Plan at 6336 Highway 10 NW

Purpose/Background:

The purpose of this case is to review the code enforcement activities at 6336 Highway 10 NW (the "Subject Property") for an extension of code enforcement actions and time for cleanup. Staff has been working with various code enforcement actions on this property for outdoor storage, off-street parking, and the accumulation of junk. City Staff has previously sent one notice and met with the Property Owner in person regarding the violation. After meeting with the Property Owner on two occasions, both City Staff and the Property Owner have come to agreeable terms to bring the Subject Property into compliance with City Code. Staff believes an approval of a code enforcement action plan by City Council is necessary. The property owner has been made aware of the resolution.

Notification:

No notification required.

Observations/Alternatives:

Alternative 1: Adopt Resolution #19-253 Approving Code Enforcement Action Plan at 6336 Highway 10 NW. During both meetings, City Staff and the Property Owner worked together to create a sensible timeline and develop agreeable terms to bring the Subject Property into compliance with City Code. Staff supports this alternative.

Alternative 2: Do not adopt Resolution #19-253 Approving Code Enforcement Action Plan at 6336 Highway 10 NW. City Council should provide specific direction to staff as to how to proceed with this active code enforcement case. Staff is not opposed to this alternative but believes the approach and timeline outlined in the proposed resolution is appropriate.

Funding Source:

Staff handles code enforcement as part of their normal duties.

Recommendation:

Staff recommends approval of Resolution #19-253, which will confirm current code enforcement attempts at 6336 Highway 10 NW.

Action:

Motion to adopt Resolution #19-253 approving a timeline for cleanup and code enforcement actions at 6336 Highway 10 NW.

Attachments

Site Location

Historic Case Files

Resolution 19 253

Form Review

Inbox

Tim Gladhill

Kurt Ulrich

Form Started By: Elliot Mohler

Final Approval Date: 10/17/2019

Reviewed By

Tim Gladhill

Kurt Ulrich

Date

10/17/2019 11:59 AM

10/17/2019 03:37 PM

Started On: 10/10/2019 10:26 AM

Site Location Map for 17030 Baugh St NW

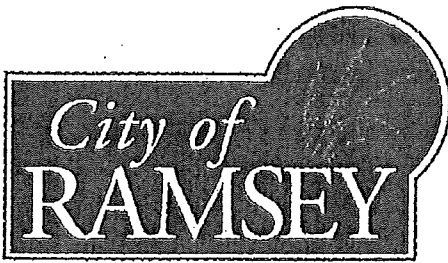


2006 Case File

ADD 2" GRAVEL TO PARKING PAD
VEHICLES UNDER TARP (2-3)

\$277K → ~~\$~~ \$250K

Car storage



15153 Nowthen Boulevard NW • Ramsey, Minnesota 55303
City Hall: (763) 427-1410 • Fax: (763) 427-5543
www.ci.ramsey.mn.us

July 11, 2006

J.A.C. Auto Repair & Sales
Attn: Owner/Manager
6336 Highway #10 NW
Ramsey, MN 55303

Re: Display/Storage of merchandise

Dear Business Owner/Manager:

The City has long struggled with getting businesses to comply with regulations concerning the display and/or storage of merchandise. As most, if not all, businesses are aware, Ramsey City Code requires merchandise to be displayed and/or stored on an improved surface of bituminous or concrete. The only exceptions to this rule are those sites that have lawful non-conforming status (grandfather rights) to utilize unimproved display areas. However, under no circumstances is merchandise permitted to be displayed within the public right-of-way area adjacent to the public roads.

In an attempt to achieve compliance with these regulations, City Staff will be conducting multiple inspections throughout this summer and fall. We will be making note of any and all violations evident on a property. We will follow up the inspection with a notice to those businesses found to be non-compliant. In general, we will be looking at the following:

- Compliance with displaying merchandise on proper surface.
- Compliance with required customer parking spaces (1 for every 10 autos for sale).
- Compliance with sign regulations.

The inspection results will be referenced and reviewed when City Council reviews the 2007 license applications for Motor Vehicle Sales, Repair, and/or Rental. Please note that it would be illegal to continue operating a business without this license.

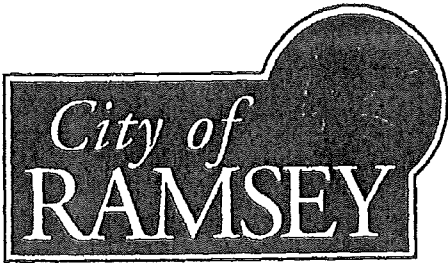
Our interest is in improving the image of the Highway 10 corridor and creating an equal playing field for all businesses. We feel this will be a step toward that goal. If you have any questions concerning this matter, please contact me at 763-433-9905.

Thank you in advance for your understanding and cooperation with this matter.

Sincerely,

A handwritten signature in cursive script, appearing to read "Chris Anderson".

Chris Anderson
Zoning & Recycling Coordinator



*No license
Non Compliance with*

7550 Sunwood Drive NW • Ramsey, Minnesota 55303
City Hall: 763-427-1410 • Fax: 763-427-5543
www.ci.ramsey.mn.us

*auto sales
Requirements*

November 21, 2006

J.A.C. Auto Repair & Sales
Attn: Owner/Manager
6336 Highway 10 NW
Ramsey, MN 55303

Re: 2007 licensing

Dear Business Owner/Manager:

Over the past four months or so, City Staff conducted a series of inspections at those businesses required to obtain a City of Ramsey motor vehicle sales, repair, and/or rental license. For businesses that were in compliance or progressively moved toward compliance, the licensing process will remain the same, with the 2007 applications simply being placed on the City Council consent agenda. However, regarding the businesses that failed to comply with current regulations or to show any real progress toward compliance, Staff will be bringing forward a case to the City Council at the December 12, 2006 meeting to discuss potential 2007 licensing options. As one of the businesses that failed to demonstrate sufficient progress toward code compliance, Staff thought it prudent to notify you of the anticipated meeting date regarding 2007 licensing. A copy of the December 12 case cover sheet will be available for review prior to the meeting.

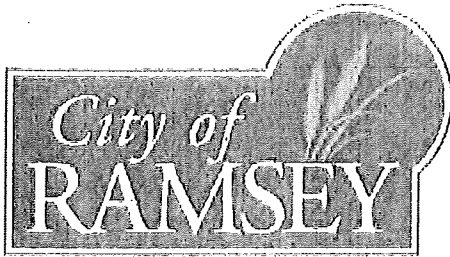
Sincerely,

A handwritten signature in cursive script, appearing to read "Chris Anderson".

Chris Anderson
Zoning & Recycling Coordinator

2009/2010

Case File



7550 Sunwood Drive NW • Ramsey, Minnesota 55303
City Hall: 763-427-1410 • Fax: 763-427-5543
www.ci.ramsey.mn.us

JAC Auto
Attn: Property/Business Owner
6336 Highway 10 NW
Ramsey, MN 55303

July 29, 2010

Re: Notice of Violations at 6336 Hwy 10

Dear Property/Business Owner:

As you may recall, the City of Ramsey has been working on the Highway 10 corridor for the past year to review existing conditions, develop an enforcement policy, and seek voluntary participation in clean-up efforts from our businesses. You should have received a letter within the past few weeks discussing the enforcement policy moving forward. Unfortunately, when staff visited your property, it was observed that it is in violation of Section 30-3(6), Section 30-3 (25) and Section 30-3(26) (Condition of Premises) of the Ramsey City Code. This section states as follows:

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

(25). The outdoor or outside storage of any abandoned or inoperable vehicles, as defined by this chapter.

(26). The outdoor or outside storage of any part of a motor vehicle or piece of machinery that is deteriorating or unusable or intended to be used as salvageable parts.

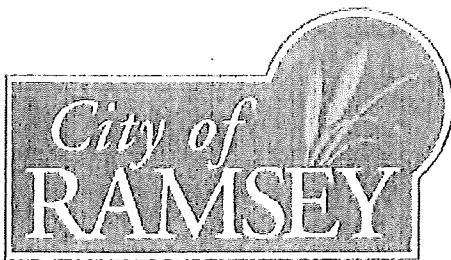
When your property was inspected, it was noticed that there was a significant amount of inoperable vehicles, debris, junk and rubbish stored in a numerous areas on the property. Accumulation of these cast-off materials on this property is not permitted. We are requesting that you voluntarily rectify the situation within 30 days. City Council is interested in cooperative efforts rather than adversarial roles between staff and residents to bring about compliance. However, should any of the violations not be corrected on or before August 29, 2010, this matter will continue through our regular code violation procedure or be forwarded to the City Attorney for prosecution. As you know, there is a Council sub-committee working with Staff on this project. Either Staff or one of the sub-committee members would be happy to meet with you on your property and review the violations with you.

Should you have questions concerning this matter, I will be glad to assist you. If you should have any questions regarding this program, please contact either me at (763) 433-9843 or Tim Gladhill at (763) 576-4308. Thank you for your anticipated cooperation in this manner.

Respectfully submitted,

CITY OF RAMSEY

Amber G. Miller
Planning Manager



7550 Sunwood Drive NW • Ramsey, Minnesota 55303
City Hall: 763-427-1410 • Fax: 763-427-5543
www.ci.ramsey.mn.us

JAC Auto
Attn: Property/Business Owner
6336 Highway 10 NW
Ramsey, MN 55303

August 27, 2010

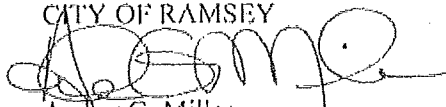
Re: Conditions of Premises

Dear Property/Business Owner:

Thank you for taking the time to meet with Chris Anderson and me onsite August 17th, 2010 to review the progress and discuss your plan for compliance. Per our discussion Staff is pleased with the progress you have made so far and is able to grant you a 60 day extension from the date of our visit to comply with the code requirements outlined in the original letter dated July 27, 2010. To recap, you would have until October 17th, 2010 to finish the removal of the debris, the salvage and parts we discussed and properly apply for a fencing permit with the City.

Should you have questions concerning this matter, I will be glad to assist you. If you should have any questions regarding this program, please contact either me at (763) 433-9843 or Tim Gladhill at (763) 576-4308. Thank you for your anticipated cooperation in this manner.

Respectfully submitted,
CITY OF RAMSEY

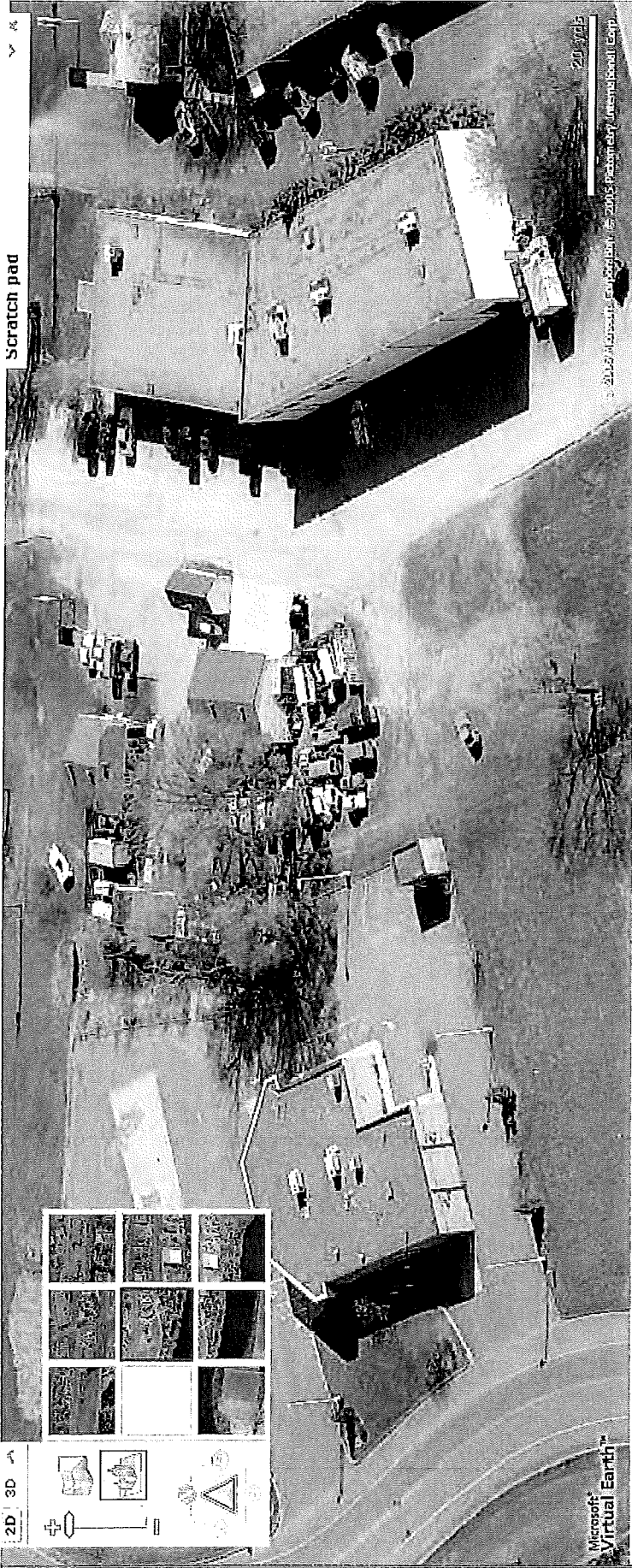


Amber G. Miller
Planning Manger

ADDRESS	CODE VIOLATIONS	Section 30-3(10)	Section 117-120(11)	Section 30-3(6)	Section 117-465	Section 30-3(26)	City Code Section 30-3(25)
	Assigned To:	Veg. over 1ft.	off-street pkg.	accumulation of waste	temp. sign regs	parts storage	Abandoned/Inop. Vehicles
6246 Hwy 10/Davstar Gazebos	Chris/Jessica	1		1			
6260 Hwy 10/Blue Line Collision	Chris/Jessica	1		1			
7009 Hwy 10/Siar Auto	Chris/Jessica	1		1			
9539 Hwy 10/Frank's RV	Chris/Jessica	1		1			1
6021 Hwy 10 ICO	Chris/Jessica	1		1			
6100 Hwy 10/diamond auto	Chris/Jessica	1		1			
6320 Hwy 10/Al-Prte graphics	Chris/Jessica	1		1			
6781 Hwy 10/Chrystal Pierz	Tim/Amber	1		1			
7751 Hwy 10/E-Z Auto	Tim/Amber	1		1			
9617 Hwy 10/Wuorio	Tim/Amber	1		1			
6845 Hwy 10/Auto RV & Ranch	Chris/Jessica	1		1			
7029 Hwy 10/Frey's	Tim/Amber	1		1			
9421 Hwy 10/Lake Region RVs	Tim/Amber	1		1			
1183 Alpaca Estates	Tim/Amber	1		1			
OL A Riverwick Village	Chris/Jessica	1		1			
6140 Hwy 10/Lano	Tim/Amber	1		1			
7575 Hwy 10/M&G trailer sales	Tim/Amber	1		1			
9535 Hwy 10							
6043 Hwy 10 Earth 1st/1BT							
6080 Hwy 10							
6111 Hwy 10							
6745 Hwy 10							
6750 Hwy 10							
7815 Riverdale Dr							
8000 Hwy 10							
9619 Hwy 10							
6336 Hwy 10 JAC							
7103 Hwy 10							
7105 Hwy 10							
6101 Hwy 10 former Pawn Shop	none currently						
6139 and 6141 Hwy 10 Wells	none currently						
6228 Hwy 10	none currently						
6304 Hwy 10	none currently						
6314 Hwy 10	none currently						
6360 Hwy 10 Old Amocco	none currently						
6401 Hwy 10							
6435 Hwy 10							
6420 Hwy 10	none currently						
6440 Hwy 10	none currently						
6650 Hwy 10	none currently						
6701 Hwy 10							
6710 Hwy 10*							
6740 Hwy 10	none currently						
6760 Hwy 10	none currently						
6825 Hwy 10	none currently						
6840 Hwy 10	none currently						
6897 Hwy 10	none currently						
6937 Hwy 10	none currently						

ADDRESS	CODE VIOLATIONS	Section 30-3(10) Veg. over 1ft.	Section 117-120(11) off-street pkg.	Section 30-3(6) accumulation of waste	Section 117-465 temp. sign regs	Section 30-3(26) parts storage	City Code Section 30-3(25) Abandoned/nop. Vehicles
6957 Hwy 10	Assigned To: none currently						
7039 Hwy 10	none currently						
7125 Hwy 10	none currently						
7127 Hwy 10							
7151 Hwy 10	none currently						
7157 Hwy 10	none currently						
7205 Hwy 10							
7245 Hwy 10	none currently						
7255 Hwy 10							
7405 Hwy 10							
7411 Hwy 10							
7435 Hwy 10							
7443 Hwy 10	none currently						
7550 Hwy 10	none currently						
7945 Riverdale Dr	none currently						
7955 Riverdale Dr							
9457 Hwy 10	none currently						
9459 Hwy 10	none currently						
13554 Tungsten St	none currently						
13601 Tungsten St	none currently						
14075 Ramsey Blvd	none currently						
OL A Deal Ind Park	none currently						
Riverside Farms							
Storm Water Pond	none currently						
TRT A REG Land Survey 119	none currently						
TOTALS		15	23	21	11	10	8

2007-2010 4/11/10



6336 Hwy 10—JAC Inspection Report

- Unlicensed, unregistered and inoperable vehicles
- Parts storage in numerous areas around the site
- Debris and inappropriate screening material (tarp)

JAC Auto
Attn: Property/Business Owner
6336 Highway 10 NW
Ramsey, MN 55303

July 29, 2010

Re: Notice of Violations at 6336 Hwy 10

Dear Property/Business Owner:

As you may recall, the City of Ramsey has been working on the Highway 10 corridor for the past year to review existing conditions, develop an enforcement policy, and seek voluntary participation in clean-up efforts from our businesses. You should have received a letter within the past few weeks discussing the enforcement policy moving forward. Unfortunately, when staff visited your property, it was observed that it is in violation of **Section 30-3(6), Section 30-3 (25) and Section 30-3(26)** (Condition of Premises) of the Ramsey City Code. This section states as follows:

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

(25). The outdoor or outside storage of any abandoned or inoperable vehicles, as defined by this chapter.

(26). The outdoor or outside storage of any part of a motor vehicle or piece of machinery that is deteriorating or unusable or intended to be used as salvageable parts.

When your property was inspected, it was noticed that there was a significant amount of inoperable vehicles, debris, junk and rubbish stored in a numerous areas on the property. Accumulation of these cast-off materials on this property is not permitted. We are requesting that you voluntarily rectify the situation within 30 days. City Council is interested in cooperative efforts rather than adversarial roles between staff and residents to bring about compliance. However, should any of the violations not be corrected on or before August 29, 2010, this matter will continue through our regular code violation procedure or be forwarded to the City Attorney for prosecution. As you know, there is a Council sub-committee working with Staff on this project. Either Staff or one of the sub-committee members would be happy to meet with you on your property and review the violations with you.

Should you have questions concerning this matter, I will be glad to assist you. If you should have any questions regarding this program, please contact either me at (763) 433-9843 or Tim Gladhill at (763) 576-4308. Thank you for your anticipated cooperation in this manner.

Respectfully submitted,
CITY OF RAMSEY

Amber G. Miller
Planning Manger

2011 Case File

August 19, 2011

Re: Highway 10 Zoning Regulation Follow-up

Dear Property/Business Owner:

As you may recall the City of Ramsey performed a photo inventory of all properties along the Highway 10 corridor in 2009. The purpose of the inventory was to document existing conditions of all of properties along the corridor to determine how the City can work with the property owners and businesses along the corridor to improve the appearance of the corridor and allow the area to flourish. To better assist Staff with this task, the City Council appointed a sub-committee of Councilmembers to review the information and make recommendations to the full Council. The City Council discussed recommendations at the May 4, 2010 Work Session. At that meeting, the City Council directed Staff to draft a letter to all property owners informing them of the process and how the City Council will be approaching enforcement activities in the Highway 10 corridor. Additionally, a follow-up letter will go out to any properties with non-conformities and will be given a specific timeline to address those issues.

The Council has directed Staff to implement a phased enforcement along the corridor. In 2010, Staff focused on long grass, junk vehicles, and junk and debris. In 2011, Staff will look at screening requirements and parking in right-of-way area. In addition, Staff will be checking for continued compliance of those issues addressed in 2010. In 2012, Staff will begin to look at surfacing requirements. Staff will be following up with specific properties requiring action in a separate letter.

The City looks forward to continuing to work with all property owners in the commercial and industrial districts to improve the business environment and strengthen Ramsey's appeal as a place to live, work and shop. If you should have any questions regarding this program, please contact either me at (763) 576-4308.

Sincerely,

CITY OF RAMSEY

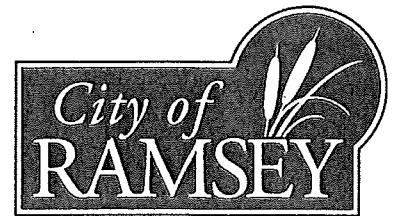
Tim Gladhill
Senior Planner

cc: Mayor
Councilmembers

2013 Case File

STATE OF MINNESOTA
COUNTY OF ANOKA

CITY OF RAMSEY
Code Enforcement Unit



July 23, 2013

JAC Auto Repair and Sales
Attn: Jerry Coffin
6336 Hwy 10 NW
Ramsey, MN 55303

- NOTICE OF VIOLATION -

RE: 6336 Hwy 10 NW

Dear Jerry Coffin:

The City of Ramsey has adopted ordinances that are designed to keep the community safe, healthy and attractive by the elimination of public nuisances. In particular, **City Code Sections 105-142 (ICC 305.7), 117-117 (E-1 Employment District), 30-3 (10) (Property conditions constituting a public nuisance), , 30-3(6) (Property conditions constituting a public nuisance), and 30-3 (25) (Property conditions constituting a public nuisance)** declares the following:

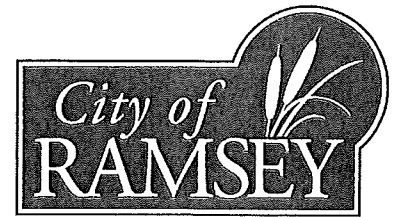
- All accessory structures, including detached garages, fences and walls, shall be maintained structurally sound and in good repair.
- The following are declared to be nuisances affecting public peace, health, welfare, and/or safety of the community: All grass, weeds, or noxious growths of vegetation upon public or private property exceeding eight inches in height, or whatever height specified in the appropriate zoning district, excluding acceptable prairie restoration plant materials.
- Open and outdoor storage and vehicles displayed for sale shall be on surfacing to control dust.
- The storage or accumulation of waste, refuse, or garbage that is not contained in a closed container designed or reasonably adapted for such purpose, except for 30 days preceding pick-up by a hauler. This includes any accumulation of appliances, plumbing fixtures, furniture, equipment, remnants of wood (decayed or weathered) unused construction materials, stockpiles of rocks or dirt, or any items that could not be put to use in the manner that they are intended.
- Outdoor or outside storage of any abandoned or inoperable vehicles shall be considered a public nuisance.

On July 16, 2013, City Staff inspected the above referenced property and that inspection revealed a violation(s) of the aforementioned City Code Sections. Specifically, the following were noted:

- 1.) Fencing has missing boards that need to be repaired and/or replaced.
- 2.) Grass, weeds, and noxious growths of vegetation exceeding 8 inches that need to be

STATE OF MINNESOTA
COUNTY OF ANOKA

CITY OF RAMSEY
Code Enforcement Unit



- mowed.
- 3.) Vehicles parked on improper surface (displayed in front on grass). Any vehicles parked or displayed on the property shall be on an improved surface. There appeared to be a defined area where class V gravel had been used in the past for vehicle parking/display. Parking and display of vehicles shall be limited to that area and said area must be maintained such that no vegetation establishes within it (will need to replenish with additional class v gravel; however, the area cannot be expanded without a Conditional Use Permit).
 - 4.) Inoperable vehicles must be repaired to a running condition and/or removed from the property.
 - 5.) Accumulation of wooden pallets, a vehicle hood and other items that could not be put to use in the manner that they are intended

You are advised that you have **fourteen (14)** days from the date of this letter to make the necessary corrections as directed above.

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

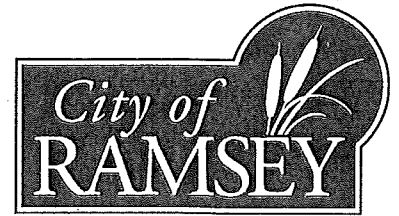
James Way, Chief of Police
Ramsey Police Department
7550 Sunwood Drive NW
Ramsey, MN 55303

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

You are further notified that any item removed from the Property by the City will be held for 15 days prior to disposal. Within said 15 days you may reclaim the items held by the City after paying all fees incurred by the City associated with the abatement. If you do not contact the City within

STATE OF MINNESOTA
COUNTY OF ANOKA

CITY OF RAMSEY
Code Enforcement Unit



15 days to reclaim the items, all items will be disposed of and sold. Any abated items that are reclaimed and returned to the Property owner that are found to be in violation of the City Code's nuisance provisions shall be abated immediately by the City.

If you have questions concerning his Notice, please contact me at (763) 576-4304 or by email at Kcamacho@ci.ramsey.mn.us

Sincerely,

Kristin Camacho
Code Enforcement
Ramsey Police Department

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

RESOLUTION #19-253

A RESOLUTION APPROVING CODE ENFORCEMENT ACTION PLAN FOR 6336 HIGHWAY 10 NW COMMONLY KNOWN AS JAC AUTO REPAIR AND SALES

WHEREAS, JAC Auto Repair and Sales (the “Business”) is operating on the property generally known as 6336 Highway 10 NW and legally described as follows:

LOT 2 AUDITOR SUBDIVISION NUMBER 096, EX ROAD SUBJECT TO EASEMENT OF RECORD

(the “Subject Property”); and

WHEREAS, the Subject Property is currently zoned E-1 Employment District; and

WHEREAS, the Subject Property is approximately 0.95 acres; and

WHEREAS, the Business, commonly known as JAC Auto Repair and Sales, has been in operation after the City’s incorporation and formal adoption of zoning authority; and

WHEREAS, the City acknowledges that certain lawful non-conforming rights related to motor vehicle repair and sales are applicable; however, the ‘footprint’ of the lawful non-conforming use appears to have expanded based on historic aerials; and

WHEREAS, there are documented City Code violations on the Subject Property extending back to the 1980’s, prior to JAC owning the Subject Property. JAC Auto acquired the property in April of 1986. Those City Code violations related to the open code enforcement case are outlined below:

- 1) On July 11, 2006, City Staff found the Subject Property to be in violation of City Code in regards to the display and storage of merchandise; and
- 2) On July 29, 2010, City Staff found the Subject Property to be in violation of City Code Section 30 (Nuisances) for the outdoor storage of abandoned or inoperable vehicles, the outdoor storage of deteriorating motor vehicle parts, and the storage and/or accumulation of waste; and
- 3) On August 19, 2011, City Staff found the Subject Property to be in violation of City Code in regards to the storage and display of junk vehicles and debris; and
- 4) On July 23, 2013, City Staff found the Subject Property to be in violation of City Code Section 30 (Nuisances) for the outdoors storage of abandoned or inoperable vehicles, the outdoor storage of deteriorating motor vehicle parts, the storage and/or accumulation of waste, and accessory structures (fences, garages) not being maintained; and

WHEREAS, an agreement was reached between the previous owner and the City Attorney on January 3, 1986 permitting the business to store no more than four (4) inoperable automobiles behind the fence that exists behind the garage; and

WHEREAS, that same agreement called for the removal of any and all other automobiles from the property by January 17, 1986; and

WHEREAS, that same agreement required the previous owner to provide three (3) parking spaces for the previous business that was located on the Subject Property; and

WHEREAS, the current property owner is not bound by this agreement; and

WHEREAS, City Staff have found the Subject Property owned by JAC Auto to be in violation of City Code Section 30 (Nuisances) for the same or similar reasons for the violations occurring between 2006 and 2013; and

WHEREAS, a code enforcement action plan is required to bring the Subject Property and Business into compliance with City Code; and

WHEREAS, the owner of the Business and Subject Property met with City Staff to discuss this issue on Thursday, October 3, 2019 to discuss agreeable terms and timeline for cleanup.

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 the proposed code enforcement action plan on the Subject Property as outlined below:

1. The Owner has 30 days from the date of approval of this resolution to come into compliance with City Code. This includes the removal of tarps, sheets, or any material covering vehicles and the removal of any and all accumulated junk, garbage, refuse, or materials not directly related to the business.
2. The Owner must reapply Class V gravel to the existing extent of the gravel driveway/parking area by the end of May 2020, as to maintain the driveway/parking area into the future and parking all operable vehicles on said Class V gravel.
3. The Owner must set up an inspection with City Staff near the end of the 30 days for reassessment of the Subject Property to ensure City Code compliance in regards to the accumulation of junk, waste, and refuse.
4. The Owner must set up an inspection with City Staff upon completion of the reapplication of Class V gravel to the existing driveway/parking area to ensure compliance with City Code.

5. If the Property Owner fails to come into compliance with City Code, they may be subjected to financial penalty.
6. That the Subject Property has lawful, non-conforming rights for a graveled parking surface for vehicle parking as seen in **Exhibit A**.
7. The Subject Property does not have legal non-conforming status to park on the grass.
8. The Subject Property cannot have outdoor storage of any motor vehicles under tarps, sheets, or similar coverings.
9. The Subject Property cannot store any items unrelated to the business on the Subject Property.

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 22nd day of October, 2019.

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 Mayor John LeTourneau 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 John LeTourneau 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

EXHIBIT A



Meeting Date: 10/22/2019

By: Chris Anderson, Community
Development

Information

Title

~~Adopt Resolution #19-257 Approving an Accessory Structure Agreement for 17710 Tonto Street NW; Case of Sean and Amie O'Neill~~ - Please Note: This item was removed from the Consent Agenda to be considered as Case 7.00.

Purpose/Background:

The City has received an application from Sean and Amie O'Neill (the "Applicant") for a Building Permit for a She Shed/Studio at the property located 17710 Tonto Street NW (the "Subject Property"). The floor plan for the detached accessory building indicates that the accessory structure would include a bathroom with both a toilet and shower, as well as a sink/wash station, two (2) windows, a front door and a small covered porch.

Notification:

Notification is not required.

Observations/Alternatives:

City Code Section 117-349(d)(8) prohibits accessory buildings from containing complete independent living facilities (accessory apartments). This is defined as have three or more of the following: permanent provisions for living, sleeping, eating, and sanitation. While it does not appear that the proposed detached accessory building would be utilized as an accessory apartment, it seems that it may have the potential to be used in that capacity in the future. Thus, Staff has drafted an Accessory Structure Agreement outlining how the building may be used and specifically prohibits its use now, or in the future, as an accessory apartment.

The detached accessory structure appears to meet all applicable zoning standards regarding size, exterior finish, setbacks, etc. As proposed, the Applicant will need to work with the Building Division to ensure compliance with septic regulations (due to the proposed bathroom), and to obtain any other applicable permits (septic, electrical, etc.).

Alternatives

Alternative 1: Adopt Resolution #19-257 approving an Accessory Structure Agreement. If approved, Staff could complete the review and issue the Building Permit for the detached accessory structure. Since it does not appear that the accessory structure is intended to be used as an accessory apartment, Staff would support this alternative.

Alternative 2: Adopt Resolution #19-257 approving an Accessory Structure Agreement and direct Staff to prepare information for a future work session to discuss accessory apartments. If approved, Staff could complete the review and issue the Building Permit for the detached accessory structure. Since it does not appear that the accessory structure is intended to be used as an accessory apartment, Staff would also support this alternative as these types of requests are becoming more commonplace.

Alternative 3: Do not adopt Resolution #19-257. This would likely prohibit Staff from issuing a Building Permit for the proposed detached accessory structure as it could be considered an accessory apartment. Staff believes that the Accessory Structure Agreement sufficiently addresses that concern and does not support this alternative.

Funding Source:

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

Recommendation:

Staff recommends adopting Resolution #19-257.

Action:

Motion to adopt Resolution #19-257 approving an Accessory Structure Agreement for a detached accessory structure at 17710 Tonto Street NW contingent upon review as to legal form by the City Attorney.

Attachments

Site Location Map

She Shed/Studio Elevation

Floor Plan

Accessory Structure Agreement

Resolution #19-257

Form Review

Inbox

Tim Gladhill

Kurt Ulrich

Form Started By: Chris Anderson

Final Approval Date: 10/23/2019

Reviewed By

Tim Gladhill

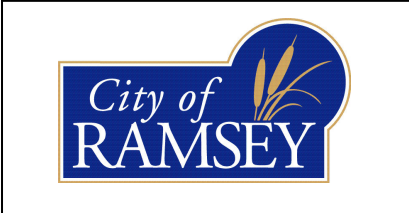
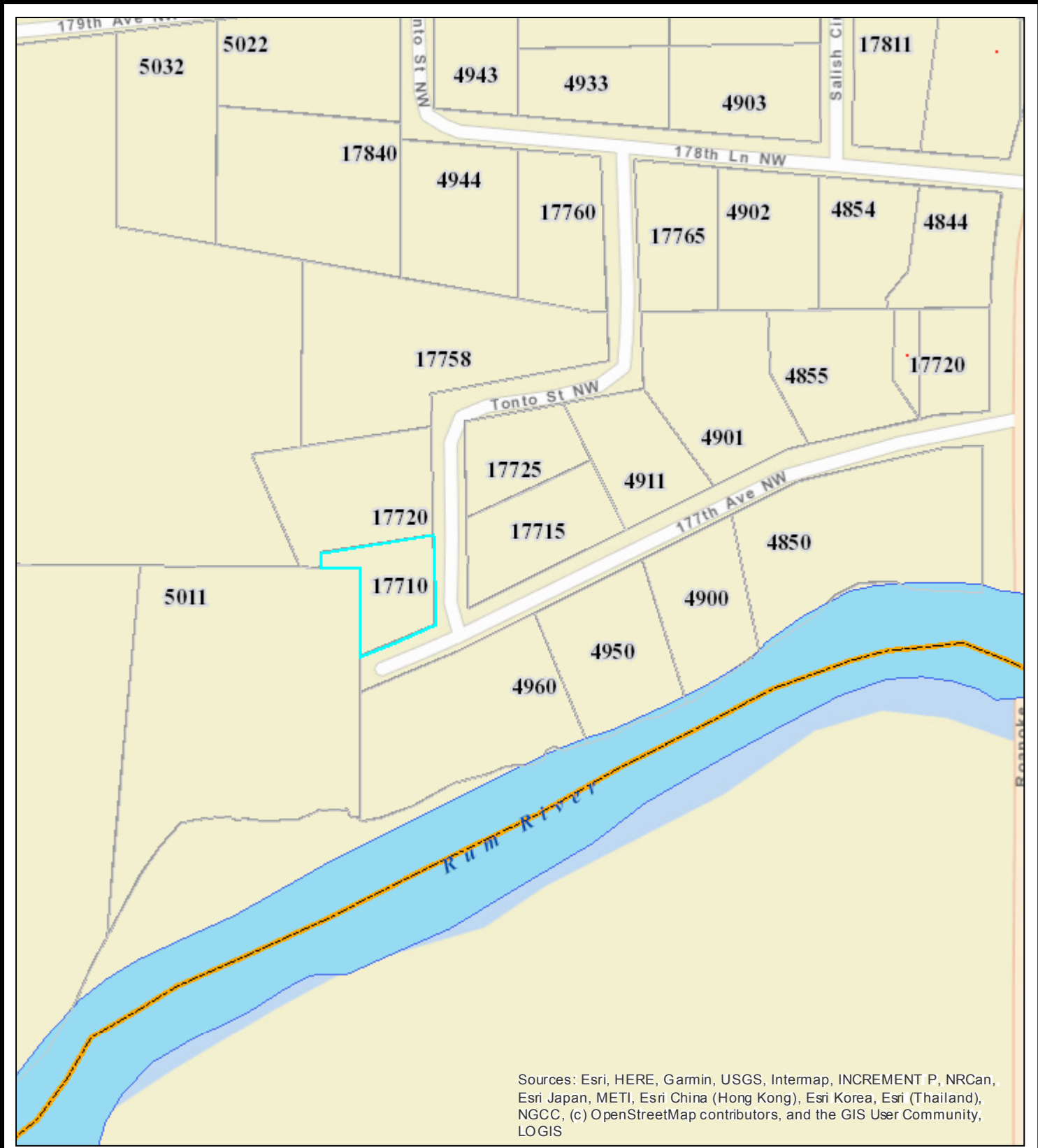
Kurt Ulrich

Date

10/17/2019 11:55 AM

10/17/2019 03:44 PM

Started On: 10/11/2019 04:53 PM

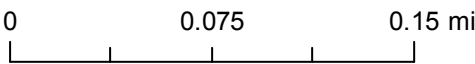


Site Location Map

17710 Tonto Street NW

Legend

- Site
- Parcels





RECEIVED
SEP 25 2019
BY: [Signature]

RECEIVED
SEP 25 2019
BY: RHO41061

BY SHE SHED/STUDIO

classic gable roof
Siding - wood Panel
Roofing - SBS Shingles

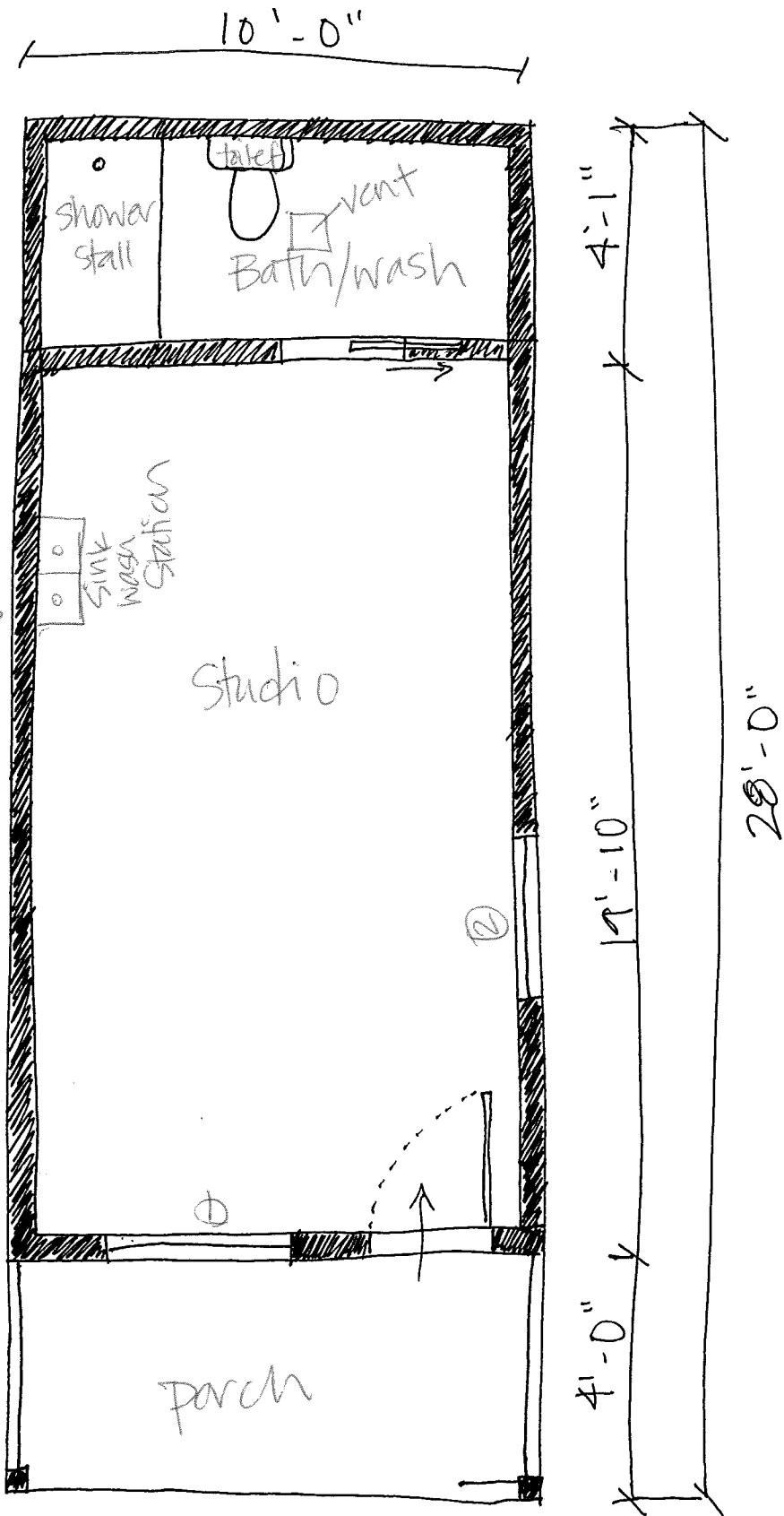
3/4" + 1/2" Pro struct floor

2x6" treated floor joist
16" on center

OSB Roof Sheathing

Base 4x4 ^{Ground contact treated}

gravel base w/ 6" blocks



ACCESSORY STRUCTURE AGREEMENT

THIS AGREEMENT (“Agreement”) is made this 22nd day of October, 2019, by and between the **CITY OF RAMSEY**, a municipal corporation under the laws of the State of Minnesota (“City”), and **Sean O’Neill and Amie O’Neill**, husband and wife, and their successors and assigns (“Landowners”).

RECITALS:

WHEREAS, Landowners are the fee owner of the real property located at 17710 Tonto Street NW, Ramsey, Minnesota and legally described as follows:

That part of Government Lot 1 Section 1 Township 32 Range 25 described as follows: commencing at a point on the east line of said Government Lot, said point being 1469.92 feet south of intersection of east line of northeast ¼ of northeast ¼ of said Section and centerline of CSAH No. 7, thence south 86 degrees 07 minutes 57 seconds west 160.16 feet, thence south 77 degrees 03 minutes 57 seconds west 293.63 feet, thence south 63 degrees 30 minutes west 754.79 feet to the point of beginning, thence south 67 degrees 18 minutes west to west line of said Government Lot, thence north along said west line 251.48 feet, thence north 81 degrees 07 minutes 53 seconds east 144.65 feet, thence north 60 degrees 55 minutes 44 seconds east 37.44 feet, thence south 1 degree 07 minutes 58 seconds east to point of beginning, also together with that part of southwest ¼ of northeast ¼ of said Section described as follows: beginning at the southeast corner of said ¼ ¼, thence west along Section line thereof 80 feet, thence north 27.88 feet, thence northeasterly to a point on east line of said ¼ ¼ 41 feet north of southeast corner thereof, thence south along said east line 41 feet to point of beginning, ex. road, subject to easements of record

(the “Subject Property”)

WHEREAS, the Landowners have applied for a Building Permit to construct a 200 square foot detached accessory structure (the “Accessory Structure”) for a She Shed/Studio on the Subject Property.

WHEREAS, Landowners application indicates that the Accessory Structure would include a bathroom with both a toilet and shower, a sink/wash station, studio space, two (2) windows, a front door and covered porch.

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

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

1. The City may issue a Building Permit for the Accessory Structure on the Subject Property.

2. The Landowners acknowledge and agree that the Accessory Structure cannot be used as an independent living facility (accessory apartment).

3. The Landowners shall be responsible for all costs relating to construction, maintenance and repair of the Accessory Structure and shall obtain all permits required by the City for its construction (septic, electrical, etc.).

4. All notices, requests, demands and other communications hereunder shall be in writing and shall be deemed given if personally delivered or mailed, certified mail, return receipt requested, to the following:

TO CITY:

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

TO LANDOWNERS: Sean and Amie O'Neill
17710 Tonto Street NW
Ramsey, MN 55303

or to any successors or assigns of the Landowners or City, or any future address of the Landowners or City, if Landowners or City gives the other party notice of said change of address as provided pursuant to the provision for notice herein.

5. The Landowners acknowledge and agree to record this Agreement against the title to the Subject Property.

CITY OF RAMSEY

By: _____
John LeTourneau, Mayor

By: _____
Jo Thieling, City Clerk

STATE OF MINNESOTA)
)ss.
COUNTY OF ANOKA)

The foregoing instrument was acknowledged before me this ____ day of _____, 200____, by John LeTourneau and Jo Thieling, respectively the Mayor and City Clerk of the City of Ramsey, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority granted by its City Council.

Notary Public

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

RESOLUTION #19-257

A RESOLUTION APPROVING AN ACCESSORY STRUCTURE AGREEMENT FOR A DETACHED ACCESSORY STRUCTURE THAT INCLUDES A BATHROOM AND ART STUDIO SPACE ON THE PROPERTY LOCATED AT 17710 TONTO STREET NW AND DECLARING TERMS OF THE AGREEMENT

RECITALS

1. The City of Ramsey received a building permit application from Sean and Amie O’Neill for a ten foot by 20 foot (10’ x 20’) She Shed/Studio on the property generally known as 17710 Tonto Street NW and legally described as follows:

That part of Government Lot 1 Section 1 Township 32 Range 25 described as follows: commencing at a point on the east line of said Government Lot, said point being 1469.92 feet south of intersection of east line of northeast ¼ of northeast ¼ of said Section and centerline of CSAH No. 7, thence south 86 degrees 07 minutes 57 seconds west 160.16 feet, thence south 77 degrees 03 minutes 57 seconds west 293.63 feet, thence south 63 degrees 30 minutes west 754.79 feet to the point of beginning, thence south 67 degrees 18 minutes west to west line of said Government Lot, thence north along said west line 251.48 feet, thence north 81 degrees 07 minutes 53 seconds east 144.65 feet, thence north 60 degrees 55 minutes 44 seconds east 37.44 feet, thence south 1 degree 07 minutes 58 seconds east to point of beginning, also together with that part of southwest ¼ of northeast ¼ of said Section described as follows: beginning at the southeast corner of said ¼ ¼, thence west along Section line thereof 80 feet, thence north 27.88 feet, thence northeasterly to a point on east line of said ¼ ¼ 41 feet north of southeast corner thereof, thence south along said east line 41 feet to point of beginning, ex. road, subject to easements of record

(the “**Subject Property**”)

2. That on September 25, 2019 Sean and Amie O’Neill, owners of the **Subject Property**, herein referred to as the “**Applicant**”, submitted an application for a Building Permit to construct a 200 square foot detached accessory structure (the “**Accessory Structure**”) for a ‘She Shed/Studio’ on the **Subject Property**.
3. That the **Applicant’s** plans indicate that the **Accessory Structure** would include a bathroom with both a toilet and shower, a sink/wash station, studio space, two (2) windows, a front door and covered porch.
4. That the **Subject Property** is zoned R-1 Residential (Rural Developing), and the surrounding parcels are zoned R-1 Residential (Rural Developing).
5. That the **Subject Property** is approximately 0.72 acres and is surrounded by lots ranging in size from about 0.80 acres to about 5.5 acres.
6. That the **Subject Property** is guided for low density residential on the City’s Future Land Use Map.
7. That the **Applicant** owns and occupies the dwelling unit on the Subject Property.

8. That there is currently one detached accessory building (280 square feet) on the **Subject Property**.
9. That the **Subject Property** is eligible for a maximum of three (3) detached accessory buildings with a combined square footage not to exceed 1,800.
10. That the **Accessory Structure** is 200 square feet in size, resulting in a total 480 square feet of accessory buildings on the **Subject Property**.
11. That City Code Section 117-349 (Accessory Uses and Buildings) states that accessory buildings shall be prohibited from containing complete independent living facilities (accessory apartments), defined as having three or more of the following: permanent provisions for living, sleeping, eating, and sanitation.

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

1. The Ramsey City Council hereby approves the Accessory Structure Agreement for a She Shed/Studio at 17710 Tonto Street NW, contingent upon review and approval as to legal form by the City Attorney.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this 22nd day of October, 2019.

PROPERTY OWNER:

Sean O'Neill and Amie O'Neill, owner(s) of fee title to the Subject Property, hereby acknowledge receipt of this Agreement and have reviewed the conditions of this Agreement and have agreed to comply with the terms of this Agreement.

Sean O'Neill

Amie O'Neill

On this _____ day of _____, _____, before me a Notary Public, personally appeared Sean and Amie O'Neill, husband and wife, owner of fee title to the Subject Property, to me known to be the person(s) described in and who executed the foregoing instrument and acknowledged that he/she executed the same as his/her 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 John LeTourneau and JoAnn 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 John LeTourneau and JoAnn M. Thieling acknowledge said instrument to be the free act and deed of said Municipal Corporation.

Notary Public

The document drafted by:
The City of Ramsey
7550 Sunwood Dr NW
Ramsey, Minnesota 55303

This document reviewed by:
Ratwik, Roszak & Maloney, P.A.
300 U.S. Trust Building
730 Second Avenue South
Minneapolis, MN 55402

CC Regular Session

5. 9.

Meeting Date: 10/22/2019

By: Bruce Westby, Engineering/Public Works

Information

Title

Adopt Resolution #19-260 Authorizing Partial Payment #1 to Northwest Asphalt and Maintenance for Improvement Project #19-00, 2019 Cracksealing Improvements

Purpose/Background:

The purpose of this case is to authorize partial payment #1 to Northwest Asphalt and Maintenance for Improvement Project #19-00, 2019 Cracksealing Improvements. Resolution #19-260 and pay estimate #1 are attached.

Notification:

Notifications are not required for this case.

Observations/Alternatives:

Final payment is anticipated to be processed at the November 26, 2019 regular City Council meeting.

Funding Source:

The City budgets \$500,000 annually for cracksealing and sealcoating improvements. Since no sealcoating improvements were completed in 2019, the full \$500,000 is available to pay for these cracksealing improvements.

Recommendation:

The Engineering Technician IV has inspected the completed work and recommends approving partial payment #1 to Northwest Asphalt and Maintenance for Improvement Project #19-00, 2019 Cracksealing Improvements in the amount of \$211,843.87.

Action:

Motion to adopt Resolution #19-260 authorizing partial payment #1 to Northwest Asphalt and Maintenance for Improvement Project #19-00, 2019 Cracksealing Improvements, in the amount of \$211,843.87.

Attachments

Resolution 19-260

Pay Estimate No 1

Form Review

Inbox

Kurt Ulrich

Form Started By: Bruce Westby

Final Approval Date: 10/17/2019

Reviewed By

Kurt Ulrich

Date

10/17/2019 03:57 PM

Started On: 10/17/2019 08:39 AM

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

RESOLUTION #19-260

RESOLUTION AUTHORIZING PARTIAL PAYMENT #1 TO NORTHWEST ASPHALT AND MAINTENANCE FOR IMPROVEMENT PROJECT #19-00, 2019 CRACKSEALING IMPROVEMENTS

WHEREAS, the City of Ramsey adopted a budget for 2019 including \$500,000 to crackseal and sealcoat various public streets as part of the City's annual Street Maintenance Program; and

WHEREAS, on May 21, 2019, the City of Ramsey's Public Works Committee recommended that the City Council suspend the City's annual sealcoating program for one year to allow for further observation of previously sealcoated City streets, and to research the practices and findings of other cities; and

WHEREAS, pursuant to City Council Resolution #19-135, adopted June 11, 2019 the City Council accepted final plans and specifications and authorized advertisement for bids for said improvements; and

WHEREAS, bids were advertised in the Anoka Union Herald and in Finance and Commerce on June 14 and June 21, 2019; and

WHEREAS, bids were received, opened and tabulated on July 5, 2019, and the bid of Northwest Asphalt and Maintenance in the amount of \$222,993.55 for the total bid for construction of the improvements in accordance with the approved plans and specifications and advertisement for bids was the lowest responsible bidder; and

WHEREAS, pursuant to City Council Resolution #19-162, adopted July 9, 2019 the City Council accepted bids and awarded a construction contract to Northwest Asphalt and Maintenance for the base bid for said improvements in the amount of \$222,993.55; and

WHEREAS, as of October 22, 2019 \$0 has been paid to date; and

WHEREAS, the Engineering Technician IV has inspected the completed work and recommends partial payment #1 to Northwest Asphalt and Maintenance for Improvement Project #19-00, 2019 Cracksealing Improvements, in the amount of \$211,843.87.

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

- 1) That the City Council hereby authorizes partial payment #1 to Northwest Asphalt and Maintenance for Improvement Project #19-00, Crack Seal Improvements, in the amount of \$211,843.87.
- 2) That the City Council hereby accepts the project and authorizes the Mayor or City Administrator to sign the release form for this payment.

- 3) That the total amount of the payment is not included in resolutions approving payment of bills for the date of October 22, 2019.
- 4) That the City of Ramsey Finance Department will be given a signed copy of this resolution.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Existing Vacancy

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 22nd day of October, 2019.

Mayor

ATTEST:

City Clerk

Pay Estimate Summary Sheet
IP 19-00 2019 Crack Seal Improvements

City of Ramsey

Estimate no 1

TOTAL BASE BID PLUS ALTERNATES \$ 222,993.55

STORED MATERIALS

TOTAL COMPLETED WORK TO DATE \$ 222,993.55

TOTAL WORK COMPLETED PLUS STORED MATERIALS \$ 222,993.55

RETAINED PERCENTAGE 5% \$ 11,149.68

NET AMOUNT DUE TO CONTRACTOR TO DATE \$ 211,843.87

TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES \$ -

PAY CONTRACTOR PER ESTIMATE NO. 1 \$ 211,843.87

Certificate for Partial Payment

I hereby certify that, to the best of my knowledge and belief, all items, quantities and prices of work and material shown on the this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between owner and the undersigned Contractor, and as amended by any authorized changes and the foregoing is a true and correct statement of the contract amount for the period covered by this estimate.

Contractor: Northwest Asphalt and Maintenance

By James D. Ritt President
Name Title

Date 10-11-19

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:

ENGINEER: CITY OF RAMSEY

By Joe Feriancek Engineering Technician III
Joe Feriancek, PE

Date 10/11/19

APPROVED FOR PAYMENT:

OWNER: City of Ramsey

By Bruce W. King City Engineer 10/11/19
Name Title Date

IP 19-00 2019 Crack Seal Improvements
Pay Estimate

PAY ESTIMATE NO

1

BASE BID

\$ 222,993.55

\$ 222,993.55

\$ 222,993.55

BASE AREA

Item No.	Item Description	Unit	CONTRACT AMOUNT			PAY THIS PERIOD		PAID TO DATE	
			Estimated Quantity	Unit Price	Extension	Quantity	Extension	Quantity	Extension
1	Mobilization	LS	1	\$ 2,500.00	\$ 2,500.00	1.0	\$ 2,500.00	1.0	\$ 2,500.00
2	Traffic Control	LS	1	\$ 2,500.00	\$ 2,500.00	1	\$ 2,500.00	1	\$ 2,500.00
3	Bituminous Crack Seal Material	LBS	140,641	\$ 1.55	\$ 217,993.55	140,641	\$ 217,993.55	140,641	\$ 217,993.55
TOTAL BID					\$ 222,993.55		\$ 222,993.55		\$ 222,993.55

Meeting Date: 10/22/2019

By: Tim Gladhill, Community Development

Information

Title

Adopt Resolution #19-262 Approving River Walk Village Subgrant Agreement and Restrict Covenants; Case of Don Kveton

Purpose/Background:

The purpose of this case is as follows:

1. Approve Subgrant Agreement by and between the City and the River Walk Village project
2. Approve restrictive covenants as required by Grant Agreement by and between the Metropolitan Council

Notification:

Notification is not required for this step. Multiple notifications were provided on this project were provided with previous steps.

Observations/Alternatives:

River Walk Village is a private 14 lot detached single-family development with an operating Home Owners Association. The project itself has previously been approved by the City Council. This case is the final approvals required to begin the cleanup project.

As the Council may recall, this project required a significant amount of cleanup of contaminated soils. There is an acre unapproved landfill approximately 14 feet deep. The Metropolitan Council awarded a \$902,000 cleanup grant and the Anoka County Housing and Redevelopment Authority (ACHRA) provided an \$87,000 local match. Due to the structure of both funding awards, the agreements are between the grant agency and the City. The funds are not directly disbursed to the Developer.

The Developer will be completing this cleanup project as a private development project to be reimbursed after completion of eligible activities. The Developer must then deliver the development project as proposed (14 lot residential neighborhood). To ensure that the City is not liable for any default of the Developer, this Subgrant Agreement is presented for consideration. The Subgrant Agreement has been reviewed by the City Attorney.

Additionally, the Metropolitan Council Grant was awarded in part based on the proposal to maintain affordability of 3 of the homes at approximately \$230,000 to \$240,000. To ensure that this affordability level is maintained, the Developer has agreed to place restrictive covenants on these three parcels on the north side of Rivlyn Avenue.

Funding Source:

All costs associated with processing this Application are the responsibility of the Developer. Funding for the cleanup project has been provided by the Metropolitan Council and Anoka County Housing and Redevelopment Authority. No direct City funds have been included in this project at this time.

Recommendation:

Staff recommends approval of the Subgrant Agreement and Restrictive Covenant.

Action:

Motion to adopt Resolution #19-262 approving Subgrant Agreement and Restrictive Covenants for River Walk Village.

Attachments

[Site Location Map](#)

[Plan Set](#)

[Subgrant Agreement](#)

[Restrictive Covenants](#)

[Resolution #19-262](#)

Form Review

Inbox

Kurt Ulrich

Form Started By: Tim Gladhill

Final Approval Date: 10/17/2019

Reviewed By

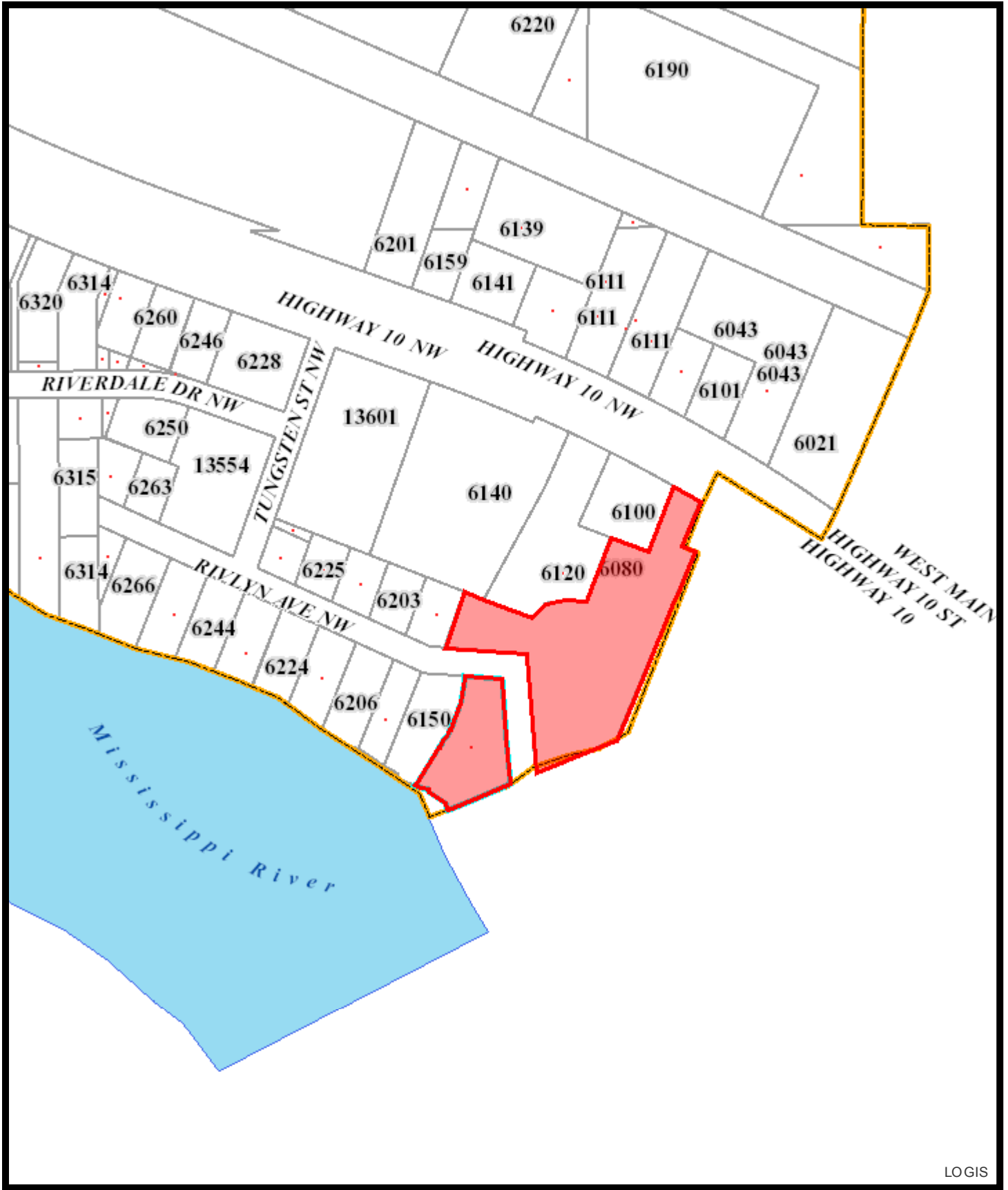
Kurt Ulrich

Date

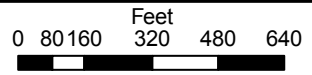
10/17/2019 03:53 PM

Started On: 10/16/2019 07:36 AM

Site Location Map



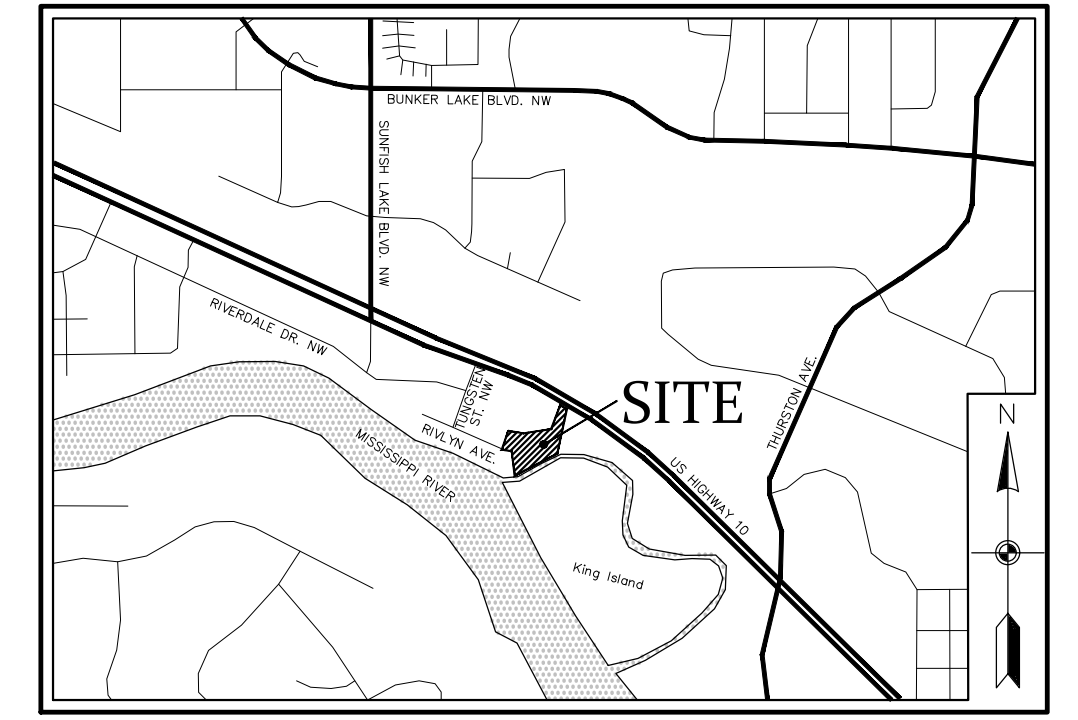
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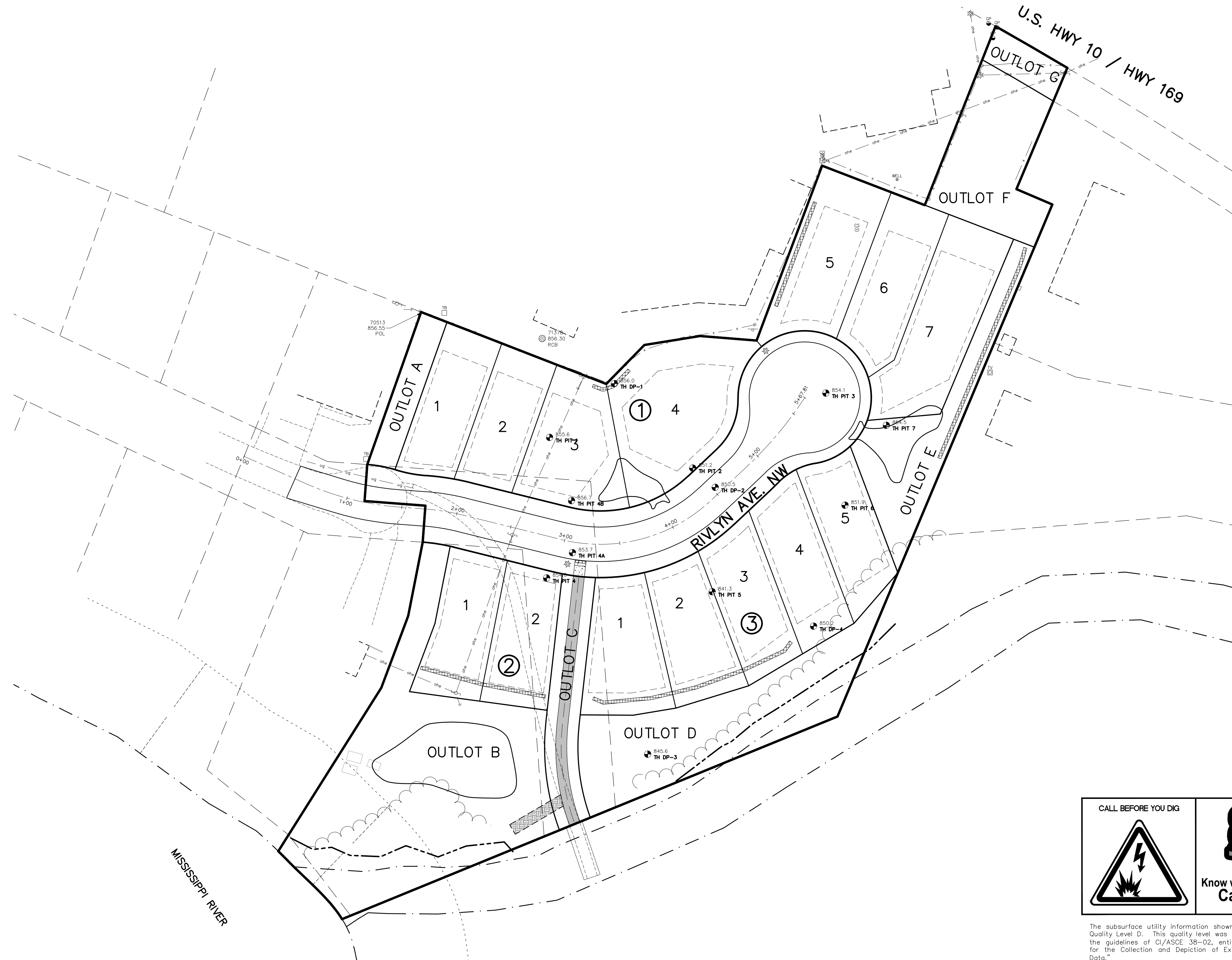
RIVER WALK VILLAGE

RAMSEY, MINNESOTA

VICINITY MAP

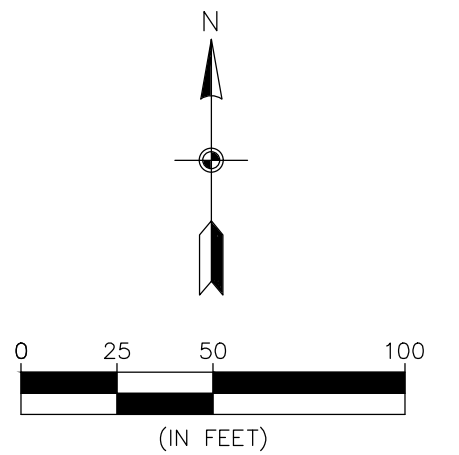


NOT TO SCALE



SHEET INDEX

- 1. COVER
- 2. EXISTING CONDITIONS
- 3. PRELIMINARY PLAT
- 4. REMOVALS PLAN
- 5. SITE PLAN
- 6. GRADING & EROSION CONTROL PLAN
- 7-9. DETAILS
- L1. LANDSCAPE PLAN
- T1. TREE PRESERVATION PLAN
- FP1. FLOODPLAIN MITIGATION PLAN



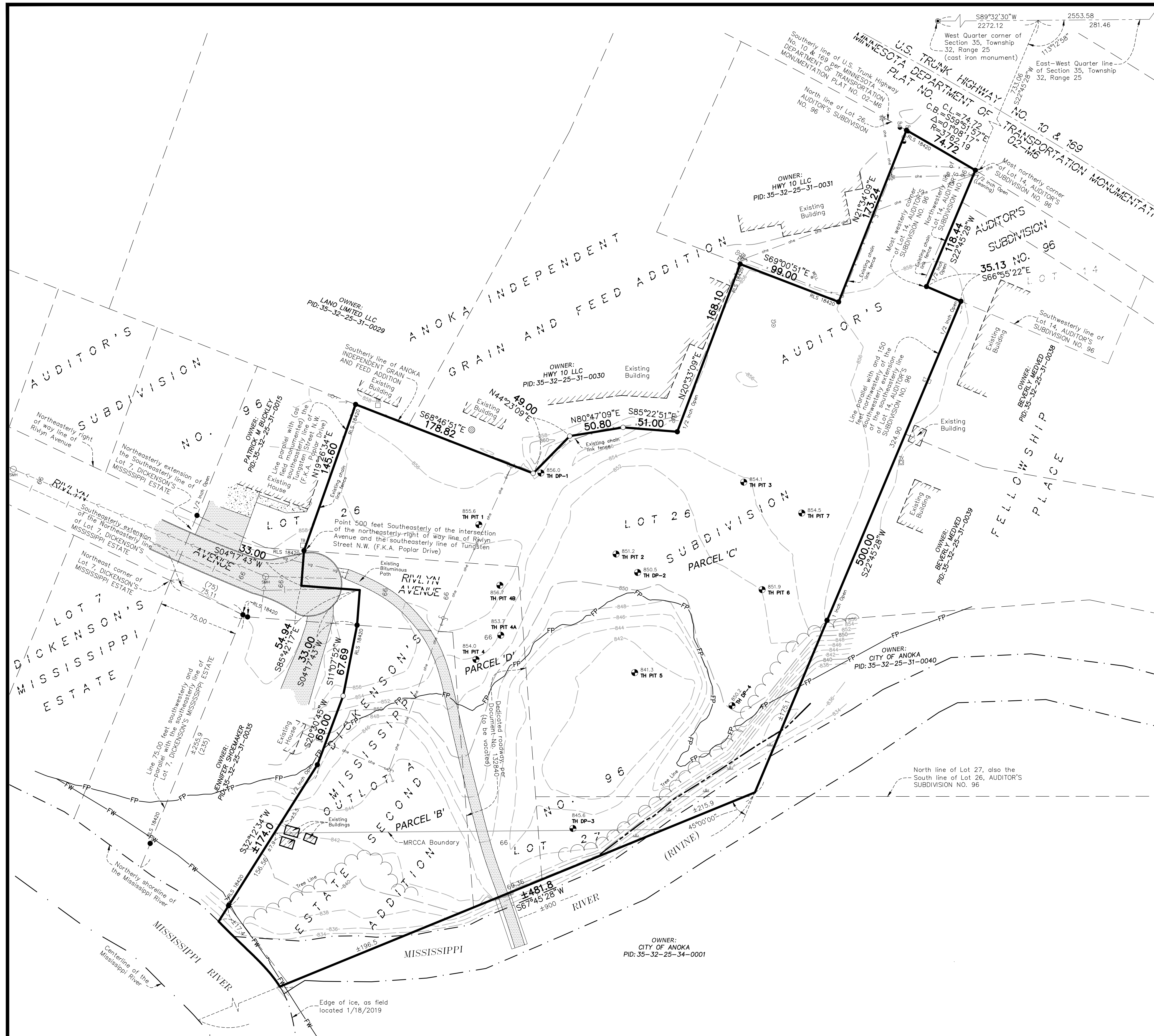
CALL BEFORE YOU DIG

811

Know what's below.
Call before you dig.

BENCHMARK	
1. MNDOT GSD Station #833, Named "Lumber MNDT RM 1" Elev.= 859.11	
2. MNDOT GSD Station #775, Named "E 257" Elev.= 863.67	

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



PARCEL DESCRIPTION: (Per Schedule A of Title Commitment File No. 104617, with a commitment date of January 4, 2019 at 8:00 A.M., prepared by All American Commercial Title, Inc., as issuing agent for Old Republic National Title Insurance Company)

Parcel B:

Outlot A, DICKENSON'S MISSISSIPPI ESTATE SECOND ADDITION, Anoka County, Minnesota.

Parcel C:

That part of Lots 26 and 27 AUDITOR'S SUBDIVISION NO. 96, Anoka County, Minnesota, lying Easterly and Southeasterly of the following described line: Beginning at intersection of Northernly shoreline of the Mississippi River and a line 75.00 feet Southeasterly of and parallel with the Southeasterly line of Lot 7, DICKENSON'S MISSISSIPPI ESTATE, said Anoka County, as measured along Southeasterly extension of the Northeasterly line of said Lot 7; thence Northeasterly along said parallel line 235 feet, more or less, to its intersection with the Southeasterly extension of Northeasterly line of said Lot 7; thence Northwesterly along said Southeasterly extension 75 feet to the Northeast corner of said Lot 7; thence Northeasterly along Northeasterly extension of said Southeasterly line 66 feet to Northeasterly right-of-way line of Rivlyn Avenue; thence Southeasterly along said right-of-way line to a point 500 feet Southeasterly (as measured along said right-of-way line) of the intersection of said right-of-way line with Southeasterly right-of-way line of Poplar Drive (now known as Tungsten Street N.W.) as shown on the plat of DICKENSON'S MISSISSIPPI ESTATE; thence Northeasterly parallel with said Southeasterly right-of-way line to its intersection with the Southerly line of the plat of ANOKA INDEPENDENT GRAIN AND FEED; thence Southeasterly and Northeasterly along the Southerly and Easterly line of said plat of ANOKA INDEPENDENT GRAIN AND FEED to the North line of said Lot 26 and there terminating.

And lying Westerly of the following described line: Beginning at the most Northernly corner of Lot 14, said AUDITOR'S SUBDIVISION NO. 96; thence Southerly along Northwesterly line of said Lot 14 to the most Westerly corner thereof; thence Southerly along Southwesterly line of said Lot 14 to its intersection with a line parallel and 150 feet Northwesterly (as measured at right angle) of the Southwesterly extension of Southeasterly line of said Lot 14; thence Southwesterly along said parallel line a distance of 500 feet; thence Southwesterly deflecting to right 45 degrees 00 minutes 00 seconds a distance of 900 feet, more or less, to the centerline of the Mississippi River and there terminating.

EXCEPT that property dedicated by deed of dedication dated December 9, 1949 to the Township of Ramsey for public road purposes, recorded as Document No. 132840.

ALSO EXCEPT that part platted as DICKENSON'S MISSISSIPPI ESTATE SECOND ADDITION.

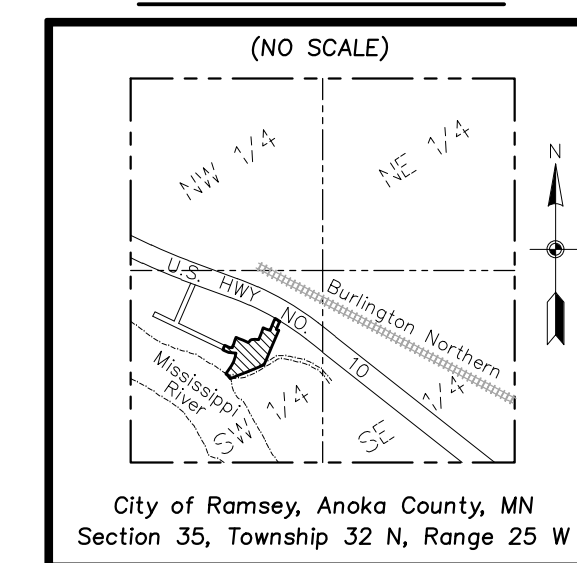
PARCEL D (proposed public roadway to be vacated):

That part of vacated RIVLYN Avenue accruing thereto by reason of street vacation.

GENERAL NOTES:

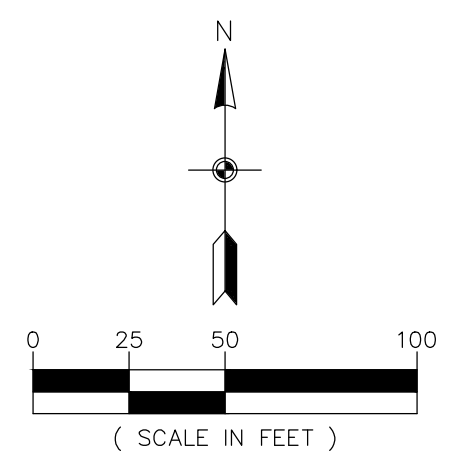
- 1) The field work for this survey was completed on January 18, 2019.
- 2) Bearings shown are based on the East-West Quarter line of Section 35, Township 32, Range 25, Anoka County, Minnesota, which is assumed to bear N89°32'30"E.
- 3) Surveyed property address:
Parcel B - unassigned situs, Ramsey, MN.
Parcel C - 6080 Highway 10 NW, Ramsey, MN
- 4) Above ground utilities have been field located as shown. All underground locations shown hereon are APPROXIMATE. Prior to any excavations or digging, contact Gopher State One Call for an on-site location (651-454-0002).
- 5) Due to snow and other winter conditions, additional improvements may not have been visible at the time of the survey.

VICINITY MAP



LEGEND

- - Denotes Anoka County Section Monument, as noted
- - Denotes Found Iron Monument
- - Denotes 5/8 inch by 14 inch rebar, marked with RLS 40361
- ⊙ - Denotes Light Pole
- ⊕ - Denotes Miscellaneous Sign
- ⊕ - Denotes Sanitary Manhole
- ⊕ - Denotes Catch Basin
- ⊕ - Denotes Cleanout
- ⊕ - Denotes Existing Well
- ⊕ - Denotes Guy Wire
- ⊕ - Denotes Utility Pole
- ⊕ - Denotes Telephone Box
- ⊕ - Denotes Electric Transformer
- ⊕ - Denotes Curb Stop
- ⊕ - Denotes Television Box
- ⊕ - Denotes Soil Boring/Test Hole
- ⊕ - Denotes Guard Post
- ⊕ - Denotes Underground Gas
- ⊕ - Denotes Overhead Electric
- ⊕ - Denotes Watermain
- ⊕ - Denotes Sanitary Sewer
- ⊕ - Denotes Existing Fence as noted
- ⊕ - Denotes Concrete Surface
- ⊕ - Denotes Bituminous Surface
- ⊕ - Denotes Wet Land
- ⊕ - Denotes Existing Contour



BENCHMARK	
1. MNDOT GSID Station #833, Named "Lumber MNDT RM 1"	Elev. = 859.11
2. MNDOT GSID Station #775, Named "E 257"	Elev. = 863.67

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 • surveying

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 www.carlsonmccain.com

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

Print Name: Thomas R. Balluff, L.S.
 Signature: *Thomas R. Balluff*
 Date: 01/25/19 License #: 40361

DRAWN BY: KCM
 ISSUE DATE: 1/25/19
 FILE NO: 1825

Revisions:
 1. Per City Comments - 4/04/19
 2. Per City Comments - 5/16/19
 3. Per City Comments - 7/26/19

VILLAGE BANK
 9298 Central Avenue NE
 Blaine, MN, 55434

RIVER WALK VILLAGE
 Ramsey, Minnesota

EXISTING CONDITIONS

Save Date: 07/29/19 F:\jobs\7801 - 7820\7802 - highway 10 ramsey\cadd\3d\survey\preliminary\7802_excon.dwg

RIVER WALK VILLAGE

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SITE DATA

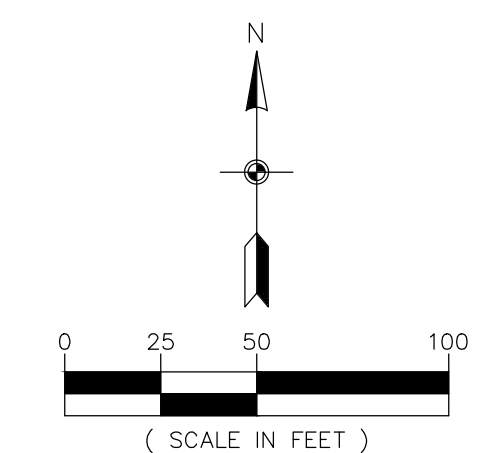
TOTAL SITE AREA	±5.55 AC.	EXISTING ZONING	R-1: MUSA
TOTAL ROW AREA	±0.77 AC.	EXISTING ZONING	E-1
TOTAL OUTLOT AREA	±2.06 AC.	PROPOSED ZONING	PUD
OUTLOT A	±0.08 AC.	UTILITIES	AVAILABLE
OUTLOT B	±0.84 AC.		
OUTLOT C	±0.15 AC.		
OUTLOT D	±0.42 AC.		
OUTLOT E	±0.25 AC.	MINIMUM RESIDENTIAL SETBACK DATA:	
OUTLOT F	±0.26 AC.	FRONT	25 FT.
OUTLOT G	±0.06 AC.	SIDE (GARAGE)	7.5 FT.
		SIDE (HOUSE)	7.5 FT.
		REAR SETBACK	30 FT.
TOTAL LOT AREA	±2.72 AC.		
SMALLEST LOT	±6,676 S.F.		
LARGEST LOT	±13,545 S.F.		
AVERAGE LOT	±8,454 S.F.		
TOTAL NUMBER OF LOTS	14		
GROSS DENSITY	2.52 LOTS/AC.		

LEGEND

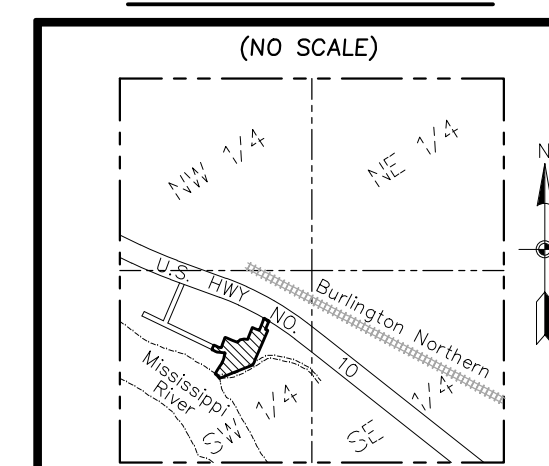
- - Denotes Anoka County Section Monument, as noted
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- - Denotes 5/8 inch by 14 inch rebar, marked with RLS 40361
- - Denotes Wetland, as noted

BENCHMARK

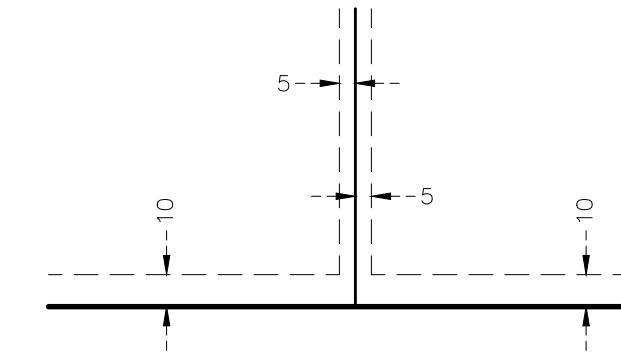
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2. MNDOT GSD Station #775, Named "E 257" Elev.= 863.67



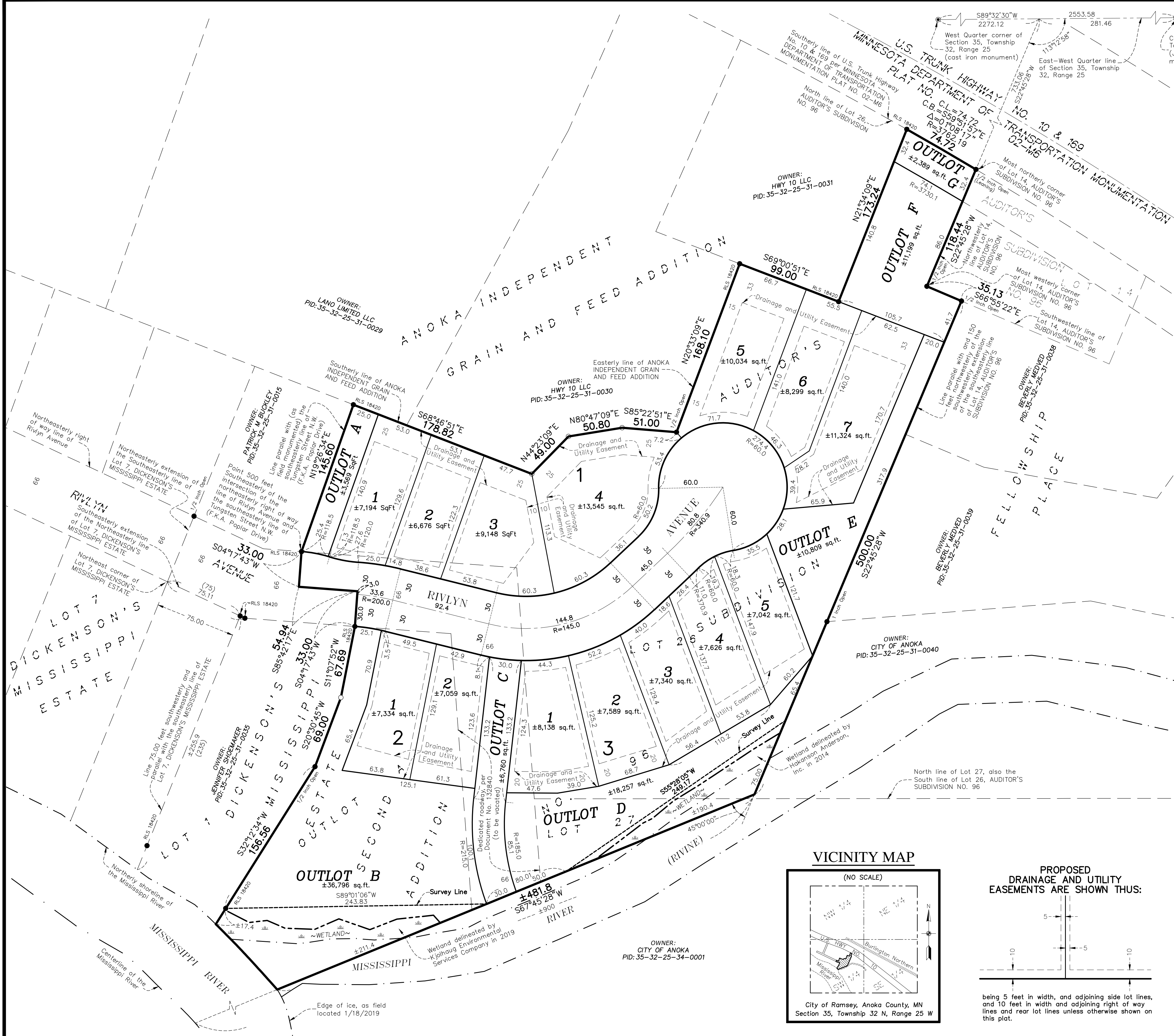
VICINITY MAP



PROPOSED DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



being 5 feet in width, and adjoining side lot lines, and 10 feet in width and adjoining right of way lines and rear lot lines unless otherwise shown on this plat.



Carlson McCain
 • environmental
 • engineering
 • surveying

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 Blaine, MN 55449
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 Fax: (763) 489-7959
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VILLAGE BANK
 9298 Central Avenue NE
 Blaine, MN, 55434

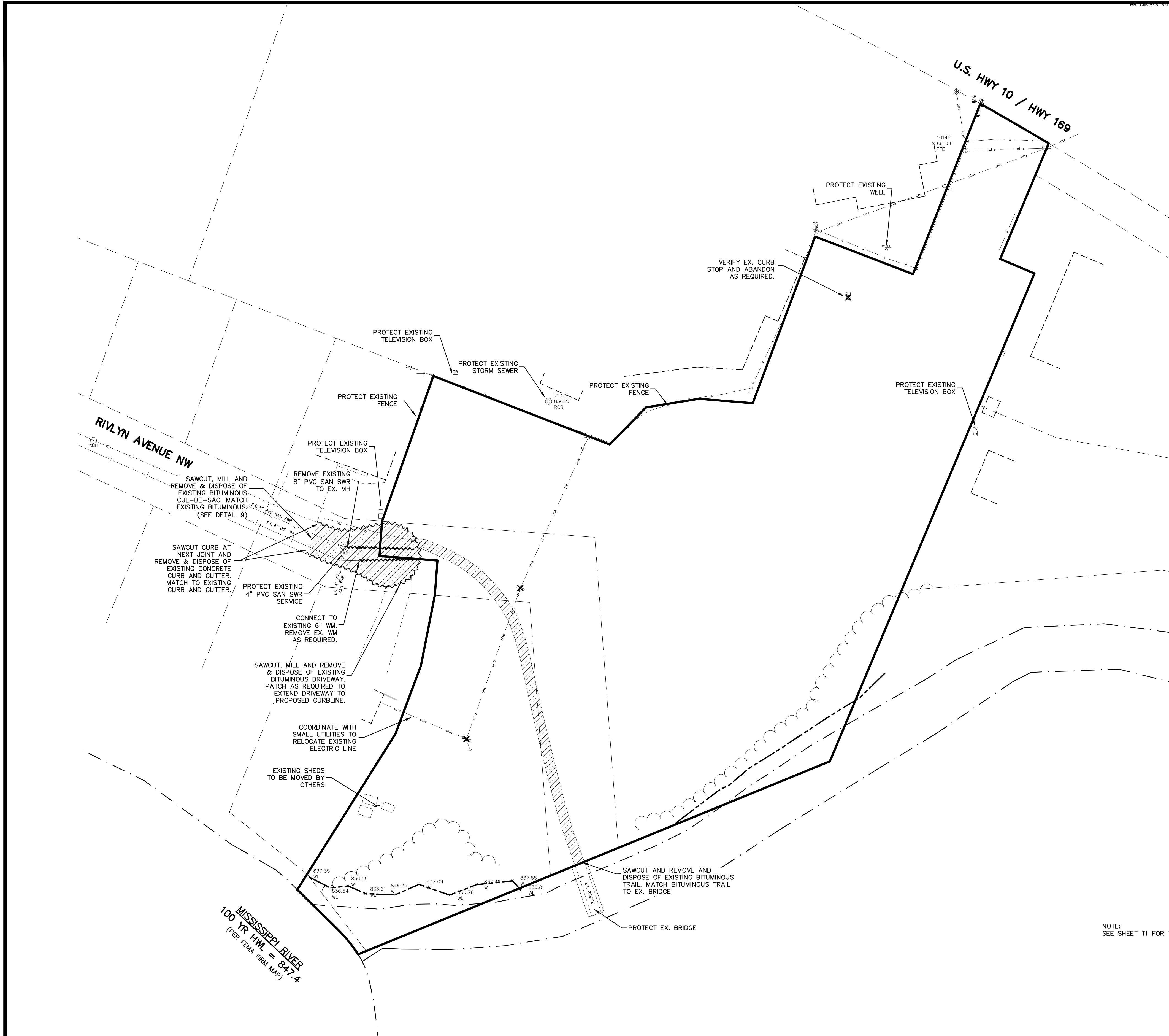
RIVER WALK VILLAGE
 Ramsey, Minnesota

PRELIMINARY PLAT

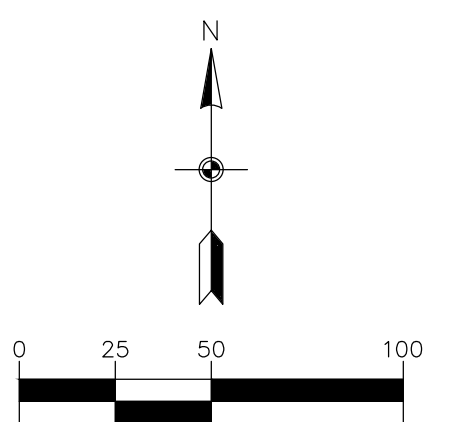
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REMOVALS PLAN LEGEND

	EXISTING	REMOVAL
LIGHT POLE		✕
SANITARY MANHOLE		✕
MISCELLANEOUS SIGN		✕
EXISTING SPOT ELEVATION	1,0000.0	(SEE TREE PRESERVATION PLAN)
EXISTING TREE		✕
TELEVISION BOX		✕
FIRE HYDRANT		✕
FLUSHING HYDRANT		✕
GATE VALVE		✕
CLEANOUT		✕
ELECTRIC BOX		✕
GAS METER		✕
CATCH BASIN		✕
RAIN GUARDIAN		✕
ELECTRIC METER		✕
TELEPHONE BOX		✕
UTILITY POLE		✕
FLARED END SECTION		✕
STORM MANHOLE		✕
SERVICE		✕
SOIL BORING/TEST HOLE		✕
RETAINING WALL		
WATERMAIN		
SANITARY SEWER		
FORCEMAIN		
STORM SEWER		
PROPERTY LINE		
SETBACK LINE		
CURB		
WATER LINE		
WETLAND		
DITCH		
UNDERGROUND TELEPHONE		
UNDERGROUND ELECTRIC		
UNDERGROUND GAS		
UNDERGROUND FIBEROPTIC		
FENCE		
OVERHEAD ELECTRIC		
CONCRETE SURFACE		
BITUMINOUS SURFACE		



NOTE:
SEE SHEET T1 FOR TREE REMOVALS



BENCHMARK
1. MNDOT GSD Station #833, Named "Lumber MNDT RM 1" Elev. = 859.11
2. MNDOT GSD Station #775, Named "E 257" Elev. = 863.67



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www.carlsonmccain.com

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

Print Name: Brian J. Krystofiak, P.E.
Signature: *Brian J. Krystofiak*
Date: 1/25/19 License #: 25063

Drawn: ADB
Designed: BJK
Date: 1/25/19

Revisions:
1. 4/4/19 per City Comments
2. 5/16/19 per City Comments
3. 7/26/19 per City Comments

VILLAGE BANK
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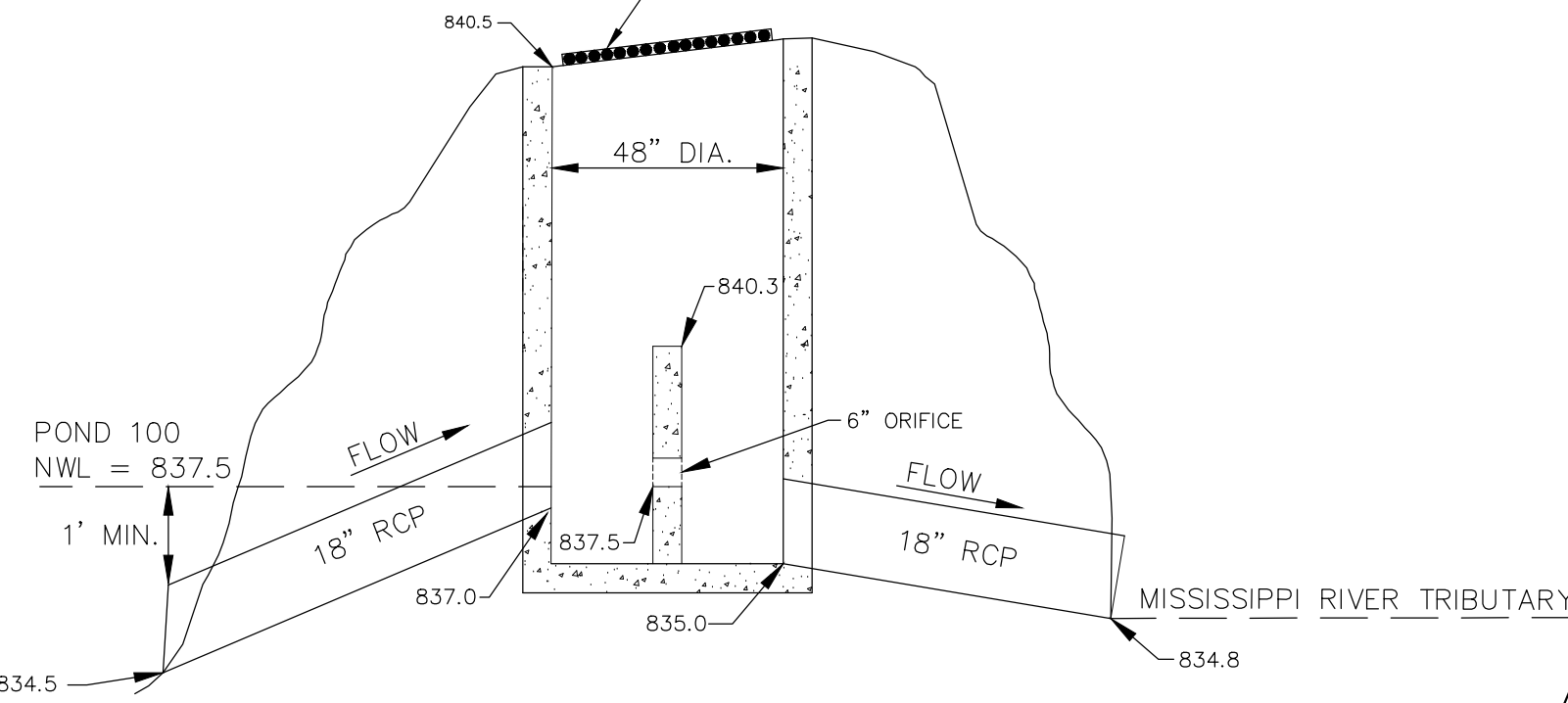
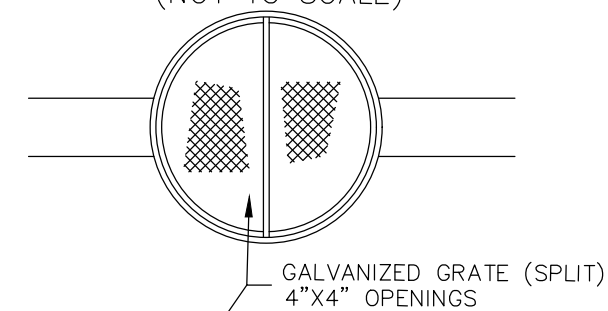
RIVER WALK VILLAGE
Ramsey, Minnesota

REMOVALS PLAN

Save Date: 07/28/19 | F:\j08617801 - 782017802 - Highway 10 ramsey\cad_c3d\engineering\preliminary\7802_remove.dwg

OUTLET CONTROL STRUCTURE

POND 100
(NOT TO SCALE)

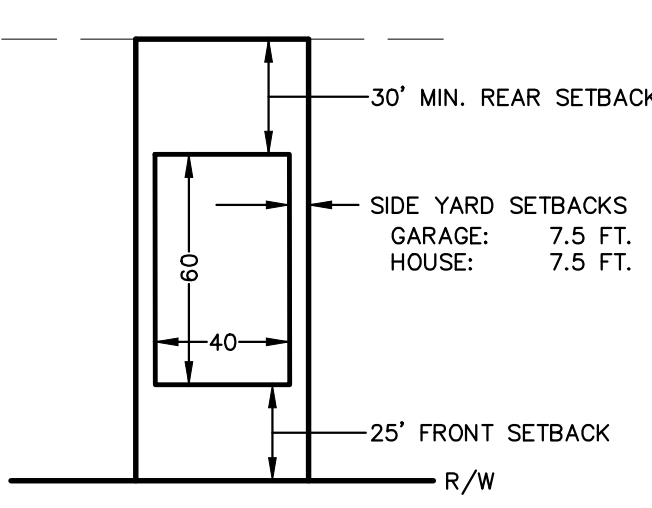


SITE PLAN LEGEND

	EXISTING	PROPOSED
LIGHT POLE		
SANITARY MANHOLE		
MISCELLANEOUS SIGN		
EXISTING SPOT ELEVATION		
EXISTING TREE		
TELEVISION BOX		
FIRE HYDRANT		
FLUSHING HYDRANT		
GATE VALVE		
CLEANOUT		
ELECTRIC BOX		
GAS METER		
CATCH BASIN		
RAIN GUARDIAN		
ELECTRIC METER		
TELEPHONE BOX		
UTILITY POLE		
FLARED END SECTION (W/ RIP RAP)		
STORM MANHOLE		
BREAKAWAY BOLLARD		
SERVICE		
SOIL BORING/TEST HOLE		
RETAINING WALL		
WATERMAIN		
SANITARY SEWER		
FORCEMAIN		
STORM SEWER		
PROPERTY LINE		
SETBACK LINE		
CURB		
WATER LINE		
WETLAND		
DITCH		
TREE LINE		
UNDERGROUND TELEPHONE		
UNDERGROUND ELECTRIC		
UNDERGROUND GAS		
UNDERGROUND FIBEROPTIC		
FENCE		
OVERHEAD ELECTRIC		
CONCRETE SURFACE		
BITUMINOUS SURFACE		
MAINTENANCE ACCESS		
INFILTRATION BASIN		
FEMA FLOODWAY		
FEMA FLOODPLAIN		

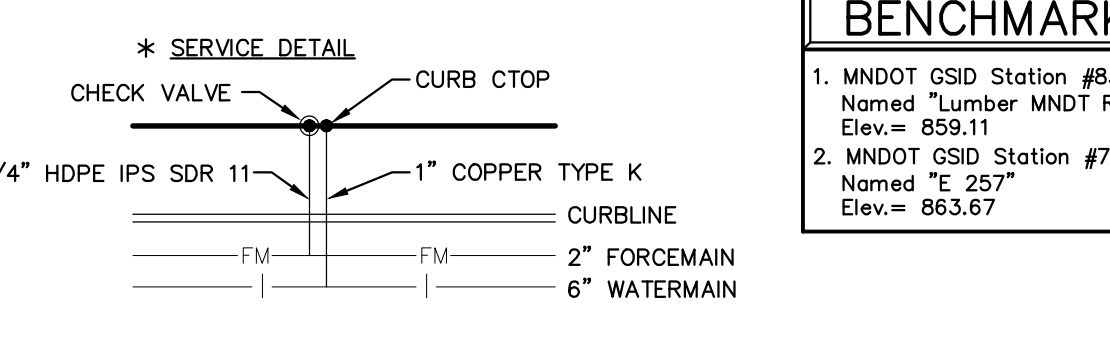
	EXISTING	PROPOSED
MODULAR		
ROCK		

50' LOT DETAIL



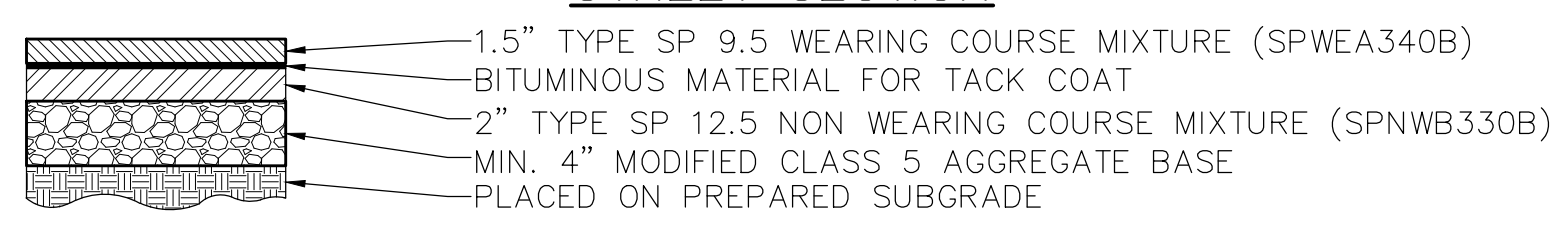
LOTS 1-2, BLK 1 & LOT 1, BLK 2
 TYPICAL SERVICES SHALL BE:
 WATER: 1" COPPER TYPE K
 SEWER: 4" PVC SDR 26
 SERVICES TO BE BURIED AT 7.5' MINIMUM DEPTH
 CURB STOP TO BE PLACED AT THE R/W

LOTS 3-7, BLK 1, LOT 2 BLK 2 & LOTS 1-5, BLK 3
 * TYPICAL SERVICES SHALL BE:
 WATER: 1" COPPER TYPE K
 SEWER: 1-1/4" HDPE IPS SDR 11
 DHO71-57 INDOOR GRINDER PUMP
 SERVICES TO BE BURIED AT 7.5' MINIMUM DEPTH
 CURB STOP AND CHECK VALVE TO BE PLACED AT THE R/W
 (SEE STAINLESS STEEL LATERAL ASSEMBLY DETAIL 8)



BENCHMARK
 1. MNDOT GSD Station #833, Named "Lumber MNDT RM 1" Elev.= 859.11
 2. MNDOT GSD Station #775, Named "E 257" Elev.= 863.67

STREET SECTION



MISSISSIPPI RIVER
 100 YR HWL = 847.4
 (PER FEMA FIRM M4D)



3890 Pheasant Ridge Drive NE, Suite 100
 Blaine, MN 55449
 Phone: (763) 489-7900
 Fax: (763) 489-7959
 www.carlsonmccain.com

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

Print Name: Brian J. Krystofiak, P.E.
 Signature: *Brian J. Krystofiak*
 Date: 1/25/19 License #: 25063

Drawn: ADB
 Designed: BJK
 Date: 1/25/19

Revisions:
 1. 4/4/19 per City Comments
 2. 5/16/19 per City Comments
 3. 7/26/19 per City Comments

VILLAGE BANK
 9298 Central Avenue NE
 Blaine, MN 55434

RIVER WALK VILLAGE
 Ramsey, Minnesota

PRELIMINARY SITE & UTILITY PLAN

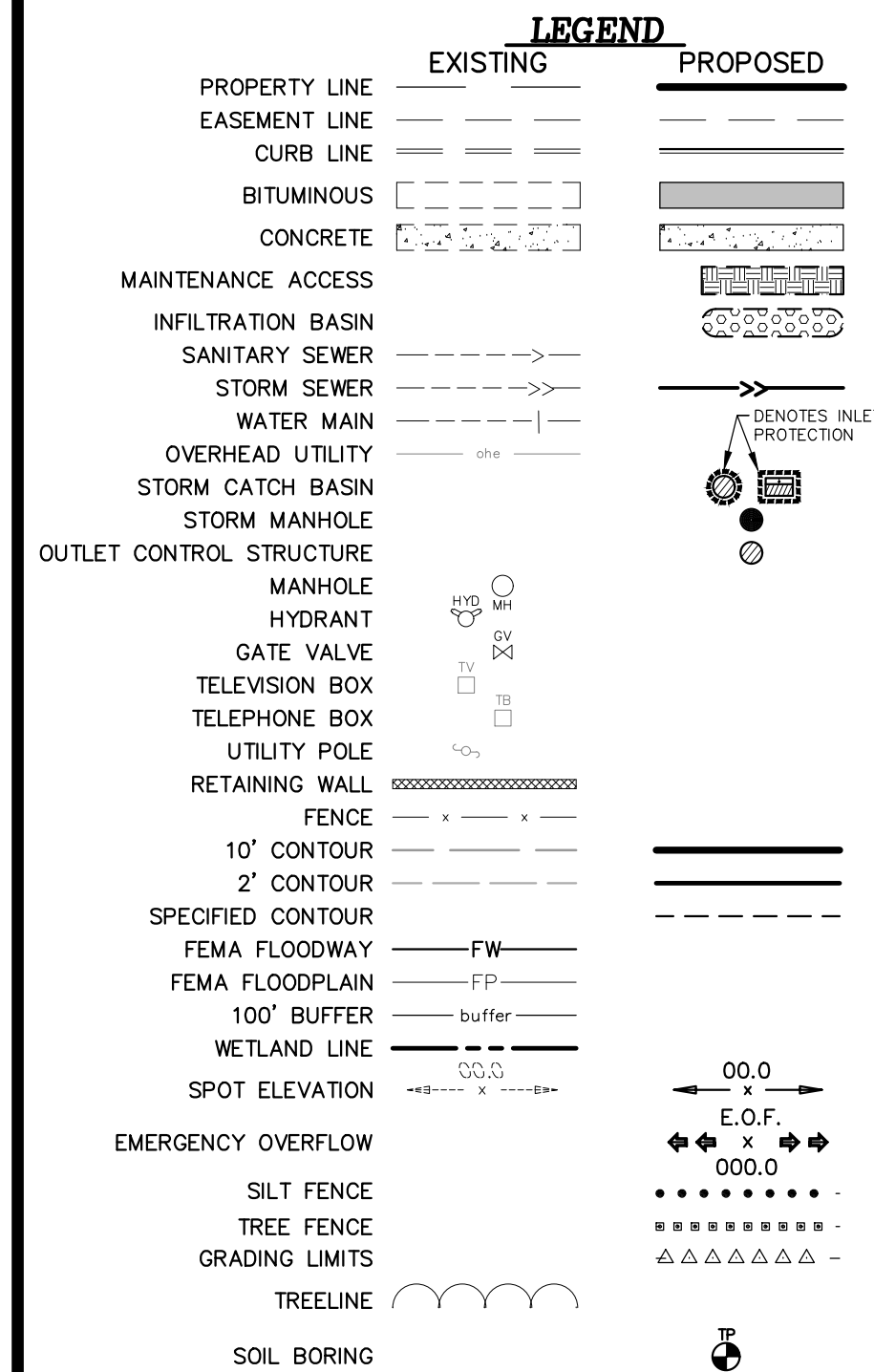
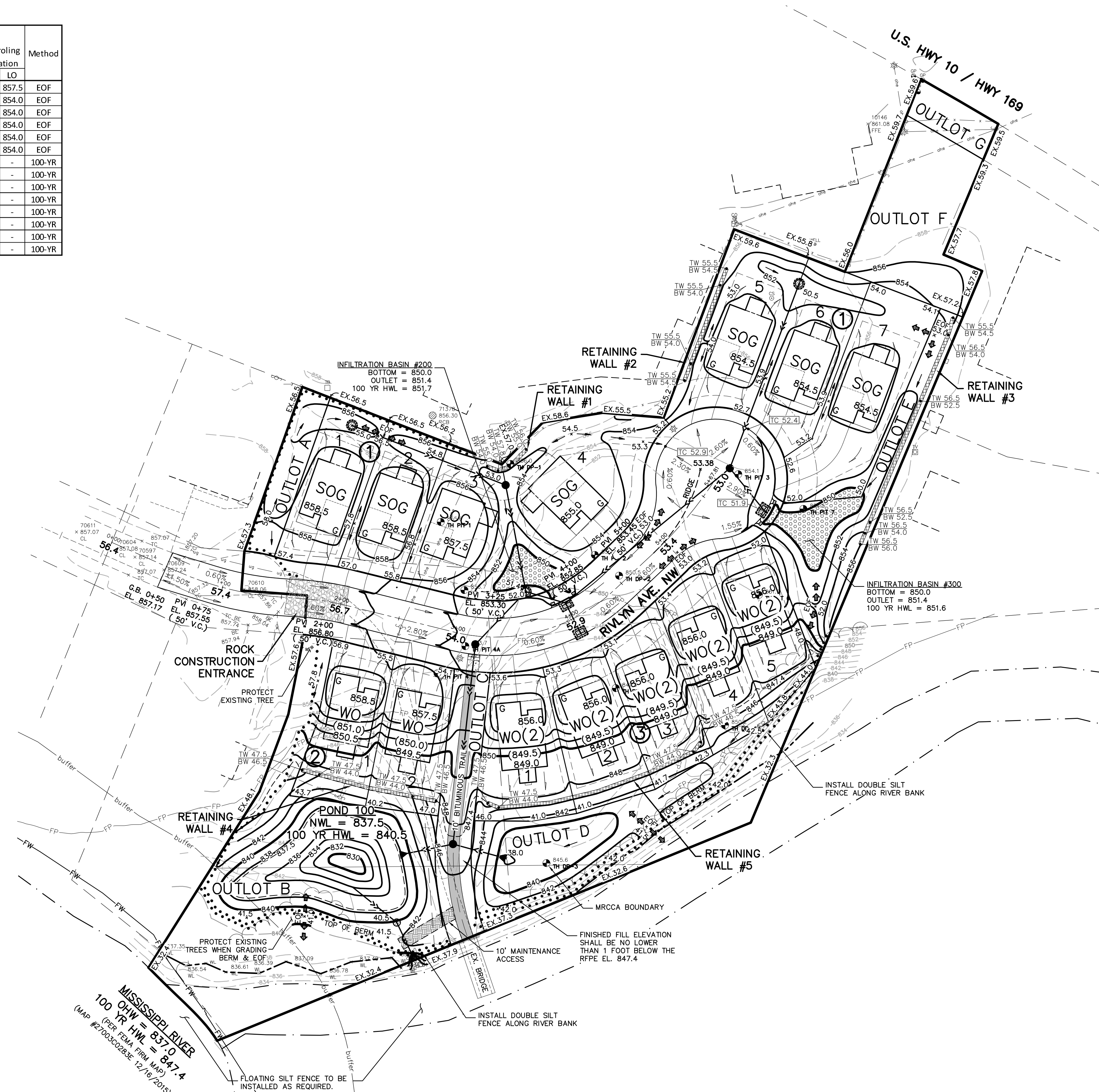
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LOT TABULATION

Block	Lot	House Type	Garage Floor Elevation	Proposed Lowest Floor Elevation	Lowest opening Elevation	EOF	100 Year	Water Table	Controlling Elevation		Method
									LF	LO	
1	1	SOG	858.5	858.5	858.5	856.5	-	833.0	-	857.5	EOF
1	2	SOG	858.5	858.5	858.5	853.0	851.7	833.0	-	854.0	EOF
1	3	SOG	857.5	857.5	857.5	853.0	851.7	833.0	-	854.0	EOF
1	4	SOG	855.0	855.0	855.0	853.0	851.7	833.0	-	854.0	EOF
1	5	SOG	854.5	854.5	854.5	853.0	-	833.0	-	854.0	EOF
1	6	SOG	854.5	854.5	854.5	853.0	-	833.0	-	854.0	EOF
1	7	SOG	854.5	854.5	854.5	853.0	851.6	833.0	854.0	-	100-YR
2	1	WO	858.5	851.0	851.0	-	847.4	833.0	849.4	-	100-YR
2	2	WO	857.5	850.0	850.0	-	847.4	833.0	849.4	-	100-YR
3	1	WO(2)	856.0	849.5	849.5	-	847.4	833.0	849.4	-	100-YR
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3	3	WO(2)	856.0	849.5	849.5	-	847.4	833.0	849.4	-	100-YR
3	4	WO(2)	856.0	849.5	849.5	-	847.4	833.0	849.4	-	100-YR
3	5	WO(2)	856.0	849.5	849.5	-	847.4	833.0	849.4	-	100-YR

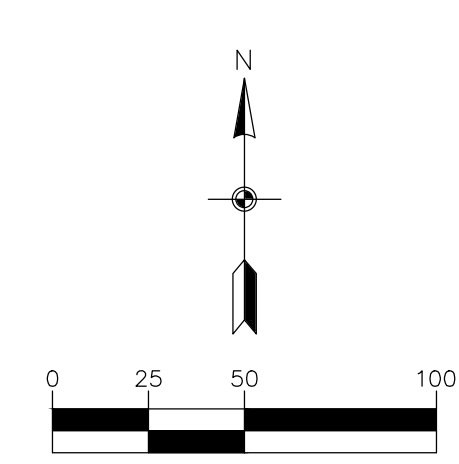
NOTES

- SEE SWPPP FOR STORMWATER POLLUTION PREVENTION PRACTICES.
- STREET SWEEPER MUST BE ONSITE OR AVAILABLE WITHIN 3 HOURS IF NOTIFIED BY THE CITY THAT STREET SWEEPING IS REQUIRED.
- ALL DUMPSITE DEBRIS SHALL BE REMOVED FROM THE RIGHT-OF-WAY AND BUILDING PAD. (TO BE COMPLETED WITH THE SITE CLEANUP PROJECT)



WETLAND FILL SUMMARY
THERE ARE NO PROPOSED WETLAND IMPACTS

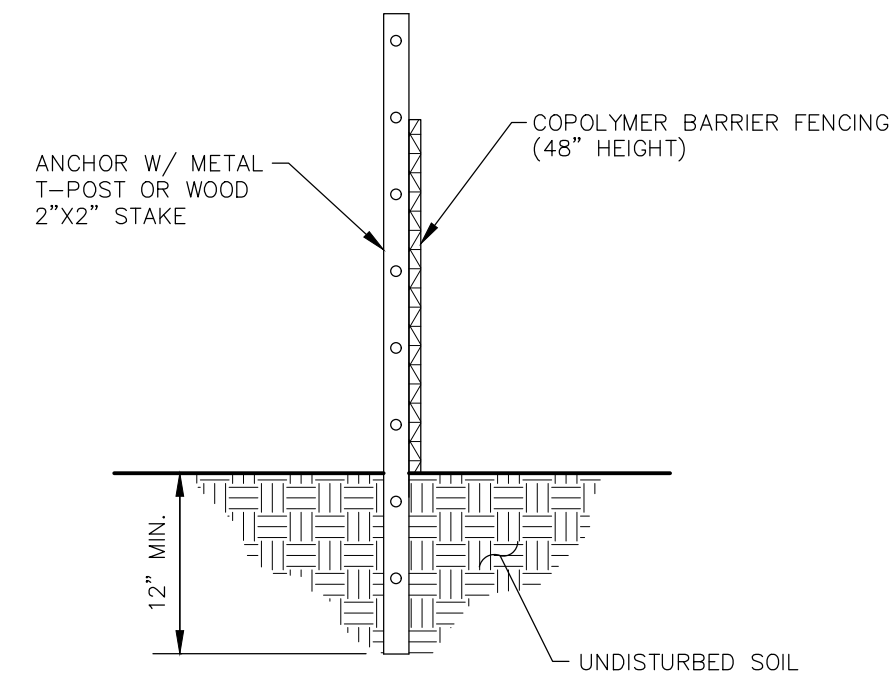
FLOODPLAIN SUMMARY
FLOODPLAIN MITIGATION = 4,471 C.Y.
FLOODPLAIN FILL = 4,313 C.Y.
(SEE FLOODPLAIN MITIGATION EXHIBIT)



BENCHMARK

- MNDOT GSID Station #833, Named "Lumber MNDT RM 1" Elev. = 859.11
- MNDOT GSID Station #775, Named "E 257" Elev. = 863.67

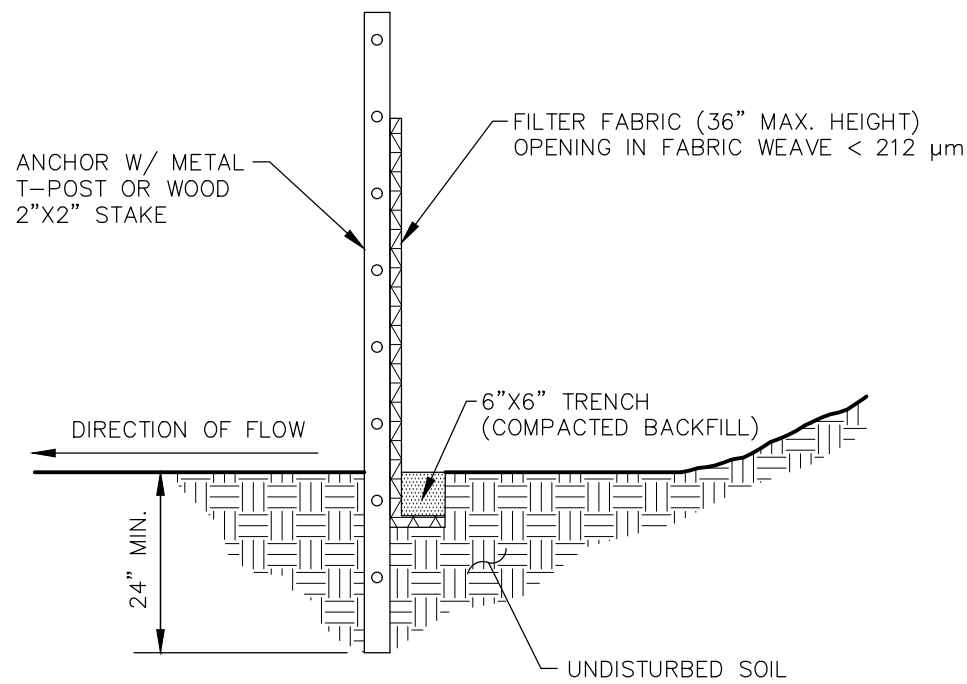
TREE FENCE



NOTES:

1. TREE FENCING SHALL BE PLACED A MINIMUM OF 1 FOOT PER CALIPER INCH OF TREE DIAMETER FROM TREE(S) THAT IS/ARE TO BE SAVED.
2. ANCHOR POST MAY BE SPACED UP TO 10 FEET APART.
3. SECURELY ATTACH TREE FENCE TO ANCHOR POSTS W/ MINIMUM OF TWO ATTACHMENTS PER POST.
4. SEE MNDOT SPECIFICATION 2572.

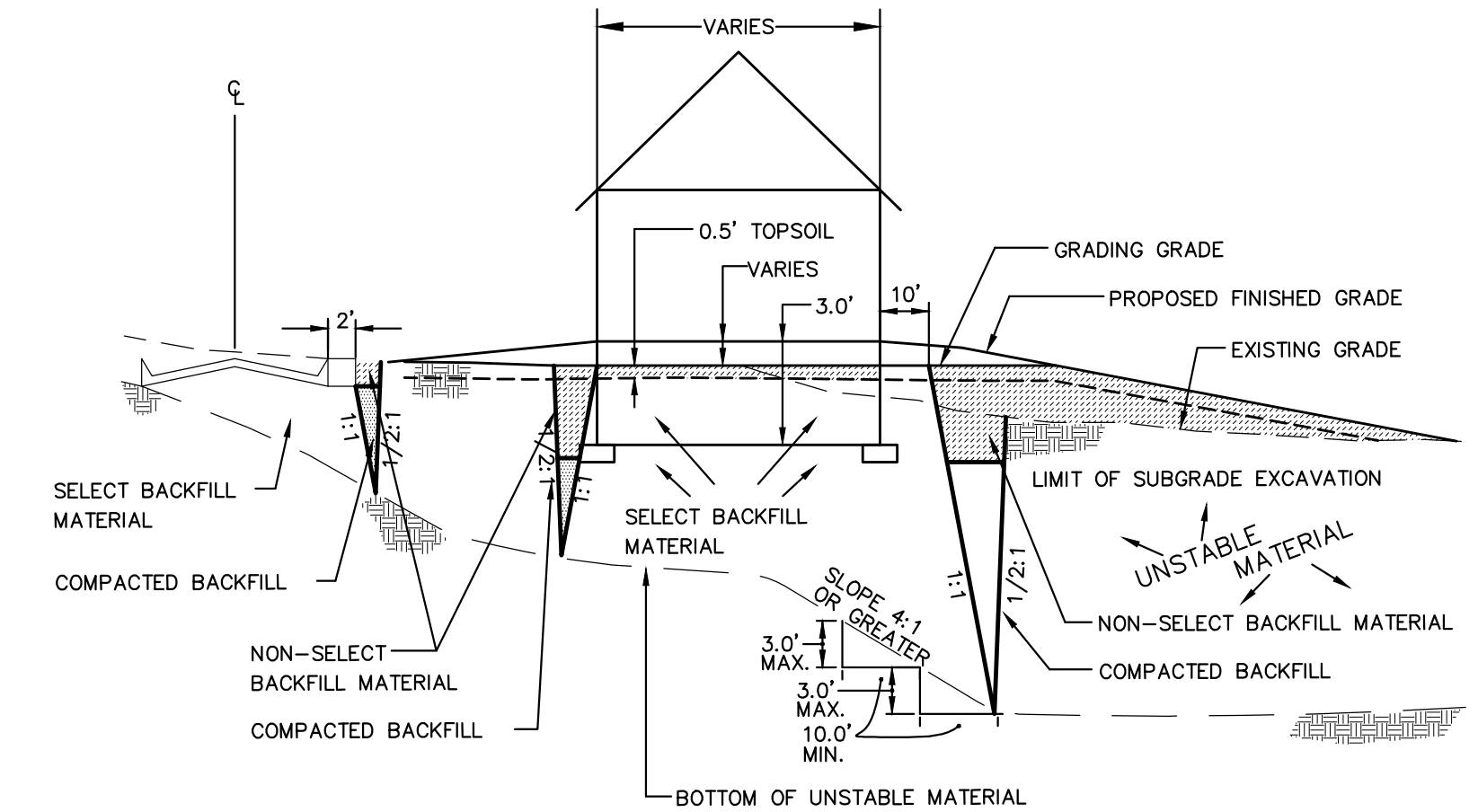
SILT FENCE



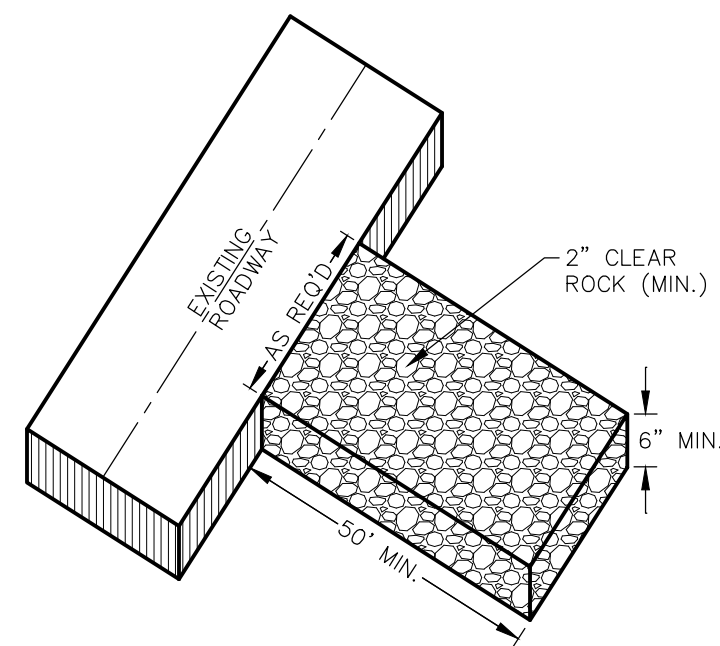
NOTES:

1. DIG A 6"x6" TRENCH ALONG THE INTENDED SILT FENCE LINE.
2. DRIVE ALL ANCHOR POSTS INTO THE GROUND AT THE DOWNHILL SIDE OF THE TRENCH.
3. POSTS SHALL BE SPACED A MAXIMUM OF 6 FEET APART.
4. LAY OUT SILT FENCE ALONG THE UPHILL SIDE OF THE ANCHOR POSTS AND BACK FILL 6"x6" TRENCH.
5. SECURELY ATTACH SILT FENCE TO ANCHOR POSTS W/ MINIMUM OF THREE ATTACHMENTS PER POST.
6. SEE MNDOT SPECIFICATIONS 2573 & 3886.

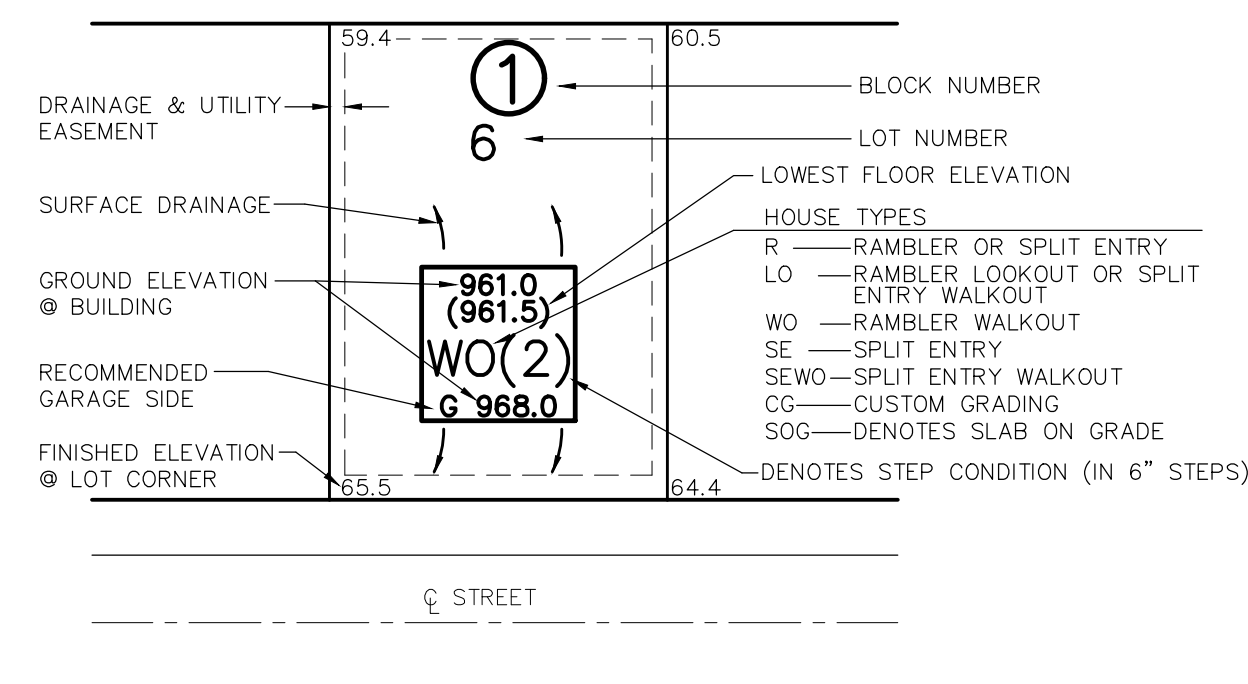
SUBGRADE CORRECTION



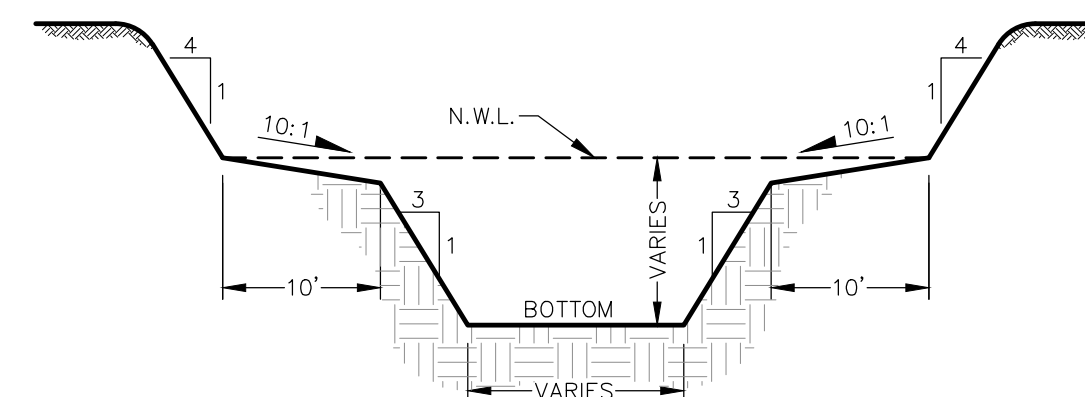
ROCK CONSTRUCTION ENTRANCE



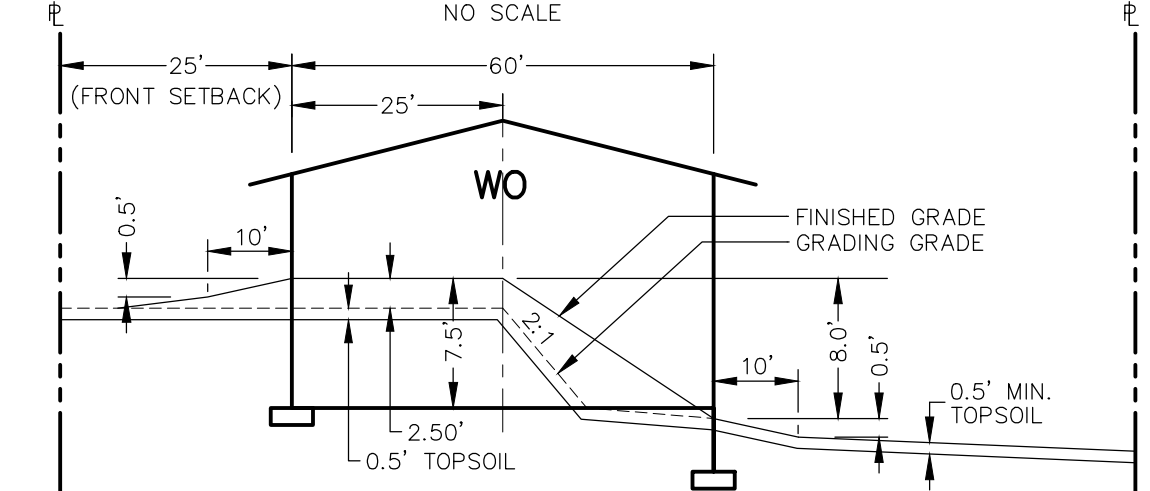
GRADING PLAN LOT KEY



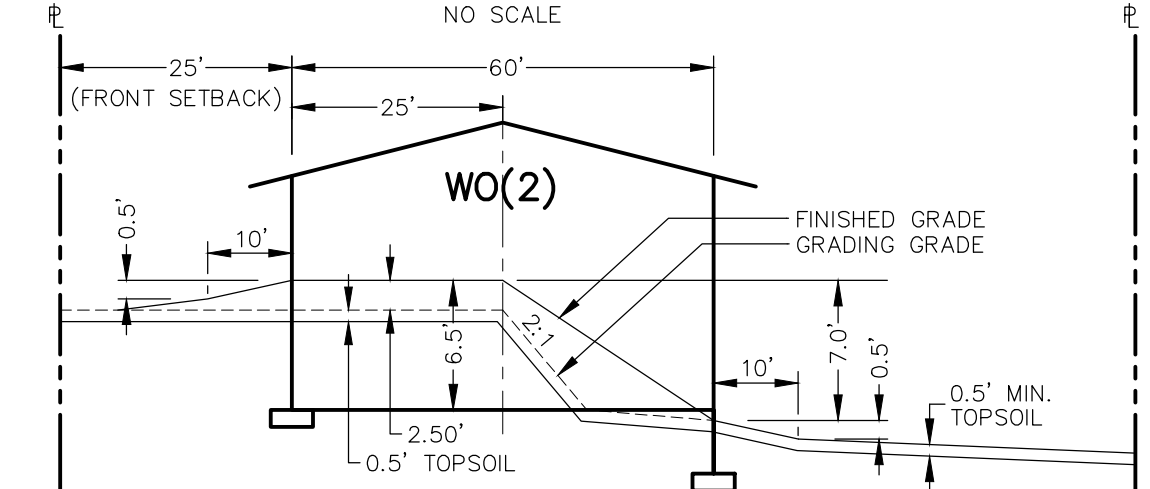
TYPICAL POND SECTION



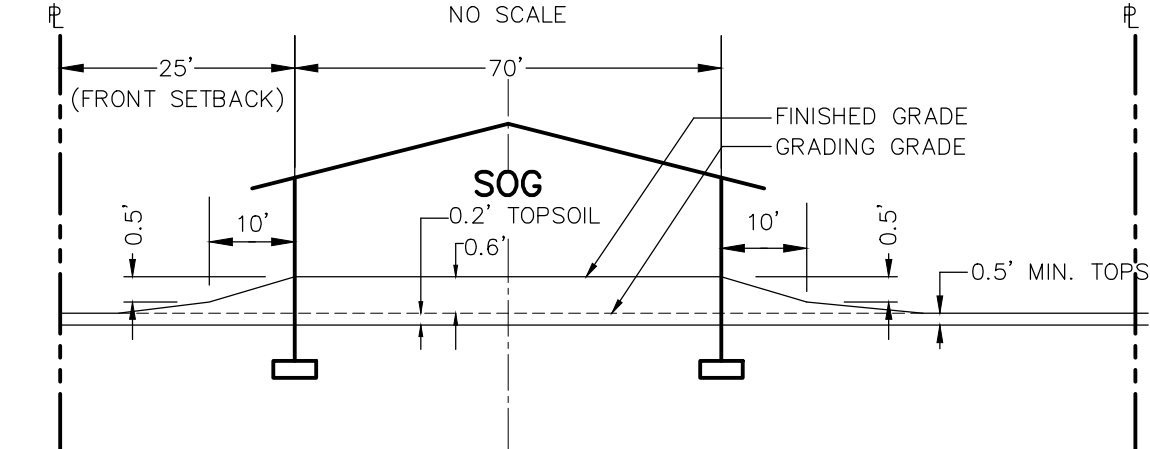
WALKOUT



MODIFIED WALKOUT



SLAB ON GRADE



TURF ESTABLISHMENT

TURF ESTABLISHMENT SHALL APPLY TO ALL DISTURBED AREAS AND SHALL BE ACCORDING TO MNDOT STANDARD SPECIFICATIONS FOR CONSTRUCTION (LATEST EDITION) EXCEPT AS MODIFIED BELOW.

TURF ESTABLISHMENT SHALL OCCUR AS SOON AS POSSIBLE BUT IN NO CASE MORE THAN 7 DAYS.

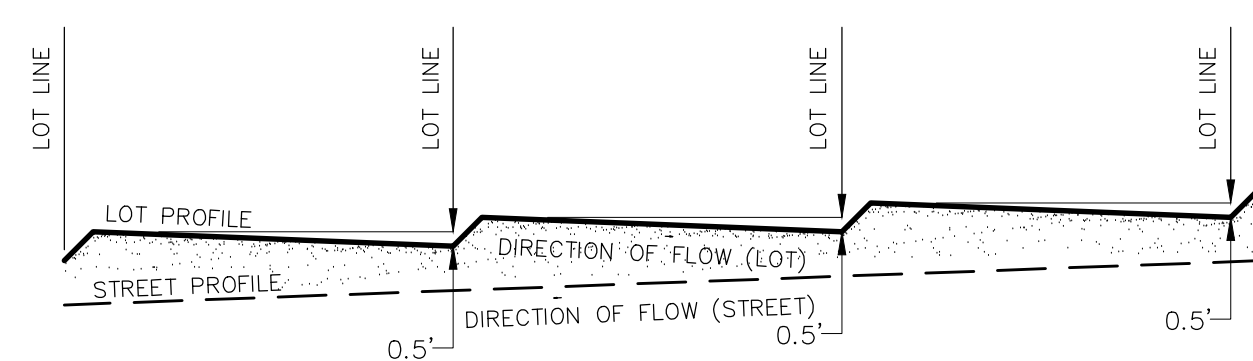
SEED: MNDOT MIXTURE 25-141 AT 60 POUNDS PER ACRE.

DORMANT SEED: SHALL BE APPLIED AT TWICE THE NORMAL RATE AFTER NOVEMBER 1ST.

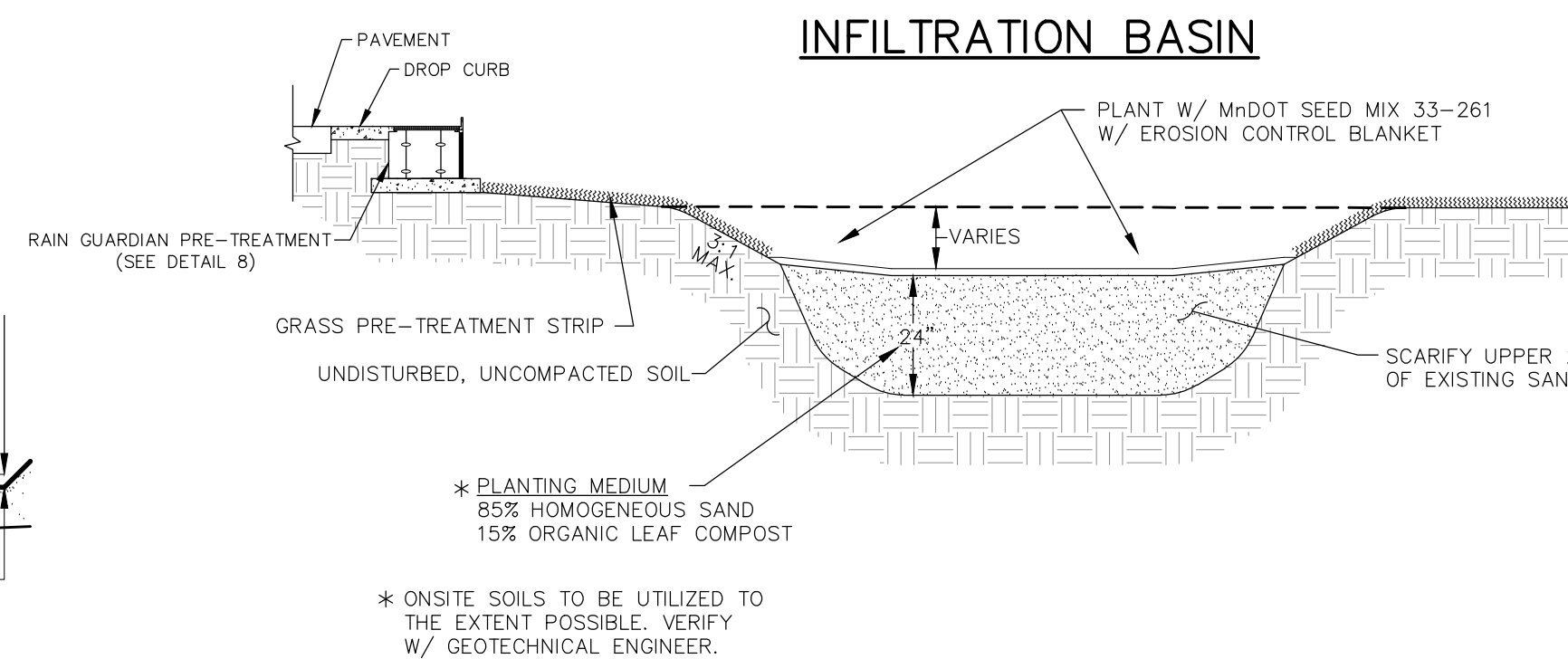
MULCH: TYPE 1 AT 2 TONS PER ACRE (DISK ANCHORED).

FERTILIZER: TYPE 1 10-10-10 AT 200 POUNDS PER ACRE.

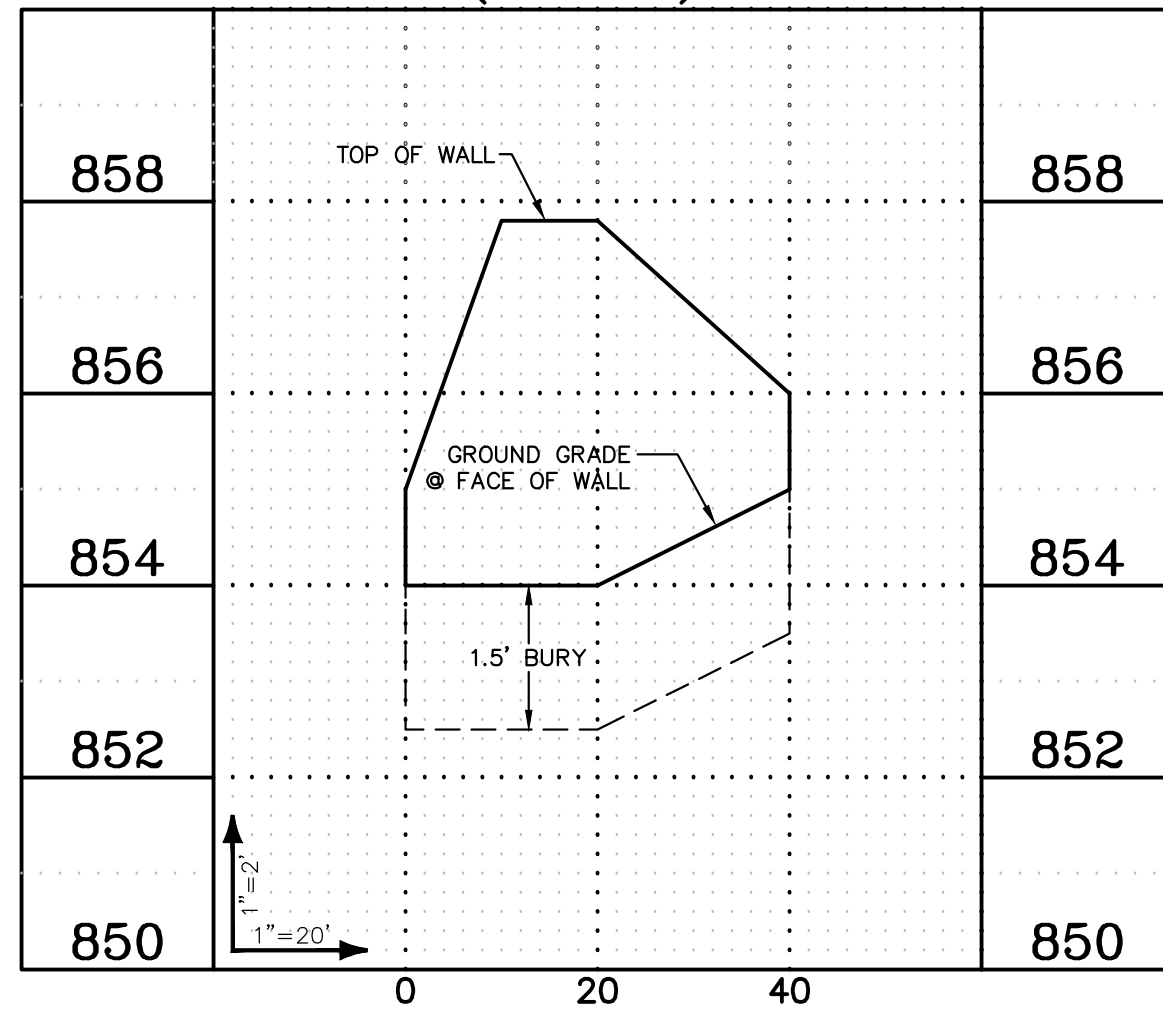
LOT BENCHING DETAIL



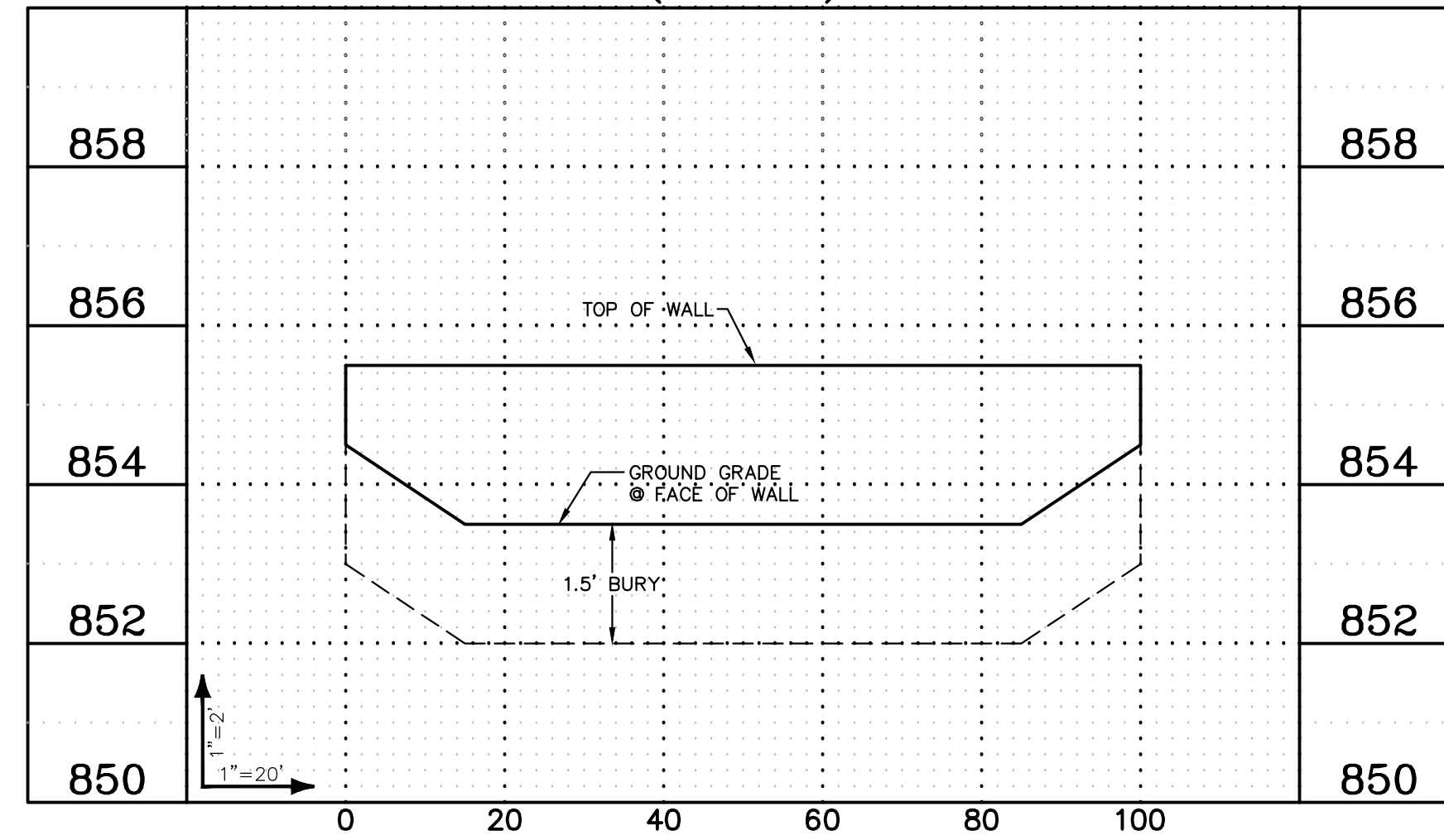
INFILTRATION BASIN



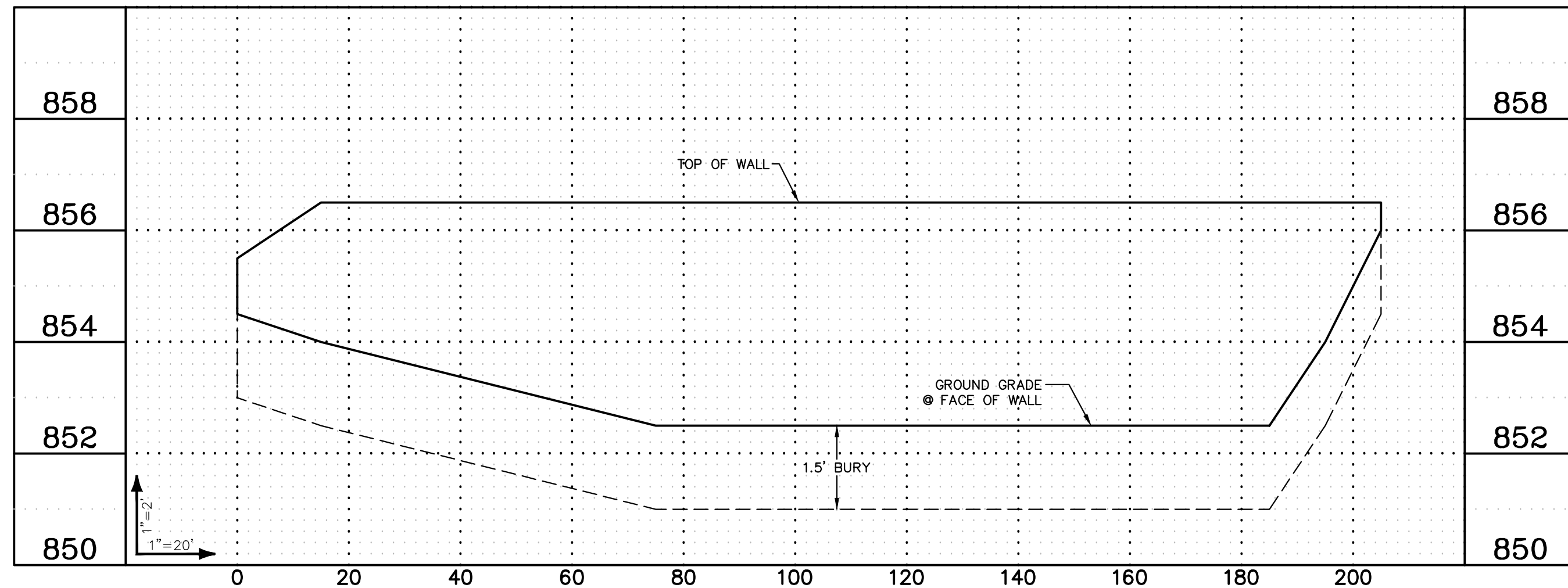
ROCK RETAINING WALL #1
(170 SF)



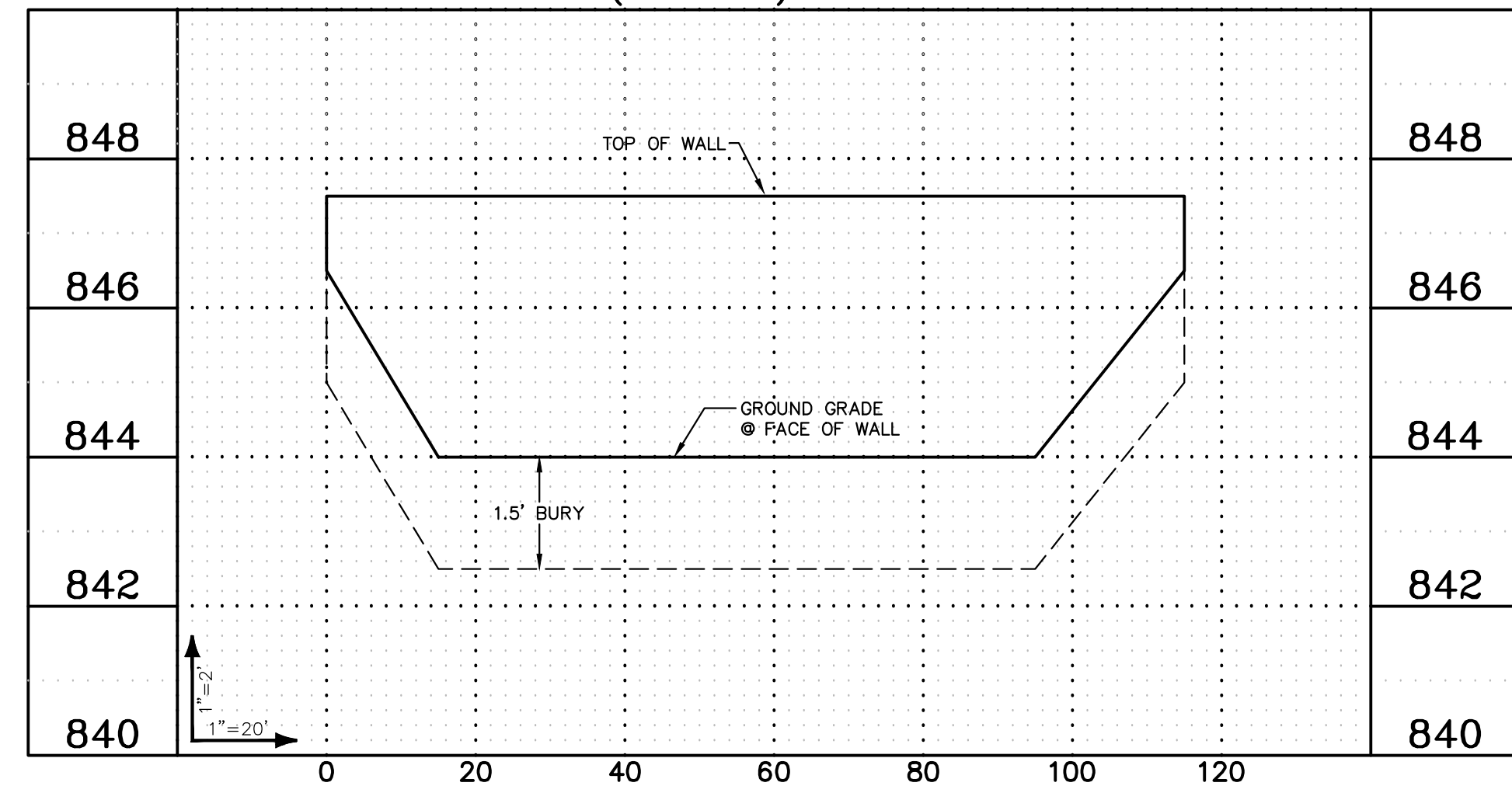
ROCK RETAINING WALL #2
(335 SF)



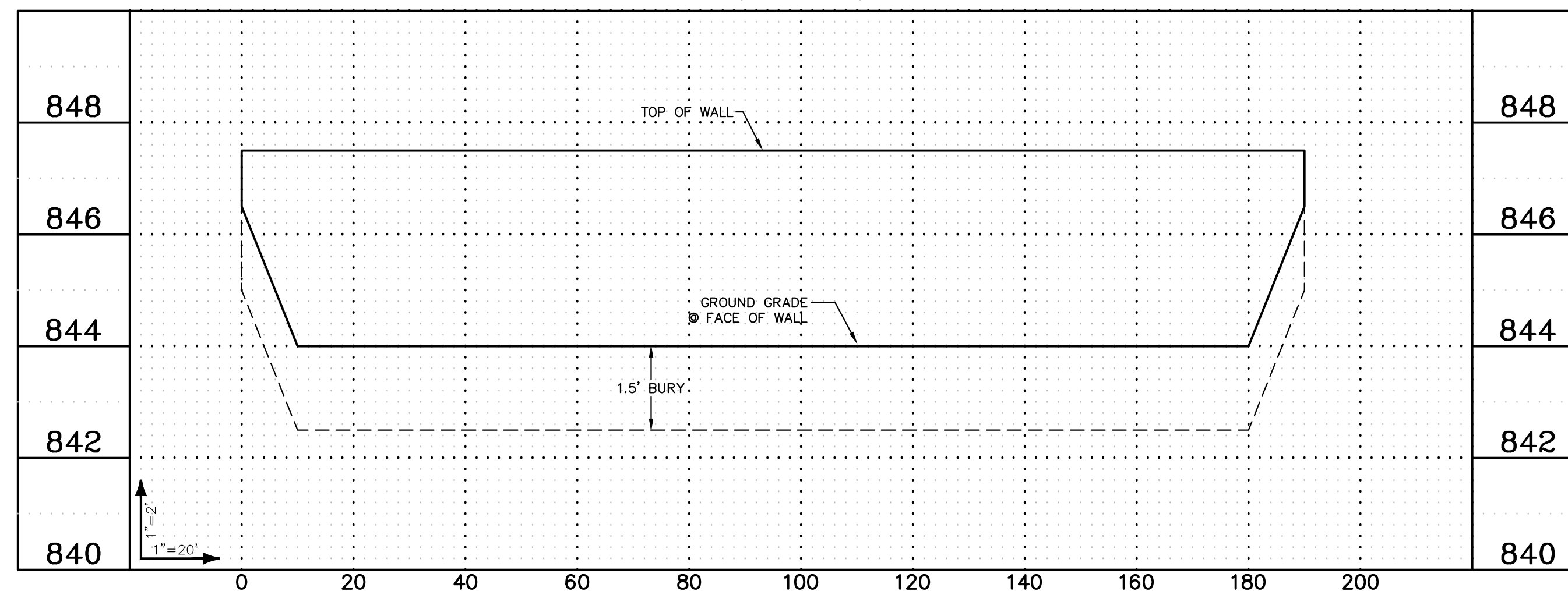
MODULAR RETAINING WALL #3
(1020 SF)

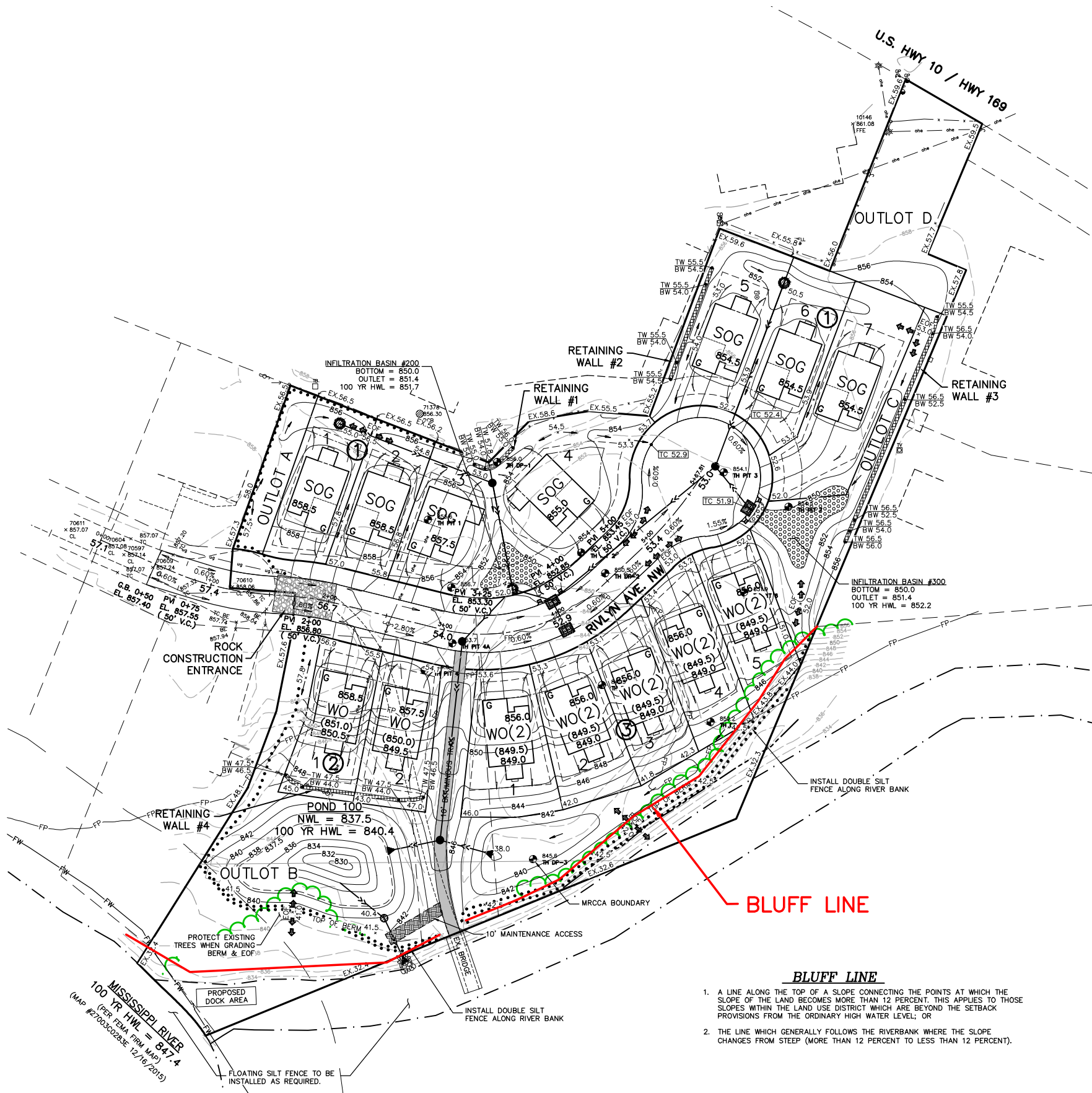


ROCK RETAINING WALL #4
(535 SF)



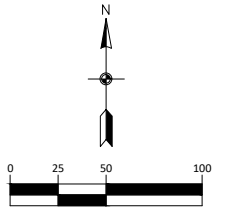
MODULAR RETAINING WALL #5
(930 SF)





LEGEND

EXISTING	PROPOSED
PROPERTY LINE	PROPERTY LINE
EASEMENT LINE	EASEMENT LINE
CURB LINE	CURB LINE
BITUMINOUS	BITUMINOUS
CONCRETE	CONCRETE
MAINTENANCE ACCESS	MAINTENANCE ACCESS
INFILTRATION BASIN	INFILTRATION BASIN
SANITARY SEWER	SANITARY SEWER
STORM SEWER	STORM SEWER
WATER MAIN	WATER MAIN
OVERHEAD UTILITY	OVERHEAD UTILITY
STORM CATCH BASIN	STORM CATCH BASIN
STORM MANHOLE	STORM MANHOLE
OUTLET CONTROL STRUCTURE	OUTLET CONTROL STRUCTURE
MANHOLE	MANHOLE
HYDRANT	HYDRANT
GATE VALVE	GATE VALVE
TELEVISION BOX	TELEVISION BOX
TELEPHONE BOX	TELEPHONE BOX
UTILITY POLE	UTILITY POLE
RETAINING WALL	RETAINING WALL
FENCE	FENCE
10' CONTOUR	10' CONTOUR
2' CONTOUR	2' CONTOUR
SPECIFIED CONTOUR	SPECIFIED CONTOUR
FEMA FLOODWAY	FEMA FLOODWAY
FEMA FLOODPLAIN	FEMA FLOODPLAIN
100' BUFFER	100' BUFFER
WETLAND LINE	WETLAND LINE
SPOT ELEVATION	SPOT ELEVATION
EMERGENCY OVERFLOW	EMERGENCY OVERFLOW
SILT FENCE	SILT FENCE
TREE FENCE	TREE FENCE
GRADING LIMITS	GRADING LIMITS
TREELINE	TREELINE
SOIL BORING	SOIL BORING



BENCHMARK	
1.	MNDOT GSID Station #833, Named "Lumber MNDT RM 1" Elev. = 859.11
2.	MNDOT GSID Station #775, Named "E 257" Elev. = 863.67

- BLUFF LINE**
1. A LINE ALONG THE TOP OF A SLOPE CONNECTING THE POINTS AT WHICH THE SLOPE OF THE LAND BECOMES MORE THAN 12 PERCENT. THIS APPLIES TO THOSE SLOPES WITHIN THE LAND USE DISTRICT WHICH ARE BEYOND THE SETBACK PROVISIONS FROM THE ORDINARY HIGH WATER LEVEL; OR
 2. THE LINE WHICH GENERALLY FOLLOWS THE RIVERBANK WHERE THE SLOPE CHANGES FROM STEEP (MORE THAN 12 PERCENT TO LESS THAN 12 PERCENT).

MISSISSIPPI RIVER
100 YR HWL = 847.4
(PER FEMA FIRM MAP #1716/2015)
MAP #270030283E

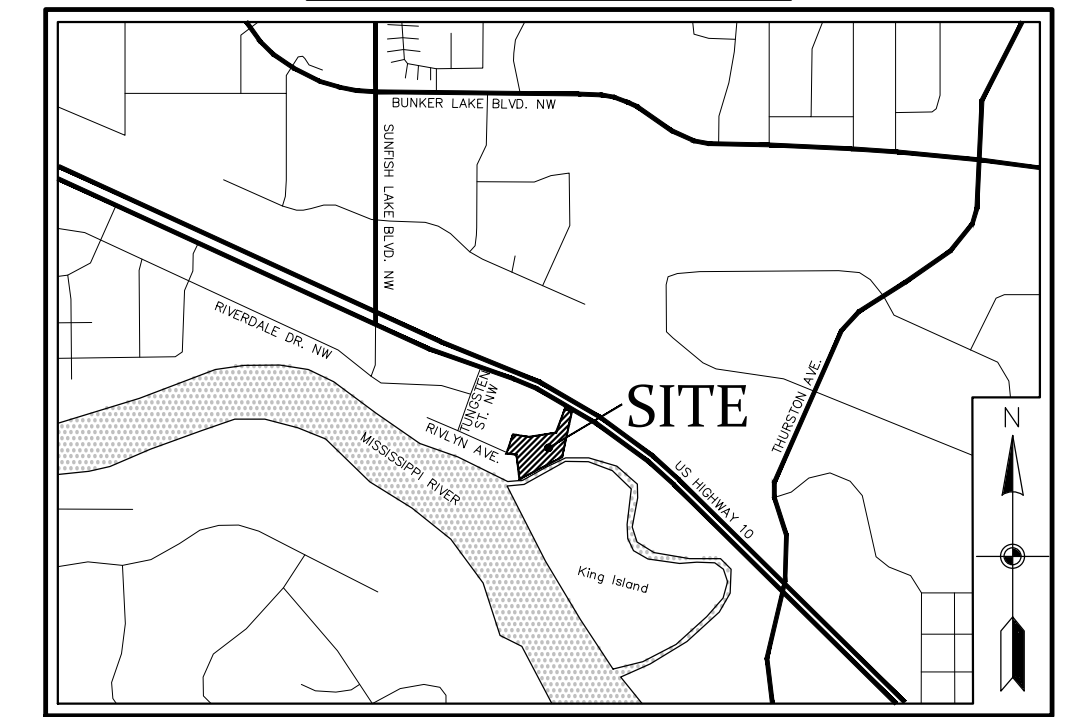
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RIVER WALK VILLAGE

GRADING, DEVELOPMENT & EROSION CONTROL PLAN

RAMSEY, MINNESOTA

VICINITY MAP



NOT TO SCALE

LOT TABULATION

Block	Lot	House Type	Garage Floor Elevation	Proposed Lowest Floor Elevation	Lowest opening Elevation	EOF	100 Year	Water Table	Controlling Elevation		Method
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1	1	SOG	858.5	858.5	858.5	856.5	-	833.0	-	857.5	EOF
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3	3	WO(2)	856.0	849.5	849.5	-	847.4	833.0	849.4	-	100-YR
3	4	WO(2)	856.0	849.5	849.5	-	847.4	833.0	849.4	-	100-YR
3	5	WO(2)	856.0	849.5	849.5	-	847.4	833.0	849.4	-	100-YR

SHEET INDEX

- COVER
- 2-3. DETAILS

NOTES

- SEE SWPPP FOR STORMWATER POLLUTION PREVENTION PRACTICES.
- STREET SWEEPER MUST BE ON-SITE OR AVAILABLE WITHIN 3 HOURS IF NOTIFIED BY THE CITY THAT STREET SWEEPING IS REQUIRED.
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WETLAND FILL SUMMARY

THERE ARE NO PROPOSED WETLAND IMPACTS

FLOODPLAIN SUMMARY

FLOODPLAIN MITIGATION = 4,471 C.Y.

FLOODPLAIN FILL = 4,313 C.Y.

LEGEND

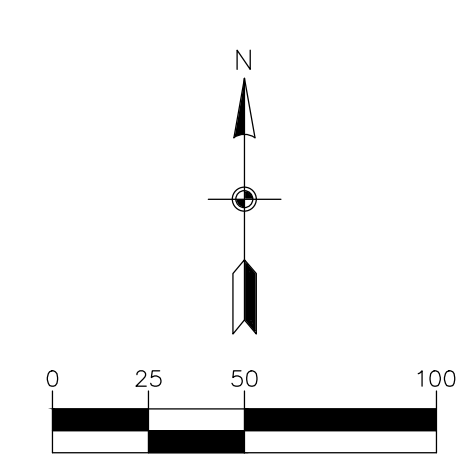
EXISTING	PROPOSED
PROPERTY LINE	PROPERTY LINE
EASEMENT LINE	EASEMENT LINE
CURB LINE	CURB LINE
BITUMINOUS	BITUMINOUS
CONCRETE	CONCRETE
MAINTENANCE ACCESS	MAINTENANCE ACCESS
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STORM SEWER	STORM SEWER
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SILT FENCE	SILT FENCE
TREE FENCE	TREE FENCE
GRADING LIMITS	GRADING LIMITS
TREELINE	TREELINE
SOIL BORING	SOIL BORING



CALL BEFORE YOU DIG

811

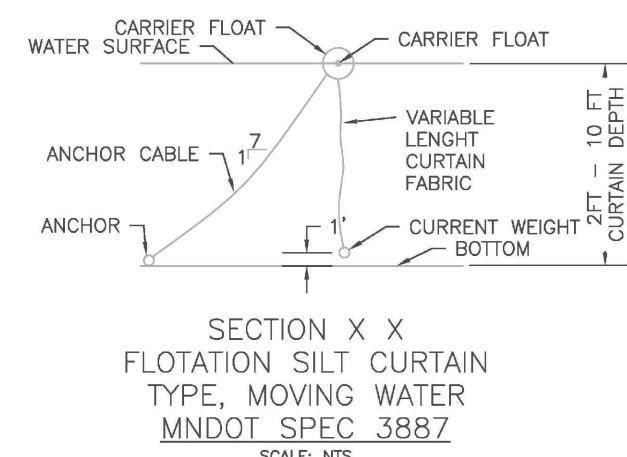
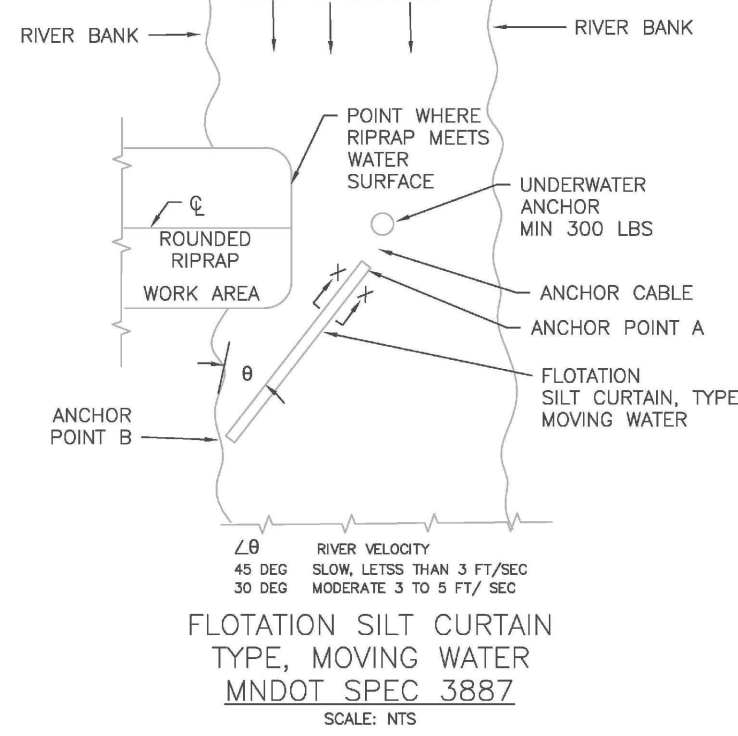
Know what's below.
Call before you dig.



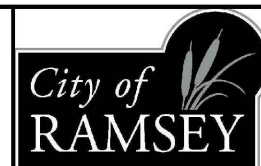
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1. MNDOT GSID Station #833, Named "Lumber MNDT RM 1" Elev. = 859.11
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Save Date: 07/29/19 | F:\08617801 - 782017802 - Highway 10 ramsey\cad_c3\engineering\final\plans\grade\7802_gr.dwg

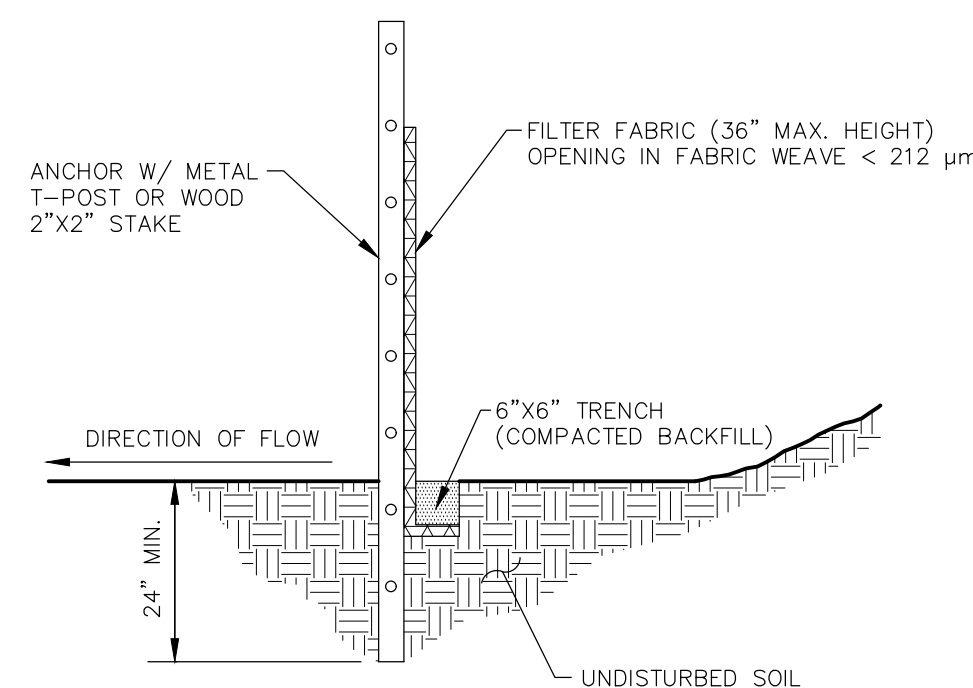


APPROVED:
9 - 2014



STANDARD DETAILS:
FLOTATION SILT CURTAIN
CITY PLATE No. ERO-7

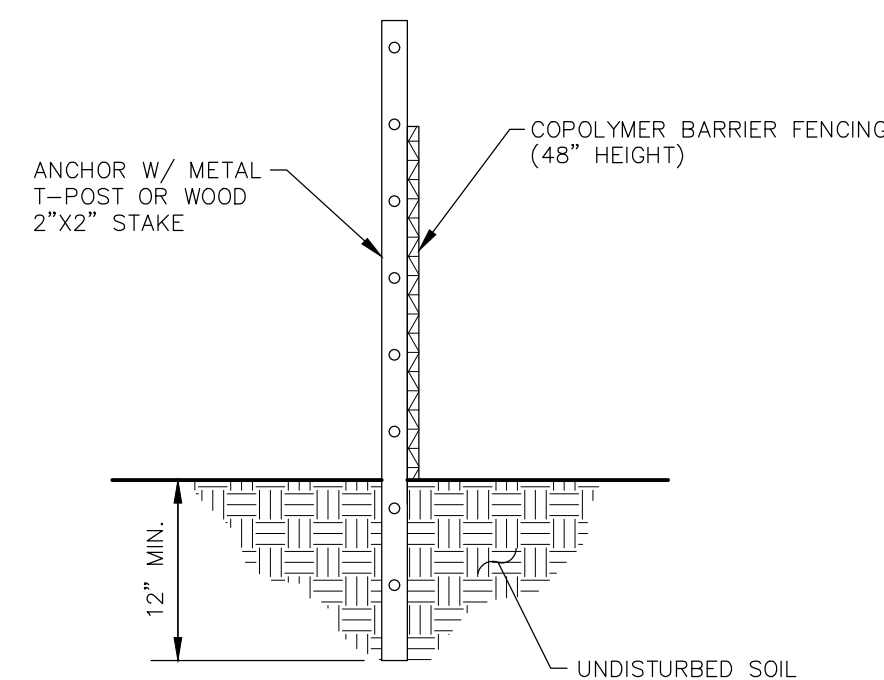
SILT FENCE



NOTES:

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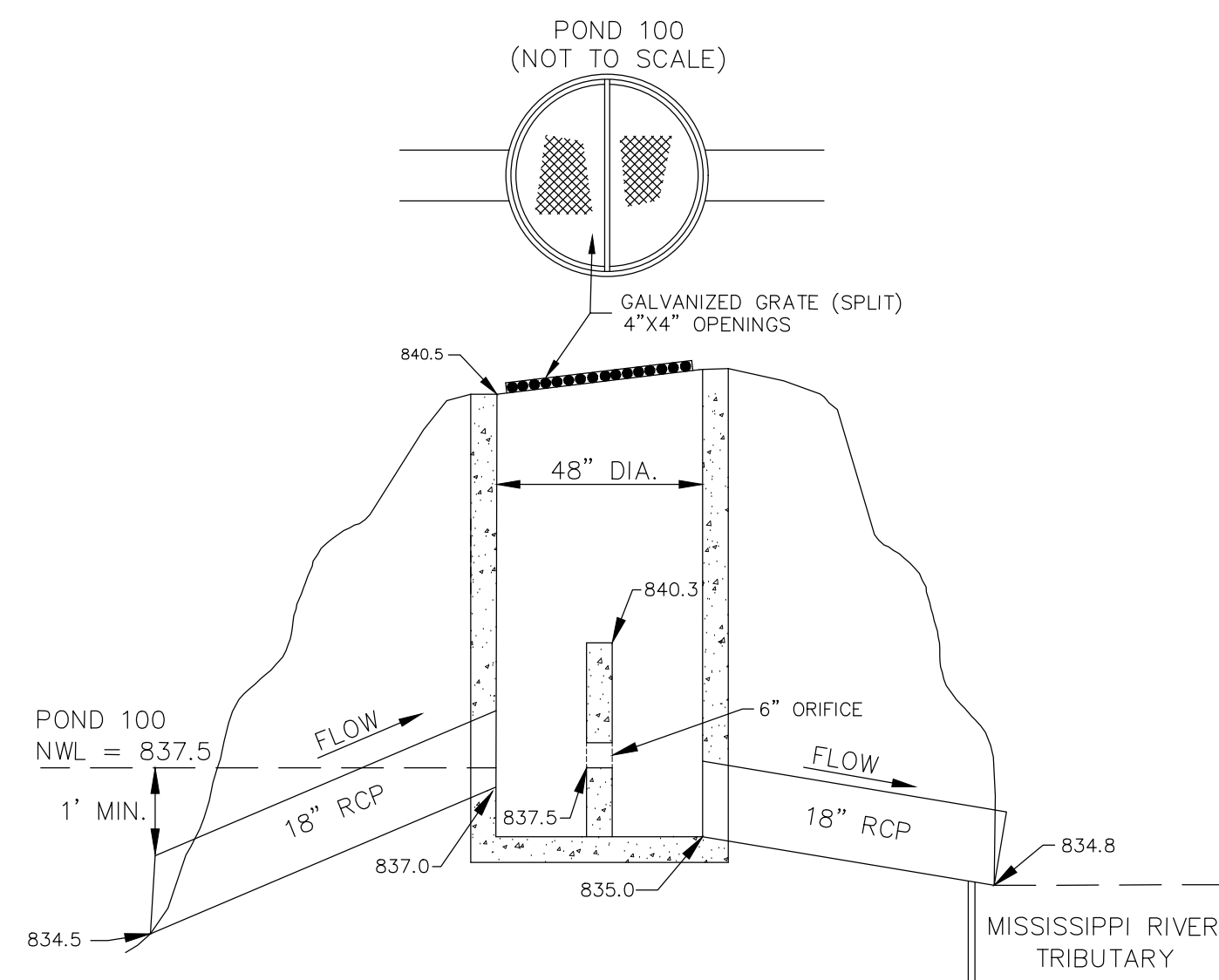
TREE FENCE



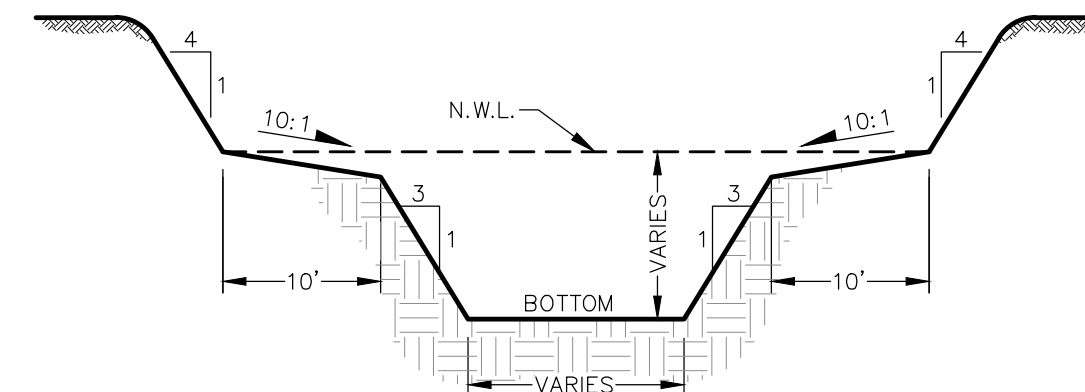
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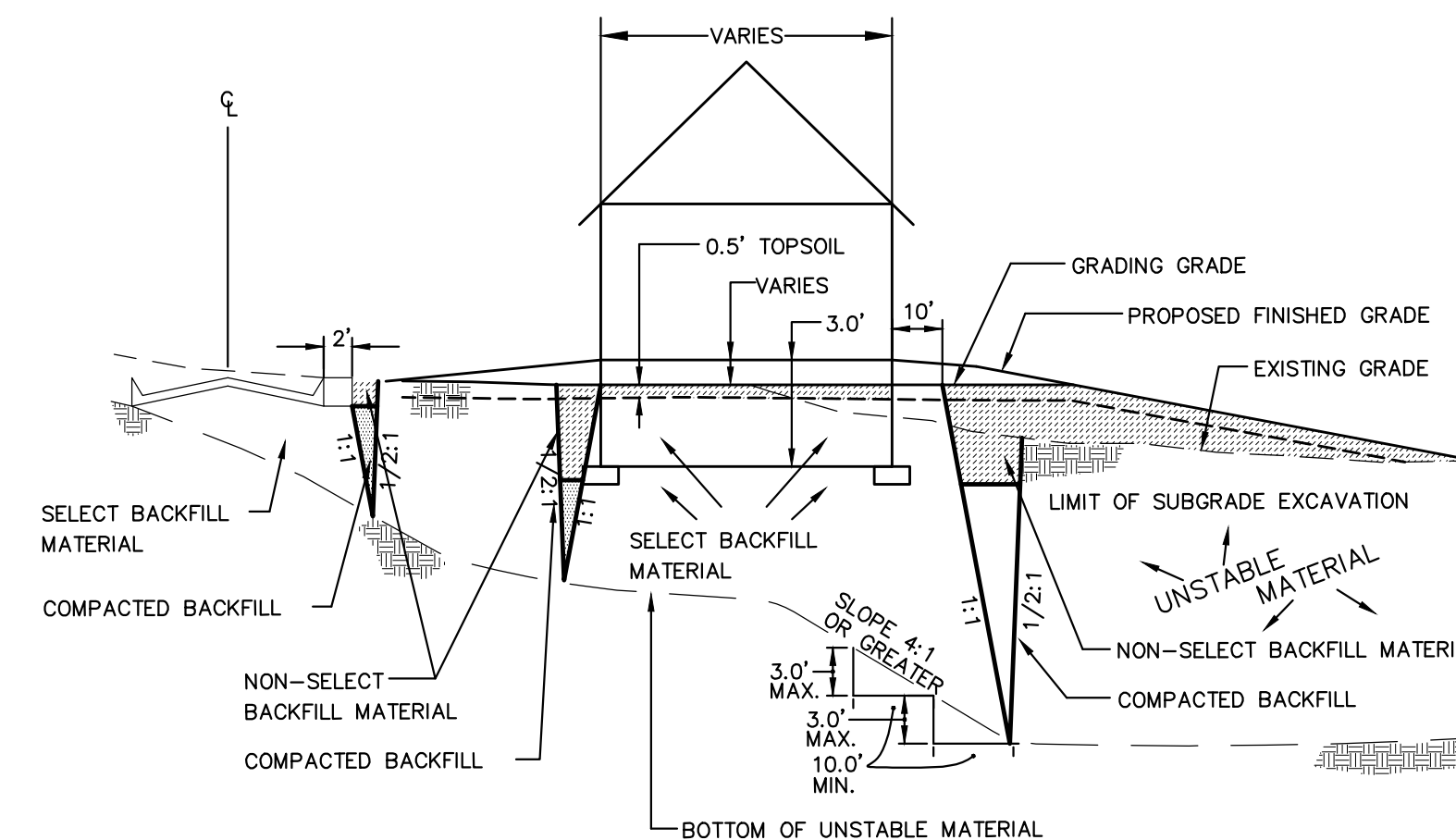
OUTLET CONTROL STRUCTURE



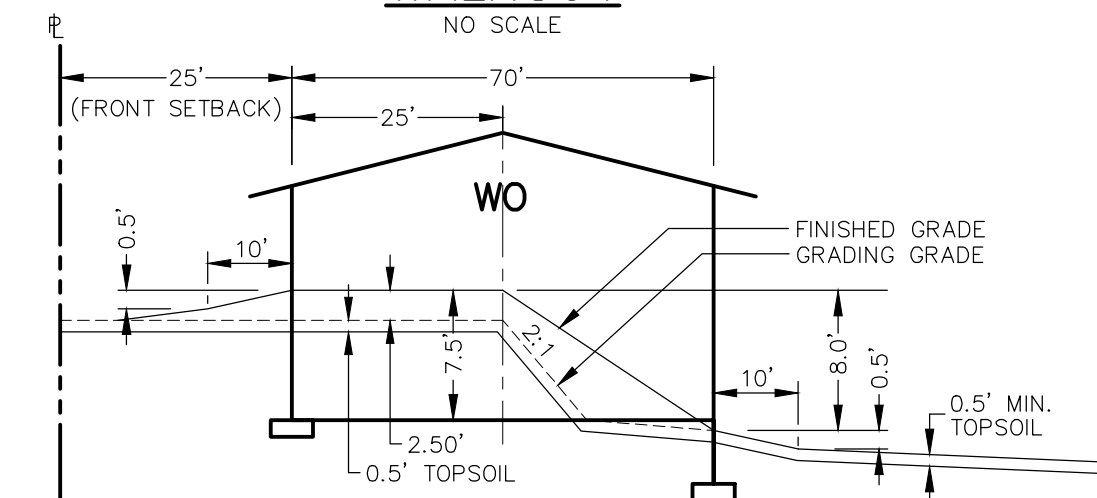
TYPICAL POND SECTION



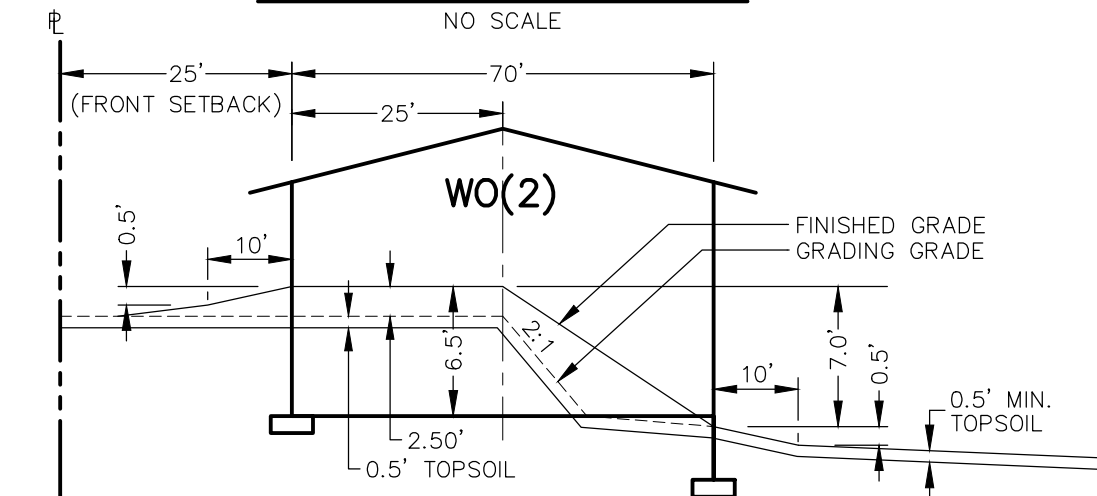
SUBGRADE CORRECTION



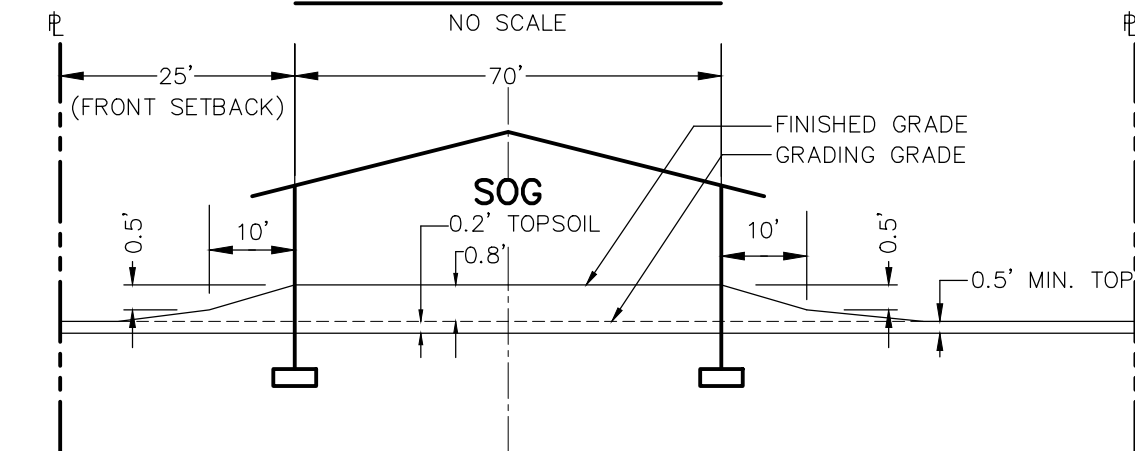
WALKOUT



MODIFIED WALKOUT



SLAB ON GRADE



TURF ESTABLISHMENT

TURF ESTABLISHMENT SHALL APPLY TO ALL DISTURBED AREAS AND SHALL BE ACCORDING TO MNDOT STANDARD SPECIFICATIONS FOR CONSTRUCTION (LATEST EDITION) EXCEPT AS MODIFIED BELOW.

TURF ESTABLISHMENT SHALL OCCUR AS SOON AS POSSIBLE BUT IN NO CASE MORE THAN 7 DAYS.

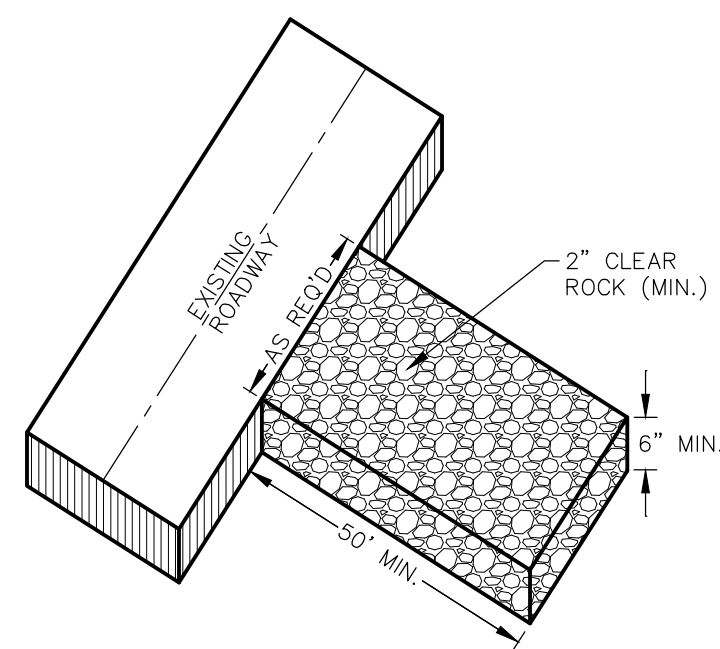
SEED: MNDOT MIXTURE 25-141 AT 60 POUNDS PER ACRE.

DORMANT SEED: SHALL BE APPLIED AT TWICE THE NORMAL RATE AFTER NOVEMBER 1ST.

MULCH: TYPE 1 AT 2 TONS PER ACRE (DISK ANCHORED).

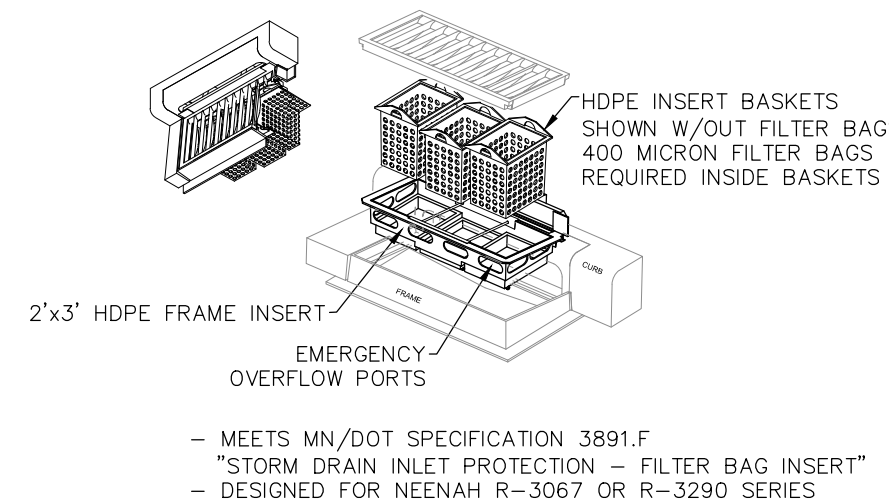
FERTILIZER: TYPE 1 10-10-10 AT 200 POUNDS PER ACRE.

ROCK CONSTRUCTION ENTRANCE



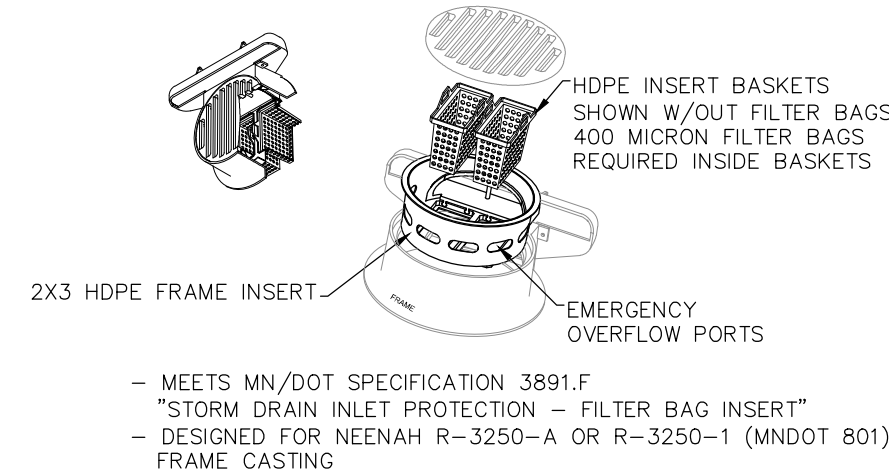
INFRA SAFE - 2'x3' DEBRIS COLLECTION DEVICE

AS MANUFACTURED BY ROYAL ENVIRONMENTAL SYSTEMS

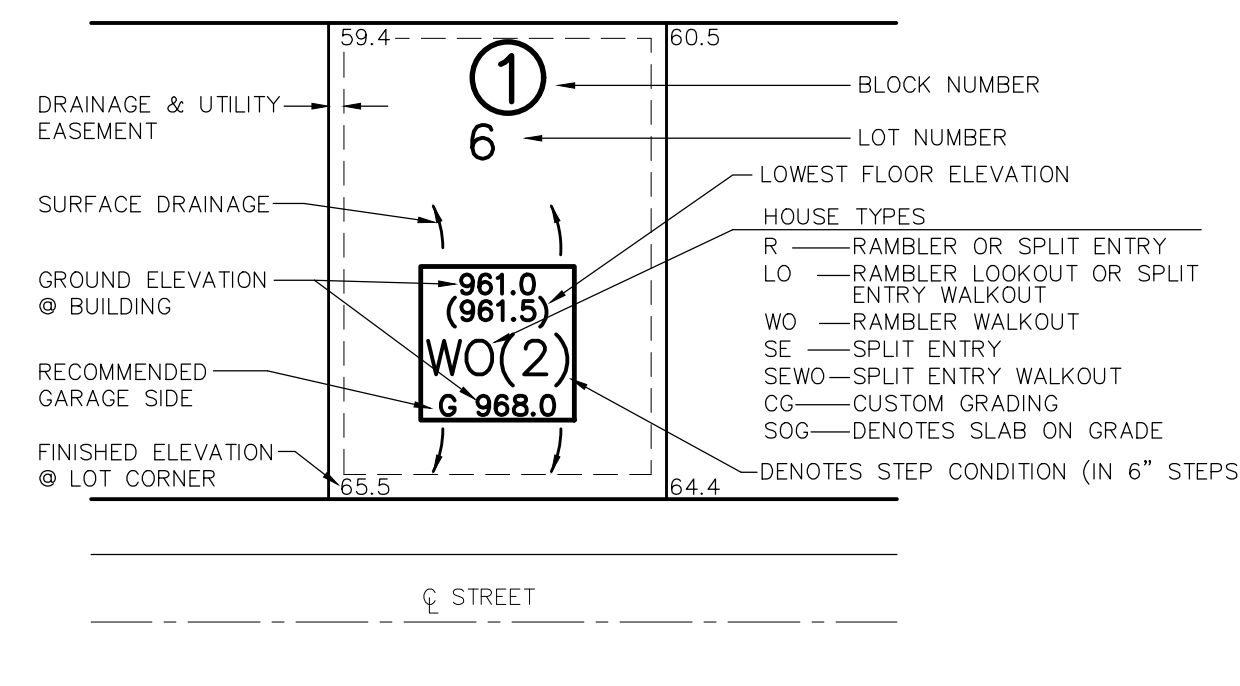


INFRA SAFE - 27\"/>

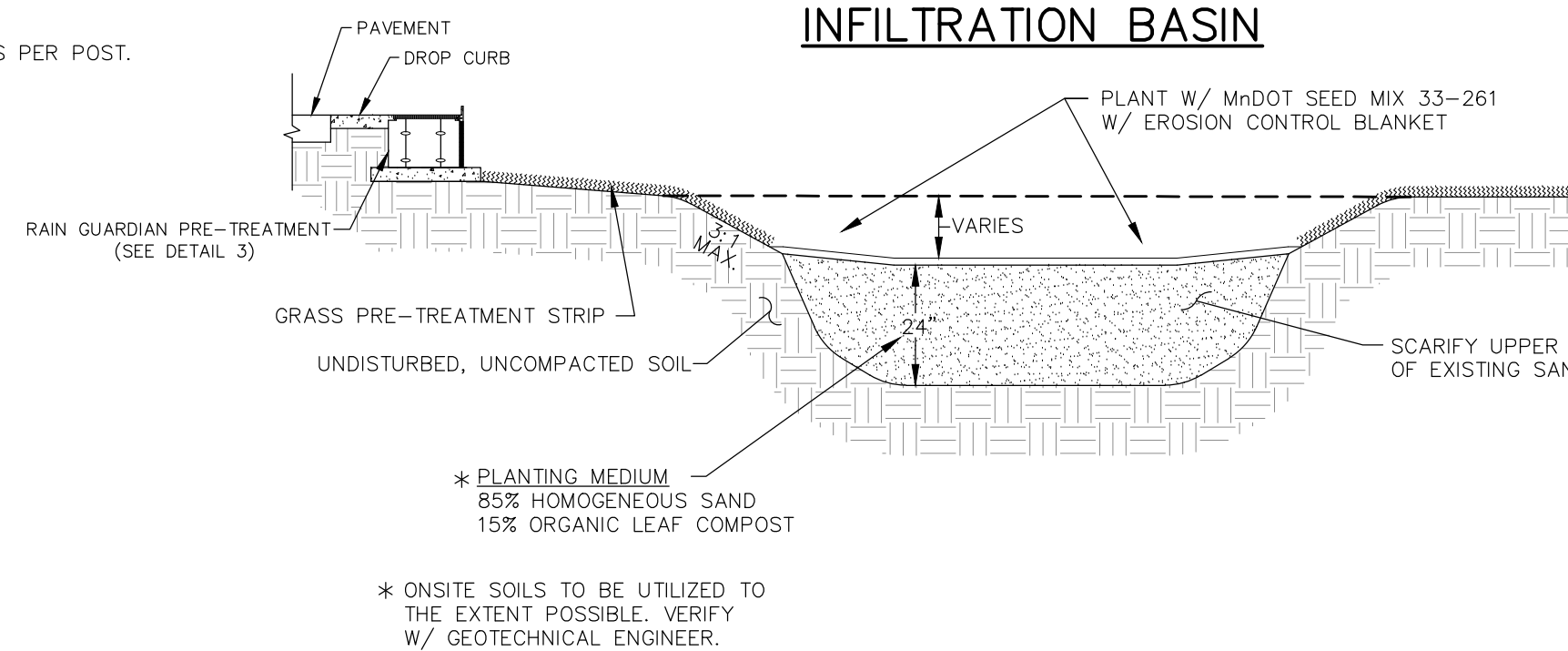
AS MANUFACTURED BY ROYAL ENVIRONMENTAL SERVICES



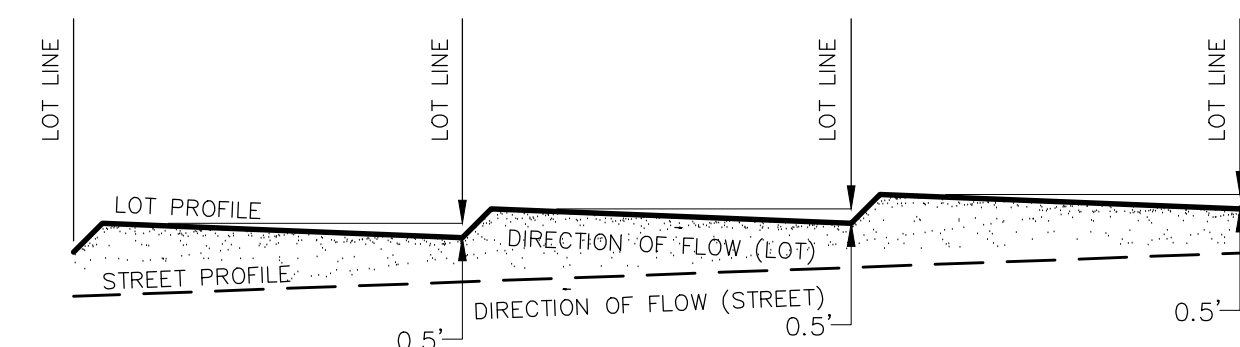
GRADING PLAN LOT KEY



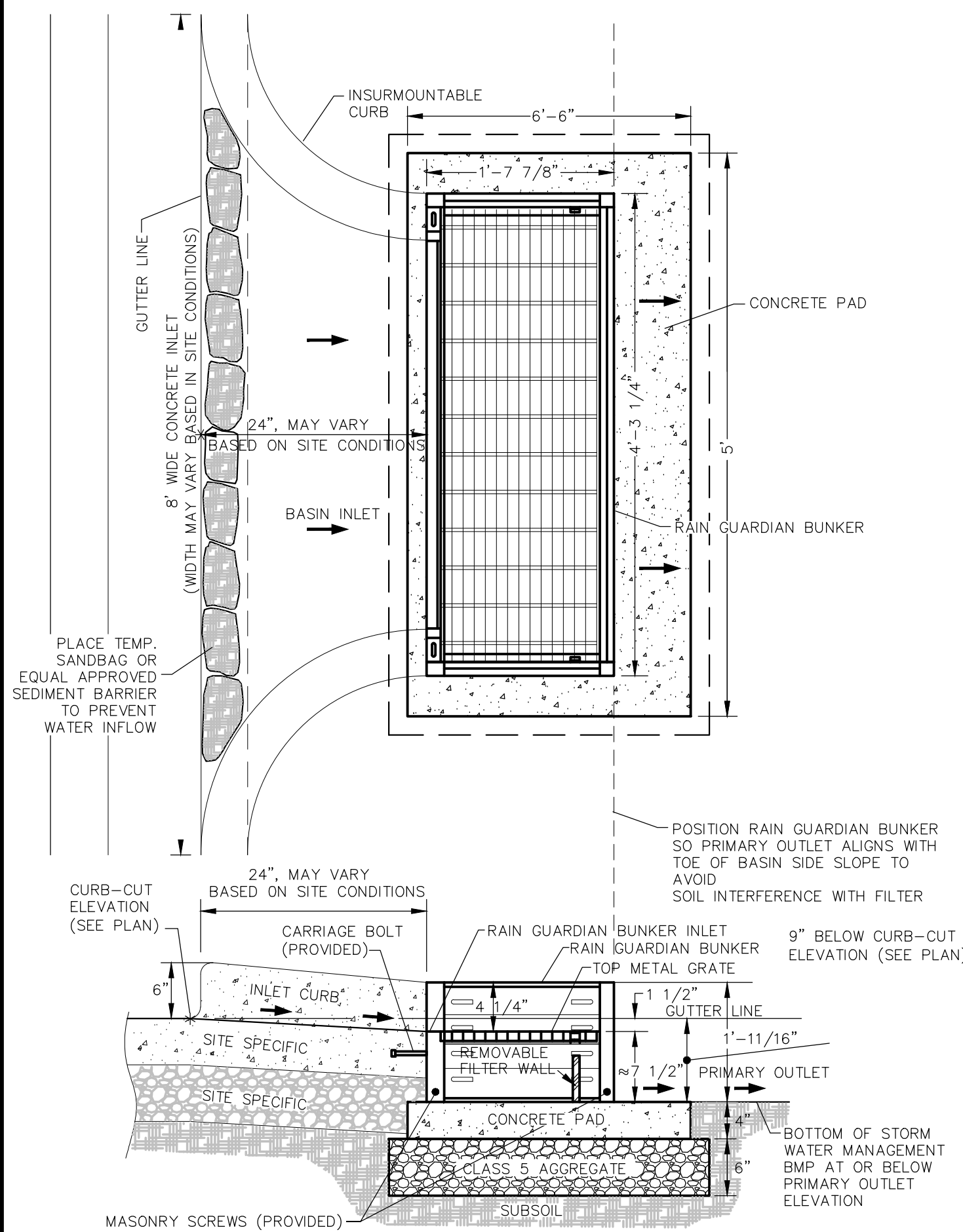
INFILTRATION BASIN



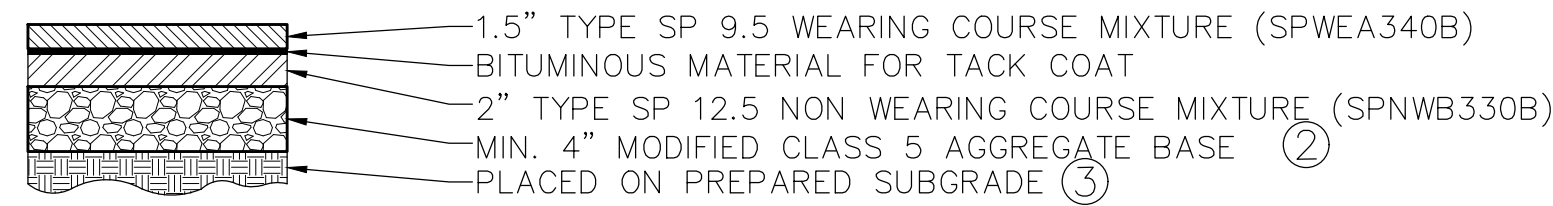
LOT BENCHING DETAIL



RAIN GUARDIAN DETAIL



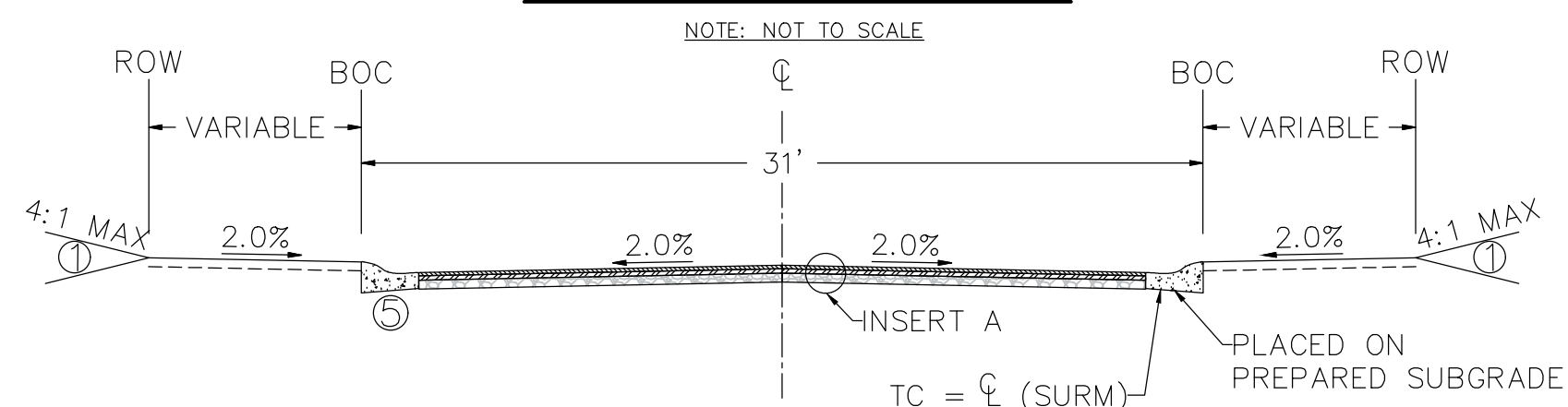
INSERT A:



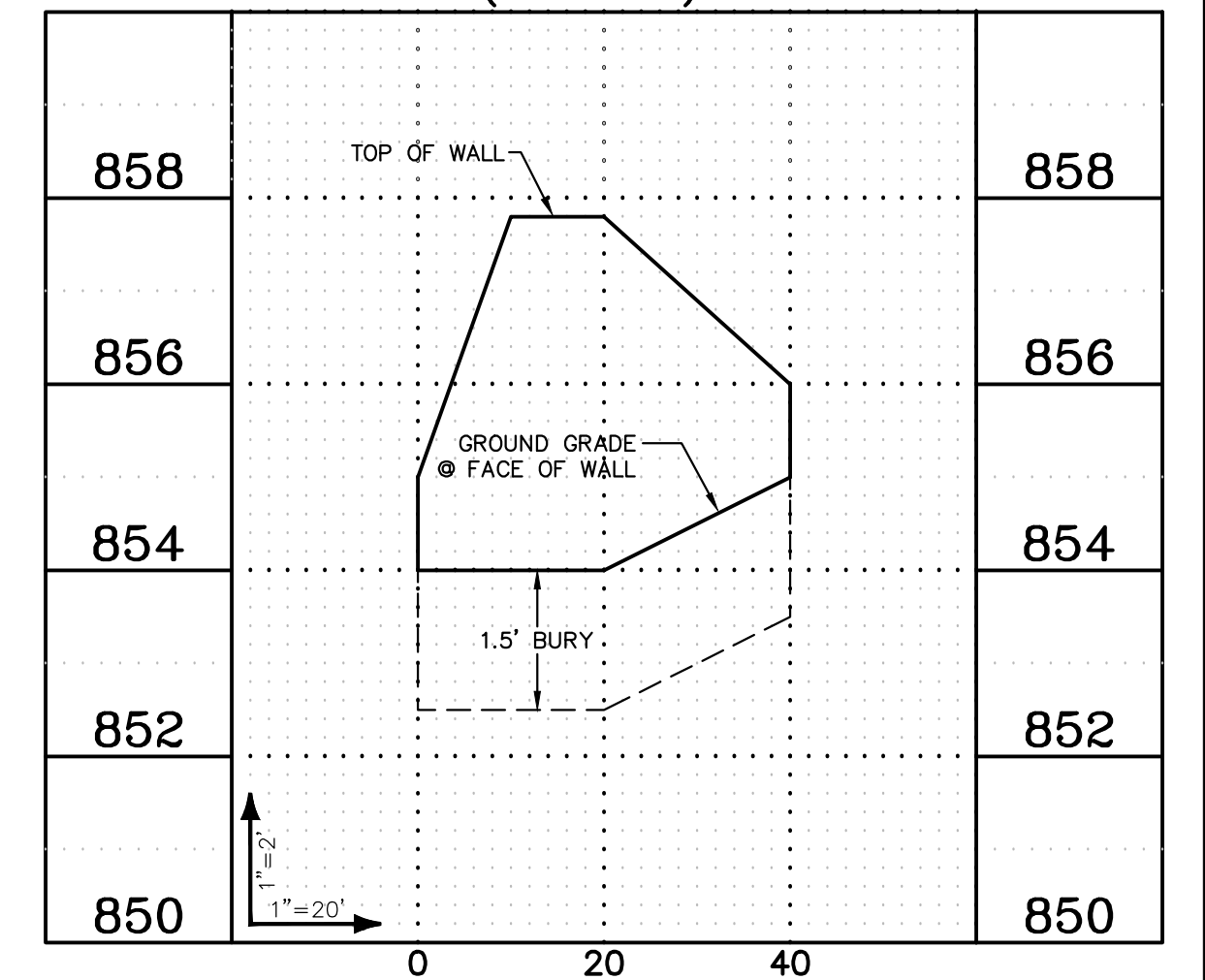
REFERENCE NOTES:

- ① GRADE TO MATCH EXISTING SURFACE MINIMUM 4" COMMON TOPSOIL BORROW IN BOULEVARDS. SEE CITY PLATE No. ERO-6
- ② CLASS 5 GRADATION IS MODIFIED PER CITY PLATE No. STR-26
- ③ CONTRACTOR SHALL SCARIFY AND COMPACT, ACCORDING TO THE SPECIFIED DENSITY METHOD, THE TOP 12 INCHES OF MATERIAL PRIOR TO PLACING ANY FILL MATERIALS OR CLASS 5 AGGREGATE BASE.
- ④ ALL SIDEWALKS SHALL BE 6" THICK, 6' WIDE, PLACED ON PREPARED SUBGRADE.
- ⑤ CONCRETE CURB AND GUTTER PER PLAN. SEE CITY PLATE No. STR-1.

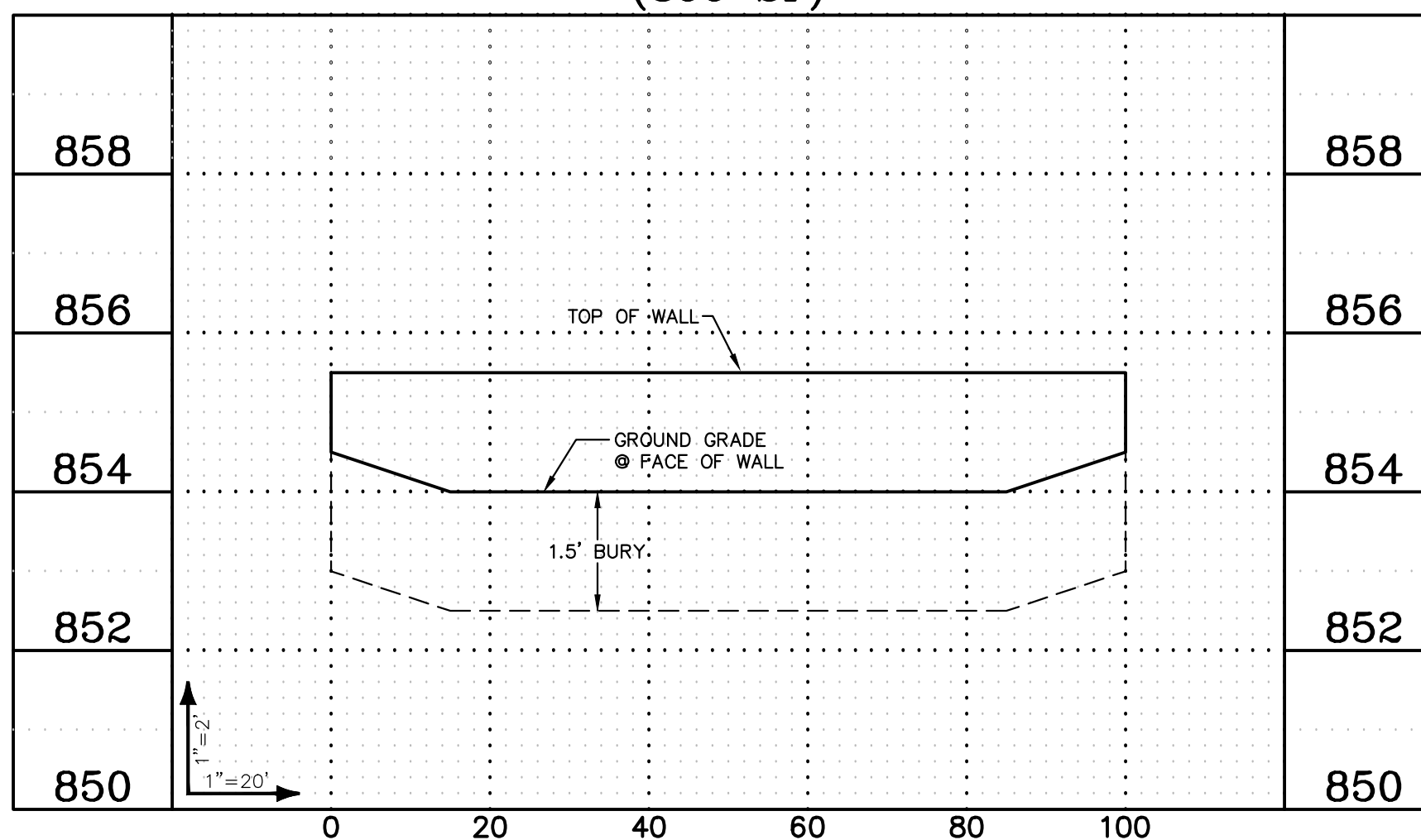
31' - URBAN STREET



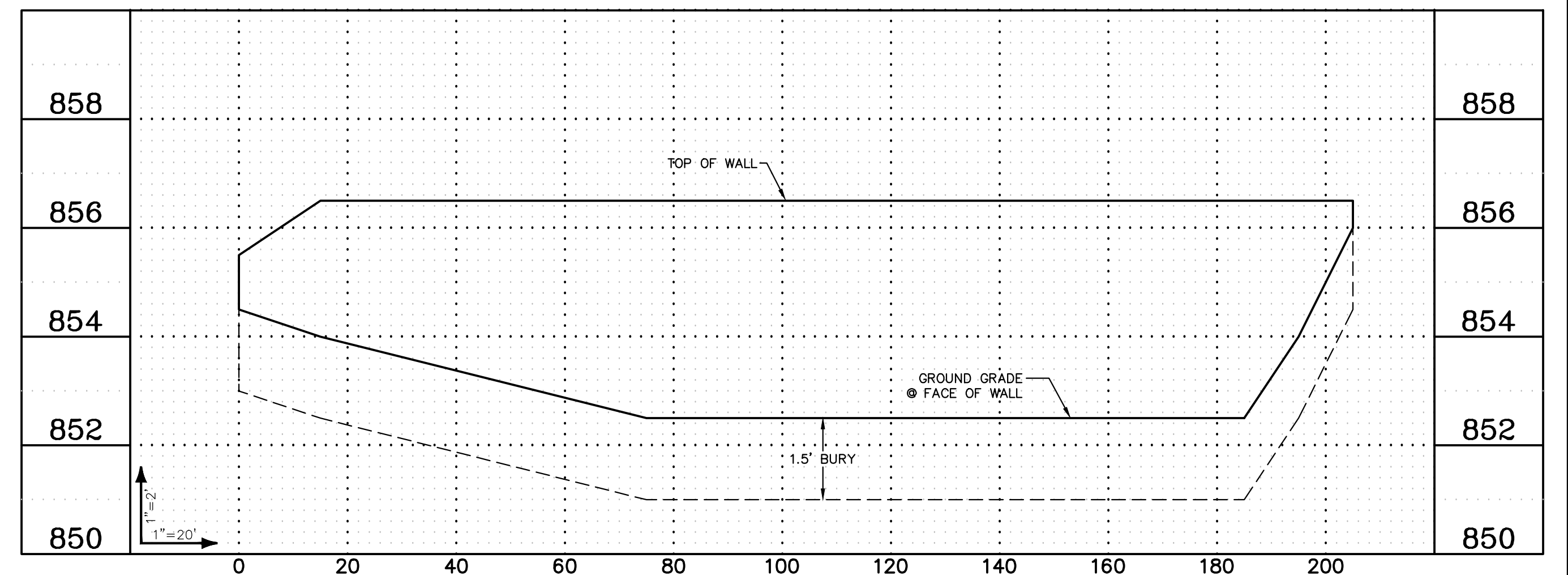
**ROCK RETAINING WALL #1
(170 SF)**



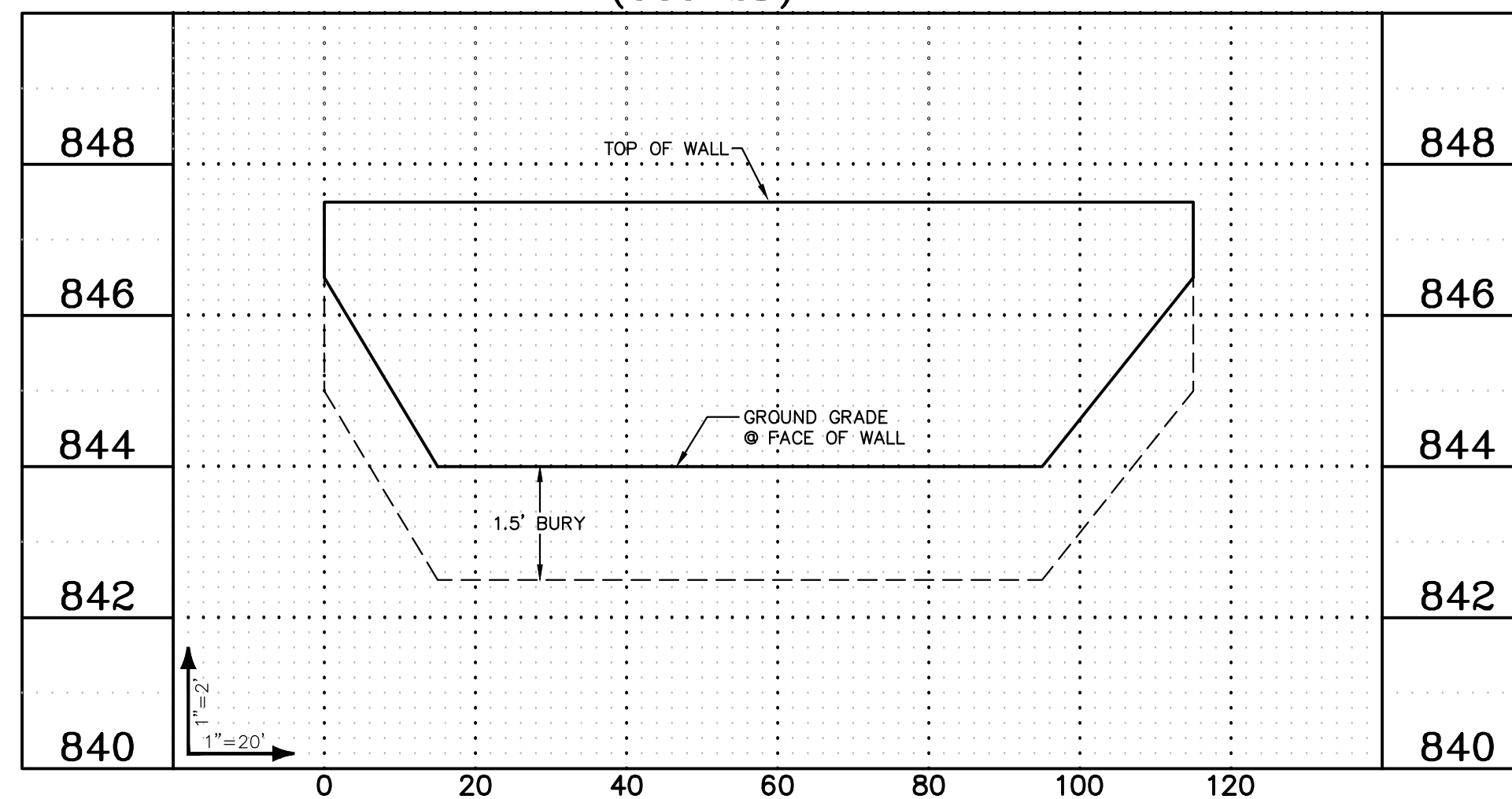
**ROCK RETAINING WALL #2
(300 SF)**



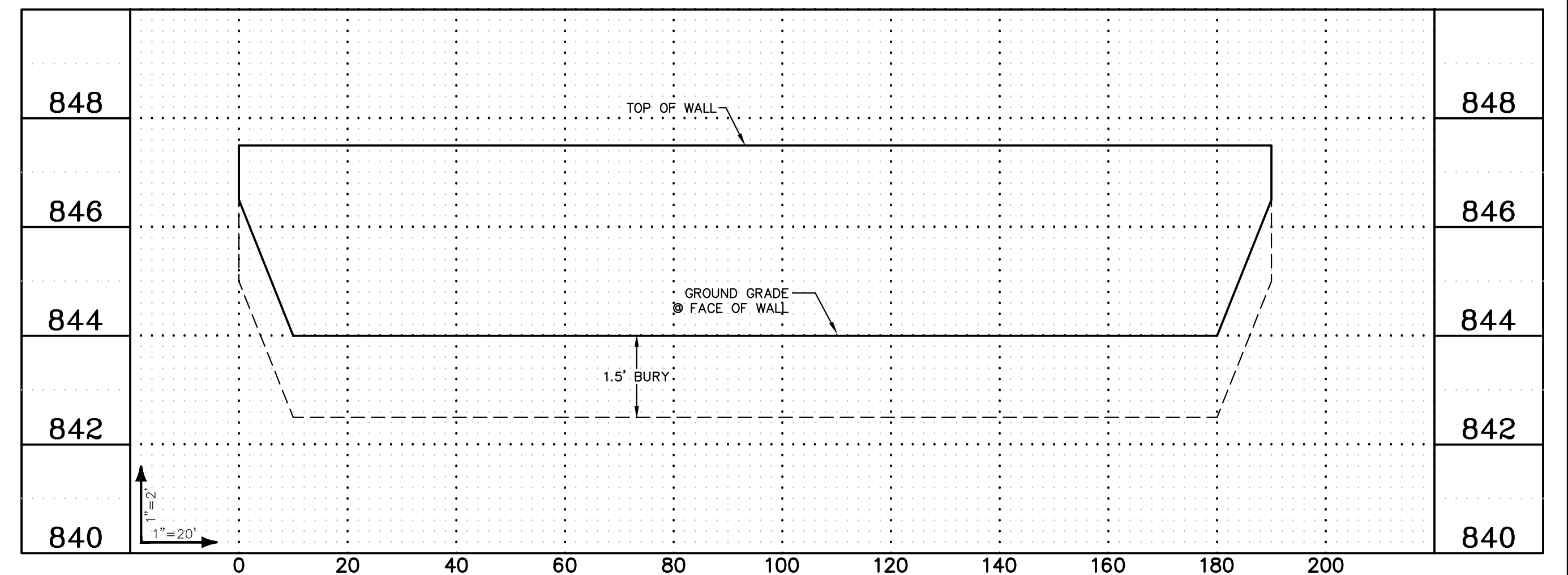
**MODULAR RETAINING WALL #3
(1020 SF)**



**ROCK RETAINING WALL #4
(535 SF)**



**MODULAR RETAINING WALL #5
(930 SF)**



**TABLE A
MODIFIED CLASS 5
SPECIFICATIONS**

% PASSING

1"	100
3/4"	90 - 100
3/8"	50 - 80
No.4	35 - 70
No.10	20 - 60
No.40	10 - 35
No.200	5 - 10

- NOTES:
 1. THE AGGREGATE BASE CONSTRUCTION WILL BE ACCEPTED FOR PAYMENT IN ACCORDANCE WITH THE PROVISIONS IN TABLE A.
 2. IF THE AGGREGATE BASE FAILS TO MEET THE REQUIREMENTS OF TABLE A THE MATERIAL CAN BE CORRECTED IN PLACE OR REMOVED AND REPLACED WITH MATERIAL THAT MEET THE REQUIREMENTS OF TABLE A.
 3. IN THE EVENT THAT RECYCLED MATERIAL IS USE IT MUST MEET MNDOT REQUIREMENTS FOR RECYCLED BASE.

APPROVED:
2 - 2003



STANDARD DETAILS:
MODIFIED CLASS 5
SPECIFICATIONS
CITY PLATE No. STR-26



3890 Pheasant Ridge Drive NE, Suite 100
Blaine, MN 55449
Phone: (763) 489-7900
Fax: (763) 489-7959
www.carlsonmccain.com

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

Print Name: Brian J. Krystofiak, P.E.
Signature: *Brian J. Krystofiak*
Date: 7/11/19 License #: 25063

Drawn: ADB
Designed: BJK
Date: 7/11/19

Revisions:
1. 7/26/19 per City Comments

VILLAGE BANK
9298 Central Avenue NE
Blaine, MN 55434

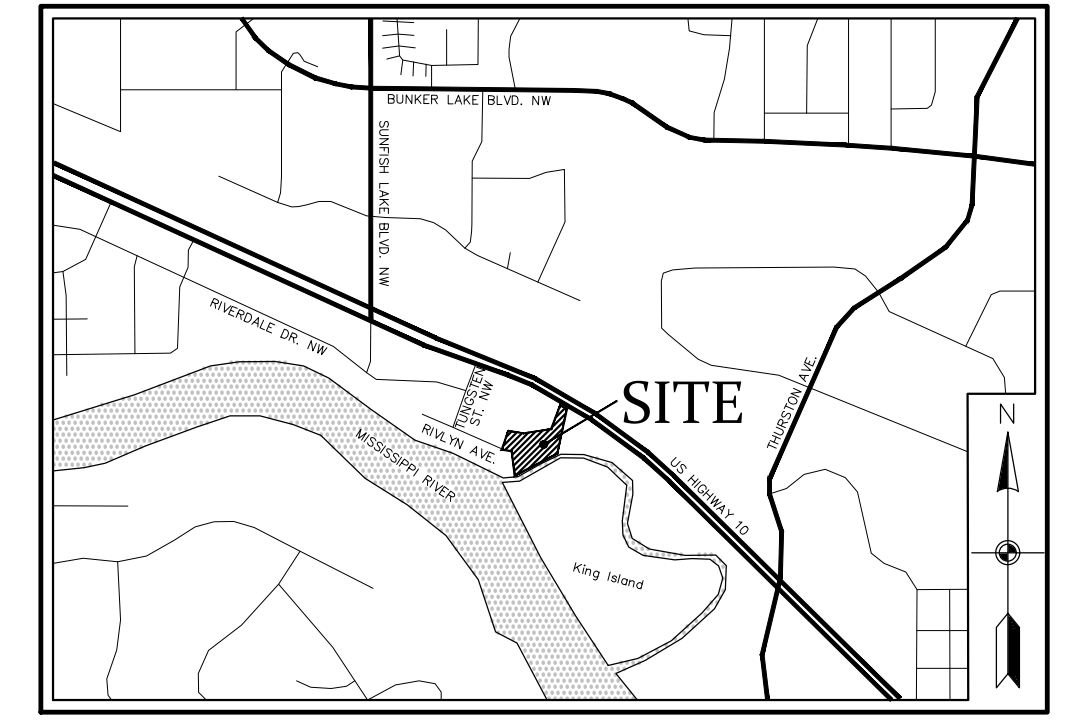
RIVER WALK VILLAGE
Ramsey, Minnesota

DETAILS

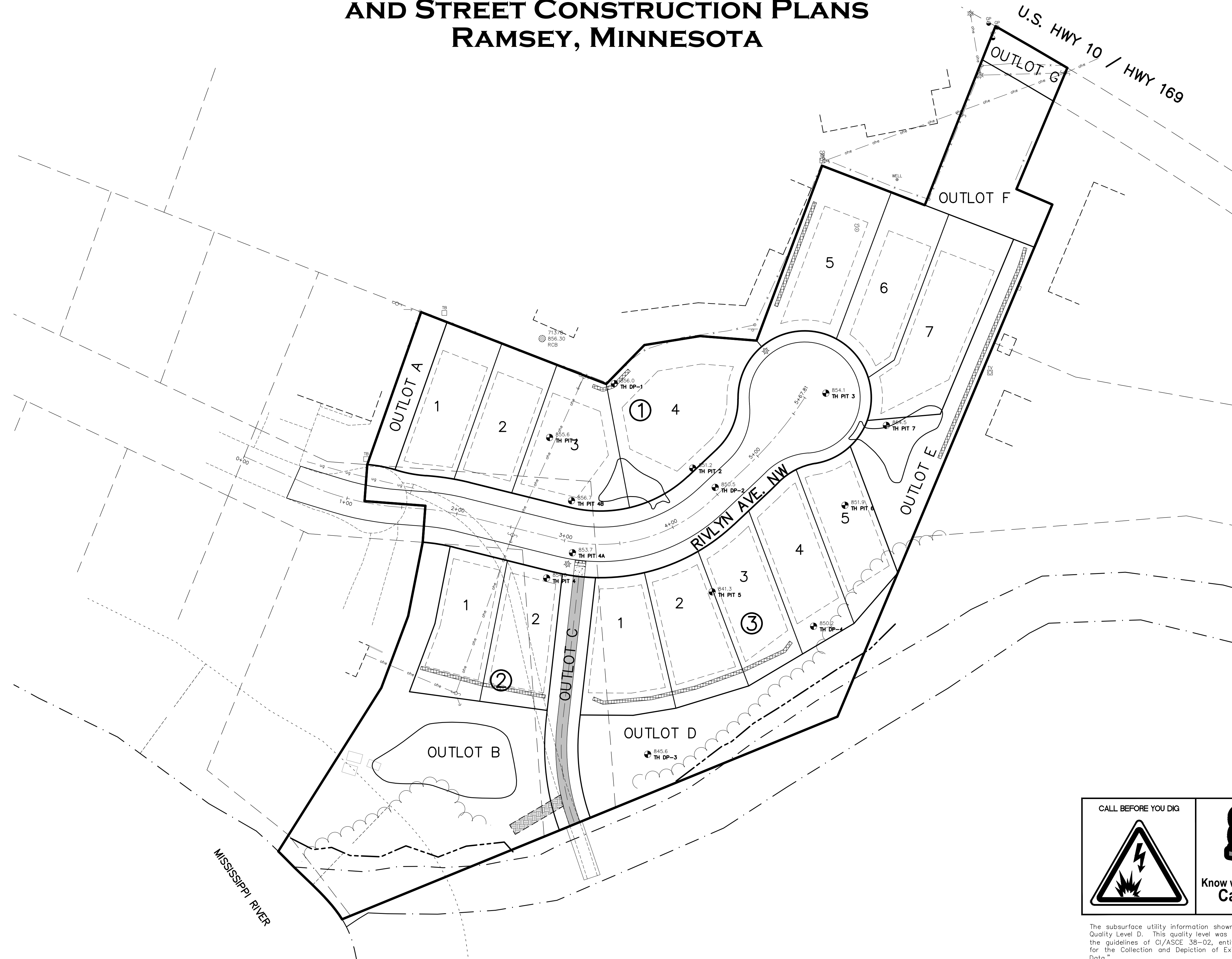
RIVER WALK VILLAGE

SANITARY SEWER, WATER MAIN, STORM SEWER AND STREET CONSTRUCTION PLANS RAMSEY, MINNESOTA

VICINITY MAP

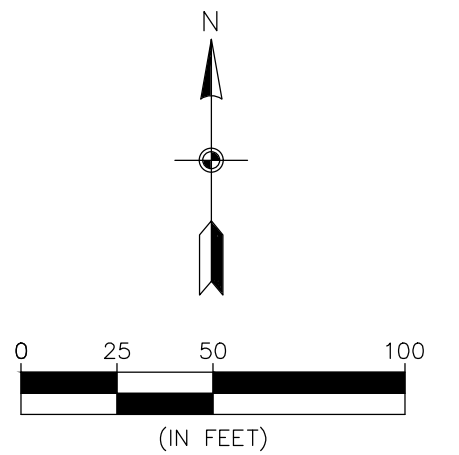


NOT TO SCALE



SHEET INDEX

1. COVER
2. INDEX
3. REMOVALS PLAN
4. SANITARY SEWER & WATERMAIN
5. STORM SEWER
6. STREET CONSTRUCTION
- 7-9. DETAILS

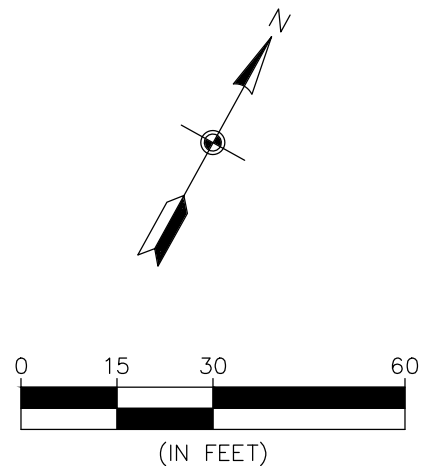
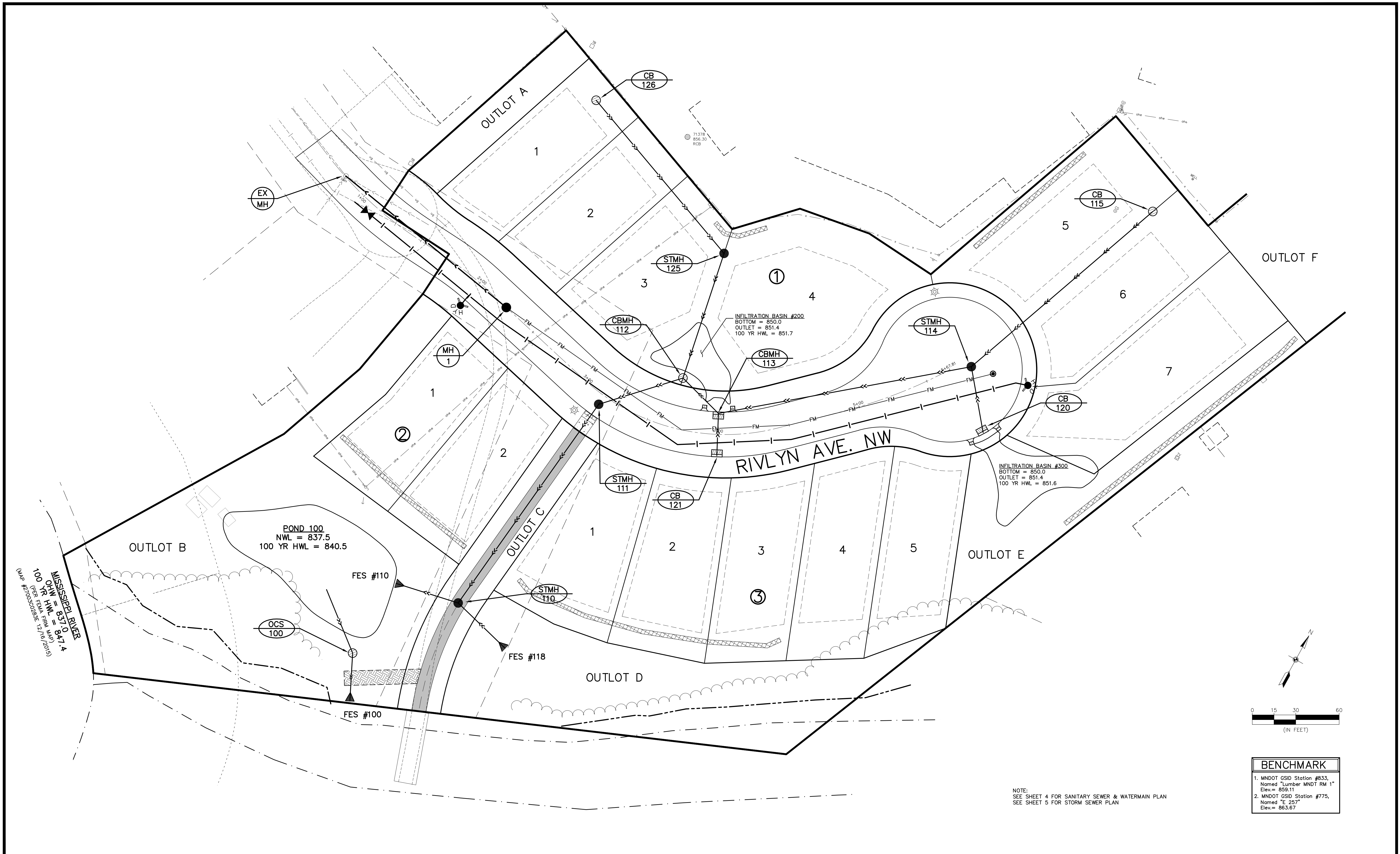


BENCHMARK	
1.	MNDOT GSD Station #833, Named "Lumber MNDT RM 1" Elev.= 859.11
2.	MNDOT GSD Station #775, Named "E 257" Elev.= 863.67

CALL BEFORE YOU DIG

Know what's below.
Call before you dig.

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



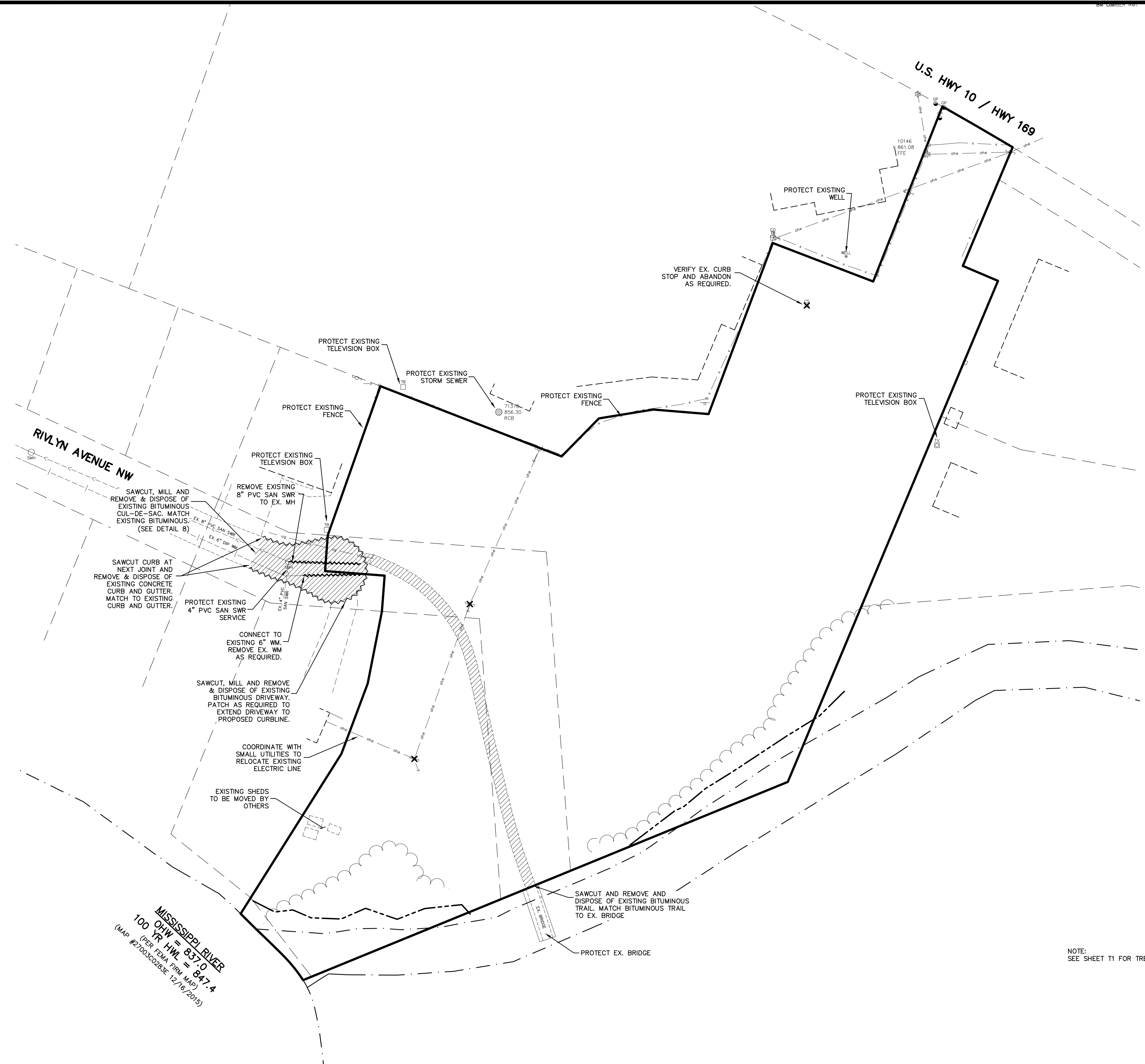
BENCHMARK	
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NOTE:
SEE SHEET 4 FOR SANITARY SEWER & WATERMAIN PLAN
SEE SHEET 5 FOR STORM SEWER PLAN

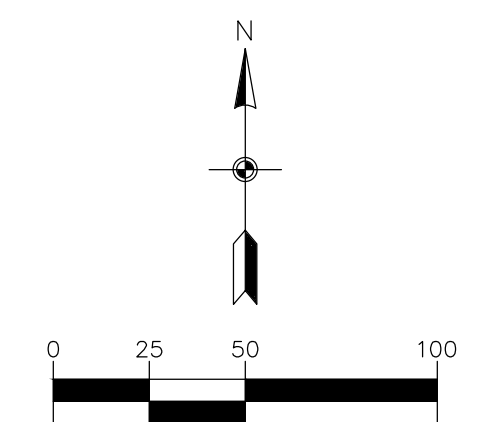
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REMOVALS PLAN LEGEND

	EXISTING	REMOVAL
LIGHT POLE		✕
SANITARY MANHOLE		✕
MISCELLANEOUS SIGN		✕
EXISTING SPOT ELEVATION	1,0000.0	(SEE TREE PRESERVATION PLAN)
EXISTING TREE		✕
TELEVISION BOX		✕
FIRE HYDRANT		✕
FLUSHING HYDRANT		✕
GATE VALVE		✕
CLEANOUT		✕
ELECTRIC BOX		✕
GAS METER		✕
CATCH BASIN		✕
RAIN GUARDIAN		✕
ELECTRIC METER		✕
TELEPHONE BOX		✕
UTILITY POLE		✕
FLARED END SECTION		✕
STORM MANHOLE		✕
SERVICE		✕
SOIL BORING/TEST HOLE		✕
RETAINING WALL		
WATERMAIN		
SANITARY SEWER		
FORCEMAIN		
STORM SEWER		
PROPERTY LINE		
SETBACK LINE		
CURB		
WATER LINE		
WETLAND		
DITCH		
UNDERGROUND TELEPHONE		
UNDERGROUND ELECTRIC		
UNDERGROUND GAS		
UNDERGROUND FIBEROPTIC		
FENCE		
OVERHEAD ELECTRIC		
CONCRETE SURFACE		
BITUMINOUS SURFACE		



NOTE:
SEE SHEET T1 FOR TREE REMOVALS



BENCHMARK
1. MNDOT GSD Station #833, Named "Lumber MNDT RM 1" Elev. = 859.11
2. MNDOT GSD Station #775, Named "E 257" Elev. = 863.67



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Print Name: Brian J. Krystofiak, P.E.
Signature: *Brian J. Krystofiak*
Date: 7/26/19 License #: 25063

Drawn: ADB
Designed: BJK
Date: 7/26/19

VILLAGE BANK
9298 Central Avenue NE
Blaine, MN 55434

RIVER WALK VILLAGE
Ramsey, Minnesota

REMOVALS PLAN

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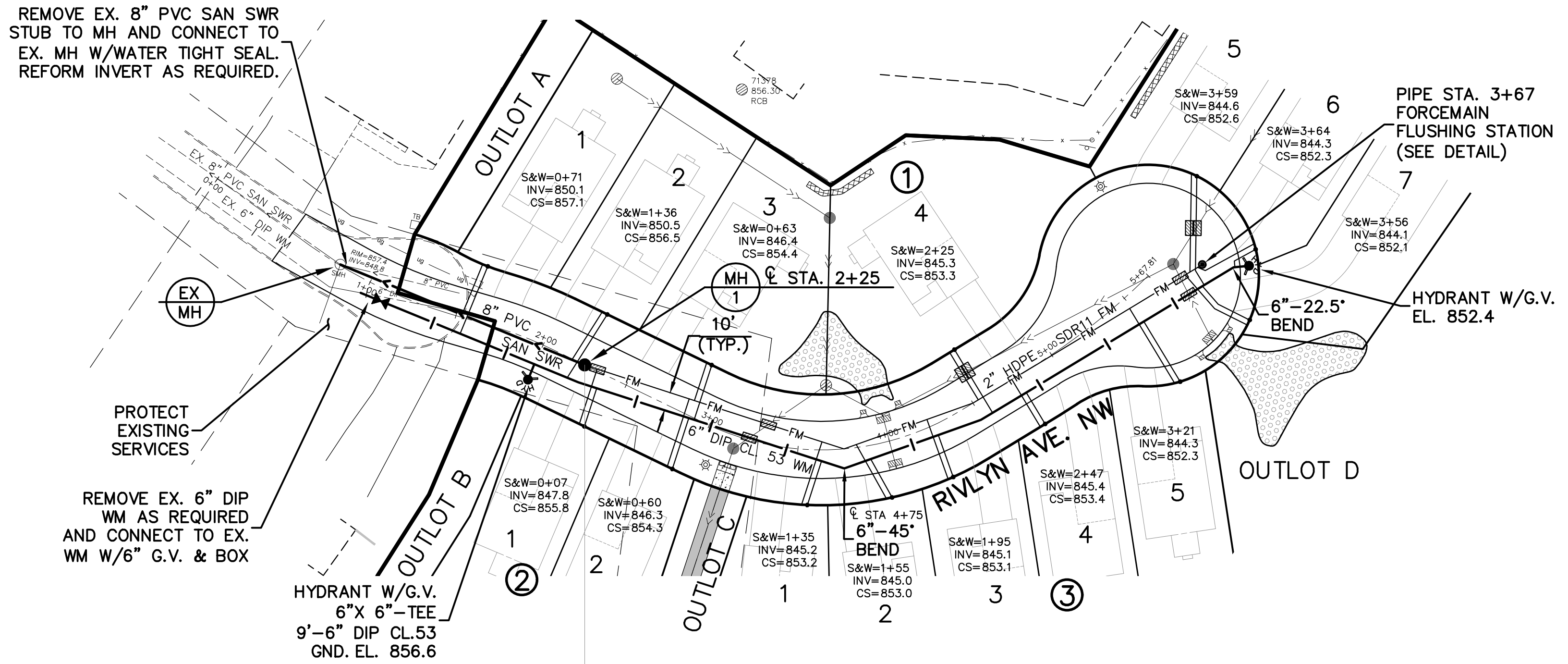
LEGEND

	EXISTING	PROPOSED
SANITARY MANHOLE		
FIRE HYDRANT		
GATE VALVE		
CATCH BASIN		
FLARED END SECTION		
STORM MANHOLE		
SERVICE WATERMAIN		
SANITARY SEWER		
FORCEMAIN		
STORM SEWER		
PROPERTY LINE		
SETBACK LINE		
CURB		
CONCRETE SURFACE		
INSULATION		
		PLAN PROFILE

REMOVE EX. 8" PVC SAN SWR STUB TO MH AND CONNECT TO EX. MH W/WATER TIGHT SEAL. REFORM INVERT AS REQUIRED.

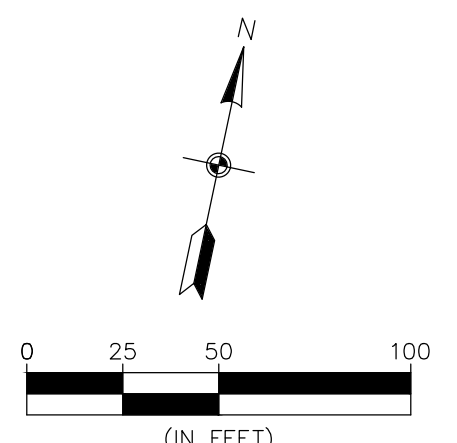
REMOVE EX. 6" DIP WM AS REQUIRED AND CONNECT TO EX. WM W/6" G.V. & BOX

PROTECT EXISTING SERVICES



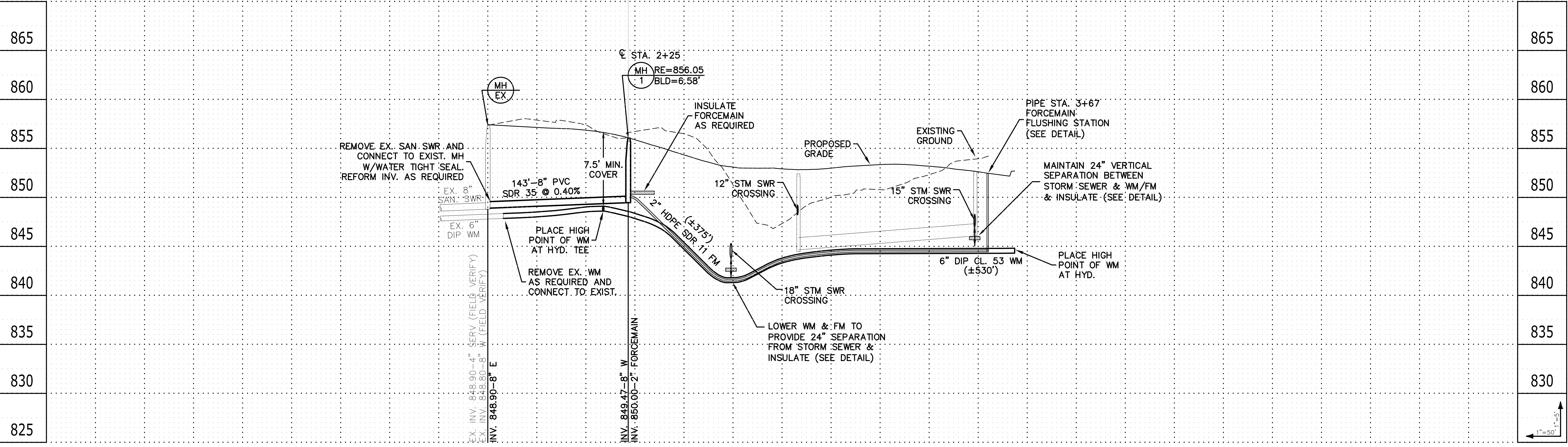
GENERAL NOTES:

- SANITARY SEWER SERVICES FOR BLOCK 1 LOTS 1&2 SHALL BE 4" PVC SDR 26.
- SANITARY SEWER SERVICES FOR BLOCK 1 LOTS 3-7, BLOCK 2 LOTS 1-2 AND BLOCK 3 LOTS 1-5 SHALL BE 1-1/4" HDPE IPS SDR 11. THOSE LOTS WILL HAVE A DH071-57 INDOOR GRINDER PUMP INSTALLED AT THE TIME OF HOME CONSTRUCTION.
- WATER SERVICES SHALL BE 1" DIA. TYPE K COPPER WITH 7.5' MINIMUM COVER.
- SANITARY SEWER SERVICE WYES ARE STATIONED FROM THE DOWN STREAM MANHOLE.
- SANITARY SEWER INVERTS ARE SHOWN AT THE CURB STOP.
- SANITARY SEWER & WATER SERVICES SHALL BE CONSTRUCTED TO THE R/W.
- SLEEVES ARE NOT PERMITTED FOR JOINING WATERMAIN. ALLOW ROOM TO DEFLECT PIPE TO JOIN PIPE AT BELLS OR FITTINGS (EXCLUDING SLEEVES).
- THE SEWER AND WATER SERVICES FOR BLOCK 1 LOTS 4 & 5 SHALL BE LOWERED 2 FEET BELOW THE STORM SEWER AND INSULATED.
- THE SEWER SERVICES FOR BLOCK 1 LOT 7, BLOCK 2 LOTS 1-2 AND BLOK 3 LOTS 1-5 SHALL BE LOWERED 2' BELOW THE WATERMAIN.
- THE WATER SERVICES FOR BLOCK 1 LOTS 1-2 & 4-5 SHALL BE LOWERED 2 FEET BELOW THE FORCEMAIN/SANITARY SEWER.



BENCHMARK	
1.	MNDOT GSD Station #833, Named "Lumber MNDT RM 1" Elev.= 859.11
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RIVLYN AVENUE NW



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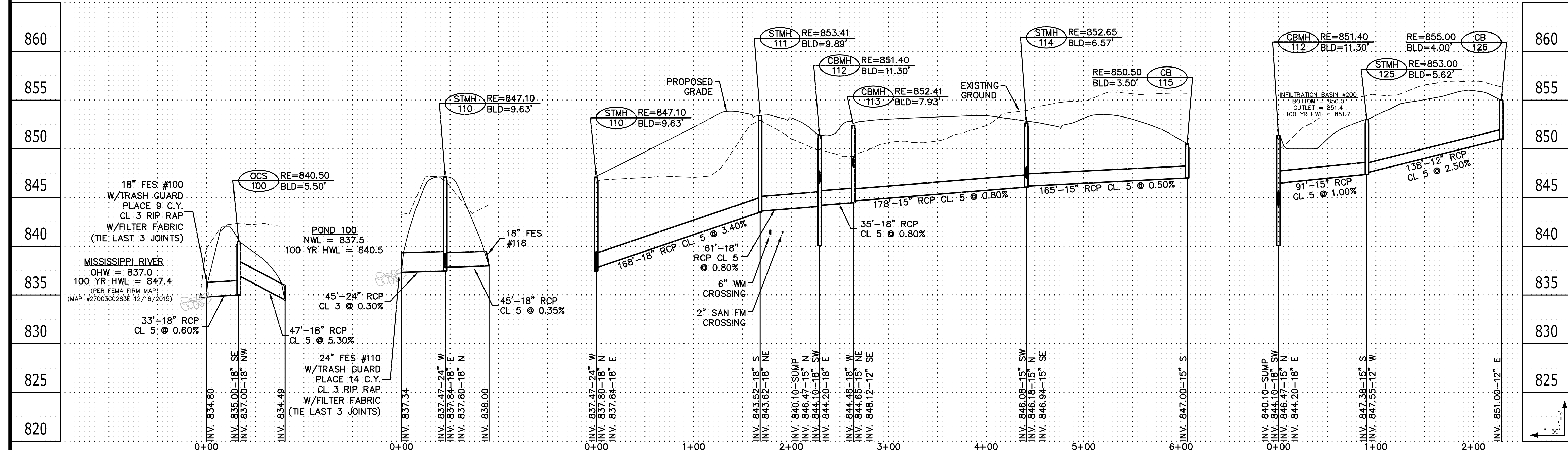
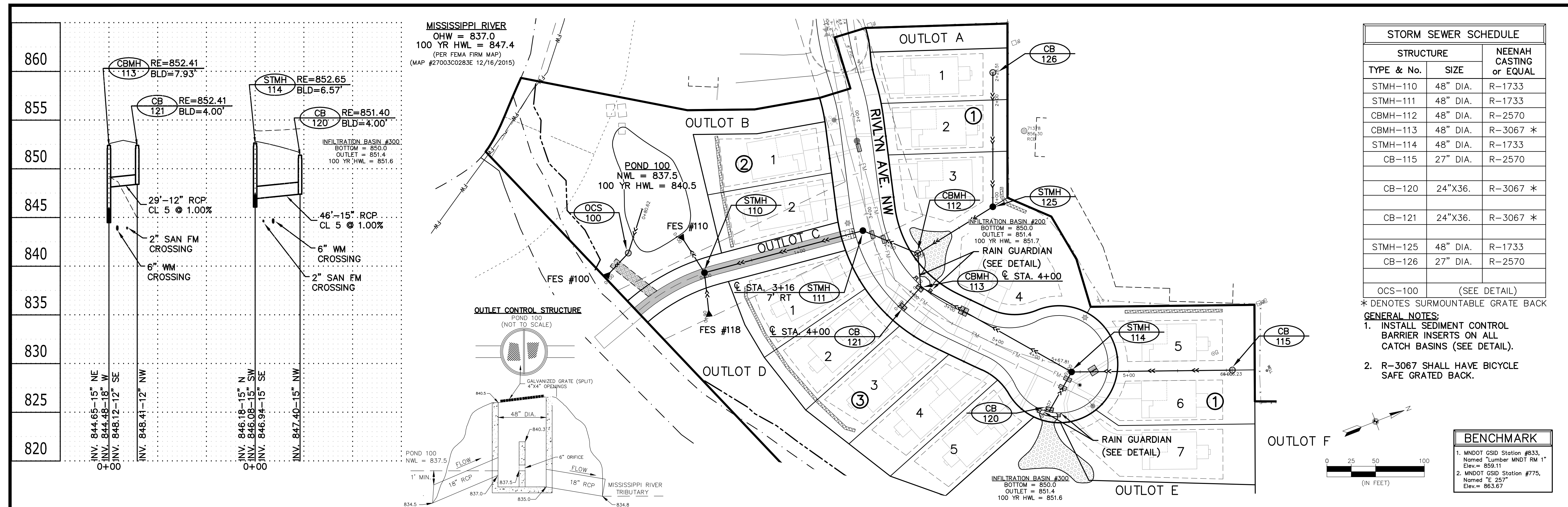
Drawn: ADB
Designed: BJK
Date: 7/26/19

VILLAGE BANK
9298 Central Avenue NE
Blaine, MN 55434

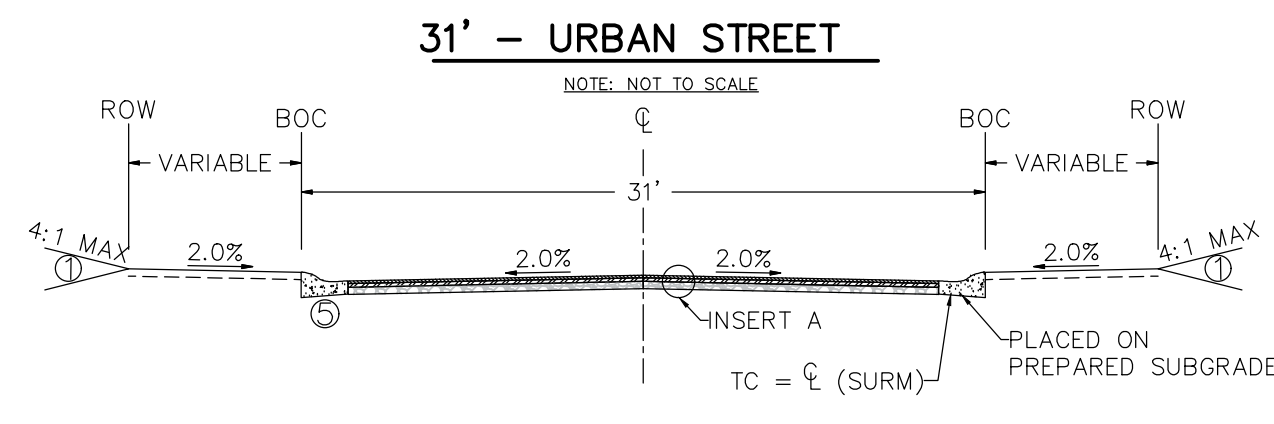
RIVER WALK VILLAGE
Ramsey, Minnesota

SANITARY SEWER & WATER MAIN

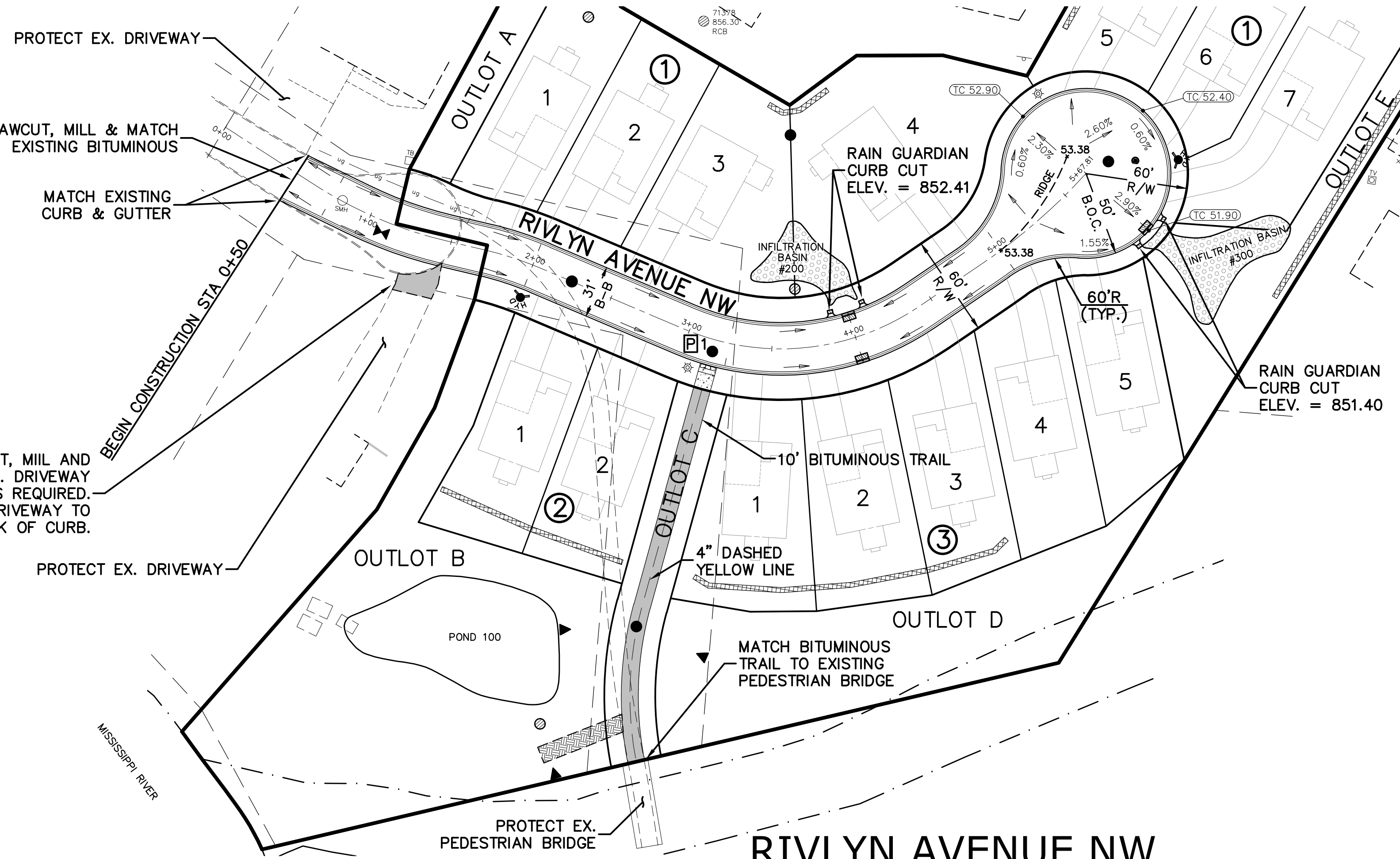
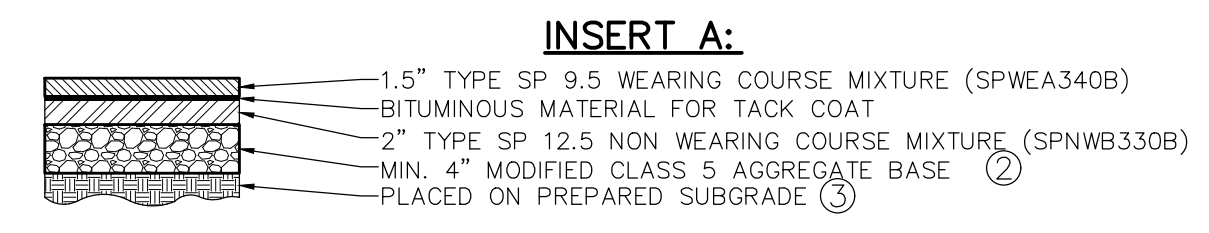
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- REFERENCE NOTES:**
- GRADE TO MATCH EXISTING SURFACE. MINIMUM 4" COMMON TOPSOIL BORROW IN BOULEVARDS. (BLACK DIRT WITH NO MORE THAN 35% SAND)
 - CLASS 5 GRADATION IS MODIFIED PER CITY PLATE No. STR-26
 - CONTRACTOR SHALL SCARIFY AND COMPACT, ACCORDING TO THE SPECIFIED DENSITY METHOD, THE TOP 12 INCHES OF MATERIAL PRIOR TO PLACING ANY FILL MATERIALS OR CLASS 5 AGGREGATE BASE.
 - ALL SIDEWALKS SHALL BE 6" THICK, 6' WIDE, PLACED ON PREPARED SUBGRADE.
 - CONCRETE CURB AND GUTTER PER PLAN. SEE CITY PLATE No. STR-1.

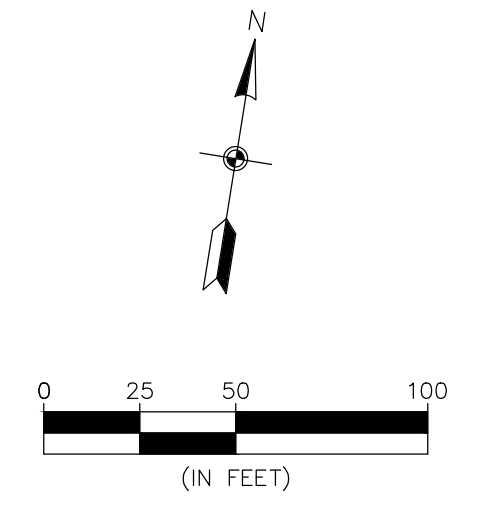


☺ CURVE DATA (RIVLYN AVENUE NW)

PC = 0+61.71	PC = 1+71.13	PC = 2+97.22	PC = 4+86.97
PT = 1+46.95	PT = 2+04.80	PT = 4+41.97	PT = 5+67.81
Δ = 19°29'46"	Δ = 9°43'33"	Δ = 57°12'34"	Δ = 13°35'22"
R = 250.52'	R = 198.35"	R = 144.97"	R = 340.85"
T = 43.04'	T = 16.88'	T = 79.05'	T = 40.61'
L = 85.2443'	L = 33.6700'	L = 144.7465'	L = 80.8443'

CURB TYPES LEGEND

- SURMOUNTABLE CONCRETE CURB & GUTTER
- DENOTES TOP OF CURB ELEVATION FOR THE TYPE OF CURB SHOWN.
- DENOTES PEDESTRIAN RAMP. (SEE DETAIL)

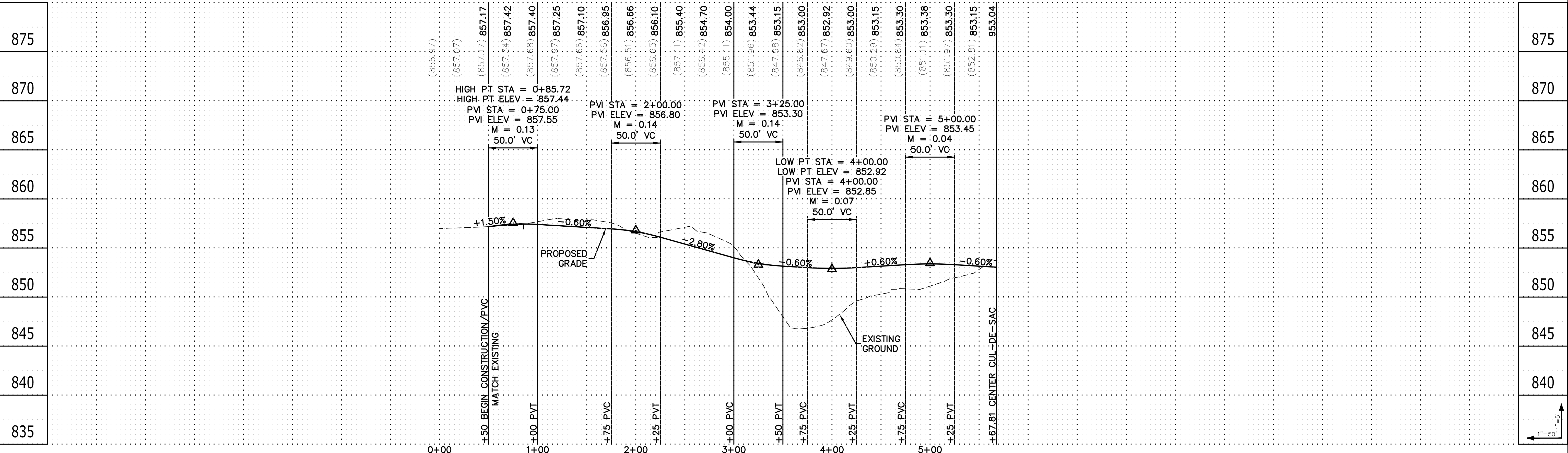


BENCHMARK

- MNDOT GSD Station #833, Named "Lumber MNDT RM 1" Elev. = 859.11
- MNDOT GSD Station #775, Named "E 25" Elev. = 863.67

LIGHTING NOTES:

- PROPOSED LIGHT LOCATION.



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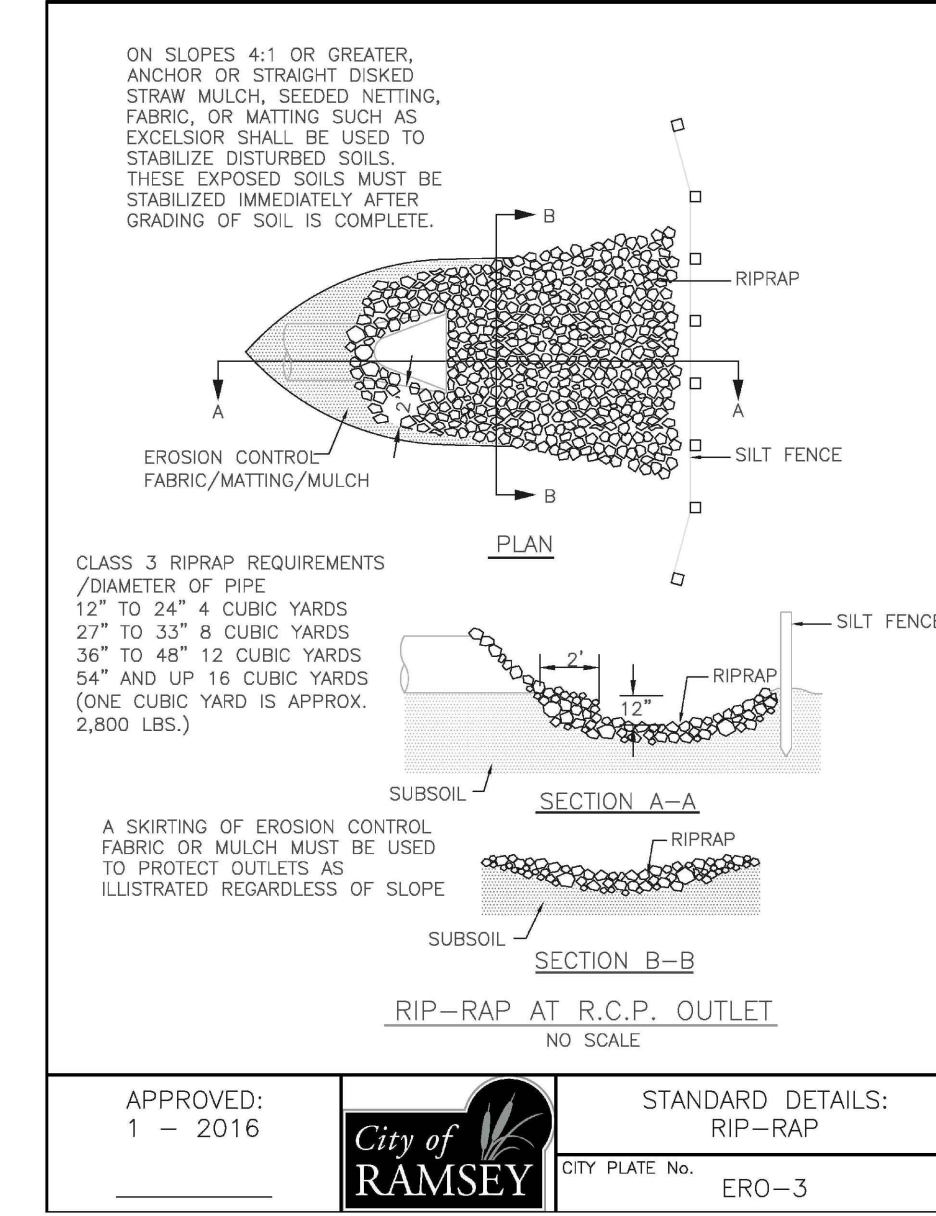
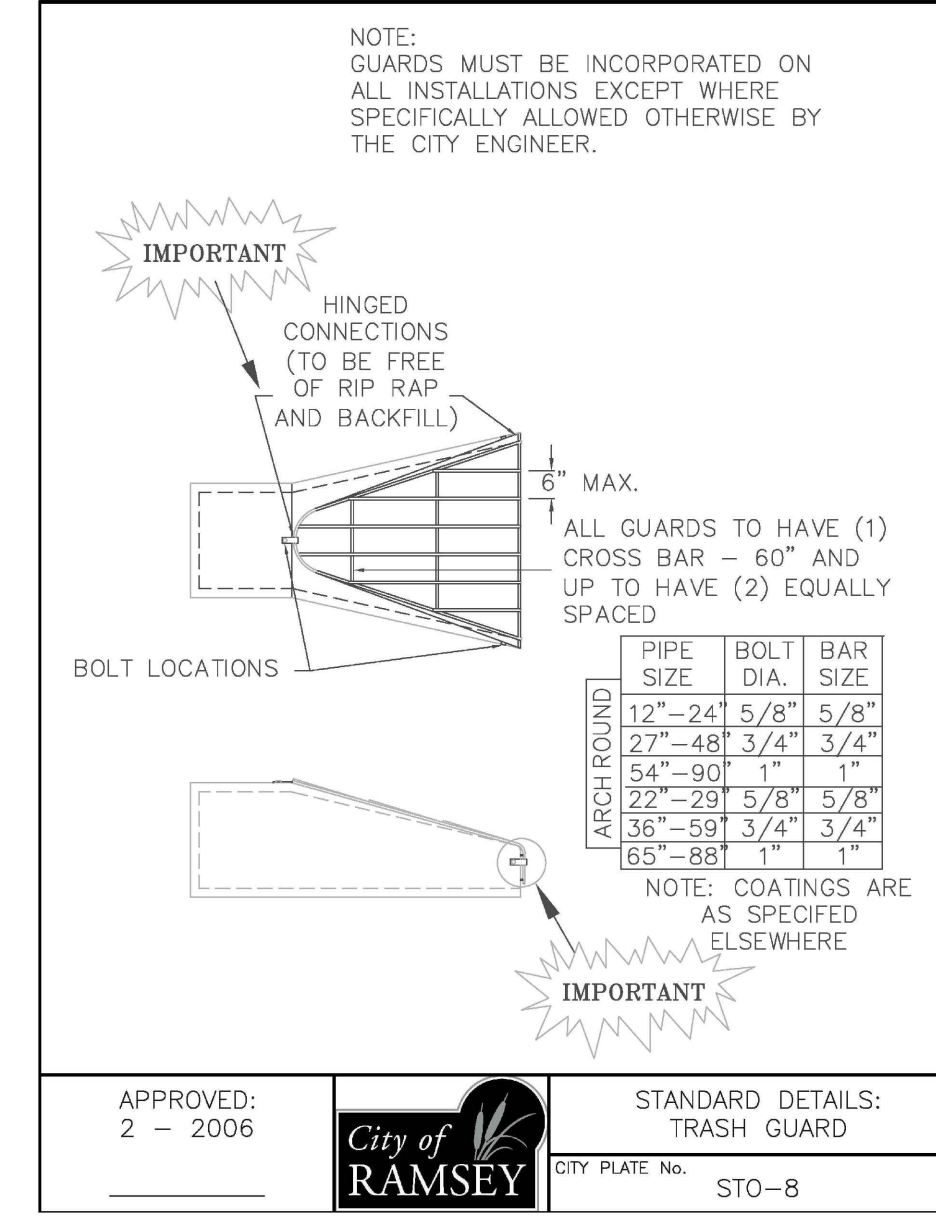
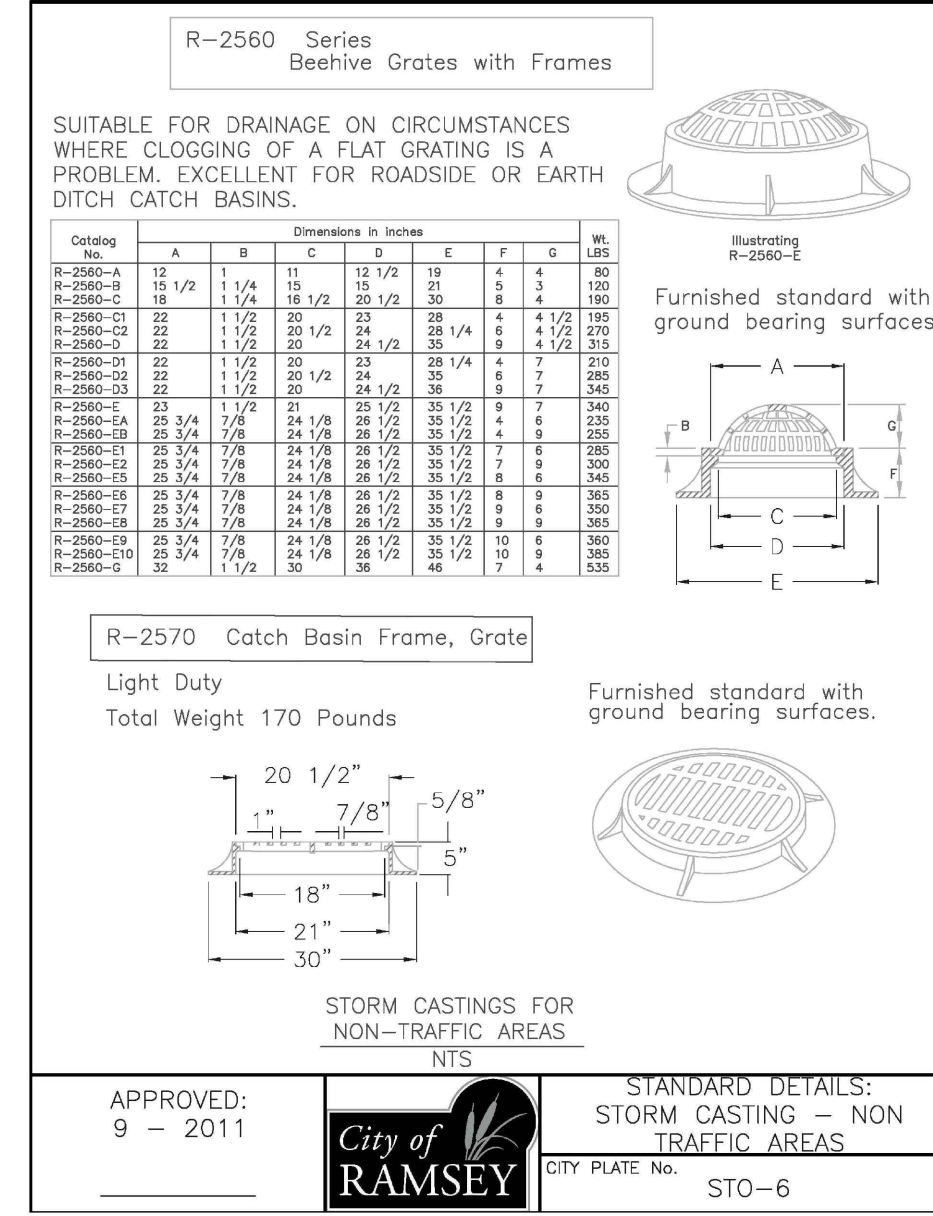
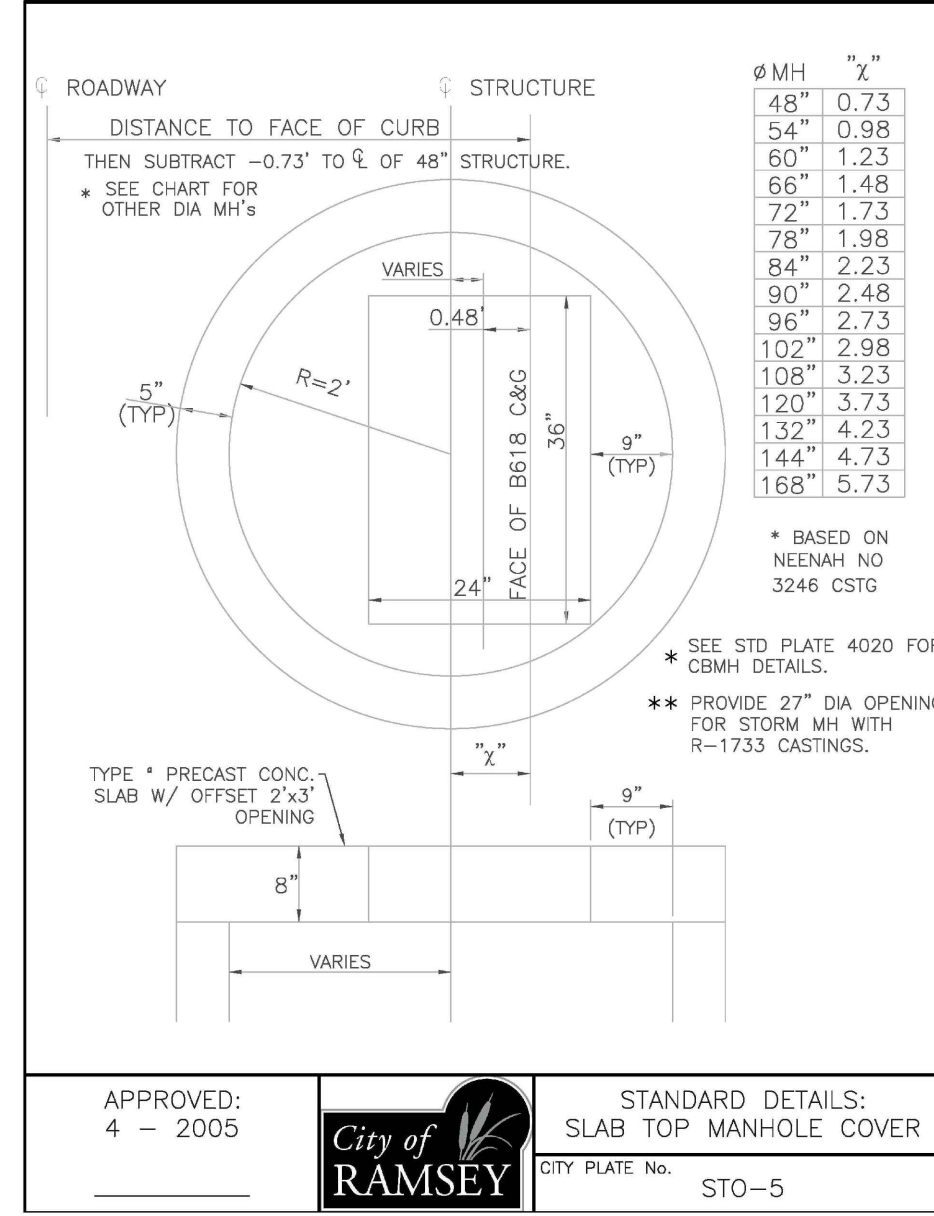
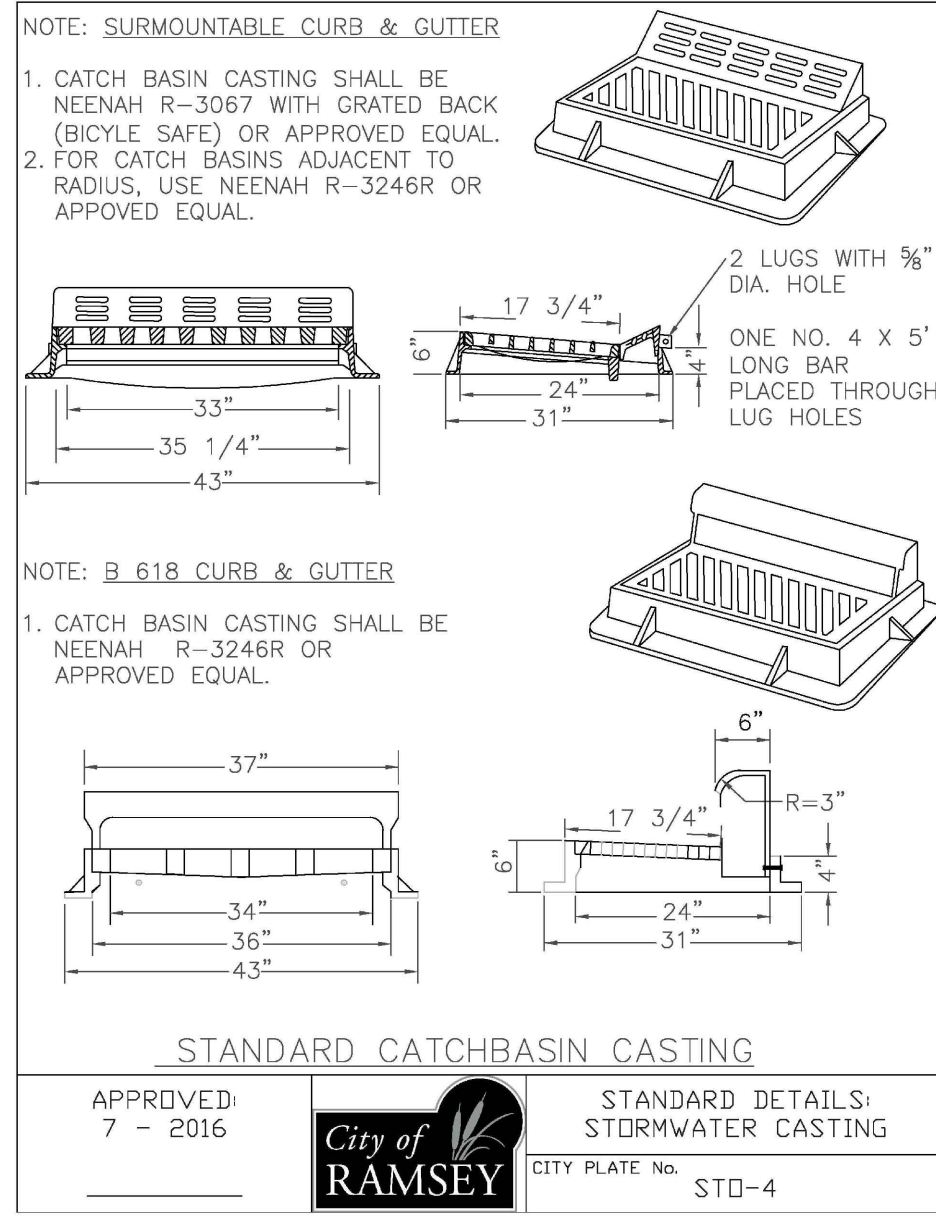
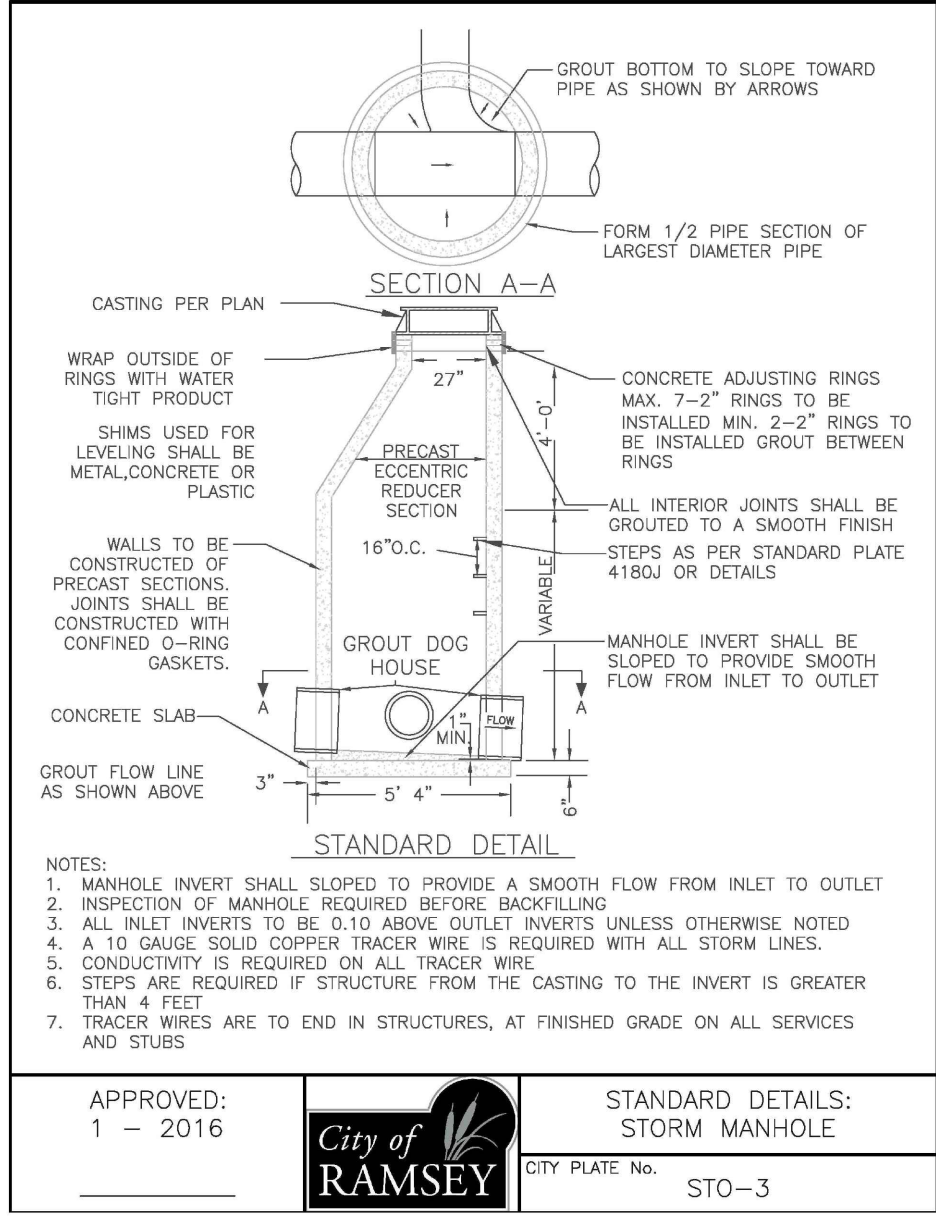
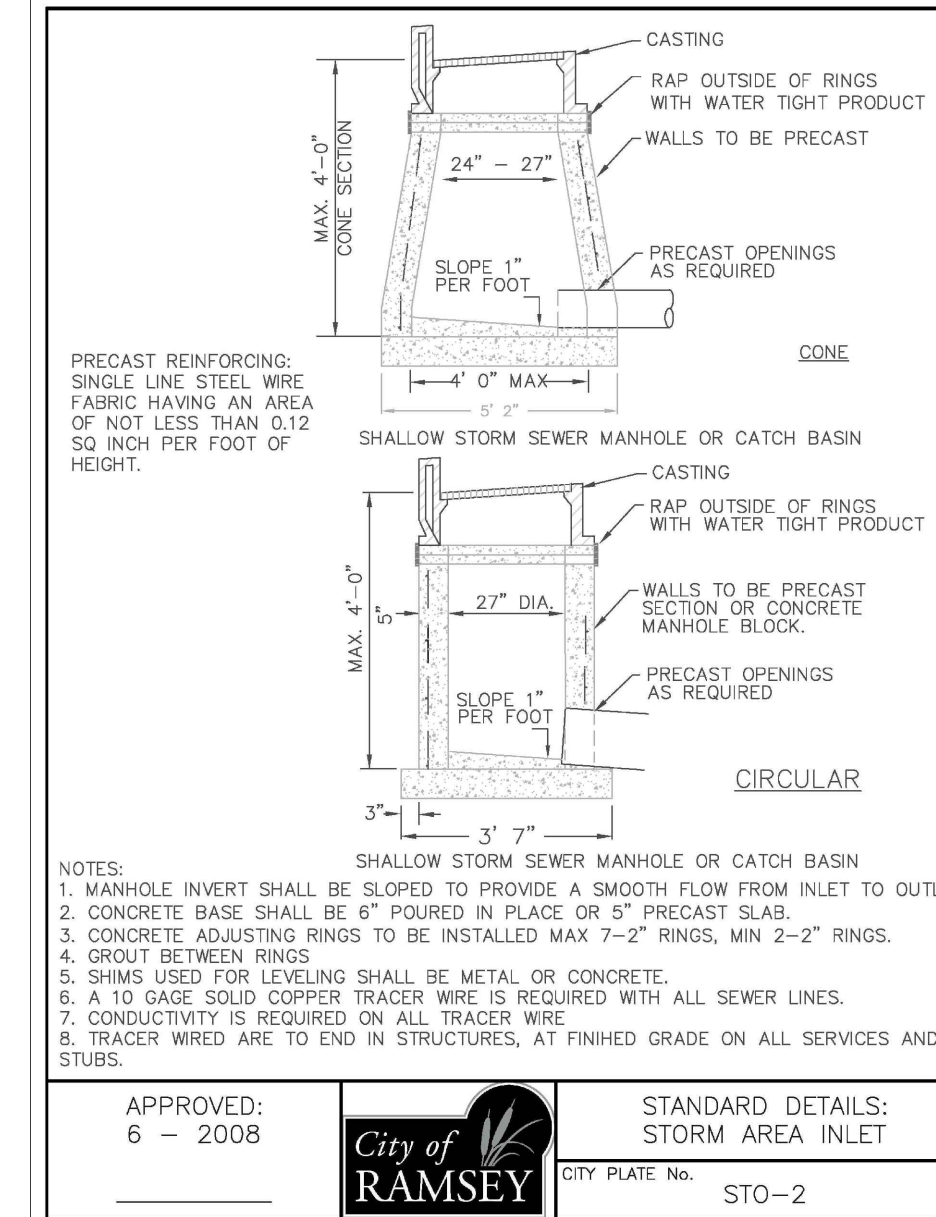
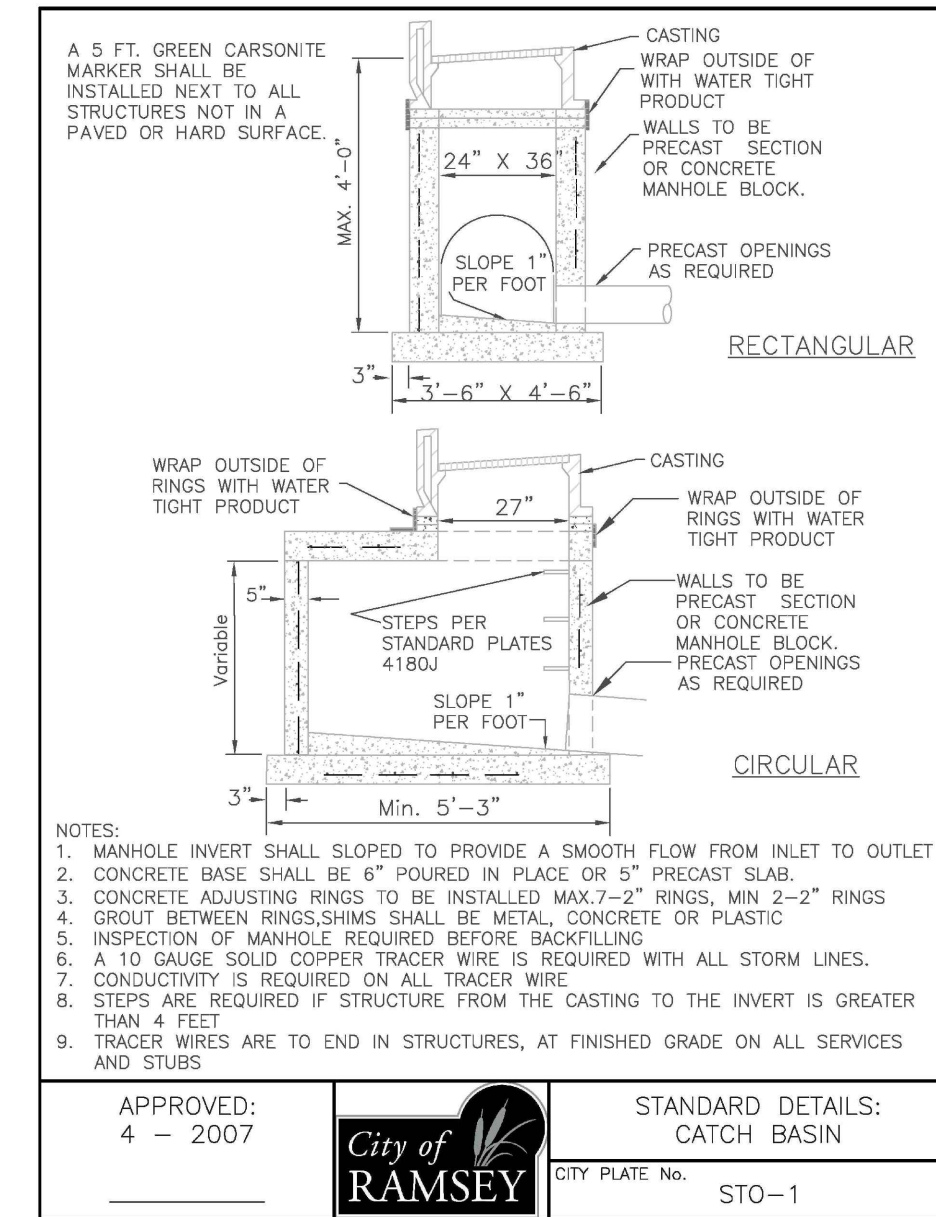
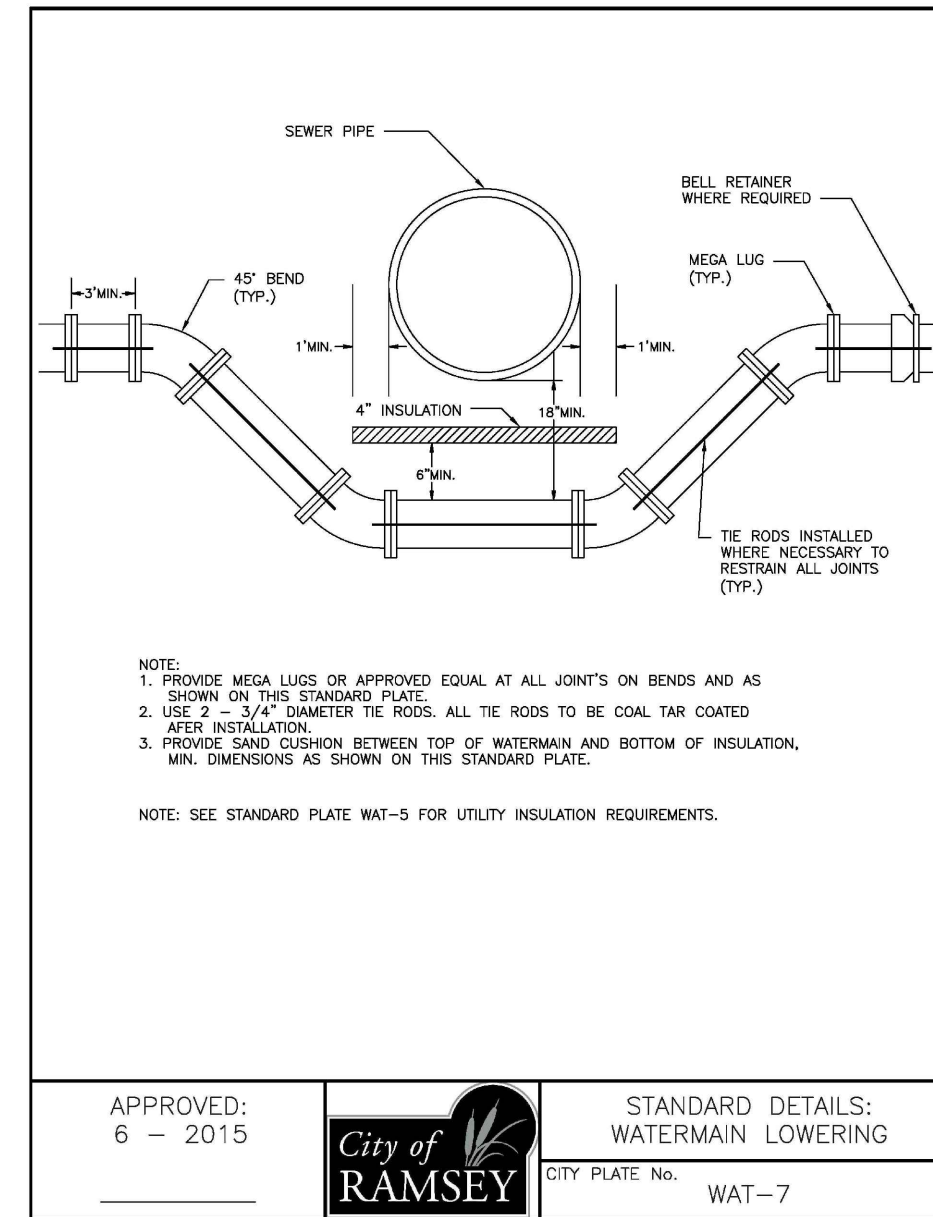
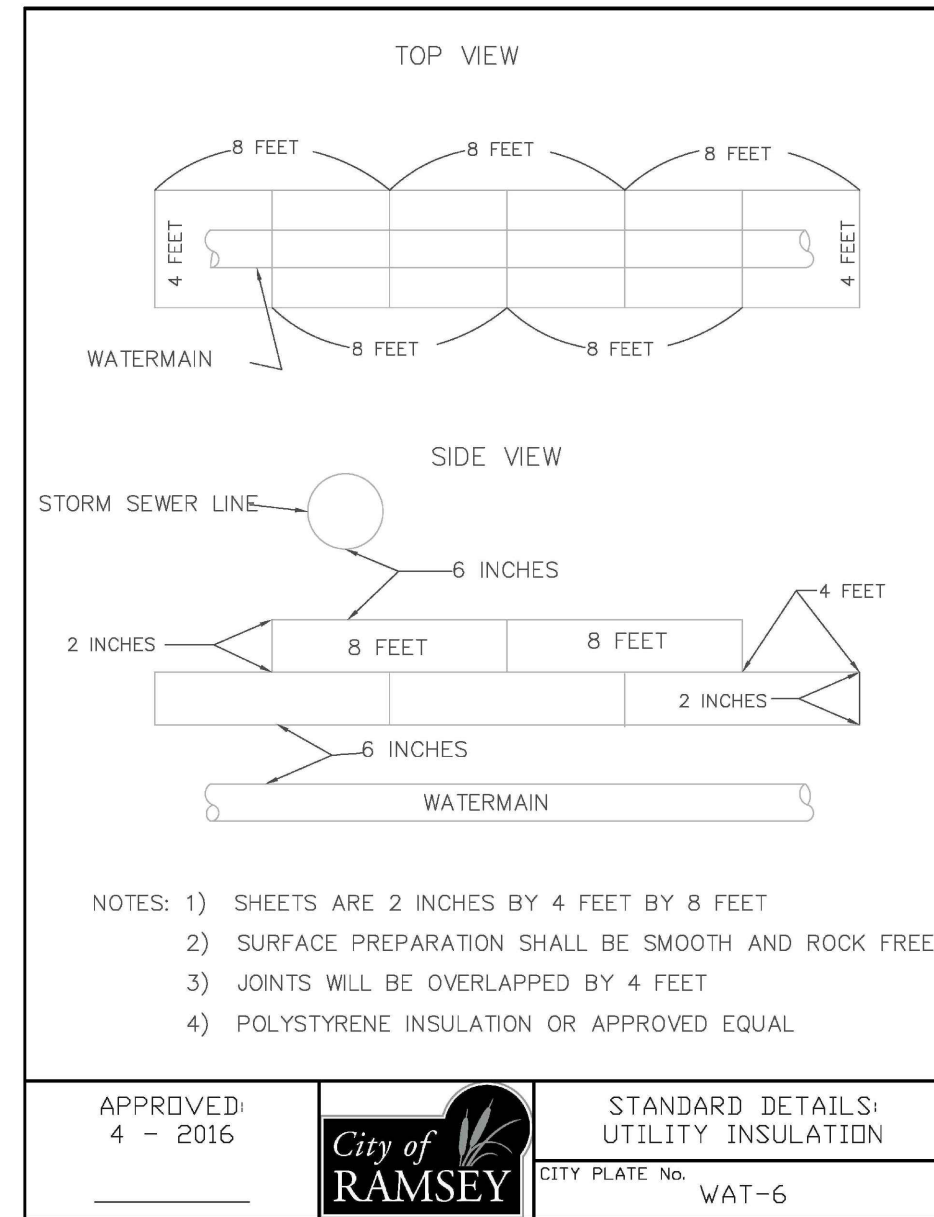
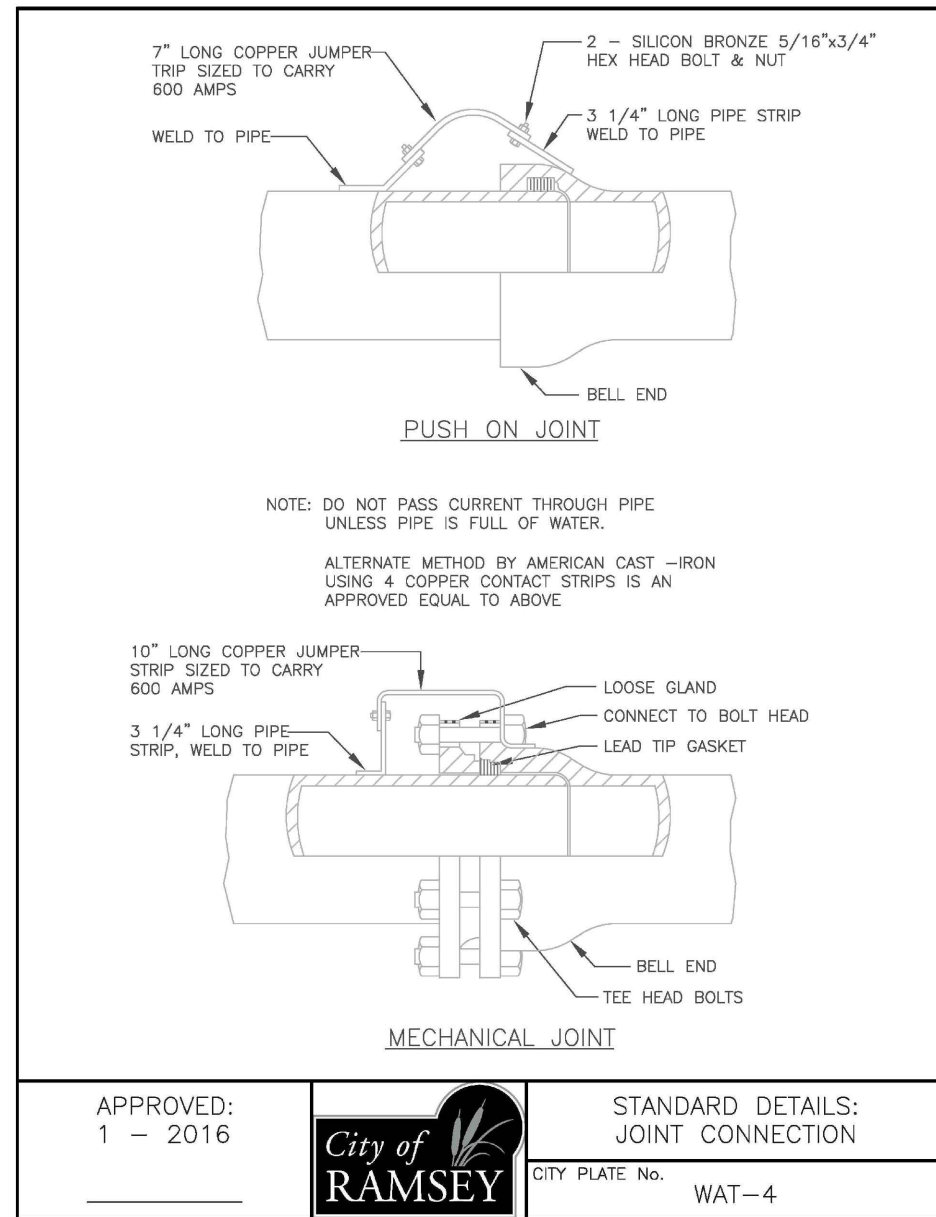
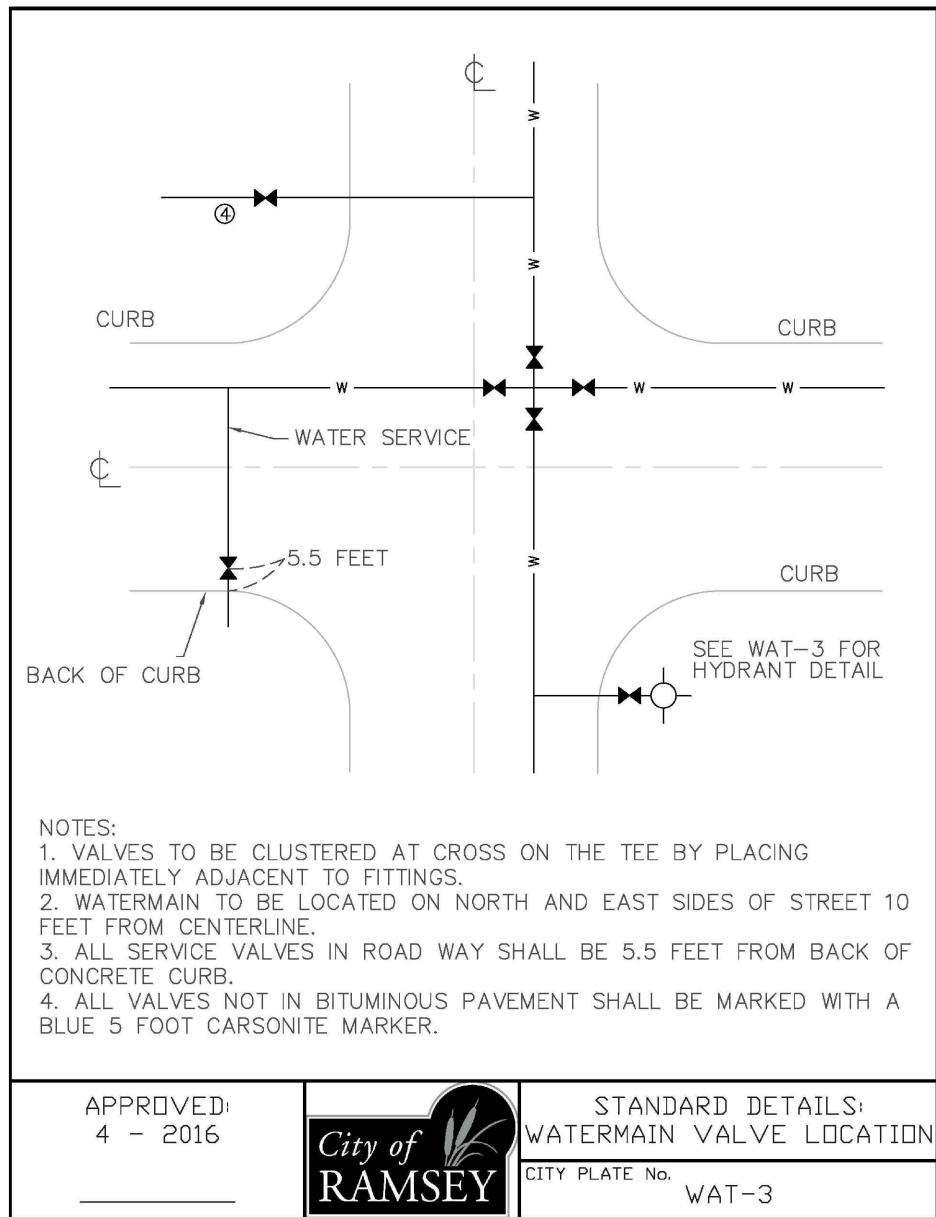
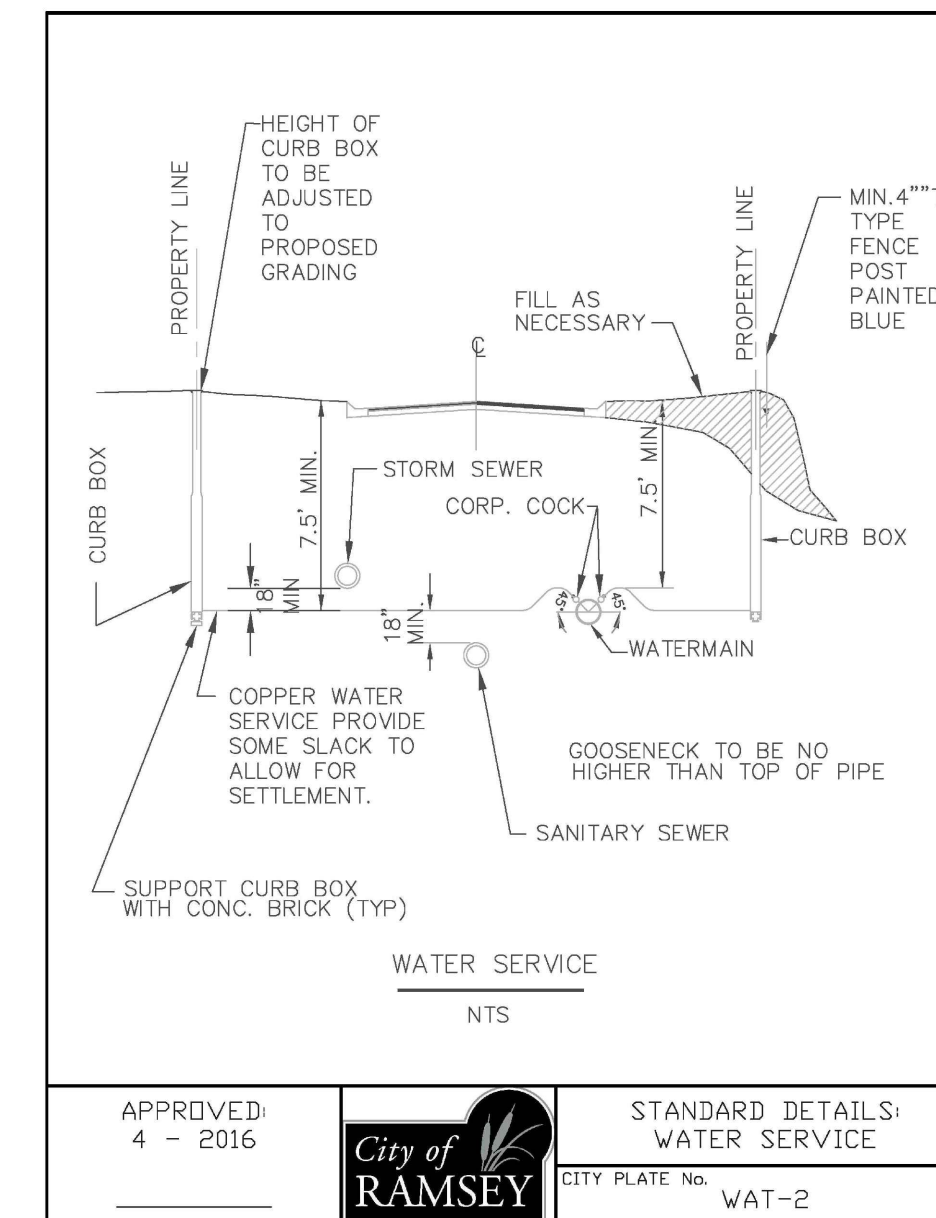
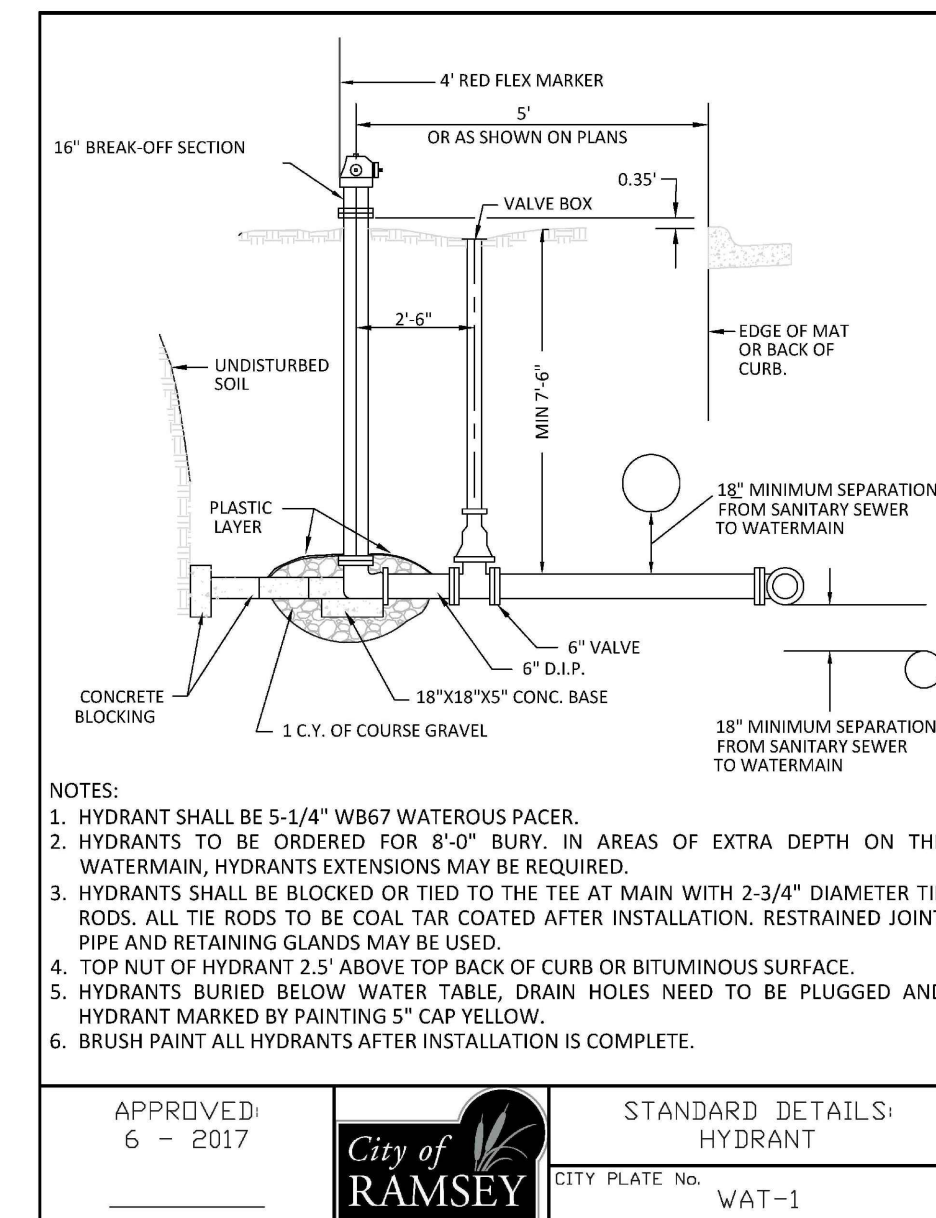
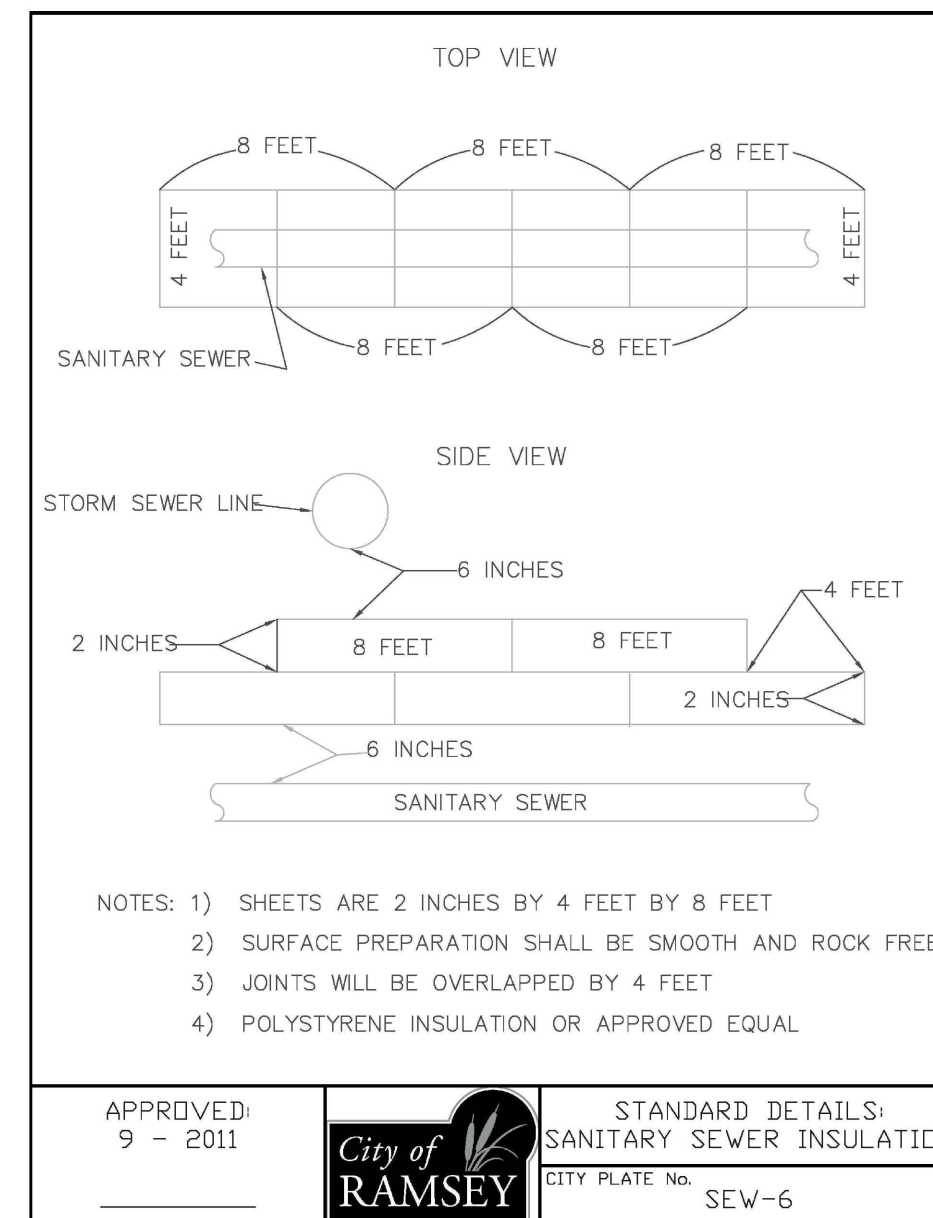
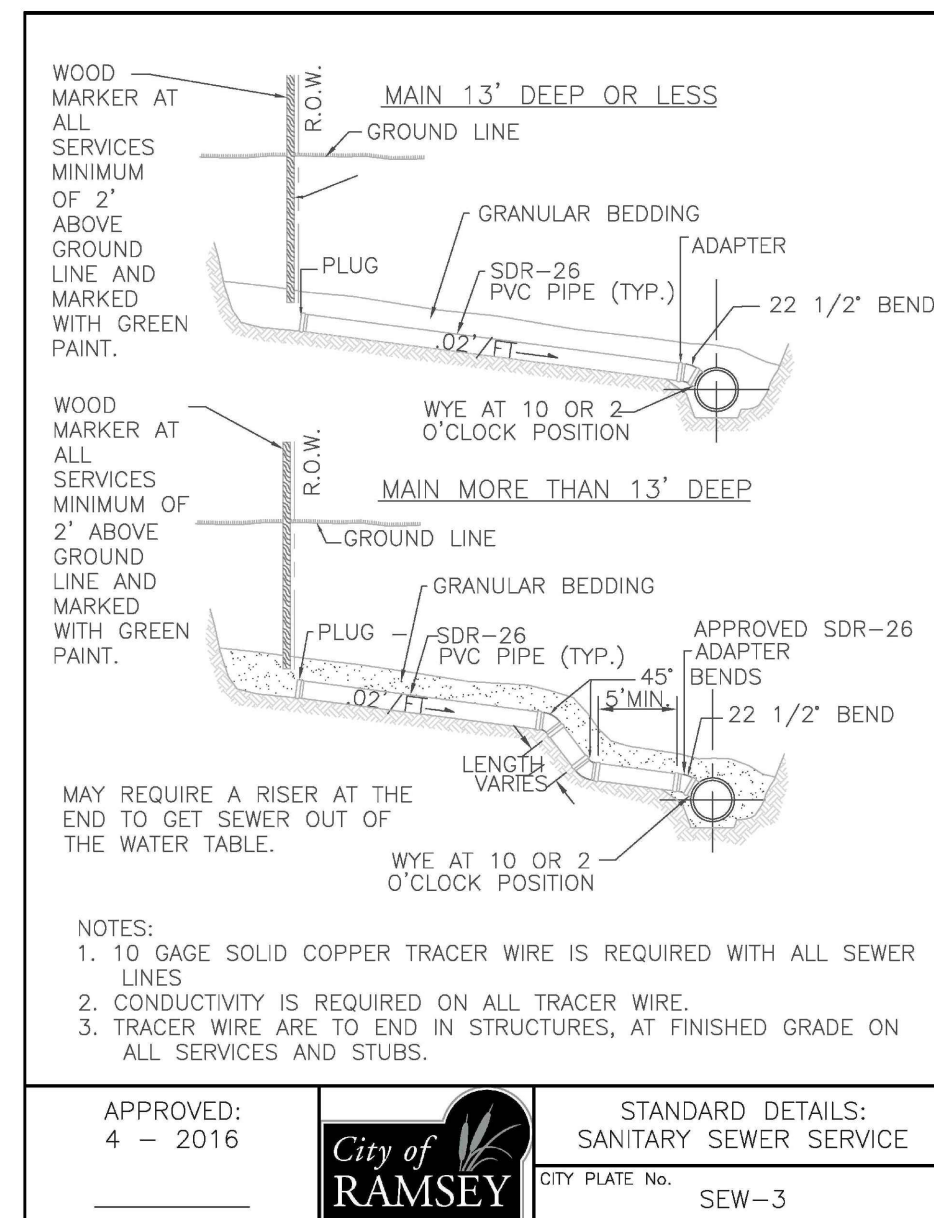
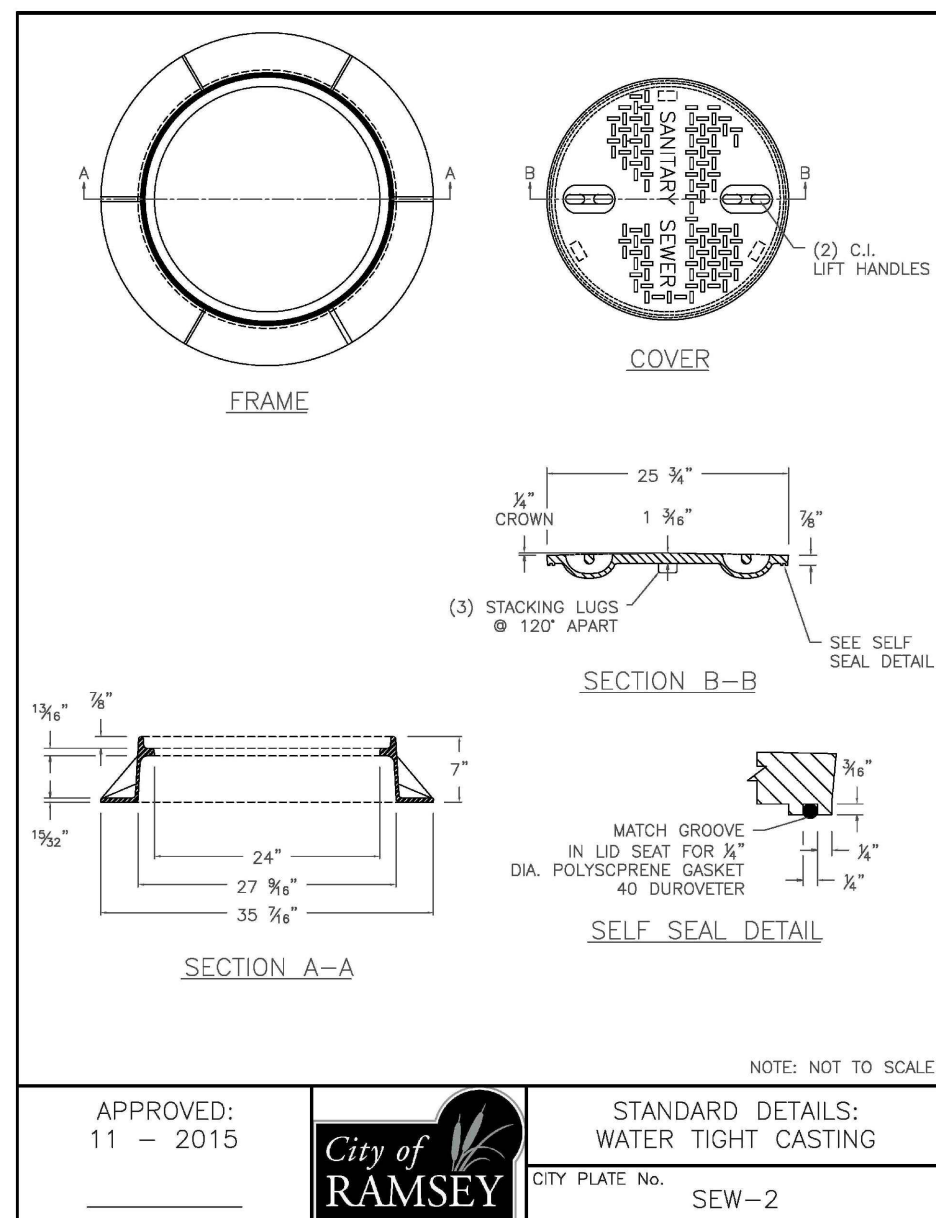
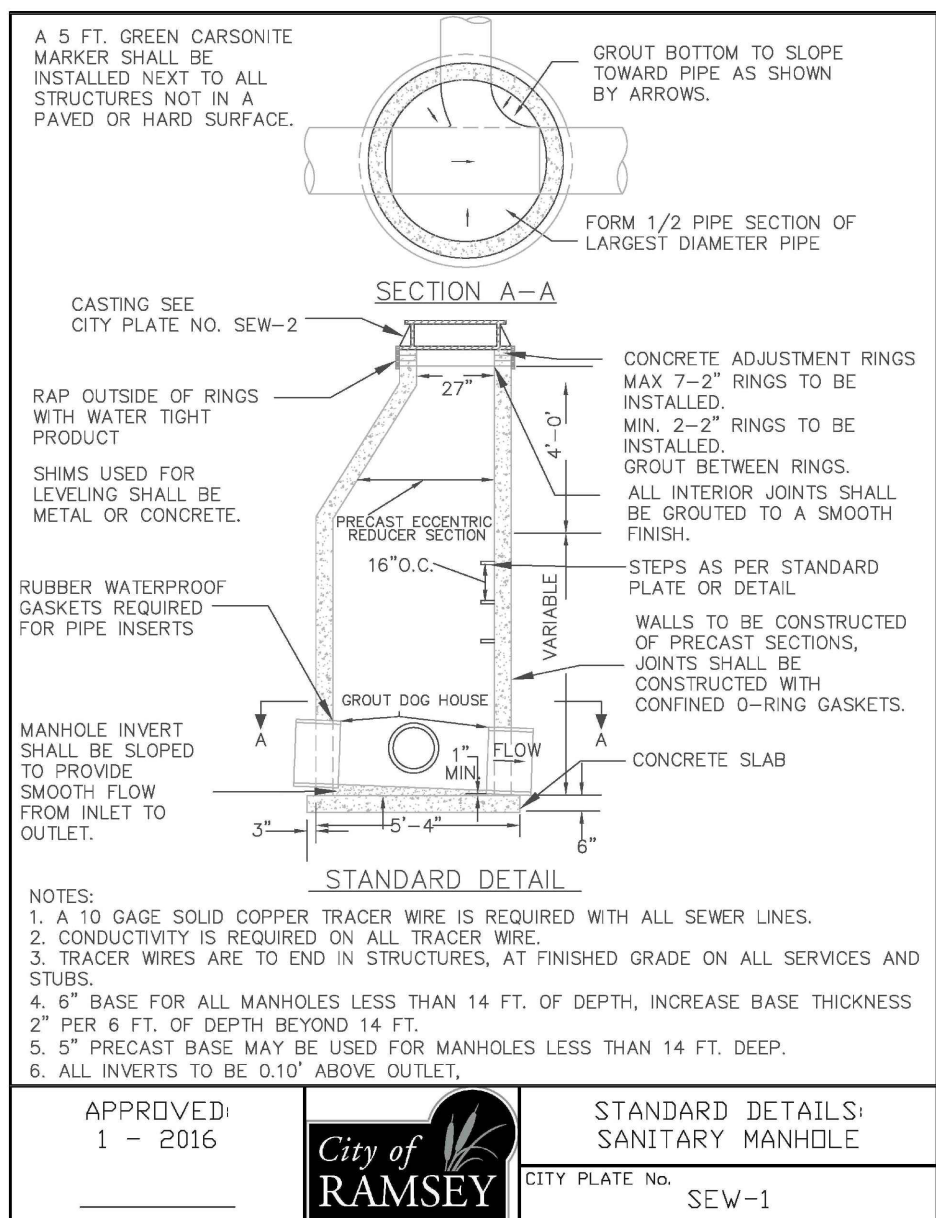
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Date: 7/26/19

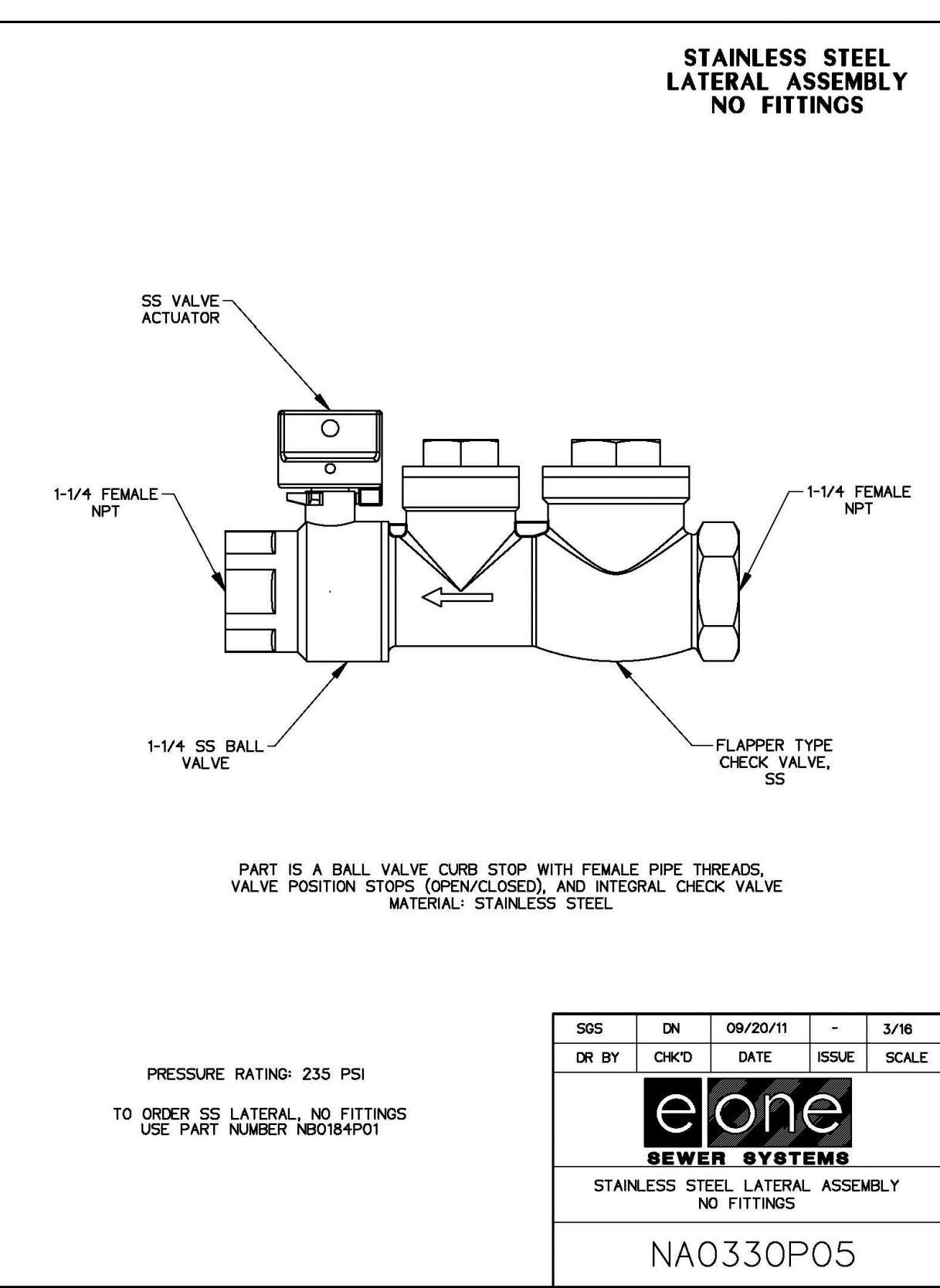
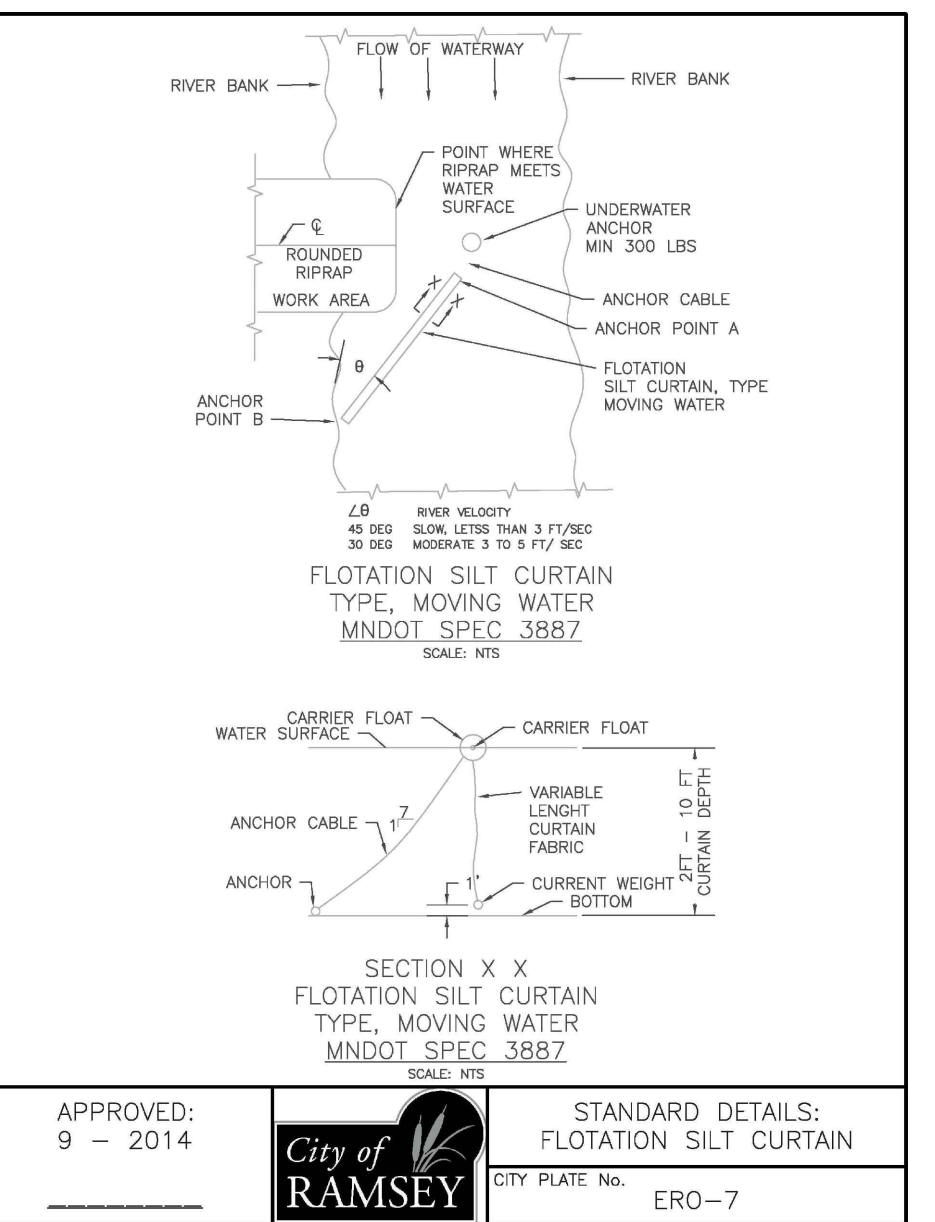
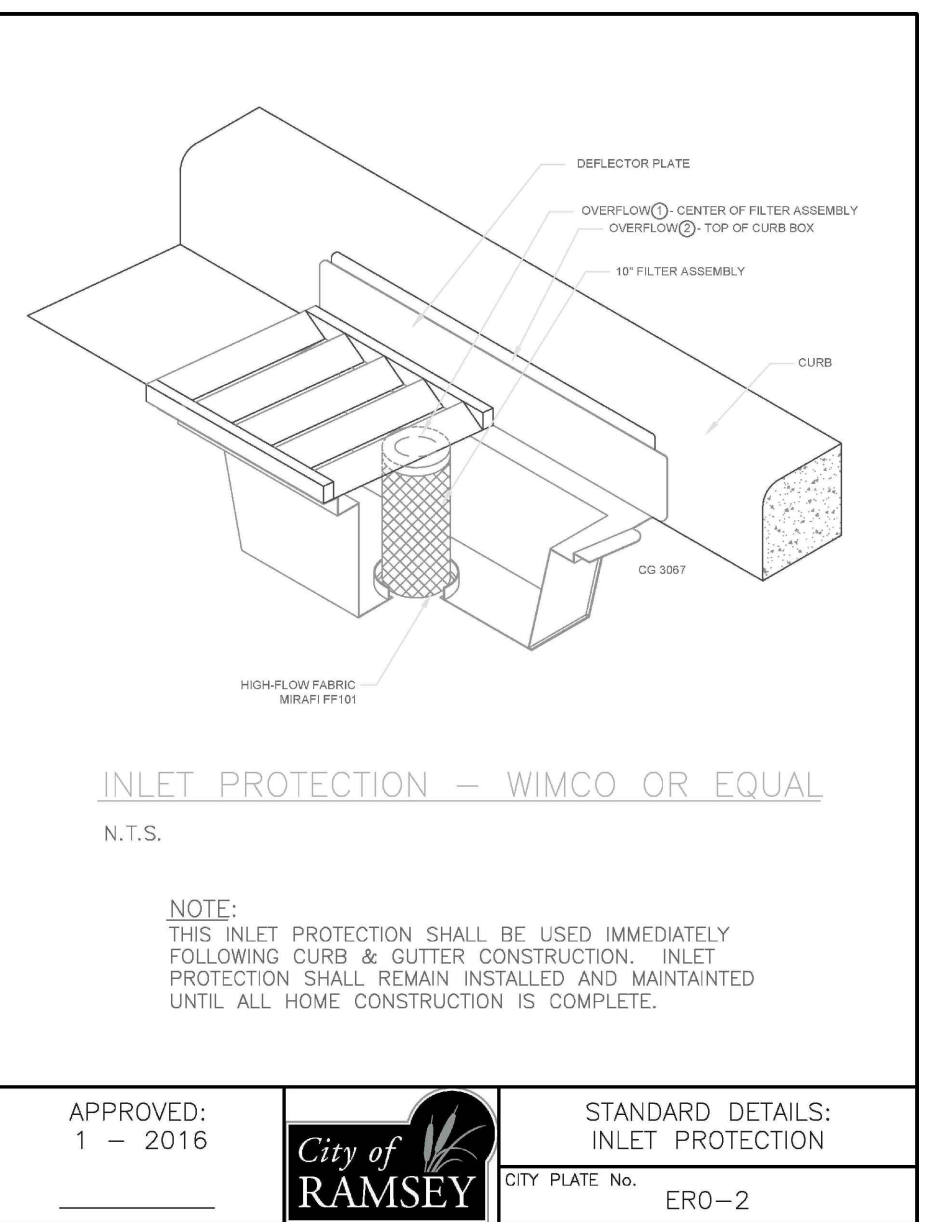
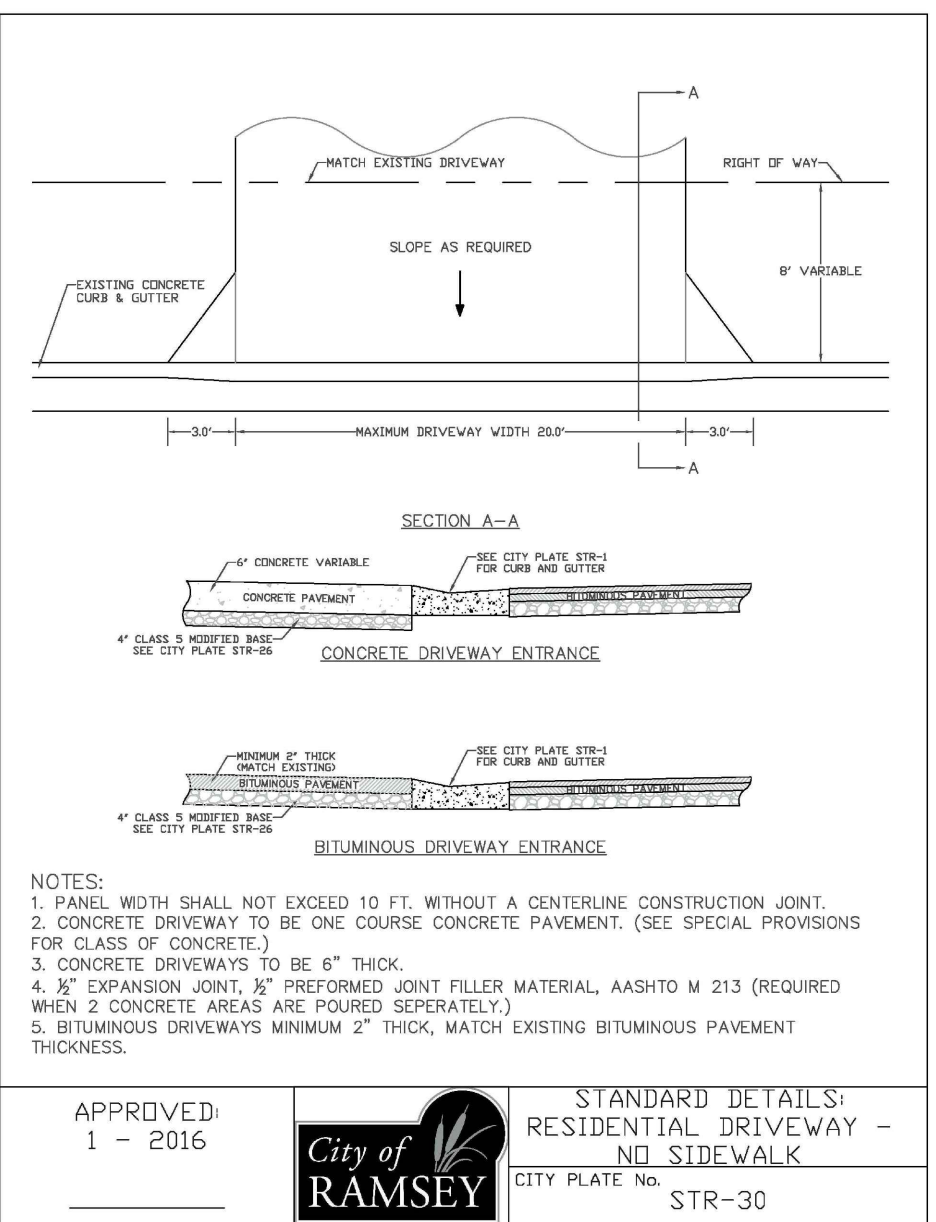
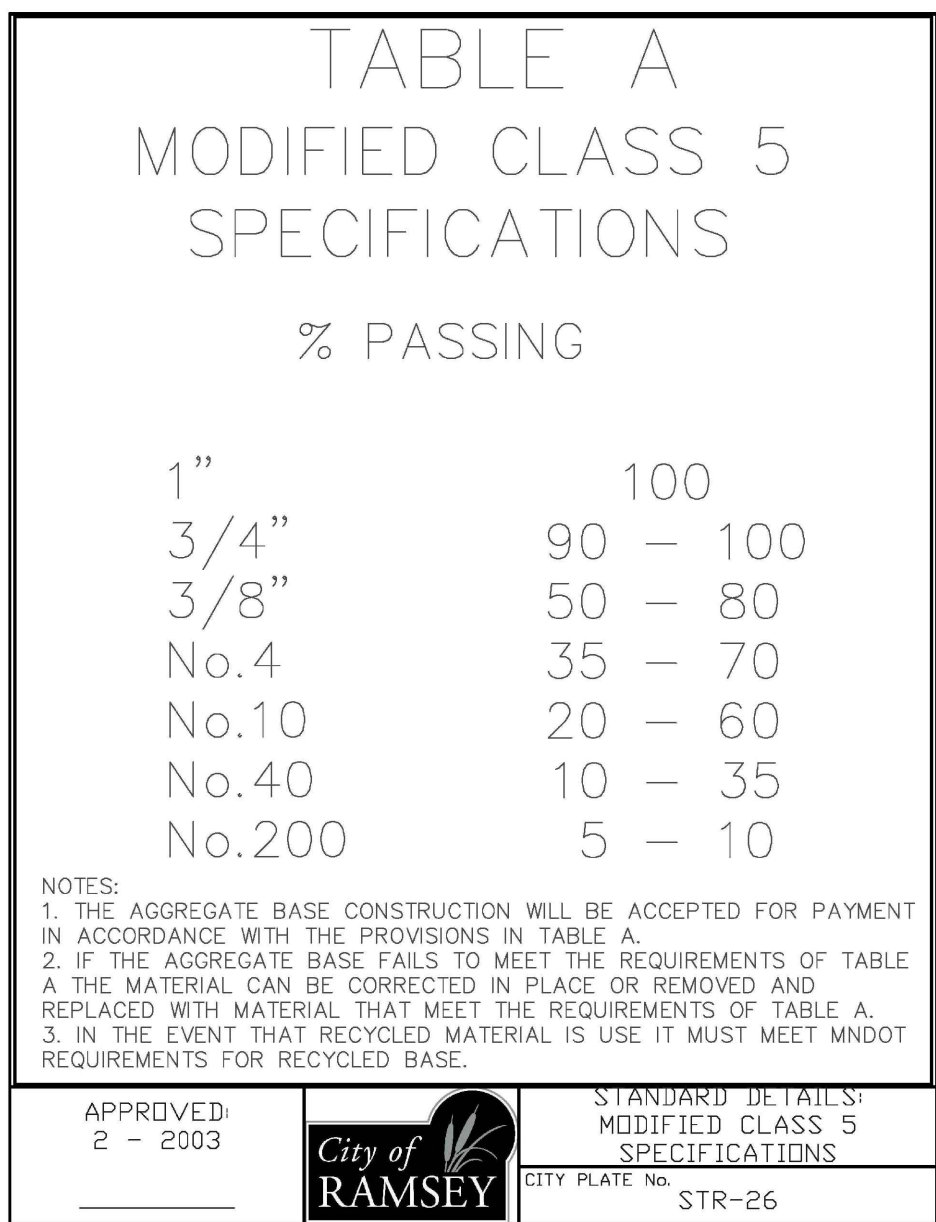
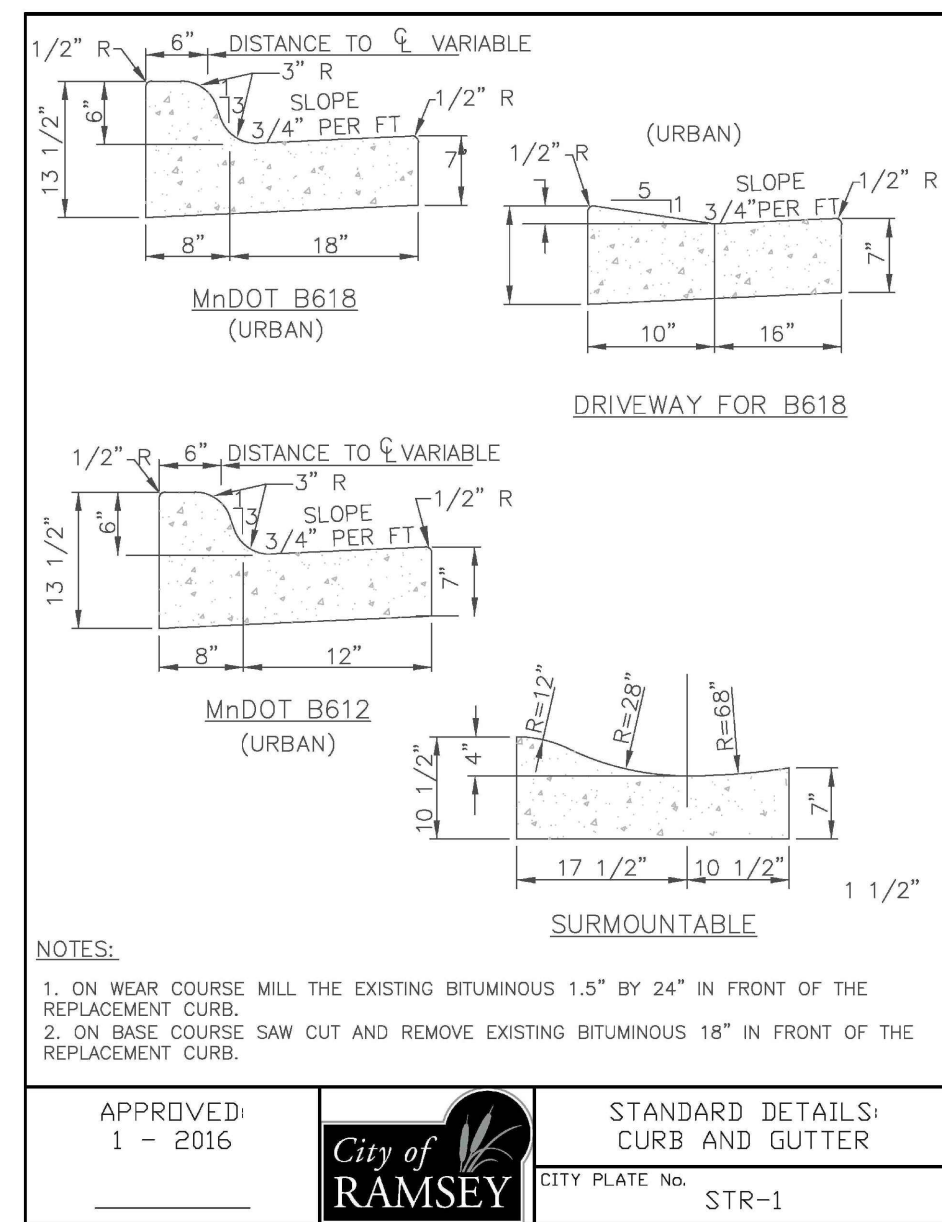
VILLAGE BANK
9298 Central Avenue NE
Blaine, MN 55434

RIVER WALK VILLAGE
Ramsey, Minnesota

STREET CONSTRUCTION

Save Date: 07/29/19 | F:\06617801 - 782017802 - Highway 10 ramsey\cad_c3d\engineering\final plans\utility\7802_street.dwg



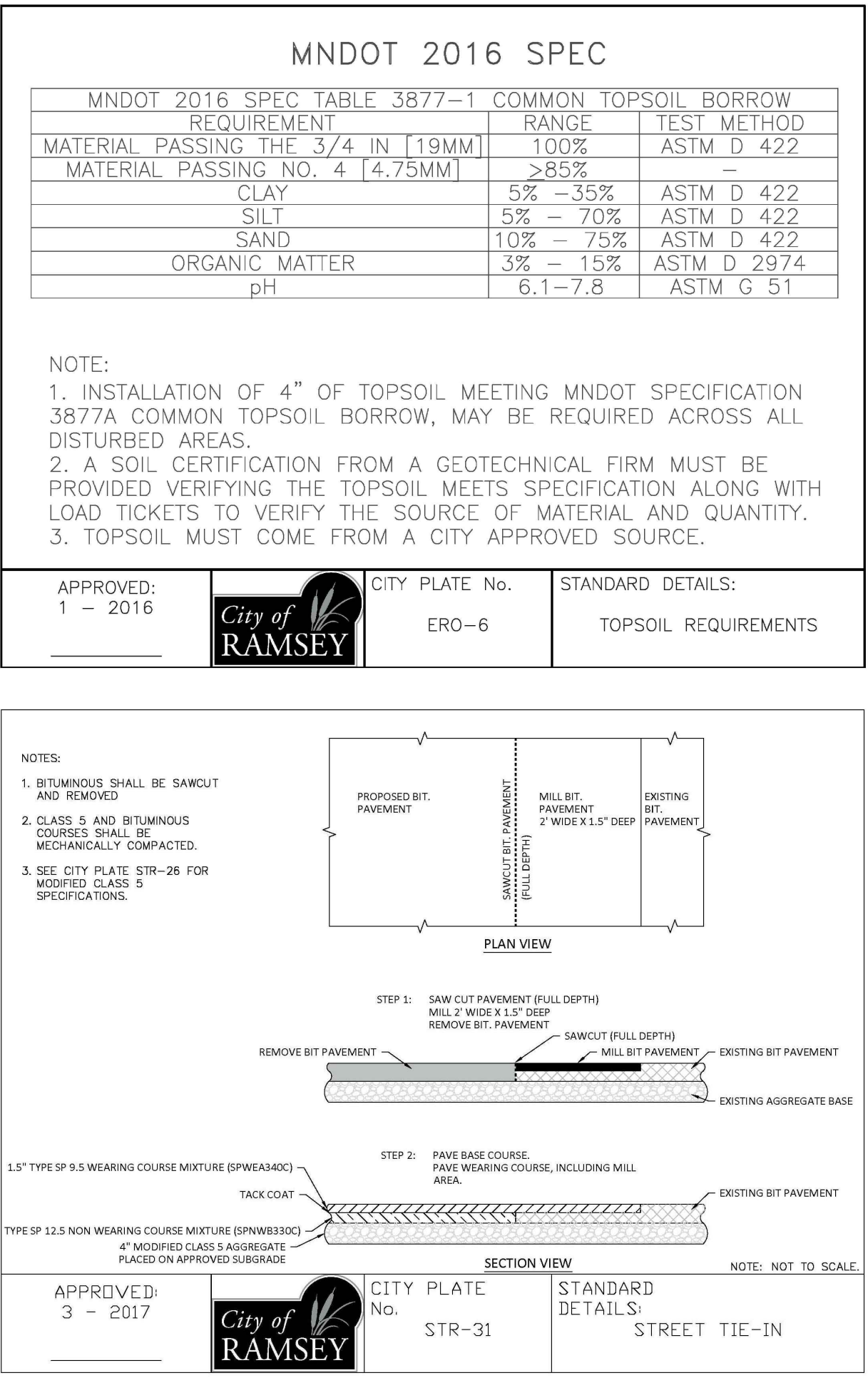
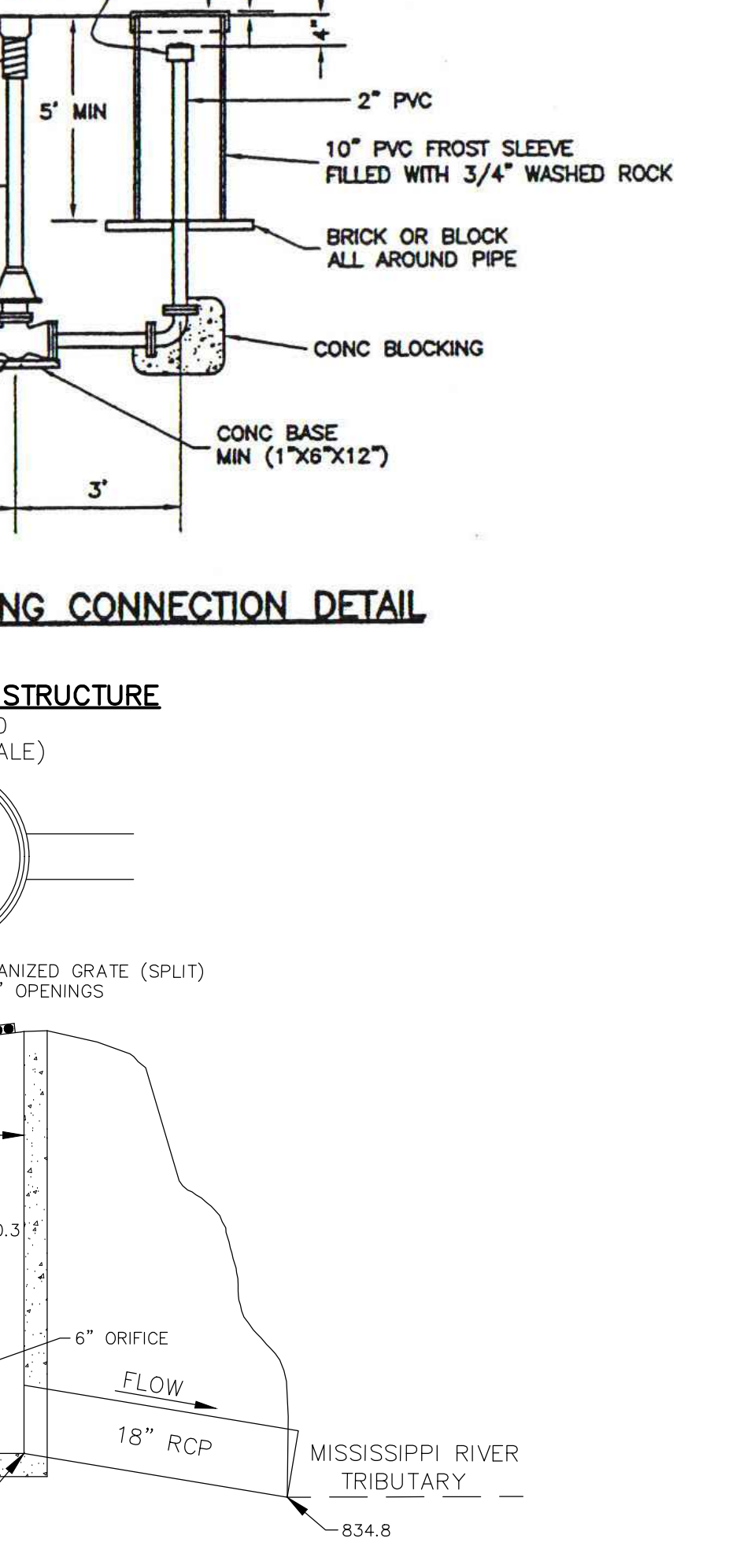
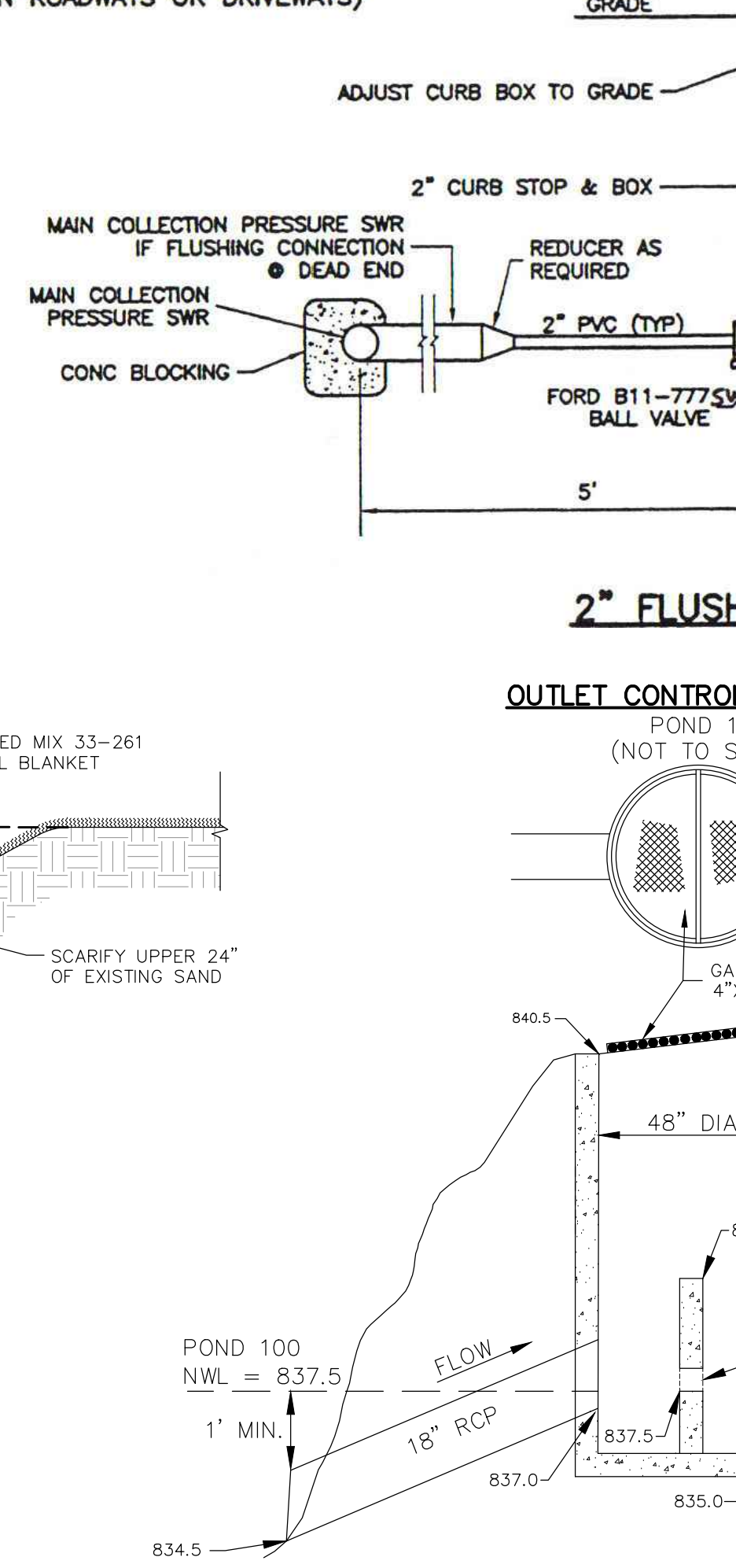
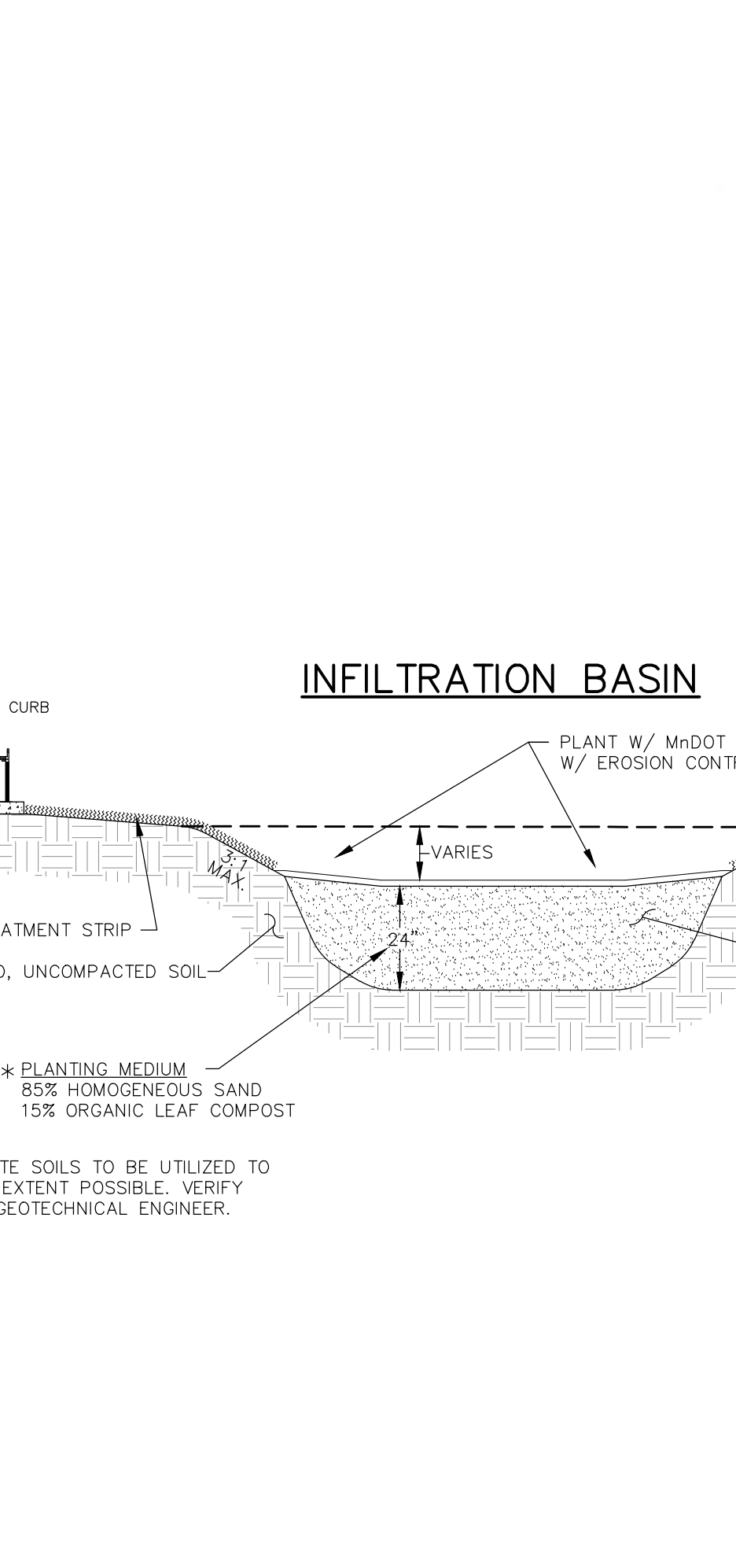
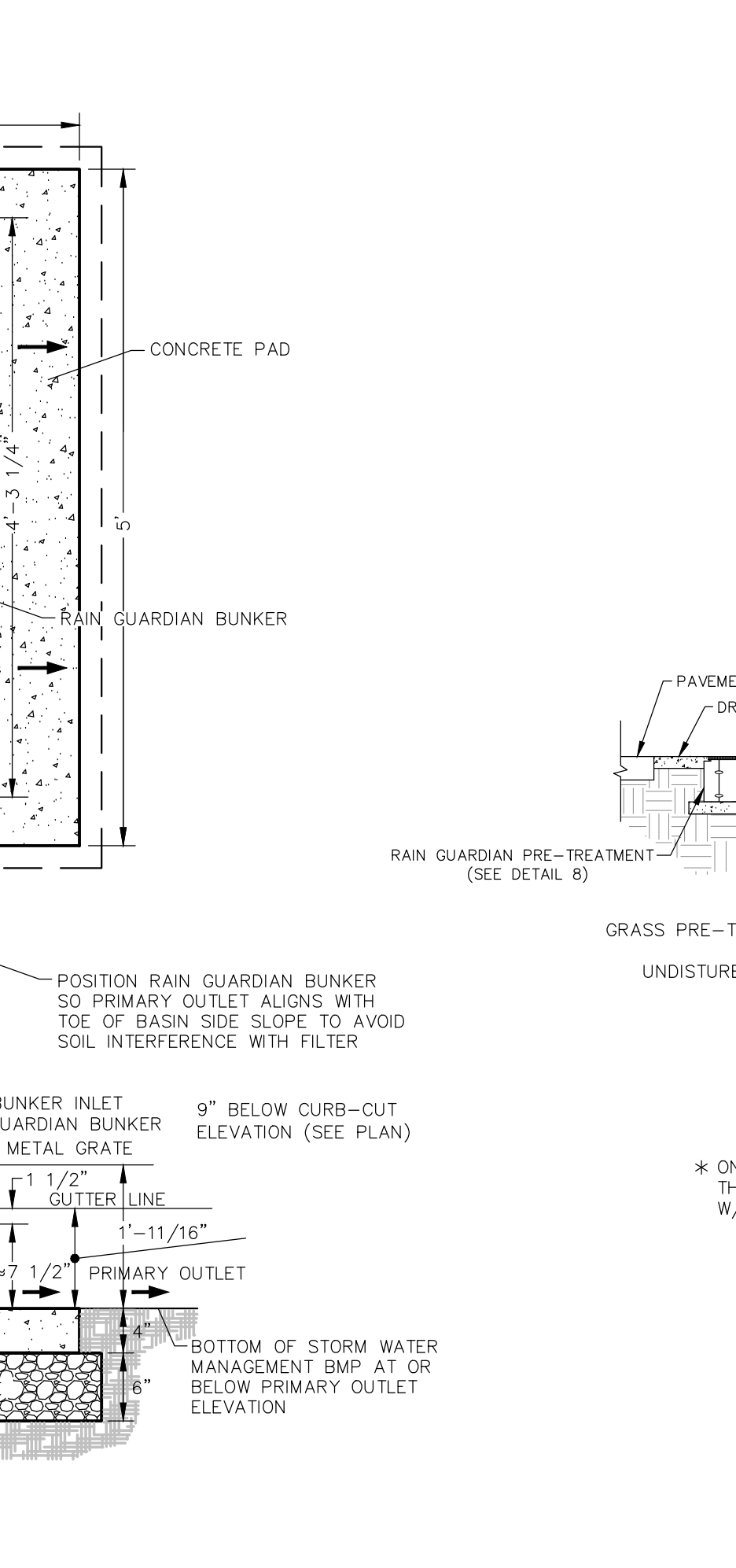
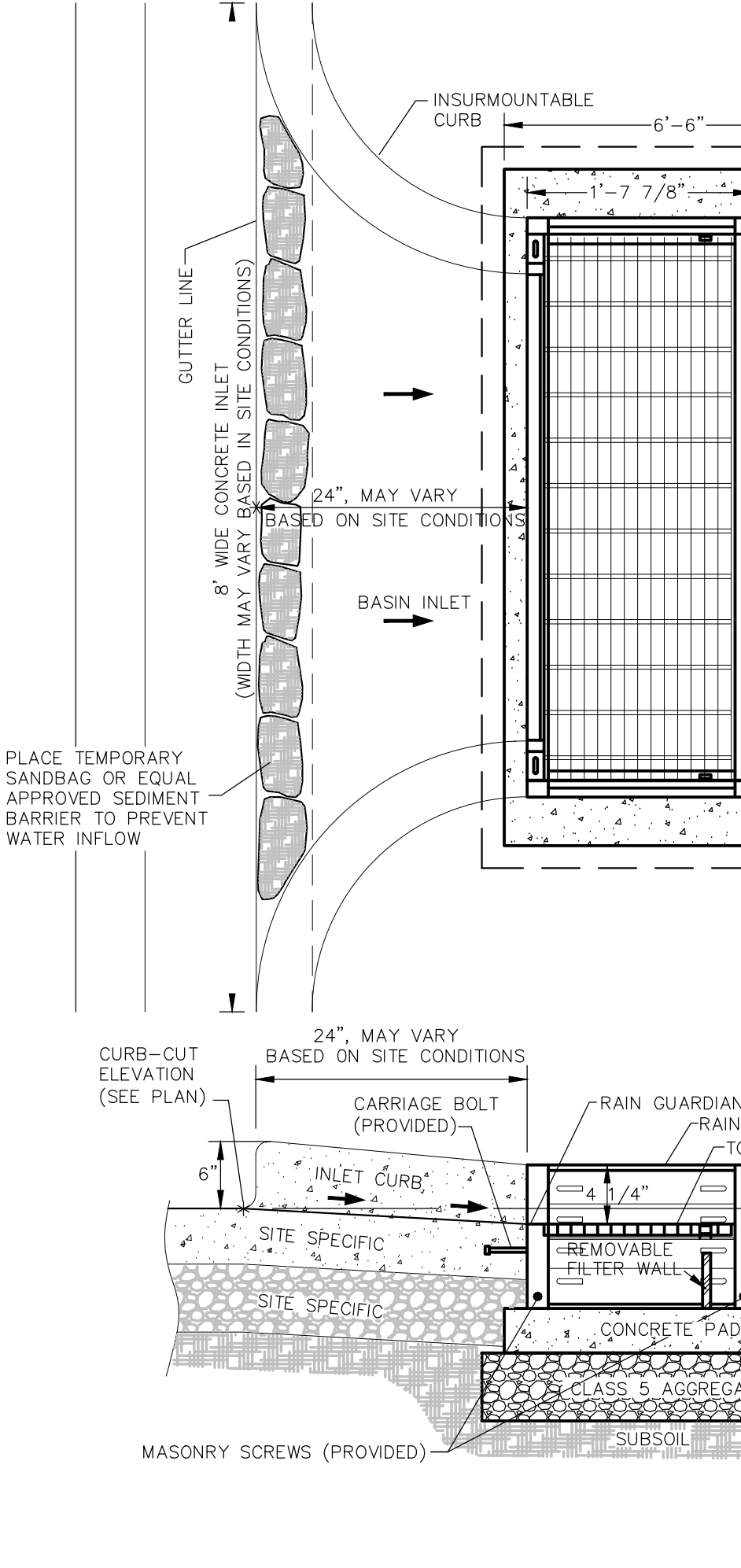


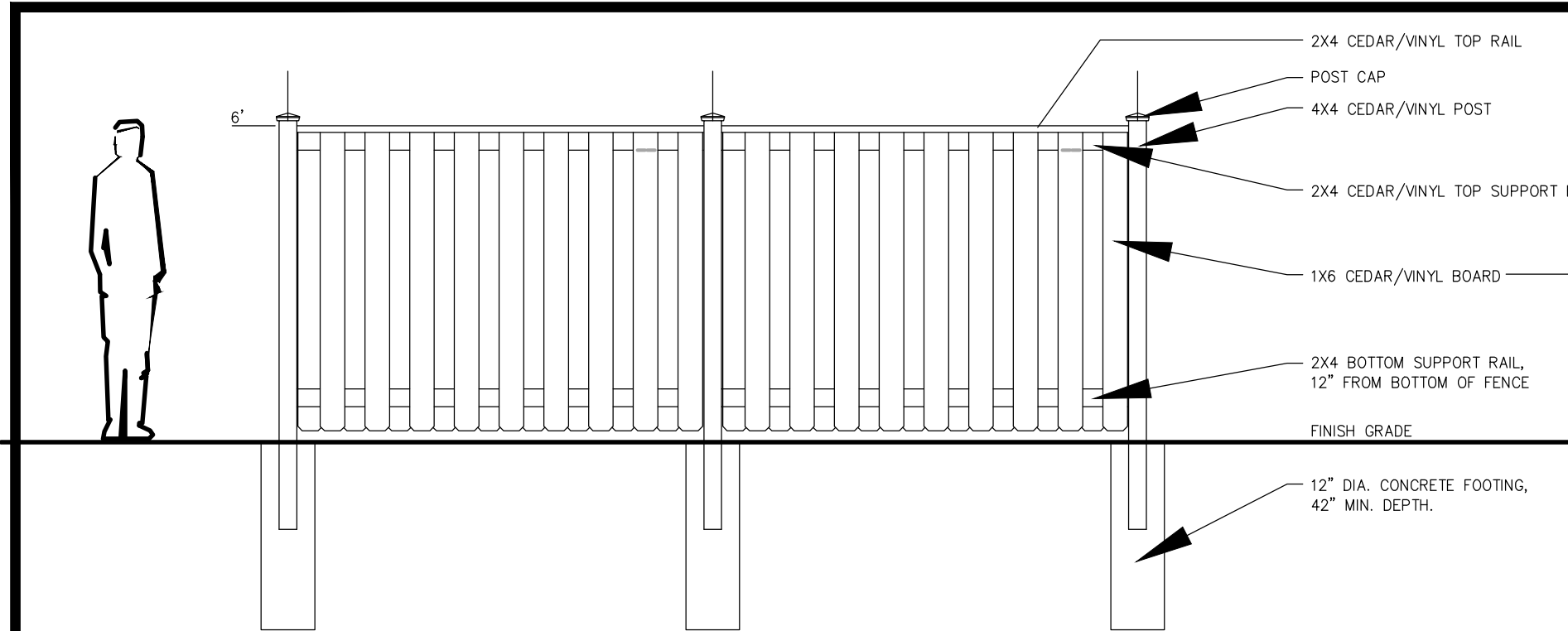
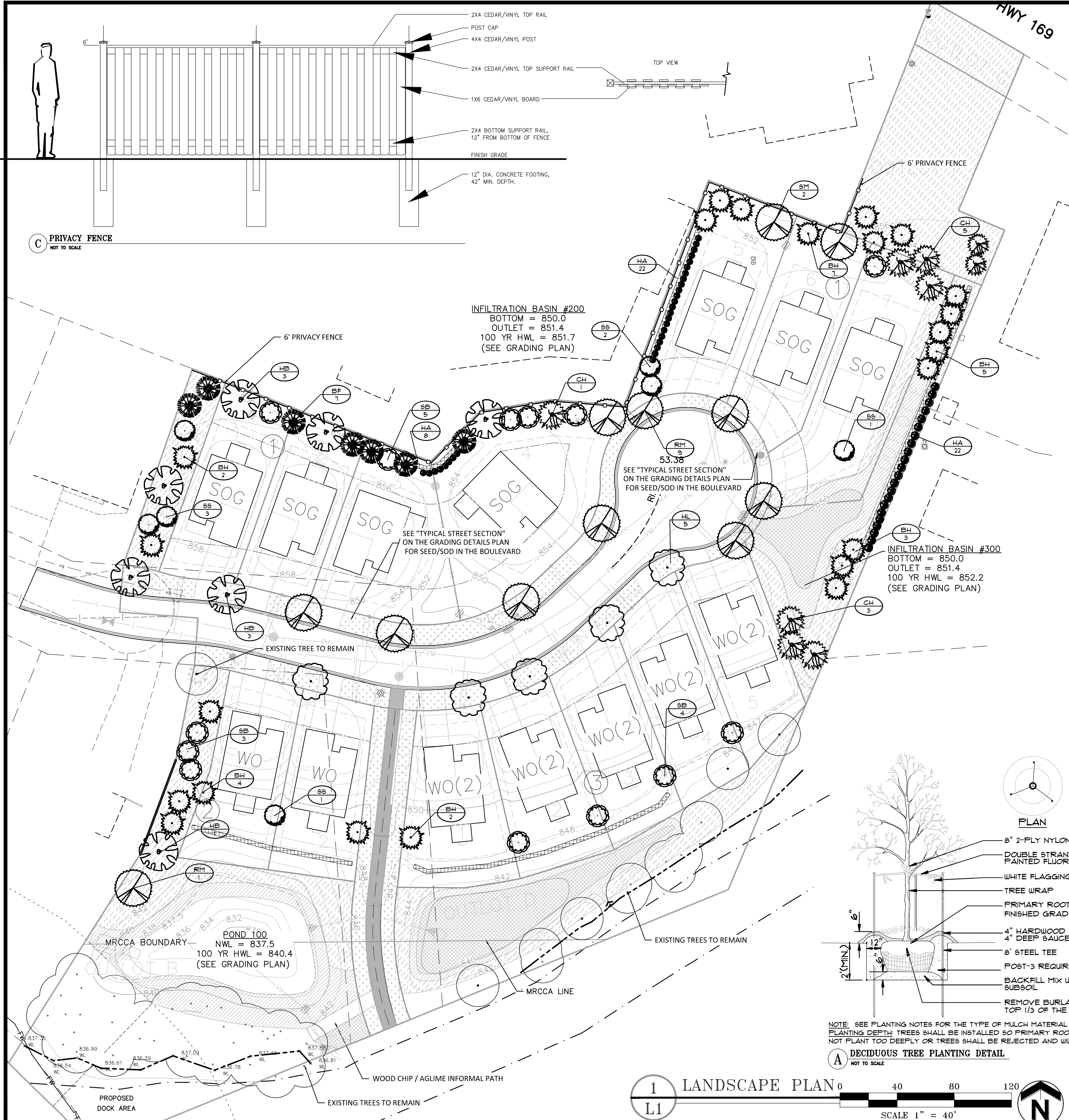
MNDOT 2016 SPEC

MNDOT 2016 SPEC TABLE 3877-1 COMMON TOPSOIL BORROW REQUIREMENT	RANGE	TEST METHOD
MATERIAL PASSING THE 3/4 IN [19MM]	100%	ASTM D 422
MATERIAL PASSING NO. 4 [4.75MM]	>85%	-
CLAY	5% - 35%	ASTM D 422
SILT	5% - 70%	ASTM D 422
SAND	10% - 75%	ASTM D 422
ORGANIC MATTER	3% - 15%	ASTM D 2974
pH	6.1 - 7.8	ASTM G 51

NOTE:
1. INSTALLATION OF 4" OF TOPSOIL MEETING MNDOT SPECIFICATION 3877A COMMON TOPSOIL BORROW, MAY BE REQUIRED ACROSS ALL DISTURBED AREAS.
2. A SOIL CERTIFICATION FROM A GEOTECHNICAL FIRM MUST BE PROVIDED VERIFYING THE TOPSOIL MEETS SPECIFICATION ALONG WITH LOAD TICKETS TO VERIFY THE SOURCE OF MATERIAL AND QUANTITY.
3. TOPSOIL MUST COME FROM A CITY APPROVED SOURCE.

APPROVED: 1 - 2016
City of RAMSEY
STANDARD DETAILS: TOPSOIL REQUIREMENTS
CITY PLATE No. ERO-6



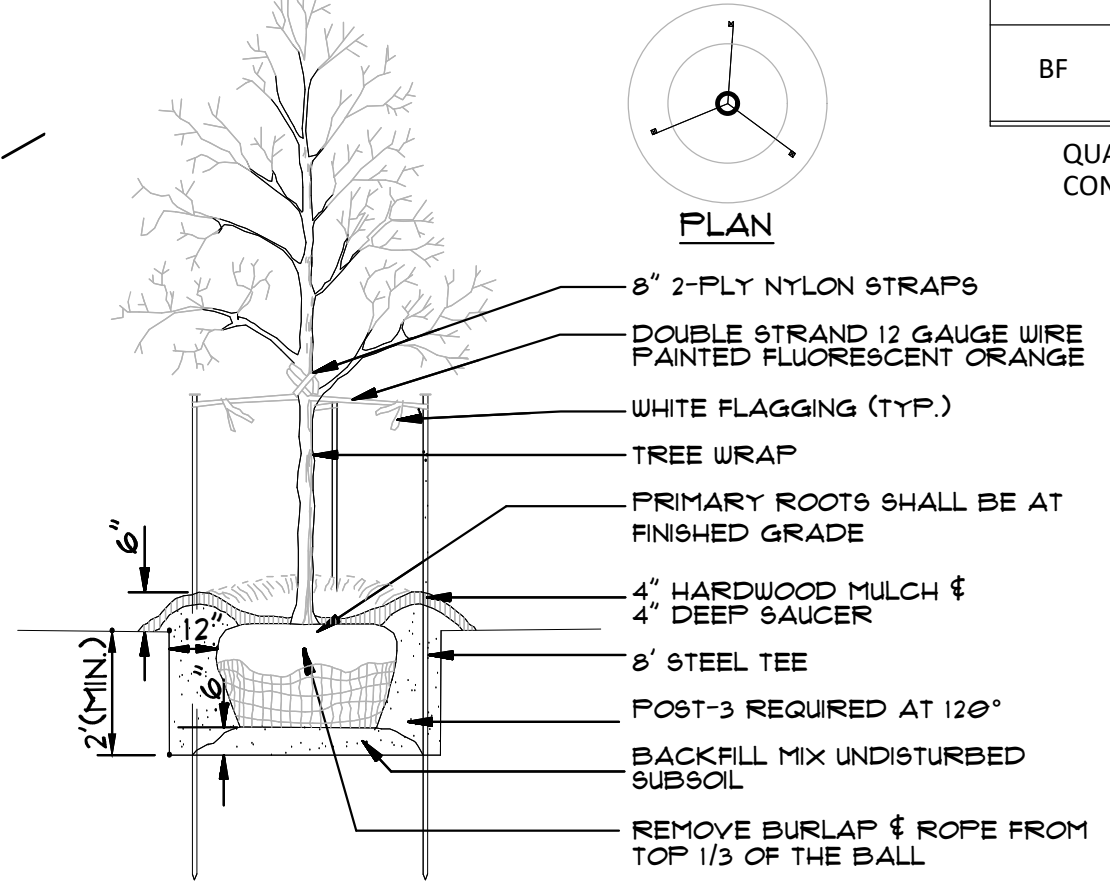


C PRIVACY FENCE
NOT TO SCALE

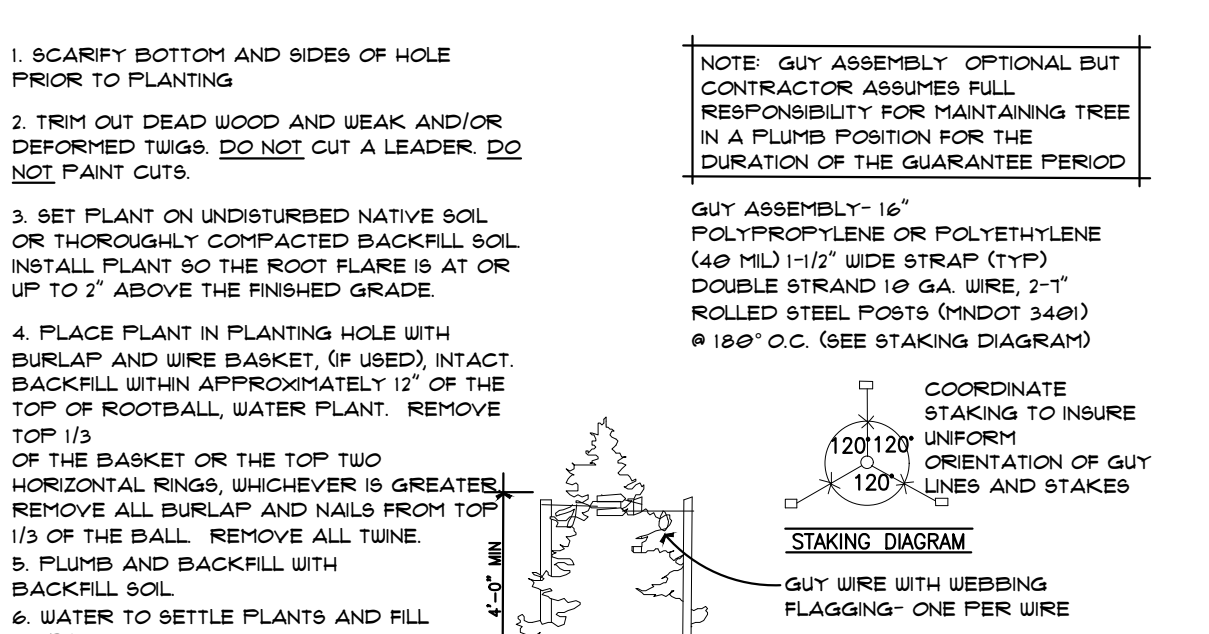
SEED MIX LEGEND (FOR ALL SHEETS)		
SYM.	TYPE	SEED MIX
[Symbol]	NATIVE WET PRAIRIE	MN SEED MIX 35-641
[Symbol]	WETLAND FRINGE	MN SEED MIX 35-621
[Symbol]	COMMERCIAL TURF - SOD	SOD
[Symbol]	MNDOT 260 ALL AREAS DISTURBED BY CONSTRUCTION NOT INTENDED SODDED, OR RETENTION BASINS	MN SEED MIX 25-131 (OLD MNDOT 260) & (USE EROSION CONTROL BLANKET FOR SLOPES OVER 3:1)
[Symbol]	MESIC GENERAL ROADSIDE FOR GENERAL STABILIZATION OF PAD AREAS	MN SEED MIX 25-131 (USE EROSION CONTROL BLANKET FOR SLOPES OVER 3:1)
[Symbol]	HARDWOOD MULCH SHREDDED HARDWOOD MULCH	(NATURAL COLOR)
[Symbol]	1/2" CRUSHED GRANITE	CRUSHED QUARRY GRANITE

LANDSCAPE LEGEND									
KEY	BOTANICAL NAME	COMMON NAME	SIZE	ROOT	QTY.	INSTALL HEIGHT	MATURE HEIGHT		
DECIDUOUS TREES									
HL	<i>Gleditsia triacanthos</i> var. <i>inermis</i> 'Shademaster'	SHADEMASTER HONEYLOCUST	2.5"	BB	5	10'	50'	STRAIT LEADER NO "Y" CROTCH	
HB	<i>Celtis occidentalis</i>	HACKBERRY	2.5"	BB	7	15'	50'	STRAIT LEADER NO "Y" CROTCH	
RM	<i>Acer rubrum</i> 'Nothwoods'	NORTHWOODS MAPLE	2.5"	BB	12	14'	50'	STRAIT LEADER NO "Y" CROTCH	
ORNAMENTAL TREES									
SB	<i>Amelanchier x grandiflora</i> 'Autumn Brilliance'	AUTUMN BRILLIANCE SERVICEBERRY	1.5"	BB	13	8'	20'	STRAIT LEADER NO "Y" CROTCH	
SS	<i>Malus x 'Spring Snow'</i>	SPRING SNOW CRABAPPLE	1.5"	BB	7	8'	25'	STRAIT LEADER NO "Y" CROTCH	
EVERGREEN TREES									
BH	<i>Picea glauca</i> var. <i>Densata</i>	BLACK HILLS SPRUCE	6"	BB	23	6'	40'	FULL FORM TO GRADE	
CH	<i>Tsuga canadensis</i>	CANADIAN HEMLOCK	6"	BB	9	6'	40'	FULL FORM TO GRADE	
HA	<i>Thuja occidentalis</i> 'Holmstrup'	HOLMSTRUP ARBORVITAE	5'	BB	52	4'	10'	FULL FORM TO GRADE	
BF	<i>Abies Balsamea</i>	BALSAM FIR	6"	BB	7	6'	40'	FULL FORM TO GRADE	

QUANTITIES SHOWN IN THE PLANTING SCHEDULE ARE FOR THE CONTRACTOR'S CONVENIENCE. CONTRACTOR TO VERIFY QUANTITIES SHOWN ON THE PLAN.



A DECIDUOUS TREE PLANTING DETAIL
NOT TO SCALE



B CONIFEROUS TREE PLANTING DETAIL
NOT TO SCALE

PLANTING NOTES

- ALL PLANTS MUST BE HEALTHY, VIGOROUS MATERIAL, FREE OF PESTS AND DISEASE AND BE CONTAINER GROWN OR BALLED AND BURLAPPED AS INDICATED IN THE LANDSCAPE LEGEND.
- ALL TREES MUST BE STRAIGHT TRUNKED AND FULL HEADED AND MEET ALL REQUIREMENTS SPECIFIED.
- THE LANDSCAPE ARCHITECT RESERVES THE RIGHT TO REJECT ANY PLANTS WHICH ARE DEEMED UNSATISFACTORY BEFORE, DURING, OR AFTER INSTALLATION.
- NO SUBSTITUTIONS OF PLANT MATERIAL SHALL BE ACCEPTED UNLESS APPROVED IN WRITING BY THE LANDSCAPE ARCHITECT.
- ALL PLANTING STOCK SHALL CONFORM TO THE "AMERICAN STANDARD FOR NURSERY STOCK," ANSI-Z60, LATEST EDITION, OF THE AMERICAN ASSOCIATION OF NURSERYMEN, INC. AND SHALL CONSTITUTE MINIMUM QUALITY REQUIREMENTS FOR PLANT MATERIALS.
- EXISTING TREES AND SHRUBS TO REMAIN SHALL BE PROTECTED TO THE DRIP LINE FROM ALL CONSTRUCTION TRAFFIC, STORAGE OF MATERIALS ETC. WITH 4' HT. ORANGE PLASTIC SAFETY FENCING ADEQUATELY SUPPORTED BY STEEL FENCE POSTS 6' O.C. MAXIMUM SPACING.
- ALL PLANT MATERIAL QUANTITIES, SHAPES OF BEDS AND LOCATIONS SHOWN ARE APPROXIMATE. CONTRACTOR SHALL BE RESPONSIBLE FOR COMPLETE COVERAGE OF ALL PLANTING BEDS AT SPACING SHOWN AND ADJUSTED TO CONFORM TO THE EXACT CONDITIONS OF THE SITE. THE LANDSCAPE ARCHITECT SHALL APPROVE THE STAKING LOCATION OF ALL PLANT MATERIALS PRIOR TO INSTALLATION.
- ALL PLANTING AREAS MUST BE COMPLETELY MULCHED AS SPECIFIED.
- MULCH: SHREDDED HARDWOOD MULCH, CLEAN AND FREE OF NOXIOUS WEEDS OR OTHER DELETERIOUS MATERIAL, IN ALL MASS PLANTING BEDS AND FOR TREES, UNLESS INDICATED AS ROCK MULCH ON DRAWINGS. SUBMIT SAMPLE TO LANDSCAPE ARCHITECT PRIOR TO DELIVERY ON-SITE FOR APPROVAL. DELIVER MULCH ON DAY OF INSTALLATION. USE 4" FOR SHRUB BEDS, AND 3" FOR PERENNIAL/GROUND COVER BEDS, UNLESS OTHERWISE DIRECTED.
- PLACE LANDSCAPE FILTER FABRIC UNDER ALL MULCHED AREAS. FILTER FABRIC SHALL BE 100% INTERWOVEN 5.1oz NEEDLE PUNCHED POLYPROPYLENE FABRIC MANUFACTURED BY DEWITT. USE PRO 5 "WEED BARRIER" OR APPROVED EQUAL.
- PLACE EDGING BETWEEN ALL PLANTING/ROCK BEDS AND TURF. EDGING SHALL BE POLY.
- THE PLAN TAKES PRECEDENCE OVER THE LANDSCAPE LEGEND IF DISCREPANCIES EXIST. THE SPECIFICATIONS TAKE PRECEDENCE OVER THE PLANTING NOTES AND GENERAL NOTES.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL MULCHES AND PLANTING SOIL QUANTITIES TO COMPLETE THE WORK SHOWN ON THE PLAN. VERIFY ALL QUANTITIES SHOWN ON THE LANDSCAPE LEGEND.
- LONG-TERM STORAGE OF MATERIALS OR SUPPLIES ON-SITE WILL NOT BE ALLOWED.
- THE CONTRACTOR SHALL KEEP PAVEMENTS, PLANTERS AND BUILDINGS CLEAN AND UNSTAINED. ALL PEDESTRIAN AND VEHICLE ACCESS TO BE MAINTAINED THROUGHOUT CONSTRUCTION PERIOD. ALL WASTES SHALL BE PROMPTLY REMOVED FROM THE SITE. ANY PLANT STOCK NOT PLANTED ON DAY OF DELIVERY SHALL BE HELED IN AND WATERED UNTIL INSTALLATION. PLANTS NOT MAINTAINED IN THIS MANNER WILL BE REJECTED. ANY DAMAGE TO EXISTING FACILITIES SHALL BE REPAVED AT THE CONTRACTOR'S EXPENSE.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR COMPLYING WITH ALL APPLICABLE CODES, REGULATIONS, AND PERMITS GOVERNING THE WORK.
- LOCATE AND VERIFY ALL UTILITIES, INCLUDING IRRIGATION LINES, WITH THE OWNER FOR PROPRIETARY UTILITIES AND GOPHER STATE ONE CALL AT 454-0002 (TWIN CITIES METRO AREA) OR 800-252-1166 (GREATER MINNESOTA) 48 HOURS BEFORE DIGGING. CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION AND REPAIR OF ANY DAMAGES TO SAME. NOTIFY THE LANDSCAPE ARCHITECT OF ANY CONFLICTS TO FACILITATE PLANT RELOCATION.
- USE ANTI-DESICCANT (WILTTRUF OR APPROVED EQUAL) ON DECIDUOUS PLANTS MOVED IN LEAF OR EVERGREENS MOVED ANYTIME. APPLY AS PER MANUFACTURER'S INSTRUCTION. ALL EVERGREENS SHALL BE SPRAYED IN THE LATE FALL FOR WINTER PROTECTION DURING WARRANTY PERIOD.
- PLANTING SOIL FOR TREES, SHRUBS AND GROUND COVERS: FERTILE FRABLE LOAM CONTAINING A LIBERAL AMOUNT OF HUMUS AND CAPABLE OF SUSTAINING VIGOROUS PLANT GROWTH. IT SHALL COMPLY WITH MN/DOT SPECIFICATION 3877 TYPE B SELECT TOPSOIL MIXTURE SHALL BE FREE FROM HARDPAK SUBSOIL, STONES, CHEMICALS, NOXIOUS WEEDS, ETC. SOIL MIXTURE SHALL HAVE A PH BETWEEN 6.1 AND 7.5 AND 10-0-10 FERTILIZER AT THE RATE OF 3 POUNDS PER CUBIC YARD. IN PLANTING BEDS INCORPORATE THIS MIXTURE THROUGHOUT THE ENTIRE BED BY ROTOTILLING IT INTO THE TOP 12" OF SOIL.
- ALL PLANTS SHALL BE QUARANTEED FOR TWO COMPLETE GROWING SEASONS (APRIL 1 - NOVEMBER 1), UNLESS OTHERWISE SPECIFIED. THE GUARANTEE SHALL COVER THE FULL COST OF REPLACEMENT INCLUDING LABOR AND PLANTS.
- CONTRACTOR SHALL NOTIFY THE LANDSCAPE ARCHITECT AT LEAST 3 DAYS PRIOR TO PLANNED DELIVERY. THE CONTRACTOR SHALL NOTIFY THE LANDSCAPE ARCHITECT AT LEAST 24 HOURS IN ADVANCE OF BEGINNING PLANT INSTALLATION.
- SEASONS/TIME OF PLANTING AND SEEDING: NOTE: THE CONTRACTOR MAY ELECT TO PLANT IN OFF-SEASONS ENTIRELY AT HIS/HER RISK.
DECIDUOUS POTTED PLANTS: 4/1 - 6/1; 9/21 - 11/1
DECIDUOUS /B&B: 4/1 - 6/1; 9/21 - 11/1
EVERGREEN POTTED PLANTS: 4/1 - 6/1; 9/21-11/1
EVERGREEN B&B: 4/1 - 5/1; 9/21 - 11/1
TURF/LAWN SEEDING: 4/1 - 6/1; 7/20 - 9/20
NATIVE MIX SEEDING: 4/1 - 6/1; 9/20-10/20
- MAINTENANCE SHALL BEGIN IMMEDIATELY AFTER EACH PORTION OF THE WORK IS IN PLACE. PLANT MATERIAL SHALL BE PROTECTED AND MAINTAINED UNTIL THE INSTALLATION OF THE PLANTS IS COMPLETE. INSPECTION HAS BEEN MADE, AND PLANTINGS ARE ACCEPTED EXCLUSIVE OF THE GUARANTEE. MAINTENANCE SHALL INCLUDE WATERING, CULTIVATING, MULCHING, REMOVAL OF DEAD MATERIALS, RE-SETTING PLANTS TO PROPER GRADE AND KEEPING PLANTS IN A PLUMB POSITION. AFTER ACCEPTANCE, THE OWNER SHALL ASSUME MAINTENANCE RESPONSIBILITIES. HOWEVER, THE CONTRACTOR SHALL CONTINUE TO BE RESPONSIBLE FOR KEEPING THE TREES PLUMB THROUGHOUT THE GUARANTEE PERIOD.
- ANY PLANT MATERIAL WHICH DIES, TURNS BROWN, OR DEFLOLIATES (PRIOR TO TOTAL ACCEPTANCE OF THE WORK) SHALL BE PROMPTLY REMOVED FROM THE SITE AND REPLACED WITH MATERIAL OF THE SAME SPECIES, QUANTITY, AND SIZE AND MEETING ALL LANDSCAPE LEGEND SPECIFICATIONS.
- WATERING: MAINTAIN A WATERING SCHEDULE WHICH WILL THOROUGHLY WATER ALL PLANTS ONCE A WEEK, IN EXTREMELY HOT, DRY WEATHER, WATER MORE OFTEN AS REQUIRED BY INDICATIONS OF HEAT STRESS SUCH AS WILTING LEAVES. CHECK MOISTURE UNDER MULCH PRIOR TO WATERING TO DETERMINE NEED. CONTRACTOR SHALL MAKE THE NECESSARY ARRANGEMENTS FOR WATER.
- CONTRACTOR SHALL REQUEST IN WRITING, A FINAL ACCEPTANCE INSPECTION.
- ALL DISTURBED AREAS TO BE TURF SEEDDED, ARE TO RECEIVE 4" TOP SOIL, SEED, MULCH, AND WATER UNTIL A HEALTHY STAND OF GRASS IS OBTAINED.
- ALL DISTURBED AREAS TO RECEIVE NATIVE WETLAND SEEDED, ARE TO RECEIVE ENGINEERED SOIL, SEED, MULCH, AND WATER UNTIL A HEALTHY STAND OF GRASS IS OBTAINED.
- ALL IN GROUND IRRIGATION SYSTEMS SHALL BE EQUIPPED WITH RAIN SENSOR AND A WATER EFFICIENT/ WEATHER BASED CONTROLLER. PERMIT FOR AN IRRIGATION SYSTEM IS REQUIRED.

Carlson McCain
environmental engineering surveying
1890 Phasant Ridge Drive NE, Suite 100
Blaine, MN 55449
Phone: (763) 489-7900
Fax: (763) 489-7959
www.carlsonmccain.com

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

Print Name: James A. Kalkes RLA
Signature: *James A. Kalkes*
Date: 7/26/19 License #: 45071

Drawn: JAK
Designed: JAK
Date: 7/26/19

VILLAGE BANK
9298 Central Avenue NE
Blaine, MN 55434

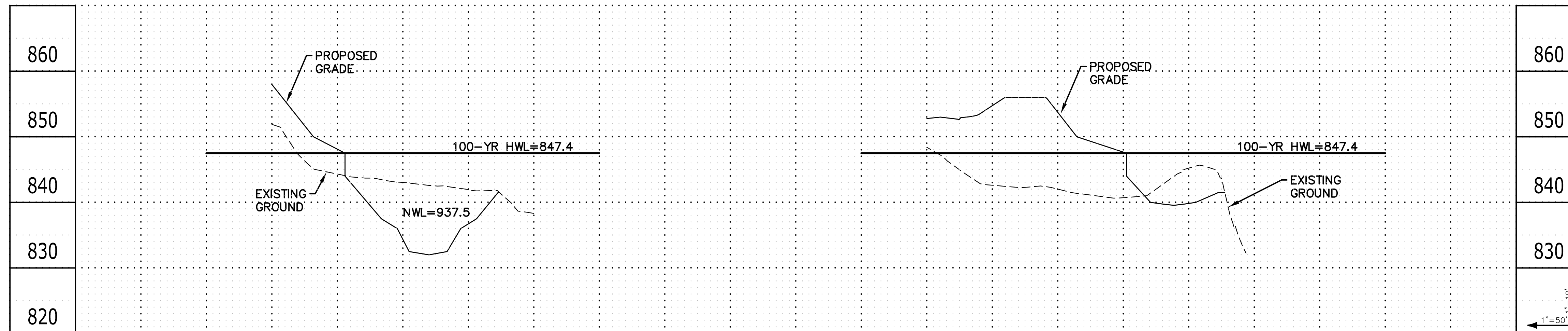
RIVER WALK VILLAGE
Ramsey, Minnesota

LANDSCAPE PLAN
L1 of 1

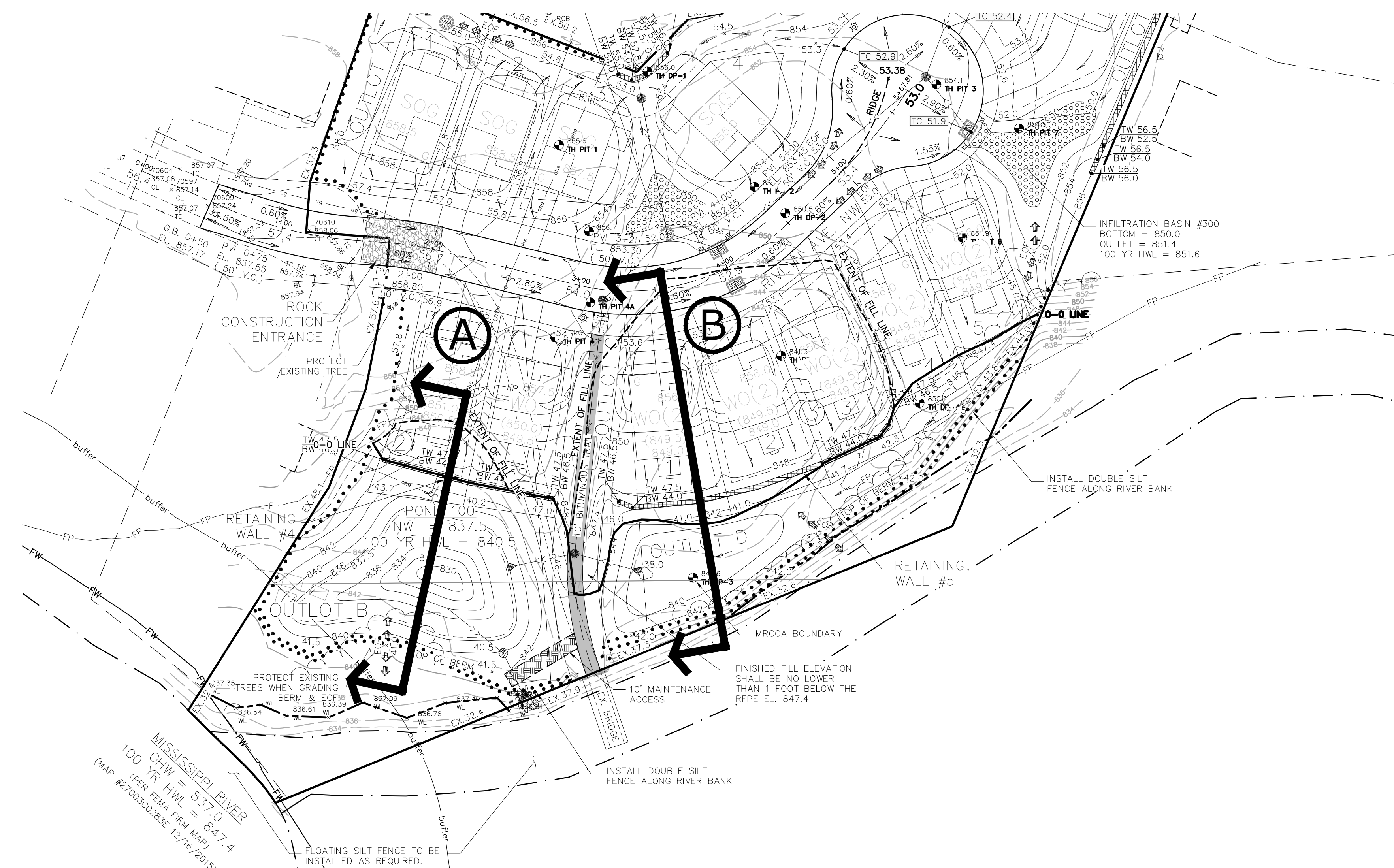
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CROSS SECTION A

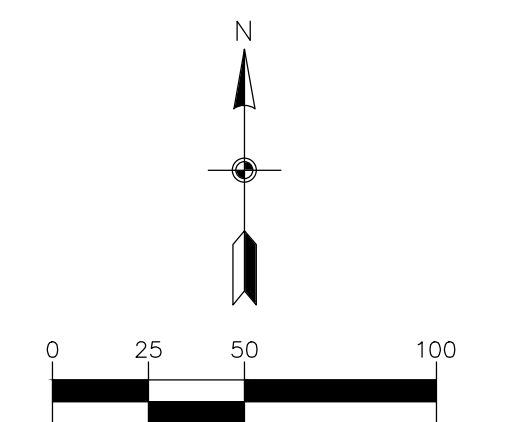
CROSS SECTION B



LEGEND	
EXISTING	PROPOSED
PROPERTY LINE	---
EASEMENT LINE	---
CURB LINE	---
BITUMINOUS	▬
CONCRETE	▬
MAINTENANCE ACCESS	▬
INFILTRATION BASIN	▬
SANITARY SEWER	▬
STORM SEWER	▬
WATER MAIN	▬
OVERHEAD UTILITY	▬
STORM CATCH BASIN	▬
STORM MANHOLE	▬
OUTLET CONTROL STRUCTURE	▬
MANHOLE	▬
HYDRANT	▬
GATE VALVE	▬
TELEVISION BOX	▬
TELEPHONE BOX	▬
UTILITY POLE	▬
RETAINING WALL	▬
FENCE	▬
10' CONTOUR	▬
2' CONTOUR	▬
SPECIFIED CONTOUR	▬
FEMA FLOODWAY	▬
FEMA FLOODPLAIN	▬
100' BUFFER	▬
WETLAND LINE	▬
SPOT ELEVATION	▬
EMERGENCY OVERFLOW	▬
SILT FENCE	▬
TREE FENCE	▬
GRADING LIMITS	▬
TREELINE	▬
SOIL BORING	▬



FLOODPLAIN SUMMARY
 FLOODPLAIN MITIGATION = 4,471 C.Y.
 FLOODPLAIN FILL = 4,313 C.Y.



BENCHMARK	
1.	MNDOT GSID Station #833, Named "Lumber MNDT RM 1" Elev. = 858.11
2.	MNDOT GSID Station #775, Named "E 257" Elev. = 863.67

Carlson McCain | environmental engineering surveying
 3890 Pheasant Ridge Drive NE, Suite 100
 Blaine, MN 55449
 Phone: (763) 489-7900
 Fax: (763) 489-7955
 www.carlsonmccain.com

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

Print Name: Brian J. Krystofiak, P.E.
 Signature: *Brian J. Krystofiak*
 Date: 1/25/19 License #: 25063

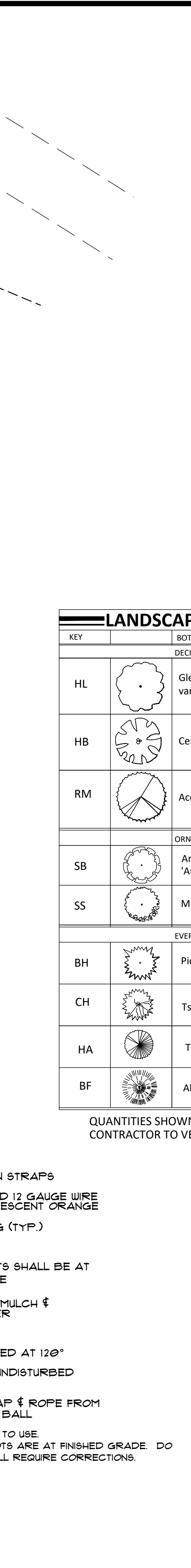
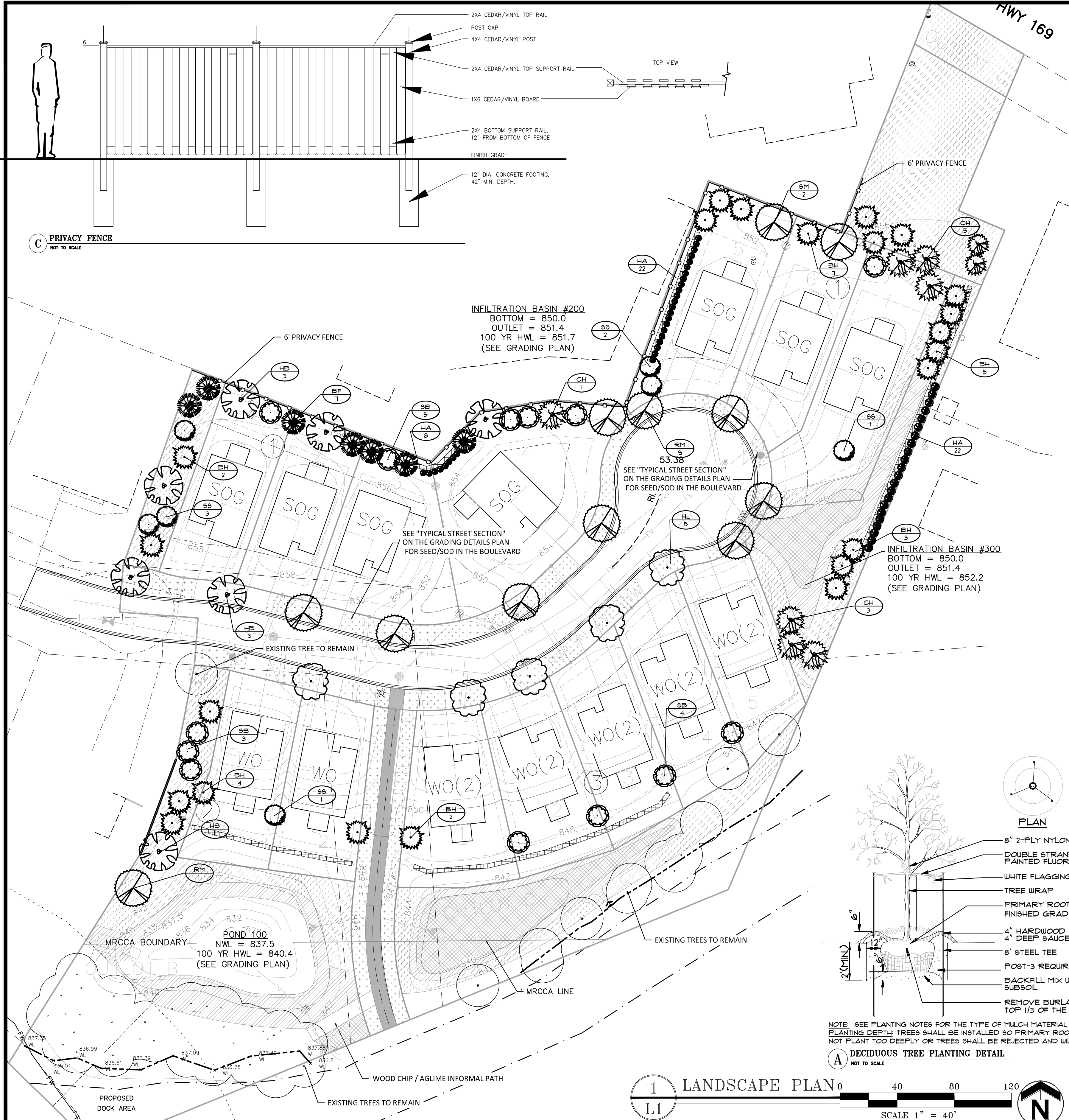
Drawn: ADB
 Designed: BJK
 Date: 1/25/19

VILLAGE BANK
 9298 Central Avenue NE
 Blaine, MN 55434

RIVER WALK VILLAGE
 Ramsey, Minnesota

FLOODPLAIN MITIGATION PLAN

Save Date: 07/29/19 | F:\08617801 - 782017802 - Highway 10 ramsey\cad_c3d\engineering\preliminary\7802_flood_mitigation.dwg



SEED MIX LEGEND (FOR ALL SHEETS)

SYM.	TYPE	SEED MIX
[Symbol]	NATIVE WET PRAIRIE	MN SEED MIX 35-641
[Symbol]	WETLAND FRINGE	MN SEED MIX 35-621
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LANDSCAPE LEGEND

KEY	BOTANICAL NAME	COMMON NAME	SIZE	ROOT	QTY.	INSTALL HEIGHT	MATURE HEIGHT	
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- ALL PLANTING AREAS MUST BE COMPLETELY MULCHED AS SPECIFIED.
- MULCH: SHREDDED HARDWOOD MULCH, CLEAN AND FREE OF NOXIOUS WEEDS OR OTHER DELETERIOUS MATERIAL, IN ALL MASS PLANTING BEDS AND FOR TREES, UNLESS INDICATED AS ROCK MULCH ON DRAWINGS. SUBMIT SAMPLE TO LANDSCAPE ARCHITECT PRIOR TO DELIVERY ON-SITE FOR APPROVAL. DELIVER MULCH ON DAY OF INSTALLATION. USE 4" FOR SHRUB BEDS, AND 3" FOR PERENNIAL/GROUND COVER BEDS, UNLESS OTHERWISE DIRECTED.
- PLACE LANDSCAPE FILTER FABRIC UNDER ALL MULCHED AREAS. FILTER FABRIC SHALL BE 100% INTERWOVEN 5.1oz NEEDLE PUNCHED POLYPROPYLENE FABRIC MANUFACTURED BY DEWITT. USE PRO 5 "WEED BARRIER" OR APPROVED EQUAL.
- PLACE EDGING BETWEEN ALL PLANTING/ROCK BEDS AND TURF. EDGING SHALL BE POLY.
- THE PLAN TAKES PRECEDENCE OVER THE LANDSCAPE LEGEND IF DISCREPANCIES EXIST. THE SPECIFICATIONS TAKE PRECEDENCE OVER THE PLANTING NOTES AND GENERAL NOTES.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL MULCHES AND PLANTING SOIL QUANTITIES TO COMPLETE THE WORK SHOWN ON THE PLAN. VERIFY ALL QUANTITIES SHOWN ON THE LANDSCAPE LEGEND.
- LONG-TERM STORAGE OF MATERIALS OR SUPPLIES ON-SITE WILL NOT BE ALLOWED.
- THE CONTRACTOR SHALL KEEP PAVEMENTS, PLANTERS AND BUILDINGS CLEAN AND UNSTAINED. ALL PEDESTRIAN AND VEHICLE ACCESS TO BE MAINTAINED THROUGHOUT CONSTRUCTION PERIOD. ALL WASTES SHALL BE PROMPTLY REMOVED FROM THE SITE. ANY PLANT STOCK NOT PLANTED ON DAY OF DELIVERY SHALL BE HELED IN AND WATERED UNTIL INSTALLATION. PLANTS NOT MAINTAINED IN THIS MANNER WILL BE REJECTED. ANY DAMAGE TO EXISTING FACILITIES SHALL BE REPAVED AT THE CONTRACTOR'S EXPENSE.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR COMPLYING WITH ALL APPLICABLE CODES, REGULATIONS, AND PERMITS GOVERNING THE WORK.
- LOCATE AND VERIFY ALL UTILITIES, INCLUDING IRRIGATION LINES, WITH THE OWNER FOR PROPRIETARY UTILITIES AND GOPHER STATE ONE CALL AT 454-0002 (TWIN CITIES METRO AREA) OR 800-252-1166 (GREATER MINNESOTA) 48 HOURS BEFORE DIGGING. CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION AND REPAIR OF ANY DAMAGES TO SAME. NOTIFY THE LANDSCAPE ARCHITECT OF ANY CONFLICTS TO FACILITATE PLANT RELOCATION.
- USE ANTI-DESICCANT (WILTTRUF OR APPROVED EQUAL) ON DECIDUOUS PLANTS MOVED IN LEAF OR EVERGREENS MOVED ANYTIME. APPLY AS PER MANUFACTURER'S INSTRUCTION. ALL EVERGREENS SHALL BE SPRAYED IN THE LATE FALL FOR WINTER PROTECTION DURING WARRANTY PERIOD.
- PLANTING SOIL FOR TREES, SHRUBS AND GROUND COVERS: FERTILE FRABLE LOAM CONTAINING A LIBERAL AMOUNT OF HUMUS AND CAPABLE OF SUSTAINING VIGOROUS PLANT GROWTH. IT SHALL COMPLY WITH MN/DOT SPECIFICATION 3877 TYPE B SELECT TOPSOIL MIXTURE SHALL BE FREE FROM HARDPAK SUBSOIL, STONES, CHEMICALS, NOXIOUS WEEDS, ETC. SOIL MIXTURE SHALL HAVE A PH BETWEEN 6.1 AND 7.5 AND 10-0-10 FERTILIZER AT THE RATE OF 3 POUNDS PER CUBIC YARD. IN PLANTING BEDS INCORPORATE THIS MIXTURE THROUGHOUT THE ENTIRE BED BY ROTOTILLING IT INTO THE TOP 12" OF SOIL.
- ALL PLANTS SHALL BE QUARANTEED FOR TWO COMPLETE GROWING SEASONS (APRIL 1 - NOVEMBER 1), UNLESS OTHERWISE SPECIFIED. THE GUARANTEE SHALL COVER THE FULL COST OF REPLACEMENT INCLUDING LABOR AND PLANTS.
- CONTRACTOR SHALL NOTIFY THE LANDSCAPE ARCHITECT AT LEAST 3 DAYS PRIOR TO PLANNED DELIVERY. THE CONTRACTOR SHALL NOTIFY THE LANDSCAPE ARCHITECT AT LEAST 24 HOURS IN ADVANCE OF BEGINNING PLANT INSTALLATION.
- SEASONS/TIME OF PLANTING AND SEEDING: NOTE: THE CONTRACTOR MAY ELECT TO PLANT IN OFF-SEASONS ENTIRELY AT HIS/HER RISK.

DECIDUOUS POTTED PLANTS: 4/1 - 6/1; 9/21 - 11/1
DECIDUOUS B&B: 4/1 - 6/1; 9/21 - 11/1
EVERGREEN POTTED PLANTS: 4/1 - 6/1; 9/21-11/1
EVERGREEN B&B: 4/1 - 5/1; 9/21 - 11/1
TURF/LAWN SEEDING: 4/1 - 6/1; 7/20 - 9/20
NATIVE MIX SEEDING: 4/1 - 7/20; 9/20-10/20

23. MAINTENANCE SHALL BEGIN IMMEDIATELY AFTER EACH PORTION OF THE WORK IS IN PLACE. PLANT MATERIAL SHALL BE PROTECTED AND MAINTAINED UNTIL THE INSTALLATION OF THE PLANTS IS COMPLETE. INSPECTION HAS BEEN MADE, AND PLANTINGS ARE ACCEPTED EXCLUSIVE OF THE GUARANTEE. MAINTENANCE SHALL INCLUDE WATERING, CULTIVATING, MULCHING, REMOVAL OF DEAD MATERIALS, RE-SETTING PLANTS TO PROPER GRADE AND KEEPING PLANTS IN A PLUMB POSITION. AFTER ACCEPTANCE, THE OWNER SHALL ASSUME MAINTENANCE RESPONSIBILITIES. HOWEVER, THE CONTRACTOR SHALL CONTINUE TO BE RESPONSIBLE FOR KEEPING THE TREES PLUMB THROUGHOUT THE GUARANTEE PERIOD.

24. ANY PLANT MATERIAL WHICH DIES, TURNS BROWN, OR DEFLOLIATES (PRIOR TO TOTAL ACCEPTANCE OF THE WORK) SHALL BE PROMPTLY REMOVED FROM THE SITE AND REPLACED WITH MATERIAL OF THE SAME SPECIES, QUANTITY, AND SIZE AND MEETING ALL LANDSCAPE LEGEND SPECIFICATIONS.

25. WATERING: MAINTAIN A WATERING SCHEDULE WHICH WILL THOROUGHLY WATER ALL PLANTS ONCE A WEEK, IN EXTREMELY HOT, DRY WEATHER, WATER MORE OFTEN AS REQUIRED BY INDICATIONS OF HEAT STRESS SUCH AS WILTING LEAVES. CHECK MOISTURE UNDER MULCH PRIOR TO WATERING TO DETERMINE NEED. CONTRACTOR SHALL MAKE THE NECESSARY ARRANGEMENTS FOR WATER.

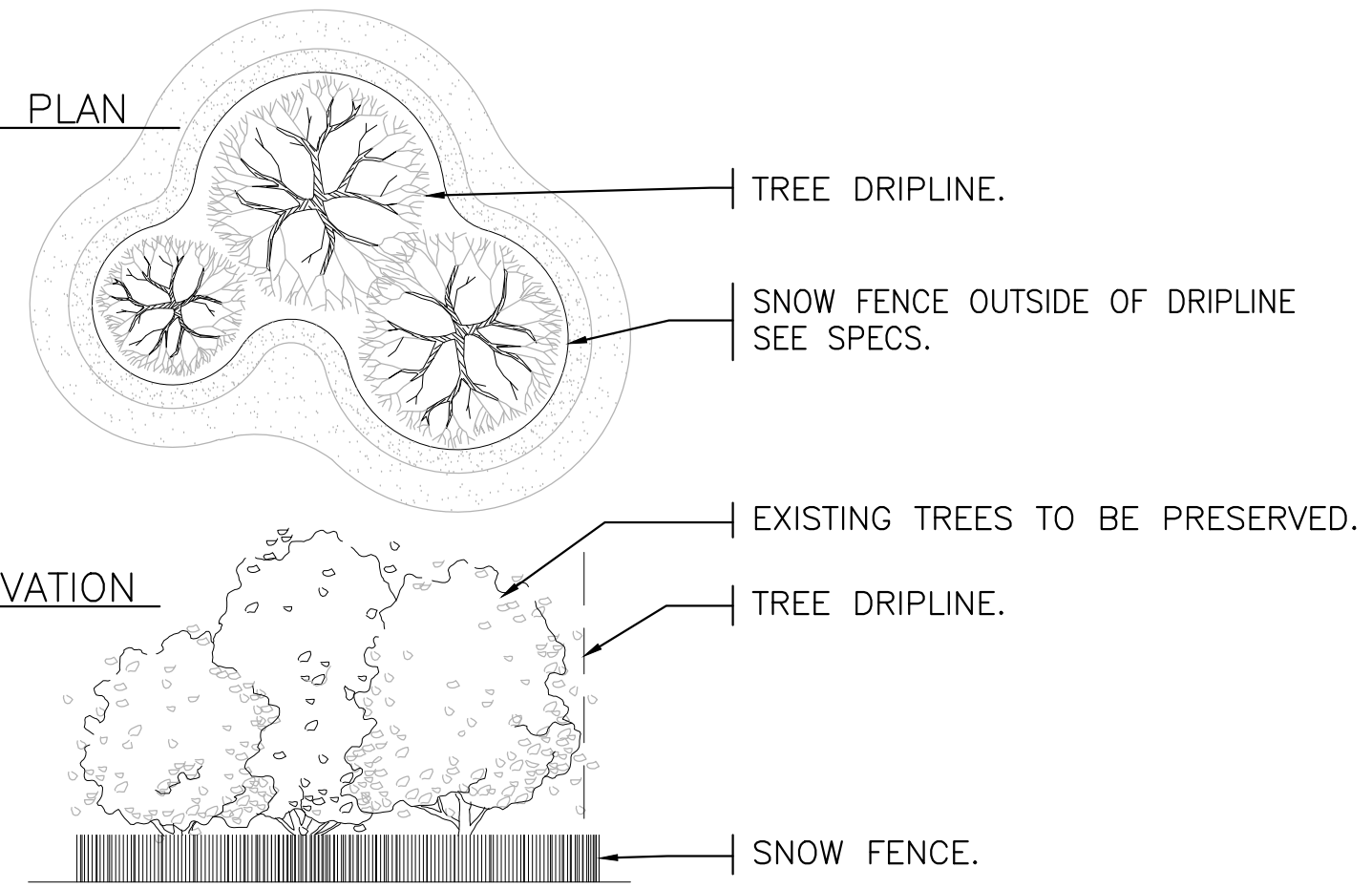
26. CONTRACTOR SHALL REQUEST IN WRITING, A FINAL ACCEPTANCE INSPECTION.

27. ALL DISTURBED AREAS TO BE TURF SEEDDED, ARE TO RECEIVE 4" TOP SOIL, SEED, MULCH, AND WATER UNTIL A HEALTHY STAND OF GRASS IS OBTAINED.

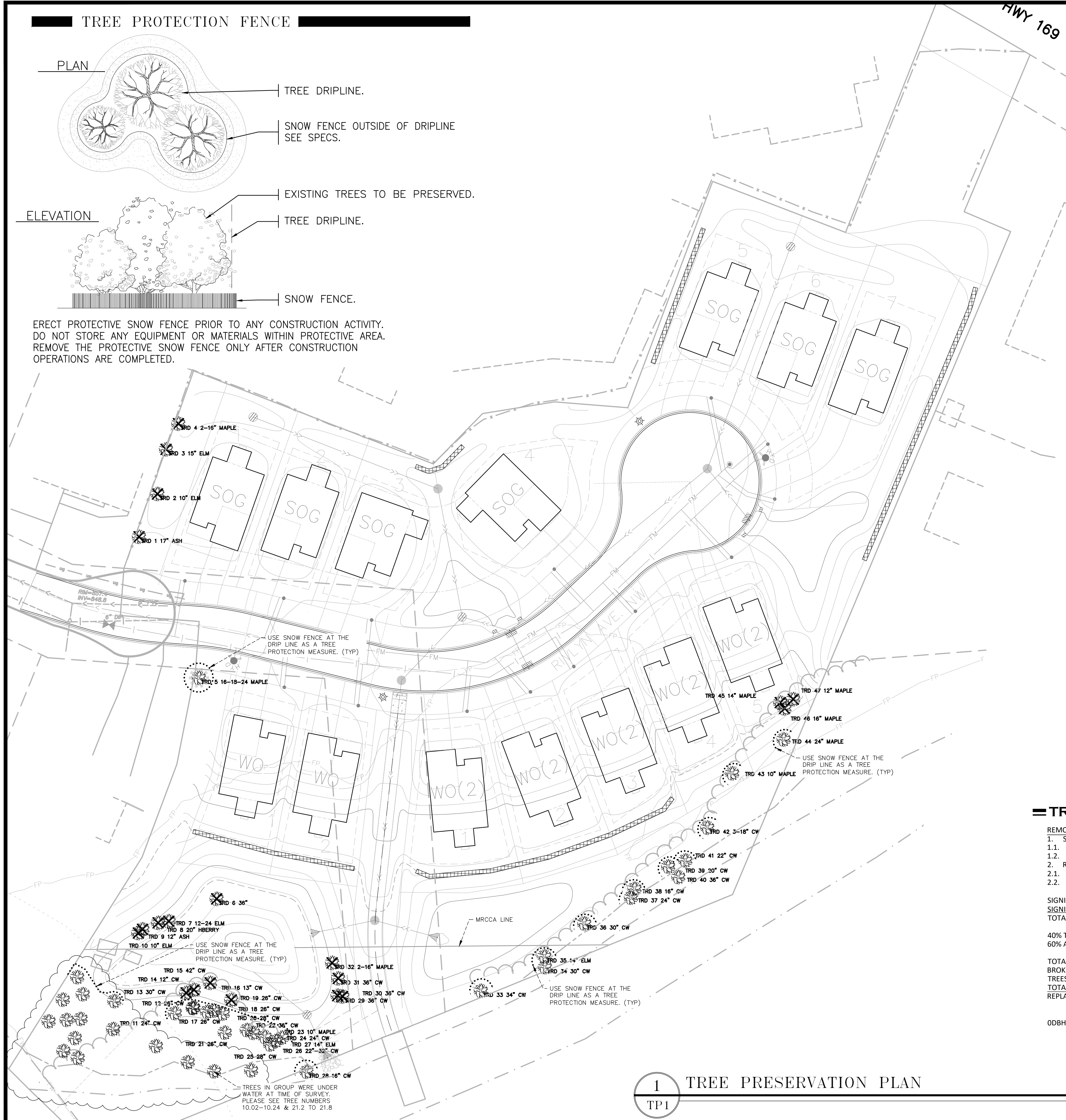
28. ALL DISTURBED AREAS TO RECEIVE NATIVE WETLAND SEEDED, ARE TO RECEIVE ENGINEERED SOIL, SEED, MULCH, AND WATER UNTIL A HEALTHY STAND OF GRASS IS OBTAINED.

29. ALL IN GROUND IRRIGATION SYSTEMS SHALL BE EQUIPPED WITH RAIN SENSOR AND A WATER EFFICIENT/ WEATHER BASED CONTROLLER. PERMIT FOR AN IRRIGATION SYSTEM IS REQUIRED.

TREE PROTECTION FENCE



ERECT PROTECTIVE SNOW FENCE PRIOR TO ANY CONSTRUCTION ACTIVITY. DO NOT STORE ANY EQUIPMENT OR MATERIALS WITHIN PROTECTIVE AREA. REMOVE THE PROTECTIVE SNOW FENCE ONLY AFTER CONSTRUCTION OPERATIONS ARE COMPLETED.

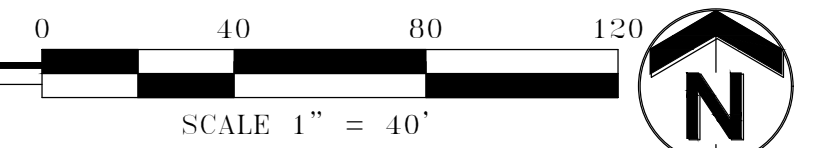


TREE REMOVAL/REPLACEMENT SUMMARY

REMOVED/SAVED	REPLACEMENT/CREDIT
1. SIGNIFICANT TREES;	
1.1. OAK AND EVERGREEN OVER 4 DBH	0 dbh
1.2. ALL TREES OVER 8 DBH	1,829 dbh
2. REMOVAL THRESHOLD	
2.1. AT LEAST 40% OF THE EXISTING SIGNIFICANT TREE DBH SHALL BE RETAINED ON-SITE	733 dbh
2.2. FOR EVERY SIGNIFICANT DBH REMOVED ABOVE THE 40%, REPLACE AT 1.25%	1,096 dbh
SIGNIFICANT TREES (OAK / EVERGREEN)	0 dbh
SIGNIFICANT TREES (ALL OTHERS)	1,829 dbh
TOTAL DBH ON SITE -	1,829 dbh
40% TO REMAIN ON-SITE	733 dbh
60% ALLOWABLE REMOVAL	1,096 dbh
TOTAL TREES TO REMAIN	1249 dbh
BROKEN TREES	147 dbh
TREES REMOVED	- 430 dbh
TOTAL REPLACEMENT TREES	0 dbh
REPLACEMENT X 1.25% - TOTAL REPLACEMENT DBH	0 dbh
ODDBH / 2.5DBH =	0 REPLACEMENT TREES

Tree Tag	DBH	Tree Type	Significant	Dead/Broke	Remove
1	17	Ash	Y	N	Y
2	10	Boxelder	N	Broken	B
3	15	Elm	Y	N	Y
4.1	16	Boxelder	Y	N	Y
4.2	16	Boxelder	Y	N	Y
5.1	16	Silver Maple	Y	N	Y
5.2	18	Silver Maple	Y	N	Y
5.3	24	Silver Maple	Y	N	Y
6	36	Silver Maple	Y	N	Y
7.1	11	Elm	Y	N	Y
7.2	24	Elm	Y	N	Y
8	20	Hackberry	Y	N	Y
9	12	Ash	Y	N	Y
10.1	11	Elm	N	Broken	B
10.2	12	Cottonwood	N	N	N
10.3	10	Cottonwood	Y	N	N
10.4	12	Cottonwood	Y	N	N
10.5	12	Cottonwood	Y	N	N
10.6	10	Cottonwood	Y	N	N
10.7	12	Cottonwood	Y	N	N
10.8	12	Cottonwood	Y	N	N
10.9	12	Cottonwood	Y	N	N
10.10	10	Cottonwood	Y	N	N
10.11	12	Cottonwood	Y	N	N
10.12	12	Cottonwood	Y	N	N
10.13	12	Cottonwood	Y	N	N
10.14	18	Cottonwood	Y	N	N
10.15	20	Cottonwood	Y	N	N
10.16	18	Cottonwood	Y	N	N
10.17	18	Cottonwood	N	Broken	B
10.18	20	Cottonwood	Y	N	N
10.19	18	Cottonwood	Y	N	N
10.20	20	Cottonwood	Y	N	N
10.21	20	Cottonwood	Y	N	N
10.22	18	Cottonwood	N	Broken	B
10.23	20	Cottonwood	N	Broken	B
10.24	20	Cottonwood	N	Broken	B
11	24	Cottonwood	Y	N	N
12	26	Cottonwood	Y	N	N
13	30	Cottonwood	Y	N	N
14	12	Cottonwood	Y	N	Y
15	42	Cottonwood	Y	N	Y
16	13	Cottonwood	Y	N	Y
17	26	Cottonwood	Y	N	N
18.1	30	Cottonwood	Y	N	N
18.2	26	Cottonwood	N	Broken	B
18.3	18	Cottonwood	Y	N	N
18.4	12	Cottonwood	Y	N	N
10.5	10	Cottonwood	Y	N	N
18.6	22	Cottonwood	Y	N	N
18.7	24	Cottonwood	N	Broken	B
18.8	30	Cottonwood	Y	N	N
19	26	Cottonwood	Y	N	N
20	28	Cottonwood	Y	N	N
21.1	26	Cottonwood	Y	N	N
21.2	20	Cottonwood	Y	N	N
21.3	18	Cottonwood	Y	N	N
21.4	12	Cottonwood	Y	N	N
21.5	10	Cottonwood	Y	N	N
21.6	22	Cottonwood	Y	N	N
21.7	24	Cottonwood	Y	N	N
21.8	30	Cottonwood	Y	N	N
22	36	Cottonwood	Y	N	N
23	10	Silver Maple	Y	N	N
24	22	Cottonwood	Y	N	N
25	28	Cottonwood	Y	N	N
26.1	32	Cottonwood	Y	N	N
26.2	22	Cottonwood	Y	N	N
27	14	Elm	Y	N	N
28	16	Cottonwood	Y	N	Y
29	36	Cottonwood	Y	N	Y
30.1	36	Cottonwood	Y	N	Y
30.2	8	Elm	Y	N	Y
30.3	8	Elm	Y	N	Y
31	36	Cottonwood	Y	N	Y
32	16	Boxelder	Y	N	Y
33	34	Cottonwood	Y	N	N
34	30	Cottonwood	Y	N	N
35	14	Elm	Y	N	N
36	30	Cottonwood	Y	N	N
37	24	Cottonwood	Y	N	N
38	16	Cottonwood	Y	N	N
39	20	Cottonwood	Y	N	N
40	36	Cottonwood	Y	N	N
41	22	Cottonwood	Y	N	N
42.1	18	Cottonwood	Y	N	N
42.2	18	Cottonwood	Y	N	N
42.3	18	Cottonwood	Y	N	N
43	10	Boxelder	Y	N	N
44	24	Silver Maple	Y	N	N
45	14	Silver Maple	Y	N	Y
46	14	Silver Maple	Y	N	Y
47	12	Silver Maple	Y	N	Y

1 TREE PRESERVATION PLAN
TP1



3890 Pheasant Ridge Drive NE, Suite 100
Blaine, MN 55449
Phone: (763) 489-7900
Fax: (763) 489-7959
www.carlsonmccain.com

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

Print Name: James A. Kalkes RLA
Signature: *James A. Kalkes*
Date: 7/26/19 License #: 45071

Drawn: JAK
Designed: JAK
Date: 4/4/19

Revisions:
1. 4/4/19 per City Comments
2. 5/16/19 per City Comments
3. 7/26/19 per City Comments

VILLAGE BANK
9298 Central Avenue NE
Blaine, MN 55434

RIVER WALK VILLAGE
Ramsey, Minnesota

TREE PRESERVATION PLAN

Save Date: 07/29/19 | F:\06817801 - 782017802 - Highway 10 Ramsey\cad_c3d\landscape\7802_tree_preservation.dwg

CITY OF RAMSEY
SUBGRANT AGREEMENT FOR RIVER WALK VILLAGE CONTAMINATION CLEANUP

THIS AGREEMENT (“Agreement”) is dated this _____ day of _____, 2019 and is by and between the City of Ramsey, a Minnesota Municipal Corporation and (“**CITY**”) and Village Bank, a Bank/Insurance Corporation under the laws of the State of Minnesota (“**SUBGRANTEE**”).

Recitals

- A. The Metropolitan Council (“**COUNCIL**”) awarded the **CITY** a Contamination Cleanup Grant (“Grant”) dated July 24, 2019 in the amount of \$902,800.
- B. Minnesota Statutes sections 473.251 and 473.252 establish within the Metropolitan Council Livable Communities Fund a Tax Base Revitalization Account and require the **COUNCIL** to use the funds in the account to make grants to Municipalities and Development Authorities for the cleanup of polluted land in the seven-county metropolitan area.
- C. The **COUNCIL** requires the **CITY** to enter into an agreement outlining the terms of the Grant (“Grant Agreement”), attached hereto as Exhibit A.
- D. The **CITY** and **SUBGRANTEE** desire to enter into this Subgrant Agreement whereby **SUBGRANTEE** assumes the **CITY’S** obligations under the Grant Agreement to the extent permitted by that Agreement.

Agreement

1. **Recitals.** Recitals incorporated. The recitals stated above are hereby incorporated into this Agreement and are made part of this Agreement by reference.
2. **Grant Agreement.** The **CITY** is the grantee of the Grant (“**GRANTEE**”). The terms of the Grant Agreement are hereby incorporated into this Agreement and are made part of this Agreement by reference.
3. **Reimbursement.** The **CITY** will reimburse the **SUBGRANTEE** for eligible expenses as defined within the Grant.
4. **Assumption of Grantee Obligations.** The **SUBGRANTEE** hereby agrees to assume the **GRANTEE’S** obligations and adhere to those restrictions applicable to **GRANTEE** under the Grant Agreement, including generating all notices, certificates, statements, etc., required to be sent to the Council. **SUBGRANTEE** shall also maintain the required records and provide the necessary data for payments using the **COUNCIL’S** online grant management system. **SUBGRANTEE** shall not enter into any sub-subgrant agreements without the express written approval of the **COUNCIL** and **CITY**.
5. **Legal Compliance.** **SUBGRANTEE** shall comply with all applicable state and federal laws and the Grant Agreement. **SUBGRANTEE** and its agents and contractors shall obtain all required permits, licenses and certifications, and comply with all applicable state and federal OSHA regulations, especially the federal Hazardous Waste Operations and Emergency Response standards under 29 CFR §§ 1920.120 and 1926.65, and the housing requirements under section 6.01, 6.02 and 6.03 of the Grant Agreement.
6. **Notices.** Required notices shall be in writing, and shall be either hand delivered to the parties, its employees or agents, or mailed to them by certified or registered mail at the following address:

TO SUBGRANTEE:

Village Bank
Attn: Don Kveton
Street Address
Blaine, MN ZIP

TO THE CITY:

City of Ramsey
Attn: Community Development Director
7550 Sunwood Dr NW
Ramsey, MN 55303

THE CITY:

CITY OF RAMSEY

By: _____
Its: Mayor

By: _____
Its: City Administrator

STATE OF MINNESOTA)
)ss.
COUNTY OF ANOKA)

The forgoing instrument was acknowledged before me on this _____ day of _____ 2019, by John LeTourneau and Kurtis G. Ulrich, the Mayor and the City Administrator of the City of Ramsey, a charter city and municipal corporation organized under the laws of the state of Minnesota on behalf of the City.

Notary Public

This document drafted by:
City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303

This document reviewed by:
Ratwik, Roszak & Maloney, P.A.
730 Second Ave. S., Suite 300
Minneapolis, MN 55402

EXHIBIT A
Legal Description of Subject Property

EXHIBIT B
Grant Agreement

RESTRICTIVE COVENANT

This Restrictive Covenant is hereby established as of _____, 2019 (“Effective Date”) by Village Bank, a Minnesota Banking Corporation (the “Fee Owner”).

WHEREAS, the Fee Owner owns the real property legally described on Exhibit A hereto (the “Real Property”), consisting of 14 Lots and 7 Outlots;

WHEREAS, in order to obtain approval of the plat of River Walk Village, the County of Anoka requires that certain lots be designated as Affordable Home Lots.

NOW, THEREFORE, Fee Owner hereby establishes the following lots as Affordable Home Lots:

Lots 1, 2, and 3, Block 1 River Walk Village, Anoka County, MN.

Affordability will be determined at 80% of the Area Median Income as dictated by Metropolitan Council Affordability Limits for Ownership and Rental Housing.

The Restrictive Covenant set forth herein shall run with the land for 15 years from the above date.

IN WITNESS WHEREOF, the Fee Owner signs this Restrictive Covenant this _____ day of _____, 2019.

Village Bank:

By: _____;

Its: _____.

STATE OF MINNESOTA)

) ss.

COUNTY OF _____)

The foregoing instrument was acknowledged before me this ___ day of _____,
2019, by _____, the _____ of
Village Bank, a Minnesota Banking Corporation for and on behalf of said entity.

Notary Public

Drafted by:
Bridge Law Group
2900 Washington Ave. N.
Minneapolis, MN 55411-1630
612- 235-2040

Exhibit A

Lots 1-7, Block 1, Lots 1-2, Block 2, Lots 1-5, Block 3 and Outlots A, B, C, D, E, F, and G,
River Walk Village, Anoka County, Minnesota.

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #19-262

RESOLUTION APPROVING SUBGRANT AGREEMENT AND RESTRICTIVE COVENANTS FOR RIVER WALK VILLAGE

WHEREAS, the City of Ramsey has approved a 14 lot single-family subdivision known as River Walk Village (“Development”); and

WHEREAS, the Development requires the cleanup of contaminated soils; and

WHEREAS, the Metropolitan Council has awarded the City a cleanup grant in the amount of approximately \$902,000, which also required that 3 of the units maintain a certain affordability level; and

WHEREAS, the Anoka County Housing and Redevelopment Authority has awarded the City a cleanup grant of approximately \$87,000; and

WHEREAS, the City has approved the Developer to complete the cleanup project, necessitating a Subgrant Agreement making the Developer responsible for the terms of the grants.

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 Subgrant Agreement and Restrictive Covenants for River Walk Village.

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 22nd day of October 2019.

Mayor

ATTEST:

City Clerk

Meeting Date: 10/22/2019

By: Tim Gladhill, Community Development

Information

Title

Adopt Resolution #19-263 Approving Revised Site Plan for Sunflower Ridge

Purpose/Background:

City Code requires site plan approval for townhome buildings. Major changes to site plan approval require City Council approval. Sunflower Ridge is a townhome development approved in the early 2000s. A couple of unfinished lots were recently sold, and the City has received a Building Permit Application. Staff has determined that the changes to the architecture are significant enough to require City Council approval. Staff has already requested enhancements to the original submittal, and the current architectural proposal appears to meet our minimum standards. The project must still meet all required bulk/dimensional standards such as setbacks.

Recommendation:

Staff recommends approval of the revised Site Plan and Architectural Approval.

Action:

Motion to adopt Resolution #19-263 approving revised site plan and architectural approval for Sunflower Ridge.

Attachments

Site Location Map

5 Unit Design

6 Unit Design

Resolution #19-263

Form Review

Inbox

Kurt Ulrich

Form Started By: Tim Gladhill

Final Approval Date: 10/17/2019

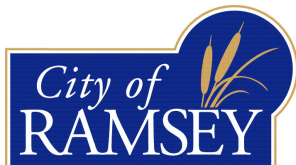
Reviewed By

Kurt Ulrich

Date

10/17/2019 03:53 PM

Started On: 10/15/2019 10:34 AM

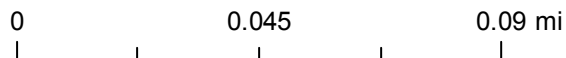


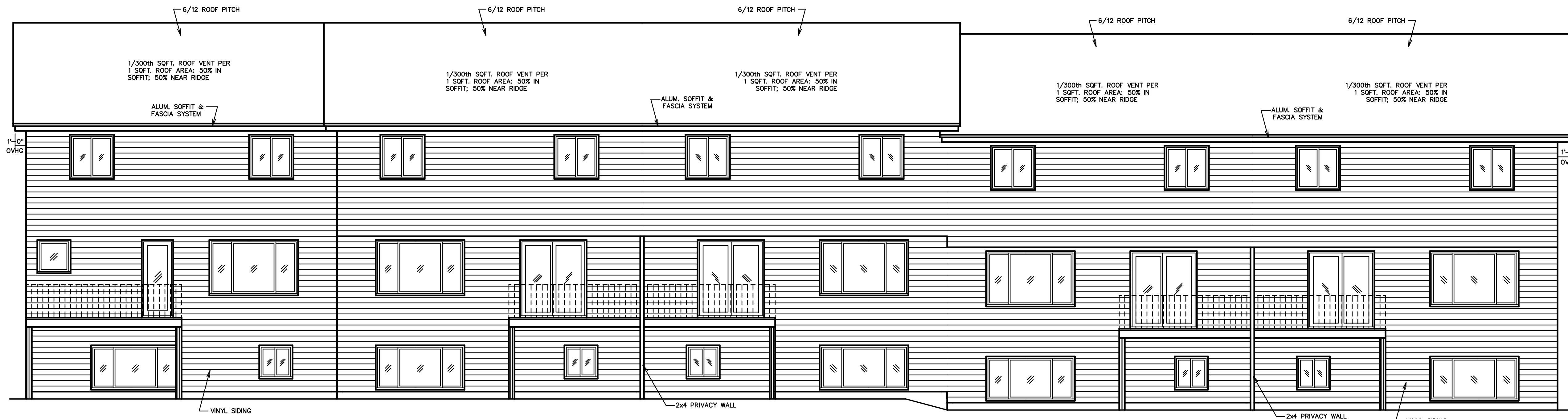
Sunflower Ridge

15400 Block Iodine St NW

Legend

-  Site
-  Parcels





REAR ELEVATION

SCALE: 3/16"=1'-0"

HOUSE WRAP REQUIRED ON ALL STRUCTURES. PICTURES OF HOUSE WRAP INSTALLATION AND INSPECTION RECORD CARD MUST BE SUBMITTED TO THIS OFFICE PRIOR TO FINAL INSPECTION.

EAVE FLASHING/ICE DAM PROTECTION REQUIRED ON DWELLING PLUS ATTACHED EAVE FLASHING INSPECTION REQUIRED.

NEED COMPLETE WEATHER PROTECTION BEFORE INSULATION

TEMPERED GLASS REQ'D AT EXTERIOR GLASS PATIO DOORS

LOT IRONS MUST BE VISABLE AT TIME OF FOOTING INSPECTION

3- 1/2" REFLECTIVE HOUSE NUMBERS APPLIED BEFORE FINAL INSPECTION

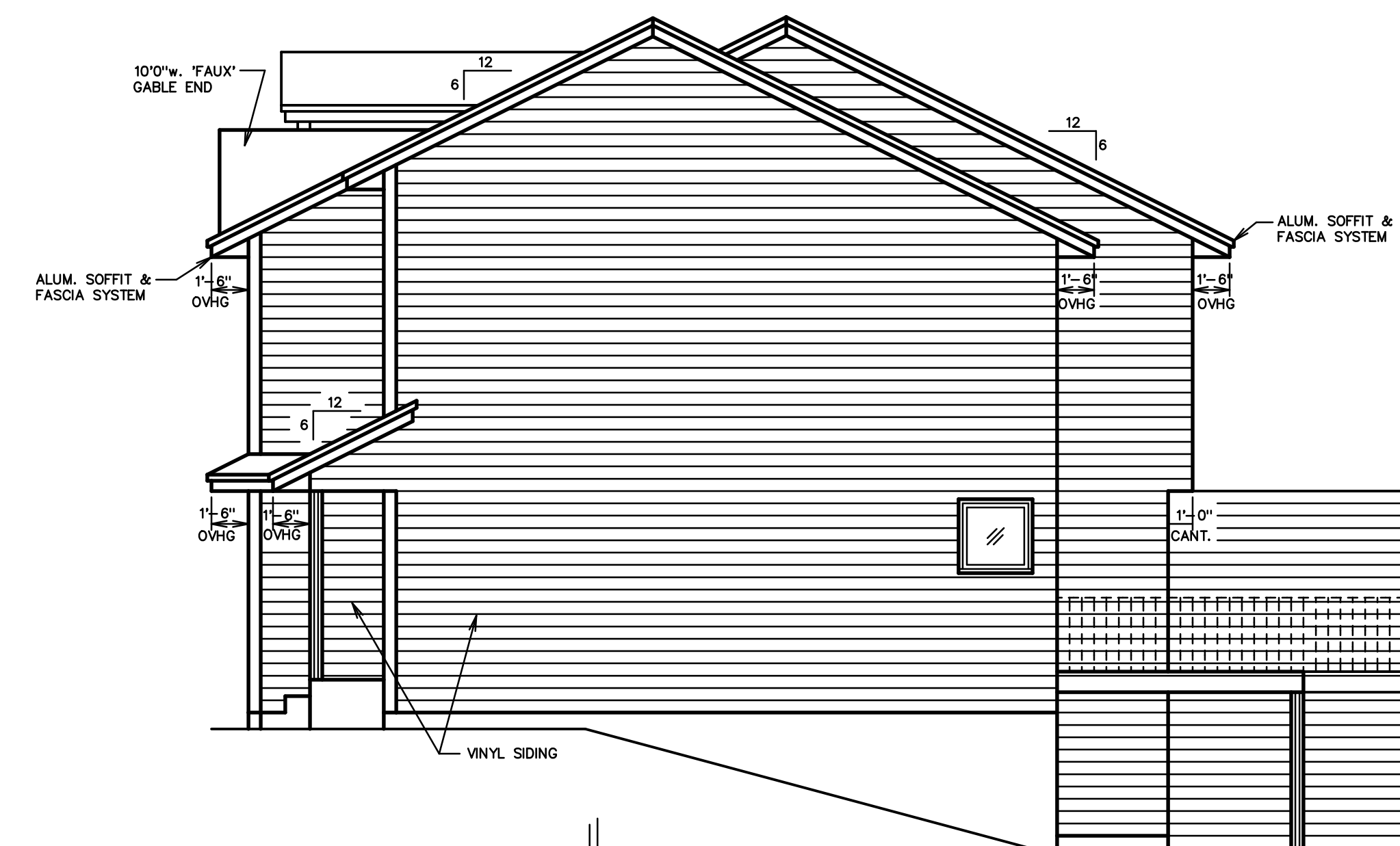
DO NOT APPLY SIDING OR HOUSE WRAP UNTIL AFTER SHEATHING INSPECTION

SILT FENCE REQUIRED PRIOR TO INSPECTIONS

MAXIMUM DRIVEWAY WIDTH AT CURB 24 FEET TO PROPERTY LINE

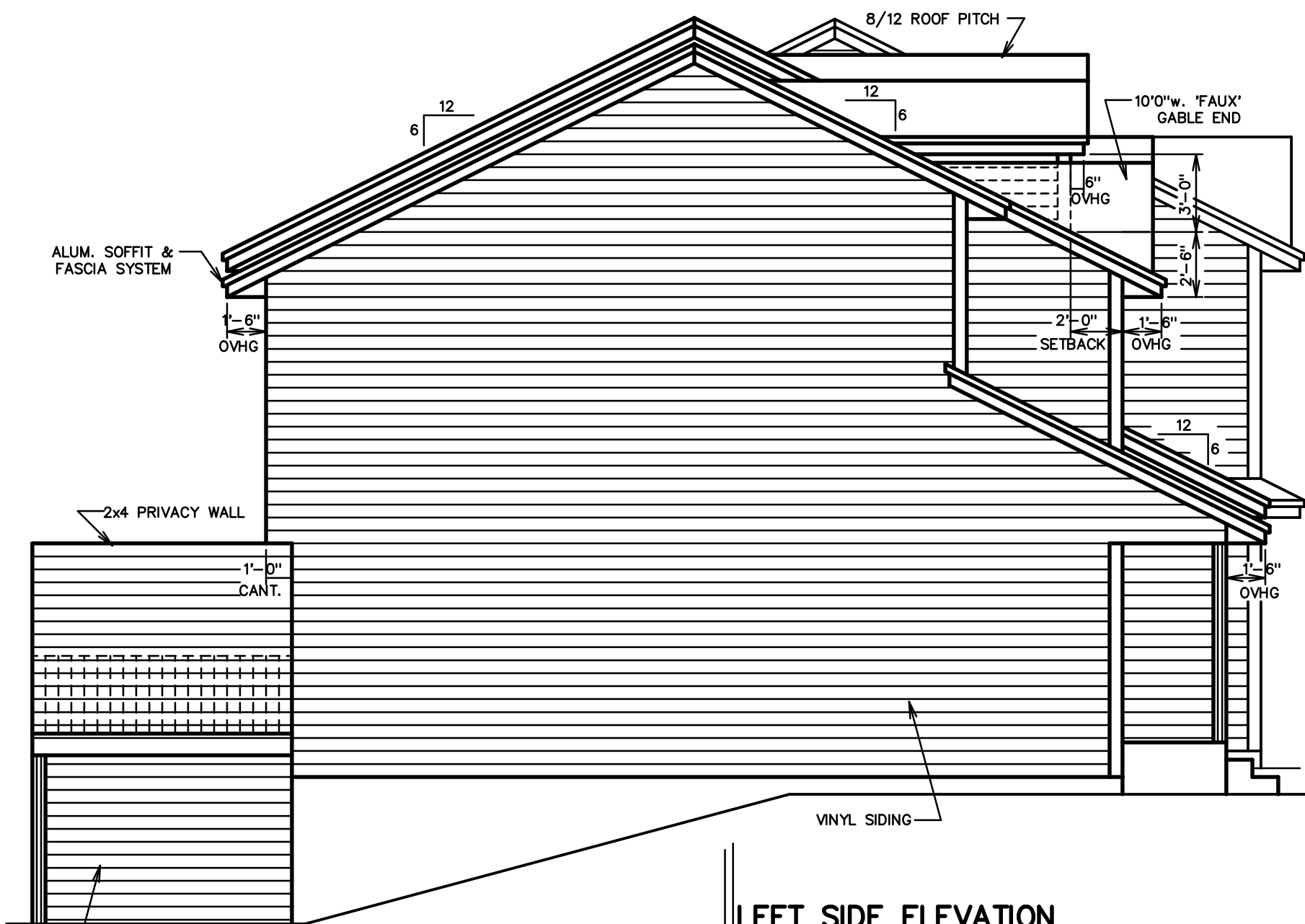
FLASHING - WEEP HOLES OR WEEP SCREENS REQUIRED FOR BRICK - STUCCO - STONE VENEER

R502.2.1 POST BEAM CONNECTION WHERE POST AND BEAM OR GIRDER CONSTRUCTION IS USED, THE DESIGN SHALL BE IN ACCORDANCE WITH THE PROVISIONS OF THIS CODE. POSITIVE CONNECTION SHALL BE PROVIDED TO ENSURE AGAINST UPLIFT AND LATERAL DISPLACEMENT.



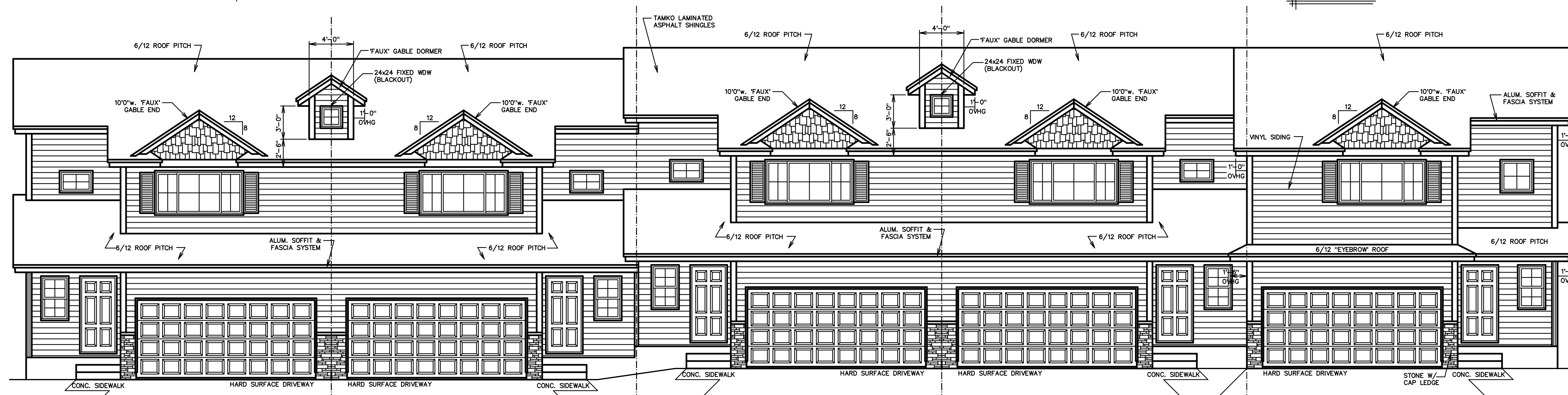
RIGHT SIDE ELEVATION

SCALE: 3/16"=1'-0"



LEFT SIDE ELEVATION

SCALE: 3/16"=1'-0"



FRONT ELEVATION

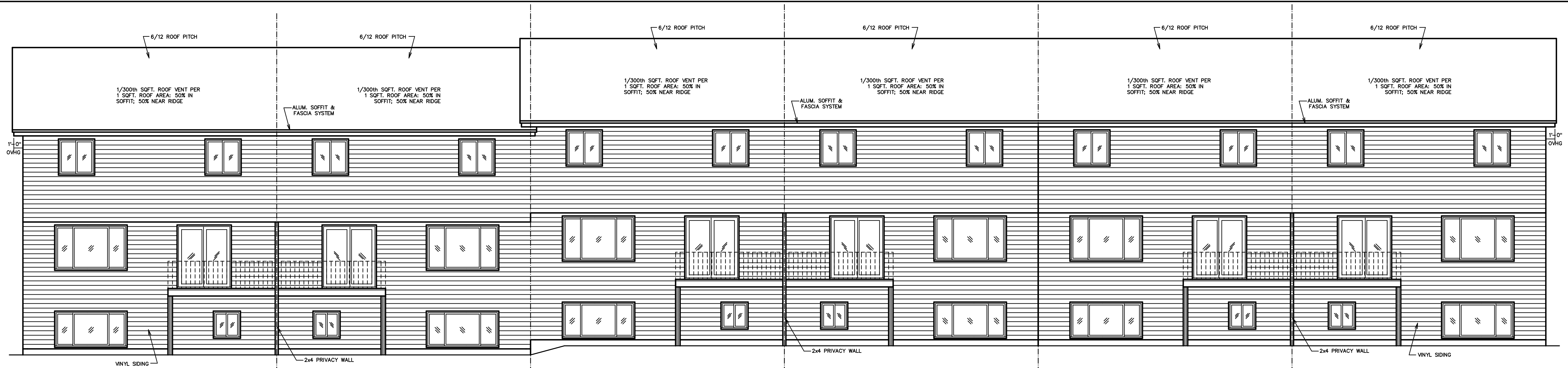
SCALE: 3/16"=1'-0"

WARNING: THESE PLANS, AS WELL AS THE BUILDING DESIGN REPRESENTED BY THESE PLANS, ARE PROTECTED UNDER THE ARCHITECTURAL WORKS COPYRIGHT PROTECTION ACT OF 1990, SECTION 102(C)(2) OF FEDERAL COPYRIGHT LAW. PROTECTS BOTH THE OVERALL FORM OF THE BUILDING DESIGN, AS WELL AS THE ARRANGEMENT OF AND COMPOSITION OF SPACES AND DESIGN ELEMENTS. FEDERAL COPYRIGHT INFRINGEMENT LAW PROVIDES CIVIL AND CRIMINAL PENALTIES FOR THE UNAUTHORIZED REPRODUCTION OR USE OF THESE PLANS OR THE DESIGN REPRESENTED BY THESE PLANS. IF YOU ARE INTERESTED IN OBTAINING A LICENSE OR OTHER PERMISSION TO USE THESE PLANS OR THE DESIGN REPRESENTED BY THESE PLANS, PLEASE CONTACT LDK BUILDERS, INC. AT (763) 429-5537. © 2022 LDK BUILDERS, INC. ALL RIGHTS RESERVED.

DRN	TYPE	DATE
WEM	FINAL	09 / 12 / 19
WEM	REV.	10 / 16 / 19

RAMSEY
BLOCK 2
SUNFLOWER RIDGE
LOTS: 12,3,4,5

LDK BUILDERS, INC.



REAR ELEVATION

SCALE: 3/16"=1'-0"

HOUSE WRAP REQUIRED ON ALL STRUCTURES. PICTURES OF HOUSE WRAP INSTALLATION AND INSPECTION RECORD CARD MUST BE SUBMITTED TO THIS OFFICE PRIOR TO FINAL INSPECTION.

EAVE FLASHING/ICE DAM PROTECTION REQUIRED ON DWELLING PLUS ATTACHED EAVE FLASHING INSPECTION REQUIRED.

NEED COMPLETE WEATHER PROTECTION BEFORE INSULATION

TEMPERED GLASS REQ'D AT EXTERIOR GLASS PATIO DOORS

LOT IRONS MUST BE VISABLE AT TIME OF FOOTING INSPECTION

3-1/2" REFLECTIVE HOUSE NUMBERS APPLIED BEFORE FINAL INSPECTION

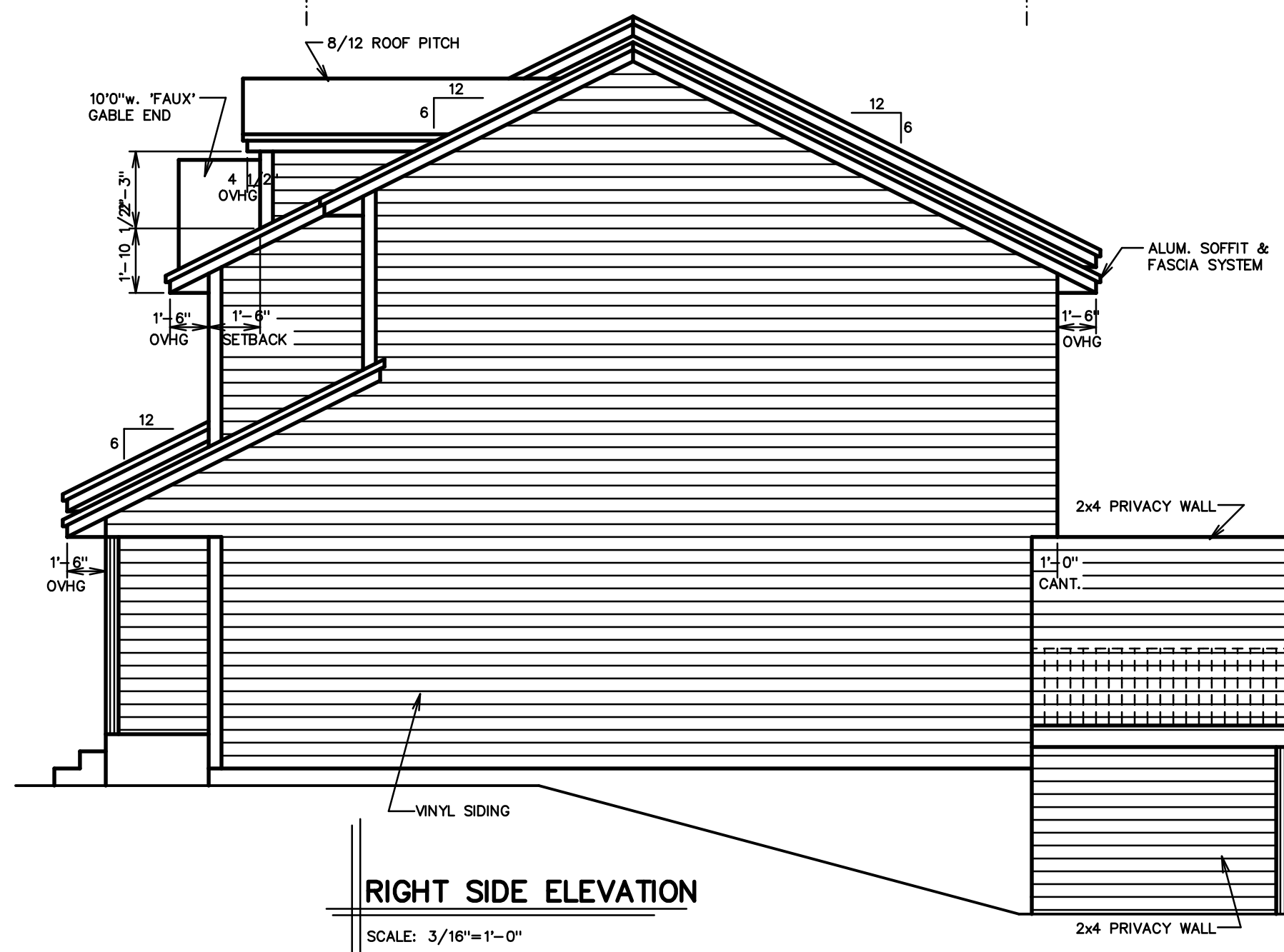
DO NOT APPLY SIDING OR HOUSE WRAP UNTIL AFTER SHEATHING INSPECTION

SILT FENCE REQUIRED PRIOR TO INSPECTIONS

MAXIMUM DRIVEWAY WIDTH AT CURB 24 FEET TO PROPERTY LINE

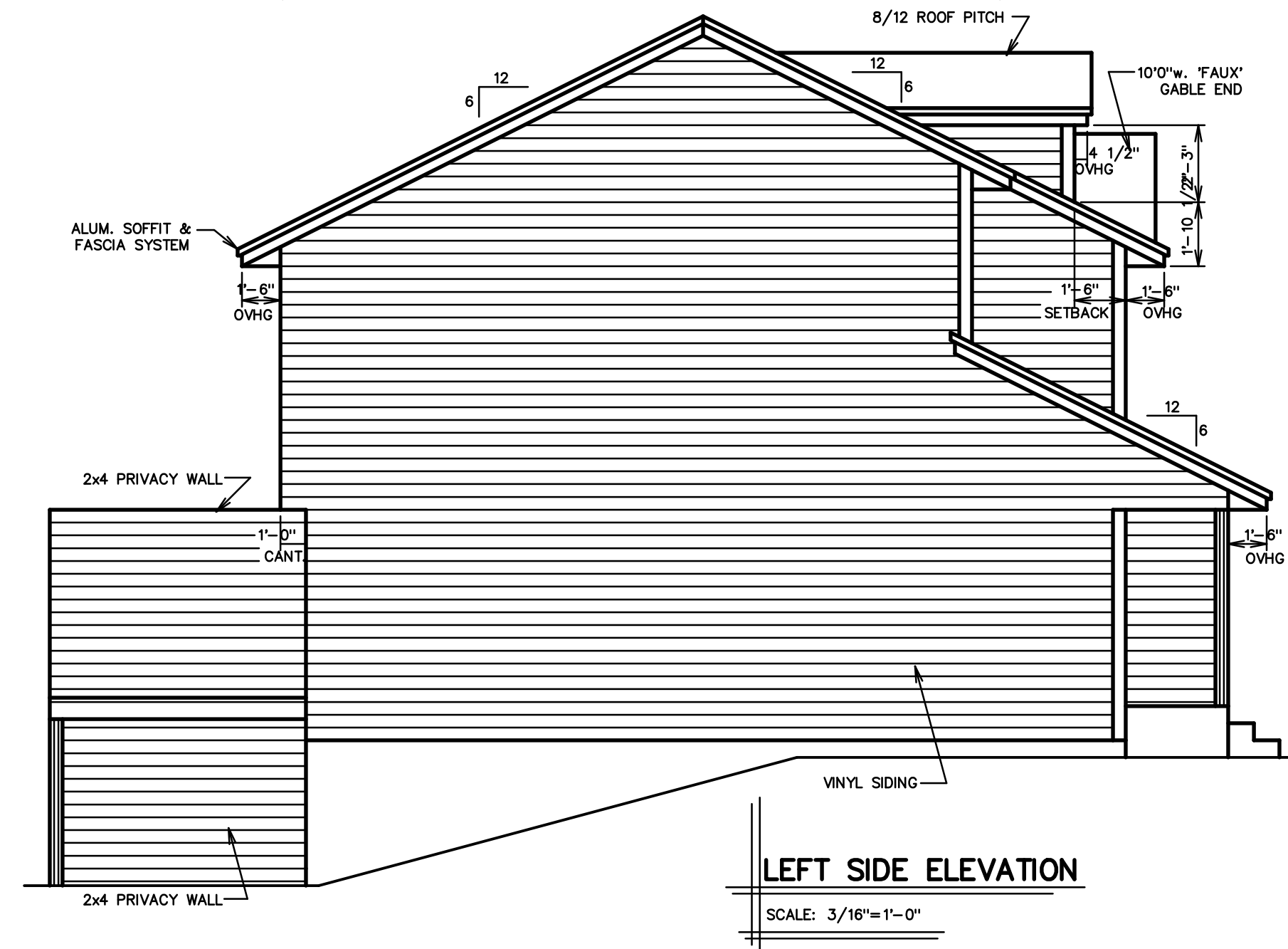
FLASHING - WEEP HOLES OR WEEP SCREEDS REQUIRED FOR BRICK - STUCCO - STONE VENEER

R502.2.1 POST BEAM CONNECTION WHERE POST AND BEAM OR GIRDER CONSTRUCTION IS USED, THE DESIGN SHALL BE IN ACCORDANCE WITH THE PROVISIONS OF THIS CODE. POSITIVE CONNECTION SHALL BE PROVIDED TO ENSURE AGAINST UPLIFT AND LATERAL DISPLACEMENT.



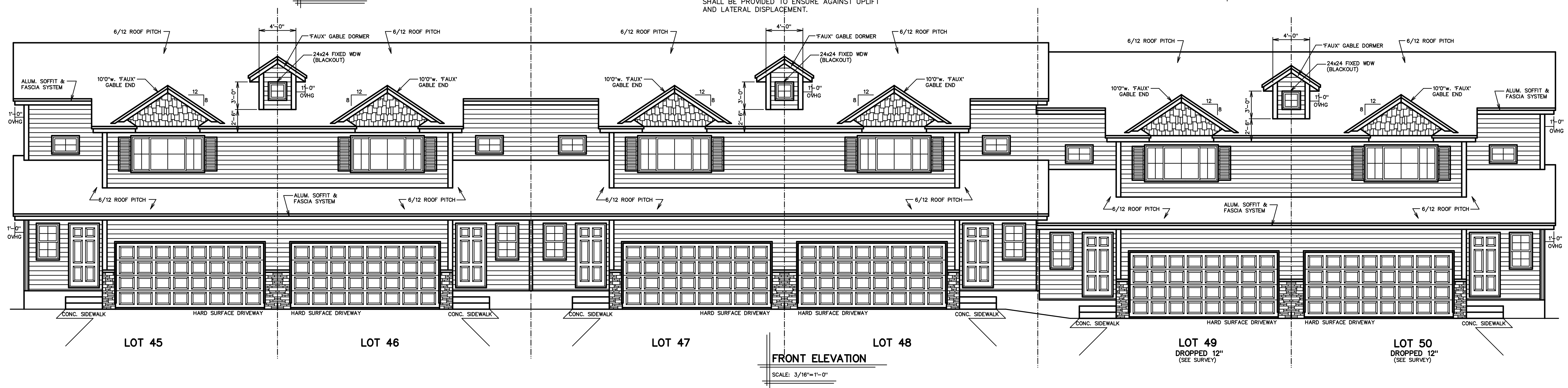
RIGHT SIDE ELEVATION

SCALE: 3/16"=1'-0"



LEFT SIDE ELEVATION

SCALE: 3/16"=1'-0"



FRONT ELEVATION

SCALE: 3/16"=1'-0"

THESE PLANS, AS WELL AS THE BUILDING DESIGN REPRESENTED BY THESE PLANS, ARE PROTECTED UNDER THE ARCHITECTURAL WORKS COPYRIGHT PROTECTION ACT OF 1990, SECTION 102(C)(2) OF FEDERAL COPYRIGHT LAW. PROTECTS BOTH THE OVERALL FORM OF THE BUILDING DESIGN, AS WELL AS THE ARRANGEMENT OF AND COMPOSITION OF SPACES AND DESIGN ELEMENTS. FEDERAL COPYRIGHT INFRINGEMENT LAW PROVIDES CIVIL AND CRIMINAL PENALTIES FOR THE UNAUTHORIZED REPRODUCTION OR USE OF THESE PLANS. IF YOU ARE INTERESTED IN OBTAINING A LICENSE OR OTHER PERMISSION TO USE THESE PLANS OR THE BUILDING DESIGN, PLEASE CONTACT LDK BUILDERS, INC. AT (763) 429-5557. © 2022 LDK BUILDERS, INC. ALL RIGHTS RESERVED.

DRN	TYPE	DATE
WEM	FINAL	05/01/19
WEM	REV.	10/16/19

RAMSEY
BLOCK 3
SUNFLOWER RIDGE
LOTS: 48, 49, 50

LDK BUILDERS, INC.

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #19-263

RESOLUTION APPROVING REVISED SITE PLAN AND ARCHITECTURAL APPROVAL FOR SUNFLOWER RIDGE

WHEREAS, the City of Ramsey previously approved Sunflower Ridge, an attached townhome development in the early 2000s (“Development”); and

WHEREAS, the City received an Application for Building Permit with revised architectural design, requiring City Council approval.

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 revised Site Plan and Architectural Approval for Sunflower Ridge.

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 22nd day of October 2019.

Mayor

ATTEST:

City Clerk

Meeting Date: 10/22/2019

By: Katie Schmidt, Administrative Services

Information

Title

Adopt Resolution #19-258 Hiring a Fall Seasonal Public Works Maintenance Worker

Purpose/Background:

The purpose of this case is to request authorization to hire a fall Seasonal Public Works Maintenance Worker.

Now that school is back in session, the previously hired summer seasonal employees have left employment. However, most of the seasonal tasks continue well into the fall. It is necessary to fill a fall seasonal worker position so that the City's fall seasonal mowing and park maintenance work can continue. This action will not increase the budget.

Seasonal Public Works Maintenance workers provide general maintenance of streets, park grounds, trails, buildings, and related facilities and equipment through the spring, summer, and possibly fall months. This also includes mowing and trimming; pruning and planting trees or working on landscape projects; maintaining athletic fields; picking up trash; street maintenance; and utilities maintenance.

Notification:

Annually, the City employs fall Seasonal Public Works Maintenance Workers to perform work in the Parks, Streets, and Utilities Divisions of Public Works. At this time, staff selected one fall seasonal candidate to work in the Public Works Department.

Funding Source:

The funding required to fill these positions is included within the approved 2019 budget.

Recommendation:

Staff recommends adopting the attached resolution.

Action:

Motion to adopt resolution #19-258 to hire the following employee on or near the dates listed below: Seasonal Public Works Maintenance Workers: Nathaniel Ostlund on or near October 14, 2019 at \$11.00 per hour.

Attachments

Resolution #19-258

Form Review

Inbox	Reviewed By	Date
Colleen Lasher	Colleen Lasher	10/16/2019 03:51 PM
Kurt Ulrich	Kurt Ulrich	10/17/2019 03:50 PM
Form Started By: Katie Schmidt		Started On: 10/14/2019 01:43 PM
Final Approval Date: 10/17/2019		

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #19-258

RESOLUTION HIRING SEASONAL PUBLIC WORKS MAINTENANCE WORKER

WHEREAS, annually the City employs Seasonal Public Works Maintenance Workers to perform work in the Parks, Streets, and Utilities Divisions of Public Works; and

WHEREAS, Staff selected one qualified seasonal candidates; and

WHEREAS, the candidate has passed the pre-employment screenings; and

WHEREAS, Staff recommends hiring the 2019 Seasonal Public Works Maintenance Worker.

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

- 1) Motion to adopt resolution #19-258 to hire the following employee on or near the dates listed below:

Seasonal Public Works Maintenance Worker: Nathaniel Ostlund, effective on or near October 14, 2019 at \$11.00 per hour.

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 22nd day of October, 2019.

Mayor

ATTEST:

City Clerk

Meeting Date: 10/22/2019

By: Chris Anderson, Community
Development

Information

Title

Adopt Resolution #19-257 Approving an Accessory Structure Agreement for 17710 Tonto Street NW; Case of Sean and Amie O'Neill - Please Note: This item was moved from the Consent Agenda (5.08) to be considered as Case 7.00.

Purpose/Background:

The City has received an application from Sean and Amie O'Neill (the "Applicant") for a Building Permit for a She Shed/Studio at the property located 17710 Tonto Street NW (the "Subject Property"). The floor plan for the detached accessory building indicates that the accessory structure would include a bathroom with both a toilet and shower, as well as a sink/wash station, two (2) windows, a front door and a small covered porch.

Notification:

Notification is not required.

Observations/Alternatives:

City Code Section 117-349(d)(8) prohibits accessory buildings from containing complete independent living facilities (accessory apartments). This is defined as have three or more of the following: permanent provisions for living, sleeping, eating, and sanitation. While it does not appear that the proposed detached accessory building would be utilized as an accessory apartment, it seems that it may have the potential to be used in that capacity in the future. Thus, Staff has drafted an Accessory Structure Agreement outlining how the building may be used and specifically prohibits its use now, or in the future, as an accessory apartment.

The detached accessory structure appears to meet all applicable zoning standards regarding size, exterior finish, setbacks, etc. As proposed, the Applicant will need to work with the Building Division to ensure compliance with septic regulations (due to the proposed bathroom), and to obtain any other applicable permits (septic, electrical, etc.).

Alternatives

Alternative 1: Adopt Resolution #19-257 approving an Accessory Structure Agreement. If approved, Staff could complete the review and issue the Building Permit for the detached accessory structure. Since it does not appear that the accessory structure is intended to be used as an accessory apartment, Staff would support this alternative.

Alternative 2: Adopt Resolution #19-257 approving an Accessory Structure Agreement and direct Staff to prepare information for a future work session to discuss accessory apartments. If approved, Staff could complete the review and issue the Building Permit for the detached accessory structure. Since it does not appear that the accessory structure is intended to be used as an accessory apartment, Staff would also support this alternative as these types of requests are becoming more commonplace.

Alternative 3: Do not adopt Resolution #19-257. This would likely prohibit Staff from issuing a Building Permit for the proposed detached accessory structure as it could be considered an accessory apartment. Staff believes that the Accessory Structure Agreement sufficiently addresses that concern and does not support this alternative.

Funding Source:

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

Recommendation:

Staff recommends adopting Resolution #19-257.

Action:

Motion to adopt Resolution #19-257 approving an Accessory Structure Agreement for a detached accessory structure at 17710 Tonto Street NW contingent upon review as to legal form by the City Attorney.

Attachments

Site Location Map

She Shed/Studio Elevation

Floor Plan

Accessory Structure Agreement

Resolution #19-257

Form Review**Inbox**

Tim Gladhill

Kurt Ulrich

Form Started By: Chris Anderson

Final Approval Date: 10/23/2019

Reviewed By

Tim Gladhill

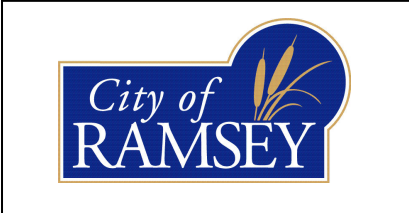
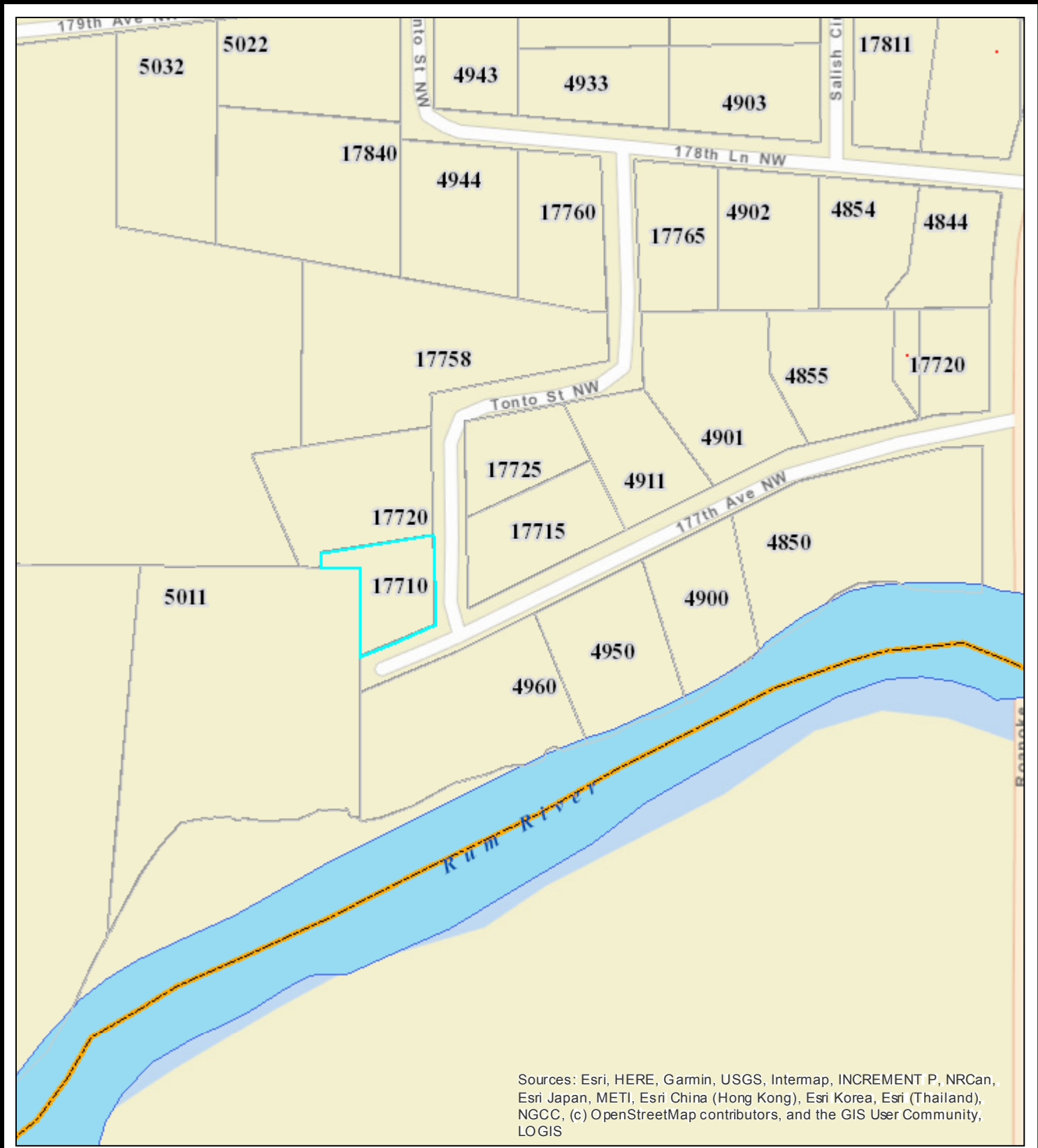
Kurt Ulrich

Date

10/17/2019 11:55 AM

10/17/2019 03:44 PM

Started On: 10/11/2019 04:53 PM



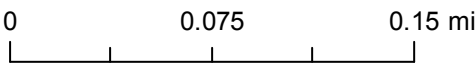
Site Location Map

17710 Tonto Street NW

Legend

- Site
- Parcels

N





RECEIVED
SEP 25 2019
BY: [Signature]

RECEIVED
SEP 25 2019
BY: RHO41061

BY SHE SHED/STUDIO

classic gable roof
Siding - wood Panel
Roofing - SBS Shingles

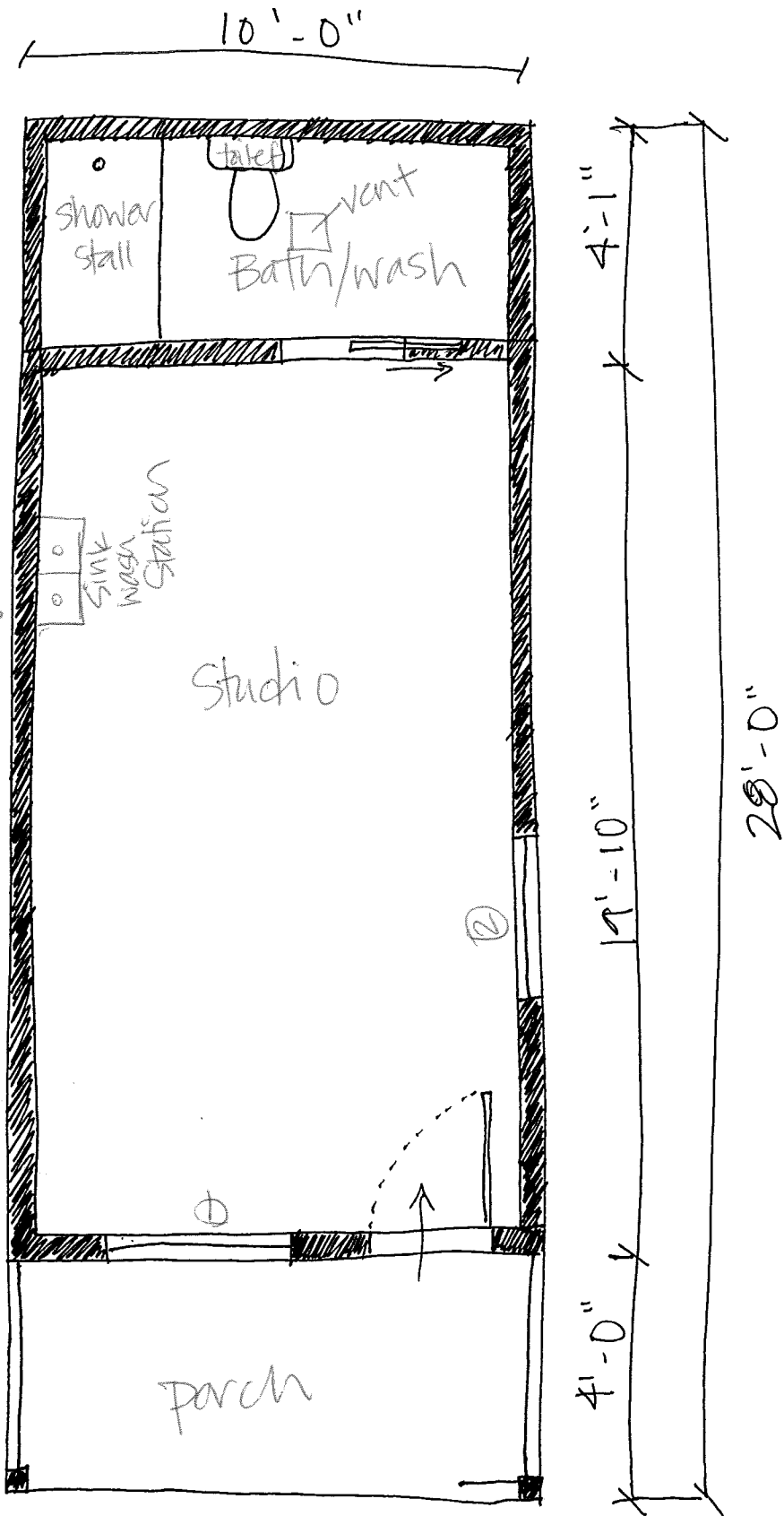
3/4" + 1/2" Pro struct floor

2x6" treated floor joist
16" on center

OSB Roof Sheathing

Base 4x4 ^{Ground contact treated}

gravel base w/6" blocks



ACCESSORY STRUCTURE AGREEMENT

THIS AGREEMENT (“Agreement”) is made this 22nd day of October, 2019, by and between the **CITY OF RAMSEY**, a municipal corporation under the laws of the State of Minnesota (“City”), and **Sean O’Neill and Amie O’Neill**, husband and wife, and their successors and assigns (“Landowners”).

RECITALS:

WHEREAS, Landowners are the fee owner of the real property located at 17710 Tonto Street NW, Ramsey, Minnesota and legally described as follows:

That part of Government Lot 1 Section 1 Township 32 Range 25 described as follows: commencing at a point on the east line of said Government Lot, said point being 1469.92 feet south of intersection of east line of northeast ¼ of northeast ¼ of said Section and centerline of CSAH No. 7, thence south 86 degrees 07 minutes 57 seconds west 160.16 feet, thence south 77 degrees 03 minutes 57 seconds west 293.63 feet, thence south 63 degrees 30 minutes west 754.79 feet to the point of beginning, thence south 67 degrees 18 minutes west to west line of said Government Lot, thence north along said west line 251.48 feet, thence north 81 degrees 07 minutes 53 seconds east 144.65 feet, thence north 60 degrees 55 minutes 44 seconds east 37.44 feet, thence south 1 degree 07 minutes 58 seconds east to point of beginning, also together with that part of southwest ¼ of northeast ¼ of said Section described as follows: beginning at the southeast corner of said ¼ ¼, thence west along Section line thereof 80 feet, thence north 27.88 feet, thence northeasterly to a point on east line of said ¼ ¼ 41 feet north of southeast corner thereof, thence south along said east line 41 feet to point of beginning, ex. road, subject to easements of record

(the “Subject Property”)

WHEREAS, the Landowners have applied for a Building Permit to construct a 200 square foot detached accessory structure (the “Accessory Structure”) for a She Shed/Studio on the Subject Property.

WHEREAS, Landowners application indicates that the Accessory Structure would include a bathroom with both a toilet and shower, a sink/wash station, studio space, two (2) windows, a front door and covered porch.

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

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

1. The City may issue a Building Permit for the Accessory Structure on the Subject Property.

2. The Landowners acknowledge and agree that the Accessory Structure cannot be used as an independent living facility (accessory apartment).

3. The Landowners shall be responsible for all costs relating to construction, maintenance and repair of the Accessory Structure and shall obtain all permits required by the City for its construction (septic, electrical, etc.).

4. All notices, requests, demands and other communications hereunder shall be in writing and shall be deemed given if personally delivered or mailed, certified mail, return receipt requested, to the following:

TO CITY:

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

TO LANDOWNERS: Sean and Amie O’Neill
17710 Tonto Street NW
Ramsey, MN 55303

or to any successors or assigns of the Landowners or City, or any future address of the Landowners or City, if Landowners or City gives the other party notice of said change of address as provided pursuant to the provision for notice herein.

5. The Landowners acknowledge and agree to record this Agreement against the title to the Subject Property.

CITY OF RAMSEY

By: _____
John LeTourneau, Mayor

By: _____
Jo Thieling, City Clerk

STATE OF MINNESOTA)
)ss.
COUNTY OF ANOKA)

The foregoing instrument was acknowledged before me this ____ day of _____, 200____, by John LeTourneau and Jo Thieling, respectively the Mayor and City Clerk of the City of Ramsey, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority granted by its City Council.

Notary Public

LANDOWNERS:

By: _____
Sean O'Neill

By: _____
Amie O'Neill

STATE OF MINNESOTA)
)ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 2019, by Sean O'Neill and Amie O'Neill, husband and wife.

Notary Public

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

RESOLUTION #19-257

A RESOLUTION APPROVING AN ACCESSORY STRUCTURE AGREEMENT FOR A DETACHED ACCESSORY STRUCTURE THAT INCLUDES A BATHROOM AND ART STUDIO SPACE ON THE PROPERTY LOCATED AT 17710 TONTO STREET NW AND DECLARING TERMS OF THE AGREEMENT

RECITALS

1. The City of Ramsey received a building permit application from Sean and Amie O’Neill for a ten foot by 20 foot (10’ x 20’) She Shed/Studio on the property generally known as 17710 Tonto Street NW and legally described as follows:

That part of Government Lot 1 Section 1 Township 32 Range 25 described as follows: commencing at a point on the east line of said Government Lot, said point being 1469.92 feet south of intersection of east line of northeast ¼ of northeast ¼ of said Section and centerline of CSAH No. 7, thence south 86 degrees 07 minutes 57 seconds west 160.16 feet, thence south 77 degrees 03 minutes 57 seconds west 293.63 feet, thence south 63 degrees 30 minutes west 754.79 feet to the point of beginning, thence south 67 degrees 18 minutes west to west line of said Government Lot, thence north along said west line 251.48 feet, thence north 81 degrees 07 minutes 53 seconds east 144.65 feet, thence north 60 degrees 55 minutes 44 seconds east 37.44 feet, thence south 1 degree 07 minutes 58 seconds east to point of beginning, also together with that part of southwest ¼ of northeast ¼ of said Section described as follows: beginning at the southeast corner of said ¼ ¼, thence west along Section line thereof 80 feet, thence north 27.88 feet, thence northeasterly to a point on east line of said ¼ ¼ 41 feet north of southeast corner thereof, thence south along said east line 41 feet to point of beginning, ex. road, subject to easements of record

(the “**Subject Property**”)

2. That on September 25, 2019 Sean and Amie O’Neill, owners of the **Subject Property**, herein referred to as the “**Applicant**”, submitted an application for a Building Permit to construct a 200 square foot detached accessory structure (the “**Accessory Structure**”) for a ‘She Shed/Studio’ on the **Subject Property**.
3. That the **Applicant’s** plans indicate that the **Accessory Structure** would include a bathroom with both a toilet and shower, a sink/wash station, studio space, two (2) windows, a front door and covered porch.
4. That the **Subject Property** is zoned R-1 Residential (Rural Developing), and the surrounding parcels are zoned R-1 Residential (Rural Developing).
5. That the **Subject Property** is approximately 0.72 acres and is surrounded by lots ranging in size from about 0.80 acres to about 5.5 acres.
6. That the **Subject Property** is guided for low density residential on the City’s Future Land Use Map.
7. That the **Applicant** owns and occupies the dwelling unit on the Subject Property.

8. That there is currently one detached accessory building (280 square feet) on the **Subject Property**.
9. That the **Subject Property** is eligible for a maximum of three (3) detached accessory buildings with a combined square footage not to exceed 1,800.
10. That the **Accessory Structure** is 200 square feet in size, resulting in a total 480 square feet of accessory buildings on the **Subject Property**.
11. That City Code Section 117-349 (Accessory Uses and Buildings) states that accessory buildings shall be prohibited from containing complete independent living facilities (accessory apartments), defined as having three or more of the following: permanent provisions for living, sleeping, eating, and sanitation.

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

1. The Ramsey City Council hereby approves the Accessory Structure Agreement for a She Shed/Studio at 17710 Tonto Street NW, contingent upon review and approval as to legal form by the City Attorney.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this 22nd day of October, 2019.

PROPERTY OWNER:

Sean O'Neill and Amie O'Neill, owner(s) of fee title to the Subject Property, hereby acknowledge receipt of this Agreement and have reviewed the conditions of this Agreement and have agreed to comply with the terms of this Agreement.

Sean O'Neill

Amie O'Neill

On this _____ day of _____, _____, before me a Notary Public, personally appeared Sean and Amie O'Neill, husband and wife, owner of fee title to the Subject Property, to me known to be the person(s) described in and who executed the foregoing instrument and acknowledged that he/she executed the same as his/her free act and deed.

Notary Public

CITY OF RAMSEY:

By: _____
Mayor

By: _____
City Clerk

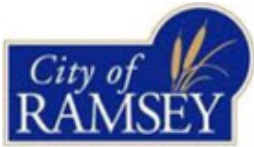
STATE OF MINNESOTA)
) ss.
COUNTY OF ANOKA)

On this _____ day of _____, _____, before me, a Notary Public, personally appeared John LeTourneau and JoAnn 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 John LeTourneau and JoAnn M. Thieling acknowledge said instrument to be the free act and deed of said Municipal Corporation.

Notary Public

The document drafted by:
The City of Ramsey
7550 Sunwood Dr NW
Ramsey, Minnesota 55303

This document reviewed by:
Ratwik, Roszak & Maloney, P.A.
300 U.S. Trust Building
730 Second Avenue South
Minneapolis, MN 55402



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: 10/22/2019

Submitted For: Tim Gladhill, Community Development

By: Eric Maass, Community Development

Information

Title:

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

Purpose/Background:

The purpose of this case is to formally adopt Ordinance #18-03 rezoning property from R-1 Residential (MUSA) to Public. Staff found a procedural error in how the motion was structured, and simply needs to correct. This rezoning is for the new Ramsey Elementary School which opened its doors to students this fall. The Ordinance was brought before the City Council on February 12, 2018 as well as February 27, 2018. While it was brought before the City Council twice as is common, the first meeting on the 12th was only for general feedback and as a result the Ordinance was not officially introduced until the February 27, 2018 meeting even though language included in the case referenced formal adoption of the ordinance. This clerical error was identified by City Staff as part of the City's record keeping efforts. As a result, City Staff is now bringing Ordinance #18-03 back before the City Council for official adoption.

Notification:

No additional notification is required at this time. The Planning Commission held a public hearing on January 4, 2018 regarding the rezoning which included letters being sent to adjacent properties within 700 feet of the Subject Property as well as notice placed in the City's official newspaper.

Observations/Alternatives:

The Planning Commission unanimously recommended adoption of the Rezoning following the public hearing held on January 4, 2018. In addition, the City Council was supportive of the proposed Ordinance during its meetings on February 12th and February 27th.

Alternative 1: Adopt Ordinance #18-03 approving the rezoning of the Subject Property from R-1 Residential (MUSA) to Public. The new elementary school that has been constructed on the property is an important community asset and Staff is supportive of this alternative.

Alternative 2: Do not Adopt Ordinance #18-03. The Elementary School has been constructed and opened for students this past fall. Staff does not support this alternative.

Funding Source:

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

Recommendation:

Staff recommends adoption of Ordinance #18-03. The project is a positive addition to the community and the official rezoning of the property is the final action to take place.

Action:

Motion to waive the City Charter requirement to read the ordinance aloud AND adopt Ordinance #18-03 Rezoning the Subject Property.

Roll Call Vote:

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

Attachments

Site Location Map
Ordinance 18-003

Form Review

Inbox	Reviewed By	Date
Tim Gladhill	Tim Gladhill	10/17/2019 11:54 AM
Tim Gladhill	Kathy Schmitz	10/17/2019 03:52 PM
Kurt Ulrich	Kurt Ulrich	10/17/2019 03:54 PM
Form Started By: Eric Maass		Started On: 10/01/2019 09:28 AM
Final Approval Date: 10/17/2019		

ORDINANCE #18-003
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 R-1 Residential (MUSA) to Public (P).

Lots 2, Block 1 Anoka Hennepin 2nd Addition, Anoka County, Minnesota

(the "Subject Property")

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.

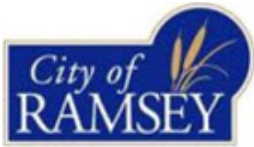
PASSED by the City Council of the City of Ramsey, Minnesota the 22nd day of October, 2019.

Mayor

ATTEST:

City Administrator

Introduction date:
Posting dates:
Adoption date:
Publication date:
Effective date:



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

CC Regular Session

7.2.

Meeting Date: 10/22/2019

By: Tim Gladhill, Community Development

Information

Title:

Review Community Development Committees and Authorities (Planning Commission, EPB and EDA)

Purpose/Background:

The purpose of this case is to provide a broad overview of Ramsey's Community Development Commissions and Authorities as a lead-in to a series of work plans to be approved by the City Council.

- Planning Commission
- EPB - Environmental Policy Board
- EDA - Economic Development Authority

Notification:

Notification is not required.

Observations/Alternatives:

BOARD AND COMMISSION TYPES

There are a variety of boards and commissions that advise the City Council before the City Council takes action on a policy topic or capital project.

- Advisory Board/Commission
- Authority
- Council Committee [not discussed this evening]
- Agency Representation [not discussed this evening]

Advisory Board/Commission

The City has established multiple advisory boards and commissions made up of citizen volunteers to advise the City Council on policy and capital improvement matters. City Code authorizes the City Council to appoint a non-voting liaison to advisory boards and commission.

- Planning Commission
- Environmental Policy Board
- Park and Recreation Commission [not discussed this evening]

Authorities

Minnesota Statutes authorize local municipalities to create certain authorities that have taxing authority and broader powers when compared to advisory boards and commissions. Attached is background on Economic Development Authority (EDA) powers authorized by Minnesota Statutes.

- Economic Development Authority (EDA)
- Housing and Redevelopment Authority (HRA) - dissolved

Council Committees [not subject of tonight's discussion]

The City Council can establish committees and subcommittees of the Council representing a smaller group of Councilmembers focused on a specific topic.

- Public Works Committee
- Highway 10 Subcommittee

Agency Representation [not subject of tonight's discussion]

The City has representation, including voting authority, on several outside agency boards. These include, but are not limited to Youth First, Lower Rum River Watershed Management Organization (LRRWMO), etc. Powers are typically laid out in a Joint Powers Agreement (JPA) or similar legal document.

RAMSEY COMMUNITY DEVELOPMENT BOARDS, COMMISSIONS, AND AUTHORITIES

There are three groups that help advise the City Council on Community Development matters (planning and development). The Planning Commission and EPB represent a Citizen Advisory Board/Commission. The EDA represents an authority under Minnesota Statutes allowing taxing power and certain other powers laid out in Minnesota Statutes.

Planning Commission

In order to have a Zoning Code that places limitations on use and design of private property, Minnesota Statutes requires the establishment of a Planning Commission. A vast majority of Minnesota communities set this up as a separate advisory commission. There are some municipalities where the City Council serves as the Planning Commission. Attached is a guide prepared by the League of Minnesota Cities pertaining to the role of Planning Commissions.

The Planning Commission is the advisory board to the City Council on land use planning and zoning administration. The Planning Commission sets the stage for private development through the Comprehensive Plan and Zoning Code. The Planning Commission reviews all land use applications and makes recommendations to the City Council.

The Planning Commission does not have a Council Liaison.

Although not required, the Planning Commission does prepare a Work Plan as needed. The current work plan is now outdated and in need of a refresh. This is anticipated to occur in early 2020.

Environmental Policy Board (EPB)

The EPB was created originally as an ad-hoc task force in response to community objection to large scale tree and wetland impacts created by The Ponds Subdivision. This task force created the City's original Tree Preservation Ordinance and Wetland Protection Ordinance (since repealed to default to State Requirements). The Board's current role is to continue to advise the City Council on all policy matters pertaining to environmental protection. The EPB also reviews all major land use application for compliance with applicable environmental regulations before being reviewed by the Planning Commission. The EPB's role in the land use review process has ensured that their environmental policy recommendations are not an impediment to our economic development goals, while still enhancing our natural resource environment.

The EPB is the only advisory commission that has a Council Liaison. City Council does have the ability within City Code to select a Commission Liaison as a non-voting member.

The EPB is also the only advisory commission that is required to have a City Council approved work plan.

Economic Development Authority

The EDA is unique in structure compared to other advisory commissions of the City Council. State Statutes enables the creation of several authorities, including Economic Development Authorities (EDA). Authorities are allowed to have taxing authorities. Local EDAs are established through an 'enabling resolution' of the City Council. While the City has established an EDA Levy as allowed by Minnesota Statute, the City's enabling resolution restricts the approval process of the EDA. Where Minnesota Statutes would allow the EDA to have final approval over the EDA Budget and Levy. However, the Ramsey enabling resolution requires City Council approval of the EDA Budget and Levy. Attached is a document prepared by several local economic development entities as a background for EDAs.

Minnesota Statutes also require City Council representation as a voting member due to the taxing authority.

The EDA does complete an Annual Work Plan.

Funding Source:

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

Recommendation:

This case is for informational purposes only.

Action:

Action is not requested. This case is for informational purposes only.

Attachments

Planning Commission Guide

EDA Handbook

Form Review

Inbox	Reviewed By	Date
Colleen Lasher	Colleen Lasher	10/17/2019 02:33 PM
Kurt Ulrich	Kurt Ulrich	10/17/2019 03:40 PM
Form Started By: Tim Gladhill		Started On: 10/10/2019 10:54 AM
Final Approval Date: 10/17/2019		

Planning Commission Guide

Learn ways the city may create, change, or discontinue a city planning commission. Get information on appointment of members, commission powers and duties, and meeting rules. Understand council and planning commission roles in creating a comprehensive plan for growth and development, and how to implement it. Learn about ways to participate in joint or multijurisdictional planning.

RELEVANT LINKS:

[Minn. Stat. § 462.355.](#)
[Minn. Stat. § 473.175.](#)

[Minn. Stat. § 462.352, subd 3.](#)
[Minn. Stat. § 462.354, subd 1.](#)

[Minn. Stat. § 462.354.](#)

[Minn. Stat. § 410.12.](#)
See Handbook, *The Home Rule Charter City*.

I. Creation of a city planning commission

State law encourages all cities to prepare and implement a comprehensive municipal plan. In addition, cities within the seven-county metro area are required to adopt comprehensive plans. Under state law, the city planning commission or planning department is delegated the authority to create the city's comprehensive plan.

A comprehensive plan is an expression of the community's vision for future growth and development. It is also a strategic map to reach that vision. Comprehensive planning is an important tool for cities to guide future development of land to ensure a safe, pleasant, and economical environment for residential, commercial, industrial, and public activities.

The first step in creating a comprehensive plan is the creation of a city planning agency. A planning agency can be either a planning commission or a planning department with an advisory planning commission. Planning commissions are by and large the most prevalent form of planning agencies in Minnesota. This memorandum discusses the commission form of a planning agency in depth. In most instances, the laws related to planning commissions will apply to planning departments as well. However, cities interested in forming a planning department as their main planning agency, or who currently operate a planning department, should consult their city attorney for guidance.

The planning commission must be created by city ordinance or charter provision. When a planning commission is created by ordinance, a simple majority of councilmembers present is needed to adopt the ordinance. When a planning commission is created by charter, the statutory provisions for amending a charter must be followed. In drafting a planning commission ordinance or charter provision, a city will need to include provisions related to:

- Size or number of planning commission members.
- Terms of members.

RELEVANT LINKS:

[Establishing a Planning Commission, LMC Model Ordinance.](#)

- Organization and structure.
- Powers and duties.

A. Size or number of members

State statute does not specify how many commissioners a planning commission should have. As a result, the city ordinance should establish a reasonable number that reflects the needs of the city. An odd number is preferred to avoid tie-vote situations. Generally, cities appoint between five and nine individuals to serve as commission members.

Some considerations in choosing the number of commissioners include:

- Costs to the city in terms of salary (if a salary is paid).
- Availability of community members to serve or potential difficulty in recruiting members to serve full terms.

B. Terms of members

State statute does not set the length of terms for commission members, or impose limits on the number of successive terms that commission members may serve. As a result, city ordinance should establish the length of terms for commission members.

Some considerations in choosing the length of commission terms include:

- The substantial length of time necessary to conduct studies, draft, and adopt a comprehensive plan.
- The extensive body of knowledge that commission members must master to be effective planning commissioners.

These two considerations generally favor a longer, four-year term (rather than a two-year term), since rapid turnover of planning commissioners may hinder the city's efficiency in adopting, implementing, and enforcing its comprehensive plan.

Cities establishing a new planning commission for the first time, may wish to provide staggered terms initially. For example, one term may be for one year, another for two years, and another for three years, etc., with successors serving full four-year terms. Staggering terms in this manner will help ensure long-range continuity for the planning commission, and prevent a situation where all commission seats are vacant at once. This ensures that the planning commission is not without veteran members every four years.

Cities may establish consecutive term limits in their ordinance for commission members if desired. In addition, the city may wish to establish ordinance provisions for the removal of commission members, should it become necessary, in consultation with the city attorney.

RELEVANT LINKS:

See Section IV- *Planning Agency Meetings*.

See *Planning Commission Structure and Procedure*, LMC Model Policy.

[Minn. Stat. § 462.354](#).
See Section III – *Powers and Duties of the Planning Commission*.

[Minn. Stat. § 462.354](#).

C. Organization and structure

The planning commission ordinance may establish an organizational form for the planning commission. For example, the ordinance may require a chairperson, acting chair, and secretary. In the alternative, the ordinance may enable the planning commission to suggest a policy (commonly known as bylaws), subject to council approval, that establishes a form of organization for its meetings. Placing organizational requirements in a policy adopted by council resolution, rather than in ordinance form, is generally preferred, because it provides a more flexible means to develop and amend policies.

D. Powers and duties

If the city creates a planning commission, state statutes prescribe several mandatory duties for the commission. The city ordinance should be drafted to include these duties. In addition, state statute permits some optional duties to be assigned to the planning commission in the council's discretion. City ordinance should make it clear which of these optional duties are assigned to the planning commission. Since state statute contains optional duties, general ordinance language stating that commission duties "shall be as established by state statute" may cause confusion over duties and should be avoided. The powers and duties of the planning commission are discussed more extensively below.

II. Appointment of city planning commission members

A. Council as a whole may serve as the planning commission

The city council may choose to designate itself as the city's planning commission by ordinance. However, most cities choose to establish a planning commission as a separate advisory body. This approach reduces the overall workload of the council, promotes citizen involvement, and allows commissioners to specialize in developing their body of knowledge concerning municipal planning.

B. Authority to appoint commissioners

State statute does not establish a process for the appointment of planning commissioners. As a result, the city ordinance or charter provisions should specify who has the authority to appoint commission members. Generally, appointing authority is vested in the city council as a whole.

RELEVANT LINKS:

In the alternative, cities may vest appointment power in the mayor exclusively, or may vest in the mayor the power to appoint commissioners, subject to council approval.

Some city charters may already contain provisions related to general appointments to city boards and commissions. In these cities, the charter provisions preempt local ordinance.

Cities also should consider adopting a policy for the recruitment and retention of commission members. The policy may be adopted as a resolution and need not be in ordinance form. Adopting the policy via resolution will allow more flexibility in developing and amending the ordinance. Although state law does not require the following, the policy may wish to include information regarding:

- The advertisement period for open positions.
- The submission of letters of interest and a statement of qualifications for board positions, or a city application form.
- An interview process prior to appointment.

C. Residency requirements

State statute does not require that planning commissioners reside within city limits. As a result, city ordinance should specify any residency requirements for serving on the planning commission. Frequently, cities limit eligibility for planning commission membership to city residents. Often, these cities feel that planning commissioners should live in the communities they plan for and create. Conversely, some cities may wish to allow non-residents to serve on planning commissions to increase the pool of eligible citizens. In addition, these cities may feel that property owners or business owners who do not reside within the city may still bring a valuable perspective to the planning commission.

D. Councilmembers and city staff serving on the planning commission

In cities where the council as a whole has decided not to serve as the planning commission, it may still be desirable for some councilmembers to sit on the planning commission or attend commission meetings. Cities may establish in their ordinance or planning commission policy various ways for councilmembers to serve on the planning commission.

1. Full voting members

Local ordinance or commission policy may provide that one or two city councilmembers will participate as full voting members of the planning commission on all decisions, and for discussion and quorum purposes.

See Section II-A, *Council as a Whole May Serve as the Planning Commission*.

RELEVANT LINKS:

See LMC information memo, [Official Conflict of Interest](#). Part IV *Conflict of Interest in Non-Contractual Situations*. 56 Am. Jur. 2d Municipal Corporations § 142.

[Lenz v. Coon Creek Watershed, Dist.](#), 278 Minn. 1, 153 NW 2d 209 (1967). [ETO, Inc. v. Town of Marion](#), 375 NW 2d 815 (Minn. 1985).

2. Non-voting members

Local ordinance or commission policy may provide that one or two city councilmembers will sit on the planning commission as non-voting members. Sometimes these members are called “council liaisons.” When city ordinance creates non-voting members, to avoid confusion, city ordinance or the commission policy should specify:

- Whether the councilmembers will count for quorum purposes.
- Whether the councilmembers may participate in discussion on matters before the commission.
- Whether the councilmembers may hold an office on the commission, such as chairperson, secretary, etc.

3. City staff on planning commission

City ordinance or commission policy may require that the city attorney, city engineer or city administrator/clerk serve as an ex-officio, voting member or non-voting of the planning commission. This, however, does not appear to be a common practice. More commonly, city staff may attend planning commission meetings as needed to provide the planning commission with necessary advice and information.

E. Compensation

City ordinance or commission policy may authorize compensation to planning commission members for their service, or, in the alternative, specify that commission members serve on a strictly non-compensated volunteer basis. Generally, when compensation is provided, it is for a nominal amount on an annual or per meeting basis.

F. Conflicts of interest

When appointing planning commissioners, cities should be aware that appointed officials are subject to the same concerns related to conflict of interest as city councilmembers. In the appointment process, the city council should attempt to discern if potential conflicts of interest exist.

Particularly, conflicts where it is obvious that the potential appointee’s own personal interest is so distinct from the public interest that the member cannot be expected to represent the public interest fairly in deciding the matter.

G. Removal of planning commission members

State statute does not dictate a process for removal of planning commission members before the expiration of their term.

RELEVANT LINKS:

[Minn. Stat. § 462.351.](#)
[Minn. Stat. § 462.352, subd 5.](#)
[Sample: Bethel Comprehensive Plan](#), City Population 502.
[Sample: La Crescent Comprehensive Plan](#), Population 5,174.
[Sample: Minnetonka Comprehensive Plan](#), City Population 51,519.

Local ordinance or commission policy may outline such a process. The city should consult the city attorney before establishing criteria and a process for removal.

III. Powers and duties of the planning commission

State statutes vest the planning commission with certain mandatory duties. In addition, state statute allows the city council to prescribe additional duties in local ordinance. In most instances, unless noted in statute or ordinance, the planning commission serves in an advisory capacity.

A. Preparing and recommending a comprehensive plan

The primary duty of a newly created planning agency is advising the city council on the preparation and adoption of a comprehensive plan for the city.

1. Purpose of comprehensive planning

A comprehensive plan is an expression of the community's vision for the future and a strategic map to reach that vision. Comprehensive planning is not mandatory in cities outside the seven- county metropolitan area. However, comprehensive planning is an important tool for cities to guide future development of land to ensure a safe, pleasant, and economical environment for residential, commercial, industrial, and public activities. In addition, planning can help:

- Preserve important natural resources, agricultural, and other open lands.
- Create the opportunity for residents to participate in guiding a community's future.
- Identify issues, stay ahead of trends, and accommodate change.
- Ensure that growth makes the community better, not just bigger.
- Foster sustainable economic development.
- Provide an opportunity to consider future implications of today's decisions.
- Protect property rights and values.
- Enable other public and private agencies to plan their activities in harmony with the municipality's plans.

For many cities creating a comprehensive plan is the first step in adopting zoning and subdivision regulations for the city.

RELEVANT LINKS:

[Minn. Stat. § 462.352, subd. 8.](#)
[Minn. Stat. § 462.352, subd. 7.](#)
[Minn. Stat. § 462.352, subd. 8.](#)
[Minn. Stat. § 462.352, subd. 9.](#)

[Minn. Stat. § 462.357, subd. 2.](#)
[Minn. Stat. § 462.352, subd. 6.](#)
[Minn. Stat. § 462.357, subd. 2 \(c\).](#)

[Minn. Stat. § 462.355, subd. 1.](#)
[Minn. Stat. § 462.355, subd. 2.](#)

[Minn. Stat. § 462.353, subd. 2.](#)

As a result, the comprehensive plan normally lays out a vision for the city's future land development and land use, dictating where growth should occur, the type of growth that is allowed in various areas of the city, and the density of such growth. However, a comprehensive plan also may include a:

- Public or community facilities plan.
- Thoroughfare or transportation plan.
- Parks and open space plan.
- Capital improvement program.

While not all cities are required to adopt a comprehensive plan, a plan is still a good practice for a couple of reasons. First, once a plan is adopted, it guides local officials in making their day-to-day decisions and becomes a factor in their decision-making process.

Second, preparing a comprehensive plan prior to the adoption of a zoning ordinance also affords the city additional legal protections if a particular ordinance provision is challenged in court. Zoning ordinances must be reasonable and have a rational basis. Comprehensive plans assist a city in articulating the basis for its zoning decisions. Usually the courts will not question the policies and programs contained in a comprehensive plan adopted by a local community, or question the ordinances based upon the plan, unless the particular zoning provision appears to be without any rational basis, or clearly exceeds the city's regulatory authority.

If a city is not able to develop a comprehensive plan prior to adopting a zoning ordinance, the zoning ordinance should be adopted in conjunction with extensive, written finding of facts, stating the policy reasons that necessitate the ordinance's adoption.

2. Preparing the comprehensive plan

State statute vests authority for preparing the comprehensive plan in the planning commission. However, the city council also may propose the comprehensive municipal plan and amendments to the plan by a resolution submitted to the planning commission. When this occurs, the council may not adopt the recommended language until it has received a report from the planning commission or 60 days have elapsed.

The plan may be prepared and adopted in sections, each of which relates to a major subject of the plan, or to a major geographical section of the municipality.

Cities are authorized to collect and analyze data; prepare maps, charts, tables, and other illustrations and displays; and conduct necessary studies when developing a comprehensive plan. Cities also may hire planning consultants and other experts to assist in drafting their plan.

RELEVANT LINKS:

[Minn. Stat. § 462.353, subd. 3.](#)

See LMC information memo, [Competitive Bidding Requirements in Cities](#). American Institute of Certified Planners.

[Minn. Stat. § 462.355, subd 1.](#)

[Minn. Stat. § 462.355, subd 1.](#)

[Minn. Stat. § 462.353, subd 2.](#)

[Minn. Stat. § 462.355, subd 2.](#)

[Minn. Stat. § 462.357, subd. 1h.](#) [Minn. Stat. § 462.355, subd. 1.](#)

a. Consultants and public input

(1) Professional planners

Cities may hire planning consultants and other experts to assist in drafting their plan. Preparing a comprehensive plan is a large undertaking. While a planning commission can and should do most of the job, many communities have found they also need professional assistance from a professional planning consultant or a competent person on the staff of the city, county, regional development commission, or neighboring city.

Cities may solicit a planner through a request for proposal. While state law does not require planners to be licensed or certified, many cities prefer to hire planners with professional certification from the American Institute of Certified Planners (AICP). To be certified by the AICP, planners need to pass an exam and meet continuing education requirements.

(2) Other consultants

In drafting the plan, the planning commission must consult with other city departments and agencies (for example, the city’s economic development authority).

In drafting a comprehensive plan, the planning commission must consider the planning activities of adjacent units of government and other affected public agencies.

The commissioner of natural resources must provide natural heritage data from the county biological survey, if available, to each city for use in the comprehensive plan.

b. Public input

Cities are required to hold at least one public hearing prior to adopting a comprehensive plan. However, most cities find it helpful to hold a series of public meetings to educate residents about the comprehensive plan, and to solicit citizen input. Some cities even develop extensive public relations campaigns to create excitement about and compliance with the city’s comprehensive planning activities.

c. President Theodore Roosevelt Memorial Bill to Preserve Agricultural, Forest, Wildlife, and Open Space Land

Non-metropolitan cities located in certain specified counties are subject to the President Theodore Roosevelt Memorial Act to Preserve Agricultural, Forest, Wildlife, and Open Space Land

RELEVANT LINKS:

[Minn. Stat. § 103G.005, subd. 10b.](#)

[Minn. Stat. § 103G.005 subd. 10b.](#)

[Minn. Stat. § 462.355.](#)

[Minn. Stat. § 462.357.](#)

(hereinafter the “T. Roosevelt Memorial Preservation Act”) and should consult this law if they adopt or amend a comprehensive plan.

(1) Cities not subject to the T. Roosevelt Memorial Preservation Act

Cities in Aitkin, Beltrami, Carlton, Cass, Clearwater, Cook, Crow Wing, Hubbard, Isanti, Itasca, Kanabec, Koochiching, Lake, Lake of the Woods, Milles Lacs, Pine, St Louis and Wadena counties are not subject to the T. Roosevelt Memorial Preservation Act, because they are currently classified as “greater than 80 percent area” counties. A “greater than 80 percent area” means a county or watershed or, for purposes of wetland replacement, bank service area where 80 percent or more of the presettlement wetland acreage is intact and one of the following is true:

- Ten percent or more of the current total land area is wetland.
- Fifty percent or more of the current total land area is state or federal land.

In sum, these “80 percent area” counties still contain a significant portion of their presettlement wetland acreage. “Presettlement wetland” means a wetland or public waters wetland that existed in this state at the time of statehood in 1858.

(2) Cities subject to the T. Roosevelt Memorial Preservation Act

Cities outside the metro area, and not located in the counties listed above, must comply with the act. Even though these cities are not required to engage in comprehensive planning, if the city decides to do so, they must likely adopt certain findings of fact under the T. Roosevelt Memorial Preservation Act.

Specifically, when preparing or recommending amendments to the comprehensive plan, the planning commission in these cities must consider adopting goals and objectives that will protect open space and the environment again, probably as findings of fact.

In addition, within three years of adopting a comprehensive plan, the city must consider adopting ordinances as part of the city’s official controls that encourage the implementation of the goals and objectives of the T. Roosevelt Memorial Preservation Act. However, the city is not required to adopt any ordinances. Consideration of ordinance adoption could potentially be documented in findings of fact.

RELEVANT LINKS:

[Minn. Stat. § 462.355, subd. 2.](#)

[Minn. Stat. § 462.354.](#)

[Minn. Stat. § 473.858, subd. 2.](#)

[Minn. Stat. § 473.175.](#)

[Metropolitan Council.](#)

[City of Lake Elmo v. Metropolitan Council](#), 685 N.W.2d 1 (Minn. 2004).

[Minn. Stat. § 462.355, subd. 2.](#)
[See LMC information memo Newspaper Publication.](#)

[Minn. Stat. § 462.355, subd. 3.](#)

3. Recommending the comprehensive plan to council

Once a comprehensive plan is drafted, the planning commission may submit the plan (or a portion of the plan) with its recommendation for adoption to the city council. Upon receipt of the recommended plan, the council may accept the plan, reject the plan, or recommend revisions to the planning commission. In submitting the comprehensive plan to council, the planning commission serves in a strictly advisory role. The city council ultimately decides on the acceptance, rejection, or revision of the plan, and is not bound by planning commission's recommendations.

4. Adopting the comprehensive plan

a. Seven-county metro area plan review: adjacent units of government

Prior to plan adoption, cities within the seven-county metro area must submit their proposed comprehensive plans to adjacent governmental units and affected school districts for review and comment.

b. Seven-county metro area plan review: Metropolitan Council

Cities in the seven-county metropolitan area must submit their comprehensive plan to the Metropolitan Council for review of its compatibility and conformity with the Council's regional system plans. When the Metropolitan Council determines that a city's comprehensive land use plan may have a substantial impact on or contain a substantial departure from the Metropolitan Council's regional system plans, the Council has the statutory authority to require the city to conform to the Council's system plans.

c. Public hearing requirements

Prior to adoption of a comprehensive plan, the planning commission must hold at least one public hearing. A notice of the time, place, and purpose of the hearing must be published once in the official newspaper of the municipality at least ten days before the day of the hearing.

d. Vote requirements

Unless otherwise provided in a city charter, the city council may, by resolution by a two-thirds vote of all its members, adopt and amend the comprehensive plan or a portion of the plan. This means that on a five-member council, the comprehensive plan must receive at least four affirmative votes.

RELEVANT LINKS:

See Section V: *Changing the Structure or Abolishing the Planning Commission.*

[Minn. Stat. § 462.356, subd 1.](#)

[Minn. Stat. § 462.356, subd 1.](#)

See LMC information memo, *Zoning Guide for Cities.*

LMC information memo *Zoning Decisions.*
See Handbook, *Comprehensive Planning, Land Use, and City-Owned Land.*

LMC information memo, *Subdivision Guide for Cities.*
See Handbook, *Comprehensive Planning, Land Use, and City-Owned Land.*

[Minn. Stat. § 462.355, subd 1.](#)

[Minn. Stat. § 462.355, subd. 1a.](#)

[Minn. Stat. § 473.864, subd. 2.](#)

[Minn. Stat. 473.121, subd. 2.](#)

B. Implementing the plan

Once a comprehensive plan is adopted, the planning commission continues to exist (unless dissolved using statutory procedures). Once a plan is adopted, the main task of the planning commission is to study and propose to the city council a reasonable and practicable means for putting the plan or section of the plan into effect.

Reasonable and practicable means for putting the plan into action may include:

- Zoning regulations.
- Regulations for the subdivision of land.
- An official map.
- A program for coordination of the normal public improvements and services of the municipality.
- A program for urban renewal, and
- A capital improvement program.

In submitting recommendations for effectuation of the comprehensive plan to council, the planning commission serves in a strictly advisory role. The city council ultimately decides on the adoption of any land use ordinances or city programs.

C. Role in periodic review of the comprehensive plan

After a city has adopted a comprehensive plan, the planning commission is responsible for periodically reviewing the plan and recommending amendments whenever necessary.

Cities within the seven-county metropolitan area must review and update their plan, fiscal devices, and official controls at least every 10 years, and submit their revised plans to the Metropolitan Council for review. “Fiscal devices” means the valuation of property, the designation of urban and rural service districts, and the establishment of development districts and any other statutes authorizing the creation of districts in which the use of tax increment bonding is authorized. “Metropolitan area” or “area” means the area over which the Metropolitan Council has jurisdiction, including the counties of Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington, but excluding the cities of Northfield, Cannon Falls, Hanover, Rockford, and New Prague.

RELEVANT LINKS:

[Minn. Stat. § 462.355, subd. 3.](#)

See Section III-A-4 *Adopting the Comprehensive Plan*.
[Minn. Stat. § 462.355, subd. 3.](#)

[Minn. Stat. § 473.175. Metropolitan Council.](#)

[Minn. Stat. § 462.355, subd. 3.](#)

[Minn. Stat. § 462.356, subd. 2.](#)

[Lerner v. City of Minneapolis](#), 284 Minn. 46, 169 N.W.2d 380 (Minn. 1969), A.G. Op. 63-b-24 (Dec. 9, 1971). A.G. Op. 161-b, (Aug. 8, 1966).
See LMC information memo *Purchase and Sale of Real Property*.

D. Role in amending the comprehensive plan

After a city has adopted a comprehensive plan, all future amendments to the plan must be referred to the planning commission for review and comment. No plan amendment may be acted upon by the city council until it has received the recommendation of the planning commission, or until 60 days have elapsed from the date an amendment proposed by the city council has been submitted to the planning commission for its recommendation.

In submitting review and comment to council, the planning commission serves in a strictly advisory role. The city council ultimately decides on the acceptance, rejection or the revision of the plan, and is not bound by planning commission recommendations.

1. Procedure for amending a comprehensive plan

In amending a comprehensive plan, cities must follow the same procedure for adoption of a new plan. The planning commission must hold at least one public hearing on the amendment preceded by published notice.

Cities in the seven-county metro area must submit all amendments to their comprehensive plans to the Metropolitan Council for review.

Unless otherwise provided by charter, all amendments to the comprehensive plan must be approved by a two-thirds vote of all its members.

E. Role in purchase and sale of real property

After a comprehensive municipal plan or section of a plan has been recommended by the planning commission and a copy filed with the city council, the planning commission must be given a chance to review and comment on all proposed public acquisitions or disposal of real property within the city. This includes acquisitions or disposal by the city, but also:

- Any special district or agency in the city.
- Any other political subdivision (public schools or the county for example) having jurisdiction within the city.

This provision would appear to apply even when the comprehensive plan has not yet been adopted by council, so long as the planning commission has filed its recommended plan with the city.

After review, the planning commission must report in writing its findings to compliance of the proposed acquisition or to disposal of real estate with the comprehensive municipal plan.

RELEVANT LINKS:

[Lerner v. City of Minneapolis](#), 284 Minn. 46, 169 N.W.2d 380 (Minn. 1969). A.G. Op. 161-b (Aug. 8, 1966).

[Minn. Stat. § 462.356, subd. 2.](#)

[Minn. Stat. § 475.521, subd. 1 \(b\).](#)

[Minn. Stat. § 373.40, subd. 1\(b\).](#)

The purpose of this requirement is to allow review of overall municipal development by the city planning commission, the authority charged with developing and reviewing the comprehensive land use plan for the municipality.

The planning commission has 45 days to report on the proposal, unless the city council designates a shorter or longer period for review. If the planning commission does not report within the required timeline, this statutory provision is considered waived by the commission.

In addition, a city council may by resolution adopted by two-thirds vote dispense with this requirement when in its judgment it finds that the proposed acquisition or disposal of real property has no relationship to the comprehensive municipal plan.

In submitting comments and review, the planning commission serves in a strictly advisory role. The city council ultimately decides on the purchase or disposal of real estate and is not bound by planning commission recommendations.

F. Role in capital improvements program

After a comprehensive municipal plan or section of a plan has been recommended by the planning commission and a copy filed with the city council, the planning commission must be given a chance to review and comment on all proposed public capital improvements within the city. This includes not only capital improvements built by the city, but also by:

- Any special district or agency in the city.
- Any other political subdivision having jurisdiction within the city.

The planning commission must report in writing to the city council, other special district or agency, or political subdivision concerned, its findings to compliance of the proposed capital improvement with the comprehensive municipal plan.

The term capital improvement is not defined within the comprehensive planning statute. Other laws governing issuing municipal bonds define “capital improvement” in part as acquisition or betterment of public lands, buildings or other improvements for a city hall, town hall, library, public safety facility, and public works facility. An improvement must have an expected useful life of five years or more to qualify. Capital improvement does not include light rail transit or any activity related to it, or a park, road, bridge, administrative building other than a city or town hall, or land for any of those facilities. For purposes of this section, “capital improvement” may include expenditures involving those for which bonds were or are issued.

RELEVANT LINKS:

Lerner v. City of Minneapolis, 284 Minn. 46, 169 N.W.2d 380 (Minn. 1969). A.G. Op. 161-b (Aug. 8, 1966).

Minn. Stat. § 462.357, subd. 2.
Minn. Stat. § 462.352, subd. 6.

Minn. Stat. § 462.357, subd. 2 (c).
For more information see LMC information memo, *Zoning Decisions*.

Minn. Stat. § 462.357, subds. 1a, 1b.
Minn. Stat. § 462.357, subd. 1.
Minn. Stat. § 462.357, subd. 1e.
Minn. Stat. § 462.357, subd. 1g.
Minn. Stat. § 462.357, subd. 1.
Minn. Stat. § 462.357, subd. 1.
Minn. Stat. § 462.357, subd. 7.

Minn. Stat. § 462.357, subd. 7.

Minn. Stat. § 462.357, subd. 7.
Minn. R. 9502.0315 to 9502.0445.
Minn. Stat. § 462.357, subd. 8.

The planning commission has 45 days to report on the proposal, unless the city council designates a shorter or longer period for review. If the planning commission does not report within the required timeline, this statutory provision is considered waived by the commission.

A city council may by resolution adopted by two-thirds vote dispense with this requirement when in its judgment it finds that the proposed capital improvement has no relationship to the comprehensive municipal plan.

In submitting comments and review, the planning commission serves in a strictly advisory role. The city council ultimately decides on capital improvements for the city and is not bound by planning commission recommendations.

G. Role in zoning ordinance adoption and amendment

1. Zoning ordinance adoption

The planning commission may, after adopting a comprehensive plan or a portion of a land use plan, prepare a proposed zoning ordinance (including a zoning map) and submit it to the city council with its recommendations for adoption. If a city adopts only a land use plan, the plan must provide guidelines for the timing and sequence of the adoption of official controls to ensure planned, orderly, and staged development and redevelopment consistent with the land use plan.

Note: The Municipal Planning Act has specific provisions related to local zoning of the following uses, which impact zoning ordinances:

- Manufactured home parks.
- Manufactured homes.
- Existing legal nonconformities at the time of zoning ordinance adoption.
- Feedlots.
- Earth sheltered construction, as defined by Minn. Stat. 216C.06.
- Relocated residential buildings.
- State licensed residential facilities or housing services registered under Minn. Stat. 144D and serving six or fewer persons in single family residential districts.
- Licensed day care facilities serving 12 or fewer persons in single family residential districts.
- Group family day care facilities licensed under Minnesota Rules to serve 14 or fewer children in single family residential districts.
- State licensed residential facilities serving 7-16 persons in multifamily residential districts.

RELEVANT LINKS:

[Minn. Stat. § 462.357, subd. 7.](#)

[Minn. Stat. § 462.3593.](#)
[Minn. Stat. § 462.357, subd. 6.](#)

[Northshor Experience, Inc. v. City of Duluth, MN, 442F.Supp.2d 713 \(D. Minn. 2006\). Costley v. Caromin House, Inc., 313 N.W.2d 21 \(Minn. 1981\). A.G. Op. 59-A-32 \(Jan. 25, 2002\).](#)

[Minn. Stat. § 462.357, subd. 2.](#)

[A.G. Op. 59-A-32 \(Jan. 25, 2002\).](#)

[Minn. Stat. § 462.357, subd 3.](#)

[LMC information memo, Newspaper Publication.](#)

[See LMC information memo, Zoning Guide for Cities.](#)

[Minn. Stat. § 462.357, subd 4.](#)

[For more information see LMC information memo Zoning Decisions.](#)

[See Section IV- B on the 60-Day Rule.](#)

- Licensed day care facilities serving 13-16 persons in multifamily residential districts.
- Temporary family health care dwellings.
- Solar energy systems.

Cities cannot adopt local ordinances that contradict the explicit provisions of state law as set out in the Municipal Planning Act on the uses listed above.

The city council may adopt a zoning ordinance by a majority vote of all its members.

In adopting an ordinance, one Minnesota attorney general opinion has found that charter cities may not provide for different voting requirements in their city charter, because the Municipal Planning Act supersedes inconsistent charter provisions.

Prior to the adoption of a zoning ordinance, the city council or planning commission must hold a public hearing. Notice of the time, place, and purpose of the hearing must be published in the official newspaper of the municipality at least ten days prior to the day of the hearing. When an amendment involves changes in district boundaries affecting an area of five acres or less, a similar notice must be mailed at least ten days before the day of the hearing to each owner of affected property and property situated wholly or partly within 350 feet of the property to which the amendment relates.

The drafting and adoption of a city zoning ordinance is covered in detail in the LMC Information Memo, Zoning Guide for Cities.

2. Zoning ordinance amendment

An amendment to a zoning ordinance, including a rezoning, may be initiated by the governing body, the planning commission, or by petition of affected property owners as defined in the zoning ordinance. An amendment not initiated by the planning commission must be referred to the planning commission for study and report. The city council may not act on the proposed amendment (either by adopting or denying the amendment) until the planning commission has made its recommendations or 60 days have elapsed from the date of reference of the amendment without a report by the planning commission.

It is important to note that while state statute provides the planning commission 60 days to respond to proposals, the 60-Day Rule (an entirely different rule with 60 days in the title) still applies to ordinance amendments brought by application or petition of property owners.

RELEVANT LINKS:

[Minn. Stat. § 462.357, subd 3.](#)

[Minn. Stat. § 462.357, subd. 2.](#)

[Minn. Stat. § 462.357, subd. 5.](#)

[Minn. Stat. § 462.3595.](#)

See LMC information memo, [Zoning Guide for Cities.](#)

As a result, internal procedures should be developed to coordinate planning commission review that does not violate the 60-Day Rule automatic approval statute.

In generating a report on a proposed zoning amendment, the planning commission serves in a strictly advisory role. The city council ultimately decides on the amendment for the city and is not bound by planning commission recommendations.

Prior to the adoption of a zoning ordinance amendment, a public hearing must be held. Under state statute, the city council or the planning commission may conduct the hearing.

Cities may adopt an ordinance or policy directing the planning commission to conduct these hearings when necessary.

The city council may adopt and amend a zoning ordinance by a majority vote of all its members. However, the adoption or amendment of any portion of a zoning ordinance which changes all or part of the existing classification of a zoning district from residential to either commercial or industrial requires a two-thirds majority vote of all members of the governing body.

3. Cities of the first class, additional duties for planning commissions

First class cities must follow very detailed procedures in state statute for zoning amendments that change residential zoning classifications to new commercial or industrial classifications. Planning commissions in cities of the first class must assist the city in these circumstances by conducting studies and developing reports. The adoption or amendment of any portion of a zoning ordinance that changes all or part of the existing classification of a zoning district from residential to either commercial or industrial requires a two-thirds majority vote of all members of the governing body. Charter cities of the first class may opt to follow a different procedure via a city charter provision.

H. Conditional use permits

Some city zoning ordinances provide that some uses within a zoning district will only be allowed upon the granting of a conditional use permit.

Conditional use permits are discussed in detail in the LMC Information Memo Zoning Guide for Cities. State statute allows city councils to delegate via ordinance their authority to review and approve conditional use permits to a planning commission or other designated authority.

Planning commissions charged with reviewing applications for conditional use permits must follow fairly strict legal standards for their review.

RELEVANT LINKS:

See LMC information memos
[Zoning Guide for Cities;](#)
[Land Use Conditional Use](#)
[Permits.](#)

Minn. Stat. § 462.359, subd.
2.
See Handbook, [City](#)
[Licensing.](#)
Minn. Stat. § 462.352, subd.
7, 8.

See LMC information memo,
[Purchase and Sale of Real](#)
[Property.](#)

Specifically, the city must follow the requirements of the zoning ordinance it has adopted.

If a conditional use permit application meets the requirements of the ordinance, generally it must be granted. If an application is denied, the stated reasons for the denial should all relate to the applicant's failure to meet standards established in the ordinance. The standard of review for conditional use permits is discussed in depth in the LMC Information Memo *Zoning Guide for Cities*.

I. Role in adoption of an official map for a major thoroughfare plan and a community facilities plan

After the planning commission has adopted a comprehensive plan containing a major thoroughfare plan and a community facilities plan or simply these portions of their comprehensive plan, it may adopt an official map. The official map is not the zoning map required for adoption of a zoning ordinance.

In addition, it is not the map adopted as part of the comprehensive planning process. Instead, the official map is a unique map designed to help carry out the policies of the major thoroughfare plan and community facilities plan. The official map can cover the entire city or any portion of the city.

The purpose of an official map is to identify land needed for future public uses, such as streets, aviation purposes or other necessary public facilities, such as libraries, city halls, parks, etc. Identification on an official map of land needed for future public uses permits both the public and private property owners to adjust their building plans equitably and conveniently before investments are made that will make adjustments difficult to accomplish.

Official maps do not give a city any right to acquire the areas reserved on the map without just compensation by the city. When the city is ready to proceed with the opening of a mapped street, the widening and extension of existing mapped streets, or the use of lands for aviation purposes, it still must acquire the property by gift, purchase, or condemnation. It need not, however, pay for any building or other improvement erected on the land without a permit or in violation of the conditions of the permit.

Following the adoption and filing of an official map, building permits issued under the Minnesota State Building Code are subject to the provisions set forth in the city's official map. This puts landowners on notice of possible future uses and allows construction to occur within the constraints of the planning.

RELEVANT LINKS:

[Minn. Stat. § 462.354, subd. 2.](#)

[Minn. Stat. § 462.357, subd. 6 \(1\).](#)

[Minn. Stat. § 462.357, subd. 6 \(2\).](#)
[Minn. Stat. § 462.359, subd. 4.](#)

[Minn. Stat. § 462.354, subd. 2.](#)

[Minn. Stat. § 462.354, subd. 2.](#)

[Minn. Stat. § 462.354, subd. 2.](#)

[Minn. Stat. § 462.354, subd. 2.](#)

This way landowners can avoid costly expenditures on developments, for example, that sit in a location planned for future public uses. As a result, any building built without obtaining a building permit or in violation of permit conditions, loses the statutory protection for just compensation, and a municipality need not pay a landowner for a building that needs to be destroyed if a street is widened. In other words, while the official map does not give the city a fee interest in land initially, it does authorize the municipality to acquire such interests in the future without having to pay compensation for buildings that are erected in violation of the official map.

J. Board of zoning adjustment and appeals

A city that has adopted a zoning ordinance or official map should provide for a Board of Zoning Adjustment and Appeals (BZA). By ordinance, a city may delegate the role of a BZA to the city planning commission or a committee of the planning commission. The duties of a BZA include:

- To hear and decide appeals where it is alleged that there is an error in any order, requirement, decision or determination made by an administrative officer in the enforcement of the zoning ordinance.
- To hear requests for variances from a city zoning ordinance.
- To hear and decide appeals when a land use, zoning permit or approval for a building is denied based upon the city's official map.
- Such other duties as the city council may direct.

In any city where the council does not serve as the BZA, the city council may, except as otherwise provided by charter, provide by ordinance that the decisions of the BZA on matters within its jurisdiction are:

- Final, subject only to judicial review; or
- Final, subject to appeal to the council and the right of later judicial review; or
- Advisory to the council.

The ordinance creating the BZA should specify at minimum:

- The time and manner by which hearings by the BZA shall be held, including provisions related to notice to interested parties.
- Rules for the conduct of proceedings before the BZA, including provisions for the giving of oaths to witnesses and the filing of written briefs by the parties.

In cities where the planning commission does not act as the BZA, the BZA may not make a decision on an appeal or petition until the planning commission, or a representative authorized by it, has had reasonable opportunity, not to exceed 60 days, to review and report to the BZA about the appeal or petition.

RELEVANT LINKS:

See information memos, [Zoning Guide for Cities](#) and [Land Use Variances](#).

[Minn. Stat. § 462.358, subd. 3\(b\)](#).

See Handbook, [City Licensing](#). See also LMC information memo, [Subdivision Guide for Cities](#).

See LMC information memo [Subdivision Guide for Cities](#).

See the LMC information memo, [Meetings of City Councils](#).

See LMC information memo, [Meetings of City Councils](#). [Minn. Stat. § 13D.01](#).

It is important to note that while state statute provides the planning commission 60 days to respond to appeals or petitions, the 60-Day Rule (an entirely different rule with 60 days in the title) may still apply to some matters brought before the BZA (for example, requests for variances) by application or petition of property owners. As a result, internal procedures should be developed to coordinate planning commission review that does not violate the 60-Day Rule automatic approval statute.

Planning commissions charged with reviewing applications for variances must follow fairly strict legal standards for their review. Specifically, the city must follow the requirements of the state statute related to whether enforcement of a zoning ordinance provision as applied to a particular piece of property would cause the landowner “practical difficulties.” The standards for review in granting variances are discussed in depth in the LMC Information Memo [Zoning Guide for Cities](#).

K. Role in review of subdivision applications

Absent a charter provision to the contrary, in cities that have adopted a subdivision ordinance, the city council may by ordinance delegate the authority to review subdivision proposals to the planning commission. However, final approval or disapproval of a subdivision application must be the decision of the city council.

Planning commissions charged with reviewing subdivision applications must follow fairly strict legal standards for their review. Specifically, the city must follow the requirements of the subdivision ordinance it has adopted. If a subdivision application meets the requirements of the ordinance, generally it must be granted. If an application is denied, the stated reasons for the denial must all relate to the applicant’s failure to meet standards established in the ordinance. The standard of review for subdivision applications is discussed in depth in an LMC information memo on subdivisions, plats and development agreements.

IV. Planning commission meetings

Planning commission meetings are governed by the same statutes as regular city council meetings. For example, planning commission meetings are subject to the Open Meeting Law and subject to the records retention laws.

A. Open Meeting Law

The Minnesota Open Meeting Law generally requires that all meetings of public bodies be open to the public. This presumption of openness serves three basic purposes:

RELEVANT LINKS:

[Rupp v. Mayasich](#), 533 N.W.2d 893 (Minn. Ct. App. 1995).

[Minn. Stat. § 13D.01, subd. 1.](#)

[Minn. Stat. § 13D.01, subd. 6.](#)

LMC information memo
[Meetings of City Councils.](#)

For more information on the 60-Day Rule see the LMC information memo, [Zoning Guide](#) Section V-A, The 60-Day Rule.

[Minn. Stat. § 15.99.](#)
[Manco of Fairmont v. Town Bd. of Rock Dell Township](#), 583 N.W.2d 293 (Minn. Ct. App. 1998) cf. [American Tower, L.P. v. City of Grant](#), 636 N.W.2d 309 (Minn. 2001). [Hans Hagen Homes, Inc. v. City of Minnetrista](#), 728 N.W.2d 536 (Minn. 2007) distinguished by [Johnson v. Cook Cty.](#), 786 N.W.2d 291 (Minn. 2010).

See LMC information memo, [Zoning Guide for Cities](#), Section V-A, The 60-Day Rule.

- To prohibit actions from being taken at a secret meeting where it is impossible for the interested public to become fully informed concerning decisions of public bodies or to detect improper influences.
- To ensure the public's right to be informed.
- To afford the public an opportunity to present its views to the public body.

The Open Meeting Law applies to all governing bodies of any school district, unorganized territory, county, city, town or other public body, and to any committee, sub-committee, board, department or commission of a public body. Thus, the law applies to meetings of all city planning commissions and any city or commission advisory boards or committees.

At least one copy of the materials made available to the planning commission at or before the meeting must also be made available for inspection by the public. However, this does not apply to not-public data or materials relating to the agenda items of a closed meeting.

The Open Meeting Law also contains some specific notice and record-keeping requirements which are discussed in detail in the LMC Information Memo Meetings of City Councils.

B. The 60-Day Rule

Cities generally have only 60 days to approve or deny a written request relating to zoning, including rezoning requests, conditional use permits and variances. This requirement is known as the "60-Day Rule."

The 60-Day Rule is a state law that requires cities to approve or deny a written request relating to zoning within 60 days or it is deemed approved. The underlying purpose of the rule is to keep governmental agencies from taking too long in deciding land use issues. Minnesota courts have generally demanded strict compliance with the rule.

All planning commission review of zoning related applications must be completed in a manner that allows the city to complete its entire approval process within the timeframe dictated by the 60-Day Rule. Local ordinance should not establish timeframes for planning commission review of applications or appeal of commission decisions that do not allow the city to comply with the 60-Day Rule.

RELEVANT LINKS:

See [Planning Commission Structure and Procedure](#), LMC Model Policy.

See LMC information memo, [Meetings of City Councils](#).

See LMC information memo, [Zoning Guide for Cities](#), Section V-C-2-b on conducting a public hearing

See Handbook, [Records Management](#), Minn. Stat. § 15.17, subds. 1, 2.

See LMC information memo, [Meetings of City Councils](#) for more information on minutes.

See LMC information memo, [Zoning Guide](#), Section V-C-2 on making a record of the basis for zoning decisions.

C. Commission policies on order and meeting structure

City ordinance may provide for the adoption, subject to the city council's approval, of planning commission policies related to meeting rules of order and procedure (sometimes referred to as bylaws). Such policies should be adopted by resolution, not ordinance. A policy setting forth rules of procedure can help the planning commission run its meetings, prepare agendas, call special meetings and handle public comment appropriately. Because planning commissions often conduct public hearings, the policy should prescribe a procedure for conducting orderly public hearings.

The policy should establish procedures related to:

- Meeting time and place, including provisions for calling special meetings.
- Quorum requirements.
- Voting and making official recommendations.
- Order of proceedings for both regular meetings and public hearings.
- Creating, ordering and submitting items to an official agenda.
- Minute taking and record keeping requirements.
- Appointment and duties of officers, such as chairperson.
- Filling vacancies.
- Creation of management of subcommittees.

D. Minutes and official records

Cities, including city planning commissions, are required by law to create an accurate record of their activities. In addition, cities, including city planning commissions, must retain government records in accordance with the records retention laws.

1. Minutes and records

State law requires all officers and agencies of the state, including planning commissions in statutory and home-rule charter cities, to make and preserve all records necessary for a full and accurate knowledge of their official activities. These records include books, papers, letters, contracts, documents, maps, plans and other items. State statutes do not explicitly require planning commissions to take minutes of their meetings, but such minutes may be necessary to make a full and accurate record of the commission's proceedings.

Minutes are further recommended because the actions of planning commissions and land use decisions, in general, are frequently subject to court review.

RELEVANT LINKS:

LMC information memo
*Taking the Mystery out of
Findings of Fact.*

LMC information memos:
*Taking the Mystery out of
Findings of Fact; Zoning
Decisions.*

Minn. Stat. § 15.17.
Minn. Stat. § 138.225.
Minn. Stat. §§ 138.161-.21.

When a city land use decision is reviewed by a court of law, the court requires cities to document the basis for their land use decisions in written, contemporaneous findings of fact.

Planning commission bylaws or city policy should set the requirements for meeting minute approval and content. For example, a policy may require the minutes to reflect all motions and resolutions and votes taken by the commission. Planning commission policy also may assign responsibility for minute taking to the commission secretary or to a city staff member.

2. Findings of fact

In addition to minutes, whenever the planning commission makes an official recommendation related to a matter referred to it by council or on a land use application submitted to the city (for example, a conditional use permit, zoning amendment, variance or subdivision application), it should create written findings of fact supporting the recommendation. Findings of fact from the planning commission serve three important roles:

- They articulate to the city council the planning commission’s recommendations on issues before the commission, including its basis for making its recommendations.
- They communicate to a land use applicant the commission’s approval of a project or identify for the applicant disapproval and the reasons for such disapproval.
- They support the city’s ultimate decision on the issue should the city’s decision be challenged in court.

In land use cases, Minnesota courts are looking for a sufficient statement of the reasons given by the city to grant or deny an application request. The role of the court is to examine the city’s reasons and ascertain whether the record before the city council supports them. The reasons given by the city must be legally sufficient and have a factual basis.

Minnesota case law and statutory law demand that the reasons for a city’s decision on a land use case be articulated in the official record. Written findings of fact, or “reasons,” and conclusions of law are required whenever an application is denied. In addition, written findings of fact and conclusions of law are strongly recommended whenever a decision or recommendation related to a land use decision is made. Findings of fact and creating accurate records are discussed at length in the LMC Information Memo “Zoning Guide for Cities.”

3. Records retention requirements

State law limits the ability of cities, including city planning commissions, to dispose of or destroy city records.

RELEVANT LINKS:

[A.G. Op. 851F \(Feb. 5, 1973\)](#). See Handbook, *Records Management*.

See LMC information memos, *Taking the Mystery out of Findings of Fact*; Land Use Findings of Fact: Elected Officials as Policy makers and *Zoning Decisions*.

[Minn. Stat. § 462.354, subd. 1.](#)

[Minn. Stat. § 410.12](#). See Handbook, *The Home Rule Charter City*.

[Minn. Stat. § 462.355, subd. 3.](#)

[Minn. Stat. § 462.356, subd. 2.](#)

[Minn. Stat. § 462.357, subd. 4.](#)

[Minn. Stat. 412.191, subd. 4.](#)

[Minn. Stat. § 410.12.](#)

Cities must retain records that they receive or create according to a records retention schedule. It is a crime to destroy such records without statutory authority.

Maintaining adequate records is also vital for defending the city's land use decisions in a court of law.

V. Changing the structure or abolishing the planning commission

A. Abolishing the planning commission

State statute provides that planning commissions created by city ordinance may be abolished by two-thirds vote of all the members of the governing body. Planning commissions created by city charter can be abolished by following the statutory provisions for amending a city charter.

Cities considering abolishing their planning commission should seek the advice of their city attorney. While state statute allows cities to abolish their planning commission, state statute also vests planning commissions with mandatory duties related to:

- Reviewing amendments to the comprehensive plan.
- Reviewing purchase and sale of public property and capital improvement projects.
- Reviewing zoning ordinance amendments.

Because state statute vests planning commissions with these mandatory duties, it is unclear how a city that has abolished its planning commission would proceed under state statute with necessary amendments to official controls, purchase and sale of property and capital improvements.

B. Modifying the planning agency

Planning commissions created by city ordinance may be modified by an ordinance amendment (for example, to change from a five- to seven-member commission). For statutory cities, the ordinance must be approved by a majority of all members of the city council. Consult the city charter to modify planning commissions created by city charter.

VI. Joint or multijurisdictional planning

State statutes create multiple means for cities to collaborate with other

RELEVANT LINKS:

[Minn. Stat. § 462.3535, subd. 1, 2.](#)

[Minn. Stat. § 462.3535, subd. 4.](#)

[Minn. Stat. § 462.358, subd. 1a.](#)

[Minn. Stat. § 462.3585.](#)

governmental bodies, including other cities, counties and towns, on comprehensive land use planning.

A. Community-Based planning

Cities are encouraged, but not required, to prepare and implement a community-based comprehensive municipal plan. This language is very similar to comprehensive planning as discussed above, but is not the same. Community-based comprehensive municipal plans contain an element of orderly annexation and/or boundary adjustment planning along with traditional land use and community planning.

In cities that opt for community-based comprehensive municipal plans, the city must coordinate its plan with the plans, if any, of the county and the city's neighbors. Cooperation is designed to:

- Prevent the plan from having an adverse impact on other jurisdictions.
- Complement the plans of other jurisdictions.

In cities that opt for community-based comprehensive municipal plans, the city must prepare its plan to be incorporated into the county's community-based comprehensive plan, if the county is preparing or has prepared one, and must otherwise assist and cooperate with the county in its community-based planning.

Community-based comprehensive municipal plans do not appear to be common. Cities interested in this option should consult their city attorney or a planning consultant.

B. Joint planning boards for unincorporated territory within two miles of the city limits

If a city has already opted to extend the application of its subdivision regulations to unincorporated territory located within two miles of its limits before the creation of a joint board, those subdivision regulations will apply until the joint board adopts subdivision regulations.

If a city has unincorporated area within two miles of the corporate limits of a city, a joint planning board may be formed. A city council or a county board or a town board may require the establishment of a joint planning board on their own initiative by passing a resolution requiring a board to be established. The resolution, once passed, must be filed with the county auditor.

The city, county and town must agree on the number of board members for the joint board. However, each participating governmental unit must have an equal number of members. The members must be appointed from the governing bodies of the city, county and town.

RELEVANT LINKS:

[Minn. Stat. § 462.3585.](#)

[Minn. Stat. § 462.3585.](#)
[Minn. Stat. § 462.354, subd. 1.](#)

[Minn. Stat. § 462.3585.](#)
[Minn. Stat. § 462.354, subd. 2.](#)

[Minn. Stat. § 462.3585.](#)
[Minn. Stat. § 462.355.](#)

[Minn. Stat. § 462.3585.](#)
[Minn. Stat. § 462.355, subd. 4.](#)
[LMC information memo *Zoning Guide*.](#)

[Minn. Stat. § 462.3585.](#)
[Minn. Stat. § 462.357.](#)

[Minn. Stat. § 462.3585.](#)
[Minn. Stat. § 462.358.](#)

[Minn. Stat. § 462.3585.](#)
[Minn. Stat. § 462.359.](#)

[Minn. Stat. § 462.3585.](#)
[Minn. Stat. § 462.3595.](#)

[Minn. Stat. § 462.3585.](#)
[Minn. Stat. § 462.362.](#)

[Minn. Stat. § 462.3585.](#)

[Minn. Stat. § 462.371.](#)
See Handbook,
[Intergovernmental Cooperation.](#)
See LMC information memo
[LMCIT Liability Coverage Guide.](#)

[Minn. Stat. § 462.372.](#)

Once established, the board is authorized to:

- Serve as the governing body and board of appeals and adjustments within the two-mile area.
- Create a planning agency.
- Create a BZA.
- Adopt a comprehensive plan.
- Adopt interim ordinances. Note that the law on interim ordinances for certain uses is specific and varied. Best practice suggests consultation with the city attorney before adopting interim ordinances.
- Adopt zoning ordinances.
- Adopt subdivision regulations.
- Adopt an official map.
- Provide for and issue conditional use permits.
- Enforce official controls and prescribe penalties for violations.
- Adopt and enforce the State Fire Code.

The city must provide staff for the preparation and administration of land use controls unless otherwise agreed by the governmental units composing the board.

C. Regional planning boards

Any two or more counties, cities or towns may enter into a joint powers agreement to conduct regional planning activities. The participating entities do not need to be contiguous.

The joint powers agreement creating a regional planning agency should:

- Establish a board composed of members selected from the governing bodies of the participating governmental units.
- Set the number of board members.
- Establish terms of office for board members.
- Establish a method for member appointment and removal.

RELEVANT LINKS:

[Minn. Stat. § 462.373, subd. 1.](#)

[Minn. Stat. § 462.373, subd. 2.](#)

[Minn. Stat. § 462.374.](#)

[Minn. Stat. § 462.375.](#)

[Minn. Stat. § 462.383.](#)

[Minn. Stat. § 462.385.](#)

[Northwest Development Commission.](#)

[Headwaters Regional Development Commission.](#)

[Arrowhead Regional Development Commission.](#)

[West Central Initiative.](#)

[Region Five Development Commission.](#)

[Mid-Minnesota Development Commission.](#)

- Create a framework for adoption of a regional plan, and provide timelines for review and comment on the plan by participating governmental units.
- Create a framework for review of participating governmental unit comprehensive plans and a timeline for comment on such plans by the regional board.

The regional planning board may hire a planning director and staff, including consultants, and appoint an advisory planning commission.

The regional planning board may prepare a plan for the development of the region. However, the plan may not be adopted by the regional planning board until it has been referred to the governing bodies of all participating units for their review and their recommendation.

Once the plan has been prepared, participating governmental units within the region may adopt all or any portion of the regional development plan.

When a regional plan is adopted, the regional planning agency must send a copy of the plan and any future revisions to the commissioner of employment and economic development, to the governing bodies of cooperating governmental units, and to the planning agencies in contiguous areas.

D. Regional development commissions and comprehensive planning activities

Regional development commissions are separate entities from regional development boards discussed above. Regional development commissions are created by state statute to provide a means of pooling the resources of local governments to approach common problems related to urban and rural growth and development.

Development regions are set by state statute and are numbered as follows:

Region 1: Kittson, Roseau, Marshall, Pennington, Red Lake, Polk, and Norman.

Region 2: Lake of the Woods, Beltrami, Mahnommen, Clearwater, and Hubbard.

Region 3: Koochiching, Itasca, St. Louis, Lake, Cook, Aitkin, and Carlton.

Region 4: Clay, Becker, Wilkin, Otter Tail, Grant, Douglas, Traverse, Stevens, and Pope.

Region 5: Cass, Wadena, Crow Wing, Todd, and Morrison.

Region 6E: Kandiyohi, Meeker, Renville, and McLeod.

RELEVANT LINKS:

[Upper Minnesota Valley Regional Development Commission.](#)

[East Central Regional Development Commission.](#)

[Southwest Regional Development Commission.](#)

[Region Nine Development Commission.](#)

[Metropolitan Council.](#)

[Minn. Stat. § 462.39, subds. 4, 5.](#)

[Minn. Stat. § 462.391, subd. 1a.](#)

[LMCIT Land Use Resources.](#)

[Government Training Services. American Planning Association.](#)

Region 6W: Big Stone, Swift, Chippewa, Lac qui Parle, and Yellow Medicine.

Region 7E: Mille Lacs, Kanabec, Pine, Isanti, and Chisago.

Region 8: Lincoln, Lyon, Redwood, Pipestone, Murray, Cottonwood, Rock, Nobles, and Jackson.

Region 9: Sibley, Nicollet, LeSueur, Brown, Blue Earth, Waseca, Watonwan, Martin, and Faribault.

Region 10: Rice, Goodhue, Wabasha, Steele, Dodge, Olmsted, Winona, Freeborn, Mower, Fillmore, and Houston.

Region 11: Anoka, Hennepin, Ramsey, Washington, Carver, Scott, and Dakota.

The creation of a regional development commission does not affect the rights of counties or cities to conduct their own planning activities. Instead, regional development commissions are designed to support planning for cities. Cities may request that a regional commission review, comment, and provide advisory recommendations on local plans or development proposals.

VII. Training and resources for planning commission members

Planning commission members perform a vital role for their community. Training materials and seminars can increase the effectiveness of city planning commissioners and are essential for protecting the city's legal interests.

The League of Minnesota Cities Insurance Trust has a Land Use Loss Control Program to assist members through phone consultations and online training. In addition, the Land Use Loss Control Program has extensive written materials available at no cost to members.

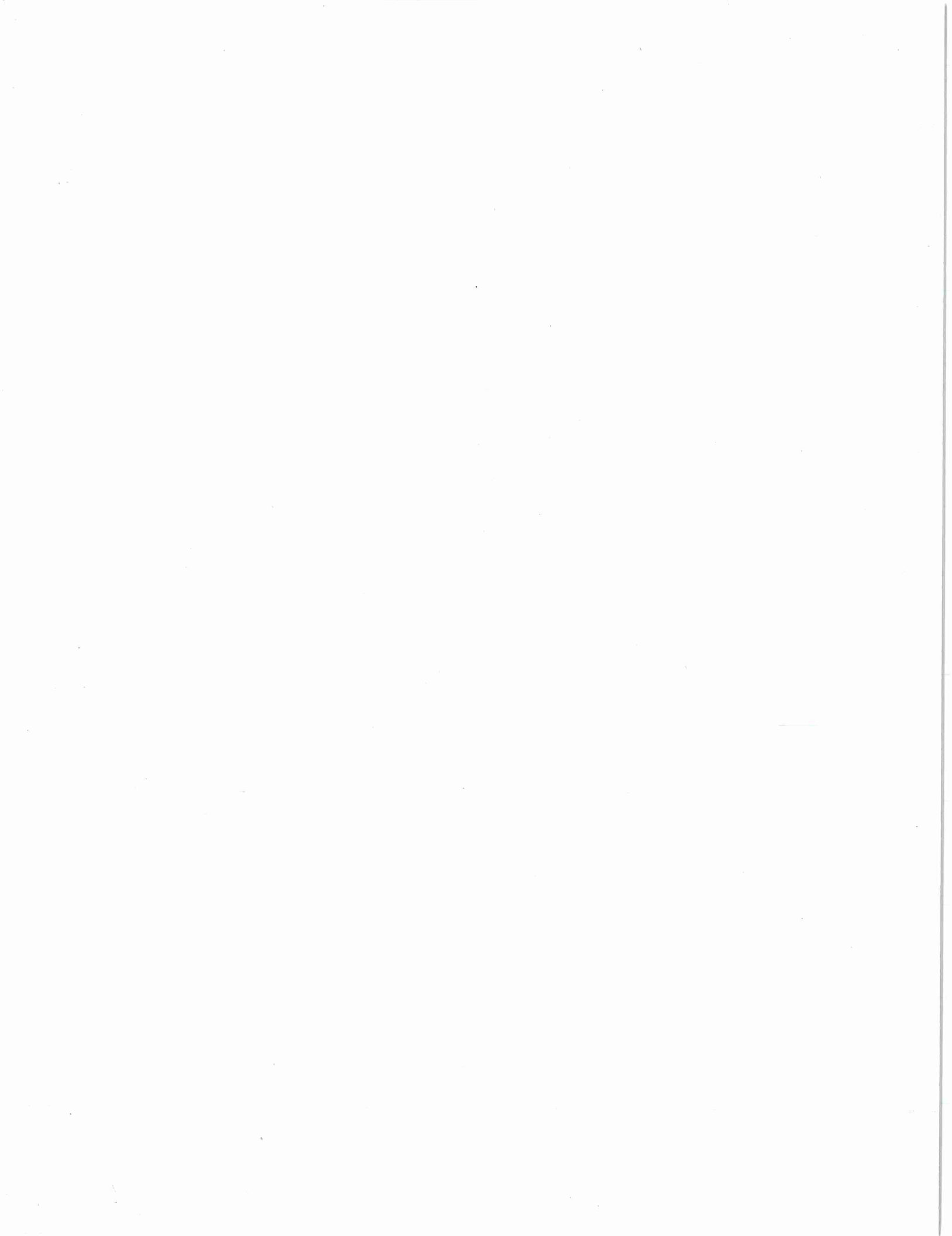
Additional training and materials may also be obtained from private vendors such as:

- Government Training Services (GTS).
- The American Planning Association.

ECONOMIC DEVELOPMENT AUTHORITY HANDBOOK

October 2011





PREFACE

In these uncertain economic times, it is more important than ever for cities to develop and utilize sound economic development procedures and practices to address an ever more complex and changing marketplace.

This handbook has been prepared as a guide to assist local economic development leaders to utilize their limited resources in the best practical manner. Furthermore, this handbook seeks to ascertain methods in which one can better set up one's EDA to make it more efficient and effective in utilizing scarce resources. The key to successful economic development is communication with local businesses to learn of their needs and concerns, and to determine how to best use the community's resources to address those concerns.

Throughout my career in various economic development roles, I have seen, firsthand, just how vital development tools such as EDAs, Housing and Redevelopment Authorities, and Port Authorities can be to a community in building a vibrant business climate and in generating significant employment opportunities. Early in my career at the Region Nine Development Commission, I would have given anything to have a document such as this to utilize! As a Business Finance Specialist with the Minnesota Department of Trade and Economic Development (now MN DEED) I was able to see directly just how important EDAs are to local communities and how they could be utilized to great effect by cities in Southern Minnesota. In addition, the ability to utilize EDA powers significantly benefited economic development through my tenure as Community Development Director in the City of Roseville and as City Administrator for Oakdale. In both communities, I found the use of an EDA (or similar authorities) to be an invaluable tool in many development and redevelopment projects.

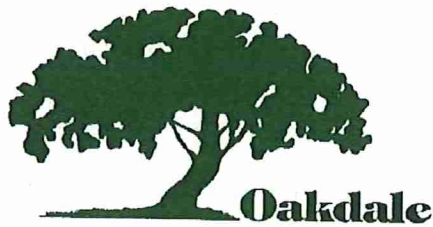
I would like to offer special thanks to a number of individuals for their hard work and dedication in updating this handbook. I would especially like to thank Mary Ippel from Briggs and Morgan for her experience and for her extensive help preparing this handbook. I would also like to thank the City of Oakdale staff including Assistant to the Administrator Dave Schaps, for coordinating the update of this handbook and compiling the information, and Intern Devin Swanberg for conducting the background research. In addition, my thanks to the Minnesota Economic Development Foundation for funding this project, the Minnesota Department of Employment and Economic Development for its review and subsequent publication of the handbook, and the Economic Development Association of Minnesota for its review of the handbook. We hope this guide will help you in your own economic development endeavors. Now go out there and create jobs and develop that tax base!

Sincerely,

Craig A. Waldron,
City Administrator, ICMA-CM
City of Oakdale

ACKNOWLEDGEMENTS

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NOTICE

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INTRODUCTION TO LOCAL ECONOMIC DEVELOPMENT ORGANIZATIONS

There are several types of organizational structures available for community economic development programs. The type of organization that a community decides to establish is dependent on the special activities that are targeted. In some communities, business development and job creation are the primary goals, while others have housing development as a priority. Many communities have existing community economic development groups. There are several different kinds of organizations available that focus on economic growth. The type of growth that a community wishes to achieve will dictate what type of group will be formed. In addition, the purpose and creation of the organization will impact the statutory powers available to the entity. Each of these organizations may focus on different issues such as housing development, creation of jobs, and business development. The majority of community groups focus on economic growth opposed to housing growth.

Outlined below is a brief description of each type of development organization.

Business Organizations

Commercial Club: Usually an incorporated 501(c)(4) or (6) organization whose purpose is to promote community and retail events. This group is usually made up of local retail owners and owners of local businesses. This is an unpaid organization consisting of volunteers and has no staff.

Chamber of Commerce: A chamber is an incorporated non-profit 501(c)(4) or (6) that is generally affiliated with the state and national chamber of commerce. The chamber consists of local business professionals of the community who meet together to promote local businesses and the community. Generally, they have an elected board with limited staff. Larger chambers often deal with tourism and overall business development of the community. They sometimes are politically active and can be a powerful lobbying force when dealing with policy that affects the community's economic strategy. Chambers are generally active and can hold educational and other events for local businesses.

Development Corporations

For-Profit: A corporation formed to develop and sell industrial land and/or provide financing for business development within the community. Local investors can buy shares that can be paid in dividends from profits made on projects. Money invested in corporations can be repaid to the stockholders. The board is made up of shareholders and may or may not have staff. The corporation is subject to federal and state income tax.

Non-Profit: A corporation formed to develop and sell industrial land and/or provide financing for business development in the community. Shares are sold or funds may be raised in other ways. No dividends are paid on shares. The non-profit corporation must obtain either 501(c)(3) or 501(c)(4) status from the IRS. Donations made to a 501(c)(3) by both individuals and

businesses are tax deductible. Obtaining 501(c)(3) status can be difficult, expensive and time-consuming and many communities are not willing to go through the lengthy process. Although 501(c)(4) status is less difficult to obtain than 501(c)(3) status, only a business may make contributions that are tax deductible, individual contributions are not eligible for the tax deduction. Also, organizations with 501(c)(3) are prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of or against any candidate for elective public office.

Government Organizations

Economic Development Commission: A board used to advise a City Council, appointed by the Mayor and/or City Council. It has limited or no decision making authority and is used as a sounding board or a first point of contact for the City Council on development projects. The commission is used to draft strategies and policies for ratification and implementation of local plans on a volunteer basis.

Housing Redevelopment Authority (HRA): An HRA is a public corporation with power to undertake certain types of housing and redevelopment or renewal activities. While state legislation conveys authority for housing and redevelopment in each City, it is up to the City Council to formally establish an HRA before it can do business and use its powers. Once a council legally establishes an HRA, it may undertake certain types of planning and community development activities on its own with council approval.

Port Authority: This is a legal entity created by the State Legislature to promote the general welfare of a City's port district, increase the volume of commerce in the port and provide facilities for handling, storage and shipment of freight. The Port Authority actively develops commerce within the City and can enable business location and expansion. The powers of a Port Authority are more expansive than those of an HRA or an EDA. The State Legislature authorizes the creation of Port Authorities. A Port Authority is a separate political entity with the right to sue and be sued in its own name and is generally organized to increase commerce in a City. Unlike EDAs and HRAs, a Port Authority may issue general obligation bonds without holding an election.

Joint Powers Board: This is a board created by multiple Cities, Townships or Counties for a certain purpose, such as economic development. The agreement between the units of government would specifically describe activities and powers that the board exercises in carrying out its duties.

Economic Development Authority (EDA): An EDA is a legal entity created by a City or a County to facilitate a well-rounded development program by taking advantage of some of the port authority powers and all of the HRA powers. By combining and utilizing HRA, EDA and City powers, community leaders are able to create flexible business assistance and development programs. EDAs for example, are allowed, to buy and sell property; make loans and grants to businesses; provide guarantees or other credit enhancements; and to sell bonds.

All Cities have authority from the State Legislature to create an EDA. The City may consolidate the EDA with an existing HRA or the City may establish the EDA as a separate entity. The City

Council may create an EDA by passing an enabling resolution. Before adopting the enabling resolution, the City must first conduct a public hearing. The enabling resolution establishes a Board of Commissioners for the EDA. The City Council can choose to serve as the EDA Board of Commissioners or create a board composed of council members and community members. The Mayor, with approval of the Council, appoints the Commissioners. The Board may consist of three, five or seven members who serve six-year terms. The Board is subject to the open meeting law.

Rural Development Finance Authority (RFDA). A nonprofit corporation established by a County or group of Counties through special legislation. RFDA's are designed to facilitate the production and processing of agricultural products and promote jobs in agriculture and natural resources industries. The board is appointed by the County Board of Commissioners.

Note: Please see appendix for a table comparing selected development laws.

FORMATION AND OPERATION OF AN ECONOMIC DEVELOPMENT AUTHORITY

Reasons for Forming an EDA

The Minnesota Legislature granted Cities the power to create economic development authorities in 1987. By giving Cities this ability they can promote economic growth. EDAs were created to work in conjunction with and to facilitate other economic development organizations such as Port Authorities and Housing Redevelopment Authorities (HRA). This allows Cities to create a better approach to economic development allowing them to create flexible business assistance and development programs.

In addition to HRA powers, EDAs were authorized to exercise the powers of Cities in connection with City development districts and the powers of municipalities or development agencies in connection with municipal industrial development. By consolidating the powers of economic and housing development into one body, City officials are not only able to focus development on blighted areas but, also create programs that will prevent blight from occurring elsewhere within the community.

The primary powers of an EDA:

- Serve to promote business and to recruit new businesses
- Issue revenue bonds.
- Acquiring property.
- Purchase and sell land.
- Serve as a limited partner.
- Make or guarantee or other credit enhancements.
- Issue general obligation bonds (approved by election).

Procedures for Establishing an EDA

In order for a City to create an EDA the City Council must adopt a written resolution called an enabling resolution. A County can also create an EDA. This handbook describes the process for Cities to establish an EDA. Through the enabling resolution EDA's are granted all of the powers described in Minnesota Statutes, 469.090-1082, subject to any limitation on those powers as specified by the City. EDA's are also granted the powers given to HRAs in the HRA law, powers almost identical to Port Authorities under the Port Authority Law and all of the development powers granted to a City under the municipal development district law and the industrial development act.

Before adopting an enabling resolution the City Council must hold a public hearing and it must determine the number of Board Members to be on the EDA. The notice of the public hearing must identify the place and time of the hearing, brief statement of the purpose of the hearing, and the notice must contain a summary of the resolution. The notice of public hearing must be published in newspaper of general circulation once a week for two consecutive weeks prior to

the meeting. The first publication must appear not more than 30 days from the date of the public hearing.

Without limiting the right of the EDA to petition the City Council at any time, each year, within 60 days of the anniversary date of the first adoption of the enabling resolution, the EDA shall submit to the City Council a report stating whether and how the enabling resolution should be modified. Within 30 days of receiving the recommendation, the City Council shall review the enabling resolution, consider the recommendation of the EDA, and make any modification it considers appropriate (Minn. Stat. § 469.092, Subd. 3).

All modifications to the enabling resolution must be by written resolution and must be adopted after notice is given and a public hearing conducted as required for the original adoption of the enabling resolution (Minn. Stat. § 469.093, Subd. 2).

An EDA is a public body corporate and politic as well as a political subdivision of the State of Minnesota with the right to sue or be sued in its own name. An EDA carries out an essential governmental function when it exercises its powers, but is not immune from liability because of this. (Minn. Stat. § 469.091, Subd. 2)

Enabling Resolution, Bylaws, Transfer Resolution and Ordinance Checklist

_____ Board Size (Optional)

- _____ 3 – Minimum of 1 City Council member
- _____ 5 – Minimum of 2 City Council members
- _____ 7 – Minimum of 2 City Council members

_____ Officers/Staff Powers and Duties

- _____ - President
- _____ - Vice President
- _____ - Treasurer
- _____ - Assistant Treasurer
- _____ - Executive Director
- _____ - Engineers
- _____ - Technical/Support Staff
- _____ - Secretary

_____ Procedures

- _____ - Board Compensation
- _____ - Budget
- _____ - Fiscal Year
- _____ - Corporate Seal
- _____ - Annual/Monthly/Special Meetings
- _____ - Depositories
- _____ - Quorum
- _____ - Treasurer's Bond
- _____ - Reports/Financials/Audits
- _____ - Professional/Technical Services
- _____ - Amendments to By-Laws
- _____ - Conflict of Interest

_____ Committee Structure (optional)

- _____ - Local Publicity
- _____ - Planning and Zoning
- _____ - Sites and Buildings
- _____ - Business Retention and Expansion
- _____ - Marketing
- _____ - Advisory

_____ Transfer of Authority and Programs

_____ Economic Development Powers

- _____ - Economic Development Districts
- _____ - Acquisition of Property
- _____ - Eminent Domain
- _____ - Limited Partnerships
- _____ - Acceptance of Public Land
- _____ - Public Facilities
- _____ - Studies/Analysis/Research
- _____ - Loans
- _____ - Mined Underground Space
- _____ - Advances
- _____ - Redevelopment Districts
- _____ - Options
- _____ - Contracts
- _____ - Rights and Easements
- _____ - Foreign Trade Zone
- _____ - Government Agent
- _____ - Public Relations
- _____ - Use of Proceeds
- _____ - Levy of Taxes
- _____ - Issuance of Bonds

_____ Housing and Redevelopment Powers

- _____ - Acquisition of Open Land
- _____ - Sale of Real/Personal Property
- _____ - Comprehensive Plans
- _____ - Joint Powers Agreements
- _____ - Bonding Authority
- _____ - Property Tax Exemption
- _____ - Rehabilitation Loan/Grants
- _____ - Acquisition of Unused Land
- _____ - Studies
- _____ - Inventory of Land/Buildings
- _____ - Parking Facilities
- _____ - Special Benefit Tax
- _____ - Borrowing/Acceptance of Funds
- _____ - Interest Reduction Program

_____ Limitations on Powers

- _____ - Limitations on All Powers
- _____ - Limitations on Individual Powers

Board of Commissioners of EDA

Board Size

The City Council must determine the size and makeup of a Board of Commissioners. The City Council may serve as the Board of Commissioners or it can create a board that includes members of the community.

The Board shall be appointed as follows:

- A. Three-member EDA: the Commissioners constituting a three-member EDA, one of whom must be a member of the City Council, shall be appointed by the Mayor with the approval of the City Council. Those initially appointed shall be appointed for terms of two, four, and six years, respectively. Thereafter all Commissioners shall be appointed for six-year terms.
- B. Five-member EDA: the Commissioners constituting a five-member EDA, two of whom must be members of the City Council, shall be appointed by the Mayor with the approval of the City Council. Those initially appointed shall be appointed for terms of two, three, four, five and six years respectively. Thereafter all Commissioners shall be appointed for six-year terms.
- C. Seven-member EDA: the Commissioners constituting a seven-member EDA, two of whom must be members of the City Council, shall be appointed by the Mayor with the approval of the City Council. Those initially appointed shall be appointed for terms of one, two, three, four, and five years respectively and two members for six years. Thereafter all Commissioners shall be appointed for six-year terms.

An EDA may be increased from three to five or seven members or from five to seven members by a resolution adopted by the City Council following the procedures provided for modifying the enabling resolution.

Cause for Removal

A Commissioner may be removed by the City Council for inefficiency, neglect of duty, or misconduct in office. A Commissioner shall be removed only after a hearing. A copy of the charges must be given to the Commissioner at least ten days before the hearing. The Commissioner must be given an opportunity to be heard in person or by counsel at the hearing. When written charges have been submitted against a Commissioner, the City Council may temporarily suspend the Commissioner. If the City Council finds that those charges have not been substantiated, the Commissioner shall be immediately reinstated. If a Commissioner is removed, a record of the proceedings, together with the charges and findings, shall be filed in the office of the City clerk.

Vacancy

A vacancy is created in the membership of an EDA when a City Council member of the EDA ends council membership. A vacancy for this or another reason must be filled for the balance of the unexpired term, in the manner in which the original appointment was made. The City Council may set the term of the commissioners who are members of the City Council to coincide with their term of office as members of the City Council.

Committees

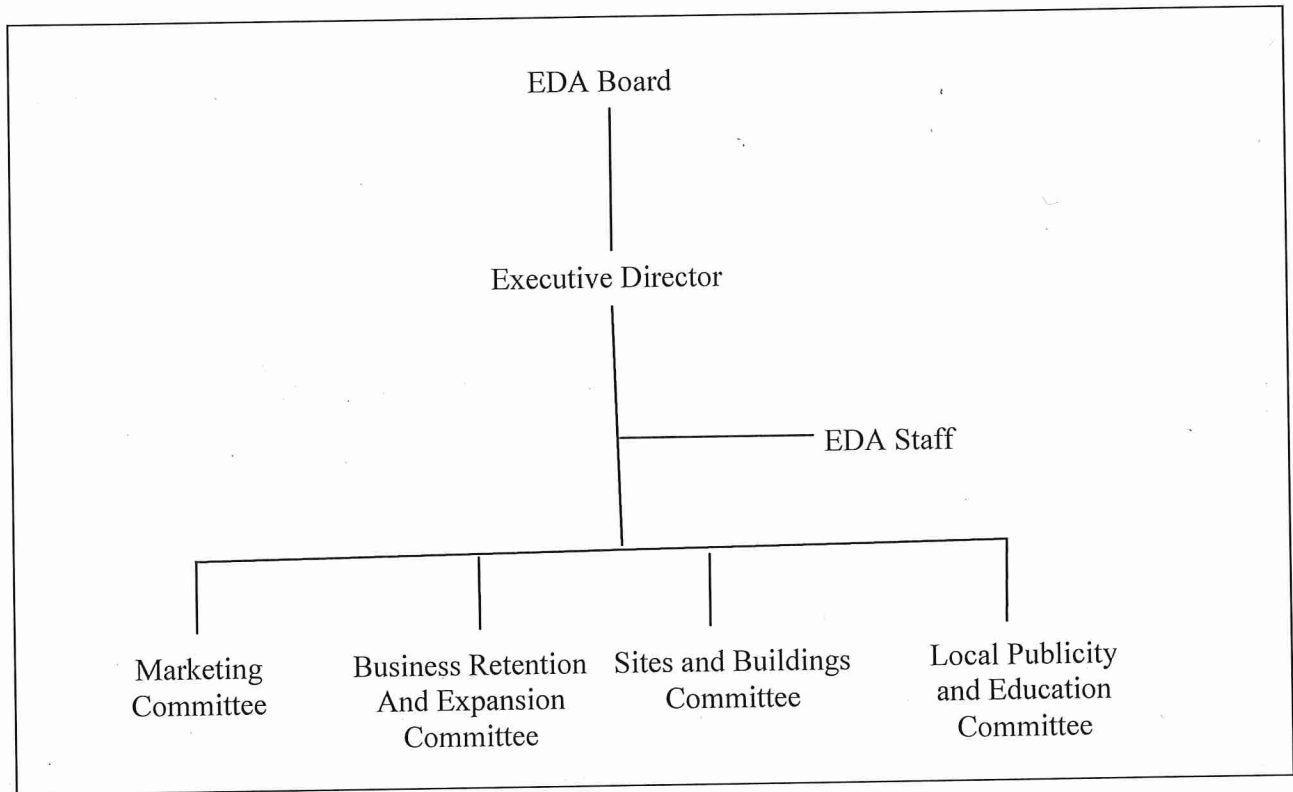
The EDA Board of Commissioners is responsible for the decision making process for the EDA, many Cities have found it helpful to develop a committee structure to assist in reaching the economic development goals of the community on or ongoing or ad hoc depending on upon the workload and particular issues that may arise. Possible committees could include:

Local Publicity and Education Committee

Sites and Buildings Committee

Business Retention and Expansion (BRE)

Marketing Committee



Officers, Duties and Organizational Issues

The EDA must adopt bylaws, rules of procedure and an official seal. In the appendix is an example of organizational bylaws.

Officers

An EDA shall elect a president, a vice-president, a treasurer, a secretary and an assistant treasurer. The Authority shall elect the president, treasurer, and secretary annually. A Commissioner must not serve as president and vice-president at the same time. The other offices may be held by the same Commissioner. The offices of secretary and assistant treasurer need not be held by a Commissioner. At a minimum, there must be three officers on the board. (Minn. Stat. § 469.096).

Duties and Powers of Officers

The president and vice-president have the usual duties and powers of their offices. They may be given other duties and powers by the EDA.

The treasurer is responsible for receiving, disbursing and monitoring all funds of the EDA. When disbursing funds, the transaction must be by check only. The treasurer must also keep an account

of the source of all receipts, as well as the nature, purpose and authority of all expenditures. The treasurer is responsible for filing a detailed financial statement with the secretary at least once a year at times set by the EDA. Quarterly reports may also be filed. The treasurer is also responsible for the acts of the assistant treasurer. The assistant treasurer has the powers and duties if the treasurer is absent or disabled. (Minn. Stat. § 469.096, Subd. 4).

The EDA must obtain a treasurer's bond conditioned for the faithful discharge of official duties. The bond must be approved as a form and surety by the EDA and filed with the secretary. The bond must be for twice the amount of money likely to be on hand at one time, as determined at least annually by the EDA provided that the bond may not exceed \$300,000 (Minn. Stat. § 469.096, Subd. 6)

The EDA may choose to have the secretary and the assistant treasurer position filled by a non-board member (Minn. Stat., § 469.096, Subd. 2).

Public Money

EDA money is public money.

Checks

An EDA check must be signed by the treasurer and one other officer named by the EDA in a resolution. The check must state the name of the payee and the nature of the claim that the check is issued for.

Financial Statement

The EDA's detailed financial statement must show all receipts and disbursements, their nature, the money on hand, the purposes to which the money on hand is to be applied, the EDA's credits and assets, and its outstanding liabilities in a form required for the City's financial statements. The EDA shall examine the statement together with the treasurer's vouchers. If the EDA finds that the statement and vouchers are correct, it shall approve them by resolution and enter the resolution in its records. (Minn. Stat. § 469.051).

Compensation and Reimbursement

A Commissioner, including the president, shall be paid for attending each regular or special meetings in an amount to be determined by the City Council. (Minn. Stat., § 469.095, Subd. 4). In addition to receiving pay for meetings, the Commissioners may be reimbursed for actual expenses incurred in doing official business of the EDA. All money paid for compensation or reimbursement must be paid out of the EDA's budget.

Conflict of Interest

A Commissioner or employee of an EDA shall not acquire any financial interest, direct or indirect, in any project or in any property included or planned to be included in any project sponsored by the EDA. EDA Commissioners or employees may not have any financial interest,

direct or indirect, in any contract or proposed contract for materials or services to be furnished or used in connection with any project (Minn. Stat., § 469.098).

The following is a list of exceptions when an EDA may contract for goods or services with a Commissioner or officer of the EDA who has a financial interest in a project. Approval of this action must be passed by a unanimous vote of the EDA with the affected Commissioner abstaining from the vote on the resolution (Minn. Stat., § 471.88).

1. When an officer or Commissioner is employed by a bank or savings association that serves as the EDAs depository or as a source of borrowing, and that Commissioner has an interest either direct or indirect, no restrictions apply. However, if a Commissioner or officer does have a direct or indirect interest as a director or an employee of the bank or savings association, he or she must make that disclosure and enter it into the minutes of the EDA. This disclosure serves as notice of the Commissioner's interest and does not need to be made on future transactions with that designated financial institution.
2. When a Commissioner of the EDA is employed by a bank that is engaged in making loans or performing trust services involving real or personal property affected by any plan of the EDA, there is no restriction that applies to the loans made or trust services performed by the Commissioner's bank if he or she discloses the nature of the loans or trust services of which the Commissioner has personal knowledge. This disclosure must be entered in the minutes of the EDA.
3. If the EDA has designated an official newspaper, or publication where it publishes its public notices and minutes, and a Commissioner has an interest in the paper.
4. If the EDA enters into a contract with a cooperative association where a Commissioner is a shareholder or stockholder, but not an officer or manager.
5. A contract for which competitive bids are not required by law and where the amount does not exceed \$5,000.
6. Contracts for goods or services when consideration does not exceed \$5,000 in any year and the sealed bid process is used and the contracting governmental unit has a population of less than 1,000.
7. When an EDA Commissioner is engaged in or employed by a firm that is in the business of importing or exporting or general trade, the EDA may enter into business transactions with the Commissioner or the Commissioner's employer provided that the Commissioner abstains from voting on any resolution that sets rates affecting shippers or users of an EDA-owned facility. (Minn. Stat. § 471.88)

Ethics Law

Changes made in the 1994 Ethics in Government Act not only affect state legislators but also local officials. The definition of a local official is "a person who holds elective office in a political subdivision or who is appointed to or employed in a public position in a political subdivision". Minn. Stat. § 10A.01 Subd. 22 goes on to state that local officials are those who

have the "authority to recommend, or as a member of the governing body, make major decisions regarding the expenditure or investment of public money." Based on these definitions, EDA executive directors and commission members are subject to the gift restrictions of the Ethics in Government Act.

A local official is prohibited from accepting gifts from a lobbyist or lobbyist principal including:

- Money,
- Real or personal property,
- A service,
- A loan,
- A forbearance or forgiveness of indebtedness, or
- A promise of future employment

unless the lobbyist or lobbyist principal receives consideration of equal or greater value in return.

Employees, Services, and Supplies

The EDA may employ an executive director, a chief engineer, other technical experts and agents, and other employees as it may require. The EDA must determine their duties, qualifications and compensation. Also, the EDA may contract for the services of consultants, agents, public accountants, and other persons needed to perform its duties and exercise its powers. The EDA may use the services of the City Attorney or hire a general counsel for its legal needs (Minn. Stat. § 469.097). (See appendix for sample job description).

The EDA may utilize the City/County's purchasing department in connection with construction work and to purchase equipment, supplies and materials. The City/County may furnish offices, structures and space, stenographic, clerical, engineering and other assistance to the EDA in order for it to perform its duties and to carry out its powers.

The EDA may also delegate to one or more of its agents or employees powers or duties it may deem proper.

Depositories

Every two years the EDA shall name a national or state bank(s) within Minnesota as depositories for its funds. Before acting as a depository, the bank must give the EDA a bond approved as to form and surety by the EDA. The bond must state the conditions for the safekeeping and the prompt repayment of deposits. The amount of the bond must be at least equal to the maximum amount expected to be deposited at any one time. An EDA may deposit all its money from any one source in one bank account.

When the EDA funds are deposited by the treasurer in a bonded depository, the treasurer and the surety on the treasurer's official bond are exempt from liability for the loss of the deposits because of the failure, bankruptcy or other act or default of the depository bank. However, an EDA may accept assignments of collateral from the depository bank to secure the deposits just as assignments of collateral are permitted by law to secure deposit of the EDA's City (Minn. Stat. § 469.099)

Budget, Fiscal Year, Taxes, Audits and Reports

The fiscal year of the EDA must be the same as that of its governing City. It must annually submit its budget to the City in a time frame that matches the City's normal budget cycle. This budget must include a detailed written estimate of the amount of money that the EDA expects to need from the City during the next fiscal year.

There are many ways in which EDA's budgets are established. EDAs have the ability to receive funding from virtually any source, public and private, and including the general funds of the underlying City. In addition, EDAs utilize administrative fees from loan or grant agreements, guarantees or other credit enhancements or contributions from local businesses or organizations.

The most common practice is a direct general fund appropriation to the EDA out of the City general fund. The EDA is required to send its budget to the City Council with an estimate of funding requirements for the next fiscal year, and it is through this procedure that a City may give money from the City's general funds for the EDA to use. There is no limit to the amount of funding that can be provided to an EDA through this mechanism.

One of the fringe benefits of City general fund monies lies in the fact that their use may not be as restricted as monies from other funding sources. This enables an EDA to use them for virtually any economic development purpose, as long as appropriate findings are made and safeguards imposed to demonstrate the use will promote economic development in the City. Such uses include write downs, grants or loans, working-capital loans and the purchase of limited partnership interests. For example, an EDA received funding using dollars remaining in a City's bond fund after all bonds were retired, and used these dollars to capitalize a revolving loan fund.

In addition to the annual budget, the EDA must submit a detailed annual report to the City Council outlining its activities, receipts and expenditures during the preceding calendar year. The report may also include other matters and recommendations that the EDA deems advisable for the economic development of the City.

On an annual basis the financial statements of the EDA must be prepared, audited, filed and published or posted in the manner required for the financial statements of the City. The financial statements must permit a comparison and reconciliation with the City's accounts and financial reports. The report must be filed with the State Auditor by June 30th of each year. The auditor will review the report and may accept it or audit the books of the EDA for cause (Minn. Stat. § 469.100).

City Levy of Taxes for EDA Activities

The City may, at the request of the EDA, levy a tax in any year for the benefit of the EDA in an amount not more than 0.01813 percent of taxable market value. The amount levied must be paid by the City treasurer to the treasurer of the EDA, to be spent by the EDA. A City may increase its levy for economic development authority purposes under Minnesota Statutes 469.107, Subdivision 1 in the following way. The City Council must first pass a resolution stating the proposed amount of levy increase. The City must then publish the resolution together with a notice of public hearing on the resolution for two successive weeks in its official newspaper or if none exists in a newspaper of general circulation in the City. The hearing must be held two to

four weeks after the first publication. After the hearing, the City Council may decide to take no action or may adopt a resolution authorizing the proposed increase or a lesser increase. A resolution authorizing an increase must be published in the City's official newspaper or if none exists in a newspaper of general circulation in the City. The resolution is not effective if a petition requesting a referendum on the resolution is filed with the City Clerk within 30 days of publication of the resolution. The petition must be signed by voters equaling five percent of the votes cast in the City in the last general election. The election must be held at a general or special election. Notice of the election must be given in the manner required by law. The notice must state the purpose and amount of the levy.

Levy of Taxes for HRA Activities

Subject to the approval by resolution of the governing body of the City, the EDA may levy a tax for HRA purposes upon all taxable property within that taxing district. The levy cannot not exceed an amount equal to 0.0185 percent of taxable market value, and must be spent for purposes authorized under the HRA statutes. These levies must be included in the EDAs annual budget.

Transfer of Authority

The City may by ordinance divide the economic development, housing and redevelopment powers granted under the EDA and HRA sections in Minnesota Statutes, Chapter 469 between the EDA and any other authority or commission established under statute or City charter for economic development, housing or redevelopment.

The City may, by resolution, transfer the control, authority and operation of any project or program located within the City from another governmental agency or subdivision that established the project or program to the EDA. The City may also require the EDA to accept control, authority and operation of the project or program. If a project or program is transferred to the EDA, it may exercise all of the powers that the governmental unit establishing the project or program could have exercised with respect to the project or program.

When a project or program is transferred to the EDA, the EDA must pledge in writing to perform the terms, conditions and covenants of the bond indenture or other agreements executed for the security of any bonds that were issued by the governmental subdivision that initiated the project or program. The EDA may exercise all of the powers necessary to perform the terms, conditions and contracts of any indenture or other agreements executed for the security of the bonds and will become obligated for the bonds when the project or program is transferred.

If the City transfers a housing project or a housing development project to the EDA, the City must transfer all housing development and management powers relating to that specific project or program.

Transfer of Personnel

The City may also by resolution place any employees of the HRA under the direction, supervision or control of the EDA. The transfer of employees does not affect the employee rights

existing under a collective bargaining agreement or fringe benefit plan. Upon transfer, the employees will become employees of the EDA.



POWERS OF EDAS

General Powers and Purposes

The primary benefit of an EDA rests in its ability to easily and flexibly accomplish a wide range of development and redevelopment objectives. An EDA is granted a remarkably full complement of development powers. These include (subject to any limitation in the enabling resolution) the powers enumerated by its enabling legislation, but also those powers granted by cross-reference to housing and redevelopment authorities (HRAs), to Cities in connection with projects and development districts, of municipalities and redevelopment agencies in connection with Municipal Industrial Development. These development powers allow an EDA great latitude, flexibility and efficiency in pursuing economic development objectives.

The purposes to which EDAs may direct their powers are not entirely clear in the statutes. They appear to include making land suitable and available for economic development and to encourage the location or expansion of economic development facilities. Also, through incorporating the purposes of HRAs, EDAs also can provide adequate housing in addition to clearing and developing blighted areas. And by incorporating the broad purposes of Municipal Industrial Development, EDAs may actively promote, attract and encourage the development of economically sound industry and commerce for the purpose of preventing the emergence of blighted and marginal lands and areas of chronic unemployment.

Usually, an EDA must adopt or reference a broader plan to exercise its powers. Certain EDA powers can only be exercised within the boundaries of an "Economic Development District; certain HRA powers must be exercised within the boundaries of a "Redevelopment Project," and certain municipal powers must be exercised within a "Municipal Development District."

Certain EDA Powers must be exercised only within the boundaries of an "Economic Development District." The EDA may create and define the boundaries of economic development districts at any place or places within the City, except the district boundaries must be contiguous. An EDA must hold a public hearing on the establishment and at least 10 days before the hearing the EDA shall publish notice of the hearing in a daily newspaper of general circulation in the City. The EDA must find that an economic development district is proper and desirable to establish and develop within the City.

Redevelopment Project

When the EDA exercises many of the powers of an HRA, such powers must be used within the boundaries of a Redevelopment Project established under the HRA law.

When establishing a Redevelopment Project, the EDA must develop a redevelopment plan which provides an outline for the development or redevelopment of the area. The EDA must obtain the written opinion of the City's planning agency if there is one.

The City Council must approve or disapprove the plan within 30 days after holding a public hearing on the Redevelopment Project. The council must make the following findings in connection with its approval:

1. The land in the project area would not be made available for redevelopment without the financial aid to be sought from the EDA.
2. The redevelopment plans for the redevelopment areas in the locality will afford maximum opportunity consistent with needs of the locality as a whole for the redevelopment of the areas by private enterprise.
3. The redevelopment plan conforms to the general comprehensive plan for the development of the locality as a whole. (Minn. Stat. § 469.028).

Municipal Development District

When the EDA exercises certain powers of cities identified in the City Development District law (Minn. Stat. §§ 469.124-469.143), they must be used within the boundaries of a Municipal Development District. A development district may be designated anywhere within the boundaries of a City and the City must adopt a Development Program for the development district, which is a statement of objections for the development district and contain the information set forth in Minn. Stat. § 469.125, Subd. 3. The City may develop a program for improving the district to provide the impetus for commercial development, increase employment, protect pedestrians, provide open space relief and other actions which are in the public purpose. Prior to designation, the City must consult with its planning agency or department, publish notice, and hold a public hearing.

Specific Powers

Because EDAs derive powers both directly from EDA law and indirectly by cross reference with other development statutes, there is often considerable overlap in the statutes which can be cited as authority for a given power.

For example, the power to acquire and develop property under the EDA Law must be exercised within the boundaries of an "economic development district." Since the definition of an economic development district is very restrictive, the EDA power to acquire land cannot be exercised in many circumstances. However, the comparable HRA power to acquire and develop property is far more general and can be exercised in a broad range of development circumstances. By picking and choosing the particular statutory authority best suited to a given proposed action, an EDA can usually carry out its purposes with a minimum of inconvenience.

Many of the powers of an EDA are listed below, including powers derived from EDA, HRA and municipal authorities. When considering the exercise of any specific power cited, you should always review the available legislation and consult with your legal and development advisors.

Acquisition of Property

An EDA may acquire the necessary rights, titles or interest in property through purchase, lease or gift. While the property is owned by the EDA and used for governmental purposes, the property is exempt from taxation by the state or its political subdivisions. However, once the EDA sells or leases the property for use by a non-governmental body, it becomes subject to taxation.

Options

The EDA may sign options to purchase, sell or lease property. This power may be used to set aside a particular building or site for future development purposes.

Eminent Domain

An EDA may exercise the right of eminent domain under Chapter 117 or under its City's charter to acquire property by condemnation. If the property is owned by the City for public use, the City must approve the taking. Also, the EDA may take possession of the property after it files a petition in condemnation proceedings describing the property -- a practice sometimes referred to as a "quick take" proceeding.

Loans

An EDA may make loans to businesses to carry out the purposes outlined in the EDA Law (Minn. Stat. § 469.192).

Contracts

The EDA may enter into contracts with both governmental and non-governmental entities for the purpose of economic development, including the purchase or sale of real and personal property. An EDA may not incur an obligation or expense under the HRA Law, unless it has an existing appropriation, or can identify reasonably expected revenues sufficient to discharge the obligation or pay the expense. Independent authority is found in the EDA Law for the EDA to guarantee loans, as more fully discussed under the "Advances" power described later in this handbook.

Limited Partnership

An EDA may be a limited partner in a partnership whose purpose is consistent with the EDA's purpose.

If a City is participating in a project as a limited partner, it may wish to stipulate in the equity agreement a limit on its current and future liability. This stipulation will serve as a safeguard for the City if legal action is brought against the firm as a result of its operation or inequities in its services or products.

Rights and Easements

The EDA may acquire rights and easements for development of an economic development district. It may be necessary for an EDA to utilize these powers when extending public infrastructure to a project area.

Acceptance of Public Land and Property

The EDA may accept land, money, or assistance, either by gift, loan or otherwise, in any form from the federal or state government, or its agencies, or a local subdivision of the state government to carry out its economic development activities.

An EDA may accept conveyances of land from all other public agencies, commissions, or other units of government, if the land can be properly used by the EDA in an economic development district.

Foreign Trade Zone

Minnesota Statute 469.101, Subdivision 11 authorizes EDAs to operate and manage Foreign Trade Zones. Foreign or "Free" Trade Zones (FTZ) were established to facilitate international trade by serving as "safe havens" and can increase a company's cash flow by reducing costs associated with import restrictions and duties. FTZs can be warehouses, storage tanks or fenced-in areas near harbors, airports or industrial parks. Foreign and domestic goods are brought into a zone where they can be stored, sold, exhibited, broken up, repacked, assembled, distributed, sorted, graded, cleaned and mixed with foreign and domestic products or used in a manufacturing process.

There are two types of foreign trade zones. General zones are located at or adjacent to a U.S. Customs Port of Entry (i.e. Minneapolis-St. Paul International Airport or Duluth Port) and subzones which are technically part of the general zone but are physically removed from it. General zones typically have multiple users occupying a facility or warehouse site, while "subzones" are special-purpose facilities operated by individual firms that cannot be accommodated within a general zone and are engaged in large-scale manufacturing. The major goods being produced in subzones are automobiles, trucks, motorcycles, tractors, women's garments, and refined oil.

Although a zone is operated as a public utility and can be managed by either a public or private corporation, it is treated as foreign territory and considered to be in foreign commerce, therefore providing benefit to the users. The usual formal Customs entry procedure and payment of duties is not required on the foreign merchandise unless and until it enters Customs territory for domestic consumption, in which case the importer ordinarily has a choice of paying duties either on the original foreign material or the finished product. In addition, quota restrictions do not normally apply to foreign goods stored in zones. Domestic goods moved into a zone for export may be considered exported upon entering the zone for purposes of excise tax rebates and drawback. In some cases companies can avoid both import duties on an item and state and local ad valorem taxes when goods are exported from the zone. In most cases, Federal taxes and excise taxes can be deferred on the goods until they enter the U.S. marketplace.

Public Facilities

The EDA may operate and maintain a public parking facility or other public facility to promote development or prevent the emergence of slum and blight. Frequently, these powers are exercised in cooperation with other units of government, including Cities, counties and school districts. Projects may include City halls, fire stations, libraries, community centers, administration buildings, and many others.

For example a City may want a community center for its residents. In order for the project to occur, the EDA sells revenue bonds, constructs the community center, and leases the community center to the City. The lease is paid by an annual appropriation from the City's general fund to

the EDA, and the EDA uses the lease payments to pay the principal and interest due on the revenue bonds. When the revenue bonds are retired, title to the new community center will be transferred to the City.

Government Agent

An EDA may cooperate with or act as an agent for the federal or state government, a state public body, an agency or instrument of a government, or a public body to carry out its mission.

Studies, Analysis, Research

An EDA may study and analyze economic development needs in the City, and ways to meet those needs. An EDA may study the desirable patterns for land use for economic development and community growth and other factors affecting local economic development in the City. It may make the results of the studies available to the public and to business/industry in general. An EDA may engage in research and disseminate information on economic development within the City.

Public Relations

To further its economic development efforts, an EDA may join an official, industrial, commercial, or trade association, or other organization. It may also have a reception of officials who may contribute to advancing the City and its economic development activities. It may also carry out other public relations activities as it deems appropriate in fulfilling its efforts to promote the City and its economic development projects (Minn. Stat. § 469.101, Subd. 16).

Joint Powers Agreements

Any two or more EDAs using HRA powers or together with an HRA may join with one another to exercise, either jointly or otherwise, any or all of their powers. This joint powers agreement may be used for the purpose of financing, including the issuance of bonds and giving security, planning, undertaking, owning, constructing, operating, or contracting a housing project located within the area of operation of any one or more of the EDAs or HRAs. The EDA may, by resolution, authorize any other housing authority or EDA utilizing HRA powers to act on its behalf with respect to any or all powers, as its agent or otherwise.

An EDA may by resolution authorize another housing authority to exercise its powers within the authorizing EDAs area of operation at the same time that the authorizing authority is exercising the same powers.

Tax Increment Financing

There are many benefits afforded to a City by utilizing Tax Increment Financing (TIF) to facilitate economic development. Some of these are: the City can realize new development, which would not otherwise occur without the use of TIF; the City may realize broader economic gains of new development in terms of employment, tax base enhancement and secondary spin-off effects; the City can facilitate the construction of related public improvements it wishes to achieve by coordinating a TIF project with more general public improvement projects; the City

may have better control over the nature of the development; the City may be able to fund administrative and/or community development costs with revenue from the TIF district and; in some cases, the qualifying of new development is enhanced by the TIF financing.

An EDA may act as an Authority for the purposes of creating and administering tax increment financing districts and plans. These powers must be exercised within a Redevelopment Project, when acting under HRA powers, or within a Municipal Development District when exercising City powers. In general, an EDA must receive approval from the City Council prior to adoption of a Tax Increment Financing plan, and comply in all respects with the requirements of Minnesota Statutes 469.174 - 469.179.

There are several types of TIF districts allowed by statute. The following is a brief description of each.

Redevelopment District:

- Generally a blighted area containing substandard buildings.
- Requires documentation to evaluate occupied land area and analysis of substandard buildings.
- Maximum duration of TIF district is 25 years from receipt of the first increment.

Renewal and Renovation District:

- Blight and obsolescence tests must be met.
- Maximum duration of TIF district is 15 years from receipt of the first tax increment.

Housing District

- Provides housing opportunities for persons and families of low and moderate income.
- Maximum duration of TIF district is 25 years from receipt of the first tax increment.

Soils Condition District:

- Provides for the removal or remediation of hazardous substances or contaminants as specified in a development action response plan.
- Such costs must exceed (a) the fair market value of the land before completion of the preparation or (b) \$2 per square foot of the area of each parcel.
- Maximum duration of the TIF district is 20 years from receipt of the first tax increment.

Economic Development District:

- May be used only for manufacturing, production, processing, warehousing, storage, distribution (excluding retail sales), research and development, telemarketing, certain tourism and border City retail facilities and uses are directly related to or in support of such qualifying activities. Prohibits establishment if more than 15 percent of the square footage of such facilities are used for other purposes.

- Must demonstrate retention of local businesses, increased employment or preservation or enhancement of the state tax base, etc.
- Maximum duration of TIF district is 8 years from receipt of the first tax increment.
- May be used for commercial facilities not exceeding 15,000 square feet in Cities with populations of 5,000 or less located at least 10 miles outside of a City with a population of 10,000 or more. Other than administrative expenses, all increments must be spent within the TIF district.
- Expanded Rules for any type of development if construction commences by July 1, 2011 and certification of district is requested by June 30, 2011.

Compact Development District:

- May be used to redevelop property where 70 percent of the parcel is industrial or utility property.
- The project must result in an increase of square footage of industrial or utility property by three times or more over its current level.
- Must be approved before June 30, 2012.

In order to establish a TIF district, a specific process must be followed including the following:

1. A Development Program or Redevelopment Plan (depending on statutory authority used) must be prepared. This sets forth the general goals for the development or redevelopment project area.
2. A Tax Increment Financing Plan must be prepared. This sets forth the specific project(s) to be undertaken, costs involved, and revenues projected, and is the guiding document for the proposed project.
3. A public hearing on the TIF Plan and district must be conducted. Notification of the public hearing must be published 10-30 days prior to the hearing.
4. A TIF district "fiscal and economic impact" letter must be received by the County and school district at least 30 days prior to the public hearing.
5. The City planning commission must review the TIF Plan and Development Program prior to City approval.
6. At the public hearing, all interested parties are invited to express their opinion(s).
7. Subsequent to the public hearing, the City must approve or reject the TIF Plan and district.
8. Upon approval, the City must request County certification of the original value of the TIF district which will begin the tax increment collection process.
9. Actual project expenditures may not be made until the TIF Plan is adopted and the TIF district is established.

Financing and Bonding Powers

Issuing General Obligation Bonds

The EDA may issue General Obligation Bonds (GO Bonds) in anticipation of income from any source for any purpose allowed by statute. The City must, by ordinance and by two thirds vote, give specific consent to pledge the City's full faith and credit to the GO Bonds. The EDA must comply with the provisions of Minnesota Statutes § 475, the general public indebtedness statute. An election is required to issue GO Bonds backed by the City's full faith and credit.

Issuing Revenue Bonds

Revenue bonds may be issued by the EDA to fund any authorized activity of the EDA. The revenues generated by the projects to be financed and/or other revenues of the EDA may be pledged to the payment of the revenue bonds. Bonds may also be secured by a mortgage on certain EDA property. The EDA can pledge its full faith and credit and limited taxing power to the payment of revenue bonds, but it may not pledge the full faith and credit of the City.

Because the credit strength of an EDA is usually very limited, the feasibility of a revenue bond offering is highly dependent upon the project to be financed. For example, if an EDA were to issue a revenue bond to finance the construction of a building to be leased to a manufacturing firm, the interest rate and security terms of the revenue bond would depend primarily on the creditworthiness of the manufacturer. For weaker projects and tenants, issuance may not be feasible.

Advances

As noted earlier in this handbook, there is independent authority for an EDA to make a loan. An EDA may advance (loan) its general fund money or credit without interest. The advances must be repaid from the sale or lease of land. If the money advanced for the development or redevelopment project was obtained from the sale of the EDAs general obligation bonds, then the interest rate on the advances must not be lower than the average annual interest rate on the EDAs general obligation bonds that are outstanding at the time the advances are made. Advances made to acquire land and to construct facilities for recreational purposes, do not need to be reimbursed (Minn. Stat. § 469.106).

Secondary Market

An EDA may sell, at private or public sale, at the price or prices determined by the EDA, any note, mortgage, lease, sublease, lease purchase, or other instrument or obligation evidencing or securing a loan made for the purpose of economic development, job creation, redevelopment, or community revitalization by a public agency to a business, for-profit or nonprofit organization, or an individual (Minn. Stat. § 469.101, Subd. 22). An EDA operating a revolving loan fund may choose to sell a loan on the secondary market if it needs to recapitalize the loan fund in order to finance additional projects.

Borrowing in Anticipation of Bonds

After authorizing a bond issue, an EDA may borrow funds to provide money immediately required for the project, but the loan must not exceed the amount of the bonds. The EDA must approve a resolution stating the terms of the loan. The due date for the loan may not be for more than 12 months from the date of the loan origination and may be repaid with interest from the proceeds of the bonds when the bonds are issued and delivered to the bond purchasers. The loan must not be obtained from any Commissioner of the EDA or from any corporation, association, or other institution of which a Commissioner is a stockholder or officer (Minn. Stat. § 469.101, Subd. 19).

Revolving Loan Funds

Small business growth in most communities provides the greatest opportunity for new investment and job development. However, because constraints on capital markets, financial institutions may be unable or unwilling to provide a complete financing package, and many good companies end up with marginal long-term financing.

Businesses and financial institutions invest dollars in projects to make a profit and to earn a return on that investment. Unless the project offers the promise of a positive return, it is difficult to sell a prospective investor on locating or expanding a business. Stimulating investment requires impacting a business and a bank's spending decisions. An EDA can impact business spending decisions by providing an opportunity where rates of return on investment are attractive and competitive. Many EDAs do this by operating a local Revolving Loan Fund (RLF) designed to facilitate small business investment.

The typical goal of a local RLF is to leverage private sector investment by filling the capital market gap for financing long-term assets.

Most RLFs provide a cost advantage to the business to lessen their financial constraints and meet the community's goal of increasing productivity and creating new, permanent jobs. The RLF can provide lower interest payments, more flexible equity requirements, longer terms, deferred principle payments and a subordinate collateral position to the bank.

The type of businesses that are eligible for loan funds type of businesses that are eligible for loan funds will depend on the loan guidelines established by the particular EDA.

An RLF can be designed in several different ways. The most common type of RLFs structure is the direct loan to the business. Direct loans are made to the business with a separate set of loan documents and collateral to secure the loan. These loans are typically made to fill the gap in a development project.

The second type of funding structure is a loan guarantee. The EDA provides a partial guarantee to the private lender to ensure repayment of the loan and to limit the risk to the private lender. This type of activity provides several advantages to the EDA, notably, smaller capitalization requirements, increased leverage of funds, and limited administrative activity

A third type of RLF is a linked deposit program. With a linked deposit program, the EDA works with other government agencies and large non-profit institutions to place a certificate of deposit with the lending institution at below market rate. This action allows the bank to increase its liquidity of funds, gain a higher return on a riskier project and improve collateral coverage.

The most fundamental issue in the development of a revolving loan program is the development of policies and procedures for operating, marketing, financing and dealing with delinquencies and defaults. It is important to consider working with development counsel and/or financial advisors to discuss the intricacies and mechanics of a RLF program.

The source of capitalization for local loan funds varies by community. Communities are utilizing local sources through the use of excess general fund or municipal utility reserves, Tax Increment Financing reserves and partnerships with banks or utilities to capitalize local revolving loan funds.

Limitation of Powers

The City Council may place limits on the activities of the EDA in the enabling resolution. These limitations may be placed on the power to issue general obligation or revenue bonds, the power to grant or loan EDA funds, power to enter into limited partnerships, or any other specific power over which the governing body wishes to exercise control. The following is a list of specific areas where the governing body may exercise control (Minn. Stat. § 469.092):

1. that the EDA may not exercise any specified power contained in Minn. Stat. §§ 469.001 to 469.047, 469.090 to 469.108, and 469.124 to 469.134 or that the EDA must not exercise any powers without the prior approval of the City Council.
2. that, except when previously pledged by the EDA, the City Council may by resolution require the EDA to transfer any portion of the reserves generated by activities of the EDA that the City Council determines is not necessary for the successful operation of the authority to the debt service fund of the City, to be used solely to reduce tax levies for bonded indebtedness of the City;
3. that the sale of all bonds or obligations issued by the EDA be approved by the City Council before issuance;
4. that the EDA follows the budget process for City departments as provided by the City and as implemented by the City Council and Mayor;
5. that all official actions of the EDA must be consistent with the adopted comprehensive plan of the City, and any official controls implementing the comprehensive plan;
6. that the EDA submit all planned activities for influencing the action of any other governmental agency, subdivision, or body to the City Council for approval;

7. that the EDA to submit its administrative structure and management practices to the City Council for approval.
8. any other limitation or control established by the City Council by the enabling resolution.

GLOSSARY

Cash Flow: Can the business repay the loan out of operating cash flow.

Collateral: A tangible asset like land, building, inventory, machinery and equipment, etc., offered as security on a loan. Typically, the value of the offering is greater than the amount loaned.

Commercial Club: Usually an incorporated 501(c)(4) or (6) organization whose purpose is to promote community and retail events. The membership is usually made up of retail business owners or owners of businesses in the central or downtown business district.

Chamber of Commerce: A chamber is an incorporated, non-profit 501(c)(4) or (6) that is generally affiliated with the state and national chamber of commerce. The chamber consists of local business professionals of the community who meet together to promote local businesses and the community. Generally, they have an elected board with and most have limited staff. Larger chambers often deal with tourism and overall business development of the community. They sometimes are politically active and can be a powerful lobbying force when dealing with policy that affects the community's economic strategy. Chambers are generally active and can hold educational and other events for local businesses.

Development Commission: A board used to advise City Council, appointed by the Mayor and/or City Council. It has limited or no decision making authority and is used as a sounding board or a first point of contact for the City Council for development projects. The commission is used to draft strategies and policies for ratification and implementation of local plans on a volunteer basis.

Economic Development District: A type of tax increment financing district which consists of any project, or portions of a project, but which the authority finds to be in the public interest because: it will discourage commerce, industry, or manufacturing from moving their operations to another state or municipality; or it will result in increased employment in the state; or it will result in preservation and enhancement of the tax base of the state.

Excess Increments: Tax increments that exceed the amount needed to pay the costs authorized under the tax increment financing plan. Increments are not excess increments if the TIF plan has been amended or modified to permit additional spending. The law requires that excess increments be used to prepay outstanding bonds or deposited in an escrow account for bond payments or returned to the City, County, and school district(s) in proportion to their local tax rates.

For-Profit Development Corporation: A corporation formed to develop and sell industrial land and/or provide financing for business development within the community. Local investors can buy shares that can be paid dividends for profits made on projects. Money invested in corporations can be repaid to the stockholders. The board is made up of shareholders and may or may not have staff. The corporation is subject to federal and state income tax.

Guarantee Fee: Money paid by a borrower to a government agency, company, or individual to guarantee repayment of a loan. The fee is usually a percentage of the amount of the guarantee.

Housing District: A type of tax increment financing district which consists of a project, or a portion of a project, intended for occupancy, in part, by persons or families of low and moderate income, as defined in chapter A, Title II of the National Housing Act of 1934, the National Housing Act of 1959, the United States Housing Act of 1937, as amended, Title V of the Housing Act of 1949, as amended, any other similar present or future federal, state, or municipal legislation, or the regulations promulgated under any of those acts. A project does not qualify under this subdivision if the fair market value of the improvements which are constructed for commercial use or for uses other than low and moderate income housing consists of more than 20 percent of the total fair market value of the planned improvements in the development plan or agreement. The fair market value of the improvements may be determined using the cost of construction, capitalized income, or other appropriate method of estimating market value.

Housing Redevelopment Authority: An HRA is a public corporation with power to undertake certain types of housing and redevelopment of renewal activities. While state legislation conveys authority for housing and redevelopment in each City, it is up to the City Council to formally establish an HRA before it can do business and use its powers. Once a council legally establishes an HRA, it may undertake certain types of planning and community development activities on its own with council approval

Joint Powers Board: This is a board created by two or more Cities, townships, or counties for a specific purpose, such as economic development. The agreement between the units of government would specifically describe activities and powers that the board exercises in carrying out its duties.

Limited Partnership: A form of group ownership with at least one general partner and one limited partner, the general partner has unlimited liability. Limited partners can only lose their initial investment.

Port Authority: This is a legal entity created by the State Legislature to promote the general welfare of a City's port district, increase the volume of commerce in the port and provide facilities for handling, storage and shipment of freight. The Port Authority actively develops commerce within the City and can enable business location and expansion. The powers of the Port Authority are more expansive than the HRA or EDA. Port Authorities can issue General Obligation bonds without an election.

Redevelopment District: A type of tax increment financing district consisting of a project, or portions of a project, within which the authority finds by resolution that one of the following conditions, reasonably distributed throughout the district, exists: parcels consisting of 70 percent of the area of the district are occupied by buildings, streets, utilities, paved or gravel parking lots, or other similar structures and more than 50 percent of the buildings, not including outbuildings, are structurally substandard to a degree requiring substantial renovation or clearance; or the property consists of vacant, used, under used, inappropriately used, or infrequently used rail yards, rail storage facilities, or excessive or vacated railroad rights-of-way.

Renewal and Renovation district: A type of tax increment financing district consisting of a project, or portions of a project, within which the authority finds by resolution that one of the following conditions exist: parcels consisting of 70 percent of the area of the district are occupied by buildings, streets, utilities, or other improvements; 20 percent of the buildings are structurally substandard; and 30 percent of the other buildings require substantial renovation or clearance to remove existing conditions such as: inadequate street layout, incompatible uses or land use relationships, overcrowding of buildings on the land, excessive dwelling unit density, obsolete buildings not suitable for improvement or conversion, or identified hazards to the health, safety, and general well-being of the community; and the conditions are reasonably distributed throughout the geographic area of the district.

Rural Development Finance Authority (RFDA): A non-profit corporation established by a County or group of counties through special legislation. RFDAs are designed to facilitate the production and processing of agricultural products and promote jobs in agriculture and natural resource industries. The board of directors is appointed by the County board of commissioners.

Structurally Substandard: A building that contains defects in structural elements or a combination of deficiencies in essential utilities and facilities, light and ventilation, fire protection including adequate egress, layout and condition of the interior partitions, or similar factors. which defects or deficiencies are of sufficient total significance to justify substantial renovation or clearance.

A building is not structurally substandard if it is in compliance with the City's building code applicable to new buildings or it could be modified to satisfy the building code at a cost of less than 15% of the cost of constructing a new structure of the same square footage and type on the site.

Tax Increment District: A district consists of the geographic area for which tax increments are collected. The development authority defines the area in the tax increment plan. A district may be contiguous or non-contiguous area within a project area.

TABLES

COMPARISON OF SELECTED DEVELOPMENT LAWS

<u>Rural Development Finance Authority</u>	<u>Municipal Industrial Development Act:</u>	<u>Housing Redevelopment Development Authorities</u>	<u>Economic Authorities</u>
Purpose:	Purpose:	Purpose:	Purpose:
An RDFA may be established by a County or group of counties to bring about the production of agricultural products and to encourage increased employment in agriculture. A RDFA is a non-profit corporation.	The main focus of Minn. Stat. , §§ 469.152 to 469.1651 includes the following: expansion and economic growth in blighted land areas; retention of industry within the district; overall strengthening of community tax base; and the general enhancement of the economy in the district.	An HRA is responsible for determining blighted land areas, and for preventing the spread of blight, including substandard building structures. A blighted area is one with buildings and areas that are detrimental to the health, safety and welfare of the community. The HRA may then provide for improvements or redevelopment of these areas through a redevelopment plan. An HRAs main area of operation is housing program development. HRAs are primarily concerned with family rehabilitation, housing redevelopment, public housing, and rent assistance.	The overall purpose of an EDA is to promote economic development within a district. EDAs may exercise their own powers which are similar to port authority powers, powers of a HRA, and the powers of Cities in connection with development districts and municipal industrial development activities.
Governing Body:	Governing Body:	Governing Body:	Governing Body:
An RDFA is controlled by a Board of Directors who are either elected or appointed by the County Board. If more than one County is involved, then all counties involved must be represented on the board.	Consists of the representing governmental unit--e.g. City Council/County Commissioners for Cities, County Board for counties, etc.	An HRAs main area of operation is housing program development. HRAs are primarily concerned with family rehabilitation, housing redevelopment, public housing, and rent assistance.	EDA is created through an enabling resolution written and approved by City Council.
The board must have a minimum of five members.	All rights of a municipality are granted to bondholders.	Governing Body:	EDAs have a board consisting of 3, 5, or 7 commissioners appointed by the Mayor with the approval of City Council. The board may also consist entirely of City Council members.
All projects and activities of the RDFA must have approval of the Commissioner of the Department of Employment and Economic Development.	When beginning a project, each municipality must provide the Commissioner of the Department of Employment and Economic Development with specified information regarding the details of the contracting agreement. All projects must be approved by the state Commissioner (except County jails).	Approval for any project through the approval of a redevelopment plan, must be granted by the appropriate City Council. Activities are controlled by a board of commissioners. An HRA is independent of the local government. Approval of the redevelopment plan for the proposed project is needed, however, by the governmental unit in order to proceed.	The City Council may control the activities of the EDA by limiting its powers under the enabling resolution and through the annual approval of the EDA budget.

Rural Development Finance Authority:
(continued)

Activities:

1. Build, obtain and operate projects designed for the production of agricultural products.
2. Perform agricultural research.
3. Seek aid from additional sources to promote employment.
4. Undertake projects authorized under the agricultural resource loan guarantee program.
5. May enter contracts and employ financial specialists for assistance.
6. Issue bonds or notes for financing purposes.

Municipal Industrial Development Act:
(continued)

Activities

1. Build, acquire, and retain all lands, structures, and equipment relating to a project.
2. Enter into contracts with other municipalities and agencies in connection with projects.
3. Assign revenues from projects to the holders of bonds.
4. Sell property associated with projects.
5. Exempt from property taxes on nonresidential structures built for sale or rent until the building is sold or rented; maximum time is 4 years.
6. May contractually limit its ability to exercise authority, allowing a municipality to enter into a contract with bondholders.
7. Make all necessary contracts in order to secure payments of its bonds.

Housing Redevelopment Development Authorities
(continued)

Activities:

1. May establish a redevelopment project (Minn. Stat. 469.002) for the elimination/and prevention of blighted areas.
2. Carry out projects designed to improve blighted areas.
3. Acquire real or personal property for activities related to projects.
4. May provide for the administration of a commercial building loan program to preserve small sized buildings in its district.
5. May sell real or personal property for project related purposes.
6. May sell its lands and properties to private or public parties. Sale is dependent on these parties' responsibility to continue with the redevelopment plan specified by the HRA.
7. May act as federal government agent in carrying out provisions of Municipal Housing and Redevelopment Act.
8. May exercise the powers granted to redevelopment agencies under Minn. Stat. §§ 469.152 to 469.1651.
9. Provide relocation payments and assistance in accordance with federal guidelines.

Economic Authorities
(continued)

Activities:

EDAs are granted powers within their own district, outside their development district, and, by cross-reference, the powers of HRAs, development districts in connection with the City, and agencies in connection with Municipal Industrial Development.

Powers:

1. Acquire property for creation of development district that is tax exempt.
2. Sell or lease land either by private or public means.
3. Carry out EDA law to develop and improve land within the district. The EDA may make any necessary arrangements to make land suitable for development.
4. Exercise Eminent Domain.
5. Enter into contracts for the purpose of economic development.
6. Purchase all materials needed to carry out development.
7. Engage in research to determine factors of specified development projects.
8. Act as a limited partner in contracts with additional parties.

Cross reference powers:

1. Exercise Industrial Development powers for HRA and EDA powers for industrial development activities.

Port Authorities:

Purpose:

Originally, the purpose behind port authorities was to acquire and promote development of harbors and ports. Currently, the only operating port in this regard is that of the Duluth Port Authority. The additional 25 port authorities in Minnesota exist to promote economic development, including increased commerce and acquisition of facilities within the specified port district of the City.

Governing Body:

A port authority is a governmental subdivision of the state. Direct authority is handled by a board of commissioners (usually 3-7 members) appointed by the City Council. Ports are a statutorily created municipal body.

General Port Activities:

1. Adopt plans for improvement and development of port districts.
2. Oversee the activities of privately owned port facilities.
3. Acquire and construct various facilities and charge for the use of these facilities.
4. Acquire, lease, own and operate real or personal property.
5. Sell or exchange property (real or personal) owned by the port.
6. Determine legislation to improve development and commerce within the district.
7. Apply to the federal Foreign Trade Board for authorization to exercise the powers relating to foreign trade zones.
8. Act as agent for the federal government to carry out the provisions of sections 469.090 to 469.108.
9. Issue Revenue Bonds and with the approval of the City Council, given by ordinance, General Obligation Bonds secured by a pledge of the "Full Faith and Credit" of the City.

Municipal Development Districts:

Purpose:

The purpose of an MDD is to improve the general economy of a community by increasing employment and enhancing the tax base.

Governing Body:

The MDD falls under control of the City Council/County Commissioners. The council then designates a board to administer the districts. In first class Cities, an advisory board must be created to aid with district activities. A majority of members on the board must be real property owners on lands within the district. In St. Paul and Minneapolis the board must be elected, in other Cities the members may be appointed.

Activities:

1. An MDD may obtain land through eminent domain or negotiation.
2. The MDD may design a development program within the district.
3. The MDD may further develop the facilities, transportation, or overall quality of life in a district through building acquisition, construction or reconstruction.
4. The municipality may be given ordinances regulating traffic in parking facilities or pedestrian skyway systems.
5. A municipality may lease all or portions of the basement, 1st or 2nd floors of buildings within the district.
6. The MDD may accept grants from private institutions or other sources for public facilities and general improvements.
7. The municipality may use private developers to construct buildings/facilities under the development plan. The City will reimburse the developers from MDD funds.
8. A municipality has the authorization to: install lighting systems, street signs, construct special landscaping, install snow removal systems, and build public parking ramps.

City Council

Purpose:

The main purpose of any City Council regarding the development units in this report, is to act as a control mechanism for operations. The power of the City Council and the controls it has over each of these units varies from City to City.

For Port Authority:

The City Council/County Commissioners of any port has indirect control over a port's use of general obligations bonds used for industrial projects. City Council/County Commissioners has the authority to approve the board of commissioners for any port. If a seven-member board is developed, two members must be from the City Council/County Commissioners.

For Municipal Development District:

City Council has the power to designate an existing department, agency, HRA, or other to administrate the district.

City Council may adopt ordinances designed to aid specific MDD projects.

The City has the power to create an MDD advisory board.

The City Council may defer property taxes on improved property (within the district) where a private developer constructs the improvement upon request of the economic developer.

Port Authorities:
(continued)

10. Contract with outside parties for the port.
11. Employ a director or additional staff as it deems necessary.
12. Allow membership in organizations to advance port activities and provide funds for public relations assistance.

These powers granted to a port are connected with powers of industrial development districts:

1. Develop and improve property within an industrial district and make them adequate for industrial use.
2. Exercise the power of a City regarding mined underground development.
3. Obtain rights and easements connected with industrial districts.
4. Exercise the powers specified under Minn. Stat. §§ 469.152 to 469.1651 to further improve the purposes of sections 469.090 to 469.108 (port authorities and industrial development districts).
5. Enter into a partnership agreement where the port serves as a limited partner only.
6. Receive for one dollar, tax forfeited land.
7. Use the power of eminent domain.
8. A port authority may create industrial development districts within the port district.
9. A port may obtain lands and facilities required for industrial development purposes.
10. Cooperate, and become an agent to the federal government in carrying out legislation concerned with operations in harbor and industrial districts.
11. Operate and maintain various parking systems and facilities to improve economic development.

City Council:
(continued)

For Municipal Industrial Development Act:

City Council acts as the overall Governing Body with direct and indirect control over municipal activities.

For Rural Development Finance Authority Act:

Inapplicable--County related.

For an HRA:

City Council approves appointees to the HRA Board of Directors.

City Council has certain powers of restrictions that may be enforced on the HRA. Generally, projects and activities must be approved by the City Council.

For an EDA:

The City Council may establish an EDA by way of enabling resolution. It may also determine the specific powers the EDA is to have in that resolution.

City Council must have membership on the EDA Board of Commissioners. It may serve as the EDA Board of Commissioners in entirety or choose a portion of members from the business community or general public.

City Council approves the Mayor's appointments to the EDA Board of Directors.

SAMPLE BYLAWS AND ENABLING RESOLUTIONS

EXTRACT OF MINUTES
OF MEETING OF THE CITY COUNCIL
OF THE CITY OF [NAMEOFCITY], MINNESOTA

HELD: _____, [Year]

Pursuant to due call and notice thereof, a regular or special meeting of the City Council of the City of [NameofCity], Minnesota, was held at the [NameofCity] City Hall on _____, [Year], commencing at _____ p.m.

The following members of the Council were present:

and the following were absent:

Councilmember _____ introduced the following Resolution and moved its adoption:

RESOLUTION CALLING FOR PUBLIC HEARING ON THE QUESTION OF
ESTABLISHING AN ECONOMIC DEVELOPMENT AUTHORITY FOR THE CITY

IT IS HEREBY RESOLVED by the City Council of the City of [NameofCity],
Minnesota, as follows:

1. Recitals.

(a) The City is authorized pursuant to Minnesota Statutes, Sections 469.090 through 469.1082, to establish an Economic Development Authority for the City.

(b) The Council desires to initiate the process for considering the establishment of an Economic Development Authority.

2. Public Hearing. The Council shall hold a public hearing on the question of establishing for the City an Economic Development Authority and the City Clerk is hereby authorized and directed to cause notice of that public hearing, substantially in the form attached to and made a part of this Resolution, to be published in the City's official newspaper once a week for two consecutive weeks prior to the scheduled public hearing date, with the first publication occurring no earlier than 30 days prior to the public hearing date.

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

and the following voted against the same: .

whereupon the resolution was declared duly passed and adopted and was signed by the Mayor and City Clerk.

Adopted by the City Council on _____, [Year].

By _____
Mayor

Attest _____

City Clerk

NOTICE OF PUBLIC HEARING
ON THE PROPOSAL TO ESTABLISH
AN ECONOMIC DEVELOPMENT AUTHORITY
FOR THE CITY OF [NAMEOFCITY], MINNESOTA

Notice is hereby given that the City Council (the "Council") of the City of [NameofCity], Minnesota, will hold a public hearing on _____, [Year], at a meeting of the Council beginning at approximately _____ p.m., at the [NameofCity] City Hall in the City of [NameofCity], Minnesota, relating to the question of the establishment by the City of an economic development authority (the "EDA") pursuant to Minnesota Statutes, Sections 469.090 through 469.1082.

Following the public hearing the Council will consider an enabling resolution (the "Enabling Resolution") which would establish the EDA. The Enabling Resolution, a copy of which is on file and available for inspection in the City offices, would authorize the EDA to exercise all powers granted to such authorities pursuant to the above-mentioned statutes and would designate that the EDA would be governed by a five-member Board of Commissioners, all of whom would be members of the City Council. Upon approval of the Enabling Resolution, an organizational meeting of the EDA will be held on the same evening.

All interested persons may appear at the _____ public hearing and present their views orally or in writing.

STATE OF MINNESOTA)
COUNTY OF [NAMEOFCOUNTY]) SS
CITY OF [NAMEOFCITY])

I, the undersigned, being the duly qualified and acting City Clerk of the City of [NameofCity], Minnesota (the "City"), do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular or special meeting of the City Council held on _____, [Year], with the original minutes on file in my office and the extract is a full, true and correct copy of the minutes insofar as they relate to calling a public hearing on the question of establishing an Economic Development Authority for the City.

Witness my hand as City Clerk and the official seal of the City on _____,
[Year].

City Clerk

(SEAL)

EXTRACT OF MINUTES
OF MEETING OF THE CITY COUNCIL
OF THE CITY OF [NAMEOFCITY], MINNESOTA

HELD: _____, [Year]

Pursuant to due call and notice thereof, a regular or special meeting of the City Council of the City of [NameofCity], Minnesota, was held at the [NameofCity] City Hall on _____, [Year], commencing at _____ p.m., C.T.

The following members of the Council were present:

and the following were absent:

Councilmember _____ introduced the following Resolution and moved its adoption:

ENABLING RESOLUTION ESTABLISHING THE ECONOMIC
DEVELOPMENT AUTHORITY OF THE CITY OF [NAMEOFCITY], MINNESOTA,
UNDER MINNESOTA STATUTES, SECTIONS 469.090 THROUGH 469.1082

BE IT RESOLVED by the City Council (the "Council") of the City of [NameofCity], Minnesota (the "City"), as follows:

1. Recitals. The City is authorized pursuant to Minnesota Statutes, Sections 469.090 through 469.1082 (the "Economic Development Authority Act"), to establish an economic development authority for the City and the Council desires to do so in order to promote certain economic, commercial, housing, and/or industrial development and redevelopment goals and objectives. The City has caused notice of a public hearing on the establishment by the City of an economic development authority to be published in a newspaper of general circulation in the City once each week for two consecutive weeks, and pursuant to such notice, a public hearing on the proposal has been held by the Council on the date hereof, at which hearing all persons desiring to present their oral or written comments on the proposal were given an opportunity to do so.

2. Establishment of Economic Development Authority. Pursuant to the Economic Development Authority Act, the Council hereby establishes an economic development authority for the City to be known as the Economic Development Authority of the City of [NameofCity], Minnesota (the "EDA"). The EDA shall be governed by a board of commissioners thereof consisting of five members, all of whom shall be members of the Council. Each Commissioner of the EDA who is a member of the Council shall cease to be a Commissioner effective at such time as he or she is no longer a member of the Council, and a successor Commissioner shall be

appointed pursuant to the Economic Development Authority Act to serve the remainder of the applicable term so vacated.

[Revise to reflect if EDA Board consists of community members and council members.]

3. Powers. The EDA shall have all powers given to an economic development authority pursuant to the Economic Development Authority Act, as the same may be amended or supplemented.

[Revise to reflect if City is limiting the powers of the EDA]

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:

whereupon the resolution was declared duly passed and adopted and was signed by the Mayor and City Clerk-Treasurer.

Adopted by the City Council on _____, [Year].

By _____
Mayor

Attest _____
Clerk

STATE OF MINNESOTA)
COUNTY OF [NAMEOFCOUNTY]) SS
CITY OF [NAMEOFCITY])

I, the undersigned, being the duly qualified and acting City Clerk of the City of [NameofCity], Minnesota (the "City"), do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular or special meeting of the City Council held on _____, [Year], with the original minutes on file in my office and the extract is a full, true and correct copy of the minutes insofar as they relate to an enabling resolution establishing the Economic Development Authority of the City of [NameofCity], Minnesota.

Witness my hand as City Clerk and the official seal of the City on _____,
[Year].

City Clerk

(SEAL)

RESOLUTION ORGANIZING THE ECONOMIC
DEVELOPMENT AUTHORITY OF THE CITY OF [NAMEOFCITY], MINNESOTA

IT IS HEREBY RESOLVED by the Board of Commissioners (the "Board") of the Economic Development Authority of the City of [NameofCity], Minnesota (the "EDA") as follows:

1. Recitals.

(a) On _____, [Year], the City of [NameofCity], Minnesota (the "City"), acting through its City Council, adopted an enabling resolution establishing the EDA pursuant to Minnesota Statutes, Sections 469.090 through 469.108.

(b) The Board wishes to provide for the basic organization of the EDA, including appointment of officers and adoption of Bylaws.

2. Adoption of Bylaws and Appointment of Officers. The Board hereby (1) approves the Bylaws of the EDA, as presented on the date hereof for the Board's consideration, and (2) appoints and approves the following officers of the EDA (Note: the offices of President, Vice-President and Treasurer must be held by Boardmembers, but the offices of Secretary and Assistant Treasurer need not be; the offices of President and Vice-President must be held by different persons):

President	_____
Vice-President	_____
Secretary	_____
Treasurer	_____
Assistant Treasurer	_____

The President shall be the chief presiding officer of the Board and shall have such other responsibilities as may be required by law or conferred on the President by resolution of the Board. In the absence of the President, the Vice-President shall assume all of said responsibilities of the President. The offices of President, Treasurer, and Secretary shall be elected annually, as required by law. The Secretary shall act as the chief recording officer for the Board and shall maintain a file of minutes of Board meetings and resolutions.

In accordance with Minnesota Statutes, Section 469.096, Subdivision 8, all checks of the EDA shall be signed by the Treasurer and the Assistant Treasurer and shall state the nature of the claim for which the check is issued. As required by law, the EDA shall adopt an official seal.

3. Regular Meetings of the Board. The Board's regular meetings shall be held at such times as the Board may designate.

The following Boardmembers were present:

and the following were absent:

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

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted and was signed by the President and Secretary.

Adopted by the Board of Commissioners on _____, [Year].

By _____
President

Attest _____
Secretary

STATE OF MINNESOTA)
COUNTY OF [NAMEOFCOUNTY]) SS
ECONOMIC DEVELOPMENT)
AUTHORITY OF THE CITY)
OF [NAMEOFCITY], MINNESOTA)

I, the undersigned, being the duly qualified and acting Secretary of the Economic Development Authority of the City of [NameofCity], Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular or special meeting of the Board of Commissioners held on _____, [Year], with the original minutes on file in my office and the extract is a full, true and correct copy of the minutes insofar as they relate to a Resolution Organizing the Economic Development Authority of the City of [NameofCity], Minnesota.

WITNESS my hand officially as Secretary on _____, [Year].

Secretary

BYLAWS OF THE ECONOMIC DEVELOPMENT AUTHORITY
OF THE CITY OF [NAMEOFCITY], MINNESOTA

ARTICLE I - THE AUTHORITY

Section 1. Name of Authority. The name of the Authority shall be the "Economic Development Authority of the City of [NameofCity], Minnesota" (which may sometimes be referred to as the "EDA" or the "Authority"), and its governing body shall be called the Board of Commissioners (the "Board"). The Board shall be the body responsible for the general governance of the Authority and shall conduct its official business at meetings thereof.

Section 2. Seal of Authority. As required by Minnesota Statutes, Section 469.096, Subdivision 1, the Authority shall have an official seal, which shall be in the form depicted on Exhibit A.

Section 3. Office of Authority. The offices of the Authority shall be the [NameofCity] City Hall.

ARTICLE II - OFFICERS

Section 1. Officers. The officers of the Authority shall be a President, a Vice-President, a Treasurer, an Assistant Treasurer and a Secretary. The President, the Vice-President and the Treasurer shall be members of the Board and shall be elected annually, and no Commissioner may be both President and Vice-President simultaneously. The Assistant Treasurer and the Secretary need not be members of the Board.

Section 2. President. The President shall preside at all meetings of the Board. Except as otherwise authorized by resolution of the Board, the President and the Secretary (the Vice-President, in the Secretary's absence or incapacity) shall sign all contracts, deeds and other instruments made or executed by the Authority, except that all checks of the Authority shall be signed by the Treasurer and Assistant Treasurer. At each meeting the President shall submit such recommendations and information as he or she may consider proper concerning the business, affairs, and policies of the Authority.

Section 3. Vice-President. The Vice-President shall perform the duties of the President in the absence or incapacity of the President; and in case of the resignation or death of the President, the Vice-President shall perform such duties as are imposed on the President until such time as the Board shall select a new President.

Section 4. Secretary. The Secretary shall keep minutes of all meetings of the Board and shall maintain all records of the Authority. The Secretary shall also have such additional duties and responsibilities as the Board may from time to time and by resolution prescribe.

Section 5. Treasurer. The Treasurer shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Board may select. The Treasurer and Assistant Treasurer shall sign all orders and checks for the payment of money and shall pay out and disburse such moneys under the direction of the Board. The Treasurer shall keep regular books of accounts showing receipts and expenditures and shall render to the Board, at least annually (or more often when requested), an account of such transactions and also of the financial condition of the Authority. The Treasurer shall post a bond as required by Minnesota Statutes, Section 469.096, Subdivision 6. The Assistant Treasurer shall act as the Treasurer's agent and assistant to perform the above-described duties, subject to the Treasurer's approval thereof.

Section 6. Additional Duties. The officers of the Authority shall perform such other duties and functions as may from time to time be required by the Board or the bylaws or rules and regulations of the Authority.

Section 7. Vacancies. Should the office of President, Vice-President, Treasurer, Assistant Treasurer or Secretary become vacant, the Board shall elect a successor at the next regular meeting, or at a special meeting called for such purpose, and such election shall be for the unexpired term of said officer.

Section 8. Additional Personnel. The Board may from time to time employ such personnel as it deems necessary to exercise its powers, duties, and functions. The selection and compensation of such personnel shall be determined by the Board.

ARTICLE III - MEETINGS

Section 1. Regular Meetings. The regular meetings of the Board shall occur according to a meeting schedule, if any, adopted or revised from time to time by resolution of the Board.

Section 2. Special Meetings. Special meetings of the Board may be called by the President or any two members of the Board for the purpose of transacting any business designated in the call. The call for a special meeting may be delivered at any time prior to the time of the proposed meeting to each member of the Board or may be mailed to the business or home address of each member of the Board at least two (2) days prior to the date of such special meeting. At such special meeting no business shall be considered other than as designated in the call, but if at least four members of the Board are present at a special meeting, any and all business may be transacted at such special meeting. Notice of any special meeting shall be posted and/or published as may be required by law.

Section 3. Quorum. The powers of the Authority shall be vested in the Board. Three Commissioners shall constitute a quorum for the purpose of conducting the business and exercising the powers of the Authority and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the Board upon a vote of a majority of the Commissioners present.

Section 4. Order of Business. At the regular meetings of the Board the following shall be the order of business:

1. Roll call.
2. Approval of the minutes of previous meeting.
3. Bills and communications.
4. Reports.
5. Unfinished business.
6. New business.
7. Adjournment.

All resolutions shall be written or transcribed and shall be retained in the journal of the proceedings maintained by the Secretary.

Section 5. Adoption of Resolutions. Resolutions of the Board shall be deemed adopted if approved by not less than a simple majority of all Commissioners present, unless a different requirement for adoption is prescribed by law. Resolutions may but need not be read aloud prior to vote taken thereon and may but need not be executed after passage.

Section 6. Rules of Order. The meetings of the Board shall be governed by the most recent edition of Robert's Rules of Order.

ARTICLE IV - MISCELLANEOUS

Section 1. Amendments to Bylaws. The bylaws of the Authority shall be amended only by resolution approved by at least three of the members of the Board.

Section 2. Fiscal Year. The fiscal year of the Authority shall coincide with the fiscal year of the City of [NameofCity], Minnesota.

Adopted on _____, [Year].

Exhibit A
Form of Official Seal

SAMPLE JOB DESCRIPTION

POSITION TITLE: Economic Development Director

DEPARTMENT: Economic Development

ACCOUNTABLE TO: City Administrator

PRIMARY OBJECTIVE OF POSITION:

Serves as chief staff to the Economic Development Authority, planning, directing, and implementing the economic development efforts of the City under the direction of the Authority. Performs highly skilled, managerial, coordinative and technical tasks. Generates business leads, promotes business retention and expansion, creates a positive attitude for development and raises supportive public awareness for strategic economic planning and development.

DUTIES AND RESPONSIBILITIES:

1. Prepares, organizes and implements a coordinated target marketing program to generate leads for specific business and industry.
2. Researches, designs, recommends and implements programs to encourage location of new businesses and expansion of existing businesses within the City. Coordinates resources of public and private sectors - i.e. Federal and State Grants, Industrial Development Bonds and SPA Loans, Tax Increment Financing, banks, mortgage companies, etc.
3. Develops strategies and programs for allocation and delivery of City/Authority financial assistance resources.
4. Maintains contacts with Minnesota Department of Employment and Economic Development, area Development Corporations, and area commercial and industrial real estate brokers and developers.
5. Maintains current inventory of potential business location sites within the City - both building and vacant land, including contact persons.
6. Maintains updated demographic data, promotional materials and existing building lists for economic development programs.
7. Works with prospective businesses to tailor a proposal suited to their specific needs, including alternative locations and financing packages.

8. May negotiate economic incentive packages with prospective businesses. Analyzes financial needs of specific companies to insure that public/Authority resources are applied judiciously.
9. Maintains contact with current businesses to stay abreast of their future business plans and needs.
10. Identifies and contacts prospective clients for location and expansion within the City.
11. Assists locating or expanding businesses in understanding and anticipating comprehensive plan locations, zoning districts, standards and processes. Works closely with City Planning, Building Inspections, and Engineering Divisions to help facilitate a smooth review process.
12. Periodically reviews all economic development programs for effectiveness, making recommendations to Authority and City officials for changes as deemed appropriate.
13. Participates in exhibitions, seminars, media events and the like to attract businesses to the City.
14. Limited travel may be required to attend conferences, meet with prospective clients, research potential problems, financing, etc.
15. Prepare annual budget and work program for submission to the Authority and City Council.
16. Provide quarterly and annual report to the Authority and City Council regarding status of work program, future program potentials and activities of the staff.
17. Serves as chief staff support to Economic Development Authority. Prepares agendas and background information reports for Authority meetings. Attends meetings of the Authority, Chamber of Commerce, City Council, etc. and follows up staff responsibilities as assigned.
18. Completes other duties as assigned by the Economic Development Authority.

KNOWLEDGE, SKILLS AND ABILITIES

1. Thorough working knowledge of the principles, practices and procedures of economic development.
2. Ability to organize and coordinate support from professional and technical City staff, legal consultants, other government agencies, private business, and the financial services industry.

3. Ability to analyze the economics of a particular business location or expansion project, so as to make independent judgments about the effectiveness of financial assistance or inducements.
4. Ability to establish and maintain contacts and effective working relationships with potential business clients.

QUALIFICATIONS

1. Bachelor's Degree in Public Administration, Business Administration, or a closely related field highly desirable.
2. Minimum of three years of experience working in economic development, preferably at the local government level.
3. A demonstrated record of ongoing continuing education in economic development.

SAMPLE REVOLVING LOAN FUND POLICY

Oakdale Seed Fund

Purpose The purpose of the Oakdale Seed Fund is to expand the tax base and promote new job opportunities by providing small business concerns and developers of multi-tenant facilities with a portion of the financing necessary for their projects. These *Administrative Procedures* set forth the organization and guidelines for personnel engaged in making loans through the Seed Fund. All personnel engaged in interviewing applicants for Fund assistance and accepting, screening, processing applications and servicing loans for the program should become familiar with this information. The procedures are for use by private lenders as well as staff employed by the City of Oakdale.

**Scope of EDA/
Seed Fund
Activities**

Purpose

The administrative procedures are a guideline for personnel working with the Oakdale Seed Fund. They set forth the internal requirements of the program and how it should be managed by the Oakdale EDA.

The EDA was created with the intention of assisting small businesses primarily by providing financial assistance for growth and expansion. The EDA and the Seed Fund are intended to provide such assistance within the specified boundaries of the City of Oakdale. Any revenue generated by the Seed Fund to the EDA is incidental to the community benefits as measured by the creation and retention of jobs, increased tax base, expanded business ownership activities and improved community services.

Authority

Chapter 469 of the Minnesota State Statutes as amended authorizes the EDA to make loans to prospective private businesses. Recipients of financial assistance under this program are subject to non-discrimination requirements of the laws and policies governing such government assistance.

**Project Financed
By the Oakdale
Seed Fund**

The purpose of the Oakdale Seed Fund is to provide assistance to small business. This may occur by directly providing financing to the small business or indirectly by providing financing to a developer who will build a facility to assist a small business.

**Eligible Applicant
Defined**

* Applicants may be small businesses or developers that are organized as a proprietorship, partnership or corporation.

**Size Eligibility
For Businesses**

For purposes of the Oakdale Seed Fund, a business may qualify if its sales are less than \$6 million annually for each of the last two fiscal years preceding the application for assistance from the fund. The Economic Development Authority may make exceptions to this rule on a case-by-case basis.

**Sound Business
Purpose**

The proceeds from a loan made through the Oakdale Seed Fund are to be used to assist an identifiable small business concern or a developer in accomplishing a sound business purpose. A sound business purpose would not exist if any of the following conditions occur:

- a) If the project proposed will destabilize existing multi-tenant facilities or have an adverse impact on them.
- b) If it is to accomplish an expansion or conversion which is unwarranted in light of the small business concern's past experience and management ability.

**Ineligible
Projects**

- a) Retail businesses
- b) Nonprofit institutions
- c) Gambling organizations
- d) Lending or investment organizations
- e) Land held primarily for sale or investment

Project Costs

"Project costs" should be limited to direct expenditures necessary to acquire, construct, convert, or expand a business including site

improvements and professional fees directly attributable and essential to a project such as survey, engineering, architectural, legal and accounting. In this context legal expenditures for such items as zoning changes title searches, title insurance, recording fees, etc., which are clearly essential to the total project can be included as project costs. While there is considerable flexibility in determining the composition of a project, in general it should be a productive asset when completed. In the classic sense, this would be land, building, machinery, and equipment.

Elements of Project Costs

In developing the aggregate project costs for the Oakdale Seed Fund the following guidelines will be used:

Land

Valuation of land injected by the small business concern into the project should be at the appraised value based on an appraisal acceptable to the EDA. The appraisal should conform with current bank regulatory requirements.

Land Improvements

Improvements which are paid through special tax assessments or user fees should not be included in determining project costs. Improvements to the land which are a portion of the project cost could include but are not limited to the following:

- 1) Grading
- 2) New streets or street improvements including curb and gutter
- 3) Parking lots
- 4) Utilities – water, sewer, gas, electric or
- 5) Landscaping

Purchased and/or Remodel an Existing Building

The cost of purchasing an existing building generally includes the value of the land and applicable fees and charges required to gain clear title to the property. Purchasing an existing facility with funds provided by the Oakdale Seed Fund is permissible.

Building Construction

Construction includes the erection of a new building and/or a major addition to an existing building.

Purchase Machinery and Equipment

Oakdale Seed Fund proceeds can be used to finance the purchase of major items of machinery and equipment independent of land and building. These items are defined to have a useful life of at least 7 years. The term of the loan will be commensurate with the life of the asset.

Ineligible Project Costs

The following costs should not be construed as part of the project costs under this program.

- a) Management fees
- b) Financing costs and fees
- c) Franchise fees
- d) Debt consolidation
- e) Moving costs

Leasehold Improvements

Financing should be permitted for leasehold improvements including construction on leased land. The lease should be equal to or greater than the term of the loan. The remaining economic life of the facility or leasehold improvements should be equal to or greater than the term of the Seed Fund loan. Financing may be provided if the land or building owner allows the EDA to secure lien positions on the land or building and improvements, sufficient to fully secure its exposure or if other collateral sufficient in value to fully protect the interest of the Oakdale EDA is offered.

Limited or Single Purpose Assets

The construction or the purchase of limited use assets should not be financed under the Oakdale Seed Fund unless the liquidating value of the asset plus other available collateral, if sold, would be

sufficient to protect the Oakdale EDA from realizing a substantial loss.

Working Capital

Proceeds from an Oakdale Seed Fund loan should not be used for working capital or to refinance prior obligations of the small business concern.

**Availability of
Personal Resources**

Since the primary focus of the Oakdale Seed Fund is economic development, personal resources of the owners or principals of the small business concern should not usually disqualify the small business concern from receiving assistance. Where credit factors indicate the need for additional capitalization, the injection of personal resources may be required to make the loan credit-worthy.

**Personal
Guarantees**

The EDA should require the personal guaranty of any person owning 20% or more of the small business concern regardless of the form of ownership.

**Participants and
Structure of Project
Financing**

Maximum Private Sector Exposure

The Oakdale Seed Fund is designed to foster projects contributing to sound economic growth in Oakdale in such a way that maximum private sector exposure is stimulated and encouraged. The Seed Fund should not be a substitute for conventional business financing or be used in place of other specialized state, federal or local programs that may be better suited to the specific project needs. In most Seed Fund projects a private sector lender will make a separate secured loan equal to a certain percentage of the total project cost and will usually be secured by a senior lien on project assets acquired with the financing. The EDA's share of the project financing will usually be secured by a junior lien position on project assets. The EDA will use the Seed Fund to participate with the private sector lender in making the total loan to the small business concern.

**Private Sector
Lender**

Financing may be provided by regulated and/or non-regulated financial institutions or noninstitutional sources if they are in the business of providing financing for commercial purposes and they are not associated with the small business concern receiving

financial assistance. The terms and conditions of such financing must be acceptable to the Oakdale EDA based on the small business concern's ability to repay the Oakdale Seed Fund Loan.

Interest Rate

The lender and EDA may establish their own rate provided the rate is legal and reasonable. The lender and EDA may charge either a fixed or variable rate of interest on their loan. A renegotiable rate of interest is acceptable provided terms and conditions are established and agreed to both by the Oakdale EDA and the lender at the time of the loan approval. The EDA must be aware of the lender's terms and conditions in assessing the small business concern's ability to repay the Oakdale Seed Fund Loan.

Balloon Payment

Such payments may be considered where circumstances warrant their use.

Amount

The maximum amount of private lender financing should be included in each project. At least 50% of the project cost should be funded by a private lender.

Maturity

Maturity must be reasonable in relation to the life of the asset being financed. In no instance should the maturity of the Oakdale Seed Fund Loan exceed the maturity of the loan being provided by the private lender.

Personal Guarantees

The EDA requires the personal guaranty of any person owning 20% or more of the small business concern regardless of the form of ownership. Where ownership ranges from 5% to 19% the requirement for personal guarantees is discretionary. A partial guarantee may be considered for less than the total amount of the loan. Generally, a guaranty will not be required where ownership is less than 5%.

Alter Ego Loans

For tax and other reasons some small business owners prefer to separate the ownership of the asset from the operating small business concern. In such cases the small business owners form two legal entities: One entity owns part or all of the fixed assets and the other entity is the operating company. Loans will be permitted to the "alter ego" (passive concern) which is an eligible small business concern when:

- a) The applicant (passive concern) is a business entity that is organized and operated for profit, whether operating as an individual proprietorship, partnership or corporation;

- b) The operating small business concern is an eligible small business and the proposed use of proceeds would be allowable for such assistance if the operating small business concern were the owner of the property that is owned or to be owned by the applicant;
- c) The ownership interests in the applicant shall be completely identical with and in the same proportion as the ownership interest in such operating small business concern;
- d) Collateral includes an assignment of the lease between the applicant and the operating small business concern and a lien on the property itself. The lease, including options, shall be for a term of not less than the term of the loan;
- e) The operating small business concern must be either a guarantor or co-borrower, and any owners of 20% or more of the equity of the operating small business concern and of the applicant must also guarantee the loan.

Franchises

A franchise is eligible for the Oakdale Seed Fund if the franchise has the right to profit from his/her efforts commensurate with ownership and is eligible in all other respects. Franchises are ineligible only in the exceptional cases where the franchise agreement disguised as a contract of employment under the guise of a franchise operation. Where royalty or similar payments must be made by the borrower to the franchisor, a condition should be considered that prohibits such payment as long as the EDA loan is in default. Where credit factors warrant, guarantee of the franchisor should also be considered.

Operational Requirements

Responsibilities of the EDA/Oakdale Seed Fund

The Oakdale EDA/Seed Fund will offer its assistance to small business in need of financing. It will cooperate with other lenders participating in projects. The EDA and the Seed Fund are able to:

- a) Package and process loan applications
- b) Close and service loans
- c) Make available management services or cause such services to be made available

- d) Maintain the organizational and operational requirements set forth in these administrative guidelines

Disclosure of Information

On a loan application, no recommendation of any individual, (including a loan officer, city staff person or EDA board member) may be divulged directly or indirectly to an applicant, or to any of its representatives or any other unauthorized source. Only final EDA actions may be released.

Diversified Portfolio

The EDA will not concentrate the Seed Fund in any one type of industry. The EDA is encouraged to make loans to a variety of businesses in different industries. The Oakdale Seed Fund is designed primarily to assist existing healthy businesses to grow and create jobs. While new businesses (businesses in existence for less than two years) do create jobs, they should be considered for Seed Fund financing only after careful scrutiny as to management capability, experience, and financial support.

Place of Business

The EDA shall maintain an accessible place of business open to the public during regular business hours and maintain staff adequate to perform normal business transactions. The EDA's place of business shall be located within the Community Development Department of the Oakdale City Hall.

Fiscal Year

The EDA shall choose and establish a fiscal year. The EDA is encouraged to establish a fiscal year which coincides with the City's fiscal year (January 1 through December 31).

Records

The EDA shall maintain financial records including books of accounts and minutes of all meetings of the directors. All records and supporting documents relating to the EDA's transactions shall be kept at its' principal office. Records and documents which are the basis for or related to the financial statements or loans shall be preserved for the periods required by the Internal Revenue Service (IRS) in accordance with generally accepted accounting practices.

**Maintaining
Loan Portfolio
Documents**

The EDA shall develop a filing and control system which ensures that the following information and documents relating to its loan portfolio are available at its principal office. The EDA filing

system must contain information and documents related to each loan made through the Seed Fund as follows:

- 1) Loan application including all exhibits;
- 2) Loan authorization and all correspondence related to the loan prior to closing;
- 3) Loan closing documents including all documents relating to participation with the private lender;
- 4) Evidence of a 10% equity injection by the small business concern;
- 5) Amortization schedule;
- 6) Financial statements of the small business concern;
- 7) Related correspondence;
- 8) Evidence of field visits;
- 9) Condition of collateral;
- 10) Tickler file for insurance and UCC;
- 11) Evidence that taxes and insurance have been paid;
- 12) All other items relating to the loan.

Restrictions

Conflicts of Interest/Self-Dealing

Self-dealing by the EDA, its Board of Directors, employees or any other related parties to the prejudice of the small business concern, or the EDA is prohibited. The EDA shall not permit a significant relationship to exist or to be created between the EDA and a small business concern to be assisted while assistance through the Seed Fund is outstanding.

Servicing Capability

In most cases, the EDA will service the loan. The EDA may require that the private lender to service the loan. In this instance, a servicing agreement will be completed between the private lender and the EDA. Costs of servicing will be paid for by the applicant.

Notice of Default

In cases where the private lender is servicing the loan, the lender must agree to furnish the Oakdale EDA with written notice of any default by the small business concern within thirty (30) days of the date of default. The lender must give the Oakdale EDA sixty (60) days notice prior to a foreclosure sale. This agreement must incorporate provisions providing for a timely written notification from the lender to the Oakdale EDA of any default, delinquency by the small business concern on the lender's portion of the financing and the right of the Oakdale EDA to an immediate purchase of the lender's senior position in the loan thereby allowing the EDA the opportunity to protect its position and to avoid the accumulation of legal costs, preservation expenses, etc.

Loan Processing

Repayment ability

An Oakdale Seed Fund Loan must be secured so as to reasonably assure repayment. Reasonable assurance of repayment takes into consideration earnings, management ability and financial condition of the borrower as well as the value of collateral.

Process for Analyzing Loan Applications

The intake of loan applications will be completed by the Community Development Department staff of the City of Oakdale. Upon receipt of a complete application, the staff will complete an initial review to determine the ability of the program to address the identified financing need. If the project meets the intent and general parameters of the program, the application will be forwarded to the city's economic development consultant who will complete additional due diligence work on the application. The consultant will provide a report on the loan request to the Loan Committee of the EDA. The loan committee will make a recommendation to the Economic Development Authority who will make the final decision on the loan request.

Credit Information and Credit Reports

Upon receipt of the loan application, a credit report will be ordered from the private lender participating in the project. The report will be provided to the Oakdale EDA if the lender receives permission from the borrower. If the application package includes an acceptable credit report or sufficient credit information is supplied by the small business concern/lender or is available from other sources a new credit report may not be needed. Letters should be written by the private lender to credit references and others where

necessary to determine the applicant's credit standing. Telephone contact should be made with credit references where appropriate.

Credit Requirement

The small business concern must meet certain practical credit requirements including the following:

- 1) The applicant must be in good character as determined by the private lender and the Oakdale EDA.
- 2) There must be evidence that management has the ability to operate the business successfully.
- 3) The small business concern must have enough capital in the business so that with the assistance through the Oakdale EDA and Seed Fund it will be possible for the business to operate on a sound financial basis.
- 4) While the questions of security and collateral are important in determining whether financial assistance will be extended, they are not the only factors upon which the approval or rejection of an application is determined. The Oakdale EDA attaches great importance to management, the inherent soundness of the small business concern, the small business concern's earnings records and prospects, the small business concern's long-range possibilities for successful operation and whether the granting of financial assistance will increase employment or have other favorable effects on the economy of the City of Oakdale.

Financial Statement Requirements

The loan officer of the private lender must evaluate the reliability of the financial statement submitted. All statements must be signed and dated by the proprietor, a partner, or unauthorized office of the applicant unless they are accompanied by an independent accountant's report. Statements submitted on a compilation basis must be signed by the small business concern owner or designated officer.

Business Financial Statements

Balance sheets, profit and loss statements and statement of change in financial position are normally required for the preceding two full years. In addition, an interim statement for the current period is required when the application is received more than ninety (90) days after the end of the last fiscal year. An aging of accounts receivable and payables should accompany the interim balance sheet.

Analysis of Loan Applications

Additional Data

Additional financial data or written explanation may be required where necessary for an adequate analysis. This is especially true for new businesses or for existing businesses planning major changes in their operations. Both cases should require earnings projections. Cash flows or other types of data may be required where deemed necessary and appropriate.

Personal Financial Statements

Personal financial statements are required for proprietors, general partners each owner of 20% or more of the business including limited partners and guarantors. All statements must be signed and dated.

Processing Time

All loans are to be processed within thirty (30) working days. The processing cycle will begin with the day the application is received as indicated by a date stamp and ends when the loan authorization is issued. Time awaiting the receipt of additional information will be excluded from the processing time. If major delays are anticipated in receiving additional information to complete the package, the application will be returned to the small business concern within three (3) working days.

Loan Servicing

There are two options for loan servicing. The EDA may elect to have loans serviced by lenders participating in the financing for any project or service the loan internally. The EDA may require the servicer to obtain and review the financial statements of the small business concern annually; review the small business concern's payment of taxes and insurance, review the uniform commercial code filings on

collateral and monitor other financing senior to the loan to assure that payments are current.

The EDA may also require the servicer to make field visits as necessary to review the condition of collateral and report to the EDA any default or any other adverse trend condition or information as they occur and take or propose remedial servicing actions as ordinarily performed by a prudent lender. The EDA will provide written instructions to the servicer outlining the services that need to be provided as a part of the servicing contract. In addition, the servicer will not, without the prior written authorization of the Oakdale EDA, authorize any actions regarding the EDA loan including:

- 1) Make or consent to any substantial alteration in the terms of the loan instrument.
- 2) Make or consent to release of collateral.
- 3) Accelerate the maturity of the note.
- 4) Sue upon the loan instrument.
- 5) Waive any claim against borrower, guarantor, obligor or stand-by creditor arising out of the loan instrument.
- 6) Directly or indirectly charge or receive a bonus, fee, commission or other payment or benefit in connection with the making and servicing of the loan except as authorized by the program.
- 7) Require or obtain any funds, certificates of deposit or compensating balance not under the unrestricted control of the small business concern or any other agreement establishing any preference in favor of the lender.

Repayment

The servicer is required to ensure the timely forwarding of the small business concern's monthly payment to the Oakdale Seed Fund.

Upon request, this information can be made available in alternative formats.
For more information, email economic.development@state.mn.us or call 651-259-7432.

DEED is an equal opportunity employer and service provider.

CC Regular Session

7.3.

Meeting Date: 10/22/2019

By: Sean Sullivan, Community
Development

Information

Title:

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

Purpose/Background:

PURPOSE

The purpose of this case is to review and adopt the 2019-2020 City of Ramsey Economic Development Work Plan. It should be noted that a 2019 EDA Work Plan was not developed or adopted due to the timing of the transition to the new Economic Development Manager. The City Council adopted its revised Strategic Plan on 2019 and items relating to the EDA have been included in the proposed 2019-2020 Work Plan. The EDA reviews, and amends the Work Plan as needed to assure that it is alignment with the City Council Strategic Plan and market conditions.

BACKGROUND

The purpose of an EDA Work Plan is:

"To provide a functional plan that prioritizes the work of the City's economic development department and Economic Development Authority (EDA)."

ATTACHED

- 2020 EDA Work Plan (proposed)
- 2018 EDA Work Plan

Notification:

Notification not required.

Observations/Alternatives:

The EDA discussed the proposed work plan at its October meeting. The EDA recommends approval of the attached Resolution #19-254 Approval of 2020 EDA Work Plan.

The City Council should consider on the following options:

- 1) Adopt Resolution #19-254 Approval of 2020 EDA Work Plan as presented.
- 2) Adopt Resolution #19-254 Approval of 2020 EDA Work Plan as amended (if changes are desired from the City Council).
- 3) Send the Work Plan back to the EDA for more revisions based on City Council input.

Funding Source:

Included in Staff duties and EDA budget.

Recommendation:

The EDA made a formal recommendation on October 10, 2019 for Option 1 - Adopt Resolution #19-254 Approval of 2020 EDA Work Plan as presented.

Action:

Motion to Adopt Resolution #19-254 Approval of 2020 EDA Work Plan.

Attachments

Resolution #19-254

Draft 2020 EDA Work Plan

2018 Work Plan

Form Review

Inbox

Sean Sullivan (Originator)
Tim Gladhill
Kurt Ulrich
Form Started By: Sean Sullivan
Final Approval Date: 10/17/2019

Reviewed By

Sean Sullivan
Tim Gladhill
Kurt Ulrich

Date

10/10/2019 11:54 AM
10/17/2019 11:58 AM
10/17/2019 03:42 PM
Started On: 10/10/2019 10:55 AM

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #19-254

APPROVAL OF 2020 EDA WORK PLAN

WHEREAS, the City of Ramsey City Council adopted revisions to its Strategic Plan in 2019 identifying goals relating to economic development within the City of Ramsey; and

WHEREAS, the Ramsey Economic Development Authority (EDA) has developed a 2020 Work Plan consistent with the 2019 City of Ramsey Strategic Plan and presented it to the City Council for approval.

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

- 1) That the City of Ramsey City Council approve the 2020 EDA Work Plan.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Existing Vacancy

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 22nd day of October, 2019.

Mayor

ATTEST:

City Clerk

Economic Development Authority Work Plan

2019 Update – October 1 Version

ABOUT RAMSEY

Ramsey is a suburban city located in the northwestern part of Anoka County, with a population of approximately 26,500. Two rivers dominate its borders, the Rum River and the Mississippi River.

The first settlement in Ramsey began because of trading along the banks of the Mississippi. Many settlers came here on a steamboat called *The Governor Ramsey* named after our first territorial governor, from which the City reportedly acquired the name.

Only a few of the first houses and structures built in Ramsey remain today. The most notable structure of historic significance is on the National Register of Historic Places, the Old Ramsey Town Hall, located west of Highway 47 (Saint Francis Boulevard) just north of County Road 116 (Bunker Lake Boulevard). This 19th century structure was originally used as a schoolhouse. The building is a community landmark and the City is working on a long term plan for the structure.

Two school districts now serve Ramsey - Elk River #728, and Anoka-Hennepin #11. Students from both districts regularly exceed the state average on the Minnesota Basic Standards in math, reading, and writing, and score well above the national average on college entrance exams.

Many people have chosen to live in Ramsey because of its rural character, wetlands, wildlife, parks, recreation and the housing choices. Ramsey is a mixture of farms, large-lot single family, urban single-family, and multi-family with a range of prices that appeals to a wide variety of families and individuals. The City is expected to grow by approximately 10,000 people over the next 20 years. Economic Development continues to be a priority for our City. With nearly 7,000 employees working in Ramsey everyday, new industrial and retail growth may add an additional 5,000 employees over the next 20 years. We are proud of our commitment to attract economically and environmentally sound commercial development.

Ramsey is committed to manage future growth to provide a high quality of life, enhanced employment opportunities and a stable tax base. Looking ahead, our city is working toward retail and commercial growth that includes restaurants, shopping, entertainment and additional employment opportunities.

CITY COUNCIL STRATEGIC PLAN

The EDA Work Plan is an important component of achieving the City Council Strategic Plan. The initial sections of this Work Plan are an incorporation of the City Council's Strategic Plan.

ECONOMIC DEVELOPMENT AUTHORITY

The primary purpose of the EDA is to coordinate and administer economic development and redevelopment plans and programs of the city. The EDA is vital to the orderly development and financing of the city and in the best interests of the health, safety, prosperity and general welfare of the citizens of the city.

VALUES

Ethics and Integrity

Fiscal Responsibility

Cooperation and Teamwork

Open and Honest Communications

Excellence and Quality in the Delivery of Service

Treating People with Respect and Fairness

Adaptability and Continuous Learning

VISION

Ramsey will be a secure, citizen-driven, collaborative community that respects the balance and connectivity between its unique urban, rural and natural environments.

MISSION

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

OBJECTIVES

Financial Stability

A Balance of Rural Character and Urban Growth

An Active and Connected Community

Smart, Citizen-Focused Government

An Effective Organization

ACTION PLAN

Action	Timeframe	Resources	Key Outcomes and Indicators	Responsible Party
Strategy: Promote economic growth and development.				
1. Expand Business Retention and Expansion efforts.	2020	Existing Staff: Budget Impact = Low	Stable base of local employers, representing the largest opportunity for future growth of jobs and tax base. Increase the number of business visits (32). Maintain the quality and attendance at EDA events. Participate in third party real estate events.	Sean Sullivan
2. Expand recruitment process to secure new commercial (retail and restaurants) users.	2020	Existing Staff: Real estate brokers Anoka County Regional Economic Development Partnership (ACRED) Budget Impact = Low RCP Report	Continued growth of jobs, tax base, and services. 5,000 square feet of new retail space. Updated marketing, financial assistance and real estate policies.	Sean Sullivan
3. Expand recruitment process to secure new industrial users.	2020	Existing Staff Budget Impact = low	Continued growth of jobs, tax base, and services. 50,000 square feet of new industrial space.	Sean Sullivan
4. Complete Infrastructure Funding Study for The COR Area	2020	Budget Impact = Medium	Planning Level Pro-Forma including Expenses and Funding Sources available to complete buildout of The COR.	Sean Sullivan
5. Sell remaining developable land owned by City	Ongoing	Budget Impact = Medium	Update listing strategy Return developable parcel to tax base.	Sean Sullivan
Strategy: Strengthen and enhance our identity and brand.				
6. Complete a feasibility study for a future Postal Facility to obtain a Ramsey ZIP Code.	2020	Existing Staff Budget Impact = Medium RCP Report (community identity)	ZIP Code will identify itself as Ramsey. Take a step forward in achieving a Ramsey ZIP Code. Seek third-party funding to assist.	Kurt Ulrich
Strategy: Improve the safety and mobility of transportation corridors.				
7. Establish a Highway 10 ROW Acquisition Plan	2020	Existing Staff Consultant Budget Impact = Medium	ROW Acquisition Plan Potential for Redevelopment Plan of remnant parcels	Tim Gladhill

Budget Impact Key; Low = Existing Staff/thousands of dollars; Medium = Additional Staff/Consultants/tens of thousands of dollars; High = capital improvement/hundreds of thousands of dollars.

RCP Report = Partnership with the University of Minnesota completed in 2018. This partnership created a library of resources and policy alternatives. A full list of completed reports can be found online at rcp.umn.edu/ramsey-projects.

2018 Economic Development Workplan

Purpose

Provide a functional plan that prioritizes the work of the City's economic development department and Economic Development Authority (EDA).

Objectives

1. Encourage, and plan for, growth of industrial, commercial, retail and housing opportunities
2. Foster the retention and expansion of existing Ramsey businesses
3. Support and maintain a positive local businesses environment
4. Leverage use of outside economic resources, partnerships and funding for economic development initiatives

Outcomes

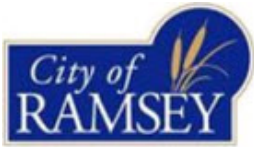
1. Growth of the City's tax base
2. Growth in the City's job base
3. Improved quality of life

Tactics/ Description	Timeline	Additional Resources & Tools Required	Key Outcomes/Metrics
<p><u>(1) Business Retention & Expansion</u> The large majority of local economic growth comes from existing Ramsey businesses. The purpose of this goal is to develop and maintain positive relationships with existing Ramsey businesses (establish trust). This goal is implemented through quality customer service, businesses visits, and facilitating business events.</p>	Ongoing	Currently Sufficient: assuming moderate customer service demand levels, sufficient resources exist to complete this tactic as proposed.	<p>Complete 24 business visits annually.</p> <p>Host EDA business expo, business appreciation golf tournament, and fall networking event. Participate in Anoka County Broker Event, Anoka Ramsey Job Fair, and MN Marketing Partnership.</p>
<p><u>(2) Recruit Restaurants & Retail Users</u> The desire for the City of Ramsey to establish new restaurant and retail users continuous to be a high priority for Ramsey residents and elected officials alike. Feedback from the development market is Ramsey needs more rooftops and higher traffic counts to achieve this goal. Although Ramsey continues to make good progress on rooftops and traffic counts, there is a desire to be more pro-active. The purpose of this tactic is:</p> <ul style="list-style-type: none"> (A) Consider establishing a policy(ies) to provide financial incentives for said users. For example, the City had a full service restaurant subsidy program/ policy several years back. (B) Consider establishing a targeted professional information/ marketing package for said users. (C) Consider deploying staff (and CBRE) to establish/ grow relationships with developers that work directly with said target market. (D) Reconsider broker selection—is there a better broker for retail? (E) Try to define what success looks like, or what progress targets Ramsey can make? (F) Obtain annual traffic counts for The COR 	2018	<p>Currently Sufficient: assuming moderate customer service demand levels, sufficient resources exist to complete this tactic as proposed.</p> <p>This tactic may result in the need to create/ dedicate financial resources for incentives in the future.</p> <p>If dollars are needed for the developer information package, the EDA Budget (Marketing line item) can be utilized. Also, The COR TIF District (#14) is available to support this tactic.</p>	<p>(A) New financial incentive policy in place.</p> <p>(B) New information packet/ marketing packet.</p> <p>(C) New relationships created.</p>

Tactics/ Description	Timeline	Additional Resources & Tools Required	Key Outcomes/Metrics
<p>(3) COR Development Feasibility, Pro-Forma, and Policy The City of Ramsey has taken on the role of master developer for The COR. Currently, the City manages The COR, and our various COR development related discussions on a “case-by-case-basis” and with policy based on “past practice.” Staff would like to develop more clarity/ intentional policy/ structure on how the City manages this project.</p> <p>Completion of this tactic will put the City in a stronger position to analyze/ respond to development proposals, strategize marketing efforts, and carry out budget/ policy discussions.</p> <p>(A) Pro-Forma: from a development perspective, the list of City obligations (expenditures) for The COR is relatively long, and at this point not well-defined. Additionally, the list of revenue streams from The COR is relatively straight forward, but have been committed informally in several instances. Staff would like to develop a formal pro-forma that outlines all anticipated expenses and all anticipated revenues for the project.</p> <p>(B) Feasibility Analysis: this discussion will require the City to complete a feasibility analysis for all outstanding development items to provide a clear scope of future development costs (i.e. cut/ fill, roads, storm water, community center, signs, etc.).</p> <p>(C) Policy Positions: this discussion also warrants the City to take policy positions on various outstanding development items (i.e. expenses) and how they will be paid for (all city, all developer, split, etc.), and roughly when various improvements will be made (now, in the future, in phases, etc.).</p>	<p>2018</p>	<p>This work will require assistance from third party professionals.</p> <p><u>Feasibility Reports/ Concept Studies:</u></p> <ul style="list-style-type: none"> • infrastructure--\$25,000-\$75,000 • regional storm water --\$15,000-\$35,000 • cut & fill analysis -- \$5,000-\$25,000 • sign plan--\$5,000-\$30,000 • parking ramp(s) -- \$5,000-\$15,000 • community center-- \$10,000-\$25,000. • parks/ trails--\$15,000-\$40,000 • pro-forma assistance/ review from Ehlers--\$5,000-\$20,000. <p>The numbers outlined above are very preliminary. Staff would like to get quotes for EDA review and/or review by other boards. Staff anticipates various funding sources to be utilized. Potentially, the University of Minnesota Resilient Communities Program may play a role in completing, or speeding up, some of this work.</p>	<p>Completed feasibility analysis on various outstanding pre-development items.</p> <p>Policy positions on various development items.</p> <p>Completed development pro-forma.</p>

Tactics/ Description	Timeline	Additional Resources & Tools Required	Key Outcomes/Metrics
<p><u>(4) RALF</u> Utilize the Metropolitan Council administered, MNDOT funded, RALF (right of way acquisition loan fund) for purchasing properties needed for U.S. Highway 10 improvements in Ramsey.</p> <p>Update: staff received word from MnDOT/ MetCouncil in August 2017 that they will no longer accept applications for RALF from the City of Ramsey. The City must first complete their updated plan for improvements to US Highway 10 and must update their Official Map.</p>	Ongoing	Currently Sufficient: assuming moderate customer service demand levels, sufficient resources exist to complete this tactic as proposed. In some cases, this work does require use of third party professionals	<p>Economic Development staff will continue to work with the Metropolitan Council to purchase at least property per year.</p> <p>Economic Development staff will continue to work with Engineer and Planning staff to complete an updated Official Map and Highway 10 plan for Ramsey.</p>
<p><u>(5) Sell Surplus City Owned Land</u> The City owns a large inventory of surplus land available for development. In 2017, the City completed a process to obtain shovel ready information for most city-owned property. Through that process staff has identified the following outstanding items:</p> <p>(A) Properties #37 and #45 have various potential environmental findings to further discuss and address.</p> <p>(B) North side of the new business park (i.e. former Legacy site) should become shovel ready. This would be a new shovel ready application.</p>	2018	<p>Currently Sufficient: assuming moderate customer service demand levels, sufficient resources exist to complete this tactic as proposed.</p> <p>This work item does require use of third-party professional services (Shovel Ready Certifications and subsequent due-diligence). TIF #1 has been identified as a funding source for this work.</p> <p>NOTE: the large majority of shovel-ready work was completed in 2017. This goal is nearly completed. The State of Minnesota is currently officially reviewing the City's applications for shovel ready sites. The purpose of this tactic is to keep the EDA updated on some remaining items staff is closing out.</p>	Land sales.

Tactics/ Description	Timeline	Additional Resources Required	Key Outcomes/Metrics
<p><u>(6) Business Incubator</u> Consider utilizing the roughly 3,500 square foot vacant space on the second floor of the Ramsey Municipal Center for a business incubator program.</p> <p>Staff would like to kick off the process with a scoping meeting (i.e. how should we approach this task).</p>	2018	At this point, no additional resources are being requested. Based on the scope of this project, additional resources will be needed. The City's Public Utilities Fund may be available for this project.	<p>Decide if the City has a genuine interest in starting a business incubator.</p> <p>Have a general scope for what a business incubator means in Ramsey.</p>
<p><u>(7) ZIP Code</u> In 2015, the City of Ramsey did open its doors to the first ever Ramsey substation USPS Post Office. Although this is a positive step for Ramsey, the need for an independent zip code still exists. The purpose of this tactic is to pursue an independent zip code for our community.</p> <p>Process:</p> <ol style="list-style-type: none"> 1. Meet USPS minimum standards for obtaining a new zipcode (delivery points, deliver routes, scheme items, sectors). The City needs to submit a request for an audit. 2. USPS audit made—Ramsey either meets minimum thresholds or not. If they do, move on to step 3. 3. USPS conducts a survey of community to gather feedback/ support for a new zip code. 4. USPS grants Ramsey a new zip code. 	Ongoing	No additional resources requested. Normal staff duties.	<p>Apply again.</p> <p>Approval or denial of a new Ramsey zip code.</p>



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

CC Regular Session

7. 4.

Meeting Date: 10/22/2019

By: Chris Anderson, Community
Development

Information

Title:

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

Purpose/Background:

In 2015, the EPB worked with City Council to revamp their purpose and become involved with the review of certain Land Use Applications with regard to natural resources. After a successful trial period of one (1) year, City Code was amended to codify the new role and purpose of the EPB.

The purpose of this case is to consider the Environmental Policy Board's (EPB) proposed 2020 Work Plan in accordance with City Code Section 2-159(c). The draft Work Plan was developed with the City Council's approved Strategic Plan in mind and, where applicable, does incorporate specific action items from that plan.

Observations/Alternatives:

The EPB has discussed an updated work plan on two occasions. The first was more of a general brainstorming session on possible items for inclusion. The second discussion, which occurred at their September meeting, revolved around the draft Work Plan specifically. The EPB reached general consensus on the contents of the draft Work Plan. They also expressed a desire to weave into the various items youth engagement, where feasible. As the topics are tackled in the coming year, Staff and the EPB will look at potential opportunities for public engagement, with a greater emphasis on youth.

Alternatives

Alternative 1: Adopt Resolution #19-255 approving the 2020 EPB Work Plan as presented.

Alternative 2: Adopt Resolution #19-255 approving the 2020 EPB Work Plan with amendments (if City Council identifies specific items that should be added to or removed from the draft Work Plan).

Alternative 3: Direct Staff to bring the Work Plan back to the EPB for further refinement based on City Council input.

Funding Source:

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

Recommendation:

Staff recommends approving the EPB's 2020 Work Plan (Alternative 1).

Action:

Motion to adopt Resolution #19-255 approving the EPB's 2020 Work Plan.

Attachments

EPB Statement of Purpose

EPB Meeting Minutes Dated April 15, 2019

DRAFT EPB Meeting Minutes Dated September 16, 2019

2020 Work Plan

Resolution #19-255

Form Review

Inbox

Tim Gladhill

Kurt Ulrich

Form Started By: Chris Anderson

Final Approval Date: 10/17/2019

Reviewed By

Tim Gladhill

Kurt Ulrich

Date

10/17/2019 11:56 AM

10/17/2019 03:42 PM

Started On: 10/10/2019 11:56 AM

Statement of Purpose

The Environmental Policy Board (EPB) will promote environmental awareness and conservation practice by citizens by advising the City Council on policy issues, review of new development proposals, communication and education. Through careful review, the EPB will present multiple perspectives, ideas, and new technologies that promote both discovery and accountability.

Scope

Land Use Application Review

Beginning in 2015, the EPB will have an active role in reviewing various land use applications with respect to natural resources. The EPB's review will occur concurrently with other advisory boards/commissions to ensure compliance with State Statute 15.99 (generally known as the sixty [60] day rule). The EPB will review and provide recommendations regarding landscape plans, tree preservation plans, potential impacts to natural communities/areas as identified in the Natural Resources Inventory and Wetland Functions and Values report, and the potential for implementing Best Management Practices (BMPs).

The EPB will actively review land use applications for Major Plats (four [4] or more lots with public infrastructure improvements), Site Plans (new development only, not for building expansions), Variances in Overlay Districts (Wild and Scenic, Critical Area, Shoreland, and Floodplain), and Comprehensive Plan Amendments. In general, the EPB will not review applications for Conditional or Interim Use Permits, Minor Plats (three [3] or fewer lots), Administrative Subdivisions, Easement Vacations, Home Occupation Permits (unless a request has potential environmental hazards), or Variances (except for the Overlay Districts as noted above). Finally, the EPB will, on occasion, also review Zoning Amendments, dependent on the subject of a proposed/requested amendment.

The EPB's role in land use application review will be conducted for a trial period of one (1) year without amending City Code. At the conclusion of the trial period, the process will be reviewed by the Board (and City Council) for effectiveness and efficiency. If found to add value to the overall land use application review process, an ordinance amendment will be prepared for consideration by City Council.

Comprehensive Plan Review

The City has begun preparations for an update to its Comprehensive Plan and has noted a significant role the EPB will have in this process. This document will lay out the vision for the community through 2040 and sets the foundation for how the community will develop over time. Once adopted, the Comprehensive Plan likely will set in motion certain updates or amendments to the Zoning Ordinance and should any amendment or updates relate to natural resources, the EPB will be directly involved with that process as well.

The EPB will have a role in reviewing various portions of the Comprehensive Plan and will take the lead on the Natural Resources Chapter. While the update is not due until 2018, the EPB will begin a review of the existing Natural Resources Chapter early in 2015 and subsequently establish guiding principles and a framework for updating this Chapter. In 2016 (or early 2017), the EPB will complete a draft update to the Natural Resources Chapter.

Involvement with the Comprehensive Plan update, potential ordinance amendments, and review of land use applications will provide the EPB the opportunity to review existing standards to determine whether they are accomplishing their intended outcome. In essence, the EPB will be involved with establishing the vision and goals for natural resources, drafting standards to accomplish those goals, and applying those standards to proposed projects. This 'full circle' approach should provide the EPB with invaluable insight regarding natural resources standards and identify areas where improvement or amendments are necessary.

It will be the goal of the EPB to regularly (annually) review the relevant chapters of the Comprehensive Plan and the zoning tools in place to determine whether current policies and/or standards are adequate to accomplish the vision of the community.

Education

Ensuring that the residents of Ramsey are well informed on emerging and current issues is critical. Thus, education and community awareness have been identified as a key function of the EPB. The EPB will strive to keep the public informed of new and existing issues as well as what actions the City is taking to address those issues. The intent will not only be to keep the citizenry well informed but also to provide explanation and/or clarification on why certain standards are in place and how they are intended to address a specific issue. This will primarily be accomplished through mediums such as the newsletter and website, but may also include other outlets such as QCTV.

Emerging Issues

Staying informed on emerging issues and 'hot' topics is another critical role for the EPB. As the City's primary advisory board on natural resources, the EPB's role, at least in part, is to stay ahead of emerging issues facing the City by researching and understanding how it may impact the City. Depending on the topic and other factors, this could be accomplished through the use or establishment of a subcommittee comprised of no more than three (3) existing EPB members that would report back to the EPB as a whole during regularly scheduled meetings. Based on the EPB's review and analysis of an issue, the EPB will work to formulate options for consideration by the City Council as to how best to address or mitigate the issue. This could include, but is not necessarily limited to, focused educational pieces, recommendations for Best Management Practices (BMPs), ordinance amendments, and/or comprehensive plan amendments.

Review of Zoning Code

As new technologies and ideas develop, updates to City Code, and more specifically the Zoning & Subdivisions Chapter, may be warranted. The EPB will routinely, or as time permits, review sections of City Code to ensure they are still relevant and will accomplish the stated goals of the Comprehensive Plan relating to natural resources. If, through this review, the EPB identifies opportunities for improvement, outdated or conflicting standards, and/or sections that do not support or will not achieve the goals of the Comprehensive Plan, it will recommend pertinent amendments to the Planning Commission.

5.04: Review Current EPB Work Plan

City Planner Anderson presented the staff report. The EPB has a City Council approved Work Plan for 2017-2019. As the City Council is beginning to wrap up their strategic planning for 2019, staff thought it would be a good time to briefly review the current plan and begin brainstorming topics for future consideration. The intention is not to develop a new work plan this evening, but rather to initiate some discussion on possible topics of interest or importance to the EPB.

Chairperson Valentine welcomed some brainstorming ideas to consider further. He stated that he is satisfied with the level of effort that the Board has received from City Planner Anderson. He acknowledged the high amount of work that is placed on staff for some of the Board projects and actions.

Board Member Moore provided an update on a recent conference that she attended. She referenced a discussion regarding organics that occurred, noting that the organics recycling program in Ramsey seems to be very progressive compared to other communities in the metro. She stated that engaging youth in the community was a large focus of discussion as well. She explained that in some communities there are active youth groups completing projects and attempting to bring about new policies, while other communities were having difficulty engaging the youth population. She stated that perhaps that could be an item to add to the work plan as that group seems to be instrumental in bringing about changes and implementing new projects. She noted that in some communities there are Master Gardeners that review landscaping plans to provide an additional element of input on tree types and vegetation.

Councilmember Shryock stated that it is exciting to be involved with different Boards and see how things begin to come together. She referenced the discussion about education and encouraging residents. She noted that there has been discussion about smart sprinkler technology and there will be an attempt to bring forward resources to help residents take advantage of those. She referenced the Resilient Communities Program with the University of Minnesota that was completed and noted that perhaps that would be a group to consult on how to engage the youth population. She stated that there are a number of Master Gardeners in Ramsey and that would be a good resource that may be willing to provide assistance. She stated that community engagement is an element that the City Council would like to focus on, and these ideas are a great way to continue that effort. She encouraged the group to think about what they can do and mesh that together with the amount of time that staff has to assist in accomplishing those items. She noted that prioritization is also important, as items can be placed on a waiting list for future years.

Board Member Hiatt stated that there is a new elementary school coming online within the year, which is a good opportunity to create a connection for engagement. He stated that the younger you start engaging youth with environmental issues, the more successful that endeavor will be as the information shared will continue to grow as those students continue on in their learning experience.

Councilmember Shryock agreed that getting the youth involved helps to increase participation throughout the City, as those students will bring that information home to parents and grandparents. She stated that as the work plan is developed that will help the Board create the

focus and plan to engage the students.

Board Member Fetterley agreed that opportunity with a new school is great. She suggested perhaps investigating green architecture initiatives. She stated that as the community continues to grow, it would be nice to see some businesses engaging in green architecture initiatives. She agreed that when developing the work plan it will be helpful to find items of focus and then better define actions that will help to accomplish the goals.

Board Member Hiatt stated that it was helpful that this was placed on the agenda now, which provides additional time for thought and planning.

5.01: Review Draft EPB Work Plan

City Planner Anderson presented the staff report. He stated that the purpose of this case is to continue discussion on items for inclusion in a new Environmental Policy Board (EPB) Work Plan. The EPB's current Work Plan runs through the end of 2019. The EPB did briefly discuss potential topics for inclusion at its April 15, 2019 meeting. The Action Plan from the City's current Strategic Plan was included in the case to provide some insight into the City Council's priorities over the next year.

Chairperson Valentine asked the Board if there are additional priority items. He commented that the three main items identified seem to be good foundation items to move forward with.

Board Member Bernard agreed that the three items should continue to roll over. He suggested adding a youth engagement piece, noting the recent creation of an environmental group at the High School and possible interaction between the Board and that group.

City Planner Anderson stated that youth engagement does match up with strategic action items developed by the City Council. He noted that he has also had involvement with the elementary schools related to recycling in the past.

Board Member Fetterley also agreed that the three listed items should remain as well as the inclusion of youth engagement.

Board Member Hiatt commented that it would be nice to find ways to work with the different school groups with a focus on the three items listed in the plan, particularly water conservation. He stated that perhaps there are projects that can be embedded with the different youth age groups that could help to accomplish the different work plan categories.

Councilmember Musgrove stated that the Lower Rum River Water Management Organization website has a lot of information for residents. She commented that the LRRWMO recently partnered with Anoka Conservation District/Anoka County related to education and outreach and noted that perhaps it would be helpful for that representative to provide a presentation to the Board related to her youth education efforts. She asked if Public Works is involved in recycling and whether there is overlap in that area.

City Planner Anderson stated that historically there were other City Council committees similar to the Public Works Committee. He stated that perhaps the link to the Public Works Committee would be the impact that recycling trucks could have on public streets. He confirmed that the Board is comfortable with the three items shown on the draft plan and noted that he will review to determine how youth engagement could fit within the existing items or whether that should be its own item.

Chairperson Valentine commented that it could be helpful to coordinate with other community education entities as it would not make sense to duplicate existing efforts.

Board Member Hiatt stated that if these are the three major areas of focus, perhaps the Board should identify best practices in terms of water conservation and smart technologies. He stated that perhaps there are models available from other communities that can be duplicated.

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Environmental Policy Board Work Plan

2019 Update – September 12 Version

ABOUT RAMSEY

Ramsey is a suburban city located in the northwestern part of Anoka County, with a population of approximately 26,500. Two rivers dominate its borders, the Rum River and the Mississippi River.

The first settlement in Ramsey began because of trading along the banks of the Mississippi. Many settlers came here on a steamboat called *The Governor Ramsey* named after our first territorial governor, from which the City reportedly acquired the name.

Only a few of the first houses and structures built in Ramsey remain today. The most notable structure of historic significance is on the National Register of Historic Places, the Old Ramsey Town Hall, located west of Highway 47 (Saint Francis Boulevard) just north of County Road 116 (Bunker Lake Boulevard). This 19th century structure was originally used as a schoolhouse. The building is a community landmark and the City is working on a long term plan for the structure.

Two school districts now serve Ramsey - Elk River #728, and Anoka-Hennepin #11. Students from both districts regularly exceed the state average on the Minnesota Basic Standards in math, reading, and writing, and score well above the national average on college entrance exams.

Many people have chosen to live in Ramsey because of its rural character, wetlands, wildlife, parks, recreation and the housing choices. Ramsey is a mixture of farms, large-lot single family, urban single-family, and multi-family with a range of prices that appeals to a wide variety of families and individuals. The City is expected to grow by approximately 10,000 people over the next 20 years. Economic Development continues to be a priority for our City. With nearly 7,000 employees working in Ramsey everyday, new industrial and retail growth may add an additional 5,000 employees over the next 20 years. We are proud of our commitment to attract economically and environmentally sound commercial development.

Ramsey is committed to manage future growth to provide a high quality of life, enhanced employment opportunities and a stable tax base. Looking ahead, our city is working toward retail and commercial growth that includes restaurants, shopping, entertainment and additional employment opportunities.

CITY COUNCIL STRATEGIC PLAN

The Environmental Policy Board Work Plan is an important component of achieving the City Council Strategic Plan. The initial sections of this Work Plan are an incorporation of the City Council's Strategic Plan.

ENVIRONMENTAL POLICY BOARD STATEMENT OF PURPOSE

The Environmental Policy Board (EPB) will promote environmental awareness and conservation practice by advising the City Council on policy issues, review of new development proposals, communication and education. Through careful review, the EPB will present multiple perspectives, ideas and new technologies that promote both discovery and accountability.

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VALUES

Ethics and Integrity
Fiscal Responsibility
Cooperation and Teamwork
Open and Honest Communications
Excellence and Quality in the Delivery of Service
Treating People with Respect and Fairness
Adaptability and Continuous Learning

VISION

Ramsey will be a secure, citizen-driven, collaborative community that respects the balance and connectivity between its unique urban, rural and natural environments.

MISSION

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

OBJECTIVES

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

ENVIRONMENTAL POLICY BOARD (EPB) WORK PLAN

Action	Timeframe	Resources	Key Outcomes and Indicators	Responsible Party
Strategy: Enhance sustainability and efficiency through <i>public policy</i>, public facilities and infrastructure investments.				
1. Create a Shoreline Erosion Control Plan for the Mississippi River	2020	Budget Impact = Low	Reduced erosion along the Mississippi River that adds sediment load and reduces water quality. High priority shorelines are identified for partnerships with Owners to improve stabilization of shoreline.	Chris Anderson
2. Consider smart irrigation (<i>and other water reduction</i>) rebate program.	2019	Budget Impact = Medium	Reduced demand on public water supply and avoid/delay of infrastructure investments. Review policy recommendations of the Metropolitan Council Regional Surface Water Supply Feasibility Study. <i>This action is identified as a specific action from the City Council's Strategic Plan.</i>	Chris Anderson
3. Update City Recycling Program	2020	Budget Impact = Low	Maintain or increase amount of material recycled rather than entered into the solid waste stream. Increased participation in organics recycling program.	Chris Anderson

Budget Impact Key; Low = Existing Staff/thousands of dollars; Medium = Additional Staff/Consultants/tens of thousands of dollars; High = capital improvement/hundreds of thousands of dollars.

RCP Report = Partnership with the University of Minnesota completed in 2018. This partnership created a library of resources and policy alternatives. A full list of completed reports can be found online at rcp.umn.edu/ramsey-projects.

CULTURE

- Utilize Strategic Plan to prioritize budget requests.
- Leverage additional funding sources.
- Seek grants to do high priority projects.
- Seek public and private partnerships.
- Improve Park and Recreation revenue through user fees and sponsorships.
- Provide adequate public safety staffing based upon common metrics (i.e., calls for service, time of day caseload, land use and population, citizen expectations).
- Continue Staff Recognition Programs.
- Increase awareness of various employee resources.

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

RESOLUTION #19-255

**RESOLUTION APPROVING THE ENVIRONMENTAL
POLICY BOARD'S 2020 WORK PLAN**

RECITALS

1. The primary objective of the Environmental Policy Board is to promote environmental awareness and conservation practice by citizens by advising the City Council on policy issues, review of new development proposals, communication and education; and
2. Through careful review, the Environmental Policy Board will present multiple perspectives, ideas, and new technologies that promote both discovery and accountability; and
3. The Environmental Policy Board is responsible for reviewing environmentally related city policies and ordinances and recommend appropriate revisions and/or additions to City Council; and
4. The Environmental Policy Board shall promote public outreach and education regarding environmental issues facing the city; and
5. The Environmental Policy Board shall develop a work plan that is consistent with the city's Strategic Plan and initiatives.

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

- 1) That the City Council of the City of Ramsey hereby approves the 2020 Work Plan for the Environmental Policy Board.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 22nd day of October, 2019.

Mayor

ATTEST:

City Clerk