

**City of Ramsey**  
**Agenda**  
**City Council Work Session**  
**Tuesday, January 14, 2020**  
**5:30 pm**  
**Lake Itasca Room, 7550 Sunwood Drive NW**

- 1. Call to Order**
- 2. Topics for Discussion**
  1. Discuss Council Organization
  2. Fire Service Joint Powers Agreement Update
- 3. Topics for Future Discussion**
  1. Review Future Topics/Calendar
- 4. Mayor/Council/Staff Input**
- 5. Adjournment**

Meeting Date: 01/14/2020

---

### Information

**Title:**

Discuss Council Organization

**Purpose/Background:**

Purpose: The purpose of this report is to determine the committees, boards, or authorities to which Council members will be appointed. Also to be determined are the appointments for the official newspaper, approval of the annual contract with TimeSavers Off-Site Secretarial Service (TOSS), and appointment of legal services.

Background: Each year, Council members are appointed to serve on different committees, authorities and boards. Attached is a list of the committees as well as a description of what they are and when they meet. Council members are asked their preference for appointment, and a resolution with the final selections will be adopted by Council at their meeting later this evening. Tentative positions will be listed based upon stated interests plus staff distribution of remaining positions to balance out the obligations. Information will be sent out later to the Council by separate e-mail once all Councilmembers have indicated their preference. Each Council member needs to consider individual time of meetings as well as overall commitments. These assignments can change based upon council input and discussion.

The Chair and Vice-Chair positions for each committee will be appointed at that committee level. With regard to EDA appointments, the Code states that the appointments shall be made by the Mayor with the approval of the City Council. It should be noted that each board and commission does have a staff liaison and the EDA and the EPB have Councilmembers appointed.

Last year, a question has been raised whether there should be Council appointments (ex-officio) to the Planning Commission and the Park and Recreation Commission. As a reminder, the City's Code states the following with regard to such appointments: Ex-officio members. The City Council may appoint, by majority vote, a Councilmember or city staff person as ex-officio members of any board or commission privileged to speak on any matter without a vote, and the ex-officio members shall provide a liaison between the board or commission and City Council.

Attached is the resolution that is on the Agenda this evening for formal adoption. Please note: The 2019 appointments are listed as they are currently approved; including Councilmember Heinrich's appointment to the Highway 10 Committee (resolution #19-137) and multiple changes that were made at the October 8th meeting (resolution #19-246). *The 2020 appointments* are printed in Italics, which means they are open for discussion. The 2019-2020 appointments are already adopted; unless the Council wishes to revise any of these 2-year appointments, they will remain as is through December 31, 2020. If there are any changes to the appointments based on discussion this evening, those changes will be incorporated in the resolution that is on tonight's agenda, prior to execution. If there are any changes, it should be noted during the adoption which changes were made.

The organizational resolution includes declaring the City's official newspaper. At the time of this writing, the City has received one proposal - ABC Newspapers - the Anoka County UnionHerald. Such proposal is attached to this case. The Anoka County UnionHerald has historically served as the City's official newspaper and currently provides the most regular coverage of City. The proposal from ABC Newspapers states the rates for 2020 will remain unchanged.

Also included for Council review and approval is the Addendum to the Recording Secretary Service Agreement

between the City of Ramsey and TimeSaver Off Site Secretarial (TOSS) that extends the expiration date to December 31, 2020 (attached). The addendum shows a less than 2.5 percent increase in the rates. Approval of the contract with TOSS is part of the resolution.

Appointing legal services is another part of the Organization Resolution. The current agreement with the City's Attorney, Joseph Langel of Ratwik, Roszak & Maloney, P.A. is effective from January 2019 through December 2020. The firm of Eckberg Lammers was contracted with in January 2018, for prosecution services through 2021. The City's policy has been to review outside professional contracts on a three to five year basis.

**Timeframe:**

Approximately 15 minutes

**Funding Source:**

N/A

**Responsible Party(ies):**

City Administrator  
Administrative Services Director

**Outcome:**

To receive clear direction from the Council with regard to the appointments to committees, boards, and authorities, designation of the official newspaper, the addendum to the Recording Secretary Service Agreement and appointments for legal services.

---

**Attachments**

- TOSS Agreement
- Newspaper Request
- Committee Descriptions
- Resolution #20-006

---

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Kurt Ulrich	Kurt Ulrich	01/09/2020 04:00 PM
Form Started By: Colleen Lasher		Started On: 12/26/2019 03:04 PM
Final Approval Date: 01/09/2020		

**ADDENDUM TO  
RECORDING SECRETARY SERVICE AGREEMENT**

**Dated: December 31, 2019**

By and between TimeSaver Off Site Secretarial, Inc. and the City of Ramsey, 7550 Sunwood Drive, Ramsey, MN 55303.

1. EXTENSION OF RECORDING SECRETARIAL SERVICE AGREEMENT: The term of the existing Recording Secretary Service Agreement dated December 31, 2018 shall be extended under the same terms and conditions to December 31, 2020.
2. TOSS CHARGES: TOSS shall be paid for its services as recording secretary for each meeting with a one (1) hour minimum, the highest rate prevailing, as follows:
  - a. Base Rate: One Hundred Forty-Eight and 00/100 dollars (\$148.00) for any meeting up to one (1) hour (billable time) plus Thirty-Five and 50/100 dollars (\$35.50) for each thirty (30) minutes following the first one (1) hour; **or**
  - b. Unit Rate: Forty-Six and 50/00 dollars (\$46.50) for the first hour of meeting time and Thirty-One and 00/100 dollars (\$31.00) for every hour after the first hour plus Fourteen and 00/100 dollars (\$14.00) for each page of draft minutes for submission to the City of Ramsey for their preparation of final minutes.

At the end of the term of this Addendum or any extension of it, the parties may make a new Agreement or extend or modify the terms of this Agreement.

IN WITNESS WHEREOF, the undersigned have executed this Addendum to the Recording Secretary Service Agreement as of the day and year indicated.

January \_\_, 2020

CITY OF RAMSEY

By

  
Kurtis G. Ulrich

Its City Administrator

November 4, 2019

TIMESAVER OFF SITE SECRETARIAL, INC.

By

  
Carla Wirth

Its President & CEO

**ADDENDUM TO  
RECORDING SECRETARY SERVICE AGREEMENT**

**Dated: December 31, 2019**

By and between TimeSaver Off Site Secretarial, Inc. and the City of Ramsey, 7550 Sunwood Drive, Ramsey, MN 55303.

1. EXTENSION OF RECORDING SECRETARIAL SERVICE AGREEMENT: The term of the existing Recording Secretary Service Agreement dated December 31, 2018 shall be extended under the same terms and conditions to December 31, 2020.
2. TOSS CHARGES: TOSS shall be paid for its services as recording secretary for each meeting with a one (1) hour minimum, the highest rate prevailing, as follows:
  - a. Base Rate: One Hundred Forty-Eight and 00/100 dollars (\$148.00) for any meeting up to one (1) hour (billable time) plus Thirty-Five and 50/100 dollars (\$35.50) for each thirty (30) minutes following the first one (1) hour; **or**
  - b. Unit Rate: Forty-Six and 50/00 dollars (\$46.50) for the first hour of meeting time and Thirty-One and 00/100 dollars (\$31.00) for every hour after the first hour plus Fourteen and 00/100 dollars (\$14.00) for each page of draft minutes for submission to the City of Ramsey for their preparation of final minutes.

At the end of the term of this Addendum or any extension of it, the parties may make a new Agreement or extend or modify the terms of this Agreement.

IN WITNESS WHEREOF, the undersigned have executed this Addendum to the Recording Secretary Service Agreement as of the day and year indicated.

January \_\_, 2020

CITY OF RAMSEY

By   
Kurtis G. Ulrich

Its City Administrator

November 4, 2019

TIMESAVER OFF SITE SECRETARIAL, INC.

By   
Carla Wirth

Its President & CEO



RECEIVED

DEC 13 2019

December 10, 2019

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

Dear Jo,

It is with great pleasure that we ask to serve as the official newspaper for the City of Ramsey in 2020. As we continue to implement new changes in the newspaper to improve readership, we feel it's important to provide readers with the city's public notices in addition to news stories, features and photographs of local events we cover each week.

We would like to publish your public notices in the Anoka County UnionHerald. The legal publication rate for the Anoka County UnionHerald as of January 1, 2020, will remain unchanged from the 2019 rate of 10.75 per column inch. If any documents need to be manually typeset, a \$20 flat fee will be charged per public notice. As a newspaper published in the County of Anoka, we meet the requirements to qualify as your official legal newspaper. *The deadline will be 10:00 a.m. Wednesday for Friday's publication.*

All public notices published in the Anoka County UnionHerald will be posted to abcnewspapers.com – which averages over 54,000 unique visitors per month in search of local news and information.

We have appreciated your business over the past years and hope that we can be of service to you in 2020 as a credible, locally-owned, weekly community news source. If you have any questions, please feel free to call me at 763-691-6001 or email me at [publicnotice@ecm-inc.com](mailto:publicnotice@ecm-inc.com). Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink that reads 'Tonya Orbeck'.

Tonya Orbeck  
Legal Notice Department Manager

**COMMITTEES, AUTHORITIES, BOARDS, COMMISSIONS**  
**(Descriptions and Meeting Schedules)**

***One Year Appointments***

**Economic Development Authority (EDA)** (Appointments 2 Plus Alt) The primary objective of the EDA is to aid, assist and promote the growth and expansion of commercial, retail and industrial development in the City of Ramsey. The EDA meets the **second Thursday of each month, beginning at 7:30 a.m.**, in the Council Chambers at the Municipal Center.

**Environmental Policy Board (EPB)** (Appointments 1 Plus Alt) The EPB will promote environmental awareness and conservation practices by citizens by advising the City Council on policy issues, review of new development proposals, communication and education. The EPB **meets on the 3<sup>rd</sup> Monday of each month at 6:30 p.m.** in the Council Chambers at the Municipal Center.

**Happy Days** (Appointment 1 Plus Alt) The Committee **meets monthly (with no meetings November through March)** to plan the City's annual Happy Days Festival. Meetings are normally held at the Municipal Center – meeting room to be determined. This growing community festival is a large array of family friendly activities and events during the day with live music and fireworks in the evening. The festival is mostly funded through sponsorships (excluding staff time) and coordinated with the help of several volunteers.

**Highway 10 Committee** (Appointments 3) This is a committee of three City Councilmembers that addresses issues of concern to Highway 10, including legislative initiatives, grant requests, and attending the Anoka County Highway 10 Working Group meetings (early morning 7:30 a.m.). **Meets four to six times per year as needed.** There is no set schedule.

**Public Works Committee** (Appointments 3 Plus Alt) This Committee considers and advises the City Council on matters concerning public infrastructure, including roadway improvements and maintenance operations, traffic control modification requests, storm water management, and public utility improvements and needs. The Committee **meets the 3<sup>rd</sup> Tuesday of each month at 5:30 p.m.** in the Lake Itasca Room at the Ramsey Municipal Center.

***Two Year Appointments***

**Ramsey/Nowthen Joint Powers Board (JPB)** (Appointment 2 Plus Alt) (This is a 2-year appointment.) In 2009, the cities of Ramsey and Nowthen created a collaborative agreement for fire and rescue services for the purpose of increasing service capacity and decreasing response time, and reducing the cost of providing fire and rescue services to both communities. The purpose of the JPB is to review and advise on the coordination of emergency fire and rescue operations between Ramsey and Nowthen, review performance of the Fire Department and set the rates to be charged to Ramsey and Nowthen under the agreement. The Board generally **meets in January and July (subject to schedules)** alternating between Ramsey and Nowthen's public meeting place.

**Anoka County Joint Law Enforcement (JLEC)** (Appointment 1 Plus Alt) (This is a 2-year appointment.) The JLEC is an innovative governing body that was created in Anoka County to collaboratively and efficiently work on public safety issues through the entire county. The JLEC was created in 1970 and the following is an

excerpt from the original agreement: “County of Anoka hereby recognizes the need to prepare to deal adequately with the current crime problems and problems of law enforcement which could intensify with continuing population growth and changes which are of a regional nature ...within the region of Anoka County.” This meeting is chaired by the County Attorney. This group is made up of elected officials from each jurisdiction, and the Chief/Sheriff of each jurisdiction. The Fire Protection Council also has a representative on the JLEC. This Board **meets quarterly – the 4<sup>th</sup> Wednesday of the month at 2:00 p.m.** The meeting locations vary. **The January meeting will take place on January 22 from 2:00 to 4:00 p.m.** and will be at the Anoka County Sheriff’s Office Community Room. Other locations are Anoka Police Department, Columbia Heights Police Department and Blaine Police Department. The 2020 schedule and confirmed locations will be distributed shortly – most likely disseminated at the January 22, 2020 meeting.

**Anoka County Fire Protection Council (ACFPC) (Appointment 1 Plus Alt) (This is a 2-year appointment)**

The ACFPC operates as an independent Joint Powers Arrangement between multiple jurisdictions in Anoka County. The purpose of the ACFPC is to join together to improve the efficiency and effectiveness of fire and emergency services to the public within the geographic service area of the member jurisdictions, to cooperatively address its member’s long term needs for fire-fighting and emergency equipment, fire records data systems and fire-fighter and EMS training. The ACFPC **meets quarterly in the months of January, April, July, and October, at approximately 7:00 p.m.** at a rotating location in one of the members’ jurisdictions.

**Lower Rum River Watershed Management Organization (LRRWMO) (Appointment 1 Plus Alt) (This is a 2-year appointment.)**

LRRWMO is a joint powers special purpose unit of government including the cities of Ramsey, Anoka and portions of Andover. The organization seeks to protect and improve lakes, rivers, streams, groundwater, and other water resources across municipal boundaries. The LRRWMO **meets the 3<sup>rd</sup> Thursday of the month beginning at 8:30 a.m.,** at Anoka City Hall (Committee Room) 2015 South 1<sup>st</sup> Avenue, Anoka.

**Youth First (Appointment 1 Plus Alt) (This is a 2-year appointment.)**

Youth First is a non-profit organization that provides free after school and summer programs to middle and high school age children in Andover, Anoka, Coon Rapids and Ramsey. Their mission is to actively engage youth, their families, and the community to ensure youth have the five fundamental promises they need to succeed: safe places, caring adults, effective education, a healthy start and opportunities to serve. Youth First **meets the second Thursday of every month at 7:30 a.m.** – at the Youth First Building, 6701 Highway 10 NW, Ramsey, MN.

**Quad Cities Cable Commission (QCTV) (Appointment 1 Plus Alt) (This is a 2-year appointment.)**

QCTV strives to connect our communities through local cable TV programming valued by residents. The four member cities include Andover, Anoka, Champlin and Ramsey. The Committee **meets on the 3<sup>rd</sup> Thursday of each month at 11:00 a.m.** in the Council Chambers at Anoka City Hall, 2015 – 1<sup>st</sup> Avenue, Anoka as a governing board for this joint powers organization.

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

**RESOLUTION #20-006**

**RESOLUTION FOR 2020 COUNCIL ORGANIZATION**

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

- 1) That the City of Ramsey's official newspaper is as follows:
  - a) Anoka County UnionHerald - official newspaper of the City in which all legal notices, vacancies, advertisements, etc. will be published
- 2) That the Acting Mayor, Council standing committees, Ramsey/Nowthen Joint Powers Board, Economic Development Authority, County HRA, Health Authority, recording secretary and legal services designations, and delegate appointments are as follows:

	<u>2019 Appt.</u>	<u>2020 Appt.</u>
a) Acting Mayor	Chris Riley	
b) Public Works Committee	Mark Kuzma Jeff Menth Chris Riley Nadine Heinrich (Alt)	
c) Economic Development Auth	Chris Riley Mark Kuzma Deb Musgrove (Alt)	
d) Environmental Policy Board	Debra Musgrove Jeff Menth (Alt)	
e) Happy Days Committee	Deb Musgrove Nadine Heinrich (Alt)	
f) Highway 10 Committee	John LeTourneau Chris Riley Nadine Heinrich Kurt Ulrich	
	<u>2017-2018 Appt.</u>	<u>2019-2020 Appt.</u>
g) Ramsey/Nowthen Joint Powers Board	Jill Johns Mark Kuzma John LeTourneau(Alt)	Nadine Heinrich Deb Musgrove Mark Kuzma (Alt)

		<b><u>2017-2018 Appt.</u></b>	<b><u>2019-2020 Appt.</u></b>
h)	Joint Law Enforcement Council	Jeff Katers Kurt Ulrich (No Council Alt Necessary)	Jeff Menth Jeff Katers
i)	Anoka County Fire Protection Council	Jill Johns Chris Riley (Alt)	Nadine Heinrich Chris Riley (Alt)
j)	Lower Rum River Water Management Organization (LRRWMO)	Mark Kuzma Chris Riley (Alt)	Debra Musgrove Mark Kuzma (Alt)
k)	Lower Rum River WMO TAC	Bruce Westby	Bruce Westby
l)	North Metro Mayors Association: Operating Committee Management Committee	Kurt Ulrich Sarah Strommen	Kurt Ulrich John LeTourneau
m)	Anoka County Solid Waste Abatement Advisory Team	Chris Anderson	Chris Anderson
n)	County Housing and Redevelopment Authority Liaisons	Patrick Brama Tim Gladhill	Sean Sullivan Tim Gladhill
o)	Youth First	Melody Shryock Brad Bluml Jim Steffen Michelle Anderson Sarah Strommen (Alt)	Jeff Menth Tim Frankfurth Michelle Anderson Nadine Heinrich (Alt) Cory Gardner (Alt)
p)	Quad Cities Cable Communications Commission	John LeTourneau Kurt Ulrich Melody Shryock (Alt)	Kurt Ulrich Jeff Menth
q)	LOGIS Board of Directors	Jason Fredrickson Patrick Brama (Alt)	Jason Fredrickson Calvin Kubat
r)	Health Authority	Dr. James Long	Dr. James Long

		<u>2019 Appt.</u>	<u>2020 Appt.</u>
s)	Legal Services:		
	General Legal	Ratwik, Roszak & Maloney	Ratwik, Roszak & Maloney
	Prosecution	Ekberg Lammers	Ekberg Lammers
	Bond Counsel/TIF	Briggs & Morgan	Briggs & Morgan
t)	Recording Secretarial Services:		
	TimeSaver Off-Site Recording Secretary Service (TOSS)	TOSS	TOSS

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 14<sup>th</sup> day of January, 2020.

---

Mayor

ATTEST:

---

City Clerk

Meeting Date: 01/14/2020

**Information**

**Title:**

Fire Service Joint Powers Agreement Update

**Purpose/Background:**

The purpose of this case is to present an update of the current Ramsey Fire Department Joint Powers Agreement with the City of Nowthen.

This meeting will review the funding and fees for fire services (attached) and discuss the future Joint Powers Agreement direction.

Since the last Ramsey Council meeting the following actions have occurred:

- A notice intent to terminate the Fire Services Joint Powers Agreement was delivered to the City of Nowthen, commencing a two-year period of termination. (see attached letter)
- Nowthen's mayor submitted a proposal to terminate the contract within one year (instead of two) and keeping the current fee in place. (see attached letter)
- At a December 17 meeting of the Joint Fire Board, Ramsey presented an option to establish 2020 fees at \$82,217 for 2020. (see attached proposal). The fee was proposed to be pro-rated based on the date Nowthen would go on their own, but no later than December 31, 2020, at which point, the JPA would terminate.

Nowthen and Ramsey Fire Board members agreed to take this discussion back to their respective councils for discussion.

**Timeframe:**

20 minutes

**Funding Source:**

N/A

**Responsible Party(ies):**

Matt Kohner, Fire Chief

**Outcome:**

Informational only

**Attachments**

2020 Fire Service Fee Proposal

Notice to Nowthen

Nowthen Proposal

Response to Nowthen

**Form Review**

Inbox

Reviewed By

Date

Kurt Ulrich

Kurt Ulrich

01/09/2020 04:36 PM

Form Started By: Matt Kohner

Started On: 01/08/2020 01:19 PM

Final Approval Date: 01/09/2020

**Ramsey Nowthen Fire Services Transition Proposal Dec 17, 2019**

% of Nowthen Firefighters/Total Firefighters 30.00%

Nowthen: 15 FF Total: 50 FF

\*Other Operational Charges per Funding Formula 16.90%

Personnel & Administrative Costs:		2020 Rate	2020 Expense
<b>Finance:</b>			
Audit-MMKR		\$ 4,100	\$ 1,230
Auto Liability		\$ 4,089	\$ 691 *
LOGIS Software:Finance		\$ 26,906	\$ 646
LOGIS Software:Payroll		\$ 27,330	
Fire 12 p/r @ 50 FF		50 FF	\$ 1,693
Reg Empl: 26 P/R		94 Empl	
Finance Staff:			
Diana	Hours		
Finance Audit Workpapers	40	\$ 62.17	\$ 746
Prepare Audit Report	4	\$ 62.17	\$ 75
File Tax Forms	4	\$ 62.17	\$ 75
Cindy			
Payroll	120	\$ 35.22	\$ 1,268
Jackie			
Invoicing	12	\$ 28.70	\$ 103
Accounts Payable	48	\$ 28.70	\$ 413
<b>Total Finance Services</b>			<b>\$ 6,940</b>
<b>IT:</b>			
Support: Direct for Nowthen FF only			
Jason	7.5	\$ 46.52	\$ 349
Calvin	7.5	\$ 29.13	\$ 218
<b>Total IT</b>			<b>\$ 567</b>
<b>Admin</b>			
Human Resources: Direct For Nowthen FF Only			
Colleen	7.5	\$ 51.70	\$ 388
Sue	7.5	\$ 28.66	\$ 215
<b>Total Admin</b>			<b>\$ 603</b>
<b>Fire</b>			
Personnel:			
Matt	2,080	\$ 58.26	\$ 20,480 *
Carey	2,080	\$ 43.48	\$ 15,284 *
Chris	2,080	\$ 32.61	\$ 11,463 *
Anne Marie	1,456	\$ 25.65	\$ 11,204
Training-Annual Average		\$ 28,000.00	\$ 8,400
Fire Duty Vehicles: 3	40,524 Average annual miles	\$ 0.58 IRS rate	\$ 3,972
<b>Total Fire</b>			<b>\$ 70,803</b>
<b>TOTAL FINANCE, IT, ADMIN, AND FIRE SERVICES PROVIDED NOWTHEN</b>			<b>\$ 78,912</b>
Hard Costs To Be Billed Separately at Actual Costs:			
Verizon Cellular for Tablets	3 Tablets	\$ 34.99 Month	\$ 1,260
ZAYO Fiber Optic		\$ 37.50 Month	\$ 450
Med Compass Physicals	15 Firefighters	\$ 70.00	\$ 1,050
Active911 Phone Dispatch	15 Firefighters	\$ 12.00	\$ 180
Communication Station Software		\$ 20.00 Month	\$ 240
MN State Fire Board Recertifications(every 3 years)	5 Firefighters	\$ 25.00	\$ 125
<b>Total Hard Costs:</b>			<b>\$ 3,305</b>
<b>Grand Total All Costs</b>			<b>\$ 82,217 **</b>

\*Based on Funding Share Formula-16.9%

**Additional Expenses Will Be Directly Billed at Actual Costs:**

**Legal:** Direct Billing for any legal expenses incurred by City of Ramsey on behalf of any Nowthen related issue

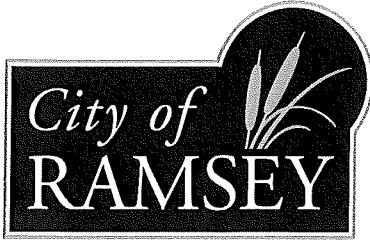
**Worker's Comp:** Direct billing for Worker's Comp deductible fees up to \$2,500 per accepted claim/injury

**Medical & Psychological Fees.**

**Recruitment Fee per Fire Fighter (2,593)**

**\*\*Annual Fee of \$82,217 will be billed monthly in 2020 and pro-rated based upon actual termination date**

**Amend JPA to remove section 5.C. in regard to vehicle charges**



7550 Sunwood Drive NW • Ramsey, MN 55303

City Hall: 763.427.1410 • Fax: 763.427.5543

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

---

December 16, 2019

Ms. Lori Streich  
City Clerk/Treasurer  
8188 199th Ave NW  
Nowthen, MN 55330

Ms. Lori Streich:

I am writing to notify you that the City of Ramsey is hereby providing notice of intent to terminate the current Joint Powers Fire Protection Agreement. This notice is given pursuant to Section 7(D) of the Agreement between the City of Ramsey and City of Nowthen, The agreement requires that either party must provide at least two years' written notice to the other party of its intent to terminate.

On December 10, 2019, the Ramsey City Council adopted Resolution #19-251 *Establishing Notice of Intent To Terminate the Current Joint Powers Fire Protection Agreement Between the City of Ramsey and the City of Nowthen, and to authorize the City Administrator, in Conjunction with Ramsey Members of the Joint Powers Board, to Enter into Negotiations to Develop a New Agreement for Shared Fire Services.* Attached is a copy of the resolution.

As indicated in the title and content of the resolution, the City of Ramsey is taking this action while expressing our interest in continuing shared fire services of some type, subject to negotiation of a mutually acceptable agreement.

On behalf of the City of Ramsey, we sincerely appreciate the long-standing commitment of both of our cities to provide quality fire service to our residents. Please let me know if you have questions.

Sincerely,

Kurtis Ulrich  
City Administrator  
City of Ramsey

CC:

Mayor Jeff Pilon  
Council Member Dan Breyen

Attachment: Resolution #19-251

Councilmember introduced the following resolution and moved for its adoption:

**RESOLUTION #19-251**

**RESOLUTION ESTABLISHING NOTICE OF INTENT TO TERMINATE THE CURRENT JOINT POWERS FIRE PROTECTION AGREEMENT BETWEEN THE CITY OF RAMSEY AND THE CITY OF NOWTHEN, AND TO AUTHORIZE THE CITY ADMINISTRATOR, IN CONJUNCTION WITH RAMSEY MEMBERS OF THE JOINT POWERS BOARD, TO ENTER INTO NEGOTIATIONS TO DEVELOP A NEW AGREEMENT FOR SHARED FIRE SERVICES**

**WHEREAS**, the City of Ramsey and the City of Nowthen entered into a Joint Powers Fire Protection Agreement in 2007; and

**WHEREAS**, pursuant to Section 7 (D) this Agreement may be terminated at any time for any reason by either Nowthen or Ramsey, provided the terminating party provides at least two years' written notice to the other party of its intent to terminate; and

**WHEREAS**, the City of Ramsey desires to provide such notice of termination; and

**WHEREAS**, the City of Ramsey is desirous of entering into negotiations to develop a new agreement for shared fire services.

**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 providing the City of Nowthen a written notice of its intent to terminate the current Joint Powers Fire Protection Agreement.
- 2) That the adoption of this resolution would begin the two year termination notice, as required in the Agreement, Section 7 (D).

That the Ramsey City Council hereby authorizes the City Administrator, in conjunction with Ramsey members of the Joint Powers Board, to enter into negotiations to develop a new agreement for shared fire services.

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 10<sup>th</sup> day of December, 2019.

---

Mayor

ATTEST:

---

City Clerk



The City of  
**Nowthen**  
"Where it still feels like country"

December 10, 2019

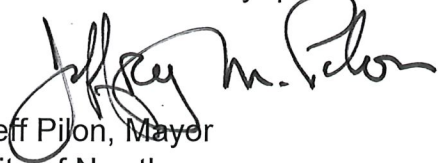
City of Ramsey  
Kurt Ulrich, City Administrator  
7550 Sunwood Drive NW  
Ramsey, MN 55303

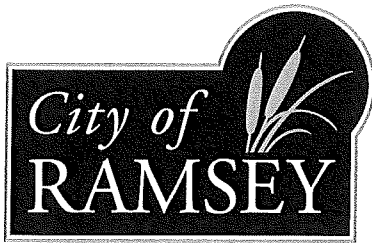
Kurt,

This email is to confirm our telephone conversation of December 9, 2019 during which we discussed Ramsey's current concerns regarding the Joint Powers Fire Protection Agreement. As we discussed, it has become apparent to Nowthen that Ramsey is dissatisfied with the present terms of the agreement and has expressed a desire to terminate the agreement or in the alternative to modify the amount of money that Nowthen reimburses Ramsey for administrative costs covering Ramsey's Fire Chief and other administrative components of operating the fire department. I do not believe that my City Council will agree to Ramsey's request to amend Section 5J of the Agreement from \$6,416 to \$161,000 per year. Further, I do not believe that the procedure outlined in Section 2E of the Agreement applies to break the tie vote of the Fire Board as the increase in payment of administrative costs is not required "in order for adequate emergency fire and rescue services to be provided under this Agreement."

Given the parties impasse on these issues, I propose that Nowthen and Ramsey mutually agree to amend Section 7D the Joint Powers Fire Protection Agreement to allow the Agreement to expire no later than December 31, 2020 with all other provisions of the Agreement remaining the same. This would give Nowthen time to research their options moving forward. I will be making this recommendation to my City Council at its meeting tonight. I request that you also present this recommendation to your City Council.

Please call with any questions.

  
Jeff Pilon, Mayor  
City of Nowthen  
(763) 639-9151



7550 Sunwood Drive NW • Ramsey, MN 55303

City Hall: 763.427.1410 • Fax: 763.427.5543

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

---

December 16, 2019

Ms. Lori Streich  
City Clerk/Treasurer  
8188 199th Ave NW  
Nowthen, MN 55330

Ms. Lori Streich:

I am writing in response to your email and attached proposal from Mayor Pilon dated December 10, 2019.

We agree that Ramsey is dissatisfied with the current Joint Powers Fire Protection Agreement and wish to modify the fee for services as provided under Section 5(J). Our Council has authorized providing a notice of intent to terminate the existing agreement and has authorized negotiation of a new fire services agreement mutually beneficial to Ramsey and Nowthen.

We disagree with the opinion that the procedure outlined in Section 2(E) of the agreement does not apply to breaking tie votes of the Fire Board in regard to fees. The sole example provided of a situation where the tie-breaking procedure is to be used is for "approving the rates to be charged Ramsey and Nowthen." It is the approval of rates that is currently at issue.

Nonetheless, we are open to the Mayor's proposal to amend the agreement to expire no later than December 31, 2020 if Nowthen agrees to pay certain additional costs for fire services in 2020. Ramsey is currently preparing a proposal for discussion.

I am proposing that we discuss this further at the Fire Board meeting on December 17. Recommendations of the Fire Board will be discussed with the Council at the next scheduled Council meeting of January 14, 2020. Please let me know if you have questions.

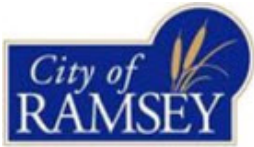
Sincerely,

Kurtis Ulrich  
City Administrator  
City of Ramsey

CC:

Mayor Jeff Pilon

Council Member Dan Breyen



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

**CC Work Session**

**3. 1.**

**Meeting Date:** 01/14/2020

**By:** Katie Schmidt, Administrative Services

---

**Information**

**Title:**

Review Future Topics/Calendar

**Purpose/Background:**

Attached is the current list of future topics for work session discussion. Items are drawn from Council requests at meetings, or are related to topics that have been identified in the City's strategic plan. Tentative dates have been assigned.

**Recommendation:**

N/A

**Action:**

For Council review - no formal action necessary.

---

**Attachments**

Future Topics

---

**Form Review**

**Inbox**

Colleen Lasher

Kurt Ulrich

Form Started By: Katie Schmidt

Final Approval Date: 01/09/2020

**Reviewed By**

Colleen Lasher

Kurt Ulrich

**Date**

01/03/2020 02:27 PM

01/09/2020 04:00 PM

Started On: 12/19/2019 11:26 AM

**City Council Future Topics – Work Session**

**(Draft)**

<b>Date (proposed)</b>	<b>Topics for Discussion – Council Action</b>	<b>Time Est. (minutes)</b>
01-28-20	Discuss Renaming Central Park	15
01-28-20	City Administrator Annual Performance Review – Closed.	30
02-11-20	Joint Planning/CC Work Session	
02-11-20	Riverstone and Adjacent Paxmar	30
02-11-20	Pearson South	30
02-11-20	Brookfield North	30
2020	Discuss Historic Town Hall – Ulrich	30
2020	Discuss the General Topic of Holding Joint Meeting(s) with the Council and Commissions & Other Cities. Based on discussion, future work sessions TBD.	30
TBD	Discuss Legislation Regarding TIF #14 Amendments-Ulrich/Sullivan	30
TBD	Local Road Funding - Ulrich	30
<b>Date</b>	<b>Topics for Discussion – Policy</b>	
02-11-20	Discuss Section 2-156 of the City Code re Residency Requirement for Boards and Commissions, including the EDA.  Sec. 2-156. - Appointment of members, terms of office and removal.  (a) <i>Voting members and residence requirement.</i> At least two each board or commission shall be residents of the city. broad range of interest in functions of the city.	20
2020	Discuss Balance of Planned Retail and Multifamily Housing and Interim Options - Gladhill	45
2020	Intersection Control Evaluation for Spot Improvements on Armstrong -- Westby	30
TBD	Discussion Regarding Process for Sharing Correspondences, between Council and staff.	
<b>Date</b>	<b>Topics for Discussion – Planning and Budget</b>	
Feb. 2020	Trail Maintenance Policy – Westby	30
Feb. 2020	Stormwater Pond Maintenance Policy -Westby	30
TBD	Accounting of City Engineering Staff Time for City Projects - Westby	30