City of Ramsey
Agenda
Regular City Council
Tuesday, January 11, 2022
7:00 pm
Council Chambers, 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. Presentation

3. Citizen Input

4. Approve Agenda

5. Consent Agenda

1. Receive November 2021 Financial Reports - General Fund and Enterprise Funds

2. Receive Cash and Investments for Period Ending December 31, 2021

3. Approve Amending City Council Meeting Schedule for 2022

4. Approve Request to Declare Surplus Property

5. Approve the Following Meeting Minutes:
1. City Council Work Session dated 12/14/2021
2. City Council Regular Session dated 12/14/2021

6. Approve Business Licenses

7. Approve Rental Licenses

8. Reclassifying a Publc Works Maintenance Worker to Lead Streets Maintenance Worker

9. Authorization to Hire a Streets Maintenance Worker to Fill a Current Vacancy

10. Authorize Hiring a Parks Maintenance Worker

11. Acknowledge Application to the MN Arts and Cultural Heritage Fund for a Competitive Veterans Memorial Grant

12. Adopt Resolution #22-015 Approving the City of Ramsey's 2023 Budget Calendar

13. Adopt Resolution #22-012 Designating Financial Institutions as Official Depositories; Adopt Resolution #22-013 Authorizing Signatures for Financial Transactions and Adopt Resolution #22-014 Designating Bank of the West as the Official Financial Institution for the City of Ramsey Banking Services for the Year of 2022.

14. Adopt Resolution #22-018 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of December 9, 2021 through December 28, 2021

15. Adopt Resolution #22-019 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of December 29, 2021 through January 5, 2022

16. Adopt Resolution #22-006 Terminating Electrical Inspection Services Agreement with Tokle Inspections, Inc.

17. Adopt Resolution #22-007 Approving Electrical Inspection Services Agreement with Sloth Inspections, Inc.

18. Adopt Resolution #22-011 Approving Premise Permit for Anoka Ramsey Athletic Association at Willy McCoy's in Ramsey

19. Adopt Resolution #22-020 Approving the 2022-2024 LELS Patrol Contract

6. Public Hearing

1. PUBLIC HEARING: Adopt Resolution #22-010 and Resolution #22-009 Approving Preliminary Plat and Comprehensive Plan for Trott Brook Crossing and Planning Area; Case of Sotarra

2. PUBLIC HEARING: Introduce Ordinance #22-02 to Vacate Portions of Drainage and Utility Easement and Adopt Resolution #22-004 Accepting New Drainage and Utility Easements at 6815 McKinley Street NW (Project No. 21-136); Case of Cullinan Rigging

3. PUBLIC HEARING: Introduce Ordinance #22-01 to Vacate a Portion of Dolomite Street Right-of-Way and a Portion of Drainage and Utility Easement at 6650 Highway 10 and Adopt Resolution #22-003 Approving the Final Plat of Riverside West Rearrangement (Project No. 22-100); Case of City of Ramsey

7. Council Business

1. Introduce Ordinance #22-03 Amending Chapter 10 of City Code: Animals

2. Introduce Ordinance #22-04 Amending Section 117-349 of City Code to Allow Accessory Dwelling Units (ADU's)

3. Introduce Ordinance #22-05 Amending Sections 117-111, 117-349, and 117-355 of City Code Creating Additional Requirements for Driveways/Parking Pads

4. Introduce Ordinance #22-07 Amending City Code Chapter 30, Section 3 exempting the Mississippi River Corridor Critical Area (MRCCA) overlay district from height restrictions to ground cover vegetation.

5. Introduce Ordinance #22-06 Amending City Code Chapter 117, Sections 1 and 351 Regarding Home Occupations

6. Adopt Resolution #22-001 Approving the 2022 Council Organization

8. Mayor/Council/Staff Input

9. Adjournment

CC Regular Session **5. 1.**

Meeting Date: 01/11/2022

By: Diana Lund, Finance

Information

Title

Receive November 2021 Financial Reports - General Fund and Enterprise Funds

Purpose/Background:

Purpose: Receive November monthly financial reports for the funds of: General, Water, Sewer, Street Lighting, Recycling and Storm Drainage.

Brief summary of actual revenues and expenditures-to-date in comparison to adopted budget for the respective funds.

Recommendation:

No action required. Informational only.

Action:

No action required. Informational only.

Attachments

November 2021 General Fund Financial Report - Budget to Actual

November 2021 Enterprise Fund Financial Reports - Budget to Actual

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	12/30/2021 10:12 AM
Form Started By: Diana Lund		Started On: 12/27/2021 11:56 AM
Final Approval Date: 12/30/2021		

CITY OF RAMSEY
FINANCIAL STATEMENT

JANUARY 1, 2021 THROUGH PERIOD ENDING: November 30, 2021

GENERAL FUND EXPENDITURES
- BY DEPARTMENT -

Dept	2021 BUDGET	2021 YTD GENERAL LEDGER
Admin (inlcd elections, legal & newsletter)	1,066,435.00	932,948.49
Building Inspections	460,744.00	462,593.91
Council/Commissions (incld charter, council contingen	293,728.00	100,256.35
Data Processing	604,570.00	574,005.44
Engineering	433,803.00	613,758.52
Finance (incld assessing)	543,705.00	602,077.43
Fire (incld Civil Defense)	1,313,025.00	1,199,157.64
Gen Govt Buildings	554,662.00	380,866.13
Parks	1,481,290.00	1,253,109.16
Planning & Zoning	747,219.00	658,318.44
Police (incld animal control & comm orient)	4,459,778.00	3,914,866.44
Streets (incld traffic eng & snow/ice)	2,424,389.00	1,578,570.14
Grand Total	**14,383,348.00**	**12,270,528.09**

GENERAL FUND EXPENDITURES
- BY CATEGORY -

Category	2021 BUDGET	2021 YTD GENERAL LEDGER
Capital Outlay	1,090,200.00	975,820.37
Other Services & Charges	2,639,166.00	1,859,380.32
Personal Services	9,566,381.00	8,624,544.35
Supplies	981,228.00	810,783.05
Transfers out	106,373.00	-
Grand Total	**14,383,348.00**	**12,270,528.09**

GENERAL FUND REVENUES
- BY CATEGORY -

Category	2021 BUDGET	2021 YTD GENERAL LEDGER
Taxes	11,109,848.00	5,863,941.77
Charges for Services	621,500.00	690,311.06
Business Licenses/Permits	69,900.00	74,648.84
Fines and Forfeits	45,500.00	43,512.63
Federal Intergovernmental	8,500.00	-
State Intergovernmental	425,300.00	478,534.13
Interest	100,000.00	-
Local Intergovernmental	-	16,000.00
Miscellaneous	20,700.00	72,966.32
Non-Business Licenses/Permits	559,900.00	788,525.54
Transfers in	1,422,200.00	-
Grand Total	**14,383,348.00**	**8,028,440.29**

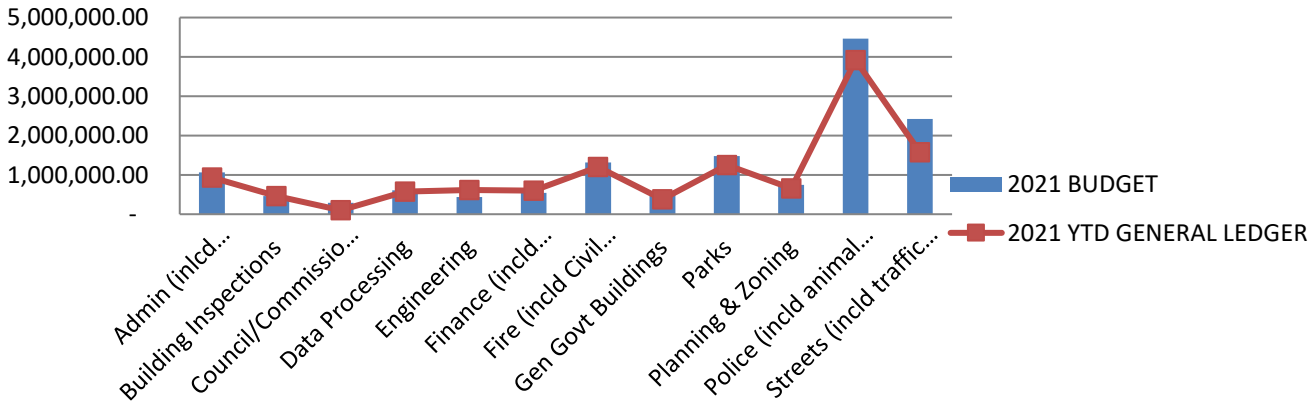
This report reflects year to date revenue and expenditures as compared to annual budget.
It does not reflect fund balance.

PREPARED BY: FINANCE DEPARTMENT

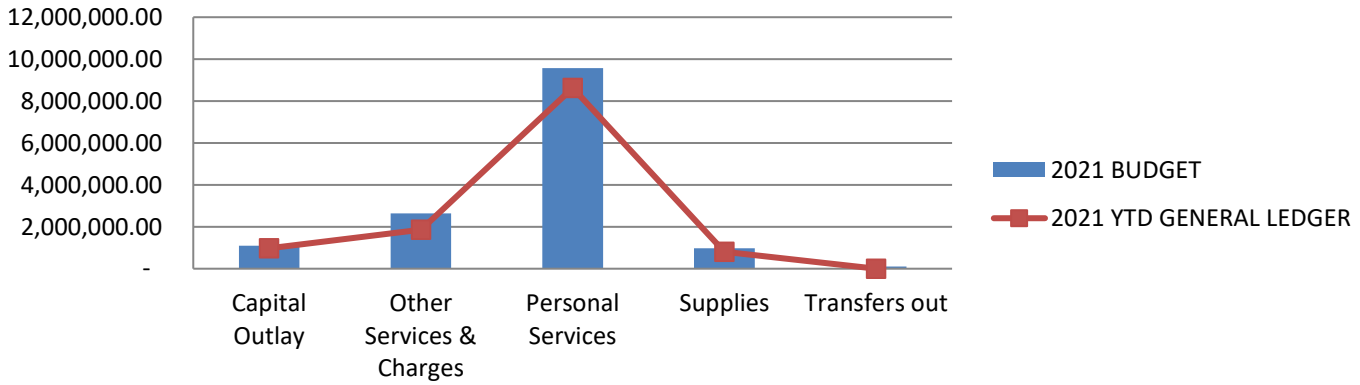
CITY OF RAMSEY
FINANCIAL STATEMENT

JANUARY 1, 2021 THROUGH PERIOD ENDING: **November 30, 2021**

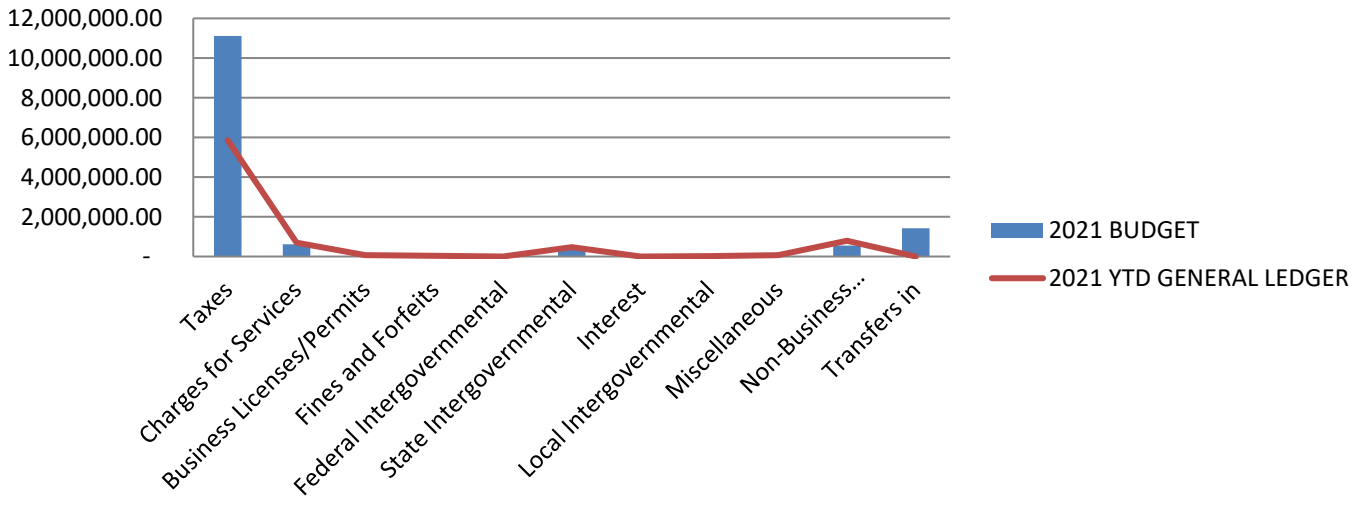
GENERAL FUND EXPENDITURES - BY DEPARTMENT



GENERAL FUND EXPENDITURES - BY CATEGORY



GENERAL FUND REVENUES



This report reflects year to date revenue and expenditures as compared to annual budget.
It does not reflect fund balance.

PREPARED BY: FINANCE DEPARTMENT

CITY OF RAMSEY
FINANCIAL STATEMENT

JANUARY 1, 2021 THROUGH PERIOD ENDING: November 30, 2021

REVENUES

BUSINESS UNIT 9601 WATER UTILITY

GENERAL LEDGER ACCOUNT		2021 BUDGET	2021 YTD GENERAL LEDGER	-% of Budget-
4140	CREDIT CARD PROCESSING FEES	(20,000.00)	(17,277.24)	86.39%
4609	OTHER MISCELLANEOUS REVENUES	12,000.00	7,237.70	60.31%
4651	WATER REVENUE		195.19	0.00%
4652	WATER SALES - RESIDENTIAL	1,334,128.00	1,616,021.62	121.13%
4653	WATER SALES-COMMERCIAL	700,510.00	950,253.96	135.65%
4654	WATER PENALTIES	15,000.00	30,692.58	204.62%
4655	WATER METER INSTALLATION	12,000.00	24,080.00	200.67%
4656	WATER METERS	30,000.00	61,691.94	205.64%
4657	CONNECTION/RECONNECTION FEES	500.00	400.00	80.00%
4701	INTEREST ON INVESTMENTS	100,000.00	-	0.00%
4606	DEVELOPER FEES (WAC)		878,044.00	0.00%
4601	MISCELLANEOUS REVENUE		1,880.33	0.00%
6436	WATER EFFICIENCY REBATE PROG		1,453.78	0.00%
Grand Total		**2,184,138.00**	**3,554,673.86**	

EXPENSES

BUSINESS UNIT 9601 WATER UTILITY

GENERAL LEDGER ACCOUNT		2021 BUDGET	2021 YTD GENERAL LEDGER	-% of Budget-
6102	F.T. REGULAR-WAGES & SALARIES	271,061.00	164,298.72	60.61%
6103	FULL TIME-REGULAR-OVERTIME	13,500.00	13,178.48	97.62%
6105	TEMPORARY-WAGES & SALARIES	19,167.00	11,534.29	60.18%
6121	PERA CONTRIBUTIONS	56,342.00	14,768.50	26.21%
6122	FICA/MEDICARE CONTRIBUTIONS	23,235.00	15,686.61	67.51%
6131	GROUP INSURANCE	36,250.00	24,264.35	66.94%
6133	WORKERS COMP INSURANCE PREMIUM	15,406.00	-	0.00%
6208	MISCELLANEOUS OFFICE SUPPLIES	600.00	-	0.00%
6223	GASOLINE	6,000.00	7,282.18	121.37%
6225	DIESEL FUEL	1,500.00	195.00	13.00%
6229	SHOP MATERIALS	600.00	369.41	61.57%
6231	UNIFORMS & TURN-OUT GEAR	2,900.00	2,175.00	75.00%
6249	MISCELLANEOUS OPERATING SUPPLY	18,000.00	11,135.06	61.86%
6257	OTHER VEHICLE PARTS	5,000.00	3,383.92	67.68%
6273	UTILITY SYSTEM MAINT SUPPLIES	95,000.00	96,242.10	101.31%
6281	SMALL TOOLS & MINOR EQUIPMENT	10,000.00	2,387.66	23.88%
6292	WATER METERS FOR RESALE	75,000.00	109,709.71	146.28%
6315	MISCELLANEOUS PROFESSIONAL SER	95,000.00	15,914.89	16.75%
6322	POSTAGE	3,000.00	1,097.22	36.57%
6323	CELLULAR PHONES	4,000.00	3,367.66	84.19%
6334	MILEAGE REIMBURSEMENT	400.00	126.56	31.64%
6335	TRAINING	4,000.00	2,406.00	60.15%
6352	GENERAL NOTICE & PUBLIC INFOR	300.00	630.68	210.23%
6361	GENERAL LIABILITY/PROPERTY INS	35,000.00	5,872.00	16.78%
6371	ELECTRIC UTILITIES	155,000.00	154,659.29	99.78%
6372	WATER/IRRIGATION	-	226.43	0.00%
6373	GAS	3,000.00	2,152.33	71.74%
6374	REFUSE/RECYCLING	700.00	880.39	125.77%
6381	BUILDING & STRUCTURE REPAIR	3,500.00	1,032.58	29.50%
6439	OTHER MISCELLANEOUS	67,000.00	3,497.70	5.22%
6451	MEMBERSHIP DUES	1,400.00	1,000.00	71.43%
6489	OTHER CONTRACTED SERVICES	76,000.00	74,428.50	97.93%
6722	DEPRECIATION	798,000.00	-	0.00%
6820	OPERATING TRANSFERS TO OTHER F	47,000.00	-	0.00%
6436	WATER EFFICIENCY REBATE PROG		1,453.78	0.00%
Grand Total		**1,942,861.00**	**745,357.00**	

This report reflects year to date revenue and expenditures as compared to annual budget.
It does not reflect fund balance.

CITY OF RAMSEY
FINANCIAL STATEMENT

JANUARY 1, 2021 THROUGH PERIOD ENDING: November 30, 2021

REVENUES

BUSINESS UNIT	9602	SEWER UTILITY		
GENERAL LEDGER ACCOUNT		2021 BUDGET	2021 YTD GENERAL LEDGER	-% of Budget-
4140	CREDIT CARD PROCESSING FEES	(14,000.00)	(12,013.65)	85.81%
4356	SEWER AVAILABILITY CHARGE-ADM	5,000.00	5,218.50	104.37%
4604	SURCHARGES		110,838.00	0.00%
4609	OTHER MISCELLANEOUS REVENUES	5,000.00	-	0.00%
4661	RESIDENTIAL-SEWER CHARGES	1,285,000.00	1,024,922.55	79.76%
4662	COMMERCIAL-SEWER CHARGES	361,000.00	312,864.02	86.67%
4663	SEWER PENALTIES	15,000.00	13,017.42	86.78%
4701	INTEREST ON INVESTMENTS	115,000.00	-	0.00%
4606	DEVELOPER FEES (WAC)	-	267,790.00	0.00%
4601	MISCELLANEOUS REVENUE		1,975.09	0.00%
Grand Total		**1,772,000.00**	**1,724,611.93**	

EXPENSES

BUSINESS UNIT	9602	SEWER UTILITY		
GENERAL LEDGER ACCOUNT		2021 BUDGET	2021 YTD GENERAL LEDGER	-% of Budget-
6102	F.T. REGULAR-WAGES & SALARIES	175,965.00	71,843.25	40.83%
6103	FULL TIME-REGULAR-OVERTIME	-	1,081.37	0.00%
6105	TEMPORARY-WAGES & SALARIES	-	6,174.44	0.00%
6121	PERA CONTRIBUTIONS	31,197.00	6,055.24	19.41%
6122	FICA/MEDICARE CONTRIBUTIONS	13,577.00	6,343.50	46.72%
6131	GROUP INSURANCE	7,779.00	-	0.00%
6133	WORKERS COMP INSURANCE PREMIUM	9,639.00	-	0.00%
6223	GASOLINE	4,000.00	3,194.23	79.86%
6225	DIESEL FUEL	2,800.00	2,907.80	103.85%
6249	MISCELLANEOUS OPERATING SUPPLY	25,000.00	15,935.11	63.74%
6275	OTHER EQUIPMENT PARTS	9,000.00	1,858.41	20.65%
6315	MISCELLANEOUS PROFESSIONAL SER	50,000.00	13,040.26	26.08%
6334	MILEAGE REIMBURSEMENT	400.00	17.92	4.48%
6335	TRAINING	2,400.00	360.00	15.00%
6361	GENERAL LIABILITY/PROPERTY INS	22,000.00	571.00	2.60%
6371	ELECTRIC UTILITIES	17,000.00	18,022.34	106.01%
6373	GAS	2,500.00	1,011.76	40.47%
6374	REFUSE/RECYCLING	700.00	881.36	125.91%
6377	SEWER SERVICE CHARGE	845,201.00	845,200.68	100.00%
6489	OTHER CONTRACTED SERVICES	28,000.00	26,623.16	95.08%
6722	DEPRECIATION	551,565.00	-	0.00%
6820	OPERATING TRANSFERS TO OTHER F	41,000.00	-	0.00%
Grand Total		**1,839,723.00**	**1,021,121.83**	

Note: The Finance Department has highlighted line items that may be trending towards exceeding budget OR not may not have been included in the adopted budget.

CITY OF RAMSEY
FINANCIAL STATEMENT

JANUARY 1, 2021 THROUGH PERIOD ENDING: November 30, 2021

REVENUES

BUSINESS UNIT	9603	STREET LIGHT UTILITY		
GENERAL LEDGER ACCOUNT		2021 BUDGET	2021 YTD GENERAL LEDGER	-% of Budget-
4140	CREDIT CARD PROCESSING FEES	(3,500.00)	(2,359.14)	67.40%
4681	CHARGES FOR STREET LIGHTS	157,000.00	125,033.13	79.64%
4683	STREET LIGHTING PENALTIES	2,000.00	1,928.96	96.45%
4701	INTEREST ON INVESTMENTS	15,000.00	-	0.00%
4684	PRIORITY STREET LIGHT	53,000.00	41,628.53	78.54%
Grand Total		**223,500.00**	**166,231.48**	

EXPENSES

BUSINESS UNIT	9603	STREET LIGHT UTILITY		
GENERAL LEDGER ACCOUNT		2021 BUDGET	2021 YTD GENERAL LEDGER	-% of Budget-
6371	ELECTRIC UTILITIES	128,000.00	104,337.01	81.51%
6489	OTHER CONTRACTED SERVICES	14,300.00	14,487.87	101.31%
6722	DEPRECIATION	42,444.00	-	0.00%
6820	OPERATING TRANSFERS TO OTHER F	23,000.00	-	0.00%
Grand Total		**207,744.00**	**118,824.88**	

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CITY OF RAMSEY
FINANCIAL STATEMENT

JANUARY 1, 2021 THROUGH PERIOD ENDING: **November 30, 2021**

REVENUES

BUSINESS UNIT	9604	RECYCLING UTILITY		
GENERAL LEDGER ACCOUNT		2021 BUDGET	2021 YTD GENERAL LEDGER	-% of Budget-
4140	CREDIT CARD PROCESSING FEES	(4,000.00)	(3,398.86)	84.97%
4287	OTHER LOCAL GOVERNMENT GRANTS	77,566.00	56,668.40	73.06%
4609	OTHER MISCELLANEOUS REVENUES	-	843.60	0.00%
4671	RECYCLING CHARGES	430,283.00	329,261.64	76.52%
4672	RECYCLING PENALTIES	8,000.00	3,779.71	47.25%
4701	INTEREST ON INVESTMENTS	3,500.00	-	0.00%
Grand Total		**515,349.00**	**387,154.49**	

EXPENSES

BUSINESS UNIT	9604	RECYCLING UTILITY		
GENERAL LEDGER ACCOUNT		2021 BUDGET	2021 YTD GENERAL LEDGER	-% of Budget-
6102	F.T. REGULAR-WAGES & SALARIES	23,000.00	12,797.25	55.64%
6103	FULL TIME-REGULAR-OVERTIME	-	1,199.85	0.00%
6121	PERA CONTRIBUTIONS	2,725.00	1,044.86	38.34%
6122	FICA/MEDICARE CONTRIBUTIONS	1,661.00	976.70	58.80%
6131	GROUP INSURANCE	3,589.00	-	0.00%
6133	WORKERS COMP INSURANCE PREMIUM	386.00	-	0.00%
6249	MISCELLANEOUS OPERATING SUPPLY	32,000.00	21,648.26	67.65%
6322	POSTAGE	300.00	-	0.00%
6489	OTHER CONTRACTED SERVICES	445,000.00	412,033.73	92.59%
Grand Total		**508,661.00**	**449,700.65**	

Note: The Finance Department has highlighted line items that may be trending towards exceeding budget OR not may not have been included in the adopted budget.

CITY OF RAMSEY
FINANCIAL STATEMENT

JANUARY 1, 2021 THROUGH PERIOD ENDING: **November 30, 2021**

REVENUES

BUSINESS UNIT	9605	STORM WATER UTILITY	
GENERAL LEDGER ACCOUNT	2021 BUDGET	2021 YTD GENERAL LEDGER	-% of Budget-
4140 CREDIT CARD PROCESSING FEES	(6,500.00)	(5,581.05)	85.86%
4693 STORM WATER-RESIDENTIAL	570,000.00	441,623.50	77.48%
4694 STORM WATER-COMMERCIAL	585,000.00	455,982.31	77.95%
4695 STORM WATER-PENALTIES	10,000.00	7,135.41	71.35%
4701 INTEREST ON INVESTMENTS	12,000.00	-	0.00%
Grand Total	**1,170,500.00**	**899,160.17**	

EXPENSES

BUSINESS UNIT	9605	STORM WATER UTILITY	
GENERAL LEDGER ACCOUNT	2021 BUDGET	2021 YTD GENERAL LEDGER	-% of Budget-
6102 F.T. REGULAR-WAGES & SALARIES	185,400.00	43,129.53	23.26%
6105 TEMPORARY-WAGES & SALARIES	-	2,739.71	0.00%
6121 PERA CONTRIBUTIONS	27,955.00	3,449.35	12.34%
6122 FICA/MEDICARE CONTRIBUTIONS	15,450.00	3,561.23	23.05%
6131 GROUP INSURANCE	21,130.00	-	0.00%
6133 WORKERS COMP INSURANCE PREMIUM	7,985.00	-	0.00%
6225 DIESEL FUEL	5,500.00	5,534.58	100.63%
6249 MISCELLANEOUS OPERATING SUPPLY	12,000.00	(3,639.96)	-30.33%
6257 OTHER VEHICLE PARTS	7,500.00	4,251.17	56.68%
6315 MISCELLANEOUS PROFESSIONAL SER	100,000.00	40,385.50	40.39%
6334 MILEAGE REIMBURSEMENT		17.92	0.00%
6361 GENERAL LIABILITY/PROPERTY INS	9,240.00	-	0.00%
6371 ELECTRIC UTILITIES	3,000.00	4,120.52	137.35%
6373 GAS	2,500.00	1,011.74	40.47%
6374 REFUSE/RECYCLING	700.00	881.37	125.91%
6451 MEMBERSHIP DUES	26,000.00	23,132.00	88.97%
6489 OTHER CONTRACTED SERVICES	30,000.00	39,065.19	130.22%
6722 DEPRECIATION	335,374.00	-	0.00%
6820 OPERATING TRANSFERS TO OTHER F	36,000.00	-	0.00%
Grand Total	**825,734.00**	**167,639.85**	

Note: The Finance Department has highlighted line items that may be trending towards exceeding budget OR not may not have been included in the adopted budget.

CC Regular Session **5. 2.**

Meeting Date: 01/11/2022

By: Diana Lund, Finance

Information

Title

Receive Cash and Investments for Period Ending December 31, 2021

Purpose/Background:

Purpose: Receive reports of the city's cash and investments for the period ending December 31, 2021.

Cash and investment report shows the monthly cash flow - receipts and expenditures through December 31, 2021 with the current listing of the city's investment portfolio.

Recommendation:

No action required. Informational only.

Action:

No action required. Informational ony.

Attachments

Cash & Investments for Period Ending December 31, 2021

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	01/06/2022 11:56 AM
Form Started By: Diana Lund		Started On: 01/04/2022 08:12 AM
Final Approval Date: 01/06/2022		

CITY OF RAMSEY
REPORT OF POOLED CASH FLOWS
Period Ended December 31, 2021

	December-21 CURRENT MONTH	2021 YEAR-TO-DATE
CASH AND TEMPORARY INVESTMENTS		
BEGINNING BALANCE (Includes PW Bond Proceeds)	$ 96,435,324.65	$ 95,116,775.37
CASH INFLOWS:		
Daily Deposit	424,540.17	14,117,174.82
Tax Settlements	7,046,051.58	15,401,104.23
U/B Receipts	80,744.98	2,656,307.46
Credit Cards (Includes Utility Billing)	150,764.83	4,586,232.73
Interest Earnings [Net of Interest Paid on Investments]	149,014.49	1,018,704.86
Bond Proceeds-int	-	10,513,644.26
TOTAL CASH INFLOW	$ 7,851,116.05	$ 48,293,168.36
TOTAL CASH AVAILABLE	$ 104,286,440.70	$ 143,409,943.73
CASH OUTFLOWS:		
Prepaid Checks	854,055.19	11,839,478.40
Bills Lists	1,258,846.58	8,707,222.15
Pay Estimates	609,565.25	15,734,666.24
Credit Cards	16,568.26	82,697.40
Payroll - Net	395,945.00	5,228,289.56
Flex Reimbursement	4,292.06	40,298.41
Void Checks/Dormant Checks Paid	(2,073.65)	(84,714.63)
Debt Service	12,367,725.01	13,077,268.15
Miscellaneous [Bank Charges; etc.]	495.11	3,716.16
TOTAL CASH OUTFLOW	$ 15,505,418.81	$ 54,628,921.84
POOLED CASH AND TEMPORARY INVESTMENTS ENDING BALANCE	**$ 88,781,021.89**	**$ 88,781,021.89**
MEMO - NET 2021 CASH INFLOW (OUTFLOW)	**(7,654,302.76)**	**(6,335,753.48)**
INVESTMENT PORTFOLIO SUMMARY		
BEGINNING BALANCE	**$ 72,101,100.44**	**73,628,220.22**
Purchases	2,032,674.20	62,828,670.88
Maturities/Sales	(2,316,013.98)	(64,639,130.44)
ENDING BALANCE	**$ 71,817,760.66**	**$ 71,817,760.66**

Prepared by the City of Ramsey Finance Department
1/6/2022

2021 CASH AND INVESTMENT ACTIVITY

CITY INVEST #	STATED MAT DATE	BROKER	SECURITY DESCRIP	FDIC #	CUSIP	PRIN BAL 1/1/2021	PURCH 2021	SOLD/ MATURE 2021	Adjust to Market Value	BV PRIN BAL 12/31/2021
150701B	2/1/2021	BAIRD	WINTHROP MN TAX		976367NE8	305,000.00		305,000.00		0.00
160322A	3/22/2021	BAIRD	FNMA		3136H3BT1	250,000.00		250,000.00		0.00
140904	9/1/2021	BAIRD	OKLAHOMA TAXABLE		678519RP6	535,000.00		535,000.00		0.00
191008B	12/1/2021	BAIRD	ROCK ISLAND IL TAX		7724872J2	270,000.00		270,000.00		0.00
191008C	12/1/2022	BAIRD	ROCK ISLAND IL TAX		7724872K9	270,000.00		0.00		270,000.00
										270,000.00
200130B	7/30/2021	ICD SEC	CD-COMMUNITY BA	26871	20361LCG7	245,000.00		245,000.00		0.00
190118B	1/19/2021	ICD SEC	CD-NBT BANK NA	7230	628779GB0	245,000.00		245,000.00		0.00
190719B	1/19/2021	ICD SEC	CD-WELLSLEY BAN	26605	94948LCR0	245,000.00		245,000.00		0.00
180726	4/26/2021	ICD SEC	CD-SIGNATURE BAI	57269	82668XFZ6	245,000.00		245,000.00		0.00
190712	7/12/2021	ICD SEC	CD-TIAA FSB	34775	8727OLCJ0	85,000.00		85,000.00		0.00
180717	7/16/2021	ICD SEC	CD-CURRIE STATE E	8833	23130SDL4	245,000.00		245,000.00		0.00
190118A	7/19/2021	ICD SEC	CD-TIAA FSB	34775	8727OLBQ5	156,000.00		156,000.00		0.00
190731B	7/30/2021	ICD SEC	CD-LAKE OSEOLA S	8172	510354AB9	245,000.00		245,000.00		0.00
180718B	10/18/2021	ICD SEC	CD-HERITAGE BANI	30090	42724JEH4	245,000.00		245,000.00		0.00
191211	12/13/2021	ICD SEC	CD-SALLIE MAE BA	58177	7954505X9	245,000.00		245,000.00		0.00
181228D	12/28/2021	ICD SEC	CD-BAR HARBOR BA	11971	066851WK8	245,000.00		245,000.00		0.00
181228C	12/28/2021	ICD SEC	CD-BMW BANK	35141	05580AQB3	96,000.00		96,000.00		0.00
190628A	12/28/2021	ICD SEC	CD-FLAGSTAR BANI	32541	33847E2Q9	245,000.00		245,000.00		0.00
191231A	12/31/2021	ICD SEC	CD-IOWA TRUST & S	18400	462595BB4	245,000.00		245,000.00		0.00
180727A	7/27/2022	ICD SEC	CD-KANSAS STATE	19899	50116CBY4	245,000.00		0.00		245,000.00
191227A	12/27/2022	ICD SEC	CD-PROMISEONE BA	58657	74348HAB4	245,000.00		0.00		245,000.00
191230D	12/30/2022	ICD SEC	CD-FIRST NATIONAI	03330	32112UDL2	245,000.00		0.00		245,000.00
										735,000.00
150903	11/1/2021	Northland	BROOKFIELD WI, TAXABLE		112857-BL-0	500,000.00		500,000.00		0.00
210401	12/1/2027	Northland	RUSH COUNTY KANSAS TAX		781834-D4-9		180,000.00	0.00		180,000.00
210615	8/1/2030	Northland	MN STATE TAX		60412A-VP-5		500,000.00	0.00		500,000.00
210625	7/15/2026	Northland	EAST LYME CONN TAX		273587-P3-3		200,000.00	0.00		200,000.00
200123	12/15/2022	Northland	LUVERNE MN TAX		550629-VE-6	330,000.00		0.00		330,000.00
201230	5/1/2025	Northland	FREEPORT NY TAX		356731-CA-5	300,000.00		0.00		300,000.00
200130D	3/1/2022	Northland	RICHLAND SCHOOL DISTRICT		764080-FN-2	150,000.00		20,000.00		130,000.00
200113	3/1/2027	Northland	RICHLAND SCHOOL DISTRICT		764080-FT-9	165,000.00		0.00		165,000.00
200326A	4/1/2023	Northland	TULSA COUNTY OK TAX		899525-TR-0	100,000.00		0.00		100,000.00
200609	2/1/2021	Northland	MOUNTAIN LAKE MN TAX		624148-ME-9	170,000.00		170,000.00		0.00
200625	3/1/2029	Northland	LAWRENCE MASS TAX		520228-6Q-5	180,000.00		0.00		180,000.00
200825A	8/1/2027	Northland	CENTINELA VALLEY CA HS		15239-RP-4	250,000.00		0.00		250,000.00
200825B	8/1/2029	Northland	CENTINELA VALLEY CA HS		15239-RR-0	270,000.00		0.00		270,000.00
200914	8/1/2028	Northland	BURLESON TX IDS ZERO CPN		121403-4E6	500,000.00		0.00		500,000.00
200923	7/15/2029	Northland	WILKINSBURGO BORO PA TAX		968529-JV-0	265,000.00		0.00		265,000.00
130702B	1/1/2021	Northland	MINNETONKA ISD #276		604195-VY-0	400,000.00		400,000.00		0.00
130722	2/1/2021	Northland	MOUND MN TAXABLE		620S35-W4-2	95,000.00		95,000.00		0.00
171228B	2/1/2021	Northland	SCOTT COUNTY TAX		809557-AZ-4	115,000.00		115,000.00		0.00
190220A	3/1/2021	Northland	FRANKLIN WIS TAX		419791-U97	500,000.00		500,000.00		0.00
170712	7/1/2021	Northland	GARDENDALE ALA TAX		365478-DQ-6	240,000.00		240,000.00		0.00
190628A	8/1/2021	Northland	WASHINGTON STATE GO TAX		93974DYX0	500,000.00		500,000.00		0.00
190731A	11/30/2021	Northland	CD-ENERBANK		29266N7E1	148,000.00		148,000.00		0.00
191017	12/1/2021	Northland	COLUMBS OH SCHOOL DISTR		199507-6J-8	130,000.00		130,000.00		0.00
130815B	12/1/2021	Northland	CHASKA, MN TAX		161664-DZ-7	75,000.00		75,000.00		0.00
141104	2/1/2022	Northland	DULUTH MN TAXABLE		264438-G5-5	150,000.00		0.00		150,000.00
150430	2/1/2022	Northland	MINNETONKA ISD #276		604195-YG-6	270,000.00		0.00		270,000.00
130624B	2/1/2022	Northland	RAMSEY COUNTY TAXABLE		751622-HG-9	285,000.00		285,000.00		0.00
190826	3/1/2022	Northland	OCONOMOWOC WIS TAX BOND		675635-KW-5	250,000.00		0.00		250,000.00
120321	3/1/2022	Northland	MADISION WI SCHOOL DISTR		558495-KN-6	500,000.00		500,000.00		0.00
190703	4/1/2022	Northland	WEST ALLIS WIS TAX		951173-JA-2	180,000.00		0.00		180,000.00
190424	5/15/2022	Northland	TEXAS A&M TAX		88213AEH4	130,000.00		0.00		130,000.00
170109	6/1/2022	Northland	DESMOINES IA TAX		250097-J3-7	200,000.00		0.00		200,000.00
150109	10/1/2022	Northland	HUBBARD COUNTY TAX		443348-DE-4	135,000.00		0.00		135,000.00
190515	11/1/2022	Northland	MICHICAN STATE SCHOOL TAX		594612-CY-7	205,000.00		0.00		205,000.00
120308B	12/1/2022	Northland	SHOREWOOD WIS TAX		825230-KW-4	150,000.00		75,000.00		75,000.00
130624A	2/1/2023	Northland	RAMSEY COUNTY TAXABLE		751622-HH-7	595,000.00		595,000.00		0.00
190628B	4/1/2023	Northland	WEST ALLIS WIS TAX		951173NP4	240,000.00		0.00		240,000.00
160812	5/1/2023	Northland	MONROE MI TAX		611101-MF-0	190,000.00		0.00		190,000.00
191107A	6/1/2023	Northland	NEWTON IOWA TAX		652810-YZ-9	250,000.00		60,000.00		190,000.00
190726B	6/1/2023	Northland	DESMOINES IA COMM COLLEGE TAX		250097L75	250,000.00		0.00		250,000.00
180913	7/31/2023	Northland	CD-BANK NEW ENGLAND SALEM		06426K-AN-8	245,000.00		0.00		245,000.00
121228B	9/1/2023	Northland	MIDDLETON WIS REFUND		596782-T6-7	300,000.00		0.00		300,000.00
190220B	11/1/2023	Northland	HAWAII ST GO BONDS		214471-PA-6	200,000.00		0.00		200,000.00
161114B	2/1/2024	Northland	ANDOVER MN TAX		034313-ZU-3	300,000.00		0.00		300,000.00
130412	2/1/2024	Northland	BECKER MN TAX		075671LJ4	50,000.00		50,000.00		0.00
180730	10/1/2024	Northland	HUBBARD COUNTY TAX		443348-DG-9	100,000.00		0.00		100,000.00
120214B	9/1/2025	Northland	MIDDLETON WIS REFUND		596782-TJ-1	315,000.00		0.00		315,000.00
190227	12/1/2025	Northland	COOK COUNTY SCHOOL DISTRICT		032879-TC-2	500,000.00		0.00		500,000.00
190404	9/1/2026	Northland	TUSCOLA COUNTY MISC TAX		900764RL7	395,000.00		0.00		395,000.00
191003A	12/1/2026	Northland	SCOTT BLUFF CTY SCHOOL DIST		810164-CQ-4	385,000.00		0.00		385,000.00
120308C	12/1/2027	Northland	SHOREWOOD WIS TAX		825230-LB-9	225,000.00		0.00		225,000.00
190402	2/1/2028	Northland	CLOQUET MN TAX		189036-PS-9	150,000.00		0.00		150,000.00
191016B	4/1/2028	Northland	COLUMBUS OH TAX		199492E339	285,000.00		0.00		285,000.00
211020A	7/15/2028	Northland	MOUNT HILLS TOWNSHIP SCHOOL		6215S3-E6-7		430,000.00	0.00		430,000.00
120308D	12/1/2028	Northland	SHOREWOOD WIS TAX		825230-LC-7	465,000.00		0.00		465,000.00
										10,130,000.00
190123	1/25/2021	UBS	CD-ALLEGIANCE BA	58629	01748DBM7	245,000.00		245,000.00		0.00
210107	6/1/2031	UBS	SAN JOSE CA FING AUTHO		798153NL2		1,000,000.00	0.00		1,000,000.00
211206	5/1/2027	UBS	PIMA COUNTY AZ		72178JAF0		500,000.00	0.00		500,000.00

2021 CASH AND INVESTMENT ACTIVITY

CITY INVEST #	STATED MAT DATE	BROKER	SECURITY DESCRIP	FDIC #	CUSIP	PRIN BAL 1/1/2021	PURCH 2021	SOLD/ MATURE 2021	Adjust to Market Value	BV PRIN BAL 12/31/2021
211209	9-15-320	UBS	CAPE MAY COUNTY NJ TAX		139501SB7		470,000.00	0.00		470,000.00
211223	8/1/2025	UBS	HAWAII STATE		41972YQ3		500,000.00	0.00		500,000.00
211231	3/15/2029	UBS	NEW YORK STATE URBAN DEV		650036AX4		500,000.00	0.00		500,000.00
210107		UBS	UBS PRIME FUND				62,674.20	0.00		62,674.20
211109	8/1/2023	UBS	UPPER SANTA CLARA VY		916544ES4		200,000.00	0.00		200,000.00
211115	10/1/2031	UBS	INFRASTRUCTURE BANK		76223MAL6		580,000.00	0.00		580,000.00
211130		UBS	UBS PRIME FUND				219,604.08	0.00		219,604.08
211008	11/1/2023	UBS	SAN FRAN CA CITY & COUNTY UTIL		79771FAW7		140,000.00	0.00		140,000.00
211020B	8/15/1931	UBS	ALABAMBA FEDERAL AID HWY		010268CT5		500,000.00	0.00		500,000.00
211014	5/1/1930	UBS	ST. JOHN'S PUBLIC SCHOOL		790450HN3		550,000.00	0.00		550,000.00
210909	7/1/2022	UBS	MAINE HEALTH		56042RH96		500,000.00	0.00		500,000.00
210910	9/1/1930	UBS	BROWNSVILLE TX UTIL		1164753D4		1,000,000.00	0.00		1,000,000.00
210930	8/1/2028	UBS	CHARTER OAKS CA		1612855D4		250,000.00	0.00		250,000.00
210803		UBS	UBS PRIME FUND				571,015.95	571,015.95		0.00
210825A	8/25/2028	UBS	CD-CELTIC BANK	57056	15118RWG8		245,000.00	0.00		245,000.00
210825B	8/15/2028	UBS	NEW HAMPSHIRE MUNI		64465QHA7		550,000.00	0.00		550,000.00
210824A	8/15/2023	UBS	US TREASURY NOTE		91282CAF8		2,500,000.00	0.00		2,500,000.00
210824B	10/15/2023	UBS	US TREASURY NOTE		91282CAP6		2,500,000.00	0.00		2,500,000.00
210824C	9/15/2023	UBS	US TREASURY NOTE		91282CAK7		2,500,000.00	0.00		2,500,000.00
210826		UBS	UBS PRIME FUND				869,904.78	834,496.35		35,408.43
210713	2/1/2028	UBS	TEXAS PUB FIN AUTHORITY		882669BW3		325,000.00	0.00		325,000.00
210716	4/12/2022	UBS	CP-FIRST BOST NY		2254EBDC2		5,000,000.00	0.00		5,000,000.00
210731		UBS	UBS PRIME FUND				573,348.40	573,348.40		0.00
210604	7/1/1930	UBS	FLORIDA STATE BOARD TAX		341271AF1		1,000,000.00	0.00		1,000,000.00
210630	7/15/2026	UBS	MICHIGAN CITY IND SCHOOL		594381HJ7		500,000.00	0.00		500,000.00
210617A	7/1/2028	UBS	EL SEGUNDO CA PENSION		284035AG7		1,000,000.00	0.00		1,000,000.00
210617B	6/1/2029	UBS	ORANGE COUNTY TAX		684184TC8		110,000.00	0.00		110,000.00
210621	11/1/2026	UBS	REGIONAL TRANSPORTATION		759136VD3		500,000.00	0.00		500,000.00
210408A	7/1/2028	UBS	PHOENIX AZ CIVIC		71884AH44		500,000.00	0.00		500,000.00
210408B	1/15/2027	UBS	APACHE COUNTY ARIZ		03743TAF9		590,000.00	0.00		590,000.00
210427		UBS	UBS PRIME FUND				310,569.60	310,569.60		0.00
210430	6/1/2028	UBS	BEVERLY HILLS CA PUB		088006KC4		500,000.00	0.00		500,000.00
210111	6/1/2031	UBS	SAN JOSE CA FING AUTHO		798153NL2		320,000.00	0.00		320,000.00
210113	5/1/2029	UBS	NYC TRANSITIONAL		64971XSZ2		1,000,000.00	0.00		1,000,000.00
210114	12/1/2029	UBS	FRANKLIN COUNTY OH		353174JE6		1,000,000.00	0.00		1,000,000.00
210121	10/1/2027	UBS	MIAMI DADE COUNTY TAX		59333NV91		750,000.00	0.00		750,000.00
210129		UBS	UBS PRIME FUND				500,000.00	500,000.00		0.00
210222		UBS	UBS PRIME FUND				8,544,716.80	8,544,716.80		0.00
210217	6/1/2021	UBS	CP-SANTANDER UK				2,900,000.00	2,900,000.00		0.00
210219	9/1/2027	UBS	VIRGINIA COLLEGE BLDG				500,000.00	0.00		500,000.00
210224A	8/23/2021	UBS	CP-BANK OF CHINA				10,000,000.00	10,000,000.00		0.00
210224B	11/1/2028	UBS	WILL COUNTY ILL COMMUNITY		969078QN7		2,500,000.00	0.00		2,500,000.00
210301	8/1/2028	UBS	SAN JOSE CA FING AUTHO		79818186P30		1,000,000.00	0.00		1,000,000.00
210302	8/1/2027	UBS	VISTA CA UNI SCHOOL		928346P45		1,050,000.00	0.00		1,050,000.00
210308A	6/1/2029	UBS	RIO RANCHO NEW MEXICO TAX		767169ER2		500,000.00	0.00		500,000.00
210308B	6/1/2027	UBS	RIO RANCHO NEW MEXICO TAX		767169EP6		580,000.00	0.00		580,000.00
210309	6/1/2026	UBS	BEVERLY HILLS CA PUB		088006KA8		300,000.00	0.00		300,000.00
210311	1/1/2027	UBS	FORT LAUDERDALE FLA SPL		347622CW0		500,000.00	0.00		500,000.00
210326	9/1/2028	UBS	CHINO CALIF PUB FING		169548FP4		615,000.00	0.00		615,000.00
210506		UBS	UBS Select FUND				451,921.15	451,921.15		0.00
210514	10/1/2026	UBS	BOSSIER CITY LA UTIL		100216FZ8		500,000.00	0.00		500,000.00
200128	1/27/2021	UBS	CD-FIRST NATIONAl	5452	33213SJA1	245,000.00		245,000.00		0.00
200204A	2/3/2021	UBS	CD-TRUST BANK CI	9846	89788HAH6	245,000.00		245,000.00		0.00
200817	2/16/2021	UBS	BANK OF CHINA COMM PAPER		06119QPG6	10,000,000.00		10,000,000.00		0.00
160927A	5/1/2021	UBS	YPSILANTI MI SCHOOL DISTR		987864NY7	405,000.00		405,000.00		0.00
160422	5/15/2021	UBS	UNIVERSITY OF CA TAX		91412GFS9	500,000.00		500,000.00		0.00
180629A	6/29/2021	UBS	CD-WELLS FARGO	3511	949763RX6	245,000.00		245,000.00		0.00
180907	7/1/2021	UBS	FLORIDA STATE BOARD OF ADMIN		341271ABO	400,000.00		400,000.00		0.00
171211	7/1/2021	UBS	FLORIDA STATE BOARD OF ADMIN		341271AB0	235,000.00		235,000.00		0.00
180815A	8/16/2021	UBS	CD-DISCOVER BANI	5649	254673SV9	145,000.00		145,000.00		0.00
180926A	9/27/2021	UBS	CD-TOWNEBANK PORTSMOUTH VA		89214PCA5	200,000.00		200,000.00		0.00
160705	11/1/2021	UBS	MICHIGAN STATE TAX		594612CX9	300,000.00		300,000.00		0.00
201119A	12/1/2021	UBS	WARREN HEIGHTS OH BUILDING		936121JTO	150,000.00		150,000.00		0.00
160718	12/1/2021	UBS	LITTLE MIAMI OHIO SCHOOL		537292KY9	345,000.00		345,000.00		0.00
181214	12/14/2021	UBS	CD-BMW BANK		05580AQA5	95,000.00		95,000.00		0.00
181228G	12/28/2021	UBS	CD-ALLY BANK		02007GGT4	100,000.00		100,000.00		0.00
160601	2/15/2022	UBS	MCALLEN TAX'		582018Ff5	200,000.00		0.00		200,000.00
151104	3/1/2022	UBS	NEW YORK TAXALBE		64966KQC0	500,000.00		0.00		500,000.00
190322	3/22/2022	UBS	CD-MEDALLION BA	57449	58404DDP3	245,000.00		0.00		245,000.00
160727	5/1/2022	UBS	NORTH BRANCH SCHOOL TAX		657740F50	500,000.00		0.00		500,000.00
190710	5/15/2022	UBS	CONVENTION CENTER AUTHORITY		32115AAG7	175,000.00		0.00		175,000.00
001127	7/25/2022	UBS	FNR G92-35		31358PHV2C	80.06		69.71		10.35
160830C	8/1/2022	UBS	NEW YORK CITY TAXABLE		64966MED7	300,000.00		0.00		300,000.00
021004	8/25/2022	UBS	FNR 1992-125L		31358PS40C	177.74		144.04		33.70
180108	10/1/2022	UBS	PALM BEACH COUNTY SOLID WASTE		696560LD1	450,000.00		0.00		450,000.00
020826	10/15/2022	UBS	FHR 1391D		312912LUO	126.70		96.80		29.90
201119B	12/1/2022	UBS	WARREN HEIGHTS OH BUILDING		936121JU7	165,000.00		0.00		165,000.00
191213	12/13/2022	UBS	CD-WELLS FARGO N	27389	949495AA3	245,000.00		0.00		245,000.00
161216B	12/16/2022	UBS	CD-MERCANTIL CO	22953	58733ADQ9	245,000.00		0.00		245,000.00
200116	1/17/2023	UBS	CD-MORGAN STANI	32992	6169OURY8	245,000.00		0.00		245,000.00
161208A	4/1/2023	UBS	NEW HOPE CULTURAL ED TAX		64542WAY6	250,000.00		0.00		250,000.00
150812	6/1/2023	UBS	CHARLOTTE TAXABLE		161037L61	300,000.00		0.00		300,000.00
010328	6/25/2023	UBS	FHG14A		312916PD5R	2,000.00		0.00		2,000.00
180628	6/28/2023	UBS	CD-COMENITY BAN	27499	981996UP3	200,000.00		0.00		200,000.00

2021 CASH AND INVESTMENT ACTIVITY

CITY INVEST #	STATED MAT DATE	BROKER	SECURITY DESCRIP	FDIC #	CUSIP	PRIN BAL 1/1/2021	PURCH 2021	SOLD/ MATURE 2021	Adjust to Market Value	BV PRIN BAL 12/31/2021
191230B	6/30/2023	UBS	CD-RAYMOND JAMI	33893	75472RAR2	245,000.00		0.00		245,000.00
201119C	12/1/2023	UBS	WARREN HEIGHTS OH BUILDING		936121JV5	165,000.00		0.00		165,000.00
190118C	5/22/2024	UBS	CD-CAPITAL ONE	4297	14042RLP4	245,000.00		0.00		245,000.00
190118C	5/22/2024	UBS	CD-CAPITAL ONE U!	33954	14042TAP2	245,000.00		0.00		245,000.00
190315	3/15/2024	UBS	CD-COMENITY CAPI	57570	20033AS31	245,000.00		0.00		245,000.00
190325	3/25/2024	UBS	CD-BANK HAPOALI!	33686	06251AW48	245,000.00		0.00		245,000.00
200325	4/1/2024	UBS	NEW YORK HOUSING		6498833S2	500,000.00		0.00		500,000.00
161018	7/1/2024	UBS	SELMA ALA TAX		816459QV6	500,000.00		0.00		500,000.00
151009	9/1/2024	UBS	NJ ENVIRONMENTAL INFRASTRUCTURE		645791CAO	270,000.00		270,000.00		0.00
190918	9/18/2024	UBS	CD-FIRST NATIONAI	4779	334342CF7	245,000.00		245,000.00		0.00
161026	10/1/2024	UBS	HONOLULU TAX		4386705W7	300,000.00		0.00		300,000.00
151023	10/1/2024	UBS	MADISON TAXABLE		55844RKN3	640,000.00		0.00		640,000.00
161208B	11/1/2024	UBS	MICHIGAN FIN AUTH REV		59447TJX2	250,000.00		0.00		250,000.00
191127	11/27/2024	UBS	CD-STATE BANK IN!	33682	856285RS2	245,000.00		0.00		245,000.00
201119D	12/1/2024	UBS	WARREN HEIGHTS OH BUILDING		93612JW3	165,000.00		0.00		165,000.00
191107B	12/1/2024	UBS	CORPUS CHRISTI TEX TRANS		220228BK5	400,000.00		0.00		400,000.00
190418	12/5/2024	UBS	CD-DELTA NATION/	26633	2477RBD6	200,000.00		0.00		200,000.00
180629C	6/1/2025	UBS	MARYLAND STATE TAX		57420PGR1	300,000.00		0.00		300,000.00
161114A	7/1/2025	UBS	LEXINGTON FAYETTE AIRPORT		52909MCA0	300,000.00		0.00		300,000.00
191101	8/1/2025	UBS	MASSACHUSETTS ST WATER		576051VFO	400,000.00		0.00		400,000.00
201119E	12/1/2025	UBS	WARREN HEIGHTS OH BUILDING		936121JX1	175,000.00		0.00		175,000.00
191122A	12/1/2025	UBS	WARRENSVILLE HEIGHTS OHIO		936121JM5	500,000.00		0.00		500,000.00
191105	3/1/2026	UBS	MARYLAND STATE COMM DEV		57419TDZ1	320,000.00		0.00		320,000.00
201105	4/1/2026	UBS	PARAMUS NJ SCHOOL		699347LF5	500,000.00		0.00		500,000.00
200113	4/15/2026	UBS	PHILADELPHIA AUTHORITY-ZERO COUP		71781LBU2	300,000.00		0.00		300,000.00
201204	4/15/2026	UBS	LONG BEACH CITY SCHOOL DIS		542535LY3	750,000.00		0.00		750,000.00
191115A	7/1/2026	UBS	LEXINGTON FAYETEE URBAN COUNTY		52909MDR2	470,000.00		0.00		470,000.00
200326B	8/1/2026	UBS	SAN BERNARDINO COMM		79672ONA47	500,000.00		0.00		500,000.00
191219B	11/1/2026	UBS	OPELIKA ALABAMA TAX		683489ZE1	400,000.00		0.00		400,000.00
191016A	12/1/2026	UBS	DENVER CITY & COUNTY HSG		24917NAG6	500,000.00		0.00		500,000.00
200925	4/1/2027	UBS	WESTERN WASHINGTON UNIV		959878RJO	500,000.00		0.00		500,000.00
191219A	6/1/2027	UBS	UNIVERSITY OF NORTHERN COLORADO		914733DY3	360,000.00		0.00		360,000.00
191022	10/1/2027	UBS	NEW YORK NY TAX		64966QEK2	500,000.00		0.00		500,000.00
160802	12/1/2027	UBS	TOOLE CITY UT TAX		89033RBU7	400,000.00		0.00		400,000.00
190725A	12/1/2027	UBS	WRIGHT COUNTY TAXABLE		982276BK2	630,000.00		0.00		630,000.00
201007	8/1/2028	UBS	SAN BERNARDINO CALIFORN UNIV TAX		79671IH44	1,000,000.00		0.00		1,000,000.00
191108	8/1/2028	UBS	CORONA-NORCO CAL		219764SC2	405,000.00		0.00		405,000.00
200320	9/1/2028	UBS	PENNSYLVANIA UNIV TAX		709235P25	425,000.00		0.00		425,000.00
191212	10/1/2028	UBS	UNIVERSITY OF ALABAMA TAX		914745GG2	400,000.00		0.00		400,000.00
191024	2/1/2029	UBS	PULASKI COUNTY		745401EGO3	400,000.00		0.00		400,000.00
200630A	7/1/2029	UBS	NEW YORK STATE DORM AUTH		64990GS86	430,000.00		0.00		430,000.00
200611	11/1/2029	UBS	VENTURA COUNTY CA		923078CZ0	400,000.00		0.00		400,000.00
200324	3/1/2030	UBS	NEW YORK CITY TAXABLE		64966QJL5	500,000.00		0.00		500,000.00
200921	7/1/2030	UBS	FLORIDA STATE REV BOND		341271AF1	500,000.00		0.00		500,000.00
101013	12/1/2030	UBS	HIDALGO COUNTY TEX TAX		429343BT3	500,000.00		0.00		500,000.00
201102	12/1/2030	UBS	XENIA OH COMM SCHOOL		984071CC2	720,000.00		0.00		720,000.00
200417	9/1/2031	UBS	CITY OF NORFOLK VA TAX		655867G94	220,000.00		0.00		220,000.00
201221	10/01/26	UBS	LANCASTER OH SCHOOL DIST		514264FGO	1,675,000.00		0.00		1,675,000.00
201218	12-18-24	UBS	CD-TEXAS EXCHANGE		88241TJQ4	248,000.00		0.00		248,000.00
200612		UBS	UBS PRIME FUND			1,445,483.93		1,445,483.93		0.00
200623		UBS	UBS PRIME FUND			1,741,251.98		1,741,251.98		0.00
200714		UBS	UBS PRIME FUND			531,198.11		531,198.11		0.00
200717		UBS	UBS PRIME FUND			8,002,863.63		8,002,863.63		0.00
200728		UBS	UBS PRIME FUND			1,405,590.52		1,405,590.52		0.00
200731A		UBS	UBS PRIME FUND			259,035.81		259,035.81		0.00
200731B		UBS	UBS Select FUND			247,506.71		247,506.71		0.00
200630B		UBS	UBS PRIME FUND			601,602.80		601,602.80		0.00
200531		UBS	PRIME MM			667,488.28		667,488.28		0.00
200430		UBS	SELECT MM			1,440,813.95		1,440,813.95		0.00
										60,682,760.66
	TOTAL INVESTMENTS					73,628,220.22	62,438,754.96	64,249,214.52		**71,817,760.66**
			Unamortized Premiums			1,578,603.54	173,073.45			1,751,676.99
			Unamortized Discounts			(3,900,908.40)	(390,458.00)			(4,291,366.40)
			PW Debt-Ameritrade			8,895,641.10	1,574.48	8,892,899.47		4,316.11
			BOW			4,018,693.38	132,387,262.69	132,816,961.55		3,588,994.52
			Money Market Accounts			10,896,525.53	14,013,114.48	9,000,000.00		15,909,640.01
			Net Cash and Investments			95,116,775.37	208,623,322.06	214,959,075.54		88,781,021.89

CC Regular Session **5. 3.**

Meeting Date: 01/11/2022

By: Colleen Lasher, Administrative Services

Information

Title

Approve Amending City Council Meeting Schedule for 2022

Purpose/Background:

Purpose: To amend the meeting schedule for the City Council due to a State Primary election in August, General Election in November and to cancel the last regular meeting in December.

Background: As Council is aware, City meetings are not allowed on Election night until after the polls close. Rather than starting meetings at 8:01, past practice has been to reschedule the meeting nights that would be affected. The State Primary election is August 9, 2022 and the General election is November 8, 2022. The second meeting in December is December 27, 2022.

If approved, the August 9, 2022 City Council meeting will be rescheduled to Monday, August 8, 2022, the November 8, 2022 City Council Meeting will be rescheduled to Monday, November 7, 2022. The December 27, 2022 meeting will be canceled altogether as has been done in the past. All other meetings would be scheduled in accordance with the normal calendar on the second and fourth Tuesdays of each month.

Notification:

If approved, all notifications will be updated to reflect the amended meeting dates.

Observations/Alternatives:

N/A

Funding Source:

N/A

Recommendation:

Staff is recommending rescheduling the August 9, 2022 meeting to take place on Monday, August 8, 2022, rescheduling the November 8, 2022 meeting to take place on Monday, November 7, 2022 and to cancel the December 27, 2022 meeting altogether, as has been done in the past.

Action:

Motion to reschedule the August 9, 2022 City Council Work Session and Regular Meeting to Monday, August 8, 2022, and to reschedule the November 8, 2022 City Council Work Session and Regular Meeting to Monday, November 7, 2022 and to cancel the December 27, 2022 City Council Work Session and Regular Meeting, with all other meetings to be scheduled in accordance with the normal calendar on the second and fourth Tuesdays of each month.

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
Colleen Lasher (Originator)	Colleen Lasher	01/06/2022 10:21 AM
Kurt Ulrich	Kurt Ulrich	01/06/2022 10:24 AM
Form Started By: Colleen Lasher		Started On: 12/14/2021 11:16 AM
Final Approval Date: 01/06/2022		

CC Regular Session **5. 4.**

Meeting Date: 01/11/2022

By: Jason Fredrickson, Administrative Services

Information

Title

Approve Request to Declare Surplus Property

Purpose/Background:

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

- **One Panasonic Analog Security Camera Encoder**
- **HP Laserjet 4200dtn laser printer**
- **HP Laserjet 3390 multi-function laser printer/scanner/fax machine**
- **HP LaserJet 4200dn laser printer**
- **HP LaserJet 600 M602**
- **HP LaserJet 3380 multi-function printer/scanner/fax machine**
- **HP LaserJet 4300tn laser printer**
- **HP LaserJet 4200tn laser printer**

Notes:

Encoder was no longer needed due to replacement of last existing analog cameras with digital equivalents in late 2020.

Printers were taken out of service to reduce service and printing costs. By eliminating the need to maintain large amounts of aging printers, we were able to move to having fewer machines overall throughout all facilities. We added copiers at Fire 1 and Public works, which will operate at a lower cost-per-page than their laser printer equivalents.

- **1999 HME Fire Engine -Unit #556. VIN #44KFT4281XWZ19079**

Note: This Vehicle has outlasted it's useful life and was replaced with the purchase of a new vehicle as part of the 2020-2021 budget.

Funding Source:

NA

Recommendation:

Staff recommends Council declare the following item(s) as surplus and authorize sale/disposal of same:

- **One Panasonic Analog Security Camera Encoder**
- **HP Laserjet 4200dtn laser printer**
- **HP Laserjet 3390 multi-function laser printer/scanner/fax machine**
- **HP LaserJet 4200dn laser printer**
- **HP LaserJet 600 M602**
- **HP LaserJet 3380 multi-function printer/scanner/fax machine**
- **HP LaserJet 4300tn laser printer**
- **HP LaserJet 4200tn laser printer**
- 1**999 HME Fire Engine -Unit #556. VIN #44KFT4281XWZ19079**

Action:

Motion to declare the above listed items as surplus and authorize sale/disposal of same:

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
Diana Lund	Diana Lund	12/13/2021 06:22 AM
Kurt Ulrich	Kurt Ulrich	12/30/2021 09:55 AM
Kurt Ulrich	Kathy Schmitz	01/04/2022 10:08 AM
Matt Kohner	Matt Kohner	01/06/2022 11:20 AM
Diana Lund	Diana Lund	01/06/2022 11:22 AM
Kurt Ulrich	Kurt Ulrich	01/06/2022 11:54 AM
Form Started By: Jason Fredrickson		Started On: 12/10/2021 10:52 AM
Final Approval Date: 01/06/2022		

CC Regular Session **5. 5.**

Meeting Date: 01/11/2022

By: Katie Schmidt, Administrative Services

Information

Title

Approve the Following Meeting Minutes:

1. City Council Work Session dated 12/14/2021
2. City Council Regular Session dated 12/14/2021

Purpose/Background:

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

Background: Attached are the meeting minutes referenced above.

Recommendation:

Approve the meeting minutes.

Action:

Motion to approve the following Council meeting minutes:

1. City Council Work Session dated 12/14/2021
2. City Council Regular Session dated 12/14/2021

Attachments

12-14-2021 CCWS

12-14-2021 Mtg

Form Review

Inbox	Reviewed By	Date
Colleen Lasher	Colleen Lasher	01/05/2022 03:51 PM
Kurt Ulrich	Kurt Ulrich	01/05/2022 04:21 PM
Form Started By: Katie Schmidt		Started On: 01/05/2022 10:28 AM
Final Approval Date: 01/05/2022		

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

The Ramsey City Council conducted a City Council Work Session on Tuesday, December 14, 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
Deputy City Administrator/ Community Dev. Director Brian Hagen
Planning Technician Brian McCann
Police Chief Jeff Katers
Public Works Superintendent Grant Riemer
Administrative Services Director Colleen Lasher
City Engineer Bruce Westby
Senior Planner Chloe McGuire Brigl
City Attorney Fritz Knaak

1. CALL TO ORDER

Mayor Kuzma called the City Council Work Session to order at 5:34 p.m.

2. TOPICS FOR DISCUSSION

2.01: Discussion Regarding Union Contract Negotiations with LELS-Patrol (Portions of this case may be Closed to the Public)

Administrative Services Director Lasher introduced the item to provide the Council with an update on the status of the LELS-Patrol Union contract in Closed Session.

Motion by Councilmember Woestehoff, seconded by Councilmember Musgrove, to recess to Closed Session at 5:36 p.m.

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

The meeting reconvened to Open Session at 5:51 p.m.

Administrative Services Director Lasher summarized the discussion regarding Union Contract negotiations with LELS-Patrol stating that the City Council has agreed to the terms of the tentative agreement. The Patrol Unit Contract, which will be a three-year contract, will be presented for City Council approval on January 11, 2022.

2.02: Discuss Ordinance #21-11 Amending Chapter 10 of City Code: Animals

Deputy City Administrator/Community Development Director Hagen reviewed the staff report and recommendation to amend Chapter 10 of the City Code.

Mayor Kuzma asked if the Council had any questions.

Councilmember Musgrove provided a recap for the Council. She stated that the goals were to make the animal ordinance user-friendly, code enforcement- friendly, and more concise. Changes that were made included a beekeeping rezoning permit, bringing horses in this chapter instead of being a separate chapter, and reducing some verbiage that was redundant. She noted guidance was given to Planning Technician McCann and Deputy City Administrator/Community Development Director Hagen to make the document easier to read and understand. She stated one question that came up was whether the Council wanted to remove the inclusion of cats based on the Chief's comments.

Police Chief Katers commented that the current contract with the vendor for animal impoundment does not include cats. Historically, the only time cats have been taken, in is if they bite someone, which is a requirement. His concern was about potential stray cats and people collecting cats or bringing them to the pound. Some costs could be incurred although he wasn't sure what that cost would be. He noted the budgetary line item with the current vendor has been dropped from 4,000 to 2,000 based on the number of dogs. The vendor is pretty good at adopting out the dogs rather than euthanizing them as had been done in the past. That is a consideration as well. He explained cats had not been included previously in the history of the ordinance and it would require a contract re-write with the vendor that they also accept cats, which they do, just not from Ramsey.

Mayor Kuzma asked the Council if there was an interest to add cats.

Councilmember Musgrove replied that she was okay with it since it sounds like it is a very rare occurrence. She stated when she was reviewing the case, there was no State statute on "at large" cats for licensing for cats. From her understanding, whatever the Council includes is what goes for the City, there is nothing for cats from a State level.

Mayor Kuzma asked if there was enough to proceed.

Councilmember Musgrove asked if anyone else had feedback.

Mayor Kuzma stated if there was no more feedback, cats could be left out.

Councilmember Riley commented that the ordinance reads a lot better and is more user friendly, and resident friendly. He asked Staff who enforce this, if this document gives them the power needed to handle problems.

Planning Technician McCann replied he believed it does. He thinks code enforcement and day-to-day planning will continue with this new ordinance.

City Administrator Ulrich stated this will come back for an introduction at the next meeting on January 11, 2022.

Jared Little, 7590 149th Lane NW, stated he has been a beekeeper for about 11 years. He has taught some college courses in agriculture and is part of a beekeeping board in Stillwater. He is in the process of getting his master beekeeper certification and would love to see more people interested in beekeeping. He was asked to speak to the ordinance to make it more user friendly for other beekeepers coming afterwards. The questions he got through email indicated there was concern over the quantity per acreage. He wasn't sure what the concerns were exactly but he was open to questions.

City Administrator Ulrich referenced a chart that lists lot sizes and the number of hives allowed. 4 acres allows up to 40 hives, as the acreage goes down, that number decreases.

Councilmember Heineman referenced language included that says "the hive shall not exceed 20 cubic feet in volume" and asked for perspective what the dimensions might be.

Mr. Little replied that is larger than any hive he has ever seen and he has seen large ones. The dimension of most hives are 16 by 20. A 20 cubic foot hive would have to be close to eight feet tall, which he doesn't think will ever been an issue. Mr. Little said that occasionally a very strong hive can be present that is a high producing honey hive but even if a bee keeper would start to get a hive that is close to that size, they can remove honey and reduce the cubic feet if that did occur but it is very unlikely.

Councilmember Heineman asked if this is referring to the actual physical hive itself, not the container that contains the hive.

Mr. Little confirmed this adding that a hive will almost never contain more than 100,000 bees, which would be a very healthy hive. He explained bees cap themselves out as far as the number of bees but will continue to add honey. It is preferable to make sure bees have extra space to avoid swarming.

Councilmember Woestehoff asked if the number of hives listed seemed adequate for a reasonable installment of bees.

Mr. Little replied that it is workable, yes. Before, it used to be only six with no regard to the lot size within the City limits of Ramsey. That is difficult because in order for a beekeeper to be sustainable, they need to be able to create future hives. He explained that instead of letting the bees swarm and find another location, it is best to be ahead of it by taking out frames to make

another hive. This is typically done every year so there is enough going into winter to account for losses. He noted six was tight and most beekeepers he knows want more than one or two hives. With the current numbers that are presented, it would be accurate and most hobby beekeepers in this area keep under 20 hives.

Deputy City Administrator/Community Development Director Hagen referenced Mr. Little's comments that most hives are significantly smaller than 20 cubic feet and asked if that number should be adjusted to something smaller.

Mr. Little replied he would suggest removing the whole line, or leaving it as is because enough room needs to be ensured to prevent swarming which would create a problem for neighbors.

Mayor Kuzma thanked Mr. Little for coming.

Mr. Little offered to answer any further questions or contribute to an Expo about bees.

2.03: Review Comprehensive Plan Amendment Options for MUSA Areas North of Trott Brook

Senior Planner McGuire Brigl reviewed the staff report. She stated that the Metropolitan Council requested more units be added on the property to be in compliance with the City's Comprehensive Plan. That would require a down zoning with smaller properties. Two options were presented: the Metropolitan Council's preference of reducing lot size to three units per acre, or amending the Comprehensive Plan to allow for a lower density in unique situations. Staff's recommendation is to create a new designation in the Comprehensive Plan to allow for lower density, less than three units per acre. The main question regarding this case is why less than three units per acre are allowed everywhere in the MUSA district because it would be supportive of the rural character, but if the City goes under three units per acre, which the Metropolitan Council tracks, they would stop allowing sewer and water permits for commercial, industrial and residential projects. It would be a misuse of their waste water system which would halt the City's growth. She explained it is not recommended to go under three units per acre as a City but in certain situations it could be allowed. Staff is recommending an amendment be made to the Comprehensive Plan which would be called an Urban Residential Low District. It would be based on a similar one done by the City of Andover because this area is adjacent to existing low-density residential, there are a lot of wetland on site, and is a constrained site with only one entrance on both sides, that a lower density of units would be allowed.

Councilmember Riley referenced Senior Planner McGuire Brigl's comments mentioning wetlands and asked if the case refers not just to developable acres because that is a constraint that the City, and this property has.

Senior Planner McGuire Brigl replied that the Metropolitan Council tracks density much differently than the City would. Certain things are allowed to be excluded such as designated wetlands and flood plains, but roads, buffers, stormwater ponds cannot be excluded. She noted that even though the density from the City's perspective with quarter acre lots, 80 foot wide, would typically be four units and an acre would make sense logically because these exclusions are not

allowed, the density is coming in a lot lower. The last calculation of the Metropolitan Council was about 1.35 units per acre, with some exclusions it could be up to two units an acre, but there is essentially no way with the calculation the Metropolitan Council uses to get to the three units per acre threshold.

Councilmember Riley asked if the Staff suggestion is to exclude this one property, noting the City as a whole, which is in the approval process, would help Ramsey as whole, but it doesn't help with the issue with this property.

Senior Planner McGuire Brigl confirmed this adding with all of the plats that have come in 2020 and this plat, if it came in with around two units per acre, the City would be at 3.00 units as a City. Riverstone South and North would bump the City up but due to the large acreage of this area, it would bump the numbers down. If any additional acreage would be allowed to go less than three units per acre, that could halt sewer extension permits from the Metropolitan Council.

Councilmember Howell commented that the Metropolitan Council has a lot of power and the City is stuck with it.

Councilmember Woestehoff agreed with the Staff that amending the Comprehensive Plan makes more sense than allowing more units in this set of properties.

Councilmember Musgrove asked if it was correct that if the Council does approve the Urban Residential Low District, different areas of the Comprehensive Plan would be looked at that might also qualify in order to keep the City in compliance with the 3.00 housing rate.

Senior Planner McGuire Brigl replied this would apply to this project and the adjacent project, Northbrook Meadows. If the Council wanted additional areas considered and mapped, recalculation would have to be done on the change to the City's density. At this time, it is recommended that the two that have active projects associated with them be considered. A tool would then be available in the future if a project came in under the density which would have to be re-guided at that point. She explained a Comprehensive Plan Amendment is typically a stand-alone document on the City website. Revisions would not be done on the existing Comprehensive Plan. It would be done only for these two sites at this time and a map exhibit would be created to provide to the Metropolitan Council showing those sites.

Councilmember Musgrove asked if the second property referred to is the Hunt Property.

Senior Planner McGuire Brigl replied, yes, the Hunt and Makowske properties.

Councilmember Musgrove commented in the case, wider areas are proposed and asked if that is a different discussion.

Senior Planner McGuire Brigl replied that in the proposed amendment, the Makowske and the neighbor, plus the Hunt property are included to create a general planning area. Additional areas could be considered by the Staff if the Council wanted. She stated Staff is open to amending the

map as well as the criteria that were outlined in the case. She added one criteria that Andover didn't have to relate to is the rural character of this area.

Mayor Kuzma commented that additional areas could be added for consideration in the future.

The consensus of the Council was to direct Staff to move forward with the proposed amendment to the Comprehensive Plan as outlined in the case.

2.04: Discuss Ordinance #21-18 Amending Section 117-349 of City Code to Allow Accessory Dwelling Units (ADU's)

Planning Technician McCann reviewed the staff report and recommendation to adopt Ordinance #21-18 Amending City Code Chapter 117-349 of the City Code to allow ADU's. He stated that calls are received at minimum once per month from residents asking about accessory dwelling units, Mother-in-Law suites or some form of alternative living space on the same parcel. The proposed Ordinance was drafted based off a similar ordinance by the City of Dayton.

Councilmember Heineman questioned if this would allow residents to build an accessory dwelling unit to rent out as an airbnb and things of that nature.

Planning Technician McCann confirmed this.

Councilmember Heineman questioned if rental would be allowed with how the ordinance is written.

Senior Planner McGuire Brigl confirmed this, adding with a rental license a requirement would be that the owner would have to either be living in the house or the ADU on the subject property.

Mayor Kuzma questioned how 'she sheds' that are already in place would be affected.

Senior Planner McGuire Brigl replied that 'she sheds' would not be affected. If the homeowner wanted to create a more habitable place and allow someone to sleep there, now there is a way to permit it. She explained that right now in the City Code, a bathroom, a washroom, or a small kitchen in a detached garage which is past the certain threshold that would be needed to get this.

Councilmember Riley commented that one benefit to this is that the City is getting things to be in compliance so the ADU would have sewer, water, and heat. With the current code, these things are not allowed so any that are out there doing that under the radar, may be done in an unsafe way. Overall, he isn't supportive of this, but if it cleans up something that may be happening already, he can see the benefit of it.

Councilmember Musgrove questioned if these would count toward the number of houses for the Metropolitan Council because they need extra sewer and water.

Senior Planner McGuire Brigl replied that is a great question but no, it would not count toward the density because density is tracked with platting. These would not be allowed to be split off, they

have to share utilities with the house, so it wouldn't count. She offered to push it with the Metropolitan Council if that was wanted.

Councilmember Howell questioned if a tiny home community was started, would that count.

Councilmember Woestehoff replied that as the ordinance is written, there is only one ADU on a property along with the home.

Councilmember Howell clarified that she meant a tiny home community to meet the Met Council's requirements.

Councilmember Woestehoff replied if it was zoned for high density.

Senior Planner McGuire Brigl replied that likely would count because it would have an application associated with it.

Councilmember Musgrove commented that some areas of the City that are going to be excluded from this are townhomes and other areas and questioned if that language was included or if it needed to be.

Mayor Kuzma replied there is a minimum lot size required.

Councilmember Howell referenced garage conversion and questioned if that referred only to a detached garage or if someone could convert an attached garage into a dwelling.

Senior Planner McGuire Brigl replied that an attached garage would be under an attached ADU or an internal ADU. For a detached garage conversion, it would need the CUP.

The consensus of the Council was to direct staff to bring the ordinance forward for introduction in January.

2.05: Discuss Ordinance #21-20 Amending City Code Chapter 117, Sections 1 and 351 Regarding Home Occupations

Zoning Code Enforcement Officer Raines reviewed the staff report and introduced the ordinance. She stated this was brought to the Planning Commission on November 18, 2021. The changes requested regarded a more clear definition of home occupation as a result of recent code enforcement cases.

Councilmember Howell referenced Section 117- 351, Item J, and commented that one concern she had was that it didn't take into consideration people who might be artists or tutors or music teachers who run a business to be able to do so as eight daily trips wouldn't be sustainable for them. She stated she is from Fargo originally where there is a robust artist community and a lot of home-based music teaching businesses. Councilmember Howell commented that she looked at the city code for Fargo, which includes a section for those people and could serve as a model for Section

J. The Fargo city code had categories for minor and major home occupations which were clearly defined and could serve as a model for clarity.

Zoning Code Enforcement Officer Raines commented that home occupations require a CUP so changes would have to be made regarding the number of trips. She offered to look into modifying it.

Councilmember Howell questioned if it was correct that the first section addresses businesses that don't require a CUP.

Zoning Code Enforcement Officer Raines confirmed this.

Councilmember Howell commented that the Fargo city code had a clear division which was nice.

Zoning Code Enforcement Officer Raines referenced Item 1G and commented that the Planning Commission asked for it to be reduced to 200 square feet. That would be the minimum square footage of garage or accessory building space to be maintained for the residents. She questioned if that was something the Council agreed with or would like to see changed, noting it was originally 400 square feet.

Councilmember Musgrove questioned what the thought process was behind changing it or having it included.

Mayor Kuzma replied it was the size of the car so if it is a two-car garage, they could still get a car in.

Zoning Code Enforcement Officer Raines confirmed this.

Mayor Kuzma commented that he didn't have a problem with it.

Councilmember Woestehoff referenced Zoning Code Enforcement Raine's comments that these are all CUP's so even if it is the case that it is not identified, as Councilmember Howell said, for music teachers or artists who may have more trips in a CUP there is the opportunity to give them that excess traffic.

Zoning Code Enforcement Officer Raines confirmed this.

Senior Planner McGuire Brigl commented that in the current Zoning Code there are three types of home occupation levels. The first is someone who has a home office or an artist, someone who doesn't have anyone coming to their house. Those are the people who are asking about it the most and they don't need a permit. Then there is the administrative permit, which is typically piano teachers. In that case, an administrative permit is drafted which goes through City Staff review. Also included are those who are shipping things and have one person coming to the house at any given time. Those uses fall under the administrative permit and don't have to come to City Council. She explained it comes to the City Council when it gets excessive or there are complaints

about it. For the most part these minor home occupations are handled administratively. She liked the example of definition from the Fargo city code.

Mayor Kuzma questioned if Staff wanted to update it and bring it back to the Council.

Senior Planner McGuire Brigl questioned if updates should be brought back to a work session or regular meeting.

City Administrator Ulrich replied if the Council is okay, the definitions could be adopted and brought back as an ordinance introduction unless Council would like to see it again at a work session.

Councilmember Howell questioned if this would eliminate music teachers or someone who tutors at their house from having to go to the City and get a permit. This was confirmed by staff. Councilmember Howell stated her goal was to create a robust arts community and for the City to be friendly to those sorts of endeavors.

The consensus of the Council was to direct staff to bring it back for consideration as an Ordinance.

2.06: Discuss Ordinance Amending Sections 117-111, 117-349, and 117-355 of the City Code Creating Additional Requirements for Driveways and Parking Pads

Planning Technician McCann reviewed the staff report regarding the proposed ordinance which included parking pads for properties two and a half acres or larger while also limiting driveway width to the side of a garage to 15 feet. The purpose of this is to better regulate off street parking violations and zoning permits for driveway or parking pad additions.

Councilmember Musgrove commented this case was heard during a Planning Commission meeting where there were thoughtful comments that the garage would be on the same side as the pad so there would be some uniformity instead of people having pads on both sides of their house. She agreed with this standardization if additional parking spaces were wanted.

Councilmember Woestehoff agreed. He commented that the Planning Commission spent a lot of time on this case and came up with a reasonable set of solutions that allows for freedom but keeps things tight.

The consensus of the Council was to accept the changes.

3. TOPICS FOR FUTURE DISCUSSION

3.01: Review Future Topics/Calendar

City Administrator Ulrich stated that a legislative update is on the agenda for the regular City Council meeting tonight. He noted that part of future discussions will be to bring local legislators into the session and talk about what is going on and expectations for the upcoming session. That will be discussed more at the regular meeting tonight. He stated a date will need to be set for an

annual Council planning discussion, which is usually done the first part of February in the coming year on a work session night. He noted a list of topics for future discussion was attached to the case and additional topics the Council saw as priority for the first quarter of 2022 could be added.

Councilmember Woestehoff questioned if there was a timeline for a City website review. He felt work session time would be pertinent as time permits.

City Administrator Ulrich replied that since it is a 2022 topic, it would be timely for discussion on how that will be approached.

Councilmember Musgrove referenced a point about possible re-districting and asked if that had a time frame.

Administrative Services Director Lasher replied that she is currently is in the process of studying this topic. She has watched a few webinars and guidance is taken from Anoka County. She noted there is a date in February by which decisions will be made. Administrative Services Director Lasher committed to getting an update and revisiting this in the beginning of February. She will send out an informational email with more concrete information.

Administrative Services Director Lasher commented there was a Charter Commission meeting in November where proposals were made to start updating the elections chapter, Chapter 4, of the Charter. This is not listed for discussion but she will add it to the list.

4. MAYOR / COUNCIL / STAFF INPUT

None.

5. ADJOURNMENT

The Work Session of the City Council was adjourned at 6:40 p.m.

Respectfully submitted,

_____
Kurtis G. Ulrich
City Administrator

ATTEST:

_____
Katie M. Schmidt
Deputy City Clerk

Drafted by Joni Helmeke
TimeSaver Off Site Secretarial, Inc.

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

The Ramsey City Council conducted a Closed Session on Tuesday, December 14, 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
Administrative Services Director Colleen Lasher
Deputy City Administrator/ Community Dev. Director Brian Hagen
Public Works Superintendent Grant Riemer
City Attorney Fritz Knaak

1. CALL TO ORDER

Mayor Kuzma called the Closed Session of the City Council to order at 5:36 p.m.

2. COUNCIL BUSINESS

2.01: Discussion Regarding Union Contract Negotiations with LELS-S Patrol (Closed to the Public)

Administrative Services Director Lasher explained that the purpose of the case is to give the Council an update on the union contract negotiations for LELS-Patrol.

Following discussion, the consensus of the Council was to provide direction for the Staff to continue negotiations.

3. ADJOURNMENT

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

Motion carried.

The Closed Session was adjourned at 5:51 p.m.

Respectfully submitted,

_____
Kurtis G. Ulrich
City Administrator

ATTEST:

_____
Katie M. Schmidt
Deputy City Clerk

Drafted by Joni Helmeke
TimeSaver Off Site Secretarial, Inc.

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CITY COUNCIL
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA

The Ramsey City Council conducted a regular meeting on Tuesday, December 14, 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

Members Absent: None

Also Present: City Administrator Kurtis Ulrich
Economic Development Manager Sean Sullivan (attended remotely)
Finance Director Diana Lund
Senior Planner Chloe McGuire Brigl
City Attorney Fritz Knaak
Administrative Services Director Colleen Lasher
Deputy City Administrator/ Community Dev. Director Brian Hagen

1. CALL TO ORDER

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

2. PRESENTATION

None.

3. CITIZEN INPUT

None.

4. APPROVE AGENDA

Motion by Councilmember Heineman, seconded by Councilmember Howell, to approve the agenda as revised to move Item 7.6 to 7.1a.

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

5. CONSENT AGENDA

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

5.01: Receive October Financial Reports- General Fund and Enterprise Funds
5.02: Receive Cash & Investments for Period Ending November 30, 2021
5.03: Receive Grant From The Cross Family Foundation
5.04: Note the Following Boards, Commissions, and Committee Meeting Minutes:
1) Planning Commission Regular Meeting Minutes dates October 28, 2021
2) Planning Commission Work Session Meeting Minutes dated October 28, 2021
3) Economic Development Authority Meeting Minutes dated October 14, 2021
5.05: Note the Following Commission and Committee Meeting Minutes:
1) Park and Recreation Commission Meeting Minutes dated October 14, 2021
2) Public Works Committee Meeting Minutes dated October 19, 2021
5.06: Adopt Resolution #21-325 Amending Municipal State Aid Street System Designations
5.07: Approve the following Meeting Minutes:
1) City Council Work Session dated November 23, 2021
2) City Council Regular Session dated November 23, 2021
5.08: Approve Business Licenses
5.09: Approve Extending Animal Impound Services Contract with North Metro Animal Care and Control
5.10: Approve Rental Licenses
5.11: Adopt Resolution #21-359 Approving the Memorandum of Agreement (MOA) Between the State of Minnesota and Local Governments and Authorizing Participation in National Opioid Settlement
5.12: Authorization to Increase a Part-time Police Records Technician to Full-time
5.13: Authorization to Promote the Lead Streets Maintenance Worker to Streets Supervisor
5.14: Authorization to Hire Temporary Ice Rink Attendants
5:15: Authorization to Hire Temporary On-call Snow Plow Driver
5:16: Adopt Resolution #21-355 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of November 18, 2021, through December 8, 2021
5:17: Adopt Resolution #21-207 Approving Lawful Nonconforming Uses and Boundary Agreement for Ken's Repair and Sales
5:18: Adopt Resolution #21-330 Approving Emergency Response Plan for America's Water Infrastructure act of 2018
5.19: Adopt Resolution #21-336 Establishing Precinct and Polling Locations for the 2022 Election Year
5.20: Adopt Resolution #21-337 Approving a Beekeeping License on a Residential Property at 7339 148th Lane NW; Case of Maksym Solohenko
5.21: Adopt Resolution #21-342 Accepting Supplemental American Rescue Plan Act (ARPA) Funds
5.22: Adopt Resolutions #21-343 and #21-346 Approving Park Maintenance Agreement and Accepting Outlot C for Riverstone

5.23: Adopt Resolution #21-344 Approving Plans and Specifications and Authorizing Advertisements for Bids for Fire Station No. 1 Parking Lot Improvements, Improvement Project #21-10
5.24: Adopt Resolution #21-345 Authorizing Reconstruction of Waco Street to Existing Pavement Width as Part of Improvement Project #22-01
5.25: Adopt Resolution #21-347 Approving Record of Decision (ROD) and Negative Declaration for Trott Brook Crossing EAW
5.26: Adopt Resolution #21-348 Approving Purchase Agreement for Part of Outlot A, Java Auto Parts; Case of Java Companies L.L.C.
5.27: Adopt Resolution #21-349 Authorizing Funding and Ordering Engineering Services for West Armstrong Redevelopment Area (Plans, Specs, and Feasibility Update)
5.28: Adopt Resolution #21-350 Approving Second Amendment to Purchase Agreement for Outlot B, COR Stone Brook Academy; Case of Stories Foundation
5.29: Adopt Resolution #21-351 Regarding Purchase Agreement for Lot 4, Block 1, Riverside West; Case of Windows and Doors USA
5.30: Adopt Resolution #21-353 Authorizing Execution of Certain Deeds and Documents on Behalf of the City of Ramsey Housing and Redevelopment Authority by Current City of Ramsey Officials
5.31: Adopt Resolution #21-356 Authorizing the City's 2022 Non-Union City Health and Dental Insurance Contributions and Wage Adjustments
5.32: Adopt Resolution #21-354 Decertifying Tax Increment Financing District #8
5.33: Adopt Resolution #21-357 Authorizing Partial Payment #15 to RJM Construction for Improvement Project 20-07 New Public Works Facility

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

6. PUBLIC HEARING

6.01: Public Hearing- Adopt Resolution #21-338 Adopting the City's 2022-2031 Capital Improvement Plan (CIP)

Presentation

Finance Director Lund reviewed the staff report and recommendation to adopt a Capital Improvement Plan (CIP) for 2022-2031. She stated that the CIP has the following goals: to acknowledge and communicate public infrastructure priorities and dynamics, ensure appropriate responses to changing infrastructure needs and demands, develop a financial assessment of capital resources available to meet future capital project needs, encompass the City's strategic plan imperatives of: financial stability, a balance of rural character and urban growth, an active and connected community, smart citizen-focused government, and effective organization. The plan has been prepared in an attempt to anticipate major capital expenditures. This is a snapshot of the capital needs allowing for a continued prioritization of those needs. The CIP is not intended to provide exact budgeting but instead is a projection of capital cost estimates. The CIP does not authorize any project within the plan. Each project requires its own individual authorization by the City Council. Once the document is approved it will be found on the City's website under the Finance Department.

Motion by Councilmember Heineman to adopt Resolution #21-338 Adopting the City's 2022-2031 Capital Improvement Plan (CIP).

Councilmember Heineman withdrew the motion.

Public Hearing

Mayor Kuzma called the public hearing to order at 7:05 p.m.

Citizen Input

There was none.

Motion by Councilmember Riley, seconded by Councilmember Howell, to close the public hearing.

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

The public hearing was closed at 7:06 p.m.

Council Business

Motion by Councilmember Heineman, seconded by Councilmember Woestehoff, to adopt Resolution #21-338 Adopting the City of Ramsey's 2022-2031 Capital Improvement Plan (CIP).

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

6.02: Public Hearing- 2022 Tax Levies and General Fund Budget

- Adopt Resolution #21-339 Adopting the 2021, Payable 2022 Municipal Tax Levy
- Adopt Resolution #21-340 Adopting the 2022 General Fund Budget
- Adopt Resolution #21-341 Adopting the 2022 Economic Development Authority (EDA) Budget

Presentation

Finance Director Lund reviewed the staff report and recommendation to adopt Resolution #21-339 Adopting the 2021, Payable 2022 Municipal Tax Levy in the amount of $15,312,856; adopt Resolution #21-340 Adopting the 2022 General Fund Budget in the amount of $14,492,640; Adopt Resolution #21-341 Adopting the 2022 Economic Development Authority (EDA) Budget in the amount of $85,360. She stated that after approval and the budget is adopted it will be posted on the City's website for review.

Public Hearing

Motion by Councilmember Musgrove, seconded by Councilmember Howell, to open the public hearing.

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

Mayor Kuzma called the public hearing to order at 7:28 p.m.

Councilmember Specht thanked Finance Director Lund for her hard work. He recognized Ms. Lund had many meetings to go over the numbers and proposals and he appreciated the hard work.

Citizen Input

Andre Champagne, 17421 Unicorn Street NW, stated that he received the publication *The Ramsey Resident* and found out that the street in front of his house, which needs repair, is going to be repaired eight years from now. He then received a proposed tax statement which indicates an 18% increase. He understands that funding is changing including a pavement fund, which he learned tonight, so it is not truly an 18% increase. He thanked the Council for their work and hoped that the latest iteration of the budget works as it allows the work needed to fix the streets. He noted that he has been in Ramsey for over 20 years and feels that the City has done a poor job of fixing the streets. He hopes the leadership of the Council has gotten it right to have streets fixed. He expressed frustration that he will have to wait another eight years to get his street fixed and felt priorities should change to address issues sooner.

Amanda Sherman, 8568 171st Avenue NW, referenced the Elk River school district and asked for clarification and if it is correct that the City cost is different based on the school district but school district cost is listed on the tax statement. She also asked how the City cost would be different. She explained she spoke to others who attend the Anoka-Hennepin school district and have a higher home value but are paying less City taxes from that one-line item.

Finance Director Lund replied she would have to look at the tax statements.

Ms. Sherman also asked about special assessments, there is a $24 charge, and questioned what that was for.

Finance Director Lund replied it is an environmental fee for garbage that is on everyone's taxes. She noted that on the County website, each line item is listed.

Ms. Sherman stated her taxes have gone up $1,000 in the last four years and wondered if the taxes will continue to rise.

Finance Director Lund responded by asking if it was a brand-new home.

Ms. Sherman replied it was but the tax increases are more than she had planned on. She questioned if taxes will continue to rise every year.

Finance Director Lund explained the bill with the discontinuation of the franchise fee.

Mayor Kuzma commented that he will not be supporting tonight's budget. He recognized it is an important and needed document but stated a $168 a year franchise fee was in place. Now it has been changed and been moved to the levy. He noted for a few houses, it will be reduced a little bit but the tax capacity, inflation has pushed the houses to be around 7% so the 18% increase is based on the new house value. If inflation continues, the houses are going to climb again and the 18% will not go away but will continue year after year to be able to fund the roads. Mayor Kuzma believes it is a poor way to handle street funding and is unhappy with how it is turning out. He will wait to see how it plays out but was more in favor of the franchise fee because it was constant. As the City starts to add houses, his opinion is that the franchise fee could have been lowered, noting that people knew what they were expecting, now it is wide open so he will be voting no.

Councilmember Woestehoff agreed with the things the Mayor said; however, not passing a budget and being $2 million short is not something he is willing to do. He agreed that roads are a big problem for the City, noting the current solution in the budget is $300,000 less than was invested in the roads last year and is costing us more. He stated it is harder for everyone to tackle such a large increase even though it does offset the franchise fee. He can understand that a lot of houses will be paying more, a lot of houses will be paying less. He thinks there are parts of the budget and levy that everyone on the Council has an issue with; however, in the spirit of working together and getting something done, he feels he has to support it because he doesn't want Staff to have to worry about a $2 million deficit in January.

Councilmember Musgrove asked Finance Director Lund about road funding in the past, whether the City funded 75% and assessed 25%, and then the franchise fee was switched. She also asked if the debt levy right now is covering the 75% that the City has covered. She noted as the years go on, the debt funding for the roads is going to go down. Councilmember Musgrove asked Finance Director Lund to speak to how that will potentially impact the General Fund and the Road Maintenance Fund.

Finance Director Lund referenced a slide in her presentation that depicted the debt, noting it listed four years of road debt that are ten-year bond issuances. The first one was in 2015 and the last year it will be levied will be 2025 and the next four respective years. Then, when they fall off it and will reduce the debt levy portion. Finance Director Lund commented that Councilmember Musgrove had asked about the road funding and explained that prior to the franchise fee, debt was issued and that was put on the property taxes for the respective debt levies that were just mentioned. The 25% was assessed to the respective property owner to pay. Last year, the franchise fee was used, there was no special assessment or debt issued, and the roads were covered by the franchise fee. For 2022, the special assessment is gone, the franchise fee is gone, and the issuance is gone. It is all encompassed within the property tax to fund the roads.

Councilmember Musgrove highlighted that as those debts are gone, it will help bring down the levy because there will be a dedicated road funding source which she felt was an issue with the franchise fee. She stated a dedicated source for road funding was needed so instead of issuing debt, the Council at that time voted for the franchise fee. She thinks it is more transparent to have

it on the tax roll and as the years go on, the debt from those past years of funding for the roads will go off. People will be able to see more road projects going on because there will be a dedicated fund for roads and which roads get done was an issue with the assessments. Some roads were put to the back of the road list because there were petitions against the roadwork. Councilmember Musgrove thought when looking at this budget, it should be remembered that the debt service will not be a part of the road funding.

Councilmember Heineman referenced the general levy increase. He acknowledged that it is more favorable to see the budget shrinking to show fiscal responsibility and the Council should be looking for ways to do that. There is also an issue where, as a resident commented, road maintenance is behind and that is why last year the City Council voted on the franchise fee, a tax to generate enough revenue to cover the roads. He appreciated the Mayor's point of view but replied to the comment that residents knew what to expect, that tonight it was shown residents didn't know that on average, there was a 15% tax increase because it wasn't listed on the budget but hidden in the utility bills. The 18% is a shocking number, and it is because the roads need to be caught up. He noted it is not actually an 18% increase because if there was a 15% increase last year, this year it's a 3% increase. He stated the numbers do look shocking but the franchise fee is being offset now.

Councilmember Heineman referenced the tax capacity table and commented that it is more favorable to be in the middle or as low to the bottom as possible in regard to the least taxed cities but this is a crucial time in Ramsey with growth and the City needs infrastructure to support it. Councilmember Heineman referenced the County Commissioner who indicated that all the surrounding cities are growing and traffic is going through Ramsey, which will be a benefit but also causes wear on the roads and that needs to be accounted for. As far as funding for roads, he thought it was unfortunate that it is there but it is necessary. Regarding the increase in the general levy from 2014 to 2021, there was an average increase of 5.7%. This year there is a 5% increase. Comparative to prior years, the Council has done a good job of keeping the general levy down, especially with inflation. He listed increases in other cost of living items and felt that going from a 5.7% to a 5% increase was pretty good but he recognized there will be a hit to fix the roads. He commented that the Council saw that fixing the roads is a priority though they differ on the solution. He noted that fixing the roads and slowing spending are priorities and this is the best solution for that.

Councilmember Riley commented this is a public hearing and asked if there were others who wanted to speak.

Eric Vollmuth, 8845 176th Avenue, asked why the franchise fee was repealed in favor of this levy as far as the roads.

Councilmember Heineman answered that certain members on the City Council looked at the franchise fee as not being necessarily sustainable, though others may say that it was sustainable. However, if the actual numbers are looked at from 2022 to 2030, in only two of those years the franchise fee covered the actual cost of the road projects that were outlined. He stated the City has a slush fund or rainy-day fund that can help cover those costs but the franchise fee being stagnant at $1.9 million didn't cover some of the years. Councilmember Heineman noted that by making

this public and on the tax statement, the City is held accountable, residents are not surprised to find out that they have actually being paying 15% on average depending on the home value, or 15% on utilities that are covering roads, which is transparent. Also, as the City grows, if putting it on the general tax levy, it will continue to grow with the City. Because of the $500,000 fund to cover the first two years, the tax levy that doesn't cover the road projects but since it continues to grow, in 2030 it will have a $1.5 million surplus to put toward future roads work quicker versus a deficit of $712,000. Essentially, it is being tied to City growth and being transparent. He stated hopefully that will snowball, pay for roads quicker, bring that number down, and get ahead of roads that way.

Motion by Councilmember Riley, seconded by Councilmember Woestehoff, to close the public hearing.

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

The public hearing was closed at 7:47 p.m.

Council Business

Councilmember Howell stated that she will not be voting in favor of the budget tonight but not because of the road funding. She felt it is unfortunate that the last Council was not transparent about what percentage taxes went up by adding the franchise fee. She felt that would have eliminated some of the contention on the current Council and they could have applauded the last Council for addressing the road issue, which needed to be done and took courage to do. She stated the lack of transparency, however, is an issue. She felt this made it transparent for everyone as far as what percentage they are paying so she is in favor of doing that even though it is a high tax percentage. Regarding the personnel requests, she noted spending has gone up quite a bit more with personnel and if the costs had been kept down and the Council had been more serious about addressing what positions couldn't be added to the budget, the percentage could have been kept down for the residents. She restated she will not be supporting the budget because of the personnel increases.

Councilmember Riley stated he won't be supporting the budget either. With regard to transparency and due process, he would support a plan where the roads are fully funded, but they are not fully funded when a smaller amount is being collected than before when it was fully funded. Assuming that there will be continued growth on the tax levy, he was uncomfortable with the budget, wouldn't accept it, so he will be voting no.

Councilmember Woestehoff echoed Councilmember Riley's comments, noting the franchise fee does associate with growth, as more houses are added and more franchise fees are collected. He noted it is more economical for the first year of a new house and the City has lots of new houses. He pointed out that in this five-year period, it would have made the City more money than the tax levy because on a new build, taxes are initially lower. He stated there is a huge burden to the business community that hasn't been discussed. To Councilmember Riley's point, he stated the roads are being underfunded another $300,000 and the numbers show that with a mean house value, if it is lower, then less is taken for the roads. If things were fully funded it would be

equivalent, potentially. He stated this is a difficult decision for him but he can't leave the City without a budget. He understands everyone's reasons if they have doubts about the budget but for him, this about running a City.

Councilmember Specht stated he appreciated feedback from the community and Councilmembers and thinks more time could be spent on the franchise fee but it didn't need to be done now. To the point that roads wouldn't be fully funded for the first year, he noted there is money set aside that will be pulled from as that is the whole point of having the fund. He agreed with the points made by Councilmember Heineman and that the budget isn't perfect, there are areas that could have been cut, but he feels it is a good balance and compromise for a City that is growing. He stated it should be ensured that there are enough personnel and what is needed to make the City a great place to live. He stated the budget needs to be balanced and not raise taxes more than necessary. He will be supporting the budget, noting that while it is not perfect, it is a good balance and a lot of work has gone into it.

Councilmember Musgrove agreed with Councilmember Specht and wished, as a Council, they had more discussion regarding personnel. She noted a consensus was reached early on, positions were moved forward because of that consensus, and residents of Ramsey could have seen savings in the general fund had those discussions taken place. She will be supporting the budget but wished more discussion had taken place regarding the personnel decisions.

Motion by Councilmember Woestehoff, seconded by Councilmember Heineman, to adopt Resolution #21-339 Adopting the 2021, Payable 2022 Municipal Tax Levy in the Amount of $15,312,856.

A roll call vote was performed:

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

Motion carried.

Motion by Councilmember Woestehoff, seconded by Councilmember Heineman, to adopt Resolution #21-340 Adopting the 2022 General Fund Budget in the amount of $14,492,640.

A roll call vote was performed:

Councilmember Musgrove	aye
Councilmember Specht	aye
Councilmember Riley	nay
Councilmember Howell	nay

Councilmember Woestehoff aye
Councilmember Heineman aye
Mayor Kuzma nay

Motion carried.

Motion by Councilmember Woestehoff, seconded by Councilmember Howell, to adopt Resolution #21-341 Adopting the 2022 Economic Development Authority (EDA) Budget in the amount of $85,360.

A roll call vote was performed:

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

Motion carried.

7. COUNCIL BUSINESS

7.01: Adopt Ordinance #21-21 Amending City Code Article XVI- Tobacco, Sections 26-749 to 26-789

Economic Development Manager Sullivan reviewed the proposed ordinance to amend City Code Article XVI-Tobacco, Section 26-749 to 26-789 to reflect the Minnesota 21 Tobacco Law that went into effect in August of 2020. This changed the legal age of tobacco sales from 18 to 21 as well as incorporating electronic tobacco devices within the City of Ramsey Code. The public hearing notice for Ordinance #21-21 was published on November 12, 2021. He noted the public hearing and first reading of the Ordinance occurred on November 23, 2021 at the City Council meeting. Staff recommends adopting Ordinance #21-21.

Motion by Councilmember Riley, seconded by Councilmember Musgrove, to waive the City Charter requirement to read the ordinance aloud and adopt Ordinance #21-21 Amending City Code Article XVI-Tobacco, Sections 26-749 to 26-789.

A roll call vote was performed by the Recording Secretary:

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

Mayor Kuzma aye

Motion carried.

7.01a Adopt Resolution #21-352 Approving Youth First Community of Promise Lease Agreement (previously Item 7.6)

Economic Development Manager Sullivan reviewed the staff report and recommendation to adopt Resolution #21-352 approving the Youth First Community of Promise Lease Agreement in the amount of $1 per year for a term of two years.

Councilmember Howell asked Economic Development Manager Sullivan if the City will be paying for the snow removal. She also asked if that has always been the case or if Youth First has been responsible for it in the past.

Economic Development Manager Sullivan replied the City has been leasing this property to Youth First and a number of other tenants since 2007 and how the snow removal has been handled has changed over the years. Around 2016, the lease was changed to read that Youth First would not be responsible for snow removal through the end of the lease ending 2030. Economic Development Manager Sullivan commented that he was not on Staff during that time and was unclear why it was formalized in the lease.

Councilmember Musgrove asked Economic Development Manager Sullivan to speak to the utilities and cost breakdown along with the payment agreement. She stated the case notes indicate there is cost sharing among the three tenants and asked if that includes the utilities.

Economic Development Manager Sullivan confirmed this and stated the utilities are prorated between the three tenants. The fees are collected by property management through Marty Fischer to make payments.

Councilmember Musgrove referenced the staff notes which indicate the City has a snow plowing contract for all of 6701, and the bill is split three ways. She asked if the snow removal was part of it or not.

Economic Development Manager Sullivan replied that snow removal has been treated differently according to the lease. The bill is split three ways but the portion that Youth First would be paying, the City is paying, likely through RALF funds collected through the lease so it is RALF dollars, not City dollars.

Councilmember Musgrove asked if the City has to pay back those RALF dollars.

Economic Development Manager Sullivan replied the RALF process is very complicated and the City Attorney will be consulted to determine what is going to occur when sales of the properties start. When these properties were purchased, the City received loans from the Met Council to acquire them for highway purposes. In the interim, rent has been collected for these properties with the money being used to maintain the properties. When the properties are sold back, RALF

will be expecting payment back for the properties. What the payment will look like, whether determined by the appraised valued or the original loan value, is yet to be determined and is something the City Attorney is helping to determine.

Councilmember Howell suggested that snow removal is no longer subsidized for Youth First because it is not done for any other program and they are already getting essentially free rent for two years. That is a change she would like to see with this case.

Motion by Councilmember Howell, seconded by Councilmember Musgrove, to adopt Resolution #21-352 Approving Youth First Community of Promise Lease Agreement with the exception of snow removal and including the proportional share of 30% of utilities, subject to changes from the City Attorney.

Further discussion:
Councilmember Howell asked if including the change regarding snow removal is fair. Economic Development Manager Sullivan confirmed this and stated he would make the change to the lease and communicate it to Youth First. He agreed that the City is offering Youth First a good deal to support their mission. The cost that may occur over a winter or two is a reasonable request and will be accepted. If not, the program will have to find another location. Councilmember Specht referenced Economic Development Manager Sullivan's comment that the snow plowing was coming out of the RALF funds, not City money, and asked if that is correct. Economic Development Manager Sullivan confirmed this. Councilmember Specht commented that he is on the Youth First Board and knows that through other economic circumstances, the program is being hit pretty hard right now. He believes they do a lot of work in the community and would support leaving the proposal as is. Councilmember Riley agreed with Councilmember Specht that Youth First does good work and because RALF funds are being used, it wouldn't save the City any money so he is unsure why it would be favorable to make a detrimental effect to Youth First. Councilmember Woestehoff agreed and suggested a friendly amendment to change the verbiage to "as written in the case" with the language regarding the snow removal. He asked if Councilmember Howell would be amenable to that. Councilmember Howell confirmed this. Councilmember Musgrove commented that RALF dollars are being used now but asked if it is correct that those funds will be need to be paid back. She added that the amount was unknown but the Council is being asked to make a decision on a proportion of cost that isn't included in the case.

Councilmember Musgrove withdrew her second to the motion. Motion failed for lack of a second.

Motion by Councilmember Howell, seconded by Councilmember Woestehoff, to adopt Resolution #21-352 Approving Youth First Community of Promise Lease Agreement as written, subject to changes from the City Attorney.

Further discussion:
Councilmember Specht referenced Councilmember Musgrove's point and asked about the RALF funds, if they will potentially have to be paid back. Economic Development Manager Sullivan replied that he is not an expert in the RALF funds, but it is his understanding that the intent of the program is to acquire properties. He noted there were some costs because at the time, Highway

10 was going to be moved up to the railroad tracks when most of the properties were acquired but that has changed. Economic Development Manager Sullivan explained RALF is looking to replenish that fund so they can make loans to other cities looking to something similar in regard to highway projects. He noted where it gets tricky is when he says the expenditures are paid with RALF funds; it's paid with leased revenue on RALF properties, so that is what he's calling "RALF funds." He explained it is more a matter of whether RALF leased dollars count toward the loan amount or if at the end, they are sent to RALF as additional income. He didn't know the answer to that. Councilmember Woestehoff asked what the average cost of snow removal would be for a year. Economic Development Manager Sullivan replied a high estimate would be $500 for a winter per tenant but could vary based on the weather. City Administrator Ulrich replied he reviewed billings from the last several years and would agree with the assessment that it would likely be around $500 for this tenant. Councilmember Woestehoff commented that Ramsey is a City with a budget around $15 million. Youth First is an organization with a budget around $40,000- $80,000 so the City's impact can be greater by taking on the snow removal and could benefit Youth First even more. Councilmember Musgrove asked if there was a time limit or if more information could be gathered on costs and a decision made in January. City Administrator Ulrich replied he could look up data tonight but echoed Economic Development Manager Sullivan's comment that it could vary widely based on the weather. Councilmember Specht asked if this would be considered appropriate use of RALF funds. City Administrator Ulrich confirmed this, stating it is considered maintenance and RALF revenues are to be used in support of the properties.

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

Economic Development Manager Sullivan thanked the Council and stated he would let Youth First know there will be a lease for them to review.

7.02: Adopt Resolution #21-312 Approving Final Plat for Riverstone South

Senior Planner McGuire Brigl reviewed the staff report and recommendation to approve the Final Plat for Riverstone South. The subject property is approximately 110 acres, with 79 dedicated to Riverstone South which will accommodate a 244 lot, detached single-family subdivision. The City Council approved the preliminary plat for this project in April 2021 contingent upon the developer finalizing the final plat, a cost share agreement, park dedication, tree preservation, and final approval of plans, subject to current Staff review comments, and approval by the City Engineer. This last step in the phase of platting, Final Plat, approves construction documents and the final plat sheet for recording and legal subdivision. The next step after Final Plat is a development agreement, which outlines fees and responsibilities for each party throughout construction. She stated that Capstone is in the audience to answer any questions.

Motion by Councilmember Specht, seconded by Councilmember Musgrove, to adopt Resolution #21-312 approving Final Plat for Riverstone South.

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

7.03: Review 2021 Legislative Outcomes and 2022 Legislative Priorities

City Administrator Ulrich reviewed the staff report and stated the purpose of the case is to look at the 2021 legislative agenda and outcomes and create a plan for the 2022 legislative session. Typically, the Council would meet with legislators at a session in January to review priorities for the coming session. He stated if there was feedback on any of the items put forward, consideration would be made by the Council during the session in January.

Councilmember Musgrove thanked City Administrator Ulrich for adding comments in the LGA funding that was discussed. She referenced an article that was sent with information on LGA funds and stated that Ramsey is a unique City that fits the qualifications and criteria for this. She feels like every city should benefit from LGA in some portion. In talking to the gentleman in charge of the LGA, she learned there is a formula behind the funding based on the numbers from the given city so there would have to be a formula change in order to get funding.

City Administrator Ulrich noted there was legislation that indicated there is a minimum local government aid distribution so cities would always get something. He indicated similar legislation to that is something the City could support.

7.04: Adopt Resolution #21-358 To Prohibit State and Federal Actors from Mandating Medical Procedures Upon Citizens Through Coercion or Force; and Providing Other Matters Related to the Subject

City Administrator Ulrich introduced the resolution that was authored by Councilmembers Musgrove and Specht. He stated no significant issues or liabilities to the City were identified regarding this resolution, the City Attorney has reviewed this, and is available this evening.

Councilmember Musgrove commented that her initiation in presenting this resolution is that City Staff would be increased over the 100-employee threshold, which mandates vaccination. This issue is currently being debated in courts so no immediate action may be necessary. She wanted to make a statement that vaccination should be individual choice instead of mandated due to being a part of an organization that is over 100 people.

Councilmember Specht echoed Councilmember Musgrove that this resolution is about Ramsey making a stand for individual liberty regarding vaccines for the residents and Staff.

Councilmember Riley commented that this resolution differs from the discussion about the mask resolution where it was determined what the City was and wasn't going to enforce. This resolution says the City opposes mandates from the federal government. He didn't have an issue with the City offering this as an opinion statement. He referenced the language in the resolution including the word "actors." Councilmember Riley suggested a different word choice. He also questioned the language of "whereas" and "the stated goal" and asked for further clarification and definition.

Councilmember Musgrove replied that the second time the word "whereas" is used establishes background and the "stated goal" is related to the first "whereas" as the CDC, the government, health agencies, their initial stated goal was to have enough COVID vaccines for people who

wished to get the vaccines. She noted it wasn't about mandating or forcing people to get them but about having enough for anyone who wanted to have the vaccine. If using other words like the "Center for Disease Control" or "government officials" or "the plan" was to have enough vaccines for anyone who wanted them.

Councilmember Specht replied that the idea for the "actors" are those who are acting. In this instance, the federal government chose to use OSHA as the actor to attempt to implement it. The City is opposed to that as well as if Congress passes something or tries to mandate it. "Actors" would refer to whoever the state or federal government is trying to implement, this resolution states the City would be opposed to it. Instead of listing every possibility, it was thought that the term "actors" would be more encompassing but another word choice could be considered.

Councilmember Howell referenced the language in the resolution where it says "with the exception of the Pfizer vaccine for adults," asked if there was a reason why it was added to that "whereas."

Councilmember Musgrove replied it was because there was a question about whether Pfizer was considered emergency use. She thought they were the only one that was approved for 16 and older along with Comirnaty. She stated the other ones were for emergency use and Pfizer was the only one that fits the category of being approved.

Councilmember Howell suggested striking that because Comirnaty is only available in Europe and Pfizer is the same formulation but under emergency use authorization, which makes them less liable than if Comirnaty was here. She suggested striking that because technically, it is complicated.

Councilmember Howell asked, as the resolution is written, does it address regulatory agencies such as OSHA or not.

City Attorney Knaak replied it depends on how the term "actors" is defined. If the language was changed to say "the state or federal governments or their agencies and agents" it might clarify that point. He advised it has to be answered with that provision.

Councilmember Woestehoff replied that this item was added to the agenda late in the week. He asked that more time be spent on this, not that he disagrees with it, but he has some serious concerns with how the resolution is written. Councilmember Woestehoff commented he imagined that there may be agreement on some items that need to be clearly identified. He added that he has a long list of questions.

Motion by Councilmember Woestehoff, seconded by Councilmember Riley, to table this consideration of Resolution #21-358 until a future Work Session.

Further discussion:
Councilmember Musgrove requested a friendly amendment to state a date for the Work Session. Councilmember Woestehoff replied the first Work Session in January. City Administrator Ulrich stated the date would be January 11, 2022. Councilmember Howell proposed that questions be continued so that as a group with the City Attorney, they could have time to think about it rather

than vote and not hear the full Council's thoughts. There was consensus to continue discussion. Councilmember Howell referenced Minnesota State Statute 12.39 which prevents the state from mandating a medical treatment and asked how that relates to this resolution, the contents of the resolution, and OSHA mandating something which violates something coming from OSHA or the state government. She asked how does that work out in relation to a City. City Attorney Knaak replied that is a complicated question on a variety of levels. He advised State Statute 12.39 that was referenced has to do with emergency powers. When an emergency is declared, it involves what you can do and not do and does enunciate, in Minnesota, the right to choose not to be vaccinated and references the right of the Commissioner in a separate section of the law that if you refuse to get vaccinated, isolation or quarantine is allowed. That provision of the law then gives you provisional due process. He explained that is not the same in other states but varies and there is an open question whether the federal government can mandate something under the Tenth Amendment on states and their subdivisions or whether the states have to do that independently. This is not clear yet. City Attorney Knaak explained that in terms of this resolution, it would be problematic if this were trying to enforce a mandate but this resolution doesn't do that, it's more a statement or position and would not cause any liability to the City. Councilmember Howell agreed with Councilmember Woestehoff that more time and careful consideration should be given to this resolution. She commented that this resolution is specific to one vaccination and asked if there was any thought given to broadening the scope to include language regarding respecting the individual. Councilmember Specht agreed. Councilmember Musgrove commented that may make the point even more, that this is an issue regarding healthcare that should be left to the individual and their doctor. She stated naming the COVID vaccine is the only one currently that is being required, where people may lose a job because of pressure to get this vaccine. She is open to having discussion on broadening the language but the focus now is the mandate for the COVID vaccine. Councilmember Woestehoff referenced the title "Mandating Medical Procedures" and suggested narrowing that language if the focus is on a pro-choice statement on the vaccine. Councilmember Woestehoff had other concerns with the term "whereas" and if it were removed, he would be okay with that. He commented on references to the Constitution, noting the Fourth Amendment doesn't give the right to privacy but addresses search and seizure. Article six of the Constitution says that no lower decision of a government can override the decision of the federal government, which potentially could cause conflict if a mandate passes. Councilmember Woestehoff cited a Supreme Court case that indicated a person has liberty under a due process clause but quotes from the case include "neither the right to refuse treatment, nor the right to privacy are absolute, each must be balanced with the State's interests to the contrary." The Supreme Court held that there is no absolute right to deny medical treatment and there is no absolute right to privacy based on that case. Councilmember Woestehoff had questions about the phrasing of the sixth "Whereas." He asked for clarification if the purpose was to provide an opinion that the vaccine, instead of being a benefit to residents, was actually only a benefit to the pharmacy companies. Councilmember Musgrove replied the pharmacy companies that are making the vaccine don't have any liability against harm, they have immunity. The potential harms have to be weighted with the person's decision to get the vaccine. She explained the concern about potential harm and there being no liability with the company or employer has to be weighed whether they will get the vaccine. There is no legal protection for the individual if they go against the employer or the company. Councilmember Woestehoff replied that the residents of Ramsey have commented that roads are a problem and residents may make choices not to drive because there is a pothole and the City is not going to be liable for a fender on a car. Choices are made

similar to that. He stated the City as a whole should focus on things that are City issues. Councilmember Woestehoff commented that he has no issue if the "whereas" wording is changed. He thought consensus could be found because it is just an opinion and has no real implication to residents but the way it's written needs work. Mayor Kuzma agreed.

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

7.05: Authorization to Reclassify the Senior Planner

Administrative Services Director Lasher reviewed the staff report and recommendation to reclassify the Senior Planner to Planning Manager. She explained that when compared to similar roles, it is uncommon for a Senior Planner position to be supervising four employees and the activities Ms. McGuire Brigl has as part of her role. The title of Planning Manager would be better suited for her role and the Senior Planner position would not require back-filling.

Councilmember Musgrove asked about Brian Hagen's role as the Deputy City Administrator and Planning Manager and the new Planning Manager role that Ms. McGuire Brigl will be stepping into. She also asked if the number of staff that Ms. McGuire Brigl is supervising was prior to the former Deputy City Administrator leaving or were they taken on during a temporary timeframe.

Administrative Services Director Lasher replied that Brian Hagen is the Deputy City Administrator and Community Development Director. He is not a Planning Manager although he oversees the Planning Division. The roles that Ms. McGuire Brigl is currently performing have been performed by her for some time. She explained the former Community Development Director's background was that he started as an intern, worked his way up, and understood all of the planning processes. But, as time has gone by, Ms. McGuire Brigl has taken on more of those very skill-based processes and is managing the Planning Division single-handedly.

Motion by Councilmember Woestehoff, seconded by Councilmember Riley, to approve reclassification of the Senior Planner to be effective January 1, 2022 as follows, Reclassify the current Planning Manager McGuire Brigl to Planning Manager at $48.92 per hour which is Step 5 of the 2022 Planner Manager Wage Scale.

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

7.6 Adopt Resolution #21-352 Approving Youth First Community of Promise Lease Agreement

This item was considered as Item 7.01a.

8. MAYOR, COUNCIL AND STAFF INPUT

City Administrator Ulrich announced upcoming meetings and events, noting the December 21, 2021 Public Works Committee Meeting has been canceled. The next Work Session and Regular

meeting of the City Council will be Tuesday, January 11, 2022. He wished everyone Happy Holidays and Happy New Year.

Councilmember Musgrove wished the Councilmembers a Merry Christmas and Happy New Year. She recognized the Council comes from a wide variety of backgrounds and diversity of opinion but she feels that opinions can be expressed, questions can be asked, and the Council can come to decisions. Councilmember Musgrove stated she thinks the Council has done a good job and made good decisions. She thanked the Staff for working with the Council.

9. ADJOURNMENT

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

Motion carried.

The regular meeting of the City Council adjourned at 8:55 p.m.

Respectfully submitted,

_____
Kurtis G. Ulrich
City Administrator

ATTEST:

_____
Katie M. Schmidt
Deputy City Clerk

Drafted by Joni Helmeke
TimeSaver Off Site Secretarial, Inc.

CC Regular Session **5. 6.**

Meeting Date: 01/11/2022

By: Wendy Schlueter, Community Development

Information

Title

Approve Business Licenses

Purpose/Background:

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

Recommendation:

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

Action:

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

Attachments

Business License Applications

Form Review

Inbox	Reviewed By	Date
Sean Sullivan	Sean Sullivan	01/04/2022 03:52 PM
Brian Hagen	Brian Hagen	01/05/2022 04:06 PM
Kurt Ulrich	Kurt Ulrich	01/05/2022 04:20 PM
Form Started By: Wendy Schlueter		Started On: 01/04/2022 12:18 PM
Final Approval Date: 01/05/2022		

Report Name: License Report - License Types
Council Dates: 1/11/2022 to 1/11/2022
Status: Active, Inactive
License Type(s): 3.2 Beer Off-Sale, 3.2 Beer On-Sale Temporary, Liquor 2 A.M. Closing, Liquor Off-Sale, Liquor On-Sale, Liquor On-Sale Sunday, Temporary Intoxicating, Wine On-Sale, Amusement Center, Amusement Devices/Billiard Tables, Business License-1st Year, Business License-Renewal, Garbage Haulers, Pawnbroker, Second Hand Goods Dealer, Special Events, Temporary Amusement/Carnival/Circus, Therapeutic Massage Establishment, Therapeutic Massage Therapist, Tobacco, Transient Merchant/Peddler/Solicitor

City of Ramsey
License Report - License Types

Company	Applicant	Location	Complex	Exp. Date	Council Date	Status
Temporary Intoxicating						
Northern Starz Childrens Theatre	Rachel Anne Bohnsack	5300 Alpine Dr NW	Northern Starz Thea	4/24/2022	1/11/2022	A
Northern Starz Childrens Theatre	Rachel Anne Bohnsack	5300 Alpine Dr NW	Northern Starz Thea	2/26/2022	1/11/2022	A
Northern Starz Childrens Theatre	Rachel Anne Bohnsack	5300 Alpine Dr NW	Northern Starz Thea	6/11/2022	1/11/2022	A
Northern Starz Childrens Theatre	Rachel Anne Bohnsack	5300 Alpine Dr NW	Northern Starz Thea	9/17/2022	1/11/2022	A
Northern Starz Childrens Theatre	Rachel Anne Bohnsack	5300 Alpine Dr NW	Northern Starz Thea	10/30/2022	1/11/2022	A

Temporary Intoxicating License Count: 5

Total Licenses: 5

CC Regular Session **5. 7.**

Meeting Date: 01/11/2022

By: Nicole Laubach, Community Development

Information

Title

Approve Rental Licenses

Purpose/Background:

Purpose: The purpose of this case is to approve rental license requests for 2021.

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

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

License application requests are attached for Council approval.

Recommendation:

Staff recommends approval of license applications.

Action:

Motion to approve rental license applications.

Attachments

Rental Licenses

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	01/05/2022 04:21 PM
Form Started By: Nicole Laubach		Started On: 01/05/2022 10:14 AM
Final Approval Date: 01/05/2022		

Report Name: License Report - License Types
Council Dates: 1/11/2022 to 1/11/2022
Status: Active, Inactive
License Type(s): Multi-Family Rental, Rental

City of Ramsey
License Report - License Types

Printed: 1/5/2022

Company	Applicant	Location	Complex	Exp. Date	Council Date	Status
Rental						
SFR Acquisitions 1 LLC		5590 148th La NW		1/14/2025	1/11/2022	A
SFR Acquisitions 1 LLC		5589 154th La NW		1/14/2025	1/11/2022	A
Shobha Uppal	Shobha Uppal	15433 Radium St NW	Alpine Acres Associ	1/14/2025	1/11/2022	A
Philip Aguilar	Philip Aguilar	14190 Xenon St NW #10	Sunfish Ponds	1/14/2025	1/11/2022	A
Marty Melberg	Marty Melberg	7358 147th La NW	Town Center Garder	1/14/2025	1/11/2022	A

Rental License Count: 5

Total Licenses: 5

CC Regular Session **5. 8.**

Meeting Date: 01/11/2022

By: Colleen Lasher, Administrative Services

Information

Title

Reclassifying a Publc Works Maintenance Worker to Lead Streets Maintenance Worker

Purpose/Background:

The purpose of this case is to ask the City Council to reclassify one current Public Works Maintenance Worker to Lead Streets Maintenance Worker. The Streets Lead Maintenance Worker position has been vacant since January 1, 2022 when the former Lead Worker was promoted to Streets Supervisor. The reclassification was included as part of the budgeting discussions and is accounted for in the 2022 budget. This reclassification does not require backfilling with an additonal employee.

This reclassification reflects the City's desire to maintain an effective organization. Reclassifying positions, when needed, serves to retain high performing employees and furthers the City's mission to work together to responsibly grow our community, and to provide quality, cost-effective and efficient government services.

The primary objectives of this position are to assist in providing work direction to streets maintenance and seasonal workers and to perform the duties of a streets maintenance worker.

RESPONSIBILITIES:

- Train seasonal workers and serve as a resource person to answer questions and provide assistance
- Perform administrative and supervisory activities related to seasonal help
- Provide work direction for maintenance workers and make field decisions related to city streets/traffic signs/storm water infrastructure in the absence of the Public Works Superintendent
- Work with Human Resources staff to assist with recruitment and hiring seasonal workers
- Track on-going public works projects and annual maintenance activities
- Install/construct/maintain streets, grounds, and related facilities or equipment
- Perform or assign general maintenance activities
- Assist with snow removal related activities
- Perform a wide range of tasks at the verbal or written direction of the Streets Supervisor or the Public Works Superintendent or his/her designee

Notification:

As stated, the reclassification listed above were discussed as part of the 2022 budgeting process and have been included in the 2022 City budget. The position does not require back filling to replace the original position.

Funding Source:

The 2022 funding required for this action has been accounted for in the 2022 budget at approximately $4005 for the reclassification.

Recommendation:

Staff recommends reclassify Mr. Scott Berscheid, Streets Maintenance Worker, to Streets Lead Worker, at step 3 of the Lead Streets Maintenance Worker wage scale, which is $30.849 per hour, effective January 12, 2022.

Action:

Motion to to reclassify Mr. Scott Berscheid to Streets Lead Maintenance Worker, effective January 12, 2022 at step 3 of the Lead Streets Maintenance Worker wage scale, which is $30.849 per hour.

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	01/06/2022 01:52 PM
Form Started By: Colleen Lasher		Started On: 11/30/2021 03:27 PM
Final Approval Date: 01/06/2022		

CC Regular Session **5. 9.**

Meeting Date: 01/11/2022

By: Colleen Lasher, Administrative Services

Information

Title

Authorization to Hire a Streets Maintenance Worker to Fill a Current Vacancy

Purpose/Background:

The purpose of this case is to request authorization to hire a full-time Streets Maintenance Worker to fill a current vacancy.

Staff conducted a recruitment and interview process to fill the vacancy. Staff selected Mr. David Herrick as the top candidate. Subsequently, Mr. Herrick underwent and passed the City's pre-employment testing process, including a criminal background check, professional reference check, driving record check and employment verifications; as well as a physical exam and drug screen. The City extended a job offer which is contingent upon City Council approval. Staff is recommending the top candidate, Mr. Herrick be hired as a full-time Streets Maintenance Worker. Mr. Herrick will be subject to a 6-month probationary period and all Personnel Policies and/or employment contracts will apply.

Notification:

The Street Maintenance Worker position is responsible for constructing and maintaining streets, parking lots and related property; performing snow related activities; performing general maintenance activities; performing general labor; performing vehicle and motorized equipment maintenance; performing and assisting with landscape, grounds care, and forestry/naturalist activities; providing assistance with preparation of community events; performing mechanical building maintenance and repair; as well as a wide range of other tasks as required.

In addition, the Streets Maintenance Worker is required be a member of the Public Works on-call team and work a rotating on-call schedule 8 weeks per year. This requires employees to be available to respond during evenings, weekends and holidays.

Funding Source:

The funding required for this position has already been included in the 2022 budget.

Recommendation:

Staff recommends hiring Mr. David Herrick as a full-time Public Works Streets Maintenance Worker, effective on or near January 31, 2022, at $24.389 per hour, which is step 1 of the 2022 wage scale.

Action:

Motion to to hire Mr. David Herrick as a full-time Public Works Streets Maintenance Worker, effective on or near January 31, 2022, at $24.389 per hour, which is step 1 of the 2022 wage scale.

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
Colleen Lasher (Originator)	Colleen Lasher	01/03/2022 04:20 PM
Kurt Ulrich	Kurt Ulrich	01/05/2022 04:03 PM
Form Started By: Colleen Lasher		Started On: 12/30/2021 09:48 AM
Final Approval Date: 01/05/2022		

CC Regular Session **5. 10.**

Meeting Date: 01/11/2022

By: Colleen Lasher, Administrative Services

Information

Title

Authorize Hiring a Parks Maintenance Worker

Purpose/Background:

The Public Works Parks Maintenance Worker position was approved as part of the 2022 budgeting process. The position is necessary for many reasons, but especially due to increased demand for park maintenance and repair, as well as to prepare for and clean-up after City sponsored events. This position duties also include snow plowing and being a member of the emergency on-call rotation. With this hire, the City will have six *Parks Maintenance Workers* including the *Parks Lead Maintenance Worker.*

An internal recruitment process was conducted. Staff selected Mr. Gunnar Ledin. Mr. Ledin has been a seasonal employee with the City for several years and has currently been serving as an on-call temporary snow plow driver. Mr. Ledin underwent and passed the City's pre-employment testing process, including a criminal background check, professional reference check, driving record check and employment verifications; as well as a physical exam and drug screen. The City extended a job offer which is contingent upon City Council approval. Staff is recommending Mr. Gunnar Ledin be hired as a full-time *Parks Maintenance Worker.* Mr. Ledin will be subject to a 6-month probationary period and all Personnel Policies and/or employment contracts will apply.

Funding Source:

The full funding required for this position (wages and benefits) is $74,032 and has already been included in the 2022 budget.

Recommendation:

To hire Mr. Gunnar Ledin as a full-time *Public Works Parks Maintenance Worker*, effective on or near January 18, 2022 at $24.389 per hour which is step 1 of the 2022 wage scale.

Action:

Motion to hire Mr. Gunnar Ledin as a full-time *Public Works Parks Maintenance Worker*, effective on or about January 18, 2022 at $24.389 per hour which is step 1 of the 2022 wage scale.

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
Colleen Lasher (Originator)	Colleen Lasher	01/03/2022 04:41 PM
Kurt Ulrich	Kurt Ulrich	01/05/2022 04:06 PM
Form Started By: Colleen Lasher		Started On: 12/30/2021 01:53 PM
Final Approval Date: 01/05/2022		

CC Regular Session **5. 11.**

Meeting Date: 01/11/2022

By: Mark Riverblood, Engineering/Public Works

Information

Title

Acknowledge Application to the MN Arts and Cultural Heritage Fund for a Competitive Veterans Memorial Grant

Purpose/Background:

Last month, the League of Minnesota Cities notified city staff of a unique opportunity to honor Veterans through a special appropriation through the Arts and Cultural Heritage Fund - with the application due on December 17th 2021. The Request for Proposal (second attachment) was shared with Rum River Arts, a reoccurring program partner with the city. An interesting sculptural art project was developed and submitted by the deadline, in that there was not a City Council meeting scheduled until January 11th, 2022.

The public art project described in the first attachment (the submitted application) describes that if we obtain grant funding with Rum River Arts, the City would be required to fund up to $5,000 for the project *or* serve as a pass-through from another organization (like the Lion's or a VFW). The intention is that another entity will be invited to fund the city's share of the project.

If, the application is tentatively approved to proceed for contract negotiations (end of January or February 2022), this proposed project will return to City Council for additional approval, or to withdraw the application in the alternative.

Observations/Alternatives:

As indicated above, if Rum River Arts and the City's application is tentatively approved to proceed for contract negotiations, this proposed project will return to City Council for additional approval, or to withdraw the application in the alternative.

Funding Source:

A specific potential city-funded source(s) will be identified ***if*** the grant application is selected to proceed, understanding that the intent is for third party funding for the city's share of $5,000.

Recommendation:

Staff recommends not withdrawing the grant application at this time, to ascertain if it is selected to proceed for potential funding, with subsequent City Council consideration.

Action:

Motion to authorize staff to submit a letter assuring the City share of funding of the Veterans Memorial Grant in an amount not-to-exceed $5,000—and also subject to final Council approval at a future date.

Attachments

Grant application

RFP

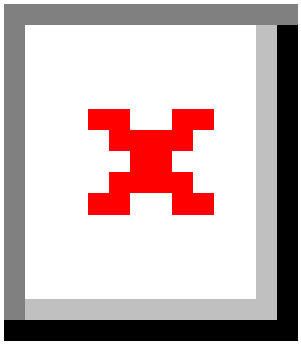
Form Review

Inbox	Reviewed By	Date
Grant Riemer	Grant Riemer	01/04/2022 11:37 AM
Kurt Ulrich	Kurt Ulrich	01/05/2022 04:18 PM

Form Started By: Mark Riverblood
Started On: 01/03/2022 10:51 AM
Final Approval Date: 01/05/2022

Application Form

FY22 Veterans Memorial Grant Instructions



Application Information

- The application saves automatically. Grantees may log out and log back in at any time without data loss.
- Collaborate with others on this request by clicking the blue “Collaborate’” button in the upper-right corner of this page. Type in their email addresses, add a personalized message, and choose level of permissions. "Can Edit” will allow them to answer questions without submitting the final version of the application. “Can Submit” will allow them to answer questions AND submit the application. Click here to learn more about Collaborating.
- Download and print a PDF of the questions by clicking the "Question List" button in the upper-right corner of this page.
- Click the blue **Submit** button at the bottom when you are finished. Once you submit, you may only make additional changes if you contact OGM.
- Grantees that are non-government organizations are required to upload financial statements, a board of directors roster and most recent board meeting minutes.

FY22/23 Arts and Cultural Heritage Fund Grant Information

Per Minnesota Session Laws-2021, 1st Special Session, Chapter 1, Article 4, Section 2, Subdivision 6 money has been appropriated to the commissioner of administration for grants to the named organizations for the purposes specified in the subdivision. The determined amount for grant administration that OGM will use is 3% in FY2022 and 3% in FY2023.

Legacy Website
Per M.S. 3.303, Subd. 10, the project description and other information collected in this application will be posted on the public-oriented Legacy website that informs, educates and demonstrates to the public how the constitutionally dedicated funds in the arts and cultural heritage fund, outdoor heritage fund, clean water fund, parks and trails fund, and environment and natural resources trust fund are being expended to meet the requirements established for each fund in the state constitution.

Publicity
All projects funded by the ACHF must publicly credit the fund, including on the Grantee's website when practicable. Minnesota's Legacy Website details the publicity and logo guidelines

See 129D.17 Subd. 2 (g) for additional information and direction regarding publicity.

Required Resources and Information for ACHF Grantees
https://mn.gov/admin/assets/LCC%20Guidance%20%28FTE%27s%2C%20Admin%20Costs%20and%20Direct%20Expenses%29_tcm36-253255.pdf

- LCC guidance regarding FTE's, Administration costs and direct expenses
- FY22/23 Grant Guidelines
- MMB Guidance to Agencies on Legacy Fund Expenditure
- Legislative Guide-Principles for Use and Expected Outcomes of Funds from Dedicated Sales Taxes, adopted March 24, 2010
    - Legal compliance principles, accountability and administration principles, priorities and substantive principles and future cost principles for all Legacy funds are described on pages 3-5.
    - Principles and desired outcomes for use of the ACHF funds are on pages 10-11.
- ACHF Evaluation and Outcome Guide
- Broader statute: Sec. 129D.17 MN Statutes

Grant Applicant Information

Project Name*

Please enter the grant title using the following format:

[Grantee Name**] FY 22 Veterans Memorial Grant

.

City of Ramsey FY 22 Women Veteran Ramsey Memorial Grant

Community and Geographic Service Area*

Describe the geographic service area to be served by this grant.

The memorial comprised of steel silhouettes of women Veterans will be based in the city of Ramsey's downtown, in Anoka County. The life-sized figures will be created to be deliberately mobile, so that the installation may 'travel' around the North Metro and adjoining counties so as to engage diverse audiences in the first 2-years--with the express goal of developing a befitting final site in association with the North Metro VA Clinic in Ramsey, Anoka County. The VA Clinic is visited by hundreds of Veterans each day who call Minnesota home. In terms of general population in proximity; Ramsey County has a population of 558,248, which is the 2nd largest population after Hennepin County in the Metro-- with Anoka County having a population of 356,921. The clinic is centralized in Ramsey's pedestrian orientated downtown, which is also

served by the Northstar Light Rail, a short walk from the NW Metro VA Clinic. Thousands of Minnesotans will appreciate this commemorative art each year.

FY22 Legacy Grantee Authorized Representative*

Please state the name of the individual authorized to enter into contracts on behalf of the applying organization.

Mark Riverblood

Project Information/Work Plan

Project Overview/Description*

Please describe the project. How will the grant funds provided by the Arts and Cultural Heritage Fund assist in the process of building/installing a memorial for Minnesota Veterans?

Please provide detailed information about the veterans memorial to help reviewers understand the scope of the project. Examples include, but are not limited to, information regarding plaques, benches, flowers, a memorial wall, location, engravings, sculptures, walkways and landscaping.

This solid steel memorial with attached didactic plaques will celebrate Minnesota's women veterans and their prominence in the military from 1948 to present, representing nearly 75 years of Minnesota women's service to the Nation. The outcome of the work will be an inviting and reflective space where representative female veterans can be honored and recognized by the community. It will be created by collaboration between real Minnesota veterans and our artist community. Artists from both groups will be the driving force of this memorial creation and will be duly recognized.

The memorial would be a carbon steel metal silhouette sculpture of 2 women figures. These silhouette figures reflecting military branches that our Minnesota Women Veterans have served. Each veteran will direct the design herself with the help of another artist as needed. We are fortunate to have a strong art community in Minnesota, including membership of the Rumriver Art Center in Anoka County who will be influential in the completion of the silhouette figure sculpture project and all steps to successfully completing the memorial.

The silhouette sculptures will be made out of powder coated carbon steel and will be able to be moved periodically for maximum effect and exposure. The silhouettes will be hinged together and then bolted to the base. The size of the sculpture is 10 feet high and 4 feet wide. The original location will at the Veterans Administration Building in Ramsey. A sampling of mobile locations include; the Rumriver Art Center in Anoka, Ramsey City Hall, at The Draw Summer Concert Series, the annual Elmcrest Art Fair in Ramsey Et. al. Other public venues and jurisdictions will also be invited to host the exhibit at opportune times.

The Grant Funds provided by the Arts and Cultural Heritage Fund will be used to design, create and construct the silhouette figure sculpture memorial (including the attendant plaques) - as well as the initial installation.

Minnesota Culture and Heritage*

The appropriation states that grant funds are for veterans memorials to preserve the culture and heritage of Minnesota.

Please describe how the grant will be used to preserve the culture and heritage of Minnesota.

This project will help to preserve the culture and heritage of the Minnesota Female Veterans throughout Minnesota. Women who served have been overlooked historically, and can often feel invisible as veterans. The art works plaques will use symbalogy, images and paint to reflect the Women Veteran varied military experiences and accomplishments. The Veterans directly involved in this project will experience pride in 'giving back to the community once again. Community members who are participants in this project (those that create the pieces, as well as those that encounter it) will discover a new appreciation for women veterans' legacy in our State.

Minnesota Artists*

How will the work of Minnesota artists, including veterans who are artists, be incorporated into the memorial? Please provide details on the artist(s), examples of their work, and describe how their work will be incorporated in the memorial.

Please state **N/A** if the work of Minnesota artists will not be incorporated into the memorial.

Minnesota artists, (both veteran and non-veteran), will have a direct hand in all of the processes needed to complete this project. They will collaborate to decide the silhouette figures style and material. The woman veteran artists will develop designs and imagery for the silhouette figures either solo or with assistance from a fellow artist veterans or community member artists. Both groups will have a hands on opportunity to transfer these woman veteran designs/ images to the silhouette figure sculpture. The community artists will design, transfer and paint onto their special silhouette figures.

Also, with a veteran artists guidance and approval, either group will create or select images to be used as plagues on the base of the silhouette figure sculpture. The sculpture will be designed by and created by Mary J Horgan, SSG Retired MN-ARNG and Iraq Veteran. Along with Mary Horgan, Kimber Fiebiger, Larry Weinberg, Veteran and artist and Angie Renee, Artist - Art Director of the community based Rum River Art Center will oversee all steps and have hands on at all levels needed.

Artist Kimber Fiebiger creates bronze sculptures that range from fun and whimsical, to classical and contemporary. She lives in Minneapolis yet her sculptures have been sold over the entire country where she has won numerous awards. Besides being a fabulous sculptor, Kimber has created an amazing home/gallery/studio - kimber@artbykimber

Mary J. Horgan has been a practicing artist since childhood. She has taken many art classes including: MN State University, the U of M, Minneapolis Institute of Art (M.I.A.), Veterans in the Arts, Northern Clay, and now at the Rum River Art Center (RRAC). She also worked at the Joan of Art Gallery/Studio with Kimber as an artist assistant working on Kimber's sculptures and performed administrative tasks. Mary's favorite mediums includes: ceramics, acrylic painting, wire sculpture, pencil drawing and mixed medium. In addition, in 2006, after 21 years, she retired from the MN National Guard as a SSG (Staff Sergeant) serving on Active Duty and as a Guardsman. She is an Iraq War Veteran.

Larry Weinberg, co-founder and Executive Director of the Rumriver Art Center, was born into an artistic family in St. Paul, Minnesota. Weinberg graduated from the University of Minnesota with a BFA. While at the University of Minnesota, Weinberg studied under artists George Morrison and David Feinberg. Larry has had several solo shows and group shows including MIA's 2020 "Foot in the Door" show. He continues to work on two-dimensional media at the Rumriver Art Center. Weinberg develops community art programs, vitality arts classes, and kids programming. Rumriverart.com

Community Input and Involvement*

How will local community members be involved in any part of the memorial process? Please describe how local community members will be involved.

Please state **N/A** if local community members will not be involved in the memorial process.

The community will provide input on site selection and design. Mary and Kimber will host community events at the Rumriver Art Center to get input. They will set up a series of meetings for the design and monument to reviewed and discussed. The meetings will be posted on several social media sites including the City of Ramsey and Rumriver Art Center. They will be invited to assist with many steps involved in the construction of the silhouette figure sculpture. This includes: aid in delivering the silhouette figure sculpture and set-up. Community support is essential for the completion of this monument--and, as they are grateful for the veterans service, the veterans will be ever grateful for the communities service toward them in this project.

Veteran Input and Involvement*

How will local veterans be involved in any part of the memorial process? Please describe how they will be involved.

Please state **N/A** if local veterans will not be involved in the memorial process.

Veterans of Minnesota will be involved in every step of the process from the design to the installation. They will be invited to assist with many steps involved in the construction of this monument. Veterans Mary Horgan and Kimber Fiebiger will be reaching out to the large Minnesota veteran community for input and help. This veteran group is known to step-up and help other veterans, having helped the community and nation. The Veterans will be involved in the community meetings helping get the word out about the project as well.

Measurable Outcomes*

What are the proposed, measurable outcomes for this project?

- A project or program must include **measurable outcomes,** and a plan for measuring and evaluating the results
    - Broader statute: Sec. 129D.17 MN Statutes Subd. 2

Outcomes describe the <u>change</u> that happens as a result of a program.

- Data about outcomes will be one of two types, quantitative and qualitative. An ideal project may include both types of outcomes
- Quantitative data is typically numerical
    - Example: Program reach will increase by 500 visitors
- Qualitative data often cannot be expressed as a number
    - Example: Visitors will report feeling more engaged and invested in the area's artistic community

<u>Required Resources</u>

Evaluation and Outcome Guide

Legislative Guide-Principles for Use and Expected Outcomes of Funds from Dedicated Sales Taxes, adopted March 24, 2010

- Principles and desired outcomes for use of the ACHF fund are on pages 10-11

Quantitative. Reflected in the number of visitors to the monument. Including Veterans from the NW Metro VA Clinic. People using the site for their lunch break from neighboring businesses and housing. Number of attendees at veteran celebration on site. Number of visitors using to Train to come and visit the site.

Qualitative: The viewer of the memorial will find reflections of our Minnesota Female Veterans, their personal stories and their military experiences and branch affiliates. They will gain a better understanding of the history and strength of the women veterans of Minnesota. They will recognize the accomplishments of these woman veterans and feel a pride for them. They may finally recognize that, yes, we are here. They may feel contemplative and enveloped in the experience.

Evaluation/Assessment Methods*

How will the measurable outcomes stated in this application be measured and evaluated?

- A project or program must include measurable outcomes, and a **plan for measuring and evaluating the results**
    - Broader statute: Sec. 129D.17 MN Statutes Subd. 2

- There are a variety of data collection methods. It is important that the evaluation and assessment methods listed are directly related to the outcomes listed.
- When selecting assessment methods, it is best to use both quantitative and qualitative data collection methods.
- Examples of data collection methods include surveys, interviews participation counts, feedback forms, and attendance.

Required Resource

- Please see the Evaluation and Outcome Guide for guidance on how to evaluate/assess outcomes and for additional resources.

We plan to evaluate/assess the outcomes of the project using the following methods: (1) surveys/feedback forms; (2) interviews of project participants and visitors to the monument; and (3) participation counts/attendance #'s. The surveys and interviews will be used to gather feedback on the impact the monument has on visiting individuals as well as determine if there was an increase in the understanding of the history and strength of the women veterans of Minnesota. The participation counts/attendance #'s data will be collected and evaluated to determine the extent of the project's reach and success.

Counties Affected*

Please indicate the MN Counties affected by this project. More than one county may be selected. This information allows the public to accurately search for Legacy project by county on the Legacy website.

Please check "All 87 Counties are Affected" if the project affects all 87 MN counties.

Anoka County
Hennepin County
Ramsey County

Sherburne County

Tribal Nations Affected*

Please indicate the Tribal Nations affected by the project. More than one Tribal Nation may be selected.

None

Subject*

Please check the subject that best describes the project, more than one box may be checked. This allows the public to search for ACHF grants via the subject type within the Legacy website.

Arts

Budget and Financial Information

Required Information for Grant Recipients

- LCC guidance regarding FTE's, Administration costs and direct expenses
- FY22/23 Grant Guidelines
- MMB Guidance to Agencies on Legacy Fund Expenditure
- Legislative Guide-Principles for Use and Expected Outcomes of Funds from Dedicated Sales Taxes, adopted March 24, 2010
    - Legal compliance principles, accountability and administration principles, priorities and substantive principles and future cost principles for all Legacy funds are described on pages 3-5.
    - Principles and desired outcomes for use of the ACHF funds are on pages 10-11.
- ACHF Evaluation and Outcome Guide
- Broader statute: Sec. 129D.17 MN Statutes

Additional Resources

- Tracking Time and Effort -ACHF Grantees
- Internal Controls Webinar -ACHF Grantees

FY22/23 Legacy Grant Budget Requirements per Minnesota Session Laws-2021

ACHF grants may be spent only for **arts, arts education, arts access and to preserve MN's history and cultural heritage.**

- All money from the ACHF fund must be for projects in Minnesota.

- Grant funds must not be spent on activities unless they are directly related to and necessary for a grantee's specific appropriation listed here: Minnesota Session Laws-2021, 1st Special Session, Chapter 1, Article 4, Section 2, Subdivision 6

- ACHF grants must not be spent on indirect costs or other institutional overhead charges that are not directly related to and necessary for a specific appropriation.

- Money appropriated must be spent in accordance to the Minnesota Management and Budget Guidance to Agencies on Legacy Fund Expenditure.

- Refer to the Legislative Guide-Principles for Use and Expected Outcomes of Funds from Dedicated Sales Taxes, adopted March 24, 2010 specifically pages 3-5 and pages 10-11.

Amount Requested*

Please indicate the amount you are requesting for the FY22 Legacy grant for a veterans memorial to preserve the culture and heritage of Minnesota.

$5,000.00

Match amount*

The appropriation states that the local unit of government must provide a nonstate cash match equal to the amount of the grant received. Please state the amount of the nonstate cash match provided for this grant.

$5,000.00

Nonstate Cash Match*

Please describe below and upload documentation of a nonstate cash match equal to the amount of the grant request.

FY22_Budget Worksheet_Veterans Ramsey Memorials.xlsx Nonstate match will be made by the City of Ramsey in the amount of $5,000 cash, with additional in-kind activity exceeding this about. Documentation of this $5,000 nonstate match is unavailable, as the city, Rumriver Arts and the associated Veteran artists only learned of this unique opportunity to contribute to our State's heritage and culture less than three weeks ago. The next Ramsey City Council meeting is January 11th 2022, and a letter of support or Resolution can be approved at that time, and avalibl

Budget Worksheet and Salary Detail*

Click HERE to download the FY22 budget worksheet to complete and upload below.

Budget-Exhibit B.1

- Grant funds must only be spent on activities considered direct and necessary for a specific appropriation
- Expenses submitted for reimbursement must follow the approved budget and project work plan
- Miscellaneous or other is not an allowable budget line item.

Salary Detail-Exhibit B.2

- Grant budgets that include salaries and benefits are required to include **accurate and up-to-date** salary detail, for the positions grantees choose to charge to the grant, throughout the grant period.
- The budget worksheet includes a tab specifically for salary detail.
- Positions charged to the grant should reflect the salary detail the grantee submitted as part of its budget.
- The following is required for all positions funded by the grant
    - Job title
    - FTEs
    - Rate of pay
    - Benefits/fringe
    - Other staff costs included
- See Section 4.C of the FY22/23 Grant Guidelines for additional requirements

FY22_Budget Worksheet_Veterans Ramsey Memorials.xlsx

Budget Narrative*

Grant funds must not be spent on activities unless they are directly related to and necessary for a grantee's specific appropriation.

Describe how the costs associated with each line item are directly related to and necessary for the grantee's FY22/23 ACHF grant appropriation and implementation.

Example: If the budget worksheet includes three line items separately describe the costs associated with **each** line item and how the costs for each line item are directly related to and necessary for the FY22/23 ACHF grant and grant implementation.

- If directly related indirect/administrative costs is a budget line item, describe how this is directly related to the appropriation
    - If your organization does not have a federally negotiated rate, describe the process and procedure for calculating the rate

The Veterans Figure Silhouette Memorial - will be designed by Kimber Fiebiger and Mary Horgan. Design/installation hours are 63 hours for Kimber Fiebiger and 51 hours for Mary Horgan.

The memorial will made by Fedtech Inc. Mounds View MN. - Fedtech Inc. will use 1/8" thick carbon steel with a powder coat finish for the 10 feet high by 4 feet wide memorial
The cost of each Silhouette is $2,000
Base/plague cost is $1,100
Assembly is $600 - Hinged together and bolted to the base so they can be moveable.
Delivery is $300

Supplement vs. Substitute

Grant agreements entered into by the commissioner and recipients of appropriations under must ensure that money appropriated in Minnesota Session Laws-2021, 1st Special Session, Chapter 1, Article 4, Section 2, Subdivision 6 is used to supplement and not substitute for traditional sources of funding.

Please describe how the ACHF grant will be used to supplement and not substitute for traditional sources of funding.

The grant will be used to supplement the funding from the VFW, Lions and Rotary.

Directly Related Indirect Expenses

ACHF grants **must not** be spent on indirect costs or other institutional overhead charges that are not directly related to and necessary for a specific appropriation.

If Directly Related Indirect Expenses is a budget line item and your organization has a federally negotiated indirect rate please upload the Indirect Cost Rate Negotiation Agreement.

If your organization does not have a federally negotiated indirect rate and is proposing directly related indirect/administrative costs please describe the process and procedure for calculating the rate in the budget narrative section.

File Attachment Summary

Applicant File Uploads

- FY22_Budget Worksheet_Veterans Ramsey Memorials.xlsx
- FY22_Budget Worksheet_Veterans Ramsey Memorials.xlsx

Budget: Veterans Memorial ACHF Gran
State Fiscal Year 2022

DEPARTMENT OF ADMINISTRATION
GRANTS MANAGEMENT

Exhibit B.1

Organization: **City of Ramsey**

Category	Fiscal Year 2022	Total
Design of Silhouette Sculptures		$ 4,000.00
Materials & Construction of Sculptures		$ 5,100.00
Assembly to Base		$ 600.00
Delivery		$ 300.00
Category (specify)		$ -
Category (specify)		$ -
Category (specify)		$ -
Total:	$ -	$ 10,000.00

The required budget narrative for each category line item is located within the online grant application. Other and/or Miscellaneous are not allowable budget categories.

Salary Detail: Vetrans Memorial ACHF Grant
State Fiscal Year 2022

DEPARTMENT OF ADMINISTRATION
GRANTS MANAGEMENT

Exhibit B.2

Organization: City of Ramsey

Position Title	#FTEs	Pay Rate	Benefits/Fringe	Other Costs*	Total Positon Costs:
Mary Horgan Veteran artist - Contract Labor	51 hours	$35 per hour			$ 1,785.00
Kimber Fiebiger Veteran artist - Contract Labor	63 hours	$35 per hour			$ 2,215.00

*Please include a description, if including other salary related costs

Arts and Cultural Heritage Fund grants "must not be spent on activities unless they are directly related to and necessary for a specific appropriation" and "must not be spent on indirect costs or other institutional overhead charges that are not directly related to and necessary for a specific appropriation" per Minnesota Session Laws-2021, 1st Special Session, Chapter 1, Article 4, Section 2, Subdivision 6

For definitions of Evaluation & Assessment Method, Outputs and Outcomes please see the Evaluation and Outcomes Guidance for Grantees provided by the Department of Administration.

MMB Guidance to Agencies on Legacy Fund Expenditure: Issued in SFY13, this document was produced to address guidance and best practices to assist state agencies and grantees in uniformly accounting for their MMB Guidance to Agencies on Legacy Fund Expenditure

Principles for Guiding Allowable Costs: Per MMB Guidance to Agencies on Legacy Fund Expenditures: Please refer to these four guiding principles: a) Need and Reasonableness b) Consistency c) Adequately Documented

Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards: OMB A-87 has consolidated under the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards: Title 2, Subtitle A, Chpater II, Part 200

CLEAN WATER LAND & LEGACY AMENDMENT

DEPARTMENT OF ADMINISTRATION
GRANTS MANAGEMENT

Request for Proposal

Grant Overview

Per Minnesota Session Laws-2021, 1st Special Session, Chapter 1, Article 4, Section 2, Subdivision 6 the Minnesota Department of Administration requests proposals from local units of government for veterans memorials to preserve the culture and heritage of Minnesota. The local unit of government must provide a nonstate cash match equal to the amount of the grant received under this paragraph.

Funding Availability

The total amount of funding available for State Fiscal Year 2022 is $72,750. This appropriation states that the commissioner of administration may use a portion of the appropriation for costs that are directly related to and necessary for the administration of grants in the subdivision. The Department of Administration is claiming three percent each year to administer Arts and Cultural Heritage Fund grants in the FY22-23 biennium.

- This Request for Proposal is for Fiscal Year 2022.
- An additional Request for Proposal will be issued later in Fiscal Year 2022 for Fiscal Year 2023 funds.

Funding will be allocated through a competitive process with review by a committee representing Minnesota communities statewide with content knowledge. We expect to announce selected grantees in February, 2022. If selected, you may only incur eligible expenditures when the grant contract agreement is fully executed, and the grant has reached its effective date.

Minimum Requirements

- Applicants must meet the following minimum requirement for consideration of this grant opportunity.
    - The local unit of government **must** provide a nonstate cash match equal to the amount of the grant received.

Priorities

It is the policy of the State of Minnesota to ensure fairness, precision, equity and consistency in competitive grant awards. This includes implementing diversity and inclusion in grant-making. State Grants Policy 08-02 establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and/or disparities.

This grant will serve veterans and veteran communities across the State of Minnesota. Grant awards will take into account the geographic diversity within and across Minnesota, including how local veterans, community members, and MN artists are included and contribute to the memorial design and implementation.

Grant outcomes will include, per Minnesota Session Laws-2021, 1st Special Session, Chapter 1, Article 4, Section 2, Subdivision 6, a veterans memorial to preserve the culture and heritage of Minnesota.

Grant awards will reflect the diversity of Minnesota's rich and broad geographic regions. Up to eight grant awards may be made.

Eligibility
Local governmental units are eligible to apply for a grant. The local unit of government must provide a nonstate cash match equal to the amount of the grant received.

Collaboration
Multi-organization collaboration is welcomed, but not required.

Selection Criteria and Weight
The scoring factors and weight that applications will be judged are based on:

- 2021 Minnesota Session Law language
- Minn. Stat. §129D.17

The review committee will be reviewing each applicant on a 100-point scale.

The nonstate cash match is an eligibility requirement; the nonstate cash match documentation and the budget section of the application will not be scored.

1. **Minnesota Culture and Heritage (20 points)**

Describe how the ACHF grant will be used to preserve the culture and heritage of Minnesota.

2. **Minnesota Artists (20 points)**

How will the work of Minnesota artists, including veterans who are artists, be incorporated into the memorial? Please provide details on the artist(s), examples of their work, and describe how their work will be incorporated in the memorial.

3. **Community Input and Involvement (20 points)**

How will local community members be involved in any part of the memorial process? Please describe how community members will be involved.

4. **Veteran Input and Involvement (20 points)**

How will local veterans be involved in any part of the memorial process? Please describe how they will be involved.

5. **Measurable Outcomes and Evaluation and Assessment Methods (20 points)**

What are the proposed, measurable outcomes for this project? How will the outcomes be measured and evaluated?

Questions

- Questions may be submitted by email to Sarah Hernandez at sarah.hernandez@state.mn.us
- All answers will be posted within two business days at Competitive Grant Opportunities / Minnesota.gov (mn.gov)
- Please submit questions no later than 4:30 p.m. Central Time, on December 8, 2021.

Application Content

Applications will be submitted via an online grants management system, Foundant. Click HERE to access the application.

- If you have previously applied for grant with the Office of Grants Management or the State Historic Preservation Office, you should have a username and password. Please click "Forgot your password?" to reset your password if necessary.
- If you are a new applicant, please click "Create New Account" to get started.
- Please contact Sarah Hernandez at sarah.hernandez@state.mn.us for any Foundant-related questions.

Applicants must submit the following in Foundant for the application to be considered complete:

- Budget form
- Budget narrative
- Documentation demonstrating a non-state cash match equal to the amount requested for the grant
- Project overview and description
- A description of how the ACHF grant will be used to supplement and not substitute for traditional sources of funding

Application Submission:

All applications must be received no later than 4:30 p.m. Central Time, on Friday, December 17. Late applications will not be considered. The applicant will incur all costs incurred in applying to this RFP.

Applications must be submitted electronically in Foundant, our online grants management system.

Review Process and Timeline

The review committee will evaluate all eligible and complete applications received by the deadline. The Department of Administration will review all committee recommendations and is responsible for award decisions. *The award decisions of the Department of Administration are final and not subject to appeal.*

RFP posted on the Department of Administration web site	November 1, 2021
Questions due no later than 4:30 pm Central Time	December 8, 2021
Applications due no later than 4:30 pm central time	December 17, 2021
Committee begins review of applications	January 3, 2022
Committee recommendations submitted to commissioner for review	January 31, 2022
Selected grantees notified; grant contract agreement negotiations begin	February of 2022

All grant awards are pending final eligibility and work plan/budget review.

Conflicts of Interest

State grant policy requires that steps and procedures are in place to prevent individual and organizational conflicts of interest, both for applicants and reviewers per Minn. Stat.§16B.98 Subd. 2-3 and 08-01 Conflict of Interest in State Grant-Making Policy effective date 1/1/21.

Organizational conflicts of interest occur when:

- a grantee or applicant is unable or potentially unable to render impartial assistance or advice to the Department due to competing duties or loyalties
- a grantee's or applicant's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties

In cases where a conflict of interest is in question or disclosed, the applicants or grantees will be notified and actions may be pursued, including but not limited to, revising the grant work plan or grantee duties to mitigate the risk, requesting the grant applicant to submit an organizational conflict of interest mitigation plan, disqualification from eligibility for the grant award, amending the grant, or termination of the grant contract agreement.

Public Data

Per Minn. Stat. § 13.599

- Names and addresses of grant applicants and amount requested will be public data once proposal responses are opened.
- All remaining data in proposal responses (except trade secret data as defined in §13.37) will be public data after the evaluation process is completed. For the purposes of this grant, the evaluation process is complete when all grant contract agreements have been fully executed.
- All data created or maintained by the Department of Administration as part of the evaluation process (except trade secret data as defined in §13.37) will be public data after the evaluation process is completed. For the purposes of this grant, the evaluation process is complete when all grant contract agreements have been fully executed.

Grant Provisions

Below is an overview of some of the requirements, terms, and conditions of this funding opportunity.

General grant contract agreement templates are available for review at: Office of Grants Management Policies, Statutes, and Forms/Forms and FAQs tab

Per Minn. Stat. §129D.17

- Funding from the arts and cultural heritage fund may be spent only for arts, arts education, and arts access, and to preserve Minnesota's history and cultural heritage. A project or program receiving funding from the arts and cultural heritage fund must include measurable outcomes, and a plan for measuring and evaluating the results. A project or program must be consistent with current scholarship, or best practices, when appropriate and must incorporate state-of-the-art technology when appropriate.

- Funding from the arts and cultural heritage fund may be granted for an entire project or for part of a project so long as the recipient provides a description and cost for the entire project and can demonstrate that it has adequate resources to ensure that the entire project will be completed.

- Money from the arts and cultural heritage fund shall be expended for benefits across all regions and residents of the state.

- Grants funded by a Legacy fund must be implemented according to Minn. Stat. §16B.98, and must account for all expenditures of funds. Priority for grant proposals must be given to proposals involving grants that will be competitively awarded.

- All money from the arts and cultural heritage fund must be for projects located in Minnesota.

- When practicable, a direct recipient of an appropriation from the arts and cultural heritage fund shall prominently display on the recipient's website home page the legacy logo required under Laws 2009, chapter 172, article 5, section 10, as amended by Laws 2010, chapter 361, article 3, section 5, accompanied by the phrase "Click here for more information." When a person clicks on the legacy logo image, the website must direct the person to a web page that includes both the contact information that a person may use to obtain additional information, as well as a link to the Legislative Coordinating Commission website required under section 3.303, subdivision 10.

- Future eligibility for money from the arts and cultural heritage fund is contingent upon a state agency or other recipient satisfying all applicable requirements in this section, as well as any additional requirements contained in applicable session law. If the Office of the Legislative Auditor, in the course of an audit or investigation, publicly reports that a recipient of money from the arts and cultural heritage fund has not complied with the laws, rules, or regulations in this section or other laws applicable to the recipient, the recipient must be listed in an annual report to the legislative committees with jurisdiction over the legacy funds. The list must be publicly available. The legislative auditor shall remove a recipient from the list upon determination that the recipient is in compliance. A recipient on the list is not eligible for future funding from the arts and cultural heritage fund until the recipient demonstrates compliance to the legislative auditor.

Per Minnesota Session Laws-2021, 1st Special Session, Chapter 1, Article 4

- Money appropriated in this article must not be spent on activities unless they are directly related to and necessary for a specific appropriation. Money appropriated in this article must not be spent on institutional overhead charges that are not directly related to and necessary for a specific appropriation. Money appropriated in this article must be spent in accordance with Minnesota Management and Budget MMB Guidance to Agencies on Legacy Fund Expenditure. Notwithstanding Minnesota Statutes, section 16A.28, and unless otherwise specified in this article, fiscal year 2022 appropriations are available until June 30, 2023, and fiscal year 2023 appropriations are available until June 30, 2024. If a project receives federal funds, the period of the appropriation is extended to equal the availability of federal funding.

Per Minnesota Session Laws-2021, 1st Special Session, Chapter 1, Article 4, Subdivision 6

- Grant agreements entered into by the commissioner and recipients of appropriations under this subdivision must ensure that money appropriated in this subdivision is used to supplement and not substitute for traditional sources of funding.

The Department of Administration is not responsible for maintenance or repair of the memorial and has no ownership rights of the memorial.

Ineligible expenses include but are not limited to:

- Fundraising
- Taxes, except sales tax on goods and services and payroll taxes
- Lobbyists, political contributions
- Bad debts, late payment fees, finance charges, or contingency funds
- Parking or traffic violations
- Out of state transportation and travel expenses. Minnesota will be considered the home state for determining whether travel is out of state.

Accountability and Reporting

A state agency or other recipient of a direct appropriation from the arts and cultural heritage fund must compile and submit all information for funded projects or programs, including the proposed measurable outcomes and all other items required under section 3.303, subdivision 10, to the Legislative Coordinating Commission as soon as practicable or by January 15 of the applicable fiscal year, whichever comes first. The Legislative Coordinating Commission must post submitted information on the website required under section 3.303, subdivision 10, as soon as it becomes available.

Grant Payments

Per Policy 08-08 reimbursement is the preferred method for making grant payments. All grantee requests for reimbursement must correspond to the approved grant budget. The State shall review each request for reimbursement against the approved grant budget, grant expenditures to-date and the latest grant progress report before approving payment. Grant payments shall not be made on grants with past due progress reports unless the Department of Administration has given the grantee a written extension.

Grant Monitoring

Per Minn. Stat. §16B.97 and Policy 08-10 grant monitoring will be conducted as needed and required.

Grantee Bidding Requirements for municipalities

Grantees that are municipalities must follow:

- The contracting and bidding requirements in the Uniform Municipal Contracting Law as defined in Minn. Stat.§471.345
- As applicable, the requirements of prevailing wage for grant-funded projects that include construction work of $25,000 or more, per Minn. Stat. §§177.41 through 177.44 These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.

The grantee must not contract with vendors who are suspended or debarred in MN:
http://www.mmd.admin.state.mn.us/debarredreport.asp

Audits

Per Minn. Stat. §16B.98 Subdivision 8, the grantee's books, records, documents, and accounting procedures and practices of the grantee or other party that are relevant to the grant or transaction are subject to examination by the granting agency and either the legislative auditor or the state auditor, as

appropriate. This requirement will last for a minimum of six years from the grant contract agreement end date, receipt, and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

Affirmative Action and Non-Discrimination requirements for all Grantees:

A. The grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age in regard to any position for which the employee or applicant for employment is qualified. Minn. Stat. §363A.02. The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.

B. The grantee must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Minnesota Rules, part 5000.3500

C. The grantee agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

Voter Registration Requirement:

As applicable, the grantee will comply with Minn. Stat. §201.162 by providing voter registration services for its employees and for the public served by the grantee.

Contact Information: For more information about this RFP, contact:

Office of Grants Management
Sarah Hernandez
Business Unit Coordinator
Email: sarah.hernandez@state.mn.us

Additional Links and Resources

- Legislative Guide: Principles for Use and Expected Outcomes of Funds from Dedicated Sales Taxes
- FY22/23 Grant Guidelines
- MMB Guidance to Agencies on Legacy Fund Expenditure

CC Regular Session **5. 12.**

Meeting Date: 01/11/2022

By: Diana Lund, Finance

Information

Title

Adopt Resolution #22-015 Approving the City of Ramsey's 2023 Budget Calendar

Purpose/Background:

The City's Charter states that a budget calendar shall be established annually, by resolution, for the following year.

A draft resolution has been prepared to reflect all dates related to budget activities undertaken for the 2023 budget.

Observations/Alternatives:

The City is required by Charter to adopt a budget calendar.

Recommendation:

Staff recommends adoption of Resolution #22-015 Approving the 2023 budget calendar.

Action:

Motion to Adopt Resolution #22-015 Approving the City of Ramsey's 2023 Budget Calendar.

Attachments

Reso #22-015 2023 Budget Calendar

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	01/05/2022 04:13 PM
Form Started By: Diana Lund		Started On: 01/03/2022 09:45 AM
Final Approval Date: 01/05/2022		

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #22-015

RESOLUTION APPROVING THE CITY OF RAMSEY'S 2023 BUDGET CALENDAR

WHEREAS, the Ramsey City Charter states that a budget calendar shall be established annually by resolution; and

WHEREAS, the City of Ramsey's Finance Committee recommends the Council adopt the following calendar:

January 11	Council adopts the 2023 Budget Calendar.
January 17 – February 28	City Council and Staff Leadership Team meet to Review and Develop a Three-Year Strategic Action Plan.
April 18	Finance Director to distribute 2023 Cost Center Budget Worksheets to Department Heads and supervisors. Worksheets include actual expenditures for 2020, 2021, 2022-year-to-date and adopted 2022 budget.
April 18	Finance Director to distribute listing of fixed assets as of December 31, 2021 to Department Heads and supervisors for review including item existence, accuracy, replacement values and number of years remaining in useful life.
April 18	Finance Director to distribute current Schedule of Rates, Fees and Charges to staff.
April 18	City Administrator to distribute most recent version of goals, objectives and 3-year departmental plans to Department Heads and supervisors.
May 20	Department Heads and supervisors to submit completed budget worksheets and accompanying justifications to the Finance Director.
May 20	Department Heads and supervisors to return listing of fixed assets to the Finance Director with any corrections noted.
May 20	Staff to return Schedule of Rates, Fees and Charges to the Finance Director with recommendations for 2022 amendments noted.
May 20	Department Heads and supervisors to submit goals, objectives and 3-year departmental plans to the City Administrator.
June 13-June 24	City Administrator and staff work sessions on the preliminary 2023 budget.
June 22	City Administrator to distribute preliminary goals, objectives and 3-year departmental plans for staff work sessions.

July 12	Finance Director and City Administrator submit preliminary budget to the City Council.
July 30	Department of Revenue certifies LGA amounts to all cities with populations over 2,500 and those receiving LGA.
August 15	Counties notify cities of the dates, which school districts, metropolitan special districts, and the county have selected for 2022 (Payable 2023) Truth in Taxation Hearings.
August 1 - September 20	Final Budget Work sessions before adoption of proposed budget/levy.
August 8	Department Heads and supervisors to submit items to be included in the 2023-2032 Capital Improvement Program.
August 15- August 19	Staff work sessions to review goals, objectives and 3-year departmental plans.
September 27	Staff recommends a 2023 Proposed Municipal Budget; 2022 Levy, Payable 2023, Proposed Municipal Levy to the City Council.
September 27	City Council adopts the 2023 Proposed Municipal Budget; 2022 Levied Payable 2023 Proposed Municipal Levy and sets the 2022 hearing dates for the 2023 Budget Public Hearing(s).
September 30	City certifies 2023 Proposed Municipal Budget; 2022 Payable 2023 Proposed Municipal Levy and 2023 Budget Public Hearing date.
September/October	Council work sessions as needed.
Sept 5-Sept 16	City Council work sessions on 2022 Goals, Objectives and 3-Year Departmental Plans.
October 25	City Council review and adopt 2023-2032 Capital Improvement Program.
November 1-20	County mails notice of proposed property taxes for payable 2023.
November 22	City Council to review and adopt the 2023 Schedule of Rates, Fees and Charges.
November 22	2022 Goals, Objectives and 3-Year Departmental Plans submitted to City Council for adoption.
November 30 - December 28	Public Hearing(s) on Final 2023 Municipal Budget and Levy
December 13	Adopt 2022 Municipal Budget and Final 2022, Payable 2023 Levy

December 30 Final levy certification to County auditor and certification of compliance with Truth in Taxation requirements to the Department of Revenue.

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

1) That the City Council of Ramsey hereby approves the 2023 Budget Calendar.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember, and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 11th day of January, 2022.

_____
Mayor

ATTEST:

_____
City Clerk

CC Regular Session **5. 13.**

Meeting Date: 01/11/2022

By: Diana Lund, Finance

Information

Title

Adopt Resolution #22-012 Designating Financial Institutions as Official Depositories; Adopt Resolution #22-013 Authorizing Signatures for Financial Transactions and Adopt Resolution #22-014 Designating Bank of the West as the Official Financial Institution for the City of Ramsey Banking Services for the Year of 2022.

Purpose/Background:

Minnesota Statutes Section 118A sets forth the procedures that Cities must follow for the deposit and investment of local public funds. Annually, the city needs to adopt a resolution that designates financial institutions as official depositories of city funds (Resolution #21-012). The City further adopts Resolution #21-014 that authorizes Bank of the West (an official depository noted in Resolution #21-012) as the City's official bank for banking services such as checking.

In addition, Resolution #22-013 is annually adopted that gives authorization to those that can sign off on financial transactions. Notably, the Mayor, Acting Mayor, City Administrator, Finance Director and Assistant Finance Director.

Motion to Adopt Resolution #21-002 Designating Financial Institutions as Official Depositories; Adopt Resolution #21-003 Authorizing Signatures for Financial Transactions and Adopt Resolution #21-004 Designating Bank of the West as the Official Financial Institution for the City of Ramsey Banking Services for the Year of 2021.

Observations/Alternatives:

Annual Requirement that these financial resolutions be adopted.

Recommendation:

Adopt noted resolutions as these are required to be approved annually.

Action:

Motion to Adopt Resolution #22-012 Designating Financial Institutions as Official Depositories; Adopt Resolution #22-013 Authorizing Signatures for Financial Transactions and Adopt Resolution #22-014 Designating Bank of the West as the Official Financial Institution for the City of Ramsey Banking Services for the Year of 2022.

Attachments

Reso #22-012 Official Depositories

Reso #22-013 Authorized Signatures for Financial Transactions

Reso #22-014 Bank of West for Banking Services

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	01/05/2022 04:14 PM
Form Started By: Diana Lund		Started On: 01/03/2022 09:53 AM
Final Approval Date: 01/05/2022		

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #22-012

RESOLUTION DESIGNATING FINANCIAL INSTITUTIONS AS OFFICIAL DEPOSITORIES OF CITY FUNDS FOR 2022

WHEREAS, the City of Ramsey must designate certain institutions as official depositories of City funds in accordance with Minnesota Statutes Chapter 118A.04.

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

1. That the City of Ramsey hereby appoints the following financial institutions as depositories of City funds for 2022:

Banking Institutions:

The Bank of the West
Ramsey, Minnesota
Walnut Creek, California

Minnesota Municipal Money Market Fund
Minneapolis, Minnesota

Brokerage Houses:

Northland Securities
Minneapolis, Minnesota

Institutional Cd's, Inc.
Scottsdale, Arizona

UBS Financial Services, Inc.
Minneapolis, Minnesota

Robert W. Baird & Associates
Edina, Minnesota

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 11th day of January, 2022.

Mayor

ATTEST:

City Clerk

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #22-013

RESOLUTION AUTHORIZING SIGNATURES FOR FINANCIAL TRANSACTIONS

WHEREAS, in order to conduct the business affairs of the City, the Council authorizes two of its members, the City Administrator and certain members of staff to sign financial documents on behalf of the City; and

WHEREAS, except for transfers within the City's accounts, this authorization provides for financial control by requiring two signatures on all such financial documents; and

WHEREAS, the Council hereby authorizes Kurt Ulrich, City Administrator, or Diana J. Lund, Finance Director, or Angela McIntire, Assistant Finance Director, to sign checks and other withdrawal documents from the City's checking and money market accounts; and

WHEREAS, for the purpose of confirming the authenticity of the documents already signed by one of the individuals named above, and consistent with the City's past financial practice which two signatures are required on all such documents, the Council designates Mark Kuzma, Mayor, or , Acting Mayor as counter-signatures for all such financial documents; and

WHEREAS, fund transfers (this also includes electronic fund transfers for payroll, sales tax, and all other taxes that are required to be deposited electronically) between the City's checking and money market accounts are generally verbal instructions and Kurt Ulrich, City Administrator, or Diana J. Lund, Finance Director, or Angela McIntire, Assistant Finance Director, are authorized to make such transactions.

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

1) That the Ramsey City Council hereby approves the City's authorized signatures for financial transactions as Kurt Ulrich, City Administrator; Diana J. Lund, Finance Director; and Angela McIntire, Assistant Finance Director and further designates Mark Kuzma, Mayor, and , Acting Mayor, as the required counter-signatures.

2) That the Ramsey City Council hereby authorizes Kurt Ulrich, City Administrator; Diana J. Lund, Finance Director; and Angela McIntire, Assistant Finance Director, to make fund transfers between the City's checking and money market accounts.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember, and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 11th day of January, 2022.

_____
Mayor

ATTEST:

_____
City Clerk

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #22-014

RESOLUTION DESIGNATING BANK OF THE WEST AS OFFICIAL FINANCIAL INSTITUTION FOR THE CITY OF RAMSEY BANKING SERVICES FOR THE YEAR OF 2022

WHEREAS, the City of Ramsey must designate certain institutions as official depositories of City funds in accordance with Minnesota Statutes Chapter 118A.04.

WHEREAS, the City of Ramsey has selected Bank of the West for its banking services for the year of 2022;

WHEREAS, banking services will consist of such items as daily deposits of cash receipts, wire transfers of funds, and automated payroll for direct deposit;

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

1) That the City of Ramsey hereby appoints Bank of the West as the financial institution that will provide the City its banking services for the year 2022.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember, and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 11th day of January, 2022.

_____
Mayor

ATTEST:

_____
City Clerk

CC Regular Session **5. 14.**

Meeting Date: 01/11/2022

By: Tammy Oakes, Finance

Information

Title

Adopt Resolution #22-018 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of December 9, 2021 through December 28, 2021

Purpose/Background:

Adopt Resolution #22-018 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of December 9, 2021 through December 28, 2021

Recommendation:

Staff Recommends to Adopt Resolution #22-018 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of December 9, 2021 through December 28, 2021

Action:

Motion to Adopt Resolution #22-018 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of December 9, 2021 through December 28, 2021

Attachments

Bills List 12/28/2021

Resolution 22-018

Form Review

Inbox	Reviewed By	Date
Diana Lund	Diana Lund	01/06/2022 07:28 AM
Kurt Ulrich	Kurt Ulrich	01/06/2022 10:22 AM
Form Started By: Tammy Oakes		Started On: 01/05/2022 04:02 PM
Final Approval Date: 01/06/2022		

CITY OF RAMSEY - FINANCE OFFICE Printed 12/28/2021

RAMSEY CITY COUNCIL MEETING

12/28/2021

BILLS LIST

DISBURSEMENTS TO BE APPROVED THIS MEETING:

DISBURSEMENT TYPE:	SUBMITTED FOR APPROVAL
Purchase Journal:	
Prepaids 12/9/21-12/28/21	471,175.93
Accounts Payable 12/9/21-12/28/21	1,039,774.66
Payroll 12/10/21 and 12/24/2021	395,945.00
Debt Service	12,367,725.01
Pay Estimates- Projects	
TOTAL SUBMITTED FOR APPROVAL THIS MEETING (Invoices Available for Reviewal)	**$ 14,274,620.60**

DISBURSEMENTS PREVIOUSLY APPROVED AND PAID:	APPROVED PREV. MTG	2021 Y.T.D.
NET PAYROLL TOTAL	$ 237,864.11	$ 4,832,344.56
- CORRECTION TO PAYROLL		
PREPAIDS	794,932.34	11,311,646.49
- PREPAID ADJUSTMENTS		
WIRE TRANSFERS FOR DEBT SERVICE	351,831.25	764,286.89
- CORRECTION TO D.S.		
ACCOUNTS PAYABLE INVOICING - PREVIOUS MEETING:		
- BILLS LIST SUBMITTED	219,071.92	7,735,854.99
ADD (DELETE) BILLS LIST SUBMITTED PAY ESTIMATE(S)	609,565.25	15,734,666.24
TOTAL CASH DISBURSEMENTS PREVIOUSLY APPROVED	**$ 2,213,264.87**	**$ 40,378,799.17**

Mark E. Kuzma
12-29-2021

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
113898	**12/9/2021**		**100012 ACE SOLID WASTE INC**						
		36,775.20	DEC RECYCLING		110499	7382209	9604.6489		OTHER CONTRACTED SI
		148.39	WASTE SERVICES		110500	7382219	0311.6374		REFUSE/RECYCLING
		283.41	WASTE SERVICES		110500	7382219	0194.6374		REFUSE/RECYCLING
		673.50	WASTE SERVICES		110500	7382219	0452.6374		REFUSE/RECYCLING
		148.39	WASTE SERVICES		110500	7382219	9601.6374		REFUSE/RECYCLING
		148.39	WASTE SERVICES		110500	7382219	9602.6374		REFUSE/RECYCLING
		148.39	WASTE SERVICES		110500	7382219	9605.6374		REFUSE/RECYCLING
		123.14	DEC REFUSE/RECYCLE		110502	7388754	0220.6374		REFUSE/RECYCLING
		38,448.81							
113899	**12/9/2021**		**115203 ALL AMERICAN TITLE CO INC**						
		38.42	UB REF 14730 COBALT ST NW #40		110528	12092021A	9601.4651		WATER REVENUE
		38.42							
113900	**12/9/2021**		**115203 ALL AMERICAN TITLE CO INC**						
		46.37	UB REF 6838 139TH LN #5		110529	12092021B	9601.4651		WATER REVENUE
		46.37							
113901	**12/9/2021**		**115203 ALL AMERICAN TITLE CO INC**						
		207.66	UB REF 15141 BARIUM ST NW		110530	12092021C	9601.4651		WATER REVENUE
		207.66							
113902	**12/9/2021**		**100041 ANOKA COUNTY HIGHWAY DEPARTMENT**						
		48,943.65	95% CITY COSTS JPA #C0007856		110491	110521	9400.6315		MISCELLANEOUS PROFE
		48,943.65							
113903	**12/9/2021**		**117923 BURNET TITLE**						
		145.16	UB REF 7090 147TH LANE NW		110531	12092021	9601.4651		WATER REVENUE
		145.16							
113904	**12/9/2021**		**119032 BUSHINSKI, STEVEN OR SHANNON**						
		223.86	UB REF 6090 151ST LANE NW		110532	12092021	9601.4651		WATER REVENUE
		223.86							
113905	**12/9/2021**		**116375 CAMBRIA TITLE**						
		165.78	UB REF 6168 146TH AVE NW		110533	12092021	9601.4651		WATER REVENUE
		165.78							
113906	**12/9/2021**		**110734 CITY OF RAMSEY**						
		500.00	UB CASH PAYMENT 718888		110534	12092021	9601.4651		WATER REVENUE
		500.00							
113907	**12/9/2021**		**118894 CLOSING HUB**						
		159.20	UB REF 6831 146TH CIR NW		110535	12092021	9601.4651		WATER REVENUE
		159.20							
113908	**12/9/2021**		**100111 COMMERCIAL ASPHALT COMPANY**						
		280.66	ASPHALT		110492	211130	0311.6265		ASPHALT
		280.66							
113909	**12/9/2021**		**113795 CONCIERGE TITLE INC**						
		61.32	UB REF 7500 149TH LANE NW		110536	12092021	9601.4651		WATER REVENUE
		61.32							
113910	**12/9/2021**		**119034 DRAKE, JORDAN OR TAE**						

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113910	12/9/2021		119034 DRAKE, JORDAN OR TAE						Continued.
		300.15	UB REF 14859 QUINTANA CIR		110537	12092021	9601.4651		WATER REVENUE
		300.15							
113911	12/9/2021		119041 DREAM HOMES IN MN LLC						
		100.00	RR RM DAMAGE DEP REFUND 10/5		110538	12092021	9804.1160		KEY & DAMAGE DEPOSIT
		100.00							
113912	12/9/2021		100870 EDINA REALTY TITLE						
		176.44	UB REF 14962 RABBIT ST		110539	12092021	9601.4651		WATER REVENUE
		176.44							
113913	12/9/2021		113517 FIRST AMERICAN TITLE						
		208.44	UB REF 14405 WACO ST		110540	12092021	9601.4651		WATER REVENUE
		208.44							
113914	12/9/2021		118143 FIRST AMERICAN TITLE INSURANCE CO						
		138.00	UB REF 5785 162ND LANE		110541	12092021	9601.4651		WATER REVENUE
		138.00							
113915	12/9/2021		119030 FOWLKES, MARK OR STEPHANIE						
		176.44	UB REF 14191 XENON STREET #31		110542	12092021	9601.4651		WATER REVENUE
		176.44							
113916	12/9/2021		119028 GROTH, ANTHONY OR LAURA						
		112.65	UB REF 15216 KRYPTON TER		110543	12092021	9601.4651		WATER REVENUE
		112.65							
113917	12/9/2021		119025 KRAUS, MICHAEL						
		40.44	UB REF 6821 158TH AVE		110544	12092021	9601.4651		WATER REVENUE
		40.44							
113918	12/9/2021		116779 LEGACY TITLE						
		177.63	UB REF 14231 URANIUM ST		110545	12092021	9601.4651		WATER REVENUE
		177.63							
113919	12/9/2021		117357 LEGACY TITLE						
		168.60	UB REF 14270 ARGON ST		110546	12092021	9601.4651		WATER REVENUE
		168.60							
113920	12/9/2021		117358 LEGACY TITLE						
		261.49	UB REF 14710.ERKIUM ST		110547	12092021	9601.4651		WATER REVENUE
		261.49							
113921	12/9/2021		119031 LHOTKA, JOHN OR SENG						
		202.24	UB REF 14733 KAMACITE ST		110548	12092021	9601.4651		WATER REVENUE
		202.24							
113922	12/9/2021		116025 MINNESOTA TITLE						
		313.22	UB REF 14599 PERIDOT ST		110550	12092021	9601.4651		WATER REVENUE
		313.22							
113923	12/9/2021		119027 OPEN DOOR PROPERTY TRUST						
		91.76	UB REF 5655 152ND LANE		110551	12092021	9601.4651		WATER REVENUE
		91.76							

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113924	12/9/2021		115743 PILLAR TITLE SERVICES						Continued.
		149.43	UB REF 15431 RADIUM ST		110552	12092021	9601.4651		WATER REVENUE
		149.43							
113925	12/9/2021		117742 R G TITLE LLC						
		125.85	UB REF 14999 SNOWY OWL STREET		110557	12092021	9601.4651		WATER REVENUE
		125.85							
113926	12/9/2021		118008 REALTECH TITLE LLC						
		154.70	UB REF 6650 153RD CT NW		110553	12092021A	9601.4651		WATER REVENUE
		154.70							
113927	12/9/2021		118008 REALTECH TITLE LLC						
		237.38	UB REF 15477 SODIUM ST		110554	12092021B	9601.4651		WATER REVENUE
		237.38							
113928	12/9/2021		118008 REALTECH TITLE LLC						
		159.35	UB REF 14700 JUNKITE ST		110555	12092021C	9601.4651		WATER REVENUE
		159.35							
113929	12/9/2021		117867 RESULTS TITLE						
		196.46	UB REF 7731 147TH TER		110556	12092021	9601.4651		WATER REVENUE
		196.46							
113930	12/9/2021		119033 SCHINDEL, MARTIN						
		293.55	UB REF 14970 ARGON ST		110558	12092021	9601.4651		WATER REVENUE
		293.55							
113931	12/9/2021		118480 SUNFISH LAKE VILLAGE ASSOCIATION						
		80.00	IRRIGATION BLOWOUT		110560	12092021	9601.6489		OTHER CONTRACTED SI
		80.00							
113932	12/9/2021		119035 SWEDEEN, SHANE OR TRACY						
		592.92	UB REF 14226 WACO ST		110559	12092021	9601.4651		WATER REVENUE
		592.92							
113933	12/9/2021		119029 THE OLSON FAMILY TRUST						
		151.49	UB REF 14790 WILLEMITE WAY		110561	12092021	9601.4651		WATER REVENUE
		151.49							
113934	12/9/2021		113038 THE TITLE GROUP						
		31.12	UB REF 16520 YTTRIUM ST		110562	12092021A	9601.4651		WATER REVENUE
		31.12							
113935	12/9/2021		113038 THE TITLE GROUP						
		34.39	UB REF 16445 HALAS CIR		110563	12092021B	9601.4651		WATER REVENUE
		34.39							
113936	12/9/2021		113038 THE TITLE GROUP						
		217.88	UB REF 14271 XENON ST		110564	12092021C	9601.4651		WATER REVENUE
		217.88							
113937	12/9/2021		119026 WATSON, RYAN OR TRACY						
		46.79	UB REF 7456 BUNKER LAKE BLVD		110565	12092021	9601.4651		WATER REVENUE
		46.79							

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114000	12/16/2021		117280 CENTRA HOMES						Continued.
		1,500.00	REF EROS ESC 7292 BUNKER LK BV		110654	121421	9804.6433	00118561	REFUNDS
		1,500.00	REF EROS ESC 7294 BUNKER LK BV		110655	121421B	9804.6433	00118562	REFUNDS
		1,500.00	REF EROS ESCR 14822 WILLEMITE		110656	121421C	9804.6433	00118426	REFUNDS
		4,500.00							
114001	12/16/2021		110734 CITY OF RAMSEY						
		180.00	UB 610929376 XIONG		110668	12162021	9601.4651		WATER REVENUE
		150.00	UB 721320 PITIYA		110668	12162021	9601.4651		WATER REVENUE
		330.00							
114002	12/16/2021		117814 LEWIS CUSTOM HOMES INC						
		1,500.00	REF EROS ESCR 8861 151ST LA NW		110657	121421	9804.6433	00118622	REFUNDS
		1,500.00	REF EROS ESCR 8889 151ST LA NW		110658	121421B	9804.6433	00118628	REFUNDS
		1,500.00	REF EROS ESCR 8897 151ST LA NW		110659	121421C	9804.6433	00118792	REFUNDS
		4,500.00							
114003	12/16/2021		100345 NAPA AUTO PARTS ELK RIVER						
		116.90	FLOOR DRY		110650	138620	0220.6249		MISCELLANEOUS OPER/
		116.90							
114004	12/16/2021		110759 NORTHERN STAR COUNCIL						
		15.00	ADDT'L EXPLORER TRAINING		110651	12072021	0280.6335		TRAINING
		15.00							
114005	12/16/2021		119049 PEARSON, DANIEL A						
		380.00	PUMPKINS		110664	2162	0452.6249		MISCELLANEOUS OPER/
		380.00							
114006	12/16/2021		106991 QUILL						
		16.74	CALENDAR REFILL		110661	20926627	0311.6208		MISCELLANEOUS OFFICI
		117.18	CALENDAR REFILLS		110661	20926627	0452.6208		MISCELLANEOUS OFFICI
		133.92							
114007	12/16/2021		119050 REYNOSO, DANIEL						
		24.99	REISSUE UB REF 7960 171ST LANE		110669	12162021	9601.4651		WATER REVENUE
		24.99							
114008	12/16/2021		115972 ROBINSON, SCOTT						
		1,428.00	JAN/FEB 2022 RR AD SALES		110652	12142021	9101.1550		PREPAID EXPENSE
		1,428.00							
114009	12/16/2021		113539 WINSUPPLY TWIN CITIES MN CO.						
		69.23	CAR WASH DRAIN AT PW		110663	144266 01	9602.6249		MISCELLANEOUS OPER/
		1.38-	DISCOUNT		110663	144266 01	9602.6249		MISCELLANEOUS OPER/
		67.85							
114010	12/22/2021		111377 ANOKA MUNICIPAL UTILITY						
		46.57	DYSPROSIUM/BUNKER		110720	22-612000-01 NOV 2021	0260.6371		ELECTRIC UTILITIES
		53.93	DYSPROSIUM		110721	22-610280-00 NOV 2021	9603.6371		ELECTRIC UTILITIES
		88.80	STREET LIGHTING		110722	22-990005-01 NOV 2021	9603.6371		ELECTRIC UTILITIES
		73.22	SIGNAL CO RD 116 & HWY 47		110723	22-613120-01 NOV 2021	0311.6371		ELECTRIC UTILITIES

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114010	12/22/2021		111377 ANOKA MUNICIPAL UTILITY						Continued.
		262.52							
114011	12/22/2021		119060 BODIE, JUDY						
		100.00	REF DAMAGE DEP FROM 12/11/2021		110724	12222021	9804.1160		KEY & DAMAGE DEPOSIT
		100.00							
114012	12/22/2021		100297 CENTERPOINT ENERGY						
		242.04	NOV NATURAL GAS AT PH#3		110712	8782239-1 NOV 2021	9601.6373		GAS
		4,025.64	NOV C/H GAS BILL		110713	6702493-5 NOV 2021	0194.6373		GAS
		825.13	NATURAL GAS ST 2 NOV		110717	5961540-1 NOV 2021	0220.6373		GAS
		587.66	NATURAL GAS ST 1 NOV		110718	5914352-9 NOV 2021	0220.6373		GAS
		481.21	11/05-12/07/21 GAS USAGE		110719	6011580-5 NOV 2021	9410.6373	00041012	GAS
		6,161.68							
114013	12/22/2021		100722 LATOUR VINYL						
		.45	STATUTE RQRD LF CHARGE		110714	11112021	0220.6231		UNIFORMS & TURN-OUT
		30.00	HELMET LABELS NEW HIRES		110714	11112021	0220.6231		UNIFORMS & TURN-OUT
		30.45							
114014	12/22/2021		102950 MN RURAL WATER ASSOCIATION						
		100.00	REF DAMAGE DEP FROM 12/9/2021		110725	12222021	9804.1160		KEY & DAMAGE DEPOSIT
		100.00							
114015	12/22/2021		100391 POSTMASTER						
		1,982.23	JAN/FEB 2022 RR BULK MAILING		110726	12142021	9101.1550		PREPAID EXPENSE
		1,982.23							
114016	12/22/2021		119056 SINK, TIM						
		4.67	FRANCHISE FEE OVERPAYMENT		110715	12162021	9435.6433		REFUNDS
		4.67							
1003243	12/10/2021		114740 BOND TRUST SERVICES CORPORATION						
		60,607.50	12-15-21 BOND INT PAYMENT		110490	66931	9355.6611		BOND INTEREST
		115,000.00	12-15-21 PRINCIPAL PAYMENT		110493	66930	9354.6602		BOND PRINCIPAL
		14,475.00	12-15-21 INTEREST PAYMENT		110493	66930	9354.6611		BOND INTEREST
		90,000.00	PRINCIPAL PAYMENT		110494	66929	9353.6602		BOND PRINCIPAL
		6,200.00	12-15-21 INTEREST PAYMENT		110494	66929	9353.6611		BOND INTEREST
		165,000.00	12-15-21 PRINCIPAL PAYMENT		110495	66928	9352.6602		BOND PRINCIPAL
		10,200.00	12-15-21 INTEREST PAYMENT		110495	66928	9352.6611		BOND INTEREST
		90,000.00	12-15-21 PRINCIPAL PAYMENT		110496	66925	9349.6602		BOND PRINCIPAL
		4,122.50	12-15-21 INTEREST PAYMENT		110496	66925	9349.6611		BOND INTEREST
		555,605.00							
1003244	12/10/2021		112475 INNOVATIVE OFFICE SOLUTIONS						
		69.00	PAPER		110504	IN3544185	0220.6208		MISCELLANEOUS OFFICI
		1.16-	PAPER CREDIT		110505	SCN-110094	0220.6208		MISCELLANEOUS OFFICI
		67.84							
1003245	12/10/2021		100291 MET COUNCIL SAC						
		29,820.00	SAC REMITTANCE		110549	12092021	9602.2083		SAC CHARGES

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1003245	12/10/2021		100291 MET COUNCIL SAC						Continued.
		298.20-	SAC REMIT-DISCOUNT		110549	12092021	9602.4356		SEWER AVAILABILITY CH
		29,521.80							
1003246	12/10/2021		107244 NORTHLAND TRUST SERVICES INC						
		285,000.00	12-15-21 PRINCIPAL PAYMENT		110497	RAMS11B 12/2021	9340.6602		BOND PRINCIPAL
		17,868.75	12-15-21 INTEREST PAYMENT		110497	RAMS11B 12/2021	9340.6611		BOND INTEREST
		495.00	FISCAL AGENT FEES		110497	RAMS11B 12/2021	9340.6310		FISCAL AGENT FEES
		11,330,000.00	FINAL PAY PRIN $16.875M DEBT		110498	RAMS12A 12/2021	9339.6602		BOND PRINCIPAL
		178,506.26	FINAL PAY INT $16.875M DEBT		110498	RAMS12A 12/2021	9339.6611		BOND INTEREST
		250.00	FISCAL AGENT FEES		110498	RAMS12A 12/2021	9339.6310		FISCAL AGENT FEES
		11,812,120.01							
1003247	12/10/2021		105706 TINKLENBERG GROUP INC						
		3,500.00	DEC BILLING (6 OF 6)		110489	2144	9410.6315		MISCELLANEOUS PROFE
		3,500.00							
1003248	12/10/2021		111137 WRIGHT HENNEPIN COOPERATIVE ELECTRIC						
		27.95	WH SECURITY - ALARM MONITORING		110501	150-1682-6501 DEC 2021	0211.6489		OTHER CONTRACTED SI
		27.95	DEC FIRE ALARM MONITORING		110503	150-1681-6340 DEC 2021	0194.6489		OTHER CONTRACTED SI
		888.62	7650 SUNWOOD DR NW		110566	150-1681-4280 DEC 2021	9240.6315		MISCELLANEOUS PROFE
		27.95	6701 HWY 10 YOUTH 1st (DEC)		110567	150-1687-1105 DEC 2021	9410.6315		MISCELLANEOUS PROFE
		27.95	5650 ALPINE DR FS#2 (DEC)		110568	150-1691-2206 DEC 2021	0220.6489		OTHER CONTRACTED SI
		35.90	7550 SUNWOOD DR (DEC)		110569	150-1693-4968 DEC 2021	0194.6489		OTHER CONTRACTED SI
		52.95	14199 JASPER ST NW (DEC)		110570	150-1696-8702 DEC 2021	0311.6489		OTHER CONTRACTED SI
		1,089.27							
1003299	12/17/2021		110402 ADVANCE AUTO PARTS						
		23.70	NOV 2021 PURCHASES		110665	11302021	0311.6229		SHOP MATERIALS
		5.58	NOV 2021 PURCHASES		110665	11302021	0311.6281		SMALL TOOLS & MINOR I
		168.14	NOV 2021 PURCHASES		110665	11302021	0312.6257		OTHER VEHICLE PARTS
		197.42							
1003300	12/17/2021		100043 ANOKA COUNTY PROPERTY RECORDS TAXATION						
		1.30	16-32-25-13-0059/21 PROP TAX		110648	16-32-25-13-005 9 2021	0194.6374		REFUSE/RECYCLING
		1.30	16-32-25-14-0026/21 PROP TAX		110649	16-32-25-14-002 6 2021	0194.6374		REFUSE/RECYCLING
		2.60							
1003301	12/17/2021		117182 BERSCHEID, SCOTT						
		29.12	ON CALL MILEAGE REIMBURSEMENT		110667	12162021	9601.6334		MILEAGE REIMBURSEME
		87.36	ON CALL MILEAGE REIMBURSEMENT		110667	12162021	9602.6334		MILEAGE REIMBURSEME
		116.48							
1003302	12/17/2021		118118 BREITER, MICHAEL						
		43.68	ON CALL MILEAGE REIMBURSEMENT		110666	12162021	0311.6334		MILEAGE REIMBURSEME
		21.84	ON CALL MILEAGE REIMBURSEMENT		110666	12162021	0312.6334		MILEAGE REIMBURSEME
		43.68	ON CALL MILEAGE REIMBURSEMENT		110666	12162021	9240.6334		MILEAGE REIMBURSEME

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1003302	12/17/2021		118118 BREITER, MICHAEL						Continued.
		87.36	ON CALL MILEAGE REIMBURSEMENT		110666	12162021	9601.6334		MILEAGE REIMBURSEME
		21.84	ON CALL MILEAGE REIMBURSEMENT		110666	12162021	9602.6334		MILEAGE REIMBURSEME
		218.40							
1003303	12/17/2021		112564 GROUP HEALTH INC WORKSITE						
		94.00	EAP NOV. 2021		110662	W819724	0130.6315		MISCELLANEOUS PROFE
		94.00							
1003304	12/17/2021		100510 VERIZON WIRELESS						
		45.08	NOV LIFT STATION COMMUNICATION		110660	9894058695	9602.6323		CELLULAR PHONES
		45.08							
1003305	12/23/2021		100510 VERIZON WIRELESS						
		186.15	VERIZON-STREETS-NOV/DEC		110716	9894670981	0311.6323		CELLULAR PHONES
		227.50	VERIZON-PLANNING-NOV/DEC		110716	9894670981	0191.6323		CELLULAR PHONES
		239.50	VERIZON-PARKS-NOV/DEC		110716	9894670981	0452.6323		CELLULAR PHONES
		130.80	VERIZON-MAINTENANCE-NOV/DEC		110716	9894670981	0194.6323		CELLULAR PHONES
		480.14	VERIZON-FIRE-NOV/DEC		110716	9894670981	0220.6323		CELLULAR PHONES
		72.50	VERIZON-FINANCE-NOV/DEC		110716	9894670981	0192.6321		TELEPHONE
		258.31	VERIZON-ENGINEERING-NOV/DEC		110716	9894670981	0301.6323		CELLULAR PHONES
		117.51	VERIZON-BUILDING-NOV/DEC		110716	9894670981	0240.6323		CELLULAR PHONES
		77.50	VERIZON-ADMIN-NOV/DEC		110716	9894670981	0130.6323		CELLULAR PHONES
		380.81	VERIZON-UTILITIES-NOV/DEC		110716	9894670981	9601.6323		CELLULAR PHONES
		2,170.72							
1003306	12/29/2021		100257 LAW ENFORCEMENT LABOR SRV INC						
		889.00			110480	120921818352	9101.2177		UNION DUES
		889.00			110771	1222211245412	9101.2177		UNION DUES
		1,778.00							
1003307	12/29/2021		100298 MN AFSCME COUNCIL 5						
		524.80			110481	120921818353	9101.2177		UNION DUES
		524.60			110772	1222211245413	9101.2177		UNION DUES
		1,049.40							
96121021	12/10/2021		118579 ND CHILD SUPPORT DIVISION						
		287.08			110479	1209218183514	9101.2185		GARNISHMENTS/SUPPO
		287.08							
97121021	12/10/2021		107962 TOTAL ADMINISTRATIVE SERVICE CORP						
		1,611.11			110475	1209218183510	9101.2176		LIFE/HEALTH-EMPLOYEE
		1,611.11							
97122421	12/24/2021		118579 ND CHILD SUPPORT DIVISION						
		287.08			110770	12222112454114	9101.2185		GARNISHMENTS/SUPPO
		287.08							
98121021	12/10/2021		115568 ALERUS FINANCIAL NA						
		4,830.38			110478	1209218183513	9101.2176		LIFE/HEALTH-EMPLOYEE
		4,830.38							
98122421	12/28/2021		115568 ALERUS FINANCIAL NA						
		4,829.49			110769	12222112454113	9101.2176		LIFE/HEALTH-EMPLOYEE
		4,829.49							

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
99053477	12/10/2021		101306 IRS						Continued.
		25,067.35			110485	120921818357	9101.2171		FEDERAL WITHHOLDING
		14,194.95			110486	120921818358	9101.2173		FICA & MEDICARE-EMPL
		14,194.95			110487	120921818359	9101.2182		FICA & MEDICARE-EMPL
		53,457.25							
99121021	12/10/2021		100629 MN DEPT OF REV SALES TX						
		5.27	Nov Sales Tax		110439	11302021	9101.4305		RENTAL FEES
		6.48	Nov Sales Tax		110439	11302021	9101.4328		ACCIDENT REPORTS
		.21	Nov Sales Tax		110439	11302021	9101.4609		OTHER MISCELLANEOUS
		418.56	Nov Sales Tax		110439	11302021	9601.2082		SALES/USE TAX PAYABLE
		254.28-	Nov Sales Tax		110439	11302021	9601.2082		SALES/USE TAX PAYABLE
		9.24-	Nov Sales Tax		110439	11302021	9601.2085		ANOKA COUNTY TRANSI
		167.00							
99121321	12/13/2021		107885 DEPARTMENT OF LABOR AND INDUSTRY						
		1,976.94	Nov Surcharges		110488	11302021	9101.2081		SURCHARGES-PERMITS
		39.58-	Nov Surcharges		110488	11302021	9101.4604		SURCHARGES
		1,937.36							
99121521	12/15/2021		108768 COMDATA NETWORK INC						
		198.93	NOV FUEL FOR STAFF VEHICLES		110599	NOV 2021 BLDG FUEL	0194.6223		GASOLINE
		5,844.95	NOVEMBER GASOLINE PURCHASES		110600	NOV 2021 PD FUEL	0211.6223		GASOLINE
		1,254.09	GASOLINE FOR NOVEMBER		110601	NOV 2021 FIRE FUEL	0220.6223		GASOLINE
		722.42	DIESEL FUEL FOR NOVEMBER		110602	NOV 2021 FIRE FUEL2	0220.6225		DIESEL FUEL
		261.05	GAS FOR CITY VEHICLES		110603	NOV 2021 INSPECT FUEL	0240.6223		GASOLINE
		372.62	NOV GAS FOR CITY VEHICLES		110604	NOV 2021 ENGR FUEL	0301.6223		GASOLINE
		279.18	NOV VEH FUEL		110605	NOV 2021 STREET FUEL	0311.6223		GASOLINE
		481.78	NOV VEH FUEL		110605	NOV 2021 STREET FUEL	0452.6223		GASOLINE
		1,332.81	PARKS NOV. FUEL		110606	NOV 2021 PARK FUEL	0452.6223		GASOLINE
		521.09	NOV GAS FOR UTILITY VEHICLES		110607	NOV 2021 WATER FUEL	9601.6223		GASOLINE
		274.23	NOV GAS FOR UTILITY VEHICLES		110608	NOV 2021 SEWER FUEL	9602.6223		GASOLINE
		49.56	ACAPULCO- NETWORKING MEAL		110609	NOV 2021 ULRICH	0130.6249		MISCELLANEOUS OPER/
		518.00	DIVERSIFIED-LAPTOP HLDR-TRK612		110610	NOV 2021 NELSON	9602.6249		MISCELLANEOUS OPER/
		100.83	WALMART C/C SUPPLIES		110611	NOV 2021 BRAY	0111.6249		MISCELLANEOUS OPER/
		84.23	AMAZON 10/26 PW KITCH SUPPLIES		110612	NOV 2021 SCHMITZ	0311.6249		MISCELLANEOUS OPER/
		84.22	AMAZON 10/26 PW KITCH SUPPLIES		110612	NOV 2021 SCHMITZ	0452.6249		MISCELLANEOUS OPER/
		17.60	AMAZON 10/26 CH KITCH SUPPLIES		110612	NOV 2021 SCHMITZ	0130.6208		MISCELLANEOUS OFFICI
		16.80	AMAZON 10/26 CH SUPPLIES		110612	NOV 2021 SCHMITZ	0130.6208		MISCELLANEOUS OFFICI
		9.09	AMAZON 10/26 CH KITCH SUPPLIES		110612	NOV 2021 SCHMITZ	0130.6208		MISCELLANEOUS OFFICI

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
99121521	12/15/2021		108768 COMDATA NETWORK INC						Continued.
		74.88	COBORNS 11/23/21 CC DINNERS		110612	NOV 2021 SCHMITZ	0111.6249		MISCELLANEOUS OPER/
		7.99	COBORNS 11/09/21 CC DINNERS		110612	NOV 2021 SCHMITZ	0111.6249		MISCELLANEOUS OPER/
		62.00	MAMA DELUCA 11/09/21 CC DINNER		110612	NOV 2021 SCHMITZ	0111.6249		MISCELLANEOUS OPER/
		84.22	AMAZON 10/26 PW KITCH SUPPLIES		110612	NOV 2021 SCHMITZ	9601.6249		MISCELLANEOUS OPER/
		69.97	TARGET YOS AWARD		110613	NOV 2021 LASHER	0130.6249		MISCELLANEOUS OPER/
		60.00	FUSION 2022 CEAM DUES - BRUCE		110614	NOV 2021 WESTBY	9101.1550		PREPAID EXPENSE
		315.00	FUSION 2022 CEAM CONF - BRUCE		110614	NOV 2021 WESTBY	9101.1550		PREPAID EXPENSE
		315.00	GTS 2022 CEAM CONF - JOE F.		110614	NOV 2021 WESTBY	9101.1550		PREPAID EXPENSE
		60.00	GTS 2022 CEAM DUES - JOE F.		110614	NOV 2021 WESTBY	9101.1550		PREPAID EXPENSE
		152.90	AMAZON - OFFICE SUPPLIES 11/28		110615	NOV 2021 TORSETH	0211.6208		MISCELLANEOUS OFFICI
		10.54-	COUNTRY INN REBATE-KATERS		110616	NOV 2021 KATERS	0211.6331		TRAVEL & LODGING
		263.58	COUNTRY INN-KATERS-CHIEFS CONF		110616	NOV 2021 KATERS	0211.6331		TRAVEL & LODGING
		119.00	APA- 2022 BRIAN M MEMBERSHIP		110617	NOV 2021 MCGUIRE-BRIGLE	9101.1550		PREPAID EXPENSE
		200.00	EDAM- 2022 CHLOE M MEMBERSHIP		110617	NOV 2021 MCGUIRE-BRIGLE	9101.1550		PREPAID EXPENSE
		162.64	AMAZON- SMALL TOOLS- UNIT 565		110618	NOV 2021 KOHNER	0220.6281		SMALL TOOLS & MINOR I
		49.99	AMAZON- SMALL TOOLS- UNIT 565		110618	NOV 2021 KOHNER	0220.6281		SMALL TOOLS & MINOR I
		28.39	AMAZON- SMALL TOOLS- UNIT 565		110618	NOV 2021 KOHNER	0220.6281		SMALL TOOLS & MINOR I
		41.36	AMAZON- SMALL TOOLS- UNIT 565		110618	NOV 2021 KOHNER	0220.6281		SMALL TOOLS & MINOR I
		18.00	FACEBOOK AD - PARK PROGRAM		110619	NOV 2021 THORSTAD	0130.6246		MARKETING & PROMOTI
		15.00	TARGET - LIGHTS FOR EVENT		110619	NOV 2021 THORSTAD	0111.6249		MISCELLANEOUS OPER/
		395.00	EKIT SUPPLY - ROSSUM TRAINING		110620	NOV 2021 FRANKFURTH	0211.6335		TRAINING
		75.00	TLO - ONLINE INVEST TOOL		110620	NOV 2021 FRANKFURTH	0211.6315		MISCELLANEOUS PROFE
		9.50	ST. CLOUD PARKING - FRANKFURTH		110620	NOV 2021 FRANKFURTH	0211.6331		TRAVEL & LODGING
		9.50	ST. CLOUD PARKING - FRANKFURTH		110620	NOV 2021 FRANKFURTH	0211.6331		TRAVEL & LODGING
		270.00	ARROWHEAD EMS - STOLP TRAINING		110620	NOV 2021 FRANKFURTH	9101.1550		PREPAID EXPENSE
		75.00	BCA - HINNENKAMP TRAINING		110620	NOV 2021 FRANKFURTH	0211.6335		TRAINING
		55.00	SAFE KIDS - SCHANTZEN TRAINING		110620	NOV 2021 FRANKFURTH	0211.6335		TRAINING
		1,100.99	SNAP ON- TOOLS/EQUIP		110621	NOV 2021 RIEMER	0311.6281		SMALL TOOLS & MINOR I
		41.41	NEWEGG-USB CABLE FOR SIGNCAD		110622	NOV 2021 FREDRICKSON	0192.6281		SMALL TOOLS & MINOR I
		74.99	NEWEGG-USB DOCK FOR CD DIR.		110622	NOV 2021 FREDRICKSON	0192.6281		SMALL TOOLS & MINOR I
		284.00	PCHELP -TATEMS SOFTWARE SUB.		110622	NOV 2021 FREDRICKSON	9101.1550		PREPAID EXPENSE
		52.00	STAR TRIBUNE SUBSCRIPTION		110623	NOV 2021 SULLIVAN	9101.1550		PREPAID EXPENSE
		5.19	ECM - APG ANOKA UNION SUBSCRIP		110623	NOV 2021 SULLIVAN	9230.6249		MISCELLANEOUS OPER/

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
99121521	12/15/2021		108768 COMDATA NETWORK INC						Continued.
		90.00	WILLY MCCOYS-LUNCH AT TRAINING		110624	NOV 2021 BLUML	0211.6331		TRAVEL & LODGING
		7.00	ST CLOUD PARKING-TRAINING		110624	NOV 2021 BLUML	0211.6331		TRAVEL & LODGING
		17,057.44							
99122421	12/24/2021		107962 TOTAL ADMINISTRATIVE SERVICE CORP						
		1,611.10			110766	12222112454110	9101.2176		LIFE/HEALTH-EMPLOYEE
		1,611.10							
99126553	12/10/2021		114790 GREAT WEST LIFE AND ANNUITY INS CO						
		10,162.48			110476	1209218183511	9101.2175		DEFERRED COMPENSAT
		10,162.48							
99127737	12/10/2021		114790 GREAT WEST LIFE AND ANNUITY INS CO						
		3,755.62			110477	1209218183512	9101.2176		LIFE/HEALTH-EMPLOYEE
		3,755.62							
99201818	12/24/2021		101306 IRS						
		293.43			110703	1220211144182	9101.2171		FEDERAL WITHHOLDING
		1,264.56			110704	1220211144183	9101.2173		FICA & MEDICARE-EMPL
		1,264.56			110705	1220211144184	9101.2182		FICA & MEDICARE-EMPL
		398.09			110709	1220211426504	9101.2171		FEDERAL WITHHOLDING
		252.19			110710	1220211426505	9101.2173		FICA & MEDICARE-EMPL
		252.19			110711	1220211426506	9101.2182		FICA & MEDICARE-EMPL
		25,639.86			110776	1222211245417	9101.2171		FEDERAL WITHHOLDING
		14,563.00			110777	1222211245418	9101.2173		FICA & MEDICARE-EMPL
		14,563.00			110778	1222211245419	9101.2182		FICA & MEDICARE-EMPL
		58,490.88							
99429177	12/24/2021		114790 GREAT WEST LIFE AND ANNUITY INS CO						
		9,986.67			110767	12222112454111	9101.2175		DEFERRED COMPENSAT
		9,986.67							
99429922	12/24/2021		114790 GREAT WEST LIFE AND ANNUITY INS CO						
		3,748.34			110768	12222112454112	9101.2176		LIFE/HEALTH-EMPLOYEE
		3,748.34							
99631748	12/10/2021		100398 PUBLIC EMPLOYEES RETIREMENT ASSN						
		24,631.21			110482	120921818354	9101.2174		PERA-EMPLOYEE
		33,100.45			110483	120921818355	9101.2183		PERA-EMPLOYER
		57,731.66							
99633729	12/24/2021		100398 PUBLIC EMPLOYEES RETIREMENT ASSN						
		108.33			110706	1220211426501	9101.2174		PERA-EMPLOYEE
		108.33			110707	1220211426502	9101.2183		PERA-EMPLOYER
		24,875.59			110773	1222211245414	9101.2174		PERA-EMPLOYEE
		33,378.17			110774	1222211245415	9101.2183		PERA-EMPLOYER
		58,470.42							
99657309	12/10/2021		100223 ICMA RETIREMENT TRUST 457						
		1,870.85			110474	120921818351	9101.2175		DEFERRED COMPENSAT
		1,870.85							
99665312	12/10/2021		100601 MN DEPT OF REV WH						
		11,999.63			110484	120921818356	9101.2172		STATE WITHHOLDING
		11,999.63							

CITY OF RAMSEY

Council Check Register by GL

Council Check Register and Summary

12/9/2021 – 12/31/2021

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
99665312	**12/10/2021**		**100601 MN DEPT OF REV WH**						**Continued.**
99665802	**12/24/2021**		**100223 ICMA RETIREMENT TRUST 457**						
		1,870.85			110765	1222211245411	9101.2175		DEFERRED COMPENSAT
		1,870.85							
99964256	**12/24/2021**		**100601 MN DEPT OF REV WH**						
		198.96			110702	1220211144181	9101.2172		STATE WITHHOLDING
		50.00			110708	1220211426503	9101.2172		STATE WITHHOLDING
		12,144.94			110775	1222211245416	9101.2172		STATE WITHHOLDING
		12,393.90							
		12,838,430.52	Grand Total						

Payment Instrument Totals

Checks	114,297.91
EFT Payments	316,556.59
A/P ACH Payment	12,407,576.02
Total Payments	12,838,430.52

EFT Home Depot 470.42

12,838,900.94

Debt Service -12,367,725.01

471,175.93

Payment Group Control Number	3332		
Bank Account	999.1010	CASH IN BANK	00002224
Version	LOGIS004V		
Originator	TOAKES		
Payment Instrument	Check Payment		
Pay Through Date	12/31/2021		

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
113185	3 WAY ELECTRIC INC		PV	110626	001	00999	11/18/2021	11182021	8,850.00
	3 WAY ELECTRIC INC				Summary Total				8,850.00
	19949 ST FRANCIS BLVD		PV	110627	001	00999	12/10/2021	12102021	2,370.00
	ANOKA MN 55303				Summary Total				2,370.00
					Payment Amount				11,220.00
100009	ACCAP RAMSEY TOWNHOMES	TIF 9 SITE IMPROVEMENT PAYMENT	PV	110582	001	00999	12/8/2021	123021	20,700.00
	ACCAP RAMSEY TOWNHOMES 1201 89TH AVENUE NE SUITE 345 BLAINE MN 55434				Summary Total				20,700.00
					Payment Amount				20,700.00
117651	ACCESS MECHANICAL INC		PV	110742	001	00999	12/16/2021	022321-1249	480.00
	ACCESS MECHANICAL INC 15901 FOX STREET NW ANDOVER MN 55304				Summary Total				480.00
					Payment Amount				480.00
115203	ALL AMERICAN TITLE CO INC	UB REF 9150 HWY 10	PV	110822	001	09601	12/28/2021	12282021A	16.79
	ALL AMERICAN TITLE CO INC 2407 109TH AVENUE NE SUITE 250 BLAINE MN 55449				Summary Total				16.79
					Payment Amount				16.79
115203	ALL AMERICAN TITLE CO INC	UB REF 15327 SODIUM ST	PV	110823	001	09601	12/28/2021	12282021B	263.06
	ALL AMERICAN TITLE CO INC 2407 109TH AVENUE NE SUITE 250 BLAINE MN 55449				Summary Total				263.06
					Payment Amount				263.06
100021	AMERICAN PUBLIC WORKS ASSN - *DO NOT USE	MEMBER ID: 748699	PV	110581	001	00999	12/2/2021	748699	277.50
	AMERICAN PUBLIC WORKS ASSN P O BOX 802296 KANSAS CITY MO 64180-2296				Summary Total				277.50

Payment Group Control Number	3332		
Bank Account	999.1010	CASH IN BANK	00002224
Version	LOGIS004V		
Originator	TOAKES		
Payment Instrument	Check Payment		
Pay Through Date	12/31/2021		

Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
				Payment Amount					277.50
102953	AMERIGAS OF ANOKA	ACCT 201398670	PV	110747	001	00999	11/30/2021	805223956	162.30
	AMERIGAS OF ANOKA P O BOX 660288 DALLAS TX 75266-0288			Summary Total					162.30
				Payment Amount					162.30
119065	ANOKA COUNTY RECORDER	TRANS HRA PROP TO CITY OF RAMS	PV	110819	001	09320	12/28/2021	12282021A	52.65
	ANOKA COUNTY RECORDER 2100 3RD AVENUE ANOKA MN 55303			Summary Total					52.65
				Payment Amount					52.65
119065	ANOKA COUNTY RECORDER	TRANS HRA PROP TO CITY OF RAMS	PV	110820	001	09230	12/28/2021	12282021B	52.65
	ANOKA COUNTY RECORDER 2100 3RD AVENUE ANOKA MN 55303			Summary Total					52.65
				Payment Amount					52.65
119065	ANOKA COUNTY RECORDER	TRANS HRA PROP TO CITY OF RAMS	PV	110821	001	09230	12/28/2021	12282021C	66.00
	ANOKA COUNTY RECORDER 2100 3RD AVENUE ANOKA MN 55303			Summary Total					66.00
				Payment Amount					66.00
100058	ANOKA RAMSEY FARM AND GARDEN	STRAW	PV	110629	001	00999	12/9/2021	120921	55.92
	ANOKA RAMSEY FARM AND GARDEN 7435 HIGHWAY 10 RAMSEY MN 55303			Summary Total					55.92
				Payment Amount					55.92
100063	ASPEN MILLS	CUST 55303RFD	PV	110740	001	00999	12/13/2021	285388	59.95
	ASPEN MILLS 8201 C CENTRAL AVE NE			Summary Total					59.95
		CUST 55303RFD	PV	110805	001	00999	12/7/2021	285037	26.95

R04570

CITY OF RAMSEY
Create Payment Control Groups

Payment Group Control Number	3332		
Bank Account	999.1010	CASH IN BANK	00002224
Version	LOGIS004V		
Originator	TOAKES		
Payment Instrument	Check Payment		
Pay Through Date	12/31/2021		

Payee Number	Name / Mailing Address	Stub Message	Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount
	SPRING LAKE PARK MN 55432			Summary Total					26.95
			PV	110861	001	00999	4/7/2021	272249	98.30
				Summary Total					98.30
				Payment Amount					185.20
116015	AXON ENTERPRISE INC		PV	110638	001	00999	12/9/2021	INUS037263	1,454.45
	AXON ENTERPRISE INC DEPT 2018 PO BOX 29661 PHOENIX AZ 85038			Summary Total					1,454.45
				Payment Amount					1,454.45
119070	BIROSH, SANDRA	UB REF 7481 149TH AVE	PV	110824	001	09601	12/28/2021	12282021	53.39
	SANDRA BIROSH 14529 WILLEMITE STREET APT 452 RAMSEY MN 55303			Summary Total					53.39
				Payment Amount					53.39
100086	BLUE VELVET INC		PV	110807	001	00999	12/27/2021	140	119.80
	BLUE VELVET INC 14101 ST FRANCIS BLVD NW RAMSEY MN 55303			Summary Total					119.80
				Payment Amount					119.80
114848	BROOKFIELD LLC	REFUND ESCROW BALANCE/7TH ADDN	PV	110817	001	00999	12/28/2021	A115201	443.74
	BROOKFIELD LLC 14015 SUNFISH LAKE BLVD SUITE 400 RAMSEY MN 55303			Summary Total					443.74
				Payment Amount					443.74
103975	BROZAK, LUANN		PV	110583	001	00999	11/30/2021	1005	2,597.00
	LUANN BROZAK			Summary Total					2,597.00
	18790 GARNET STREET NW	BROZAK 12/7/21 B CARDS Hagen	PV	110683	001	00999	12/7/2021	1006	117.00
	ANOKA MN 55303			Summary Total					117.00
				Payment Amount					2,714.00

Payment Group Control Number	3332		
Bank Account	999.1010	CASH IN BANK	00002224
Version	LOGIS004V		
Originator	TOAKES		
Payment Instrument	Check Payment		
Pay Through Date	12/31/2021		

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
117356	BUILDERS AND REMODELERS INC	REFUND PERMIT 5810 142ND AVE	PV	110584	001	00999	12/6/2021	120621	51.00
	BUILDERS AND REMODELERS INC SUITE 110 5301 EAST RIVER ROAD MINNEAPOLIS MN 55421						Summary Total		51.00
							Payment Amount		51.00
116439	CANTEEN VENDING	ACCT 3934/001/00001	PV	110585	001	00999	12/7/2021	MSP35958	281.14
	CANTEEN VENDING P O BOX 91337 CHICAGO IL 60693-1337						Summary Total		281.14
							Payment Amount		281.14
111696	CITY OF RAMSEY	UB REF 6250 MCKINLEY 731574	PV	110825	001	09601	12/28/2021	12282021	225.00
	CITY OF RAMSEY 7550 SUNWOOD DR NW RAMSEY MN 55303						Summary Total		225.00
							Payment Amount		225.00
117863	COMMUNITY TITLE AND ESCROW LLC	UB REF 7040 137TH AVE	PV	110826	001	09601	12/28/2021	12282021	92.76
	COMMUNITY TITLE AND ESCROW LLC 1285 GRAND AVE ST PAUL MN 55105						Summary Total		92.76
							Payment Amount		92.76
100167	CORNERSTONE FORD		PV	110745	001	00999	12/14/2021	16347286/1	614.65
	CORNERSTONE FORD 17219 HIGHWAY 10 NW						Summary Total		614.65
			PV	110808	001	00999	12/21/2021	16348050/1	408.53
	PO BOX 304 ELK RIVER MN 55330						Summary Total		408.53
							Payment Amount		1,023.18
112411	COUNTRY SIDE SERVICES OF MN INC	Ticket 1-107519/MSC09601	PV	110644	001	00999	12/6/2021	#1-107519	323.12
	COUNTRY SIDE SERVICES OF MN INC 6228 HIGHWAY 10 NW RAMSEY MN 55303						Summary Total		323.12

Payment Group Control Number	3332		
Bank Account	999.1010	CASH IN BANK	00002224
Version	LOGIS004V		
Originator	TOAKES		
Payment Instrument	Check Payment		
Pay Through Date	12/31/2021		

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
				Payment Amount					323.12
119063	D.R. HORTON, INC MN	REFUND ESCROW/STATION 2ND	PV	110798	001	00999	12/28/2021	A115650	1,281.92
	D.R. HORTON, INC MN 20860 KENBRIDGE COURT LAKEVILLE MN 55044			Summary Total					1,281.92
				Payment Amount					1,281.92
118611	DELTA MOD TECH	REFUND INSPECTION FEE BALANCE	PV	110802	001	00999	12/28/2021	A116925	5,988.70
	DELTA MOD TECH ATTEN: TOBY FUERST 8445 BUNKER LAKE BLVD NW RAMSEY MN 55303			Summary Total					5,988.70
				Payment Amount					5,988.70
106065	DIVERSIFIED TEXTURING AND ENGRAVING		PV	110695	001	00999	12/8/2021	1368	100.00
	DIVERSIFIED TEXTURING AND ENGRAVING 1609 99TH LANE NE BLAINE MN 55449-4430			Summary Total					100.00
				Payment Amount					100.00
119079	DYNAMIC GROUP LLC	UB REF 13981 UNITY ST	PV	110827	001	09601	12/28/2021	12282021	1,634.41
	DYNAMIC GROUP LLC 1391 UNITY STREET NW RAMSEY MN 55303			Summary Total					1,634.41
				Payment Amount					1,634.41
115677	EDGEWATER TITLE GROUP	UB REF 15341 OKAPI STR	PV	110828	001	09601	12/28/2021	12282021	27.20
	EDGEWATER TITLE GROUP 3601 MINNESOTA DRIVE SUITE 870 BLOOMINGTON MN 55435			Summary Total					27.20
				Payment Amount					27.20
100870	EDINA REALTY TITLE	UB REF 7340 BUNKER	PV	110829	001	09601	12/28/2021	12282021	72.81

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Version	LOGIS004V		
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		LAKE BLVD							
	EDINA REALTY TITLE 6800 FRANCE AVE S SUITE 600 EDINA MN 55435			Summary Total					72.81
				Payment Amount					72.81
104267	ELITE SANITATION		PV	110743	001	00999	12/14/2021	28391	108.00
	ELITE SANITATION PO BOX 526 ELK RIVER MN 55330			Summary Total					108.00
				Payment Amount					108.00
118778	EMANUELSON PODAS INC		PV	110586	001	00999	11/30/2021	020149	3,600.00
	EMANUELSON PODAS INC 7705 BUSH LAKE ROAD EDINA MN 55439			Summary Total					3,600.00
				Payment Amount					3,600.00
100169	EMERGENCY APPARATUS MAINTENANCE INC		PV	110691	001	00999	12/9/2021	121347	333.18
	EMERGENCY APPARATUS MAINTENANCE INC 7512 4TH AVENUE LINO LAKES MN 55014			Summary Total					333.18
				Payment Amount					333.18
115244	EXECUTIVE TITLE	UB REF 14451 POTASSIUM ST	PV	110831	001	09601	12/28/2021	12282021	355.90
	EXECUTIVE TITLE 701 XENIA AVENUE S. SUITE 260 GOLDEN VALLEY MN 55416			Summary Total					355.90
				Payment Amount					355.90
115204	EXECUTIVE TITLE SERVICES INC	UB REF 5520.145TH AVE	PV	110830	001	09601	12/28/2021	12282021	530.18
	EXECUTIVE TITLE SERVICES INC 33 E WENTWORTH AVE WEST ST PAUL MN 55118			Summary Total					530.18
				Payment Amount					530.18

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Bank Account	999.1010	CASH IN BANK	00002224
Version	LOGIS004V		
Originator	TOAKES		
Payment Instrument	Check Payment		
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119068	FIRST AMERICAN TITLE INSURANCE CO	UB REF 16099 IODINE ST	PV	110832	001	09601	12/28/2021	12282021	415.22
	FIRST AMERICAN TITLE INSURANCE CO 350 W BURNSVILLE PKWY SUITE 175 BURNSVILLE MN 55337						Summary Total		415.22
							Payment Amount		415.22
110388	FRATTALLONE'S ACE HARDWARE STORES	CUST 631031	PV	110689	001	00999	12/13/2021	044379/J	17.97
	FRATTALLONE'S ACE HARDWARE STORES 1203 COUNTY ROAD E WEST ARDEN HILLS MN 55112-3738						Summary Total		17.97
							Payment Amount		17.97
119067	GCS TITLE	UB REF 5350 140TH LANE	PV	110833	001	09601	12/28/2021	12282021	260.86
	GCS TITLE 1915 PLAZA DRIVE SUITE 100 EAGAN MN 55112						Summary Total		260.86
							Payment Amount		260.86
116743	GWORKS		PV	110628	001	00999	12/1/2021	2019-12794	452.39
	GWORKS 3905 S. 148TH STREET SUITE 200 OMAHA NE 68144						Summary Total		452.39
							Payment Amount		452.39
119072	HAMILTON, KATHERINE	UB REF 6999 139TH AVE	PV	110834	001	09601	12/28/2021	12282021	88.30
	KATHERINE HAMILTON 7404 GOLF DRIVE MISSION TX 78572						Summary Total		88.30
							Payment Amount		88.30
117332	HEARTLAND TIRE INC		PV	110639	001	00999	12/6/2021	9024735	2,794.40
	HEARTLAND TIRE INC 7151 RIVERDALE DRIVE NW						Summary Total		2,794.40
			PV	110640	001	00999	12/7/2021	9024754	158.39
	RAMSEY MN 55303						Summary Total		158.39
							Payment Amount		2,952.79

CITY OF RAMSEY
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115760	HENRY SCHEIN INC	REF 3541217	PV	110697	001	00999	11/30/2021	13408036	158.63
	HENRY SCHEIN INC DEPT CH 10241 PALATINE IL 60055-0241						Summary Total		158.63
							Payment Amount		158.63
112154	HOPE HAVEN INC		PV	110755	001	00999	11/30/2021	CI-005276	3,535.20
	HOPE HAVEN INC P O BOX 70 ROCK VALLEY IA 51247						Summary Total		3,535.20
							Payment Amount		3,535.20
106324	INSPECTRON INC		PV	110589	001	00999	12/6/2021	2021-192	6,700.00
	INSPECTRON INC CODE COMPLIANCE INSPECTIONS 15120 CHIPPENDALE AVE SUITE 202 ROSEMOUNT MN 55068						Summary Total		6,700.00
							Payment Amount		6,700.00
119076	JENSEN, DOUGLAS OR SHARON CAMPBELL	UB REF 4985 142ND LANE	PV	110835	001	09601	12/28/2021	12282021	310.11
	DOUGLAS JENSEN OR SHARON CAMPBELL PO BOX 941 ALLIANCE NE 69301						Summary Total		310.11
							Payment Amount		310.11
107712	KLAMM MECHANICAL CONTRACTORS	JOB 21-8024	PV	110592	001	00999	11/30/2021	4158	585.66
	KLAMM MECHANICAL CONTRACTORS 12409 COUNTY ROAD 11 BURNSVILLE MN 55337						Summary Total		585.66
							Payment Amount		585.66
113464	LAND TITLE	UB REF 14637 OLIVINE TER	PV	110836	001	09601	12/28/2021	12282021	246.72
	LAND TITLE 2200 W COUNTY ROAD C SUITE 2205 ROSEVILLE MN 55113						Summary Total		246.72

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				Payment Amount					246.72
100256	LANO EQUIPMENT INC		PV	110670	001	00999	12/13/2021	02-882387	854.05
	LANO EQUIPMENT INC 6140 HIGHWAY 10 NW ANOKA MN 55303			Summary Total					854.05
			PV	110756	001	00999	11/29/2021	02-147985	4,960.00
				Summary Total					4,960.00
			PV	110757	001	00999	12/15/2021	02-883105	2,477.85
				Summary Total					2,477.85
				Payment Amount					8,291.90
119036	LEADERSHIP GROWTH GROUP		PV	110630	001	00999	12/1/2021	22306	600.00
	LEADERSHIP GROWTH GROUP 71 WEST GOLDEN LAKE ROAD CIRCLE PINES MN 55014			Summary Total					600.00
				Payment Amount					600.00
117259	LEGACY TITLE	UB REF 7422 BUNKER LAKE BLVD	PV	110837	001	09601	12/28/2021	12282021	36.21
	LEGACY TITLE 12301 CENTRAL AVE NE SUITE 202 BLAINE MN 55434			Summary Total					36.21
				Payment Amount					36.21
102954	LITTLE FALLS MACHINE INC	ORDER 00046832	PV	110758	001	00999	12/8/2021	362531	997.31
	LITTLE FALLS MACHINE INC 300 LINDBERGH DRIVE SOUTH LITTLE FALLS MN 56345-1598			Summary Total					997.31
				Payment Amount					997.31
117248	LUXE LLC		PV	110594	001	00999	12/3/2021	#2200	4,100.00
	LUXE LLC 28134 140TH STREET NW ZIMMERMAN MN 55398			Summary Total					4,100.00
				Payment Amount					4,100.00
117918	MACQUEEN EMERGENCY		PV	110692	001	00999	12/10/2021	P01349	13,188.95

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	MACQUEEN EMERGENCY 1125 7TH STREET E ST PAUL MN 55106			Summary Total					13,188.95
				Payment Amount					13,188.95
100270	MACQUEEN EQUIPMENT INC		PV	110789	001	00999	12/20/2021	P39079	618.54
	MACQUEEN EQUIPMENT INC 1125 7TH STREET EAST ST PAUL MN 55106			Summary Total					618.54
				Payment Amount					618.54
119078	MAUER, JOSEPH	UB REF 14191 XENON ST UNIT 11	PV	110838	001	09601	12/28/2021	12282021	339.27
	JOSEPH MAUER 200 MONROE STREET ANOKA MN 55303			Summary Total					339.27
				Payment Amount					339.27
106570	MBPTA	MEMBERSHIP DUES	PV	110779	001	00999	12/16/2021	12/16/2021	100.00
	MBPTA C/O JULIE HULTMAN, TREASURER CITY OF OAK PARK HEIGHTS 14168 OAK PARK BLVD NORTH OAK PARK HEIGHTS MN 55082			Summary Total					100.00
				Payment Amount					100.00
119074	MEGEGA, ROMAN OR IRINA	UB REF 6162 146TH AVE	PV	110839	001	09601	12/28/2021	12282021	129.81
	ROMAN OR IRINA MEGEGA 14211 XENON STREET NW UNIT 27 ANOKA MN 55303			Summary Total					129.81
				Payment Amount					129.81
108208	METRO PRODUCTS INC		PV	110759	001	00999	12/16/2021	163835	38.70
	METRO PRODUCTS INC 7401 CENTRAL AVENUE NE			Summary Total					38.70
			PV	110760	001	00999	12/15/2021	163826	122.70
	FRIDLEY MN 55432			Summary Total					122.70
				Payment Amount					161.40

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101164	MILLER CHEVROLET	TAG 7280/REPAIR ORD 674761	PV	110738	001	00999	12/14/2021	674761	1,579.60
	MILLER CHEVROLET P O BOX 130 21150 JOHN MILLESS DRIVE ROGERS MN 55374						Summary Total		1,579.60
							Payment Amount		1,579.60
100326	MN CHIEFS OF POLICE ASSN	2022 membership 0211.6451	PV	110727	001	00999	12/17/2021	12328	180.00
	MN CHIEFS OF POLICE ASSN 803 OLD HIGHWAY 8 NW NEW BRIGHTON MN 55112						Summary Total		180.00
							Payment Amount		180.00
100329	MN FALL EXPO		PV	110631	001	00999	11/22/2021	67305	30.00
	MN FALL EXPO 22570 ELSTON COURT FOREST LAKE MN 55025						Summary Total		30.00
							Payment Amount		30.00
102215	MN POLICE AND PEACE OFFICER ASSOC	JEFF KATERS MEMBERSHIP	PV	110814	001	00999	12/21/2021	12212021	50.00
	MN POLICE AND PEACE OFFICER ASSOC 525 PARK STREET SUITE 250 ST PAUL MN 55103						Summary Total		50.00
							Payment Amount		50.00
100338	MORNING SUN HOMES	REFUND ESCROW/VISTAS OF NORTH	PV	110799	001	00999	12/28/2021	A115673	620.18
	MORNING SUN HOMES PO BOX 439 CHAMPLIN MN 55316						Summary Total		620.18
							Payment Amount		620.18
116078	MPPOA LDF	RAMSEY CHIEF KATERS 2022 DUES	PV	110815	001	00999	12/21/2021	12212021	200.00
	MPPOA LDF 525 PARK STREET SUITE 250						Summary Total		200.00

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Payment Instrument	Check Payment		
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	ST PAUL MN 55103								
				Payment Amount					200.00
100345	NAPA AUTO PARTS ELK RIVER		PV	110575	001	00999	12/7/2021	141142	28.22
	NAPA AUTO PARTS ELK RIVER			Summary Total					28.22
	17137 YALE STREET NW		PV	110672	001	00999	12/2/2021	140527	140.79
	P O BOX 1041			Summary Total					140.79
	ELK RIVER MN 55330		PV	110674	001	00999	12/10/2021	141674	71.88
				Summary Total					71.88
			PV	110761	001	00999	12/9/2021	141538	46.49
				Summary Total					46.49
				Payment Amount					287.38
117184	NELSON SANITATION AND RENTAL INC		PV	110763	001	00999	12/2/2021	B-69636	2,737.45
	NELSON SANITATION AND RENTAL INC			Summary Total					2,737.45
	P O BOX85								
	1376 105TH ST NW								
	RICE MN 56367								
				Payment Amount					2,737.45
107356	NETWORK TITLE INC	UB REF 7328 146TH AVE	PV	110840	001	09601	12/28/2021	12282021	59.47
	NETWORK TITLE INC			Summary Total					59.47
	371 COMMERCE COURT								
	VADNAIS HEIGHTS MN 55127								
				Payment Amount					59.47
100359	NORTH METRO MAYORS ASSN	RAMSEY ANNUAL FEE	PV	110744	001	00999	12/7/2021	99000414	11,417.00
	NORTH METRO MAYORS ASSN			Summary Total					11,417.00
	1000 WESTGATE DRIVE SUITE 252								
	ST PAUL MN 55114								
				Payment Amount					11,417.00
119073	PAULSON, JEFFREY	UB REF 15121 WILLEMITE	PV	110841	001	09601	12/28/2021	12282021	114.24
	JEFFREY PAULSON			Summary Total					114.24

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Payment Instrument	Check Payment		
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	4262 MARINER DRIVE NE REMER MN 56672								
				Payment Amount					114.24
115743	PILLAR TITLE SERVICES	UB REF 6010 143RD LANE	PV	110842	001	09601	12/28/2021	12282021	276.16
	PILLAR TITLE SERVICES 3050 CENTRE POINTE DRIVE SUITE 30 ROSEVILLE MN 55113			Summary Total					276.16
				Payment Amount					276.16
112959	PREMIUM WATERS INC	INV 318476736	PV	110699	001	00999	11/30/2021	621331-11-21	69.09
	PREMIUM WATERS INC			Summary Total					69.09
	P O BOX 9128	INV 318476721/318491471	PV	110700	001	00999	11/30/2021	621332-11-21	12.09
	MINNEAPOLIS MN 55480-9128			Summary Total					12.09
				Payment Amount					81.18
112183	PSD, LLC	REFUND ESCROW BALANCE	PV	110800	001	00999	12/28/2021	A115995	20,105.00
	PSD, LLC 7533 SUNWOOD DRIVE NW #315 RAMSEY MN 55303			Summary Total					20,105.00
				Payment Amount					20,105.00
118008	REALTECH TITLE LLC	UB REF 5544 154TH	PV	110843	001	09601	12/28/2021	12282021A	243.96
	REALTECH TITLE LLC 3001 LEADENHALL ROAD MT LAUREL NJ 08054			Summary Total					243.96
				Payment Amount					243.96
118008	REALTECH TITLE LLC	UB REF 16025 URANIMITE STREET	PV	110844	001	09601	12/28/2021	12282021B	418.11
	REALTECH TITLE LLC 3001 LEADENHALL ROAD MT LAUREL NJ 08054			Summary Total					418.11
				Payment Amount					418.11
100422	REGISTERED ABSTRACTERS	UB REF 6996 139TH	PV	110845	001	09601	12/28/2021	12282021	285.76

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	INC	LANE							
	REGISTERED ABSTRACTERS INC 2115 NORTH THIRD AVENUE ANOKA MN 55303			Summary Total					285.76
				Payment Amount					285.76
119069	REIS, ROBERT	UB REF 15433 RADIUM ST	PV	110846	001	09601	12/28/2021	12282021	40.93
	ROBERT REIS 2225 151ST AVENUE NW ANDOVER MN 55304			Summary Total					40.93
				Payment Amount					40.93
117688	RESULTS TITLE	UB REF 7042 139TH AVE	PV	110847	001	09601	12/28/2021	12282021	104.32
	RESULTS TITLE 268 S GARFIELD STREET CAMBRIDGE MN 55008			Summary Total					104.32
				Payment Amount					104.32
117867	RESULTS TITLE	UB REF 16030 URANIMITE ST	PV	110848	001	09601	12/28/2021	12282021	83.95
	RESULTS TITLE 7373 KIRKWOOD COURT N #300 MAPLE GROVE MN 55369			Summary Total					83.95
				Payment Amount					83.95
119062	RIVERSTONE DEVELOPMENT, LLC	REFUND ESCROW/2ND ADDN	PV	110801	001	00999	12/28/2021	A116269	25,300.69
	RIVERSTONE DEVELOPMENT, LLC			Summary Total					25,300.69
	14015 SUNFISH LAKE BLVD SUITE 400	REFUND PEARSON ESCROW BALANCE	PV	110818	001	00999	12/28/2021	A115626	40,031.32
	RAMSEY MN 55303			Summary Total					40,031.32
				Payment Amount					65,332.01
119077	RSDN PROPERTIES	UB REF 13741 DOLOMITE ST	PV	110849	001	09601	12/28/2021	12282021	449.83
	RSDN PROPERTIES 12767 MEADOWVALE ROAD NW ELK RIVER MN 55330			Summary Total					449.83

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				Payment Amount					449.83
100440	SHORT ELLIOT HENDRICKSON INC		PV	110632	001	00999	12/9/2021	417417	1,723.33
	SHORT ELLIOT HENDRICKSON INC			Summary Total					1,723.33
	P O BOX 64780		PV	110633	001	00999	12/9/2021	417418	131.43
	ST PAUL MN 55164-0780			Summary Total					131.43
			PV	110733	001	00999	12/8/2021	417098	2,168.15
				Summary Total					2,168.15
		CUST #3721	PV	110788	001	00999	12/6/2021	416639	781.26
				Summary Total					781.26
				Payment Amount					4,804.17
118921	SHRED RIGHT		PV	110637	001	00999	11/18/2021	563674	15.00
	SHRED RIGHT			Summary Total					15.00
	862 HERSEY STREET								
	ST PAUL MN 55114								
				Payment Amount					15.00
119066	T & S AGENCY LLC	UB REF 14731 COBALT ST UNIT 39	PV	110850	001	09601	12/28/2021	12282021	67.73
	T & S AGENCY LLC			Summary Total					67.73
	114 DIVISION STREET								
	SAUK RAPIDS MN 56379								
				Payment Amount					67.73
114151	TASC (FEES)	TASC ID: 4106-0579-1547	PV	110686	001	00999	11/30/2021	IN2225985	235.25
	TASC			Summary Total					235.25
	CLIENT INVOICES		PV	110687	001	00999	11/30/2021	IN2225984	138.50
	P O BOX 88278			Summary Total					138.50
	MILWAUKEE WI 53288-0001								
				Payment Amount					373.75
119075	THUNELL, JOAN	UB REF 14190 XENON ST UNIT 14	PV	110851	001	09601	12/28/2021	12282021	250.61
	JOAN THUNELL			Summary Total					250.61
	16500 92ND AVE N APT 113								
	MAPLE GROVE MN 55311								

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								Payment Amount	250.61
117096	TITLE SMART	UB REF 14579 OLIVINE	PV	110854	001	09601	12/28/2021	12282021	434.15
	TITLE SMART 10705 TOWN SQUARE DR NE SUITE 240 BLAINE MN 55449							Summary Total	434.15
								Payment Amount	434.15
114074	TITLE SPECIALIST INC	UB REF 16190 ROYAL ROAD	PV	110852	001	09601	12/28/2021	12282021	50.82
	TITLE SPECIALIST INC 12725 43RD STREET NE SUITE 102 ST MICHAEL MN 55376							Summary Total	50.82
								Payment Amount	50.82
108522	TOTAL CONTROL SYSTEMS, INC		PV	110634	001	00999	12/8/2021	9988	1,236.20
	TOTAL CONTROL SYSTEMS, INC P O BOX 40 STANCHFIELD MN 55080							Summary Total	1,236.20
								Payment Amount	1,236.20
116311	TRADEMARK TITLE SERVICES INC	UB REF 17611 CHAMELEON STREET	PV	110855	001	09601	12/28/2021	12282021	27.20
	TRADEMARK TITLE SERVICES INC 1228 VIERLING DRIVE E SHAKOPEE MN 55379							Summary Total	27.20
								Payment Amount	27.20
108110	TRI COUNTY LAW ENFORCEMENT ASSOCIATION		PV	110636	001	00999	12/1/2021	12012021	75.00
	TRI COUNTY LAW ENFORCEMENT ASSOCIATION C/O LEGAL FOR GOOD 5353 GAMBLE DRIVE SUITE 320 ST LOUIS PARK MN 55416							Summary Total	75.00
								Payment Amount	75.00
107705	TWIN CITY GARAGE DOOR CO	CUST #211648	PV	110635	001	00999	12/9/2021	Z199353	1,202.00

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Pay Through Date	12/31/2021		

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
	TWIN CITY GARAGE DOOR CO 5601 BOONE AVE N MINNEAPOLIS MN 55428			Summary Total					1,202.00
				Payment Amount					1,202.00
108662	UPS	SHIPPER #3529RW	PV	110803	001	00999	12/18/2021	00003529RW511	31.34
	UPS PO BOX 809488 CHICAGO IL 60680-9488			Summary Total					31.34
				Payment Amount					31.34
119071	VANBOCKEL, SAMUEL OR LAUREN	UB REF 16820 TIGER STREET	PV	110853	001	09601	12/28/2021	12282021	85.21
	SAMUEL OR LAUREN VANBOCKEL 7176 CENTRAL AVENUE NE FRIDLEY MN 55432			Summary Total					85.21
				Payment Amount					85.21
110473	VERNON COMPANY	CUST #895959	PV	110677	001	00999	12/6/2021	2498923 RI	986.68
	VERNON COMPANY ONE PROMOTION PLACE P O BOX 600 NEWTON IA 50208-2065			Summary Total					986.68
				Payment Amount					986.68
110317	W PROPERTIES	TIF 8 FINAL PAYMENT	PV	110596	001	00999	12/8/2021	120821	15,899.00
	W PROPERTIES 11628 HOYER AVENUE NW ANNANDALE MN 55302			Summary Total					15,899.00
				Payment Amount					15,899.00
117360	WATERMARK TITLE AGENCY	UB REF 5655 149TH LANE	PV	110856	001	09601	12/28/2021	12282021	139.64
	WATERMARK TITLE AGENCY 11100 WAYZATA BLVD SUITE 150 MINNETONKA MN 55305			Summary Total					139.64
				Payment Amount					139.64
118749	ZILLOW CLOSING SERVICES LLC	UB REF 13876 HEMATITE STREET	PV	110857	001	09601	12/28/2021	12282021	123.78

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CITY OF RAMSEY
Create Payment Control Groups

Payment Group Control Number	3332		
Bank Account	999.1010	CASH IN BANK	00002224
Version	LOGIS004V		
Originator	TOAKES		
Payment Instrument	Check Payment		
Pay Through Date	12/31/2021		

Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
	ZILLOW CLOSING SERVICES LLC			Summary Total					123.78
	3 RAVINA DRIVE NE								
	ATLANTA GA 30346								
				Payment Amount					123.78
				Total Amount to be Processed					229,132.00
				Total Number of Payments to be Processed					96

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CITY OF RAMSEY
Create Payment Control Groups

Payment Group Control Number	3333		
Bank Account	999.1010	CASH IN BANK	00002224
Version	LOGIS004V		
Originator	TOAKES		
Payment Instrument	T	A/P ACH Payment	
Pay Through Date	12/31/2021		

Payee Number	Name / Mailing Address	Stub Message	Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount
111610	A DYNAMIC DOOR CO. INC.		PV	110625	001	00999	12/4/2021	22112011	192.45
	A DYNAMIC DOOR CO. INC. 4588 194TH AVENUE NE EAST BETHEL MN 55092					Summary Total			192.45
						Payment Amount			192.45
117343	AMAZON CAPITAL SERVICES INC	ACT A3VYUQ4FSATYMN	PV	110645	001	00999	12/13/2021	14R1-NCN6-PG6H	159.57
	AMAZON CAPITAL SERVICES INC					Summary Total			159.57
	PO BOX 035184	Acct A3VYUQ4FSATYMN	PV	110673	001	00999	12/13/2021	1VQG-MMPT-Q99D	82.86
	SEATTLE WA 98124-5184					Summary Total			82.86
		Acct A3VYUQ4FSATYMN	PV	110698	001	00999	12/13/2021	1DRK-K6T7-QR6C	385.99
						Summary Total			385.99
		Acct A3VYUQ4FSATYMN	PV	110816	001	00999	12/27/2021	1Q3X-YNW7-KL17	1,442.33
						Summary Total			1,442.33
						Payment Amount			2,070.75
100029	ANOKA AREA CHAMBER OF COMMERCE	AA Chamber 12/01/21 Luncheon	PV	110680	001	00999	12/1/2021	28904	75.00
	ANOKA AREA CHAMBER OF COMMERCE 12 BRIDGE SQUARE ANOKA MN 55303					Summary Total			75.00
						Payment Amount			75.00
100031	ANOKA COUNTY	TIF 8 Decertification Excess	PV	110796	001	00999	12/28/2021	12282021 TIF	658,119.07
	ANOKA COUNTY 2100 - 3RD AVENUE ANOKA MN 55303					Summary Total			658,119.07
						Payment Amount			658,119.07
107587	ANOKA COUNTY TREASURY DEPARTMENT	AR019251/52 - CUST 236405	PV	110694	001	00999	12/10/2021	12102021	119.60
	ANOKA COUNTY TREASURY DEPARTMENT 2100 THIRD AVENUE ANOKA MN 55303					Summary Total			119.60
						Payment Amount			119.60

Payment Group Control Number	3333		
Bank Account	999.1010	CASH IN BANK	00002224
Version	LOGIS004V		
Originator	TOAKES		
Payment Instrument	T	A/P ACH Payment	
Pay Through Date	12/31/2021		

Payee Number	Name / Mailing Address	Stub Message	Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount
106346	BAUER BUILT INCORPORATED	REF # GS2571330	PV	110748	001	00999	12/17/2021	940084064	753.50
	BAUER BUILT INCORPORATED 8270 W 35W SERVICE DR BLAINE MN 55449			Summary Total					753.50
				Payment Amount					753.50
100647	BOLTON AND MENK INC		PV	110730	001	00999	12/14/2021	0280939	405.00
	BOLTON AND MENK INC 1960 PREMIER DRIVE			Summary Total					405.00
			PV	110731	001	00999	12/14/2021	0280940	1,507.00
	MANKATO MN 56001-5900			Summary Total					1,507.00
			PV	110732	001	00999	12/14/2021	0280941	13,643.00
				Summary Total					13,643.00
				Payment Amount					15,555.00
103641	BOYER TRUCKS ROGERS	CUST #7645	PV	110579	001	00999	12/8/2021	003S3408	2,199.45
	BOYER TRUCKS P O BOX 18338			Summary Total					2,199.45
		CUST #7645	PV	110728	001	00999	12/16/2021	003S3494	8,314.78
	MINNEAPOLIS MN 55418			Summary Total					8,314.78
		CUST #7645	PV	110749	001	00999	12/13/2021	003P14746	66.59
				Summary Total					66.59
		CUST #7645	PV	110750	001	00999	12/14/2021	003P14790	15.67
				Summary Total					15.67
				Payment Amount					10,596.49
100619	BRAUN INTERTEC CORPORATION	CUST: R16289	PV	110787	001	00999	12/21/2021	B278779	6,393.25
	BRAUN INTERTEC CORPORATION LOCKBOX 446035 P O BOX 64384 ST PAUL MN 55164-0384			Summary Total					6,393.25
				Payment Amount					6,393.25
112663	CAPSTONE HOMES INC	REF EROS ESCR 15002 TIGER ST	PV	110780	001	00999	12/22/2021	122221A	1,500.00
	CAPSTONE HOMES INC 14015 SUNFISH LAKE BLVD SUITE 400			Summary Total					1,500.00
		LNSP/GRDG ESCRO 15002 TIGER ST	PV	110781	001	00999	12/22/2021	122221B	6,500.00

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Payment Group Control Number	3333		
Bank Account	999.1010	CASH IN BANK	00002224
Version	LOGIS004V		
Originator	TOAKES		
Payment Instrument	T	A/P ACH Payment	
Pay Through Date	12/31/2021		

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
	RAMSEY MN 55303			Summary Total					6,500.00
		REF EROS ESCR 15192 SNOWY OWL	PV	110782	001	00999	12/22/2021	122221C	1,500.00
				Summary Total					1,500.00
		REF LNSCP ESCR 15192 SNOWY OWL	PV	110783	001	00999	12/22/2021	122221D	5,000.00
				Summary Total					5,000.00
		REFUND ESCROW BALANCE/8TH ADDN	PV	110797	001	00999	12/28/2021	A115267	1,817.88
				Summary Total					1,817.88
				Payment Amount					16,317.88
112019	CENTRAL HYDRAULICS INC		PV	110813	001	00999	12/20/2021	73311	76.91
	CENTRAL HYDRAULICS INC 21877 INDUSTRIAL COURT ROGERS MN 55374			Summary Total					76.91
				Payment Amount					76.91
116197	CINTAS CORPORATION		PV	110576	001	00999	12/8/2021	4103997846	42.72
	CINTAS CORPORATION			Summary Total					42.72
	CINTAS LOC #4K	PAYER #12455483	PV	110741	001	00999	12/17/2021	4104962351	16.56
	P O BOX 650838			Summary Total					16.56
	DALLAS TX 75265-0838	PAYER #12455017	PV	110751	001	00999	12/17/2021	4104962486	45.06
				Summary Total					45.06
		PAYER #12455483	PV	110806	001	00999	12/22/2021	4105420063	13.20
				Summary Total					13.20
		PAYER #12455017	PV	110810	001	00999	12/23/2021	4105595944	47.92
				Summary Total					47.92
				Payment Amount					165.46
100144	DEHN OIL COMPANY		PV	110572	001	00999	12/7/2021	25183809	103.40
	DEHN OIL COMPANY			Summary Total					103.40
	6735 141ST AVENUE NW		PV	110573	001	00999	12/7/2021	86741	2,698.75
	RAMSEY MN 55303			Summary Total					2,698.75
			PV	110577	001	00999	12/8/2021	25183858	206.58
				Summary Total					206.58
				Payment Amount					3,008.73

Payment Group Control Number	3333		
Bank Account	999.1010	CASH IN BANK	00002224
Version	LOGIS004V		
Originator	TOAKES		
Payment Instrument	T	A/P ACH Payment	
Pay Through Date	12/31/2021		

Payee Number	Payee Name / Mailing Address	Stub Message	Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount
101185	DO ALL PRINTING COM INC		PV	110790	001	00999	12/20/2021	53449	165.00
	DO ALL PRINTING COM INC 6360 HIGHWAY 10 NW RAMSEY MN 55303			Summary Total					165.00
				Payment Amount					165.00
100158	ECM PUBLISHERS INC	ACCT 370702	PV	110587	001	00999	12/3/2021	866184	69.88
	ECM PUBLISHERS INC			Summary Total					69.88
	4095 COON RAPIDS BLVD	ACCT 370702	PV	110681	001	00999	12/10/2021	867286	53.75
	COON RAPIDS MN 55433			Summary Total					53.75
		ACCT 370702	PV	110682	001	00999	12/3/2021	866185	69.88
				Summary Total					69.88
		NOV SUBSCR	PV	110685	001	00999	11/30/2021	23852	15.00
				Summary Total					15.00
		ACCT 370702	PV	110804	001	00999	12/17/2021	868294	59.13
				Summary Total					59.13
				Payment Amount					267.64
108737	EMERGENCY AUTOMOTIVE TECHNOLOGY INC		PV	110642	001	00999	12/6/2021	DL120621-20	163.90
	EMERGENCY AUTOMOTIVE TECHNOLOGY INC			Summary Total					163.90
	2755 GENEVA AVE N		PV	110643	001	00999	12/6/2021	DL120621-21	85.60
	OAKDALE MN 55128			Summary Total					85.60
			PV	110647	001	00999	12/9/2021	DL113021-20	182.12
				Summary Total					182.12
			PV	110675	001	00999	12/9/2021	DL06242120E	168.20
				Summary Total					168.20
			PV	110735	001	00999	12/14/2021	DL06242120F	247.08
				Summary Total					247.08
			PV	110736	001	00999	12/14/2021	DL11302120A	155.44
				Summary Total					155.44
			PV	110737	001	00999	12/13/2021	DL10082122B	955.62
				Summary Total					955.62
				Payment Amount					1,957.96
113321	FACTORY MOTOR PARTS CO	ACCT 13613	PV	110752	001	00999	12/9/2021	6-1608754	40.68

Payment Group Control Number	3333		
Bank Account	999.1010	CASH IN BANK	00002224
Version	LOGIS004V		
Originator	TOAKES		
Payment Instrument	T	A/P ACH Payment	
Pay Through Date	12/31/2021		

Payee Number	Name / Mailing Address	Stub Message	Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount
	FACTORY MOTOR PARTS CO			Summary Total					40.68
	BIN 139107	ACCT 13613	PV	110753	001	00999	12/13/2021	6-1608978	29.21
	P O BOX 9107			Summary Total					29.21
	MINNEAPOLIS MN 55480-9107	ACCT 13613	PV	110812	001	00999	12/15/2021	6-1609222	122.70
				Summary Total					122.70
				Payment Amount					192.59
107099	FASTENAL		PV	110811	001	00999	12/21/2021	MNTC8199443	99.67
	FASTENAL COMPANY P O BOX 1286 WINONA MN 55987			Summary Total					99.67
				Payment Amount					99.67
100186	FRANKENSIGNS INC		PV	110588	001	00999	11/30/2021	278184	32.00
	FRANKENSIGNS 9991 GOODHUE STREET NE P O BOX 490301 BLAINE MN 55449			Summary Total					32.00
				Payment Amount					32.00
100650	GRAINGER	ACCT 806511127	PV	110646	001	00999	12/9/2021	9145455433	382.92
	GRAINGER INC			Summary Total					382.92
	DEPT. 806511127	ACCT 806511127	PV	110754	001	00999	12/13/2021	9149394844	20.36
	PALATINE IL 60038-0001			Summary Total					20.36
				Payment Amount					403.28
100211	HAWKINS INC		PV	110676	001	00999	12/13/2021	6083449	2,399.47
	HAWKINS INC P O BOX 860263 MINNEAPOLIS MN 55486-0263			Summary Total					2,399.47
				Payment Amount					2,399.47
112475	INNOVATIVE OFFICE SOLUTIONS	Innovative S27569	PV	110684	001	00999	12/13/2021	IN3587254	148.25
	INNOVATIVE OFFICE SOLUTIONS			Summary Total					148.25
	P O BOX 860627	Innovative S27569	PV	110784	001	00999	12/17/2021	IN3593837	17.89
	MINNEAPOLIS MN 55486-0001			Summary Total					17.89
		Innovative S27569	PV	110785	001	00999	12/15/2021	IN3590458	138.15

Payment Group Control Number	3333		
Bank Account	999.1010	CASH IN BANK	00002224
Version	LOGIS004V		
Originator	TOAKES		
Payment Instrument	T	A/P ACH Payment	
Pay Through Date	12/31/2021		

Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
				Summary Total					138.15
				Payment Amount					304.29
107539	LANDSCAPE ARCHITECTURE INC	TROTT BROOK 7040 173RD AVE NW	PV	110593	001	00999	11/18/2021	11182021	6,500.00
	LANDSCAPE ARCHITECTURE INC			Summary Total					6,500.00
	2350 BAYLESS PLACE	STMT 2	PV	110701	001	00999	12/13/2021	12132021	9,600.00
	ST PAUL MN 55114			Summary Total					9,600.00
				Payment Amount					16,100.00
100266	LOGIS		PV	110580	001	00999	11/30/2021	51349	7,297.00
	LOCAL GOVERNMENT INFORMATION SYSTEMS ASS			Summary Total					7,297.00
	5750 DULUTH STREET		PV	110590	001	00999	12/1/2021	51249	18,647.00
	GOLDEN VALLEY MN 55422-4036			Summary Total					18,647.00
			PV	110591	001	00999	11/30/2021	51319	1,618.75
				Summary Total					1,618.75
				Payment Amount					27,562.75
100283	MENARDS COON RAPIDS	ACCT 30280262	PV	110690	001	00999	12/7/2021	63921	103.18
	MENARDS COON RAPIDS			Summary Total					103.18
	3045 MAIN STREET	ACCT 30280262	PV	110746	001	00999	12/15/2021	64330	110.43
	COON RAPIDS MN 55433			Summary Total					110.43
				Payment Amount					213.61
100284	MENARDS ELK RIVER	ACCT 31250289	PV	110693	001	00999	11/29/2021	42845	9.94
	MENARDS ELK RIVER			Summary Total					9.94
	19521 EVANS STREET NW	ACCT 31250289	PV	110739	001	00999	12/7/2021	43303	203.09
	ELK RIVER MN 55330-1077			Summary Total					203.09
				Payment Amount					213.03
108091	MUNICIPAL CODE CORPORATION	CUST ID: 10-4005	PV	110671	001	00999	12/7/2021	00367803	950.00
	MUNICIPAL CODE CORPORATION			Summary Total					950.00
	P O BOX 2235								
	TALLAHASSEE FL 32316								
				Payment Amount					950.00
115167	NET TRANSCRIPTS INC		PV	110641	001	00999	11/30/2021	#NT7982	149.74

Payment Group Control Number	3333		
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Originator	TOAKES		
Payment Instrument	T	A/P ACH Payment	
Pay Through Date	12/31/2021		

Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
	NET TRANSCRIPTS INC			Summary Total					149.74
	PO BOX 95777								
	CHICAGO IL 60694-5777								
				Payment Amount					149.74
100363	NORTHERN SANITARY SUPPLY CO		PV	110574	001	00999	12/8/2021	203186	335.46
	NORTHERN SANITARY SUPPLY CO			Summary Total					335.46
	341 COON RAPIDS BLVD		PV	110729	001	00999	12/14/2021	203237	396.65
	MINNEAPOLIS MN 55433			Summary Total					396.65
				Payment Amount					732.11
115232	NORTHERN TECHNOLOGIES LLC		PV	110858	001	00999	12/11/2021	41212	1,340.00
	NORTHERN TECHNOLOGIES LLC			Summary Total					1,340.00
	3522 4TH AVENUE S		PV	110859	001	00999	12/11/2021	41213	1,080.00
	FARGO ND 58103			Summary Total					1,080.00
			PV	110860	001	00999	12/11/2021	41214	1,835.00
				Summary Total					1,835.00
				Payment Amount					4,255.00
115071	NORTHLAND OCCUPATIONAL HEALTH		PV	110678	001	00999	12/3/2021	12995	50.00
	NORTHLAND OCCUPATIONAL HEALTH			Summary Total					50.00
	7533 SUNWOOD DRIVE NW		PV	110679	001	00999	12/1/2021	12951	350.00
	SUITE 212								
	RAMSEY MN 55303			Summary Total					350.00
				Payment Amount					400.00
117474	OERTEL ARCHITECTS LTD		PV	110578	001	00999	12/9/2021	20-08.1-SALT	6,402.50
	OERTEL ARCHITECTS LTD			Summary Total					6,402.50
	1795 ST CLAIR AVENUE								
	ST PAUL MN 55105								
				Payment Amount					6,402.50
110480	OPUS 21 MANAGEMENT SOLUTIONS	inv#211109	PV	110809	001	00999	12/23/2021	211109	898.17
	OPUS 21 MANAGEMENT SOLUTIONS			Summary Total					898.17

Payment Group Control Number	3333		
Bank Account	999.1010	CASH IN BANK	00002224
Version	LOGIS004V		
Originator	TOAKES		
Payment Instrument	T	A/P ACH Payment	
Pay Through Date	12/31/2021		

Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
	680 COMMERCE DRIVE SUITE 160 WOODBURY MN 55125								
				Payment Amount					898.17
112421	PERRILL		PV	110571	001	00999	12/1/2021	256075	200.00
	PERRIL 110 CHESHIRE LANE SUITE 105 MINNETONKA MN 55305			Summary Total					200.00
				Payment Amount					200.00
113444	PRECISE		PV	110762	001	00999	12/16/2021	200-1034253	19.77
	PRECISE 501 EAST CLIFF ROAD SUITE 100 BURNSVILLE MN 55337			Summary Total					19.77
				Payment Amount					19.77
107978	PREMIER COMMERCIAL PROPERTIES INC	6701 Hwy 10 Prop Mgmt	PV	110688	001	00999	12/7/2021	7976	34.21
	PREMIER COMMERCIAL PROPERTIES INC 299 COON RAPIDS BLVD NW #200 COON RAPIDS MN 55433			Summary Total					34.21
				Payment Amount					34.21
110330	RESHETAR SYSTEM INC	15740 RAMSEY BLVD ABATEMENT	PV	110734	001	00999	12/16/2021	21-31271	640.00
	RESHETAR SYSTEM INC 730 BUNKER LAKE BLVD NW ANOKA MN 55303			Summary Total					640.00
				Payment Amount					640.00
113499	ROSENBAUER MINNESOTA LLC	CUST #101168	PV	110696	001	00999	12/10/2021	0000050416	875.00
	ROSENBAUER MINNESOTA LLC P O BOX 549 5181 260TH STREET WYOMING MN 55092			Summary Total					875.00
				Payment Amount					875.00
100431	SAFETY KLEEN CORPORATION	BILLING ACCT# C123667	PV	110764	001	00999	12/4/2021	CN13949136	110.97

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Payment Instrument	T	A/P ACH Payment	
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Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
	SAFETY KLEEN CORPORATION PO BOX 975201 DALLAS TX 75397-5201			Summary Total					110.97
				Payment Amount					110.97
112545	SHI	CUST #1020930	PV	110597	001	00999	12/7/2021	B14454478	8,544.00
	SHI INTERNATIONAL CORP. P O BOX 952121 DALLAS TX 75395-2121			Summary Total					8,544.00
				Payment Amount					8,544.00
100453	SRF CONSULTING GROUP INC		PV	110595	001	00999	11/30/2021	15203.00-1	2,255.98
	SRF CONSULTING GROUP INC 3701 WAYZATA BOULEVARD SUITE 100 MINNEAPOLIS MN 55416-3791			Summary Total					2,255.98
				Payment Amount					2,255.98
114486	SUN LIFE ASSURANCE COMPANY OF CANADA	237724 DEC 2021 LIFE AND LTD	PV	110795	001	00999	12/28/2021	9924122821	2,647.08
	SUN LIFE ASSURANCE COMPANY OF CANADA ONE SUN LIFE EXECUTIVE PARK SC 3331 WELLESLEY HILLS MA 02481			Summary Total					2,647.08
				Payment Amount					2,647.08
117483	TAFT STETTINIUS AND HOLLISTER LLP	TIF 14 Admin	PV	110791	001	00999	12/17/2021	3867612	400.00
	TAFT STETTINIUS AND HOLLISTER LLP			Summary Total					400.00
	P O BOX 64591	TIF 16 Admin - PSD Building A	PV	110792	001	00999	12/17/2021	3867611	600.00
	ST PAUL MN 55164-0591			Summary Total					600.00
		TIF 14 Admin - Affinity Appeal	PV	110793	001	00999	12/17/2021	3867610	425.00
				Summary Total					425.00
		TIF 18 Admin - Oppidan IFL	PV	110794	001	00999	12/17/2021	3867613	7,800.00
				Summary Total					7,800.00
				Payment Amount					9,225.00

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CITY OF RAMSEY
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Version	LOGIS004V		
Originator	TOAKES		
Payment Instrument	T	A/P ACH Payment	
Pay Through Date	12/31/2021		

Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
100485	TIMESAVER OFF SITE SECRETARIAL INC		PV	110786	001	00999	12/14/2021	M26956	151.00
	TIMESAVER OFF SITE SECRETARIAL INC 21021 KAROLINE COURT N FOREST LAKE MN 55025						Summary Total		151.00
							Payment Amount		151.00
112079	TOKLE INSPECTIONS INC		PV	110598	001	00999	12/5/2021	11302021	8,796.75
	TOKLE INSPECTIONS INC 1748 123RD AVENUE NW COON RAPIDS MN 55448						Summary Total		8,796.75
							Payment Amount		8,796.75
							Total Amount to be Processed		810,642.66
							Total Number of Payments to be Processed		45

Checks 229,132.00
Ach 810,642.66
total 1,039,774.66

114740

INVOICE

EHLERS
BOND TRUST SERVICES

Debt Service Statement

WIRES due by December 14, 2021
CHECKS due by December 8, 2021

City of Ramsey
7550 Sunwood Dr NW
Ramsey, MN 55303-5137

Statement #: 66931
Statement Date: October 13, 2021

RE: $9,055,000.00 General Obligation Capital Improvement Plan Bonds, Series 2020A

Debt Service Date	CUSIP	Principal	Interest	Total Due
12-15-2021	751813	$0.00	$60,607.50	**$60,607.50**

Payment Instructions

WIRES due by December 14, 2021
Wells Fargo Bank, San Francisco, CA
ABA #: 121000248
BNF: BTSC Paying Agent Account
Account #: 4126695238
Ref: 339255

CHECKS due by December 8, 2021
Make check payable to:
Bond Trust Services Corporation
Ref: 339255
Send to:
Bond Trust Services Corporation
Attn: Accounts Receivable
3060 Centre Pointe Drive, Suite 110
Roseville, MN 55113-1105

Please direct any questions to:
Accounts Receivable, (651) 209-1010

For your convenience, multiple Statements/Invoices may be combined in one payment.
Thank you for your business!

114740

INVOICE

EHLERS
BOND TRUST SERVICES

Debt Service Statement

WIRES due by December 14, 2021
CHECKS due by December 8, 2021

City of Ramsey
7550 Sunwood Dr NW
Ramsey, MN 55303-5137

Statement #: 66930
Statement Date: October 13, 2021

RE: $1,175,000.00 General Obligation Street Reconstruction Bonds, Series 2018A

Debt Service Date	CUSIP	Principal	Interest	Total Due
12-15-2021	751813UF1	$115,000.00	$14,475.00	**$129,475.00**

Payment Instructions

WIRES due by December 14, 2021
Wells Fargo Bank, San Francisco, CA
ABA #: 121000248
BNF: BTSC Paying Agent Account
Account #: 4126695238
Ref: 331711

CHECKS due by December 8, 2021
Make check payable to:
Bond Trust Services Corporation
Ref: 331711
Send to:
Bond Trust Services Corporation
Attn: Accounts Receivable
3060 Centre Pointe Drive, Suite 110
Roseville, MN 55113-1105

Please direct any questions to:
Accounts Receivable, (651) 209-1010

For your convenience, multiple Statements/Invoices may be combined in one payment.
Thank you for your business!

114740

INVOICE

EHLERS
BOND TRUST SERVICES

Debt Service Statement

WIRES due by December 14, 2021
CHECKS due by December 8, 2021

City of Ramsey
7550 Sunwood Dr NW
Ramsey, MN 55303-5137

Statement #: 66929
Statement Date: October 13, 2021

RE: $895,000.00 General Obligation Street Reconstruction Bonds, Series 2017A

Debt Service Date	CUSIP	Principal	Interest	Total Due
12-15-2021	751813TW6	$90,000.00	$6,200.00	**$96,200.00**

Payment Instructions

WIRES due by December 14, 2021
Wells Fargo Bank, San Francisco, CA
ABA #: 121000248
BNF: BTSC Paying Agent Account
Account #: 4126695238
Ref: 329814

CHECKS due by December 8, 2021
Make check payable to:
Bond Trust Services Corporation
Ref: 329814
Send to:
Bond Trust Services Corporation
Attn: Accounts Receivable
3060 Centre Pointe Drive, Suite 110
Roseville, MN 55113-1105

Please direct any questions to:
Accounts Receivable, (651) 209-1010

For your convenience, multiple Statements/Invoices may be combined in one payment.
Thank you for your business!

114740

INVOICE

EHLERS
BOND TRUST SERVICES

Debt Service Statement

WIRES due by December 14, 2021
CHECKS due by December 8, 2021

City of Ramsey
7550 Sunwood Dr NW
Ramsey, MN 55303-5137

Statement #: 66928
Statement Date: October 13, 2021

RE: $1,650,000.00 General Obligation Street Reconstruction Bonds, Series 2016A

Debt Service Date	CUSIP	Principal	Interest	Total Due
12-15-2021	751813TM8	$165,000.00	$10,200.00	**$175,200.00**

Payment Instructions

WIRES due by December 14, 2021
Wells Fargo Bank, San Francisco, CA
ABA #: 121000248
BNF: BTSC Paying Agent Account
Account #: 4126695238
Ref: 328798

CHECKS due by December 8, 2021
Make check payable to:
Bond Trust Services Corporation
Ref: 328798
Send to:
Bond Trust Services Corporation
Attn: Accounts Receivable
3060 Centre Pointe Drive, Suite 110
Roseville, MN 55113-1105

Please direct any questions to:
Accounts Receivable, (651) 209-1010

For your convenience, multiple Statements/Invoices may be combined in one payment.
Thank you for your business!

114740

INVOICE

EHLERS
BOND TRUST SERVICES

Debt Service Statement

WIRES due by December 14, 2021
CHECKS due by December 8, 2021

City of Ramsey
7550 Sunwood Dr NW
Ramsey, MN 55303-5137

Statement #: 66925
Statement Date: October 13, 2021

RE: $875,000.00 General Obligation Equipment Certificates, Series 2014A

Debt Service Date	CUSIP	Principal	Interest	Total Due
12-15-2021	751813RZ1	$90,000.00	$4,122.50	**$94,122.50**

Payment Instructions

WIRES due by December 14, 2021
Wells Fargo Bank, San Francisco, CA
ABA #: 121000248
BNF: BTSC Paying Agent Account
Account #: 4126695238
Ref: 327537

CHECKS due by December 8, 2021
Make check payable to:
Bond Trust Services Corporation
Ref: 327537
Send to:
Bond Trust Services Corporation
Attn: Accounts Receivable
3060 Centre Pointe Drive, Suite 110
Roseville, MN 55113-1105

Please direct any questions to:
Accounts Receivable, (651) 209-1010

For your convenience, multiple Statements/Invoices may be combined in one payment.
Thank you for your business!

107244

NORTHLAND TRUST SERVICES
150 S. Fifth Street, Suite 3300
Minneapolis, MN 55402
Phone 612-851-4931
Fax 612-851-4933

INVOICE

INVOICE

CITY OF RAMSEY
ATTN: FINANCE OFFICER
7550 SUNWOOD DRIVE NW
RAMSEY MN 55303-5137

10/22/2021
RAMS11B

RE: CITY OF RAMSEY, MINNESOTA
$3,090,000 GENERAL OBLIGATION
IMPROVEMENT CROSSOVER REFUNDING
BOND, SERIES 2011B

Debt Service: 12/15/2021

Principal:	285,000.00
Interest:	17,868.75
Total Principal & Interest:	302,868.75
Less Cash on Hand (Escrow Funds)	(0.00)
Paying Agent Annual Fee	495.00
Total Amount Due:	**303,363.75**

IF PAYING BY WIRE, PLEASE NOTIFY US VIA EMAIL

Thank you for your business!

CHECK PAYMENTS due: 12-08-2021

Make Checks payable to:
NORTHLAND TRUST SERVICES INC.

WIRE PAYMENTS due: 12-12-2021

Wells Fargo Bank, San Francisco, CA
ABA: 121-000-248
ACCT: 143-6412710 Northland Trust Services
REF: Issuer name & series number

***MN SCHOOL DISTRICTS should wire funds 3 days prior to debt service date according to State Credit Enhancement requirements.**

ACH PAYMENTS due: 12-12-2021

Wells Fargo Bank, Minneapolis, MN
ABA: 091-000-019
CHECKING ACCT: 143-6412710
REF: Issuer name & series number

IF YOU ARE REQUESTED TO CHANGE THESE WIRE INSTRUCTIONS FOR ANY REASON, YOU MUST VERBALLY CONFIRM THE CHANGE WITH NORTHLAND TRUST SERVICES WITH THE FOLLOWING CONTACTS:

Rhonda Magee
PH:612-851-4931
rmagee@northlandtrust.com

Scott Miles
PH: 612-851-5914
smiles@northlandtrust.com

received 10/28/21

107244

NORTHLAND TRUST SERVICES

INVOICE

NORTHLAND TRUST SERVICES, INC.
150 SOUTH FIFTH STREET, SUITE 3300
MINNEAPOLIS, MINNESOTA 55402

INVOICE

11,330,000
178,506.24

10-12-2021
RAMS12A

9339.6602
9339.6611
9339.6810

250 –
11,508,756.26

CITY OF RAMSEY
ATTN: CITY FINANCE DIRECTOR
7550 SUNWOOD DRIVE NORTHWEST
RAMSEY, MN 55303-5137

RE: CITY OF RAMSEY, MINNESOTA
$16,875,000 GENERAL OBLIGATION CAPITAL IMPROVEMENT PLAN BONDS, SERIES 2012A

Debt Service 12-15-2021

Principal:	$ 11,330,000.00
Interest:	$ 178,506.26
	$ 11,508,506.26
Add Call Processing Fee	$ 250.00

Amount due by CHECK 12-08-21 **$11,508,756.26**

Amount due by WIRE 12-13-21 **$11,508,756.26**

smiles@northlandtrust.com; 612-851-5914 rmagee@northlandtrust.com; 612-851-4931

IF YOU ARE REQUESTED TO CHANGE THESE WIRE INSTRUCTIONS FOR ANY REASON, YOU MUST VERBALLY CONFIRM THE CHANGE WITH NORTHLAND TRUST SERVICES WITH THE ABOVE CONTACTS.

The following information must be included for wires:

Wells Fargo Bank, San Francisco, CA
ABA # 121000248
For Credit to Northland Trust (Beneficiary name)
Account # 143-6412710 (Beneficiary account number)
Ref: (Issuer name)

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #22-018

RESOLUTION APPROVING CASH DISBURSEMENTS MADE AND AUTHORIZING PAYMENT OF ACCOUNTS PAYABLE INVOICING RECEIVED DURING THE PERIOD OF DECEMBER 9, 2021 THROUGH DECEMBER 28, 2021

WHEREAS, the City of Ramsey Finance Department has made cash disbursements and received accounts payable invoicing during the period of December 9, 2021, through December 28, 2021, in the amount of $14,274,620.60 and

WHEREAS, the City Council of the City of Ramsey is required to authorize payment for all disbursement transactions.

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

1) That the Ramsey City Council hereby approves the cash disbursements made and authorizes payment of the accounts payable invoices as detailed in the attached Bills List for the period December 9, 2021, through December 28, 2021, in the amount of $14,274,620.60.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember , and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

None

and the following abstained:

None

and the following were absent:

None

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 11th day of January, 2021.

_____

Mayor

ATTEST:

_____

City Clerk

CC Regular Session **5. 15.**

Meeting Date: 01/11/2022

By: Tammy Oakes, Finance

Information

Title

Adopt Resolution #22-019 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of December 29, 2021 through January 5, 2022

Purpose/Background:

Adopt Resolution #22-019 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of December 29, 2021 through January 5, 2022

Recommendation:

Staff Recommends to Adopt Resolution #22-019 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of December 29, 2021 through January 5, 2022

Action:

Motion to Adopt Resolution #22-019 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of December 29, 2021 through January 5, 2022

Attachments

Bills List 1/11/2022

Resolution 22-019

Form Review

Inbox	Reviewed By	Date
Diana Lund	Diana Lund	01/06/2022 07:28 AM
Kurt Ulrich	Kurt Ulrich	01/06/2022 10:22 AM
Form Started By: Tammy Oakes		Started On: 01/05/2022 04:20 PM
Final Approval Date: 01/06/2022		

CITY OF RAMSEY - FINANCE OFFICE Printed 1/5/2022

RAMSEY CITY COUNCIL MEETING

1/11/2022

BILLS LIST

DISBURSEMENTS TO BE APPROVED THIS MEETING:

DISBURSEMENT TYPE:	SUBMITTED FOR APPROVAL
Purchase Journal:	
Prepaids 12/29/2021 - 1/5/22	
Accounts Payable 12/29/2021 - 1/5/22	34,084.87
Payroll 12/29/2021 - 1/5/22	
Debt Service	
Pay Estimates- Projects	

TOTAL SUBMITTED FOR APPROVAL THIS MEETING
(Invoices Available for Reviewal) **$ 34,084.87**

DISBURSEMENTS PREVIOUSLY APPROVED AND PAID:	APPROVED PREV. MTG	2021 Y.T.D.
NET PAYROLL TOTAL	$	$
- CORRECTION TO PAYROLL		
PREPAIDS		
- PREPAID ADJUSTMENTS		
WIRE TRANSFERS FOR DEBT SERVICE		
- CORRECTION TO D.S.		
ACCOUNTS PAYABLE INVOICING - PREVIOUS MEETING:		
- BILLS LIST SUBMITTED		
ADD (DELETE) BILLS LIST SUBMITTED		
PAY ESTIMATE(S)		
TOTAL CASH DISBURSEMENTS PREVIOUSLY APPROVED	**$ 0.00**	**$ 0.00**

Payment Group Control Number	3334		
Bank Account	999.1010	CASH IN BANK	00002224
Version	LOGIS004V		
Originator	TOAKES		
Payment Instrument	Check Payment		
Pay Through Date	12/31/2022		

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount
100028	ANDOVER WHEEL AND FRAME INC		PV	110890	001	00999	12/20/2021	13054	237.72
	ANDOVER WHEEL AND FRAME INC 13476 HANSON BLVD ANDOVER MN 55304				Summary Total				237.72
					Payment Amount				237.72
103975	BROZAK, LUANN	Print Jan/Feb 2022 R Resident	PV	110867	001	00999	12/23/2021	1007	5,114.38
	LUANN BROZAK 18790 GARNET STREET NW ANOKA MN 55303				Summary Total				5,114.38
					Payment Amount				5,114.38
100167	CORNERSTONE FORD	Unit	PV	110870	001	00999	12/28/2021	15357831	722.69
	CORNERSTONE FORD 17219 HIGHWAY 10 NW PO BOX 304 ELK RIVER MN 55330				Summary Total				722.69
					Payment Amount				722.69
100143	FERGUSON WATERWORKS # 2516	CUST 24741	PV	110872	001	00999	12/7/2021	0486081	2,039.39
	FERGUSON WATERWORKS 2516 P O BOX 802817 CHICAGO IL 60680-2817				Summary Total				2,039.39
					Payment Amount				2,039.39
119083	LGS GROUP, INC	ACCT #RPB1214-LGS	PV	110887	001	00999	12/20/2021	43307	475.50
	LGS GROUP, INC SUITE 2057 18124 WEDGE PARKWAY RENO NV 89511				Summary Total				475.50
					Payment Amount				475.50
117425	MAUER MAIN CHEVROLET		PV	110888	001	00999	12/20/2021	5008646	69.12
	MAUER MAIN CHEVROLET 435 WEST MAIN STREET ANOKA MN 55303				Summary Total				69.12
					Payment Amount				69.12

R04570

CITY OF RAMSEY

Create Payment Control Groups

Payment Group Control Number	3334		
Bank Account	999.1010	CASH IN BANK	00002224
Version	LOGIS004V		
Originator	TOAKES		
Payment Instrument	Check Payment		
Pay Through Date	12/31/2022		

Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
116752	NORTH RISK PARTNERS-BEARENCE	ACCT 107485	PV	110875	001	00999	12/7/2021	4896162	7,000.00
	NORTH RISK PARTNERS- BEARENCE 2010 CENTRE POINTE BLVD MENDOTA HEIGHTS MN 55120			Summary Total					7,000.00
				Payment Amount					7,000.00
100360	NORTH STAR TOWING INC		PV	110886	001	00999	12/23/2021	81778	25.00
	NORTH STAR TOWING INC 833 NORTH STREET ANOKA MN 55303			Summary Total					25.00
				Payment Amount					25.00
100422	REGISTERED ABSTRACTERS INC	FILE #A21-12050	PV	110883	001	00999	12/27/2021	A21-12050	125.00
	REGISTERED ABSTRACTERS INC 2115 NORTH THIRD AVENUE ANOKA MN 55303			Summary Total					125.00
				Payment Amount					125.00
108522	TOTAL CONTROL SYSTEMS, INC	PROJ 2021367	PV	110871	001	00999	12/27/2021	10008	2,168.30
	TOTAL CONTROL SYSTEMS, INC P O BOX 40 STANCHFIELD MN 55080			Summary Total					2,168.30
				Payment Amount					2,168.30
				Total Amount to be Processed					17,977.10
				Total Number of Payments to be Processed					10

R04570

CITY OF RAMSEY
Create Payment Control Groups

Payment Group Control Number	3335		
Bank Account	999.1010	CASH IN BANK	00002224
Version	LOGIS004V		
Originator	TOAKES		
Payment Instrument	T	A/P ACH Payment	
Pay Through Date	12/31/2022		

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount
117343	AMAZON CAPITAL SERVICES INC	Acct A3VYUQ4FSATYMN	PV	110885	001	00999	12/27/2021	1TKQ-KXPY-KF9G	410.55
	AMAZON CAPITAL SERVICES INC PO BOX 035184 SEATTLE WA 98124-5184			Summary Total					410.55
				Payment Amount					410.55
101084	BATTERIES PLUS BULBS		PV	110889	001	00999	12/23/2021	P47265414	214.13
	BATTERIES PLUS BULBS 138 SOUTH DALE MABRY HWY TAMPA FL 33609			Summary Total					214.13
				Payment Amount					214.13
100647	BOLTON AND MENK INC		PV	110881	001	00999	12/14/2021	0280938	1,320.00
	BOLTON AND MENK INC 1960 PREMIER DRIVE MANKATO MN 56001-5900			Summary Total					1,320.00
				Payment Amount					1,320.00
116197	CINTAS CORPORATION	PAYER #12455017	PV	110879	001	00999	12/30/2021	4106258928	56.26
	CINTAS CORPORATION CINTAS LOC #4K P O BOX 650838 DALLAS TX 75265-0838			Summary Total					56.26
				Payment Amount					56.26
100158	ECM PUBLISHERS INC	ACCT 370702	PV	110876	001	00999	12/24/2021	869243	123.63
	ECM PUBLISHERS INC			Summary Total					123.63
	4095 COON RAPIDS BLVD	ACCT 370702	PV	110882	001	00999	12/24/2021	869242	247.25
	COON RAPIDS MN 55433			Summary Total					247.25
				Payment Amount					370.88
107099	FASTENAL		PV	110878	001	00999	12/22/2021	MNTC8199475	25.01
	FASTENAL COMPANY P O BOX 1286 WINONA MN 55987			Summary Total					25.01
				Payment Amount					25.01
100284	MENARDS ELK RIVER		PV	110866	001	00999	12/17/2021	43825	113.93

Payment Group Control Number	3335		
Bank Account	999.1010	CASH IN BANK	00002224
Version	LOGIS004V		
Originator	TOAKES		
Payment Instrument	T	A/P ACH Payment	
Pay Through Date	12/31/2022		

Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
	MENARDS ELK RIVER 19521 EVANS STREET NW ELK RIVER MN 55330-1077			Summary Total					113.93
				Payment Amount					113.93
115167	NET TRANSCRIPTS INC		PV	110884	001	00999	12/15/2021	#NT8248	89.17
	NET TRANSCRIPTS INC PO BOX 95777 CHICAGO IL 60694-5777			Summary Total					89.17
				Payment Amount					89.17
100363	NORTHERN SANITARY SUPPLY CO		PV	110864	001	00999	12/28/2021	203325	14.56
	NORTHERN SANITARY SUPPLY CO			Summary Total					14.56
	341 COON RAPIDS BLVD		PV	110865	001	00999	12/28/2021	203326	126.80
	MINNEAPOLIS MN 55433			Summary Total					126.80
				Payment Amount					141.36
115232	NORTHERN TECHNOLOGIES LLC		PV	110877	001	00999	11/13/2021	40960	1,320.00
	NORTHERN TECHNOLOGIES LLC 3522 4TH AVENUE S FARGO ND 58103			Summary Total					1,320.00
				Payment Amount					1,320.00
115071	NORTHLAND OCCUPATIONAL HEALTH		PV	110868	001	00999	12/30/2021	13297	200.00
	NORTHLAND OCCUPATIONAL HEALTH 7533 SUNWOOD DRIVE NW SUITE 212 RAMSEY MN 55303			Summary Total					200.00
				Payment Amount					200.00
113444	PRECISE		PV	110869	001	00999	12/27/2021	200-1034381	900.00
	PRECISE 501 EAST CLIFF ROAD SUITE 100 BURNSVILLE MN 55337			Summary Total					900.00
				Payment Amount					900.00
100418	RDO EQUIPMENT CO	ACCT #1410016	PV	110880	001	00999	12/30/2021	W0806814	4,944.49

R04570

CITY OF RAMSEY

Create Payment Control Groups

Payment Group Control Number	3335		
Bank Account	999.1010	CASH IN BANK	00002224
Version	LOGIS004V		
Originator	TOAKES		
Payment Instrument	T	A/P ACH Payment	
Pay Through Date	12/31/2022		

Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
	RDO EQUIPMENT CO P O BOX 7160 FARGO ND 58106-7160							Summary Total	4,944.49
								Payment Amount	4,944.49
117483	TAFT STETTINIUS AND HOLLISTER LLP	TIF Eligibility - Printing Biz	PV	110862	001	00999	12/17/2021	3867609	850.00
	TAFT STETTINIUS AND HOLLISTER LLP P O BOX 64591 ST PAUL MN 55164-0591							Summary Total	850.00
								Payment Amount	850.00
106812	TWIN CITY FILTER SERVICE INC		PV	110863	001	00999	12/27/2021	0715168-IN	4,491.99
	TWIN CITY FILTER SERVICE INC 2529 25TH AVE S MINNEAPOLIS MN 55406-1280							Summary Total	4,491.99
								Payment Amount	4,491.99
106351	WATER LABORATORIES, INC		PV	110873	001	00999	12/30/2021	8859	660.00
	WATER LABORATORIES, INC 333 EAST MAIN STREET PO BOX 388 ELK RIVER MN 55330							Summary Total	660.00
								Payment Amount	660.00
								Total Amount to be Processed	16,107.77
								Total Number of Payments to be Processed	16

payables:
Checks #17,977.10
ACH 16,107.77
34,084.87

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #22-019

RESOLUTION APPROVING CASH DISBURSEMENTS MADE AND AUTHORIZING PAYMENT OF ACCOUNTS PAYABLE INVOICING RECEIVED DURING THE PERIOD OF DECEMBER 29, 2021, THROUGH JANUARY 5, 2022

WHEREAS, the City of Ramsey Finance Department has made cash disbursements and received accounts payable invoicing during the period of December 29, 2021, through January 5, 2022, in the amount of $34,084.87 and

WHEREAS, the City Council of the City of Ramsey is required to authorize payment for all disbursement transactions.

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

1) That the Ramsey City Council hereby approves the cash disbursements made and authorizes payment of the accounts payable invoices as detailed in the attached Bills List for the period December 27, 2021, through January 5, 2022, in the amount of $34, 084.87.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember , and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

None

and the following abstained:

None

and the following were absent:

None

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 11th day of January, 2021.

_____

Mayor

ATTEST:

_____

City Clerk

CC Regular Session **5. 16.**

Meeting Date: 01/11/2022

By: Brian Hagen, Community Development

Information

Title

Adopt Resolution #22-006 Terminating Electrical Inspection Services Agreement with Tokle Inspections, Inc.

Purpose/Background:

The City is currently entered into an agreement with Tokle Inspections, Inc. for the purpose of providing professional electrical inspection services. Mr. Tokle has indicated he is reducing the number of agreements he holds, and has submitted a written notice of termination. Furthermore, Mr. Tokle has requested a waiver of the 45-day written notice of termination in accordance with the agreement.

Observations/Alternatives:

In terminating the agreement with Tokle Inspections, Inc., the City is in need of entering into a new electrical inspection services agreement.

Mr. Tokle has on occasion worked with Andrew Sloth, Sloth Inspections, Inc., to provide inspections services under the purview of Tokle Inspections, Inc. in the City of his behalf. Mr. Sloth, being familiar with the City, has submitted a agreement for consideration by the Council to provide professional electrical inspection services. An agreement with Sloth Inspections, Inc. is outlined in Resolution #22-007.

The proposed transition date is February 1, 2022. Tokle Inspections, Inc. would remain responsible for all permits submitted through January 31, 2022, and Sloth Inspections, Inc. would become responsible for permits submitted February 1, 2022 and thereafter.

Recommendation:

Staff recommends approval to terminate the agreement held with Tokle Inspections, Inc.

Action:

Adopt Resolution #22-006 Terminating Electrical Inspection Services Agreement with Tokle Inspections, Inc.

Attachments

Resolution #22-006

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	12/30/2021 10:11 AM
Form Started By: Brian Hagen		Started On: 12/17/2021 09:37 AM
Final Approval Date: 12/30/2021		

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #22-006

RESOLUTION TO TERMINATE ELECTRICAL INSPECTION SERVICES AGREEMENT WITH TOKLE INSPECTIONS, INC.

WHEREAS, the City of Ramsey currently holds an agreement with Tokle Inspections, Inc.; and

WHEREAS, Tokle Inspections, Inc. has submitted notice to terminate the agreement with a request to waive the 45-day written notice requirement; and

WHEREAS, The City of Ramsey waives the 45-day written notice requirement; and

WHEREAS, both parties agree to terminate the agreement effective end of business day January 31, 2022.

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

1. The Electrical Inspection Services Agreement between the City of Ramsey and Tokle Inspections, Inc. is hereby terminated effective end of business day January 31, 2022.

2. The City of Ramsey waives the requirement of a 45-day written notice of termination.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember , and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 11th day of January, 2022.

Mayor

ATTEST:

City Clerk

CC Regular Session **5. 17.**

Meeting Date: 01/11/2022

By: Brian Hagen, Community Development

Information

Title

Adopt Resolution #22-007 Approving Electrical Inspection Services Agreement with Sloth Inspections, Inc.

Purpose/Background:

At the notice of Tokle Inspections, Inc., the Council terminated its electrical inspection services agreement, thus providing a need for a new agreement. Mr. Sloth, Sloth Inspections, Inc., is familiar with the City of Ramsey, and has provided electrical inspections under the purview of Tokle Inspections, Inc. in the past. Mr. Sloth has submitted an agreement for consideration to provide these services beginning February 1, 2022. The terms of the agreement match the previous agreement held with Tokle Inspections, Inc.

Funding Source:

Funding is provided by fees paid as required for electrical permits.

Recommendation:

Staff recommends approval the agreement with Sloth Inspections, Inc.

Action:

Adopt Resolution #22-007 Approving Electrical Inspection Services Agreement with Sloth Inspections, Inc.

Attachments

Resolution #22-007

Contract

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	12/30/2021 10:12 AM
Form Started By: Brian Hagen		Started On: 12/17/2021 02:57 PM
Final Approval Date: 12/30/2021		

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #22-007

RESOLUTION TO APPROVE ELECTRICAL INSPECTION SERVICES AGREEMENT WITH SLOTH INSPECTIONS, INC.

WHEREAS, per Resolution #22-006, the City of Ramsey terminated an agreement with Tokle Inspections, Inc. for the purpose of providing professional electrical inspection services; and

WHEREAS, Sloth Inspections, Inc. has submitted an agreement for consideration to provide professional electrical inspection services on behalf of the City of Ramsey; and

WHEREAS, The City of Ramsey supports entering into such agreement with Sloth Inspections, Inc.; and

WHEREAS, both parties agree the agreement shall be effective February 1, 2022.

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

1. The City Council hereby approves an agreement between the City of Ramsey and Sloth Inspections, Inc. for the purpose of providing professional electrical inspection services on behalf of the City of Ramsey.

2. The agreement shall be effective February 1, 2022.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember , and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 11th day of January, 2022.

_____
Mayor

ATTEST:

_____
City Clerk

City of Ramsey
Consultant Services Agreement

This is an agreement entered into the 1st day of February, 2022 by and between the City of Ramsey, Minnesota, hereinafter referred to as the City, and Sloth Inspections Inc., a corporation organized and existing under the laws of the state of Minnesota, hereinafter referred to as the Consultant.

Witnesseth:

Whereas, the City desires to hire the Consultant to render certain technical and professional assistance in connection with such undertakings of the City in regard to City electrical construction within the corporate limits; said services are:

1. Electrical inspection services based on Minnesota State Building Code.

Now therefore, the parties hereto do mutually agree as follows:

1. Scope of service. The Consultant shall perform all the necessary professional services provided under this agreement as follows:
   A. Provide all required on site inspection services in relation to each permit.
   B. Retain all pertinent records and copies of permits and correspondence Related to each permit and make them available to the City upon request.

2. Term. The inspection agreement shall be effective upon the approval date of the City Council and continue until terminated by either party upon a 45-day written notice thereof.

3. Compensation. The fees for the Consultant services shall be based on seventy five percent (75%) of the permit fees as shown in Exhibit A (attached) within 30 days following receipt of a monthly invoice.

4. Insurance. The consultant shall secure and maintain the following minimum insurance:
   A. Worker's compensation insurance as required by Minnesota law.
   B. Electrical inspector's errors and omissions and general liability insurance policieswith limits of $1,000,000 each negligent act, error or omission and $2,000,000 aggregate

5. Indemnification. The Contractor shall indemnify, hold harmless and defend the City, its officers andemployees against any and all liability, loss, costs, damages, expenses, claims and actions, including attorney's fees which the City, its officers or employees may herein after sustain, incur or be required to pay arising out of or by reason of any negligent of will act or adequately perform the Contractor's obligations pursuant tothis Contract.

This agreement was adopted by the City Council on this day____of _____.

Attest:
City of Ramsey

_____
City Administrator

This agreement was accepted by _____
On the_____day of _____

Sloth Inspections, Inc.

_____
Andrew Sloth

ELECTRICAL PERMIT FEES

HOMEOWNERS AND ELECTRICAL CONTRACTORS: Complete an electrical permit form available from the Building Inspections Division. Add $1.00 for State surcharge to total cost of each permit. The fee is the total of the listed fees or the total number of inspection trips x $45.00, whichever is greater.

Residential panel replacement is $110.00, sub panel $45.00. New service or power supply is:

0 to 300 Amp	$55.00
400 Amp	$71.00
500 Amp	$87.00
600 Amp	$103.00
800 Amp	$135.00
1000 Amp	$167.00

Add $16.00 for each additional 100 amps

Circuits and Feeders

0-100 Amp	$9.00
101-200Amp	$15.00
201-300 Amp	$21.00
301-400 Amp	$27.00
401-500 Amp	$33.00
501-600 Amp	$39.00

Add $6.00 for each additional 100 amps

Minimum Fee:
Minimum permit fee is $45.00 plus $1.00 State surcharge. This is for one inspection only. Minimum fee for rough-in and final inspection is $90.00 plus $1.00 State surcharge.

Maximum Fee:
Maximum fee for single family dwelling or townhouse not over 200 amps (No max if service is over 200Amps) is $190.00 plus $1.00 State surcharge. Maximum of 2 rough-in's and 1 final inspection. (Failed inspections are an additional $45.00 each)

Apartment Buildings
Fee per unit of an apartment or condominium complex is $80.00.
This does not cover service, unit feeders or house panels.

Swimming Pools and Hot Tubs	$90.00 plus circuits at $9.00/each. This includes 2 inspections.
Additions, Remodels or Basement Finishes	$90.00 this include up to 10 circuits and 2 inspections
Residential Accessory Structures	The Greater of $55.00 for panel plus $9.00 per circuit or $90 for 2 inspections.
Traffic Signals	$8.00 per each standard
Street and Parking Lot Lights	$5.00 per each standard
Transformers and Generators	$5 up to 10kva, $45 11 to 74kva, $60 75kva to 299kva, over 299kva is $165
Retrofit Lighting	$0.85 cents per fixture
Sign Transformer or Driver	$9.00 per transformer
Low voltage fire alarm, low voltage heating and air conditioning control wiring	$0.85 cents per device
Re-Inspection Fee in addition to all other fees	$45.00
Hourly rate for carnivals	$90.00

Solar fees:

0kw to 5kw = $90	5.1kw to 10kw = $150
10.1kw to 20kw = $225	20.1kw to 30kw = $300
30.1kw to 40kw = $375	40.1kw and larger is $375 plus $25 for each additional 10kw

Electronic inspection fee for these items only; furnace, air conditioning, bath fan, fireplace or receptacle for water heater vent is $40.

Refunds must be requested in writing. No refunds unless more than the minimum fee. Refunds are minus the cities 20% handling fee.

THE PERMIT FEE IS DOUBLED IF THE WORK STARTS BEFORE THE PERMIT IS ISSUED.

CC Regular Session **5. 18.**

Meeting Date: 01/11/2022

By: Diana Lund, Finance

Information

Title

Adopt Resolution #22-011 Approving Premise Permit for Anoka Ramsey Athletic Association at Willy McCoy's in Ramsey

Purpose/Background:

Staff recently received the attached application for a premise permit for the Anoka Ramsey Athletic Association. Their organization is asking for a premise permit for lawful gambling (pull tabs, tip boards, bar bingo, paddlewheel and electronic pull-tabs and electronic linked bingo) at Willy McCoy's. If the City Council is not opposed to this application, they have requested a waiver of the 60-day notice provision.

Anoka Ramsey Athletic Association is located in Ramsey which meets the City's Lawful Gambling Ordinance that states that the physical site for the Organization's place of doing business shall be located within the corporate limits of either the City of Ramsey or the City of Anoka and the Organization's place of doing business had been located in either the City of Ramsey or City of Anoka for at least two years immediately preceding the Premise Permit application.

The Anoka Ramsey Athletic Association currently holds a premise permit for gambling at The Links at Northfork, Aurelio's Pizza, McDuff's, Acapulco and The Kitchen Table. There is currently one other premise permit holder located within Willy McCoy's. The City's gambling ordinance allows for a maximum number of gambling devices at any one location in the City to a limit of two of any one type of device.

The Anoka Ramsey Athletic Association will be required to submit a monthly contribution to the City equal to 5% of their net profits that is deposited into the City's Lawful Gambling Fund.

Motion to recommend Council adopt Resolution #21-082 Approving the Anoka Ramsey Athletic Association for a premise permit for lawful gambling at Acapulco.

Notification:

A copy of the Premise Permit Application and Lease for Lawful Gambling Activity that will be sent to the Gambling Control Board, if approved, is attached.

Observations/Alternatives:

A background check of the Anoka Ramsey Athletic Association's Gambling Manager, Mr. Josh Jungling, was performed by Chief Katers. Chief Katers reported no findings.

Recommendation:

Staff recommends Council approval of the premise permit for the Anoka Ramsey Athletic Association at Willy McCoy's.

Action:

Motion to recommend Council adopt Resolution #22-011 Approving the Anoka Ramsey Athletic Association for a premise permit for lawful gambling at Willy McCoy's.

Attachments

Premise Permit & Lease Application-Anoka Ramsey Athletic Association

Reso #22-011 Premise Permit ARAA

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	12/30/2021 10:13 AM
Form Started By: Diana Lund		Started On: 12/27/2021 12:51 PM
Final Approval Date: 12/30/2021		

MINNESOTA LAWFUL GAMBLING

LG214 Premises Permit Application

Annual Fee $150 (NON-REFUNDABLE)

REQUIRED ATTACHMENTS TO LG214

1. If the premises is leased, attach a copy of your lease. Use **LG215 Lease for Lawful Gambling Activity.**
2. $150 annual premises permit fee, for each permit (non-refundable). Make check payable to "**State of Minnesota.**"

Mail the application and required attachments to:
Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions? Call 651-539-1900 and ask for Licensing.

ORGANIZATION INFORMATION

Organization Name: Anoka Ramsey Athletic Assc. License Number: 98049

Chief Executive Officer (CEO) Dustin Reeder Daytime Phone: 612-366-0125

Gambling Manager: Josh Jungling Daytime Phone: 612-360-5616

GAMBLING PREMISES INFORMATION

Current name of site where gambling will be conducted: Willy McCoy's

List any previous names for this location:

Street address where premises is located: 6415 US Hwy 10 NW
(Do not use a P.O. box number or mailing address.)

City: **OR** Township:	County:	Zip Code:
Ramsey	Anoka	55303

Does your organization own the building where the gambling will be conducted?

☐ **Yes** ☒ **No** **If no,** attach LG215 Lease for Lawful Gambling Activity.

A lease is not required if only a raffle will be conducted.

Is any other organization conducting gambling at this site? ☒ Yes ☐ No ☐ Don't know

Note: Bar bingo can only be conducted at a site where another form of lawful gambling is being conducted by the applying organization or another permitted organization. Electronic games can only be conducted at a site where paper pull-tabs are played.

Has your organization previously conducted gambling at this site? ☐ Yes ☒ No ☐ Don't know

GAMBLING BANK ACCOUNT INFORMATION; MUST BE IN MINNESOTA

Bank Name: US Bank Bank Account Number: 104783931306

Bank Street Address: 129 W Main St City: Anoka State: **MN** Zip Code: 55303

ALL TEMPORARY AND PERMANENT OFF-SITE STORAGE SPACES

Address (Do not use a P.O. box number):	City:	State:	Zip Code:
6100 Bunker Lake Blvd #2	Ramsey	MN	55303
		MN	
		MN	

ACKNOWLEDGMENT BY LOCAL UNIT OF GOVERNMENT: APPROVAL BY RESOLUTION

CITY APPROVAL for a gambling premises located within city limits

City Name: _____

Date Approved by City Council: _____

Resolution Number: _____
(If none, attach meeting minutes.)

Signature of City Personnel:

_____

Title: _____ Date Signed: _____

Local unit of government must sign.

COUNTY APPROVAL for a gambling premises located in a township

County Name: _____

Date Approved by County Board: _____

Resolution Number: _____
(If none, attach meeting minutes.)

Signature of County Personnel:

_____

Title: _____ Date Signed: _____

TOWNSHIP NAME: _____

Complete below only if required by the county.
On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date Signed: _____

ACKNOWLEDGMENT AND OATH

1. I hereby consent that local law enforcement officers, the Board or its agents, and the commissioners of revenue or public safety and their agents may enter and inspect the premises.
2. The Board and its agents, and the commissioners of revenue and public safety and their agents, are authorized to inspect the bank records of the gambling account whenever necessary to fulfill requirements of current gambling rules and law.
3. I have read this application and all information submitted to the Board is true, accurate, and complete.
4. All required information has been fully disclosed.
5. I am the chief executive officer of the organization.
6. I assume full responsibility for the fair and lawful operation of all activities to be conducted.
7. I will familiarize myself with the laws of Minnesota governing lawful gambling and rules of the Board and agree, if licensed, to abide by those laws and rules, including amendments to them.
8. Any changes in application information will be submitted to the Board no later than ten days after the change has taken effect.
9. I understand that failure to provide required information or providing false or misleading information may result in the denial or revocation of the license.
10. I understand the fee is non-refundable regardless of license approval/denial.

12/15/21

Signature of Chief Executive Officer (designee may not sign) Date

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety, Attorney General, Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format, i.e. large print, braille, upon request.

MINNESOTA LAWFUL GAMBLING

LG215 Lease for Lawful Gambling Activity

LEASE INFORMATION

Organization: Anoka Ramsey Athletic Assc.	License/Site Number: 98049	Daytime Phone: 612-860-5616
Address: PO Box 265	City: Anoka	State: MN Zip: 55303
Name of Leased Premises: Whiskey Jacks of Ramsey DBA Willy McCoy's	Street Address: 6415 US Hwy 10	
City: Ramsey	State: MN Zip: 55303	Daytime Phone: 763-717-8916
Name of Legal Owner: Tom DeGuetto	Business/Street Address: 6415 US Hwy 10	
City: Ramsey	State: MN Zip: 55303	Daytime Phone: 612-770-5444
Name of Lessor (if same as legal owner, write "SAME"): Same	Address:	
City:	State: Zip:	Daytime Phone:

Check applicable item:

- [X] **New or amended lease.** Effective date: 2/1/22. Submit changes at least ten days **before** the effective date of the change.
- [ ] **New owner.** Effective date: _____. Submit new lease **within** ten days after new lessor assumes ownership.

CHECK ALL ACTIVITY THAT WILL BE CONDUCTED (no lease required for raffles)

- [X] Pull-Tabs (paper)
- [ ] Pull-Tabs (paper) with dispensing device
- [X] Bar Bingo
- [ ] Bingo
- [X] Tipboards
- [X] Paddlewheel
- [ ] Paddlewheel with table
- [X] Electronic Pull-Tabs
- [X] Electronic Linked Bingo

Electronic games may only be conducted:

1. at a premises licensed for the on-sale of intoxicating liquor or the on-sale of 3.2% malt beverages; or
2. at a premises where bingo is conducted as the primary business and has a seating capacity of at least 100.

PULL-TAB, TIPBOARD, AND PADDLEWHEEL RENT (separate rent for booth and bar ops)

BOOTH OPERATION: Some or all sales of gambling equipment are conducted by an employee/volunteer of a licensed organization at the leased premises.

ALL GAMES, including electronic games: Monthly rent to be paid: ____%, not to exceed **10%** of gross profits for that month.

- Total rent paid from all organizations for only booth operations at the leased premises **may not exceed $1,750.**
- The rent cap does not include BAR OPERATION rent for electronic games conducted by the lessor.

BAR OPERATION: All sales of gambling equipment conducted by the lessor or lessor's employee.

ELECTRONIC GAMES: Monthly rent to be paid: 15 %, not to exceed **15%** of the gross profits for that month from electronic pull-tab games and electronic linked bingo games.

ALL OTHER GAMES: Monthly rent to be paid: 20 %, not to exceed **20%** of gross profits from all other forms of lawful gambling.

- If any booth sales conducted by a licensed organization at the premises, rent may not exceed **10%** of gross profits for that month and is subject to booth operation **$1,750** cap.

BINGO RENT (for leased premises where bingo is the primary business conducted, such as bingo hall)

Bingo rent is limited to one of the following:

- Rent to be paid: _____ %, not to exceed **10%** of the monthly gross profit from all lawful gambling activities held during bingo occasions, excluding bar bingo.
  - OR -
- Rate to be paid: $ _____ per square foot, not to exceed 110% of a comparable cost per square foot for leased space, as approved by the director of the Gambling Control Board. The lessor must attach documentation, verified by the organization, to confirm the comparable rate and all applicable costs to be paid by the organization to the lessor.
  - ⇒ **Rent may not be paid for bar bingo.**
  - ⇒ Bar bingo does not include bingo games linked to other permitted premises.

LEASE TERMINATION CLAUSE (must be completed)

The lease may be terminated by either party with a written 90 day notice. Other terms:

LG215 Lease for Lawful Gambling Activity

Lease Term: The term of this agreement will be concurrent with the premises permit issued by the Gambling Control Board (Board).

Management: The owner of the premises or the lessor will not manage the conduct of lawful gambling at the premises. The organization may not conduct any activity on behalf of the lessor on the leased premises.

Participation as Players Prohibited: The lessor will not participate directly or indirectly as a player in any lawful gambling conducted on the premises. The lessor's immediate family and any agents or gambling employees of the lessor will not participate as players in the conduct of lawful gambling on the premises, except as authorized by Minnesota Statutes, Section 349.181.

Illegal Gambling: The lessor is aware of the prohibition against illegal gambling in Minnesota Statutes 609.75, and the penalties for illegal gambling violations in Minnesota Rules 7865.0220, Subpart 3. In addition, the Board may authorize the organization to withhold rent for a period of up to 90 days if the Board determines that illegal gambling occurred on the premises or that the lessor or its employees participated in the illegal gambling or knew of the gambling and did not take prompt action to stop the gambling. Continued tenancy of the organization is authorized without payment of rent during the time period determined by the Board for violations of this provision, as authorized by Minnesota Statutes, Section 349.18, Subd. 1(a).

To the best of the lessor's knowledge, the lessor affirms that any and all games or devices located on the premises are not being used, and are not capable of being used, in a manner that violates the prohibitions against illegal gambling in Minnesota Statutes, Section 609.75.

Notwithstanding Minnesota Rules 7865.0220, Subpart 3, an organization must continue making rent payments under the terms of this lease, if the organization or its agents are found to be solely responsible for any illegal gambling, conducted at this site, that is prohibited by Minnesota Rules 7861.0260, Subpart 1, Item H, or Minnesota Statutes, Section 609.75, unless the organization's agents responsible for the illegal gambling activity are also agents or employees of the lessor.

The lessor must not modify or terminate the lease in whole or in part because the organization reported, to a state or local law enforcement authority or to the Board, the conduct of illegal gambling activity at this site in which the organization did not participate.

Other Prohibitions: The lessor will not impose restrictions on the organization with respect to providers (distributor or linked bingo game provider) of gambling-related equipment and services or in the use of net profits for lawful purposes.

The lessor, the lessor's immediate family, any person residing in the same residence as the lessor, and any agents or employees of the lessor will not require the organization to perform any action that would violate statute or rule. The lessor must not modify or terminate this lease in whole or in part due to the lessor's violation of this provision. If there is a dispute as to whether a violation occurred, the lease will remain in effect pending a final determination by the Compliance Review Group (CRG) of the Board. The lessor agrees to arbitration when a violation of this provision is alleged. The arbitrator shall be the CRG.

Access to Permitted Premises: Consent is given to the Board and its agents, the commissioners of revenue and public safety and their agents, and law enforcement personnel to enter and inspect the permitted premises at any reasonable time during the business hours of the lessor. The organization has access to the premises during any time reasonable and when necessary for the conduct of lawful gambling.

Lessor Records: The lessor must maintain a record of all money received from the organization, and make the record available to the Board and its agents, and the commissioners of revenue and public safety and their agents upon demand. The record must be maintained for 3-1/2 years.

Rent All-Inclusive: Amounts paid as rent by the organization to the lessor are all-inclusive. No other services or expenses provided or contracted by the lessor may be paid by the organization, including but not limited to:

- trash removal
- electricity, heat
- snow removal
- storage
- janitorial and cleaning services
- other utilities or services
- lawn services
- security, security monitoring
- cost of any communication network or service required to conduct electronic pull-tabs games or electronic bingo
- in the case of bar operations, cash shortages.

Any other expenditures made by an organization that is related to a leased premises must be approved by the director of the Board. Rent payments may not be made to an individual.

ACKNOWLEDGMENT OF LEASE TERMS

I affirm that this lease is the total and only agreement between the lessor and the organization, and that all obligations and agreements are contained in or attached to this lease and are subject to the approval of the director of the Gambling Control Board.

Other terms of the lease:

Signature of Lessor:	Date:	Signature of Organization Official (Lessee):	Date:
	12/21/21		12/15/21
Print Name and Title of Lessor:		Print Name and Title of Lessee:	
Tom DeQuattro President		Josh Jungling Gambling Manager	

Questions? Contact the Licensing Section, Gambling Control Board, at 651-539-1900. This publication will be made available in alternative format (i.e. large print, braille) upon request. **Data privacy notice:** The information requested on this form and any attachments will become public information when received by the Board, and will be used to determine your compliance with Minnesota statutes and rules governing lawful gambling activities.

Mail or fax lease to:
Minnesota Gambling Control Board
1711 W. County Road B, Suite 300 South
Roseville, MN 55113
Fax: 651-639-4032

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #22-011

RESOLUTION APPROVING THE ANOKA RAMSEY ATHLETIC ASSOCIATION APPLICATION FOR A PREMISE PERMIT FOR LAWFUL GAMBLING AT WILLY MCCOY'S IN RAMSEY

WHEREAS, The Anoka Ramsey Athletic Association has applied for a premise permit for gambling at Willy McCoy's 6415 Highway 10 NW, Ramsey.

WHEREAS, The Anoka Ramsey Athletic Association has requested Council waive the 60-day notice provision; and

WHEREAS, the Gambling Control Board Division of the Department of Gaming requires the City of Ramsey adopt a resolution specifically approving or denying the application.

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

1) That the Ramsey City Council hereby approves the premise permit application for the Anoka Ramsey Athletic Association to operate lawful gambling at Willy McCoy's 6415 Highway 10 NW, Ramsey.

2) That the Ramsey City Council hereby authorizes the City Administrator or Finance Director to sign the application and any other documents required by the Minnesota Gambling Board.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember, and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this 11th day of January, 2022.

_____

Mayor

ATTEST:

_____

City Clerk

CC Regular Session **5. 19.**

Meeting Date: 01/11/2022

By: Colleen Lasher, Administrative Services

Information

Title

Adopt Resolution #22-020 Approving the 2022-2024 LELS Patrol Contract

Purpose/Background:

The current LELS Patrol contract expired on December 31, 2021. The City of Ramsey has been in negotiations with the Patrol Union in an effort to settle a three year contract. The City has reached a tentative agreement on all articles within the attached contract.

Detailed wage and health insurance information are listed below. Other negotiated contract items specific to the LELS Patrol union are shown in the attached red-line contract and will administered as per the language in the labor agreement.

Wages:
A) 2022: 3.25% wage increase added to the 2021 wage scale, effective 01-01-22
B) 2023: 3.50% wage increase added to the 2022 wage scale, effective 01-01-23
C) 2024: 3.25% wage increase added to the 2023 wage scale, effective 01-01-24

Insurance:
City monthly contributions for 2022 health insurance:

The employer will make the following monthly contributions toward group health insurance coverage for employees enrolled in the City's health plan during 2022. In addition, the City will purchase $20,000 of basic life insurance for full-time regular employees.

Premiums or Waiver
• Employee only (single) City contribution, not to exceed $877.50
• Employee and Children City contribution: $1053.30
• Employee and Spouse City contribution: $1106.10
• Family City contribution: $1369.50
• Cash in lieu of City's insurance contribution: $370

Health Reimbursement Account/Health Savings Account
• Single plans with a $4000 deductible receive $194.00 per month toward the H.R.A./V.E.B.A. or H.S.A.
• Other single plans receive $130.00 per month toward the H.R.A./V.E.B.A. or H.S.A.
• All employee + children and employee + spouse plans will receive $160.00 per month toward the H.R.A./V.E.B.A. or H.S.A.
• All family plans will receive $192.00 per month toward the H.R.A./V.E.B.A. or H.S.A.
• Employees waving health insurance will not receive H.R.A. or H.S.A. contributions

City total monthly contributions for 2023 and 2024 health insurance:

The employer will make the following contributions toward group health insurance coverage for employees enrolled in the City's health plan during 2023 and 2024. In addition, the City will purchase $20,000 of basic life

insurance for full-time regular employees.

The City's monthly contribution to health insurance premiums in 2023 and 2024, not including contributions to the H.R.A./V.E.B.A. or H.S.A. are listed below.

Monthly City Contributions to Premiums
• Employee only (single) City contribution will be paid at the dollar value equal to the $2500 Deductible Perform Network plan full premium, but not to exceed $960.86 in 2023 and not to exceed $1052.14 in 2024; and
• Employee and Children City contributions will be paid at the dollar value equal to 60% of the $2500 Deductible Perform Network plan full premium, but not to exceed $1153.36 in 2023 and not to exceed $1262.93 in 2024; and
• Employee and Spouse City contribution will be paid at the dollar value equal to 60% of the $2500 Deductible Perform Network plan full premium, but not to exceed $1211.18 in 2023 and not to exceed $1326.24 in 2024; and
• Family City contribution will be paid at the dollar value equal to 60% of the $2500 Deductible Perform Network plan full premium, but not to exceed $1499.60 in 2023 and not to exceed $1642.06 in 2024; and

Total monthly city contributions listed above include the H.R.A./V.E.B.A. or H.S.A. shown below, as follows:
• Single plans with a $4000 deductible receive $194.00 per month toward the H.R.A./V.E.B.A. or H.S.A.
• Other single plans receive $130.00 per month toward the H.R.A./V.E.B.A. or H.S.A.
• All employee + children and employee + spouse plans will receive $160.00 per month toward the H.R.A./V.E.B.A. or H.S.A.
• All family plans will receive $192.00 per month toward the H.R.A./V.E.B.A. or H.S.A.
Or
The Employer will pay $370 per month in 2023 and 2024 in lieu of all insurance benefits for employees who waive such coverage.

4) Other negotiated contract items are shown in the attached red-line contracts and will administered as per the language in the labor agreement.

Funding Source:

The first year funding required to settle the LELS Patrol 3-year contract is within the 2022 budget. The second and third year will be budgeted as per the City's normal process.

Recommendation:

Staff recommends approving the LELS Patrol 3-year labor agreement.

Action:

Motion to adopt resolution 22-020 to settle the 3-year labor agreement with the LELS-Patrol union.

Attachments

Resolution 20-020
Redline Patrol Contract 2022 2024

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	01/06/2022 04:08 PM
Form Started By: Colleen Lasher		Started On: 12/28/2021 10:54 AM
Final Approval Date: 01/06/2022		

Councilmember …….introduced the following resolution and moved for its adoption:

RESOLUTION #22-020

RESOLUTION TO APPROVE A THREE YEAR UNION CONTRACT WITH LELS PATROL

WHEREAS, the current LELS Patrol contract expired on December 31, 2021; and

WHEREAS, the City has reached a tentative agreement with the LELS Patrol group on all articles within the contracts; and

WHEREAS Staff recommends approving the three-year contract with LELS Patrol, effective January 1, 2022 through December 31, 2024; and

WHEREAS, the City will administer the 2022-2024 contract as follows:

1) Duration: Three year contract, effective January 1, 2022 through December 31, 2024 for LELS Captain Unions; and

2) Wages:
   A) 2022: 3.25% wage increase added to the 2021 wage scale, effective 01-01-22; and
   B) 2023: 3.50% wage increase added to the 2022 wage scale, effective 01-01-23; and
   C) 2024: 3.25% wage increase added to the 2023 wage scale, effective 01-01-24; and

3) Insurance: City monthly contributions for 2022 health insurance:

The employer will make the following contributions toward group health insurance coverage for employees enrolled in the City's health plan during 2022. In addition, the City will purchase $20,000 of basic life insurance for full-time regular employees.

Premiums or Waiver

- Employee only (single) City contribution, not to exceed $877.50
- Employee and Children City contribution: $1053.30
- Employee and Spouse City contribution: $1106.10
- Family City contribution: $1369.50
- Cash in lieu of City's insurance contribution of $370.00 per month

Health Reimbursement Account/Health Savings Account

- Single plans with a $4000 deductible receive $194.00 per month toward the H.R.A./V.E.B.A. or H.S.A.

- Other single plans receive $130.00 per month toward the H.R.A./V.E.B.A. or H.S.A.
- All employee + children and employee + spouse plans will receive $160.00 per month toward the H.R.A./V.E.B.A. or H.S.A.
- All family plans will receive $192.00 per month toward the H.R.A./V.E.B.A. or H.S.A.
- Employees waiving health insurance will not receive H.R.A. or H.S.A. contributions

2) City total monthly contributions for 2023 and 2024 health insurance:

The employer will make the following contributions toward group health insurance coverage for employees enrolled in the City's health plan during 2023 and 2024. In addition, the City will purchase $20,000 of basic life insurance for full-time regular employees.

The City's monthly contribution to health insurance premiums in 2023 and 2024, not including contributions to the H.R.A./V.E.B.A. or H.S.A. are listed below.

Monthly City Contributions to Premiums or Waiver

- Employee only (single) City contribution will be paid at the dollar value equal to the $2500 Deductible Perform Network plan full premium, but not to exceed $960.86 in 2023 and not to exceed $1052.14 in 2024; and
- Employee and Children City contributions will be paid at the dollar value equal to 60% of the $2500 Deductible Perform Network plan full premium, but not to exceed $1153.36 in 2023 and not to exceed $1262.93 in 2024; and
- Employee and Spouse City contribution will be paid at the dollar value equal to 60% of the $2500 Deductible Perform Network plan full premium, but not to exceed $1211.18 in 2023 and not to exceed $1326.24 in 2024; and
- Family City contribution will be paid at the dollar value equal to 60% of the $2500 Deductible Perform Network plan full premium, but not to exceed $1499.60 in 2023 and not to exceed $1642.06 in 2024; and
- Cash in lieu of City's insurance contribution of $370.00 per month.

Total monthly city contributions listed above include the H.R.A./V.E.B.A. or H.S.A. shown below, as follows:

- Single plans with a $4000 deductible receive $194.00 per month toward the H.R.A./V.E.B.A. or H.S.A.
- Other single plans receive $130.00 per month toward the H.R.A./V.E.B.A. or H.S.A.
- All employee + children and employee + spouse plans will receive $160.00 per month toward the H.R.A./V.E.B.A. or H.S.A.
- All family plans will receive $192.00 per month toward the H.R.A./V.E.B.A. or H.S.A.
- Employees waiving health insurance will not receive H.R.A. or H.S.A. contributions

4) Other negotiated contract items are shown in the attached red-line contracts and will administered as per the language in the labor agreement.

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

1) That the Ramsey City Council settle a three-year labor agreements with the LELS Patrol union group subject to final review and approval of contract language by the City Attorney.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember , and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 11th day of January 2022.

_____
Mayor

ATTEST:

_____
City Clerk

LABOR AGREEMENT BETWEEN

CITY OF RAMSEY AND

LAW ENFORCEMENT LABOR SERVICES, INC.

LICENSED PATROL OFFICERS

January 1, 2022 ~~2021~~ – December 31, 2024 ~~2021~~

Prepared by Colleen Lasher, Administrative Services Director

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ARTICLE ONE (1) PURPOSE OF AGREEMENT

THIS AGREEMENT is entered into as of January 1, 2021, between the CITY OF RAMSEY, thereinafter called the Employer, and LAW ENFORCEMENT LABOR SERVICES, INC., hereinafter called LELS.

It is the intent and purpose of this Agreement to:

1.1 Assure sound and mutually beneficial working and economic relationships between the parties hereto;

1.2 Establish procedures for the resolution of disputes concerning this Agreement's interpretation and/or application; and

1.3 Place in written form the parties' agreement upon terms and conditions of employment for the duration of this Agreement.

The Employer and LELS, through this Agreement, shall continue their dedication to the highest quality of police service and protection to the residents of the City of Ramsey. Both parties recognize this Agreement as a pledge of this dedication.

ARTICLE TWO (2) RECOGNITION

2.1 The Employer recognizes LELS as the exclusive representative under Minnesota Statutes, Section 179A.03, Subdivision 8, for all patrol officers.

2.2 In the event the Employer and LELS are unable to agree as to the inclusion or exclusion of a new or modified job class, the issue shall be submitted to the Bureau of Mediation Services for determination.

ARTICLE THREE (3) DEFINITIONS

3.1 LELS. Law Enforcement Labor Services, Inc.

3.2 LELS Member. A member of Law Enforcement Labor Services, Inc.

3.3 Employee. A member of the exclusively recognized bargaining unit.

3.4 Department. The Ramsey Police Department.

3.5 Employer. The City of Ramsey.

3.6 Chief. The Chief of the Ramsey Police Department.

3.7 LELS Officer. Officer elected or appointed by Law Enforcement Labor Services, Inc.

3.8 Overtime. Work performed at the express authorization of the Employer in excess of the employee's scheduled shift.

3.9 Scheduled Shift. A consecutive work period including two rest breaks and a lunch break.

3.10 Rest Breaks. Two periods during the Scheduled Shift during which the employee remains on continual duty and is responsible for assigned duties.

3.11 Lunch Break. A period during the Scheduled Shift during which the employee remains on continual duty and is responsible for assigned duties.

3.12 Strike. Concerted Action in failing to report for duty, the willful absence from one's position, the stoppage of work, slowdown or abstinence in whole or in part from the full, faithful and proper performance of the duties of employment for the purpose of inducing, influencing or coercing a change in the conditions or compensation or the rights, privileges or obligations of employment.

ARTICLE FOUR (4) EMPLOYER AUTHORITY

4.1 Employer retains the full and unrestricted right to operate and manage all staff, facilities and equipment; to establish functions and programs; to set and amend budgets; to determine the utilization of technology; to establish and modify the organizational structure; to select, direct and determine the number of personnel; to establish work schedules and to perform any inherent managerial function not specifically limited by this Agreement.

4.2 Any term and condition of employment not specifically established or modified by this Agreement shall remain solely within the discretion of the Employer to modify, establish or eliminate.

ARTICLE FIVE (5) UNION SECURITY

5.1 The Employer shall deduct from the wages of employees who authorize such a deduction in writing an amount necessary to cover monthly LELS dues. Such monies shall be remitted as directed by LELS.

5.2 LELS may designate employees from the bargaining unit to act as a representative and an alternate and shall inform the Employer in writing of such choice and changes in the position of representative and/or alternate.

5.3 The Employer shall make space available on the employee bulletin board for posting LELS notice(s) and announcement(s).

5.4 LELS agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders or judgments brought or issued against the Employer as a result of any action taken or not taken by the Employer under the provisions of this ARTICLE.

ARTICLE SIX (6) EMPLOYEE RIGHTS-GRIEVANCE PROCEDURE

6.1 Definition of a Grievance. A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this Agreement.

6.2 LELS Representatives. The Employer will recognize Representatives designated by LELS as the grievance representatives of the bargaining unit having the duties and responsibilities established by this ARTICLE. LELS shall notify the Employer in writing of the names of such LELS Representatives and of their successors when so designated as provided by Article 5.2 of this Agreement.

6.3 Processing of a Grievance. It is recognized and accepted by LELS and the Employer that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the Employees and shall, therefore, be accomplished during normal working hours only when consistent with such Employee duties and responsibilities. The aggrieved Employee and a LELS Representative shall be allowed a reasonable amount of time without loss of pay when a grievance is investigated and presented to the Employer during normal working hours, provided that the Employee and the LELS representative have notified and received the approval of the designated supervisor who has determined that such absence is reasonable and would not be detrimental to the work programs of the Employer.

6.4 Procedure. Grievances, as defined by Article 6.1, shall be resolved in conformance with the following procedure:

Step 1. An Employee claiming a violation concerning the interpretation or application of the Agreement shall, within twenty-one (21) calendar days after such alleged violation has occurred, present such grievance to the Employee's supervisor as designated by the Employer. The Employer designated representative will discuss and give an answer to such Step 1 grievance within ten (10) calendar days after receipt. A grievance not resolved in Step 1 and appealed to Step 2 shall be placed in writing setting forth the nature of the grievance, the facts on which it is based, the provision or provisions of the Agreement allegedly violated, the remedy requested and shall be appealed to Step 2 within ten (10) calendar days after the Employer designated representative's final answer in Step 1. Any grievance not appealed in writing to Step 2 by LELS within ten (10) calendar days shall be considered waived.

Step 2. If appealed, the written grievance shall be presented by LELS and discussed with the Employer designated Step 2 representative. The Employer designated representative shall

give LELS the Employer's Step 2 answer in writing within ten (10) calendar days after receipt of such Step 2 grievance. A grievance not resolved in Step 2 may be appealed to Step 3 within ten (10) calendar days following the Employer designated representative's final Step 2 answer. Any grievance not appealed in writing to Step 3 by LELS within ten (10) calendar days shall be considered waived.

Step 3. If appealed, the written grievance shall be presented by LELS and discussed with the Employer designated Step 3 representative. The Employer designated representative shall give LELS the Employer's answer in writing within ten (10) calendar days after receipt of such Step 3 grievance. A grievance not resolved in Step 3 may be appealed to Step 4 within ten (10) calendar days following the Employer designated representative's final answer in Step 3. Any grievance not appealed in writing to Step 4 by LELS within ten (10) calendar days shall be considered waived.

Step 3A. A grievance unresolved in Step 2 and appealed to Step 3 by LELS may be submitted to mediation subject to Public Employees Labor Relations Act (PELRA).

Step 4. A grievance unresolved in Step 3 or 3A and appealed to Step 4 by LELS shall be submitted to arbitration subject to the provisions of the Public Employment Labor Relations Act of 1971, as amended. The selection of an arbitrator shall be made in accordance with the "Rules Governing the Arbitration of Grievances" as established by state law.

6.5 Arbitrator's Authority.

A. The arbitrator shall have no right to amend, modify, nullify, ignore, add to or subtract from the terms and conditions of this Agreement. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the Employer and LELS, and shall have no authority to make a decision on any other issue not so submitted.

B. The arbitrator shall be without power to make decisions contrary to or inconsistent with or modifying or varying in any way the application of laws, rules or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty (30) days following the close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be binding on both the Employer and LELS and shall be based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented.

C. The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the Employer and LELS provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made providing it pays for the record. If both parties desire a verbatim record of the proceedings, the cost shall be shared equally.

6.6 Waiver. If a grievance is not presented within the time limits set forth above, it shall be considered "waived". If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the Employer's last answer. If the Employer does not answer a grievance or an appeal thereof within the specified time

limits, LELS may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual written agreement of the Employer and LELS in each step.

6.7 Choice of Remedy. If, as a result of the written Employer response in Step 3, the grievance remains unresolved and if the grievance involves the suspension, demotion or discharge of any employee who has completed the required probationary period, the grievance may be appealed either by Step 4 of ARTICLE Six (6) or a procedure such as: Veteran's Preference or Fair Employment. If appealed to any procedure other than Step 4 of ARTICLE Six (6), the grievance is not subject to the arbitration procedure as provided in Step 4 of ARTICLE Six (6). The aggrieved employee shall indicate in writing which procedure is to be utilized - Step 4 of ARTICLE five (five) or another appeal procedure - and shall sign a statement to the effect that the choice of any other hearing precludes the aggrieved employee from making a subsequent appeal through Step 4 of ARTICLE six (6).

ARTICLE SEVEN (7) SENIORITY

7.1 Seniority shall be determined by the Employee's length of continuous employment with the Police Department and may be posted in an appropriate location. Seniority rosters may be maintained by the Chief on the basis of time in grade and time within specific classifications.

7.2 During the one year probationary period, a newly hired or rehired Employee may be discharged at the sole discretion of the Employer. During the one year probationary period, a promoted or reassigned Employee may be replaced in his/her previous position at the sole discretion of the Employer.

7.3 A reduction of work force will be accomplished on the basis of seniority. Employees shall be recalled from layoff on the basis of seniority. An Employee on layoff shall have an opportunity to return to work within two (2) years of the time of his/her layoff before any new Employee is hired.

7.4 Annual leave shall be selected according to the following procedure:

Employees shall submit first and second choices for continuous vacation periods by March 1 of each year. By April 1 the City shall approve Employee's first and second choices based on seniority. Senior Employees shall have preference over junior Employees for their first choice. Then, senior Employees shall have preference in their second choice. In no event shall senior Employees' second choice supersede the first choice of junior Employees unless the senior Employees' first choice was not granted. Senior employees shall have preference for shift bid at the start of each calendar year. Holidays, when approved, shall be selected on the basis of seniority up until ten (10) days prior to the requested day off. Thereafter, holidays, when approved, will be granted on a first-come first- served basis.

ARTICLE EIGHT (8) DISCIPLINE

8.1 The Employer will discipline Employees for just cause only. Discipline will be in one or more of the following forms:

a) Oral reprimand;
b) Written reprimand;
c) Suspension;
d) Demotion; or
e) Discharge

8.2 Suspensions, demotions and discharges will be in written form.

8.3 Written reprimands, notices of suspension and notices of discharge which are to become part of an Employee's personnel file shall be read and acknowledged by signature of the Employee. Employees and LELS will receive a copy of such reprimands and/or notices.

8.4 Employees may examine their own individual personnel files at reasonable times under the direct supervision of the Employer.

8.5 A five (5) day (regularly scheduled consecutive work days) suspension, without pay, will precede any discharge order, except for those employees who are defined as Veterans pursuant to Minnesota Statutes Annotated 197.46.

8.6 An Employee will not be questioned concerning an investigation of disciplinary action against that Employee unless said Employee has been given an opportunity to have an LELS representative present at such questioning.

8.7 Grievances relating to this ARTICLE shall be initiated by LELS in Step 3 of the grievance procedure under ARTICLE Six (6).

ARTICLE NINE (9) WORK SCHEDULES

9.1 The normal work year for full-time Employees shall consist of the number of Monday through Friday days in each calendar year multiplied by eight (8) hours. These hours are to be accounted for by each Employee through:

a) Scheduled hours of work;
b) Scheduled department meetings;
c) Holidays;
d) Authorized training; and
e) Authorized leave time; and
f) Authorized compensatory time off.

9.2 Nothing contained in this or any other ARTICLE shall be interpreted to be a guarantee of a minimum or maximum number of hours the Employer may assign Employees.

9.3 Employees are scheduled to work over 2080 hours during the year. Because of this, the employee will earn "KELLY TIME" at the rate of 4 hours per pay period. Employees will not be allowed to take any time off that they have not yet earned, other than the last pay period of the year. Employees will be able to bank up to a total of 48 hours. Employees are expected to manage their own time off and be responsible for not going over the cap.

All accrued Kelly time and projected earned Kelly Time, will need to be entered on the duty Schedule by December 1st or it will be assigned by Ramsey Police Administration.

ARTICLE TEN (10) OVERTIME/COMPENSATORY TIME

10.1 Employees will be compensated at one and one-half (1 ½) times the Employee's regular base pay rate for working beyond their regular shift and for hours worked in excess of the Employee's regularly scheduled shift. Changes of shifts do not qualify an Employee for overtime under this ARTICLE.

10.2 Overtime will be distributed as equally as practicable.

10.3 Overtime offered and refused by Employees will, for record purposes under ARTICLE 10.2, be considered as unpaid overtime worked.

10.4 For the purpose of computing overtime compensation, overtime hours worked shall not be pyramided, compounded or paid twice for the same hours worked; for the purpose of computing overtime compensation, an Employee using earned vacation leave, compensatory time off, sick leave or paid holidays is considered to be working.

10.5 Overtime will be calculated to the nearest fifteen (15) minutes.

10.6 Employees have the obligation to work overtime or call backs if requested by the Employer unless unusual circumstances prevent the Employees from so working.

10.7 Employees may elect to take compensatory time off in lieu of receiving overtime compensation except for the following: 1) Court time will be paid as overtime, 2) Hold-overs will be paid as overtime, 3) Early shift starts over two hours to cover the schedule will be paid as overtime (two hours and under may be taken as compensatory time off or overtime) 4) Scheduled overtime will be paid as overtime.

Compensatory time off is computed at one and one-half (1 ½) times the time worked. Accrued and banked compensatory time off shall not exceed 36 hours at any time and employees may not earn more than 60 hours of compensatory time off annually

Compensatory time off may only be used with prior approval from the employee's department head. Upon separation from employment, accrued and unused compensatory

time off will be paid to the employee at the then current rate. Compensatory time off will be approved pending scheduling. Pay back time must be satisfied before compensatory time off will be approved.

10.8 For the purpose of computing overtime compensaton and/or compensatory time off, Employees who are scheduled and attend training on a scheduled day off and the training is less than six hours (6 hours), the Employee will earn compensatory time off or overtime.

10.9 Employees who are scheduled and attend training on a scheduled day off and the training is six hours (6 hours) or more, the Employee will earn "Training time off" at straight time (hour for hour). Training time off must be used by the end of the calendar year.

ARTICLE ELEVEN (11) COURT TIME

11.1 An Employee who is required to appear in Court during his/her scheduled off-duty time shall receive a minimum of three (3) hours pay at one and one-half (1-1/2) times the Employee's base pay rate. An extension or early report to a regularly scheduled shift for Court appearance does not qualify the Employee for the three (3) hour minimum.

11.2 An Employee who is required to appear in court within twelve (12) hours of the end of a scheduled shift and within twelve (12) hours of the start of a scheduled shift shall receive a minimum of three (3) hours pay at Two (2) times the Employees base pay rate.

ARTICLE TWELVE (12) STANDBY TIME

12.1 If the Employer requires any Police Department Employee (Patrol Officer or Investigator) to standby, the Employee shall receive one hundred dollars ($100.00) pay. If the Employee is called into court after being on standby, he or she will forfeit the standby pay and shall receive the three (3) hour minimum court overtime payment instead. The Employer shall notify any Employee on standby when said Employee is no longer on such duty status.

12.2 If an Officer is required to standby, the Employee shall receive one hundred dollars ($100.00) pay per day of standby. If the Employee is called into duty, he or she will forfeit the standby pay and shall receive overtime pay of time and one-half (1.5) for hours worked in excess of regularly scheduled hours.

ARTICLE THIRTEEN (13) CALL BACK TIME

13.1 An Employee who is called to duty during his/her scheduled off-duty time shall receive a minimum of three (3) hours pay at one and one-half (1-1/2) times the Employee's base pay

rate. An extension or early report to a regularly scheduled shift for duty does not qualify the Employee for the three (3) hour minimum.

ARTICLE FOURTEEN (14) VACATION

14.1 Every regular Employee having less than six (6) years consecutive full-time service shall earn vacation leave at the rate of 5/6ths of a working day for each calendar month of full-time service. Each regular Employee with at least six (6), but less than twelve (12), consecutive years of full-time service shall earn vacation leave at the rate of 1.25 working days for each calendar month of full-time service. Each regular Employee with at least twelve (12), but less than seventeen (17), years of consecutive full-time service shall earn vacation leave at the rate of 1.666 working days for each calendar month of full-time service. After sixteen years of service, each regular Employee will receive one additional day of vacation each year in excess of sixteen (16) years of service, to a maximum of 25 days per year.

14.2 An Employee's accrued or "banked" vacation leave must be equal to or less than two times the yearly accrual by December 31st of each year; any accruals exceeding this amount will be forefeited.

14.3 Vacation leave may be used as earned subject to approval by the department head at the time at which it may be taken.

14.4 Any Employee leaving the municipal service in good standing after giving a proper notice of at least fourteen days advance notice of such termination of employment, shall be compensated for vacation leave accrued and unused to the date of separation.

14.5 For the purpose of accumulating additional vacation leave, an Employee using earned vacation leave, sick leave or paid holidays is considered to be working.

ARTICLE FIFTEEN (15) SICK LEAVE

15.1 Every probationary and regular Employee is entitled to sick leave with pay at the rate of 1 day for each calendar month of full-time service or major fraction thereof. Sick leave may be accumulated to a maximum of 960 hours and may be granted in units of not less than 2 hours. Unused sick leave in excess of 960 hours at the end of a calendar year (January 1st) shall be converted to vacation at a rate of one hour vacation for each two hours of sick leave in excess of 960 hours.

15.2 Sick leave may be granted by the Employee's Department Head when the Employee has communicated the request to a Police Supervisor, and is unable to perform work duties due to illness, disability, the necessity for medical, dental or chiropractic care, childbirth or exposure to contagious disease where such exposure may endanger the health of others with whom the Employee could come in contact in the course of performing work duties. Sick leave may also be authorized when the Employee's presence is necessary, for actual illness, injury, legal quarantine, or medical treatment in the Employee's immediate family.

Immediate family, for the purposes of this Article, shall be defined as spouse, parent, step-parent, children, step-children, brother, sister, grandparents, grandchildren or a like member of Employee's spouse's family.

15.3 Employees are allowed funeral leave up to 24 hours twice annually per occurrence (a maximum of 48 hours annually) for a death in the immediate family as defined under Article 15.2. That time is not chargeable against any accrued vacation, sick or compensatory time. Hours must be taken within 5 (five) calendar days from start to finish per occurrence. Additional funeral leave may be taken (with prior approval from a supervisor) and is deductible from sick leave (up to three (3) consecutive days), vacation or compensatory time as the EMPLOYEE may choose and have available.

15.4 To be eligible for sick leave with pay, an Employee shall:

1) report as soon as possible to the employee's immediate supervisor the reason for the absence;
2) keep the employee's immediate supervisor informed of such employee's condition;
3) for any absence that exceeds three consecutive days, upon the employee's return to work, submit a medical certificate from a physician 1) when the nature of the illness warranted being seen by a health care professional or 2) at a minimum, the employee must submit his or her own written documentation with a brief explanation of the nature of the absences;
4) if requested by the City Administrator or the Chief of Police, submit a medical certificate from a physician for absence.

15.5 Using or claiming sick leave for a purpose not authorized by Article 15.2 shall be cause for disciplinary action.

15.6 For the purpose of accumulating additional sick leave, an Employee using earned vacation leave, sick leave, compensatory time off or paid holidays is considered to be working.

15.7 EMPLOYEES shall receive a lump sum payment upon termination of employment with the EMPLOYER based upon thirty-three percent (33%) of said EMPLOYEE'S unused accumulated sick leave after five (5) years of continuous employment. Severance pay shall not be available in any sum to an EMPLOYEE if that EMPLOYEE is discharged for just cause; severance pay shall not be paid if an EMPLOYEE voluntarily terminates his or her employment prior to five (5) years of continuous employment service; or the EMPLOYEE voluntarily terminates his or her employment without giving the EMPLOYER fourteen (14) days written notice. After fifteen (15) years of continuous employment service, the EMPLOYEE will receive thirty-five percent (35%) of said EMPLOYEE'S unused, accumulated sick leave. After twenty (20) years of continuous employment service, the EMPLOYEE will receive thirty-seven percent (37%) of unused, accumulated sick leave. After twenty-five (25) years of continuous employment service the EMPLOYEE will receive forty percent (40%) of said EMPLOYEE'S unused, accumulated sick leave.

ARTICLE SIXTEEN (16) INJURY ON DUTY (IOD)

16.1 Employees injured during the performance of their duties for the EMPLOYER and thereby rendered unable to work for the EMPLOYER will be paid the difference between the Employee's regular pay and Worker's Compensation insurance payments for a period not to exceed ninety (90) working days per injury, not charged to the Employee's vacation, sick leave or other accumulated paid benefits, after a three (3) working day initial waiting period per injury. The three (3) working day waiting period shall be charged to the employee's sick leave account less Worker's Compensation insurance payments. Employees drawing Workers' Compensation benefits will not receive supplementary IOD pay or sick leave pay, which provides for more after-tax pay than the Employee made while working.

ARTICLE SEVENTEEN (17) HOLIDAYS

17.1 Employees will receive or be given credit in the work schedule for ninety-six (96) holiday hours per year; including the holiday's listed in 17.3, plus a Floating Holiday.

17.2 Employees may take holiday time only with specific scheduled permission of the Employer.

17.3 Employees required to work on any of the holidays of:

New Year's Day
Martin Luther King's Day
President's Day
Memorial Day
Independence Day (4th of July)
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Christmas Eve Day
Christmas Day

shall receive an additional 1/2 time for the time they work on such holiday. All holidays specified in this paragraph will be paid in dollars, rather than time accumulation. An employee who is required to work overtime on a holiday shall receive pay at two (2) times the Employees base pay rate for that time worked in addition to their regular shift.

17.4 Each Employee shall have the option to sell any or all of his/her holiday hours back to the employer at his/her current rate of pay. This holiday buy back option may be taken during two time periods annually: January 1 through January 15, and November 1 through November 15. In any event, no holiday hours shall carry over to the next year.

17.5 Employees who leave employment prior to December 31st will only be paid for unused holiday hours from holidays that occurred prior to the termination date.

Employees who use holiday hours or receive compensation for holiday hours before the holiday occurs and leave employment prior to December 31st, must pay the City back holiday hours for any holiday that has not occurred prior to the termination date. Funds owed to the City must be paid prior to ending the employment relationship.

ARTICLE EIGHTEEN (18) FITNESS-ON-DUTY

18.1 The purpose of this Article is to give each Officer the option to exercise while on duty. This is a voluntary Fitness-on-Duty program which provides an opportunity for employees engaged in stressful and somewhat sedentary jobs an opportunity to: 1) Improve job performance, 2) Reduce health risks, 3) Reduce job-related injuries, 4) Reduce absenteeism, and 5) Improve overall fitness.

18.2 This program is subject to the following terms and conditions: The employee will be given the option to work out one hour per shift. The average should not exceed six hours of workout time over two weeks. This option is available if allowed by shift's minimums set forth by the Chief of Police and call load. The workout time will consist to thirty minutes of the employees daily break time and up to thirty minutes of regular duty time.

18.3 Employees will earn one hour of "training time off" for each fitness testing event the Employee scores in the "excellent" range or above based on the Employee's age level category as determined by the Cooper Institute chart. Earned training time off will not exceed twelve hours per calendar year.

18.4 Any employee participating in the program will partake in semi-annual fitness testing. The standards for testing will be set by the fitness coordinator and approved by the Chief of Police. All participants will adhere to the department Physical Fitness Program policy and testing standards.

ARTICLE NINETEEN (19) INSURANCE

19.1 The EMPLOYER shall contribute to EMPLOYEE health and life insurance as stated in the attached Memorandum of Understanding.

19.2 The EMPLOYER, agrees to contribute the dollar value equivalent to the cost of the monthly employee only dental premium as established by the EMPLOYER. Credit in lieu of coverage will not be granted.

ARTICLE TWENTY (20) CLOTHING AND UNIFORMS

20.1 The Employer shall provide uniforms (including boots) and equipment and replacement as outlined by the department policy that currently exists.

ARTICLE TWENTY ONE (21) PROFIENCY PAY PROGRAM

21.1 The Employer and Employees mutually agree to a program whereby it will be recognized that during their years of employment as peace officers, the Employees' accumulation and assimilation of experience and training has enhanced their intrinsic worth. The length of service and its corresponding applicable rate of pay in dollars per month for purposes of this Proficiency Pay Program shall be pursuant to Exhibit A.

ARTICLE TWENTY TWO (22) SAVINGS CLAUSE

22.1 This Agreement is subject to the laws of the United States, the State of Minnesota and the City of Ramsey. In the event any provision of this Agreement shall be held contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided, such provisions shall be voided. All other provisions of this Agreement shall continue in full force and effect. The voided provisions shall be renegotiated at the written request of either party.

ARTICLE TWENTY THREE (23) SALARIES

23.1 The Employees' wages payable during the term of this Agreement shall be in accord with the salary schedule attached hereto as Exhibit "A" and incorporated herein by reference. Employees reaching Top Patrol are subject to the proficiency pay steps as follows:

After 5, 8, 12 and 16 years of service.

23.2 Employer to pay license fees for officer's POST license.

23.3 Field Training Officer Supplemental Pay: Employees assigned in writing by the Employer to fulfill this assignment shall receive $3.00 per hour over base pay while working in that capacity.

23.4 The EMPLOYER will pay to the person(s) assigned to Investigator positions $250.00/month.

ARTICLE TWENTY FOUR (24) WAIVER

24.1 Any and all prior agreements, resolutions, practices, policies, rules and regulations regarding terms and conditions of employment to the extent inconsistent with the provisions of this Agreement are hereby superseded.

24.2 The parties mutually acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any term or condition of employment not removed by law from bargaining.

All agreements and understandings arrived at by the parties are set forth in writing in this Agreement for the stipulated duration of this Agreement. The Employer and LELS each voluntarily and unqualifiedly waive the right to meet and negotiate regarding any and all terms and conditions of employment referred to or covered in this Agreement or with respect to any term or condition of employment not specifically referred to or covered by this Agreement even though such terms or conditions may not have been within the knowledge or contemplation of either or both of the parties at the time this Agreement was negotiated or executed.

ARTICLE TWENTY FIVE (25) DURATION

Except as herein provided, this Agreement shall be in effect commencing January 1, 20222021and shall remain in full force and effect through and including December 31, 20242021, and thereafter until modified or amended by mutual agreement of the parties.

IN WITNESS WHEREOF, The parties hereto have executed this Agreement on this _____day of _____ 2021; per resolution #22-020#21-034_____.

FOR THE CITY OF RAMSEY:

BY: _____ _____
Mayor Date

ATTEST: _____ _____
City Administrator Date

FOR LAW ENFORCEMENT LABOR SERVICES, INC.

BY: _____ _____
Nicholas Dahlberg, Steward Date

BY: _____ _____
Ben Rossum, Steward Date

BY:_____ _____
Adam Burnside, LELS Date

ARTICLE TWENTY THREE (23) SALARIES--EXHIBIT "A" SALARY SCHEDULE

~~**2021Wages**~~

- ~~As a result of a Cost of Living Adjustment of 2.75% and a wage adjustment of 1%, wages will increase by 3.75% over the 2020 wage scale. The following salaries are calculated for January 1, 2021 through December 31, 2021 adding 3.75% to December 31, 2020 wages, effective on January 1, 2021.~~

~~**January 1 to December 31, 2021Wages**~~

		~~Hourly~~	~~Monthly~~	~~Annually~~
~~First Year~~	~~70% of Top Patrol~~	~~$28.350~~	~~$4,914~~	~~$58,968~~
~~Second Year~~	~~80% of Top Patrol~~	~~$32.400~~	~~$5,616~~	~~$67,391~~
~~Third Year~~	~~90% of Top Patrol~~	~~$36.450~~	~~$6,318~~	~~$75,815~~
~~Fourth Year~~	~~95% of Top Patrol~~	~~$38.475~~	~~$6,669~~	~~$80,027~~
~~**Top Patrol**~~	~~**100% of Top Patrol**~~	~~$40.500~~	~~$7,020~~	~~$84,239~~

~~Pro-pay per the terms in Article 20:~~

~~After 5 years of service / 2% Over Top Patrol~~	~~$41.310~~	~~$7,160~~	~~$85,924~~
~~After 8 years of service / 4% Over Top Patrol~~	~~$42.120~~	~~$7,301~~	~~$87,609~~
~~After 12 years of service / 6% Over Top Patrol~~	~~$42.930~~	~~$7,441~~	~~$89,294~~
~~After 16 years of service / 8% Over Top Patrol~~	~~$43.740~~	~~$7,582~~	~~$90,978~~

ARTICLE TWENTY THREE (23) SALARIES--EXHIBIT "A" SALARY SCHEDULE

2022 Wages

- As a result of a Cost of Living Adjustment of 3% and a wage adjustment of .25%, wages will increase by 3.25% over the 2021 wage scale. The following salaries are calculated for January 1, 2022 through December 31, 2022 adding 3.25% to December 31, 2021 wages, effective on

January 1, 2022.

January 1 to December 31, 2022Wages

		Hourly	Monthly	Annually
First Year	70% of Top Patrol	$29.271	$5,074	$60,884
Second Year	80% of Top Patrol	$33.453	$5,798	$69,582
Third Year	90% of Top Patrol	$37.634	$6,523	$78,279
Fourth Year	95% of Top Patrol	$39.725	$6,886	$82,628
Top Patrol	**100% of Top Patrol**	$41.816	$7,248	$86,977

Pro-pay per the terms in Article 20:

After 5 years of service / 2% Over Top Patrol	$42.652	$7,393	$88,717
After 8 years of service / 4% Over Top Patrol	$43.489	$7,538	$90,456
After 12 years of service / 6% Over Top Patrol	$44.325	$7,683	$92,196
After 16 years of service / 8% Over Top Patrol	$45.161	$7,828	$93,935

2023 Wages

- As a result of a Cost of Living Adjustment of 3% and a wage adjustment of .50%, wages will increase by 3.50% over the 2022 wage scale. The following salaries are calculated for January 1, 2023 through December 31, 2023 adding 3.50% to December 31, 2022 wages, effective on January 1, 2023

January 1 to December 31, 2023 Wages

		Hourly	Monthly	Annually
First Year	75% of Top Patrol	$32.460	$5,626	$67,516
Second Year	80% of Top Patrol	$34.624	$6,001	$72,017
Third Year	90% of Top Patrol	$38.951	$6,752	$81,019
Fourth Year	95% of Top Patrol	$41.115	$7,127	$85,520
Top Patrol	100% of Top Patrol	$43.279	$7,502	$90,021

Pro-pay per the terms in Article 20:

After 5 years of service / 2% Over Top Patrol	$44.145	$7,652	$91,822
After 8 years of service / 4% Over Top Patrol	$45.011	$7,802	$93,622
After 12 years of service / 6% Over Top Patrol	$45.876	$7,952	$95,422
After 16 years of service / 8% Over Top Patrol	$46.742	$8,102	$97,223

2024 Wages

- As a result of a Cost of Living Adjustment of 3% and a wage adjustment of .25%, wages will increase by .25% over the 2023 wage scale. The following salaries are calculated for January 1, 2024 through December 31, 2024 adding 3.25% to December 31, 2023 wages, effective on January 1, 2024.

January 1 to December 31, 2024Wages

		Hourly	Monthly	Annually
First Year	75% of Top Patrol	$33.515	$5,809	$69,710
Second Year	80% of Top Patrol	$35.749	$6,196	$74,358
Third Year	90% of Top Patrol	$40.217	$6,971	$83,652
Fourth Year	95% of Top Patrol	$42.452	$7,358	$88,300
Top Patrol	100% of Top Patrol	$44.686	$7,746	$92,947

Pro-pay per the terms in Article 20:

After 5 years of service / 2% Over Top Patrol	$45.580	$7,900	$94,806
After 8 years of service / 4% Over Top Patrol	$46.473	$8,055	$96,665
After 12 years of service / 6% Over Top Patrol	$47.367	$8,210	$98,524
After 16 years of service / 8% Over Top Patrol	$48.261	$8,365	$100,383

MEMORANDUM OF UNDERSTANDING

BETWEEN THE CITY OF RAMSEY
AND
LAW ENFORCEMENT LABOR SERVICES - PATROL

ARTICLE SEVENTEEN (17) M.O.U. HOLIDAYS

For 2022 and 2023 ~~2021~~ only, the following changes apply to Article 17, Section and 17.4 of the 2017/2018 LELS Patrol Labor Agreement:

Section 17.4 Each employee shall have the option to sell a maximum of 54 of his/her holiday hours back to the employer at his/her current rate of pay. This holiday buy back option may be taken during two times annually: January 1 through January 15, and November 1 through November 15. In any event, no holiday hours shall carry over to the next year.

All other provisions of Article Seventeen (17) shall apply normally.

This Memorandum of Understanding will sunset on December 31, 2023~~2021~~

FOR THE CITY OF RAMSEY:

BY: _____ _____
Mayor Date

ATTEST: _____ _____
City Administrator Date

FOR LAW ENFORCEMENT LABOR SERVICES, INC.

BY: _____ _____
Nicholas Dahlberg, Steward Date

BY: _____ _____
Ben Rossum, Steward Date

BY: _____ _____
Adam Burnside, Business Agent Date

MEMORANDUM OF UNDERSTANDING

BETWEEN THE CITY OF RAMSEY
AND
LAW ENFORCEMENT LABOR SERVICES - PATROL

ARTICLE NOT ASSIGNED M.O.U. POST EMPLOYMENT HCSP

January 1, 20222021 to December 31, 20242021as described below:

This Memorandum of Understanding is made between the City of Ramsey ("City") and Law Enforcement Labor Services ("Union.")

WHEREAS, the City and the Union are parties to a 2020 collective bargaining agreement; and

WHEREAS, Law Enforcement Labor Services Patrol Union employees are eligible to participate in the Minnesota Post Employment Health Care Savings Plan (HCSP) established under Minnesota Statues, section 352.98 (Minn. Supp. 2001) and as outlined in the Minnesota State Retirement System's Trust and Plan Documents; and

WHEREAS, all funds collected by the employer (City of Ramsey) on the behalf of the employee will be deposited into the employee's post-employment health care savings plan account; and

WHEREAS, all LELS-Patrol Officers have agreed to contribute an ongoing percent of pay and shall contribute 2% of gross pay; and

WHEREAS, employees will be responsible for the administrative fees.

THEREFORE, the parties met, negotiated and agreed upon the following:

Effective January 1, 2022 2021 – December 31, 2024 42021 Law Enforcement Labor Services Patrol Union employees are eligible to participate in the Minnesota Post Employment Health Care Savings Plan (HCSP) established under Minnesota Statues, section 352.98 (Minn. Supp. 2001) and as outlined in the Minnesota State Retirement System's Trust and Plan Documents. All funds collected by the employer (City of Ramsey) on the behalf of the employee will be deposited into the employee's post-employment health care savings plan account. All related fees will be paid by the employees. Employees have agreed to contribute an ongoing percent of pay as described below:

All employees shall contribute 2% of pay.

This Memorandum of Understanding sunsets on December 31, 20242021.

FOR THE CITY OF RAMSEY:

BY:

_____ _____

Mayor Date

ATTEST:

_____ _____

City Administrator Date

FOR LAW ENFORCEMENT LABOR SERVICES, INC.

BY: _____ _____

Nick Dahlberg, Steward Date

BY: _____ _____

Ben Rossum, Steward Date

BY:_____ _____

Adam Burnside, Business Agent Date

MEMORANDUM OF UNDERSTANDING

BETWEEN THE CITY OF RAMSEY
AND
LAW ENFORCEMENT LABOR SERVICES - PATROL

ARTICLE NINETEEN (19) M.O.U. INSURANCE

January 1, 2022~~2021~~ to December 31, 2024~~2021~~ as described below:

~~The City will make the following contributions toward group health insurance coverage for employees working 30 hours per week or more; as well as to purchase $20,000 of basic life insurance for full-time regular employees working 30 hours per week.~~

~~a. 2021 monthly health insurance contributions, including the health reimbursement or health savings account contributions as follows; Employee Only (Single) $942.00 to $1,034.50, Employee and Children at $1,246.00, Employee and Spouse at $1,300.30, and Family at $1,603.80; and~~

~~b. 2021 City payment toward the Waiver/Credit in lieu of Coverage will remain at $370.00 per month.~~

1) Insurance: City monthly contributions for 2022 health insurance:

The employer will make the following contributions toward group health insurance coverage for employees enrolled in the City's health plan during 2022. In addition, the City will purchase $20,000 of basic life insurance for full-time regular employees.

Premiums or Waiver

- Employee only (single) City contribution, not to exceed $877.50
- Employee and Children City contribution: $1053.30
- Employee and Spouse City contribution: $1106.10
- Family City contribution: $1369.50
- Cash in lieu of City's insurance contribution of $370.00 per month

Health Reimbursement Account/Health Savings Account

- Single plans with a $4000 deductible receive $194.00 per month toward the H.R.A./V.E.B.A. or H.S.A.
- Other single plans receive $130.00 per month toward the H.R.A./V.E.B.A. or H.S.A.
- All employee + children and employee + spouse plans will receive $160.00 per month toward the H.R.A./V.E.B.A. or H.S.A.
- All family plans will receive $192.00 per month toward the H.R.A./V.E.B.A. or H.S.A.

- Employees waiving health insurance will not receive H.R.A. or H.S.A. contributions

2) City total monthly contributions for 2023 and 2024 health insurance:

The employer will make the following contributions toward group health insurance coverage for employees enrolled in the City's health plan during 2023 and 2024. In addition, the City will purchase $20,000 of basic life insurance for full-time regular employees.

The City's monthly contribution to health insurance premiums in 2023 and 2024, not including contributions to the H.R.A./V.E.B.A. or H.S.A. are listed below.

Monthly City Contributions to Premiums or Waiver

- Employee only (single) City contribution will be paid at the dollar value equal to the $2500 Deductible Perform Network plan full premium, but not to exceed $960.86 in 2023 and not to exceed $1052.14 in 2024; and
- Employee and Children City contributions will be paid at the dollar value equal to 60% of the $2500 Deductible Perform Network plan full premium, but not to exceed $1153.36 in 2023 and not to exceed $1262.93 in 2024; and
- Employee and Spouse City contribution will be paid at the dollar value equal to 60% of the $2500 Deductible Perform Network plan full premium, but not to exceed $1211.18 in 2023 and not to exceed $1326.24 in 2024; and
- Family City contribution will be paid at the dollar value equal to 60% of the $2500 Deductible Perform Network plan full premium, but not to exceed $1499.60 in 2023 and not to exceed $1642.06 in 2024; and
- Cash in lieu of City's insurance contribution of $370.00 per month.

Total monthly city contributions listed above include the H.R.A./V.E.B.A. or H.S.A. shown below, as follows:

- Single plans with a $4000 deductible receive $194.00 per month toward the H.R.A./V.E.B.A. or H.S.A.
- Other single plans receive $130.00 per month toward the H.R.A./V.E.B.A. or H.S.A.
- All employee + children and employee + spouse plans will receive $160.00 per month toward the H.R.A./V.E.B.A. or H.S.A.
- All family plans will receive $192.00 per month toward the H.R.A./V.E.B.A. or H.S.A.
- Employees waiving health insurance will not receive H.R.A. or H.S.A. contributions

FOR THE CITY OF RAMSEY:

BY:

_____ _____

Mayor Date

ATTEST:

_____ _____

City Administrator Date

FOR LELS - PATROL

BY:

_____ _____

Nicholas Dahlberg, Steward Date

BY: _____ _____

Ben Rossum, Steward Date

BY:

_____ _____

Adam Burnside, Business Agent Date

CC Regular Session **6. 1.**

Meeting Date: 01/11/2022

By: Chloe McGuire Brigl, Community Development

Information

Title:

PUBLIC HEARING: Adopt Resolution #22-010 and Resolution #22-009 Approving Preliminary Plat and Comprehensive Plan for Trott Brook Crossing and Planning Area; Case of Sotarra

Purpose/Background:

The purpose of this case is to review a Preliminary Plat application from Sotarra (previously the Excelsior Group) (the "Applicant") for a 270 lot residential subdivision west of Nowthen Blvd NW, east of Variolite Street, and north of Trott Brook. The site is approximately 270 acres and consists of six separate parcels (the "Subject Properties"). The Applicant has proposed all lots within the Single-Family (80 foot wide) lot width designation. The case was previously referred to as Trott Brook North and included a request for smaller than 80 foot wide lots. The City Council directed the Applicant to revise the plans to show quarter acre, 80 foot wide lots. All lots in the proposed preliminary plat meet said direction.

The case also includes a proposed Comprehensive Plan Amendment (CPA) previously discussed at the December 9, 2022 work session, allowing for sewered development at lower than typical densities (<3 units per acre) and reguiding this parcel, and adjacent parcel, to the new district.

Notification:

The City attempted to notify all property owners, as reflected in the Anoka County Property Records, within 700 feet of the Subject Property of the request by U.S. Mail both for the October 28, 2021 Public Hearing and the November 9, 2021 meeting. The Public Hearing notice was also posted in the City's Official Newspaper, the Anoka County UnionHerald. Additionally, there was another Public Hearing held at the November 9, 2021 City Council meeting.

Observations/Alternatives:

Summary

The proposed preliminary plat shows 270 lots on the 200 acres. The project includes a large public park in the northeast corner of the site, consisting of the homestead and historic farm buildings. The Subject Property is guided for 80 foot wide lots on City utilities, and zoned similarly, except the southwestern most parcel on the Subject Property. The Applicant has requested that the City rezone and re-guide this property to allow for 7 lots on this parcel. The City Council was not supportive of the rezoning, so the preliminary plat will need to be amended, if approved, to align with the existing zoning on the SW parcel. Minor realignments such as that are common contingencies and can be addressed administratively after approval. Staff has included this as a contingency of approval.

Conformity with City Code

The proposed preliminary plat does appear to generally meet the requirements of City Code. There are a few minor changes that will be required, as is typical with any sketch plan, preliminary plat, or subdivision application. The Preliminary Plat appears to meet all of the requirements for the R-1 MUSA District.

Key Staff Comments

- Wetlands and Floodplain: All wetlands will be delineated and approved by the Lower Rum River Watershed Management Organization, which will also need to issue a permit in order for work to start onsite. Wetlands

will be encumbered by a 16.5 foot easement. The City of Ramsey can require as-builts with any new home that is built in the City. Based on the sensitive environmental nature and potential increase to insurance associated with owning a property by the floodplain, Staff will require as-builts for all of these sensitive lots.

- Utilities: The City is working with Bolton and Menk on an Infrastructure Study for the general planning area of Trott Brook North, north of the Brook, and between Variolite St and Nowthen Blvd. The Infrastructure Study shows that in order to serve the areas guided for City Utilities (within the MUSA), they will largely need to come through this site from the South. This property will then serve adjacent properties, such as North Brook Meadows. The City can require utility connections when land subdivides at urban scales (e.g. quarter acre lots). **The City cannot force a private property owner to connect to City utilities, even if they are put in the road in front of their home. This right is protected in the City Charter.**
- Sidewalks and Trails: The City requires a sidewalk on one side of each public street. Additionally, the City will require a trail along 173rd Avenue. Additionally, there will need to be a pedestrian crossing on 173rd Avenue.
- Roads:173rd Avenue will need to be upgraded to a full public road as part of this project. The Applicant is working with the Applicant to the north coordinating on this item. It is likely that there will be a cost-share agreement outlined as part of road project, which will be discussed with the Applicants and City Council at a future date. This road must be upgraded as part of this project, in order to properly serve the new residents.
- Lot Sizes and Alignments: All of the proposed lots are 80 foot wide lots.

Parks

The Application includes dedication of park land and historic barn buildings in the northeast corner of the site. The City is excited at the opportunity to bring a larger public park to this area through the dedication of land and buildings, as well as the ability to protect the historic buildings and pay homage to the history of the property. The Applicant is proposing to dedicate 10.8 acres of fully buildable land, and 4.3 acres of land underneath an electric transmission line for the park. Land under the electric transmission lines will likely be used for parking, while the remainder of the land shall be used for other park amenities. The historic buildings will remain on the property.

Planning Commission

The Planning Commission voted to recommend the City Council approve the project.

Platting Process

1. Sketch Plan - Identify red flags and direct the Applicant on moving forward to Preliminary Plat
2. Preliminary Plat - Engineering documents, formal public hearing, if approved, the project has entitlement (we are here)
3. Final Plat - Construction documents and legal agreements, only heard by City Council

City Code Sections

- Section 117-111: R-1 Residential (Existing and Proposed Zoning)
- Section 117-588: Major Plat
- Section 117-614: Subdivision Design Standards

Funding Source:

The Applicant is responsible for all costs associated with review.

Recommendation:

The Planning Commission recommended adoption of Resolution #21-309. Please note that the original resolution included multiple items that have now been broken up into separate resolutions for ease of process and resolutions have been updated with 2022 document numbers.

The Planning Commission recommended approval of the project.

Action:

Motion to adopt Resolution #22-010 approving the preliminary plat for Trott Brook Crossing with contingencies.

Motion to adopt Resolution #22-009 approving Comprehensive Plan Amendment.

Attachments

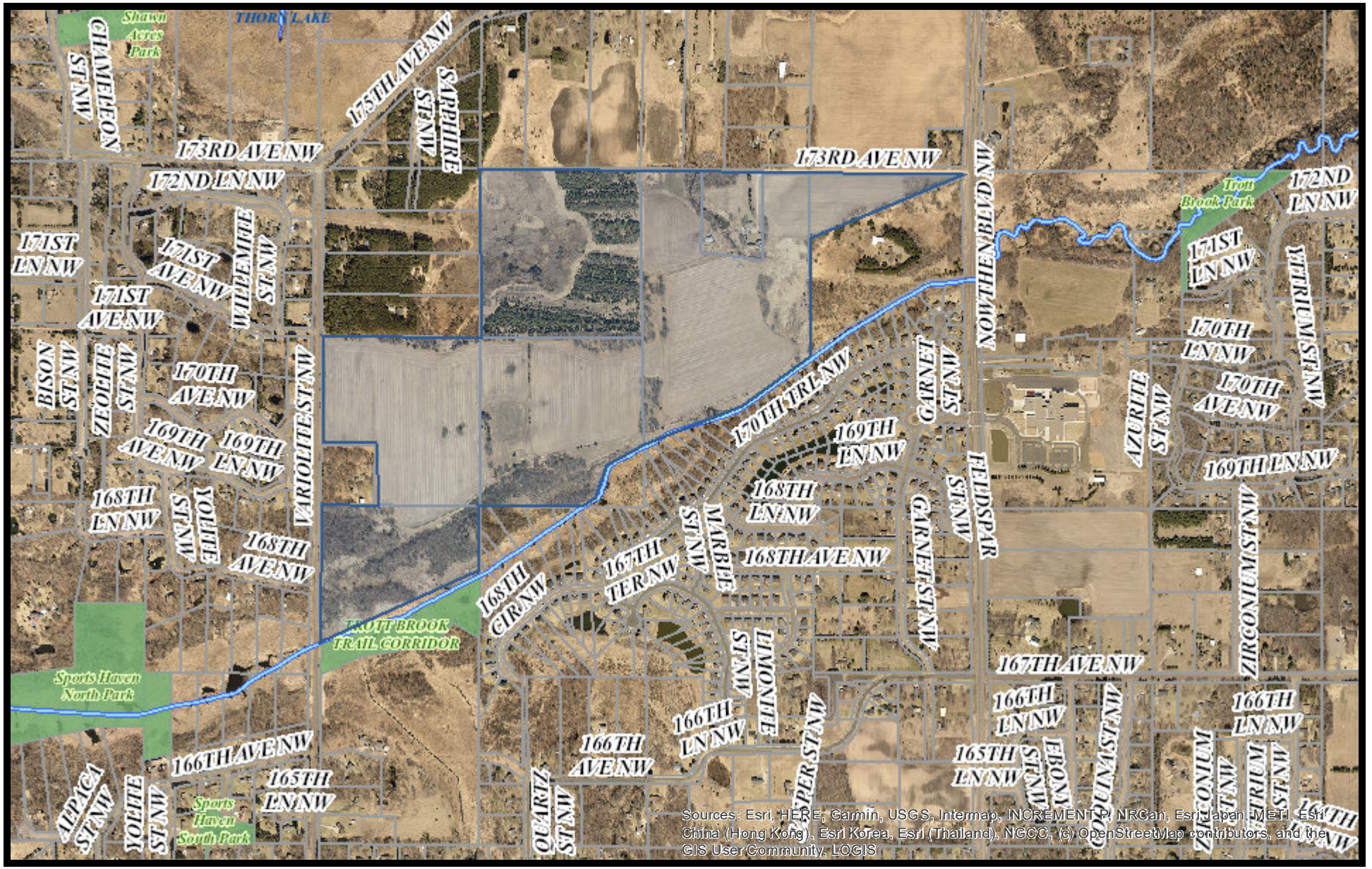
Site Location Map
Preliminary Plat (Color Rendering)
Preliminary Plat Sheets
Landscape Plan
Trott Brook North Planning Framework (July 2020)
Preliminary Phasing Plan (Informational Only)
Infrastructure Study (Final)
Traffic Study (Part of EAW)
City Commissioned Verification Traffic Study
Informational Handout
City Attorney Opinion
City Attorney Opinion #2
#22-010 Pre Plat Approval 3
ACTION Resolution #22-009

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	01/06/2022 12:13 PM
Bruce Westby	Bruce Westby	01/06/2022 12:31 PM
Brian Hagen	Brian Hagen	01/06/2022 03:24 PM
Bruce Westby	Bruce Westby	01/06/2022 03:42 PM
Form Started By: Chloe McGuire Brigl		Started On: 12/28/2021 09:41 AM
Final Approval Date: 01/06/2022		

Site Location Map

Trott Brook North



8/9/2021, 11:08:27 AM

0 0.075 0.15 0.3 0.45 0.6 mi

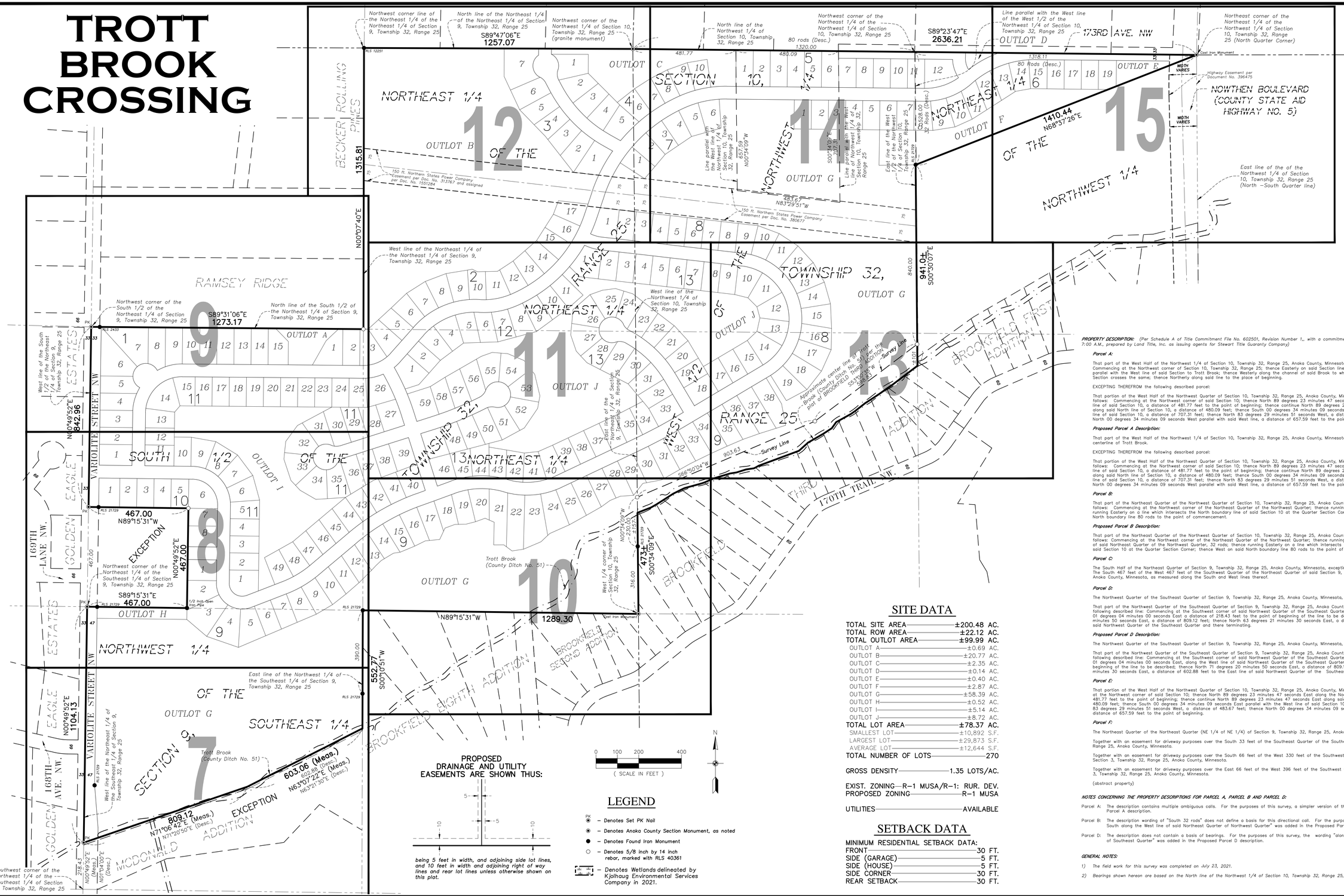
Wetland
Overhead Lines
Overhead Lines
Wetland
Stormwater Basin
Infiltration Basin
Stormwater Basin
Stormwater Basin
Infiltration Basin
Infiltration Basin
Stormwater Basin
Wetland
Trott Brook
17th Ave NW
Nowthen BLVD NW
170th Trail NW
Variolite Street NW

SOTARRA

TROTT BROOK
CROSSING

Ramsey, MN

TROTT BROOK CROSSING



SITE DATA

TOTAL SITE AREA	±200.48 AC.
TOTAL ROW AREA	±22.12 AC.
TOTAL OUTLOT AREA	±99.99 AC.
OUTLOT A	±0.69 AC.
OUTLOT B	±20.77 AC.
OUTLOT C	±2.35 AC.
OUTLOT D	±0.14 AC.
OUTLOT E	±0.40 AC.
OUTLOT F	±2.87 AC.
OUTLOT G	±58.39 AC.
OUTLOT H	±0.52 AC.
OUTLOT I	±5.14 AC.
OUTLOT J	±8.72 AC.
TOTAL LOT AREA	±78.37 AC.
SMALLEST LOT	±10,892 S.F.
LARGEST LOT	±29,873 S.F.
AVERAGE LOT	±12,644 S.F.
TOTAL NUMBER OF LOTS	270
GROSS DENSITY	1.35 LOTS/AC.
EXIST. ZONING	R–1 MUSA/R–1: RUR. DEV.
PROPOSED ZONING	R–1 MUSA
UTILITIES	AVAILABLE

SETBACK DATA

MINIMUM RESIDENTIAL SETBACK DATA:

FRONT	30 FT.
SIDE (GARAGE)	5 FT.
SIDE (HOUSE)	5 FT.
SIDE CORNER	30 FT.
REAR SETBACK	30 FT.

PROPERTY DESCRIPTION: *(Per Schedule A of Title Commitment File No. 602501, Revision Number 1., with a commitment date of May 6, 2021 at 7:00 A.M., prepared by Land Title, Inc. as issuing agents for Stewart Title Guaranty Company)*

Parcel A:

That part of the West Half of the Northwest 1/4 of Section 10, Township 32, Range 25, Anoka County, Minnesota described as follows: Commencing at the Northwest corner of Section 10, Township 32, Range 25; thence Easterly on said Section line 80 rods; thence Southerly parallel with the West line of said Section to Trott Brook; thence Westerly along the channel of said Brook to where the West line of said Section crosses the same; thence Northerly along said line to the place of beginning.

EXCEPTING THEREFROM the following described parcel:

That portion of the West Half of the Northwest Quarter of Section 10, Township 32, Range 25, Anoka County, Minnesota described as follows: Commencing at the Northwest corner of said Section 10; thence North 89 degrees 23 minutes 47 seconds East along the North line of said Section 10, a distance of 481.77 feet to the point of beginning; thence continue North 89 degrees 23 minutes 47 seconds East along said North line of Section 10, a distance of 480.09 feet; thence South 00 degrees 34 minutes 09 seconds East parallel with the West line of said Section 10, a distance of 707.31 feet; thence North 83 degrees 29 minutes 51 seconds West, a distance of 483.67 feet; thence North 00 degrees 34 minutes 09 seconds West parallel with said West line, a distance of 657.59 feet to the point of beginning.

Proposed Parcel A Description:

That part of the West Half of the Northwest 1/4 of Section 10, Township 32, Range 25, Anoka County, Minnesota lying northerly of the centerline of Trott Brook.

EXCEPTING THEREFROM the following described parcel:

That portion of the West Half of the Northwest Quarter of Section 10, Township 32, Range 25, Anoka County, Minnesota described as follows: Commencing at the Northwest corner of said Section 10; thence North 89 degrees 23 minutes 47 seconds East along the North line of said Section 10, a distance of 481.77 feet to the point of beginning; thence continue North 89 degrees 23 minutes 47 seconds East along said North line of Section 10, a distance of 480.09 feet; thence South 00 degrees 34 minutes 09 seconds East parallel with the West line of said Section 10, a distance of 707.31 feet; thence North 83 degrees 29 minutes 51 seconds West, a distance of 483.67 feet; thence North 00 degrees 34 minutes 09 seconds West parallel with said West line, a distance of 657.59 feet to the point of beginning.

Parcel B:

That part of the Northeast Quarter of the Northwest Quarter of Section 10, Township 32, Range 25, Anoka County, Minnesota, described as follows: Commencing at the Northwest corner of the Northeast Quarter of the Northwest Quarter; thence running South 32 rods; thence running Easterly on a line which intersects the North boundary line of said Section 10 at the Quarter Section Corner; thence West on said North boundary line 80 rods to the point of commencement.

Proposed Parcel B Description:

That part of the Northeast Quarter of the Northwest Quarter of Section 10, Township 32, Range 25, Anoka County, Minnesota, described as follows: Commencing at the Northwest corner of the Northeast Quarter of the Northwest Quarter; thence running South, along the West line of said Northeast Quarter of the Northwest Quarter, 32 rods; thence running Easterly on a line which intersects the North boundary line of said Section 10 at the Quarter Section Corner; thence West on said North boundary line 80 rods to the point of commencement.

Parcel C:

The South Half of the Northeast Quarter of Section 9, Township 32, Range 25, Anoka County, Minnesota, excepting therefrom the following: The South 467 feet of the West 467 feet of the Southwest Quarter of the Northeast Quarter of said Section 9, Township 32, Range 25, Anoka County, Minnesota, as measured along the South and West lines thereof.

Parcel D:

The Northwest Quarter of the Southeast Quarter of Section 9, Township 32, Range 25, Anoka County, Minnesota, excepting therefrom the following:

That part of the Northwest Quarter of the Southeast Quarter of Section 9, Township 32, Range 25, Anoka County, Minnesota, which lies South of the following described line: Commencing at the Southwest corner of said Northwest Quarter of the Southeast Quarter; thence on an assumed bearing of North 01 degrees 04 minutes 00 seconds East a distance of 218.43 feet to the point of beginning of the line to be described; thence North 71 degrees 20 minutes 50 seconds East, a distance of 809.12 feet; thence North 63 degrees 21 minutes 30 seconds East, a distance of 602.88 feet to the East line of said Northwest Quarter of the Southeast Quarter and there terminating.

Proposed Parcel D Description:

The Northwest Quarter of the Southeast Quarter of Section 9, Township 32, Range 25, Anoka County, Minnesota, excepting therefrom the following:

That part of the Northwest Quarter of the Southeast Quarter of Section 9, Township 32, Range 25, Anoka County, Minnesota, which lies South of the following described line: Commencing at the Southwest corner of said Northwest Quarter of the Southeast Quarter; thence on an assumed bearing of North 01 degrees 04 minutes 00 seconds East, along the West line of said Northwest Quarter of the Southeast Quarter, a distance of 218.43 feet to the point of beginning of the line to be described; thence North 71 degrees 20 minutes 50 seconds East, a distance of 809.12 feet; thence North 63 degrees 21 minutes 30 seconds East, a distance of 602.88 feet to the East line of said Northwest Quarter of the Southeast Quarter and there terminating.

Parcel E:

That portion of the West Half of the Northwest Quarter of Section 10, Township 32, Range 25, Anoka County, Minnesota described as follows: Commencing at the Northwest corner of said Section 10; thence North 89 degrees 23 minutes 47 seconds East along the North line of said Section 10, a distance of 481.77 feet to the point of beginning; thence continue North 89 degrees 23 minutes 47 seconds East along said North line of Section 10, a distance of 480.09 feet; thence South 00 degrees 34 minutes 09 seconds East parallel with the West line of said Section 10, a distance of 707.31 feet; thence North 83 degrees 29 minutes 51 seconds West, a distance of 483.67 feet; thence North 00 degrees 34 minutes 09 seconds West parallel with said West line, a distance of 657.59 feet to the point of beginning.

Parcel F:

The Northeast Quarter of the Northeast Quarter (NE 1/4 of NE 1/4) of Section 9, Township 32, Range 25, Anoka County, Minnesota.

Together with an easement for driveway purposes over the South 33 feet of the Southeast Quarter of the Southeast Quarter of Section 4, Township 32, Range 25, Anoka County, Minnesota.

Together with an easement for driveway purposes over the South 66 feet of the West 330 feet of the Southwest Quarter of the Southwest Quarter of Section 3, Township 32, Range 25, Anoka County, Minnesota.

Together with an easement for driveway purposes over the East 66 feet of the West 396 feet of the Southwest Quarter of the Southwest Quarter of Section 3, Township 32, Range 25, Anoka County, Minnesota.

(obstract property)

NOTES CONCERNING THE PROPERTY DESCRIPTIONS FOR PARCEL A, PARCEL B AND PARCEL D:

Parcel A: The description contains multiple ambiguous calls. For the purposes of this survey, a simpler version of the description is shown in the Proposed Parcel A description.

Parcel B: The description wording of "South 32 rods" does not define a basis for this directional call. For the purposes of this survey, the wording "along the South along the West line of said Northeast Quarter of Northwest Quarter" was added in the Proposed Parcel B description.

Parcel D: The description does not contain a basis of bearings. For the purposes of this survey, the wording "along the West line of said Northwest Quarter of Southeast Quarter" was added in the Proposed Parcel D description.

GENERAL NOTES:

1) The field work for this survey was completed on July 23, 2021.

2) Bearings shown hereon are based on the North line of the Northwest 1/4 of Section 10, Township 32, Range 25, which is assumed to bear S89°23'47"E.

CARLSON McCAIN
ENGINEERING SURVEYING ENVIRONMENTAL

3890 PHEASANT RIDGE DR NE
SUITE 100
BLAINE, MN 55449
TEL 763.489.7900
FAX 763.489.7959
CARLSONMCCAIN.COM

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota

Print Name: Thomas R. Balluff, L.S.
Signature:
Date: 9/23/21 License #: 40361

DRAWN BY: KCM
ISSUE DATE: 9/23/21
FILE NO: 2334

Revisions:

SOTARRA, LLC
(TEG LAND HOLDINGS, LLC.)
1660 Hwy 100 South, Suite 400
St. Louis Park, Minnesota 55416

TROTT BROOK CROSSING
Ramsey, MN

PRELIMINARY PLAT INDEX

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SECTION 9,

NORTHWEST 1/4

TOWNSHIP 32,

OF THE

SOUTHEAST 1/4

RANGE 25

GOLDEN EAGLE ESTATES

VARIOLITE STREET NW

168TH AVE NW.

West line of the Northeast 1/4 of the Southeast 1/4 of Section 9, Township 32, Range 25

N00°49'52"E
1104.13

781.7

552.77
S00°10'51"W

East line of the Northwest 1/4 of the Southeast 1/4 of Section 9, Township 32, Range 25

RLS 21729

Trott Brook
(County Ditch No. 51)

603.06 (Meas.)
602.88 (Desc.)
N63°07'22"E (Meas.)
N63°21'30"E (Desc.)

OUTLOT G
±2,543,736 sq.ft.
Drainage and Utility Easement
(Over all of Outlot G)

809.12
N71°06'42"E (Meas.)
N71°20'50"E (Desc.)

MCDONALD ADDITION

EXCEPTION

33 47 33 66

198.2

48.0

70.1

PK

Public Street and Utility Easement per Doc. No. 545865

218.43
N00°49'52"E
(Meas.)
N00°10'51"E
(Desc.)

Southwest corner of the Northwest 1/4 of the Southeast 1/4 of Section 9, Township 32, Range 25

N

0 25 50 100

(SCALE IN FEET)

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ENGINEERING
SURVEYING
ENVIRONMENTAL

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SUITE 100
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Signature:
Date: 9/23/21 License #: 40361

DRAWN BY: KCM
ISSUE DATE: 9/23/21
FILE NO: 2334

Revisions:

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(TEG LAND HOLDINGS, LLC.)
1660 Hwy 100 South, Suite 400
St. Louis Park, Minnesota 55416

TROTT BROOK CROSSING
Ramsey, MN

PRELIMINARY PLAT

7 of 33

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SOUTH 1/2

SECTION 9,

10

11

32,

OF THE

NORTHWEST 1/4

NORTHEAST 1/4

SOUTHEAST 1/4

RANGE 25

STREET B

STREET C1

EXCEPTION

169TH LANE NW.

VARIOLA

GOLDEN EAGLE ESTATES

BROOKFIELD EIGHTH ADDITION

1 ±14,929 sq.ft.
2 ±10,896 sq.ft.
3 ±10,896 sq.ft.
4 ±10,896 sq.ft.
5 ±11,214 sq.ft.
6 ±15,478 sq.ft.
7 ±11,206 sq.ft.
8 ±13,280 sq.ft.
1 ±13,279 sq.ft.
2 ±14,656 sq.ft.
3 ±19,858 sq.ft.
4 ±18,787 sq.ft.
5 ±15,767 sq.ft.
6 ±11,740 sq.ft.
7 ±11,518 sq.ft.
8 ±12,463 sq.ft.
9 ±12,198 sq.ft.
10 ±12,054 sq.ft.
11 ±12,100 sq.ft.
12 ±11,777 sq.ft.
13 ±11,189 sq.ft.
14 ±11,597 sq.ft.
15 ±12,995 sq.ft.
16 ±13,226 sq.ft.
1 ±15,017 sq.ft.
2 ±10,896 sq.ft.
3 ±10,896 sq.ft.
4 ±10,896 sq.ft.
5 ±11,348 sq.ft.
6 ±12,449 sq.ft.
7 ±12,383 sq.ft.
8 ±12,383 sq.ft.
9 ±12,252 sq.ft.
10 ±10,896 sq.ft.
11 ±13,285 sq.ft.
33 ±14,532 sq.ft.
34 ±15,146 sq.ft.
35 ±13,680 sq.ft.
36 ±12,863 sq.ft.
37 ±11,479 sq.ft.
38 ±10,999 sq.ft.
39 ±12,967 sq.ft.
40 ±12,970 sq.ft.
41 ±10,942 sq.ft.
42 ±11,415 sq.ft.
43 ±11,449 sq.ft.
44 ±11,175 sq.ft.
45 ±10,954 sq.ft.
46 ±10,954 sq.ft.
47 ±10,963 sq.ft.
48 ±11,762 sq.ft.
49 ±12,008 sq.ft.

OUTLOT H
±22,470 sq.ft.
Drainage and Utility Easement

OUTLOT I
±224,031 sq.ft.
Drainage and Utility Easement
(Over all of Outlot I)

OUTLOT G
±2,543,736 sq.ft.
Drainage and Utility Easement
(Over all of Outlot G)

OUTLOT G
±2,543,736 sq.ft.
Drainage and Utility Easement
(Over all of Outlot G)

Drainage and Utility Easement

14 ft. Public Street and Utility Easement per Doc. No. 545865

Public Street and Utility Easement per Doc. No. 545865

467.00
N89°15'31"W

S89°15'31"E
467.00

N00°49'52"E
467.00

483.0
253.0
230.0
235.9
R=150.0
175.9
R=90.0
165.7
R=500.0
351.1
R=1000.0
R=60.0
R=90.0
R=60.0
R=60.0

Northwest corner of the Northeast 1/4 of the Southeast 1/4 of Section 9, Township 32, Range 25

1/2 inch Open Iron Pipe

RLS 21729

390.00

S2°32.77'10"51"W

0 25 50 100
(SCALE IN FEET)

CARLSON McCAIN
ENGINEERING
SURVEYING
ENVIRONMENTAL

3890 PHEASANT RIDGE DR NE
SUITE 100
BLAINE, MN 55449
TEL 763.489.7900
FAX 763.489.7959
CARLSONMCCAIN.COM

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota

Print Name: Thomas R. Balluff, L.S.
Signature:
Date: 9/23/21 License #: 40361

DRAWN BY: KCM
ISSUE DATE: 9/23/21
FILE NO: 2334

Revisions:

SOTARRA, LLC
(TEG LAND HOLDINGS, LLC.)
1660 Hwy 100 South, Suite 400
St. Louis Park, Minnesota 55416

TROTT BROOK CROSSING
Ramsey, MN

PRELIMINARY PLAT

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RAMSEY RIDGE

N

0 25 50 100

(SCALE IN FEET)

Northwest corner of the South 1/2 of the Northeast 1/4 of Section 9, Township 32, Range 25

North line of the South 1/2 of the Northeast 1/4 of Section 9, Township 32, Range 25

S89°31'06"E 1273.17

GOLDEN EAGLE ESTATES

VARIOLITE STREET NW

14 ft. Public Street and Utility Easement per Doc. No. 545865

West line of the South 1/2 of the Northeast 1/4 of Section 9, Township 32, Range 25

N00°49'52"E 842.96

676.8

SECTION 9, TOWNSHIP 32, RANGE 25

SOUTH 1/2

Drainage and Utility Easement

45.00 foot wide Transition Zone

STREET A

STREET B

STREET C

STREET D

845.6

279.0

253.0

483.0

709.6

525.0

425.0

OUTLOT A
±29,873 sq.ft.
Drainage and Utility Easement
(Over all of Outlot A)

OUTLOT I
±224,031 sq.ft.
Drainage and Utility Easement
(Over all of Outlot I)

1 ±14,929 sq.ft.
2 ±12,240 sq.ft.
3 ±12,240 sq.ft.
4 ±12,752 sq.ft.
5 ±13,372 sq.ft.
6 ±22,918 sq.ft.
7 ±24,451 sq.ft.
8 ±14,871 sq.ft.
9 ±13,978 sq.ft.
10 ±13,785 sq.ft.
11 ±13,600 sq.ft.
12 ±13,600 sq.ft.
13 ±13,600 sq.ft.
14 ±13,600 sq.ft.
15 ±14,143 sq.ft.

1 ±15,229 sq.ft.
2 ±13,600 sq.ft.
3 ±14,461 sq.ft.
4 ±12,745 sq.ft.
5 ±11,405 sq.ft.
6 ±11,941 sq.ft.

1 ±14,533 sq.ft.

1 ±13,288 sq.ft.
2 ±10,896 sq.ft.
3 ±10,896 sq.ft.
4 ±10,896 sq.ft.
5 ±11,214 sq.ft.
6 ±15,478 sq.ft.
7 ±12,383 sq.ft.
8 ±12,383 sq.ft.
9 ±12,252 sq.ft.
10 ±10,896 sq.ft.
11 ±13,285 sq.ft.
12 ±10,896 sq.ft.
13 ±11,323 sq.ft.
14 ±16,600 sq.ft.
15 ±11,876 sq.ft.
16 ±10,896 sq.ft.
17 ±10,896 sq.ft.
18 ±10,896 sq.ft.
19 ±10,896 sq.ft.
20 ±10,896 sq.ft.
21 ±10,896 sq.ft.
22 ±10,896 sq.ft.
23 ±10,896 sq.ft.
24 ±10,896 sq.ft.
25 ±11,200 sq.ft.
26 ±14,490 sq.ft.
27 ±12,940 sq.ft.
28 ±11,028 sq.ft.
29 ±12,711 sq.ft.
30 ±14,515 sq.ft.
31 ±12,975 sq.ft.
32 ±15,038 sq.ft.
33 ±14,532 sq.ft.
34 ±15,146 sq.ft.
35 ±13,680 sq.ft.
36 ±12,863 sq.ft.
37 ±11,479 sq.ft.
38 ±10,999 sq.ft.
39 ±12,967 sq.ft.
40 ±12,970 sq.ft.
41 ±10,942 sq.ft.
42 ±11,415 sq.ft.
43 ±11,449 sq.ft.

TOWNSHIP 32, RANGE 25

NORTHEAST 1/4

OF THE

SECTION 9, TOWNSHIP 32, RANGE 25

467.00

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STREET E
331.1
R=1572.5

STREET C
398.1
316.7

STREET B
253.5
R=400.0

STREET B
239.1
R=2500.0

254.1
R=350.0

400.0

TOWNSHIP 32,

RANGE 25

SECTION 9,

ADDITION

THIRD

BROOKFIELD

BROOKFIELD SECOND ADDITION

Drainage and Utility Easement

Survey Line

S66°50'04"W
903.63

N00°34'09"W
230.00
±157

473±
S00°34'09"E

316.00

East line of the Northeast 1/4 of Section 9, Township 32, Range 25

West 1/4 corner of Section 10, Township 32, Range 25 (cast iron monument)

Trott Brook (County Ditch No. 51)

1289.30
N89°15'31"W

OUTLOT G
±2,543,736 sq.ft.
Drainage and Utility Easement (Over all of Outlot G)

39 ±14,949 sq.ft.	52 ±14,265 sq.ft.	33 ±12,908 sq.ft.	37 ±17,331 sq.
47 ±12,626 sq.ft.	48 ±11,187 sq.ft.	49 ±11,877 sq.ft.	50 ±12,681 sq.ft.	51 ±12,572 sq.ft.	34 ±11,047 sq.ft.	35 ±11,075 sq.ft.	36 ±10,892 sq.ft.	37 ±10,892 sq.ft.	38 ±10,892 sq.ft.	39 ±10,892 sq.ft.	40 ±11,492 sq.ft.	41 ±12,313 sq.ft.	42 ±11,178 sq.ft.	43 ±10,912 sq.ft.	44 ±11,759 sq.ft.	45 ±10,912 sq.ft.	46 ±12,605 sq.ft.	13
39 ±12,967 sq.ft.	40 ±12,970 sq.ft.	1 ±2 sq.ft.	15 ±12,995 sq.ft.	16 ±13,226 sq.ft.	17 ±13,622 sq.ft.	18 ±11,340 sq.ft.	19 ±12,127 sq.ft.	20 ±12,042 sq.ft.	21 ±18,818 sq.ft.	22 ±20,729 sq.ft.	23 ±22,018 sq.ft.	24 ±16,806 sq.ft.	25 ±14,430 sq.ft.	26 ±13,208 sq.ft.	27 ±12,466 sq.ft.	28 ±13,052 sq.ft.	29 ±12,695 sq.ft.	30 ±13,018 sq.ft.	31 ±13,538 sq.ft.	32 ±13,393 sq.ft.	33 ±13,603 sq.ft.	34 ±14,099 sq.ft.	35 ±14,884 sq.ft.	36 ±15,940 sq.ft.	9

0 25 50 100
(SCALE IN FEET)

CARLSON McCAIN ENGINEERING SURVEYING ENVIRONMENTAL

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PRELIMINARY PLAT

10 of 33

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N

0 25 50 100

(SCALE IN FEET)

NORTHEAST 1/4 SECTION 9, TOWNSHIP 32, RANGE 25

West line of the Northeast 1/4 of the Northeast 1/4 of Section 9, Township 32, Range 25

OUTLOT B
±904,811 sq.ft.
Drainage and Utility Easement
(Over all of Outlot B)

OUTLOT J
±379,673 sq.ft.
Drainage and Utility Easement
(Over all of Outlot J)

STREET A
STREET B
STREET C
STREET D
STREET E
STREET F

SOUTH 1/2

NORTHEAST 1/4

RANGE 25

45.00 foot wide Transition Zone

Drainage and Utility Easement

East line of the Northeast 1/4 of Section 9, Township 32, Range 25

West line of the Northwest 1/4 of Section 10, Township 32, Range 25

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Print Name: Thomas R. Balluff, L.S.
Signature:
Date: 9/23/21 License #: 40361

DRAWN BY: KCM
ISSUE DATE: 9/23/21
FILE NO: 2334

Revisions:

SOTARRA, LLC
(TEG LAND HOLDINGS, LLC.)
1660 Hwy 100 South, Suite 400
St. Louis Park, Minnesota 55416

TROTT BROOK CROSSING
Ramsey, MN

PRELIMINARY PLAT

11 of 33

[Save Date: 09/23/21] F:\jobs\9461 - 9480\9461 - trott brook\cad c3d\survey\pre plat\9461_prp.dwg

SECTION 4

TOWNSHIP 32,

RANGE 25

SECT

Northwest corner line of the Northeast 1/4 of the Northeast 1/4 of Section 9, Township 32, Range 25

S89°47'06"E
1257.07

Northwest corner of the Northwest 1/4 of Section 10, Township 32, Range 25 (granite monument)

30 ft. Roadway, Utility and Trail Easement per Doc. No. 2036331.005 (to be potentially vacated at a future date)

481.77
483.4

NORTHEAST 1/4
SECTION 9,

North line of the Northeast 1/4 of the Northeast 1/4 of Section 9, Township 32, Range 25

45.00 foot wide Transition Zone

45.00 foot wide Transition Zone

East line of the Northeast 1/4 of Section 9, Township 32, Range 25

OUTLOT B
±904,811 sq.ft.
Drainage and Utility Easement
(Over all of Outlot B)

OUTLOT C
±102,488 sq.ft.
Drainage and Utility Easement
(Over all of Outlot C)

OF THE

TOWNSHIP 32,

BECKER ROLLING DUNES

7 ±24,748 sq.ft.

1 ±15,244 sq.ft.

2 ±13,668 sq.ft.

3 ±12,677 sq.ft.

4 ±12,449 sq.ft.

5 ±13,992 sq.ft.

6 ±15,385 sq.ft.

5 ±13,353 sq.ft.

4 ±12,009 sq.ft.

3 ±12,404 sq.ft.

2 ±14,255 sq.ft.

1 ±15,601 sq.ft.

STREET G

STREET A

4 ±16.7

6 ±11,897 sq.ft.

7 ±11,251 sq.ft.

8 ±11,102 sq.ft.

9 ±11,606 sq.ft.

4 ±11,551 sq.ft.

3 ±11,551 sq.ft.

7

2 ±11,563 sq.ft.

1 ±11,588 sq.ft.

150 ft. Northern States Power Company Easement per Doc. No. 313767 and assigned per Doc. No. 1551284

150 ft. Northern States Power Company Easement per Doc. No. 313767 and assigned per Doc. No. 1551284

150 ft. Northern States Power Company Easement per Doc. No. 380677

Drainage and Utility Easement

17 ±12,099 sq.ft.

2 16 ±11,625 sq.ft.

15 ±11,625 sq.ft.

East line of the Northeast 1/4 of Section 9, Township 32, Range 25

RANGE 25

1 ±14,118 sq.ft.

2 ±10,896 sq.ft.

3 ±10,896 sq.ft.

4 ±10,896 sq.ft.

5 ±10,896 sq.ft.

N00°07'40"E
1315.81

1/4 of ion 9,

N

0 25 50 100

(SCALE IN FEET)

CARLSON McCAIN ENGINEERING SURVEYING ENVIRONMENTAL

3890 PHEASANT RIDGE DR NE
SUITE 100
BLAINE, MN 55449
TEL 763.489.7900
FAX 763.489.7959
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SECTION 10, TOWNSHIP 32, RANGE 25

WEST 1/2

NORTHWEST 1/4

OUTLOT J
±379,673 sq.ft.
Drainage and Utility Easement
(Over all of Outlot J)

OUTLOT G
±2,543,736 sq.ft.
Drainage and Utility Easement
(Over all of Outlot G)

STREET B
239.1
R=2600.0

STREET F
295.0

STREET H
697.4
R=280.0

941.0±
S00°30'07"E

Survey Line

S66°50'04"W
903.63

S53°30'35"W
336.83

Approximate center line of Trott Brook (County Ditch No. 51) per the plat of BROOKFIELD THIRD ADDITION

BROOKFIELD FIRST ADDITION

BROOKFIELD THIRD ADDITION

Drainage and Utility Easement

N

0 25 50 100
(SCALE IN FEET)

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13 of 33

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SECTION 3,

SECTION 10,

WEST 1/2

NORTHWEST 1/4

NORTHWEST 1/4

RANGE 25

TOWNSHIP 32,

OF THE

OF THE

30 ft. Roadway, Utility and Trail Easement per Doc. No. 2036331.005 (to be potentially vacated at a future date)

30 ft. Roadway, Utility and Trail Easement per Doc. No. 2036331.005 (to be potentially vacated at a future date)

North line of the Northwest 1/4 of Section 10, Township 32, Range 25

80 rods (Desc.) 1320.00

173rd Avenue NW right of way as shown on Anoka County half section maps (no other documents were provided) (To Be Vacated)

Northwest corner of the Northeast 1/4 of the Northwest 1/4 of Section 10, Township 32, Range 25

S89°23'47"E 2636.21

481.77 483.4

483.67 N83°29'51"W

657.59 N00°34'09"W

S00°54'09"E 707.31

S00°54'09"E 2722

OUTLOT C
±102,488 sq.ft.
Drainage and Utility Easement (Over all of Outlot C)

OUTLOT D 157.5
Drainage and Utility Easement (Over all of Outlot D)
±5,897 sq.ft.

OUTLOT F
±124,938 sq.ft.
Drainage and Utility Easement (Over all of Outlot F)

OUTLOT G
±2,543,736 sq.ft.
Drainage and Utility Easement (Over all of Outlot G)

STREET A

STREET B
663.9

STREET H
533.6

STREET I

45.00 foot wide Transition Zone

Drainage and Utility Easement

150 ft. Northern States Power Company Easement per Doc. No. 380677

Line parallel with the West line of Northwest 1/4 of Section 10, Township 32, Range 25

Line parallel with the West line of the West 1/2 of the Northwest 1/4 of Section 10, Township 32, Range 25

East line of the West 1/2 of the Northwest 1/4 of Section 10, Township 32, Range 25

| | | |

N

0 25 50 100

(SCALE IN FEET)

RANGE 25

SECTION 3, TOWNSHIP 32, RANGE 25

Northwest corner of the Northeast 1/4 of the Northwest 1/4 of Section 10, Township 32, Range 25

173rd Avenue NW right of way as shown on Anoka County half section maps (no other documents were provided) (To Be Vacated)

S89°23'47"E 2636.21

564.5

SECTION 10, TOWNSHIP 32, RANGE 25

533.6

45.00 foot wide Transition Zone

OUTLOT D
Drainage and Utility Easement
(Over all of Outlot D)
±5,897 sq.ft.

157.5

171.5

1318.11
80 Rods (Desc.)

173RD AVE. NW

750.9

STREET A

Northeast corner of the Northwest 1/4 of Section 32, Range 25 (North Quarter

Cast iron Monument

136.4

Highway Easement per Document No. 396475

WEST 1/2 OF THE NORTHEAST 1/4

8 ±10,960 sq.ft.
9 ±10,960 sq.ft.
10 ±10,960 sq.ft.
11 ±10,960 sq.ft.
12 ±17,554 sq.ft.
13 ±11,977 sq.ft.
14 ±11,514 sq.ft.
15 ±11,169 sq.ft.
16 ±10,896 sq.ft.
17 ±10,896 sq.ft.
18 ±10,896 sq.ft.
19 ±11,096 sq.ft.

Drainage and Utility Easement

STREET A

STREET II

OUTLOT E
±17,551 sq.ft.

WIDTH VARIES

NOWTHEN BOULEVARD NW (COUNTY STATE AID HIGHWAY NO. 5)

East line of the of the Northwest 1/4 of Section 10, Township 32, Range 25 (North - South Quarter line)

WEST 1/2 OF THE SOUTHWEST 1/4

5 ±10,896 sq.ft.
6 ±10,896 sq.ft.
7 ±10,896 sq.ft.
8 ±11,389 sq.ft.
9 ±12,252 sq.ft.
10 ±11,535 sq.ft.
11 ±11,398 sq.ft.
12 ±11,915 sq.ft.

OUTLOT F
±124,938 sq.ft.
Drainage and Utility Easement
(Over all of Outlot F)

1410.44
N68°37'26"E

966.4

NORTHWEST 1/4

RANGE 25

Line parallel with the West line of the West 1/2 of the Northwest 1/4 of Section 10, Township 32, Range 25

East line of the West 1/2 of the Northwest 1/4 of Section 10, Township 32, Range 25

NORTHWEST 1/4

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PRELIMINARY PLAT

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CITY OF RAMSEY LANDSCAPE REQUIREMENTS

1. MINIMUM PLANTINGS. MINIMUM OF TWO (2) TREES REQUIRED PER DWELLING UNIT. THE COMPLEMENT OF TREES FULFILLING THE LANDSCAPING REQUIREMENTS SHALL NOT BE LESS THAN 25 PERCENT DECIDUOUS AND NOT LESS THAN 25 PERCENT CONIFEROUS. NOT MORE THAN 25 PERCENT OF THE REQUIRED PLANTINGS SHALL CONSIST OF ORNAMENTAL OR UNDERSTORY TREES.

   TREES REQUIRED = 540 (270 UNITS x 2)
   TREES PROVIDED = 444 OVERSTORY TREES (68%)
   163 CONIFEROUS TREES (25%)
   46 ORNAMENTAL TREES (7%)
   653 TREES TOTAL (INCLUDES ADDITIONAL TREES FOR SCREENING ALONG WEST AND NORTH PROPERTY LINES)

2. RESIDENTIAL DEVELOPMENT TRANSITIONING. LEVEL 3 BUFFER REQUIRED BETWEEN PROPOSED R-1 ZONE DEVELOPMENT AND EXISTING R-1 RURAL DEVELOPING.

   VEGETATIVE BUFFER 'C' = 45' WIDTH BUFFER INCLUDING 24 TREES PER 100 LF AS FOLLOWS.
   A. 8 OVERSTORY TREES
   B. 8 EVERGREEN TREES
   C. 8 UNDERSTORY TREES

   OVERSTORY TREES REQUIRED = 66 (815 LF / 100' x 8)
   OVERSTORY TREES PROVIDED = 66

   EVERGREEN TREES REQUIRED = 66 (815 LF / 100' x 8)
   EVERGREEN TREES PROVIDED = 66

   ORNAMENTAL TREES REQUIRED = 66 (815 LF / 100' x 8)
   ORNAMENTAL TREES PROVIDED = 66

   TOTAL TREES PROVIDED = 851

ZONING = R1 RURAL DEVELOPING

815 LF RESIDENTIAL TRANSITION ZONE

SHEET L3
SHEET L2

SHEET L3
SHEET L2

VARIOLITE STREET NW

JOHNTHEN BLVD. NW (C.S.A.H. 5)

STREET A, STREET B, STREET C, STREET C1, STREET D, STREET E, STREET F, STREET G, STREET H

N

0 75 150 300
(IN FEET)

CALL BEFORE YOU DIG

811 Know what's below. Call before you dig.

LANDSCAPE PLAN NOTES

1. EXISTING CONDITIONS. CONTRACTOR SHALL VERIFY EXISTING CONDITIONS PRIOR TO BIDDING AND CONSTRUCTION START. ANY DISCREPANCIES FOUND THAT AFFECT THE WORK SHALL BE REPORTED TO THE OWNER/LANDSCAPE ARCHITECT FOR CLARIFICATION PRIOR TO BIDDING OR APPROVING ANY ADDITIONAL WORK REQUIRED.
2. UTILITY LOCATES. CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING AND VERIFYING ALL PUBLIC AND PRIVATE UTILITIES, INCLUDING IRRIGATION LINES, AT LEAST 48 HOURS BEFORE EXCAVATING OR IN ACCORDANCE WITH STATE LAW. IN MINNESOTA, CALL GOPHER STATE ONE-CALL AT 651-454-0002 FOR FIELD LOCATION OF PUBLIC UNDERGROUND UTILITY LINES. ALL LOCATES AND ITEMS NOTED AS 'FIELD VERIFY' ON THE PLANS SHALL BE VERIFIED BY THE CONTRACTOR AT THEIR EXPENSE.
3. PERMITS. CONTRACTOR SHALL VERIFY WITH THE OWNER/LANDSCAPE ARCHITECT THAT THE REQUIRED PERMITS HAVE BEEN OBTAINED PRIOR TO CONSTRUCTION START. CONTRACTOR SHALL BE RESPONSIBLE FOR COMPLYING WITH ALL APPLICABLE CODES, REGULATIONS, AND PERMITS GOVERNING THE WORK.
4. EXISTING ITEMS TO REMAIN. CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING ALL EXISTING PAVEMENT, STRUCTURES, UTILITIES, TREES, SITE AMENITIES, ETC. THAT ARE TO REMAIN FROM DAMAGE DURING CONSTRUCTION. CONTRACTOR SHALL BE RESPONSIBLE FOR CORRECTING ANY DAMAGE (AT CONTRACTOR'S EXPENSE) TO EXISTING ITEMS TO REMAIN.
5. CONSTRUCTION STAGING AND ACCESS. CONTRACTOR SHALL VERIFY THE LOCATION FOR CONSTRUCTION STAGING AND SITE ACCESS WITH THE OWNER/LANDSCAPE ARCHITECT PRIOR TO CONSTRUCTION START. CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING PEDESTRIAN AND VEHICLE ACCESS WITHIN AND ADJACENT TO THE SITE THROUGHOUT THE CONSTRUCTION PERIOD UNLESS OTHERWISE NOTED. LONG-TERM STORAGE OF MATERIALS OR SUPPLIES ON-SITE WILL NOT BE PERMITTED. ALL WASTE AND/OR UNUSED MATERIAL SHALL BE PROMPTLY REMOVED FROM THE SITE.
6. SITE REMOVALS. REFER TO CIVIL PLANS FOR GENERAL SITE REMOVALS. ALL ITEMS NOTED TO BE REMOVED SHALL BE COMPLETED BY THE CONTRACTOR AND IMMEDIATELY DISPOSED OF OFF-SITE, IN ACCORDANCE WITH LOCAL REGULATIONS, UNLESS OTHERWISE NOTED. COORDINATE WITH OWNER/LANDSCAPE ARCHITECT FOR ANY ITEMS NOTED AS 'REMOVED BY OTHERS' OR 'REMOVE AND SALVAGE.'
7. UTILITY COORDINATION. REFER TO CIVIL PLAN SHEETS FOR INFORMATION RELATED TO PROPOSED UTILITIES. COORDINATE WITH ELECTRICAL CONTRACTORS FOR SITE ELECTRICAL WORK AND SITE LIGHTING.
8. CONSTRUCTION STAKING. UNLESS OTHERWISE NOTED, CONTRACTOR SHALL BE RESPONSIBLE FOR ESTABLISHING CONTROL POINTS AND ALL CONSTRUCTION FIELD STAKING DURING THE COURSE OF THE PROJECT.
9. DIMENSIONS. DIMENSIONS TAKE PRECEDENCE OVER SCALE. DIMENSIONS ARE TO FACE OF CURB, EDGE OF PAVEMENT/WALKWAY, OR OUTSIDE FACE OF BUILDING UNLESS OTHERWISE NOTED.
10. PLAN QUANTITIES. CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING ALL MATERIAL QUANTITIES PER PLAN. MATERIAL SCHEDULES ARE PROVIDED SOLELY FOR CONTRACTOR'S CONVENIENCE.
11. REFERENCE SPECIFICATIONS. THE FOLLOWING SPECIFICATIONS SHALL GOVERN THIS PROJECT ACCORDING TO THE FOLLOWING ORDER:
    1. ADDENDA, WITH THOSE OF A LATER DATE HAVING PRECEDENCE OVER THOSE OF AN EARLIER DATE.
    2. LANDSCAPE SPECIFICATIONS.
    3. PLAN DRAWINGS.
    4. PLANT / MATERIAL SCHEDULES.
    5. CITY STANDARD SPECIFICATIONS AND DETAILS.
    6. MnDOT STANDARD SPECIFICATIONS FOR CONSTRUCTION, LATEST EDITION.

I
L1 OVERALL LANDSCAPE PLAN

CARLSON McCAIN ENGINEERING SURVEYING ENVIRONMENTAL
3890 PHEASANT RIDGE DR NE
SUITE 100
BLAINE, MN 55449
TEL 763.489.7900
FAX 763.489.7959
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Print Name: Ryan J. Ruttger, RLA
Signature:
Date: 9/23/21 License #: 56346

Drawn: RJR
Designed: RJR
Date: 9/23/21

Revisions:
1. 10/19/21 - Density Transition Plantings Added

SOTARRA, LLC
(TEG LAND HOLDINGS, LLC.)
1660 Hwy 100 South, Suite 400
St. Louis Park, Minnesota 55416

TROTT BROOK CROSSING
Ramsey, Minnesota

PRELIMINARY LANDSCAPE PLAN

L1 of 4

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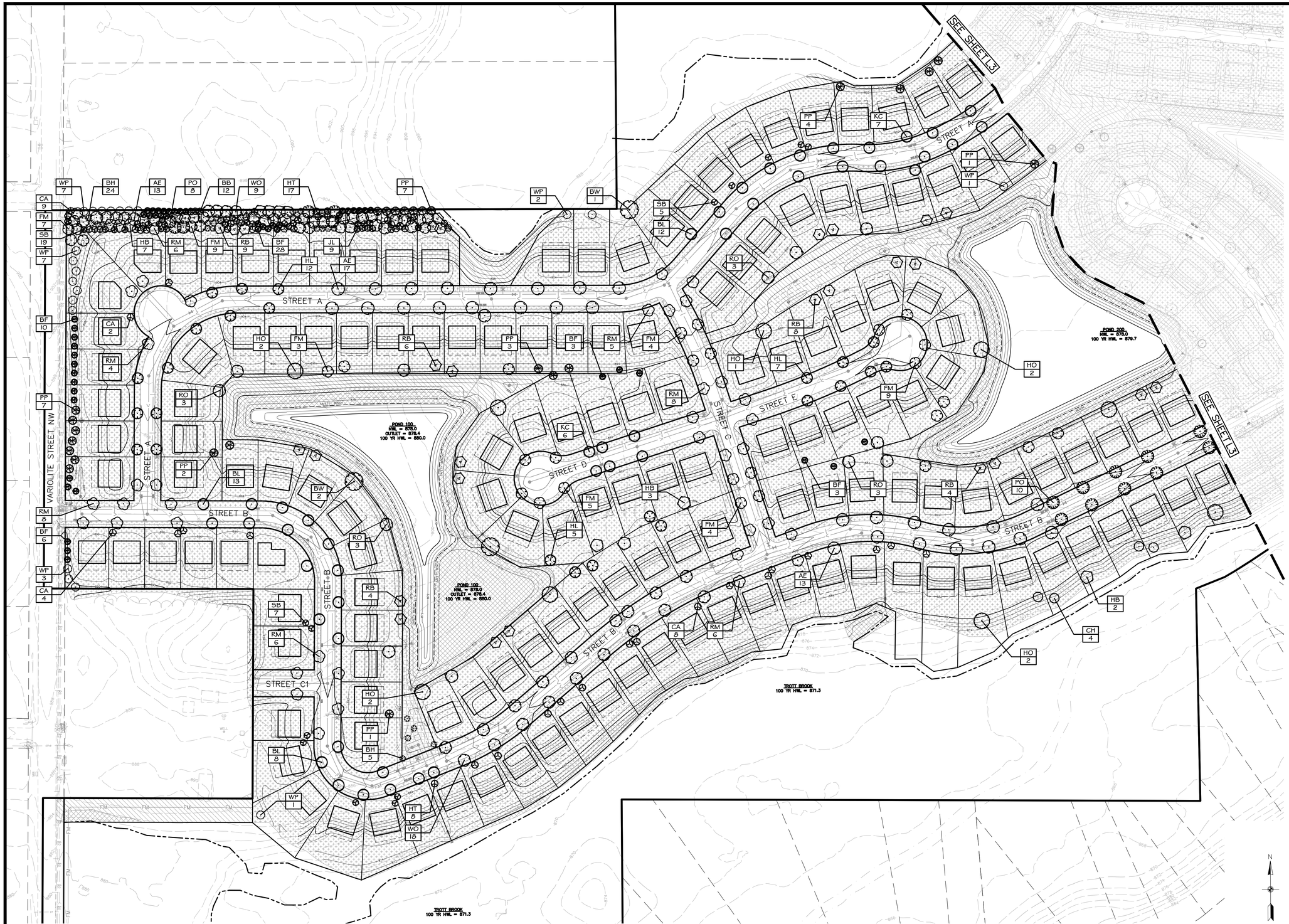

1 L2 LANDSCAPE PLAN ENLARGEMENT

LANDSCAPE KEY

TREES	CODE	COMMON NAME
	RM	Northwood Red Maple
	FM	Sienna Glen Maple
	RB	River Birch Multi-Trunk
	HB	Common Hackberry
	HL	Northern Acclaim Thornless Honey Locust
	KC	Kentucky Coffeetree
	WO	Swamp White Oak
	PO	Northern Pin Oak
	RO	Red Oak
	HO	Heritage Oak
	BW	Black Willow
	BL	Boulevard Linden
	AE	American Elm
CONIFEROUS TREES	CODE	COMMON NAME
	BF	Balsam Fir
	BH	Black Hills Spruce
	PP	Ponderosa Pine
	WP	White Pine
	CH	Canadian Hemlock
ORNAMENTAL TREES	CODE	COMMON NAME
	SB	Autumn Brilliance Serviceberry
	BB	Blue Beech
	HT	Thornless Hawthorn
	CA	Prairifire Crabapple
	JL	Japanese Tree Lilac
GROUND COVERS	CODE	COMMON NAME
	TI	MnDOT Seed Mix 25-151
	TII	MnDOT Seed Mix 33-261
	TIII	MnDOT Seed Mix 32-241

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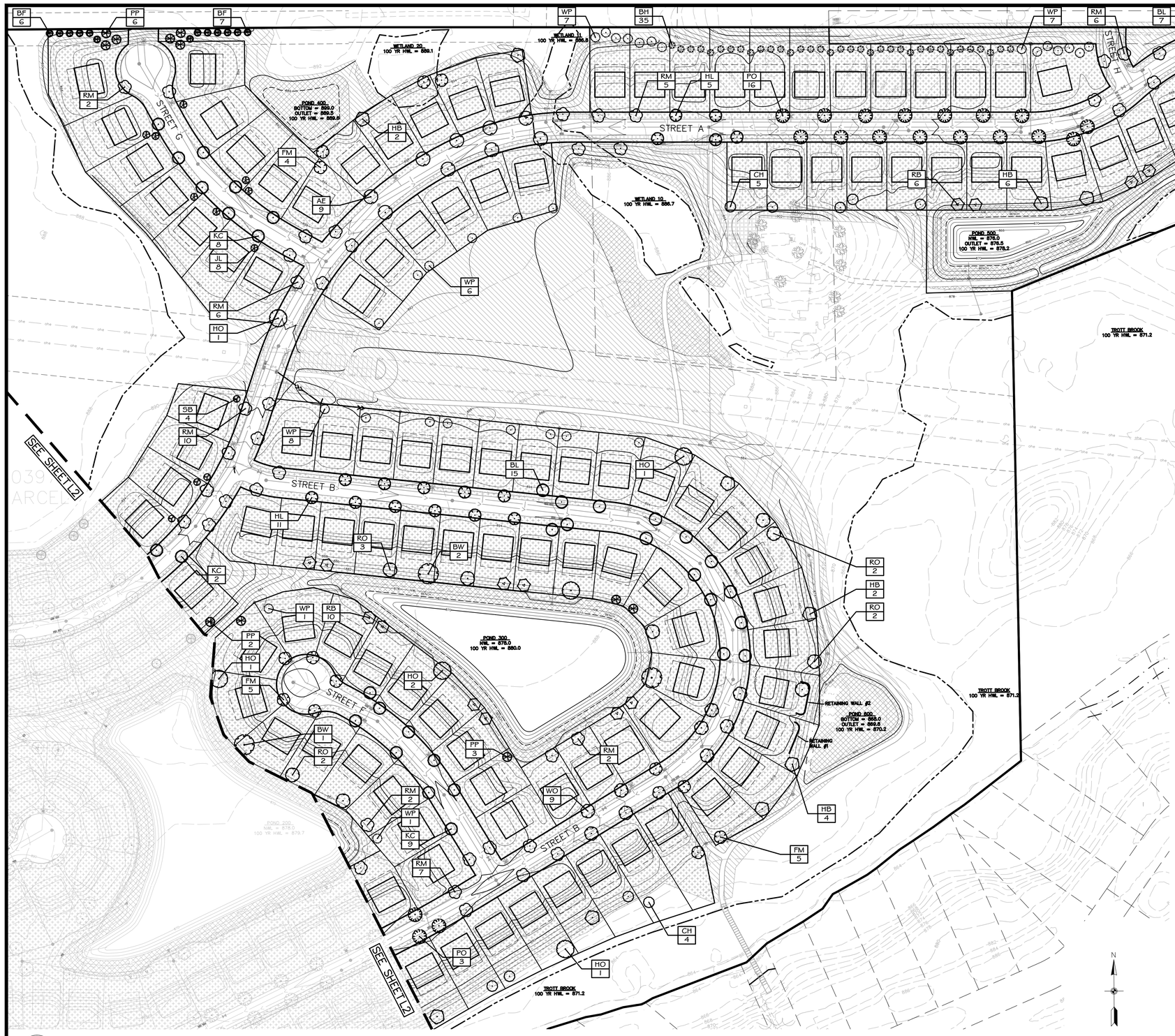

1 / L3 LANDSCAPE PLAN ENLARGEMENT

LANDSCAPE KEY

TREES	CODE	COMMON NAME
	RM	Northwood Red Maple
	FM	Sienna Glen Maple
	RB	River Birch Multi-Trunk
	HB	Common Hackberry
	HL	Northern Acclaim Thornless Honey Locust
	KC	Kentucky Coffeetree
	WO	Swamp White Oak
	PO	Northern Pin Oak
	RO	Red Oak
	HO	Heritage Oak
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	BF	Balsam Fir
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ORNAMENTAL TREES	CODE	COMMON NAME
	SB	Autumn Brilliance Serviceberry
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GROUND COVERS	CODE	COMMON NAME
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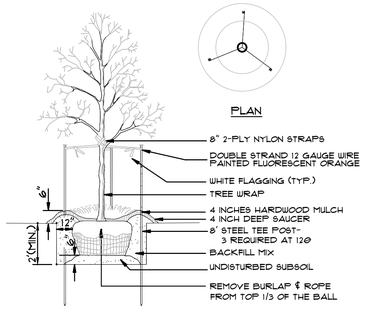


NOTE: SEE PLANTING NOTES FOR THE TYPE OF MULCH MATERIAL TO USE.

A DECIDUOUS TREE PLANTING DETAIL
NOT TO SCALE

1. SCARIFY BOTTOM AND SIDES OF HOLE PRIOR TO PLANTING.

2. TRIM OUT DEAD WOOD AND WEAK AND/OR DEFORMED TWIGS. DO NOT CUT A LEADER. DO NOT PAINT CUTS.

3. SET PLANT ON UNDISTURBED NATIVE SOIL OR THOROUGHLY COMPACTED BACKFILL SOIL. INSTALL PLANT SO THE ROOT FLARE IS AT OR UP TO 2" ABOVE THE FINISHED GRADE.

4. PLACE PLANT IN PLANTING HOLE WITH BURLAP AND WIRE BASKET, (IF USED) INTACT. BACKFILL WITHIN APPROXIMATELY 12" OF THE TOP OF ROOTBALL. WATER PLANT. REMOVE TOP 1/3 OF THE BASKET OR THE TOP TWO HORIZONTAL RINGS, WHICHEVER IS GREATER. REMOVE ALL BURLAP AND NAILS FROM TOP 1/3 OF THE BALL. REMOVE ALL TWINE.

5. PLUMB AND BACKFILL WITH BACKFILL SOIL.

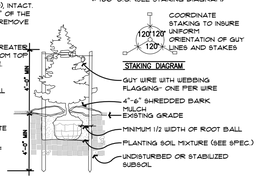
6. WATER TO SETTLE PLANTS AND FILL VOIDS.

7. WATER WITHIN TWO HOURS OF INSTALLATION. WATERING MUST BE SUFFICIENT TO THOROUGHLY SATURATE ROOT BALL AND PLANTING HOLE.

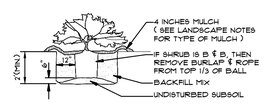
8. PLACE MULCH WITHIN 48 HOURS OF THE SECOND WATERING UNLESS SOIL MOISTURE IS EXCESSIVE.

NOTE: GUY ASSEMBLY OPTIONAL BUT CONTRACTOR ASSUMES FULL RESPONSIBILITY FOR MAINTAINING TREE IN A PLUMB POSITION FOR THE DURATION OF THE GUARANTEE PERIOD

GUY ASSEMBLY- 16" POLYPROPYLENE OR POLYETHYLENE (40 MIL) 1-1/2" WIDE STRAP (TYP) DOUBLE STRAND 10 GA. WIRE, 2-T ROLLED STEEL POSTS (MNDOT 3401) @ 180° O.C. (SEE STAKING DIAGRAM)



B CONIFEROUS TREE PLANTING DETAIL
NOT TO SCALE



C SHRUB & CONTAINER PLANTING DETAIL
NOT TO SCALE

PLANT SCHEDULE

TREES	CODE	QTY	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER
	RM	88	Acer rubrum `Northwood`	Northwood Red Maple	2" Cal.	B&B
	FM	55	Acer x freemanii `Sienna`	Sienna Glen Maple	2" Cal.	B&B
	RB	47	Betula nigra Clump Form, 2" Cal Equivalent	River Birch Multi-Trunk	7` Ht.	B&B
	HB	26	Celtis occidentalis	Common Hackberry	2" Cal.	B&B
	HL	40	Gleditsia triacanthos inermis `Harve`	Northern Acclaim Thornless Honey Locust	2" Cal.	B&B
	KC	32	Gymnocladus dioica `Espresso`	Kentucky Coffeetree	2" Cal.	B&B
	WO	36	Quercus bicolor	Swamp White Oak	2" Cal.	B&B
	PO	37	Quercus ellipsoidalis	Northern Pin Oak	2" Cal.	B&B
	RO	21	Quercus rubra	Red Oak	2" Cal.	B&B
	HO	15	Quercus x macdanielii `Clemons` TM	Heritage Oak	2" Cal.	B&B
	BW	6	Salix nigra	Black Willow	2" Cal.	B&B
	BL	55	Tilia americana `Boulevard`	Boulevard Linden	2" Cal.	B&B
	AE	52	Ulmus americana `Princeton`	American Elm	2" Cal.	B&B
CONIFEROUS TREES	CODE	QTY	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER
	BF	63	Abies balsamea	Balsam Fir	6` Ht.	B&B
	BH	64	Picea glauca densata	Black Hills Spruce	6` Ht.	B&B
	PP	36	Pinus ponderosa	Ponderosa Pine	6` Ht.	B&B
	WP	53	Pinus strobus	White Pine	6` Ht.	B&B
	CH	13	Tsuga canadensis	Canadian Hemlock	6` Ht.	B&B
ORNAMENTAL TREES	CODE	QTY	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER
	SB	35	Amelanchier x grandiflora `Autumn Brilliance` Clump Form, 1.5" Cal Equivalent	Autumn Brilliance Serviceberry	7` Ht.	B&B
	BB	12	Carpinus caroliniana	Blue Beech	1.5" Cal.	B&B
	HT	25	Crataegus crus-galli ``Inermis``	Thornless Hawthorn	1.5" Cal.	B&B
	CA	23	Malus x `Prairifire` Red Flowers	Prairifire Crabapple	1.5" Cal.	B&B
	JL	17	Syringa reticulata White Flowers	Japanese Tree Lilac	1.5" Cal.	B&B
GROUND COVERS	CODE	QTY	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER
	TI	49,980 sf	Type I - Turf Seed Mix Refer to notes for acceptable seeding methods Seeding Rate 180 lb/ac	MnDOT Seed Mix 25-151	seed	
	TII	416,276 sf	Type II - Stormwater Seed Mix Refer to notes for acceptable seeding methods. Seeding Rate 52.0 lb/ac	MnDOT Seed Mix 33-261	seed	
	TIII	3,616,206 sf	Type III - Native Construction Seed Mix Refer to notes for acceptable seeding methods. Seeding Rate 57.0 lb/ac	MnDOT Seed Mix 32-241	seed	
	TIV	560,108 sf	Type IV - Buffer Seed Mix Refer to notes for acceptable seeding methods. Seeding Rate 55.0 lb/ac	MnDOT Seed Mix 35-241	seed	

LANDSCAPE SPECIFICATIONS

1. TREE PROTECTION. ALL TREES NOT SPECIFICALLY NOTED OR MARKED ON SITE FOR REMOVAL SHALL REMAIN PROTECTED AND UNDISTURBED DURING CONSTRUCTION. TREE PROTECTION SHALL EXTEND TO THE DRIP LINE, WITHIN WHICH NO CONSTRUCTION ACTIVITY, MATERIAL STORAGE, OR VEHICLE PARKING SHALL BE PERMITTED. TREE PROTECTION FENCING SHALL BE ERECTED PRIOR TO CONSTRUCTION START PER PLANS OR AS DIRECTED BY OWNER/LANDSCAPE ARCHITECT AND SHALL CONSIST OF 4' TALL HEAVY DUTY ORANGE CONSTRUCTION FENCING WITH 6' STEEL FENCE POSTS SPACED 6' O.C. MAX.

2. EROSION CONTROL. REFER TO CIVIL PLAN SHEETS FOR STORMWATER POLLUTION PREVENTION PLAN (SWPPP), AND TEMPORARY AND PERMANENT STORMWATER BMPS, INCLUDING SILT FENCE, BIO-ROLLS, INLET PROTECTION, EROSION CONTROL BLANKETING, DUST CONTROL, SWEEPING AND ROCK CONSTRUCTION ENTRANCE. ALL DISTURBED AREAS SHALL RECEIVE PERMANENT STABILIZATION IN ACCORDANCE WITH THE LANDSCAPE PLAN WITHIN 7 DAYS AFTER CONSTRUCTION ACTIVITY IN THE DISTURBED AREA HAS CEASED. IN THE EVENT PERMANENT STABILIZATION CANNOT BE IMPLEMENTED WITHIN 7 DAYS, TEMPORARY STABILIZATION BMPS MUST BE IMPLEMENTED WITHIN 7 DAYS USING.

3. CLEARING AND GRUBBING. CONTRACTOR SHALL BE RESPONSIBLE FOR CLEARING AND GRUBBING ALL AREAS INDICATED AS BEING DISTURBED OR OTHERWISE SHOWN ON PLANS. CLEARING AND GRUBBING SHALL INCLUDE REMOVAL AND DISPOSAL OF ALL TREES, STUMPS, BRUSH, GRASS, ROOTS AND OTHER ORGANIC MATERIAL AT AN APPROVED OFF-SITE DISPOSAL LOCATION.

4. SOIL PREPARATION. REFER TO GEOTECHNICAL REPORT FOR ANY REQUIRED SOIL CORRECTIONS, AMENDMENTS OR ADDITIONAL INFORMATION (IF APPLICABLE). EXISTING TOPSOIL SHALL BE STRIPPED FROM ALL DISTURBED AREAS AND STOCKPILED IN AN APPROVED LOCATION FOR RE-SPREAD. ALL AREAS WHERE SOIL HAS BEEN COMPACTED BY CONSTRUCTION ACTIVITY AND THAT ARE INDICATED TO BE SODDED, SEEDED OR PLANTING BED SHALL BE DE-COMPACTED TO A MINIMUM DEPTH OF 12 INCHES BY SOIL RIPPING, TILLING OR OTHER APPROVED SOIL LOOSENING METHOD.

5. TOPSOIL MATERIAL. ALL EXISTING, AMENDED OR IMPORTED TOPSOIL SHALL MEET THE REQUIREMENTS OF MNDOT TOPSOIL TYPE A. A MINIMUM 4 INCH DEPTH OF TOPSOIL SHALL BE PLACED ON ALL AREAS TO BE SODDED OR SEEDED. A MINIMUM 12 INCH DEPTH OF TOPSOIL SHALL BE PLACED WITHIN ALL PLANTING BED AREAS. ALL TOPSOIL SHALL BE FINE GRADED, RAKED AND DRAGGED TO PROVIDE A SMOOTH, UNIFORM SURFACE. TOPSOIL GRADES SHALL BE WITHIN .1 FEET OF INDICATED FINISHED GRADE AND SHALL BE TRUE TO GRADIENTS SHOWN ON PLANS. REFER TO CIVIL PLAN SHEETS FOR FILTRATION BASIN SOIL REQUIREMENTS.

6. SEEDING AND TURF ESTABLISHMENT. CONTRACTOR SHALL OBTAIN OWNER/LANDSCAPE ARCHITECT'S APPROVAL OF FINAL GRADES AND TOPSOIL PREP PRIOR TO SEEDING. APPLY 12-12-12 GRANULAR STARTER FERTILIZER AT A RATE OF 250 LBS PER ACRE PRIOR TO SEEDING.. SEEDS SHALL BE SOWED IN 2 PERPENDICULAR PASSES, EACH PASS AT ONE-HALF THE INDICATED RATE, VIA BROADCAST SPREADER, DROP SEEDER OR DRILL SEEDER. FOLLOWING SEED APPLICATION, INSTALL TYPE 3N EROSION CONTROL BLANKET ON ALL SLOPES GREATER THAN 4:1. IN ALL OTHER AREAS, APPLY HYDROMULCH COVER (MUST BE A SEPARATE OPERATION FROM SEEDING) AT A TARGETED DRY WEIGHT RATE OF 3500 LBS PER ACRE. SOIL SHALL BE KEPT MOIST DURING ESTABLISHMENT WITH ADDITIONAL RE-SEEDING AS NECESSARY TO ACHIEVE A HEALTHY, UNIFORM STAND OF GRASS, FREE OF WEEDS AND WITH COVERAGE EXCEEDING 75% IN ANY 10'x10' AREA PRIOR TO FINAL ACCEPTANCE.

7. SODDING. CONTRACTOR SHALL OBTAIN OWNER/LANDSCAPE ARCHITECT'S APPROVAL OF FINAL GRADES AND TOPSOIL PREP PRIOR TO SODDING. APPLY 12-12-12 GRANULAR STARTER FERTILIZER AT A RATE OF 250 LBS PER ACRE PRIOR TO SODDING AND ROLL TOPSOIL TO CREATE A UNIFORM SURFACE FOR LAYING SOD. SOD SHALL NOT BE CUT MORE THAN 24-HOURS IN ADVANCE OF INSTALLATION. CONTRACTOR SHALL KEEP SOD MOIST FOR A MINIMUM OF 30 DAYS AND SHALL BE RESPONSIBLE FOR MAINTAINING THE SOD UNTIL FINAL ACCEPTANCE.

8. PLANT MATERIAL. ALL PLANTING STOCK SHALL CONFORM TO THE "AMERICAN STANDARD FOR NURSERY STOCK," ANSI-Z60, LATEST EDITION, OF THE AMERICAN ASSOCIATION OF NURSERYMEN, INC. AND SHALL CONSTITUTE MINIMUM QUALITY REQUIREMENTS FOR PLANT MATERIALS. OWNER/LANDSCAPE ARCHITECT RESERVE THE RIGHT TO REJECT ANY PLANTS WHICH ARE DEEMED UNSATISFACTORY BEFORE, DURING, OR AFTER INSTALLATION. NO SUBSTITUTION OF PLANT MATERIAL SHALL BE ACCEPTED UNLESS APPROVED IN WRITING BY THE OWNER/LANDSCAPE ARCHITECT PRIOR TO INSTALLATION.

9. PLANT MATERIAL SUBSTITUTIONS. ALL REQUESTS FOR PLANT SUBSTITUTIONS SHALL BE MADE IN WRITING TO THE OWNER/LANDSCAPE ARCHITECT AND MUST BE APPROVED BY THE CITY.

10. PLANT INSTALLATION AND ESTABLISHMENT. REFER TO STANDARD PLANTING DETAILS. CONTRACTOR SHALL STAKE TREE LOCATIONS FOR APPROVAL BY OWNER/LANDSCAPE ARCHITECT PRIOR TO PLANTING. ANY PLANT MATERIAL WHICH DIES, TURNS BROWN, OR DEFOLIATES (PRIOR TO TOTAL ACCEPTANCE OF THE WORK) SHALL BE PROMPTLY REMOVED FROM THE SITE AND REPLACED WITH MATERIAL OF THE SAME SPECIES, QUANTITY, AND SIZE.

11. MULCH MATERIAL. DOUBLE SHREDDED HARDWOOD MULCH OR ROCK MULCH AS INDICATED ON PLANS. ALL MULCH SHALL BE CLEAN AND FREE OF NOXIOUS WEEDS, SOIL, OR OTHER DELETERIOUS MATERIAL, AND SHALL BE INSTALLED OVER A NON-WOVEN GEOTEXTILE FABRIC (INCIDENTAL) OR OTHER APPROVED WEED BARRIER TO A MINIMUM SETTLED DEPTH OF 4". MULCH SHALL BE HELD BACK FROM PLANT STEMS/TRUNKS A MINIMUM OF 3". WOOD MULCH SHALL BE PLACED AROUND INDIVIDUAL TREES TO A 4' MINIMUM DIAMETER. MULCH SHALL BE INSTALLED WITHIN 48-HOURS OF PLANT INSTALLATION.

12. LANDSCAPE EDGING. INSTALL LANDSCAPE EDGING BETWEEN ALL MULCH AREAS AND TURF. EDGING SHALL BE COMMERCIAL GRADE BLACK POLYETHYLENE OR VINYL EDGING, 0.1 INCH THICK BY 5 INCHES DEEP, V-LIPPED BOTTOM, HORIZONTALLY GROOVED, 1-INCH ROUND TOP, EXTRUDED IN STANDARD LENGTHS, WITH 9-INCH STEEL ANGLE STAKES.

13. IRRIGATION. DESIGN, FURNISH AND INSTALL A COMPLETE UNDERGROUND IRRIGATION SYSTEM FROM APPROVED POINT(S)-OF-CONNECTION WITHIN THE SITE COVERING ALL TURF AND PLANTING AREAS AS SHOWN ON THE LANDSCAPE PLAN. INCLUDES FLOW/PRESSURE TESTING, PLANS WITH DESIGN CALCULATIONS, AS-BUILT DRAWINGS, LABOR, MATERIALS, EQUIPMENT, AND SERVICES FOR THE TESTING, ADJUSTING, RETESTING AND READJUSTING AS REQUIRED TO PLACE THE SYSTEM IN AN APPROVED OPERATING CONDITION. THE IRRIGATION SYSTEM SHALL INCLUDE THE DESIGN AND INSTALLATION OF THE FOLLOWING: PIPING, METER AND BACKFLOW ASSEMBLIES, SPRINKLER HEADS, CABINETS, VALVES AND VALVE BOXES, CONTROLLERS, CONTROL WIRING, FITTINGS, ELECTRICAL CONNECTIONS, QUICK-COUPLERS, ALL OTHER NECESSARY ACCESSORIES, SYSTEM MANUALS, 1-YEAR MAINTENANCE PERIOD INCLUDING 1 FALL WINTERIZATION AND 1 SPRING START-UP. IRRIGATION PLANS TO BE PREPARED BY A QUALIFIED IRRIGATION DESIGNER AND SUBMITTED TO OWNER/LANDSCAPE ARCHITECT FOR APPROVAL.

14. MAINTENANCE. MAINTENANCE SHALL BEGIN IMMEDIATELY AFTER EACH PORTION OF THE WORK IS IN PLACE. PLANT MATERIAL SHALL BE PROTECTED AND MAINTAINED UNTIL THE INSTALLATION OF THE PLANTS IS COMPLETE, INSPECTION HAS BEEN MADE, AND PLANTINGS ARE ACCEPTED EXCLUSIVE OF THE GUARANTEE. MAINTENANCE SHALL INCLUDE MOWING, TRIMMING, WATERING, FERTILIZING, WEED AND PESTICIDE CONTROL, MULCHING, REMOVAL OF DEAD MATERIALS, RE-SETTING PLANTS TO PROPER GRADE AND KEEPING PLANTS IN A PLUMB POSITION. AFTER ACCEPTANCE, THE OWNER SHALL ASSUME MAINTENANCE RESPONSIBILITIES, HOWEVER, THE CONTRACTOR SHALL RETAIN RESPONSIBILITY FOR ALL PLANT MATERIAL THROUGH THE COMPLETION OF THE WARRANTY PERIOD.

15. WATERING. UPON ESTABLISHMENT OF SEED AND INSTALLATION OF PLANTS, CONTRACTOR SHALL MAINTAIN A WATERING SCHEDULE WHICH WILL THOROUGHLY WATER ALL PLANTS AND TURF AREAS A MINIMUM OF ONCE A WEEK. MORE FREQUENT WATERING MAY BE REQUIRED DURING PERIODS OF HOT, DRY WEATHER. CONTRACTOR SHALL MAKE THE NECESSARY ARRANGEMENTS FOR WATER. IN THE ABSENCE OF PERMANENT IRRIGATION, TEMPORARY IRRIGATION, TREE WATERING BAGS, OR HAND-WATERING ARE ACCEPTABLE.

16. NATIVE PLANT ESTABLISHMENT. THIS PROJECT INCLUDES ONE OR MORE NATIVE PLANT SEED MIXES CONSISTING OF A VARIETY OF GRASSES, SEDGES AND FLOWERING FORBS. BECAUSE THESE PLANTS TYPICALLY HAVE A LONGER GERMINATION PERIOD, A COVER CROP SPECIES IS REQUIRED TO PROVIDE TEMPORARY COVER AND STABILIZATION. MAINTENANCE OF THESE SEEDED AREAS IS CRITICAL DURING THE FIRST SEVERAL YEARS TO ESTABLISH A SUCCESSFUL NATIVE PLANT COMMUNITY. SEEDED AREAS SHALL BE MOWED / WEED-WHIPPED TO A HEIGHT OF 6-10 INCHES IN MID-JULY AND EARLY SEPTEMBER DURING THE FIRST 2-3 YEARS OF ESTABLISHMENT. IN ADDITION, ALL NON-NATIVE SPECIES / WEEDS SHALL BE SPOT SPRAYED NO LESS THAN 3 TIMES A YEAR WITH HERBICIDE BY A LICENSED APPLICATOR. RE-SEEDING AS NECESSARY SHALL OCCUR IN MAY. A NATIVE PLANT COMMUNITY SHALL BE CONSIDERED SUCCESSFULLY ESTABLISHED NO SOONER THAT 3 YEARS AFTER INITIAL SEEDING – ONCE THE COVER CROP HAS BEEN SUFFICIENTLY REPLACED BY NATIVE PLANTS AND THE AREA IS FREE OF ALL NON-NATIVE AND INVASIVE SPECIES. AT THIS TIME, MAINTENANCE CAN BE REDUCED TO MOWING / WEED-WHIPPING TO A HEIGHT OF 6-10 INCHES ONCE A YEAR IN EARLY SEPTEMBER AND SPOT SPRAYING OF HERBACIDE ONLY AS NEEDED.

17. FINAL ACCEPTANCE. UPON SUBSTANTIAL COMPLETION OF THE WORK, CONTRACTOR SHALL REQUEST FINAL ACCEPTANCE OF THE WORK IN WRITING BY THE OWNER/LANDSCAPE ARCHITECT. IF ANY WORK IS FOUND TO BE INCOMPLETE OR UNSATISFACTORY IN THE OPINION OF THE OWNER/LANDSCAPE ARCHITECT, A WRITTEN PUNCH LIST WILL BE PREPARED LISTING ALL ITEMS THAT REQUIRE COMPLETING OR CORRECTING BEFORE FINAL ACCEPTANCE.

18. WARRANTY. ALL PLANTS, MATERIALS AND WORKMANSHIP SHALL BE GUARANTEED FOR ONE YEAR FROM THE DATE OF FINAL ACCEPTANCE, UNLESS OTHERWISE SPECIFIED. THE GUARANTEE SHALL COVER THE FULL COST OF REPLACEMENT INCLUDING LABOR AND MATERIAL.

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CARLSONMCCAIN.COM

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Landscape Architect under the laws of the State of Minnesota

Print Name: Ryan J. Ruttger, RLA
Signature:
Date: 9/23/21 License #: 56346

Drawn: RJR
Designed: RJR
Date: 9/23/21

Revisions:
1. 10/19/21 - Density Transition Plantings Added

SOTARRA, LLC
(TEG LAND HOLDINGS, LLC.)
1660 Hwy 100 South, Suite 400
St. Louis Park, Minnesota 55416

TROTT BROOK CROSSING
Ramsey, Minnesota

PRELIMINARY LANDSCAPE PLAN

L4 of 4

[Save Date: 10/19/21] F:\jobs\9461 - 9480\9461 - trott brook\cad c3d\landscape\9461_landscape.dwg

#9461

Trott Brook North Small Area Planning Framework

July 9, 2020

Document Purpose

The purpose of this document is to outline high-level land use planning policy for a portion of the area generally known as Trott Brook North between Variolite Street and Nowthen Boulevard, north of Trott Brook, based on recent City Council direction. There is no obligation to change policies and plans. However, at minimum, this document will provide additional detail beyond our Comprehensive Plan and Zoning Code.

This a visionary document to help guide policy discussions. This is not the official land use plan for the area nor carries any legal entitlements. This document would be implemented through amendments to the City's Comprehensive Plan and Zoning Code, if needed.

City of RAMSEY

Summary of Review

Meeting Date	Meeting Type
May 7, 2020	Planning Commission (Sketch Plan)
May 26, 2020	City Council (Sketch Plan)
July 9, 2020	Planning Commission Work Session and Regular Session (Policy Document)

City of RAMSEY

Planning Area

City of RAMSEY

Existing Conditions

- Variolite St (West) and Nowthen Blvd (East)
- Allowed Land Use: 80 foot wide lots
- Adjacent Land Uses
  - West, North, East: Rural Residential, Private Well/Septic
  - South: 80 foot wide lots, City Utilities
- Significant Historical Context
  - Barn and homestead
- Significant Ecological Resources
  - Tree Cover
  - Wetland
  - Trott Brook (and adjacent corridor)

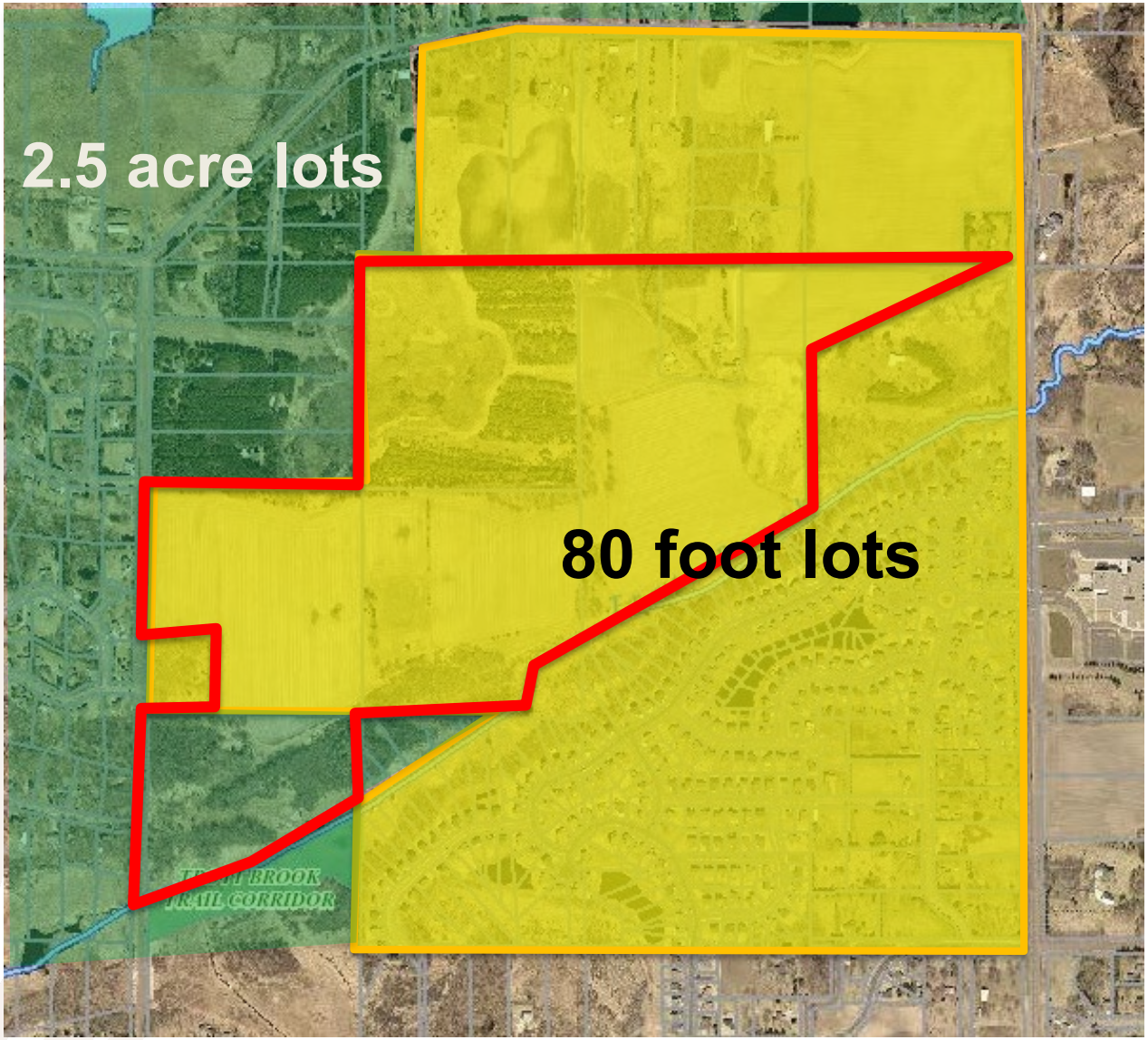
City of RAMSEY

Future Conditions

- Hunt Property
  - Future Development Likely, Zoned for 80 Foot Lots (City Utilities)
- Nowthen Blvd Plan
  - City-Directed Plan
- Tree Preservation Plan
- Public Park
  - Opportunity to Preserve Barn for Public Park Space
- Density Transitioning
  - Adjacent to Existing Residential

City of RAMSEY

Future Land Use



City of RAMSEY

Density transitioning required
No density transitioning required but recommended

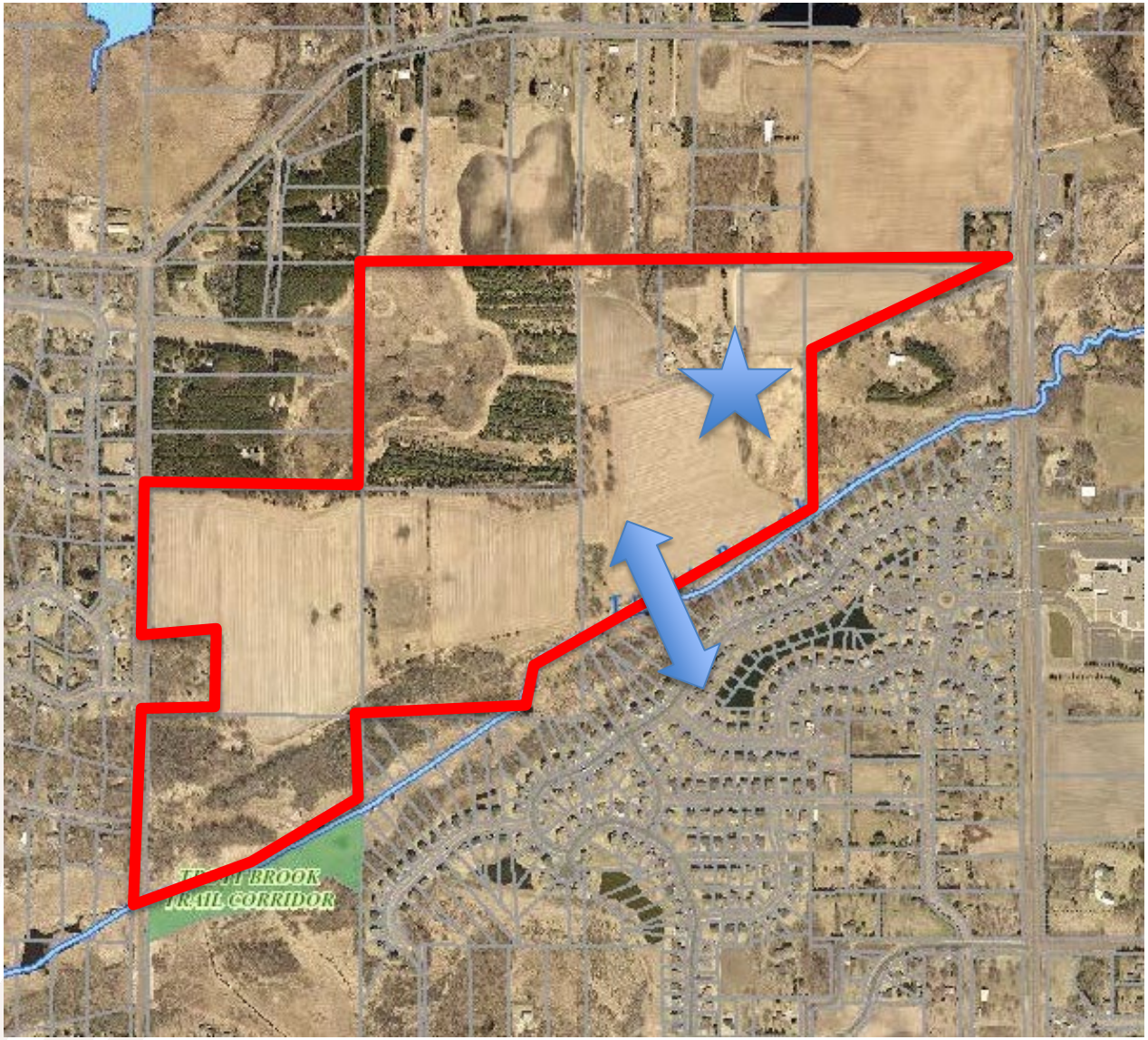
Developer/Owner Request to Discuss: Potential Compromise

City of RAMSEY

Historical Context/Park Plan

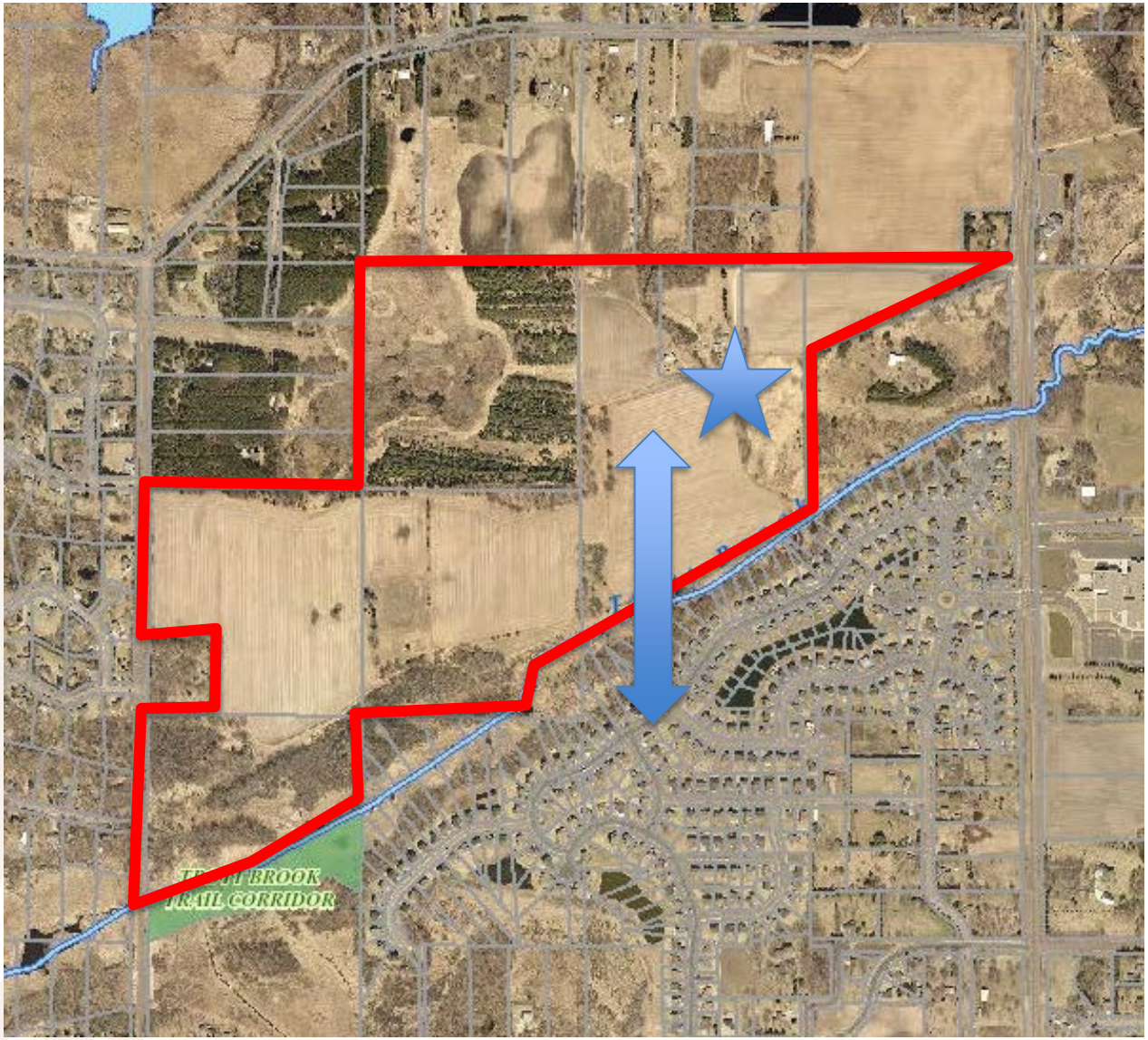
City of RAMSEY

TRAIL CONNECTION



City of RAMSEY

Historical Context/Park Plan



Connect Existing Brookfield Neighborhood with New Park via Walking Path

City of RAMSEY

Implementation Plan

1. [Park Planning] Create high quality public park onsite utilizing existing historical buildings in NE section of site
   - Trails throughout site and connecting to existing Brookfield neighborhood that is lacking park amenities
2. Land Use Planning
   1. Alternative 1: City Council Direction
      1. All 80 foot wide lots
   2. Alternative 2: Applicant request to allow mix of lot sizes in exchange for the following:
      - 80 foot lots around entirely of site
      - Medium-sized lots only internal to site, not adjacent to any existing residential
      - No lots that don't fall into R-1 regulations – no lots smaller than 65 foot wide (current R-1 minimum)

City of RAMSEY

Phase I - 2022 61 lots

Phase II - 2023 65 lots

Phase III - 2025 47 lots

Phase IV - 2026 43 lots

Phase V - 2027 54 lots

270 lots

SE WO	9
SE/R - LO(2)/SE WO	87
WO (8' BSMT.)	139
WO (9' BSMT)	35
	270

BOLTON & MENK

Real People. Real Solutions.

City of Ramsey

Trott Brook North Infrastructure Study

September 2021

Analysis and Report

Submitted by:
Bolton & Menk, Inc.
7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303
P: 763-433-2851

I. INTRODUCTION

The City of Ramsey has identified the need to prepare for the development of an area generally located north of Trott Brook, south of 175th Avenue, between Nowthen Boulevard and Variolite Street (see Figure 1). The proposed development area is not serviced with municipal utilities, therefore a general review of the entire service area north of Trott Brook was performed. In addition, transportation improvements were reviewed for the intersection of 173rd Avenue and County Road 5/Nowthen Boulevard, which will serve as the primary access point for the proposed development area.

Based on the current zoning map (January 2020), the area is zoned R-1 MUSA.

II. PRELIMINARY CONSIDERATIONS

Required public utility improvements are based on information contained in the City's Sanitary Sewer (Figure 2) and Water System (Figure 3) Comprehensive Plans. The trunk sanitary sewer and water system improvements are considered as base requirements for development of this area.

The roadway improvements reviewed are consistent with concept plans received for the developments. The anticipated roadway improvements along Nowthen Boulevard are also consistent with Anoka County standards. The roadway geometrics may require additional analysis if the proposed land uses change.

III. DESIGN CONSIDERATIONS

The design of the trunk sanitary sewer system is based on flow projections and rates detailed in the Comprehensive Sanitary Sewer Plan and the current City Zoning Map (dated January 2020). See Figure 4 for the City Zoning Map used for this analysis. Capacity limitations were analyzed at key points in the system.

IV. DEVELOPMENT CONCEPTS

Two potential developments are being considered for the area north of Trott Brook, west of Nowthen Boulevard. The specific properties being evaluated for this study include:

Hunt Addition: A 35.5-acre parcel between 173rd Avenue and 175th Avenue, west of Nowthen Boulevard. The Hunt Addition currently proposes to include 77 single family lots with the development traffic using both 173rd Avenue and 175th Ave NW to access Nowthen Boulevard.

Makowsky Addition: An approximate 200-acre parcel directly north of Trott Brook between Nowthen Boulevard and Variolite Street. The Makowsky Addition currently proposes to include 270 single family lots with development traffic accessing Nowthen Boulevard at 173rd Avenue, with an additional site access along Variolite Street approximately 1800 feet north of Trott Brook.

Three development scenarios were reviewed:

- The Hunt Addition develops as a stand-alone project (Figure 5A),
- The Hunt Addition and a portion of the Makowsky Addition develop simultaneously (Figure

5B), and

- The Hunt Addition and all of the Makowsky Addition develop simultaneously (Figure 5C).

In relation to proposed infrastructure improvements, it appears that the trunk facility extensions will be similar whether part or all of the Makowsky property develops.

V. TRUNK & LATERAL SANITARY SEWER SYSTEM

The primary area of analysis is depicted in the City's Comprehensive Sanitary Sewer Plan as District R22 (see Figure 2). Based on the City's Sanitary Sewer Comprehensive Plan, the area will be served by the 21-inch main line located south of Trott Brook in the Variolite Street right of way. The Comprehensive Plan depicts the flows being directed to an existing lift station located in the Brookfield Estates Addition, along 168th Circle, just west of Olivine Street.

Lift Station Considerations

The City has indicated that alternative means of conveyance to the Variolite system should be analyzed, as the existing lift station appears to be at or near capacity. A review of the Comprehensive Plan indicates the lift station was initially sized for a portion of the sewer district, with upgrades required in the future if larger areas were to be serviced.

Pumping data received from the City for June of 2021 indicates the existing duplex pumping station experiences an average of 44 starts per day, with the average run time being 2.59 minutes per start. Based on the pumping data, the lift station has adequate capacity to accommodate flows from undeveloped properties located east of Nowthen Boulevard, along with flows from the new developments.

Rather than upgrade the lift station to serve the entire area north of Trott Brook, the City indicated their preference is to construct a new lift station on the north side of Trott Brook. The new lift station would serve the area located north of Trott Brook as shown in green on Figure 2. There are several reasons to consider construction of a new lift station rather than continuing to add flows to the existing facility:

- The depth of the existing lift station makes it difficult to maintain with the City's equipment. The City has expressed concern with adding more flow to the station, which may result in more frequent maintenance of the facility.
- Installation of a new lift station limits the number of impacted properties if the existing facility failed due to flooding, lighting strikes, etc.

For these reasons, we have assumed new developments would be directed away from the existing lift station to the extent practical.

Hunt Addition Only

Sanitary sewer service for the Hunt Addition was analyzed based on the proposed concept plan for the site. When fully developed, the flows from the site will be approximately 18,000 GPD average daily flow and approximately 67,000 GPD peak flow. The flow will ultimately be connected to a gravity system that is proposed to traverse the Makowsky property. An interim system will be required until such time as the Makowsky property develops.

The interim service is anticipated to be routed to the same manhole that serves the new

elementary school, located east of Nowthen Boulevard. A gravity line along Nowthen Boulevard was analyzed and found to be not feasible due to a large culvert located at Trott Brook. Although alternative means, such as an inverted siphon could be used to cross the creek via gravity, the capital costs and resulting potential maintenance costs, made this option not feasible.

The interim service is recommended to include a lift station with a forcemain discharging to the manhole south of Trott Brook located along Nowthen Boulevard.

We reviewed the gravity sewer along 170th Trail, Olivine Street and 168th Circle. Based upon both existing and future flows from the area, adequate capacity in the gravity main exists to allow for the Hunt Addition connection to occur. As reviewed previously, the existing lift station has capacity to accommodate the additional flows on a temporary basis.

See Figure 6A for anticipated improvements.

Hunt Addition and Makowsky Addition

With the Hunt Addition and the Makowsky Addition developing simultaneously, a new lift station and forcemain would be required. This would be required if either a portion or all of the Makowski property develops. The lift station is assumed to be located near the southwest portion of the Makowski property, with the forcemain then installed along Variolite Street.

The gravity sewer through the Makowsky Addition should be placed at an adequate depth to allow for the Hunt Addition to be served by the system. The main line should also be sized to account for areas north of Trott Brook, east of Nowthen Boulevard. The lift station should also be sized to accommodate the ultimate service area, which includes all areas north of Trott Brook.

See Figures 6B and 6C for anticipated improvements.

VI. WATERMAIN

Based on the City's Comprehensive Plan, a trunk 12-inch watermain loop is proposed to extend along Nowthen Boulevard to 175th Avenue, along 175th Avenue to Variolite Street, and along Variolite Street. The watermains are a portion of the North Central Loop.

Hunt Addition

For the Hunt Addition, we assumed the trunk watermain would extend along Nowthen Boulevard to 175th Street and along 175th Street to the westerly edge of the Hunt Addition. The lateral watermains within the development will provide the interim looping of the system.

See Figure 6A for anticipated improvements.

Hunt Addition and Makowsky Addition

If both properties develop, we assumed the watermain would be installed along Nowthen Boulevard from south of Trott Brook to 175th Avenue, along 175th Avenue to the westerly edge of the Hunt Addition. The trunk line along Variolite Street was installed as a portion of the recently completed roadway reconstruction project. The lateral watermains within the developments will provide the interim looping of the system.

There will be a segment of watermain along 175th Avenue to be installed to complete the North Central Loop. This could be completed in conjunction with these improvements or completed

separately at a future date.

The watermain improvements are shown on Figures 6B and 6C.

VII. ROADWAY IMPROVEMENTS

The majority of the internal site roadways will be constructed as the developments are constructed. The primary access point will be 173rd Avenue at Nowthen Boulevard.

Supplemental access points will be along 175th Avenue for the Hunt Addition and along Variolite Street for the Makowsky Addition. These supplemental accesses are anticipated to have low traffic volumes and will access onto roadways with less than 1,000 ADT per 2019 traffic count data. Additionally, sight distances are adequate for turning movements into and out of the developments. The supplemental access points appear adequate from both roadway capacity and safety perspectives.

Hunt Addition

A traffic analysis was completed which includes requirements for the ultimate improvements needed assuming both properties develop. Considering recommendations from the analysis, if the Hunt property develops independently, the following improvements will be required:

- Construction of a left turn lane along Nowthen Boulevard,
- Construction of 173rd Avenue to the internal access road for the development,
- Construction of a right turn lane and left turn lane for eastbound traffic at Nowthen Boulevard, and
- Construction of a temporary cul-de-sac at the west end of 173rd Avenue.

Hunt Addition and Makowsky Addition

If the developments occur simultaneously, the improvements are anticipated to include:

- Construction of a left turn lane along Nowthen Boulevard, and
- Construction of a right turn lane and left turn lane for eastbound traffic at Nowthen Boulevard.

EAW Process

The developer for the Makowsky property is completing a traffic study as a portion of the EAW process. The traffic study they are completing may identify and recommend additional roadway improvements within the general project area.

The roadway improvements are depicted on Figure 7. The traffic analysis is also attached for reference.

VIII. ASSUMPTIONS

a. Right-of-Way Requirements

We have assumed that most of the required improvements will be development driven and right of way will be secured through the platting process. During the development review process, the City should review the right of way required and secure needed easements. Various other utility easements may also be required, depending upon how the combined sites develop.

b. Jurisdictional Authority/Approvals/Permits

As the project moves from the planning stages to design and construction, permits will be required from various agencies. The following agencies will be permitting entities for considered improvements:

- Minnesota Department of Transportation State Aid: Variolite Street is a State Aid route,
- Anoka County: Nowthen Boulevard is a county roadway,
- Minnesota Pollution Control Agency: NPDES Storm Water Permit,
- Minnesota Pollution Control Agency: Sanitary Sewer Extension Permit,
- Minnesota Department of Health (MDH): Watermain Extension,
- Minnesota Department of Natural Resources (MNDNR): Dewatering, and
- Lower Rum River Watershed Management Organization: Storm Water related.

IX. ADDITIONAL IMPROVEMENT CONSIDERATIONS

Street Lighting

No costs are included in this report for street lighting.

Trails/Sidewalks

No trails or sidewalks are included in this analysis.

Landscaping

The improvements considered with this report include a very utilitarian landscaping approach to the area. Features, such as trees, shrubs, decorative features, and monuments are not included in the estimated project costs.

Right of Way and Easements

We assumed that required rights of way would be dedicated as a portion of the development process, and no costs are included in the project costs for acquisitions.

X. COST CONSIDERATIONS

The estimated project costs are summarized below. Costs were developed based upon similar types of projects completed previously, with adjustments for inflation.

Improvement	Hunt Addition	Hunt Addition plus ½ Makowsky Addition	Hunt Addition plus Makowsky Addition
Road & Storm (173rd Street Perm)	$251,000	$251,000	$251,000
Road & Storm (173rd Street Temp)	$156,000	$0	$0
Roadway & Storm (County Road)	$312,000	$312,000	$312,000
Sanitary Sewer	$219,000	$1,250,000	$1,455,000
Lift Station	$585,000	$975,000	$975,000
Force main	$386,000	$387,000	$387,000
Water System	$811,000	$811,000	$811,000
TOTAL	**$2,720,000**	**$3,986,000**	**$4,191,000**

The costs shown above are considered project costs and include 30% contingencies and project development costs. Project development costs include administrative, engineering, and fiscal related costs.

Future watermain improvements will be required to complete a loop along 175th Avenue. The costs associated with completing the loop are estimated at $745,000.

XI. CONCLUSION

The information presented in this report is intended to allow for discussions with property owners and developers, as well as allow the City to begin considering funding options.

XII. ATTACHMENTS

Several attachments are included in the appendix of this report. The attachments are meant to serve as discussion documents related to assumptions made in preparation of the report.

Appendix A: Figures

Figure 1: Study Area

Figure 2: Sanitary Sewer Comprehensive Plan Update

Figure 3: Water System Comprehensive Plan Update

Figure 4: City Zoning Map

Figures 5A, 5B, and 5C: Development Scenarios

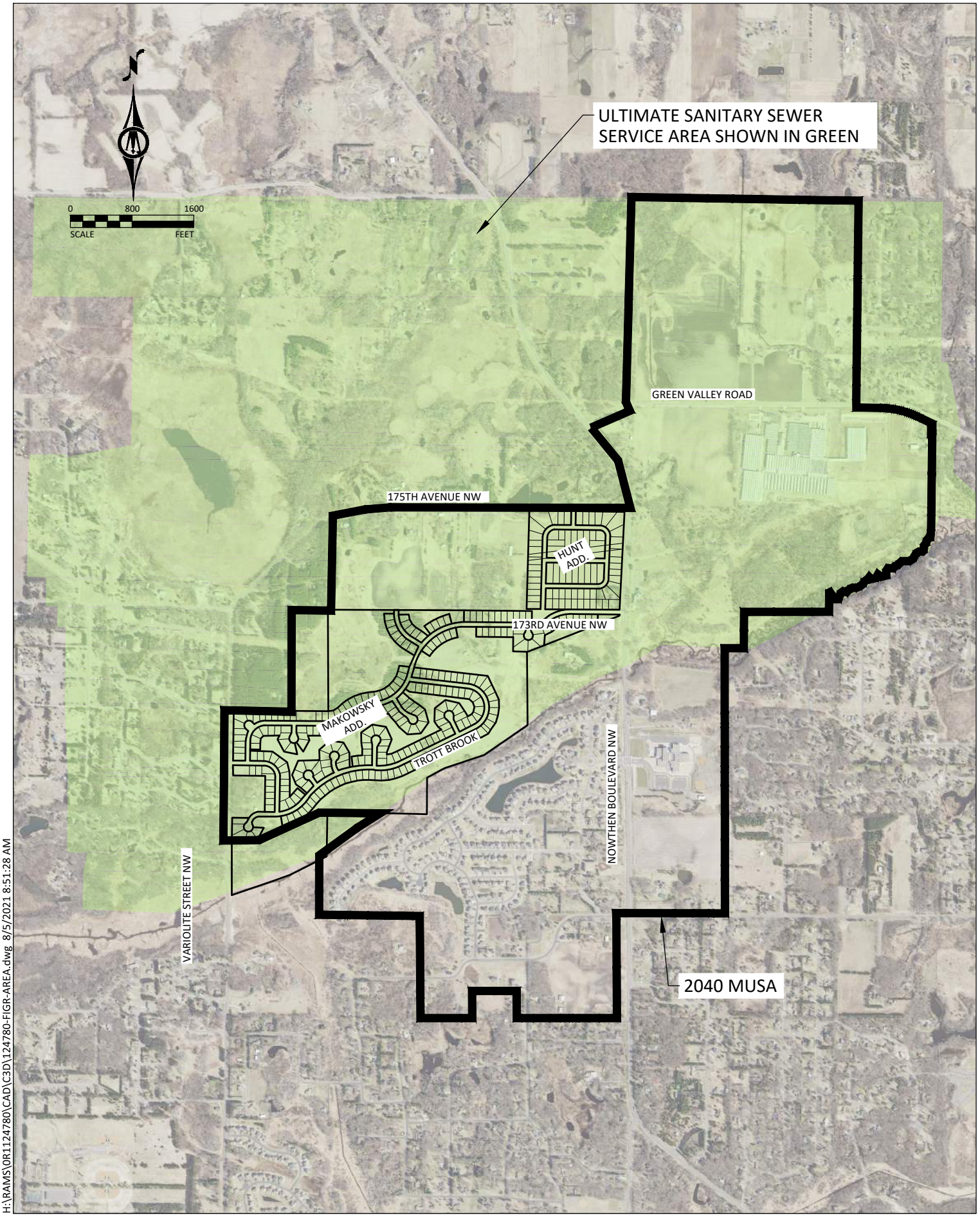
Figures 6A, 6B, and 6C: Sanitary Sewer and Water Improvements

Figure 7: Roadway Improvements

Appendix B: Traffic Report

Trott Brook Traffic Analysis, Dated June 21, 2021

Appendix A: Figures



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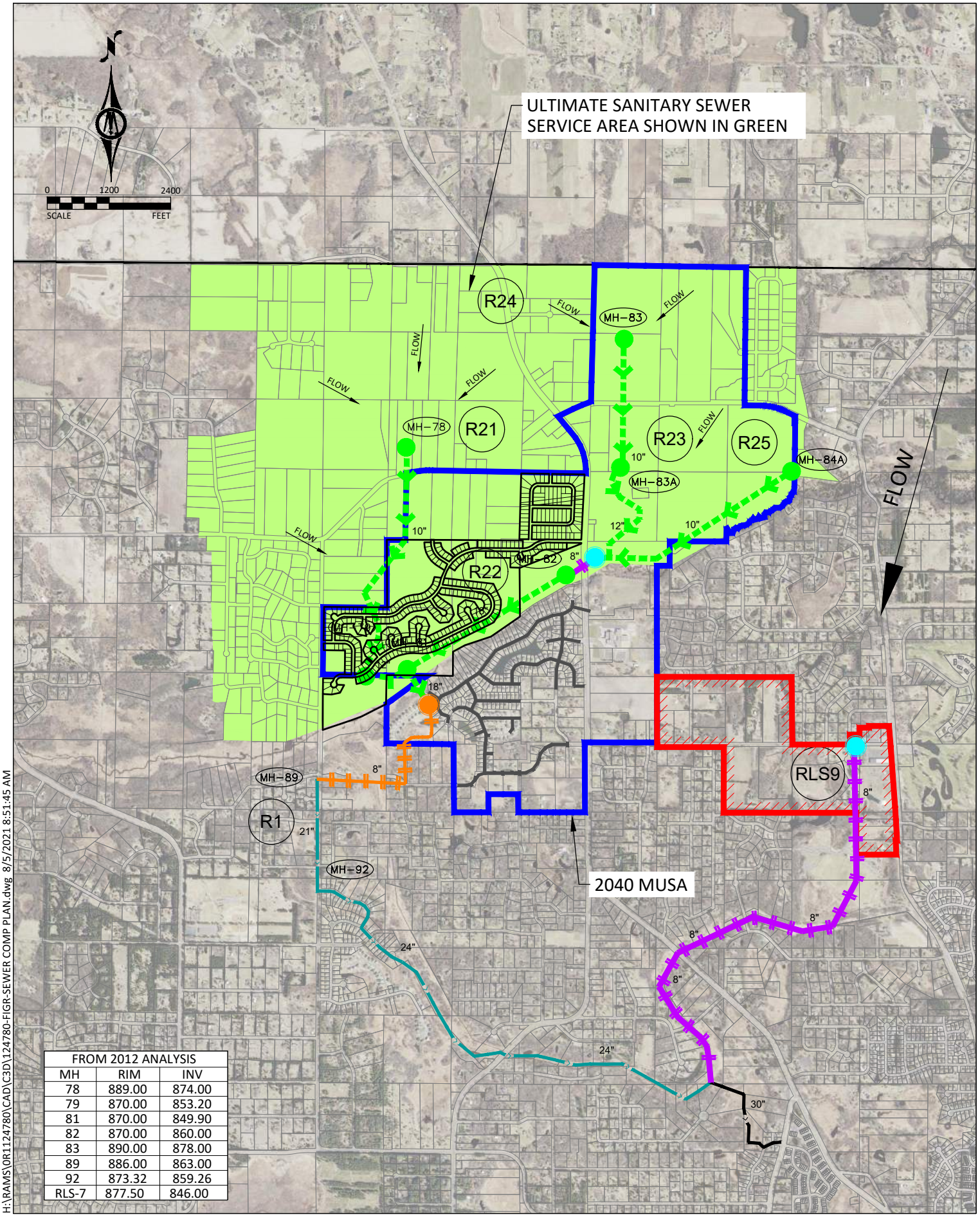

FROM 2012 ANALYSIS		
MH	RIM	INV
78	889.00	874.00
79	870.00	853.20
81	870.00	849.90
82	870.00	860.00
83	890.00	878.00
89	886.00	863.00
92	873.32	859.26
RLS-7	877.50	846.00

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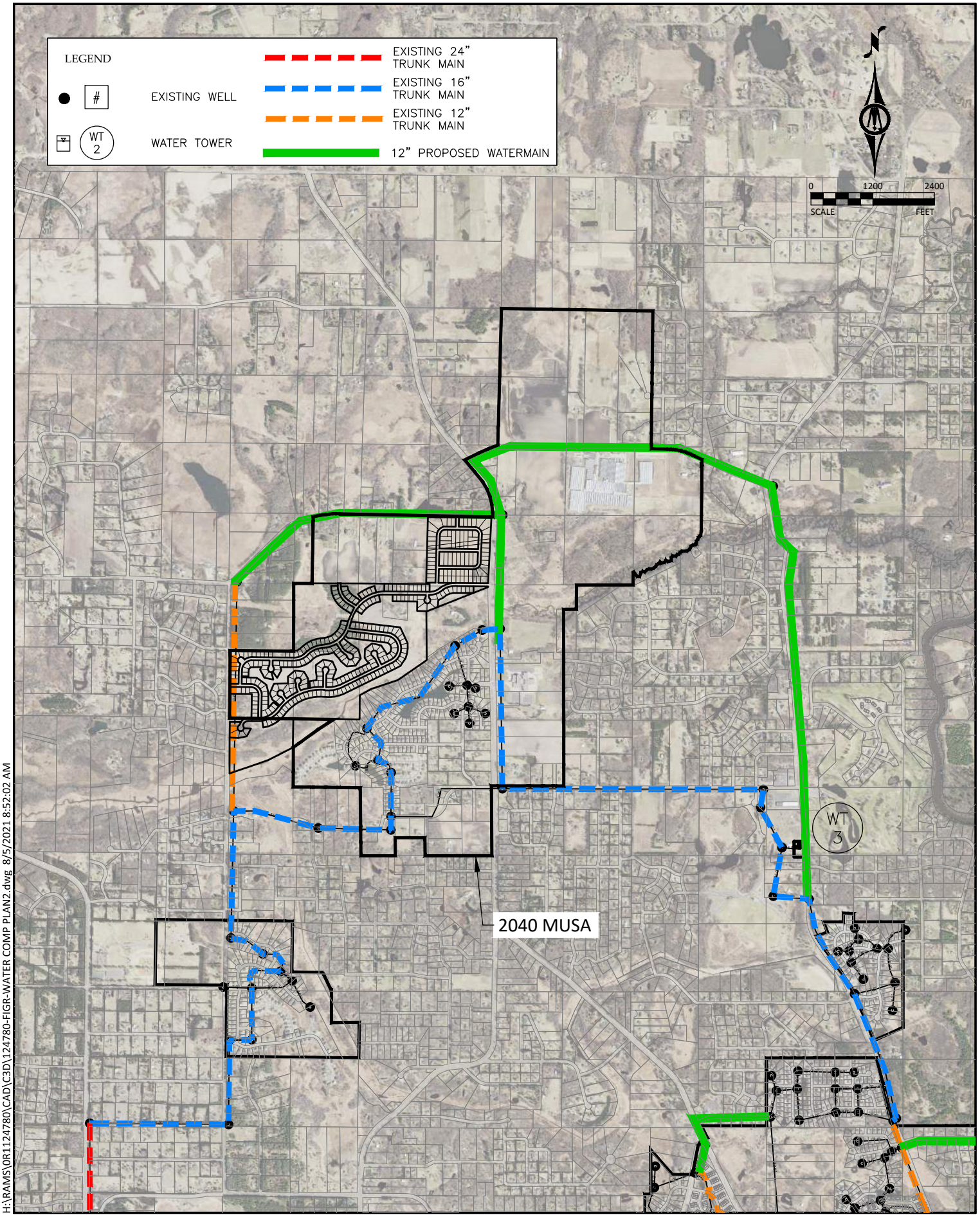

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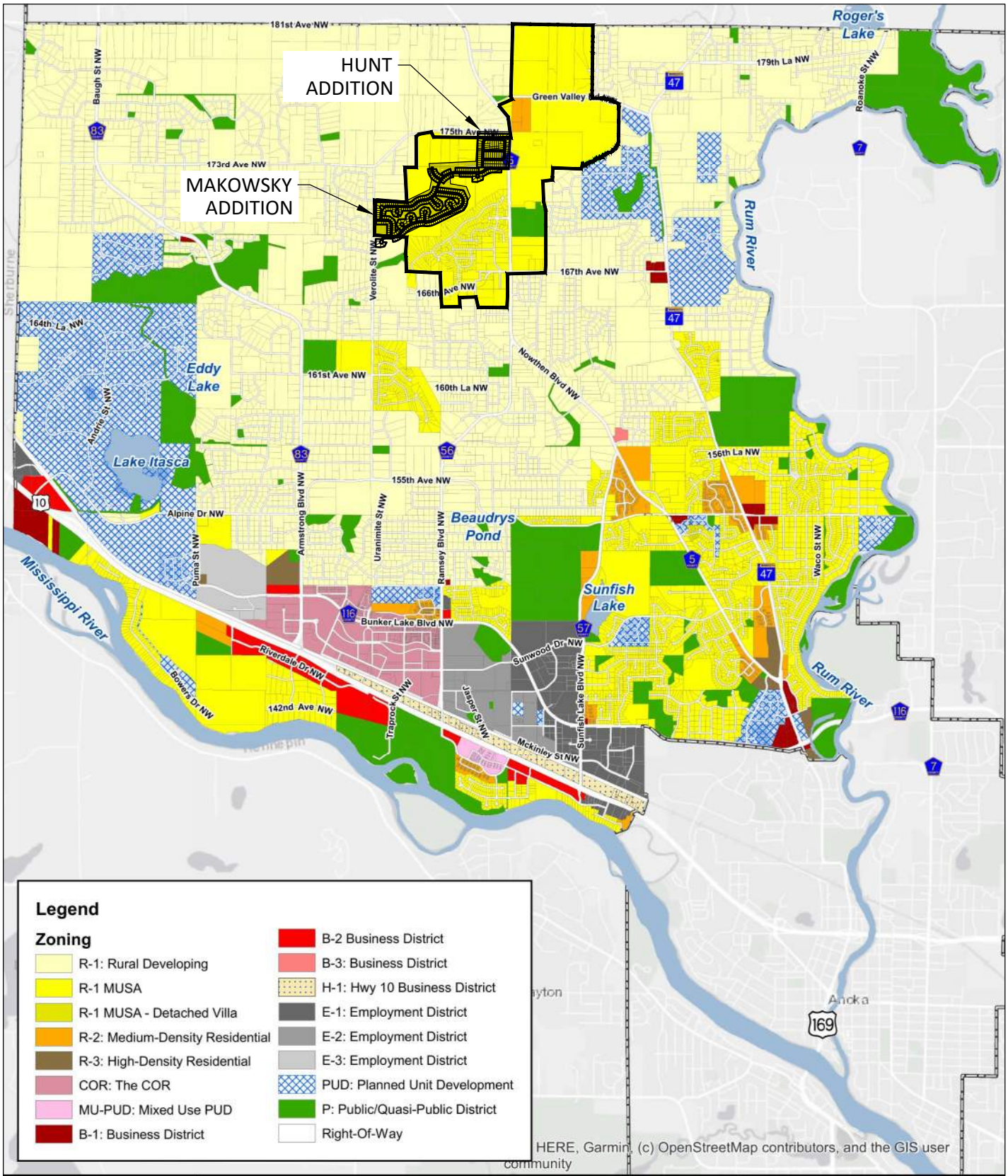

Legend

Zoning

- R-1: Rural Developing
- R-1 MUSA
- R-1 MUSA - Detached Villa
- R-2: Medium-Density Residential
- R-3: High-Density Residential
- COR: The COR
- MU-PUD: Mixed Use PUD
- B-1: Business District
- B-2 Business District
- B-3: Business District
- H-1: Hwy 10 Business District
- E-1: Employment District
- E-2: Employment District
- E-3: Employment District
- PUD: Planned Unit Development
- P: Public/Quasi-Public District
- Right-Of-Way

City of RAMSEY

Official Zoning Map

January 2020

Ramsey, MN

0 2,500 5,000 Feet

N

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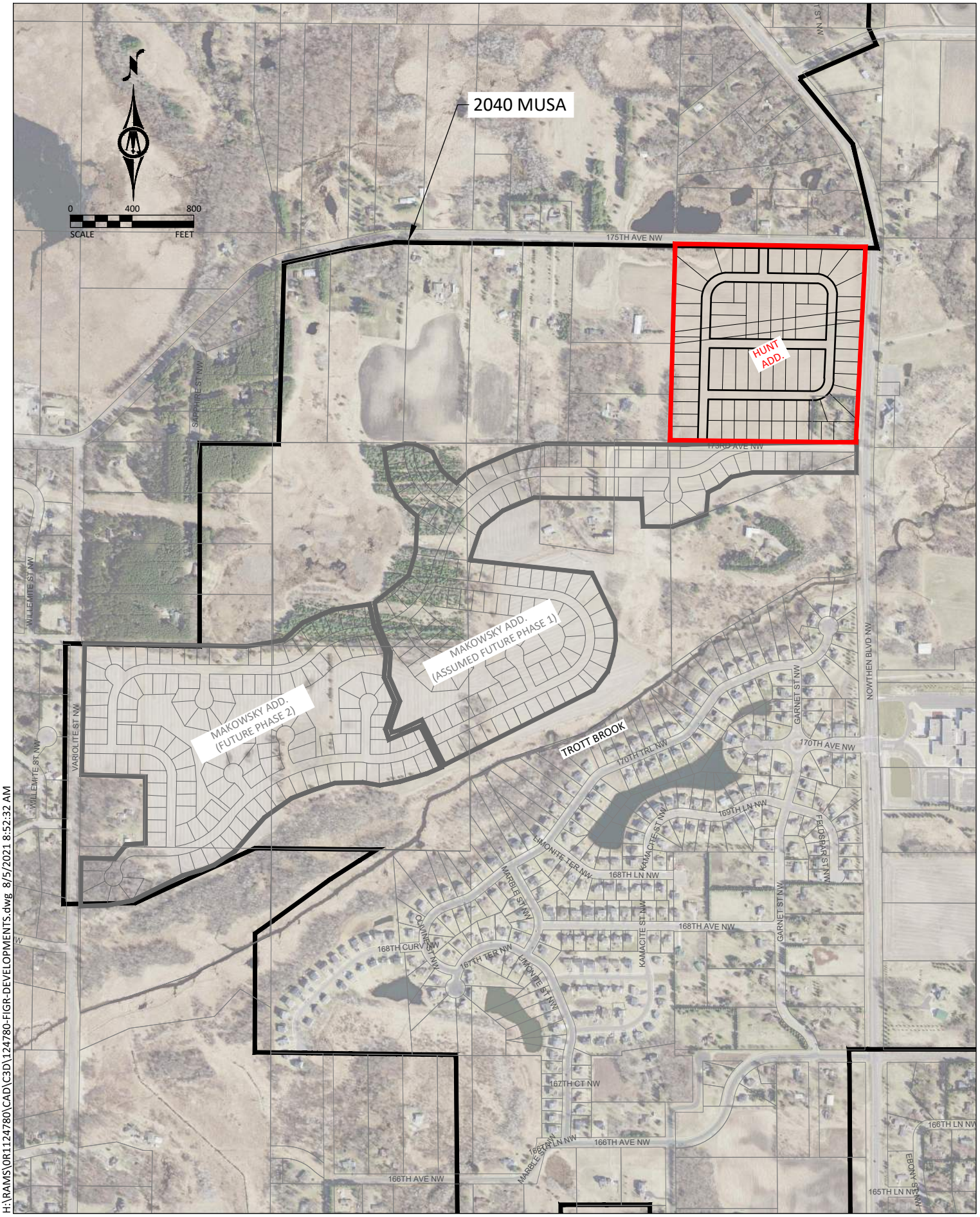

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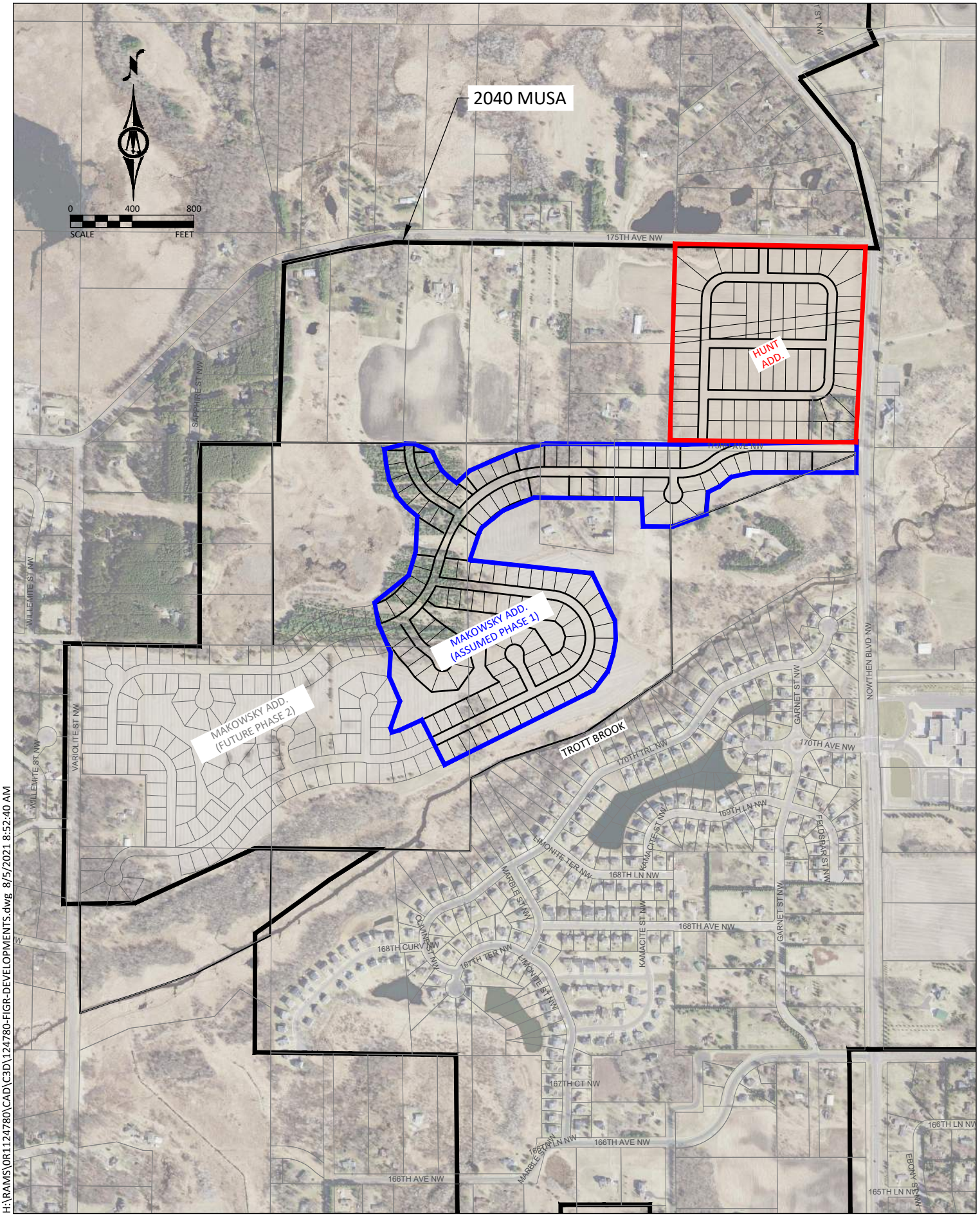

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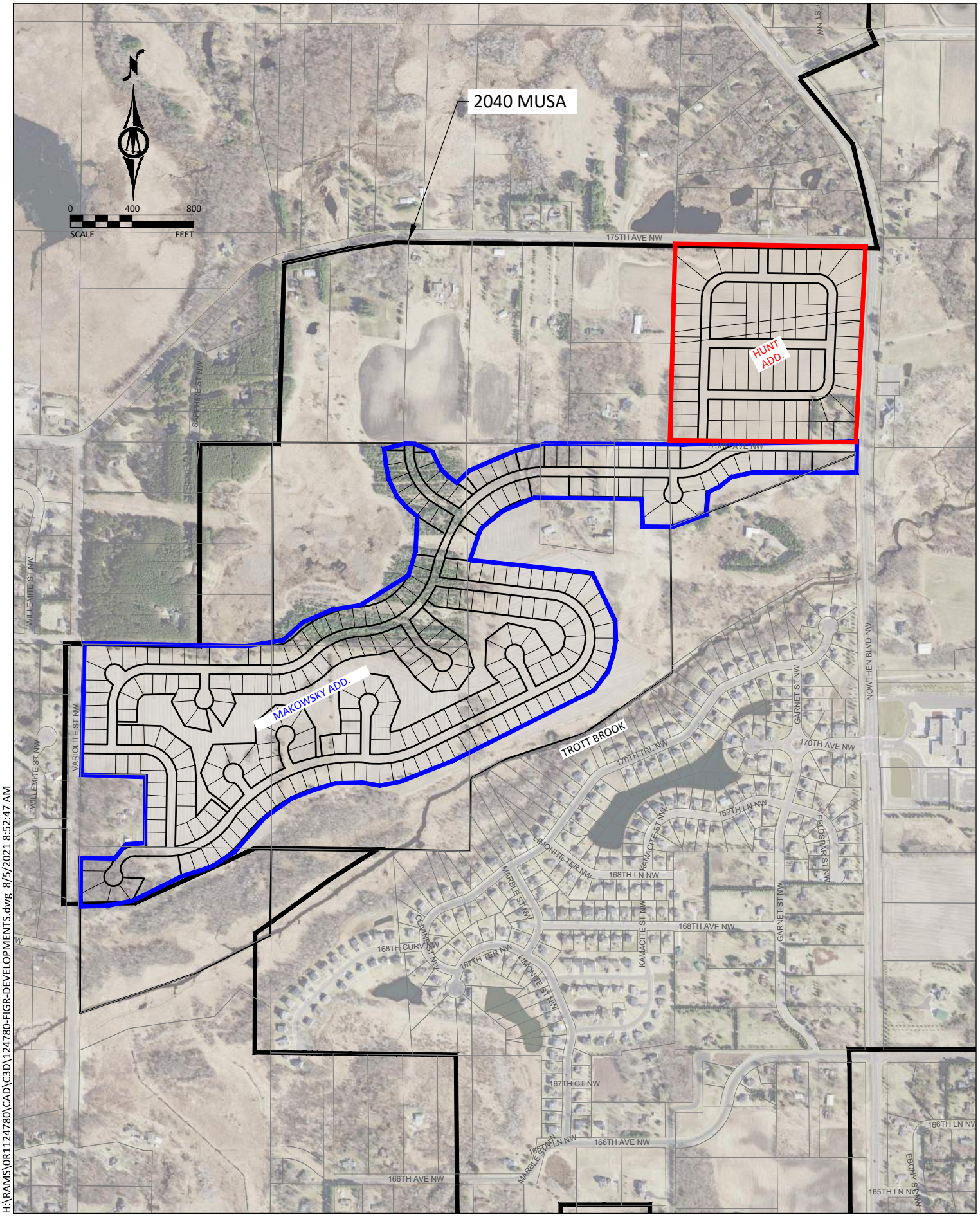

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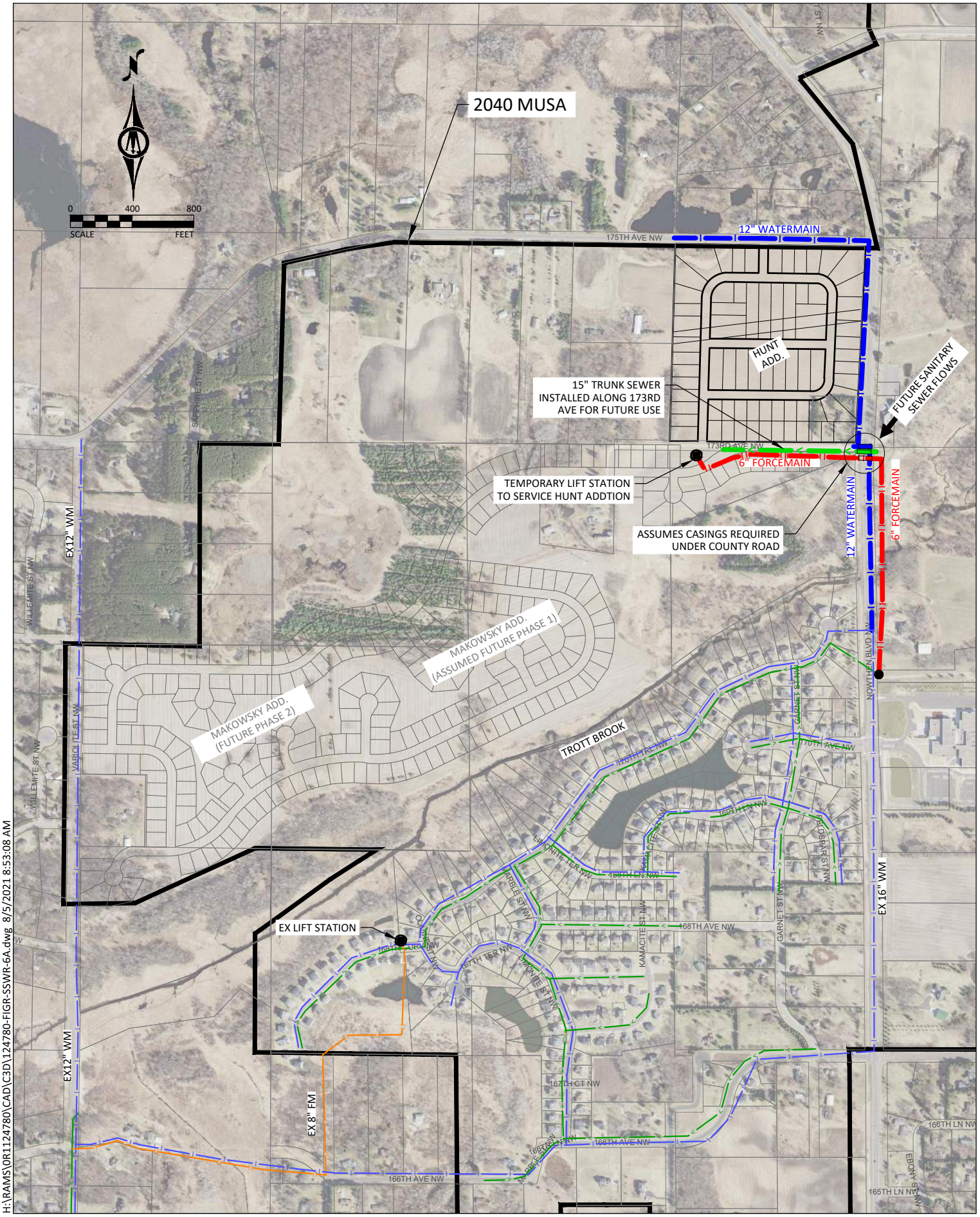

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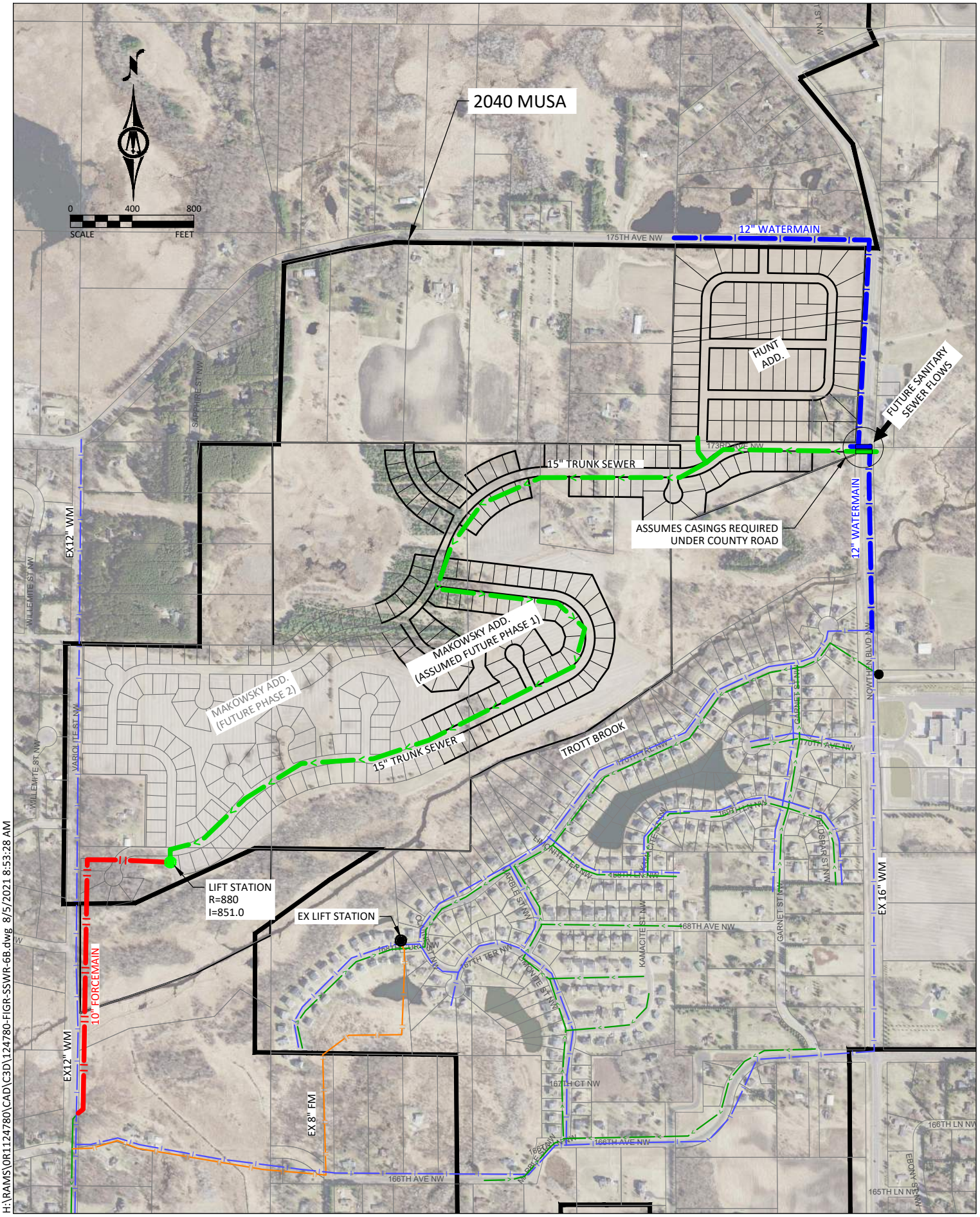

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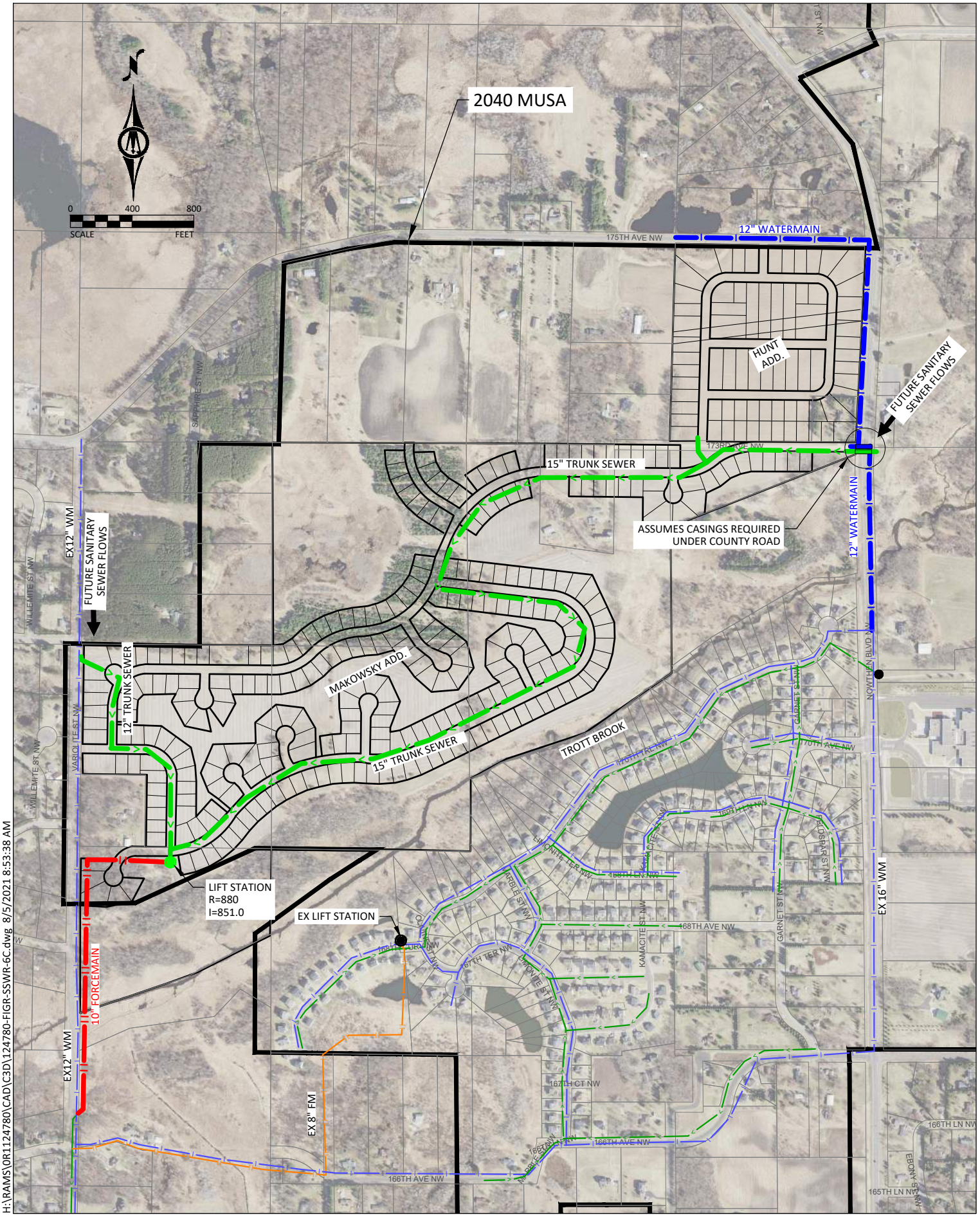

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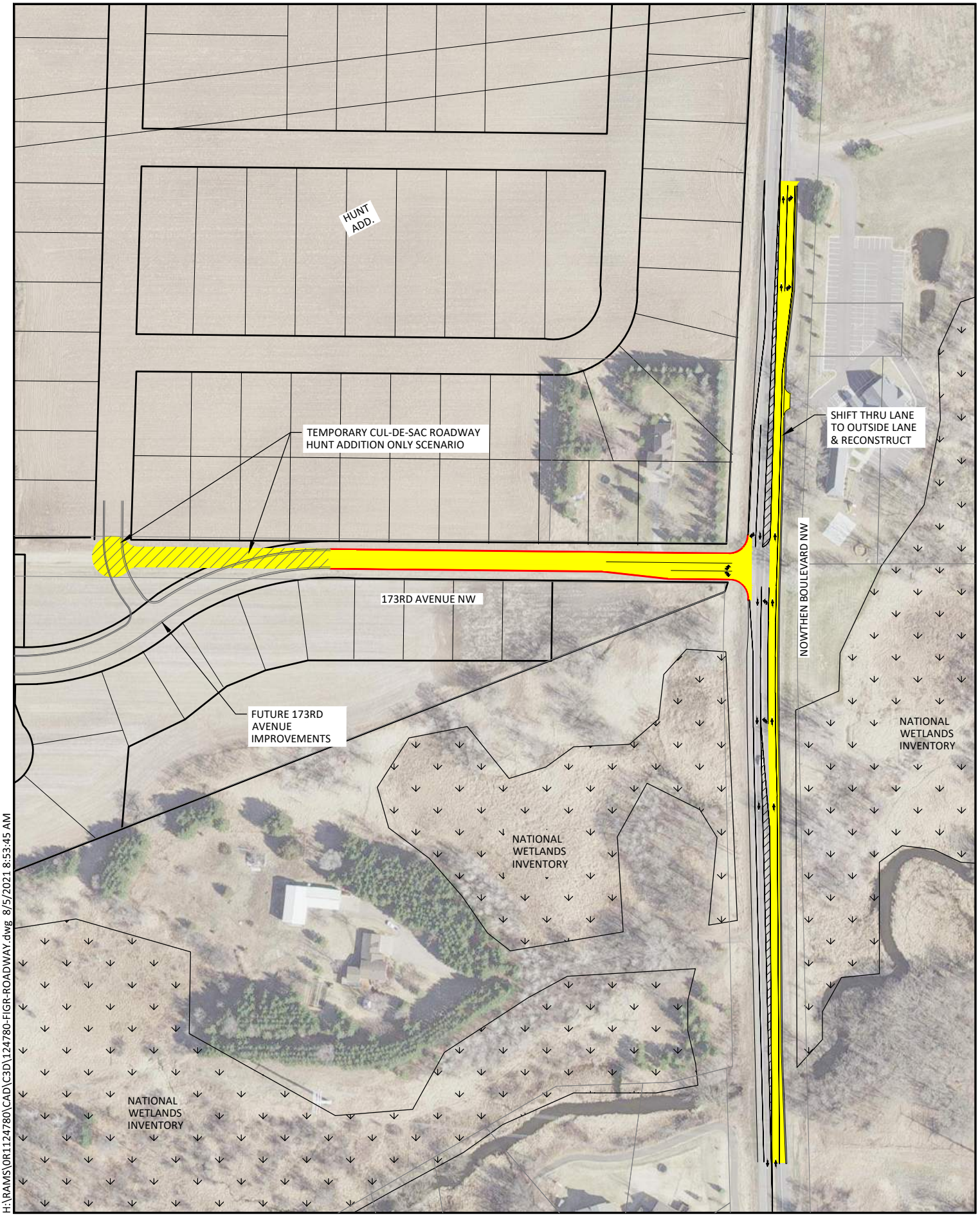

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Appendix B: Traffic Report

BOLTON & MENK
Real People. Real Solutions.

12224 Nicollet Avenue
Burnsville, MN 55337-1649

Ph: (952) 890-0509
Fax: (952) 890-8065
Bolton-Menk.com

MEMORANDUM

Date: June 21, 2021

To: Kevin Kielb, P.E.

From: Bryan Nemeth, P.E.

Subject: Trott Brook Traffic Analysis
City of Ramsey
Project No.: 0R1.124780

I hereby certify that this report was prepared by me or under my direct supervision and that I am a duly Registered Professional Engineer under the laws of the State of Minnesota.

Bryan T. Nemeth, P.E., PTOE — 43354 Reg. No. — June 21, 2021 Date

Introduction

A high-level traffic review was conducted on the proposed developments off of 173rd Avenue West, west of CSAH 5 (Nowthen Boulevard) in the City of Ramsey. The purpose of the review was to identify potential traffic impacts and/or additional considerations.

Site Considerations

- The proposed Makowsky Addition development is located southwest of the 173rd Ave NW and CSAH 5 (Nowthen Blvd) intersection. Additionally, there is another proposed residential development (Hunt Addition) located on the northwest corner. The two lot concepts/site plans are attached.
- The Makowsky Addition development currently proposes to include 270 single family lots with all of the development traffic accessing Nowthen Blvd at 173rd Ave NW (at least until more development occurs to the north).
- The Hunt Addition currently proposes to include 79 single family lots with the development traffic using both 173rd Ave NW and County Road (CR) 63 (175th Ave NW) to access Nowthen Blvd.
- CSAH 5 (Nowthen Blvd) is classified as an A-Minor Arterial Expander with a 55 mile per hour speed limit. It is a two-lane undivided roadway with no curb and gutter. At 173rd Ave NW, there is a 180-foot southbound right turn lane, while the northbound approach includes a left turn bypass lane.
- With a speed limit of 55 mph, the required sight distance for a left turn out from 173rd Ave NW is 610 feet and the required sight distance for a right turn out is 520 feet. Sight lines are considered to be acceptable due to no horizontal and minimal vertical curves within the sight triangles.

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- With the roadway designated as a minor arterial, the current access spacing for full access intersections is 1/2 mile. 173rd Ave NW is located ¼ mile south of 174th Lane NW and 0.35 miles north of 170th Ave NW. No changes to access spacing or movements is anticipated at this time due to property access considerations.

Safety Review

- Three crashes have been reported at or near the intersection of 173rd Ave NW and Nowthen Blvd in the last ten years. One was a run-off road crash, one involved a collision with a deer, and the final was a collision with some construction equipment. Another crash involving a collision with a deer occurred south of the intersection. None of the crashes indicate a need for intersection modifications.

Trip Generation

- The ITE Trip Generation 10th edition manual was used to estimate the trips generated from the developments. According to the proposed plan there are a total of 270 residential units from Makowsky Addition and 79 units as part of the Hunt Addition. ITE code 210, Single Family Homes is the most similar category to describe the development. The calculated trips generated from the site are provided below.

270 Units	Trip Rate	Entering	Exiting	Total
Daily	9.44	1,274	1,274	2,550
AM Peak	0.74	50	150	200
PM Peak	0.99	168	99	267

79 Units	Trip Rate	Entering	Exiting	Total
Daily	9.44	373	373	746
AM Peak	0.74	15	44	58
PM Peak	0.99	49	29	78

- The existing travel pattern is primarily to the south in the morning and from the south in the afternoon/evening. For estimation purposes, it is estimated that 80% of traffic goes to/comes from the south. The following details the estimated turning movements based off of the information at 173rd Ave NW/Nowthen Blvd. It is estimated that 27 units from the Hunt Addition use 175th Ave NW instead. Traffic is estimated with a 70/30 split on CSAH 5.

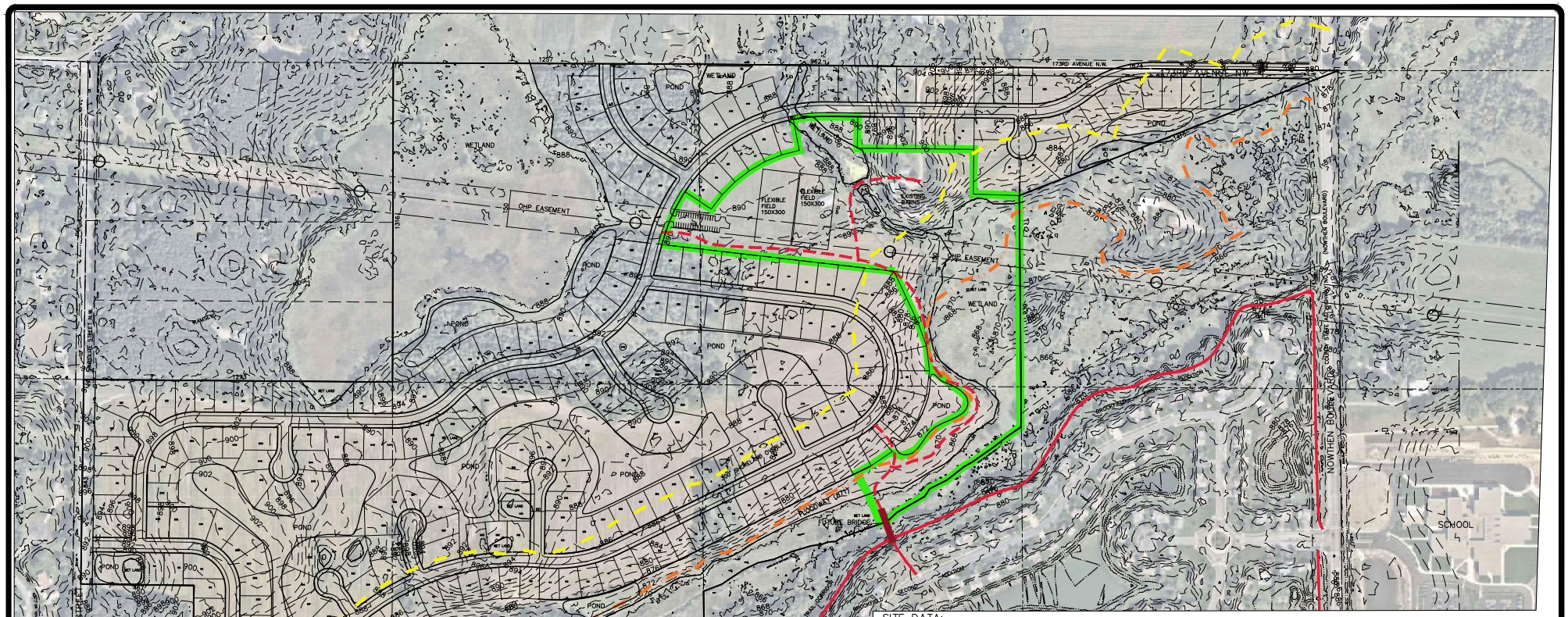
	ENTERING		EXITING		ON CSAH 5	
	SB Right	NB Left	EB Right	EB Left	NB Through	SB Through
AM Peak Hour	12	48	143	36	149	347
PM Peak Hour	40	161	94	24	521	223
Weekday	304	1,216	1,216	304	3,100	3,100

Turn Lanes

- Right turn lanes may be justified based on traffic volumes in the direction of the turning movement, roadway speed, daily volume, and in the interest of traffic safety. Since there is already a southbound right turn lane, analysis of need was not determined.
- Left turn lanes may be justified based on traffic volumes in each direction, the number of lanes, and the number of left turns during the peak hour of the day. Based on NCHRP 457: Evaluating Intersection Improvements: An Engineering Study Guide, a left turn treatment would be warranted. The MnDOT Road Design Manual indicates that a left turn lane should be provided on a rural highway when the access is to a public road. A left turn lane is also considered to be warranted on a rural, three-leg intersection, with two lanes on a major roadway according to NCHRO 745: Left-Turn Accommodations at Unsignalized Intersections, given the volume of left turns and the traffic on CSAH 5 during the peak hour.
- Given the size of the development and the volume of opposing traffic, left turn storage should be provided for approximately two vehicles.
- With a 12-foot left turn lane, the roadway speed limit at 55 mph, the storage need, and the preference to not have traffic in the through lane impacted by a slowing left turn vehicle given the two-lane roadway, a left turn lane is recommended to be 565 feet long (385’ turn lane plus 180’ taper).
- Given the constraints due to Trott Brook, it is recommended that any roadway widening to form a left turn lane be developed north of Trott Brook, approximately 750 feet to the south. Given these constraints, a left turn lane may not be properly developed even if traffic slows by 10 mph in the through lane (50’ for vehicles, 170’ full width turn lane for deceleration, 180’ taper, plus 660’ to develop turn lane at speed:1) which would match the design for the southbound right turn lane.
- The current southbound right turn lane of 360 feet (full lane plus taper) is considered to be appropriate for 55 mph given a 10-mph slowdown in the through lane.
- Separate turn lanes for the eastbound left and right turns on 173rd Ave NW are not required to provide acceptable service levels (LOS C, 16 sec/vehicle average delay in the PM peak), but the separation of turn movements would be recommended due to driver impatience with the amount of right turning vehicles that could potentially be impacted by one left turning vehicle.

Conclusions

- A northbound left turn lane should be provided if the design can be accommodated since it is justified based on multiple factors, guidance, and manuals.
- If a northbound left turn lane cannot be provided due to environmental or other constraints the current bypass lane may be considered acceptable, but an exclusive left turn lane is “the most effective and safe way to separate the left-turning for the through traffic streams” according to the MnDOT Road Design Manual.
- An eastbound left and eastbound right turn lane approaching CSAH 5 (Nowthen Blvd) is recommended.



SITE DATA:

GROSS AREA: ±200 ACRES
DELINEATED WETLAND: 58.7 ACRES (INCLUDING ±1 ACRE OF "POTENTIAL FARMED WETLANDS")
FLOODWAY (OUTSIDE OF WETLAND): ±3.1 ACRES
VARIOLITE STREET ROW: 1.4 ACRES
DEDICATED PARK (UPLAND): ±13.4 ACRES
NET DEVELOPABLE AREA: ±123.4 ACRES

EXISTING ZONING: R-1 (SOUTHWEST PIECE IS ZONED R-1 RURAL)
COMP PLAN: LOW DENSITY RESIDENTIAL- 3-4 UNITS/ACRE (SOUTHWEST PIECE IS GUIDED RURAL)
PROPOSED ZONING: PUD

PROPOSED 80' LOTS: 270

NET DENSITY: ±2.2 UNITS/ACRE

PROPOSED TRAIL CONNECTION
EXISTING TRAIL
DEDICATED PARK AREA
SHORELAND OVERLAY
FLOODWAY

PROPOSED PUBLIC PARK DEDICATION (GREEN OUTLINE): ±21.4 ACRES
WETLANDS WITHIN PUBLIC PARK DEDICATION: ±8 ACRES
UPLAND PARK AREA: ±13.4 ACRES

PROPOSED ROW LENGTH: 15,300 LF

A PORTION OF THE SITE FALLS WITHIN THE 300' SHORELAND OVERLAY (FROM FLOODWAY) FOR TROTT BROOK SHOWN AS YELLOW DASHED LINE.

N

0 100 200 400
GRAPHIC SCALE IN FEET

PIONEER engineering
CIVIL ENGINEERS LAND PLANNERS LAND SURVEYORS LANDSCAPE ARCHITECTS
2422 Enterprise Drive
Mendota Heights, MN 55120
(651) 681-1914
Fax: 681-9488
www.pioneereng.com

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Landscape Architect under the laws of the State of Minnesota
Name: Jennifer L. Thompson
Reg. No. 44765 Date 55

Revisions

Date 10-19-2020
Designed JLT
Drawn JLT

CONCEPT PLAN 9

EXCELSIOR GROUP
1660 HIGHWAY 100 SOUTH, SUITE 400
SAINT LOUIS PARK, MINNESOTA 55416

TROTT BROOK PROPERTY
RAMSEY, MINNESOTA

1 OF 3

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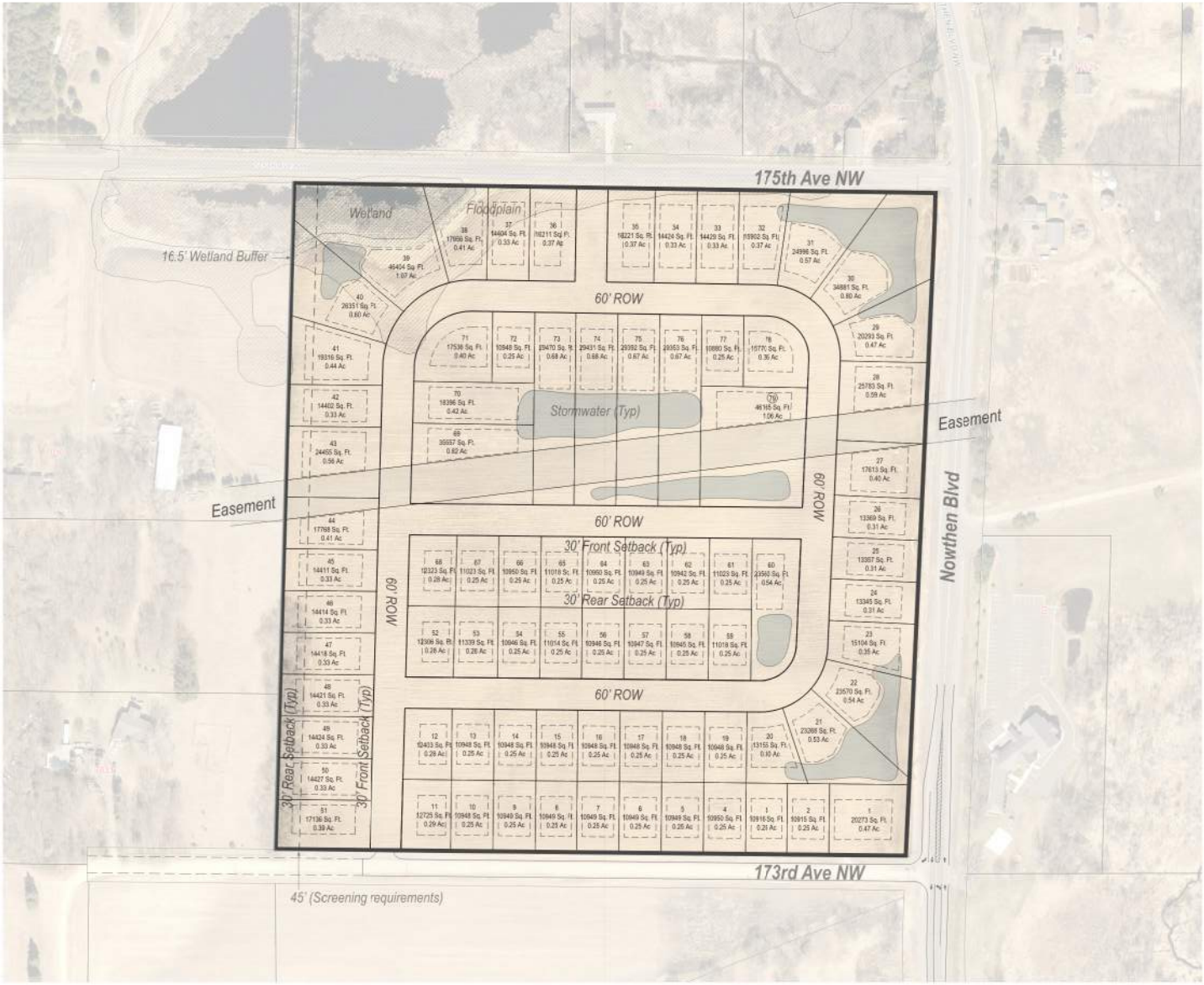

Site Data

Site Area - Gross	**35.5 Acres**
Wetland	0.7 Acres
Wetland Buffer	0.2 Acres
Site Area - Net *(less wetland & wetland buffer)*	**34.7 Acres**
Easement *(not buildable)*	2.1 Acres
Buildable Area *(less wetland, wetland buffer, & easement)*	**32.6 Acres**
Floodplain Area to Mitigate	1.5 Acres

Concept Data

Unit Count	**79**
Density - Gross / Net	**2.2 / 2.3**
Minimum lot size	10,890 Sq. Ft.
Minimum lot width / Corner lot	80' / 90'
Front Building Setback	30'
Rear Building Setback	30'
Side Setback Street / Interior	30' / 10'
Wetland Buffer	16.5'
Buffer Requirements *(required along existing residential properties)*	45' no berm 35' berm

Legend

- Floodplain (FEMA)
- Wetland and Wetland Buffer (NWI)
- Stormwater

0 50' 100'

NORTH

LANDFORM
From Site to Finish

Sketch Plan

SFR 175th Ave • Ramsey, MN

11.05.2020

Appendix G

Traffic Study

Trott Brook Crossing EAW

TROTT BROOK

RESIDENTIAL DEVELOPMENT

STS

Swing Traffic Solutions

TRAFFIC IMPACT STUDY

in

Ramsey, MN

September 3, 2021

TROTT BROOK

Ramsey, MN

TRAFFIC IMPACT STUDY

PROJECT NO. 2021045

September 3, 2021

I hereby certify that this plan, specification, or report was prepared by me, or under my direct supervision, and that I am a duly Registered Professional Engineer under the laws of the State of Minnesota:

Vernon E. Swing, P.E.

Date: 9-3-2021 Lic. No.: 41417

TRAFFIC IMPACT STUDY

TROTT BROOK

RAMSEY, MINNESOTA

September 3, 2021

Prepared For:

Sotarra
1660 Highway 100 S., Suite 400
St. Louis Park, MN 55416

Prepared By:

Swing Traffic Solutions, LLC
4290 Norwood Lane North
Plymouth, MN 55442
612-968-4142

Project No. 2021045

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TECHNICAL APPENDICES

(Available upon Request)

A. TRAFFIC COUNTS

B. TRIP GENERATION CALCULATIONS

C. RESULTS OF OPERATIONAL ANALYSES

I. INTRODUCTION

Sotarra proposes to develop an approximately 200-acres site referred to as Sotarra - Trott Brook as single family detached residential homes. The project will consist of 270 single-family homes. For the purposes of this study, it is anticipated that construction will be complete, and the facilities fully occupied by 2026.

The proposed site is located between Nowthen Boulevard to the east and Variolite Street to the west and is bordered on the south by Trott Brook, and on the north by an extension of 173rd Avenue NW. The site location is illustrated on Figure 1, "Vicinity Map". Direct access to the site is proposed via two locations, a new public roadway originating at a new intersection along Variolite Street at approximately 170th Avenue NW and progressing eastward into the site, and from 173rd Avenue NW at the intersection with Nowthen Boulevard moving westward into the site. Indirect access is available from 175th Avenue NW, 167th Avenue NW, Alpine Avenue NW and Ramsey Boulevard via the intersections with Variolite Street and Nowthen Boulevard. The location of these accesses is illustrated on the Concept Site Plan, Figure 2.

The purpose of this study is to support the EAW completed for the Sotarra Trott Brook development, particularly to evaluate the impact of traffic generated by the proposed development on the operations and safety of the adjacent roadway network. The study focuses on the roads and intersections that provide direct and indirect access into the site. This study details the existing and future roadway conditions at studied intersections and includes traffic volumes, lane geometrics and traffic operational analysis results. Recommendations regarding roadway improvements to accommodate site generated traffic, as well as the anticipated growth in background traffic are included as necessary.

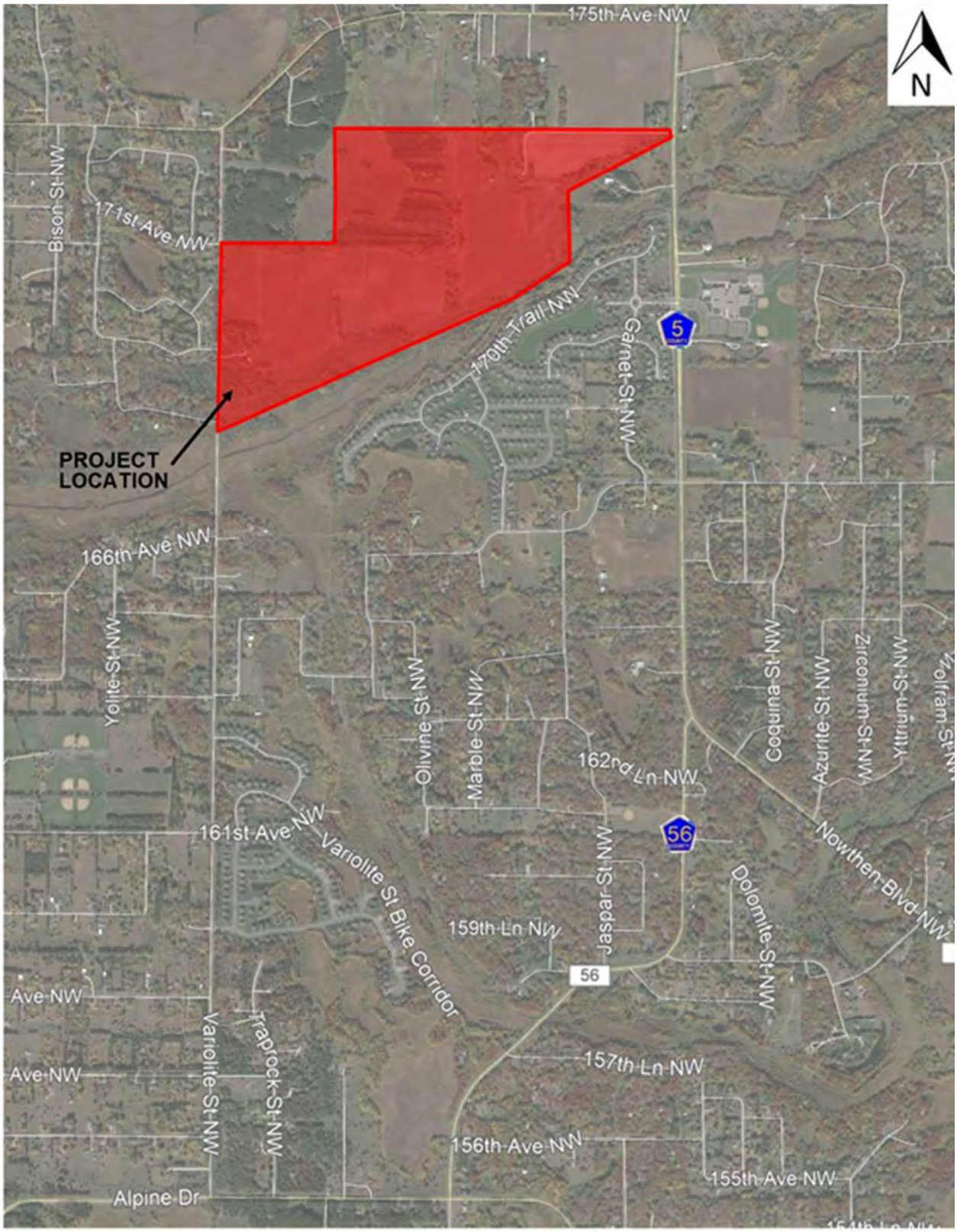


Figure 1 - Project Location

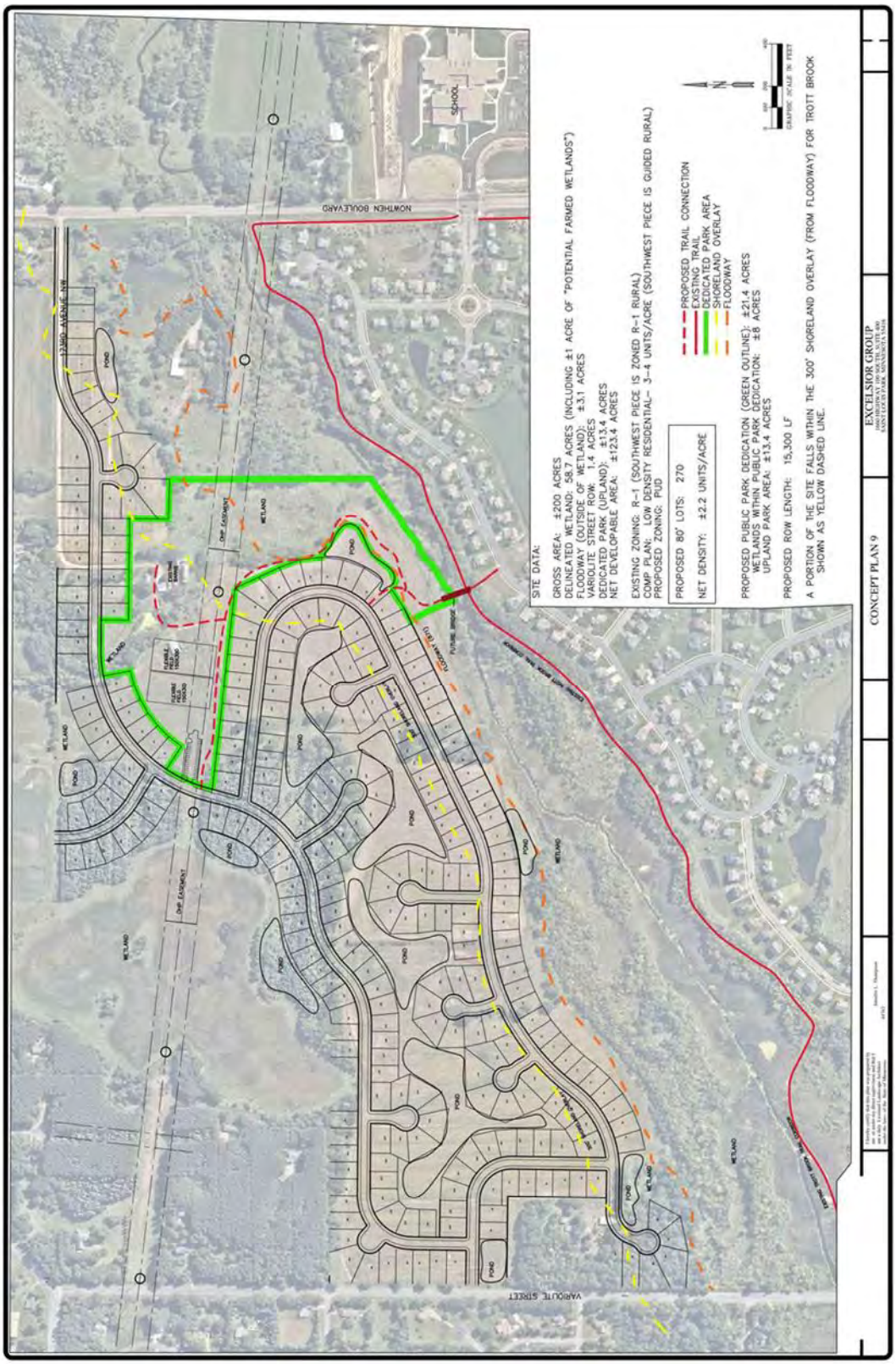


Figure 2 - Site Plan

I. Existing Conditions

A. Data Collection

The existing conditions of the nearby roadway system were documented by a field inventory conducted during the week of July 25, 2021. The purpose was to identify features that affect roadway capacity, including traffic control, sight distances, turn lanes, speed limits, etc. In addition, turning movement traffic counts were conducted revealing the AM Peak hour occurs at 7:00 – 8:00 AM and the PM Peak hour at 4:30 PM – 5:30 PM at the following intersections:

- Variolite Street NW and Alpine Drive
- Variolite Street NW and 161st Avenue NW
- Variolite Street NW and 173rd Avenue NW
- Nowthen Boulevard NW and Ramsey Boulevard NW
- Nowthen Boulevard NW and 167th Avenue NW
- Nowthen Boulevard NW and 173rd Avenue NW
- Nowthen Boulevard NW and 175th Avenue NW

Figure 3 illustrates the study area and the traffic control, and Figure 4 shows the existing AM and PM Peak hour turning movement counts. Also, the 2018-2019 average daily traffic volumes in the study area as published by MnDOT are included on Figure 4.

B. Roadway Descriptions

The existing geometrics of the Study Area Roadway Network have been documented based on a field review. The discussion that follows details specific items such as lane and shoulder layout, roadway classifications, and turn lane storage lengths.

- **Variolite Street NW,** runs generally north/south to the west of the site. It is a City of Ramsey Minnesota State Aid (MSA) road and is functionally classified as a future Major Collector. In the vicinity of the site, it is a 2-lane undivided road with designated left (or by-pass) and right turn

lanes at intersections with other streets. It provides indirect access to the site via the proposed new 170th Avenue NW intersection. It is signed for 50 mph, has a rural cross-section.

- **Nowthen Boulevard NW,** runs generally north-south to the east of the site. It is an Anoka County road (CSAH 5) and is functionally classified as an A Minor Expander. It provides indirect access to the site via its intersection with 173rd Avenue NW and is a 2-lane undivided facility with designated right and left (or by-pass) lanes at intersections with other streets. Nowthen Boulevard is signed for 55-mph, and currently has a rural cross-section.

- **175th Avenue NW,** runs generally east-west to the north of the site. To the west of Nowthen Boulevard and prior to its intersection with Variolite Street NW, the alignment shifts to the south and it becomes 173rd Avenue NW to the west of Variolite Street NW. It is an Anoka County Road (CR 63) and is functionally classified as Major Collector. In the vicinity of the site, it is a 2-lane undivided facility with designated right and left (or by-pass) lanes at intersections with other streets. It provides indirect access to the site via Variolite Street NW and Nowthen Boulevard NW and is signed for 50 mph with a rural cross-section.

- **167th Avenue NW,** runs in generally an east-west direction to the south of the site. It is a City of Ramsey Minnesota State Aid (MSA) road and is functionally classified as a future Major Collector to the east of Nowthen Boulevard NW, and as a local street to the west. In the vicinity of the site, it is a 2-lane undivided road. It provides indirect access to the site via the Nowthen Boulevard and 173rd Avenue NW intersection. It is signed for 50 mph to the east of Nowthen Boulevard and for 30mph to the west, and generally has a rural cross-section.

- **161st Avenue NW,** runs in generally an east-west direction to the south of the site. It is a City of Ramsey MSA roadway and is functionally classified as a local street. It provides indirect access to the site via its intersection with Variolite Street NW, is a 2-lane facility and is signed for 30 mph.

- **Ramsey Boulevard NW,** runs generally north-south to the south of the site. It is an Anoka County road (CSAH 56) and is functionally classified as an A Minor Expander. It provides indirect access to the site via its intersection with Nowthen Boulevard and is a 2-lane undivided facility with designated right and left (or by-pass) lanes at intersections with other streets. Ramsey Boulevard is signed for 55-mph, and currently has a rural cross-section.

- **Alpine Drive NW,** runs generally east/west to the south of the site. It is a City of Ramsey Minnesota State Aid (MSA) roadway and is functionally classified as a future Major Collector. In the vicinity of the site, it is a 2-lane undivided road with designated left (or by-pass) and right turn lanes at intersections with other streets. It provides indirect access to the site via its intersection with Variolite Street NW intersection. It is signed for 45 mph, has a rural cross-section to the east of Variolite Street NW and an urban cross-section to the west.

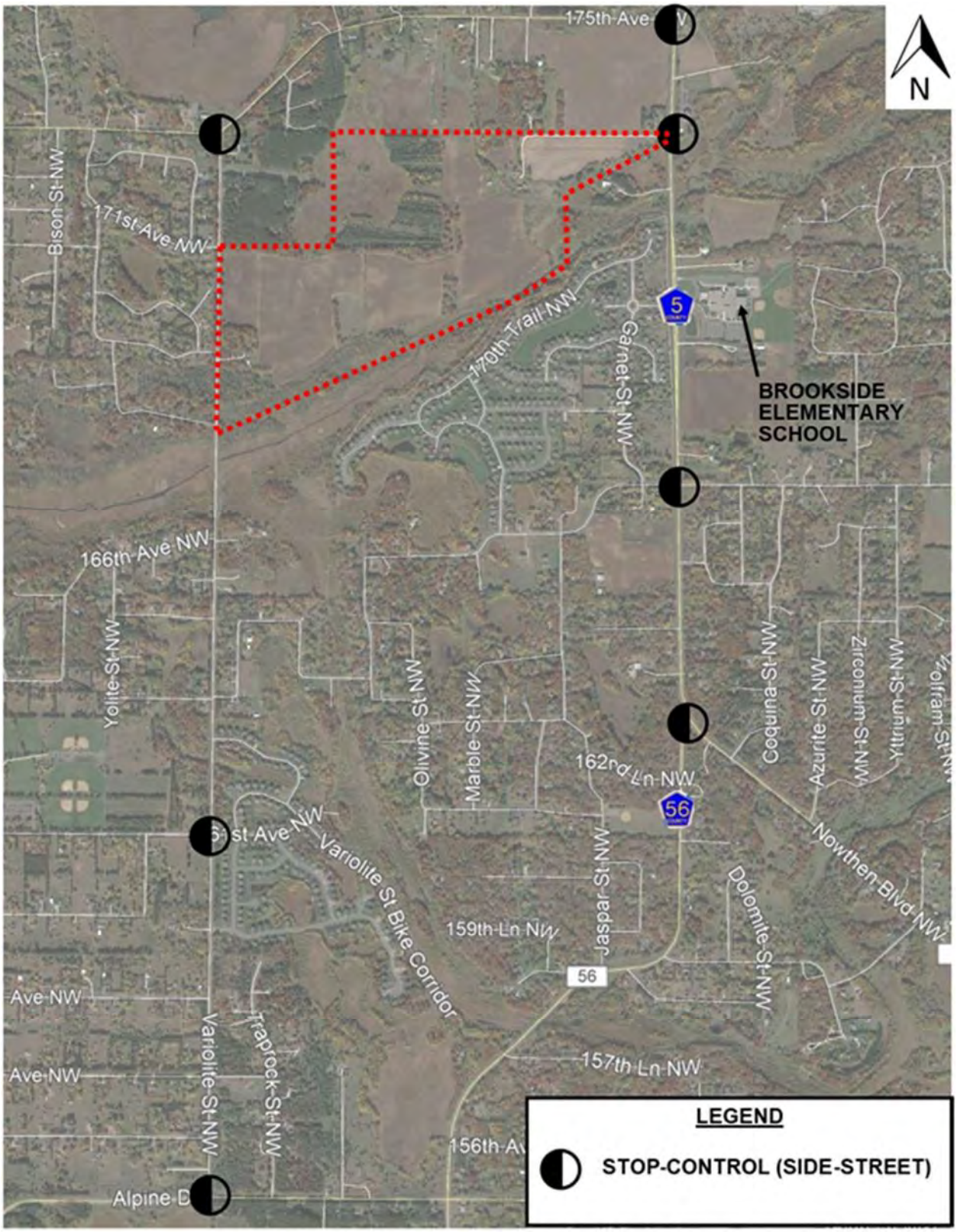


Figure 3 - Study Area

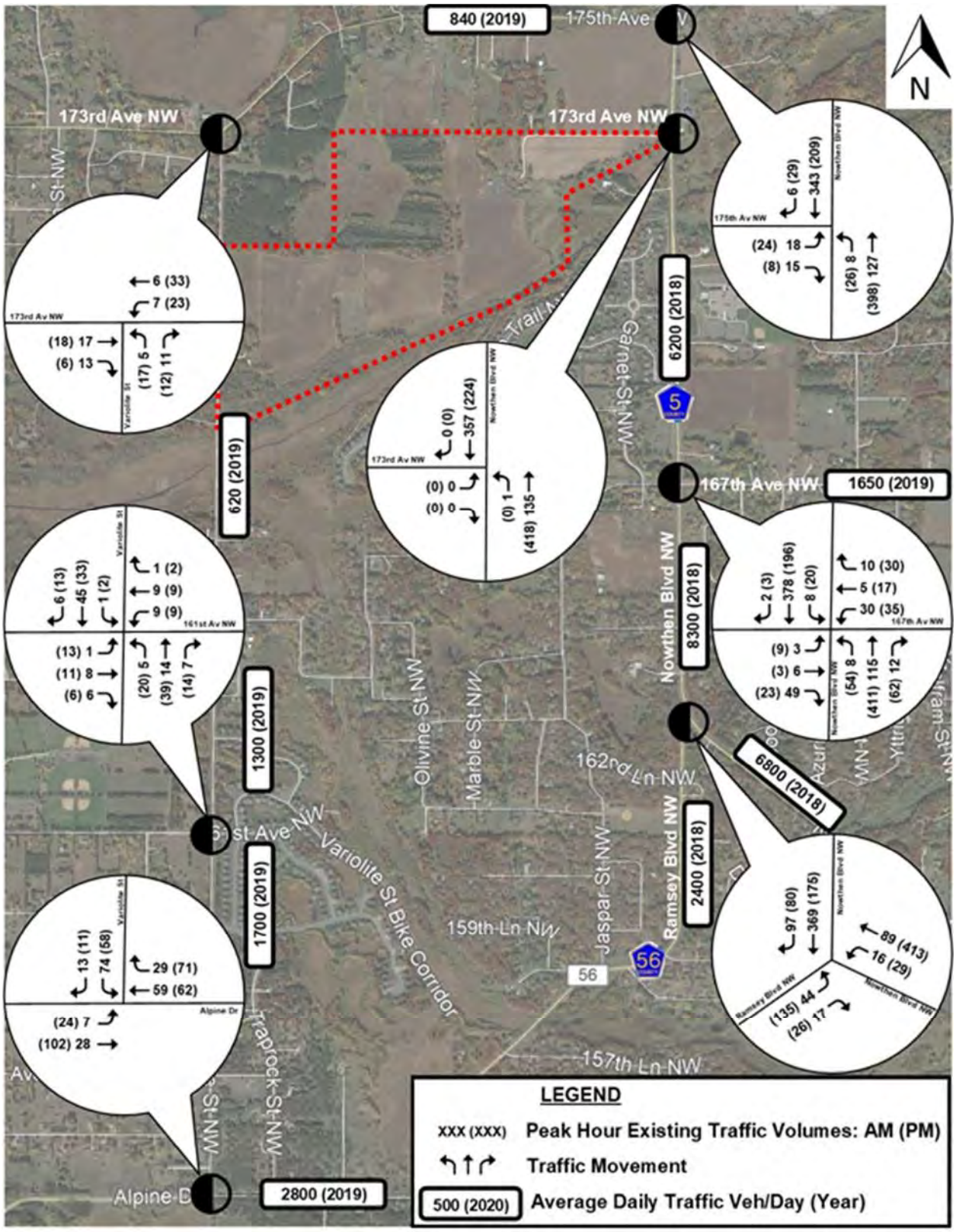


Figure 4 - Existing Traffic Volumes

C. Intersection Descriptions

- **175th Avenue NW and Nowthen Boulevard NW,** form a three-legged unsignalized intersection north of the site. The Nowthen Boulevard approaches are free flowing and include a northbound left turn by-pass lane and a southbound dedicated right turn lane. The eastbound 175th Avenue NW approach is stop controlled and includes a dedicated right turn lane.

- **175th Avenue NW/173rd Avenue NW and Variolite Street NW,** form a three-legged unsignalized intersection to the north of the site. The intersection is stop controlled on the minor Variolite Street NW approach with one approach lane and one departure lane. The 175th Avenue NW/173rd Avenue NW approaches include a westbound by-pass lane and an eastbound right turn lane.

- **173rd Avenue NW and Nowthen Boulevard NW,** form a three-legged unsignalized intersection providing access to the site from the east. The Nowthen Boulevard NW approaches are free flowing and include a southbound dedicated right turn lane and a northbound left turn by-pass lane. The eastbound 173rd Avenue NW approach is stop controlled with one lane in each direction. It is recommended it include a dedicated right turn lanes for the Build condition.

- **167th Avenue NW and Nowthen Boulevard NW,** form a four-legged unsignalized intersection south of the site. The 167th Avenue approaches include one lane in each direction and are stop controlled. The Nowthen Boulevard approaches are free flowing and include dedicated northbound and southbound dedicated right turn lanes.

- **161st Avenue NW and Variolite Street NW,** form a four-legged unsignalized intersection to the southwest of the site. 161st Avenue NW approaches are stop controlled and include one lane in each direction. The Variolite Street NW approaches are free flowing and include dedicated northbound and southbound right turn lanes.

- **Ramsey Boulevard NW and Nowthen Boulevard NW,** form a three legged unsignalized intersection to the southeast of the site. The Ramsey Boulevard approach is stop controlled and includes a dedicated right turn lane. The Nowthen Boulevard approaches are free flowing and the southbound approach includes a dedicated right turn lane and the northbound approach includes a left turn by-pass lane.

- **Alpine Drive NW and Variolite Street NW**, form a three legged unsignalized intersection to the southwest of the site. The Variolite Street NW approach is stop controlled and includes one lane entering and one lane exiting the intersection. The Alpine Drive NW approaches are free flowing, with the westbound approach including a dedicated right turn lane, while the eastbound approach only has one lane entering and exiting the intersection.

III. NO-BUILD ALTERNATIVE

To address the impacts of a development on the surrounding roadway system, it is necessary to predict the traffic that would be present on the roadway system at the time (the design year) of completion of the proposed development, without the inclusion of the proposed development. This is considered the No-Build scenario, and serves as a basis with which to compare Build scenarios. In this study two design years were analyzed 2026, the year after the development is fully built and occupied, and 2040, the current planning year horizon.

A. Background Growth

Review of the latest City of Ramsey Comprehensive Transportation Plan and Anoka County 2040 Transportation Plan indicate the traffic in the area is expected to increase. Two methods of estimating future conditions were employed in the comprehensive plan, a factor was applied to background conditions, and traffic from Transportation Analysis Zones (TAZs) was considered. The results show traffic will grow by approximately 2.0 percent per year between now and 2040. That said, the development of this site was considered and included in the TAZ forecast of future traffic on the roadways surrounding the site, accounting for more than 80 percent of the future estimates. To ensure a conservative estimate this study includes a growth factor of 1.0 percent per year added to the existing traffic. It is noted, the growth factor plus the traffic from proposed development exceeds the traffic forecast by Anoka County and the City of Ramsey estimates. Further, this rate is likely conservative as ITE and the Transportation Research Board suggest traffic patterns will permanently change due to the impact of COVID-19 with fewer home to work and work to home trips likely to occur in the future. Figures 5 and 6 illustrate the anticipated 2026 and 2040 No-Build peak hour traffic volumes.

B. Anticipated Improvements for No-Build Conditions

There are no programmed improvements identified for the roadways surrounding the site. For the purposes of this study it is assumed that the current roadway condition will remain as is.

C. Results of Analysis

The study area intersections identified in Section II were analyzed for the 2026 and 2040 No-Build scenarios. Complete discussion of the results of these analyses is provided in Section IV, where a comparison with corresponding design year Build alternatives are made.

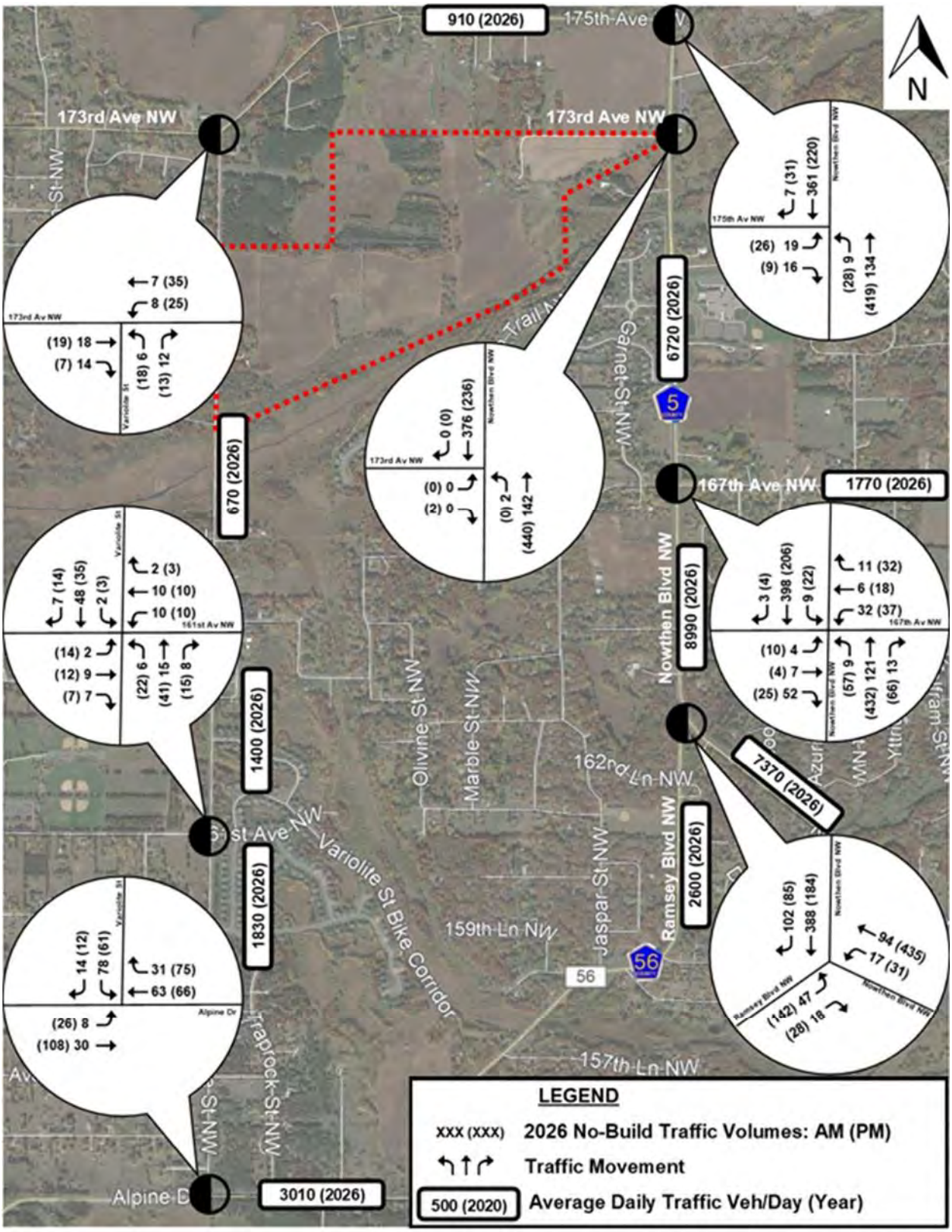


Figure 5 - 2026 No-Build Traffic Volumes

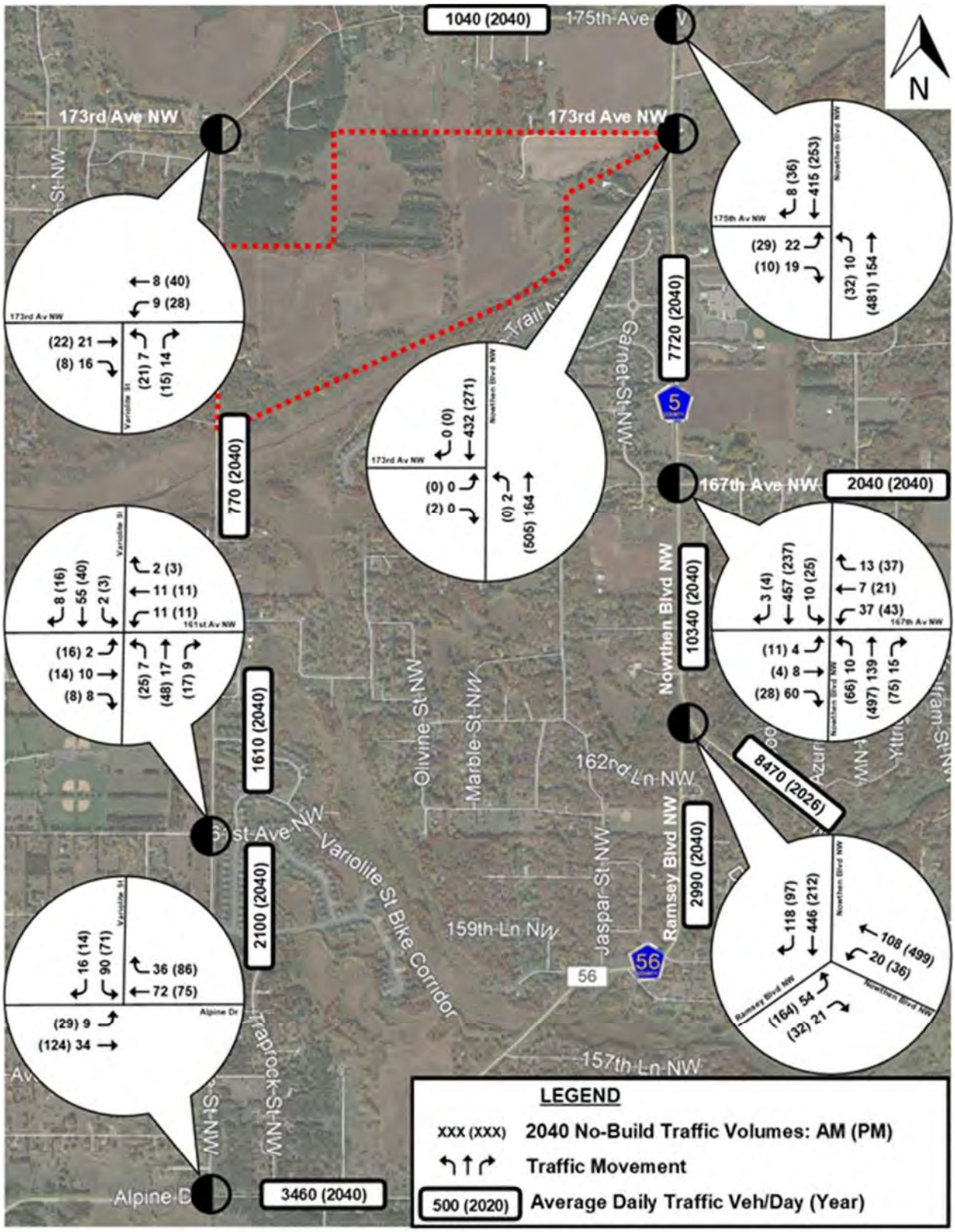


Figure 6 - 2040 No-Build Traffic Volumes

IV. BUILD ALTERNATIVE

A. Site-Generated Traffic

The number of vehicle trips generated by the 270 single family homes to be developed as part of the Sotarra - Trott Brook residential development were estimated for the weekday daily, and AM and PM traffic peak hours using the data and methodologies contained in the 10th Edition of Trip Generation, published by the Institute of Transportation Engineers (ITE). The proposed development will include single-family homes corresponding to ITE Land Use Code 210. Table 1 summarizes the trip generation estimates.

Table 1
Trip Generation

Land Use	Land Use Code	Size		Trips Generated				
				AM peak		PM Peak		Weekday ADT
				Enter	Exit	Enter	Exit	
Single Family Housing	210	270	Units	49	147	166	98	2593
Totals				**49**	**147**	**166**	**98**	**2593**
				196		**264**		

1. Per the data and methodologies in Trip Generation, 10th Edition, published by ITE.

B. Trip Distribution and Assignment

The distribution of site-generated traffic from and to the adjacent street system was based on existing traffic patterns. Figure 7, titled "Trip Distribution and Trip Assignment," depicts the distribution of the estimated site-generated traffic entering and exiting the study area roadway network, with 33 percent destined to/from the south on 8 percent on Variolite Street and Ramsey Boulevard, 15 percent destined to/from the north, 50 percent to/from the southeast via Nowthen Boulevard, and 2 percent to and from the west. Site-generated traffic was assigned to the network accordingly and is also illustrated on Figure 7.

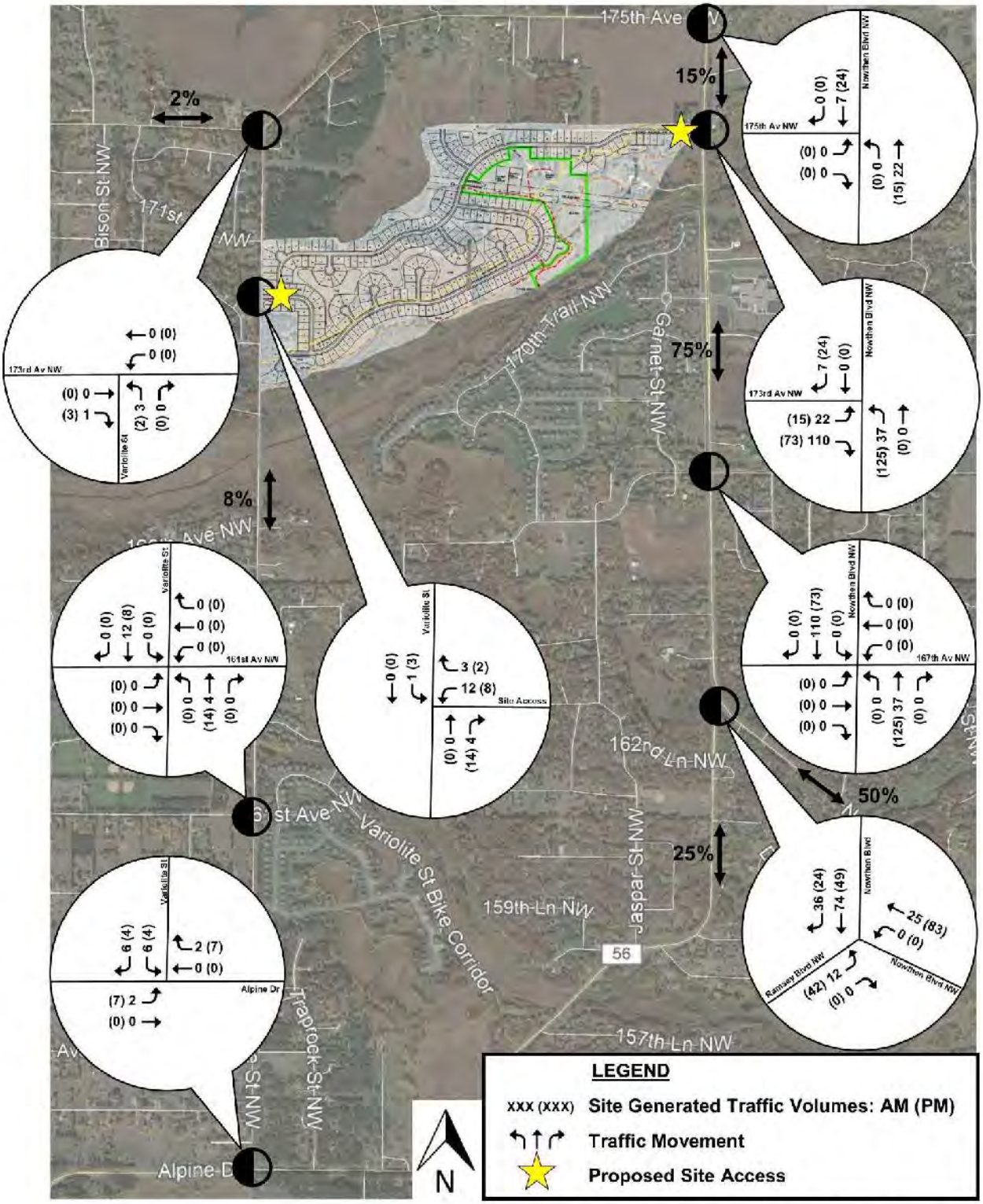


Figure 7 - Trip Assignment & Distribution

C. Build Traffic Volumes

When combined, the site-generated traffic volumes and No-Build scenario traffic volumes result in the Build scenario traffic volumes, shown on Figures 8 and 9 for the 2026 and 2040 design years, respectively.

D. Intersection Operational Analysis Description

The operating conditions of transportation facilities, such as roadways, traffic signals and stop-controlled intersections, are evaluated based on the relationship of the theoretical capacity of a facility to the actual traffic volume on that facility. Various factors affect capacity including travel speed, roadway geometry, grade, number of travel lanes, and intersection control. The current standards for evaluating capacity and operating conditions are contained in the 6th Edition of Highway Capacity Manual, published by the Transportation Research Board. The procedures describe operating conditions in terms of driver delay represented as a Level of Service (LOS). Operations are given letter designations with "A" representing the best operating conditions and "F" representing the worst. Generally, level of service "D" represents the threshold for acceptable overall intersection operating conditions during a peak hour. The Chart below summarizes the level of service and delay criteria for signalized and unsignalized intersections.

LOS Designation	Signalized Intersection Average Delay/Vehicle (Sec.)	Unsignalized Intersection Average Delay/Vehicle (Sec.)
A	≤ 10	≤ 10
B	> 10-20	> 10-15
C	> 20-35	> 15-25
D	> 35-55	> 25-35
E	> 55-80	> 35-50
F	> 80	> 50

A final fundamental component of operational analyses is a study of vehicular queuing, or the line of vehicles waiting to pass through an intersection. An intersection can operate with an acceptable Level of Service, but if queues from the intersection extend back to block entrances to turn lanes or accesses to adjacent land uses, unsafe operating conditions could result. In this report, the Industry Design Standard 95th percentile queue length is used. The 95th Percentile Queue Length refers to that length of vehicle queue that has only a five-percent probability of occurring during an analysis hour.

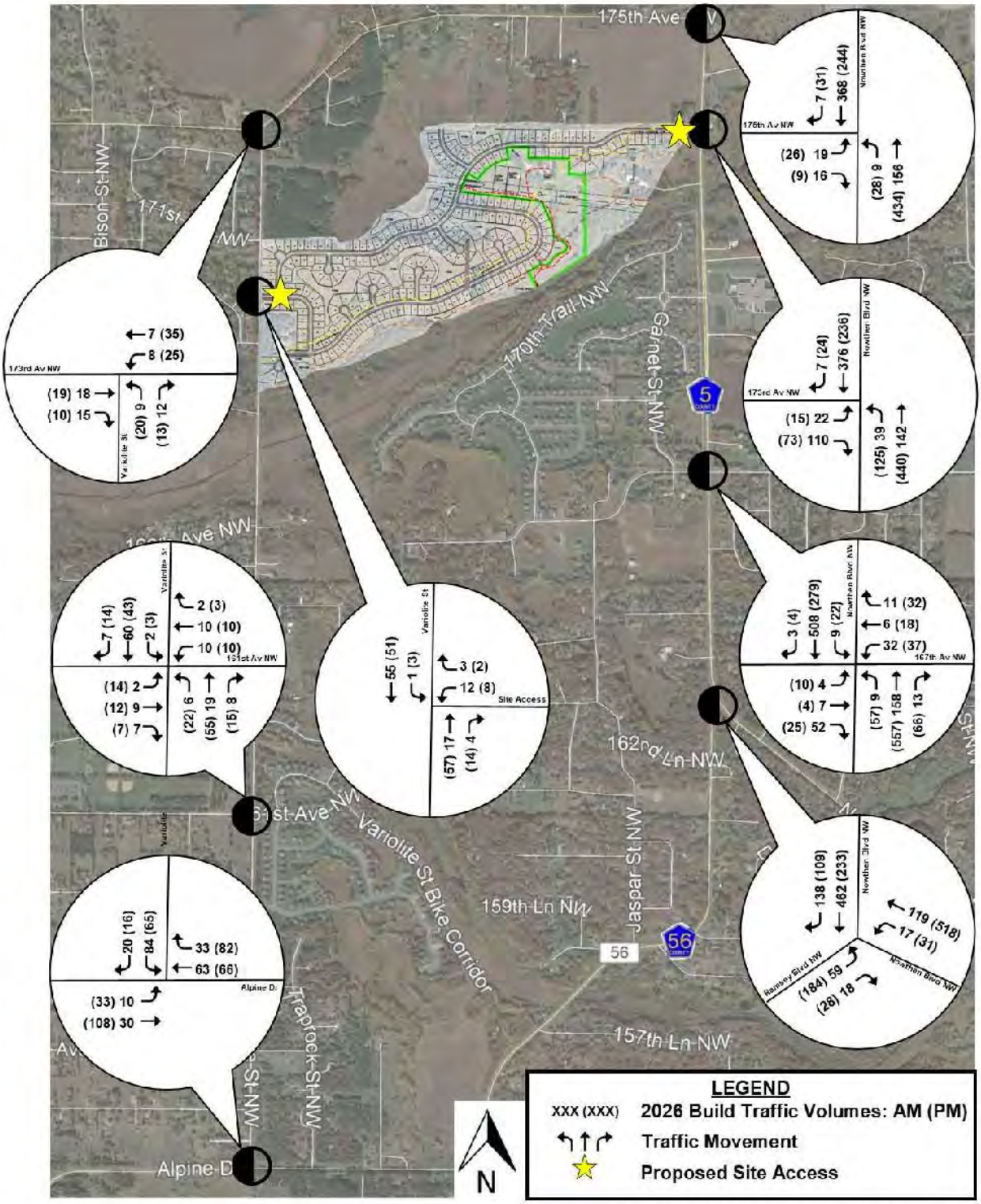


Figure 8– 2026 Build Traffic Volumes

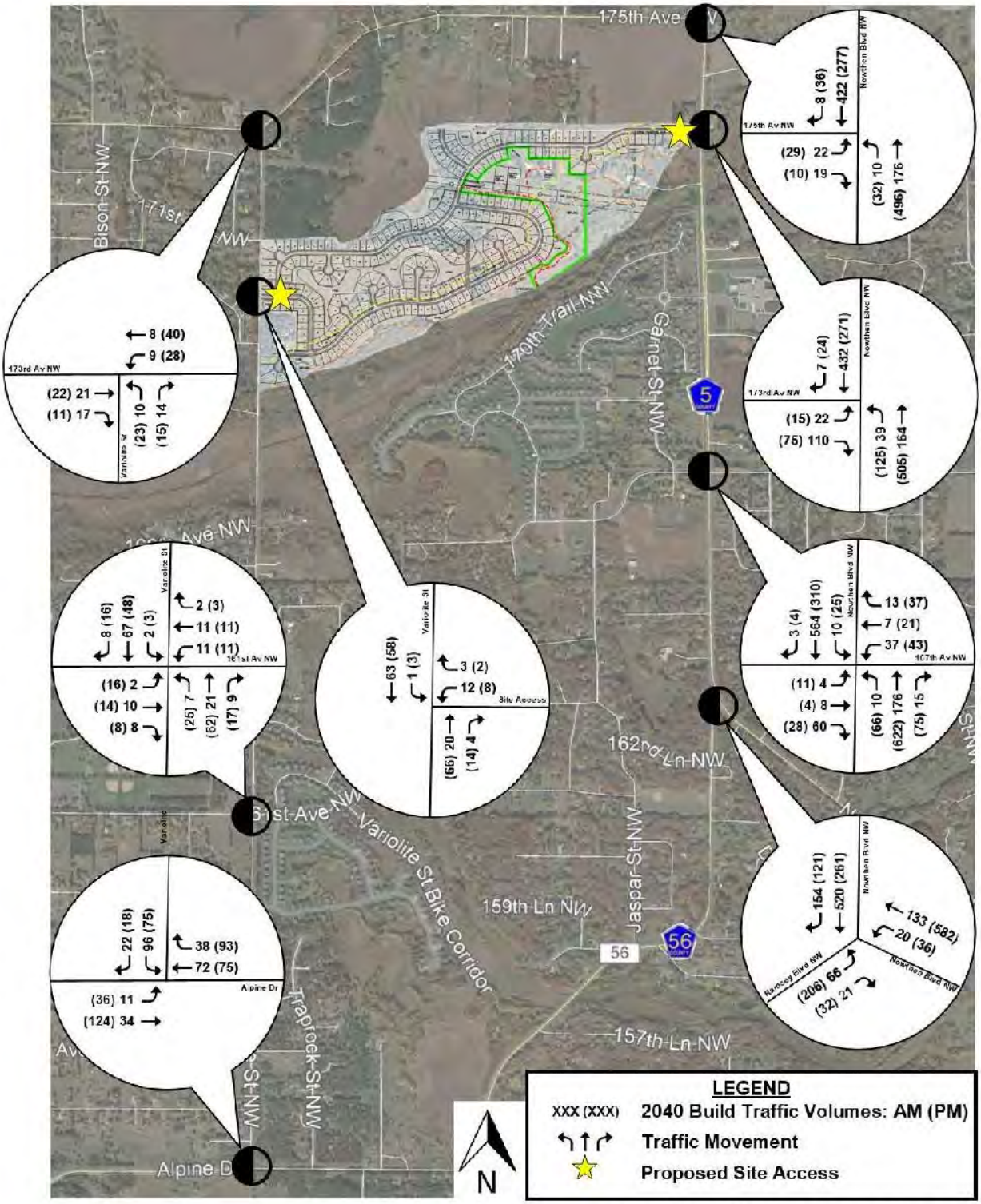


Figure 9– 2040 Build Traffic Volumes

E. Results of Analysis

This section contains the results of the intersection operational analyses based on Synchro/Simtraffic, 11th Edition, and provides recommendations, as necessary to mitigate the impacts. It is noted, the reported results are from the aggregate of 10 SimTraffic simulations which use a random number generator to seed the network with vehicles. These results reflect dynamic conditions and a more accurate than the results of the static analysis reported by Synchro, however, due to random number generator can sometimes show slightly better results on minor movements under higher traffic conditions when the intersections are operating at very good LOS. Table 2 summarize the results of the operational analyses for the 2026 No Build scenario (assumes 1.0 percent annual growth in traffic from existing conditions).

Table 2
2026 No-Build Operations

Intersection	Overall/Worst Movement LOS & Delay (sec)		Notes/95th Percentile Q
	AM Peak Hour	PM Peak Hour	
Variolite St NW & 173rd Ave NW/ 175th Ave NW	a (0.4)/a nbl (1.7)	a (1.2)/a nbl (6.1)	NB Q is 27 ft in AM; NB Q is 32 ft in PM
Variolite St NW & 161st Avenue NW	a (1.4)/a wbt (6.6)	a (1.7)/a wbt (5.7)	EB Q is 37 ft in AM; EB Q is 43 ft in PM
Variolite St NW & Alpine Dr NW	a (1.9)/a sbl (3.8)	a (1.5)/a sbl (3.9)	SB Q is 45 ft in AM; SB Q is 32 ft in PM
Nowthen Blvd NW & 175th Avenue NE	a (1.2)/a ebl (4.5)	a (2.3)/a ebl (5.6)	EBL Q is 43 ft in AM; EBL Q is 30 ft in PM
Nowthen Blvd NW & 173rd Avenue NW	a (0.8)/a nbt (1.1)	a (2.4)/a nbt (3.5)	NBL Q is 8 ft in AM; EBR Q is 14 ft in PM
Nowthen Blvd NW & 167th Avenue NW	a (3.4)/b ebl (11.1)	a (3.8)/b wbl (12.7)	EB Q is 30 ft in AM; WB Q is 64 ft in PM
Nowthen Blvd NW & Ramsey Blvd NW	a (3.9)/a ebl (8.1)	a (3.9)/b ebl (11.1)	EBL Q is 46 ft in AM; EBL Q is 71 ft in PM

1. Overall Level of Service reported from SimTraffic delay, first letter represents intersection LOS, while second letter represents worst LOS of individual approach. Upper case letters indicate signalized intersection, and lower-case letters indicate unsignalized intersection
2. 95th percentile queues are a result from an average of 10 SimTraffic simulations.

The results shown in Table 2 indicate all intersections and worst movements are expected to operate at acceptable LOS in 2026 without the proposed project. Further, the results indicate all intersections will experience short vehicle queues. No intersection modifications are suggested for the 2026 No-Build

condition. Table 3 summarizes the operational analyses results for the 2026 Build conditions. Note it is assumed the new intersection at Variolite Street NW and 170th Avenue NW will include a dedicated northbound right turn lane and a southbound left turn by-pass lane, and the 173rd Avenue NW approach to Nowthen Boulevard will include a dedicated right turn lane.

Table 3
2026 Build Operations

Intersection	Overall LOS & Delay (sec)		Notes/95th Percentile Q
	AM Peak Hour	PM Peak Hour	
Variolite St NW & 173rd Ave NW/ 175th Ave NW	a (0.7)/a nbl (2.7)	a (0.6)/a nbl (1.8)	NB Q is 31 ft in AM; NB Q is 33 ft in PM
Variolite St NW & Site Access (170th Ave NW)	a (0.6)/a wbl (3.8)	a (0.7)/ a wbl (4.0)	WB Q is 25 ft in AM; WB Q is 20 ft in PM
Variolite St NW & 161st Avenue NW	a (1.5)/a wbt (6.3)	a (1.5)/a ebt (7.0)	EB Q is 38 ft in AM; EB Q is 45 ft in PM
Variolite St NW & Alpine Dr NW	a (2.3)/a sbl (4.5)	a (1.6)/a sbl (4.3)	SB Q is 54 ft in AM; SB Q is 34 ft in PM
Nowthen Blvd NW & 175th Avenue NE	a (1.1)/a ebl (8.5)	a (2.5)/b ebl (11.2)	EBL Q is 26 ft in AM; EBL Q is 37 ft in PM
Nowthen Blvd NW & 173rd Avenue NW	a (2.4)/a ebl (9.3)	a (3.5)/b ebl (13.4)	EBL Q is 68 ft in AM; EBL Q is 48 ft in PM
Nowthen Blvd NW & 167th Avenue NW	a (3.3)/a wb (9.8)	a (4.1)/c wb (21.1)	EB Q is 40 ft in AM; WB Q is 53 feet in PM
Nowthen Blvd NW & Ramsey Blvd NW	a (4.1)/a ebl (9.9)	a (5.2)/c ebl (17.2)	EBL Q is 38 ft in AM; EBL Q is 103 ft in PM

1. Overall Level of Service reported from SimTraffic delay, first letter represents intersection LOS, while second letter represents worst LOS of individual approach. Upper case letters indicate signalized intersection, and lower-case letters indicate unsignalized intersection.
2. 95th percentile queues are a result from an average of 10 SimTraffic simulations.

The results shown in Table 3 indicate all intersections and worst movements are expected to operate at acceptable LOS in 2026 with the proposed project. Further, the results indicate all intersections will experience short vehicle queues. (Again, when the operations of the intersection and critical movements are at LOS A, the random number generator can sometimes show slightly better delay or queuing results on minor movements even with higher traffic conditions.)

F. 2040 Operations

The long-range planning horizon year is 2040, as mentioned in the No-Build section. The results of the analysis of the 2040 No-Build traffic conditions, which continue to reflect a 1.0 percent annual growth rate,

assume the roadways surrounding the site have the current configuration. Table 4 summarizes the 2040 No-Build operations at the study area intersections.

Table 4
2040 No-Build Operations

Intersection	Overall/Worst Movement LOS & Delay (sec)		Notes/95th Percentile Q
	AM Peak Hour	PM Peak Hour	
Variolite St NW & 173rd Ave NW/ 175th Ave NW	a (0.7)/a nbl (2.8)	a (0.8)/a nbl (3.4)	NB Q is 28 ft in AM; NB Q is 40 ft in PM
Variolite St NW & 161st Avenue NW	a (1.8)/a eb (5.8)	a (2.2)/a wb (6.6)	EB Q is 41 ft in AM; EB Q is 45 ft in PM
Variolite St NW & Alpine Dr NW	a (2.0)/a sbl (3.9)	a (1.8)/a sbl (5.0)	SB Q is 45 ft in AM; SB Q is 43 ft in PM
Nowthen Blvd NW & 175th Avenue NE	a (1.2)/a ebl (4.8)	a (2.4)/a ebl (7.6)	EBL Q is 33 ft in AM; EBL Q is 28 ft in PM
Nowthen Blvd NW & 173rd Avenue NW	a (0.8)/a nbt (0.9)	a (2.4)/a nbt (3.3)	NBL Q is 8 ft in AM; EBR Q is 9 ft in PM
Nowthen Blvd NW & 167th Avenue NW	a (3.4)/b ebl (12.2)	a (3.8)/b wbl (15.0)	EB Q is 32 ft in AM; WB Q is 62 ft in PM
Nowthen Blvd NW & Ramsey Blvd NW	a (3.9)/b ebl (10.8)	a (4.7)/c ebl (15.4)	EBL Q is 49 ft in AM; EBL Q is 80 ft in PM

3.
1. Overall Level of Service reported from SimTraffic delay, first letter represents intersection LOS, while second letter represents worst LOS of individual approach. Upper case letters indicate signalized intersection, and lower-case letters indicate unsignalized intersection
2. 95th percentile queues are a result from an average of 10 SimTraffic simulations.

The results shown in Table 4 indicate all intersections and worst movements are expected to operate at acceptable LOS in 2040 without the proposed project. Further, the results indicate all intersections will experience short vehicle queues. (Again, when the operations of the intersection and critical movements are at LOS A, the random number generator can sometimes result in slightly better delay or queuing results on minor movements even with higher traffic conditions.) It is note, the left turning volume from Ramsey Blvd to Nowthen Blvd is great enough to consider a change in traffic control in 2040 at this intersection, however, the forecast operations and queues are acceptable. It is suggested this intersection be monitored as volumes in the area grow to determine if safety or traffic control changes are needed. Table 5 summarizes the results of the 2040 Build traffic operational analysis, assuming no improvements or mitigation.

Table 5
2040 Build Operations

Intersection	Overall LOS & Delay (sec)		Notes/95th Percentile Q
	AM Peak Hour	PM Peak Hour	
Variolite St NW & 173rd Ave NW/ 175th Ave NW	a (0.5)/a nbl (2.3)	a (0.4)/a nbl (2.3)	NB Q is 30 ft in AM; NB Q is 31 ft in PM
Variolite St NW & Site Access (170th Ave NW)	a (0.9)/a wbl (3.9)	a (0.8)/ a wbl (4.7)	WB Q is 30 ft in AM; WB Q is 21 ft in PM
Variolite St NW & 161st Avenue NW	a (2.1)/a eb (5.8)	a (1.8)/a wb (6.4)	EB Q is 43 ft in AM; EB Q is 46 ft in PM
Variolite St NW & Alpine Dr NW	a (2.2)/a sbl (4.2)	a (2.0)/a sbl (5.6)	SB Q is 46 ft in AM; SB Q is 44 ft in PM
Nowthen Blvd NW & 175th Avenue NE	a (1.3)/a ebl (6.2)	a (2.8)/b ebl (11.9)	EBL Q is 26 ft in AM; EBL Q is 45 ft in PM
Nowthen Blvd NW & 173rd Avenue NW	a (2.2)/a ebl (8.9)	a (3.8)/b ebl (13.6)	EBL Q is 56 ft in AM; EB Q is 44 ft in PM
Nowthen Blvd NW & 167th Avenue NW	a (3.8)/a wb (9.4)	a (4.9)/c wb (20.3)	EB Q is 40 ft in AM; WB Q is 70 ft in PM
Nowthen Blvd NW & Ramsey Blvd NW	a (5.0)/c ebl (18.1)	a (8.9)/e ebl (36.9)	EBL Q is 38 ft in AM; EBL Q is 187 feet in PM

3.
1. Overall Level of Service reported from SimTraffic delay, first letter represents intersection LOS, while second letter represents worst LOS of individual approach. Upper case letters indicate signalized intersection, and lower-case letters indicate unsignalized intersection.
2. 95th percentile queues are a result from an average of 10 SimTraffic simulations.

The results shown in Table 5 indicate all intersections are expected to operate at acceptable overall LOS in 2040 with the proposed project. Further, the results indicate all intersections will experience short to moderate vehicle queues, which are typical for peak hour conditions. (Again, when the operations of the intersection and critical movements are at LOS A, the random number generator can sometimes result in slightly better delay or queuing results on minor movements even with higher traffic conditions.) However, the eastbound approach to Nowthen Boulevard NW from Ramsey in the PM Peak hour will be at capacity, and changes to the traffic control should be considered. Preliminary review of traffic signal and roundabout warrants suggest this intersection will satisfy peak hour warrant in the 2040 planning horizon year. Operational analysis of the potential traffic control change options indicates all movements will operate at LOS B or better, with short queues. It is noted if traffic control changes occur modifications to the intersection geometry will be needed. Review of minor modifications such as converting the northbound by-pass lane to a dedicated left turn lane will improve safety and show a slight reduction in northbound left

turn queues but do not address the critical eastbound movement. Crash data has been provided by Anoka County and shows the intersection has a crash rate that is 0.56 per million entering vehicles which is greater than the statewide average of 0.26 for similar intersections. It is suggested that this intersection be monitored to determine if safety or traffic control changes may be needed. No other intersection modifications are suggested for the 2040 Build condition to improve operations.

V. SUMMARY AND SUGGESTIONS

The preceding analysis has evaluated the potential traffic impacts of the proposed development of the Sotarra - Trott Brook residential project, on the operations of the study area intersections. The site is located adjacent to the west side of Nowthen Boulevard NW and east side of Variolite Street NW just north of Trott Brook and south of 173rd Avenue NW in Ramsey, Minnesota.

Two design years were considered in this study, 2026 to correspond to the year after build-out and 2040 to remain consistent with the long range planning horizon. For both design years a No-Build and Build scenario, was analyzed and compared to assess the development's impact, and the area's future infrastructure needs. Development of the Sotarra - Trott Brook residential project on the site by 2026 is expected to result in approximately 2,593 new vehicle trips on the study area roadway network per average weekday. Peak hour trips generated by the development are estimated at 196 during the AM peak hour and 264 during the PM peak hour.

The site access will include the extension 173rd Avenue NW westward from Nowthen Boulevard NW into the site and the construction of a new intersection on Variolite Street NW at approximately 170th Avenue NW. It is assumed the new 170th Avenue NW intersection with Variolite Street NW will include a dedicated northbound right turn lane and a southbound left turn by-pass lane on Variolite Street NW.

Growth in background traffic at a rate of 1.0 percent per year was accounted for in the analysis. Results of the operational analyses in the 2026 and 2040 No-Build and 2026 and 2040 Build scenarios indicate all the intersections will operate at acceptable levels of service with typical Peak Hour short to moderate vehicle queues. It is recommended that the new intersection at 170th Avenue NW and Variolite Street include a northbound right turn lane and a southbound left turn by-pass lane, and it is recommended the 173rd Avenue NW approach to Nowthen Boulevard include a dedicated right turn lane. No other improvements to the

roadways or intersections within the study area are required. However, it is suggested the intersection of Ramsey Boulevard NW and Nowthen Boulevard NW be monitored for to determine if future safety and/or traffic control changes are warranted by 2040.

Memorandum

SRF No. 15203

To:	Kurt Ulrich City Administrator
From:	Tom Sachi, PE, Associate Ashley Sherry, Engineer
Date:	January 6, 2022
Subject:	Trott Brook Crossing EAW Traffic Study Review

Introduction

As requested, SRF has completed a traffic study for the proposed Trott Brook Crossing Housing Development in the City of Ramsey, MN (see Figure 1: Project Location). The main objectives of this study are to review existing traffic operations within the study area, evaluate impacts of the proposed and adjacent development under future conditions, and recommend any necessary improvements to accommodate the proposed development. The following information provides the assumptions, analysis, and recommendations offered for consideration.

Existing Conditions

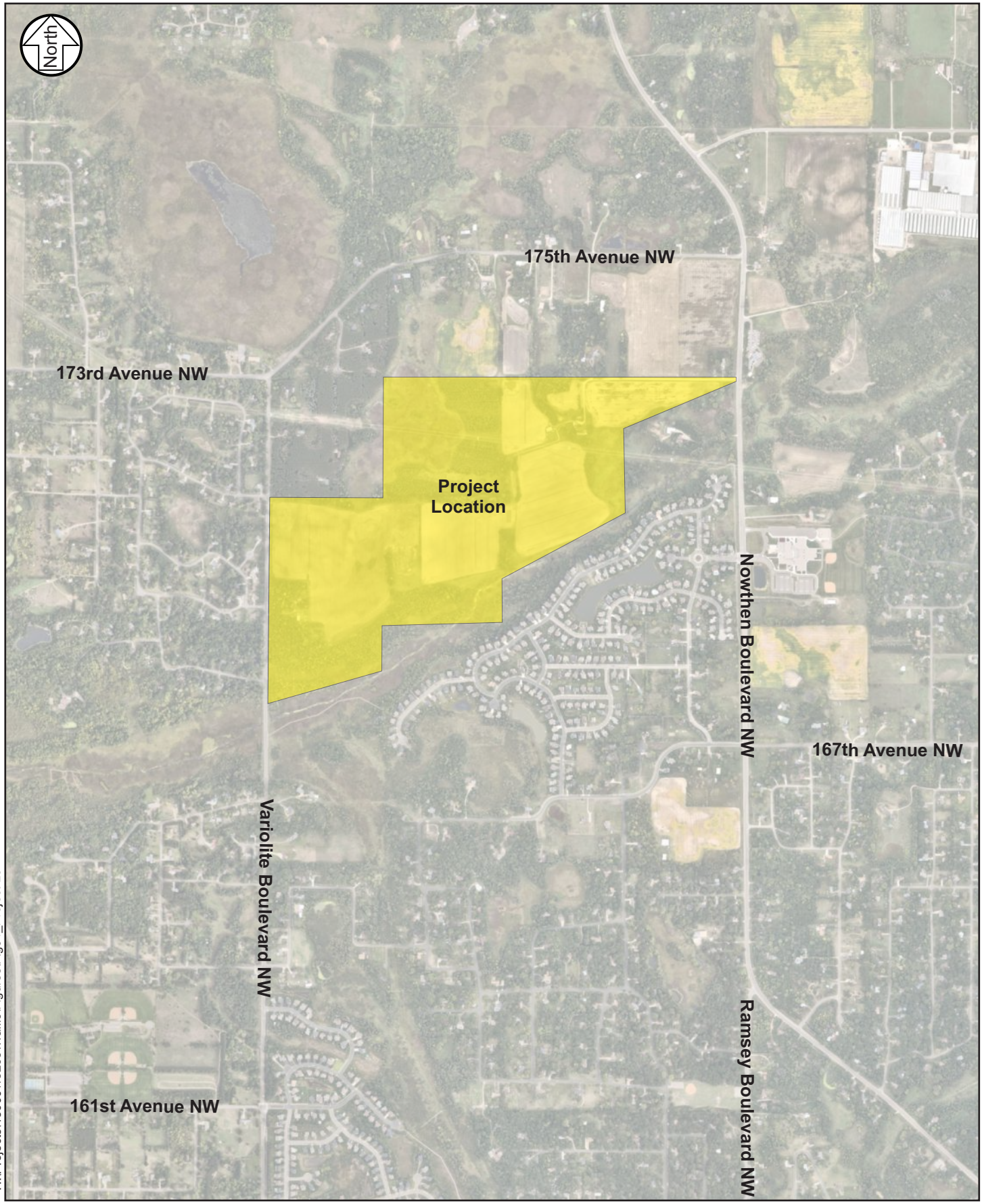
Existing conditions were reviewed to establish a baseline to identify any future impacts associated with the proposed development. The evaluation of existing conditions includes a review of traffic volumes, roadway characteristics, and an intersection capacity analysis, which are summarized in the following sections.

Data Collection

Vehicle turning movement and pedestrian/bicyclist counts were collected by SRF during the weeks of October 18, 2021 and November 15, 2021 at the following intersections during the a.m. and p.m. peak periods:

- Variolite Street NW / Alpine Drive
- Variolite Street NW / 161st Avenue NW
- Variolite Street NW / 173rd Avenue NW
- Nowthen Boulevard NW / Ramsey Boulevard NW
- Nowthen Boulevard NW / 167th Avenue NW
- Nowthen Boulevard NW / 173rd Avenue NW
- Nowthen Boulevard NW / 175th Avenue NW

The turning movement counts were modified based on historical turning movement counts and historical average daily traffic counts to reflect typical year 2021 conditions (i.e. non COVID impacted).



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SRF

Project Location

Trott Brook Crossing EAW Traffic Study
Ramsey, MN

Figure 1

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Roadway Characteristics

A field assessment was completed to identify various roadway characteristics within the transportation system study area, such as functional classification, general configuration, and posted speed limit. A summary of these roadway characteristics is shown in Table 1.

Table 1. Existing Roadway Characteristics

Roadway	Functional Classification (1)	General Configuration	Posted Speed Limit (mph)
Nowthen Boulevard NW	A Minor Connector	2-lane undivided	55
Variolite Street NW	Major Collector (2)	2-lane undivided	50
Alpine Drive NW	Major Collector (2)	2-lane undivided	45
175th Avenue NW	Major Collector	2-lane undivided	50
167th Avenue NW	Major Collector (2)	2-lane undivided	50

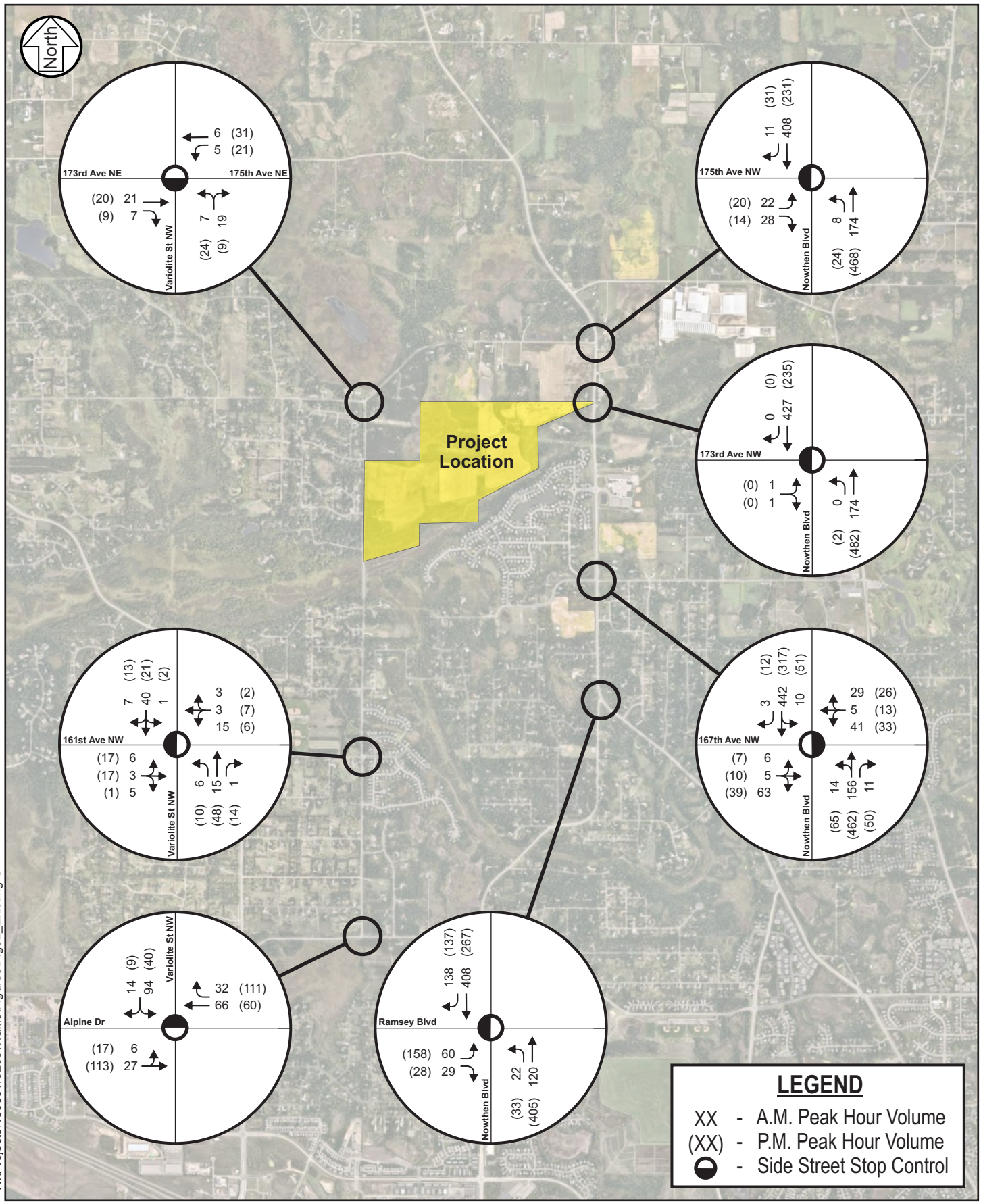
(1) Functional Classification based on the City of Ramsey's 2040 Comprehensive Plan.

(2) Indicates a proposed functional classification in the City of Ramsey's 2040 Comprehensive Plan.

From a traffic control perspective, all the study intersections are unsignalized with side-street stop control. Existing geometrics, traffic controls, and traffic volumes in the study area are shown in Figure 2.

Intersection Capacity Analysis

An intersection capacity analysis was completed using Synchro/SimTraffic software to establish a baseline condition to which future traffic operations could be compared. Capacity analysis results identify a Level of Service (LOS) which indicates how well an intersection is operating. Intersections are graded from LOS A through LOS F. The LOS results are based on average delay per vehicle, which correspond to the delay threshold values shown in Table 2. LOS A indicates the best traffic operation, while LOS F indicates an intersection where demand exceeds capacity. Overall intersection LOS A though LOS D is generally considered acceptable based on MnDOT guidelines.



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Existing Conditions

Trott Brook Crossing EAW Traffic Study

Ramsey, MN

Figure 2

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Table 2. Level of Service Criteria for Signalized and Unsignalized Intersections

LOS Designation	Signalized Intersection Average Delay/Vehicle (seconds)	Unsignalized Intersection Average Delay/Vehicle (seconds)
A	≤ 10	≤ 10
B	> 10 - 20	> 10 - 15
C	> 20 - 35	> 15 - 25
D	> 35 - 55	> 25 - 35
E	> 55 - 80	> 35 - 50
F	> 80	> 50

For side-street stop/yield-controlled intersections, special emphasis is given to providing an estimate for the level of service of the side-street approach. Traffic operations at an unsignalized intersection with side-street stop/yield control can be described in two ways. First, consideration is given to the overall intersection level of service. This takes into account the total number of vehicles entering the intersection and the capability of the intersection to support these volumes. Second, it is important to consider the delay on the minor approach. Since the mainline does not have to stop, the majority of delay is attributed to the side-street approaches. It is typical of intersections with higher mainline traffic volumes to experience high-levels of delay (i.e., poor levels of service) on the side-street approaches, but an acceptable overall intersection level of service.

Results of the existing intersection capacity analysis shown in Table 3 indicate that the study intersections currently operate at an acceptable overall LOS A during the a.m. and p.m. peak hours with the existing geometric layout and traffic controls. No significant queuing or delays issues were identified.

Table 3. Existing Intersection Capacity Analysis

Intersection	A.M. Peak Hour		P.M. Peak Hour	
	LOS	Delay	LOS	Delay
Variolite Street NW / Alpine Drive (1)	A/A	4 sec.	A/A	3 sec.
Variolite Street NW / 161st Avenue NW (1)	A/A	4 sec.	A/A	6 sec.
Variolite Street NW / 173rd Avenue NW (1)	A/A	2 sec.	A/A	2 sec.
Nowthen Boulevard NW / Ramsey Boulevard NW (1)	A/A	7 sec.	A/C	15 sec.
Nowthen Boulevard NW / 167th Avenue NW (1)	A/A	6 sec.	A/B	13 sec.
Nowthen Boulevard NW / 173rd Avenue NW (1)	A/A	4 sec.	A/A	4 sec.
Nowthen Boulevard NW / 175th Avenue NW (1)	A/A	5 sec.	A/A	6 sec.

(1) Indicates an unsignalized intersection with side-street stop control, where the overall LOS is shown followed by the worst approach LOS. The delay shown represents the worst side-street approach delay.

Proposed Development

The proposed Trott Brook Crossing development, shown in Figure 3, is proposed to be constructed in the southwest quadrant of the Nowthen Boulevard NW and 173rd Avenue NW intersection. The site is expected to include 270 single family units. Access to the development is proposed to be constructed on Variolite Street NW approximately 500 feet north of 169th Lane NW. A second access will be shared with the adjacent North Brook Meadows housing development on 173rd Avenue NW.

Traffic Forecasts

To identify potential impacts associated with the proposed development, traffic forecasts for year 2026 and 2040 conditions were developed to understand both short-term and long-term conditions. The no build conditions take into account traffic generated by the adjacent North Brook Meadow development and background traffic growth. The build conditions will take into account traffic generated by the proposed Trott Brook Crossing development, adjacent North Brook Meadow development and background traffic growth.

Background Growth

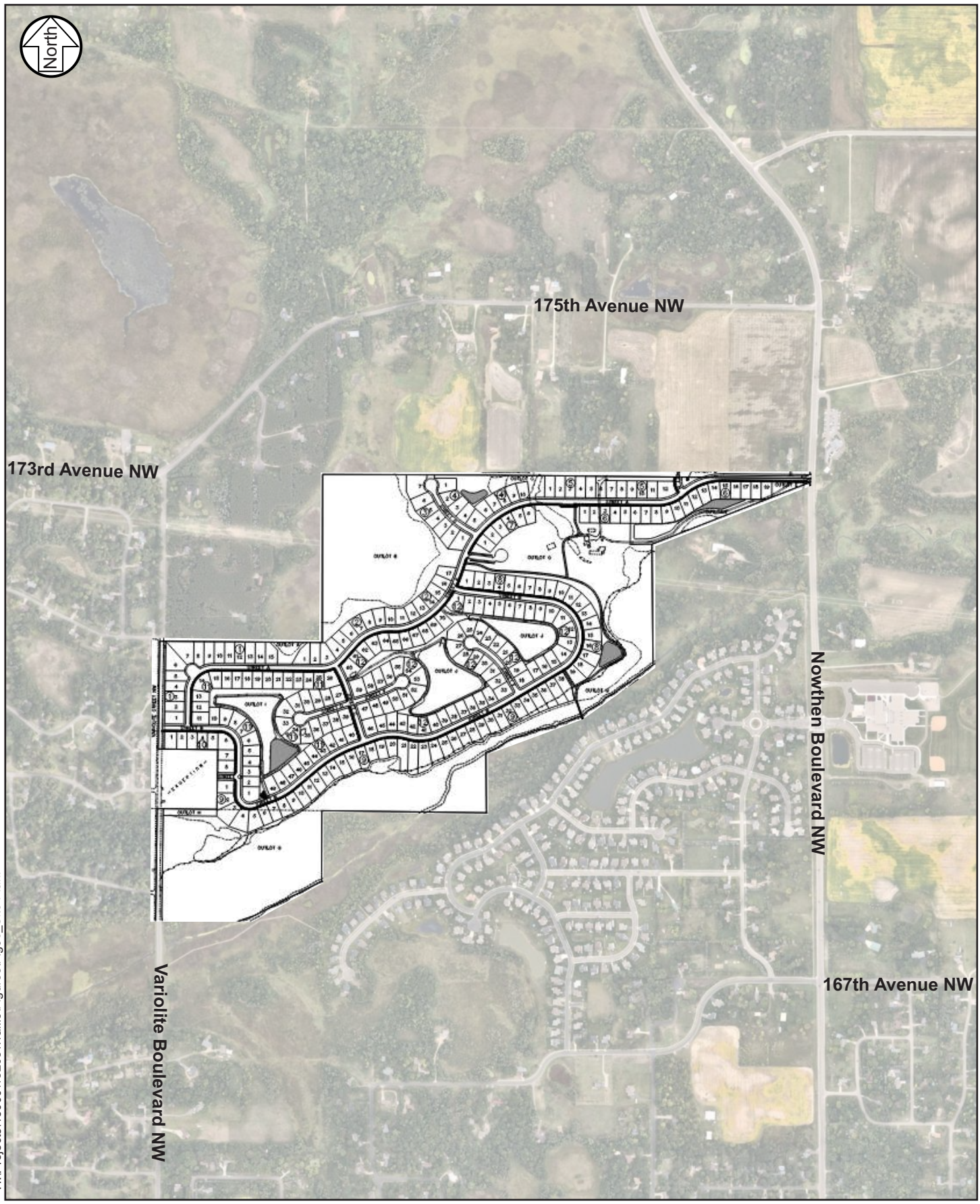
Based on existing area growth patterns and historical ADT volumes, a conservative annual growth rate of one (1) percent was applied to the existing peak hour volumes to develop year 2026 and 2040 background traffic forecasts.

Adjacent Developments

There is one known development planned in this area. The North Brook Meadows development, located immediately north of the proposed development, consists of 77 single family housing units. A shared access with the proposed development is provided on 173rd Ave NW. As part of the adjacent development plan, the North Brook Meadows development is expected to have a second access approximately 750 feet to the west of the Nowthen Boulevard NW and 175th Avenue NW intersection. For the purpose of this study, the adjacent development was assumed to be completed by the year 2025.

Trip Generation

To account for traffic impacts associated with the proposed and adjacent development, trip generation estimates for the proposed land uses were developed for the a.m. and p.m. peak hours as well as on a daily basis. These estimates, shown in Table 4, were developed using the *Institute of Transportation Engineers (ITE) Trip Generation Manual, Tenth Edition*. Note that no multi-use or pass-by reductions were applied due to the residential nature of the proposed development.



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SRF

Site Plan

Trott Brook Crossing EAW Traffic Study

Ramsey, MN

Figure 3

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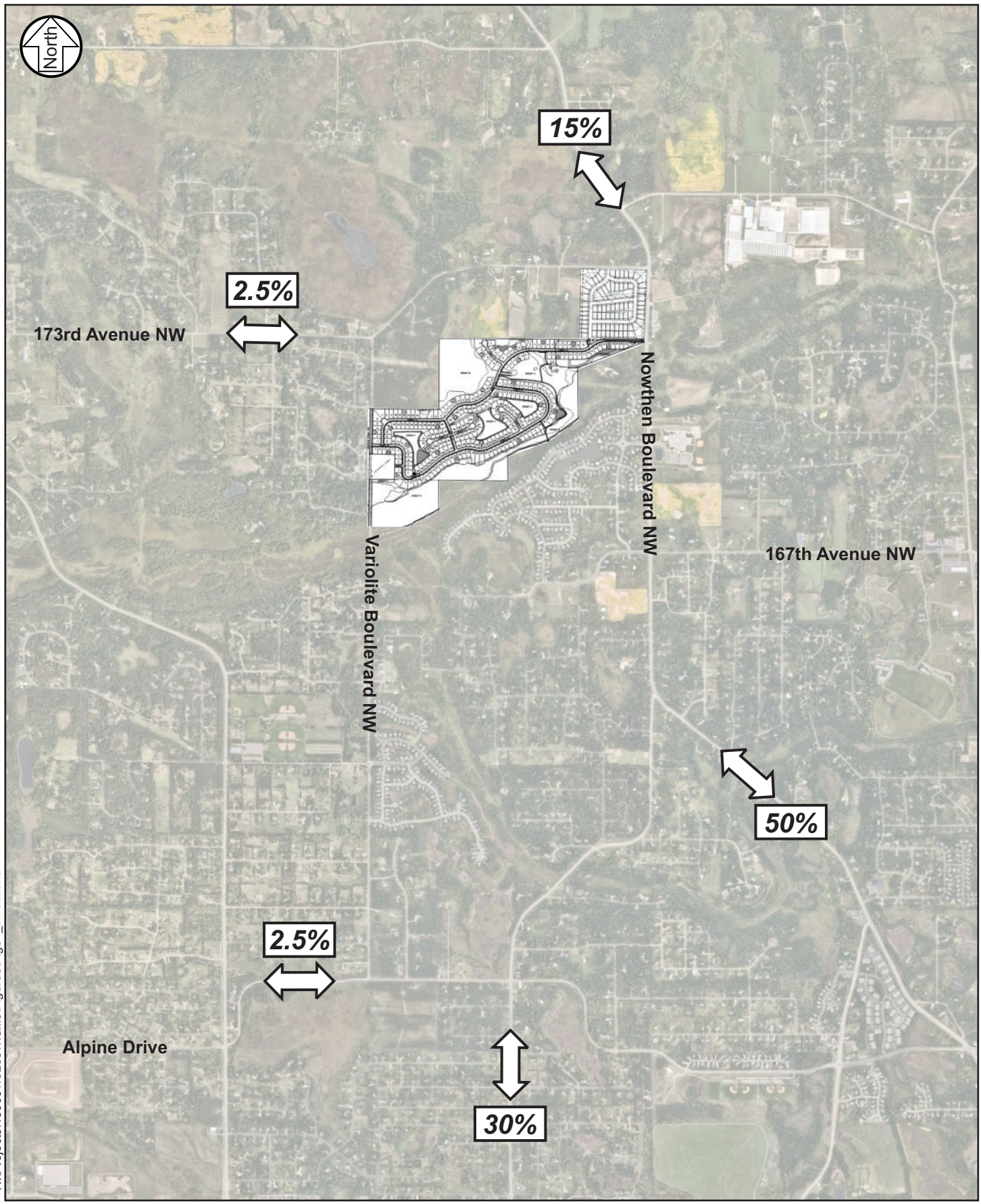
Table 4. Trip Generation Estimate

Land Use Type *(ITE Code)*	Size	A.M. Peak Hour Trips		P.M. Peak Hour Trips		Daily Trips
		In	Out	In	Out	
North Brook Meadows						
Single-Family Detached Housing (210)	77 DU	14	43	48	28	727
Trott Brook Crossing						
Single-Family Detached Housing (210)	270 DU	50	150	168	99	2,549
	Total Trips	64	193	216	127	3,276

(1) General Table Nomenclature: DU: Dwelling Units

Results of the trip generation estimate indicates that the adjacent North Brook Meadow development is expected to generate approximately 57 a.m. peak hour, 76 p.m. peak hour, and 727 daily vehicles trips. The proposed Trott Brook Crossing development is expected to generate approximately 200 a.m. peak hour, 267 p.m. peak hour, and 2,549 daily vehicles trips.

The trips generated were distributed to the study area based on the directional distribution shown in Figure 4, which was developed based on existing travel patterns and engineering judgement. The resultant year 2026 and 2040 no build traffic forecasts, which include general area background growth and adjacent development trips, are shown in Figures 5 and 6, respectively. The resultant year 2026 and 2040 build traffic forecasts, which include general area background growth, adjacent development trips, and traffic generated by the proposed development, are show in Figures 7 and 8, respectively.



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Directional Distribution

Trott Brook Crossing EAW Traffic Study
Ramsey, MN

Figure 4

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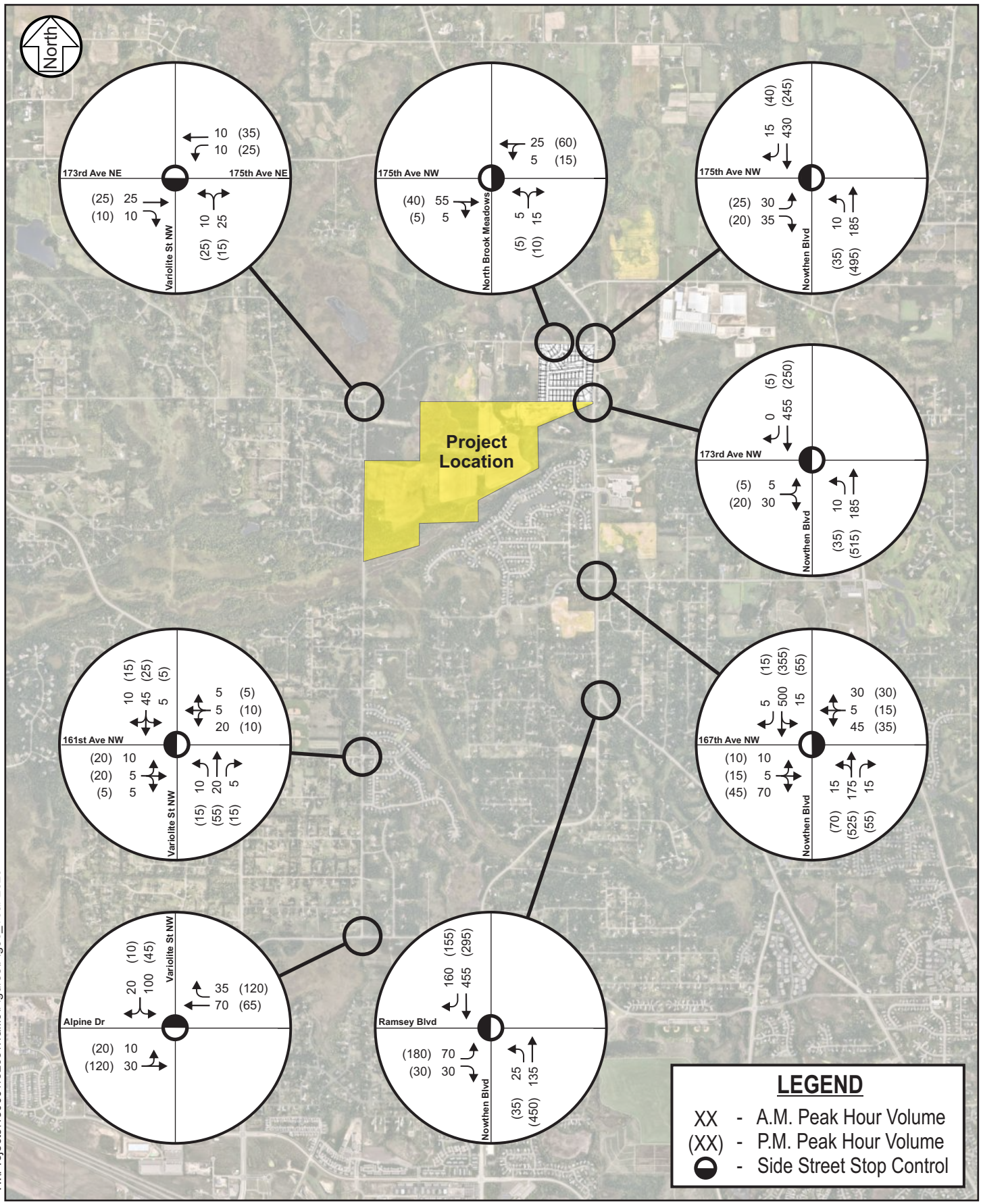

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Year 2026 No Build Conditions

Trott Brook Crossing EAW Traffic Study

Ramsey, MN

Figure 5

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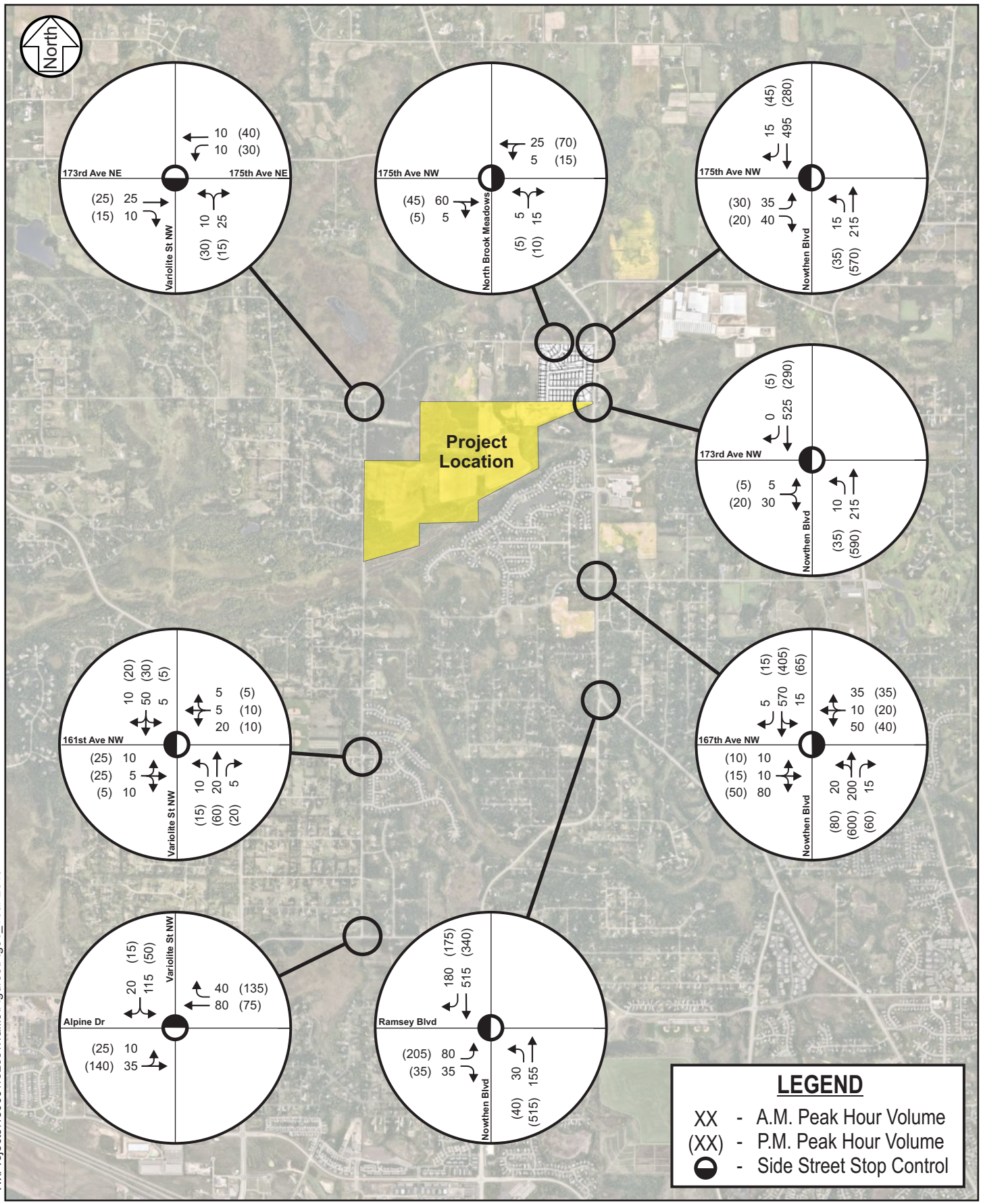

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Year 2040 No Build Conditions

Trott Brook Crossing EAW Traffic Study

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Figure 6

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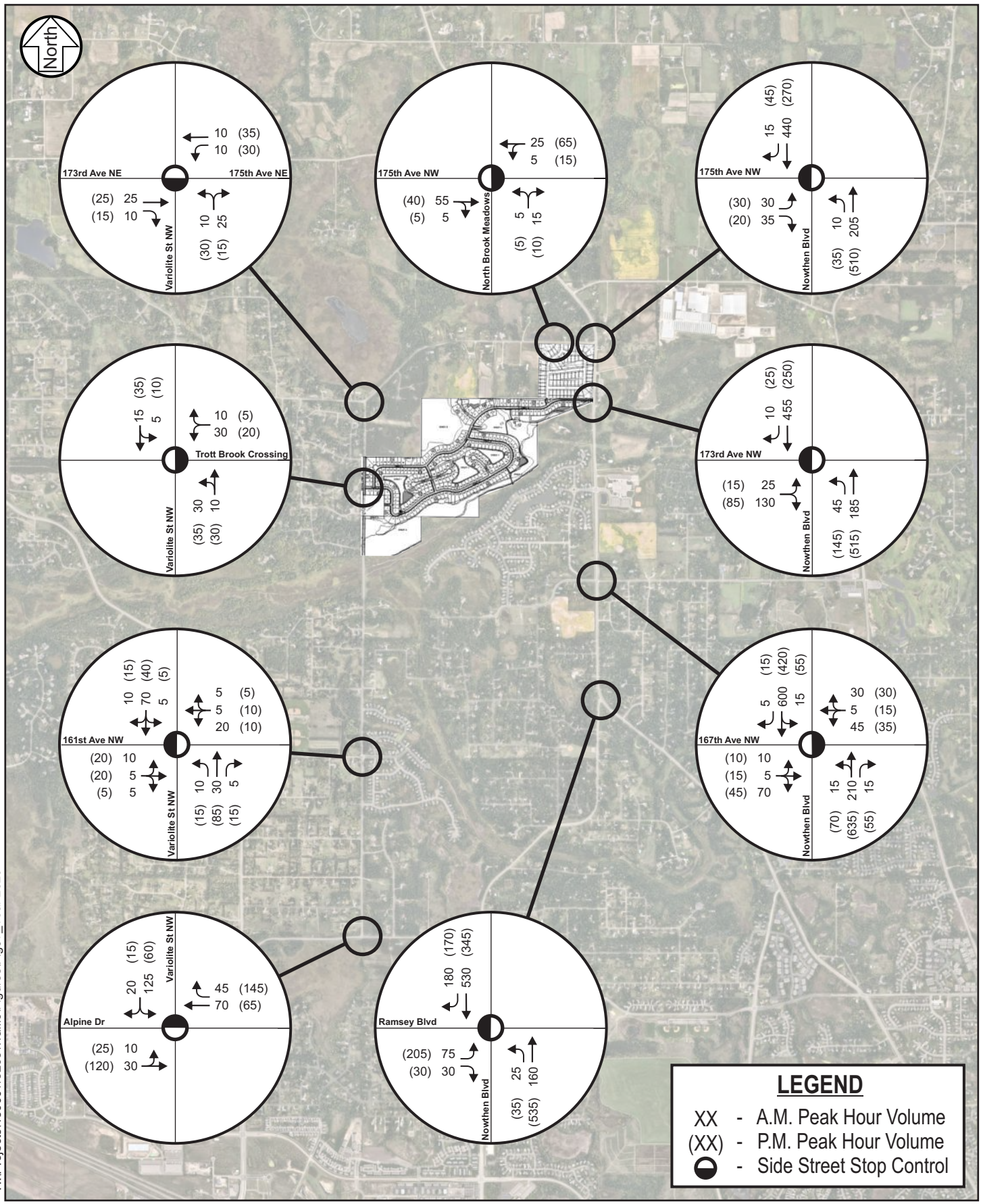

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Year 2026 Build Conditions

Trott Brook Crossing EAW Traffic Study
Ramsey, MN

Figure 7

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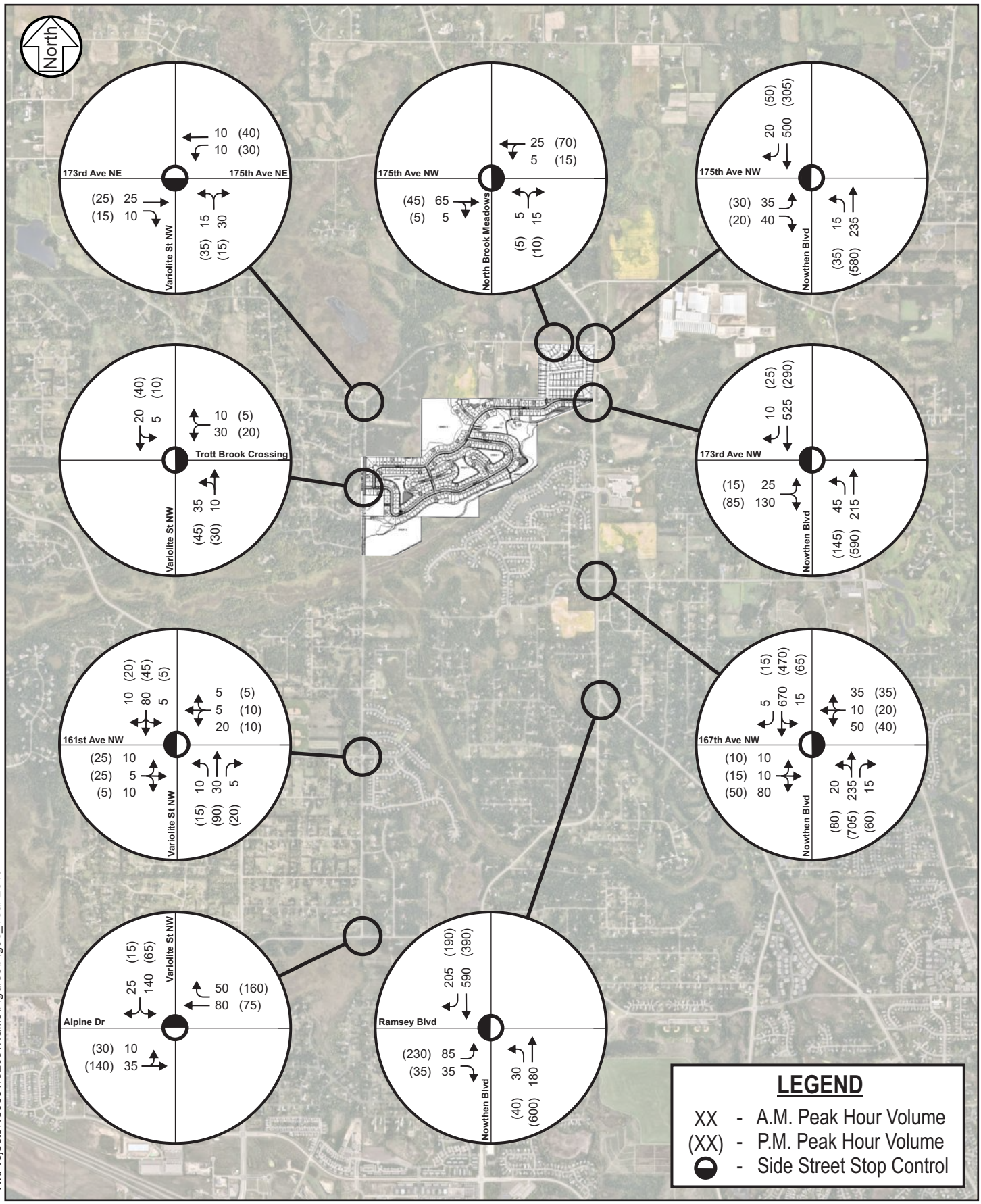

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Year 2040 Build Conditions

Trott Brook Crossing EAW Traffic Study

Ramsey, MN

Figure 8

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No Build Conditions

To determine how the study intersections and site accesses will operate under year 2026 and 2040 no build conditions, an intersection capacity analysis was completed using Synchro/SimTraffic software. The no build conditions analyzed impacts from background traffic growth and the adjacent North Brook Meadows development.

Year 2026 No Build Conditions

Results of the year 2026 no build conditions intersection capacity analysis shown in Table 5 indicates that the study intersections are expected to continue operating at an acceptable overall LOS A during the a.m. and p.m. peak hours with the proposed roadway geometry and traffic controls.

Table 5. Year 2026 No Build Conditions Peak Hour Capacity Analysis

Intersection	A.M. Peak Hour		P.M. Peak Hour	
	LOS	Delay	LOS	Delay
Variolite Street NW / Alpine Drive (1)	A/A	4 sec.	A/A	4 sec.
Variolite Street NW / 161st Avenue NW (1)	A/A	4 sec.	A/A	5 sec.
Variolite Street NW / 173rd Avenue NW (1)	A/A	2 sec.	A/A	2 sec.
Nowthen Boulevard NW / Ramsey Boulevard NW	A/A	9 sec.	A/C	19 sec.
Nowthen Boulevard NW / 167th Avenue NW (1)	A/A	6 sec.	A/C	17 sec.
Nowthen Boulevard NW / 173rd Avenue NW (1)	A/A	4 sec.	A/A	4 sec.
Nowthen Boulevard NW / 175th Avenue NW (1)	A/A	4 sec.	A/A	6 sec.
175th Avenue NW / North Brook Meadow (1)	A/A	3 sec.	A/A	6 sec.

(1) Indicates an unsignalized intersection with side-street stop control, where the overall LOS is shown followed by the worst approach LOS. The delay shown represents the worst side-street approach delay.

The following information summarizes the operational and/or queuing issues that warrant consideration as traffic volumes increase.

- **Nowthen Boulevard NW / Ramsey Boulevard NW**
    - The side-street delay in the eastbound direction is nine (9) seconds for the a.m. peak and 19 seconds for the p.m. peak hour. The 95th percentile queues in the eastbound direction are expected to be approximately 50 feet during the a.m. peak hour and 120 feet during the p.m. peak hour.
    - Side-street delay is expected to increase by approximately two (2) seconds per vehicle during the a.m. peak and four (4) seconds per vehicle during the p.m. peak as compared to existing conditions.

- **Nowthen Boulevard NW / 167th Avenue NW**
    - Side-street delay is expected to increase by approximately four (4) seconds per vehicle during the p.m. peak as compared to existing conditions.

The remaining intersections had minimal changes to their traffic operations. Based on the year 2026 no build condition operations analysis, no geometric or traffic control changes are needed to accommodate the North Brook Meadow development from an intersection capacity perspective.

Year 2040 No Build Conditions

Results of the year 2040 no build conditions intersection capacity analysis shown in Table 6 indicates that the study intersections are expected to continue operating at an acceptable overall LOS B or better during the a.m. and p.m. peak hours with the proposed roadway geometry and traffic controls.

Table 6. Year 2040 No Build Conditions Peak Hour Capacity Analysis

Intersection	A.M. Peak Hour		P.M. Peak Hour	
	LOS	Delay	LOS	Delay
Variolite Street NW / Alpine Drive (1)	A/A	4 sec.	A/A	5 sec.
Variolite Street NW / 161st Avenue NW (1)	A/A	5 sec.	A/A	5 sec.
Variolite Street NW / 173rd Avenue NW (1)	A/A	2 sec.	A/A	2 sec.
Nowthen Boulevard NW / Ramsey Boulevard NW	A/B	12 sec.	B/**E**	**43 sec.**
Nowthen Boulevard NW / 167th Avenue NW (1)	A/A	9 sec.	A/**E**	**48 sec.**
Nowthen Boulevard NW / 173rd Avenue NW (1)	A/A	4 sec.	A/A	5 sec.
Nowthen Boulevard NW / 175th Avenue NW (1)	A/A	5 sec.	A/A	8 sec.
175th Avenue NW / North Brook Meadow (1)	A/A	3 sec.	A/A	5 sec.

(1) Indicates an unsignalized intersection with side-street stop control, where the overall LOS is shown followed by the worst approach LOS. The delay shown represents the worst side-street approach delay.

The delays and queuing during the a.m. and p.m. peaks hour are expected to worsen as area development occurs. The following information summarizes the operational and/or queuing issues that warrant consideration as traffic volumes increase.

- **Nowthen Boulevard NW / Ramsey Boulevard NW**
    - The side-street delay in the eastbound direction is 12 seconds for the a.m. peak and 43 seconds for the p.m. peak hour. The 95th percentile queues in the eastbound direction are expected to be approximately 65 feet during the a.m. peak hour and 245 feet during the p.m. peak hour.
    - Side-street delay is expected to increase by approximately five (5) seconds per vehicle during the a.m. peak and 28 seconds per vehicle during the p.m. peak as compared to existing conditions.

- **Nowthen Boulevard NW / 167th Avenue NW**
    - The side-street delay in the westbound direction is nine (9) seconds for the a.m. peak and 48 seconds for the p.m. peak hour. The 95th percentile queues in the westbound direction are expected to be approximately 50 feet during the a.m. peak hour and 160 feet during the p.m. peak hour. The 95th percentile queues in the eastbound direction are expected to be approximately 60 feet during the a.m. peak hour and 75 feet during the p.m. peak hour.
    - Side-street delay is expected to increase by approximately three (3) seconds per vehicle during the a.m. peak and 35 seconds per vehicle during the p.m. peak as compared to existing conditions.

The remaining intersections had minimal changes to their traffic operations. Based on the year 2040 no build condition operations analysis, no geometric or traffic control changes are needed to accommodate the background growth from an intersection capacity perspective.

Future Build Conditions

To determine how the study intersections and site access will operate under year 2026 and 2040 build conditions, an intersection capacity analysis was completed using Synchro/SimTraffic software. The build conditions analyzed the proposed Trott Brook Crossing development and the adjacent North Brook Meadows development.

Year 2026 Build Conditions

Results of the year 2026 build conditions intersection capacity analysis shown in Table 7 indicates that the study intersections are expected to continue operating at an acceptable overall LOS B or better during the a.m. and p.m. peak hours with the proposed roadway geometry and traffic controls.

Table 7. Year 2026 Build Conditions Peak Hour Capacity Analysis

Intersection	A.M. Peak Hour		P.M. Peak Hour	
	LOS	Delay	LOS	Delay
Variolite Street NW / Alpine Drive (1)	A/A	5 sec.	A/A	4 sec.
Variolite Street NW / 161st Avenue NW (1)	A/A	4 sec.	A/A	6 sec.
Variolite Street NW / Trott Brook Crossing	A/A	4 sec.	A/A	6 sec.
Variolite Street NW / 173rd Avenue NW (1)	A/A	2 sec.	A/A	3 sec.
Nowthen Boulevard NW / Ramsey Boulevard NW	A/B	11 sec.	B/**E**	**39 sec.**
Nowthen Boulevard NW / 167th Avenue NW (1)	A/A	8 sec.	A/D	29 sec.
Nowthen Boulevard NW / 173rd Avenue NW (1)	A/A	7 sec.	A/A	6 sec.
Nowthen Boulevard NW / 175th Avenue NW (1)	A/A	5 sec.	A/A	9 sec.
175th Avenue NW / North Brook Meadow (1)	A/A	3 sec.	A/A	5 sec.

(1) Indicates an unsignalized intersection with side-street stop control, where the overall LOS is shown followed by the worst approach LOS. The delay shown represents the worst side-street approach delay.

While the intersections are expected to operate acceptably overall, there are side-street delays that reach a LOS E at the Nowthen Boulevard and Ramsey Boulevard intersection. The following information summarizes the operational and/or queuing issues that warrant consideration as traffic volumes increase.

- **Nowthen Boulevard NW / Ramsey Boulevard NW**
    - The side-street delay in the eastbound direction is 12 seconds for the a.m. peak and 39 seconds for the p.m. peak hour. The 95th percentile queues in the eastbound direction are expected to be approximately 60 feet during the a.m. peak hour and 250 feet during the p.m. peak hour.
    - Side-street delay is expected to increase by approximately two (2) seconds per vehicle during the a.m. peak and 20 seconds per vehicle during the p.m. peak as compared to year 2026 no build conditions.
- **Nowthen Boulevard NW / 167th Avenue NW**
    - The side-street delay in the westbound direction is eight (8) seconds for the a.m. peak and 29 seconds for the p.m. peak hour. The 95th percentile queues in the eastbound and westbound directions are expected to be less than 100 feet during both the a.m. and p.m. peak hours.
    - Side-street delay is expected to increase by approximately two (2) seconds per vehicle during the a.m. peak and 12 seconds per vehicle during the p.m. peak as compared to year 2026 no build conditions.
- **Nowthen Boulevard NW / 173rd Avenue NW (Proposed Access)**
    - The side-street delay in the eastbound direction is seven (7) seconds for the a.m. peak and six (6) seconds for the p.m. peak hour. The 95th percentile queues in the eastbound direction are expected to be approximately 75 feet during the a.m. peak hour and 60 feet during the p.m. peak hour.

The remaining intersections had minimal changes to their traffic operations compared to year 2026 no build conditions While the side-street delays along Ramsey Boulevard NW are expected to reach nearly 40 seconds, this type of delay is not uncommon during the p.m. peak hour for side-streets in developing or developed areas and no traffic control or geometric mitigation would be necessary for year 2026 build conditions.

Year 2040 Build Conditions

Results of the year 2040 build conditions intersection capacity analysis shown in Table 8 indicates that the study intersections are expected to continue operating at an overall LOS C or better during the a.m. and p.m. peak hours with the proposed roadway geometry and traffic controls.

Table 8. Year 2040 Build Conditions Peak Hour Capacity Analysis

Intersection	A.M. Peak Hour		P.M. Peak Hour	
	LOS	Delay	LOS	Delay
Variolite Street NW / Alpine Drive (1)	A/A	5 sec.	A/A	4 sec.
Variolite Street NW / 161st Avenue NW (1)	A/A	5 sec.	A/A	6 sec.
Variolite Street NW / Trott Brook Crossing	A/A	4 sec.	A/A	6 sec.
Variolite Street NW / 173rd Avenue NW (1)	A/A	2 sec.	A/A	3 sec.
Nowthen Boulevard NW / Ramsey Boulevard NW	A/C	15 sec.	C/F	86 sec.
Nowthen Boulevard NW / 167th Avenue NW (1)	A/B	10 sec.	B/F	57 sec.
Nowthen Boulevard NW / 173rd Avenue NW (1)	A/A	7 sec.	A/A	6 sec.
Nowthen Boulevard NW / 175th Avenue NW (1)	A/A	5 sec.	A/A	8 sec.
175th Avenue NW / North Brook Meadow (1)	A/A	3 sec.	A/A	5 sec.

(1) Indicates an unsignalized intersection with side-street stop control, where the overall LOS is shown followed by the worst approach LOS. The delay shown represents the worst side-street approach delay.

While the intersections are expected to operate acceptably overall, there are side-street delays that reach a LOS F at the Nowthen Boulevard NW intersections with Ramsey Boulevard NW and 167th Avenue NW. The following information summarizes the operational and/or queuing issues that warrant consideration as traffic volumes increase.

- **Nowthen Boulevard NW / Ramsey Boulevard NW**
    - The side-street delay in the eastbound direction is 15 seconds for the a.m. peak and 86 seconds for the p.m. peak hour. The 95th percentile queues in the eastbound direction are expected to be approximately 80 feet during the a.m. peak hour and 425 feet during the p.m. peak hour.
    - Side-street delay is expected to increase by approximately three (3) seconds per vehicle during the a.m. peak and 43 seconds per vehicle during the p.m. peak as compared to year 2040 no build conditions.
- **Nowthen Boulevard NW / 167th Avenue NW**
    - The side-street delay in the westbound direction is 10 seconds for the a.m. peak and 57 seconds for the p.m. peak hour. The 95th percentile queues in the westbound direction are expected to be approximately 55 feet during the a.m. peak hour and 145 feet during the p.m. peak hour. The 95th percentile queues in the eastbound direction are expected to be approximately 65 feet during the a.m. peak hour and 80 feet during the p.m. peak hour.
    - Side-street delay is expected to increase by approximately one (1) second per vehicle during the a.m. peak and nine (9) seconds per vehicle during the p.m. peak as compared to year 2040 no build conditions.

- **Nowthen Boulevard NW / 173rd Avenue NW (Proposed Access)**
    - The side-street delay in the eastbound direction is seven (7) seconds for the a.m. peak and six (6) seconds for the p.m. peak hour. The 95th percentile queues in the eastbound direction are expected to be less than 75 feet, or three (3) vehicles, during the a.m. and p.m. peak hours.

Other Considerations and Mitigation

SRF is currently engaged with Anoka County on a planning study of Nowthen Boulevard NW and the impacts of potential interchanges along TH 10. Given the planning level nature of the study, it is outside of the scope of the detailed traffic impacts from this housing development. However, as part of the study, a crash review was completed at the Nowthen Boulevard NW intersections with Ramsey Boulevard NW and 167th Avenue NW. At both intersections, the observed crash rate is noted to be above the critical crash rate, indicating that there is statistical significance to the crashes and that mitigation should occur. This mitigation would be outside of the scope of the traffic impact study but will play a role in the long-term traffic operations along the corridor. Additionally, this study is considering the impacts on traffic volumes if/when interchanges along TH 10 are constructed. These impacts may change travel behavior and result in additional volume along Nowthen and Ramsey Boulevards NW, furthering a need for long-term mitigation.

Based in the impacts documented above, in short-term conditions there is not expected to be a need for either geometric or traffic control mitigation at the study intersections as a result of the proposed development. While there is an increase in side-street delays at the Nowthen Boulevard NW and Ramsey Boulevard NW intersection, the overall intersection is still expected to operate under capacity and side-street delays of that magnitude are not uncommon in developing areas. Additionally, at the site access locations along Variolite Street and Nowthen Boulevard NW, there is not expected to be any issues with vehicles entering/exiting the proposed development.

Under long-term conditions, there could be consideration of traffic control changes or geometric improvements at the Nowthen Boulevard NW intersections with Ramsey Boulevard NW and 167th Avenue NW. The increase or delay at these intersections is a result of a combination of both background and adjacent development traffic and traffic related to the proposed development. As noted within the year 2040 no build conditions, side-street delays were already reaching LOS E conditions regardless of the proposed development. However, as noted above, a planning level study is being completed to determine the long-term configuration of Nowthen Boulevard NW and potential improvements will be detailed within that study.

A preliminary review completed as part of this study indicates that the potential improvements at 167th Avenue NW could include eastbound and westbound right-turn lanes and northbound and southbound left-turn lanes. At the Nowthen Boulevard NW and Ramsey Boulevard NW intersection, a traffic control modification to a roundabout could be considered. These improvements would reduce delays and queues to acceptable overall levels.

Site Plan Review

A review of the proposed development site plan was completed to identify any issues and provide potential improvements for consideration with regard to sight distance, access, and circulation. Based on this review, it is recommended to limit any sight distance impacts from future landscaping and signing at street corners within the neighborhood. As the site plan is refined, vehicle turning paths should be reviewed to ensure trucks (delivery, refuse) are able to navigate the development site. Internal roadway traffic controls should include side-street stop controls along side-streets to 173rd Avenue. Other internal roadways can either be side-street stop or uncontrolled, depending on City preference.

Summary and Conclusions

The following study conclusions and recommendations are offered for consideration:

1) Results of the existing intersection capacity analysis indicate that the study intersections currently operate at an acceptable overall LOS A during the a.m. and p.m. peak hours with the existing geometric layout and traffic controls. No significant queuing issues were identified.
2) The proposed development includes a 270 single family housing development.
    a. Access to the development is proposed to be constructed on Variolite Street NW approximately 500 feet north of 169th Lane NW. A second access will be shared with the adjacent North Brook Meadows housing development on 173rd Avenue NW.
    b. The North Brook Meadows housing development is an adjacent development of 77 single family homes.
3) The proposed Trott Brook Crossing development is expected to generate approximately 200 a.m. peak hour, 267 p.m. peak hour, and 2,549 daily vehicles trips.
4) The adjacent North Brook Meadow development is expected to generate approximately 57 a.m. peak hour, 76 p.m. peak hour, and 727 daily vehicles trips.
5) Results of the year 2026 and year 2040 no build capacity analysis indicate that the study intersections are expected to continue operating at an acceptable overall LOS B or better during the a.m. and p.m. peak hours.
    a. During the year 2040 no build p.m. peak hour, the side-street delays at the Nowthen Boulevard NW and Ramsey Boulevard NW intersection are expected to reach a LOS E, 43 seconds, and side-street delays at the Nowthen Boulevard NW and 167th Avenue NW intersection are expected to reach a LOS E, 48 seconds.
    b. Delays of this magnitude are not uncommon for side-street approaches in developing or developed areas.
6) No roadway changes or mitigation are anticipated to be needed to accommodate the background traffic forecasts from an intersection capacity perspective.

7) Results of the year 2026 build capacity analysis indicate that the study intersections are expected to continue operating at an acceptable overall LOS B or better during the a.m. and p.m. peak hours.
   a. The side-street delays at the Nowthen Boulevard NW and Ramsey Boulevard NW intersection are expected to reach a LOS E, 39 seconds, and side-street delays at the Nowthen Boulevard NW and 167th Avenue NW intersection are expected to reach a LOS D, 29 seconds.
   b. Delays of this magnitude are not uncommon for side-street approaches in developing or developed areas.
   c. No queuing or delay issues are expected at the site access roadways for the proposed development.
8) Results of the year 2040 build capacity analysis indicate that the study intersections are expected to continue operating at an acceptable overall LOS C or better during the a.m. and p.m. peak hours.
   a. The side-street delays at the Nowthen Boulevard NW and Ramsey Boulevard NW intersection are expected to reach a LOS F, 86 seconds, and side-street delays at the Nowthen Boulevard NW and 167th Avenue NW intersection are expected to reach a LOS F, 57 seconds.
   b. No queuing or delay issues are expected at the site access roadways for the proposed development.
9) In short-term conditions there is not expected to be a need for either geometric or traffic control mitigation at the study intersections as a result of the proposed development.
10) Under long-term conditions, there could be consideration of traffic control changes or geometric improvements at the Nowthen Boulevard NW intersections with Ramsey Boulevard NW and 167th Avenue NW.
   a. The increase or delay at these intersections is a result of a combination of both background and adjacent development traffic and traffic related to the proposed development. As noted within the year 2040 no build conditions, side-street delays were already reaching LOS E conditions regardless of the proposed development.
   b. However, as noted previously, a planning level study for Nowthen Boulevard NW is being completed to determine the long-term configuration of Nowthen Boulevard NW and potential improvements will be detailed within that study.
11) A preliminary review completed as part of this study indicates that the potential improvements at 167th Avenue NW could include eastbound and westbound right-turn lanes and northbound and southbound left-turn lanes. At the Nowthen Boulevard NW and Ramsey Boulevard NW intersection, a traffic control modification to a roundabout could be considered. These improvements would reduce delays and queues to acceptable overall levels.

EAW Comparison

In comparison to the EAW Traffic Study submitted September 3, 2021, the traffic volumes collected by SRF in October and November of 2021 indicate higher volumes along Nowthen Boulevard NW. This is likely a result of data collected in July of 2021 by the EAW study not including the volumes generated by the elementary school along Nowthen Boulevard NW.

With the additional volume added to the study intersections, particularly Nowthen Boulevard NW intersections with 167th Avenue NW and Ramsey Boulevard NW, the level of service and delays are worse as compared to the previous study. The previous study did not identify any necessary improvements at intersections under either no build or build conditions.

As noted within this study, there are potential improvements required at the Nowthen Boulevard NW intersections with 167th Avenue NW and Ramsey Boulevard NW as a result of the additional background growth within the study area and existing safety issues. The issues are expected to worsen as a result of the proposed development, however, the proposed development is not solely responsible for the degradation of the delays from existing conditions. Additionally, further impacts are currently being studied as part of a Nowthen Boulevard NW Planning study regarding interchanges along TH 10.

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City Hall: 763.427.1410 • Fax: 763.427.5543
www.cityoframsey.com

Trott Brook Crossing – City Council – 11/9/2021

Project Information

1. Bulk Standards
    a. The Trott Brook Crossing Development was recently recommended for approval by the Planning Commission on October 28, 2021 since it meets all bulk standards of the R-1 Residential (MUSA) zoning district:
        i. Minimum lot size (0.25 acres) – all lots are at least ¼ acre in size
        ii. Minimum/maximum density (2.5-3 units per acre) – net density calculations have been requested by City Staff.
        iii. Minimum lot width (80 feet) – all lots are at least 80' wide
2. Traffic Study – *As part of EAW for Trott Brook Crossing*
    a. Based on City Council, and resident, feedback, the City Council has directed the Applicant to upgrade 173rd Ave NW to a full public road and include upgrades (turn lanes) off Nowthen Blvd onto 173rd Ave NW.
3. Previous Cases
    a. May 7, 2020 – Planning Commission – Case – Minutes
    b. August 26, 2021 – Planning Commission – Case - Minutes
    c. September 14, 2021 – City Council – Consent Case
        i. Draft EAW was approved for distribution. Copies can be found on the City Project Page, and at City Hall.
    d. October 18, 2021 – Environmental Policy Board – Case
        i. Minutes will be made available November 15th (next Environmental Policy Board regular meeting).
    e. October 28, 2021 – Planning Commission – Case
        i. Minutes will be made available November 18th (next Planning Commission regular meeting).
4. City Page for Project
5. Infrastructure Study

Q&A

1. Zoning
    a. What is this site zoned for?
        a. This site is zoned for ¼ acre lots with 80 foot width on City sewer and water.
    b. Is the Developer proposing any changes to the zoning?
        a. Yes, the southwest lot is proposed to be rezoned from R-1 (Rural Developing) to R-1 MUSA to accompany portions of seven (7) lots on the south side of the development, outside of the majority of wetlands on the parcel.

City of RAMSEY

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Q&A continued

c. When/how was it rezoned? Can it be changed now? If so, how?
   i. The majority of the parcels involved with this proposed development wer rezoned along with many other properties throughout the City of Ramsey in 2011 for the 2030 Comprehensive Plan. Affected property owners were notified via mail, and a posting was made in the Anoka County Union Herald. At least three (3) public hearings were conducted: one (1) with the Planning Commission, and two (2) with the City Council for ordinance introduction & adoption.
   ii. The only way that the zoning of a property could be changed is through a Land Use Application from the property owner for a Zoning Amendment and/or Comprehensive Plan Amendment. The only active Land Use Application from the current property owners is for the Preliminary Plat of Trott Brook Crossing.

2. Costs
   a. What costs is the City incurring for this development?
      i. The Developer is responsible for all costs, The City is not incurring any immediate costs associated with the project.
   b. What does the Developer pay?
      i. The Developer is in charge of nearly all development costs – including all processes related to public notification, City Staff time spent on review of the project, new residential lot fees, mylars, recording fees, SAC and WAC, other development fees, financial guarantees/letter of credit, engineering fees, etc.

3. Questions Received
   a. Will 173rd be upgraded?
      i. Yes, 173rd will be upgraded to a full public road.
   b. Will this site be on City utilities?
      i. Yes
   c. Will the development include any parks?
      i. Yes, a park with historic barn buildings is proposed for the northeast corner of the site.
   d. I live next door to the development, will I be forced to connect to utilities?
      i. No, the City cannot force you to connect to utilities, even if you're next door. The City Charter protects existing residents on private well/septic from being forced to connect to utilities.
   e. I have an idea that would make the project better, what can I do?
      i. Please email cmcguire@cityoframsey.com, we'd love to hear your ideas!

Frederic W. Knaak*
fknaak@klaw.us

Craig J. Beuning
cbeuning@klaw.us

*Also Licensed in
Wisconsin & Colorado

*Qualified Neutral under Rule 114

**Also Licensed in Iowa,
Federal Court of Claims,
& US Court of Appeals
Washington, D.C.

HKB LAW, P.A.

Of Counsel
Thomas M. Dailey, P.A.
(1943-2015)
Wayne B. Holstad**

Paralegal
BethAnn Hanson
bhanson@klaw.us

November 8, 2021

Mr. Kurt Ulrich
City Administrator
7550 Sunwood Drive NW
Ramsey, MN 55303
Attn: Senior Planner, Chloe McGuire Brigl

VIA ELECTRONIC MAIL

RE: Status of Trout Brook Rezoning

Dear Mr. Ulrich:

At your direction, I have asked to offer a formal legal opinion to the Planning Department regarding the zoning status of the Trout Brook plat in the City of Ramsey.

Specifically, the correspondence from the Planning Department provided the following:

FACTS

"We have a contentious subdivision on a site zoned for 80 foot wide, ¼ acre lots. The property was rezoned in 2011 and re-guided in our 2030 Comprehensive Plan to allow for these types of lots. Everything we can find indicates that the property is in fact zoned for these types of lots and was done so correctly in 2011 and has not changed since. It is also guided as such in our 2040 comprehensive plan."

A copy of Ordinance #11-03 was provided, which adopted the zoning in 2011 and instructed the City to "cause this amendment to be shown on the 'City of Ramsey Zoning Map' which map was adopted pursuant to Section 117-90 of the City Code."

Apparently, there is some question as to whether an Affidavit of Publication can or has been found, which would have been for one of two publications of the ordinance at that time.

ANALYSIS

This issue comes squarely under the provisions of Minnesota Statute §599.13., which provides that once the ordinance was published as part of the City's code, it was prima facie evidence of its validity for the first three years and conclusive proof of their validity

after three (3) years. What this means is that after three (3) years no challenge to the technical aspects of an ordinance's passing will be relevant or allowed by a court. I'm including a copy of that statute with this opinion for reference.

One case decided using the provisions of that statute will help illustrate the point. In City of Bemidji v. Beighley, 410 NW 2d, 338 (Mn. App. 1987) (C9-87-330), the Court found that Bemidji, a charter municipality under Minnesota law, had failed to follow the procedural requirements of Minnesota Statute §462.357, subdivision 3 and 4 in adopting a zoning code ordinance. That ordinance, had, however, been codified, upon which "it became prima facie valid" and (three years later) from the date it was complied in the Bemidji City Code, (the ordinance) became conclusively valid." In other words, in the language of the courts in the Beighley case, the statute "saved" the ordinance, notwithstanding the failure of the City to follow the required statutory procedure.

There is no suggestion of any such failure on the part of the City of Ramsey here. Even the possibility that there wasn't a second publication simply is not relevant as a matter of law. Three (3) years have passed with the language of the ordinance codified and in place and it is conclusive valid.

Based upon the foregoing, I would reach the following:

CONCLUSION

The provision of the Ramsey City Code in question has been in place for more than three (3) years and is, therefore, conclusively valid as a matter of law.

Please feel free to contact me at your very earliest convenience if I can clarify or be of any other help on this matter.

Regards,

Frederic W. Knaak
Ramsey City Attorney

599.13 MUNICIPAL AND COUNTY ORDINANCES.

Copies of the ordinances, bylaws, resolutions, and regulations of any city, town, or county, certified by the mayor or president of the council, and the city clerk under its seal in the case of a city, or the chair of the town board and the town clerk in the case of a town, or by the county auditor or chair of the county board in the case of a county, and copies of the same printed in any newspaper, book, pamphlet, or other form, and which purport to be published by authority of the council of such city or county board, shall be prima facie evidence thereof and, after three years from the compilation and publication of any such book or pamphlet, shall be conclusive proof of the regularity of their adoption and publication.

History: *(9854) RL s 4700; 1973 c 123 art 5 s 7; 1974 c 571 s 50; 1986 c 444; 1990 c 361 s 2*

12/17/2021

Kurt:

I've reviewed the Walker letter. Even assuming, for the sake of argument, that everything he says about the problems and deficiencies of the manner in which the ordinance was passed in 2011 is true, IT DOES NOT MATTER. The law could not be clearer: once the rezoning has been codified, after 3 years the codification is presumptively valid and cannot be challenged. That is the case here.

This presents a very good case study as to why this law is necessary. Mr. Walker's initial position set the staff scrambling to see if there had been any procedural defects in the record in the manner in which the case is handled over ten years ago. Raising the issue the way he did seemed to create a burden of proof on the part of the City to show it had done so. Imagine if the rezoning had happened twenty years ago. Or thirty. Would that mean, then, that for 10, 20 or 30 years the City Code provision that everyone had been relying on was invalid unless it could show indisputably in its records that all "t"s were crossed and
"I"s dotted?

The law deals with the problem sensibly. In the first three years after codification, the kinds of issues raised by Mr. Walker can be dealt with. What is created is a ***rebuttable*** presumption of validity. The burden would be on Mr. Walker, under these facts, to prove the City failed to follow its own procedures or that of state law. If he did so, that could serve to invalidate the ordinance.

Once three years have passed, however, the "window of opportunity" is gone and the presumption of validity becomes ***irrebuttable.***

What this means here is that it doesn't matter whether Mr. Walker's arguments of what was done ten years ago are right or wrong, only whether he raised his objections soon enough. He did not.

From: Frederic Knaak fknaak@klaw.us

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

RESOLUTION #22-010

RESOLUTION GRANTING PRELIMINARY PLAT APPROVAL, FOR TROTT BROOK CROSSING

WHEREAS, the City Council considered and tabled Resolution #21-309 at their November 9, 2021 Regular meeting; and

WHEREAS, this resolution replaces Resolution #21-309; and

WHEREAS, TEG Land Holdings, LLC, dba Sotarra and/or Twin Cities Land Development, hereafter referred to as "Developer", properly applied for Preliminary Plat approval of the property located in the City of Ramsey legally described in Exhibit A (the 'Subject Property');

WHEREAS, the City and Developer have been working on a long-range land use plan for the Subject Property since the end of 2019; and

WHEREAS, the City reviewed the Sketch Plan for the project on August 6, 2020; and

WHEREAS, the City received an Application for Preliminary Plat Approval for Trott Brook Crossing on September 23, 2021, which includes 270 detached single-family homes; and

WHEREAS, the Planning Commission held a Public Hearing and reviewed the Preliminary Plat on October 28, 2021; and

WHEREAS, the City Council met on November 9, 2021 and held another Public Hearing; and

WHEREAS, pursuant to Ramsey City Council Resolution #21-319, adopted November 9, 2021, the City commissioned an independent Traffic Study to verify the results of the Traffic Study completed by the Trott Brook Crossing developer as part of the Environmental Assessment Worksheet process; and

WHEREAS, the City commissioned independent Traffic Study generally verifies the results of the Traffic Study completed by the Trott Brook Crossing developer; and

WHEREAS, the City Council met on January 11, 2022 and approved of the project with contingencies as listed below.

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

1. That the Ramsey City Council hereby grants preliminary plat contingent approval of Trott Brook Crossing in accordance with relevant City Codes, contingent upon the following conditions:

   Plans and Documentation

   a. Plans subject to current Staff Review Comments and final approval by City Engineer and City Planning Department, including but not limited to Approval of the Grading, Landscape, Lighting, Street, Trail, and Utility Plans.
   b. Review and Approval of Final Legal Form by City Attorney.
   c. Density Transitioning requirements must be met, with easement for density transitioning area.
   d. Modification/reconfigure lots off Parcel D unless meeting zoning minimums for district as Parcel D was not rezoned to R-1 MUSA (80).

Traffic

a. Approval of a contract for the 173rd Ave NW street reconstruction along with Cost Share Agreement if applicable.
    i. If applicable, road improvements shall include an Assessment/Petition and Waiver Agreement to assess the Property Owner and Developer shares back to benefiting properties.
    ii. 173rd Ave NW shall be a full public road at public road standards, complete with a crosswalk on 173rd Ave NW.
    iii. Improvements to 173rd Avenue as recommended in the traffic study.
b. Improvements to Nowthen Boulevard and Variolite St as a shared cost with the adjacent property to the north, currently known as North Brook Meadows, as recommended in the traffic study.
c. Restriping of Nowthen Blvd to allow for north-bound dedicated left turn onto 173rd Ave NW.
d. Dedicated northbound right turn lane into project off Variolite St NW.
e. Approvals by Anoka County.

Post-Preliminary Plat Approvals Required

a. Comprehensive Plan Amendment Approval by Metropolitan Council
b. The Developer entering into a Development Agreement with the City.
c. Deeding the Park area and future park buildings to the City, contingent upon Parks Department approval, with first addition.

Construction Requirements

a. Approved floodplain designated on plan sheets and individual surveys.
b. Individual grading as-builts or elevation certificates for each property containing floodplain or along Trott Brook will be required prior to issuance of certificate of occupancy.
c. Trunk utilities being brought to the Subject Properties as recommended in the Infrastructure Study.
d. Approved wetland delineation and LRRWMO permit, as well as any other applicable permits.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember _____, and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this 11th day of January, 2022.

Mayor

ATTEST:

City Clerk

Exhibit A

Parcel A:
That part of the West Half of the Northwest ¼ of Section 10, Township 32, Range 25, Anoka County, Minnesota described as follows: Commencing at the Northwest corner of Section 10, Township 32, Range 25; thence Easterly on said Section line 80 rods; thence Southerly parallel with the West line of said Section to Trott Brook; thence Westerly along the channel of said Brook to where the West line of said Section crosses the same; thence Northerly along said line to the place of beginning. EXCEPTING THEREFROM the following described parcel:

That portion of the West Half of the Northwest Quarter of Section 10, Township 32, Range 25, Anoka County, Minnesota described as follows: Commencing at the Northwest corner of said Section 1O; thence North 89 degrees 23 minutes 47 seconds East along the North line of said Section 10, a distance of 481.77 feet to the point of beginning; thence continue North 89 degrees 23 minutes 47 seconds East along said North line of Section 10, a distance of 480.09 feet; thence South 00 degrees 34 minutes 09 seconds East parallel with the West line of said Section 10, a distance of 707.31 feet; thence North 83 degrees 29 minutes 51 seconds West, a distance of 483.67 feet; thence North 00 degrees 34 minutes 09 seconds West parallel with said West line, a distance of 657.59 feet to the point of beginning.

Parcel B:
That part of the Northeast Quarter of the Northwest Quarter of Section 10, Township 32, Range 25, Anoka County, Minnesota, described as follows: Commencing at the Northwest corner of the Northeast Quarter of the Northwest Quarter; thence running South 32 rods; thence running Easterly on a line which intersects the North boundary line of said Section 10 at the Quarter Section Corner; thence West on said North boundary line 80 rods to the point of commencement.

Parcel C:
The South Half of the Northeast Quarter of Section 9, Township 32, Range 25, Anoka County, Minnesota, excepting therefrom the following: The South 467 feet of the West 467 feet of the Southwest Quarter of the Northeast Quarter of said Section 9, Township 32, Range 25, Anoka County, Minnesota, as measured along the South and West lines thereof.

Parcel D:
The Northwest Quarter of the Southeast Quarter of Section 9, Township 32, Range 25, Anoka County, Minnesota, excepting therefrom the following: That part of the Northwest Quarter of the Southeast Quarter of Section 9, Township 32, Range 25, Anoka County, Minnesota, which lies South of the following described line: Commencing at the Southwest corner of said Northwest Quarter of the Southeast Quarter; thence on an assumed bearing of North 01 degrees 04 minutes 00 seconds East a distance of 218.43 feet to the point of beginning of the line to be described; thence North 71 degrees 20 minutes 50 seconds East, a distance of 809.12 feet; thence North 63 degrees 21 minutes 30 seconds East, a distance of 602.88 feet to the East line of said Northwest Quarter of the Southeast Quarter and there terminating.

Parcel E:
That portion of the West Half of the Northwest Quarter of Section 10, Township 32, Range 25, Anoka County, Minnesota described as follows: Commencing at the Northwest corner of said Section 1O; thence North 89 degrees 23 minutes 47 seconds East along the North line of said Section 10, a distance of 481.77 feet to the point of beginning; thence continue North 89 degrees 23 minutes 47 seconds East along said North line of Section 10, a distance of 480.09 feet; thence South 00 degrees 34 minutes 09 seconds East parallel with the West line of said Section 10, a distance of 707.31 feet; thence North 83 degrees 29 minutes 51 seconds West, a distance of 483.67 feet; thence North 00 degrees 34 minutes 09 seconds West parallel with said West line, a distance of 657.59 feet to the point of beginning.

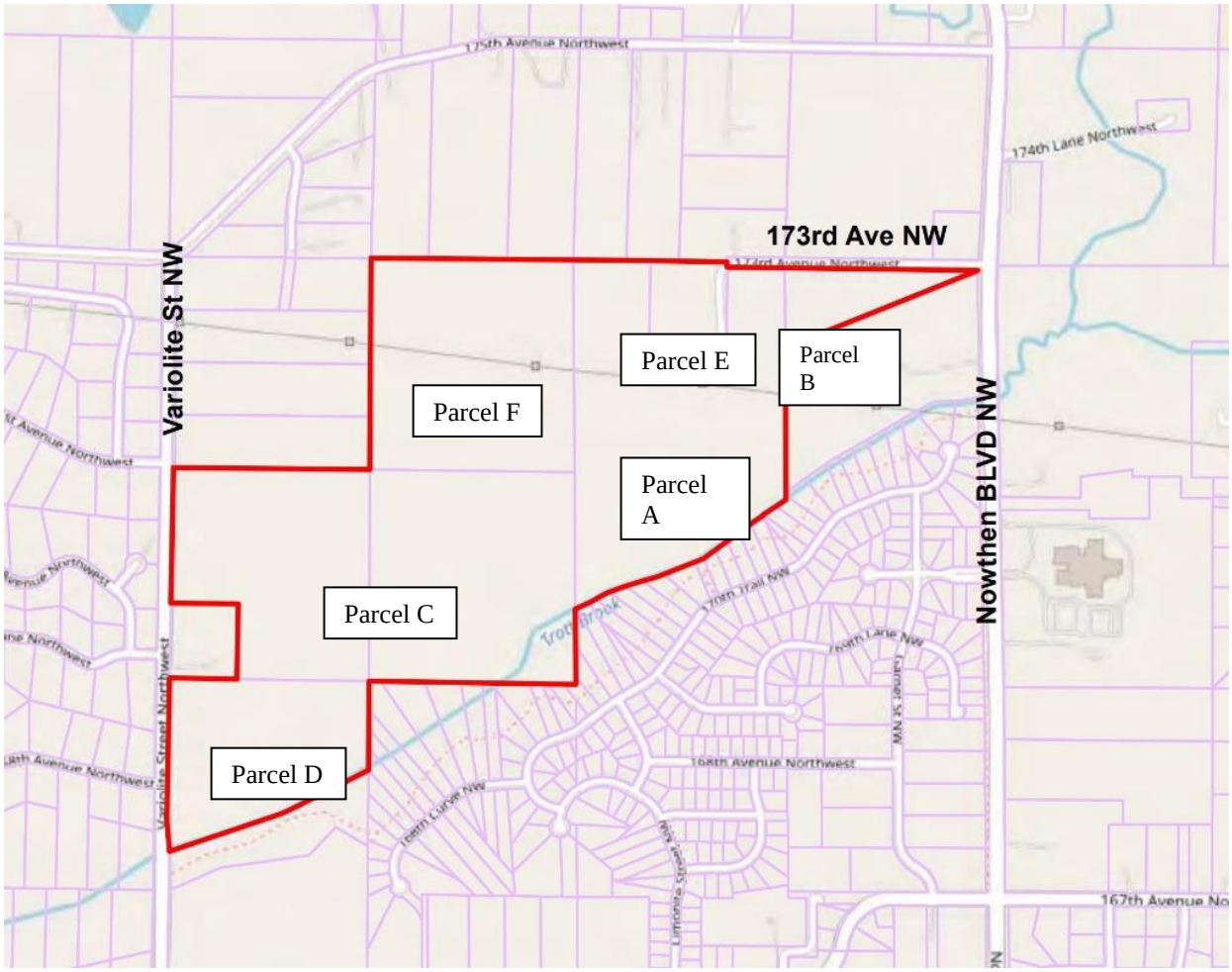
Parcel F:
The Northeast Quarter of the Northeast Quarter (NE 1/4 of NE 1/4) of Section 9, Township 32, Range 25, Anoka County, Minnesota.

Together with an easement for driveway purposes over the South 33 feet of the Southeast Quarter of the Southeast Quarter of Section 4, Township 32, Range 25, Anoka County, Minnesota.

Together with an easement for driveway purposes over the South 66 feet of the West 330 feet of the Southwest Quarter of the Southwest Quarter of Section 3, Township 32, Range 25, Anoka County, Minnesota.

Together with an easement for driveway purposes over the East 66 feet of the West 396 feet of the Southwest Quarter of the Southwest Quarter of Section 3, Township 32, Range 25, Anoka County, Minnesota.

Abstract property.



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

RESOLUTION #22-009

RESOLUTION AMENDING THE CITY'S 2040 COMPREHENSIVE PLAN FOR TROTT BROOK NORTH PLANNING AREA TO CREATE A NEW URBAN RESIDENTIAL LOW DISTRICT

WHEREAS, the City Council has recently reviewed two preliminary plat requests for land north of Trott Brook between Variolite St and Nowthen Blvd, and finds it necessary to amend the City's Comprehensive Plan to allow for lower urban densities in this area. The properties are legally described in Exhibit A (the 'Subject Properties'); and

WHEREAS, the Planning Commission met and reviewed the associated Preliminary Plat for Trott Brook Crossing on October 28, 2021 and held a Public Hearing for the Preliminary Plat for North Brook Meadows on August 26, 2021, and were supportive of densities as requested (less than 3 units per acre), aligning with new comprehensive plan amendment area; and

WHERERAS, a new district, Urban Residential Low (URL), shall be added to the Comprehensive Plan as described in Exhibit B; and

WHEREAS, the City proposes to amend the comprehensive plan for the Subject Properties from Low Density Residential (a district allowing for developments on sewer/water at a density of no less than 3 units per acre) to Urban Residential Low (URL); and

WHEREAS, the City Council held a public hearing on the comprehensive plan amendment on January 11, 2022 and approved of the proposed comprehensive plan amendment with contingencies as listed below.

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

1. That the Ramsey City Council hereby grants a comprehensive plan amendment for the Trott Brook North planning area in accordance with relevant City Codes, contingent upon the following conditions:
    a. Review and approval by City Attorney.
    b. Comprehensive Plan Amendment Approval by Metropolitan Council
    c. Update to Planning Commission for confirmation on direction at January 27, 2022 Planning Commission meeting with another public hearing.
2. That the Ramsey City Council hereby authorizes Staff to notify adjacent jurisdictions, complete necessary documentation, and work with the Metropolitan Council on submission and follow up on said amendment.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember _____, and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this 11th day of January, 2022.

_____
Mayor

ATTEST:

_____
City Clerk

Exhibit A: Subject Properties

[Trott Brook Crossing Parcels]

Parcel A:

That part of the West Half of the Northwest ¼ of Section 10, Township 32, Range 25, Anoka County, Minnesota described as follows: Commencing at the Northwest corner of Section 10, Township 32, Range 25; thence Easterly on said Section line 80 rods; thence Southerly parallel with the West line of said Section to Trott Brook; thence Westerly along the channel of said Brook to where the West line of said Section crosses the same; thence Northerly along said line to the place of beginning. EXCEPTING THEREFROM the following described parcel:

That portion of the West Half of the Northwest Quarter of Section 10, Township 32, Range 25, Anoka County, Minnesota described as follows: Commencing at the Northwest corner of said Section 1O; thence North 89 degrees 23 minutes 47 seconds East along the North line of said Section 10, a distance of 481.77 feet to the point of beginning; thence continue North 89 degrees 23 minutes 47 seconds East along said North line of Section 10, a distance of 480.09 feet; thence South 00 degrees 34 minutes 09 seconds East parallel with the West line of said Section 10, a distance of 707.31 feet; thence North 83 degrees 29 minutes 51 seconds West, a distance of 483.67 feet; thence North 00 degrees 34 minutes 09 seconds West parallel with said West line, a distance of 657.59 feet to the point of beginning.

Parcel B:

That part of the Northeast Quarter of the Northwest Quarter of Section 10, Township 32, Range 25, Anoka County, Minnesota, described as follows: Commencing at the Northwest corner of the Northeast Quarter of the Northwest Quarter; thence running South 32 rods; thence running Easterly on a line which intersects the North boundary line of said Section 10 at the Quarter Section Corner; thence West on said North boundary line 80 rods to the point of commencement.

Parcel C:

The South Half of the Northeast Quarter of Section 9, Township 32, Range 25, Anoka County, Minnesota, excepting therefrom the following: The South 467 feet of the West 467 feet of the Southwest Quarter of the Northeast Quarter of said Section 9, Township 32, Range 25, Anoka County, Minnesota, as measured along the South and West lines thereof.

Parcel E:

That portion of the West Half of the Northwest Quarter of Section 10, Township 32, Range 25, Anoka County, Minnesota described as follows: Commencing at the Northwest corner of said Section 1O; thence North 89 degrees 23 minutes 47 seconds East along the North line of said Section 10, a distance of 481.77 feet to the point of beginning; thence continue North 89 degrees 23 minutes 47 seconds East along said North line of Section 10, a distance of 480.09 feet; thence South 00 degrees 34 minutes 09 seconds East parallel with the West line of said Section 10, a distance of 707.31 feet; thence North 83 degrees 29 minutes 51 seconds West, a distance of 483.67 feet; thence North 00 degrees 34 minutes 09 seconds West parallel with said West line, a distance of 657.59 feet to the point of beginning.

Parcel F:

The Northeast Quarter of the Northeast Quarter (NE 1/4 of NE 1/4) of Section 9, Township 32, Range 25, Anoka County, Minnesota.

Together with an easement for driveway purposes over the South 33 feet of the Southeast Quarter of the Southeast Quarter of Section 4, Township 32, Range 25, Anoka County, Minnesota.

Together with an easement for driveway purposes over the South 66 feet of the West 330 feet of the Southwest Quarter of the Southwest Quarter of Section 3, Township 32, Range 25, Anoka County, Minnesota.

Together with an easement for driveway purposes over the East 66 feet of the West 396 feet of the Southwest Quarter of the Southwest Quarter of Section 3, Township 32, Range 25, Anoka County, Minnesota.

Abstract property.

[North Brook Meadows Parcels]

Parcel G:

The southeast quarter of the southwest quarter of Section 3, Township 32, Range 25, excluding the south 329 feet of the east 400 feet thereof, excluding roads, subject to easement of record; and the southern 329 feet of the east 400 feet of the southeast quarter of the southwest quarter of Section 3, Township 32, Range 25, excluding roads, subject to easement of record, Anoka County, MN.

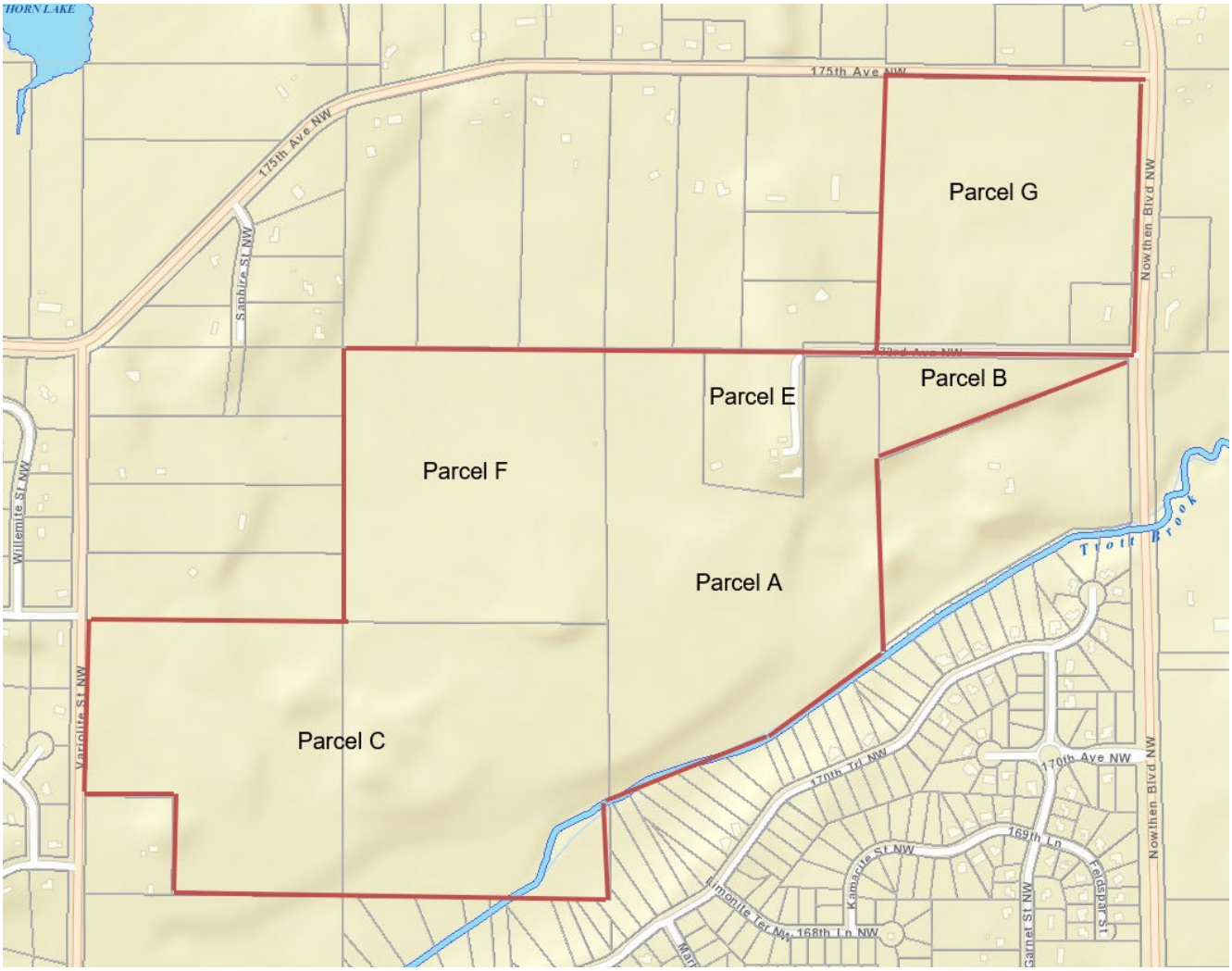
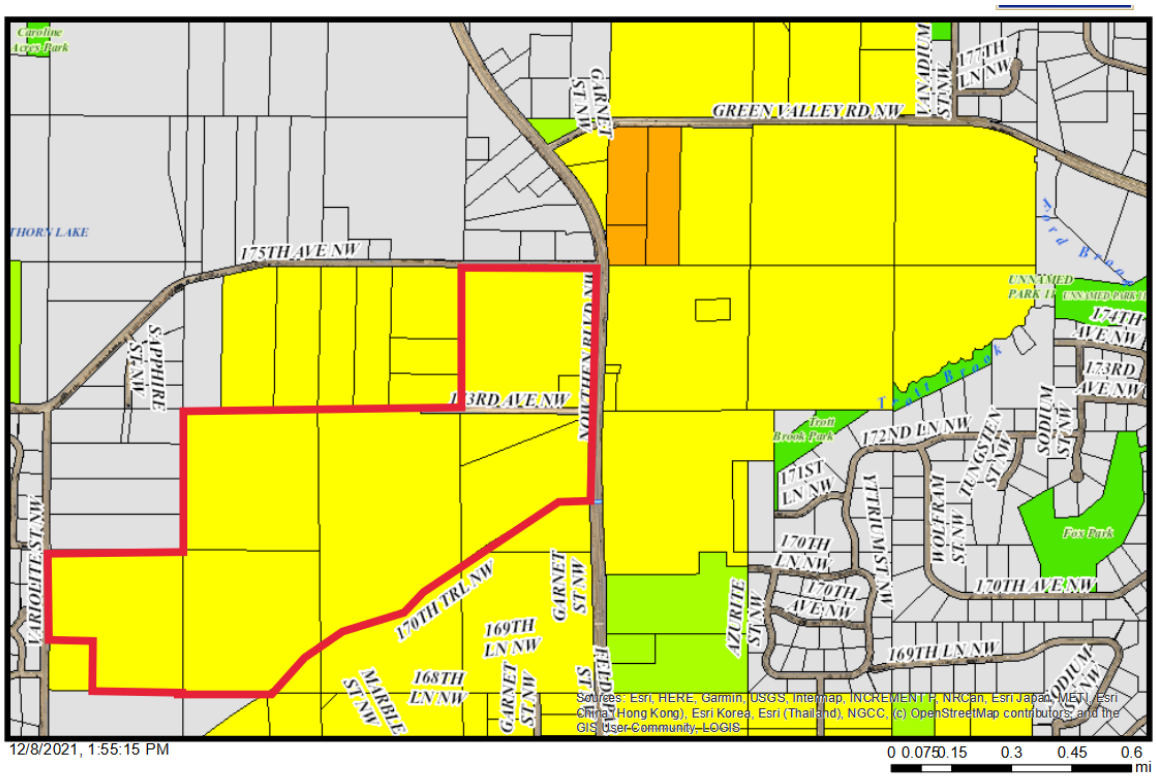


Exhibit B: Comprehensive Plan Amendment

Urban Residential Low (URL) district at the time of preliminary plat application may qualify for a reduction in minimum density requirements. If a property meets two (2) or more of the criteria listed below, the City Council may approve a decrease in the minimum density requirements provided the proposed density does not fall below 1.5 units per acre:

A. Adequate sanitary sewer or water capacity does not exist to develop the property at the minimum density.
B. Previous subdivision of adjacent properties has provided limited access which restricts development potential.
C. Meeting the minimum density would not be feasible due to the existence of poor soils, wetlands, floodplain, topography, hydrology or other limiting environmental condition.
D. Property is located within a Shoreland District, Scenic River District, Wellhead Protection Area, or Drinking Water Supply Management Area due to State requirements towards limiting impacts to the above noted items.
E. For infill type developments, the characteristics of the surrounding neighborhood would not support development of the property at the minimum density.
F. The property is adjacent to existing rural residential, large lot development, and development at 3+ units per acre would not meet the character of the neighborhood.

The City is aware of several properties that may meet two of the criteria above and has identified these areas on the below map. Said map is for planning purposes only to illustrate the potential applicability of these criteria. Ultimate determination of applicability of these criteria will be at the City Council's discretion and upon site plan review.



Other areas that meet criteria could also be <3 units/acre. Would be determined at time of proposal.

CC Regular Session **6. 2.**

Meeting Date: 01/11/2022

By: Chris Anderson, Community Development

Information

Title:

PUBLIC HEARING: Introduce Ordinance #22-02 to Vacate Portions of Drainage and Utility Easement and Adopt Resolution #22-004 Accepting New Drainage and Utility Easements at 6815 McKinley Street NW (Project No. 21-136); Case of Cullinan Rigging

Purpose/Background:

Cullinan Rigging (the "Applicant") is proposing a building expansion project at 6815 McKinley Street NW (the "Subject Property"). The expansion would add approximately 37,000 square feet to their existing facility. The Applicant is also pursuing an Administrative Subdivision to acquire approximately 2.5 acres from Molin Concrete to accommodate the expansion. There is a drainage and utility easement along the common lot line between the Subject Property and Molin Concrete that needs to be vacated (any utilities within the easement would need to be relocated as well, at the cost of the Applicant). New drainage and utility easements are proposed along the realigned boundaries.

Notification:

The City attempted to send a mailing via standard U.S. mail to property owners within 350 feet of the Subject Properties, as noted in the Anoka County Property Records, notifying them of the public hearing. The notice was also published in the Anoka County UnionHerald.

Time Frame/Observations/Alternatives:

There is a ten (10) foot wide drainage and utility easement along the northern boundary of the Subject Property. The Applicant is requesting that this easement be vacated so their building expansion can proceed. The submittal package includes a legal description of a new, ten (10) foot wide drainage and utility easement that would be centered over the realigned common boundary between the Subject Property and Molin Concrete, as well as along the east and west boundaries of the land being acquired. The attached Administrative Subdivision exhibit shows the roughly 2.5 acres being purchased by the Applicant (Parcel A on attachment).

The building expansion itself meets the criteria for an Administrative Site Plan review, as the addition does not exceed the square footage of the originally approved building, meets all bulk standards, and will match the exterior finish of the existing building. Thus, the Applicant's next step (assuming the easement is vacated) is to complete the land acquisition and apply for a Building Permit.

Funding Source:

The Applicant is responsible for all costs associated with this request.

Recommendation:

Staff recommends introducing Ordinance #22-02 to vacate a portion of drainage and utility easement and adopting Resolution #22-004 accepting new drainage and utility easements on the Subject Property.

Outcome/Action:

Motion to introduce Ordinance #22-02 to vacate a portion of drainage and utility easement on the Subject Property.

-and-

Motion to adopt Resolution #22-004 accepting new drainage and utility easements on the Subject Property.

Attachments

Site Location Map
Administrative Subdivision Exhibit
Easement Vacation Exhibit
Site Plan
Exhibit of Drainage and Utility Easmement to be Granted to City
Ordinance #22-02: Vacating Drainage and Utility Easement
Resolution #22-004: Accepting New Drainage and Utility Easements

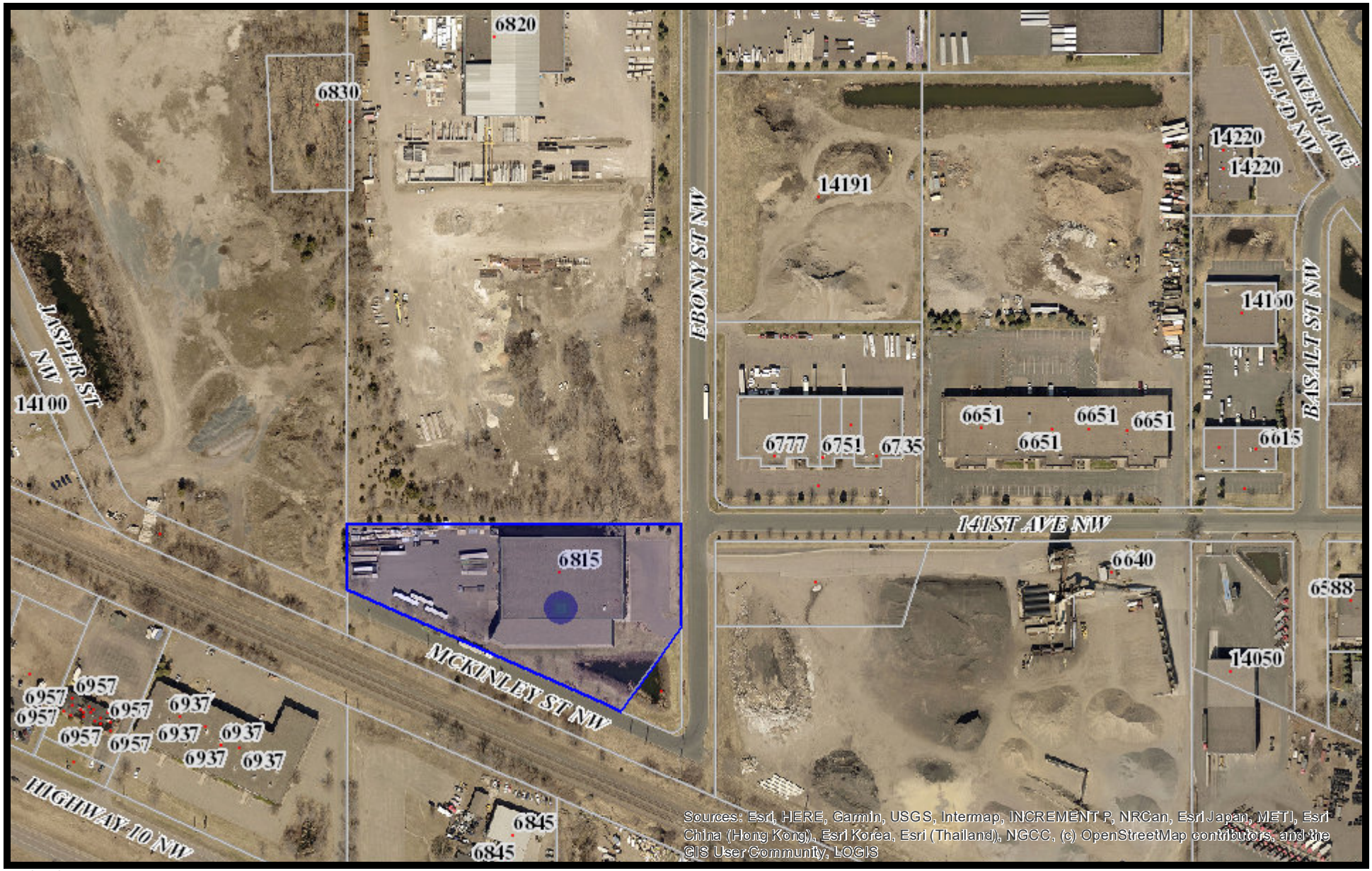
---

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	12/27/2021 11:16 AM
Kurt Ulrich	Kurt Ulrich	12/30/2021 10:10 AM
Form Started By: Chris Anderson		Started On: 12/16/2021 08:49 AM
Final Approval Date: 12/30/2021		

Site Location Map

6815 McKinley St NW
Cullinan Rigging



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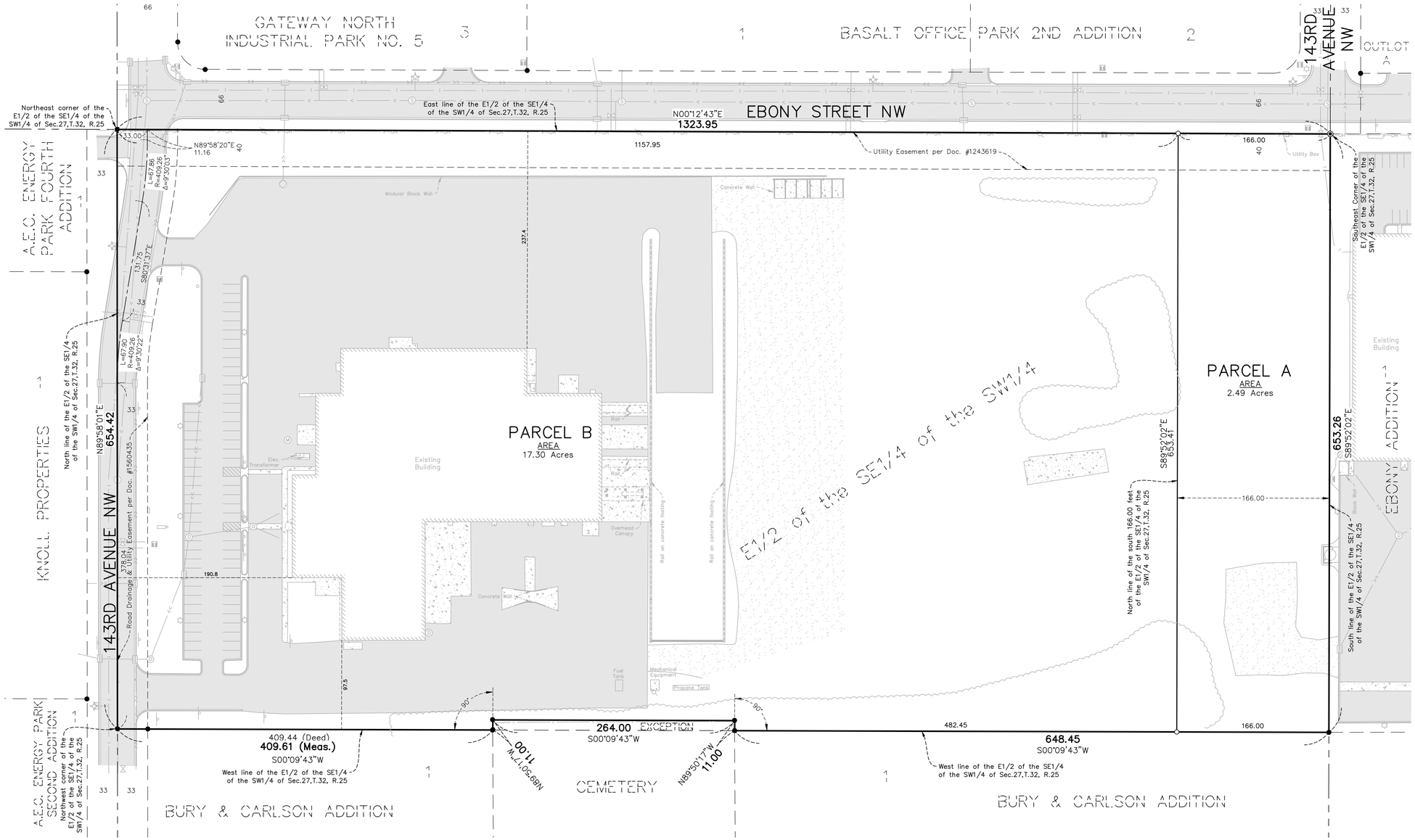


N

60 0 60 120
SCALE IN FEET

LEGEND

- = DENOTES GATE VALVE
- = DENOTES HYDRANT
- = DENOTES WATER LINE
- = DENOTES SANITARY SEWER MANHOLE
- = DENOTES SANITARY SEWER LINE
- = DENOTES CATCHBASIN
- = DENOTES STORM SEWER MANHOLE
- = DENOTES STORM SEWER LINE
- = DENOTES ELECTRIC TRANSFORMER
- = DENOTES LIGHT POLE
- = DENOTES UTILITY POLE
- = DENOTES GUY WIRE
- = DENOTES OVERHEAD ELECTRIC
- = DENOTES HAND HOLE
- = DENOTES TELEPHONE PEDESTAL
- = DENOTES SIGN
- = DENOTES EDGE OF WOODS
- = DENOTES FOUND IRON MONUMENT
- = DENOTES IRON MONUMENT SET AND MARKED WITH LICENSE NO. 49138
- = DENOTES CONCRETE SURFACE
- = DENOTES BITUMINOUS SURFACE

EXISTING PROPERTY DESCRIPTION: (Per Limited Warrant Deed #2004634.001) (PID#27-32-25-34-0007)

The East 1/2 of the Southeast Quarter of the Southwest 1/4 of Section 27, Township 32, Range 25, Anoka County, Minnesota, except that part described as follows:

Commencing at the Northwest corner of said East 1/2 of the Southeast 1/4 of the Southwest 1/4; thence South along the West line of the said East 1/2 of the Southeast 1/4 of the Southwest 1/4, 409.44 feet to the point of beginning; thence East at right angles 11 feet; thence South at right angles 264 feet; thence West at right angles to the West line of said East 1/2 of the Southeast 1/4 of the Southwest Quarter; thence North along said West line to the point of beginning.

PROPOSED PARCEL A DESCRIPTION: (2.49 Acres)

The south 166.00 feet of the East 1/2 of the Southeast Quarter of the Southwest 1/4 of Section 27, Township 32, Range 25, Anoka County, Minnesota.

PROPOSED PARCEL B DESCRIPTION: (17.30 Acres)

The East 1/2 of the Southeast Quarter of the Southwest 1/4 of Section 27, Township 32, Range 25, Anoka County, Minnesota, except that part described as follows:

Commencing at the Northwest comer of said East 1/2 of the Southeast 1/4 of the Southwest 1/4; thence South along the West line of the said East 1/2 of the Southeast 1/4 of the Southwest 1/4, 409.44 feet to the point of beginning; thence East at right angles 11 feet; thence South at right angles 264 feet; thence West at right angles to the West line of said East 1/2 of the Southeast 1/4 of the Southwest Quarter; thence North along said West line to the point of beginning.

ALSO EXCEPT:

The south 166.00 feet of said East 1/2 of the Southeast Quarter of the Southwest 1/4.

NOTES:

1. In providing this survey no attempt has been made to obtain or show data concerning existence, size, depth, condition, capacity or location of any utility existing on the site, whether private, municipal or public owned.
2. The professional surveyor has made no investigation or independent search for easements of record, encumbrance, restrictive covenants, ownership title evidence, or any other facts that an accurate and current title search may disclose.
3. Total Square footage of property is 862,129 sq. ft. or 19.79 acres.
4. This property is in Section 27, Township 32, Range 25.
5. Bearings based on the Anoka County Coordinate System.

DESIGNED BY	BP
DRAWN BY	MSS
CHECKED BY	BP
BOOK	
PAGE	
SCALE	1"=60
DATE	09/XX/21
FILE NO.	3244.14

REVISION

DATE

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Land Surveyor under the laws of the State of Minnesota.

Brian D. Person

MN License No. 49138 Date 09/15/21

Hakanson Anderson
Civil Engineers and Land Surveyors
3601 Thurston Avenue, Anoka, Minnesota 55303
763-427-3860 FAX 763-427-0520
www.hha-inc.com

The E1/2 of the SE1/4 of the SW1/4 of Sec.27, T.32, R.25

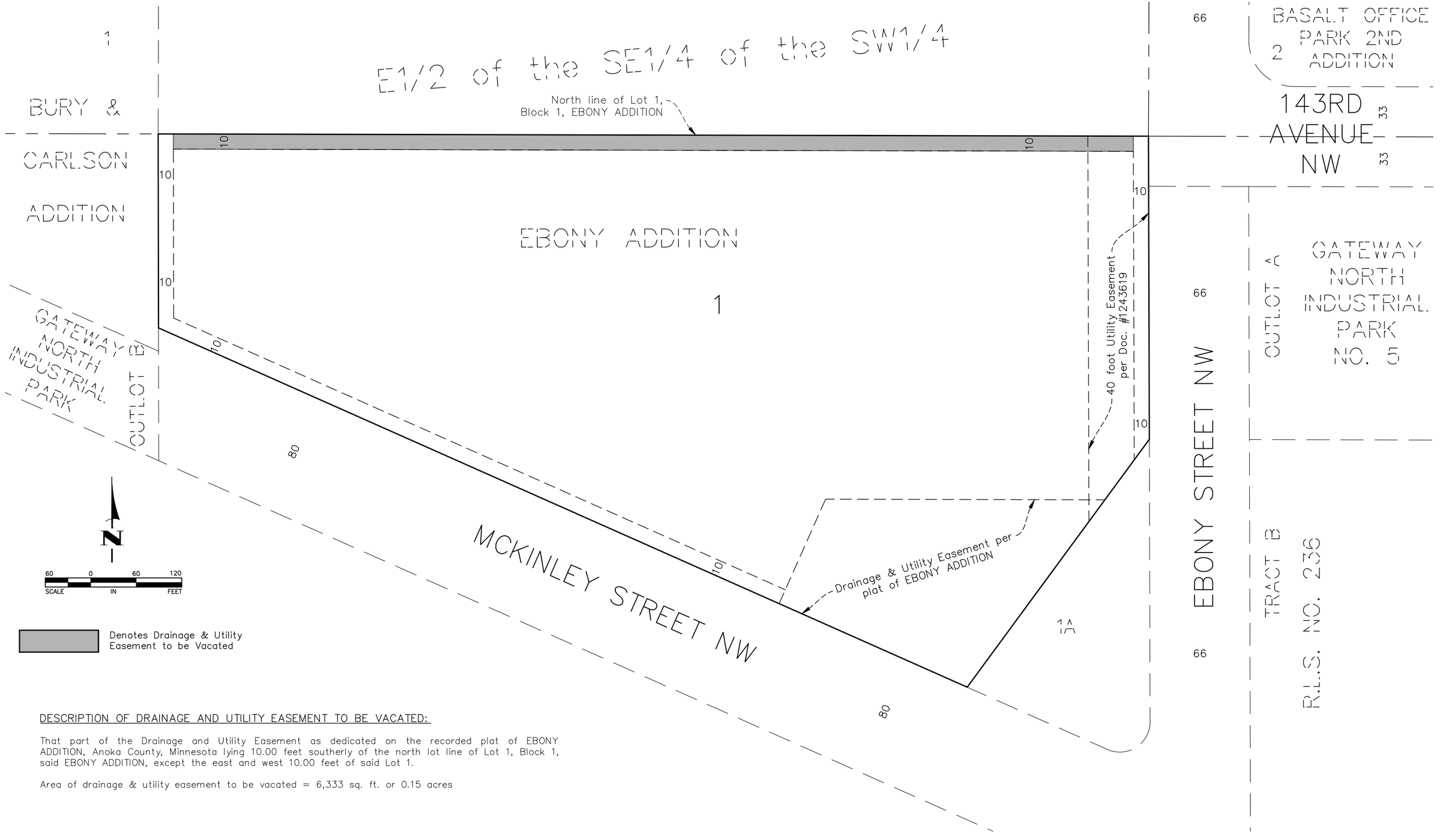
ANOKA COUNTY, MINNESOTA

Subject to easements of record, if any.

Certificate of Survey ~ for ~ Sharp & Associates

SHEET NUMBER 1

© 2021 HAKANSON ANDERSON, INC.



Denotes Drainage & Utility Easement to be Vacated

DESCRIPTION OF DRAINAGE AND UTILITY EASEMENT TO BE VACATED:

That part of the Drainage and Utility Easement as dedicated on the recorded plat of EBONY ADDITION, Anoka County, Minnesota lying 10.00 feet southerly of the north lot line of Lot 1, Block 1, said EBONY ADDITION, except the east and west 10.00 feet of said Lot 1.

Area of drainage & utility easement to be vacated = 6,333 sq. ft. or 0.15 acres

DATE	REVISION

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Land Surveyor under the laws of the State of Minnesota.

Brian Person MN License No. 49138

DESIGNED BY: BRP
DRAWN BY: MSS
CHECKED BY: BRP

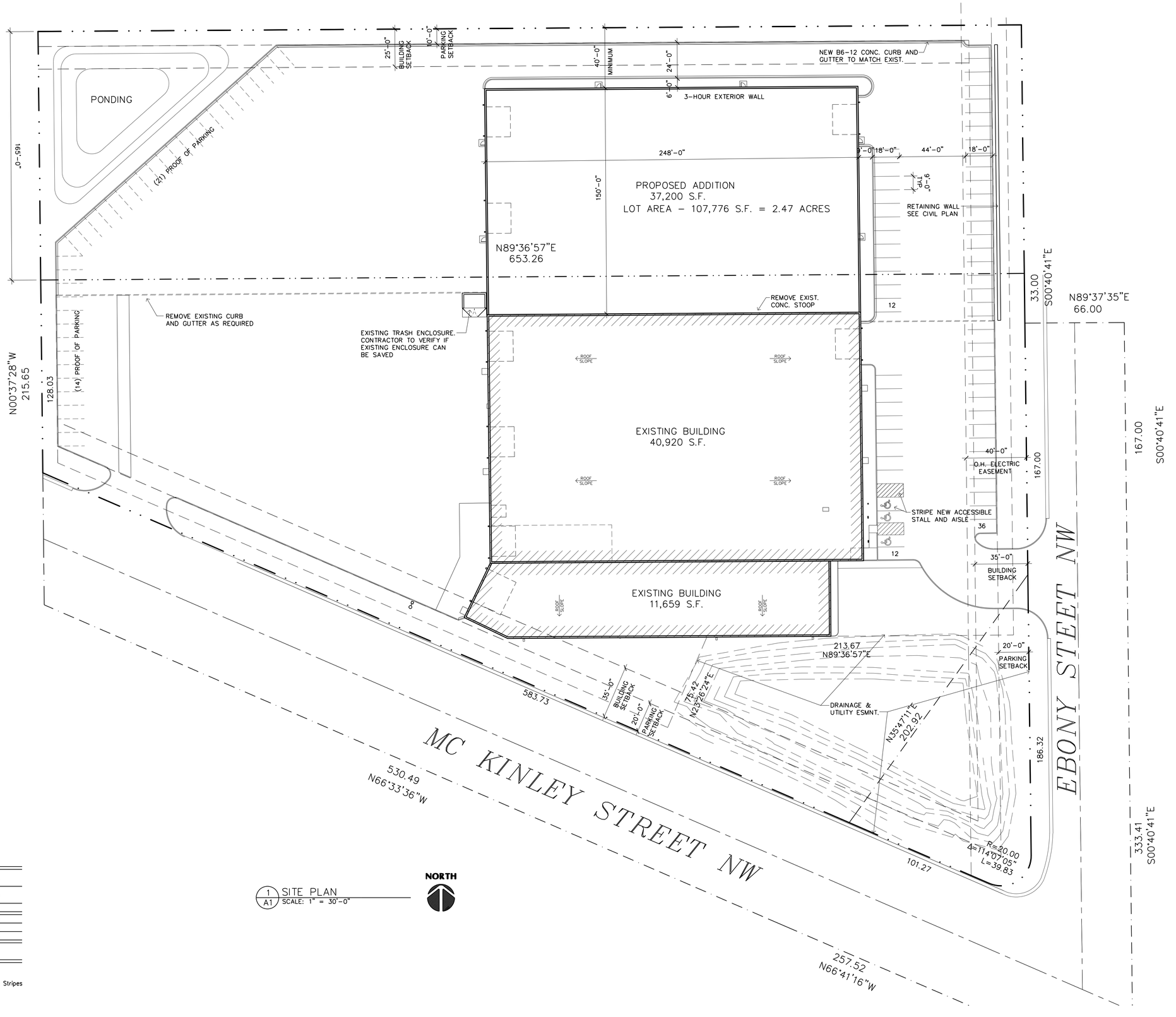
Hakanson Anderson
Civil Engineers and Land Surveyors
3601 Thurston Ave., Anoka, Minnesota 55303
763-427-5860 FAX 763-427-0520

Easement Vacation Exhibit for Sharp and Associates

DATE 09/15/21 FILE NO. 3244.14

SHEET 1 OF 1 SHEETS

Sep 15, 2021 - 12:27pm
K:\cad_surv\Land Desktop 2008\3244.14\dwg\3244.14 Easement Vacation Exhibit.dwg



1 / A1 SITE PLAN
SCALE: 1" = 30'-0"

SITE DATA

EXIST. LOT	-	177,892 S.F.	4.08 ACRES
LOT ADDITION	-	107,776 S.F.	2.47 ACRES
TOTAL SIZE	-	285,668 S.F.	6.55 ACRES
EXIST. BLDG	-	52,579 S.F.	
BLDG. ADDITION	-	37,200 S.F.	
TOTAL SIZE	-	89,779 S.F.	

PARKING DATA

OFFICE 2,112 s.f. At 1/300 s.f.	7 Stalls
INDUSTRIAL 87,667 s.f. At 1/1,000 s.f.	88 Stalls
Total Stalls Required	95 Stalls
Total Stalls Provided	60 Stalls
Total Proof Of Parking	35 Stalls
Accessible Requirement Per 60 Stalls (IBC Table 1106.1)	3 Stalls

2. Stall Size - 9'-0" x 18'-0"
3. Aisle Size - 24'-0"
4. Striping - 4" White Stripes

Filename: CULLINAN RIGGING\ADDITION II\CULLINAN RIGGING ADDITION II-A1

LAMPERT ARCHITECTS
420 Summit Avenue
St. Paul, MN 55102
Phone:763.755.1211 Fax:763.757.2849
lampert@lampert-arch.com

ARCHITECT CERTIFICATION:
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

PRELIMINARY
NOT FOR CONSTRUCTION

SIGNATURE
LEONARD LAMPERT
PRINTED NAME
13669
LICENSE NUMBER
DATE

Sharp & Associates, LLC
500 Bunker Lake Blvd
Anoka, MN 55303
Ph (763) 425-2002
Fax (763) 425-6428

CULLINAN RIGGING ADDITION II

6815 McKinley St NW, Ramsey, MN

Copyright 2021
Leonard Lampert Architects Inc.

Project Designer: JAMES B
Drawn By: JRB
Checked By: LL

Revisions

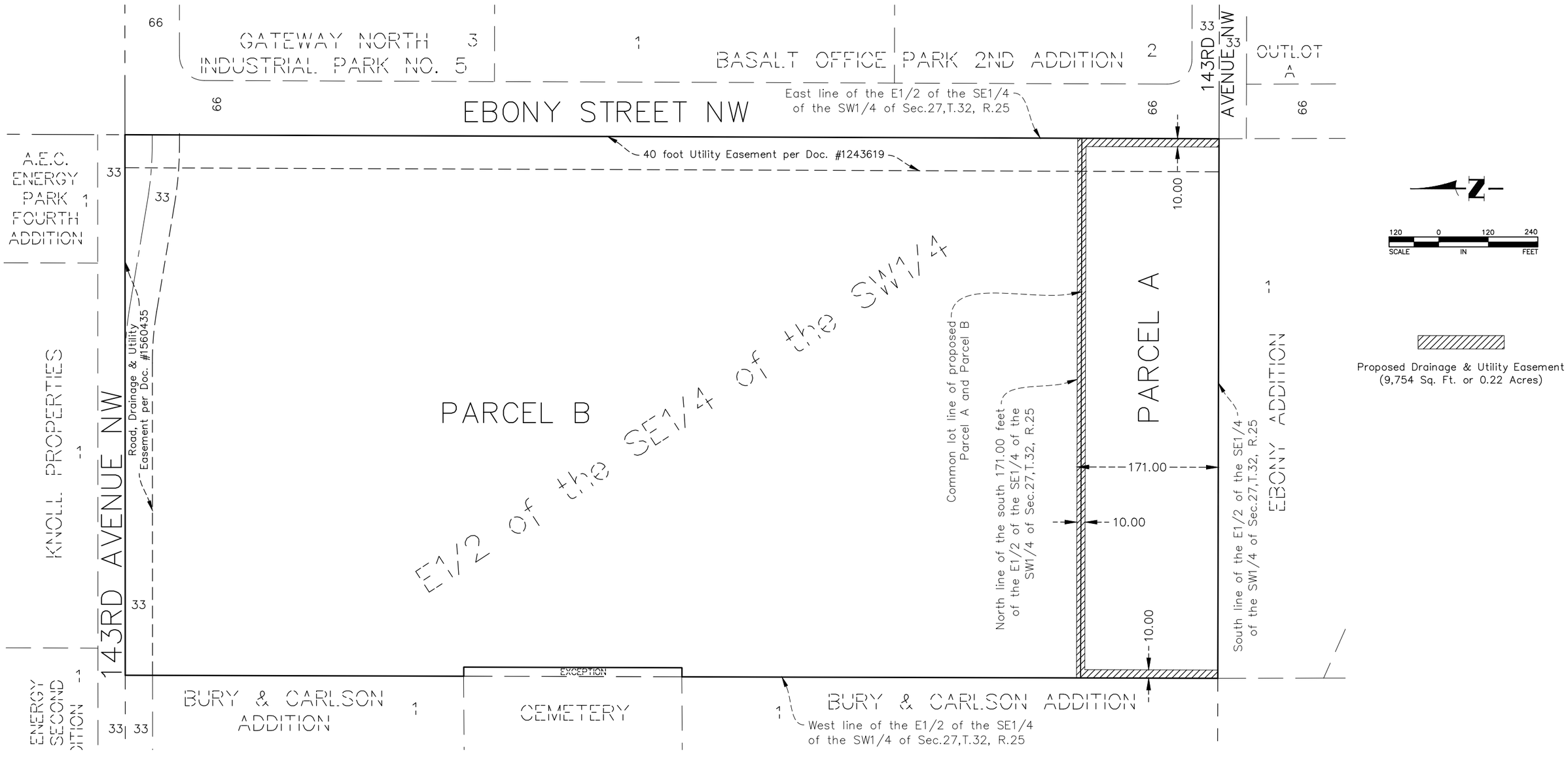
7/6/21	PRELIMINARY
9/29/21	CITY SUBMITTAL

SITE PLAN

Sheet Number

A1

Project No. 210518-3



PROPOSED DRAINAGE AND UTILITY EASEMENT:

A permanent easement for drainage and utility purposes over, under and across the north 10.00 feet, the east 10.00 feet and the west 10.00 feet of the south 171.00 feet of the East Half of the Southeast Quarter of the Southwest Quarter of Section 27, Township 32, Range 25, Anoka County, Minnesota.

DATE	REVISION

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Land Surveyor under the laws of the State of Minnesota.

Brian Person MN License No. 49138

DESIGNED BY: BRP
DRAWN BY: MSS
CHECKED BY: BRP

Hakanson Anderson
Civil Engineers and Land Surveyors
3601 Thurston Ave., Anoka, Minnesota 55303
763-427-5860 FAX 763-427-0520

Easement Exhibit
for
Sharp and Associates

DATE 09/15/21 FILE NO. 3244.14

SHEET 1 OF 1 SHEETS

Sep 15, 2021 - 12:30pm
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ORDINANCE #22-02

CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA

AN ORDINANCE VACATING A PORTION OF DRAINAGE AND UTILITY EASEMENT ON LOT 1 BLOCK 1 EBONY ADDITION.

SECTION 1. AUTHORITY

This ordinance is adopted pursuant to and under the authority of the Home Rule Charter of the City of Ramsey, Section 12.06 and Minnesota Statutes 412.851.

SECTION 2. VACATION

The following described drainage and utility easements, as indicated in Exhibit A attached, are hereby vacated, to-wit:

> That part of the Drainage and Utility Easement as dedicated on the recorded plat of EBONY ADDITION, Anoka County, Minnesota lying 10.00 feet southerly of the north lot line of Lot 1, Block 1, said EBONY ADDITION, except the east and west 10.00 feet of said Lot 1.

SECTION 3. EFFECTIVE DATE

This ordinance becomes effective 30 days after its passage and publication, subject to City Charter Section 5.04.

PASSED by the City Council of the City of Ramsey, Minnesota the 25th day of January, 2022.

_____
Mayor

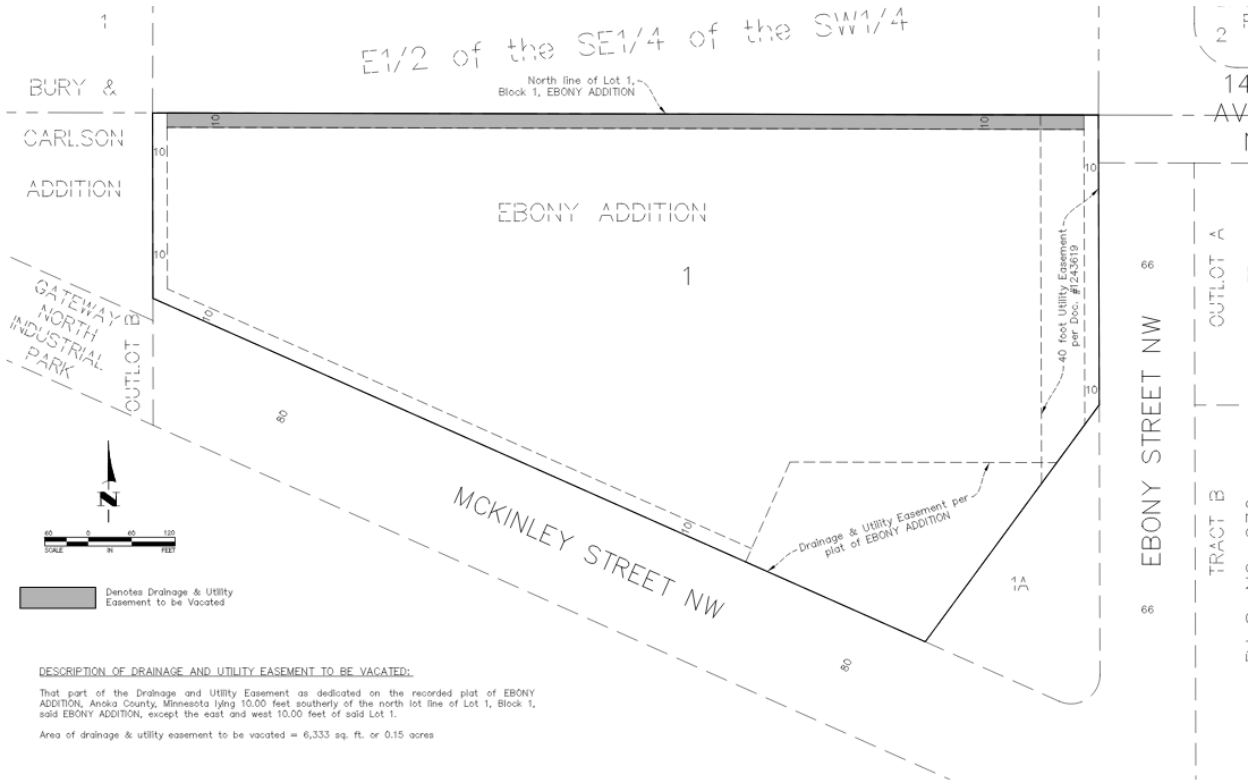
ATTEST:

_____
City Clerk

Introduction date:

Posting dates:
Adoption date:
Publication date:
Effective date:

Exhibit A



DESCRIPTION OF DRAINAGE AND UTILITY EASEMENT TO BE VACATED:

That part of the Drainage and Utility Easement as dedicated on the recorded plat of EBONY ADDITION, Anoka County, Minnesota lying 10.00 feet southerly of the north lot line of Lot 1, Block 1, said EBONY ADDITION, except the east and west 10.00 feet of said Lot 1.

Area of drainage & utility easement to be vacated = 6,333 sq. ft. or 0.15 acres

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

RESOLUTION #22-004

RESOLUTION ACCEPTING NEW DRAINAGE AND UTILITY EASEMENTS RELATED TO AN ADMINISTRATIVE SUBDIVISION AND BUILDING EXPANSION PROJECT FOR CULLINAN RIGGING AT 6815 McKINLEY STREET NW

WHEREAS, O'Cullinan Properties, LLC, hereafter referred to as "Developer", properly applied for an Administrative Subdivision involving the following described properties located in the City of Ramsey:

Lot 1, Block 1 EBONY ADDITION, Anoka County, Minnesota

AND

The East 1/2 of the Southeast Quarter of the Southwest 1/4 of Section 27, Township 32, Range 25, Anoka County, Minnesota, except that part described as follows:

Commencing at the Northwest corner of said East 1/2 of the Southeast 1/4 of the Southwest 1/4; thence South along the West line of the said East 1/2 of the Southeast 1/4 of the Southwest 1/4, 409.44 feet to the point of beginning; thence East at right angles 11 feet; thence South at right angles 264 feet; thence West at right angles to the West line of said East 1/2 of the Southeast 1/4 of the Southwest Quarter; thence North along said West line to the point of beginning.

(the 'Subject Properties');

WHEREAS, the City of Ramsey received an application for an Administrative Subdivision from the Developer on December 10, 2021; and

WHEREAS, new drainage and utility easements are proposed along the new common lot line between the Subject Properties and along the eastern and western boundaries of Parcel A, as outlined in Exhibit A, which is being transferred from Molin Concrete Products Company to O'Cullinan Properties, LLC.

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

1. That the Ramsey City Council hereby accepts the proposed drainage and utility easements as shown on the plans prepared by Hakanson Anderson and dated September 15, 2021 and as outlined in Exhibit A below, contingent upon successful adoption of Ordinance #22-02.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember _____, and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

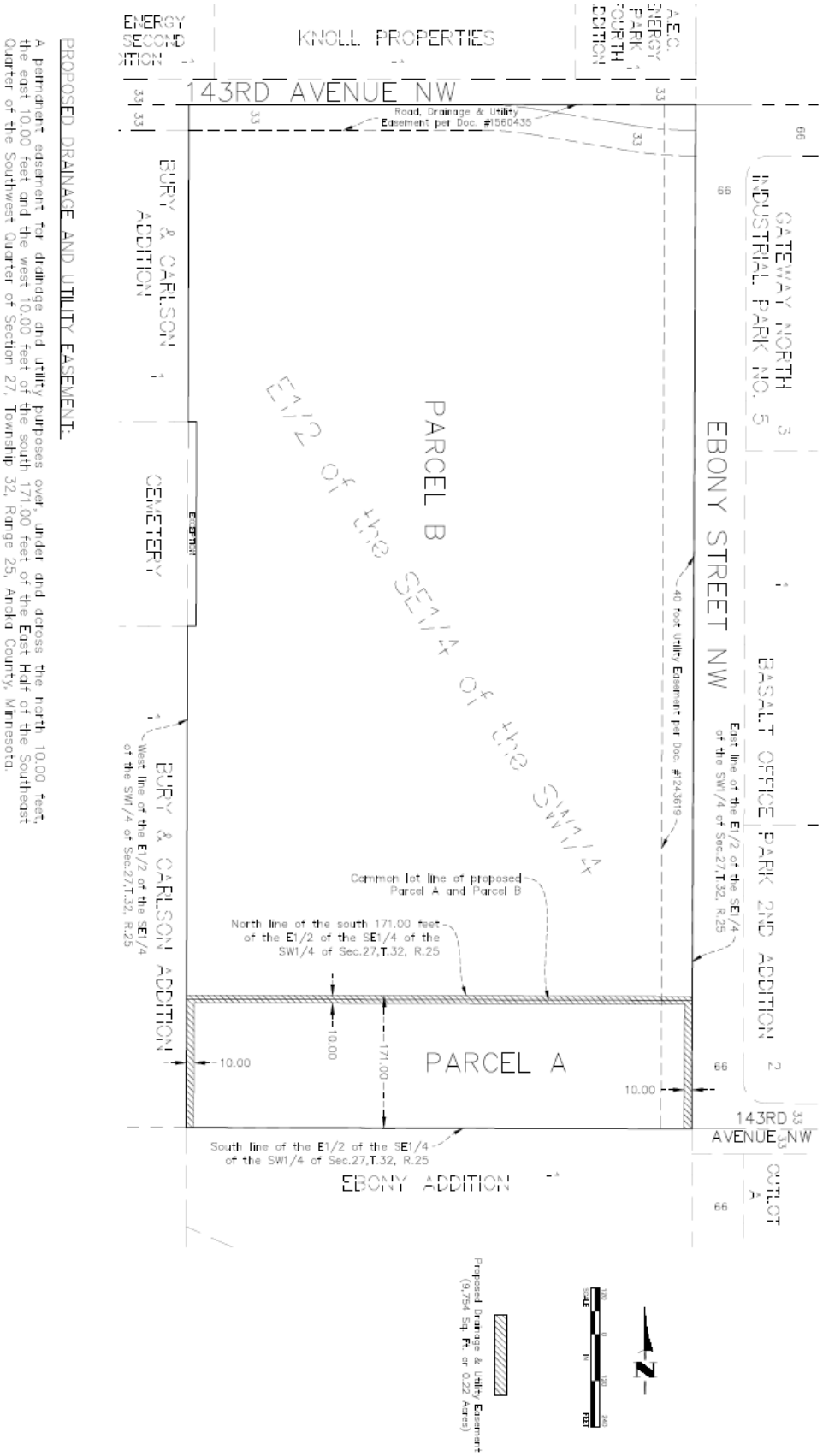
Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 11th day of January, 2022.

_____
Mayor

ATTEST:

_____
City Clerk

Exhibit A



PROPOSED DRAINAGE AND UTILITY EASEMENT:

A permanent easement for drainage and utility purposes over, under and across the north 10.00 feet, the east 10.00 feet and the west 10.00 feet of the south 171.00 feet of the East Half of the Southeast Quarter of the Southwest Quarter of Section 27, Township 32, Range 25, Anoka County, Minnesota.

CC Regular Session **6. 3.**

Meeting Date: 01/11/2022

By: Chris Anderson, Community Development

Information

Title:

PUBLIC HEARING: Introduce Ordinance #22-01 to Vacate a Portion of Dolomite Street Right-of-Way and a Portion of Drainage and Utility Easement at 6650 Highway 10 and Adopt Resolution #22-003 Approving the Final Plat of Riverside West Rearrangement (Project No. 22-100); Case of City of Ramsey

Purpose/Background:

In support of the Ramsey Gateway Highway 10 Plan, Dolomite Street, between Riverdale Drive and Highway 10, has been removed. However, the public road right-of-way still exists. By adopting Ordinance #22-01, the public road right-of-way will be officially vacated. Per State Statute, that land is to be equally divided amongst the adjacent parcels, which are 6650 and 6710 Highway 10 (the "Subject Properties"). One of the two adjacent parcels is owned by the City and is currently vacant (6710 Highway 10). Due to the current configuration, it poses some challenges to redevelopment. Thus, City Staff are also processing a Minor Plat concurrent with this ordinance that would still equally split the land between both adjacent parcels, but would also 'square off' both properties.

Notification:

The City attempted to send a mailing via standard U.S. mail to property owners within 350 feet of the Subject Properties, as noted in the Anoka County Property Records, notifying them of the public hearing. The notice was also published in the Anoka County Union Herald.

Time Frame/Observations/Alternatives:

Vacation of Right-of-Way

Dolomite Street has already been physically removed and thus, the public road right-of-way is no longer needed. When public road right-of-way is vacated, the land is to be equally split and attached to the adjacent properties. The right-of-way consists of about 20,247 square feet. Therefore, the Subject Properties will each gain about 10,124 square feet (~0.23 acres). There are no utilities within the right-of-way.

Vacation of Drainage and Utility Easement

There are existing ten (10) foot drainage and utility easements along the western boundary of 6650 Highway 10 and the eastern boundary of 6710 Highway 10. Ideally, both would be vacated along with the right-of-way. However, based on the locates that were performed, there is existing Centerpoint and CenturyLink infrastructure in the drainage and utility easement along the eastern boundary of 6710 Highway. So, that easement will remain for now (if/when that parcel is developed, those utilities will need to be relocated, presumably into the new easement created with this plat, at the developer's expense, and the easement could then be vacated). While the locates did not indicate any utilities within the western drainage and utility easement on 6650 Highway, Staff has requested utility maps through the locate system, which would definitively indicate whether any utilities are present. Assuming none are present, Staff is proposing this easement be vacated (we should have this information no later than January 7, 2022).

Minor Plat

A Minor Plat has been prepared that will reconfigure the Subject Properties, creating more regularly shaped parcels. Both parcels will gain about 10,124 square feet. 6650 Highway 10 is approximately 57,447 square feet and, after completion of the vacation and recording of the plat, will be approximately 67,571 square feet (~1.55 acres). 6710 Highway 10 is approximately 53,848 square feet and, after completion of the vacation and recording of the plat, will be approximately 63,971 square feet (~1.47 acres).

The realignment of the new, shared property boundary between the Subject Properties, squares them off and provides more flexibility for potential development of 6710 Highway 10. Drainage and utility easements will be dedicated along the new common boundary line as well as along the western boundary of 6710 Highway 10 (none exists there currently).

Alternatives

Alternative 1: Adopt Ordinance #22-01 vacating road right-of-way and a portion of drainage and utility easement on 6650 Highway 10 NW and adopt Resolution #22-003 approving the Final Plat of Riverside West Rearrangement. The segment of Dolomite Street has been physically removed in support of the Ramsey Gateway Highway 10 plan and the remaining right-of-way is no longer needed. The plat will reconfigure the two lots adjacent to the right-of-way and create more flexibility for development of the vacant parcel (6710 Highway 10 NW). Staff supports this alternative.

Alternative 2: Do not adopt Ordinance #22-01 and/or Resolution #22-003. If the Ordinance is not adopted, this segment of right-of-way remains with no apparent purpose. If the Resolution is not adopted, the vacated right-of-way would still be divided between the two adjacent parcels, but would follow along the centerline of the right-of-way. Each parcel will still receive 0.23 acres of land, but will remain irregularly shaped. Staff does not support this alternative.

Funding Source:

The City is responsible for all costs involved in the vacation process as well as the Minor Plat.

Recommendation:

City Staff recommends adopting Ordinance #22-01 vacating the Dolomite Street road right-of-way between Riverdale Drive and Highway 10 and a portion of drainage and utility easement on 6650 Highway 10 and adopting Resolution #22-003 approving the Final Plat of Riverside West Rearrangement, contingent upon adoption of Ordinance #22-01 (note that the resolution includes this contingency).

Outcome/Action:

Motion to introduce Ordinance #22-01 vacating a segment of public road right-of-way and a portion of drainage and utility easement on 6650 Highway 10 NW.

-and-

Motion to adopt Resolution #22-003 granting Final Plat approval of Riverside West Rearrangement.

Attachments

Site Location Map
Final Plat
Existing Utilities Exhibit
Ordinance #22-01: Vacation of Right-of-Way and Drainage and Utility Easement
Resolution #22-003: Final Plat

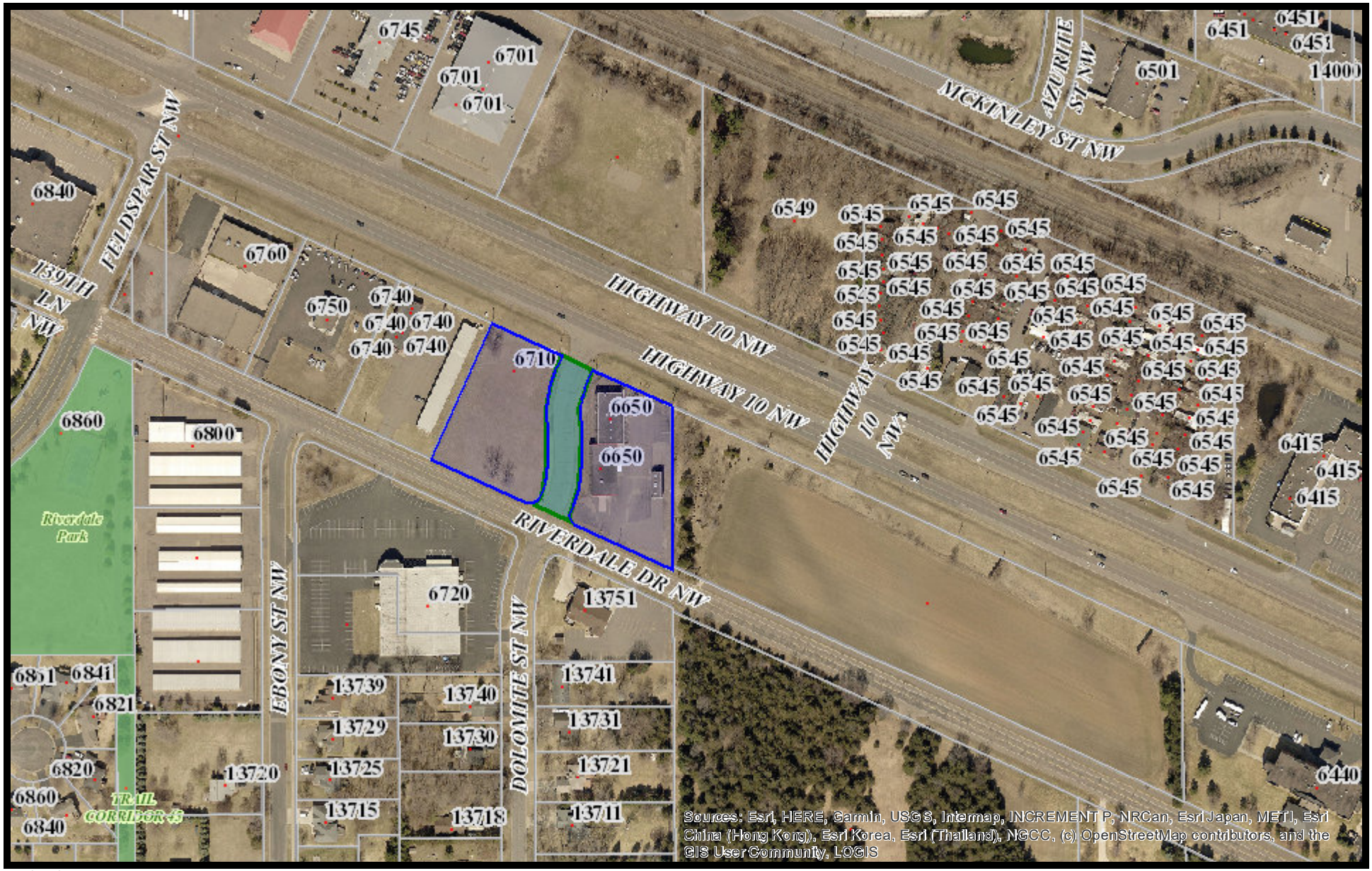
Form Review

Inbox	Reviewed By	Date
Sean Sullivan	Sean Sullivan	12/16/2021 02:58 PM
Bruce Westby	Bruce Westby	01/06/2022 12:18 PM
Brian Hagen	Brian Hagen	01/06/2022 12:40 PM

Kurt Ulrich	Kurt Ulrich	01/06/2022 01:54 PM
Form Started By: Chris Anderson		Started On: 12/14/2021 12:45 PM
Final Approval Date: 01/06/2022		

6650 and 6710 Highway 10

Site Location Map



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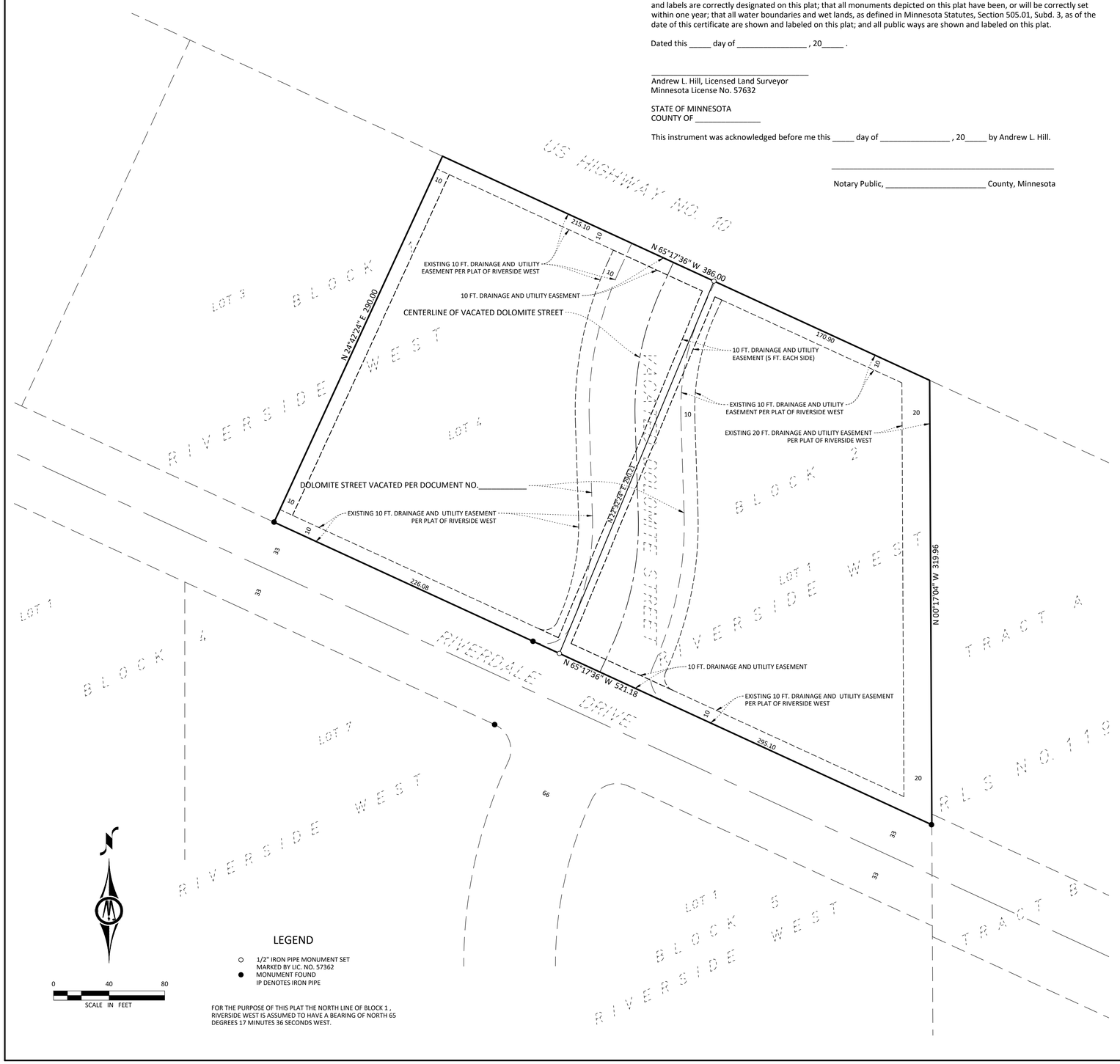
RIVERSIDE WEST REARRANGEMENT

CITY OF RAMSEY
COUNTY OF ANOKA
SEC. 34, TWP. 32 N, RGE. 25 W



LEGEND

- ○ 1/2" IRON PIPE MONUMENT SET MARKED BY LIC. NO. 57362
- ● MONUMENT FOUND IP DENOTES IRON PIPE

0 40 80
SCALE IN FEET

FOR THE PURPOSE OF THIS PLAT THE NORTH LINE OF BLOCK 1 , RIVERSIDE WEST IS ASSUMED TO HAVE A BEARING OF NORTH 65 DEGREES 17 MINUTES 36 SECONDS WEST.

SURVEYORS CERTIFICATION

I Andrew Hill do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this _____ day of _____ , 20_____ .

_____
Andrew L. Hill, Licensed Land Surveyor
Minnesota License No. 57632

STATE OF MINNESOTA
COUNTY OF _____

This instrument was acknowledged before me this _____ day of _____ , 20_____ by Andrew L. Hill.

_____
Notary Public, _____ County, Minnesota

INSTRUMENT OF DEDICATION

KNOW ALL PERSONS BY THESE PRESENTS: That The Housing and Redevelopment Authority in and for the City of Ramsey, a municipal corporation under the laws of the State of Minnesota, owner of the following described property:

Lot 4, Block 1, RIVERSIDE WEST, according to the recorded plat thereof, Anoka County, Minnesota.
AND
That part of vacated Dolomite Steet NW, as dedicated and delineated on RIVERSIDE WEST, according to the recorded plat thereof, Anoka County, Minnesota, lying westerly of the centerline of said Dolomite Street NW, northerly of the easterly extension of the southerly line of Lot 4, Block 1, said RIVERSIDE WEST, and southerly of the easterly extension of the northerly line of Lot 4, Block 1, said RIVERSIDE WEST

AND

That Able Property Management Inc., a corporation under the laws of the State of Minnesota, owner of the following described property:

Lot 1, Block 2, RIVERSIDE WEST, according to the recorded plat thereof, Anoka County, Minnesota.
AND
That part of vacated Dolomite Steet NW, as dedicated and delineated on RIVERSIDE WEST, according to the recorded plat thereof, Anoka County, Minnesota, lying easterly of the centerline of said Dolomite Street NW, northerly of the easterly extension of the southerly line of Lot 4, Block 1, said RIVERSIDE WEST, and southerly of the easterly extension of the northerly line of Lot 4, Block 1, said RIVERSIDE WEST

Have caused the same to be surveyed and platted as RIVERSIDE WEST REARRANGEMENT and do hereby dedicate to the public for public use the drainage and utility easements as created by this plat.

In witness whereof said The Housing and Redevelopment Authority in and for the City of Ramsey, a municipal corporation under the laws of the State of Minnesota, has caused these presents to be signed by its _____ and its _____ this _____ day of _____ , 202___.

The Housing and Redevelopment Authority in and for the City of Ramsey

_____ , _____ ,
xxxxxxxxxxxx, xxxxxxxx xxxxxxxx, xxxxxxxx

STATE OF MINNESOTA
COUNTY OF ANOKA

This instrument was acknowledged before me this _____ day of _____ , 202___ , by _____, _____ and xxxxxxxx, _____,The Housing and Redevelopment Authority in and for the City of Ramsey on behalf of The Housing and Redevelopment Authority in and for the City of Ramsey.

_____
Notary Public, _____ County, Minnesota

In witness whereof said Able Property Management Inc., a corporation under the laws of Minnesota, has caused these presents to be signed by Timothy Chies, its President, this _____ day of _____ , 202___.

Able Property Management Inc.

_____
Timothy Chies, President

STATE OF MINNESOTA
COUNTY OF _____

This instrument was acknowledged before me this _____ day of _____ , 202___ , by Timothy Chies, President of Able Property Management Inc., a corporation under the laws of Minnesota, on behalf of Able Property Management Inc.

_____
Notary Public, _____County, Minnesota

CITY COUNCIL, CITY OF RAMSEY, MINNESOTA

This plat of RIVERSIDE WEST REARRANGEMENT was approved and accepted by the City Council of the City of Ramsey, Minnesota at a regular meeting thereof held this _____ day of _____ , 202___ , and said plat is in compliance with the provisions of Minnesota Statutes, Section 505.03, Subd. 2.

City Council, City of Ramsey, Minnesota

By _____ , Mayor
Mark Kuzma

By _____ , Clerk

COUNTY SURVEYOR

I hereby certify that in accordance with Minnesota Statutes, Section 505.021, Subd. 11, this plat has been reviewed and approved this _____ day of _____ , 20_____ .

_____
David M. Zieglmeier, Anoka County Surveyor

COUNTY AUDITOR/TREASURER

Pursuant to Minnesota Statutes, Section 505.021, Subd. 9, taxes payable in the year 20_____ on the land hereinbefore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer entered this _____ day of _____ , 20_____ .

_____
Property Tax Administrator

By _____ , Deputy

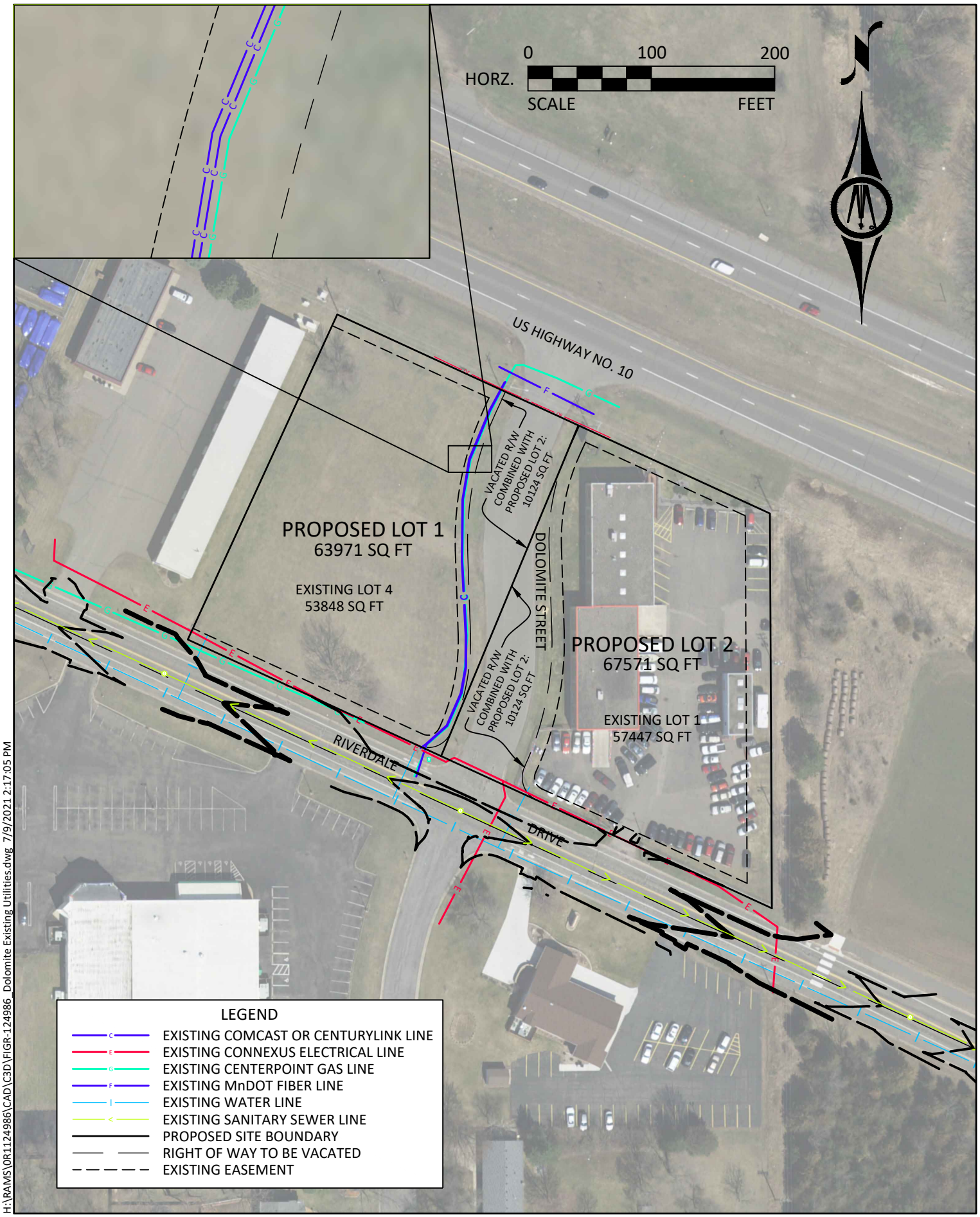
COUNTY RECORDER/REGISTRAR OF TITLES
County of Anoka, State of Minnesota

I hereby certify that this plat of RIVER CROSSING SECOND ADDITION was filed in the office of the County Recorder/Registrar of Titles for public record on this _____ day of _____ , 20_____ , at _____ o'clock __ .M. and was duly recorded as Document Number _____ .

_____
County Recorder/Registrar of Titles

By _____ , Deputy

This Plat Prepared By:
BOLTON & MENK



H:\RAMS\0R1124986\CAD\C3D\FIGR-124986_Dolomite Existing Utilities.dwg 7/9/2021 2:17:05 PM

ORDINANCE NO. 22-01

CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA

AN ORDINANCE VACATING A PORTION OF PLATTED RIGHT-OF-WAY AND A PORTION OF AN EASEMENT FOR DRAINAGE AND UILITY PURPOSES IN THE CITY OF RAMSEY, ANOKA COUNTY, MINNESOTA

The City of Ramsey Ordains:

SECTION 1. AUTHORITY

This ordinance is adopted pursuant to and under the authority of the Home Rule Charter of the City of Ramsey, Section 12.06 and Minnesota Statutes 412.851

SECTION 2. VACATION

The following described platted right-of-way is hereby vacated, to-wit (also see Exhibit A):

> That part of Dolomite Street NW, as dedicated and delineated on RIVERSIDE WEST, according to the recorded plat thereof, Anoka County, Minnesota, lying northeasterly of a line parallel with and 33.00 feet northeasterly of the centerline of 138th Ave. N.W, as dedicated and delineated on said RIVERSIDE WEST, now known as Riverdale Drive N.W, as measured at right angles to said centerline.

-and-

The following described drainage and utility easement is hereby vacated, to-wit (also see Exhibit A):

> That part of the drainage and utility easement, as dedicated and delineated over Lot 1, Block 2, RIVERSIDE WEST, according to the recorded plat thereof, Anoka County, Minnesota, lying westerly of a line lying 43.00 feet easterly of and parallel with the centerline of Dolomite Street NW, as dedicated and delineated on said RIVERSIDE WEST, as measured at right angles to said centerline, lying southwesterly of a line lying 10.00 feet southwesterly of and parallel with the northeasterly line of said Lot 1, as measured at right angles to said northeasterly line, and lying northeasterly of a line lying 10.00 feet northeasterly of and parallel with the southwesterly line of said Lot 1 and its northwesterly extension, as measured at right angles to said southwesterly line.

SECTION 3. EFFECTIVE DATE

This Ordinance becomes effective thirty (30) days after its publication subject to the City Charter Section 5.07.

PASSED by the City Council of the City of Ramsey this the 25th day of January, 2022.

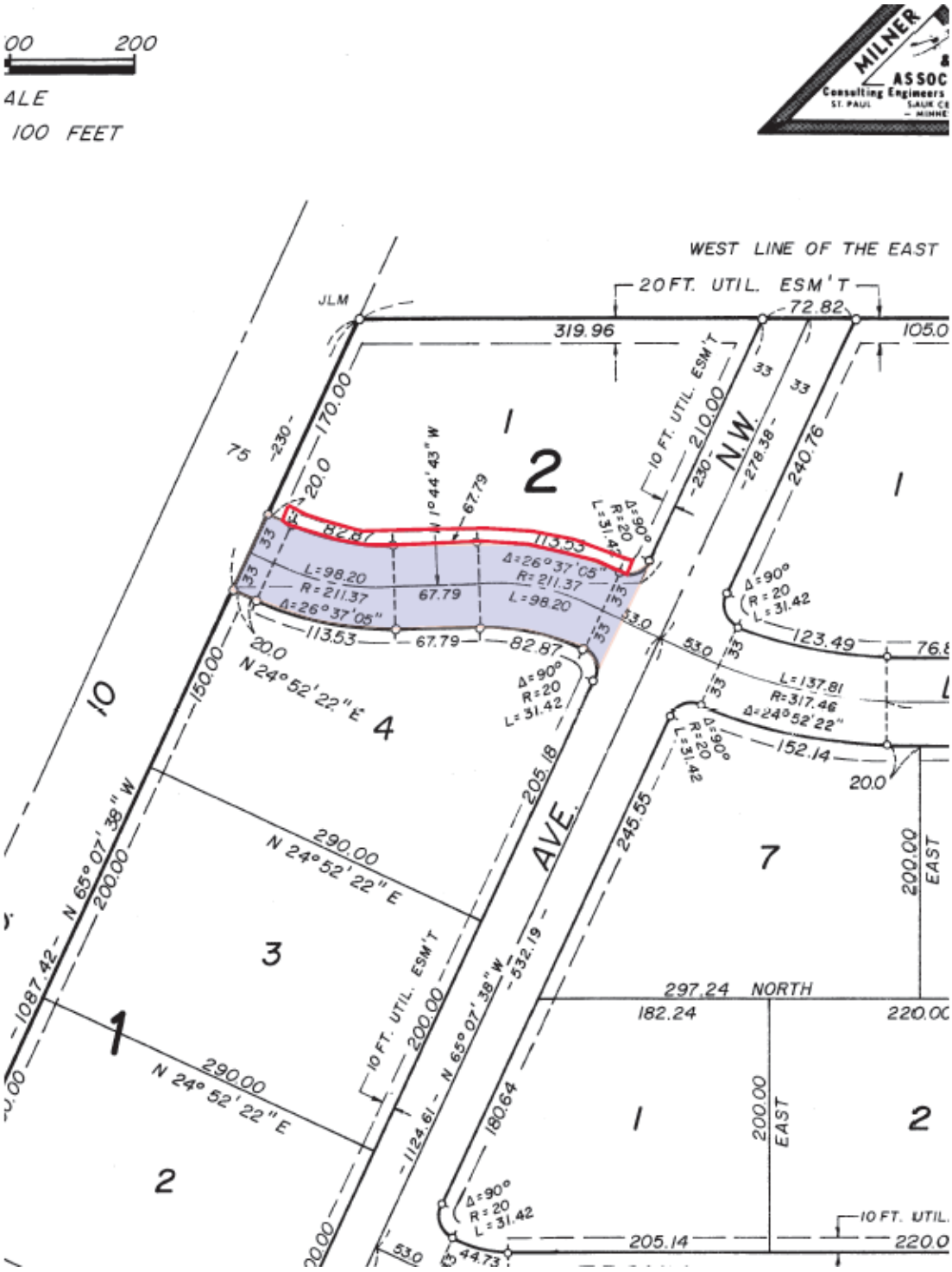
_____
Mayor

ATTEST:

_____
City Administrator

Introduction Date:
Posting Dates:
Adoption Date:
Publication Date:
Effective Date:

Exhibit A


00 200
ALE
100 FEET
MILNER
ASSOC
Consulting Engineers
ST. PAUL
WEST LINE OF THE EAST
20 FT. UTIL. ESM'T
72.82
319.96
105.0
JLM
170.00
20.0
75
230
1
2
N 1° 44' 43" W
67.79
82.87
113.53
L=98.20
R=211.37
Δ=26° 37' 05"
67.79
L=98.20
R=211.37
Δ=26° 37' 05"
113.53
67.79
82.87
Δ=90°
R=20
L=31.42
10 FT. UTIL. ESM'T
210.00
N.W.
278.38
240.76
123.49
76.8
L=137.81
R=317.46
Δ=24° 52' 22"
152.14
20.0
20.0
N 24° 52' 22" E
4
10
150.00
N 65° 07' 38" W
1087.42
200.00
290.00
N 24° 52' 22" E
3
1
290.00
N 24° 52' 22" E
2
10 FT. UTIL. ESM'T
200.00
1124.61
N 65° 07' 38" W
532.19
205.18
AVE.
245.55
7
200.00
EAST
297.24
NORTH
182.24
220.0
180.64
1
200.00
EAST
2
205.14
10 FT. UTIL.
220.0
53.0
44.73

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

RESOLUTION #22-003

RESOLUTION APPROVING A PLAT KNOWN AS RIVERSIDE WEST REARRANGEMENT

RECITALS

1. The City of Ramsey, hereafter referred to as "Developer", properly applied for Final Plat approval of the following described property located in the City of Ramsey:

   Lot 4, Block 1 and Lot 1, Block 2 RIVERSIDE WEST

   (the "Subject Property")

   -Or upon recording-

   Lots 1-2, Block 1, RIVERSIDE WEST REARRANGEMENT

   (the 'Subject Property');

2. The City Council introduced Ordinance #22-01, vacating Dolomite Street right-of-way between Riverdale Drive and Highway and a portion of drainage utility easement on 6650 Highway 10, on January 11, 2022.

3. The City Council reviewed the Final Plat on January 11, 2022.

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

1. That the Ramsey City Council hereby grants approval of the Final Plat RIVERSIDE WEST REARRANGEMENT in accordance with relevant City Codes, subject to the following conditions:

   a) Adoption of Ordinance #22-01; and
   b) Final Plat subject to review and approval as to legal form by the City Attorney.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember _____, and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 11th day of January, 2022.

Mayor

ATTEST:

City Clerk

CC Regular Session **7. 1.**

Meeting Date: 01/11/2022

By: Brian McCann, Community Development

Information

Title:

Introduce Ordinance #22-03 Amending Chapter 10 of City Code: Animals

Purpose/Background:

In July 2021, the City Council recommended the public hearing be postponed for the introduction of Ordinance 21-11 until the City has made recommended changes, and a committee was assigned during the regular meeting on November 9th. Members of Staff met with three (3) members of the City Council on two separate occasions in November to discuss and revise the drafted ordinance. The proposed Ordinance was updated to include information received since the item was last discussed.

The City Council reviewed and recommended Staff move forward with Ordinance #22-03 to a Regular Meeting for introduction during their Work Session on December 14, 2021.

Notification:

A notice was posted in the City's Official Newspaper, the Anoka County UnionHerald.

Time Frame/Observations/Alternatives:

City Council Meetings

- May 11th, 2021 Work Session:
  - Discussion of rooster restrictions currently implemented, and plans to revise in the future.
- July 27th, 2021 Regular Meeting:
  - The City Council and discussed several aspects of the proposed ordinance which included updating requirements for roosters, cats, agricultural animals, and beekeeping. A motion was made to continue the public hearing at the August 10th meeting.
- August 10th, 2021 Regular Meeting:
  - Staff recommended postponing the public hearing for 90 days to receive public comment and for further review. Motion was passed by the City Council to review again at their meeting on November 9th.
- November 9th, 2021 Regular Meeting:
  - Review of updated ordinance and proposed questionnaire. A committee was designated to address concerns with staff, with timeframe of 30 days.
- December 14, 2021 Work Session
  - City Council recommended Staff move forward with a case for introduction.

Committee Meetings

- November 19th, 2021:
  - Staff met with Councilmembers Howell, Musgrove, and Specht to review the draft proposed at the November 9th meeting.
- November 30th, 2021:
  - Staff revised the ordinance with comments received from the meeting on November 19th and presented to the Councilmembers for review. Additional revisions were requested which were incorporated into the draft attached to this case.

Key Ordinance Revisions

- Redacted Section 10.1 entirely and replace with subsections for prohibited, non-domestic, and domestic animals:
  - *Prohibited Animals*
    - Section 10-1. – Keeping of certain animals, livestock, and poultry.
      (a) Prohibited animals
      (1) The following animals are prohibited within the City:
      a. Any animal or species prohibited by state or federal law;
      b. All large cats of the family Felidae, such as lions, tigers, jaguars, leopards, cougars and ocelots, except commonly accepted domesticated house cats.
      c. All members of the family Canidae, such as wolves, foxes, coyotes, dingoes and jackals, except domesticated dogs.
      d. All poisonous animals, including snakes; that upon touch or bite may cause hallucinations, alter cardiopulmonary functions, or even death;
      e. Dangerous farm type animals, including bison, emus, and ostrich, except with a non-traditional animal license.
      f. All other animals which are not listed explicitly above, but which can be easily defined in this chapter as an exotic animal, including bears, wolverines, and badgers;
      (2) Persons keeping animals for a public zoo as volunteers, docents, or otherwise, any bona fide research institution or veterinary hospital are exempt from the provisions of this chapter, provided protective devices adequate to prevent such animals from escaping or injuring the public are provided.
  - *Non-Domestic Animals*
    - Addressing agricultural animals based on family and heads per unit with a minimum acreage requirement for some non-domestic animals
    - Addressing Poultry/Fowl separately - with roosters allowed on parcels 2.5 acres in size or larger with an enclosure meeting the setbacks for barns/stables
    - Addressing special requirements for cattle and swine families
    - Horses section moved to non-domestic animals from Article II
    - Non-Traditional Animal License section unchanged, just reorganized
    - Beekeeping license as a zoning permit with hive standards (discuss proposed number with EPB Member Jared Little, who proposed the number of bee hives table)
    - Miscellaneous maintenance standards for all non-domestic animals
  - *Domestic Animals*
    - List includes dogs, cats, rodents, rabbits, caged birds, non-venomous snakes and lizards, fish, domestic ferrets and pot-bellied pigs.
- Revised definition of "at large" in Section 10.2
- Clarify animals in the barns and stables requirements of Section 10.3
- Potential removal of the cats additions to the ordinance (based on Council comments)

Case Attachments

1. Ordinance #22-03
2. Research of surrounding cities' animal standards
3. City Council meeting minutes regarding proposed Ordinance #21-11, and current Ordinance #22-03

Funding Source:

Staff is handling this case as part of their regular duties.

Recommendation:

Staff recommends introducing Ordinance #22-03 amending Chapter 10 of City Code.

Outcome/Action:

Motion to introduce Ordinance #22-03 amending Chapter 10 of City Code.

Attachments

Ordinance 22-03

Surrounding City Regulations

City Council Minutes - Animal Ordinance

Form Review

Inbox	Reviewed By	Date
Jeff Katers	Jeff Katers	12/17/2021 02:17 PM
Brian Hagen	Brian Hagen	12/27/2021 12:41 PM
Kurt Ulrich	Kurt Ulrich	12/30/2021 10:03 AM
Form Started By: Brian McCann		Started On: 12/15/2021 10:51 AM
Final Approval Date: 12/30/2021		

ORDINANCE #22-03

CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA

AN AMENDMENT TO CHAPTER 10 WHICH IS KNOWN AS THE ANIMALS CHAPTER OF THE CITY CODE OF RAMSEY, MINNESOTA.

AN ORDINANCE AMENDING ARTICLE I. IN GENERAL, REDACTING ARTICLE II. – HORSES, AND AMENDING ARTICLE III. – DOGS, OF CHAPTER 10 OF THE CITY CODE OF RAMSEY, MINNESOTA.

The City of Ramsey ordains:

SECTION 1. AUTHORITY

This ordinance is adopted pursuant to and under the authority of the City Charter of the City of Ramsey.

SECTION 2. AMENDMENTS

Article I. – In General, Sec. 10-1. – Keeping of certain animals, livestock, and poultry. shall be redacted in its entirety and replaced to read as follows:

Section 10-1. – Keeping of certain animals, livestock, and poultry.

(a) Prohibited animals

(1) The following animals are prohibited within the City:

a. Any animal or species prohibited by state or federal law;
b. All large cats of the family Felidae, such as lions, tigers, jaguars, leopards, cougars and ocelots, except commonly accepted domesticated house cats.
c. All members of the family Canidae, such as wolves, foxes, coyotes, dingoes and jackals, except domesticated dogs.
d. All poisonous animals, including snakes; that upon touch or bite may cause hallucinations, alter cardiopulmonary functions, or even death;
e. Dangerous farm type animals, including bison, emus, and ostrich, except with a non-traditional animal license.
f. All other animals which are not listed explicitly above, but which can be easily defined in this chapter as an exotic animal, including bears, wolverines, and badgers;

(2) Persons keeping animals for a public zoo as volunteers, docents, or otherwise, any bona fide research institution or veterinary hospital are exempt from the provisions of this chapter, provided protective devices adequate to prevent such animals from escaping or injuring the public are provided.

(b) Non-Domestic Animals

1. The schedule referred to in subsection (b) (1) of this section shall be used in the following manner:
    a. The types of non-domestic animals kept or maintained shall be limited to those listed on the schedule.
    b. The maximum number of animal units allowed, excluding domestic animals, for a specific acreage of land shall be determined by the following formula:

        Maximum number of animal units allowed = Number of acres rounded down to the nearest quarter (.25) acre(s):

Permitted Animal Types	*Assigned Animal Unit Values*	*Minimum Acreage Required*
Cattle family except Bison	1 head = 1 unit	2.5 acres
Llama/Alpaca family	1 head = 1 unit	2.5 acres
Swine family	2 head = 1 unit	2.5 acres
Sheep/Goat family	2 head = 1 unit	0.50 acres
Poultry/Fowl families (chicken, duck)	25 head = 1 unit	No minimum
Poultry/Fowl families (turkey, goose)	8 head = 1 unit	2.5 acres
Horse/Mule family	See section 10-1 3. (c?)	1.5 acres
Animal units not addressed in this table will be determined by the City at the time of Non-Traditional Animal License consideration.		

2. Poultry/Fowl shall be subject to the following:
    a. Poultry/Fowl are defined as chickens, turkeys, geese, ducks, or similar.
    b. Poultry/Fowl must be provided an enclosure in accordance with City Code chapter 117, article II (Zoning) and MN State Building Code. The enclosure shall be counted as an accessory building when calculating total number of permitted accessory buildings on a property. The enclosure and surrounding grounds shall be maintained in a clean and sanitary condition and in good repair. Flies, rodents, and noxious odors shall be controlled. Poultry/Fowl may not run at large.
    c. Poultry/Fowl, including any shelters, coops and/or containment fencing, must be located in side or rear yards only.
    d. All enclosures must maintain a minimum setback of ten feet from all property lines and must maintain a minimum setback of 30 feet from all adjacent inhabited structures.
        i. The enclosure shall remain completely enclosed to prevent unwanted intrusion by outside animals and migratory birds.
        ii. If 100 percent opaque fencing (privacy fencing) is utilized for the exercise area, said fencing is subject to the standard fence regulations and setbacks within City Code chapter 117. If alternative fencing is used (for example, chain link fencing), then said fencing shall be no closer than ten feet to a property line.
    e. Roosters may be kept and maintained only on parcels of at least two and a half (2.5) acres in size. Said properties are allowed a total of two (2) roosters.

i. Setbacks for rooster enclosure and exercise area shall be fifty (50) feet from any neighboring place of human habitation and seventy-five (75) feet from neighboring property lines.

3. Cattle, and Swine families shall be subject to the following:
   a. Cattle, llama/alpaca, and swine families may be kept and maintained only on parcels of at least two and a half (2.5) acres in size.
   b. Sheep/Goats may be kept and maintained on parcels of at least a half (.50) acre in size.
   c. Barns and stables subject to Section 10.3

4. Horses
   a. Intent and purpose of section provisions. The intent of this section is to establish regulations for maintaining horses as defined in subsection (b) of this section exclusively on property. Section 10-3 (barns and stables) also applies to this article. The purpose of this section is:
      i. To prohibit the maintaining of horses on lots or parcels of record less than 1.5 acres in size;
      ii. To require the filing with the city of a sketch drawing prior to maintaining a horse; and
      iii. To ensure proper handling, treatment and maintenance of horses.
   b. Horse defined. As used in this section, the term "horse" shall mean any stallion, mare, gelding, foal, pony, donkey, ass, burro, mule or animal of horse kind.
   c. Acreage requirements. The following chart prescribes the number of horses that can be maintained on lots of record of sizes as shown. The lease of property contiguous to the lot of record is eligible to meet acreage requirements provided the lot of record is at least 1.50 acres in size and evidence of a current lease is provided to the city.

Acreage	*Number of Horses Permitted*	*Comments*
Less than 1.5 acres	0	Not permitted.
1.5-3.0 acres	2	Sketch drawing required in property file.
Over 3 acres	2+	One additional horse for each full acre over 3 acres.

   d. Sketch drawing required Prior to maintaining and boarding a horse or horses on any parcel of land three acres or more in size, the landowner shall provide a sketch drawing to the city.
      i. Required sketch drawing information shall include:
         i. Name and address of the fee owner of the subject property where the horses are to be maintained and the name and address of occupant of subject property.
         ii. Legal description of subject property.
         iii. Acreage of subject property and acreage of enclosed roaming area.
         iv. Number of horses to be maintained on subject property.
         v. Sketch drawing showing, to scale:
            1. Location of all buildings on subject property;

2. Fenced in horse pasture area;
3. Location and distance from subject property of all adjacent property's buildings; and
4. Area on subject property where manure will be stored if the number of horses exceeds one horse per one-half acre of enclosed roaming area.

e. Rodent and insect control
   i. Manure shall be handled or treated in such a manner as not to create a public nuisance which shall mean at a minimum that manure will be properly disposed of weekly when the number of horses on any one parcel exceeds one horse per one-half acre of enclosed roaming area.
   ii. Corrals, pens, stables or similar enclosures shall be maintained in a manner to minimize fly breeding.
   iii. Accumulations of horse manure on the paved portion of a street, sidewalk or alley shall not be permitted, and the horse owner shall be responsible to abate such nuisance.'

f. Care and maintenance of horses.
   i. No horse shall be treated cruelly or inhumanely by any person or in violation of Minn. Stats. ch. 343, which provisions relate to preventing cruelty to animals.
   ii. Proper care and maintenance of each horse shall be the responsibility of the person, firm or corporation designated as the owner, caretaker or custodian of such horse.
   iii. No person shall keep a horse in a manner creating a public or private nuisance.
   iv. Horses shall be provided adequate shelter.
   v. Fences for pens, corrals or similar enclosures must be of sufficient height and strength to retain the horses enclosed. Extra care must be taken to ensure the stallions are properly enclosed.

g. Control, trespass roadways and impoundment.
   1. No person shall permit any horse of which they are the owner, caretaker or custodian to run at large within the city. Such animal will be deemed to run at large when it is off the premises owned or rented by its owner and unaccompanied by the owner, or an agent or employee of the owner.
   2. The chief of police or any designated agent of the city may impound any horse found at large and shall provide proper sustenance for such impounded horse. The chief of police or designated agent shall, within 24 hours after any such horse has been impounded, post written notice at the city hall describing such horse and stating that it has been impounded. If the owner of the impounded horse is known to the person impounding, personal service of notice of such impounding shall be served within 24 hours after impounding upon such owner in the manner prescribed by state law for the service or process.
   3. Costs incurred by the city in impounding horses running at large shall be paid by the horse owner prior to releasing the horse. An impounded

horse shall be released only to a person providing proof of ownership and displaying a receipt from the city administrator showing payment of the reasonable costs of impounding, cost of feeding and veterinarian care.

4. Any person who, without authority of law, and without first paying the costs due, shall take an impounded horse out of the enclosure in which it is impounded, shall be guilty of a misdemeanor.
5. In the event a horse impounded by the city is not redeemed within 14 days, after its impoundment, the chief of police or designated agent shall give three days' notice of the time and place where such horse will be sold by posting and serving notices as required for notice herein. If such horse cannot be sold on the day stated, it may be sold as soon as possible thereafter without notice. The city treasurer shall deposit said proceeds in the general fund.
6. If the previous owner of the horse which was sold makes a claim for the sale proceeds within one year from the sale date, the city finance officer, on order from the council, shall pay the previous horse owner the difference between the sale price and the cost of impounding, feeding and sales charges; otherwise, the sale proceeds shall be forfeited to the city.
7. No person may ride or drive a horse after sunset and before sunrise along or crossing any public way without appropriate lighting or reflectorized clothing.
8. The council shall designate and properly post those areas in public lands and parks where horses may be ridden.
9. No person may ride or drive a horse in any public park, beach, golf course or other public property except within the right-of-way of public streets and highways and areas duly designated by the city as a trail or hitching area.
10. Persons riding a horse or driving a horse-drawn vehicle upon a public road way shall be subject to those provisions of this Code and state law applicable to the driver of motor vehicles, except those provisions which by their nature have no application.
11. Horses shall not be ridden or driven in any manner that would cause undue damage to any hard-surfaced road.
12. No person shall ride or drive a horse upon private property without the prior written permission of the owner or occupant thereof.
13. No person shall interfere with any horse ridden or kept in a lawful manner, and owners of domestic animals shall restrain their animal so as to not interfere.

5. Beekeeping. Bee hives may be maintained on a parcel with the issuance of a zoning permit.
   a. Hives may only be located on lots with an existing use.
   b. The number of allowed hives shall be based on property size:

Lot Size	*Number of Hives*
0.25 acres or less	Up to 4 hives
0.25-0.99 acres	Up to 8 hives
1.00-1.99 acres	Up to 20 hives
2.00-3.99 acres	Up to 40 hives
4 acres or larger	Up to 40+ hives
(Up to 5 frame Nucleus colonies do not have quantity limits)	

c. No hive shall exceed 20 cubic feet in volume.
d. No hive shall be located closer than three feet from any property line or within any easement, whichever is more restrictive.
e. No hive shall be located closer than ten feet from a neighboring, inhabited structure.
f. A constant supply of water shall be supplied or available to all hives.
g. A flyway barrier at least six feet in height shall shield any part of a property line that is within 25 feet of a hive. The flyway barrier shall consist of 100 percent opaque fencing, dense, year-round (coniferous) vegetation, existing structures, or combination thereof, and shall extend at least 25 feet beyond the hive.
h. Colonies shall be maintained in moveable frame hives with adequate space and management techniques to prevent overcrowding and swarming.
i. In any instance in which a colony exhibits unusually aggressive characteristics by stinging or attempting to sting without due provocation or exhibits an unusual disposition towards swarming, it shall be the duty of the beekeeper to requeen the colony. Queens shall be selected from stock bred for gentleness and nonswarming characteristics.
j. Beekeeping zoning permit process.
    i. *Application*. The application for a zoning permit shall contain the following information; name, address, and telephone number of applicant; the address of the location, and a sketch plan of the premises where the bee hives will be maintained include how the owner will demonstrate compliance with the standards of this section.
    ii. *Processing application*. The application must be filed with the zoning administrator together with the permit fee.
    iii. *Term and transfer*. The zoning permit shall be valid without renewal provided that the applicant complies with the terms of the zoning permit. Zoning permits under this chapter may not be transferred from person to person or from place to place.
    iv. *Revocation*. The council may revoke any license issued under this article upon adequate notice and a hearing before the council, if requested, on the following grounds: any violation of this Code; material misstatement or misrepresentation in application for permit or renewal thereof; failure to keep the permittee's premises in an orderly, aesthetically pleasing manner as prescribed by the council and/or its designated representative; failure to comply with the terms of the permit.

6. Non-Traditional Animal License
    a. Non-traditional or exotic animals are those that are not normally considered to be domesticated but are not wild animals as defined in section 10-119. A person may keep a non-traditional or exotic animal as defined herein only upon issuance of non-traditional animal license. In determining whether an animal is considered non-traditional or exotic, it shall be the responsibility of the applicant to supply the city with the necessary data and information to reasonably prove that the animal is not dangerous in captivity. This information shall be part of the public record and shall be discussed as part of the non-traditional animal license.
    b. In reviewing a request to keep non-traditional or exotic animals, the city may impose conditions and restrictions as it finds necessary, including but not limited to the following:
        i. Restrictions on the number and type of animals;
        ii. Setbacks greater than those required in section 10-23 or the underlying zoning district for the property in question;
        iii. Restrictions on the size, height, and type of enclosures;
        iv. Screening or landscaping of the proposed use.
    c. The applicant must also submit a copy of all permits required from any other regulatory agencies.
    d. License process.
        i. *Application*. The application for a license shall contain the following information; name, address, and telephone number of applicant; the address of the location, and a sketch plan of the premises where the animals will be maintained include how the owner will demonstrate compliance with the standards of this section.
        ii. *Processing application*. The application must be filed with the zoning administrator together with the permit fee 30 days prior to a city council meeting. Following an inspection of the premises proposed to be licensed, the zoning administrator shall make a recommendation to the city council to approve or deny the application. The city council shall hold a public comment period and make the final decision on the application.
        iii. *Term and transfer*. The license shall be valid without renewal provided that the applicant complies with the terms of the license. Licenses under this Chapter may not be transferred from person to person or from place to place.
        iv. *Revocation*. The council may revoke any license issued under this article upon adequate notice and a hearing before the council, if requested, on the following grounds: any violation of this Code; material misstatement or misrepresentation in application for license or renewal thereof; failure to keep the licensee's premises in an orderly, aesthetically pleasing manner as prescribed by the council and/or its designated representative; failure to comply with the terms of the license.

7. Miscellaneous maintenance standards.
    a. On all parcels of land maintaining non-domestic animals, there shall be a roofed or covered structure with walls to protect the animals from the elements.
    b. A confined exercise area must be provided for the animals. The exercise area shall be fenced off to prevent the animals from roaming at large. Chickens are exempt from fencing requirements
    c. Manure shall be handled and treated in such a manner so as not to create a public nuisance or impact the environment or groundwater. Corrals, pens, stables, and similar enclosures shall be maintained in a manner to minimize fly breeding. No person shall leave accumulations of manure on any street or sidewalk.
    d. No non-domestic animal shall be treated cruelly or inhumanely by any person or in violation of state statutes preventing cruelty to animals.
    e. No animals of any type may be maintained on any parcel within the city, no matter what size the parcel, if the maintenance of said animals creates a nuisance as defined in chapter 30.

(c) Domestic Animals

(1) Domestic animals are classified as:
    a. Domestic dogs (excluding hybrids with wolves, coyotes or jackals);
        i. Domestic dogs are limited to four (4) without a Private Kennel License;
        ii. Domestic dogs shall be provided an enclosure protected from inclement weather during the winter months (November-March);
    b. Domestic cats (excluding hybrids with ocelots or margays);
    c. Rodents, such as hamsters, mice, gerbils, white rats, guinea pigs, chinchillas or hedgehogs, capable of being maintained continuously in a cage;
    d. Rabbits;
    e. Captive-bred species of common cage birds
    f. Small non-venomous snakes;
    g. Non-poisonous lizards, iguanas, chameleons, salamanders and turtles or other similar small reptiles, unless prohibited by state or federal law;
    h. Fish, unless prohibited by state or federal law;
    i. Domestically raised ferrets (must be vaccinated yearly);
    j. Domestically raised pot-bellied pigs; or

(2) Domestic animals shall be up to date on vaccines.

(3) Domestic animals are permitted in all residential districts.

Article I. – In General, Sec. 10-2. – Animals at large. shall be amended to read as follows (additions indicated by underline, deletions indicated by ~~strikethrough~~):

Sec. 10.2. – Animals at large.

No person shall allow any animal of any type~~, or fowl belonging to them or in their care,~~ to run at large ~~or to be picketed on public grounds; but this prohibition shall not apply to cats or dogs, except as are by this Code forbidden to be at large~~.

1. The term “at large” means an animal that is off the premises of the owner and is:
    a. Not on a leash held by a responsible person; or
    b. Not accompanied by and under the direct control of a responsible person so as to be effectively restrained by command.
2. An animal shall not be determined to be at large if it is:
    a. Engaged in wild game or animal hunting and under the control of its owner or a responsible person;
    b. Engaged in obedience training and under the control of its owner or a responsible person; or
    c. Running loose on the owner’s property, or property under the owner’s control and under the control of a responsible party.
3. If the animal is running loose on the owner’s property and runs onto adjacent public or private properties and does not respond to a person, then the animal is considered at large.

Article I. – In General, Sec. 10-3. – Barns and stables. shall be amended to read as follows (additions indicated by underline, deletions indicated by ~~strikethrough~~):

Sec. 10.3. – Barns and stables.

(a) No stable or barn in which ~~sheep,~~ cows, horses, roosters, ~~goats~~ or other animals are kept may be located within 50 feet of a place of human habitation and 75 feet from neighboring property lines. Such stables and barns, where lawful, shall be kept clean. Manure shall be removed with sufficient frequency to avoid nuisance from odors or from the breeding of flies at least once every two weeks.

Article II. – Horses shall be redacted entirely.

Article III (Dogs) shall become Article II (Dogs):

ARTICLE II~~I~~. - (DOGS)

SECTION 3. SUMMARY

The following official summary of Ordinance #22-03 has been approved by the City Council of the City of Ramsey as clearly informing the public of the intent and effect of the Ordinance.

Ordinance #22-03 amends sections of Article I, such as Section 10-1 with the purpose of reorganizing components of Chapter 10, and combining all non-domestic animal requirements into one section. This also updates and revises standards for maintaining animals in the City of Ramsey.

Roosters will be allowed on properties that are at least two and a half (2.5) acres in size, and creating other poultry are addressed with new standards. Beekeeping will require a zoning permit in replacement of a land use application with larger hive allowances based on property size. Prohibited animals and domesticated animals are specifically addressed, and clarification of "at large" and "animal units" have also been provided, with additional clarification of maintenance standards for all animals.

Article II has been redacted entirely, and the standards for horses have been moved to Section 10.1 Article III has become Article II.

SECTION 4. EFFECTIVE DATE

This ordinance becomes effective 30 days after its passage and publication, subject to City Charter Section 5.04.

PASSED by the City Council of the City of Ramsey, Minnesota the _____ day of_____, 2022.

_____
Mayor

ATTEST:

_____
City Administrator

Introduction date:
Posting dates:
Adoption date:
Publication date:
Effective date:

Animal Ordinance Review
Research for Animal Code Amendment – Agricultural Animals
By: Bria Raines, Brian McCann and Grady Timmerman

The purpose of this research is analysis of peer community codes for standards and regulations regarding the allowable number of agricultural animals. Neighboring communities had the following ordinances:

Andover

Andover regulates the number of allowable agricultural animals by acreage. The animals included in the proposed ordinance (llamas, cows, mini-cows, bison, emu, rabbit, goats, pigs, sheep, lambs, turkey, roosters, and geese) were cross-referenced with Andover's city code and standards were found for roosters and equines. Their standards were found in Title 5 and 12 and can be found below.

Permitted, Permitted Accessory, Conditional, Interim and Prohibited Uses	Zoning Districts							
	RR	R-1	R-2	R-3 [2]	R-4 [3]	R-5	M-1	M-2
Animals								
Animal Therapy Facility-on properties larger than five acres in size	C	C	C	C	X	X	X	X
Commercial animal training (2.5 acre minimum residential lot size)	C	C	C	C	X	X	X	X
Commercial riding stables	C	C	X	X	X	X	X	X
Dog kennel license - Private (2.5 acre minimum lot size required) in compliance with City Code 5-1A	C	C	C	C	C	C	C	C
Dog kennel license - Commercial (minimum 2.5 acre lot size) in compliance with City Code 5-1A	C	C	C	C	C	C	X	X
Domestic animals in compliance with City Code Title 5	PA	PA	PA	PA	PA	PA	PA	PA
Farm animals up to 5 per acre, plus one additional farm animal per acre above 5 acres on residential properties 5 acres or greater up to a maximum of 20 animals[8] and definition under City Code 12-2	P	P	P	P	X	X	X	X
Farm animals greater than allowed as a permitted use on residential properties 5 acres or greater in compliance with City Code Title 5[8] and definition under City Code 12-2	C	C	C	C	X	X	X	X
Feedlots, except Anoka Independent Grain and Feed Inc. which is a permitted use that predates the adoption of this ordinance.	X	X	X	X	X	X	X	X
Pleasure/recreation animals on residential properties at least 2.5 acres in size in compliance with City Code Title 5 and definition under City Code 12-2	PA	PA	PA	PA	PA	X	X	X
Poultry on residential properties with neither municipal sewer or water in compliance with City Code Title 5 and definition under City Code 12-2	P	P	P	P	X	X	X	X
Roosters on residential properties 5 acres or greater in size with neither municipal sewer or water in compliance with City Code Title 5 and definition under City Code 12-12	P	P	P	P	X	X	X	X

5-1B-4: **MINIMUM ACREAGE:**

A. The following chart prescribes the number of equines that can be maintained on residentially zoned parcels of land as shown:

Acreage	Number Of Equines Permitted
Less than 2.5 acres	0 equines (none permitted)
2.5 acres but less than 3 acres	1 to 3 equines
3 acres but less than 3.5 acres	1 to 4 equines
3.5 acres but less than 4 acres	1 to 5 equines
4 acres but less than 4.5 acres	1 to 6 equines
4.5 acres but less than 5 acres	1 to 7 equines
5 acres or more	No more than 3 equines per acre

(Ord. 207, 3-18-1997)

B. Any foal is not considered to be a permanent part of the equine count and does not affect the number of equines permitted as established in the chart above. (Ord. 207, 3-18-1997; amd. 2003 Code)

Anoka

Anoka's city code states that, "no person shall keep, harbor, or maintain care, custody, or control over any non-domesticated or farm animal within the city limits." Farm animals are defined as, "animals commonly associated with a farm or performing work in an agricultural setting. Unless otherwise defined, such animals shall include members of the equestrian family (horses, mules), bovine family (cows, bulls), sheep, poultry (chickens, turkeys), fowl (ducks, geese), swine (including Vietnamese pot-bellied pigs), goats, and other animals associated with a farm." So, because farm animals/agricultural animals are prohibited, no such regulations are in place in Anoka.

Blaine

Blaine regulates the number of allowable agricultural animals by animal unit per acre. "Raising of domestic farm animals, excluding hogs and fur bearing animals, not to exceed one (1) animal unit per acre. The following animals constitute one (1) animal unit equivalency: one (1) cow or steer, one (1) horse, donkey, or burro, one (1) bee hive consisting of one queen bee, three (3) sheep or goats, or one hundred (100) fowl, or an equivalent thereof." Chickens are restricted to a maximum of six (6) hens.

Champlin

Champlin regulates the number of allowable agricultural animals by acreage. Section 10-12(b) states, "no person shall keep, harbor, or maintain care, custody, or control over any horse, cow, sheep, pig, goat, or any other hoofed animal, chicken, duck, goose or other agricultural animal or fowl any place in the city. This section shall not prohibit the keeping of such animals in a stable that complies with the zoning code. The maximum number shall not exceed one animal per one acre of land."

Coon Rapids

Coon Rapids does not permit the keeping of non-domestic animals. Non-domestic animals are defined as, "cows, sheep, pigs, potbellied pigs, bees, goats, swine, llamas, mules, horses or other hoofed animal, ducks, or other agricultural animals or domestic fowl and any animal, reptile or fowl, which is not naturally tame or gentle but is of a wild nature or disposition or which, because of its vicious nature or other characteristics, would constitute a danger to human life or property." So, because non-domestic animals/agricultural animals are prohibited, no such regulations are in place in Coon Rapids.

Dayton

Dayton regulates the number of allowable agricultural animals through zoning, acreage, and animal units. Their standards can be found below.

a. Lots less than 25,000 sq. ft. are permitted 1.0 animal unit.

Permitted Animal Types for Lots less than 25,000 sq. ft. in Agriculture and Large Lot Residential (A-1, A-2, S-A, R-E)	***Assigned Animal Unit Values***
Poultry/fowl/bird families (of a size larger than the ordinary pigeon) except emu and ostrich	3 head = 1.0 unit
Poultry/fowl/bird families (of a size of the ordinary pigeon or smaller)	6 head = 1.0 unit
Small animals	6 head = 1.0 unit

b. Lots greater than 25,001 sq. ft. but less than 90,000 sq. ft. are permitted 1.0 animal unit.

Permitted Animal Types for Lots greater than 25,001 sq. ft. but less than 90,000 sq. ft. in Agriculture and Large Lot Residential (A-1, A-2, S-A, R-E)	***Assigned Animal Unit Values***
Poultry/fowl/bird families (of a size larger than the ordinary pigeon) except emu and ostrich	12 head = 1.0 unit
Poultry/fowl/bird families (of a size of the ordinary pigeon or smaller)	25 head = 1.0 unit
Small animals	25 head = 1.0 unit

Lots greater than 90,001 sq. ft. are permitted animal units as follows:

i. Lots greater than 90,001 sq. ft. but less than 5.0 acres are permitted 4.0 animal units.

ii. Lots greater than 5.01 acres but less than 8.0 acres are permitted 6.0 animal units.

iii. Lots greater than 8.01 acres but less than 12.0 acres are permitted 9.0 animal units.

iv. Lots greater than 12.01 acres but less than 16.0 acres are permitted 12.0 animal units.

v. Lots greater than 16.01 acres but less than 20.0 acres are permitted 16.0 animal units.

vi. Lots greater than 20.01 acres of land shall have their animal units determined by the following formula:

Maximum animal unit value = Number of Acres (according to Hennepin County records) x 1.0

When added together the sum of the individual animal unit values as shown on the schedule shall not exceed the maximum animal value as determined by the formula.

Permitted Animal Types for Lots Greater than 90,001 sq. ft. in Agriculture and Large Lot Residential (A-1, A-2, S-A, R-E)	***Assigned Animal Unit Values***
Horse/mule families	1 head = 1.0 unit
Cattle family	1 head = 1.0 unit
Hog family, including nondomestic potbellied pigs	1 head = 1.0 unit
Sheep/goat families	2 head = 1.0 unit
Poultry/fowl/bird families (of a size larger than the ordinary pigeon) except emu and ostrich	25 head = 1.0 unit
Poultry/fowl/bird families (of a size of the ordinary pigeon or smaller)	50 head = 1.0 unit
Small animals	25 head = 1.0 unit

(3) Residential (R-O, R-1, R-2).

a. R-1 and R-O zoned lots less than 50,000 sq. ft. are permitted 1.0 animal unit.

Permitted Animal Types in R-1 and R-O Zoned Lots less than 50,000 sq. ft.	***Assigned Animal Unit Values***
Poultry/fowl/bird families (of a size larger than the ordinary pigeon) except emu and ostrich	3 head = 1.0 unit
Poultry/fowl/bird families (of a size of the ordinary pigeon or smaller)	6 head = 1.0 unit
Small animals	6 head = 1.0 unit

b. R-1 zoned lots greater than 50,000 sq. ft. and R-2 zoned lots are permitted 1.0 animal unit.

Permitted Animal Types in R-1 Zoned Lots greater than 50,000 sq. ft. and R-2 Zoned Lots	***Assigned Animal Unit Values***
Poultry/fowl/bird families (of a size larger than the ordinary pigeon) except emu and ostrich	25 head = 1.0 unit
Poultry/fowl/bird families (of a size of the ordinary pigeon or smaller)	50 head = 1.0 unit
Small animals	25 head = 1.0 unit

c. R-E zoned district are permitted 4.0 animal units.

Permitted Animal Types in R-E Zoned District	***Assigned Animal Unit Values***
Horse/mule families	1 head = 1.0 unit
Cattle family	1 head = 1.0 unit
Hog family, including nondomestic potbellied pigs	1 head = 1.0 unit
Sheep/goat families	2 head = 1.0 unit
Poultry/fowl/bird families (of a size larger than the ordinary pigeon) except emu and ostrich	25 head = 1.0 unit
Poultry/fowl/bird families (of a size of the ordinary pigeon or smaller)	50 head = 1.0 unit
Small animals	25 head = 1.0 unit

Elk River

Elk River regulates the number of allowable agricultural animals by animal units per acre. “One animal unit per acre of fenced pasture land is allowed for properties 5 acres or larger, CUP required for properties less than 5 acres to have agricultural animals.” Animal type and their corresponding animal unit can be found below.

Animal	Animal Unit Value
Slaughter steer or heifer	1.0
Horse	1.0
Mature dairy cow	1.4
Swine under 55 pounds	0.5
Swine over 55 pounds	0.4
Sheep	0.1
Duck	0.2
Turkey	0.018
Chicken	0.01

Nowthen

Nowthen regulates the number of allowable agricultural animals by animal units per acre. Animal type and their corresponding animal unit can be found in Chapter 11 – Zoning – Section 11-4-15: Animals or below.

There is a three acre minimum requirement, three animal units allowed of agricultural animals (including ducks) with one additional unit per acre allowed. Chickens may be kept on properties less than three acres provided the number of chickens does not exceed ten chickens per acre.

Animal	Animal Units
Cow, Steer, Heifer, Horse, Buffalo, Donkey, Mule	1.0 (1 = 1 unit)
Swine, Llama, Emus, Ostrich	.5 (2 = 1 unit)
Goat, Sheep, Alpaca	.2 (5 = 1 unit)
Goose, Duck, Chicken, turkey or other types of fowl	.05 (20 = 1 unit)
For animals undefined, the animal unit factor as defined by the MN Pollution Control Agency shall apply.	

Ham Lake

Ham Lake regulates the number of allowable agricultural animals by acreage. Chapter 5-330– Animal Control states, “except domesticated pets, and as permitted under Chapter 5-200, no raising, breeding, keeping or occupancy of livestock, poultry or other animals shall be permitted on any lands other than those zoned R-A Rural Single Family Residential. In land zoned R-A such activities may be permitted on parcels in excess of three (3) contiguous acres, provided the occupant has obtained an Animal Permit. As many as three (3) such animals may be kept on a lot or parcel of land containing three (3) acres. One (1) additional such animal, per acre, may be kept upon lots or parcels of land containing more than three (3) acres.” No definition of livestock is provided for clarification on types of animals.

Osseo

Has no relevant agricultural animal ordinances.

Rogers

Rogers regulates the number of allowable agricultural animals by animal units and the zoning district’s maximum density. Sec. 125-326 – Animal, livestock, and farming operations states that animal units are dependent on a zoning district’s maximum density and that rural estate zoning districts (RE-2 and RE-5) require three acres for the first animal unit and one additional acre per each additional animal unit. Animal type and their corresponding animal unit can be found below.

	Animal Units
one mature dairy cow	1.4
one slaughter steer or heifer	1.0
one horse	1.0
one swine over 55 pounds	0.4
one goose or duck	0.02
one goat or sheep	0.1
one swine under 55 pounds	0.05
one turkey	0.018
one chicken	0.01
one llama	0.5

For animals not listed above, the number of animal units shall be defined as the average weight of the animal divided by 1,000 pounds.

Animal Ordinance Review
Research for Animal Code Amendment – Cats
By: Bria Raines, Brian McCann and Grady Timmerman

The purpose of this research is analysis of peer community codes regarding standards for the number of cats allowed. Neighboring communities had the following ordinances:

Andover
Dependent on land size:

- The City's code limits the number of cats to 3 for properties less than 2.5 acres; no mention for properties over 2.5 acres.
- Donkey, horse, pony, mule, and foal permitted on property over 5 acres.

Anoka
Chapter 14-31 – Restriction on number of animals

- "No person shall keep more than three cats, or a mixture of dogs and cats, not to exceed three pets in total, at one residence within the city, except that a fresh litter of pups or kittens may be kept for a period of three months."

Blaine
Chapter 6 – Control of animals other than dogs

- No section on cats or limitations

Champlin
Chapter 10 – Animals

- No more than 3 cats or dogs, or any combination of

Coon Rapids
Chapter 6 – Animal Control and Licensing

- Cats must be registered, no limitation to number

Dayton
Chapter 94 – Animals

- No section on cats or limits
- Permitted:
    - House pets: dogs, cats, birds, rodents (maintained continuously in a cage)

Elk River
Chapter 30-803. – Animals

- No requirements for cats.

Ham Lake
Chapter 5-330– Animal Control

- No requirements for cats – domesticated animals.

Nowthen
Chapter 11 – Zoning – Section 11-4-15: Animals

- Only mention of dogs/cats is in regards to Conditional Use Permits for breeding.

Osseo

Chapter 94 – Animals

- No relevant cat ordinances

Rogers

Chapter 10-27 – Limit of dogs or cats on one premises

- Not more than three dogs or cats over six months of age shall be kept on any one premises except at a licensed commercial kennel or a licensed residential kennel.

Animal Ordinance Review
Research for Animal Code Amendment - Roosters
By: Bria Raines, Brian McCann, and Grady Timmerman

The purpose of this research is analysis of peer community codes regarding standards for roosters. Neighboring communities had the following ordinances:

Andover

The City's code defines poultry without naming roosters specifically.

- Definition
    - Poultry: "Domestic fowls, such as chickens, turkeys, ducks or geese, raised for meat or eggs"
        - Permitted in Single Family rural, Suburban, Estate, and Rural Reserve. Prohibited in urban and multiple dwelling zones.

Anoka

Chapter 14-31 – Restriction on number of animals

- "(146) "A person may keep, harbor, or maintain care, custody, or control over no more than four chickens, ducks, geese or other fowl or poultry or combination as defined by this article within city limits. No roosters shall be permitted."

Blaine

Chapter 6 – Control of animals other than dogs

- No section on cats or limitations
- Exotic animals require a permit
    - Permitted: any animal of the species of horse, mule, ass, cattle, sheep, goat, domesticated fowl and exotic animals (except domesticated fowl maintained in a residence), including but not limited to duck, chicken, goose, turkey or peafowl or swine of any kind

Champlin

Chapter 10 – Animals

- (b) Hoofed and agricultural animals. No person shall keep, harbor, or maintain care, custody, or control over any horse, cow, sheep, pig, goat, or any other hoofed animal, chicken, duck, goose or other agricultural animal or fowl any place in the city. This section shall not prohibit the keeping of such animals in a stable that complies with the zoning code. The maximum number shall not exceed one animal per one acre of land.
    - Not permitted if not house pets or livestock

Coon Rapids

Chapter 6 – Animal Control and Licensing

- (702 (2)) Keeping of roosters is prohibited.

Dayton

Chapter 94 – Animals

- (1) No owner shall allow any animal to commit acts defined or described in this section or Dayton City Code Chapter 130 as a nuisance.
  …
  (3) The owning, keeping, or harboring of any animal which does any of the following is hereby declared to be an act of nuisance committed by the person owning, keeping or harboring the animal:
    - (f) Excessively makes disturbing noises;

Elk River

Chapter 30-803. – Animals

- One animal unit per acre of fenced pasture land is allowed for properties 5 acres or larger, CUP required for properties less than 5 acres to have agricultural animals
    - Agricultural animals include slaughter/steer/heifer (1 unit), horses (1 unit), mature dairy cows (1.4 units), swine under 55 pounds (0.5 units), swine over 55 pounds (0.4 units), sheep (0.1 units), ducks (0.2 units), turkey (0.018 units) and chickens (0.01 units).
    - "Roosters are not permitted on parcels two and one-half acres to five acres in size, unless a conditional use permit is granted."

Ham Lake

Chapter 5-330– Animal Control

- The following conditions shall apply to every person who owns, controls, keeps, or maintains chickens on a residential city lot in areas zoned R-1 and RS-1:
    - (b) No roosters or other poultry shall be allowed.

Nowthen

Chapter 11 – Zoning – Section 11-4-15: Animals

- Roosters not permitted on properties three acres or less – no other mention in Code.

Osseo

Chapter 94 – Animals

- No relevant rooster ordinances

Rogers

Chapter 10-22 – Restrictions on keeping certain animals

- (1) Chickens and other domestic fowl.
- (2) Any combination of animals and/or fowl of any age kept in such numbers or under conditions that reasonably annoy, injure, or endanger the health, safety, comfort, repose, or welfare of the public or of the animals or fowl.

City Engineer Westby reviewed his staff report that was included in the case.

Councilmember Specht commented that he would be happy to be involved as part of that process.

Mayor Kuzma referenced the Jarvis intersection noting that previously a J hook was mentioned, but that has not been well received on 65 where it was constructed. He asked if that is still included in the plan or could be changed.

City Engineer Westby replied that they are currently looking at several alternatives in that area. He noted that there are three intersections close together in that section and they are reviewing which at grade improvement would be best for that area.

Mayor Kuzma commented that he does not support the J hook intersection.

2.03: Discuss Potential Ordinance to Clarify Rooster Restrictions

Deputy City Administrator Gladhill reviewed the staff report.

Councilmember Howell stated that she likes hobby farms and that type of activity. She stated that roosters are noisy and therefore one acre would seem small. She asked if there is a reason geese and ducks are not allowed in the same manner chickens are allowed. She asked if one goat could be allowed per half acre.

Deputy City Administrator Gladhill commented that the City has not received requests for ducks or geese. He stated that the City has received requests for racing pigeons but that generates a lot of complaints.

Councilmember Riley commented that he does not support roosters at this time as it would generate complaints. He stated that residents have supported the chicken ordinance and has not heard anyone complain that they could not have roosters. He stated that he supports the three-acre threshold.

Councilmember Woestehoff asked if it would make more sense to only allow these activities on rural developing zoned property, which begins at 2.5 acres, to simplify the language.

Deputy City Administrator Gladhill commented that could be done but there are parcels within that zoning district that are only one acre in size. He stated that could be done but more detailed thought would go into that review.

Councilmember Woestehoff stated that he would imagine there are more 2.5 acre lots compared to lots over three acres.

Deputy City Administrator Gladhill commented that the current lot minimum within the rural developing district is 2.5 acres but noted that there are thousands of lots within that district that were created before that minimum was set and therefore are one acre in size.

Councilmember Specht stated that he liked the idea of expanding this, with the general intent to be allow unless there is a reason not to. He stated that he understands the noise level of roosters and perhaps larger lot sizes could be specified for that use. He stated that he would also support allowing additional animals regulated to lot size. He stated that he would prefer staff have the ability to approve or disapprove a request, such as goats, without coming to the Council unless there is an issue of escalation.

Deputy City Administrator Gladhill noted that there would need to be specific language as to what would cause an escalation. He stated that the process would also need to be clear as it would not be appropriate for staff to approve something and then have the Council question why it was approved. He stated that the process has evolved over the years to streamline it. He noted that a public comment period would still be recommended, and if there are no comments and the request meets the criteria perhaps it could be approved by staff but if there are comments against the request, it should still follow the path to the Council.

Councilmember Musgrove commented that she advocated for a resident that lives on five acres of land who was informed that he could not have a rooster, but that was not clearly defined within City Code. She believed that this language would clarify the confusion. She stated that she would advocate to allow roosters on properties of five acres or more, perhaps through the CUP process. She stated that if this does move to an administrative approval process, she would want language included that allows a resident to request appeal to the Council. She recognized that a rooster makes noise, but so do vehicles and other things within the community.

Councilmember Heineman agreed that five acres would be a reasonable benchmark for roosters. He commented that roosters can be seen as a nuisance and therefore would not support the keeping of roosters on lots under five acres. He asked if there would be a reasonable limit on the number of roosters that could be kept.

Deputy City Administrator Gladhill commented that he is not a rooster expert and therefore staff would need to look into that. He stated that sometimes there is good intention when drafting an ordinance but there is then difficulty in enforcement and implementation. He stated that perhaps the language is kept at one rooster to begin with for parcels five acres or larger.

Councilmember Woestehoff commented that he believes that a request for roosters should include where the rooster will be located in order to minimize impacts to adjacent properties.

Councilmember Musgrove stated that she reviewed the ordinance used by Nowthen related to the keeping of chickens and roosters and read portions aloud.

Deputy City Administrator Gladhill commented that it seems there is majority consensus to allow roosters on parcels of five acres or more with additional language specifying location of the rooster enclosure on the lot.

Councilmember Howell commented that she would like to see ducks, geese, goats, and pigs allowed one per half acre for lots three acres or larger.

Deputy City Administrator Gladhill stated that staff can also bring forward a suggestion for an administrative approval process with the option to appeal to the Council.

The consensus of the Council was to direct staff to create a process for administrative approval as well and bring the proposed changes back to the Council for review.

Deputy City Administrator Gladhill commented that staff will draft a policy framework for the Council to review and if there were consensus, staff would draft an ordinance amendment.

2.04: Discuss Final Settlement Agreement for Retaining Wall Encroachment in Trott Brook Greenway Conservation and Trail Easement at 7349 18th Circle NW and Potentially Discuss a Broader Corridor Solution; Case of John and Jodell Seaman

Deputy City Administrator Gladhill reviewed the staff report.

Councilmember Musgrove thanked staff for their work on this case. She stated, "For the record I wanted to show that I specifically asked for this case to come and initially another case came which is a very needed conversation that we need to have about the broader corridor, but I'm glad that we have gotten to this point where the case is here before us. In the summer of 2020 I brought some concerns about this trail to Tim." She noted that she photographed a rusty barrel located on the water side of the trail, which is still in that location. She asked who is responsible for monitoring the conditions of the trail.

Deputy City Administrator Gladhill replied that this has been a learning experience. He stated that because of the grant funding, each year the City is audited and provided details on that process. He stated that the code enforcement program has been tweaked to identify areas in which staff should be more proactive. He stated that if desired this could be included as one of those areas. He stated that he can follow up on the rusty barrel.

Councilmember Musgrove stated that her complaint about the barrel was ignored and more focus was put on the retaining wall. She stated that she is glad they are now at the point to say the City will assist with the cost but hoped that they could have come to this point sooner. She referenced the cost to vacate just the portion of the easement along the corridor would be between $10,000 and $20,000. She asked for clarification on which portion of the easement is referenced.

Deputy City Administrator Gladhill commented that would apply corridor wide on the south side of the trail as the area of contention on the properties is only on the backyard side of the trail. He explained what that cost would entail. He stated that as part of the settlement the Seaman's paid $1,500 as part of their CUP application. He stated that currently nothing has been charged towards that in attempt to reach a final settlement. He noted that cost would be applied to the purchase, floodplain modeling, or could be refunded.

Mayor Kuzma commented that one of the things that started this process was that the residents did not pull a permit for their retaining wall activity; therefore he does not tend to favor refunding that amount. He commented that if the City lets this go, he believes there could be additional problems to follow in the future.

5:17: Adopt Resolution #21-215 to Hire an Accounting Clerk and Reclassify the Accountant II

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

5. APPROVE AGENDA

Motion by Councilmember Woestehoff, seconded by Councilmember Musgrove, to approve the agenda as amended, with the addition of Agenda Item 7.8.

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

6. PUBLIC HEARING

6.01: Introduce Ordinance #21-11 Amending Chapter 10 of City Code to Include Requirements for Keeping Cats and Roosters, and to Amend Standards for Agricultural Animals and Beekeeping

City Administrator Ulrich reviewed a proposed Ordinance amending Chapter 10 of City Code to include cats and roosters and amend standards for agricultural animals and beekeeping. He stated this item has not been reviewed by the City Attorney. He added he would like to continue the public hearing until a date specific recommended on August 10, 2021.

Planning Technician Brian McCann stated the Ordinance contains proposed changes to the animal section of City Code, including a summary of changes, as well as the removal of mules, donkeys and burros. Roosters would be allowed on properties of 2.5 acres or more via administrative approval with a 2-rooster maximum, regulated under the City's existing noise ordinance. Beekeeping would be allowable via zoning permit. The number of cats is limited, similar to the number of dogs. Emu, bison and rabbits would be allowed on properties of 2.5 acres in the rural developing zoning district. Other animals can be addressed via special animal license or home occupation permit.

Councilmember Howell stated, under the section related to cats and dogs, a private kennel license is required for 4 or more dogs or cats. She added a bigger kennel would be required if there were puppies. She expressed concern about imposing overbearing regulations.

Planning Technician McCann stated he believes the definition of dogs and cats includes regulation after 6 months or older. He added he can verify that information.

Councilmember Howell asked how City Staff will enforce noise restrictions for properties with crowing hens, and how that will be measured. She expressed concern that this could become a waste of staff time.

Planning Technician McCann stated potential issues can be reviewed by Code Enforcement and addressed as necessary.

Councilmember Henneman stated it is wise to move forward and enact these changes. He asked whether it would be possible to add ducks, as requested by Liam Steinberg, which seems to be a reasonable request.

Senior Planner Chloe McGuire Brigl stated the section of City Code related to be chickens can be amended to include ducks.

Councilmember Musgrove thanked Liam Steinberg for coming in and sharing his comments about ducks. She stated there are a few inconsistencies between Section 2.5 and 3 that should be corrected, including allowing roosters on properties of 5 acres or less anywhere in the City rather than only R-1 districts. She noted she would support a reference to Homeowner's Associations' (HOA) animal regulations, which are more restrictive than City Code.

Councilmember Musgrove stated other cities' regulations could be listed for reference purposes; for instance, Nowthen has a policy on roosters. She added this was discussed by the City Council at a recent work session.

Mayor Kuzma expressed concern about HOA regulations, which could be in conflict with City regulations. He added the HOA policy should be the governing rule.

Councilmember Howell stated the City's goal in terms of strategic planning has been to simplify the City Code. She added she would support requirements based on property and unit size as well as the number of animals, rather than zoning districts. She noted she opposes the section on crowing hens, which would be a waste of staff time, and she would like to see less restrictions for some barnyard animals. She stressed the importance of simplifying the requirements.

Councilmember Specht asked why there is a limit of 3 domesticated animals allowed. He added it is unreasonable if animals are well-kept and this does not harm the City.

Planning Technician McCann stated that regulation arose due to a Code Enforcement case involving a resident who had approximately 100 cats. He added this restriction is to provide support for regulating those types of extreme situations.

Councilmember Specht asked whether the limit can be increased to 10 or more. He added he knows people who have more than 4 animals. He noted raising the limit to 10 would cover more extreme cases.

Senior Planner McGuire Brigl stated existing regulations are just for dogs only. She added a resident who owns more than 3 dogs must obtain a private kennel license. She asked whether Councilmember Specht would like to change the existing Code or the proposed changes.

Councilmember Specht stated his preference would be to change them both to at least 10 animals. He added this could otherwise be a problem for many residents.

Mayor Kunza asked whether a resident could obtain a variance if they wanted to have more animals. Senior Planner McGuire Brigl stated a Conditional Use Permit for a private kennel license is required, with formal hearing before the Planning Commission and City Council.

Councilmember Riley stated there have been Code compliance cases where residents have had more than 3 dogs that were harder to care for, and there was too much noise. He added this will give the City a way to make sure that residents have the ability and space to take care of multiple dogs.

Councilmember Specht asked what the process is for getting a kennel license, and whether there are requirements and fees. Senior Planner McGuire Brigl stated the resident would submit a formal land use application to the City and public notice is sent to adjacent residents. She added a public hearing will be held before the Planning Commission and formally approved by the City Council via Resolution.

Councilmember Specht asked whether there are State regulations for domestic animals. Senior Planner McGuire Brigl stated she is not aware of any State regulations, and most enforcement falls on the City Code.

Mayor Kuzma stated the City should have an adequate process if someone wants to have more pets. He added situations can be addressed individually. He noted he would not be in favor of changing that policy.

Councilmember Musgrove stated, as part of this discussion, the process could be shortened so that not every case would be required to come to the City for an appeal. She added she would support that process.

Senior Planner McGuire Brigl stated City Staff is open to the appeal option. She added the City will be put in a difficult position if residents already have animals and then bring their appeal to the City Council. She noted it would be preferable for residents to apply before they get their animals.

Motion by Councilmember Musgrove, seconded by Councilmember Heineman, to continue the Public Hearing introducing Ordinance 21-11 amending Chapter 10 of the City Code including Requirements for Keeping of Cats and Roosters to the Regular Council Meeting on August 10, 2021.

Further discussion: Councilmember Musgrove requested that this issue be reviewed at a work session. Councilmember Howell agreed. City Administrator Ulrich stated this item can be added to the August 10 work session, although there are already items on that agenda.

Jared Little, 7590 149th Lane NW, stated he has been a beekeeper for over 10 years. He added he has taught beekeeping classes for many years and is in the process of getting his Master Beekeeper certification. He added he is in favor of adding beekeeping to this Ordinance to make it easier for beekeepers to obtain a license. He noted this Ordinance is a step in the right direction to provide

encouragement and support for beekeepers. He offered to answer any questions the City Council may have about beekeeping.

Sarah Grubner, 9431 176th Avenue, stated she and her family live on a 6-acre homestead in Ramsey, which has been a lifelong dream for her. She added her family has chickens and a rooster, and today a baby chick was born. She noted her family has cats and wants to have several dogs. She noted the number of dogs and cats should be separate, and the size of cows should be considered.

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

7. COUNCIL BUSINESS

7.01: Adopt Ordinance #21-16 Repealing Ordinances #20-11, #20-12, and #20-13 in regard to Franchise Fees on Centerpoint Energy, Connexus Energy and City of Anoka Electric

City Administrator Ulrich reviewed the second reading and proposed adoption of an Ordinance repealing Ordinances 20-11, 20-12 and 20-13 regarding franchise fees on Centerpoint Energy, Connexus Energy and City of Anoka Electric. He stated this Ordinance would eliminate franchise fees adopted for 2021, as well as part of 2020. He noted the franchise fees would be repealed and revenues would be replaced through tax levy.

Mayor Kuzma stated he is opposed to this Ordinance being repealed as the City does not, in his opinion, have a good path moving forward. He added there have been very few complaints from residents about the franchise fee, and the program has been working. He noted the 2022 budget process has not been completed, and union contracts are not negotiated, and he does not support repealing a process before there is a working plan in place to replace it.

Mayor Kuzma stated a levy increase of 20-27% could be anticipated to replace the franchise fees, while the proposed budget was a 12% increase. He added the City could lose its bond rating if it becomes necessary to tap into reserves. He noted, without a plan in place, it is the wrong time to do this, and he will not be supporting it.

Councilmember Howell stated the tax increase would have been 17% if the previous City Council had added the franchise fee to the levy, but instead, the percentage was distributed inequitably across home values, and some people paid heavily. She added, for instance, a home with a value of $172,000 had a tax increase of 40%, while a home with a value of $450,000 increased 6.6%. She noted the franchise fee simply disguised the tax increase, and she does not support that, as it is not fair for some neighbors to pay higher taxes. She noted she will be supporting the Ordinance.

Councilmember Heineman stated, at the Council's last meeting, he commented that the franchise fee is a regressive tax. He added residents should pay taxes that are proportional to their home value, which is a regressive tax. He noted $300,000 is the breaking point, and homes with a value of $336,000 would pay the same as the franchise fee, if a 15% tax levy is added. He noted the vast

Motion by Councilmember Musgrove, seconded by Councilmember Woestehoff, to introduce Ordinance #21-17 Amending Rental Licensing Requirements to Explicitly Include Requirements for Short-Term Rentals to Receive a Rental License.

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

6.02: Introduce Ordinance #21-11 Amending Chapter 10 of City Code to Include Requirements for Keeping Cats and Roosters, and to Amend Standards for Agricultural Animals and Beekeeping

Presentation

City Administrator Ulrich stated, based on discussion and feedback over the past few weeks, City Staff is recommending that a public hearing be held, and public comment taken on this issue but that the Ordinance should not be introduced until further review can be done. He added City Staff will revise the Ordinance to reflect comments received from the City Council and the public at the City Council's last meeting. He noted a follow-up review will be scheduled for the City Council's November 9, 2021 meeting.

Planning Technician Brian McCann reviewed the proposed Ordinance related to the keeping of cats and roosters as discussed at the City Council's July 27, 2021 meeting. He added, after receiving public comment, City Staff have revised the Ordinance to include ducks on all properties, similar to chickens, and to include animal family classifications, including mini-cows, and to limit the number of dogs and cats not to exceed 10. He noted a kennel license will still be required for 4 or more dogs.

Planning Technician McCann stated City Staff recommends postponing action on this item for 90 days to provide additional time for City Staff and public input.

Public Hearing

Acting Mayor Riley opened the public hearing.

Citizen Input

There was none.

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

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

Council Business

Motion by Councilmember Howell, seconded by Councilmember Heineman, to postpone City Council action on proposed Ordinance #21-11 Amending Chapter 10 of City Code to the City Council's Tuesday, November 9, 2021 Regular Meeting.

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

7. COUNCIL BUSINESS

7.01: Consider Request for Comprehensive Plan Amendment to Re-Guide PID #20-32-25-44-0003 from High Density Residential (HDR) to Medium Density Residential (MDR) (Project No. 21-122); Case of Lennar

Senior Planner McGuire Brigl reviewed a request from Lennar for a Comprehensive Plan amendment for a residential subdivision near the Fire Station site. She added the 35-acre site is zoned "split zoning", which is unique for Ramsey. She noted 80-foot-wide lots are proposed on City utilities adjacent to existing residential areas with smaller rural developing lots and high-density residential areas, as well as industrial and commercial uses.

Senior Planner McGuire Brigl stated the Comprehensive Plan guides this area as high-density residential with 8 units per acre. She added, under Met Council guidance, anything over 8 units per acre counts as affordable housing, regardless of whether it is an affordable housing development. She noted the site is adjacent to low-density residential of less than 4 units per acre.

Senior Planner McGuire Brigl stated the applicant is proposing to reduce density from high to medium residential with 4-8 units per acre and an average density of 5.5 units per acre. She added City Staff is supportive of this proposal as it matches the adjacent residential areas and provides a nice buffer. She noted, however, there would be funding impacts.

Senior Planner McGuire Brigl stated the City of Ramsey is a member of the Livable Communities Act (LCA) Program, with funding eligibility, of which the City is the net recipient. She added the City has received $6 million in project funding over the past 20 years, including $1 million in 2019 for Riverwalk Village. She noted overall density cannot be reduced, and affordability must be maintained, for the City to maintain its membership in the LCA Program.

Senior Planner McGuire Brigl stated the City passed a Resolution in November 2020 expressing support for and participation in the LCA Program.

Senior Planner McGuire Brigl provided alternatives for City Council consideration. She stated the Comprehensive Plan could be amended through the approval process; funding mechanisms could be changed; or the development could be approved with no changes, which would mean the end of the City's participation in the LCA Program.

Senior Planner McGuire Brigl stated the City Council could approve the Comprehensive Plan amendment but direct City Staff to research alternatives sites to re-guide at 8 units per acre. She added there are other potential sites in the City guided for low to medium density. She noted another option would be to direct the applicant to revise the plan to maintain 8 units per acre.

7.06: Update on Proposed Amendments to Chapter 10: Animals

Planning Technician McCann gave an update on the animal ordinance and reviewed the Staff report. He presented an updated ordinance for the Council's review along with alternatives.

Councilmember Howell referenced language that states the animals allowed by the ordinance must be listed in the ordinance or the animal is not allowed. She gave the example of a goldfish.

City Attorney Knaak replied yes, there are two different kinds of ordinances. One ordinance enumerates items and anything not enumerated is prohibited. The other type is more general and this ordinance is one that enumerates items.

Councilmember Howell questioned the regulation of rabbits, finding it is an odd requirement and noting that bison, which are dangerous, are treated like a cow, roosters have more requirements than either. She suggested a few Councilmembers review the language with Staff and simplify it, similar to the City of Oak Grove ordinance, which she felt was more readable. She felt the Council didn't need more public input but, rather, Staff who will put the time in to work through it. She expressed concern about the public's reaction as stated.

Councilmember Heineman commented that initially he was against the idea of having a small committee on the City Council but this is a complex issue that is taking up a lot of time so he is in support of a committee.

Councilmember Musgrove also expressed support. She questioned if other changes to City code had surveys and questionnaires sent to residents, which she felt was odd. She would like to see some simplification and liked the examples used by the cities of Oak Grove and Nowthen. She would like to see fewer items enumerated and a committee would be a better option. She questioned the lack of a limiting requirement on cats in the code.

Senior Planner McGuire Brigl confirmed this.

Councilmember Musgrove questioned if there is a Department of Public Health statutes regarding cats.

Mayor Kuzma agreed with Councilmember Howell that this is a complex issue that could warrant a committee.

Councilmember Woestehoff commented there is some work to be done on this. The issue needed is a defining factor of what is allowed on the property versus in the house. He supported putting together a committee, and referenced the resident that requested ducks and is waiting for the Council's decision.

Mayor Kuzma asked Councilmember Howell if she would like to take the lead on the committee.

Councilmember Howell confirmed this.

Councilmembers Musgrove and Specht also agreed to be a part of the committee.

Senior Planner McGuire Brigl explained there is a way to allow ducks for the young resident that requested them under the non-traditional animal license and asked if the Council would be interested in getting the license.

City Administrator stated there is consensus that the committee will be comprised of Councilmembers Howell, Musgrove and Specht who will report back in 30 days.

8. MAYOR, COUNCIL AND STAFF INPUT

City Administrator Ulrich introduced the new City Attorney Fritz Knaak and the new Deputy City Administrator/Community Development Director Brian Hagen who both started on November 1, 2021. He stated they are great additions to the City of Ramsey and welcomed them.

City Administrator Ulrich stated the joint work session scheduled for November 16, 201 was canceled and will be rescheduled during the first quarter of 2022. The next regular City Council meeting will be Tuesday, November 23, 2021. He noted City Hall is closed Thursday November 11, 2021 in honor of Veterans Day.

Councilmember Musgrove asked about information sharing between the Staff and Councilmembers. She questioned if there were email exchanges of information between certain Councilmembers and Staff that weren't being shared with the whole Council. She wondered if this information might aid in the Council's understanding and make for better decision making during meetings.

Councilmember Woestehoff replied that he has asked questions of the Staff but often it is in response to a resident request. He couldn't remember a time when he asked a question related to a case that didn't get shared with the whole Council.

Councilmember Howell agreed with Councilmember Musgrove that some information from Councilmembers gets shared selectively.

Councilmember Musgrove asked for input on the information sharing.

Mayor Kuzma replied that he felt information is being shared.

City Administrator Ulrich replied that is the case if it is of broader interest, if it is related to a case, budget questions, or CIP questions that are of interest of everyone. He stated some Councilmembers ask more questions via email overall, but the goal is to be consistent.

Councilmember Riley commented if a question is raised maybe the Council would all enjoy the information. He wasn't aware of an issue with information sharing.

Councilmember Howell asked about the phone bill that was shared with everyone.

CC Regular Session **7. 2.**

Meeting Date: 01/11/2022

By: Brian McCann, Community Development

Information

Title:

Introduce Ordinance #22-04 Amending Section 117-349 of City Code to Allow Accessory Dwelling Units (ADU's)

Purpose/Background:

At least once a month, Planning Staff receive calls from residents requesting information about mother-in-law suites, or some other form of an Accessory Dwelling Unit. Planning Staff have a proposed ordinance to allow attached, and detached, Accessory Dwelling Units (commonly known as ADUs) in the City of Ramsey for single-family residential properties only, at the request of the Planning Commission during their regular meeting on July 22, 2021.

The Planning Commission reviewed and recommending approval of the attached ordinance at their regular meeting on October 28, 2021. The City Council reviewed and recommended Staff move forward with Ordinance #22-04 to a Regular Meeting for introduction during their Work Session on December 14, 2021.

Notification:

A notice was posted in the City's Official Newspaper, the Anoka County UnionHerald.

Time Frame/Observations/Alternatives:

Planning Commission Meetings (July - October)

The Planning Commission recommended City Staff pursue an accessory dwelling unit ordinance, after discussion of Council Business during their July regular meeting. Since then, City Staff have worked with the Planning Commission over the last few months to create an ordinance that would be recommended for introduction by the Planning Commission. Minutes from the various meetings are attached to this case.

Planning Staff researched surrounding city requirements for ADU's, discussed multiple aspects of the case, and prepared a draft ordinance - which was reviewed and recommended for introduction by the Planning Commission during their regular meeting on October 28, 2021. The proposed ordinance reflects some of the most recent additions requested by the Planning Commission:

- Modeled after Dayton's ADU ordinance
- No minimum lot size for attached, but minimum lot width
- Minimum lot size of 2.5 acres for detached ADU's
- No options for Interim Use Permits

Types of ADU's

- Attached– e.g. mother in law suite above garage, two separate entrances to the home, essentially a home addition but it's a suite. Requested occasionally from callers, but not as often as detached.
- Detached– converted garage, tiny home on a foundation etc. most often requested from callers.
- Internal– suite within the existing home, our code already allows this so long as the entire home (suite + existing home) is accessible via the front door. These are typically converted basements. Our code doesn't limit # of kitchens, bathrooms, etc. so this has not been a request from residents.

Proposed Regulations

General requirements from Cities that have ADU's that were incorporated into the ordinance include:

- One (1) ADU per residential lot;
- Allowed on existing single-family residential properties only;
- Principal dwelling and/or ADU must be owner occupied;
- Compliant with all other city, local, regional, state, and federal regulations;
- Building code standards and permits (utilities, stairways, equipment, etc).;
- Match primary residence (siding, material, roof pitch, trim, windows, projecting eave, etc.);
- Maximum size of 800 sf – Attached and Detached
    - Conversion of portion of detached garage is allowed (800 sf max);
- Cannot create a new tax parcel or be sold separately from the primary residence;
- Cannot be utilized for Home Occupations;
- Additional parking not required if off-street parking regulations are met;
- Counts towards accessory structure size and lot coverage requirements;
- Must meet setbacks for dwellings in the applicable zoning district (MUSA or Rural Developing);
    - Rural Developing:
        - Front -
        - Side - 10 feet
        - Rear - 40 feet
        - Side Corner - 40 feet
    - MUSA (if property is 2.5+ acres):
        - Front - N/A, not allowed in front yard
        - Side - 6 feet
        - Rear - 30 feet
        - Side Corner - 30 feet
- Minimum lot size requirement of 2.5 acres;
- ADU must share utilities with the principal dwelling;
- Cannot exceed 22 feet in height (detached only), or height of the principal structure, whichever is less;
- Share address with the principal dwelling;
- Conversion of a lawful, nonconforming garage requires a Conditional Use Permit;
- Foundation and Certificate of Occupancy required; and
- Conversion above a lawful garage or detached structure allowed.

Researched cities include:

- Andover - research attached to this case
- Anoka - no ordinance
- Blaine - no ordinance
- Coon Rapids - no ordinance
- Dayton - research attached to this case
- Elk River - research attached to this case
- Ham Lake - no ordinance
- Maple Grove - no ordinance
- Minneapolis - research attached to this case
- Minnetrista - research attached to this case
- Nowthen - no ordinance
- Oak Grove - no ordinance
- Otsego - no ordinance
- Rogers - no ordinance
- Roseville - research attached to this case
- St. Paul - research attached to this case

The attached case has the research of surrounding cities - including a website link for information on ADU's from the American Planning Association (APA) on the last page as well as other resources, and a copy of Dayton's ADU ordinance. The minutes from the meetings are also attached.

City Council Work Session (12/14/2021)

The City Council reviewed the proposed ordinance during their Work Session on December 14, 2021, and recommended Staff move forward with a case for introduction of Ordinance #22-04.

Funding Source:
Staff is handling this case as part of their regular duties.

Recommendation:
The Planning Commission recommends introducing Ordinance #22-04 to allow accessory dwelling units (ADU's).

Outcome/Action:
Motion to introduce Ordinance #22-04 to allow accessory dwelling units (ADU's),

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Attachments

Ordinance 22-04
Surrounding City Regulations
Dayton ADU Ordinance
Planning Commission ADU Minutes (July - October)

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	12/27/2021 12:40 PM
Kurt Ulrich	Kurt Ulrich	12/30/2021 10:04 AM
Form Started By: Brian McCann		Started On: 12/15/2021 10:54 AM
Final Approval Date: 12/30/2021		

ORDINANCE #22-04

CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA

AN AMENDMENT TO CHAPTER 117 WHICH IS KNOWN AS THE ZONING SECTION OF THE CITY CODE OF RAMSEY, MINNESOTA.

AN ORDINANCE AMENDING SECTION 117-349 (ACCESSORY USES AND BUILDINGS) OF THE CITY CODE OF RAMSEY, MINNESOTA.

The City of Ramsey ordains:

SECTION 1. AUTHORITY

This ordinance is adopted pursuant to and under the authority of the City Charter of the City of Ramsey.

SECTION 2. AMENDMENTS

Sec. 117-1 shall be amended to read as follows (additions indicated by underline)

Accessory dwelling unit (ADU) means a permanent residential dwelling unit, but not a mobile home, located on the same lot as a single-family dwelling unit, either within the same building as the single-family dwelling unit or in an accessory building

Habitable space means a space in a building for living, sleeping, eating or cooking.

Sec. 117-111 shall be amended to read as follows (additions indicated by underline)

(b) *Permitted uses.*
(10) Accessory dwelling units

(c) *Uses permitted by conditional use permit.*
(11) Conversion of a lawful-nonconforming garage to an accessory dwelling unit.

Sec. 117-349 shall be amended to read as follows (additions indicated by underline, deletions indicated by ~~strikethrough~~)

(d) *Accessory buildings.*
(5) ~~*Reserved*~~ *Accessory Dwelling Units (ADU's)*
a. *General Requirements*. Attached and detached accessory dwelling units are permitted with the following requirements:

1. *Number*. No more than one (1) ADU shall be allowed per one (1) existing single-family residential property.
2. *Owner Occupancy*. The principal dwelling or the ADU must be owner-occupied.
3. *Accessory Buildings*. The ADU must comply with all other accessory building requirements set forth in this section.
4. *Architecture*. The exterior finish of the ADU must match that of the principal structure.
5. *Maximum Size*. The maximum size of an ADU cannot exceed 800 square feet of habitable space.
6. *Home Occupations*. The ADU cannot be used for any portion of a home occupation.
7. *Setbacks*. The ADU setbacks must meet the setback requirements for a dwelling in the R-1 Residential Zoning District.
8. *Minimum Lot Size*. Detached ADU's are allowed on properties with a minimum of one (1) acre in size. Attached ADU's are allowed on properties with a minimum of 80-foot lot width.
9. *Height*. The ADU may not exceed a height of 22 feet, or the height of the principal structure, whichever is less.
10. *Address*. The ADU must retain the same address as the principal structure.
11. *Parking*. Additional parking for the ADU is not required if off-street parking requirements for the principal structure are met.
12. *Regulations*. An accessory dwelling unit must comply with all other city, local, regional, state, and federal regulations.
13. *Utilities*. Accessory dwelling units must share utilities with the principal structure.
14. *Foundation*. Accessory dwelling units must have a permanent foundation.
15. *Certificate of Occupancy*. Accessory dwelling units must have a Certificate of Occupancy and a building permit.
16. *Ownership*. Accessory dwelling units may not be sold separately from the primary residence, and cannot be created with a new tax parcel.
17. *Garage Conversion*. ADU's are permitted above existing lawful detached garages. A conditional use permit (CUP) is required for the conversion of a lawful, nonconforming garage to an ADU. Exterior finish updates and additional landscaping or screening may be required from the City as a condition.

(15) *Reserved*

SECTION 3. SUMMARY

The following official summary of Ordinance #22-04 has been approved by the City Council of the City of Ramsey as clearly informing the public of the intent and effect of the Ordinance.

Ordinance #22-04 amends Section 117-1, 117-111, 117-349 to create requirements for accessory dwelling units in the City of Ramsey.

SECTION 4. EFFECTIVE DATE

This ordinance becomes effective 30 days after its passage and publication, subject to City Charter Section 5.04.

PASSED by the City Council of the City of Ramsey, Minnesota the _____ day of_____, 2021.

_____
Mayor

ATTEST:

_____
City Administrator

Introduction date:
Posting dates:
Adoption date:
Publication date:
Effective date:

Accessory Dwelling Unit Ordinance (21-18) Research
Research for Introductions of ADU's in the City of Ramsey
By: Brian McCann

The purpose of this research is analysis of peer community codes regarding standards for accessory dwelling units (commonly known as ADU's). Researched cities that do not have ADU ordinances include Anoka, Blaine, Coon Rapids, Ham Lake, Maple Grove, Nowthen, Oak Grove, Otsego, and Rogers. Additional links for information on ADU's can be found at the end of the document. Nearby metropolitan communities that regulated ADU's had the following ordinances:

Andover (pg. 65 – 12-8-5: Accessory Dwelling Unit (ADU))

- Conditional Use Permit required
- Single-family lots in the R-1 District only
- One (1) ADU per single-family lot
- ADU or principal structure must be owner-occupied, and ADU must be on the same parcel as the principal structure. The parcel cannot be split to separate the ADU.
- 400 – 900 sf allowed for total size of ADU
- 20 foot separation from the principal structure
- Must meet the setback requirements for an accessory structure
- Must meet architectural requirements of a single-family residence
- Two (2) off-street parking spaces required in addition to the home's parking spaces
- ADU must have a permanent foundation
- Must adhere to all state laws, state building, plumbing, electrical, mechanical, and fire code regulations, property maintenance regulations, and City Code requirements.
- Rental license required for rental
- Unlawful to construct or allow occupancy of an ADU that does not meet the above-listed requirements

Dayton (Section 1001.36. Accessory Dwelling Units):

- Attached or internal are permitted
    - One (1) ADU permitted per residential lot
    - Principal structure must be owner-occupied
    - Cannot be utilized as a home occupation or rental (short or long-term)
    - 2 occupants/bedroom maximum
    - Size range of 300 – 960 square feet, or 35% maximum of principal structure livable square footage – whichever is less.
    - Inspections and building permit required
    - Match the primary residence
- Detached with Interim Use Permit
    - IUP expires when property transfers ownership, or use ceases for one (1) year
    - One (1) ADU per residential property
    - Cannot have wheels/chassis/axels, and must be placed on concrete foundation
    - Familial-relation occupation only
    - Minimum lot size of two (2) acres

    - Ceiling height of at least seven (7) feet, cannot exceed height of principal structure
    - Cannot be utilized as a home occupation or rental (short or long-term)
    - Must have a building permit, inspections, utility connections, necessary equipment (toilet, bath, shower, light, ventilation, heating, carbon monoxide alarm, smoke alarm, radon control system, emergency escape and rescue openings).
    - Meet setback requirements
    - May require landscaping/screening as required by the City Council

Elk River (Sec. 30-1. – Definitions)

- R-1 districts only
- One (1) ADU per single-family lot
- Building permit required, must be after or during construction of principal structure
- Counts toward accessory structure total allowable square footage
- If being utilized as a rental, must meet appropriate rental requirements including a license
- 250 – 1,000 sf size range, cannot be utilized as the principal structure
- 2 bedroom maximum
- Entrance cannot be located in the front yard of the principal structure
- Must meet the appropriate siding regulations, dependent on lot size
- Must conform to all City Code requirements for single-family dwellings
- One (1) off-street parking space must accompany the parking standards for the principal structure
- ADU or principal structure must be owner-occupied, and ADU must be on the same parcel as the principal structure. The parcel cannot be split to separate the ADU. Must also share the same address.
- ADU must have cooking, sleeping, and sanitary facilities; and be serviced with appropriate utilities
- Must meet all current state building, plumbing, electrical, mechanical, and fire codes

Minneapolis (537.110. – Allowed uses and structures.):

- General requirements
    - One (1) ADU per lot, cannot create a new parcel
    - Residential properties only
    - Balconies/decks cannot face an interior side yard, rooftop decks not allowed
- Additional requirements for internal ADU's
    - 800 square feet maximum size, cannot exceed first floor of structure
    - Additional entrances cannot face the street
    - If applicable, stairways leading to the above-ground ADU must be enclosed or entirely in the rear yard.
    - Must be owner-occupied. If not, the ADU is in violation and components must be removed to convert to a non-livable space.
        - Covenant with the County recorder must be provided to alert future owner of restrictions. Covenant will run with the land and is binding to any future owner. Evidence of recording must be provided before building permit is issued.

        - Removal of the accessory structure will result in an inspection and release of covenant.
- Additional requirements for attached ADU's
    - 800 square feet maximum size
    - Additional entrances cannot face the street
    - If applicable, stairways leading to the above-ground ADU must be enclosed or entirely in the rear yard.
    - Must match the principal structure
    - Subsequent covenant and recording of covenant required.
- Additional requirements for detached ADU's
    - 21-foot height maximum, unless granted by variance
    - Gross floor area cannot exceed 1,300 square feet, or 16% of lot area, whichever is greater. In cases of larger lot areas, absolute maximum gross floor area of 1,600 square feet, or the gross floor area of the principal structure, whichever is less.
    - Parking area footprint cannot exceed 676 square feet or 10% of the lot area, whichever is greater. Absolute maximum of 1,000 square feet.
    - Minimum side yard requirement of three (3) feet. Rear yard requirement may be reduced to three (3) feet, unless vehicle access doors face the rear lot line, in which case no reduction of the required yard is permitted.
    - Detached ADU's on corner lots cannot be closer to side property lines than two-thirds (2/3) of the depth of the required front yard specified in the yard requirements table of the district of the adjacent property to the rear. Cannot be located within five (5) feet of a rear lot line of a property or office residence district.
    - 20-foot distance requirement from principal structure.
    - Primary exterior materials of the ADU must be durable.
    - More than 5% of the façade facing the street must consist of windows.
    - Exterior stairways are allowed if the railings match the trim or finish of the detached ADU.
    - Subsequent covenant and recording of covenant required.

Minnetrista (Page 129 – 505.07, Subd. 9 (g-h) - "Guest Home" and "Guest Apartment"):

- Guest homes.
    - Accessory to principal structure
    - Detached only
    - Conform to setbacks, lot coverage, and other City Code requirements
    - Height cannot exceed 25 feet
    - Roof pitch, architectural design, and exterior materials/colors must match principal structure
    - Same driveway access for the home must be used for the guest home
    - Allowed an attached garage, square footage counts towards allowed space
    - Separate address required
    - Same utilities as the primary residence (electric/gas/water). Separate ISTS is permitted if required
    - Riparian rights belong to the primary residence
    - Cannot be sold separate from the primary residence

    - CUP required for homes over 1,000 square feet, or 30% or more of the principal structure structure's footprint – whichever is less.
- Guest apartments.
    - One (1) primary apartment access door required
    - Same driveway as principal structure
    - Riparian rights belong to the principal structure
    - Rental is prohibited
    - Same address required

Roseville (Page 148 – 1011.12 (B)):
- One (1) ADU per single-family lot
- Owner-occupied principal or accessory dwelling
- Maximum occupancy of two (2) individuals
- Separate address in some form, i.e. "Unit A" following primary address
- Detached ADU may be located above a garage or in a separate accessory building that meets accessory building section of City Code, including setbacks.
- One (1) additional off-street parking space required.
- Home occupations are not permitted in ADU's
- Maximum height, including above-garage, cannot exceed principal structure or accessory structure standards, as applicable.
- 300-650 square feet of livable space allowed, ADU cannot exceed 75% square footage of principal dwelling's livable area. "Living area" includes kitchen, bathroom, living room, bedroom, other rooms excluding utility rooms, hallways, entryways, storage areas, and garages.
- One (1) bedroom maximum
- Entryway to a detached ADU must be connected to a street frontage with a paved walkway
- Appearance of the attached ADU cannot alter the appearance of the principal dwelling
- Appearance of the detached ADU:
    - Match finish material of principal structure in relation to size, type, placement. Trim, windows (proportion-wise and orientation-wise), and projecting eave included.
    - Roof pitch shall match the predominant roof pitch of the principal dwelling.
- ADU Occupancy Permit required that is non-transferrable, for rental.

St. Paul (Section 65.913. – Dwelling unit, accessory):
- Internal, attached, and detached allowed
    - Minimum lot size of 5,000 square feet
    - One (1) ADU per lot
    - Compliant with all other city, local, regional, state, and federal regulations.
    - Occupancy:
        - Occupancy of principal dwelling and ADU cannot exceed the definition of household in section 60.209 – six (6) adults and children or fewer.
        - Land use restrictive covenant required for use, and recording with the County.
        - Annual affidavit verifying continued owner-occupancy, with a fee.

- Maximum unit size of 800 square feet. Internal ADU cannot exceed one-third (1/3) of the principal structure floor space.
- Access and entrances
  - Walkway required from abutting public street to the primary entrance of the ADU
  - Internal stairways are permitted for access to upper floor ADU's, but external stairways must be placed on the side or rear of the structure for exterior access points.
  - Exterior stairways must be constructed with durable materials and match the finish of the structure they are attached to.
- Additional parking is not required if off-street parking requirements for the principal structure are met.
- Shall not be sold separately or made a separate tax parcel.

City	Type of ADU (Internal, attached, detached)	Minimum Lot Size for ADU's
Andover	All types	R-1 min. lot size – 2.5 acres
Anoka	*ADU's not allowed*	*ADU's not allowed*
Blaine	*ADU's not allowed*	*ADU's not allowed*
Coon Rapids	*ADU's not allowed*	*ADU's not allowed*
Dayton	Internal, attached	R-1 min. lot size - 10,890 sf (0.25 acres)
	Detached	Two (2) acres with IUP
Elk River	All types	R-1 min. lot size – 6,000 sf (0.13 acres)
Ham Lake	*ADU's not allowed*	*ADU's not allowed*
Maple Grove	*ADU's not allowed*	*ADU's not allowed*
Minneapolis	All types	No requirement
Minnetrista	All types	No requirement
Nowthen	*ADU's not allowed*	*ADU's not allowed*
Oak Grove	*ADU's not allowed*	*ADU's not allowed*
Otsego	*ADU's not allowed*	*ADU's not allowed*
Rogers	*ADU's not allowed*	*ADU's not allowed*
Roseville	All types	No requirement
St. Paul	All types	5,000 sf (0.11 acres)

Additional Information/Resources on ADU's

- AARP: partner of ADU's as it relates to senior living
- American Planning Association
- City of St. Paul's Case Study on ADU's
- ADU by City Research
- Family Housing Fund
  - Handout

1001.36 ACCESSORY DWELLING UNITS

Subd. 1 Purpose

The purpose of this chapter is to provide performance standards for the erection, siting, and use of Accessory Dwellings that may be allowed within the various zoning districts to ensure compatibility with the principal use and with surrounding properties, as well as to protect the general health, safety, and welfare of the community.

(1) Attached or internal Accessory Dwelling Units (ADUs) are permitted administratively through a building permit in residential and agricultural lots as long as the following conditions are met:

a. *Minimum lot size.* The lot must meet the minimum lot size of the Residential district or be legally conforming or legally nonconforming in the Agriculture District in which the ADU is proposed.

b. *Post frame.* No post frame construction is allowed.

c. *Parking.* ADUs are not permitted on residential sites that do not meet the minimum parking standards for a single-family dwelling unit (four off-street spaces, two enclosed spaces and two surfaced spaces, see Subsection 1001.19). No on-street parking can be utilized for parking for the ADU. Parking shall be on an approved surface.

d. *Location.* ADUs can be attached to the single-family dwelling living space or located within the single-family dwelling.

e. *Number.* No more than one ADU is permitted per residential lot. Owner occupancy is required in either the primary unit or ADU.

f. *Bedrooms.* No more than two bedrooms are permitted in the ADU.

g. *Occupants.* Occupancy is limited to not more than two persons in the ADU.

h. *Rental license.* The ADU shall not be allowed a short- or long-term rental license.

i. *Home occupations.* Home occupations are not allowed within an ADU. No extended home businesses are allowed in the unit.

j. *Ownership.* The owner of the ADU must also be the owner of the primary single-family residential dwelling.

k. *Size.* Attached or Internal ADUs must be at least 300 square feet in floor area and cannot exceed 960 square feet in floor area or 35% of the four-season living gross floor area of the associated single-family dwelling unit (exclusive of the ADU) whichever is less. The associated single-family dwelling unit must continue to meet minimum floor area requirements.

l. *Inspections.* The structure shall meet Minnesota State Building Code, accessibility standards, and inspections, as well as appropriately connect to utilities.

m. *Appearance.* The ADU must appear similar, or bo compatible with the primary residence. No entrance shall be established along the building front of an existing dwelling to serve an ADU.

n. *Application requirements.* Any application for an ADU must be accompanied by:

1. An existing conditions survey showing property lines, existing and proposed structure, existing and proposed impervious surface areas, setbacks, and required off-street parking;

2. A letter narrative describing the proposed ADU;

3. Elevation plans depicting both the existing and proposed structure from all four elevations including entry into the ADU.

4. Floor plan of both the single-family dwelling and the associated ADU indicating points of entrance and total floor areas;

5. For sites with private septic systems an inspection and report from a certified inspector that the capacity of the system can serve the additional unit shall be provided for review and approval by the City's Building and Zoning Inspectors.

(2) Detached Accessory Dwelling Units (DADU) are permitted with an interim use permit in Single-Family Residential Districts or Agricultural Districts as long as the following conditions are met:

a. *Standards.* Must be a secondary detached dwelling unit. The structure cannot have wheels, chassis, or axles and must be placed on a concrete pad or foundation.

b. *Occupancy.* The primary single-family dwelling in which the DADU is proposed is owner occupied. The DADU is occupied by a family member or extended family member of the single-family dwelling. Occupancy is limited to two individuals.

c. *Rental.* DADUs shall not be permitted a short- or long-term rental license.

d. *Minimum lot size.* The lot shall be a minimum of two acres.

e. *Size.* Be at least 300 square feet in floor area and cannot exceed 600 square feet in floor area or 35% of the four-season living gross floor area of the associated single-family dwelling unit whichever is less. The associated single-family

dwelling unit must continue to meet minimum floor area requirements.

f. *Interim use permit.* An interim use permit must be applied for and approved by City Council before construction.

g. *Height.* Shall not exceed the height of the principal structure. Ceiling height must be at least seven feet.

h. *Home occupations.* Home occupations are not allowed within the DADU. No extended home businesses are allowed in the unit.

i. *Inspections.* The structure must comply with Minnesota State Building Code, Mechanical Code, Energy Code, Electrical Code. Plumbing Code, accessibility standards, and inspections, as well as appropriately connect to utilities and be considered a year-round dwelling.

j. *Utilities.* The structure shall have access to water fbv means of connection to the home, well or municipal services). The structure shall connect to a sewer treatment system (by means of connection to the home, an existing septic system, or municipal services). City Council may approve the use of a holding tank through a variance, provided the new holding tank/septic system meets the minimal environmental protection outcomes in Minn. Rules Chapter 7081.0080. subparts 2 to 5 and meets the requirements of Minn. Rules 7080.2290. Holding Tanks, and City Code (design of the holding tank shall be approved by the Building Official).

k. *Equipment.* Required equipment in the residence includes toilet, bath, shower, light, ventilation, heating. Carbon monoxide alarms, smoke alarms, active radon control systems, emergency escape and rescue openings;

l. *Rooms.* The dwelling unit must have at least one inhabitable room of 120 square feet;

m. *Appearance.* The dwelling must appear similar, or be compatible with the primary residence. The entrance door must be on the rear or side of the structure, facing away from the front yard.

n. *Parking.* One off-street parking space shall be provided per individual residing in the dwelling in addition to off-street parking required for the primary dwelling.

o. *Placement.* The DADU must be placed further from the right-of-way than the primary structure, behind the back wall of the home and the DADU shall be placed so as to be closer to the principal home than neighboring homes.

p. *Number.* No more than one DADU unit is permitted per residential site. The DADU may be allowed in addition to the existing accessory buildings provided impervious surface maximum of the zoning district in which the structure will be placed is not exceeded and the size limitations for accessory buildings is not exceeded (per Subsection 1001.35).

q. *Screening.* The City Council may require landscape screening of the tiny home from neighboring property as a condition of the interim use permit approval.

r. *Application requirements.* Any application for a DADU must be accompanied by:

1. An existing conditions survey showing property lines, existing and proposed structure, existing and proposed impervious surface areas, setbacks, and required off-street parking;

2. A letter narrative describing the proposed DADU:

3. Elevation plans depicting both the existing and proposed structure from all four elevations including entry into the DADU.

4. Floor plan of both the single-family dwelling and the associate DADU indicating points of entrance and total floor areas;

5. For sites with private septic systems an inspection and report from a certified inspector that the capacity of the system can serve the additional unit shall be provided for review and approval by the City's Building and Zoning Inspectors.

s. *Council discretion for IUP approvals.* The Council may approve the remodel of one existing detached garage (existing prior to the effective date of this Subsection on December 10, 2019) to accommodate a DADU provided the structure does not increase in peak height and the size limitations are still met.

(1) Accessory Dwellings must also follow the regulations established in Subsection1001.35 of this Code however, where contradictions exist, the stricter requirements shall apply.

(2) Attached or Internal Accessory Dwelling Units (ADUs) must be attached or internal to the primary residence and meet the principal structure setbacks of the applicable zoning district.

(3) Performance Standards for Detached Accessory Dwelling Units (DADUs) are as outlined in the below table:

Performance Standards for Detached Accessory Dwellings in Residential or Agricultural Districts (two acres or more)	
Setbacks	
Front, side or rear to a street	30 feet[1]*
Front, side or rear to an arterial street	50 feet

Side yard	20 feet*
Rear yard	20 feet*
Height	18 feet[2]
Size limit (floor area")	300 to 600 square feet or 35% of the four-season living area of the associated single-family dwelling unit, whichever is less.

[1] Cannot be placed in a front yard, and shall be placed behind the back wall of the principal home.

[2] The DADU shall be a maximum of 18 feet tall, measured at the mean gable, or shall be no taller than the existing home, whichever is stricter.

* Council mav approve setbacks which differ from the minimum required through the IUP approval on a case by case basis if existing site conditions create practical difficulties.

Subd. 4 Conditional and Interim Use Permits

(1) Application for an Interim Use Permit (IUP) under this chapter shall be regulated by Subsection1001.23 of this Code.

(2) *Time limits and IUP Expiration for Detached ADUs.* The Detached ADU IUP shall automatically expire when ownership of the parcel in which the Detached ADU is permitted changes hands, or shall expire when a relative or primary caregiver ceases occupancy for a period of one year, whichever comes first. The holder of the IUP shall be responsible for notifying the City when the property is for sale or when the occupant of the Detached ADU changes.

(3) *IUP Conditions.* Conditions for approval shall be applied as deemed appropriate at the time of application to meet the intent of this ordinance and/or the intent of Subsection 1001.23 of this Code.

a. Accessory Dwellings must also follow the regulations established in Subsection1001.35 of this Code however, where contradictions exist, the stricter requirements shall apply.

b. Attached or Internal Accessory Dwelling Units (ADUs) must be attached or internal to the primary residence and meet the principal structure setbacks of the applicable zoning district.

(Ord. 2019-22, passed 12-10-2019)

stated that he is always concerned with a brand-new development making the existing homes that were constructed in 1987. He believed that the berm would help to provide a separation between the new and older homes. He stated that he would prefer to have single family homes on the exterior of the development. He again stressed that he would like to see a transition berm as that would help to buffer noise and sight between the developments. He stated that perhaps there can be a maintenance agreement to ensure the ponds are continually maintained as well.

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

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

Chairperson Bauer closed the public hearing closed at 9:16 p.m.

Commission Business

Chairperson Bauer noted that there has been input to the developer on their proposal. He noted that the first action that would be necessary would be related to the Comprehensive Plan amendment.

Motion by Commissioner VanScoy, seconded by Commissioner Peters, to recommend that City Council approval of the Comprehensive Plan Amendment and forward the request to the Metropolitan Council for consideration.

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

7. COMMISSION BUSINESS

7.01: Interpretation of Regulations Pertaining to Detached Garages and Accessory Apartments

Presentation

City Planner Anderson presented the Staff Report and asked for feedback on this specific building proposal relating to accessory apartment criteria and clarification on the four criteria that City Code outlines in terms of what is considered an accessory apartment.

Commission Business

Chairperson Bauer stated that in the past he recalled issues with the backyard cottage or mother in-law apartment, which is currently not permitted.

City Planner Anderson confirmed that those types of dwelling units are not currently allowed but there are several existing units previously approved under Conditional Use Permit.

Chairperson Bauer stated that from a practical standpoint, his mother in-law has moved in with he and his wife. He noted that his brother in-law has college children that have moved back home as well. He stated that perhaps accessory dwelling units are brought back to the Commission for additional discussion. He noted that the proposed application would have the potential to use as a dwelling unit.

City Planner Anderson stated that often times the intentions of the original applicant are very straightforward and they do not have intention as using it as living space but when the property changes hands or circumstances change, that opportunity arises without the understanding that the area was not intended to be used in that fashion.

Commissioner Walker commented that in terms of sanitation he would consider a half bathroom which does not have a shower or bathroom as acceptable. He noted that living space would require a way to bathe or shower. He asked for clarification on why this ordinance prohibition exists.

City Planner Anderson commented that the concern in the past has been in creating a multi-family setting in a single-family residential area.

Chairperson Bauer noted that as proposed the application would include a full bathroom.

Commissioner Anderson stated that as described it would appear that would be considered a home. He stated that it is not currently allowed as it would create a multi-family home in a single-family area. He noted that the Commission previously considered an application for an art studio that would include a shower that would allow them to clean-up before going into the house. He noted that previous request missed some of the other elements that define a dwelling unit or living space. He noted that as described this could be used as a house and he does not support multiple family living on a single property.

Commissioner VanScoy stated that this appears to be a house with a tuck under garage. He stated that he looks at living space as a finished area that is insulated with lighting and heat which makes it livable. He stated that when he moved into his home, he had an office which was then converted to a bedroom for grandkids. He stated that this would be living space and noted that how someone uses it does not define the character. He stated that while he would love to have this garage himself, he does not believe it would be appropriate because of the number of proposed uses. He stated that regardless of whether the Commission wants to discuss whether the ordinance should be changed, he believes the interpretation of staff to be correct in that this would be defined as living space and would not be allowed.

City Planner Anderson referenced the comment made related to sanitation and a half bath or three quarters bath and asked if the Commission has consensus on that interpretation. He noted that two of the four things could be included, and the space would not be defined as living space. He stated that most likely the applicant will want to modify their request to eliminate at least one of the criteria that defines an accessory dwelling.

Chairperson Bauer commented that if there is a home occupation someone is likely to have an office which would make sense to have a half bath. He stated that this request would include almost a full kitchen on the second floor and asked what would occur in that space.

City Planner Anderson commented that if a full kitchen is installed that would be creating habitable space, per the input of the City Attorney.

Chairperson Bauer commented that inclusion of a half bath would make sense dependent on the use. He stated that in the case of the art studio, it made sense to include the shower. He stated that perhaps a half bath would be allowed but a three quarters bath could be considered as a conditional use.

Commissioner VanScoy stated that he would equate sanitation to a restroom, even though that could be expanded to include a shower.

Commissioner Walker commented that he would find a half bath acceptable. He stated that having a microwave and refrigerator would also be okay if this were used for a business. He believed that it would be better to limit the size of said spaces rather than muddling through definitions.

Commissioner Anderson commented that a 40 by 60 square feet building would not be considered a typical office.

Commissioner Walker stated that he does not mind the size of the building as long as the usable office space is limited.

City Planner Anderson commented that this would be a 40 by 60 building but the bulk of that would be garage space with the office area 16 by 40. He asked if there is consensus of the Commission for staff to research accessory dwelling units and bring that back for future discussion.

The Commission agreed they would like to review the topic in the future.

Senior Planner McGuire Brigl commented that staff has the necessary feedback to proceed.

Commissioner Walker provided comments on his experience with Airbnb and noted that creates the situation where two families may be using the same living space.

Commissioner Peters stated that sometimes large pole barns have campers inside that people can rent for a week.

7.02: Select Planning Representative to Participate on the Interview Panel for the Deputy City Administrator/Community Development Director Position

Presentation

Motion by Commissioner Anderson, seconded by Commissioner Gengler, to recommend that City Council adopt Resolution #21-248 Approving Preliminary Plat for North Brook Meadows.

Further discussion

Commissioner Peters commented that a lot of the debate that happened tonight is reserved for the City Council. He stated that the job of the Planning Commission is to review the criteria and if those criteria are met, the application must be approved. He explained that there is more leeway for this type of debate with the City Council.

A roll call vote was performed:

Commissioner Anderson	aye
Commissioner Peters	aye
Commissioner VanScoy	aye
Commissioner Walker	nay
Commissioner Gengler	aye
Chairperson Bauer	aye

Motion Carried.

7. COMMISSION BUSINESS

7.01: Consider Allowing Accessory Dwelling Units on Single-Family Residential Properties

Presentation

Planning Technician McCann presented the Staff Report stating that staff recommends that the Commission direct City staff to draft an ordinance to be presented at the regular September 23, 2021 meeting with edits as discussed during the meeting.

Commission Business

Commissioner VanScoy commented that this would be a potential ordinance and noted that he believed this discussion was meant to determine if the Commission would like to consider an ordinance. He believed that a step was skipped.

Planning Technician McCann stated that there is not official ordinance drafting at this time.

Senior Planner McGuire Brigl commented that this was meant to be a discussion and determine if the Commission would like to move forward. She noted that the City Council is interested in looking at an ordinance. She stated that staff continues to receive at least one request per month of this nature. She noted that the cost of senior housing is high, and the housing market also has high pricing, which is making more people think about living with a family member, or on the same property. She welcomed input from the Commission on whether they are interested in exploring this further and any other input they may have.

Commissioner Gengler asked why a basement conversion would not be allowed.

Planning Technician McCann stated that if someone wanted to convert a basement there would not be a way for the City to monitor that.

Senior Planner McGuire Brigl stated that some people are doing that already. She noted that if there is access to that basement area from the front door, a kitchenette could be added and a secondary living space for a family member could be created.

Commissioner VanScoy stated that he called some other communities to gather information. He stated that he spoke with Andover city staff and that city stated that they receive inquiries while they do not see many of those requests move forward. He noted that Nowthen and Anoka do not allow this type of activity and asked how many other communities actually allow this activity.

Senior Planner McGuire Brigl provided information on the cities that were selected, noting that most were chosen because there was a connection to the city staff and the ordinances were known to work well.

Commissioner VanScoy asked if there is a minimum lot size specified for other communities, noting that Andover requires 2.5 acres.

Commissioner Peters stated that if his neighbor were putting up a yurt or tiny home on his property, which is an 80-foot-wide lot, he would be opposed to that as he would believe the lot is too small. He stated that if the property is larger and meets the criteria, he would not be opposed.

Commissioner VanScoy asked what would be considered a reasonable sized lot.

Commissioner Gengler stated that she does not believe a lot would need to be huge to have an accessory building. She stated that sheds are already allowed and therefore she does not believe it would need to be a huge property. She stated that she would be comfortable allowing it on an 80-foot-wide lot in the R-1 zone.

Commissioner Walker stated that he would support a one-acre size, but also does not like excluding people from an opportunity to telling them to do on their own property.

Chairperson Bauer stated that perhaps more information could be gained on what is allowed by other communities, such as minimum lot size and any issues they have experienced.

Commissioner Walker commented that parking would be an issue on an 80-foot lot if there is an accessory dwelling structure. He stated that at least a half-acre or full acre lot would be needed in order to accommodate an accessory dwelling unit and parking.

Senior Planner McGuire Brigl commented that in order to maintain the character of a rural community, you would not want additional parking structures or driveways. She stated that staff believes that the property should still look like a single-family home. She noted that if there are

problems with a parking, the parking standards would be able to regulate that activity. She stated that if a family member were at your home, they would park in the driveway. She noted that the intent would be to have the property remain looking like one home or single-family home property.

Chairperson Bauer asked if the Commission would like to continue to study this issue and what additional information, they would like staff to gather.

Commissioner Peters stated that he would be open to additional discussion. He noted that if people have sufficient space, he does not see a problem allowing this activity. He stated that he would be concerned with allowing a camper in the backyard of an 80-foot lot. He stated that residents should be provided direction.

Commissioner Gengler stated that she supports this and agree it bears further discussion. She stated that the majority of requests are not going to be for an Airbnb activity but to allow an older family member to live on the property and spend time with their loved ones. She stated that some people will view it as a way to make money, but noted that could be included in the regulations, specifying that rental could not be done. She stated that additional regulation could also be added that would prevent a camper on wheels from being used.

Commissioner Anderson stated that he is not strongly in favor of this, noting that he would want a lot more information on the maximum square footage, minimum lot size, whether there would be inspection of the structures, and the type of neighborhoods where this would be allowed. He stated that if someone has 20 acres of land and wants to build a tiny house next to their home, that would be different than that same structure on a one-acre lot.

Commissioner VanScoy stated that he did not think he would support this but as discussion continues, he is more interested in continuing the discussion. He stated that this could have value for the community, especially related to care for aging parents. He stated that he would like to see more information on surrounding communities and their requirements along with any issues they may have experienced. He believed this would be worth the time necessary to complete additional study.

Senior Planner McGuire Brigl commented that people are already doing this to some extent and therefore having a way to permit the activity and make it safe would be great. She stated that they are attempting to streamline the ordinances and make the process more efficient and easier to use.

7.02: Review Ordinance Amending Digital Display Billboard Regulations

Presentation

Senior Planner McGuire Brigl presented the Staff Report stating that the Planning Commission should provide feedback on the draft ordinance and direct staff to bring the ordinance forward to City Council for final approval.

Commission Business

requirements in conjunction with the lot sizes in the different zoning districts. He summarized that the proposed ordinance is too restrictive, and the Commission would favor regulation of lots 2.5 acres and smaller with no restriction on lots larger than 2.5 acres at this time.

Commissioner Walker asked how many vehicles could be parked on a 2.5-acre lot or less.

Senior Planner McGuire Brigl replied that six vehicles could be parked outdoors and no limit on indoors.

Commissioner Walker commented that he did not believe a 300 square feet would be enough to cover that. It was noted that some of those six vehicles would be parked in the driveway.

Senior Planner McGuire Brigl stated that four vehicles parked on a pad would be 1,000 square feet which would be 1/10 of the lot.

Commissioner Walker stated that he would like to see 500 square feet.

Commissioner VanScoy stated that a standard parking space is nine feet by 18 feet.

Senior Planner McGuire Brigl commented that 500 square feet could be a nice round number to start with and see if that works for what people need. She stated that they would still intend to review this in one year to determine if the changes work.

Chairperson Bauer summarized the direction of the Commission to allow one pad of 500 square feet on lots of 2.5 acres or less. He stated that staff will bring back the proposed ordinance for review again at the next meeting.

Commissioner Dunaway asked if there would be anything regulating the distance from the property line.

Senior Planner McGuire Brigl stated that currently parking pads following setbacks for accessory use.

7.02: Consider Allowing Accessory Dwelling Units on Single-Family Residential Properties

Presentation

Planning Technician McCann presented the Staff Report stating that staff recommends directing City staff to draft an ordinance to be presented to the Planning Commission during its regular meeting on October 28, 2021 with edits as discussed during the meeting.

Commission Business

Commissioner VanScoy commented that he is a little uncomfortable with the concept of allowing rental of these units. He noted that many regulations require a familial connection. He stated that

it seems to make sense to allow these units in those instances where a family member needs additional care but was unsure of allowing these to be used as rentals.

Chairperson Bauer commented that he has a 97-year-old mother-in-law that lives with them. He stated that he could see the benefit of having this type of structure for her but asked what would happen with that structure when she is no longer using it, or when they sell the home.

Senior Planner McGuire Brigl stated that staff considered that as well, noting that there have been concerns with rentals. She noted that they are attempting to be generous with the ordinance and there is a regulation that requires the property owner to live in the main home or accessory dwelling unit, which should ensure there are not problems. She agreed that in most instance a family member is using the unit and used the example of a college student whose parents perhaps charge rent in order to prepare them for the world.

Commissioner Walker stated that he likes the regulation Dayton has on attached versus detached and the required lot sizes. He stated that he is in favor of this action as people will do it anyways and the City would be able to capture license revenue.

Commissioner VanScoy stated that in addition to revenue this also provides quality control to ensure the structures are safe.

Commissioner Anderson stated that he started in favor of this action, and commended staff on the research completed. He stated that after reading the research, he is against this action as it would create two houses on a single-family lot. He asked what would happen when the people are gone that needed the accessory dwelling structure, noting that the next owner could use it for purposes not intended. He did not believe Ramsey should do this at this time and he felt it would open the City up to having more buildings. He asked if the accessory dwelling unit would be taxed as another home.

Commissioner Peters stated that a person is taxed on livable space, and therefore this would increase the taxes paid on the property as the property value would increase.

Chairperson Bauer commented that when looking at the demographics and the increase in the aging population, there is and will continue to be, a need for people to care for their aging family members. He noted that not everyone has space for that in their home and this would create another opportunity to care for an elderly parent or family member.

Senior Planner McGuire Brigl commented that this would bring more people to Ramsey and allow people to age in Ramsey without increasing density. She noted that accessory dwelling units can also be an opportunity for a fun Airbnb experience which opens more people to the beauty of Ramsey. She stated that they are attempting to make it easy for people to do as typically these units are expensive to build. She noted that this will be an investment in properties for those that choose to do so.

Commissioner Gengler stated that she is very much in favor of having this ordinance in place as more requests will most likely come forward for this type of unit. She also believed that this makes

sense. She commented that it is expensive to build these units and therefore she did not believe there would be a rush of applications.

Commissioner VanScoy stated that he also liked the Dayton ordinance which separated detached and attached units and would like to see that in the Ramsey ordinance.

Chairperson Bauer stated that he was a bit concerned with the clause that the Dayton ordinance included related to an expiration as the building would still remain.

Commissioner Walker stated that he thinks the idea would be that if he built the unit and obtained the proper license, that would expire when the property is sold, but the new property owner would be able to apply with the City to obtain their own license.

Chairperson Bauer noted that Dayton uses an Interim Use Permit, which he does not favor using. He believed that an ordinance should address subsequent ownership.

Commissioner VanScoy noted that the Dayton ordinance only allows familial occupation. He stated that Ramsey would allow rental and therefore that would be irrelevant.

Senior Planner McGuire Brigl stated that a lot of cities in Iowa were previously challenged on the definition of family and did not believe that is something Ramsey wants to get in the business of; regulating who is or is not family. She stated that if the units are desired, she would suggest they be allowed and not dictate who lives in the unit.

Commissioner Walker commented that he would like to see a draft following the Dayton model, without the IUP. He stated that for attached units he would like to limit the lot size that it could be on.

Commissioner Gengler stated that she believed that internal units are already allowed without permitting.

Senior Planner McGuire Brigl confirmed that as long as the unit can access the front door from the interior, it is currently allowed.

Senior Planner McGuire Brigl summarized the input from the Commission and noted that staff will prepare a draft ordinance for the Commission to review at its October meeting.

Commissioner Gengler asked if the Commission would support these units on lots under 2.5 acres.

Commissioner Walker commented that he believed the direction was to allow attached on lots under 2.5 acres and detached would be allowed on lots over 2.5 acres.

Senior Planner McGuire Brigl commented that she did not believe there would be many requests on smaller lots because of the required setbacks and maximum lot coverage requirements.

8. COMMISSION / STAFF INPUT

Commissioner Anderson stated that his concern is related to safety. He noted that if drivers are taking their eyes off the road to look at a sign, it causes a safety concern. He did not see the need for additional distractions until the stoplights are taken off Highway 10.

Commissioner Gengler commented that there are digital billboards throughout the metro and therefore she is unable to make the connection that the sign is responsible for accidents. She stated that perhaps fewer signs be allowed within The COR if these larger signs are going to be allowed.

Commissioner VanScoy commented that The COR Framework is specific to what is allowed, but the City continues to issue variances outside of that framework. He stated that the monuments were meant to communicate what is within The COR. He expects that this ordinance will pass even though he does not like the idea of allowing billboards in Ramsey. He commented that billboards are a distraction and, in his opinion, are not worth looking at and detract from the look of the community. He stated that he does like using a CUP as that would allow additional review of each proposed location. He commented that perhaps eight seconds is too low for message duration.

Senior Planner McGuire Brigl commented that she would recommend ten seconds.

Commissioner Walker commented that people are often caught up on how short eight or ten seconds is when it is longer than it seems. He noted that by the time a driver sees the sign, they would only see one or two messages before they pass the sign.

Chairperson Bauer reviewed the consensus items from the Commission related to this ordinance.

Councilmember Woestehoff stated that based on the comments he would suggest taking this item off the Consent Agenda for the regular meeting to allow those opposed to vote against the request.

2.02: Consider Ordinance #21-18 Allowing Accessory Dwelling Units on Single-Family Residential Properties

Planning Technician McCann reviewed the staff report.

Senior Planner McGuire Brigl noted that staff attempted to make this as simple as possible.

Chairperson Bauer suggested a language change.

Commissioner Dunaway stated that the ordinance states that an accessory dwelling unit would be allowed for properties over 2.5 acres. He noted that there is also language related to a garage conversion and found that confusing as to whether properties under 2.5 acres would qualify.

Chairperson Bauer replied that only properties 2.5 acres or larger would be eligible.

Commissioner Dunaway commented that in the previous discussion he recalls discussion about elderly family members that may require direct care and whether the regulations would be too restrictive.

Chairperson Bauer asked for input on whether Commissioner Dunaway would support garage conversion for an accessory dwelling unit on a property under 2.5 acres.

Commissioner Dunaway commented that he would support an allowance for a garage unit but not a detached accessory dwelling unit on smaller properties.

Commissioner Walker used the example of an 80-foot lot, noting that those garages do not have much room above the vehicles and therefore there would not be space to create living space in that area. He stated that he would support one acre lots for detached units and garage conversions.

Commissioner VanScoy asked if the garages mentioned are attached or detached, or whether that is not specified.

Chairperson Bauer commented that the way the language reads, it would apply to any garage.

Commissioner Walker commented that he would not want an accessory dwelling in an attached garage.

Senior Planner McGuire Brigl commented that the existing code already provides for an attached unit, which would address an attached garage.

Commissioner Anderson commented that there are height restrictions that he believes would limit the ability to add that space above a garage. He asked if tiny houses would be addressed.

Senior Planner McGuire Brigl commented that the structure would need to be on a foundation and built to Code.

Commissioner Gengler stated that she would also support the one-acre size. She stated that restricting this to 2.5 acres and above would take out a large number of properties. She believed that one acre would be sufficient.

Chairperson Bauer confirmed the consensus of the Commission to support the change to one acre.

2.03: Consider Ordinance #21-15 Creating Additional Requirements for Driveways and Parking Pads

Planning Technician McCann reviewed the staff report.

Chairperson Bauer asked for clarification on a specific example and whether it would be allowed.

Senior Planner McGuire Brigl provided clarification.

Chairperson Bauer noted that there are a number of homes that have a parking pad on the side of the driveway in front of the home. He noted that it would appear that those would become

CC Regular Session **7. 3.**

Meeting Date: 01/11/2022

By: Brian McCann, Community Development

Information

Title:

Introduce Ordinance #22-05 Amending Sections 117-111, 117-349, and 117-355 of City Code Creating Additional Requirements for Driveways/Parking Pads

Purpose/Background:

The Planning Commission requested that the City revise their parking pad and driveway ordinance. Attached is a draft ordinance that creates additional requirements for driveways and parking pads within the City of Ramsey for single-family residential properties. The City currently regulates driveway standards in regard to the type of material, width at street, and distance from neighboring property lines. Additional driveway and parking pad requirements would help City Staff and residents with future impervious surface expansions.

The City Council reviewed and recommended Staff move forward with Ordinance #22-05 to a Regular Meeting for introduction during their Work Session on December 14, 2021.

Notification:

A notice was posted in the City's Official Newspaper, the Anoka County UnionHerald.

Time Frame/Observations/Alternatives:

Ordinance Content

The proposed ordinance would regulate additional driveway space and parking pads by limiting driveway widths to 15 foot expansions outward from the garage; allowing parking pads on properties 2.5 acres or larger without a size regulation and allowing parking pads on parcels less than 2.5 acres in size with a maximum pad size of 500 square feet; variances allowed to any proposed expansion outside of City Code; and adjacent, same-ownership, properties will be considered one property for driveway/parking pad additions and expansions.

Planning Commission Meetings

June Regular Meeting

During their regular meeting on June 3, 2021, the Planning Commission requested an ordinance update to create additional requirements for parking pads and limitations to driveway widths in residential districts. The Commission stated they would like to see limited widths for driveways, a limited number of parking pads per property, and a way to ensure the parking capacity isn't expanded as set in City Code Section 117-355 - Residential Development Off-Street Parking.

July Regular Meeting

Proposed changes as recommended by the Planning Commission at their regular meeting on July 22, 2021 include:

- Variance information to exceed standards set in the ordinance
- Limiting driveway widths to 15 foot expansions outward from the garage
- Graphic be included in the attachments to demonstrate proposed ordinance restrictions on driveways and parking pads

September Regular Meeting

During their regular meeting on September 23, 2021, the Planning Commission recommended the following changes be made to the proposed ordinance. First, change the size limitation of parking pads based on acreage and not the number of vehicles permitted by City Code. Second, change the proposed ordinance to allow parking pads

of no more than 500 square feet on properties less than 2.5 acres in size. There would not be a size requirement for properties 2.5 acres or larger.

October Work Session
During their October 28, 2021 work session, the Planning Commission requested the following revisions: clarification of the 15' side yard width requirement - including drawings representing this and research into Item E regarding what types of vehicles are considered for the item count (i.e. motor vehicles, boats, go-carts, motorbikes, fish houses, etc.). Staff have made the requested changes in the attachments.

November Regular Meeting
The Planning Commission recommended introduction of the ordinance by the City Council at their regular meeting in November, based on comments at the October Work Session.

Meeting minutes have been attached to this case for review.

City Council Meeting
City Council Work Session (12/14/2021)
The City Council reviewed the proposed ordinance during their Work Session on December 14, 2021, and recommended Staff move forward with a case for introduction of Ordinance #22-05.

Funding Source:
Staff is handling this case as part of their regular duties.

Recommendation:
The Planning Commission recommends introducing Ordinance #22-05 creating additional requirements for driveways and parking pads.

Outcome/Action:
Motion to introduce Ordinance #22-05 creating additional requirements for driveways and parking pads.

Attachments

Ordinance 22-05
Surrounding City Regulations
Planning Commission Minutes - Driveways & Parking Pads

Form Review

Inbox	Reviewed By	Date
Brian McCann (Originator)	Brian McCann	12/21/2021 03:04 PM
Brian Hagen	Brian Hagen	12/30/2021 08:27 AM
Kurt Ulrich	Kurt Ulrich	12/30/2021 10:05 AM
Form Started By: Brian McCann		Started On: 12/15/2021 10:56 AM
Final Approval Date: 12/30/2021		

ORDINANCE #22-05

CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA

AN AMENDMENT TO CHAPTER 117 WHICH IS KNOWN AS THE ZONING SECTION OF THE CITY CODE OF RAMSEY, MINNESOTA.

AN ORDINANCE AMENDING SECTIONS 117-111 (R-1 RESIDENTIAL DISTRICT), 117-349 (ACCESSORY USES AND BUILDINGS), AND 117-355 (RESIDENTIAL OFF-STREET PARKING) OF THE CITY CODE OF RAMSEY, MINNESOTA.

The City of Ramsey ordains:

SECTION 1. AUTHORITY

This ordinance is adopted pursuant to and under the authority of the City Charter of the City of Ramsey.

SECTION 2. AMENDMENTS

Section 117-1. – Definitions shall be amended to read as follows:

> *Driveway* means an onsite prepared surface traffic lane, which shall be the traffic lane leading directly from a public street to the primary garage on the subject parcel.~~; the width of which cannot exceed the primary garage width by more than 15 feet, or in the absence of a garage, a traffic lane to a parking pad that cannot exceed 20 feet in width. Driveway parking may not extend beyond the front of the primary garage without meeting the performance standards for side or rear yard parking. (Cannot exceed maximum width at roadway under zoning district bulk standards).~~

Section 117-111 shall be amended to read as follows:

(d) *R-1 bulk standards.*

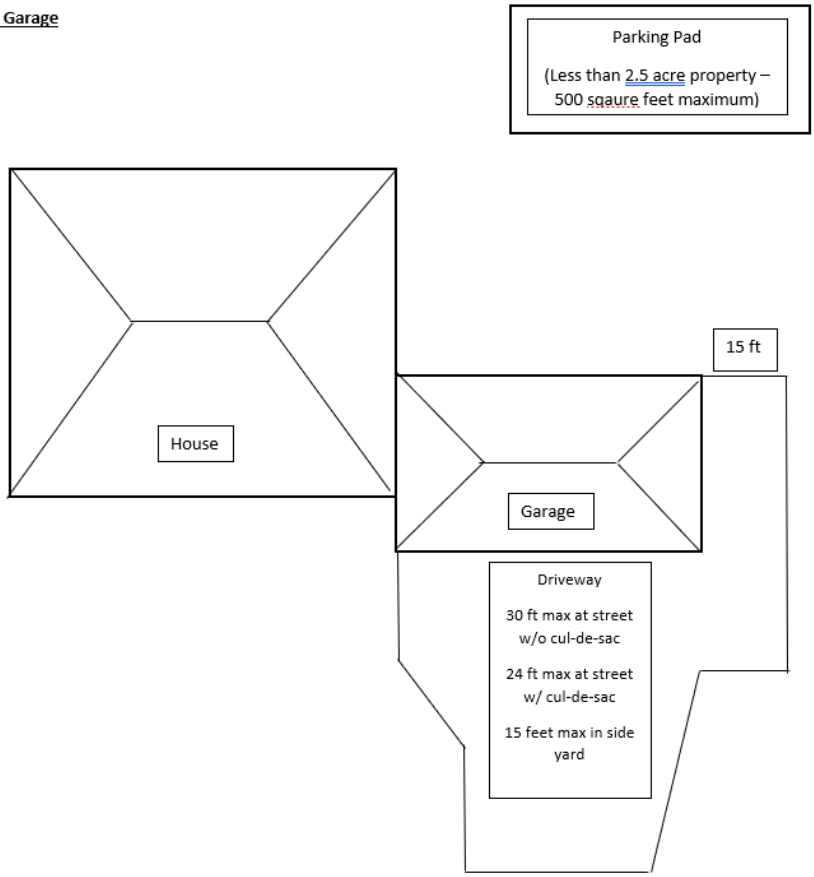
> [2]A zoning permit is required to install any driveway that is not associated with work requiring a building permit. Driveways and parking pads are an allowed accessory use in any R-1 Residential District and require a zoning permit.

(g) *General R-1 residential performance standards*

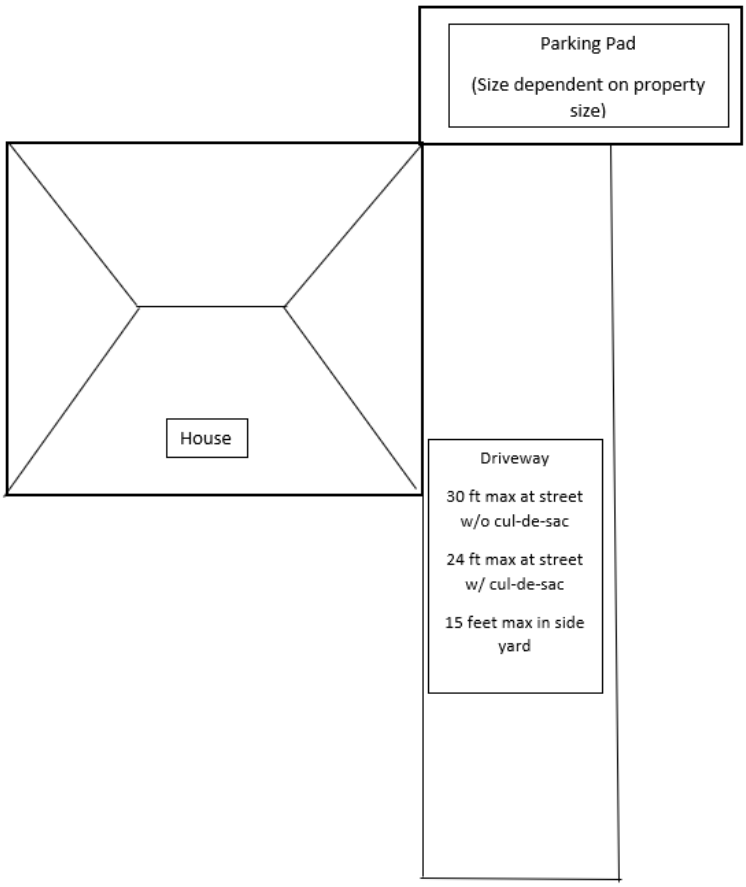
> (4) *Driveways*

a. Driveway width cannot exceed the primary garage by more than 15 feet in the side yard. The driveway may be angled towards the side yard, but the width at the street must not exceed the standard set in the applicable zoning district.
    i. In the absence of a garage, a traffic lane to a parking pad cannot exceed 20 feet in width.
b. Driveway parking may not extend beyond the front of the primary garage without meeting the performance standards for parking pads and side or rear yard parking.

Example Property with Garage



Example Property without Garage



c. Variances. Variances from the strict enforcement of this section may be granted in accordance with the procedures and requirements of Section 117-51.

Sec. 117-349 *Accessory uses and buildings* (d) (7) shall be amended to read as follows:

(7) *Driveways and Parking Pads.*

c. Parking pads. A parking pad may be installed on a residential property with a zoning permit. The parking pad may not exceed standards set in Section 117-355 regarding residential development off-street parking including but not limited to:
   i. Number of vehicles and items allowed
   ii. Surfacing requirements of the residential zoning districts
   iii. Parking pad must be in the side or rear yard.
d. Parking pad size and number. Properties less than 2.5 acres in size cannot have more than one (1) parking pad with a maximum size of 500 square feet.
e. Setbacks. Parking pads must meet setbacks for accessory structures set in Section 117-111.
f. Principal building required. No accessory parking pads or driveways shall be constructed on any lot prior to the time of construction of the principal building.

g. Variances. Variances from the strict enforcement of this section may be granted in accordance with the procedures and requirements of Section 117-51.

Section 117-355 *Residential development off-street parking* (b) shall be amended to read as follows:

(b) In any residential district, outside parking of any motor vehicle(s) and/or recreational equipment is subject to the following conditions:

(1) *Number of items.*

a. Six items ~~allows~~ allowed for outdoor storage and parking on parcels less than two acres in size.

b. Eight items allowed for outdoor storage and parking on parcels between two and 4.99 acres in size.

c. Ten items allowed for outdoor storage and parking on parcels five acres or greater in size.

d. Items stored or parked separate from other items shall count as one item each; multiple items stored or parked on a trailer, for instance, count as one item. (Example: two snowmobiles and an empty trailer on the ground are three items; two snowmobiles on a trailer are one item).

e. Items that will count towards the number restriction include, but are not limited to, the following examples: motor vehicles, recreational vehicles, campers, boats, canoes, snowmobiles, jet-skis, all terrain vehicles, go-carts, motocross bikes, motorcycles, fish houses, and other recreational equipment and self-propelled vehicles.

f. Exceptions: Items that will not count towards the number restriction include those items typically seen as accessory to a residential use. Examples would be lawnmowers, garden tractors and attachments, bicycles, wheelbarrows, play structures, stepladders, and other items used for routine home and lawn maintenance.

g. Increase in the number of items will be allowed through an administrative zoning permit at the discretion of the zoning administrator if the applicant can demonstrate a higher number of drivers, topographical issues on the lot or other practical difficulties.

h. Adjacent parcels under single ownership shall be treated as one property to determine the number of allowed outdoor storage items based on the total size of the property.

SECTION 3. SUMMARY

The following official summary of Ordinance #22-05 has been approved by the City Council of the City of Ramsey as clearly informing the public of the intent and effect of the Ordinance.

Ordinance #22-05 amends Sections 117-111, 117-349, and 117-355 to create additional requirements for parking pads, driveways, and number of outdoor storage items in the City of Ramsey.

SECTION 4. EFFECTIVE DATE

This ordinance becomes effective 30 days after its passage and publication, subject to City Charter Section 5.04.

PASSED by the City Council of the City of Ramsey, Minnesota the _____ day of_____, 2021.

_____
Mayor

ATTEST:

_____
City Administrator

Introduction date:
Posting dates:
Adoption date:
Publication date:
Effective date:

Parking Pad and Driveways (Ordinance 21-15) Research
Research for Further Regulations of Parking Pads and Driveways in the City of Ramsey
By: Brian McCann

The purpose of this research is analysis of peer community codes regarding standards for driveways and parking pads. Nearby communities' requirements for parking pads, driveways, and items that are considered "outdoor storage" are as follows:

Andover (12-13-8. Off Street Parking Requirements):
- Driveways and parking spaces included in impervious surface requirements: 75% maximum of lot size in 25% of landscaped areas
- Off-street parking spaces regulated by size of the home
- Must have 2.5 acres minimum for additional parking spaces
- Asphalt, concrete, or other surface (water sealed) allowed
- Maximum width of 24 feet at street on cul-de-sac, 30 feet for others
- 10 feet from property lines of commercial, industrial, and multi-family. 5 feet for single-family residential.

Anoka (Sec. 78-612. – Driveway and parking area standards for single-family and two-family residences):
- Class V allowed as base only
- Driveways only, no parking pads

Blaine (Sec. 33-13. – Parking):
- 3 feet from property lines abutting single-family residential districts
- No parking pads allowed
- No additional requirements

Coon Rapids (11-602.1 (7) Parking and Drives):
- 24 feet maximum width
- Concrete, bituminous, brick pavers, or similar hard surfacing
- Additional requirements within 100 feet of right-of-way including:
    - Must be within 5 feet of the side of the garage and attached to the driveway
    - Cannot extend more than 45 feet from the front of the garage to the rear
    - Cannot extend more than 20 feet from the front of the garage towards the street
    - Driveway total width cannot exceed 40 feet, or 50% of lot width

Dayton (Sec. 1001.14 Subd. 9 – Driveways):
- 10 feet from Agricultural property lines, 5 feet from residential property lines
- Permit required with site plan
- Class V allowed in Agricultural districts only

Elk River (30-124. Exterior of premises, parking facilities):
- Asphalt or concrete required
- 5 foot side/rear setbacks in single-family residential districts

Ham Lake (Article 11 – General Activity Regulations)
- 30 feet wide at street, 24 feet wide for cul-de-sacs
- 10 feet from property lines
- Class V is an approved surface

Nowthen
- 15 feet from lot lines

Oak Grove (Sec. 109-468. – Driveways)
- 28 or 32 foot width depending on zoning district
- Minimum of 5 foot setback, depending on district
- Second driveways are permitted

Otsego (11-21-4 E Residential Use Parking)
- Asphalt, concrete, or paver bricks

City	Size Requirements	Width Requirements	# of Pads Allowed	Setbacks	Lot Coverage and/or Impervious
Andover	Impervious surface requirement of 75% of lot	24 feet on cul-de-sac 30 feet on street	N/A	5 feet from single-family residential, 10 feet for all others	20-30% lot cover max based on zoning district
Anoka	Driveways only	Width of driveway plus 10 feet, 20 feet max if no garage, 24 feet at street	N/A	5 feet from neighboring property lines, cannot be in front yard	30% impervious surface max for residential districts
Blaine	Driveways only	N/A	N/A	3 feet from neighboring single-family properties	No requirement found
Coon Rapids	Driveways only	24 feet max width	N/A	No setback, as long as it doesn't interfere with traffic	30-50% lot cover max based on zoning district
Dayton	Driveways only	24 feet max width on cul-de-sacs 30 feet max width at street	N/A	10 feet for agricultural properties, 5 for residential	25-30% lot cover max based on zoning district
Elk River	Driveways only	N/A	N/A	5 feet for single-family residential properties	25-30% lot cover max based on zoning district
Ham Lake	Driveways only	30 feet at street, 24 on cul-de-sacs	N/A	10 feet from all property lines	No requirement found
Nowthen	Driveways only	N/A	N/A	15 feet from all property lines	35% impervious surface max
Oak Grove	Driveways only	Dependent on zoning district, but generally 28 feet or 32 feet	N/A	Dependent on zoning district, but 5 feet minimum	40% lot coverage for buildings only
Otsego	Driveways only	N/A	N/A	N/A	5%-30% lot coverage for buildings only

What items count toward off-street parking regulations?

Andover (Title 12 – Zoning Regulations, and definitions of Motor Vehicle and Recreational Vehicle)

- Items include: passenger vehicles, trucks, travel trailers, truck campers, camping trailers, self-propelled motor homes and converted buses licensed as an RV, boats, snowmobiles, all-terrain vehicles, and other similar vehicular portable structures without permanent foundations.
- Must be placed on a driveway, or a maximum of two (2) items stored in the rear yard. This rule applies for all properties regardless of size.
- Rear storage of recreational vehicles exceeding 45 feet in length is allowed if the parcel, or shared parcels between a single owner, is at least 2.5 acres in size.

Anoka (Sections 50-135 and 50-136)

Sec. 50-135. – Causes of blight or blighting factors.

b. For the purpose of this subsection (1), the term "junk motor vehicle" shall include any automobile, snowmobile, truck, motorcycle, or any motor vehicle as defined in M.S.A. § 169.011, subd. 42, part of a motor vehicle or former motor vehicle stored in the open which is:
    1. Unusable or inoperable because of lack of or defects in component parts;
    2. Unusable or inoperable because of damage from collision, deterioration, or having been cannibalized;
    3. Beyond repair, and, therefore, not intended for future use as a motor vehicle;
    4. Being retained on the property for possible use of salvageable parts; or
    5. Not properly and currently licensed within the state.

Sec. 50-136. – Outdoor Storage

In any area zoned as a residential district (R-1, R-2, R-3, R-4, R-5) or in any other zone on a lot which is occupied by a dwelling unit, all personal property shall be stored within a building, or if within a rear yard, shall be screened with vegetation or a fence to serve as a buffer between adjoining properties and public streets.

1) For the purpose of this section, the term "outdoor storage" shall include, but not be limited to, the following items: toys, bikes, bike/skate ramps, canoes, paddleboats, fishing boats, truck toppers, snowmobiles, fish houses, lawn mowers, snow blowers, lawn/garden equipment, hunting blinds/stands, four-wheelers and ATVs.
5) The following items are exempt from the foregoing outdoor storage prohibitions:
    d. Permanent recreational equipment;

Blaine (33.13. – Parking (j) Residential on-site parking requirements)

- Limited to operable vehicles registered and licensed to the occupants and guests
- Front and side yards require paved surfacing
- Rear yard parking allows for:
    - Passenger vehicles on paved surfaces
    - Recreational vehicles, boats, truck toppers, and trailers on paved or unpaved surfaces in the rear yard, must meet setbacks
    - Collector vehicles on paved or unpaved surfaces, if in operable condition, the collector's license is within two (2) years, and it is screened with a

Coon Rapids (11-601.2 and .3)

- Two (2) major recreational equipment items per residential dwelling unit, whether stored inside or outside
- No trucks, trailers, exceeding 9,000 lbs of gross vehicle weight

Dayton (1001.19 Parking Regulations, Subd. 3)

- There is not a number requirement or list of items associated with outdoor storage or off-street parking standards.
- No outdoor storage of any vehicle over 12,000 pounds and/or 9 feet tall, unless on a parcel 5 acres or larger or if a temporary instance.

Elk River (Various sections: Sec 30-124, Sec 30-900, Sec. 46-34)

- There is not a number requirement or list of items associated with outdoor storage or off-street parking standards.
- Boats must be on trailers
- Unlicensed or inoperable vehicles prohibited
- Outdoor storage of miscellaneous items not allowed
- Parking must be on asphalt, concrete, pavers, or class V, except for agricultural uses or a paved area presents a hardship or uniqueness to a business.

Ham Lake (6-800. Parking of Personal Vehicles in Resdiential Areas, and 6-820. Prohibited Parking)

- Personal vehicle: is a vehicle or vehicle device intended for the personal usage of an occupant of a residential dwelling in any Residential Area, including, without limitation, passenger vehicles, pickup trucks, collector cars, vans, recreational vehicles, motorcycles, motorbikes, motor scooters, go-karts, boats, snowmobiles, all-terrain vehicles, other trailers (empty or occupied), campers, camper trailers, camper tops, truck tops, riding lawn mowers, tractors (including garden tractors) farm implements, construction equipment and sport utility vehicles.
- 8 maximum personal vehicles if within view from the street
- No requirement if the vehicles are screened from other parcels
- One inoperable vehicle allowed per property

Nowthen (11-4-16 Exterior Storage, D, 3. Number of Vehicles)

- Two (2) passenger vehicles maximum, unless there are additional licensed drivers residing on the property. Exemptions include:
    - Temporary visitor parking
    - Major recreational vehicles (travel trailers,
    - converted busses, coaches, pickup campers, campers, motorized dwellings, race cars,
    - and dune buggies)
    - Collector vehicles stored inside
    - Trailers, trucks, or other vehicles used for loading/unloading/maintenance/construction on premises
    - Two, three, or four-wheeled recreational vehicles (a vehicle that is built on a single chassis, is 400 square feet or less when measured at the largest horizontal projection, is designed to be self-propelled or permanently towable by a light duty truck, and is designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use)

Oak Grove

- There is not a number requirement or list of items associated with outdoor storage or off-street parking standards.

Otsego (11-18-3: Outdoor Storage)

- Not more than two (2) licensed recreational vehicles, trailers, and equipment (not including race cars) if the following are met:
    - Front yard – on a driveway, out of right-of-way

    - Side yard - when abutting an attached or detached garage if it's further than 5' from the lot line, or it's properly surfaced in the appropriate residential district, or out of the setback on a corner lot – except for a side yard when abutting a major collector or arterial street.
    - Rear yard – further than 10' from rear lot line, and 5' from side lot line
- Recreational Vehicle: all-terrain vehicles, utility task vehicles, neighborhood electric vehicles, motorized golf carts, and off-road motorcycles

8. COMMISSION / STAFF INPUT

Chairperson Bauer noted that this will be the last meeting for Deputy City Administrator Gladhill as he is leaving Ramsey to work for the City of Stillwater. He thanked him for all that he has done in the years he has been with the City and the leadership, dedication, and commitment. He wished him well in the future.

Deputy City Administrator Gladhill commented that he has enjoyed his time in Ramsey and appreciated the visionary approach of the Planning Commission. He commented that it was a hard decision, and he is excited to try something new. He stated that his last day is June 22nd, but this will be his last Planning Commission meeting.

Commissioner VanScoy commented that although he and Deputy City Administrator Gladhill have disagreed at times, they have always respected each other's opinions and wished him well in the future.

Senior Planner McGuire Brigl commented that it appears the fourth Thursday of the month works for everyone, which would allow things to move forward to the City Council on a faster schedule. She stated that she will speak with the City Clerk to determine when the new date could become effective and noted that they would most likely try it for a one-year period to ensure it is working as desired. She commented that there are more code enforcement issues, with many of the violations related to off-street parking and provided different examples. She asked if the Commission would like to look into possible changes to the ordinance to prevent those situations.

Chairperson Bauer agreed that the intent is not to have paved sections of front yards and confirmed the consensus of the Commission to bring that subject back for further consideration and discussion.

Senior Planner McGuire Brigl stated that staff is also looking into a short-term rental license, that would apply to Airbnb and VRBO type rentals.

9. ADJOURNMENT

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

A roll call vote was performed:

Commissioner Dunaway	aye
Commissioner Anderson	aye
Commissioner VanScoy	aye
Commissioner Gengler	aye
Commissioner Peters	aye
Chairperson Bauer	aye

Motion Carried.

Commissioner Anderson confirmed that he would envision that corner to be retail as shown in the sketch provided by staff.

Commissioner Dunaway commented that the sketch shows the entire western portion as retail and asked for clarification if the retail would only be kept to the southern corner.

Senior Planner McGuire Brigl confirmed that the previous direction from the Council and Commission would only be to have the southwest corner as retail because of limited access to the northwest area.

Commissioner Anderson stated that he could not support the plan proposed for entirely residential.

Chairperson Bauer noted that the staff report did not support that use either. He confirmed the consensus of the Commission to support the comments from staff.

7.04: Consider Ordinance #21-15 Creating Additional Requirements for Driveways and Parking Pads

Presentation

Senior Planner McGuire Brigl presented the Staff Report stated that this was developed as a high-level draft in order to receive input from the Commission and noting that this would be intended to come back to the Commission for a second review.

Commissioner Anderson commented that he believes the width of the driveway should be regulated or there should be a stipulation that it not protrude into the front yard of the home.

Commissioner VanScoy commented that if an extra lane is allowed for parking, would it be defined as to which side that should be on.

Senior Planner McGuire Brigl confirmed that additional language could be added stipulating that additional lane could be added to the side yard and a graphic could be included.

Commissioner Anderson stated that he would like to see consistent driveway standard within The COR. He stated that if someone has ten- or 20-acres people are not going to care where someone parks because they do not see it. He commented that many vehicles parked in a front yard within The COR is not the image he would want Ramsey to project.

Commissioner Dunaway commented that in certain areas of the city there are high traffic areas with people having to back onto a high-speed roadway. He noted that some people install a backup area in the front yard to allow that turning maneuver and therefore there would be rationale to support that movement.

Commissioner Anderson noted that typically homes on those roads have larger lot widths and more space.

Commissioner Dunaway stated that he would not want to take that option away from property owners.

Commissioner Walker stated that he likes the idea of not having a drive or turnaround in the front yard and would prefer that be provided on the side. He stated that there is a point in time the City will hit a slippery slope of telling people what they can or cannot do on their property.

Senior Planner McGuire Brigl commented that she has sufficient input to bring this back to the Commission in the future.

8. COMMISSION / STAFF INPUT

8.01: Receive Staff Update

Chairperson Bauer commented that the economy is ramping back up with help wanted signs all over. He stated that there is retailer interest and activity within The COR which is encouraging to see.

Commissioner Walker commented that a business reached out to him that received a letter regarding a commercial and industrial development off-street parking violation. He stated that he visited the business and noted other businesses in that area that have similar gravel parking of materials. He asked if staff is treating everyone fairly.

Chairperson Bauer stated that code enforcement is complaint driven and noted that staff does not proactively drive around and look for violations.

Senior Planner McGuire Brigl stated that she would be happy to provide background information to Commissioner Walker as the property has had code violations for over ten years. She noted that violations have been mailed to four or five businesses along Highway 10 in the last few weeks. She stated that staff would be open to a full Highway 10 corridor sweep for code enforcement but noted that would require City Council direction.

9. ADJOURNMENT

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

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

The regular meeting of the Planning Commission adjourned at 10:11 p.m.

variance, but the Commission ultimately approved those requests. Commissioner Anderson stated that the density transitioning area provides protection to the existing homeowners and therefore he would rather have the 45-foot corridor protected rather than having the new homeowners have the land to the property line. He believed that the protected corridor provides more protection to the existing property owners. Commissioner Walker stated that he agrees that the protected corridor would provide more benefit to existing property owners. He stated that if the transitioning area is to be done through outlot, perhaps an amendment is made to the ordinance to prevent the situation where a variance continues to be requested. Senior Planner McGuire Brigl agreed that the ordinance does need review and staff can bring something back to the Commission. Commissioner Gengler stated that the density transitioning area done through outlot also protects the new homeowners as they are aware from the beginning that the area is not part of their lot. Chairperson Bauer noted that easements are not always disclosed at the time of sale and that is why he asked the developer how the outlot would be recorded. Commissioner Walker stated that perhaps markers could be placed prior to the sale of the home to identify the property/outlot line. Mr. Tabone stated that typically the lot lines are staked so that it is clear in the field where the boundaries are. He stated that there are thorough HOA documents disclosed to buyers that must be signed but acknowledged that not all homeowners choose to read the documents. He described the process they follow to inform homeowners of the lot size and all other details. Councilmember Woestehoff stated that as someone that purchased a Lennar home, he was provided that information but did not pay attention to that. He stated that he does favor the outlot being owned by the HOA as that same information is not disclosed to the second property owner.

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

7. COMMISSION BUSINESS

7.01: Consider Ordinance #21-15 Creating Additional Requirements for Driveways and Parking Pads

Presentation

Planning Technician McCann presented the Staff Report stating that staff recommends forwarding Ordinance #21-15 to the City Council for adoption.

Commission Business

Commissioner Walker stated that he agrees with parcels under two acres, but is unsure on the two to 4.99 acres, and does not support the requirements for five acres or more. He stated that he has ten acres and does not believe the proposed regulation would be appropriate for large lots. He stated that this would be a slippery slope where the City dictates what can be done on large properties. He understood the need to have this type of regulation on smaller lots in neighborhoods, as there should be requirements on where parking can occur in those situations. He noted that once a lot is over two acres, he did not believe the same regulation would need to exist.

Chairperson Bauer asked if there could be restriction on smaller lots without restriction on larger lots.

Planning Technician McCann stated that the current proposal could be altered to be more accommodating for larger lots, should the Commission desire. He noted that any changes could be made.

Senior Planner McGuire Brigl stated that distinction could be made, but it would need to state there is no restriction on larger lots if that is the desire.

Chairperson Bauer stated that perhaps there is language stating the restriction for lots under 2.5 acres but then language stating no restriction for lots over 2.5 acres.

Senior Planner McGuire Brigl confirmed that could be done. She stated that the larger lots could also be based on the 35 percent building coverage restriction, noting that larger lots will not typically exceed the 35 percent building coverage.

Commissioner Anderson referenced the requirements shown for Andover. He believed that a line should not be drawn on lots over 2.5 acres as long as the parking is not occurring in the front yard. He agreed that there should be limited or no restrictions for lots over 2.5 acres.

Commissioner Gengler commented that even if a property is a large space, there are still neighboring properties. She believed the 35 percent building restriction would provide adequate guidance.

Commissioner VanScoy stated that in reviewing the regulations of other cities, Andover is the only city that mentioned lot size whereas other cities only allowed driveway parking. He stated that Ramsey would then be accommodating in allowing additional parking on a parking pad.

Senior Planner McGuire Brigl confirmed that Ramsey is generous in its parking allowances and accessory building sizes.

Commissioner Anderson stated that there are cases where people park nine or ten vehicles in their backyard and turn it into a salvage lot.

Senior Planner McGuire Brigl confirmed that those types of complaints are often received by City staff from neighboring property owners. She stated that it would be nice to have this concrete direction to provide to property owners.

Commissioner Walker stated that he looks at this different than other members because he has ten acres on which he has three large trucks, a horse trailer, and another large trailer. He stated that he parks his items in an orderly manner. He stated that all the properties in his area are five to ten acres in size, many of which have tractors and other equipment. He did not feel that the City should tell him he would have to get rid of a trailer because his maximum square footage for parking is exceeded.

Commissioner VanScoy was unsure the City would dictate that would have to be removed.

Senior Planner McGuire Brigl commented that if there were a complaint, staff would tell him that pavers are needed along with a $25 permit. She stated that if the parking regulation, as proposed, were exceeded, a conditional use permit or variance would be needed.

Commissioner Walker stated that he did not see the reason to make homeowners go through that process.

Commissioner VanScoy stated that perhaps additional space is allowed through conditional use permit. He stated that when it gets out of hand and complaints are generated, it becomes an issue.

Commissioner Walker referenced a case the Commission recently reviewed related to code enforcement where a neighbor received a violation and then turned in other neighbors because they were mad. He stated that is what he is worried about. He stated that if someone has a junkyard, he supports making that person clean it up. He stated that on the other hand, he has multiple vehicles to complete the work that is necessary on his property and to support his horses. He noted that is not unique when you are in rural Ramsey. He stated that he does support the regulation on smaller lots but would not want the same regulation on larger lots.

Commissioner Anderson asked if a pad is designed as a shed or building. He asked if a lean-to shed that vehicles are parked under considered a pad.

Senior Planner McGuire Brigl stated that a lean-to would count as a structure. She stated that this would apply to parking pads. She stated that perhaps they start with the regulation on lots under 2.5 acres and then complete a review in one year.

Commissioner VanScoy asked the parking guidelines currently and whether they are by acre.

Senior Planner McGuire Brigl reviewed the current parking regulations.

Commissioner Walker asked the lot sizes that are creating the current issues.

Senior Planner McGuire Brigl replied that there are issues on all sized lots. She stated that there are parking issues on tiny lots, huge lots, and everything between.

Commissioner Walker stated that if small lots of account for 75 percent of the problem, it would make sense to deal with that now and leave the larger lots.

Commissioner Anderson agreed that they should start small and work their way up.

Senior Planner McGuire Brigl stated that the Code currently does not have a limit on parking pads and therefore people are paving and putting down a lot of gravel.

Chairperson Bauer stated that when looking at the zoning districts there are districts with 2.5 acre lots but not two acres. He suggested that the regulations apply to 2.5 acre lots and lower, placing

requirements in conjunction with the lot sizes in the different zoning districts. He summarized that the proposed ordinance is too restrictive, and the Commission would favor regulation of lots 2.5 acres and smaller with no restriction on lots larger than 2.5 acres at this time.

Commissioner Walker asked how many vehicles could be parked on a 2.5-acre lot or less.

Senior Planner McGuire Brigl replied that six vehicles could be parked outdoors and no limit on indoors.

Commissioner Walker commented that he did not believe a 300 square feet would be enough to cover that. It was noted that some of those six vehicles would be parked in the driveway.

Senior Planner McGuire Brigl stated that four vehicles parked on a pad would be 1,000 square feet which would be 1/10 of the lot.

Commissioner Walker stated that he would like to see 500 square feet.

Commissioner VanScoy stated that a standard parking space is nine feet by 18 feet.

Senior Planner McGuire Brigl commented that 500 square feet could be a nice round number to start with and see if that works for what people need. She stated that they would still intend to review this in one year to determine if the changes work.

Chairperson Bauer summarized the direction of the Commission to allow one pad of 500 square feet on lots of 2.5 acres or less. He stated that staff will bring back the proposed ordinance for review again at the next meeting.

Commissioner Dunaway asked if there would be anything regulating the distance from the property line.

Senior Planner McGuire Brigl stated that currently parking pads following setbacks for accessory use.

7.02: Consider Allowing Accessory Dwelling Units on Single-Family Residential Properties

Presentation

Planning Technician McCann presented the Staff Report stating that staff recommends directing City staff to draft an ordinance to be presented to the Planning Commission during its regular meeting on October 28, 2021 with edits as discussed during the meeting.

Commission Business

Commissioner VanScoy commented that he is a little uncomfortable with the concept of allowing rental of these units. He noted that many regulations require a familial connection. He stated that

Chairperson Bauer asked for input on whether Commissioner Dunaway would support garage conversion for an accessory dwelling unit on a property under 2.5 acres.

Commissioner Dunaway commented that he would support an allowance for a garage unit but not a detached accessory dwelling unit on smaller properties.

Commissioner Walker used the example of an 80-foot lot, noting that those garages do not have much room above the vehicles and therefore there would not be space to create living space in that area. He stated that he would support one acre lots for detached units and garage conversions.

Commissioner VanScoy asked if the garages mentioned are attached or detached, or whether that is not specified.

Chairperson Bauer commented that the way the language reads, it would apply to any garage.

Commissioner Walker commented that he would not want an accessory dwelling in an attached garage.

Senior Planner McGuire Brigl commented that the existing code already provides for an attached unit, which would address an attached garage.

Commissioner Anderson commented that there are height restrictions that he believes would limit the ability to add that space above a garage. He asked if tiny houses would be addressed.

Senior Planner McGuire Brigl commented that the structure would need to be on a foundation and built to Code.

Commissioner Gengler stated that she would also support the one-acre size. She stated that restricting this to 2.5 acres and above would take out a large number of properties. She believed that one acre would be sufficient.

Chairperson Bauer confirmed the consensus of the Commission to support the change to one acre.

2.03: Consider Ordinance #21-15 Creating Additional Requirements for Driveways and Parking Pads

Planning Technician McCann reviewed the staff report.

Chairperson Bauer asked for clarification on a specific example and whether it would be allowed.

Senior Planner McGuire Brigl provided clarification.

Chairperson Bauer noted that there are a number of homes that have a parking pad on the side of the driveway in front of the home. He noted that it would appear that those would become

nonconforming with this change. He commented that he does not have a problem with a wider driveway.

Commissioner Anderson noted that 30 feet of street access is allowed.

Chairperson Bauer stated that his example would have that width at the driveway but then the driveway would widen to the third stall garage and then an additional bump out on the side. He noted that it would give the equivalent of a three-car garage driveway to homes with two car garages.

Commissioner VanScoy stated that perhaps the width of the driveway at the garage could go 15 feet past the garage to provide that additional space.

Senior Planner McGuire Brigl commented that would be allowed under the language as proposed. She provided additional clarification.

Commissioner Walker stated that he would have an issue restricting motorbikes, go-karts, or snowmobiles. He stated that it is more of a property size issue. He stated that there could be a family with four children that race motorbikes or snowmobiles, and they should be allowed to store those items. He noted that if those families are on five or ten acres, they should not be limited on those items.

Senior Planner McGuire Brigl noted that section of the ordinance was not included in the update. She stated that if desired, staff could review that section and bring it back for additional review.

Code Enforcement Officer Raines noted that this language only applies to outdoor storage. She noted that typically people with large lots keep those items indoors.

Commissioner Gengler asked if there are complaints received for those types of items.

Code Enforcement Officer Raines commented that the complaint that brings staff to the property is not related to those items, but those items are noticed when staff visits the property.

It was determined that this item would be pulled from the Consent Agenda and would come back to the Commission with additional detail to review.

2.04: Discuss Ordinance #21-20 Home Occupation Revisions

Code Enforcement Officer Raines reviewed the staff report.

Chairperson Bauer asked the square footage needed for a vehicle.

Senior Planner McGuire Brigl replied that a standard two car garage is 400 square feet. She stated that there have been a lot of Home Occupation Permits and this has not been an issue as people tend to have a lot of storage.

CC Regular Session **7. 4.**

Meeting Date: 01/11/2022

By: Brian McCann, Community Development

Information

Title:

Introduce Ordinance #22-07 Amending City Code Chapter 30, Section 3 exempting the Mississippi River Corridor Critical Area (MRCCA) overlay district from height restrictions to ground cover vegetation.

Purpose/Background:

Ordinance #22-07 Amending City Code Chapter 30, Section 3 Regarding Property Conditions Constituting a Public Nuisance. The revised section exempts the Mississippi River Corridor Critical Area (MRCCA) overlay district from height restrictions as they relate to ground cover vegetation. The proposed ordinance has been reviewed and approved by the City Attorney.

Notification:

A notice for the January 11, 2022 City Council meeting, was advertised in the Anoka County Union-Herald, the City's Official Newsletter.

Time Frame/Observations/Alternatives:

Minnesota Department of Natural Resources is requiring local government units remove any restrictions that restrict the height of ground cover vegetation in designated areas. Designated areas include shore impact zones (SIZ), bluff impact zones (BIZ), areas within 50 feet of a wetland or natural drainage way, areas of native plant communities, and significant vegetative stands identified in the Mississippi River Corridor Critical Area (MRCCA) plan. Local government units must amend ordinance provisions to comply with this requirement of the Mississippi River Corridor Critical Area (MRCCA) Administrative Checklist. This amendment is required by Mississippi River Corridor Critical Area (MRCCA) rules (6106.0150 Subp. 3.C.) and is an identified implementation action in the approved Mississippi River Corridor Critical Area (MRCCA) plan.

Funding Source:

Staff is handling this as part of normal duties.

Recommendation:

Staff recommends introduction of Ordinance #22-07 exempting the Mississippi River Corridor Critical Area (MRCCA) overlay district from height restrictions to ground cover vegetation.

Outcome/Action:

Motion to introduce Ordinance #22-07 Amending City Code Chapter 30, Section 3 exempting the Mississippi River Corridor Critical Area (MRCCA) overlay district from height restrictions to ground cover vegetation.

Attachments

Ordinance #22-07

MRCCA District Map

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian McCann	12/28/2021 04:20 PM
Brian McCann (Originator)	Brian McCann	12/28/2021 04:29 PM
Brian Hagen	Brian Hagen	01/06/2022 11:15 AM
Kurt Ulrich	Kurt Ulrich	01/06/2022 11:56 AM

Form Started By: Brian McCann Started On: 12/21/2021 10:45 AM

Final Approval Date: 01/06/2022

ORDINANCE #22-07

CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA

AN AMENDMENT TO SECTION 30 WHICH IS KNOWN AS THE NUISANCES SECTION OF THE CITY CODE OF RAMSEY, MINNESOTA.

AN ORDINANCE AMENDING SECTION 30-3 (PROPERTY CONDITIONS CONSTITUTING A PUBLIC NUISANCE) OF THE CITY CODE OF RAMSEY, MINNESOTA.

The City of Ramsey ordains:

SECTION 1. AUTHORITY

This ordinance is adopted pursuant to and under the authority of the City Charter of the City of Ramsey.

SECTION 2. AMENDMENT TO CITY CODE SECTION 30-3

The current City Code Section 30-3 is revised as follows (additions indicated by underline, deletions indicated by strikethrough):

Section 30-3. – Property Conditions Constituting a Public Nuisance

The following are declared to be nuisances affecting public peace, health, welfare, and/or safety of the community:

(1) Exposed accumulation of decayed or unwholesome food or vegetable matter.

(2) All diseased animals running at large.

(3) Carcasses of animals not buried at least three feet deep or destroyed within 24 hours after death.

(4) Accumulations of manure, refuse or other debris, except that any manure maintained in conformance with chapter 10 shall not be declared a public nuisance.

(5) Privy vaults and garbage cans which are not rodent-free or flytight or which are so maintained as to constitute a health hazard or to emit foul and disagreeable odors.

(6) The storage or accumulation of waste, refuse, or garbage that is not contained in a closed container designed or reasonably adapted for such purpose, except for 30 days preceding pick-up by a hauler. This includes any accumulation of appliances, plumbing fixtures, furniture, equipment, remnants of wood (decayed or weathered) unused construction materials, stockpiles of rocks or dirt, or any items that could not be put to use in the manner that they are intended.

(7) The depositing of garbage or refuse on a public right-of-way or adjacent private property.

(8) The placing or throwing on any street, sidewalk or other public property of any glass, tacks, nails, bottles or other substance which may injure any person or animal or damage any pneumatic tire when passing over such surface.

(9) The pollution of any public well or cistern, stream or lake, canal or body of water by sewage, industrial waste, or other substances.

(10) All grass, weeds, or noxious growths of vegetation upon public or private property exceeding eight inches in height, or whatever height specified in the appropriate zoning district, excluding acceptable prairie restoration plant materials.

a) Exemption- all ground cover vegetation located in the following areas are hereby exempt from height restrictions:

1. Shore impact zones;
2. Bluff impact zones;
3. Areas within fifty feet (50') of a wetland or natural drainage way;
4. Areas of native plant communities; and
5. Significant vegetative stands identified under section 117-148, relating to Mississippi River Corridor Critical Area (MRCCA) Overlay District Development Standards.

Any vegetation management within the MRCCA overlay district shall comply with the requirements and standards of section 117-148(i) and with any vegetation clearing permits approved by the City of Ramsey.

(11) Dense smoke, noxious fumes, gas and soot, or cinders in unreasonable quantities.

(12) Snow, ice, or other precipitation not removed from sidewalks or the allowing of rain water, ice, or snow to fall from any building or structure upon any street or sidewalk or to flow across any sidewalk.

(13) All wires and limbs of trees which are so close to the surface of a sidewalk or street as to constitute a danger to pedestrians or vehicles.

(14) Obstructions and excavations affecting the ordinary use by the public of streets, alleys, sidewalks, or public grounds except under such conditions as are permitted by this Code or other applicable law.

(15) Radio aerials or television antennas erected or maintained in a dangerous manner.

(16) Any use of property abutting on a public street or sidewalk or any use of a public street or sidewalk which causes large crowds of people to gather, obstructing traffic and the free uses of the streets or sidewalks.

(17) All hanging signs, awnings, and other similar structures over streets and sidewalks, or so situated so as to endanger public safety, or not constructed and maintained as provided by code.

(18) Any barbed-wire fence less than six feet above the ground and within three feet of a public sidewalk or way unless a permit is granted by the city.

(19) Wastewater cast or permitted to flow, upon streets or other public property.

(20) Any well, hole or similar excavation which is left uncovered or in such other condition as to constitute a hazard to any child coming on the premises where it is located.

(21) Obstruction to the free flow of water in a natural waterway or a public street drain, gutter, or ditch with trash or other materials.

(22) The existence of any structure or part of any structure which, because of fire, wind, or other natural disaster or physical deterioration, is no longer habitable as a dwelling nor useful for any other purpose for which it may have been intended.

(23) The existence of any vacant dwelling, garage or other outbuilding, unless such buildings are kept securely locked, windows kept glazed or neatly boarded up and otherwise protected to prevent entrance thereto by vandals.

(24) All dangerous, unguarded machinery in any public place, or so situated or operated on private property as to attract the public.

(25) The outdoor or outside storage of any abandoned or inoperable vehicles, as defined by this chapter.

(26) The outdoor or outside storage of any part of a motor vehicle or piece of machinery that is deteriorating or unusable or intended to be used as salvageable parts.

(27) Any violation of section 117-355, relating to off-street parking regulations.

(28) Any violation of chapter 10, relating to the keeping of animals.

(29) Any violation of chapter 34, article III, division 3, relating to clandestine drug labs.

(30) Any other act or omission declared to be a public nuisance and for which no sentence is specifically provided.

(31) The use or operation of a radio, musical instrument, amplified music or sound, or other machine or device used for production of reproduction or sound at a volume in the excess of that reasonably necessary for the convenient hearing of the person or in the room, vehicle, or chamber in which the same is being operated, as defined by this chapter. The operation between the hours of 10:00 p.m. and 7:00 a.m. of any radio, musical instrument, amplified music or sound, or other machine or device for the reproducing or producing of sound if the sound therefrom is audible from:

   a. An apartment or hallway of a multifamily building adjacent to a unit where the device is operating.

   b. The property line of the real property on which the device is being operated.

   c. A distance of 50 feet from any motor vehicle in which the device is operating.

(32) To operate or to cause to be operated, but not limited to, the use of any noise creating blower or power fan, internal combustion engine, air compressor or steam engine, automobile, motorcycle, snowmobile, motor boat, motor bike, scooter, recreational vehicle, all terrain vehicle, off-highway motorcycle, off-road vehicle, go-cart, or

remote controlled airplane, boat, or other vehicle powered by an engine or motor, the operation of which causes noise, unless the noise from the blower or fan is muffled and such engine or compressor is equipped with a muffler device sufficient to deaden and effectively prevent such noise so that the noise shall not annoy, disturb or affect the comfortable enjoyment of life or property.

a. *Sound levels.* No person shall operate or cause or permit to be operated any source of noise in such a manner as to create a noise level exceeding the limit set in Table 1.

TABLE 1

	7:00 A.M. — 10:00 P.M.		10:00 P.M. — 7:00 A.M.	
Land Use	L50	L10	L50	L10
Residential	60	65	50	55
Commercial	65	70	65	70
Industrial	75	80	75	80

b. *Measurement procedure.* The following procedures must be used to obtain a representative sound level measurement by the use of a sound measuring device:

1. A decibel meter will be used to obtain readings and be used as evidence.
2. The operator of the device has sufficient training to properly operate the equipment and can testify as to the manner in which the device was set up and operated.
3. The device is operated with minimal distortion or interference from outside sources; and has been certified as being accurate and reliable.
4. Measurements must be made at least three feet off the ground or surface and away from natural or artificial structures which would prevent an accurate measurement.
5. Measurements must be made using an A-weighting and fast response characteristics of the sound measuring device as specified in American National Standards Institute S1.4-1983.
6. Measurements must not be made in sustained winds or in precipitation which results in a difference of less than ten decibels between the background noise level and the noise source being measured.
7. Measurements must be made using a microphone which is protected from ambient conditions which would prevent an accurate measurement.
8. Measurement must be made from the property of the person making the complaint, when applicable.

(33) Tracks and trails for riding motor vehicles are not allowed in a residential area unless said track or trail is:

a. 1,000 feet from any residence except that of the owner; and

b. At least 50 feet from property lines, public streets, utilities, or easements.

SECTION 4. EFFECTIVE DATE

This ordinance becomes effective 30 days after its passage and publication, subject to City Charter Section 5.04.

SECTION 5. SUMMARY

The following official summary of Ordinance #22-07 has been approved by the City Council of the City of Ramsey as clearly informing the public of the intent and effect of the Ordinance.

Ordinance #22-07 amends Chapter 30, Section 3 (Property Conditions Constituting a Public Nuisance) to revise the existing City of Ramsey Nuisances Code. The revised section exempts the MRCCA overlay district from height restrictions as they relate to ground cover vegetation.

PASSED by the City Council of the City of Ramsey, Minnesota the ____ day of _____, 2022.

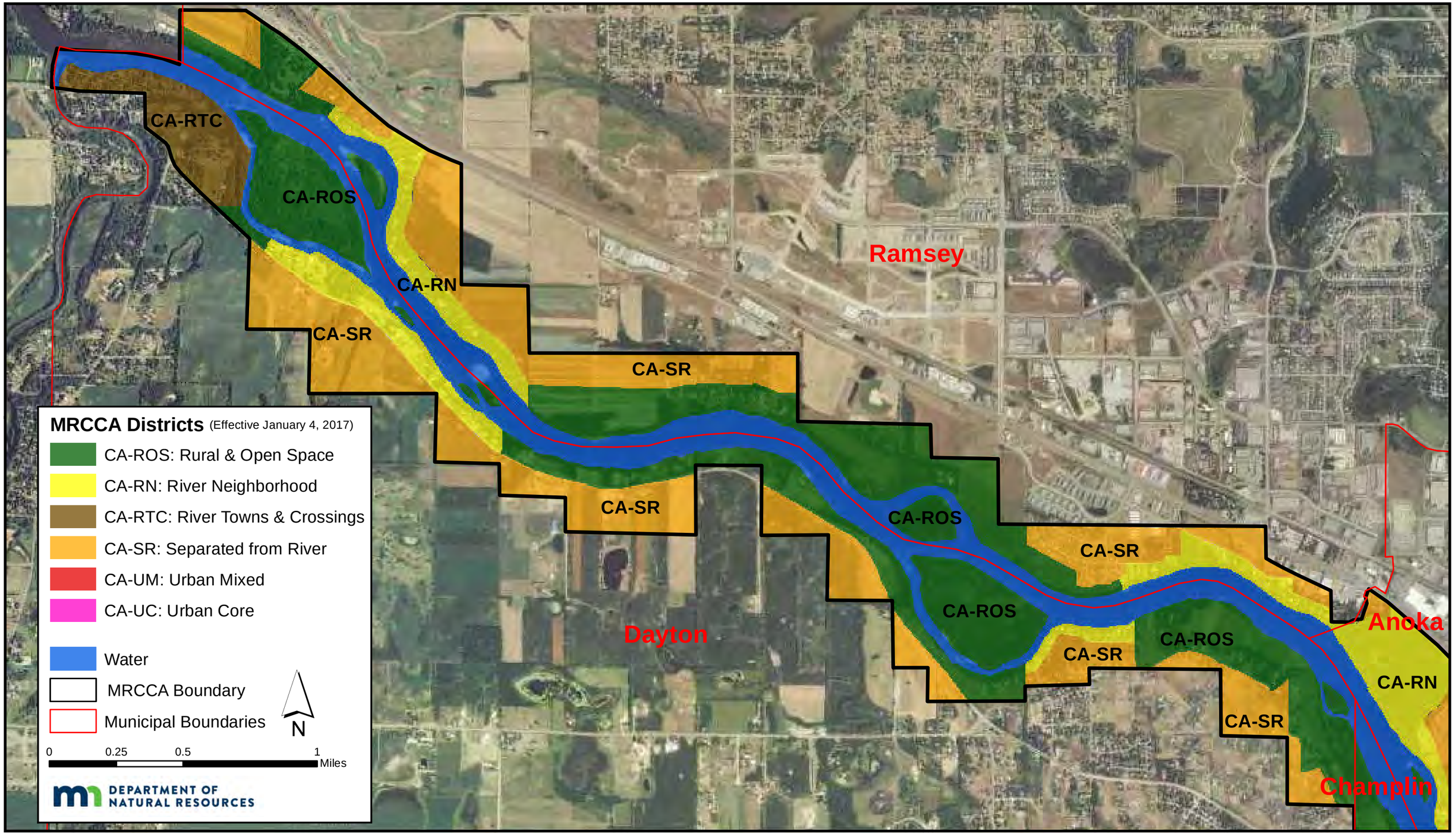
_____
Mayor

ATTEST:

_____
City Clerk

Introduction date:
Posting dates:
Adoption date:
Publication date:
Effective date:

Mississippi River Corridor Critical Area (MRCCA) District Map - Dayton to Anoka
Minnesota Rules, part 6106.0100



CC Regular Session **7. 5.**

Meeting Date: 01/11/2022

Submitted For: Bria Raines, Community Development

By: Bria Raines, Community Development

Information

Title:

Introduce Ordinance #22-06 Amending City Code Chapter 117, Sections 1 and 351 Regarding Home Occupations

Purpose/Background:

Ordinance #22-06 (formerly #21-20) Amending City Code Chapter 117, Sections 1 and 351 Regarding Home Occupations. The revised sections regarding Home Occupations will address all business types conducted on a residential property.

This change is very minor and more administrative in nature.

Meetings

- November 18, 2021: A public hearing was held at the Planning Commission. Planning Commission members approved motion to introduce ordinance to City Council.
- December 14, 2021: Staff presented ordinance to City Council work session for feedback prior to introduction.

Based on feedback from the December 14, 2021 City Council Work Session, Staff has included a section to cover minor home occupations that encourage the arts such as the Fargo, South Dakota City Code. Research of peer communities and the Fargo city code home occupation section has been attached as well.

Notification:

This meeting does not require a public notice.

The Public Hearing Notice for the November 18, 2021 Planning Commission meeting, was advertised in the Anoka County Union-Herald, the City's Official Newsletter.

Observations/Alternatives:

The existing definition does not address all types of home occupations that are seen in the City of Ramsey. This revision to the Ramsey City Code will help Staff enforce standards for all types of home occupations.

Funding Source:

Staff is handling this as part of normal duties.

Recommendation:

The Planning Commission recommends that the City Council adopt Ordinance #22-06 (formerly #21-20) Amending City Code Chapter 117, Sections 1 and 351 Regarding Home Occupations.

Action:

Motion to introduce Ordinance #22-06 (formerly #21-20) Amending City Code Chapter 117, Sections 1 and 351 Regarding Home Occupations.

Attachments

Revision to Section 117-1 (Full)
Revision to Section 117-351 (Full)
Research of Peer City Codes
Fargo City Code
Ordinance #22-06 (Formerly #21-20)

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	12/30/2021 08:26 AM
Form Started By: Bria Raines		Started On: 11/19/2021 09:26 AM
Final Approval Date: 12/30/2021		

Sec. 117-1. Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Abandoned sign means a sign which no longer identifies or advertises a bona fide business, lesser, service, owner, product, or activity, and/or for which no legal owner can be found.

Abuse means any action that does not follow good arboricultural practices. The term "abuse" also includes damage inflicted upon roots by machinery, changing the natural grade above the root system or around the trunk, changing drainage patterns around the tree, destruction of the natural shape of the tree or any action which causes infection, infestation or decay.

Abutting means making contact with or separated only by public thoroughfare, railroad, public utility right-of-way or navigable waters.

Accessory farm building means an accessory building used to shelter farm animals (excluding household pets).

Accessory structure means any subordinate building located on the same lot as the principal building containing a use which is incidental to that of the principal building.

Accessory use means a use naturally and normally incidental to, subordinate to, and auxiliary to the principal permitted use of the premises.

Addition means a physical enlargement of an existing structure.

Address sign means identification numbers only, whether written or in numerical form.

Adult use — body painting studio means an establishment or business which provides the service of applying paint or other substance, whether transparent or non-transparent, to or on the body of a patron when such body is wholly or partially nude in terms of specified anatomical areas.

Adult use — bookstore means a building or portion of a building used for the barter, rental or sale of items consisting of printed matter, pictures, slides, records, audio tape, videotape, or motion picture film or any other audio or visual media if such building or portion of a building is not open to the public generally but only to one or more classes of the public excluding any minor by reason of age or if a substantial or significant portion of such items are distinguished or characterized by an emphasis on the depiction or description of specified sexual activities or specified anatomical areas.

Adult use — cabaret means a building or portion of a building used for providing dancing or other live entertainment, if such building or portion of a building excludes minors by reason of age or if such dancing or other live entertainment is distinguished or characterized by an emphasis on the presentation, display, depiction or description of specified sexual activities or specified anatomical areas.

Adult use — companionship establishment means a companionship establishment which excludes minors by reason of age, or which provides the service of engaging in or listening to conversation, talk or discussion between an employee of the establishment and a customer, if such service is distinguished or characterized by an emphasis on specified sexual activities or specified anatomical areas.

Adult use — conversation/rap parlor means a conversation/rap parlor which excludes minors by reason of age, or which provides the service of engaging in or listening to conversation, talk, or discussion, if such service is distinguished or characterized by an emphasis on specified sexual activities or specified anatomical areas.

Adult use — health/sport club means a health/sport club which excludes minors by reason of age, or if such club is distinguished or characterized by an emphasis on specified sexual activities or specified anatomical areas.

Adult use — hotel or motel means adult hotel or motel means a hotel or motel from which minors are specifically excluded from patronage and wherein material is presented which is distinguished or characterized by an emphasis on matter depicting, describing or relating to specified sexual activities or specified anatomical areas.

Adult use — massage parlor, health club means a massage parlor or health club which restricts minors by reason of age, and which provides the services of massage, if such service is distinguished or characterized by an emphasis on specified sexual activities or specified anatomical areas.

Adult use — mini-motion picture theater means a building or portion of a building with a capacity for less than 50 persons used for presenting material if such building or portion of a building as a prevailing practice excludes minors by reason of age, or if such material is distinguished or characterized by an emphasis on specified sexual activities or specified anatomical areas for observation by patrons therein.

Adult use — modeling studio means an establishment whose major business is the provision, to customers, of figure models who are so provided with the intent of providing sexual stimulation or sexual gratification to such customers and who engage in specified sexual activities or display specified anatomical areas while being observed, painted, painted upon, sketched, drawn, sculptured, photographed, or otherwise depicted by such customers.

Adult use — motion picture arcade means any place to which the public is permitted or invited wherein coin or slug-operated or electronically, electrically or mechanically controlled or operated still or motor picture machines, projectors or other image-producing devices are maintained to show images to five or fewer persons per machine at any one time, and where the images so displayed are distinguished or characterized by an emphasis on depicting or describing specified sexual activities or specified anatomical areas.

Adult use — motion picture theater means a building or portion of a building with a capacity of 50 or more persons used for presenting material if such building or portion of a building as a prevailing practice excludes minors by virtue of age or if such material is distinguished or characterized by an emphasis on specified sexual activities or specified anatomical areas for observation by patrons therein.

Adult use — novelty business means a business which has as a principal activity the sale of devices which stimulate human genitals or devices which are designed for sexual stimulation.

Adult use — sauna means a sauna which excludes minors by reason of age, or which provides a steam bath or heat bathing room used for the purpose of bathing, relaxation, or reducing, utilizing steam or hot air as a cleaning, relaxing or reducing agent, if the service provided by the sauna is distinguished or characterized by an emphasis on specified sexual activities or specified anatomical areas.

Adult use — steam room/bathhouse facility means a building or portion of a building used for providing a steam bath or heat bathing room used for the purpose of pleasure, bathing, relaxation, or reducing, utilizing steam or hot air as a cleaning, relaxing or reducing agent if such building or portion of a building restricts minors by reason of age if the service provided by the steam room/bathhouse facility is distinguished or characterized by an emphasis on specified sexual activities or specified anatomical areas.

Adult uses includes adult bookstores, adult motion picture theaters, adult motion picture rental, adult mini-motion picture theaters, adult massage parlors, adult steam room/bathhouse/sauna facilities, adult companionship establishments, adult rap/conversation parlors, adult health/sport clubs, adult cabarets, adult novelty businesses, adult motion picture arcades, adult modeling studios, adult hotels/motels, adult body painting studios, and other premises, enterprises, establishments, businesses or places open to some or all members of the public, at or in which there is an emphasis on the presentation, display, depiction or description of specified sexual activities or specified anatomical areas which are capable of being seen by members of the public.

(1) *Specified anatomical areas.*

a. Less than completely and opaquely covered human genitals, pubic region, buttock, anus, or female breast below a point immediately above the top of the areola; and

b. Human male genitals in a discernibly turgid state, even if completely and opaquely covered.

(2) *Specified sexual activities.* Actual or simulated sexual intercourse, oral copulation, anal intercourse, oral-anal copulation, bestiality, direct physical stimulation of unclothed genitals, flagellation or torture in the context of a sexual relationship, or the use of excretory functions in the context of a sexual relationship, and any of the following sexually oriented acts or conduct:

a. Anilingus, buggery, coprophagy, coprophilia, cunnilingus, fellatio, necrophilia, pederasty, pedophilia, piquerism, sapphism, zooerasty;

b. Clearly depicted human genitals in the state of sexual stimulation, arousal or tumescence;

c. Use of human or animal ejaculation, sodomy, oral copulation, coitus, or masturbation;

d. Fondling or touching of nude human genitals, pubic region, buttocks, or female breast;

e. Situations involving a person, any of whom are nude, clad in undergarments or in sexually revealing costumes, and who are engaged in activities involving the flagellation, torture, fettering, binding or other physical restraint of any such persons;

f. Erotic or lewd touching, fondling or other sexually oriented contact with an animal by a human being;

g. Human excretion, urination, menstruation, vaginal or anal irrigation.

Adult uses — accessory means a use, business, or establishment having ten percent of its stock in trade or floor area allocated to, or 20 percent of its gross receipts derived from movie rentals or magazine sales.

Adult uses — principal means a use, business, or establishment having more than ten percent of its stock in trade or floor area allocated to, or more than 20 percent of its gross receipts derived from, any adult use.

Advertising device sign means a sign that has as its purpose to promote, advertise, or sell a product or service obtainable on the premises upon which the sign is located, and not to identify the premises.

Agricultural use means the use of land for the production of food or fiber, their storage on the area, and/or the raising thereon of domestic pets and domestic farm animals.

Agricultural uses means those uses commonly associated with the growing of produce on farms. These include: Field crop farming, pasture for hay, fruit growing, tree, plant, shrub or flower nursery without building, truck gardening, and livestock raising and feeding, but not including fur farms, commercial animal feedlots and kennels.

Alley means a public right-of-way primarily designed to serve as secondary access to the side or rear of those properties whose principal frontage is on a street.

Alter means to change the appearance or function.

Alternative energy system means a wind energy conversion system (WECS), a solar energy system, or a ground source heat pump system.

Amortization means the establishment of a time schedule over which the cost of an investment is depreciated.

Animals, domestic farm, means horses, cattle, sheep, ducks, chickens, geese, rabbits, pigeons, goats, hogs, bees, turkeys.

Animals, domestic pets, means dogs, cats, birds and other commonly known house pets.

Antenna means any structure or device used for the purpose of collecting or transmitting electromagnetic waves, including but not limited to directional antennas, such as panels, microwave dishes, and satellite dishes, and omni-directional antennas, such as whip antennas.

Apartment means a room or suite of rooms which is designed for, intended for, or occupied as a housekeeping unit and is equipped with cooking facilities.

Applicant means a person who is applying for a license, certification or permit as required by this chapter. The term "applicant" also means that person's agents, employees, and others acting under this person's direction.

Approval means written approval pursuant to a duly executed application for approval made on a form promulgated by the city.

Area identification sign means a freestanding or wall sign which identifies a single-family or multifamily residential subdivision, a commercial development or an industrial park or office park and which is located on the same parcel as the development it identifies.

Armstrong Boulevard Interchange Overlay District means a district for purposes of allowing additional signage in a specified area, described as all commercially zoned property located within 750 feet of the Centerline of Highway 10 and extending to the Centerline of Traprock Street and extending to the Centerline of Llama Street. Parcels located within The COR District are exempted from this overlay district, as sign regulations for that district are located in a separate section of City Code.

Ash means the incombustible material that remains after a fuel or solid waste is incinerated.

Attached townhouse means structures housing three or more dwelling units contiguous to each other only by the sharing of one or more common walls; such structures are of the back-to-back or row-house type as contrasted to multiple dwelling apartment structures.

Attraction board manual (changeable copy sign) means a sign on which the copy is changed manually.

Auto salvage. See *Vehicle wrecking yard.*

Awning means a hood or cover which projects from the wall of a building.

Banner means a sign made of fabric or non-rigid material with no enclosing framework.

Base flood elevation means the elevation of the "regional flood". The term "base flood elevation" is used in the flood insurance study.

Basement means any area of a structure, including crawl spaces, having its floor or base subgrade (below ground level) on all four sides, regardless of the depth of excavation below ground level.

Bay means cantilevered area of room.

Bench sign means a sign which is affixed to a bench.

Berm means an earthen mound designed to provide visual interest, screen undesirable views, and/or decrease noise.

Best management practices (BMPs) means erosion and sediment control and water quality management practices that are the most effective and practicable means of controlling, preventing, and minimizing degradation of surface water, including construction-phasing, minimizing the length of time soil areas are exposed, prohibitions, and other management practices published by state or designated area-wide planning agencies. (Refer to the current versions of the Minnesota Pollution Control Agency's publications, "Protecting Water Quality in Urban Areas," and, "Storm-Water and Wetlands: Planning and Evaluation Guidelines for Addressing Potential Impacts of Urban Storm-Water and Snow-Melt Runoff on Wetlands," the United States Environmental Protection Agency's, "Stormwater Management for Construction Activities: Developing Pollution Prevention Plans and Best Management Practices," and the state department of transportation's, "Erosion Control Design Manual" for suitable BMPs.)

Billboard means a sign which directs attention to a business, commodity, service, entertainment, or attraction sold, offered or existing elsewhere than upon the same lot or parcel where such sign is displayed.

Block means a tract of land bounded by streets, or a combination of streets, parks, cemeteries, railroad right-of-way, shorelines, waterways, or corporate boundary lines of the city.

Bluff means a topographic feature such as a hill, cliff, or embankment having the following characteristics (an area with an average slope of less than 18 percent over a distance for 50 feet or more shall not be considered part of the bluff):

(1) Part or all of the feature is located in a shoreland area;

(2) The slope rises at least 25 feet above the ordinary high water level of the water body;

(3) The grade of the slope from the toe of the bluff to a point 25 feet or more above ordinary high water level average 30 percent or greater; and

(4) The slope must drain toward the waterbody.

Bluff impact zone means a bluff and land located within 20 feet from the top of a bluff.

Bluff line means:

(1) A line along the top of a slope connecting the points at which the slope of land becomes more than 12 percent. This applies to those slopes within the land use district which are beyond the setback provisions from the ordinary high water level; or

(2) The line which generally follows the river bank where the slope changes from steep (more than 12 percent) to less than 12 percent).

Board means the board of adjustment established by this chapter.

Boathouse means a structure designed or used solely for the storage of boats or boating equipment.

Boulevard means that part of the property not covered by sidewalk or other paving, lying between the property line and the curbline of any street. In the absence of a curb, the curbline of a street shall be deemed to be the edge of that portion of the public right-of-way maintained and open to the use of the public for purposes of public travel.

Buffer means a protective vegetated zone located adjacent to a natural resource, such as a water of the state, that is subject to direct or indirect human alteration. The width of a buffer strip is the width along each bank of a stream. Therefore a 30-foot-wide stream with 100-foot buffer strips has a total width of 230 feet. Acceptable buffer vegetation includes preserving existing predevelopment vegetation and/or planting locally distributed native Minnesota trees, shrubs and grassy vegetation. Alteration of such areas is strictly limited. Buffer areas are designated with permanent signs. Refer to the Ramsey Tree Book and Minn. Rules ch. 6216 for a list of exotic, prohibited, regulated, unlisted and unregulated plant species. Buffer widths in the city are defined in the Wetland Buffer, Shoreland Protection and River Corridor ordinances found in this Code.

Buffer area means the outer area of a site where the site activity is screened, distanced, or muffled from adjacent land uses. At a minimum the buffer area must be consistent with the intent of Minn. Stats. § 473.823, subd. 3.

Buildable area means the area of a lot remaining after minimum yard, open space requirements have been met and after lowland, wetland, or steep slopes are taken into account.

Building means any structure, with the exception of enclosed trailers with or without axles, having a roof which may provide shelter, support, protection or enclosure of persons, animals or property of any kind.

Building height means a distance to be measured from the mean ground level to the highest point of a flat roof, or average height of the highest gable of a pitched or hip roof.

Building-integrated solar energy system means a solar energy system that is an integral part of a principal or accessory building, rather than a separate mechanical device, replacing or substituting for an architectural or

structural component of the building including, but not limited to, photovoltaic or hot water solar systems contained within roofing materials, windows, skylights and awnings.

Building line means:

(1) The line measured across the width of the lot at the point where the principal structure is placed in accordance with setback provisions; or

(2) A line parallel to a lot line or the ordinary high water level at the required setback beyond which a structure may not extend.

Business means any establishment, occupation, employment or enterprise where merchandise is manufactured, exhibited or sold, or where services are offered for compensation.

Business directory sign means a sign which identifies the names of the specific businesses located in a shopping center or business or industrial park and which is located on the parcel of the center so identified.

Business incubator/multitenant facility means a commercial or industrial development consisting of two or more separate units or suites sharing a common building and/or parking area.

Business sign means a sign relating in its subject matter to the parcel on which it is located, or to products, accommodations, services or activities on the parcel on which it is located.

Butt lot means a lot at the end of a block and located between two corner lots.

Caliper means the diameter, in inches, of the trunk of a tree taken six inches above the ground up to and including four-inch caliper size, and 12 inches above the ground for larger sizes.

Campground means an area accessible by vehicles and containing campsites or camping spots for tents and trailer camping.

Canopy means a permanent roof-like structure of rigid materials.

Canopy coverage means the horizontal extension of a tree's branches in all directions from its trunk.

Carport means an automobile shelter open on one or more sides, and shall be considered an accessory building.

Cellar means that portion of a building between floor and ceiling which is wholly or partly below grade and so located that the vertical distance from grade to the floor below is equal to or greater than the vertical distance from grade to ceiling.

Certified arborist means any person holding a valid and current arborist certification as issued by the International Society of Arboriculture (ISA).

Certified forester means any person holding a valid and current forester certification as issued by the Society of American Foresters (SAF).

CFR means the Code of Federal Regulations.

Church means a building, together with its accessory buildings and uses, where persons regularly assemble for religious worship and which building, together with its accessory buildings and uses, is maintained and controlled by a religious body organized to sustain public worship.

City plan means a compilation of policy statements, goals, standards and maps for guiding the physical, social and economic development, both private and public, of the city and its environs.

City tree policy means a manual, developed and maintained by the city, which contains the standards and specifications for sound arboricultural practices, techniques and procedures which shall be applicable to all public trees in the city. This includes but is not limited to tree selection, planting, pruning, alteration, treatment, protection, and removal.

Clear-cutting means the removal of an entire stand of vegetation or trees.

Clearing means the removal of vegetation from a property, whether by cutting or other means.

Clinic means any establishment where human patients are examined and treated by doctors or dentists but not hospitalized overnight.

Closed loop ground source heat pump system means a system that circulates a heat transfer fluid, through pipes or coils buried beneath the land surface or anchored to the bottom of a body of water.

Club means any establishment operated for social, recreational or educational purposes but open only to members and not the general public.

Commercial use means the principal use of land or buildings for the sale, lease, rental, or trade of products, goods, and services.

Commercial wireless telecommunication services means licensed commercial wireless telecommunication services including cellular, personal communication services (PCS), specialized mobilized radio (SMR), enhanced specialized mobilized radio (ESMR), paging, and similar services that are marketed to the general public.

Communication antenna or tower, height, means the height of a freestanding communication antenna or tower is determined as the distance from ground level to the highest point on the tower, including the antenna.

Communication antenna or tower, roof- or wall-mounted height, means the height of a communication antenna that is mounted on a roof or wall shall be measured from the point where the base of the antenna and its supporting structure appends to the roof or wall to the highest point of the supporting structure, including the antenna.

Communication tower, guyed, means a tower that is supported, in whole or in part by wires and ground anchors.

Communication tower, lattice or self-support, means a tower that has three or four sides of open-framed steel supports.

Communication tower, monopole, means a tower consisting of a single pole, constructed without guyed wires and anchors.

Community forest means the collection of trees, shrubs, other vegetation and associated natural features that make up the city tree canopy and its growing zone.

Community forestry means the ecology of native and non-indigenous plantings creating a forest in the human living environment, and emphasizing the practice of wise professional planned management of all tree resources within an urban area. This would include trees in public streets, public areas, and on private property to provide for multiple use benefits for the general well-being of the entire community.

Community forestry program means all of those city resources, time and efforts directed toward the development and maintenance of a safe, healthy, aesthetically pleasing and fully stocked population of public trees.

Comprehensive plan means a computation of goals, policy statements, standards, programs and maps for guiding the physical, social, and economic development, both public and private, as defined in Minn. Stats. § 462.352, and includes any part of such plan separately adopted and any amendment to such plan or parts thereof.

Construction equipment trailer/field office means a mobile trailer or structure used for equipment storage or as a field office for contractors and subcontractors, which is not open to the general public.

Contaminated means containing a harmful quantity of any substance.

Contamination means the presence of or entry of any substance which may be deleterious to the public health and/or the quality of the water into the public storm water system, waters of the state, or waters of the United States.

Cosmetic cleaning means cleaning done for cosmetic purposes to the exterior of buildings, motorized vehicles, parking lots, recreational vehicles or similar activity. It does not include industrial cleaning, cleaning associated with manufacturing activities, hazardous or toxic waste cleaning, or any cleaning otherwise regulated under federal, state, or local laws.

Covenant means a contract between two individuals which constitutes a restriction of a particular use of land.

Coverage means that portion of a lot covered by principal and accessory use structures, and may include impervious surfaces if it is so indicated in the individual zoning districts.

Crown means the leaves and branches of a tree or shrub; the upper portion of a tree from the lowest branch on the trunk to the top.

Crown cover means the ratio between the amount of land shaded by the vertical protection of the branches and foliage area of standing trees to the total area of land, usually expressed as percentage.

Deck means a horizontal, unenclosed platform with or without attached railings, seats, trellises, or other features, attached or functionally related to a principal use or site and at any point extending more than three feet above ground.

Density means a number expressing the ratio of dwelling units to an acre of land.

Design standards means the specifications to landowners or subdividers for the preparation of subdivisions, preliminary and final, indicating among other things, the optimum, minimum or maximum dimensions of such items as rights-of-way, blocks, easements and lots.

Designated haul road means shall mean any public road or street which has been officially designated (as hereinafter provided) as a "haul road," and over which materials from any source are hauled, of the kinds and for the purposes listed in this definition, to points within geographic limits of the site or to points outside those limits if use of the material outside such limits is required.

(1) Soil or other material for embankment construction;

(2) Sand, gravel or other material for backfill;

(3) Sand, gravel, or crushed rock for base or surfacing courses;

(4) Aggregates for bituminous surfacing, including the hauling of bituminous mixtures from the mixing plant;

(5) Aggregates for concrete base or pavement, including the hauling of concrete batches from batch plants; and

(6) Bituminous materials and Portland cement for paving mixtures.

Designee means the person designated by the city to carry out specific duties outlined in this chapter.

Detached townhouse means a townhouse that does not share any common walls with the neighboring unit. Detached townhouses are also referred to as villas, cottage homes, or bungalows and are defined by their association-maintained status and commonly-held yards.

Developer means the owner of the land or person who is the applicant for alteration of the land and includes a person, firm, corporation, sole proprietorship, partnership, state agency, or political subdivision thereof engaged in a land disturbance activity.

Development means the construction, installation or alteration of any structure, the extraction, grading or filling, clearing or other alteration of terrestrial or aquatic vegetation, land or the course current or cross section of any water body or watercourse or the division of land into two or more parcels.

Development activity means any alteration of the natural environment that requires the approval of a development or site plan and issuance of a development permit. Development activity shall also include the thinning or removal of trees from any undeveloped land, including that carried out in conjunction with a forest management program, and the removal of trees incidental to the development of land or to the marketing of land for development.

Development agreement means an agreement between the subdivider and the city that clearly establishes the subdivider's responsibility regarding project phasing, the provision of public and private facilities, and improvements and any other mutually agreed to terms and requirements.

Development regulations means the adopted regulations provided for the subdivision and development of real property within the city, as amended from time to time by the city.

Diameter at breast height (DBH) means the diameter of a tree at a height of 54 inches above the ground.

Directional or instructional sign means a sign providing no advertising of any kind, which provides direction or instruction to guide persons to facilities intended to serve the public, including but not specifically limited to those signs identifying restrooms, public telephones, public walkways, affiliation with motor clubs, acceptance of designated credit cards, and other similar signs providing direction or instruction to persons using a facility but not including those signs accessory to parking areas.

Discharge means the conveyance, channeling, runoff, or drainage, of stormwater, including snowmelt, from a construction site.

Disposal facility has the meaning given it in Minn. Stats. § 115A.03, subd. 10.

District means:

(1) A section of the city for which the regulations and provisions governing the use of buildings and lands are uniform for each class of use permitted therein; or

(2) A specific zoning district as defined in the zoning ordinance.

Domestic sewage means sewage that might be generated by a dwelling; a toilet facility at an establishment open to the public; rental units, such as motels and resort cabins, or showers and toilet facilities for schools or campgrounds.

Domestic wastewater means any water generated by a use used for personal hygiene such as lavatories and related sinks. This definition shall apply only to sections 117-118 and 117-120.

Draining means the removal of surface water or groundwater from land.

Dripline means an imaginary vertical line which extends from the outermost branches of a tree's canopy to the ground.

Drive-in establishment means an establishment which provides a service or commodity to the occupants of a motor vehicle.

Driveway means an onsite prepared surface traffic lane, which shall be the traffic lane leading directly from a public street to the primary garage on the subject parcel; the width of which cannot exceed the primary garage width by more than 15 feet, or in the absence of a garage, a traffic lane to a parking pad that cannot exceed 20 feet in width. Driveway parking may not extend beyond the front of the primary garage without meeting the performance standards for side or rear yard parking. (Cannot exceed maximum width at roadway under zoning district bulk standards).

Duplex, triplex, and quad means a dwelling structure on a single lot, having two, three, and four units, respectively, being attached by common walls and each unit equipped with separate sleeping, cooking, eating, living, and sanitation facilities.

Dwelling site means a designated location for residential use by one or more persons using temporary or movable shelter, including camping and recreational vehicle sites.

Dwelling unit means:

(1) A residential building or portion thereof intended for occupancy by one family including apartments but not including hotels, motels, nursing homes, seasonal cabins, boarding or roominghouses, tourist homes or trailers; or

(2) Any structure or portion of a structure, or other shelter designed as short- or long-term living quarters for one or more persons, including rental or timeshare accommodations such as motel, hotel, and resort rooms and cabins.

Dwelling, attached, means a dwelling which is joined to another at one or more sides by a party wall.

Dwelling, detached, means a dwelling unit not attached to another dwelling or structure.

Dwelling, duplex, means a dwelling designed exclusively for occupancy by two families having separate kitchen, bathroom, and living spaces.

Dwelling, guest cottage or accessory apartment, means a structure used as a dwelling unit that may contain sleeping spaces and kitchen and bathroom facilities in addition to those provided in the primary dwelling unit on a lot.

Dwelling, manufactured home, means a structure, transportable in one or more sections, which in the traveling mode, is eight body feet or more in width and 40 body feet or more in length, or, when erected on site, is 320 or more square feet, and which is built on a permanent chassis and designated to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air conditioning, and electrical systems contained therein; except that the term includes any structure which meets all the requirements and with respect to which the manufacturer voluntarily files a certification pursuant to Minn. Stats. §§ 327.31—327.36. The term "dwelling, manufactured home," does not include "recreational vehicle" as defined herein.

Dwelling, multiple (apartment or condominium), means a building designed with three or more dwelling units exclusively for occupancy by three or more families living independently of each other but sharing hallways and main entrances and exits.

Dwelling, single-family, means a dwelling unit designed exclusively for occupancy by one family.

Dwelling, townhouse, means structures that are designed for single household habitation, but have outdoor areas and/or indoor centers that are commonly owned and maintained by a homeowners' association. Townhouses have a minimum of one individual entrance/exit per unit.

Dwelling, twinhome or quad, means a building containing two or four attached dwelling units, side-by-side, that share common walls at the lot lines and that are on separate lots and do not utilize a homeowners' association.

Dynamic display means any characteristic of a sign that appears to have movement or that appears to change, caused by any method other than physically removing and replacing the sign or its components, whether the apparent movement or change is in the display, the sign structure itself, or any other component of the sign. This includes a display that incorporates a technology or method allowing the sign face to change the image without having to physically or mechanically replace the sign face or its components. This also includes any rotating, revolving, moving, flashing, blinking, or animated display and any display that incorporates rotating

panels, LED lights manipulated through digital input or any other method of technology that allows the sign face to present a series of images or displays.

Earth material means any rock, material, soil or fill and/or any combination thereof.

Easement means a grant by a property owner for use of a strip of land by the public or any person for any specific purpose, or purposes of construction and maintaining utilities and/or roadways.

Emergency landing means an unplanned and unanticipated landing of an aircraft made to prevent personal injury or loss of life.

Emergency work means work that is necessary to save life or property.

Energy dissipation refers to methods employed at pipe outlets to prevent erosion. Examples include, but are not limited to; aprons, rip-rap, splash pads, and gabions that are designed to prevent erosion.

Engineer means the city engineer.

Equal degree of encroachment means a method of determining the location of floodway boundaries so that floodplain lands on both sides of a stream are capable of conveying a proportionate share of flood flows.

Equipment, commercial use, means a variety of heavy machines, either specifically designed or used for commercial purposes, which perform specific construction or demolition functions, such as hoisting, excavating, hauling, grading, paving, drilling, or pile driving, under power. Trailers, either enclosed or flatbed, 6×12 or smaller are exempt unless they have a department of transportation certificate or number; trailers used for transport of recreational vehicles and not used for any commercial use are exempt.

A licensed, self-propelled vehicle which:

(1) Has a gross vehicle weight rating (GVWR) OF 10,001 pounds or more and contains print or logos which advertise a business; or

(2) Has external modifications to the structure or body, where external modifications are defined as both dealer and non-dealer modifications which result in pick-up trucks that do not have the traditional pick-up truck bed and side walls, and vans that have an expanded cargo area that is taller or wider than a passenger van, except those modified for use as either a recreational vehicle or to accommodate handicapped passengers and which are currently being utilized for this purpose. Motorized vehicles that have racks, storage boxes, or shells added to the traditional pick-up bed are exempt from this definition.

Equipment, private use, means any motorized or non-motorized apparatus whose primary use is for personal activities not related to generating revenue or profit.

Erosion means the wearing away of the ground surface as a result of the movement of wind, water and/or ice or any process that wears away the surface of the land by the action of water, wind, ice, or gravity. Erosion can be accelerated by the activities of people and nature.

Erosion and sediment practice specifications or practice means the management procedures, techniques, and methods to control soil erosion and sedimentation as officially adopted by either the city, county or local watershed group, whichever is more stringent.

Erosion control refers to methods employed to prevent erosion. Examples include soil stabilization practices, horizontal slope grading, temporary or permanent cover, and construction phasing.

Essential services means:

(1) Underground or overhead gas, electrical, steam or water distribution systems, collection communication, supply, or disposal systems, including poles, wires, mains, drains, sewers, pipes,

conduits, cables, fire alarm boxes, traffic signals, hydrants and other similar equipment and accessories in conjunction therewith, but not including buildings or transmission services; or

(2) The erection, construction, alteration or maintenance of underground or overhead gas, electrical, steam or water transmission or distribution systems, collection, communication, supply or disposal systems by public utilities, municipal or other governmental agencies.

Excavation means the mechanical removal of earth material below finish grade and shall be limited to only those areas needing soil correction, and shall not include the exporting of earth material from the work site.

Existing grade means the grade prior to grading.

Exposed soil areas means all areas of the construction site where the vegetation (trees, shrubs, brush, etc.) has been removed. This includes topsoil stockpile areas, borrow areas and disposal areas within the construction site. It does not include stockpiles or surcharge areas of sand, gravel, concrete or bituminous.

Exterior solid fuel-fired heating device means an external device designed for solid fuel combustion so that usable heat is derived for the interior of a building, and includes solid fuel-fired stoves, fireplaces, solid fuel-fired cooking stoves, and combination fuel furnaces or boilers which burn solid fuel. Solid fuel-fired heating devices do not include natural gas-fired fireplace logs.

External illumination means illumination of a sign which is affected by an artificial source of light which is not contained within the sign itself.

Extractive use means the use of land for surface or subsurface removal of sand, gravel, rock, industrial minerals, other nonmetallic minerals, and peat not regulated under Minn. Stats. §§ 93.44—93.51.

Farm means a tract of land used for agricultural uses which is under cultivation or is fenced and utilized as pasture.

Farm fence means an open type fence of posts and wire, which is permitted to accommodate agricultural activities and the raising of livestock and animals in certain zoning districts, and is not considered to be a structure with regard to floodplain regulations.

Farming means process of operating a farm for the growing and harvesting of crops which shall include those necessary accessory buildings, related to operating a farm, and the keeping of domestic farm animals.

Fence means any partition, structure, wall or gate erected as a dividing marker, barrier or enclosure.

Fill means a deposit of earth material placed by artificial means so as to elevate the grade of a work site.

Filling means the act of depositing any rock, soil, gravel, sand or any other material.

Filter strips means a vegetated section of land designed to treat runoff as overland sheet flow. They may be designed in any natural vegetated form from a grassy meadow to a small forest. Their dense vegetated cover facilitates pollutant removal and infiltration.

Final stabilization means that all soil disturbing activities at the site have been completed, and that a uniform perennial vegetative cover with a density of 75 percent of the cover for unpaved areas and areas not covered by permanent structures has been established or equivalent permanent stabilization measures have been employed. Acceptable vegetative cover practices can be found in the current version of the state department of transportation's publication, "Supplemental Specifications to the (Year) Standard Specifications for Construction." Simply sowing grass seed is not considered stabilization.

Finish grade means the final grade of the work site which conforms to the approved plan.

Flashing or scrolling signs or lights means a sign or lighting, other than a manual changeable copy sign, including dynamic display, which contains an intermittent or sequential flashing light source used primarily to attract attention.

Flood means a temporary increase in the flow or stage of a stream or in the stage of a wetland or lake that results in the inundation of normally dry areas.

Flood frequency means the frequency for which it is expected that a specific flood stage or discharge may be equaled or exceeded.

Flood fringe means that portion of the floodplain outside of the floodway. The term "flood fringe" is synonymous with the term "floodway fringe" used in the flood insurance study for the city.

Floodplain means:

(1) The beds proper and the areas adjoining a wetland, lake or watercourse which have been, or hereafter may be, covered by the regional flood; or

(2) Lands adjacent to rivers, lakes, creeks, drainageways, marshes and other lowland areas which are subject to inundation by runoff from the 100-year regional storm or the 100-year snow-snow-melt runoff event.

Floodproofing means a combination of structural provisions, changes, or adjustments to properties and structures subject to flooding, primarily for the reduction or elimination of flood damages.

Floodway means the channel of the watercourse and those portions of the adjoining floodplain which are reasonably required to carry and discharge the regional flood.

Floor area means the sum of the gross horizontal areas of the several floors of a building or buildings measured from the exterior faces of exterior walls or from the centerline of party walls.

Floor area ratio means the total floor area on a zoning lot divided by the total site area of the lot or parcel being developed.

Forest land conversion means the clear-cutting of forested lands to prepare for a new land use other than reestablishment of a subsequent forest stand.

Forestry means the use and management, including logging, of a forest, woodland or plantation, and related research and educational activities, including the construction, alteration or maintenance of woodroads, skidways, landings, and fences.

Garage, primary residential, means a garage attached to the principal building or dwelling, or a detached garage where an attached garage does not exist, intended for the storage of vehicles and items accessory to the principal use of the property. Primary residential garages, attached or detached, shall be considered accessory structures.

Governmental sign means a sign which is erected by a governmental unit.

Grade means the vertical rise or drop from any fixed horizontal line or point.

Grading means:

(1) Changing the natural or existing topography of land; or

(2) The placement, removal or movement of earth by use of mechanical equipment on a property.

Ground sign means a sign supported by structures or supports or upon the ground and not attached or dependent for support from any building.

Ground source heat pump system means a system that uses the relatively constant temperature of the earth or a body or water to provide heating in the winter and cooling in the summer. System components include open or closed loops of pipe, coils, or plates; fluid that absorbs and transfers heat; and a heat pump unit that processes heat for use or disperses heat for cooling; and an air distribution system.

Grubbing means removal of all structures, vegetation, utilities, facilities, and other material from a site.

Hardship means:

(1) The property in question cannot be put to reasonable use under the conditions allowed by the official controls; the plight of the landowner is due to circumstances unique to their property, not created by the landowner; and then if granted, will not alter the essential character of the locality. Economic considerations alone shall not constitute a hardship if a reasonable use for the property exists under the terms of the official controls; or

(2) As used in connection with a variance under this section, means the property in question cannot be put to a reasonable use under the conditions allowed by this section. Economic considerations alone shall not constitute a hardship if any reasonable use for the property exists under the terms of this section.

Harmful quantity means the amount of any substance that will cause pollution of waters of the city, state or nation that will cause lethal or sub-lethal adverse effects on the representative, sensitive aquatic monitoring organisms residing in waters.

Hazard or nuisance tree means any tree with an infections disease or insect problem; dead or dying trees; a tree or limb that obstruct street lights, traffic signs, the free passage of pedestrians or vehicles; a tree that poses a threat to safety.

Hazardous waste.

(1) The term "hazardous waste" means any refuse, sludge, or other waste material or combinations of refuse, sludge or other waste materials in solid, semisolid, liquid, or contained gaseous form which because of its quantity, concentration, or chemical, physical, or infectious characteristics may:

a. Cause or significantly contribute to an increase in mortality or an increase in serious irreversible, or incapacitating reversible illness; or

b. Pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, or disposed of, or otherwise managed.

Categories of hazardous waste materials include, but are not limited to: explosives, flammables, oxidizers, poisons, irritants, and corrosives.

(2) The term "hazardous waste" does not include source, special nuclear, or by-product material as defined by the Atomic Energy Act of 1954, as amended.

Hazardous waste incinerator means an enclosed device using controlled flame combustion, a purpose of which is to thermally break down hazardous waste and that neither meets the criteria for classification as a boiler nor is listed or can be classified as an industrial boiler.

Hedge means a row of closely planted shrubs or low growing trees forming a fence or boundary.

Height of a communication antenna or tower means the height of a freestanding communication antenna or tower is determined as the distance from ground level to the highest point on the tower, including the antenna.

Height of a roof- or wall-mounted antenna or tower means the height of a communication antenna that is mounted on a roof or wall shall be measured from the point where the base of the antenna and its supporting structure appends to the roof or wall to the highest point of the supporting structure, including the antenna.

Helicopter means an aircraft supported in the air by rotors.

Heliport means an area of land that is used or intended to be used for the landing and takeoff of helicopters, and includes its buildings and facilities.

Home occupation means any business or commercial activity that is conducted or petitioned to be conducted ~~from the principal or an accessory structure~~ on the property that is zoned for residential use~~, by persons residing on the property~~.

Homeowners' association (HOA) means an organization comprising neighbors concerned with managing the common areas of a subdivision, governed by a board, that create a set of bylaws, in addition to city regulation, to govern themselves. These boards own and maintain commonly-held land within a townhouse or single-family development, and are responsible for private street maintenance, snow removal, landscaping, and/or building maintenance. Each homeowners' association varies in its scope and responsibilities. The homeowners' association is responsible for enforcing any covenants, conditions, and restrictions that apply to the property.

Horse boarding, commercial, means the housing or keeping of horses for profit. Horse boarding will be considered to be commercial when horse care is offered to the general public through any form of advertising.

Horse boarding, noncommercial, means the housing or keeping of horses for friends, neighbors, and relatives when the charge for such boarding is limited to the actual costs incurred and the person providing the service has not attempted to solicit business through any form of advertising.

Hydric soils means soils that are saturated, flooded, or ponded long enough during the growing season to develop anaerobic conditions in the upper part.

Hydrophytic vegetation means macrophytic (large enough to be observed by the naked eye) plant life growing in water, soil or on a substrate that is at least periodically deficient in oxygen as a result of excessive water content.

Illicit discharge means any direct or indirect non-stormwater discharge to the storm sewer system except as exempted in section 117-414(b)(2).

Illuminated sign means any sign which is illuminated by an artificial light source.

Impervious surface means:

(1) A constructed hard surface that either prevents or retards the entry of water into the soil, and causes water to run off the surface in greater quantities and at an increased rate of flow than existed prior to development. Examples include rooftops, sidewalks, patios, driveways, parking lots, storage areas, and concrete, asphalt, or gravel roads; or

(2) A properly maintained artificial surface through which water cannot easily penetrate or a constructed hard surface that either prevents or retards the entry of water into the soil, and causes water to run off the surface in greater quantities and at an increased rate of flow than existed prior to development. Examples include rooftops, sidewalks, patios, driveways, parking lots, storage areas, and concrete, asphalt, or gravel roads.

Improvements means the construction or installation of public or private utilities, including but not limited to, potable water, sanitary sewer systems, storm sewers, roads and other thoroughfares, sidewalks, curbs and gutters, paving barricades, trees and other plantings, lighting, fuel or energy and the transmission thereof, transportation systems or facilities connected therewith and communication systems which are necessary, desirable or convenient in the maintenance of the health, safety and the general welfare.

Incinerator means any furnace or other device used in the process of burning solid waste, hazardous waste, medical waste or special waste for the purpose of reducing the volume of the waste by removing combustible material.

Industrial solid waste.

(1) The term "industrial solid waste" means all solid waste generated from an industrial or manufacturing process and solid waste generated from non-manufacturing process and solid waste generated from non-manufacturing activities such as service and commercial establishments.

(2) The term "industrial solid waste" does not include office materials, restaurant and food preparation waste, discarded machinery, demolition debris, or household refuse.

Industrial solid waste land disposal facility means a site used to dispose of industrial solid waste in or on the land.

Industrial use means the use of land or buildings for the production, manufacture, warehousing, storage, or transfer of goods, products, commodities, or other wholesale items.

Institution means any building housing any civic, philanthropic, educational, public, religious or public service organization.

Intensive vegetation clearing means the complete removal of trees or shrubs in a contiguous patch, strip, row, or block.

Junkyard means land or buildings where waste, discarded or salvaged materials are bought, sold, stored, exchanged, cleared, packaged, disassembled or handled.

Key means a designed compacted fill placed in a trench excavated in earth material beneath the toe of a proposed fill slope.

Land disposal facility means any tract or parcel of land, including any constructed facility, at which solid waste is disposed of in or on the land.

Land disturbance activity means any land change that may result in soil erosion from water or wind and the movement of sediments into or upon waters or lands within this government's jurisdiction, including clearing and grubbing, grading, excavating, transporting and filling of land. Within the context of this rule, land disturbance activity does not mean:

(1) Minor land disturbance activities such as home gardens and an individual's home landscaping, repairs, and maintenance work.

(2) Construction, installation, and maintenance of electric, telephone, and cable television, utility lines or individual service connection to these utilities, which result in creating under 500 square feet of exposed soil.

(3) Tilling, planting, or harvesting of agricultural, horticultural, or silvicultural crops.

(4) Installation of fence, sign, telephone, and electric poles and other kinds of posts or poles which result in creating under 500 square feet of exposed soil.

(5) Emergency work to protect life, limb, or property and emergency repairs, unless the land disturbing activity would have otherwise required an approved erosion and sediment control plan, except for the emergency. If such a plan would have been required, then the disturbed land area shall be shaped and stabilized in accordance with the city's requirements as soon as possible.

Land pollution means the presence in or on the land of any waste or waste byproduct in such quantity, of such nature and duration, and under such condition as would affect any waters of the state, create air contaminants, cause air pollution or contaminate soils at the site making the site unacceptable for further use.

Land reclamation means the process of the reestablishment of acceptable topography (i.e., slopes), vegetative cover, soil stability and the establishment of safe conditions appropriate to the subsequent use of the land.

Landfill activity means the process of land disposal, including but not limited to dumping of waste or processed waste, excavating cover material, storage and servicing of equipment, placing cover material, or stockpiling of materials for landfill requirements.

Landfill activity area means the area where landfill activity takes place.

Landmark tree means any tree which is determined by the city council to be of unique and intrinsic value to the general public. This could be the result of its size, age, historic association or ecological value or any tree

designated a Minnesota State Champion, United States Champion or World Champion by the American Forestry Association. The city shall keep a record of all specimen trees so designated and their location.

Landscape plan means the design and specifications for the placement of any live plant materials such as trees, shrubs, ground cover and grasses as well as humanmade structures such as walls, fences, and berms. This also includes the retention of existing vegetation for the purposes of enhancing property value and aesthetics, protecting the community's environment, and minimizing negative impacts on visual order of the community.

Landscaping means the use of natural plant materials including but not limited to, ground covers, shrubs, and trees (deciduous and evergreen). Landscaping also involves the placement, preservation, and maintenance of such plant materials and includes such elements as fences, walls, lighting, and earth mounding.

Large tree means any tree expected to reach a height in excess of 30 feet at maturity.

Leachate means liquid that has percolated through solid or processed waste and has extracted, dissolved, or suspended materials from it.

License fee means the annual charge for a permit as required herein. The term "license," "conditional use permit" and "permit" as used herein may be used interchangeably.

Light manufacturing means the processing and fabrication of certain materials and products where no process involved will produce noise, vibrations, air pollution, fire hazard or noxious emission which will disturb or endanger neighboring properties.

Litter means slightly decomposed organic material on the floor of a wooded area.

Lot means a parcel of land designated by plat, metes and bounds, registered land survey, auditors plot, or other accepted means and separated from other parcels or portions by said description for the purpose of sale, lease, or separation.

Lot, depth of, means a mean horizontal distance between the front and rear lot lines measured in the mean direction of the side lot lines.

Lot, frontage, means the front of a lot shall be, for purposes of complying with this Code, that boundary abutting a public right-of-way having the least width.

Lot, interior, means a lot, other than a corner lot, including through lots.

Lot, minimum area of, means the surface of a lot computed exclusive of any portion of the right-of-way of any public street or thoroughfare for all commercial and industrial lots and all residential lots. In the event of more than one street frontage, the measurement will be taken at the street where driveway access is gained unless otherwise approved by the city.

Lot, through, means a lot fronting on two parallel streets.

Lot line means a property boundary line of any lot held in single or separate ownership; except that where any portion of the lot extends into the abutting street or alley, the lot line shall be deemed to be the street or alley right-of-way.

Lot of record means any lot which individually, or as part of a subdivision, was a separate parcel of record on April 28, 1972.

Lot width means the uniform width measured at the property line abutting the street at the minimum building setback line of the underlying zoning district. In the case of a lot abutting a cul-de-sac, the lot width is the width measured at right angles to the depth at the building setback requirement.

Lowest floor means the lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, used solely for parking of vehicles, building access, or storage in an area other than a basement area, is not considered a building's lowest floor.

Mansard means a sloped roof or roof-like facade architecturally comparable to a building wall.

Marquee means a permanent roof-like structure of rigid materials supported by and extending from the facade of a building.

Medical waste means all segregated, non-recycled wastes other than kitchen or office wastes produced by hospitals, clinics, doctors' and dentists' offices, funeral homes, veterinary clinics, and other medical and research facilities. These wastes include infectious wastes as defined by Minn. Rules pt. 7035.0300, subpt. 48, or other relevant rule or statute defining infectious wastes, pathological waste, and laboratory wastes.

Mining means all or any part of the process involved in the extraction of sand, gravel, rock, soil or other material from the ground by removing the overburden and extracting directly from the material thereby exposed.

Mining operation means the removal of stone, sand and gravel, coal, salt, iron, copper, nickel, petroleum or other material from the land for commercial, industrial, or governmental purposes.

Mixed municipal solid waste has the meaning given it in Minn. Stats. § 115A.03, subd. 21.

Mixed municipal solid waste land disposal facility means a site used for the disposal of mixed municipal solid waste.

Mobile commercial cosmetic cleaning means power washing, steam cleaning and any other mobile cosmetic cleaning operation of vehicles and/or exterior surfaces engaged for commercial purposes.

Mobile home park means any premises which has facilities to accommodate two or more occupied mobile homes.

Model home means a dwelling in a developing subdivision, located on a legal lot of record, that is limited to temporary use as a sales office for the subdivision and to provide an example of the dwellings which have been built or which are proposed to be built within the same subdivision.

Moderately are soils having percolation rates of 30 minutes per inch to 60 minutes per inch.

Motel/motor hotel means a building or group of detached, semi-detached or attached buildings containing guestrooms or units, each of which has a separate entrance directly from the outside of the building or corridor, with garage or parking space conveniently located to each unit, and which is designed, used or intended to be used primarily for the accommodation of transient guests.

Motion sign means any sign which revolves, rotates or has any moving parts.

Motor freight terminal (truck terminal) means a building in which freight brought by a motor truck is assembled and sorted for routing in intrastate and interstate shipment.

Motor fuel station means a place where gasoline is stored only in underground tanks, kerosene or motor oil and lubricants or grease, for operation of automobiles, are retailed directly to the public on premises and including minor accessories and services for automobiles but not including automobile major repairs and rebuilding.

Motor vehicle, commercial use, means any device designed to be self-propelled that is eligible for legal operation on the public roads and highways and whose primary use is to facilitate the generation of revenue. This shall not include standard passenger automobiles, pick-up trucks and vans displaying company logos and/or advertisements.

Motor vehicle, private use, means any device which is designed to be self-propelled, and not deriving its power from overhead wires. This shall also include standard passenger automobiles, pickup trucks and vans displaying company logos and/or advertisements.

MS4 permit means the Minnesota Pollution Control Agency (MPCA) permit issued to the City of Ramsey for monitoring and maintaining water quality in its MS4. The Environmental Protection Agency (EPA) has promulgated the National Pollution Discharge Elimination System (NPDES), Phase II storm water rules. The MPCA has delegated

the responsibility to administer the National Pollution Discharge Elimination System, Phase II storm water permit system to MS4 communities.

Municipal forestry program shall be synonymous with "City Tree Planting Program" and shall include, but not be limited to:

(1) Tree planting, maintenance, removal and replacement;

(2) Leaf collection and disposal;

(3) Community relations activities including information on tree plantings, seedling distributions, and Arbor Day observations; and

(4) Any enforcement of city ordinances relating to the city's tree planting program.

Municipal separate storm sewer system (MS4) means the system of conveyances, including sidewalks, municipal streets, driveways, curb and gutter, ditches, channels, retention basins, catch basins or similar storm water inlets, and/or any other conveyance delivering water to the public storm sewer collection and delivery system.

Nameplate/identification sign means a sign which bears the name and/or address of the occupants of the building.

Native species means any species of plant considered to be indigenous to the county sand plain.

Natural area means an area that does not include noxious weeds that is purposely left to grow in a natural state and contains vegetation that can maintain itself in a stable condition.

Natural drainage system means all land surface areas which by nature of their contour configuration, collect, store and channel surface water runoff.

Natural obstruction means any rock, tree, gravel or analogous natural matter that is an obstruction and has been located within a water body, watercourse, or wetland by a non-human cause.

NOI means notice of intent.

Nonconforming sign, illegal, means a sign which unlawfully existed prior to the adoption of the ordinance from which this chapter is derived.

Nonconforming sign, legal, means a sign which lawfully existed prior to the adoption of the ordinance from which this chapter is derived, but does not conform to the newly enacted requirements of this chapter.

Nonconforming use means any use of land established before the effective date of the ordinance from which this chapter is derived which does not conform to the use restrictions of a particular zoning district. This should not be confused with substandard dimensions of a conforming use.

Nonconforming use, illegal, means a building, structure, premises, or use which at the time of its establishment did not comply or conform with the applicable conditions or provisions of this Code which were in effect at such date, and which continues such noncompliance and nonconformance with the present Code.

Nonconforming use, legal, means a building, structure, premises, or use which at the time of its establishment was in compliance and conformance with the applicable conditions and provisions of this Code which were in effect at such date, but which does not now comply or conform to conditions and provisions of the current Code.

Non-domestic sewage (process wastewater) means sewage discharges generated from such uses as restaurants, laundromats, barbershops and beauty shops, carwashes, and other types of commercial or industrial establishments.

Normal high-water mark means a continuous mark of reference at an elevation where land and water meet for some period of record; is commonly that point where the natural vegetation changes from predominantly aquatic to predominantly terrestrial.

Notice of intent (NOI) means a written notice to the Minnesota Pollution Control Agency that the city plans on meeting the MS4 permit requirements.

NPDES means National Pollutant Discharge Elimination System (NPDES) as established pursuant to 33 USC 1342(b) to regulate discharges of Pollutants to the waters of the United States.

NPDES permit means an NPDES stormwater discharge permit that is issued by the Minnesota Pollution Control Agency (MPCA) to regulate discharges of pollutants to waters of the United States, whether the permit is applicable to an individual, group or general area-wide basis.

Nuisance or *public nuisance.* See chapter 10, Animals, for specific definition.

Nursing home, rest home or *convalescent home* means a building having accommodations where care is provided for two or more invalids, infirmed, aged, convalescent, or physically disabled persons that are not of the immediate family; but not including hospitals, clinics, sanitariums or similar institutions.

Obstruction means any dam, wall, wharf, embankment, levee, dike, pile, abutment, projection, excavation, channel modification, culvert, building, wire, fence, stockpile, refuse, fill, structure, or matter in, along, across, or projecting into any channel, watercourse, or regulatory floodplain which may impede, retard, or change the direction of the flow of water, either in itself or by catching or collecting debris carried by such water.

Official map means a map adopted in accordance with the ordinance from which this chapter is derived showing existing streets, proposed future streets and the area needed for widening of existing streets of the city. An official map may also show the location of existing and future land and facilities within the city. An official map may cover the entire city or any portion of the city.

Off-street loading space means a space accessible from the street, alley or way, in a building or on the lot for the use of trucks while loading or unloading merchandise or materials. Such space shall be of such size as to accommodate one truck of the type typically used in the particular business and shall be exclusive of general public and employee parking spaces.

On site means any location within the boundaries of a site.

One hundred-year floodplain means lands inundated by the regional flood.

Opacity means the degree to which a structure, use or view is screened from adjacent properties.

Open sales lot means any open land used or occupied for the purpose of buying, selling and/or renting merchandise and for the storing of same prior to sale.

Open space means an area set aside for the preservation of natural open spaces to counteract the effects of urban congestion and monotony.

Open space recreation uses means recreation use particularly oriented to and utilizing the outdoor character of any area; including hiking and riding trails, primitive campsites, campgrounds, waysides, parks and recreational areas.

Operable motor vehicle means a vehicle that can be presented in a self-propelled condition within seven days of the city's request for such action.

Operator means any person, any partnership, limited partnership or corporation, or any association of persons, engaged in surface mining operations and issued a permit therefor pursuant to this Code or the pilot of an aircraft.

Ordinary high-water mark means either of the following:

(1) The boundary of public waters and wetlands, and shall be an elevation delineating the highest water level which has been maintained for a sufficient period of time to leave evidence upon the landscape, commonly that point where the natural vegetation changes from predominantly aquatic to predominantly terrestrial. For watercourses, the ordinary high-water level is the elevation of the top of the bank of the channel. For reservoirs and flowages, the ordinary high-water level is the operating elevation of the normal summer pool.

(2) Generally the boundary elevation where the vegetation changes from predominately aquatic (where "aquatic" broadly means that the vegetation can survive moist conditions) to terrestrial. This elevation delineates the highest water level, which has been maintained for a sufficient period of time to leave evidence upon the landscape, commonly that point where the natural vegetation changes from predominantly aquatic to predominantly terrestrial. Water often reaches this elevation in spring. For rivers and steams the ordinary high water mark is usually the top of the bank. It is less well defined for lakes and wetlands. The definition in Minn. Stats. § 103G.005, subd. 14 provides that the "... "Ordinary high water level" means the boundary of water basins, watercourses, public waters, and public waters wetlands, and:

a. The ordinary high water level is an elevation delineating the highest water level that has been maintained for a sufficient period of time to leave evidence upon the landscape, commonly the point where the natural vegetation changes from predominantly aquatic to predominantly terrestrial;

b. For watercourses, the ordinary high water level is the elevation of the top of the bank of the channel; and

c. For reservoirs and flowages, the ordinary high water level is the operating elevation of the normal summer pool. The term "ordinary high water mark" is further defined in Minn. Rules pt. 6120.2500, subpt. 11. Ordinary high-water marks are determined by the state department of natural resources' area hydrologist.

Organic matter means decayed plant materials that are no longer identifiable or recognizable as the original plant and have been biologically transformed into a humus-like material.

Outlot means a parcel that is not a developable piece of property unless re-platted in accordance with city ordinances.

Owner means any person, firm or corporation, or any other legal entity, or a combination of any of them, having sufficient legal proprietary interest in the land sought to be subdivided to commence and maintain proceedings to subdivide the same under this chapter.

Parcel means an individual lot or tract of land.

Park includes any city public spaces designated for recreation and/or conservation.

Parking pad means any on-site area used for storage or parking of motor vehicles, equipment, or items listed in section 117-355, Residential off-street parking. A parking pad does not include a driveway as defined by City Code. A parking pad shall have a prepared surface as required by this chapter. The parking pad area shall not exceed those area restrictions as prescribed by this chapter.

Parking node means a parking area with two or more parking spaces that are usually for common parking in medium and high density developments. Examples include private parking lots for tenant/visitors of apartments and parking areas along private streets for townhomes.

Parking space means an area, enclosed in the main building, in an accessory building, or unenclosed, sufficient in size to store one automobile, which has adequate access to a public street or alley and permitting satisfactory ingress and egress of an automobile.

Parking surface, residential, means the entire area under a vehicle or piece of equipment plus a one-foot extended perimeter.

Passive solar energy system means a system that captures solar light or heat without transforming it to another form of energy or transferring the energy via a heat exchanger.

Paved surface means a constructed hard, smooth surface made of asphalt, concrete or other pavement material. Examples include, but are not limited to, roads, sidewalks, driveways and parking lots.

Pedestrian way means a public or private right-of-way within or across a block to provide access for pedestrians and which may be used for utilities.

Pennants means attention-getting devices which resemble flags and are of non-permanent paper, cloth or plastic-like consistency.

Permanent cover means final stabilization. Examples include grass, gravel, asphalt, and concrete.

Permanent sign means any sign which is not defined as a temporary sign.

Permitted use means a use which may be lawfully established in a particular district, provided it conforms with all requirements, regulations, and performance standards (if any) of such districts.

Person means an individual, firm, partnership, association, corporation or organization of any kind.

Personal use heliport means restricted to use by one person.

Pervious surface means a surface that permits the entry of water into the soil. Examples include lawns, planting beds and paving brick surfaces designed to infiltrate water into the underlying soils.

Pest means any injurious plant, animal, disease, insect or other organism that harms trees or other woody vegetation or humans.

Photovoltaic system means a solar energy system that converts solar energy directly into electricity.

Planned cluster development means a pattern of subdivision development which places dwelling units into compact groupings while providing a commonly owned or dedicated open space.

Planting means vegetative installations and related improvements, retained or introduced for the purpose of beautifying or enhancing property, buffering adjoining uses, control soil erosion, etc.

Plat, final, means a drawing or map of a subdivision which meets all of the requirements of the city and is in such form as meets the requirements under the state law for purposes of recording.

Plat, major, means the subdivision of parcels that exceed three parcels and/or requires the construction of public streets or utilities. A major plat requires sketch plan review by the planning commission, preliminary plat review by the planning commission and city council and final plat review by the city council.

Plat, minor, means a subdivision of three or less parcels and does not require the construction of public streets or utilities.

Plat, preliminary, means the initial drawing indicating the proposed layout of the subdivisions to be submitted hereunder in compliance with the regulations, including required supporting data.

Point source means any discernible, confined, and discrete conveyance, including but not limited to, any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, container, rolling stock, concentrated animal feeding operation, landfill leachate collection system, vessel or other floating craft from which pollutants are or may be discharged. This term does not include return flows from irrigated agriculture or agricultural storm water runoff.

Political sign means a temporary sign used in connection with any local, state or national election or referendum.

Pollutant means:

(1) Toxic or hazardous substances, wastes or contaminants (including, without limitation, asbestos, urea formaldehyde, the group of organic compounds known as polychlorinated biphenyls, petroleum products including gasoline, fuel oil, crude oil and various constituents of such products, and any hazardous substance as defined in Comprehensive Environmental Response, Compensation and Liability Act of 1980 ("CERCLA"), 42 USC 9601—9657, as amended);

(2) Substances that would require a permit for their discharge into any water source or system or the air under the Federal Water Pollution Control Act, 33 USC 1251 et seq., or the Clean Air Act, 42 USC 7401 et seq.;

(3) Hazardous substances, pollutants or contaminates defined in Minn. Stats. ch. 115B;

(4) Litter, yard waste, garbage, liquid and solid wastes, fertilizers, pesticides, herbicides, paints, solvents, automotive fluids, wastes and residues that result from constructing a building or structure; and

(5) As in any other similar state law or ordinance.

Pollution means the alteration of the physical, thermal, chemical, or biological quality of, or the contamination of, any waters of the state or the MS4, that renders the water harmful, detrimental, or injurious to humans, animal life, vegetation, or property, or to the public health, safety, or welfare, or impairs the usefulness or the public enjoyment of the water for any lawful or reasonable purpose.

Portable sign means any sign designed to be removed and not permanently affixed to the ground or a structure or a building.

Primitive campsites means an area that consists of individual remote campsites accessible only by foot or water.

Principal use or structure means all uses or structures that are not accessory uses or structures.

Private use heliport means for use by multiple persons at the invitation of the owner (an example would be a heliport at a hospital).

Projecting sign means any sign, all or any part of which extends beyond the surface of the building or wall by more than 16 inches.

Property line means the boundary between two distinct properties.

Property owner means the person owning such property as shown by the county auditor's plat of the City of Ramsey, Minnesota.

Protected waters means any public waters as defined in Minn. Stats. § 103G.005. However, no lake, pond or flowage of less than ten acres in size and no river or stream having a total drainage area less than two square miles shall be regulated for the purposes of these regulations.

Protective covenants means contracts made between private parties as to the manner in which land may be used, with the view to protecting and preserving the physical and economic integrity of a given area.

Pruning means the judicious removal of plant parts to increase usefulness, beauty, or vigor.

Pruning standard means the standard established by the International Society of Arboriculture for use in the pruning of plant material located on public property.

Public area means property within the city limits, and:

(1) Owned by the city in fee simple absolute; or

(2) Implied or expressly dedicated to the public for present or future use for purposes of vehicular or pedestrian traffic, or for public easements.

Public event means any event that is authorized by the city, whether funded in part, total or not at all by the city.

Public sewer means municipal sanitary sewerage facilities connected to an interceptor sewer or sewage treatment facility provided by the Metropolitan Waste Control Commission.

Public tree means all trees now, or hereafter, growing along any street, in any park, or any other public place.

Public use heliport means unrestricted and open to the public.

Public uses means uses owned or operated by municipal, school districts, county, state or other governmental units.

Public waters means any waters as defined in Minn. Stats. § 103G.005, subds. 15 and 15a.

Raising means the removal of lower branches or the removal of smaller branches from larger branches to increase the clearance height of the limbs over streets, alleys, or buildings.

Rapidly are soils having percolation of less than 30 minutes per inch.

Reach means a hydraulic engineering term to describe a longitudinal segment of a stream or river influenced by a natural or manmade obstruction. In an urban area, the segment of a stream or river between two consecutive bridge crossings would most typically constitute a reach.

Recreation field or building means an area of land, water, or any building in which amusement, recreation or athletic sports are provided for public or semi-public use, whether temporary or permanent, except a theater, whether provision is made for the accommodation of an assembly or not. A golf course, arena, baseball park, stadium, circus or gymnasium is a recreation field or building for the purpose of this Code.

Recreational vehicle means a vehicle that is built on a single chassis, is 400 square feet or less when measured at the largest horizontal projection, is designed to be self-propelled or permanently towable by a light duty truck, and is designed primarily not for use as a permanent dwelling but as a temporary living quarters for recreational, camping, travel, or seasonal use. For the purposes of subdivision III (floodplain overlay districts), the term recreational vehicle is synonymous with the term 'travel trailer/travel vehicle'.

Regional flood means a flood which is representative of large floods known to have occurred generally in Minnesota and reasonably characteristic of what can be expected to occur on an average frequency in the magnitude of the 100-year recurrence interval. The term "regional flood" is synonymous with the term "base flood" used in the Flood Insurance Study.

Regulatory flood protection elevation means an elevation no lower than one foot above the elevation of the regional flood plus any increases in flood elevation caused by encroachments on the floodplain that result from designation of a floodway.

Release means any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into groundwater, subsurface soils, surface soils, the municipal separate storm sewer system (MS4) or the waters of the state.

Replacement planting means the replacement of trees and landscape materials into the minimum required landscape areas, as determined by the zoning ordinance, conditions of zoning approval, or the provisions of this chapter.

Required public improvements means those improvements in any proposed subdivision, including streets, water and sewer systems and stormwater drainage systems, which are required in connection with the approval of any plat or other subdivision.

Residential planned unit development means a use where the nature of residency is non-transient and the major or primary focus of the development is not service-oriented. For example, residential apartments, manufactured home parks, time-share condominiums, townhouses, cooperatives, and full fee ownership

residences would be considered as residential planned unit developments. To qualify as a residential planned unit development, a development must contain at least five dwelling units or sites.

Restaurant (Class I) means traditional restaurant where food is served by a waiter or waitress to a customer and consumed while seated at a counter or table. Food is served on non-disposable containers.

Restaurant (Class II) means fast food restaurants in which a majority of the customers are served food at a counter and take it to a table to eat at or may take food outside to consume in a vehicle or off the premises.

Retention basin means a temporary or permanent natural or man made structure, facility or basin that provides a permanent pool of water for storage of stormwater where water is allowed to empty through infiltration or evaporation, including but not limited to wet or NURP ponds.

Right-of-way means the area within the limits of a street, alley, pedestrian way, thoroughfare or easement.

Roof sign means any sign erected upon the roof of a structure to which it is affixed.

Roofline means the top line of the coping; or, when the building has a pitched roof, as the intersection of the outside wall with the roof.

Rough grade means the stage at which the grade approximately conforms to the approved plan.

Runoff means any liquid that drains over land from any part of a facility.

Runoff coefficient means the average annual fraction of total precipitation that is not infiltrated into or otherwise retained by the soil, concrete, asphalt or other surface upon which it falls that will appear at the conveyance as runoff.

Screening means a method of reducing the impact of noise and visual intrusions with less offensive or more harmonious elements, such as plants, berms, fences or any appropriate combination thereof.

(1) *75-percent screening:* Screening would be required on all common lot lines at 100 percent, excluding from along roadway, except on a corner lot, in which case the secondary frontage would still require screening. This means, screening is required on three sides of the vehicle at 100 percent.

(2) *50-percent screening:* Screening would be required on lot lines adjoining subject property along the length of the vehicle/equipment at 100 percent. This means screening is required on at least two sides of the vehicle at 100 percent.

Sediment means the product of an erosion process; solid material both mineral and organic, that is in suspension, is being transported, or has been moved by water, air, or ice, and has come to rest on the earth's surface either above or below water level.

Sediment control means the methods employed to prevent sediment from leaving the development site. Sediment control practices include silt fences, sediment traps, earth dikes, drainage swales, check dams, subsurface drains, pipe slope drains, storm drain inlet protection, and temporary or permanent sedimentation basins.

Sedimentation means the process or action of depositing sediment caused by erosion.

Selective cutting means the removal of single scattered trees.

Semi-public use means the use of land by a private, nonprofit organization to provide a public service that is ordinarily open to some persons outside the regular constituency of the organization.

Sensitive resource management means the preservation and management of areas unsuitable for development in their natural state due to constraints such as shallow soils over groundwater or bedrock, highly erosive or expansive soils, steep slopes, susceptibility to flooding, or occurrence of flora or fauna in need of special protection.

Setback means the minimum horizontal distance between a use and lot line or other distinguished area. Distances are to be measured from ground level except as provided hereinafter.

Sewage disposal regulations means the regulations found in chapter 113, article II, and any subsequent amendments.

Sewage treatment system means:

(1) Any system for the collection, treatment and dispersion of sewage including but not limited to septic tanks, soil absorption systems and drain fields; or

(2) Septic tank and soil absorption system or other individual or cluster type sewage treatment system as described and regulated in this chapter.

Sewer system means the pipelines or conduits, pumping stations, and force main, and all other construction, devices, appliances, or appurtenances used for conducting sewage or industrial waste or other wastes to a point of ultimate disposal.

Shopping center means a commercial development consisting of three or more separate commercial establishments sharing a common building, entranceway or parking area.

Shore impact zone means land located between the ordinary high water level of a public water and a line parallel to it at a setback of 50 percent of the structure setback.

Shoreland means the land within the following distances from public waters: 1,000 feet from the ordinary high water level of a lake, pond, or flowage; and 300 feet from a river or stream, or the landward extent of a floodplain designated by ordinance on a river or stream, whichever is greater. The limits of shorelands may be reduced whenever the waters involved are bounded by topographic divides which extend landward from the waters for lesser distances and when approved by the commissioner.

Sign means any letter, word or symbol, device, poster, picture, statuary, reading matter, or representation in the nature of an advertisement, announcement, message or visual communication, whether painted, posted, printed, affixed or constructed, which is displayed outdoors for informational or communicative purposes.

Sign area means that area within the marginal lines of the surface which bears the advertisement, or in the case of messages, figures or symbols attached directly to any part of a building, that area which is included in the smallest geometric shape which can be made to circumscribe the message, figure or symbol displayed thereon. The stipulated maximum sign area for a free standing or ground sign refers to a single facing.

Sign, advertising, means a sign which directs attention to a business, commodity, service, activity or entertainment not necessarily conducted, sold or offered upon the premises where such sign is located.

Significant historic site means any archaeological site, standing structure, or other property that meets the criteria for eligibility to the National Register of Historic Places or is listed in the State Register of Historic Sites, or is determined to be an unplatted cemetery that falls under the provisions of Minn. Stats. § 307.08. A historic site meets these criteria if it is presently listed on either register or if it is determined to meet the qualifications for listing after review by the state archaeologist or the director of the Minnesota Historical Society. All unplatted cemeteries are automatically considered to be significant historic sites.

Slope means the degree of deviation of a surface from the horizontal, usually expressed in percent, degrees, or ratio.

Slowly are soils having percolation rates in excess of 60 minutes per inch.

Soil means either:

(1) Naturally occurring superficial deposits overlying bedrock.

(2) The unconsolidated mineral and organic material on the immediate surface of the earth. For the purposes of this chapter stockpiles of sand, gravel, aggregate, concrete or bituminous materials are not considered "soil" stockpiles.

Soil absorption system means a system constructed in conformance to the city's sewage disposal regulations in chapter 113 for the purpose of the disposal of septic tank effluent by soil absorption.

Soil permeability means the quality of the soil that permits water or air to pass through it; it is expressed as the time in minutes required to pass one inch of water through a saturated cross section of soil; it is determined by field test procedures outlined in the city's sewage disposal regulations in chapter 113.

Soil permeability — moderately are soils having percolation rates of 30 minutes per inch to 60 minutes per inch.

Soil permeability — rapidly are soils having percolation of less than 30 minutes per inch.

Soil permeability — slowly are soils having percolation rates in excess of 60 minutes per inch.

Soil survey means the systemized study of soils, including the study of morphological soil characteristics, soil behavior and the classification of soils into defined types and other classification units, soil mapping to show the boundaries of soils and their geographic distribution and the prediction of their behavior for specific uses or management systems as defined by Standard Soil Survey, USDA.

Soils.

(1) *Class I lands* are lands on which the water table remains greater than six feet below the surface through the year, and:

a. The soil is moderately permeable with slopes not exceeding 12 percent.

b. The soil is rapidly permeable with slopes not exceeding 18 percent.

(2) *Class II lands* are lands on which the water table remains at two to six feet below the ground surface throughout the year, and:

a. Soils are moderately permeable with slopes ranging between 12 percent and 18 percent.

b. Soils are slowly permeable with slopes not exceeding 12 percent.

(3) *Class III lands* are lands on which the water table remains greater than six feet below the surface throughout the year; and:

a. Soils are moderately permeable and slopes exceed 18 percent;

b. Soils are rapidly permeable and slopes exceed 18 percent;

c. Soils are slowly permeable and slopes exceed 12 percent.

(4) *Class IV lands* are lands on which the water table does not remain greater than six feet below the surface throughout the year or lands considered to be floodplain and subject to flooding.

(5) *Class V lands* are lands which have steep slopes, over 12 percent.

Solar access means that access between the solar energy collector and the sun which must be free of obstructions that shade the collector to an extent which precludes the effective operation.

Solar energy means radiant energy that is direct, diffused, and reflected energy received from the sun.

Solar energy system means a device or structural design feature, a substantial purpose of which is to provide daylight for interior lighting or provide for the collection, storage and distribution of solar energy for space heating or cooling, electricity generation or water heating.

Solid waste means garbage, refuse, sludge from a water supply treatment plant or air contaminant treatment facility, and other discarded waste materials and sludges, in solid, semi-solid, liquid, or contained gaseous form, resulting from industrial, commercial, mining and agricultural operations, and from community activities, but does not include hazardous waste; animal waste used as fertilizer; earthen fill, boulders, rock; sewage sludge; solid or dissolved material in domestic sewage or other common pollutants in water resources, such as silt, dissolved or suspended solids in industrial waste water effluents or discharges which are point sources subject to permits under § 402 of the Federal Water Pollution Control Act, as amended, dissolved materials in irrigation return flows; or source, special nuclear, or by-product material as defined by the Atomic Energy Act of 1954, as amended.

Solid waste land disposal facility means a facility used to dispose of solid waste in or on the land.

Solid waste management facility means a facility for the storage, collection, transportation, processing or reuse, conversion or disposal of solid waste.

Special flood hazard area is a term used for flood insurance purposes synonymous with "one hundred-year floodplain."

Special waste means any waste material not considered hazardous or solid waste which has been determined by the Minnesota Pollution Control Agency or Environmental Protection Agency to require special handling or treatment prior to disposal.

Stabilized means the exposed ground surface after it has been covered by sod, erosion control blanket, rip-rap, or other material that prevents erosion from occurring. Simply sowing grass seed is not considered stabilization.

Standard use means any use of shorelands existing prior to the date of enactment of the ordinance from which this chapter is derived which is permitted within the applicable zoning district but does not meet the minimum lot area and length or water frontage, structure setbacks, or other dimensional standards of this Code.

Steep slope means land where agricultural activity or development is either not recommended or described as poorly suited due to slope steepness and the site's soil characteristics, as mapped and described in available county soil surveys or other technical reports, unless appropriate design and construction techniques and farming practices are used in accordance with the provisions of this chapter. Where specific information is not available, steep slopes are lands having average slopes over 12 percent, as measured over horizontal distances of 50 feet or more, that are not bluffs.

Stormwater, under Minn. Rules pt. 7077.0105, subpt. 41b, "means precipitation runoff, stormwater runoff, snow melt runoff, and any other surface runoff and drainage." (According to the Federal Code of Regulations under 40 CFR 122.26[b][13], "Stormwater means stormwater runoff, snow melt runoff and surface and drainage."). Stormwater does not include construction site dewatering.

Storm water pollution control plan(also known as storm water pollution prevention plan) means a joint stormwater and erosion and sediment plan that is a document containing the requirements of article II, division 6, subdivision II of this chapter, that when implemented will decrease soil erosion on a parcel of land and off-site nonpoint pollution.

Story means that portion of a building including beneath the upper surface of a floor and upper surface of floor next above, except that the topmost story shall be that portion of a building included between the upper surface of the topmost floor and the ceiling or roof above. If the finished floor level directly above a basement or cellar, or unused underfloor space is more than six feet above grade as defined herein for more than 50 percent of the total perimeter or is more than 12 feet above grade as defined herein at any point, such basement, cellar, or unused underfloor space shall be considered a story.

Street frontage means the proximity of a parcel of land to one or more streets. An interior lot has one street frontage and a corner lot has two such frontages.

Street frontage/lot width means the measurement of distance of an entire property width, as measured at the property line or the front yard setback line.

Street trees means trees, shrubs, bushes, and all other woody vegetation on land lying between property lines on either side of all streets, avenues, or ways within the city.

Streets.

(1) *Street* means a public right-of-way affording primary access by pedestrians and vehicles abutting properties, whether designated as a street, highway, thoroughfare, parkway, road, avenue or however otherwise designated.

(2) *Collector street* means a street which carries traffic from minor streets to arterials. It includes the principal entrance streets of a residential development and streets for circulation within such a development.

(3) *Cul-de-sac* means a street with only one outlet and having an appropriate terminal for the safe and convenient reversal of traffic movement.

(4) *Minor street* means a street used primarily for access to the abutting properties and the local needs of a neighborhood.

(5) *Service street, lane or road* means a street which is adjacent to a thoroughfare and which provides access to abutting properties and protection from through traffic.

(6) *Street width* means the shortest distance between the lot lines delineating the right-of-way of a street.

(7) *Minor arterial* means a street primarily designated to carry large volumes of traffic and serves as an intra-thoroughfare between various districts of the city.

(8) *Major arterial* means a thoroughfare (inter-community travel) which is a major vehicle transportation corridor throughout the region.

(9) *Urban streets* means those streets located within the 2000 Urban Area and the Urban Reserve Area.

(10) *Rural streets* means those streets located outside the 2000 Urban Area and the Urban Reserve Area.

Structure means either:

(1) Anything which is built, constructed or erected; an edifice or building of any kind; or any piece of work artificially built up and/or composed of parts joined together in some definite manner whether temporary or permanent in character, in eluding towers, poles and other supporting appurtenances.

(2) Anything manufactured, constructed or erected which is normally attached to or positioned on land, including portable structures, earthen structures, roads, parking lots, and paved storage areas.

(3) Any building, sign, or appurtenance thereto, except aerial or underground utility lines, such as sewer, electrical, telephone, telegraph, or gas lines, including towers, poles, and other supporting appurtenances, and fences used to control livestock or delineate boundaries.

Structure, principal, means anything that houses or facilitates the principal use of a property.

Subdivider means a person, firm or corporation having sufficient proprietary interest in land in order to subdivide the same under this chapter.

Subdivision means improved or unimproved land or lands which are divided for the purpose of ready sale or lease, or divided successively within a five-year period for the purpose of sale or lease, into three or more lots or parcels of less than five acres each, contiguous in area and which are under common ownership or control.

Substandard use means any use within the land use district existing prior to the date of enactment of the ordinance from which this chapter is derived which is permitted within the applicable land use district but does not

meet the minimum lot area, length of water frontage, structure setbacks or other dimensional standards of this chapter.

Substantial damage means damage of any origin sustained by a structure where the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

Substantial improvement means within any consecutive 365-day period, any reconstruction, rehabilitation (including normal maintenance and repair), repair after damage, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the "start of construction", as defined in 44 Code of Federal Regulations 59.1, of the improvement. This term includes structures that have incurred Substantial Damage, regardless of the actual repair work performed. The term does not, however, include either:

(1) Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions.

(2) Any alteration of a "historic structure", as defined in 44 Code of Federal Regulations 59.1, provided that the alteration will not preclude the structure's continued designation as a "historic structure."

Surface water-oriented commercial use means the use of land for commercial purposes, where access to and use of a surface water feature is an integral part of the normal conductance of business. Marinas, resorts, and restaurants with transient docking facilities are examples of such use.

SWPPP means storm water pollution prevention plan.

Temporary protection means short-term methods employed to prevent erosion. Examples of such protection include; mulch, erosion control blankets, wood chips, and erosion netting.

Temporary real estate office means a structure with or without a foundation or footings, used only as a temporary real estate office, which is open to the general public.

Temporary sign means a sign which is erected or displayed for a limited period of time and not affixed to a Minnesota State Building Code approved structure.

Toe of the bluff means the lower point of a 50-foot segment with an average slope exceeding 18 percent.

Top of the bluff means the higher point of a 50-foot segment with an average slope exceeding 18 percent.

Topping means cutting back a tree to buds, stubs, or laterals not large enough to assume the terminal role.

Topsoil means black dirt composed of unconsolidated material, largely undecomposed organic matter that is a suitable foundation for vegetative growth. The composition of topsoil should contain no more than 35 percent sand content.

Tower means any ground or roof-mounted pole, spire, structure, or combination thereof, including supporting lines, cables, wires, braces, and masts, intended primarily for the purpose of mounting an antenna, meteorological device, or similar apparatus above grade.

Tree means any woody plant that has at least one trunk whose diameter four feet above ground is four inches or greater.

Tree diameter, wherever this term is used in reference to the measurement of a tree, means a tree's trunk as measured 4.5 feet (54 inches) above the ground.

Tree owner means the owner of the real property upon which 51 percent or more of the trunk is located at ground level.

Tree preservation plan means a plan identifying and showing the location, type, size and health of trees, stating the ultimate disposition of the trees, showing the type, size and location of any trees to be planted and setting forth measures to protect trees before, during and after construction.

Tree protection area means any portion of a site wherein are located existing trees which are proposed to be retained in order to comply with the requirements of this chapter. The tree protection area shall include no less than the total area beneath the tree canopy as defined by the dripline of the tree or group of trees collectively.

Tree service means any person, firm, or corporation engaged in the business of cutting, trimming, pruning, spraying, injecting chemicals, or removing trees or shrubs for compensation.

Trees, shrubs, and*natural vegetation* means all vegetation, woody or otherwise, except grass and flowers less than 24 inches in height.

Urban means of, relating to, characteristic of, constituting a city.

Usable open space means a required ground area or terrace area on a lot which is graded, developed, landscaped and equipped and intended and maintained for either active or passive recreation or both, available and accessible to and useable by all persons occupying a dwelling unit or rooming unit on the lot and their guests. Such areas shall be grassed and landscaped or covered only for a recreational purpose. Roofs, driveways, parking areas and drainage or ponding areas shall not constitute useable open space.

Use, principal, means the purpose or activity for which the land or building thereon is designated, arranged, or intended, or for which it is occupied, utilized or maintained, and shall include the performance of such activity as defined by the performance standards of this chapter.

Vegetated or grassed swales means a vegetated earthen channel that conveys stormwater, while treating the stormwater by biofiltration. Such swales remove pollutants by both filtration and infiltration.

Vegetation means the sum total of plant life in some area; or a plant community with distinguishable characteristics.

Vehicle repair, major, means general repair, rebuilding or reconditioning engines, motor vehicles or trailers, collision service, including body, frame or fender straightening or repair, overall painting or paint job.

Vehicle repair, minor, means minor repairs, replacement of parts and motor services to passenger automobiles and trucks not exceeding 9,000 pounds gross weight, but not including any operation specified under *Vehicle repair, major.*

Vehicle wrecking yard means any place where vehicle not in running condition and/or not licensed, or parts thereof, are stored in the open or any land used for wrecking or storing of such motor vehicles or parts thereof, and including any commercial salvaging and scavenging of any other goods, articles or merchandise.

Wall sign means any sign which is affixed to a wall of any building. This definition includes individual letter signs and signs on mansards.

Water body means a body of water (lake, pond) in a depression of land or expanded part of a river, or an enclosed basin that holds water and is surrounded by land.

Water table means:

(1) The surface of the groundwater at which the pressure is atmospheric. Generally, this is the top of the saturated zone; or

(2) The uppermost part of the soil that is wholly saturated with water.

Watercourse means a channel or depression through which water flows, such as rivers, streams, ditches or creeks and may flow year-round or intermittently.

Water-oriented accessory structure or facility means a small, above ground building or other improvement, except stairways, fences, docks, and retaining walls, which, because of the relationship of its use to a surface water feature, reasonably needs to be located closer to public waters than the normal structure setback. Examples of such structures and facilities include boathouses, gazebos, screen houses, fish houses, pump houses, and detached decks.

Waters of the state, as defined in Minn. Stats. § 115.01, subd. 22, means all streams, lakes, ponds, marshes, watercourses, waterways, wells, springs, reservoirs, aquifers, irrigation systems, drainage systems and all other bodies or accumulations of water, surface or underground, natural or artificial, public or private, which are contained within, flow through, or border upon the state or any portion thereof." Disposal systems or treatment works operated under permit or certificate of compliance of the Minnesota Pollution Control Agency are not "waters of the state."

Watershed means the area drained by the natural and artificial drainage system, bounded peripherally by a bridge or stretch of high land dividing drainage area.

Wet detention facility means a permanent manmade structure for the temporary storage of runoff that contains a permanent pool of water.

Wetlands means either:

(1) An area where water stands near, at or above the soil surface during a significant portion of most years, saturating the soil and supporting a predominantly aquatic form of vegetation and which may have the following characteristics:

   a. Vegetation belonging to the marsh (emergent aquatic), bog, fen, sedge meadow, shrubland, southern lowland forest (lowland hardwood) and northern lowland forest (conifer swamp) communities. (These communities correspond roughly to wetland types 1, 2, 3, 4, 6, 7 and 8 described by the United States Fish and Wildlife Service, Circular 39, "Wetlands of the U.S., 1956").

   b. Mineral soils with gley horizons or organic soils belonging to the Histosol order (peat and mulch).

   c. Soil which is water logged or covered with water at least three months of the year.

   d. Swamps, bogs, marches, potholes, wet meadows and sloughs are wetlands, and property may be shallow waterbodies, the waters of which are stagnant or actuated by very feeble currents and may at times by sufficiently dry to permit tillage but would require drainage to be made arable.

   The edge of a wetland is commonly that point where the natural vegetation changes from aquatic to predominantly terrestrial.

(2) Those areas that are inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas. Constructed wetlands designed for wastewater treatment are not waters of the state. Wetlands must have the following attributes:

   a. A predominance of hydric soils;

   b. Inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support a prevalence of hydrophytic vegetation typically adapted for life in a saturated soil condition; and

   c. Under normal circumstances support a prevalence of such vegetation."

The National Wetlands Inventory Maps distributed by the U.S. Department of the Interior Fish and Wildlife Service and Maps of Protected Waters distributed by the state department of natural resources are incorporated by reference in this definition.

(3) Wetland as defined in Minn. Stats. § 103G.005, subd. 19.

The wetland inventory performed by the city as part of article II, division 4, subdivision VI of this chapter is also incorporated by reference. Field delineation and a report are required prior to any construction.

Wind energy conversion system (WECS) means any device such as a wind charger, wind mill, or wind turbine and associated facilities that converts wind energy to electrical energy. This equipment includes any base, blade, foundation, generator, nacelle, rotor, tower, transformer, vane, wire, inverter, or other component used in the system.

(1) *WECS, blade.* A component of a WECS mounted to the rotor, causing the rotor to rotate under wind conditions.

(2) *WECS, medium-scale.* A WECS with a height between 101 feet and 200 feet tall, including the blade.

(2) *WECS, micro-scale.* A WECS mounted to an existing Structure.

(3) *WECS, small-scale.* A WECS with a height no greater than 50 feet tall, including the blade.

(4) *WECS, utility-scale.* A WECS with a height greater than 200 feet, including the blade.

Window sign means a sign installed inside a window, or any sign placed within a building for the purpose of being visible from the public right-of-way. This does not include merchandise on display.

Woodland means a group of trees at least one-half acre in area and with a crown cover of 50 percent or greater.

Work site means any lot or parcel of land under the same ownership, where grading is performed or permitted.

Xeriscape means an integrated approach to landscape water conservation. Xeriscape means dryscape or low water use landscaping. Xeriscapes are designed through wise planning, plant and construction materials selection, and proper installation to provide beautiful, water efficient, low maintenance landscapes.

Yard means an open space on the lot which is unoccupied and unobstructed from its lowest level to the sky. A yard extends along a lot line at right angles to such lot line to a depth or width specified in the yard regulations for the zoning district in which such lot is located.

Yard, front, means that area extending along the full length of a front lot line between side lot lines and to the depth required in the yard regulations for the district in which it is located. In the case of a corner lot abutting one or more major roads, both yards shall be considered front yards. A major road is any road that is of a collector designation or greater.

Yard, rear, means a yard extending across the full width of the lot and lying between the rear line of the lot and the nearest line of the principal building.

Yard, side, means a yard between the side line of the lot and the nearest line of the principal building and extending from the front line of the structure to the rear property line.

Zoning administrator means the community development department.

Zoning amendment means a change of the zoning map or zoning text authorized by the city, either in the allowed use within a district, or in the boundaries of a district.

Zoning buffer means a buffer, as defined and required by the zoning ordinance or as a condition of zoning approval for a specific property.

Zoning district means an area within the limits of the city for which the regulations and requirements governing use are uniform.

Zoning district, overlay, means a zoning district containing regulations superimposed upon other zoning district regulations and may supersede the underlying zoning district if more restrictive than the underlying zoning district regulations.

Zoning district, underlying, means all zoning districts except overlay zoning districts.

Zoning map means the map incorporated into this chapter as a part thereof, designating the zoning districts.

Zoning ordinance means the zoning ordinance of the city, as amended from time to time by the city.

(Code 1978, §§ 9.02.01, 9.11.03, subd. 1, 9.11.06, 9.11.12, subd. 3, 9.11.14, 9.12.02, 9.13.02, 9.14.03, 9.15.01, 9.16.01, 9.21.03, 9.22.02, subd. 8, 9.23.03, subd. 5, 9.24.01, subd. 4, 9.25.02, subd. 3, 9.27.03, 9.30.32, subd. 2, 9.50.02, subd. 2; Ord. No. 73-05, 5-21-1973; Ord. No. 75-05, 6-22-1975; Ord. No. 75-08, 6-27-1975; Ord. No. 79-04, 4-9-1979; Ord. No. 79-13, 10-29-1979; Ord. No. 79-15, 2-25 1980; Ord. No. 81-04, 8-18-1981; Ord. No. 82-02, 3-21-1982; Ord. No. 82-12, 8-30-1982; Ord. No. 85-02, 8-12-1985; Ord. No. 86-2, 8-25-1986; Ord. No. 87-9, 1-11-1988; Ord. No. 89-26, 11-13-1989; Ord. No. 90-05, 3-27-1990; Ord. No. 92-07, 7-13-1992; Ord. No. 93-06, 4-23-1993; Ord. No. 94-02, 2-28-1994; Ord. No. 96-22, 1-13-1997; Ord. No. 97-08, 7-14-1997; Ord. No. 97-09, 7-28-1997; Ord. No. 99-05, 5-31-1999; Ord. No. 99-17, 12-23-1999; Ord. No. 01-15, 7-30-2001; Ord. No. 02-28, 9-30-2002; Ord. No. 03-20, 8-25-2003; Ord. No. 03-21, 8-25-2003; Ord. No. 03-30, 9-15-2003; Ord. No. 03-31, 9-15-2003; Ord. No. 03-33, 9-15-2003; Ord. No. 03-39, 9-29-2003; Ord. No. 04-15, 6-1-2004; Ord. No. 04-35, 10-25-2004; Ord. No. 04-43, 12-27-2004; Ord. No. 05-01, 2-14-2005; Ord. No. 04-32, 5-30-2005; Ord. No. 05-32, 1-16-2006; Ord. No. 06-24, § 2, 8-8-2006; Ord. No. 06-25, § 2, 8-8-2006; Ord. No. 06-32, § 1, 11-28-2006; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008; Ord. No. 09-04, § 2, 2-24-2009; Ord. No. 09-06, § 2, 2-24-2009; Ord. No. 09-12, § 2, 9-8-2009; Ord. No. 10-01, § 2, 1-12-2010; Ord. No. 10-05, § 1, 4-13-2010; Ord. No. 13-01, § 2, 2-26-2013; Ord. No. 13-15, § 2, 8-27-2013; Ord. No. 14-04, § 2, 5-27-2014; Ord. No. 15-15, § 2, 11-24-2015; Ord. No. 19-03, § 2, 3-12-2019)

Sec. 117-351. Home occupations.

Home occupations shall be allowed to exist in the residential zoning districts in accordance with certain criteria established to protect the peace, quiet, and domestic tranquility in all residential neighborhoods within the city, and in order to guarantee all residents freedom from excessive noise, excessive traffic, nuisance, fire hazard and other possible effects of said home occupation uses. It is the intent of this section that the property owner shall have a vested interest in the business, as the city does not desire to create business incubators for lease within the residential districts. Applications for a home occupation permit shall be processed administratively by the zoning administrator; or when circumstances necessitate, in accordance with the processing procedure established for conditional use permits in section 117-51. Home occupation permits may be suspended or revoked pursuant to the procedure established in section 117-51.

There are three levels of Home Occupations:

Minor home occupations requiring no permit. These types of home occupations are those you would typically expect to see in a residential setting that do not cause excessive noise, traffic, or impact on neighbors. Examples include, but are not limited to, artists, crafts people, writers, professional consultants personal care and grooming services, and employees from off-site businesses who work from their home. In addition, this includes tutors, such as piano or other music teachers, who provide lessons to no more than 60 students per week and do not have non-resident employees coming to the site.

Level I Home Occupation. These types of home occupations are more intensive than minor home occupations, but do not create a nuisance within a residential setting. These types of home occupations may include a non-resident employee, more traffic, or onsite sales. These home occupations require an administrative permit.

Level II Home Occupation. These types of home occupations are those that you would not typically expect to see in a residential setting, but may be approved with City Council permission with a Home Occupation Permit. Examples include landscapers, contractors, auto repair, and intensive sales. Additionally, any home occupation that has received a verified Code Enforcement compliant shall follow this process.

(1) ~~*Requirements*~~ *Minor home occupations requiring no permit*. Home occupations that operate under the following parameters shall be exempt from a permit. If a home occupation operates beyond the conditions below or if the home occupation creates conditions described in subsection (2), a permit shall be required.

a. The home occupation shall be clearly incidental and secondary to the residential use of the premises, and shall result in no incompatibility with or disturbance to the surrounding area.

b. A home occupation can either have clients or customers coming to the residence or employ a nonresident of the dwelling at the home occupation.

~~b.~~c. The owner of the home occupation shall occupy the dwelling unit on the site of the home occupation.

~~c.~~d. Home occupation operations are restricted to the ~~dwelling unit, attached or detached garages or accessory buildings~~ property where the owner resides and has fee title. If the owner of a home occupation is conducting operations in a detached accessory building, said accessory building must be located on the same parcel as the owners dwelling unit, or a parcel immediately adjacent to the owner's dwelling, to which the owner also has fee title.

~~d.~~e. The area set aside for the home occupation in the dwelling unit shall not exceed 20 percent of the gross living area of the dwelling unit.

1. If the owner of a home occupation is conducting operations outside of the principle and accessory structure, the area set aside for the home occupation shall not exceed 20 percent of the subject property.

~~e.~~f. The area set aside for the home occupation in attached or detached accessory buildings or garages shall not exceed total accessory building space or height allowed on the site of the home occupation, as established in section 117-349.

~~f.~~g. A minimum of ~~400~~ 200 square feet of garage or accessory building space shall be maintained as a primary residential garage for indoor parking of vehicles and equipment.

~~g.~~h. There shall not be any exterior evidence of the existence of said home occupation such as displays, exterior storage of home occupation equipment and vehicles, materials, supplies, inventory or merchandise, with the following exceptions:

1. One motor vehicle affiliated with the home occupation, either meeting the definition of a commercial vehicle or any vehicle having lettering or advertising for said home occupation, shall be allowed to be stored or parked outside on the site of the home occupation in accordance with section 117-355.

2. One piece of commercial equipment affiliated with the home occupation shall be allowed to be stored or parked on the site of the home occupation in accordance with section 117-355.

~~h.~~i. There shall be no interior signs or display which are visible from outside the dwelling unit or accessory building where the home occupation is operated nor any exterior business signs or displays unless otherwise permitted in article II, division 8 of this chapter, with the following exception:

1. A sign not exceeding two square feet in size may be displayed if affixed flat against the wall of either the home or accessory building where the home occupation is being conducted. The sign shall be non-illuminated and shall not have dynamic display capabilities.

~~i.~~j. The home occupation shall not generate excessive vehicular traffic (customers, employees, deliveries, etc.) in the residential neighborhood. Excessive vehicular traffic for purposes of this section is defined as in excess of any combination of eight round-trip customer/client visits and/or deliveries per standard eight hour day and no more than one on the premises at any given time. For the purposes of this section, one customer/client visit shall be considered to include any number of persons arriving in a single vehicle. One round-trip visit per eligible employee shall also be allowed and is not counted toward the customer/client visits. An increase at a rate of 25 percent is permitted if the subject property has access from a county, state, or MSA street.

~~j.~~k. The home occupation does not serve as headquarters or as a dispatch center where employees come to the site and are then dispatched to other locations. This includes transporting of materials, stored equipment, or employees from the premises to a job site or any business-related location.

~~k.~~l. The receipt or shipment of deliveries shall be limited to those made by the USPS and/or an express shipping service that is characteristic of service to a residential neighborhood.

~~l.~~m. The home occupation shall not constitute a fire hazard to neighboring residences, or a nuisance to neighbors because of excessive traffic, light glare, noise, odors, vibration or other circumstances, as determined by the fire marshal or zoning administrator.

~~m.~~n. The home occupation shall not include operations relating to internal combustion engines, body shops, ammunition manufacturing, motor vehicle repairs or sale, or any other objectionable uses as determined by the zoning administrator.

~~n~~o. The home occupation shall not change the fire rating of a structure nor require exterior alterations or modifications that change the residential character or appearance of the dwelling unit or accessory building to a commercial nature.

p. The subject property shall not be used as a secondary location for business operations with a primary location.

q. Specified and similar occupations allow up to four customers per day, with a maximum of 12 customers per week, only between the hours of 7:00 a.m. and 9:00 p.m., and no more than one customer is permitted on the site at any given time. Except art tutors and music teachers allowed a maximum of 60 customers per week, only between the hours of 7:00 a.m. and 9:00 p.m., and no more than one customer is permitted on the site at any given time.

(2) *Level I Home Occupation- Administrative home occupation permit required.* Home occupations that include one or more of the following practices or operational methods shall require a home occupation permit that is subject to the review and approval of the zoning administrator.

a. The home occupation employs persons, which includes but is not limited to co-owners, partners, and employees), that do not live in the dwelling unit on the property but conduct work on the property.

1. The owner of a home occupation on a parcel less than three acres in size may employ a maximum of one person that does not reside in the dwelling unit on the property but come to the property for purposes related to the occupation, or to ~~does~~ conduct work on the property. The owner of a home occupation on a parcel three acres or greater in size may employ a maximum of three persons that do not reside in the dwelling unit on the property but do conduct work on the property.

2. Off-street parking for the dwelling unit occupants and any nonresident employees is provided in accordance with section 117-355.

b. The home occupation involves operating methods that include transactions with the public (customers, clients, consultants, subcontractors, etc.) on the site of the home occupation. The number of persons permitted on the site at any given time shall be limited so as not to create a parking demand in excess of that which can be accommodated on driveway on the site of the home occupation.

c. Retail sales are conducted on the site. Retail sales at the site shall be limited to products that are ancillary to the home occupation and shall be displayed or stored indoors.

(3) *Level II Home Occupation– ~~conditional use~~ Home occupation permit required.* Home occupations that propose to operate beyond the scope of the parameters in subsection (1) and/or (2) of this section shall be processed in accordance with the procedures established for conditional use permits in section 117-51, with the exception of recording the home occupation permit, should it be approved by city council. Home Occupations shall run with the applicant, not the property.

(4) *Nuisance prevention.* In order to guarantee that a home occupation, once authorized, will not become a nuisance to the neighbors or otherwise violate these guidelines, the city staff or city council may impose reasonable conditions necessary to protect the public health, safety, and welfare of residents of the city.

(5) *Inspections.* There may be one or more inspections each year by the zoning administrator or ~~his~~ designee of any property covered by a home occupation permit. In addition, the zoning administrator and/or ~~his~~ designee, shall have the right at any time, upon reasonable request, 48 hours' notice shall be considered reasonable, to enter and inspect the premises covered by said permit for safety and compliance purposes.

(6) *Term of home occupation permits.* Home occupation permits granted by this section shall be temporary in nature and shall be granted to a designated person who resides in the dwelling unit on the subject property. Permits are not transferable from person to person or from address to address, unless the transfer is in accordance with the provisions of subsection (7) of this section.

(7) *Death or move of permit holder; suspension or revocation; businesses existing before adoption of article provisions.*

a. Should a home occupation permit holder die or move to a new location, the existing permit shall be automatically terminated. Except that in the case of death, should a surviving spouse or child, residing at the same address or receiving title to the property desire to continue the home occupation, written notice to that effect shall be given to the zoning administrator and the council may authorize continuation of that permit without further hearing.

b. A home occupation permit, once granted, may be suspended or revoked prior to its original revocation date by the council for cause after hearing before the council. Citizen complaints seeking the revocation of such permit shall be filed with the zoning administrator. All such revocation hearings, publication, and notice requirements shall be the same as for conditional use permits in accordance with section 117-51.

c. Persons conducting a business from property zoned for residential use on the effective date of the ordinance from which this section is derived shall be required to obtain a home occupation permit as required herein. The business may continue pending final determination of the application. Should the zoning administrator or council deny the application for a home occupation permit the use shall immediately cease at such residential premises.

(Code 1978, § 9.11.04; Ord. No. 73-05, 5-21-1973; Ord. No. 03-30, 9-15-2003; Ord. No. 03-54, 1-19-2004; Ord. No. 08-14, § 2, 5-13-2008; Ord. No. 15-03, § 2, 2-24-2015)

Home Occupation Ordinance (21-20) Research
Research for Home Occupation Amendment in the City of Ramsey
By: Bria Raines

This research is an analysis of peer community codes regarding the definition and standards of a home occupation. Staff discovered that the City's existing definition of a home occupation does not reference secondary uses on residential properties that occurs outside of structures. The following home occupation definition and ordinances recommendations were made from analyzing peer city Codes.

Definition Recommendation

Recent code enforcement cases, have identified that the Ramsey City Code does not have a definition that encumbers all home occupations that are seen on Ramsey properties. The purpose of revising the Home Occupation definition is to clarify that all business or commercial activities on a residential property is a home occupation.

The existing Ramsey City Code defines a home occupation in Section 117-1, stating a "Home occupation means any business or commercial activity that is conducted or petitioned to be conducted from the principal or an accessory structure on the property that is zoned for residential use, by persons residing on the property".

The definition in the proposed ordinance determines that a home occupation can occur anywhere on the property, are required to be operated by a resident of the property, and that the home occupation is secondary to the primary residential use. These criteria have not changed, but is meant to be clearly defined in the revised definition.

City Codes Comparison Chart

City	Prohibited Uses	Maximum Floor Area	HOP, CUP, or IUP	Nonresident Employees
Andover*	Prohibited uses are no explicitly listed	20% of gross floor area	Admin HOP	1
		800 square feet	CUP	Not defined
Anoka*	Retail, auto repair and painting, including repair of engines, motor vehicles, motorcycles, and heavy equipment.	25% of gross floor area	Admin HOP	1
			IUP	1
Blaine*	Use of mechanical equipment other than domestic or hobby	20% of gross floor area	Admin HOP	0
			CUP	Not defined
Coon Rapids	repair of internal combustion engines of more than 12 horsepower, body shops; machine shops; welding; ammunition manufacturing; flea markets; motor vehicle repair, maintenance, service or sale; firearm sales; tattoo parlors or other objectionable uses	25% of gross living area or 400 square feet; whichever is smaller	IUP	0
Dayton	Prohibited uses are no explicitly listed	25% of home floor area (excluding garage)	Admin HOP	0
		30% of home floor area (excluding garage)	IUP	2
Elk River	Involves the use of hazardous materials or activities, and/or any of the following: body shops, machine shops, ammunition manufacturing, flea markets, motor vehicle repairs within the Urban Service District, motor vehicle sales, escort businesses, sexually oriented land uses, gun repair and/or sales, or other	Not Defined	HOP	1

	objectionable uses as determined by the city council.			
Minneapolis	• Motor vehicle repair, service or painting, or any repair or servicing of vehicles or equipment with internal combustion engines. • A barber shop or beauty salon designed to serve more than one (1) client at a time. • The sale, lease, trade or other transfer of firearms or ammunition by a firearms dealer. Firearms dealers existing on or before October 7, 1995, and in all other respects in conformance with the provisions of this ordinance, shall be permitted to continue as nonconforming uses in accordance with the provisions of Chapter 531, Nonconforming Uses and Structures. • Sexually oriented uses, as defined in Chapter 549, Downtown Districts. • Headquarters or dispatch centers where persons come to the site and are dispatched to other locations. • Uses allowed in the Commercial or any industrial district.	Not Defined	HOP	1
Nowthen		Wholly interior	HOP	0

	Prohibited uses are no explicitly listed	Outside storage with setback and screening requirements	IUP	Gravel road access: 1 FT or 2 PT Bituminous road access: 2 FT or 4 PT
Oak Grove	Prohibited uses are no explicitly listed	50% of the total floor area	HOP	0
			IUP	3
Ramsey	Internal combustion engines, body shops, repair, dispatch centers	20% of gross area (min. 400 sq. ft. garage space for residence)	HOP	1 < 3 Acres 3 > 3 Acres
		Not defined	CUP	Not defined

* Cities with multiple types of Permits for a Home Occupation are listed in order of conformity. Ex. Andover's HOP is a lower level than the CUP which is meant for the nonconforming uses that are not permitted in the City's HOP.

Home Occupation Research by City

Andover (Title12, Chapter 9: -8-5: Home Occupation)

Definition: Any gainful occupation or profession clearly secondary to the main use of the dwelling as a residence that is conducted entirely within the dwelling or as allowed by Conditional Use Permit and which meets the requirements of Chapter 10 of this title.

- **Permitted Home Occupations**: Permitted home occupations include, and are limited to: art or photo studio, dressmaking, secretarial services, professional offices, repair services, or teaching services limited to three (3) students at any one time and similar uses.
    - **Number of Employees:** "one person on site in addition to family members"
    - **Amount of Building Space Used**: shall not exceed 20% of the dwelling's livable floor area.
    - **Dwelling Changes**: prohibited, except those customarily found in a dwelling
    - **Vehicles**: in accordance with performance standards
    - **Signs**: in accordance with signs chapter
    - No effects of light, noise, odor, or vibration on adjacent or neighboring properties
- **Conditional Use Home Occupation**: located in accessory structures or detached garage and/or require exterior storage
    - Cabinet making, woodworking, repair services, and similar uses.
    - **Lot size:** three (3) acres or greater
    - **Amount of Area Used:** combined accessory structure and outdoor storage square footage shall not exceed eight hundred (800) square feet.
    - Shall be fenced and screened from being visible "at any time of the year from road right-of-way, public properties and surrounding properties".
- **Special Use Home Occupation:** Nonconforming home occupations.

Anoka (Section 78-237. – Special requirements for residence districts.

Definition: Home occupation means any occupation or profession carried on by a member of the family residing on the premises, provided that the use is clearly incidental and secondary to the use of the dwelling for dwelling purposes, does not change the character of the dwelling, and does not utilize more than 25 percent of the building's gross floor area.

- **Permitted home occupations**
    - Home Occupation is prohibited in accessory structures.
    - **Number of Employees:** "one person on site in addition to family members"
    - **Amount of Building Space used**: No more than 25% of gross living area
    - **Dwelling Changes**: prohibited, except those customarily found in a dwelling
    - **Vehicles**: No on-street parking related to the occupation.
    - **Signs**: in accordance with signs chapter
    - No effects of light, noise, odor, or vibration on adjacent or neighboring properties
    - No outdoor storage
    - No more than one client or customer at the dwelling at one time.
- **Interim Use Permit Required**
    - **Number of Employees:** Maximum one outside employee.
    - **Vehicles:** Maximum one outdoor commercial type vehicle identified for business.

    - Ceramic classes with kiln up to 6 cubic feet, domestic animal grooming, similar in character to permitted home occupations
- **Prohibited Home Occupations**
    - Antique shops, boutiques, dress shops, gift shops, photo studios, processing labs, portrait studios, restaurants, coffee shops, tearooms, medical offices (including massage therapy), animal hospitals or kennels, dancing schools and studios, dispatching of transfer and moving vans at the site, furniture repair and refinishing, palm reading or fortune telling, preparation of food for sale (unless specifically permitted in this section), radio or television or appliance repair shops, raising of animals for sale, shops for contractors and tradesmen, sign painting, boarding houses and lodgings, tattoo businesses, tanning salons, and any occupation that requires a federal firearms license (unless continued lawful nonconforming).
    - Auto repair and painting, including repair of engines, motor vehicles, motorcycles, and heavy equipment.

Blaine (Section 33.10- Home Occupations.)

Definition: A home occupation is defined as any business, occupation, profession, or commercial activity that is conducted or petitioned to be conducted from property that is zoned for residential use. General farming and gardening activities are not considered home occupations and are not regulated by this ordinance.

- **Permitted Home Occupations**
    - **Number of Employees:** No persons not residing on the premises
    - **Amount of Building Space Used**: Shall not exceed 20% of total floor area
    - **Vehicle:** Motor vehicle used for home occupation must be stored indoors. No exterior evidence, outside storage storage, or accessory structure storage/use for the home occupation.
    - **Sign:** One 2.5 square foot sign
    - **Customers:** Fewer than four (4) customers entering daily.
    - Shall not constitute as a nuisance to neighboring properties.
- **Conditional Use Permit**
    - All home occupations that do not conform to the standards provided.
- **Prohibited Home Occupations:** Use of mechanical equipment other than domestic or hobby

Coon Rapids (Section 11-304.2 – Home Occupation Permits)

Definition: A gainful occupation engaged in on residential property by a resident of that property. Home Based Retail Sales is not considered a home occupation. Neither are the activities of a foster parent, a live-in child care provider, a live-in domestic worker or attendant, or similar caregiver be considered a home occupation.

- **Permitted Home Occupations**
    - Valid for two (2) years before required to resubmit application
    - Shall not constitute as a nuisance to neighboring properties.
    - **Number of Employees**: No one who does not reside at the property

- **Amount of Building Space Used**: No more than 25% of gross living area or 400 square feet; whichever is smaller.
- **Dwelling changes**: prohibited, except those customarily found in a dwelling
- **Vehicle**: No larger than 26,00 pounds gross vehicle weight
- **Sign:** No outdoor storage or signage, no evidence of home occupation.
- **Hours of Operation**: 9am to 8pm, not to exceed 30 hours a week
- Storage of hazardous or flammable materials in excess of consumer quantities

- **Prohibited Home Occupations**
  - "repair of internal combustion engines of more than 12 horsepower, body shops; machine shops; welding; ammunition manufacturing; flea markets; motor vehicle repair, maintenance, service or sale; firearm sales; tattoo parlors or other objectionable uses as determined by the City Council. Machine shops are defined as places where raw metal is fabricated, using machines that operate on more than 110 volts of current."

Dayton (Section 1001.36. Accessory Dwelling Units):

Home businesses shall fall into 2 categories.

(1) Administrative Home Occupations are those Home Occupations that have no effect on the surrounding neighborhood. This accessory use may be allowed with an administrative permit in all agricultural and residential neighborhoods when the occupation conforms to the standards of Subdivisions 3 and 4(1) below.

(2) Home Extended Businesses are those Home Occupations that typically involve more significant element of commercial-type activity that may have a minimal effect on the surrounding neighbors. This accessory use may be allowed if the use meets all the criteria of Subdivisions 3 and 4(2) below, and requires the issuance of an interim use permit. The Council may require compliance with any reasonable conditions, restrictions or limitations necessary to protect the residential or agricultural character of the area.

- **Permitted Home Occupations (Administrative)**
  - The application shall reside at the dwelling where the home occupation is located
  - Shall not constitute as a nuisance to neighboring properties.
    - No more than eight (8) trips in an standard eight (8) hour day
  - **Amount of Building Space Used**: No more than 25% of floor area of the home (excluding the garage)
  - **Customers**: No direct sale of goods to the consumer, no more than one customer or client visit at any given time.
  - **Dwelling Changes**: prohibited, except those customarily found in a dwelling
  - **Sign:** No exterior evidence of the home occupation except a sign not to exceed two (2) square feet in area
  - **Hours of Operation:** Shal not be conducted from 10pm to 7am unless no on-street parking is required, during which time no vehicles or machinery shall be idling or running outdoors.
  - **Parking:** All parking associated with the home occupation shall occur onsite.
- **Interim Use Permit** (Home extended Business) – Requires Planning Commission and City Council review

- **Amount of Building Space Used**: No more than 30% of floor area of the home (excluding the garage)
- **Number of Employees**: No more than two (2) nonresident employees
- **Outdoor Storage:** No outdoor storage if under 2.5 acres; allowed over 2.5 acres with significant screening and shall not exceed 20% of the lot.
- **Accessory or Detached Garage:** One (1) shall be used provided there is still a garage space to park a vehicle.

Elk River (Sec. 30-801. – Home Occupations)

Definitions:

i. Home occupation, **conditional** means any gainful occupation or profession, not meeting the criteria of subsection 30-801(c), customarily conducted entirely within a dwelling principally by members of a family residing therein, which use is clearly incidental and secondary to the use of the dwelling for residential purposes and does not change the character thereof. Conditional home occupations require a public hearing pursuant to the procedures and standards for a conditional use permit.

ii. Home occupation, **permitted** means any gainful occupation or profession, meeting the criteria of subsection 30-801(c), customarily conducted entirely within a dwelling principally by members of a family residing therein, which use is clearly incidental and secondary to the use of the dwelling for residential purposes and does not change the character thereof. Permitted home occupations are processed administratively following the set of criteria in subsection 30-801(c).

- **Permitted Home Occupations:**
  - The owner shall reside at the dwelling where the home occupation is located
  - Shall not constitute as a nuisance to neighboring properties.
  - **Amount of Building Space Used:** No limit listed.
  - **Numbers of Employees:** Maximum one (1) nonresident employee
  - **Dwelling changes**: prohibited, except those customarily found in a dwelling
  - **Vehicles**: Shall not create excessive parking beyond what the existing driveway can accommodate.
  - **Sign:** No exterior evidence of the home occupation
  - **Hours of Operation:** Shall have no outside employee or clients between 9pm and 7am.
  - **Deliveries**: Shall not be serviced by vehicles larger than 26,00 pounds gross vehicle weight
- **Prohibited Home Occupations:**
  - "Constitute a fire hazard to neighboring residences, adversely affect neighboring property values, or constitute a nuisance or otherwise be detrimental to the neighbors".
  - Involve the use of hazardous materials or activities.
  - Involve any of the following: body shops, machine shops, ammunition manufacturing, flea markets, motor vehicle repairs within the Urban Service District, motor vehicle sales, escort businesses, sexually oriented land uses, gun repair and/or sales, or other objectionable uses as determined by the city council.

Minneapolis (537.110. – Allowed uses and structures.):
Definition: An occupation or profession carried on by a member of the household residing on the premises, conducted as a customary, incidental and accessory use of a dwelling. Also referred to as live-work.

- **Permitted Home Occupations**:
  - The application shall reside at the dwelling where the home occupation is located
  - Shall not constitute as a nuisance to neighboring properties.
  - The home occupation must be entirely enclosed, unless growing food or crops outdoors.
  - **Amount of Building Space Used:** No limit listed.
  - **Number of Employees:** No more than one (1) nonresident employees
  - **Customers:** No more than five (5) customers per day
  - **Dwelling Changes**: prohibited, except those customarily found in a dwelling. No interior alterations removing the kitchen, living room, bed rooms and/or bathrooms is allowed.
  - **Signs**: one (1) non-illuminated, flat wall, identification sign not to exceed one (1) square foot in area. On a corner zoning lot, two (2) such signs, one (1) facing each street, shall be allowed.
  - **No retail or sales of items accessory to the home occupation**. (i.e. hair supplies for hair salon home occupation)
  - **Hours of Operation**: 8am to 8pm
  - **Deliveries**: Limited to between 9am and 6pm and shall only occur in single rear axle straight trucks or smaller vehicles normally used to service residential neighborhoods.
- **Prohibited Home Occupations:**
  - Motor vehicle repair, service or painting, or any repair or servicing of vehicles or equipment with internal combustion engines (such as snowmobiles, lawnmowers, chain saws and other small engines).
  - A barber shop or beauty salon designed to serve more than one (1) client at a time.
  - The sale, lease, trade or other transfer of firearms or ammunition by a firearms dealer. Firearms dealers existing on or before October 7, 1995, and in all other respects in conformance with the provisions of this ordinance, shall be permitted to continue as nonconforming uses in accordance with the provisions of Chapter 531, Nonconforming Uses and Structures.
  - Sexually oriented uses, as defined in Chapter 549, Downtown Districts.
  - Headquarters or dispatch centers where persons come to the site and are dispatched to other locations.
  - Uses allowed in the C4 General Commercial District or any industrial district.

Nowthen (Section 11-4-3: Home Occupations)
Definition: Home occupations are defined and described either as Permitted Home Occupation under subpart A of this section, or as Extended Home Occupations under subpart B. The Permitted Home occupations are permitted within all zoning districts so long as all requirements

are met. There are no variances from requirements for Permitted Home Occupations. Extended Home Occupations are only permitted as Interim Uses. Any home occupation that does not fully comply with Permitted Home Occupation requirements shall be reviewed as an Extended Home Occupation.

- **Permitted Home Occupation**
  - Shall not constitute as a nuisance to neighboring properties.
  - No retail is allowed on the premises.
  - **Number of Employees:** No outside employees, other than residents of the dwelling.
  - **Amount of Building Space Used:** The Home Occupation shall be wholly within the principle structure, no accessory dwellings.
  - **Signs:** one sign, without lights or illumination, and of maximum six (6) square foot size. There shall be no exterior display or evidence, except sign.
  - A home occupation shall not create an increase in vehicular traffic within the neighborhood.
- **Interim Use Permit** (Extended Home Business) – length determined by City Council
  - Shall not constitute as a nuisance to neighboring properties and shall not create an increase in vehicular traffic within the neighborhood.
  - **Number of Employees:** No more than one (1) full-time employee or two (2) part-time employees. If property is fully accessed on bituminous road, two (2) full-time employees or four (4) part-time employees are allowed.
  - **Amount of Building Space Used:** The home occupation is allowed in the principle or accessory structures. Outdoor storage shall be setback one hundred (100) feet from a property line or one hundred twenty (12) feet from any current or potential abutting property residence; and screened by opaque fencing.
  - **Signs:** one sign, without lights or illumination and of maximum six (6) square foot size.
  - **Storage:** The leasing or rental of space for storing boats, vehicles, etc.
  - Sales accessory to the home occupation (i.e. hair care products in a hair salon home occupation).

Oak Grove (Section 109-195. – Home Occupations.)

Definition: any gainful occupation or profession conducted on a lot zoned for residential or agricultural use; engaged in only by the occupant of a dwelling that is located on the lot; for which no signs other than those normally utilized in a residential district are present, limited stock in trade is stored on the premises, and over-the-counter retail sales are not involved.

- **Permitted Home Occupations**
  - Shall not constitute as a nuisance to neighboring properties.
  - **Number of Employees:** No outside employees, other than residents of the dwelling.
  - **Amount of Building Space Used:** No restriction to size, but is restricted to the principle structure where the dwelling occurs. Shall not be more than 50% of the total floor area.
  - **Customers:** No more than eight (8) or fewer customers daily.
  - **Signs:** One (1) sign per dwelling, which shall comply with sign ordinance.

    - **Vehicles:** No exterior evidence or garage storage of items related to the home occupation, except one (1) light commercial vehicle not to exceed twenty-eight (28) feet in length or a gross vehicle weight rating of 16,000 pounds.
- **Interim Use Permit** – Home Occupations that do not conform to permitted standards
    - On-site sales, wholesale or retail, shall not be the primary objective of the business. Limited on-site sales may be permitted, provided that the effect on traffic levels shall not be judged unacceptable by the city council. Upon report of objectionable traffic, the city council may restrict or rescind on-site sales approval.
    - A public hearing is required at a planning commission and authorization from the City Council; an IUP is valid for two (2) years after a public hearing, and then can be renewed for periods of one (1) to five (5) years administratively.
    - **Number of Employees:** No more than three (3) nonresident employees.
    - **Signs:** Shall comply with sign ordinance.
    - Storage or sales of hazardous substances as defined in Minn. Stats. § 182.651, subd. 14, bulk chemicals, or petroleum products shall be specifically prohibited unless done so in compliance with the requirements of the county community health and environmental services department. Requirements may include additional licensing. Storage of agricultural chemicals as allowed by state statutes is not prohibited.

Ramsey (Section 117-351 – Home occupations.)
Definition: Home occupation means any business or commercial activity that is conducted or petitioned to be conducted from the principal or an accessory structure on the property that is zoned for residential use, by persons residing on the property.

- **Permitted Home Occupations**
    - The home occupation shall not constitute a public nuisance affecting neighboring properties or the character of the neighborhood
    - **Number of Employees:** One (1) nonresident employee for properties less than three (3) acres, and a maximum three (3) nonresident employees if property is over three (3) acres.
    - **Amount of Building Space Used**: shall not exceed 20% of the gross living area of the dwelling unit. A minimum 400 square feet of garage or accessory space must be maintained for the primary residential use.
    - **Dwelling Changes**: prohibited, except those customarily found in a dwelling
    - **Vehicles**: One vehicle associated with the home occupation in accordance with off-street parking ordinances
    - **Signs**: No exterior evidence of the home occupation, except a sign no larger than two (2) square feet in area
- **Conditional Use Permit** – Home Occupations operating outside of the permitted uses.
- **Prohibited Home Occupations**
    - The home occupation shall not include operations relating to internal combustion engines, body shops, ammunition manufacturing, motor vehicle repairs or sale, or any other objectionable uses as determined by the zoning administrator.
    - Headquarters or dispatch centers where persons come to the site and are dispatched to other locations.

§20-0403 Accessory Uses

C.Home Occupations

Many types of work can be conducted at home with little or no effect on the surrounding neighborhood. The home occupation regulations of this section are intended to permit residents to engage in home occupations, while ensuring that home occupations will not be a detriment to the character and livability of the surrounding neighborhood. The regulations require that home occupations (an accessory use) remain subordinate to the allowed principal use (household living) and that the residential viability of the dwelling unit is maintained.

1.Types of Home Occupations

There are two types of home occupations - Major Home Occupations and Minor Home Occupations. Both types are considered an accessory use to an allowed household living use. Unless otherwise expressly stated, the regulations of this Land Development Code apply to both types of home occupations.

2.Minor Home Occupations - Defined

A Minor Home Occupation is one in which residents use up to 25 percent of the floor area of their home as a place of work, but in which no employees come to the site. Minor Home Occupations allow up to four customers per day, with a maximum of 12 customers per week, only between the hours of 7:00 a.m. and 9:00 p.m. No more than one customer is permitted on the site at any given time. Examples include, but are not limited to, artists, crafts people, writers, professional consultants personal care and grooming services, and employees of off-site businesses who work from their home. In addition, tutors, such as piano or other music teachers, who provide lessons to no more than 60 students per week and do not have non-resident employees coming to the site, shall be deemed minor home occupations. In addition, dog grooming services that would qualify as a Minor Home Occupation as a result of percentage of floor area of the home, customer activity and hours of operation may be allowed after it has been reviewed and approved in accordance with Conditional Use Review procedures of Sec. 20-0909. Unless otherwise expressly stated, any Conditional Use Permit for such dog grooming service granted pursuant to Section 20-0909 shall automatically terminate upon sale or transfer of the property. For purposes of calculating floor area of a minor or major home occupation in which the home occupation occupies a garage that is attached or detached from the primary home structure, the sum of the home and garage square footage shall be included in the total square footage from which the 25 percent maximum floor area is computed.

3.Major Home Occupations - Defined

A Major Home Occupation is one in which residents use up to 25 percent of the floor area of their home as a place of work and that has a nonresident employee and/or customers coming to the site. Examples are counseling, tutoring, and hair cutting and styling.

4.Allowed Uses

The home occupation regulations of this Land Development Code establish performance standards for accessory home occupations rather than defining a list of allowed home occupations. Uses that comply with all of the standards of this section will be allowed as home occupations unless they are specifically prohibited.

5.Prohibited Uses

a.Vehicle and Large Equipment Repair

Any type of repair or assembly of vehicles or equipment with internal combustion engines (such as autos, motorcycles, scooters, snowmobiles, outboard marine engines, lawn

mowers, chain saws, and other small engines) or of large appliances (such as washing machines, dryers, and refrigerators) or any other work related to automobiles and their parts is prohibited.

b.Dispatch Centers

Dispatch centers, where employees come to the site to be dispatched to other locations, are not allowed as home occupations.

c.Mortuaries

Mortuaries are not allowed as home occupations.

d.Animal Care, Grooming, or Boarding Facilities

Animal care or boarding facilities are not allowed as home occupations. This includes animal hospitals, kennels, stables and all other types of animal boarding and care facilities. Dog grooming services are also included as prohibited animal care or boarding facilities; however, to the extent such services would otherwise qualify as a Minor Home Occupation, dog grooming services may be allowed upon application as provided in paragraph 2, regarding Minor Home Occupations, above. In no event may dog grooming be allowed as a Major Home Occupation.

e.Firearms and Ammunition Sales

The sale of firearms and/or ammunition, and the production of ammunition for sale or resale are prohibited as home occupations.

f.Adult Entertainment Center Uses

Entertainment or sale of goods defined as adult bookstore, adult cinema, adult entertainment facility, or adult entertainment center as defined in Sec. 20-1202 are not allowed as a home occupation.

6.Signs

No more than one sign shall be allowed on the site of a home occupation. The maximum size of the sign shall be one square foot. It may not be illuminated, and it must be attached to the dwelling unit.

7.Outdoor Activities

All activities and storage areas must be conducted in completely enclosed structures.

8.Exterior Appearance

There may be no change in the exterior appearance of the dwelling unit that houses the home occupation or the site upon which it is conducted that will make the dwelling appear less residential in nature or function. Examples of such prohibited alterations include construction of parking lots, paving of required setbacks, or adding commercial-like exterior lighting. There may be no visible evidence of the conduct of a home occupation when viewed from the street right-of-way or from an adjacent lot.

9.Operational Impacts

No home occupation or equipment used in conjunction with a home occupation may cause odor, vibration, noise, electrical interference or fluctuation in voltage that is perceptible beyond the lot line of the lot upon which the home occupation is conducted. No hazardous substances may be used or stored in conjunction with a home occupation.

10.Trucks and Vehicles

No truck or van with a payload rating of more than 1 ton may be parked at the site of a home occupation, and no more than one truck or van with a payload rating of less than 1 ton is allowed at the site of a home occupation.

11.Deliveries

Deliveries or pick-ups of supplies or products associated with business activities are allowed only between 8 a.m. and 6 p.m. Vehicles used for delivery and pick-up are limited to those normally servicing residential neighborhoods.

12.Major Home Occupations

The following regulations apply only to Major Home Occupations.

a.Conditional Use Permits

No Major Home Occupation is allowed unless it has been reviewed and approved in accordance with Conditional Use Review procedures of Sec. 20-0909. Unless otherwise expressly stated, any Conditional Use Permit for such Major Home Occupation granted pursuant to Section 20-0909 shall automatically terminate upon sale or transfer of the property.

b.Employees

A maximum of one nonresident employee is allowed with a Major Home Occupation provided no customers come to the site. Major Home Occupations that have customers coming to the site are not allowed to have nonresident employees. For the purpose of this provision, the term "nonresident employee" includes an employee, business partner, co-owner, or other person affiliated with the home occupation, who does not live at the site, but who visits the site as part of the home occupation.

c.Customers

Customers may visit the site only during the hours of 7 a.m. to 9 p.m., and no more than 12 customers or clients may visit the site in any single day.

d.Number

No more than one Major Home Occupation may be conducted on a single site. A Minor Home Occupation may be conducted on the site of a Major Home Occupation.

Source: 2985 (1999), 3008 (1999), 3062 (1999), 4039 (2000), 4164 (2001), 4180 (2001), 4224 (2002), 4239 (2002), 4299 (2003), 4337 (2003), 4695 (2009), 4704 (2009), 5091 (2017), 5092 (2017), 5179 (2018).

ORDINANCE #22-06

CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA

AN AMENDMENT TO SECTION 117 WHICH IS KNOWN AS THE ZONING SECTION OF THE CITY CODE OF RAMSEY, MINNESOTA.

AN ORDINANCE AMENDING SECTION 117-1 (DEFINITIONS) AND SECTION 117-351 (HOME OCCUPATIONS) OF THE CITY CODE OF RAMSEY, MINNESOTA.

The City of Ramsey ordains:

SECTION 1. AUTHORITY

This ordinance is adopted pursuant to and under the authority of the City Charter of the City of Ramsey.

SECTION 2. AMENDMENT TO CITY CODE SECTION 105-142

The current City Code Section 117-1 is revised as follows (additions indicated by underline, deletions indicated by strikethrough):

Sec. 117-1. – Definitions.

> *Home occupation* means any business or commercial activity that is conducted or petitioned to be conducted ~~from the principal structure or an accessory structure~~ on the property that is zoned for residential use~~, by persons residing on the property~~.

The current City Code Section 117-351 is revised as follows (additions indicated by underline, deletions indicated by strikethrough):

Home occupations shall be allowed to exist in the residential zoning districts in accordance with certain criteria established to protect the peace, quiet, and domestic tranquility in all residential neighborhoods within the city, and in order to guarantee all residents freedom from excessive noise, excessive traffic, nuisance, fire hazard and other possible effects of said home occupation uses. It is the intent of this section that the property owner shall have a vested interest in the business, as the city does not desire to create business incubators for lease within the residential districts. Applications for a home occupation permit shall be processed administratively by the zoning administrator; or when circumstances necessitate, in accordance with the processing procedure established for conditional use permits in section 117-51. Home occupation permits may be suspended or revoked pursuant to the procedure established in section 117-51.

There are three levels of Home Occupations:

Minor home occupations requiring no permit. These types of home occupations are those you would typically expect to see in a residential setting that do not cause excessive noise, traffic, or impact on neighbors. Examples include, but are not limited to, artists, crafts people, writers, professional consultants personal care and grooming services, and employees from off-site businesses who work from their home. In addition, this includes tutors, such as piano or other music teachers, who provide lessons to no more than 60 students per week and do not have non-resident employees coming to the site.

Level I Home Occupation. These types of home occupations are more intensive than minor home occupations, but do not create a nuisance within a residential setting. These types of home occupations may include a non-resident employee, more traffic, or onsite sales. These home occupations require an administrative permit.

Level II Home Occupation. These types of home occupations are those that you would not typically expect to see in a residential setting, but may be approved with City Council permission with a Home Occupation Permit. Examples include landscapers, contractors, auto repair, and intensive sales. Additionally, any home occupation that has received a verified Code Enforcement compliant shall follow this process.

(1) ~~*Requirements*~~ *Minor home occupations requiring no permit*. Home occupations that operate under the following parameters shall be exempt from a permit. If a home occupation operates beyond the conditions below or if the home occupation creates conditions described in subsection (2), a permit shall be required.

a. The home occupation shall be clearly incidental and secondary to the residential use of the premises, and shall result in no incompatibility with or disturbance to the surrounding area.

b. A home occupation can either have clients or customers coming to the residence or employ a nonresident of the dwelling at the home occupation.

~~b.~~c. The owner of the home occupation shall occupy the dwelling unit on the site of the home occupation.

~~c.~~d. Home occupation operations are restricted to the ~~dwelling unit, attached or detached garages or accessory buildings~~ property where the owner resides and has fee title. If the owner of a home occupation is conducting operations in a detached accessory building, said accessory building must be located on the same parcel as the owners dwelling unit, or a parcel immediately adjacent to the owner's dwelling, to which the owner also has fee title.

~~d.~~e. The area set aside for the home occupation in the dwelling unit shall not exceed 20 percent of the gross living area of the dwelling unit.

1. If the owner of a home occupation is conducting operations outside of the principle and accessory structure, the area set aside for the home occupation shall not exceed 20 percent of the subject property.

~~e.~~f. The area set aside for the home occupation in attached or detached accessory buildings or garages shall not exceed total accessory building space or height allowed on the site of the home occupation, as established in section 117-349.

~~f.~~g. A minimum of ~~400~~ 200 square feet of garage or accessory building space shall be maintained as a primary residential garage for indoor parking of vehicles and equipment.

~~g.~~h. There shall not be any exterior evidence of the existence of said home occupation such as displays, exterior storage of home occupation equipment and vehicles, materials, supplies, inventory or merchandise, with the following exceptions:

1. One motor vehicle affiliated with the home occupation, either meeting the definition of a commercial vehicle or any vehicle having lettering or advertising for said home occupation, shall be allowed to be stored or parked outside on the site of the home occupation in accordance with section 117-355.
2. One piece of commercial equipment affiliated with the home occupation shall be allowed to be stored or parked on the site of the home occupation in accordance with section 117-355.

~~h.~~i. There shall be no interior signs or display which are visible from outside the dwelling unit or accessory building where the home occupation is operated nor any exterior business signs or displays unless otherwise permitted in article II, division 8 of this chapter, with the following exception:

1. A sign not exceeding two square feet in size may be displayed if affixed flat against the wall of either the home or accessory building where the home occupation is being conducted. The sign shall be non-illuminated and shall not have dynamic display capabilities.

~~i.~~j. The home occupation shall not generate excessive vehicular traffic (customers, employees, deliveries, etc.) in the residential neighborhood. Excessive vehicular traffic for purposes of this section is defined as in excess of any combination of eight round-trip customer/client visits and/or deliveries per standard eight hour day and no more than one on the premises at any given time. For the purposes of this section, one customer/client visit shall be considered to include any number of persons arriving in a single vehicle. One round-trip visit per eligible employee shall also be allowed and is not counted toward the customer/client visits. An increase at a rate of 25 percent is permitted if the subject property has access from a county, state, or MSA street.

~~j.~~k. The home occupation does not serve as headquarters or as a dispatch center where employees come to the site and are then dispatched to other locations. This includes transporting of materials, stored equipment, or employees from the premises to a job site or any business-related location.

~~k.~~l. The receipt or shipment of deliveries shall be limited to those made by the USPS and/or an express shipping service that is characteristic of service to a residential neighborhood.

~~l.~~m. The home occupation shall not constitute a fire hazard to neighboring residences, or a nuisance to neighbors because of excessive traffic, light glare, noise, odors, vibration or other circumstances, as determined by the fire marshal or zoning administrator.

~~m.~~n. The home occupation shall not include operations relating to internal combustion engines, body shops, ammunition manufacturing, motor vehicle repairs or sale, or any other objectionable uses as determined by the zoning administrator.

~~n~~o. The home occupation shall not change the fire rating of a structure nor require exterior alterations or modifications that change the residential character or appearance of the dwelling unit or accessory building to a commercial nature.

p. The subject property shall not be used as a secondary location for business operations with a primary location.

q. Specified and similar occupations allow up to four customers per day, with a maximum of 12 customers per week, only between the hours of 7:00 a.m. and 9:00 p.m., and no more than one customer is permitted on the site at any given time. Except art tutors and music teachers allowed a maximum of 60 customers per week.

(2) *Level I Home Occupation- Administrative home occupation permit required.* Home occupations that include one or more of the following practices or operational methods shall require a home occupation permit that is subject to the review and approval of the zoning administrator.

a. The home occupation employs persons, which includes but is not limited to co-owners, partners, and employees), that do not live in the dwelling unit on the property but conduct work on the property.

1. The owner of a home occupation on a parcel less than three acres in size may employ a maximum of one person that does not reside in the dwelling unit on the property but come to the property for purposes related to the occupation, or to ~~does~~ conduct work on the property. The owner of a home occupation on a parcel three acres or greater in size may employ a maximum of three persons that do not reside in the dwelling unit on the property but do conduct work on the property.

2. Off-street parking for the dwelling unit occupants and any nonresident employees is provided in accordance with section 117-355.

b. The home occupation involves operating methods that include transactions with the public (customers, clients, consultants, subcontractors, etc.) on the site of the home occupation. The number of persons permitted on the site at any given time shall be limited so as not to create a parking demand in excess of that which can be accommodated on driveway on the site of the home occupation.

c. Retail sales are conducted on the site. Retail sales at the site shall be limited to products that are ancillary to the home occupation and shall be displayed or stored indoors.

(3) *Level II Home Occupation– ~~conditional use~~ Home occupation permit required*. Home occupations that propose to operate beyond the scope of the parameters in subsection (1) and/or (2) of this section shall be processed in accordance with the procedures established for conditional use permits in section 117-51, with the exception of recording the home occupation permit, should it be approved by city council. Home Occupations shall run with the applicant, not the property.

(4) *Nuisance prevention.* In order to guarantee that a home occupation, once authorized, will not become a nuisance to the neighbors or otherwise violate these guidelines, the city staff or city council may impose reasonable conditions necessary to protect the public health, safety, and welfare of residents of the city.

(5) *Inspections.* There may be one or more inspections each year by the zoning administrator or ~~his~~ designee of any property covered by a home occupation permit. In addition, the zoning administrator and/or ~~his~~ designee, shall have the right at any time, upon reasonable request, 48 hours' notice shall be considered reasonable, to enter and inspect the premises covered by said permit for safety and compliance purposes.

(6) *Term of home occupation permits.* Home occupation permits granted by this section shall be temporary in nature and shall be granted to a designated person who resides in the dwelling unit on the subject property. Permits are not transferable from person to person or from address to address, unless the transfer is in accordance with the provisions of subsection (7) of this section.

(7) *Death or move of permit holder; suspension or revocation; businesses existing before adoption of article provisions.*

a. Should a home occupation permit holder die or move to a new location, the existing permit shall be automatically terminated. Except that in the case of death, should a surviving spouse or child, residing at the same address or receiving title to the property desire to continue the home occupation, written notice to that effect shall be given to the zoning administrator and the council may authorize continuation of that permit without further hearing.

b. A home occupation permit, once granted, may be suspended or revoked prior to its original revocation date by the council for cause after hearing before the council. Citizen complaints seeking the revocation of such permit shall be filed with the zoning administrator. All such revocation hearings, publication, and notice requirements shall be the same as for conditional use permits in accordance with section 117-51.

c. Persons conducting a business from property zoned for residential use on the effective date of the ordinance from which this section is derived shall be required to obtain a home occupation permit as required herein. The business may continue pending final determination of the application. Should the zoning administrator or council deny the application for a home occupation permit the use shall immediately cease at such residential premises.

SECTION 4. EFFECTIVE DATE

This ordinance becomes effective 30 days after its passage and publication, subject to City Charter Section 5.04.

SECTION 5. SUMMARY

The following official summary of Ordinance #22-06 has been approved by the City Council of the City of Ramsey as clearly informing the public of the intent and effect of the Ordinance.

Ordinance #22-06 amends Chapter 117, Sections 1 (Definitions) and 351 (Home Occupations) to revise the existing City of Ramsey Zoning Code. The revised sections regarding Home Occupations will address all business types conducted on a residential property.

PASSED by the City Council of the City of Ramsey, Minnesota the 25th day of January, 2022.

_____
Mayor

ATTEST:

_____
City Clerk

Introduction date:
Posting dates:
Adoption date:
Publication date:
Effective date:

CC Regular Session **7. 6.**

Meeting Date: 01/11/2022

By: Katie Schmidt, Administrative Services

Information

Title:

Adopt Resolution #22-001 Approving the 2022 Council Organization

Purpose/Background:

Purpose: To adopt the annual resolution appointing Councilmembers to Committees or other groups as well as designating the City's Official Newspaper, renewing contracts with TimeSaver Off-Site Recording Secretarial, Inc. and naming the firms the City will use for Legal Services.

Background: The City Council met in work session earlier this evening and discussed the organizational resolution. Discussion was held regarding who would serve on which committee or other group, the City's official newspaper designation, designation of the law firms the City will use for legal services, and the agreement with TimeSaver Off-site Recording Secretarial, Inc. The resolution as posted to this case, prior to this evening's work session may change based on discussion during the work session. Any needed changes will be made immediately following the work session and the resolution will be re-attached prior to adoption this evening.

Notification:

Additional Information as provided during tonight's work session: The organizational resolution includes declaring the City's official newspaper. At the time of this writing, the City has received one proposal - Adams Publishing Group - the Anoka County UnionHerald. Such proposal is attached to this case. The Anoka County UnionHerald has historically served as the City's official newspaper and currently provides the most regular coverage of the City. The proposal from Adams Publishing Group states the rates for 2022 will remain unchanged. Also included for Council review and approval is the Addendum to the Recording Secretary Service Agreement between the City of Ramsey and TimeSaver Off Site Secretarial (TOSS) that extends the expiration date to December 31, 2022 (attached). The addendum shows a less than 2.5 percent increase in the rates. Approval of the contract with TOSS is part of the resolution. Appointing legal services is another part of the Organization Resolution. The most recent agreement with the City's Attorney, Frederic Knaak of Holstad & Knaak, PLC is effective November 1, 2021 through December 2023. The monthly fee is $4,050.00. Any time over the 10 hours included in the monthly fee is billed at a single rate of $150.00 per hour. The firm of Eckberg Lammers was contracted with in January 2018, for prosecution services through 2021 (four years). The Police Department has reserved the right to extend the agreement through December 31, 2022 (five years). The 2022 rates remain unchanged from the 2021 contract. The City's policy has been to review outside professional contracts on a three to five year basis.

Funding Source:

N/A

Recommendation:

Staff recommends adopting the attached resolution.

Outcome/Action:

Motion to adopt Resolution #22-001 for the 2022 Council Organization

Attachments

TOSS Agreement
Newspaper Request
Holstad & Knaak, PLC. Contract
Eckberg Lammers, P.C. Contract
Committee Descriptions
Draft Resolution #22-001

Form Review

Inbox	Reviewed By	Date
Colleen Lasher	Colleen Lasher	01/06/2022 02:57 PM
Kurt Ulrich	Kurt Ulrich	01/06/2022 03:50 PM
Form Started By: Katie Schmidt		Started On: 12/13/2021 01:11 PM
Final Approval Date: 01/06/2022		

TimeSaver Off Site Secretarial, Inc.

NOV 0 1 2021

October 29, 2021

Ms. Katie Schmidt, Administrative Assistant
City of Ramsey
7550 Sunwood Drive
Ramsey, MN 55303

Dear Katie,

Enclosed is an Addendum to the Recording Secretary Service Agreement that extends the expiration date to December 31, 2022. The unit rates reflect an increase of 50 cents per hour and 25 cents per page and a base rate increase of less than 2.5%.

We appreciate the confidence you have placed in TimeSaver to handle your meeting minute needs and look forward to continuing that relationship in 2022.

If you need further information or have questions, please feel free to contact me at 612-251-8999.

Best regards,

Carla

Carla Wirth
Owner

Enclosure: Recording Secretary Service Agreement
Return envelope

5291 River Oak Drive ♦ Savage, MN 55378 ♦ 612-251-8999

ADDENDUM TO
RECORDING SECRETARY SERVICE AGREEMENT

Dated: December 31, 2021

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

1. EXTENSION OF RECORDING SECRETARIAL SERVICE AGREEMENT: The term of the existing Recording Secretary Service Agreement dated December 31, 2020 shall be extended under the same terms and conditions to December 31, 2022.

2. TOSS CHARGES: TOSS shall be paid for its services as recording secretary for each meeting with a one (1) hour minimum, the highest rate prevailing, as follows:

   a. Base Rate: One Hundred Fifty-Four and 00/100 dollars ($154.00) for any meeting up to one (1) hour (billable time) plus Thirty-Six and 50/100 dollars ($36.50) for each thirty (30) minutes following the first one (1) hour; **or**

   b. Unit Rate: Forty-Eight and 00/00 dollars ($48.00) for the first hour of meeting time and Thirty-Two and 00/100 dollars ($32.00) for every hour after the first hour plus Fourteen and 50/100 dollars ($14.50) for each page of draft minutes for submission to the City of Ramsey for their preparation of final minutes.

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

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

January ___, 2022

CITY OF RAMSEY

By: _____
Kurtis G. Ulrich

Its: City Administrator

November 1, 2021

TIMESAVER OFF SITE SECRETARIAL, INC.

By: Carla Wirth
Carla Wirth

Its: President & CEO

APG
EAST CENTRAL MINNESOTA

December 2, 2021

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

Dear Ms. Lasher,

It is with great pleasure that we ask to serve as the official newspaper for the City of Ramsey in 2022. As we continue to implement new changes in the newspaper to improve readership, we feel it's important to provide readers with the city's public notices in addition to news stories, features and photographs of local events we cover each week.

We would like to publish your public notices in the Anoka County UnionHerald. The legal publication rate for the Anoka County UnionHerald as of January 1, 2022, will remain unchanged from the 2021 rate of 10.75 per column inch. If any documents need to be manually typeset, a $20 flat fee will be charged per public notice. As a newspaper published in the County of Anoka, we meet the requirements to qualify as your official legal newspaper. *The deadline will be 10:00 a.m. Wednesday for Friday's publication.*

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

We have appreciated your business over the past years and hope that we can be of service to you in 2022 as a credible, locally-owned, weekly community news source. If you have any questions, please feel free to call me at 763-691-6001or email me at publicnotice@apgecm.com. Thank you for your consideration.

Sincerely,

Tonya Orbeck
Legal Notice Department Manager

12576964

Office of the Minnesota Secretary of State

Legal Newspaper Status Application

Minnesota Statutes, Chapter 331A.02

STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED
SEP 24 2021
Steve Simon
Secretary of State

Must be filed between September 1 and December 31, each year
Filing Fee: $25.00
Please read the instructions before completing this form.

1. Current Name and Known Office of Issue Address of Newspaper:

Anoka County UnionHerald
4101 Coon Rapids Blvd
Coon Rapids, MN 55433

2. IF CHANGED, list the new name and/or address of known office of issue:

Name of Newspaper: _____

Street Address: _____
(Must be a complete street address or rural route and rural route box number)

City: _____ State: MN Zip Code: _____

3. County of Known Office of Issue: (Required) Anoka

4. Legal Newspaper Phone Number: (Required) 763-691-6001
(Area Code) Phone Number

5. Name and daytime phone number of contact person:

Tonya Orbeck — 763-691-6001
Contact Name — Daytime Phone Number

6. Email Address for Official Notices

Enter an email address to which the Secretary of State can forward official notices required by law and other notices:

E-Mail Address: publicnotice@apgecm.com

7. This legal newspaper certifies that it has complied with all of the requirements of Minnesota Statutes, section 331A.02.

8. I, the undersigned, certify that I am signing this document as the person whose signature is required, or as agent of the person(s) whose signature would be required who has authorized me to sign this document on his/her behalf, or in both capacities. I further certify that I have completed all required fields, and that the information in this document is true and correct and in compliance with the applicable chapter of Minnesota Statutes. I understand that by signing this document I am subject to the penalties of perjury as set forth in Section 609.48 as if I had signed this document under oath.

Tonya Orbeck — 8/26/2021
Signature of Authorized Representative (Required) — Date

CONTRACT FOR CIVIL (NON-CRIMINAL) MUNICIPAL LEGAL SERVICES

THIS AGREEMENT is made between and entered by the CITY OF RAMSEY, MINNESOTA, a Minnesota Statutory City (hereinafter, "the City") and HOLSTAD & KNAAK, PLC, a law firm organized as a professional association under the laws of the State of Minnesota (hereinafter, "the Attorney")

Upon formal appointment of the Attorney by the City Council and for the promised consideration as outlined below, the Attorney shall provide the following legal services to the City:

LEGAL SERVICES

1. Attend City Council meetings and other City Board, Authority, Commission or Committee meetings as requested by the City Council or City Administrator.

2. Draft and/or review ordinances, resolutions, and correspondence, as requested. Review City Council agendas and meeting minutes, as requested.

3. Advise the Mayor, Council Members, City Administrator, Department Heads and other City staff on City legal matters.

4. Prepare and/or review municipal contracts, such as contracts for public improvements, joint powers agreements, construction, and purchase of equipment.

5. Review of the Municipal Code on a regular basis and provide assistance in the drafting of any needed modifications or amendments.

6. Represent the City in matters related to the enforcement of City building and zoning codes in injunctive and other civil proceedings, except in instances where such representation is provided in the City's insurance contract and third-party representation is obtained. In such instances it will remain the Attorney's duty to closely monitor and cooperate as needed in such representation.

7. Research and submit legal options on municipal or other legal matters, as requested by the City Council or the City Administrator.

8. Meet with the City Council, City Administration, Department Heads and City Staff as needed to review Council and Commission Agenda items and the status of all legal matters before the City. The Attorney and City Administrator will establish any necessary schedule if and when it is determined that regular meetings will be necessary for this purpose.

9. Provide legal briefings or presentations regarding new or proposed legislation affecting the City's operation and activities.

10. Provide advice and training on open meeting law, data practice law and requirements, parliamentary procedure, record retention and privacy issues, including HIPPA.

11. Represent, as needed, the City in employment related issues, labor negotiations, arbitration, administrative hearings and in litigation involving those same issues.

12. Interpret and advise with respect to municipal employment matters including, but not limited to PERA, labor agreements, personnel policy, FMLA and Veterans Preference.

13. Defend City in litigation, except in those cases where the City's insurance company is required to provide defense, including, but not limited to: a) human rights claims; b) condemnation; c) permits and administrative actions; and d) labor and employment proceedings in which legal representation of the city is either advisable or required.

14, Represent the City in uninsured claims and other insurance matters.

15. In coordination with any separately retained Bond Counsel, review financing, special assessments, bonds and insurance requirements required by or for City Contracts or activities.

16. Represent the City in the acquisition of properties for public improvements, easements, and parks.

17. Represent the City in condemnation proceedings for public improvement projects.

18. Represent the City in workers' compensation matters.

19. Initiate litigation on behalf of the City as requested by the City Council.

20. Interpret and advise the City on questions related to zoning or land use issues, impact fees and legal uses.

21. On direction of the Administrator, prepare and/or review the following:

a) Conditional and Special Use Permits

b) Vacation of Rights of Way Applications, supporting documentation and Resolutions

c) Special Assessments

d) Planned Unit Developments

e) Development Agreements

f) Subdivision and Zoning Requests

g) Development Agreement Drafts

22. The foregoing, expressly enumerated services, while intended to be extensive, is not intended to be all inclusive, and services provided shall also include those additional matters that may be considered customary and usual in the provision of legal services by a City attorney under customs and laws of the State of Minnesota.

ADDITIONAL DUTIES OF ATTORNEY

1. The Attorney shall not subcontract out or assign any interest in this contract to any third party without the prior written consent of the City.

2. Frederic W. Knaak shall be the principal attorney on all matters involving the representation of the City and shall be expressly, professionally, and individually responsible for all facets of that representation.

3. The Attorney shall maintain professional liability insurance coverage at all times during its representation of the City in the amount of $2,000,000 aggregate claims, and $2,000,000 individual claims.

4. It is understood by the Attorney and the City that this contract shall run for two years after the appointment of the Attorney, at which time it may only be renewed upon express agreement of the City and the Attorney. Notwithstanding the intended term, it is expressly understood that the Attorney's tenure as City Attorney is at the pleasure of the City Council and that the appointment of the City Attorney may be terminated at any time with or without any cause. In the event of a termination for other-than-cause prior to the two-year term, to the extent feasible, the City shall provide 60 days notice of its intention to terminate or not renew this contract.

5. On or about December 31 of each year, for the duration of this Agreement, the City Attorney and City Administrator may mutually evaluate the usage of legal services during the prior year of this Agreement in order to evaluate usage of legal services during the prior year of the Agreement in order to evaluate usage and identify areas where modification in the parties' relationship may be mutually beneficial.

6. All data collected, created, received, maintained, or disseminated for any purposes by the activities of the Attorney because of this Agreement and the resulting Attorney-Client relations is governed by the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, as amended, the Minnesota Rules implement such act now in force or as adopted, as well as federal regulations on data privacy. This paragraph does not create a duty or any obligation on the part of the Attorney to provide access to public data to the public for inspection or otherwise if the public data are available from the City.

7. Any modification of the provisions of this Agreement shall be reduced to writing and signed by the parties hereto.

OTHER

1. The City expressly reserves its right to hire independent counsel on matters it determines requires an attorney with more expertise or expertise in a particular field. In such a situation, the City shall remain responsible to the Attorney for the monthly fee provided under this agreement along with any billings not related to the matter for which special counsel was retained. The City shall only be responsible to the Attorney for extra expenses in relation to the matter for which special counsel is retained if the City names the Attorney as co-counsel in the matter or otherwise requests the Attorney's participation.
2. The effective date of this Agreement shall be November 1, 2021.

COMPENSATION AND EXPENSES

1. Payment under this contract shall be in the form of a single, monthly fee of four-thousand fifty and no/00 ($4,050.00). That payment is intended to be for all of the foregoing services, including up to 10 hours of time billed on litigation matters, such as condemnation matters or arbitrations. This rate

does not include filing or similar fees required in representing the City in litigation matters. These incidental fees shall be paid by the City as incurred.

2. If it appears that more than ten hours of time shall be required on litigation matters, the Attorney shall notify the City in writing of that expectation. Any time over the 10 hours included in the monthly fee shall be billed at a single rate of $150.00 per hour.

3. In the event of an unexpected or unusual cost, no expense or cost shall be billed to the City without first obtaining an authorization from the city in writing. Such an expense, as an example, might be a necessary deposition or transcript, or a very large volume of printing (in excess of 2000 pages in any given month.)

IN WITNESS WHEREOF, the CITY and the ATTORNEY have executed this Agreement and it is effective on the latest date affixed hereto.

CITY OF RAMSEY

By: _____

Mark E. Kuzma, its Mayor

By: _____

Kurt Ulrich, City Administrator

Dated: 10-7-21

HOLSTAD & KNAAK PLC

By: _____

Frederic W. Knaak, Esq.

Dated: 10/12/21

AGREEMENT FOR CRIMINAL PROSECUTION SERVICES

This Agreement, entered into between the CITY OF RAMSEY, a Minnesota municipal corporation (City) and the law firm of ECKBERG LAMMERS P.C., (Criminal Prosecution Attorney) as of January 1, 2022, provides as follows:

ARTICLE I:
BACKGROUND: FINDINGS

1.1 Authority. The appointment and removal of the Criminal Prosecution Attorney are made by the City Council.

1.2 Council Determination. At a duly called regular meeting of the City Council held on January 11, 2022, the City Council determined that the law firm of Eckberg Lammers, P.C. be engaged as Criminal Prosecution Attorney, with Joseph Van Thomme of that firm serving as chief prosecutor for the City. This agreement between the firm and the City sets forth the terms and conditions of the engagement.

ARTICLE II:
TERMS AND CONDITIONS

2.1 Consideration. In consideration of the mutual promises and conditions contained in this Agreement the City and the Criminal Prosecution Attorney agree to the terms and conditions set forth herein.

2.2 Criminal Prosecution Attorney Appointment. The City appoints the firm of Eckberg, Lammers P.C. as Criminal Prosecution Attorney, with Joseph Van Thomme acting as primary chief prosecutor for the City.

2.3 Usual and Customary Criminal Prosecution Services. The Criminal Prosecution Attorney agrees to perform all usual and customary criminal prosecution services for the City in accordance with the terms of this Agreement, including, but not limited to the following primary responsibilities for the criminal prosecution services:

General Responsibilities:

Represent and prosecute all criminal law matters within the City's jurisdiction, included but not limited to scheduling, and attending all necessary hearings, trials, arraignments, and post-conviction hearing as required, coordinating officer and witness appearances, reviewing all criminal cases presented for purposes of prosecution, determine technical compliance with criminal code and other state statutes, writing complaints, making recommendations to the Court for alternatives to prosecution where appropriate, act as a resource to the Police Department in the development of criminal cases, and provide training sessions for Police and other City staff as needed.

Provide timely pursuit of disposition of criminal cases in advance of actual Court cases to avoid unnecessary officer court time.

Process and prosecute forfeiture cases on behalf of Police Department.

The criminal prosecution attorney is required to be knowledgeable in a variety of legal areas, including but not limited to:

- Criminal Prosecution
- Trial activity
- General municipal laws
- City Code issues
- General state and federal laws relating to prosecution matters
- General Government Data Practices
- Crime-Free Multi-Housing Program and enforcement Specific Responsibilities:

  The criminal prosecution services that are required by the City and covered by a fixed retainer fee include, but are not limited to, the following areas:

  1. Meetings and/or telephone conversations with and advising City Administrator and Police Chief, police officers and other authorized staff on general criminal legal matters.
  2. Research and submission of legal opinions on criminal legal matters requested by City Administrator, Police Chief or other authorized staff; availability to answer staff questions by telephone.
  3. Legal consultation and general support for City Administrator and Police Chief and other authorized staff on general criminal legal matters.
  4. Provide a high level of customer service by responding in a prompt manner.
  5. Prosecute all petty misdemeanor, misdemeanor and statutorily delegated gross misdemeanor offenses committed within the corporate limits of the City. This includes all such cases initiated by any law enforcement agency and citizen complaints including, but not limited to, traffic violations, DUI cases, theft, City Code violations and crime-free multi-housing enforcement.
  6. Provide advice, consultation and training where required to the City's Police Department and to all other departments of the City in the interpretation and enforcement of statutes, ordinances and investigations of violations in connection with the prosecution of criminal cases.
  7. Prepare criminal complaints where facts warrant.
  8. Evaluate all cases where a plea of not guilty is entered and prosecute where warranted.
  9. Prepare appropriate pre-trial notices as required.
  10. Seek such additional investigation as required.
  11. Negotiate and enter plea bargains where deemed advisable.
  12. Represent the City at all pre-trial motions.

13. Perform all legal research and prepare briefs when required.

14. Try all jury and court cases as necessitated.

15. Review ordinances as requested.

16. Render written opinions on criminal prosecution matters when requested, including interpretation of statutes, ordinances, rules and regulations.

17. Ensure proper notification and preparation of police officers and staff for trial.

18. Assist in resolving criminal prosecution matters not resulting in litigation.

19. Assist the City and law enforcement in efficient disposition of DWI-related forfeitures arising from cases handled by the criminal prosecution-attorney.

20. Examine, evaluate and provide representation for all appeals to Appellate Courts.

As part of the firm's comprehensive flat fee prosecution services, no charges are ever imposed for phone calls. The firm encourages police officers and staff to contact any of our prosecuting attorneys. If a phone call evolves into a project or work item, that item shall be covered by the flat fee retainer agreement. The firm has found this approach is welcomed by its law enforcement clients, as it provides for unfettered legal advice without imposing financial pressure on the given department.

2.4 Compensation for Criminal Prosecution Services. For criminal prosecution services in the year 2022, the City agrees to compensate the Criminal Prosecution Attorney as follows:

	2022
Retainer Fee (annual amount)	$72,843
Hourly Attorneys*	$250

*The hourly rates for all attorneys will be the same and shall only apply to matters not related to or covered by this agreement. Such fees will be specifically agreed to by the City prior to any undertaking of legal services by the criminal prosecution attorney.

2.5 Compensation for Expenses. The City will compensate the Criminal Prosecution Attorney for the following actual and necessary expenses incurred by the Criminal Prosecution Attorney on behalf of the City:

The following charges are passed through by the criminal prosecuting attorney to the City at cost:

- Process Server Fees
- Court Filing Fees
- Document Recording & Closing Fees
- Court Reporter Transcription Fees

2.6 Billing Statements. Billings by the Criminal Prosecution Attorney to the City for services will be on a monthly basis, except as may otherwise be agreed upon by the parties. The billing statement shall be of sufficient detail to adequately inform the City concerning the services performed and the nature and extent of costs and disbursements. The statement shall also contain a summary that shows the total fees, charges and disbursements.

2.7 Term of Agreement. The term of this Agreement shall be for four years. The rates specified in this Agreement will remain in effect for the term of this Agreement.

For legal services in the year 2023 and beyond, the City reserves the right to extend this Agreement and to compensate the Criminal Prosecution Attorney as determined and negotiated by the City.

2.8 Chief Prosecutor. It is the intention of the parties and it is hereby agreed by the Criminal Prosecution Attorney, that the term "chief prosecutor" as used herein means and refers to Joseph Van Thomme who will supervise and be responsible to the City for the criminal prosecution services to be provided.

2.9 Entire Agreement. This Agreement, any attached exhibits and any addenda or amendments signed by the parties shall constitute the entire agreement between the City and the Criminal Prosecution Attorney, and supersedes any other written or oral agreements between the City and the Criminal Prosecution Attorney. This Agreement can only be modified in writing signed by the City and the Criminal Prosecution Attorney.

2.10 Termination. This Agreement may be terminated by the City at any time or by the Criminal Prosecution Attorney upon 60 days written notice.

2.11 Conflict of Interest. The Criminal Prosecution Attorney shall use best efforts to meet all professional obligations to avoid conflicts of interest and appearances of impropriety in representation of the City. In the event of a conflict, the Criminal Prosecution Attorney shall arrange for suitable alternative legal representation. It is the intent of the Criminal Prosecution Attorney to refrain from handling legal matters for any other person or entity that may pose a conflict of interest.

2.12 Agreement Not Assignable. Except as provided in Paragraph 2.11 of this Agreement relating to conflicts of interest, the rights and obligations created by this Agreement may not be assigned by either party.

2.13 Agreement Not Exclusive. The City retains the right to hire other legal representation for specific legal matters.

2.14 Independent Contractor Status. All services provided by the Criminal Prosecution Attorney pursuant to this Agreement shall be provided by the Criminal Prosecution Attorney as an independent contractor and not as an employee of the City for any purpose, including but not limited to: income tax withholding, workers' compensation, unemployment compensation, FICA taxes, liability for torts and eligibility for employee benefits.

2.15 Work Product. All records, information, materials and other work product prepared and developed in connection with the provision of services pursuant to this Agreement shall become the property of the City.

2.16 Insurance and Indemnification. Criminal Prosecution Attorney agrees to maintain a valid policy of Professional Liability Insurance for the duration of this Agreement. The value of the policy shall not be less than the cap for municipal tort liability as established by Minnesota Statutes. Criminal Prosecution Attorney further agrees to defend, indemnify, and hold harmless the City, its agents and employees against all causes of actions against the City or any of its agents or employees that arise from or as a result of the Criminal Prosecution Attorney's negligent actions or advice under the terms of this Agreement.

2.17 Data Practices Act Compliance. Data provided to the Criminal Prosecution Attorney under this Agreement shall be administered in accordance with the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13.

2.18 Choices of Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of the state of Minnesota. Any disputes, controversies, or claims arising out of this Agreement shall be heard in the state or federal courts of Minnesota, and all parties to this Agreement waive any objection to the jurisdiction of these courts, whether based on convenience or otherwise.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed by their proper officers and representatives as of the day and year first above written.

CITY OF RAMSEY

Dated: _____

_____
Mayor

Dated: _____

_____
City Administrator

ECKBERG LAMMERS, P.C.

Dated: _____

_____
Thomas J. Weidner,
Criminal Prosecution Supervisor

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

One Year Appointments

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

Fire Relief Association (Appointments 3) The objective of the Fire Relief Association is to provide service pensions and ancillary benefits to members and beneficiaries of the City of Ramsey Fire Department. The Board has nine members, six General Trustees elected from membership and three Municipal Trustees, one must be an elected official, one must be an elected or appointed municipal official and the third municipal Trustee must be the fire chief. The meeting schedule for the Fire Relief Association is TBD

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

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

Park and Recreation Commission (Appointments 1 Plus Alt) The primary objective of the Park and Recreation Commission is to monitor and reflect the attitudes and concerns of the citizens of Ramsey relative to the park system and recreation programs, and to advise the City Council of citizen attitudes and policy matters relevant to the park and recreation function in Ramsey. The Park and Rec. Commission meets on the 2nd Thursday of each month at 6:30 p.m. in the Council Chambers at the Municipal Center or at various Ramsey parks. *Liaisons/Ex-Officio to Commissions*

Planning Commission (Appointments 1 Plus Alt) The primary objective of the Planning Commission is to advise the City Council on land use concerns. In addition, the Planning Commission shall serve as the planning agency and shall have the powers and duties given such agencies by state statute. The Planning Commission meets on the 1st Thursday of each month at 7 p.m. in the Council Chambers at the Municipal Center. *Liaisons/Ex-Officio to Commissions*

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

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

Two Year Appointments

Anoka County Joint Law Enforcement (JLEC) (Appointments 1 Plus Alt) (This is a 2-year appointment.) The JLEC is an innovative governing body that was created in Anoka County to collaboratively and efficiently work on public safety issues through the entire county. The JLEC was created in 1970 and the following is an excerpt from the original agreement: "County of Anoka hereby recognizes the need to prepare to deal adequately with the current crime problems and problems of law enforcement which could intensify with continuing population growth and changes which are of a regional nature …within the region of Anoka County." This meeting is chaired by the County Attorney. This group is made up of elected officials from each jurisdiction, and the Chief/Sheriff of each jurisdiction. The Fire Protection Council also has a representative on the JLEC. This Board meets quarterly – the 4th Wednesday of the month at 2:00 p.m. The meeting locations vary. The January meeting will take place on January 22 from 2:00 to 4:00 p.m. and will be at the Anoka County Sheriff's Office Community Room. Other locations are Anoka Police Department, Columbia Heights Police Department and Blaine Police Department. The 2020 schedule and confirmed locations will be distributed shortly – most likely disseminated at the January 22, 2020 meeting.

Anoka County Fire Protection Council (ACFPC) (Appointments 1 Plus Alt) (This is a 2-year appointment) The ACFPC operates as an independent Joint Powers Arrangement between multiple jurisdictions in Anoka County. The purpose of the ACFPC is to join together to improve the efficiency and effectiveness of fire and emergency services to the public within the geographic service area of the member jurisdictions, to cooperatively address its member's long term needs for fire-fighting and emergency equipment, fire records data systems and fire-fighter and EMS training. The ACFPC meets quarterly in the months of January, April, July, and October, at approximately 7:00 p.m. at a rotating location in one of the members' jurisdictions.

Lower Rum River Watershed Management Organization (LRRWMO) (Appointments 1 Plus Alt) (This is a 2-year appointment.) LRRWMO is a joint powers special purpose unit of government including the cities of Ramsey, Anoka and portions of Andover. The organization seeks to protect and improve lakes, rivers, streams, groundwater, and other water resources across municipal boundaries. The LRRWMO meets the 3rd Thursday of the month beginning at 8:00 a.m., at Anoka City Hall (Committee Room) 2015 South 1st Avenue, Anoka.

Youth First (Appointments 1 Plus Alt) (This is a 2-year appointment.) Youth First is a non-profit organization that provides free after school and summer programs to middle and high school age children in Andover, Anoka, Coon Rapids and Ramsey. Their mission is to actively engage youth, their families, and the community to ensure youth have the five fundamental promises they need to succeed: safe places, caring adults, effective education, a healthy start and opportunities to serve. Youth First meets the second Thursday of every month at 7:30 a.m. – at the Youth First Building, 6701 Highway 10 NW, Ramsey, MN. Member of Organization

Quad Cities Cable Commission (QCTV) (Appointments 1 Plus Alt) (This is a 2-year appointment.) QCTV strives to connect our communities through local cable TV programming valued by residents. The four member cities include Andover, Anoka, Champlin and Ramsey. The Committee meets on the 3rd Thursday of each month at 11:00 a.m. in the Council Chambers at Anoka City Hall, 2015 – 1st Avenue, Anoka as a governing board for this joint powers organization.

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #22-001

RESOLUTION FOR 2022 COUNCIL ORGANIZATION

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

1) That the City of Ramsey's official newspaper is the Anoka County UnionHerald; official newspaper of the City in which all legal notices, vacancies, advertisements, etc. will be published; and

2) That the City of Ramsey's Legal Services are provided as follows: a) General Legal Counsel: Holstad and Knaak, PLC; b) Prosecution Counsel: Ekberg Lammers, PC and c) Bond Counsel/TIF: Taft Stettinius & Hollister, LLP; and

3) That the City of Ramsey's recording secretarial service is TimeSaver Off-Site Secretary Services (TOSS); and

4) That the following one year terms are as follows: Acting Mayor, *Economic Development Authority, Environmental Policy Board, Happy Days Committee, Highway 10 Committee, Park and Recreation Commission, Planning Commission, Public Works Committee and Public Advisory Committee. ***EDA Council terms follow each member's full term on the City Council.**

		2021 Appt.	**2022 Appt.**
a)	Acting Mayor	Chris Riley	*Chris Riley*
b)	Economic Development Authority *(term coincides with Council term)*	Chris Riley Chelsee Howell Ryan Heineman (Alt)	*Chris Riley* *Chelsee Howell* *Ryan Heineman (Alt)*
c)	Environmental Policy Board	Chelsee Howell Debra Musgrove (Alt)	*Chelsee Howell* *Debra Musgrove (Alt)*
d)	Happy Days Committee	Dan Specht Ryan Heineman (Alt)	*Dan Specht* *Ryan Heineman (Alt)*
e)	Highway 10 Committee	Mark Kuzma Chris Riley Dan Specht Kurt Ulrich	*Mark Kuzma* *Chris Riley* *Dan Specht* *Kurt Ulrich*
f)	Park and Recreation Commission	Ryan Heineman Debra Musgrove (Alt)	*Ryan Heineman* *Debra Musgrove (Alt)*
g)	Planning Commission	Matt Woestehoff Debra Musgrove (Alt)	*Matt Woestehoff* *Debra Musgrove (Alt)*
h)	Public Works Committee	Debra Musgrove Chris Riley Matt Woestehoff Chelsee Howell (Alt)	*Debra Musgrove* *Chris Riley* *Matt Woestehoff* *Chelsee Howell (Alt)*

5) That the following two year terms are as follows: Anoka County Fire Protection Council, Anoka County Joint Law Enforcement, Anoka County Solid Waste Abatement Advisory Team, Anoka County Housing and Redevelopment Authority, Fire Relief Association, Health Authority, LOGIS Board of Directors, Lower Rum River Watershed Management Organization (LRRWMO), North Metro Mayors Association, Quad Cities Cable Communications Commission, and Youth First are as follows:

		2019-2020 Appt.	**2021-2022 Appt.**
a)	Anoka County Fire Protection Council	Chris Riley Vacant (Alt)	Ryan Heineman Dan Specht (Alt)
b)	Anoka County Joint Law Enforcement Council (JLEC)	Jeff Katers Jeff Menth Dan Specht (Alt)	Jeff Katers Chelsee Howell Dan Specht (Alt)
c)	Anoka County Solid Waste Abatement Advisory Team	Chris Anderson	Chris Anderson
d)	Anoka County Housing and Redevelopment Authority	Tim Gladhill Sean Sullivan	Brian Hagen Sean Sullivan
e)	Fire Relief Association	Mark Kuzma Matt Kohner Diana Lund	Mark Kuzma Matt Kohner Diana Lund
f)	Health Authority	Dr. James Long	Dr. James Long
g)	LOGIS Board of Directors	Jason Fredrickson Calvin Kubat	Jason Fredrickson Chris Bruneau (Alt)
h)	Lower Rum River Watershed Management Organization (LRRWMO)	Debra Musgrove Mark Kuzma (Alt) Bruce Westby, Staff	Debra Musgrove Chris Riley (Alt) Len Linton, Staff
i)	North Metro Mayors Association: Operating Committee Management Committee	John LeTourneau Kurt Ulrich	Mark Kuzma Kurt Ulrich
j)	Quad Cities Cable Communications Commission	Jeff Menth Kurt Ulrich	Matt Woestehoff Kurt Ulrich
k)	Youth First	Michelle Anderson Tim Frankfurth Dan Specht Cory Gardner (Alt) Jeff Menth (Alt)	Michelle Anderson Tim Frankfurth Dan Specht Cory Gardner (Alt) Matt Woestehoff (Alt)

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember , and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 11th day of January, 2022.

_____
Mayor

ATTEST:

_____
City Clerk