

**City of Ramsey**  
**Agenda**  
**Revised**  
**Regular City Council**  
**Tuesday, October 12, 2021**  
**7:00 pm**

**Council Chambers, 7550 Sunwood Drive NW**

Remote Attendance available at [www.cityoframsey.com/meetings](http://www.cityoframsey.com/meetings). To maximize social distancing due to the COVID-19 Pandemic, those that can join remotely are encouraged to do so. Those joining remotely and requesting to speak are asked to use a webcam when speaking.

1. **Call to Order**
2. **Presentation**
  1. Presentation Regarding Ramsey's Historic Town Hall / School Survey
3. **Citizen Input**
4. **Approve Agenda**
5. **Consent Agenda**
  1. Receive Cash & Investments for Period Ending September 30, 2021
  2. Approve the Following Meeting Minutes:
    1. City Council Work Session dated 9/14/2021
    2. City Council Regular Session dated 9/14/2021
    3. City Council Special Work Session dated 9/23/2021
    4. City Council Work Session dated 9/28/2021
    5. City Council Regular Session dated 9/28/2021
  3. Approve Business Licenses
  4. Approve Rental Licenses
  5. Approve Request to Declare Surplus Property
  6. Adopt Resolution #21-290 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of September 23, 2021 through October 6, 2021.
  7. Adopt Resolution #21-289 to Enter into a Residential Recycling Program Agreement with Anoka County
6. **Public Hearing**

**7. Council Business**

1. Adopt Resolution #21-291 Designating Cartway Route and Ordering Public Hearing for Petitioned Cartway Access to Thorn Lake Property (PID #04-32-25-31-0001); Case of Thomas and Pattiann Kurak
2. ~~Consider Hiring an IT Support Technician Backfilling a Vacant Position~~ **Please Note: This case was removed from the agenda.**

**8. Mayor/Council/Staff Input**

**9. Adjournment**

Meeting Date: 10/12/2021

**Information**

**Title:**

Presentation Regarding Ramsey's Historic Town Hall / School Survey

**Purpose/Background:**

The purpose of this case is to receive information from a survey regarding the Old Ramsey Town Hall.

City Staff was contacted by an individual, Ms. Betty Erickson, who conducted a survey of residents at Happy Days as part of the DFL Senate District 35 booth this year. The survey involved asking people what the city should do with the Old Ramsey Town Hall. Ms. Erickson wanted to share the findings with the City Council.

City Staff had previously been working with contractors to obtain bids and to complete a renovation of the site and to lease to a boutique. Quotes for the project came in more than double the amount authorized by the City Council. Based on high material pricing, material shortages and high labor costs, the EDA paused on a recommendation to move forward with the renovation. The EDA will revisit this item once pricing and labor cost return to "normal" and make a recommendation to City Council on how to proceed. A link to the August 12, 2021 EDA meeting case is here [Agenda - View Meetings \(cityoframsey.com\)](http://cityoframsey.com)

**Attachments**

Happy Days Community Survey

**Form Review**

Inbox	Reviewed By	Date
Sean Sullivan	Sean Sullivan	10/07/2021 04:22 PM
Sean Sullivan	Kathy Schmitz	10/12/2021 09:07 AM
Colleen Lasher (Originator)	Kathy Schmitz	10/12/2021 09:07 AM
Sean Sullivan	Kathy Schmitz	10/12/2021 09:08 AM
Sean Sullivan	Kathy Schmitz	10/12/2021 09:13 AM
Colleen Lasher (Originator)	Kathy Schmitz	10/12/2021 09:13 AM
Kurt Ulrich	Kurt Ulrich	10/12/2021 09:22 AM
Colleen Lasher (Originator)	Kathy Schmitz	10/12/2021 09:37 AM
Sean Sullivan	Kathy Schmitz	10/12/2021 09:38 AM
Form Started By: Colleen Lasher		Started On: 09/24/2021 07:59 AM
Final Approval Date: 10/12/2021		

**Happy Days Community Survey:**

**Share your ideas on the best way to use  
the old Ramsey Schoolhouse**

**Choose 3 marbles.**

**Place them in the jars that correspond to your top 3 suggestions.**

**Suggestions**

**Arts Venue (70)**

**Multipurpose Community Center (97)**

**Pub for Craft Brew (65)**

**Teen/Senior Center (98)**

**WE WORKS (18)**

**(Rent out space for workers who need WIFI)**

**(Additional suggestion from Ramsey resident:)**

**Indoor playground similar to Maple Grove, Mounds View.**

**CC Regular Session**

**5. 1.**

**Meeting Date:** 10/12/2021

**By:** Diana Lund, Finance

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**Information**

**Title**

Receive Cash & Investments for Period Ending September 30, 2021

**Purpose/Background:**

Purpose: Receive reports of the city's cash and investments for the period ending September 30, 2021.

Cash and investment report shows the monthly cash flow - receipts and expenditures through September 30, 2021 with the current listing of the city's investment portfolio.

**Recommendation:**

No action required. Informational only.

**Action:**

No action required. Informational only.

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**Attachments**

Cash &\* Investments for Period Ending September 30, 2021

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**Form Review**

**Inbox**

Kurt Ulrich

Form Started By: Diana Lund

Final Approval Date: 10/07/2021

**Reviewed By**

Kurt Ulrich

**Date**

10/07/2021 03:31 PM

Started On: 10/05/2021 08:30 AM

**CITY OF RAMSEY**  
**REPORT OF POOLED CASH FLOWS**  
**Period Ended September 30, 2021**

	September-21 CURRENT MONTH	2021 YEAR-TO-DATE
<b>CASH AND TEMPORARY INVESTMENTS</b>		
<b>BEGINNING BALANCE (Includes PW Bond Proceeds)</b>	\$ 89,151,569.96	\$ 95,116,775.37
<b>CASH INFLOWS:</b>		
Daily Deposit	1,956,727.58	11,106,795.48
Tax Settlements		8,355,052.65
U/B Receipts	68,689.05	1,833,404.38
Credit Cards (Includes Utility Billing)	165,866.12	3,252,058.14
Interest Earnings [Net of Interest Paid on Investments]	77,006.79	729,008.71
Bond Proceeds-int		1,166.74
<b>TOTAL CASH INFLOW</b>	<b>\$ 2,268,289.54</b>	<b>\$ 25,277,486.10</b>
<b>TOTAL CASH AVAILABLE</b>	<b>\$ 91,419,859.50</b>	<b>\$ 120,394,261.47</b>
<b>CASH OUTFLOWS:</b>		
Prepaid Checks	1,235,747.72	9,311,586.89
Bills Lists	818,215.99	5,917,610.31
Pay Estimates	1,544,925.42	13,569,849.05
Credit Cards	15,378.50	57,999.14
Payroll - Net	402,271.63	3,811,638.62
Flex Reimbursement	2,600.09	32,475.10
Void Checks/Dormant Checks Paid	(5,163.13)	(72,659.52)
Debt Service	-	357,711.89
Miscellaneous [Bank Charges; etc.]	290.70	2,457.41
<b>TOTAL CASH OUTFLOW</b>	<b>\$ 4,014,266.92</b>	<b>\$ 32,988,668.89</b>
<b>POOLED CASH AND TEMPORARY INVESTMENTS</b>		
<b>ENDING BALANCE</b>	<b>\$ 87,405,592.58</b>	<b>\$ 87,405,592.58</b>
<b>MEMO - NET 2021 CASH INFLOW ( OUTFLOW)</b>	<b>(1,745,977.38)</b>	<b>(7,711,182.79)</b>
<b>INVESTMENT PORTFOLIO SUMMARY</b>		
<b>BEGINNING BALANCE</b>	<b>\$ 71,908,411.69</b>	<b>73,628,220.22</b>
Purchases	1,750,000.00	58,176,392.60
Maturities/Sales	(1,682,056.43)	(59,828,257.56)
<b>ENDING BALANCE</b>	<b>\$ 71,976,355.26</b>	<b>\$ 71,976,355.26</b>

2021 CASH AND INVESTMENT ACTIVITY

CITY INVEST #	STATED MAT DATE	BROKER	SECURITY DESCRIP	FDIC #	CUSIP	PRIN BAL 1/1/2021	PURCH 2021	SOLD/ MATURE 2021	Adjust to Market Value	BV PRIN BAL 12/31/2021
150701B	2/1/2021	BAIRD	WINTHROP MN TAX		976367NE8	305,000.00		305,000.00		0.00
160322A	3/22/2021	BAIRD	FNMA		3136H3BT1	250,000.00		250,000.00		0.00
140904	9/1/2021	BAIRD	OKLAHOMA TAXABLE		678519RP6	535,000.00		535,000.00		0.00
191008B	12/1/2021	BAIRD	ROCK ISLAND IL TAX		7724872J2	270,000.00		0.00		270,000.00
191008C	12/1/2022	BAIRD	ROCK ISLAND IL TAX		7724872K9	270,000.00		0.00		270,000.00
										540,000.00
200130B	7/30/2021	ICD SEC	CD-COMMUNITY BA	26871	203611CG7	245,000.00		245,000.00		0.00
190118B	1/19/2021	ICD SEC	CD-NBT BANK NA	7230	628779GB0	245,000.00		245,000.00		0.00
190719B	1/19/2021	ICD SEC	CD-WELLSLEY BAN	26605	94948LCR0	245,000.00		245,000.00		0.00
180726	4/26/2021	ICD SEC	CD-SIGNATURE BAN	57269	82668XFZ6	245,000.00		245,000.00		0.00
190712	7/12/2021	ICD SEC	CD-TIAA FSB	34775	87270LCJ0	85,000.00		85,000.00		0.00
180717	7/16/2021	ICD SEC	CD-CURRIE STATE F	8833	23130SDL4	245,000.00		245,000.00		0.00
190118A	7/19/2021	ICD SEC	CD-TIAA FSB	34775	87270LBQ5	156,000.00		156,000.00		0.00
190731B	7/30/2021	ICD SEC	CD-LAKE OSEOLA S	8172	510354AB9	245,000.00		245,000.00		0.00
180718B	10/18/2021	ICD SEC	CD-HERITAGE BANI	30090	42724JEH4	245,000.00		0.00		245,000.00
191211	12/13/2021	ICD SEC	CD-SALLIE MAE BA	58177	795450SX9	245,000.00		245,000.00		0.00
181228D	12/28/2021	ICD SEC	CD-BAR HARBOR BA	11971	066851WK8	245,000.00		0.00		245,000.00
181228C	12/28/2021	ICD SEC	CD-BMW BANK	35141	05580AQB3	96,000.00		0.00		96,000.00
190628A	12/28/2021	ICD SEC	CD-FLAGSTAR BANI	32541	33847E2Q9	245,000.00		245,000.00		0.00
191231A	12/31/2021	ICD SEC	CD-IOWA TRUST & S	18400	462595BB4	245,000.00		0.00		245,000.00
180727A	7/27/2022	ICD SEC	CD-KANSAS STATE	19899	50116CXY4	245,000.00		245,000.00		0.00
191227A	12/27/2022	ICD SEC	CD-PROMISEONE BA	58657	74348HAB4	245,000.00		0.00		245,000.00
191230D	12/30/2022	ICD SEC	CD-FIRST NATIONAL	03330	32112UDL2	245,000.00		0.00		245,000.00
										2,056,000.00
150903	11/1/2021	Northland	BROOKFIELD WI TAXABLE		112857-BL-0	500,000.00		0.00		500,000.00
210401	12/1/2027	Northland	RUSH COUNTY KANSAS TAX		781834-D4-9		180,000.00	0.00		180,000.00
210615	8/1/2030	Northland	MN STATE TAX		60412A-VP-5		500,000.00	0.00		500,000.00
210625	7/15/2026	Northland	EAST LYME CONN TAX		273587-P3-3		200,000.00	0.00		200,000.00
200123	12/15/2022	Northland	LIVERNE MN TAX		550629-VE-6	330,000.00		0.00		330,000.00
201230	5/1/2025	Northland	FREPORT NY TAX		356731-CA-5	300,000.00		0.00		300,000.00
200130D	3/1/2022	Northland	RICHLAND SCHOOL DISTRICT		764080-FN-2	150,000.00		20,000.00		130,000.00
200113	3/1/2027	Northland	RICHLAND SCHOOL DISTRICT		764080-FT-9	165,000.00		0.00		165,000.00
200326A	4/1/2023	Northland	TULSA COUNTY OK TAX		899525-TR-0	100,000.00		0.00		100,000.00
200609	2/1/2021	Northland	MOUNTAIN LAKE MN TAX		624148-ME-9	170,000.00		170,000.00		0.00
200625	3/1/2029	Northland	LAWRENCE MASS TAX		520228-GQ-5	180,000.00		0.00		180,000.00
200825A	8/1/2027	Northland	CENTINELA VALLEY CA HS		15239-RP-4	250,000.00		0.00		250,000.00
200825B	8/1/2029	Northland	CENTINELA VALLEY CA HS		15239-RR-0	270,000.00		0.00		270,000.00
200914	8/1/2028	Northland	BURLESON TX IDS ZERO CPN		121403-4E6	500,000.00		0.00		500,000.00
200923	7/15/2029	Northland	WILKINSBURGO BORO PA TAX		968529-JV-0	265,000.00		0.00		265,000.00
130702B	1/1/2021	Northland	MINNETONKA ISD #276		604195-VY-0	400,000.00		400,000.00		0.00
130722	2/1/2021	Northland	MOUND MN TAXABLE		620535-W4-2	95,000.00		95,000.00		0.00
171228B	2/1/2021	Northland	SCOTT COUNTY TAX		809557-AZ-4	115,000.00		115,000.00		0.00
190220A	3/1/2021	Northland	FRANKLIN WIS TAX		419791-U97	500,000.00		500,000.00		0.00
170712	7/1/2021	Northland	GARDENDALE ALA TAX		365478-DQ-6	240,000.00		240,000.00		0.00
190628A	8/1/2021	Northland	WASHINGTON STATE GO TAX		93974DYX0	500,000.00		500,000.00		0.00
190731A	11/30/2021	Northland	CD-ENERBANK		292667E1	148,000.00		0.00		148,000.00
191017	12/1/2021	Northland	COLUMBS OH SCHOOL DISTR		199507-GJ-8	130,000.00		0.00		130,000.00
130815B	12/1/2021	Northland	CHASKA, MN TAX		161664-DZ-7	75,000.00		0.00		75,000.00
141104	2/1/2022	Northland	DULUTH MN TAXABLE		264438-G5-5	150,000.00		0.00		150,000.00
150430	2/1/2022	Northland	MINNETONKA ISD #276		604195-YG-6	270,000.00		0.00		270,000.00
130624B	2/1/2022	Northland	RAMSEY COUNTY TAXABLE		751622-HG-9	285,000.00		285,000.00		0.00
190826	3/1/2022	Northland	OCONOMOWOC WIS TAX BOND		675635-KW-5	250,000.00		0.00		250,000.00
120321	3/1/2022	Northland	MADISON WI SCHOOL DISTR		558495-KN-6	500,000.00		500,000.00		0.00
190703	4/1/2022	Northland	WEST ALLIS WIS TAX		951173-JA-2	180,000.00		0.00		180,000.00
190424	5/15/2022	Northland	TEXAS A&M TAX		88213AEH4	130,000.00		0.00		130,000.00
170109	6/1/2022	Northland	DESMOINES IA TAX		250097-J3-7	200,000.00		0.00		200,000.00
150109	10/1/2022	Northland	HUBBARD COUNTY TAX		443348-DE-4	135,000.00		0.00		135,000.00
190515	11/1/2022	Northland	MICHIGAN STATE SCHOOL TAX		594612-CY-7	205,000.00		0.00		205,000.00
120308B	12/1/2022	Northland	SHOREWOOD WIS TAX		825230-KW-4	150,000.00		0.00		150,000.00
130624A	2/1/2023	Northland	RAMSEY COUNTY TAXABLE		751622-HH-7	595,000.00		595,000.00		0.00
190628B	4/1/2023	Northland	WEST ALLIS WIS TAX		951173NP4	240,000.00		0.00		240,000.00
160812	5/1/2023	Northland	MONROE MI TAX		611101-MF-0	190,000.00		0.00		190,000.00
191107A	6/1/2023	Northland	NEWTON IOWA TAX		652810-YZ-9	250,000.00		60,000.00		190,000.00
190726B	6/1/2023	Northland	DESMOINES IA COMM COLLEGE TAX		250097L75	250,000.00		0.00		250,000.00
180913	7/31/2023	Northland	CD-BANK NEW ENGLAND SALEM		06426K-AN-8	245,000.00		0.00		245,000.00
121228B	9/1/2023	Northland	MIDDLETON WIS REFUND		596782-T6-7	300,000.00		0.00		300,000.00
190220B	11/1/2023	Northland	HAWAII ST GO BONDS		214471-PA-6	200,000.00		0.00		200,000.00
161114B	2/1/2024	Northland	ANDOVER MN TAX		034313-ZU-3	300,000.00		0.00		300,000.00
130412	2/1/2024	Northland	BECKER MN TAX		075671LJ4	50,000.00		50,000.00		0.00
180730	10/1/2024	Northland	HUBBARD COUNTY TAX		443348-DG-9	100,000.00		0.00		100,000.00
120214B	9/1/2025	Northland	MIDDLETON WIS REFUND		596782-TJ-1	315,000.00		0.00		315,000.00
190227	12/1/2025	Northland	COOK COUNTY SCHOOL DISTRICT		032879-TC-2	500,000.00		0.00		500,000.00
190404	9/1/2026	Northland	TUSCOLA COUNTY MISC TAX		900764RL7	395,000.00		0.00		395,000.00
191003A	12/1/2026	Northland	SCOTT BLUFF CTY SCHOOL DIST		810164-CQ-4	385,000.00		0.00		385,000.00
120308C	12/1/2027	Northland	SHOREWOOD WIS TAX		825230-LB-9	225,000.00		0.00		225,000.00
190402	2/1/2028	Northland	CLOQUET MN TAX		189036-PS-9	150,000.00		0.00		150,000.00
191016B	4/1/2028	Northland	COLUMBUS OH TAX		199492E339	285,000.00		0.00		285,000.00
120308D	12/1/2028	Northland	SHOREWOOD WIS TAX		825230-LC-7	465,000.00		0.00		465,000.00
										10,628,000.00
190123	1/25/2021	UBS	CD-ALLEGIANCE BA	58629	01748DBM7	245,000.00		245,000.00		0.00
210107	6/1/2031	UBS	SAN JOSE CA FING AUTHO		798153NL2		1,000,000.00	0.00		1,000,000.00
210909	7/1/2022	UBS	MAINE HEALTH		56042RH96		500,000.00	0.00		500,000.00
210910	9/1/1930	UBS	BROWNSVILLE TX UTIL		1164753D4		1,000,000.00	0.00		1,000,000.00

2021 CASH AND INVESTMENT ACTIVITY

CITY	STATED MAT	BROKER	SECURITY DESCRIP	FDIC #	CUSIP	-PRIN	PURCH	SOLD/	Adjust	BV
						BAL		MATURE		to Market
INVEST #	DATE					1/1/2021	2021	2021	Value	12/31/2021
210930	8/1/2028	UBS	CHARTER OAKS CA		1612855D4		250,000.00	0.00		250,000.00
210803		UBS	UBS PRIME FUND				571,015.95	103,688.58		467,327.37
210825A	8/25/2028	UBS	CD-CELTIC BANK	57056	15118RWG8		245,000.00	0.00		245,000.00
210825B	8/15/2028	UBS	NEW HAMPSHIRE MUNI		64465QHA7		550,000.00	0.00		550,000.00
210824A	8/15/2023	UBS	US TREASURY NOTE		91282CAF8		2,500,000.00	0.00		2,500,000.00
210824B	10/15/2023	UBS	US TREASURY NOTE		91282CAP6		2,500,000.00	0.00		2,500,000.00
210824C	9/15/2023	UBS	US TREASURY NOTE		91282CAK7		2,500,000.00	0.00		2,500,000.00
210826		UBS	UBS PRIME FUND				869,904.78	0.00		869,904.78
210713	2/1/2028	UBS	TEXAS PUB FIN AUTHORITY		882669BW3		325,000.00	0.00		325,000.00
210716	4/12/2022	UBS	CP-FIRST BOST NY		2254EBDC2		5,000,000.00	0.00		5,000,000.00
210731		UBS	UBS PRIME FUND				573,348.40	573,348.40		0.00
210604	7/1/1930	UBS	FLORIDA STATE BOARD TAX		341271AF1		1,000,000.00	0.00		1,000,000.00
210630	7/15/2026	UBS	MICHIGAN CITY IND SCHOOL		594381HJ7		500,000.00	0.00		500,000.00
210617A	7/1/2028	UBS	EL SEGUNDO CA PENSION		284035AG7		1,000,000.00	0.00		1,000,000.00
210617B	6/1/2029	UBS	ORANGE COUNTY TAX		684184TC8		110,000.00	0.00		110,000.00
210621	11/1/2026	UBS	REGIONAL TRANSPORTATION		759136VD3		500,000.00	0.00		500,000.00
210408A	7/1/2028	UBS	PHOENIX AZ CIVIC		71884AH44		500,000.00	0.00		500,000.00
210408B	1/15/2027	UBS	APACHE COUNTY ARIZ		03743TAF9		590,000.00	0.00		590,000.00
210427		UBS	UBS PRIME FUND				310,569.60	310,569.60		0.00
210430	6/1/2028	UBS	BEVERLY HILLS CA PUB		088006KC4		500,000.00	0.00		500,000.00
210111	6/1/2031	UBS	SAN JOSE CA FING AUTHO		798153NL2		320,000.00	0.00		320,000.00
210113	5/1/2029	UBS	NYC TRANSITIONAL		64971XSZ2		1,000,000.00	0.00		1,000,000.00
210114	12/1/2029	UBS	FRANKLIN COUNTY OH		353174JE6		1,000,000.00	0.00		1,000,000.00
210121	10/1/2027	UBS	MIAMI DADE COUNTY TAX		59333NV91		750,000.00	0.00		750,000.00
210129		UBS	UBS PRIME FUND				500,000.00	500,000.00		0.00
210222		UBS	UBS PRIME FUND				8,544,716.80	8,544,716.80		0.00
210217	6/1/2021	UBS	CP-SANTANDER UK				2,900,000.00	2,900,000.00		0.00
210219	9/1/2027	UBS	VIRGINIA COLLEGE BLDG				500,000.00	0.00		500,000.00
210224A	8/23/2021	UBS	CP-BANK OF CHINA				10,000,000.00	10,000,000.00		0.00
210224B	11/1/2028	UBS	WILL COUNTY ILL COMMUNITY		969078QN7		2,500,000.00	0.00		2,500,000.00
210301	8/1/2028	UBS	SAN JOSE CA FING AUTHO		79818186P30		1,000,000.00	0.00		1,000,000.00
210302	8/1/2027	UBS	VISTA CA UNI SCHOOL		928346P45		1,050,000.00	0.00		1,050,000.00
210308A	6/1/2029	UBS	RIO RANCHO NEW MEXICO TAX		767169ER2		500,000.00	0.00		500,000.00
210308B	6/1/2027	UBS	RIO RANCHO NEW MEXICO TAX		767169EP6		580,000.00	0.00		580,000.00
210309	6/1/2026	UBS	BEVERLY HILLS CA PUB		088006KA8		300,000.00	0.00		300,000.00
210311	1/1/2027	UBS	FORT LAUDERDALE FLA SPL		347622CW0		500,000.00	0.00		500,000.00
210326	9/1/2028	UBS	CHINO CALIF PUB FING		169548FP4		615,000.00	0.00		615,000.00
210506		UBS	UBS Select FUND				451,921.15	451,921.15		0.00
210514	10/1/2026	UBS	BOSSIER CITY LA UTIL		100216FZ8		500,000.00	0.00		500,000.00
200128	1/27/2021	UBS	CD-FIRST NATIONAL	5452	33213SJA1	245,000.00		245,000.00		0.00
200204A	2/3/2021	UBS	CD-TRUST BANK CF	9846	89788HAH6	245,000.00		245,000.00		0.00
200817	2/16/2021	UBS	BANK OF CHINA COMM PAPER		06119QP66	10,000,000.00		10,000,000.00		0.00
160927A	5/1/2021	UBS	YPSILANTI MI SCHOOL DISTR		987864NY7	405,000.00		405,000.00		0.00
160422	5/15/2021	UBS	UNIVERSITY OF CA TAX		91412GFS9	500,000.00		500,000.00		0.00
180629A	6/29/2021	UBS	CD-WELLS FARGO	3511	949763RX6	245,000.00		245,000.00		0.00
180907	7/1/2021	UBS	FLORIDA STATE BOARD OF ADMIN		341271ABO	400,000.00		400,000.00		0.00
171211	7/1/2021	UBS	FLORIDA STATE BOARD OF ADMIN		341271AB0	235,000.00		235,000.00		0.00
180815A	8/16/2021	UBS	CD-DISCOVER BANI	5649	2546735V9	145,000.00		145,000.00		0.00
180926A	9/27/2021	UBS	CD-TOWNEBANK PORTSMOUTH VA		89214PCA5	200,000.00		200,000.00		0.00
160705	11/1/2021	UBS	MICHIGAN STATE TAX		594612CX9	300,000.00		0.00		300,000.00
201119A	12/1/2021	UBS	WARREN HEIGHTS OH BUILDING		936121JTO	150,000.00		0.00		150,000.00
160718	12/1/2021	UBS	LITTLE MIAMI OHIO SCHOOL		537292KY9	345,000.00		0.00		345,000.00
181214	12/14/2021	UBS	CD-BMW BANK		05580QA5	95,000.00		0.00		95,000.00
181228G	12/28/2021	UBS	CD-ALLY BANK		02007GGT4	100,000.00		0.00		100,000.00
160601	2/15/2022	UBS	MCALLEN TAX'		582018FF5	200,000.00		0.00		200,000.00
151104	3/1/2022	UBS	NEW YORK TAXALBE		64966KQC0	500,000.00		0.00		500,000.00
190322	3/22/2022	UBS	CD-MEDALLION BA'	57449	58404DDP3	245,000.00		0.00		245,000.00
160727	5/1/2022	UBS	NORTH BRANCH SCHOOL TAX		657740F50	500,000.00		0.00		500,000.00
190710	5/15/2022	UBS	CONVENTION CENTER AUTHORITY		32115AAG7	175,000.00		0.00		175,000.00
001127	7/25/2022	UBS	FNR G92-35		31358PHV2C	80.06		60.11		19.95
160830C	8/1/2022	UBS	NEW YORK CITY TAXABLE		64966MED7	300,000.00		0.00		300,000.00
021004	8/25/2022	UBS	FNR 1992-125L		31358PS40C	177.74		121.26		56.48
180108	10/1/2022	UBS	PALM BEACH COUNTY SOLID WASTE		69656OLD1	450,000.00		0.00		450,000.00
020826	10/15/2022	UBS	FHR 1391D		312912LUO	126.70		80.02		46.68
201119B	12/1/2022	UBS	WARREN HEIGHTS OH BUILDING		936121JU7	165,000.00		0.00		165,000.00
191213	12/13/2022	UBS	CD-WELLS FARGO	27389	949495AA3	245,000.00		0.00		245,000.00
161216B	12/16/2022	UBS	CD-MERCANTIL COI	22953	58733ADQ9	245,000.00		0.00		245,000.00
200116	1/17/2023	UBS	CD-MORGAN STANI	32992	61690URY8	245,000.00		0.00		245,000.00
161208A	4/1/2023	UBS	NEW HOPE CULTURAL ED TAX		64542WAY6	250,000.00		0.00		250,000.00
150812	6/1/2023	UBS	CHARLOTTE TAXABLE		161037L61	300,000.00		0.00		300,000.00
010328	6/25/2023	UBS	FHG14A		312916PDSR	2,000.00		0.00		2,000.00
180628	6/28/2023	UBS	CD-COMENITY BAN	27499	981996UP3	200,000.00		0.00		200,000.00
191230B	6/30/2023	UBS	CD-RAYMOND JAMJ	33893	75472RAR2	245,000.00		0.00		245,000.00
201119C	12/1/2023	UBS	WARREN HEIGHTS OH BUILDING		936121JV5	165,000.00		0.00		165,000.00
190118C	5/22/2024	UBS	CD-CAPITAL ONE	4297	14042R1P4	245,000.00		0.00		245,000.00
190118C	5/22/2024	UBS	CD-CAPITAL ONE U'	33954	14042TAP2	245,000.00		0.00		245,000.00
190315	3/15/2024	UBS	CD-COMENITY CAPI	57570	20033AS31	245,000.00		0.00		245,000.00
190325	3/25/2024	UBS	CD-BANK HAPOALII	33686	06251AW48	245,000.00		0.00		245,000.00
200325	4/1/2024	UBS	NEW YORK HOUSING		6498833S2	500,000.00		0.00		500,000.00
161018	7/1/2024	UBS	SELMA ALA TAX		816459QV6	500,000.00		0.00		500,000.00
151009	9/1/2024	UBS	NJ ENVIRONMENTAL INFRASTRUCTURE		645791CAO	270,000.00		270,000.00		0.00
190918	9/18/2024	UBS	CD-FIRST NATIONAL	4779	334342CF7	245,000.00		245,000.00		0.00
161026	10/1/2024	UBS	HONOLULU TAX		4386705W7	300,000.00		0.00		300,000.00
151023	10/1/2024	UBS	MADISON TAXABLE		55844RKN3	640,000.00		0.00		640,000.00

2021 CASH AND INVESTMENT ACTIVITY

CITY INVEST #	STATED MAT DATE	BROKER	SECURITY DESCRIP	FDIC #	CUSIP	PRIN	PURCH	SOLD/	Adjust to Market Value	BV
						BAL 1/1/2021	2021	MATURE 2021		PRIN BAL 12/31/2021
161208B	11/1/2024	UBS	MICHIGAN FIN AUTH REV		59447TJX2	250,000.00		0.00		250,000.00
191127	11/27/2024	UBS	CD-STATE BANK INI	33682	856285RS2	245,000.00		0.00		245,000.00
201119D	12/1/2024	UBS	WARREN HEIGHTS OH BUILDING		93612JW3	165,000.00		0.00		165,000.00
191107B	12/1/2024	UBS	CORPUS CHRISTI TEX TRANS		220228BK5	400,000.00		0.00		400,000.00
190418	12/5/2024	UBS	CD-DELTA NATION	26633	2477RBD6	200,000.00		0.00		200,000.00
180629C	6/1/2025	UBS	MARYLAND STATE TAX		57420PGR1	300,000.00		0.00		300,000.00
161114A	7/1/2025	UBS	LEXINGTON FAYETTE AIRPORT		52909MCA0	300,000.00		0.00		300,000.00
191101	8/1/2025	UBS	MASSACHUSETTS ST WATER		576051VFO	400,000.00		0.00		400,000.00
201119E	12/1/2025	UBS	WARREN HEIGHTS OH BUILDING		936121JX1	175,000.00		0.00		175,000.00
191122A	12/1/2025	UBS	WARRENSVILLE HEIGHTS OHIO		936121JM5	500,000.00		0.00		500,000.00
191105	3/1/2026	UBS	MARYLAND STATE COMM DEV		57419TDZ1	320,000.00		0.00		320,000.00
201105	4/1/2026	UBS	PARAMUS NJ SCHOOL		699347LF5	500,000.00		0.00		500,000.00
200113	4/15/2026	UBS	PHILADELPHIA AUTHORITY-ZERO COUP		71781LBU2	300,000.00		0.00		300,000.00
201204	4/15/2026	UBS	LONG BEACH CITY SCHOOL DIS		542535LY3	750,000.00		0.00		750,000.00
191115A	7/1/2026	UBS	LEXINGTON FAYETEE URBAN COUNTY		52909MDR2	470,000.00		0.00		470,000.00
200326B	8/1/2026	UBS	SAN BERNARDINO COMM		79672ONAA7	500,000.00		0.00		500,000.00
191219B	11/1/2026	UBS	OPELIKA ALABAMA TAX		683489ZE1	400,000.00		0.00		400,000.00
191016A	12/1/2026	UBS	DENVER CITY & COUNTY HSG		24917NAG6	500,000.00		0.00		500,000.00
200925	4/1/2027	UBS	WESTERN WASHINGTON UNIV		959878RJO	500,000.00		0.00		500,000.00
191219A	6/1/2027	UBS	UNIVERSITY OF NORTHERN COLORADO		914733DY3	360,000.00		0.00		360,000.00
191022	10/1/2027	UBS	NEW YORK NY TAX		64966QEK2	500,000.00		0.00		500,000.00
160802	12/1/2027	UBS	TOOLE CITY UT TAX		89033RBU7	400,000.00		0.00		400,000.00
190725A	12/1/2027	UBS	WRIGHT COUNTY TAXABLE		982276BK2	630,000.00		0.00		630,000.00
201007	8/1/2028	UBS	SAN BERNARDINO CALIFORN UNIV TAX		796711H44	1,000,000.00		0.00		1,000,000.00
191108	8/1/2028	UBS	CORONA-NORCO CAL		219764SC2	405,000.00		0.00		405,000.00
200320	9/1/2028	UBS	PENNSYLVANIA UNIV TAX		709235P25	425,000.00		0.00		425,000.00
191212	10/1/2028	UBS	UNIVERSITY OF ALABAMA TAX		914745GG2	400,000.00		0.00		400,000.00
191024	2/1/2029	UBS	PULASKI COUNTY		745401EGO3	400,000.00		0.00		400,000.00
200630A	7/1/2029	UBS	NEW YORK STATE DORM AUTH		64990GS86	430,000.00		0.00		430,000.00
200611	11/1/2029	UBS	VENTURA COUNTY CA		923078CZ0	400,000.00		0.00		400,000.00
200324	3/1/2030	UBS	NEW YORK CITY TAXABLE		64966QJL5	500,000.00		0.00		500,000.00
200921	7/1/2030	UBS	FLORIDA STATE REV BOND		341271AF1	500,000.00		0.00		500,000.00
101013	12/1/2030	UBS	HIDALGO COUNTY TEX TAX		429343BT3	500,000.00		0.00		500,000.00
201102	12/1/2030	UBS	XENIA OH COMM SCHOOL		984071CC2	720,000.00		0.00		720,000.00
200417	9/1/2031	UBS	CITY OF NORFOLK VA TAX		655867G94	220,000.00		0.00		220,000.00
201221	10/01/26	UBS	LANCASTER OH SCHOOL DIST		514264FGO	1,675,000.00		0.00		1,675,000.00
201218	12-18-24	UBS	CD-TEXAS EXCHANGE		88241TJQ4	248,000.00		0.00		248,000.00
200612		UBS	UBS PRIME FUND			1,445,483.93		1,445,483.93		0.00
200623		UBS	UBS PRIME FUND			1,741,251.98		1,741,251.98		0.00
200714		UBS	UBS PRIME FUND			531,198.11		531,198.11		0.00
200717		UBS	UBS PRIME FUND			8,002,863.63		8,002,863.63		0.00
200728		UBS	UBS PRIME FUND			1,405,590.52		1,405,590.52		0.00
200731A		UBS	UBS PRIME FUND			259,035.81		259,035.81		0.00
200731B		UBS	UBS Select FUND			247,506.71		247,506.71		0.00
200630B		UBS	UBS PRIME FUND			601,602.80		601,602.80		0.00
200531		UBS	PRIME MM			667,488.28		667,488.28		0.00
200430		UBS	SELECT MM			1,440,813.95		1,440,813.95		0.00
TOTAL INVESTMENTS						73,628,220.22	57,786,476.68	59,438,341.64		71,976,355.26
Unamortized Premiums						1,578,603.54	169,579.25			1,748,182.79
Unamortized Discounts						(3,900,908.40)	(362,586.40)			(4,263,494.80)
PW Debt-Ameritrade						8,895,641.10	1,574.48	407.74		8,896,807.84
BOW						4,018,693.38	92,272,240.58	94,141,761.21		2,149,172.75
Money Market Accounts						10,896,525.53	3,502,043.21	7,500,000.00		6,898,568.74
Net Cash and Investments						95,116,775.37	153,369,327.80	161,080,510.59		87,405,592.58

**CC Regular Session**

5. 2.

**Meeting Date:** 10/12/2021

**By:** Katie Schmidt, Administrative Services

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**Information**

**Title**

Approve the Following Meeting Minutes:

1. City Council Work Session dated 9/14/2021
2. City Council Regular Session dated 9/14/2021
3. City Council Special Work Session dated 9/23/2021
4. City Council Work Session dated 9/28/2021
5. City Council Regular Session dated 9/28/2021

**Purpose/Background:**

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

Background: Attached are the meeting minutes referenced above.

**Recommendation:**

Approve the meeting minutes.

**Action:**

Motion to approve the following Council meeting minutes:

1. City Council Work Session dated 9/14/2021
2. City Council Regular Session dated 9/14/2021
3. City Council Special Work Session dated 9/23/2021
4. City Council Work Session dated 9/28/2021
5. City Council Regular Session dated 9/28/2021

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**Attachments**

9-14-21 CCWS

9-14-21 Mtg

9-23-21 Sp CCWS

9-28-21 CCWS

9-28-21 Mtg

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### Form Review

**Inbox**

Colleen Lasher

Kurt Ulrich

Form Started By: Katie Schmidt

Final Approval Date: 10/07/2021

**Reviewed By**

Colleen Lasher

Kurt Ulrich

**Date**

10/07/2021 09:56 AM

10/07/2021 01:43 PM

Started On: 09/30/2021 11:05 AM

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

The Ramsey City Council conducted a City Council Work Session on Tuesday, September 14, 2021, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

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

Also Present: City Administrator Kurtis Ulrich  
Finance Director Diana Lund  
Administrative Services Director Colleen Lasher  
City Engineer Bruce Westby  
Fire Chief Matt Kohner  
Police Captain Tim Frankfurth  
Public Works Superintendent Grant Riemer  
Senior Planner Chloe McGuire Brigl  
Economic Development Manager Sean Sullivan  
Building Official Jesse Szykulski  
Planning Technician Brian McCann  
Legislative Consultant El Tinklenberg

**1. CALL TO ORDER**

Mayor Kuzma called the City Council Work Session to order at 5:12 p.m.

**2. TOPICS FOR DISCUSSION**

**2.01: Discuss Finalists for the Deputy City Administrator/Community Development Director Position**

City Administrator Ulrich stated the City Council has chosen two finalists for the Deputy City Administrator/Community Development Director; Mr. Brian Hagen and Ms. Hanna Klimmek. Candidates participated in a testing process and met the criteria for hire, and both candidates are acceptable to City Staff. He asked whether there is consensus on a candidate to whom City Staff can extend a job offer. He noted wages and start date can be discussed at a later date.

Councilmember Riley stated he did not look at the test results, but he remembers that Ms. Klimmek scored low on a question regarding her own weaknesses. He added she answered a question poorly.

Councilmember Heineman agreed, adding it was two questions in a row and both of them were answered poorly.

Councilmember Riley asked whether that issue has been addressed by the testing.

Administrative Services Director Colleen Lasher stated this issue was addressed in the testing process and it was determined that the candidate fully accepts and acknowledges when they have made a mistake. She added they do not feel that they are perfect, and they were able to produce a good example of a time when they made a mistake or an error in judgment in the past and how they rectified it.

City Administrator Ulrich stated the consultant reviewed this issue at length and did not believe it to be a problem.

Councilmember Howell asked about City Staff's opinions about the two differing backgrounds of the candidates. She added they have both worn a lot of hats and come from smaller cities; Mr. Hagen is a city administrator, and Ms. Klimmek has a different role, but they are both great candidates.

Councilmember Riley stated he feels it is a detriment that Mr. Hagen has only worked for one small city. He added, considering overall experience, he does not think as highly of him as he did. He noted Ms. Klimmek has more diverse experience

Councilmember Woestehoff stated Ms. Klimmek's experience with the business community is invaluable and more in line with the day-to-day duties.

Councilmember Woestehoff stated Mr. Hagen's experience dealing with contractors would come in handy, but Ms. Klimmek has more experience with a bigger team in Big Lake. He added, overall, he puts a lot of weight on City Staff's opinion, and staff have made their points fairly clear across the board that Ms. Klimmek's experience is preferable.

Councilmember Heineman asked whether City Staff is still leaning toward Ms. Klimmek.

City Administrator Ulrich confirmed this.

Councilmember Heineman stated he found both to be great candidates. He added he was hoping the evaluation process would produce something to make the selection process easier.

Mayor Kuzma stated he is in favor of Ms. Klimmek, as her development experience will help grow the community.

Councilmember Specht stated he is leaning toward Mr. Hagen, although both candidates have great experience and will be able to grow into their position.

Councilmember Musgrove stated these are two very qualified, eager candidates, who anticipate developing their career. She added she believes Mr. Hagen is a stronger candidate and seems willing to lead.

The consensus of the City Council was to move forward with Brian Hagen for the position of Deputy City Administrator/Community Development Director.

Councilmember Specht stated he would recommend authorizing City Staff to offer the job to Ms. Klimmek if Mr. Hagen turns it down. The City Council agreed.

City Administrator Ulrich stated City Staff will extend the offer, and the City Council can review the offer, start date and salary at a formal City Council meeting.

## **2.02: Discuss Civil Legal Services Contract Finalists**

City Administrator Ulrich stated the City Council conducted interviews with five law firms during a work session on August 23, 2021, and subsequent inquiry was done on two firms. He added one point of clarification was whether the attorneys have access to a backup attorney to handle City's contract and work. He noted the firms indicated that they do.

City Administrator Ulrich stated Hoff & Barry did not have a retainer number, but they have responded with an amount of \$7,000 per month. He added Mr. Knaak's firm reduced the retainer by a couple hundred dollars per month, from \$4,200 to \$4,000 per month.

City Administrator Ulrich stated the retainer from Hoff & Barry, which is documented in their proposal, seems high. He added Mr. Knaak's proposal includes 3<sup>rd</sup> party billing and other slight differences. He noted the limiting factor was that Mr. Knaak's contract specified 10 hours per month on one file, to be billed hourly, so there is potential for additional expenses.

City Administrator Ulrich stated both candidates provided references that were positive and checked out appropriately. He added there is nothing that disqualifies either candidate. He noted Mr. Knaak indicated more experience with elected officials, but both candidates have represented a number of different jurisdictions.

City Administrator Ulrich stated land use zoning and real estate is a strong point for Hoff & Barry. He added Mr. Knaak appears able to deal with issues on the spot and he would be good at council meetings and impromptu responses.

City Administrator Ulrich stated the City Council could decide to bring the candidates back for another interview. He added the existing law firm is still on retainer.

Councilmember Heineman asked whether City Staff received clarification from Mr. Knaak regarding who will fill in for him.

City Administrator Ulrich stated Mr. Knaak clarified that issue in his response letter.

Councilmember Specht stated he was impressed with Mr. Knaak's experience and knowledge, and he would be able to utilize his experience.

Councilmember Woestehoff stated the City Council indicated a few weeks ago in their comments that Mr. Knaak would not be moved forward, and he felt that was a strong recommendation from the City Council, and he would defer to the City Staff in this matter.

Councilmember Woestehoff stated it seemed like Mr. Knaak is great in meetings. He added the City Council should decide whether they want someone who gets the legal work done, or someone who wants to be on tv.

Commissioner Heineman asked Commissioner Woestehoff whether that is an assumption. He added he does not remember Mr. Knaak making those comments.

Councilmember Woestehoff stated Mr. Knaak served as legal counsel for Norm Coleman's recount attempt. He added he would strongly support Hoff & Barry as the better choice for the City.

Councilmember Howell asked where Councilmember Woestehoff found his information on Mr. Knaak.

Councilmember Woestehoff stated he did some research in the local paper.

Councilmember Howell stated she did research into Mr. Knaak's legislative background, which interested her quite a bit. She added he understands the legislative process, which will be a benefit if the City wants to pursue LGA dollars. She noted she is not interested in an attorney who gives policy preferences. She expressed her support for Mr. Knaak.

Councilmember Musgrove asked what is the average time spent on a case. She asked if 10 hours is reasonable, or if a total of 15 hours could be pursued, and then billable after that. She asked whether there would be a consensus to request 15 hours per case.

City Administrator Ulrich stated the majority of cases could be completed in 10 hours with a few exceptions. He added 10 hours is Mr. Knaak's proposal, but the City could counter with something else. He noted Mr. Knaak's offer is pretty low already, and he is offering 3<sup>rd</sup> party billing reimbursement.

Mayor Kuzma asked about the current monthly retainer.

City Administrator Ulrich stated the current retainer is \$3,200 per month with an additional \$500 per meeting upon request. He added he would need to clarify but he believes Mr. Knaak's retainer does not include meetings.

Councilmember Riley stated Mr. Knaak's letter says, "litigation matters that do not exceed 10 hours."

Councilmember Riley stated he thinks both parties are qualified, and that is his number one criteria. He added his second criteria is price, and Mr. Knaak is substantially cheaper.

Mayor Kuzma stated the current City attorney has done a good job for the City.

Councilmember Woestehoff stated, from a financial standpoint, he agrees Mr. Knaak is the better choice.

The consensus of the City Council was to move forward with Mr. Knaak's proposal.

### **2.03: Update from Legislative Consultant El Tinklenberg**

El Tinklenberg, legislative consultant, gave an update on what has been going on in the State legislature. He added the Senate voted on the bill that included the City's application, just as the City Council were discussing interest in withdrawing the application. He added the bill is tied to other legislation, and it is not a foregone conclusion that it will be approved. He noted Senator Klobuchar is optimistic that it will pass, as there is much interest driving the consideration of an infrastructure bill.

Mr. Tinklenberg stated the City Council had discussed the possibility of designating Covid relief funds for the potential third lane project. He added what he learned from the Commissioner is that MnDOT has indicated that when they are ready to move forward with the third lane project, after Fair Oak and Ramsey Gateway are completed, funding will be available. He noted that would be better for traffic management for the third lane project in any case.

Mr. Tinklenberg stated, with regard to the river crossing that the City Council has discussed, that potential project could represent a terrific opportunity for the City in terms of the economic development that it could support, as well as providing relief to traffic on Highway 10. He noted that is an opportunity that will require a significant degree of City involvement.

Mr. Tinklenberg stated he spoke with Representative Stephenson, who has sponsored legislation that would provide funding for the river crossing, and he feels interest level is at a point where there is an opportunity to make progress. He noted there will be a lot of infrastructure money moving around in the next 3-5 years.

Councilmember Musgrove stated there are many roadblocks, and this is a long-term vision. She added she understands the importance of getting some funding, but she questions whether it will be possible to get support.

Councilmember Musgrove stated she is not interested in Mr. Tinklenberg's research on the North Star commuter rail to St. Cloud. She added she is interested in Highway 47 capacity and access, as well as the potential river crossing. She noted, with regard to deferring the City's portion of the \$4 million, she would support that rather than adding in more components.

Mr. Tinklenberg stated the most likely outcome of the additional money is there may be a shared reduction in terms of the commitment from the project partners.

Councilmember Specht stated he heard that the initial quotes for Highway 10 came in lower than expected by approximately \$15 million. Mr. Tinklenberg agreed.

Councilmember Specht asked how that could result in savings for the City of Ramsey.

Mayor Kuzma stated these are preliminary cost estimates.

Councilmember Woestehoff stated the City is in an interesting position with potential extra funding for a fully funded project. He added he had an idea related to Highway 10, that the City could potentially use some of the funds to assist Highway 10 businesses with beautification and Code compliance through City-sponsored grants. He noted the City Council talked about the history of the corridor, when nobody invested or made improvements because they were told that the City would be taking property. He noted this could be an opportunity to get a Gateway to Ramsey that looks better.

Councilmember Heineman stated that is an amazing idea, and a good place to start.

Councilmember Riley requested clarification about the \$20 million, and whether that is the funding that the City already decided to pull the application for.

City Administrator Ulrich stated the City should take proactive steps to support the third lane project, and offer support as a community, to not be disingenuous to the County.

Councilmember Riley stated he agrees that is important, but the City Council said it wanted to do something, and still needs to do what it can to support funding partners.

Councilmember Specht asked whether the City Council can discuss whether the City will continue this contract for services, or whether that is a discussion for another time.

Mr. Tinklenberg stated the extension provided by the City Council runs through September 2021. He encouraged the City Council to discuss how they might want to proceed and put together a plan for approaching the river crossing project. He added he feels there is an opportunity there, and he wants to be productive for the City of Ramsey. He noted, once the gateway project is moving forward, the County's attention will move to the east, and the river crossing project will require a push from the City, through a coalition with groups across the river, as well as leadership from the City.

Mr. Tinklenberg stated the opportunity is there and it can make a difference for the City in the future.

Mayor Kuzma agreed, adding the Armstrong overpass would not have been built if the City had not stepped up. He added the river crossing project will not happen if the City does not step up.

Councilmember Heineman stated he is concerned about burning bridges with the City's former previous coalition by forming a new coalition and new partners to move forward with.

Mr. Tinklenberg stated he is not saying that the City should abandon its current coalition, but the combination of shared interests will be different. He added Coon Rapids and Andover might be interested in the river crossing project, and the City can maintain those relationships.

Mayor Kuzma stated he does not see any of the \$20 million going to the bridge.

Councilmember Riley asked whether the House is working on a bill that includes the bridge or third lane projects. Mr. Tinklenberg stated they are not. He added, at this point, the City would need to indicate to Senator Klobuchar that they want that, and he would encourage the City not to do that.

Councilmember Specht stated he would like to have more conversations about the value of Mr. Tinklenberg's firm for the City, and the future of the contract, and what it might look like financially for the City. He added the City recently gave them an increase, and maybe that would go back down.

Councilmember Specht stated it would be great if the \$20 million comes through, but he would not recommend doing anything at this point.

Councilmember Heineman asked when the bill was passed.

Mr. Tinklenberg stated the bill was passed on August 10, 2021.

City Administrator Ulrich stated it is a good idea to show on record the City's support for the funding in the House.

Councilmember Musgrove stated she agrees with Councilmember Specht about having a conversation about Mr. Tinklenberg's contract, after hearing about the river crossing project. She added there is not enough time to address it now.

#### **2.04: Continued Discussion on 2022 Budget/Levies**

Finance Director Diana Lund stated the City Council expressed a consensus regarding the 2022 budget at the last meeting to pursue a 5% increase over last year with 15% for roads. She added City Staff are reviewing other items in the budget including non-union wages, contracts and current charges on building related permits.

Administrative Services Director Lasher stated tentative agreements were reached with the Sergeants group and the Captains group, and hopefully an agreement with AFSCME is forthcoming. She added the Patrol group has not yet scheduled a meeting. She noted that is a big part of the budget.

Administrative Services Director Lasher stated the City's non-union employees continue to fall below comparable cities in their pay grades. The patrol captains and sergeant groups have strong union representation, and they negotiate for comparable wages; however, non-union staff do not have that bargaining power and have fallen below comparable wages. She reviewed a list of 16 positions recommended for wage increases figuring in 3% COLA and other annual costs. A supervisor position was given the lowest possible increase with a net cost to the city of \$3, to move them to the next step for the following year. There are 10 positions on the list that do not warrant a market rate adjustment.

Councilmember Riley asked how the comparable cities were chosen, and who picked them.

Administrative Services Director Lasher stated City Staff used a League of Minnesota Cities salary survey, looking at positions with similar duties, using 2021 data.

City Administrator Kurt Ulrich stated the purpose is to demonstrate whether jobs are falling behind, and to make the City Council aware of the issue.

Councilmember Howell asked whether the City Council could get a list of the comparable cities that were used.

Administrative Services Director Lasher agreed, adding it will vary, as not every city has the same positions or job titles.

Councilmember Riley stated there would be a \$32,000 increase in 2022 if the City Council moves forward with this. He added, for purposes of transparency, this plan would build in salary increases for the next several years.

Administrative Services Director Lasher agreed.

Councilmember Woestehoff stated there is a lot of turn over happening in every industry and we have to do everything we can to retain city staff. He added turnover itself is very expensive. He stressed the importance of supporting staff and having reasonable expectations.

Councilmember Musgrove asked whether there is another metric that can be used for comparison purposes, like the Minnesota Department of Labor. She asked for clarification regarding the \$3 pay raise.

Administrative Services Director Lasher stated that will get the employee on track and into the appropriate pay scale. She stated it is important to get employees on a corrected pay scale for the job they are doing.

Councilmember Specht asked whether other benefits the city offers could be put into effect, such as more vacation or better retirement matching, to make Ramsey a more valuable employer.

Administrative Services Director Lasher stated cities are incredibly comparable across the metro area in terms of benefits.

Councilmember Heineman stated he wants to be as fiscally conservative as possible, but would rather do it in the budget and not staff compensation. He added City Staff are appropriately important, and when paid correctly can help us ensure a balanced city budget.

Administrative Services Director Lasher stated, in response to Councilmember Musgrove's question, there are many other salary surveys that can be reviewed. She added private sector businesses are not comparable, and public sector employers are not allowed to give bonuses.

Finance Director Lund stated building permits and related fees were reduced greatly and are not covering the service of providing the permit. She added income from permits was down by \$186,000 in 2019 based on the same valuation because of the reduction of fees. She noted this issue will have an effect on the budget and will be reviewed at the City Council's October work session.

Councilmember Heineman asked whether the permits are mostly being pulled by contractors for building developments or by individual residents.

Finance Director Lund stated that would be building permits, and that is a different formula. She added building permits are the same for individuals and builders.

City Administrator Ulrich stated City Staff can provide information regarding building permits for new construction vs. existing homeowners.

City Administrator Ulrich stated the majority of our revenue comes from new construction.

Mayor Kuzma stated it sounds like we are not charging enough.

Councilmember Specht asked why the fees were reduced in 2018, and what was the desired outcome. He added he would not want permit costs to dramatically affect residents.

Finance Director Lund stated the idea was that if the permit fees were reduced, people would pull permits and be compliant.

Councilmember Heineman agreed that individual homeowners could be affected by high building fees.

Finance Director Lund stated she would like to work with the building official regarding permit amounts.

Councilmember Musgrove stated a sewer permit is \$25, but window replacement is \$75. She asked if that is a per window cost. She added she would like a breakdown of fees from the building inspector for review by the City Council.

Finance Director Lund stated the window replacement fee is a one-time fee.

City Administrator Ulrich stated the City Council can decide if there is a consensus to get closer to costs by covering that with fees while being sensitive to existing residents. He added City Staff can pull some fees for typical residential projects.

Councilmember Specht asked whether there will be public comment on this matter. Finance Director Lund stated the issue will be introduced in November, and will require a public hearing, as it is an Ordinance.

Councilmember Riley stated that 15%, which gives us \$1.673 million, is less than the \$1.9 million we are bringing in now. He added he can support it if the roads are fully funded with the 1.9 million.

Councilmember Heineman stated roads were only fully funded by franchise fees for two of those eight years. He added, under this plan, the City will need to dip into the slush fund but there will be 6 years of consecutive surplus starting in 2023.

Councilmember Riley stated there is only extra if you build in an increase.

Councilmember Heineman stated there is currently a balance.

Councilmember Riley stated it is growing because we are anticipating a 5% increase.

Councilmember Heineman stated the 5% increase is actually quite a bit lower than the average 7.5% increase that we have had since 2014. He added, by doing this, if we can keep it to 5%, we will have a 2.5% year after year general increase in savings, and we will also fully fund the roads and end 2030 with a surplus of \$1.9 million. He added he can provide the numbers.

Finance Director Lund stated the City has to do a 15% increase every year based on the 5% levy increase. She added, at the end of 2030, the balance would be \$2.8 million.

Councilmember Heineman stated there would be a deficit of \$712,000 with the franchise fee.

Councilmember Riley stated you are not building a 5% increase into the franchise fee. He added it will not be fully funded in the first year, and we do not know what will happen in the coming years. He noted it is assumed it will increase by 5%, and that assumption was never used for the franchise fee.

Councilmember Heineman stated the only way this doesn't work is if future City Councils do not pass an average of 5% going forward. He added these numbers are based on the CIP, and the franchise fee will only fund the City for 2 of the next 8 years.

Councilmember Riley stated he does not like to make decisions assuming there will be an increase every year, although he agreed it is likely.

Councilmember Heineman stated the franchise fee represented a 15% tax increase for many residents. He asked whether the City Council wishes to fund roads through the 10<sup>th</sup> year.

Councilmember Woestehoff stated that 2022 budget issues and funding for roads are the current objective.

Councilmember Heineman stated it is not fiscally irresponsible to maintain 5% growth.

Councilmember Woestehoff stated he would prefer to fully fund the roads without dipping into savings.

Councilmember Heineman stated the savings account is there for a reason, and as tax capacity grows, we will be better off financially. He added there would be a surplus in 2030.

Councilmember Woestehoff stated this budget discussion pertains to 2022, not 2030.

Councilmember Heineman asked why the City would raise taxes when there is a surplus in the savings account that we can use to get us through the time period when it is needed.

Councilmember Specht asked how much is left in the roads fund.

Finance Director Lund stated the fund will have approximately \$1.5 million at the end of the year. She added tax capacity for 2022 would be about 43%, and capital equipment requests for 2023 are not known but could be approximately \$400,000. She noted this takes into consideration 15% for roads based on a 5% levy.

Councilmember Musgrove asked whether the bond levy will be a separate issue.

Finance Director Lund stated the bond levy falls outside the scope of the budget. She added a rate increase in 2023 takes into consideration capital equipment certificates, municipal center debt, and a reduction in the debt due to reissuance of \$100,000. She noted \$300,000 will be applied this year that will not be there in 2023.

Councilmember Howell asked whether this discussion can be continued after the regular meeting.

Councilmember Specht asked what is planned in the CIP for roads for 2022, and what would be the impact of the tax levy increase to \$1.9 million instead of 1.673 million for this year.

Councilmember Heineman stated, with the franchise fee, 2022 roads are under-funded. He added, with the tax levy, they will be fully funded by 2024.

Finance Director Lund stated the tax capacity rate would provide approximately \$200,000.

Councilmember Musgrove asked whether any roads are projected to be done with MSA funds, under the CIP in 2023.

Finance Director Lund stated she is working on the CIP items and will present that to the City Council in a month. She added the road are not MSA-Eligible.

Councilmember Heineman stated he would not support passing anything that does not fully fund roads. He added that was not done with the franchise fee, and a deficit was run for 2023-2029 with the exception of 2025.

City Administrator Ulrich stated he believes there is a consensus to go with 5% plus 15% for roads, and to continue the discussion after tonight's regular meeting.

Councilmember Musgrove asked whether the 5% will help with \$32,000 for wage adjustments.

Finance Director Lund stated there would be a \$50,000 reduction to go from 5.45% to 5%. She added the new personnel request and building permits have not been taken into consideration. She added, at the next budget meeting, City Council direction is requested with regard to fully funding roads at \$1.9 million, keeping the general levy at 5%, and leaving the debt service as is.

Finance Director Lund stated this is the 5%, roads at 15% over last year's levy, and then the EDA and the bond. She asked are we looking at keeping the general fund constant and adding to the road levy.

Councilmember Heineman stated we are only dipping into savings by approximately \$250,000 out of 1.5 million, and from that point on, we grow savings through 2030 and end with \$2 million in surplus. He added he does not see dipping into savings for the first 2 years as a negative.

Councilmember Musgrove stated she supports keeping it at 5% and 15%, and seeing whether adjustments can be made to the building fees. Councilmember Howell agreed.

There was a consensus to continue the work session after the regular meeting.

### **RECESS TO REGULAR MEETING**

Motion by Councilmember Heineman, seconded by Councilmember Musgrove to move the work session into recess at 7:00 p.m.

Motion carried. Voting Yes: Mayor Kuzma, Councilmembers Heineman, Howell, Musgrove, Riley, Specht, and Woestehoff. Voting No: None.

### **RECONVENE THE WORK SESSION**

Acting Mayor Riley reconvened the City Council Work Session at 10:15 p.m.

### **2.05: Discuss Community Development Staffing**

Administrative Services Director Lasher reviewed immediate staffing needs in the Community Development Department. The first vacancy is a 20 hours/week permit technician position that must be filled temporarily due to a leave of absence. She stated Ms. Nicole LeBlanc, Happy Days

intern, could be hired to cover this position on a temporary basis at \$18.00 per hour. She added Ms. Laubach is currently in school and is eager and motivated to work.

Administrative Services Director Lasher stated the other vacancy is a 16 hours per week Community Development Assistant position that will be vacant when the current employee retires. She added that this position could be downgraded to an Administrative Assistant position working from 8:00 a.m. – 12:00 p.m., Monday through Friday which is 20 hours per week. She noted this is staff's recommendation, so recruitment can begin as soon as possible.

Councilmember Heineman asked whether the two positions could be combined for a total of 36 hours, which would revert to 20 hours when the employee on a leave of absence returns.

Administrative Services Director Lasher agreed, adding that would be phenomenal. She stated Ms. Laubach is very interested in that position, and it would save staff from doing an external recruitment.

There was a consensus of the City Council to combine both open positions into a 36 hour/week position on a temporary basis.

## **2.06: Discuss City Meeting Minutes and Video/Audio Archiving Recordings of City Council Work Sessions**

City Administrator Ulrich stated the City Council discussed the issue of archiving minutes and/or televising special meetings. He added meetings are recorded and audio could be made available to the public. He noted a policy for retention should be considered, as the current requirement is a minimum of 3 months' retention per State retention policy.

Administrative Services Director Lasher stated the State's retention policy, which has been adopted by the City of Ramsey, allows that new versions of the policy can be adopted as written. She added an amendment to the Resolution could specify that files are retained for a longer period of time.

City Administrator Ulrich stated once official action is approved, it is not beneficial to keep audio or video longer than necessary, and in fact, in some cases can create liability issues.

City Administrator Ulrich stated work sessions can be recorded on Zoom, and QCTV has indicated that work sessions can be recorded and archived if they are moved to Council Chambers.

City Administrator Ulrich stated a retention period has not been defined.

City Administrator Ulrich stated the City Council has discussed options for meeting minute-taking, including verbatim, detailed summary, or executive summary. He added this could have a budget impact.

Administrative Services Director Lasher provided a spreadsheet showing transcription charges for City Council regular meetings and work sessions for the first 6 months of 2021. She added the

projected cost for 2021 would be \$10,565 under the current structure. She noted near verbatim would cost an additional \$9,489.51.

Administrative Services Director Lasher stated TimeSaver Off Site Secretarial has indicated that it would be difficult to get high quality verbatim minutes for work session audio recorded in the conference room. She added the recommendation for verbatim minutes would be to move the work sessions to the Council Chambers.

Councilmember Heineman stated audio storage is a minimal cost compared to video storage, with 12 hours of audio at 1 gigabyte of storage. He added the best solution is to archive audio recordings done in the conference room, and make them available to the public.

Councilmember Howell stated video recording does not cost anything.

Councilmember Heineman stated he would rather have the work sessions in the conference room than Council Chambers, if there are costs associated with storage of audio files. He added anyone who questions the minutes can download audio files from the archives. He noted this is an inexpensive option.

There was a consensus of the City Council to retain audio recordings of City Council work sessions in the conference room.

Councilmember Heineman stated the audio recordings should be retained for 4 years, which would be one City Council term, as opposed to 90 days.

Acting Mayor Riley stated audio taken in the conference room could be kept for 4 years.

Councilmember Howell stated she likes the clarity of meeting recordings.

Councilmember Heineman stated residents can download the audio files themselves.

Administrative Services Director Lasher stated the City maintains CDs with every QCTV video recording.

City Administrator Ulrich agreed to check with QCTV regarding a 4-year minimum storage plan.

Councilmember Musgrove stated the meeting recordings will be retained and can be referred to if necessary.

There was a consensus of the City Council to stay with the current method of minute taking.

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

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

-None.

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

-None.

**5. ADJOURNMENT**

Motion by Councilmember Musgrove, seconded by Councilmember Specht to adjourn the work session at 10:35 p.m.

Motion carried. Voting Yes: Acting Mayor Riley, Councilmembers Heineman, Howell, Musgrove, Specht, and Woestehoff. Voting No: None.

Respectfully submitted,

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Kurtis G. Ulrich  
City Administrator

ATTEST:

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Katie M. Schmidt  
Deputy City Clerk

Drafted by Mary Mullen  
*TimeSaver Off Site Secretarial, Inc.*

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    7.01: Introduce Preliminary plat for North Brook Meadows; Case of Landform on behalf of Platinum Land, LLC (Project 21-131 – Hunt Property)..... 8

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    7.06: Introduce Ordinance #21-19 Rezoning Portions of the Property Located West and South of 15050 Armstrong Boulevard from R-3 Residential (High Density) to R-2 Residential (Medium Density) related to Lynwood Subdivision (Project No. 21-122); Case of Lennar.... 17

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

The Ramsey City Council conducted a regular meeting on Tuesday, September 14, 2021, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

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

Members Absent: None.

Also Present: City Administrator Kurtis Ulrich  
Police Chief Jeff Katers  
Parks and Assistant Public Works Superintendent Mark Riverblood  
Administrative Services Director Colleen Lasher  
City Engineer Bruce Westby  
Senior Planner Chloe McGuire Brigl

**1. CALL TO ORDER**

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

**2. PRESENTATION**

**2.01: Oath of Office – Patrol Officer**

Police Chief Jeff Katers introduced new Police Officer Matt Barker. He stated Officer Barker holds a Bachelor of Science degree in Criminal Justice, and after completing field training, is currently out on patrol. He added Officer Barker, originally from the North Shore area, enjoys being out in the community and meeting people.

Administrative Services Director Colleen Lasher administered the Oath of Office to Police Officer Matt Barker.

Officer Barker's badge was pinned by his wife.

## **2.02: In Recognition of Military Families that have lost Family in Afghanistan**

Councilmember Musgrove gave a presentation honoring the men and women of the Armed Forces who lost their lives in Afghanistan during the recent evacuation. She acknowledged all Americans who have served and sacrificed so much since 9/11/01, on the 20<sup>th</sup> anniversary of the 9/11 attacks.

Councilmember Musgrove read the names of the fallen soldiers: Marine Corps Corporal David Lee Espinoza; Marine Corps Sergeant Nicole L. Gee; Marine Corps Staff Sergeant Darin T. Hoover; Marine Corps Corporal Hunter Lopez; Marine Corps Lance Corporal Rylee J. McCollum; Marine Corps Lance Corporal Dylan R. Merola; Marine Corps Lance Corporal Kareem M. Nikoui; Marine Corporal Daegan W. Page; Marine Corps Sergeant Johanny Rosario-Pichardo; Marine Corps Corporal Humberto A. Sanchez; Marine Corps Lance Corporal Jared M. Schmitz; Navy Hospital Corpsman Maxton W. Sowiak; and Army Staff Sergeant Ryan C. Knauss.

Councilmember Heineman thanked members of the Armed Forces in Ramsey, Minnesota and surrounding areas as well as their families. He expressed the support of the Ramsey City Council and City Staff, and appreciation and honor for those who serve our country overseas.

Councilmember Heineman introduced Phillip Khalid, a resident of Ramsey and U.S. citizen who volunteered to be an interpreter during the Iraq War, joining the thousands of interpreters who helped protect U.S. Forces on the ground in Iraq. He stated those who became interpreters were often considered traitors by ISIS and the Taliban, and Mr. Khalid's life was threatened by insurgents, after which he reached out to a friend, Paul Braun, of the Minnesota National Guard, who worked tirelessly to get Mr. Khalid to America. He added Mr. Khalid was relocated and eventually joined by his family.

Phillip Khalid stated he appreciates the honor for him to participate in his community in this way. He thanked Paul Braun, whom he considers to be a brother, for saving his life many times. He expressed deepest condolences to those who lost a loved one in the 9/11 attacks, which changed his life and the world forever. He offered condolences to the families of the young men and women of the Armed Forces who were killed in Afghanistan during the evacuation.

## **2.03: Presentation Proclaiming September 17-23, 2021 as Constitution Week**

City Administrator Kurt Ulrich read in full a Proclamation declaring September 17-23, 2021 as Constitution Week.

## **3. CITIZEN INPUT**

An audience member stated it is very difficult to hear the Councilmembers and asked them to speak clearly.

Dawn Sieber, representing the Anoka Chapter of DAR (Daughters of the American Revolution), stated she is in attendance to receive a copy of the Constitution Week Proclamation. A copy of the Proclamation was signed by the Mayor and provided for Ms. Sieber.

Patrick Surma, 161<sup>st</sup> Avenue, stated he stands before the City Council with high regard and respect. He recited the Pledge of Allegiance, which was written in 1892 to boost patriotic spirit after the Civil War. He added the rusty flag pole in Central Park should be replaced, as it has been in the past. He noted he would put the first \$100 towards its replacement because it is very important.

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

Councilmember Riley requested the following agenda change, to accommodate the applicant who was in the audience:

-Agenda Item 7.6 be moved to Agenda Item 7.0

Senior Planner McGuire Brigl stated remote participants do not have any sound and are unable to participate. She added City Staff is working to fix the problem.

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

Motion carried. Voting Yes: Mayor Kuzma, Councilmembers Riley, Woestehoff, Heineman, Howell, Musgrove, and Specht. Voting No: None.

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

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

- 5.01: Receive July 2021 Financial Reports – General Fund and Enterprise Funds
- 5.02: Receive Cash & Investments for Period Ending August 31, 2021
- 5.03: Approve the following Meeting Minutes:
  - 1) City Council Work Session dated August 24, 2021
  - 2) City Council Regular Session dated August 24, 2021
- 5.04: Approve Rental Licenses
- 5.05: Authorization to participate in the Minnesota Law Enforcement Support Office (LESO) 1033 program.
- 5.06: Authorize Hiring Paid-on-call Firefighters
- 5.07: Authorize Hiring a Planning Intern
- 5.08: Adopt Resolution #21-256 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of August 19, 2021 through September 8, 2021.
- 5.09: Adopt Resolution #21-232 Approving G-Will Liquors Site Plan and Final Plat
- 5.10: Adopt Resolution #21-238 Proclaiming September 17-23, 2021 as Constitution Week
- 5.11: Adopt Resolution #21-254 Approving Snow Storage Agreement on City Owned Land
- 5.12: Adopt Resolution #21-257 Declaring Costs to be Assessed and Calling for a Public Hearing on Proposed Assessment for Past-Due Charges on Municipal Utility Bills (which may include water, sewer, street lighting, recycling, storm water charges and penalties incurred) and Current Services Rendered.

- 5.13: Adopt Resolution #21-261 Approving Amendment No. 2 to Development Agreement for COR Sapphire Addition; Case of PSD, LLC
- 5.14: Adopt Resolution #21-262 to Approve Acceptance of a Grant for Dedicated DWI Enforcement
- 5.15: Adopt Resolution #21-264 Approving Distribution of Environmental Assessment Worksheet (EAW) for Trott Brook North; Case of Sotarra.
- 5.16: Adopt Resolution #21-267 Accepting Local Partnership Program Funding for Riverdale Drive Extension – Llama Street to Bowers Drive, Improvement Project #20-05.

Motion carried. Voting Yes: Mayor Kuzma, Councilmembers Woestehoff, Musgrove, Heineman, Howell, Riley, and Specht. Voting No: None.

## **6. PUBLIC HEARING**

-None.

## **7. COUNCIL BUSINESS**

### **7.00: Adopt Resolution #21-175 Approving a Home Occupation Permit for 8351 160<sup>th</sup> Avenue NW (Project 21-119); Case of Jacob Johnson.**

Senior Planner McGuire Brigl reviewed a request for a home occupation permit, which came forward through the Code Enforcement Program due to commercial vehicles that are stored on the property at 8351 160<sup>th</sup> Avenue NW. The Planning Commission recommended approval of the permit, including use of the garage for storage and mechanical work, and for 16 trips for employees to and from the site, and onsite storage. The applicant indicated a desire to expand the business on site as his business grows. The home occupation permit would run with the applicant and not the property, until Mr. Johnson leaves the property.

Senior Planner McGuire Brigl stated a significant number of neighbors came out in support of the applicant, and the Planning Commission recommended City Council approval of the permit.

Councilmember Riley asked whether all resident complaints have been resolved.

Senior Planner McGuire Brigl stated the applicant has cleaned up the subject property, and all parking has been moved onsite. She added there has been general improvement on the applicant's part. She noted the permit is only for the landscaping equipment.

Jim Nelson, 8324 159<sup>th</sup> Lane NW, a 35-year resident of Ramsey, stated he owns the property south of Mr. Johnson's property. He added he commends Mr. Johnson for starting a business in Ramsey and employing people. He noted he has several concerns about bringing a business like this into a residential neighborhood.

Mr. Nelson stated businesses should not be allowed on a parcel of land in a residential neighborhood, even though this parcel is 1.67 acres. He added there are small children in the neighborhood, and there is truck traffic going to and from the property twice a day. He expressed

concern that the applicant wants to build bunkers for landscaping materials, as well as the noise from skid loaders and trucks. He noted right now he hears trucks coming and going all day, and there has been mess left on the street, which is paid for by everyone's taxes.

Mr. Nelson stated he believes the business is too much for a small area and a residential neighborhood. He expressed concern that the commercial business will diminish his property value. He added his neighborhood deals with noise and traffic from the Game Fair as well. He expressed his opposition to the business use which should be located on acreage that is not in a residential neighborhood in Ramsey.

Councilmember Howell asked City Staff whether the Planning Commission addressed Mr. Nelson's concerns, and hours of operation.

Senior Planner McGuire Brigl stated the Planning Commission recommended approval of the home occupation permit with hours of operation from 7:00 am – 5:00pm, Monday-Friday. She added all operations will be required to take place on the property and not in the roadway.

Councilmember Howell stated the amount of traffic should be limited if the business is restricted to 4 employees. She added she is concerned about #6 on page 4, which states that the permit will terminate when the applicant is no longer there, without notice to the Zoning Administrator and City Council. She noted she would not want to place a burden on the applicant's family. She noted she would support striking that language out of #6.

Councilmember Specht stated he supports that recommendation.

Councilmember Woestehoff stated the home occupation permit goes with the person. He added, if it were to be moved to the property, the next occupant could take over the business with no review or approvals. He noted he is not in favor of removing #6.

Councilmember Howell stated she is recommending removal of only the second half of #6.

Councilmember Woestehoff stated the occupant should still be required to inform the City regarding use of the property.

Councilmember Howell stated the amount of traffic should be limited by the number of employees, which is 4 employees. She added she is hesitant to build in a restriction on the number of trips. She asked whether City Staff would be able to monitor that. She noted residents are allowed to park their cars on the street, and it is unreasonable to require the applicant's workers to park off-street.

Councilmember Musgrove stated she agrees with Councilmember Howell that equipment should not be parked on the street, but vehicles should be allowed as long as they are not parked overnight.

Councilmember Specht stated he would like to make a motion of approval with the following changes: allowing street parking and eliminating a restriction on the number of trips.

Councilmember Woestehoff stated, for purposes of clarification, the number of trips provides a “not to exceed” limit, to reduce trips and traffic, rather than putting other barriers on them. He added he does not support removal of Line 18.

Councilmember Howell asked the applicant whether a limit on the number of trips has any effect on the number of trips to and from your business, or if it puts a burden on the applicant.

Jacob Johnson, 8351 160<sup>th</sup> Avenue NW, stated a limit on the number of trips would be a burden, because at the height of the summer he had 6 employees. He added employees do not use their personal vehicles during the day, and they can be parked off-street.

Councilmember Howell stated she would like to second Councilmember Specht’s motion.

Senior Planner McGuire Brigl reviewed the proposed amendments to the Resolution:

- Limit of 4 employees
- Remove requirement of authorization by City Council to extend the business
- Allow street parking
- Remove condition for number of trips per day
- approve hours of operation of 7:00 a.m. – 5:00 p.m., Monday – Friday with flexibility to schedule work hours on the weekends in case of inclement weather

Councilmember Specht stated the applicant indicated that he has 6 employees.

Mr. Johnson confirmed that he had 6 employees at the height of the summer season. He added right now he has 4 employees. He noted he believes that was amended at the Planning Commission meeting, and it was agreed that he could have 6 employees. He requested that the condition be changed from 4 employees to 6 employees.

Councilmember Howell stated she is concerned about the possibility of having weekend hours beginning at 7:00 a.m.

Councilmember Musgrove agreed, adding the weekend hours could be required to start at 10:00 a.m. Councilmember Howell agreed.

Councilmember Woestehoff stated he serves as Planning Commission Liaison, and when this case was presented, the Planning Commission’s consensus was to have restrictions on the business to preserve the neighborhood feel. He added these types of restrictions are not uncommon in this type of case, and are fairly common and standard language. He expressed concern that loosening up the language to this extent will mean less protection for the neighborhood. He noted, at the Planning Commission meeting, the applicant was amenable to 4 employees, and indicated he had no expectations for going beyond that without moving to a bigger space,

Councilmember Woestehoff stated he would approve this Resolution as originally drafted, but he cannot support it with all the changes that are being added.

Councilmember Musgrove asked whether the applicant could only have 3 employees if one is sick or absent, if the limit is 4 employees. She added if the applicant can have 6 employees and two are sick or absent, he can still have 4 employees.

Councilmember Woestehoff stated the proposed restriction on the number of trips to the business would be impacted if more than 4 employees are allowed. He added the approval is for 16 trips.

Councilmember Musgrove stated the applicant could potentially lose business if the number of employees is limited to 4. She asked what the intent of the numbers is.

Councilmember Heineman stated the number is a check and balance to ensure that the business does not grow into something that will negatively affect the neighborhood.

Senior Planner McGuire Brigl stated, due to the proposed amendments and for purposes of transparency, she would request that this issue go back to the Planning & Zoning Commission to be reviewed.

Councilmember Howell stated the applicant could still have 6 employees if the number of vehicles is limited to 4. She added a proposed 10:00 a.m. start time on weekends is a way to be thoughtful but still let the applicant make the best use of his space.

Councilmember Specht stated he is agreeable to the change.

Several audience members commented that they could not hear the City Council.

Mayor Kuzma stated he is not going to support this application. He added he does not feel that this type of land operation should be located inside of a residential neighborhood.

Motion by Councilmember Specht, seconded by Councilmember Howell, to Adopt Resolution #21-175 Approving a Home Occupation Permit for 8351 160<sup>th</sup> Avenue NW (Project 21-119); Case of Jacob Johnson, with the following additional conditions:

- Limit of 4 employees
- Remove requirement of authorization by City Council to extend the business
- Allow street parking
- Remove condition for number of trips per day
- approve hours of operation of 7:00 a.m. – 5:00 p.m., Monday – Friday with flexibility to schedule work hours on the weekends in case of inclement weather

Motion carried. Voting Yes: Councilmembers Specht, Howell, Heineman, Musgrove, and Riley. Voting No: Mayor Kuzma, Councilmember Woestehoff.

**7.01: Introduce Preliminary plat for North Brook Meadows; Case of Landform on behalf of Platinum Land, LLC (Project 21-131 – Hunt Property)**

Senior Planner McGuire Brigl reviewed a request for preliminary plat for North Brook Meadows, previously called the Hunt project or Hunt addition, a 38-acre site that is proposed to have 77 single-family lots. The lots would be 80 feet wide, as approved in 2011, and would meet all City Code standards. An infrastructure study, funded by the developers and the City, has been completed showing how utilities will get to the site. Residents in the area are concerned about wetlands and flood plains on the site, and have requested sidewalks and trails, which are proposed, as well as a pedestrian crossing.

Senior Planner McGuire Brigl stated City Staff is open to a request that some of the proposed plantings be moved to the site border along 175<sup>th</sup> Avenue to buffer the neighborhood. She reviewed unique aspects of the project, including road upgrades, landscaping and trails. She noted this item is to introduce the topic and no formal action is required.

Mayor Kuzma asked how the unique conditions will be funded. Senior Planner McGuire Brigl stated all unique additions are at the cost of the developer.

Councilmember Riley requested clarification regarding the utility infrastructure study for both developments. He added he would not want that to end up being a burden on the City.

Senior Planner McGuire Brigl stated, if this project moves forward without the other project, it will cost the developer \$800,000 in utilities changes. She added there would be no cost to the City.

Councilmember Musgrove asked whether the unique aspects of the project fall under the “but for” clause. She added the developer should pay for the turn lanes because without the development, they would not be necessary.

Senior Planner McGuire Brigl stated these are not standards that you would normally see in a residential subdivision. She added City Staff plans to move forward with the turn lane because the City Council and residents have requested it.

Councilmember Musgrove stated the developer’s traffic study showed a need for the turn lanes, so they are based on the development. She added several turn lanes were recommended in the study. She asked whether the other turn lanes will be pursued.

Senior Planner McGuire Brigl stated the turn lane under consideration would be north on Nowthen Boulevard turning west on 173<sup>rd</sup> Avenue. She added that is all that is requested right now but different options can be reviewed and discussed at a future meeting.

Councilmember Musgrove stated the traffic study shows the need for three turn lanes: northbound into the development; southbound into the development; and southbound out of the development.

Senior Planner McGuire Brigl stated City Staff will look into it and come back with a recommendation.

Councilmember Musgrove expressed concern regarding easements, specifically on Block 3, Lot 1, which is in the natural gas easement. She added that homeowner will not be able to build

anything else on their property. She noted that lot could be eliminated and lots 2-10 could be designed differently. She asked whether trees will be planted in the easement.

Senior Planner McGuire Brigl stated the applicant has had confirmation from the easement company and can discuss that further.

Councilmember Musgrove stated she wants the developer to be able to move forward with the project, but she cannot support it with houses built in the easement that will create issues down the line.

Councilmember Specht noted several residents in the audience. He requested comments from the residents in the audience.

Brian Walker, 17289 Variolite Street NW, stated he serves on the Planning and Parks Commissions, but he is here this evening as a resident. He added he received a 79-page document from City Staff regarding the rezoning that occurred in 2011 on 191 properties. He noted only 8 residents attended the public hearing. He noted he has not found one person who received notification about that rezoning, and he asked City Staff for documentation that notices were sent to residents.

Mr. Walker stated it is confusing to him that the City talks about the Comprehensive Plan and a balance of rural character and urban growth. He added putting big housing developments in rural Ramsey will not create that balance. He asked how that is protecting rural Ramsey. He asked that the City be honest with people about their motives and try to fix the problem.

Lonnie Gray, 17530 Nowthen Boulevard, stated he has lived in Ramsey for 31 years, and enjoys the rural environment. He asked when the traffic study was done.

Senior Planner McGuire Brigl stated City Staff received a traffic study from the developer to the south.

Mr. Gray stated the traffic study should have been the first thing that was done. He added he understands the traffic study was done on a Saturday morning between 7:00 – 8:00 a.m. He noted it should have been done on a weekday.

Mr. Gray stated traffic is already bad in the neighborhood, with high-speed limits, and there will be negative effects on wildlife. He added he would be more supportive if the lots were 1 or 2 acres.

Carla Biederman, 7050 175<sup>th</sup> Avenue, stated she has lived in Ramsey since 1978, and Ramsey is a beautiful community. She added this is dropping an urban community out in the country. She noted the 2040 Comprehensive Plan references rural character and urban growth many times, but this development does not look like that. She added traffic is already an issue, and intersections need to be realigned.

Norm Novak, 7041 175<sup>th</sup> Avenue, stated he has lived in Ramsey for 18 years, and after working in landscaping and building for 20 years, he has never seen anything this goofed up. He added no notices were sent out to residents. He noted two entrances to the neighborhood will not be sufficient, especially for emergency vehicle access. He expressed his opposition to the development, which should have walkways, decent trees, fencing and other safety measures.

Carl Biederman, 7050 175<sup>th</sup> Avenue, stated he attended the Planning & Zoning meeting a few weeks ago, and brought up how this project is not being done properly. He added the City seems to have forgotten about 400 residents who did not receive notices. He noted it seems that residents do not mean anything to the City.

Mr. Biederman stated he went to City Staff last week to apply to build some houses on his 10-acre lot and was informed that he would have to notify his neighbors, with a draft letter that they would provide, and put a notice in the paper. He added he did not know which newspaper. He requested a list of residents who received the notice, as well as the newspaper article where the zoning change was listed.

Mayor Kuzma stated City Staff and the City Council will look into it.

Councilmember Howell asked whether there would be repercussions for the developer if property owners did not receive proper notice that the property would be rezoned.

Senior Planner McGuire Brigl stated she would want to consult with the City attorney on legal matters. She added proper notice has been done for the Comprehensive Plan process, although she is unable to say what was done in 2008 and 2011.

Senior Planner McGuire Brigl stated, for this resident notice, City Staff has doubled the radius of what is required by State statute, put signs on the property, and set up a project website, as well as held extra meetings to raise public awareness. She stressed the importance of being transparent.

Councilmember Heineman asked whether City Staff did a good enough job of getting notices out in 2011. He asked whether the traffic study was done at 8:00 a.m. on a Saturday.

Senior Planner McGuire Brigl stated a minimum number of letters were sent out for previous public notices, including the 2008 Comprehensive Plan sewer and water re-guiding plan, as well as the 2040 Comprehensive Plan in 2018. She added, however, records show that it was done properly in 2008, 2011 and 2018.

Senior Planner McGuire Brigl stated, with regard to the traffic study, the study was conducted over a week in July 2021 between peak times of 7:00 – 8:00 a.m. and 4:00 – 5:30 p.m. She added she can confirm the actual dates before the next meeting.

Councilmember Heineman requested that this information be added to the case documentation for purposes of transparency.

Senior Planner McGuire Brigl agreed.

Councilmember Howell requested that the exact dates and times of the traffic study should also be included.

Mr. Novak asked when the traffic study was done, and whether a rubber tube was placed across the road. He added he drives that road every day and he never saw a rubber tube counter.

Senior Planner McGuire Brigl stated usually an intern sits in a car and clicks a counter every time a car goes by. She agreed to confirm that.

Councilmember Musgrove requested that this issue be included as part of the discussion when the City Council has a joint meeting with the Planning & Zoning Commission. She added the City Council has heard from residents and the Councilmembers are fairly new, and it would be a good discussion to have.

John Wieborg, 17512 Nowthen Boulevard, stated he does not understand how the City Council can make a decision using a traffic study that was done 2 weeks ago. He added an acceleration lane should be added at 175<sup>th</sup> Avenue and Nowthen Boulevard. He asked whether a wetland is going in across the street from his house.

Senior Planner McGuire Brigl stated that is a proposed stormwater ponding area.

Councilmember Musgrove stated she has additional questions regarding the flood plain; the steepness of the road curve; and stormwater easements on Block 1, Lot 2 and Block 2, Lots 1-5. She asked whether there will be opportunities for additional discussion before the final plat is reviewed by the City Council for approval.

Senior Planner McGuire Brigl stated the easements are all standard easements with standard contingencies. She added City Staff tries to get as close to approved plans as possible, ensuring that specific requirements are met, and the proper easements are in place before bringing plans back to the City Council.

#### **7.02: Adopt Resolution #21-255 Adopting Interim Playground Replacement Policy and Plan**

Parks and Assistant Public Works Superintendent Mark Riverblood reviewed the City's proposed playground replacement policy, which includes a performance matrix ranking playground and suggesting priorities for future replacement, spreading the costs over a 15-year period. He added the City has 15 playgrounds that would be guided for eventual replacement, and two smaller components that would be removed. He noted the next step will be public engagement. City Staff recommends adoption of the playground replacement policy.

Councilmember Specht asked why Ramsey Elementary is included on the PDF map of City parks.

Parks and Assistant Public Works Superintendent Riverblood stated the map is a playground finder map for general public use and includes school playgrounds and regional parks.

Councilmember Heineman requested clarification regarding Shawn Acres Park and Autumn Heights Park, which are not listed as part of the replacement policy. He added this was discussed by the Parks & Recreation Commission.

Parks and Assistant Public Works Superintendent Riverblood stated the proposed plan corresponds with the Capital Improvement Plan budget, and assumes \$100,000 for each park, for planning purposes. He added this is an interim policy, and it is likely that there will be modifications. He noted Shawn Acres does not have much density of homes nearby and the park is not used very much, so an investment would be better used elsewhere.

Councilmember Musgrove stated she supports the plan, and she is glad the City is doing it. She asked why there is a need for an interim plan. She asked what other parks have been renovated in the past 5 years.

Parks and Assistant Public Works Superintendent Riverblood stated no other parks have been completed in the past 5 years except one. He added he is fine with removing the word “interim”. He noted he thought it would signal to the City Council that there will likely be some amendments to the plan.

Councilmember Musgrove stated the amendments could be made without using the word “interim”.

Councilmember Musgrove asked why only one park per year will be completed, when there are multiple parks that really need replacement.

Parks and Assistant Public Works Superintendent Riverblood the logical funding source suggests that one park be done at a time to balance funding and workload. He added the funding source to be considered is the lawful gambling fund, which is a small tax on charitable gambling. He noted moneys from gambling are required by State statute to benefit youth in the community.

Councilmember Musgrove stated she would like to see more than one park completed per year, especially some of the older parks.

Councilmember Riley agreed. He added he appreciates this plan as it shows the public that the City Council acknowledges that existing parks need improvements, and older parks should be maintained before new ones are created and expanded.

Councilmember Woestehoff asked whether the sports fields at Autumn Heights will be maintained.

Parks and Assistant Public Works Superintendent Riverblood stated the policy does not inform any other aspects of the park. He added the sports fields are a flat grassy space, which could be enhanced back to native landscapes to add more value to the neighborhood and could reduce maintenance costs.

Councilmember Heineman stated he supports the idea of “re-wilding” and nature scaping especially if parks have matured and there are no kids in the neighborhood. He added pollinators can be introduced and a trail mowed, to reduce operating and maintenance costs at parks that are not used.

Motion by Councilmember Heineman, seconded by Councilmember Musgrove, to adopt Resolution #21-255 Adopting Interim Playground Replacement Policy and Plan.

Further discussion: Councilmember Specht stated, for replacement playground equipment, used equipment or more traditional playground equipment should be sought.

Motion carried. Voting Yes: Mayor Kuzma, Councilmembers Heineman, Musgrove, Howell, Riley, Specht, and Woestehoff. Voting No: None.

**7.03: Adopt Resolution #21-265 Approving Final Plat and Development Agreement for Northfork Meadows, Case of Lennar**

Senior Planner McGuire Brigl reviewed final plat and development agreement for a 33-acre site designed for 80- and 65-foot-wide lots at Northfork Meadows. The City Council approved the final plat on February 8, 2021. The proposed final plat meets all requirements of City Code as proposed.

Senior Planner McGuire Brigl stated the site’s density transitioning requirements include an outlot held in common ownership, but the question is who owns the outlot, and how to handle next steps. She reviewed potential scenarios: a City-owned and controlled area would cause additional staff maintenance costs, or Lennar could keep the outlot, but another entity could potentially buy it.

Senior Planner McGuire Brigl stated another option is to provide a portion of outlot to 11 homes that abut the transition area. She added, however, residents could then do whatever they want to it, including cut down the trees. She added another option is to give the existing neighbors to the east of the outlot, because they wanted the density transitioning. She noted this issue has not been discussed with them.

Senior Planner McGuire Brigl stated the Resolution approving the final plat includes a contingency for determining ownership of the outlot.

Councilmember Woestehoff stated, for clarification, the discussion is regarding Outlot B. Senior Planner McGuire Brigl agreed.

Councilmember Heineman stated it would make the most sense if the existing neighbors would want to assume the outlot.

Councilmember Woestehoff agreed. He added the City has to own the outlot first from a procedural standpoint.

Councilmember Heineman stated he would agree with the City's purchase of the outlot with the understanding that it would be transferred.

The developer stated the preference of Lennar would be to give the outlot to the City. He added he would be okay with the City contacting the existing homeowners about inheriting the outlot.

Councilmember Riley asked whether there would be any cost to replat the outlot into smaller lots. He added he would not want to incur City costs to give the outlots away.

The developer stated the cost would be related to the lot split process and deed to each of 5 properties, but that would be a City-driven process. He added he agrees the outlot would need to be in City possession first. He noted he would need to check timelines at the County to make sure that this process does not inhibit Lennar's ability to install utilities and do street work this fall, as most of the site grading is done.

Comment Musgrove requested that the motion should specify "Outlot B".

Motion by Councilmember Riley, seconded by Councilmember Woestehoff, to adopt Resolution #21-265 Approving Final Plat and Development Agreement for Northfork Meadows, Case of Lennar, with the following additions:

- Final plat contingent upon adding outlots based on neighbor property boundaries
- Add "Outlot B"

Motion carried. Voting Yes: Mayor Kuzma, Councilmembers Riley, Woestehoff, Heineman, Howell, Musgrove, and Specht. Voting No: None.

**7.04: Consider Petition for a Cartway to Access Thorn Lake Property (PID #04-32-25-31-0001); case of Thomas and Pattiann Kurak**

City Engineer Bruce Westby reviewed a petition from the property owners, the Kuraks, to add a cartway for access to their 40-acre landlocked parcel, west of the Williams Woods parcel. A cartway is allowed on a property with the statutory requirements of 5 acres or larger in size and landlocked, with no public access, and the cartway must be 33 feet minimum in width. The applicant can decide how they want to improve or service the cartway. This request is for access in the northeast corner of the site. An additional resolution could be passed regarding maintenance of the cartway.

City Engineer Westby stated the City must issue an order describing the cartway route, and work with impacted property owners to grant the cartway easement. The City Council may conduct a public hearing, and the petitioner must personally deliver hearing notices to the affected property owners. The petitioner is responsible for all costs and damages related to the proposed cartway.

City Engineer Westby stated the City can review the petitioners preferred route and may request a different route with less impacts. The City may request a bond from the petitioner for an estimate

of total costs, which can also be formalized in a Resolution. City Staff hopes to receive direction and comments from the City Council on potential routes.

City Engineer Westby reviewed potential alternative routes – Caroline Acres Park would result in the largest impact to wetlands and is the longest route. Shawn Acres Park is the best option in the opinion of City Staff, resulting in 1/3 less wetland impacts and the least amount of impact to private property.

City Engineer Westby stated the petitioner has indicated that access through Shawn Acres Park would work for them. He added City Staff recommends proceeding with the Shawn Acres Park route.

City Engineer Westby stated other potential options are private properties, one to the south of Thorn Lake and one to the west. He added these properties would have far greater wetland impacts and greater overall costs.

Councilmember Specht asked whether the petitioner would be required to purchase a portion of Shawn Acres Park from the City.

City Engineer Westby stated the City can require payment or grant an easement free of charge.

Councilmember Specht asked whether the petitioner could potentially pave the cartway.

City Engineer Westby confirmed this, adding the costs and maintenance would be the responsibility of the petitioner.

Councilmember Woestehoff stated the property to the north of Shawn Acres has an easement, so there would be an easement on top of an easement. He asked whether that is a possibility.

City Engineer Westby confirmed that the cartway easement will have to be its own easement. He agreed to look into it further.

Councilmember Woestehoff asked whether there is a possibility that the petitioner may never do anything with the easement.

City Engineer Westby stated that is an absolute possible outcome.

Councilmember Riley asked why City Staff prefers Shawn Acres as the route for the cartway.

Parks and Assistant Public Works Superintendent Riverblood stated the route does not matter a great deal, as it has been indicated that nothing may be done, and it may remain a theoretical line through the park. He added a natural gas line runs through the park which may be an added concern. He noted the City has the right to give up the park easement but must consider the impact of taking away from a City park, which is a theoretical loss to the public.

Councilmember Heineman stated he supports working with the petitioner to find the easement that makes the most sense, as the petitioner is within his legal rights to make this request.

The general consensus of the City Council was to move forward with a cartway to Thorn Lake via Shawn Acres Park.

**7.05: Adopt Resolution #21-260 Granting Approval of Final Plat and Development Agreement for Williams Woods (Project No. 20-138); Case of Bill Boyum**

Senior Planner McGuire Brigl reviewed a proposed final plat and development agreement for Williams Woods, a 94-acre development site of 9 lots with private well and septic. A variance was passed by the Planning Commission for cul-de-sac length and encroachment into wetland setbacks. All other requests are approved, and the applicant has used the City's standard template development agreement with no changes.

Motion by Councilmember Woestehoff, seconded by Councilmember Howell, to adopt Resolution #21-260 Granting Approval of Final Plat and Development Agreement for Williams Woods (Project No. 20-138); Case of Bill Boyum.

Motion carried. Voting Yes: Mayor Kuzma, Councilmembers Woestehoff, Howell, Heineman, Musgrove, Riley, and Specht. Voting No: None.

**7.06: Introduce Ordinance #21-19 Rezoning Portions of the Property Located West and South of 15050 Armstrong Boulevard from R-3 Residential (High Density) to R-2 Residential (Medium Density) related to Lynwood Subdivision (Project No. 21-122); Case of Lennar**

Senior Planner McGuire Brigl reviewed an Ordinance rezoning portions of a 34-acre site related to the Lynwood subdivision from high density to medium density. The City Council approved a Comprehensive Plan amendment for this property, and this request will bring the property in line with the Comprehensive Plan.

Councilmember Riley requested an update on providing additional access to the neighborhood.

Senior Planner McGuire Brigl stated Anoka County has given approval for additional access, and City Staff has provided all plans for their review. She added the County is generally supportive of right in/right out access configurations.

Motion by Councilmember Howell, seconded by Councilmember Riley, to introduce Ordinance #21-19 Rezoning Portions of the Property Located West and South of 15050 Armstrong Boulevard from R-3 Residential (High Density) to R-2 Residential (Medium Density) related to Lynwood Subdivision (Project No. 21-122); Case of Lennar.

Discussion during motion: Councilmember Woestehoff asked whether this approval will have any effect on Met Council dollars potential.

Senior Planner McGuire Brigl stated the City can still apply and receive grant funding. She added density would need to be changed elsewhere to meet their minimum threshold.

Motion carried. Voting Yes: Mayor Kuzma, Councilmembers Howell, Riley, Heineman, Musgrove, Specht, and Woestehoff. Voting No: None.

## **8. MAYOR, COUNCIL AND STAFF INPUT**

City Administrator Ulrich stated Happy Days was extremely successful, and a great event for the community. He thanked all Happy Days sponsors and vendors.

City Administrator Ulrich stated the Fall Recycling Day will be held at Public Works on Saturday September 25, 2021 from 8:00 a.m. – 12:00 p.m.

City Administrator Ulrich stated a special work session of the City Council, Planning Commission and Economic Development Authority is scheduled for September 23, 2021 from 5:30 – 7:00 p.m.

City Administrator Ulrich stated the City Council's next regular meeting is scheduled for September 28, 2021.

City Administrator Ulrich stated the City Council's work session will continue immediately following this meeting.

City Administrator Ulrich stated the Minnesota Department of Revenue has announced they will begin processing unemployment insurance and paycheck protection program funds for tax year 2020. He added the City Council passed Resolution #21-046 supporting legislation for payroll protection loans.

City Administrator Ulrich noted that Councilmember Musgrove brought the Minnesota Department of Revenue notice to his attention. Councilmember Musgrove thanked City Administrator Ulrich for sharing the details and that residents would not have to file an amended tax form unless they were sent a notification by the Minnesota Department of Revenue.

Councilmember Musgrove stated she enjoyed her time at the dunk tank at Happy Days. She was glad to see so many people attending Happy Days. She thanked Communications and Events Coordinator Megan Thorstad for all her hard work.

## **9. ADJOURNMENT**

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

Motion carried.

The regular meeting of the City Council adjourned at 10:03 p.m.

Respectfully submitted,

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Kurtis G. Ulrich  
City Administrator

ATTEST:

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Katie M. Schmidt  
Deputy City Clerk

Drafted by Mary Mullen  
*TimeSaver Off Site Secretarial, Inc.*

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

The Ramsey City Council conducted a Special City Council Work Session on Tuesday, September 23, 2021, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

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

Planning Commission

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

EDA Members

Present: Member Scott Cords  
Member William MacLennan

Also Present: City Administrator Kurtis Ulrich  
City Engineer Bruce Westby  
Senior Planner Chloe McGuire Brigl  
Economic Development Manager Sean Sullivan

**1. CALL TO ORDER**

Mayor Kuzma called the Special City Council Work Session to order at 5:30 p.m.

**2. TOPICS FOR DISCUSSION**

**2.01: Discuss COR and Highway 10 Planning/Vision**

Planning Commissioner Chair Bauer stated that the Planning Commission requested this joint meeting to ensure that everyone is on the same page as opportunity arises. He stated that there are frequent requests that come forward with changes to the zoning. He stated that clarity is needed to ensure whether everyone wants to continue to follow the plan, or whether changes should be made to the zoning. He stated that the discussion should also include Highway 10, as retailers

have continued to say that visibility from Highway 10 is important. He stated that there have continued to be variance requests for sign height and therefore he would like clarity on that as well and whether that ordinance should be amended to allow taller signs. He stated that the important element is that all bodies are on the same page to ensure the review of applications is consistent throughout the development review process. He referenced the development north of the roundabout at Sunwood and Armstrong, noting that the area is zoned for mixed use (residential and retail) and noted that there was a recent proposal that requested all residential, but the decision was made to stay with mixed use. He stated that additional requests for development will come in and therefore it is important that the vision is clarified to ensure whether the zoning is flexible or whether the plan should be adhered to. He wanted to ensure that all parties are moving in the same direction.

Mayor Kuzma asked for clarity on the sign variances.

Planning Commission Chair Bauer stated that the Commission has reviewed variances for both height and size as retailers and businesses would like to ensure their sign is visible from Highway 10. He stated that if the City is okay with the larger/taller signs, the ordinance should simply be changed rather than requiring an applicant to go through the time and expense of the variance process.

EDA Chair Cords asked if the sign ordinance is blanket across Ramsey or differs depending upon the zoning district. He asked if the variances have come from businesses that are more hidden inside The COR and desire more visibility.

Planning Commission Chair Bauer replied that the sign ordinance has different regulations for each zoning district. He confirmed that the variance requests are coming from businesses within The COR.

Councilmember Musgrove asked for more information on the current process for the variance and whether there would be a suggestion to streamline the process.

Planning Commission Chair Bauer stated that currently the applicant must go through the variance process with the Planning Commission, which requires a public hearing.

Senior Planner McGuire Brigl clarified that the request is actually granted through a Conditional Use Permit (CUP).

Planning Commission Chair Bauer clarified that the applicant would then be required to go through both the Planning Commission and City Council in order to obtain the CUP. He stated that if the ordinance were changed, and the applicant met the updated requirements, the applicant would not be required to go through that additional process and expense.

Councilmember Specht commented that he would be in favor of loosening the requirements within The COR in order to make it easier for businesses.

EDA Chair Cords asked if the sign variance requests are somewhat consistent in manner or whether they are drastically different from one request to another. He explained that his thought was whether there is a formula that could be applied to the ordinance.

Planning Commission Chair Bauer stated that the Commission has attempted to remain consistent in terms of allowed size and height.

Economic Development Manager Sullivan asked if there would be discussion on billboards.

Planning Commissioner Anderson referenced the upcoming Highway 10 project and stated that the City will continue to receive requests for taller signs because the visibility will be impacted by that project. He cautioned the City to think about where signs are placed, the height, and size.

Economic Development Manager Sullivan stated that staff is currently working towards putting together a billboard and sign ordinance along with a lease agreement with iDigital for the billboard. He stated that from a staff perspective he will speak in favor of a larger sign, as that is what businesses continue to ask for, recognizing that the Planning Commission would favor a smaller sign. He stated that when working on the lease agreement, there has been a question of whether political advertising would be allowed. He explained that political advertising is not allowed on City property, but in this instance a private company would be leasing the property. He noted that there would not be adult content advertising allowed.

EDA Member MacLennan stated that the challenge to attracting businesses to The COR is the lack of visibility, which is why a larger sign is needed. He stated that the purpose of the billboard is to advertise for businesses and therefore he would support a larger sign only for the purpose of business advertising and would not support political advertising.

Councilmember Musgrove stated that part of the messaging can include community events, which may have political involvement and therefore there could be a gray area.

Economic Development Manager Sullivan stated that this private company will sell adds to pay the lease and earn revenue. He asked whether this would be considered City land, which would then not allow political advertising, or whether this would be considered private as it is land that is being leased and therefore political ads could be purchased.

Councilmember Specht stated that he would prefer to leave it open for the company to decide. He suggested that legal counsel be consulted to determine whether or not that would be considered City property.

Planning Commissioner VanScoy stated that the ordinance is clear that if the City owns the land that type of advertising is not allowed.

Economic Development Manager Sullivan stated that legal counsel was consulted and there is a difference if the land is being leased.

Planning Commissioner Walker stated that when this came before the Commission he was opposed because the ordinance is being changed for the benefit of the City which he has a problem with. He stated that if this moves forward and the company leases the land, he does not see why political ads would not be allowed as those would generate revenue.

Councilmember Heineman asked if that would take away from the opportunity for businesses to advertise.

EDA Chair Cords replied that there are stipulations in the lease that would state the percentage of advertising that must be for businesses.

Planning Commissioner Walker suggested only allowing political ads for 30 days prior to an election rather than three months prior.

EDA Chair Cords asked if the City is leasing property to any businesses and whether those businesses are placing political signs on that property.

Economic Development Manager Sullivan confirmed that the City leases multiple properties along Highway 10 and those leases include language that does not allow political advertising on the property.

Planning Commissioner Walker stated that if the opportunity is open to other landowners, he would be supportive but at this time feels that the change in ordinance was done in a way to allow the City to generate revenue.

Mayor Kuzma stated that the intent of the billboard is to allow opportunity for businesses to advertise on Highway 10.

Economic Development Manager Sullivan stated that there will always be time allocated to Ramsey businesses and City events, per the lease. He confirmed that Ramsey businesses would also have a reduced rate for advertising.

Councilmember Heineman stated that related to signage he is more inclined to look at intent. He noted that the intent of the ordinance language is to prevent political advertising on City property and the intent of the billboard is to create advertising opportunity for businesses. He therefore did not see why political advertising would be allowed.

EDA Member MacLennan stated that when it comes down to it, the company pushed back requesting an allowance for political ads. He stated that perhaps that is an opportunity to generate additional income.

Economic Development Manager Sullivan stated that the comment was made that political ads are a good revenue source that can be counted on every two years.

Councilmember Musgrove stated that while she agrees with the intent stated by Councilmember Heineman, she would also be open to having the company provide additional information on political ads.

Councilmember Woestehoff stated that when he was on the Planning Commission it felt that there historically have been decisions where the vision for The COR have been sidestepped. He stated that it would be great to have it solidified that the desire is for a Main Street concept down Sunwood, but variations continue to be allowed. He asked if the vision is for a Main Street and small-town feel, or whether the desire is for something else. He stated that he would favor holding out to create the desired vision rather than continuing to accommodate variations.

Councilmember Heineman stated that it appears that Champlin does not allow political, tobacco, vaping or other adult ads on their billboard.

Planning Commissioner VanScoy commented that there is a plan for monuments along Highway 10 to advertise for the businesses within The COR. He stated that those monuments would serve a good purpose.

City Administrator Ulrich stated that the broader topic is development within The COR. He referenced the parcel at the corner of Ramsey Boulevard and Sunwood Drive which has had some retail development and has additional interest from PACT Charter School for a High School location. He stated that although that type of tax-exempt development within The COR does not generate income, it does create a destination use. He stated that the original vision for that area was office type use. He asked whether the Council would be open to different use on that parcel, whether that be PACT or retail. He stated that options will come forward as that corner will continue to have good visibility. He recognized that the retail market has changed and there has to be some flexibility to the vision in order to accommodate market forces. He stated that The COR has been in existence for 20 years and this is a time where adjustment may be needed to adjust to the market.

Jason Tossey, PACT Charter School Board of Directors member, stated that the school has a vision to double, which would include multiple sites. He stated that the school can financially support the vision to expand. He stated that PACT uses Northgate Church for its plays and other programs. He explained that PACT is a public charter school and they would like the opportunity for students to continue from kindergarten to 12<sup>th</sup> grade. He stated that utilizing the space across Sunwood would allow them to create a campus feeling. He stated that they would like to work with the City to possibly double the size of the school within The COR.

Josh Nyquist, Executive Director of Building Operations, PACT, stated that they are a public school and they continue to grow with a waiting list. He stated that they want to be the high school for Ramsey. He stated that they have looked at a number of sites but would prefer to have a site close to the existing school.

Kao Vang, Development Manager, PACT stated that they are early in the process. He stated that using the existing enrollment and waiting list, they have generated a model to predict future space needs. He stated that they have reviewed opportunities within Ramsey and did not find many

options that would fit their needs. He stated that even though a portion of the site has been sold, they would still have sufficient space to fit the school building and regulation sized football field. He stated that if there is support from the City, they would continue to work on plans and bring them forward.

Mr. Tossey stated that when he explained it to the Board of Directors, he used the concept of Friday night lights, noting that this would create a destination in the community which would support ancillary businesses. He stated that Ramsey and PACT have worked in partnership since 2004 and they would like to continue that.

Councilmember Musgrove recognized that this is early in the process but noted that she likes the idea. She asked when this would be anticipated to begin construction if this is supported.

Mr. Tossey stated that they would hope to be open by August of 2023, recognizing that is an ambitious timeline.

Councilmember Riley asked if PACT would be stuck on a location within The COR. He stated that he supports the expansion but is hesitant on the location within The COR.

Mr. Nyquist replied that they feel vested in The COR as they have been in their location since 2004. He stated that they do have other options they are looking at but would prefer this location.

Councilmember Riley stated that he likes the idea but would be open to looking at other locations.

Councilmember Heineman stated that it would make sense to have the PACT buildings near each other for parent drop off. He stated that bringing a school into that area would help to improve the local economy. He stated that the field would be a great attraction as well and would increase business activity. He stated that what may be lost in tax revenue, would be gained through additional customers for businesses. He stated that it would also be a draw for additional residents to come to Ramsey and would be part of the identity for Ramsey to have its own high school. He believed this is a great idea.

EDA Chair Cords asked what other sites have been considered.

Mr. Nyquist stated that he would rather not share those locations.

Mr. Vang stated that they have reviewed 29 sites within a four-mile radius, which was then reduced to 11 and then to four. He stated that the City zoning is very restrictive and educational uses are not permitted uses on any site other than the site within The COR. He stated that if the location is moved too far from the original campus there would be additional challenges.

Mr. Nyquist stated that there are some teachers that teach in both elementary and secondary and noted that there would be benefit to keeping the buildings close.

Councilmember Specht commented that he believes this would add a lot to the community. He recognized the statement that staff could go between buildings and asked if students would go between schools too.

Mr. Nyquist replied that there would be older students going between the buildings to help with younger students.

Councilmember Howell stated that she is very supportive of the plan. She stated that kids could get jobs within The COR that they could walk to or could walk to the apartments if they live there. She also liked the idea of football games bringing in additional patrons to other businesses.

Councilmember Heineman stated that he used to live in Blaine and that sports center has a huge draw for local businesses. He stated that PACT sports do bring in additional customers for businesses.

EDA Member MacLennan stated that his children attend Spectrum and one of the main reasons was because they have an expanded campus. He stated that expansion within the same area is very convenient for parent drop off. He stated that having a larger charter school would be a great draw for Ramsey. He acknowledged that it would change the vision for that area, but did not believe it would take away from the area.

Councilmember Woestehoff asked the number of acres that would be necessary.

Mr. Vang replied that they would need 15 to 18 acres.

Councilmember Woestehoff stated that across from his home is a large site owned by Connexus that he did not believe is used.

Economic Development Manager Sullivan stated that Anderson Dahlen is purchasing 13 of those 15 acres for its expansion and therefore that site will be off the market.

EDA Chair Cords asked if there is sufficient road and traffic control capacity to handle a high school and sporting event traffic.

Mr. Nyquist stated that for sporting events they would be able to utilize the parking for the elementary and secondary schools. He believed that would provide sufficient parking for special events and sporting events. He noted that the proximity to Highway 10 would also be convenient for moving traffic in and out of the site.

Councilmember Riley stated that he is supportive of the idea but would prefer a different location. He noted that this parcel is within a TIF district and would not generate any TIF. He stated that this parcel would also contribute to the regional stormwater basin that was designed for high density use while this would be a low-density use.

Mr. Nyquist stated that 80 percent of the students are from Anoka County while about 50-60 percent are from Ramsey.

Mr. Tossey stated that they have considered adding to the PACT name to clarify the location in Ramsey within the name.

Planning Commissioner Gengler stated that when she first reviewed the request, she was not sure this was the best use for the space. She asked if there have been conversations about shared facilities; whether the campus would be closed or whether there would be opportunity for community and athletic groups to share the facility.

Mr. Nyquist confirmed that they are open to sharing the amenities with community groups, such as the auditorium and athletic areas. He noted that they have been in discussion with ARAA to get input on the types of spaces that group would be interested in for their needs.

Planning Commissioner VanScoy stated that there was discussion of a split campus and people moving between the sites. He asked how pedestrian safety would be addressed.

Mr. Nyquist stated that in a typical day students would remain within their building. He stated that for after school activities there would be a crossing guard to assist with crossing.

Councilmember Specht stated that he believes there would be community and/or business use interest in using the auditorium.

City Administrator Ulrich stated that the project would rely on the purchase of private property along with the City owned property. He noted that if the Council agrees with the concept, they could continue to work out the details through a staff review process. He stated that the cost and benefits to the City would be determined through that process and shared with the Council.

Economic Development Manager Sullivan asked if the group would like to discuss the other proposal. He stated that he has an active development proposal that would like to place the property under purchase agreement. He stated that if the desire is to move forward with PACT, he would like to provide that direction to the other proposer.

Councilmember Riley asked for details on the other proposal, whether it is a concept or whether there are businesses attached.

Economic Development Manager Sullivan stated that Java Companies submitted the proposal. He stated that Java has spoken with a number of businesses that are interested including a coffee business and carwash. He stated that a restaurant and general retailer are also shown in the concept. He noted that a four-story hotel was also shown in the concept, although he was not fully supportive of that option in that location.

City Administrator Ulrich stated that this would not have to be an either/or situation. He noted that perhaps staff could work with both groups on locating within The COR. He stated that perhaps with flexibility they could accomplish both retail and a high school campus within The COR.

Councilmember Specht asked if the carwash and coffee business are tied in firm or whether it is just a concept.

Economic Development Manager Sullivan stated that in his discussions with Java, there appear to be agreements with those two businesses, should it be approved. He stated that Java believes that the traffic that would be generated from those two uses would bring in interest from other components. He stated that Java is willing to enter into the purchase agreement process and he wants to be fair to that process and alert Java if this site will be reserved for PACT.

Senior Planner McGuire Brigl commented that Java has stated that this would be the desired retail corner for Ramey and the only one that would have this type of interest.

Councilmember Heineman stated that based on this concept he would not favor a hotel with that amount of parking and would not be a huge fan of the car wash. He stated that while retail would be great, there is vacant retail on the other side of The COR already. He stated that he does want retail but believes that this would be a great location for PACT and the PACT project would bring in additional business interest. He stated that as presented he would not favor the Java proposal over the high school.

Councilmember Musgrove stated that the original COR plan included multiple parking garages that may not be needed and perhaps some of that space could be freed up for additional retail use. She stated that she also prefers the school in that location.

Economic Development Manager Sullivan stated that he also was not a supporter of the hotel in that location and provided that feedback to Java. He stated that he asked about an Aldi at that location as it would provide additional opportunity without directly competing with Coborn's. He stated that Java took that feedback and is having discussions with Aldi. He stated that retailers and developers are stating that the hard corners are where they want to be. He stated that while retail can be created more in the heart of The COR, the corners are where they want to be.

EDA Member MacLennan commented that with the overpass, that corner will be a premier location whether it is PACT or retail. He agreed that staff should have flexibility to see what they could work out with both parties.

Planning Commissioner Gengler stated that this is a prime retail location that would benefit all residents of Ramsey. She asked if there is any data that schools would bring in additional customers for the existing businesses.

Councilmember Woestehoff stated that Anoka High School is a great example where it probably only generates customers for the gas stations adjacent. He noted that Ramsey would have a better opportunity with more businesses in that area, but would also want to see more data to support that this use would bring in more business interest and/or customers.

Councilmember Heineman did not believe this could be compared to Anoka High School as that school has existed for decades and there is not much retail development opportunity in that area.

Councilmember Specht stated that perhaps staff could work with both parties to find a solution that would allow both. He noted that the City has been promised that businesses want to come, but that often falls through. He stated that PACT would be guaranteed to move forward to fruition and therefore he would support the school in that location.

Councilmember Musgrove stated that residents have brought forward concern with development proposals within the rural area of Ramsey and asked if that would be discussed. She suggested that there be more discussion and public input on the rezoning of properties within the rural areas. She asked if there is willingness to change the zoning and move that type of development closer to The COR.

City Administrator Ulrich stated that perhaps that be discussed at a future worksession as that would be a policy decision.

Planning Commission Chair Bauer stated that part of the 2040 Comprehensive Plan included development in certain areas. He noted that developers have provided input that there is a desire for smaller lots in order to lower the price point on homes. He stated that there is a shortage of affordable homes for first time buyers.

Councilmember Musgrove commented that residents are providing feedback that should also be considered in addition to the comments from developers.

Councilmember Woestehoff stated that there is good case law about down zoning or up zoning. He stated that if there is a developer already in the process, there would be legal ramifications in changing the zoning.

Councilmember Howell stated that she would also like to have that conversation as she would be interested in what the residents want in addition to what the developers want.

### **3. ADJOURNMENT**

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

Respectfully submitted,

---

Kurtis G. Ulrich  
City Administrator

ATTEST:

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Katie M. Schmidt

Deputy City Clerk

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

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

The Ramsey City Council conducted a City Council Work Session on Tuesday, September 28, 2021, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

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

Also Present: City Administrator Kurtis Ulrich  
Finance Director Diana Lund  
Police Chief Jeff Katers  
Parks and Assistant Public Works Superintendent Mark Riverblood  
Administrative Services Director Colleen Lasher  
Senior Planner Chloe McGuire Brigl  
Communications & Events Coordinator Megan Thorstad

**1. CALL TO ORDER**

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

**2. TOPICS FOR DISCUSSION**

**2.01: Quarterly Communications Report**

Communications & Events Coordinator Megan Thorstad reviewed City communications from April-June 2021. Residents indicated in the bi-annual survey that they get their communications from the City newsletter, City website, and social media, in that order. The City's Facebook page is the only social media channel that City Staff focuses on, with 5,000 likes.

Communications & Events Coordinator Thorstad stated, with regard to the City website, there are 2,484 "Notify Me" subscribers; 146,000 visits to the webpage to date in 2021; and 110,000 downloads. The most viewed pages on the City website are building permits, inspections, facilities, Happy Days, concert series, and City Council. These numbers reflect website access as of September 22, 2021.

Councilmember Specht requested that City Staff review and adjust the City website's top searches to ensure that website visitors have access to the right information.

Communications & Events Coordinator Thorstad agreed to work with IT to manage website analytics.

Mayor Kuzma asked whether the City website is due for an update soon.

Communications & Events Coordinator Thorstad confirmed that a website update is scheduled in 2022.

Councilmember Howell requested that City Staff provide data regarding whether online visitors to City website are unique users or repeat users.

Communications & Events Coordinator Thorstad agreed.

### **Holiday Events Update**

Parks and Assistant Public Works Superintendent Mark Riverblood reviewed plans for holiday tree lighting on November 30, 2021, with a 25-foot repurposed artificial tree and 3-foot topper. He stated the artificial tree could be placed on the front steps and integrated with indoor events. He added City Staff are looking at quotes for getting lights on all the trees on the municipal campus.

Communications and Events Coordinator Thorstad stated City Staff are putting together a holiday lights contest for the community with registration information on the City website on CivicRec. A map will be created for a self-guided holiday lights tour, and judging will take place in mid-December.

### **2.02: Final 2022 Budget/Levy Review Before Preliminary Adoption on 9-28-21**

Finance Director Diana Lund reviewed the proposed 2022 budget levy, with potential options for City Council consideration. She stated the first option is for a proposed levy increase of 20%, with 5% for the General Fund and 15% for roads. She added she understood that to be the consensus of the City Council in work sessions, including an option for roads. She noted a majority City Council vote will be required for the levy or it will revert to last year's levy amount.

Finance Director Lund stated these are preliminary numbers and there will be more budget work sessions. She added personnel requests and capital equipment have not been addressed.

City Administrator Ulrich stated, with regard to commercial impacts, Connexus Energy saw a huge property valuation increase.

Finance Director Lund agreed, adding they are working with the County as they have been undervalued over recent years.

Councilmember Heineman asked whether there is data regarding what businesses were paying under the franchise fee.

Finance Director Lund stated most businesses paid approximately \$40/month, or \$480 annually. She added three properties had an \$800 franchise fee.

Councilmember Riley requested that properties used to support value data should be more reflective of average values. He added he understands City Staff wanted to maintain consistency.

Mayor Kuzma stated he is not in support of the budget as the City has not settled contract negotiations. He added budget requests for personnel are not yet analyzed. He expressed concern that the roads will not be fully funded, and the City will have to dip into reserves.

**2.03: Discussion Regarding Union Contract Negotiations for AFSCME and LELS-Patrol (Portions Closed to the Public)**

Administrative Services Director Lasher introduced the item to discuss the AFSCME and LELS-Patrol contracts in Closed Session.

Motion by Councilmember Woestehoff, seconded by Councilmember Musgrove, to recess to Closed Session at 5:56 p.m.

Motion carried. Voting Yes: Mayor Kuzma, Councilmembers Woestehoff, Musgrove, Heineman, Howell, Riley, and Specht. Voting No: None.

The meeting reconvened to Open Session at 6:44 p.m.

**3. TOPICS FOR FUTURE DISCUSSION**

**3.01: Review Future Topics/ Calendar**

No discussion.

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

No discussion.

**5. ADJOURNMENT**

The Work Session of the City Council was adjourned at 6:45 p.m.

Respectfully submitted,

---

Kurtis G. Ulrich  
City Administrator

ATTEST:

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Katie M. Schmidt  
Deputy City Clerk

Drafted by Mary Mullen  
*TimeSaver Off Site Secretarial, Inc.*

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

The Ramsey City Council conducted a Closed Session on Tuesday, September 28, 2021, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

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

Also Present: City Administrator Kurtis Ulrich  
Police Chief Jeff Katers  
Administrative Services Director Colleen Lasher  
Public Works Superintendent Grant Riemer

**1. CALL TO ORDER**

Mayor Kuzma called the Closed Session of the City Council to order at 5:56 p.m.

**2. COUNCIL BUSINESS**

**2.01: Discussion Regarding Union Contract Negotiations for AFSCME and LELS-Patrol  
(Closed to the Public)**

Administrative Services Director Lasher explained that the purpose of the case is for the Council to discuss union contract negotiations for AFSCME and LELS-Patrol.

**3. ADJOURNMENT**

Motion by Councilmember Woestehoff, seconded by Councilmember Musgrove, to adjourn the Closed Session

Motion carried.

The Closed Session was adjourned at 6:44 p.m.

Respectfully submitted,

Kurtis G. Ulrich  
City Administrator

ATTEST:

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Katie M. Schmidt  
Deputy City Clerk

Drafted by Mary Mullen  
*TimeSaver Off Site Secretarial, Inc.*

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

The Ramsey City Council conducted a regular meeting on Tuesday, September 28, 2021, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

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

Members Absent: None

Also Present: City Administrator Kurtis Ulrich  
City Engineer Bruce Westby  
Administrative Services Director Colleen Lasher  
Senior Planner Chloe McGuire Brigl  
Communications and Events Coordinator Megan Thorstad

**1. CALL TO ORDER**

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

**2. PRESENTATION**

**2.01: Proclamation Declaring October 2021 as *Domestic Violence Awareness Month***

City Administrator Kurt Ulrich read in full a Proclamation declaring October 2021 as Domestic Violence Awareness Month in the City of Ramsey.

**2.02: Happy Days Recap Presentation**

Communications and Events Coordinator Megan Thorstad gave a recap presentation on the 23<sup>rd</sup> Annual Happy Days Festival, which was held Saturday, September 11, 2021. A total of 87 runners participated in the 5K, and 30 bikers rode in the 5-mile bike tour. The Expo featured 44 booths, and 14 chefs competed in the Chili Cook-Off. The 12 dogs in the dog show took home fun prizes, and there were 49 cars in the car show. The parade had 36 floats. There were 8 food vendors as well as the Lions beer tent. The band was G.B. Leighton, followed by a fireworks show.

Communications and Events Coordinator Thorstad stated the Ramsey Fire Relief Association held their annual 9/11 Memorial Golf Tournament on Sunday, September 12, 2021.

Communications and Events Coordinator Megan Thorstad extended a big thank you to everyone who participated – volunteers, sponsors, and City Staff, including the Police Department, Police Reserves, Fire Department, Public Works and Office Staff.

Communications and Events Coordinator Thorstad presented an award of recognition to all sponsors, including:

Platinum Sponsors: Ace Solid Waste, Affinity at Ramsey, Anoka Area Chamber of Commerce, Armstrong Ranch Kennels, BOB-FM, Bolton & Menk, Connexus Energy, Cross of Hope Lutheran church, Delta Mod Tech, Do All Printing, Flagship Bank, Freedom Christian Church, InTech Industries, Lord of Life Lutheran Church, M&G Trailer, Mike Orn State Farm, Northgate Church, Phantom Lures, R&D Transportation, Ramsey Fire Relief Association, Ramsey Lions Club, Church of St. Katharine Drexel and Zero Zone.

Gold Sponsors: Coburns, Dedicated Networks, Delta Bravo Gulf Media Group, Hakanson Anderson, Hope Fellowship Church, The Links at Northfork, Jackie B. Realty Group, One Group Choice, Life Fitness, NAU Country Insurance, Northern Starz Theatre, One Hour Heating & Air, Panther Precision, Parkplace Studio, PSD LLC, QCTV, Sharp & Associates, Village Bank, Wendell's and WSB, and Youth First.

Silver Sponsors: Aeon Greenway Terrace Apartments, All Seasons Garage Door, Anytime Fitness of Ramsey, The Bank of Elk River, Boilermakers Local 647, Coborn's, Chuck & Don's, Cub Foods – Riverdale, Fearlyss Crafts, The Links at Northfork, Green Valley Garden Center, Kitchen Table, Pearson Farm, Ramsey Bicycle, Sterling Trophy, Suite Living Senior Care, The Bank of Elk River, Texas Roadhouse and Lash Saloon.

### **2.03: Recognition of the Life of Loral I. Armstrong Delaney**

Mayor Kuzma gave a presentation recognizing the life and legacy of Loral I Armstrong Delaney, a prominent citizen who died September 19, 2021, after a 2-year battle with cancer. He added Ms. Armstrong Delaney was an award-winning trap shooter for over 6 decades. He noted the City recently renamed Central Park in her honor. He noted the City sends prayers and deepest condolences to the Armstrong and Delaney families.

City Administrator Ulrich welcomed Monica Elicerio of Alexandra House and invited her to give a brief presentation for Domestic Violence Awareness Month.

Monica Elicerio stated she is a community member as well as domestic violence survivor and former client of Alexandra House. She expressed her gratitude for the City's recognition of Domestic Violence Awareness Month. She added Alexandra House has had a long-standing partnership with the City of Ramsey in addressing domestic violence and sexual violence, which has been on the rise. She noted there were 28 domestic violence-related homicides in 2020, and 19 confirmed victims in 2021.

Ms. Elicerio stated Alexandra House is sponsoring a variety of awareness efforts during the month of October. She added information is available on the Alexandra House website.

### **3. CITIZEN INPUT**

None.

### **4. APPROVE AGENDA**

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

Motion carried. Voting Yes: Mayor Kuzma, Councilmembers Howell, Woestehoff, Heineman, Musgrove, Riley, and Specht. Voting No: None.

### **5. CONSENT AGENDA**

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

- 5.01: Approve the following Meeting Minutes:
  - 1) City Council Special Work Session dated 6/15/2021
  - 2) City Council Special Work Session dated 8/23/2021
  - 3) City Council Special Work Session dated 8/24/2021
  - 4) City Council Special Work Session dated 8/25/2021
- 5.02: Approve Business Licenses
- 5.03: Adopt Resolution #21-239 Proclaiming October 2021 Domestic Violence Awareness Month
- 5.04: Adopt Resolution #21-230 Authorizing Final Payment to Park Construction Company for Improvement Project #20-01, Variolite Street Reconstruction.
- 5.05: Adopt Resolution #21-259 Authorizing Partial Payment #12 to RJM Construction for Improvement Project 20-07 New Public Works Facility
- 5.06: Adopt Resolution #21-266 Authorizing Partial Payment No. 1 to North Valley, Inc, for Improvement Project #21-02, Tiger Street Reconstruction
- 5.07: Adopt Resolution #21-268 Authorizing Partial Payment No. 2 to North Valley, Inc. for Improvement Project #21-03, for Business Park 95 Street Reconstruction
- 5:08: Adopt Resolution #21-269 Authorizing Partial Payment to Northwest Asphalt and Maintenance for Improvement Project #21-06, 2021 Crack Seal Improvements
- 5:09: Adopt Resolution #21-270 Authorizing Partial Payment No. 3 to North Valley Inc. for Improvement Project #21-04, 2021 Neighborhood Pavement Overlay Improvements
- 5:10: Adopt Resolution #21-271 Authorizing Partial Payment No. 3 to North Valley, Inc. for Improvement Project #21-05, 2021 MSA Pavement Overlay Improvements.
- 5:11: Adopt Resolution #21-272 Authorizing Partial Payment No. 1 to North Valley, Inc. of Nowthen, Minnesota for Improvement Project #21-12 Additional Pavement Overlay Improvements.

- 5.12: Adopt Resolution #21-274 Approving Purchase Agreement for Lot 4, Block 1, Riverside West; Case of Windows and Doors USA (portions may be closed to the public)
- 5.13: Receive August 2021 Financial Reports – General Fund and Enterprise Funds
- 5.14: Note the Following Boards, Commissions, and Committee Meeting Minutes
  - Planning Commission Meeting Minutes Dated June 3, 2021
  - Planning Commission Meeting Minutes Dated July 22, 2021
  - Public Works Committee Meeting Minutes Dated July 20, 2021
  - Economic Development Authority Meeting Minutes Dated August 12, 2021
  - Park and Recreation Commission Meeting Minutes Dated August 12, 2021
- 5.15: Consider Hiring a Streets Maintenance Worker Backfilling a Pending Vacancy
- 5.16: Adopt Resolution #21-275 Approving First Amendment to Purchase Agreement for Outlot B, COR Stone Brook Academy, Case of Stories Foundation
- 5.17: Adopt Resolution #21-277 Approving SAC and WAC Loan for Stories Foundation
- 5.18: Adopt Resolution #21-282 Approving Cash Disbursements Made and authorizing payment of Accounts Payable Invoicing Received during the period of September 9, 2021 through September 22, 2021.
- 5.19: Hiring a Temporary Community Development Intern
- 5.20: Adopt Resolution #21-283 Approving the 2022-2024 LELS Captains Contract
- 5.21: Adopt Resolution #21-284 Approving the 2022-2024 LEL Sergeants' Contract
- 5.22: Adopt Resolution #21-285 Adding 156<sup>th</sup> Lane NW to 2021 Additional Pavement Overlay Improvements, Improvement Project #21-12

Motion carried. Voting Yes: Mayor Kuzma, Councilmembers Musgrove, Woestehoff, Heineman, Howell, Riley, and Specht. Voting No: None.

## **6. PUBLIC HEARING**

### **6.01: Adopt Resolution #21-278 Adopting Assessments for Past-Due Charges on Municipal Utility Bills and Current Services Rendered**

Finance Director Diana Lund reviewed a proposed Resolution related to past due charges on utility bills and current services. Letters were sent to delinquent account addresses on September 3, 2021 with notification of delinquent amounts and related fees. 972 delinquent letters were sent for a total of \$336,227. Of these delinquent accounts, 225 have paid the appropriate charges with 747 current delinquent accounts for a total of \$281,208. Delinquent properties must pay past due charges by November 15, 2021, to avoid certification.

There were no public comments.

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

Motion carried. Voting Yes: Mayor Kuzma, Councilmembers Musgrove, Heineman, Howell, Riley, Specht, and Woestehoff. Voting No: None.

Motion by Councilmember Riley, seconded by Councilmember Howell, to Adopt Resolution #21-278 Adopting Assessments for Past-Due Charges on Municipal Utility Bills and Current Services Rendered.

Motion carried. Voting Yes: Mayor Kuzma, Councilmembers Riley, Howell, Heineman, Musgrove, Specht, and Woestehoff. Voting No: None.

## **7. COUNCIL BUSINESS**

### **7.01: Adopt Resolution #21-276 Providing for the Issuance and Sale of \$9,845,000 General Obligation Capital Improvement Plan Refunding Bonds, Series 2021 and Levying a Tax for the Payment thereof**

Finance Director Lund reviewed a proposed Resolution to accept the sale terms of \$9,845,000 in General Obligation bonds sold this morning. The original request was \$10,700,000, and the bonds were sold at a premium. The true interest rate is 1.15% in comparison to 1.26% on August 24, 2021. The original interest rate was 3.07%, which represents a savings to the debt levy for 2022 of about \$8,400. This reduction will be reflected in final levy amount, with an overall savings of \$1.12 million, or \$112,000 annually.

Councilmember Musgrove stated it is a good thing when the City Council can make decisions that will save taxpayer money. She expressed her appreciation for Finance Director Lund for her work in getting this done.

Motion by Councilmember Musgrove, seconded by Councilmember Woestehoff, to Adopt Resolution #21-276 Providing for the Issuance and Sale of \$9,845,000 General Obligation Capital Improvement Plan Refunding Bonds, Series 2021 and Levying a Tax for the Payment thereof.

Motion carried. Voting Yes: Mayor Kuzma, Councilmembers Musgrove, Woestehoff, Heineman, Howell, Riley, and Specht. Voting No: None.

### **7.02: Adopt Resolution #21-279 Adopting Proposed 2022 Payable Tax Levies (General, Pavement Management, EDA and Debt Services) and Schedule Public Hearing for December 14, 2021; Adopt Resolution #21-280 Adopting Proposed 2022 General Fund Budget and Resolution #21-281 Adopting Proposed 2022 EDA Budget**

Finance Director Lund reviewed the proposed 2022 levy and budget, which will not be finalized until the December 14, 2021, regular meeting.

Finance Director Lund stated the budget and levy has been drafted with the City's strategic goals in mind: financial stability; balance of rural character and urban growth; active and connected community; smart citizen focused government, and effective organization.

Finance Director Lund stated the tax capacity grew 9.6% from 2021-22, for an overall levy increase of 17.8%. The 2022 general fund budget and levy, proposed at \$15,321,278, represents

an increase of \$2,311,470 or 17.7% from 2021. The general fund budget of \$14,543,640 is a 1.11% increase over 2021, and estimated tax capacity rate of 42.943%.

Finance Director Lund stated the pavement management levy is the largest segment of the budget, and it replaces the current franchise fee. She added the pavement management levy represents a total increase of \$1,673,227, or 72.4% of the total levy.

Finance Director Lund stated, with regard to personnel funding, the \$557,743 levy increase includes \$307,945 for existing employee adjustments and \$249,797 for new personnel: a part-time receptionist/secretary; a full-time IT Systems & Security Administrator; and a full-time Parks Maintenance Worker.

Finance Director Lund stated the EDA authority has a levy of \$75,360, and that stays the same. She added the tax rate of 42.943% was recommended for approval by the EDA Board.

Finance Director Lund stated the final budget will be reviewed for approval at the City Council's December 14, 2021 regular meeting. Preliminary tax statements will be sent from Anoka County from November 8-27, 2021, and the numbers are subject to change until final adoption on December 14, 2021.

Councilmember Musgrove asked whether the savings from the bond sale will be used to offset personnel requests.

Finance Director Lund stated the bond savings will be a direct result of the reduction of municipal center debt and will not affect personnel costs.

Motion by Councilmember Musgrove, seconded by Councilmember Heineman, to Adopt Resolution #21-279 Adopting Proposed 2022 Payable Tax Levies (General, Pavement Management, EDA and Debt Services) and Schedule Public Hearing for December 14, 2021; Adopt Resolution #21-280 Adopting Proposed 2022 General Fund Budget and Resolution #21-281 Adopting Proposed 2022 EDA Budget.

Further discussion:

Councilmember Woestehoff stated he cannot support this motion as it is not a long-term plan that will save money, nor a valid replacement for franchise fees. He added the City Council was told that any plan would fully fund the roads without dipping into reserves, but that is not the case. He noted there are other numbers he is not happy about, including a very large impact on the City's business community, who will have a significant increase in their taxes.

Councilmember Woestehoff stated the proposed levy affects the average homeowner more than a franchise fee would have. He added the decision was made months ago to do away with the franchise fee, even though it was the most economical way to proceed. He added \$330,000 less for roads is not a solution, or a replacement for the franchise fee but rather a stop gap, which the City Council was told was not going to happen.

Mayor Kuzma stated he will not be supporting this as he cannot support raising the levy to almost 18%. He added previous Councils have always had reductions in the levy. He noted the franchise fee was never given a full trial, and he does not believe people were complaining about it. He noted the levy will not fully fund roads, and the City will have to dip into its reserves which will challenge the City's bond rating.

Councilmember Heineman stated there is misrepresentation here. He added, from 2022-2023, under the franchise fee, there would be 2 years of fully funded roads, as the franchise fee grossly underfunded roads for all but 2 years. He noted it is a misrepresentation to say the City is underfunding the levy, when there would be a \$276,000 deficit under the franchise fee model.

Councilmember Heineman stated last year, with the 5.4% general levy increase, residents saw a 20% increase in taxes based on franchise fee, for a total increase of 25%. He added, looking at these numbers, the proposed plan is better as it establishes a long-term plan to pay for roads.

Councilmember Riley stated, with regard to the long-term plan, continued growth in the tax rate is built in for all future years. He added he is uncomfortable talking about raising taxes. He noted he supported getting rid of the franchise fee but only if the funds were replaced, but only 84% of the funds are being replaced. He noted he cannot support building in tax increase assumptions.

Councilmember Heineman stated, from 2014-2021, there has been a 7.5% average annual increase because of the growing tax base. He added this plan is cheaper and more effective, which is in line with the City's goals of financial stability and effective organization.

Councilmember Specht thanked Finance Director Lund and City Staff for the hard work on the budget. He added this is a more equitable and transparent way of funding roads, and he sees it as a good compromise.

Mayor Kuzma stated it was agreed during work sessions that the City Council would do a thorough review of the franchise fee and other road funding options. He added, however, there was a motion to eliminate the franchise fee without a full review. He noted the City Council never went through all the options.

Councilmember Heineman agreed, adding the City Council had agreed to review the franchise fee, but it was pushed back from work sessions repeatedly, until it was too late to do anything.

Councilmember Howell stated she concurs with Councilmember Heineman's recollections of franchise fee and discussions. She added the former mayor had stated that the franchise fee is a tax that people are paying but they don't know their tax rate. She expressed her support for Council Member Musgrove's motion. She noted residents need to understand what they are paying.

Councilmember Musgrove stated she supports the idea of having funding from taxes that is dedicated to roads. She added, to Councilmember Heineman's point, the franchise fee did not fully fund roads and would have to be increased.

Councilmember Musgrove asked, as a point of order, whether her motion should have referenced the scheduling of the budget levy meeting on December 14, 2021, at 7:00 p.m., and adopting the general fund budget and EDA budget.

City Administrator Ulrich agreed all 3 resolutions can be referenced in one motion. He stated a friendly amendment to the Resolution could include the 3 Resolutions for the proposed 2022 levy of \$15,321,278, including Resolutions #21-280 and 21-281. Councilmembers Musgrove and Heineman agreed.

Councilmember Musgrove requested the following addition to her original motion, based on Option 1:

-Setting the Budget Levy Meeting for December 14, 2021 at 7:00 p.m., and adopting the General Fund Budget and EDA Budget.

Councilmember Heineman agreed.

Mayor Kuzma stated Councilmember Howell is speculating about whether the franchise fee would have to be raised. He added there was never any intent to raise the franchise fee, and there was a solid plan to cover roads.

Councilmember Woestehoff requested clarification that Mayor Kuzma was addressing Councilmember Musgrove. Mayor Kuzma agreed.

Motion carried. Voting Yes: Councilmembers Musgrove, Heineman, Howell, and Specht. Voting No: Mayor Kuzma, Councilmembers Woestehoff and Riley.

**7.03: Adopt Resolution #21-248 Granting Preliminary Plat Approval for North Brook Meadows, Case of Landform and Platinum Land LLC (Project 21-131 – Hunt Property)**

Senior Planner Chloe McGuire Brigl reviewed the proposed preliminary plat approval for Northbrook Meadows, which has been reviewed before by the City Council. All standards are met in the development, which is consistent with the City's Zoning Code and Comprehensive Plan.

Senior Planner McGuire Brigl stated the City is required to approve this request as it meets all requirements. A traffic study was completed by Vernon Swing, recommending a right turn lane on 173<sup>rd</sup> Avenue out of the site and a dedicated turn lane into the property at 173<sup>rd</sup> Avenue. City Staff is recommending restriping of a dedicated turn lane at 175<sup>th</sup> Avenue contingent upon County approval. No improvements are proposed in the flood plain at the northwest corner of the property. City Staff recommends a contingency that the applicant works with the gas company to ensure that the gas easement on the property is marked on site, and to create an informational flyer for residents about the easements. City Staff has confirmed that each lot has 80 feet of buildable width outside the easement.

Senior Planner McGuire Brigl stated City staff recommends adoption of Resolution 21-248 as drafted, with the following potential contingencies: restriping of intersection at 175<sup>th</sup> Avenue; and modification of plantings to buffer along 175<sup>th</sup> Avenue.

Councilmember Heineman requested clarification regarding a resident's suggestion for an acceleration lane on southbound 175<sup>th</sup> Avenue.

City Engineer Westby stated the Traffic Study did not indicate that an acceleration lane was a needed improvement. He added Anoka County is also reviewing the traffic study and will likely recommend dedicated left turn lanes northbound onto 173<sup>rd</sup> and 175<sup>th</sup> Avenues.

Councilmember Heineman asked whether the case study includes copies of the notice that was sent to nearby residents.

Senior Planner McGuire Brigl stated City Staff has a record of the original case indicating notices were sent but she does not have a copy of the notice itself.

Councilmember Riley requested clarification regarding when the traffic study was done.

Senior Planner McGuire Brigl stated the traffic study was done on a Wednesday and Thursday during rush hour traffic, which is standard for traffic studies.

Councilmember Woestehoff requested clarification regarding Option B.

Senior Planner McGuire Brigl stated a resident requested that trees be added to the back yards of the properties along 175<sup>th</sup> Avenue, which was not buffered as well as other borders. She added City Staff is supportive of working with the applicant to move some of the trees around to provide more of a buffer along 175<sup>th</sup> Avenue.

Councilmember Howell stated residents expressed concern about the traffic study, that numbers were low due to Covid.

Vernon Swing stated Covid does impact traffic counts, but recent metro area counts have shown that daily numbers are very close to what they were pre-Covid. He added counts were taken when school was not in session.

Councilmember Musgrove stated the traffic study indicates that there was an assumption that traffic would exit the neighborhood on 173<sup>rd</sup> Avenue.

Mr. Swing confirmed this.

Councilmember Musgrove stated she would support a contingency for a recommendation from Anoka County related to traffic. She added she would like to address the acceleration lane that was mentioned by a resident.

Councilmember Musgrove stated the traffic study recommends three improvements to Nowthen Boulevard – left turn in, left turn out, and southbound turn lane in. She added she would support having all 3 improvements incorporated into the contingencies.

Councilmember Musgrove asked whether the City has received a letter regarding the natural gas easement.

Senior Planner McGuire Brigl stated that information has been requested by City Staff.

Darren Lauzon, representing Platinum Land, owner of the property, stated proposed improvements at 173<sup>rd</sup> Avenue will be substantial, and will exponentially increase the level of service at that intersection beyond the error of margin related to current conditions, such as Covid or school hours, as well as variations in traffic counts.

Mr. Swing stated there is a benefit to restriping Nowthen Boulevard to a dedicated turn lane as it increases safety by removing left turning traffic from the traffic flow.

Mr. Lauzon stated the developer has been working with Northern Natural Gas on the site and received their review of the preliminary plan, which includes no new trees in the easement and no parallel utility crossings.

Motion by Councilmember Woestehoff to adopt Resolution 21-248, Granting Preliminary Plat Approval for North Brook Meadows, with options A, B and C.

The City Council requested additional discussion.

Councilmember Woestehoff withdrew the motion

Councilmember Musgrove requested clarification regarding Block 3, Lot 1, and whether the crossing area will affect that lot. She asked where the City easements are located.

Mr. Lauzon stated the side yard setback easements have been corrected. He showed a site plan depicting pads with typical 2,100 square foot home footprints with setbacks. He added there is a fair amount of room on the lot.

Councilmember Howell expressed concern that there is no physical evidence that residents were informed of the rezoning. She referred to page 73, Ordinance #11-3.

Senior Planner McGuire Brigl stated a copy of the notice that was sent to all property owners in 2011 regarding the rezoning is included on the first page of the informational packet. She added the rezoning was properly noticed and was posted on the City website. She noted notice of public hearing was published April 15, 2011.

Mr. Lauzon stated there is no HOA for the development and putting the buffer into common ownership presents a number of problems which are counterintuitive to the goals of the Ordinance. He added, under an HOA, every homeowner would pay for something that only benefits 13 homes,

and creates a hardship for a single-family residential development on the edge of the MUSA zoning district. He noted an easement could be granted to the City and enforced by City Staff.

Councilmember Musgrove stated there are many considerations with this case. She asked whether the request could be postponed to the City Council's next meeting to review the three potential options.

Senior Planner McGuire Brigl stated, based on the 60-day rule and extension letter, it would be necessary for the City Council to do a contingent approval tonight for additional discussion regarding the outlot issue at a future meeting.

Councilmember Heineman stated an easement makes the most sense if the purpose of the buffer is to maintain the characteristics of the surrounding area.

Councilmember Musgrove expressed concern that residents may not follow the intent of the buffer.

Councilmember Riley stated an easement would be appropriate with education and information for residents so they understand the purpose and maintenance of the easement.

Motion by Councilmember Woestehoff, seconded by Councilmember Heineman, to adopt Resolution 21-248, Granting Preliminary Plat Approval for North Brook Meadows, with options A, B, C and D to include the change of shared ownership to an easement on the property.

Further discussion:

Councilmember Howell stated she will not be supporting the project as she has significant concerns about the increased traffic that this development will bring to the community.

Councilmember Heineman stated he supports the project, but the City needs to do a better job of protecting the rural characteristics of Ramsey. He added he does not support expanding that far north, although this is private property.

Councilmember Musgrove stated she has difficulty supporting this because of the issue of enforcing the easement.

Mayor Kuzma stated he has concerns about traffic.

Motion failed. Voting Yes: Councilmembers Woestehoff, Heineman, and Riley. Voting No: Mayor Kuzma, Councilmembers Howell, Musgrove and Specht.

Motion by Councilmember Woestehoff to Adopt Resolution #21-248 as Drafted, Including Contingencies to Require that 175<sup>th</sup> Avenue is Restriped as per the Traffic Study; Modify Planting Plan to Creatively Distribute Plantings to Buffer 175<sup>th</sup> Avenue; Contingent upon Traffic Review with Anoka County; and Contingent upon Buffer Area Under Easement or Outlot of Shared Ownership.

Further discussion:

Councilmember Musgrove stated this is the first opportunity that the City Council has had to discuss the easement vs. outlot issue. She added she would like to have more information on the buffer zone to be able to support this project.

Councilmember Woestehoff stated he is concerned about legal ramifications for the City if this request is not approved, as it meets every requirement that the City has posted.

City Administrator Ulrich stated a second to the motion is needed. He reviewed proposed conditions added to the motion:

- Contingent upon buffer area under shared ownership as outlot or easement
- Discussion at future City Council meeting to ensure education

Councilmember Heineman seconded the motion with the additional conditions.

Councilmember Heineman stated he understands the frustration of the residents of this neighborhood. He added the rules are established, and it is the job of the governing body to ensure the rights of the individuals over a majority.

Motion carried. Voting Yes: Mayor Kuzma, Councilmembers Woestehoff, Heineman, Musgrove, and Riley. Voting No: Councilmembers Howell and Specht.

**7.04: Consider Preliminary Plat and Zoning Amendment for Lynwood Subdivision Located West and South of 15050 Armstrong Boulevard (Project #21-122); Case of Lennar**

Senior Planner McGuire Brigl reviewed a proposal for a 34-acre site with 12 single-family homes on 80-foot-wide lots and 119 attached townhome units, for which a Comprehensive Plan amendment was approved by the City Council in August 2021. A second access into the site was approved by the Anoka County Highway Department. The developer is proposing a 45-foot density transitioning buffer along the northern and western boundary.

Senior Planner McGuire Brigl stated the applicant is requesting that the 30-foot front yard setbacks be reduced to 25 feet to allow additional backyard space and increase the distance of the proposed homes from existing residential properties.

Senior Planner McGuire Brigl stated the Planning Commission recommends City Council adoption of Ordinance 21-19 approving a Zoning Amendment to rezone a portion of the property from R-3 to R-2; and adopt Resolution #21-252 approving the Preliminary Plat with the contingencies outlined in Alternative #1.

Councilmember Woestehoff asked whether the proposed 25-foot front yard setback would be for all single-family lots.

Senior Planner McGuire Brigl confirmed this.

Councilmember Woestehoff stated he supports the request in this case since there will be townhomes in the development, and there is an interest in keeping the buffer.

Councilmember Riley requested feedback from City Staff on the 25-foot setback.

Senior Planner McGuire Brigl stated City Staff is generally supportive of the request as it meets the City's goals of density transitioning.

Councilmember Riley stated the request makes sense as it fits with the townhomes in the neighborhood, but he would not want to hear this again in another situation.

Councilmember Riley asked whether Public Works has weighed in on the mix of public and private streets. He expressed concern about snow removal at the intersections.

Senior Planner McGuire Brigl stated this case was reviewed by the Development Review Committee. She added the City will plow the public roads.

Motion by Councilmember Riley, seconded by Councilmember Woestehoff, to waive the Charter requirement and Adopt Ordinance #21-19 approving a Zoning Code Amendment to Rezone a Portion of the Property Located West and South of 15050 Armstrong Boulevard from R-3 to R-2.

Further discussion:

Paul Tabone, representing Lennar Homes, stated he appreciates the City's support on this project, and willingness to consider the 25-foot setback. He asked whether the City Council would consider having the density transition zone as an easement rather than an outlot, which would eliminate the need for a variance. He added this development will have an HOA as there will be townhomes. He noted he is still requesting the 25-foot variance.

Councilmember Woestehoff stated he will not support an amendment to change the outlot to an easement in this case. He added the HOA owns the parcel as opposed to deeding it out to the properties, and it makes sense to keep it as an outlot.

Councilmember Heineman agreed.

Mr. Tabone requested feedback and comment from the City Council regarding the 25-foot setback request.

Councilmember Musgrove stated there seems to be a consensus from the City Council to support that request, which must be reviewed by the Planning Commission.

City Administrator Ulrich stated it would not be appropriate to include a variance for setback in the motion, which is a request for rezoning. He added proposed setbacks would be addressed in the preliminary plat.

Roll call vote:

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

Motion carried.

Motion by Councilmember Woestehoff, seconded by Councilmember Musgrove, to Adopt Resolution #21-252 Approving Preliminary Plat of Lynwood Subdivision Located West and South of 15050 Armstrong Boulevard with Contingencies as listed in the Staff Report, and Designating the Density Transition Zone as an Outlot.

Motion carried. Voting Yes: Mayor Kuzma, Councilmembers Woestehoff, Musgrove, Heineman, Howell, Riley, and Specht. Voting No: None.

**7.05: Consider Hiring a New Deputy City Administrator/Community Development Director**

Administrative Services Director Colleen Lasher reviewed the proposed hiring of Mr. Brian Hagen as Deputy City Administrator/ Community Development Director, a position which has been vacant since June 22, 2021. A nationwide search was conducted, and 19 candidates were selected for initial interviews. Two finalists were selected after second interviews were conducted, and Mr. Brian Hagen was selected as the final candidate. Mr. Hagen passed all pre-employment testing, and his position will be subject to a 1-year probationary period.

Administrative Services Director Lasher thanked City Engineer Westby for serving as Interim Community Development Director, and Finance Director Lund for serving as Interim Deputy City Administrator.

Administrative Services Director Lasher stated City Staff recommends the hiring of Brian Hagen effective on or near November 1, 2021.

Motion by Councilmember Howell, seconded by Councilmember Specht, to hire Mr. Brian Hagen as Deputy City Administrator/Community Development Director Effective on or near November 1, 2021, At \$53.82 Per Hour Which Is Step 2 of the 2021 Pay Scale, with a Credit of 5 Vacation Days.

Further discussion:

Councilmember Musgrove thanked Mr. Westby and Ms. Lund for stepping in to cover the duties of this position, and for their communication and assistance. She added the process came down to two very qualified candidates, and she thanked them for going through the process.

Mayor Kuzma stated he will not be supporting the motion. He added he did not support the hiring process. He noted, however, he will do whatever he can to be supportive of Mr. Hagen.

Councilmember Heineman stated the hiring process was very extensive. He thanked Administrative Services Director Lasher for her hard work and efforts. He added both of the final candidates were qualified. He noted he supports the hire of Mr. Hagen for this position.

Motion carried. Voting Yes: Councilmembers Howell, Specht, Heineman, Musgrove, Riley, and Woestehoff. Voting No: Mayor Kuzma.

#### **7.06: Terminate Contract for Civil Legal Services with Ratwik, Roszak & Maloney, PA**

City Administrator Ulrich reviewed the proposed termination of existing civil legal services contract, which requires a 30-day notification.

Motion by Councilmember Heineman, seconded by Councilmember Howell, to authorize the City Administrator to Send Written Notice Terminating the Contract for Civil Legal Services to Ratwik, Roszak & Maloney Effective October 31, 2021.

Further discussion:

Mayor Kuzma stated he will not support the motion as he felt the existing attorney has done a good job for the City for the past 8 years, and their contract came in the lowest.

Councilmember Heineman thanked everyone who worked hard to make this decision. He added it was determined that the current contract was due for review and renewal, and the new legal services are much cheaper than the current legal service. He noted the current legal services have done a good job and he wished them luck.

Mayor Kuzma stated the proposed legal services' retainer is \$1,000 a month more than the current legal services. He added there are options for third-party billing, but the contract will likely be more expensive.

Councilmember Heineman stated the current legal services have a lower price, but they bill hourly and include transportation time. He added this choice is more fiscally conservative.

Councilmember Howell stated the current City Attorney charges \$500 per meeting that he attends, which would put his contracted amount over the amount of the legal service that is under consideration.

Councilmember Woestehoff stated he will be supporting this motion as the City Council as a majority has lost favor with the current attorney. He added he has been happy with the legal services the City has had; however, he can understand the desire to move on.

Motion carried. Voting Yes: Councilmembers Heineman, Howell, Musgrove, Riley, Specht, and Woestehoff. Voting No: Mayor Kuzma.

#### **7.07: Contract for Civil Legal Services with the firm of Holstad & Knaak, PLC**

City Administrator Ulrich reviewed the proposed contract for legal services with the firm of Holstad & Knaak, with Frederick Knaak to serve as City Attorney. The 2-year contract would be effective November 1, 2021, with a 60-day written termination provision. City staff recommends approval of the proposed contract.

Motion by Councilmember Howell, seconded by Councilmember Musgrove, to authorize the City Administrator to Enter into a Contract for Legal Services with the Firm of Holstad & Knaak with Frederick Knaak to serve as City Attorney to be effective November 1, 2021.

Further discussion:

Mayor Kuzma stated he will be opposing the motion.

Councilmember Woestehoff stated he is not going to support the motion as City Staff have indicated this firm would not have been their preferred choice. He added he is excited to work with Fritz as he comes on board, and he will do a good job as City Attorney.

Motion carried. Voting Yes: Councilmembers Heineman, Howell, Musgrove, Riley, and Specht. Voting No: Mayor Kuzma, Councilmember Woestehoff.

#### **8. MAYOR, COUNCIL AND STAFF INPUT**

City Administrator Ulrich stated the City is sponsoring a drive-in movie in the ballfield at the Draw Park on Thursday, October 21, 2021. "The Wizard of Oz" will be played.

City Administrator Ulrich stated the Fire Department is hosting Open Houses on October 5, 2021, at Station 1 and October 7, 2021, at Station 2, during evening hours.

City Administrator Ulrich stated the Public Works Department will be hosting an Open House at the new Public Works facility on October 16, 2021, at 1:00 p.m.

City Administrator Ulrich stated the Business Expo will be held October 16, 2021 at Adrenaline Sports. The public is welcome.

City Administrator Ulrich stated he and Mayor Kuzma will meet with Representative Heinrich to discuss the last legislative session and the upcoming session.

City Administrator Ulrich stated the City Council's next regular meeting is scheduled for Tuesday, October 12, 2021.

Councilmember Musgrove stated the Anoka County Sheriff's Office Open House is scheduled for September 29, 2021, from 4:00 – 7:00 p.m.

**9. ADJOURNMENT**

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

Motion carried.

The regular meeting of the City Council adjourned at 9:52 p.m.

Respectfully submitted,

---

Kurtis G. Ulrich  
City Administrator

ATTEST:

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Katie M. Schmidt  
Deputy City Clerk

Drafted by Mary Mullen  
*TimeSaver Off Site Secretarial, Inc.*

**CC Regular Session**

**5.3.**

**Meeting Date:** 10/12/2021

**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 License Applications

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Sean Sullivan	Sean Sullivan	10/07/2021 03:09 PM
Bruce Westby	Bruce Westby	10/07/2021 03:58 PM
Kurt Ulrich	Kurt Ulrich	10/07/2021 04:37 PM
Form Started By: Wendy Schlueter		Started On: 10/05/2021 10:17 AM
Final Approval Date: 10/07/2021		

Report Name: License Report - License Types

Council Dates: 10/12/2021 to 10/12/2021

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, Multi-Family Rental, 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: 10/5/2021

Page: 1

<u>Company</u>	<u>Applicant</u>	<u>Location</u>	<u>Complex</u>	<u>Exp. Date</u>	<u>Council</u> <u>Date</u>	<u>Status</u>
<b>Garbage Haulers</b>						
Allied Waste Services of NA LLC	Jessica Zahn			12/31/2021	10/12/2021	A

**Garbage Haulers License Count: 1**

**Total Licenses: 1**

**CC Regular Session**

**5. 4.**

**Meeting Date:** 10/12/2021

**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 2021.

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

Multi-Family Units (apartments, condos, etc.) are subject to the license and inspection program as required by code.

License application requests are attached for Council approval.

**Recommendation:**

Staff recommends approval of license applications.

**Action:**

Motion to approve rental license applications.

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**Attachments**

Rental License Applications

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Bruce Westby	Bruce Westby	10/07/2021 03:58 PM
Kurt Ulrich	Kurt Ulrich	10/07/2021 04:36 PM
Form Started By: JoAnn Shaw		Started On: 09/30/2021 11:56 AM
Final Approval Date: 10/07/2021		

Report Name: License Report - License Types  
Council Dates: 10/12/2021 to 10/12/2021  
Status: Active, Inactive  
License Type(s): Multi-Family Rental, Rental

## City of Ramsey License Report - License Types

Printed: 10/7/2021  
Page: 1

<u>Company</u>	<u>Applicant</u>	<u>Location</u>	<u>Complex</u>	<u>Exp. Date</u>	<u>Council Date</u>	<u>Status</u>
<b>Rental</b>						
Kayla Baker		6964 139th Ave NW		10/23/2024	10/12/2021	A
HPA US1, LLC		6650 153rd Ct NW		10/23/2024	10/12/2021	A
HP Minnesota I LLC		6731 153rd Ct NW		10/23/2024	10/12/2021	A
HP Minnesota I LLC		6540 153rd Way NW		10/23/2024	10/12/2021	A
HP Minnesota I LLC		5587 154th La NW		10/23/2024	10/12/2021	A
HPA US1, LLC		14700 Junkite St NW		10/23/2024	10/12/2021	A
MakMo Investments, LLC		14591 Peridot St NW		10/23/2024	10/12/2021	A
Samantha Erickson and Andrew Peterson		14617 Rhinestone St NW		10/23/2024	10/12/2021	A

**Rental License Count: 8**

**Total Licenses: 8**

**CC Regular Session**

5. 5.

**Meeting Date:** 10/12/2021

**By:** Grant Riemer, Engineering/Public Works

---

**Information**

**Title**

Approve Request to Declare Surplus Property

**Purpose/Background:**

**Purpose:**

Staff is requesting Council declare the following property surplus and authorize sale of same:

#362 2006 Ford Crown Victoria

VIN # 2FAFP71W46X131627

Mileage 100,506

#391 2009 Ford Crown Victoria

VIN # 2FAHP71V39X135687

Mileage 85,790

**Notification:**

Equipment will be sold at public auction

**Observations/Alternatives:**

These vehicles are old police squad cars used most recently by our seasonal public works staff during the summer. They are being rotated out of the fleet as other vehicles are replaced through the budget process and are passed down.

**Funding Source:**

N/A

**Recommendation:**

Staff recommends Council declare this equipment as surplus and authorize sale/auction of same.

**Action:**

Motion to declare this equipment as surplus and authorize sale/auction of same

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**Attachments**

*No file(s) attached.*

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**Form Review**

**Inbox**  
Kurt Ulrich

**Reviewed By**  
Kurt Ulrich

**Date**  
10/07/2021 01:46 PM

Form Started By: Grant Riemer  
Final Approval Date: 10/07/2021

Started On: 10/01/2021 12:52 PM

**CC Regular Session**

**5. 6.**

**Meeting Date:** 10/12/2021

**By:** Tammy Oakes, Finance

**Information**

**Title**

Adopt Resolution #21-290 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of September 23, 2021 through October 6, 2021.

**Purpose/Background:**

Adopt Resolution #21-290 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of September 23, 2021 through October 6, 2021.

**Recommendation:**

Staff Recommends to Adopt Resolution #21-290 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of September 23, 2021 through October 6, 2021.

**Action:**

Motion to Adopt Resolution #21-290 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of September 23, 2021 through October 6, 2021.

**Attachments**

Bills List 10/12/2021

Resolution 21-290

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Diana Lund	Diana Lund	10/07/2021 02:12 PM
Kurt Ulrich	Kurt Ulrich	10/07/2021 03:36 PM
Form Started By: Tammy Oakes		Started On: 10/06/2021 02:59 PM
Final Approval Date: 10/07/2021		

<b>RAMSEY CITY COUNCIL MEETING</b>
<b>10/12/2021</b>
<b>BILLS LIST</b>

**DISBURSEMENTS TO BE APPROVED THIS MEETING:**

DISBURSEMENT TYPE:	<u>SUBMITTED FOR APPROVAL</u>
Purchase Journal:	
Prepays 9/23/2021-10/6/2021	613,113.94
Accounts Payable 9/23/2021-10/6/2021	200,444.16
Payroll 10/1/2021	191,604.38

**TOTAL SUBMITTED FOR APPROVAL THIS MEETING**

(Invoices Available for Reviewal)

**\$ 1,005,162.48**

	<u>APPROVED PREV. MTG</u>	<u>2021 Y.T.D.</u>
<b>DISBURSEMENTS PREVIOUSLY APPROVED AND PAID:</b>		
NET PAYROLL TOTAL	\$ 402,271.63	\$ 3,811,638.62
- CORRECTION TO PAYROLL		
PREPAIDS	500,085.12	8,803,775.50
- PREPAID ADJUSTMENTS		
WIRE TRANSFERS FOR DEBT SERVICE		412,455.64
- CORRECTION TO D.S.		
<b>ACCOUNTS PAYABLE INVOICING - PREVIOUS MEETING:</b>		
- BILLS LIST SUBMITTED	522,763.08	5,986,017.81
ADD (DELETE) BILLS LIST SUBMITTED		
PAY ESTIMATE(S)	1,544,925.42	13,569,849.05

**TOTAL CASH DISBURSEMENTS PREVIOUSLY APPROVED**

**\$ 2,970,045.25**

**\$ 32,583,736.62**

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

9/23/2021 – 12/31/2021

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
113402	9/23/2021		<b>108636 ASCAP</b>						
		369.33	ANNUAL HAPPY DAYS MUSIC LICNS		109281	500613612-2021	0296.6249		MISCELLANEOUS OPER/
		<u>369.33</u>							
113403	9/23/2021		<b>118872 BARTH, COLETYN OR ANNA</b>						
		5,000.00	REF LNSCP ESCR 6885 180TH AVE		109290	091721	9252.1155.1		MANUAL-ACCOUNTS REI
		<u>5,000.00</u>							
113404	9/23/2021		<b>117280 CENTRA HOMES</b>						
		1,500.00	REF EROS ESC 7232 BUNKER LK BV		109283	091721A	9804.6433	00117906	REFUNDS
		5,500.00	LNSCP/SDWLK ESC 7232 BUNKER LK		109284	091721B	9252.1155.1		MANUAL-ACCOUNTS REI
		<u>1,500.00</u>	REF EROS ESC 7238 BUNKER LK BV		109285	091721C	9804.6433	00117943	REFUNDS
		<u>8,500.00</u>							
113405	9/23/2021		<b>110734 CITY OF RAMSEY</b>						
		200.00	UB#731282 BARCLAY		109301	09232021	9601.4651		WATER REVENUE
		460.00	UB#730505 ANTILLON		109301	09232021	9601.4651		WATER REVENUE
		<u>660.00</u>							
113406	9/23/2021		<b>100111 COMMERCIAL ASPHALT COMPANY</b>						
		11.43	EARLY PAY DISCOUNT		109293	210915	0311.6265		ASPHALT
		456.97	ASPHALT		109293	210915	0311.6265		ASPHALT
		<u>445.54</u>							
113407	9/23/2021		<b>118131 HEALTHPARTNERS</b>						
		65,315.00	OCT 2021 PREMIUMS		109298	107376505	9101.2176		LIFE/HEALTH-EMPLOYEE
		<u>65,315.00</u>							
113408	9/23/2021		<b>117814 LEWIS CUSTOM HOMES INC</b>						
		1,500.00	REF EROS ESCR 8881 151ST LA NW		109286	091721	9804.6433	00118505	REFUNDS
		<u>1,500.00</u>							
113409	9/23/2021		<b>100265 LINKS AT NORTHFORK</b>						
		6,781.44	BIZ APPRECIATION DINNER		109292	08172021	9230.6249	00923002	MISCELLANEOUS OPER/
		8,600.10			109294	08172021B	9230.6249	00923002	MISCELLANEOUS OPER/
		<u>15,381.54</u>							
113410	9/23/2021		<b>100345 NAPA AUTO PARTS ELK RIVER</b>						
		112.90	FLOOR DRY		109289	126266	0220.6249		MISCELLANEOUS OPER/
		<u>112.90</u>							
113411	9/23/2021		<b>118860 NEUTGENS EXCAVATING &amp; CONSTRUCTION, INC</b>						
		1,500.00	REF EROS ESCR 7073 167TH XING		109288	091521	9804.6433	00118016	REFUNDS
		<u>1,500.00</u>							
113412	9/23/2021		<b>116364 NORTHLAND CUSTOM HOMES LLC</b>						
		1,500.00	REF EROS ESC 6885 180TH AVE NW		109282	091721A	9804.6433	00118446	REFUNDS
		<u>1,500.00</u>							
113413	9/23/2021		<b>107059 TJ ASSOCIATES PRINTING INC</b>						
		142.50	HOLE SPONSOR SIGNS BIZ APPRE		109291	236551	9230.6246	00923002	MARKETING & PROMOTI
		<u>142.50</u>							
113414	9/23/2021		<b>118859 WOOLHOUSE, ALLEN R</b>						
		100.00	REF IMPRV ESCR 6270 164TH LANE		109287	091421	9804.6433	00117702	REFUNDS
		<u>100.00</u>							

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

9/23/2021 -- 12/31/2021

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
113414	9/23/2021		118859 WOOLHOUSE, ALLEN R						Continued.
113505	9/30/2021		118880 RHL INC						
		1,500.00	REF EROSION ESCR 6745 HWY 10		109339	092321	9804.6433	00118718	REFUNDS
		1,500.00							
113506	9/30/2021		115203 ALL AMERICAN TITLE CO INC						
		128.05	UB REF 15986 SAPPHIRE		109377	09302021	9601.4651		WATER REVENUE
		128.05							
113507	9/30/2021		113045 ANCONA TITLE AND ESCROW						
		323.47	UB REF 5178 147TH LN NW		109378	09302021	9601.4651		WATER REVENUE
		323.47							
113508	9/30/2021		111377 ANOKA MUNICIPAL UTILITY						
		88.80	AUGUST ELECTRIC		109333	22-990005-01 AUG 2021	9603.6371		ELECTRIC UTILITIES
		54.05	AUGUST ELECTRIC		109334	22-610280-00 AUG 2021	9603.6371		ELECTRIC UTILITIES
		72.08	AUGUST ELECTRIC		109335	22-613120-01 AUG 2021	0260.6371		ELECTRIC UTILITIES
		49.97	AUGUST ELECTRIC		109336	22-612000-01 AUG 2021	0260.6371		ELECTRIC UTILITIES
		264.90							
113509	9/30/2021		109934 ANOKA RAMSEY ATHLETIC ASSOCIATION						
		100.00	REF DAMAGE DEP 4/1/2013		109379	09302021	9804.1160		KEY & DAMAGE DEPOSIT
		150.00	REF DAMAGE DEP 2003/2004		109380	09302021B	9804.1160		KEY & DAMAGE DEPOSIT
		250.00							
113510	9/30/2021		115243 ARDEN TITLE LLC						
		389.93	UB REF 14632 SODIUM ST NW		109381	09302021	9601.4651		WATER REVENUE
		389.93							
113511	9/30/2021		115243 ARDEN TITLE LLC						
		131.20	UB REF 7889 148TH LN NW		109382	09302021B	9601.4651		WATER REVENUE
		131.20							
113512	9/30/2021		118896 BRUMMETT, GARY OR DEBRA						
		135.15	UB REF 15418 TUNGSTEN WAY		109397	09302021	9601.4651		WATER REVENUE
		135.15							
113513	9/30/2021		118901 CARLSEN, BRANDON						
		259.53	UB REF 14609 RHINESTONE ST NW		109384	09302021	9601.4651		WATER REVENUE
		259.53							
113514	9/30/2021		100297 CENTERPOINT ENERGY						
		44.69	8/9/21-9/8/21 GAS USAGE		109329	6011580-5 AUG 2021	9410.6373	00041012	GAS
		1,569.54	C/H GAS BILL		109330	6702493-5 AUG 2021	0194.6373		GAS
		41.00	GAS UTILITIES AUG FS 1		109331	5914352-9 AUG 2021	0220.6373		GAS
		152.10	GAS UTILITIES AUG FS 2		109332	5961540-1 AUG 2021	0220.6373		GAS
		26.00	NATURAL GAS AT PH#3		109338	8782239-1 AUG	9601.6373		GAS

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

9/23/2021 -- 12/31/2021

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
113514	9/30/2021		100297 CENTERPOINT ENERGY						Continued.
		141.91	AUG GAS		109358	8000014064-2 AUG 21	0452.6373		GAS
		132.13	AUG GAS		109358	8000014064-2 AUG 21	9601.6373		GAS
		<u>2,107.37</u>							
113515	9/30/2021		117280 CENTRA HOMES						
		1,500.00	REF EROS ESCR 7226 BUNKER LK		109312	092321A	9804.6433	00117907	REFUNDS
		7,000.00	LNSCP/GRDG/SDWLK 7226 BUNKER		109313	092321B	9252.1155.1		MANUAL-ACCOUNTS RE
		1,500.00	REF EROS ESCR 7244 BUNKER LK		109314	092321C	9804.6433	00117904	REFUNDS
		1,500.00	REF EROS ESC 14663 OLIVINE TER		109315	092321D	9804.6433	00117908	REFUNDS
		5,500.00	LNSCP/SDWLK 14663 OLIVINE TER		109316	092321E	9252.1155.1		MANUAL-ACCOUNTS RE
		1,500.00	REF EROS ESC 14667 OLIVINE TER		109317	092321F	9804.6433	00117968	REFUNDS
		7,000.00	LNSCP/DRIVE 14667 OLIVINE TER		109318	092321G	9252.1155.1		MANUAL-ACCOUNTS RE
		1,500.00	REF EROS ESC 14671 OLIVINE TER		109319	092321H	9804.6433	00117969	REFUNDS
		5,500.00	LNSCP/SDWLK 14671 OLIVINE TER		109320	092321I	9252.1155.1		MANUAL-ACCOUNTS RE
		1,500.00	REF EROS ESC 7236 BUNKER LK BV		109321	092321J	9804.6433	00117905	REFUNDS
		8,000.00	LNSCP/DRV/MISC ESC 7236 BUNKER		109322	092321K	9252.1155.1		MANUAL-ACCOUNTS RE
		1,500.00	REF GRDG ESC 7248 BUNKER LK BV		109323	092321L	9252.1155.1		MANUAL-ACCOUNTS RE
		1,500.00	REF EROS ESC 7248 BUNKER LK BV		109324	092321M	9804.6433	00117903	REFUNDS
		1,500.00	REF EROS ESC 7266 BUNKER LK BV		109325	092321N	9804.6433	00118449	REFUNDS
		5,000.00	REF LNSCP ESC 7266 BUNKER LK		109326	092321O	9252.1155.1		MANUAL-ACCOUNTS RE
		1,500.00	REF EROS ESC 7270 BUNKER LK BV		109340	092421A	9804.6433	00118450	REFUNDS
		1,500.00	REF EROS ESC 7278 BUNKER LK BV		109353	092821	9804.6433	00118451	REFUNDS
		<u>54,500.00</u>							
113516	9/30/2021		118894 CLOSING HUB						
		51.65	UB REF 6348 144TH AVE NW		109393	09302021	9601.4651		WATER REVENUE
		<u>51.65</u>							
113517	9/30/2021		118907 COCHRANE, PATRICK OR RAE ANN						
		21.10	UB REF 15151 ONEIDA ST NW		109413	09302021	9601.4651		WATER REVENUE
		<u>21.10</u>							
113518	9/30/2021		100116 CONNEXUS ENERGY						
		995.51	SEPT ELMCREST IRR		109354	444931-267449 SEP 2021	0452.6371		ELECTRIC UTILITIES
		<u>995.51</u>							
113519	9/30/2021		114117 CRAWFORD'S EQUIPMENT INC						
		189.71	EXMARK MOWER PARTS		109355	01-53966	0452.6257		OTHER VEHICLE PARTS
		<u>189.71</u>							
113520	9/30/2021		118893 CULLEN, CHRISTOPHER						
		293.14	14770 GERMANIUM ST NW		109392	09302021	9601.4651		WATER REVENUE
		<u>293.14</u>							
113521	9/30/2021		106583 DELTA DENTAL PLAN OF MINNESOTA						
		3,721.80	OCT 2021 PREMIUMS		109351	RIS0003701548	9101.2170		DENTAL/DISABILITY/LIFE
		<u>3,721.80</u>							
113522	9/30/2021		118895 DEVINE, DEREK OR STEPHANIE						
		290.13	UB REF 5250 149TH LN NW		109394	09302021	9601.4651		WATER REVENUE
		<u>290.13</u>							

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

9/23/2021 – 12/31/2021

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
113522	9/30/2021		118895 DEVINE, DEREK OR STEPHANIE						Continued.
113523	9/30/2021		115677 EDGEWATER TITLE GROUP						
		361.87	UB REF 6200 152ND AVE NW		109395	09302021	9601.4651		WATER REVENUE
		361.87							
113524	9/30/2021		117151 EXECUTIVE TITLE SERVICES						
		131.83	UB REF 15305 IODINE ST NW		109396	09302021	9601.4651		WATER REVENUE
		131.83							
113525	9/30/2021		100179 FIRE FIGHTERS RELIEF ASSN						
		16,369.00	CITY OF RAMSEY CONTRIBUTION		109359	09302021	0220.6104		PART TIME-WAGES & SAL
		6,285.00	NOWTHEN CONTRIBUTION		109359	09302021	9101.4327		SPECIAL FIRE PROTECTI
		192,929.69	2021 STATE AID		109359	09302021	9101.4273		OTHER STATE GRANTS &
		215,583.69							
113526	9/30/2021		118900 GILSRUD, BARBARA						
		157.99	UB REF 5517 153RD CT NW		109383	09302021	9601.4651		WATER REVENUE
		157.99							
113527	9/30/2021		118884 HOFSTEDE, ANTHONY OR MELISSA						
		100.00	REFUND ESCR 9221 INVERNESS LN		109350	092421	9804.6433	00117245	REFUNDS
		100.00							
113528	9/30/2021		118883 IVERSON, DUSTIN						
		100.00	REFUND ESCR 8563 176TH LA NW		109349	092421	9804.6433	00117124	REFUNDS
		100.00							
113529	9/30/2021		118748 KNIGHT BARRY TITLE UNITED LLC						
		54.86	UB REF 15620 ARMSTRONG BLVD NW		109401	09302021	9601.4651		WATER REVENUE
		54.86							
113530	9/30/2021		118898 KNOSALLA, KRIS						
		48.44	UB REF 7830 163RD LN NW		109402	09302021	9601.4651		WATER REVENUE
		48.44							
113531	9/30/2021		113464 LAND TITLE						
		127.13	UB REF 14170 XENON ST NW U2		109403	09302021	9601.4651		WATER REVENUE
		127.13							
113532	9/30/2021		117259 LEGACY TITLE						
		136.88	UB REF 14623 PERIDOT ST NW		109405	09302021	9601.4651		WATER REVENUE
		136.88							
113533	9/30/2021		117618 LEGACY TITLE						
		438.88	UB REF 6811 146TH CIR NW		109404	09302021	9601.4651		WATER REVENUE
		438.88							
113534	9/30/2021		115328 LENNAR						
		1,500.00	REF EROS ESCR 7466 160TH AV NW		109341	092421A	9804.6433	00117464	REFUNDS
		1,500.00	REF EROS ESCR 7517 160TH AV NW		109342	092421B	9804.6433	00117232	REFUNDS
		3,000.00							
113535	9/30/2021		117814 LEWIS CUSTOM HOMES INC						
		1,500.00	REF EROS ESCR 8890 151ST LA NW		109344	092421	9804.6433	00118422	REFUNDS
		1,500.00							

CITY OF RAMSEY  
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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
113535	9/30/2021		117814 LEWIS CUSTOM HOMES INC						Continued.
113536	9/30/2021		107138 M AND G TRAILER SALES						
		910.39	REFUND ESCROW BALANCE		109360	A115491	9804.6433	00115491	REFUNDS
		910.39							
113537	9/30/2021		118897 MADDEN, KENNETH OR STACY						
		281.03	UB REF 6021 145TH LN NW		109400	09302021	9601.4651		WATER REVENUE
		281.03							
113538	9/30/2021		117588 MEDART INC						
		.19	EARLY PMT DISCOUNT		109347	08222704	0452.6257		OTHER VEHICLE PARTS
		19.33	PARTS		109347	08222704	0452.6257		OTHER VEHICLE PARTS
		19.14							
113539	9/30/2021		116025 MINNESOTA TITLE						
		521.98	UB REF 15131 HELIUM ST NW		109409	09302021	9601.4651		WATER REVENUE
		521.98							
113540	9/30/2021		116025 MINNESOTA TITLE						
		281.84	UB REF 5665 154TH AVE MW		109410	09302021B	9601.4651		WATER REVENUE
		281.84							
113541	9/30/2021		116025 MINNESOTA TITLE						
		94.87	UB REF 7730 164TH AVE		109411	09302021C	9601.4651		WATER REVENUE
		94.87							
113542	9/30/2021		118906 MNOPS						
		74.04	UB REF 7700 181ST AVE NW		109412	09302021	9601.4651		WATER REVENUE
		74.04							
113543	9/30/2021		118905 MOTORS ON TEN LLC						
		1,632.93	REFUND EROSION ESCROW		109361	A115974	9804.6433	00115974	REFUNDS
		1,632.93							
113544	9/30/2021		117113 NORTH FISH REAL ESTATE						
		30,776.00	REFUND SURETY BALANCE		109362	116796A	9804.6433	00116796	REFUNDS
		30,776.00							
113545	9/30/2021		118910 OLSON, SHANNON						
		131.54	UB REF 14201 XENON ST NW U19		109421	09302021	9601.4651		WATER REVENUE
		131.54							
113546	9/30/2021		118903 RADDE, BRETT OR ANDREA						
		286.19	UB REF 14210 XENON ST NW U12		109386	09302021	9601.4651		WATER REVENUE
		286.19							
113547	9/30/2021		118008 REALTECH TITLE LLC						
		467.38	UB REF 14350 TUNGSTEN ST NW		109414	09302021	9601.4651		WATER REVENUE
		467.38							
113548	9/30/2021		113689 REGIS TITLE LLC						
		412.33	UB REF 15467 IODINE RIDGE NW		109415	09302021	9601.4651		WATER REVENUE
		412.33							
113549	9/30/2021		100422 REGISTERED ABSTRACTERS INC						

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9/23/2021 -- 12/31/2021

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
113549	9/30/2021		100422 REGISTERED ABSTRACTERS INC						Continued.
		669.75	UB REF 14191 VANADIUM ST NW		109416	09302021	9601.4651		WATER REVENUE
		669.75							
113550	9/30/2021		114260 REI PROPERTY MANAGEMENT						
		5.22	UB REF 15307 SODIUM ST		109417	09302021	9601.4651		WATER REVENUE
		5.22							
113551	9/30/2021		118908 RESULTS TITLE						
		52.80	UB REF 17351 UNICORN AVE NW		109418	09302021	9601.4651		WATER REVENUE
		52.80							
113552	9/30/2021		118902 RICE, BREANNE OR KELLEY						
		376.09	UB REF 7091 168TH AVE NW		109385	09302021	9601.4651		WATER REVENUE
		376.09							
113553	9/30/2021		116367 SERVION TITLE INC						
		382.87	UB REF 9535 HWY 10 NW		109420	09302021	9601.4651		WATER REVENUE
		382.87							
113554	9/30/2021		118852 SPC ENGINEERING & TESTING INC						
		100.00	FIRE STATION ASPHALT DEPTH COR		109357	21-74RA	9412.6530	00202110	IMPROVEMENTS OTHER
		100.00							
113555	9/30/2021		114865 STEWART TITLE CO						
		377.44	UB REF 13740 DOLOMITE ST NW		109423	09302021	9601.4651		WATER REVENUE
		377.44							
113556	9/30/2021		109821 T H CONSTRUCTION OF ANOKA, INC						
		1,500.00	REF EROS ESCR 16332 LITHIUM ST		109327	092321	9804.6433	00117909	REFUNDS
		6,500.00	LNSCP/GRADE ESCR 16332 LITHIUM		109328	092321A	9252.1155.1		MANUAL-ACCOUNTS RE
		8,000.00							
113557	9/30/2021		113038 THE TITLE GROUP						
		60.61	UB REF 8880 151ST LANE NW		109424	09302021	9601.4651		WATER REVENUE
		60.61							
113558	9/30/2021		117096 TITLE SMART						
		292.64	UB REF 4970 143RD AVE NW		109426	09302021	9601.4651		WATER REVENUE
		292.64							
113559	9/30/2021		117096 TITLE SMART						
		256.01	UB REF 14859 XKIMO ST NW		109427	09302021B	9601.4651		WATER REVENUE
		256.01							
113560	9/30/2021		114074 TITLE SPECIALIST INC						
		123.04	UB REF 15521 SODIUM WAY		109425	09302021	9601.4651		WATER REVENUE
		123.04							
113561	9/30/2021		114606 TITLESMA RT INC						
		335.49	UB REF 15108 UTE ST NW		109428	09302021	9601.4651		WATER REVENUE
		335.49							
113562	9/30/2021		114606 TITLESMA RT INC						
		106.19	UB REF 7024 139TH AVE NW		109429	09302021B	9601.4651		WATER REVENUE
		106.19							

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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
113562	9/30/2021		114606 TITLES MART INC						Continued.
113563	9/30/2021		118909 WASSEROTT, SAMANTHA OR LUCAS						
		101.85	UB REF 7248 147TH TER NW		109419	09302021	9601.4651		WATER REVENUE
		101.85							
113564	9/30/2021		117360 WATERMARK TITLE AGENCY						
		382.18	UB REF 7494 159TH AVE NW		109430	09302021	9601.4651		WATER REVENUE
		382.18							
113565	9/30/2021		117469 WATERMARK TITLE AGENCY						
		388.20	UB REF 15239 GERMANIUM CIR NW		109431	09302021	9601.4651		WATER REVENUE
		388.20							
113566	9/30/2021		118899 WEBER, MARGARET OR DEAN						
		7.32	UB REF 14981 ZUNI ST NW		109406	09302021	9601.4651		WATER REVENUE
		7.32							
113567	9/30/2021		118904 WOODRUFF, MARIA						
		275.59	UB REF 5721 158TH CT		109407	09302021	9601.4651		WATER REVENUE
		275.59							
113568	9/30/2021		118749 ZILLOW CLOSING SERVICES LLC						
		287.25	UB REF 5425 144TH WAY NW U12		109432	09302021	9601.4651		WATER REVENUE
		287.25							
113569	9/30/2021		118749 ZILLOW CLOSING SERVICES LLC						
		400.10	UB REF 6280 141ST LN NW		109433	09302021B	9601.4651		WATER REVENUE
		400.10							
1002977	9/24/2021		100647 BOLTON AND MENK INC						
		863.72	PIR INFRASTRUCTURE STUDY		109280	0273954	9400.6315		MISCELLANEOUS PROFE
		863.72	WATER INFRASTRUCTURE STUDY		109280	0273954	9601.6315		MISCELLANEOUS PROFE
		863.72	SEWER INFRASTRUCTURE STUDY		109280	0273954	9602.6315		MISCELLANEOUS PROFE
		2,591.17	SHARE OF INFRASTRUCTURE STUDY		109280	0273954	9804.6315	00117442	MISCELLANEOUS PROFE
		2,591.17	SHARE OF INFRASTRUCTURE STUDY		109280	0273954	9804.6315	00117447	MISCELLANEOUS PROFE
		7,773.50							
1002978	9/24/2021		100158 ECM PUBLISHERS INC						
		301.00	PH NOTICE TIF 18 IFL		109279	849789	9218.6315		MISCELLANEOUS PROFE
		301.00							
1002979	9/24/2021		115232 NORTHERN TECHNOLOGIES LLC						
		501.75	MATERIALS TESTING PRVTDVLP MNT		109299	39730	9804.6315	00117323	MISCELLANEOUS PROFE
		125.00	MATERIALS TESTING PRVTDVLP MNT		109300	39863	9804.6315	00117302	MISCELLANEOUS PROFE
		626.75							
1002980	9/24/2021		105706 TINKLENBERG GROUP INC						
		3,500.00	SEPT RETAINER FEE (3 OF 6)		109297	2139	9400.6315		MISCELLANEOUS PROFE
		3,500.00							
1002981	9/24/2021		100510 VERIZON WIRELESS						
		77.88	VERIZON-ADMIN-AUGUST		109295	9888050477	0130.6323		CELLULAR PHONES
		117.89	VERIZON-BUILDING-AUGUST		109295	9888050477	0240.6323		CELLULAR PHONES
		259.45	VERIZON-ENGINEERING-AUGUST		109295	9888050477	0301.6323		CELLULAR PHONES
		82.88	VERIZON-FINANCE-AUGUST		109295	9888050477	0192.6323		CELLULAR PHONES

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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
1002981	9/24/2021		<b>100510 VERIZON WIRELESS</b>						Continued.
		480.14	VERIZON-FIRE-AUGUST		109295	9888050477	0220.6323		CELLULAR PHONES
		131.54	VERIZON-MAINTENANCE-AUGUST		109295	9888050477	0194.6323		CELLULAR PHONES
		258.34	VERIZON-PARKS-AUGUST		109295	9888050477	0452.6323		CELLULAR PHONES
		197.20	VERIZON-PLANNING-AUGUST		109295	9888050477	0191.6323		CELLULAR PHONES
		225.93	VERIZON-STREETS-AUGUST		109295	9888050477	0311.6323		CELLULAR PHONES
		301.00	VERIZON-UTILITIES-AUGUST		109295	9888050477	9601.6323		CELLULAR PHONES
		187.84	VERIZON-STREETS-JULY		109296	9885877865	0311.6323		CELLULAR PHONES
		197.50	VERIZON-PLANNING-JULY		109296	9885877865	0191.6323		CELLULAR PHONES
		275.73	VERIZON-PARKS-JULY		109296	9885877865	0452.6323		CELLULAR PHONES
		131.78	VERIZON-MAINTENANCE-JULY		109296	9885877865	0194.6323		CELLULAR PHONES
		480.12	VERIZON-FIRE-JULY		109296	9885877865	0220.6323		CELLULAR PHONES
		83.00	VERIZON-FINANCE-JULY		109296	9885877865	0192.6323		CELLULAR PHONES
		259.79	VERIZON-ENGINEERING-JULY		109296	9885877865	0301.6323		CELLULAR PHONES
		118.01	VERIZON-BUILDING-JULY		109296	9885877865	0240.6323		CELLULAR PHONES
		78.00	VERIZON-ADMIN-JULY		109296	9885877865	0130.6323		CELLULAR PHONES
		301.05	VERIZON-UTILITIES-JULY		109296	9885877865	9601.6323		CELLULAR PHONES
		4,245.07							
1003032	10/1/2021		<b>116114 AVESIS THIRD PARTY ADMINISTRATORS</b>						
		214.00	OCT 2021 PREMIUMS		109352	2785417	9101.2170		DENTAL/DISABILITY/LIFE
		214.00							
1003033	10/1/2021		<b>118892 BARKER, MATTHEW</b>						
		35.25	REIMB FOR TRAINING MEALS		109408	09302021	0211.6331		TRAVEL & LODGING
		35.25							
1003034	10/1/2021		<b>107604 BONINE, JAMES</b>						
		27.84	REIMB FOR TRAINING MEALS		109398	09302021	0211.6331		TRAVEL & LODGING
		27.84							
1003035	10/1/2021		<b>112663 CAPSTONE HOMES INC</b>						
		1,500.00	REF EROS ESCR 8655 152ND AV NW		109343	092421A	9804.6433	00118591	REFUNDS
		1,500.00	REF EROS ESC 15214 SNOWY OWL		109345	092421B	9804.6433	00118541	REFUNDS
		1,500.00	REF EROS ESC 15206 TIGER ST NW		109346	092421C	9804.6433	00118621	REFUNDS
		1,500.00	REF EROS ESCR 8947 151ST LA NW		109348	092721	9804.6433	00118493	REFUNDS
		157.99	UB REF 15104 QUINTANA ST NW		109387	09302021	9601.4651		WATER REVENUE
		157.99	UB REF 15108 QUINTANA ST NW		109388	09302021B	9601.4651		WATER REVENUE
		143.72	UB REF 8938 151ST LANE NW		109389	09302021C	9601.4651		WATER REVENUE
		157.99	UB REF 14964 TIGER ST NW		109390	09302021D	9601.4651		WATER REVENUE
		178.34	UB REF 15112 QUINTANA ST NW		109391	09302021E	9601.4651		WATER REVENUE
		6,796.03							
1003036	10/1/2021		<b>100283 MENARDS COON RAPIDS</b>						
		115.56	DETERGENT, TARPS, WATER ST1		109337	56454	0220.6249		MISCELLANEOUS OPER/
		115.56							
1003037	10/1/2021		<b>115383 SCHLENDER, SHANNON</b>						
		25.68	REIMB FOR TRAINING MEALS		109422	09302021	0211.6331		TRAVEL & LODGING
		25.68							
1003038	10/1/2021		<b>116813 SCHMIDT, KATIE</b>						
		17.98	REIMB FOR TRAINING MEALS		109399	09302021	0130.6331		TRAVEL & LODGING
		17.98							
1003039	10/1/2021		<b>112515 WSB AND ASSOCIATES INC</b>						

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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
1003039	10/1/2021	90.00	112515 WSB AND ASSOCIATES INC		109356	R-017243-000-4	0191.6315		MISCELLANEOUS PROFE
		90.00	JULY GEN PLANNING SERVICES						
97100121	10/1/2021	287.08	118579 ND CHILD SUPPORT DIVISION		109368	09302110544514	9101.2185		GARNISHMENTS/SUPPO
		287.08							
98100121	10/1/2021	4,594.38	115568 ALERUS FINANCIAL NA		109367	09302110544513	9101.2176		LIFE/HEALTH-EMPLOYEE
		4,594.38							
99100121	10/1/2021	1,611.11	107962 TOTAL ADMINISTRATIVE SERVICE CORP		109364	09302110544510	9101.2176		LIFE/HEALTH-EMPLOYEE
		1,611.11							
99129803	10/1/2021	10,512.48	114790 GREAT WEST LIFE AND ANNUITY INS CO		109365	09302110544511	9101.2175		DEFERRED COMPENSAT
		10,512.48							
99133378	10/1/2021	7,330.66	114790 GREAT WEST LIFE AND ANNUITY INS CO		109366	09302110544512	9101.2176		LIFE/HEALTH-EMPLOYEE
		7,330.66							
99205398	10/1/2021	26,243.35	101306 IRS		109374	0930211054457	9101.2171		FEDERAL WITHHOLDING
		14,924.26			109375	0930211054458	9101.2173		FICA & MEDICARE-EMPL
		14,924.26			109376	0930211054459	9101.2182		FICA & MEDICARE-EMPL
		56,091.87							
99617358	10/1/2021	1,870.85	100223 ICMA RETIREMENT TRUST 457		109363	0930211054451	9101.2175		DEFERRED COMPENSAT
		1,870.85							
99622617	10/1/2021	24,677.49	100398 PUBLIC EMPLOYEES RETIREMENT ASSN		109371	0930211054454	9101.2174		PERA-EMPLOYEE
		33,302.39			109372	0930211054455	9101.2183		PERA-EMPLOYER
		57,979.88							
99714272	10/1/2021	12,375.65	100601 MN DEPT OF REV WH		109373	0930211054456	9101.2172		STATE WITHHOLDING
		12,375.65							
		613,113.94	Grand Total						

Payment Instrument Totals	
Checks	436,691.32
EFT Payments	152,653.96
A/P ACH Payment	23,768.66
Total Payments	613,113.94



R04570

CITY OF RAMSEY  
Create Payment Control Groups

Payment Group Control Number 3284  
 Bank Account 999.1010 CASH IN BANK 00002224  
 Version LOGIS004V  
 Originator TOAKES  
 Payment Instrument Check Payment  
 Pay Through Date 12/31/2021

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Document Itm	Document Co	Due Date	Invoice Number	Payment Amount
			PV	109516	001	00999	9/28/2021	281208	219.00
				Summary Total					219.00
			PV	109517	001	00999	9/29/2021	281313	149.85
				Summary Total					149.85
			PV	109527	001	00999	9/29/2021	281295	306.34
				Summary Total					306.34
				Payment Amount					1,338.79
108513	BLAINE LOCK AND SAFE INC		PV	109456	001	00999	9/14/2021	26100	139.00
	BLAINE LOCK AND SAFE INC 10136 SUNSET AVENUE BLAINE MN 55014			Summary Total					139.00
				Payment Amount					139.00
100086	BLUE VELVET INC		PV	109481	001	00999	9/20/2021	137	582.61
	BLUE VELVET INC 14101 ST FRANCIS BLVD NW	City Vehicles		Summary Total					582.61
	RAMSEY MN 55303		PV	109504	001	00999	9/20/2021	135	131.88
				Summary Total					131.88
				Payment Amount					714.49
103975	BROZAK, LUANN	Inv #1003	PV	109434	001	00999	9/14/2021	1003	176.00
	LUANN BROZAK 18790 GARNET STREET NW ANOKA MN 55303			Summary Total					176.00
				Payment Amount					176.00
100096	BRYAN ROCK PRODUCTS INC	New PW	PV	109542	001	00999	9/15/2021	50151	212.86
	BRYAN ROCK PRODUCTS INC PO BOX 215 SHAKOPEE MN 55379			Summary Total					212.86
				Payment Amount					212.86
110483	CITY OF ST PAUL	CUST 7574	PV	109460	001	00999	7/31/2021	IN46684	400.00
	CITY OF ST PAUL OFFICE OF FINANCIAL SERVICES 15 W KELLOGG BLVD SUITE 700			Summary Total					400.00



R04570

CITY OF RAMSEY  
Create Payment Control Groups

Payment Group Control Number 3284  
 Bank Account 999.1010 CASH IN BANK 00002224  
 Version LOGIS004V  
 Originator TOAKES  
 Payment Instrument Check Payment  
 Pay Through Date 12/31/2021

Payee Number Name / Mailing Address	Stub Message	Document Ty Number Itm Co	Due Date	Invoice Number	Payment Amount
3601 THURSTON AVENUE ANOKA MN 55303-1063					12,000.00
		Payment Amount			
117332 HEARTLAND TIRE INC		PV 109480 001 00999	9/24/2021	9023308	1,400.10
HEARTLAND TIRE INC 7151 RIVERDALE DRIVE NW RAMSEY MN 55303		Summary Total			1,400.10
		PV 109483 001 00999	9/27/2021	9023354	144.72
		Summary Total			144.72
		Payment Amount			1,544.82
112160 HOLIDAY COMPANIES		PV 109534 001 00999	10/1/2021	046801102100	174.25
HOLIDAY COMPANIES 4567 AMERICAN BLVD W BLOOMINGTON MN 55437		Summary Total			174.25
		Payment Amount			174.25
114164 INITIAL DEFENSE PROTECTION SERVICES LLC		PV 109464 001 00999	9/18/2021	21-34	3,160.00
INITIAL DEFENSE PROTECTION SERVICES LLC 13055 RIVERDALE DRIVE NW SUITE 500 COON RAPIDS MN 55448		Summary Total			3,160.00
		Payment Amount			3,160.00
118879 KRALS CUSTOM WELDING TDP, LLC	Vehicle Maint. Area	PV 109457 001 00999	9/21/2021	21206	7,736.00
KRALS CUSTOM WELDING TDP, LLC 4504 BAXTER ROAD PRINCETON MN 55371		Summary Total			7,736.00
		Payment Amount			7,736.00
100256 LANO EQUIPMENT INC		PV 109309 001 00999	9/20/2021	02-862288	43.90
LANO EQUIPMENT INC 6140 HIGHWAY 10 NW ANOKA MN 55303		Summary Total			43.90
		PV 109444 001 00999	9/20/2021	02-862523	1,180.00
		Summary Total			1,180.00
		PV 109445 001 00999	9/20/2021	02-862515	2,477.85
		Summary Total			2,477.85
		PV 109446 001 00999	9/21/2021	02-862749	36.54
		Summary Total			36.54

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CITY OF RAMSEY  
Create Payment Control Groups

Payment Group Control Number 3284  
 Bank Account 999.1010 CASH IN BANK 00002224  
 Version LOGIS004V  
 Originator TOAKES  
 Payment Instrument Check Payment  
 Pay Through Date 12/31/2021

Payee Number	Name / Mailing Address	Stub Message	Document Ty Number	Item Itm	Co	Due Date	Invoice Number	Payment Amount
			PV	109526	001 00999	9/30/2021	02-865101	122.07
				Summary Total				122.07
				Payment Amount				3,860.36
118885	MANGO ENTERTAINMENT LLC		PV	109506	001 00999	9/22/2021	1071	2,900.00
	MANGO ENTERTAINMENT LLC 3222 DUPONT AVE N MINNEAPOLIS MN 55412			Summary Total				2,900.00
				Payment Amount				2,900.00
117588	MEDART INC		PV	109522	001 00999	9/29/2021	08226904	19.33
	MEDART INC 3801 THURSTON AVENUE ANOKA MN 55303			Summary Total				19.33
				Payment Amount				19.33
108208	METRO PRODUCTS INC		PV	109531	001 00999	9/30/2021	162322	307.50
	METRO PRODUCTS INC 7401 CENTRAL AVENUE NE FRIDLEY MN 55432			Summary Total				307.50
				Payment Amount				307.50
108201	METRO TENT RENTAL	9/9-9/12 Tent Rental	PV	109450	001 00999	6/21/2021	8230	3,642.00
	METRO TENT RENTAL 9273 188TH AVE NW ELK RIVER MN 55330			Summary Total				3,642.00
			PV	109536	001 00999	9/28/2021	8417	178.00
				Summary Total				178.00
				Payment Amount				3,820.00
100345	NAPA AUTO PARTS ELK RIVER		PV	109308	001 00999	9/16/2021	129727	35.00
	NAPA AUTO PARTS ELK RIVER 17137 YALE STREET NW			Summary Total				35.00
			PV	109310	001 00999	9/14/2021	129276	115.17
				Summary Total				115.17
	P O BOX 1041 ELK RIVER MN 55330		PV	109311	001 00999	9/9/2021	128687	48.99
				Summary Total				48.99
			PV	109435	001 00999	9/20/2021	130175	4.60
				Summary Total				4.60

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Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
			PV	109436	001	00999	9/20/2021	130177	15.38
				Summary Total					15.38
			PV	109479	001	00999	9/14/2021	129454	3.59
				Summary Total					3.59
				Payment Amount					222.73
100360	NORTH STAR TOWING INC		PV	109535	001	00999	9/9/2021	80143	117.00
	NORTH STAR TOWING INC 833 NORTH STREET ANOKA MN 55303			Summary Total					117.00
				Payment Amount					117.00
118874	PIHONSKY, STEPHEN	WATER EFFICIENCY REBATE	PV	109303	001	00999	9/21/2021	092121	187.42
	STEPHEN PIHONSKY 16202 LITHIUM CT NW RAMSEY MN 55303			Summary Total					187.42
				Payment Amount					187.42
115803	POWER LODGE- TWIN CITIES		PV	109541	001	00999	9/28/2021	89178	173.06
	POWER LODGE- TWIN CITIES 6781 WEST HIGHWAY 10 RAMSEY MN 55303			Summary Total					173.06
				Payment Amount					173.06
100393	PRAIRIE RESTORATIONS INC		PV	109475	001	00999	9/15/2021	#30972	964.95
	PRAIRIE RESTORATIONS INC 31646 128TH STREET PRINCETON MN 55371			Summary Total					964.95
				Payment Amount					964.95
117595	QUADIENT LEASING USA INC		PV	109452	001	00999	9/11/2021	N9041463	474.36
	QUADIENT LEASING USA INC DEPT 3682 P O BOX 123682 DALLAS TX 75312-3682			Summary Total					474.36

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CITY OF RAMSEY  
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Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number Number	Item Itm	Co	Due Date	Invoice Number	Payment Amount
Payment Amount									474.36
109867	RES SPECIALTY PYROTECHNICS	Happy Days Fireworks	PV	109443	001	00999	9/11/2021	24366	8,000.00
	RES SPECIALTY PYROTECHNICS 21595 286TH STREET BELLE PLAIN MN 56011								Summary Total 8,000.00
Payment Amount									8,000.00
101126	SAUTER AND SONS INC	6745 Hwy 10 Repair and Mainten	PV	109493	001	00999	9/20/2021	121639	19,000.00
	SAUTER AND SONS INC 6651 141ST AVE NW RAMSEY MN 55303								Summary Total 19,000.00
Payment Amount									19,000.00
100440	SHORT ELLIOT HENDRICKSON INC		PV	109467	001	00999	9/17/2021	412323	1,129.01
	SHORT ELLIOT HENDRICKSON INC P O BOX 64780 ST PAUL MN 55164-0780								Summary Total 1,129.01
			PV	109468	001	00999	9/17/2021	412324	375.35
Summary Total									375.35
Payment Amount									1,504.36
108703	STERLING TROPHY	HD talent show awards	PV	109455	001	00999	9/13/2021	28163	25.71
	STERLING TROPHY 3824 7TH AVENUE ANOKA MN 55303								Summary Total 25.71
Payment Amount									25.71
112736	SWANK MOTION PICTURES INC	cust #0347383-002	PV	109537	001	00999	9/29/2021	1839471	435.00
	SWANK MOTION PICTURES INC 2844 PAYSHERE CIRCLE CHICAGO IL 60674								Summary Total 435.00
Payment Amount									435.00
107705	TWIN CITY GARAGE DOOR CO		PV	109512	001	00999	9/30/2021	Z193413	675.00

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Payee Number	Name / Mailing Address	Stub Message	Document Ty Number Itm Co	Due Date	Invoice Number	Payment Amount
	TWIN CITY GARAGE DOOR CO 5601 BOONE AVE N MINNEAPOLIS MN 55428					Summary Total 675.00
						Payment Amount 675.00
112001	ULTIMATE EVENTS ULTIMATE EVENTS 13405 15TH AVENUE N PLYMOUTH MN 55441	Happy Days 9/10-9/13	PV 109451 001 00999	9/10/2021	93049	4,323.17
						Summary Total 4,323.17
						Payment Amount 4,323.17
Total Amount to be Processed						81,960.11
Total Number of Payments to be Processed						38

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 Pay Through Date 12/31/2021

Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number Number	Itm	Co	Due Date	Invoice Number	Payment Amount
111385	ACHIEVE SERVICES INC		PV	109490	001	00999	9/24/2021	27505	99.25
	ACHIEVE SERVICES INC 1201 89TH AVENUE NE BLAINE MN 55434								Summary Total 99.25
									Payment Amount 99.25
117343	AMAZON CAPITAL SERVICES INC	ACT A3VYUQ4FSATYMN	PV	109463	001	00999	9/20/2021	1YJW-GRR1-1JD7	82.03
	AMAZON CAPITAL SERVICES INC PO BOX 035184 SEATTLE WA 98124-5184								Summary Total 82.03
									Payment Amount 82.03
100026	ANDERSON IRRIGATION		PV	109462	001	00999	9/16/2021	340	23,094.05
	ANDERSON IRRIGATION 3200 MAIN STREET NE SUITE 240 MINNEAPOLIS MN 55448								Summary Total 23,094.05
									Payment Amount 23,094.05
100029	ANOKA AREA CHAMBER OF COMMERCE	Anoka Chamber Network Event	PV	109492	001	00999	9/13/2021	28555	700.00
	ANOKA AREA CHAMBER OF COMMERCE 12 BRIDGE SQUARE ANOKA MN 55303								Summary Total 700.00
									Payment Amount 700.00
107587	ANOKA COUNTY TREASURY DEPARTMENT	CUST 130878	PV	109458	001	00999	10/1/2021	AR018878	675.00
	ANOKA COUNTY TREASURY DEPARTMENT 2100 THIRD AVENUE ANOKA MN 55303	CUST 130878							Summary Total 675.00
			PV	109459	001	00999	10/1/2021	AR018879	146.25
									Summary Total 146.25
		CUST #130878	PV	109497	001	00999	9/21/2021	B210920M	492.00
									Summary Total 492.00
									Payment Amount 1,313.25
100647	BOLTON AND MENK INC		PV	109494	001	00999	9/14/2021	0275753	905.00
	BOLTON AND MENK INC 1960 PREMIER DRIVE MANKATO MN 56001-5900								Summary Total 905.00
			PV	109521	001	00999	9/14/2021	0275751	656.50
									Summary Total 656.50
									Payment Amount 1,561.50

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 Pay Through Date 12/31/2021

Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number Number	Itm	Co	Due Date	Invoice Number	Payment Amount
	Dolomite Street Engineering		PV	109530	001	00999	9/14/2021	0275750	2,448.50
Summary Total									2,448.50
Payment Amount									4,010.00
103641	BOYER TRUCKS ROGERS BOYER TRUCKS P O BOX 18338 MINNEAPOLIS MN 55418	CUST #7645	PV	109439	001	00999	9/23/2021	003P10884	227.54
Summary Total									227.54
Payment Amount									227.54
112019	CENTRAL HYDRAULICS INC CENTRAL HYDRAULICS INC 21877 INDUSTRIAL COURT ROGERS MN 55374		PV	109447	001	00999	9/10/2021	71947	257.80
Summary Total									257.80
Payment Amount									257.80
116197	CINTAS CORPORATION CINTAS CORPORATION CINTAS LOC #4K P O BOX 650838 DALLAS TX 75265-0838	PAYER #12455017 PAYER #12455483 PAYER #12455017 PAYER #12455483	PV	109472	001	00999	9/22/2021	4096634072	55.62
Summary Total									55.62
			PV	109476	001	00999	9/22/2021	4096634005	16.56
Summary Total									16.56
			PV	109524	001	00999	9/29/2021	4097279178	53.28
Summary Total									53.28
			PV	109528	001	00999	9/30/2021	4097458355	13.20
Summary Total									13.20
Payment Amount									138.66
100141	DAVE PERKINS CONTRACTING INC DAVE PERKINS CONTRACTING INC 19745 NOWTHEN BLVD NW ANOKA MN 55303-9655		PV	109470	001	00999	9/22/2021	27832	10,100.00
Summary Total									10,100.00
Payment Amount									10,100.00
113306	DEFINITIVE TECHNOLOGY SOLUTIONS INC DEFINITIVE TECHNOLOGY SOLUTIONS INC		PV	109478	001	00999	9/22/2021	INV224851	345.60
Summary Total									345.60

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 Pay Through Date 12/31/2021

Payee	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
9401 JAMES AVENUE SOUTH SUITE 120 BLOOMINGTON MN 55431								345.60
								Payment Amount
101185 DO ALL PRINTING COM INC		PV	109461	001	00999	9/20/2021	52677	28.50
DO ALL PRINTING COM INC 6360 HIGHWAY 10 NW RAMSEY MN 55303								Summary Total
								28.50
								Payment Amount
								28.50
100158 ECM PUBLISHERS INC	ACCT 370702	PV	109441	001	00999	9/17/2021	853966	172.00
ECM PUBLISHERS INC 4095 COON RAPIDS BLVD COON RAPIDS MN 55433								Summary Total
								172.00
								Payment Amount
								172.00
114680 ELECTRICAL PRODUCTION SERVICES INC		PV	109304	001	00999	9/17/2021	19137	6,000.00
ELECTRICAL PRODUCTION SERVICES INC 4201 NOREX DRIVE SUITE 200 CHASKA MN 55318								Summary Total
								6,000.00
		PV	109305	001	00999	9/17/2021	19135	15,000.00
								Summary Total
								15,000.00
								Payment Amount
								21,000.00
100204 GRAFIX SHOPPE		PV	109519	001	00999	9/23/2021	140995	875.00
GRAFIX SHOPPE 3240 MIKE COLLINS DRIVE EAGAN MN 55121								Summary Total
								875.00
								Payment Amount
								875.00
100650 GRAINGER	ACCT 806511127	PV	109448	001	00999	9/20/2021	9058432353	19.62
GRAINGER INC DEPT. 806511127	ACCT 806511127							Summary Total
								19.62
		PV	109482	001	00999	9/23/2021	9064142202	236.86
								Summary Total
								236.86
PALATINE IL 60038-0001		PV	109499	001	00999	9/24/2021	9065191679	9.81
								Summary Total
								9.81
		PV	109507	001	00999	9/29/2021	9069486216	376.20

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 Pay Through Date 12/31/2021

Payee Number	Name / Mailing Address	Stub Message	Document Ty Number	Item Itm	Co	Due Date	Invoice Number	Payment Amount
Summary Total								376.20
			PV	109523	001 00999	9/29/2021	9069561729	626.21
Summary Total								626.21
Payment Amount								1,268.70
112564	GROUP HEALTH INC WORKSITE		PV	109511	001 00999	9/22/2021	W819453	94.00
Summary Total								94.00
Payment Amount								94.00
108628	GROVE NURSERY		PV	109449	001 00999	9/1/2021	31556601	7,596.80
Summary Total								7,596.80
Payment Amount								7,596.80
112475	INNOVATIVE OFFICE SOLUTIONS	CUST #S27569	PV	109487	001 00999	9/24/2021	IN3498175	578.35
Summary Total								578.35
	INNOVATIVE OFFICE SOLUTIONS P O BOX 860627	Innovative S27569	PV	109489	001 00999	9/28/2021	IN3501299	81.90
Summary Total								81.90
Payment Amount								660.25
100266	LOGIS		PV	109520	001 00999	10/1/2021	50972	18,647.00
Summary Total								18,647.00
Payment Amount								18,647.00
100283	MENARDS COON RAPIDS	ACCT 30280262	PV	109486	001 00999	9/22/2021	59377	159.38
Summary Total								159.38
Payment Amount								159.38
108091	MUNICIPAL CODE	CUST ID 10-4005	PV	109488	001 00999	9/28/2021	00363757	917.04

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Payee Number Name / Mailing Address	Stub Message	Document Ty Number ltm Co	Due Date	Invoice Number	Payment Amount
CORPORATION					
MUNICIPAL CODE CORPORATION P O BOX 2235 TALLAHASSEE FL 32316				Summary Total	917.04
				Payment Amount	917.04
115167 NET TRANSCRIPTS INC NET TRANSCRIPTS INC 20 E THOMAS RD #220 PHOENIX AZ 85012		PV 109465 001 00999	9/15/2021	NT6040	265.35
				Summary Total	265.35
				Payment Amount	265.35
100354 NEWMAN SIGNS INC NEWMAN SIGNS INC PO BOX 1728 JAMESTOWN ND 58402-1728	CUST #RAM-03-003	PV 109469 001 00999	9/21/2021	TRF1NV034024	426.91
				Summary Total	426.91
				Payment Amount	426.91
100363 NORTHERN SANITARY SUPPLY CO NORTHERN SANITARY SUPPLY CO 341 COON RAPIDS BLVD MINNEAPOLIS MN 55433		PV 109496 001 00999	9/28/2021	202659	355.16
				Summary Total	355.16
				Payment Amount	355.16
115232 NORTHERN TECHNOLOGIES LLC NORTHERN TECHNOLOGIES LLC 3522 4TH AVENUE S FARGO ND 58103		PV 109502 001 00999	9/18/2021	40176	461.25
				Summary Total	461.25
		PV 109503 001 00999	9/18/2021	40182	1,393.75
				Summary Total	1,393.75
		PV 109538 001 00999	9/18/2021	40189	1,267.50
				Summary Total	1,267.50
		PV 109539 001 00999	9/18/2021	40191	596.25
				Summary Total	596.25
		PV 109540 001 00999	9/18/2021	40183	1,510.00
				Summary Total	1,510.00
				Payment Amount	5,228.75
115071 NORTHLAND OCCUPATIONAL		PV 109471 001 00999	9/22/2021	12118	150.00

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Payee Number Name / Mailing Address	Stub Message	Document Ty Number Itm Co	Due Date	Invoice Number	Payment Amount
HEALTH					
NORTHLAND OCCUPATIONAL HEALTH 7533 SUNWOOD DRIVE NW SUITE 212 RAMSEY MN 55303					Summary Total 150.00
		PV 109473 001 00999	9/23/2021	12146	150.00
					Summary Total 150.00
		PV 109474 001 00999	9/27/2021	12258	250.00
					Summary Total 250.00
					Payment Amount 550.00
110547 NORTHWEST LIGHTING SYSTEMS CO.  NORTHWEST LIGHTING SYSTEMS CO. 746 CRAIG AVENUE TRACY MN 56175					Summary Total 32.00
		PV 109307 001 00999	9/21/2021	122271	32.00
					Summary Total 32.00
					Payment Amount 32.00
112824 PARKPLACE STUDIO  PARKPLACE STUDIO 6093 146TH LANE NW RAMSEY MN 55303	Ramsey EDA Golf Team photo				Summary Total 899.00
		PV 109438 001 00999	9/17/2021	09172021	899.00
					Summary Total 899.00
					Payment Amount 899.00
114134 PHASOR ELECTRIC COMPANY  PHASOR ELECTRIC COMPANY 2160 108TH LANE NE BLAINE MN 55449	CUST 23711				Summary Total 220.00
		PV 109440 001 00999	9/24/2021	048484	220.00
					Summary Total 220.00
					Payment Amount 220.00
100384 PLAISTED COMPANIES INC  PLAISTED COMPANIES INC PO BOX 332 11555 - 205TH AVENUE NW ELK RIVER MN 55330					Summary Total 1,402.50
		PV 109525 001 00999	9/30/2021	47890	1,402.50
					Summary Total 1,402.50
					Payment Amount 1,402.50
113444 PRECISE					Summary Total 900.00
		PV 109500 001 00999	9/27/2021	200-1032823	900.00



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 Pay Through Date 12/31/2021

Payee Number	Name / Mailing Address	Stub Message	Document Ty Number Itm Co	Due Date	Invoice Number	Payment Amount
116602	TEAM LABORATORY CHEMICAL LLC		PV 109477 001 00999	9/20/2021	INV0027635	2,116.00
	TEAM LABORATORY CHEMICAL LLC P O BOX 1467 28650 STATE HWY 34 DETROIT LAKES MN 56501				Summary Total	2,116.00
					Payment Amount	2,116.00
100485	TIMESAVER OFF SITE SECRETARIAL INC		PV 109510 001 00999	9/30/2021	M26765	1,110.25
	TIMESAVER OFF SITE SECRETARIAL INC 21021 KAROLINE COURT N FOREST LAKE MN 55025				Summary Total	1,110.25
					Payment Amount	1,110.25
					Total Amount to be Processed	118,484.05
					Total Number of Payments to be Processed	39

TOTAL payables  
# 200,444.16

Councilmember introduced the following resolution and moved for its adoption:

**RESOLUTION #21-290**

**RESOLUTION APPROVING CASH DISBURSEMENTS MADE AND AUTHORIZING PAYMENT OF ACCOUNTS PAYABLE INVOICING RECEIVED DURING THE PERIOD OF SEPTEMBER 23, 2021 THROUGH OCTOBER 6, 2021**

**WHEREAS**, the City of Ramsey Finance Department has made cash disbursements and received accounts payable invoicing during the period of September 23, 2021, through October 6, 2021, in the amount of \$1,005,162.48 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 September 23, 2021, through October 6, 2021, in the amount of \$1,005,162.48.

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 12th day of October, 2021.

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Mayor

**ATTEST:**

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City Clerk

Meeting Date: 10/12/2021

By: Chris Anderson, Community  
Development

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### Information

#### Title

Adopt Resolution #21-289 to Enter into a Residential Recycling Program Agreement with Anoka County

#### Purpose/Background:

Each year, Anoka County receives funding from the State of Minnesota pursuant to Minnesota Statute § 115A.557. The County distributes these funds, known as SCORE (Select Committee On Recycling and the Environment) funds, to municipalities within the county. In 2022, the allocation includes a base of \$10,000 plus \$5.00 per household. Ramsey's base allocation for 2022 is \$57,990.

The funding is intended to help municipalities achieve their recycling goals as established by the Anoka County Board of Commissioners. Ramsey's 2022 recycling goal, established by Anoka County, is 2,858 tons. The goal is based on 215 pounds per person (single family households, up to four [4] units) and 160 pounds per person for multi-tenant households (five [5] or more units). The City of Ramsey has traditionally used these funds to promote recycling and waste reduction education and awareness, notifying new residents of the recycling program components, to offset costs of the spring and fall recycling day events and other collection events/opportunities, and to fund the recycling coordinator position, which duties are a component of the City Planner position.

To receive the SCORE funding, each municipality must enter into an agreement with Anoka County that outlines required components of a municipality's recycling program. These required components include providing households an opportunity to recycle at least four (4) broad types of materials, a public information program, recycling drop-off opportunities, and notifying new residents of the recycling program. Furthermore, municipalities are encouraged, but not required, to look at opportunities to expand its recycling program by offering additional drop-off events, enhance recycling at community events, enhance multi-family recycling opportunities, and/or develop opportunities for source separated organics collection.

#### Observations/Alternatives:

For the first time in four (4) years, Ramsey's tonnage goal, which includes materials collected from both single family and multi-family homes, is not increasing. The tonnage goal for 2022 will remain at 2,858 tons (had previously steadily increased from 2,077 tons in 2019, to 2,840 tons in 2020, to 2858 tons in 2021). The steady increase in tonnage goals over the past several years reflects the County's attempts to achieve the very optimistic benchmark goal, set by the state, of recycling 75% of total solid waste generated (by weight) by 2030.

There have been growing challenges related to recycling over the past several years. First, China has implemented very restrictive thresholds for contaminants in bales of recycled materials that it will accept, which has significantly impacted exporting recyclables overseas. Secondly, the fluctuations in the recycling markets has also brought into question what is truly recyclable. At this time, items such as black plastic frozen dinner trays, refrigerator and freezer boxes, and fiber egg cartons, should not be put in the recycling cart as there is no longer a market for these materials (this is a change from past years).

Due to the day to day changes in the recycling world, there needs to be a greater emphasis on the basic tenets of recycling, which would be to focus on fiber (paper and cardboard), aluminum and steel/tin cans, glass, and plastic containers, tubs, bottles and lids that have a #1 or #2 stamped on them.

It is now more important than ever to focus on recycling education to avoid the 'wish-cycling' mentality.

Wish-cycling is the thought (or hope) that by placing a material or product in the recycling cart, somebody will find a way to recycle it. This is leading to excessive contamination. The recycling motto has now shifted to 'when in doubt, throw it out'. This is where our efforts should be focused.

With the new Public Works Campus now complete (or nearly complete), in future years there may be the opportunity to seek additional SCORE funds to create more year-round drop-off opportunities for residents. However, at this time, Staff did not include that in the 2022 funding request. Staff is seeking \$73,498.00 in SCORE funding from Anoka County for 2022. This includes base funding and additional funds for organics recycling, parks recycling, and additional drop-off opportunities.

#### Alternatives

Alternative 1: Enter into the Residential Recycling Agreement to receive \$73,498.00 in SCORE funds from Anoka County. The funds will assist the City with efforts to meet the 2022 tonnage goal established by Anoka County. Staff supports this alternative.

Alternative 2: Do not enter into the Residential Recycling Agreement with the County. By not executing this agreement with the County, the City would not receive any SCORE funding for 2022. A portion of the City Planner position is funded through this allocation (duties related to managing the recycling program) as are all recycling related activities, including the spring and fall recycling events. Staff does not support this option.

#### Funding Source:

Ramsey's recycling program and related staff time are funded with SCORE funds received from Anoka County annually and recorded under the Recycling Enterprise Fund.

#### Recommendation:

Staff recommends adopting Resolution #21-289 authorizing the Mayor and City Clerk, on behalf of the City, to sign the Agreement for Residential Recycling Program with Anoka County.

#### Action:

Motion to Adopt Resolution #21-289 to enter into a Residential Recycling Agreement with Anoka County to receive SCORE funds for 2022.

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### Attachments

Recycling Agreement

Resolution #21-289

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### Form Review

Inbox	Reviewed By	Date
Bruce Westby	Bruce Westby	10/07/2021 01:49 PM
Kurt Ulrich	Kurt Ulrich	10/07/2021 03:34 PM
Form Started By: Chris Anderson		Started On: 10/05/2021 09:06 AM
Final Approval Date: 10/07/2021		



# Anoka County

## HUMAN SERVICES DIVISION

Community Social Services and Behavioral Health

October 4, 2021

City of Ramsey  
Attn: Colleen Lasher  
7550 Sunwood Drive NW  
Ramsey, MN 55303

Dear Ms. Lasher:

Enclosed is your 2021 contract with Anoka County. Please review the contract and complete the signature portion using DocuSign. If applicable and ready, please attach the necessary insurance information using the attachment link in the DocuSign document. If insurance is not ready and you will be sending this information at a later date, please send to:

[Angela.Rodine@co.anoka.mn.us](mailto:Angela.Rodine@co.anoka.mn.us)

**or**

Angie Rodine  
County of Anoka  
2100 3rd Avenue, 5th Floor  
Anoka, MN 55303

***PLEASE NOTE: The following information is required as part of your contract. If the contract is signed and executed without receiving this information in a timely manner, it may be referred to the County Attorney's Office for possible Breach of Contract and/or payments may be withheld until information is received.***

**CERTIFICATE OF LIABILITY INSURANCE - Required**

**No insurance information is needed for this contract.**

**CONTRACTOR INFORMATION SHEET - Required**

**Please update/complete and sign this page and return with your contract.**

DocuSign will automatically forward a copy of the signed contract to you, once completed. If you have questions regarding the contract, please call your Contract Manager, Sue Doll, at 763-324-3482.

Sincerely,

Angie Rodine  
Administrative Secretary, Planning and Operations Support Services

Anoka County Contract # C0008797

## 2022 AGREEMENT FOR RESIDENTIAL RECYCLING PROGRAM

**THIS AGREEMENT** made and entered into on the 1st day of January 2022, notwithstanding the date of the signatures of the parties, between the COUNTY OF ANOKA, State of Minnesota, hereinafter referred to as the "COUNTY", and the CITY OF RAMSEY, hereinafter referred to as the "MUNICIPALITY".

### WITNESSETH:

**WHEREAS**, the County will receive funding from the State of Minnesota pursuant to Minn. Stat. § 115A.557 (hereinafter "SCORE funds") during 2022 which must be used to encourage and improve recycling and a portion must be specifically directed to recycling source -separated compostable materials; and

**WHEREAS**, the County will also receive funding pursuant to Minn. Stat. § 473.8441 (hereinafter "LRDG funds") during 2022 and

**WHEREAS**, the County also has additional budgeted program funding available to supplement SCORE and LRDG funds for solid waste recycling programs, so that the available amount for the Residential Recycling Program is \$1,618,207.50.

**WHEREAS**, the County Solid Waste Management Master Plan 2018 (Master Plan 2018) and MPCA Metropolitan Solid Waste Management Policy Plan 2016-2036 state that MSW generated in the County that is not reused, recycled or composted, will be processed to the extent that processing capacity is available; and

**WHEREAS**, the Master Plan 2018 was developed with the participation of a representative from the Municipality staff, and the Municipality is required to develop and implement programs, practices, or methods designed to meet waste abatement goals by Minn. Stat. § 115A.551, Subd 2a. (b).

**WHEREAS**, the County wishes to assist the Municipality in meeting recycling goals established by Anoka County by providing said SCORE, LRDG, and County budgeted program funds to cities and townships in the County for solid waste recycling programs.

**NOW, THEREFORE**, in consideration of the mutual covenants and promises contained in this Agreement, the parties mutually agree to the following terms and conditions:

1. **PURPOSE AND CONTRACT DOCUMENTS.** The purpose of this Agreement is to provide for cooperation between the County and the Municipality to implement solid waste recycling programs in the Municipality which will help the County and member municipalities meet the goals set in the current Anoka County Solid Waste Management Master Plan. The County and the Municipality agree that the information provided in the recitals above is to be incorporated into the purpose of this agreement.

The Contract Documents include: the **Anoka County Municipal Waste Abatement Grant Funding Application** submitted by the Municipality for the current contract year,

and the **Grant Funding Award** issued by Anoka County for the current contract year. These documents are incorporated into this agreement by reference and are components of the entire contract package. The order of precedence of these documents in the event of inconsistency or ambiguity shall be resolved in the following order: 1) this **Agreement for Residential Recycling Program**; 2) **Grant Funding Award**; and 3) **Anoka County Municipal Waste Abatement Grant Funding Application**.

2. **TERM.** The term of this Agreement is from January 1, 2022 through December 31, 2022 unless earlier terminated as provided herein.
3. **DEFINITIONS.** Defined terms contained in this Agreement and all the attachments are found in Minn. Stat. §§ 115A.03; 115A.471; and 115A.552. The use of capitalization for defined terms has no special effect. For convenience, a full list of defined terms is included with the Municipal Waste Abatement Grant Funding Application. Additionally:
  - a. "Full-Service Recycling Drop-off Center" means centralized permanent drop-off center that is open at least two times a week and accepts at least four types of materials beyond traditional curbside recyclables, i.e.: mattresses, appliances, scrap metal, furniture, source-separated compostable materials, electronics, etc.
  - b. "Multi-family dwellings" means households within apartment complexes, condominiums, townhomes, mobile homes and senior housing complexes.
  - c. "Quasi-municipal event" means community festivals which appear to the public to be supported and run by the Municipality but in fact are sponsored or co-sponsored by an independent non-profit 501c (3) organization, for example: the Anoka Halloween Parade.
4. **ELIGIBILITY FOR FUNDS.** The Municipality is entitled to receive reimbursement for eligible expenses, less revenues or other reimbursement received, for eligible activities up to the project maximum, which shall not exceed \$73,498.00.

The County reserves the right to reduce the funding provided in the event the Municipality does not complete the additional Grant Projects referenced in the Anoka County Municipal Waste Abatement Grant Funding Application.

**The County also reserves the ability to assess the programs and reallocate unused SCORE and/or, LRDG funds mid-year if any participating municipality demonstrates the need for the funding and funds are available.** The Municipality shall be provided documentation of the funding award determination and rationale as indicated by the 2022 Grant Funding Award.

5. **PROGRAM.** The Municipality shall develop and implement a residential solid waste recycling program adequate to meet the Municipality's annual recycling goal of 2,858 tons of recyclable materials as established by the County. The Municipality shall ensure that the recyclable materials collected are delivered to processors or end markets for recycling.
  - a. The Municipal recycling program shall include the following components:
    - i. Each household (including both single and Multi-family dwellings) in the Municipality shall have the Opportunity to Recycle at least four broad types of

materials, including but not limited to, paper (including cardboard/paperboard cartons), glass, plastic and metal.

- ii. The recycling (including any organics) program shall be operated in compliance with all applicable federal, state, and local laws, ordinances, rules and regulations.
  - iii. The Municipality shall implement a public information program that contains at least the following components:
    - (1) One promotional mailing to each household focused exclusively on the Municipality's recycling and source-separated compostable materials program;
    - (2) One promotional advertisement detailing recycling and organics opportunities available for residents included in the Municipality's newsletter or local newspaper; and
    - (3) Two community outreach activities at Municipal or Quasi-municipal events to inform residents about recycling and source-separated compostable materials opportunities.
  - iv. The public information components listed above shall focus on all recyclable materials and the various opportunities to recycle and compost source-separated compostable materials within the Municipality. The Municipality shall incorporate County/regional/State campaigns and images and use the toolkits provided by the County when preparing promotional materials. The Municipality, on an ongoing basis, shall identify new residents and provide detailed information on the recycling opportunities available to these new residents. The County shall work with the Municipality on promotional materials to coordinate messages. The Municipality shall provide promotional materials to the County for review prior to publication to ensure accuracy.
  - v. The Municipality shall regularly attend the bi-monthly Solid Waste Abatement Advisory Team (SWAAT) meetings per year.
  - vi. The Municipality shall offer a minimum of one spring and/or fall recycling drop-off event(s) where items not normally accepted at the curb are collected for recycling. If the Municipality is hosting a monthly drop-off as described below, the spring/fall recycling drop-off events may be included within that program.
- b. The Municipality is encouraged to expand its recycling program to include one or more of the following components in order to receive additional funding.
- i. Organize monthly/quarterly recycling drop-off events which can be held in conjunction with a neighboring municipality(ies) on a cooperative basis for the citizens of both/all municipalities.
  - ii. Provide a community event recycling program, which at a minimum would consist of providing recycling opportunities at all Municipal sponsored or Quasi-municipal events and festivals as required by Minn. Stat. § 115A.151. The feasibility of

adding organics collection at the event will be explored, and if feasible, implemented as an enhancement to the waste abatement program.

- iii. Provide the opportunity for citizens to engage in recycling activities at Municipal and Quasi-municipal facilities as required by Minn. Stat. § 115A.151 such as athletic fields and public centers.
  - iv. Organize and manage a Full-Service Recycling Drop-off Center.
  - v. Develop enhanced recycling promotion and assistance for Multi-family dwellings.
  - vi. Develop additional opportunities for source-separated compostable materials collection.
  - vii. Develop and implement additional opportunities to recycle bulky and problem materials (e.g. appliances, batteries, carpet pad, electronics, fluorescent lamps, mattresses, oil, scrap metal, etc.) from residents on an on-going basis either curbside or at a drop-off.
- c. If the Municipality's recycling program did not achieve the Municipality's recycling goals as established by the County for the prior calendar year, the Municipality shall work with the County to prepare a plan to achieve the recycling goals set forth in this Agreement.
  - d. The Municipality's recycling program shall be limited to residential programming for funding reimbursements under this Agreement. The County will not reimburse business recycling programming or household hazardous waste programming by the Municipality. Any inquiries or requests regarding these topics should be sent to the County for response.
  - e. In addition to the above requirements designed to increase residential recycling opportunities, the Municipality shall provide recycling opportunities in all municipal buildings including but not limited to, city offices, public meeting rooms and parks, as required by Minn. Stat. § 115A.151. If items collected through the Municipal recycling program prove to be contaminated or not recyclable, those items shall be treated as public entity waste and shall be processed at a resource recovery facility unless the waste has been certified as unprocessable. Minn. Stat. §§ 115A.46, 115A.471 and 473.848. See page 44, 47-48, 51, and p. 67 of the 2018 Anoka County Solid Waste Management Master Plan regarding the requirements for Public Entity Waste.
  - f. If the Municipality requests reimbursement for park/public entity recycling/organics/trash waste systems/containers, the Municipality needs to work with the County before an order is placed to make sure the containers are consistent with the requirements set forth by the County for colors e.g. (blue for recycling, green for organics and gray or black for trash), openings and labels.
  - g. Pursuant to Minn. Stat. §§ 115A. 46, 115A.471 and 473.848, all waste generated by municipal government activities (including city/town halls, public works and public safety buildings, parks, and libraries, and for municipalities that arrange for waste services on behalf of their residents (organized collection)) shall be

delivered to a waste processing plant for disposal as long as capacity is available. Failure to comply with this provision shall constitute a breach of this Agreement resulting in the loss of all Grant Funding unless, pursuant to statute, the Municipality has conferred with the County and developed a plan to comply within a reasonable period of time.

6. **REPORTING.** The Municipality shall submit the following reports semi-annually to the County no later than the third Friday in July 2022 and the second Friday in January 2023.
  - a. An accounting of the amount of waste which has been recycled as a result of the Municipality's activities and the efforts of other community programs, redemption centers and drop-off centers. For recycling programs, the Municipality shall certify the number of tons of each recyclable material which has been collected and the number of tons of each recyclable material which has been marketed. For recycling programs run by other persons or entities, the Municipality shall also provide documentation on forms provided by the County showing the tons of materials that were recycled by the Municipality's residents through these other programs. The Municipality shall keep detailed records documenting the disposition of all recyclable materials collected pursuant to this Agreement. The Municipality shall also report the number of cubic yards or tons of yard waste and source-separated compostable materials collected for composting, chipping, or land spreading, together with a description of the methodology used for calculations. Any other material removed from the waste stream by the Municipality, i.e. tires and used oil, shall also be reported separately.
  - b. Information regarding any revenue received from sources other than the County for the Municipality's recycling programs, i.e. revenue taken in from the sale of recyclables and fees collected from residents, shall be reported.
  - c. Copies of all promotional materials that have been prepared by the Municipality during the term of this Agreement to promote its recycling and organics collection programs.
  - d. The Municipality agrees to support County efforts in obtaining hauler reports by ensuring compliance through ordinance, contract or license requirements and the ability to exercise punitive actions, if needed.
  - e. The Municipality agrees to furnish the County with additional reports in form and at frequencies requested by the County for financial evaluation, program management purposes, and reporting to the State of Minnesota.
7. **BILLING AND PAYMENT PROCEDURE.** The Municipality shall submit itemized invoices semi-annually to the County for abatement activities no later than the third Friday in July 2022 and the second Friday in January 2023. The invoices shall be paid in accordance with standard County procedures, subject to the approval of the Anoka County Board of Commissioners.
8. **PUBLICATIONS.** The Municipality shall acknowledge the financial assistance of Anoka County on all promotional materials, reports and publications relating to the activities funded under this Agreement, by including the following acknowledgement: "Funded by the Anoka County Board of Commissioners and State SCORE (Select Committee On

Recycling and the Environment) funds.” The Municipality shall provide copies of all promotional materials funded by this grant.

The County shall provide all printed public information pieces about County programs. A Municipality shall not modify County publications related to business recycling, household hazardous waste management or the County compost sites.

Information about the County’s business recycling program, household hazardous waste management program or County compost sites that a Municipality plans to publish in a Municipal communication, printed or electronic, shall be provided to the County for review and approved by the County prior to publication to ensure accuracy and consistency.

9. **INDEMNIFICATION.** The County agrees to indemnify, defend, and hold the Municipality harmless from all claims, demands, and causes of action of any kind or character, including the cost of defense thereof, resulting from the acts or omissions of its public officials, officers, agents, employees, and contractors relating to activities performed by the County under this Agreement.

The Municipality agrees to indemnify, defend, and hold the County harmless from all claims, demands, and causes of action of any kind or character, including the cost of defense thereof, resulting from the acts or omissions of its public officials, officers, agents, employees, and contractors relating to activities performed by the Municipality under this Agreement.

The provisions of this subdivision shall survive the termination or expiration of the term of this Agreement.

10. **GENERAL PROVISIONS.**

- a. In performing the provisions of this Agreement, both parties agree to comply with all applicable federal, state or local laws, ordinances, rules, regulations or standards established by any agency or special governmental unit which are now or hereafter promulgated insofar as they relate to performance of the provisions of this Agreement. In addition, the Municipality shall comply with all applicable requirements of the State of Minnesota for the use of SCORE funds provided to the Municipality by the County under this Agreement. The Municipality shall also comply with all relevant portions of the current Anoka County Solid Waste Management Master Plan and shall participate in the preparation of the successor Master Plans.
- b. If the Municipality utilizes the services of a subcontractor for purposes of meeting requirements herein, the Municipality shall be responsible for the performance of all such subcontracts and shall ensure that the subcontractors perform fully the terms of the subcontract. The agreement between the Municipality and a subcontractor shall obligate the subcontractor to comply fully with the terms of this Agreement.
- c. It is understood and agreed that the entire agreement is contained herein, and that this Agreement supersedes all oral and written agreements and negotiations between the parties relating to the subject matter hereof.

- d. Any amendments, alterations, variations, modifications, or waivers of this Agreement shall be valid only when they have been reduced to writing, duly signed by the parties.
  - e. The provisions of this Agreement are severable. If any paragraph, section, subdivision, sentence, clause or phrase of this Agreement is for any reason held to be contrary to law, such decision shall not affect the remaining portion of this Agreement.
  - f. Nothing in this Agreement shall be construed as creating the relationship of co-partners, joint venturers, or an association between the County and the Municipality, nor shall the Municipality, its employees, agents or representatives be considered employees, agents, or representatives of the County for any purpose.
  - g. The Municipality shall maintain financial and other records and accounts in accordance with requirements of the County and the State of Minnesota. The Municipality shall maintain strict accountability of all funds and maintain records of all receipts and disbursements. Such records and accounts shall be maintained in a form which will permit the tracing of funds and program income to final expenditure. The Municipality shall maintain records sufficient to reflect that all funds received under this Agreement were expended in accordance with Minn. Stat. § 115A.557, Subd. 2, for residential solid waste recycling purposes. The Municipality shall also maintain records of the quantities of materials recycled. All records and accounts shall be retained as provided by law, but in no event for a period of less than five years from the last receipt of payment from the County pursuant to this Agreement.
  - h. Pursuant to Minn. Stat. § 16C.05, the Municipality shall allow the County or other persons or agencies authorized by the County, and the State of Minnesota, including the Legislative Auditor or the State Auditor, access to the records of the Municipality at reasonable hours, including all books, records, documents, and accounting procedures and practices of the Municipality relevant to the subject matter of the Agreement, for purposes of audit. In addition, the County shall have access to the project site(s), if any, at reasonable hours.
11. **TERMINATION.** This Agreement may be terminated by mutual written agreement of the parties or by either party, with or without cause, by giving not less than seven (7) days' written notice, delivered by mail or in person to the other party, specifying the date of termination. If this Agreement is terminated, assets acquired in whole or in part with funds provided under this Agreement shall be the property of the Municipality so long as said assets are used by the Municipality for the purpose of a landfill abatement program approved by the County.

***(SIGNATURE PAGE TO FOLLOW)***

**IN WITNESS WHEREOF**, the parties hereunto set their hands.

**CITY OF RAMSEY**

**COUNTY OF ANOKA**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Cindy Cesare, Division Manager  
Anoka County Human Services Division

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Municipality's Clerk

By: \_\_\_\_\_

Rhonda Sivarajah  
County Administrator

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to form and legality:

Approved as to form and legality:

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Kathryn M. Timm  
Assistant County Attorney

Date: \_\_\_\_\_

# ANOKA COUNTY MUNICIPAL WASTE ABATEMENT GRANT FUNDING APPLICATION

ANNUAL | 2021

City of Ramsey

Once you have saved this form, you can export and print it. Click on the “Export” button found on the top right corner of the form and select your preferred export option. Click [here](#) for more details on Exporting your Survey responses. See below for General Instructions and User Tips.

## Applications are due August 1, 2021.

City of Ramsey is requesting the following funding for their 2022: Anoka County municipal waste abatement program efforts.

### General Instructions

This application is provided to each municipality in Anoka County for the purpose of applying for Select Committee on Recycling and the Environment (SCORE) funds to support and increase recycling activities and programs within the municipality.

The funds allocated in this application are based on the number of households in the municipality. The number of households is determined using the most current Met Council household data available. For calendar year 2022, 2019 Met Council has been used to determine the number of households for this application.

There are three sections in this SCORE funding application:

- Base Funding
- Enhancement Funding
- Supplemental Funding

The Enhancement Funding section of the application also has three parts:

- Drop-off
- General Enhancement
- Organics Program Funding

Please complete each section of the grant application. A number value must be entered in each field before submitting the application. If no funds are being requested for any given field, enter a zero. If a completed funding application isn't submitted by August 1, 2021, the municipality will not be eligible for SCORE funding.

In a separate Re-TRAC form, reimbursement requests will be submitted twice a year.

### USER TIPS

To contact support from within this form: Click “Support” at the top of the screen or “Program Support Request” in the green bar at the top of the form.

To print this form: Click the “Export” button found on upper top right corner of the form. You must save the form before you can export it.

To see eligible expenses within each section: Click “view eligible expense” in each section.

To print a full list of the eligible expenses: Select the “click here for more details on Exporting your Survey responses” option.

To save this form while working on it: Click “Save” at the bottom of the form and select “Save as Draft”.

To submit this form: Click “Save” at the bottom of the form and if there are no errors, click the “Mark as Complete” option. Note that once you mark the form as complete, you cannot make changes to it.

### Eligible Expenses

The following items are examples of eligible expenses allowed for reimbursement.

Collection Expenses: If residents are charged recycling fees for curbside or recycling events, waste abatement funds will reimburse the difference between the fees collected and the cost of recycling or composting the materials.

Equipment: The cost to purchase, maintain and repair equipment that is used exclusively to operate the recycling or composting program.

Containers: The cost for recycling or organics containers.

Promotion: The entire cost of a publication if totally dedicated to waste reduction, recycling or composting information or a percentage of the cost for the portion of a municipal publication dedicated to waste management information.

Staffing: Salary and labor directly related to recycling program administration and implementation may be funded up to 75% of total SCORE funding allocation. See staffing & labor section below for more information.

### Ineligible Expenses

The following general operating expenses should NOT be submitted for reimbursement.

Standard Operational Expenses/Building Overhead: Since most of the municipal recycling coordinators are part-time positions and staff serve multiple roles at the municipality, standard operating expenses including office space rental, leasing office equipment and general office supplies, are not eligible for reimbursement.

Project Expenses: Specific to transportation, energy or ground water protection.

Collection Costs: The costs for general waste and recycling collection at municipal buildings, trash costs when advertised as being accepted at a recycling/cleanup day, and costs associated with road side cleanup of illegally dumped materials should not be included in this application.

General Municipal Staff: Staff time related to standard municipal operations (city administrator, office administration, facilities management, finance and legal staff) are not eligible for reimbursement. If municipal staff do not assist the recycling coordinator directly on activities to help the municipality achieve its recycling goal, e.g. communications and collecting, processing or marketing recyclable materials and organics, their time will not be reimbursed.

Click [here](#) to download the full Eligible Expenses document.

### 2022 Total Funding Allocation

 MANAGE ONLY

Your Community has access to the following funds for \$ 92,186.00 *(An additional \$20,000 in discretionary funds may be available through the 2022:*

*Supplemental Funding section.)*

### 2022 BASE Funding Allocation

All municipalities are eligible for base waste abatement grant funding. When completing this application, base funding requests should fall under one of the following categories:

- regular curbside collection,
- general operations of a drop-off center,
- costs for spring and fall recycling days,
- basic promotion,
- yard waste collection and

- percentage of time the recycling coordinator spends on waste abatement activities.

Base Funding is \$10,000.00 base, plus \$5.00/household (household counts are based on 2019 Met Council estimates)

Municipality Name: City of Ramsey

 MANAGE ONLY

# of households	9,598
-----------------	-------

Base Funding (minimum)	\$ 10,000.00
Base Funding Additional (based on \$5/household)	\$ 47,990.00
Base Funding Allocation (Max Amount Available)	\$ 57,990.00

### Curbside Collection

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses *	\$ 458,400.48
Contamination Fees *	\$ 0.00
Containers *	\$ 0.00
Curbside Collection Expense Subtotal	\$ 458,400.48

View [Eligible Expenses](#)

Estimated Revenue *	\$ 458,400.48
Curbside Collection Expenses	\$ 0.00

### General Operations of a Drop-Off Center/Spring or Fall Recycling Day(s)

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses *	\$ 5,500.00
Equipment *	\$ 500.00
Facility Expenses *	\$ 100.00

View [Eligible Expenses](#)

Please enter Labor & Staffing expenses in Labor & Staffing section below.

General Operations of a Drop-off Expense Subtotal	\$ 6,100.00
Estimated Revenue *	\$ 0.00
General Operations of a Drop-off Expenses	\$ 6,100.00

### Promotion -- Base Funding

Complete ALL required fields below, if value is zero, enter "0.00".

Printing *	\$ 5,500.00
------------	-------------

Postage *	\$	5,000.00
Advertising *	\$	0.00
Volunteer Incentives *	\$	0.00
Educational Entertainment *	\$	1,000.00
<a href="#">View Eligible Expenses</a>		
Promotion -- Base Funding Expenses	\$	11,500.00

## Yard Waste/Tree Waste

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses *	\$	0.00
Equipment *	\$	0.00
<a href="#">View Eligible Expenses</a>		
Yard Waste/Tree Waste Expenses Subtotal	\$	0.00
Estimated Revenue *	\$	0.00
Yard Waste/Tree Waste Expenses	\$	0.00

## Problem Materials

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses *	\$	0.00
<a href="#">View Eligible Expenses</a>		
Estimated Revenue *	\$	0.00
Problem Material Expenses	\$	0.00

## Program Administration -- Base Funding

Complete ALL required fields below, if value is zero, enter "0.00".

Office supplies *	\$	0.00
Training *	\$	300.00
Mileage *	\$	100.00
Membership Dues, Periodicals *	\$	300.00
Professional Services *	\$	6,000.00

[View Eligible Expenses](#)

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Program Administration- Base Funding Expenses	\$	6,700.00
---	----	----------

Total BASE Funding requested	\$ 24,300.00
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### 2022 ENHANCED Funding Allocation

The purpose of the Anoka County Municipal Waste Abatement grant funding program is to increase recycling and organics diversion and help the County achieve the State mandated goal of 75% recycling/composting by 2030. The County recognizes that this funding is needed to support established infrastructure costs that exceed the Base and each communities funding. To be eligible for grant funds, municipalities must apply for these funds. Applicants must itemize expenditures within each of the three grant sections, Drop-off, General Enhancement and Organics Program, below and calculate the total grant request for each category.

#### Drop-off Grant

This grant is allocated to cover additional drop-off center costs or events beyond the regularly scheduled spring and fall recycling days.

The grant maximum for this section is \$10,000.00 for municipalities with up to 4,999 households and \$15,000.00 for municipalities with household counts 5,000 and over.

Examples of materials that can be collected for reuse, recycling or composting:

#### Standard Reusable or Recyclable Materials Collected at Drop-off Centers or Events:

Appliances, Electronics, Automotive Products, Fluorescent Bulbs, Bicycles\*\*, Household Batteries, Carpet Pad, Mattresses\*, Clothing\*\*, Scrap Metal, and Confidential Papers

#### Additional Items:

Block n Shape Polystyrene, Film Plastics, Furniture\*, Small Household Goods\*, Source Separated Organics, and Yard Waste

\* None of these materials should be advertised as being collected on a Recycling Day and then disposed of as trash

\*\* Items that should be evaluated for reuse prior to recycling

 MANAGE ONLY

Drop-off Grant Maximum Amount Available	\$ 15,000.00
---	--------------

### Permanent Drop-off Center Improvements

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses \* \$ 0.00

New Equipment & Supplies \* \$ 0.00

New Construction \* \$ 0.00

View [Eligible Expenses](#)

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Permanent Drop-off Center Improvements Expenses \$ 0.00

### Monthly or Quarterly Drop-off Events

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses \* \$ 0.00

New Equipment & Supplies \* \$ 0.00

User Coupon Incentives \* \$ 15,000.00

View [Eligible Expenses](#)

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Monthly or Quarterly Drop-off Events Expense \$ 15,000.00  
Subtotal

Estimated Revenue \* \$ 0.00

Monthly or Quarterly Drop-off Event Expenses \$ 15,000.00

Total Drop-off Grant Requested \$ 15,000.00

### General Enhancement Grant

The grant maximum for this section is \$1.00/household.

General Enhancement Grant Maximum Amount Available \$ 9,598.00

### Park Recycling

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses \* \$ 2,000.00

Recycling Containers \* \$ 0.00

Recycling Bags \* \$ 1,000.00

View [Eligible Expenses](#)

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Park Recycling Expenses \$ 3,000.00

### Special Municipal Event Recycling - Please list any organics expenses in organics section.

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses \* \$ 2,000.00

Supplies & Containers \* \$ 200.00

Upload File with Container information

No File Selected

View [Eligible Expenses](#)

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Special Municipal Event Recycling Expenses \$ 2,200.00

## Special Curbside Recycling Pickups

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses \* \$ 0.00

Subsidy to Resident \* \$ 0.00

View [Eligible Expenses](#)

Special Curbside Recycling Expenses \$ 0.00

## Multi-Family Recycling Outreach

Complete ALL required fields below, if value is zero, enter "0.00".

Supplies & Containers \* \$ 0.00

View [Eligible Expenses](#)

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Multi-Family Recycling Outreach Expenses \$ 0.00

## Promotion -- Enhanced Funding

Complete ALL required fields below, if value is zero, enter "0.00".

Printing \* \$ 2,500.00

Postage \* \$ 2,500.00

Advertising \* \$ 0.00

Volunteer Incentives \* \$ 0.00

Educational Entertainment \* \$ 0.00

View [Eligible Expenses](#)

Promotion -- Enhanced Funding Expenses \$ 5,000.00

Total General Enhancement Grant Requested \$ 10,200.00

## [Organics Program Grant](#)

The grant maximum for this section is \$0.50/household if additional curbside or drop-off grant programs are not offered to residents or \$1.00/household if curbside or drop-off organics programs are offered to residents.

Does your municipality offer curbside or drop-off organics programs to your residents? \*

Yes

No

Maximum Amount Available \$ 9,598.00

## Organics/Food Waste Program Expenses

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses \* \$ 5,400.00

Organics Equipment \* \$ 200.00

Organics Only - Promotion \* \$ 0.00

View [Eligible Expenses](#)

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Organics/Food Waste Program Expenses \$ 5,600.00

## Supplemental Funding Request

Supplemental grant funding is currently available to help support municipal waste abatement programs and/or new program development. Supplemental funding, however, should not be depended on for long-term program sustainability. Before requesting supplemental additional grant program dollars, it is critical that your municipality is willing to support and sustain the services before implementation.

Please be aware that there is a limited amount of supplemental funding available for this section. If the County receives more funding requests than funds, the funds may be reduced or denied for a municipalities supplemental funding request. Grants will be evaluated based on which projects best help the County meet the State mandated goal of 75% by 2030.

The maximum supplemental grant available may be up to \$20,000.00 per municipality.

Do you need additional funds to grow existing waste abatement programs? \*

Yes

No

## Labor & Staffing (All Programs)

Salary and labor directly related to recycling program administration and implementation may be funded up to 75% of total SCORE funding allocation.

General Program Administration \* \$ 15,000.00 *50% of Max Available Funding (Not including Supplemental Funding)*

Program Implementation \* \$ 4,000.00 *25% of Max Available Funding (Not including Supplemental Funding)*

View [Eligible Expenses](#)

Labor & Staffing (All Programs) Expenses \$ 19,000.00

## Summary of Funding Requested

Base Funding Requested \$ 24,300.00

## Enhancement Funding Requested

Drop-off Grant Requested \$ 15,000.00

General Enhancement Grant Requested	\$	10,200.00
Organics Grant Requested	\$	5,600.00
Total Enhancement Funding Requested	\$	30,800.00

Supplemental Funding Requested \$

Labor & Staffing Funding Requested \$ 19,000.00

Total Funding Requested \$ 74,100.00

Date: \* 07/29/2021  
Name: \* Chris Anderson  
Title: \* City Planner

### Total Funding Granted

 MANAGE ONLY

Base Funding Granted 24,300.00

 MANAGE ONLY

Drop-off Funding Granted \$ 15,000.00

 MANAGE ONLY

General Enhancement Funding Granted \$ 9,598.00

 MANAGE ONLY

Organics Funding Granted \$ 5,600.00

 MANAGE ONLY

Supplemental Funding Granted \$

 MANAGE ONLY

Labor & Staffing Funding Granted 19,000.00

Total Funding Granted \$ 73,498.00

 MANAGE ONLY

\*\*\*Office Use Only\*\*\*

Received By: Sue Doll

Date: 07/29/2021

Manager Notes for Reporters:

Response created on: Jul 1, 2021 at 08:35 AM CDT by Robin.Wodziak@co.anoka.mn.us

Response last updated on: Sep 3, 2021 at 10:18 PM CDT by Sue.Doll@co.anoka.mn.us

## 2022 Anoka County Municipal Waste Abatement Grant Funding Award Letter

The Municipality of Ramsey is eligible for a total of \$92,186.00 for their Municipal program abatement efforts in 2022, plus if awarded upon request up to an additional \$20,000.00.

The total funding for the 2022 Residential Recycling Program is based on the budgeted amounts stated in the Municipal Waste Abatement Grant Funding Application.

Check one below:

(08-02-2021) The grant application was received on or before August 2, 2021.

The grant application was not received on or before August 2, 2021.

Therefore, the municipality is only eligible for the Base Funding Allocation.

The Grant Funding Award for Ramsey is as follows:

	Amount Eligible	Amount Requested	Amount Awarded
Base Funding Allocation	\$ 57,990.00	\$ 24,300.00	\$ 24,300.00

Beginning in 2022, expenses for Labor and Staffing will only be allowed up to 75% of total program grant. See the calculation matrix in the application packet: the amount requested by the Municipality of Ramsey for Labor and Staffing was \$19,000.00, the amount allowed is \$19,000.00.

Enhancement Funding Grant			
	Amount Eligible	Amount Requested	Amount Awarded
Drop-off Grant	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
General Enhancement Grant	\$ 9,598.00	\$ 10,200.00	\$ 9,598.00
Organics Grant	\$ 9,598.00	\$ 5,600.00	\$ 5,600.00
Additional Grant	\$ 20,000.00	\$ -	\$ -
Labor & Staffing			\$ 19,000.00
<b>TOTAL</b>			\$ 49,198.00

<b>Total Funding Award (Base + Enhancement Funding)</b>	<b>\$ 73,498.00</b>
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To the extent that the Municipality requested funds in excess of the total eligible amount, the excess amount in any category is denied.

Reviewed by: Jill Curran

Dated: \_\_09/10/2021\_\_\_\_\_

Approved by: Alison Peterson

Dated: \_\_9/14/2021\_\_\_\_\_

Contract # C0008797

Contract# \_\_\_\_\_

**ANOKA COUNTY HUMAN SERVICES  
CONTRACTOR INFORMATION SHEET**

**Please review the following information for accuracy and completeness, indicate any changes, sign and return to:**

Angie Rodine  
Anoka County Human Services  
2100 3<sup>rd</sup> Ave, Suite 500  
Anoka, MN 55303

**LEGAL NAME FOR CONTRACTOR:** \_\_\_\_\_  
*(Legal name and name on Certificate of Insurance must be exactly the same in order for County Signatures to be obtained on the Contract.)*

**Doing Business As:** \_\_\_\_\_

**Business/Corporate Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**National Provider Identification (NPI) #:** \_\_\_\_\_

**Federal Tax Identification #:** \_\_\_\_\_

*NOTICE: Federal Business Tax ID/Social Security Number is needed for tax purposes as mandated by Section 1211 of the Tax Reform Act of 1976 and Minn. Stat 270.66. This information will be shared with the Minnesota Department of Revenue, the Minnesota Department of Human Services, the Internal Revenue Service, and the U.S. Department of Health, Education and Welfare for the purposes of administering the income tax, child support obligation and social security tax programs.*

**Individual who Contractor is designating to receive notice under the contract and to act as the responsible authority for data requests under the Minnesota government data practices act (Minn. Stat. Chap. 13):**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Signature (Required):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Insurance Agency:** \_\_\_\_\_ **Name of Agent:** \_\_\_\_\_

**Telephone Number of Insurance Agent:** \_\_\_\_\_

**Person Completing this Form:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Certificate Of Completion**

Envelope Id: 365EDC56CB99488794B30CB30EADFBB4

Status: Sent

Subject: City of Ramsey SCORE C0008797

Source Envelope:

Document Pages: 21

Signatures: 0

Envelope Originator:

Certificate Pages: 5

Initials: 0

Angie Rodine

AutoNav: Enabled

Anoka County Government Center

Envelopeld Stamping: Enabled

2100 3rd Avenue

Time Zone: (UTC-06:00) Central Time (US &amp; Canada)

Anoka, MN 55303

angela.rodine@co.anoka.mn.us

IP Address: 156.98.106.233

**Record Tracking**

Status: Original

Holder: Angie Rodine

Location: DocuSign

10/4/2021 9:53:04 AM

angela.rodine@co.anoka.mn.us

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: HS-Public Health &amp; Environmental Services

Location: DocuSign

**Signer Events****Signature****Timestamp**

Colleen Lasher

Sent: 10/4/2021 9:59:34 AM

clasher@cityoframsey.com

Security Level: Email, Account Authentication  
(Optional)**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

Mark Kuzma

mkuzma@cityoframsey.com

Security Level: Email, Account Authentication  
(Optional)**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

Cindy Cesare

Cindy.Cesare@co.anoka.mn.us

Security Level: Email, Account Authentication  
(Optional)**Electronic Record and Signature Disclosure:**

Accepted: 10/1/2021 2:49:25 PM

ID: 23d7da49-0551-47d2-999a-04424cbef967

Company Name: Anoka County

Rhonda Sivarajah

Rhonda.Sivarajah@co.anoka.mn.us

Security Level: Email, Account Authentication  
(Optional)**Electronic Record and Signature Disclosure:**

Accepted: 2/16/2021 11:11:49 AM

ID: c34328cc-2ab0-46f4-a66e-f9c54cf527c4

Company Name: Anoka County

Kathryn Timm

Kathryn.Timm@co.anoka.mn.us

Security Level: Email, Account Authentication  
(Optional)**Electronic Record and Signature Disclosure:**

Accepted: 10/4/2021 10:10:47 AM

ID: 3dda99ca-cc15-488e-9bb6-9c6bf9f1475f

Company Name: Anoka County

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Angie Rodine  
angela.rodine@co.anoka.mn.us  
Security Level: Email, Account Authentication (Optional)  
**Electronic Record and Signature Disclosure:**  
Accepted: 1/8/2021 1:44:58 PM  
ID: 6e2d50ad-740c-4672-beb3-aa4bab51e013  
Company Name: Anoka County

Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Chris Anderson  
canderson@cityoframsey.com  
Security Level: Email, Account Authentication (Optional)  
**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

**COPIED**

Sent: 10/4/2021 9:59:33 AM  
Viewed: 10/4/2021 11:55:42 AM

Jill Rykhus  
Jill.Rykhus@co.anoka.mn.us  
Security Level: Email, Account Authentication (Optional)  
**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Jill Rykhus  
Jill.Rykhus@co.anoka.mn.us  
Security Level: Email, Account Authentication (Optional)  
**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Glenna Anderson  
Glenna.Anderson@co.anoka.mn.us  
Security Level: Email, Account Authentication (Optional)  
**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Robin Wodziak  
Robin.Wodziak@co.anoka.mn.us  
Security Level: Email, Account Authentication (Optional)  
**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	10/4/2021 9:59:33 AM
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**Payment Events**

**Status**

**Timestamps**

**Electronic Record and Signature Disclosure**

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

The following information constitutes Anoka County's (we, us or Company) written notices or disclosures relating to your use of DocuSign in relation to Anoka County's license. Described below are the terms and conditions for providing notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (30 days) after the documents are first sent to you. At any time, if you request paper copies of any documents, you may be charged a fee. You may request paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices, disclosures and documents from us electronically, you may change your mind and tell us that going forward you want to receive documents only in paper format. Please note, processing time will be slowed down dramatically as we will be required to print and send the document through the mail and await your return of the documents. The process to change the method of receipt is described below.

### **All notices and disclosures will be sent to you electronically**

Upon your acceptance to receive electronic notifications, all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you will be provided electronically through the DocuSign system. All of the required documents will be provided to you at the address that you have given us.

### **How to contact Anoka County:**

You may change your preferred method of contact whether electronically, or paper copies, or change your email address. You may also request paper copies of certain information from us, or withdraw your prior consent to receive documents. Please use the contact information below for your request and in the body of your correspondence, identify your desired action. If you are

changing an email address, please include your prior email address as well as your new address. If you no longer wish to receive future documents in electronic format, please include that request in the body of your email.

Email: helpdesk@co.anoka.mn.us

Phone: (763) 324-4110

Address: Anoka County Government Center  
Attn: Information Technology, #300  
2100 3rd Avenue  
Anoka, MN 55303

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **ACKNOWLEDGEMENT**

To confirm your access to the electronic notices and disclosures, which will be similar to other electronic notices and disclosures that we may provide to you, please acknowledge that you have read this ERSD by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Anoka County as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Anoka County during the course of your relationship with Anoka County.

Councilmember \_\_\_ introduced the following resolution and moved for its adoption:

**RESOLUTION #21-289**

**RESOLUTION TO ENTER INTO A RESIDENTIAL RECYCLING PROGRAM AGREEMENT WITH ANOKA COUNTY TO RECEIVE 2022 SCORE FUNDS**

**WHEREAS**, Anoka County annually receives funding from the State of Minnesota pursuant to Minn. Stat. § 115A.557. This funding is provided by the Select Committee on Recycling and the Environment (SCORE); and

**WHEREAS**, in 2022, Anoka County will distribute the SCORE funds amongst municipalities using the following formula: a base allocation of \$10,000 plus \$5.00 per household; and

**WHEREAS**, in addition to base funding, the City of Ramsey is also eligible for additional targeted program funds to focus on activities such as monthly/quarterly drop-off events, general program enhancements, and organics recycling; and

**WHEREAS**, the Anoka County Board of Commissioners annually sets recycling goals for municipalities to achieve and the 2022 goals are based on 215 pounds per person for single-family households (up to four [4] units) and 160 pounds per person for multi-unit households (five [5] or more units); and

**WHEREAS**, the City of Ramsey's recycling goal for 2022 is 2,858 tons; and

**WHEREAS**, Anoka County wishes to assist municipalities in meeting the recycling goals established by the Anoka County Board of Commissioners by providing SCORE funds to municipalities for solid waste recycling programs; and

**WHEREAS**, SCORE funding can be, and previously has been, used to implement various components of the City's recycling program including: recycling and waste reduction education and awareness activities, notifying new residents of Ramsey's recycling program, spring, summer and fall recycling events, and to fund the recycling coordinator position; and

**WHEREAS**, in order to receive SCORE funds, the City of Ramsey must enter into a Residential Recycling Program Agreement with Anoka County.

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

- 1) That the Mayor is hereby authorized to sign the Agreement for Residential Recycling Program between the City of Ramsey and Anoka County to receive \$73,498.00 of SCORE funds to administer the recycling program in 2022.

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 12th day of October, 2021.

\_\_\_\_\_  
Mayor

**ATTEST:**

\_\_\_\_\_  
City Clerk

**Meeting Date:** 10/12/2021

**By:** Bruce Westby, Engineering/Public Works

---

### Information

**Title:**

Adopt Resolution #21-291 Designating Cartway Route and Ordering Public Hearing for Petitioned Cartway Access to Thorn Lake Property (PID #04-32-25-31-0001); Case of Thomas and Pattiann Kurak

**Purpose/Background:**

**Purpose:**

The purpose of this case is to designate an official cartway route to provide access to the Subject Property, and to order a Public Hearing to receive input on the cartway petition request.

**Background:**

Under Minnesota statute, if a property owner has no legal access to a public road leading to their property, cartway statute states the municipality's governing body must grant access from a public road. That access — which is called a cartway — must be at least 33 feet (i.e., two rods) wide.

On August 18, 2021 the City received an official petition from Thomas and Pattiann Kurak seeking cartway access to a landlocked, forty (40) acre parcel they own north of 175th Avenue, east of Chameleon Street, and south of 178th Lane (the "Subject Property").

On September 14th Staff presented the official petition for cartway access to the Subject Property to the City Council, outlined the petitioner's requested cartway route plus two alternate routes developed by City Staff, and attempted to address any questions the City Council had at the time. Within 30 days of that meeting, the City Council is required to issue an order describing the designated location of said cartway and ordering a public hearing.

**Notification:**

Notice of the Public Hearing will be published in the Anoka Union Herald as required in advance of the Public Hearing. The Petitioner will be required to serve notice to potentially impacted property owners, as well as the Department of Natural Resources (the Subject Property contains a public water), as outlined within this case.

**Time Frame/Observations/Alternatives:**

**Observations:**

Minnesota State Statutes 435.37 (Easement for Cartway) and 164.07 (Establishment, Alteration, or Vacation of Town Road) outline the process and procedures for processing a petition for a cartway. Should the City grant the cartway, it shall be not less than thirty-three (33) feet in width.

It is important to note that the petitioner, not the City, is responsible for providing the notice to affected landowners and said notice must be personally served by the petitioner. And since the Subject Property contains a public water, the petitioner shall also serve said notice, by certified mail, to the Minnesota Department of Natural Resources at least 60 days in advance of the public hearing.

The petitioner is also responsible for all damages, which includes compensation to the owner of the lands upon which the cartway is established, together with the cost of professional services such as delineating wetlands, surveying, appraisals, hearing costs, recording costs, administrative costs, etc., before the cartway can be 'opened'. For this reason, Staff recommends requiring the petitioner to post a cash surety with the City before holding the

Public Hearing, as is required per the attached resolution.

### **Potential Cartway Routes**

In general, there are challenges to accessing the Subject Property, regardless of which route is ultimately chosen. The entirety of the Subject Property appears to be wetland and there is wetland on all abutting lands as well. Furthermore, the entirety of the Subject Property is within the General Floodplain District, which also extends beyond the boundaries into abutting lands. Construction of any sort of cartway improvements, which would be the petitioner's responsibility, may be restricted and, if allowed, would likely be very expensive due to construction within wetlands and 2:1 wetland mitigation requirements.

The petitioner has requested a route from the proposed new public street in the plat known as Williams Woods (the "Plat") to access the northeast quadrant of the Subject Property. Since approval of the Williams Woods Preliminary Plat was not contingent upon inclusion of an access to the Subject Property, this cannot be made a condition of approval of that Final Plat. Thus, the petitioner's requested route, which would be through upland and wetland area, would appear to have greater negative impacts than two other alternative routes.

Staff investigated two alternate cartway routes through two nearby public parks to provide cartway access the Subject Property.

The first alternate route is through Caroline Acres Park, which is an undeveloped park that accesses 178th Lane near the northeast corner of the Subject Property. This route appears to result in the longest route and the greatest impact to wetlands. Also, there is only forty (40) feet of frontage along 178th Lane so if a thirty-three (33) foot wide cartway were to be established, future access to this park would be severely restricted.

The second alternate route is through Shawn Acres Park, which is an undeveloped park that accesses Chameleon Street near the southwest corner of the Subject Property. Of the three routes considered, this route would result in the least impact to private properties, and would have less impacts to wetlands than the Caroline Acres Park route. Designating this as the official cartway route therefore appears to be in the public's best interest.

Staff has had several conversations with the petitioners during which it was confirmed that they fully understand Minnesota's cartway statutes 435.37 and 164.07, including their financial obligations and other responsibilities associated with their petition. The petitioner initially informed Staff that they wanted access to the northeast corner of their property because this area has the greatest elevation differential between the ground and groundwater making it the most likely location for future improvements. But more recently the petitioner informed Staff that they do not have a strong preference for a cartway route and acknowledged that a cartway through Shawn Acres Park to the southwest corner of their property would work just fine to provide access to their landlocked parcel.

The petitioner is not able to attend the Council meeting.

### **Wetland Impact Considerations**

If the property owner applied to add fill within these Wetland Conservation Act (WCA) jurisdiction wetlands, they would first need to go through the sequencing process. This process requires a purpose and need and if there is no buildable area for a home then a permit likely would not be granted. If purpose and need could be shown, and if WCA impacts were unavoidable, wetland impacts would need to be minimized and then replaced. Mitigation would be required at a 2:1 ratio so for every square foot impacted, 2 square feet would need to be purchased.

Cartway rules do not negate DNR rules which prohibit filling into public waters, such as for a road. Access improvements for a cartway would not likely be deemed to provide any public purpose and would therefore likely be considered ineligible for a permit. Further, this area is within a General Floodplain District which raises additional complications for structures like a boardwalk where there must be floodway and flood fringe determinations to further evaluate the implications.

Any wetland impact considerations would need to be further vetted with the regulating agencies.

**Alternatives:**

Alternative 1: Motion to adopt Resolution No. 21-291 designating a Cartway Route and Ordering a Public Hearing for the Petitioned Cartway Access to Thorn Lake Property PID #04-32-25-31-0001, using the alternative route through Shawn Acres Park.

Alternative 2: Motion of other.

**Funding Source:**

Staff estimates \$20,000 will be needed to secure a cartway per the petition request. Again, the petitioner is responsible for paying for all damages, which includes compensation to the owner of the lands upon which the cartway is established, together with the cost of professional services such as delineating wetlands, surveying, appraisals, hearing costs, recording costs, administrative costs, etc.

**Recommendation:**

Staff recommends adopting Resolution #21-291 designating a Cartway Route and Ordering a Public Hearing for the Petitioned Cartway Access to Thorn Lake Property PID #04-32-25-31-0001, using the alternative route through Shawn Acres Park.

**Outcome/Action:**

Motion to adopt Resolution No. 21-291 designating a Cartway Route and Ordering a Public Hearing for the Petitioned Cartway Access to Thorn Lake Property PID #04-32-25-31-0001, using the alternative route through Shawn Acres Park.

**Attachments**

Resolution 21-291

Potential Cartway Routes

Kurak Cartway Petition

MSS 164.07

MSS 435.37

Kurak Property Map

Wetlands and Cartway Routes

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Kurt Ulrich	Kurt Ulrich	10/07/2021 04:34 PM
Form Started By: Bruce Westby		Started On: 09/21/2021 03:59 PM
Final Approval Date: 10/07/2021		

Councilmember \_\_\_\_\_ introduced the following resolution and moved for its adoption:

**RESOLUTION #21-291**

**RESOLUTION DESIGNATING CARTWAY ROUTE AND ORDERING A PUBLIC HEARING FOR PETITIONED CARTWAY ACCESS TO THORN LAKE PROPERTY (PID #04-32-25-31-0001); CASE OF THOMAS AND PATTIANN KURAK**

**WHEREAS**, on August 18, 2021, the City of Ramsey received a petition for the establishment of a cartway to access the landlocked Thorn Lake parcel having PID #04-32-25-31-0001, a copy of which is attached to and made part of hereof as Exhibit A, and

**WHEREAS**, the petition seeks to establish a cartway pursuant to Minnesota Statute 435.37, and

**WHEREAS**, the legal description of the petitioned cartway is as follows:

**Route 1 – Petitioned Cartway Easement Description:**

A permanent easement for cartway purposes over, under, and across the northerly 16.50 feet of Lot 4, Block 1, WILLIAMS WOODS, Anoka County, Minnesota.

A permanent easement for cartway purposes over, under, and across the southerly 16.50 feet of Lot 5, Block 1, WILLIAMS WOODS, Anoka County, Minnesota.

and

**WHEREAS**, the legal description of Staff’s recommended cartway is as follows:

**Route 2 – Staff’s recommended Cartway Easement Description:**

A permanent easement for cartway purposes over, under, and across the southerly and easterly 33 feet of PARK, SHAWN ACRES, Anoka County, Minnesota.

A permanent easement for cartway purposes over, under, and across that part of the Southeast  $\frac{1}{4}$  of the Southwest  $\frac{1}{4}$  of section 4, Township 32, Range 25 described as follows: Commencing at the Southwest corner of said Southeast  $\frac{1}{4}$  of the Southwest  $\frac{1}{4}$  thence East along the South line thereof a distance of 200 feet; thence North and parallel with the West line of said Southeast  $\frac{1}{4}$  of the Southwest  $\frac{1}{4}$  to the point of intersection with the North line of said Southeast  $\frac{1}{4}$  of the Southwest  $\frac{1}{4}$ ; thence West along the said North line to its intersection with the

West line thereof; thence South along the West line of said Southeast ¼ of the Southwest ¼ to the point of beginning. Subject to easement restrictions and reservations of record if any.

Commencing at the Northwest corner of said Parcel, thence South 00 degrees 50 minutes 44 seconds West a distance of 88.32 feet; thence North 79 degrees 06 minutes 09 seconds East a distance of 30.63 feet; thence North 00 degrees 51 minutes 94 seconds East a distance of 81.90 feet to the North line of said Parcel; thence westerly along said North line of said Parcel to the point of beginning.

and

**WHEREAS**, Minnesota Statute 435.37, subd. 1(a), requires a city council to establish a cartway at least two rods wide connecting a petitioner's land to a public road if a petition is presented by the owner of a tract of land containing at least five acres who has no access thereto except over lands of others; and

**WHEREAS**, Minnesota Statute 435.37, subd. 1(b), says that the city council may select an alternate route other than that petitioned for if the alternate route is deemed by the city council to be less disruptive and less damaging to the affected landowners and in the public's best interest; and

**WHEREAS**, Minnesota Statute 435.37, subd. 1(c), states that the amount of damages must be paid by the petitioner to the city before the cartway is opened. For the purposes of said subdivision, damages means (1) the compensation (if any) awarded to the owner of the land upon which the cartway is established and (2) the costs of professional and other services, hearing costs, administrative costs, recording costs, and other costs and expenses that the city may incur in connection with the proceedings for the establishment of the cartway.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA**, pursuant to Minnesota Statutes 435.37 and 164.07, as follows:

1. A hearing upon the attached Cartway Petition shall be held at the City Hall in the City of Ramsey on December 14, 2021, at 7:00 p.m.
2. The purpose of the hearing shall include, but is not limited to, determining:
  - a. Whether the Petitioner is entitled to a cartway under Section 435.37, subd. 1(a);

- b. If so, whether the cartway should be located where requested and to the width requested, or whether it should be located at an alternate route or of a different width;
  - c. What damages, if any, must the Petitioner pay to affected landowners for the establishment of the cartway;
  - d. What other damages have been incurred or likely will be incurred by the City in connection with the establishment of the cartway; and
  - e. Any other issue or matter that might relate to the cartway petition.
3. The Petitioner shall:
  - a. Cause personal service of this Order and the Cartway Petition to be made upon each owner and occupant of land over which or adjacent to which the proposed cartway would pass, and upon each person whose land would be reasonably expected to be affected by the establishment of the proposed cartway;
  - b. Post a copy of this Order and the Cartway Petition at the City's posting places;
  - c. Accomplish items 3 (a) and (b) at least ten days before the cartway hearing; and
  - d. Submit to the City an affidavit, prior to the hearing, showing that items 3 (a) – (c) have been accomplished.
  - e. Escrow \$20,000 with the City to cover the City's costs and expenses pursuant to Minnesota Statute section 435.37, subdivision 1(c). No further action by the City, including the hearing, shall occur until the escrow is in place.
4. The proposed cartway, if approved, will be a private access/road. It is not in the public's interest to expend public funds on the cartway or to make the cartway into a public access/road.
5. All persons who wish to be heard on any of these issues identified above, or of any other issue or matter relating to the Cartway Petition, should appear at the hearing and be prepared to offer or present any testimony, evidence, opinions, or views that they may have.
6. Affected landowners are hereby notified, pursuant to Minnesota Statute 164.07, subd. 2, that they are entitled to judicial review if the cartway is established, but that to do so they must follow all of the procedures set forth in Minnesota Statute Section 164.07, subd. 7, including but not limited to serving and filing a notice of appeal

within 40 days after the filing of the award of damages, and within ten days after the filing of the award of damages if they wish to delay the opening of the cartway, together with an approved bond of not less than \$250.

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 12th day of October, 2021.

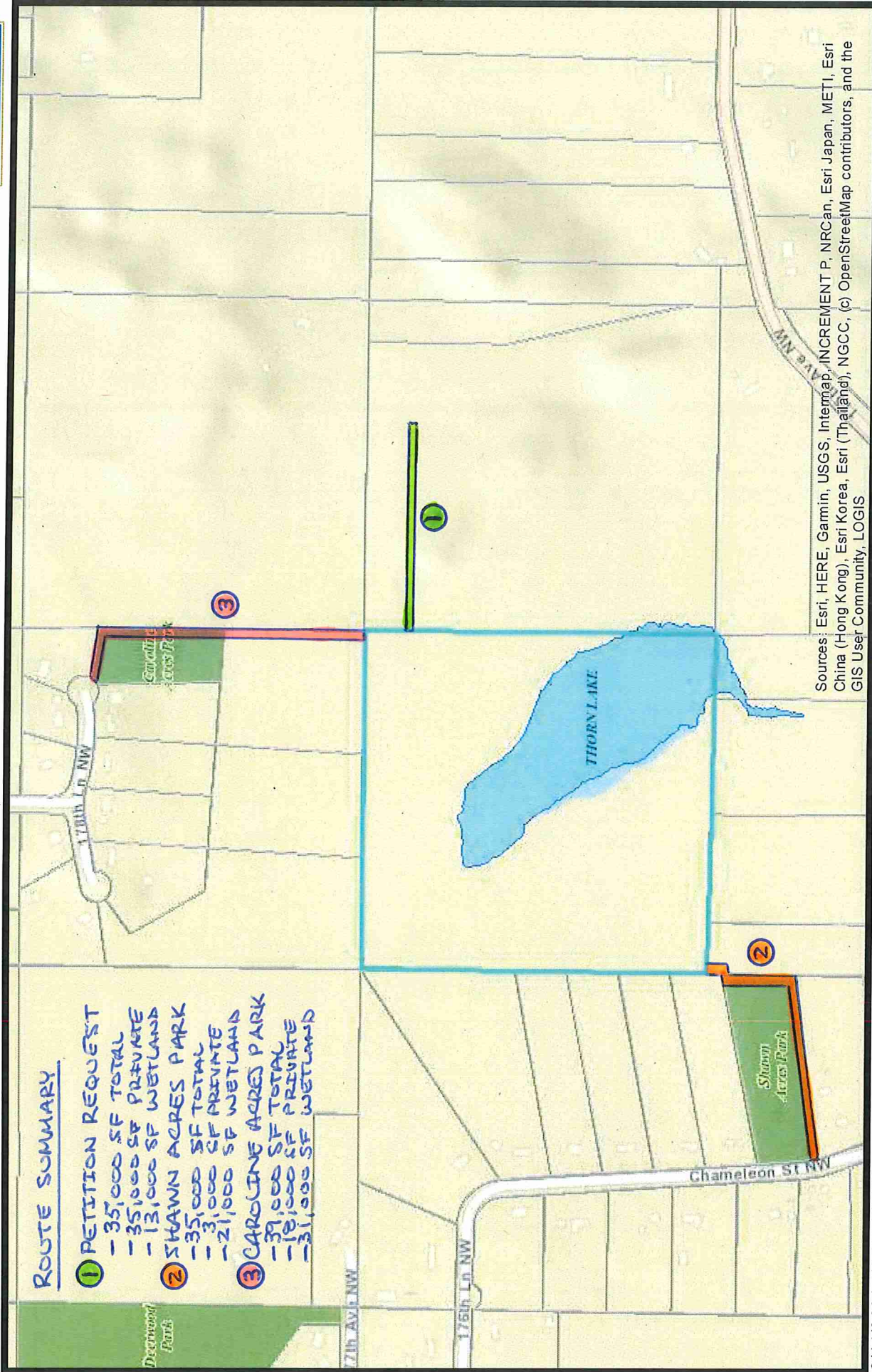
\_\_\_\_\_  
Mayor

**ATTEST:**

\_\_\_\_\_  
City Clerk

# Alternative Cartway Routes

Kurak Property



## ROUTE SUMMARY

- ① PETITION REQUEST
  - 35,000 SF TOTAL
  - 35,000 SF PRIVATE
  - 13,000 SF WETLAND
- ② SHAWN ACRES PARK
  - 35,000 SF TOTAL
  - 3,000 SF PRIVATE
  - 21,000 SF WETLAND
- ③ CAROLINE ACRES PARK
  - 39,000 SF TOTAL
  - 18,000 SF PRIVATE
  - 31,000 SF WETLAND

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

9/14/2021, 12:58:23 PM



## Chris Anderson

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**From:** PATTI KURAK <twcorp@comcast.net>  
**Sent:** Monday, August 16, 2021 11:40 AM  
**To:** Chris Anderson; Chloe McGuire Brigl  
**Cc:** Mark Kuzma; Chris Riley; Chelsee Howell; Ryan Heineman; Matt Woestehoff; Dan Specht; Debra Musgrove  
**Subject:** Cart way to land locked parcel and Thorne Lake

REGARDING: Thomas and Pattiann Kurak petition for Cart way easement to access landlocked 40 acre parcel in north Ramsey, MN.  
PARCEL # 04-32--25-31-0001 per Minnesota State Statutes # 435-37.

Contact at Ramsey MN Chris Anderson.

Mr. Anderson this is my petition to gain access to my landlocked parcel.

The access I think would be best going into the northeast quadrant of my 40 acres. I have reviewed the proposed plat of Williams Woods and I think an easement from their city in Williams Woods to my northeast quadrant would be best.

Thomas Kurak  
15001 Sunfish Lake Blvd NW, Ramsey, MN.  
763-242-7953

164.07 MS 1957 [Repealed, 1959 c 500 art 6 s 13]

**164.07 ESTABLISHMENT, ALTERATION, OR VACATION OF TOWN ROAD.**

Subdivision 1. **Authorization; petition.** Any town board may alter or vacate a town road, including those dedicated to the public by plat, or establish a new road in its town upon a petition of not less than eight voters of the town, who own real estate, or occupy real estate under the homestead or preemption laws or under contract with the state, within three miles of the road proposed to be established, altered, or vacated; provided, that in any town not having eight voters who own real estate or occupy real estate under the homestead or preemption laws or under contract with the state, within three miles of any proposed road, the town board of such town may alter or vacate a town road, or establish a new road in the town upon a petition signed by a less number of voters of such town, who own real estate or occupy real estate under the homestead or preemption laws or under contract with the state, in such town. Such petition shall contain a description of the road, and what part thereof is to be altered or vacated, and, if a new road, the names of the owners of the land, if known, over which such road is to pass, its point of beginning, general course, and termination. If the petition is to establish or alter a road, the petition must also contain a statement of the purpose and necessity for establishing or altering the road.

Subd. 2. **Hearing; notice.** (a) The petition shall be filed with the town clerk, who shall forthwith present it to the town board. The town board within 30 days thereafter shall make an order describing as nearly as practicable the road proposed to be established, altered, or vacated and the several tracts of land through which it passes, and fixing a time and place when and where it will meet and act upon the petition. The order must also contain a notice to affected landowners that a landowner is entitled to judicial review of damages, need, and purpose under subdivision 7 following a determination to establish or alter a road. The petitioners shall cause personal service of the order and a copy of the petition to be made upon each occupant of the land at least ten days before the meeting and cause ten days' posted notice thereof to be given.

(b) In addition, the petitioners shall serve notice of the order by certified mail upon the commissioner of natural resources at least 60 days before the meeting required under paragraph (a), if the road to be vacated terminates at, abuts upon, or is adjacent to any public water.

(c) The notice under this paragraph does not create a right of intervention by the commissioner of natural resources. At least 15 days prior to convening the meeting required under paragraph (a), the town board or its designee must consult with the commissioner of natural resources to review the proposed vacation. The commissioner must evaluate:

- (1) the proposed vacation and the public benefits to do so;
- (2) the present and potential use of the land for access to public waters; and
- (3) how the vacation would impact conservation of natural resources.

The commissioner must advise the town board or its designee accordingly upon the evaluation.

Subd. 3. **Examination of proposed road.** At the time and place designated, the town board shall meet and, on proof by affidavit of the giving of such notice, it shall examine the road proposed to be established, altered, or vacated, hear all parties interested, and determine whether it will grant or refuse the petition. If it be refused, the fact shall be noted on the back thereof.

Subd. 3a. **Drainage facility.** On consideration of a petition for vacation of a road, the town board shall determine whether the lateral ditches of said road are essential for surface drainage of adjacent lands, or for drainage of public highways, in the area. If the board finds that preservation of such drainage facilities is

for the general health and welfare of the public, then the board may cause the road to be vacated with a provision that the town shall retain the right of access for the purpose of maintaining such drainage facilities. An owner of land adjacent to the vacated portion of the road shall not interfere with the functioning of such drainage facilities.

Subd. 4. **Survey.** If the petition be granted, the town board, if it deem it necessary, shall cause a survey to be made. When the center of such road does not follow a section line, or some subdivisional line of a section, the surveyor shall note the distance to the point on any course at which such course will intersect a section line, and the distance of such point of intersection from the most convenient section, quarter-section, or meander corner, as established by the government survey; and the notes of such intersections, and a description of the road so established, altered, or vacated shall be incorporated in an order to be signed by the town board.

Subd. 5. **Damages.** The damages sustained by reason of establishing, altering, or vacating any road may be ascertained by the agreement of the owners and the town board; and unless such agreement is made, or the owners release in writing all claims to damages, the same shall be assessed and awarded before such road is opened, worked, or used. Every agreement and release shall be filed with the town clerk and be final as to the matters therein contained. The town board shall assess the damages of each claimant with whom it cannot agree, or who is unknown, specifying the amount awarded to each and briefly describing each parcel of land. In ascertaining the damages which will be sustained by any owner the town board shall determine the money value of the benefits which the establishment, alteration, or vacation, as the case may be, will confer, and deduct the benefits, if any, from the damages, if any, and award the difference, if any as damages.

Subd. 6. **Filing of award; notification.** The award of damages shall be filed with the town clerk. Within seven days after filing the town clerk shall notify, in writing, each known owner and occupant of each tract of the filing of the award of damages. The notification shall set forth the date of the award, the amount of the award of damages and any terms or conditions of the award. The notification must include a clear and coherent explanation, written in language using words with common and everyday meanings, of the requirements for appealing the award of damages under subdivision 7.

Subd. 7. **Appeal.** Within 40 days after the filing of the award of damages any owner or occupant may appeal from the award by filing a notice of appeal with the court administrator of the district court of the county where the lands lie. However, the owner or occupant must file the notice of appeal within ten days in order to delay the opening, construction, alteration, change, or other improvement in or to the road pursuant to subdivision 10. The notice of appeal shall be accompanied by a bond of not less than \$250, with sufficient surety approved by the judge or the county auditor conditioned to pay all costs arising from the appeal in case the award is sustained. A copy of the notice shall be mailed by registered or certified mail to the town clerk or any member of the town board. The notice of appeal shall specify the award or failure to award appealed from, the land to which it relates, the nature and amount of the claim of appellant, and the grounds of the appeal, which may include a challenge to the public purpose or necessity of the proposed road or condemnation.

Subd. 8. **Trial.** The appeal shall be entered upon the calendar for trial at the next general term of the court occurring more than 20 days after the appeal is perfected. It shall be tried in the same manner as an appeal in eminent domain proceedings under chapter 117. The prevailing party shall recover costs and disbursements as in other civil cases and judgment shall be entered upon the verdict.

Subd. 9. **Payment.** If no appeal is taken within the appeal period, the award shall be considered the same as a judgment. The provisions of sections 365.41 and 365.42 shall apply as to payment of all awards

and judgments; and such award or judgment shall draw interest at the rate of six percent per annum to date of payment. The duty of the town board to pay the award or final judgment shall be held and construed to be just compensation or the securing of just compensation within the meaning of the constitution.

Subd. 10. **Appeal not to delay improvement.** After the award of damages has been filed, the board may proceed to open, construct, alter, or change the highway; provided it does not receive notice of appeal within ten days pursuant to subdivision 7. If the board receives a notice of appeal within ten days that challenges the public purpose or necessity of the proposed road or condemnation, it shall suspend any proposed work on the road until a final judicial determination supporting the condemnation is made. If the notice of appeal does not challenge the public purpose or necessity, the appeal shall not delay the prosecution of the proposed improvement, and the town board may proceed as if no appeal had been taken.

Subd. 11. **Order; recordation, evidentiary status.** (a) The order establishing, altering, or vacating any road shall be recorded by the town clerk, and a copy thereof certified as true and correct by the town clerk shall be forthwith recorded with the county recorder or registrar of titles of the county within which the land and premises are located. The certified copy of the order shall be first presented to the county auditor who shall enter the same in the transfer records and note upon the certified copy over the auditor's official signature, the words "entered in the transfer record."

(b) The order or a certified copy shall be received in all courts as competent evidence of the facts therein contained and be prima facie evidence of the regularity of the proceedings prior to the making thereof, except upon the hearing of an appeal.

Subd. 12. **Refusal to establish.** The determination of a town board refusing to establish, alter, or vacate any road shall be final, unless appealed from, for one year from the filing of its order; and no petition for establishing, altering, or vacating such road shall be acted upon within that time. In case its determination granting a petition is appealed from and reversed, it shall not within one year from date of such determination entertain a petition having the same or a similar object.

Subd. 13. **Entry for property examination or survey.** For the purposes of this section and section 164.08, the town board, its employees or agents, may enter upon any property, public or private, to conduct property examinations and surveys. This subdivision does not grant immunity to the town board, its employees, or agents for damage caused to public or private property as the result of an entry onto the property.

**History:** 1959 c 500 art 5 s 7; 1967 c 723 s 1; 1973 c 24 s 1; 1976 c 181 s 2; 1986 c 444; 1Sp1986 c 3 art 1 s 82; 1989 c 183 s 3; 1994 c 451 s 1; 1995 c 25 s 2; 2000 c 334 s 1; 2001 c 139 s 4-7; 2005 c 4 s 31; 2005 c 117 s 1

**435.37 EASEMENT FOR CARTWAY.**

Subdivision 1. **Mandatory establishment; conditions.** (a) Upon petition presented to the city council by the owner of a tract of land containing at least five acres, who has no access thereto except over a navigable waterway or over the lands of others, or whose access thereto is less than two rods in width, the city council by resolution shall establish a cartway at least two rods wide connecting the petitioner's land with a public road.

(b) The city council may select an alternative route other than that petitioned for if the alternative is deemed by the city council to be less disruptive and damaging to the affected landowners and in the public's best interest.

(c) The amount of damages must be paid by the petitioner to the city before the cartway is opened. For the purposes of this subdivision, damages means the compensation, if any, awarded to the owner of the land upon which the cartway is established together with the cost of professional and other services, hearing costs, administrative costs, recording costs, and other costs and expenses that the city may incur in connection with the proceedings for the establishment of the cartway. The city council may by resolution require the petitioner to post a bond or other security acceptable to the city council for the total estimated damages before the city council takes action on the petition.

(d) The city may not expend street or bridge funds on the cartway unless the city council, by resolution, determines that an expenditure is in the public interest. If no resolution is adopted to that effect, the grading or other construction work and the maintenance of the cartway is the responsibility of the petitioner.

(e) After the cartway has been constructed, the city council may by resolution designate the cartway as a private driveway with the written consent of the affected landowner, in which case from the effective date of the resolution no town road and bridge funds may be expended for maintenance of the driveway.

Subd. 2. **Maintenance costs.** When a cartway is not maintained by the city, one or more of the private property owners who own land adjacent to a cartway, or one or more of the private property owners who has no access to the owner's land except by way of the cartway, may maintain the cartway. The cost of maintenance must be equitably divided among all of the private property owners who own land adjacent to the cartway and all of the private property owners who have no access to their land except by way of the cartway. The following factors may be taken into consideration when determining an equitable share of maintenance expenses: the frequency of use, the type and weight of the vehicles or equipment, and the distance traveled on the cartway to the individual's property. The city council may determine the maintenance costs to be apportioned to each private property owner if the private property owners cannot agree on the division of the costs. The city council's decision may be appealed within 30 days to the district court of the county in which the cartway is located. Private property owners who pay the cost of maintenance have a civil cause of action against any of the private property owners who refuse to pay their share of the maintenance cost.

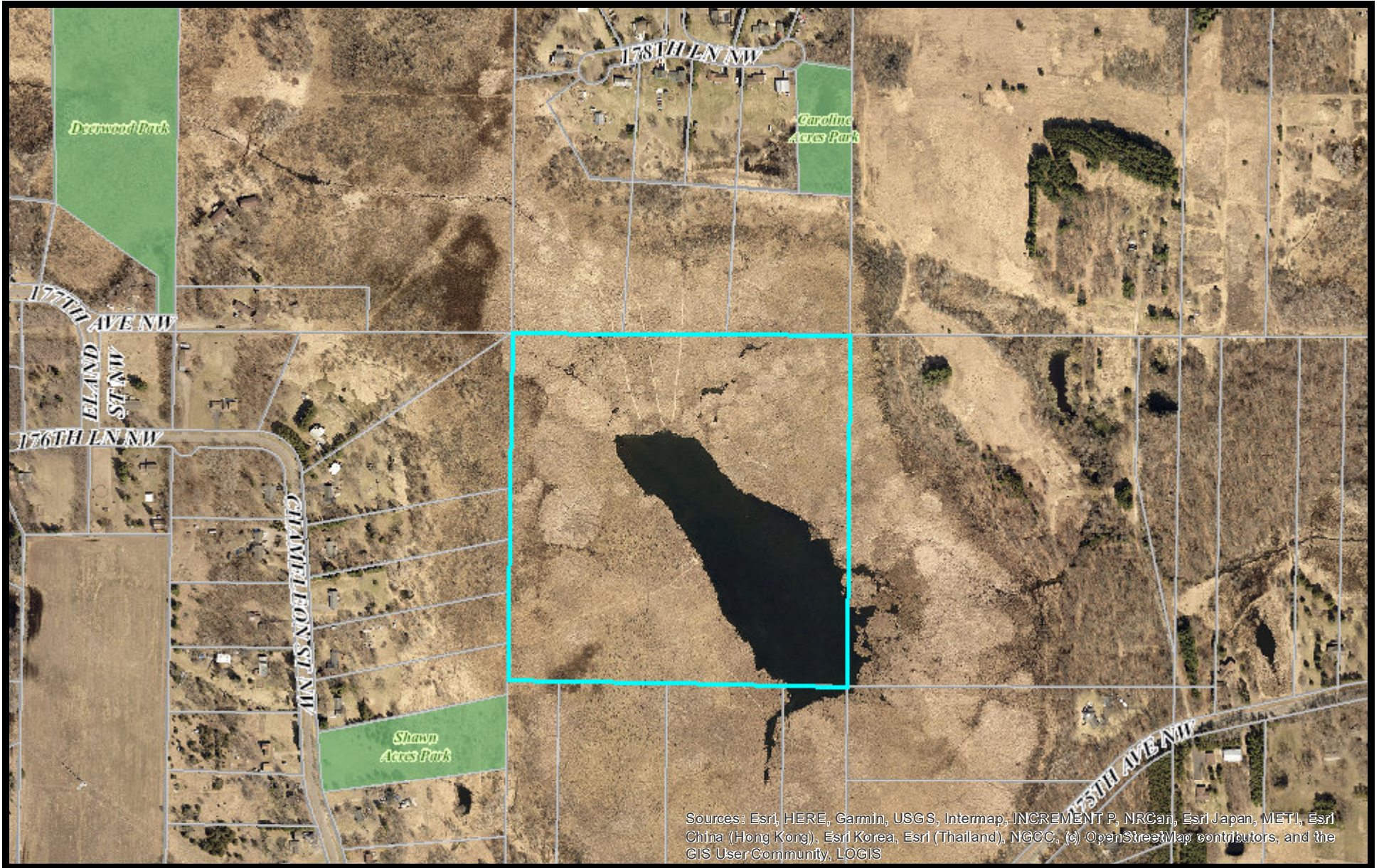
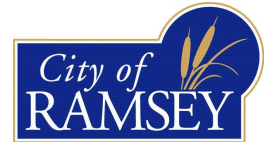
Subd. 3. **City defined.** For purposes of this section, "city" includes statutory and home rule charter cities.

Subd. 4. **Procedure.** For the purposes of this section, the proceedings of the city council shall be in accordance with the procedures set forth in section 164.07, except that references in section 164.07 to "town," "town clerk," "town board," or "town costs" shall be construed to mean references to "city," "city clerk," "city council," or "city costs," respectively, or equivalent terms, as required by the context.

**History:** 2006 c 236 art 1 s 3; 2009 c 30 art 3 s 3

# Site Location Map

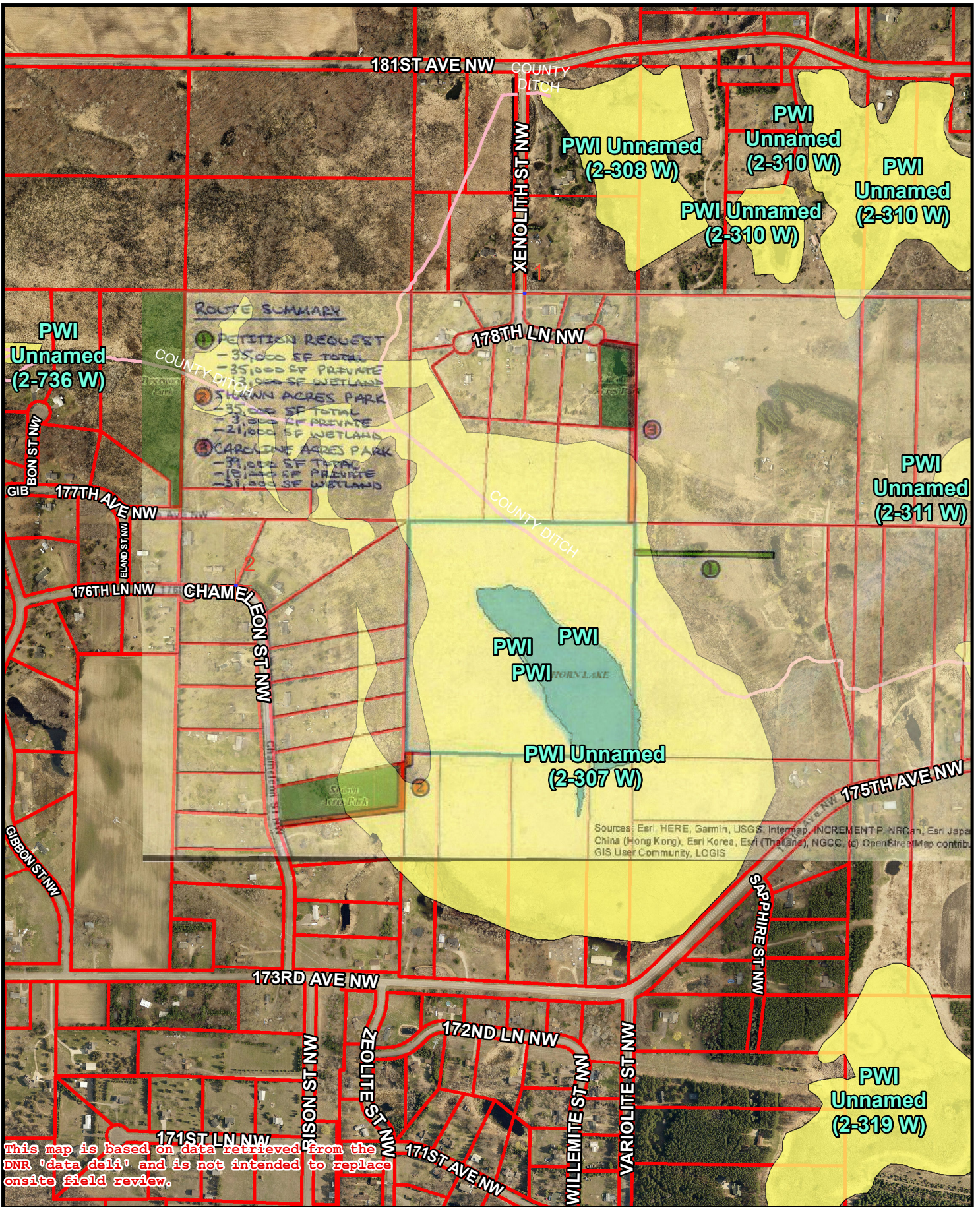
Cartway Request



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

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**ROUTE SUMMARY**

① PETITION REQUEST  
 - 35,000 SF TOTAL  
 - 35,000 SF PRIVATE  
 - 23,000 SF WETLAND

② SHAWN ACRES PARK  
 - 35,000 SF TOTAL  
 - 3,000 SF PRIVATE  
 - 21,000 SF WETLAND

③ CAROLINE ACRES PARK  
 - 39,000 SF TOTAL  
 - 18,000 SF PRIVATE  
 - 21,000 SF WETLAND

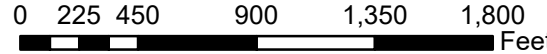
Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, China (Hong Kong), Esri Korea, Esri (The Land), NGCC, cc) OpenStreetMap contrib, GIS User Community, LOGIS

This map is based on data retrieved from the DNR 'data deli' and is not intended to replace onsite field review.

**This map is ONLY for planning purposes.  
 Use with caution.**

Map Created:  
 9/23/2021

- Legend**
- Public Water Inventory\*
  - Parcels



Disclaimer: The information provided on this map is for reference purposes only. The Anoka Conservation District does not guarantee the accuracy of the information contained herein and makes no representation or warranties, either express or implied, for the merchantability or fitness of the information provided on this map for a particular purpose.

Meeting Date: 10/12/2021

By: Katie Schmidt, Administrative Services

**Information**

**Title:**

~~Consider Hiring an IT Support Technician Backfilling a Vacant Position~~ **Please Note: This case was removed from the agenda.**

**Purpose/Background:**

The purpose of this case is to authorize filling the vacant full-time IT Support Technician position.

In August, the IT Support Technician resigned, which created a vacancy in the IT Division. Staff conducted a recruitment process which included first and second interviews. Mr. Michael Kinghorn was selected for the position and has passed the City's pre-employment testing. The City extended a contingent job offer which is pending City Council approval. If hired, Mr. Kinghorn will be subject to a six-month probationary period, the personnel policy and the AFSCME labor agreement.

The IT Support Technician position responsibilities include assisting the Information Technology Division (IT) with all matters of Information Technology, such as: desktop computers, mobile devices, desktop peripherals, server, network security/infrastructure, telephone systems, audio/visual equipment, door access and document imaging. In general, the IT division's role is to maintain computers, software and systems, which allow staff to perform effectively and citizens to have access to up-to-date City conference room space, website information, etc.; as well as to improve current technologies and to add new technology in order to facilitate efficient and effective government services.

**Funding Source:**

The funding for back-filling this position is included in the 2021 budget.

**Recommendation:**

To hire Mr. Michael Kinghorn as a full-time IT Support Technician, effective on or near October 13, 2021, at \$28.46 per hour which is step 3 of the 2021 wage scale.

**Outcome/Action:**

Motion to hire Mr. Michael Kinghorn as a full-time IT Support Technician, effective on or near October 13, 2021, at \$28.46 per hour, which is step 3 of the 2021 wage scale.

**Attachments**

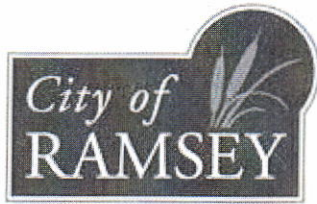
Job Description

**Form Review**

Inbox	Reviewed By	Date
Colleen Lasher	Colleen Lasher	10/07/2021 10:06 AM
Kurt Ulrich	Kurt Ulrich	10/07/2021 03:37 PM
Kurt Ulrich	Kathy Schmitz	10/12/2021 09:39 AM
Colleen Lasher	Colleen Lasher	10/12/2021 10:09 AM
Colleen Lasher	Colleen Lasher	10/12/2021 10:10 AM
Kurt Ulrich	Colleen Lasher	10/12/2021 10:12 AM

Form Started By: Katie Schmidt  
Final Approval Date: 10/12/2021

Started On: 10/07/2021 08:05 AM



# IT Support Technician

Class Code:  
13008

Bargaining Unit: AFSCME

CITY OF RAMSEY  
Established Date: Jul 27, 2021  
Revision Date: Aug 11, 2021

## SALARY RANGE

\$25.87 Hourly

### PRIMARY OBJECTIVE OF POSITION:

To assist the Information Technology Department (IT) with all matters of Information Technology: desktop computers, mobile devices, desktop peripherals, server, network security/infrastructure, telephone systems, audio/visual equipment, door access and document imaging.

**\*\*NOTE -- This is an AFSCME union position\*\***

2021 Wage Scale:

Step 1 - \$25.874/hr -- Step 2 - \$27.168/hr -- Step 3 - \$28.461/hr -- Step 4 - \$29.755/hr -- Step 5 - \$31.049/hr -- Step 6 - \$32.342/hr

### MINIMUM QUALIFICATIONS:

- Must be 18 years of age or older
- Must have a high school diploma or equivalent
- Must have a valid state driver's license with good driving record
- Must have at least an Associates Degree in Applied Science focusing on computer networking, information technology or a closely related field; or completion of a post-secondary certificated program in IT education and experience will be considered
- Must have experience with Windows operating systems
- Must have experience in setting up and installing personal computers, operating systems, printers and wireless devices in a network environment
- Must have basic experience with Local Area Network (LAN) set-up and support, as well as an understanding of wireless networks and devices

Desired Qualifications:

- Bachelor's Degree in Computer Science or closely related field

- Two or more years of closely related experience or one plus years of public sector experience
- Previous experience with Cisco networking is highly preferred
- Previous experience in virtualized server environments
- Previous experience working with Laserfiche Record Retention Software
- Previous experience working for a municipality or county

## **ESSENTIAL JOB FUNCTIONS:**

- Assist in the planning and implementation of additions, removals, and major modifications to the supporting infrastructure
- Oversee and maintain computer equipment and software for the City's staff, meeting rooms, training programs, and vehicles
- Interact with internal staff, both on premise and remotely, to help resolve IT-related issues and provide answers and solutions in a timely manner
- Work with different departments to assess technology needs and opportunities, and help implement solutions seamlessly into the City's network environment
- Work with other IT staff to ensure that City assets and records are maintained responsibly
- Document important information such as diagrams, licenses, training material, ticket documentation, various logs, and device inventory
- Back-up to the IT Manager, as needed
- Perform a wide range of tasks (within the ability and resources of the IT Support Technician) at the verbal or written direction of the IT Manager or their designee

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of personal computer hardware, software, mobile devices, printers, multi-function devices and networking best practices
- Knowledge of viruses, malware, and preventative measures for both
- Knowledge of HTML and web content management systems (CMS)
- Considerable skill and superior understanding of Windows desktop environment and troubleshooting methods
- Considerable skill and understanding of Windows Server environment and roles (AD, DNS, Exchange)
- Ability to provide superior customer service to staff members
- Ability to maintain an attitude of continuous learning, decisive problem-solving, and self-motivation
- Ability to communicate clearly and effectively verbally, both in-person and over the phone, and with written communications/documentation
- Ability to keep clear and concise records (tickets, updates, purchases, etc.)
- Ability to organize and prioritize the needs of staff members
- Ability to perform web or graphic design work or audio/visual editing
- Ability to work independently and as a member of a team
- Ability to work with a wide range or types of people

## **JOB ACTIVITY REQUIREMENTS:**

The following are the physical activities that are associated with this position:

- Standing
- Sitting
- Walking
- Lifting
- Handling Objects
- Stationary desk or bench work

This position requires employees to be able to lift and carry up to 50 pounds without assistance.

The following are the working conditions of this position:

- Working indoors
- Operating motor vehicles
- Driving a City vehicle or personal vehicle
- Driving is an essential function of this job