

City of Ramsey
Agenda
City Council Work Session
Tuesday, June 22, 2021

5:30 pm
Lake Itasca Room, 7550 Sunwood Drive NW

This meeting is being held in accordance with Minnesota Statutes 13D.021. Due to the COVID-19 Pandemic, it is not practical and prudent for all members of this board to attend in person. Current Minnesota law requires certain social distancing standards that impacts the capacity of the Council Chambers. For these reasons, it is not practical and prudent to have this meeting exclusively in person. Members of the public are welcome to attend in person or remotely.

Remote Attendance available at 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. Topics for Discussion**
 1. Review Bonding Opportunities for Water Treatment Plant
 2. Discuss the Interview Panel and Process for the Deputy City Administrator/Community Development Director Recruitment
 3. Discussion Regarding Non-union Compensation
 4. Discussion Regarding Union Contract Negotiations for AFSCME, LELS-Patrol, LELS-Sergeants & LELS-Captains (Discussion Closed to the Public)
 5. Review and Discuss the Remote Attendance Policy
- 3. Topics for Future Discussion**
 1. Review Future Topics/Calendar
- 4. Mayor/Council/Staff Input**
- 5. Adjournment**

Meeting Date: 06/22/2021

Information

Title:

Review Bonding Opportunities for Water Treatment Plant

Purpose/Background:

With the possible construction of a water treatment plant and the current market conditions in regard to historically low interest rates, staff thought it would be beneficial to present what different bonding scenarios could look like if the city were to bond a portion of the water treatment plant.

It is currently stated that the plant will be funded in its entirety, \$32.4M by the sewer and water funds.

The City's Finance Consultant, Stacie Kvilvang, from Ehlers, will be presenting what bonding could possibly represent in terms of principal amounts, interest rates, and terms. A summary of these options is below. The options were based on a May 2022 issuance and as such .75 basis points was added to allow for any current increases in interest rates.

Option	Par Amount	Term	True Int Cost	Total Interest
1	\$5,125,000	10	1.89%	\$551,827
2	\$10,000,000	10	1.89%	\$1,077,454
3	\$16,255,000	10	2.00%	\$1,902,418
4	\$5,125,000	15	2.13%	\$926,248
5	\$10,000,000	15	2.13%	\$1,806,353
6	\$16,255,000	15	2.27%	\$3,200,923

Timeframe:

20 minutes

Funding Source:

Responsible Party(ies):

Finance Director & Finance Consultant, Stacie Kvilvang

Outcome:

Informational only: Review Bonding Opportunities for Water Treatment Plant

Attachments

Bonding options

Form Review

Inbox

Kurt Ulrich

Form Started By: Diana Lund

Final Approval Date: 06/17/2021

Reviewed By

Kurt Ulrich

Date

06/17/2021 11:48 AM

Started On: 06/14/2021 09:44 AM

City of Ramsey, Minnesota

\$5,125,000 General Obligation Water Revenue Bonds, Series 2022
Assumes Current Market BQ AA+ Rates plus 75bps
10 Years

Sources & Uses

Dated 05/01/2022 | Delivered 05/01/2022

Sources Of Funds

Par Amount of Bonds	\$5,125,000.00
Planned Issuer Equity contribution	24,400,000.00
American Rescue Funds	3,000,000.00
Total Sources	\$32,525,000.00

Uses Of Funds

Total Underwriter's Discount (1.200%)	61,500.00
Costs of Issuance	63,000.00
Deposit to Project Construction Fund	32,400,000.00
Rounding Amount	500.00
Total Uses	\$32,525,000.00



City of Ramsey, Minnesota

\$5,125,000 General Obligation Water Revenue Bonds, Series 2022

Assumes Current Market BQ AA+ Rates plus 75bps

10 Years

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
05/01/2022	-	-	-	-	-
02/01/2023	-	-	59,146.88	59,146.88	59,146.88
08/01/2023	-	-	39,431.25	39,431.25	-
02/01/2024	485,000.00	1.000%	39,431.25	524,431.25	563,862.50
08/01/2024	-	-	37,006.25	37,006.25	-
02/01/2025	485,000.00	1.100%	37,006.25	522,006.25	559,012.50
08/01/2025	-	-	34,338.75	34,338.75	-
02/01/2026	495,000.00	1.200%	34,338.75	529,338.75	563,677.50
08/01/2026	-	-	31,368.75	31,368.75	-
02/01/2027	500,000.00	1.300%	31,368.75	531,368.75	562,737.50
08/01/2027	-	-	28,118.75	28,118.75	-
02/01/2028	505,000.00	1.500%	28,118.75	533,118.75	561,237.50
08/01/2028	-	-	24,331.25	24,331.25	-
02/01/2029	515,000.00	1.650%	24,331.25	539,331.25	563,662.50
08/01/2029	-	-	20,082.50	20,082.50	-
02/01/2030	520,000.00	1.750%	20,082.50	540,082.50	560,165.00
08/01/2030	-	-	15,532.50	15,532.50	-
02/01/2031	530,000.00	1.850%	15,532.50	545,532.50	561,065.00
08/01/2031	-	-	10,630.00	10,630.00	-
02/01/2032	540,000.00	1.900%	10,630.00	550,630.00	561,260.00
08/01/2032	-	-	5,500.00	5,500.00	-
02/01/2033	550,000.00	2.000%	5,500.00	555,500.00	561,000.00
Total	\$5,125,000.00	-	\$551,826.88	\$5,676,826.88	-

Yield Statistics

Bond Year Dollars	\$32,638.75
Average Life	6.369 Years
Average Coupon	1.6907108%
Net Interest Cost (NIC)	1.8791372%
True Interest Cost (TIC)	1.8867667%
Bond Yield for Arbitrage Purposes	1.6843271%
All Inclusive Cost (AIC)	2.0975357%

IRS Form 8038

Net Interest Cost	1.6907108%
Weighted Average Maturity	6.369 Years

City of Ramsey, Minnesota

\$5,125,000 General Obligation Water Revenue Bonds, Series 2022

Assumes Current Market BQ AA+ Rates plus 75bps

15 Years

Sources & Uses

Dated 05/01/2022 | Delivered 05/01/2022

Sources Of Funds

Par Amount of Bonds	\$5,125,000.00
Planned Issuer Equity contribution	24,400,000.00
American Rescue Funds	3,000,000.00

Total Sources **\$32,525,000.00**

Uses Of Funds

Total Underwriter's Discount (1.200%)	61,500.00
Costs of Issuance	63,000.00
Deposit to Project Construction Fund	32,400,000.00
Rounding Amount	500.00

Total Uses **\$32,525,000.00**

City of Ramsey, Minnesota

\$5,125,000 General Obligation Water Revenue Bonds, Series 2022

Assumes Current Market BQ AA+ Rates plus 75bps

15 Years

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
05/01/2022	-	-	-	-	-
02/01/2023	-	-	68,737.50	68,737.50	68,737.50
08/01/2023	-	-	45,825.00	45,825.00	-
02/01/2024	305,000.00	1.000%	45,825.00	350,825.00	396,650.00
08/01/2024	-	-	44,300.00	44,300.00	-
02/01/2025	310,000.00	1.100%	44,300.00	354,300.00	398,600.00
08/01/2025	-	-	42,595.00	42,595.00	-
02/01/2026	315,000.00	1.200%	42,595.00	357,595.00	400,190.00
08/01/2026	-	-	40,705.00	40,705.00	-
02/01/2027	320,000.00	1.300%	40,705.00	360,705.00	401,410.00
08/01/2027	-	-	38,625.00	38,625.00	-
02/01/2028	320,000.00	1.500%	38,625.00	358,625.00	397,250.00
08/01/2028	-	-	36,225.00	36,225.00	-
02/01/2029	325,000.00	1.650%	36,225.00	361,225.00	397,450.00
08/01/2029	-	-	33,543.75	33,543.75	-
02/01/2030	330,000.00	1.750%	33,543.75	363,543.75	397,087.50
08/01/2030	-	-	30,656.25	30,656.25	-
02/01/2031	340,000.00	1.850%	30,656.25	370,656.25	401,312.50
08/01/2031	-	-	27,511.25	27,511.25	-
02/01/2032	345,000.00	1.900%	27,511.25	372,511.25	400,022.50
08/01/2032	-	-	24,233.75	24,233.75	-
02/01/2033	350,000.00	2.000%	24,233.75	374,233.75	398,467.50
08/01/2033	-	-	20,733.75	20,733.75	-
02/01/2034	355,000.00	2.050%	20,733.75	375,733.75	396,467.50
08/01/2034	-	-	17,095.00	17,095.00	-
02/01/2035	365,000.00	2.150%	17,095.00	382,095.00	399,190.00
08/01/2035	-	-	13,171.25	13,171.25	-
02/01/2036	375,000.00	2.250%	13,171.25	388,171.25	401,342.50
08/01/2036	-	-	8,952.50	8,952.50	-
02/01/2037	380,000.00	2.300%	8,952.50	388,952.50	397,905.00
08/01/2037	-	-	4,582.50	4,582.50	-
02/01/2038	390,000.00	2.350%	4,582.50	394,582.50	399,165.00
Total	\$5,125,000.00	-	\$926,247.50	\$6,051,247.50	-

Yield Statistics

Bond Year Dollars	\$46,508.75
Average Life	9.075 Years
Average Coupon	1.9915554%
Net Interest Cost (NIC)	2.1237885%
True Interest Cost (TIC)	2.1272939%
Bond Yield for Arbitrage Purposes	1.9791308%
All Inclusive Cost (AIC)	2.2816028%

IRS Form 8038

Net Interest Cost	1.9915554%
Weighted Average Maturity	9.075 Years

City of Ramsey, Minnesota

\$10,000,000 General Obligation Water Revenue Bonds, Series 2022

Assumes Current Market BQ AA+ Rates plus 75bps

10 Years

Sources & Uses

Dated 05/01/2022 | Delivered 05/01/2022

Sources Of Funds

Par Amount of Bonds	\$10,000,000.00
Planned Issuer Equity contribution	19,400,000.00
American Rescue Funds	3,000,000.00
Planned Issuer Equity contribution (COI)	201,000.00

Total Sources **\$32,601,000.00**

Uses Of Funds

Total Underwriter's Discount (1.200%)	120,000.00
Costs of Issuance	81,000.00
Deposit to Project Construction Fund	32,400,000.00

Total Uses **\$32,601,000.00**

City of Ramsey, Minnesota

\$10,000,000 General Obligation Water Revenue Bonds, Series 2022

Assumes Current Market BQ AA+ Rates plus 75bps

10 Years

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
05/01/2022	-	-	-	-	-
02/01/2023	-	-	115,434.38	115,434.38	115,434.38
08/01/2023	-	-	76,956.25	76,956.25	-
02/01/2024	945,000.00	1.000%	76,956.25	1,021,956.25	1,098,912.50
08/01/2024	-	-	72,231.25	72,231.25	-
02/01/2025	950,000.00	1.100%	72,231.25	1,022,231.25	1,094,462.50
08/01/2025	-	-	67,006.25	67,006.25	-
02/01/2026	960,000.00	1.200%	67,006.25	1,027,006.25	1,094,012.50
08/01/2026	-	-	61,246.25	61,246.25	-
02/01/2027	975,000.00	1.300%	61,246.25	1,036,246.25	1,097,492.50
08/01/2027	-	-	54,908.75	54,908.75	-
02/01/2028	985,000.00	1.500%	54,908.75	1,039,908.75	1,094,817.50
08/01/2028	-	-	47,521.25	47,521.25	-
02/01/2029	1,000,000.00	1.650%	47,521.25	1,047,521.25	1,095,042.50
08/01/2029	-	-	39,271.25	39,271.25	-
02/01/2030	1,020,000.00	1.750%	39,271.25	1,059,271.25	1,098,542.50
08/01/2030	-	-	30,346.25	30,346.25	-
02/01/2031	1,035,000.00	1.850%	30,346.25	1,065,346.25	1,095,692.50
08/01/2031	-	-	20,772.50	20,772.50	-
02/01/2032	1,055,000.00	1.900%	20,772.50	1,075,772.50	1,096,545.00
08/01/2032	-	-	10,750.00	10,750.00	-
02/01/2033	1,075,000.00	2.000%	10,750.00	1,085,750.00	1,096,500.00
Total	\$10,000,000.00	-	\$1,077,454.38	\$11,077,454.38	-

Yield Statistics

Bond Year Dollars	\$63,715.00
Average Life	6.372 Years
Average Coupon	1.6910529%
Net Interest Cost (NIC)	1.8793916%
True Interest Cost (TIC)	1.8870244%
Bond Yield for Arbitrage Purposes	1.6846710%
All Inclusive Cost (AIC)	2.0254549%

IRS Form 8038

Net Interest Cost	1.6910529%
Weighted Average Maturity	6.372 Years

City of Ramsey, Minnesota

\$10,000,000 General Obligation Water Revenue Bonds, Series 2022

Assumes Current Market BQ AA+ Rates plus 75bps

15 Years

Sources & Uses

Dated 05/01/2022 | Delivered 05/01/2022

Sources Of Funds

Par Amount of Bonds	\$10,000,000.00
Planned Issuer Equity contribution	19,400,000.00
American Rescue Funds	3,000,000.00
Planned Issuer Equity contribution (COI)	201,000.00

Total Sources **\$32,601,000.00**

Uses Of Funds

Total Underwriter's Discount (1.200%)	120,000.00
Costs of Issuance	81,000.00
Deposit to Project Construction Fund	32,400,000.00

Total Uses **\$32,601,000.00**

City of Ramsey, Minnesota

\$10,000,000 General Obligation Water Revenue Bonds, Series 2022

Assumes Current Market BQ AA+ Rates plus 75bps

15 Years

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+	Fiscal Total
05/01/2022	-	-	-	-	-
02/01/2023	-	-	134,098.13	134,098.13	134,098.13
08/01/2023	-	-	89,398.75	89,398.75	-
02/01/2024	600,000.00	1.000%	89,398.75	689,398.75	778,797.50
08/01/2024	-	-	86,398.75	86,398.75	-
02/01/2025	605,000.00	1.100%	86,398.75	691,398.75	777,797.50
08/01/2025	-	-	83,071.25	83,071.25	-
02/01/2026	610,000.00	1.200%	83,071.25	693,071.25	776,142.50
08/01/2026	-	-	79,411.25	79,411.25	-
02/01/2027	620,000.00	1.300%	79,411.25	699,411.25	778,822.50
08/01/2027	-	-	75,381.25	75,381.25	-
02/01/2028	630,000.00	1.500%	75,381.25	705,381.25	780,762.50
08/01/2028	-	-	70,656.25	70,656.25	-
02/01/2029	635,000.00	1.650%	70,656.25	705,656.25	776,312.50
08/01/2029	-	-	65,417.50	65,417.50	-
02/01/2030	650,000.00	1.750%	65,417.50	715,417.50	780,835.00
08/01/2030	-	-	59,730.00	59,730.00	-
02/01/2031	660,000.00	1.850%	59,730.00	719,730.00	779,460.00
08/01/2031	-	-	53,625.00	53,625.00	-
02/01/2032	670,000.00	1.900%	53,625.00	723,625.00	777,250.00
08/01/2032	-	-	47,260.00	47,260.00	-
02/01/2033	685,000.00	2.000%	47,260.00	732,260.00	779,520.00
08/01/2033	-	-	40,410.00	40,410.00	-
02/01/2034	695,000.00	2.050%	40,410.00	735,410.00	775,820.00
08/01/2034	-	-	33,286.25	33,286.25	-
02/01/2035	710,000.00	2.150%	33,286.25	743,286.25	776,572.50
08/01/2035	-	-	25,653.75	25,653.75	-
02/01/2036	725,000.00	2.250%	25,653.75	750,653.75	776,307.50
08/01/2036	-	-	17,497.50	17,497.50	-
02/01/2037	745,000.00	2.300%	17,497.50	762,497.50	779,995.00
08/01/2037	-	-	8,930.00	8,930.00	-
02/01/2038	760,000.00	2.350%	8,930.00	768,930.00	777,860.00
Total	\$10,000,000.00	-	\$1,806,353.13	\$11,806,353.13	-

Yield Statistics

Bond Year Dollars	\$90,710.00
Average Life	9.071 Years
Average Coupon	1.9913495%
Net Interest Cost (NIC)	2.1236392%
True Interest Cost (TIC)	2.1271457%
Bond Yield for Arbitrage Purposes	1.9789244%
All Inclusive Cost (AIC)	2.2285715%

IRS Form 8038

Net Interest Cost	1.9913495%
Weighted Average Maturity	9.071 Years

City of Ramsey, Minnesota

\$16,255,000 General Obligation Water Revenue Bonds, Series 2022

Assumes Current Market Non-BQ AA+ Rates plus 75bps

10 Years

Sources & Uses

Dated 05/01/2022 | Delivered 05/01/2022

Sources Of Funds

Par Amount of Bonds	\$16,255,000.00
Planned Issuer Equity contribution	13,400,000.00
American Rescue Funds	3,000,000.00

Total Sources **\$32,655,000.00**

Uses Of Funds

Total Underwriter's Discount (1.000%)	162,550.00
Costs of Issuance	91,000.00
Deposit to Project Construction Fund	32,400,000.00
Rounding Amount	1,450.00

Total Uses **\$32,655,000.00**

City of Ramsey, Minnesota

\$16,255,000 General Obligation Water Revenue Bonds, Series 2022

Assumes Current Market Non-BQ AA+ Rates plus 75bps

10 Years

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
05/01/2022	-	-	-	-	-
02/01/2023	-	-	203,745.00	203,745.00	203,745.00
08/01/2023	-	-	135,830.00	135,830.00	-
02/01/2024	1,525,000.00	1.050%	135,830.00	1,660,830.00	1,796,660.00
08/01/2024	-	-	127,823.75	127,823.75	-
02/01/2025	1,540,000.00	1.200%	127,823.75	1,667,823.75	1,795,647.50
08/01/2025	-	-	118,583.75	118,583.75	-
02/01/2026	1,560,000.00	1.300%	118,583.75	1,678,583.75	1,797,167.50
08/01/2026	-	-	108,443.75	108,443.75	-
02/01/2027	1,580,000.00	1.450%	108,443.75	1,688,443.75	1,796,887.50
08/01/2027	-	-	96,988.75	96,988.75	-
02/01/2028	1,600,000.00	1.650%	96,988.75	1,696,988.75	1,793,977.50
08/01/2028	-	-	83,788.75	83,788.75	-
02/01/2029	1,630,000.00	1.800%	83,788.75	1,713,788.75	1,797,577.50
08/01/2029	-	-	69,118.75	69,118.75	-
02/01/2030	1,655,000.00	1.900%	69,118.75	1,724,118.75	1,793,237.50
08/01/2030	-	-	53,396.25	53,396.25	-
02/01/2031	1,690,000.00	2.000%	53,396.25	1,743,396.25	1,796,792.50
08/01/2031	-	-	36,496.25	36,496.25	-
02/01/2032	1,720,000.00	2.050%	36,496.25	1,756,496.25	1,792,992.50
08/01/2032	-	-	18,866.25	18,866.25	-
02/01/2033	1,755,000.00	2.150%	18,866.25	1,773,866.25	1,792,732.50
Total	\$16,255,000.00	-	\$1,902,417.50	\$18,157,417.50	-

Yield Statistics

Bond Year Dollars	\$103,711.25
Average Life	6.380 Years
Average Coupon	1.8343405%
Net Interest Cost (NIC)	1.9910738%
True Interest Cost (TIC)	1.9961662%
Bond Yield for Arbitrage Purposes	1.8270705%
All Inclusive Cost (AIC)	2.0918192%

IRS Form 8038

Net Interest Cost	1.8343405%
Weighted Average Maturity	6.380 Years

City of Ramsey, Minnesota

\$16,255,000 General Obligation Water Revenue Bonds, Series 2022

Assumes Current Market Non-BQ AA+ Rates plus 75bps

15 Years

Sources & Uses

Dated 05/01/2022 | Delivered 05/01/2022

Sources Of Funds

Par Amount of Bonds	\$16,255,000.00
Planned Issuer Equity contribution	13,400,000.00
American Rescue Funds	3,000,000.00
Total Sources	\$32,655,000.00

Uses Of Funds

Total Underwriter's Discount (1.000%)	162,550.00
Costs of Issuance	91,000.00
Deposit to Project Construction Fund	32,400,000.00
Rounding Amount	1,450.00
Total Uses	\$32,655,000.00

City of Ramsey, Minnesota

\$16,255,000 General Obligation Water Revenue Bonds, Series 2022

Assumes Current Market Non-BQ AA+ Rates plus 75bps

15 Years

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
05/01/2022	-	-	-	-	-
02/01/2023	-	-	236,977.50	236,977.50	236,977.50
08/01/2023	-	-	157,985.00	157,985.00	-
02/01/2024	965,000.00	1.050%	157,985.00	1,122,985.00	1,280,970.00
08/01/2024	-	-	152,918.75	152,918.75	-
02/01/2025	975,000.00	1.200%	152,918.75	1,127,918.75	1,280,837.50
08/01/2025	-	-	147,068.75	147,068.75	-
02/01/2026	985,000.00	1.300%	147,068.75	1,132,068.75	1,279,137.50
08/01/2026	-	-	140,666.25	140,666.25	-
02/01/2027	1,000,000.00	1.450%	140,666.25	1,140,666.25	1,281,332.50
08/01/2027	-	-	133,416.25	133,416.25	-
02/01/2028	1,015,000.00	1.650%	133,416.25	1,148,416.25	1,281,832.50
08/01/2028	-	-	125,042.50	125,042.50	-
02/01/2029	1,030,000.00	1.800%	125,042.50	1,155,042.50	1,280,085.00
08/01/2029	-	-	115,772.50	115,772.50	-
02/01/2030	1,050,000.00	1.900%	115,772.50	1,165,772.50	1,281,545.00
08/01/2030	-	-	105,797.50	105,797.50	-
02/01/2031	1,070,000.00	2.000%	105,797.50	1,175,797.50	1,281,595.00
08/01/2031	-	-	95,097.50	95,097.50	-
02/01/2032	1,090,000.00	2.050%	95,097.50	1,185,097.50	1,280,195.00
08/01/2032	-	-	83,925.00	83,925.00	-
02/01/2033	1,115,000.00	2.150%	83,925.00	1,198,925.00	1,282,850.00
08/01/2033	-	-	71,938.75	71,938.75	-
02/01/2034	1,135,000.00	2.200%	71,938.75	1,206,938.75	1,278,877.50
08/01/2034	-	-	59,453.75	59,453.75	-
02/01/2035	1,165,000.00	2.350%	59,453.75	1,224,453.75	1,283,907.50
08/01/2035	-	-	45,765.00	45,765.00	-
02/01/2036	1,190,000.00	2.450%	45,765.00	1,235,765.00	1,281,530.00
08/01/2036	-	-	31,187.50	31,187.50	-
02/01/2037	1,220,000.00	2.500%	31,187.50	1,251,187.50	1,282,375.00
08/01/2037	-	-	15,937.50	15,937.50	-
02/01/2038	1,250,000.00	2.550%	15,937.50	1,265,937.50	1,281,875.00
Total	\$16,255,000.00	-	\$3,200,922.50	\$19,455,922.50	-

Yield Statistics

Bond Year Dollars	\$147,951.25
Average Life	9.102 Years
Average Coupon	2.1634981%
Net Interest Cost (NIC)	2.2733654%
True Interest Cost (TIC)	2.2730383%
Bond Yield for Arbitrage Purposes	2.1489818%
All Inclusive Cost (AIC)	2.3432290%

IRS Form 8038

Net Interest Cost	2.1634981%
Weighted Average Maturity	9.102 Years

Meeting Date: 06/22/2021

Information

Title:

Discuss the Interview Panel and Process for the Deputy City Administrator/Community Development Director Recruitment

Purpose/Background:

The purpose of this case is to determine the structure of the interviews and hiring process for the Deputy City Administrator/Community Development Director position and to select specific Council representatives, if necessary, based upon the process chosen.

This item was reviewed by the City Council at the June 8 work session. It was concluded that the City would conduct an external, open competitive recruitment. Developers and local business interests would not be a part of the panels.

Proposed Interview Process

All candidates that meet the posted minimum qualifications will be advanced for interviews.

The Council may consider the option of reviewing all applications at a work session meeting. If this is the desire of the Council, identifying names of candidates would be redacted to protect the confidentiality of applicants. Meetings of this type can not be closed.

First interviews will include (3) Council members, a Planning Commission and Economic Development Commission representative, the City Administrator and (3) Department Heads. Finalists (3-6) candidates will be advanced to the second round of interviews.

Second interviews is will include three (3) concurrent interview panels:

Panel	Participants
Community Development Department	Community Development Staff including division heads of Planning Division, Economic Development Division and Building Inspections Division.
Staff Leadership Team	City Administrator and Department Heads
Council	Full City Council

The City Council will confer with the other panels and advance the finalist for formal Council approval.

Note: If four or more Council Members are in attendance the interview will be open to the public.

Timeframe:

This case is expected to take 10 minutes.

Funding Source:

There is no funding required at this time.

Responsible Party(ies):

Colleen Lasher, Administrative Services Director
Kurt Ulrich, City Administrator

Outcome:

The intended outcome of this work-session is for the City Council to provide staff, by consensus, the structure of the interviews and hiring process, plus selecting specific Council representatives, if necessary, based upon the process chosen.

Attachments

No file(s) attached.

Form Review

Inbox

Kurt Ulrich
Colleen Lasher (Originator)
Form Started By: Colleen Lasher
Final Approval Date: 06/17/2021

Reviewed By

Kurt Ulrich
Colleen Lasher

Date

06/16/2021 05:19 PM
06/17/2021 07:44 AM
Started On: 06/16/2021 03:15 PM

Meeting Date: 06/22/2021

Information

Title:

Discussion Regarding Non-union Compensation

Purpose/Background:

The purpose of this discussion is to update the City Council regarding important and time sensitive matters regarding non-union employee compensation.

Of the City's 97 employees (full-time and part-time), 27 employees are non-union, including department heads, confidential employees and supervisors. Of the 27 positions, there is just one employee per position (unlike Police Officers, for example). Many of the City's non-union positions are currently shown to be under the average market pay based on similarly sized cities in the metro area. Moreover, there are seven non-union female employees that were shown on the Pay Equity Report to be below the predicted pay level (as determined by the Department of Management and Budget - Pay Equity Division) for their positions. This issue must be corrected in order to avoid penalties. The date by which a new report must be submitted is August 7, 2021, and the adjustments must be effective on July 7, 2021.

The attached spreadsheet shows the seven positions, the current pay scale, the proposed pay scale, and other details. Each employee would be placed in the lowest step that represented an amount greater than their current pay. Each employee (if they are still in their steps) would move to the next step in one year. Staff will be prepared to answer all questions during the meeting.

It should be noted that there are non-union male employees in the same situation; however, the male occupied positions are not linked to compliance with Pay Equity. Correcting the pay scales on the seven female occupied positions will be the focus of this evening's discussions and the positions occupied by male non-union employees should be included in the upcoming budget discussions.

As background, the law requires each local government to analyze its pay structure for evidence of inequities, and to report this information to the Department of Management and Budget every three years. Most Minnesota cities are also subject to the Equal Pay for Equal Work Law, which is a different law from the Pay Equity Act but also prohibits discrimination in pay based on sex. Pay equity is designed to address the problem of a wage structure in which there is one pay pattern for jobs performed mostly by men and another pay pattern for jobs performed mostly by women.

The City's 2021 pay equity report shows that the City is currently out of compliance with the Local Government Pay Equity Act. The report includes four tests: the completeness and accuracy test, the statistical analysis test, the salary range test and exceptional service pay test. Of the four tests, one test (statistical analysis) is noncompliant with a score of 62.06896 which required a minimum score of 80. By adjusting the wage scales upward on the seven non-union female occupied positions, staff feels the City will receive a passing or compliant Pay Equity score and no penalties will occur, contingent upon approval and submittal of the new wage scales.

Timeframe:

Based on discussion.

Funding Source:

The 2021 funding required for this action is \$10,651 and would be applied to the Contingency Fund.

Responsible Party(ies):

Colleen Lasher, Administrative Services Director and Kurt Ulrich, City Administrator

Outcome:

For the City Council to approve, by consensus, agreement to adjust the pay scales on the seven female occupied positions and for staff to submit the revised report to Management and Budget - Pay Equity Division.

Attachments

Proposed Adj. Pay Scale

Form Review

Inbox

Kurt Ulrich

Form Started By: Colleen Lasher

Final Approval Date: 06/17/2021

Reviewed By

Kurt Ulrich

Date

06/17/2021 11:58 AM

Started On: 06/15/2021 09:12 AM

Proposed Updated pay scales July 2021 - Dec. 2021	Step 1	Step 1	Step 2	Step 2	Step 3	Step 3	Step 4	Step 4	Step 5	Step 5	Step 6	Step 6	Current Step	New Step	Increase	Pred. Pay	Pred. Pay	
	80%	80% Hourly	84%	84% Hourly	88%	88% Hourly	92%	92% Hourly	96%	96% Hourly	100%	100% Hourly			7/1/2021	Per Hr.		
Updated Adm Services Director	90,936.36	43,719	95,483.173	45.91	100,029.991	48.09	104,576.808	50.28	109,123.626	52.46	113,670	54.649	6	6	\$1.35	\$9,472.54	\$113,670.44	
Current Adm Services Director	88,689.83	42,639	93,124.326	44.77	97,558.818	46.90	101,993.309	49.04	106,427.801	51.17	110,862	53.299						
Updated Assistant Finance Dir.	84,832.42	40,785	89,074.037	42.82	93,315.658	44.86	97,557.278	46.90	101,798.899	48.94	106,041	50.981	6	6	\$1.51	\$8,835.71	\$106,028.55	
Current Asst Finance Officer	82,328.00	39,581	86,444.399	41.56	90,560.799	43.54	94,677.199	45.52	98,793.599	47.50	102,910	49.476						
	-	-	-	-	-	-	-	-	-	-	-	-						
Updated Senior Planner	80,052.96	38,487	84,055.610	40.41	88,058.258	42.34	92,060.906	44.26	96,063.554	46.18	100,066	48.109	4	4	\$1.72	\$8,338.85	\$100,066.20	
Current Senior Planner	76,938.33	36,990	80,785.248	38.84	84,632.165	40.69	88,479.081	42.54	92,325.998	44.39	96,173	46.237						
	-	-	-	-	-	-	-	-	-	-	-	-						
Updated Office Supervisor	68,623.75	32,992	72,054.934	34.64	75,486.121	36.29	78,917.308	37.94	82,348.495	39.59	85,780	41.240	4	5	\$2.64	\$7,148.31	\$85,779.68	
Current Office Supervisor	66,838.72	32,134	70,180.657	33.74	73,522.593	35.35	76,864.529	36.95	80,206.465	38.56	83,548	40.168						
	-	-	-	-	-	-	-	-	-	-	-	-						
Updated Accountant II	64,905.41	31,205	68,150.678	32.76	71,395.949	34.32	74,641.219	35.89	77,886.490	37.45	81,132	39.006	6	5	\$1.15	\$6,760.98	\$81,131.76	
Current Accountant II	60,395.81	29,036	63,415.605	30.49	66,435.395	31.94	69,455.186	33.39	72,474.977	34.84	75,495	36.296						
	-	-	-	-	-	-	-	-	-	-	-	-						
Updated Deputy City Clerk	58,290.24	28,024	61,204.752	29.43	64,119.264	30.83	67,033.776	32.23	69,948.288	33.63	72,863	35.030	2	1	\$0.50	\$6,379.42	\$76,553.04	
Current Deputy City Clerk	54,522.36	26,213	57,248.482	27.52	59,974.600	28.83	62,700.719	30.14	65,426.837	31.46	68,153	32.766			Adj to:	\$6,071.92	\$72,863.00	
	-	-	-	-	-	-	-	-	-	-	-	-						
Updated HR Generalist	61,242.40	29,443	64,304.520	30.92	67,366.640	32.39	70,428.760	33.86	73,490.880	35.33	76,553	36.804	4	2	\$0.78	\$6,760.98	\$81,131.71	
Current HR Generalist	54,522.36	26,213	57,248.482	27.52	59,974.600	28.83	62,700.719	30.14	65,426.837	31.46	68,153	32.766			Adj to:	\$6,379.42	\$76,553.00	

Meeting Date: 06/22/2021

Information

Title:

Discussion Regarding Union Contract Negotiations for AFSCME, LELS-Patrol, LELS-Sergeants & LELS-Captains (Discussion Closed to the Public)

Purpose/Background:

The purpose of this discussion is to provide the City Council with an update on the status of negotiations and to receive feedback from the City Council in order to continue negotiations with each group.

Per Minnesota Statutes 13D.03, which states: "The governing body of a public employer may by a majority vote in a public meeting decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections [179A.01](#) to [179A.25](#)" staff is requesting that the City Council go into closed session to discuss the City's labor negotiations strategy for its four union contracts. All four contracts are set to expire on December 31, 2021.

At the time of the work session, City staff will have met with all four unions and will provide the City Council with detailed information regarding the unions initial proposals.

Timeframe:

Up to 45 minutes.

Funding Source:

Not applicable at this time.

Responsible Party(ies):

Colleen Lasher, Administrative Services Director

Outcome:

For the City Council to provide staff with direction regarding how to proceed with the next contract negotiations.

Attachments

Statute 13D.03

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	06/10/2021 04:06 PM
Form Started By: Colleen Lasher		Started On: 06/10/2021 05:25 AM
Final Approval Date: 06/10/2021		

13D.03 CLOSED MEETINGS FOR LABOR NEGOTIATIONS STRATEGY.

Subdivision 1. **Procedure.** (a) Section 13D.01, subdivisions 1, 2, 4, 5, and section 13D.02 do not apply to a meeting held pursuant to the procedure in this section.

(b) The governing body of a public employer may by a majority vote in a public meeting decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25.

(c) The time of commencement and place of the closed meeting shall be announced at the public meeting.

(d) A written roll of members and all other persons present at the closed meeting shall be made available to the public after the closed meeting.

Subd. 2. **Meeting must be recorded.** (a) The proceedings of a closed meeting to discuss negotiation strategies shall be tape-recorded at the expense of the governing body.

(b) The recording shall be preserved for two years after the contract is signed and shall be made available to the public after all labor contracts are signed by the governing body for the current budget period.

Subd. 3. **If violation claimed.** (a) If an action is brought claiming that public business other than discussions of labor negotiation strategies or developments or discussion and review of labor negotiation proposals was transacted at a closed meeting held pursuant to this section during the time when the tape is not available to the public, the court shall review the recording of the meeting in camera.

(b) If the court finds that this section was not violated, the action shall be dismissed and the recording shall be sealed and preserved in the records of the court until otherwise made available to the public pursuant to this section.

(c) If the court finds that this section was violated, the recording may be introduced at trial in its entirety subject to any protective orders as requested by either party and deemed appropriate by the court.

History: 1957 c 773 s 1; 1967 c 462 s 1; 1973 c 123 art 5 s 7; 1973 c 654 s 15; 1973 c 680 s 1,3; 1975 c 271 s 6; 1981 c 174 s 1; 1983 c 137 s 1; 1983 c 274 s 18; 1984 c 462 s 27; 1987 c 313 s 1; 1990 c 550 s 2,3; 1991 c 292 art 8 s 12; 1991 c 319 s 22; 1994 c 618 art 1 s 39; 1997 c 154 s 2

Meeting Date: 06/22/2021

By: Colleen Lasher, Administrative Services

Information

Title:

Review and Discuss the Remote Attendance Policy

Purpose/Background:

The purpose of this discussion is to review the Remote Attendance Policy and consider changes based on the March 9, 2021 discussions, along with any new ideas.

Consider Updates to the Remote Attendance Policy

The most recent discussion occurred on March 9, 2021. It was requested to bring this discussion back to the City Council in 3 months. An excerpt of the March 9th minutes are shown below and the official minutes are attached.

Status of the Peacetime Emergency and Other Factors

The Peacetime Emergency is still in place; however, effective May 28th, businesses will no longer be subject to occupancy limits, distancing or other sector-specific requirements, which may be a factor in the City Council's discussions.

Applicable State Statutes governing remote attendance.

1. Chapter 13D.02 (regular remote attendance standards)
2. Chapter 13D.021 (emergency and pandemic-time guidance)

Current 'Interim' Policy

Currently, Ramsey continues to operate under Chapter 13D.021 which allows a less restrictive use of remote meetings.

Looking Forward: Post-Pandemic Remote Attendance

The 'interim' policy was approved due to the pandemic. The purpose now is to reconsider the number of meetings a Councilmember or Commissioner would be permitted to attend remotely in a calendar year. The current 'interim' policy provides for unlimited remote attendance.

The standards for remote meeting attendance as provided by state law are included in the attached City Attorney's memo. However, since the time of the City Attorney's memo, Section 13D.02 was amended twice (2019 and 2020). It should be noted that all recent and future changes in the law will supersede the policy. The amendments changed the following:

1. Roll call votes are now required anytime a member of a board attends remotely. Previously, regular voice votes were sufficient.
2. Previously, it was required that the public official who is attending remotely had to allow the public to participate from that remote location, wherever that is. Now, the location does not have to be public IF the member is in the military and is at a required drill, deployed or on active duty, OR the member has been advised by a health care professional to not be in a public place and a state of emergency exists (or did exist within 60 days). These two exceptions can only be used up to three times in a calendar year. If those exceptions do not apply, the regular rule requiring public access at the remote location still applies. The remaining provisions of section 13D.02 remain in place. Under all circumstances, the Remote Attendance Policy will follow state law.

History of the City's Remote Attendance Policy

1. The policy prior to July 2020, provided for, in part: *No more than one (1) eligible user may participate in any single meeting via electronic medium. Eligible participants for any particular meeting will be determined by the order in which notification was received by the City Administrator. An eligible user may attend a maximum of two (2) regular meetings via interactive television per year.*
2. The policy approved on July 14, 2020, provides for, in part: *There will be no maximum number of remote attendees so long as at least one (1) City Councilmember or member of a formally established commission of the City is physically present. In the event that all members request remote attendance, eligible participants for any particular meeting will be determined by the order in which notification was received by the City Administrator. An eligible user may attend via interactive television, an unlimited number of times per year, contingent upon the general expectation that individuals will make every practical attempt to be physically present.*

Notification:

Notification not required.

Time Frame/Observations/Alternatives:

Each board and commission at the City utilizes remotely attendance slightly differently. Each individual Councilmember or Commissioner has their own level of comfort attending in person during the pandemic. The City Council previously agreed to allow attendance flexibility to remain.

This is, however, an appropriate time to discuss parameters post-pandemic. It is Staff's assumption that the City Council will want to place some limitations on usage; somewhere between where we are today and the more restrictive policy that existed before the pandemic. As a starting point for discussion, Staff would recommend (post-pandemic) to increase the number of times per year to 3 times per year (matches guidance in Statute) and allow up to 2 board members to attend remotely at the same time.

Summary/Highlights of 'pivot' back to Regular/Underlying Remote Attendance Requirements for Councilmembers and Commissioners:

1. Restrictions on number of times per year/no longer 'unlimited' use
2. Restrictions on number of Councilmembers/Commissioners at single meeting/no longer 'unlimited' use
3. Must use webcam/can no longer join via phone only
4. Must now disclose location (unless meet statutory exemption)
5. Must now make remote location accessible to the public (unless meet statutory exemption)

Other Considerations

1. Staff Remote Attendance
2. Applicant Remote Attendance
3. Public Remote Attendance

Staff Remote Attendance

Staff has found efficiency in allowing Staff to attend remotely. Instead of requiring a couple hours of 'dead time' waiting for meetings, Staff can pop in for a shorter amount of time and only focus on their case presentation. Staff would ask for consideration to allow limited Staff remote attendance post-pandemic. Webcams would be required (cannot join via phone only).

Applicant Remote Attendance

Remote attendance has been especially beneficial to out-of-town Developers. Previously, out-of-town Applicants needed to incur travel expenses for short presentations. Especially for Development Proposals, the process may require 4-6 separate public meetings. Staff would ask for consideration to allow Applicants to join remotely. Webcams would be required (cannot join via phone only).

Public Remote Attendance

This aspect of remote attendance is the most challenging, especially for official Regular Meetings where formal action is taken. Staff cannot control the technological capabilities on the other end. There is a lot of 'hidden' tech support not seen at the meeting itself in order to make public remote attendance a capability. Staff is comfortable with remote attendance for workshops and Work Sessions. However, Staff would recommend that post-pandemic that public remote attendance not be allowed for Regular Meetings unless additional Staff Resources are added. The current setup is acceptable during this temporary pandemic, but is not sustainable moving forward.

Funding Source:

No additional funding is required.

Recommendation:

Staff is providing a two-step recommendation.

1. Staff recommends that the current 'interim' policy remain in effect through a date specified by the City Council, and
2. Staff recommends that the 'underlying' policy be updated to place restrictions back in after the pandemic to limit remote attendance to Councilmembers/Commissioners to no more than 3 times per year and no more than 2 Councilmembers/Commissioners at the same meeting

Outcome/Action:

Outcome: For the City Council determine if changes are needed to the Regular Remote Attendance Policy (post-pandemic) and if so, to direct staff to draft a revised policy for approval at an up coming City Council meeting.

Attachments

03-09-21 WS Minutes

Current Policy

7-14-20 CC Case

City Council Minutes dated July 14, 2020

Highlights from March 9, 2021 City Council Discussion

Form Review

Inbox	Reviewed By	Date
Tim Gladhill	Tim Gladhill	05/20/2021 01:19 PM
Kurt Ulrich	Kurt Ulrich	05/20/2021 02:57 PM
Colleen Lasher (Originator)	Colleen Lasher	06/15/2021 04:10 PM
Tim Gladhill	Tim Gladhill	06/17/2021 09:07 AM
Kurt Ulrich	Kurt Ulrich	06/17/2021 09:33 AM
Form Started By: Colleen Lasher		Started On: 03/16/2021 12:32 PM
Final Approval Date: 06/17/2021		

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

The Ramsey City Council conducted a City Council Work Session on Tuesday, March 9, 2021, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

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

Also Present: City Administrator Kurtis Ulrich
Police Chief Jeff Katers
Parks and Assistant Public Works Superintendent Mark Riverblood
Administrative Services Director Colleen Lasher
Deputy City Administrator Timothy Gladhill
City Engineer Bruce Westby – attended remotely
Senior Planner Chloe McGuire Brigl – attended remotely
Economic Development Manager Sean Sullivan – attended remotely
Elwyn Tinklenberg, The Tinklenberg Group

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: Update on Highway 10 State Legislative Action

City Administrator Ulrich introduced Elwyn Tinklenberg.

Mr. Tinklenberg stated that the decision was made by the Highway 10 partners at a recent meeting at Greenhaven to request the remaining funding for the entire project from the legislature as a way to indicate that these are the last dollars needed to complete the project. He stated that at the legislature there was a hearing about one week ago with the Senate Transportation Committee at which he testified along with a representative from Anoka County and Senators Hoffman and Abeler. He stated that at the hearing the \$12,500,000 Bill was introduced by Senator Hoffman and Senator Abeler introduced an amendment to request the full \$46,000,000. He stated that the Bill has not been amended in the House as of yet and remains at \$12,500,000. He stated that this is traditionally not a bonding year but there could still be a potential for funds. He also provided an update on an infrastructure Bill in Washington that represents a significant opportunity. He noted

that additional funding may be available through MnDOT as well, noting that MnDOT continues to support the schedule of the project being slated for 2023 with construction to begin in 2024.

Councilmember Riley asked for an update on the potential for a third lane in Coon Rapids.

Mr. Tinklenberg stated that Senator Newton introduced that Bill requesting \$25,000,000 for the third lane in the Senate.

Councilmember Musgrove stated that the report states that the City funding is flexible and asked if that should be shown more concrete in that the City has funds set aside for the project.

Deputy City Administrator Gladhill commented that the City contribution of \$4,000,000 is proposed to come from the public improvement revolving fund and MSA funds, noting that the projected City contribution has actually been reduced to \$3,500,000 because the City has already contributed \$500,000.

Mr. Tinklenberg commented that it is great to see this project moving along and see the progress that has been made over the years.

Mayor Kuzma referenced the properties that were purchased using RALF funds and asked for additional details.

Deputy City Administrator Gladhill noted that RALF funds are not grant funds and are loaned funds through the Metropolitan Council. He stated that the properties that will not be needed for the highway project will be sold and those funds will go back into the RALF fund. He stated that once the layout is locked in for the highway, they could discuss selling the properties that will not be needed.

2.02: Discuss Updating the Council Committee Appointments to Include the New Ward 1 Councilmember

Administrative Services Director Lasher reviewed the staff report.

Mayor Kuzma commented that during the last discussion related to appointments, it was decided to hold off on the appointment to the EDA until after the special election results were known. He commented that Councilmember Heineman was a member of the EDA before joining the Council but noted that Councilmember Howell is also interested in that appointment. He stated that he would not support having three members of the Council on the EDA. He explained that the intent of having advisory Boards is to provide additional input and opinions to the Council and stacking a group with three members of the Council would seem counterintuitive. He recommended that Councilmember Heineman continue to serve on the EDA.

Administrative Services Director Lasher reviewed the proposed changes to the appointments.

Councilmember Howell asked if a majority of the Council could change the number of Council appointments on the EDA to three.

Mayor Kuzma replied that he believes that a majority vote of the Council would be needed to change that ordinance.

Councilmember Howell commented that during the Council worksession in January the Mayor commented that he would prefer Councilmember Heineman remain on the EDA, if elected, and that Councilmember Woestehoff be the liaison to the Planning Commission because of the previous experience of those members. She stated that it was generally implied that veteran Councilmembers would receive preference over new Councilmembers for assignments, with the exception of the EDA where the seat was being held in case a current EDA member won the special election. She commented that because she won her seat on the Council in November, she would be more of a veteran Councilmember than Councilmember Heineman. She stated that while the Mayor appoints that position it is voted on by the Council for adoption. She stated that the Mayor made a statement at a previous meeting that he comes to the meeting without making a decision but did not receive that impression from the previous discussion. She asked why she would be unqualified for the EDA position simply because she was not a prior member.

Mayor Kuzma stated that the EDA position is the only appointment that he makes the recommendation on.

Councilmember Heineman stated that he did suggest allowing three members of the Council on the EDA because of the vacant seats but noted that he has since spoken with staff and is aware that there have been applications submitted for those seats. He was no longer interested in allowing three members of the Council to serve on the EDA because there are residents interested in serving. He stated that as much as he has loved serving on the EDA, he would give up that assignment and instead serve as the Park and Recreation Commission liaison. He stated that he would also serve on the Happy Days Committee. He noted that Councilmember Howell is an At-Large member and would most likely receive additional calls from residents. He reviewed some of his background experience with the armed services, public safety, and working with members of the youth as those could help to identify potential assignments.

Councilmember Woestehoff stated that he would be happy to give Councilmember Heineman the Anoka County Fire Protection assignment.

Councilmember Heineman agreed that he believed he could add value to that position.

Councilmember Woestehoff asked that Councilmembers Howell and Heineman review their business experience as related to the EDA seat.

Councilmember Heineman commented that while he has not owned a business, he is the number two at his current company which has grown very rapidly, and he does provide input to the CEO. He stated that he has experience in many areas of how a business is run. He stated that running a business is not a prerequisite for the EDA but business experience in general is beneficial.

Councilmember Howell commented that she is a small business owner, noting that she has run a music studio for the past 17 years. She reviewed some of her other related business experience in Indiana and for a food service business in Osseo.

Councilmember Woestehoff commented that each member seems to have equal amount of experience and could serve the role well. He stated that originally, he was interested in the EDA but would be happy to have one of these members serve that position.

Councilmember Riley commented that if Councilmember Heineman is willing to defer, he would suggest Councilmember Howell be the member with Councilmember Heineman as the alternate.

Councilmember Musgrove stated that Councilmember Heineman could be the liaison for the Park and Recreation Commission and she could change to the alternate. She stated that she would also be willing to give Councilmember Woestehoff the liaison position for the Planning Commission and she would become the alternate for that as well. She commented that the Joint Powers Board for the Ramsey Nowthen Fire Board will most likely dissolve and therefore that appointment will no longer be necessary.

Councilmember Howell stated that she could be the alternate with Councilmember Specht as the lead for the Law Enforcement position.

Councilmember Specht commented that he would be fine remaining as the alternate with Councilmember Howell as the lead.

Deputy City Administrator Gladhill reviewed the proposed changes to the appointments and confirmed the consensus of the Council.

2.03: Discuss Request from the Anoka Area Ice Arena Association Board (AAIAA)

City Administrator Ulrich reviewed the staff report.

Councilmember Riley asked why the City only collects at three locations.

City Administrator Ulrich replied that the City collects from any location that conducts charitable gambling but recognized that some were not shown on the chart.

Councilmember Heineman asked for background information on the five percent tax on charitable gambling and when it began.

John Lichter, AAIAA, replied to his knowledge AAIAA has always paid that tax.

Councilmember Heineman asked the reason for the requested change.

Mr. Lichter replied that they are not charged that tax by Anoka. He advised of upcoming infrastructure improvements that are needed at the arena, noting that cost will be \$4,000,000. He stated that if the tax were suspended, it would assist the organization in making the monthly

payment on that debt service. He stated that there are over 200 Ramsey residents that skate in the Anoka organization. He noted that Ramsey residents are also members of Anoka High School and the Elk River organization, which both use ice time at the arena. He stated that turf was also installed to provide soccer and lacrosse use.

Councilmember Musgrove asked why the tax came about. She stated that the organization receives revenue from the ice time it rents, and the fees paid by members. She asked if the high school pays for ice time.

Mr. Lichter replied that the high school does rent ice time at a lower rate because it uses off-peak ice time, and the remainder of the time is sold to the Anoka and Elk River associations. He stated that those funds cover a portion of the operations for the facility. He stated that the remainder of the operation costs and capital needs are funded through charitable gambling.

Councilmember Musgrove asked the precedent that would be set in giving these funds back as a contribution.

City Administrator Ulrich replied that the City has not typically given contributions outside of its boundaries so this would somewhat set precedent. He noted that the City has been asked to participate in City wide events in that manner in the past which it chose not to participate in. He stated that while this would set precedent, it would not necessarily be a bad precedent because of the number of Ramsey residents that use the facility. He stated that there is a benefit in keeping the fund solvent as it can be used to offset general fund expenses as well. He stated that the five percent tax ensures that some of the funds earned through charitable gambling go back to the community.

Councilmember Musgrove asked for details on reducing the tax to 2.5 percent rather than the five percent. She asked the duration AAIAA is requesting the five percent tax be waived.

Mr. Lichter replied that AAIAA would like to see a period of 20 years to align with the payment of the debt services for the infrastructure improvements.

City Administrator Ulrich commented that \$69,000 are collected annually through the five percent tax therefore reducing that to 2.5 percent would reduce that by half.

Mayor Kuzma commented that he does not support lowering the five percent tax as he would be concerned that would set a precedent to open to the door for requests from other entities.

Councilmember Musgrove asked if the \$69,000 is generated through only the AAIAA charitable gambling.

City Administrator Ulrich stated that his reply was if the tax were reduced across the board for all charitable gambling entities, not just AAIAA.

Councilmember Riley commented that he did not believe the City could play favorites and tax one entity one amount and another entity another amount, therefore he would not want to change the

tax. He stated that the organization could be added to the list that the City contributes towards with its charitable gambling funds.

Councilmember Musgrove stated that she would agree with those statements but asked if AAIAA would meet the criteria for receiving those funds.

City Administrator Ulrich stated that AAIAA could submit an annual request to be considered during the annual budgeting process similar to the other organizations the City contributes towards. He stated that the criteria are not specifically defined and therefore under the current criteria AAIAA would qualify as it serves Ramsey residents.

Councilmember Woestehoff commented that the organization does serve Ramsey residents and therefore he could support a contribution but does not support lowering the tax.

Councilmember Heineman asked if the ice is completely sold out or whether there is additional ice time available.

Mr. Lichter replied that ice is sold to the public but only after the main customers reserve their ice time. He confirmed that almost all of the ice time can be sold.

Councilmember Heineman agreed that he would not want to set a precedent on this issue, choosing winners and losers by changing taxes for different organizations. He stated that if the organization could use assistance in marketing perhaps the City could assist with that.

Councilmember Musgrove commented that she would like to further discuss this issue during the budgeting discussion. She stated that if the tax were lowered perhaps more organizations would participate in charitable gambling which could increase the overall amount of funds.

Mayor Kuzma commented that the consensus of the Council is not to change the tax on charitable gambling and to instead direct the organization to submit a funding request that could be considered during the budget discussions.



2.04: Review and Discuss the Remote Attendance Policy

Administrative Services Director Lasher reviewed the staff report.

Councilmember Riley asked how the City would know when the pandemic has ended.

City Administrator Ulrich stated that would refer to the emergency declaration by the Governor.

Councilmember Woestehoff referenced the public remote attendance noting that can be challenging for staff but appreciates that it provides additional opportunity for residents to participate. He suggested that perhaps that be allowed to continue for six months post-pandemic and then be reviewed after that time.



Councilmember Specht agreed that he would like to see the limitations put back in place following the pandemic. He stated that he also agreed that this should be left open to allow remote attendance for the public.

Mayor Kuzma asked for input from staff.

Deputy City Administrator Gladhill provided details on the staff work that is necessary for remote attendance. He stated that QCTV is available for residents to watch the meeting broadcast live and asked if the remote element would be desired for participation as well. He noted that if participation is desired, there should be additional consideration for IT needs.

Mayor Kuzma asked if there are additional CARES Act funds that would be available for equipment needs.

Deputy City Administrator Gladhill commented that additional funds may be available but believed that was slated for staff time and ongoing resources rather than equipment.

Councilmember Musgrove recognized that Deputy City Administrator Gladhill stays late to assist with remote meetings and asked if IT staff is also staying late. She asked if staff is being compensated for that time. She noted that some of the items in the policy are being waived because of the emergency declaration. She stated that she would like to return to normal as soon as possible as there is no guidance from the Governor as to how long this will go on.

Councilmember Heineman asked when the pandemic would be considered over. He stated that he liked the recommendation of staff and suggested that this be reviewed in three to six months rather than linking this to the pandemic terminology because that is ambiguous.

Deputy City Administrator Gladhill commented that people are getting more comfortable as more people become vaccinated. He noted that some Commission members will not be comfortable returning until more people are vaccinated. He stated that staff can continue to engage the Commission members to determine their level of comfort for in person meetings.

Councilmember Howell suggested that this policy be brought back in three to four months to determine what works for the City and removing the language that muddy the waters related to the pandemic.

Councilmember Heineman agreed that the timeframe would allow the evaluation to be based on the City and conditions and comfort levels at that time rather than linking it to restrictions. He suggested this be reviewed in 90 days.

Councilmember Musgrove commented that being vaccinated is a medical issue. She stated that it is the choice of an individual as to whether to be vaccinated and the City cannot require proof.

Deputy City Administrator Gladhill commented that the City is not going to ask individuals whether they have been vaccinated and it would be more based on the comfort level of individuals.



Mayor Kuzma confirmed the consensus of the Council to reevaluate this in 90 days. He noted that there also seems to be interest in continuing to allow public participation remotely but recognized that would place an additional burden on staff and resources that would need to be discussed in the future in terms of budgeting and allocation of resources.

Councilmember Musgrove asked if the Commission members participating remotely still receive a stipend.

Administrative Services Director Lasher commented that most Commission members receive a stipend of \$25 per meeting but a large number of members waive that payment. She noted that those members are using their own equipment to attend remotely.

Councilmember Woestehoff referenced Section G, under exceptions, and stated that perhaps language be added that allow a Commission or Council member to attend remotely if they have a medical condition. He noted that would get away from the linkage to the pandemic.

Councilmember Specht commented that it is important that people attend in person under normal circumstances.

Deputy City Administrator Gladhill stated that there are rules around remote participation under normal circumstances outside of a pandemic and reviewed those guidelines.

City Administrator Ulrich stated that because of the pandemic the State is reviewing rules for remote attendance and there will likely be changes coming down in the future. He stated that staff will bring this back for evaluation in three months.

3. TOPICS FOR FUTURE DISCUSSION

3.01: Review Future Topics/ Calendar

City Administrator Ulrich reviewed the future topics calendar.

4. MAYOR / COUNCIL / STAFF INPUT

Councilmember Howell asked if the worksession recordings could be made available to the public.

Deputy City Administrator Gladhill stated that could be discussed when the remote attendance policy is discussed as that would require additional resources.

Councilmember Riley commented that there was previous discussion related to ensuring agendas are ready from staff the Thursday before the meeting to ensure proper time for review. He stated that the agreement was made that would also apply to members of the City Council that wanted to move items from the Consent Agenda or add cases.

Councilmember Howell stated that she would prefer that it remain flexible.

City Administrator Ulrich reviewed the process for considering resolutions and noted that typically staff uses discretion but agreed perhaps there should be additional discussion on that process by the Council.

Councilmember Howell stated that it was her understanding that the Council has the option to add ordinances if seconded by another Councilmember. She assumed the discussion was related to the request by herself and Councilmember Heineman to add resolutions to the agenda.

City Administrator Ulrich stated that his comments were related to resolutions brought forward by other groups, using the examples of Black History Month or Daughters of the American Revolution.

Mayor Kuzma agreed it would be helpful for the Council to have a discussion on the policy.

Councilmember Heineman agreed that while it is good practice to have as much time for review as possible, the Charter also gives the Council the ability to amend the agenda at any time. He stated that while it would be a best practice, the Charter allows for amendment of the agenda at any point.

Councilmember Howell stated that if the Council does not like the process it should look to amend the Charter. She stated that she would prefer for proclamations to come through worksession before appearing on the regular agenda. She believed that the flexibility should remain for Councilmembers to amend the agenda.

City Administrator Ulrich noted that he will add the topic to a future worksession agenda for discussion.

5. ADJOURNMENT


The Work Session of the City Council was adjourned at 6:57 p.m.

Respectfully submitted,



Kurtis G. Ulrich
City Administrator

ATTEST:



Katie M. Schmidt
Deputy City Clerk

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.



CITY OF RAMSEY

Policy Regarding Remote Attendance and Participation in Council and Commission Meetings

SECTION 1: SCOPE

- A. BACKGROUND: The City of Ramsey seeks to develop guidelines to promote transparent and orderly use of electronic technology that allows Council and commission members to attend meetings from a remote location. Electronic audio/video attendance options continue to advance and evolve, along with the laws that govern such attendance. Generally speaking, the city may adopt regulations that are more restrictive (not more lenient) than those provided by state law.
- B. PURPOSE: The purpose of this policy is to create guidelines governing the remote attendance and participation of members at Council and Commission meetings. Advance notifications and limits are established in order to provide proper notification to the public, and to allow the City to arrange the appropriate technology to cover the meeting. The general expectation is that individuals will make every practical attempt to be physically present and that the purpose of this policy is to allow for exceptions when the member is unable to physically attend a meeting.
- C. OTHER MEETING PARTICIPANTS: City staff, applicants, and other meeting participants may attend meetings remotely and are not subject to the policy or statutory limitations outlined within this policy.

SECTION 2: CRITERIA/PROCEDURE

- A. ELIGIBLE USERS: Members of the City Council and members of any formally established commission of the City.
- B. APPLICATION: Eligible users may attend and participate in any regular meeting of their respective Council or commission in accordance with this policy.
- C. NOTIFICATION: Eligible Users wishing to participate via interactive television or other electronic medium shall notify the City Administrator, in writing, no earlier than ten (10) days, and no later than 72 hours prior to the meeting. The name and location of eligible members attending a meeting via electronic medium shall be posted in conjunction with, and in the same manner as, the regular agenda.
- D. MAXIMUM REMOTE ATTENDEES: There will be no maximum number of remote attendees so long as at least one (1) City Councilmember or member of a formally

established commission of the City is physically present. In the event that all members request remote attendance, eligible participants for any particular meeting will be determined by the order in which notification was received by the City Administrator.

- E. ANNUAL USE: An eligible user may attend via interactive television, an unlimited number of times per year, contingent upon the general expectation that individuals will make every practical attempt to be physically present
- F. OTHER: Remote attendance and participation at any public meeting shall be in full compliance with the Open Meeting Law (OML), Minnesota Statutes section 13D.02, subdivision 1. All members of the public showing up at a remote location must be able to see and hear all discussion and votes. All members of the body must be able to see and hear one another, as well as the public.
- G. EXCEPTIONS: The requirements of this policy may be waived in the event of an emergency as defined by state statute.
- H. DECORUM: It is expected that all members attending remotely will conduct himself or herself in a professional manner, and attend only from meeting locations that are suitable for the proper conduct of professional business.
- I. EXPENSES: Members attending remotely will cover all extraordinary costs necessary for the connection.
- J. TECHNOLOGY: Remote meeting attendees shall comply with all technological and security standards as established by QCTV and the City's Information Technology staff.

ADOPTED BY CC 04/23/2019

REVISIONS ADOPTED BY CC 07/14/2020

Meeting Date: 07/14/2020

By: Colleen Lasher, Administrative Services

Information

Title:

Motion to Update the Remote Attendance Policy

Purpose/Background:

The current remote attendance policy was approved at the April 23, 2019 City Council meeting. The current policy significantly restricts the number of times an eligible user can participate remotely. As technology has improved there may be value in approving a less restrictive policy.

The standards for remote meeting attendance as provided by state law are included in the attached City Attorney's memo. However, since the time of the City Attorney's memo, Section 13D.02 was amended twice (2019 and 2020). It should be noted that all recent and future changes in the law will supersede the policy. The amendments changed the following: 1) Roll call votes are now required. (Previously, regular voice votes were sufficient), and 2) Previously, it was required that the public official who is attending remotely had to allow the public to participate from that remote location, wherever that is. Now, the location does not have to be public IF the member is in the military and is at a required drill, deployed or on active duty, OR the member has been advised by a health care professional to not be in a public place and a state of emergency exists (or did exist within 60 days). These two exceptions can only be used up to three times in a calendar year. If those exceptions do not apply, the regular rule requiring public access at the remote location still applies. The remaining provisions of section 13D.02 remain in place. Under all circumstances, the Remote Attendance Policy will follow state law.

The current policy restricts remote participation to one member per meeting, twice annually, per member. Staff anticipates the potential need to revise the policy to allow for greater flexibility of the policy, while still abiding by state law. The recommended revised policy is attached.

Recommended changes to the policy include:

1) Added draft language:

- **OTHER MEETING PARTICIPANTS:** City staff, applicants, and other meeting participants may attend meetings remotely and are not subject to the policy or statutory limitations outlined within this policy.

2) Revised draft language:

- **MAXIMUM REMOTE ATTENDEES:** There will be no maximum number of remote attendees so long as at least one (1) City Councilmember or member of a formally established commission of the City is physically present. In the event that all members request remote attendance, eligible participants for any particular meeting will be determined by the order in which notification was received by the City Administrator.
- **ANNUAL USE:** An eligible user may attend via interactive television, an unlimited number of times per year, contingent upon the general expectation that individuals will make every practical attempt to be physically present

Please see the attached marked-up draft for additional details.

Funding Source:

No additional funding is required.

Recommendation:

Staff recommends approving the updated Remote Attendance Policy.

Action:

Motion to approve an updated remote attendance policy.

Attachments

Draft Updated Policy

2019 Remote Attendance Policy

Attorney Memo

Chapter 74 Laws

Chapter 33 Laws

Form Review

Inbox

Kurt Ulrich

Form Started By: Colleen Lasher

Final Approval Date: 07/09/2020

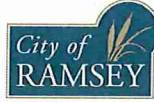
Reviewed By

Kurt Ulrich

Date

07/09/2020 03:41 PM

Started On: 07/08/2020 10:27 AM



CITY OF RAMSEY

Policy Regarding Remote Attendance and Participation in Council and Commission Meetings

ADOPTED BY CC 04/23/2019

SECTION 1: SCOPE

A. BACKGROUND: The City of Ramsey seeks to develop guidelines to promote transparent and orderly use of electronic technology that allows Council and commission members to attend meetings from a remote location. Electronic audio/video attendance options continue to advance and evolve, along with the laws that govern such attendance. Generally speaking, the city may adopt regulations that are more restrictive (not more lenient) than those provided by state law.

B. PURPOSE: The purpose of this policy is to create guidelines governing the remote attendance and participation of members at Council and Commission meetings. Advance notifications and limits are established in order to provide proper notification to the public, and to allow the City to arrange the appropriate technology to cover the meeting. The general expectation is that individuals will make every practical attempt to be physically present and that the purpose of this policy is to allow for exceptions when the member is unable to physically attend a meeting.

C. OTHER MEETING PARTICIPANTS: City staff, applicants, and other meeting participants may attend meetings remotely and are not subject to the policy or statutory limitations outlined within this policy.

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SECTION 2: CRITERIA/PROCEDURE

A. ELIGIBLE USERS: Members of the City Council and members of any formally established commission of the City.

B. APPLICATION: Eligible users may attend and participate in any regular meeting of their respective Council or commission in accordance with this policy.

C. NOTIFICATION: Eligible Users wishing to participate via interactive television or other electronic medium shall notify the City Administrator, in writing, no earlier than ten (10) days, and no later than 72 hours prior to the meeting. The name and location of eligible members attending a meeting via electronic medium shall be posted in conjunction with, and in the same manner as, the regular agenda.

- D. MAXIMUM REMOTE ATTENDEES: There will be no maximum number of remote attendees so long as at least one (1) City Councilmember or member of a formally established commission of the City is physically present. ~~No more than one (1) eligible user may participate in any single meeting via electronic medium.~~ In the event that all members request remote attendance, eligible participants for any particular meeting will be determined by the order in which notification was received by the City Administrator.
- E. ANNUAL USE: An eligible user may attend via interactive television, an unlimited number of times per year, contingent upon the general expectation that individuals will make every practical attempt to be physically present ~~maximum of two (2) regular meetings via interactive television per year.~~
- F. OTHER: Remote attendance and participation at any public meeting shall be in full compliance with the Open Meeting Law (OML), Minnesota Statutes section 13D.02, subdivision 1. All members of the public showing up at a remote location must be able to see and hear all discussion and votes. All members of the body must be able to see and hear one another, as well as the public.
- G. EXCEPTIONS: The requirements of this policy may be waived in the event of an emergency as defined by state statute.
- H. DECORUM: It is expected that all members attending remotely will conduct himself or herself in a professional manner, and attend only from meeting locations that are suitable for the proper conduct of professional business.
- I. EXPENSES: Members attending remotely will cover all extraordinary costs necessary for the connection.
- J. TECHNOLOGY: Remote meeting attendees shall comply with all technological and security standards as established by QCTV and the City's Information Technology staff.



CITY OF RAMSEY

Policy Regarding Remote Attendance and Participation in Council and Commission Meetings

ADOPTED BY CC 04/23/2019

SECTION 1: SCOPE

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- B. **PURPOSE**: The purpose of this policy is to create guidelines governing the remote attendance and participation of members at Council and Commission meetings. Advance notifications and limits are established in order to provide proper notification to the public, and to allow the City to arrange the appropriate technology to cover the meeting. The general expectation is that individuals will make every practical attempt to be physically present and that the purpose of this policy is to allow for exceptions when the member is unable to physically attend a meeting.

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- D. **MAXIMUM ATTENDEES**: No more than one (1) eligible user may participate in any single meeting via electronic medium. Eligible participants for any particular meeting will be determined by the order in which notification was received by the City Administrator.

- E. ANNUAL USE: An eligible user may attend a maximum of two (2) regular meetings via interactive television per year.
- F. OTHER: Remote attendance and participation at any public meeting shall be in full compliance with the Open Meeting Law (OML), Minnesota Statutes section 13D.02, subdivision 1. All members of the public showing up at a remote location must be able to see and hear all discussion and votes. All members of the body must be able to see and hear one another, as well as the public.
- G. EXCEPTIONS: The requirements of this policy may be waived in the event of an emergency as defined by state statute.
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- I. EXPENSES: Members attending remotely will cover all extraordinary costs necessary for the connection.
- J. TECHNOLOGY: Remote meeting attendees shall comply with all technological and security standards as established by QCTV and the City's Information Technology staff.

MEMORANDUM



TO: Kurt Ulrich

FROM: Joseph J. Langel, City Attorney

DATE: February 6, 2018

RE: Remote attendance at public meetings

You indicated that elected and/or appointed officials in Ramsey inquired about whether and how they can attend public meetings remotely. This inquiry raised some related questions as well, which are discussed below.

Issues

1. What options are available under the Open Meeting Law?
2. Are there any restrictions?
 - a. How many members can be absent at the same time?
 - b. Are there specific requirements at the remote location?
 - c. Are there specific requirements at the regular location?
3. How does this impact voting rights and quorum requirements?
4. Are there special notice requirements if one or more members are attending remotely?

Discussion

1. Remote Options Available under the OML

The Open Meeting Law (OML), Minnesota Statutes section 13D.02, subdivision 1, allows a meeting to be conducted by interactive television. In Minnesota Department of Administration Advisory Opinion 13-009, the use of Skype was deemed suitable under the OML, given its similarity to interactive television. It is likely that software similar to Skype, such as FaceTime, would also be allowed under these provisions.

Note that the ability to use “a telephone or other electronic means” is available only to state agencies. *Minn. Stat. § 13D.015*. The League has suggested that this option be broadened to include cities, but that has not occurred. Consequently, only the “interactive television” option, or its equivalent, is available to cities, meaning combined audio-visual is required; having a member on speaker phone does not suffice.

1987  2017

2. Restrictions on Remote Options

a. How many members can be absent at the same time?

As long as one member is physically present at the regular meeting location, the rest of the council, board or commission can appear via one or more remote links.

b. Are there specific requirements at the remote location?

The remote location that a member is participating from is to be open and accessible to the public. *Minn. Stat. 13D.02 subd. 1(4)*. According to Advisory Opinion 13-009, this location can be outside the city. It is not required that the location be convenient for city residents; it just has to be open to the public. This can get a little awkward when the remote attendee is in a hotel room or relative's home and should be taken into consideration when choosing the remote location. Any member of the public showing up at the remote location must be able to see and hear all discussion and votes, which means the remote member may be sharing a computer screen with someone.

Note that *all* members of the body must be able to hear and see one another. This must be taken into account when considering camera and screen placement in the room. If there are two or more remote attendees, this can create substantial technical issues that must be worked out prior to the meeting.

Not only can the public be present at the regular meeting site and the remote site, the OML also allows the public to "monitor" the meeting electronically from a remote location "to the extent practical" if interactive television or its equivalent is being used. Any incremental costs incurred by the City to make that available may be charged to the person requesting it.

c. Are there specific requirements at the regular location?

At the regular location, both the public and the other members must be able to hear and see the member attending the meeting remotely. This may require more than one screen, depending on the room layout.

3. How does this impact voting rights and quorum requirements?

Voting rights are not impacted by remote attendance and a member attending remotely is considered present at the meeting for purposes of determining a quorum.

4. Are there special notice requirements if one or more members are attending remotely?

If interactive television or its equivalent are used, the city “shall provide notice of the regular meeting location and notice of any site where a member of the public body will be participating in the meeting.” *Minn. Stat. § 13D.02, subd. 4*. The timing and method of notice is the same as with any other meeting of that kind (i.e., regular, special or emergency). Note, however, that if a regular meeting location changes (which would be the case if someone is attending remotely), notice must given in the same manner as a special meeting, meaning posted three days before the date of the meeting and mailed to whomever requested such notices. *Minn. Stat. § 13D.04*.

As a practical matter, this means that the member who is to appear remotely must inform City staff of the site where he or she will be for the meeting, and do so early enough that staff can post and mail a timely notice.

Office of the Revisor of Statutes

Minnesota Session Laws - 2020, Regular Session

[Authenticate](#)

This document represents the act as presented to the governor. The version passed by the legislature is the [final engrossment](#). It does not represent the official 2020 session law, which will be available here summer 2020.

Key: (1) ~~language to be deleted~~ (2) new language

CHAPTER 74--H.F.No. 4556

An act relating to state government; providing for COVID-19 policy and certain other policy changes; extending certain deadlines; covering certain COVID-19 health expenses; providing temporary emergency authority; expanding usage of electronic communication, applications, and signatures; appropriating additional money for grants to Second Harvest Heartland to purchase commodities from Minnesota farmers; modifying certain vehicle registration provisions; allowing nonposting of tax delinquency and suspension of nondelivery of liquor or beer related to delinquency; modifying certain treatment provisions; correcting errors in health and human services appropriations; making forecast adjustments; requiring reports; amending Minnesota Statutes 2018, sections 168.013, by adding a subdivision; 245F.03; 245F.04, by adding a subdivision; 254B.03, subdivision 1; 299C.46, subdivision 3; Minnesota Statutes 2019 Supplement, sections 13D.02, subdivision 1; 168.013, subdivision 1a; 254A.03, subdivision 3; 256B.0759, subdivisions 3, 4; Laws 2019, First Special Session chapter 1, article 1, section 2, subdivision 5; Laws 2019, First Special Session chapter 9, article 14, section 2, subdivisions 2, 24, 30, 31, by adding a subdivision; Laws 2020, chapter 71, article 2, section 15, subdivision 3, by adding subdivisions; proposing coding for new law in Minnesota Statutes, chapter 524; repealing Minnesota Statutes 2019 Supplement, section 254B.03, subdivision 4a; Minnesota Rules, parts 9530.6600, subparts 1, 3; 9530.6605, subparts 1, 2, 3, 4, 5, 8, 9, 10, 11, 12, 13, 14, 21a, 21b, 24a, 25, 25a, 26; 9530.6610, subparts 1, 2, 3, 5; 9530.6615; 9530.6620; 9530.6622; 9530.6655.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

ARTICLE 1

COVID-19 POLICY

Section 1. Minnesota Statutes 2019 Supplement, section 13D.02, subdivision 1, is amended to read:

Subdivision 1. **Conditions.** (a) A meeting governed by section [13D.01, subdivisions 1, 2, 4, and 5](#), and this section may be conducted by interactive television so long as:

(1) all members of the body participating in the meeting, wherever their physical location, can hear and see one another and can hear and see all discussion and testimony presented at any location at which at least one member is present;

(2) members of the public present at the regular meeting location of the body can hear and see all discussion and testimony and all votes of members of the body;

(3) at least one member of the body is physically present at the regular meeting location; ~~and~~

(4) all votes are conducted by roll call so each member's vote on each issue can be identified and recorded; and

(5) each location at which a member of the body is present is open and accessible to the public.

(b) A meeting satisfies the requirements of paragraph (a), although a member of the public body participates from a location that is not open or accessible to the public, if the member has not participated more than three times in a calendar year from a location that is not open or accessible to the public, and:

(1) the member is serving in the military and is at a required drill, deployed, or on active duty; ~~and or~~

(2) ~~the member has not participated more than three times in a calendar year from a location that is not open or accessible to the public.~~

(2) the member has been advised by a health care professional against being in a public place for personal or family medical reasons. This clause only applies when a state of emergency has been declared under section 12.31, and expires 60 days after the removal of the state of emergency.

EFFECTIVE DATE. This section is effective the day following final enactment.

Sec. 2. **[524.2-503] HARMLESS ERROR.**

Key: (1) ~~language to be deleted~~ (2) new language

CHAPTER 33--H.F.No. 281

An act relating to Open Meeting Law; modifying requirements for attendance by interactive television; amending Minnesota Statutes 2018, section 13D.02, subdivisions 1, 2, by adding a subdivision.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

Section 1. Minnesota Statutes 2018, section 13D.02, subdivision 1, is amended to read:

Subdivision 1. **Conditions.** (a) A meeting governed by section 13D.01, subdivisions 1, 2, 4, and 5, and this section may be conducted by interactive television so long as:

(1) all members of the body participating in the meeting, wherever their physical location, can hear and see one another and can hear and see all discussion and testimony presented at any location at which at least one member is present;

(2) members of the public present at the regular meeting location of the body can hear and see all discussion and testimony and all votes of members of the body;

(3) at least one member of the body is physically present at the regular meeting location; and

(4) each location at which a member of the body is present is open and accessible to the public.

(b) A meeting satisfies the requirements of paragraph (a), although a member of the public body participates from a location that is not open or accessible to the public if:

(1) the member is serving in the military and is at a required drill, deployed, or on active duty; and

(2) the member has not participated more than three times in a calendar year from a location that is not open or accessible to the public.

Sec. 2. Minnesota Statutes 2018, section 13D.02, subdivision 2, is amended to read:

Subd. 2. **Members are present for quorum, participation.** Each member of a body participating in a meeting by ~~electronic means~~ interactive television is considered present at the meeting for purposes of determining a quorum and participating in all proceedings.

Sec. 3. Minnesota Statutes 2018, section 13D.02, is amended by adding a subdivision to read:

Subd. 6. **Record.** The minutes for a meeting conducted under this section must reflect the names of any members appearing by interactive television and state the reason or reasons for the appearance by interactive television.

Presented to the governor May 17, 2019

Signed by the governor May 17, 2019, 5:51 p.m.

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

The Ramsey City Council conducted a regular meeting on Tuesday, July 14, 2020, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor John LeTourneau
Councilmember Mark Kuzma
Councilmember Jeff Menth
Councilmember Debra Musgrove
Councilmember Chris Riley
Councilmember Dan Specht

Members Absent: None

Also Present: City Administrator Kurtis Ulrich
Finance Director Diana Lund
Police Chief Jeff Katers
Deputy City Administrator Timothy Gladhill
Communications and Events Coordinator Megan Thorstad (attended remotely)
City Attorney Joe Langel

1. CALL TO ORDER

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

City Administrator Ulrich stated that all members of the Council are attending in person, but members of the public are invited to participate in person (in limited capacity) and virtually due to the COVID-19 pandemic.

2. PRESENTATION

None.

3. CITIZEN INPUT

Scott Newman, 16411 Dysprosium St NW, stated that he is present to speak about the ongoing code violations at 5431 164th Lane NW. He stated that he went around the neighborhood the previous day to speak with the neighbors and their concerns related to this property. He stated that there are vehicles, trash, a number of barking dogs, and other issues that have existed since 2012. He stated that the Council adopted a Resolution #19-187 last August in attempt to resolve the situation. He noted that a follow-up Resolution #20-025 was adopted by the Council in January.

He stated that has not done anything either. He stated that the neighbors repeatedly call staff and he has yet to see even one day of compliance. He noted that one day there were 12 vehicles/trailers on the property. He stated that the neighbors are very frustrated that there has not been any progress on this property. He noted that sometimes there are a few days when the number of vehicles is reduced to six, but the number of vehicles simply goes back up after a few days. He stated that staff has decided that eight vehicles could now be on the property due to the number of licensed drivers and yet the property still remains out of compliance. He stated that the neighbors are concerned that some of these issues could cause other problems, using the example of rodents coming because of the trash on the property or groundwater issues that could arise from the vehicles on the property. He stated that after two Resolutions adopted by the Council there is still no progress being made and the neighborhood simply wanted to express concern that it is still not being addressed.

Mayor LeTourneau thanked the resident for providing this input. He stated that this input is an important step for the nuisance case and noted that staff can work with the resident in another way. He recognized that there are cases in the City that continue to have Code violations and require more work.

Deputy City Administrator Gladhill stated that he can speak to the vehicles and items allowed, but not the barking dogs. He stated that he was told that the owner obtained the necessary licensure for the animals. He confirmed that there was a major issue with the vehicles and storage on the property, which was more noticeable when Community Development took on the case. He stated that there was more junk and debris in the backyard. He noted that the resident is a senior citizen and does not have much family in town, therefore staff was willing to work with the resident to provide additional time. He stated that there is an active abatement notice that was sent earlier this week with a ten-day compliance period. He noted that action would bring the total number of vehicles under the number of six. He provided an update on the fines and future abatement that could continue to occur for the property.

Mayor LeTourneau summarized that there was a period of time in which the property came into compliance and therefore that case was closed out. He noted that when the property had additional violations, that triggered a new enforcement case, which started the clock over again but now that the abatement process has begun, enforcement can continue on a more swift schedule.

Mr. Newman stated that he disagrees that the property came into compliance at any time during that period. He noted that the number of trailers continues to not be counted in the total number of items allowed on the property. He stated that there are five pitbulls on the property and if a kennel license was going to be issued, that would require a public hearing.

Greg Drahosh, 5451 164th Lane NW, stated that he is the neighbor to the west of the property in discussion. He asked if the dog licensure mentioned by staff was a kennel license. He stated that he was informed that a kennel license would require a public hearing and he would be notified of such action. He stated that he has yet to be notified of that request. He stated that the dogs bark at all times of the day and night and is a nuisance. He stated that this has been a frustrating issue that this property has not come into compliance.

Mayor LeTourneau encouraged the residents to call to voice their issues with the dogs in order to have those issues documented.

Deputy City Administrator Gladhill stated that he has yet to hear the dogs bark when he is on the site. He stated that there was flexibility given through the winter and due to COVID, but noted that enforcement will happen more quickly and aggressively going forward.

4. APPROVE AGENDA

Mayor LeTourneau noted that it has been requested to move Item 5.10 from the Consent Agenda to the regular Council Business for discussion.

Motion by Councilmember Riley, seconded by Councilmember Musgrove, to approve the agenda as presented.

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

5. CONSENT AGENDA

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

- 5.01: Approve the following Meeting Minutes:
 - 1) City Council Work Session dated June 23, 2020
 - 2) City Council Regular dated June 23, 2020
- 5.02: Approve Business Licenses
- 5.03: Approve Rental Licenses
- 5.04: Approve Revisions to the Staff Allocation in Building Inspections
- 5.05: Adopt Resolution #20-145 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of June 18, 2020 through July 8, 2020
- 5.06: Adopt Resolution #20-139 Approving Corrections to the Plat Known as Pearson Place (Project No. 16-31a); Case of Otto Associates
- 5.07: Adopt Resolution #20-140 Appointing Election Judges for the Primary Election on August 11, 2020
- 5.08: Adopt Resolution #20-141 Authorizing Use of Anoka County Housing and Redevelopment Authority Funds for Puma Street Improvements, Improvement Project #20-04
- 5.09: Adopt Resolution #20-142 Authorizing Requests for Quotes to Relocate Sand Stockpiled on The COR Infiltration Basin Site to Municipal Plaza Park
- ~~5.10: Adopt Resolution #20-143 Approving Second Addendum to Lease with Youth First Community of Promise for Use of Outdoor Areas This item was removed from the Consent Agenda and considered as Item 7.06~~
- 5.11: Adopt Resolution #20-147 Approving Expansion of Lawful, Non-Conforming Driveway at 15710 Saint Francis Boulevard NW

5.12: Adopt Resolution #20-148 Authorizing Bid Letting for Public Works Facility Project #20-07

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

6. PUBLIC HEARING

6.01: Public Hearing: Introduce Proposed Ordinance #20-11 Implementing a Gas Franchise Fee on Centerpoint Energy for Providing Gas Service Within the City of Ramsey, Introduce Proposed Ordinance #20-12 Implementing an Electric Franchise Fee on Connexus Energy for Providing Electric Service Within the City of Ramsey and Introduce Proposed Ordinance #20-13 Implementing an Electric Franchise Fee on the City of Anoka Electric for Providing Electric Service Within the City of Ramsey

Presentation

City Administrator Ulrich introduced the case related to implementation of a franchise fee which would be used for pavement management. He provided details on the pavement management program in Ramsey and a summary of the details of the 2015 through 2019 pavement management summary which used the assessment method. He reviewed the funding options identified in the staff report.

Finance Director Lund reviewed the remainder of the staff report and recommendation to introduce the respective ordinances related to implementing a franchise fee on said utilities.

Councilmember Musgrove asked for clarification on the administrative fee and the change from five to ten percent.

Finance Director Lund explained that the ten percent includes all administrative costs associated with staff time and the public hearings.

Public Hearing

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

Citizen Input

Jim Benson, 14131 Junkite St NW, stated that he is a member of the Charter Commission and therefore has a special interest in this. He stated that in his opinion, a franchise fee is the wrong form of road funding as it is a regressive tax that charges people that do not own property. He stated that residents that have gas or electric service will be charged, whether or not they own property or use the roads. He stated that people would pay less through funding the road improvements through the tax levy. He reviewed two different calculations that he used to determine how the City could fund roads through property taxes. He reviewed language within Chapter 8 in the Charter, which he believes is being corrupted. He believed that the only people

that would benefit from this change in funding would be properties with values over \$301,000. He stated that property taxes are deductible, but franchise fees are not.

Brian Walker, 17289 Variolite St NW, asked for clarification on the line items within the \$1,900,000.

Finance Director Lund explained the items that added together equate to the \$1,900,000.

Ken Madden, 6021 145th Ln NE, stated that he is against the whole idea of franchise fees. He stated that inevitably it will never be enough. He stated that this does not make sense. He stated that although there is a five-year sunset, the membership of the Council could be different in five years and the choice could be made to increase the franchise fee. He stated that \$14 per month will not hurt him, it will hurt others in the community that perhaps do not have a car and would receive no benefit from this. He stated that an excise tax could be used as that would be based of those that have a driver's license. He asked that other methods be reviewed.

City Administrator Ulrich stated that an excise tax is not available in Minnesota. He confirmed that the Statute would need to be changed at the State level in order to make those other funding mechanisms available to cities.

Mayor LeTourneau noted that the Council has discussed many other options over the years, as these discussions have occurred on a Council level since 2013. He stated that everyone agrees that the roads need to be fixed and that a method needs to be chosen to fund that improvement.

Dede Larson, 14990 Waco St NW, commended the Council for the years when she did not pay attention because things were going well. She stated that Waco Street was repaired with the exception of one block. She stated that her road segment is not scheduled to be repaired until 2029. She stated that she does not support the franchise fee as that is a tax. She stated that government is meant to protect the people and provide roads and believes that is what her tax dollars should be spent on. She questioned why the budget in Ramsey is not sufficient to provide for the roads. She recognized that the method of assessment is tough. She asked what is included in the budget that should not be, noting that roads should be included.

Councilmember Riley stated that the Council and Public Works is aware of that section of road on Waco, noting that he has complained about that segment in the past.

Mr. Benson stated that he has been engaged in discussions on this topic on social media, noting that one comment was made that senior citizens have difficulty paying assessments compared to the franchise fee method. He asked if assessments can be spread out over time for repayment.

Finance Director Lund replied that reconstructions can be spread over 20 years and an overlay can be spread over ten years.

Mr. Benson commented that seems like a long time to be able to spread the cost of an assessment. He noted that if an assessment could be spread over ten or 20 years, that should be less than the franchise fees. He stated that utilities have nothing to do with the roads and therefore the property

taxes should be the method to fund the improvement. He stated that the benefit by the roads is realized by those that own property.

Mr. Madden commented that he previously lived in Andover and received an assessment of \$4,000, which was spread over ten years and he believed to be a reasonable cost. He stated that he did go to the City Council to complain about that assessment but still believed that an assessment would be a more reasonable method of funding.

Mayor LeTourneau stated that there seems to be a concern about what the franchise fee is called. He recognized that franchise fees are a tax and the Council agrees with that point. He stated that funds have to be collected in one way or another and it is a tax. He stated that of the options available, none are perfect and therefore they are trying to find the best method for the community.

Mr. Walker stated that he is glad to hear the Council admit that this would be a tax on the residents. He stated that the Minnesota Supreme Court has already ruled on the fees that cities are charging and are calling it a tax. He cautioned against collecting fees that could need to be paid back. He stated that he believes that the Council will approve this, no matter the comments made tonight. He believed that a five-year trial period is too long, as many of the members of the Council may not be here in five years which means that there would not be accountability. He commented that those that support this should need to be accountable. He stated that transparency is lost in budgeting by using these types of fees and therefore people are not held accountable for the decisions they make for the residents.

Mayor LeTourneau commented that the ordinance could be introduced and passed by the Council. He asked if the Council would have the power to rescind the ordinance during that five-year period.

City Administrator Ulrich commented that as with any ordinance adopted by the Council, the Council can change or modify the ordinance at any time. He explained that the reason for the five-year review is to keep the accountability.

Mayor LeTourneau commented that the assessment policy was done in the same manner, with a five-year trial period. He stated that the Council will continue to state that this is a transparent tax that will be used as dedicated funding for roads. He stated that he would be open to having a discussion of how that could be made better.

Chelsea Howell, 5250 156th Ln NW, stated that she agrees with the comments made thus far that a franchise fee is a regressive tax. She did not believe now is the time to burden people with additional taxes. She stated that she is concerned for the residents that have already paid assessments and asked for details on how those residents would be impacted.

Finance Director Lund provided additional clarification on what those residents would be eligible for.

Ms. Howell stated that she does not feel it is fair to double tax people. She stated that the majority of what residents want should be taken into consideration and noted that everyone tonight has spoken against this idea.

Josh Fuerick, 14573 Bowers Drive, stated that at the end of the day, this is the cheapest way for residents to fund the road improvements needed. He stated that this is the most efficient way of funding. He noted that even though an assessment can be paid over years, interest is charged, and the City is bonding which adds additional cost. He noted that time is also wasted by people complaining about the assessments and petitioning against road projects. He commented that each person is charged the same amount, regardless of property value. He stated that the City should look to spend the least amount of money to fix the roads and move on. He stated that the people that have been charged assessments most likely support the \$14 monthly payment over the \$6,000 assessment they were charged.

Mr. Benson reviewed the language related to Chapter 8 of the City Charter related to special assessments. He stated that this language was developed prior to the idea of franchise fees even being thought of. He stated that if the City wants to use franchise fees there should be a City referendum to remove the special assessment section from the City Charter.

Troy Cooper, 15160 Cobalt St NW, stated that when high density housing was added to Ramsey, the idea was that housing product would add to the tax base. He asked where those funds went as they did not require additional roads for those structures. He asked the protections that would be in place to prevent tax increases as franchise fees would be outside of that cap. He commented that from 2019 to 2020 his property taxes increased 4.5 percent and the franchise fee would be another six percent per year. He stated that he is also a business owner in Ramsey so would be paying twice.

City Administrator Ulrich stated that the additional tax base is reflecting in the annual budget and levy, therefore the value of the apartments is shown and offset the levy. He stated that if the rates in the ordinance were changed, the same process would need to be followed with public hearings. He stated that currently there is not a property tax cap on the levy. He stated that there have been levy limits in the past, set by the State, but the State has not placed a limit in the past several years.

Finance Director Lund stated that a property tax amount would be based off the area of the City the property is located in. She provided further clarification on the TIF District and the funds collected through that method. She explained that for the development that occurs within The COR, the value of those improvements has to stay within the TIF District for a set period of time.

Mayor LeTourneau commented that the TIF Districts are meant to help development and attract different uses within those TIF Districts based on planning.

Finance Director Lund explained that the property tax dollars for those developments have restrictions on what they can be used for during that set period.

Mr. Benson asked if property tax dollars within The COR could not be used for road improvements outside of that area.

Finance Director Lund stated that properties built within that tax increment district would have restrictions. She noted that the property taxes generated by the land value itself would go into the

general fund. She provided additional clarification on tax increment districts and financing and how those funds could be used.

Deputy City Administrator Gladhill read aloud an email received earlier today from the property owners at 14431 Wolfram St NW that was distributed to the Council which supports the franchise fee.

Matt Look, 2614 Wingfield in Anoka, stated that the Council has a tough job. He noted that his first vote as a Councilmember in Ramsey was a \$1,500,000 road project in Ramsey. He stated that after a while perhaps the members of the Council become numb to the cost of road projects. He stated that Anoka County is the second fastest growing County and Ramsey is one of the fastest growing communities. He stated that the concept of previous Councils kicking the can down the road on road projects is true as many Councils did not want to tackle that issue. He stated that when he was on the Council, \$1,500,000 was allocated for roads. He stated that decisions have to be made on how funds will be spent, such as the \$20,000,000 City Hall building. He noted that a fire station was torn down and a \$5,000,000 fire station was constructed in its place. He stated that tonight the Council will consider a Public Works Facility, which is a priority. He noted that roads are a priority but have not been identified as a priority in the budget. He stated that there are certain jobs that the government is required to do, such as roads and unfortunately this becomes an issue of needs and wants. He stated that the need in Ramsey is roads and has been for a long time. He asked the Council to consider what the current budget is being spent on and whether those are needs or wants.

Mayor LeTourneau stated that it is difficult to make tough decisions such as this, noting that he has not yet felt numb to any of those decisions. He appreciated the acknowledgement of the difficulty in making these decisions. He stated that it is unfortunate that a sustainable road funding could not have been found when Mr. Look was on the Council or prior to his time on the Council. He stated that they have learned from those past examples that dedicated funding is needed. He stated that Ramsey is a community that is growing and therefore something cannot be ignored to fix something else and therefore they try to do the best job of managing all the needs of the community.

Deputy City Administrator read aloud a written comment from the residents at 6040 Radium Circle NW which states that they support the franchise fee method as over a 30-year period the \$14 per month would be cheaper than the assessment they would receive if their upcoming road project were assessed.

City Administrator Ulrich advised of an online survey available for residents, noting that written copies are also available at City Hall.

Mr. Madden stated that he does not see a guarantee that the fee would remain \$14 per month in perpetuity. He stated that he likes that this would be dedicated funding but does not like the lack of transparency in how the fee could be increased.

Mayor LeTourneau commented that the amount of the fee would be set in ordinance and therefore for that amount to change, the ordinance itself would need to change.

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

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

The public hearing was closed at 8:27 p.m.

Council Business

Councilmember Specht thanked everyone that has taken time to provide input. He stated that everyone agrees that the roads need to be fixed. He stated that City services are offered through the property tax and therefore he believes roads should be done in the same manner. He commented that people would be assessed based on the value of their home, as they are with the other City services. He stated that franchise fees would tax those in apartments and non-profits which serve people in the community.

Councilmember Riley stated that the Council has discussed this many times over the past several years and a lot of information has been reviewed and debated. He agreed that this is a tax. He stated that properties assessed for road improvements are not the only ones that benefit from the improvement and provided examples of Jarvis, Andre, and Sunwood in which the few properties on the road were assessed but many others benefit. He noted that the assessment process has an additional administrative cost of ten percent and the debt portion has become a problem for the City. He stated that everyone uses the roads, regardless of whether they own a vehicle. He stated that this franchise fee has been planned to fully account for the road needs of the community. He stated that in the past up to \$6,636 has been assessed for a road project, which equates to 40 years of franchise fees. He stated that many neighboring cities use franchise fees. He stated that the other choice would be to place the road improvements on the tax levy. He stated that if the City were to levy the amount of money needed for streets that would equate to a 15 percent increase in taxes. He stated that levies are not based on income, but rather property value. He stated that while there may be some correlation between income and property value, that is not always the case. He stated that in the last few years about 10 percent of those that file taxes itemize their tax return, which goes towards the argument that property taxes can be itemized. He stated that this Council is accountable every time there is an election.

Councilmember Musgrove stated that there has been a lot of discussion about this topic in worksessions. She stated that she appreciates the input from the residents today and the majority of residents would prefer to have roads funded through assessments or the levy. She commented that roads have not been a priority in Ramsey for a long time. She commented that the \$500,000 included in the budget for roads is laughable. She stated that the comments from residents tonight support the comments she has made throughout this discussion. She stated that residents can receive a property tax refund, whether they rent or own. She commented that franchise fees have to be paid and do not go away. She stated that there is no guarantee that taxes will not increase if this franchise fee is passed. She stated that she will not support this ordinance.

Mayor LeTourneau asked how debt is carried for the road debt.

Finance Director Lund explained how the road bonds are carried as debt and included in budgets. She stated that currently the City has four bonds for road debt, which are carried over 20 years.

Mayor LeTourneau stated that in addition to the \$500,000 that is annually budgeted for roads, the City also has the road bonds included in the budget as debt.

Councilmember Kuzma stated that the Council considers the roads very important as he was a part of the team that enacted the assessment process. He stated that the roads are rated annually, and they attempt to address the worst roads each year. He stated that the City has done radar penetrating throughout the City and has found that roads built 25 years ago did not meet the requirements for bituminous, therefore there is not enough road to complete a mill and overlay and a reconstruction is needed. He stated that this has become a huge problem that will not go away. He stated that the franchise fee will provide that dedicated funding in order to really tackle this problem in a fair manner. He stated that if the roads are put on the tax levy, the taxes will increase. He stated that he supports this action.

Councilmember Menth stated that each year the City was taking out debt to fix roads, noting that there are four road bonds. He stated that each year the City pays interest on that debt and if the City continues with the program of borrowing the money and assessing the residents, by 2029 the City would be paying \$2,300,000 on interest and debt.

Mayor LeTourneau stated that they need to monitor how the money is spent for the City for the best interest of the community. He stated that the reality of accumulating that much debt and paying that much in interest does not feel fiscally responsible. He stated that the franchise fee is a much more fiscally responsible way to collect the funds and use the money. He stated that ultimately this will save the City millions of dollars.

Councilmember Musgrove stated that she is not for debt and would want to see a line item in the budget. She stated that her concern is that the Councils in the past have not done the job necessary for the City in terms of roads. She stated that she will not support this action.

Motion by Councilmember Musgrove, seconded by Councilmember Specht, that Ramsey fund its roads through a byline budget of a number between \$1,000,000 to \$1,300,000 with a 25 percent assessment or 100 percent levy.

Further discussion: Councilmember Specht stated that he believes including the funding through the budget would be the best idea. He stated that he is unsure of the exact figures included in the motion and believe that the funds needed should be allocated. He stated that including the item in the budget is the most transparent method. Councilmember Kuzma stated that he would oppose this as that would equate to a 15 percent increase in the budget along with other road debt, which would be a 20 percent increase in taxes and would make Ramsey less attractive for businesses. Mayor LeTourneau stated that there were many comments related to controlling and managing this. He stated that he likes that this would do that through ordinance. He noted that a previous Council set aside funding for roads which was reversed by a later Council. He stated that there

was a discussion of the levy increasing by 15 percent in the worksession earlier tonight, which related to then budgeting less amounts for roads. He explained that is how the can gets kicked down the road and there would not be enough control and guidelines. Councilmember Specht stated that this would add a whole new tax, which is still an increase.

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

Motion by Councilmember Kuzma, seconded by Councilmember Riley, to Introduce Proposed Ordinance #20-11 Implementing a Gas Franchise Fee on Centerpoint Energy for Providing Gas Service Within the City of Ramsey, Introduce Proposed Ordinance #20-12 Implementing an Electric Franchise Fee on Connexus Energy for Providing Electric Service Within the City of Ramsey, and Introduce Proposed Ordinance #20-13 Implementing an Electric Franchise Fee on the City of Anoka Electric for Providing Electric Service Within the City of Ramsey.

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

Mayor LeTourneau briefly recessed the meeting.

Mayor LeTourneau reconvened the meeting.

7. COUNCIL BUSINESS

7.01: Approve a Professional Services Contract Extension for the Tinklenberg Group

City Administrator Ulrich reviewed the staff report and recommendation to approve the contract extension as outlined in the proposal.

Allen Tinklenberg, The Tinklenberg Group, provided an update on the special session that should begin the following week and highlighted the main topics of discussion. He stated that he feels good about the additional funding opportunities for Ramsey and the Highway 10 project. He stated that the only issue will be whether the discussion on other issues can come together to pass a bonding bill. He stated that with the issues that everyone is facing because of COVID, the City has not been able to take more of a victory lap for the \$40,000,000 that was awarded to the community for the project. He reviewed some of the discussions that laid the groundwork for the grant to be awarded and noted that it is a huge success. He stated that the grant has a deadline, which is good and puts the pressure on other entities to help this project move forward.

Councilmember Specht commented that Mr. Tinklenberg is great at what he does.

Motion by Councilmember Menth, seconded by Councilmember Kuzma, to approve a 12-month extension to the contract with The Tinklenberg Group.

Further discussion: Councilmember Musgrove asked for details on the Highway 10 workgroup and how often that group is meeting during the recent times. Mr. Tinklenberg stated that there have not been regular meetings because of COVID, noting that the group last met in January to

ensure the entities were coordinating in terms of effort and moving forward. He noted that the proposed legislation was written and agreed upon at that time. Councilmember Musgrove asked if Mr. Tinklenberg could come back to the August 26th Council meeting to provide an update. Deputy City Administrator Gladhill stated that there have been some meetings of the Highway 10 coalition, just on a smaller scale and noted that Mr. Tinklenberg has also participated in other meetings on behalf of the City.

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

7.02: Introduce Ordinance #20-10 Amending Bulk Standards in the R-1 Residential District

Deputy City Administrator Gladhill reviewed the staff report and recommendation to introduce Ordinance #20-10 amending the bulk standards in the R-1 Residential District.

Motion by Councilmember Riley, seconded by Councilmember Musgrove, to Introduce Ordinance #20-10 Amending Bulk Standards in the R-1 Residential District.

Further discussion: Mayor LeTourneau expressed appreciation to staff and the Planning Commission for the input they provide.

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

7.03: Adopt Resolution #20-149 Formally Canceling the 2020 Happy Days Festival

Communications and Events Coordinator Thorstad reviewed the staff report and recommendation to formally cancel the 2020 Happy Days Festival and continue preparations for a series of smaller, socially distant activities referred to as Happy Daze. In addition, staff recommends entering into negotiations with Hello! Booking Inc. to reschedule the Happy Days Main Stage Entertainment performance by G.B. Leighton.

Councilmember Specht thanked staff for their work on this case. He asked if the fireworks would occur.

Communications and Events Coordinator Thorstad stated that was on a draft schedule with a cost between \$5,000 to \$8,000. She explained that was removed because it was the most expensive activity. She noted that could be added back if interested.

Councilmember Riley stated that he would be supportive of looking into a fireworks show. He stated that the car show is shown as its own event and asked if it could be combined to occur with the other activities.

Communications and Events Coordinator Thorstad confirmed that the event time could be changed to better align with the other activities.

Motion by Councilmember Menth, seconded by Councilmember Musgrove, to Adopt Resolution #20-149 Formally Canceling the 2020 Happy Days Festival.

Further discussion: Councilmember Specht stated that he respects and understands the need to do this, but personally does not like the idea of canceling the event. He stated that he does support the other activities occurring but noted that he will not be supporting this motion. Mayor LeTourneau appreciated the effort of staff to provide some type of community celebration during this time of COVID. He recognized that staff time is at a premium right now and encouraged staff to come forward if there are issues planning for the alternate activities.

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

7.04: Introduce Ordinance #20-15 Approving an Addition to Chapter 54 of the City Code: Traffic and Vehicles (Municipal Parking Ramp Regulations)

City Administrator Ulrich reviewed the staff report and recommendation to introduce and finally adopt the ordinance to establish governing the use of the Ramsey Parking Ramp.

Motion by Councilmember Menth, seconded by Councilmember Riley, to Introduce Ordinance #20-15 Adding to Chapter 54 of the City Code: Traffic and Vehicles.

Further discussion: Councilmember Specht thanked staff for their work on this, noting that he has received multiple complaints from residents related to this topic and is happy the City is able to address the issue. Councilmember Musgrove commented that this will make it easier for staff to enforce the issue and appreciated the work of staff.

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

7.05: Motion to Update the Remote Attendance Policy

City Administrator Ulrich reviewed the staff report and recommendation to approve the updated Remote Attendance Policy.

Councilmember Riley asked if this is based on State law or the interpretation of the City, specifically related to the unlimited number of times this could be done.

City Administrator Ulrich stated that the State law does not limit the number of times a Councilmember could remotely attend a meeting and the previous pilot policy of Ramsey was more restrictive.

Councilmember Riley stated that he supports the changes to the policy with the exception of the unlimited number of times for a member to attend remotely.

Mayor LeTourneau stated that he is interpreting that language to be flexible enough to allow someone that may have been exposed to the virus to not attend, or perhaps a member that did not feel safe about attending. He stated that placing a restriction on that would restrict someone's ability to make a decision based on their health. He stated that if COVID were to go away, the restriction could be put back in place if desired.

Councilmember Menth stated that he agrees with Mayor LeTourneau as it is unknown as to what will occur with COVID in the next year and therefore does not support putting a number on the number of times someone can participate remotely.

Councilmember Musgrove stated that she would support putting a limitation on the ability to attend remotely. She stated that if there is a government mandate, the City could operate remotely under that provision. She suggested placing a limit of three times per year for remote attendance.

City Administrator Ulrich stated that a government mandate would supersede the policy, as would an emergency declaration.

Mayor LeTourneau stated that his wife is very susceptible to the virus and he struggles with the decision to attend the meetings every time because he is scared to bring the virus home. He stated that if a limit of three is put on the policy, he is unsure he would be able to fully participate.

Councilmember Specht stated that perhaps this could be reevaluated in six months and a limit could be placed on the policy at that time if the COVID challenges have decreased.

Motion by Councilmember Kuzma, seconded by Councilmember Menth, to approve an updated Remote Attendance Policy.

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

Motion by Councilmember Specht, seconded by Councilmember Riley, to approve an updated Remote Attendance Policy, with direction for this item to be reviewed by the Council in six months.

Further discussion: Councilmember Musgrove stated that she believes the only part of the policy that would need to be revisited would be related to the number of times a member could attend remotely and asked if the motion should be adjusted to only consider that. Councilmembers Specht and Riley confirmed that additional language could be included.

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

7.06: Adopt Resolution #20-143 Approving Second Addendum to Lease with Youth First Community of Promise for Use of Outdoor Areas

Deputy City Administrator Gladhill reviewed the staff report and recommendation to approve the addendum to the lease with Youth First Community of Promise for use of outdoor areas.

Councilmember Kuzma asked why this item was pulled from the Consent Agenda.

City Administrator Ulrich stated that Councilmember Musgrove requested that the item be pulled from the Consent Agenda on Monday, which did not meet the deadline to change the agenda.

Councilmember Kuzma stated that he would appreciate if the Councilmembers would follow the deadline of submitting their request to pull an item from the Consent Agenda in order to provide the other members of the Council time to review the case in more depth.

Councilmember Musgrove commented that she had additional questions when reviewing the case and therefore asked it to be pulled. She referenced the rent for the second part, which is \$1, and noted that the land is not being charged for. She stated that she would not want to set the precedent that the City would not charge for things because it is a vacant City owned lot.

Deputy City Administrator Gladhill confirmed that as part of the City's contribution to the non-profit organization, the City does not charge rent.

Councilmember Musgrove stated that in the original discussion only additional inside office space was mentioned and not the outside yard area. She asked if insurance requirements would change for this use.

Deputy City Administrator Gladhill stated that there would not be an additional cost to the City. He explained that the City holds insurance as the property owner and the non-profit holds its own insurance for the use.

Councilmember Musgrove commented that even though this is an open lot, it is on the market for sale.

Deputy City Administrator Gladhill stated that the lot is not listed for sale.

Councilmember Musgrove stated that she wants the public to be aware that this is a lease and not just a group using vacant City owned land.

Mayor LeTourneau stated that the Council reviews things on a case by cases basis, taking into consideration all elements of the case and therefore does not believe that precedent is ever set by taking action.

Deputy City Administrator Gladhill stated that it was the intent of staff to allow the organization to use the outdoor space, it just was not included in the lease, which is why it was included in this addendum.

Councilmember Riley stated that this is for Youth First, which is a non-profit that helps youth in the community. He stated that the City works with the organization and provides a low rent as a

form of contribution to the non-profit. He stated that it is unlikely that this parcel would be leased to another business or entity because it was purchased for the Highway 10 project.

Deputy City Administrator Gladhill commented that Ramsey is a part of the Board of the non-profit.

Motion by Councilmember Riley, seconded by Councilmember Kuzma, to Adopt Resolution #20-143 Approving Second Addendum to Lease with Youth First Community of Promise.

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

8. MAYOR, COUNCIL AND STAFF INPUT

City Administrator Ulrich presented Deputy City Administrator Gladhill an award for his assistance with remote meeting attendance and facilitating those meetings during the past few months. He thanked Deputy City Administrator Gladhill for all of the work and coordination he completed in order to help the City continue to meet during these past few months.

City Administrator Ulrich announced upcoming meetings and events.

Councilmember Musgrove provided a brief update on the work the Lower Rum River Water Management Organization is doing related to watershed based implementation funding.

Mayor LeTourneau stated that he visited the City of Andover with Councilmember Kuzma and many staff members continuing to explore the issue of water quality and drinking water management. He thanked Andover staff for hosting the City and sharing information.

9. ADJOURNMENT

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

Motion carried.

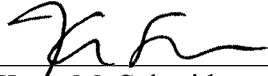
The regular meeting of the City Council adjourned at 9:53 p.m.

Respectfully submitted,



Kurtis G. Ulrich
City Administrator

ATTEST:



Katie M. Schmidt
Administrative Assistant

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

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

Highlights from March 9, 2021 City Council Work Session (2.04: Review and Discuss the Remote Attendance Policy)

- Administrative Services Director Lasher reviewed the staff report.
- Councilmember Riley asked how the City would know when the pandemic has ended.
- City Administrator Ulrich stated that would refer to the emergency declaration by the Governor.
- Councilmember Woestehoff referenced the public remote attendance noting that can be challenging for staff but appreciates that it provides additional opportunity for residents to participate. He suggested that perhaps that be allowed to continue for six months post-pandemic and then be reviewed after that time.
- Councilmember Specht agreed that he would like to see the limitations put back in place following the pandemic. He stated that he also agreed that this should be left open to allow remote attendance for the public.
- Mayor Kuzma asked for input from staff.
- Deputy City Administrator Gladhill provided details on the staff work that is necessary for remote attendance. He stated that QCTV is available for residents to watch the meeting broadcast live and asked if the remote element would be desired for participation as well. He noted that if participation is desired, there should be additional consideration for IT needs.
- Mayor Kuzma asked if there are additional CARES Act funds that would be available for equipment needs.
- Deputy City Administrator Gladhill commented that additional funds may be available but believed that was slated for staff time and ongoing resources rather than equipment.
- Councilmember Musgrove recognized that Deputy City Administrator Gladhill stays late to assist with remote meetings and asked if IT staff is also staying late. She asked if staff is being compensated for that time. She noted that some of the items in the policy are being waived because of the emergency declaration. She stated that she would like to return to normal as soon as possible as there is no guidance from the Governor as to how long this will go on.
- Councilmember Heineman asked when the pandemic would be considered over. He stated that he liked the recommendation of staff and suggested that this be reviewed in three to six months rather than linking this to the pandemic terminology because that is ambiguous.
- Deputy City Administrator Gladhill commented that people are getting more comfortable as more people become vaccinated. He noted that some Commission members will not be comfortable returning until more people are vaccinated. He stated that staff can continue to engage the Commission members to determine their level of comfort for in person meetings.
- Councilmember Howell suggested that this policy be brought back in three to four months to determine what works for the City and removing the language that muddy the waters related to the pandemic.
- Councilmember Heineman agreed that the timeframe would allow the evaluation to be based on the City and conditions and comfort levels at that time rather than linking it to restrictions. He suggested this be reviewed in 90 days.

- Councilmember Musgrove commented that being vaccinated is a medical issue. She stated that it is the choice of an individual as to whether to be vaccinated and the City cannot require proof.
- Deputy City Administrator Gladhill commented that the City is not going to ask individuals whether they have been vaccinated and it would be more based on the comfort level of individuals.
- Mayor Kuzma confirmed the consensus of the Council to reevaluate this in 90 days. He noted that there also seems to be interest in continuing to allow public participation remotely but recognized that would place an additional burden on staff and resources that would need to be discussed in the future in terms of budgeting and allocation of resources.
- Councilmember Musgrove asked if the Commission members participating remotely still receive a stipend.
- Administrative Services Director Lasher commented that most Commission members receive a stipend of \$25 per meeting but a large number of members waive that payment. She noted that those members are using their own equipment to attend remotely.
- Councilmember Woestehoff referenced Section G, under exceptions, and stated that perhaps language be added that allow a Commission or Council member to attend remotely if they have a medical condition. He noted that would get away from the linkage to the pandemic.
- Councilmember Specht commented that it is important that people attend in person under normal circumstances.
- Deputy City Administrator Gladhill stated that there are rules around remote participation under normal circumstances outside of a pandemic and reviewed those guidelines.
- City Administrator Ulrich stated that because of the pandemic the State is reviewing rules for remote attendance and there will likely be changes coming down in the future. He stated that staff will bring this back for evaluation in three months.

CC Work Session

3.1.

Meeting Date: 06/22/2021

By: Katie Schmidt, Administrative Services

Information

Title:

Review Future Topics/Calendar

Purpose/Background:

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

Recommendation:

N/A

Outcome/Action:

For Council review - no formal action necessary.

Attachments

Future Topics List

Form Review

Inbox

Colleen Lasher

Kurt Ulrich

Form Started By: Katie Schmidt

Final Approval Date: 06/17/2021

Reviewed By

Colleen Lasher

Kurt Ulrich

Date

06/15/2021 04:33 PM

06/17/2021 09:39 AM

Started On: 06/08/2021 02:57 PM

	<u>Tentative City Council Future Work Session Topics</u>	
Proposed Date	Topic	Minutes (Estimate)
07/13/21	Regular City Council Work Session	
	CCWS/American Rescue Plan Funds - Lund	20
	Joint Work Session w/Planning Commission and EDA (The COR Master Plan and Highway 10 Land Use Plan)	TBD
	Discuss 2022 Budget - Lund	30
	Discuss Union Negotiations (closed to the public) Lasher	20
	Discuss the RFP for Legal Services - Ulrich	20
	Discuss the Data Practices Act & Requests/Lasher	20
	City Communications Quarterly Update - Staff	
07/27/21	Regular City Council Work Session	
	Fund Balance Quarterly Update - Diana Lund	10
	Draft Trail Maintenance Policy - Westby/Riemer	30
	Discuss 2022 Budget - Lund	30
	Discuss Union Negotiations (closed to the public) Lasher	20
08/10/21	Regular City Council Work Session	
	Draft Stormwater Pond Maintenance Policy - Westby/Riemer	30
	Discuss the 2022 Budget - Lund	30
	Discuss Union Negotiations (closed to the public) Lasher	20
08/24/21	Regular City Council Work Session	
	Discuss the 2022 Budget - Lund	30
	Discuss Union Negotiations (closed to the public) Lasher	20
09/14/21	Regular City Council Work Session	
	Discuss the 2022 Budget - Lund	30
	Discuss Union Negotiations (closed to the public) Lasher	20
09/28/21	Regular City Council Work Session	
	Discuss Union Negotiations (closed to the public) Lasher	20
10/12/21	Regular City Council Work Session	
	Discuss Union Negotiations (closed to the public) - Lasher	20
10/26/21	Regular City Council Work Session	
	Fund Balance Quarterly Update - Diana Lund	15
	Discuss Union Negotiations (closed to the public) - Lasher	20
11/09/21	Regular City Council Work Session	
	Annual Review of the Franchise Fee - Staff	30
	Discuss the 2022 Budget	30

	Discuss Union Negotiations (closed to the public) - Lasher	20
11/23/21	Regular City Council Work Session	
	Bi-Annual Communications Update	20
	Discuss the 2022 Budget	20
	Discuss Union Negotiations (closed to the public) - Lasher	30
12/14/21	Regular City Council Work Session	
	Discuss 2022 Council Appointments	30
Dates TBD:		
2021	Discussion Regarding Ward Redistricting - Lasher	10
2021	Review procedure/policy/best practice for introduction of resolutions/proclamations – Ulrich	20
2021	Discuss the General Topic of Holding Joint Meeting(s) with the Council and Commissions & Other Cities. Based on discussion, future work sessions TBD.	20
2021	Discuss Historic Town Hall – Ulrich	30
2021	City Branding Presentation - Ulrich	40
2021	CR-5 Corridor Study Review - Westby	45
2021	Park System Plan – Riemer/Riverblood	60
2021	Accounting of City Engineering Staff Time for City Projects - Westby	30
2021	Consider Updates to Property Maintenance Code	30