

City of Ramsey
Agenda
City Council Work Session
Tuesday, July 27, 2021

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

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. Receive Presentation on Anoka County's 2023 Armstrong Boulevard/County State Aid Highway 83 and Alpine Drive Intersection Improvements Project
 2. Discussion Regarding City Minutes
 3. Request for 60 foot Right of Way thru Williams Woods Plat and Subdivision being considered by the City of Ramsey by Owner Tom Kurak **(This case was moved from 2.06 to 2.03).**
 4. Continued Discussion on 2022 budget/levy
 5. Discuss Mississippi River Cities and Towns Initiative Membership
 6. Discuss Interview Date and Process for Civil Legal Services
- 3. Topics for Future Discussion**
 1. Review Future Topics/Calendar
- 4. Mayor/Council/Staff Input**
- 5. Adjournment**

Meeting Date: 07/27/2021

Information

Title:

Receive Presentation on Anoka County's 2023 Armstrong Boulevard/County State Aid Highway 83 and Alpine Drive Intersection Improvements Project

Purpose/Background:

The purpose of this case is to receive a presentation from Anoka County Staff on their proposed 2023 Armstrong Boulevard/County State Aid Highway 83 and Alpine Drive Intersection Improvements project. This case is timely in that Anoka County Staff will soon be reaching out to adjacent property owners to discuss this project, which may result in Councilmembers receiving calls and questions from the public. Additional updates will be provided as the preliminary and final design processes progress.

Timeframe:

Staff anticipates 30 minutes will be needed for Anoka County Staff to present this project and respond to questions.

Funding Source:

The preliminary project cost estimate is \$1,500,000. Anoka County received \$1,350,000 in Highway Safety Improvement Project (HSIP) funds. Anoka County and City of Ramsey cost shares are estimated at \$150,000 each. The City's cost share is currently proposed to be funded from HSA and/or PIR funds.

Responsible Party(ies):

The City Engineer will introduce this case and the Anoka County Staff in attendance to provide the formal presentation.

Outcome:

Attachments

No file(s) attached.

Form Review

Inbox

Kurt Ulrich

Form Started By: Bruce Westby

Final Approval Date: 07/22/2021

Reviewed By

Colleen Lasher

Date

07/22/2021 01:58 PM

Started On: 07/22/2021 01:18 PM

CC Work Session

2. 2.

Meeting Date: 07/27/2021

Information

Title:

Discussion Regarding City Minutes

Purpose/Background:

The purpose of this discussion is to review the minutes from the May 18, 2021, Special City Council Work Session / Annual Planning Session. Staff will provide a copy of the current draft minutes for discussion.

Based on discussion and City Council recommendation, a future work session will be added to discuss the possible implementation of a policy change regarding clean verbatim transcripts/recorded work sessions.

Timeframe:

Up to 10 minutes.

Funding Source:

Not Applicable.

Responsible Party(ies):

Kurt Ulrich, City Administrator
Colleen Lasher, Administrative Services Director (City Clerk)

Outcome:

Based on discussion.

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
Diana Lund	Diana Lund	07/21/2021 04:02 PM
Kurt Ulrich	Colleen Lasher	07/22/2021 11:37 AM
Form Started By: Colleen Lasher		Started On: 07/19/2021 04:22 PM
Final Approval Date: 07/22/2021		

Meeting Date: 07/27/2021

Information

Title:

Request for 60 foot Right of Way thru Williams Woods Plat and Subdivision being considered by the City of Ramsey by Owner Tom Kurak **(This case was moved from 2.06 to 2.03).**

Purpose/Background:

Attached is a letter from a resident requested that they requested be shared with the entire city council. Council Members Musgrove and Howell requested that the resident’s concerns in relation to his property being landlocked by William’s Woods be added to the Tuesday evening work session. It has been added to the agenda.

Attached are copies of the Planning Commission and Council cases from this June that addressed the preliminary plat. The preliminary plat has been approved, but the final plat is still pending review. The final plat will need City Council approval.

Timeframe:

Funding Source:

Responsible Party(ies):

Outcome:

Based upon discussion and direction in regard to final plat considerations for public access.

Attachments

Kurak Letter

060321 Planning Commission Case

062221 CC Case

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	07/26/2021 03:06 PM
Form Started By: Kathy Schmitz		Started On: 07/26/2021 01:31 PM
Final Approval Date: 07/26/2021		

July 22,2021

**Request for 60 foot Right of Way thru Williams Woods Plat and
Subdivision being
considered by the City of Ramsey by Owner Tom Kurak**

Property requesting the public access is the 40 acres west of Williams Woods with 1200 feet common property line. The requesting property owner needs the public access right of way through Williams Woods because it is now landlocked. The subdivision time or when the land is divided by the owner, is when government creates access to land locked real estate as a condition to granting subdivisions or splitting legal descriptions. The subdivision example applies here.

More than 100 years ago when people were in the area, all of this land and water was government owned and accessible, and the government was encouraging settling of the land. Through land grants and sales some land was left landlocked.

As you observe by looking around cities in the United States, there are no land locked parcels. The reason is there has developed solutions and processes for the resolution of access rights to unfortunately land locked chunks of land and water.

The solution that presents itself at this time is implied easements which can be invoked at the time the owner divides or subdivides the property that land locks another property.

Another legal term is Right of Access by Destination. This 40 acres and Thorne Lake has been explored, investigated, hunted and enjoyed by neighbors for 100 years. I have met men and boys who told me with enthusiasm what Thorne Lake is like.

The raw land and the lake are pristine. The people that explore it are fortunate and affected by the experience.

I have been on the 40 acres four times myself and the experience I will not forget.

I can only imagine what someone feels when they kayak on Thorne Lake and see deer on the land.

I have no delusion that my 40 acres is only for my enjoyment, and that since the time I bought it from the government, I could keep people off of it.

This is the point. People are attracted to my 40 acres and that will always be.

Now that 1200 feet of common property line is being subdivide, it is proper and sensible to provide for 60 feet of public right of way to the 40 acres west Williams Woods somewhere along the ¼ mile of common property line.

The exercising of Implied Easements is appropriate at this time.

Should we miss this opportunity to create the public access now. It will be created at more expense through the legal means referenced as Right to Access by Destination. That right will be more and more apparent as time brings many more explorers that can't resist the draw of Thorne Lake and the 40 acres of raw land.

The use of Access by Destination means creating public right of way through the property that has the least distance from the desired location to be traveled to from a public street.

In the future, if we wanted to create the now requested Right of Way the first destination to be requested could be the southern tip of Thorne Lake in the southwest corner of Williams Woods. That might mean a street and parking lot so people could access the lake.

Using Access by Destination in the future could also result in the shortest distance to a public right of way being through one of the 200-foot-wide lots that land lock my 40 acres. Or going through 2 yards so we could spread out the pain. That is not how we do things in Ramsey.

I ask that the easement for public 60 foot right of way to access my landlocked 40 acres be in the middle and west side of the Williams Woods plat and subdivision. This easement for public right of way will be for access to the northwest quadrant of my 40 acres with the lake.

The public right of way creation now is only a nuisance, an inconvenience. It will be a blessing in the future that it exists.

**Tom Kurak owner
15001 Sunfish Lake Blvd NW
Ramsey, MN 55303**

763-242-7953

Regular Planning Commission

6. 1.

Meeting Date: 06/03/2021

By: Chris Anderson, Community
Development

Information

Title:

PUBLIC HEARING: Consider Preliminary Plat and Variance for Williams Woods (Project No. 20-138); Case of Bill Boyum

Purpose/Background:

The City has received an application from Bill Boyum (the "Applicant") for a Preliminary Plat and Variance for a nine (9) lot subdivision involving six (6) total parcels all affiliated with 7363 175th Avenue NW (the "Subject Property"). The Planning Commission previously reviewed concept plans for the Subject Property in December, 2020 (this included a 9-lot configuration and a 19-lot configuration), and a formal Sketch Plan in April, 2021. Furthermore, the City Council reviewed the concept plans in January, 2021 with general support for the nine (9) lot concept.

Notification:

The City attempted to notify Property Owners, as reflected in the Anoka County Property Records, within 700 feet of the Subject Property of the request.

Observations/Alternatives:

General Background Information

The Subject Property is approximately ninety-four (94) acres in size. Aside from a roughly 160 foot stretch along 175th Ave, the Subject Property does not border any public roads. Thorn Lake and associated wetlands sit to the west, as does a public park (Caroline Acres Park) and a residential neighborhood with lot sizes ranging between about one (1) acre to two and a half (2.5) acres. North and east of the Subject Property are larger lot, residential properties (ranging from about 10 to 20 acres in size). The Preliminary Plat proposes a total of nine (9) lots, ranging in size from approximately 3.5 acres to just over 22 acres.

There have been multiple public meetings regarding proposed development of the Subject Property, as well as a public open house (dating back to 2018). Generally speaking, participants in those public meetings stated a desire for fewer lots of larger size rather than more lots. The current proposal appears to have taken those comments into consideration.

Zoning and Land Use

The Subject Property is zoned R-1 Residential (Rural Developing) as are all surrounding properties. This zoning designation requires lots to have a minimum lot size of 2.5 acres, a minimum lot width of 200 feet (100 feet if on a cul-de-sac bulb), and to be serviced with private utilities (septic system and well). The 2040 Comprehensive Plan guides the Subject Property and all surrounding parcels as Rural Developing, which a maximum density of one (1) unit per 2.5 acres. As proposed, the Preliminary Plat complies with both the bulk standards of the zoning district as well as the Comprehensive Plan.

Natural Resources Inventory and Tree Preservation

The City's Natural Resources Inventory (NRI) identifies multiple moderate quality natural areas within the Subject Property, including both Oak Forest and Dry Prairie. Due to the limited number of proposed lots, the project has the potential to minimize impacts to these natural areas. While there will be some disturbance, it appears that grading will be limited mostly to the public road and house pad locations. Due to the oaks present on the Subject Property, any clearing activities will need to occur outside of April 15 to July 15 due to concerns with potential introduction

of oak wilt to the area.

Due to the size of the Subject Property and the limited areas of site disturbance, the Applicant had proposed limiting the tree inventory to just those designated areas of potential impact. This approach seemed reasonable and was approved with the understanding that the project must still comply with the tree preservation standards in City Code (retaining at least thirty percent [30%] of the significant tree diameter at breast height [DBH] inches on site).

Based on the submitted Tree Inventory and Preservation Plan, approximately 64% of the existing significant tree Diameter at Breast Height (DBH) inches will be preserved. Again, this only includes the trees that were inventoried (only those that were in areas of proposed disturbance), there are many more trees on the Subject Property overall, meaning that an even greater percentage of tree inches are actually being preserved.

Wetlands and Floodplain

There are both wetlands and floodplain on the Subject Property. Approximately thirty (30) acres of the Subject Property contain either wetland and/or floodplain. The floodplain is designated as General Floodplain, meaning that there has not been detailed modeling done to determine Floodway and Flood Fringe boundaries. However, as long as there are no proposed buildings within the floodplain boundary, which there are not, additional modeling is not required. Staff is working with the MN DNR Floodplain staff to verify that the proposed driveways and public road are permissible (they do cross the floodplain boundary). The developer will likely need to provide documentation that neither would create a rise of more than 0.5 feet. Additionally, the developer will also need to provide documentation that no driveway, nor the public road, will be more than two (2) feet below the Regulatory Flood Protection Elevation.

A wetland delineation has been completed. The Preliminary Plat does include the required sixteen and a half foot (16.5') wetland setback; however, it appears that the drainage and utility easements need to be adjusted to encumber these areas. There will be some minimal impacts to wetlands on some lots (Lots 3-5), simply due to needing the driveways to access buildable locations on each of the lots, as well as the public road. Wetland mitigation will be necessary and will be reviewed and addressed by the Lower Rum River Watershed Management Organization (LRRWMO).

Landscaping

Each of the nine (9) lots have existing trees that will be located between the proposed house pads and the public street. Additionally, based on the amount of trees being preserved across the Subject Property, no additional plantings would be required.

Streets and Access

The project proposes a single public road off of 175th Avenue to provide access to the nine (9) lots. Originally, the proposed road width was twenty-eight (28) feet. However, based on feedback from Staff, Planning Commission, and City Council, the plans were revised to provide a thirty-two (32) foot wide paved road section. The road terminates in a cul-de-sac with a length of approximately 1,600 feet, a paved diameter of 100 feet, and a right-of-way diameter of 130 feet (the dimensions of the cul-de-sac bulb itself comply with City Code). City Code limits cul-de-sac length to no more than 600 feet. Thus, as proposed, a variance for the length is required.

City Code notes that the intent with development is to connect new roads to existing street stubs or, in the instance where land is undeveloped, to provide street stubs to facilitate future development. There are no existing stub roads that connect to the Subject Property. Abutting the northwest corner of the Subject Property is Caroline Acres Park, which is accessed from 178th Lane (a cul-de-sac). However, this is a dedicated park and while there is a process to undo that dedication, it time consuming and complex. Furthermore, during the Sketch Plan review, multiple property owners from that neighborhood opposed not only making that road connection but also eliminating the park. In addition, the northern portion of the park area is mostly wetland and the park only has forty (40) feet of frontage along the cul-de-sac. Thus, making this road connection would require at least partial acquisition of one of the two adjacent residential properties (to accommodate a right of way width of sixty-six [66] feet) and result in additional wetland impacts.

It could be possible to provide a corridor (in the form of an outlot deeded to the City, a permanent road easement, or

dedicated right of way) to the east, between Lots 8 & 9 and/or over the southern portion of the Lot 7. While this may provide a potential opportunity for future development to the east, due to existing wetlands, it still seems unlikely that a connection to another public road could occur. This is not included in the currently proposal.

There is a forty (40) acre parcel west of the Subject Property that is presently landlocked. That property owner has requested a sixty (60) foot wide corridor be reserved and extended to this parcel to eliminate the landlocked status. The southwestern portion of the Subject Property has a lot of wetland area, making any sort of future road connection to the west very challenging. It appears that the forty (40) acre parcel is entirely wetland and would not be considered as buildable land. The Preliminary Plat does not include the requested corridor.

Public Safety staff (Police, Fire, and Public Works) have reviewed the request. With the road width increased to thirty-two (32) feet, Public Works has indicated support for the proposed layout. Fire Staff has stated that their preference would be for a connection to an existing public street or a reduced cul-de-sac length; however, they have noted that with the increased road width (to 32 feet), this would be functional and workable. Police Staff do not support the project as proposed due to a single point of access and the length of the cul-de-sac.

Variance Request

As noted, the project proposes a cul-de-sac length of approximately 1,600 feet, which requires a variance. A three (3) factor test to determine practical difficulties must be considered when contemplating a variance:

1. **Reasonableness** - The project does appear reasonable as it is proposing nine (9) total lots over ninety-four (94) acres of land. There is only limited access to an existing public road (about 160 feet), which eliminates the opportunity to create a second access point without impacting wetland, putting a road through a dedicated park, and at least a partial acquisition of one of the adjacent, existing residential parcels.
2. **Uniqueness** - There are unique conditions applicable to the Subject Property. There is limited existing road frontage to access the Subject Property. The project is attempting to minimize impacts to existing natural site conditions (wetlands, flood plain, tree cover). Adding additional roadway to create a 'loop' would increase impacts to wetlands and tree cover while still not creating a second access point. Connecting to 178th Lane is not feasible as outlined above in #1.
3. **Essential Character** - The proposed subdivision would not alter the essential character of the neighborhood. In fact, the project includes far fewer lots than would be allowed by City Code. The current configuration has the least impact to existing site conditions and includes lot sizes more compatible with surrounding properties.

Alternatives

Variance

Alternative 1: Motion to adopt Resolution #21-155 granting a variance to cul-de-sac length. While the length of the proposed cul-de-sac more than doubles what City Code allows, the project is only proposing nine (9) lots when, based on the acreage, more than thirty (30) would be possible. This layout minimizes impacts to wetlands and tree cover, avoids impacting an existing park, and eliminates the need to potentially acquire a portion of another existing, residential lot to make a connection to 178th Lane NW.

Alternative 2: Motion to deny the variance. It appears that this project does meet the 'practical difficulties' statutory standards. Based on existing conditions on the Subject Property and surrounding areas, it does appear that the proposal is reasonable, that there are unique conditions, and that it would not alter the essential character of the locality. If the Planning Commission does not support the variance, Findings of Fact should be developed to document the denial. Furthermore, this would require modifications to the preliminary plat, which would then need to be reconsidered by the Planning Commission.

Preliminary Plat

Alternative 1 (*Assuming the variance is approved*): Motion to recommend City Council adopt Resolution #21-156 granting approval of the Preliminary Plat for Williams Woods. Approval of Preliminary Plat grants entitlement to the project as long as the Final Plat substantially matches the Preliminary Plat. The with the exception of the cul-de-sac length, the proposed project complies with all bulk standards for the R-1 Residential (Rural Developing) District.

Alternative 2 (*Assuming the variance is approved*): Motion to recommend City Council adopt Resolution #21-156 granting approval of the Preliminary Plat for Williams Woods with the following modifications: Provide a 66 foot wide corridor to the 40-acre parcel to the west to ensure potential future access and/or provide a 66 foot wide corridor to the abutting property to the east, both with the requisite area for a cul-de-sac bulb. While Staff does not necessarily oppose this action, due to wetlands and existing residential homes, neither would likely result in a second access point to this neighborhood.

Alternative 3 (*Assuming the variance is denied*): Motion to recommend City Council deny the Preliminary Plat. If the variance is not approved, the Preliminary Plat, as proposed, could not be approved either. This would require modifying the Preliminary Plat with a compliant cul-de-sac, which would then required another Public Hearing and review by the Planning Commission. The proposed subdivision appears to address comments that the public have made (dating back to 2018 and as recently as April, 2021) regarding number of lots and minimizing impacts to natural resources.

Funding Source:

All costs associated with this request are the Applicant's responsibility.

Recommendation:

Based on discussion/Planning Commission Action on Variance. Previous Council Direction recommends approval of both the Variance and the Preliminary Plat.

Please note that Staff's Recommendation includes revising the proposed Street Name to match the Public Safety Grid for Anoka County.

Action:

Motion to adopt Resolution #21-155 granting a Variance to cul-de-sac length.

-and-

Motion to recommend City Council adopt Resolution #21-156 approving the Preliminary Plat for Williams Woods.

Attachments

Site Location Map

Civil Engineering Plan Set

Landscape Plan Set

Department Review Status as of May 28, 2021

Changemarks as of May 28, 2021

Planning Commission Meeting Minutes Dated December 3, 2020

City Council Meeting Minutes Dated January 12, 2021

Adopted Resolution #21-018 Supporting 9-Lot Subdivision

Planning Commission Meeting Minutes Dated April 8, 2021

Comment from Adjacent Property Owner Requesting 60 Reservation of 60 Foot Corridor

Comments from Police Chief Dated April 8, 2021

Resolution #21-155: Variance

Resolution #21-156: Preliminary Plat

Form Review

Inbox

Reviewed By

Date

Tim Gladhill
Chris Anderson (Originator)
Tim Gladhill
Form Started By: Chris Anderson
Final Approval Date: 05/28/2021

Tim Gladhill
Chris Anderson
Tim Gladhill

05/28/2021 08:42 AM
05/28/2021 09:05 AM
05/28/2021 09:08 AM
Started On: 05/21/2021 10:33 AM

Meeting Date: 06/22/2021

By: Chris Anderson, Community
Development

Information

Title:

Adopt Resolution #21-156 Granting Preliminary Plat Approval for Williams Woods (Project No. 20-138); Case of Bill Boyum

Purpose/Background:

The City has received an application from Bill Boyum (the "Applicant") for a Preliminary Plat and Variance for a nine (9) lot subdivision involving six (6) total parcels all affiliated with 7363 175th Avenue NW (the "Subject Property"). The Planning Commission previously reviewed concept plans for the Subject Property in December, 2020 (this included a 9-lot configuration and a 19-lot configuration), and a formal Sketch Plan in April, 2021. Furthermore, the City Council reviewed the concept plans in January, 2021 with general support for the nine (9) lot concept. On June 3, 2021, by a 4-2 vote, the Planning Commission granted a Variance for cul-de-sac length and recommended approval of the Preliminary Plat.

Notification:

The City attempted to notify Property Owners, as reflected in the Anoka County Property Records, within 700 feet of the Subject Property of the request. No additional notification was provided for tonight's meeting.

Observations/Alternatives:

General Background Information

The Subject Property is approximately ninety-four (94) acres in size. Aside from a roughly 160 foot stretch along 175th Ave, the Subject Property does not border any public roads. Thorn Lake and associated wetlands sit to the west, as does a public park (Caroline Acres Park) and a residential neighborhood with lot sizes ranging between about one (1) acre to two and a half (2.5) acres. North and east of the Subject Property are larger lot, residential properties (ranging from about 10 to 20 acres in size). The Preliminary Plat proposes a total of nine (9) lots, ranging in size from approximately 3.5 acres to just over 22 acres.

There have been multiple public meetings regarding proposed development of the Subject Property, as well as a public open house (dating back to 2018). Generally speaking, participants in those public meetings stated a desire for fewer lots of larger size rather than more lots. The current proposal appears to have taken those comments into consideration.

Zoning and Land Use

The Subject Property is zoned R-1 Residential (Rural Developing) as are all surrounding properties. This zoning designation requires lots to have a minimum lot size of 2.5 acres, a minimum lot width of 200 feet (100 feet if on a cul-de-sac bulb), and to be serviced with private utilities (septic system and well). The 2040 Comprehensive Plan guides the Subject Property and all surrounding parcels as Rural Developing, which a maximum density of one (1) unit per 2.5 acres. As proposed, the Preliminary Plat complies with both the bulk standards of the zoning district as well as the Comprehensive Plan.

Natural Resources Inventory and Tree Preservation

The City's Natural Resources Inventory (NRI) identifies multiple moderate quality natural areas within the Subject Property, including both Oak Forest and Dry Prairie. Due to the limited number of proposed lots, the project has the potential to minimize impacts to these natural areas. While there will be some disturbance, it appears that grading will be limited mostly to the public road and house pad locations. Due to the oaks present on the Subject Property,

any clearing activities will need to occur outside of April 15 to July 15 due to concerns with potential introduction of oak wilt to the area.

Due to the size of the Subject Property and the limited areas of site disturbance, the Applicant had proposed limiting the tree inventory to just those designated areas of potential impact. This approach seemed reasonable and was approved with the understanding that the project must still comply with the tree preservation standards in City Code (retaining at least thirty percent [30%] of the significant tree diameter at breast height [DBH] inches on site).

Based on the submitted Tree Inventory and Preservation Plan, approximately 64% of the existing significant tree Diameter at Breast Height (DBH) inches will be preserved. Again, this only includes the trees that were inventoried (only those that were in areas of proposed disturbance), there are many more trees on the Subject Property overall, meaning that an even greater percentage of tree inches are actually being preserved.

Wetlands and Floodplain

There are both wetlands and floodplain on the Subject Property. Approximately thirty (30) acres of the Subject Property contain either wetland and/or floodplain. The floodplain is designated as General Floodplain, meaning that there has not been detailed modeling done to determine Floodway and Flood Fringe boundaries. However, as long as there are no proposed buildings within the floodplain boundary, which there are not, additional modeling is not required. Staff is working with the MN DNR Floodplain staff to verify that the proposed driveways and public road are permissible (they do cross the floodplain boundary). The developer will likely need to provide documentation that neither would create a rise of more than 0.5 feet. Additionally, the developer will also need to provide documentation that no driveway, nor the public road, will be more than two (2) feet below the Regulatory Flood Protection Elevation.

A wetland delineation has been completed. The Preliminary Plat does include the required sixteen and a half foot (16.5') wetland setback; however, it appears that the drainage and utility easements need to be adjusted to encumber these areas. There will be some minimal impacts to wetlands on some lots (Lots 3-5), simply due to needing the driveways to access buildable locations on each of the lots, as well as the public road. Wetland mitigation will be necessary and will be reviewed and addressed by the Lower Rum River Watershed Management Organization (LRRWMO). The Applicant is assessing options to avoid and/or mitigate potential wetland impacts and encroachments into the required wetland setback areas with driveways on Lots 3-5 and Lot 8. This may relocating driveways, house pads, and/or seeking a variance to the setback requirement.

Landscaping

Each of the nine (9) lots have existing trees that will be located between the proposed house pads and the public street. Additionally, based on the amount of trees being preserved across the Subject Property, no additional plantings would be required.

Streets and Access

The project proposes a single public road off of 175th Avenue to provide access to the nine (9) lots. Originally, the proposed road width was twenty-eight (28) feet. However, based on feedback from Staff, Planning Commission, and City Council, the plans were revised to provide a thirty-two (32) foot wide paved road section. The road terminates in a cul-de-sac with a length of approximately 1,600 feet, a paved diameter of 100 feet, and a right-of-way diameter of 130 feet (the dimensions of the cul-de-sac bulb itself comply with City Code). City Code limits cul-de-sac length to no more than 600 feet. Thus, as proposed, a variance for the length is required.

City Code notes that the intent with development is to connect new roads to existing street stubs or, in the instance where land is undeveloped, to provide street stubs to facilitate future development. There are no existing stub roads that connect to the Subject Property. Abutting the northwest corner of the Subject Property is Caroline Acres Park, which is accessed from 178th Lane (a cul-de-sac). However, this is a dedicated park and while there is a process to undo that dedication, it is time consuming and complex. Furthermore, during the Sketch Plan review, multiple property owners from that neighborhood opposed not only making that road connection but also eliminating the park. In addition, the northern portion of the park area is mostly wetland and the park only has forty (40) feet of frontage along the cul-de-sac. Thus, making this road connection would require at least partial acquisition of one of the two adjacent residential properties (to accommodate a right of way width of sixty-six [66] feet) and result in

additional wetland impacts.

It could be possible to provide a corridor (in the form of an outlet deeded to the City, a permanent road easement, or dedicated right of way) to the east, between Lots 8 & 9 and/or over the southern portion of the Lot 7. While this may provide a potential opportunity for future development to the east, due to existing wetlands, it still seems unlikely that a connection to another public road could occur. This is not included in the currently proposal.

There is a forty (40) acre parcel west of the Subject Property that is presently landlocked. That property owner has requested a sixty (60) foot wide corridor be reserved and extended to this parcel to eliminate the landlocked status. The southwestern portion of the Subject Property has a lot of wetland area, making any sort of future road connection to the west very challenging. It appears that the forty (40) acre parcel is entirely wetland and would not be considered as buildable land. The Preliminary Plat does not include the requested corridor.

Public Safety staff (Police, Fire, and Public Works) have reviewed the request. With the road width increased to thirty-two (32) feet, Public Works has indicated support for the proposed layout. Fire Staff has stated that their preference would be for a connection to an existing public street or a reduced cul-de-sac length; however, they have noted that with the increased road width (to 32 feet), this would be functional and workable. Police Staff do not support the project as proposed due to a single point of access and the length of the cul-de-sac.

The Planning Commission held a Public Hearing on the Variance and Preliminary Plat at their June 3, 2021 meeting. Comments were received from an adjoining property owner about the size of the proposed abutting lot and about proximity of the proposed public road to his driveway on 173rd Ave.

Alternatives

Alternative 1: Motion to adopt Resolution #21-156 granting approval of the Preliminary Plat for Williams Woods. Approval of Preliminary Plat grants entitlement to the project as long as the Final Plat substantially matches the Preliminary Plat. With the exception of the cul-de-sac length, which has now been addressed with a Variance, the proposed project complies with all bulk standards for the R-1 Residential (Rural Developing) District.

Alternative 2: Motion to adopt Resolution #21-156 granting approval of the Preliminary Plat for Williams Woods with the following modifications: Provide a 66 foot wide corridor to the 40-acre parcel to the west to ensure potential future access and/or provide a 66 foot wide corridor to the abutting property to the east, both with the requisite area for a cul-de-sac bulb. While Staff does not necessarily oppose this action, due to wetlands and existing residential homes, neither would likely result in a second access point to this neighborhood.

Alternative 3: Motion to deny the Preliminary Plat. The proposed subdivision appears to address comments that the public have made (dating back to 2018 and as recently as April, 2021) regarding number of lots and minimizing impacts to natural resources. Furthermore, the Applicant has noted that the review comments by Staff can be addressed. Staff does not support this option.

Funding Source:

All costs associated with this request are the Applicant's responsibility.

Recommendation:

The Planning Commission has recommended approval of the Preliminary Plat.

Action:

Motion to adopt Resolution #21-156 approving the Preliminary Plat for Williams Woods.

Site Location Map

Civil Engineering Plan Set

Landscape Plan Set

Department Review Status as of May 28, 2021

Changemarks as of May 28, 2021

Planning Commission Meeting Minutes Dated December 3, 2020

City Council Meeting Minutes Dated January 12, 2021

Adopted Resolution #21-018 Supporting 9-Lot Subdivision

Planning Commission Meeting Minutes Dated April 8, 2021

Comment from Adjacent Property Owner Requesting 60 Reservation of 60 Foot Corridor

Comments from Police Chief Dated April 8, 2021

Draft Planning Commission Meeting Minutes Dated June 3, 2021

Resolution #21-156

Form Review

Inbox

Tim Gladhill

Bruce Westby

Form Started By: Chris Anderson

Final Approval Date: 06/17/2021

Reviewed By

Tim Gladhill

Bruce Westby

Date

06/17/2021 09:01 AM

06/17/2021 12:29 PM

Started On: 06/16/2021 10:26 AM

Meeting Date: 07/27/2021

Information

Title:

Continued Discussion on 2022 budget/levy

Purpose/Background:

At the July 13, 2021 budget worksession the council was presented with the 2022 General Fund budget and its effect on the tax levy. This was the first look at the budget which included all department requests. At this worksession it was requested that Council member Heineman's Ramsey Road Proposal (attached) be brought forward for discussion to the next budget worksession.

Staff would like to review this road proposal and review the 2022 personnel requests.

The full budget is not being presented at this time until further discussion is had regarding the 2022 personnel requests, Council member Heineman's proposal, etc.

Timeframe:

30 minutes

Funding Source:

Responsible Party(ies):

Finance Director

Outcome:

Review of Council member Heineman proposal and 2022 personnel requests and provide further direction to staff related to 2022 budget/levy for review at next budget worksession.

Attachments

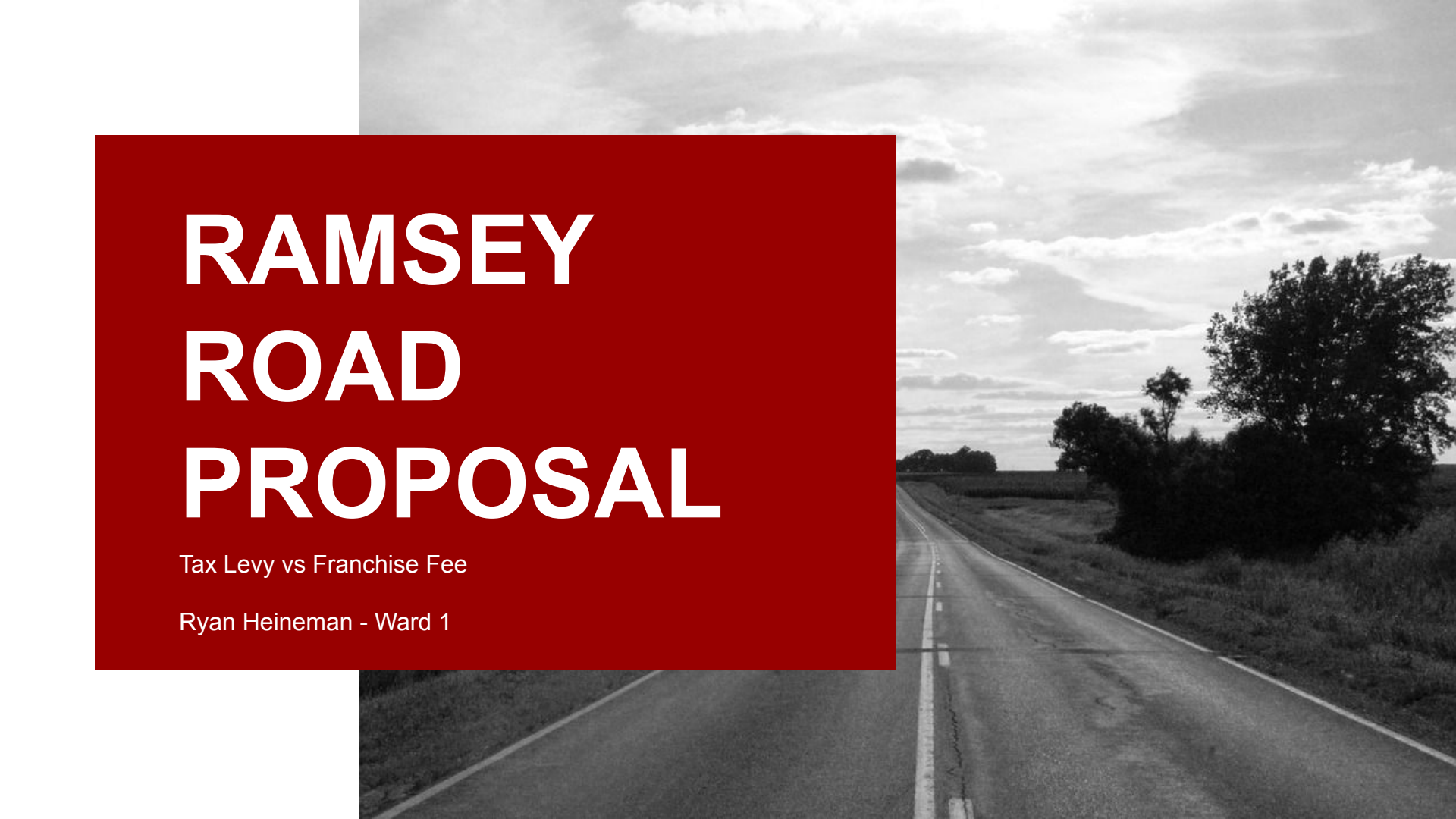
Council member Heineman Proposal

Tax Capacity Calculations

2022 Personnel Requests

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kathy Schmitz	07/22/2021 02:04 PM
Kurt Ulrich	Kathy Schmitz	07/23/2021 08:12 AM
Diana Lund (Originator)	Diana Lund	07/23/2021 08:15 AM
Diana Lund (Originator)	Diana Lund	07/23/2021 08:16 AM
Kurt Ulrich	Kathy Schmitz	07/23/2021 09:34 AM
Form Started By: Diana Lund		Started On: 07/20/2021 10:08 AM
Final Approval Date: 07/23/2021		



RAMSEY ROAD PROPOSAL

Tax Levy vs Franchise Fee

Ryan Heineman - Ward 1



Ramsey Road Info

1. Ramsey has 178 miles of city operated roadways
2. 8% of roads have been rated poor with 22% rated fair and 70% rated good.
3. Reconstruction of our roads are estimated at \$1 million per mile with 14 miles in immediate need of road repair
4. Pavement Preservation is the most cost effective method for maintaining our roads and lessening the tax burden of our residents
5. The City Council evaluated three types of funding in 2019-2020 to include a Special Assessment + Tax Levy model, a Franchise Fee model and a 100% Tax Levy model

01

Fair Solution

The Franchise Fee is a Regressive Tax.
The lowest earners pay more proportionately

02

Current Issues

The Franchise Fee hurts businesses, will sun set and may need to increase

03

Future Spending/Solution

Paying off bonds will take time and roads will continue to deteriorate

04

Current Tax Liability

The average resident pays more under the Franchise Fee

05

Future Proof Solution

Tax Levy Scales as the City Scales in size and value

Three Types of Taxes

Regressive Tax:

A regressive tax is a tax applied uniformly, taking a larger percentage of income from low-income earners than from high-income earners. It is in opposition to a progressive tax, which takes a larger percentage from high-income earners.

Progressive Tax:

A progressive tax is based on the taxpayer's ability to pay. It imposes a lower tax rate on low-income earners than on those with a higher income.

Proportional Tax:

A proportional is a tax strategy in which the taxing authority charges the same rate of tax from each taxpayer, regardless of how much money the taxpayer makes. This means that lower-income, middle-income, or upper-income people pay the same tax percentage. Since the tax is charged at a flat rate for everyone, a proportional tax is often referred to as a flat tax.

**THE FRANCHISE FEE IS A
REGRESSIVE TAX, THIS
TAXES THE LOWEST
EARNERS IN RAMSEY
MORE OF THEIR
PROPORTIONATE INCOME
THAN HIGHER EARNERS.**

https://study.com/academy/lesson/proportional-tax-definition-examples.html?src=ppc_adwords_nonbrand&rentxt=aws&cr=519972749261&kwd=&kwid=dsa-1253079156202&aqid=125582019081&mt=b&device=c&network=s&campaign=SeoPPC&gclid=FA1aIQobChMlw7ym8svP8QIV4GxvBB3-VQfXFAAYAiAAEgluofD_BwE

BUSINESSES LOSE

- Businesses can not write off their Franchise Fee, they can write off their property taxes
- The hidden fee fluctuates by energy consumption and creates unpredictable charges

NONPROFITS LOSE

- Nonprofits lose tax exempt status and provided by current tax laws
- The City Circumvents individuals State approved tax exemptions i.e. members of the elderly population, people on state aid, veterans with service related exemptions

LACK OF TRANSPARENCY

- New residents don't see the tax until they buy
- Many "out of the know" residents did not know or may still not know of the fee
- Many business owners were unaware
- Fee collect on utilities

SUNSETS WITHOUT A PLAN

- After five years the plan sunsets without an alternative
- Council can increase the FF at anytime
- Claims that it can not be utilized else wear are false, it can be, the council only agrees to limit its use

Totals by Funding Type

Fund/Need	2022	2023	2024	2025	2026	2027	2028	2029	2030	Total
Need	\$1,947,029.00	\$1,996,029.00	\$1,987,029.00	\$1,795,129.00	\$2,109,869.00	\$1,942,464.00	\$2,279,533.00	\$1,981,813.00	\$1,773,400.00	\$17,812,295.00
FF	\$1,900,000.00	\$1,900,000.00	\$1,900,000.00	\$1,900,000.00	\$1,900,000.00	\$1,900,000.00	\$1,900,000.00	\$1,900,000.00	\$1,900,000.00	\$17,100,000.00
Tax Levy	\$1,749,801.00	\$1,837,291.05	\$1,929,155.55	\$2,025,613.20	\$2,126,893.80	\$2,233,238.40	\$2,344,900.20	\$2,462,144.25	\$2,585,251.35	\$19,294,288.80

Above

The City of Ramsey Pavement Management Fund-9435 outlines the future project cost for the Pavement Management Improvements plus rebates. These projects are listed from 2021-2030. Outlined above are the listed total of those projects and rebates for the years 2022-2030.

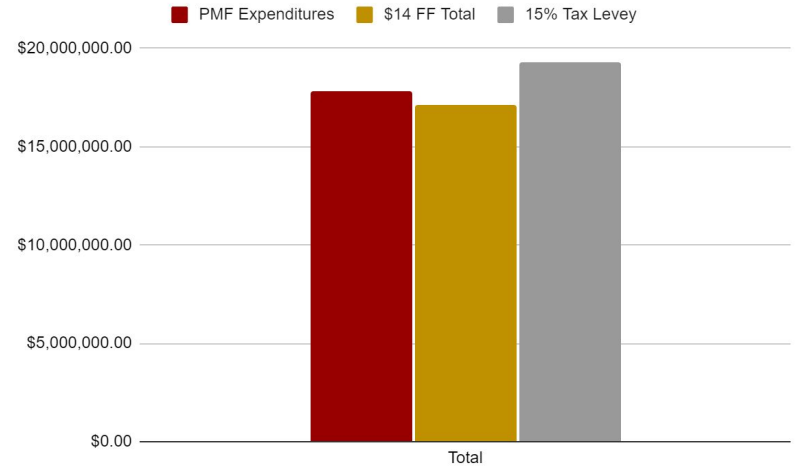
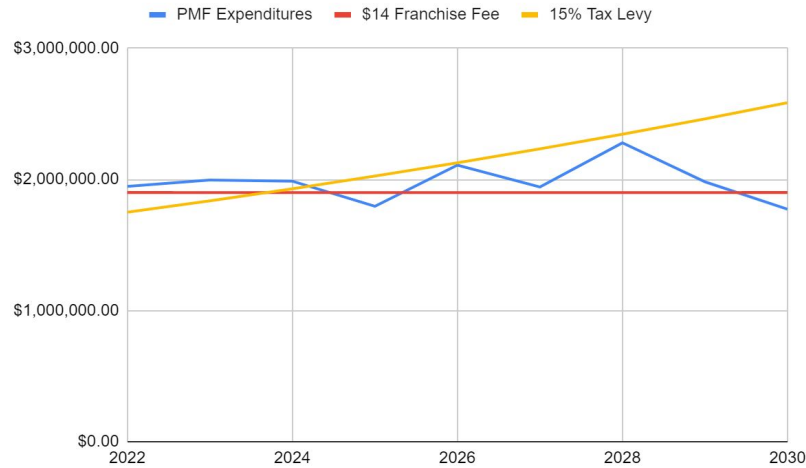
You will also see listed the total revenues gained via the Franchise Fee and the Tax Levy which will be illustrated below.

Below

The City of Ramsey has on average increase the General Tax Levy by 7.5% from 2014 to 2021. If the city sticks to a 5% average increase from 2022-2030 we will still generate enough excess revenue with the addition of the 15% increase to pay for the CIP projects with a surplus.

In addition, although 2022 and 2023 will run short of the \$1.9 Million the difference will be covered by the fund balance resulting in a stronger 2030 fund balance total than the Franchise Fee.

	7.5% Average Increase								5% Average Increase								
Year	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Tax Capacity	\$7,272,007.00	\$7,961,871.00	\$8,261,529.00	\$8,685,635.00	\$9,361,993.00	\$9,902,044.00	\$10,625,932.00	\$11,109,848.00	\$11,665,340.00	\$12,248,607.00	\$12,861,037.00	\$13,504,088.00	\$14,179,292.00	\$14,888,256.00	\$15,632,668.00	\$16,414,295.00	\$17,235,009.00
If 15% increase	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%
Total Generated	\$1,090,801.05	\$1,194,280.65	\$1,239,229.35	\$1,302,845.25	\$1,404,298.95	\$1,485,306.60	\$1,593,889.80	\$1,666,477.20	1749801	1837291.05	1929155.55	2025613.2	2126893.8	2233238.4	2344900.2	2462144.25	2585251.35
									2022	2023	2024	2025	2026	2027	2028	2029	2030
									\$1,947,029.00	\$1,996,029.00	\$1,987,029.00	\$1,795,129.00	\$2,109,869.00	\$1,942,464.00	\$2,279,533.00	\$1,981,813.00	\$1,773,400.00



Totals by Funding Type

Fund Balance Usage FF

Fund Balance Tax Levy

Total Needed for projects 2022-2030:
\$17,812,995

Total Generate by Franchise Fee 2022-2030:
\$17,100,000

Deficit Cause by Franchise Fee: (not including fund balance)
\$712,995

Total Generated by 15% Tax Levy:
19,294,288.80

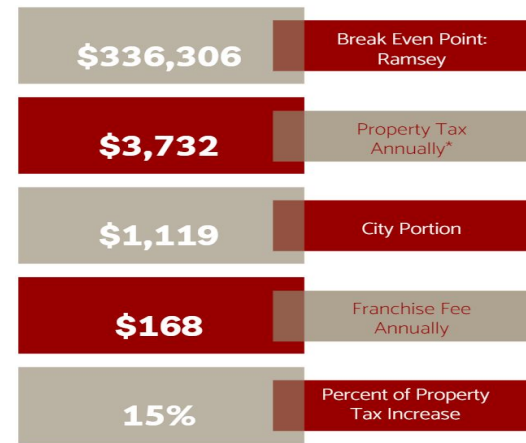
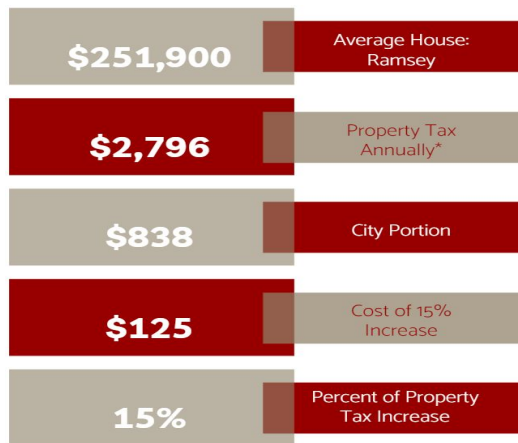
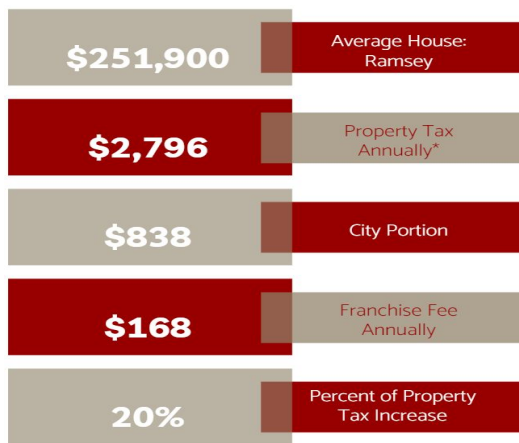
Surplus Generated by Tax Levy: (not including fund balance)
\$1,481,993.80

2022-2029 we will run deficits with the exception of 2025. 2030 will also produce a surplus however the multiple years of fund balance deficits will reduce the surplus of \$425,805 available going into 2022 to -\$276,469 in 2030.

Going into 2022 we will have a projected fund balance of \$425,805. 2022 we will have a deficit of \$197,228. In 2023 we will have a deficit of \$173,738. The total of \$370,966 both year will be covered by the fund balance of \$425,805. After 2024 the fund balance will grow every year, never going below zero.

LESS EXPENSIVE FOR MORE PEOPLE

A 15% increase to the tax levy would pay for roads and be cheaper than a \$14 Franchise Fee for 7,465 out of 9,169 properties listed via the city provided Billing Conversion Code. That equates to a savings for approximately 81% of Ramsey residents. The regressive nature of the Franchise fee is especially apparent for residents with an average home value and even more so for those with home values lower than average.



Average Ramsey Property Pays 20% Under FF

Average Ramsey Property Pay 15% Under TL

Break Even Point is \$336,306 Home Value

Key Objectives



Pay Off Bonding Debt

Spend our excess revenue on paying off debt from bonding



5% Cap on Yearly Increase

Normalize General Levy increases creating a predictable environment for residents and business owners



Proportional Tax System

Get rid of the regressive tax system for a proportional tax system that follows the intent of the tax code



Leverage our own Capital

Borrow from ourselves for future projects instead of bonding for projects



Lower the 15% as Needed

Lower the 15% increase as projects are completed and the city catches up



Encumbered Tax Levy

Protect the 15% Tax Levy increase so all excess revenue stays in the fund and is used to increase project capacity

2022 Requested + Add \$1.9M For Roads

*Estimate Only: County #'s not available

6% Increase & TIF 8 add back (\$300,000) = 7% increase

	Certified		*Fiscal Disp	Local Levy	*Taxable Value	Estimated Tax Capacity
General	14,495,821 *		1,851,460	12,644,361	30,220,972	41.840%
EDA	75,360 **		11,078	64,282	30,220,972	0.213%
Bonds	1,860,101 ***		273,435	1,586,666	30,220,972	5.250%
Total Levy	16,431,282		2,135,973	14,295,309		47.303%

* Levy increase of 26.30% over 2021 adopted - \$3,421,474 Increase

**EDA Levy constant with 2021 adopted

***Muni Debt reduced by \$300,000 to debt service fund balance - 2022 Only (would add approx .85% to tax cap rate)

2022 Requested

*Estimate Only: County #'s not available

6% Increase & TIF 8 add back (\$300,000) = 7% increase

	Certified		*Fiscal Disp	Local Levy	Taxable Value	Estimated Tax Capacity
General	12,595,821 *		1,851,460	10,744,361	30,220,972	35.553%
EDA	75,360 **		11,078	64,282	30,220,972	0.213%
Bonds	1,860,101 ***		273,435	1,586,666	30,220,972	5.250%
Total Levy	14,531,282		2,135,972	12,395,310		41.016%

* Levy increase of 11.69% over 2021 adopted - \$1,521,474 Increase

**EDA Levy constant with 2021 adopted

***Muni Debt reduced by \$300,000 to debt service fund balance - 2022 Only (would add approx .85% to tax cap rate)

2021 Adopted

5.31%

	Certified		Fiscal Disp	Local Levy	County #'s Taxable Value	Estimated Tax Capacity
General	11,154,848 *		1,655,238	9,499,610	28,227,332	33.654%
EDA	75,360 **		11,182	64,178	28,227,332	0.228%
Bonds	1,779,600 ***		264,070	1,515,530	28,227,332	5.369%
Total Levy	13,009,808		1,930,490	11,079,318		39.251%

* Levy increase of 4.53% over 2020 adopted

**EDA Levy reduced by \$13,000 per EDA 8/13/20

***Muni Debt reduced by \$362,300 to debt service fund balance, \$2M internal loan for PW Campus, & Fund Balance from CARES Fund Balance

***Fire Station Debt Reduced by \$93,000 from closed debt service fund in 2019

2020 Final adoption 50% of Road Debt Funded via PIR Fund amended with TIF 14 Correction

7.86% Increase

	Certified	<u>Fiscal Disp</u>	<u>Local Levy</u>	<u>County #'s Taxable Value</u>	Estimated Tax Capacity
General	10,670,932	1,618,371	9,052,561	26,803,568	33.774%
EDA	91,413	13,865	77,548	26,803,568	0.289%
Bonds	<u>1,746,887</u>	<u>264,936</u>	<u>1,481,951</u>	26,803,568	<u>5.529%</u>
Total Levy	12,509,232	<u>1,897,172</u>	<u>10,612,060</u>		39.592%
PIR Funded	241,263				

2022 PERSONNEL REQUESTS		RECLASS	RECLASS	RECLASS	RECLASS	INCREASE IN HOURS	INCREASE IN HOURS	INCREASE IN HOURS
2022 Cost Center	Budget	Community Development 191	Engineering 301	Pubic Works 311	Pubic Works 311	Building Maintenance 194	Police 211	Building 240
		Senior Planner to Planning Manager	Engineering Tech IV to Sr. Engineering Tech	Street Lead Person to Streets Department Supervisor	Maintenance Worker to Street Lead Person	Building Maintenance Worker	Police Tech	Permit Tech
6102	Full-Time Regular	4,847	738	3,205	3,177	16,810	19,878	5,620
6104	Part-Time Regular	-	-	-	-	-	-	-
6121	Pera	364	55	240	238	1,261	1,491	422
6122	FICA/Medicare	372	57	245	243	1,286	1,522	429
6131	Group Insurance	-	-	-	-	12,502	4,854	-
6151	Workers Comp	41	5	350	347	1,370	171	48
6105	Current Rec & Summer Interns)							
	Total Funding Required	5,624	855	4,040	4,005	33,229	27,916	6,519
	Additional Expense: Uniform & phone							
	Add'l Net Funding Required	5,624	855	4,040	4,005	33,229	27,916	6,519
	Offset Funding: Admin Intern:							
	Net Funding Required	5,624	855	4,040	4,005	33,229	27,916	6,519
STATUS OF REQUEST		Position Reclass	Position Reclass	Position Reclass	Position Reclass	INCREASE IN HOURS	INCREASE IN HOURS	INCREASE IN HOURS
		(Step 5)	(Step 6)	(Step 2)	(Step 2)	(step 2/3)	(Step 2)	(Step 6)
		2080 hours	2080 hours (Implement 7-1-22)	2080 hours	2080 hours	2080 Hours (25 hours to 40 hours week)	2080 Hours (25 hours to 40 hours week)	2080 Hours (32.5 to 36 hours week)
		\$48.684/hr	\$41.894/hr	\$36.426/hr	\$30.699/hr	\$21.284/\$22.298	\$25.485/hr	\$30.88/hr
	Full-Time Equivalent	1	1	1	1	1	1	1
	PERSONNEL JUSTIFICATION for Reclassifications, New Positions, Additional Hours	Aside from Pay Equity, a change in title would provide better organizational equity in terms of title. A Senior Planner title is often associated more with leadership/management responsibilities. When compared to similar roles, it is uncommon for a Senior Planner to be supervising this many staff and different activities (development review, zoning administration and code enforcement). The Senior Planner's current role is more closely related to a Planning Manager classification.	Current Engineering Tech IV has directed the day-to-day work activities of the Engineering Tech II and the Engineering Interns for approximately the past two years. Engineering Tech IV is interested in being reclassified to Sr. Engineering Technician to allow him to directly supervise the Engineering Tech II and the Engineering Interns, but was informed this reclass could not be processed until successfully completed the Lead Academy Supervisory training course, which consists of 12 classes. The Engineering Tech IV successfully completed 6 classes before the training was paused due to the pandemic. After the Engr Tech IV completes the remaining 6 classes he will be eligible to be reclassified to Senior Engineering Technician.	The current street lead person has been handling most of the day-to-day duties of the Streets Supervisor for approximately 1-1/2 years. This includes snow removal operations, equipment training for PW employees, is involved in the hiring process for new employees for the department, as well as giving input on performance reviews and employee disciplinary action when needed.	With the potential of current street lead person being reclassified to Street Supervisor from Street Lead, the Street Lead position will need to be backfilled. This position helps the street supervisor organize the daily work load and works alongside the crews to make sure the work is performed as assigned. The Street Lead is also expected to cover for the Street Supervisor in his absence.	Building Maintenance worker is currently working 25 hours as a part-time building maintenance worker. The request is to make him a full-time employee instead of hiring an additional part-time building maintenance worker as requested in 2021. With the addition of the new Public Works Campus and the proposed water treatment plant the workload will be increased significantly for the department. Staff is currently gathering proposals from private vendors to compare costs to see which direction would be more economical, contracting out or performing maintenance in house.	This position is the primary contact for customer service requests of the the police department office. The Police Records Technician processes and provides police reports to other criminal justice partners, insurance companies, and the public while complying with the MGDPA and other regulatory restrictions. The position compiles police statistical information/analysis and the duplication/dissemination of police squad videos. The Police Department currently has 2 ft and 2 pt employees in this area and 1 ft manager of office operations. 2022 request is to add 15 hours per week to make one of the part-time employees to a ft employee to provide additional coverage, ensuring continuity of operations and service.	Increase hours of Permit Technician from 32.5 hours to 36 hours due to ever-increasing demand in building permit issuance.

2022 PERSONNEL REQUESTS		INCREASE IN HOURS	NEW POSITION	NEW POSITION	NEW	
2022	Cost Center	Park & Rec 452	Administration 130 Part-time	Data Processing 192 Full-Time	Parks 452 Full-Time	
Budget		Recreation Specialist	Receptionist/Secretary	Systems & Security Administrator	Parks Maintenance Worker	
						TOTALS
6102	Full-Time Regular	6,709	-	70,339	50,484	181,807
6104	Part-Time Regular		17,460	-	-	17,460
6121	Pera	503	1,309	5,275	3,786	14,944
6122	FICA/Medicare	513	1,336	5,381	3,862	15,246
6131	Group Insurance	-	-	12,502	12,502	42,360
6151	Workers Comp	58	150	605	3,398	6,543
6105	Current Rec & Summer Interns)					-
	Total Funding Required	7,783	20,255	94,102	74,032	278,360
	Additional Expense:					-
	Uniform & phone					-
	Add'l Net Funding Required	7,783	20,255	94,102	74,032	278,360
	Offset Funding:					
	Admin Intern:		(16,891)			(16,891)
	Net Funding Required	7,783	3,364	94,102	74,032	261,469
STATUS OF REQUEST		INCREASE IN HOURS	NEW	NEW	NEW	
		(Step 1/2)	(Step 1)	(Step 1)	(Step 1)	
		1316 Hours	1040 Hours	2080 Hours	2080 Hours	
		(20 to 29 hours week)				
		(Implement 6-1-22)	Start 4-1-22			
		\$23.149/\$24.307	\$22.27 /hr	\$33.817 /hr	\$24.271/hr	
	Full-Time Equivalent	0.725	0.5	1	1	
	PERSONNEL JUSTIFICATION for Reclassifications, New Positions, Additional Hours	The availability of parks and trails, as well as recreation opportunities and programming continues to be valued, and a priority for residents, as reported in the Citizens Survey. Prior to the departure of the previous Rec Specialist managing the existing level of programming was difficult at 20 hours per week. An increase to 29 hours per week better aligns with the workload, ability to respond to the public in a timely manner, and will better serve an ever-increasing number of residents that appreciate the programs offered. Staff anticipates the need and request for this position to increase to 40 hours per week on or near June 1, 2023.	The front desk is currently staffed by one full-time employee. Prior to 2011, two employees covered the desk. When the front desk employee is away, there can be gaps in customer service. It is inefficient for other Administrative Services staff (upstairs) to cover the downstairs desk (for lunches, vacations, etc.). Eliminating the Intern removes one annual recruitment and onboarding process. Adding year round afternoon support at the front desk will increase 2 nd floor staff efficiency (5 hours per week for lunches alone) and will eliminate all or nearly all afternoon gaps in customer service to better serve our residents.	Technology continues to be added, and related demands continue to increase in supporting more critical systems and hardware. In order to provide proactive support, replacement, planning and training, will need to add another IT staff member. This person would start developing staff knowledge surrounding security areas where more could be done (LASO training, PCI compliance, network penetration testing, antivirus forensics). The position would become the first line of contact for networking changes. Right now, this is primarily handled by LOGIS.	In both the citizen survey and the council strategic planning session, park maintenance was a topic of concern, especially existing parks and trails. This position would be used to increase maintenance in those areas to help lessen those issues. This position would also become part of PW on-call team and snow removal activities.	

Meeting Date: 07/27/2021

Information

Title:

Discuss Mississippi River Cities and Towns Initiative Membership

Purpose/Background:

The purpose of this case is to reconsider membership with the Mississippi River Cities and Towns Initiative (MRCTI).

Membership with MRCTI was previously discussed and it was determined that it would not be funded after 2018/2019. That was the last date for membership. The annual cost is \$3000 for a membership that would cover 2021 to 2022 (summer to summer). Per the attached letter, the MRCTI, states "your city can receive an entire suite of project investment services including consulting, exposure to global capitol, and partnerships with international organizations that elevate your town's priorities and meet your needs. Assistance with earmarks, planning, connection to new opportunities, and links into both public and private sector developments otherwise out of reach are part of what is offered to dues-paying member cities."

Timeframe:

Up to 10 minutes.

Funding Source:

Based on discussion.

Responsible Party(ies):

Kurt Ulrich, City Administrator

Outcome:

Based on discussion.

Attachments

Letter

Pending Invoice

Form Review

Inbox

Kurt Ulrich

Form Started By: Colleen Lasher

Final Approval Date: 07/22/2021

Reviewed By

Colleen Lasher

Date

07/22/2021 02:20 PM

Started On: 07/20/2021 10:17 AM

Co-Chair
The Honorable Sharon Weston
Broome
Baton Rouge, LA

Co-Chair
The Honorable Bob Gallagher
Bettendorf, IA

Executive Committee
The Honorable Melvin Carter
St. Paul, MN

The Honorable David Hemmer
Prairie de Chien, WI,

Treasurer
The Honorable Mike Bawden
Riverdale, IA

The Honorable Phil Stang
Kimmswick, MO

The Honorable Robert Eastern
East St. Louis, IL

Secretary
The Honorable Kevin Smith
Helena-West Helena, AR

The Honorable Jim Strickland
Memphis, TN

The Honorable George Flagg
Vicksburg, MS

The Honorable Belinda Constant
Gretna, LA

Mississippi River Cities & Towns Initiative

An Association of United States Mayors

Our River Like Our Democracy Shall Flow Unhindered 2021



June 1, 2021

The Honorable Mark Kuzma
City Hall, Office of the Mayor
7550 Sunwood Drive, NW
Ramsey, MN 55303

Dear Mayor Kuzma,

Our Post-Pandemic Recovery is Fragile and Depends on Mayors

The post-pandemic period of recovery and regained growth we are entering has been initiated by both a smooth roll-out of the vaccine and the American Rescue Plan; but real success is dependent on how well we as Mayors kept our region intact during this unprecedented time and how well we work together to apply new but very temporary resources on the ground.

Revenue Replacement is Only the Beginning

MRCTI worked closely with Congressional leadership and other local government groups throughout the pandemic to ensure revenue replacement was included in the American Rescue Plan, that both medium and large cities received direct payments, and the smaller cities were guaranteed a share. Shoring-up our budgets, however, is only the first step in our recovery, now we must turn to our infrastructure or we risk all we've gained.

Mayors of the Mississippi River can Move an Infrastructure Package More Than Most

Because our Corridor is so crucial to the national economy, the built and natural infrastructure of our cities is paramount. Our roads, our bridges, our parks, our utilities, and our services all comprise the physical platform our economy operates on. As individual cities, our reach is limited, but as an association, we can be the urgency our leaders need to see to act.

MRCTI Empowers our Cities Collectively and Individually

MRCTI is one of those very rare organizations that has a split mandate to lift our municipalities collectively as well as help each of us realize our own priorities for our towns; but we need to bring some investment back to the whole to make that mandate function.

With MRCTI, your city can receive an entire suite of project investment services including consulting, exposure to global capital, and partnerships with international organizations that elevate your town's priorities and meet your needs. Assistance with earmarks, planning, connection to new opportunities, and links into both public and private sector developments otherwise out of reach are part of what is offered to dues-paying member cities.

We hope you can join your voice to ours and together we can prevail and prosper by making this new recovery long-lasting and systemic. Unified and cooperative we can build-back-better.

Sharon Weston Broome
Mayor of Baton Rouge, LA
MRCTI Co-Chair

Bob Gallagher
Mayor of Bettendorf, IA
MRCTI Co-Chair

Meeting Date: 07/27/2021

Information

Title:

Discuss Interview Date and Process for Civil Legal Services

Purpose/Background:

As Council is aware, staff published a notice for Requests for Proposals for Legal Services. The deadline for submittal was July 9, 2021. Proposals were received from five different firms, including Eckberg Lammers Attorneys at Law, Hoff Barry Attorneys, Holstad & Knaak, PLC, Kennedy & Graven Chartered, and Ratwik, Roszak, & Maloney, P.A.

An evaluation committee consisting of staff members will review the five proposals. That review process is expected to be completed by August 6, 2021 Unless otherwise directed by the Council, the committee will recommend firms to be interviewed by Council and such interviews will be scheduled so as to be completed by August 17, 2021. Council will be asked to approve the contract for civil legal services on their September 14, 2021 agenda.

Staff is asking for Council to select a date for interviews and to discuss the process for interviewing the firms. At this time, staff recommends holding interviews on Tuesday, August 10, 2021. Staff is also asking for direction regarding the interview process and panel. For example, when this process was done in 2013, fifteen firms submitted proposals and seven firms were interviewed. The interview panel consisted of the full City Council.

Timeframe:

Up to 10 minutes.

Funding Source:

Not applicable at this time.

Responsible Party(ies):

Kurt Ulrich, City Administrator

Outcome:

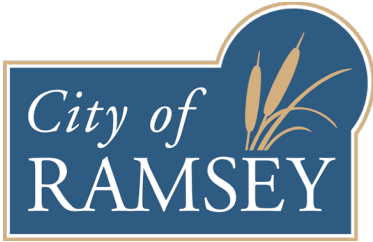
Based on discussion.

Attachments

RFP (Clean)

Form Review

Inbox	Reviewed By	Date
Diana Lund	Diana Lund	07/21/2021 04:03 PM
Kurt Ulrich	Colleen Lasher	07/22/2021 11:36 AM
Form Started By: Colleen Lasher		Started On: 06/28/2021 03:47 PM
Final Approval Date: 07/22/2021		



7550 Sunwood Drive NW • Ramsey, MN 55303

City Hall: 763.427.1410 • Fax: 763.427.5543

www.cityoframsey.com

May 26, 2021

Subject: City of Ramsey Legal Services Request for Proposals

Dear Recipient:

The Ramsey City Council is seeking proposals for civil Legal Services. Enclosed is a Request for Proposal (RFP) packet.

I encourage you to submit a proposal per the enclosed guidelines should you be interested in serving the City of Ramsey in the areas of general civil and legal services. If you have any questions regarding the RFP process or the RFP itself, please contact City Administrator Kurtis Ulrich, 763-433-9845 or kulrich@cityoframsey.com.

Thank you in advance for your consideration of the City's Legal Services RFP.

Sincerely,

Colleen Lasher, CMC
Administration Services Director

CITY OF RAMSEY
REQUEST FOR QUALIFICATIONS AND PROPOSALS
FOR LEGAL SERVICES
MAY 2021

7550 SUNWOOD DRIVE NW
RAMSEY, MN 55303

SCHEDULE

REQUEST FOR QUALIFICATIONS AND PROPOSALS

LEGAL SERVICES

Distribute/Advertise RFP's	May 26, 2021
RFP Submittals	Due: July 9, 2021
Staff Committee Evaluation	Completed by: August 6, 2021
City Council Interviews	Completed by: August 17, 2021
City Council Approval	By September 14, 2021

CITY OF RAMSEY
REQUEST FOR QUALIFICATIONS AND PROPOSALS
FOR LEGAL SERVICES
MAY 2021

Introduction

The City of Ramsey is inviting interested law firms with experience representing cities that have a similar complexity in municipal civil matters to submit written proposals to provide City Attorney services. Municipal experience is defined as representing and/or advising cities on issues that are regularly encountered in the course of municipal activities. ***Proposals are requested for Civil Legal Services.*** The City Attorney will be selected by the City Council and will also work closely with the Council, City Administrator and other City Staff.

Background

The City of Ramsey is a Charter City, located in Anoka County, with an estimated present population of 27,000. Ramsey operates under the Council/Administrator form of government and is governed by a City Council comprised of a Mayor and six Council members. The Mayor and two members of Council are elected at-large. Four members of Council are elected to represent Wards. All members are elected to four year terms.

Ramsey provides an extensive array of services including public works, police, fire, parks, planning and zoning, economic development, finance and internal management support functions. The City has 85 full-time employees and 12 part-time employees, and 38 paid-on-call firefighters. The City belongs to a property, liability, and workers' comprehensive insurance pool comprised of numerous cities, which is operated by the League of Minnesota Cities Insurance Trust. The City's Economic Development Authority is appointed by the City Council and operates as an advisory board to the City Council.

This contract for Legal Services is scheduled to start on or about October 1, 2021.

General Instructions

- A. Responses must provide complete information as described in this request. Nine (9) copies shall be submitted by 4:30 p.m. on Friday, July 9, 2021. The proposals shall be marked: City of Ramsey, Legal Services RFP and sent to: City of Ramsey
Attn: Colleen Lasher, Administrative Services Director
7550 Sunwood Drive NW
Ramsey, MN 55303
- B. To ensure fairness and uniformity, firms submitting responses are requested to not contact City Staff or the City Council: Questions about this RFP may be made to **Kurt Ulrich, City Administrator** at kulrich@cityoframsey.com or 763-433-9845, prior to submission deadline.
- C. The City will not reimburse any expenses incurred by the firm submitting responses including, but not limited to, expenses associated with the preparation and submission of the response and attendance at interview(s).

- D. The City reserves the right to reject any and all proposals, to request additional information from any or all Proposers, and to suggest modifications to the terms and conditions or a retainer agreement from that offered by a Proposer.

BASIC SERVICES REQUESTED

Basic services, for the purpose of this proposal, shall include those legal services generally understood within the field of municipal law to fall within the category of “general counsel” work, and shall include, but not necessarily be limited to, the following:

- Routine legal advice, telephone and personal consultations with the City Council, City department heads or authorized representatives.
- Assistance in the preparation and review of ordinances, resolutions, agreements, contracts, forms, notices, certificates, deeds and other documents required by the City.
- Attendance at regular City Council meetings and special meetings as requested. Regular meetings are held on the second and fourth Tuesday of each month at 7:00 p.m. Include alternate per meeting charge if attendance at regular meetings is not required.
- Attendance at other board, commission and committee meetings, upon request.
- Three (3) business day response time on council and staff inquiries; five (5) business day turnaround on standard document review (contracts, council cases, legal documents).
- Office hours of 1:00 to 4:00 on the first and third Wednesdays of the month and attendance at staff meetings during those hours for Civil Attorney.
- Meetings with City staff, upon request.
- Legal advice and opinions concerning legal matters that affect the City.
- Legal advice and opinions regarding the Minnesota Government Data Practices Act.
- Legal advice and opinions regarding Minnesota election law and matters.
- Legal work pertaining to initial proceedings and defense of the City in certain litigation.
- Legal work pertaining to the water, wastewater, streets, parks, and planning & zoning departments.
- Guidance on City personnel matters and policies, including employee disciplinary and grievance issues, Veterans preference, FLSA, etc.
- Legal work pertaining to property acquisitions, property disposals, public improvements, easement dedications, right-of-way vacations, annexations, platting, land development, TIF financing & reporting and tax abatement issues.
- Legal work pertaining to the Economic Development Authority
- Legal work pertaining to the City Charter Commission
- Enforcement of City codes, zoning regulations, and building standards through administrative and judicial actions.
- Monitoring of pending and current state and federal legislation and court decisions, as appropriate.
- Notification of League of Minnesota Cities in legal matters where the League may or will defend the City.

- Coordination of outside legal counsel, as needed and as directed by the City Council.

REQUIRED PROPOSAL ELEMENTS

The proposal must provide specific and succinct answers to all questions and requests for information. Direct, precise and complete responses will serve as an advantage to the applicant. **Proposals are requested for Civil Legal Services.**

BACKGROUND

Describe the nature of your practice or your law firm's practice and your qualifications for providing City Attorney services. Include a professional chronology for the individual who will be designated to serve as City Attorney, as well as for others whom you anticipate being involved with providing legal services to the City.

Provide the overall capabilities, qualifications, training and areas of expertise for each of the principals, partners, and associates of the law firm, including the length of employment for each person and his/her area of specialization.

Provide the following for each person whom you propose to designate as City Attorney and for each person you propose to designate as a deputy or back-up:

- Legal training and number of years of practice, including date of admission to the Minnesota Bar Association, number of years of municipal or other local public section law practice as a full-time local government attorney and/or in a private law office specializing in local government.
- Professional affiliations.
- Knowledge of, and experience with, Minnesota Municipal Law or other public sector experience, and redevelopment law.
- Litigation experience and demonstration of good court track record. Cite examples.
- Knowledge and practice of law relating to land use and planning, environmental law, risk management, redevelopment, general plans, real estate and other related law.
- Experience in the area of contracts and franchises.
- Experience in the area of personnel, disability law rights and obligations, workers' compensation, employee relations and negotiations and employee discrimination claims.
- Experience in the preparation and review of ordinances and resolutions.
- Types of clientele represented and years representing each.
- Office location and accessibility to the City.

If the firm/individual, or any of the attorneys employed by the firm, have ever been sued by cities or other clients for malpractice, been the subject of complaints filed with the State Bar, or had discipline imposed by the State Bar, please provide information about the

nature of the incident, the dates of when the matter began and was concluded, and the results of the situation.

CITY/CITY ATTORNEY RELATIONSHIP

Describe how you would structure the working relationship between the City Attorney and the City Council and Staff.

Describe how you would meet the response time described in the RFP for Council/Staff inquiries and document review.

Describe the systems or mechanisms that would be established for monthly reporting on the status of projects, requests and litigation.

Describe the computer resources currently utilized in your office. The City will require compatibility with Microsoft Word for Windows, as well as the maintenance of Internet service, such that email and files that can be transmitted between City staff and City Attorney. City Attorney will be required to access and utilize the City's LaserFiche document system for research of city archive documents.

CLIENTS/CONFLICT OF INTEREST

List all public clients for whom you or your firm currently provide services under a fee for services basis or on a retainer basis. Identify any foreseeable or potential conflicts of interest that could result from such representation and the manner in which you would propose to resolve such conflicts. Identify the process you or your firm utilizes to identify and resolve conflict of interest.

For the person to be designated as City Attorney, list all public clients that person presently represents as city attorney or general counsel, along with the meeting dates and times for each governing body. *(If appointed, the City Attorney shall not accept any client or project, which would knowingly place it in conflict of interest with the services to be provided to the City. If a conflict of interest should develop, the Attorney shall be responsible for taking the necessary steps to comport its representation of the City with the Lawyers Code of Professional Responsibility. The Attorney may be responsible for any additional costs incurred by the City in obtaining legal representation if such representation becomes necessary due to a conflict of interest.)*

COMPENSATION

Provide the pricing schedule you will use to charge the City for providing services as outlined in this Request for Proposal. Describe how the individual or firm intends to provide legal services, either on an hourly rate, or on a monthly retainer, indicate what services are to be provided. It is not the intent of the City to select a firm purely on the basis of compensation, but to negotiate a method of compensation with the successful

firm that best satisfies mutual needs of the City and the firm. In addition, provide the following:

- Define what type(s) of work you would consider to be extra or specialized work that would be billed in addition to basic services.
- State the hourly rates for specialized service.
- State the rate for meeting attendance, if any, whether hourly or otherwise.
- Identify the minimum increment of time billed for each service, e.g. phone calls, correspondence, personal conference.
- Define the type and unit rates for reimbursement of expenses such as mileage, reproduction of documents, faxed documents and word processing charges.

PROFESSIONAL REFERENCES

Provide five (5) professional references for the individual designated as City Attorney, including addresses and work telephone numbers. References should be currently employed public agency officials or agents.

EVALUATION AND SELECTION PROCESS

Proposals will be screened and the candidates will be interviewed by the City Council. Qualifications will be verified and references will be checked. In reviewing proposals, the City will carefully weigh the following:

- Depth and breadth of experience and expertise in the practice of law, specifically in those areas most often encountered in municipal government operations.
- Capability to perform legal services promptly and in a manner that permits the City Council and staff to meet established deadlines and to operate in an effective and efficient manner.
- Degree of availability for quick response to inquiries that arise out of day-to-day operating questions or problems.
- Degree to which firm and individual attorneys stay current through continued professional development and active communication with practitioners in the municipal law field.
- Communication skills.
- Cost of services.
- Location of the firm's office.
- Other qualifications/criteria, as deemed appropriate by the City Council.

The contract will require that the individuals or law firm selected as City Attorney maintain general liability, automobile, workers' compensation, and errors and omissions insurance. The contract will also contain provisions requiring the selected individual or law firm to indemnify the City and provide that the City Attorney is an independent contractor serving at the will of the City Council. Other required provisions will include the City Council's right to terminate the agreement, at its sole discretion, upon the provision of notice.

The City requires compliance with Equal Opportunity regulations and therefore, the firm selected shall not discriminate under the contract against any person in accordance with federal, state or local regulation and shall certify to such in their proposal.

The City anticipates the original contract will be two (2) years in length.

The City will not provide reimbursement to anyone for any expense incurred that is associated with the preparation and submission of the proposal and attendance at interviews.

SUBMITTAL REQUIREMENTS

Proposal must be received by 4:30 p.m. on Friday, July 9, 2021.

The City Council reserves the right to reject all proposals, to request additional information concerning any proposal for purposes of clarification, to accept or negotiate any modification to any proposal following the deadline for receipt of all proposals, and to waive any irregularities if such would serve the best interests of the City as determined by the City Council.

CC Work Session

3. 1.

Meeting Date: 07/27/2021

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

Diana Lund

Kurt Ulrich

Form Started By: Katie Schmidt

Final Approval Date: 07/21/2021

Reviewed By

Colleen Lasher

Diana Lund

Colleen Lasher

Date

07/21/2021 03:20 AM

07/21/2021 07:55 AM

07/21/2021 01:49 PM

Started On: 07/15/2021 01:13 PM

	<u>Tentative City Council Future Work Session Topics</u>	
Proposed Date	Topic	Minutes (Estimate)
08/10/21	Regular City Council Work Session	
	Draft Stormwater Pond Maintenance Policy - Westby/Riemer	30
	Discuss Policy Regarding Minutes - Lasher	20
	Review Preliminary 2022 Budget and Levy - Lund	25
	Discuss Union Negotiations (closed to the public) Lasher	15
	City Communications Quarterly Update (moved from July) - Staff	10
08/24/21	Regular City Council Work Session	
	Review Preliminary 2022 Budget and Levy - Lund	25
	Discuss Union Negotiations (closed to the public) Lasher	20
	Fund Balance Quarterly Update - Diana Lund	10
	Discuss Yellow Flashing Arrows/Traffic Signals - Westby	10
	Finalize Telecommuting Policy - Lasher	15
09/14/21	Regular City Council Work Session	
	Review Preliminary 2022 Budget and Levy - Lund	25
	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
	Draft Trail Maintenance Policy - Westby/Riemer	30
10/12/21	Regular City Council Work Session	
	Discuss Union Negotiations (closed to the public) - Lasher	20
	Joint Work Session w/Planning Commission and EDA (The COR Master Plan and Highway 10 Land Use Plan) TBD	
10/26/21	Regular City Council Work Session	
	Fund Balance Quarterly Update - Diana Lund	15
	Discuss Union Negotiations (closed to the public) - Lasher	20
	Discuss the Data Practices Act & Policy /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