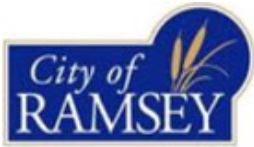


**City of Ramsey**  
**Agenda**  
**Revised**  
**Regular City Council**  
**Tuesday, January 28, 2020**  
**7:00 pm**  
**Council Chambers, 7550 Sunwood Drive NW**

1. **Call to Order**
2. **Presentation**
3. **Citizen Input**
4. **Approve Agenda**
5. **Consent Agenda**
  1. ~~Receive Update on Meeting with United States Post Office Regarding Ramsey ZIP Code~~ **Please Note: This case was moved to the Regular Agenda as Case 7.5.**
  2. Note the Following Boards and Commissions Meeting Minutes:
    - Planning Commission Meeting Minutes Dated November 7, 2019
    - Planning Commission Meeting Minutes dated December 5, 2019
    - Economic Development Authority Meeting Minutes Dated November 14, 2019
    - Park and Recreation Commission Meeting Minutes Dated November 14, 2019
    - Environmental Policy Board Meeting Minutes Dated November 18, 2019
    - Environmental Policy Board Meeting Minutes Dated December 16, 2019
  3. Approve the Following Meeting Minutes:
    1. City Council Work Session dated 1/14/2020
    2. City Council Regular Session dated 1/14/2020
  4. Approve Rental Licenses
  5. Approve Business Licenses
  6. Adopt Resolution #20-021 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of January 9, 2020 through January 22, 2020
  7. Adopt Resolution #20-018 to Enter into Clean Water Fund Grant Agreement with the Metropolitan Council to Accept Water Efficiency Grant Funds
  8. Adopt Resolution #20-019 Approving a Beekeeping License for the Property Located at 7520 149th Ave NW (Project No. 20-100); Case of Noah and Kimberly Barka

9. Adopt Resolution #20-020 Approving Registered Land Survey for 9340 Highway 10 NW
10. Adopt Resolution #20-023 Authorizing Re-conveyance of Lot 1, Block 1, Autumn Heights 2nd Addition to State of Minnesota
11. Adopt Resolution #20-024 Approving Snow Storage Agreement on City Owned Land
12. Adopt Resolution #20-025 for Updated Code Enforcement Action Plan for 5431 164th Ln NW
13. Adopt Resolution #20-029 Denying a Massage Establishment and Massage Therapy License
14. ~~Adopt Resolution #20-030 Appointing Election Judges for the Presidential Nomination Primary Election on March 3, 2020~~ - **Please Note: this item was withdrawn by the applicant and has been removed from the Consent Agenda.**
6. **Public Hearing**
7. **Council Business**
  1. Adopt Ordinance #20-01 Rezoning Two Parcels at 9340 Highway 10 NW; Case of MYWC, LLC
  2. Adopt Resolution #20-022 Approving Purchase Agreement and Preliminary TIF Financing Deal Structure for Part of Outlot A, COR Stone Brook Academy; Case of Cobblestone Hotel Development, LLC  
(Portions may be closed to the public)
  3. Adopt Resolution #20-026 Approving a Home Occupation Permit for Garbage Hauling Company at 17030 Baugh St NW; Case of the Birchems (#19-141)
  4. Staff Authorization for Filling a Building Permit Technician During Leave of Absence
  5. Receive Update on Meeting with United States Post Office Regarding Ramsey ZIP Code **Please Note: This case was moved from Consent Item 5.1 to the Regular Agenda as Case 7.5.**
8. **Mayor/Council/Staff Input**
9. **Adjournment**



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

**CC Regular Session**

**5. 1.**

**Meeting Date:** 01/28/2020

**By:** Tim Gladhill, Community Development

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**Information**

**Title:**

~~Receive Update on Meeting with United States Post Office Regarding Ramsey ZIP Code~~ **Please Note: This case was moved to the Regular Agenda as Case 7.5.**

**Purpose/Background:**

The City Council's Strategic Plan calls for an action item to secure a unique ZIP Code for Ramsey to better establish our identify. Staff (Gladhill, Sullivan, Ulrich) and Councilmember Riley recently met with United States Postal Service (USPS) Staff at the Minneapolis Central Post Office on January 9.

While mail sorting and distribution metrics (sectors, scheme items, routes and delivery points) do not warrant a unique ZIP Code currently, it appears that these metrics will warrant a unique ZIP Code in the future. Current forecasts indicate a potential need in 2031.

However, Staff shared recent growth estimates and future growth forecasts with USPS Staff. Our forecasts indicate that need could be quicker. The next regular review of the need for a unique ZIP Code would occur in 2026. USPS Staff will continue to evaluate in the interim.

Staff will now be providing more real-time address updates of new delivery points as well as providing quarterly growth updates.

**Recommendation:**

No action is necessary at this time. This is simply for update purposes.

**Action:**

No action is necessary at this time. This is simply for update purposes.

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**Attachments**

*No file(s) attached.*

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Kurt Ulrich	Kurt Ulrich	01/23/2020 02:17 PM
Form Started By: Tim Gladhill		Started On: 01/08/2020 09:34 AM
Final Approval Date: 01/30/2020		

**CC Regular Session**

5. 2.

**Meeting Date:** 01/28/2020

**By:** JoAnn Shaw, Community Development

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**Information**

**Title**

Note the Following Boards and Commissions Meeting Minutes:

- Planning Commission Meeting Minutes Dated November 7, 2019
  - Planning Commission Meeting Minutes dated December 5, 2019
  - Economic Development Authority Meeting Minutes Dated November 14, 2019
  - Park and Recreation Commission Meeting Minutes Dated November 14, 2019
  - Environmental Policy Board Meeting Minutes Dated November 18, 2019
  - Environmental Policy Board Meeting Minutes Dated December 16, 2019
- 

**Attachments**

Planning 11 07 19

Planning 12 05 19

EDA 11 14 19

Park 11 14 19

EPB 11 18 19

EPB 12 16 19

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**Form Review**

**Inbox**

Kurt Ulrich

Form Started By: JoAnn Shaw

Final Approval Date: 01/16/2020

**Reviewed By**

Kurt Ulrich

**Date**

01/16/2020 03:58 PM

Started On: 01/08/2020 10:28 AM

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

The Ramsey Planning Commission conducted a regular meeting on Thursday, November 7, 2019, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

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

Members Absent:                   Commissioner Torrey Johnson

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

**1.     CALL TO ORDER**

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

**2.     CITIZEN INPUT**

None.

**3.     APPROVAL OF AGENDA**

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

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

**4.     APPROVE PLANNING COMMISSION MINUTES**

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

**4.01.1: Planning Commission Meeting Minutes Dated October 3, 2019**

Motion by Commissioner VanScoy, seconded by Commissioner Woestehoff, to approve the following minutes as presented: Planning Commission Meeting Minutes dated October 3, 2019.

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

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

### **5.01: Public Hearing: Consider Resolution #19-252 Denying a Home Occupation Permit for Garbage Hauling Company at 17030 Baugh St NW; Case of Allen and Joyce Birchem/Birchem Sanitation (Project #19-141)**

#### **Presentation**

City Planner McGuire Brigl presented the staff report and recommendation to deny the request for a Home Occupation Permit for a Garbage Hauling Company at 17030 Baugh St. NW. She noted that this would be consistent with other recent home occupation denials in similar residential settings. There is no lawful, nonconforming protection for this use.

Chairperson Bauer asked for additional details on the outdoor storage items that would be allowed.

City Planner McGuire Brigl replied that the carts would not typically be counted on residential property but large items such as vehicles, and trailers would count. She noted that residential lots typically do not have this number of carts.

Commissioner VanScoy asked if the dumpsters are included in the limited items.

Community Development Director Gladhill stated that whether the dumpsters are counted or not counted, they would still be evidence of a home occupation and would be a violation of City Code. He referenced recent home-based business occupation permits noting that plumbing and landscaping businesses have recently been denied because of similar outdoor storage. He stated that this situation is unique in the duration it ran without a complaint but noted that when comparing this to other denied applications this would fall in line with those denials. He stated that when there are multiple vehicles and equipment, including storage of inoperable vehicles, those requests have been denied.

#### **Public Hearing**

Chairperson Bauer called the public hearing to order at 7:13 p.m.

#### **Citizen Input**

Mark Berglund, attorney representing applicant, stated that he is disappointed with the recommendation of staff. He stated that the Birchem's have operated this business on the property since 1977 and it is their position that this is a legal nonconforming use. He explained that the application was brought forward because the ordinance recognizing the violation was adopted by the City Council. He stated that this is a family owned business that has been in operation for 37 years on 1.6 acres. He stated that none of the activities on the property can be seen from other

properties during the summer months because of the screening provided by trees. He stated that there are two garbage hauling trucks that leave one time in the morning and return one time during the afternoon. He explained that all the waste that is collected is in Sherburne/Wright County and all the waste collected is disposed of in Sherburne County. He stated that the applicants own five garbage vehicles, three of which are not stored on site. He stated that he is not aware of any complaints related to odor. He stated that the staff report mentions mice on the property and noted that he is a resident of Ramsey and also has mice on his property. He stated that as part of the application process the applicants recognize that there are things on the property that need to be cleaned up. He stated that his clients agree to work with the City to address some items to clean up the property but did not realize that the intent of the City was to disrupt their livelihood that has run on the property for 37 years. He noted that not far from the Birchem's property is a sewage collection company that runs in a similar manner. He identified a commercial fabrication business located near the applicant's property that has large semi-trucks that also travel down the roadway. He stated that the applicant's business has run on the property without complaint for 37 years. He noted that when the business began the applicant was told that he would not need a permit from Anoka County because the hauling occurs in Sherburne and Wright County. He noted that only the storage of the vehicles and administrative efforts occur at the residential property.

Commissioner VanScoy asked if the inoperable vehicles are stored on the property.

Al Birchem, applicant, replied that the vehicles are located on the property but will not continue to be stored on the property.

Commissioner VanScoy asked and received confirmation that only the two trucks used for hauling would be stored at this property.

Mr. Birchem stated that there are currently five trucks on site, but not all of them are used. He noted that two trucks are used, one is a backup that is used only in emergency, and the remaining two will be removed from the property.

Commissioner VanScoy asked the status of the Anoka County permit.

Mr. Birchem replied that the permit is not required as long as hauling does not occur in Anoka County. He stated that in the past he spoke with Ramsey staff that stated a permit was not required because hauling is not occurring in Ramsey.

City Planner McGuire Brigl stated that staff has received confirmation from Anoka County that a base license would be required, which is different than a hauling license.

Community Development Director Gladhill stated that there is not a lawful nonconforming protection for a need for a license. He stated that if a license is needed, that would still be required regardless of when the activity began.

Commissioner Anderson asked if the cleaning of vehicles that is done offsite includes washing the vehicles.

Mr. Birchem replied that washing is done in Elk River and not onsite.

Commissioner Anderson stated that he has driven by the property noticed a fuel barrel.

Mr. Birchem replied that is an old fuel barrel that he purchased many years ago that is on a stand and there is nothing stored in the barrel.

Commissioner Anderson asked if the people on the property are Ramsey residents.

Mr. Birchem confirmed that to be true.

Chairperson Bauer asked staff for clarification on the site cleanup that was mentioned.

City Planner McGuire Brigl stated that the first complaint was dispatched to a community service officer for an off-street parking violation. She explained that once a determination is made that there is a home-based business, that is forward to Community Development for follow up. She described the process that was followed, noting that staff met with the applicant to discuss the off-street parking and home-based business violations.

Community Development Director Gladhill stated that the major issue is the commercial dumpsters and residential containers. He stated that staff is not comfortable with approving the request with those materials onsite.

Commissioner VanScoy asked the type of driveway.

Mr. Birchem replied that there is a class five gravel driveway for the trucks in addition to his paved driveway. He confirmed that the gravel could use a new layer added.

Commissioner Gengler asked if Mr. Birchem lives on the property.

Mr. Birchem replied that he lives on site, as does his son, and he also has a home in Brainerd.

Commissioner Woestehoff asked if the company has another location.

Mr. Birchem replied that the Ramsey home is the only location for the business.

John Dickes, 17020 Baugh Street, stated that he lives next door to the applicant and has since 1976. He stated that he has had no trouble with any of the items mentioned in the staff report. He stated that he was surprised as there is a lot of green barrier around the property, noting that he was not even aware those items were onsite. He stated that there are two trucks that go out each day and come back each day. He noted that he has more traffic coming and going from his home than the applicant does.

Terry Frauly, 17035 Driscoll Street NW, stated that he lives directly behind the applicant and has for 35 years. He stated that he has noticed the piling of the vehicles and dumpsters over the years and have let it go. He noted that two years ago he installed a fence to prevent his dog from going

onto the applicant's property and flushing out opossum and raccoons from under the junk vehicles. He stated that when they installed the fence, they had to trim their trees, which opened the view to the dumpsters, garbage trucks, junk vehicles, trailers and boat. He stated that he recently completed patio and deck improvements which now look out onto the applicant's property. He stated that his complaint is not with the business itself but the view from his property. He noted that perhaps a privacy fence could be installed to better screen the activity, along with cleanup of the site.

Mr. Berglund stated that the photograph on display right now is outdated as they have begun the cleanup process after the discussions with staff. He explained that the dumpsters are not holding trash but are provided to new customers.

Commissioner VanScoy referenced the dumpsters and asked the number of dumpsters on the property.

Mr. Birchem estimated six or seven dumpsters and 50 trash bins.

Commissioner VanScoy asked if those could be stored in a different location.

Mr. Birchem stated that he could find a place to put the dumpsters and most of the carts. He noted that the neighbor behind him allows his dog to run wild. He stated that the dog is not supposed to be on his property.

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

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

Chairperson Bauer closed the public hearing closed at 7:38 p.m.

### **Commission Business**

Commissioner Woestehoff stated that this would set a very bad precedent in terms of outdoor storage and the number of items allowed onsite. He commented that this property could not be compared to the commercial property across the street because that property is most likely not zoned R-1.

City Planner Anderson commented that the property across the street is zoned R-1. He noted that about ten years ago that property came to the attention of the City in a similar manner through code enforcement and that applicant went through a similar process. He noted that the City Council ultimately approved a home occupation permit for that site.

Chairperson Bauer asked for clarification on what was done in that case, as there seems to be some similarities between the two and specifically why this request would not meet the same standards.

City Planner Anderson replied that the biggest difference on the surface was that the other property's home occupation was entirely indoors at that time. He noted that the current request tonight includes a significant amount of exterior outdoor storage.

Community Development Director Gladhill noted that property also has ongoing code enforcement issues and therefore would hesitate to use that as an example of compliance.

Commissioner VanScoy stated that it is his understanding that a property can have more than one commercial vehicle onsite if it is there less than eight hours in a day.

City Planner Anderson confirmed that to be true but noted that in this case the vehicles would be parked onsite for longer than that.

Chairperson Bauer asked what would be needed from the applicant in terms of removing items of outdoor storage to come into compliance for a home occupation permit.

City Planner McGuire Brigl replied that one commercial vehicle would be allowed that could be parked on an appropriate parking surface, the applicant would need to own and occupy the subject property, and all exterior evidence of the home occupation would need to be removed. She stated that a license from Anoka County would be needed along with additional information such as where the trucks are being cleaned. She stated that the applicant previously stated that they live offsite when not operating the business, which was a red flag for staff.

Mr. Berglund replied that the residence is the applicant's homestead. He noted that the applicant's son, who also operates the business with them lives on the property full-time as well.

Commissioner VanScoy asked for clarification on the applicant's living situation noting that it appears the applicants stay at their home in Brainerd for four days and then return to the property to operate the vehicles for the remainder of the week.

Mr. Berglund replied that the business has been in operation for 37 years and built the home in Brainerd one year ago, although they have owned that property for a longer duration. He confirmed that as the applicants are nearing retirement age, they have been spending more time in Brainerd than they had previously.

Commissioner Woestehoff stated that the calendar shows the tax liability of the business as 1996 while on the Better Business Bureau it shows a start date of 1996. He noted that the business does not appear to exist on the Secretary of State information and asked if there is another name the business uses.

Mr. Berglund replied that Birchem Drywall was established in 1977 and Birchem Sanitation has operated under that same corporate entity.

Community Development Director Gladhill asked at what point Birchem Sanitation began, aside from Birchem Drywall.

Mr. Birchem explained that Birchem Sanitation is a division of Birchem Drywall and started in 1982.

Chairperson Bauer asked if it would be appropriate to table this request with the objective to have the exterior items cleaned up by a certain date, as specified in the code enforcement plan. He noted that after that date the item could be reconsidered, and the decision would then depend upon the site conditions and whether the site had been cleaned up.

City Planner McGuire Brigl stated that would be a question for the applicants. She was unsure if that would be a reasonable plan for the applicant as there does not appear to be another location for the applicant to store the materials.

Community Development Director Gladhill stated that there is a policy decision related to the number of vehicles that the Commission would be comfortable with. He stated that if the Commission wants to go in that direction, he would want assurance from the applicant that another site would be found for the dumpsters and residential containers.

Chairperson Bauer stated that he would be uncomfortable putting a business out of business that has been operating for this length of time. He stated that he would prefer to give standards that need to be met in order to keep operating and if those are not met, the request could then be denied.

Commissioner Woestehoff stated that he would only be comfortable with a maximum of two vehicles, with no dumpsters or carts onsite.

Commissioner VanScoy stated that he would like to see the applicant in compliance with the ordinance, specifically one vehicle and improved driveway, obtaining a license from Anoka County, assurance that the vehicle kept on site would be clean, and all inappropriate exterior storage items removed.

Community Development Director Gladhill confirmed the consensus that dumpsters and trash containers should be stored off-site and at least one commercial vehicle could remain on a proper surface. He agreed that the request could be tabled, and additional discussion could occur with the applicant.

Chairperson Bauer referenced the storage shed on the site and asked what could be stored in that building.

City Planner McGuire Brigl stated that staff would not be comfortable allowing those materials to be stored onsite.

Chairperson Bauer asked if one truck could be stored in the storage shed and one could be outside.

City Planner McGuire Brigl confirmed that she would feel comfortable with having a vehicle parked indoors but noted that staff would not support storage of the dumpsters or trash containers onsite.

Community Development Director Gladhill noted that there is most likely space available that could be leased in an industrial area for storage of those materials. He stated that perhaps that is the compromise that the two vehicles could remain, but the dumpsters and trash containers would need to be removed from site and stored in an appropriately zoned area.

Commissioner VanScoy asked if the applicant would even be interested in attempting to meet the requirements.

Mr. Birchem confirmed that he would attempt to get everything done according to a timeline and would attempt to find a place to store the additional truck. He stated that he would prefer to keep at least the two trucks onsite if possible. He confirmed that he plans to clean up the outdoor items.

Chairperson Bauer asked how much time the applicant would realistically need to clean up the site.

Mr. Birchem hoped that he could have it completed by the end of December, dependent upon the weather.

Commissioner Woestehoff asked if that would be okay to table the request for that period of time.

Community Development Director Gladhill confirmed that the request could be extended 60 days from November 8<sup>th</sup>.

Mr. Berglund noted that they would be willing to waive the 60-day requirement for the City to take action if necessary.

Motion by Commissioner Anderson, seconded by Commissioner VanScoy, to table consideration of Resolution #19-252 Denying the Request for a Home Occupation Permit to Operate a Garbage Hauling Business on the Property Located at 17030 Baugh Street NW to the January meeting and directing the applicant to work with the City to remove all required items from the property, having one truck stored in the building and one allowed outdoors, improving the impervious surface of the driveway, and work with City staff to come into compliance with the ordinance.

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

City Planner McGuire Brigl asked and received confirmation that the Planning Commission would like staff to reinspect the subject property prior to the January meeting.

## **6. COMMISSION BUSINESS**

### **6.01: Review Sketch Plan for Odyssey Homes Townhomes on Nowthen Boulevard and 146<sup>th</sup> Avenue**

#### **Presentation**

City Planner McGuire Brigl presented the Staff Report and stated that staff recommends that the application proceed to the preliminary plat phase.

### **Commission Business**

Chairperson Bauer asked where these homes would have access.

City Planner McGuire Brigl explained that a private roadway would run parallel to Nowthen Boulevard and connect to 146<sup>th</sup>. She stated that if the southern property did develop, it would also be a private road that would connect to this. She stated that the City would attempt to facilitate the discussions between the property owners. She provided examples of similar situations, noting that there are mutual maintenance and snow removal agreements.

Commissioner VanScoy asked how the private road would be terminated.

City Planner McGuire Brigl replied that at this time it is shown as a hammerhead.

Commissioner VanScoy stated that he would be concerned in the case of an emergency or with trash pickup as to how large vehicles would turn around.

City Planner McGuire Brigl confirmed that there should be sufficient turnaround space in the hammerhead.

Commissioner VanScoy stated that he would want to ensure that large service vehicles would be able to turnaround.

Commissioner Woestehoff referenced the density and asked if the private roadway is included in the acreage.

City Planner McGuire Brigl replied that she did not believe the density calculations include the private roadway. She identified additional area that was included in the boulevard.

Jason Bebeau, 15363 Radium Street, stated that he had attempted to purchase the two properties to the south but has been unable to do so and therefore is looking to move forward on development of this property.

Commissioner Anderson stated that if the 20-foot rule is followed that would lose one home. He asked if that would still be economically feasible for the applicant.

Mr. Bebeau stated that they have already lost some density through this process, as they began with 11 and have reduced to eight.

Commissioner Anderson stated that his concern would be related to safety and having as much space between the homes would provide benefit.

City Planner McGuire Brigl stated that these are the proposed lot lines and do not include the footprint of the buildings, therefore the setbacks could potentially be met.

Mr. Bebeau explained that he proposes the footprint to fill the lot lines.

City Planner McGuire Brigl noted that attaching the townhomes would be another manner in which the request could meet the guidelines.

Chairperson Bauer clarified that rather than having two four-unit structures, there could be one eight-unit structure.

Mr. Bebeau replied that he would be okay with that.

Commissioner Anderson stated that he is not opposed to the idea but simply wants to ensure that safety is taken into consideration.

Mr. Bebeau stated that he could reduce the footprint slightly if desired. He noted that he could also do a full cul-de-sac if desired.

City Planner McGuire Brigl asked if the Commission would prefer to have the eight units connected rather than considering a variance for two four-unit buildings.

Commissioner Woestehoff noted that the applicant stated that he could reduce the widths which would provide the required amount of separation. He stated that he would be comfortable with the two buildings with the required amount of separation or having all eight units connected.

Commissioner VanScoy stated that there are other zones where the setbacks are reduced and therefore, he would be fine with the variance.

Chairperson Bauer noted that he would not be opposed to a variance either.

Commissioner Gengler stated that she would support connecting all eight units or having the smaller footprint with the required amount of separation between the two buildings.

Chairperson Bauer confirmed a split consensus on whether a variance would be supported.

Community Development Director Gladhill suggested that this sketch plan move forward to the City Council on that policy related discussion.

Chairperson Bauer asked if those not in favor of the variance are simply not in favor of a variance or whether they favor the additional separation.

The three members of the Commission stated that their decision was because of both of those factors.

Patrick Hampton, 15551 Potassium Street NW, stated that he has been a resident of Ramsey since 1963 and is the current owner of the property. He stated that this proposal would be almost identical with what he wanted to do with the property and was told that he could build up to 11 units on the property. He stated that unfortunately he has to sell the property because of medical issues. He stated that he has been patiently waiting for this and needs the funds. He asked if the process could be streamlined so that the project can move forward and he can receive some relief from his financial situation.

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

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

The Staff Update was noted.

Community Development Director Gladhill provided a brief update on recent development activity.

## **8. ADJOURNMENT**

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

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

The regular meeting of the Planning Commission adjourned at 8:29 p.m.

Respectfully submitted,

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Tim Gladhill  
Community Development Director

ATTEST:

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JoAnn Shaw  
Community Development Assistant

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

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

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

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

Members Absent:                   None

Also Present:                       Community Development Director Timothy Gladhill  
  City Planner Chris Anderson  
  City Planner Chloe McGuire Brigl  
  Planning Consultant Eric Maass

**1.     CALL TO ORDER**

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

**2.     CITIZEN INPUT**

None.

**3.     APPROVAL OF AGENDA**

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

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

**4.     CONSENT AGENDA**

**4.01: Approve the November 7, 2019 Planning Commission Minutes**

**4.02: Consider Request for Extension of Variance and Conditional Use Permit related to Indoor Horse-Riding Arenas at 17902 Saint Francis Blvd NW (Project No. 19-101); Case of Dale and Tammy Wills**

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

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

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

### **5.01: Public Hearing: Consider Resolution 19-279 Approving an Interim Use Permit at 16839 Saint Francis Blvd NW to Temporarily Allow Two Homes on the Subject Property (Project No. 19-148): Case of Chelsea and Robert Jones**

#### **Public Hearing**

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

#### **Presentation**

City Planner McGuire Brigl presented the staff report stating staff recommends approval of Resolution #19-279 approving an Interim Use Permit for 16839 Saint Francis Blvd to maintain an existing residence during construction of a new home.

Chairperson Bauer asked if the language is appropriate to ensure there is sufficient time for construction of the home.

City Planner McGuire noted that the language could be changed to allow one year rather than six months or the six-month period could remain, and an extension could be granted if needed. She confirmed that the six months would begin after the permit is issued, rather than six months from the time of approval.

#### **Citizen Input**

Robert and Chelsea Jones, 16839 Saint Francis Blvd NW, stated that this will make it easier for them to remain in the existing home while the new home is constructed rather than finding a temporary location to live while the home is built.

Chairperson Bauer asked if the applicant would be satisfied with the six-month timeframe.

Mr. Jones agreed that six months should be sufficient.

Commissioner Anderson asked when the existing home was constructed.

Mr. Jones commented that the home was constructed in 1910.

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

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

Chairperson Bauer closed the public hearing closed at 7:06 p.m.

### **Commission Business**

Motion by Commissioner VanScoy, seconded by Commissioner Peters, to recommend that City Council adopt Resolution #19-279 Approving the Issuance of an Interim Use Permit to Chelsea and Robert Jones to Maintain Two Principal Buildings at 16839 St. Francis Blvd NW for a Temporary Period of Time.

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

### **5.02: Public Hearing: Consider Ordinance #19-16 Approving Zoning Amendments for Outlot A, Alpha Development and Outlot C, Northfork**

#### **Public Hearing**

Chairperson Bauer called the public hearing to order at 7:07 p.m.

#### **Presentation**

Community Development Director Gladhill presented the staff report stating that based on the direction of the Draft 2040 Comprehensive Plan update, staff recommends approval of the Ordinance amending the Official Zoning Map. If the Planning Commission is not comfortable with the amendment, it should recommend to the City Council to modify the Draft 2040 Comprehensive Plan update before submittal to the Metropolitan Council.

#### **Citizen Input**

Leslie Clark, 15150 Kangaroo Street, stated that this has been a long process and she has been regularly active throughout the process. She commented that this seems to be the best compromise thus far, although she would have preferred the entire site remain low density. She asked that the developer be held to the larger lots abutting the neighboring properties as shown in the proposal.

William Kingston, 15760 Andre St NW, stated that he served on the Committee for the draft 2040 Comprehensive Plan. He commented that the plan is not yet approved, and he would be surprised to see changes made to that plan. He stated that he is very concerned with the intersection of Armstrong and Alpine and there would be a large increase in density and traffic, not only from this proposed development but also Riverstone once completed and the parcel adjacent this parcel. He stated that his other concern would be the upcoming improvements for Highway 10, Ramsey

Boulevard, and Sunfish Lake Boulevard and how that would impact the traffic on Ramsey Boulevard, Alpine Boulevard and Sunfish Lake Boulevard. He stated that he would like to see the traffic studies that have been completed as he did not believe that the traffic levels would be acceptable. He commented that if improvements are needed to specific intersections because of the three developments he mentioned, those improvements should be funded by those developers rather than the taxpayers.

Nick Kunkle, 9040 162<sup>nd</sup> Lane NW, referenced Andre and noted that there is already traffic that cuts through on Andre to avoid sections of Highway 10. He stated that he would be concerned with additional traffic attempting to avoid congestion on Highway 10 attempting to cut through the Northfork neighborhood. He asked that a comprehensive traffic plan be developed to get the residents out of the proposed neighborhoods without impacting Northfork.

Commissioner VanScoy asked if the traffic studies are available and whether they apply to these parcels.

Community Development Director Gladhill stated that there have been several traffic studies in this area but believed that updated information would be provided through preliminary plat. He referenced the other traffic studies that are publicly available that were completed for Riverstone and the industrial park.

Commissioner VanScoy stated that as he understood the case, the draft 2040 Comprehensive Plan would be consistent with the changes proposed tonight.

Community Development Director Gladhill commented that the draft 2040 Comprehensive Plan was changed after the Committee development due to comments received during the public comment period. He confirmed that the information proposed tonight would be in line with the draft 2040 plan as it states now. He noted that official action is not requested tonight, at the request of the developer, and the public hearing can remain open to take comments on the other parcel in discussion.

Chairperson Bauer moved to the discussion of the other parcel and welcomed the developer to come forward.

Zach Brown, BK Land Development, recognized that there was some concern with the density of the villa product. He explained that there is a big demand for this type of product which would also enhance the golf course community as it would be in demand for empty nesters that would utilize the golf course whereas the single-family homes will most likely appeal to families with young children. He commented that the mix of products would most likely ensure that the development would be constructed and sold quickly rather than taking years to build out.

Nick Kunkle, 9041 162<sup>nd</sup> Lane, thanked staff for their kindness and attention when he and his wife shared their concerns regarding this development. He stated that he is here to speak for the wildlife, noting that group was here first. He recognized that development will come but noted that his concern is that as property is developed there should also be thought and balance between development and the wildlife community and greenspace for the animals. He stated that Lake

Itasca has struggled to maintain water levels since the developments have begun. He noted that the water levels have decreased, and the wetland levels have decreased as well. He asked how water that used to feed those lake and wetlands could be redirected to those water bodies. He stated there are a lot of migratory animals that cross Alpine, specifically turtles, and he struggles with the increased amount of traffic on the roadway that threatens the wildlife crossing the roadway. He asked for a balance between increasing development and preserving the wildlife habitat. He stated that Andre is becoming more dangerous to walk along and with another 400 plus vehicles that would have the option to cut through on Andre that danger will only increase. He asked if there are any City provisions that would allow control over the amount of drive through truck traffic that cuts through Northfork to avoid the weigh scales.

Chairperson Bauer stated that Mr. Kunkle mentioned the speed limit on Alpine, which is currently 40 mph, during the worksession earlier tonight.

Community Development Director Gladhill noted that there is a process to petition for a speed change through the Public Works Committee. He noted that process includes a speed study and often following that study the results recommend a higher speed limit, which is often not the desired result. He stated that perhaps traffic calming measures could be added during the future reconstruction of Alpine. He noted that there would be pedestrian crossing elements added to Alpine during that reconstruction as well.

Chairperson Bauer asked if there is anything within City Code which could restrict truck traffic.

Community Development Director Gladhill stated that Andre is a public road and therefore traffic cannot be restricted. He noted that weight limits can be placed on the roads and additional enforcement could be encouraged.

Chairperson Bauer commented that the concerns on Andre are not perhaps a point of discussion for this case but encouraged the residents to continue to bring those concerns to City staff and/or the City Council for further investigation.

Mr. Kunkle commented that there are places where turtles cross to access Lake Itasca and the curb height on Alpine is too high for the turtles. He stated that perhaps there could be an area where curb is reduced to allow turtles to continue on their migratory paths.

Chairperson Bauer stated that there are several areas that have the rounded curbs and perhaps that could be a part of the Alpine reconstruction project.

William Kingston, 15760 Andre St NW, stated that he understands change. He stated that the change to density for this area was completed after the Committee provided its recommended draft 2040 plan. He believed that it was a good compromise with the two densities on the yellow parcel. He stated that one of his concerns is that a proposed access to the development would occur in a curved downhill section of Alpine and believed that would be prone to accidents. He stated that there would be a proposed trail along Alpine proposed by the developer that only goes part way across the Riverstone development and would not connect to Puma. He recognized that is not a concern of this developer but there should be thought towards a more comprehensive trail plan

rather than segments. He stated that a previous development for this parcel proposed ten to 16 homes on larger lots with well and septic whereas this is a much higher density. He stated that when you add this development, the previously discussed development, and Riverstone that is a lot of extra traffic. He did not believe that the traffic studies have been updated with the two proposals discussed tonight and asked that those studies be updated with the higher densities.

Chairperson Bauer stated that he lives in the Riverstone development and noted that there is a three-way stop at Puma and Bunker. He noted that he brought concerns to the City and was told there was a traffic study to justify that traffic control. He stated that in the time he has lived in Riverstone he has only ever met another vehicle at that intersection three times. He commented that the traffic studies seem to have taken into account the additional traffic to come. He commented that the developer could be asked to extend the trail to the end of their property and perhaps Riverstone could be asked to extend their portion of the trail as well.

Community Development Director Gladhill confirmed that this developer is doing their part to construct the trail along the entirety of their property. He provided additional details on the Capstone preliminary plat revision and believed that the extension of the trail was a condition and noted that would continue to be an item of discussion.

Mr. Kunkle referenced the trail on the north side of Alpine. He stated that if he was living in the new development and was aware that there was a great trail on the other side of Alpine, he would be attempting to cross Alpine, which is a busy roadway, to access that trail. He stated that there should be a safety plan to allow the pedestrian traffic that wants to cross Alpine to connect to the trails.

Chairperson Bauer confirmed that he does cross Alpine to get to the trails on the other side.

Community Development Director Gladhill stated that there is room to have that discussion during the next agenda item.

Mr. Brown stated that with the empty nester product, a lot of those residents are snowbirds and not home during the winter months. He stated that most of those residents have one vehicle and do not add to traffic during the peak traffic times are they are retired. He noted that the impact to traffic will be must lower with the mix of products compared to all single-family homes.

Commissioner Woestehoff asked if there would be any work on the intersection at Alpine and Highway 10 during the reconstruction of Alpine.

Community Development Director Gladhill explained that the reconstruction of Alpine does not propose any changes to that intersection, but the Highway 10 Gateway project does take that intersection into account. He noted that there are multiple entities involved in that discussion and therefore planning for that intersection will be a part of the next phase of discussions.

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

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

Chairperson Bauer closed the public hearing closed at 7:56 p.m.

### **Commission Business**

Motion by Commissioner VanScoy, seconded by Commissioner Anderson, to recommend that City Council adopt Ordinance #19-16 Amending the Official Zoning Map for Outlot C, Northfork.

### **Further discussion**

Commissioner VanScoy asked if this change to Outlot C would make the zoning consistent with the draft 2040 Comprehensive Plan.

Community Development Director Gladhill confirmed that this change will make the zoning consistent with the draft 2040 Comprehensive Plan. He confirmed that a request to rezone Outlot A will most likely move forward in the next few months when that developer is available.

Commissioner Anderson stated that it seems that Alpine would be an ideal candidate for a roundabout to slow down the traffic.

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

## **6. COMMISSION BUSINESS**

### **6.01: Consider Sketch Plan for BK Land Development (formerly known as Villas at Northfork); Project No. 19-147**

#### **Presentation**

City Planner McGuire Brigl presented the Staff Report stating that based on guidance within the Draft 2040 Comprehensive Plan, staff recommends that the applicant move forward with preparing a Preliminary Plat that includes staff feedback. She highlighted the noted items from the open house prior to the meeting tonight. She asked that the Commission provide the applicant with any additional feedback.

#### **Commission Business**

Chairperson Bauer asked that the carbon neutral suggestion related to trees be forwarded to City Planner Anderson to determine if there should be modification to the tree preservation ordinance.

Commissioner VanScoy asked if pedestrian crossing could be added to the list.

City Planner McGuire Brigl confirmed that is on the list. She noted that the public safety item was related to whether additional manpower would be added to the police force for the added population.

Zach Brown, BK Land Development, stated that he appreciates the feedback that has been received throughout the process and they have used that to amend the plan to this version.

Chairperson Bauer asked for input on the timeline for the developer.

Mr. Brown stated that if all approvals are gained in a timely manner he would love to begin grading in the spring or as soon as they could after ground thaw.

Commissioner VanScoy referenced the north/south trail and asked if that goes through the entire property or whether there is a gap.

Luke Konewko BK Land Development, confirmed that there was a gap in the trail. He noted that they have been working with the golf course to possibly move the gap to connect to the golf course trail.

Commissioner VanScoy asked if there would be density transitioning required between the two density products.

City Planner McGuire commented that transitioning would not be required because the development is not existing.

Chairperson Bauer asked if Pearson Park is part of the Riverstone Development or whether that is a public park.

City Planner McGuire Brigl replied that is a part of the Riverstone Development but is open to the public.

Chairperson Bauer stated that there should be thought to connecting trails to allow residents to access that park. He commented that there was good input received at the open house tonight prior to this meeting which provides the developer with valuable input.

Luke Konewko commented that they are very appreciative of the feedback they have received from City staff, the Commission, and the public.

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

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

The Staff Update was noted.

Commissioner VanScoy commented that whoever types the minutes is doing an excellent job.

Community Development Director Gladhill stated that beginning in January his department will begin to phase in some staffing transitions, noting that City Planner McGuire Brigl will be the contact for the Planning Commission.

## **8. ADJOURNMENT**

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

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

The regular meeting of the Planning Commission adjourned at 8:13 p.m.

Respectfully submitted,

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Tim Gladhill  
Community Development Director

ATTEST:

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JoAnn Shaw  
Community Development Assistant

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

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

The City of Ramsey Economic Development Authority (EDA) conducted a regular meeting on Thursday, November 14, 2019, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present:     Acting Chairperson Chris Riley  
                          Member Scott Cords  
                          Member Glen Hardin  
                          Member Mark Kuzma

Members Absent:     Chairperson Jim Steffen  
                          Member Brian Burandt

Also Present:         Sean Sullivan, Economic Development Manager  
                          Tim Gladhill, Community Development Director

**1.     CALL TO ORDER**

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

**2.     APPROVE AGENDA**

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

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

**3.     APPROVE MINUTES**

**3.01:   Approve Meeting Minutes Dated October 10, 2019**

Motion by Member Hardin, seconded by Member Kuzma, to approve the October 10, 2019, minutes as presented.

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

**4.     EDA BUSINESS**

**4.01:   Consider Purchase Agreement for Part of Outlot A, COR Stone Brook Academy;  
          Case of GiGi's Salon and Spa, Inc. (Portions may be closed to the public)**

Economic Development Manager Sullivan presented the staff report.

Member Cords asked if there has been concern by the potential hotel buyer related to the site selection.

Economic Development Manager Sullivan explained that the hotel developer does not prefer the corner site and therefore this would not impact that project.

Acting Chairperson Riley explained that it is often difficult to plan for a development that has not officially come forward and may not eventually come forward but agreed that it is helpful to attempt to plan ahead.

Member Hardin stated that the City paid for fill to improve that lot at the cost of approximately \$1 per square foot, which would make a \$4 per square foot net at \$3 per square foot. He asked if the purchase price is sufficient.

Economic Development Manager Sullivan explained that the price for the Stonebrook site was \$3.11 and fill was not placed on that site. He provided additional details on the price per square foot the City paid for the lot, with the fill and noted that the purchase price would cover that cost.

Member Kuzma stated that he supports this project as this will sell another piece of City owned property and place it back on the tax rolls.

Motion by Member Kuzma, seconded by Member Cords, to recommend to City Council to approve the Purchase Agreement for part of Outlot A, COR Stone Brook Academy, subject to City Attorney approval.

Further discussion: Member Scott asked if there is any additional funding requested from the City for this project, such as TIF. Economic Development Manager Sullivan stated that in this case assistance has not been requested by the buyer. Acting Chairperson Riley agreed that this seems to be a good deal for the City to sell additional land and retain a Ramsey business.

Motion carried. Voting Yes: Acting Chairperson Riley, Members Kuzma, Cords, and Hardin.

Voting No: None. Absent: Chairperson Steffen and Member Burandt.

**4.02: Consider Resolution #19-272 Approving Second Purchase Agreement for Lot 1, Block 1, Anderson Dahlen South Addition; Case of Knoll Properties LLC**

Economic Development Manager Sullivan presented the staff report.

Acting Chairperson Riley asked if this would simply extend the current PA to January 31, 2020

Economic Development Manager Sullivan explained that as it stands currently the applicant is in default of the PA because a notice to proceed was not issued. He stated that this is a new PA which extends that term to January 31, 2020. He stated that the applicant has plans ready at this

time and this would allow a few extra months for the applicant to make the necessary business decision.

Member Cords stated that it appears that the additional 75 to 80 days to proceed seems a reasonable course of action.

Acting Chairperson Riley stated that Anderson Dahlen has been a great local business and he is supportive of the business continuing to try to move forward with expansion. He agreed that the extension seems to make sense. He stated that if the January 31<sup>st</sup> date comes and goes, the City would then need to reconsider other offers.

Economic Development Manager Sullivan stated that there was another letter of interest on the property but not a formal offer and that there is some potential interest relating to the Public Works Facility design.

Motion by Member Hardin, seconded by Member Cords, to recommend to City Council to adopt Resolution #19-272 approving Purchase Agreement for Lot 1, Block 1, Anderson Dahlen South Addition; subject to City Attorney review and approval.

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

#### **4.03: Consider Alternative Land Use Options for Northwest Quadrant of The COR**

Community Development Director Gladhill presented the staff report.

Economic Development Manager Sullivan explained that one acceptable development alternative includes three quadrants of medium density residential and one quadrant identified for retail. He asked if the EDA would support the ability for all four quadrants to be developed as residential. He noted that it would be helpful information to have when approached by developers.

Acting Chairperson Riley stated that different groups in the City could bring forward different opinions on this matter. He stated that citizens certainly want a certain type of development.

Member Hardin stated that he is not opposed to medium density housing in the area but would prefer to see retail on the parcels closest to the roundabout, with the other two areas medium density. He stated that he would also not be opposed to modifying some of that into residential.

Member Kuzma echoed the comments that he would prefer to see retail over residential. He noted that there is the PSD project across the street and believed the property near the roundabout would be the most valuable for retail. He asked why access could not be provided from Armstrong or Bunker.

Economic Development Manager Sullivan explained that the City and County have a JPA regarding access onto the County roads and the only approved entry at this time is Zeolite. He

noted that there may be ability to add a right-in/right-out on Bunker Lake Boulevard but that distance from the intersection and the limited access would not be conducive to retail. He stated that the input that they have received from brokers and potential developers is that the northwest portion of the site is not attractive for retail because of the reduced visibility from Highway 10 and that it is not convenient to access.

Community Development Director Gladhill stated that in 2021 or 2022 there are plans to expand Bunker Lake Boulevard to four lanes, which changes the existing conditions.

Member Cords asked if that entire section of Bunker Lake Boulevard would be four lanes divided by a median.

Community Development Director Gladhill confirmed that to be true. He noted that there is a section in the industrial park area that does not have plans to expand to four lanes at this time, but the County is reviewing that section. He stated that the intersection treatments will be determined during the design process.

Member Cords stated that he likes the proposal with the lower left-hand quadrant being reserved for retail.

Acting Chairperson Riley confirmed the direction of the EDA to reserve one quadrant of the site for future retail rather than requiring retail on the entire site.

Economic Development Manager Sullivan noted that the Planning Commission will also review this topic again and were interested to hear the input of the EDA. He stated the three quadrant residential and one quadrant retail that the EDA supported were actually created by the Planning Commission in a worksession.

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

Economic Development Manager Sullivan provided an update on the business network event which will take place on November 19, 2019.

Community Development Director Gladhill provided brief updates on development projects.

## **6. ADJOURNMENT**

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

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

The regular meeting of the Economic Development Authority adjourned at 8:08 a.m.

Respectfully submitted,

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Sean Sullivan  
Economic Development Manager

ATTEST:

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Wendy Schlueter  
Economic Development Administrative Assistant

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

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

The Ramsey Park and Recreation Commission conducted a regular meeting on November 14, 2019, at Ramsey City Council Chambers, 7550 Sunwood Drive NW.

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

Commission Members Absent:      Commissioner Russell Bayer

Also Present:                              Parks & Assistant Public Works Superintendent Mark Riverblood  
   Recreation Specialist Abby Proulx

**1.      CALL TO ORDER**

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

**2.      CITIZEN INPUT**

None.

**3.      APPROVE AGENDA**

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

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

**4.      APPROVE MINUTES**

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

Motion by Commissioner Sis, seconded by Commissioner Barten, to approve the October 10, 2019, Park and Rec Commission meeting minutes as presented.

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

## **5. COMMISSION BUSINESS**

### **5.01: Draft Recreation Policy Plan**

Parks & Assistant Public Works Superintendent Riverblood introduced the draft recreation policy plan by recalling that this same topic was on the October agenda by way of an introduction. The recreation plan is a component of the Park System Plan. A final draft will be presented at the January meeting, and then it will be presented to the City Council.

Recreation Specialist Proulx noted this plan is to be an encompassing document that has practical use for the City. Staff is looking for detailed feedback on the first section and also general feedback on the overall format. She noted it is important to set specific goals to reach desired outcomes in terms of recreation, with the goal of connecting residents physically and socially. The City's strategic plan has approved the action item to update the programming work plan and deliver to create a robust system of recreation services. Previous research has found a void of recreation programming in this area and surrounding areas.

Recreation Specialist Proulx continued that the first three chapters of the policy plan highlight the trends for the City and the surrounding areas and the call for programming. After that come the current state of offerings, the vision of what to offer in the future, and how to do it. She highlighted the mission and core values adopted by Ramsey. Four core values particularly relevant to the Park and Recreation department include: fiscal responsibility, cooperation and teamwork, excellence and quality in the delivery of services, and adaptability and continuous learning. The impact recreation has already had in the City will also be included in chapter 1 of the document. Chapter 2 of the document will include trends related to demographics, economy, and recreation. Chapter 3 of the document will include information on the necessity of programs, with a focus on the importance of promoting personal health (both physical and mental) as well as community health (livability and economic development).

Recreation Specialist Proulx then highlighted partnerships with local businesses, specifically the very first Ramsey Resident Day on the Farm at Pearson Family Farms. The City partnered to offer a day of fall events like face painting, hay rides, pumpkin painting, and more. The event was a great success, as over 180 pumpkins were painted and taken home, and there has already been talk of expanding the program for next year.

Recreation Specialist Proulx continued that chapter 4 will cover the state of the programs in Ramsey, highlighting current programming as well as programming considerations for the future. Chapter 5 will communicate the vision of the department, motivations, goals, and program philosophy. There are a lot of elements that go into the plan, and the goal is to have it be workable and maintain relevance in the future. Chapter 6 will provide an overview of the plan, i.e., restate mission and vision, provide program assessment and evaluation, prioritize record-keeping, provide a facilities update, include a consideration of local partnerships, discuss the value of programming for lifetimes, note inclusivity and accessibility for all, consider fee setting and cost recovery, as well as marketing and outreach. The goal for the final plan will be how to provide and maintain this plan for years to come.

Chair Bennett thanked Recreation Specialist Proulx for a well-done presentation.

Commissioner Barnes asked if a professional proofreader will go through this document to account for grammar mistakes.

Recreation Specialist Proulx noted this is in a very rough draft form, including her own personal comments and thoughts not intended to be presented in final formatting. It is not yet to the stage of doing grammatical proof-reading, but that will come.

Commissioner Sis asked about the lack of mentioning of Anoka Ramsey Athletic Association. He would like to highlight that in the report.

Recreation Specialist Proulx stated the Association has been important, and staff will not forget to include their valuable impact on the community.

Parks & Assistant Public Works Superintendent Riverblood noted staff wanted to be sure to get everything out to the Commission, and it is a working copy. The Anoka Ramsey Athletic Association will show up in the recreation plan in the beginning as well as the background and also with respect to the importance and synergy that comes with partnerships. ARAA will be both highlighted and featured. Much of what the Athletic Association does is for youth and athletics. At the same time, it also means a lot of those same ages may not have an interest in organized athletics that may very well be showing up at the Art in the Park and other events. Staff will make sure to look at all the partners, even those that pre-exist Ramsey's endeavor into recreation programming.

Commissioner Barnes noted the chapter 1 introduction mentions an "in progress statement," which will be a critical statement, and she asked about the status of that statement.

Recreation Specialist Proulx stated it is still very much in a working draft form so was not included in the draft document yet.

Parks & Assistant Public Works Superintendent Riverblood stated what Commissioner Barnes called attention to is a broad overview being picked up from the Comp Plan, and that narrative will be modified to speak more directly to the Parks System Plan. He encouraged specific feedback from the Commissioners over the next couple months.

Chair Bennett commended Recreation Specialist Proulx for her good work, and suggested some of the power point slides were text-heavy, making it easy for the reader to get lost in the details.

Commissioner Sis concurred this document is a good start.

Commissioner Barnes stated she would like to see a reduced fee for seniors, without them having to fill out a form. That would encourage more seniors on fixed incomes to participate. Also, in terms of promoting community health and livability, she would like to see references more relatable to the residents of Ramsey.

Parks & Assistant Public Works Superintendent Riverblood stated each page is supposed to ultimately have three images related to the text, and that will be included in the final form of the document. Also, staff will use the appendices to get a little deeper into the studies and statistics, so they are not brought into the narrative so much, in order to promote readability.

## **5.02: Acknowledge Phasing Plan for Public Realm Improvements in The COR**

Parks & Assistant Public Works Superintendent Riverblood reminded the Commission that the downtown was an organic, citizen-driven process that began in 1998. It showed up as an advisory question on a ballot and was affirmed by residents at the general election. It is important to note how far the City has come in the last 15 years, in spite of the Great Recession. The City has not moved substantially away from the vision, which has helped the success of the vision. The downtown area is about half developed currently. A lot of progress has been made with the residential goals. The residential component is very important to getting to the retail, which is what residents really want. The public realm elements are about 30-40% of the way there. The majority of improvements in the downtown are private sector investments, and that is why it is important to hold the vision and deliver. For example, people who are buying next to Municipal Plaza are doing so because the City promised a park there.

Parks & Assistant Public Works Superintendent Riverblood continued to note that connectivity between all the planning elements is key. He presented proposed images of Municipal Plaza. The various phases may include gathering spaces, activity “rooms,” water stairs, hearths along the regional trail, splash pad, wading pool area, restaurants, indoor playgrounds, engineering and infrastructure improvements, and more. Near-term improvements include grading for Municipal Plaza and design work for first phases.

Chair Bennett thanked Parks & Assistant Public Works Superintendent Riverblood for sharing a vision for the potential phasing of the project.

Commissioner Barnes asked about the inclusion of the water stairs.

Parks & Assistant Public Works Superintendent Riverblood responded the water stairs may not occur, but it is a great idea to have a centralized aesthetic and functional component in that park area. The water stairs would also be a nice sound as well as aesthetic for the park. As the plans are refined, staff will look at individual elements. The stairs would not be a first phase improvement and could be looked at in later phases. First phase elements will be grading to Municipal Plaza with later improvements potentially occurring later in the summer of 2020.

Commissioner Sis asked about the refrigerated surface that may be an ice rink in the winter.

Parks & Assistant Public Works Superintendent Riverblood responded there are vendors who bring out refrigerated surfaces, so that would be a contract relationship, much like the City contracts with people at Happy Days for generators, tents and bounce-houses. There would be irrigated turf and after the ground freezes, it would be set up. It is a popular model on the East Coast.

## 6. COMMISSION/STAFF INPUT

Recreation Specialist Proulx provided an update on programming, including bingo with the Women of Anoka, yoga, line dancing, an ornament-making class, and the upcoming master naturalist program.

Parks & Assistant Public Works Superintendent Riverblood stated the Commission often does not have any action items in December, and that appears to be the case this year, so a meeting is not necessary.

Chair Bennett stated the Commission is fine with not having a December meeting, with the understanding that a meeting can be called if needed.

Chair Bennett noted Commission Shoemaker has resigned her spot, and an opening will be posted, with interviews occurring in March 2020. He thanked Commissioner Shoemaker for her service on the Commission.

## 7. ADJOURNMENT

Motion by Commissioner Sis, seconded by Commissioner Barten, to adjourn the meeting.

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

The Park and Recreation Commission meeting adjourned at 7:32 p.m.

Respectfully submitted,

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Mark Riverblood  
Parks & Assistant Public Works Superintendent

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

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

On Monday, November 18, 2019, the Environmental Policy Board (EPB) met in the Council Chambers at the Ramsey Municipal Center, 7550 Sunwood Drive N.W., Ramsey, Minnesota.

Members Present:     Chairperson Michael Valentine  
                          Board Member Reid Bernard  
                          Board Member Jane Covart  
                          Board Member Melissa Fetterley  
                          Board Member Michael Hiatt  
                          Board Member Laura Moore

Members Absent:     None

Also Present:         City Planner Chris Anderson

**1.     CALL TO ORDER**

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

**2.     CITIZEN INPUT**

None.

**3.     APPROVE AGENDA**

Motion by Board Member Covart and seconded by Board Member Bernard to approve the agenda as submitted.

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

**4.     APPROVE MINUTES**

**4.01:   Approve Meeting Minutes Dated September 16, 2019**

Motion by Board Member Hiatt and seconded by Board Member Covart to approve the regular meeting minutes dated September 16, 2019.

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

**5.     POLICY BOARD BUSINESS**

**5.01:   Consider a Revised Landscape Plan for Delta ModTech**

City Planner Anderson presented the staff report. He stated that Delta ModTech, the applicant, is a new industrial business that received its approvals earlier this year and has contacted the City with proposed revisions to their approved Landscape Plan. The property itself is located at 8445 Bunker Lake Boulevard and is zoned E-3 Employment. The subject property does abut an existing residential property that is zoned R-3 Residential (High Density). The applicant has noted that there were no proposed revisions to the landscaping border with this residential property nor were there any tree reductions proposed along the public street frontage. The proposed reduced tree plantings are mostly along the northern and eastern property boundaries, which presumably abut future industrial projects. He recommended approval of the revised Landscape Plan. He also asked for direction on whether staff should proceed with research on possible planting requirement amendments.

Board Member Hiatt asked if the reduction in trees is based on the thought that the plantings would be too heavy as originally proposed.

City Planner Anderson confirmed that the applicant attempted to comply with the code but feels that number of plantings would require removal and thinning as the trees mature and grow larger. He stated that with how dense the plantings were proposed there would be competition for sun and nutrients. He stated that even the amended landscaping plan is an investment of over \$100,000.

Board Member Hiatt stated that it would appear that the amended plan would have the potential to create healthier trees and landscaping.

Board Member Covart asked if industrial development is planned to the north and east.

City Planner Anderson confirmed that the sites to the north and east are also zoned E-3, which is industrial and therefore would be a similar type user with similar landscaping requirements. He explained that space for landscaping becomes more challenging with large industrial buildings and the required elements such as parking and stormwater ponding.

Board Member Hiatt asked if the required trees and shrubs was determined based on the amount of land and not the available greenspace.

City Planner Anderson explained how the tree and shrub calculations are determined.

Board Member Hiatt stated that as the industrial parks are evolving to larger buildings, it would be helpful to have flexibility to accommodate larger buildings and less greenspace.

Board Member Fetterley stated that it does not appear there are other areas to accommodate additional trees or shrubs.

City Planner Anderson confirmed that there would not be additional room onsite. He believed that the amended plan will result in a better product and will still be well landscaped.

Board Member Hiatt asked if there would be concern with setting precedent for other companies that would like to minimize their contribution to landscaping.

City Planner Anderson stated that the second part of the discussion tonight will focus on City Code to determine if changes should be made to ensure that the Code is achieving the desired results. He stated that this amended plan would not skimp on landscaping and would still be a thorough planting of the site. He explained that would not be the same as someone coming along with a very bare landscaping plan.

Motion by Board Member Hiatt and seconded by Board Member Bernard to recommend approval of the revised Landscape Plan.

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

City Planner Anderson provided a review of the current landscaping requirements of the City and asked the Board for input on whether amendments should be made to ensure the desired goal is being achieved.

Board Member Moore stated that she has noticed over the past year or so that whenever a larger building is proposed for development they are attempting to squeeze in trees and a reduction is ultimately approved. She believed that it would be viable to continue discussion on amending the Code requirements related to these large industrial buildings.

Chairperson Valentine agreed that it would seem the Board would need to review the Code requirements to determine what would be appropriate for industrial buildings. He stated that he would be interested in knowing the requirements of other peer communities.

Board Member Hiatt asked how close the amended landscaping plan would come to meeting the requirement if the tree and shrub requirements were applied to the greenspace area rather than the building area and parking lot.

City Planner Anderson stated that based on the Code, that would be based on the linear footage of the site and therefore would still not change the number drastically.

Board Member Hiatt commented that especially in the industrial park area, where there are large buildings and large parking areas, it would make sense to simply consider the greenspace areas on that plot. He agreed that it would not make sense to require a large number of plantings that would ultimately need to be reduced in future years as they grow.

City Planner Anderson stated that idea is very similar to how the planting requirements are applied in the multi-family districts currently. He stated that he will attempt to put together some information the Board could review to see how that formula would translate to this district. He noted that he will also gather the requirements from other communities.

Board Member Covart asked and received confirmation that both the original and amended landscaping plans included a stormwater pond. She asked if the stormwater ponding could be excluded from the calculations as well.

Board Member Hiatt referenced the policy that allows a residential developer to financially contribute to the City's tree fund if all the trees cannot be replaced onsite. He asked if that would be a potential for commercial/industrial development as well.

City Planner Anderson noted that while that could be a discussion, he suggested that the City should still look at its requirements.

Board Member Moore asked if the number of trees removed to construct the site is considered in terms of landscaping requirements or is that calculation simply based on the calculations discussed.

City Planner Anderson provided details on the tree preservation requirements for industrial sites. He noted that in this instance there were not tree preservation calculations because of the lack of significant trees on site.

City Planner Anderson confirmed the consensus of the Board is to bring back additional information for the Board to discuss related to industrial landscaping requirements for further discussion.

### **5.02: Consider Participation in a Nationwide Water Conservation Challenge**

City Planner Anderson presented the staff report. He explained that the purpose of this case is to introduce the EPB to an interesting and friendly nationwide water conservation challenge sponsored by the Wyland Foundation. The Wyland Foundation is a non-profit organization focused on providing environmental awareness, with an emphasis on water. The Wyland Foundation hosts a National Mayor's Challenge for Water Conservation in April each year. The challenge intends to simultaneously engage and educate residents on water conservation and provides simple tools to implement water conservation in various aspects of everyday life. There is a lot of good information about the challenge on their website: <https://mywaterpledge.com>.

Chairperson Valentine asked if this would go through the City Council as well.

City Planner Anderson confirmed that Staff did connect with the Mayor on this topic before placing on the agenda so that he was aware of it and to see if there were any immediate concerns, which there were not. He confirmed that this would also go through the City Council.

Chairperson Valentine confirmed that it would make sense to participate but noted that he would not want there to be a conflict with the City Council, referencing a past dispute over GreenStep Cities.

City Planner Anderson confirmed that this would go forward to the City Council, explaining that there would be no obligations.

Board Member Hiatt asked how much more difficult it would be for a community that has a greater percentage of private wells to compete with cities that rely solely on City water.

City Planner Anderson explained that there is a calculator that asks a number of questions to determine the footprint. He was unsure if there was a way to track water reduction for those using private wells.

Board Member Hiatt stated that he would assume that this nationwide effort would have some kind of accommodation for cities that also have private well users. He explained that if there is not some kind of accommodation, he would worry that Ramsey could lose about 40 percent of potential participants that use private wells.

City Planner Anderson confirmed that there are questions related to specific water use, such as shower length. He stated that nothing in the challenge requires the City to prove the water savings. He explained that it is based on engaging residents to participate and implement actions that help to conserve water. He reiterated that the contest/challenge is about residents taking a pledge to conserve water, not about actual water savings.

Board Member Covart asked if the metric used could be related to the amount of water awareness that was raised through the program rather than specific water reductions.

City Planner Anderson agreed that a webpage could be built for this challenge and noted that simple questions could be added in an attempt to analyze the impact in terms of education and awareness.

Board Member Fetterley noted that there is no cost to participate and if there is very little administrative effort required, this would seem to be a benefit to the community in terms of education and awareness.

Chairperson Valentine referenced the previous hiccup with the GreenStep Cities program and stated that perhaps additional information should be brought back to the Board before the item moves to the City Council.

City Planner Anderson confirmed the consensus of the Board is to get more information and details on the challenge and bring the topic back for formal consideration.

## **6. BOARD / STAFF INPUT**

Board Member Moore stated that the Environmental Conference will take place again in March or April, noting that all members of the Board are welcome to attend. She referenced a recent email that included a survey and asked the Board to complete the survey. She stated that parks staff has asked if any of the Board would like to assist in plantings at Pearson Park this spring. She noted that the event would be focused on pollinator friendly plantings.

City Planner Anderson confirmed that he could coordinate that activity as the event nears.

Board Member Moore referenced a policy of a neighboring city that provides an incentive for converting typical yard space to pollinator friendly plantings. She noted that perhaps this group could look into a similar initiative.

City Planner Anderson stated that if the Board is interested, that could be reviewed. He noted that the zoning code does allow for native landscapes.

Chairperson Valentine confirmed the consensus of the Board to further discuss that opportunity.

Board Member Moore asked if there would be support from the Board to put together a climate action plan or environmental action plan.

City Planner Anderson noted that he can distribute information to the Board to review.

Board Member Fetterley asked if the upcoming annual meeting schedule could be distributed soon to discuss meetings that may need to be rescheduled.

City Planner Anderson confirmed that the January and February meetings do need to be rescheduled because of the holidays that fall on those regular meeting days. He suggested that Board Members review their schedules to determine the best date to reschedule for those months, noting that could be finalized at the December meeting.

Board Member Hiatt strongly encouraged the Board to consider an Arbor Day event at the new elementary school site. He stated that would be a good opportunity to forge a relationship with that school.

- **Staff Updates**

City Planner Anderson reported that the second and final standalone paper shredding event was recently held but was not well attended. He stated that in discussions with the vendor it was determined that the standalone events have not been as successful as originally believed and did not believe that it would be worthwhile to continue standalone events for shredding. He noted that paper shredding would still be offered at the regular recycling events. He reported that the City Council recently approved the EPB Work Plan for 2020. He stated that engineering staff is working with SEH to complete a study on regional surface water treatment as well as a second study specific to Ramsey and groundwater treatment options to address the manganese issue.

## **7. ADJOURNMENT**

Motion by Board Member Hiatt and seconded by Board Member Covart to adjourn the meeting.

The meeting adjourned at 7:53 p.m.

Respectfully submitted,

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Chris Anderson  
City Planner

ATTEST:

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JoAnn Shaw  
Community Development Assistant

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

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

On Monday, December 16, 2019, the Environmental Policy Board (EPB) met in the Council Chambers at the Ramsey Municipal Center, 7550 Sunwood Drive N.W., Ramsey, Minnesota.

Members Present:     Chairperson Michael Valentine  
                          Board Member Reid Bernard  
                          Board Member Jane Covart  
                          Board Member Melissa Fetterley  
                          Board Member Michael Hiatt  
                          Board Member Laura Moore (arrived at 6:31 p.m.)

Members Absent:     None

Also Present:         City Planner Chris Anderson  
                          City Council Liaison Debra Musgrove

**1.     CALL TO ORDER**

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

**2.     CITIZEN INPUT**

None.

**3.     APPROVE AGENDA**

Motion by Board Member Covart and seconded by Board Member Fetterley, to approve the agenda as submitted.

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

**4.     APPROVE MINUTES**

**4.01: Approve Meeting Minutes Dated November 18, 2019**

Motion by Board Member Hiatt and seconded by Board Member Bernard to approve the regular meeting minutes dated November 18, 2019.

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

Board Member Moore arrived at 6:31 p.m.

## **5. POLICY BOARD BUSINESS**

### **5.01: Consider Landscape Plan and Natural Resources Aspects for Garden View Villas**

City Planner Anderson presented the staff report. He stated that the City has received an application for Preliminary Plat and Site Plan review of a proposed residential development located north of 147<sup>th</sup> Lane and east of Center Street. The subject property is zoned R-2 Residential (medium density) and consists of 23 detached townhome units. The Minnesota Land Cover Classification System identifies two land cover types on the subject property, dry grassland and wetland. However, the City's Natural Resources Inventory further classifies both as altered/non-native plant communities. There is some built in protection for the wetland in the form of the required 16.5-foot setback encumbered with drainage and utility easement, which is shown on the Site Plan. It appears that just beyond this setback is a proposed five-foot-tall retaining wall. He provided additional details on tree preservation, landscaping, and density transitioning.

Board Member Covart referenced the native grass planting area and asked if staff would recommend a berm or hedging.

City Planner Anderson stated that he would recommend continuing with sod in that area near the road and identified another area, not adjacent a public road, where native seed mix could be utilized. He explained that without an active management plan native mixes can appear unkept. He confirmed that he would recommend keeping the trees planned along the roadway and would simply replace the native seed mix with sod in that area.

City Councilmember Musgrove asked how the overall landscaping plan would work with a homeowner's association.

City Planner Anderson stated that it is the understanding of staff that the landscaping would be managed by the homeowner's association. He explained that the homeowner's association would be responsible for all of the landscaped areas, including turf areas, trees, shrubs and native areas. He provided additional input on the process needed to establish and maintain native planting areas.

Motion by Board Member Hiatt and seconded by Board Member Bernard to recommend approval of the Landscape and Tree Preservation Plans contingent upon compliance with the staff review letter.

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

### **5.02: Consider Possible Amendments for Landscape Requirements in the Employment Districts**

City Planner Anderson presented the staff report. He stated that at the November meeting, the Board directed staff to research what some of the peer communities have in terms of landscaping requirements for their industrial areas and how those compare with the current requirements of Ramsey. The landscape standards from Elk River, Andover, Dayton and Coon Rapids were provided in the case. As can be seen, there is a range of approaches that the communities utilize. Staff believes there is some merit in considering amendments to the planting standards in the

Employment Districts, where it is more common to have large buildings accompanied by large parking and maneuvering areas, leaving less areas for a healthy, thriving landscape. However, staff is not ready to provide any specific recommendations. The intention is to simply continue the discussion about potential ideas to improve the landscaping standards while not losing sight of their purpose.

Board Member Hiatt stated that he is curious about applying the canopy cover formula to an industrial site and asked how close that would be to the adjustments approved on the Delta ModTech site.

City Planner Anderson stated that the canopy cover formula may be the way to go but noted that would depend on the species of trees proposed. He noted that with the species proposed, Delta ModTech would have been at roughly 100,000 square feet of canopy cover and would have needed about 150,000 square feet in total. He noted that calculation does not exclude the stormwater pond area. He stated that the site probably would have been somewhat close under the formula if the stormwater pond area was excluded, as plantings are not allowed in that area, and perhaps if different species were chosen. He noted that he could bring additional information back to the Board at a future meeting.

Board Member Hiatt stated that as the City continues to develop in the industrial park it makes sense to review this requirement as the landscaping plan is not realistic for those areas. He believed that the canopy cover formula would provide better guidance for those areas.

City Planner Anderson noted that formula is also not prescriptive in stating a strict number of trees, which provides flexibility based on species. He encouraged the Board to perhaps consider specifying a minimum number of genus' to choose from and a minimum number/percentage of species that could be used to ensure sufficient diversity.

Chairperson Valentine commented that he would like to see a sketch plan example in addition to staff supplying the numbers. He confirmed the consensus of the Board that a visual example would be helpful.

Board Member Hiatt stated that he also likes the idea of including goals and the intent of the policy as that provides additional guidance to the developer. He asked if there are other elements of the policies from other communities that staff feels should be incorporated into the Ramsey policy.

City Planner Anderson stated that he feels that there should be a reduced emphasis on the shrub requirements. He stated that while shrubs soften the façade of the building, he feels that the bulk of the landscaping should be provided through trees, both shade and ornamental. He explained that there are many more benefits provided by trees compared to shrubs, and shrubs are oftentimes removed after a number of years and/or oftentimes replaced with perennial plantings.

Board Member Covart asked how long the trees lives.

City Planner Anderson explained how the tree book was created. He stated that if the trees are well cared for, in a landscaped setting, they could live for over 40 to 50 years. He explained that trees that live for hundreds of years are in natural settings and typically not these developed landscaped areas. He stated that in a poorly maintained boulevard setting he could see the lifespan

reduced to possibly as little as five to ten years. He explained that part of that factor is due to soil volume limitations and salts and other pollutants on roadways.

City Planner Anderson stated that he will use the canopy cover formula as discussed to create a sketch that the Board could review in example. He confirmed the consensus to exclude the stormwater ponding space from the calculation.

### **5.03: 2020 Environmental Policy Board Meeting Schedule**

City Planner Anderson presented the staff report. He stated that at the November Board meeting, staff was directed to prepare the meeting schedule for 2020, which was included in the case. He noted that the regular meeting dates for January and February coincide with Martin Luther King Day and Presidents Day, respectively, and thus, staff has proposed rescheduled dates of January 13<sup>th</sup> and February 10<sup>th</sup>. There are no further conflicts with the regular meeting dates in 2020. However, the December meeting, scheduled for December 21<sup>st</sup>, is the same week as Christmas in 2020. He asked for direction from the Board as to whether this meeting date should be kept as scheduled, rescheduled or canceled.

Chairperson Valentine suggested that the decision for December 2020 meeting be delayed in order to determine if there is a need to hold the meeting.

City Planner Anderson stated that his recommendation would be that if a meeting is needed in December 2020, perhaps that be held one week earlier. He confirmed that the Board could discuss that date when the time is closer. He confirmed the consensus of the Board with the 2020 meeting schedule as proposed.

## **6. BOARD / STAFF INPUT**

- **EAB Confirmed in Ramsey**

City Planner Anderson reported that he was out with Department of Agriculture staff the previous week reviewing an Ash tree in Ramsey and it was confirmed that Emerald Ash Borer (EAB) exists in that tree. He stated that there was a tree several homes down from that tree where EAB may have started. He reported that EAB has therefore been confirmed in Ramsey and he will work with Minnesota Department of Agriculture (MDA) staff on scheduling a presentation on EAB. He stated that when the presentation is provided by the MDA, he will most likely invite the Park and Recreation Commission and City Council to attend the EPB meeting. He stated that Anoka County has been under quarantine for about four years as EAB was discovered in other communities. He stated that staff will send out additional information to residents through upcoming newsletters. He confirmed that a direct mailing would be sent to that specific neighborhood.

## **7. ADJOURNMENT**

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

The meeting adjourned at 7:26 p.m.

Respectfully submitted,

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Chris Anderson  
City Planner

ATTEST:

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JoAnn Shaw  
Community Development Secretary

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

**CC Regular Session**

**5.3.**

**Meeting Date:** 01/28/2020

**By:** Katie Schmidt, Administrative Services

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**Information**

**Title**

Approve the Following Meeting Minutes:

1. City Council Work Session dated 1/14/2020
2. City Council Regular Session dated 1/14/2020

**Purpose/Background:**

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

Background: Attached are the meeting minutes referenced above.

**Action:**

Motion to approve the following Council meeting minutes:

1. City Council Work Session dated 1/14/2020
  2. City Council Regular Session dated 1/14/2020
- 

**Attachments**

1-14-20 CCWS Minutes

1-14-20 CC Minutes

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**Form Review**

**Inbox**

Colleen Lasher

Kurt Ulrich

Form Started By: Katie Schmidt

Final Approval Date: 01/23/2020

**Reviewed By**

Colleen Lasher

Kurt Ulrich

**Date**

01/23/2020 12:46 PM

01/23/2020 03:11 PM

Started On: 01/23/2020 12:24 PM

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

The Ramsey City Council conducted a City Council Work Session on Tuesday, January 14, 2020, 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  
Councilmember Dan Specht

Also Present: City Administrator Kurtis Ulrich  
Fire Chief Matt Kohner  
Police Chief Jeff Katers  
Parks and Assistant Public Works Superintendent Mark Riverblood  
Public Works Superintendent Grant Riemer  
Administrative Services Director Colleen Lasher  
Deputy City Administrator Timothy Gladhill

**1. CALL TO ORDER**

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

**2. TOPICS FOR DISCUSSION**

**2.01: Discuss Council Organization**

Administrative Services Director Lasher reviewed the staff report.

Councilmember Musgrove referenced the information in the case related to TimeSaver, the second to last paragraph, which referenced the less than 2.5 percent increase to the rate. She asked for the actual number.

Administrative Services Director Lasher stated that the Addendum is included in the case and includes the charges.

Councilmember Musgrove stated that it appears to list dollar amounts but not the percentage. She asked if staff could provide the actual percentage rate.

Administrative Services Director Lasher stated that the rate increase would be less than 2.5 percent but noted that she can compare the previous rates to find the exact percentage.

Councilmember Kuzma asked if that item would be approved tonight.

Mayor LeTourneau confirmed that the Council will take action on that item at tonight's regular meeting.

Councilmember Heinrich stated that she has not reviewed her schedule to determine if she could actively service as the Alternate for the Planning Commission and asked if any other Councilmembers would be interested.

Mayor LeTourneau asked the Council to discuss whether there should be a liaison to the Parks or Planning Commissions, as the Council has not had a liaison to those groups in recent years.

Deputy City Administrator Gladhill stated that the Environmental Policy Board is the only group that has a City Council liaison and provided background information. He stated that the EDA has members of the Council as voting members. He stated that there has been discussion whether to have liaisons to Planning and Parks Commission, but formal direction has not yet been given.

Parks and Assistant Public Works Superintendent Riverblood stated that he does not believe that there has been discussion with himself or the Park and Recreation Commission as to having a City Council liaison.

Councilmember Musgrove asked if having a liaison could lead to more in depth discussions. She stated that as a liaison to the EPB, she has found it valuable to be able to provide input and suggestions to the Board as well as the ability to bring the information she learns back to the Council.

Mayor LeTourneau stated that there is a structure and communication system in place for the Commissions and asked staff for input.

Parks and Assistant Public Works Superintendent Riverblood stated that there would be some value in terms of Council awareness and the larger background on topics that come forward for Council consideration. He stated that a cautionary aspect could be that some Commissioners may not participate as fully with a Council liaison present, as they may not feel as well educated as a Councilmember on certain City topics. He explained that the Park and Recreation Commission provides input on very specific items and staff does not get into operational budget items.

Deputy City Administrator Gladhill agreed that there can be value to having a Council liaison for Boards and Commissions but cautioned that there would have to be a well thought announcement as to the reason for a liaison. He explained that the Commission members can feel that there is a lack of trust from the Council in adding a liaison. He stated that staff liaisons

do a good job of providing the information to the Council and noted that meeting videos and minutes can also be found online for review.

Councilmember Kuzma stated that he believes that it would be important to have a Council liaison, at least for the Parks and Recreation Commission, as it appears there are some robust planning activities coming up. He was unsure that a liaison would be needed for the Planning Commission but would not be against that activity.

Councilmember Riley stated that he would support liaisons for those two Commissions. He noted that as a member of the EDA, he does provide a summary of the discussion for items that come forward from the EDA to the Council. He cautioned liaisons from taking too active of a role on the Commissions as that could discourage active discussion and decision from the Commission members.

Councilmember Menth asked if the liaisons would be voting members or non-voting members.

Administrative Services Director Lasher confirmed that the liaisons are not voting members.

Councilmember Heinrich agreed that she sees value in having a Councilmember present to listen and bring forward updates to the Council. She agreed that liaisons should be present to listen and perhaps add input on some items but not to guide the discussion.

Councilmember Musgrove stated that when she moved into the position of liaison for the EPB she was told that her role was to add statements that could help to encourage additional discussion from the Board. She stated that she finds her role helpful and has found that her statements have sometimes added discussion and provided a different point of view for the Board to discuss. She stated that this is another way for the Council to be a part of the Boards and Commissions and encourage open discussion. She referenced a specific Ordinance related to Boards and Commissions, which states that the members serve without compensation. She asked if that information is up to date.

City Administrator Ulrich explained that there is no compensation, but the City provides a stipend to the members of Boards and Commissions. He confirmed that the language is up to date.

Administrative Services Director Lasher stated that the stipend is not considered compensation. She explained that the intent would be for that \$25 stipend to cover the cost of a babysitter or another service that would be necessary for members to attend the meeting. She noted that Board/Commission members can choose to waive the stipend.

Councilmember Heinrich asked if there is a way the language could be clarified. She stated that if Councilmember Musgrove found the language confusing, a resident could find that language confusing as well.

Mayor LeTourneau stated that a stipend could be used for other expenses outside of babysitting. He explained that the stipend was determined by Council resolution for any incidental expenses that may occur as a result of a member of a Board or Commission attending a meeting.

Administrative Services Director Lasher confirmed that the stipend was developed to cover expenses that may occur for someone to attend the meeting, such as babysitting, gasoline, or any other expense of that nature. She reviewed the definition of stipend.

City Administrator Ulrich stated that staff can review the stipend language with legal counsel and report back to Council.

Councilmember Musgrove stated that her intent was not to take away that stipend from the Boards and Commissions but rather if the language should be clarified.

Councilmember Musgrove thanked Councilmember Menth, who will be stepping up as the liaison for the EPB as she was having difficulty making the 6:30 p.m. start time.

Councilmember Menth noted that he has six appointments and asked if any other Councilmembers would like to take any of those appointments.

Councilmember Specht stated that he would be interested in serving on the Highway 10 Committee if any of those members would like a break. He stated that he would serve as the liaison to Youth First.

Councilmember Heinrich stated that she enjoys serving on the Highway 10 Committee and would like to continue her position.

Councilmember Kuzma stated that he would like to remove Item 19, Resolution #20-013, from the Consent Agenda on tonight's regular meeting agenda for additional discussion.

Mayor LeTourneau confirmed the consensus of the Council to have liaisons to the Park and Planning Commissions.

## **2.02: Fire Service Joint Powers Agreement Update**

City Administrator Ulrich reviewed the staff report.

Councilmember Kuzma asked if Ramsey currently receives \$6,400 per year in addition to truck fees.

City Administrator Ulrich explained that Ramsey is supposed to receive \$6,400 in administrative fees but after the truck fees are calculated Ramsey ultimately pays Nowthen \$4,800 per year.

Mayor LeTourneau stated that it sounds like Nowthen has moved forward with a proposal to terminate the contract in one year, paying Ramsey \$6,400 and waiving the truck fees for that one-year period.

City Administrator Ulrich confirmed that is the proposal on the table, but Nowthen is considering a proposal tonight that would slightly increase the administrative fees to Ramsey. He confirmed that the contract would be terminated after that one-year period. He noted that Ramsey also would have the ability to charge Nowthen the direct training fees, which have not been recovered in the past.

Mayor LeTourneau asked the recommendation of the Fire Board.

City Administrator Ulrich stated that they ran short of time and were unable to reach a conclusion. He believed that discussions needed to continue with the Fire Board and Nowthen. He asked if the Council would agree to the one-year term and agree to let the Fire Board negotiate the payment for that period.

Councilmember Specht asked if there is an informal partnership that could occur between the cities in terms of a large fire incident that could occur after that one-year period.

City Administrator Ulrich explained that all the cities have a mutual aid agreement for large structural fires and therefore the cities would continue to assist in those circumstances.

Councilmember Heinrich asked for input in the situation that the Fire Board deadlocks, as the membership is composed of two members from each city.

City Administrator Ulrich stated that the Joint Powers Agreement allows a fifth member to come, in the case of a deadlock related to fees. He stated that the fifth member would be the President of the Joint Fire Protection Council for Anoka County and in the case of a deadlock would listen to the information and make the final decision.

Councilmember Menth stated that he does not see a reason for Nowthen to negotiate the amount paid to Ramsey higher if the contract is going to terminate in 12 months. He stated that there does not appear to be any leverage for Ramsey to negotiate for a higher amount.

Councilmember Riley stated that he is inclined to agree to the one-year period and just be done with the contract after that time. He commented that he would support charging any additional costs that would be available to be passed to Nowthen through the contract.

Mayor LeTourneau stated that he would also agree to follow the quickest and easiest path. He stated that it appears that Nowthen is taking the lead and willing to create their own Fire Department and therefore would support a quick and simple process that allows both cities to get to that point.

Councilmember Kuzma stated that while he is happy that Nowthen is willing to separate, he believes Ramsey should still attempt to negotiate for additional funds. He commented that \$8,400 is still a long way from \$82,000.

Councilmember Heinrich stated that she respects the President of the Joint Fire Protection Council for Anoka County and therefore sees value in looping him in as the fifth member and seeing where that may lead. She acknowledged that it is another step but noted that she would value that input in this process.

Councilmember Musgrove asked the amount of the payment Ramsey received the previous year from Nowthen.

Fire Chief Kohner replied that Ramsey received \$8,048. He stated that the contract amount specifies \$6,460 and the additional was an agreed upon administrative increase.

Councilmember Musgrove stated that Nowthen was also willing to contribute to the Fire Relief Association and asked for additional details.

Fire Chief Kohner explained the purpose of the Fire Relief Association and its related fund. He explained that Nowthen would be willing to match the contribution from Ramsey to the Fire Relief Association. He noted that would not serve a benefit to Ramsey, as that is used for COLA increases and Nowthen would be funding the contributions for their firefighters.

Councilmember Musgrove stated that she is disappointed that this is the situation that has been created. She stated that Nowthen is now dragging its feet and does not want to be a player or pay its fair share. She stated that she would then be leaning towards just accepting the one-year agreement and moving on.

Councilmember Menth asked for additional information, as he believed that Ramsey initiated the two-year termination period that followed the set amount within the contract.

City Administrator Ulrich explained that the Fire Board can set the rate for that period, which is the action currently being discussed by the Board.

Mayor LeTourneau expressed appreciation for the members of the Council that serve on the Fire Board. He stated that he has a high level of trust that those Councilmembers are serving the community well and will make an informed decision on behalf of Ramsey. He confirmed the consensus of the Council.

City Administrator Ulrich stated that the chargeback amounts for the training and other items specified under the current contract would have an estimated cost of \$20,000 or \$25,000 in addition to the administrative fee that would be collected and Nowthen waiving the truck fees.

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

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

City Administrator Ulrich stated that the House Transportation Committee will be in Ramsey for lunch as they tour sites around the metro area. He stated that he, Deputy City Administrator

Gladhill, Mr. Tinklenberg, and Councilmember Heinrich will greet the Committee in Ramsey. He reviewed the future topics calendar.

Councilmember Riley stated that he would like to have a future discussion related to apartment buildings and The COR.

Councilmember Heinrich suggested another topic that could possibly be combined with that topic.

City Administrator Ulrich agreed those topics would fit well for a joint meeting with the Planning Commission.

Councilmember Musgrove referenced the local road funding discussions, noting that the topic has been kicked down the road for some time. She asked if there is a timeframe identified that would allow for sufficient planning.

City Administrator Ulrich stated that if the City decides to go back to the five-year bonding program that would need to be in place prior to September when the levy is preliminarily approved. He stated that if a ballot referendum were going to be pursued, that would have a different timeline. He stated that if a franchise fee were decided upon, that could be enacted within a 60 to 90-day timeline. He agreed that if road projects are going to be completed in 2021, a decision would need to be made in the first half of 2020.

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

No comments.

#### **5. ADJOURNMENT**

The Work Session of the City Council was adjourned at 6:49 p.m.

Respectfully submitted,

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Kurtis G. Ulrich  
City Administrator

ATTEST:

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Katie M. Schmidt  
Administrative Assistant

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

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

The Ramsey City Council conducted a regular meeting on Tuesday, January 14, 2020, 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  
Councilmember Dan Specht

Members Absent: None

Also Present: City Administrator Kurtis Ulrich  
Police Chief Jeff Katers  
Public Works Superintendent Grant Riemer  
Administrative Services Director Colleen Lasher  
Deputy City Administrator Timothy Gladhill  
City Engineer Bruce Westby

**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**

None.

**3. CITIZEN INPUT**

John Hesselgrave, 7601 166<sup>th</sup> Avenue, stated that he was surprised one week ago when he returned home to find two thirds of the mature Pine trees that adjoin his property were cut down. He stated that his wife telephoned members of the Council in attempt to stop the cutting. He noted that he went outside to speak with the workman and asked him to stop cutting trees while they were on the phone with the City. He stated that none of the residents along Variolite were alerted to the tree removal. He believed that the residents in that area should have been consulted and provided an opportunity to voice their opinions. He stated that he is very upset with the tree removal that occurred and the way the project was completed. He stated that the cutting was stopped after two days, but over 30 mature Pine trees were removed during that time.

He believed that the necessary line of sight could have been obtained without removing that many trees.

Melody Shryock, 14250 Uranium Street, stated that she was called in to consult related to the tree removal mentioned by the previous resident. She stated that she has received input from residents and has submitted a letter to the City administrator and has been in contact with a number of the Councilmembers and City staff. She believes that policies and procedures were not properly followed and would continue to work with the City to improve communication and the process to ensure that a similar incident does not occur.

Mayor LeTourneau stated that the City is aware of the situation and has responded. He asked staff to provide a brief update.

City Administrator Ulrich acknowledged that the City did make a mistake in not following the normal procedure to notify the residents along Variolite. He stated that the City has a long tradition of notifying residents and then negotiating the removal to improve the right-of-way. He stated that it is the obligation of the City to ensure that the right-of-way is clear and provide a line of sight. He apologized to the residents that the proper notification steps were not taken. He stated that in response the City has upgraded its notification process, including a doorhanger model along with the mailed postcard. He stated that the City looks forward to working with Ms. Shryock, among others, to review the process and policies further.

Mayor LeTourneau also expressed apology for any inconvenience that may have been caused. He stated that he looks forward to moving in a positive direction on this matter to provide the best outcome for the community.

#### **4. APPROVE AGENDA**

Mayor LeTourneau requested to remove Item 5.19, Adopt Resolution #20-013 Approving Notice of Default (Expiring Purchase Agreement) for AEON Ramsey 2, LLC, from the Consent Agenda for additional discussion to be considered as Item 7.00.

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

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

#### **5. CONSENT AGENDA**

Motion by Councilmember Menth, seconded by Councilmember Heinrich, to approve the following items on the Consent Agenda as amended to remove Item 5.19:

- 5.01: Receive November 2019 Financial Reports – General Fund and Enterprise Funds
- 5.02: Receive Cash and Investments for Period Ending November 30, 2019
- 5.03: Receive Cash and Investments for Period Ending December 31, 2019

- 5.04: Review Sketch Plan for Odyssey Homes Townhomes on Nowthen Blvd and 146<sup>th</sup> Avenue (Project No. 19-140)
- 5.05: Approve Amending City Council Meeting Schedule for 2020
- 5.06: Approve the following Meeting Minutes:
  - 1) City Council Work Session dated December 10, 2019
  - 2) City Council Regular dated December 10, 2019
- 5.07: Approve Licenses
- 5.08: Approve Rental Licenses
- 5.09: Adopt Resolution #20-005 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of December 5, 2019 through December 30, 2019
- 5.10: Adopt Resolution #20-017 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of January 1, 2020 through January 8, 2020
- 5.11: Adopt Resolution #20-014 Adopting 2020 Enterprise Fund Budgets
- 5.12: Adopt Resolution #20-010 Approving the City of Ramsey 2021 Budget Calendar
- 5.13: Adopt Resolution #20-006 for 2020 Council Organization; Resolution #20-007 Designating Financial Institutions as Official Depositories of City Funds for 2020; Resolution #20-008 Authorizing Signatures for Financial Transactions and Resolution #20-009 Designating Bank of the West as Official Financial Institution for the City of Ramsey Banking Services for the Year of 2020
- 5.14: Adopt Resolution #20-011 to Appoint a City Clerk
- 5.15: Adopt Resolution #20-001 Authorizing Partial Payment #2 to Omann Contracting Companies, Inc. for Improvement Project #19-03, Wood Pond Hills and Chestnut Ridge Street Reconstructions
- 5.16: Adopt Resolution #20-003 Authorizing Partial Payment #3 to Northern Lines Contracting, Inc. for Improvement Project #18-09, COR Infiltration Basin Improvements
- 5.17: Adopt Resolution #20-004 Authorizing Partial Payment #1 to JL Theis, Inc. for Improvement Project #19-06, Ramsey Town Center 9<sup>th</sup> Addition Pond Lining Improvements
- 5.18: Adopt Resolution #20-012 Approving Release of Multiple Agreements and Mortgage for Stone Brook Academy: Case of MK Johnson Properties, LLC
- 5.19: ~~Adopt Resolution #20-013 Approving Notice of Default (Expiring Purchase Agreement) for AEON Ramsey 2, LLC~~ This item was removed from the consent agenda to be considered as Item 7.00
- 5.20: Adopt Resolution #20-016 Granting an Extension of a Conditional Use Permit Related to Indoor Horse-Riding Arenas at 17902 St. Francis Blvd NW (Project No. 19-101); Case of Dale and Tammy Wills

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

## 6. PUBLIC HEARING

None.

## **7. COUNCIL BUSINESS**

### **7.00: Adopt Resolution #20-013 Approving Notice of Default (Expiring Purchase Agreement) for AEON Ramsey 2, LLC**

Deputy City Administrator Gladhill reviewed the staff report.

Allen Author, AEON, stated that they have been excited over the past two to three years working with the City to create a good partnership in the community. He explained that the type of funding they use requires additional time. He stated that they have been through a few funding cycles and feel that this may be their year to be awarded funding which would allow them to complete the second phase. He stated that he understands why the City would be impatient and does not want to have the site unused. He asked that they have the chance to work with staff to create a resolution that would allow them to move forward.

Councilmember Kuzma stated that the first phase filled almost immediately and asked the need anticipated for phase two.

Mr. Arthur replied that the need is abundant in the community. He stated that phase two is modeled to include two, three, and four-bedroom units that would cater to families. He expected that phase two would be filled within one month, similar to phase one.

Mayor LeTourneau stated that it appears there are members of the local and extended community looking for this type of housing and it seems would be utilized immediately. He asked what would happen to those families if this type of product is not available.

Mr. Arthur confirmed that there is tremendous need for housing for families of this type. He stated that many of the families are paying 50 percent of their income towards housing, which puts tremendous stress on their family.

Mayor LeTourneau stated that it would seem that this product would provide a solution for those families that are struggling and having difficulty finding affordable housing.

Councilmember Heinrich asked for input on the residents that moved into phase one, as it was her understanding that many of the occupants were from outside Ramsey and the local area.

Mr. Arthur agreed that not all of the residents were from Ramsey but believed that the majority of residents in phase one were from Ramsey. He stated that he can provide additional data to the Council tomorrow.

Mayor LeTourneau asked where the occupants of the housing product are working.

Mr. Arthur stated that typically residents of this type of housing product work minimum wage jobs or are on fixed income, such as social security or veterans' benefits. He stated that he would include that with the data he provides the following day. He stated that 17 percent of the jobs in

the state are minimum wage, while almost 50 percent of the jobs created every year would qualify residents for the housing provided in phase two of Greenway Terrace.

Mayor LeTourneau stated that it would seem that this housing product would create a housing opportunity for those that work within the community and those residents would also spend their funds within the community.

Councilmember Kuzma asked how the Purchase Agreement could be reopened, or the next steps that could be taken.

Deputy City Administrator Gladhill reviewed the steps that could be taken to extend the Purchase Agreement or create a new Purchase Agreement.

Mayor LeTourneau asked the policy related to City owned land.

Deputy City Administrator Gladhill explained that there are multiple policies related to City owned land and provided different examples.

Mayor LeTourneau asked for specific information related to land owned by the City within or adjacent to The COR.

Deputy City Administrator Gladhill stated that the goal has been to sell the land within The COR that fits within the City's vision and that would add value to the community. He stated that he could provide additional information to the Council but noted that it would come down to the priorities of the Council.

Mayor LeTourneau stated that in his experience the policy has been to sell land at a cost within a specified range developed by the City in order to recoup the costs the City paid for that land. He stated that this sale seems to follow the guidelines the City developed, would move the property back onto the tax rolls, and would allow the City to continue to move towards its development goal.

Councilmember Musgrove stated that it appears the action before the Council would be related to the default and asked if the Council would simply be providing direction related to the next steps.

City Administrator Ulrich stated that the action before the Council would be related to the default but noted that there are alternatives available to keep the project alive under the current contract. He noted that this project could also come back through a new Purchase Agreement, which would be a separate and distinct process.

Mayor LeTourneau stated that this is partly driven by the request of the applicant to continue to work under the current Purchase Agreement.

Deputy City Administrator Gladhill noted that as of today, the Purchase Agreement is in default and therefore staff needs to know whether to execute that notice or hold back on that. He stated that additional discussion could occur at a future date.

Mr. Arthur stated that he would like to move forward with the original plan to complete both phases of the development and would be willing to submit a check the following day to do so. He understands that the City wants to ensure that this project will be completed, and he noted that he would be willing to do whatever necessary to help provide that confidence. He stated that the original contract did not divide the project quite like this, explaining that there were changes made following phase one, which caused this language of default. He stated that AEON has been doing what they said they would do from the beginning, which is to make both phases occur within three to five years.

Councilmember Kuzma stated that the developer has been working on this for multiple years and while there were a few bumps, phase one looks nice and is running well. He stated that the current Purchase Agreement has been extended twice already and this is a willing buyer.

Motion by Councilmember Kuzma, seconded by Councilmember Menth, to direct staff to work with AEON to extend the Purchase Agreement.

Further discussion: Councilmember Musgrove asked the purpose of holding a retainer and the purpose of holding those funds. Deputy City Administrator Gladhill explained that with any real estate transaction you want to ensure that the buyer has an interest in moving forward. He stated that the funds become nonrefundable under certain conditions, such as extensions. He explained that as the process goes further along there are additional expenses incurred for continued staff time and legal expenses. He confirmed that those funds are sometimes in excess of the exact City costs, as the City wants to ensure that the buyer has a sufficient interest in the City holding the property for an extended amount of time. Councilmember Musgrove stated that she supports selling City owned land, but this project already received two extensions. She asked for information on the funds the developer states that he could have at City Hall the following day. Mr. Arthur stated that AEON is willing to bring the remainder of funds to complete the purchase the following day, if desired. He stated that one challenge of AEON doing that would be that AEON would own the property and the City would lose the ability to control the pace of development on that site. Deputy City Administrator Gladhill confirmed that the previous Council wanted to hold more control over the development, noting that the standard City process includes a right of re-entry process that would allow the City to take that land back if development process does not occur within a set amount of time. He stated that because of the type of funding used by AEON, a right of re-entry cannot be included and that is why this project moved forward in this manner. Councilmember Riley stated that the Purchase Agreement is expired and is in default. He asked if the motion would direct staff to create a new Purchase Agreement. Councilmember Kuzma stated that he would default to staff to determine the best method to move forward. Deputy City Administrator Gladhill stated that if the intent is to accept the check for the remainder of payment on the account, the motion would be to not issue the Notice of Default and proceed to closing on the current Purchase Agreement. He noted that another option would be to negotiate a new Purchase Agreement. Councilmember Kuzma restated his motion as follows:

Motion by Councilmember Kuzma, seconded by Councilmember Menth, to not issue the Notice Default, remove the two clauses related to government and financing approvals, and to proceed to closing within 14 days.

Further discussion: Councilmember Riley stated that he would not support that action, as there is a purpose of including the two clauses, as the right of re-entry cannot be included with this type of financing. Mayor LeTourneau stated that it appears that the risk of the development not occurring is lessened by the completion of phase one and the financing of phase two underway. Councilmember Kuzma stated that he feels that the developer will do what is necessary to complete their development. He stated that if there is not support for this motion ultimately, he would also support negotiation of a new Purchase Agreement. He stated that he would hate to see the project not be completed, as he believes that it is important to have this type of housing available in the community. Mayor LeTourneau commented that he believes that this is an important project that is valuable to the community.

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

City Administrator Ulrich stated that the Council can authorize the Notice of Default and the developer could still come back with a new Purchase Agreement.

Motion by Councilmember Riley, seconded by Councilmember Specht, to Adopt Resolution #20-013 Approving Notice of Default for AEON Ramsey 2, LLC.

Further discussion: Councilmember Heinrich stated that her decision is based on feedback from the residents stating that they do not want an apartment in The COR right now. Mayor LeTourneau acknowledged the comments that Councilmember Heinrich stated that she has received but noted that the Council continues to hear from the development community that this is a needed and in demand product. Councilmember Kuzma hoped that the developer could come back with a new Purchase Agreement to complete the project. He agreed that he would prefer to see the City safeguards put in place through a new Purchase Agreement. Mayor LeTourneau stated that he is bothered that this cannot move forward as it appears that the Council is chasing out a developer and hoped that the developer does not feel that way. Mr. Arthur stated that he does not feel that way at all and has been proud about the partnership they have with Ramsey. He stated that AEON will continue to be the owners of the project they completed in Ramsey for years to come. He thanked the Council for their time tonight.

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

**7.01: Introduce Ordinance #20-01 Rezoning Two Parcels at 9340 Highway 10 NW; Case of MYWC LLC**

Deputy City Administrator Gladhill reviewed the staff report and recommendation to adopt Ordinance #20-01 approving a Zoning Amendment for both properties from B-1 Business to R-1 Residential (MUSA).

Greg Bauer, representing the ownership group for the applicant, stated that he is present to address any questions the Council may have.

Motion by Councilmember Riley, seconded by Councilmember Musgrove, to introduce Ordinance #20-01 Rezoning Two Parcels at 9340 Highway 10 NW.

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

**7.02: Introduce Ordinance #20-02 Approving Zoning Amendment for Outlot C, Northfork and Review Sketch Plan (Project No. 19-147); Case of BK Land Development**

Deputy City Administrator Gladhill reviewed the staff report and recommendation of the Planning Commission to introduce Ordinance #20-02 and recommend the applicant move forward with preparing a Preliminary Plat that includes staff feedback. This project generally meets the guidance of the draft 2040 Comprehensive Plan and appears to meet the base requirements of the R-1 Residential (MUSA) District and R-2 Residential (Detached Villas) District respectively. The applicant has worked with City staff to modify the proposal to better fit with City goals and regulations. This direction would require staff approval of the incomplete items before preparing Preliminary Plat materials.

Councilmember Kuzma stated that he believed that when this was previously reviewed there was a plan that would allow water and sewer to come through this property.

Deputy City Administrator Gladhill identified the connection that would be proposed from Capstone to this property. He stated that both developers have stated that there is an agreement to allow that to occur.

Councilmember Heinrich asked if the lot sizes shown in blue adjacent to the Riverstone development would match the Riverstone development.

Deputy City Administrator Gladhill confirmed that the density in that area would be similar to the Riverstone development with lots ranging from 50 to 65 feet.

Councilmember Riley stated that it states the property is already zoned PUD and asked for input.

Deputy City Administrator Gladhill confirmed that the property is zoned PUD as part of the original Northfork master plan. He stated that the underlying guidance was one to two-acre lot sizes.

Councilmember Riley asked if the access would be addressed later in the process.

Deputy City Administrator Gladhill explained that the sketch plan process is an opportunity to provide input. He explained that the original access design was not aligned with the current road that exists, and Paxmar therefore changed that to match. He stated that staff would ensure that the curvature of the road ultimately works.

Councilmember Riley asked if there is a goal to provide connectivity between neighborhoods.

Deputy City Administrator Gladhill identified pedestrian connectivity that would be provided. He stated that because of the previous comments from Northfork Inc., there was not a desire to connect Riverstone and this property and therefore that connection was not included. He noted that staff could push for that option.

Councilmember Riley stated that he would like to see a road connection, if possible. He noted that he would also prefer to see more red lots and less blue lots.

Councilmember Menth asked for additional information on a walking path that would be proposed. He also asked for plans to upgrade Alpine Drive.

Deputy City Administrator Gladhill highlighted the pedestrian trail that would be proposed to run along Alpine Drive across the length of this property and connecting to Riverstone. He stated that there are various stages of improvements planned for Alpine Drive, reviewing some of the proposed intersection improvements that will occur in the future.

Councilmember Menth stated that he agrees that he would prefer more red lots and less blue lots.

Councilmember Heinrich stated that given the feedback received from residents, directly and throughout this process, she has heard that residents would like this product to be more reflective. She asked if the developer would be willing to increase lot sizes to 65 feet.

Zach Brown, BK Land Development, stated that their smallest lot size in the blue is 55 feet while they do increase to 65. He stated that product is the one they receive the most calls on. He stated that they have also received requests for lot holds on this Ramsey site. He stated that they could increase the number of red lots, but there are vacant homes across the street. He stated that there is a demand for this product and the golf course has requested more of the detached villas if possible. He believed that this would be a good fit for the community and the adjacent properties expressed support. He stated that with land prices and home prices increasing, it is becoming more difficult to sell the larger single-family homes.

Councilmember Menth asked the difference between a traditional home and villa.

Mr. Brown explained that a villa is one level maintenance free living. He noted that lawn and snow care is provided. He explained that many people in this type of product winter in the southern states.

Councilmember Menth asked the price range for the different products.

Mr. Brown provided estimated costs, noting that the villas could begin around \$340,000 while single family homes may begin around \$450,000 to \$500,000. He provided examples of association costs in their other developments.

Councilmember Heinrich asked the lot width for the red lots.

Mr. Brown stated that the minimum is 80, while most of the lots would be in the 90s and up to 120 feet. He confirmed that the largest lot width on the villa side could accommodate a three-car garage.

Councilmember Musgrove referenced a statement in the staff report related to parking on one side of the street. She also asked for input on the sketch plan process.

Deputy City Administrator Gladhill provided additional details on the process before the Council tonight, noting that the Council has a large amount of discretion.

Councilmember Kuzma asked if the parking on one side would match what occurs in Riverstone.

Deputy City Administrator Gladhill confirmed that would be similar to Riverstone. He explained that the roadway would be proposed at 29 feet in width, which is the same as Riverstone. He confirmed that there are more requests for this road width that continue to come forward. He noted that this detail does not need to be solved tonight as the plat is not being approved tonight.

Councilmember Menth asked for input on the road width and parking on one side.

Mr. Brown stated that in their other developments they have the same road width with parking on one side of the street and there has not been a problem.

Councilmember Specht commented that this seems to be a nice balance of the two different housing products.

Motion by Councilmember Specht, seconded by Councilmember Musgrove, to introduce Ordinance #20-02 approving a Zoning Amendment on the subject property from Planned Unit Development (PUD) to R-1 Residential (MUSA) District and R-2 Residential (Detached Villas) District and direct the applicant to move forward with developing a Preliminary Plat.

Further discussion: Councilmember Riley asked if this motion is defining the line between single-family and villas. Deputy City Administrator Gladhill stated that as drafted a district boundary would be established between the two types to match the current proposal. Councilmember Menth stated that he would like to see more red and less blue and asked how that could be done tonight. Deputy City Administrator Gladhill stated that it would be difficult to negotiate that in tonight's meeting. He stated that the Council could provide specific input to staff. He noted an upcoming joint meeting will occur between the Council and Planning Commission and that could be a good format. Mr. Brown commented that he has been

attempting to sell homes in another development and is having difficulty selling the single-family homes but continues to sell the villa product. He commented that the villa product looks like traditional single-family and those passing by cannot tell the difference. He asked the Council to tour some of their other sites. Mayor LeTourneau acknowledged that it can be difficult for some residents in Ramsey to picture the villa product as they are used to larger lots. He acknowledged that the developer is stating that there is a high demand for the villa product. Mr. Brown confirmed that they continue to sell out their villa product while single family homes across the street from this site continue to remain vacant. Councilmember Musgrove stated that she supports this product as it is a method to provide density and fill the desire in the market without building additional apartments in The COR. Mr. Brown commented that the majority of the villa lots are in the 60s for lot width and would look the same as the single-family homes in Riverstone. Councilmember Menth asked if approving this tonight would eliminate the ability to discuss a possible road connectivity. Mr. Brown stated that he would be willing to continue discussions with Riverstone but did not believe that there would be a benefit in connecting the communities. Deputy City Administrator Gladhill stated that staff could discuss that option with Capstone Homes but noted that it was quite a bit of work to provide the utility connection between the two properties. He stated that the request could be brought forward to Capstone. Councilmember Musgrove asked if the connectivity could be a bike trail or path or would solely apply to a roadway. Councilmember Menth commented on the difficulty of navigating areas with standalone roadways. He used the example of Highway 10, where the neighborhoods are standalone and therefore do not provide a cut through option for passing traffic. He noted that this would be similar, requiring vehicles to use Alpine. Councilmember Specht stated that he prefers not having the connection as it makes the neighborhood safer and eliminates cut through traffic. He agreed that this plan could be a good alternative to an apartment building but would still provide a desired product in the housing market. Mr. Brown commented that there is a demand for the villa product and the price point as the larger lot single-family homes price out a large portion of the market. He stated that the development on the north side of Alpine has remained since 2016 and there is difficulty selling. Deputy City Administrator Gladhill stated that the lots on the north side of Alpine are two acre lots with septic and well, and therefore not the same as the single-family lots proposed with this development.

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

Deputy City Administrator Gladhill noted that this would be contingent upon the draft Comprehensive Plan being approved as well.

### **7.03: Professional Services Contract Amendment for the Tinklenberg Group**

City Administrator Ulrich reviewed the staff report and recommendation to consider the proposed contract amendment to adjust the fees. The alternative direction the Council may take includes keeping the fee at the current \$3,300 per month (or another number negotiated) and asking the consultant to adjust the expected effort proportionately. This alternative may result in a loss of momentum toward the accomplishment of the stated goals. Consequently, amendment of the contract to reflect the expected effort is recommended at this time.

Councilmember Musgrove stated that there was previous discussion related to receiving updates. She stated that while the Council has received some written updates, she would like to receive more specific information. She noted that she would also like to hear additional details on what the increase would entail.

Elwyn Tinklenberg, The Tinklenberg Group, explained that the previous contract amount has remained consistent for the past several years and includes the preparation phase. He stated that the work thus far included a lot of the preparation, events that involve legislators that occur prior to the session beginning, along with meetings with legislators. He stated that this year will be a critical funding opportunity for Highway 10. He stated that it is clear that there will not be a major effort in terms of a transportation increase and therefore the funding would most likely be bonding that would be allocated to transportation, which requires more work and often occurs at the very end of the session. He stated that the House Transportation Committee is going to be in Ramsey tomorrow and thanked Councilmember Heinrich for her efforts. He highlighted other upcoming events and meetings. He stated that the change will be that during the session there are so many conversations that must be engaged and tracked and the City will be working with the County on a larger scale. He stated that they want to make sure that in all conversations the third lane project and the two Ramsey projects are brought up together, which requires a great level of detail. He stated that he would also organize a Day on the Hill, which would help to create awareness and priority. He stated that they have been successful in creating an environmental that will lead to a good opportunity in this session.

Councilmember Heinrich thanked Mr. Tinklenberg for his work on Highway 10. She stated that she has benefited and learned from Mr. Tinklenberg, noting that he represents the City well. She stated that at the end of the day she has to answer to the taxpayer. She asked if there would be a level of work that would not continue if the increase is not awarded.

Mr. Tinklenberg commented that he would not do that. He stated that Ramsey has asked him to only have one municipal client, and he obliged. He stated that he wants to see this completed and is proud of the relationship he has with Ramsey and is proud to represent Ramsey as he believes that this is a critically important project not just for Ramsey but for a larger regional area. He stated that he brought forward this request as there would be a much larger level of effort on his part, and others on City staff during this session. He stated that there is a lot of opportunity for confusion during that process and wants to ensure that does not happen. He recognized that his statement was not in his best interest, but he is committed to the City and this effort.

Councilmember Heinrich asked if Mr. Tinklenberg is also contracted by Anoka County. She asked how long the rate has remained at \$3,300 a month.

Mr. Tinklenberg commented that his rate has remained at that rate for the past three years, unchanged. He clarified that he does not contract for Anoka County. He explained that his job is to represent the City of Ramsey and ensure that Ramsey's interests are a part of the discussion as the County has stated that the third lane is its top priority. He believed that there is an opportunity for both options to be successful.

Councilmember Musgrove acknowledged the effort of Mr. Tinklenberg. She asked for additional information on The Tinklenberg Group and whether there are anticipated trips to Washington D.C. She commented that the County most likely has a strong desire to see the same improvements along Highway 10.

Mr. Tinklenberg Group clarified that he is the only member of his company. He did not anticipate any upcoming trips to D.C. He advised of some federal funding opportunities and noted that these types of projects require a large mix of funding. He stated that they will continue to work with those in D.C. on those efforts and provided an update on recent conversations with Congressman Emmer's office. He stated that his preference would be to provide in person updates as often as he can, as he understands that written materials cannot always convey the information in the same way.

Mayor LeTourneau commented on the level of awareness that Mr. Tinklenberg brings with him in D.C. and at the Capital. He stated that it is a key part of scheduling meetings and gaining time with legislators and decision makers. He noted that because of the relationships Mr. Tinklenberg has, they have been able to gain conversations with people they may not otherwise gain.

Councilmember Kuzma thanked Mr. Tinklenberg for his efforts and recognized the success the City has had with Mr. Tinklenberg. He commented that he feels that there is value and understand the extra effort that will be needed to get this to the finish line.

Motion by Councilmember Kuzma, seconded by Councilmember Menth, to approve the amendment to the contract with The Tinklenberg Group to increase the monthly fee by \$1,200 per month for the four months (February-May) of the contract, as stated in the proposal dated January 6, 2020.

Further discussion: Councilmember Musgrove stated that she has thought about this case and what to do but will support this because of the value needed for Sunfish Boulevard and Ramsey Boulevard. She recognized that in person updates may not be possible during the legislative session. Councilmember Riley stated that the increase proposed is only for the months of the legislative session, when more work will be involved. He stated that he looks forward to the successes ahead.

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

**7.04: Authorize Staff to Submit Revised 2040 Comprehensive Plan to Metropolitan Council based on Initial Metropolitan Council Comments**

Deputy City Administrator Gladhill reviewed the staff report and recommendation for the Council to direct staff to submit the updated 2040 Comprehensive Plan to the Metropolitan Council for their review.

Councilmember Riley referenced the forecasted growth shown on page six, noting that the Metropolitan Council is asking the City to amend the 2020 numbers to reflect an increase of 1,150 people.

Deputy City Administrator Gladhill stated that the population estimates shown currently are only going back to 2018, and therefore the increase reflects the increased growth the City has experienced in the past few years. He stated that the changes seem to be fairly accurate.

Councilmember Riley referenced the projected growth for 2040 and asked if that would be on track as well.

Deputy City Administrator Gladhill explained that staff was involved in that discussion with the Metropolitan Council based on the City's land use plan and growth trend. He stated that staff is comfortable with the estimates.

Councilmember Riley referenced the land use map and asked for clarification on the decisions the Council is about to make.

Deputy City Administrator Gladhill displayed the tracked change document, highlighting the BK Land parcel that the Council previously discussed tonight. He noted that there was a resolution reviewed by the Council in the past which guided this land use designation.

Councilmember Menth asked if the approval of this draft Comprehensive Plan would lock in the split of the land discussed in the previous sketch plan review.

Deputy City Administrator Gladhill stated that the decision tonight would not lock the Council into a decision. He stated that this would simply authorize staff to send in the updated Comprehensive Plan to the Metropolitan Council for additional review. He noted that the Council will still have the ability to change the plan prior to final adoption of the Comprehensive Plan. He provided additional clarification on the action taken earlier tonight related to the zoning request and sketch plan review.

Councilmember Heinrich asked for additional information on the changes to high density residential on page 37.

Deputy City Administrator Gladhill explained that the Metropolitan Council wants a more detailed land use plan for The COR, compared to the previous master plan which stated that a certain number of households were planned within The COR boundaries.

Motion by Councilmember Riley, seconded by Councilmember Kuzma, to Authorize Staff to Submit the Updated 2040 Comprehensive Plan to the Metropolitan Council.

Motion carried. Voting Yes: Mayor LeTourneau, Councilmembers Riley, Kuzma, Heinrich, Menth, Musgrove, and Specht. 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 9:20 p.m.

Respectfully submitted,

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Kurtis G. Ulrich  
City Administrator

ATTEST:

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Katie M. Schmidt  
Administrative Assistant

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

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

**CC Regular Session**

**5. 4.**

**Meeting Date:** 01/28/2020

**By:** JoAnn Shaw, Community Development

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**Information**

**Title**

Approve Rental Licenses

**Purpose/Background:**

Purpose: The purpose of this case is to approve rental license requests for 2020.

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.

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**Attachments**

Rental Licenses

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Tim Gladhill	Tim Gladhill	01/22/2020 07:31 PM
Kurt Ulrich	Kurt Ulrich	01/23/2020 02:25 PM
Form Started By: JoAnn Shaw		Started On: 01/16/2020 10:45 AM
Final Approval Date: 01/23/2020		

Report Name: License Report - License Types  
Council Dates: 1/28/2020 to 1/28/2020  
Status: Active, Inactive  
License Type(s): Rental

# City of Ramsey License Report - License Types

Printed: 1/21/2020  
Page: 1

<u>Company</u>	<u>Location</u>	<u>Complex</u>	<u>Exp. Date</u>	<u>Council Date</u>	<u>Status</u>
<b>Rental</b>					
Ross Johnson	6838 139th La NW #1		1/28/2023	1/28/2020	A
Brian Gurr	7264 147th Ter NW		1/28/2023	1/28/2020	A

**Rental License Count: 2**

**Total Licenses: 2**

**CC Regular Session**

**5. 5.**

**Meeting Date:** 01/28/2020

**By:** Wendy Schlueter, Community  
Development

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**Information**

**Title**

Approve Business Licenses

**Purpose/Background:**

**Purpose:**

To obtain City Council approval of various license requests.

**Background:**

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

**Recommendation:**

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

**Action:**

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

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**Attachments**

Business Licenses to be Approved

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Sean Sullivan	Sean Sullivan	01/21/2020 03:52 PM
Tim Gladhill	Tim Gladhill	01/22/2020 07:31 PM
Kurt Ulrich	Kurt Ulrich	01/23/2020 02:26 PM
Form Started By: Wendy Schlueter		Started On: 01/16/2020 10:45 AM
Final Approval Date: 01/23/2020		

Report Name: License Report - License Types

Council Dates: 1/28/2020 to 1/28/2020

Status: Active, Inactive

License Type(s): 3.2 Beer Off-Sale, 3.2 Beer On-Sale Temporary, Liquor 2 A.M. Closing, Liquor Off-Sale, Liquor On-Sale, Liquor On-Sale Sunday, Temporary Intoxicating, Wine On-Sale, Amusement Center, Amusement Devices/Billiard Tables, Business License-1st Year, Business License-Renewal, Garbage Haulers, Pawnbroker, Second Hand Goods Dealer, Special Events, Temporary Amusement/Carnival/Circus, Therapeutic Massage Establishment, Therapeutic Massage Therapist, Tobacco, Transient Merchant/Peddler/Solicitor

# City of Ramsey License Report - License Types

Printed: 1/21/2020

Page: 1

<u>Company</u>	<u>Location</u>	<u>Complex</u>	<u>Exp. Date</u>	<u>Council Date</u>	<u>Status</u>
<b>Therapeutic Massage Therapist</b>					
Philomena Pauly			12/31/2020	1/28/2020	A

**Therapeutic Massage Therapist License Count: 1**

**Transient Merchant/Peddler/Solicitor**

Legacy Restoration LLC - Evensen			12/31/2020	1/28/2020	A
Legacy Restoration LLC - Geisinger			12/31/2020	1/28/2020	A
Legacy Restoration LLC - Madison			12/31/2020	1/28/2020	A
Legacy Restoration LLC - Timberlake			12/31/2020	1/28/2020	A

**Transient Merchant/Peddler/Solicitor License Count: 4**

**Total Licenses: 5**

**CC Regular Session**

**5. 6.**

**Meeting Date:** 01/28/2020

**By:** Jackie Lipski, Finance

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**Information**

**Title**

Adopt Resolution #20-021 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of January 9, 2020 through January 22, 2020

**Action:**

Motion to Adopt Resolution #20-021 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of January 9, 2020 through January 22, 2020.

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**Attachments**

Bills List 1/28/2020

Resolution 1/28/2020

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**Form Review**

**Inbox**

Diana Lund

Kurt Ulrich

Form Started By: Jackie Lipski

Final Approval Date: 01/23/2020

**Reviewed By**

Diana Lund

Kurt Ulrich

**Date**

01/22/2020 01:10 PM

01/23/2020 02:56 PM

Started On: 01/22/2020 10:31 AM

<b>RAMSEY CITY COUNCIL MEETING</b>
<b>1/28/2020</b>
<b>BILLS LIST</b>

**DISBURSEMENTS TO BE APPROVED THIS MEETING:**

DISBURSEMENT TYPE:	<u>SUBMITTED FOR APPROVAL</u>
Purchase Journal:	
Prepays 1/9/20-1/22/20	287,951.60
Accounts Payable 1/9/20-1/22/20	302,723.47
Payroll 1/10/2020	173,452.61

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

**\$ 764,127.68**

<u>DISBURSEMENTS PREVIOUSLY APPROVED AND PAID:</u>	<u>APPROVED PREV. MTG</u>	<u>2020 Y.T.D.</u>
NET PAYROLL TOTAL	\$	\$
- CORRECTION TO PAYROLL		
PREPAIDS	16,299.50	16,299.50
- PREPAID ADJUSTMENTS		
WIRE TRANSFERS FOR DEBT SERVICE		
- CORRECTION TO D.S.		
ACCOUNTS PAYABLE INVOICING - PREVIOUS MEETING:		
- BILLS LIST SUBMITTED	124,401.04	124,401.04
ADD (DELETE) BILLS LIST SUBMITTED		
PAY ESTIMATE(S)		
- CHECKS VOIDED	0.00	0.00

**TOTAL CASH DISBURSEMENTS PREVIOUSLY APPROVED**

**\$ 140,700.54**

**\$ 140,700.54**

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

1/9/2020 -- 12/31/2020

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
110036	1/9/2020	65.35	<b>100404 CENTURLINK</b> JAN 20 SERVICES		100096	763 422-1452 795 JAN 20	0452.6321		TELEPHONE
		<u>65.35</u>							
110037	1/9/2020	100.00	<b>110734 CITY OF RAMSEY</b> #721662		100097	010920	9601.4651		WATER REVENUE
		<u>100.00</u>							
110038	1/9/2020	3,709.90	<b>106583 DELTA DENTAL PLAN OF MINNESOTA</b> JAN 20 DENTAL INS		100098	RIS0002582864	9101.2170		DENTAL/DISABILITY/LIFE
		<u>3,709.90</u>							
110039	1/9/2020	58,488.50	<b>115574 HEALTHPARTNERS</b> JAN 20 MEDICAL INS		100099	94581291	9101.2176		LIFE/HEALTH-EMPLOYEE
		<u>58,488.50</u>							
110040	1/9/2020	94.92	<b>117377 KEUPER, SHARON</b> REIMB- HOLIDAY TREE ITEMS		100101	010820	0194.6249		MISCELLANEOUS OPERA/
		<u>94.92</u>							
110041	1/9/2020	100.00	<b>117378 MALLARD ESTATES TOWNHOME ASSOCIATION</b> DAMAGE DEP REFUND 8/2012		100103	010820	9804.1160		KEY & DAMAGE DEPOSIT
		<u>100.00</u>							
110042	1/9/2020	100.00	<b>117379 MALLARD PONDS TOWNHOMES ASSOCAITION</b> DAMAGE DEP REFUND 5/2012		100102	010820	9804.1160		KEY & DAMAGE DEPOSIT
		<u>100.00</u>							
110043	1/9/2020	368.00	<b>100351 NCPERS GROUP LIFE INS</b> JAN 20 LIFE INS		100105	704800012020	9101.2170		DENTAL/DISABILITY/LIFE
		<u>368.00</u>							
110044	1/9/2020	120.00	<b>111525 OFFICE OF THE SECRETARY OF STATE</b> NOTARY RENEWAL S. SULLIVAN		100106	010620	9230.6451		MEMBERSHIP DUES
		<u>120.00</u>							
110045	1/9/2020	75.00	<b>103663 SUPERIOR HEATING AC</b> PERMIT REFUND R42654		100107	123019	9101.4208		MECHANICAL PERMIT
		1.00	PERMIT REFUND R42654		100107	123019	9101.2081		SURCHARGES-PERMITS
		<u>76.00</u>							
110046	1/9/2020	1,500.00	<b>117382 VINCO INC</b> REF ERO ESC 6405 GREEN VALLEY		100108	010920	9804.6433	00115297	REFUNDS
		<u>1,500.00</u>							
110072	1/16/2020	536.00	<b>101209 A TOUCH OF MAGIC INC</b> 20 BIZ EXPO DEP		100169	011020	9230.6249		MISCELLANEOUS OPERA/
		<u>536.00</u>							
110073	1/16/2020	50.00	<b>114419 ASPEN EXTERIORS INC</b> PART REF PERMIT RA42668		100170	010820	9101.4205		BUILDING PERMIT
		50.00	PART REF PERMIT RA42668		100170	010820	9101.4205		BUILDING PERMIT
		<u>100.00</u>							
110074	1/16/2020		<b>117389 AUGUSTA PLUMBING LLC</b>						

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

1/9/2020 - 12/31/2020

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
110074	1/16/2020		<b>117389 AUGUSTA PLUMBING LLC</b>						<b>Continued.</b>
		25.00	CANCEL PERMIT RA042752		100171	010820	9101.4206		PLUMBING PERMIT
		1.00	CANCEL PERMIT RA042752		100171	010820	9101.2081		SURCHARGES-PERMIT
		<u>26.00</u>							
110075	1/16/2020		<b>115279 BAUER DESIGN BUILD LLC</b>						
		1,500.00	REF ERO ESC 6151 140TH AVE NW		100172	011620	9804.6433	00115943	REFUNDS
		<u>1,500.00</u>							
110076	1/16/2020		<b>112722 CENAIKO EXPO INC</b>						
		1,167.50	20 BIZ EXPO DEP-BOOTH PKG		100177	011420	9230.6249		MISCELLANEOUS OPERA
		<u>1,167.50</u>							
110077	1/16/2020		<b>115603 DRC INC</b>						
		1,500.00	REF ERO ESC 15153 NOWTHEN BLVD		100178	011620	9804.6433	00115571	REFUNDS
		<u>1,500.00</u>							
110078	1/16/2020		<b>112872 IVERSON HOMES INC</b>						
		1,500.00	REF ERO ESC 6024 146TH AVE NW		100179	011620	9804.6433	00115372	REFUNDS
		<u>1,500.00</u>							
110079	1/16/2020		<b>117394 JDA BUILDERS LLC</b>						
		1,500.00	REF ERO ESC 17409 ST FRANCIS		100180	011620	9804.6433	00116077	REFUNDS
		<u>1,500.00</u>							
110080	1/16/2020		<b>115328 LENNAR</b>						
		1,500.00	REF ERO ESC 16095 SAPPHIRE ST		100181	011620	9804.6433	00115713	REFUNDS
		1,500.00	REF ERO ESC 15828 PERIDOT ST		100182	011620A	9804.6433	00116850	REFUNDS
		1,500.00	REF ERO ESC 15971 PERIDOT CT		100183	011620B	9804.6433	00116871	REFUNDS
		1,500.00	REF ERO ESC 16011 SAPPHIRE		100184	011620C	9804.6433	00116787	REFUNDS
		1,500.00	REF ERO ESC 16011 URANIMITE ST		100185	011620D	9804.6433	00115842	REFUNDS
		1,500.00	REF ERO ESC 15955 URANIMITE ST		100186	011620E	9804.6433	00115942	REFUNDS
		1,500.00	REF ERO ESC 7480 159TH AVE NW		100187	011620F	9804.6433	00116238	REFUNDS
		<u>10,500.00</u>							
110081	1/16/2020		<b>107017 MAPLE LEAF HOMES</b>						
		500.00	REF HOME IMPR ESC 14312 ARMSTR		100188	011620	9804.6433	00116073	REFUNDS
		<u>500.00</u>							
110082	1/16/2020		<b>100338 MORNING SUN HOMES</b>						
		1,500.00	REF ERO ESC 14780 XENOLITH ST		100189	011620	9804.6433	00116203	REFUNDS
		1,500.00	REF ERO ESC 14790 XENOLITH ST		100190	011620A	9804.6433	00116284	REFUNDS
		<u>3,000.00</u>							
110083	1/16/2020		<b>116364 NORTHLAND CUSTOM HOMES LLC</b>						
		1,500.00	REF ERO ESC 5722 172ND LN NW		100191	011620	9804.6433	00116957	REFUNDS
		<u>1,500.00</u>							
110084	1/16/2020		<b>116386 PAULSON CONSTRUCTION INC</b>						
		1,500.00	REF ERO ESC 16904 IODINE ST NW		100192	011620	9804.6433	00115467	REFUNDS
		1,500.00	REF ERO ESC 16903 IODINE ST		100193	011620A	9804.6433	00115466	REFUNDS
		<u>3,000.00</u>							
110085	1/16/2020		<b>117211 PRECISION EXTERIORS LLC MN</b>						
		1,500.00	REF ERO ESC 6010 168TH LN NW		100194	011620	9804.6433	00116425	REFUNDS
		<u>1,500.00</u>							

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

1/9/2020 -- 12/31/2020

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
110086	1/16/2020		117211 PRECISION EXTERIORS LLC MN						Continued.
110086	1/16/2020		113771 RICE CREEK BUILDING AND REMODELING INC						
		1,500.00	REF ERO ESC 15097 152ND TER NW		100195	011620	9804.6433	00115895	REFUNDS
		<u>1,500.00</u>							
110087	1/16/2020		117393 ROWE, CLIFF						
		1,500.00	REF ERO ESC 5664 172ND LN NW		100196	011620	9804.6433	00116456	REFUNDS
		<u>1,500.00</u>							
110088	1/16/2020		113793 SEMLER CONSTRUCTION INC						
		1,500.00	REF ERO ESC 15174 HELIUM ST		100197	011620	9804.6433	00115755	REFUNDS
		<u>1,500.00</u>							
110089	1/16/2020		117392 SKOGQUIST, ALLISON AND JERRAD						
		1,500.00	REF ERO ESC 15941 ST ANDREWS		100198	011620	9804.6433	00116597	REFUNDS
		<u>1,500.00</u>							
110090	1/16/2020		115008 THOMSEN CONSTRUCTION SERVICES LLC						
		1,500.00	REF ERO ESC 17301 NOWTHEN BLVD		100199	011620	9804.6433	00115946	REFUNDS
		<u>1,500.00</u>							
110091	1/16/2020		113710 TOLLBERG HOMES LLC						
		1,500.00	REF ERO ESC 14581 HELIUM CT		100200	011620	9804.6433	00116322	REFUNDS
		<u>1,500.00</u>							
110092	1/16/2020		111156 TRILOGY CUSTOM HOMES INC						
		1,500.00	REF ERO ESC 16062 RHINESTONE		100201	011620	9804.6433	00115551	REFUNDS
		<u>1,500.00</u>							
110093	1/16/2020		110574 TWIN CITIES HABITAT FOR HUMANITY						
		1,500.00	REF ERO ESC 6203 RIVLYN AVE		100202	011620	9804.6433	00115644	REFUNDS
		<u>1,500.00</u>							
110094	1/16/2020		102242 VISION EASE LENS						
		1,500.00	REF ERO ESC 7000 SUNWOOD DR		100203	011620	9804.6433	00115306	REFUNDS
		<u>1,500.00</u>							
1000887	1/10/2020		116114 AVESIS THIRD PARTY ADMINISTRATORS						
		150.32	VISION INS JAN 2020		100095	2440659	9101.2170		DENTAL/DISABILITY/LIFE
		<u>150.32</u>							
1000888	1/10/2020		114431 HINNENKAMP, JAKE						
		15.00	REIMB -LUNCH TRAINING		100100	010820	0211.6331		TRAVEL & LODGING
		<u>15.00</u>							
1000889	1/10/2020		100291 MET COUNCIL SAC						
		4,970.00	DEC 2019 SAC CHARGES		100092	010820	9602.2083		SAC CHARGES
		49.70-	DEC 2019 SAC CHARGES		100092	010820	9602.4356		SEWER AVAILABILITY CH
		<u>4,920.30</u>							
1000890	1/10/2020		108091 MUNICIPAL CODE CORPORATION						
		350.00	ADMIN SUPPORT FEE 2020		100104	00337344	0130.6315		MISCELLANEOUS PROFE
		<u>350.00</u>							
1000891	1/10/2020		111137 WRIGHT HENNEPIN COOPERATIVE ELECTRIC						

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<b>1000891</b>	<b>1/10/2020</b>		<b>111137 WRIGHT HENNEPIN COOPERATIVE ELECTRIC</b>						<b>Continued.</b>
		22.95	7650 SUNWOOD DR		100093	150-1681-4280 DEC 19	9240.6315		MISCELLANEOUS PROFE
		27.95	7550 SUNWOOD DR NW		100094	150-1681-6340 DEC 19	0194.6489		OTHER CONTRACTED SE
		27.95	6701 HWY 10-YOUTH FIRST		100109	150-1687-1105 JAN 20	9410.6315	00041012	MISCELLANEOUS PROFE
		27.95	7550 SUNWOOD DR- PD		100110	150-1682-6501 JAN 20	0211.6489		OTHER CONTRACTED SE
		27.95	5650 ALPINE DR-FIRE STATION 2		100111	150-1691-2206 JAN 20	0220.6489		OTHER CONTRACTED SE
		35.90	7550 SUNWOOD DR		100112	150-1693-4968 JAN 20	0194.6489		OTHER CONTRACTED SE
		<u>170.65</u>							
<b>1000914</b>	<b>1/17/2020</b>		<b>112663 CAPSTONE HOMES INC</b>						
		1,500.00	REF AS BUILT 14311 BOWERS DR		100173	011620	9252.1155.1		MANUAL-ACCOUNTS REI
		1,500.00	REF ERO ESC 14998 SNOWY OWL		100174	011620A	9804.6433	00116714	REFUNDS
		1,500.00	REF ERO ESC 14961 SNOWY OWL ST		100175	011620B	9804.6433	00116656	REFUNDS
		1,500.00	REF ERO ESC 14331 BOWERS DR		100176	011620C	9804.6433	00116535	REFUNDS
		<u>6,000.00</u>							
<b>1000915</b>	<b>1/17/2020</b>		<b>109912 ULRICH, KURTIS G.</b>						
		12.12	REF LTD PRE 2018/2019		100168	011520	0130.6315		MISCELLANEOUS PROFE
		<u>12.12</u>							
<b>90540708</b>	<b>1/10/2020</b>		<b>100398 PUBLIC EMPLOYEES RETIREMENT ASSN</b>						
		22,197.92			100121	0109201424174	9101.2174		PERA-EMPLOYEE
		29,787.68			100122	0109201424175	9101.2183		PERA-EMPLOYER
		<u>51,985.60</u>							
<b>90644537</b>	<b>1/10/2020</b>		<b>101306 IRS</b>						
		23,888.48			100124	0109201424177	9101.2171		FEDERAL WITHHOLDING
		13,433.04			100125	0109201424178	9101.2173		FICA & MEDICARE-EMPLI
		13,433.04			100126	0109201424179	9101.2182		FICA & MEDICARE-EMPLI
		<u>50,754.56</u>							
<b>97011020</b>	<b>1/10/2020</b>		<b>107962 TOTAL ADMINISTRATIVE SERVICE CORP</b>						
		1,778.52			100114	01092014241710	9101.2176		LIFE/HEALTH-EMPLOYEE
		<u>1,778.52</u>							
<b>98011020</b>	<b>1/10/2020</b>		<b>115568 ALERUS FINANCIAL NA</b>						
		3,321.54			100118	01092014241714	9101.2176		LIFE/HEALTH-EMPLOYEE
		<u>3,321.54</u>							
<b>98915616</b>	<b>1/10/2020</b>		<b>100601 MN DEPT OF REV WH</b>						
		10,939.08			100123	0109201424176	9101.2172		STATE WITHHOLDING
		<u>10,939.08</u>							
<b>99010920</b>	<b>1/9/2020</b>		<b>100629 MN DEPT OF REV SALES TX</b>						
		93.76	Dec Sales/Use Tax		100024	12312019	9101.2082		SALES/USE TAX PAYABLE
		130.24	Dec Sales/Use Tax		100024	12312019	9601.2082		SALES/USE TAX PAYABLE
		<u>224.00</u>							
<b>99011020</b>	<b>1/10/2020</b>		<b>107885 DEPARTMENT OF LABOR AND INDUSTRY</b>						
		1,553.18	Dec Surcharges		100086	12312019	9101.2081		SURCHARGES-PERMITS

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99011020	1/10/2020		107885 DEPARTMENT OF LABOR AND INDUSTRY						Continued.
		31.12-	Dec Surcharges		100086	12312019	9101.4604		SURCHARGES
		1,522.06							
99011420	1/14/2020		108768 COMDATA NETWORK INC						
		85.00	U OF M CONTLARNING		100127	DEC 19 COMDATA PCARD	9101.1550		PREPAID EXPENSE
		14.99	AMAZON.COM		100127	DEC 19 COMDATA PCARD	0211.6275		OTHER EQUIPMENT PAR
		10.99	AMZN MKTP		100127	DEC 19 COMDATA PCARD	0211.6275		OTHER EQUIPMENT PAR
		145.30	AMZN MKTP		100127	DEC 19 COMDATA PCARD	0211.6233		BATTERIES EQUIP
		29.99	AMZN MKTP		100127	DEC 19 COMDATA PCARD	0211.6237		CRIME SCENE KIT MATEI
		7.98	AMZN MKTP		100127	DEC 19 COMDATA PCARD	0211.6275		OTHER EQUIPMENT PAR
		13.95	AMZN MKTP		100127	DEC 19 COMDATA PCARD	0211.6275		OTHER EQUIPMENT PAR
		18.02	AMZN MKTP		100127	DEC 19 COMDATA PCARD	0211.6207		TRAINING SUPPLIES
		8.99	AMZN MKTP		100127	DEC 19 COMDATA PCARD	0211.6275		OTHER EQUIPMENT PAR
		7.10	AMZN MKTP		100127	DEC 19 COMDATA PCARD	0211.6275		OTHER EQUIPMENT PAR
		8.99	AMZN MKTP		100127	DEC 19 COMDATA PCARD	0211.6275		OTHER EQUIPMENT PAR
		140.30	AMZN MKTP		100127	DEC 19 COMDATA PCARD	0211.6233		BATTERIES EQUIP
		13.99	AMZN MKTP		100127	DEC 19 COMDATA PCARD	0211.6275		OTHER EQUIPMENT PAR
		7.99	AMZN MKTP		100127	DEC 19 COMDATA PCARD	0280.6281		SMALL TOOLS & MINOR E
		9.58	AMZN MKTP		100127	DEC 19 COMDATA PCARD	0211.6275		OTHER EQUIPMENT PAR
		13.98	AMZN MKTP		100127	DEC 19 COMDATA PCARD	0211.6275		OTHER EQUIPMENT PAR
		14.99	AMZN MKTP		100127	DEC 19 COMDATA PCARD	0211.6275		OTHER EQUIPMENT PAR
		8.99	AMZN MKTP		100127	DEC 19 COMDATA PCARD	0211.6208		MISCELLANEOUS OFFICI
		13.95	AMZN MKTP		100127	DEC 19 COMDATA PCARD	0211.6275		OTHER EQUIPMENT PAR
		11.99	AMZN MKTP		100127	DEC 19 COMDATA PCARD	0211.6275		OTHER EQUIPMENT PAR
		13.95	AMZN MKTP		100127	DEC 19 COMDATA PCARD	0211.6275		OTHER EQUIPMENT PAR
		9.95	AMZN MKTP		100127	DEC 19 COMDATA PCARD	0211.6275		OTHER EQUIPMENT PAR
		11.99	AMZN MKTP		100127	DEC 19 COMDATA PCARD	0211.6275		OTHER EQUIPMENT PAR
		11.99	AMZN MKTP		100127	DEC 19 COMDATA PCARD	0211.6275		OTHER EQUIPMENT PAR
		12.58	AMZN MKTP		100127	DEC 19 COMDATA PCARD	0211.6275		OTHER EQUIPMENT PAR

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99011420	1/14/2020		108768 COMDATA NETWORK INC						Continued.
		120.00-	COSTCO MEMBERSHIP FEE		100127	DEC 19 COMDATA PCARD	0211.6451		MEMBERSHIP DUES
		139.95	GRAMMARLY COWWTKWMH		100127	DEC 19 COMDATA PCARD	9101.1550		PREPAID EXPENSE
		86.60	TLO TRANSUNION		100127	DEC 19 COMDATA PCARD	0211.6315		MISCELLANEOUS PROFE
		31.66	LITTLE DUKES RAMSEY		100127	DEC 19 COMDATA PCARD	0194.6225		DIESEL FUEL
		24.75	LITTLE DUKES RAMSEY		100127	DEC 19 COMDATA PCARD	0194.6225		DIESEL FUEL
		449.00	LOWES		100127	DEC 19 COMDATA PCARD	0194.6281		SMALL TOOLS & MINOR E
		9.98	LOWES		100127	DEC 19 COMDATA PCARD	0194.6281		SMALL TOOLS & MINOR E
		18.98	LOWES		100127	DEC 19 COMDATA PCARD	0194.6281		SMALL TOOLS & MINOR E
		12.99	AMZN MKTP		100127	DEC 19 COMDATA PCARD	0211.6249		MISCELLANEOUS OPERA
		695.00	FBI LEEDA INC		100127	DEC 19 COMDATA PCARD	9101.1550		PREPAID EXPENSE
		639.96	NEWEGG B2B INC		100127	DEC 19 COMDATA PCARD	0192.6281		SMALL TOOLS & MINOR E
		99.98	NEWEGG B2B INC		100127	DEC 19 COMDATA PCARD	0192.6281		SMALL TOOLS & MINOR E
		129.98	NEWEGG B2B INC		100127	DEC 19 COMDATA PCARD	0192.6281		SMALL TOOLS & MINOR E
		19.96	NEWEGG B2B INC		100127	DEC 19 COMDATA PCARD	0192.6281		SMALL TOOLS & MINOR E
		49.98	NEWEGG B2B INC		100127	DEC 19 COMDATA PCARD	0192.6281		SMALL TOOLS & MINOR E
		2.99	NEWEGG B2B INC		100127	DEC 19 COMDATA PCARD	0192.6281		SMALL TOOLS & MINOR E
		34.94	FEDEX OFFICE		100127	DEC 19 COMDATA PCARD	0191.6352		GENERAL NOTICE & PUB
		11.04	FREECONFERENCECALL.COM		100127	DEC 19 COMDATA PCARD	0191.6315		MISCELLANEOUS PROFE
		67.48	CBI*ACRONIS		100127	DEC 19 COMDATA PCARD	0211.6413		OFFICE EQUIPMENT REN
		155.28	AMZN MKTP		100127	DEC 19 COMDATA PCARD	0220.6281		SMALL TOOLS & MINOR E
		34.45	COBORN'S SUPERSTORE		100127	DEC 19 COMDATA PCARD	0220.6249		MISCELLANEOUS OPERA
		650.00	U OF M CONTLEARNING		100127	DEC 19 COMDATA PCARD	9101.1550		PREPAID EXPENSE
		1,512.16	ZIEGLER ST CLOUD PARTS		100127	DEC 19 COMDATA PCARD	0312.6257		OTHER VEHICLE PARTS
		246.15	AMZN MKTP		100127	DEC 19 COMDATA PCARD	0220.6471		BOOKS & PAMPHLETS
		399.00	AMZN MKTP		100127	DEC 19 COMDATA PCARD	0220.6249		MISCELLANEOUS OPERA
		75.00	ULINE *SHIP SUPPLIES		100127	DEC 19 COMDATA PCARD	0220.6231		UNIFORMS & TURN-OUT
		96.00	ULINE *SHIP SUPPLIES		100127	DEC 19 COMDATA PCARD	0220.6231		UNIFORMS & TURN-OUT

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99011420	1/14/2020		108768 COMDATA NETWORK INC						<b>Continued.</b>
		11.29	ULINE *SHIP SUPPLIES		100127	DEC 19 COMDATA PCARD	0220.6231		UNIFORMS & TURN-OUT
		131.41	AMAZON.COM		100127	DEC 19 COMDATA PCARD	0301.6281		SMALL TOOLS & MINOR E
		39.00	AMZN MKTP		100127	DEC 19 COMDATA PCARD	0301.6281		SMALL TOOLS & MINOR E
		14.99	AMZN MKTP		100127	DEC 19 COMDATA PCARD	0130.6208		MISCELLANEOUS OFFICI
		14.99	AMZN MKTP		100127	DEC 19 COMDATA PCARD	0301.6281		SMALL TOOLS & MINOR E
		9.99	COBORN'S SUPERSTORE		100127	DEC 19 COMDATA PCARD	0111.6249		MISCELLANEOUS OPERA/
		83.48	DOORDASH*RIVERSBEND BA		100127	DEC 19 COMDATA PCARD	0111.6249		MISCELLANEOUS OPERA/
		320.00	INT'L CODE COUNCIL INC		100127	DEC 19 COMDATA PCARD	9101.1550		PREPAID EXPENSE
		480.00	INT'L CODE COUNCIL INC		100127	DEC 19 COMDATA PCARD	9101.1550		PREPAID EXPENSE
		270.00	U OF M CONTLEARNING		100127	DEC 19 COMDATA PCARD	9101.1550		PREPAID EXPENSE
		6.46	COBORN'S SUPERSTORE		100127	DEC 19 COMDATA PCARD	0111.6249		MISCELLANEOUS OPERA/
		13.52	AMAZON.COM		100127	DEC 19 COMDATA PCARD	0211.6208		MISCELLANEOUS OFFICI
		23.73	AMZN MKTP		100127	DEC 19 COMDATA PCARD	0211.6208		MISCELLANEOUS OFFICI
		19.63	AMZN MKTP		100127	DEC 19 COMDATA PCARD	0211.6233		BATTERIES EQUIP
		19.64	AMZN MKTP		100127	DEC 19 COMDATA PCARD	0211.6233		BATTERIES EQUIP
		13.99	AMZN MKTP		100127	DEC 19 COMDATA PCARD	0211.6208		MISCELLANEOUS OFFICI
		81.83	AMERICAN PUBLIC WORKS		100127	DEC 19 COMDATA PCARD	0301.6471		BOOKS & PAMPHLETS
		412.00	HOMEDEPOT.COM		100127	DEC 19 COMDATA PCARD	0301.6249		MISCELLANEOUS OPERA/
		18.98	LOWES		100127	DEC 19 COMDATA PCARD	0301.6281		SMALL TOOLS & MINOR E
		13.47	LOWES		100127	DEC 19 COMDATA PCARD	0301.6281		SMALL TOOLS & MINOR E
		2.31	LOWES		100127	DEC 19 COMDATA PCARD	0301.6281		SMALL TOOLS & MINOR E
		2.31-	LOWES		100127	DEC 19 COMDATA PCARD	0301.6281		SMALL TOOLS & MINOR E
		240.00	MNSPE		100127	DEC 19 COMDATA PCARD	9101.1550		PREPAID EXPENSE
		299.00	NATIONAL SOCIETY OF PR		100127	DEC 19 COMDATA PCARD	9101.1550		PREPAID EXPENSE
		315.00	U OF M CONTLEARNING		100127	DEC 19 COMDATA PCARD	9101.1550		PREPAID EXPENSE
		315.00	U OF M CONTLEARNING		100127	DEC 19 COMDATA PCARD	9101.1550		PREPAID EXPENSE
		60.00	U OF M CONTLEARNING		100127	DEC 19 COMDATA PCARD	9101.1550		PREPAID EXPENSE

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99011420	1/14/2020		108768 COMDATA NETWORK INC						<b>Continued.</b>
		277.90	W.S. DARLEY & CO		100127	DEC 19 COMDATA PCARD	0301.6249		MISCELLANEOUS OPERA
		35.56	AMZN MKTP		100127	DEC 19 COMDATA PCARD	0237.6249		MISCELLANEOUS OPERA
		24.99	AMZN MKTP		100127	DEC 19 COMDATA PCARD	0237.6249		MISCELLANEOUS OPERA
		12.99	AMZN MKTP		100127	DEC 19 COMDATA PCARD	0237.6249		MISCELLANEOUS OPERA
		5.90	AMZN MKTP		100127	DEC 19 COMDATA PCARD	0237.6249		MISCELLANEOUS OPERA
		11.42	AMZN MKTP		100127	DEC 19 COMDATA PCARD	0237.6249		MISCELLANEOUS OPERA
		6.56	AMZN MKTP		100127	DEC 19 COMDATA PCARD	0237.6249		MISCELLANEOUS OPERA
		13.06	AMZN MKTP		100127	DEC 19 COMDATA PCARD	0237.6249		MISCELLANEOUS OPERA
		1.78	AMZN MKTP		100127	DEC 19 COMDATA PCARD	0237.6249		MISCELLANEOUS OPERA
		16.99	AMZN MKTP		100127	DEC 19 COMDATA PCARD	0237.6249		MISCELLANEOUS OPERA
		50.00	MN DVS ANOKA 038 729		100127	DEC 19 COMDATA PCARD	0243.6249		MISCELLANEOUS OPERA
		50.00	MN DVS ANOKA 038 729		100127	DEC 19 COMDATA PCARD	0243.6249		MISCELLANEOUS OPERA
		1.25	MN DVS ANOKA 038 729 F		100127	DEC 19 COMDATA PCARD	0243.6249		MISCELLANEOUS OPERA
		1.25	MN DVS ANOKA 038 729 F		100127	DEC 19 COMDATA PCARD	0243.6249		MISCELLANEOUS OPERA
		7.20	OFFICEMAX/DEPOT		100127	DEC 19 COMDATA PCARD	9601.6208		MISCELLANEOUS OFFICI
		.44	OFFICEMAX/DEPOT		100127	DEC 19 COMDATA PCARD	9601.6208		MISCELLANEOUS OFFICI
		34.59	OFFICEMAX/DEPOT		100127	DEC 19 COMDATA PCARD	9601.6208		MISCELLANEOUS OFFICI
		170.00	TEXAS AWWA		100127	DEC 19 COMDATA PCARD	9601.6335		TRAINING
		30.64	BILL'S SUPERETTE		100128	DEC 19 COMDATA FUEL	0220.6225		DIESEL FUEL
		30.33	BILL'S SUPERETTE		100128	DEC 19 COMDATA FUEL	0220.6223		GASOLINE
		75.12	BILL'S SUPERETTE		100128	DEC 19 COMDATA FUEL	0220.6223		GASOLINE
		36.12	BILL'S SUPERETTE		100128	DEC 19 COMDATA FUEL	0220.6223		GASOLINE
		28.14	BILL'S SUPERETTE		100128	DEC 19 COMDATA FUEL	0220.6223		GASOLINE
		34.66	BILL'S SUPERETTE		100128	DEC 19 COMDATA FUEL	0220.6223		GASOLINE
		60.02	BILL'S SUPERETTE		100128	DEC 19 COMDATA FUEL	0301.6223		GASOLINE
		70.60	BILL'S SUPERETTE		100128	DEC 19 COMDATA FUEL	0220.6223		GASOLINE
		25.18	BILL'S SUPERETTE		100128	DEC 19 COMDATA FUEL	0220.6223		GASOLINE

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99011420	1/14/2020		108768 COMDATA NETWORK INC						Continued.
		22.56	BILL'S SUPERETTE		100128	DEC 19 COMDATA FUEL	0220.6223		GASOLINE
		24.82	BILL'S SUPERETTE		100128	DEC 19 COMDATA FUEL	0220.6223		GASOLINE
		22.55	BILL'S SUPERETTE		100128	DEC 19 COMDATA FUEL	0220.6223		GASOLINE
		14.08	BILL'S SUPERETTE		100128	DEC 19 COMDATA FUEL	0220.6223		GASOLINE
		47.70	BILL'S SUPERETTE		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		8.88	BILL'S SUPERETTE		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		24.65	BILL'S SUPERETTE		100128	DEC 19 COMDATA FUEL	0240.6223		GASOLINE
		47.52	BILL'S SUPERETTE		100128	DEC 19 COMDATA FUEL	0301.6223		GASOLINE
		52.21	BILL'S SUPERETTE		100128	DEC 19 COMDATA FUEL	0220.6225		DIESEL FUEL
		48.38	BILL'S SUPERETTE		100128	DEC 19 COMDATA FUEL	0220.6225		DIESEL FUEL
		33.87	BILL'S SUPERETTE		100128	DEC 19 COMDATA FUEL	0220.6223		GASOLINE
		33.53	BILL'S SUPERETTE		100128	DEC 19 COMDATA FUEL	0220.6225		DIESEL FUEL
		27.31	BILL'S SUPERETTE		100128	DEC 19 COMDATA FUEL	0220.6223		GASOLINE
		26.60	BILL'S SUPERETTE		100128	DEC 19 COMDATA FUEL	0220.6223		GASOLINE
		23.00	BILL'S SUPERETTE		100128	DEC 19 COMDATA FUEL	0220.6223		GASOLINE
		23.10	BILL'S SUPERETTE		100128	DEC 19 COMDATA FUEL	0220.6223		GASOLINE
		40.57	BILL'S SUPERETTE		100128	DEC 19 COMDATA FUEL	0220.6223		GASOLINE
		25.81	BILL'S SUPERETTE		100128	DEC 19 COMDATA FUEL	0452.6223		GASOLINE
		39.47	BILL'S SUPERETTE		100128	DEC 19 COMDATA FUEL	0452.6223		GASOLINE
		15.63	BILL'S SUPERETTE		100128	DEC 19 COMDATA FUEL	0452.6223		GASOLINE
		63.61	BILL'S SUPERETTE		100128	DEC 19 COMDATA FUEL	0452.6223		GASOLINE
		69.62	BILL'S SUPERETTE		100128	DEC 19 COMDATA FUEL	0452.6223		GASOLINE
		27.63	CASEYS GEN STORE		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		50.23	CASEYS GEN STORE		100128	DEC 19 COMDATA FUEL	0452.6223		GASOLINE
		33.01	CASEYS GEN STORE		100128	DEC 19 COMDATA FUEL	0452.6223		GASOLINE
		15.58	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		8.15	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE

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99011420	1/14/2020		108768 COMDATA NETWORK INC						Continued.
		22.70	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		35.07	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		18.15	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		54.74	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0452.6223		GASOLINE
		61.22	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0452.6223		GASOLINE
		34.97	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0311.6223		GASOLINE
		40.88	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		17.72	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		23.09	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		32.11	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		44.41	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		36.32	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		33.28	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		34.06	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		26.94	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		17.68	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		18.21	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		18.04	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		15.77	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		23.86	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0220.6223		GASOLINE
		42.76	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		17.52	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		50.79	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		21.67	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		31.40	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		26.58	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		23.27	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE

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99011420	1/14/2020		108768 COMDATA NETWORK INC						Continued.
		29.54	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		46.04	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		34.11	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		46.72	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		40.18	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		29.66	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		19.89	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		23.79	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		24.93	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		15.45	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		20.97	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		41.65	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0301.6223		GASOLINE
		41.12	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0301.6223		GASOLINE
		30.44	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0240.6223		GASOLINE
		17.28	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0220.6223		GASOLINE
		52.11	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0452.6223		GASOLINE
		41.27	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0452.6223		GASOLINE
		45.42	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0452.6223		GASOLINE
		53.40	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0452.6223		GASOLINE
		53.12	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0452.6223		GASOLINE
		44.65	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0452.6223		GASOLINE
		69.16	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0452.6223		GASOLINE
		21.42	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0452.6223		GASOLINE
		69.34	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0452.6223		GASOLINE
		70.00	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0452.6223		GASOLINE
		31.22	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0452.6223		GASOLINE
		28.78	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0452.6223		GASOLINE

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99011420	1/14/2020		108768 COMDATA NETWORK INC						Continued.
		1.23	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0311.6223		GASOLINE
		45.91	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0311.6223		GASOLINE
		54.36	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0311.6223		GASOLINE
		38.90	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0311.6223		GASOLINE
		39.52	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0311.6223		GASOLINE
		49.89	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0311.6223		GASOLINE
		67.39	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0452.6223		GASOLINE
		60.64	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0452.6223		GASOLINE
		47.97	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0452.6223		GASOLINE
		27.80	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		28.33	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		31.49	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		27.32	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		27.54	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		25.48	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		17.57	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		21.53	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		15.04	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		19.57	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		55.00	HOLIDAY STATIONS		100128	DEC 19 COMDATA FUEL	0311.6223		GASOLINE
		25.30	HOLIDAY STATIONS		100128	DEC 19 COMDATA FUEL	0240.6223		GASOLINE
		41.06	HOLIDAY STATIONS		100128	DEC 19 COMDATA FUEL	0220.6223		GASOLINE
		37.35	HOLIDAY STATIONS		100128	DEC 19 COMDATA FUEL	0220.6223		GASOLINE
		58.37	HOLIDAY STATIONS		100128	DEC 19 COMDATA FUEL	0452.6223		GASOLINE
		29.88	HOLIDAY STATIONS		100128	DEC 19 COMDATA FUEL	0311.6223		GASOLINE
		40.82	HOLIDAY STATIONS		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		40.18	HOLIDAY STATIONS		100128	DEC 19 COMDATA FUEL	0452.6223		GASOLINE

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99011420	1/14/2020		108768 COMDATA NETWORK INC						Continued.
		21.25	HOLIDAY STATIONS		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		20.00	HOLIDAY STATIONS		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		50.34	HOLIDAY STATIONS		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		17.32	HOLIDAY STATIONS		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		14.38	HOLIDAY STATIONS		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		32.16	HOLIDAY STATIONS		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		35.00	HOLIDAY STATIONS		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		27.57	HOLIDAY STATIONS		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		31.18	HOLIDAY STATIONS		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		32.00	HOLIDAY STATIONS		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		33.34	HOLIDAY STATIONS		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		32.19	HOLIDAY STATIONS		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		28.80	HOLIDAY STATIONS		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		18.61	HOLIDAY STATIONS		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		11.25	HOLIDAY STATIONS		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		24.25	HOLIDAY STATIONS		100128	DEC 19 COMDATA FUEL	0240.6223		GASOLINE
		22.80	HOLIDAY STATIONS		100128	DEC 19 COMDATA FUEL	0240.6223		GASOLINE
		39.15	HOLIDAY STATIONS		100128	DEC 19 COMDATA FUEL	0452.6223		GASOLINE
		60.51	HOLIDAY STATIONS		100128	DEC 19 COMDATA FUEL	0452.6223		GASOLINE
		14.40	HOLIDAY STATIONS		100128	DEC 19 COMDATA FUEL	0452.6223		GASOLINE
		31.75	HOLIDAY STATIONS		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		43.38	KWIK TRIP		100128	DEC 19 COMDATA FUEL	0311.6223		GASOLINE
		39.51	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0194.6223		GASOLINE
		41.89	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0220.6223		GASOLINE
		9.53	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0220.6223		GASOLINE
		14.67	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		20.50	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE

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99011420	1/14/2020		108768 COMDATA NETWORK INC						Continued.
		30.66	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		39.24	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		22.49	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		19.24	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		25.08	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0220.6223		GASOLINE
		31.05	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		26.13	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		51.96	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0220.6225		DIESEL FUEL
		46.81	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		14.24	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		43.50	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		23.58	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		30.99	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		35.97	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		21.73	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		35.08	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		28.62	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		22.27	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		15.43	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		19.49	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		33.28	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		33.35	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		36.43	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		38.31	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		22.18	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		26.54	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		24.74	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE

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99011420	1/14/2020		108768 COMDATA NETWORK INC						Continued.
		11.45	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		14.82	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		23.78	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		16.36	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		18.20	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		23.30	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		29.92	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		28.96	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		13.68	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		18.82	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		28.38	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		19.40	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		29.11	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		19.38	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		21.53	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		13.27	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		27.35	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		19.37	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		14.91	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		23.83	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		30.06	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		26.54	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		33.34	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		33.16	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		21.80	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		29.00	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		30.60	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE

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99011420	1/14/2020		108768 COMDATA NETWORK INC						Continued.
		24.39	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		18.57	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		30.59	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		39.54	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		17.06	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		32.20	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		47.97	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		24.89	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		29.36	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		25.62	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		30.44	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		18.66	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		17.70	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		19.81	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		30.87	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		30.31	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		32.54	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		19.40	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		34.55	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0194.6223		GASOLINE
		44.46	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0194.6223		GASOLINE
		53.82	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0194.6223		GASOLINE
		29.67	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0240.6223		GASOLINE
		29.63	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0240.6223		GASOLINE
		26.38	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0220.6223		GASOLINE
		32.49	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0220.6223		GASOLINE
		45.85	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0220.6223		GASOLINE
		45.18	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0220.6223		GASOLINE

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99011420	1/14/2020		108768 COMDATA NETWORK INC						Continued.
		42.02	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0220.6223		GASOLINE
		47.39	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0452.6223		GASOLINE
		67.39	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0311.6223		GASOLINE
		96.71	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0311.6223		GASOLINE
		50.64	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0311.6223		GASOLINE
		50.94	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0311.6223		GASOLINE
		48.06	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0311.6223		GASOLINE
		31.94	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0311.6223		GASOLINE
		30.21	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0311.6223		GASOLINE
		31.14	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0311.6223		GASOLINE
		34.07	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0311.6223		GASOLINE
		30.21	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		23.42	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		25.36	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		28.40	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		28.24	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		18.15	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		18.26	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		53.40	SPEEDWAY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		51.25	SPEEDWAY		100128	DEC 19 COMDATA FUEL	0211.6223		GASOLINE
		30.40	SPEEDWAY		100128	DEC 19 COMDATA FUEL	0194.6223		GASOLINE
		17.36	SPEEDWAY		100128	DEC 19 COMDATA FUEL	0220.6223		GASOLINE
		38.47	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	9601.6223		GASOLINE
		63.79	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	9601.6223		GASOLINE
		58.70	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	9601.6223		GASOLINE
		23.19	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	9601.6223		GASOLINE
		41.18	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	9601.6223		GASOLINE

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

1/9/2020 -- 12/31/2020

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
99011420	1/14/2020		<b>108768 COMDATA NETWORK INC</b>						<b>Continued.</b>
		30.25	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	9601.6223		GASOLINE
		45.82	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	9601.6223		GASOLINE
		54.38	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	9601.6223		GASOLINE
		35.79	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	9601.6223		GASOLINE
		49.75	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	9602.6223		GASOLINE
		65.75	CASEYS RAMSEY		100128	DEC 19 COMDATA FUEL	9602.6223		GASOLINE
		69.91	HOLIDAY STATIONS		100128	DEC 19 COMDATA FUEL	9602.6223		GASOLINE
		71.42	LITTLE DUKES RAMSEY		100128	DEC 19 COMDATA FUEL	9602.6223		GASOLINE
		<u>18,793.00</u>							
99011720	1/17/2020		<b>100219 HOME DEPOT COMMERCIAL ACCT PROGRAM</b>						
		299.35	DEC 19 PURCHASE		100204	122719	0452.6249		MISCELLANEOUS OPER/
		<u>299.35</u>							
99168263	1/10/2020		<b>114790 GREAT WEST LIFE AND ANNUITY INS CO</b>						
		8,946.01			100116	01092014241712	9101.2175		DEFERRED COMPENSAT
		<u>8,946.01</u>							
99264732	1/10/2020		<b>100223 ICMA RETIREMENT TRUST 457</b>						
		2,166.61			100113	0109201424171	9101.2175		DEFERRED COMPENSAT
		<u>2,166.61</u>							
99427499	1/10/2020		<b>114790 GREAT WEST LIFE AND ANNUITY INS CO</b>						
		19,550.71			100117	01092014241713	9101.2176		LIFE/HEALTH-EMPLOYEE
		<u>19,550.71</u>							
		<u><u>287,951.60</u></u>	Grand Total						
							<u>Payment Instrument Totals</u>		
							Checks		106,052.17
							EFT Payments		170,281.04
							A/P ACH Payment		<u>11,618.39</u>
							Total Payments		287,951.60

CITY OF RAMSEY  
Create Payment Control Groups

Payment Group Control Number 2983  
 Bank Account 999.1010 CASH IN BANK 00002224  
 Version LOGIS004V  
 Originator JLIPSKI  
 Payment Instrument Check Payment  
 Pay Through Date 12/31/2020

Payee	Stub	Document	Due	Invoice	Payment				
Number	Name / Mailing Address	Message	Ty	Number	Item	Co	Date	Number	Amount
115549	3SI SECURITY SYSTEMS INC	CONTRACT RENEWAL 2020	PV	100264	001	09101	12/30/2019	INV780376	432.00
	3SI SECURITY SYSTEMS INC 101 LINDENWOOD DR SUITE 200 MALVERN PA 19355							Summary Total	432.00
								Payment Amount	432.00
107442	ALLDATA	REPAIR SOFTWARE RENEW 2020	PV	100129	001	09101	1/9/2020	549392-2020	1,500.00
	ALLDATA P O BOX 848379 DALLAS TX 75284-8379							Summary Total	1,500.00
								Payment Amount	1,500.00
117387	AMERICAN TRADEMARK INC	COMMANDER PASSPORTS	PV	100133	001	09101	1/3/2020	00002340	357.65
	AMERICAN TRADEMARK INC P O BOX 35 2 BOHNERT PLACE WALDWICK NJ 07463-0035							Summary Total	357.65
								Payment Amount	357.65
100036	ANOKA COUNTY CHIEFS OF POLICE ASSN	20 RENEW T. FRANKFURTH	PV	100130	001	09101	1/8/2020	010820	165.55
	ANOKA COUNTY CHIEFS OF POLICE ASSN ATTN: KELLY HAIGH (ACSO)	20 RENEW CHIEF J. KATERS	PV	100131	001	09101	1/8/2020	010820A	165.55
	ANOKA COUNTY SHERIFF OFFICE 13301 HANSON BLVD NW ANDOVER MN 55304	20 RENEW B. BLUML	PV	100132	001	09101	1/8/2020	010820B	165.55
								Summary Total	165.55
								Payment Amount	496.65
111377	ANOKA MUNICIPAL UTILITY	CTY RD 116/HWY 47 SIGNAL	PV	100290	001	09101	1/10/2020	22-613120-01 DEC 19	111.05
	ANOKA MUNICIPAL UTILITY CITY HALL	14034 DYSPOSIUM ST LT	PV	100292	001	09603	1/10/2020	22-610280-00 DEC 19	58.31
	2015 FIRST AVENUE NO ANOKA MN 55303	BUNKER LK	PV	100296	001	09101	1/10/2020	22-612000-01 DEC	36.57
								Summary Total	111.05
								Summary Total	58.31
								Summary Total	58.31

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CITY OF RAMSEY  
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Payee	Stub	Document	Due	Invoice	Payment				
Number	Name / Mailing Address	Ty	Number	Item	Co	Date	Number	Amount	
	BLVD/DYSPOSIUM SIGNA						19		
				Summary Total				36.57	
				Payment Amount				205.93	
100063	ASPEN MILLS	CHIEF KOHNER- COLLAR BUGLES	PV	100235	001	09101	1/9/2020	250370	9.85
	ASPEN MILLS 8201 C CENTRAL AVE NE SPRING LAKE PARK MN 55432			Summary Total					9.85
				Payment Amount					9.85
106953	ATOM	2020 MEMBERSHIP PD	PV	100134	001	09101	1/1/2020	010120	250.00
	ATOM PO BOX 26274 MINNEAPOLIS MN 55426			Summary Total					250.00
				Payment Amount					250.00
116015	AXON ENTERPRISE INC	CARTRIDGES	PV	100135	001	09101	1/7/2020	SI-1633031	1,350.00
	AXON ENTERPRISE INC 17800 NORTH 85TH STREET SCOTTSDALE AZ 85255			Summary Total					1,350.00
				Payment Amount					1,350.00
108513	BLAINE LOCK AND SAFE INC	MISC LOCK WORK	PV	100236	001	09101	1/8/2020	23490	642.25
	BLAINE LOCK AND SAFE INC 10136 SUNSET AVENUE BLAINE MN 55014			Summary Total					642.25
				Payment Amount					642.25
117390	BLUE TO GOLD LLC	CLASS 2020-05-05 S. SCHLENDER	PV	100237	001	09101	1/7/2020	CEN-IGS0006	298.00
	BLUE TO GOLD LLC 1818 WEST FRANCIS AVENUE #101 SPOKANE WA 99205			Summary Total					298.00
				Payment Amount					298.00
100306	BUREAU OF CRIMINAL	CJDN OCT-DEC 19	PV	100280	001	09101	12/31/2019	00000584505	390.00



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Payee	Stub	Document	Due	Invoice	Payment					
Number	Name / Mailing Address	Message	Ty	Number	Item	Co	Date	Number	Amount	
Payment Amount									2,556.75	
100167	CORNERSTONE FORD	WORK ON 692	PV	100138	001	09101	1/2/2020	16280184/3	364.85	
	CORNERSTONE FORD	WORK ON 692	PV	100138	002	09101	1/2/2020	16280184/3	182.61	
	17219 HIGHWAY 10 NW		Summary Total							547.46
	PO BOX 304		Payment Amount							547.46
	ELK RIVER MN 55330									
111818	DEANO'S COLLISION	WORK ON 384	PV	100140	001	09101	1/8/2020	55036	166.25	
	SPECIALISTS INC	WORK ON 384	PV	100140	002	09101	1/8/2020	55036	445.80	
	DEANO'S COLLISION		Summary Total							612.05
	SPECIALISTS INC		Payment Amount							612.05
	11063 173RD AVENUE									
	ELK RIVER MN 55330									
117344	DINGES FIRE COMPANY	DIGITAL FIRE	PV	100141	001	09101	1/10/2020	06391	265.00	
		SIMULATION	Summary Total							265.00
	DINGES FIRE COMPANY		Payment Amount							265.00
	243 E. MAIN STREET									
	AMBOY IL 61310									
106624	EHLERS AND ASSOCIATES, INC	PAYGO CALCULATIONS	PV	100278	001	09214	12/31/2019	82632	240.00	
			Summary Total							240.00
	EHLERS & ASSOCIATES, INC		Payment Amount							240.00
	3060 CENTRE POINTE DRIVE									
	ROSEVILLE MN 55113-1105									
100163	ELECTRIC SIGN AND LIGHTING INC	REPAIR LIGHTS-FIRE/CITY HALL	PV	100279	001	09101	12/31/2019	21017	634.26	
			Summary Total							634.26
	ELECTRIC SIGN AND LIGHTING INC		Payment Amount							634.26
	11328 ZANE AVENUE NORTH									
	CHAMPLIN MN 55316-3462									
100169	EMERGENCY APPARATUS	REPAIR 500	PV	100209	001	09101	12/30/2019	106260	487.48	

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 Pay Through Date 12/31/2020

Number	Payee Name / Mailing Address	Stub Message	Document Ty	Number	Item	Co	Due Date	Invoice Number	Payment Amount	
MAINTENANCE INC										
	EMERGENCY APPARATUS MAINTENANCE INC		Summary Total							487.48
	7512 4TH AVENUE	REPAIR ON 560	PV	100210	001	09101	12/30/2019	108894	2,093.61	
	LINO LAKES MN 55014		Summary Total							2,093.61
		REPAIR ON 556	PV	100211	001	09101	12/31/2019	109623	4,142.19	
			Summary Total							4,142.19
			Payment Amount							6,723.28
100143	FERGUSON WATERWORKS # 2516	WATER METER MISC	PV	100146	001	09601	1/13/2020	0349306	221.56	
	FERGUSON WATERWORKS 2516		Summary Total							221.56
	P O BOX 802817	WATER METER MISC	PV	100147	001	09601	1/9/2020	0349273	214.97	
	CHICAGO IL 60680-2817		Summary Total							214.97
			Payment Amount							436.53
110388	FRATTALLONE'S ACE HARDWARE STORES	BRUSHES/ PAINT THINNER	PV	100282	001	09601	1/17/2020	037890/J	32.56	
	FRATTALLONE'S ACE HARDWARE STORES		Summary Total							32.56
	1203 COUNTY ROAD E WEST		Payment Amount							32.56
	ARDEN HILLS MN 55112-3738									
117407	FREEDOM CHEVROLET BY ED MORSE	2020 CHEV TAHOE-FIRE CHIEF	PV	100310	001	09702	1/16/2020	011620	40,000.00	
	FREEDOM CHEVROLET BY ED MORSE		Summary Total							40,000.00
	8008 MARVIN D LOVE FREEWAY		Payment Amount							40,000.00
	DALLAS TX 75237									
112564	GROUP HEALTH INC WORKSITE	DEC 19 EAP SERVICES	PV	100213	001	09101	12/19/2019	W816744	92.00	
	GROUP HEALTH INC WORKSITE		Summary Total							92.00
	MAIL STOP # 21109A		Payment Amount							92.00
	P O BOX 1309									
	MINNEAPOLIS MN 55440-1309									
116743	GWORCS	MAINT/TECH SUPPORT	PV	100245	001	09101	12/1/2019	2019-10262	420.00	

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CITY OF RAMSEY  
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 Pay Through Date 12/31/2020

Payee	Stub	Document	Due	Invoice	Payment
Number	Name / Mailing Address	Ty Number Itm Co	Date	Number	Amount
	2020				
	GWORKS				420.00
	3905 S. 148TH STREET SUITE 200				
	OMAHA NE 68144				
		Summary Total			420.00
		Payment Amount			420.00
102946	ICMA	PV 100148 001 09101	1/14/2020	011420	1,330.00
	ICMA				
	PO BOX 79403				
	BALTIMORE MD 21279-0403				
		Summary Total			1,330.00
		Payment Amount			1,330.00
100256	LANO EQUIPMENT INC	PV 100150 001 09101	1/3/2020	02-726643	246.81
	PARTS FOR 671 AND 687				
		Summary Total			246.81
	LANO EQUIPMENT INC	PV 100214 001 09101	12/23/2019	02-724957	100.00
	6140 HIGHWAY 10 NW	PV 100214 002 09101	12/23/2019	02-724957	30.71
	ANOKA MN 55303				
		Summary Total			130.71
	PARTS 671/SNOW BLOWER	PV 100246 001 09101	1/9/2020	02-727462	229.74
		Summary Total			229.74
	MISC PARTS- CHAINS/MISC	PV 100247 001 09101	1/10/2020	02-727718	600.00
		Summary Total			600.00
	PIN ATT. HARNESS	PV 100305 001 09101	1/13/2020	02-728038	152.15
	PIN ATT. HARNESS	PV 100305 002 09101	1/13/2020	02-728038	152.15
		Summary Total			304.30
	BOBCAT REPAIR	PV 100306 001 09101	1/15/2020	02-728342	8.95
	BOBCAT REPAIR	PV 100306 002 09101	1/15/2020	02-728342	91.67
	BOBCAT REPAIR	PV 100306 003 09101	1/15/2020	02-728342	91.67
	BOBCAT REPAIR	PV 100306 004 09101	1/15/2020	02-728342	8.96
		Summary Total			201.25
		Payment Amount			1,712.81
100259	LEAGUE OF MN CITIES	PV 100215 001 09702	1/1/2020	1001389 DEC 19	1,170.69
	INS TRUST				
		Summary Total			1,170.69
	LEAGUE OF MN CITIES INS TRUST				
	C/O BERKLEY RISK SERVICES INC				
	P O BOX 581517				

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CITY OF RAMSEY  
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 Pay Through Date 12/31/2020

Payee	Stub	Document	Due	Invoice	Payment				
Number	Name / Mailing Address	Ty	Number	Item	Co	Date	Number	Amount	
MINNEAPOLIS MN 55458-1517								Payment Amount	1,170.69
100270	MACQUEEN EQUIPMENT INC	CUTTING EDGES	PV	100218	001	09101	12/3/2019	P23868	1,306.97
MACQUEEN EQUIPMENT INC								Summary Total	1,306.97
	1125 7TH STREET EAST	MISC PARTS	PV	100307	001	09101	1/16/2020	P24475	1,336.33
ST PAUL MN 55106								Summary Total	1,336.33
		CUTTING EDGES	PV	100308	001	09101	1/16/2020	P24479	421.00
								Summary Total	421.00
		CUTTING EDGES	PV	100309	001	09101	1/17/2020	P24497	361.92
								Summary Total	361.92
								Payment Amount	3,426.22
106570	MBPTA	MEMBERSHIP DUES 2020	PV	100159	001	09101	12/31/2019	123119	100.00
MBPTA								Summary Total	100.00
C/O JULIE HULTMAN, TREASURER									
CITY OF OAK PARK HEIGHTS									
14168 OAK PARK BLVD NORTH									
OAK PARK HEIGHTS MN 55082									
								Payment Amount	100.00
101154	MCDUFF'S EATERY AND PUB	HOLIDAY PARTY- FOOD	PV	100249	001	09101	1/15/2020	011520	1,931.56
MCDUFF'S EATERY AND PUB								Summary Total	1,931.56
16659 ST FRANCIS BLVD NW									
RAMSEY MN 55303									
								Payment Amount	1,931.56
117315	MCPHILLIPS BROS ROOFING COMPANY	REROOF HIST CITY HALL	PV	100293	001	09412	1/10/2020	27751	4,775.00
MCPHILLIPS BROS ROOFING COMPANY								Summary Total	4,775.00
2590 CENTENNIAL DRIVE									
ST PAUL MN 55109									
								Payment Amount	4,775.00
104452	METRO CHIEF FIRE OFFICERS ASSOC.	20 DUES CHIEF M. KOHNER	PV	100157	001	09101	1/13/2020	011320	100.00

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CITY OF RAMSEY  
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Number	Payee Name / Mailing Address	Stub Message	Document Ty	Number	Item	Co	Due Date	Invoice Number	Payment Amount
	METRO CHIEF FIRE OFFICER ASSOC. ATTEN ANDREW HEGER 1500 80TH STREET VICTORIA MN 55386								100.00
								Summary Total	100.00
								Payment Amount	100.00
104920	MINNESOTA HIGHWAY SAFETY RESEARCH CNTR	CLASS J. ENGLAND	PV	100251	001	09101	1/14/2020	45977	435.00
	MINNESOTA HIGHWAY SAFETY RESEARCH CNTR 720 FOURTH AVENUE SOUTH ST CLOUD MN 56301-4498							Summary Total	435.00
								Payment Amount	435.00
101032	MN CITY COUNTY MGMT ASSOCIATION	MCMA DUES- T. GLADHILL	PV	100250	001	09101	1/16/2020	011620	155.52
	MN CITY COUNTY MGMT ASSOCIATION LEAGUE OF MN CITIES 145 UNIVERSITY AVE W ST PAUL MN 55103-2044							Summary Total	155.52
								Payment Amount	155.52
100887	MSSA	20 MEMBERSHIP S. TURNER	PV	100248	001	09101	1/16/2020	011620	100.00
	MSSA ATTENTION: TIM KIEFFER 7800 GOLDEN VALLEY ROAD GOLDEN VALLEY MN 55427							Summary Total	100.00
								Payment Amount	100.00
100345	NAPAAUTO PARTS ELK RIVER	OIL FILTER 644	PV	100160	001	09101	1/6/2020	045855	35.58
	NAPAAUTO PARTS ELK RIVER 17137 YALE STREET NW	AIR-FUEL-OIL FILTERS 644	PV	100161	001	09101	1/6/2020	045800	124.48
								Summary Total	124.48
	P O BOX 1041 ELK RIVER MN 55330	CABIN AIR FILTER 644	PV	100162	001	09101	1/7/2020	045943	45.22
								Summary Total	45.22
								Payment Amount	205.28

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Payee	Stub	Document	Due	Invoice	Payment					
Number	Name / Mailing Address	Message	Ty	Number	Item	Co	Date	Number	Amount	
115167	NET TRANSCRIPTS INC	DEC 19 TRANSCRIPTIONS	PV	100221	001	09101	12/31/2019	0029565	73.15	
	NET TRANSCRIPTS INC								Summary Total	73.15
	3707 N. 7TH STREET SUITE 320								Payment Amount	73.15
	PHOENIX AZ 85014									
117381	NORTH METRO ANIMAL CARE AND CONTROL	ANIMAL CONTROL NOV 19	PV	100222	001	09101	12/12/2019	1016	75.00	
	NORTH METRO ANIMAL CARE AND CONTROL								Summary Total	75.00
	16422 HANSON BLVD NW								Payment Amount	75.00
	ANDOVER MN 55304									
100359	NORTH METRO MAYORS ASSN	ANNUAL MEMBERSHIP 2020	PV	100253	001	09101	1/9/2020	99000567	11,768.00	
	NORTH METRO MAYORS ASSN								Summary Total	11,768.00
	1000 WESTGATE DRIVE SUITE 252								Payment Amount	11,768.00
	ST PAUL MN 55114									
100360	NORTH STAR TOWING INC	TOW 692	PV	100163	001	09101	1/1/2020	70157	125.00	
	NORTH STAR TOWING INC								Summary Total	125.00
	833 NORTH STREET								Payment Amount	125.00
	ANOKA MN 55303									
116801	NRH PLUMBING INC	PLUMBING SERVICES 12/3/2019	PV	100223	001	09101	12/31/2019	8517270	1,085.00	
	NRH PLUMBING INC								Summary Total	1,085.00
	6320 HIGHWAY 10 NW								Payment Amount	1,085.00
	RAMSEY MN 55303									
100421	REGAL AWARDS AND TROPHIES	LAZER/ACRYLIC PLAQUE	PV	100256	001	09101	1/15/2020	191002	80.00	
	REGAL AWARDS AND TROPHIES								Summary Total	80.00

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Payee	Stub	Document	Due	Invoice	Payment				
Number	Name / Mailing Address	Ty	Number	Item	Co	Date	Number	Amount	
	530 WEST MAIN STREET ANOKA MN 55303							80.00	
			Payment Amount					80.00	
106617	ROTARY CLUB OF RAMSEY	K. ULRICH 1ST QTR DUES 2020	PV	100257	001	09101	1/10/2020	180	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	100294	001	09101	1/7/2020	CN10229119	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 DEC 2019	PV	100295	001	09240	1/8/2020	379900	112.73
	SHORT ELLIOT HENDRICKSON INC NW 6262 P O BOX 1450 MINNEAPOLIS MN 55485-6262							Summary Total	112.73
								Payment Amount	112.73
100454	ST CLOUD STATE UNIVERSITY	2020 CLERKS INST K. SCHMIDT	PV	100258	001	09101	1/15/2020	011520	445.00
	ST CLOUD STATE UNIVERSITY ATTENTION: ROXANN NEU BH211A 720 FOURTH AVENUE SOUTH ST CLOUD MN 56301							Summary Total	445.00
								Payment Amount	445.00
114034	STEINBRECHER COMPANIES INC	RE: CENTRAL PARK WARM HOUSE	PV	100259	001	09101	1/13/2020	14626	400.00
	STEINBRECHER COMPANIES INC 13792 247TH AVENUE ZIMMERMAN MN 55398							Summary Total	400.00
								Payment Amount	400.00

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CITY OF RAMSEY  
Create Payment Control Groups

Payment Group Control Number 2983  
 Bank Account 999.1010 CASH IN BANK 00002224  
 Version LOGIS004V  
 Originator JLIPSKI  
 Payment Instrument Check Payment  
 Pay Through Date 12/31/2020

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty Number Itm Co	Due Date	Invoice Number	Payment Amount
						400.00
114151 TASC (FEES)		DEC 2019 FSA/HRA FEES	PV 100226 001 09101	12/31/2019	IN1684519	372.00
	TASC CLIENT INVOICES P O BOX 88278 MILWAUKEE WI 53288-0001					Summary Total 372.00
						Payment Amount 372.00
117383 TOTAL TOOL SUPPLY INC		CUT OFF SAW- FD	PV 100229 001 09101	12/31/2019	01384636	2,517.00
	TOTAL TOOL SUPPLY INC 315 NORTH PIERCE STREET P O BOX 4069 ST PAUL MN 55104					Summary Total 2,517.00
						Payment Amount 2,517.00
110456 W S DARLEY AND CO		FREIGHT ON 1/3/20 PURCHASE	PV 100260 001 09101	1/3/2020	17384604	20.06
	W S DARLEY AND CO SLOT A-74 P O BOX 66973 CHICAGO IL 60666-0973					Summary Total 20.06
						Payment Amount 20.06
100529 WENDELL'S INC		S. SULLIVAN NAME STAMP	PV 100165 001 09230	1/9/2020	2450324	11.35
	WENDELL'S INC 6601 BUNKER LAKE BLVD PO BOX 458 RAMSEY MN 55303-0458					Summary Total 11.35
		SIGN- A. PROULX	PV 100287 001 09101	1/14/2020	2451815	6.45
						Summary Total 6.45
						Payment Amount 17.80
117388 WEST METRO FIRE-RESCUE		HONOR GUARD CLINIC (8)	PV 100166 001 09101	1/13/2020	011320	400.00
	WEST METRO FIRE-RESCUE ATTEN: HONOR GUARD CLINIC JOEL NELSON 4251 XYLON AVENUE NORTH					Summary Total 400.00

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CITY OF RAMSEY  
Create Payment Control Groups

Payment Group Control Number      2983  
Bank Account                      999.1010                      CASH IN BANK                      00002224  
Version                              LOGIS004V  
Originator                          JLIPSKI  
Payment Instrument                      Check Payment  
Pay Through Date                      12/31/2020

Payee	Stub	Document	Due	Invoice	Payment					
Number	Name / Mailing Address	Message	Ty	Number	Item	Co	Date	Number	Amount	
							NEW HOPE MN 55428			
								Payment Amount		400.00
								Total Amount to be Processed		162,463.93
								Total Number of Payments to be Processed		53

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CITY OF RAMSEY  
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 Bank Account 999.1010 CASH IN BANK 00002224  
 Version LOGIS004V  
 Originator JLIPSKI  
 Payment Instrument T A/P ACH Payment  
 Pay Through Date 12/31/2020

Payee	Stub	Document	Due	Invoice	Payment	
Number	Name / Mailing Address	Message	Ty Number Itm Co	Date	Number	Amount
110402	ADVANCE AUTO PARTS	DEC 19 PURCHASES	PV 100288 001 09101	12/31/2019	123119	20.20
	ADVANCE AUTO PARTS	DEC 19 PURCHASES	PV 100288 002 09101	12/31/2019	123119	445.04
	AAP FINANCIAL SERVICES		Summary Total			465.24
	P O BOX 742063		Payment Amount			465.24
	ATLANTA GA 30374-2063					
100017	AIRGAS USA, LLC	MISC GASES	PV 100289 001 09101	12/31/2019	9967073236	31.24
	AIRGAS USA LLC		Summary Total			31.24
	P O BOX 802576		Payment Amount			31.24
	CHICAGO IL 60680-2576					
117343	AMAZON CAPITAL SERVICES INC	MISC COMPUTER	PV 100233 001 09101	1/12/2020	1CKL-KJH9-FGND	807.06
	AMAZON CAPITAL SERVICES INC		Summary Total			807.06
	410 TERRY AVENUE NORTH		Payment Amount			807.06
	SEATTLE WA 98109					
107587	ANOKA COUNTY TREASURY DEPARTMENT	2019 CREDIT REPORTS	PV 100206 001 09101	1/8/2020	CR01082002	20.25
	ANOKA COUNTY TREASURY DEPARTMENT		Summary Total			20.25
	2100 THIRD AVENUE	4TH QTR 19 STATE ACCESS FEE	PV 100276 001 09101	1/16/2020	CCOM01162008	900.00
	ANOKA MN 55303		Summary Total			900.00
		20 DTF GRANT MATCH FUND	PV 100281 001 09101	1/9/2020	S200109H	5,125.00
			Summary Total			5,125.00
			Payment Amount			6,045.25
113508	APPRIZE TECHNOLOGY SOLUTIONS	JAN 20 ENOLL ADMIN FEES	PV 100234 001 09101	1/1/2020	19183	360.00
	APPRIZE TECHNOLOGY SOLUTIONS		Summary Total			360.00
	10405 6TH AVENUE NORTH SUITE 100		Payment Amount			360.00
	PLYMOUTH MN 55441					
116848	BAYCOM INC	SERVICE CALL	PV 100232 001 09101	1/10/2020	SRVCS000000025148	220.00

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 Payment Instrument T A/P ACH Payment  
 Pay Through Date 12/31/2020

Payee	Stub	Document	Due	Invoice	Payment				
Number	Name / Mailing Address	Ty	Number	Item	Co	Date	Number	Amount	
						11/19/19			
	BAYCOM INC			Summary Total				220.00	
	N16 W23217 STONE RIDGE DRIVE # 250								
	WAUKESHA WI 53188			Payment Amount				220.00	
112019	CENTRAL HYDRAULICS INC	MISC PARTS 662	PV	100239	001	09101	1/16/2020	0063539	108.76
	CENTRAL HYDRAULICS INC			Summary Total					108.76
	21877 INDUSTRIAL COURT								
	ROGERS MN 55374			Payment Amount					108.76
116197	CINTAS CORPORATION	UNIFORM CLEANING	PV	100136	001	09101	1/8/2020	4039488658	28.00
	CINTAS CORPORATION	UNIFORM CLEANING	PV	100136	002	09101	1/8/2020	4039488658	4.00
	CINTAS LOC #4K	UNIFORM CLEANING	PV	100136	003	09101	1/8/2020	4039488658	31.29
	P O BOX 650838	UNIFORM CLEANING	PV	100136	004	09101	1/8/2020	4039488658	31.29
	DALLAS TX 75265-0838			Summary Total					94.58
	UNIFORM CLEANING		PV	100297	001	09101	1/15/2020	4040094785	28.80
	UNIFORM CLEANING		PV	100297	002	09101	1/15/2020	4040094785	4.00
	UNIFORM CLEANING		PV	100297	003	09101	1/15/2020	4040094785	32.06
	UNIFORM CLEANING		PV	100297	004	09101	1/15/2020	4040094785	32.06
				Summary Total					96.92
				Payment Amount					191.50
100125	COUNTRYSIDE PRINTING INC	FIRE- POST CARDS	PV	100243	001	09101	1/9/2020	36137	38.00
	COUNTRYSIDE PRINTING			Summary Total					38.00
	6250 BUNKER LAKE BLVD NW								
	SUITE 113								
	RAMSEY MN 55303			Payment Amount					38.00
100129	CRYSTEEL TRUCK EQUIPMENT	CUTTING EDGES	PV	100139	001	09101	1/9/2020	F46180	1,457.75
	CRYSTEEL MANUFACTURING			Summary Total					1,457.75
	1130 73RD AVENUE NE								
	FRIDLEY MN 55432			Payment Amount					1,457.75

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 Payment Instrument T A/P ACH Payment  
 Pay Through Date 12/31/2020

Payee	Stub	Document	Due	Invoice	Payment				
Number	Name / Mailing Address	Message	Ty	Number	Item	Co	Date	Number	Amount
113306	DEFINITIVE TECHNOLOGY SOLUTIONS INC	CONTRACT DEC 2019	PV	100208	001	09101	12/22/2019	INV194753	615.61
	DEFINITIVE TECHNOLOGY SOLUTIONS INC 9401 JAMES AVENUE SOUTH SUITE 120 BLOOMINGTON MN 55431							Summary Total	615.61
								Payment Amount	615.61
100144	DEHN OIL COMPANY	DIESEL FUEL	PV	100303	001	09101	1/14/2020	68878	1,766.44
	DEHN OIL COMPANY 6735 141ST AVENUE NW RAMSEY MN 55303							Summary Total	1,766.44
								Payment Amount	1,766.44
100158	ECM PUBLISHERS INC	COMMISSIONS APPS.	PV	100283	001	09101	1/10/2020	752437	48.38
	ECM PUBLISHERS INC 4095 COON RAPIDS BLVD COON RAPIDS MN 55433							Summary Total	48.38
								Payment Amount	48.38
113651	ELECTRO WATCHMAN INC	SERVER PROJECT PRO LIC	PV	100142	001	09101	1/9/2020	010920SP-8080	4,408.87
	ELECTRO WATCHMAN INC ONE W WATER STREET SUITE 110 ST PAUL MN 55107							Summary Total	4,408.87
								Payment Amount	4,408.87
113991	EMERGENCY RESPONSE SOLUTIONS	MULTIGAS SENSOR KIT	PV	100143	001	09101	1/3/2020	14401	310.76
	EMERGENCY RESPONSE SOLUTIONS 4817 VIKING BLVD SUITE 102 EAST BETHEL MN 55092							Summary Total	310.76
								Payment Amount	310.76
113321	FACTORY MOTOR PARTS CO	AIR FILTER 411	PV	100144	001	09101	1/7/2020	6-1553775	5.99
	FACTORY MOTOR PARTS CO BIN 139107							Summary Total	5.99
		OIL	PV	100145	001	09101	1/7/2020	6-1553730	61.92

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 Pay Through Date 12/31/2020

Payee	Stub	Document	Due	Invoice	Payment				
Number	Name / Mailing Address	Message	Ty	Number	Item	Co	Date	Number	Amount
	P O BOX 9107				Summary Total				61.92
	MINNEAPOLIS MN	SPLASHWASH	PV	100244	001	09101	1/14/2020	6-1554318	25.92
	55480-9107				Summary Total				25.92
					Payment Amount				93.83
100200	GOPHER STATE ONE CALL	DEC 19 64 TICKETS	PV	100212	001	09601	12/31/2019	9120686	25.65
	INC								
	GOPHER STATE ONE CALL	DEC 19 64 TICKETS	PV	100212	002	09601	12/31/2019	9120686	25.65
	7223 PARKWAY DRIVE	DEC 19 64 TICKETS	PV	100212	003	09601	12/31/2019	9120686	25.65
	SUITE 210								
	HANOVER MD 21076-1317				Summary Total				76.95
					Payment Amount				76.95
100650	GRAINGER	DC POWER SOLENOID	PV	100304	001	09101	1/16/2020	9413762718	38.36
	GRAINGER INC				Summary Total				38.36
	DEPT. 806511127				Payment Amount				38.36
	PALATINE IL 60038-0001								
112475	INNOVATIVE OFFICE	OFFICE SUPPLIES	PV	100262	001	09101	1/7/2020	IN2822704	67.86
	SOLUTIONS				Summary Total				67.86
	INNOVATIVE OFFICE SOLUTIONS								
	P O BOX 860627	OFFICE SUPPLIES	PV	100284	001	09101	1/14/2020	IN2833604	27.50
	MINNEAPOLIS MN 55486-0001				Summary Total				27.50
		OFFICE SUPPLIES	PV	100285	001	09101	1/14/2020	IN2833628	23.36
		OFFICE SUPPLIES	PV	100285	002	09101	1/14/2020	IN2833628	24.28
					Summary Total				47.64
					Payment Amount				143.00
116789	KIESLER POLICE SUPPLY	1 GLOCK	PV	100149	001	09101	1/8/2020	IN124539	501.00
	INC				Summary Total				501.00
	KIESLER POLICE SUPPLY INC								
	2802 SABLE MILL ROAD	SUPER SOCK BEAN BAGS	PV	100286	001	09101	1/13/2020	IN124773	504.00
	JEFFERSONVILLE IN 47130				Summary Total				504.00
					Payment Amount				1,005.00
100266	LOGIS	JAN 20 SERVICES	PV	100151	001	09101	1/1/2020	48070	15,147.00

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 Payment Instrument T A/P ACH Payment  
 Pay Through Date 12/31/2020

Payee	Stub	Document	Due	Invoice	Payment
Number	Name / Mailing Address	Ty Number Itm Co	Date	Number	Amount
	LOCAL GOVERNMENT INFORMATION SYSTEMS ASS				15,147.00
	5750 DULUTH STREET	PV 100152 001 09101	1/1/2020	48140	15,275.00
	GOLDEN VALLEY MN 55422-4036				15,275.00
	JAN 20 NETWORK WELLNESS	PV 100153 001 09101	1/1/2020	48177	4,356.00
					4,356.00
	DEC 19 NETWORK SERVICES	PV 100216 001 09101	12/31/2019	48228	125.00
	DEC 19 NETWORK SERVICES	PV 100216 002 09101	12/31/2019	48228	3,875.00
					4,000.00
	SERVER PROJ COLD FUSION LIC	PV 100217 001 09101	12/31/2019	48258	4,836.92
					4,836.92
					43,614.92
113658 MARCO	JAN 20 SERVICE	PV 100154 001 09101	1/2/2020	INV7159673	60.00
	MARCO				60.00
	NW 7128 PO BOX 1450				
	MINNEAPOLIS MN 55485-7128				60.00
					60.00
100283 MENARDS COON RAPIDS	MISC SUPPLIES	PV 100155 001 09101	1/2/2020	18114	48.68
	MENARDS COON RAPIDS				48.68
	3045 MAIN STREET				
	COON RAPIDS MN 55433				48.68
					48.68
100284 MENARDS ELK RIVER	MISC SUPPLIES	PV 100156 001 09601	1/10/2020	2950	101.15
	MENARDS ELK RIVER				101.15
	19521 EVANS STREET NW				
	ELK RIVER MN 55330-1077				101.15
					101.15
100285 MET COUNCIL	FEB 2020 WASTE WATER	PV 100158 001 09602	1/10/2020	0001104946	71,133.24
	ENVIRONMENTAL SRV				
	MET COUNCIL ENVIRONMENTAL SRV				71,133.24
	P O BOX 856513				
	MINNEAPOLIS MN 55485-6513				71,133.24
					71,133.24

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 Payment Instrument T A/P ACH Payment  
 Pay Through Date 12/31/2020

Payee	Stub	Document	Due	Invoice	Payment				
Number	Name / Mailing Address	Message	Ty	Number	Item	Co	Date	Number	Amount
Payment Amount									71,133.24
100289	METRO SALES INC	CONTRACT OCT-DEC 19	PV	100263	001	09101	1/3/2020	INV1506914	343.72
	METRO SALES INC	CONTRACT OCT-DEC 19	PV	100263	002	09101	1/3/2020	INV1506914	1,569.42
Summary Total									1,913.14
	1620 EAST 78TH STREET	JAN-MAR 20 CONTRACT	PV	100265	001	09101	1/3/2020	INV1506914-2020	171.05
	MINNEAPOLIS MN 55423	JAN-MAR 20 CONTRACT	PV	100265	002	09101	1/3/2020	INV1506914-2020	153.95
Summary Total									325.00
Payment Amount									2,238.14
113909	MOBILE VEHICLE INTEGRATION	LED LIGHTS 407	PV	100220	001	09101	12/21/2019	1912209	449.00
Summary Total									449.00
Payment Amount									449.00
108091	MUNICIPAL CODE CORPORATION	SUPPLEMENT PAGES/UPDATE	PV	100252	001	09101	1/8/2020	00338207	123.41
Summary Total									123.41
Payment Amount									123.41
100988	NORTHERN SAFETY TECHNOLOGY	LIGHTS 682	PV	100254	001	09101	1/15/2020	49633	168.64
Summary Total									168.64
Payment Amount									168.64
100363	NORTHERN SANITARY SUPPLY CO	MISC SUPPLIES	PV	100255	001	09101	1/9/2020	197524	192.78
Summary Total									192.78
Payment Amount									192.78

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 Pay Through Date 12/31/2020

Number	Payee Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount	
112824	PARKPLACE STUDIO	FIRE DEPT PICTURES	PV	100164	001	09101	1/7/2020	010720	438.00	
	PARKPLACE STUDIO 6093 146TH LANE NW RAMSEY MN 55303			Summary Total						438.00
				Payment Amount						438.00
111488	POPP.COM INC	DEC 19 SERVICE	PV	100224	001	09101	12/31/2019	992592466	82.64	
	POPP.COM INC	DEC 19 SERVICE	PV	100224	002	09101	12/31/2019	992592466	36.73	
	620 MENDELSSOHN AVE NO SUITE 101 GOLDEN VALLEY MN 55427	DEC 19 SERVICE	PV	100224	003	09101	12/31/2019	992592466	45.91	
		DEC 19 SERVICE	PV	100224	004	09101	12/31/2019	992592466	174.46	
		DEC 19 SERVICE	PV	100224	005	09101	12/31/2019	992592466	27.55	
		DEC 19 SERVICE	PV	100224	006	09101	12/31/2019	992592466	105.60	
		DEC 19 SERVICE	PV	100224	007	09101	12/31/2019	992592466	41.32	
		DEC 19 SERVICE	PV	100224	008	09101	12/31/2019	992592466	110.67	
		DEC 19 SERVICE	PV	100224	009	09101	12/31/2019	992592466	88.47	
		DEC 19 SERVICE	PV	100224	010	09101	12/31/2019	992592466	108.24	
		DEC 19 SERVICE	PV	100224	011	09101	12/31/2019	992592466	58.98	
				Summary Total						880.57
				Payment Amount						880.57
107978	PREMIER COMMERCIAL PROPERTIES INC	DEC 2019 HIWAY 10 MANAGE.	PV	100225	001	09410	12/31/2019	6752	200.00	
	PREMIER COMMERCIAL PROPERTIES INC	DEC 2019 HIWAY 10 MANAGE.	PV	100225	002	09410	12/31/2019	6752	200.00	
	299 COON RAPIDS BLVD NW #200 COON RAPIDS MN 55433	DEC 2019 HIWAY 10 MANAGE.	PV	100225	003	09410	12/31/2019	6752	200.00	
		DEC 2019 HIWAY 10 MANAGE.	PV	100225	004	09410	12/31/2019	6752	200.00	
				Summary Total						800.00
				Payment Amount						800.00
100485	TIMESAVER OFF SITE SECRETARIAL INC	DEC 19 MEETING	PV	100228	001	09101	12/25/2019	M25355	145.00	
	TIMESAVER OFF SITE SECRETARIAL INC 5291 RIVER OAK DRIVE SAVAGE MN 55378			Summary Total						145.00
				Payment Amount						145.00
106351	WATER LABORATORIES, INC	WATER TESTING DEC 19	PV	100230	001	09601	1/7/2020	7774	615.00	

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 Pay Through Date 12/31/2020

Number	Payee Name / Mailing Address	Stub Message	Document Ty	Number	Item	Co	Due Date	Invoice Number	Payment Amount
	WATER LABORATORIES, INC 333 EAST MAIN STREET PO BOX 388 ELK RIVER MN 55330								615.00
								Summary Total	615.00
								Payment Amount	615.00
100539	WRIGHT TIRE SERVICE INC	1 TIRE- PATCHING TRAILER	PV	100167	001	09101	1/2/2020	76415	64.97
	WRIGHT TIRE SERVICE INC 710 WEST MAIN STREET ANOKA MN 55303							Summary Total	64.97
		TIRES FOR 566	PV	100231	001	09101	12/30/2019	76379	469.44
								Summary Total	469.44
		4 TIRES	PV	100261	001	09101	1/13/2020	76651	484.60
								Summary Total	484.60
								Payment Amount	1,019.01
								Total Amount to be Processed	140,259.54
								Total Number of Payments to be Processed	36

Councilmember introduced the following resolution and moved for its adoption:

**RESOLUTION #20-021**

**RESOLUTION APPROVING CASH DISBURSEMENTS MADE AND AUTHORIZING PAYMENT OF ACCOUNTS PAYABLE INVOICING RECEIVED DURING THE PERIOD OF JANUARY 9, 2020 THROUGH JANUARY 22, 2020**

**WHEREAS**, the City of Ramsey Finance Department has made cash disbursements and received accounts payable invoicing during the period of January 9, 2020, through January 22, 2020, in the amount of \$ 764,127.68 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 January 9, 2020, through January 22, 2020, in the amount of \$ 764,127.68. The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Heinrich, and upon vote being taken thereon, the following voted in favor thereof:

Mayor  
Councilmember  
Councilmember  
Councilmember  
Councilmember  
Councilmember  
Councilmember

and the following voted against the same:

None

and the following abstained:

None

and the following were absent:

None

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 28th day of January, 2020.

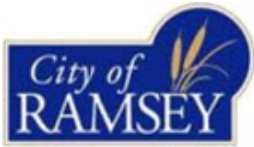
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Mayor

ATTEST:

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City Clerk



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

## CC Regular Session

5. 7.

**Meeting Date:** 01/28/2020

**By:** Chris Anderson, Community  
Development

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### Information

#### **Title:**

Adopt Resolution #20-018 to Enter into Clean Water Fund Grant Agreement with the Metropolitan Council to Accept Water Efficiency Grant Funds

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

The City of Ramsey has been awarded \$28,000 in grant funds through the Metropolitan Council's 2019-2022 Water Efficiency Grant Program (the "Program") for use in a rebate program. As the name of the Program implies, the purpose of the grant is to implement water efficient technologies to reduce the demand on water supply.

There are two (2) primary financial requirements of the Program. First, the municipality must contribute twenty-five percent (25%) of the grant award, which equates to \$9,340. Second, that rebate recipients must also have a financial contribution (e.g. the grant funds and the City contribution cannot entirely cover the cost of the purchase). Other important eligibility requirements include the rebate recipient being a municipal water customer (this means that anyone on a private well is not eligible), only applicable to replacement devices (meaning that new construction is not eligible), and the rebate is only applicable for the cost of the device and its installation, excluding any owner labor costs.

#### **Notification:**

Notification is not required.

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

While the funds are provided through the Metropolitan Council via the Clean Water, Land and Legacy Amendment, grant recipients are responsible for developing their own program. Staff from the Engineering, Utilities, Community Development and Administration Departments met to discuss the framework for a rebate program. While it was clear that more efficient irrigation controllers would likely provide the biggest water savings, it was acknowledged that that alone would exclude a number of otherwise eligible property owners (all properties that do not have in-ground irrigation systems). Thus, it was agreed to also consider WaterSense labeled toilets as another option for rebates.

During the summer months, the greatest demand for water comes from irrigation. Therefore, replacement of older, clock-timer irrigation controllers with a WaterSense labeled smart controller is one of the eligible rebate options. Additionally, an irrigation audit, which helps ensure an irrigation system is operating efficiently and accurately, conducted by a WaterSense certified irrigation professional, is another eligible rebate option. If residents take full advantage of this part of the Program, it could result in an estimated savings of approximately 1 million gallons of water (based on numbers provided by the Metropolitan Council from the 2015-2017 Water Efficiency Grant Program).

As previously noted, Staff wanted to ensure that any municipal water customer (excluding new construction/new development) had an opportunity to realize both water savings and financial savings. Thus, another option available for those customers is a rebate for the replacement of older toilets with a WaterSense labeled toilet. If residents take full advantage of this part of the Program, it could result in an estimated savings of about 900,000 gallons of water (again, based on numbers provided by the Metropolitan Council from the 2015-2017 Water Efficiency Grant Program).

The rebates would be available on a first come first served basis, as long as funds last (or until the close of the program, which is June 30, 2022). Rebates for an individual device can be up to \$200, and cumulatively, shall not exceed \$500 per metered water supply customer. The water supply customer shall be responsible for the sales tax on the device, thus satisfying the requirement that they have a financial investment in the upgrade.

There is a wide range of price points for qualifying devices (both WaterSense labeled smart controllers and toilets). The intention is to incentivize the water efficiency upgrades significantly by having the rebate cover as much of the device cost as possible while also attempting to spread the rebates out across a number of households. There are a number of these devices that could be entirely covered by the rebate amount; however, there are also eligible devices that greatly exceed the rebate maximum. Thus, the cap on the rebate amount will help spread the funds out to benefit more property owners.

Administration of the rebate program will be coordinated by the Community Development and Engineering Departments, but will also include Finance Staff as well for issuance of the rebates. Per the required Grant Agreement, the City will have to provide quarterly reporting to the Metropolitan Council. Reporting forms will be provided by Metropolitan Council staff and is assumed to include: property address, property type (residential/commercial), device replaced, number of devices, grant amount per device, estimated annual water savings, municipal contribution, and eligible grant amount (rebate amount per device minus municipal contribution).

At their January 13, 2020 meeting, the Environmental Policy Board (EPB) reviewed this case and provided support with moving forward. They did, however, note a desire for the City to offer a similar program for any property owner, regardless of whether they were a municipal water customer or not. They acknowledged that those on private wells are not eligible for this grant, but if this program is successful, it should be considered a pilot program the City could build and expand upon in the future with the goal for further reducing demand on groundwater.

The Public Works Committee (PWC) also reviewed this information at their January 21, 2020 meeting and was supportive of implementing the program. The PWC also expressed a desire to use this as a pilot program and if successful, explore options to expand the program to all households/businesses, not just those that are municipal water customers.

## Alternatives

Alternative 1: Motion to authorize the execution of the Clean Water Fund Grant Agreement with the Metropolitan Council and accept the \$28,000 Water Efficiency Grant. A Smart Irrigation Rebate Program has been on the Environmental Policy Board's Work Plan since 2017 and in 2019 it was added to the City Council's Strategic Plan. This grant will help accomplish that action from both plans. Furthermore, if this program proves to be valuable and effective, it could serve as a blue print for an expanded program that also includes those on private wells.

Alternative 2: Motion to not execute the Clean Water Fund Grant Agreement and not accept the grant funds. This action would result in the City having to fully fund any sort of incentive program to reduce the demand on drinking water supply and would seem to contradict action item #25 of the adopted Strategic Plan (Consider Smart Irrigation Rebate Program).

## Funding Source:

Funding for this program would consist of three sources: \$28,000 from the Water Efficiency Grant from the Metropolitan Council, \$9,340 from the City's Water Fund (this is equivalent to the required 25% municipal contribution), and any rebate participant would cover the sales tax on the purchase of the device (thus satisfying the requirement for the rebate participant to have a financial contribution in the program).

**Recommendation:**

The EPB and Public Works Committee recommend the City Council adopt Resolution #20-018 to enter into the Clean Water Fund Agreement with the Metropolitan Council to accept the \$28,000 grant for implementation of a water efficiency rebate program.

**Action:**

Motion to adopt Resolution #20-018 to enter into the Clean Water Fund Grant Agreement with the Metropolitan Council and to accept the \$28,000 grant to implement a water efficiency rebate program.

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**Attachments**

Metropolitan Council Grant Program Guidelines

City of Ramsey Grant Application

Metropolitan Council Grant Acceptance Letter

Clean Water Fund Grant Agreement

Environmental Policy Board Draft Meeting Minutes Dated January 13, 2020

Public Works Committee Draft Meeting Minutes Dated January 21, 2020

Resolution #20-018

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Tim Gladhill	Tim Gladhill	01/22/2020 08:32 PM
Bruce Westby	Bruce Westby	01/23/2020 08:45 AM
Kurt Ulrich	Kurt Ulrich	01/23/2020 02:27 PM
Form Started By: Chris Anderson		Started On: 01/16/2020 10:53 AM
Final Approval Date: 01/23/2020		

# Metropolitan Council Water Efficiency Grant Program



## Overview

The Metropolitan Council (Council) will implement a water efficiency grant program effective September 30, 2019 to June 30, 2022. Grants will be awarded on a competitive basis to municipalities that manage municipal water systems. The Council will provide 75% of the program cost; the municipality must provide the remaining 25%. Municipalities will use the combined Council and municipality funds to run their own grant or rebate programs.

Grants will be made available in amounts with a minimum of \$2,000 and a maximum of \$50,000. Grantees will be required to provide estimated water savings achieved through this program for Clean Water, Land & Legacy Amendment reporting purposes.

## Legislative Directive - Minnesota 2019 Session Law

\$375,000 the first year and \$375,000 the second year are for the water demand reduction grant program to encourage municipalities in the metropolitan area to implement measures to reduce water demand to ensure the reliability and protection of drinking water supplies. Fiscal year 2020 appropriations are available until June 30, 2021, and fiscal year 2021 appropriations are available until June 30, 2022.

## Grant Program Goal

The goal of the water efficiency grant program is to support technical and behavioral changes that improve municipal water use efficiency in the seven-county metropolitan area.

## Critical Points to Remember

- The applying municipality must be a water supplier
- New construction and new developments are not eligible
- Funds are for rebates or grants only; consulting and city staff time are ineligible
- Combined Council and municipality funds cannot pay for 100% of an eligible activity's cost
- A portion of each eligible activity's cost must be paid by the property owner
- Grant recipients must display the Clean Water, Land and Legacy Amendment logo and the Metropolitan Council logo on program-related web pages and paper communications

## Grant Program Structure: Administration and Funding

The Water Efficiency Grant Program will be administered by Metropolitan Council Environmental Services (MCES) and will be funded with \$750,000 appropriated by the 2019 Minnesota Legislature. Grant applications will be reviewed and ranked by the MCES Water Supply Planning Unit staff.

Grants are only for water efficiency programs offering rebates or grants to property owners who are customers of the municipal water supply system and who replace specified water using devices with approved devices that use substantially less water.

Grants will be awarded to municipalities in amounts ranging from \$2,000 to \$50,000 for providing rebates or grants to property owners. Municipalities will be responsible for the design and operation of their rebate or grant program and its details. Grant payments to the municipality will be for 75% of approved program amounts. The municipality must provide the remaining 25% of the program cost. Municipality rebates or grants are eligible for reimbursement on device replacements conducted September 30, 2019 through June 30, 2022.

Here is an example showing the grant funding design:

<b>Metropolitan Council Grant Amount</b>	<b>\$15,000</b>
Municipality Match	\$5,000
<b>Municipality Grant/Rebate Program Total</b>	<b>\$20,000</b>

## Eligibility

Per legislative language, the grant program is limited to municipalities in the seven-county metropolitan area.

Municipalities eligible per above must apply to participate and, if approved, sign a standard Council Grant Agreement, before any eligible rebates or grants can be submitted for reimbursement. Agreements shall require that municipalities:

- Entirely pass through grants received (as is being done by MCES)
- Verify purchase of devices to receive grants
- Retain records and cooperate with any audits
- Conduct all communications with property owners and ensure all written communications to property owners include both the Clean Water, Land and Legacy Amendment and the Metropolitan Council's logo
- Provide quantitative information for state reporting purposes

Eligible water efficiency devices consist of the following:

- Toilet replacement with a US EPA WaterSense labeled toilet
- Irrigation controller replacement with a US EPA WaterSense labeled controller
- Clothes washing machine replacement with an US DOE Energy Star labeled clothes washing machine
- Irrigation spray sprinkler body replacement with a US EPA WaterSense labeled spray sprinkler body
- Irrigation system audit by an Irrigation Professional certified by a US EPA WaterSense program

Expenses eligible for reimbursement are the out-of-pocket cost of the device and its installation only, not to include any owner labor costs. In addition, new construction and new developments are ineligible, as this program is intended as a current infrastructure replacement program.

## Application Process

- Applicants must be municipal water suppliers
- Municipalities will submit MCES supplied application form by September 30, 2019. Required information includes:
  - the municipality's rebate or grant program design and work plan
  - proposed examples of communications to property owners
  - requested total grant amount
  - estimated annual amount of water saved by the applying municipality

- Application form is available at: <https://metro council.org/Wastewater-Water/Funding-Finance/Available-Funding-Grants.aspx>
- Submit competed application to: [brian.davis@metc.state.mn.us](mailto:brian.davis@metc.state.mn.us)
- Metropolitan Council will notify municipalities of grant awards and provide grant agreements by December 2, 2019.

## Proposal Selection Criteria

In the event that funds requested exceed funds available, the following criteria will be used to determine the amount granted to a given municipality:

- Municipalities that are supplied 100% with groundwater
- Municipalities with identified water supply issues in Master Water Supply Plan Community Profiles or Local Water Supply Plans
- Municipalities' ratio of peak monthly water use to winter monthly water use
- Municipalities' average residential per capita water use
- The order in which applications are received and until grant funds are completely committed

## Funding Process and Reporting Requirements

- Utilizing forms provided by MCES, the following information must be reported on a quarterly basis:
  - Number, type and amount of rebates or grants provided to property owners, along with each property address
  - Estimated annual gallons of water saved per device installation
  - Municipality matching funds disbursed
  - Number of unmet funding requests from property owners, if any
- Upon review and confirmation of the above information, MCES will process a grant payment in the amount of 75% of approved total rebates or grants for the reporting period.
- MCES will provide confirmation of grant balances available upon request and reserves the right to amend grant agreements, in collaboration with grantee municipality, if quarterly reporting indicates rebate or grant programs will not fully utilize grant awards within the grant period.

## Qualified Activities

- Toilet replacement with a US EPA WaterSense labeled toilet:  
[http://www.epa.gov/WaterSense/product\\_search.html](http://www.epa.gov/WaterSense/product_search.html)
- Irrigation controller replacement with a US EPA WaterSense labeled controller:  
<https://www.epa.gov/watersense/product-search>
- Clothes washing machine replacement with an US DOE Energy Star labeled clothes washing machine:  
<https://www.energystar.gov/productfinder/product/certified-clothes-washers/results>
- Irrigation spray sprinkler body replacement with a US EPA WaterSense labeled spray sprinkler body  
<https://www.epa.gov/watersense/product-search>
- Irrigation system audit by an Irrigation Professionals certified by a US EPA WaterSense program  
<https://www.epa.gov/watersense/find-pro>

## Reporting Example

Community	Property Street Address	Property Type	Device Replaced	Cost per Device	# of Devices	Rebate or Grant per Device	Est. Annual Water (Gal) Saved Per Device	Total Rebate or Grant	Municipality Contribution	Eligible Grant Amount
Anytown	652 Silvis St	Residential	Clothes Washer	\$624.60	1	\$150.00	3,000	\$150.00	\$37.50	\$112.50
Anytown	1952 Ingram Way	Residential	Irrigation Controller	\$199.99	1	\$100.00	8,800	\$100.00	\$25.00	\$75.00
Anytown	630 Gibbons Ave	Residential	Clothes Washer	\$599.90	1	\$150.00	3,000	\$150.00	\$37.50	\$112.50
Anytown	4424 Barriger Blvd	Residential	Toilet	\$168.00	1	\$50.00	4,000	\$50.00	\$12.50	\$37.50

**Metropolitan Council Water Efficiency Grant Application Form**

**Applicant Information:**

Municipality: \_\_\_\_\_

Municipal Utility: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Primary Contact Information:** Municipality primary authorized representative (all correspondence regarding the Water Efficiency Grant Program should be addressed to individual named below):

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

STREET: \_\_\_\_\_

CITY, ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**Secondary Contact Information:** Municipality secondary authorized representative:

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

STREET: \_\_\_\_\_

CITY, ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Municipal Total Per Capita Water Use (2018): \_\_\_\_\_ (gallons per person-day)

Municipal Residential Per Capita Water Use (2018): \_\_\_\_\_ (gallons per person-day)

Municipal Ratio of Peak Month to Winter Month Water Use (2018): \_\_\_\_\_

Municipality's estimated annual water savings from proposed program: \_\_\_\_\_ (gallons)



**Municipal Utility Grant or Rebate Program Design:**

Requested Grant Amount (must equal 75% of total program budget): \$\_\_\_\_\_

Required Utility Matching Amount (must equal 25% of total program budget): \$\_\_\_\_\_

Will your program be a grant program or rebate program? \_\_\_\_\_

**Estimated Number of Items:**

<b>Item</b>	<b>Estimated Number</b>
Toilets	
Irrigation Controllers	
Clothes Washing Machines	
Irrigation Spray Sprinkler Bodies	
Irrigation System Audits	

**Project Work Plan and Schedule:\***

<b>Task Description</b>	<b>Responsible Person</b>	<b>Start Date</b>	<b>Completion Date</b>

**\* Municipal utility may create own project plan and schedule form**

**Communications to Property Owners:**

How will your program be advertised (check all that apply):

Newsletter \_\_\_\_\_

Print Media \_\_\_\_\_

Email \_\_\_\_\_

Twitter \_\_\_\_\_

Website \_\_\_\_\_

Radio \_\_\_\_\_

Television \_\_\_\_\_

Facebook \_\_\_\_\_

Nextdoor \_\_\_\_\_

Other Social Media \_\_\_\_\_

Please attach examples of proposed newsletter, print media, or email communications

**Critical Points to Remember:**

- The applying municipality must be a water supplier
- New construction and new developments are not eligible
- Funds are for rebates or grants only; consulting and city staff time are ineligible
- Combined Council and municipality funds cannot pay for 100% of an eligible activity's cost
- A portion of each eligible activity's cost must be paid by the property owner
- Grant recipients must display the Clean Water, Land and Legacy Amendment logo and the Metropolitan Council logo on program-related web pages and paper communications

Chris Anderson  
City Planner  
7550 Sunwood Drive NW  
Ramsey, MN 55303

November 18, 2019

The Metropolitan Council is pleased to award the city of Ramsey the amount of \$28,000 as part of our 2019-2022 Water Efficiency Grant Program. The amount of matching funds required from your municipality, based on the grant award above, is \$9,340. The city of Ramsey is one of forty in the Twin Cities Metropolitan Area that applied for and was accepted into this grant program. We are pleased to report that all available grant funds have been awarded and that all applicants will receive an award.

The amount of funds requested totaled \$1,393,527, while the amount of funds available is \$787,600. Because funds requested exceed funds available, a set of ranking factors and an objective scoring system were developed to establish a method to distribute the available funds. A committee of three staff members reviewed the applications and developed this ranking and scoring system. If you are interested in learning more about the ranking factors and scoring system, please contact me at [brian.davis@metc.state.mn.us](mailto:brian.davis@metc.state.mn.us) and I will send you a detailed description of this process.

Below are some critical points to remember:

- New construction and new developments are not eligible
- Funds are for rebates or grants only; consulting and city staff time are ineligible
- Grant recipients must display the Clean Water, Land and Legacy Amendment logo and the Metropolitan Council logo on all documents which are intended for public use

The Clean Water, Land and Legacy Amendment is available here: <http://www.legacy.leg.mn/legacy-logo/legacy-logo-download>

To obtain electronic and print versions of the Metropolitan Council logo, please contact me at [brian.davis@metc.state.mn.us](mailto:brian.davis@metc.state.mn.us).

As you prepare your municipality's grant or rebate program, please be aware that the following information must be reported on a quarterly basis, on forms to be provided by the Metropolitan Council:

- Number, type and amount of rebates or grants provided to property owners, along with each property address
- Estimated annual gallons of water saved per installation
- Municipality matching funds disbursed
- Number of unmet funding requests from property owners
- Electronically scanned copies of receipts to verify the cost of eligible devices being reported

Reporting forms and instructions will be made available in early 2020 on our website:  
<http://www.metrocouncil.org/Wastewater-Water/Funding-Finance/Available-Funding-Grants.aspx>

Quarterly reporting periods and reporting form due dates are shown below.

Quarterly Period	Reporting Form Due Date
Jan. 1, 2020 – March 31, 2020	April 30, 2020
April 1, 2020 – June 30, 2020	July 31, 2020
July 1, 2020 – September 30, 2020	October 31, 2020
October 1, 2020 – December 31, 2020	January 31, 2021
Jan. 1, 2021 – March 31, 2021	April 30, 2021
April 1, 2021 – June 30, 2021	July 31, 2021
July 1, 2021 – September 30, 2021	October 31, 2021
October 1, 2021 – December 31, 2021	January 31, 2022
January 1, 2022 – March 31, 2022	April 30, 2022
April 1, 2022 – June 30, 2022	July 31, 2022

In early December a Grant Agreement will be mailed to your municipality for your signature. Instructions will be provided in that mailing.

Again, congratulations on your grant award. We look forward to working with you to increase the water efficiency of our region.

Sincerely,



Brian M. Davis, Ph.D, P.G., P.E.  
Senior Engineer, Water Supply Planning  
Phone: 651-602-1519  
[brian.davis@metc.state.mn.us](mailto:brian.davis@metc.state.mn.us)



**METROPOLITAN COUNCIL  
CLEAN WATER FUND GRANT AGREEMENT NO. SG-13467**

This Clean Water Fund Grant Agreement ("Grant Agreement") is entered into between the Metropolitan Council, a public corporation and political subdivision of the State of Minnesota ("Council") and the City of Ramsey, a municipal corporation ("Grantee").

**RECITALS**

1. Minnesota Session Laws 2019, 1<sup>st</sup> Special Session, chapter 2, article 2, section 9, appropriated to the Council funds from the Legacy Amendment's Clean Water Fund ("Clean Water Fund") for State fiscal years 2020 and 2021, to establish a water demand reduction grant program that encourages implementation of water demand reduction measures in municipalities in the seven-county metropolitan area.

2. The Council is authorized by Minnesota Statutes sections 473.129, subdivision 4 to apply for and use grants from the State for any Metropolitan Council purpose and may dispose of the money in accordance with the terms of the appropriation.

3. The Grantee is authorized to receive grants from the Clean Water Fund to protect, enhance and restore water quality in lakes, rivers and streams, to protect groundwater from degradation and protect drinking water sources by encouraging implementation of water demand reduction measures by municipalities in the seven-county metropolitan area to ensure reliability and protection of drinking water supplies.

4. On July 10, 2019, the Council authorized the granting of portions of the appropriation to the Grantees participating in the grant program.

5. The Grantee represents that it is duly qualified and agrees to perform all services described in this Grant Agreement to the reasonable satisfaction of the Council.

**GRANT AGREEMENT**

**1. Term of Grant Agreement.**

1.1. **Effective Date.** The effective date of this Grant Agreement is the date this agreement is fully executed.

1.2. **Grant Activity Period.** The first day of the month following the Effective Date through and including the expiration date.

1.3. **Expiration Date.** Upon satisfactory fulfillment of obligations, but in no event later than June 30, 2022.

1.4. **Survival of Terms.** The following clauses survive the expiration, termination or cancellation of this Grant Agreement; 9. Liability and Insurance; 10. Audits; 11. Government Data Practices; 13. Data Availability; 14. Governing Law, Jurisdiction and Venues; 16. Data Disclosure; 18. Future Eligibility.

## 2. Duties, Representations and Warranties of Grantee and Use of Grant Funds.

2.1. The Grantee agrees to conduct, administer and complete in a satisfactory manner and in accordance with the terms and conditions of this Grant Agreement the program ("Grantee Program") which is described in Grantee's application to Council for assistance under the Council's Clean Water Fund grant program. Grantee's application is incorporated into this Grant Agreement as **Exhibit A**. Grantee agrees to perform the Grantee Program in accordance with the timeline in **Exhibit B** of this Grant Agreement and to undertake the financial responsibilities described in **Exhibit B**. The Grantee has the responsibility and obligation to complete the Grantee Program as described in **Exhibit B**. The Council makes no representation or warranties with respect to the success and effectiveness of the Grantee Program. The Council acknowledges that Grantee Program work may be limited to soliciting participation by its residents and businesses in the Grantee Program and requires additional work by the Grantee only to the extent that residents and businesses choose to participate in the Grantee Program, as described in **Exhibit B**.

The Grant Funds must be entirely passed through and can only be used for authorized rebates or grants for qualifying activities.

2.2. Grantee Representations and Warranties. The Grantee represents and warrants to Council, as follows:

A. It has the legal authority to enter into this Grant Agreement and to conduct and administer the Grantee Program and use the Grant Funds for the purpose or purposes described in this Agreement

B. It has taken all actions necessary for its execution of the Agreement and has provided to Council a copy of the resolution by its governing body authorizing Grantee to enter into this Agreement.

C. It has the legal authority to undertake the Clean Water Fund Grant Program, including the Grantee's financial responsibilities in **Exhibit B**

D. As specified in Exhibit A only Grantee's authorized representative may provide certifications required in this Grant Agreement and submit pay claims for reimbursement of Grantee Program costs.

E. It will comply with all the terms of this Agreement.

F. It will comply with all requirements of Clean Water Funding legislation and appropriations, except for requirements that this Grant Agreement explicitly states will be handled by the Council.

G. It has made no material false statement or misstatement of fact in connection with the Grant Funds, and all of the information it has submitted or will submit to the Council relating to the Grant Funds or the disbursement of any of the Grant Funds is and will be true and correct. It agrees that all representations contained in its application for the Clean Water Fund Grant are material representations of fact upon which the Council relied in awarding this Grant and are incorporated into this Agreement by reference.

H. It is not in violation of any provisions of its charter or of the laws of the State of Minnesota, and there are no material actions, suits, or proceedings pending, or to its knowledge threatened, before any judicial body or governmental authority against or affecting it and is not in default with respect to any order, writ, injunction, decree, or demand of any court or any governmental authority which would impair its ability to enter into this Grant Agreement, or to perform any of the acts required of it in the Agreement.

I. Compliance with the requirements of this Grant Agreement is not prevented by, is a breach of, or will result in a breach of, any term, condition, or provision of any agreement to which it is bound.

J. The Grantee Program will not violate any applicable zoning or use statute, ordinance, building code, rule or regulation, or any covenant or agreement of record relating thereto.

K. The Grantee Program will be conducted in full compliance with all applicable laws, statutes, rules, ordinances, and regulations issued by any federal, state, or other political subdivisions having jurisdiction over the Grantee Program.

L. It will comply with the financial responsibility requirements contained in **Exhibit B**.

M. It will furnish satisfactory evidence regarding these representations if requested by the Council.

**3. Time.**

Grantee must comply with all time requirements described in this Grant Agreement. In the performance of this Grant Agreement, time is of the essence.

**4. Eligible Costs.**

Eligible costs are those costs incurred by parties within the jurisdiction of the Grantee for 75% of rebate or grant payments as defined in **Exhibit B**. The Council will not reimburse Grantee for non-eligible costs. Any cost not defined as an eligible cost or not included in the Grant Grantee Program or approved in writing by the Council is a non-eligible cost.

**5. Consideration and Payment.**

5.1 Consideration. The Council will reimburse Grantee for eligible costs performed by the Grantee during the Grant Period as specified in this agreement. The Council bears no responsibility for any cost overruns that may be incurred by the Grantee or sub-recipients of any tier. The initial Grant amount to Grantee under this Grant Agreement is \$28,000.00. The Grantee may be eligible to receive additional Grant amounts or an adjustment in Grant amount in accordance with the procedure in the Grant Amendment Form attached and incorporated as **Exhibit C**. Upon signature by both Grantee and Council on **Exhibit C** this Grant is amended by the amount in **Exhibit C**.

5.2. **Advance.** The Council will make no advance of the Grant Amount to Grantee.

5.3. **Payment.** To receive payment, the Grantee must submit a Reimbursement Request/Progress Report on forms provided by the Council, including electronically scanned receipts to verify the cost of eligible devices reported for each reporting period. Reimbursement Request/Progress Reports must be submitted quarterly, even if there are no eligible costs to report. The Grantee must describe its compliance with its the financial requirements, work completed including specific addresses where work was done, and provide sufficient documentation of grant eligible expenditures and any other information the Council reasonably requests. The Council will promptly pay the Grantee after the Grantee presents to the Council a Reimbursement Request/Progress Report and scanned copies of all receipts verifying the cost for all eligible devices reported and the Council's Authorized Representative accepts the invoiced services.

**6. Conditions of Payment.**

6.1. For each approved device for which Grantee requests payment, Grantee must certify the following to the Council: (1) the device has been purchased ; (2) Grantee received receipts for the device; (3) the purchase was not performed in violation of federal, Council, or local law, or regulation.

6.2. Conditions Precedent to Any Reimbursement Request. The obligation of the Council to make reimbursement payments is subject to the following conditions precedent:

A. The Council's receipt of a Reimbursement Request/Progress Report for the funds requested, and electronic copies of receipts verifying the cost for all eligible devices for that reporting period

B. If requested by the Council (in form and substance acceptable to the Council), evidence that (i) the Grantee has legal authority to and has taken all actions necessary to enter into this Agreement and (ii) this Agreement is binding and enforceable against the Grantee.

C. There is no Event of Default under this Grant Agreement or event which would constitute an Event of Default but for the requirement that notice be given or that a period of grace or time elapse.

D. The Grantee has supplied to the Council all other items that the Council may reasonably require to assure good fiscal oversight of state's funding through the Clean Water Fund.

**7. Authorized Representative.**

The Council's Authorized Representative is:

Name: Brian Davis or successor  
Title: Senior Engineer  
Mailing Address: 390 North Robert Street  
St. Paul, MN 55101  
Phone: 651-602-1519  
E-Mail Address: [brian.davis@metc.state.mn.us](mailto:brian.davis@metc.state.mn.us)

The Council's Authorized Representative has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract. If the services are satisfactory, the Council's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is:

Name: Chris Anderson  
Title: City Planner  
Mailing Address: 7550 Sunwood Drive NW  
Ramsey, MN 55303  
Phone: 763-433-9817  
E-Mail Address: [canderson@cityoframsey.com](mailto:canderson@cityoframsey.com)

If the Grantee's Authorized Representative changes at any time during this Grant Agreement, the Grantee must immediately notify the Council and within 30 days provide a new City resolution (if such resolution is necessary) specifying the new Representative.

**8. Assignment, Amendments, Waiver, and Grant contract Complete.**

8.1 Assignment. The Grantee may neither assign nor transfer any rights or obligations under this Grant Agreement without the prior written consent of the Council and a fully executed Assignment Agreement.

8.2 Amendments. Any amendment to this Grant Agreement must be in writing and will not be effective until it has been executed and approved by the appropriate parties.

8.3 Waiver. If the Council fails to enforce any provision of this Grant Agreement, that failure does not waive the provision or its right to enforce it.

8.4 Grant Contract Complete. This Grant Agreement contains all negotiations and agreements between the Council and the Grantee. No other understanding regarding this Grant Agreement, whether written or oral, may be used to bind either party.

**9. Liability and Insurance.**

9.1 Liability. The Grantee and the Council agree that they will be responsible for their own acts and the results thereof to the extent authorized by law, and they shall not be responsible for the acts of the other party and the results thereof. The liability of the Council is governed by the Minn. Stat. Chapter 466 and other applicable laws. The liability of the Grantee is governed by the provisions contained in Chapter 466 and other applicable laws.

9.2 Relationship of the Parties. Nothing contained in this Grant Agreement is intended or should be construed in any manner as creating or establishing the relationship of co-partners or a joint venture between the Grantee and the Council, nor shall the Grantee be considered or deemed to be an agent, representative, or employee of the Council in the performance of this Grant Agreement, or the Grantee Program.

The Grantee represents that it has already or will secure or cause to be secured all personnel required for the performance of this Grant Agreement and the Grantee Program. All personnel of the Grantee or other persons while engaging in the performance of this Grant Agreement the Grantee Program shall not have any contractual relationship with the Council related to the work of the Grantee Program and shall not be considered employees of the Council. In addition, all claims that may arise on behalf of said personnel or other persons out of employment or alleged employment including, but not limited to, claims under the Workers' Compensation Act of the State of Minnesota, claims of discrimination against the Grantee, its officers, agents, contractors, or employees shall in no way be the responsibility of the Council. Such personnel or other persons shall not require nor be entitled to any compensation, rights or benefits of any kind whatsoever from the Council, including but not limited to, tenure rights, medical and hospital care, sick and vacation leave, disability benefits, severance pay and retirement benefits.

**10. Audits.**

Under Minn. Stat. § 16C.05, subd. 5, the Grantee's books, records, documents, and accounting procedures and practices relevant to this grant contract are subject to examination by the Council and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the termination date of this Grant Agreement.

**11. Government Data Practices.**

The Grantee and Council must comply with the Minnesota Government Data Practices Act, Minn. Stat. Chapter 13, as it applies to all data provided by the Council under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this Grant Agreement. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either the Grantee or the Council. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the Council.

**12. Workers' Compensation.**

The Grantee certifies that it is in compliance with Minn. Stat. § 176.181, subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered Council employees. Any claims that may arise under the Minnesota Workers Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the Council's obligation or responsibility.

**13. Data Availability.**

To the extent and as requested by the Council, Grantee agrees to comply with Minn. Stat. § 114D.50, subd. 5 requirements for data collected by the Grantee Programs funded with money from the Clean Water Fund that have value for planning and management of natural resources, emergency preparedness and infrastructure investments, including but not limited to the requirement that to the extent practicable, summary data and results of Grantee Programs funded with money from the Clean Water Fund should be readily accessible on the internet and identified as a Clean Water Fund Grantee Program. The Council will put overall summary information on the internet and will encourage the Grantee put its city information on the web. Grantee understands and agrees that Council may list its name and summary information on the internet or in any other Grantor reporting.

Data collected by the Grantee Programs, if any, funded with money from the Clean Water Fund that have value for planning and management of natural resources, emergency preparedness, and infrastructure investments must conform to the enterprise information architecture developed by the Office of MN.IT Services. Spatial data must conform to geographic information system guidelines and standards outlined in that architecture and adopted by the Minnesota Geographic Data Clearinghouse at the Minnesota Geospatial Information Office. A description of these data that adheres to the Office of MN.IT Services geographic metadata standards must be submitted to the Minnesota Geospatial Information Office to be made available online through the clearinghouse and the data must be accessible and free to the public unless made private under chapter 13. To the extent practicable, summary data and results of the Grantee Program funded with money from the clean water fund should be readily accessible on the Internet and identified as a Clean Water Fund Grantee Program.

**14. Governing Law, Jurisdiction, and Venue.**

Minnesota law, without regard to its choice-of-law provisions, governs this Grant Agreement. Venue for all legal proceedings out of this grant contract, or its breach, must be in the appropriate state or federal court of competent jurisdiction in Ramsey County, Minnesota.

**15. Termination.**

The Council may cancel this Grant Agreement at any time, with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment for services prequalified and satisfactorily performed before the termination notice.

**16. Data Disclosure.**

Under Minn. Stat. § 270C.65, subd. 3, and other applicable law, the Grantee consents to disclosure of its federal employer tax identification number, and/or Minnesota tax identification number, already provided to the Council, to federal and state tax agencies and Council personnel involved in the payment of Council obligations. Grantee will require compliance with this Section 16 by Grantee's subrecipient of Grant funds and shall submit evidence of such compliance to Council as requested.

**17. Notices.**

In addition to any notice required under applicable law to be given in another manner, any notices required hereunder must be in writing and must be personally served or sent by email or United States mail, to the business address of the party to whom it is directed. The business address is the address specified below or such different address as may be specified, by either party by written notice to the other:

To the Grantee at:

Name: Chris Anderson  
Title: City Planner  
Mailing Address: 7550 Sunwood Drive NW  
Ramsey, MN 55303  
Phone: 763-433-9817  
E-Mail Address: [canderson@cityoframsey.com](mailto:canderson@cityoframsey.com)

To the Council's Authorized Representative at:

Name: Brian Davis or successor  
Title: Senior Engineer  
Mailing Address: 390 North Robert Street  
St. Paul, MN 55101  
Phone: 651-602-1519  
E-Mail Address: [brian.davis@metc.state.mn.us](mailto:brian.davis@metc.state.mn.us)

**18. Miscellaneous.**

18.1 Report to Legislature. As provided in Minn. Stat. § 3.195, the Council must submit a report on the expenditure and use of money appropriated under the Clean Water Fund to the legislature by January 15 of each year. The report must detail the outcomes in terms of additional use of Clean Water Fund resources, user satisfaction surveys, and other appropriate outcomes. The grantee agrees to provide to the Council by January 1 of each year a report on any user satisfaction surveys it has related to this Grantee Program, and other appropriate outcomes of the Grantee Program as prescribed in Section 18.3 of this Agreement.

18.2 Supplement. The funds granted under this agreement are to supplement and shall not substitute for traditional sources of funding. Grantee certifies to the Council that there was and is no

traditional Grantee sources of funding for the City to help fund one-fourth of the subject water efficiency rebate or grant work.

18.3 Measurable Outcomes. If requested by the Council, Grantee agrees to demonstrate compliance with the following: A Grantee Program or program receiving funding from the Clean Water Fund must meet or exceed the constitutional requirement to protect, enhance, and restore water quality in lakes, rivers and streams and to protect groundwater and drinking water from degradation. A Grantee Program or program receiving funding from the Clean Water Fund must include measurable outcomes, as defined in section 3.303, subdivision 10, and a plan for measuring and evaluating the results. A Grantee Program or program must be consistent with current science and incorporate state-of-the-art technology. All information for funded Grantee Program work, including the proposed measurable outcomes, must be made available for publication on the web site required under Minn. Stat. § 3.303, subdivision 10, as soon as practicable and forwarded to the Council and the Legislative Coordinating Commission under the provisions of Minn. Stat. § 3.303, subd. 10. The Grantee must compile and submit all information for funded Grantee Programs or programs, including the proposed measurable outcomes and all other items required under section 3.303, subdivision 10, to the Council and, if requested by the Council, the Legislative Coordinating Commission as soon as practicable or by January 15 of the applicable fiscal year, whichever comes first.

18.4 Minn. Stat. § 16B.98. Grants funded by the Clean Water Fund must be implemented according to section 16B.98 and must account for all expenditures.

18.5 Benefit to Minnesota Waters. Money from the Clean Water Fund may only be spent on Grantee Programs that benefit Minnesota waters.

18.6 Website. If the Grantee has information on its website about the water efficiency grant program under Minn. Stat. § 114D.50, the Grantee will when practicable in accordance with Minn. Stat. § 114D.50, subd. 4 (f) prominently display on the Grantee's website home page the Legacy logo accompanied by the phrase "Click here for more information." When a person clicks on the Legacy logo image, the website must direct the person to a web page that includes both the contact information that a person may use to obtain additional information, as well as a link to the Council's and Legislative Coordinating Commission Website required under section 3.303, subdivision 10.

18.7 Future Eligibility. Future eligibility for money from the Clean Water Fund is contingent upon the Grantee satisfying all application requirements related to Council's fulfillment of Minn. Stat. § 114D.50 as well as any additional requirements contained in 2019, 1<sup>st</sup> Special Session, chapter 2, article 2, section 9.

18.8 Prevailing Wages. The Grantee agrees to comply with all of the applicable provisions contained in chapter 177 of the Minnesota Statutes, and specifically those provisions contained in Minn. Stat. §§ 177.41 through 177.435, as they may be amended, modified or replaced from time to time with respect to the Grantee Program. By agreeing to this provision, the Grantee is not acknowledging or agreeing that the cited provisions apply to the Grantee Program.

18.9 Disability Access. Where appropriate, Grantee of clean water funds, in consultation with the Council on Disability and other appropriate governor-appointed disability councils, boards, committees, and commissions, should make progress toward providing greater access to programs, print publications, and digital media for people with disabilities related to the programs the recipient funds using appropriations made in this agreement.

18.10. General Provisions.

- (i) Grants. The Grantee shall implement this Grant Agreement according to Minnesota Statutes, section 16B.98, and shall account for all expenditures of funds.
- (ii) Lawsuit. This Grant shall be canceled to the extent that a court determines that the appropriation illegally substitutes for a traditional source of funding.
- (iii) Termination Due to Lack of Funds. Grantee recognizes that Council's obligation to reimburse Grantee for eligible Grantee Program costs is dependent upon Council's receipt of funds from the State of Minnesota appropriated to Council under 2019 Session Laws, 1<sup>st</sup> Special Session, Chapter 2, Article 2, Section 9. Should the State of Minnesota terminate such appropriation or should such funds become unavailable to Council for any reason, Council shall, upon written notice to Grantee of termination or unavailability of such funds, have no further obligations for reimbursement or otherwise under this Grant Agreement. In the event of such written notice, Grantee has no further obligation to complete the Grantee Program as required by this Grant Agreement.

**19. Default and Remedies.**

19.1 Defaults. The Grantee's failure to fully comply with all of the provisions contained in this Grant Agreement shall be an event of default hereunder ("Event of Default").

19.2 Remedies. Upon an event of default, the Council may exercise any one or more of the following remedies:

- a. Refrain from disbursing the Grant.
- b. Demand that all or any portion of the Grant already disbursed be repaid to it, and upon such demand the Grantee shall repay such amount to the Council.
- c. Enforce any additional remedies the Council may have at law or in equity.

**IN WITNESS WHEREOF**, the parties have caused this agreement to be executed by their duly authorized representatives.

**METROPOLITAN COUNCIL**

By: \_\_\_\_\_  
Regional Administrator, successor, or delegate

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

**GRANTEE:**

The Grantee certifies that the appropriate person(s) have executed the grant contract on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

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

\_\_\_\_\_  
Printed Name and Title

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

**EXHIBIT A**

**(Application from community)**

**Metropolitan Council Water Efficiency Grant Application Form**

**Applicant Information:**

Municipality: City of Ramsey  
Municipal Utility: City of Ramsey Water Utility  
Mailing Address: 7550 Sunwood Drive NW, Ramsey, MN 55303

**Primary Contact Information:** Municipality primary authorized representative (all correspondence regarding the Water Efficiency Grant Program should be addressed to individual named below):

NAME: Chris Anderson  
TITLE: City Planner  
STREET: 7550 Sunwood Drive NW  
CITY, ZIP: Ramsey, MN 55303  
PHONE: 763-433-9817  
EMAIL: canderson@cityoframsey.com

**Secondary Contact Information:** Municipality secondary authorized representative:

NAME: Bruce Westby  
TITLE: City Engineer  
STREET: 7550 Sunwood Drive NW  
CITY, ZIP: Ramsey, MN 55303  
PHONE: 763-433-9825  
EMAIL: bwestby@cityoframsey.com

Municipal Total Per Capita Water Use (2018): 130 (gallons per person-day)  
Municipal Residential Per Capita Water Use (2018): 79 (gallons per person-day)  
Municipal Ratio of Peak Month to Winter Month Water Use (2018): 4.34  
Municipality's estimated annual water savings from proposed program: 3,000,000 (gallons)

**Municipal Utility Grant or Rebate Program Design:**

Requested Grant Amount (must equal 75% of total program budget): \$ 50,000.00

Required Utility Matching Amount (must equal 25% of total program budget): \$ 16,667.00

Will your program be a grant program or rebate program? Rebate

**Estimated Number of Items:**

<b>Item</b>	<b>Estimated Number</b>
Toilets	100
Irrigation Controllers	100
Clothes Washing Machines	
Irrigation Spray Sprinkler Bodies	
Irrigation System Audits	5

**Project Work Plan and Schedule:\***

Task Description	Responsible Person	Start Date	Completion Date
<p>Obtain recommendations from Environmental Policy Board and Public Works Committee to seek Water Efficiency grant funds</p> <p>Obtain City Council authorization to seek Water Efficiency grant funds</p>	<p>City Planner City Engineer</p>	<p>8/19/19</p>	<p>9/24/19</p>
<p>Establish/develop rebate program</p>	<p>City Planner City Engineer Utilities Supervisor Asst. Public Works Superintendent</p>	<p>9/1/19</p>	<p>12/31/19</p>
<p>Develop marketing campaign through outlets including Ramsey Resident newsletter, Facebook/social media, develop website content, and QCTV spots.</p>	<p>City Planner Communications and Event Coordinator</p>	<p>10/1/19</p>	<p>12/31/19</p>
<p>Program administration, which would include intake, review, and processing of customer invoices/receipts, coordinating rebates (utility billing credits), ongoing promotion of grant program.</p>	<p>Engineering Administrative Asst. Finance Staff Communications and Event Coordinator</p>	<p>1/1/20</p>	<p>6/30/22</p>
<p>Quarterly reporting</p>	<p>City Planner Engineering Administrative Asst.</p>	<p>4/1/20</p>	<p>7/1/22</p>

\* Municipal utility may create own project plan and schedule form

**Communications to Property Owners:**

How will your program be advertised (check all that apply):

- Newsletter
- Print Media
- Email
- Twitter
- Website
- Radio
- Television
- Facebook
- Nextdoor
- Other Social Media

Please attach examples of proposed newsletter, print media, or email communications

**Critical Points to Remember:**

- The applying municipality must be a water supplier
- New construction and new developments are not eligible
- Funds are for rebates or grants only; consulting and city staff time are ineligible
- Combined Council and municipality funds cannot pay for 100% of an eligible activity's cost
- A portion of each eligible activity's cost must be paid by the property owner
- Grant recipients must display the Clean Water, Land and Legacy Amendment logo and the Metropolitan Council logo on program-related web pages and paper communications

## EXHIBIT B

**Clean Water Fund Grant Program Overview & Goal, Structure, and Qualified Activities (should anything herein be contradicted by the Agreement language, the Agreement terms prevail).**

### Overview

The Metropolitan Council (Council) will implement a water efficiency grant program effective September 30, 2019 to June 30, 2022. Grants will be awarded on a competitive basis to municipalities that manage municipal water systems. The Council will provide 75% of the program cost; the municipality must provide the remaining 25%. Municipalities will use the combined Council and municipality funds to run their own grant or rebate programs.

Grants will be made available in amounts with a minimum of \$2,000 and a maximum of \$50,000. Grantees will be required to provide estimated water savings achieved through this program for Clean Water, Land & Legacy Amendment reporting purposes.

### Legislative Directive - Minnesota 2019 Session Law

\$375,000 the first year and \$375,000 the second year are for the water demand reduction grant program to encourage municipalities in the metropolitan area to implement measures to reduce water demand to ensure the reliability and protection of drinking water supplies. Fiscal year 2020 appropriations are available until June 30, 2021, and fiscal year 2021 appropriations are available until June 30, 2022.

### Grant Program Goal

The goal of the water efficiency grant program is to support technical and behavioral changes that improve municipal water use efficiency in the seven-county metropolitan area.

### Critical Points to Remember

- The applying municipality must be a water supplier
- New construction and new developments are not eligible
- Funds are for rebates or grants only; consulting and city staff time are ineligible
- Combined Council and municipality funds cannot pay for 100% of an eligible activity's cost
- A portion of each eligible activity's cost must be paid by the property owner
- Grant recipients must display the Clean Water, Land and Legacy Amendment logo and the Metropolitan Council logo on program-related web pages and paper communications

### Grant Program Structure: Administration and Funding

The Water Efficiency Grant Program will be administered by Metropolitan Council Environmental Services (MCES) and will be funded with \$750,000 appropriated by the 2019 Minnesota Legislature. Grant applications will be reviewed and ranked by the MCES Water Supply Planning Unit staff.

Grants are only for water efficiency programs offering rebates or grants to property owners who are customers of the municipal water supply system and who replace specified water using devices with approved devices that use substantially less water.

Grants will be awarded to municipalities in amounts ranging from \$2,000 to \$50,000 for providing rebates or grants to property owners. Municipalities will be responsible for the design and operation of their rebate or grant program and its details. Grant payments to the municipality will be for 75% of approved program amounts. The municipality must provide the remaining 25% of the program cost. Municipality rebates or grants are eligible for reimbursement on device replacements conducted September 30, 2019 through June 30, 2022.

Here is an example showing the grant funding design:

<b>Metropolitan Council Grant Amount</b>	<b>\$15,000</b>
<b>Municipality Match</b>	<b>\$5,000</b>
<b>Municipality Grant/Rebate Program Total</b>	<b>\$20,000</b>

## Eligibility

Per legislative language, the grant program is limited to municipalities in the seven-county metropolitan area.

Municipalities eligible per above must apply to participate and, if approved, sign a standard Council Grant Agreement, before any eligible rebates or grants can be submitted for reimbursement. Agreements shall require that municipalities:

- Entirely pass through grants received (as is being done by MCES)
- Verify purchase of devices to receive grants
- Retain records and cooperate with any audits
- Conduct all communications with property owners and ensure all written communications to property owners include both the Clean Water, Land and Legacy Amendment and the Metropolitan Council's logo
- Provide quantitative information for state reporting purposes

Eligible water efficiency devices consist of the following:

- Toilet replacement with a US EPA WaterSense labeled toilet
- Irrigation controller replacement with a US EPA WaterSense labeled controller
- Clothes washing machine replacement with an US DOE Energy Star labeled clothes washing machine
- Irrigation spray sprinkler body replacement with a US EPA WaterSense labeled spray sprinkler body
- Irrigation system audit by an Irrigation Professional certified by a US EPA WaterSense program

Expenses eligible for reimbursement are the out-of-pocket cost of the device and its installation only, not to include any owner labor costs. In addition, new construction and new developments are ineligible, as this program is intended as a current infrastructure replacement program.

## Application Process

- Applicants must be municipal water suppliers
- Municipalities will submit MCES supplied application form by September 30, 2019. Required information includes:
  - the municipality's rebate or grant program design and work plan
  - proposed examples of communications to property owners
  - requested total grant amount
  - estimated annual amount of water saved by the applying municipality
- Application form is available at: <https://metro council.org/Wastewater-Water/Funding-Finance/Available-Funding-Grants.aspx>
- Submit completed application to: [brian.davis@metc.state.mn.us](mailto:brian.davis@metc.state.mn.us)
- Metropolitan Council will notify municipalities of grant awards and provide grant agreements by December 2, 2019.

## Proposal Selection Criteria

In the event that funds requested exceed funds available, the following criteria will be used to determine the amount granted to a given municipality:

- Municipalities that are supplied 100% with groundwater
- Municipalities with identified water supply issues in Master Water Supply Plan Community Profiles or Local Water Supply Plans
- Municipalities' ratio of peak monthly water use to winter monthly water use
- Municipalities' average residential per capita water use
- The order in which applications are received and until grant funds are completely committed

## Funding Process and Reporting Requirements

- Utilizing forms provided by MCES, the following information must be reported on a quarterly basis:
  - Number, type and amount of rebates or grants provided to property owners, along with each property address
  - Estimated annual gallons of water saved per device installation
  - Municipality matching funds disbursed
  - Number of unmet funding requests from property owners, if any
- Upon review and confirmation of the above information, MCES will process a grant payment in the amount of 75% of approved total rebates or grants for the reporting period.
- MCES will provide confirmation of grant balances available upon request and reserves the right to amend grant agreements, in collaboration with grantee municipality, if quarterly reporting indicates rebate or grant programs will not fully utilize grant awards within the grant period.

## Qualified Activities

- Toilet replacement with a US EPA WaterSense labeled toilet:  
[http://www.epa.gov/WaterSense/product\\_search.html](http://www.epa.gov/WaterSense/product_search.html)
- Irrigation controller replacement with a US EPA WaterSense labeled controller:  
<https://www.epa.gov/watersense/product-search>
- Clothes washing machine replacement with an US DOE Energy Star labeled clothes washing machine:  
<https://www.energystar.gov/productfinder/product/certified-clothes-washers/results>
- Irrigation spray sprinkler body replacement with a US EPA WaterSense labeled spray sprinkler body  
<https://www.epa.gov/watersense/product-search>
- Irrigation system audit by an Irrigation Professionals certified by a US EPA WaterSense program

<https://www.epa.gov/watersense/find-pro>

**Reporting Example**

Community	Property Street Address	Property Type	Device Replaced	Cost per Device	# of Devices	Rebate or Grant per Device	Est. Annual Water (Gal) Saved Per Device	Total Rebate or Grant	Municipality Contribution	Eligible Grant Amount
Anytown	652 Silvis St	Residential	Clothes Washer	\$624.60	1	\$150.00	3,000	\$150.00	\$37.50	\$112.50
Anytown	1952 Ingram Way	Residential	Irrigation Controller	\$199.99	1	\$100.00	8,800	\$100.00	\$25.00	\$75.00
Anytown	630 Gibbons Ave	Residential	Clothes Washer	\$599.90	1	\$150.00	3,000	\$150.00	\$37.50	\$112.50
Anytown	4424 Barriger Blvd	Residential	Toilet	\$168.00	1	\$50.00	4,000	\$50.00	\$12.50	\$37.50

EXHIBIT C Revision #

**METROPOLITAN COUNCIL ENVIRONMENTAL SERVICES**

**2019 CLEAN WATER FUND WATER EFFICIENCY GRANT PROGRAM  
GRANT AMENDMENT FORM**

NOTICE TO GRANTEE: Submission of this form is required to modify your city's agreement with Metropolitan Council Environmental Services (MCES) 2019 Clean Water Fund Water Efficiency Grant program (Grantee Program).

After determination of your city's initial grant amount, completion and submission of this form is necessary when 1) you are requesting additional grant funds to meet unexpected rebate or grant demand, or 2) when your city has determined that the previously approved program's rebate or grant demand will not be met, requiring less grant funds than anticipated when the agreement was signed.

The process for modifying your agreement is as follows:

1. Your City's designated authorized representative submits 2 signed copies of Exhibit C to MCES, with an attachment itemizing requests for changes to prior granted amounts.
2. Upon receipt of signed Exhibit C, MCES Program Administrator obtains Council authorized signatures that modifies the agreement and returns a fully signed copy of Exhibit A indicating new grant amount to City's designated authorized representative.

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Instructions: Indicate the date of your change request in #1 box. Indicate the number of this particular change request in #2 box (and in box at top of page – must match). Enter the current grant agreement amount (as MCES approved) in #3 box. If you wish to increase your municipality's grant amount, enter the amount you are requesting in #4 box. If you wish to decrease your grant amount due to less demand than anticipated, enter the amount in #5 box. Enter in #6 box the amount derived from adding #3 to #4 or derived from subtracting #5 from #3.

Grant Agreement #

1. Date of change request:

2. Change request number:

3. Current Grant Agreement Amount (as MCES approved):

4. Increase due to request for additional funding:

5. Decrease due to less demand:

6. Amended Grant Agreement Amount requested:

CITY NAME: \_\_\_\_\_

I request the above changes (sign with title and date):

\_\_\_\_\_

MCES PROGRAM ADMINISTRATOR APPROVAL (signature and date):

\_\_\_\_\_

COUNCIL AUTHORIZED SIGNATURE AND DATE

\_\_\_\_\_

-----  
Questions may be directed to the MCES Authorized Representative:

Brian Davis  
MCES Senior Engineer  
390 Robert Street North  
St. Paul, MN 55101-1805  
Phone: (651) 602-1519  
Email: [brian.davis@metc.state.mn.us](mailto:brian.davis@metc.state.mn.us)

## **5.02: Overview of Framework for Water Efficiency Grant Program**

City Planner Anderson presented the staff report. He stated that the City of Ramsey has been awarded \$28,000 in grant funds through the Metropolitan Council's 2019-2022 Water Efficiency Grant Program for use in a rebate program. As the name of the program implies, the purpose of the grant is to implement water efficient technologies to reduce the demand on water supply.

City Planner Anderson stated that there are two primary financial requirements of the program. First, the municipality must contribute 25 percent of the grant award, which equates to \$9,340. Second, that rebate recipients must also have a financial contribution. Other important eligibility requirements include the rebate recipient being a municipal water customer, only applicable to replacement devices, and the rebate is only applicable for the cost of the device and its installation, excluding any owner labor costs.

Councilmember Musgrove asked if there would be a provision in the application that would require a 30-day waiting period once opened to the public. She stated that in searching smart sense devices, there is a wide range of pricing available. She stated that requiring residents to only pay tax is not a big commitment and asked if it would make more sense to require residents to pay an additional amount (such as \$20 or \$25) to ensure that they are being smart with their purchases, rather than the resident choosing higher priced items simply because this program is paying the cost.

Chairperson Valentine stated that it an interesting question as there is a science to figuring out how big the rebate should be in order to attract participants. He stated that his concern would be that if the rebate is not enough, residents may not choose to participate.

Board Member Hiatt stated that he thought he read that there is a maximum rebate per device, which is \$200.

City Planner Anderson agreed that there is a wide range of prices and staff attempted to make the program as attractive as possible but also creating the opportunity for as many residents to participate as possible. He used the example of toilets, noting that there is a wide variety available for \$200 or less, while there is a wide variety available above \$200. He stated that there would be a device maximum of \$200, with a household maximum of \$500. He stated that this could also be used as a pilot for the City to implement its own program in the future, if desired.

Board Member Hiatt stated that this money will greatly help with the cost for the devices, but the homeowner would also be responsible for labor costs to install the new devices. He commented that the \$500 maximum per household would help to serve the intent desired by Councilmember Musgrove. He noted that half of the City would not be eligible for the program as they are not connected to municipal water services. He hoped that the City could also investigate options for those residents that are not connected to City services in the future.

Board Member Fetterley stated that she would suspect that the majority of devices purchased will be irrigation upgrades, which will cost significantly more than \$200. She stated that this information will all be distributed to the public and did not see the purpose of a waiting period as

it will already take time for residents to complete research and find the appropriate devices and contractors.

Councilmember Musgrove stated that Councilmembers, Commissioners, Board Members, and City staff have a head start on the availability of grant funds from the program, which would put them at advantage so to speak. She explained that her thinking was perhaps to provide the same amount of notice to residents.

City Planner Anderson stated that as the structure of the rebate program is finalized there will be a number of public promotions completed to notify the public. He stated that staff could incorporate a start date for applications if desired.

Chairperson Valentine agreed that it would be fair to have public notice. He noted that there would also be a seasonal concern with irrigation uses.

Board Member Covart asked if a public notice stating that the grants funds would be available in 30 days from the publication would suffice the intent of Councilmember Musgrove. She referenced audit services, which would not be covered under this grant, but noted that service would be available to those on private wells as well and is something the City could look at for a future program.

Motion by Board Member Hiatt and seconded by Board Member Bernard to recommend that the City Council adopt Resolution #20-018 to enter into the Clean Water Fund Grant Agreement with the Metropolitan Council and to accept the \$28,000 grant to implement a water efficiency rebate program.

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

**5.01: Receive Overview of Framework for Water Efficiency Grant Program and Consider Recommending Adoption of Resolution #20-018 to Enter into Clean Water Fund Grant Agreement with Metropolitan Council to Receive Grant Funds**

City Planner Anderson reviewed the staff report and the recommendation from the Environmental Policy Board (EPB) to adopt Resolution #20-018 to enter into the Clean Water Fund Agreement with the Metropolitan Council to accept the \$28,000 grant to implement a water efficiency rebate program.

Chairperson Kuzma commented that it seems like a good program. He noted that he is a bit disappointed that only residents on City sewer/water will be eligible but acknowledged that this will still be open to half the residents.

City Planner Anderson noted that the EPB had a similar comment and discussion and had suggested that perhaps this be used as a pilot program and the City could eventually continue with its own program that could be open to all residents.

Councilmember Menth asked how the program would work in terms of the resident purchasing the device and receiving a rebate.

City Planner Anderson explained the process that residents would follow to receive a rebate from the City.

Councilmember Riley asked if the City would have a list of preferred vendors.

City Planner Anderson explained that some cities choose to purchase certain devices and sell to residents at a discount, but the City opted not do that with this program. He explained how residents would receive the rebate for the eligible water sense labeled devices. He explained that the rebate funds are available on a first come, first serve basis.

Councilmember Menth asked for additional information on how new construction is defined.

City Planner Anderson explained that only replacement devices are eligible.

Motion by Councilmember Menth, seconded by Councilmember Riley, to recommend the City Council adopt Resolution #20-018 to enter into the Clean Water Fund Grant Agreement with the Metropolitan Council and to accept the \$28,000 grant to implement a water efficiency rebate program.

Motion carried. Voting Yes: Chairperson Kuzma, Councilmembers Menth and Riley. Voting No: None.

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

**RESOLUTION #20-018**

**RESOLUTION TO ENTER INTO A CLEAN WATER FUND GRANT AGREEMENT WITH THE METROPOLITAN COUNCIL TO RECEIVE A WATER EFFICIENCY GRANT**

**WHEREAS**, the City of Ramsey owns and maintains a municipal water supply system which is essential to the quality of life, health and welfare of City residents and businesses; and

**WHEREAS**, the City of Ramsey currently relies on groundwater as the sole source of its municipal water supply system; and

**WHEREAS**, the City of Ramsey is planning to construct two new municipal water supply system groundwater wells to accommodate planned growth in the next ten years; and

**WHEREAS**, Minnesota Statutes 473.1565 directs the Metropolitan Council to undertake planning activities that emphasize conservation, inter-jurisdictional cooperation, and long-term sustainability; and

**WHEREAS**, the Metropolitan Council received an allocation of \$787,600 from the Clean Water Funds to assist local units of government by helping property owners pay for water saving audits and/or more water efficient appliances to conserve water; and

**WHEREAS**, the primary objective of the Water Efficiency Grant Program is to assist local units of government to conserve water to ensure long-term groundwater sustainability; and

**WHEREAS**, this grant program is consistent with the goals and objectives of the City's Strategic Action Plan; and

**WHEREAS**, the City has the capability to adequately fund its local cost share for this grant program through the water enterprise fund; and

**WHEREAS**, on September 24, 2019, the Ramsey City Council authorized staff to apply for grant funding up to \$50,000; and

**WHEREAS**, the City of Ramsey submitted an application for grant funds to offer rebates for WaterSense labeled smart irrigation controllers, irrigation audits, and WaterSense labeled toilets for water supply customers; and

**WHEREAS**, the Metropolitan Council received grant applications totaling \$1,393,527; and

**WHEREAS**, the City of Ramsey was one of forty (40) communities accepted into the grant program with a grant allocation of \$28,000; and

**WHEREAS**, to accept the grant funds, the City of Ramsey must enter into a Clean Water Fund Grant Agreement with the Metropolitan Council.

**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 authorizes the execution of the Clean Water Fund Grant Agreement with the Metropolitan Council and to accept the \$28,000 grant allocation for a water efficiency rebate program.

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:

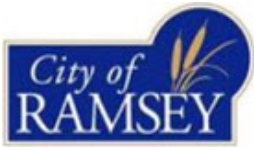
and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 28th day of January, 2020.

\_\_\_\_\_  
Mayor

**ATTEST:**

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



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

**CC Regular Session**

**5. 8.**

**Meeting Date:** 01/28/2020

**By:** Chris Anderson, Community  
Development

---

**Information**

**Title:**

Adopt Resolution #20-019 Approving a Beekeeping License for the Property Located at 7520 149th Ave NW (Project No. 20-100); Case of Noah and Kimberly Barka

**Purpose/Background:**

Honeybee populations are declining due, in part, to the growing use of certain herbicides and alterations to native landscapes (along with colony collapse disorder). The continued decline of honeybee populations is concerning and could have a devastating effect on food supply. In response to this phenomena, interest in hobby beekeeping has grown over the last several years. The City recognized this issue several years back and amended City Code to outline standards related to beekeeping, including the need for a Beekeeping License. The Beekeeping License provides the City an opportunity to notify nearby residents of a request and affords those property owners an opportunity to provide comment on these requests.

Ramsey City Code Section 10-1(f) (Beekeeping) states the following: the number of hives is limited to no more than six (6); no hive shall be in excess of twenty (20) cubic feet; hives shall not be within three (3) feet of any property boundary nor within any drainage and utility easement; and hives shall have a constant supply of water. Maintaining bees on a property requires a Beekeeping License reviewed and approved by City Council. The City has received an application for a Beekeeping License from Noah and Kimberly Barka (the "Applicant"), who desire to maintain up to six (6) honeybee hive on the property located at 7520 149th Ave NW (the "Subject Property"). The Applicant own and reside at the Subject Property.

**Notification:**

Staff attempted to send a notice public comment period via Standard US Mail to property owners, as noted in the Anoka County Property Records, within 350 feet of the Subject Property.

**Observations/Alternatives:**

The Applicant desires to maintain up to six (6) honeybee hives on the Subject Property. The Subject Property is zoned Planned Unit Development (PUD), but the underlying zoning standards would be R-1 Residential (Rural Developing). The Subject Property is approximately 2.35 acres in size. The surrounding properties to the east and west are also zoned PUD and are of similar size; the properties to the north are zoned R-1 Residential (Rural Developing) and are just under one (1) acre in size; the property to the south is zoned R-2 Residential (Medium Density) and is approximately twelve (12) acres in size (this parcel is currently vacant but there is a Land Use Application in for a proposed development).

Per the Applicant's Site Plan, the beehives would be located in the rear yard, situated adjacent to an existing detached accessory building. The beehives would be at least fifty (50) feet from either side property line, more than 100 feet from either adjacent home, and would be located outside of any drainage and utility easements on the

Subject Property. The Applicant has stated that there would be a modification to the existing in-ground irrigation system that would provide a constant source of water for the bees. There is also a large wetland on a portion of the Subject Property (and other adjacent parcels) that could be a natural source of water as well. The proposed location(s), number of hives, and size/volume of hives all comply with City Code Section 10-1 (f) (Beekeeping).

The Applicant, a licensed veterinarian, has recently completed two courses regarding beekeeping, including the USDA-APHIS National Veterinary accreditation program training "The Role of Veterinarians in Honey Bee Health" and the University of Minnesota course "Beekeeping in Northern Climates-Year 1", which covers hive and colony management techniques. The Applicant included the obtained certificate with her application for the Beekeeping License (attached).

As of the writing of this case, Staff has received one phone call from a resident that received the notice of public comment period. This individual had expressed some concern and asked various questions, but did not provide any official objection to the request.

Alternative 1: Adopt Resolution #20-019 approving a Beekeeping License for the Subject Property. The request appears to comply with all standards outlined in City Code Section 10-1(f) and the Applicant has completed multiple courses related to honey bees and beekeeping, demonstrating a commitment to understand the intricacies of this hobby. Staff supports this alternative.

Alternative 2: Do not adopt Resolution #20-019. The request complies with all standards outlined in Ramsey City Code Section 10-1(f). As of the writing of this case, there have been no official objections to the Beekeeping License request from surrounding property owners. Thus, Staff does not support this option.

**Funding Source:**

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

**Recommendation:**

Staff recommends approval of Resolution #20-019 granting a Beekeeping License to Noah and Kimberly Barka on the Subject Property.

**Action:**

Motion to adopt Resolution #20-019 granting a Beekeeping License to Noah and Kimberly Barka on the Subject Property.

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**Attachments**

Site Location Map

Land Use Application

Submittal Information from Applicant

Certificates of Completion for Two Beekeeping Training Courses

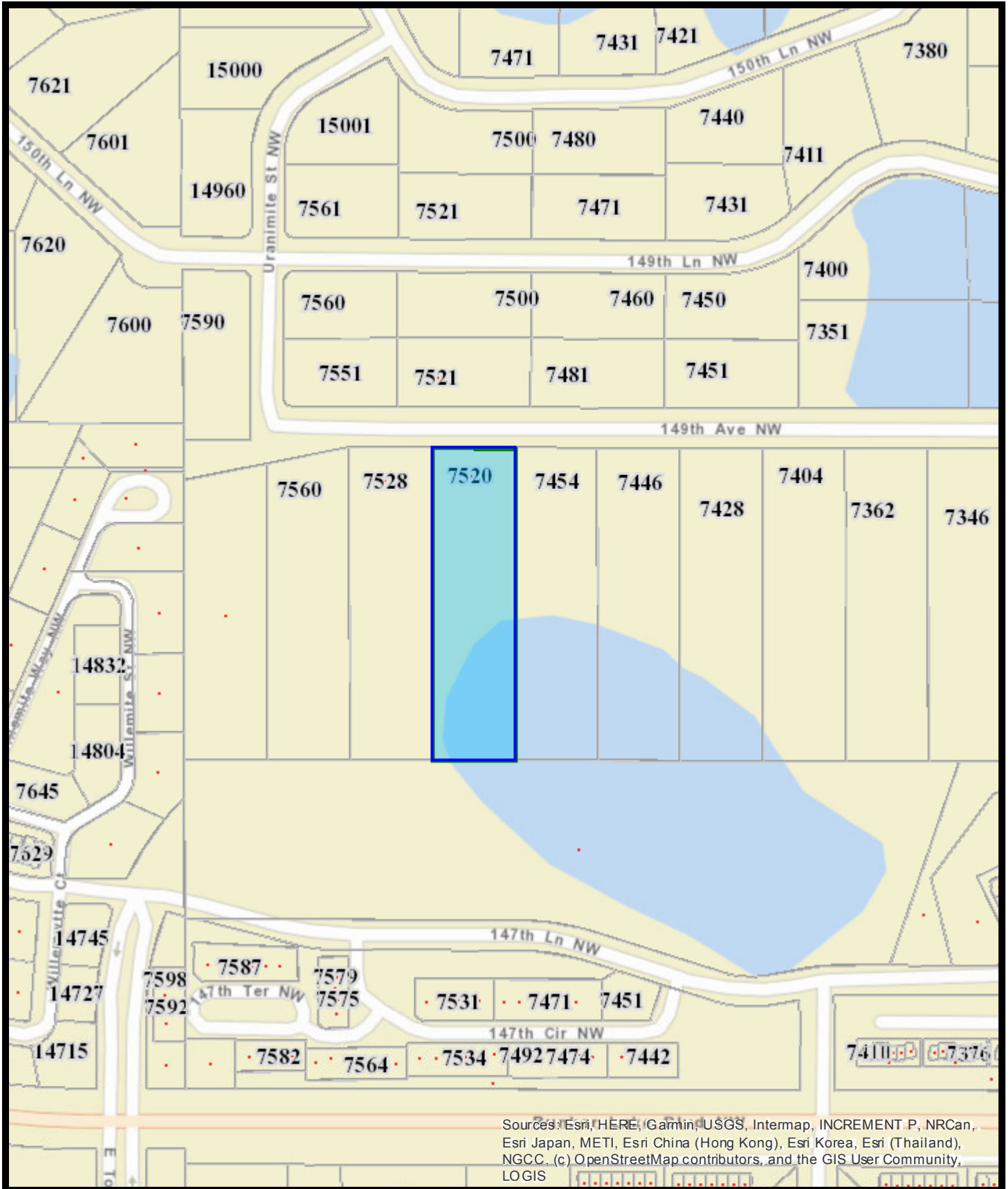
Resolution #20-019: Beekeeping License

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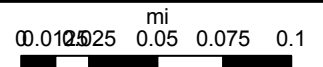
**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Tim Gladhill	Tim Gladhill	01/23/2020 11:29 AM
Kurt Ulrich	Kurt Ulrich	01/23/2020 02:25 PM
Form Started By: Chris Anderson		Started On: 01/14/2020 11:19 AM
Final Approval Date: 01/23/2020		

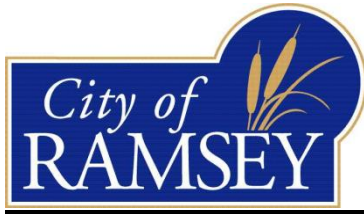
Site Location Map



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



Print Date:



## Land Use Application

<input type="checkbox"/> Plat – Sketch Plan	<input type="checkbox"/> Plat – Preliminary Plat	<input type="checkbox"/> Plat – Final Plat
<input type="checkbox"/> Administrative Plat	<input type="checkbox"/> Site Plan Review	<input type="checkbox"/> Easement/ROW Vacation
<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Interim Use Permit	<input type="checkbox"/> Comprehensive Plan Amendment
<input type="checkbox"/> Zoning Amendment	<input type="checkbox"/> Home Occupation Permit	<input type="checkbox"/> Variance
<input type="checkbox"/> Dwelling Moving Permit	<input type="checkbox"/> Environmental Permit	<input type="checkbox"/> Registered Land Survey
<input type="checkbox"/> Non-Traditional Animal License	<input type="checkbox"/> Beekeeping License	<input type="checkbox"/> Private Kennel License

### Applicant Contact Information

*Please note: All official communication will be routed through this contact.*

Name:			
Street Address:			
City, State, ZIP:			
Home Phone:		Work Phone:	
Email:		Fax Number:	
Name of Business (if applicable):			
Business Address (if applicable)			
Business City, State, ZIP			
Business Phone:		Business Fax:	

### Subject Property Information

*(Location of Application)*

Address	
PIN	
Legal Description	
Zoning District	

Contact the Planning Division at 763-433-9824 or [planning@cityoframsey.com](mailto:planning@cityoframsey.com) to request a Zoning Verification

## Property Owner Information

*(If different than Applicant)*

Name:			
Street Address:			
City, State, ZIP:			
Home Phone:		Work Phone:	
Email:		Fax Number:	

Please provide a detailed description of your request and attached a copy of a scaled site plan


***A "Land Use Sign" will be placed on the Subject Property to allow Ramsey Residents the opportunity to obtain information about your request.***

Applicant Signature		Co-Applicant Signature	
Printed Name		Printed Name	
Title		Title	
Date		Date	

I understand that the application fee is non-refundable. All costs associated with the processing of this application are the responsibility of the applicant whether this application is approved or denied. Any excess of escrow account deposits over expenditures will be refunded at the time of account closure. I also understand that as the applicant, it is my responsibility to obtain all other permits or licenses required by any applicable regulatory agencies for this Land Use Application.

Property Owner Signature		Property Owner Signature	
Printed Name		Printed Name	
Title		Title	
Date		Date	

I hereby certify that I am the fee title owner/contract for deed vendee of record for the above-mentioned property. Failure to prove ownership may void any agreements entered into the City and I will be held liable for any and all costs incurred by the City.

10 DEC 2019

Application for Beekeeping license:

Applicant: Kim & Noah Barka  
Address: 7520 149<sup>th</sup> Ave NW  
Ramsey, MN 55303  
Telephone: 612-203-8421  
Site Address: 7520 149<sup>th</sup> Ave NW  
Ramsey, MN 55303

Proposal: Up to six Langstroth-style, movable beehives (figure 1) to be kept in the landscaped areas that are adjacent to secondary structure (workshop) on the resident's property. Individual hives will be not more than 20 cubic feet in volume and automatic water will be supplied by an adaption to the existing automatic irrigation system. The location on the property is greater than 25' from any property lines and not adjacent to any inhabited structures (figure 2 and 3). Dr. Noah Barka, a Minnesota licensed veterinarian, has completed the USDA-APHIS National Veterinary accreditation program training "The Role of Veterinarians in Honey Bee Health" and the University of Minnesota course "Beekeeping in Northern Climates Year 1." The initial year will be limited to 2 hives (north side of workshop). Sketch plan (figure 4, overall; figure 5, inset) utilizing the certificate of survey on file with city.



Figure 1: Langstroth hive; 16" wide by 19 7/8" long

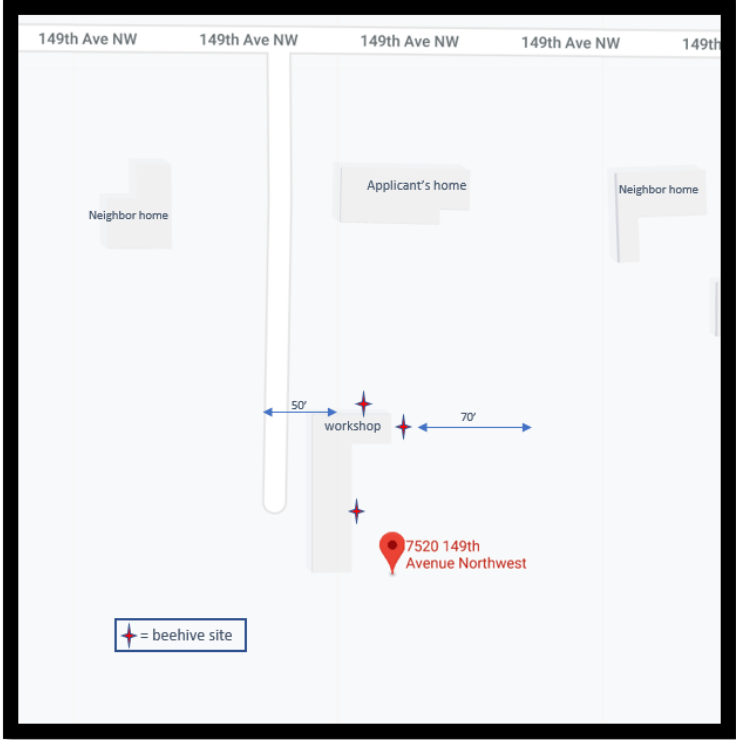


Figure 2: Sketch plan for beekeeping license at 7520 149<sup>th</sup> Ave NW.

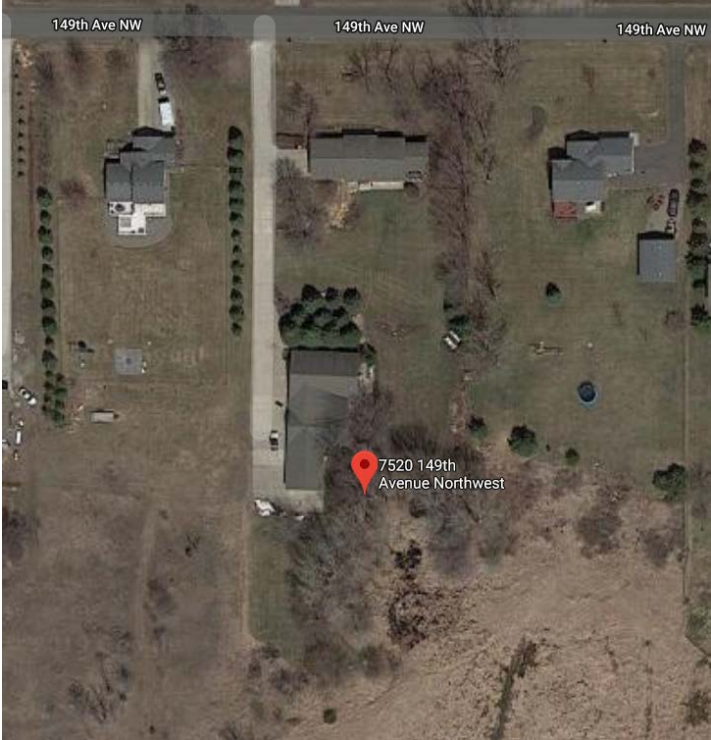


Figure 3: Google satellite image reference for 7520 149<sup>th</sup> Ave NW; accessed 12/10/2019.

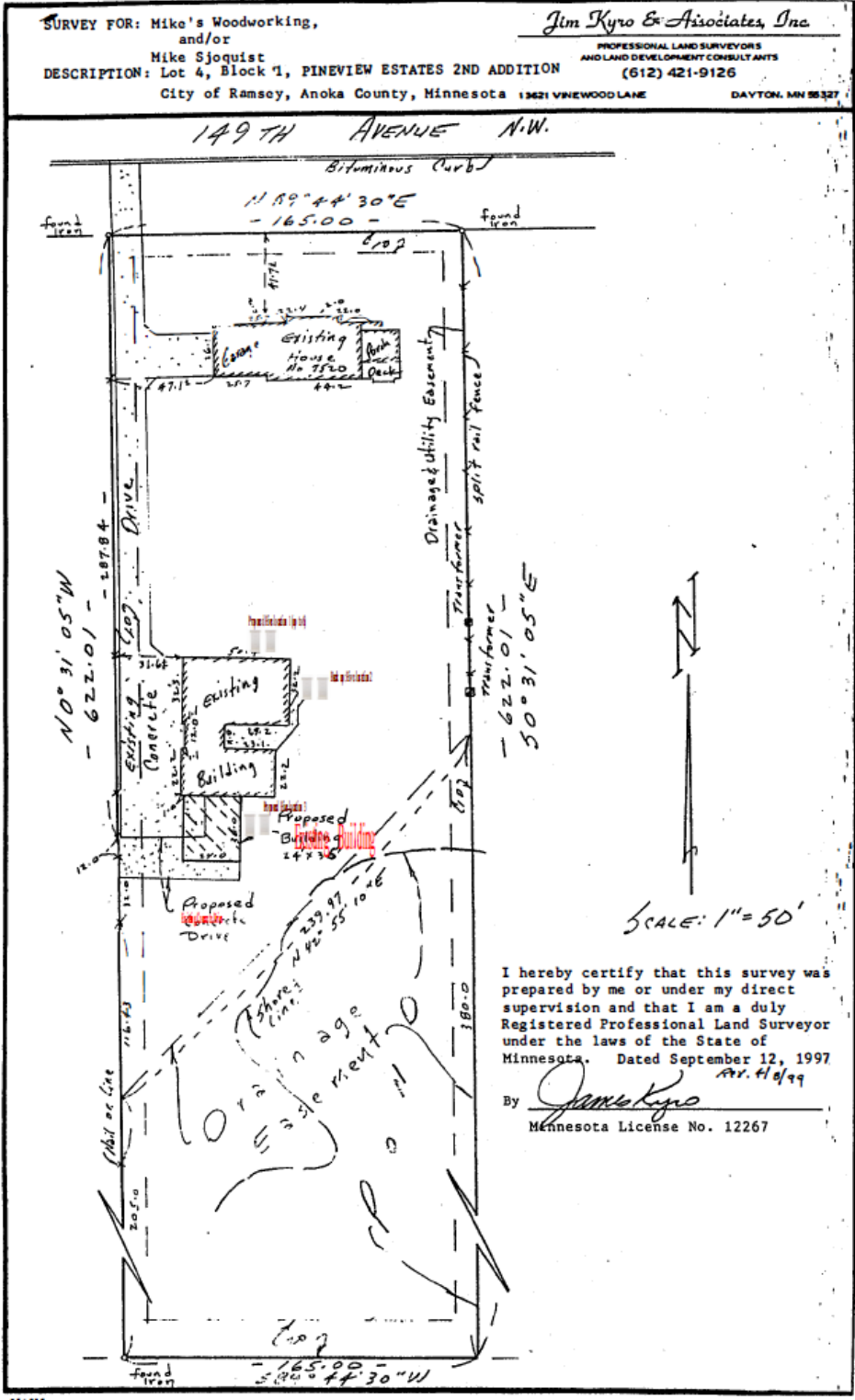


Figure 4: Sketch Plan, up to 6 hives, initially 2 hives on north side of accessory building. Scale dimensions for a hive is ~0.04" x 0.02"

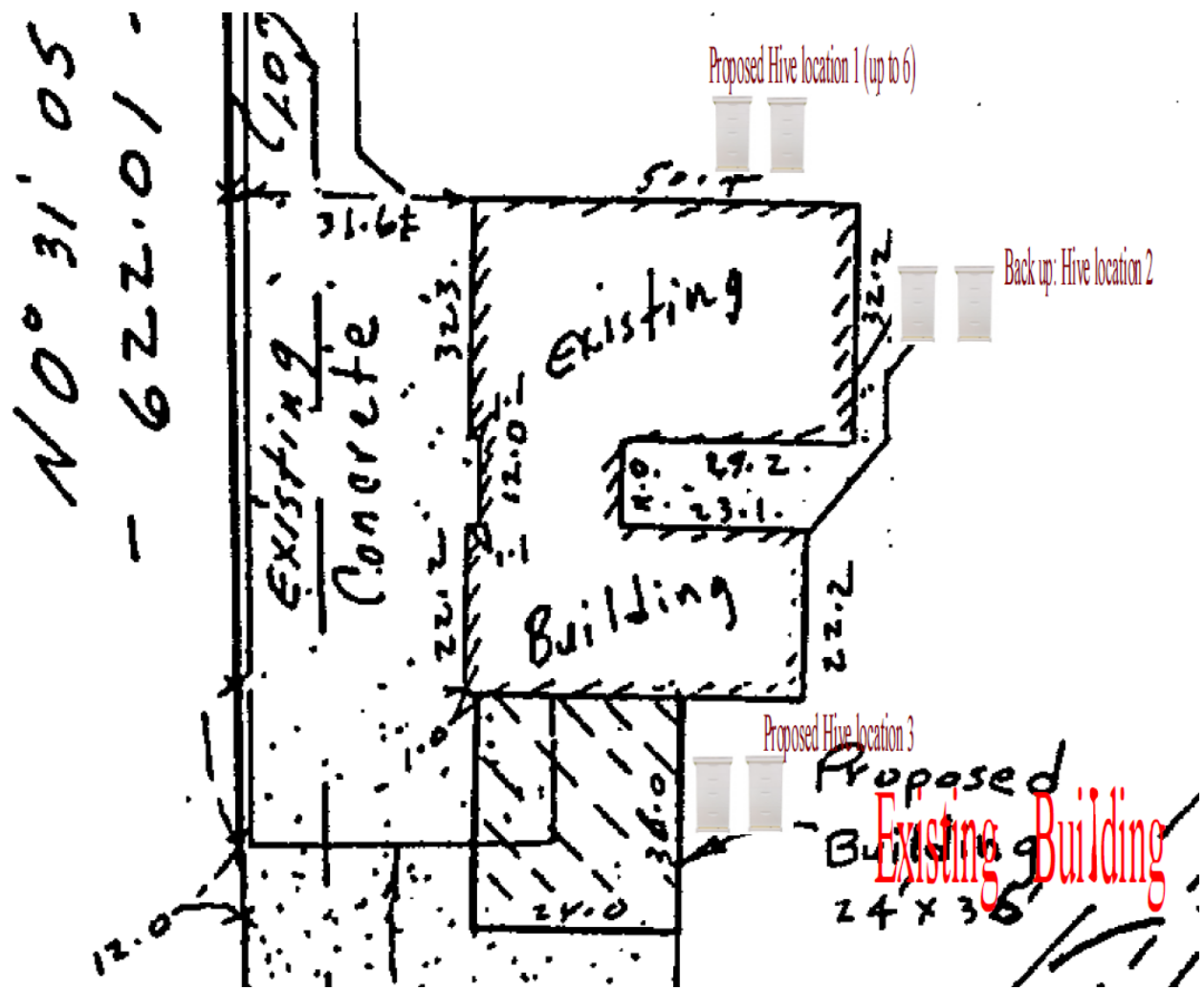
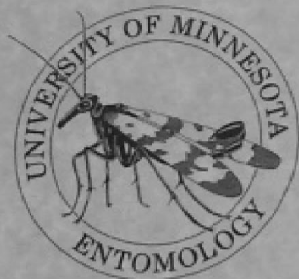


Figure 5: Sketch Plan continued, inset detail.



UNIVERSITY OF MINNESOTA  
Department of Entomology

*Presented to:*

*Noah Barka*

In recognition of completing the short course  
Beekeeping in Northern Climates Year 1

December 7, 2019

A handwritten signature in black ink, appearing to read "Marla Spivak", written over a horizontal line.

Marla Spivak, Ph.D.  
Professor of Entomology

A handwritten signature in black ink, appearing to read "Gary S. Reuter", written over a horizontal line.

Gary S. Reuter, Scientist  
Department of Entomology

# USDA-APHIS NATIONAL VETERINARY ACCREDITATION PROGRAM SUPPLEMENTAL TRAINING MODULE COMPLETION CERTIFICATE

## Module 30: The Role of Veterinarians in Honey Bee Health

Content Finalized: May 2018

The content in this module has been approved expressly to serve as one unit of supplemental training for participants in USDA's National Veterinary Accreditation Program. Please ensure you retain, (save the file or print) this certificate. This certificate will be your only proof of having completed this module and will need to be provided to the appropriate official should APHIS audit your accreditation supplemental training records in the future. Contact your NVAP Coordinator for more details on accreditation renewal.

NOAH BARKA  
First Name Last Name

7520 149th Ave NW  
Street Address, Apt. #

Ramsey MN 55303  
City, State, ZIP Code

038361  
National Accreditation Number (NAN)

I have read the contents of this  
web-based supplemental training module

M. A. DUM 3/20/19  
Signature Date of Completion

Indicate the format of the supplemental materials reviewed

Web-based



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

**RESOLUTION #20-019**

**RESOLUTION APPROVING A BEEKEEPING LICENSE ON A RESIDENTIAL PROPERTY GENERALLY KNOWN AS 7520 149<sup>th</sup> Ave NW.**

**WHEREAS**, Noah and Kimberly Barka, hereinafter referred to as the “Licensee”, have properly applied to the City of Ramsey (the “City”) for a Beekeeping License on the property generally known as 7520 149<sup>th</sup> Ave NW and legally described as follows:

Lot 4, Block 1 Pineview Estates 2<sup>nd</sup> Addition

(“Subject Property”)

**WHEREAS**, the request appears to comply with all provisions and conditions outlined in the Ramsey City Code Section 10-1(f) pertaining to beekeeping; and

**WHEREAS**, the City Council met on January 28, 2020 to review the request for a Beekeeping License.

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

- 1) That a Beekeeping License is hereby granted to the **Licensee** to maintain honeybees on the **Subject Property**.
- 2) That the **Licensee** shall comply with all provisions of Ramsey City Code Section 10-1(f).  
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 28<sup>th</sup> day of January, 2020.

**LICENSEE**

Noah and Kimberly Barka hereby acknowledge receipt of this **License** and that they have reviewed the conditions of this **License** and have agreed to comply with the terms of this **License**.

\_\_\_\_\_  
Noah Barka

\_\_\_\_\_  
Kimberly Barka

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

On this \_\_\_\_\_ day of \_\_\_\_\_, 2020, before me, a Notary Public, personally appeared Noah and Kimberly Barka, husband and wife, to me known to be the persons described in and who executed the foregoing instrument and acknowledged that they executed the same as their free act and deed.

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

**CITY OF RAMSEY**

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

By: \_\_\_\_\_  
City Clerk

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

On this \_\_\_\_\_ day of \_\_\_\_\_, 2020, before me a Notary Public personally appeared John LeTourneau and Colleen Lasher, to me personally known, who, being each by me duly sworn, did say that they are respectively the Mayor and City Clerk of the City of Ramsey, the Municipal Corporation named in the foregoing instrument, and seal affixed to said instrument is the corporate seal of said Municipal corporation, and the said instrument was signed and sealed on behalf of said Municipal Corporation by authority of its City Council, and said John LeTourneau and Colleen Lasher acknowledge said instrument to be the free act and deed of said Municipal Corporation.

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

This document drafted by:  
The City of Ramsey  
7550 Sunwood Drive NW  
Ramsey, MN 55303

**CC Regular Session**

**5. 9.**

**Meeting Date:** 01/28/2020

**Submitted For:** Chloe McGuire Brigl, Community Development

**By:** Eric Maass, Community Development

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**Information**

**Title**

Adopt Resolution #20-020 Approving Registered Land Survey for 9340 Highway 10 NW

**Purpose/Background:**

The purpose of this case is to review a submitted Registered Land Survey for the property located at 9340 Highway 10 NW. The Subject Property is currently in the process of being sold and as part of the sale the parties have agreed to have the Registered Land Survey submitted for review and approval by the City due to concern over the lot line shared between the Subject Property and the adjacent property owned by the City and known more commonly as Wayside Rest Park. A Registered Land Survey is a way to 'certify' the property lines as true and accurate. This survey does not create any new lots, but cleans up property title.

**Notification:**

No notification is required for review of a Registered Land Survey.

**Observations/Alternatives:**

Alternatives

Alternative 1: Adopt Resolution #20-020 approving the submitted Registered Land Survey. The Registered Land Survey appears to adhere to all portions of City Code. Staff supports Alternative 1.

Alternative 2: Do not adopt Resolution #20-020 approving the submitted Registered Land Survey. Staff does not support this alternative.

**Funding Source:**

Costs incurred as a result of this application are the responsibility of the Applicant.

**Recommendation:**

Staff recommends adoption of Resolution #20-020 Approving the submitted Registered Land Survey for 9340 Highway 10 NW with revisions as outlined by Staff Review and approval of the City Attorney.

**Action:**

Motion to adopt Resolution #20-020 Approving the submitted Registered Land Survey for 9340 Highway 10 NW with revisions as outlined by Staff Review and approval of the City Attorney.

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**Attachments**

Registered Land Survey

Resolution #20-020 Approving Registered Land Survey

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**Form Review**

**Inbox**

**Reviewed By**

**Date**

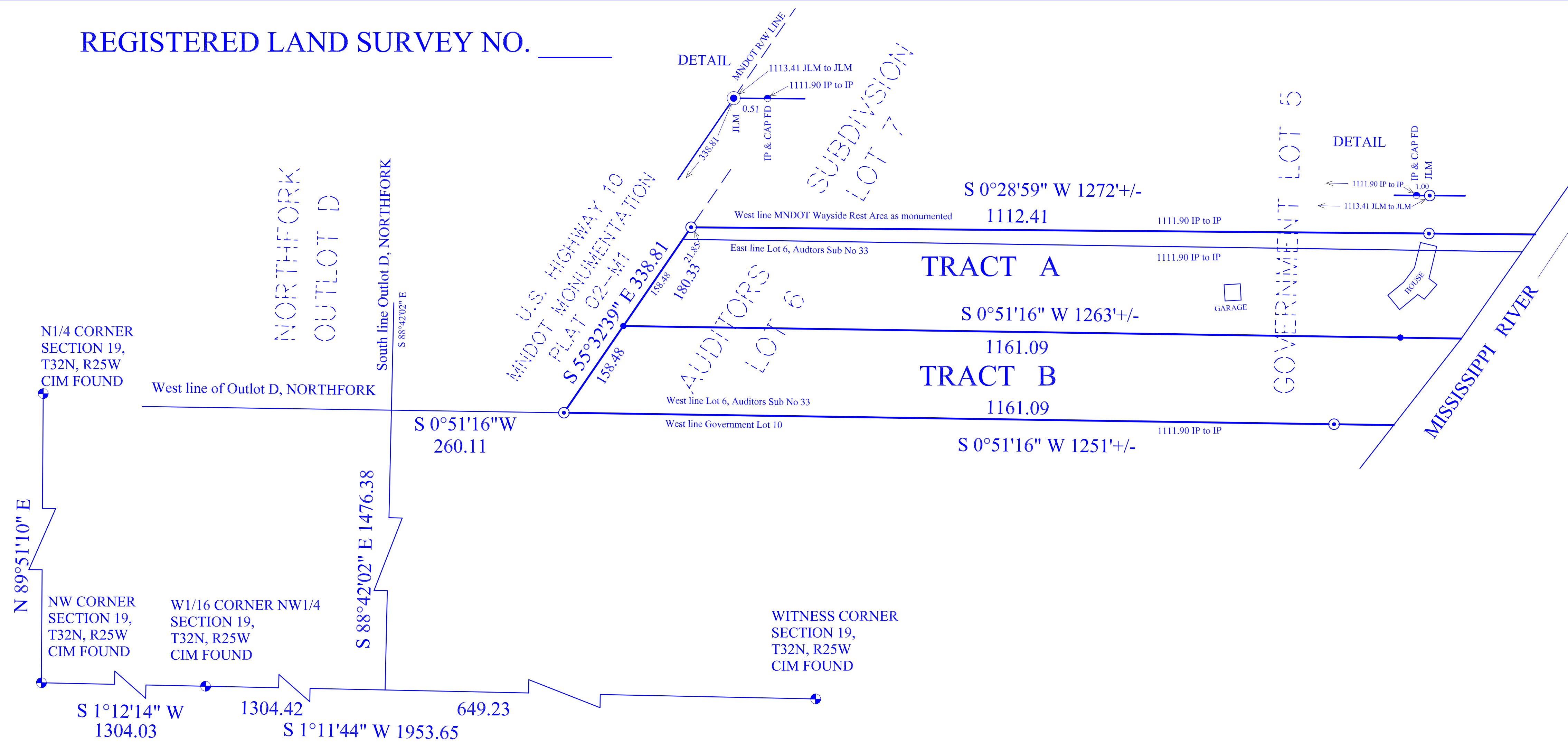
Tim Gladhill  
Kurt Ulrich  
Form Started By: Eric Maass  
Final Approval Date: 01/23/2020

Tim Gladhill  
Kurt Ulrich

01/23/2020 11:25 AM  
01/23/2020 03:09 PM  
Started On: 01/22/2020 03:15 PM

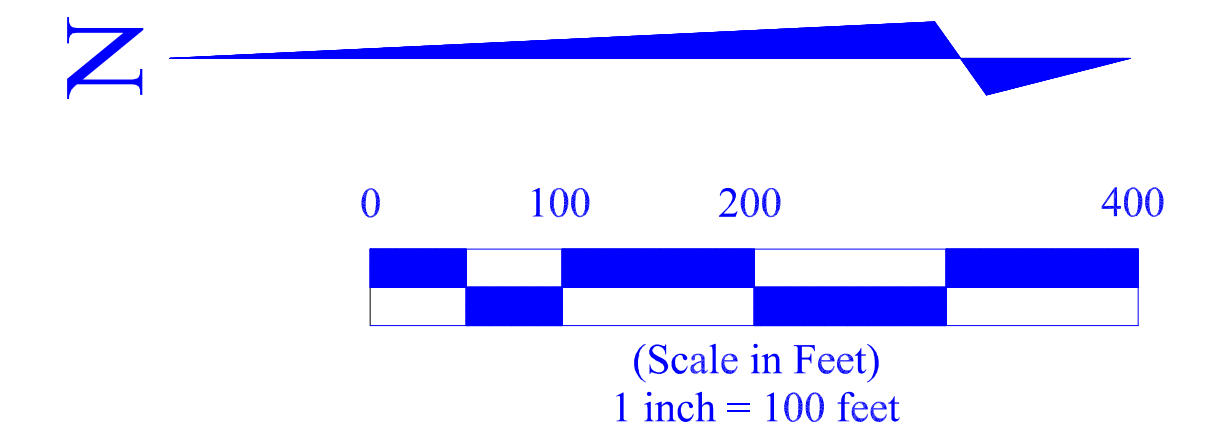
REGISTERED LAND SURVEY NO. \_\_\_\_\_

City of Ramsey  
County of Anoka  
Section 19, Township 32, Range 25



**BEARING NOTE:**  
The orientation of this bearing system is based on the North line of the Northwest Quarter of Section 19, Township 32, Range 25 which is assumed to have a bearing of North 89 degrees 51 minutes 10 seconds East.

- LEGEND**
- Iron monument found
  - 3/4" capped rebar found, RLS 17496
  - ⊙ Judicial Land Mark, cast iron monument, found
  - ⊕ Anoka County cast iron monument found



**SURVEYOR'S CERTIFICATE**

I, Bradley J. Canaday, hereby certify that in accordance with the provisions of Minnesota Statutes, Section 508.47, I have surveyed the following described property situated in the County of Anoka, State of Minnesota

That part of the South Half of Section 19, Township 32, Range 25 lying East of Line A described below; lying South of Line B described below and lying West of Line C described below: (The North line of the Northwest Quarter of Section 19 has an assumed bearing of North 89 degrees 51 minutes 10 seconds East.)

Line A is described as beginning at the Northwest Corner of the East Half of the Southwest Quarter of said Section 19 which is the Southwest Corner of Outlot D, NORTHFORK; thence South 0 degrees 51 minutes 16 seconds West, 1511.20 feet, more or less, to the shoreline of the Mississippi River and there terminating.

Line B is described as beginning at a point on Line A which is 260.11 feet Southerly of the point of beginning of Line A; thence South 55 degrees 32 minutes 39 seconds East 338.81 feet and said Line B there terminating.

Line C is described as beginning at the point of termination of Line B; thence South 0 degrees 28 minutes 59 seconds West 1272 feet, more or less, to the shoreline of the Mississippi River and there terminating.

I hereby certify that the Registered Land Survey was prepared by me or under my direct supervision, that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota and that this Registered Land Survey is a correct representation of said parcel of land.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2020

Bradley J. Canaday, Licensed Land Surveyor  
Minnesota License No. 17496

**CITY COUNCIL, CITY OF RAMSEY, MINNESOTA**

We do hereby certify that on the \_\_\_\_\_ day of \_\_\_\_\_, 2020, the City Council of the City of Ramsey, Minnesota, has approved this Registered Land Survey.

\_\_\_\_\_  
Mayor Clerk

**COUNTY SURVEYOR**

Pursuant to Minnesota Statutes Section 389.09, Subd 1, this Registered Land Survey has been reviewed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

by: \_\_\_\_\_  
Charles F. Gitzen  
Anoka County Surveyor

**COUNTY AUDITOR/TREASURER**

Pursuant to Minnesota Statutes, Section 508.47, Subd. 4, taxes payable in the year 2020 on the land hereinbefore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are not delinquent taxes and transfer entered this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Property Tax Administrator

by: \_\_\_\_\_, Deputy

**COUNTY RECORDER/REGISTRAR OF TITLES**

I hereby certify that this REGISTERED LAND SURVEY \_\_\_\_\_ was filed in the office of the County Recorder/Registrar of Titles for public record on this \_\_\_\_\_ day of \_\_\_\_\_, 2020, at \_\_\_\_\_ o'clock \_\_\_\_ M., and was duly recorded as Document Number \_\_\_\_\_.

\_\_\_\_\_  
County Recorder/Registrar of Titles

by: \_\_\_\_\_, Deputy

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

**RESOLUTION #20-020**

**RESOLUTION APPROVING REGISTERED LAND SURVEY FOR 9340 HIGHWAY 10 NW**

**WHEREAS**, Greg Bauer, hereafter referred to as “Applicant”, properly applied for approval of a Registered Land Survey of the following described property located in the City of Ramsey:

Lot 6, Block 1, Auditors Subdivision, Anoka County, Minnesota and;

**WHEREAS**, the City has received an Application for Registered Land Survey on December 13, 2019; and;

**WHEREAS**, the City Council reviewed the Registered Land Survey on January 28, 2020; and

**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 submitted Registered Land Survey contingent upon the following conditions
  - a. Conformance with Staff Review and approval 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 28<sup>th</sup> day of January, 2020.

\_\_\_\_\_  
Mayor

**ATTEST:**

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

Meeting Date: 01/28/2020

By: Sean Sullivan, Community  
Development

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**Information**

**Title**

Adopt Resolution #20-023 Authorizing Re-conveyance of Lot 1, Block 1, Autumn Heights 2nd Addition to State of Minnesota

**Purpose/Background:**

Purpose:

To evaluate conditional use for Lot 1, Block 1, Autumn Heights 2nd Addition and determine if it should be conveyed back to the State of Minnesota (previous tax forfeit).

The City of Ramsey acquired the Property on June 28, 1991 as document number 175429 through a Conditional Use Deed. The conditional uses granted through the deed are a Fire Station or Recycling Center. The State is doing a 30 year check to see if the land is being used for that public purpose. If not, the land will be released from the deed restriction and reverted back to the State of Minnesota in 2021. The Development Review Team met on January 14, 2020 to review the the proposed future use of the property. The Future Fire Station and Recycling Center were ruled out as potential uses. Need for other uses such as park, storm water and Right of Way were also ruled out.

The property is currently zoned B-1 but it appears better suited for infill single family residential development. Staff has researched city records and has found information regarding the potential future of this property. Staff has reviewed this item in the past as identified in the attached Property Profile. The property is described as "high and dry and ideal for development". The recommended action from this review was to return the land back to the state and to rezone for residential.

Secondarily, if this site is to be returned for development, Staff desires to ensure that the site is able to be developed, likely as a single-family home. Preliminary review of the site does indicate that it would meet requirements for a single family home by staff will be sure to confirm before development and rezoning occurs. The City should consider rezoning this site to a residential use.

**Notification:**

N/A

**Observations/Alternatives:**

The City may pursue one of the following options:(language from State correspondence):

- **Option # 1 Reconvey the property to the state of Minnesota.** If the property has not been put to its authorized public use, the property must be re-conveyed to the state using PT Form 975. If only a portion of the land was used, you must reconvey the unused portion using PT Form 976. Both re-conveyance forms and instructions are available on our State Website. This is the staff recommended option.
- **Option # 2 Purchase the property.** If you want to keep the property but not use it for its authorized public use, you may purchase the property after re-conveying it to the state of Minnesota. The recommendation of the Development Review Committee is to re-convey this property to the State of Minnesota to be resold for private development and to become taxable.
- **Option # 3 - New Conditional Use Deed Application.** Discussions with state officials provide for another

option where the City would convey the property back to the state and request a different condition use deed for another public purpose. Based on review by the Development Review Committee, staff has determined that there are no other public purposes and that this option should not be pursued.

**Funding Source:**

This action is being completed under normal staff duties.

**Recommendation:**

Staff recommends **Option # 1 *Re-convey the property to the state of Minnesota.*** If the property has not been put to its authorized public use, the property must be re-conveyed to the state using PT Form 975.

**Action:**

Motion to Adopt Resolution #20-023 Authorizing Re-conveyance of Lot 1, Block 1, Autumn Heights 2nd Addition to the State of Minnesota.

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**Attachments**

[Site Location Map](#)

[Resolution #20-023](#)

[Draft Deed to State of Minnesota](#)

[Property Profile](#)

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Kurt Ulrich	Sean Sullivan	01/22/2020 12:34 PM
Sean Sullivan (Originator)	Sean Sullivan	01/22/2020 12:34 PM
Tim Gladhill	Sean Sullivan	01/22/2020 01:43 PM
Sean Sullivan (Originator)	Sean Sullivan	01/22/2020 03:34 PM
Kurt Ulrich	Kurt Ulrich	01/23/2020 02:30 PM
Tim Gladhill	Kathy Schmitz	01/23/2020 02:54 PM
Kurt Ulrich	Kurt Ulrich	01/23/2020 03:08 PM
Form Started By: Sean Sullivan		Started On: 01/21/2020 08:01 AM
Final Approval Date: 01/23/2020		

## PROPERTY PROFILE: CITY OF RAMSEY

**NUMBER:** 02  
**ADDRESS:** NA  
**PID:** 083225320029  
**LEGAL:** Lot 1, Block 1, Autumn Heights 2<sup>nd</sup> Addition, Anoka County, Minnesota  
**ACRES:** 1.65  
**VALUATION:** \$40,300  
**ZONING:** B1-Business District  
**MUSA:** Yes  
**GIS IMAGE:**



### DESCRIPTION:

The subject property is located on the south side of Armstrong Boulevard/ County Road 83 and on the east side of Rabbit Street. This parcel is surrounded by residential and open space. It is zoned Business District. This is a fairly high and dry parcel that and is ideal for development. The subject property was acquired from the State of Minnesota in 1991; and the State placed restrictions on its use. The property may be used for a fire station or a recycling center only; otherwise, the property would need to be returned to the State.

**WETLAND:** This property is high and dry. There is no value in using it for wetland mitigation. There are no wetlands on this property.

**MAINTENANCE:** There are no maintenance costs.

**OWNER & ENCUMBRANCE:** This parcel was acquired from the state of Minnesota pursuant to a tax forfeit deed dated July 2, 1991. The state has restricted the parcel to be used exclusively for fire station or recycling center purposes only. Failure to use the parcel for these purposes will cause it to revert to the State of Minnesota.

**DISPOSITION:** Because the City cannot develop this property, besides using it for a fire station or recycling center, it is recommended to return the subject property to the State and rezone the property to residential; which would fit in well with the surrounding parcels. In response, the State may return the parcel to its original owner, come back to the City of Ramsey with alternative restrictions or hold the property until a need arises (for the State).

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

**CITY COUNCIL RESOLUTION #20-023**

**RESOLUTION AUTHORIZING RECONVEYANCE OF LOT 1, BLOCK 1, AUTUMN HEIGHTS 2<sup>ND</sup> ADDITION TO THE STATE OF MINNESOTA**

**WHEREAS**, the City of Ramsey, herein referred to as the “City,” owns various parcels throughout the City of Ramsey; and

**WHEREAS**, the City acquired Lot 1, Block 1, Autumn Heights 2<sup>nd</sup> Addition (the “Property”) on June 28, 1991 through a State Conditional Use Deed filed as Document Number 175429; and

**WHEREAS**, the State Conditional Used Deed requires the City to use this for a Fire Station or Recycling Center and to return it to the State of Minnesota if it was not put into this use within 30 years; and

**WHEREAS**, the City has reviewed the current and future uses and has determined that the Property will not be used for a Fire Station, Recycling Center, Park, Trail, Storm Water or Right of Away; and

**WHEREAS**, the Property is currently zoned B-1 but the highest and best use would be for single family residential development, R-1 Residential (rural developing) and that it should be considered by the City for rezoning.

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

- 1) That the City hereby declares the Property shall be conveyed back to the State of Minnesota.
- 2) That the City hereby authorizes the City Administrator and Mayor to sign any and all documents necessary to close on the sale of the Property, consistent with Charter and State law requirements.

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 28th day of January 2020.

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Mayor

ATTEST:

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City Clerk

**Reconveyance of Forfeited Lands to the State of Minnesota  
By a Governmental Subdivision  
Under Minnesota Statutes, Section 282.01, Subdivision 1d**

State Deed Tax Due: \$1.65

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

**WHEREAS**, pursuant to the statute now codified as Minnesota Statutes, Section 282.01, Subdivision 1a(e), the State of Minnesota, on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, conveyed to \_\_\_\_\_, a governmental subdivision of the State of Minnesota (hereinafter "Governmental Subdivision"), by state deed numbered \_\_\_\_\_, the real property described below (hereinafter "Property") to be used for an authorized public use, and

**WHEREAS**, the Governmental Subdivision has either failed to put the Property to the public use for which it was conveyed, or has abandoned the public use for which it was conveyed, and now desires to reconvey the Property under Minnesota Statutes, Section 282.01, Subdivision 1d to the State of Minnesota, to be held in trust according to Minnesota Statutes, Section 281.25,

**NOW THEREFORE**, the Governmental Subdivision, pursuant to said laws, and pursuant to the duly adopted resolution of its governing body number \_\_\_\_\_, dated \_\_\_\_\_, does hereby convey and quitclaim the property in the County of \_\_\_\_\_, described as follows, together with all appurtenances thereunto belonging:

to the State of Minnesota, to be held in trust as provided by Minnesota Statutes, Section 281.25, upon like conditions and with like effect as if the Property had not been conveyed to the Governmental Subdivision for a public use.

Check here if all or part of the described real property is Registered (Torrens)

\_\_\_\_\_  
(Name of Governmental Subdivision)

**By:** \_\_\_\_\_  
Signature Title Date

**By:** \_\_\_\_\_  
Signature Title Date

STATE OF MINNESOTA )  
 ) ss.  
County of \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by \_\_\_\_\_ and \_\_\_\_\_, respectively the \_\_\_\_\_ and the \_\_\_\_\_ of \_\_\_\_\_, a \_\_\_\_\_ under the laws of the State of Minnesota, on behalf of the \_\_\_\_\_.

\_\_\_\_\_  
Notary Date

Form approved by the Attorney General's Office.

THIS INSTRUMENT WAS DRAFTED BY:  
Minnesota Department of Revenue  
600 N. Robert St.  
St. Paul, MN 55101  
(651) 556-3000

TAX STATEMENTS FOR THE REAL PROPERTY DESCRIBED IN  
THIS INSTRUMENT SHOULD BE SENT TO:  
County Auditor  
\_\_\_\_\_ County  
\_\_\_\_\_  
\_\_\_\_\_

# Approval

The undersigned, acting for the Commissioner of Revenue of the State of Minnesota, under delegation of authority duly filed with the Secretary of State, does hereby approve the foregoing conveyance to the State of Minnesota.

**Dated:** \_\_\_\_\_

**STATE OF MINNESOTA**

\_\_\_\_\_  
Commissioner of Revenue

**By:** \_\_\_\_\_  
The duly appointed delegate of the Commissioner of Revenue, for these purposes.

STATE OF MINNESOTA )  
  )ss.  
COUNTY OF RAMSEY )

This Approval was acknowledged before me on \_\_\_\_\_ by \_\_\_\_\_,  
the duly appointed delegate of the commissioner of revenue for these purposes.

\_\_\_\_\_  
Notary Date

## PROPERTY PROFILE: CITY OF RAMSEY

**NUMBER:** 02  
**ADDRESS:** NA  
**PID:** 083225320029  
**LEGAL:** Lot 1, Block 1, Autumn Heights 2<sup>nd</sup> Addition, Anoka County, Minnesota  
**ACRES:** 1.65  
**VALUATION:** \$40,300  
**ZONING:** B1-Business District  
**MUSA:** Yes  
**GIS IMAGE:**



### DESCRIPTION:

The subject property is located on the south side of Armstrong Boulevard/ County Road 83 and on the east side of Rabbit Street. This parcel is surrounded by residential and open space. It is zoned Business District. This is a fairly high and dry parcel that and is ideal for development. The subject property was acquired from the State of Minnesota in 1991; and the State placed restrictions on its use. The property may be used for a fire station or a recycling center only; otherwise, the property would need to be returned to the State.

**WETLAND:** This property is high and dry. There is no value in using it for wetland mitigation. There are no wetlands on this property.

**MAINTENANCE:** There are no maintenance costs.

**OWNER & ENCUMBRANCE:** This parcel was acquired from the state of Minnesota pursuant to a tax forfeit deed dated July 2, 1991. The state has restricted the parcel to be used exclusively for fire station or recycling center purposes only. Failure to use the parcel for these purposes will cause it to revert to the State of Minnesota.

**DISPOSITION:** Because the City cannot develop this property, besides using it for a fire station or recycling center, it is recommended to return the subject property to the State and rezone the property to residential; which would fit in well with the surrounding parcels. In response, the State may return the parcel to its original owner, come back to the City of Ramsey with alternative restrictions or hold the property until a need arises (for the State).

Meeting Date: 01/28/2020

By: Sean Sullivan, Community  
Development

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**Information**

**Title**

Adopt Resolution #20-024 Approving Snow Storage Agreement on City Owned Land

**Purpose/Background:**

Purpose:

Consider snow storage agreement with ownership of Sunfish Commons on a portion of the former Sunfish Express gas station parcel.

Background:

Suntide Commercial Realty has asked the city to consider entering into a snow storage and parking agreement on the former Sunfish Express gas station site. City Staff has reviewed the request and is comfortable moving forward with an agreement for a snow storage agreement at this time. The attached snow storage agreement includes an Indemnity clause that protects the City.

Parking can sometimes be challenging on site during certain times to the year and times of day. The proposed snow storage agreement should help address some immediate parking concerns due to having to store snow on the Sunfish Commons site. The ownership would also like the city to consider expanding the area onto city property. Due to the potential for increased liability, lease negotiations, and potential site improvements that would be needed, Staff is not prepared to move forward with a parking agreement at this time. Staff will continue to work with Suntide Commercial Realty, ownership and tenants to see if an agreement can be negotiated and brought to the City Council at a later date.

**Notification:**

N/A

**Observations/Alternatives:**

Staff has worked with the City Attorney and Suntide Development to draft the attached snow storage agreement: Included below are some highlights of the attached agreement:

- Term of Agreement is execution date - April 1, 2020
- There is no cost for use of the site for snow storage
- Indemnity for City of Ramsey
- Only snow that accumulates on Sunfish Commons property can be stored on the City owned site
- Snow is allowed to melt onsite
- Stored snow on City property to be restricted to shaded area on Exhibit A
- Northern portion of city property to be free from snow storage to ensure public safety and vision triangles.

It is further noted that this parcel was acquired for a future frontage road related to Highway 10 Improvements. Installation of parking on this parcel will need to be removed in the future. The City previously chose not to move forward with paving of this lot due to cost. Furthermore, another tenant in this development is opposed to parking on this lot without paving due to dust issues.

The City Council should consider the following alternatives:

1. Adopt Resolution #20-024 Approving Snow Storage Agreement on City Owned Land as presented; subject to City Attorney review.

2. Adopt Resolution #20-024 with changes.
3. Deny entering into a snow storage agreement with owner of Sunfish Commons.
4. Something else.

**Funding Source:**

This item is being covered under normal staff duties

**Recommendation:**

Staff recommends adoption of Resolution #20-024 Approving Snow Storage Agreement on City Owned Land as presented; subject to City Attorney review.

**Action:**

Motion to adopt Resolution #20-024 Approving Snow Storage Agreement on City Owned Land as presented; subject to City Attorney review.

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**Attachments**

Site Location Map

Resolution #20-024

Snow Storage Agreement with Exhibit A

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**Form Review**

**Inbox**

Tim Gladhill

Kurt Ulrich

Form Started By: Sean Sullivan

Final Approval Date: 01/23/2020

**Reviewed By**

Tim Gladhill

Kurt Ulrich

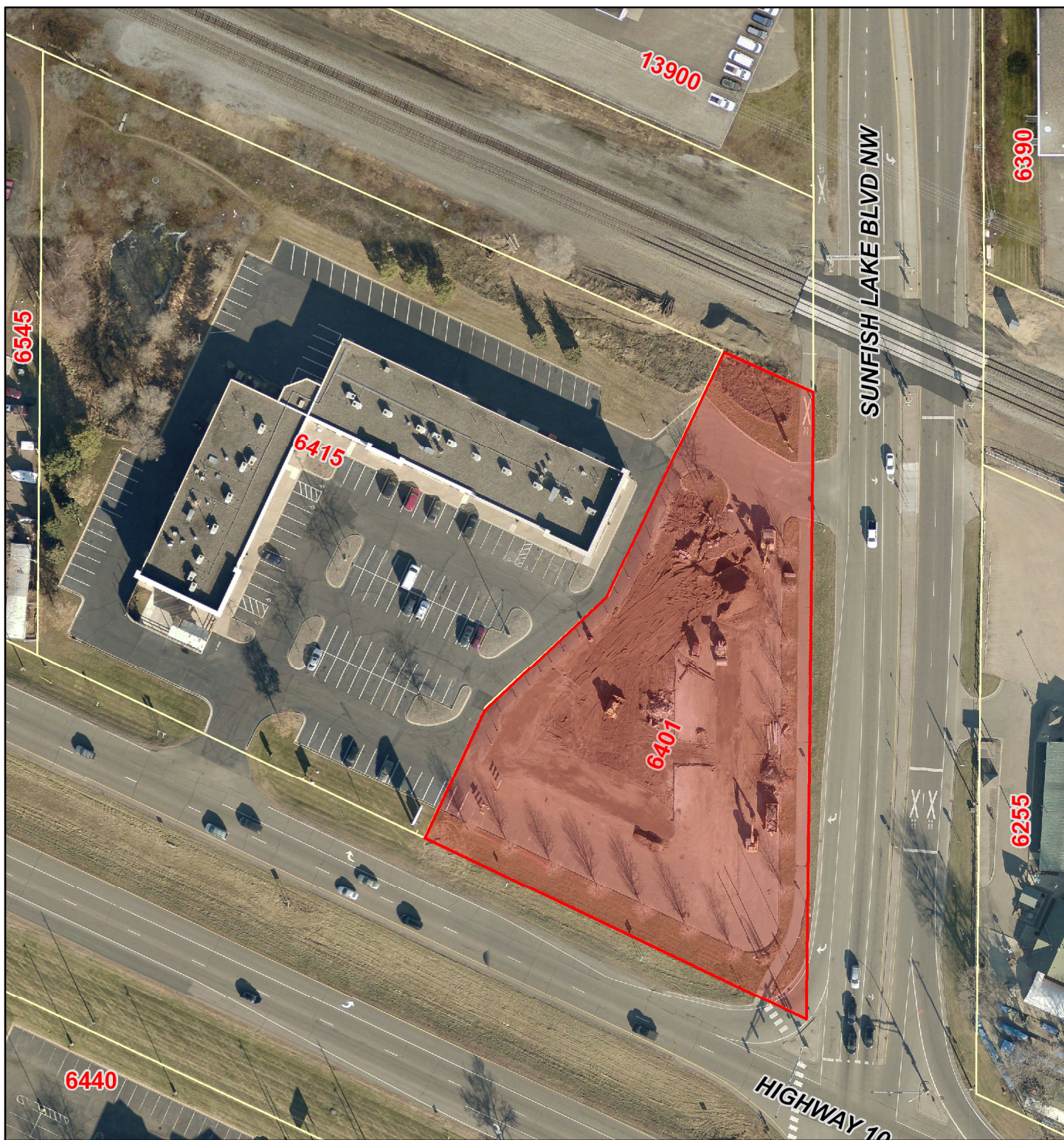
**Date**

01/22/2020 08:36 PM

01/23/2020 02:32 PM

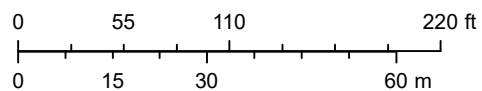
Started On: 01/21/2020 08:03 AM

# Site Location Map



January 22, 2020

1:1,200



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

**CITY COUNCIL RESOLUTION #20-024**

**RESOLUTION APPROVING SNOW STORAGE AGREEMENT ON CITY OWNED  
LAND**

**WHEREAS**, the City of Ramsey, herein referred to as the “City,” owns various parcels throughout the City of Ramsey; and

**WHEREAS**, the City acquired Lot 2, Block 1, Sunfish Commons (the “Property”) commonly known as the former Sunfish Express Gas Station Site on June 8, 2017; and

**WHEREAS**, Suntide Commercial Realty, at the request of the ownership group of Sunfish Commons, requested that the City enter into a snow storage and parking agreement for the use of a portion of the Property to store snow during the winter; and

**WHEREAS**, the City has reviewed the request and the City Attorney has drafted a snow storage agreement that does not include any permitted use of the Property for parking.

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

- 1) That the City hereby authorizes the City Administrator and Mayor to execute the Snow Storage Agreement; subject to City Attorney review.

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 28th day of January 2020.

---

Mayor

ATTEST:

---

City Clerk

## SNOW STORAGE AGREEMENT

### SUNFISH COMMONS

This Agreement is entered into by and between the **City of Ramsey**, a Minnesota municipal corporation, and **Omaha Woodmen Life Insurance Society**, a \_\_\_\_\_ (Woodmen).

#### Recitals

- A. Woodmen owns a retail center in Ramsey commonly known as Sunfish Commons, all of which is contained on a single parcel of land, PID 34-32-25-14-0026 (Woodmen Property).
- B. The City owns the adjacent vacant parcel to the east, PID 34-25-14-0027 (City Property).
- C. Due to limited space on its parcel, Woodmen desires to store snow on the City Property.
- D. The City is willing to allow temporary snow storage, subject to the terms and conditions of this Agreement.

#### Agreement

- 1. Recitals. The recitals set forth above are incorporated herein.
- 2. Effective Date. The effective date of this Agreement is the date of the latest signature set forth below.
- 3. Termination Date. This Agreement shall terminate on April 1, 2020. Notwithstanding this termination date, the City may terminate this Agreement at any time with 48 hours' notice to Woodmen or its agent, Suntide Commercial Realty.
- 4. Snow Storage. Woodmen and its agents may store snow from the Woodmen Property on the City Property during the 2019-2020 winter season, subject to the Section 3 above and Section 5 below. Only snow that naturally accumulates on the Woodmen Property shall be stored on the City Property. The snow shall be allowed to melt on the City Property; Woodmen is not required to remove it upon termination of this Agreement. Storage is limited to snow; Woodmen shall not store any other materials, vehicles, or anything else on the City Property, nor shall it allow its agent, tenants or their guests to do so.
- 5. Storage Location. The driveway access to the Woodmen Property crosses the northern portion of the City Property. To maintain proper sightlines, Woodmen

and its agents shall restrict snow storage to that area south of the driveway indicated on the attached Exhibit A.

6. Indemnity. Woodmen shall defend and indemnify the City from and against any and all claims for damages arising out of Woodmen's use of the City Property pursuant to this Agreement, except to the extent said damages are caused by the negligence or intentional acts of the City, its employees and agents.
7. Miscellaneous. This document contains all of the terms and conditions of the agreement between the parties and supersedes any oral or written statements or representations. This Agreement shall only be modified in a writing signed by both parties and shall be construed under the laws of Minnesota.

**City of Ramsey**

\_\_\_\_\_  
John LeTourneau, Mayor

Date: \_\_\_\_\_, 2020

\_\_\_\_\_  
Kurtis G. Ulrich, City Administrator

Date: \_\_\_\_\_, 2020

**Omaha Woodmen Life Insurance Society**

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

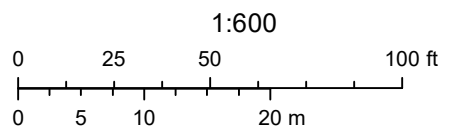
Date: \_\_\_\_\_, 2020

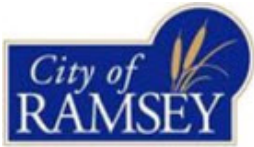
Its: \_\_\_\_\_

# Exhibit A - Snow Storage Area



January 22, 2020





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

## CC Regular Session

5. 12.

**Meeting Date:** 01/28/2020

**Submitted For:** Tim Gladhill, Community Development

**By:** Eric Maass, Community Development

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### Information

#### **Title:**

Adopt Resolution #20-025 for Updated Code Enforcement Action Plan for 5431 164th Ln NW

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

The purpose of this case is to provide an update and seek authorization from the City Council for a proposed updated code enforcement action plan on the property located at 5431 164th Ln NW. City Staff has been making regular inspections to the property since September related to complaints received related to the exterior appearance of the property.

#### **Notification:**

No notification is required as a result of this case.

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

The property owner has made progress on and been willing to work with City Staff on a variety of outstanding city code violations. While the property owner has made some progress, some violations still exist most notably related to the number and conditions of motor vehicles being stored on the property.

City Staff has drafted an updated code enforcement action plan to address the remaining violations which does include the removal of some vehicles by the City which is supported by the Property Owner if those agreed upon vehicles are not removed by the established date included in the attached resolution.

Staff has included as attachment a list of both progress made to date on the property as well as a list of outstanding violations including photos.

This case has taken significant Staff time, however, Staff has found that there are circumstances outside of the resident's control that have warranted additional time including deaths in the family, illness, age, etc. The homeowner is an elderly veteran who has attempted to work with Staff throughout the process and has been extremely friendly and cordial. It does appear that progress has slowed onsite, which is why staff has recommended a voluntary abatement, which is not the typical code enforcement procedure.

#### **Alternatives**

**Alternative 1:** Voluntary abatement of vehicles on January 31, 2020. Rear yard items are given until May 15, 2020. Please note the attached resolution is written in favor of this alternative.

**Alternative 2:** Staff is open to ideas from City Council Members on local organizations that could assist the homeowner in cleanup of the property. Staff is open to ideas ranging from school and church groups, to organizations that help veterans. Staff is supportive of this alternative even if alternative 1 is chosen and the

attached resolution approved. Staff is of the opinion that the homeowner in question is being cooperative, and would clearly benefit from any additional resources that could be identified.

**Funding Source:**

This case is being handled as part of staff's normal duties.

**Recommendation:**

Staff recommends that the City Council approve Resolution #20-025 approving the proposed code enforcement action plan. The resident has been cooperative with City Staff and made some progress towards compliance and Staff believes the updated plan is appropriate moving forward. The authorization essentially begins an phased abatement process. The Homeowner is willing to allow a voluntary abatement, in which the City will remove certain items and assess the cleanup costs back to the property.

Please note that Staff is open to recommendations from City Council Members if there are resources within City Council Member's networks that could assist this elderly veteran with cleanup, Staff is willing to relay that message to the homeowner.

**Action:**

Motion to adopt Resolution #20-025 approving the proposed updated code enforcement action plan for 5431 164th Ln NW.

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**Attachments**

Progress Made - 5431 164th Ln NW

Remaining Issues - 5431 164th Ln NW

Res 20-025 Approving Updated Code Enforcement Action Plan

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Kurt Ulrich	Kurt Ulrich	01/09/2020 04:00 PM
Tim Gladhill	Eric Maass	01/22/2020 11:02 AM
Tim Gladhill	Tim Gladhill	01/22/2020 08:28 PM
Tim Gladhill	Kathy Schmitz	01/23/2020 02:54 PM
Kurt Ulrich	Kurt Ulrich	01/23/2020 03:05 PM
Form Started By: Eric Maass		Started On: 12/19/2019 10:20 AM
Final Approval Date: 01/23/2020		

**PROGRESS MADE – 5431 164<sup>th</sup> Ln NW**

1. Removal of deteriorating fabric shed



2. Cleanup of miscellaneous items in side yard that had been inside of the fabric shed

Before:



After:

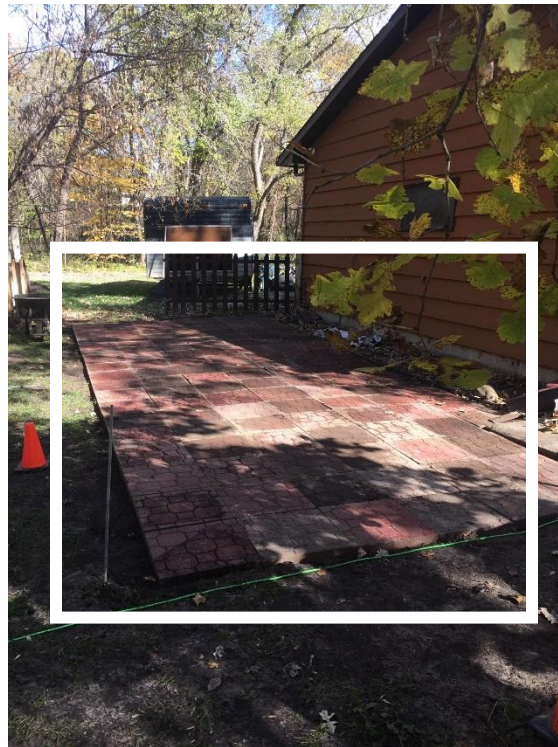


3. Removal of the following vehicles
  - a. White Chevy Blazer – License Plate BXX-808
  - b. Black Chevy Blazer – License Plate 395-PZX
  - c. White GMC Safari Van – License Plate 368-MKB
  - d. Green Chevy Suburban
  - e. Gold sanded down Cadillac
4. Issuance of three (3) dog licenses from the City requiring vaccinations of each of the three dogs.

5. Relocation of three vehicles previously parked in the side yard now parked in the driveway.



6. Instillation of a paver parking area adjacent to attached garage



7. Removal of high sided wood trailer filled with miscellaneous items



## REMAINING ISSUES – 5431 164<sup>th</sup> Ln NW

### 1. Vehicles – non compliant due to number and conditions of vehicles.

#### Recently expired tabs:

- Dark colored classic car plate 675-TXP. Tabs Dec 19
- Dark Maroon Station Wage license plate 456-XBT. Tabs Dec 19
- Tan Van license plate 123-PLT. Tabs Nov 19
- Silver Honda license plate 446-XNK. Tabs Sep 19

#### Delinquent tabs:

- Silver VW Jetta license plate 853-XGY. Tabs Feb 18 (vehicle has been on trailer dolly for weeks)

#### Non-operable

- Blue Pontiac license plate 752-PHA. Tabs Aug 02 (inoperable based on condition)

### 2. Outdoor storage of Miscellaneous Items in backyard

- Note: there is a vehicle under the tarp which is parked on a concrete pad



### 3. Private Kennel License

- The property owner currently has four dogs on the property, three of which are now licensed with the City. City Code requires a private kennel license for properties to maintain in excess of three dogs. The Property Owner will need to obtain a private kennel license and a fourth dog license.

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

**RESOLUTION #20-025**

**A RESOLUTION APPROVING UPDATED CODE ENFORCEMENT ACTION PLAN FOR 5431 164<sup>TH</sup> LANE NW IN THE CITY OF RAMSEY, MINNESOTA**

**WHEREAS**, the property owner Cynthia Krebs (the “Property Owner”) has an open code enforcement case on the property generally known as 5431 164<sup>th</sup> Ln. NW and legally described as follows”

Lot 3, Block 3, Barthels Rum River Acres

(“Subject Property”); and

**WHEREAS**, the Subject Property is zoned R-1 Residential (Rural Developing); and

**WHEREAS**, the Subject Property is approximately 1.37 acres in size; and

**WHEREAS**, there are documented City Code violations dating back to 2012, with additional code enforcement cases in 2013, 2014, 2015, 2017, 2018, and 2019 with notices of violation regarding fabric sheds, off-street residential parking, number of vehicles on the property, and outdoor storage of debris; and

**WHEREAS**, the City has most recently opened a case on the subject property for violations related to off-street residential parking, number of vehicles on the property, and outdoor storage of debris); and

**WHEREAS**, the City sent a formal notice of violation on September 20, 2018 for the hoop building on the Subject Property; and

**FINDINGS OF FACT**

1. The City inspected the property throughout 2019 with inspections occurring on January 8, April 2, April 17, June 11, June 19, July 17, August 20, October 22, October 29, November 12, November 21, December 3, December 12, and December 17 in an effort to work with the resident as there was gradual progress being made to come into compliance.
2. The resident has removed or accomplished the following in an effort to come into compliance
  - a. Removal of deteriorating fabric shed.
  - b. Cleanup of miscellaneous garden/yard items in the side yard previously stored within the deteriorating fabric shed.
  - c. Removal of the following vehicles from the property
    - White Chevy Blazer – License Plate BXX-808
    - White GMC Safar Van – License Plate 368-MKB

- Green Chevy Suburban
  - Gold sanded down Cadillac
- d. Application for and issuance of three dog licenses from the City including all vaccinations required by the City.
  - e. Relocation of four vehicles previously parked on an unimproved surface now parked in the driveway.
  - f. Installation of an approximately 10' x 20' paver parking pad for trailer placement.
  - g. Removal of high sided wood trailer filled with miscellaneous items and furniture.
3. The following violations still remain on the property
    - a. Six motor vehicles deemed non-compliant due to expired tabs
    - b. One dog without a dog license issued by the City.
    - c. No private kennel license for the property which is required to have more than three dogs on the property. Property owner currently has four dogs.
    - d. Miscellaneous debris stored outside in the backyard.
  4. The City sent formal notices via US Mail on:
    - a. January 15, 2019 for the reduction in the number of motor vehicles to the city code limit of six (6), that all vehicles be parked on an improved surface, and that no more than one (1) inoperable vehicles was allowed on the property.
    - b. April 2, 2019 for the removal of two (2) damaged and falling apart canvas sheds as well as approximately 16 vehicle rims in the yard that needed to be stored indoors.
    - c. April 17, 2019 for the removal of two (2) damaged and falling apart canvas sheds as well as approximately 16 vehicle rims in the yard that needed to be stored indoors as well as a \$75 administrative citation for failure to comply with the first notice.
    - d. July 17, 2019 for the reduction in the number of motor vehicles to the city code limit of six (6), that no more than one (1) inoperable vehicles was allowed on the property, and that the property owner apply for a residential kennel license as they had four (4) dogs on the property.
    - e. January 22, 2020 outlining the proposed plan Staff would be presenting to Council for authorization to proceed.

**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, contingent upon verification of any violation(s) of City Code:

1. By Friday, January 31, 2020, the property owner will have removed three (3) motor vehicles from the property.
2. That the Property Owner is willing to enter into a voluntary abatement if three (3) vehicles are not removed from the property by Friday January 31, 2020 and that the property owner indicated that the Tan Van license plate 123-PLT, Silver Honda License Plate 446-XNK and Blue Pontiac License Plate 752-PHA are the ones which should be removed from the property.

3. By Friday, February 28, 2020 the Property Owner will have no more than one inoperable/currently tabbed vehicle on the property and failure to do so will result in a notice of abatement being issued for the removal of those vehicles from the property which are non-compliant. Staff will work with the Property Owner to identify which vehicles would be removed if removal is required.
4. By Wednesday, May 15, 2020 the Property Owner will clean up the miscellaneous household items including tables, chairs, couch, and automotive parts currently stored outside in the backyard and that the City Council direct Staff to coordinate with the Property Owner and possible volunteer groups to administer the cleanup effort.
5. By Monday June 1, 2020 the property owner will apply for a Private Kennel License to maintain more than three (3) dogs on the property. Staff inspected four dogs on the property on July 17, 2019 each of which appeared in good health and each was friendly. A kennel license is reviewed by City Staff and approved of by City Council. A public hearing is required when reviewed by the City Council.
6. That future violations of the same will result in financial penalties as allowed by approved rates and charges.
7. That the City Council reserves the right to escalate future violations directly to District Court for Temporary Restraining Order.

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:

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 28th day of January, 2020.

**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

Meeting Date: 01/28/2020

By: Jeff Katers, Police

**Information**

**Title**

Adopt Resolution #20-029 Denying a Massage Establishment and Massage Therapy License

**Purpose/Background:**

Ying Chen has made application to establish a new Therapeutic Massage business at 14037 St. Francis Blvd NW. The proposed business would be known as 'Chen Massage'. Ms. Chen was not involved in operations at the previous massage businesses located at the same address.

**Recommendation:**

After completion of the required Background Check, Chief Katers recommends denial of the licenses for Therapeutic Massage Establishment for 'Chen Massage' to be located at 14037 St. Francis Blvd NW. Chief Katers also recommends denial of the license for Massage Therapist for the Applicant, Ying Chen.

The basis for the denial recommendation is false and misleading information provided in the application(s).

**Action:**

Adopt Resolution #20-029 denying Therapeutic Massage Establishment License for 'Chen Massage' to be located at 14037 St. Francis Blvd NW and Therapeutic Massage license for Ying Chen.

**Attachments**

resolution

**Form Review**

Inbox	Reviewed By	Date
Kurt Ulrich	Jeff Katers	01/23/2020 03:30 PM
Jeff Katers (Originator)	Jeff Katers	01/23/2020 04:09 PM
Kurt Ulrich	Kurt Ulrich	01/23/2020 04:21 PM
Form Started By: Jeff Katers		Started On: 01/06/2020 02:31 PM
Final Approval Date: 01/23/2020		

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

**RESOLUTION #20-029**

**RESOLUTION DENYING APPLICATION FROM YING CHEN FOR ESTABLISHMENT LICENSE FOR CHEN MASSAGE AND DENYING APPLICATION FROM YING CHEN FOR A THERAPEUTIC MASSAGE THERAPIST LICENSE**

**WHEREAS**, the City of Ramsey, herein referred to as the “City,” has received an Application from YING CHEN for a Massage Establishment License and a Massage Therapist License; and

**WHEREAS**, the City’s Police Chief has conducted a background check and recommends denial of both licenses.

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

- 1) That the City Council denies the application for a Massage Establishment License for CHEN MASSAGE.
- 2) That the City Council denies the application for a Massage Therapist License for YING CHEN.

That 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:

and the following voted against the same:

and the following abstained:

and the following were absent:

Where upon said resolution was declared duly passed and adopted by the Ramsey City Council this 28<sup>th</sup> day of January, 2020.

---

Mayor

**ATTEST:**

---

City Clerk

Meeting Date: 01/28/2020

By: Katie Schmidt, Administrative Services

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**Information**

**Title**

~~Adopt Resolution #20-030 Appointing Election Judges for the Presidential Nomination Primary Election on March 3, 2020 - Please Note: this item was withdrawn by the applicant and has been removed from the Consent Agenda.~~

**Purpose/Background:**

For each Election, Council is asked to formally appoint Election Judges to work the polling locations. A resolution is attached appointing Election Judges to serve for the Presidential Nomination Primary Election scheduled for March 3, 2020.

Minnesota State Statute 204B.22 is attached. The statute references the number of election judges that are required under the law. In this case, the minimum number of judges required is four per polling location. Ramsey will have eight polling locations open for the election. Staff's recommendation at this time is to secure six to seven judges for each location. In almost all cases, a few judges end up not being able to work the day of the election. Additionally, if feasible, staff would like the discretion to schedule more judges for shorter shifts vs. less judges for the whole day; a typical judge working the whole day will work a 15 hour shift. Staff was advised that the percent of voter turnout for this election is unpredictable; however, we may see a very high voter turnout. Staff's goal will be to reduce any unnecessary hours worked, while maintaining good coverage.

Note: The last day to appoint election judges is Friday, February 7, 2020.

**Funding Source:**

Monies have been budgeted in the General Fund under Elections for Election expenses and Election Judge pay.

Specifically Regarding this Election

The law establishing the Presidential Nomination Primary (PNP) requires that the Office of the Secretary of State (OSS) reimburse counties and municipalities for certain expenses incurred in the administration of the PNP.

The law establishing the PNP sets out specific items that are eligible for reimbursement, and places a maximum reimbursable cost for some items. Specifically, Minnesota statutes allow for the reimbursement of the following expenses:

- Preparation and printing of ballots;
- Postage for absentee ballots;
- Sample ballot publication;
- Preparation of polling places, limited to a maximum of \$150 per precinct;
- Preparation of electronic voting systems, limited to a maximum of \$100 per precinct;
- Compensation for temporary staff or overtime payments for permanent staff;
- Salaries for election judges; and
- Compensation for canvassing board members.

Staff will submit certifications and requests for reimbursement to the OSS within 60 days of the certification of the results of the PNP. The OSS must reimburse counties and municipalities 30 days later (no later than 90 days after the results of the PNP are certified).

**Recommendation:**

Staff recommends Council adopt the Resolution appointing Election Judges for the 2020 Presidential Nomination Primary Election.

**Action:**

Motion to adopt Resolution #20-030 Appointing Election Judges for the Presidential Nomination Primary Election on March 3, 2020

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**Attachments**

Resolution

Statute 204B.22

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**Form Review**

**Inbox**

Colleen Lasher

Tim Gladhill

Kurt Ulrich

Form Started By: Katie Schmidt

Final Approval Date: 01/24/2020

**Reviewed By**

Colleen Lasher

Tim Gladhill

Kathy Schmitz

**Date**

01/24/2020 08:45 AM

01/24/2020 08:53 AM

01/24/2020 10:00 AM

Started On: 01/24/2020 07:23 AM

Councilmember           introduced the following resolution and moved for its adoption:

**RESOLUTION #20-030**

**RESOLUTION APPOINTING ELECTION JUDGES FOR THE PRESIDENTIAL NOMINATION PRIMARY ELECTION ON MARCH 3, 2020**

**WHEREAS**, the City of Ramsey will be conducting a Presidential Nomination Primary Election on Tuesday, March 3, 2020; and

**WHEREAS**, pursuant to Minnesota Statutes Section 204B.21, election judges for precincts in a municipality must be appointed by the governing body of that municipality; and

**WHEREAS**, the hourly rate of pay will be \$10.00 for election judge trainees, \$10.00 for regular election judges and \$11.00 for head judges; and

**WHEREAS**, when necessary, regular City staff working as judges on election day will be paid their normal hourly wage.

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

- 1) That the following individuals be appointed to serve as election judges for the Presidential Nomination Primary Election to be held on March 3, 2020:

Robert Anderson, Mark Barrett, Jerilyn Bates, Bille Jo Bishop, Donna Brauer, Janet Cameron, PaulaJean Chicoine, Richard (Scott) Cords, Tim Dusbabek, Kevin Efram, Michele Elifrits, Todd Embury, Sylvia Frolik, Colleen Graber, Timothy Graber, Andrea Hermann, Vicki Hermann, Andrea Hillebregt, Andy Hillebregt, A.C. (Del) Howe III, Margaret (Peggy) Howe, Lana Howell, Sue Hurd, Bruce Johnson, Deb Kopsell, Calvin Kubat, James Lahr, Michele Larkin, Sheila Lemke, Cyndi Lemmon, Jean Lewandowski, Pat Maxey, David May, Madeline (Kay) McCulley, Roger McCulley, Makayla Miller, Nancy Nelson, David Newton, Diana Pennington, Joyce Prior, Alfred Resler, Kathyn Richter, Stephen Rothstein, Derek Scheuermann, Sharon Schmalzer, Katie Schmidt, Becky Smith, Lavonne Suckow, Jill Winger and Mark Winger.

- 2) That Council authorize staff to train and hire additional election judges not named here should the need arise.

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 28<sup>th</sup> day of January 2020.

---

Mayor

**ATTEST:**

---

City Clerk

**204B.22 ELECTION JUDGES; NUMBER REQUIRED.**

Subdivision 1. **Minimum number required.** (a) A minimum of four election judges shall be appointed for each precinct in the state general election, provided that a minimum of three election judges shall be appointed for each precinct with fewer than 500 registered voters as of 14 weeks before the state primary. In all other elections, a minimum of three election judges shall be appointed for each precinct. In a combined polling place under section 204B.14, subdivision 2, at least one judge must be appointed from each municipality in the combined polling place, provided that not less than three judges shall be appointed for each combined polling place. The appointing authorities may appoint election judges for any precinct in addition to the number required by this subdivision including additional election judges to count ballots after voting has ended.

(b) An election judge may serve for all or part of election day, at the discretion of the appointing authority, as long as the minimum number of judges required is always present. The head election judge designated under section 204B.20 must serve for all of election day and be present in the polling place unless another election judge has been designated by the head election judge to perform the functions of the head election judge during any absence.

Subd. 2. [Repealed, 2013 c 131 art 2 s 85]

Subd. 3. [Repealed, 2010 c 201 s 82]

Subd. 4. **Election judge trainees not counted toward minimum number of election judges.** The presence or participation of election judge trainees must not be counted toward satisfying any of the required numbers of election judges in this chapter.

**History:** 1981 c 29 art 4 s 22; 1986 c 362 s 3; 1987 c 212 s 6; 1994 c 607 s 5; 1997 c 147 s 31; 1Sp2001 c 10 art 18 s 21,22; 2004 c 293 art 2 s 21; 2010 c 201 s 26,27; 2013 c 131 art 2 s 23

Meeting Date: 01/28/2020

By: Chloe McGuire Brigl, Community Development

**Information**

**Title:**

Adopt Ordinance #20-01 Rezoning Two Parcels at 9340 Highway 10 NW; Case of MYWC, LLC

**Purpose/Background:**

The purpose of this case is to consider a zoning amendment request from MYWC, LLC (the "Applicant") to rezone two (2) properties from B-1 Business District to R-1 Single Family Detached Homes (MUSA). The properties were rezoned in the 1990s from Residential to Business and guided in the Comprehensive Plan as Mixed Use (which includes both business and residential uses). The eastern property includes a residential home that appears to have been built in the 1970s under a previous residential zoning district, and the western property is vacant. Since the home was built as a residential structure under a residential zoning district at the time, the use was provided lawful, non-conforming protections at the time of the 1990s Zoning Amendment. The property with the existing home is up for sale and via a request for a zoning verification letter, Staff found a potential issue with lawful non-conforming status as the Owner previously used the property exclusively for commercial (office) use.

**Notification:**

Notifications of this proposal were sent regarding the January 2 Public Hearing with the Planning Commission via Standard US Mail to Property Owners within 350 feet of the Subject Property, as reflected by Anoka County Property Records. A notice was also published in the Anoka Union Herald, the City's Official newspaper. Notification is not required for this step and has not been provided.

**Observations/Alternatives:**

**Summary**

There are two properties owned by the Applicant; 9340 Highway 10 NW, which has an existing home, and the adjacent parcel to the west, which is currently vacant. The property with the home is up for sale and through the sales process, Staff became aware of the potential issue with lawful, nonconforming status. In working with the City Attorney, it does not appear that the residential use is lawful, nonconforming based on the most recent uses of the property. There was a gap of more than 12 months without a residential use, thereby abandoning the lawful, nonconforming protection under Minnesota Statutes.

Evaluating existing conditions of the property and surrounding area, Staff does believe a residential zoning district is most appropriate. Staff recommends a zoning amendment to R-1 Residential to allow the residential use 'by right' and to remove any issues with lawful, nonconforming uses. The Owner agrees with this approach and has applied for this Zoning Amendment.

**Previous Uses**

The best information Staff has been able to find shows that the home was used in the following ways:

From original construction until 2009	100% residential
2010 - 2015	100% office
2015 - 2019	Mix of office and residential

The property was rezoned in the 1990s to B-1 Business District. According to the City Attorney, if there is any gap in residential use after rezoning for more than one (1) year, the property is no longer allowed to claim lawful, nonconforming residential use. From what Staff can determine, the property was used as strictly office (commercial/business) for approximately five (5) years. This means the property, under City Code, can only be used as business at this time.

**Process**

In order to allow this structure and property to be used for residential purposes, City Code requires a rezoning to R-1 Residential (MUSA). The Owner (Seller) has an active Purchase Agreement for residential purposes, and the Buyer is unwilling to close on this transaction unless this zoning verification/amendment is completed. The property was unaltered when used as offices, as the offices were for a residential builder.

The Planning Commission met on January 2, 2019 and recommended approval of the proposed rezoning. Staff recommends the City Council waives the 10-day waiting period between Planning Commission and City Council action on the Applicant’s request for rezoning to allow the Applicant to close on the Subject Property within their timeframe.

**Proposed Use**

There is an offer for the eastern property (9340 Highway 10 NW) to be purchased and utilized as a strictly residential property.

**Code Sections**

- R-1 Single Family Detached Homes (MUSA) is found under City Code Section 117-111.
- B-1 General Business District is found under Section 117-114.
- Zoning Amendments alter the official zoning map under Section 117-90.

**Funding Source:**

The Applicant is responsible for all costs related to this request.

**Recommendation:**

Planning Commission recommends the City Council adopt Ordinance #20-01 approving a Zoning Amendment for both properties from B-1 Business to R-1 Residential (MUSA).

**Action:**

Motion to waive the Charter requirement to read the ordinance aloud and adopt Ordinance #20-01 rezoning the Subject Properties.

Roll Call Vote

- Councilmember Heinrich
- Councilmember Riley
- Councilmember Menth
- Councilmember Kuzma
- Councilmember Musgrove
- Councilmember Specht
- Mayor LeTourneau

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**Attachments**

Site Location Map

League of Minnesota Cities Memo on Nonconformities

**Form Review**

**Inbox**

Tim Gladhill

Kurt Ulrich

Form Started By: Chloe McGuire Brigl

Final Approval Date: 01/23/2020

**Reviewed By**

Tim Gladhill

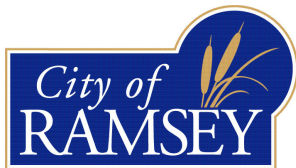
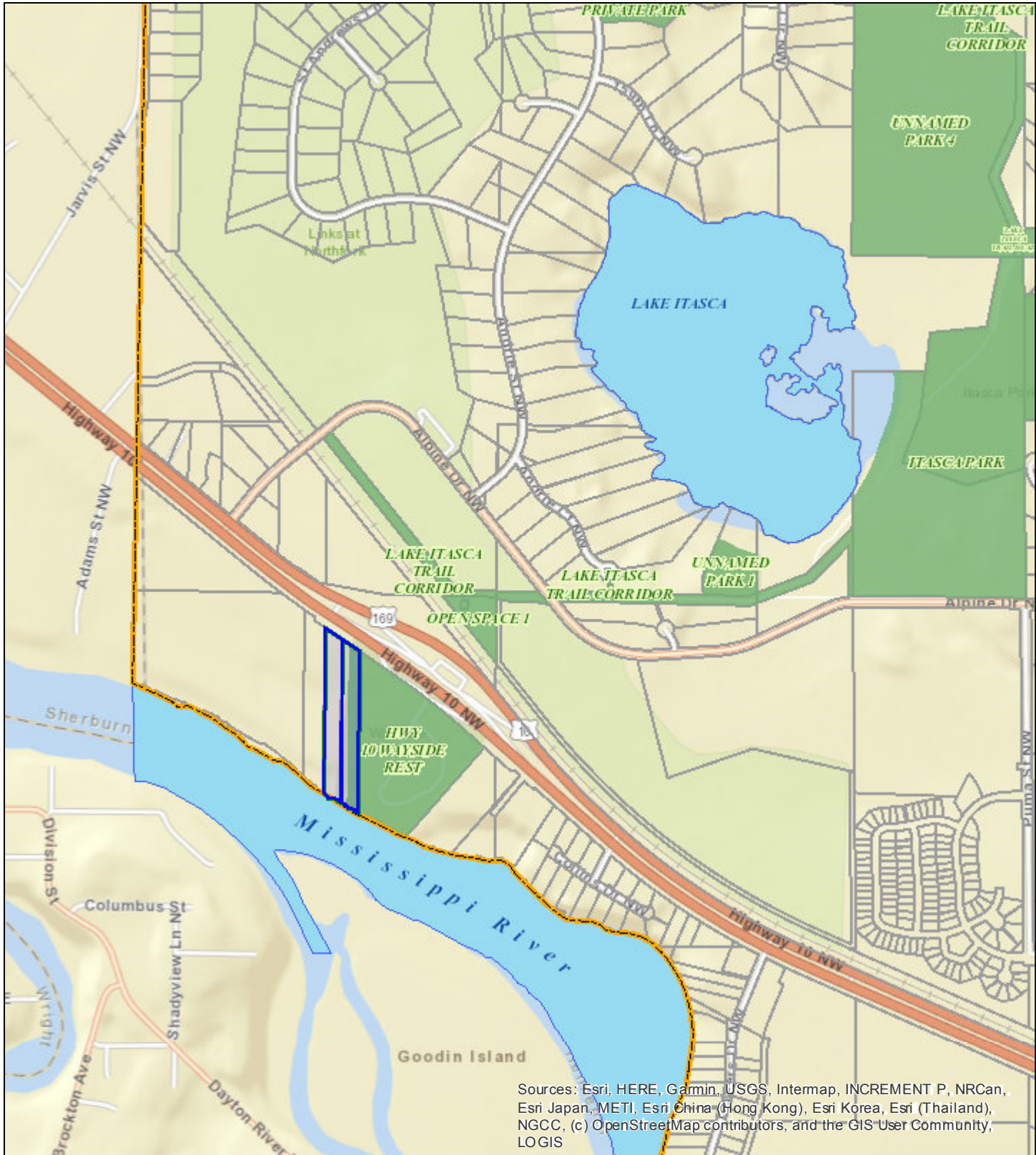
Kurt Ulrich

**Date**

01/22/2020 08:37 PM

01/23/2020 02:34 PM

Started On: 01/21/2020 08:22 AM



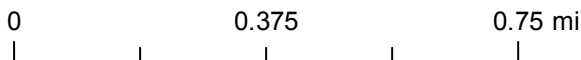
## Site Location Map

### Legend

-  Site
-  Parcels



Print Date: December 13, 2019



## Land Use Nonconformities

*Learn what the city can and cannot do about land uses, structures or lots that do not comply with the city's current zoning ordinance. Read about statutory restrictions and the city's role in administering nonconforming uses.*

**RELEVANT LINKS:**

[Minn. Stat. § 462.357 subd. 1e\(c\).](#)

See MNDNR web page, [National Flood Insurance Program.](#)

### **I. Nonconformities**

Nonconformities are simply any land uses, structures or lots that do not comply with the current zoning ordinance of a city.

#### **A. Legal nonconformities**

Legal nonconformities are those that were legal when the zoning ordinance or amendment was adopted, in that they complied with then existing ordinance and law. Legal nonconformities generally have a statutory right to continue. The rights of legal nonconformities are often referred to as grandfather rights.

#### **B. Illegal nonconformities**

Illegal nonconformities are those that were not permitted when established. In contrast to legal nonconformities, illegal nonconformities do not have the rights associated with legal nonconformities. Illegal nonconformities may exist because a prior zoning ordinance was not enforced as written. Failure by the city to enforce a prior zoning ordinance does not give a landowner the legal right to continue an illegal nonconformity. Before assuming a particular nonconformity is entitled to the statutory right to continue, it is important to consider whether the nonconformity ever complied with existing ordinance or law.

#### **C. Floodplain nonconformities**

Legal nonconformities in floodplain areas have more limited rights. Cities may regulate the repair, replacement, maintenance, improvement or expansion of nonconforming uses and structures in floodplain areas to the extent necessary to maintain community eligibility for the National Flood Insurance Program (NFIP).

This material is provided as general information and is not a substitute for legal advice. Consult your attorney for advice concerning specific situations.

## RELEVANT LINKS:

[Minn. Stat. § 462.357, subd. 1e.](#)

[Minn. Stat. § 462.357 subd. 1e\(a\)\(1\).](#)

[Minn. Stat. § 462.357 subd. 1e\(a\)\(2\).](#)

[Minn. Stat. § 462.357 subd. 1c.](#)

## II. Statutory rights of legal nonconformities

In Minnesota, any legal nonconformity generally has a statutory right to continue. Specifically, legal nonconformities may be continued, including through repair, replacement, restoration, maintenance, or improvement, but not including expansion. These rights were once limited to repair and maintenance, but in 2004 the legislature afforded the rights to replacement, restoration or improvement but not expansion.

### A. Who benefits from nonconforming rights

The rights of legal nonconformities attach to and benefit the land and are not limited to a particular landowner. If the benefited property is sold, the new owner will have the continuance rights.

### B. Loss of nonconforming rights

The right to continue a legal nonconformity can be lost if the use is discontinued or destroyed.

#### 1. Discontinuance

There is an exception to continuance rights when a nonconforming use is discontinued for more than one year.

#### 2. Destruction

There is an exception to continuance rights when a nonconforming structure is destroyed by more than 50% of its assessed market value, and no building permit is applied for within 180 days. This exception is known as the 50% rule and used to have greater impact before the 2004 legislature provided that applying for a building permit within 180 days of destruction defeats the exception.

#### 3. Phasing out

Historically, the theory behind legal nonconformities was that the property would eventually comply with the zoning ordinance. The statutory right to continue was more limited, and cities could phase out nonconformities over time through a process called amortization. Current law prohibits amortization, except for adult uses.

**RELEVANT LINKS:**

[Minn. Stat. § 462.357 subd. 1d.](#)

### **III. City role in administering nonconformities**

The rights of legal nonconformities to continue does not depend on local ordinance, and so a city often has little role administering nonconformities. A landowner may assert their continuance rights in response to city enforcement of a zoning ordinance. The burden is on the landowner to establish their property qualifies for nonconforming rights.

#### **A. Zoning ordinances**

Some cities choose to address nonconformities in their zoning ordinance either by merely codifying the statutory rights, or sometimes by setting up systems to register legal nonconformities. If a zoning ordinance covers nonconformities, cities should carefully review the ordinance provisions and make sure they are consistent with the current state statute.

#### **B. Expansion of nonconforming uses**

The statutory right of legal nonconformities to continue specifically provides that the right does not include expansion of the use. Because the state statute does not define expansion, some cities choose to define expansion in the city zoning ordinance. The definition could refer to any physical expansion of the nonconforming use, or even intensifying the use.

#### **C. Violation of other city ordinances**

Despite their right to continue without complying with the current zoning ordinance, it is important to keep in mind that all legal nonconformities must generally comply with all other city ordinances, such as a nuisance ordinance or a licensing ordinance.

**ORDINANCE #20-01**

**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 B-1 General Business District to R-1 Single Family Detached Homes (MUSA):

East 132 Feet of Lot 6 Auditors Subdivision Number 33, Anoka County, Minnesota  
and  
West 132 Feet of Lot 6 Auditors Subdivision Number 33, Anoka County, Minnesota.

**SECTION 2. MAP**

The City is hereby instructed to cause this amendment to be shown on the "City of Ramsey Zoning Map", which map was adopted pursuant to Section 117-90 of the Ramsey City Code.

**SECTION 3. EFFECTIVE DATE**

This ordinance becomes effective 30 days after its passage and publication, subject to City Charter Section 5.04.

PASSED by the City Council of the City of Ramsey, Minnesota the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Mayor

ATTEST:

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

Introduction date:

Posting dates:

Adoption date:

Publication date:  
Effective date:

**CC Regular Session**

7. 2.

**Meeting Date:** 01/28/2020

**Submitted For:** Sean Sullivan, Community Development

**By:** Sean Sullivan, Community Development

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**Information**

**Title:**

Adopt Resolution #20-022 Approving Purchase Agreement and Preliminary TIF Financing Deal Structure for Part of Outlot A, COR Stone Brook Academy; Case of Cobblestone Hotel Development, LLC  
(Portions may be closed to the public)

**Purpose/Background:**

The purpose of this case is to consider approval of Purchase Agreement and Preliminary Tax Increment Financing (TIF) Agreement Structure. This does not approve the proposed project. Traditionally, this step in the process of City Land Sale Transactions only includes consideration for the Purchase Agreement while the TIF Agreement would come at a later date. However, since the TIF Agreement is an integral part of the Land Sale Price, Staff and Ehlers (financial advisor) have done preliminary analysis to determine if assistance in the form of land write-down is warranted. Staff will bring the final version of the TIF Agreement back to the EDA and City Council at a future meeting after a more detailed review for formal recommendation to the City Council on the TIF Agreement specifically. Staff is looking for the City Council to approve the attached purchase agreement which includes contingencies relating to approval of Tax Increment Financing (TIF).

The City of Ramsey and Cobblestone Hotel Development, LLC have been negotiating the terms of a purchase agreement (PA) over the past 6 months. Cobblestone has agreed to valuation of \$5.00 per square foot for the land to be acquired to construct a 60 Unit, four story hotel, including a restaurant. Cobblestone has requested up front TIF Financing by the City to support a land cost write-down. The proposal would allow the city to recover the land sale price over time through the collection of Tax Increment generated by the new project.

Depending on the final site layout it is anticipated that the project will need 1.5 to 2.0 acres . Based on this information, the value of the land ranges between \$326,700 to \$435,600. For the purposes of the current PA an acreage of 1.5 acres is being used. If the City were to utilize up-front TIF Financing, it would constitute a business subsidy to the Developer and a Public Hearing and TIF Agreement would be required supporting the land cost write down for the developer. The proposed value assigned to the price is within the City's approved deal range for this parcel.

The proposed purchase agreement includes a development concept previously reviewed by the EDA and Planning Commission. The lot configuration, as currently presented allows leaves approximately 1.5 acres for a future project to the west that is currently under contract by GiGi's Salon. Staff anticipated the Hotel site to increase slightly and the Gigi's Salon site to decrease slightly. The purchase agreements for each party will be adjusted to reflect the final square footage needed by each project. There will be no small undevelopable remnant parcels being created as part of this transaction. The time periods and extensions outlined in the term sheet and PA are consistent with the standard template.

**Notification:**

Notification is not required.

**Observations/Alternatives:**

**Observations:**

The request for a Business Subsidy in the form of a land write-down (reduced sales price) triggers the need for business subsidy analysis. The Anoka County Assessor has preliminarily reviewed the proposed project and has it valued at \$4.25M. There are many positive components to construction of a 60 Unit, 4-Story Hotel with Restaurant that address EDA, City Council and community goals. They include, but are not necessarily limited to the following.

- Estimated Tax Assessed Value \$4.25M
- Estimated Annual Property Taxes \$139,000
- Filling demand for more lodging in the City of Ramsey
- High-Quality Full-Service Restaurant
- Pool for Hotel Guests
- 12FT, 13PT (25 total new jobs)
- Sale of a City parcel in the The COR with the City receiving \$326,700 (could increase if larger tract of land is required) in TIF (Est. 9-10 year payback)
- Value of land is within the City deal range
- Parcel begins to generate taxes (currently tax exempt)
- Increased traffic/commerce to the COR

In order to ensure that the assistance is truly needed for the project to move forward, the Application has been reviewed/underwritten by Ehlers, the City's Financial Advisor. The underwriting will address whether the rate of return by the Developer is within industry standards, is truly needed for the project to success (satisfy the TIF, "But For" Test) and includes a reasonable return on investment for the City. Ehlers has completed the underwriting including the land write down resulting in a cash return of 4.8% and a cash on cost return of 7% by year 3, which are below industry standards. It is clear that provision of the land cost write down is not unduly enriching the developer, but it is providing enough incentive to draw investment into the City of Ramsey. "But-for" the provision of the incentive, the project would not occur in the City of Ramsey.

**Deal Structure:**

The proposed deal structure is similar to projects in Sunfish Lake Business Park and other previous TIF Developments in the City, although it has been a number of years since the City has utilized this structure. Up-front TIF Financing in the form of reduced land sale price is being asked for by the Developer to inject more equity into the project on the front end in order to increase ratios for primary, traditional financing. Rather than the Developer taking a TIF Note as equity in the project to be reimbursed over time and paying for the land up front as is the case with more recent projects in the COR, the Developer is asking the City to receive payment for the land over time. The City will ultimately be made whole on the land transaction and a TIF Agreement and Minimum Assessment Agreement would be drafted to ensure this. Staff estimated 9-10 years of TIF will be sufficient time for the payback. In other words, the City's return on investment would be delayed over time but still achieved. The City's reimbursement would come with property tax collection on the parcel, so there is little risk involved if the City finds the delayed return approach acceptable.

The following components of the deal structure are unique to standard Purchase Agreements with the City.

- Land Sale Price/Payment
- Earnest Money (due to the amount of the Offer Price, the proposal does not include a significant amount of Earnest Money)

Based on the Memo by Ehlers, Staff will work with the Developer regarding the potential for look back provisions. Staff will bring the final version of the TIF Agreement back to the EDA at a future meeting for review and formal recommendation to the City Council.

**Funding Source:**

This case is being handled as part of normal Staff duties. If financial assistance is provided, TIF District 14 will also be a funding source.

**Recommendation:**

The EDA recommended approval of the attached Purchase Agreement and Structure of Tax Increment Financing Deal Structure at the January 9, 2020 meeting. The draft EDA minutes are attached.

Assuming that the City Council is comfortable with the structure of the payment for the land, the EDA recommends approval of Resolution #20-022 Approving Purchase Agreement and Preliminary TIF Financing Deal Structure for Part of Outlot A, COR Stone Brook Academy; subject to City Attorney approval as to legal form.

**Action:**

Motion to adopt Resolution #20-022 approving Purchase Agreement and Preliminary TIF Financing Deal Structure for Part of Outlot A, COR Stone Brook Academy, subject to City Attorney approval as to legal form.

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**Attachments**

[Site Location Map](#)

[Resolution #20-022](#)

[Term Sheet](#)

[Business Assistance Application](#)

[Ehlers Analysis Memo](#)

[PA Cobblestone Hotel 1.2.20](#)

[Ordinance #15-05](#)

[DRAFT EDA Minutes dated January 09, 2020](#)

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**Form Review**

**Inbox**

Sean Sullivan (Originator)  
Tim Gladhill  
Kurt Ulrich  
Form Started By: Sean Sullivan  
Final Approval Date: 01/23/2020

**Reviewed By**

Sean Sullivan  
Tim Gladhill  
Kurt Ulrich

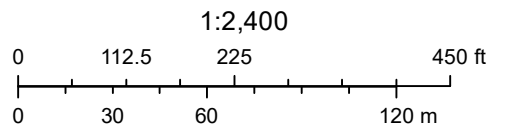
**Date**

01/22/2020 12:22 PM  
01/22/2020 08:46 PM  
01/23/2020 02:23 PM  
Started On: 01/13/2020 03:30 PM

# Hotel Concept - East 1.5 acres of 28-32-25-23-0018



December 19, 2019



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

**CITY COUNCIL RESOLUTION #20-022**

**RESOLUTION APPROVING PURCHASE AGREEMENT AND PRELIMINARY TIF FINANCING DEAL STRUCTURE FOR PART OF OUTLOT A, COR STONE BROOK ACADEMY**

**WHEREAS**, the City of Ramsey, herein referred to as the “City,” owns various parcels throughout the City of Ramsey; and

**WHEREAS**, the City negotiated the terms of Purchase Agreement for the sale of the parcel legally described on **Exhibit A** (“the **Property**”), with Cobblestone Hotel Development, LLC and/or its assigns; and

**WHEREAS**, the City and Cobblestone Hotel Development, LLC and/or its assigns have negotiated a Purchase Price of \$1.00 for land valued at \$5.00 per usable square foot (\$326,700) on +/- 1.5 acres (65,340 square feet) subject to a lot split as approved in Final Plat for the Property referenced in the Purchase Agreement; and

**WHEREAS**, the City hereby declares the Property to be surplus City-owned land and is no longer needed for current or future City functions, and authorizes the property to be sold as referenced in Ordinance 15-05. The parent parcel authorized for sale is 28-32-25-23-0010; and

**WHEREAS**, the formal Purchase Agreement with an effective date of January 28, 2020 requires a Right-of-Re-Entry Agreement be recorded at the closing of this land transaction; and

**WHEREAS**, Cobblestone Hotel Development, LLC is a company that is active and in good standing as documented in the Office of the Secretary of State as of 1/22/2020; and

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

- 1) That the City hereby declares the Property to be surplus City-owned land, and authorizes the property to be sold.
- 2) That the City hereby authorizes the sale of the Property to Cobblestone Hotel Development, LLC and/or its assigns, for \$1.00 for land valued at \$5.00 per usable square foot on +/- 1.5 acres (65,340 square feet) subject to a lot split as approved in Final Plat for the Property referenced in the Purchase Agreement for the development of a minimum 60 unit, 4 Story hotel with restaurant and indoor pool foot retail building. Subject to the following:
  - a. Satisfactory review of the underwriting by the Seller demonstrating the need of financial assistance in the form of a land write down of \$326,699.

- b. City Council approval and execution of a Tax Increment Financing Agreement between the Seller and Buyer and or its assigns.
  - c. City Council approval of Business Subsidy for Buyer and or its assigns.
- 3) That the City authorizes execution of the Purchase Agreement with an effective date of January 28, 2020 and requires a Right-of-Re-Entry Agreement to be recorded at the closing of this land transaction.
- 4) That the City hereby authorizes the City Administrator and Mayor to sign any and all documents necessary to close on the sale of the Property, consistent with Charter and State law requirements.

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 28th day of January 2020.

\_\_\_\_\_  
Mayor

ATTEST:

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

**EXHIBIT A  
DEVELOPMENT PROPERTY**

The east half of Outlot A, COR Stone Brook Academy, Anoka County Minnesota

Anoka County PID Number: A portion of 28-32-25-0018.

Property to be platted as **T.B.D.** based on Final Plat and Site Plan approval (Approximately 1.5 acres) and to be inserted into Exhibit A.

## TERM SHEET FOR COBBLESTONE HOTEL – 12.31.19

<b>Real Estate</b>	Tax ID Number: Portion of 28-32-25-23-0018. East Half of Outlot A, COR Stone Brook Academy
<b>Acreage</b>	Approximately 1.5 acres or 65,340 SF (potential be increased to almost 2 acres)
<b>Asking Price</b>	\$392,040 (\$6.00 / SF) (SF Subject to change based on approved Plat)
<b>Offer Price</b>	Property Value assigned to \$326,700 \$5.00/SF (Developer requesting Land cost write down of 100% through TIF)
<b>Earnest Money</b>	\$1.00 Non-refundable upon Notice to Proceed being executed.
<b>Inspection Period</b>	180 days from Effective Date (Date City Council approves) (city requires plat/ site plan. approval before sale)
<b>Closing</b>	Within 30 days of Notice to Proceed.
<b>Extensions</b>	Developer will deposit \$1,000 in escrow for each 60 day extension (2 extensions allowed) Once extensions are made the money becomes non-refundable.
<b>City take care of</b>	Provide existing ALTA Survey and updated Title Work. The Developer will contract to plat the property and the City will reimburse costs of platting.
<b>Performance</b>	City to require construction of a minimum 60 unit, Four Story Hotel with Restaurant and obtain a Certificate of Occupancy one year after Closing. If this is not done, the City may exercise the Right of Re-Entry.
<b>Assignment</b>	Requires city approval if not same owners / company.
<b>Contingencies</b>	In addition to all other requirements and contingencies by the Buyer and Seller herein, the Purchase Price of \$1.00 and the 100% land cost write down through TIF is contingent on the following: <ol style="list-style-type: none"><li>Satisfactory review of the underwriting by the Seller demonstrating the need of financial assistance in the form of a land write down of \$326,699.</li><li>City Council approval and execution of a Tax Increment Financing Agreement between the Seller and Buyer and or its assigns.</li><li>City Council approval of Business Subsidy for Buyer and or its assigns.</li></ol>
<b>Review</b>	EDA (Sean): Land Transaction/ Purchase Agreement/ Right of Re-Entry Planning Commission (Tim): Land Use, Development Agreement, Site Plan, Plat City Council: Final Approval on both items



**EXHIBIT A**  
**BUSINESS ASSISTANCE APPLICATION**

**A. APPLICANT INFORMATION**

Name of Corporation/Partnership Cobblestone Hotel Development, LLC  
 Address 980 American Dr Neenah, WI 54956  
 Primary Contact Brian Wogernese  
 Address 980 American Dr Neenah, WI 54956  
 Phone 920.230.2022 Fax 800.403.7287 E-mail bwogernese@cobblestonehotels.com

Type of business assistance requested (select one):

Tax Abatement  Tax Increment Financing  Revolving Loan Fund  Other

Have you been, or are you currently, involved in any bankruptcy proceedings or lawsuits related to other development projects with which you have been involved? If yes, please provide an explanation.

 Yes No

On a separate sheet, please provide the following:

- Brief description of the corporation/partnership's business, including history, principal product or service, etc. **Attach as Part 1.**
- List names of officers and shareholders/partners with more than five percent (5%) interest in the corporation/partnership. **Attach as Part 2.**
- Brief description of the proposed project. **Attach as Part 3.**
- A *but for* analysis and narrative. **Attach as Part 4.**
- Completed Revolving Loan Fund Application. **Attach as Part 5 if required.**

Attorney Name Robyn Hansen  
 Address 980 American Dr Neenah, WI 54956  
 Phone 920.230.2022 Fax 800.403.7287 E-mail rhansen@cobblestonehotels.com

Contractor Name Primate Builders, LLC  
 Address 980 American Dr Neenah, WI 54956  
 Phone 920.955.3999 Fax 800.403.7287 E-mail ssell@primatbuilders.com

Engineer Name Excel Engineering  
 Address 100 Camelot Dr Fond du Lac, WI 54935  
 Phone 920.926.9800 Fax \_\_\_\_\_ E-mail jeff.1@excelengineer.com

Architect Name Excel Engineering  
 Address 100 Camelot Dr Fond du Lac, WI 54935  
 Phone 920.926.9800 Fax \_\_\_\_\_ E-mail jeff.1@excelengineer.com

**B. PROJECT INFORMATION**

The project will be: (Check all that apply)

- Industrial: (  New Construction     Redevelopment/Rehab     Expansion )
- Office/research facility: (  New Construction     Redevelopment/Rehab     Expansion )
- Commercial: (  New Construction     Redevelopment/Rehab     Expansion )
- Housing: (  New Construction     Redevelopment/Rehab     Expansion )
- Other \_\_\_\_\_

The project will be:     Owner Occupied     Leased Space

- If leased space, please attach a list of names and addresses of future tenants and indicate the status of commitments or lease agreements. **Attach as Part 5.**

Project Address .    T.B.D., East Half of Outlot A, COR Stone Brook Academy, Anoka County, MN

- Include Legal Description and PID number(s). **Attach as Part 6.** Portion 28-32-25-23-0018

Site Plan Attached:     Yes     No

Current Real Estate Taxes on Project Site: \$ 0

Estimated Real Estate Taxes Upon Completion:    Phase I \$ 136,563

Phase II	\$ _____
Phase III	\$ _____
Total	\$ _____

Construction Start Date:

Summer 2020

Construction Completion Date:

Summer 2021

If Phased Project: NA    % Completed in \_\_\_\_\_ years

\_\_\_\_\_ % Completed in \_\_\_\_\_ years

\_\_\_\_\_ % Completed in \_\_\_\_\_ years

**C. PUBLIC PURPOSE OBJECTIVES**

It is the policy of the City and EDA of Ramsey that the business assistance should result in a public benefit as identified in items 1-10 below. Please indicate how the proposed project will accomplish this by checking the appropriate boxes. **Attach additional narrative as Part 7.**

1. To encourage redevelopment.
2. To retain local jobs and/or increase the number and diversity of jobs that offer stable employment and/or attractive wages and benefits.
3. To enhance and/or diversify the City's economic base.
4. To encourage additional unsubsidized private (re)development.
5. To remove blight and/or encourage (re)development of commercial and industrial areas.
6. To create housing opportunities.
7. To provide a diversity of housing.
8. To provide a variety of family housing ownership alternatives and housing choices.
9. To promote neighborhood stabilization and revitalization by the removal of blight and the upgrading of existing housing stock in residential areas.
10. To accomplish other public policies which may be adopted such as the promotion of quality urban or architectural design, energy conservation, and decreasing capital and/or operating costs of local government.
- Utilization of architectural and landscaping techniques that will enable the components of the project to blend with the natural environment.
  - Mitigation of project impact on the natural environment.

**D. SOURCES & USES OF FUNDS**

**Attach additional information as Part 8**

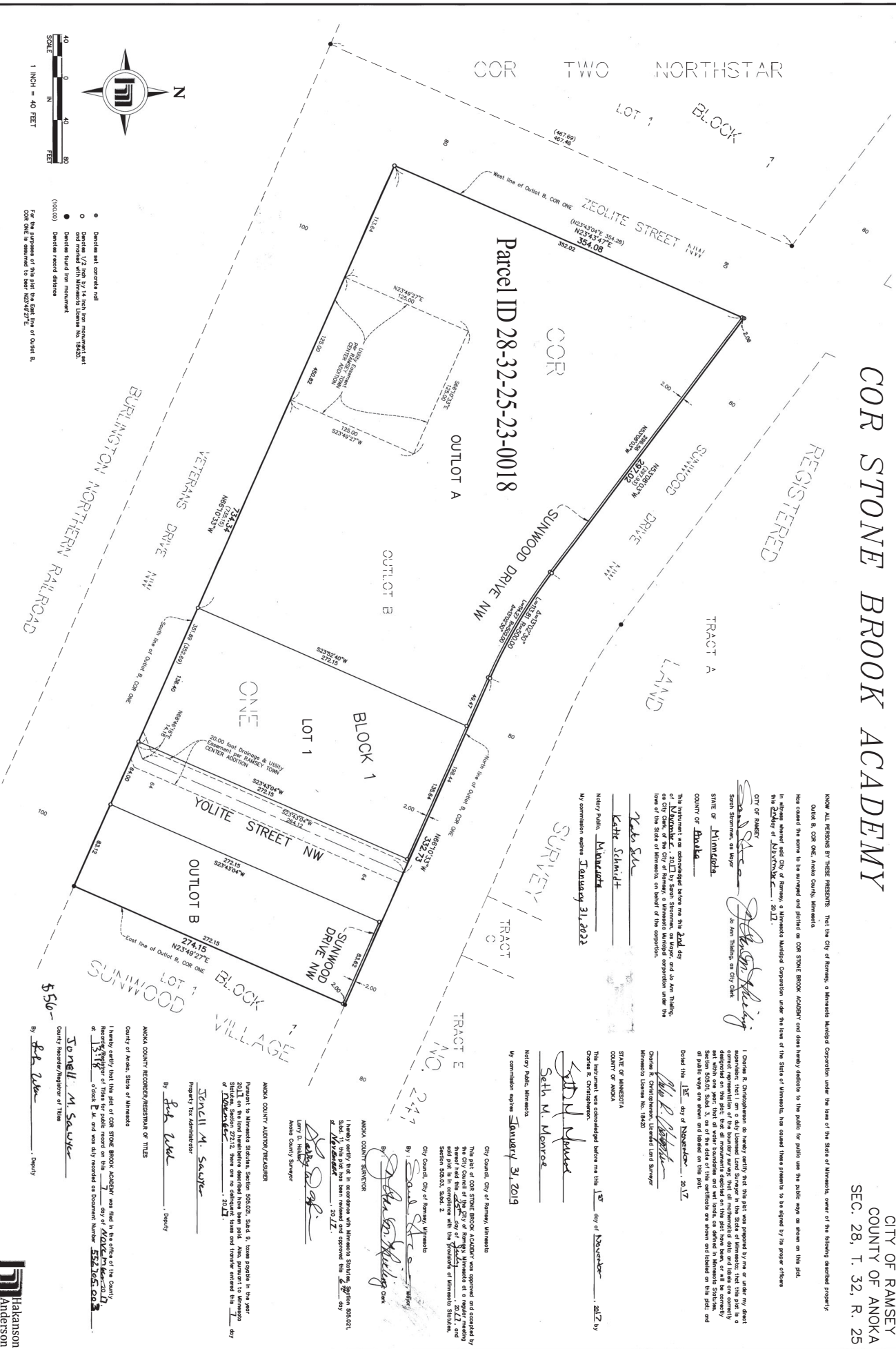
<u>SOURCES</u>	<u>AMOUNT</u>
Bank Loan	\$ <u>5,000,000.<sup>00</sup></u>
Other Loans	\$ <u>0.00</u>
Owner Equity	\$ <u>2,970,000.<sup>00</sup></u>
Fed Grant/Loan	\$ <u>0.00</u>
State Grant/Loan	\$ <u>0.00</u>
Industrial Development Bonds	\$ <u>0.00</u>
Tax Increment Financing	\$ <u>0.00 LANDWRITEDOWN</u>
Tax Abatement	\$ <u>0.00</u>
Revolving Loan Fund	\$ <u>0.00</u>
Other	\$ <u>0.00</u>
<b>TOTAL</b>	<b>\$ <u>7,970,000.<sup>00</sup></u></b>

<u>USES</u>	<u>AMOUNT</u>
Land Acquisition	\$ <u>1.00</u>
Site Development	\$ <u>500,000</u>
Construction	\$ <u>5,300,000</u>
Machinery & Equipment	\$ <u>385,000</u>
Architectural/Engineering Fees	\$ <u>100,000</u>
Debt Service Reserve	\$ <u>0.00</u>
Contingencies	\$ <u>100,000</u>
Other	\$ <u>584,999</u>
<b>TOTAL</b>	\$ <u>7,970,000</u>

Total Amount of business assistance requested from either Revolving Loan Fund, Abatement, Tax Increment Financing or another source: \$ 326,700 ... LANDWRITE DOWN

# COR STONE BROOK ACADEMY

552-765-003  
 CITY OF RAMSEY  
 COUNTY OF ANOKA  
 SEC. 28, T. 32, R. 25



KNOW ALL PERSONS BY THESE PRESENTS, that the City of Ramsey, a Minnesota Municipal Corporation under the laws of the State of Minnesota, owner of the blinding depicted property, Outlot B, COR ONE, Anoka County, Minnesota

Has caused the same to be surveyed and plotted as COR STONE BROOK ACADEMY and deems hereby desirable to the public for public use as shown on this plan.

In witness whereof, the City of Ramsey, a Minnesota Municipal Corporation under the laws of the State of Minnesota, has caused these presents to be signed by its proper officers the 24th day of January, 2012.

CITY OF RAMSEY  
 Mayor: [Signature]  
 State of Minnesota  
 County of Anoka

This instrument was acknowledged before me the 24th day and by Amy Thibault, on behalf of the City of Ramsey, a Minnesota Municipal Corporation under the laws of the State of Minnesota, on behalf of the corporation.

My commission expires January 31, 2022

Notary Public, Minnesota  
[Signature]  
 My commission expires January 31, 2019

CITY COUNCIL, City of Ramsey, Minnesota  
 The City Council, City of Ramsey, Minnesota, has approved and completed by resolution the plan of subdivision of the parcel of land shown on this plan, and the City Council, City of Ramsey, Minnesota, has approved the plan of subdivision and the same shall be in accordance with the provisions of Minnesota Statutes, Section 260.02, Sub 2.

By: [Signature]  
 City Council, City of Ramsey, Minnesota

ANOKA COUNTY REGISTER  
 I hereby certify that in accordance with Minnesota Statutes, Section 260.021, this instrument was recorded on January 31, 2012 at 10:27 AM.

ANOKA COUNTY REGISTER/RECORDS & CLERK  
 Pursuant to Minnesota Statutes, Section 260.021, Subd. 9, taxes payable in the year 2012 on the land hereunder described have been paid. Also pursuant to Minnesota Statutes, Section 260.021, Subd. 9, the same have been paid.

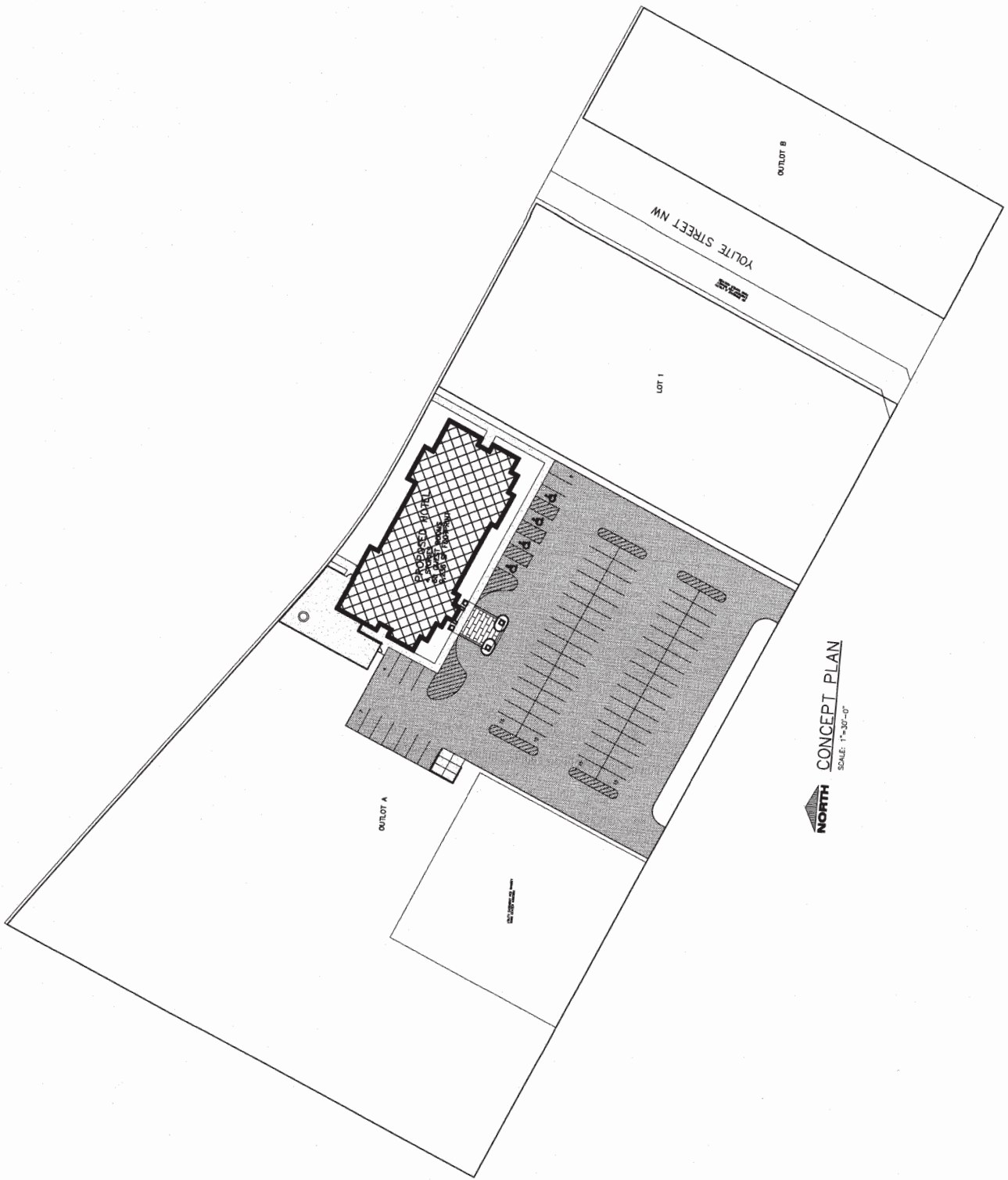
ANOKA COUNTY REGISTER/RECORDS & CLERK  
 Property Tax Administrator  
[Signature]  
 My commission expires January 31, 2012

COUNTY RECORDER/REGISTRAR OF TITLES  
 County of Anoka, State of Minnesota  
 I hereby certify that this plan of COR STONE BROOK ACADEMY was filed in the office of the County Recorder/Registrar of Titles for public record on this 7 day of January, 2012 at 13:18 o'clock P.M. and was duly recorded as Document Number 552765003.

By: [Signature]  
 County Recorder/Registrar of Titles

By: [Signature]  
 Deputy





**NORTH**  
**CONCEPT PLAN**  
SCALE: 1" = 30'-0"

# Cobblestone Hotel & Suites Ramsey, MN

Number of Units: 60

Building Specifications: 60 unit, 4-story Boutique Style Hotel & Suites with standard and extended stay rooms, guest cocktail lounge & Steak House, hot continental breakfast, fitness room, and pool.

<b>Total Land &amp; Prep</b>	<b>\$500,000</b>	
<i>per room</i>	<i>\$8,333</i>	
<b>Building Construction</b>	<b>\$5,300,000</b>	
<i>per room</i>	<i>\$88,333</i>	
<b>Fixtures, Furnishings, and Equipment</b>	<b>\$1,385,000</b>	
<i>per room</i>	<i>\$23,083</i>	
<b>Indirect Costs</b>	<b>\$785,000</b>	
<i>per room</i>	<i>\$13,083</i>	
Appraisal	\$5,000	
Architectural / Engineering	\$100,000	
Surveys	\$10,000	
Development Services	\$250,000	
Pre-Opening Expenses	\$40,000	
Working Capital	\$100,000	
Legal and Accounting Fees	\$10,000	
Construction Period Interest / Loan Fees / Closing	\$150,000	
Insurance & Taxes During Construction	\$20,000	
Project Contingency	\$100,000	
<b>Total Project Costs:</b>	<b>\$7,970,000</b>	
<i>per room</i>	<i>\$132,833</i>	
Requested Loan Amount:	\$5,000,000	62.7%
Expected Cash Injection:	\$2,970,000	37.3%
<b>Sources of Funding</b>		
Bank Loan	\$5,000,000	<b>Debt Interest:</b> 5.50%
Expected Cash Injection	\$2,970,000	<b>Debt Terms:</b> 20
<b>Total:</b>	<b>\$7,970,000</b>	<b>Debt Service:</b> \$412,732

\* Pricing noted above valid for 90 days from document date shown



RAMP UP YEAR:												Rooms	
	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
Lodging Rooms Available	1,860	1,680	1,860	1,800	1,860	1,800	1,860	1,860	1,800	1,860	1,800	1,860	21,900
Lodging Occupancy %	43.5%	44.2%	48.4%	57.5%	58.1%	65.0%	65.3%	65.3%	62.5%	58.1%	42.5%	37.5%	54.0%
Total Occ. Rooms	810	743	900	1,035	1,080	1,170	1,215	1,215	1,125	1,080	765	698	11,835
Average Daily Rate	\$97.85	\$98.80	\$101.65	\$110.20	\$110.20	\$112.10	\$113.05	\$113.05	\$107.35	\$104.50	\$99.75	\$95.00	\$106.40
Revenue Per Available Room (REVPAR)	\$42.61	\$43.67	\$49.19	\$63.37	\$63.99	\$72.87	\$73.85	\$73.85	\$67.09	\$60.68	\$42.39	\$35.63	\$57.50
<b>REVENUE:</b>													
Guest Rooms	79,259	73,359	91,485	114,057	119,016	131,157	137,356	137,356	120,769	112,860	76,309	66,263	1,259,244
F&B Revenue	8,100	7,425	9,000	10,350	10,800	11,700	12,150	12,150	11,250	10,800	7,650	6,975	118,350
Vending Revenue	2,025	1,856	2,250	2,588	2,700	2,925	3,038	3,038	2,813	2,700	1,913	1,744	29,588
<b>TOTAL HOTEL REVENUE</b>	<b>89,384</b>	<b>82,640</b>	<b>102,735</b>	<b>126,995</b>	<b>132,516</b>	<b>145,782</b>	<b>152,543</b>	<b>152,543</b>	<b>134,831</b>	<b>126,360</b>	<b>85,871</b>	<b>74,981</b>	<b>1,407,182</b>
<b>HOTEL PAYROLL EXPENSE</b>													
Hotel Manager	5,833	5,833	5,833	5,833	5,833	5,833	5,833	5,833	5,833	5,833	5,833	5,833	70,000
Ast. Manager/Sales Manager	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	50,000
Housekeeping	4,455	4,084	4,950	5,693	5,940	6,435	6,683	6,683	6,188	5,940	4,208	3,836	65,093
Maintenance	793	734	915	1,141	1,190	1,312	1,374	1,374	1,208	1,129	763	663	12,592
Front Desk	3,963	3,668	4,574	5,703	5,951	6,558	6,868	6,868	6,038	5,643	3,815	3,313	62,962
F&B Staffing	4,455	4,084	4,950	5,693	5,940	6,435	6,683	6,683	6,188	5,940	4,208	3,836	65,093
Breakfast/Social	1,585	1,467	1,830	2,281	2,380	2,623	2,747	2,747	2,415	2,257	1,526	1,325	25,185
Workers Comp Insurance	631	601	680	763	785	834	859	859	801	773	613	574	8,773
Payroll Tax	3,156	3,005	3,402	3,814	3,925	4,170	4,294	4,294	4,005	3,864	3,065	2,872	43,866
<b>TOTAL HOTEL PAYROLL</b>	<b>29,038</b>	<b>27,642</b>	<b>31,302</b>	<b>35,086</b>	<b>36,111</b>	<b>38,367</b>	<b>39,506</b>	<b>39,506</b>	<b>36,842</b>	<b>35,545</b>	<b>28,198</b>	<b>26,420</b>	<b>403,563</b>
<b>HOTEL OPERATING EXPENSE</b>													
Cleaning Supplies	405	371	450	518	540	585	608	608	563	540	383	349	5,918
Laundry Supplies	608	557	675	776	810	878	911	911	844	810	574	523	8,876
Linens	810	743	900	1,035	1,080	1,170	1,215	1,215	1,125	1,080	765	698	11,835
Guest Supplies	1,013	928	1,125	1,294	1,350	1,463	1,519	1,519	1,406	1,350	956	872	14,794
Operating Supplies	689	631	765	880	918	995	1,033	1,033	956	918	650	593	10,060
Uniforms Expense	648	594	720	828	864	936	972	972	900	864	612	558	9,468
Repairs & Maintenance	396	367	457	570	595	656	687	687	604	564	382	331	6,296
Swimming Pool	1,042	1,042	1,042	1,042	1,042	1,042	1,042	1,042	1,042	1,042	1,042	1,042	12,500
Grounds/Landscaping	750	1,000	1,000	500	500	500	500	500	500	500	500	750	7,500
Franchise Fee	5,115	4,620	5,115	4,950	5,115	4,950	5,115	5,115	4,950	5,115	4,950	5,115	60,225
Training Expense	417	417	417	417	417	417	417	417	417	417	417	417	5,000
Property Mgmt. System Expense	430	430	430	430	430	430	430	430	430	430	430	430	5,160
Complimentary Breakfast	3,240	2,970	3,600	4,140	4,320	4,680	4,860	4,860	4,500	4,320	3,060	2,790	47,340
Travel Agent Fees	1,981	1,834	2,287	2,851	2,975	3,279	3,434	3,434	3,019	2,822	1,908	1,657	31,481
Reservations Expense	750	750	750	750	750	750	750	750	750	750	750	750	9,000
F&B Expenses	4,050	3,713	4,500	5,175	5,400	5,850	6,075	6,075	5,625	5,400	3,825	3,488	59,175
Vending Expense	1,013	928	1,125	1,294	1,350	1,463	1,519	1,519	1,406	1,350	956	872	14,794
Marketing / Advertising	793	734	915	1,141	1,190	1,312	1,374	1,374	1,208	1,129	763	663	12,592
Utilities	6,257	5,785	7,191	8,890	9,276	10,205	10,678	10,678	9,438	8,845	6,011	5,249	98,503
Cable/Internet/Phone	4,650	4,650	4,650	4,650	4,650	4,650	4,650	4,650	4,650	4,650	4,650	4,650	55,800
Credit Card Expense	2,011	1,859	2,312	2,857	2,982	3,280	3,432	3,432	3,034	2,843	1,932	1,687	31,662
Management Fee	5,363	4,958	6,164	7,620	7,951	8,747	9,153	9,153	8,090	7,582	5,152	4,499	84,431
Other Expense/Frequent Stay	203	186	225	259	270	293	304	304	281	270	191	174	2,959
Accounting Services	400	400	400	400	400	400	400	400	400	400	400	400	4,800
<b>TOTAL OPERATING EXPENSES</b>	<b>43,031</b>	<b>40,465</b>	<b>47,215</b>	<b>53,265</b>	<b>55,175</b>	<b>58,927</b>	<b>61,075</b>	<b>61,075</b>	<b>56,137</b>	<b>53,990</b>	<b>41,258</b>	<b>38,554</b>	<b>610,168</b>
Income Before Fixed Expenses	17,314	14,533	24,219	38,643	41,230	48,488	51,962	51,962	41,852	36,825	16,415	10,007	393,451
Gross Operating Profit (GOP)	19.37%	17.59%	23.57%	30.43%	31.11%	33.26%	34.06%	34.06%	31.04%	29.14%	19.12%	13.35%	27.96%
<b>RESERVES &amp; FIXED EXPENSES</b>													
Debt Service	34,394	34,394	34,394	34,394	34,394	34,394	34,394	34,394	34,394	34,394	34,394	34,394	412,732
Real Estate Taxes (Estimates)	9,347	9,347	9,347	9,347	9,347	9,347	9,347	9,347	9,347	9,347	9,347	9,347	112,161
Insurance	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	25,200
Reserves For Replacement	894	826	1,027	1,270	1,325	1,458	1,525	1,525	1,348	1,264	859	750	14,072
<b>TOTAL RESERVES &amp; FIXED</b>	<b>46,735</b>	<b>46,668</b>	<b>46,868</b>	<b>47,111</b>	<b>47,166</b>	<b>47,299</b>	<b>47,367</b>	<b>47,367</b>	<b>47,189</b>	<b>47,105</b>	<b>46,700</b>	<b>46,591</b>	<b>564,165</b>
<b>NET OPERATING INCOME (NOI)</b>	<b>4,973</b>	<b>2,260</b>	<b>11,744</b>	<b>25,927</b>	<b>28,458</b>	<b>35,584</b>	<b>38,989</b>	<b>38,989</b>	<b>29,057</b>	<b>24,115</b>	<b>4,110</b>	<b>(2,189)</b>	<b>242,018</b>
<b>NET CASH FLOW</b>	<b>(29,421)</b>	<b>(32,134)</b>	<b>(32,650)</b>	<b>(8,466)</b>	<b>(5,936)</b>	<b>1,189</b>	<b>4,595</b>	<b>4,595</b>	<b>(5,337)</b>	<b>(10,279)</b>	<b>(30,285)</b>	<b>(36,584)</b>	<b>(170,715)</b>

NOTE: The above information is a forward looking projection of anticipated expenses and profits with regard to this project based on the professional experience of Core Distinction Group LLC (CDG) participation in other projects, similar in nature. Occupancy and ADR projections derived from market data trends reported by Smith Travel Research (STR) in the market's proximity along with its data rate shopping of local and surrounding hotels. This projection could change due to changes in the economy, both locally and overall, the acceptance of the project by the local community and the fact that CDG has not been involved in a project in this area and in a municipality with these demographics in the past. Therefore, all investors understand and acknowledge that these forward looking projections are not warranted by CDG and are subject to change and fluctuation.





**Numbers projected and compared to similar markets for a hotel with the following rooms:**

	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
Lodging Rooms Available	1,860	1,680	1,860	1,800	1,860	1,800	1,860	1,860	1,800	1,860	1,800	1,860	21,900
Lodging Occupancy %	48.4%	49.1%	53.8%	63.9%	64.5%	72.2%	72.6%	72.6%	69.4%	64.5%	47.2%	41.7%	60.0%
Total Occ. Rooms	900	825	1,000	1,150	1,200	1,300	1,350	1,350	1,250	1,200	850	775	13,150
Average Daily Rate	\$103.00	\$104.00	\$107.00	\$116.00	\$116.00	\$118.00	\$119.00	\$119.00	\$113.00	\$110.00	\$105.00	\$100.00	\$112.00
Revenue Per Available Room (REVPAR)	\$49.84	\$51.07	\$57.53	\$74.11	\$74.84	\$85.22	\$86.37	\$86.37	\$78.47	\$70.97	\$49.58	\$41.67	\$67.25
<b>REVENUE:</b>													
Guest Rooms	92,700	85,800	107,000	133,400	139,200	153,400	160,650	160,650	141,250	132,000	89,250	77,500	1,472,800
F&B Revenue	9,000	8,250	10,000	11,500	12,000	13,000	13,500	13,500	12,500	12,000	8,500	7,750	131,500
Vending Revenue	2,700	2,475	3,000	3,450	3,600	3,900	4,050	4,050	3,750	3,600	2,550	2,325	39,450
<b>TOTAL HOTEL REVENUE</b>	<b>104,400</b>	<b>96,525</b>	<b>120,000</b>	<b>148,350</b>	<b>154,800</b>	<b>170,300</b>	<b>178,200</b>	<b>178,200</b>	<b>157,500</b>	<b>147,600</b>	<b>100,300</b>	<b>87,575</b>	<b>1,643,750</b>
<b>HOTEL PAYROLL EXPENSE</b>													
Hotel Manager	5,417	5,417	5,417	5,417	5,417	5,417	5,417	5,417	5,417	5,417	5,417	5,417	65,000
Ast. Manager/Sales Manager	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	45,000
Housekeeping	4,500	4,125	5,000	5,750	6,000	6,500	6,750	6,750	6,250	6,000	4,250	3,875	65,750
Maintenance	1,854	1,716	2,140	2,668	2,784	3,068	3,213	3,213	2,825	2,640	1,785	1,550	29,456
Front Desk	6,489	6,006	7,490	9,338	9,744	10,738	11,246	11,246	9,888	9,240	6,248	5,425	103,096
F&B Staffing	4,950	4,538	5,500	6,325	6,600	7,150	7,425	7,425	6,875	6,600	4,675	4,263	72,325
Breakfast/Social	927	858	1,070	1,334	1,392	1,534	1,607	1,607	1,413	1,320	893	775	14,728
Workers Comp Insurance	697	660	759	865	892	954	985	985	910	874	675	626	9,884
Payroll Tax	3,573	3,384	3,891	4,431	4,572	4,889	5,049	5,049	4,666	4,480	3,462	3,210	50,655
<b>TOTAL HOTEL PAYROLL</b>	<b>32,157</b>	<b>30,453</b>	<b>35,017</b>	<b>39,877</b>	<b>41,151</b>	<b>43,999</b>	<b>45,441</b>	<b>45,441</b>	<b>41,993</b>	<b>40,321</b>	<b>31,154</b>	<b>28,891</b>	<b>455,894</b>
<b>HOTEL OPERATING EXPENSE</b>													
Cleaning Supplies	450	413	500	575	600	650	675	675	625	600	425	388	6,575
Laundry Supplies	675	619	750	863	900	975	1,013	1,013	938	900	638	581	9,863
Linens	900	825	1,000	1,150	1,200	1,300	1,350	1,350	1,250	1,200	850	775	13,150
Guest Supplies	1,125	1,031	1,250	1,438	1,500	1,625	1,688	1,688	1,563	1,500	1,063	969	16,438
Operating Supplies	765	701	850	978	1,020	1,105	1,148	1,148	1,063	1,020	723	659	11,178
Repairs & Maintenance	695	644	803	1,001	1,044	1,151	1,205	1,205	1,059	990	669	581	11,046
Swimming Pool	1,042	1,042	1,042	1,042	1,042	1,042	1,042	1,042	1,042	1,042	1,042	1,042	12,500
Grounds/Landscaping	750	1,000	1,000	500	500	500	500	500	500	500	500	750	7,500
Franchise Fee	5,115	4,620	5,115	4,950	5,115	4,950	5,115	5,115	4,950	5,115	4,950	5,115	60,225
Property Mgmt. System Expense	430	430	430	430	430	430	430	430	430	430	430	430	5,160
Complimentary Breakfast	3,600	3,300	4,000	4,600	4,800	5,200	5,400	5,400	5,000	4,800	3,400	3,100	52,600
Travel Agent Fees	2,318	2,145	2,675	3,335	3,480	3,835	4,016	4,016	3,531	3,300	2,231	1,938	36,820
Reservations Expense	750	750	750	750	750	750	750	750	750	750	750	750	9,000
F&B Expenses	4,500	4,125	5,000	5,750	6,000	6,500	6,750	6,750	6,250	6,000	4,250	3,875	65,750
Vending Expense	1,350	1,238	1,500	1,725	1,800	1,950	2,025	2,025	1,875	1,800	1,275	1,163	19,725
Marketing / Advertising	510	472	589	734	766	844	884	884	777	726	491	426	8,100
Utilities	6,264	5,792	7,200	8,901	9,288	10,218	10,692	10,692	9,450	8,856	6,018	5,255	98,625
Cable/Internet/Phone	4,650	4,200	4,650	4,500	4,650	4,500	4,650	4,650	4,500	4,500	4,500	4,650	54,750
Credit Card Expense	2,349	2,172	2,700	3,338	3,483	3,832	4,010	4,010	3,544	3,321	2,257	1,970	36,984
Management Fee	6,264	5,792	7,200	8,901	9,288	10,218	10,692	10,692	9,450	8,856	6,018	5,255	98,625
Other Expense/Frequent Stay	225	206	250	288	300	325	338	338	313	300	213	194	3,288
Accounting Services	400	400	400	400	400	400	400	400	400	400	400	400	4,800
<b>TOTAL OPERATING EXPENSES</b>	<b>45,126</b>	<b>41,914</b>	<b>49,653</b>	<b>56,146</b>	<b>58,355</b>	<b>62,299</b>	<b>64,770</b>	<b>64,770</b>	<b>59,258</b>	<b>57,056</b>	<b>43,091</b>	<b>40,264</b>	<b>642,701</b>
Income Before Fixed Expenses	27,117	24,158	35,331	52,327	55,294	64,002	67,989	67,989	56,249	50,223	26,055	18,421	545,155
Gross Operating Profit (GOP)	25.97%	25.03%	29.44%	35.27%	35.72%	37.58%	38.15%	38.15%	35.71%	34.03%	25.98%	21.03%	33.17%
<b>RESERVES &amp; FIXED EXPENSES</b>													
Debt Service	34,394	34,394	34,394	34,394	34,394	34,394	34,394	34,394	34,394	34,394	34,394	34,394	412,732
Real Estate Taxes (Estimates)	9,347	9,347	9,347	9,347	9,347	9,347	9,347	9,347	9,347	9,347	9,347	9,347	112,161
Insurance	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	25,200
Reserves For Replacement	1,044	965	1,200	1,484	1,548	1,703	1,782	1,782	1,575	1,476	1,003	876	16,438
<b>TOTAL RESERVES &amp; FIXED</b>	<b>46,885</b>	<b>46,806</b>	<b>47,041</b>	<b>47,325</b>	<b>47,389</b>	<b>47,544</b>	<b>47,623</b>	<b>47,623</b>	<b>47,416</b>	<b>47,317</b>	<b>46,844</b>	<b>46,717</b>	<b>566,531</b>
<b>NET OPERATING INCOME (NOI)</b>	<b>14,626</b>	<b>11,746</b>	<b>22,684</b>	<b>39,397</b>	<b>42,299</b>	<b>50,852</b>	<b>54,761</b>	<b>54,761</b>	<b>43,227</b>	<b>37,301</b>	<b>13,606</b>	<b>6,098</b>	<b>391,357</b>
<b>NET CASH FLOW</b>	<b>(19,760)</b>	<b>(23,649)</b>	<b>(11,710)</b>	<b>5,003</b>	<b>7,904</b>	<b>16,458</b>	<b>20,366</b>	<b>20,366</b>	<b>8,833</b>	<b>2,906</b>	<b>(20,789)</b>	<b>(28,296)</b>	<b>(21,375)</b>

<b>Five Year Numbers Projected Summary</b>						
	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	
	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT
Lodging Rooms Available	21,900	21,900	21,900	21,900	21,900	
Lodging Occupancy %	60.0%	64.8%	68.1%	71.5%	74.7%	
Total Occ. Rooms	13,150	14,202	14,912	15,658	16,362	
Average Daily Rate	\$112.00	\$117.60	\$121.13	\$124.76	\$128.50	
<b>REVENUE:</b>						
Guest Rooms	1,472,800	97.0%	1,670,155	97.0%	1,806,273	97.0%
Meeting Room	6,575	0.4%	8,521	0.5%	10,438	0.6%
Vending / Bar Revenue	39,450	2.6%	42,606	2.5%	44,736	2.4%
	=====		=====		=====	=====
<b>TOTAL HOTEL REVENUE</b>	<b>1,518,825</b>	<b>100.0</b>	<b>1,721,282</b>	<b>100.0</b>	<b>1,861,448</b>	<b>100.0</b>

NOTE: The above information is a forward looking projection of anticipated expenses and profit with regard to this project based on the professional experience of Core Distinction Group LLC (CDG) participation in other projects, similar in nature. Occupancy and ADR projections derived from market data trends reported by Smith Travel Research, (STR) in the market's proximity along with to date site shopping of local and surrounding hotels. This projection could change due to changes in the economy, both locally and overall, the acceptance of the project by the local community and patrons and the fact that CDG has not been involved in a project in this area and is a municipality with these demographics in the past. Thereby, all investors understand and acknowledge that these forward looking projections are not warranted by CDG and are subject to change and fluctuation.





<b>5 Year Projection</b>										
The following statistics are preliminary projection based on assumed costs of prototypical hotel										Rooms: 60
	Year 1	%	Year 2	%	Year 3	%	Year 4	%	Year 5	%
Lodging Rooms Available	21,900		21,900		21,900		21,900		21,900	
Lodging Occupancy %	60.0%	60.0%	64.8%	64.8%	68.1%	68.1%	71.5%	71.5%	74.7%	74.7%
Total Occ. Rooms	13,150		14,202		14,912		15,658		16,362	
Average Daily Rate	\$112.00		\$117.60		\$121.13		\$124.76		\$128.50	
Revenue Per Available Room (REVPAR)	\$67.25		\$76.26		\$82.48		\$89.20		\$96.01	
<b>REVENUE:</b>										
Guest Rooms	1,472,800	89.60%	1,670,155	90.05%	1,806,273	90.31%	1,953,484	90.56%	2,102,633	90.81%
F&B Revenue	131,500	8.00%	142,020	7.66%	149,121	7.46%	156,577	7.26%	163,623	7.07%
Vending Revenue	39,450	2.40%	42,606	2.30%	44,736	2.24%	46,973	2.18%	49,087	2.12%
<b>TOTAL HOTEL REVENUE</b>	<b>1,643,750</b>	<b>100%</b>	<b>1,854,781</b>	<b>100%</b>	<b>2,000,130</b>	<b>100%</b>	<b>2,157,034</b>	<b>100%</b>	<b>2,315,343</b>	<b>100%</b>
<b>HOTEL PAYROLL EXPENSE</b>										
Hotel Manager	65,000	3.95%	65,975	3.56%	66,965	3.35%	67,969	3.15%	68,989	2.98%
Ast.Manager/SalesManager	45,000	2.74%	46,350	2.50%	47,741	2.39%	49,173	2.28%	50,648	2.19%
Housekeeping	65,750	4.00%	67,723	3.65%	69,754	3.49%	71,847	3.33%	74,002	3.20%
Maintenance	29,456	1.79%	33,403	1.80%	45,157	2.26%	48,837	2.26%	52,566	2.27%
Front Desk	103,096	6.27%	106,189	5.73%	109,375	5.47%	112,656	5.22%	116,035	5.01%
F&B Staffing	72,325	4.40%	78,111	4.21%	82,017	4.10%	86,117	3.99%	89,993	3.89%
Breakfast/Social	14,728	0.90%	15,170	0.82%	15,625	0.78%	16,094	0.75%	16,576	0.72%
Workers Comp Insurance	7,708	0.47%	7,991	0.43%	8,475	0.42%	8,762	0.41%	9,056	0.39%
Payroll Tax	50,383	3.07%	52,614	2.84%	55,638	2.78%	57,682	2.67%	59,733	2.58%
<b>TOTAL HOTEL PAYROLL</b>	<b>453,445</b>	<b>27.59%</b>	<b>473,525</b>	<b>25.53%</b>	<b>500,745</b>	<b>25.04%</b>	<b>519,136</b>	<b>24.07%</b>	<b>537,598</b>	<b>23.22%</b>
<b>HOTEL OPERATING EXPENSE</b>										
Cleaning Supplies	6,575	0.40%	7,101	0.38%	7,456	0.37%	7,829	0.36%	8,181	0.35%
Laundry Supplies	9,863	0.60%	10,652	0.57%	11,184	0.56%	11,743	0.54%	12,272	0.53%
Linens	13,150	0.80%	14,202	0.77%	14,912	0.75%	15,658	0.73%	16,362	0.71%
Guest Supplies	16,438	1.00%	17,753	0.96%	18,640	0.93%	19,572	0.91%	20,453	0.88%
Operating Supplies	11,178	0.68%	12,072	0.65%	12,675	0.63%	13,309	0.62%	13,908	0.60%
Repairs & Maintenance	11,046	0.67%	16,702	0.90%	27,094	1.35%	39,070	1.81%	42,053	1.82%
Swimming Pool Maintenance	12,500	0.76%	15,000	0.81%	18,000	0.90%	21,600	1.00%	25,920	1.12%
Grounds/Landscape	7,500	0.46%	7,725	0.42%	7,957	0.40%	8,195	0.38%	8,441	0.36%
Franchise Fee	60,225	3.66%	60,225	3.25%	60,225	3.01%	60,225	2.79%	60,225	2.60%
Property Mgmt. System Expense	5,160	0.31%	5,263	0.28%	5,368	0.27%	5,476	0.25%	5,585	0.24%
Complimentary Breakfast	52,600	3.20%	56,808	3.06%	59,648	2.98%	62,631	2.90%	65,449	2.83%
Travel Agent Fees	36,820	2.24%	41,754	2.25%	45,157	2.26%	48,837	2.26%	52,566	2.27%
Reservations Expense	9,000	0.55%	9,180	0.49%	9,364	0.47%	9,551	0.44%	9,742	0.42%
F&B Expenses	65,750	4.00%	71,010	3.83%	74,561	3.73%	78,289	3.63%	81,812	3.53%
Vending Expense	19,725	1.20%	21,303	1.15%	22,368	1.12%	23,487	1.09%	24,543	1.06%
Marketing / Advertising	8,100	0.49%	9,186	0.50%	9,935	0.50%	10,744	0.50%	11,564	0.50%
Utilities	98,625	6.00%	111,287	6.00%	120,008	6.00%	129,422	6.00%	138,921	6.00%
Cable/Internet/Phone	54,750	3.33%	61,779	3.33%	66,620	3.33%	71,846	3.33%	77,119	3.33%
Credit Card Expense	36,984	2.25%	41,733	2.25%	45,003	2.25%	48,533	2.25%	52,095	2.25%
Management Fee	98,625	6.00%	111,287	6.00%	120,008	6.00%	129,422	6.00%	138,921	6.00%
Other Expense/Frequent Stay	3,288	0.20%	3,551	0.19%	3,728	0.19%	3,914	0.18%	4,091	0.18%
Accounting Services	4,800	0.29%	5,416	0.29%	5,841	0.29%	6,299	0.29%	6,761	0.29%
<b>TOTAL OPERATING EXPENSES</b>	<b>642,701</b>	<b>39.10%</b>	<b>710,986</b>	<b>38.33%</b>	<b>765,751</b>	<b>38.29%</b>	<b>825,652</b>	<b>38.28%</b>	<b>876,984</b>	<b>37.88%</b>
Income Before Fixed Expenses	547,604	33.31%	670,270	36.14%	733,633	36.68%	812,246	37.66%	900,760	38.90%
Gross Operating Profit (GOP)										
<b>RESERVES &amp; FIXED EXPENSES</b>										
Real Estate Taxes (Estimates)	112,161	6.82%	112,161	6.05%	112,161	5.61%	112,161	5.20%	112,161	4.84%
Insurance	25,200	1.53%	25,704	1.39%	26,218	1.31%	26,742	1.24%	27,277	1.18%
Reserves For Replacement	16,438	1.00%	18,548	1.00%	40,003	2.00%	64,711	3.00%	92,614	4.00%
<b>NET OPERATING INCOME (NOI)</b>	<b>393,805</b>	<b>23.96%</b>	<b>513,857</b>	<b>27.70%</b>	<b>555,252</b>	<b>27.76%</b>	<b>608,631</b>	<b>28.22%</b>	<b>668,708</b>	<b>28.88%</b>
Loan (Interest Payment)	271,474	16.52%	263,506	14.21%	255,089	12.75%	246,196	11.41%	236,803	10.23%
LOAN (Principal Reduction)	141,258	8.59%	149,226	8.05%	157,643	7.88%	166,536	7.72%	175,929	7.60%
<b>NET CASH FLOW</b>	<b>(\$18,927)</b>	<b>-1.15%</b>	<b>\$101,124</b>	<b>5.45%</b>	<b>\$142,519</b>	<b>7.13%</b>	<b>\$195,899</b>	<b>9.08%</b>	<b>\$255,976</b>	<b>11.06%</b>
<b>RETURN ON INVESTMENT (ROI) %</b>	<b>-0.64%</b>		<b>3.40%</b>		<b>4.80%</b>		<b>6.60%</b>		<b>8.62%</b>	

NOTE: The above information is a forward looking projection of anticipated expenses and profits with regard to this project based on the professional experience of Core Distinction Group LLC (CDG) participation in other projects, similar in nature. Occupancy and ADR projections derived from market data trends reported by Smith Travel Research (STR) in the market's proximity along with to date rate shopping of local and surrounding hotels. This projection could change due to changes in the economy, both locally and overall, the acceptance of the project by the local community and patrons and the fact that CDG has not been involved in a project in this area and in a municipality with these demographics in the past. Thereby, all investors understand and acknowledge that these forward looking projections are not warranted by CDG and are subject to change and fluctuation.





5 Year Break Even										
The following statistics are preliminary projections based on assumed costs of prototypical hotel.										
Rooms: 60										
	Year 1	%	Year 2	%	Year 3	%	Year 4	%	Year 5	%
Lodging Rooms Available	21,900		21,900		21,900		21,900		21,900	
Lodging Occupancy %	66.6%	66.6%	63.8%	63.8%	64.8%	64.8%	63.9%	63.9%	62.6%	62.6%
Total Occ. Rooms	14,596		13,977		14,188		14,001		13,711	
Average Daily Rate	\$112.00		\$117.60		\$121.15		\$124.76		\$128.50	
Revenue Per Available Room (REVPAR)	\$74.65		\$75.05		\$78.47		\$79.76		\$80.45	
<b>REVENUE:</b>										
Guest Rooms	1,634,752	89.60%	1,643,695	90.05%	1,718,564	90.31%	1,746,791	90.56%	1,761,928	90.81%
F&B Revenue	145,960	8.00%	139,770	7.66%	141,880	7.46%	140,010	7.26%	137,110	7.07%
Vending Revenue	43,788	2.40%	41,931	2.30%	42,564	2.24%	42,003	2.18%	41,133	2.12%
<b>TOTAL HOTEL REVENUE</b>	<b>1,824,500</b>	<b>100%</b>	<b>1,825,396</b>	<b>100%</b>	<b>1,903,008</b>	<b>100%</b>	<b>1,928,804</b>	<b>100%</b>	<b>1,940,171</b>	<b>100%</b>
<b>HOTEL PAYROLL EXPENSE</b>										
Hotel Manager	65,000	3.56%	66,950	3.67%	68,959	3.62%	71,027	3.68%	73,158	3.77%
Asst. Manager/Sales Manager	45,000	2.47%	46,350	2.54%	47,741	2.51%	49,173	2.55%	50,648	2.61%
Housekeeping	72,980	4.00%	69,885	3.83%	70,940	3.73%	70,005	3.63%	68,555	3.53%
Maintenance	32,695	1.79%	32,874	1.80%	42,964	2.26%	43,670	2.26%	44,048	2.27%
Front Desk	125,000	6.85%	128,750	7.05%	132,613	6.97%	136,591	7.08%	140,689	7.25%
F&B Staffing	80,278	4.40%	76,874	4.21%	78,034	4.10%	77,006	3.99%	75,411	3.89%
Breakfast/Social	32,695	1.79%	33,676	1.84%	34,686	1.82%	35,727	1.85%	36,799	1.90%
Workers Comp Insurance	8,517	0.47%	8,620	0.47%	9,080	0.48%	9,262	0.48%	9,427	0.49%
Payroll Tax	57,771	3.17%	57,997	3.18%	60,627	3.19%	61,557	3.19%	62,342	3.21%
<b>TOTAL HOTEL PAYROLL</b>	<b>519,936</b>	<b>28.50%</b>	<b>521,976</b>	<b>28.60%</b>	<b>545,643</b>	<b>28.67%</b>	<b>554,017</b>	<b>28.72%</b>	<b>561,076</b>	<b>28.92%</b>
<b>HOTEL OPERATING EXPENSE</b>										
Cleaning Supplies	7,298	0.40%	6,989	0.38%	7,094	0.37%	7,001	0.36%	6,856	0.35%
Laundry Supplies	10,947	0.60%	10,483	0.57%	10,641	0.56%	10,501	0.54%	10,283	0.53%
Linens	14,596	0.80%	13,977	0.77%	14,188	0.75%	14,001	0.73%	13,711	0.71%
Guest Supplies	18,245	1.00%	17,471	0.96%	17,735	0.93%	17,501	0.91%	17,139	0.88%
Operating Supplies	12,407	0.68%	11,880	0.65%	12,060	0.63%	11,901	0.62%	11,654	0.60%
Repairs & Maintenance	12,261	0.67%	16,437	0.90%	25,778	1.35%	34,936	1.81%	35,239	1.82%
Swimming Pool Maintenance	12,500	0.69%	15,000	0.82%	18,000	0.95%	21,600	1.12%	25,920	1.34%
Grounds/Landscape	7,500	0.41%	7,725	0.42%	7,957	0.42%	8,195	0.42%	8,441	0.44%
Franchise Fee	60,225	3.30%	60,225	3.30%	60,225	3.16%	60,225	3.12%	60,225	3.10%
Property Mgmt. System Expense	5,160	0.28%	5,263	0.29%	5,368	0.28%	5,476	0.28%	5,585	0.29%
Complimentary Breakfast	58,384	3.20%	55,908	3.06%	56,752	2.98%	56,004	2.90%	54,844	2.83%
Travel Agent Fees	40,869	2.24%	41,092	2.25%	42,964	2.26%	43,670	2.26%	44,048	2.27%
Reservations Expense	9,000	0.49%	9,180	0.50%	9,364	0.49%	9,551	0.50%	9,742	0.50%
F&B Expenses	72,980	4.00%	69,885	3.83%	70,940	3.73%	70,005	3.63%	68,555	3.53%
Vending Expense	21,894	1.20%	20,966	1.15%	21,282	1.12%	21,002	1.09%	20,567	1.06%
Marketing / Advertising	12,261	0.67%	12,328	0.68%	12,889	0.68%	13,101	0.68%	13,214	0.68%
Utilities	109,470	6.00%	109,524	6.00%	114,180	6.00%	115,728	6.00%	116,410	6.00%
Cable/Internet/Phone	54,750	3.00%	54,777	3.00%	57,106	3.00%	57,880	3.00%	58,221	3.00%
Credit Card Expense	41,051	2.25%	41,071	2.25%	42,818	2.25%	43,398	2.25%	43,654	2.25%
Management Fee	109,470	6.00%	109,524	6.00%	114,180	6.00%	115,728	6.00%	116,410	6.00%
Other Expense/Frequent Stay	3,649	0.20%	3,494	0.19%	3,547	0.19%	3,500	0.18%	3,428	0.18%
Accounting Services	4,800	0.26%	4,802	0.26%	5,007	0.26%	5,074	0.26%	5,104	0.26%
<b>TOTAL OPERATING EXPENSES</b>	<b>699,716</b>	<b>38.35%</b>	<b>698,001</b>	<b>38.24%</b>	<b>730,075</b>	<b>38.36%</b>	<b>745,978</b>	<b>38.68%</b>	<b>749,251</b>	<b>38.62%</b>
Income Before Fixed Expenses	604,848		605,419		627,289		628,809		629,844	
Gross Operating Profit (GOP)										
<b>RESERVES &amp; FIXED EXPENSES</b>										
Real Estate Taxes (Estimates)	112,161	6.15%	112,161	6.14%	112,161	5.89%	112,161	5.82%	112,161	5.78%
Insurance	25,200	1.38%	25,704	1.41%	26,218	1.38%	26,742	1.39%	27,277	1.41%
Reserves For Replacement	54,735	3.00%	54,762	3.00%	76,120	4.00%	77,152	4.00%	77,607	4.00%
<b>NET OPERATING INCOME (NOI)</b>	<b>412,752</b>	<b>22.62%</b>	<b>412,792</b>	<b>22.61%</b>	<b>412,790</b>	<b>21.69%</b>	<b>412,753</b>	<b>21.40%</b>	<b>412,799</b>	<b>21.28%</b>
Loan (Interest Payment)	271,474	14.88%	263,506	14.44%	255,089	13.40%	246,196	12.76%	236,803	12.21%
Loan (Principal Reduction)	141,258	7.74%	149,226	8.18%	157,643	8.28%	166,536	8.63%	175,929	9.07%
<b>NET CASH FLOW</b>	<b>\$20</b>	<b>0.00%</b>	<b>\$60</b>	<b>0.00%</b>	<b>\$58</b>	<b>0.00%</b>	<b>\$21</b>	<b>0.00%</b>	<b>\$67</b>	<b>0.00%</b>

NOTE: The above information is a forwards looking projection of anticipated expenses and profits with regard to this project based on the professional experience of Core Distinction Group LLC (CDG) participation in other projects, similar in nature. Occupancy and ADR projections derived from market data trends reported by Smith Travel Research (STR) in the market's proximity along with to date rate shopping of local and surrounding hotels. This projection could change due to changes in the economy, both locally and overall, the acceptance of the project by the local community and patrons and the fact that CDG has not been involved in a project in this area and in a municipality with these demographics in the past. Thereby, all investors understand and acknowledge that these forward looking projections are not warranted by CDG and are subject to change and fluctuation.

**E. ADDITIONAL DOCUMENTATION AND CHECKLIST**

Applicants will also be required to provide the following documentation. All personal financial information will be kept private and confidential.

- 1. Written business plan or a description of the business, ownership/ management, date established, products and services, and future plans.
- 2. Financial statements for past two years, including profit and loss statements and balance sheets.
- 3. Two year financial projections.
- 4. Personal financial statements of all major shareholders (principals) including the most recent 2 years of tax returns. (If requested.)
- 5. Letter of commitment from other sources of financing, stating terms and conditions of their participation in the project.
- 6. Administrative fee of up to \$5,000. In addition to defraying the cost of staff time, the fee will be used to pay costs associated with processing this request for financial assistance such as legal, engineering and financial analysis. The City reserves the right to stop the processing of the request until additional fees are paid should the original amount be insufficient to pay such costs. That portion which remains unspent, if any, will be returned only if the project is denied approval.
- 7. Attach the following documentation:

- \_\_\_\_\_ Part 1 – Corporation/Partnership Description
- \_\_\_\_\_ Part 2 – List of Shareholders/Partners
- \_\_\_\_\_ Part 3 – Description of Project
- \_\_\_\_\_ Part 4 – *But For* Analysis
- N/A \_\_\_\_\_ Part 5 – List of Prospective Lessees (If requested)
- \_\_\_\_\_ Part 6 – Legal Description, Property Identification Numbers, maps of the project area, and project renderings
- \_\_\_\_\_ Part 7 – Public Purpose Narrative
- \_\_\_\_\_ Part 8 – Sources & Uses of Funds – Additional Information

The undersigned certifies that all information provided in this application is true and correct to the best of the undersigned's knowledge. The undersigned authorizes the City and EDA of Ramsey to check credit references, verify financial and other information, and share this information with other political subdivisions as needed. The undersigned also agrees to provide any additional information as may be requested by the City after the filing of this application.

Applicant Name As Cobblestone Hotel Development LLC Date 12/30/19  
 By \_\_\_\_\_  
 Its managing member

**EXHIBIT B**  
**BUSINESS ASSISTANCE REVIEW WORKSHEET**  
**FOR COMMERCIAL/INDUSTRIAL PROJECTS**  
TO BE COMPLETED BY APPLICANT AND CITY STAFF

**A. The project meets which of the following objectives as set forth in Section C of the Business Assistance policy:**

- 1. To encourage redevelopment.
- 2. To retain local jobs and/or increase the number and diversity of jobs that offer stable employment and/or attractive wages and benefits.
- 3. To enhance and/or diversify the City's economic base.
- 4. To encourage additional unsubsidized private (re)development.
- 5. To remove blight and/or encourage (re)development of commercial and industrial areas.
- 6. To accomplish other public policies which may be adopted such as the promotion of quality urban or architectural design, energy conservation, and decreasing capital and/or operating costs of local government.
  - Utilization of architectural and landscaping techniques that will enable the components of the project to blend with the natural environment.
  - Mitigation of project impact on the natural environment.

**B. Ratio of Private to Public Investment in Project:**

\$ 2,970,000.00 Private Investment  
 \$ 326,700 Public Investment  
9:1 Ratio Private : Public Financing

**Points:** 5  
 5:1 5  
 4:1 4  
 3:1 3  
 2:1 2  
 Less than 2:1 1

**C. Job Creation:**

12 Net new jobs (minimum 40 hours per week) or fulltime equivalents

**Points:** 3  
 50+ 5  
 20+ 4  
 10+ 3  
 5+ 2  
 Less than 2 1

**D. Wage Level of jobs created:**

Average hourly wage  
 Of new jobs \$11.00/hr

**Points:** 2  
 Over \$21/hour 5  
 \$18-21/hour 4  
 \$14-17/hour 3  
 \$10-13/hour 2  
 Under \$10/hour 1

**E. Ratio Of Business Assistance To New Jobs Created:**

\$ 326,700 Business assistance requested  
12 FTE Number of net *new* jobs created  
 \$ 27,225 of business assist. per net *new* job created

<b>Points:</b>	<u>3</u>
\$5,000 or less	<u>5</u>
\$15,000 or less	<u>4</u>
\$25,000 or less	<u>3</u>
\$50,000 or less	<u>2</u>
Over \$75,000	<u>1</u>

**F. Project size:**

The project will result in the construction  
 of 31,521 square feet

<b>Points:</b>	<u>3</u>
75,000+	<u>5</u>
50,000+	<u>4</u>
25,000+	<u>3</u>
10,000+	<u>2</u>
5,000 or less	<u>1</u>

**G. Type of Project:**

100% Owner Occupied  
 Mix Owner Occupied & Investment  
 Investment Property

<b>Points:</b>	<u>5</u>
	<u>5</u>
	<u>3</u>
	<u>1</u>

**H. Likelihood that the project will result in unsubsidized, spin-off development:**

High  
 Moderate  
 Low

<b>Points:</b>	<u>3</u>
	<u>5</u>
	<u>3</u>
	<u>1</u>

I.

<u>5</u>
<u>3</u>
<u>2</u>
<u>3</u>
<u>3</u>
<u>5</u>
<u>3</u>

Sub-Total Points 24 of a possible 35 points.

**Bonus Points**

The project will be 100% *pay-as-you-go* financing.  
 The project is a redevelopment project.

**Bonus Points:**

<u>0</u>
<u>3</u>
<u>3</u>

**Total Points:** 24

Overall project analysis:	High	35 points
	Moderate	25 points
	Low	15 points
	Not Eligible	5 points

The principals of Cobblestone Hotel Development, LLC also are the principals in the following companies:

WHG Companies, LLC, a Hotel Management Company [www.whgco.com](http://www.whgco.com)

BriMark Builders, LLC, a hotel construction company [www.brimarkbuilders.com](http://www.brimarkbuilders.com)

Cobblestone Hotels, LLC, a hotel franchise company [www.staycobblestone.com](http://www.staycobblestone.com)



Based out of Neenah, Wisconsin, WHG Companies, a hospitality management company, was founded by an independent owner/operator. Growth for WHG Companies has been fueled by implementing creative marketing strategies, and combining them with exceptional customer service programs. WHG currently oversees seventy-eight hotel properties, five restaurants, and one event center; covering seventeen states.

Fusing development services with operational support, WHG is positioned to contribute to every aspect of a hotel. From a conceptual idea to an existing, mature property, they can assist with any facet specific to your needs to help your property thrive.

---

**Marketing**

- Personalized Sales Training
- Customized Research and Planning
- Sales Promotion
- Tourism and Travel Department
- Reporting and Monitoring

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**Operations**

- Cost Control Systems
- Food/Beverage Concepts
- Menu Planning and Design
- Standardized Purchasing
- Personnel Recruitment/Training
- Life Safety Training
- Policy Manuals
- Preventative Maintenance
- Insurance Claim Control
- Energy Management

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**Accounting and Finance**

- Cash Management
- Internal Audit
- Payroll Processing
- Budgeting and Profit Planning
- Management Information Systems
- Financial Statement
- Mortgage Submission Packaging

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**New Development and Renovation**

- Market Evaluation/Feasibility Studies
- Site Selection
- Development of Plans and Specifications
- Project Budgeting
- Bid Preparation and Selection
- Construction/Project Management
- Interior Design
- Pre-Opening Marketing
- Staffing



Brimark's experts are skilled in every aspect of new hotel construction, from initial site planning and conceptual budgeting, to the property's opening. Our hotel renovation projects are coordinated with property managers to minimize disruption to hotel operations. We also work with owners on Rebranding and Property Improvement Plans (PIPs) from conceptual estimates through full design and construction.

BriMark Builders is a dedicated and results oriented company. With strong leadership and creative problem-solving skills, we work to produce a cost effective, high quality product.

**Services Offered:**

- Coordination of Market Study
- Assistance with Site Selection—ensuring optimum visibility and accessibility
- Assistance in Raising Equity for Hotel Project
- Assistance in Acquiring Financing Package for Project
- Obtain approvals form Local Municipality and State—obtaining all possible development related incentives
- Obtain all Local and State Zoning Approvals and complete Permitting Process
- Provide complete set of detailed Construction Plans
- Secure and arrange for Hotel Franchise
- Secure Professional Hotel Management Company
- Provide a complete Turn-Key Budget
- Provide Complete Hotel Construction Services
- Provide Turn-Key Hotel completion including all FF&E
- Arrange for all Landscaping and Signage
- Provide Monitoring Services for completed Hotel

All of the services above are included when you utilize BriMark for your hotel development project.

**States we have built in:**

Arkansas	Nebraska
Colorado	New York
Idaho	North Dakota
Illinois	Ohio
Indiana	Pennsylvania
Iowa	Texas
Kansas	Utah
Louisiana	Wisconsin
Minnesota	Wyoming

# ABOUT COBBLESTONE HOTELS

[www.cobblestonehotels.com](http://www.cobblestonehotels.com) / [www.cobblestonefranchising.com](http://www.cobblestonefranchising.com)

Headquartered in Neenah, Wisconsin, Cobblestone Hotels, LLC prides itself in filling the lodging needs of communities throughout the United States through its upper midscale brands, Cobblestone Hotel & Suites, Cobblestone Inn & Suites, and its conversion brand Boarders Inn & Suites by Cobblestone Hotels. Since its first property opened in Clintonville, Wisconsin in January of 2008, the brand has expanded to 160+ locations open or under construction, spread across 27 states. With more than 30 locations under development, Cobblestone Hotels is one of the fastest growing hotel brands in the country. The cohesive approach of community and entrepreneurship provides the catalyst for success.

## HISTORY

In 2007, while driving from Sioux Falls, SD to Oshkosh, Wisc. Brian Wogernese went through many small towns, and realized these small towns' need for hotels were being overlooked. Upon returning from this trip the perfect prototype was drawn out; however, none of the bigger brands wanted anything less than 65 units. From there, the Cobblestone Hotels began. A 31-unit Cobblestone Inn & Suites was designed that would ensure these small towns were given the quality and amenities that you would see in the bigger markets. A brand that offers all of the amenities a larger brand would provide, but just the right size for smaller communities that couldn't support a 65-unit hotel. It didn't take long for the phone calls to start coming in from various small towns in the Midwest. Now, ten years after the first location opened in Clintonville, Wisconsin, Cobblestone Hotels has expanded development into larger markets, while still holding true to the core mission of providing quality lodging to communities across the nation.

## FRANCHISE SUPPORT

### Global Distribution and Central Reservations Service Support

- 24 Hours a Day, 7 Days a Week Booking Engine
- Mobile Website for easy on the go booking
- 24 Hour Central Reservation Call Center
- Complete GDS Representation and third-party distribution via online travel sites including: GDS Connectivity through all the major booking channels (AMADEUS, GALILEO, WORLDSPAN, and PEGASUS) and direct link through SABRE.
- Building of all Property Shells for all GDS
- Communication/Relationship Management with all Third-Party Internet Sites

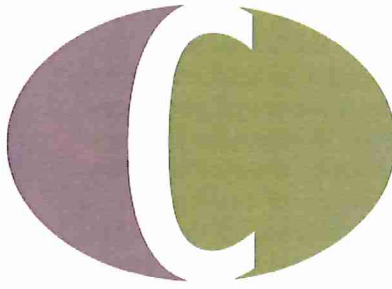
### National Sales, Marketing, and Revenue Management Service Support

- Cobblestone Rewards Program
- Social Media Support
- Graphic and Marketing Design Services
- National Sales
- National Online Marketing Ad Campaigns
- Extensive, Daily, Search Engine Optimization
- Market Analysis and Planning
- Extensive and Expansive Public Relations
- Proven Sales and Marketing

### Operational Service Support

- Quality Assurance
- Fully Developed Brand Standards
- Training
- Cobblestone Hotels Onsite Training – Brand Standards and PMS Training (with certain systems)
- Cobblestone Hotels Brand Manager/Owner Training
- Ongoing Webinar Training Available to all Staff Members
- Brand wide purchasing power (with no required vendors)
- Proven and Sound Business Acumen





December 12, 2019

With the success of our Cobblestone Main Street Prototype, we are excited to be looking at another location for us within the city of Ramsey, MN

Cobblestone Hotels offers our guest "Big City Quality... Small Town Values" in every aspect of our hotels. We offer upper-midscale hotel accommodations across the United States for those away from home on business or leisure. Complimentary Hot Breakfast Buffet, Wireless Internet, Daily Newspaper, and Onsite Convenience Stores are all staples in the Cobblestone Hotels Brand mixing convenience, comfort and extraordinary customer service to create a perfect and relaxing stay.

Our plan for a hotel in your community would be constructing a 60 unit 4-story hotel with a full-service steak house located on the ground level. The hotel would feature a stone and brick façade. The hotel would feature both standard rooms and suites, as well as extended stay rooms. The furnishings and finishing's of the hotel are all upgraded and modern in style. The hotel would also feature additional amenities of a pool, business center, meeting room, and exercise room.

The Wisconsin Chophouses that we currently operate offer an upscale menu featuring the highest quality USDA Choice cuts of meats, sea food, and an extensive shareables menu including truffle mac & cheese, Risotto, Asparagus, mashed potatoes, and a wide array of desserts. We feature 20 wines by the glass as well as 20 beers on tap. We also feature a relaxing outside patio area for guests to relax and enjoy a beverage or even a full dinner. The patio would also feature a fire pit.

Between the hotel and the restaurant, we plan to employ at least 25 people, with approximately 12 Full time equivalents.

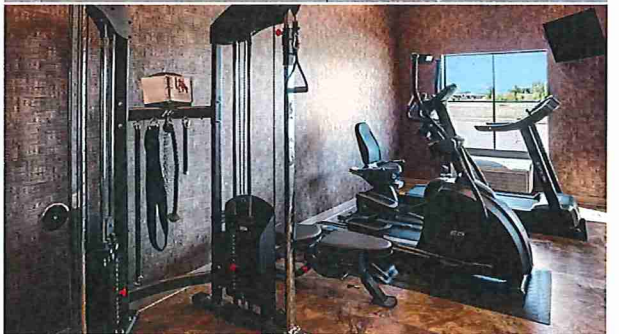
We have included in this letter pictures of the finished product, showing the outside of the facility, along with pictures of the inside of the facility showing guest rooms and guest public spaces including the exercise area and the restaurant and outside patio area.

We appreciate your time and consideration of our project and are very excited at the chance to be looking at working with your community on our next Cobblestone Main Street Hotel.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian Wogernese". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Brian Wogernese  
President & CEO  
Cobblestone Hotels, LLC



# Memo

**To:** Sean Sullivan, Economic Development Manager  
**From:** Jason Aarsvold, Ehlers  
**Date:** 1-2-2020  
**Subject:** Cobblestone Hotel – Request for Assistance

The City of Ramsey received a request for assistance to construct a 60 room Cobblestone Hotel and Suites project within the COR area on City-owned land. The developer is requesting the City write-down the cost of the land to \$1 to make the project financially feasible.

You requested that Ehlers review the developer’s proposal to determine whether the request is reasonable and within industry standards. Ehlers conducted a thorough review of the developer’s budget and operating pro forma to ensure all development costs, anticipated revenues, and expenditures were represented appropriately. The table below depicts the sources and uses of funds for the project as proposed by the developer.

<b>SOURCES</b>			
	<b>Amount</b>	<b>Pct.</b>	<b>Per Room</b>
First Mortgage	5,000,000	62.7%	83,333
Developer Equity	2,970,001	37.3%	49,500
<b>TOTAL SOURCES</b>	<b>7,970,001</b>	<b>100%</b>	<b>132,833</b>

<b>USES</b>			
	<b>Amount</b>	<b>Pct.</b>	<b>Per Room</b>
Acquisition Costs	1	0.0%	0
Construction Costs	5,800,000	72.8%	96,667
Furniture, Fixtures, & Equipment	1,385,000	17.4%	23,083
Professional Services	265,000	3.3%	4,417
Financing Costs	170,000	2.1%	2,833
Developer Fee	250,000	3.1%	4,167
Cash Accounts/Escrows	100,000	1.3%	1,667
<b>TOTAL USES</b>	<b>7,970,001</b>	<b>100%</b>	<b>132,833</b>

## Analysis

Generally, this project meets the expectations of a limited service, or upper midscale, hotel project regarding the financing structure, projected revenues, developer fee, and on-going operational costs. Following are our findings from the analysis completed for the project:

- The Developer proposes to finance the entire hotel project with a combination of equity and debt. The proposed financing includes just over 37% equity and 62.7% debt in the form a first mortgage. For a project of this nature, we would expect to see an equity

contribution of at least 25%. The developer indicates the first mortgage would include a 20-year term with 5.5% interest. While these terms are within industry standards and are used for the analysis, we were not given an actual lending commitment to review.

- The total development cost (TDC) for this project is \$7.97 million or \$132,833 per room, assuming no payment for the land. Based on our experience with similar projects, we would expect total development costs to range between \$125,000 and \$150,000 per room with a payment for land. The development costs are within an acceptable range, but we did not receive a detailed breakdown for review. **Using a look-back provision for development costs in the purchase/development agreement is advised.**
- The development fee of \$250,000 is 3.1% of total development costs. For a project of this nature, we would expect to see a developer fee of no more than 5%. The proposed fee is acceptable.
- The developer proposes an Average Daily Rate (ADR) of \$112 in year one with a 60% percent occupancy assumption. This increases to an ADR of \$121 by year three with a 68% occupancy assumption. We typically see ADR assumptions of between \$110 and \$125 in year 1 depending on the local market. The projected ADR is on the lower-end of the acceptable range. Occupancy should be at or above 68% upon stabilization, and this project is exceeding that benchmark. Given the lower projected ADR, however, a look-back provision is recommended.
- The total operating costs are projected at just over \$20,800 per room. The proposed operating costs are within industry standards.
- The projected rates of return for this project, with the full land write-down, are below industry standards. Upon stabilization, the projected cash on cost return (net operating income / TDC) is 7%. Hotel developer/owners would like to see a cash on cost of up to 9%. The projected cash on cash return (annual cash flow / equity) is 4.8%. Hotel developer/owners would like to see a cash on cash return of up to 10%.

## Recommendations

In summary, the lower than average projected return on investment means the project does demonstrate a need for assistance. Providing the requested land write-down will help facilitate development of the hotel without unduly enriching the developer.

In addition, we estimate the project will generate approximately \$45,000 annually in tax increment within the COR TIF district. These funds will be available as a result of this project to repay the City for land costs and other investment in the COR area.

To provide added assurance that the assistance is warranted, including a look-back provision in the purchase/development agreement is recommended. This provision will help ensure the actual TDC is as much as projected and that the returns on investment do not exceed industry standard.

## PURCHASE AGREEMENT

This Agreement is entered into by and between the **City of Ramsey**, a Minnesota municipal corporation (“Seller”), and **COBBLESTONE HOTEL DEVELOPMENT, LLC** and/or its assigns, a Wisconsin limited liability company (“Buyer”).

In consideration of the Earnest Money, the mutual covenants set forth below, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Seller and Buyer agree as follows:

1. **EFFECTIVE DATE.** The effective date of this Agreement is \_\_\_\_\_ (the “Effective Date”).
2. **SALE OF PROPERTY.** Seller agrees to sell to Buyer, and Buyer agrees to buy from Seller approximately 1.5 acres of vacant land, legally described as follows:

The East half of Outlot A, COR Stone Brook Academy, to be platted as: T.B.D.

Anoka County PID Number: Portion of 28-32-25-23-0018

3. **PURCHASE PRICE.** The purchase price for the Property is \$1.00 including the easement area on +/- 1.5 acres (65,340 square feet) subject to a lot split as outlined in Exhibit A plus or minus the prorations and credits as provided for herein (the “Purchase Price”). The property valuation is \$326,700, is proposed to be reimbursed through Tax Increment Financing.
4. **EARNEST MONEY AND ADDITIONAL EARNEST MONEY.** Within five business days after the Effective Date, Buyer must deposit the sum of \$1.00 (the “Earnest Money”) with Commercial Partners Title Company (“Escrow Agent”), via wire transfer or delivery of a certified check payable to Escrow Agent.
  - a. If Buyer does not deposit the Earnest Money as required above, then Seller may terminate this Agreement by written notice to Buyer; provided, however, if Buyer deposits the Earnest Money with Escrow Agent before Seller exercises Seller’s right to terminate, Seller’s right to terminate is extinguished.
  - b. Upon Seller’s receipt of a Notice to Proceed from Buyer in accordance with Section 9(b), all of the Earnest Money becomes non-refundable (except in accordance with Section 22 as a result of a default by Seller).

- c. If Buyer does not provide a Notice to Proceed to Seller in accordance with Section 9(b), this Agreement automatically terminates, and Escrow Agent must disburse all Earnest Money Escrow Agent holds to Buyer.
  - d. At Closing, Escrow Agent shall disburse to Seller any Earnest Money not previously disbursed to Seller, and Buyer shall receive a credit against the Purchase Price owing at Closing in an amount equal to the amount of the Earnest Money.
5. **SURVEY.** Seller has provided the Buyer an ALTA/NSPS 2016 survey (Table A, items 1-4 and 6, 8, and 11) for Outlot B, COR One (the "Survey") from a duly licensed surveyor dated April 18, 2017. Buyer may arrange with the surveyor to include additional information on the Survey at Buyer's expense.

6. **TITLE COMMITMENT.**

- a. Seller makes no representations or warranties with respect to the status of title to the Property. Within thirty (30) business days after the Effective Date, Seller shall, at Seller's expense, obtain a commitment from Escrow Agent to issue an owner's policy of title insurance insuring Buyer's title to the Property (the "Title Commitment") and deliver the Title Commitment and copies of or internet access to copies of all recorded documents referenced in the Title Commitment to Buyer.
- b. Buyer shall have until the date thirty (30) days after the receipt of the Title Commitment and the Survey (collectively, "**Title/Survey**") to review Title/Survey and to give Seller written notice of (i) any defects in the marketability of Seller title to the Property or any encumbrances on Seller's title to the Property that are objectionable to Buyer, and (ii) the specific actions Buyer requests that Seller take with respect to each such defect or encumbrance (a "**Title Objection Notice**"). Any defects in or encumbrances on Seller's title that Buyer does not identify in a timely Title Objection Notice are each a "**Permitted Exception**." Within three (3) business days after Seller's receipt of a Title Objection Notice from Buyer, Seller will notify Buyer, in writing, of the actions, if any, that Seller is willing to take with respect to each of the matters identified in the Title Objection Notice and the time frame in which Seller will take those actions ("**Seller's Title Notice**"). If Seller's Title Notice indicates that Seller unconditionally agrees to make Seller's title to the Property marketable on or before the closing date established pursuant to Section 10, the parties shall proceed to closing pursuant to the terms of this Agreement. If Seller's Title Notice indicates that Seller does not unconditionally agree to make Seller's Title to the Property marketable on or before the closing date established in Section 10, Buyer may, at any time with three (3) business days after Buyer's receipt of Seller's Title Notice, terminate this Agreement by written notice to Buyer in which case this Agreement is terminated and Escrow Agent must disburse any Earnest Money to Buyer ("**Buyer's Title Termination Notice**"). If Buyer does not deliver a Buyer's Title Termination Notice to Seller within the three (3)

business days after Buyer's receipt of Seller's Title Notice, than Seller must perform in accordance with Seller's Title Notice, Buyer shall be deemed to have waived Buyer's objections to the extent Seller has not agreed to address them in Seller's Title Notice, the matters to which Buyer objected and Seller did not agree to resolve are deemed Permitted Exceptions, and the parties shall proceed to Closing in accordance with the terms of this Agreement and the terms of Seller's Title Notice.

- 7. RIGHT OF ENTRY.** At all times after Buyer has deposited the Earnest Money with Seller and before the Closing, Buyer (and its employees, agents, and contractors) may enter the Property for the purpose of conducting soil tests, environmental tests and additional survey work, subject to the following conditions:
- a. Within one week after the termination of this Agreement, if either Seller or Buyer terminate this Agreement in accordance with the provisions hereof prior to Closing, Buyer must repair and or restore any damage Buyer or its employees, agents or contractors cause to the Property and remove any personal property, refuse or debris Buyer or its employees, agents or contractors brought onto or authorized third parties to bring onto the Property.
  - b. Buyer must defend and indemnify Seller from and against and hold Seller harmless Seller from all "Claims," as defined in Section 10, arising out of, resulting from or relating to any loss of or damage to any property or business or out of any injury to or death of any person, if the loss, damage, injury, or death arises or is alleged to arise either directly or indirectly and either wholly or in part from: (a) any action or omission of Buyer or its employees, agents, or contractors, while on the Property pursuant to this Section; or (b) actions or omissions of Buyer or Buyer's employees, agents, or contractors that cause or result in the release of any Hazardous Substance onto the Property or onto other property.
  - c. Buyer must comply with and shall cause it employees, agents, and contractors to comply with all applicable laws, while on the Property.
  - d. Other than a standard Phase 1 environmental assessment, Buyer may not commence any environmental testing on the Property until Buyer submits a work plan for such testing to Seller and Seller approves the work plan, in writing. Seller may not unreasonably withhold, condition or delay Seller's approval of a work plan.
  - e. Buyer must, promptly and without demand from Seller, provide Seller with true and complete copies of all draft and final reports relating to Buyer's geotechnical and environmental investigations and testing of the Property including, without limitation, any reports relating to any Phase I Environmental Site Assessment of the Property.
  - f. The cost of any test or additional survey work will be borne solely by Buyer.

**8. PROPERTY SOLD AS IS.** Subject to Buyer's right to terminate this Agreement pursuant to Section 9, Buyer agrees to accept the Property in its current condition, including, without limitation, its current environmental and geological condition, and in an "AS-IS" and with "ALL FAULTS" condition. Buyer's payment of the Purchase Price at Closing constitutes Buyer's acknowledgment and agreement that:

- a. Seller has not made any written or oral representations or warranties of any kind with respect to the Property (including without limitation express or implied warranties of title, merchantability, or fitness for a particular purpose);
- b. Buyer has not relied on any written or oral representation or warranty made by Seller, its agents or employees with respect to the condition or value of the Property;
- c. Buyer has had an adequate opportunity to inspect the condition of the Property, including without limitation any environmental testing, and to inspect documents applicable thereto, and Buyer is relying solely on such inspection and testing; and
- d. The condition of the Property is fit for Buyer's intended use.
- e. Buyer accepts all risk of Claims (including without limitation all Claims under any Environmental Law and all Claims arising at common law, in equity or under a federal, state or local statute, rule or regulation) whether past, present or future, existing or contingent, known or unknown, arising out of, resulting from or relating to the condition of the Property, known or unknown, contemplated or un contemplated, suspected or unsuspected, including without limitation the presence of any Hazardous Substance on the Property, whether such Hazardous Substance is located on or under the Property, or has migrated from or to the Property.

**9. INSPECTION PERIOD.**

- a. Except as otherwise provided in Section 6, Buyer shall have from the date that Buyer deposits the Earnest Money with Escrow Agent to **180 days from the effective date**\_\_\_\_\_ (the "**Inspection Period**") to investigate the Property and determine, in Buyer's sole judgment, whether (i) the condition of the Property is suitable to Buyer's intended use; and (ii) Buyer will be able to obtain all governmental approvals (including, but not limited to, approvals necessary to subdivide and re-plat the Property) and utilities necessary for Buyer's intended use of the Property. Buyer acknowledges and agrees that Seller has not made any covenants, representations or warranties regarding Buyer's ability to obtain governmental approvals from the City of Ramsey or any other governmental entity. The City of Ramsey will review, consider and act on any applications Buyer submits to the City for governmental approvals in accordance with City Code.

- b. Buyer may, at any time on or before 5:00 p.m. on the last day of the Inspection Period, terminate the Agreement by written notice to Seller based on Buyer's determination, in Buyer's sole and absolute discretion, that the condition of the Property is not suitable for Buyer's intended use or that Buyer may not be able to obtain all governmental approvals and utilities necessary for Buyer's intended use of the Property. In addition, this Agreement automatically terminates at 5:00 p.m. on the last day of the Inspection Period unless, prior to that time Buyer delivers a written notice of Buyer's intention to proceed (a "**Notice to Proceed**") to Seller.
- c. If, pursuant to Section 9(b) either Buyer terminates this Agreement or this Agreement is automatically terminated, the Escrow Agent must disburse to Buyer any Earnest Money Escrow Agent holds.

**10. DEFINITIONS.** As used in this Agreement:

**"Claim"** or **"Claims"** means any and all liabilities, suits, claims, counterclaims, causes of action, demands, penalties, debts, obligations, promises, acts, fines, judgments, damages, consequential damages, losses, costs, and expenses of every kind (including without limitation any attorney's fees, consultant's fees, costs, remedial action costs, cleanup costs and expenses which may be related to any claims).

**"Environmental Law"** means the Comprehensive Environmental Response, Compensation and Liability Act ("CERCLA"), 42 U.S.C. § 9601 et seq., the Resource Conservation and Recovery Act, 42 U.S.C. § 6901 et seq., the Federal Water Pollution Control Act (the Clean Water Act), 33 U.S.C. § 1251 et seq. the Clean Air Act, 42 U.S.C. § 7401 et seq., and the Toxic Substances Control Act, 15 U.S.C. § 2601 et seq., all as amended from time to time, and any other federal, state, local or other governmental statute, regulation, rule, law or ordinance dealing with the protection of human health, safety, natural resources or the environment now existing or hereafter enacted.

**"Hazardous Substance"** or **"Hazardous Substances"** means any pollutant, contaminant, hazardous substance or waste, solid waste, petroleum product, distillate, or fraction, radioactive material, chemical known to cause cancer or reproductive toxicity, polychlorinated biphenyl or any other chemical, substance or material listed or identified in or regulated by any Environmental Law.

**11. RELEASE.** By accepting the deed to the Property, Buyer, for itself, its directors, officers, stockholders, divisions, agents, affiliates, subsidiaries, predecessors, successors, and assigns and anyone acting on its behalf or their behalf hereby fully releases and forever discharges Seller from any and all Claims (including without limitation all Claims arising under any Environmental Law and all Claims arising at common law, in equity or under a federal, state or local statute, rule or regulation), past, present and future, known and unknown, existing and contingent, arising out of, resulting from, or relating to the condition of the Property, and Buyer hereby waives any and all causes of action (including without limitation any right of contribution) Buyer had, has or may have

against Seller and anyone acting on its behalf with respect to the condition of the Property, whether arising at common law, in equity or under a federal, state or local statute, rule or regulation. The foregoing shall apply to any condition of the Property, known or unknown, contemplated or un contemplated, suspected or unsuspected, including without limitation the presence of any Hazardous Substance on the Property, whether such Hazardous Substance is located on or under the Property, or has migrated from or to the Property.

**12. NOTICES.** Notices permitted or required by this Agreement must be in writing and shall be deemed given when delivered in legible form to the party to whom addressed. Notices may be sent by certified mail or e-mail. Notices are effective two business days after they are mailed via certified mail, return receipt requested or, if sent by email, upon email transmission (provided that any email transmission that occurs after 5:00 pm Pacific Time will be deemed provided on the following day). If delivered at the Closing, a notice shall be deemed given when hand-delivered to the party's representative at the Closing. The business addresses of the parties are as follows:

Seller: City Administrator  
City of Ramsey  
7550 Sunwood Drive N.W.  
Ramsey, MN 55303  
Email: kulrich@cityoframsey.com

Buyer: COBBLESTONE HOTEL DEVELOPMENT, LLC  
Brian Wogernese  
980 American Drive  
Neenah, WI 54956  
Email: bwogernese@staycobblestone.com

Notices not given in the manner or within the time limits set forth in this Agreement are of no effect and may be disregarded by the party to whom they are directed.

**13. CLOSING.** This transaction shall close within 30 days after Buyer delivers a Notice to Proceed to Seller or on such earlier date as Seller and Buyer may establish by mutual, written agreement; provided, however, Buyer may extend the Closing a total of two (2) times, each time for a period of sixty (60) days, by depositing an additional One Thousand and 00/100 Dollars (\$1,000.00) earnest money with Escrow Agent for each extension. Each \$1,000 extension payment shall be non-refundable, but applicable to the Purchase Price. The Closing shall take place at the offices of the Escrow Agent, or at some other place as the parties may mutually agree prior to such date. At the option of either Party, the executed closing documents, Purchase Price and closing costs may be deposited with the Escrow Agent and disbursed by the Escrow Agent pursuant to avoid the necessity for a Closing at which the Parties are present.

- a. **Seller's Obligations at Closing.** At Closing, Seller must deliver to Escrow Agent, for delivery to Buyer:
- i. A limited warranty deed, duly executed and acknowledged on behalf of the City and with the City's seal affixed, conveying title to the Property, subject to (A) the lien of real estate taxes, if any, not yet due and payable and any installments of special assessments certified for payment therewith; (B) Building, Subdivision and Zoning Ordinances; (C) Matters that would be disclosed by an accurate survey of the Property; and (D) matters that constitute Permitted Exceptions pursuant to Section 6;
  - ii. A certified copy of a duly adopted City Ordinance and Resolution authorizing Seller's sale of the Property to Buyer; and
  - iii. Seller's affidavits, well disclosure certificate (if required), settlement statement approved by Seller and Buyer, and any other documents required by the Escrow Agent.
- b. **Buyer's Obligations at Closing.** At Closing, Buyer must:
- i. Wire Transfer (or deliver a certified check in) an amount equal to the amount of the Purchase Price adjusted for to reflect Buyer's prior payment of the Earnest Money and to reflect amounts Buyer must pay or will receive pursuant to Section 14(c), to Escrow Agent for disbursement to Seller and others pursuant to this Agreement and the Settlement Statement; and
  - ii. File or cause Escrow Agent to file an Electronic Certificate of Real Estate Value, if required and necessary.
- c. **Closing Costs.**
- i. At Closing, the following Seller closing costs and expenses must be paid from the Purchaser Price or, if the Purchase Price is not sufficient, paid by Seller:
    1. Seller shall pay all outstanding property taxes, including but not limited to, Payable 2020 for the Property.
    2. Seller's own attorney's fees.
    3. One-half the cost of any closing fees.
    4. The cost of real estate broker commission fees as prescribed in Section 14.
    5. State Deed Tax
  - ii. At Closing Buyer must pay the Purchase Price to Seller and the following costs and expenses:

1. Buyer's portion of prorated property taxes.
2. Buyer's own attorney's fees.
3. One-half the cost of any closing fees.
4. Documentary and recording fees for the deed(s).
5. The cost of the owner's title insurance policy, if Buyer elects to purchase an Owner's title insurance policy.

d. **Possession**. Seller must deliver possession of the Property to Buyer at Closing.

**14. REAL ESTATE BROKERS.** Seller and Buyer represent and warrant to each other that they have dealt with no brokers, real estate agents, finders or the like in connection with this transaction, other than CBRE, Inc. ("Sellers Broker"). Seller shall pay Seller's Broker as required by their agreement 3% of final gross sale price. Seller and Buyer agree to indemnify each other and to hold each other harmless against all claims, damages, costs or expenses of or for any broker's fees or commissions resulting for their actions or agreements regarding the execution or performance of this Agreement, other than the fees payable to Seller's Broker, and will pay all costs of defending any action or lawsuit brought to recover any such fees or commissions incurred by the other party, including reasonable attorney's fees.

**15. ASSIGNMENT.** This Agreement may not be assigned without the written consent of the non-assigning Party. The Seller recognizes the Buyer intends to assign this Agreement to an affiliated special purpose entity that will be registered officially with the State of Minnesota.

**16. THIRD PARTY BENEFICIARY.** There are no third-party beneficiaries of this Agreement, intended or otherwise.

**17. JOINT VENTURE.** Seller and Buyer, by entering into this Agreement and completing the transactions described herein, shall not be considered joint ventures or partners.

**18. CAPTIONS.** The paragraph headings or captions appearing in this Agreement are for convenience only, are not a part of this Agreement, and are not to be considered in interpreting this Agreement.

**19. ENTIRE AGREEMENT / MODIFICATION.** This written Agreement constitutes the complete agreement between the parties and supersedes any prior oral or written agreements between the parties regarding the Property. There are no verbal agreements that change this Agreement and no waiver or modification of any of its terms will be effective unless in writing executed by the parties.

**20. BINDING EFFECT.** This Agreement binds and benefits the Parties and their successors and assigns.

**21. CONTROLLING LAW.** This Agreement is made under the laws of the State of Minnesota and such laws will control its interpretation.

**22. REMEDIES.**

- a. If Buyer fails to perform any of the terms or conditions of this Agreement within the specified time limits, Seller may declare this Agreement terminated pursuant to Minnesota Statutes section 559.21. Seller's sole remedy in the event of Buyer's default is retention of the Earnest Money, unless Buyer defaults under Section 7 or 12 of this Agreement, in which case Seller may retain the Earnest money or suspend the performance of its obligations under this Agreement and commence an action in Anoka County District Court to recover its actual damages arising from the default.
- b. If Seller fails to perform any of the terms or conditions of this Agreement within the specified time limits, Buyer may, as its sole remedy, declare this Agreement terminated in which case Escrow Agent and, if applicable, Seller, shall refund the Earnest Money (both the Initial Disbursement and the Remaining Earnest Money) to Buyer, or, in the alternative, Buyer may have this Agreement specifically enforced and recover any incidental damages. Buyer waives all claims for consequential damages against Seller based on Seller's breach or alleged default hereunder.

**23. WAIVER.** Failure of Seller or Buyer to insist upon the performance of any of the covenants, agreements and/or conditions of this Agreement or to exercise any right or privilege herein shall not be deemed a waiver of any such covenant, condition or right.

**24. SURVIVAL OF TERMS AND CONDITIONS.** The terms and conditions of this Agreement shall survive and be in full force and effect after the delivery of the deed, and shall not be deemed to have merged therein.

**25. SEVERABILITY.** Each provision of this Agreement shall apply to the extent permitted by applicable law and is intended to be severable. If any provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the legality or validity of the remainder of the Agreement.

**26. CONSTRUCTION.** The Parties acknowledge that this Agreement was initially prepared by Seller solely as a convenience and that all Parties and their counsel hereto have read and full negotiated all the language used in this Agreement. The Parties acknowledge that because all Parties and their counsel participated in negotiating and drafting this Agreement, no rule of construction shall apply to this Agreement to construe ambiguous or unclear language in favor of or against any Party.

**27. COUNTERPARTS; DIGITAL COPIES.** This Agreement may be executed in any number of counterparts and the signature pages of the separate counterparts combined into a single copy of this Agreement which will then constitute a fully executed version

of this Agreement. A facsimile, .pdf file or digital copy of a signed counterpart or of an assemblage of counterparts of this Agreement shall be deemed to be an original thereof.

**28. CONSTRUCTION DEADLINE.** Buyer shall obtain a certificate of occupancy from the City of Ramsey for the construction of minimum 60 unit 4 story hotel with restaurant compliant with COR Zoning requirements to be further defined by an approved Site Plan a year after closing. At Closing, a “Right of Re-Entry Agreement” must be executed and recorded to the Property providing that, in the event the above deadline is not met, Seller has the right to reclaim title to the parcel(s) for which a certificate of occupancy was not obtained.

**29. TIME PERIODS.** The time for performance of any obligation or taking any action under this Agreement shall be deemed to expire at 5:00 p.m. Pacific Time on the last day of the applicable time period provided for in this Agreement. If the time for the performance of any obligation or taking any action under this Agreement expires on a Saturday, Sunday or legal holiday, the time for performance or taking such action shall be extended to the next succeeding day which is not a Saturday, Sunday or legal holiday.

**30. PLATTING & DEVELOPMENT AGREEMENT.** Buyer must obtain an approved final plat, development agreement, and building exterior visual renderings with the City of Ramsey for its intended project before Closing. The Development Agreement and Site Plan must comply with all local zoning ordinances and design standards, including The COR Design Standards. City of Ramsey will reimburse Buyer up to \$3500 for re-platting expense. The reimbursement will only take place upon a successful closing and City of Ramsey is not responsible for any cost reimbursement if Buyer does not close on subject property. Buyer to provide written documentation of platting costs for reimbursement.

**31. CONTINGENCIES.** In addition to all other requirements and contingencies by the Buyer and Seller herein, the Purchase Price of \$1.00 is contingent on the following:

- a. Satisfactory review of the underwriting by the Seller demonstrating the need of financial assistance in the form of a land write down of \$326,699.
- b. City Council approval and execution of a Tax Increment Financing Agreement between the Seller and Buyer and or its assigns.
- c. City Council approval of Business Subsidy for Buyer and or its assigns.

**SELLER: The City of Ramsey, a Minnesota municipal corporation**

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

Dated: \_\_\_\_\_, 2020

By: \_\_\_\_\_  
Kurt Ulrich, City Administrator

Dated: \_\_\_\_\_, 2020

**BUYER: COBBLESTONE HOTEL DEVELOPMENT, LLC .**

By: Cobblestone Hotel Development, LLC

\_\_\_\_\_  
Brian Wogernese, Managing Member

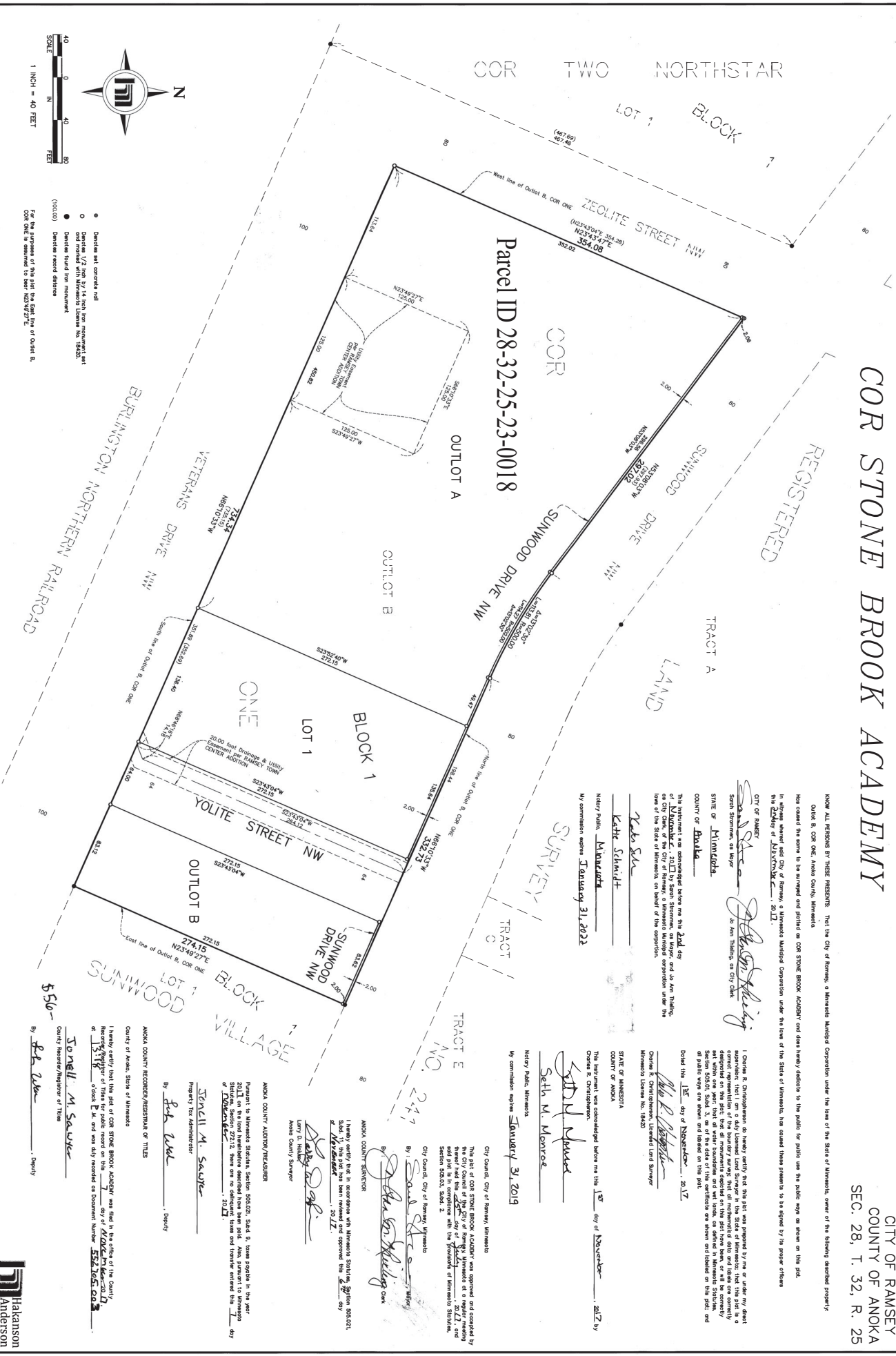
Dated: \_\_\_\_\_, 2020

EXHIBIT A

OFFICIAL PLAN

COR STONE BROOK ACADEMY

552-765-003  
CITY OF RAMSEY  
COUNTY OF ANOKA  
SEC. 28, T. 32, R. 25



REGISTERED

My commission expires January 31, 2022

My commission expires January 31, 2019

KNOW ALL PERSONS BY THESE PRESENTS, that the City of Ramsey, a Minnesota Municipal Corporation under the laws of the State of Minnesota, owner of the following described property:

Outlot B, COR ONE, Anoka County, Minnesota

Has caused the same to be surveyed and plat for the public use of the public, as shown on this plat.

In witness whereof, the City of Ramsey, a Minnesota Municipal Corporation under the laws of the State of Minnesota, has caused these presents to be signed by its proper officers

the 24th day of November, 2017

CITY OF RAMSEY  
Mayor: [Signature]  
City Clerk: [Signature]

STATE OF MINNESOTA  
County of Anoka

This instrument was acknowledged before me the 24th day and by Amy Thibault, on the City Clerk of the City of Ramsey, a Minnesota Municipal Corporation under the laws of the State of Minnesota, on behalf of the corporation.

My commission expires January 31, 2022

Notary Public, Minnesota

KNOW ALL PERSONS BY THESE PRESENTS, that the City of Ramsey, a Minnesota Municipal Corporation under the laws of the State of Minnesota, owner of the following described property:

Outlot B, COR ONE, Anoka County, Minnesota

Has caused the same to be surveyed and plat for the public use of the public, as shown on this plat.

In witness whereof, the City of Ramsey, a Minnesota Municipal Corporation under the laws of the State of Minnesota, has caused these presents to be signed by its proper officers

the 15th day of November, 2017

CITY OF RAMSEY  
Mayor: [Signature]  
City Clerk: [Signature]

STATE OF MINNESOTA  
County of Anoka

This instrument was acknowledged before me the 15th day of November, 2017 by [Signature], on the City Clerk of the City of Ramsey, a Minnesota Municipal Corporation under the laws of the State of Minnesota, on behalf of the corporation.

My commission expires January 31, 2019

Notary Public, Minnesota

KNOW ALL PERSONS BY THESE PRESENTS, that the City of Ramsey, a Minnesota Municipal Corporation under the laws of the State of Minnesota, owner of the following described property:

Outlot B, COR ONE, Anoka County, Minnesota

Has caused the same to be surveyed and plat for the public use of the public, as shown on this plat.

In witness whereof, the City of Ramsey, a Minnesota Municipal Corporation under the laws of the State of Minnesota, has caused these presents to be signed by its proper officers

the 24th day of November, 2017

CITY OF RAMSEY  
Mayor: [Signature]  
City Clerk: [Signature]

STATE OF MINNESOTA  
County of Anoka

This instrument was acknowledged before me the 24th day of November, 2017 by [Signature], on the City Clerk of the City of Ramsey, a Minnesota Municipal Corporation under the laws of the State of Minnesota, on behalf of the corporation.

My commission expires January 31, 2022

Notary Public, Minnesota

KNOW ALL PERSONS BY THESE PRESENTS, that the City of Ramsey, a Minnesota Municipal Corporation under the laws of the State of Minnesota, owner of the following described property:

Outlot B, COR ONE, Anoka County, Minnesota

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In witness whereof, the City of Ramsey, a Minnesota Municipal Corporation under the laws of the State of Minnesota, has caused these presents to be signed by its proper officers

the 24th day of November, 2017

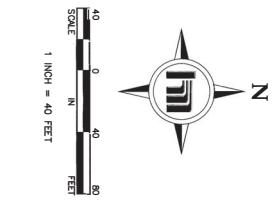
CITY OF RAMSEY  
Mayor: [Signature]  
City Clerk: [Signature]

STATE OF MINNESOTA  
County of Anoka

This instrument was acknowledged before me the 24th day of November, 2017 by [Signature], on the City Clerk of the City of Ramsey, a Minnesota Municipal Corporation under the laws of the State of Minnesota, on behalf of the corporation.

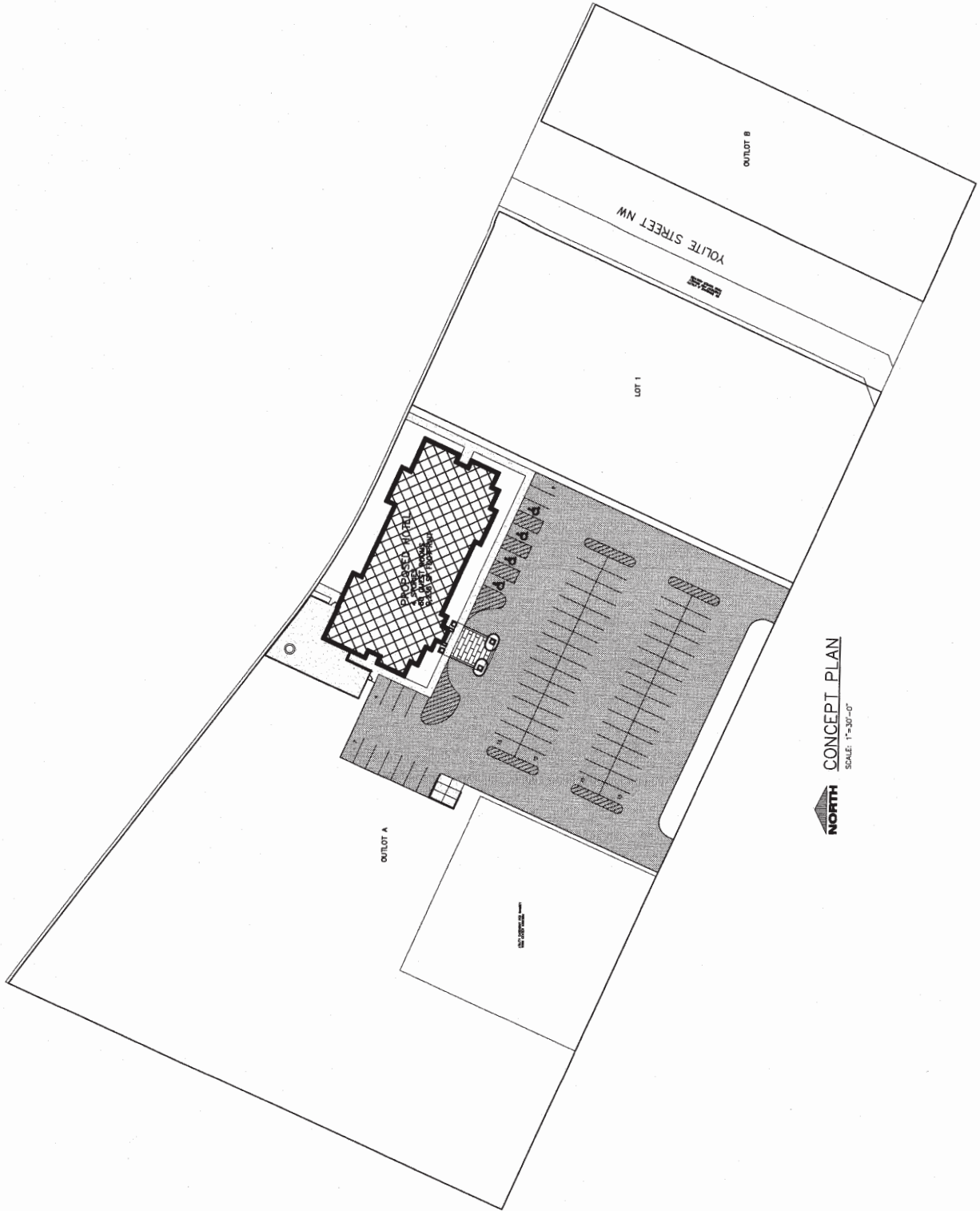
My commission expires January 31, 2022

Notary Public, Minnesota

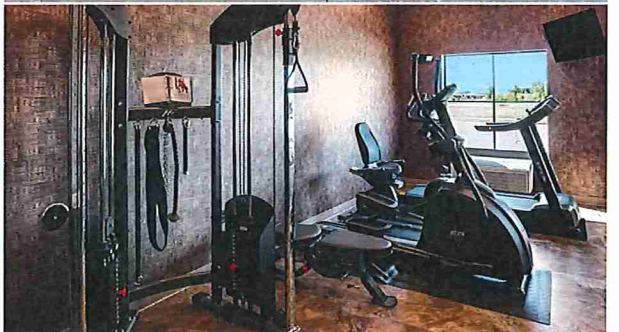


- Denotes set concrete nail
  - Denotes 1/2 inch high iron monument, set
  - Denotes found iron monument
  - Denotes recent division
- (10,000)
- For the purposes of this plat the East line of Outlot B, COR ONE is assumed to bear N23°49'27"E





 **NORTH**  
**CONCEPT PLAN**  
SCALE: 1"=30'-0"



**ORDINANCE #15-05**

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

**AN ORDINANCE AUTHORIZING THE CITY OF RAMSEY TO SELL/CONVEY  
THIRTY-FIVE (35) PARCELS OF REAL PROPERTY.**

The City of Ramsey Ordains:

**SECTION 1. PURPOSE**

It is the purpose of this Ordinance to authorize the City of Ramsey to convey certain real property which the City Council has determined is no longer necessary for the City's purposes. This Ordinance is adopted pursuant to and under the authority of Section 12.5 of the City Charter.

**SECTION 2. SALE/CONVEYANCE AUTHORIZATION**

The City Council hereby declares the following described real property owned by the City, as surplus City owned land, no longer needed for current or future City functions, and authorizes said property to be marketed for sale and conveyed/sold:

<b>Property ID</b>	<b>Address or Nearby Roadway</b>	<b>General Description</b>
28-32-25-21-0035	Bunker Lake Boulevard/Zeolite Street	COR Northwest
28-32-25-21-0030	Bunker Lake Boulevard/Zeolite Street	COR Northwest
28-32-25-24-0005	Center Street/Ramsey Parkway West	COR Center
28-32-25-13-0034	Center Street/Ramsey Parkway West	COR Center
28-32-25-13-0033	Center Street/Ramsey Parkway West	COR Center
28-32-25-14-0094	Bunker/Ramsey Boulevard NW	COR Northeast
28-32-25-41-0009	Sunwood Drive NW	COR East End
28-32-25-42-0019	Ramsey Parkway East	COR Transit Station Northeast
28-32-25-42-0017	Ramsey Parkway East	COR Transit Station Northeast
28-32-25-42-0018	Sunwood Drive/Center Street NW	COR Transit Station Northeast
28-32-25-24-0008	Sunwood Drive/Center Street NW	COR Transit Station Northwest
28-32-25-24-0012	Sunwood Drive NW	COR Transit Station Northwest
28-32-25-24-0010	Sunwood Drive NW	COR Transit Station Northwest
28-32-25-24-0013	Sunwood Drive NW	COR Transit Station Northwest
28-32-25-24-0011	Sunwood Drive NW	COR Transit Station Northwest
28-32-25-24-0009	Sunwood Drive NW	COR Transit Station Northwest
28-32-25-31-0019	Sunwood Drive NW	COR Transit Station West
28-32-25-23-0010	Sunwood Drive NW	COR Transit Station West
28-32-25-22-0058	Sunwood Drive NW	COR West End
28-32-25-23-0011	Sunwood Drive NW	COR West End
28-32-25-23-0013	Sunwood Drive NW	COR West End

34-32-25-13-0005	6710 Highway 10	Former Bookstore Site
25-32-25-43-0043	5195 142 <sup>nd</sup> Ave NW	Former Amoco Station
25-32-25-41-0035	15240 Helium Street NW	Former Municipal Center
23-32-25-41-0019	15153 Nowthen Boulevard	Former Municipal Center
23-32-25-41-0018	15153 Nowthen Boulevard	Former Municipal Center
27-32-25-44-0003	6590 141 <sup>st</sup> Ave NW	Business Park Redevelopment
27-32-25-33-0006	14165 Ramsey Boulevard	Former B&A Cylinder
20-32-25-31-0003	Puma Street/Alpine Drive	Legacy Plat Dedication
29-32-25-14-0009	8020 147 <sup>th</sup> Ave NW	Armstrong Interchange ROW
29-32-25-14-0010	8019 146 <sup>th</sup> Ave NW	Armstrong Interchange ROW
29-32-25-14-0013	14590 Armstrong BLVD NW	Armstrong Interchange ROW
11-32-25-34-0008	Quick Silver Street Extension	167/Hwy 47 Water Tower Site
11-32-25-34-0006	Quick Silver Street Extension	167/Hwy 47 Water Tower Site
11-32-25-43-0004	Quick Silver Street Extension	167/Hwy 47 Water Tower Site

**SECTION 3. TERMS OF SALE/CONVEYANCE**

The City Council shall establish sale/conveyance terms and conditions in the future, at the time of purchase agreement negotiation, for each individual parcel identified in Section 2 of this Ordinance.


**SECTION 4. EFFECTIVE DATE**

This Ordinance becomes effective upon its passage and thirty (30) days after its publication according to law, subject to City Charter Provision, Section 5.7.

**PASSED** by the City Council of the City of Ramsey, Minnesota, the 10<sup>th</sup> day of March, 2015

  
 Mayor Sarah Strommen

**ATTEST:**

  
 City Clerk Jo Ann M. Thieling

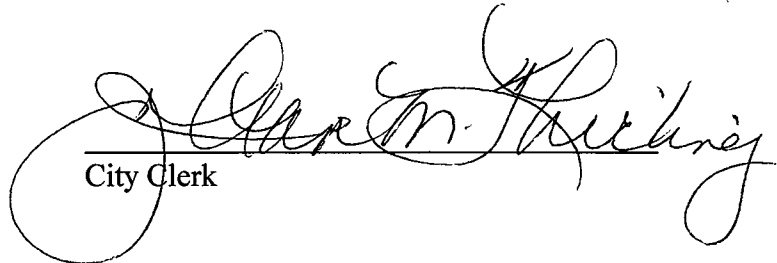
Introduction date: February 24, 2015  
 Posting dates: February 24 – March 11, 2015  
 Adoption date: March 10, 2015  
 Publication date: March 13, 2015  
 Effective date: April 13, 2015

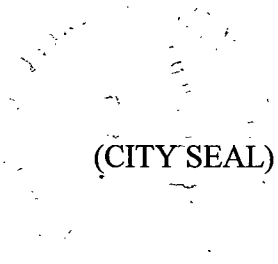
**CERTIFICATION**

**State of Minnesota** )  
  )  
**County of Anoka**     )  
  )  
**City of Ramsey**     )

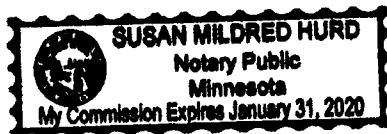
I hereby certify that the foregoing ordinance is a true and correct copy of Ordinance #15-05, adopted by the City Council of the City of Ramsey at a meeting thereof held in the City of Ramsey, Minnesota, on the 10<sup>th</sup> day of March, 2015, as disclosed by the records of said City in my possession.

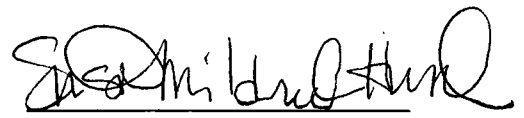
Dated this the 23<sup>rd</sup> day of September, 2015.

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



The foregoing instrument was acknowledged before me this 23<sup>rd</sup> day of September, 2105, by Jo Ann M. Thieling, City Clerk for the City of Ramsey, Minnesota.



  
\_\_\_\_\_  
Signature of Notary

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

The City of Ramsey Economic Development Authority (EDA) conducted a regular meeting on Thursday, January 9, 2020, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

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

Members Absent:     Member Glen Hardin

Also Present:         Sean Sullivan, Economic Development Manager  
                          Tim Gladhill, Deputy City Administrator

**1.     CALL TO ORDER**

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

**2.     APPROVE AGENDA**

Motion by Member Kuzma, seconded by Member Burandt, to approve the agenda.

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

**3.     APPROVE MINUTES**

**3.01:   Approve Meeting Minutes Dated November 14, 2019**

Motion by Member Riley, seconded by Member Kuzma, to approve the November 14, 2019, minutes as presented.

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

**4.     EDA BUSINESS**

**4.01:   Consider Purchase Agreement and Preliminary Tax Increment Financing (TIF) Agreement Structure for Part of Outlot A, COR Stone Brook Academy; Case of Cobblestone Hotel Development, LLC (Portions may be closed to the public)**

Economic Development Manager Sullivan presented the staff report.

Member Kuzma asked if the funds recouped through TIF for the purchase of the land would be restricted.

Economic Development Manager Sullivan explained that the funds recouped for the purchase price would go back into the City's fund used to originally purchase the land within The COR.

Jason Aarsvold, Ehlers, stated that Ehlers reviewed the proposal including development costs, operating costs and returns on investment, noting that all the numbers fall within the expected range. He stated that the land write down would still provide a return on investment below what would be expected for a hotel in this market. He stated that a recommendation in his memorandum would include a lookback period to ensure that project costs were as presented and that the actual rate of return still fell within industry standards. He stated that the hotel would generate about \$45,000 annually into the TIF District.

Chairperson Steffen asked for additional input on the lookback period.

Mr. Aarsvold provided additional details relating to a possible lookback provision for project costs and stabilized performance. He stated that once the project is completed and up and running, you could look back to ensure that the project cost as much as projected to develop. He stated that another way would be to review the returns on investment once stabilized. He stated that the lookback provision could then include adjustments. He stated that the projected returns are well below the market.

Member Burandt asked how common it is to use TIF to assist in hotel financing.

Mr. Aarsvold stated that Ehlers has participated in several TIF deals with hotels, especially further outside of main cities such as Minneapolis.

Economic Development Manager Sullivan stated that staff is looking to find the comfort level of the EDA related to the proposed deal. He explained that the TIF agreement will come back to the EDA for final approval, which will then include the negotiated agreement that could include a lookback provision.

Chairperson Steffen asked if 60 percent occupancy is a general goal for hotels when starting out.

Mr. Aarsvold stated that they would generally like to see that above 68 percent but believed that to be in line with the market.

Economic Development Manager Sullivan explained that the land cost write down through TIF is only a small part of the owner equity, as the developer is bringing an additional \$2.6M cash to the deal.

Brian Wogernese, Cobblestone Hotel, provided additional details on the Cobblestone Hotel brand including hotels that some are owned and managed by the company and others that are franchised. He stated that the proposed hotel in Ramsey would not be a franchised, Cobblestone would remain the owner and operator. He noted that the restaurant component would be Wissota Chophouse.

Chairperson Steffen asked why Ramsey was selected and what was special about this site.

Mr. Wogernese stated that his brand is not looking to enter into a market like Minneapolis. He stated that Cobblestone is a smaller hotel, which serves as a mini full-service hotel. He noted that this would provide an opportunity for people from out of town to stay in Ramsey when visiting local businesses. He stated that they constructed this exact hotel five times already, so with the exception of land/utilities/earth work they are confident in the construction costs.

Chairperson Steffen asked how the decision is made as to whether the company keeps the hotel or franchises it.

Mr. Wogernese stated that as long as the restaurants are a component, Cobblestone remains a controller of the site, even if they sell a majority of the shares. He stated that they currently have five of the Wissota Chophouse restaurants.

Member Riley asked for additional description of the photographs provided and the restaurant component, as the restaurant is a desired amenity in Ramsey.

Mr. Wogernese provided additional input on the ala cart steakhouse style restaurant which would also have a shareables component. He stated that would allow a fine dining component but would also service happy hour visitors with a patio and firepit. He stated that the restaurant would only be open for dinner and the hotel would provide a complimentary breakfast to guests.

Chairperson Steffen asked for details on the quasi-public pool amenity.

Deputy City Administrator Gladhill stated that it would be an amenity of the hotel but would not be for general public use.

Chairperson Steffen asked if the land write down is a typical tool used by the hotel.

Mr. Wogernese confirmed they have used that tool in the past. He stated that they are required to bring 40 percent equity to the deal in order to obtain the desired financing and the land write-down helps get them to that number.

Chairperson Steffen asked if the rate of return figures stated by Ehlers meet the benchmarks of the developer.

Mr. Wogernese confirmed that he worked with Mr. Aarsvold on those.

Member Riley stated that on the past few TIF deals the City received payment from the development and then released funds back to the developer over time, whereas this would seem to be the reverse.

Economic Development Manager Sullivan confirmed that some of the past projects issued a TIF note to the developer, where the developer obtains payment over time. In the proposed deal with Cobblestone, the City would in effect receive a note in the form of a TIF Agreement which would allow the city to receive full payment for the land over time. He estimated that it would take 9-10 years of tax increment revenue to pay for the land. A Minimum Assessment Agreement would be executed as part of the TIF agreement assuring a minimum value to have a controlled revenue stream.

Member Cords stated that the City already owns this land and therefore there would not be a cost to the City, the City would just receive payment for the land over time.

Economic Development Manager Sullivan confirmed that the City already made the purchase of the land in 2009 and therefore no additional funds would be spent on the land.

Chairperson Steffen stated that he likes the project as there has been a desire for this type of hotel and restaurant product within The COR.

Member Kuzma stated that the location next to the train station will also be convenient for customers of the hotel.

Member Burandt stated that this meets the goals of selling land, adding lodging and bringing a restaurant to The COR.

Motion by Member Brandt, seconded by Member Kuzma, to recommend to City Council to approve the Purchase Agreement and Preliminary TIF Agreement Structure for part of Outlot A, COR Stone Brook Academy, subject to City Attorney approval as to legal form.

Further discussion: Member Riley echoed the comments that this project meets multiple goals of the City. Member Cords stated that he also likes the idea and the addition to The COR. He asked the projected timeline for breaking ground. Economic Development Manager Sullivan stated that in discussions with the developer, they would anticipate breaking ground in 2020, perhaps in June or July. Mr. Wogernese estimated a ten-month construction period once they break ground.

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

#### **4.02: Authorize 2020 Annual Ramsey EDA Business Expo Budget**

Economic Development Manager Sullivan presented the staff report.

Chairperson Steffen asked if the City contribution should be lowered rather than lowering the price from \$60 to \$50 for Ramsey businesses to participate.

Economic Development Manager Sullivan explained that could be done but the thought that the cost savings should be shared with Ramsey businesses.

Chairperson Steffen referenced the cost of the balloon artist and asked if that is necessary.

Economic Development Manager Sullivan explained that activity was very popular for children and recommended keeping it.

Member Riley confirmed that the balloon artist activity was very popular the previous year. He stated that he also likes that the EDA contribution was reduced and does not have a problem with the business fee being lowered as well.

Member Cords asked if the waiting list from the previous year fills the amount of available space.

Economic Development Manager Sullivan stated that by moving to Adrenaline Sports they were able to increase from 45 to 61 stalls. He stated that this year's layout will be reduced by one booth in order to make the City booth more effective and increase the flow.

Motion by Member Kuzma, seconded by Member Cords, to authorize the proposed budget for the 2020 Ramsey EDA Business Expo.

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

#### **4.03: Receive 2019 Business Retention and Expansion Presentation**

Economic Development Manager Sullivan presented the staff report and the 2019 Business Retention and Expansion Report.

Chairperson Steffen suggested that staff send out a schedule of upcoming visits which could allow interested EDA Members to attend business visits, if desired.

Chairperson Steffen noted that it seems that the majority of the areas proposed for improvement in the BR&E report are out of City control. He asked if there are instances where a concern is brought forward that staff can address.

Economic Development Manager Sullivan confirmed that there are some items or questions that staff can be addressed after a business visit. He noted that other areas of follow up include possible assistance the City can provide.

Member Cords stated that he enjoyed the visit that he attended. He stated that this seems to be a good method to gain input that is normally not shared with the City or staff and to build relationships with Ramsey businesses.

Economic Development Manager Sullivan agreed. He stated that he encourages businesses to share any concerns and thoughts they may have, whether positive or negative.

Member Riley stated that business visits are important and are a part of the City's strategic plan and EDA's workplan.

Economic Development Manager Sullivan reviewed the proposed 2020 business visit list.

Member Cords asked how many companies reported that they would be closing, as the statistic was eight percent. He also asked the reason the company/companies would be closing.

Economic Development Manager Sullivan stated that he would not share the business that would be closing but noted that the company he spoke with has issues with competition for workforce and competition within its own market. He reported that the statistic of eight percent represented one company out of those visited in 2019.

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

The EDA reviewed the Staff Update.

Economic Development Manager Sullivan indicated that after the meeting staff will be meeting with someone from the United States Post Office I Minneapolis in attempt to obtain a Ramsey zip code.

Deputy City Administrator Gladhill advised of a joint worksession on February 11<sup>th</sup> between the City Council and Planning Commission related to proposed residential development projects.

Chairperson Steffen commented on the self-storage project under construction, which is a substantial building and asked for input.

Deputy City Administrator Gladhill noted that is one of two self-storage projects under construction at this time. He noted that project is more visible near Bunker Lake and Ramsey Boulevard. He stated that this project is a climate controlled indoor self-storage facility. He stated that self-storage facilities are more in demand throughout nearby communities as well.

## **6. ADJOURNMENT**

Motion by Chairperson Steffen, seconded by Member Burandt, to adjourn the meeting.

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

The regular meeting of the Economic Development Authority adjourned at 8:39 a.m.

Respectfully submitted,

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Sean Sullivan  
Economic Development Manager

ATTEST:

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Wendy Schlueter  
Economic Development Administrative Assistant

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

**Meeting Date:** 01/28/2020

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

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### Information

**Title:**

Adopt Resolution #20-026 Approving a Home Occupation Permit for Garbage Hauling Company at 17030 Baugh St NW; Case of the Birchems (#19-141)

**Purpose/Background:**

The purpose of this case is to consider an application for a Home Occupation Permit to run a garbage hauling company at 17030 Baugh St NW (the "Subject Property"), including a home office, indoor storage and outdoor storage of related items. Allen and Joyce Birchem (the "Applicants") applied for the Home Occupation Permit (HOP) after staff discovered the business through the code enforcement program. The Planning Commission discussed the HOP request at their November 2019 Planning Commission meeting where the topic was tabled to give the homeowners time to clean up the site. The Planning Commission seemed generally supportive of an HOP for one garbage truck with no outdoor storage.

This case was postponed at the November Planning Commission to allow the Applicant more time to come into compliance and attempt to strike a compromise on allowing the business to continue to operate on a smaller scale. The Applicant has made significant cleanup, but has additional work to be done. Staff desires to discuss updates and provide policy clarification on the Application. Staff believes that this case may need to be postponed to the February Planning Commission Meeting.

**Notification:**

Notifications of this proposal (OF THE PREVIOUS REVIEW) were sent via Standard US Mail to Property Owners within 350 feet of the Subject Property, as reflected by Anoka County Property Records. A notice was also published in the Anoka Union Herald, the City's Official newspaper.

**Observations/Alternatives:**

**General**

The Subject Property is located at 17030 Baugh St NW. The Subject Property is zoned R-1 Residential (Rural Developing) and is approximately 1.6 acres in size. All surrounding properties are zoned the same.

**Summary of Request**

The Applicants seek permission to continue to operate a waste collection business from the Subject Property, with direction as recommended by the Planning Commission at their November Meeting. On site business operations include (revised from original request):

- Office (bookkeeping, accounting, billing)
- Parking for 2 waste hauling trucks (one in pole barn, one outside)

Waste collection services occur in Sherburne and Wright Counties, with disposal of the collected waste occurring at a waste management facility in Sherburne County. The trucks are cleaned and maintained at this waste management facility. No waste is taken to the Subject Property. If HOP is approved, the Applicant will be required to get the proper license(s) from Anoka County and any other agency requiring permit.

**Hours of Operation (Proposed)**

The hours of operation begin at 8:00 am (trucks leave the Subject Property) and end at 4:30 pm (trucks return to the

Subject Property), Monday through Wednesday. This schedule is consistent barring schedule changes related to holidays or inclement weather.

### **Original Request Outdoor Storage**

The original request included continuing the operation as-is, which includes the storage of:

- ~50 residential waste containers (large curb-side garbage cans)
- ~2 - 5 waste hauling trucks (garbage trucks, some kept onsite for parts for running trucks)
- ~5 waste dumpsters (large, e.g. dropped off for construction projects)

Since the previous Planning Commission meeting, the Applicant has removed the residential waste containers from the site and has three (3) waste hauling trucks. There are still approximately seven (7) dumpsters onsite. The Planning Commission recommended removal of the outdoor storage related to the use, except one (1) truck, with a second truck parked inside. The Applicant will need additional time to complete the remaining cleanup required.

The Planning Commission seemed generally supportive of the Home Occupation Permit (HOP) with the following:

- Office (bookkeeping, accounting, billing) inside home
- Parking for 2 waste hauling trucks (one in pole barn, one outside)
- Applicant lives onsite full-time

### **Code Enforcement**

Staff became aware of the home-based business through the City's Code Enforcement Program. The Subject Property has had a significant amount storage of items related to the business, including the storage listed above as well as off-street parking violations and nuisance violations. Staff has received complaints related to the parking on the grass, number of items stored outside, vermin onsite (rats, mice, etc.), and inoperable vehicles. Based on initial Planning Commission Review, the Applicant has made significant cleanup.

Staff has completed an inspection of the site since the previous Planning Commission meeting, per the Planning Commission's recommendation. Inspection on December 12, 2019 showed that there was significant progress made onsite. The owner mentioned that approximately 20 tons of metal were removed from the site. Items still stored outside after cleanup included:

- One truck parked on grass in rear yard (potentially inoperable)
- Three cars parked on grass in rear yard (potentially inoperable)
- Three garbage trucks (one was off-site in use for business)
- One blue van in side yard on grass
- One black truck in side yard on grass
- Tractor
- Trailer (hooked to black truck)
- 7 commercial sized dumpsters
- One white boat
- Truck and fish house on driveway
- 3 or 4 piles of rubbish and tires

The site is allowed six (6) items of outdoor storage and they have approximately twelve (12). An updated inventory with notes is attached to this case. While the Applicant has made progress, there are still numerous items that are out of compliance, specifically vehicles and nuisance/junk items piled onsite.

### **Permits/Licenses**

The Applicants have stated they have permits with Wright and Sherburne County but Staff has not seen copies of said permits, which is a requirement listed in the draft resolution attached. The Applicants have never received a business license from the City. If approved, the Applicant needs to receive the proper permits before continuing operation.

If the City Council approves an HOP for the Applicants, it would be a requirement that they get proper licensing immediately and update the Secretary of State for proper business filing, as they are not currently registered with the State. The HOP also requires that the Applicant live on site so the site does not act as a strictly commercial site.

This would be another condition of the HOP if approved by the City Council.

### **History**

The Applicant and their attorney has stated that the business has operated onsite for approximately 37 years. The City Code has had nuisance violations outlined since the City's incorporation, prior to 37 years ago. While the Business may have been operating for some years, it has not been operating as a permitted business by the City, nor has Staff been aware of the business until 2019. Additional information from the Applicant's attorney is attached.

### **Options**

**Alternative 1:** Approve the Home Occupation Permit (HOP) as originally requested. This would continue the operation as-is. Staff is not supportive of this alternative, as the use is quite intensive and there was significant outdoor storage. This alternative would be inconsistent with recent actions. The Planning Commission was not supportive of this action.

**Alternative 2:** Approve an amended Home Occupation Permit (HOP) allowing bookkeeping and two (2) garbage trucks onsite. This permit would not allow any outdoor storage besides the one garbage truck parked outside, the other would need to be kept inside when onsite. The Planning Commission seemed supportive of this action at the previous meeting. Staff does have some concerns with this alternative, but believes the City can place strict conditions on the use to ensure it remains as approved. Staff would support this alternative once the site is fully in compliance with City Code. Staff would not support an HOP for the site until the items noted above that are out of compliance (e.g. inoperable vehicles, number of vehicles, parking on grass, junk items) are addressed. The attached resolution is written in favor of this alternative. The Planning Commission was split on their vote to motion for approval.

Note: The Planning Commission's recommendation for the Home Occupation Permit was a split vote 3-2 but did pass to move to City Council. Minutes are attached.

### **Funding Source:**

The Applicant is responsible for all costs related to this request.

### **Recommendation:**

Based on Planning Commission feedback, Staff recommends approving an amended request for a Home Occupation Permit for a Garbage Hauling Company at 17030 Baugh St NW. This would be a less-intensive permit than originally applied for, with book-keeping and two trucks.

Note: The Planning Commission's recommendation for the Home Occupation Permit was a split vote 3-2 but did pass to move to City Council. Minutes are attached.

### **Action:**

Motion adopt Resolution #20-026 approving a Home Occupation Permit for a Garbage Hauling Company at 17030 Baugh St NW.

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### **Attachments**

Site Location

Aerial Photos

July 2019 Photos

December 2019 Photos

Road View Photos

Resolution #19-228 (Code Enforcement Procedure)

Application and Letter from Attorney

Inventory and Progress December 2019

DRAFT January 2, 2020 PC Minutes

Resolution #20-026

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**Form Review**

**Inbox**

Tim Gladhill

Form Started By: Chloe McGuire Brigl

Final Approval Date: 01/23/2020

**Reviewed By**

Kathy Schmitz

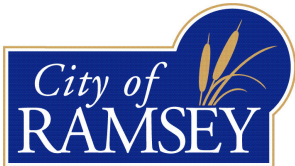
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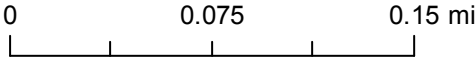


Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community, LOGIS

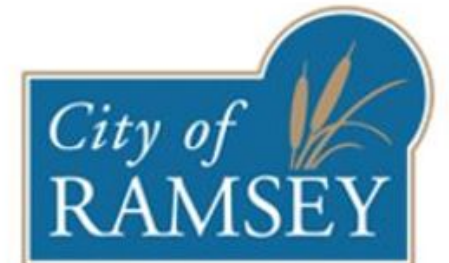


### Site Location Map

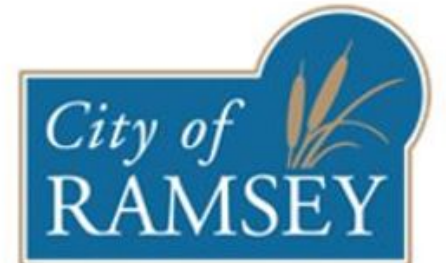
- Legend**
-  Site
  -  Parcels



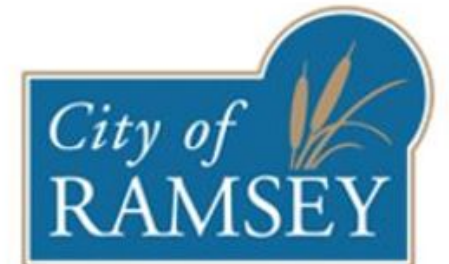
# BIRCHEM SANITATION



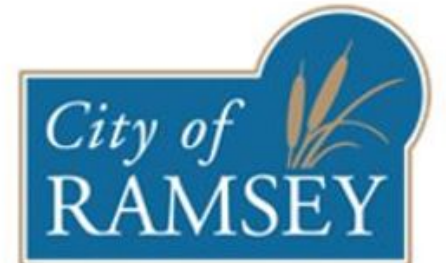
# BIRCHEM SANITATION



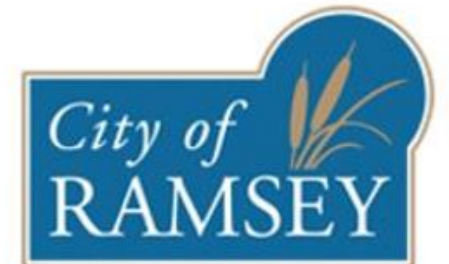
# BIRCHEM SANITATION



# BIRCHEM SANITATION



# BIRCHEM SANITATION





07/24/2019 12:36



07/24/2019 12:37



07/24/2019 12:37



07/24/2019 12:37



07/24/2019 12:35



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07/24/2019 12:36



*Birchem*  
*Sanitation*

763-441-3572

ANDOKA, MN

BIRCHEM  
441-3572

07/24/2019 12:35



07/24/2019 12:36



07/24/2019 12:36



07/24/2019 12:36













INTERNATIONAL

1482

Belem  
Salvation  
763-3572





WEDIAK  
TRUCKS

**CAUTION**  
STOP DRIVING AND  
REMOVE IGNITION  
KEY BEFORE  
EXTENDING BODY

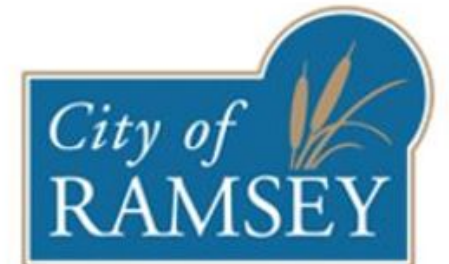
**DANGER**



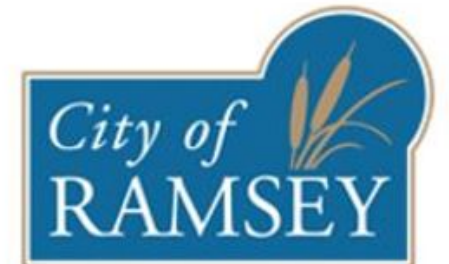




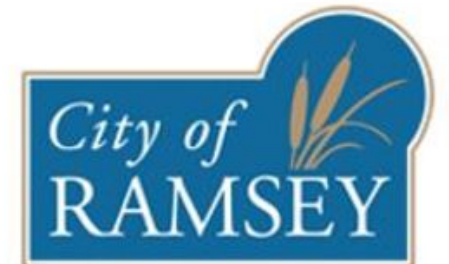
# BIRCHEM SANITATION



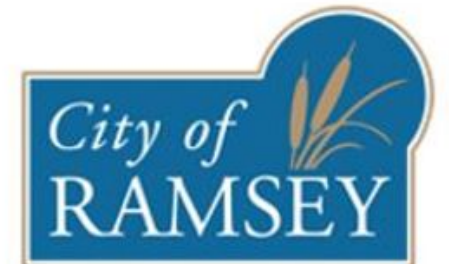
# BIRCHEM SANITATION



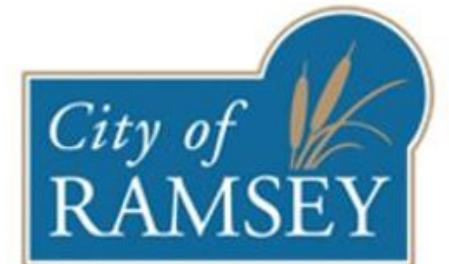
# BIRCHEM SANITATION



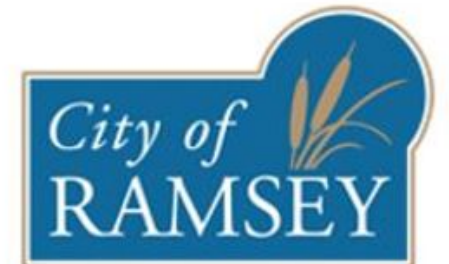
# BIRCHEM SANITATION



# BIRCHEM SANITATION



# BIRCHEM SANITATION



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

**RESOLUTION #19-228**

**A RESOLUTION APPROVING CODE ENFORCEMENT ACTION PLAN FOR 17030  
BAUGH STREET NW IN THE CITY OF RAMSEY, MINNESOTA**

**WHEREAS**, the property owners Allen and Joyce Birchem (the “Property Owners”) have an open code enforcement case on the property generally known as 17030 Baugh Street NW and legally described as follows:

UNPLATTED RAMSEY TWP THE S 200 FT OF THE N 1633 FT OF THE E 416 FT OF THE E1/2 OF THENW1/4 OF SEC 7-32-25 IN ANOKA CNTY, MN AS MEAS ALONG THE E & N LINES OF SD E1/2 OF THE NW1/4(SUBJ TO AN EASE FOR RDPURP OVER THE E 66 FT THEREOF)(SUBJ TO EASE FOR RD & UTIL TO RAMSEY TWP)

(the “Subject Property”); and

**WHEREAS**, the Subject Property is zoned R-1 Residential (Rural Developing); and

**WHEREAS**, the Subject Property is approximately 1.6 acres; and

**WHEREAS**, there have been no documented City Code violations until this year, with a notice of violation regarding the operation of a home-based business without a permit, the accumulation of garbage, waste, or refuse, and off-street parking; and

**WHEREAS**, conversations with the Property Owners have confirmed that a garbage hauling business (the “Home Occupation”) is being operated on the Subject Property; and

**WHEREAS**, City Staff have in their possession photographs that find the property and business to be non-compliant with City Code; and

**WHEREAS**, the City sent a formal notice of violation on July 29, 2019 for the operation of the Home Occupation, the accumulation of garbage, waste, or refuse, and off-street parking; and

**WHEREAS**, the City of Ramsey City Code would allow the Subject Property to have six (6) total items to be stored outdoors, including one (1) unlicensed or inoperable vehicle so long as said items are on an approved parking surface; and

**WHEREAS**, the City of Ramsey City Code would allow the Property Owners to apply for a Home Occupation Permit to operate their business, but that approval of said Permit is at the discretion of the Ramsey City Council; and

**WHEREAS**, the Property Owners would need to obtain a license from Anoka County due to the nature of the business if not already obtained; and

**WHEREAS**, the Nuisance Regulations in the City Code prohibit the outdoor storage of junk, debris, items that are not being put to their intended use, construction debris, and other stockpiles of materials; and

**WHEREAS**, the City Staff have confirmed that the Subject Property has two garbage trucks, a multitude of garbage bins and garbage dumpsters (estimated at 50 garbage bins and 5 garbage dumpsters), inoperable or unlicensed vehicles, boats, trailers, and miscellaneous garbage, waste, or refuse; and

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

**WHEREAS**, City Staff sent notice of violation letter to the Property Owners on August 28, 2019; and

**WHEREAS**, City Staff and the Property Owners had agreed to meet on Tuesday, August 20, 2019 but the Property Owners cancelled the meeting; and

**WHEREAS**, City Staff and the Property Owners rescheduled the meeting for September 12, 2019 and met to discuss the outstanding code violations on the Subject Property; and

**WHEREAS**, City Staff feels that they have allotted more than a reasonable amount of time to the Property Owners to come into compliance with City Code; and

**WHEREAS**, the Property Owners stated that they were seeking legal counsel to file suit against the City of Ramsey.

**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, contingent upon verification of any violation(s) of City Code:

1. By Tuesday, October 8, 2019 the Property Owners should have applied for a Home Occupation Permit for the operation of their home-based garbage hauling business. If the Property Owners fail to apply for a Home Occupation Permit or refuse to apply for one, they have until Tuesday October 22, 2019 to remove any and all equipment and materials associated with the home-based garbage hauling business.

2. By Tuesday, November 26, 2019 the Property Owners will have removed any and all additional junk or garbage not associated with the home-based business but that is in violation of City Code.
3. That future violations within twelve (12) months of the same type will result in financial penalties and quicker escalation of violation notices.
4. That the City Council reserves the right to escalate future violations directly to District Court for Temporary Restraining Order.
5. That if the Property Owner misses one of the aforementioned deadlines, Staff has the approval to:
  - a. Reinspect the Subject Property and document all items out of compliance.
  - b. Issue an abatement notice for specific items outlined in step (a).
  - c. Abate the Subject Property of items and charge abatement back to the Property Owners.

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

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 24<sup>th</sup> day of September, 2019.



**BERGLUND & BERGLUND, LTD.**

ATTORNEYS AT LAW

2140 FOURTH AVENUE NORTH  
ANOKA, MINNESOTA 55303

JOHN J. BERGLUND  
MARK E. BERGLUND

TELEPHONE (763) 427-5950  
FACSIMILE (763) 427-7136

Writer's E-Mail:  
markberglund@berglund-law.net

October 3, 2019

Tim Gladhill  
City of Ramsey – Community Development  
7550 Sunwood Drive NW  
Ramsey, MN 55303

Re: Allen and Joyce Birchem  
Land Use Application for 17030 Baugh St. NW

Dear Mr. Gladhill:

Please be advised our office represents Allen and Joyce Birchem in the above matter. I understand that the City has taken action on a Resolution regarding my clients' use of their property located in Ramsey. As part of that action, the City is requiring the Birchems complete a Land Use Application seeking a Home Occupation Permit for operation of their home-based business by October 8, 2019.

Enclosed herewith for your review, please find my clients' executed Land Use Application with the attached exhibits. Also attached is a site location map for 17030 Baugh St. NW as well as the Home Application Supplemental Questionnaire, which the City already has in its possession. Finally, also enclosed you will find a check payable to the City of Ramsey in the amount of \$1000.00, representing the Application Fee of \$200.00 and the minimum escrow for a Level 2 Home Occupation Permit of \$800.00.

As you are aware, the Birchems have been operating their waste-hauling business from their property for approximately 37 years. This Application seeks permission to continue to operate that business in the same fashion as it has been. No changes to business operations are being sought.

Further, the City's Resolution requires my clients to remove any and all additional junk/garbage not associated with their home-based business from their property. They have already begun to do this and intend to fully comply with the City in that regard. However, my clients would request to have until Friday, December 27, 2019 to remove all necessary items from their property. Apparently, this timeline, ending on December 27, 2019, had been discussed between City Staff and the Birchems prior to the Resolution being drafted and

Re: Allen and Joyce Birchem  
October 3, 2019  
Page Two

approved. It is my understanding that this extension is something the City is agreeable to. However, please advise if that is the case as the Birchems do want to remain compliant with the City and its Resolution.

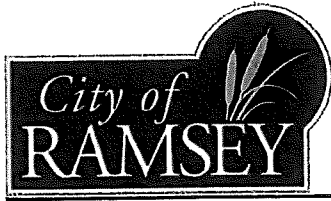
Should you need anything further from the Birchems, please do not hesitate to contact me as necessary.

Sincerely,

A handwritten signature in black ink, appearing to be 'MEB', written over a horizontal line.

Mark E. Berglund

MEB:gmb  
Enclosures  
cc: Clients



## Land Use Application

<input type="checkbox"/> Plat – Sketch Plan	<input type="checkbox"/> Plat – Preliminary Plat	<input type="checkbox"/> Plat – Final Plat
<input type="checkbox"/> Administrative Plat	<input type="checkbox"/> Site Plan Review	<input type="checkbox"/> Easement/ROW Vacation
<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Interim Use Permit	<input type="checkbox"/> Comprehensive Plan Amendment
<input type="checkbox"/> Zoning Amendment	<input type="checkbox"/> Home Occupation Permit	<input type="checkbox"/> Variance
<input type="checkbox"/> Dwelling Moving Permit	<input type="checkbox"/> Environmental Permit	<input type="checkbox"/> Registered Land Survey
<input type="checkbox"/> Non-Traditional Animal License	<input type="checkbox"/> Beekeeping License	<input type="checkbox"/> Private Kennel License

### Applicant Contact Information

*Please note: All official communication will be routed through this contact.*

Name:		Al and Joyce Birchem	
Street Address:		17030 Baugh Street NW	
City, State, ZIP:		Ramsey, MN 55303	
Home Phone:	763-441-3572	Work Phone:	
Email:	markberglund@berglundlaw.net	Fax Number:	
Name of Business (if applicable):		Birchem Sanitation	
Business Address (if applicable)			
Business City, State, ZIP			
Business Phone:		Business Fax:	

### Subject Property Information

*(Location of Application)*

Address	17030 Baugh Street NW, Ramsey, MN 55303
PIN	07-32-25-24-0017
Legal Description	See Exhibit A
Zoning District	R1 Residential (Rural Developing)

Contact the Planning Division at 763-433-9824 or [planning@cityoframsey.com](mailto:planning@cityoframsey.com) to request a Zoning Verification

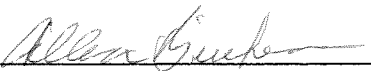

**Property Owner Information**  
(If different than Applicant)

Name:	Allen Birchem and Joyce Birchem		
Street Address:	17030 Bawn Street NW, Ramsey, MN 55303		
City, State, ZIP:			
Home Phone:		Work Phone:	
Email:	markberglund@berglund-law.net	Fax Number:	


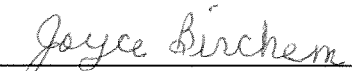
Please provide a detailed description of your request and attached a copy of a scaled site plan

Sec Exhibit B

**A "Land Use Sign" will be placed on the Subject Property to allow Ramsey Residents the opportunity to obtain information about your request.**

Applicant Signature		Co-Applicant Signature	
Printed Name	Allen Birchem	Printed Name	Joyce Birchem
Title	owner/President	Title	Owner/Vice President
Date	10-1-19	Date	10-1-19

I understand that the application fee is non-refundable. All costs associated with the processing of this application are the responsibility of the applicant whether this application is approved or denied. Any excess of escrow account deposits over expenditures will be refunded at the time of account closure. I also understand that as the applicant, it is my responsibility to obtain all other permits or licenses required by any applicable regulatory agencies for this Land Use Application.

Property Owner Signature		Property Owner Signature	
Printed Name	Allen Birchem	Printed Name	Joyce Birchem
Title	owner	Title	Owner
Date	10-1-19	Date	10-1-19

I hereby certify that I am the fee title owner/contract for deed vendee of record for the above-mentioned property. Failure to prove ownership may void any agreements entered into the City and I will be held liable for any and all costs incurred by the City.

Exhibit A

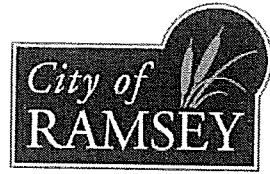
UNPLATTED RAMSEY TWP THE S 200 FT OF THE N 1633 FT OF THE E 416 FT OF THE E1/2 OF THE NW1/4 OF SEC 7-32-25 IN ANOKA CNTY, MN AS MEAS ALONG THE E & N LINES OF SD E 1/2 OF THE NW1/4 (SUBJ TO AN EASE FOR RDPURP OVER THE E 66 FT THEREOF)(SUBJ TO EASE FOR RD & UTIL TO RAMSEY TWP)

## Exhibit B

This request is made to seek permission to continue to operate a waste collection business from the Subject Property that has been in existence for 37 years. On site business operations include: bookkeeping, accounting, billing, as well as providing parking space for 2-3 waste hauling trucks, storage of approximately 50 residential waste containers, and 5 waste dumpsters.

The waste collection services occur in Sherburne and Wright Counties, with disposal of the collected waste at a waste management facility in Sherburne County. The trucks are cleaned at the waste management facility upon being emptied. No waste of any kind is taken to the Subject Property at any time. Maintenance of the waste hauling trucks is also done off site.

The waste hauling trucks leave the Subject Property at approximately 8:00 am and return at approximately 4:30 pm Monday through Wednesday. This schedule is consistent unless there is a necessary schedule change related to a holiday or inclement weather.



Site Location Map for 17030 Baugh St NW



Address: 17030 Baugh St. NW

### Home Occupation Supplemental Questionnaire

Does the home occupation owner live in the home on the property? Yes  -or- No

Does the home occupation owner rent or own the property? Yes  -or- No

Will any part of the occupation be conducted in the home? Yes  -or- No

If so, what activities will be conducted in the home and in which room(s)?

Billing

What is the gross living area of the home? 3,000 sq. ft.

How much of that area will be used for the occupation? 132 sq. ft. room

Will an attached garage or any detached accessory building or garage be used for the occupation? Yes (X) -or- No ( )

If so, explain:

1500 sq. ft. building

Will there be at least 400 square feet of garage space reserved for indoor residential parking and storage related to the residential use on the property? Yes  -or- No

Will any structural additions or alterations to home or garages be required for this occupation?

Yes  -or- No

If so, explain:


Will you employ persons that do not live in the home on the property? Yes  -or- No

VIA ANOKA COUNTY

If yes, how many non-resident employees will work on the site? None

How many non-resident employees will work off-site? None

Will it be necessary employees working off-site to come to the home? No

If so, explain:


Will customers or clients come to the property? Yes  -or- No

How many vehicle trips per day do you anticipate entering and leaving the property in a typical 24 hour period? (this includes employees, customers, deliveries, etc.)?

<u>None</u>
-------------

Will any vehicles, other than your private car(s), be used in connection with the home occupation? Yes (x) -or- No ( )

If so, provide number, size and type of vehicles:

<u>2 Trucks - 3 times Per Week</u>

Do you intend to store supplies and/or materials on the site? Yes  -or- No

Please describe items to be stored and where?

<u>5 garbage trucks (2 used, 1 standby, 2 old)</u>
<u>50 garbage cans w/ 7 dumpsters</u>

Are any of the home occupation processes or materials subject to review and permitting by Anoka County Environmental Services? Yes  -or- No

If so, explain and/or provide necessary documents.


Homeowner's Name: Allen + Joyce Bischoff Date: 9-3-19

Homeowner's Signature: Allen Bischoff

Email: \_\_\_\_\_ Phone: 763-441-3572

Brief Description of Home Occupation: Route in Wright + Sherburne Counties

- 2 garbage trucks - allen, shannon drive 3/wk. pick up residential rubbish + drop off in Elk River waste management. Leave 8:00 am, come back 4:30 pm - typically Mon-Wed., Thurs. if holiday
- 37 years
- Barrels onsite need to remain
- Licensed in Wright and Sherburne County
- For HOP, would agree to store 1 truck in pole barn, remove 2, and 2 parked outside. Cans stored in pole barn, 6 or 7 dumpsters stored outside.

July 2019	December 2019	Notes
	One truck parked on grass in rear yard (appear to be inoperable)	Was supposed to be removed/moved by November 26, 2019 per Res 19-228
White chevrolet, white car (inoperable)	Three cars parked on grass in rear yard (appear to be inoperable)	Was supposed to be removed/moved by November 26, 2019 per Res 19-228
Red cart		
~Five garbage trucks (one white, one green photographed)	Three garbage trucks (one was off-site in use for business)	
One blue van in side yard on grass	One blue van in side yard on grass	Was supposed to be removed/moved by November 26, 2019 per Res 19-228
	One black truck in side yard on grass	Was supposed to be removed/moved by November 26, 2019 per Res 19-228
Black trailer	Black trailer	
Flat trailer		
One white/blue boat	One white/blue boat	
	Truck and fish house on driveway	
~10 commercial sized dumpsters	7 commercial sized dumpsters	Appears to have been a slight reduction in number of dumpsters
Tractor	Tractor	
Large piles of garbage/metal near pole building	3 or 4 piles of rubbish and tires	Much of the metal pile was removed
~40 brown residential garbage cans/carts	1 brown residential garbage cart	Almost all carts were removed

\*Allowed 6 total items of outdoor storage (vehicles, boats, trailers) and only one inoperable on proper surfacing. Automobiles cannot be on grass.

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

The Ramsey Planning Commission conducted a regular meeting on Thursday, January 2, 2020, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present:                   Chairperson Randy Bauer  
  Commissioner Bruce Anderson  
  Commissioner Cheri Gengler  
  Commissioner Eric Peters  
  Commissioner Gary VanScoy

Members Absent:                   Commissioner Torrey Johnson  
  Commissioner Matt Woestehoff

Also Present:                       City Planner Chloe McGuire Brigl  
  City Planner Chris Anderson

**1.     CALL TO ORDER**

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

**2.     CITIZEN INPUT**

None.

**3.     APPROVAL OF AGENDA**

City Planner McGuire Brigl stated that the applicant for Item 5.02, Public Hearing: Review Preliminary Plat for Garden View Villas (DC Townhomes); Project 19-136, has requested that the item be removed from the agenda and considered at the February meeting.

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

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

**4.     CONSENT AGENDA**

**4.01: Approve the November 7, 2019 Planning Commission Work Session Minutes**

**4.02: Approve December 5, 2019 Planning Commission Meeting Minutes**

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

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

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

### **5.01: Public Hearing: Request for a Zoning Amendment for Two Parcels at 9340 Highway 10 NW (Project No. 19-151); Case of MYWC, LLC**

#### **Public Hearing**

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

#### **Presentation**

City Planner McGuire Brigl presented the staff report stating staff recommends the Commission recommend adoption of Ordinance #20-01 approving a Zoning Amendment for both properties from B-1 Business to R-1 Residential (MUSA).

Commissioner VanScoy asked for additional information on the site location.

City Planner McGuire Brigl stated that during the research staff determined that the lot lines are a bit askew on the County GIS software and confirmed that the actual lot lines are correct.

#### **Citizen Input**

Greg Bauer, 16062 Rhinestone Street, stated that he has worked with staff to find the proposed resolution proposed.

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

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

Chairperson Bauer closed the public hearing closed at 7:05 p.m.

#### **Commission Business**

Motion by Commissioner Anderson, seconded by Commissioner VanScoy, to recommend that City Council adopt Ordinance #20-01 approving a Zoning Amendment for both properties from B-1 Business to R-1 Residential (MUSA).

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

**~~5.02: Public Hearing: Review Preliminary Plat for Garden View Villas (DC Townhomes); Project 19-136~~**

This item was removed from the agenda

**6. COMMISSION BUSINESS**

**6.01: Consider Amended Request for a Home Occupation Permit for a Garbage Hauling Company at 17030 Baugh St NW; Case of Allen and Joyce Birchem/Birchem Sanitation (Project #19-41)**

**Presentation**

City Planner McGuire Brigl presented the Staff Report stating that based on the Planning Commission feedback, staff recommends approving an amended request for a Home Occupation Permit for a Garbage Hauling Company at 17030 Baugh St NW. This would be a less-intensive permit than originally applied for, with book-keeping and two trucks.

**Commission Business**

Chairperson Bauer asked if the applicant is confident that they could complete the necessary clean-up required in the proposed conditions.

Allen Birchem, 17030 Baugh St, explained that Mill Creek Recycling will be picking up the metal items on the property. He stated that five or six cars and 20 to 30 tons of iron have been removed. He stated that the dumpsters remaining are full and will be taken to recycle as well. He noted that the recycling company is running a little behind. He noted that Bethel Recycling is scheduled to pickup the tires as well.

Commissioner VanScoy referenced the permit required by Anoka County and asked if that is necessary.

Mr. Birchem stated that he has called Anoka County staff multiple times and was sent an application to provide service within the County, which is not what he would need to do. He noted that he has been unable to receive a return phone call to obtain additional information.

City Planner Anderson stated that he spoke with Anoka County Environmental Services and a Base Operating License would be required for a business that is based in Anoka County but does not service Anoka County. He stated that City staff can attempt to make the connection between the two parties.

Chairperson Bauer reviewed the recommendation of staff to recommend approval of the Home Occupation Permit.

Motion by Commissioner VanScoy, seconded by Commissioner Gengler, to recommend that City Council adopt Resolution #19-252 approving a Home Occupation Permit for a Garbage Hauling Company at 17030 Baugh St NW.

Motion Carried. Voting Yes: Chairperson Bauer, Commissioners VanScoy, and Gengler. Voting No: Commissioners Anderson and Peters. Absent: Commissioners Johnson and Woestehoff.

**6.02: Consider Amended Sketch Plan for Odyssey Homes; Case of Odessey Homes (Project No. 19-140)**

**Presentation**

City Planner McGuire Brigl presented the Staff Report stating stated staff recommends that the applicant proceed to the Preliminary Plat phase.

**Commission Business**

Commissioner Anderson asked if the second entrance presently exists.

City Planner McGuire Brigl commented that she believes there is an existing access for both homes, but the applicant would propose one access further south on the property.

Commissioner Anderson asked if construction vehicles would be allowed to access from CR 5, avoiding 146<sup>th</sup>.

City Planner McGuire Brigl commented that is a great suggestion. She noted that Anoka County would have a specific permit that would be required to access from the County Road, but staff could speak with the County. The Commission confirmed consensus that staff should investigate that option.

Commissioner Anderson commented that it appears there are trees along the western edge of the property already, which would create density transitioning.

City Planner McGuire Brigl confirmed that the area along the western boundary appears to have a large number of trees and staff would suggest preserving the trees in the buffer area to the extent possible.

City Planner Anderson noted that staff drove past the site today but did not walk the site. He reviewed some of the tress species he observed. He noted that there are some invasive species and underbrush that would most likely be removed but confirmed that there are native species as

well. He stated that a more thorough review would be completed through the tree inventory and preservation plan which are steps of the Preliminary Plat process.

Commissioner VanScoy asked if all four parcels are currently zoned R-2.

City Planner McGuire Brigl confirmed that to be true.

Commissioner VanScoy asked if staff is aware when the zoning occurred, as there are individual homes on the property.

City Planner McGuire Brigl stated that she attempted to find the exact date but was unable. She estimated that the zoning change occurred at least 15 years ago.

Commissioner Anderson referenced written comments received from a resident and asked if staff has responded to those concerns.

City Planner McGuire Brigl confirmed that she spent time with that resident discussing their concerns and attempting to provide the information that was requested.

Chairperson Bauer noted that although this is not a public hearing, the Commission would accept some comments from residents if desired.

Alena Hunter, 14628 Helium Street, stated that she was the first resident in the development and therefore has seen the area grow. She commented that she is not against development but believes that it should be done smartly. She stated that she listed her concerns in her communication with staff, identifying the issue of tree preservation, specifically along 146<sup>th</sup>. She noted that while the City considers a street to be a buffer, she would like the developer to preserve some trees along 146<sup>th</sup> to provide additional buffering. She asked whether these would be market value, owner occupied homes. She commented on how the plans for this property have grown and the proposed number of homes has increase, which will cause additional traffic on the already busy roadways in the area. She asked that something be done to mitigate traffic between Alpine and 47 on CR 5. She stated that she would like to see this take a step back to ensure that the develop works with the existing residents to ensure that this will fit well into the neighborhood. She asked if the private road would be signed as a private road.

Chairperson Bauer asked if there has been a worksession on this project.

City Planner McGuire Brigl confirmed that has not yet been done but could be scheduled prior to the February Commission meeting.

Chairperson Bauer explained the format of the open house style meeting, which would allow input and discussion from the neighborhood and with the developer.

Commissioner Anderson thanked the resident for the photos she provided and the comments she provided. He noted that the Fire Department also had some concerns. He stated that he would

like to see the private road location moved slightly to preserve additional trees. He stated that the private road would be proposed at 24 feet wide, without parking allowed on either side. He stated that he would propose to move the roadway closers to CR 5.

Ms. Hunter stated that she would be concerned with moving it closer to CR 5, as it would disrupt the stacking that occurs on 146<sup>th</sup>. She stated that narrowing the road would create less of an opportunity for traffic to speed through but would be concerned with moving the access closer to CR 5.

Patrick Hampton, 15551 Potassium St NW, stated that he lives about one mile from the proposed development and is the current owner of the northmost lot. He encouraged the Commission and City to speed this process up. He commented that he has had multiple medical issues and needs to sell his property to pay for those expenses. He appreciated anything the City can do to speed up this process. He stated that if the City drags this process out too long it could deter the development of the property, similar to a situation that occurred on another property in the area 15 years ago that remains undeveloped today.

Chad Lindgren, 5561 145<sup>th</sup> Circle NW, stated that he has seen some change in the area in the 15 years he has lived on his property. He stated that he does not want to see someone not have the ability to sell and develop their land. He believed that there is something that can be done to develop the property but believed that it would have to work for both the residents and developer. He commented that while he would love to see trees preserved, he would not want to see the access moved closed to CR 5. He agreed that perhaps moving the construction entrance off CR 5 would make sense. He stated that location and density of the trees are both important. He noted that he would want to see trees both on the front and back of the property. He stated that on his cul-de-sac there are some two-story homes and some single-story and therefore had some concern with two-story townhomes. He noted that perhaps there could be some slab homes transitioning to the two-story townhomes.

Commissioner VanScoy asked if the turn lane issue has been addressed by the developer.

City Planner McGuire Brigl noted that the comments were provided to the developer and shared with the developer's engineer. She stated that perhaps the developer is awaiting input from the Commission before asking for their engineer to make additional changes.

Chairperson Bauer commented that he feels that the best solution to move forward would be to hold a worksession with the developer and neighbors prior to the February meeting to allow more open dialogue.

Commissioner Anderson commented that this is a good project that he would like to see continue to move forward but has some concerns. He encouraged the neighbors to attend the open house/worksession prior to the February meeting to provide additional input.

Ms. Hunter asked if anything is known about this developer and their experience. She stated that she was unable to find a website and would like to see assurance that this would be a quality development.

City Planner McGuire Brigl stated that the developer does not yet have a website or finished products. She commented that the developer has built homes but did not believe they have completed a full development as of yet.

Commissioner VanScoy stated that he is comfortable with the general approach and supports the open house concept.

Commissioner Gengler commented that she also believes that this would be a good project and improvements have been made since the last review. She agreed with the concerns regarding access, CR 5, and the trees and buffers. She agreed that the open house meeting would be helpful.

Chairperson Bauer confirmed that this would move forward to an open house meeting prior to the regular February meeting.

City Planner Anderson explained that although the open house would begin at 5:30, there is not an agenda and residents can come anytime during that hour to ask questions or provide input.

City Planner McGuire Brigl asked if the Commission would be supportive of a resolution asking the City Council to improve CR 5. She confirmed the consensus of the Commission and noted that she would bring a proposed resolution to the February meeting.

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

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

The Staff Update was noted.

City Planner Anderson noted that Emerald Ash Borer was discovered in Ramsey and the Department of Agriculture will be making a presentation at a meeting of the Environmental Policy Board.

## **8. ADJOURNMENT**

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

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

The regular meeting of the Planning Commission adjourned at 8:01 p.m.

Respectfully submitted,

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Chloe McGuire Brigl  
Senior Planner

ATTEST:

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JoAnn Shaw  
Community Development Assistant

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

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

**RESOLUTION #20-026**

**A RESOLUTION APPROVING THE REQUEST FOR A HOME OCCUPATION PERMIT  
TO OPERATE A GARBAGE HAULING BUSINESS  
ON THE PROPERTY LOCATED AT 17030 BAUGH STREET NW**

**RECITALS**

1. The City of Ramsey received an application from Allen and Joyce Birchem requesting a home occupation permit to operate a garbage hauling business on the property generally known as 17030 Baugh Street NW and legally described as follows:

UNPLATTED RAMSEY TWP THE S 200 FT OF THE N 1633 FT OF THE E 416 FT OF THE E1/2 OF THENW1/4 OF SEC 7-32-25 IN ANOKA CNTY, MN AS MEAS ALONG THE E & N LINES OF SD E1/2 OF THE NW1/4(SUBJ TO AN EASE FOR RDPURP OVER THE E 66 FT THEREOF)(SUBJ TO EASE FOR RD & UTIL TO RAMSEY TWP)

(the “Subject Property”)

2. That on October 3, 2019, Allen and Joyce Birchem (the “Applicants”), owners of the Subject Property, submitted an application for a Home Occupation Permit to operate a garbage hauling business (the “Home Occupation”) on the Subject Property.
3. That the City Council passed Resolution 19-228 related to Code Enforcement on the Subject Property which required the Applicants stop all business use onsite, or apply for a home occupation permit.
4. That the Applicant appeared before the Ramsey Planning Commission for a public hearing pursuant to Section 117-51 of the City Code on November 7, 2019, and that said public hearing was properly advertised.
5. That the City Council reviewed the request on \_\_\_\_\_, 2020.
6. That the Subject Property is zoned R-1 Residential (Rural Developing) and the surrounding parcels are zoned R-1 Residential (Rural Developing).
7. That the Subject Property is approximately 1.6 acres and is surrounded by lots of similar size.
8. That the Subject Property is guided for Rural Developing (residential) in the City’s Future Land Use Map.
9. That the Applicant owns the dwelling unit on the Subject Property and occupies the dwelling Monday through Wednesday while conducting business and that the Applicant’s son lives on the Subject Property full time.
10. That the Subject Property includes an approximately 2,400 square foot dwelling unit and an approximately 1,200 square foot detached accessory building.

11. That the Home Occupation is proposed to be based out of both the detached accessory building, the dwelling unit, and the outdoor areas of the property.
12. That the Applicants have stated there will be approximately 400 square feet of garage space reserved for indoor residential parking and storage in an attached garage related to residential use on the Subject Property, as established in City Code Section 117-351 (Home Occupation).
13. That the Applicant has stated there is not business signage on the Subject Property.
14. That the Applicants have stated there will be no more than eight (8) vehicle trips per standard eight (8) hour day.
15. That the Home Occupation employs one other person, other than the Applicants, the Applicant's son, that lives on the Subject Property and is related to the Applicants.
16. That the Applicant has proposed to store two (2) commercial trucks onsite, one inside the detached garage and one outside on an allowed parking surface.
17. That the Home Occupation does involve operating methods that include transactions with the public (customers, clients, consultants, subcontractors, etc.) and bookkeeping on the Subject Property via phone call and email in an office inside the home. Customers never come to the Subject Property.
18. That the Applicants have proposed business house from 8:00 a.m. to 4:30 p.m., Monday through Wednesday barring any inclement weather or holidays.
19. That the Applicants operate waste collection services in Sherburne and Wright Counties, with disposal of the collected waste occurring at a waste management facility in Sherburne County.
20. That the Applicants do not have a license with Anoka County, though Anoka County stated a business license (base license) is required for the use.
21. That the Applicants have stated that the garbage hauling trucks will be cleaned at the waste management facility upon being emptied and that no waste of any kind will be taken to the Subject Property at any time.
22. That the City finds the Home Occupation operates beyond the parameters of general and administrative home occupation permit requirements (City Code Section 117-351) and therefore requires Planning Commission and City Council review and approval.
23. That the City of Ramsey received complaint(s) about the home-based business in relation to the traffic of garbage trucks on a residential street, garbage trucks parked on a residential property, the volume of exterior evidence related to the home-based business, and other code violations related to exterior storage, junk, nuisance regulations, and vermin onsite.
24. The property is not in compliance with City Code requirements related to home-based businesses, outdoor storage of inoperable vehicles, number of items stored outside, off-street parking violations, and nuisance violations.

## **FINDINGS OF FACT**

1. That the proposed use **will/will not** adversely impact traffic in the area.
2. That the proposed use **will/will not** be compatible with the residential neighborhood due to (in part) density, lot size and use of the surrounding lots.
3. That the proposed use **will/will not** be unduly dangerous or otherwise detrimental to persons residing or working in the vicinity of the use or the public welfare.
4. That the proposed use **will/will not** substantially or adversely impair the use, enjoyment, or market value of neighboring properties.
5. That the proposed use **will/will not** be hazardous or disturbing to existing or future neighboring uses.
6. That the proposed use **will/will not** be served adequately by public facilities and services such as highways and streets.
7. That the proposed use **will/will not** create excessive additional requirements at public cost for public facilities and services, and it **will** be detrimental to the economic welfare of the community.
8. That the proposed use **will/will not** involve activities and uses that would be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, or odors.
9. That the operation of a waste hauling company with outdoor storage of multiple commercial vehicles and commercial equipment is not consistent with the intent of the R-1 Residential (Rural Developing) District (the "District") which is to accommodate single-family dwellings.
10. That the salvage of inoperable commercial vehicles for purposes of parts for other operable commercial vehicles is not a permitted use within the District and is declared a public nuisance.

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

That the request for a Home Occupation Permit for the operation of Birchem Sanitation on the Subject Property is hereby approved pursuant to Sections 117-51 and 117-351 of the Ramsey City Code with the following conditions:

1. That this agreement shall permit the operation of a garbage hauling business (the "Home Occupation") on the Subject Property consisting in entirety of:
  - a. Two garbage trucks onsite
  - b. Bookkeeping inside the home office

2. That customers may never visit the Subject Property.
3. That there shall never be any signs onsite.
4. That the Permittee agrees there will be no exterior evidence of the Home Occupation permitted on the Subject Property unless in compliance with Chapter 117-351 (Home Occupations) of City Code except:
  - a. One garbage truck may be parked onsite but must be in the side or rear yard on an allowed parking surface. A permit must be obtained for any new parking surface or significant alteration of an existing parking surface (e.g. driveway expansion).
5. That the Permittee is responsible to verify and ensure that the structure(s) is compliant with all applicable state and local codes.
6. That should the Permittee die or should the Subject Property be sold, the Permit shall be automatically terminated, except that in the case of death, should a surviving spouse or child, residing at the same address, desire to continue the Home Occupation, written notice to that effect shall be given to the Zoning Administrator and the City Council may authorize continuation of the Permit without further hearing.
7. That the Permittee shall have the property in compliance with City Code, Nuisance Regulations, off-street parking regulations, and the terms of this permit prior to issuance of said permit.
8. The Permittee shall reside on the Subject Property; if the Permittee does not reside on the Subject Property, the Permit shall be automatically terminated.
9. That the Permittee agrees that if the operation expands, they will notify the City of Ramsey and reapply for a Permit.
10. That adequate water supply and on-site sewage disposal facilities shall be the responsibility of the Permittee.
11. The Permittee shall be responsible for obtaining and having in full force and effect all applicable State, County and City licenses. This includes a Business License with the City, registering with the State of Minnesota. The permit will not be issued until all required permits/licenses are received.
12. The Permittee shall be responsible for all costs incurred in the administration and enforcement of this Permit.
13. That the Permittee agrees there shall never be waste brought back to the Subject Property.
14. That the Permittee agrees the two garbage trucks shall be washed offsite.
15. That the Permittee agrees there shall never be curbside containers, dumpsters, nor any other items related to the business stored on the Subject Property.

16. That the City Administrator, or his/her designee, shall have the right to inspect the Subject Property for compliance and safety purposes annually or at any time, upon reasonable request to the Permittee.
17. That the Permittee agrees to take additional measures to keep the Subject Property in compliance with City Code regulations related to off-street parking and nuisance violations.
18. That the allowed hours of operation are 8:00 a.m. to 4:30 p.m., Monday through Wednesday barring any inclement weather or holidays. If holiday or weather changes the regular schedule, the Permittee may shift hours of operation to another weekday, but may not operate on Saturday or Sunday. The Permittee may not expand the hours of operation on any day without express consent from the City. The Permittee is limited to three (3) total workdays per week.
19. That the Permittee agrees to take additional measures to be thoughtful of the residential neighborhood including:
  - a. No idling or warming up of vehicles.
  - b. No honking or skidding of the vehicles.
  - c. Parking in the side or rear yard at all times.
  - d. Keeping one of the two allowed garbage trucks parked inside the pole barn when onsite at all times.
  - e. No salvaging of auto parts at any time.
20. That this Permit does not authorize a future homeowner of the Subject Property from utilizing the detached accessory building for a home-based business.
21. That the Permittee agrees there are no lawful, nonconforming rights to the garbage hauling business on the Subject Property.
22. That the City reserves the right to revoke the permit for any violation of the above conditions

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly denied and adopted by the Ramsey City Council this \_\_\_\_\_ the day of \_\_\_\_\_, 2020.

**CITY OF RAMSEY:**

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

By: \_\_\_\_\_  
City Clerk

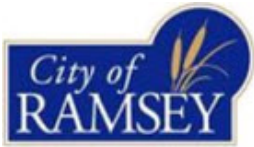
STATE OF MINNESOTA     )  
  ) ss.  
COUNTY OF ANOKA    )

On this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, before me, a Notary Public, personally appeared Mayor John LeTourneau and Colleen Lasher, to me personally known, who, being each by me duly sworn did say that they are respectively the Mayor and City Clerk of the City of Ramsey, the Municipal Corporation named in the foregoing instrument, and seal affixed to said instrument is the corporate seal of said Municipal corporation, and the said instrument was signed and sealed on behalf of said Municipal Corporation by authority of its City Council and said John LeTourneau and Colleen Lasher 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. 4.

**Meeting Date:** 01/28/2020

**By:** Colleen Lasher, Administrative Services

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### Information

**Title:**

Staff Authorization for Filling a Building Permit Technician During Leave of Absence

**Purpose/Background:**

The purpose of this case is to update the City Council regarding an upcoming staffing shortage in Community Development's Building Division and to seek the City Council's direction for addressing the shortage. The shortage is due to a pending leave of absence.

As the City Council is aware, activity in the Building Division is very high; as is activity within the entire Community Development Department. Staff is seeking direction from the City Council regarding what option to take in order to complete the Department's work from approximately mid-March to mid-June timeframe of the upcoming construction season.

Staff will provide additional detail regarding alternative options when this case is discussed with the City Council; however, Staff's recommended option at this time is to backfill the hours with a former City of Ramsey Permit Technician. The former Permit Technician is fully certified and familiar with the City's processes. Alternatively, the City could consider other internal options or to conduct an external temporary recruitment for an Administrative Assistant.

**Observations/Alternatives:**

A few broad options exist to consider. Staff is seeking broad policy direction at this time among these options:

1. Hire the City's previous Ramsey Permit Technician as a temporary fill-in
2. Reassign an existing city Administrative Assistant from another department
3. Hire a temporary Administrative Assistant

Staff will bring back a specific action to hire at a future regular meeting, as required. The Permit Technician requires certain technical knowledge above and beyond an administrative assistant. Staff has reached out to the City's previous Permit Technician, who expressed a willingness to fill-in on a temporary basis. Based upon building permits fees that are paid by the applicant, high quality service and quick turn-around times are part of the building division's metric for customer service. This option will help maintain those high service levels.

Staff also discussed filling with a temporary internal reassignment. Staff feels that this would be disruptive to the work needs in other departments.

Finally, Staff has attempted temporary administrative assistance from an outside source in the past. Staff has found that there is too much training and orientation needed to make this effective for a short duration temporary solution.

**Funding Source:**

Revenue to run the Building Department operations is collected through building permit fees.

**Recommendation:**

Staff recommends that the City Council fill this temporary need with the City's previous Ramsey Permit Technician for the duration of the anticipated leave (Mid-March to Mid-May 2020).

**Action:**

Motion to authorize staff to commence hiring discussions and negotiate terms with the City's former Building Permit Technician to serve as a Temporary Permit Technician from approximately Mid-March to Mid-May 2020.

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**Attachments**

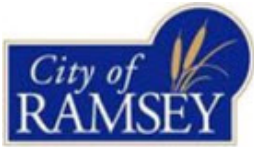
*No file(s) attached.*

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Tim Gladhill	Tim Gladhill	01/23/2020 10:30 AM
Kurt Ulrich	Kurt Ulrich	01/23/2020 03:45 PM
Kurt Ulrich	Kurt Ulrich	01/23/2020 04:20 PM
Form Started By: Colleen Lasher		Started On: 01/23/2020 09:38 AM
Final Approval Date: 01/23/2020		



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

**CC Regular Session**

**7.5.**

**Meeting Date:** 01/28/2020

**By:** Tim Gladhill, Community Development

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**Information**

**Title:**

Receive Update on Meeting with United States Post Office Regarding Ramsey ZIP Code **Please Note: This case was moved from Consent Item 5.1 to the Regular Agenda as Case 7.5.**

**Purpose/Background:**

The City Council's Strategic Plan calls for an action item to secure a unique ZIP Code for Ramsey to better establish our identify. Staff (Gladhill, Sullivan, Ulrich) and Councilmember Riley recently met with United States Postal Service (USPS) Staff at the Minneapolis Central Post Office on January 9.

While mail sorting and distribution metrics (sectors, scheme items, routes and delivery points) do not warrant a unique ZIP Code currently, it appears that these metrics will warrant a unique ZIP Code in the future. Current forecasts indicate a potential need in 2031.

However, Staff shared recent growth estimates and future growth forecasts with USPS Staff. Our forecasts indicate that need could be quicker. The next regular review of the need for a unique ZIP Code would occur in 2026. USPS Staff will continue to evaluate in the interim.

Staff will now be providing more real-time address updates of new delivery points as well as providing quarterly growth updates.

**Recommendation:**

No action is necessary at this time. This is simply for update purposes.

**Action:**

No action is necessary at this time. This is simply for update purposes.

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**Attachments**

*No file(s) attached.*

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Kurt Ulrich	Kurt Ulrich	01/23/2020 02:17 PM
Form Started By: Tim Gladhill		Started On: 01/08/2020 09:34 AM
Final Approval Date: 01/23/2020		