City of Ramsey
Agenda
Revised
Regular City Council
Tuesday, March 8, 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

1. Oath of Office - Patrol Officer

3. Citizen Input

4. Approve Agenda

5. Consent Agenda

1. Receive January 2022 Financial Reports - General Fund and Enterprise Funds

2. Receive Cash and Investments for Period Ending February 28, 2022

3. Note the Following Boards, Commissions, and Committee Meeting Minutes:
- Planning Commission Meeting Minutes Dated November 18, 2021
- Planning Commission Meeting Minutes Dated January 27, 2022
- Economic Development Authority Meeting Minutes Dated January 13, 2022

4. Approve the Following Meeting Minutes:
1. City Council Special Work Session dated 2/15/2022
2. City Council Work Session dated 2/22/2022
3. City Council Regular Session dated 2/22/2022

5. Approve Business Licenses

6. Authorization to Temporarily Increase a Part-time Administrative Assistant to Full-time

7. Adopt Resolution #22-061 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of February 17, 2022 through March 8, 2022

8. Adopt Resolution #22-058 Approving Acquisition of Land Required for Riverdale Drive Construction, Improvement Project #20-05

9. Adopt Resolution #22-062 Approving Reimbursement of Riverstone South Development Fees

6. Public Hearing

7. Council Business

1. Adopt Ordinance #22-13 Vacating Drainage and Utility Easements at 5280 161st Ave NW

2. Consider Request for Sketch Plan, Zoning Amendment, and Comprehensive Plan Amendment Related to a Proposed Second School Campus for PACT Charter School on the Property Located at 7633 161st Ave NW (Project No. 22-107); Case of PACT Charter School

3. Adopt Resolution #22-059 Accepting Bids and Awarding Contract for Improvement Project #20-07, Construction of Salt Storage Building at PW Facility

4. Adopt Resolution #22-017 Approving Riverstone Outlot Ownership

5. Consider Request to Amend a Home Occupation Permit for Peace Keepers, Inc. at 6025 177th Ln NW; Case of Derek Trout

6. Introduce Ordinance #22-16 Establishing Boundary Lines for the City of Ramsey Ward System

7. Approve the Replacement of the River's Bend Park Monument

8. Investigation of City Affairs - **Please Note: Councilmember Howell handed out an attachment to this case at the meeting - Investigation into City Affairs**

9. Discussion of the Responsibilities and Duties of the City Administrator

10. Discuss Ordinance Governing Commission Member Appointment Process

8. Mayor/Council/Staff Input

9. Adjournment

CC Regular Session **2. 1.**

Meeting Date: 03/08/2022

Information

Title:

Oath of Office - Patrol Officer

Purpose/Background:

Patrol Officer Kayla LaTarte has completed her field training program. Mayor Kuzma will administer Officer LaTarte the Oath of Office.

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
Jeff Katers	Jeff Katers	02/23/2022 11:39 AM
Kurt Ulrich	Kurt Ulrich	03/03/2022 10:04 AM
Form Started By: Katie Schmidt		Started On: 02/23/2022 11:20 AM
Final Approval Date: 03/03/2022		

CC Regular Session **5. 1.**

Meeting Date: 03/08/2022

By: Diana Lund, Finance

Information

Title

Receive January 2022 Financial Reports - General Fund and Enterprise Funds

Purpose/Background:

Purpose: Receive January 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.

To give a further summarized breakout of the adopted budgets in comparison to year-to-date expenditures a new report has been added to reflect the following:
2022 Adopted Budget totals for each respective department and/or fund
Expenditures YTD for each respective department and/or fund - through January 31, 2022
Current YTD Budget - reflective of the same time period as expenditures posted to date.
% of Budget Used
Budget Amount Remaining

Notification:

Recommendation:

No action required. Informational only.

Action:

No action required. Informational only.

Attachments

January 2022 General Fund Financial Report - Budget to Actual

January 2022 Enterprise Funds Financial Reports - Budget to Actual

January 2022 Summary of adopted budgets/expenditures to date

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	03/03/2022 10:10 AM
Form Started By: Diana Lund		Started On: 02/24/2022 09:10 AM
Final Approval Date: 03/03/2022		

CITY OF RAMSEY
FINANCIAL STATEMENT

JANUARY 1, 2022 THROUGH PERIOD ENDING: January 31, 2022

GENERAL FUND EXPENDITURES
- BY DEPARTMENT -

Dept	2022 BUDGET	2022 YTD GENERAL LEDGER
Admin (inlcd elections, legal & newsletter)	1,137,411.00	96,052.57
Building Inspections	495,512.00	35,153.66
Council/Commissions (incld charter, council contingen	234,437.00	17,666.25
Data Processing	796,584.00	39,596.14
Engineering	487,638.00	61,495.36
Finance (incld assessing)	534,935.00	41,023.59
Fire (incld Civil Defense)	1,264,140.00	63,149.30
Gen Govt Buildings	652,216.00	26,502.30
Parks	1,483,825.00	75,188.89
Planning & Zoning	763,831.00	67,056.15
Police (incld animal control & comm orient)	4,802,808.00	392,734.36
Streets (incld traffic eng & snow/ice)	1,839,303.00	114,101.68
Grand Total	**14,492,640.00**	**1,029,720.25**

GENERAL FUND EXPENDITURES
- BY CATEGORY -

Category	2022 BUDGET	2022 YTD GENERAL LEDGER
Capital Outlay	588,800.00	-
Other Services & Charges	2,399,730.00	85,583.54
Personal Services	10,261,237.00	884,644.53
Supplies	1,136,500.00	59,492.18
Transfers out	106,373.00	-
Grand Total	**14,492,640.00**	**1,029,720.25**

GENERAL FUND REVENUES
- BY CATEGORY -

Category	2022 BUDGET	2022 YTD GENERAL LEDGER
Taxes	11,655,590.00	-
Charges for Services	589,300.00	30,324.74
Business Licenses/Permits	73,400.00	6,845.14
Fines and Forfeits	45,000.00	-
Federal Intergovernmental	9,000.00	-
State Intergovernmental	465,300.00	-
Interest	50,000.00	-
Miscellaneous	15,750.00	1,671.02
Non-Business Licenses/Permits	615,500.00	36,313.31
Transfers in	973,800.00	-
Grand Total	**14,492,640.00**	**75,154.21**

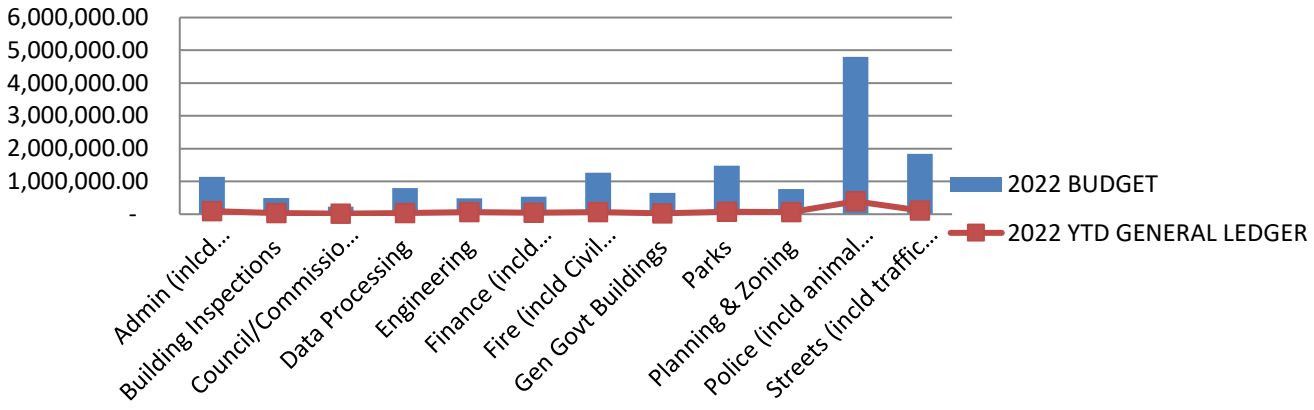
This report reflects year to date revenue and expenditures as compared to annual budget.
It does not reflect fund balance.

PREPARED BY: FINANCE DEPARTMENT

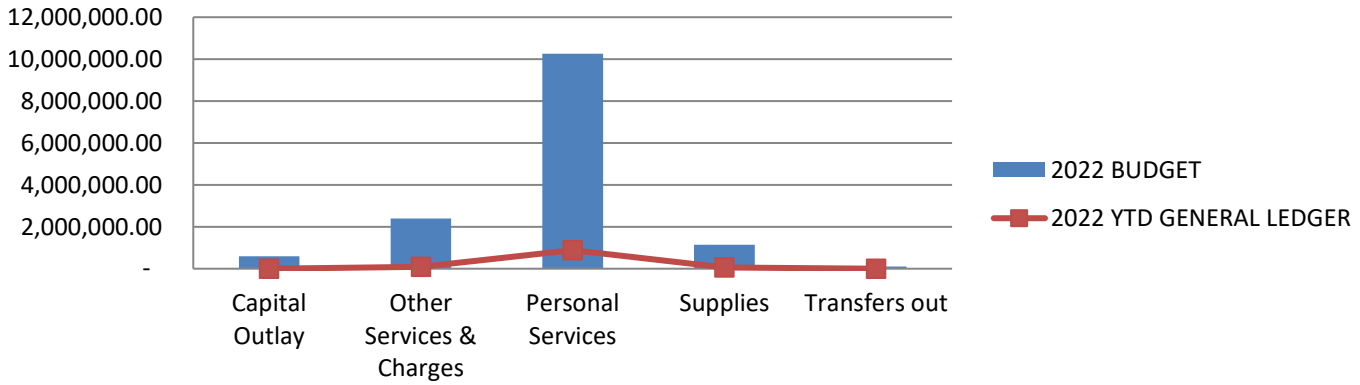
CITY OF RAMSEY
FINANCIAL STATEMENT

JANUARY 1, 2022 THROUGH PERIOD ENDING: **January 31, 2022**

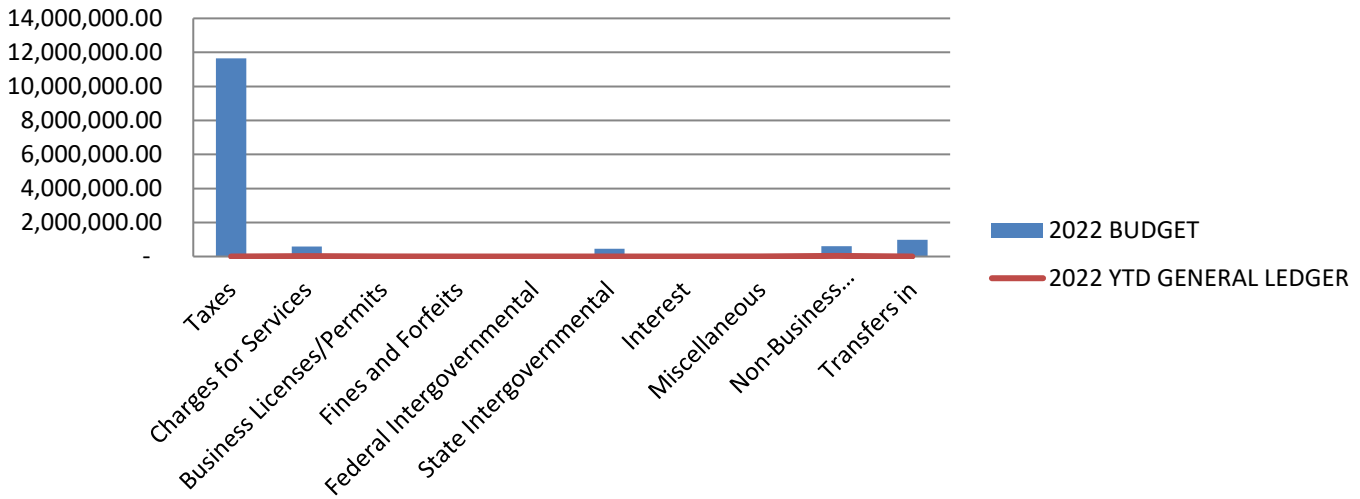
GENERAL FUND EXPENDITURES - BY DEPARTMENT



GENERAL FUND EXPENDITURES - BY CATEGORY



GENERAL FUND REVENUES



This report reflects year to date revenue and expenditures as compared to annual budget.
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PREPARED BY: FINANCE DEPARTMENT

CITY OF RAMSEY
FINANCIAL STATEMENT

JANUARY 1, 2022 THROUGH PERIOD ENDING: January 31, 2022

REVENUES

BUSINESS UNIT 9601 WATER UTILITY

GENERAL LEDGER ACCOUNT		2021 BUDGET	2021 YTD GENERAL LEDGER	-% of Budget-
4140	CREDIT CARD PROCESSING FEES	(28,000.00)	(754.62)	2.70%
4609	OTHER MISCELLANEOUS REVENUES	12,000.00	-	0.00%
4651	WATER REVENUE		29.26	0.00%
4652	WATER SALES - RESIDENTIAL	1,360,811.00	-	0.00%
4653	WATER SALES-COMMERCIAL	714,520.00	-	0.00%
4654	WATER PENALTIES	15,000.00	(81.45)	-0.54%
4655	WATER METER INSTALLATION	20,000.00	700.00	3.50%
4656	WATER METERS	35,000.00	1,375.00	3.93%
4657	CONNECTION/RECONNECTION FEES	500.00	-	0.00%
4701	INTEREST ON INVESTMENTS	50,000.00	-	0.00%
4506	PREPAID INTEREST	73,498.00	-	0.00%
4606	DEVELOPER FEES (WAC)		12,871.00	0.00%
4601	MISCELLANEOUS REVENUE		760.26	0.00%
6436	WATER EFFICIENCY REBATE PROG		400.00	0.00%
Grand Total		**2,253,329.00**	**15,299.45**	

EXPENSES

BUSINESS UNIT 9601 WATER UTILITY

GENERAL LEDGER ACCOUNT		2021 BUDGET	2021 YTD GENERAL LEDGER	-% of Budget-
6102	F.T. REGULAR-WAGES & SALARIES	272,731.00	12,635.35	4.63%
6103	FULL TIME-REGULAR-OVERTIME	13,500.00	1,773.35	13.14%
6105	TEMPORARY-WAGES & SALARIES	19,167.00	-	0.00%
6121	PERA CONTRIBUTIONS	56,467.00	1,643.28	2.91%
6122	FICA/MEDICARE CONTRIBUTIONS	23,518.00	1,725.57	7.34%
6131	GROUP INSURANCE	44,502.00	3,154.09	7.09%
6133	WORKERS COMP INSURANCE PREMIUM	16,773.00	-	0.00%
6208	MISCELLANEOUS OFFICE SUPPLIES	400.00	-	0.00%
6223	GASOLINE	8,000.00	310.13	3.88%
6225	DIESEL FUEL	1,500.00	-	0.00%
6229	SHOP MATERIALS	600.00	-	0.00%
6231	UNIFORMS & TURN-OUT GEAR	2,900.00	-	0.00%
6249	MISCELLANEOUS OPERATING SUPPLY	20,000.00	192.71	0.96%
6257	OTHER VEHICLE PARTS	5,000.00	-	0.00%
6273	UTILITY SYSTEM MAINT SUPPLIES	105,000.00	3,259.24	3.10%
6281	SMALL TOOLS & MINOR EQUIPMENT	10,000.00	-	0.00%
6292	WATER METERS FOR RESALE	125,000.00	-	0.00%
6315	MISCELLANEOUS PROFESSIONAL SER	95,000.00	-	0.00%
6322	POSTAGE	2,000.00	86.92	4.35%
6323	CELLULAR PHONES	4,000.00	-	0.00%
6334	MILEAGE REIMBURSEMENT	400.00	-	0.00%
6335	TRAINING	4,500.00	-	0.00%
6352	GENERAL NOTICE & PUBLIC INFOR	700.00	-	0.00%
6361	GENERAL LIABILITY/PROPERTY INS	36,050.00	-	0.00%
6371	ELECTRIC UTILITIES	180,000.00	-	0.00%
6372	WATER/IRRIGATION	1,000.00	-	0.00%
6373	GAS	9,000.00	-	0.00%
6374	REFUSE/RECYCLING	1,500.00	205.32	13.69%
6381	BUILDING & STRUCTURE REPAIR	3,500.00	-	0.00%
6439	OTHER MISCELLANEOUS	67,000.00	-	0.00%
6451	MEMBERSHIP DUES	1,400.00	-	0.00%
6489	OTHER CONTRACTED SERVICES	76,000.00	163.00	0.21%
6722	DEPRECIATION	821,940.00	-	0.00%
6820	OPERATING TRANSFERS TO OTHER F	49,000.00	-	0.00%
6436	WATER EFFICIENCY REBATE PROG		400.00	0.00%
Grand Total		**2,078,048.00**	**25,548.96**	

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CITY OF RAMSEY
FINANCIAL STATEMENT

JANUARY 1, 2022 THROUGH PERIOD ENDING: **January 31, 2022**

REVENUES

BUSINESS UNIT	9602	SEWER UTILITY		
GENERAL LEDGER ACCOUNT		2021 BUDGET	2021 YTD GENERAL LEDGER	-% of Budget-
4140	CREDIT CARD PROCESSING FEES	(16,000.00)	(386.51)	2.42%
4356	SEWER AVAILABILITY CHARGE-ADM	73,498.00	-	0.00%
4609	OTHER MISCELLANEOUS REVENUES	5,000.00	-	0.00%
4661	RESIDENTIAL-SEWER CHARGES	1,378,650.00	-	0.00%
4662	COMMERCIAL-SEWER CHARGES	416,120.00	-	0.00%
4663	SEWER PENALTIES	15,000.00	(12.26)	-0.08%
4701	INTEREST ON INVESTMENTS	75,000.00	-	0.00%
4601	MISCELLANEOUS REVENUE		760.28	0.00%
Grand Total		**1,947,268.00**	**361.51**	

EXPENSES

BUSINESS UNIT	9602	SEWER UTILITY		
GENERAL LEDGER ACCOUNT		2021 BUDGET	2021 YTD GENERAL LEDGER	-% of Budget-
6102	F.T. REGULAR-WAGES & SALARIES	201,508.00	5,533.58	2.75%
6121	PERA CONTRIBUTIONS	33,113.00	516.70	1.56%
6122	FICA/MEDICARE CONTRIBUTIONS	15,490.00	531.15	3.43%
6131	GROUP INSURANCE	7,362.00	-	0.00%
6133	WORKERS COMP INSURANCE PREMIUM	10,362.00	-	0.00%
6223	GASOLINE	4,000.00	-	0.00%
6225	DIESEL FUEL	4,000.00	-	0.00%
6249	MISCELLANEOUS OPERATING SUPPLY	22,000.00	16.66	0.08%
6257	OTHER VEHICLE PARTS	4,000.00	-	0.00%
6275	OTHER EQUIPMENT PARTS	9,000.00	-	0.00%
6315	MISCELLANEOUS PROFESSIONAL SER	25,000.00	-	0.00%
6323	CELLULAR PHONES	600.00	-	0.00%
6334	MILEAGE REIMBURSEMENT	400.00	-	0.00%
6335	TRAINING	2,400.00	-	0.00%
6361	GENERAL LIABILITY/PROPERTY INS	22,660.00	-	0.00%
6371	ELECTRIC UTILITIES	25,000.00	-	0.00%
6372	WATER/IRRIGATION	1,000.00	-	0.00%
6373	GAS	5,000.00	-	0.00%
6374	REFUSE/RECYCLING	2,500.00	205.33	8.21%
6377	SEWER SERVICE CHARGE	989,491.00	164,915.18	16.67%
6489	OTHER CONTRACTED SERVICES	37,400.00	-	0.00%
6722	DEPRECIATION	568,112.00	-	0.00%
6820	OPERATING TRANSFERS TO OTHER F	43,000.00	-	0.00%
Grand Total		**2,033,398.00**	**171,718.60**	

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, 2022 THROUGH PERIOD ENDING: January 31, 2022

REVENUES

BUSINESS UNIT	9603	STREET LIGHT UTILITY	
GENERAL LEDGER ACCOUNT	2021 BUDGET	2021 YTD GENERAL LEDGER	-% of Budget-
4140 CREDIT CARD PROCESSING FEES	(4,000.00)	(73.35)	1.83%
4681 CHARGES FOR STREET LIGHTS	166,000.00	-	0.00%
4683 STREET LIGHTING PENALTIES	2,000.00	(12.89)	-0.64%
4701 INTEREST ON INVESTMENTS	10,000.00	-	0.00%
4684 PRIORITY STREET LIGHT	54,700.00	-	0.00%
Grand Total	**228,700.00**	**(86.24)**	

EXPENSES

BUSINESS UNIT	9603	STREET LIGHT UTILITY	
GENERAL LEDGER ACCOUNT	2021 BUDGET	2021 YTD GENERAL LEDGER	-% of Budget-
6371 ELECTRIC UTILITIES	130,000.00	-	0.00%
6489 OTHER CONTRACTED SERVICES	15,000.00	-	0.00%
6722 DEPRECIATION	43,717.00	-	0.00%
6820 OPERATING TRANSFERS TO OTHER F	25,000.00	-	0.00%
Grand Total	**213,717.00**	**-**	

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CITY OF RAMSEY
FINANCIAL STATEMENT

JANUARY 1, 2022 THROUGH PERIOD ENDING: **January 31, 2022**

REVENUES

BUSINESS UNIT	9604	RECYCLING UTILITY	
GENERAL LEDGER ACCOUNT	2021 BUDGET	2021 YTD GENERAL LEDGER	-% of Budget-
4140 CREDIT CARD PROCESSING FEES	(4,500.00)	(103.89)	2.31%
4287 OTHER LOCAL GOVERNMENT GRANTS	73,498.00	-	0.00%
4609 OTHER MISCELLANEOUS REVENUES	1,000.00	-	0.00%
4671 RECYCLING CHARGES	438,680.00	-	0.00%
4672 RECYCLING PENALTIES	7,000.00	(3.03)	-0.04%
4701 INTEREST ON INVESTMENTS	2,500.00	-	0.00%
Grand Total	**518,178.00**	**(106.92)**	

EXPENSES

BUSINESS UNIT	9604	RECYCLING UTILITY	
GENERAL LEDGER ACCOUNT	2021 BUDGET	2021 YTD GENERAL LEDGER	-% of Budget-
6102 F.T. REGULAR-WAGES & SALARIES	24,148.00	1,478.04	6.12%
6104 PART TIME-WAGES & SALARIES	-	23.26	0.00%
6121 PERA CONTRIBUTIONS	2,811.00	112.60	4.01%
6122 FICA/MEDICARE CONTRIBUTIONS	1,851.00	99.59	5.38%
6131 GROUP INSURANCE	3,514.00	-	0.00%
6133 WORKERS COMP INSURANCE PREMIUM	195.00	-	0.00%
6249 MISCELLANEOUS OPERATING SUPPLY	30,000.00	(22.85)	-0.08%
6322 POSTAGE	300.00	-	0.00%
6489 OTHER CONTRACTED SERVICES	455,600.00	36,775.20	8.07%
Grand Total	**518,419.00**	**38,465.84**	

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CITY OF RAMSEY
FINANCIAL STATEMENT

JANUARY 1, 2022 THROUGH PERIOD ENDING: **January 31, 2022**

REVENUES

BUSINESS UNIT	9605	STORM WATER UTILITY	
GENERAL LEDGER ACCOUNT	2021 BUDGET	2021 YTD GENERAL LEDGER	-% of Budget-
4140 CREDIT CARD PROCESSING FEES	(7,500.00)	(139.47)	1.86%
4609 OTHER MISCELLANEOUS REVENUES	73,498.00	-	0.00%
4693 STORM WATER-RESIDENTIAL	580,000.00	-	0.00%
4694 STORM WATER-COMMERCIAL	605,000.00	-	0.00%
4695 STORM WATER-PENALTIES	10,000.00	(3.67)	-0.04%
4701 INTEREST ON INVESTMENTS	10,000.00	-	0.00%
Grand Total	**1,270,998.00**	**(143.14)**	

EXPENSES

BUSINESS UNIT	9605	STORM WATER UTILITY	
GENERAL LEDGER ACCOUNT	2021 BUDGET	2021 YTD GENERAL LEDGER	-% of Budget-
6102 F.T. REGULAR-WAGES & SALARIES	183,961.00	-	0.00%
6121 PERA CONTRIBUTIONS	30,797.00	-	0.00%
6122 FICA/MEDICARE CONTRIBUTIONS	14,085.00	-	0.00%
6131 GROUP INSURANCE	25,328.00	-	0.00%
6133 WORKERS COMP INSURANCE PREMIUM	6,984.00	-	0.00%
6225 DIESEL FUEL	7,000.00	-	0.00%
6249 MISCELLANEOUS OPERATING SUPPLY	12,000.00	13,354.68	111.29%
6257 OTHER VEHICLE PARTS	7,500.00	-	0.00%
6315 MISCELLANEOUS PROFESSIONAL SER	100,000.00	-	0.00%
6361 GENERAL LIABILITY/PROPERTY INS	10,164.00	-	0.00%
6371 ELECTRIC UTILITIES	12,000.00	-	0.00%
6372 WATER/IRRIGATION	1,000.00	-	0.00%
6373 GAS	8,000.00	-	0.00%
6374 REFUSE/RECYCLING	2,400.00	205.32	8.56%
6451 MEMBERSHIP DUES	24,000.00	-	0.00%
6489 OTHER CONTRACTED SERVICES	50,000.00	-	0.00%
6722 DEPRECIATION	345,435.00	-	0.00%
6820 OPERATING TRANSFERS TO OTHER F	38,000.00	-	0.00%
Grand Total	**878,654.00**	**13,560.00**	

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CITY OF RAMSEY
YEAR-TO-DATE BY BUSINESS UNIT

JANUARY 1, 2022 THROUGH PERIOD ENDING: **January 31, 2022**

GENERAL FUND EXPENDITURES BY DEPARTMENT	2022 ADOPTED BUDGET	CURRENT YTD POSTED EXP	1/12 ADOPTED BUDGET (JAN)	% of Budget Used (8.3% is 1/12)	BUDGET AMOUNT REMAINING
Admin (inlcd elections, legal & newsletter)	1,137,411.00	96,052.57	94,784.25	8.44%	1,041,358.43
Building Inspections	495,512.00	35,153.66	41,292.67	7.09%	460,358.34
Council/Commissions (incld charter, council contingency)	234,437.00	17,666.25	19,536.42	7.54%	216,770.75
Data Processing	796,584.00	39,596.14	66,382.00	4.97%	756,987.86
Engineering (personnel costs allocated after year-end)	487,638.00	61,495.36	40,636.50	12.61%	426,142.64
Finance (incld assessing) (personnel costs allocated after year-end)	534,935.00	41,023.59	44,577.92	7.67%	493,911.41
Fire (incld Civil Defense)	1,264,140.00	63,149.30	105,345.00	5.00%	1,200,990.70
Gen Govt Buildings	652,216.00	26,502.30	54,351.33	4.06%	625,713.70
Parks	1,483,825.00	75,188.89	123,652.08	5.07%	1,408,636.11
Planning & Zoning	763,831.00	67,056.15	63,652.58	8.78%	696,774.85
Police (incld animal control & comm orient)	4,802,808.00	392,734.36	400,234.00	8.18%	4,410,073.64
Streets (incld traffic eng & snow/ice)	1,839,303.00	114,101.68	153,275.25	6.20%	1,725,201.32
TOTAL	*14,492,640.00*	*1,029,720.25*	*1,207,720.00*	*7.11%*	*13,462,919.75*

ENTERPRISE EXPENDITURES BY FUND	2022 ADOPTED BUDGET	CURRENT YTD POSTED EXP	1/12 ADOPTED BUDGET (JAN)	% of Budget Used (8.3% is 1/12)	BUDGET AMOUNT REMAINING	*BUDGETED DEPRECIATION (part of "2022 BUDGET")
Water (budgeted depreciation not booked until after year-end)	2,078,048.00	25,548.96	173,170.67	1.23%	2,052,499.04	$ *821,940.00*
Sewer (budgeted depreciation not booked until after year-end)	2,033,398.00	171,718.60	169,449.83	8.44%	1,861,679.40	$ *568,112.00*
Street Light (budgeted depreciation not booked until after year-end)	213,717.00	-	17,809.75	0.00%	213,717.00	$ *43,717.00*
Recycling	518,419.00	38,465.84	43,201.58	7.42%	479,953.16	*N/A*
Storm Water (budgeted depreciation not booked until after year-end)	878,654.00	13,560.00	73,221.17	1.54%	865,094.00	$ *345,435.00*
TOTAL	*5,722,236.00*	*249,293.40*	*476,853.00*	*4.36%*	*5,472,942.60*	$ 1,779,204.00

EDA FUND EXPENDITURES	2022 ADOPTED BUDGET	CURRENT YTD POSTED EXP	1/12 ADOPTED BUDGET (JAN)	% of Budget Used (8.3% is 1/12)	BUDGET AMOUNT REMAINING
Economic Development	85,360.00	5,687.81	7,113.33	6.66%	79,672.19

CC Regular Session **5. 2.**

Meeting Date: 03/08/2022

By: Diana Lund, Finance

Information

Title

Receive Cash and Investments for Period Ending February 28, 2022

Purpose/Background:

Purpose: Receive reports of the city's cash and investments for the period ending February 28, 2022.

Cash and investment report shows the monthly cash flow - receipts and expenditures through February 28, 2022 with the current listing of the city's investment portfolio.

Recommendation:

No action required. Informational only.

Action:

No action required. Informational only.

Attachments

Cash & Investments for Period Ending February 28, 2022

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	03/03/2022 10:05 AM
Form Started By: Diana Lund		Started On: 02/24/2022 09:08 AM
Final Approval Date: 03/03/2022		

CITY OF RAMSEY
REPORT OF POOLED CASH FLOWS
Period Ended February 28, 2022

	February-22 CURRENT MONTH	2022 YEAR-TO-DATE
CASH AND TEMPORARY INVESTMENTS		
BEGINNING BALANCE (Includes PW Bond Proceeds)	$ 87,914,387.82	$ 88,776,714.25
CASH INFLOWS:		
Daily Deposit	1,395,105.07	2,255,947.17
Tax Settlements	-	201,871.91
U/B Receipts	437,056.27	458,715.15
Credit Cards (Includes Utility Billing)	744,809.86	904,617.70
Interest Earnings [Net of Interest Paid on Investments]	81,897.73	158,155.77
Bond Proceeds-int	-	
TOTAL CASH INFLOW	$ 2,658,868.93	$ 3,979,307.70
TOTAL CASH AVAILABLE	$ 90,573,256.75	$ 92,756,021.95
CASH OUTFLOWS:		
Prepaid Checks	1,073,910.34	1,731,754.72
Bills Lists	1,055,360.27	1,373,581.71
Pay Estimates	203,044.53	995,392.57
Credit Cards	4,695.51	8,569.14
Payroll - Net	423,677.83	837,262.95
Flex Reimbursement	3,287.41	5,347.09
Void Checks/Dormant Checks Paid	(2,655.59)	(8,005.68)
Debt Service	-	-
Miscellaneous [Bank Charges; etc.]	230.64	413.64
TOTAL CASH OUTFLOW	$ 2,761,550.94	$ 4,944,316.14
POOLED CASH AND TEMPORARY INVESTMENTS ENDING BALANCE	**$ 87,811,705.81**	**$ 87,811,705.81**
MEMO - NET 2022 CASH INFLOW (OUTFLOW)	**(102,682.01)**	**(965,008.44)**
INVESTMENT PORTFOLIO SUMMARY		
BEGINNING BALANCE	**$ 71,890,630.06**	**71,817,760.66**
Purchases	415,000.00	668,882.73
Maturities/Sales	(1,029,898.98)	(1,210,912.31)
ENDING BALANCE	**$ 71,275,731.08**	**$ 71,275,731.08**

Prepared by the City of Ramsey Finance Department
3/2/2022

2022 CASH AND INVESTMENT ACTIVITY

CITY INVEST #	STATED MAT DATE	BROKER	SECURITY DESCRIP	FDIC #	CUSIP	PRIN BAL 1/1/2022	PURCH 2022	SOLD/ MATURE 2022	Adjust to Market Value	BV PRIN BAL 12/31/2022
191008C	12/1/2022	BAIRD	ROCK ISLAND IL TAX		7724872K9	270,000.00		0.00		270,000.00
										270,000.00
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 B/	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
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	130,000.00		0.00		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
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
141104	2/1/2022	Northland	DULUTH MN TAXABLE		264438-G5-5	150,000.00		150,000.00		0.00
150430	2/1/2022	Northland	MINNETONKA ISD #276		604195-YG-6	270,000.00		270,000.00		0.00
190826	3/1/2022	Northland	OCONOMOWOC WIS TAX BOND		675635-KW-5	250,000.00		0.00		250,000.00
190703	4/1/2022	Northland	WEST ALLIS WIS TAX		951173-JA-2	180,000.00		180,000.00		0.00
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	75,000.00		0.00		75,000.00
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	190,000.00		0.00		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
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
										9,530,000.00
210107	6/1/2031	UBS	SAN JOSE CA FING AUTHO		798153NL2	1,000,000.00		0.00		1,000,000.00
220207A	7/1/2028	UBS	PHOENIX AZ CIVIC		71883RRS4		165,000.00	0.00		165,000.00
220207B	4/1/2029	UBS	BAY AREA CA TOLL AUTHORITY		072024XF4		250,000.00	0.00		250,000.00
211206	5/1/2027	UBS	PIMA COUNTY AZ		72178JAF0	500,000.00		0.00		500,000.00
211209	9/15/2032	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		62,674.20		0.00
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		219,604.08		0.00
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
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			35,408.43		35,408.43		0.00
220131		UBS	UBS PRIME FUND			0.00	253,882.73	92,198.75		161,683.98
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
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
210430	6/1/2028	UBS	BEVERLY HILLS CA PUB		088006KC4	500,000.00		0.00		500,000.00

2022 CASH AND INVESTMENT ACTIVITY

CITY INVEST #	STATED MAT DATE	BROKER	SECURITY DESCRIP	FDIC #	CUSIP	PRIN BAL 1/1/2022	PURCH 2022	SOLD/ MATURE 2022	Adjust to Market Value	BV PRIN BAL 12/31/2022
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
210219	9/1/2027	UBS	VIRGINIA COLLEGE BLDG			500,000.00		0.00		500,000.00
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
210514	10/1/2026	UBS	BOSSIER CITY LA UTIL		100216FZ8	500,000.00		0.00		500,000.00
160601	2/15/2022	UBS	MCALLEN TAX'		582018Ff5	200,000.00		200,000.00		0.00
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	10.35		4.19		6.16
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	33.70		12.07		21.63
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	29.90		10.59		19.31
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 COI	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		1,000.00		1,000.00
180628	6/28/2023	UBS	CD-COMENITY BAN	27499	981996UP3	200,000.00		0.00		200,000.00
191230B	6/30/2023	UBS	CD-RAYMOND 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 HAPOALII	33686	06251AW48	245,000.00		0.00		245,000.00
200325	4/1/2024	UBS	NEW YORK HOUSING		6498833S2	500,000.00		0.00		500,000.00
161018	7/1/2024	UBS	SELMA ALA TAX		816459QV6	500,000.00		0.00		500,000.00
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 INI	33682	856285RS2	245,000.00		0.00		245,000.00
201119D	12/1/2024	UBS	WARREN HEIGHTS OH BUILDING		93612JW3	165,000.00		0.00		165,000.00
191107B	12/1/2024	UBS	CORPUS CHRISTI TEX TRANS		220228BK5	400,000.00		0.00		400,000.00
190418	12/5/2024	UBS	CD-DELTA NATIONA	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		796711H44	1,000,000.00		0.00		1,000,000.00
191108	8/1/2028	UBS	CORONA-NORCO CAL		219764SC2	405,000.00		0.00		405,000.00
200320	9/1/2028	UBS	PENNSYLVANIA UNIV TAX		709235P25	425,000.00		0.00		425,000.00
191212	10/1/2028	UBS	UNIVERSITY OF ALABAMA TAX		914745GG2	400,000.00		0.00		400,000.00
191024	2/1/2029	UBS	PULASKI COUNTY		745401EGO3	400,000.00		0.00		400,000.00
200630A	7/1/2029	UBS	NEW YORK STATE DORM AUTH		64990GS86	430,000.00		0.00		430,000.00
200611	11/1/2029	UBS	VENTURA COUNTY CA		923078CZ0	400,000.00		0.00		400,000.00
200324	3/1/2030	UBS	NEW YORK CITY TAXABLE		64966QJL5	500,000.00		0.00		500,000.00
200921	7/1/2030	UBS	FLORIDA STATE REV BOND		341271AF1	500,000.00		0.00		500,000.00
101013	12/1/2030	UBS	HIDALGO COUNTY TEX TAX		429343BT3	500,000.00		0.00		500,000.00
201102	12/1/2030	UBS	XENIA OH COMM SCHOOL		984071CC2	720,000.00		0.00		720,000.00
200417	9/1/2031	UBS	CITY OF NORFOLK VA TAX		655867G94	220,000.00		0.00		220,000.00
201221	10/01/26	UBS	LANCASTER OH SCHOOL DIST		514264FGO	1,675,000.00		0.00		1,675,000.00
201218	12-18-24	UBS	CD-TEXAS EXCHANGE		88241TJQ4	248,000.00		0.00		248,000.00
						-				60,740,731.08

2022 CASH AND INVESTMENT ACTIVITY

CITY INVEST #	STATED MAT DATE	BROKER	SECURITY DESCRIP	FDIC #	CUSIP	PRIN BAL 1/1/2022	PURCH 2022	SOLD/ MATURE 2022	Adjust to Market Value	BV PRIN BAL 12/31/2022
	TOTAL INVESTMENTS					71,817,760.66	668,882.73	1,210,912.31		**71,275,731.08**
			Unamortized Premiums			1,751,676.99				1,751,676.99
			Unamortized Discounts			(4,291,366.40)	(7,010.95)			(4,298,377.35)
			BOW			3,589,002.99	5,199,651.87	5,616,392.38		3,172,262.48
			Money Market Accounts			15,909,640.01	772.60			15,910,412.61
			Net Cash and Investments			88,776,714.25	5,862,296.25	6,827,304.69		87,811,705.81

CC Regular Session **5. 3.**

Meeting Date: 03/08/2022

Submitted For: Nicole Laubach, Community Development

By: Brian McCann, Community Development

Information

Title

Note the Following Boards, Commissions, and Committee Meeting Minutes:

- Planning Commission Meeting Minutes Dated November 18, 2021
- Planning Commission Meeting Minutes Dated January 27, 2022
- Economic Development Authority Meeting Minutes Dated January 13, 2022

Purpose/Background:

N/A

Recommendation:

N/A

Action:

Receive the following minutes from Boards, Commissions, and Committees:

- Planning Commission Meeting Minutes Dated November 18, 2021
- Planning Commission Meeting Minutes Dated January 27, 2022
- Economic Development Authority Meeting Minutes Dated January 13, 2022

Attachments

Planning Commission Meeting Minutes

Planning Commission Meeting Minutes

EDA Meeting Minutes Jan 2022

Form Review

Inbox	Reviewed By	Date
Mary Jo Warner	MaryJo Warner	03/01/2022 11:31 AM
Kurt Ulrich	Kurt Ulrich	03/03/2022 10:18 AM
Form Started By: Nicole Laubach		Started On: 03/01/2022 09:57 AM
Final Approval Date: 03/03/2022		

PLANNING COMMISSION
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA

The Ramsey Planning Commission conducted a regular meeting on Thursday, November 18, 2021, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present:	Chairperson Randy Bauer Commissioner Bruce Anderson Commissioner Andrew Dunaway Commissioner Cheri Gengler Commissioner Eric Peters Commissioner Gary VanScoy Commissioner Brian Walker
Members Absent:	None
Also Present:	Senior Planner Chloe McGuire Brigl City Council Liaison Matt Woestehoff

1. CALL TO ORDER

Chairperson Bauer called the regular meeting to order at 7:00 p.m.

2. PLEDGE OF ALLEGIANCE

Chairperson Bauer led the group in the Pledge of Allegiance.

3. CITIZEN INPUT

None.

4. APPROVAL OF AGENDA

Motion by Commissioner VanScoy, seconded by Commissioner Peters, to approve the agenda as presented.

Motion Carried. Voting Yes: Chairperson Bauer, Commissioners VanScoy, Peters, Anderson, Dunaway, Gengler, and Walker. Voting No: None. Absent: None.

5. CONSENT AGENDA

5.01: Approve the October 28, 2021 Planning Commission Work Session and Regular Meeting Minutes

5.02: Consider Ordinance #21-15 Creating Additional Requirements for Driveways and Parking Pads

Commissioner Walker commented that there is a statement within the minutes that is not accurate. He stated that the Chair made the statement that no one on the current Commission was a member in 2011. He noted that Commissioner VanScoy and Chairperson Bauer did appear to be members and there was also a Dunaway listed.

Chairperson Bauer stated that he did not believe he had been a member of the Commission for ten years.

Senior Planner McGuire Brigl noted a past member of the Commission with a similar name.

Chairperson Bauer acknowledge that Commissioner VanScoy was a member of the Commission and noted that he stated that at the meeting.

Commissioner Walker stated that there was a Dunaway as well.

Commissioner Dunaway stated that he did not recall being there but could have been if that is what is stated.

Chairperson Bauer commented that the minutes reflect what happened at the meeting. He stated that the statement should be corrected to reflect that Commissioner VanScoy was a member in 2011. He noted that the minutes are accurate of what was mentioned at the meeting even if the statement may have not been accurate.

It was confirmed that a statement would be added stating that Commissioner VanScoy was a member at that time.

Motion by Commissioner Peters, seconded by Commissioner Dunaway, to approve the consent agenda with the noted change to the minutes.

Motion Carried. Voting Yes: Chairperson Bauer, Commissioners Peters, Dunaway, Anderson, Gengler, VanScoy, and Walker. Voting No: None. Absent: None.

6. PUBLIC HEARINGS/COMMISSION BUSINESS

6.01: Public Hearing: Consider Resolution #21-313 Granting a Variance to 16501 Jarvis Street NW; Case of Allen and Alycia Skogquist

Public Hearing

Chairperson Bauer called the public hearing to order at 7:04 p.m.

Presentation

Senior Planner McGuire Brigl presented the staff report stating that staff recommends approval of the resolution granting a variance to 16501 Jarvis Street NW (Project #21-141); Case of Allen and Alycia Skogquist.

Commissioner Dunaway stated that staff noted they would not typically recommend this type of pool covering in a smaller lot residential area, but it was noted that other cities allow this type of covering.

Senior Planner McGuire Brigl stated that this requirement is in place for safety reasons, as sometimes children wander onto adjacent properties. She explained that staff feels that fencing is more appropriate for smaller lot properties but felt that this would be sufficient for this large property.

Commissioner VanScoy commented that the case states that the applicants have an automatic pool cover that meets certain standards and asked for clarification.

Senior Planner McGuire Brigl commented that it is an ASTM power cover and staff would verify that.

Commissioner VanScoy asked if the gate for pool fencing requires that the gate be self-closing.

Senior Planner McGuire Brigl commented that the gate has to latch but was unsure that it was required to be self-closing.

Commissioner VanScoy asked for details on the automatic description for the pool cover.

Senior Planner McGuire Brigl explained that the cover closes by the push of a button.

Commissioner VanScoy asked if there is assurance that this property would not be developed into homes with 80-foot lots.

Senior Planner McGuire Brigl stated that per the zoning the property could request subdivision into 2.5 acre lots with well and septic. She noted that the property owner purchased this property within the last three years and does not have intention of subdividing the property. She stated that if the property were to subdivide there would be other issues that would be out of compliance.

Commissioner VanScoy asked if the applicant submitted a permit that specified a fence and then did not construct the fence.

Senior Planner McGuire Brigl stated that she did not have an answer and noted that potentially the project changed over time. She stated that the pool cover was installed in June of 2021 and has been functioning well. She stated that fencing has been hard to acquire this year.

Commissioner Peters asked if this would open the City to liability if there were injury.

Senior Planner McGuire Brigl stated that she could verify with legal counsel and a hold harmless clause could be added.

Citizen Input

No comments.

Motion by Commissioner Dunaway, seconded by Commissioner Walker, to close the public hearing.

Motion Carried. Voting Yes: Chairperson Bauer, Commissioners Dunaway, Walker, Anderson, Gengler, Peters, and VanScoy. Voting No: None. Absent: None.

Chairperson Bauer closed the public hearing closed at 7:15 p.m.

Commission Business

Motion by Commissioner Dunaway, seconded by Commissioner Peters, to Adopt Resolution #21-313 Granting a Variance to 16501 Jarvis Street NW, with the stipulation that the City Attorney review the potential for liability and develop applicable language if necessary.

Motion Carried. Voting Yes: Chairperson Bauer, Commissioners Dunaway, Peters, Gengler, and Walker. Voting No: Commissioners Anderson and VanScoy. Absent: None.

6.02: Public Hearing: Consider Ordinance #21-20 Amending City Code Chapter 117, Section 1 and 351 Regarding Home Occupations

Public Hearing

Chairperson Bauer called the public hearing to order at 7:17 p.m.

Presentation

Senior Planner McGuire Brigl presented the staff report stating that staff recommends approval of Ordinance #21-20 Amending City Code Chapter 117, Sections 1 and 351 Regarding Home Occupations.

Commissioner Anderson asked for clarification on language included related to employees and the intent of the language.

Senior Planner McGuire Brigl replied that the intention is to limit the amount of traffic coming to the property. She noted that the majority of the home occupation code is related to how it could impact the neighborhood.

Commissioner Anderson stated that he has issue with Section G and would prefer to leave that at 400 square feet rather than reducing that to 200 square feet.

Chairperson Bauer stated that he disagrees as someone may only have one vehicle and therefore it would not make sense to require someone to maintain empty space.

Commissioner VanScoy asked if there were any changes to the definition section.

Senior Planner McGuire Brigl reviewed the proposed changes to the definition of home occupation.

Citizen Input

No comments.

Motion by Commissioner VanScoy, seconded by Commissioner Peters, to close the public hearing.

Motion Carried. Voting Yes: Chairperson Bauer, Dunaway, Gengler, Peters, VanScoy, and Walker. Voting No: Commissioner Anderson. Absent: None.

Chairperson Bauer closed the public hearing closed at 7:24 p.m.

Commission Business

Motion by Commissioner VanScoy, seconded by Commissioner Peters, to recommend that City Council introduce Ordinance #21-20 Amending City Code Chapter 117, Sections 1 and 351 Regarding Home Occupations.

Motion Carried. Voting Yes: Chairperson Bauer, Commissioners VanScoy, Peters, Dunaway, Gengler, and Walker. Voting No: Commissioner Anderson. Absent: None.

7. COMMISSION BUSINESS

None.

8. COMMISSION / STAFF INPUT

Senior Planner McGuire Brigl stated that the new Community Development Director/Deputy City Administrator has begun with the City but was unable to attend tonight. She provided an update on projects the Commission reviewed during the year as well as potential future projects. She stated that there has been a lot of interest in restaurants and bringing restaurants to Ramsey. She noted that the Commission could consider an ordinance amendment to allow restaurants in different zoning codes as a conditional use. She noted that staff will also bring forward zoning changes that would need to be done in order to be in compliance with the adopted Comprehensive Plan. She also provided an update on a rezoning which made the City not compliant with the Metropolitan Council rules and the process to correct that.

9. ADJOURNMENT

Motion by Commissioner Peters, seconded by Commissioner VanScoy, to adjourn the meeting.

Motion Carried. Voting Yes: Chairperson Bauer, Commissioners Peters, VanScoy, Anderson, Dunaway, Gengler, and Walker. Voting No: None. Absent: None.

The regular meeting of the Planning Commission adjourned at 7:36 p.m.

Respectfully submitted,

Brian Hagen
Deputy City Administrator/Community Development Director

ATTEST:

Nicole Laubach
Planning Administrative Assistant

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

PLANNING COMMISSION
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA

The Ramsey Planning Commission conducted a regular meeting on Thursday, January 27, 2022, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present:	Chairperson Randy Bauer Commissioner Bruce Anderson (via Zoom) Commissioner Andrew Dunaway Commissioner Cheri Gengler Commissioner Eric Peters Commissioner Gary VanScoy Commissioner Brian Walker
Members Absent:	None
Also Present:	Senior Planner Chloe McGuire Brigl City Planner Chris Anderson Planning Technician Brian McCann City Council Liaison Matt Woestehoff Community Development Director Brian Hagen Utilities Supervisor John Nelson

1. CALL TO ORDER

Chairperson Bauer called the regular meeting to order at 7:00 p.m.

2. PLEDGE OF ALLEGIANCE

Chairperson Bauer led the group in the Pledge of Allegiance.

3. CITIZEN INPUT

Chairperson Bauer introduced the new Community Development Director.

Community Development Director Hagen introduced himself to the Commission.

Chairperson Bauer commented that this will be the last meeting for Senior Planner McGuire Brigl who has accepted a position in a larger community. He thanked her for her contributions to Ramsey while a part of the team.

4. APPROVAL OF AGENDA

Motion by Commissioner Peters, seconded by Commissioner VanScoy, to approve the agenda as presented.

A roll call vote was performed:

Commissioner Peters	aye
Commissioner Walker	aye
Commissioner Gengler	aye
Commissioner Dunaway	aye
Commissioner Anderson	aye
Commissioner VanScoy	aye
Chairperson Bauer	aye

Motion Carried.

5. CONSENT AGENDA

None.

6. COMMISSION BUSINESS

6.01: Review Design Concepts for the New Water Treatment Plant

Presentation

Utilities Supervisor Nelson presented the Staff Report stating that staff and representatives from AES2 and Oertel Architects are in attendance to review concept plans for the new water treatment plant proposed for the City of Ramsey.

Steve Nelson, AES2, commented that they would like the form to follow the function because of the purpose of the water treatment plant.

Daniel England, Oertel Architects, identified the location for the water treatment plant.

Mr. Nelson and Mr. England reviewed the different elements of the concept diagrams, explaining how different features incorporate the equipment needs of the facility.

Mr. England reviewed renderings of the proposed facility and explained how materials and landscaping will be used to help soften the façade and blend with the public works facility.

Commission Business

Chairperson Bauer asked the timeframe for the project.

Mr. Nelson replied that the facility is anticipated to be complete in October of 2023.

Commissioner Walker asked the cost for the facility.

Mr. Nelson stated that the budget cost was $30,000,000. He stated that they have not completed a detailed cost estimate but believes that the project would fit within that budget. He estimated that the treatment plant itself would be about $25,000,000 noting the additional work that would be needed to support the facility.

Commissioner Walker referenced the statement that 12,000,000 gallons of water are flushed when hydrant flushing is completed and asked the cost to the City to do that.

Utilities Supervisor Nelson commented that the water itself does not have a substantial cost, noting that it is more the labor associated with that task.

Commissioner Walker explained that he is attempting to justify the cost for the water treatment plant versus flushing water.

Utilities Supervisor Nelson commented that the biggest issue is the manganese in the drinking water. He stated that currently the City has eight well and three of those are below the health-based guidance for manganese, which are the main wells used. He explained that the wells with the lowest manganese are the wells highest in iron, which results in the most complaints from residents. He stated that the water treatment facility will remove the manganese and iron from the drinking water.

Commissioner Walker commented that it seems that every time there is a project, someone says the City is spending money it does not have and therefore he would like to have an educated response on why this is needed.

Mr. Nelson stated that the impotence for this type of project has been based on the need to meet the health-based value, such as manganese removal, and noted that an added value is aesthetics such as the removal of iron.

Commissioner Walker commented that he is not against the water treatment plant. He stated that many residents are upset with the 17 percent increase to property taxes and therefore would like to have the facts to support this request.

Councilmember Woestehoff stated that the Council has approved the design specifications for this project already. He noted that Ramsey has anticipated this project for many years and $27,000,000 has already been set aside through utility funds and the remainder would be bonded and paid back with utility funds, therefore it will not be an additional cost to residents.

Community Development Director Hagen stated that at the last worksession the Council added a legislative priority to request additional funds for this project.

Commissioner VanScoy asked what would happen to the iron and manganese that is removed.

Utilities Supervisor Nelson explained the process noting that ultimately those materials would go through the sanitary sewer system and end up at a larger water treatment facility.

Senior Planner McGuire Brigl asked for feedback on the massing diagram, elevations, and architectural renderings.

Commissioner Gengler stated that she appreciates the attention to detail and elements that pull the facility together with its surroundings and make it aesthetically pleasing.

Commissioner Anderson asked the purpose of the bump outs and whether that is just an aesthetic element. He stated that he does not prefer those bump outs.

Mr. England stated that the bump outs are for aesthetic purposes to add relief and break up that single elevation that faces the public works facility and Highway 10. He stated that it brings dimensionality to a single material face.

Chairperson Bauer noted that there are design requirements in The COR and agreed that the bump outs break up that façade. He stated that if this side were just one continuous material, that wall would not be aesthetically pleasing.

Commissioner Anderson commented that this is an expensive building and was unsure that feature was needed. He stated that he would prefer to not have the bump outs.

Chairperson Bauer asked a rough estimate for the bump outs.

Mr. England commented that the cost difference to exclude the bump outs would be fairly minimal as it is just a bit of framing to bring out that material. He stated that perhaps it is not a series of patterned bump outs but something else that breaks up that façade. He believed it would draw more attention to not having anything along that wall.

Commissioner Anderson commented that part of the building faces the public works building and did not think attention should be drawn to a water treatment plant. He commented that if attention is drawn to the facility, it could create a security issue. He stated that he would prefer the building to appear plain.

Senior Planner McGuire Brigl commented that staff can work with the architect to review options to break up that façade. She stated that the City would still want to follow its design requirements.

Commissioner Walker commented that he likes the appearance of the building. He noted that he does understand the concern of Commission Anderson but wants the facility to look nice and not like a large garage. He referenced the landscaping and ongoing maintenance costs. He commented that he thinks the building looks fabulous.

Chairperson Bauer thanked staff for the presentation and acknowledged that this is a need for the community because of the issues with water quality.

7. PUBLIC HEARINGS/COMMISSION BUSINESS

7.01: Consider Site Plan and Variance Request for Northstar Marketplace Multi-Tenant Retail Building at 7912 Sunwood Drive NW (Project No. 22-101); Case of Northstar Marketplace LLC

Public Hearing

Chairperson Bauer called the public hearing to order at 7:31 p.m.

Presentation

City Planner Anderson presented the staff report stating that staff recommends approving the requested variance as well as the Site Plan, contingent upon compliance with the staff's review comments in ProjectDox.

Commissioner VanScoy asked about the elimination of parking spots.

City Planner Anderson replied that the applicant proposes nine stalls for the building, noting shared parking for the overall site throughout the campus node. He stated that originally in the mid-2000s there were 468 stalls constructed as part of the site and this would reduce the number of stalls to 452. He stated that originally the site was in excess of the required parking and would remain in excess of the parking. He noted that the original parking constructed anticipated the build out of this node.

Commissioner VanScoy commented that he has been in that area in the evenings, and it is already tight for parking in the evening. He asked if additional parking could be added on the north side, noting the potential for additional restaurants.

City Planner Anderson stated that is something that could be explored but was unsure of the potential issues with the location of the trunk utilities. He commented that the proposal is in line with what the expectation for the site was. He acknowledged that losing parking stalls is less than desirable. He stated that if something could be done, perhaps they could work that into the plan.

Commissioner VanScoy asked if the exit lane would still remain. He commented that is the primary access he uses to exit the parking lot.

City Planner Anderson commented that two-way traffic would remain for that access point.

Citizen Input

Andrew Javosky, representing the applicant, commented that they could explore the potential for parking north of the building with staff.

Motion by Commissioner VanScoy, seconded by Commissioner Peters, to close the public hearing.

A roll call vote was performed:

Commissioner Walker	aye
Commissioner Dunaway	aye
Commissioner Anderson	aye
Commissioner Gengler	aye
Commissioner Peters	aye
Commissioner VanScoy	aye
Chairperson Bauer	aye

Motion Carried.

Chairperson Bauer closed the public hearing closed at 7:44 p.m.

Commission Business

Motion by Commissioner Peters, seconded by Commissioner Gengler, to adopt Resolution #22-09 Grant a Variance to the Build to Requirement.

A roll call vote was performed:

Commissioner Anderson	aye
Commissioner Dunaway	aye
Commissioner Walker	aye
Commissioner VanScoy	aye
Commissioner Gengler	aye
Commissioner Peters	aye
Chairperson Bauer	aye

Motion Carried.

Motion by Commissioner VanScoy, seconded by Commissioner Walker, to recommend that City Council adopt Resolution #22-030 Approving the Site Plan.

A roll call vote was performed:

Commissioner Gengler	aye
Commissioner Peters	aye
Commissioner Dunaway	aye
Commissioner Anderson	aye
Commissioner VanScoy	aye
Commissioner Walker	aye
Chairperson Bauer	aye

Motion Carried.

7.02: Public Hearing: Review Comprehensive Plan Amendment Creating New Urban Residential Low (URL) District and Re-Guiding Subject Properties

Public Hearing

Chairperson Bauer called the public hearing to order at 7:47 p.m.

Presentation

Senior Planner McGuire Brigl presented the staff report stating that staff recommends approval of the Comprehensive Plan Amendment.

Chairperson Bauer asked if in order to provide City services, the City would need to be at a certain level not only for the parcels but city-wide.

Senior Planner McGuire Brigl confirmed that in order to stay on the Metropolitan Council's wastewater , the City would need to have three units per acre as a whole. She stated that the City is already close to three units per acre as a whole. She stated that this is about placing the right densities in the right locations.

Chairperson Bauer commented that it is important for the City Council to review the ability to allow smaller lots in other parts of the community in order to ensure the City does not fall below three units per acre. He stated that placing more density near The COR will allow the City to allow lesser density in other areas.

Councilmember Woestehoff commented that is something on the radar of the Council. He stated that the Council had a unanimous decision to not allow for smaller lots in the Trott Brook development. He stated that generically speaking the majority of the Council agrees that higher density and medium density should remain around The COR.

Commissioner VanScoy asked why there are issues with density. He asked if this is net density.

Senior Planner McGuire Brigl confirmed that it is net density.

Commissioner VanScoy asked the issues with this development, at it would seem that if the areas of parks and wetlands are excluded, they would only be looking at developable land.

Senior Planner McGuire Brigl replied that when calculating density, the Metropolitan Council allows exclusion of wetlands and park but roads, wetland buffers, easements, density transitioning, and those types of items are not allowed to be excluded from the density calculation. She explained that because of that formula, with quarter acre lots, the City is not meeting four units per acre. She stated that Andover ran into the same issue. She stated that this is a large site which requires more ponding, and the layout is odd because of wetlands and related buffers. She stated that there is also the density transitioning buffer and pinch points at both sides of the development. She stated that because of those site constraints they are not able to meet the density requirements. She stated that this site and the North Brook Crossings site will also not meet the density requirements.

Commissioner VanScoy asked how many of these sites can be approved before the City does not meet the density requirements of the Metropolitan Council.

Senior Planner McGuire Brigl commented that the City completes plat monitoring each year to review the overall density. She stated that the City would allow more of these developments but would have to provide denser development in other areas to offset. She stated that the City cannot continue to allow sewered development less than three units per acre. She noted that Riverstone South will provide the City with a bump in terms of density. She noted that continued development in The COR should allow the City to continue to allow more rural development in other areas.

Commissioner VanScoy asked if a variance could be used rather than a Comprehensive Plan.

Senior Planner McGuire Brigl commented that a Comprehensive Plan amendment would be necessary in order to be in compliance with the Metropolitan Council. She noted that the alternative would be to allow smaller lots in order to increase the density.

Commissioner VanScoy expressed concern with the future impact of the amendment as written. He commented that some of the measures are subjective, which is a concern.

Senior Planner McGuire Brigl commented that in order to use this, an applicant would need to request a Comprehensive Plan amendment based on the criteria and the decision would then be of the City Council and Metropolitan Council. She stated that even though some of the language may seem subjective, it is the same language within the variance criteria. She stated that the areas where this could be used need to be mapped and that has been done very narrowly only incorporating the two properties where the City would like to use this.

Commissioner VanScoy referenced the required density of three units per acre and asked if a unit could be an apartment or townhouse.

Senior Planner McGuire Brigl confirmed that to be true.

Commissioner VanScoy referenced the current moratorium that the City Council has on high density residential for City owned property within The COR and commented that would seem to create a potential issue.

Senior Planner McGuire Brigl commented that if this passes tonight, the City would still be over the three unit per acre threshold. She stated that apartments typically come in around ten to 15 units per acre which does help to boost the City's density calculation. She stated that if the City Council wanted to allow the City to seek development of apartments that would help the density calculation but commented that is not a need at this time. She noted that there is available land within The COR that could be developed into apartment buildings that is not City owned.

Commissioner VanScoy commented that part of the issue that drove the development of The COR and its density was to allow the City to development while maintaining its rural character.

Chairperson Bauer commented that he believes that a buffer should be created to prevent the City from dipping below the three units per acre threshold. He asked if an applicant could meet two criteria to apply.

Senior Planner McGuire Brigl confirmed that an applicant could apply for a Comprehensive Plan amendment if two of the criteria are met.

Commissioner Dunaway stated that he has a similar concern with the proposed language, noting that E and F are very similar in meeting a threshold. He asked why similar criteria were added. He stated that if only two criteria are required, if an applicant met E, it could most likely also meet F.

Senior Planner McGuire Brigl provided clarification noting that the intent was related to existing rural residential development. She suggested merging E and F into one criteria.

Commissioners VanScoy and Dunaway confirmed that they would prefer to merge those items.

Commissioner Walker commented that the City Council has stated that it does not want smaller lots in this area. He stated that only two options are provided, and he does not like either option. He stated that he was told that once there is an open development case, the Comprehensive Plan and/or zoning could not be changed, yet here is a request to change both. He asked if this would be a great time to try to come up with a compromise to have larger lots on the outside and smaller lots on the inside to create the desired density.

Commissioner VanScoy commented that was the initial proposal.

Commissioner Walker disagreed and believed that the original proposals included 55-, 65-, and 75-foot lots. He commented that there has never been a compromise for the existing residents and asked if this would be the perfect time to provide larger lots on the outside of the development. He stated that if the density could be increased, the Comprehensive Plan would not need to be changed and everyone would get what they want. He stated that he would not even say full acre lots on the border, although ideally that would be preferred, but stated perhaps 120 foot lots are placed on the border to protect the existing residents. He noted then perhaps 70 or 65 foot lots are placed in the middle of the development.

Senior Planner McGuire Brigl commented that they did review that option with the applicant and even with larger lots they cannot get over the density threshold. She stated that the Preliminary Plat has already been approved and therefore the discussion tonight is related to density and whether the Commission would support the Comprehensive Plan amendment. She noted that the alternative would be to amend the zoning to allow smaller lots to meet the three units per acre threshold of the Metropolitan Council and the City Council has already stated it will not support that option. She stated that if nothing is done, that would be considered a taking and therefore these are the only two options to consider at this time. She stated that staff supports the lower density as that is desired by the existing residents and City Council.

Councilmember Woestehoff acknowledged the comments of Commissioner Walker. He stated that this is paperwork to a certain extent as the plan has not changed from what was approved and is something required by the Metropolitan Council at this time. He commented that the Metropolitan Council provides a huge cost savings to the City even just in terms of sewer. He noted that the only way to meet density threshold on this site with one acre lots on the outside would be to have an apartment building on the inside, which would not be approved.

Commissioner Walker asked what would happen if the Comprehensive Plan amendment were not approved and the zoning were not changed to allow for smaller lots.

Senior Planner McGuire Brigl replied that the City could not grant the sewer permit to the final project and the City would get sued. She believed that the option of lesser lots should be chosen to benefit the existing residents.

Citizen Input

Jeff Uecker, 17121 Variolite Street, commented that this meeting seems pointless as the City Council has already approved everything and is not going to go back and change what has been done. He expressed frustration in the process and wanted to continue to express his opposition. He stated that there was one lot that could have been rezoned in an area where no one lives and stated that could have been rezoned to allow the additional lots in the density calculation. He stated that the residents have always been told that the density would remain in the town center to maintain the rural feel and yet this development destroys the rural feel. He noted that the park has always been sold to the residents as an amenity, but it recently was discovered that the park would have a price of over $1,000,000 and would come with an event center. He stated that while he would ask the Commission to do something, it seems pointless.

Motion by Commissioner VanScoy, seconded by Commissioner Gengler, to close the public hearing.

A roll call vote was performed:

Commissioner Peters	aye
Commissioner Gengler	aye
Commissioner Walker	aye
Commissioner Anderson	aye
Commissioner VanScoy	aye
Commissioner Dunaway	aye
Chairperson Bauer	aye

Motion Carried.

Chairperson Bauer closed the public hearing closed at 8:25 p.m.

Commission Business

Commissioner Walker commented that the more he thinks about this, the problem was created in 2011 when the City decided to place this property in the MUSA district. He stated that time should have been spent determining the density that could be created before the rezoning occurred. He stated that he is frustrated as this is an action he was told could not be done.

Motion by Commissioner Dunaway, seconded by Commissioner VanScoy, to recommend that City Council adopt the Comprehensive Plan Amendment, combining points E and F into one.

A roll call vote was performed:

Commissioner Anderson	nay
Commissioner VanScoy	aye
Commissioner Gengler	aye
Commissioner Peters	aye
Commissioner Dunaway	aye
Commissioner Walker	nay
Chairperson Bauer	aye

Motion Carried.

7.03: Consider Ordinance #22-12 Amending City Code Section 117-124 to Allow Restaurants in the E-3 Employment District

Public Hearing

Chairperson Bauer called the public hearing to order at 8:28 p.m.

Presentation

Planning Technician McCann presented the staff report stating that staff recommends approval of Ordinance #22-12 Amending City Code Chapter 117-124 regarding the E-3: Employment District.

Chairperson Bauer asked the districts in which restaurants are currently allowed.

Planning Technician McCann commented that currently that use is allowed in the B districts.

Commissioner Anderson asked for a map showing the E-3 districts are located.

City Planner Anderson displayed the map highlighting those properties.

Senior Planner McGuire Brigl provided additional explanation on the location of the E-3 district parcels. It was confirmed that is the only location of E-3 parcels in the community.

Chairperson Bauer asked if there is interest to have additional areas zoned E-3.

City Planner Anderson replied that to the knowledge of staff there is no desire to have additional areas zoned E-3.

Commissioner Anderson asked if bars would be allowed in that area.

Chairperson Bauer commented that a restaurant could serve alcohol as long as it falls below a certain percentage of its business.

Commissioner Anderson commented that there are enough issues with people breaking into buildings or vandalizing and would not want to add an establishment serving alcohol into that area.

Commissioner Walker asked if there is a restaurant wanting to go into this area.

City Planner Anderson commented that this is being driven by an attempt to create more opportunity for restaurants to come into the community. He was unsure that there was a specific ask by a tenant but noted that this is more of a response for the request of residents to have more eating establishments. He stated that creating opportunity within another district would provide more opportunity.

Community Development Director Hagen stated that although there are not any current applications driving this request, there would be thought to the plans for the Anoka Ramsey Athletic Association and its dome. He stated that the dome website mentions a desire for a large indoor turf area to hold sporting events, other public events, etc. He stated that the website also identifies a potential restaurant. He again confirmed that there are no active applications, but staff is attempting to be ahead of that type of ask.

Chairperson Bauer asked the potential location for the dome.

City Planner Anderson identified the parcel that has been in discussion. He confirmed that the property is not presently in the E-3 district. He stated that the property is currently guided COR and would allow restaurants.

Commissioner Dunaway asked if there are other districts in the City that do not allow restaurants.

City Planner Anderson confirmed that none of the employment zoned districts allow restaurants. He noted that E-3 was created to minimize outdoor storage but still allow land for manufacturing purposes. He reviewed some of the uses in that zone including Adrenaline Sports Center, noting that families are dropping children off for sports and therefore having a restaurant in that area could be beneficial.

Commissioner Gengler stated that a restaurant would be allowed as a Conditional Use Permit. She noted that there are a lot of restaurants that serve alcohol but would not be considered a bar. She asked staff for details on how a liquor license application is reviewed.

Senior Planner McGuire Brigl commented that if a restaurant desired to come into this area, it would need to apply for a CUP. She stated that if alcohol were to be served, a liquor license would be required and described that process. She stated that a restaurant would be allowed as a conditional use, which would mean certain conditions would apply and it would not necessarily be allowed on all properties in that district, noting that it would have to be a good fit for the property.

Councilmember Woestehoff stated that after reviewing the packet, he asked if there was a proposal coming. He referenced the Blaine Sports Center, and its related brewery and restaurant uses. He stated that he saw this case and the next as preparation for what may come with a sports dome facility.

Citizen Input

Motion by Commissioner VanScoy, seconded by Commissioner Gengler, to close the public hearing.

A roll call vote was performed:

Commissioner VanScoy	aye
Commissioner Walker	aye
Commissioner Peters	aye
Commissioner Gengler	aye
Commissioner Dunaway	aye
Commissioner Anderson	aye
Chairperson Bauer	aye

Motion Carried.

Chairperson Bauer closed the public hearing closed at 8:42 p.m.

Commission Business

Motion by Commissioner Peters, seconded by Commissioner Gengler, to recommend that City Council introduce Ordinance #22-12 Amending City Code Chapter 117-124 Regarding the E-3: Employment District.

Further discussion

Commissioner Dunaway commented that he does not believe the allowed uses within E-3 lends itself to a bar or restaurant. He stated that district is close enough to The COR that users could frequent the establishments within The COR. Commissioner Walker commented that he will be taking the stance of Councilmember Heineman on this and the next case and will allow people to do what they wish on the land they own.

A roll call vote was performed:

Commissioner Walker	aye
Commissioner Anderson	nay
Commissioner Dunaway	nay
Commissioner VanScoy	aye
Commissioner Gengler	aye
Commissioner Peters	aye
Chairperson Bauer	aye

Motion Carried.

7.04: Public Hearing: Consider Ordinance #22-11 Amending City Code Sections 117-116, 117-117, and 117-124 to Allow Taprooms and Breweries

Public Hearing

Chairperson Bauer called the public hearing to order at 8:45 p.m.

Presentation

Planning Technician McCann presented the staff report stating that staff recommends approval of Ordinance #22-11 Amending City Code Sections 117-116, 117-117, and 117-124 to Allow Taprooms and Breweries.

Commissioner VanScoy asked if the taprooms are currently allowed in any districts.

Planning Technician McCann commented that he did not believe taprooms or breweries are currently allowed in any zoning districts.

Commissioner Dunaway asked if there would be special requirements for parking.

Planning Technician McCann replied that would be part of the Conditional Use Permit process, noting that each case would be reviewed to determine what is necessary.

City Planner Anderson commented that there are commercial off-street parking requirements. He stated that manufacturing has its own regulation, which would be applied to brewing activities and then other standards would be used for the taproom portion of the request.

Chairperson Bauer asked how the conditions would be determined for the use.

City Planner Anderson welcomed any specific conditions or criteria the Commission may have, noting that site specific conditions could be added to the review of the request.

Commissioner Peters asked if this would allow for food trucks to serve food with the taproom.

City Planner Anderson replied that staff has been looking at food truck standards. He stated that this ordinance does not specifically address that element. He noted that it is pretty common for a taproom to offer a food truck, either regularly or on occasion.

Senior Planner McGuire Brigl commented that the City does not currently have anything that addresses food trucks but does allow food trucks through transient licenses.

Commissioner VanScoy asked for details on licensing for this type of business.

City Planner Anderson replied that taprooms are regulated through the State and therefore proper licensing would be required from the State.

Commissioner Dunaway asked if staff has researched the districts these businesses are allowed in other cities.

Planning Technician McCann confirmed that information was included in the case and displayed the information for the Commission to review noting that some cities allow the use as a permitted use within certain districts while others allow as a conditional use.

Commissioner VanScoy commented that while he likes the graph layout, he found the headings confusing.

Chairperson Bauer commented that it seems the use is allowed in different districts, but staff would recommend only the industrial districts at this time.

Planning Technician McCann commented that the Commission could recommend additional districts.

Chairperson Bauer commented that it would seem The COR would be appropriate.

Senior Planner McGuire Brigl commented that breweries have a lot of equipment and can emit smells. She explained why staff did not recommend the other districts and felt that an industrial district would be more appropriate.

Commissioner Walker commented that he would be in favor of adding The COR, noting that conditions could be added to address any potential smells or other elements of the business.

Chairperson Bauer commented that there are breweries located in retail areas.

Councilmember Woestehoff stated that perhaps a CUP could be allowed in The COR for a brew pub rather than a brewery or taproom.

Citizen Input

Wes Makowsky, Illinois resident, stated that he used to be a resident of Ramsey and believed that this use should be allowed in The COR utilizing the people that use the light rail.

Motion by Commissioner VanScoy, seconded by Commissioner Peters, to close the public hearing.

A roll call vote was performed:

Commissioner Dunaway	aye
Commissioner Anderson	aye
Commissioner VanScoy	aye
Commissioner Gengler	aye
Commissioner Walker	aye
Commissioner Peters	aye
Chairperson Bauer	aye

Motion Carried.

Chairperson Bauer closed the public hearing closed at 8:58 p.m.

Commission Business

Motion by Commissioner Gengler, seconded by Commissioner VanScoy, to recommend that City Council introduce Ordinance #22-11 Amending City Code Sections 117-116, 117-117, and 117-124 to Allow Taprooms and Breweries and to add The COR District to allow brewpubs and taprooms as a conditional use.

A roll call vote was performed:

Commissioner Peters	aye
Commissioner Walker	aye
Commissioner Gengler	aye
Commissioner VanScoy	aye
Commissioner Anderson	aye
Commissioner Dunaway	aye
Chairperson Bauer	aye

Motion Carried.

7.05: Public Hearing: Consider Ordinance #22-08 Amending City Code Section 117-51 Regarding Conditional Use Permits

Public Hearing

Chairperson Bauer called the public hearing to order at 9:00 p.m.

Presentation

Planning Technician McCann presented the staff report stating that staff recommends adoption of Ordinance #22-08.

Chairperson Bauer acknowledged that the Commission has discussed this concept in the past.

Citizen Input

No comments.

Motion by Commissioner VanScoy, seconded by Commissioner Dunaway, to close the public hearing.

A roll call vote was performed:

Commissioner Anderson	aye
Commissioner Walker	aye
Commissioner VanScoy	aye
Commissioner Dunaway	aye
Commissioner Peters	aye
Commissioner Gengler	aye
Chairperson Bauer	aye

Motion Carried.

Chairperson Bauer closed the public hearing closed at 9:02 p.m.

Commission Business

Commissioner Anderson asked if this would only be the decision of the City Council and not the Planning Commission.

Chairperson Bauer explained that it would be the opposite. He noted that it would be the decision of the Planning Commission and not require consideration of the City Council, similar to the process of a variance request.

Planning Technician McCann stated that the existing procedure was included in the case and then there was more information on how the process would be held if this were approved.

City Planner Anderson noted that if the Planning Commission denied a request, the applicant could take the request to the City Council for appeal, similar to a variance.

Commissioner Anderson commented that he found the language in the staff report confusing. He stated that he does support having the Planning Commission make the decision on a Conditional Use Permit.

Commissioner VanScoy asked if there has even been a situation where the Council has overturned a recommendation from the Commission on a CUP.

Planning Technician McCann commented that he was not aware of such a case.

City Planner Anderson replied that perhaps over the course of time it has happened once or twice but noted that it would be uncommon.

Councilmember Woestehoff stated that he has not experienced overturning but has seen additional conditions added by the City Council.

Commissioner VanScoy commented that there is value in shortening the process but stated that there is also value in having additional review by two sets of eyes.

City Planner Anderson commented that an applicant would still have the ability to appeal the decision of the Commission and take that to the City Council.

Chairperson Bauer commented that he can recall a variance the Commission denied which was taken to the City Council and gained approval.

City Planner Anderson commented that he could also recall a Home Occupation Permit that was denied by the Commission and appealed to the City Council where it was approved.

Commissioner Dunaway asked how the process would work if the Planning Commission were to approve a CUP. He asked the mechanism that would be used if the City Council did not agree with the decision or wanted to add additional conditions.

City Planner Anderson replied that the Council could choose to actively participate in the public hearing as a resident or member of the City Council. He stated that if something were approved, a resident could potentially appeal the decision through the same process an applicant would have. He commented that without an official appeal, the decision at the Planning Commission level would be final.

Commissioner VanScoy stated that the case mentions that this was brought forward by discussion at a City Council worksession. He asked if the Council supports this action.

Councilmember Woestehoff stated that generically he believes there is support but believed that direction came about before he joined the Council. He noted that this action tonight would still need to be approved by the City Council, therefore that consideration will be provided.

Motion by Commissioner VanScoy, seconded by Commissioner Peters, to recommend that City Council introduce Ordinance #22-08 Amending City Code Chapter 117-51 Regarding Conditional Use Permits.

A roll call vote was performed:

Commissioner Gengler	aye
Commissioner Peters	aye
Commissioner VanScoy	aye
Commissioner Anderson	aye
Commissioner Walker	nay
Commissioner Dunaway	aye
Chairperson Bauer	aye

Motion Carried.

7.06: Public Hearing: Consider Ordinance #22-09 Amending City Code Section 117-56 Regarding Easement Vacations

Public Hearing

Chairperson Bauer called the public hearing to order at 9:12 p.m.

Presentation

Planning Technician McCann presented the staff report stating that staff recommends adoption of Ordinance #22-09.

Citizen Input

No comments.

Motion by Commissioner Peters, seconded by Commissioner VanScoy, to close the public hearing.

A roll call vote was performed:

Commissioner Dunaway	aye
Commissioner Walker	aye
Commissioner Peters	aye
Commissioner Anderson	aye
Commissioner VanScoy	aye
Commissioner Gengler	aye
Chairperson Bauer	aye

Motion Carried.

Chairperson Bauer closed the public hearing closed at 9:13 p.m.

Commission Business

Commissioner Gengler asked if this would change the process from a public hearing and two additional meetings to one meeting in front of the City Council.

City Planner Anderson commented that the public hearing process at the Planning Commission would remain the same. He noted that through ordinance, two separate readings are required by the City Council whereas a resolution only needs to be considered once by the City Council, therefore it would eliminate one additional meeting of the City Council.

Commissioner Dunaway asked for information on the process of why two meetings of the Council are required.

City Planner Anderson stated that currently easement vacations are done via ordinance and an ordinance requires two readings, one to be introduced and the second for adoption. He stated that an ordinance involves anything related to City Code and therefore two readings provides additional opportunity for review and consideration. He stated that when dealing with drainage and utility easements, they are not impacting City ordinances and therefore that process could be expedited by cutting out the second meeting. He noted that drainage and utility easements are technical reviews more so rather than regulation of City Code.

Commissioner Dunaway stated that currently a request comes before the Planning Commission and then two meetings of the City Council.

City Planner Anderson provided additional explanation. He noted that if the request were strictly for a drainage and utility easement vacation, that would not come to the Planning Commission. He noted that often, that type of request is related to another development project and therefore comes before the Planning Commission. He stated that in either instance this action would shorten the process by one City Council.

Chairperson Bauer noted the actions taken tonight where the Commission held a public hearing related to an ordinance and noted that the ordinance would now go to the Council for two readings at two separate meetings.

City Planner Anderson clarified that this change would only apply to requests for easement vacation.

Commissioner Walker asked if a request for an easement vacation would have come before the Commission in the past.

City Planner Anderson replied that if the request were only for a drainage and utility easement, it would not come before this body.

Commissioner Walker asked why the Commission is being asked to vote on this.

City Planner Anderson commented that City Code specifies this process in ordinance and therefore the Commission is reviewing a request to change that process.

Motion by Commissioner Dunaway, seconded by Commissioner Gengler, to recommend that City Council introduce Ordinance #22-09 Amending City Code Chapter 117-56 Regarding Easement Vacation Procedure.

A roll call vote was performed:

Commissioner Anderson	aye
Commissioner VanScoy	aye
Commissioner Walker	aye
Commissioner Peters	aye
Commissioner Gengler	aye
Commissioner Dunaway	aye
Chairperson Bauer	aye

Motion Carried.

8. COMMISSION / STAFF INPUT

Chairperson Bauer commented on the business breakfast event that has hosted by the EDA the previous week. He noted that there was discussion to the impact that COVID had on food related businesses and suggestion that the City review regulations that would not allow drive thru service. He stated that a presentation was also provided on the Highway 10 project and its anticipated timeline. He stated that there should be a plan in place for how people can access businesses during that construction time.

Commissioner Walker asked if staff could review the areas slated for development to ensure similar problems do not occur as to the cases that were reviewed tonight.

City Planner Anderson confirmed that staff could complete that review.

Commissioner VanScoy asked for a timeline on the joint meeting requested by the Commission with the City Council and EDA noting that the request was made in March of 2021.

City Planner Anderson commented that he could verify that schedule with City staff and the Council. He believed that a joint meeting was held last fall.

Chairperson Bauer commented that while there was a joint meeting, the primary agenda item and purpose for the meeting were not discussed. He stated that the intention was to discuss the overall COR while the majority of discussion focused on a request from PACT Charter School. He noted that PACT had stated they had interest in another parcel but did not want to disclose the location and advised that location has come out as being the parcel owned by the Church of Saint Katherine Drexel, which placed he and Commissioner VanScoy in a difficult position as they could not disclose the information at the meeting. He stated that this meeting was a good example of why the joint meeting is needed. He noted that a developer was interested in the parcel for the intended use, commercial and yet the Council was swayed by the idea of a school. He stated that too often the City is reacting to what comes before it rather than staying with the intended vision.

City Planner Anderson stated that he will work to schedule that meeting.

Community Development Director Hagen provided an update on the staffing changes within the department. He stated that two members are leaving and in response staff proposed a restructuring of that department, providing additional details.

9. ADJOURNMENT

Motion by Commissioner VanScoy, seconded by Commissioner Dunaway, to adjourn the meeting.

A roll call vote was performed:

Commissioner Walker	aye
Commissioner Gengler	aye
Commissioner Dunaway	aye
Commissioner Anderson	aye
Commissioner Peters	aye
Commissioner VanScoy	aye
Chairperson Bauer	aye

Motion Carried.

The regular meeting of the Planning Commission adjourned at 9:32 p.m.

Respectfully submitted,

Brian Hagen
Deputy City Administrator/Community Development Director

ATTEST:

Nicole Laubach
Planning Administrative Assistant

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

ECONOMIC DEVELOPMENT AUTHORITY
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA

The City of Ramsey Economic Development Authority (EDA) conducted a regular meeting on Thursday, January 13, 2022, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present:	Acting Chairperson Michael Olson Member Ryan Heineman (alternate for Chris Riley) Member Chelsee Howell Member Rachal Johnson (via Zoom) Member William MacLennan Member Jim Steffen (via Zoom)
Members Absent:	Chairperson Scott Cords
Also Present:	Sean Sullivan, Economic Development Manager Brian Pankratz, CBRE

1. CALL TO ORDER

Acting Chairperson Olson called the Economic Development Authority meeting to order at 7:30 a.m.

2. APPROVE AGENDA

Motion by Member Heineman, seconded by Member Howell, to approve the agenda.

A roll call vote was performed:

Member Howell	aye
Member Heineman	aye
Member Steffen	aye
Member Johnson	aye
Member MacLennan	aye
Acting Chairperson Olson	aye

Motion carried.

3. CONSENT AGENDA

3.01: Approve Meeting Minutes Dated December 9, 2021

Motion by Member MacLennan, seconded by Member Heineman, to approve the December 9, 2021, minutes as presented.

A roll call vote was performed:

Member MacLennan	aye
Member Johnson	aye
Member Steffen	aye
Member Heineman	aye
Member Howell	aye
Acting Chairperson Olson	aye

Motion carried.

4. EDA BUSINESS

4.01: Consider Extension of CBRE Real Estate Listing Agreement for City Owned Land

Economic Development Manager Sullivan presented the staff report.

Member Heineman stated that there was a mention that any deals that the City leads results in a three percent commission for CBRE while CBRE led sales result in a five percent commission. He asked of the total sales, what percentage were City led and CBRE led.

Economic Development Manager Sullivan replied that of all the deals under PA currently, were City generated leads. The parcel under contract with Rob Hardy was a city generated lead but is still subject to 5% CBRE commission due to the timing of the deal. He commented that the previous parcels that closed were leads that came from CBRE. He noted that the list in the packet also shows CBRE leads. He noted that the City is currently working with a general retailer that was provided by CBRE on the Rob Hardy property.

Member Heineman asked the strategy that CBRE is using to come back from the slowdown of COVID.

Brian Pankratz, CBRE, stated that for lease/for sale residential is a hot market at this time as well as industrial, noting that Ramsey has seen that interest through different projects. He stated that in the last eight months or so, single tenant retail has increased while big box retail, large grocers, entertainment, and sit-down restaurants remain slow. He highlighted the different marketing that CBRE uses and stated that they also utilize cross marketing when contacted by an interested party. He stated that they use the population growth and daytime population growth to continue to market to retailers. He also provided details on marketing blasts that CBRE completes.

Member Heineman asked if the Highway 10 project throws a wrench into the marketing and how that would impact future tenants.

Mr. Pankratz commented that everyone agrees that Highway 10 will be a benefit once completed but noted that no one can anticipate how that construction will impact businesses. He stated that the population growth through recent residential developments help to bring interest from retailers.

Economic Development Manager Sullivan commented that the intersection of Armstrong and Highway 10 will see increased traffic during construction and therefore it will place a lot of eyes on that corridor.

Mr. Pankratz commented that office uses have high vacancy, industrial remains a hot market and retail is starting to make a comeback. He noted that residential development continues to be hot across the market.

Motion by Member MacLennan, seconded by Member Howell, to recommend to City Council to approve the Listing Agreement with CBRE from February 2, 2022 through January 31, 2023.

A roll call vote was performed:

Member Howell	aye
Member Heineman	aye
Member Steffen	aye
Member Johnson	aye
Member MacLennan	aye
Acting Chairperson Olson	aye

Motion carried.

4.02: Receive 2021 Business Retention and Expansion Presentation

Economic Development Manager Sullivan presented the staff report.

Member Heineman asked if transportation is shown as a weakness.

Economic Development Manager Sullivan confirmed that the item referred to Highway 10 transportation issues.

Member Heineman referenced the weakness shown as too many homes/rentals and asked for clarification.

Economic Development Manager Sullivan replied that item reflects a comment from businesses stating that there are too many apartments. He stated that perhaps those are businesses that have been here longer that are also Ramsey residents that would like to see less growth and less apartments.

Member Heineman asked if that is a specific type of business. He recognized that many residents would prefer to see less apartments, but apartments to equal more people which could equate to more customers for a business.

Economic Development Manager Sullivan replied that would likely be a statement from manufacturing businesses that do not rely on those types of customers. He noted that the comment was reflective of less than 10 percent surveyed. He stated that people not supportive of apartments are very vocal.

Member Heineman commended staff for the excellent job they did to assist businesses during the challenges of COVID.

Member MacLennan referenced some of the weaknesses such as the desire for more retail and restaurants and asked if there are specific types desired.

Economic Development Manager Sullivan replied that it would depend on the business but stated that the theme would be more sit-down restaurants to take clients to or just a desire for more variety to choose from. He stated that retailers find it helpful to have more retailers, even if they would be competition, as that would bring in more potential customers.

Acting Chairperson Olson echoed the accolades of Member Heineman to staff for the great job. He referenced the goal of 50 visits noting that 41 were completed. He noted the goal of 30 visits and asked for details on the declining goal.

Economic Development Manager Sullivan replied that the typical goal has been 30 and acknowledged that was ramped up during COVID. He stated that they tried extremely hard to hit 50 but could not get that number of visits setup with businesses. He noted that he will shoot for more than 30 visits.

Acting Chairperson Olson asked if there is an anticipation of the mix between phone visits and in person visits for the future.

Economic Development Manager Sullivan replied that the goal is to complete face to face visits, but some businesses prefer to have a phone visit. He stated that 22 percent of the visits in 2021 were done via phone and that will continue to be offered as valuable information is still gained through those interactions.

Motion by Member Heineman, seconded by Member MacLennan, to accept the 2021 Business Retention Report and adopt the plan for 2022 as outlined in the staff report.

A roll call vote was performed:

Member MacLennan	aye
Acting Chairperson Olson	aye
Member Steffen	aye
Member Johnson	aye
Member Heineman	aye
Member Howell	aye

Motion carried.

4.03: Authorize 2022 Ramsey EDA Business Expo Budget and Date

Economic Development Manager Sullivan presented the staff report.

Member Heineman referenced the zero dollars budgeted for Facebook and social media. He asked if paid Facebook ads have ever been considered for additional marketing.

Economic Development Manager Sullivan replied that has not been used in the past but could be considered for this event if desired.

Member Heineman suggested staff look into that option as the cost is typically around $10 for a boosted advertisement.

Acting Chairperson Olson acknowledged that the group has discussed the event at previous meetings.

Motion by Member Howell, seconded by Member MacLennan, to authorize allocation of $5,000 for 2022 Business Expo, select Adrenaline Sports Center as the venue, and select April 30, 2022 as the event date.

A roll call vote was performed:

Member Howell	aye
Member Heineman	aye
Member Steffen	aye
Member Johnson	aye
Member MacLennan	aye
Acting Chairperson Olson	aye

Motion carried.

5. MEMBER / STAFF UPDATE

Economic Development Manager Sullivan stated that staff remains very busy even with the continued challenges of COVID. He provided an update on recent development interest and activity. He provided an update on the upcoming Business Networking event. He also provided details on a request staff will bring forward to consider bringing Site 46 closer to grade and more attractive for development opportunities.

6. ADJOURNMENT

Motion by Member MacLennan, seconded by Member Heineman, to adjourn the meeting.

A roll call vote was performed:

Member MacLennan	aye
Member Johnson	aye
Member Steffen	aye
Acting Chairperson Olson	aye
Member Heineman	aye
Member Howell	aye

Motion carried.

The regular meeting of the Economic Development Authority adjourned at 8:12 a.m.

Respectfully submitted,



Sean Sullivan
Economic Development Manager

ATTEST:



Wendy Schlueter
Economic Development Administrative Assistant

Draft by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

CC Regular Session **5. 4.**

Meeting Date: 03/08/2022

By: Katie Schmidt, Administrative Services

Information

Title

Approve the Following Meeting Minutes:

1. City Council Special Work Session dated 2/15/2022
2. City Council Work Session dated 2/22/2022
3. City Council Regular Session dated 2/22/2022

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 Special Work Session dated 2/15/2022
2. City Council Work Session dated 2/22/2022
3. City Council Regular Session dated 2/22/2022

Attachments

2-15-22 Special WS

2-22-22 CCWS

2-22-22 Mtg.

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Katie Schmidt	03/04/2022 12:24 PM
Form Started By: Katie Schmidt		Started On: 03/04/2022 12:22 PM
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CITY COUNCIL SPECIAL WORK SESSION
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA

The Ramsey City Council conducted a City Council Special Work Session on Tuesday, February 15, 2022, 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
Administrative Services Director Colleen Lasher
Deputy City Administrator/ Community Dev. Director Brian Hagen
City Engineer Bruce Westby
Public Works Superintendent Grant Riemer
Parks and Assistant Public Works Superintendent Mark Riverblood
Finance Director Diana Lund
Fire Chief Matt Kohner
Police Chief Jeff Katers
Communications and Events Coordinator Megan Thorstad
IT Manager Jason Fredrickson

1. CALL TO ORDER

Mayor Kuzma called the City Council Work Session to order at 6:22 p.m.

2. TOPICS FOR DISCUSSION

2.01: Discussion Regarding the Process to fill the Pending City Administrator Vacancy

Administrative Services Director Lasher presented the proposal to fill the pending City Administrator vacancy after the submittal and Council acceptance of City Administrator Ulrich's letter of retirement at the last meeting. She stated City Administrator Ulrich's last day will be May 6, 2022. She stated in her experience, most cities outsource recruitment for a City Administrator, which is her recommendation, contrary to prior statements she had made. She stated that she is really busy at this time with HR and City Clerk duties including recruitment for eight positions, redistricting, and elections. She stated she attempted to obtain five proposals from firms and so far has received two which were offered for consideration.

City Administrator Ulrich added that he thinks this is a good job to consider recruitment for. He noted that both firms offer an additional search if the candidate is not successful. He also felt that it increased the probability of finding a candidate that is to the liking of the Council and will be someone that will stay with the City for quite a while. He felt hiring a consulting firm would be a good investment as they would be more objective, give good advice as to who would be a good candidate, and help with hiring someone in a timely manner.

Councilmember Riley asked how would this get a bigger, broader pool of candidates. He wanted to ensure to find as many qualified candidates as possible.

Administrative Services Director Lasher replied that in the proposal it states that they develop the position profile, they recruit through advertisement and direct contact. She assumed that the firms that do this frequently have a list of familiar candidates that they can reach out to, something she would not have the capacity to do.

Councilmember Woestehoff commented that is seems that from a job market standpoint, that a position like this doesn't come up very often and asked if the market was known for this, and if there are a couple of openings or several.

Administrative Services Director Lasher replied she is aware that there are several cities including New Hope and Robbinsdale.

City Administrator Ulrich added that it has been a more dynamic job market lately so similar cities such as White Bear Lake who just filled a position are in the same situation as Ramsey, there has been quite a bit of movement recently.

Councilmember Woestehoff commented that he believed working with an agency would be a smart move for this task because the role is different. He added it is more difficult to hire a boss and stay objective about it. He added a third-party resource is well versed in this and had a broader audience.

Mayor Kuzma commented that finding someone who will work well with the Council and also has a feel for the needs of the City would be more easily handled by someone else. He agreed with outsourcing.

Councilmember Specht commented that it wouldn't hurt to see what could be found themselves and if a good pool of applicants couldn't be found then going to this step of going through a firm. He stated he was happy with the hiring of Brian Hagen.

Mayor Kuzma replied his concern would be the timeline with May coming up fast. He didn't think there would time to try both approaches.

Councilmember Heineman asked what control would the Council have if recruitment was outsourced as far as the requirements, where the applicants are coming from. He didn't want to outsource the control over the type of candidates that are found. He didn't want an applicant eliminated because the agency has control over the Council. He asked if they could set certain

requirements with the outsourcing agency including education, someone familiar with the area. He asked if they were allowed to dictate that because he would not want that lost if they were to outsource.

Administrative Services Director Lasher replied one of the attachments lists the timeline. The first step says the kickoff meeting and interviews with the City Council and others to be interviewed such as department heads to draft the recruitment profile and finalize other details. In both cases DDA and Mercer Group are flexible as far as their proposals state, so yes. As far as establishing minimum qualifications, the position profile is updated. She offered to send the job description out so the Council could see the minimum qualifications and responsibilities. If there is any feedback or revisions, if a firm is hired, they would incorporate those revisions and recruit based on what the Council is looking for.

Councilmember Heineman replied he would like to see that. He asked if the minimum qualifications were based on the last time this position was posted.

Administrative Services Director Lasher confirmed that, adding it has not changed.

Councilmember Heineman commented this is something he would like to see reconsidered. He stated that a lot of things have changed, there are accreditations now and courses. He didn't want anyone eliminated from consideration because they are one step down from the education level or something of that nature. He agreed with Councilmember Specht that they are giving up control by outsourcing. He stated the last process that they went through was good and he supported replicating it.

Councilmember Howell commented that she was hoping the criteria could be developed together tonight as far as what has been looked for in the past and then fine tuning that, rather than being sent back. She wanted to come to a consensus in what they are looking for. She wanted to take a more broad approach to the position to include someone that is more business-minded because, she stated, the City is essentially a big business. She also felt emphasizing people who are familiar with Minnesota law as being important.

Councilmember Heineman asked what method the other cities are using, if they are hiring a firm or going internally.

Administrative Services Director Lasher replied she received an email from the HR Manager from the City of New Hope who was interested in receiving copies of her email proposals as they are looking to outsource. Stillwater and Becker have outsourced as well. The City of Shoreview just filled their position and they used Mercer. Administrative Services Director Lasher stated she knows the HR Director, who is very particular but gave good reviews of the Mercer Group. She stated she wasn't aware of any city that is recruiting internally.

Councilmember Heineman replied his only concern is that if they have a select talent pool and they have been working with multiple different cities and the members of that pool that are the top talent have been moving to other areas, either they are going to have to continually refresh the talent pool with qualified candidates or essentially Ramsey may get the leftovers. He would be

interested on how many applicants they have or if an applicant would have applied for four positions before. He recognized that there is a different fit for every city, but he would not feel comfortable interviewing a group of people who have interviewed for a different position and lost the position in different cities and having that be the only selection available.

Mayor Kuzma commented that he thought consideration should be taken for recruitments that are needed right now that Administrative Services Director Lasher has to take care of. The City Administrator position is the most important one and is something that needs careful care in the approach. He supported outsourcing as the best bet regardless of the talent pool that could be found, which could be similar to what could be found if it was done internally. A firm may give opportunity to recruit outside as well. He stated between the two, he recommended the Mercer Group.

Councilmember Specht asked if the Council would have an interest in hiring an Interim position who would work with Deputy City Administrator Hagen to cover duties if a candidate couldn't be found.

Administrative Services Director Lasher replied she was wondering if it would be helpful to arrange, at the next Council Work Session, interviews with the two firms to ask questions of them directly.

Councilmember Howell replied from her perspective it pushes out everything another week, so if time is an issue. She asked wouldn't it make sense to start working on what the Council wants tonight. She stated she thought Administrative Services Director Lasher did a nice job last time, and if that was taken along with the calendar provided by the firms and adjusting accordingly for what the Council needs, that the Council could save tax payer money and come up with the credentials that are wanted for candidates for this position.

Mayor Kuzma replied that making a decision tonight whether doing it internally or outsourcing could be done. He stated if they are outsourcing, the Council could look at the job description before it is sent out to the firm and a meeting takes place, that would be adequate.

Councilmember Riley commented that with this being the number one position in the City, the importance of it deserves the outside source that has expertise. He noted that the process of hiring the Deputy City Administrator was good. He continued that in looking at the eight positions that need to be filled at the same time, the workload that is being taken care of internally is maxed out. He stated he would be comfortable going with one of the two firms but would like to know more about them through a quick interview.

Councilmember Woestehoff asked if the two only do this level of executive, or if they do deputy or other public sector positions. He stated the recruiters that he knows have a broad pool to work with so they are not always picking from the same pool, as Councilmember Heineman pointed out.

Administrative Services Director Lasher replied that is a great question. The websites for the two firms show past and current recruitments, which is a lengthy list and includes several City positions at different levels.

Councilmember Woestehoff replied, based on the number of current vacancies, he wondered if it would make sense to have a recruiter on retainer, depending on how the work load ebbs and flows.

Councilmember Musgrove referenced an example from one of the proposals about a lot of details about Stillwater, and asked if that is something the firm would be working with Administrative Services Director Lasher to get information for.

Administrative Services Director Lasher replied in the past she has been concerned about paying a firm and the internal resources being used when that money was being paid, she felt it should have gone for them to do the work. She stated the first phone call she made was to DDA and he stopped her when she was talking to him, that she had mentioned that she had done a lot of the work, that that is not how it works, that they pull information on their own from websites but if they can't find information they ask. The Stillwater profile was put together by the firm.

Councilmember Musgrove asked if it is given to someone on Staff to proof.

Administrative Services Director Lasher replied she assumed so. She referenced the Mercer timeline where it is says "final recruitment profile including all graphics to the City Council for review and approval." She stated that is slated for March 18, 2022 to March 22, 2022.

Councilmember Musgrove noted if the Council did it in house and posted the job opening, they wouldn't have to do that and could save that in the timeline. She thought Councilmember Howell was saying it could be tweaked. She asked if there are things in the proposal, such as a profile, versus putting out a job offer and going through the candidate with an internal metric for not having them move forward for interviews. She stated that would save time. She referenced page ten, point two on the Mercer proposal which reads there is a two-year off limits statement which talks about not recruiting candidates from a client organization for two years after completing a search assignment without full agreement of the client. She asked for an explanation and if candidates would be eliminated because they have already had an option to work with the group at another opening. She asked if she is reading it correctly.

Mayor Kumza replied, he understood it to mean, if whoever is hired didn't work out and wanted to go back to one of the other candidates they don't do that directly.

Councilmember Woestehoff replied the way he reads it is if Mercer places a City Administrator with Ramsey, they will not actively recruit a Ramsey employee for other postings for two years.

Councilmember Heineman commented it is like a non-compete clause.

Councilmember Woestehoff agreed.

Councilmember Musgrove added for that position to another city.

Councilmember Woestehoff stated it protects Ramsey from Mercer recruiting their Staff for two years.

Councilmember Specht commented if they were in a contract with Stillwater they wouldn't be able to recruit Tim if they were in that last round with Ramsey, so it could go both ways. He would still like to try to do it internally before investing money into it, even if it would mean hiring an interim, then they could see what people are interested in. If after a few weeks they aren't getting the quality candidates needed, it would push the time back a bit but he felt the short timeframe would be worth the savings.

Mayor Kuzma asked for a show of hands vote for going in-house versus outsourcing.

The majority Council vote was to do an internal recruitment.

Councilmember Heineman stated that recruiting is big and the elections are big also so anything outside of those two things that are taking Administrative Service Director Lasher's time, if resources could be allocated to that so she could focus on these things and do them well would be appropriate.

Administrative Service Director Lasher replied, not at this time, there is a lot going on.

Mayor Kuzma stated for the record that he feels like outsourcing recruitment should be done but was willing to give it a chance and see how it goes. He has concerns about overloading.

Councilmember Howell asked if development of what they are looking for is going to be done together or is Administrative Service Director Lasher going to be sending out what has been done in the past and send feedback.

City Administrator Ulrich recommended using the current criteria used and have it on the Work Session agenda for next week.

Councilmember Riley commented that he didn't support the idea of throwing it out and see what happens, because this is not a try, it is a do. If it is going to be done internally, it has to be done right. He stated it shouldn't be do it internally and see what happens and then find out if it could be done another way, it has to be done right. He reiterated what Councilmember Heineman said, if there are duties that need to be reallocated then this Council has made the decision that needs to happen.

Administrative Services Director Lasher replied she takes a lot of pride in recruiting. She stated she didn't want to outsource when recruiting for Deputy City Administrator Hagen and she was glad they didn't as she is happy with the outcome even though it was a tremendous amount of work. She stated that going into recruitment after Tim left, they had decided that they would interview everyone who met the minimums because everyone has a different opinion. She believed they did 21 first interviews and that was a tremendous amount of work and Staff resources. She stated they will have to talk about how to manage that as there were evening interviews and was a lot to manage with phone calls, scheduling and questions. She stated that the number one suggestion in an effort to streamline the process is to try to not interview 21 people. As far as redistricting and the elections, there is not a lot of room for making mistakes. She stated

she wanted to do an excellent job for both. She stated she would commit to doing her best but she has one Deputy Clerk and one HR Assistant and they are both maxed. She repeated she will do her best.

Mayor Kuzma commented that hearing the distress in her voice. He asked if there was reconsideration into looking at an outside firm.

Councilmember Woestehoff commented that if it is going to be done in-house that the Staff needs to be trusted to eliminate candidates. He thought that was a fair trade off for everyone's sanity and time. He thought the first round could be between five and ten. He thought it was a completely fair ask of Administrative Service Director Lasher and Staff to put some trust in them to get the Council a good pool to start with and then go to second round together.

Councilmember Heineman agreed with trusting Staff to narrow the pool so it is not at 21 but then giving Council the opportunity to look at the applicant pool and see if there is someone they are interested in. If there is a Councilmember and second, that would have a max of three candidates. He recommended aiming for eight candidates and a Councilmember and a second could nominate somebody that doesn't make the list that way, if the Council could still go back to the constituents and say they participated. To Councilmember Riley's point, Councilmember Heineman stated it is not a try, that they can do it in-house and do a good job.

Councilmember Howell suggested the Council needed to sit down and determine the criteria rather than patching it together. To Councilmember Heineman's point, she noted including a candidate that was not originally if two Councilmembers agree, that is a good point. She stated having the opportunity to look at resumes, she was able to catch anomalies in a resume and eliminate a poor candidate.

The consensus of the Council was to recruit internally.

2.02: Annual Planning Session

City Administrator Ulrich facilitated the Annual Planning Session. He stated that last year a lot of time was taken reviewing the strategies and a check up on the mission, vision and values so they will do the same tonight. He stated he wanted to focus more on a strategic level and at the end of this, they will have some strategies and things they want to accomplish. Staff will go back and fill in some tactics on how to achieve those strategies and bring those back for a second Work Session in the evening similar to what was done last year, and more if needed.

City Administrator Ulrich started the session with having the members brainstorm for a Big Hairy Audacious Goal (BHAG) or stretch goal for the organization. He stated this may influence some of how they look at strategies or tactics moving forward. He noted it is important as it creates a huge long term target or goal and energizes an organization and focuses its people, rallying them to common causes and leading them through a process of transformation. He gave examples of other organizations including Google, Tesla, SpaceX, the City of Anoka and the City of Chaska. He stated that the City of Chaska has been successful in using "Best Small Town in Minnesota" as their motto, which has gotten them a lot of positive publicity. He stated one of the strategies

deals with identity so he thought it would be good to take a few minutes, as elected and appointed leaders in the community, to say what the BHAG or stretch goal for Ramsey is for the next decade if all the barriers are removed. He stated they are not going to adopt this, it is for brainstorming to see what the vision is. If something really resonates maybe they would build on that with some strategies they are creating. He gave the Council five minutes to write on a piece of paper and then will share in a round table.

Councilmember Specht stated in reading a document from 2017 from the University of Minnesota, it said "Welcome to Ramsey, the Gateway to Greater Minnesota." He stated he thought they are a great gate both with people coming to the cities and then to Greater Minnesota so they were a gateway city.

Councilmember Musgrove stated she put down "Best North Metro City to Live". She heard residents talk about how they can go anywhere in any city and get what they want but they come back to Ramsey where it is peaceful and quite without all the hustle and bustle. And then the same thought concept of "Ramsey Get Away" where they can get what they need but can come home to our city.

Councilmember Heineman stated he wrote facilitate innovation and synergy between the City of Ramsey businesses and residents. The idea behind that is Parks and Assistant Public Works Superintendent Riverblood, his idea of taking the park and making it into a venue for weddings, looking at what can be done with the Ramsey Sports Complex that there are so many ways that we can facilitate between the City of Ramsey businesses and residents to create a really good city experience, whether that is Kitchen Table sponsoring a softball league at the new Sport Center and the City of Ramsey supporting it. He stated that should be the goal, to facilitate innovation and synergy at all levels.

Councilmember Howell stated hers came from a Councilmember in Burnsville. It was a five-year project of hers to create a commission to go through City Code and work on updating it and reducing unnecessary code. After five years she accomplished that goal and they have that going on over there. She stated she would love if that could be done here.

Police Chief Katers stated his is a little self-serving but "A Safe Place to Live, Work and Play" or "A Safe Place to Call Home". He explained safety is the key.

Councilmember Woestehoff stated his was "The Ideal Place to Work from Home." He explained that is an appropriate task right now that is probably going to remain for a while. That helps with the stay in a place of peacefulness, good parks, and other resources without building apartments all over the place. He thought it helped to provide some of the balance the City strives for.

Parks and Assistant Public Works Superintendent Riverblood stated his may not be aspiration or audacious enough but is still a stretch goal in that it would be beginning the first phase of the water front, creating the park, providing the fill for the northwest quadrant, and in the down town and establishing the splashpad as a destination for residents city-wide and in the region and in so doing delivering more traffic into The COR.

IT Manager Fredrickson stated that like Mark, he is thinking in his own little box, but he was thinking smart city technology, such as sensors on light poles that can detect varying daylight cycles, monitor traffic and provide light when required or dim light when it's not required. Barcelona is a good example and London who provides 3G throughout their city.

Councilmember Riley stated he would like to see The COR developed to its full potential with restaurants and shopping.

Mayor Kuzma stated he liked "Ramsey Get Away" or "Ramsey North" indicating a nice bedroom community where people want to be there.

Deputy City Administrator/Community Dev. Director Hagen stated his is quite simple and very broad but can be interpreted many different ways: be a City others strive to model themselves after.

Fire Chief Kohner stated his was focused on the residents of Ramsey, "Ramsey Where Residents Matter". He explained the small town feel with big town attraction, maintaining the voices of the residents.

Administrative Services Director Lasher stated she struggled between two. The first is: to be a City that has the healthiest and happiest people, a place to live and work through acceptance and inclusion of its people no matter their walk of life. The other was in the Ramsey Resident concept of to get help or to give help and to grow that concept. There is a lot going on with people that doesn't meet the idea. There are some that can do more to help people and there are those of us who need help and are afraid to ask.

City Engineer Westby stated his goal was simple, to have the safest and smoothest streets in America.

Finance Director Lund stated she was going to focus on the finance side. Her goal is to have a triple A bond rating and it would be "A Little City with a Big Rate."

Public Work Supervisor Riemer stated his goal was on the public works side which is to actually finish the river crossing that has been talked about for 60 years.

Communications and Events Coordinator Thorstad stated hers is about reaching in to the history to help establish an identify: honor our history to establish an identity as a Minnesota City.

City Administrator Ulrich stated his was "Outdoor Capital of Minnesota and the Gateway to the Great North." He stated in the past they have identified that this is one of the highest holders of fishing and hunting licenses and recreational equipment in the State. They have the Game Fair and plenty of open spaces so his focus was on the outdoors. He stated these were all wonderful ideas and asked if there were any commonalities or ideas that want to be moved forward.

Councilmember Heineman commented that he liked Councilmember Woestehoff's because he felt it is simple but implies that they have done a lot of things to incorporate that. We are the Best Place to Work from Home", means they have good infrastructure, good restaurants, good retail

experiences. They don't necessarily have all of that yet but that goal can't be achieved without bringing in more retail, developing The COR, and things of that nature.

City Administrator Ulrich asked if they could see that on the entryway sign to the City. "Best Place to Work From Home."

Councilmember Heineman replied it is catchy enough and makes you wonder what that means, which then makes you investigate it and then realize there are a lot of good reasons to move to Ramsey.

Councilmember Specht asked if there should be concern about manufacturing in The COR, they were hearing from the presentation of the State of City, the need for employees. He thought it was also a great place to work for the manufacturing companies and didn't want to put any wedges in that. He stated other than that he understood the concept too.

City Administrator Ulrich asked for other observations or comments.

Councilmember Musgrove stated she liked the "Ramsey Getaway" just tying the work whether at home or manufacturing, play where we enjoy the parks and neighborhoods and live. Tying in the Mayor's ideas as the "Great North Metro City" and the Chief's idea of being a safe city.

Councilmember Specht commented that he liked the "Ramsey North," he liked that little phrase because it makes him think of the outdoors, the easy way to summarize the thoughts of what would be done up north such as fishing and hunting.

City Administrator Ulrich commented those were wonderful ideas and asked that they keep those in mind when thinking about strategies and tactics for the next couple of years of how to accomplish some of those things. He stated if they wanted to circle back to developing a motto for the City they can do that in the future.

City Administrator Ulrich reviewed the Core Values including: Ethics and Integrity, Fiscal Responsibility, Cooperation and Teamwork, Open and Honest Communications, Excellence and Quality in the Delivery of Service, Treating People with Respect and Fairness, Adaptability and Continuous Learning. He stated that some of these are how they operate or strive to operate as an organization. He stated the Vision is to be a secure, citizen-driven, collaborative community that respects the balance and connectivity between its unique urban, rural and natural environments. The Mission reads: to work together to responsibly grow our community and to provide quality, cost effective and efficient government services. He noted the Mayor has used that in his State of the City addresses, it still resonates pretty well. Goals and Imperatives include: financial stability, balance the rural character and urban growth, connected community, smart citizen-focused government, and an effective organization. He asked if those still worked well. Balancing rural character and urban growth was seen a lot during discussion as they were going through some of the review and developments. Connected community and transportation and trail construction and things like that. Smart, citizen-focused government talking about some of the ways to engage the community. An effective organization, which is the internal stuff, how do they best work together

as a team both Council and Staff, Council together and Staff together and how do they make sure they are effective.

Mayor Kuzma thought it should also be mentioned that each and every one of those has been dissected and have been through the years to get to this point. A lot of time has been spent on this.

City Administrator stated the balance of rural character and urban growth was the last one that was added, they had the other four before that but as they went through the Comprehensive Planning effort for the 2040 Planning, this came forward as something that was added as a main goal and imperative for the community. He asked if anyone thought any of them should be changed, if they want to adopt more or get rid of one.

Councilmember Woestehoff commented that for the urban character one, that it should read "a balance of suburban growth" as opposed to urban growth, he thought it would better categorize it.

Councilmember Musgrove asked if there are quantitative numbers that go along with urban versus suburban.

Councilmember Woestehoff replied that generically speaking there are, he didn't know what they are, but didn't feel that the Council would ever let Ramsey get to an urban category as they would need way more people. He thought it was more about the feel of that sentence. Changing it to suburban softens it a bit and he knows there are people in Ramsey who would never want it to be an urban city. He though suburban is a better descriptor of what they are trying to balance. Technically they are suburban.

Councilmember Musgrove asked what that meant.

Councilmember Woestehoff replied under 30,000.

Councilmember Musgrove agreed adding that is what they have spoken and planned as a vision.

Councilmember Specht suggested it just say "balance of rural character and growth."

Councilmember Musgrove stated grow could mean anything.

Councilmember Heineman thought it should say suburban, that parts of the City are very suburban and parts are very rural.

Councilmember Specht agreed that made sense.

Councilmember Musgrove stated she knows they use the mission, vision, values and strategies a lot, the values are integrated in the all of those statements, the mission, the vision, the objectives and the strategies. She stated there could be a million values. She asked operationally what is the purpose of having the statement of the values when the mission the vision and the objectives and the strategies capsulates that. That is what she knows is used often when communicating, when

doing projects, when making statements about different things that are being done in the community. She stated she didn't see the values stated as often.

City Administrator Ulrich replied those are used internally, maybe more so than externally, when operating as a Staff together, that is why they are hanging on the walls in every conference room. It is a way of doing business and are promoted with the job descriptions when looking for employees, they attempt to hire for these attributes and values. These are standard and says these cares are important. There aren't 20, there are a few, but are things that have been identified in the past as being important.

Mayor Kuzma stated the question, does the Council want to change it read "a balance of suburban growth."

The consensus of the Council was to make the change.

Councilmember Riley commented that the division should also be changed to suburban.

Councilmember Musgrove asked if the word "unique" suburban should be kept. Council consensus was to keep it.

Councilmember Woestehoff commented that the purpose of the word "unique" is that the City is a suburban, rural and natural environment. He stated there should also be a comma after the word rural.

City Administrator Ulrich stated there are nine strategies: 1. identify and implement operational efficiencies; 2. promote economic growth and development; 3. create a positive image for residential neighborhoods, business districts and key corridors; 4. improve the safety of mobility and transportation corridors; 5. connect the community through parks and trails, capital improvements along with recreational programming; 6. spotlight sustainability and efficiency through public facilities investments; 7. strengthen and enhance our identity, brand and image; 8. Improve the City's communication; and, 9. improve or sustain high organizational morale. He asked if these are good strategies, bad strategies, things that should be changed.

Councilmember Specht commented that he thinks they could incorporate something Councilmember Howell was talking about regarding reducing or streamlining ordinances and asked if that is one of the organizational strategies to improve laws that are held. He asked if this would be a place for that as one of the strategies to focus on.

City Administrator Ulrich replied that might fit under number one but it could be broken out so it might say, for example "minimize regulation to increase efficiency or burdens on residents and tax payers," something along those lines. "Minimize regulations" and add a qualifier. If that is important it could be added to the list to make it an even ten.

Councilmember Specht replied he is open to feedback. He thought it was ironic to add a strategy to reduce something else.

Councilmember Howell commented that she liked it when Governor Dayton had everyone send in archaic laws, she loved it. She stated she used to work in food back in Indiana and there were laws on the books that wouldn't allow even cooked alcohol in confectionaries, stuff left over from prohibition. She stated that she had spoken with the Chief who had indicated some of the code was from the 1970's, that some of the code is that old.

Police Chief Katers replied he believed that a lot of it was 1978, borrowed from another city. He stated he believed that is the history of it, that it is full of things that are no longer relevant to this century.

Councilmember Woestehoff agreed and added that one of the reasons to do it is to increase transparency and understandability because he thought that often times it gets missed by officers as well as residents. He stated that perhaps it is a change in improved city's communication or there is something with that in terms of transparency or ease of regulation. He thought there should be a strategy around all of those things together.

City Administrator Ulrich suggested breaking the top strategy into two parts and then capture what he is talking about in the last phrase "increasing accountability and transparency through decreasing regulations."

Councilmember Woestehoff offered "optimizing regulations." He thought that the first one had a lot going on in it and seemed to be mostly around internal operations. He stated that he agreed with it on its premise but it is a long sentence and could use an extra comma.

City Administrator Ulrich stated they have "increase transparency and improve accountability by optimizing city regulations."

Councilmember Howell added "and reducing city code."

Councilmember Woestehoff agreed but said they are basically the same thing because you can't optimize without reducing but he understood her point.

Councilmember Heineman commented that optimizing is what the word used to make both parties happy versus deregulating or additional regulation. He liked the word optimizing because it makes everyone happy, there are certain people who would not be happy with deregulation.

City Administrator Ulrich suggested the word streamlining or simplifying.

Finance Director Lund commented that a word that keeps coming to her mind is common sense.

City Administrator Ulrich asked how that would be used.

Finance Director Lund replied "a common sense approach."

Councilmember Riley asked if the word modernize belonged in that sentence if it goes back to 1978.

Councilmember Woestehoff replied that is a fair observation.

Councilmember Heineman offered modernize and streamline.

City Administrator Ulrich asked if they needed optimize and streamline.

Councilmember Heineman replied both optimize and streamline wouldn't be needed.

City Administrator Ulrich stated "to increase transparency and accountability by modernizing and streamlining regulations".

Councilmember Musgrove commented that in some of the strategic meetings in the past Tim has been able to type it out so they could see the changes. She asked if there is anyway they could have some of that. She stated she thought it might be helpful to be able to see it and say and not have to rewrite it later and come back to us again.

City Administrator Ulrich replied he could go to slide show and go to the space document.

There was a 15-minute break

City Administrator Ulrich commented that they have "Ramsey will be a secure citizen-driven collaborative community that respects the balance and connectivity between its unique suburb, rural, and natural environments." He stated under goals and imperatives, "financial stability, balance of rural character and suburban growth, connected community, smart citizen-focused government and an effective organization." These are the strategies: 1. Identify and implement operational efficiencies, cost savings and additional funding sources, 2. increase transparency by modernizing and streamlining regulations, 3. promote economic growth and development, 4. create a positive image for residential neighborhoods, business districts and key corridors; 5. improve the safety of transportation corridors; 6. connect the community through parks and trails along with recreational programming; 7. spotlight sustainability and efficiency through public facilities and infrastructure investments; 8. strengthen and enhance our identity, brand and image; 9. improve City's communication; and, 10. improve and sustain high organizational morale. He stated that is the top ten and asked if anyone wanted to change anything.

Councilmember Specht asked if there was an interest, as the example Councilmember Howell gave of Governor Dayton saying any outdated laws send them in, to open it up to the Ramsey public and said here is a link to the regulations. He commented that it might be fun to see what they get and if there are any outdated stuff that could be submitted and mechanisms that would get through.

Councilmember Heineman commented that he is all for it.

Councilmember Riley replied that may be a tactic under this.

Councilmember Specht agreed.

Councilmember Riley continued, that may be how you get to that new streamlining, that may be talked about coming up.

Councilmember Woestehoff referenced the last one which reads "improve and sustain high organizational morale" and asked if "and retention of employees" could be added.

City Administrator Ulrich asked for comments on that.

Councilmember Woestehoff continued that he thought it is important as a Council to state to the Staff that they want them to stay here if it is a good fit for them, that would be the point in adding it.

Councilmember Musgrove replied she thought that improving and sustaining the morale is what keeps the retention so it is somewhat redundant. She thought it could be worked toward as a goal but questioned it as a strategy because people retire or make decisions to go to different jobs which would count against them.

Councilmember Riley commented that he liked the sentiment but questioned "sustain high organizational morale" because he wasn't sure they have high morale now as there is a lot of turn-over. He stated he would like to strive for high organizational morale and retention.

Councilmember Musgrove responded to Councilmember Riley's point, that the "high" is determined by, as Administrative Services Director Lasher had stated it, a category of choice in internal feedback.

Administrative Services Director Lasher elaborated that when they conduct employee surveys, which are over due to a lack of resources right now to do it, it would be to maintain or exceed 70% level of satisfaction with leadership. That was one component of that.

Councilmember Musgrove asked if that helped in clarifying that.

City Administrator Ulrich agreed that was one of the outcomes. He stated now it reads "strive for high organizational morale and retention." He asked how that sounded.

Councilmember Heineman commented that it sounded good but reiterated that he tends to think of himself as more fiscally conservative but he voted for cost of living increases and supporting Jason with the new hire because he wants high morale. He stated that he would rather ask a City Staff that feels like they are compensated well and are trusted to look into the budget and find things to cut, than to cut their budget and try to do it himself. His goal is to have high morale and if there are other ways to reach it, he suggested they be honest with each other and if it is partially because of retirement or other things, that are possible, he would like to have an open conversation to see what that looks like. He stated he supported that goal. He didn't know if "high" as a measurement or "higher" which is not so tangible. Regardless he would like to find out how the Staff can be supported in order to push things through that they want to push through.

Mayor Kuzma asked City Administrator Ulrich to repeat that.

City Administrator Ulrich read "strive for high organizational morale and retention."

Mayor Kuzma stated he liked that.

City Administrator Ulrich stated they will go with that for now, it can be changed later. He asked if anyone else had anything to add.

Councilmember Heineman asked if they will go into tactics at some point based on these.

City Administrator Ulrich replied they will, adding he will review last year's tactics and how they got there. He asked if Council was ready to move on.

City Administrator Ulrich referenced the "Identify and Implement Operational Efficiencies Strategy" stating there are six different tactics to achieve that. 1. Evaluate the Current Funding Source for Pavement Management Program. He stated that is something that is done by the Council. 2. Implement a work flow tool. He stated a budget was done for 2021 so that is something that could be put back on the table and maybe, they were looking for some way to improve cost savings through improved work flow, processing applications for example, as was done with electronic permits but nothing was adopted through the budget process. That was not accomplished. 3. Consider refinancing debt to capitalize on low interest rates. He stated they were able to do that with one of the debt loans which was City Hall, a million dollars was saved over the term of the loan so that was a success when it was completed. They still have a pretty low interest rate.

Councilmember Woestehoff asked if there were any other debts that could be restructured this coming year.

Finance Director Lund replied no.

City Administrator Ulrich continued, 4. Consider better social media management platform. He stated this was something to manage their social media, something like HootSuite would probably get a broader distribution of the message across platforms. He stated some work has been done with QCTV in that area, but as far as budgeting for additional software or staffing for that, it wasn't accomplished in 2021. He stated if there is a need to continue something along that strategy it should be talked about. 5. Improve the Employee Union Contract Negotiations, he felt this was highly successful and thanked the Council for their input to get the process moving quicker. He felt it was pretty efficient. He gave credit to Administrative Services Director Lasher for shepherding that process. All of the employee contracts approved on time for three years so it should be something that serves the City well for the next three years, be predictable and not be subject to negotiation each year which will help. 6. Consider an Interactive Module to Enhance Customer Experience to Quickly Find Information. He stated that 2022 is what that subscription reads so website updates are going ahead in 2022 along with some other communication information, which has been established as a part of reporting to the Council this year. That will be important as the website is reviewed, different ways that citizens can plug in to the information that is being distributed. He stated he will stop here at the strategy, which was broken apart, there

is another tactic in here under another heading that addresses the code. Simplification, primarily with the Planning Department, he will get to that but in terms of operational efficiencies, anything that should be added here, if ten strategies that are on the board are agreed upon, input will be taken tonight plus Staff will do some brainstorming on potentially different ways to achieve those strategies for the Council and bring those back for additional discussion. He asked if there was anything that popped up under this category for anybody.

Councilmember Riley commented that maybe it falls under number six, but he knows of people very interested in the website as City Administrator Ulrich had mentioned and there are techy people in the room, he asked if a committee could be created to study or come up with what is being looked for, if that would be helpful.

Communications and Events Coordinator Thorstad replied that is part of the discussion next week at the Work Session. The creation of a one to five person committee will be discussed to oversee the redesign of the website.

Councilmember Musgrove offered for consideration one of the things discussed at the Public Works Committee, operational efficiencies by catching issues on the front end of plans and developments versus on the back end. She didn't know if that was something that could be put in as a goal because she believed that Staff is going to work on that and will be able to accomplish that. She thought City Engineer Westby may be able to add input but just working on definitions of things such as a sound wall is a sound wall, not just a wall or a fence. Descriptive terms and making sure that descriptions of the wall isn't just the wall but in relationship to other areas like the roadway. It was talked about in Public Works and she thought this might be a category for that but wasn't sure.

City Engineer Westby replied he was thinking about what the tactic would be called.

Councilmember Woestehoff commented that he agreed but that one of the hard things in making it a tactic is it is hard to calculate that, how many things were caught versus how many were missed. In looking at some of the tactics it is pretty clear which ones are complete and which are incomplete, those are pretty clearly defined. What is talked about is more ambiguous in terms of its outcome. He agreed that it should be a part of what is being done but as City Engineer Westby pointed out, he didn't know how to phrase it or track it.

City Administrator Ulrich stated what comes to mind for him is to review and analyze the process for reviewing developments so that they have taken a look at the process and how is that proven to eliminate mistakes at the tail end. He thought a review might be the tactic, that they are going to sit down and take a hard look at the process, how to get from the start to the finish and what things could possibly be improved. He asked if that is what Councilmember Musgrove was asking about.

City Engineer Westby asked if the tactic would be improve the development review through a process and improve a development review team communication or something to that effect, he wasn't sure how to phrase it.

City Administrator Ulrich replied it is about a reviewing process to seek improvement. He asked if that is generally the concept it can be word-smithed a little bit.

Councilmember Musgrove asked if this would fit under this strategy.

City Administrator Ulrich confirmed this, adding as they had talked about it is trying to look for efficiencies and eliminate mistakes on the tail end.

Councilmember Woestehoff asked Staff, in terms of questions that Staff receive from residents are there common categories that, as a part of the website or other forms of communication that are sent out, are there common things that need to be better communicated to residents that a tactic should be clearly identified around to say they are going to focus on the top ten issues that phone calls are about. He wasn't sure what that looked like from a day to day standpoint.

Communications and Events Coordinator Thorstad replied as someone that handles communication and also fills in for front end duties answering phones, there are common questions that come in. She stated that in meetings they have strategized ways that could be done by simply creating a cheat-sheet where all departments can help fill in the blanks. That it is a one-stop shop. Speaking for her department, they have to have a general knowledge of everything that is going on. She continued that they are responsible for answering the questions, the caller is passed along to the experts, but they are that first voice or representative for the City so there are ways that can be done.

Councilmember Woestehoff replied his point in bringing it up in this particular section is that it overlaps with the communication side of things, and can we make it easier for people to answer their own question and not take up Staff time.

Councilmember Specht commented it goes back to the most common things searched on the website, to make sure that is easily answered.

City Administrator Ulrich commented that it seems like primarily the website, is the priority, to improve the website to answer the most common questions efficiently.

Mayor Kuzma added navigation.

Councilmember Specht replied if there are 30 questions about a thing, make that a bigger thing in the *Ramsey Resident* on the front page, if it is an easy answer or put it on the front page of the website to be proactive. He asked if that is the idea.

Councilmember Woestehoff confirmed this.

City Administrator Ulrich added that part of that is trying to use resources to identify what the most commonly asked questions are. The research system can be used. He asked for other efficiencies or cost savings that they wanted to add.

Parks and Assistant Public Works Superintendent Riverblood commented for about the last year and half the Park and Rec Commission has been unanimous that they are open to or would like Staff to look at unnecessary mowing and turf grass maintenance in the interest of cost savings so that could be a tangible tactic to explore. That is being done right now in respect to Rabbit Park. He stated it should be quantifiable to put a cost to mowing and reducing mowing expenses.

Councilmember Specht commented that there is discussion about playground replacement, noting some funds are in the bank to maybe do more than one park a year until it is caught up as long as the funds are available.

Parks and Assistant Public Works Superintendent Riverblood replied that is being looked at too.

City Administrator Ulrich asked if the suggestion is to include accelerating the park improvement program as a tactic and asked if there are ways to make improvements to neighborhood parks.

Councilmember Musgrove commented that in the Parks and Rec mindset they clearly heard the message from the Council that they want to work on restoration of the parks and any cost savings that would go towards speeding up that process is already built into that as well as using some of the savings in some parks to make bigger improvements in more regional parks. She thought it might be covered in the parks maintenance plan.

Parks and Assistant Public Works Superintendent Riverblood agreed, adding that Council just passed a playground replacement policy in September. They are trying that out and seeing how that fits and it seems to be working in that they had consensus on the meeting last Thursday that there is a way to do two parks instead of one. It may not need to be a tactic.

City Administrator Ulrich replied they are in a good place with that and asked if everyone was comfortable with that. There was consensus.

Councilmember Riley commented that they are speaking about operational efficiencies and cost savings and there is a new public works facility that has had those words used a lot. He asked if there is anything that could be measured that would produce operational efficiencies or cost savings. He stated they have a huge investment that everyone is happy with but it would be great if it could be quantified to show that they have done something else with it.

City Administrator Ulrich replied that is a great idea.

Public Works Superintendent Riemer commented that right now one of the biggest things coming up is the bids on the salt shed that will move them closer to where they are right now. Another thing they are doing is loading the salt trucks now because in the building there isn't high humidity so it won't lock up. If they know a snowstorm is coming it saves an hour or hour and a half in the morning, they can be ready to go right now. They start at 2:00 a.m. and trucks can be ready to out by 2:15 a.m. or 2:30 a.m. Right now that is one of the bigger ones. Also the fueling station now, as soon as that is up and running, that will save time so they are not going to gas stations. Everyone can fuel up in the morning or at night when they come in. Those are the two biggest ones now and the truck would be the third.

City Administrator Ulrich summarized that the question has two points, one quantify the savings that are being experienced now and then see what other savings can be found and publicize that to the public. He thought they had made a pretty big deal that this is going to make things more efficient and to communicate that.

Councilmember Riley replied that would absolutely add value.

Mayor Kuzma added to have less time to go to all the different places, that has to be a big factor.

Public Works Superintendent Riemer stated the cost savings right now, they just took a tank of a load of fuel, for gas they are paying $3.00 per gallon as compared to $3.28 at the pumps now so they are saving almost 30 cents a gallon just by having their own pump instead of going out into the public.

City Administrator Ulrich stated he has "quantify cost savings and optimize public works efficiencies and communicate these efficiencies to the public."

Councilmember Musgrove thanked the Staff for completing 50% of them already on there. Two of them look like they were under budgeted so that is why there were incomplete. She commented to Councilmember Riley's point with the public works ongoing savings that is recognized as well. She didn't know how that would be put under a strategy and record it but thought it was good for communicating that to the public. She stated it could be added to the communication strategy and asked if that is what Councilmember Riley was referring to.

Councilmember Riley replied just identifying savings are great but also communicating it is the other part.

Councilmember Musgrove asked if at this point, it should be under communications because the facility is already built and it will be realized more as time goes on and more data is gathered.

City Administrator Ulrich explained that what was found last year in going through this, is that a lot of the tactics overlap in the different strategies, which is good. It covers communication but there also is a cost efficiency piece of this if more inefficiencies are continued to be looked for with this new building. It can be under either one or both and that can be decided later. He stated they are ready to move on to the next strategy.

Administrative Services Director Lasher stated she has one idea that is on the minds of Administrative Services Staff every day and has to do with providing public service to the County in the license center. Because of where the receptionist sits, she is the focal point. They are very busy and have a very cumbersome check-in process so people can't just pop in and ask a question. She noted that Pam or whoever is covering the front desk is an Anoka County License Center employee who is not trained and facing a lot of frustration from customers who want them to answer questions. She stated Staff can answer some of the questions but don't know how to do those jobs so it creates a lot of frustration because a customer comes in and doesn't realize they are not County employees. They just want to know if they can get their tabs or their passport or

their marriage license and see the people piled up in there, and the City of Ramsey is funding that. She recognizes it is a great service to citizens who come in to this public building but she would like to talk about a strategy somehow to get them to maybe pick up a phone and have it ring, that it doesn't go in to their que and they are on hold forever. She didn't know if there was a way to do that, if a phone could be put at the front desk that goes right to them and they have to answer it or what the tactic would look like. She stated year after year they are paying for the County services.

City Administrator Ulrich replied he has it down as "seek support from Anoka County for front desk staff services." It was something that was being working on prior to the pandemic. They had agreed to provide some staffing at one time. It can be sorted out later but that is a good tactic to put on the board.

Councilmember Woestehoff asked if there is an opportunity to move where the receptionist is in the building so that the front desk isn't the destination for some of those conversations. He suggested the second floor.

City Administrator Ulrich replied that may be contrary to the lease agreement, they have a pretty highly visible retail location now. Moving them was talked at one time but he felt that the second floor may cause as many problems because sending a ton of traffic through the remainder of the building might be just as problematic. Different entrances or moving them around was talked about in discussions but weren't very fruitful as he recalled. He stated there is a logistic issue with traffic. If you get here during the day and the first of the month, you can't get through there.

Communication and Events Coordinator Thorstad commented to that point, that is one of her department's most fielded questions.

City Administrator Ulrich stated they will capture something with Anoka County to improve the license center and improve the impact to the Staff. He asked if there was anything else on that strategy before moving forward.

City Administrator Ulrich stated economic development is a highly successful area for them. Economic Development Manager Sullivan did a great job. Today he is not feeling well enough to be here. Business went on, it was actually the whole development team including engineering, community development, and the planning staff all work with economic development to make sure these things happen. He stated they had extraordinary growth in the industrial sector with a fair amount of retail space considering Armstrong West, Gigi's Salon, The Autoparts Store all contributed to retail which was a pretty good addition with more to come. Events through the EDA were successful, the business expo, business appreciation day. There were also some virtual activities during the pandemic. Business visits were a success for Economic Development Manager Sullivan and the EDA with 41 business visits conducted in 2021 so getting the calls to the business community was a real plus. Manufacturing employment base is continuing to grow. The metrics were met in terms of industrial construction square footage with 50 square feet. He guessed the estimate was set low for the year but that 50,000 square feet per year was what they were aiming for. That was exceeded and will next year also if all goes well. 5,000 square for retail puts them on pace for 2021, 2022 and probably 2023 as well based on projects that are in the

works. He asked if anyone thinks they should take this off the table and continue business retention expansion efforts for retail are pretty well scoped out and will continue with those metrics as stated, unless there is a need to change those. They are realistic, comfortable growth but if they can exceed them they will but a lot of that is market dependent so they don't control that. He asked for thoughts on economic development.

Councilmember Musgrove asked about the wording that reads "stable base of local employers representing the largest opportunity for future growth of jobs and tax base." She asked if that is a tax base for the City or the State.

City Administrator Ulrich replied no, it is for the City and the other taxing jurisdictions, the County, School District that the taxes are collected at the County level.

Councilmember Musgrove replied she was thinking of taxes on the products and sales tax but he is talking about property taxes. City Administrator Ulrich confirmed this.

City Administrator Ulrich stated there are a couple of other tactics under Economic Development, to consider strategic infrastructure investments to prepare more shovel ready parcels. He stated they continuously do that part of the efforts in economic development, The Armstrong West retail and the extension of Third Street is under consideration at this point so that is the latest economic development effort. Riverdale Drive was also extended on the south side at Hwy 10, the project will be under construction next year so that will also develop some additional commercial lots along Hwy 10. There is a lot going on as far as infrastructure still. So Armstrong is the project that is actively being worked along as well as Riverdale Drive. They will continue to do that and open up new areas for development as the market demands.

Councilmember Specht asked if there was anything specific that had to be done for the dome or is that more the key outcome when it is done.

City Administrator Ulrich replied part of that is the Third Street construction but the dome for the Anoka-Ramsey Athletic Association, he didn't know if there is anything specific that should be added in regard to that.

Councilmember Woestehoff replied from a specific standpoint he thought it would be interesting point of discussion about digging a big hole and filling it so that the area in The COR is more shovel ready in terms of a build standpoint as well as the park. That he could see in there but he also didn't know if that is a 2022 completion. He deferred to others for that.

Parks and Assistant Public Works Superintendent Riverblood stated he thought the wording "consider strategic infrastructure investments to prepare more shovel ready parcels" has already got that covered. He stated that the EDA and Public Works Committee were also already asked by direction of the City Council on moving forward in getting fill for what is called the northwest quadrant so it is in play under the existing action.

City Administrator Ulrich replied part of that might combine the completion of the water park feature. He thought they were on track there. He stated the other tactic under economic

development was to complete a comprehensive City code audit and update. He stated it gets a little bit to what was talked about with modernizing regulations and eliminating unnecessarily regulations to streamline things. He stated this was primarily for city code and zoning code. He stated on the last agenda there were ten ordinances that change different components including the accessory dwelling units, the animal ordinance and the home occupation ordinance, were looked at and fit into that. He didn't know if there was a full comprehensive review done but they hit the high points and did a good job of getting those to the Council. He asked if anything should be added under that.

Councilmember Musgrove commented that she thought it would be great to have a list of those that were gone through. She could remember four but thought for residents to see what City Staff worked on and were able to accomplish would be good. City Administrator Ulrich replied that is a good idea.

Councilmember Specht commented that it comes back to the idea and asked for feedback on providing a link to city code for people to bring forward to be addressed. Councilmember Heineman replied he supported it.

Councilmember Woestehoff concurred and added he would like to get direction from Staff regarding common points of confusion. He stated that one that comes up is decks or other structures but felt there are others.

City Administrator Ulrich summarized "solicit public and Staff guidance for modernizing and streamlining City codes."

Councilmember Musgrove asked if number nine is considered complete or ongoing.

City Administrator Ulrich replied it would be ongoing but the addition would be to outreach to the Staff.

Councilmember Riley added "and will update responsible parties."

City Administrator Ulrich moved on to the next strategy: Create a Positive Image for Residential Neighborhoods and Business Districts and Key Corridors. Tactic: Consider a Proactive Multifamily Property Management Program and Crime Free Multifamily Housing Program. He stated the Chief did some initial research on that which was halted due to Covid.

Police Chief Katers stated that overall he thought this was a great crime prevention program. One issue that came up in the research is that this would not work voluntarily but it has to be in an ordinance for rental properties. Some cities have phases, requirements for different housing types, and education about the program. He highlighted that it is a crime prevention program endorsed by the Crime Prevention Association. It is very hard to quantify the outcomes but the cities and rental properties that have it like it a lot. He stated that criminals are currently not a federally protected class so they can be discriminated against for housing but there have been challenges to that. Because crime isn't wanted in the community it can be used as a way to discriminate on housing. He thought this is a good program but to do more work on it he would need an ordinance

requiring it of the rental properties upon issuance of the rental license. It could be addressed in the future.

Councilmember Heineman asked how criminals are defined.

Police Chief Katers replied there is sample language or an allowable lease agreement. He stated that there is recommended language relating to felony convictions and person related crimes but there is flexibility. He stated that the Minnesota Crime Prevention Association has a model one.

Councilmember Heineman asked if it is up to the discretion of the housing authority as with an aggravated assault conviction from ten years ago.

Police Chief Katers replied they would have to write specifics in there. The thing to be careful about is that it not be based on calls for service. He stated that one way it can be done is with criminal convictions. He would have to look at how criminal is defined.

Councilmember Riley stated there are three key outcomes with two different focuses and asked if they should be separated into different action items.

City Administrator Ulrich agreed it really is two separate tactics. One is more property maintenance and the other is controlling tenants.

Councilmember Howell asked if there is anything preventing property owners who have rental properties from implementing this on their own without an ordinance.

Police Chief Katers replied they could do this on their own but he has heard that it is most effective to enforce it. He added it is a selling point for the business.

Mayor Kuzma summarized that consensus was to keep it in.

City Administrator Ulrich introduced the next tactic to: Create a Volunteer Program to partner with local community members that create opportunities for the community to own cleanup projects and spotlight those in communications. He stated not much was done on that other than individual efforts by volunteers who were recognized. He commented better focus could be required and trying to leverage volunteers who want to help the community. He asked for feedback on revisions.

Public Works Superintendent Riemer commented that there are quite a few civic groups in the adopt a park area.

Mayor Kuzma added there are recycling days for people to be a part of.

City Administrator Ulrich stated that back to the adopt a park people, it comes back to communication and valuing resident contributions more.

Councilmember Specht commented that he follows other cities' Facebook sites and Elk River seems to have a volunteer of the month recognized at a City Council meeting. He asked for feedback on adding that.

City Administrator Ulrich replied he thought that was a good tactic and asked for comment.

Councilmember Musgrove commented that volunteers who could be spotlighted wouldn't have to be just those volunteering at parks but could include those groups or people who clean streets, drains or have and maintain rain gardens. She stated sometimes raingardens can get funding from the Lower Rum.

City Administrator Ulrich commented that they will look at community-wide recognition for community members who volunteer.

Mayor Kuzma asked about adding pollinators.

City Administrator Ulrich replied he thought there would be a wide variety of people.

Councilmember Specht asked if this would be a way for groups to get their names out there. He stated that in the past groups could come in to lead the Pledge of Alliance at City Council meetings.

Councilmember Woestehoff commented that he got a vest from Public Works when he did a street clean up. He asked if there were resources that could be borrowed or given such as trash bags or vests. He suggested that then it would be easier to track when clean ups are going on.

Public Works Superintendent Riemer replied that when people call in there are twenty or thirty vest that are loaned out to groups and trash bags are given and collected. He stated that if there is a better way to advertise that would be good.

Mayor Kuzma suggested it could go in the *Ramsey Resident*.

Councilmember Riley added the website and Facebook.

City Administrator Ulrich commented that maybe the new staff member in Parks and Rec could look into it.

Parks and Assistant Public Works Superintendent Riverblood stated he spoke to the Rec Specialist today about creating Earth Day weekend clean up. April 22, 2022 is on a Friday so it would be issued as a challenge where people could pick up anywhere in the City with free vests and bags. There could be a prize drawing for five gift certificates for participants.

City Administrator Ulrich replied recognition is really important. He asked if there were other comments for the Strategy of Creating a Positive Image. He stated that in the last couple of years they have been focusing on that and hopes it is making an impact on neighborhood cleanup.

Councilmember Woestehoff commented that it was talked about at the Public Works meeting to have a tactic to ensure proper signage and monument signage throughout the City as something that is achievable. For example, signage is need on 116 and 47. He continued that that helps to create a positive image and branding for the City.

Councilmember Musgrove commented that one of the things talked about early on is there are a list of several nodes that need signage. She thought it was a part of the development of The COR to identify Ramsey in those areas.

City Administrator Ulrich wrote "to improve City monuments and signage throughout the City to improve identity." He stated that is a high cost item with park signs costing around $5,000 but is a program that the City could adopt in 2023.

Councilmember Riley suggested adding a monument sign denoting Ramsey on East Hwy 10.

City Administrator Ulrich replied that that gets into the current highway construction and the Ramsey Gateway project and the details of adding street lights and a monument sign. He stated those decisions will come back to the Council. He thought that would be a great suggestion.

Mayor Kuzma added the roundabouts should be looked at also.

Councilmember Woestehoff asked when the population was going to be updated on the sign.

Public Works Superintendent Riemer replied that it is added on top of the old one so it isn't a big deal, the only one that has trouble is way down in the ditch with a 25-foot ladder. He stated that eventually MNDot will do it but they could do it if they have an official number.

City Administrator Ulrich moved on to the Strategy: Improve the Safety and Mobility of the Transportation Corridor. He stated there were three tactics. The first is Complete County Road 5 Corridor Study. He stated that the County is currently in the process of doing that so the budget impact is unexpectedly low for the City as the County took on that project. They are doing that work right now and hope to have a study completed by June 2022. The second tactic was to Advance the Ramsey Gateway Plan. He stated that is the Hwy 10 project and will require more planning. The third tactic is to Update Priority Street Light Program and Pedestrian Safety Plan. He stated that project has been initiated by the City.

Mayor Kuzma suggested adding Metro Mobility.

Councilmember Woestehoff asked if this would be a good place to state maintaining the roads, the PMP. City Administrator Ulrich replied yes, that is a good place for that.

City Administrator Ulrich summarized "Implement Pavement Management Plan."

Councilmember Musgrove commented on the last point which reads "secure funding for Hwy 10/169 Plan" and commented that she thought they should try to find a way to promote businesses through the construction.

City Administrator Ulrich wrote "support access and signage visibility for local businesses during construction."

Councilmember Specht asked if code enforcement could be lightened during construction to simplify things for the businesses.

City Administrator Ulrich replied that was talked about and a soft hold was placed on code enforcement along Hwy 10.

Deputy City Administrator/ Community Dev. Director Hagen commented that he liked the idea of promoting access to businesses particularly when the interchanges are shut down.

City Administrator Ulrich moved on to the Strategy to Connect the community through Parks and Trails Capital Improvements along with Recreational Programming. He stated there are two tactics under this strategy. The first one is Establish a Funding Plan to Complete Parks Capital Replacement Improvements. He stated that was talked about earlier and is on track. The other is Implement and Spotlight the Recreation Programming Plan. He stated that is somewhat on hold due to staffing turn over but it is back on track now with the new hire.

City Administrator Ulrich moved on to the Strategy to Spotlight sustainability and efficiency through public facilities and infrastructure investments. He stated they continued with the development of the water supply treatment which is on track to be completed in October 2023. They will continue with that. The second tactic was to Consider Local Open Space Preservation Funding, if initiated by Ballot Referendum. He stated they would need to have a ballot question as it would need to be started by mid-August.

Councilmember Musgrove asked for details about how that is implemented. She thought there was funding and how to recognize different areas and if they are inventoried with an associated cost because it says there is a high impact on the budget.

City Administrator Ulrich replied if there was a referendum specifically for that it would cover the expense but asked if she was asking for more about this program before it gets put on the budget. He offered to get her that information about how it works and answer her questions before August.

Councilmember Specht asked if there is an ongoing conversation about people renting open spaces and would the County want to expand or talk about other spaces that are filled up every day.

City Administrator Ulrich replied that one thing that could be considered is reconfiguring where the center is. They took the virtual library out and stated if there is interest in putting in a public library, that would be a County item. He stated there are some big capital maintenance items that are coming due with the building being 15 years old. The floor in the front needs maintenance.

Councilmember Riley suggested along with maintenance that efficiency upgrades could be considered at the same time.

City Administrator Ulrich moved on to Strategy to Strengthen and enhance our identity, brand and image. He stated the zip code is still on there.

Councilmember Woestehoff asked if it is accurate they have to wait until 2026 for a detailed update.

City Administrator Ulrich replied yes, they have a policy that a City can only formally request a zip code every ten years so that is the window of opportunity.

Councilmember Riley commented on the fact that half of his mail is addressed as Anoka doesn't speak well to Ramsey's identity, that and the fact that they are trying to create themselves as a City that isn't five miles west of Anoka.

City Administrator Ulrich asked if there was any interest in looking at a solar installation as it is becoming a thing were some cities are covering all the roofs.

Councilmember Woestehoff replied if it saves money.

City Administrator Ulrich stated it is an idea for a capital investment he has seen cities make. He stated under this strategy they had their first holiday light challenge which went ok for a first effort.

Communication and Events Coordinator Thorstad commented there were 15 homes, which was pretty good considering Champlin had 19 and have been doing it for a while.

City Administrator Ulrich commented one thing that was seen at the Chamber address where they did the State of the Cities is that Anoka and Coon Rapids have increased their holiday lights with shooting fireworks from the roofs. He stated a winter festival would fall under this category if there is interest.

Councilmember Woestehoff suggested an ice fishing contest.

Councilmember Musgrove asked what the feedback was from residents on the holiday lighting and how many people participated in the voting.

Communication and Events Coordinator Thorstad replied she could get that information. She thought the feedback was good. There were questions about the voting period which was primarily a staffing issue at that time.

Councilmember Musgrove asked if it was hundreds of votes.

Communication and Events Coordinator Thorstad replied she thought it was in the 60's or 70's.

Councilmember Musgrove asked if it was primarily promoted on the website. Communication and Events Coordinator Thorstad replied the website and social media. She thought the October 1, deadline was missed to get it into the November/December newsletter.

Councilmember Riley commented that they have events that are well attended like Happy Days, the concerts in the park, the business expo, and asked how those could be used to build identity and brand.

Councilmember Woestehoff agreed that they have really good events. He stated that the tree lighting went really well from a participation standpoint. He thought it is hard to compete with Anoka when they do Halloween. He thought they did things well but could do better. He wondered if the recreation specialist could help with that. He thought having a quantifiable goal such as participation is interesting.

City Administrator Ulrich wrote "capitalize and grow existing community events" that could be built upon. He stated the concert series did well even through the pandemic.

Parks and Public Works Superintendent Riverblood stated that what they are trying to have a companion recreation piece relative to the concert series to extend the event into the evening for families. They have art in the park which is every other week. This year they are considering a car show and an inflatable water slide in July.

Communication and Events Coordinator Thorstad stated that Ramsey doesn't have a Communications Coordinator, there is a Communication and Events Coordinator. What that means is that from May to October a large portion of what she does is focused on one event for the community. That isn't to say that she is dropping any communication tasks but is maintaining them. She hears the Council saying communication is important and using events to market the community and define the branding is also a priority. She stated that in terms of what she does, it seems like there is more than one person can meet expectations.

City Administrator Ulrich replied that a tremendous amount of resources are put into Happy Days and Communication and Events Coordinator Thorstad is primarily responsible for that. He stated privatizing Happy Days has been discussed instead of making it a City event they could hire a food truck like Anoka does but that puts the responsibility for success on another.

Councilmember Musgrove commented that some of this might naturally occur as the City continues to grow in The COR and some of the branding may develop more. She gave an example of developing something around the City park with the splash pad when it is completed. She thought signage is a big thing coming into Ramsey as far as identity. She stated that The COR hasn't been built out yet and there is more retail land available which will add more defining identity.

City Administrator Ulrich agreed that there isn't quite the critical mass in The COR. One thing Anoka has that Ramsey doesn't yet is the downtown business group which sponsors a lot of the events.

Councilmember Musgrove commented Ramsey doesn't have their LGA either.

City Administrator Ulrich stated he added growing existing events. He moved on to the Strategy: Improve City's communication. He stated a report was added for the Council and a periodic update is done for all the media. Social media has ready metrics along with QCTV data.

City Administrator Ulrich moved on to the Strategy: Improve and sustain high organizational morale. He stated one tactic is the Telecommuting Policy which needs to be looked at. Another tactic is to Consider additional Employee Events which they would like to be expanded. An ice cream social was held last summer but more community events, wellness and events for Staff. The last tactic was Completing Employee Survey which the last one was completed in 2020 so that is due again. He stated there is good trend data on the existing survey which has been done four times.

City Administrator Ulrich summarized they went over the core values, the mission, vision, a few minor amendments, the imperatives, the tactics. Revisions will be brought back to the Council. He reviewed the parking lot list of future events and the culture idea items

Councilmember Riley commented on the partnerships stating two things that are possibly going on. Pact Charter School is building and possibly putting in a football stadium that could be interesting for the City to participate in some way or utilize. Also talk of the dome and the plans for that would be huge for the City, not that the City would need to be involved in its development but could offer help that would be mutually beneficial. He wasn't sure where that fits but may belong in this action plan as far as partnership.

City Administrator Ulrich replied Pact Charter School was a foundational elements to The COR and they continue to grow. They could also fit into the City's identity and brand in terms of high school teams and tournaments. It all fits in well and those strategic partnerships will be put in.

Councilmember Woestehoff referenced the parking lot item of completing streetscape plans for key corridors and commented that it may be an opportunity to have some new guidelines for Hwy 10 post construction since it is the gateway to the City and perhaps any new developments have new guidelines for development.

Councilmember Musgrove commented that is the same topic that she brought up that is in the parking lot, a list of the key node areas.

City Administrator Ulrich replied this would be good timing for the Planning Commission to take a look at that, the development guidelines for 10. With the new highway coming through it should improve the look and quality of all kinds of development as people want to invest money in their buildings because of the frontage road.

Councilmember Musgrove asked if anyone has driven through Anoka and seen the lights on the bridge. She asked if it was possible to do that in the future on Ramsey and Sunfish.

Public Works Superintendent Riemer replied he would have to talk to MNDOT.

City Administrator Ulrich stated it is on the agenda to come back to Council to discuss the design for the bridges at Sunfish and Ramsey so LED lights could be considered.

Councilmember Specht commented that another thing Anoka does it to leave the white lights up year-round on that stretch. He questioned if any of Ramsey's white lights could be left up.

City Administrator Ulrich replied that gets into enhancing and beautifying The COR and where is money best spent. He thanked everyone for the great discussion and stated it will be summarized and brought back to a Work Session.

3. ADJOURNMENT

The Special Work Session of the City Council was adjourned at 9:33 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 WORK SESSION
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA

The Ramsey City Council conducted a City Council Work Session on Tuesday, February 22, 2022, 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
Administrative Services Director Colleen Lasher
Deputy City Administrator/ Community Dev. Director Brian Hagen
City Engineer Bruce Westby
Public Works Superintendent Grant Riemer
IT Manager Jason Frederickson
Communications and Events Coordinator Megan Thorstad
City Attorney Fritz Knaak

1. CALL TO ORDER

Mayor Kuzma called the City Council Work Session to order at 5:32 p.m.

2. TOPICS FOR DISCUSSION

2.01: Update Regarding Redistricting

Anoka County Elections Manager Paul Linnell gave a presentation on redistricting, starting with an overview of the redistricting process at a high level. He then went over the responsibilities for the Council regarding restricting ward and precinct boundaries and establishing polling places for the 2022 cycle. He stated the deadline for cities to redraw boundaries is March 29, 2022 and Anoka County will be sending out a postcard to all registered voters with updated election districts and their polling place locations.

Administrative Services Director Lasher referenced the staff report and asked for confirmation reading "under no circumstances that this must be its own precinct."

Anoka County Elections Manager Linnell explained that with the Congressional district boundaries, and the State legislative boundaries, a precinct cannot cross that line. Because it is a small portion combining those two with a combined population of 1,300, that is in Congressional

District 3, and needs to be its own precinct. It can be combined with other areas to be a ward boundary, which it will need to be to be balanced with the other three, but as far as precincts, it will need to be its own precinct and will be on the smaller side of registered voters.

Mayor Kuzma asked if there are any restrictions for voting, can they cross the line.

Anoka County Elections Manager Linnell replied there is an allowance of up to a mile outside of that precinct boundary. If there is not a location within the area south of Hwy. 10 or in the small section there, they could go up to a mile out to establish a polling place. He indicated the current polling places on the map and thought there would be at least one polling place that would fit.

Councilmember Woestehoff asked for confirmation that various wards do not need to have the same number of precincts.

Anoka County Elections Manager Linnell confirmed this adding, there is not a requirement to have the same number of precincts within a ward, although currently there are two. He stated in 2012, despite the imbalance, the decision was made to have just that one small precinct in Ward 1 and the much larger one. It could easily be made into three precincts. He stated he knew Coon Rapids, for example, has five wards and varying numbers of precincts within those wards.

Councilmember Specht asked if he understood it correctly, the process is that Staff and Council will come up with suggestions that are voted on to decide how things are done.

Administrative Services Director Lasher asked if Councilmember Specht's question was if the Council and Staff come up with the decision, adopt a resolution and ordinance, and then lets the County know or they need to get the County's okay before passing the resolution and ordinance.

Councilmember Specht replied he was asking for specifics related to the next steps and if they are for the Council to come up with suggestions for what the new wards would look like.

Administrative Services Director Lasher confirmed this, adding that Staff and Council have to come to a decision of how they want to modify the wards. They have to do a new precinct in Ward 3, whether that is called 3-3 and leave 3-2 and 3-1 alone, that would be the Council's decision. The next decision, she thought, was about shifting the line between Councilmember Woesthehoff's and Councilmember Heineman's areas. She also raised a concern regarding Ward 2, precinct 2, which is a very large precinct with very poor in and out access with one door into a lower area. She thought the election judges and staff would like it if the people in and out of that polling place was reduced. She suggested adding a third precinct to Ward 2 to distribute the numbers.

Councilmember Musgrove asked if there is another building that could be used in that area.

Administrative Services Director Lasher replied she was going to ask the group if they were aware of one because she was not aware of one in that area.

Councilmember Woestehoff asked if it has to be within one mile of the precinct boundary.

Administrative Services Director Lasher confirmed this.

Councilmember Woestehoff asked if Brookside was currently a polling place.

Administrative Services Director Lasher replied Brookside is not a polling place. She thought that polling places in schools could be problematic.

Anoka County Elections Manager Linnell replied there is a clause and statue that allows for the use of school buildings as polling places. He added they must make them available. He stated there have been some conversations with the school districts that, as much as possible, try to not use school buildings, especially elementary school buildings due to increasing security concerns and other questions about access. There are a number of school buildings across the county that are used as polling places so it would be something that could be considered if other options are exhausted.

Councilmember Musgrove referenced the staff reported titled "Suggested Form" and noted that Ward 4 is higher than some of the others but she noticed that off Sunfish, that corner by Casey's, was not Ward 2. Sunwood and over was Ward 3 so she wasn't sure if Ward 3 could continue to have the former boundary to balance out the number between Ward 3 and Ward 4.

Administrative Services Director Lasher replied that is a decision that would be made by the Council.

Councilmember Musgrove asked if a change doesn't need to be made would be better for residents.

Councilmember Specht agreed.

Councilmember Woestehoff commented he didn't think that is where it was but that it was close to that.

Anoka County Elections Manager Linnell stated that the main take away would be about balancing the ward populations and making sure those are as close to even as possible. When looking at where lines are established, that should be that starting point as what is defined as what is equal, practicable, compact and contiguous. If there is a claim that they are not as close to balance, that is where issues can arise, but to balance the wards is the goal so the Councilmembers are representing roughly the same number of residents.

Administrative Services Director Lasher asked if 5% was the margin.

Anoka County Elections Manager Linnell replied with municipal redistricting the statute language says it is as close as practicable but doesn't reference a specific percent threshold. Within the language, to get closer it would have to be justified if larger variations were found between the ward populations.

Mayor Kuzma asked what the next steps are for determining that.

Administrative Services Director Lasher replied an email was sent from City Administrator Ulrich proposing that the Council consider a Special Session to work out the details. She suggested March 1, 2022. She stated the reason for a Special Session is because an ordinance would have to be adopted, which would require that decisions would have to be made prior to the March 8, 2022 meeting and final adoption at the March 22, 2022 meeting.

Mayor Kuzma asked if that would work for the Council. There was consensus.

Deputy City Administrator/Community Dev. Director Brian Hagen referenced case notes and stated that the white sheet represents a hybrid between the current boundaries and a map that was provided to staff by several Councilmembers. He stated that he attempted to replicate what was shown so that the suggestions that came in from Councilmembers. He stated in Ward 1, the boundary changed. Previously the boundary between Precinct 1, Precinct 2 followed 47 all the way out of the City. Per the suggestion, it has been modified to follow Green Valley Road. He stated that the boundaries have tried to be the major highways. He stated that the work around is looking at a possibility for another precinct in Ward 2, Precinct 2 that is following neighborhood streets, that is something that can be discussed. He stated between Ward 3 and Ward 4, the map from the Council shows shifting the boundaries and this sheet reflects the population shifts that result from that. He stated it is easy to go back the other way.

Councilmember Woestehoff stated the map he sent was designed to divide the wards as evenly as possible but it includes a bunch of shifts between every ward. In looking at the map, the section above Alpine goes away, and the section by Ward 2 is extended down to the river. A triangle in the middle would go back to Ward 1.

Councilmember Specht asked if there was a copy they could all see.

Councilmember Woestehoff replied that he could have Staff send it out. He stated the purpose of it was to keep the population within 1% so there isn't a big shift and the big roads are dividers.

Councilmember Heineman asked where the numbers came from

Councilmember Woestehoff replied he used the census.

Administrative Services Director Lasher asked if there were any additional questions for Anoka County Elections Manager Linnell or if he was free to go.

Anoka County Elections Manager Linnell offered to field any questions that come up and help in anyway he could.

The Council thanked Anoka County Elections Manager Linnell for his time.

Councilmember Musgrove asked if was possible to have the older line between Ward 3 and Ward 4 and the number shifts to see how the balance works for March 1, 2022.

Councilmember Woestehoff confirmed this.

The consensus of the Council was to hold a Special Work Session on March 1, 2022.

2.02: Communications Update and Website Redesign Discussion

Communications and Events Coordinator Thorstad presented the staff report with comparative statistics from other years. She reviewed Facebook, the website and newsletter and gave information on the City's affiliates including QCTV and the *Anoka County Union Herald*. She highlighted a Facebook post about a road closed that had 13,500 views.

Councilmember Specht asked if that was because posts are being forwarded to the community website.

Communications and Events Coordinator Thorstad confirmed this and stated the website has seen 130,000 visits.

Councilmember Specht asked is these were distinct.

Communications and Events Coordinator Thorstad replied it represents the number of website visits but wasn't sure if they were new visitors.

Councilmember Riley referenced the newspaper and the statistic that there are 4,000 plus subscribers out of the 11,000 households and asked if that was correct because that seems high.

Communications and Events Coordinator Thorstad replied there are 4,233 subscribers to the *Anoka County Union Herald* but they cover more than just Ramsey.

Councilmember Heineman referenced the statistics about the reach of Facebook and asked if there was any other metadata about engagement such as reposting, clicks, or sharing.

Communications and Events Coordinator Thorstad replied she didn't have that information but could get it.

Councilmember Heineman commented it would be good to see if it was being implemented as more of a marketing tool or if it is driving business to the website.

Communications and Events Coordinator Thorstad replied that the City's general approach to social media is that the communications plan and policy drives how they treat that tool. She stated it was the goal to have everything on the website first as the informational hub. Then anything externally that comes to social media tries to drive people back to the website for information.

Administrative Services Director Lasher asked if Councilmember Heineman was comfortable receiving the information he requested at the next communications update or if he would like it sooner via email.

Councilmember Heineman replied it was fine waiting for the information, he was just curious if when a post is created there is reach meaning how many people saw it, then there is engagement meaning how many people clicked on it, then click rate for embedded links, then there is sharing. He stated his question was if the reach was being increased and everything else was staying stagnant or if there were other benefits being seen such as sharing or driving business back to the website.

Communications and Events Coordinator Thorstad stated she would include that in her next report. She started the next subject which is the website redesign which is a part of the contract with CivicPlus. She stated she and IT Manager Fredrickson met with a representative to get training on what it might look like.

IT Manager Fredrickson stated the redesign process is about a six month process but may go faster. The representative from CivicPlus recommended training for the Staff, and looking at Google Analytics for the site to identify what is being visited on the page. CivicPlus will come back with suggestions for changes and additions.

Communications and Events Coordinator Thorstad asked informationally nothing would be changing on website but it may be moved.

IT Manager Frederickson confirmed this adding the structure and visuals are what is going to change. He added that changes to navigation and content of the website are offered at an additional cost but that the redesign would be more cosmetic.

Councilmember Heineman asked who the provider is.

IT Manager Fredrickson replied CivicPlus.

Councilmember Heineman asked if it was correct that they do most of the other cities around.

IT Manger Fredrickson confirmed this.

Councilmember Heineman asked if there are websites for other cities that could be previewed to see what it is going to look like.

IT Manager Fredrickson replied he believed so, that there are other cities close by that have gone through a redesign recently. He didn't have that information but could get it.

Councilmember Howell commented that several people have told her they struggle with the navigation of the website. She stated she knows it is extra but wondered if that could be improved for people

Mayor Kuzma stated there had been discussion about putting a committee together with staff and Councilmembers to work on problem areas based on feedback they have gotten.

Councilmember Heineman stated that Anoka looks like their website was just updated and may be a good one to look at.

Communications and Events Coordinator Thorstad commented that the thought to get this discussion going was to let the Council lead to see if there was anything immediate that needed addressing. If not, Staff can work with the representative to see the types of things they suggest to improve and bring things back. Examples of other clients can also be brought to determine what is liked and not liked.

City Administrator Ulrich suggested if Councilmembers were interested as Staff comments are coming in, a subcommittee of two Councilmembers and the company could also get Council feedback. When they come back with their recommendations and Google Analytics, it could either be the subcommittee or bring it back to the whole Council.

Mayor Kuzma asked if Councilmember Woestehoff and Councilmember Specht wanted to be a part of it.

Councilmember Specht asked if Councilmember Heineman was interested.

Councilmember Heineman replied he would if no one else was interested.

Mayor Kuzma stated there are a couple people interested.

City Administrator Ulrich stated Councilmember Woestehoff and Councilmember Heineman would be on the committee.

Councilmember Woestehoff asked if was correct that they had their own Google Analytics, that it is not a subset of CivicPlus where Staff logs in as City of Ramsey employees.

Communications and Events Coordinator Thorstad replied they don't have Google Analytics as a part of their packages now but they are making the switch.

Councilmember Woestehoff replied that when a website is done it is a chance for everything to break on the backend from a recording standpoint. He would rather see them using Google Analytics. He stated for the Council's benefit that when looking at stats from the last few years they are not going to match because they are being looked at differently.

The consensus of the Council was to create a subcommittee including Councilmember Woestehoff and Councilmember Heineman to join staff to work on the website redesign.

2.03: Review of Current Policy Allocating Excess/ Deficient General Fund Revenues

City Administrator Ulrich stated Finance Director Lund has requested that this item will be postponed until March 8, 2022. He stated if there are comments, questions, or requests for additional research regarding this item, to let him know and it will be added before the next meeting.

2.04: Building Access Discussion and Follow-up

IT Manager Fredrickson reviewed the staff report regarding updating the City Hall, Police Station and Fire Station 2 to all be on the same system as the Public Works and Fire Station 1 using the PDK door system.

Mayor Kuzma asked what the advantages are to having them all on the same system versus what is currently being done.

IT Manager Fredrickson replied some of the differences and advantages of the new system is that it is a new web-based system so it is accessible to Staff managing the system from anywhere. He stated he could us his phone to unlock a door at the Public Works building to let someone in while he is sitting here. He continued it is very user friendly as opposed to the current system where someone would have to be sitting at one of three computers at City Hall to access the system. He saw this as being the biggest advantage.

Mayor Kuzma asked if they were to move to this where the funding would come from.

IT Manager Fredrickson replied when it was brought up last year, City Administrator Ulrich had said the Facility Funds could be used to finance the City Hall and Fire Station conversion.

Councilmember Musgrove asked what changes would need to happen physical knowing the system went into the Fire Station or if it was more of an electronic system that needed to be put on.

Public Works Superintendent Riemer replied it was built right into the Public Works building when it was put in, that was the only system they ever had.

Councilmember Musgrove asked about the Fire Station.

IT Manager Fredrickson replied the Fire Station 1 had been using keys so it was a new system.

Councilmember Musgrove asked if there are any downsides to this.

Public Works Superintendent Riemer commented that when a delivery comes in he can open door 6 from his phone and can close it automatically when they are done. He stated it is very user friendly.

Councilmember Woestehoff commented that he sees that a lot of these are going to be physical new access panels that are going on the doors, like readers, and asked if they are going to be more generic so they could use other software platforms if it was decided to switch at some point in time or if they are locked into the providers.

IT Manager Fredrickson replied three door readers will be added, one being the Itasca room door which doesn't have a reader, they will be re-using all the same door hardware to save money, it is the back and controllers that are being changed out.

Mayor Kuzma stated this is on tonight's consent agenda and asked if there was consensus.

The consensus of the Council was to approve proceeding with the changeover to allow the City IT Manager to work with the PDK vendor (EPS) to begin work at Fire Station 2, followed by City Hall and the Police Department. This item will be put on the regular City Council meeting consent agenda.

2.05: Discuss Building Maintenance Staffing

Administrative Services Director Lasher reviewed the staff report and request to increase the part-time Building Maintenance Worker from 20 to 25 hours per week. This change is requested to be effective on April 14, 2022. The current 20 hour per week Building Maintenance Worker submitted his letter of retirement, effective April 28, 2022. Prior to posting for the position HR is requesting this change to increase capacity for the staff and improve safety on Fridays when one building maintenance worker is scheduled alone.

Councilmember Riley commented that it sounds like a good idea. He asked why it is coming to City Council when it is only five hours a week and $1,500 and if someone else doesn't have authority to make this decision.

Administrative Services Director Lasher replied when this position was approved it was very specific to be 20 hours a week. She stated it is a policy discussion that she would be interested in having.

City Administrator Ulrich replied they don't typically change job structures from full time to part time or increase hours without Council approval because of the budget. Those approvals come back to Council if they are going to be permanent and advertised. He stated sometimes temporary adjustments will be done without approval.

Councilmember Riley stated if this is a policy decision that the City Administrator could make a $1,500 decision for five hours a week. He stated that seemed fair.

Councilmember Musgrove asked if there was enough work for both to do on Fridays.

Administrative Services Director Lasher confirmed this.

Councilmember Musgrove continued that the vacation requests were concerning, that they don't have enough coverage to have vacation. She stated they will end up with one person being there at times and didn't know if there was a way to still work with the safety concern. She wondered if there was someone they could call if there was an issue.

Administrative Services Director Lasher replied they have cell phones but she didn't know that there has ever been an issue on a Friday evening when staff are alone.

Public Works Superintendent Riemer replied everyone carries a cell phone so he didn't think that was an issue. The one concern he had was if there was an accidental fall. He thought they could work with having two people on most of the time even if it isn't all the time.

The consensus of the Council was to approve the request to increase the part-time Building Maintenance Worker from 20 to 25 hours per week.

2.06: Discussion Regarding the City Administrator's Position Description and Community Profile

Administrative Services Director Lasher reviewed staff report to review the current position description and sample Community Profile (used previously for the Deputy City Administrator/Community Development Director recruitment) and provide staff with any recommended revisions to either the position description or the profile, prior to posting the opening.

Councilmember Howell suggested striking the word "minimum" qualifications from the job descriptions to be able to state what they are looking for. She also suggested opening it up to people who have business experience because they would be looking for someone who is a good manager and could encourage employees to develop their skills. Whether this person comes from city governance or business field, she thought it would be nice to have a broader pool of people be included. She stated that regarding requiring a degree is that the reason to get a degree is to gain experience and say they are proficient in something. She thought being more open-minded and inclusive of people who have gotten their education practically speaking if they have the skills and capability to manage a large corporation such as a city. She handed out a sheet that outlined her thoughts to the Council. Regarding the sentence regarding software, she suggested changing it to say they wanted someone with a general working knowledge rather than expecting them to be able to do all of the accounting or financing things that Finance Director Lund could do, or be proficient at managing software for a City, she felt that felt out of place. She asked for feedback.

Councilmember Specht replied he liked the idea of equating experience as being as important as a degree. He stated that actual experience and abilities are more important than a degree.

Councilmember Heineman replied he liked it. He asked if there is a methodology behind putting "minimum qualifications" versus "desired qualifications," and if it was just to help applicants to eliminate themselves. He also asked Deputy City Administrator/Community Dev. Director Hagen, because this was the job description for his position, if there was anything that stood out that needed to be changed. He stated he liked Councilmember Howell's suggested qualifications.

Administrative Services Director Lasher replied they use the software and when an applicant goes to the website to apply for a position, there are minimum qualifications listed meaning if they don't meet the minimum qualifications listed, they are not going to be looked at for scoring. She stated this position is unique and different. She stated the methodology normally is the minimum

qualifications they have to have and the desired qualifications are what they are really looking for and the applicant is scored on. In situations it can be revised however Council would like.

Deputy City Administrator/Community Dev. Director Hagen replied he has a different job description than what is in the packet. The position profile that is in the packet is for his position. He stated the focus of the position will change based on what Council picks for the job description.

Councilmember Riley commented that he liked some of the language in Councilmember Howell's handout. He would like to see someone with some business experience but it seemed to him that the way it is worded they are looking for something else but would accept someone with traditional city experience. He liked the idea of opening it up and using business as something they are looking for.

Councilmember Howell asked if it read "Master's degree in Public Administration, Business, Finance or related field and seven to ten years of executive leadership experience or a combination of education and broad work experience acceptable to the City Council," and if that would satisfy that to say it is important but it would be equivalent.

Councilmember Riley replied that is exactly what he would have done.

Councilmember Woestehoff commented he liked the change, that it reads better. He suggested adjusting it from a block of text to bullet points so it read more like two separate qualifications. He suggested removing the working general knowledge and software section because he felt it was vague and didn't get into the specifics that he would want. He thought the current City Administrator probably had to know how to find Municode as a part of his job. He suggested not going overly broad but agreed that having a working knowledge was ok instead of requiring that they have to know the software. He thought generically it makes sense and he didn't oppose someone coming in that is outside of the city world if it is the right candidate. He liked the idea of leading with the civic experience first.

City Administrator Ulrich agreed with the software that if someone has been successful in business either as an executive or CEO and they have a working knowledge of software needed to conduct business, that it wasn't something that would be needed.

Councilmember Howell agreed with striking that sentence and flipping the two items at the top and putting an or between them.

Mayor Kuzma asked if there were any other areas.

Administrative Services Director Lasher asked for more explanation on the sentence that reads "proven experience as either a City administrator" and if that should be quantified at all or if that falls into the seven to ten years' experience. If that should be one year or five years.

Councilmember Howell replied she thought to look at the person as a whole package. She hoped the applicant wouldn't be really young and have just done something for a short time. She

suggested looking at their whole work history. She wanted someone broad who could help everyone work together.

Councilmember Woestehoff suggested tying that sentence to the timeframe listed above would make sense because other than a Master's degree he stated he would meet all of the requirements but didn't feel qualified to do that job.

Councilmember Musgrove commented that she appreciated the discussion because she felt that more companies are looking for candidates who have more experience versus just a degree. It is becoming more acceptable to have experience and be successful and not have to have a college degree. She thought getting an education was a good thing and didn't want to discriminate against that. She noted that not everyone has taken that route over the years. She asked with the quantifiers, like the Master's degree and years of experience, but how to not exclude people who were interested.

Administrative Services Director Lasher replied she needed time to think about it. Her first impression was that a wide range of qualified candidates would want to be attracted but she wasn't sure how she was going to gauge that without more specifics.

Councilmember Woestehoff made a counter point to keep in mind that the applicant would understand the expectations appropriately so that their time isn't wasted if they are under qualified. He stated that finding someone who is civic minded and has business experience that has led them down that path would be wonderful but their true metrics are going to be needed.

Councilmember Howell stated that the Deputy City Administrator position that Brian Hagen got included a profile that was written up saying what the position expectations would be. She thought if they had that it would help weed people out.

Mayor Kuzma asked if Administrative Services Director Lasher had enough direction.

Administrative Services Director Lasher replied she believed she could develop a pointing system that will be logical and understandable for the Council to review. She asked for clarification based on this if she is able to post it if they are able or if the Council wanted to see it in the final form.

Councilmember Howell asked if it could be emailed out to see what was put together based on tonight's discussion.

Administrative Services Director Lasher confirmed this.

Councilmember Howell referenced the questionnaire that is asked of the candidates and asked if at the beginning of that, they could tell about themselves so everyone gets asked the same question but the Council could get a feel for someone as a person, to gauge their personality and how they engage with people.

Administrative Services Director Lasher replied she liked that idea. She stated in her years of experience she has heard things she wished she hadn't. She stated she would like to ask the City Attorney for feedback.

City Attorney Knaak replied if they volunteer information it isn't a problem.

Councilmember Woestehoff commented that he liked that idea as well because it helps the applicant explain their resume in a more personal way.

3. TOPICS FOR FUTURE DISCUSSION

3.01: Review Future Topics/ Calendar

City Administrator Ulrich reviewed the topics for topics for the March 8, 2022 Work Session and asked the Council to let him know if there are other topics they would to discuss or priorities they have that they would like to move forward.

4. MAYOR / COUNCIL / STAFF INPUT

None.

5. ADJOURNMENT

The Work Session of the City Council was adjourned at 6:50 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, February 22, 2022, 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
Deputy City Administrator/ Community Dev. Director Brian Hagen
City Engineer Bruce Westby
Administrative Services Director Colleen Lasher
Economic Development Manager Sullivan
Planning Technician Brian McCann
City Attorney Fritz Knaak

1. CALL TO ORDER

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

2. PRESENTATION

2.01: Oath of Office- Patrol Officer – rescheduled to the March 8, 2022 meeting

3. CITIZEN INPUT

None.

4. APPROVE AGENDA

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

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

5. CONSENT AGENDA

Motion by Councilmember Heineman, seconded by Councilmember Howell, to approve the following items on the Consent Agenda:

5.01: Note the Following Boards, Commissions, and Committee Meeting Minutes:
- Economic Development Authority Meeting Minutes Dated November 18, 2021
- Economic Development Authority Meeting Minutes Dated December 9, 2021
- Environmental Policy Board Meeting Minutes Dated December 13, 2021
- Park and Recreation Commission Meeting Minutes Dated November 18, 2021
- Park and Recreation Commission Meeting Minutes Dated January 13, 2022
- Public Works Committee Meeting Minutes Dated November 16, 2021
- Public Works Committee Meeting Minutes Dated January 18, 2022

5.02: Approve the Following Meeting Minutes
1) City Council Work Session dated 02/08/2022
1) City Council Regular dated 02/08/2022

5.03: Approve Business Licenses

5.04: Approve Rental Licenses

5.05: Authorization to Hire Paid-on-call Firefighters

5.06: Building Access Changeover

5.07: Adopt Resolution #22-049 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of February 3, 2022 through February 16, 2022

5.08: Adopt Resolution #22-022 Authorizing Final Payment to North Valley Inc. for Improvement Project #21-02, Tiger Street Reconstruction

5.09: Adopt Resolution #22-023 Authorizing Final Payment to North Valley Inc. for Improvement Project #21-04 Neighborhood Pavement Overlay Improvements

5:10: Adopt Resolution #22-024 Authorizing Final Payment to North Valley Inc. for Improvement Project #21-05 MSA Pavement Overlay Improvements

5:11: Adopt Resolution #22-025 Authorizing Final Payment to North Valley In. for Improvement Project #21-12, 2021 Additional Pavement Overlay Improvements

5:12: Adopt Resolution #22-030 Approving a Site Plan and Development Agreement for the Property Located at 7912 Sunwood Drive NW (Project No. 22-101); Case of Northstar Marketplace Station LLC

5:13: Adopt Resolution #22-035 Authorizing Final Payment to North Valley Inc. for Improvement Project #21-03, Business Park 95 Street Reconstruction

5.14: Adopt Resolution #22-042 Approving Purchase Agreement and Right of Re-Entry Agreement for Lot 4, Block 1, Riverside West; Case of Reliable Holdings LLC (Portions may be closed to the public)

5.15: Adopt Resolution #22-046 Accepting Trail Easements Over Portions of 17353 and 17362 Iodine Street NW (Project No. 17-102); Case of Eric Thomsen

5.16 Adopt Resolution #22-047 Approving License Agreement to Cross Public Easement with Private Driveway at 15730 Armstrong Boulevard NW; Case of Eduard Kopaygorodskiy

5.17: Adopt Resolution #22-048 Approving a Development Agreement and Stormwater Maintenance Agreement Related to a Proposed Building Expansion at 7060 143rd Avenue NW (Project No. 22-105); Case of Viking Mold Inc.
5.18: Adopt Resolution #22-054 Approving Amended Plans and Specifications and Advertisements for Bids for Improvement Project #22-05, Riverdale Drive Trunk Utility Improvements, Llama Street to Bowers Drive
5.19: Adopt Resolution #22-053 Approving ProjectDox Renewal Quote

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

6. PUBLIC HEARING

6.01: Introduction Ordinance #22-13 Vacating Drainage and Utility Easements at 5280 161st Ave NW and Adopt Resolution #22-036 Approving the Final Plat of Rices Rum River Acres (Project #22-103); Case of Mark Rice

Presentation

Planning Technician McCann reviewed the staff report and recommendation to introduce Ordinance #22-13 vacating a portion of drainage and utility easement at 5280 161st Ave NW and adopting Resolution #22-036 approving the Final Plat of Rices Rum River Acres contingent upon adoption of Ordinance #22-13, which could take place on March 8, 2022. He stated that the applicant is attending remotely tonight.

Public Hearing

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

Citizen Input

There was none.

Councilmember Riley referenced the assessor structure that is going north of the existing house and asked if that is what the map is showing.

Planning Technician McCann confirmed this, added the proposed structure is slightly northwest of the existing home.

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

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

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

Council Business

Motion by Councilmember Riley, seconded by Councilmember Specht, to introduce Ordinance #22-13 Vacating Drainage and Utility Eas*e*ments at 5280 161st Ave NW and Adopt Resolution #22-036 Approving the Final Plat of Rices Rum River Acres (Project #22-103)

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

7. COUNCIL BUSINESS

7.01: Adopt Resolution #22-045 Approving Anoka Area Chamber of Commerce Manufacturers Cohort 2021-2022 Renewal

Economic Development Manager Sullivan reviewed the staff report and recommendation to approve the renewal of Anoka Area Chamber of Commerce Manufactures Cohort proposed resolution to consider of renewal of payment for the 2021-2022 manufacturing cohort season. He stated that Anoka Area Chamber of Commerce President Pete Turok was in attendance to answer questions.

Councilmember Heineman asked Mr. Turok to give a quick overview of events that were put on this year and what he saw come from them.

Pete Turok, Anoka Area Chamber of Commerce President, replied the Cohort typically gets together eight to ten times a year. He stated that a lot of work was done on workforce issues and one of the things was the acquisition, alternative group opportunities, which were explored. One big thing that they were able to do was to put tools at Anoka High School and they are looking to expand that into other high schools in the region to get the word out about the jobs that exist. He stated a lot of work was also done on the dual pipeline grant. He has been working with the State who he stated is interested.

Councilmember Howell referenced the staff report and read the successful business interactions that took place in 2021 with three specific examples and were told that one was the dual training pipeline grant, another was the work first project, and the third was special connection to the manufacturers by facilitating and providing an opportunity to have access, safety, and certifications relating to equipment. She stated those are all noble goals but she asked to see tangible evidence of the last two, that those things have taken place at businesses in Ramsey. She stated that the pipeline grant is tangible. She stated that her research showed that businesses have the opportunity to apply for it on their own. In 2019, three businesses in Ramsey all received grant money totaling $36,000. She stated now Mr. Turok is here asking for more money. She emphasized that the $120,000 Minnesota Dual Pipeline Grant that the Anoka Area Chamber of Commerce received looks impressive but Ramsey has only received 10%, $12,000, to two Ramsey businesses. She stated the businesses that got grant money in 2019 were more successful on their own than with help. She stated in looking at the grant money, 75% of the dollars went to cities that don't belong to the Anoka Area Chamber of Commerce. She doesn't understand why they are subsidizing not only other cities that are members of the Chamber, but other cities as well. She questioned why Mr. LeTourneau wasn't present himself and stated she didn't understand what

they are paying for. She felt it was a waste of tax payer money because there are no tangible results so she wouldn't be supporting this.

Mr. Turok replied the manufactural cohort is regional and goes beyond the bounds of the Chamber. He responded to the comment about Ramsey getting less money by stating there are a lot of businesses that don't have the time and resources to put people in a position to do the grants because it a tremendous amount of work. He stated Ramsey businesses are benefitting from that. He explained Mr. LeTourneau didn't need to be present tonight as he is the contracted employee who is the director of manufacturing. As the president of the Chamber, Mr. Turok wanted to be present to represent the cohort.

Councilmember Musgrove thanked the Councilmembers who had thoughtful questions and the staff who have provided the answers. She stated before them was a work plan for 2021-2022 that is much like previous work plans where the Council has asked for more objective information. She referenced the regional training center mentioned in the staff report and stated that the Anoka-Hennepin District is already a training center with regard to the area that Ramsey has influenced in their STEM program, which is expanding in the school with several of the things he had mentioned. She noted that will happen without this manufacturers cohort and Ramsey is already paying for that within the school district budgets. She stated that Mr. Turok and Mr. LeTourneau were asked about meeting locations and how businesses could find out about meetings and Mr. Turok had stated that meetings were not listed on the Chamber site; she felt they should be. She questioned the lack of transparency regarding meetings, memberships, recipients of the grants limited by leadership of the cohort, Mr. LeTourneau, or the Chamber. She suggested to the Council that they are not getting full disclosure about what this program is about. She asked if any of the 18 grants went to businesses outside of the manufacturing industry.

Mr. Turok replied it is a manufacturing pipeline grant so in order for a business to qualify they have to be a manufacturer. He stated there are other grants that deal with other areas. He stated that he isn't trying to hide anything and the manufacturing group is notified of the meetings with 26 Ramsey manufacturers being part of the email list and a broader list they have. Mr. Turok stated it should be on the website and will be. He stated it is for manufacturers, by them, they set the program of what the cohort does, and their job is to engage it, which they do.

Councilmember Musgrove expressed concern that the funds were awarded to entities versus directly to businesses. She stated with the awards going directly to the businesses, they receive more money spent on hiring and training. She asked if that isn't what is wanted. She stated the pipeline grant website states that with the tax payers money that go to the Chamber, there isn't as much transparency and when going to the pipeline website, every business that got the award and Anoka Chamber of Commerce. She stated an email was received on which cities received grants, not businesses. She felt that would have been an objective piece of information to include in the cohort plan to give to the Council. She stated she finds it disgusting that year after year, Mr. LeTourneau is asking for money from the cities of Ramsey and Anoka but there wasn't evidence that other Chamber cities are formally asked in the same way to share the burden of the tax payers. She stated she would not be supporting this request.

Councilmember Musgrove suggested some solutions. First, she would like to see more work with the City on the Ramsey website to add a manufacturing page with a link for the pipeline with the grants that are offered by the Office of Higher Education to get assistance in writing the grants. She suggested that manufacturers in Ramsey go to the website. She would also like to see the Staff engaging businesses without engaging a middle man. She stated the EDA had a good idea of having a Facebook page. She stated the Council has to conduct their due diligence as elected overseers of the residents' money and she didn't feel this was a good idea to support.

Councilmember Heineman asked other cities outside of the Anoka Area County Chamber of Commerce contribute to the manufacturing cohort.

Mr. Turok replied just Anoka and Ramsey.

Councilmember Heineman stated it was important to point out from a marketing standpoint the return on investment for cities. To be one of two cities that donate from the cohort and receive only 10% seems like a poor return on investment. He stated he would not be supporting this either.

Mr. Turok replied the focus of discussion has been on the dual grant but there is so much more to the cohort, which is so much more than Ramsey getting 10%, it's 26 Ramsey businesses that are part of the manufacturing cohort. He stated the grant is a piece of a larger puzzle and he thought Ramsey does get their money's worth.

Councilmember Heineman asked of the 26 businesses in Ramsey that are a part of the cohort, how many applied for the grant.

Mr. Turok replied three adding one pulled out and two got it.

Councilmember Heineman asked about the remaining businesses, if they were aware of the grant, and if they chose not to apply for it.

Mr. Turok replied he couldn't speak to why they didn't apply but stated they were made aware of it with the premise of a first come, first serve.

Councilmember Riley stated that he was shocked by the response of Councilmembers towards a respectable member of the community. He stated they were protecting the City from spending $5,000 that has touched 26 businesses. He stated it was appropriate to be used in manufacturing businesses in Ramsey, which is a largest sector of employers in the City. He stated this kind of thing has been asked for repeatedly. He noted the Economic Development Authority suggested this was a good idea by passing it. He read from a publication from the Economic Development Authority which cited labor shortages and the need for high schoolers to be encouraged toward manufacturing jobs. He stated if Ramsey isn't going to be a part of this cohort, then they need to come up with something to replace it because it is needed and businesses are asking for it.

Mayor Kuzma pointed out that businesses don't have time to do the grants, which is where he thinks the biggest value is. He stated the EDA supports this, which is why he does as well.

Councilmember Specht asked if the EDA budget was $85,000 and if there were other aspects of the EDA budget that the Council sees individually. He stated the Council approves the EDA budget and trusts the EDA will do what they deem best for the economic development of the City. He stated he would be supporting it on that basis. He thought that the cohort could be a factor in businesses coming to Ramsey. He asked how many of the 26 businesses on the email listing have been to a meeting or had interactions in a year.

Mr. Turok replied he didn't have that information in front of him but all of them have been to at least one cohort meeting.

Councilmember Howell responded to Councilmember Riley's concerns about the response of some of the Councilmembers regarding this topic. She reminded him that the Mayor invited people a year ago to disparage councilmembers and also allowed people to disparage people who came up to speak publicly at these meetings and Councilmember Riley hasn't voiced concerns before. She also pointed out that there are cities who don't pay $5,000 to the cohort but still participate so paying money isn't a requirement to benefit because other cities even outside the Anoka Area Chamber are as well. She is not opposed to manufacturing and agreed with Councilmember Musgrove's suggestions to help manufacturers. She stated there aren't hard facts about what other ways this is benefiting manufacturers in the City and she was concerned over the lack concern about that. She stated that dollar amount is not what should be the determining factor and questions that have been presented haven't gotten answers.

Councilmember Woestehoff commented that the EDA recommends it, the City spent $5,000 and two Ramsey businesses got $12,000, which to him what a net positive.

Councilmember Musgrove replied that the EDA made an uninformed decision because they didn't have the information that came forward in the last week. She repeated that the City can benefit from being a part of the manufacturing cohort without paying $5,000 and City resources could be used to benefit the manufacturers in ways that are unique. She thought the EDA and Council had wonderful ideas to help the manufacturers and questioned why Ramsey and Anoka are the only ones paying. She suggested it be matched by the other cities.

Councilmember Specht asked why other cities don't pay.

Mr. Turok replied some other cities have been asked and they are in the process of asking more cities with the goal of expanding what is already being done. He asked Councilmember Howell to give context to a question that she had said his answer was "I don't know and I don't care."

Councilmember Howell replied the question was if Mr. LeTourneau was the sole provider of services to Mr. Turok and he had replied "I don't know and I don't care." She also commented on the question of the EDA being fully informed and felt that was inaccurate because they didn't have the whole picture. She doubted the EDA would have been supportive of supporting cities that aren't in the Chamber of Commerce. She expressed concern with that as well as that the pipeline grant was the only hard evidence of effectiveness provided.

Mr. Turok replied that Councilmember Howell was right that he didn't care because they are delivering the mission that is the cohort.

Councilmember Heineman stated he looked at this from a business standpoint that not taking the suggestion to go out for bids but going with a company because they are a member of the Chamber didn't make sense. He also stated he has been in different levels of business for a while and a lot of time when projects are being done, a detailed report is given so he agreed with the statement that tangible evidence of effectiveness should be given. He also agreed that it is beneficial to have the manufacturing cohort but didn't agree to continuing to invest in an organization that isn't being transparent.

Mayor Kuzma commented that he sees the value in this because 26 businesses are part of this and two companies were awarded grants.

Motion by Councilmember Riley, seconded by Councilmember Woestehoff, to Adopt Resolution #22-045 Approving Anoka Area Chamber of Commerce Manufacturers Cohort 2021-2022.

Further discussion:
Councilmember Howell asked why Councilmember Riley is willing to pay $5,000 on something they could get for free. Councilmember Musgrove stated it has been said that 26 Ramsey businesses participate but she asked if that number reflects those that have participated over the years, noting the work plan doesn't give that information for the current year or last year. She was surprised that the Councilmembers are willing to pay tax payer dollars to fund this. Mayor Kuzma replied it is known that two companies got grants last year. Councilmember Musgrove replied they could have gotten those grants without any money. Councilmember Howell requested a roll call vote. Councilmember Specht commented that he could see the concerns and appreciated the questions. He stated the one thing that stands out is the question about whether the EDA didn't have the information, and asked if there would be interest in having the EDA look at it again. Councilmember Howell replied she would support that. Councilmember Heineman referenced the comments about tangible numbers and stated if numbers are used without any data behind them then the answer is skewed. When hard numbers, tangible facts, and data driven reports are requested and the answer is lacking, that is not enough for the Council to decide. Councilmember Woestehoff asked if a friendly amendment could be added to say contingent upon reapproval of the EDA with the additional information. Councilmember Riley replied the information that is being said the EDA didn't have, is where the other 18 communities went to. He didn't feel that was important or that having more information would change their opinion.

A roll vote was performed:

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

Motion failed.

Motion by Councilmember Riley, seconded by Councilmember Woestehoff, to Adopt Resolution #22-045 Approving Anoka Area Chamber of Commerce Manufacturers Cohort 2021-2022 with a contingency that it is reapproved by the EDA.

Further Discussion:
Councilmember Howell asked if it is typical to revote on something that was just voted on. City Administrator Ulrich replied it is a separate motion.

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

Economic Development Manager Sullivan asked what specific information did Council want brought back to the EDA.

Councilmember Musgrove replied she would like to them to know they can get this service for free, that other cities get it for free, and that Anoka and Ramsey are the only two that have been formally asked.

Councilmember Howell stated she has a sheet of information she would like included in the EDA packet.

Economic Development Manager Sullivan replied the more information that is provided to the EDA, the better.

Councilmember Riley stated he would like the Finance and Commerce article to be included.

Councilmember Musgrove stated she made a motion to have all of the questions that were asked by the Council and answers provided by the City to be included and she didn't know if there could be a second.

City Administrator Ulrich replied the request is on record and will be moved forward to the EDA.

Jeff Johnson, 14540 Bowers Drive, stated that if anyone from a business comes asking for money they are expected to have a businesses proposal. The Council has asked for answers from them for a year and a half and haven't gotten them. He hoped the Council fights over $5,000 in other matters because it is the tax payer money. He suggested that if the 26 businesses put in money to participate, the taxpayers wouldn't be paying.

7.02: Resolution #22-052 Supporting the Planning Commission's Changes to a Comprehensive Plan Amendment Adopted by Resolution #22-009

Deputy City Administrator/Community Dev. Director Hagen reviewed the staff report and recommendation to adopt Resolution #22-052 Supporting the Planning Commission's changes to

a Comprehensive Plan Amendment adopted by Resolution #22-009. He stated because this was already passed once and should this new resolution be adopted, it would revert back to the version that was approved on January 11, 2022.

Councilmember Musgrove asked for an explanation of the difference between the two statements.

Deputy City Administrator/Community Dev. Director Hagen replied the version included in the resolution on January 11, 2022 had six criteria for consideration that a developer would have to meet in order for the new district to be utilized. There were two criteria, the first for in-fill type developments, characteristics of the surrounding neighborhood would not support development at the minimum density. A separate criteria was the property is adjacent to existing rural residential large lot development and development at three plus units per acre would not meet the character of the neighborhood. A developer when using this new tool would have to meet two of the six. When the Planning Commission reviewed this and held the public hearing they opted to combine those two statements into one with the reasoning that if the developer could meet one of the two, they arguable could meet both.

Brian Walker, 17289 Variolite Street, stated the Council are representative of the residents. He stated that there has been opposition to this development but they are not listening to the residents. He didn't understand why there is a Comp Plan when it can be changed. He didn't feel the City did their due diligence because they didn't see if that property would support the density planned for the 80-foot lot sizes. He stated at the Planning Commission meeting, he asked City Staff to make sure this problem doesn't happen with other developments.

Councilmember Heineman thanked Mr. Walker for his comments, passion, and work around this issue. He noted that Mr. Walker's statements that no one supports this and no one listens to the residents, are broad statements.

Mr. Walker stated when this started with public meetings, there were 200 people on line with 100 speaking or writing letters on it. He explained that somehow he has become the spokesperson to speak for the residents on this. He stated because of how he has been treated, they don't want to come.

Councilmember Heineman stated the 2040 Comprehensive Plan, with 18 years, is not realistic to think it won't be changed. He explained the adjustments are being made because of organizations like the Met Council that get involved with Ramsey business. He noted what they are doing is realigning this so it works to not oppose the Met Council. He stated this is a procedural issue because it has already been voted on.

Jeff Johnson, 4540 Bowers Drive, stated that the Councilmember Heineman stated he wants to be in alignment with the Met Council and asked why.

Councilmember Heineman replied he didn't want to be in alignment. This is a procedural issue because of the Met Council.

Mr. Johnson stated they needed to go back and fix the problem instead of changing the Comp Plan to please the developers.

Councilmember Howell asked if they are required to change the Comp Plan to accommodate a development.

City Attorney Knaak replied no.

Councilmember Howell asked if it is correct that the Comprehensive Plan had to be changed so it would match the zoning that was set for that area. But they weren't required to change the Comp Plan.

City Attorney Knaak replied that is a separate question because the zoning is supposed to conform to the Comprehensive Plan, if the Comp Plan is changed, the zoning has to be modified to be in conformity with it.

Councilmember Howell asked if the Council was legally obligated to make the changes or could they have voted to not make them.

City Attorney Knaak replied at some point the two would have to conform and the higher level is the Comprehensive Plan.

Councilmember Howell asked if there was a timeframe required.

City Attorney Knaak replied he believed it was within a reasonable period of time, noting the City can be sued for not conforming.

Councilmember Howell asked if they could be sued by this developer for not conforming.

City Attorney Knaak replied he didn't want to speculate.

Councilmember Riley stated his understanding of why they needed to have this new area of the Comp Plan is because of the wetlands in this area; the density developed would be below what the Comp Plan and Met Council calls for.

Deputy City Administrator/Community Dev. Director Hagen replied there are several factors that play into the net density calculations. Certain areas can be omitted from the overall project. What the developers have presented and been approved for Preliminary Plat meets straight zoning guidelines. Once they put their plans together, the net density was calculated and falls below the three to four units per acre required per the Comp Plan. Right now, the Comp Plan and zoning don't match the best, which is a process that needs to be gone through. Ideally, if a developer comes in it can meet the Plan but in this case, it couldn't after all those factors were considered. The tool is to create this very specific area known as the Trott Brook Planning Area and implementing this less than three units per acre on City services.

Councilmember Riley stated they are allowing less density and fewer houses per acre with this change.

Deputy City Administrator/Community Dev. Director Hagen confirmed this.

Councilmember Woestehoff stated this is a benefit of the City to keep the density low. To comply with the current zoning, it would have to be changed to medium density, which revolves back to the Met Council who provides the City sewer. He stated they can leave the Met Council but it would be leaving a $200 million dollar investment in a sewer plant, which no one wants to do. There are certain things that have to be done to comply with a broader picture, which is where the Comp Plan amendment comes in. He agreed with Mr. Walker's point of planning ahead of time but pointed out that over time, wetlands change so wetland delineations will continue to move and it depends on where the roads are placed as they are part of the density measurement and can offset the usable space for house platting. He addressed the question that residents aren't listened to and stated there are residents who are afraid of coming to talk because they are afraid of being yelled at by residents on the other side of the issue in supporting this decision.

Councilmember Musgrove asked about the difference between the two statements because if this change isn't passed from the Planning Commission, they would be reverting to the passed resolution that there are going to be six points. She asked what is the difference between an in-fill type development and the large lot developments that are included in number six.

Deputy City Administrator/Community Dev. Director Hagen replied the Planning Commission felt they were so similar, they should be combined.

Councilmember Musgrove asked if they are the same or are they similar, noting there isn't much difference but there may be a difference.

Councilmember Woestehoff replied the point of having them combined into one is that it makes it harder to meet the two requirements, that there has to be more than one requirement met in order for this land to be zoned as such. The purpose of the Planning Commission was to make it harder for this district to be used. Because they are similar but not the same, they merged the two statements into one because if they had met requirement five, they would have also have met six and vice versa.

Councilmember Musgrove asked if it is being made more difficult to use a less density zoned area but in the rural area, less density is wanted. She stated this is allowing for a lower density. If this is changed, because they are different, this wouldn't be used as often than what might potentially be used with the outcome being a lower density.

Deputy City Administrator/Community Dev. Director Hagen replied the current area that the new district is going to re-guide is the Trott Brook Crossing development and the Hunt property to the north. There is only one parcel left that could utilize this new district. He understood that there are no development plans at this time. At this point, this district isn't calling out a big expanse of Ramsey that would come into play but is specific to these two developments. Regarding the lower density in a rural area, he stated, if that is the goal then the two statements should be separated and

revert back to the January 11, 2022 version. He stated arguably the developer could quite simply check both criteria. He stated with State statues and Met Council requirements, when there is a Comp Plan under their jurisdiction and the overall City density needs to remain at three units or greater, he cautioned using this tool in too big of an area in Ramsey. If they fall below three units per acre, there is concern the Met Council could deny future sewer connections such as a commercial project.

Councilmember Woestehoff stated that is one of the big concerns in using this as a tool elsewhere, because of the overall density with this project and others that are currently right at the level of three units per acre would need higher density by The COR to develop to offset the three units per acre to keep land farther away as more rural as time goes on.

Councilmember Musgrove replied they have development in The COR that would help with those numbers. She stated this is just for these two areas but asked if they could make another Comp Plan amendment and could it qualify for this zoning area.

Deputy City Administrator/Community Dev. Director Hagen confirmed this and explained it could be said that there is this district in existence. Someone could always ask to change the rules and it would be reviewed to see if that made sense. Arguably, they are putting in place a district that has been utilized and could be a starting place at a later date.

Councilmember Musgrove stated she wasn't supportive of the change because she liked the original version that allows for opportunities for lower density in more rural areas and would help comply with what the two developments were doing.

Councilmember Woestehoff emphasized this only effects MUSA properties because the Met Council only looks at MUSA districts.

Deputy City Administrator/Community Dev. Director Hagen replied he is correct that Met Council looks at the sewer.

Councilmember Musgrove asked if only the density in those areas is counted, not the whole City.

Councilmember Woestehoff replied that is his understanding.

Motion by Councilmember Woestehoff, seconded by Councilmember Riley, to adopt Resolution #22-052 Supporting the Planning Commission's Changes to a Comprehensive Plan Amendment Adopted by Resolution #22-009.

Further discussion:
Councilmember Heineman responded to Mr. Walker's comments that if this passes, this is proof that this City Council is corrupt, noting that is an inflammatory statement. The Council is voting to align the City with the Met Council to ensure fewer houses in the area so he felt that was a disingenuous statement. He also expressed disappointment in Mr. Walker's comments about residents feeling targeted for speaking against the City Council. Mr. Walker replied his statements weren't inflammatory if they are true and he knows of residents who were targeted after they came

to speak. He was told the Comp Plan couldn't be changed after an active project was started. That was the first question residents asked who were opposed to this development. He questioned why he was told that and what was happening tonight. He felt it was being done to make a developer happy. Mr. Johnson asked if the Comp Plan was only changed when a developer asked for it. It sounded like the developer or the residents could sue. City Attorney Knaak replied it is true that if someone comes in and makes an application and is accepted, the Comprehensive Plan and zoning laws in affect at the time of the application can't be changed in a way that is detrimental or illegal to the proposal. What sometimes happens is the Council can modify it but not in a way that it makes it impossible for a proposal to go forward, that is the key. If in the process of reviewing a proposal, it is in the best interest of the City to modify the Comp Plan or the zoning code where that kind of negotiation is invited but are not required to and are under no obligation to the developer to change it. Councilmember Howell thanked City Attorney Knaak for the clarification. City Attorney Knaak replied it is at the Council's discretion.

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

7.03: Adopt Resolution #22-044 Approving Final Plat and Development Agreement for Lynwood Addition (Project No. 21-122); Case of U.S. Home Corporation DBA Lennar

Deputy City Administrator/Community Dev. Director Hagen reviewed the staff report and recommendation to approve the final plat and agreement for Lynwood Addition for 74 attached townhome units with construction of two access points to Armstrong Blvd.

Councilmember Woestehoff asked if there is a timeline between phase one and phase two.

Deputy City Administrator/Community Dev. Hagen replied he didn't know.

Councilmember Woestehoff stated his concern is that according to the final plat, Ferret Street would end in a hard stop because it will eventually be extended but asked if there would be feedback from Public Works that it should be a cul-de-sac if the project takes time.

Deputy City Administrator/ Community Dev. Hagen replied it appears a loop would be created in Ferret Street. He didn't think a cul-de-sac would be needed.

Councilmember Woestehoff replied if phase one was this coming year and phase two isn't for three years, then he was concerned with Ferret Street not being a cul-de-sac for that period of time. He referenced the map and the cul-de-sacs and private streets and asked if the City would be responsible to plow or if they are under the townhomes responsibility.

Deputy City Administrator/Community Dev. Hagen replied there are private streets in this development so snow removal and maintenance would be the responsibility of the home owner's association.

Councilmember Woestehoff replied he rescinded his question about the other cul-de-sac because Councilmember Heineman proved him wrong.

Deputy City Administrator/Community Dev. Hagen replied the developer is online if there are questions about phasing.

Councilmember Woestehoff stated his question was about the ending but seems like it is a non-issue. He asked when the plantings for the buffer zone would begin.

Deputy City Administrator/Community Dev. Hagen replied the berm that is in the preliminary plat is not completed yet dependent on materials so plantings would have to wait until the berm is constructed. Staff would continue to monitor to ensure the future landscaping plans adhere to the preliminary plat.

Councilmember Musgrove asked about the height of the berm in relation to the surrounding area, if it is adequate for the surrounding area, and what the berm is supposed to do.

City Engineer Westby replied the berm that is proposed in the plans meets the intent of the berm and what was discussed during plan approvals.

Councilmember Musgrove asked if any procedures instituted will be helpful as to what was discussed on other projects.

City Engineer Westby replied every time they go through a project, if there are issues, they try to learn from it and pay specific attention to those details on future projects.

Councilmember Riley asked if it was known why the berm and plantings aren't being included or why it wouldn't be done now.

Deputy City Administrator/Community Dev. Hagen replied typically those landscaping improvements are done with the phase. Right now, the phase isn't extended into the area where units are going to be constructed next to the transition area.

Councilmember Woestehoff asked if the developer could be asked to clarify the timeline and whether they would be willing to do plantings early.

Paul Tabone, Lennar Entitlement Manager, stated the plan for the first phase is to develop the first 74 homesites this year, the remainder of the site would be done in 2023, with one more addition. The site would be built out in two separate plats. The reason part of the landscape was held up was because Lot 12, Block 1, and Block 1, Lots 5, 6, and 7 have storm drains between them. He explained that the grading of the site has to be done and the berm hasn't been built yet. Once the berm goes in, the next step is utilities. He stated tree planting wouldn't be done now because they would go in before the utilities, which would cause conflict. He explained all the trees wouldn't be planted at the same time given the grading and storm drain that have to go in during future phases.

Councilmember Riley asked what protects the City in the event there is another recession to ensure the infrastructure of the second phase gets completed.

Deputy City Administrator/Community Dev. Hagen replied the City enters into developer's agreements as phases occur. The developer isn't asked to put up financial security for their entire project. Financial approval is required for what they have final approval for. Letters of credit and escrow will be collected so if the developer turns and walks there is an ability to hold the funds and finish the project. If a recession hits and the second phase isn't applied for the City is left with a site that is partially graded. The City has some security to ensure the site is stabilized with turf grass being re-established so there aren't erosion concerns. He stated now the focus is on what is being proposed for final plat and ensuring the requirements can be constructed if something happens.

Motion by Councilmember Howell, seconded by Councilmember Musgrove, to adopt Resolution #22-044 Approving Final Plat and Development Agreement for Lynwood Addition.

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

7.04: Adopt Ordinance #22-06 Amending City Code Chapter 117, Sections 1 and 351 Regarding Home Occupations

Deputy City Administrator/Community Dev. Director Hagen reviewed the staff report and recommendation to adopt the ordinance related to home occupations.

Councilmember Musgrove stated she is pleased with the Staff revisions based on Council comments and feedback and felt the code was easier for residents and for code enforcement. She thanked the Staff.

Motion by Councilmember Musgrove, seconded by Councilmember Howell, to waive the Charter requirement to read the ordinance aloud and adopt Ordinance #22-06, formally Ordinance #22-20, Amending City Code Chapter 117, Sections 1 and 351 Regarding Home Occupations.

A roll call vote was performed:

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

Motion carried.

7.05: Adopt Ordinance #22-12 Amending City Code Section 117-124 to Allow Restaurants in the E-3 Employment District

Deputy City Administrator/Community Dev. Director Hagen reviewed the staff report and recommendation to adopt the ordinance to allow restaurants in the E-3 District.

Motion by Councilmember Riley, seconded by Councilmember Woestehoff, to waive the Charter requirement to read the ordinance aloud and adopt Ordinance #22-12 Amending City Code Section 117-124 to Allow Restaurants in the E-3 Employment District.

Further discussion:
Councilmember Musgrove asked why this shouldn't be done other than safety. She also asked if safety considerations are a part of the plan for safety regarding increased pedestrian and car traffic in area that may have semitrucks. Deputy City Administrator/Community Dev. Director Hagen replied this ordinance would allow restaurants in the E-3 District which is a less invasive industrial district with no outside storage and is more compatible to be a buffer to transition into a residential zoning. A conditional use permit would be requested by the restaurant so there would be an ability to look at the proposal and add on any additional conditions that apply.

A roll call vote was performed:

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

Motion carried.

7.06: Adopt Ordinance #22-09 Amending City Code Section 117-56 Regarding Easement Vacations

Deputy City Administrator/Community Dev. Director Hagen reviewed the staff report recommendation to adopt the ordinance to change easement vacations from an ordinance to a resolution.

Motion by Councilmember Woestehoff, seconded by Councilmember Howell, to waive the Charter requirement to read the ordinance aloud and adopt Ordinance #22-09 Amending City Code Section 117-56 Regarding Easement Vacations.

A roll call vote was performed:

Councilmember Heineman	aye
Councilmember Woestehoff	aye

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

Motion carried.

7.07: Adopt Ordinance #22-11 to Allow Taprooms, Breweries, Microbreweries, and Brewpubs

Deputy City Administrator/ Community Dev. Director Hagen reviewed the staff report and recommendation to adopt the ordinance to allow taprooms, breweries, microbreweries, and brewpubs with the addition of suggested changes from past discussions.

Motion by Councilmember Woestehoff, seconded by Councilmember Riley, to waive the Charter requirement to read the ordinance aloud and adopt Ordinance #22-11 to Allow Taprooms, Breweries, Microbreweries, and Brewpubs.

Further discussion:
Mayor Kuzma stated he was excited about this. Councilmember Musgrove thanked the Staff for providing definition for terms to help with clarification.

A roll call vote was performed:

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

Motion carried.

7.08: Adopt Ordinance #22-14 An Amendment to Section 34 Of the Ramsey City Code to Enforcement of Public Health, Adding Two New Provisions Thereto Regarding to the Protection of Individual Choices of Medical Treatments

City Administrator Ulrich reviewed the staff report

Councilmember Woestehoff asked City Attorney Knaak how it would affect a fire fighter or police officer if they were to administer medical treatments such as an EpiPen or other medical procedure that might fit under this definition to a Staff member against their will, if that would qualify as a violation of this.

City Attorney Knaak replied no, it wouldn't change anything but that isn't to say it wouldn't be problematic if they are trying to do something for someone that doesn't want them to do it. He advised that is outside the scope of this ordinance.

Councilmember Woestehoff commented this is written very clearly that it is unlawful for any illegal discrimination specifically to those who have not been vaccinated or those who have not undergone any medical procedure and asked if it could be read as the reverse is true too.

City Attorney Knaak replied that is exactly what this does and using that status to deny service would be a violation of this ordinance.

Councilmember Howell thanked City Attorney Knaak for taking the Council's ideas and putting them together.

Motion by Councilmember Howell, seconded by Councilmember Heineman, to adopt Ordinance #22-14 An Amendment to Section 34 Of the Ramsey City Code to Enforcement of Public Health, Adding Two New Provisions Thereto Regarding to the Protection of Individual Choices of Medical Treatments.

Further discussion:
Councilmember Riley commented that although he didn't disagree with the sentiments of the ordinance, a resolution was passed that made this duplicative for no reason. He stated he will not be supporting this. Mayor Kuzma stated this is not necessary because there are no mandates at this time making them do this. He felt it was a waste of time and money spent on the attorney's time and he will not be supporting this. Councilmember Heineman commented he thought the statement "a waste of time" is a matter of opinion, which he didn't believe is true. He stated executives at a State level have made decisions for residents with the notion that it may be unconstitutional but at some point, it could get reversed and until then, stick with the mandate. He felt this provides a proactive approach, didn't feel this would go away because there may be another health crisis and more executive orders will come, and being proactive about is not a waste of time or resources. He stated he fully supports this. Councilmember Musgrove stated she will support this because government should not be looked to for medical guidance but to medical providers as individuals. Councilmember Woestehoff commented that he won't be supporting this because of concern regarding to the wording "to employees or its agents to force disclosure" he felt at some point the insurance company, which may be an agent of the City, could ask questions that would be in contradiction to this. He continued that other situations could come up and he didn't want any employee to not help someone because of it, but he understood the intent of this is to show support for those who chose not to be vaccinated or to do medical procedures. He thought there was a time and place to look at the collective, such as seat belt requirements for public safety. He stated there are other items in government at all levels that have some implication for public safety. He also commented that the Council felt comfortable when it came to crime free multi-housing, making sure there is awareness of someone who made bad choices at one point in their life may not be afforded a housing opportunity. He stated he couldn't support this. Councilmember Howell objected to the statement that the Council supports crime-free multi-housing and discrimination because that discussion hasn't been finished. She stated comparing this to seatbelt laws is different from someone else being required to inject something into their

body and is a use of force against the individual. If a person doesn't have autonomy over their body what else do they have, they should have the right to choose. She continued that no one at any level or government could know what conditions exist for individuals that may suite the collective just fine. She supports the individual's right to chose for themselves and not have to prove a need for a medical exemption or religious reason. She is glad they are taking a proactive step for everyone. Councilmember Heineman stated that default to liberty shouldn't be exemptions, it should be recognizing liberties. He understood that there are public health initiatives but to have people prove why they shouldn't have their liberties stipped away is not right. People should be granted liberties which includes wearing a mask or not to, to take a vaccine or not to. He stated seatbelt laws were passed by elected legislature which is different than what has been seen recently so the comparison isn't fair. He invited the public to comment. Jeff Johnson, 14540 Bowers Drive, commented that they are not consistent and this conversation shouldn't be disguised as public safety because they just voted to have more bars and taprooms open which bring an added risk of accidents. Councilmember Specht commented that he thinks this is a matter of liberty, nondiscrimination, and keeping the government out of the way. Councilmember Howell thanked the resident for making his point.

A roll call vote was performed

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

Motion carried.

7.09: Fairness and Equal Opportunity in Public Notices and Advertisements

City Administrator Ulrich stated this was an initiative of Councilmembers Howell and Musgrove. He stated the judge sent an email stating there could be more of a vetting process of candidates with either the Charter Commission or Council having a role. He stated it is the Staff's recommendation to discuss the process for filling the Charter Commission positions realizing the current process isn't perfect and could be improved upon.

Councilmember Howell presented the staff report giving examples of anomalies regarding postings for applications of the Charter Commission openings. She stated this doesn't reflect at all on Communications and Events Coordinator Thorstad. She stated Councilmember Woestehoff had been appointed to the Charter Commission and she felt that the typical process hadn't been followed for this appointment. She asked who made the decision to put January 21, 2022 for the application deadline.

City Administrator Ulrich replied it was made by the City Clerk, which he supports, because there is a 60-day window to fill the Charter Commission position required by statute. The notices for

the Charter Commission position have been ongoing and have been advertised in the fall. It was in the January/February newsletter, public notices were done in November and December 2021. He stated there were plenty of legal public notice. He stated the applicants they got were equally distributed based on the advertisement that was out. They try to get applicants and it is their intention to fill the slots. If there are two applicants the process has been to send those in to the judge because it isn't typical to get more than that. For this Charter position six came in which is unusual. Staff felt that advertisement had been put out and there had been an equal opportunity. He stated it wasn't intended to exclude anyone. It was legally noticed as well as publicly noticed. He thought setting the deadline may have been a mistake. He stated that they found out in the process that some Councils and Commissions have taken a more active role in recommending candidates to the judge, which is something that could be done. He stated that some Commissions exclude Councilmembers but it is allowed under Ramsey. He understood questioning the process and there is room for improvement in looking at the role for filling the Charter positions.

Councilmember Howell asked if City Administrator Ulrich believed that two and half applicants per opening on the Charter constitutes a flood of applicants.

City Administrator Ulrich replied he wouldn't use that term but it is relative compared to what was seen in the past for those and the applications would have been turned over to the judge.

Councilmember Howell stated from the presentation, the City of Ramsey doesn't have a habit of deleting old ads and she questioned why an ad was pulled for an active position based on the claim that there was a flood of applicants and what was being controlled. She questioned why Staff intentionally limited the number of applicants that were provided to the judge.

City Administrator Ulrich replied an open time period was allowed so anyone who wanted to apply could. There was no limit to the amount of applications that they could have been received. He didn't believe the applications were limited. He agreed that it is the judge's decision based on the applications that are provided and they had a fair and open process. He stated they could have gotten more applicants but didn't overly promote it because they felt there was a full slate of applicants to fill the openings and there were a couple of members that continued their term on the Charter Commission. He explained the process was done similar to what was done in the past but was open to improvements.

Mayor Kuzma stated the judge made the appointment for Councilmember Woestehoff to be on the Charter Commission. He stated if there is a desire to change the policy, that discussion could take place during a Work Session.

Councilmember Howell commented that Administrative Services Director Lasher limited the applicant pool because residents would have had nearly two months to apply and the City Council didn't know it had been set because the newsletter didn't state that. She felt legal requirements may have been met but the ethical requirements have not been. She stated that with other positions, a wide net is cast to get a big pool of applicants.

Mayor Kuzma replied they followed the process that has been used in the past.

Councilmember Woestehoff replied that he thought the post was still there as a photo. He stated the difference between a post and an ad is that an ad is paid for and promoted. He is in favor of changing how a Charter is selected. He didn't think Councilmembers should be on it. It was one reason he got on it so they could change the policy to not allow Councilmembers. He also stated that as a QCTV board member, he approves budgets not content.

Councilmember Musgrove commented on the inconsistencies that are being seen that destroy the process because the process was not the same. She proposed an ordinance be made to outline the process so it is consistent. She also pointed out that it has always been talked about not having enough participation, now the applicant pool has been limited, and a sitting Councilmember as been selected. She asked if Councilmember Woestehoff would excuse himself during policies made regarding the Charter Commission as she thought the optics are terrible. She would like to make a motion that the Council either has a discussion or make a referendum to go before the residents that a Councilmember will not be on the Charter Commission.

Brian Walker, 17289 Variolite Street, asked if there was a deadline date on all of the postings that went out for applicants.

City Administrator Ulrich replied that is a part of the inconsistency. The commissions and boards is a different process from the Charter Commission, at least it has been traditionally. There was a date for commission and boards applications but he would have to defer to the City Clerk for what those are.

Mr. Walker replied there was date for the other commissions and boards but for the Charter Commission, there was an open date that the City could close at random.

City Administrator Ulrich replied the reason, what has been done in the past, is that it has been advertised as open until filled because if there was a vacancy, it would be advertised and they would get an applicant or maybe two, and the names would be submitted almost immediately to the judge to be appointed. To this point, it has been up to the judge to decide. He wasn't sure what criteria was used to make those decisions.

Mr. Walker asked Councilmember Woestehoff what day he signed up for the Charter Commission.

Councilmember Woestehoff replied it was January 10, 2022.

Mr. Walker commented Councilmember Woestehoff signed up for it in the very beginning.

Councilmember Woestehoff replied it was published in the paper in November or December.

Mr. Walker commented that he signed up for it and he didn't get it. He stated his significant other Christine also signed up for it on January 22, 2022 and everything was gone. He thought there was another good candidate that was selected. He felt that Councilmember Woestehoff's comment about being on the Charter Commission so he can change the rules to where a Councilmember can't be on both. He asked if the rules are changed, if Councilmember Woestehoff would step down from one.

Councilmember Woestehoff replied he would.

City Administrator Ulrich stated that procedurally, what Councilmember Musgrove was alluding to, would require a Charter Amendment. The Council would give it to the Charter Commission to consider, it would then come back to the Council and if it has the unanimous vote of the Council, it could be adopted as a Charter Amendment. If it doesn't have a unanimous vote of the Council, there is a process to bring it to referendum.

Charter Commission Chair Joe Fields stated that the question comes down to two: were the protocols used in the past utilized this time; and, were those protocols consistent to any governing laws pertaining to this process. He has looked at the Charter and it is silent on where a Councilmember can be on the Charter Commission. He stated that City Administrator Ulrich misspoke and meant to say there is nothing in the Charter to prohibit a Councilmember from serving. He thought, given the power invested in a Charter Commission which limits control to its local citizens, it is a standing constitutional convention. It is the only authority that has more power than the City Council. Now, a Councilmember is going to have a vote and a say on that Commission. He stated if he thought it was going to be a problem, he would have said no from the beginning. He stated they maintain local control, which means they can have a direct say and so can the citizens. To have a Councilmember serve on the Charter Commission is a questionable precedence. He stated consider what was just advocated by the City Administrator, that the Charter Commission would propose a measure to amend the Charter to not allow a Councilmember to serve. If that is done, it must come back to this Council for a unanimous vote when a member is also on the Charter Commission to vote himself out. He stated he would vote himself out, but he suggested that should be done now. He suggested that the Council initiate the measure to change it so no Councilmember can serve on the Charter and they will see if the Councilmember can abstain from that vote. He noted the issue of a grandfather clause would apply to the current Councilmember, which he didn't think it should apply.

Mayor Kuzma stated the judge appointed Councilmember Woestehoff and has to be aware of the circumstances, given there were multiple applicants, and if there was a problem he wouldn't have been selected.

Councilmember Howell replied the question isn't whether Councilmember Woestehoff could legally be appointed by a judge. What has been pointed out is that the circumstances are oddly inconsistent in the advertisement of the position and while legal requirements were met, it made it impossible for a lot of residents to find the position. She questioned why the City Clerk did that.

Councilmember Heineman asked City Attorney Knaak to explain the role of the Charter Commission as it pertains to the City Council.

City Attorney Knaak replied the Charter Commission is a standing constitutional convention for the City. The relationship is just that. It is not a legislative body but is more of a foundational body. He stated there is no legal reason to prohibit it, although some cities choose to do so. He wasn't sure it is necessary that there is a Charter provision, in their own internal regulations it could be indicated what commissions or other outside activities a Councilmember would be

allowed to engage in. There could be an ordinance to say what is allowed and what is considered inconsistent. He explained the path of changing an amendment to the Charter Commission could be followed.

Councilmember Heineman asked the City Attorney to draft an ordinance.

City Attorney Knaak replied he could do that.

Councilmember Heineman commented that some cities allow Councilmembers to apply but just because others do it, doesn't make it right. He believes the Charter Commission acts as a checks and balance to the City Council so allowing it would be a conflict of interest. He expressed concerns that there were not red flags raised and it didn't come back to the City Council or at least make them aware of it before it went through. He referenced Councilmember Woestehoff's application and asked if he put Ramsey City Council under areas he has served in.

Councilmember Woestehoff replied he did.

Councilmember Heineman asked why he wanted to serve on the Charter Commission and if he put to eliminate Councilmembers from being able to serve on his application.

Councilmember Woestehoff replied he is willing to share his application. He stated his focus was on voting and ensuring that the State laws align with City laws.

Councilmember Heineman asked if Councilmember Woestehoff meant that ensuring the City laws align with State laws.

Councilmember Woestehoff confirmed this.

Councilmember Heineman stated Councilmember Woestehoff has shown concern that the City Council is passing ordinances that may contradict State laws so he is going to go on the Charter Commission to circumvent the City Council in order to over rule any other future ordinance that may be voted on.

Councilmember Woestehoff replied not at all, it is specifically around voting law and the ability to vote and gain access to vote and maintaining that right of the citizen.

Councilmember Heineman asked if he was talking voter security.

Councilmember Woestehoff confirmed this and added election law, not ordinance laws.

Councilmember Heineman asked him if that is an issue that he has seen in the Ramsey.

Councilmember Woestehoff replied he wouldn't say it is. He commented that there are two members on the EDA, which has a separate budget and oversight, and asked if this is a similar thing that should be looked at in terms of that board as well.

City Attorney Knaak replied the Council can choose whatever regulations they want. He thought the EDA required some representation and is different but other situations can be reviewed and introduced as an ordinance.

Councilmember Specht thanked Councilmembers Musgrove and Howell for bringing this up and Chair Fields for sharing his insights. He agreed with the inconsistencies of what is shared with the whole Council, noting there have been instances as when Councilmember Woestehoff gave a proposal for the new wards that wasn't sent on. He would like to see consistency around allowing a Councilmember to serve, noting those are two things that would have been good for everyone to know about so they could learn together.

Councilmember Riley asked if an ordinance could be passed that affects the Charter. He understood a change would come from the Charter Commission and then to the Council to be passed through unanimous vote, otherwise it could go to a referendum. He asked for clarification.

City Attorney Knaak replied the issue isn't if it could be placed in the Charter; the issue is if the Council could regulate themselves as Councilmembers and determine what is and is not allowed, that can be done by an ordinance.

City Administrator Ulrich stated he looked up the statues in regard to Charter and read "except as otherwise provided in the Charter, no person shall be disqualified from serving on the Charter Commission by reason upholding any other elected office other than judicial." He noted that wording may want to be looked at in regard to what the option may be.

Councilmember Howell commented that it has been a tough year on the Council in unequal treatment of Councilmember Woestehoff starting with his appointment by the City Clerk to multiple Commissions and Boards when she hasn't been given hardly anything. She felt important things like the redistricting and the Charter Commission appointment hasn't been shared. She suggested an investigation be started and asked if there was Council support.

Councilmember Musgrove stated she would support an investigation. She questioned if the Charter won't allow an ordinance for the Council to govern themselves.

City Attorney Knaak replied that he stands corrected because the language that the City Administrator cited doesn't allow that to happen. He thought that would be more simple and is normally allowed. He advised it will have to be a revision to the Charter.

Councilmember Musgrove asked if a request would have to be made to the Charter Commission to make a Charter amendment regarding participation of Councilmembers on the Charter Commission. She thought the Charter Chair had stated that would be dead on arrival.

Councilmember Woestehoff replied the Charter Chair was referring to himself and his vote as a Councilmember because a Charter Amendment has to be unanimous. Councilmember Woestehoff stated he would support the amendment.

Councilmember Musgrove asked if that is what was intended.

Charter Commission Chair Fields clarified his earlier statements by saying if the Charter Commission originates an amendment and sends it to the Council, it is dead on arrival because there is a Councilmember sitting on the Charter Commission and is double dipping. He's able to make his arguments at the Charter Commission level and vote and then come back to the Council and vote because it requires a unanimous vote. That Councilmember can torpedo it with just his own vote. He stated it raises a legal question if it allows for abstentions or absence. He thought he read that there are other ways for it be approved and one way would include a city-wide vote by residents.

City Attorney Knaak replied he agreed that is correct.

City Administrator Ulrich commented he concurred and as he understood the process, the Council could draft and approve a Charter Amendment, send it to the Charter Commission, and then get it back to vote on unanimously.

Councilmember Musgrove commented that is one point that needs to be addressed, the other is the ordinance to make the process fair and provide equal opportunity for all residents regarding elections and appointments. She felt it was frustrating and destroys the confidence of the public. She stated that her questions to the City get shared but other members aren't shared.

Administrative Services Director Lasher commented that she agrees there is a fair process. She stated she is the City Clerk as well as the HR Manager. The problem that started with this particular recruitment, is that she made a mistake in that it should have been published in the November/December issue of the *Ramsey Resident*. She stated if it was published, then there would have been no deadline, it would have been open until filled and the people that would have applied would have. She admitted she made a mistake. She stated it went in the January/ February issue. There is a 60 day rule of appointing Charter Commissioners. She stated it was put on the website that the Charter applications would close on January 21st. She felt that three weeks in the *Ramsey Resident*, with the approval of City Administrator Ulrich, was making the best of a mistake. She also pointed out that board, commission, and Charter Commission recruitments run on a different schedule. When Communications Coordinator Thorstad stated she has posts planned for January 10, January 24, February 7, and February 21, 2022 those were posts scheduled for regular boards and commission recruitments because those begin April 1, 2022. She apologized for her mistake and stated she didn't mean to cut off the applicant pool. She cited statistics on the number of applicants in prior years being typically one or two, but this year there were six so this is the most applicants that has been seen in 11 or 12 years. She reviewed the timeline stating it was advertised in the *Anoka Union Herald* on November 19, 2021 with the first application being received on November 25, 2021. Ads were posted on QCTV, the Ramsey Community sign, and in the January/February edition of the *Ramsey Resident.* She stated she needed to get the applications to the judge for the 60-day window.

Mayor Kuzma asked, now that Councilmember Woestehoff is appointed to the Charter Commission, if the only way for him not to participate as a member is if he were to resign.

City Attorney Knaak confirmed this and added the only way is if the Council created a Charter Amendment that says it isn't appropriate for a Councilmember to serve.

Councilmember Howell stated she appreciated the statements made by Administrative Services Director Lasher but felt it contradicted some of comments and emails from Communications Coordinator Thorstad indicating she was told to pull the ads because of a flood of applicants. She stated that the mistake made in not getting it the November/December issue could have been rectified by putting a big bold ad on the front page of the City website, which doesn't have a publish by date, which didn't happen until after Councilmember Howell talked to Communication Coordinator Thorstad. She encouraged Councilmember Woestehoff to step down from the Commission.

Mr. Walker asked if everyone has an issue with Councilmember Woestehoff being on the Charter Commission and others are on the EDA. As a resident, he would ask that if they are on Council that they are not on any other board or commission other than as a liaison and suggested that be written in the amendment. He stated Councilmember Woestehoff has stated if there is a Charter amendment that he will step down and he trusts him.

City Administrator Ulrich stated it is required that two Councilmembers serve on the EDA.

City Attorney Knaak and Councilmember Musgrove agreed.

Councilmember Musgrove commented that the Joint Powers Agreement that Ramsey has with the Lower Rum River WMO with the cities of Andover and Anoka also requires Councilmember representation as voting board members.

City Administrator Ulrich stated that it varies by the individual agreements.

Councilmember Heineman commented that the EDA makes recommendations to the City Council versus the power at the Charter level. He stated that transparency is great and to not hurry this along.

Councilmember Riley stated that the consensus seems to be to give the Charter direction that, as a start, the Council would like an amendment to the Charter to not allow Councilmembers, Planning Commission, EDA, or Parks Board members to serve on the Charter Commission.

Mayor Kuzma stated he could support that.

Councilmember Specht asked about City Staff serving on the Charter Commission and the process and if all six candidates were sent to the judge to decide.

Administrative Services Director Lasher replied that is correct, they were all sent at the same time and were date stamped. There were no recommendations or comments other than to say there are two open positions and six applicants.

Councilmember Howell asked if there would be Council support to censure Councilmember Woestehoff for sitting, noting while he is legally allowed to sit on the board, the optics of it and the circumstances regarding the process.

Councilmember Musgrove asked what that censure would mean.

City Attorney Knaak replied there isn't a legal consequence to censuring a Councilmember, it is a statement like a resolution.

Councilmember Musgrove asked Councilmember Howell to repeat her stated censure.

Motion by Councilmember Howell, Seconded by Councilmember Musgrove, to censure Councilmember Woestehoff for continuing to remain in the Charter Commission seat he was recently appointed to, that while legal, is in very poor taste considering the optics and circumstances in which the position was advertised and the mistakes that were made in the advertising process and the questionable way in which it was handled and his unwillingness to step down.

Further Discussion:
Mayor Kuzma stated he didn't believe Councilmember Woestehoff did anything wrong. Councilmember Woestehoff applied, went through the process, and didn't do anything wrong. Mayor Kuzma thought it was wrong to try to censure Councilmember Woestehoff. The fact that he doesn't want to step down at this point but stated he would if the Charter Amendment would go through shows that Councilmember Woestehoff is trying to fix the process. He stated there were inconsistencies that happened on this, noting Staff is overworked with multiple vacancies in the Staff so things can fall through the cracks. He stated the City followed the process that has been in place for the last ten years. Mayor Kuzma stated he will not be supporting this. Councilmember Howell replied to Mayor Kuzma's statement about Councilmember Woestehoff trying to fix the problem, noting he could fix it by stepping down and leading by example but is choosing not to. She stated that is the reason for the censure. Councilmember Heineman pointed out that Councilmember Howell did a great job by finding this and putting together a well stated informational presentation. He stated he wouldn't agree to a censure because doing an official censure is going past what is procedural and trying to tear each other down. Councilmember Riley agreed with Councilmember Heineman. He continued that doing something that is not prohibited means it is allowed and it sounds like steps are going to be made to stop that in the future, but saying that something needs to be done on an individual level is not something he is going to support. Councilmember Specht commented he would support this because it is about the separation of powers, for the integrity of the Charter and Council, and is an important step to be made known through the minutes but also through the censure. Councilmember Musgrove commented she hasn't gotten an answer to the question when Councilmember Woestehoff is on the Charter how does he vote on City matters relating to the Council, and vice versa. Either there would be votes in both places or he would have to recuse himself because a conflict of interest with votes isn't wanted. She stated it doesn't look good and asked how does he functions in both roles when the Charter is a governing body over the City. She wasn't sure how he was going to be effective on the Charter Commission with his votes and she will be supporting the censure.

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

City Attorney Knaak responded to the question about the EDA, noting they are required to appoint two Councilmembers by State law.

Councilmember Specht asked about the ideas Councilmember Riley had, if a resolution was needed for that.

City Administrator Ulrich asked Charter Commission Chair Fields if a Council motion would be sufficient for the Charter Commission to consider or the alternative would be to bring the Charter Amendment to either a Work Session or regular meeting and have that voted on.

Charter Commission Chair Fields replied a motion that is properly worded would be considered sufficient and they will take it from there.

Motion by Councilmember Riley to suggest the Charter Commission take up a Charter Amendment which would not allow City Councilmembers, members of all Boards and Commissions, and Staff.

Motion failed for lack of a second.

Councilmember Riley asked if Staff should be included.

Councilmember Musgrove commented that it could be included and the Charter Commission could discuss it.

Charter Commission Chair Fields stated the handbook by the Minnesota League of Cities states that the Council, to propose an amendment, it must be by ordinance. He read "the Council submits the ordinance proposing and amendment to the Commission which has 60 days for review." He continued reading, "after the review period, the Commission returns the amendment or its own substitute amendment to the Council, the council then submits to the voters either the amendment it originally proposed or the Commission's substitute amendment." He stated he couldn't find it after a quick search but felt the Charter was more specific on the processes.

Councilmember Riley suggested that this be taken to a Work Session with the intent of moving something forward to Charter Commission.

City Administrator Ulrich suggested the Council direct Staff and the City Attorney to prepare an ordinance that would accomplish what was indicated and bring it back to the Work Session on March 8, 2022.

Councilmember Riley stated he wanted to finish the discussion about employees that are residents and taking the power away from residents that happen to work for the City.

Councilmember Heineman replied in looking at the City organization chart, Staff serves at the pleasure of the Council who represents the residents who are governed by the Commission so he thought it could be a possible way to circumvent the Council. He thought to be procedural, it would make sense to exclude Staff. He stated he has restrictions on what he is able to do based on different responsibilities he has so he thinks it should be allowed to exclude Staff.

City Attorney Knaak echoed that statement made by Charter Commission Chair Fields that it has to be by ordinance and they have 60 days to respond.

Councilmember Howell asked if there is a way that the City Staff can provide Charter Commission Chair Fields with an up-to-date Charter and make sure there is no question that he has the most current version.

City Administrator Ulrich confirmed this.

The consensus of the Council was to direct Staff and the City Attorney to prepare an ordinance that would accomplish what was indicated and bring it back to the Work Session on March 8, 2022.

7.10: Adopt Resolution #22-055 Rescinding and Replacing Resolution #22-008 Approving Development Agreement for Riverstone South

City Engineer Westby stated this case and the following case were added today and apologized for that. He explained this is a procedural detail, reviewed the staff report, and recommendation to rescind and replace Resolution #22-008 so the Capstone closing can occur.

Motion by Councilmember Specht, Seconded by Councilmember Musgrove, to adopt Resolution #22-055 Rescinding and Replacing Resolution #22-008 Approving Development Agreement for Riverstone South.

Further Discussion:
Councilmember Riley stated when he read the case it didn't make sense to him. He commented as City Engineer Westby had stated, there was a lot of discussion about the assessments and the agreements. The last version of it was passed October 26, 2021 and the explanation given now is they need more time to review it but will have it done in three weeks. He stated it didn't make sense and asked why there was a five month hold up. City Engineer Westby replied there has been a lot of discussions and meetings on this project. There have been meetings with both developers weekly, the current property owners, and Capstone. He stated draft assessment agreements were provided to them about two months ago but the City didn't receive a response. In the meantime, there were other pieces of the puzzle with other approvals and plans associated so there has been a lot of moving pieces. He stated he would accept responsibility for not following up with them. He stated he recently reached out to them and was told they hadn't forwarded the initial assessment agreements that were sent to their attorney and that they would send the new one on immediately. He stated that is the Pearson's end, which is not going to meet Capstone's development needs, which is to get started with the tree removal. He stated he couldn't speak to the delay. Councilmember Riley replied he is not inclined to allow this to go on. He stated the Council has

done the work needed and the fact that they don't have their due diligence done now isn't the Council's problem. He didn't want to be the impediment for this but stated they have had ample time and he didn't know why this is taking so long. City Engineer Westby stated he just added this case this morning. He stated from Staff's perspective, the oak wilt concern is an issue and the timeline is trying to be met so the trees can come down and prevent the spread of the disease by cutting the trees down too late.

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

7.11: Adopt Resolution #22-056 Approving Assessment Agreements for Improvement Project #20-05, Riverdale Drive Extension, Llama Street to Bowers Drive

City Engineer Westby stated this case includes the three assessment agreements that were provided to the Pearson's representative that are being reviewed and must be executed by March 14, 2022 at the latest. Staff requests approval of the assessment agreements under the condition that the City Attorney review them as to legal form after they are approved by the Pearsons.

Jeff Johnson, 14540 Bowers Drive, asked why Riverdale has to tie into Bowers. He understood there is a goal to cap Bowers at Hwy. 10 but stated there is no reason for it. He expressed concern with connecting to Riverdale is going to create for the neighborhood and is going to be another situation where one problem is fixed but another bigger problem is created. He stated it will become a bike road but that road isn't lit, is narrow, canopied, and really dark at night. He expressed concern with the additional traffic. He stated he moved to this road because it was private. He suggested capping off the road going into the Pearson's farm, make it a wide entrance lane, and then on the westbound side where there is access going into the farm, close that off and extend to a long deceleration lane going into Bowers. He stated that is a cheap solution that wouldn't impact Bowers Drive.

Councilmember Musgrove asked City Engineer Westby to comment.

City Engineer Westby replied that through the approval process, they have been working with MnDot and Anoka County on all of the accesses and what would be approved by MnDot. It has been through numerous plans and various versions of how it can have safe access. He stated this is the arrangement that is allowable to MnDot based on their access guidelines. He stated they are continuing to work with Elk River to get improvements to the west of this site that will include some other potential modifications. He stated the final plat has been approved and at this point, modifications would be a complete unravelling of what has been done.

Councilmember Musgrove asked if the motion for this case is the agreement of the parties and their portion that would be payment for the road.

City Engineer Westby confirmed this, and added there are three assessment agreements attached to the case, with cost sharing that was approved, for which approval is being requested. Upon approval of the Pearson family, it will be brought back to the Council for formal approval.

Councilmember Musgrove asked if Council doesn't approve them, would the City pay for the road themselves.

City Engineer Westby replied if Council doesn't approve them Staff will continue to move forward with Resolution #22-008 and tell Capstone that they can't record their plat or development agreement this Friday. They will have to wait until the Pearsons give the agreement back and the Council considers formal approval either on March 8, 2022 or March 22, 2022. The project will be delayed two to four weeks.

Councilmember Specht stated the final plat has been approved and how Riverdale Drive is going to look with it going to Hwy. 10 with a small turn off to Bowers Drive. He stated these things are approved.

Motion by Councilmember Specht, seconded by Councilmember Woestehoff to Adopt Resolution #22-056 Approving Assessment Agreements for Improvement Project #20-05, Riverdale Drive Extension, Llama Street to Bowers Drive.

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

8. MAYOR, COUNCIL AND STAFF INPUT

City Administrator Ulrich announced Pact Charter School project is having an Open House on Thursday, February 24, 2022 from 5:30- 6:30 p.m. in the Lake Itasca Room. The public is invited to discuss and answer questions about the project that is being proposed on the east side of the Armstrong-Delaney Central Park before it goes to the Planning Commission. He also noted a Special Council Work Session is scheduled for Tuesday, March 1, 2022 to discuss ward and precinct re-districting. The next regular session of the City Council will be Tuesday, March 8, 2022.

Councilmember Musgrove commented that she attended the Park and Recreation Commission meeting and wanted to let people know that the Summer Draw Concert Series is out and listed on the website.

9. ADJOURNMENT

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

Motion carried.

The regular meeting of the City Council adjourned at 10:45 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. 5.**

Meeting Date: 03/08/2022

Submitted For: Sean Sullivan, Community Development

By: Wendy Schlueter, Community Development

Information

Title

Approve Business Licenses

Purpose/Background:

The purpose of this case is 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	03/01/2022 10:41 AM
Brian Hagen	Brian Hagen	03/03/2022 08:01 AM
Kurt Ulrich	Kurt Ulrich	03/03/2022 10:18 AM
Form Started By: Wendy Schlueter		Started On: 03/01/2022 10:15 AM
Final Approval Date: 03/03/2022		

Report Name: License Report - License Types
Council Dates: 3/8/2022 to 3/8/2022
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
Therapeutic Massage Therapist						
Apel, Jeffrey	Jeffrey Jordan Apel	7876 Sunwood Dr NW 200	Physical Therapy Cc	12/31/2022	3/8/2022	A

Therapeutic Massage Therapist License Count: 1

Total Licenses: 1

CC Regular Session **5. 6.**

Meeting Date: 03/08/2022

By: Colleen Lasher, Administrative Services

Information

Title:

Authorization to Temporarily Increase a Part-time Administrative Assistant to Full-time

Purpose/Background:

The purpose of this case is to ask the City Council to temporarily authorize increasing a part-time Administrative Assistant to a full-time.

As a result of the significantly increased work load in Administrative Services and two vacancies in Community Development, staff is seeking authorization for additional resources. Staff capacity is maxed due to Community Development being short staffed by two full-time employees (February and for the next few months) as well as increased turnover City wide, redistricting, election prep, data requests, etc.

This request is to increase Ms. Nicole Laubach, a part-time Administrative Assistant in the Community Development Department, to full-time. Staff is requesting this on an as needed basis and would adjust or discontinue the additional hours if the need decreases; however, staff is requesting to have the latitude to keep Ms. Laubach full-time through the end of the year, contingent upon work load.

Funding Source:

The funding required to temporarily increase the part-time Administrative Assistant to full-time is well within the 2022 budget; the cost to go from 20 hours per week to 40 hours per week, now through the end of the year would be a maximum of $28,524. The funding will come from the savings of the two full-time vacant positions in Community Development (Zoning Code Enforcement Officer and Senior Planner, as well as savings as a result of the temporarily unfilled City Administrator positon.

Recommendation:

To temporarily increase a part-time twenty hour per week Administrative Assistant to full-time.

Outcome/Action:

Motion to approve temporarily increasing Ms. Nicole Laubach from part-time to full-time through December 31, 2022, as needed.

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	03/03/2022 04:13 PM
Form Started By: Colleen Lasher		Started On: 03/03/2022 02:45 PM
Final Approval Date: 03/03/2022		

CC Regular Session **5. 7.**

Meeting Date: 03/08/2022

By: Tammy Oakes, Finance

Information

Title

Adopt Resolution #22-061 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of February 17, 2022 through March 8, 2022

Purpose/Background:

Adopt Resolution #22-061 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of February 17, 2022 through March 8, 2022

Recommendation:

Staff Recommends to Adopt Resolution #22-061 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of February 17, 2022 through March 8, 2022

Action:

Motion to Adopt Resolution #22-061 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of February 17, 2022 through March 8, 2022

Attachments

Bills List 3/8/2022

Resolution 22-061

Form Review

Inbox	Reviewed By	Date
Diana Lund	Diana Lund	03/02/2022 02:24 PM
Kurt Ulrich	Kurt Ulrich	03/03/2022 10:20 AM
Form Started By: Tammy Oakes		Started On: 03/02/2022 02:02 PM
Final Approval Date: 03/03/2022		

RAMSEY CITY COUNCIL MEETING

3/8/2022

BILLS LIST

DISBURSEMENTS TO BE APPROVED THIS MEETING:

DISBURSEMENT TYPE:	SUBMITTED FOR APPROVAL
Purchase Journal:	
Prepaids 2/17/2022 - 3/2/2022	296,374.15
Accounts Payable 2/17/2022 - 3/2/2022	128,810.71
Payroll 2/18/2022	216,106.75
Pay Estimates- Projects	
TOTAL SUBMITTED FOR APPROVAL THIS MEETING (Invoices Available for Reviewal)	**$ 641,291.61**

DISBURSEMENTS PREVIOUSLY APPROVED AND PAID:	APPROVED PREV. MTG	2022 Y.T.D.
NET PAYROLL TOTAL	$ 207,571.08	$ 621,156.20
- CORRECTION TO PAYROLL		
PREPAIDS	777,536.19	1,435,380.57
- PREPAID ADJUSTMENTS		
WIRE TRANSFERS FOR DEBT SERVICE		
- CORRECTION TO D.S.		
ACCOUNTS PAYABLE INVOICING - PREVIOUS MEETING:		
- BILLS LIST SUBMITTED	822,709.54	1,373,581.71
ADD (DELETE) BILLS LIST SUBMITTED PAY ESTIMATE(S)	203,044.53	995,392.57
TOTAL CASH DISBURSEMENTS PREVIOUSLY APPROVED	**$ 2,010,861.34**	**$ 4,425,511.05**

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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
114330	**2/17/2022**		**117584 ACE SOLID WASTE- RAMSEY**						
		840.00	2021 FRANCHISE FEE REBATE		111621	02172022	9435.6433		REFUNDS
		840.00							
114331	**2/17/2022**		**118476 ACTS-TREME TALENT LLC**						
		225.00	15% DEPOSIT FOR CONCERT SERIES		111710	021022	9270.6315		MISCELLANEOUS PROFE
		225.00							
114332	**2/17/2022**		**119166 ADAMS, LYNN OR SARAH**						
		95.84	2021 FRANCHISE FEE REBATE		111726	02172022	9435.6433		REFUNDS
		95.84							
114333	**2/17/2022**		**118292 AHLQUIST, JOHN OR PEGGY**						
		124.14	2021 FRANCHISE FEE REBATE		111727	02172022	9435.6433		REFUNDS
		124.14							
114334	**2/17/2022**		**119171 ANDERSON, JOHN**						
		72.89	2021 FRANCHISE FEE REBATE		111728	02172022	9435.6433		REFUNDS
		72.89							
114335	**2/17/2022**		**119186 ANDERSON, KARL**						
		95.84	2021 FRANCHISE FEE REBATE		111729	02172022	9435.6433		REFUNDS
		95.84							
114336	**2/17/2022**		**118458 ASHLEY, GARY**						
		168.00	2021 FRANCHISE FEE REBATE		111730	02172022	9435.6433		REFUNDS
		168.00							
114337	**2/17/2022**		**119173 ASMUSSEN, JENNIFER**						
		72.89	2021 FRANCHISE FEE REBATE		111731	02172022	9435.6433		REFUNDS
		72.89							
114338	**2/17/2022**		**118245 AUGUSTSON, TERRANCE OR DEBORAH**						
		139.67	2021 FRANCHISE FEE REBATE		111732	02172022	9435.6433		REFUNDS
		139.67							
114339	**2/17/2022**		**115872 B&F FASTENER SUPPLY**						
		650.00	2021 FRANCHISE FEE REBATE		111733	02172022	9435.6433		REFUNDS
		650.00							
114340	**2/17/2022**		**118369 BABKIN, VYACHESLAV**						
		142.52	2021 FRANCHISE FEE REBATE		111734	02172022	9435.6433		REFUNDS
		142.52							
114341	**2/17/2022**		**118233 BARBER, JAMES**						
		139.59	2021 FRANCHISE FEE REBATE		111735	02172022	9435.6433		REFUNDS
		139.59							
114342	**2/17/2022**		**118225 BARKA, NOAH**						
		84.00	2021 FRANCHISE FEE REBATE		111622	02172022	9435.6433		REFUNDS
		84.00							
114343	**2/17/2022**		**118329 BARTHEL, JAMES OR SANDRA**						
		168.00	2021 FRANCHISE FEE REBATE		111736	02172022	9435.6433		REFUNDS
		168.00							

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
114344	2/17/2022		119154 BEDOR, GEORGE BRAYS						Continued.
		144.50	2021 FRANCHISE FEE REBATE		111742	02172022	9435.6433		REFUNDS
		144.50							
114345	2/17/2022		118375 BERRY, FRANCIS						
		85.65	2021 FRANCHISE FEE REBATE		111737	02172022	9435.6433		REFUNDS
		85.65							
114346	2/17/2022		118268 BLISS, ROBERT						
		168.00	2021 FRANCHISE FEE REBATE		111738	02172022	9435.6433		REFUNDS
		168.00							
114347	2/17/2022		118251 BLUML, ANNIE						
		72.89	2021 FRANCHISE FEE REBATE		111739	02172022	9435.6433		REFUNDS
		72.89							
114348	2/17/2022		119146 BOEHLKE, NICHOLAS						
		168.00	2021 FRANCHISE FEE REBATE		111740	02172022	9435.6433		REFUNDS
		168.00							
114349	2/17/2022		100866 BOILERMAKERS LODGE 647						
		240.00	2021 FRANCHISE FEE REBATE		111623	02172022	9435.6433		REFUNDS
		240.00							
114350	2/17/2022		118317 BOVY, SCOTT						
		168.00	2021 FRANCHISE FEE REBATE		111741	02172022	9435.6433		REFUNDS
		168.00							
114351	2/17/2022		118226 BROCKMAN, SUSAN						
		84.00	2021 FRANCHISE FEE REBATE		111624	02172022	9435.6433		REFUNDS
		84.00							
114352	2/17/2022		118256 BRUSVEN, MARY OR DAVID						
		75.08	2021 FRANCHISE FEE REBATE		111743	02172022	9435.6433		REFUNDS
		75.08							
114353	2/17/2022		118320 CANTU, RAUL						
		144.50	2021 FRANCHISE FEE REBATE		111744	02172022	9435.6433		REFUNDS
		144.50							
114354	2/17/2022		119151 CAPPS, CAROLANN						
		144.50	2021 FRANCHISE FEE REBATE		111745	02172022	9435.6433		REFUNDS
		144.50							
114355	2/17/2022		118353 CARLSON, ANN						
		168.00	2021 FRANCHISE FEE REBATE		111746	02172022	9435.6433		REFUNDS
		168.00							
114356	2/17/2022		119169 CARRILLO, SAMUEL						
		85.65	2021 FRANCHISE FEE REBATE		111747	02172022	9435.6433		REFUNDS
		85.65							
114357	2/17/2022		118307 CHISMAR, PAMELA J						
		142.52	2021 FRANCHISE FEE REBATE		111748	02172022	9435.6433		REFUNDS
		142.52							

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
114358	2/17/2022		118359 CHURCH, RICHARD						Continued.
		168.00	2021 FRANCHISE FEE REBATE		111749	02172022	9435.6433		REFUNDS
		168.00							
114359	2/17/2022		118312 CICH, JONATHAN						
		139.67	2021 FRANCHISE FEE REBATE		111750	02172022	9435.6433		REFUNDS
		139.67							
114360	2/17/2022		110734 CITY OF RAMSEY						
		136.08	UB CASH PAYMENT 62855296		111715	02172022	9601.4651		WATER REVENUE
		29.26	UB CASH PAYMENT 70786089		111715	02172022	9601.4651		WATER REVENUE
		165.34							
114361	2/17/2022		118255 COOLEY, STEVEN A.						
		144.50	2021 FRANCHISE FEE REBATE		111751	02172022	9435.6433		REFUNDS
		144.50							
114362	2/17/2022		118339 COULT, BRENDA OR STEVEN						
		85.65	2021 FRANCHISE FEE REBATE		111752	02172022	9435.6433		REFUNDS
		85.65							
114363	2/17/2022		118288 DAKIS, ANTHONY						
		72.89	2021 FRANCHISE FEE REBATE		111753	02172022	9435.6433		REFUNDS
		72.89							
114364	2/17/2022		111363 DEBROBANDER, SANDRA						
		168.00	2021 FRANCHISE FEE REBATE		111754	02172022	9435.6433		REFUNDS
		168.00							
114365	2/17/2022		118273 DRISCOLL, JON OR TRIANNA						
		72.89	2021 FRANCHISE FEE REBATE		111755	02172022	9435.6433		REFUNDS
		72.89							
114366	2/17/2022		118276 DUNAWAY, ANDREW						
		139.67	2021 FRANCHISE FEE REBATE		111756	02172022	9435.6433		REFUNDS
		139.67							
114367	2/17/2022		114161 EDWARDS, DAVE OR BETH						
		72.89	2021 FRANCHISE FEE REBATE		111757	02172022	9435.6433		REFUNDS
		72.89							
114368	2/17/2022		118257 EILERTSON, CHRIS						
		72.89	2021 FRANCHISE FEE REBATE		111758	02172022	9435.6433		REFUNDS
		72.89							
114369	2/17/2022		119184 ERLANDSON, MANDY						
		144.50	2021 FRANCHISE FEE REBATE		111759	02172022	9435.6433		REFUNDS
		144.50							
114370	2/17/2022		118262 EVERSON, TODD						
		72.89	2021 FRANCHISE FEE REBATE		111760	02172022	9435.6433		REFUNDS
		72.89							
114371	2/17/2022		118287 FIORE, EDWARD						
		93.27	2021 FRANCHISE FEE REBATE		111761	02172022	9435.6433		REFUNDS
		93.27							

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
114371	2/17/2022		118287 FIORE, EDWARD						Continued.
114372	2/17/2022		118229 FISCHER, TIMOTHY						
		124.14	2021 FRANCHISE FEE REBATE		111762	02172022	9435.6433		REFUNDS
		124.14							
114373	2/17/2022		118246 FLAVIN, RANDY OR JOAN						
		139.59	2021 FRANCHISE FEE REBATE		111763	02172022	9435.6433		REFUNDS
		139.59							
114374	2/17/2022		118354 FLORES, ANTHONY						
		139.67	2021 FRANCHISE FEE REBATE		111764	02172022	9435.6433		REFUNDS
		139.67							
114375	2/17/2022		118343 FREDERICKSON, TOM						
		139.59	2021 FRANCHISE FEE REBATE		111765	02172022	9435.6433		REFUNDS
		139.59							
114376	2/17/2022		118322 FREDRICK, DAVID						
		144.50	2021 FRANCHISE FEE REBATE		111766	02172022	9435.6433		REFUNDS
		144.50							
114377	2/17/2022		116385 FRIESE, KELLI						
		144.50	2021 FRANCHISE FEE REBATE		111767	02172022	9435.6433		REFUNDS
		144.50							
114378	2/17/2022		119183 GEISSLER, JOSEPH						
		85.65	2021 FRANCHISE FEE REBATE		111768	02172022	9435.6433		REFUNDS
		85.65							
114379	2/17/2022		119156 GEORGES, ROBERT						
		139.67	2021 FRANCHISE FEE REBATE		111769	02172022	9435.6433		REFUNDS
		139.67							
114380	2/17/2022		118361 GOOR, VERNA						
		72.89	2021 FRANCHISE FEE REBATE		111770	02172022	9435.6433		REFUNDS
		72.89							
114381	2/17/2022		119145 GORECKI, BRUCE						
		774.76	2021 FRANCHISE FEE REBATE		111771	02172022	9435.6433		REFUNDS
		774.76							
114382	2/17/2022		119158 GRANHOLT, LUANN						
		142.52	2021 FRANCHISE FEE REBATE		111772	02172022	9435.6433		REFUNDS
		142.52							
114383	2/17/2022		110568 GREEN VALLEY GREENHOUSE						
		5,448.00	2021 FRANCHISE FEE REBATE		111625	02172022	9435.6433		REFUNDS
		5,448.00							
114384	2/17/2022		118376 GUSTAVSON, GENE						
		142.52	2021 FRANCHISE FEE REBATE		111773	02172022	9435.6433		REFUNDS
		142.52							
114385	2/17/2022		118300 HABEN, CHARLES						
		168.00	2021 FRANCHISE FEE REBATE		111784	02172022	9435.6433		REFUNDS

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
114385	2/17/2022		118300 HABEN, CHARLES						Continued.
		168.00							
114386	2/17/2022		119182 HANCOCK, GEORGE A						
		72.89	2021 FRANCHISE FEE REBATE		111774	02172022	9435.6433		REFUNDS
		72.89							
114387	2/17/2022		100210 HARDIN, GLEN						
		168.00	2021 FRANCHISE FEE REBATE		111775	02172022	9435.6433		REFUNDS
		168.00							
114388	2/17/2022		114131 HARTER, LYNNE OR GREG						
		139.59	2021 FRANCHISE FEE REBATE		111776	02172022	9435.6433		REFUNDS
		139.59							
114389	2/17/2022		118253 HATCH, JOHN						
		124.14	2021 FRANCHISE FEE REBATE		111777	02172022	9435.6433		REFUNDS
		124.14							
114390	2/17/2022		118293 HAVEL, PAUL						
		72.89	2021 FRANCHISE FEE REBATE		111778	02172022	9435.6433		REFUNDS
		72.89							
114391	2/17/2022		118224 HEATON, RANDALL						
		84.00	2021 FRANCHISE FEE REBATE		111626	02172022	9435.6433		REFUNDS
		72.89	2021 FRANCHISE FEE REBATE		111895	02172022B	9435.6433		REFUNDS
		156.89							
114392	2/17/2022		111159 HEDIN, ROSS OR ROXANNE						
		72.89	2021 FRANCHISE FEE REBATE		111779	02172022	9435.6433		REFUNDS
		72.89							
114393	2/17/2022		119157 HEFFRON, GLEN						
		139.67	2021 FRANCHISE FEE REBATE		111780	02172022	9435.6433		REFUNDS
		139.67							
114394	2/17/2022		114242 HERRICK, GREGG						
		168.00	2021 FRANCHISE FEE REBATE		111781	02172022	9435.6433		REFUNDS
		168.00							
114395	2/17/2022		118270 HIATT, MICHAEL OR PATTI						
		168.00	2021 FRANCHISE FEE REBATE		111782	02172022	9435.6433		REFUNDS
		168.00							
114396	2/17/2022		118235 HICKEY, THOMAS J.						
		168.00	2021 FRANCHISE FEE REBATE		111783	02172022	9435.6433		REFUNDS
		168.00							
114397	2/17/2022		118211 HICKS, PATRICIA						
		84.00	2021 FRANCHISE FEE REBATE		111627	02172022	9435.6433		REFUNDS
		84.00							
114398	2/17/2022		118212 HILLEBREGT, ANDREA						
		84.00	2021 FRANCHISE FEE REBATE		111628	02172022	9435.6433		REFUNDS
		84.00							

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
114399	2/17/2022		119153 HOVAN, LINDA						Continued.
		144.50	2021 FRANCHISE FEE REBATE		111785	02172022	9435.6433		REFUNDS
		144.50							
114400	2/17/2022		118351 HUTH, JEFF						
		144.50	2021 FRANCHISE FEE REBATE		111786	02172022	9435.6433		REFUNDS
		144.50							
114401	2/17/2022		118205 J A C AUTO REPAIR						
		120.00	2021 FRANCHISE FEE REBATE		111629	02172022	9435.6433		REFUNDS
		120.00							
114402	2/17/2022		119148 JACOBSON, BRADLEY						
		168.00	2021 FRANCHISE FEE REBATE		111787	02172022	9435.6433		REFUNDS
		168.00							
114403	2/17/2022		118303 JANISCH, TODD OR GREGORY PTACEK						
		144.50	2021 FRANCHISE FEE REBATE		111846	02172022	9435.6433		REFUNDS
		144.50							
114404	2/17/2022		118227 JEANSON, RICHARD						
		84.00	2021 FRANCHISE FEE REBATE		111630	02172022	9435.6433		REFUNDS
		84.00							
114405	2/17/2022		115903 JEDNEAK, TIM						
		84.00	2021 FRANCHISE FEE REBATE		111631	02172022	9435.6433		REFUNDS
		84.00							
114406	2/17/2022		118305 JEFFERS, HERMAN OR CAROLYN						
		168.00	2021 FRANCHISE FEE REBATE		111788	02172022	9435.6433		REFUNDS
		168.00							
114407	2/17/2022		119177 JOHNSON, JOSEPH OR MELISSA						
		168.00	2021 FRANCHISE FEE REBATE		111789	02172022	9435.6433		REFUNDS
		168.00							
114408	2/17/2022		119170 JOHNSON, PATRICIA						
		85.65	2021 FRANCHISE FEE REBATE		111790	02172022	9435.6433		REFUNDS
		85.65							
114409	2/17/2022		118318 JUREK, PATRICIA A						
		72.89	2021 FRANCHISE FEE REBATE		111791	02172022	9435.6433		REFUNDS
		72.89							
114410	2/17/2022		119191 JURICHKO, SAMANTHA						
		84.00	2021 FRANCHISE FEE REBATE		111632	02172022	9435.6433		REFUNDS
		84.00							
114411	2/17/2022		118340 KERN, CHERYL						
		168.00	2021 FRANCHISE FEE REBATE		111792	02172022	9435.6433		REFUNDS
		168.00							
114412	2/17/2022		119181 KIGER, GREG						
		124.14	2021 FRANCHISE FEE REBATE		111793	02172022	9435.6433		REFUNDS
		124.14							

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
114413	2/17/2022		118344 KLECKNER THIELE, BEVERLY						Continued
		72.89	2021 FRANCHISE FEE REBATE		111794	02172022	9435.6433		REFUNDS
		72.89							
114414	2/17/2022		108797 KLUCKING, JOHN						
		84.00	2021 FRANCHISE FEE REBATE		111633	02172022	9435.6433		REFUNDS
		168.00	2021 FRANCHISE FEE REBATE		111894	02172022B	9435.6433		REFUNDS
		252.00							
114415	2/17/2022		118219 KOCH, JAMES						
		84.00	2021 FRANCHISE FEE REBATE		111634	02172022	9435.6433		REFUNDS
		84.00							
114416	2/17/2022		119164 KOEHLER, MICHAEL						
		95.84	2021 FRANCHISE FEE REBATE		111795	02172022	9435.6433		REFUNDS
		95.84							
114417	2/17/2022		118265 KOENIG, GREGORY						
		168.00	2021 FRANCHISE FEE REBATE		111796	02172022	9435.6433		REFUNDS
		168.00							
114418	2/17/2022		118324 KOKESH, STEPHEN						
		168.00	2021 FRANCHISE FEE REBATE		111797	02172022	9435.6433		REFUNDS
		168.00							
114419	2/17/2022		118282 KRIDNER, DEBRA						
		168.00	2021 FRANCHISE FEE REBATE		111798	02172022	9435.6433		REFUNDS
		168.00							
114420	2/17/2022		118309 KRUGER, TODD OR KATHY						
		168.00	2021 FRANCHISE FEE REBATE		111799	02172022	9435.6433		REFUNDS
		168.00							
114421	2/17/2022		118297 KUNKEL, NICK						
		139.59	2021 FRANCHISE FEE REBATE		111800	02172022	9435.6433		REFUNDS
		139.59							
114422	2/17/2022		118263 LABONNE, JOE						
		144.50	2021 FRANCHISE FEE REBATE		111801	02172022	9435.6433		REFUNDS
		144.50							
114423	2/17/2022		118442 LACHER, SHARON						
		72.89	2021 FRANCHISE FEE REBATE		111802	02172022	9435.6433		REFUNDS
		72.89							
114424	2/17/2022		118296 LANGMADE, GERALD						
		95.00	2021 FRANCHISE FEE REBATE		111803	02172022	9435.6433		REFUNDS
		95.00							
114425	2/17/2022		118349 LAUER, PERRY L OR CECILIA A						
		72.89	2021 FRANCHISE FEE REBATE		111804	02172022	9435.6433		REFUNDS
		72.89							
114426	2/17/2022		111405 LEITHER, SUSAN						
		168.00	2021 FRANCHISE FEE REBATE		111805	02172022	9435.6433		REFUNDS
		168.00							

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
114426	2/17/2022		111405 LEITHER, SUSAN						Continued.
114427	2/17/2022		101218 LEMM, RONALD						
		168.00	2021 FRANCHISE FEE REBATE		111806	02172022	9435.6433		REFUNDS
		168.00							
114428	2/17/2022		118472 LENHART, KEVIN						
		270.00	15% DEPOSIT FOR CONCERT SERIES		111711	021022	9270.6315		MISCELLANEOUS PROFE
		270.00							
114429	2/17/2022		118330 LEONARD, KEVIN OR LOIS						
		168.00	2021 FRANCHISE FEE REBATE		111807	02172022	9435.6433		REFUNDS
		168.00							
114430	2/17/2022		118264 LEPAGE, GREG						
		168.00	2021 FRANCHISE FEE REBATE		111808	02172022	9435.6433		REFUNDS
		168.00							
114431	2/17/2022		119176 LETOURNEAU, STEVE						
		72.89	2021 FRANCHISE FEE REBATE		111809	02172022	9435.6433		REFUNDS
		72.89							
114432	2/17/2022		118362 LI, HUISHEN OR YING						
		144.50	2021 FRANCHISE FEE REBATE		111810	02172022	9435.6433		REFUNDS
		144.50							
114433	2/17/2022		119180 LIEKHUS, STEVEN OR DIANNA						
		72.89	2021 FRANCHISE FEE REBATE		111811	02172022	9435.6433		REFUNDS
		72.89							
114434	2/17/2022		119174 LUKE, GARY						
		72.89	2021 FRANCHISE FEE REBATE		111812	02172022	9435.6433		REFUNDS
		72.89							
114435	2/17/2022		119165 LYNCH, TERRENCE OR SUSAN						
		95.84	2021 FRANCHISE FEE REBATE		111813	02172022	9435.6433		REFUNDS
		95.84							
114436	2/17/2022		118286 MAC DONALD, SCOTT						
		168.00	2021 FRANCHISE FEE REBATE		111814	02172022	9435.6433		REFUNDS
		168.00							
114437	2/17/2022		118365 MAJKRZAK, THOMAS						
		124.14	2021 FRANCHISE FEE REBATE		111815	02172022	9435.6433		REFUNDS
		124.14							
114438	2/17/2022		118367 MANCINI, FRANK						
		98.00	2021 FRANCHISE FEE REBATE		111816	02172022	9435.6433		REFUNDS
		98.00							
114439	2/17/2022		118371 MARDAUS, JOHN						
		139.67	2021 FRANCHISE FEE REBATE		111817	02172022	9435.6433		REFUNDS
		139.67							
114440	2/17/2022		118244 MASSA, STEVEN						
		144.50	2021 FRANCHISE FEE REBATE		111818	02172022	9435.6433		REFUNDS

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
114440	2/17/2022		118244 MASSA, STEVEN						Continued.
		144.50							
114441	2/17/2022		118311 MATHISON, JEFF OR CORRINE						
		72.89	2021 FRANCHISE FEE REBATE		111819	02172022	9435.6433		REFUNDS
		72.89							
114442	2/17/2022		118254 MAY, DAVID R.						
		168.00	2021 FRANCHISE FEE REBATE		111820	02172022	9435.6433		REFUNDS
		168.00							
114443	2/17/2022		100817 MAYER, LINDA						
		84.00	2021 FRANCHISE FEE REBATE		111635	02172022	9435.6433		REFUNDS
		84.00							
114444	2/17/2022		118325 MCLEAN, MICHAEL OR ESTELLE						
		72.89	2021 FRANCHISE FEE REBATE		111821	02172022	9435.6433		REFUNDS
		72.89							
114445	2/17/2022		108208 METRO PRODUCTS INC						
		155.31	MISC SUPPLIES		111719	164506	0311.6229		SHOP MATERIALS
		385.80	CASTERS FOR NEW TABLES		111720	164446	9438.6249		MISCELLANEOUS OPER/
		47.25	TRACKLESS BOLTS		111721	164445	0312.6257		OTHER VEHICLE PARTS
		62.23	PLOW BOLTS		111722	164448	0312.6257		OTHER VEHICLE PARTS
		1,185.00	CORDLESS IMP		111723	164447	0311.6281		SMALL TOOLS & MINOR I
		1,835.59							
114446	2/17/2022		118332 MIELKE, LEE A						
		168.00	2021 FRANCHISE FEE REBATE		111822	02172022	9435.6433		REFUNDS
		168.00							
114447	2/17/2022		118356 MIEMIETZ, PHIL						
		72.89	2021 FRANCHISE FEE REBATE		111823	02172022	9435.6433		REFUNDS
		72.89							
114448	2/17/2022		119185 MIKA, JONI OR JOHN GOODMAN						
		142.52	2021 FRANCHISE FEE REBATE		111824	02172022	9435.6433		REFUNDS
		142.52							
114449	2/17/2022		119152 MOBERG, KURT						
		144.50	2021 FRANCHISE FEE REBATE		111825	02172022	9435.6433		REFUNDS
		144.50							
114450	2/17/2022		119172 MOHR, DANIEL						
		72.89	2021 FRANCHISE FEE REBATE		111826	02172022	9435.6433		REFUNDS
		72.89							
114451	2/17/2022		112579 MONSERUD, SCOTT						
		168.00	2021 FRANCHISE FEE REBATE		111827	02172022	9435.6433		REFUNDS
		168.00							
114452	2/17/2022		118366 MOORE, DANIEL OR LAURA						
		142.52	2021 FRANCHISE FEE REBATE		111828	02172022	9435.6433		REFUNDS
		142.52							
114453	2/17/2022		119160 MORAVETZ, PAUL						

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									Continued
114453	**2/17/2022**		**119160 MORAVETZ, PAUL**						
		124.14	2021 FRANCHISE FEE REBATE		111829	02172022	9435.6433		REFUNDS
		124.14							
114454	**2/17/2022**		**118319 MORLEY, JOHN**						
		142.52	2021 FRANCHISE FEE REBATE		111830	02172022	9435.6433		REFUNDS
		142.52							
114455	**2/17/2022**		**118261 MULVANEY, MICHAEL**						
		168.00	2021 FRANCHISE FEE REBATE		111831	02172022	9435.6433		REFUNDS
		168.00							
114456	**2/17/2022**		**100345 NAPA AUTO PARTS ELK RIVER**						
		70.17	OIL FILTERS FOR GENERATOR		111713	148289	9601.6257		OTHER VEHICLE PARTS
		70.17							
114457	**2/17/2022**		**119147 NELSON, DANIEL OR SARAH**						
		168.00	2021 FRANCHISE FEE REBATE		111832	02172022	9435.6433		REFUNDS
		168.00							
114458	**2/17/2022**		**119195 NELSON, MITCHELL**						
		124.14	2021 FRANCHISE FEE REBATE		111833	02172022	9435.6433		REFUNDS
		124.14							
114459	**2/17/2022**		**119161 NELSON, TIM OR BARB**						
		124.14	2021 FRANCHISE FEE REBATE		111834	02172022	9435.6433		REFUNDS
		124.14							
114460	**2/17/2022**		**118275 NORDAHL, JOSEPH**						
		168.00	2021 FRANCHISE FEE REBATE		111835	02172022	9435.6433		REFUNDS
		168.00							
114461	**2/17/2022**		**119162 NYARA, JOSEPH**						
		124.14	2021 FRANCHISE FEE REBATE		111839	02172022	9435.6433		REFUNDS
		124.14							
114462	**2/17/2022**		**118223 NYBLOM, DERICK**						
		84.00	2021 FRANCHISE FEE REBATE		111636	02172022	9435.6433		REFUNDS
		84.00							
114463	**2/17/2022**		**117180 OATES, RAY**						
		168.00	2021 FRANCHISE FEE REBATE		111836	02172022	9435.6433		REFUNDS
		168.00							
114464	**2/17/2022**		**118314 OLSON, CARRIE**						
		85.65	2021 FRANCHISE FEE REBATE		111837	02172022	9435.6433		REFUNDS
		85.65							
114465	**2/17/2022**		**118336 OLSON, DANIEL**						
		168.00	2021 FRANCHISE FEE REBATE		111838	02172022	9435.6433		REFUNDS
		168.00							
114466	**2/17/2022**		**118210 OLSON, WARREN**						
		84.00	2021 FRANCHISE FEE REBATE		111637	02172022	9435.6433		REFUNDS
		84.00							

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114467	2/17/2022		119190 ORR, BRIAN						Continued.
		84.00	2021 FRANCHISE FEE REBATE		111638	02172022	9435.6433		REFUNDS
		84.00							
114468	2/17/2022		108719 PARRY, RON						
		72.89	2021 FRANCHISE FEE REBATE		111840	02172022	9435.6433		REFUNDS
		72.89							
114469	2/17/2022		118231 PAYNE. RYAN						
		139.67	2021 FRANCHISE FEE REBATE		111841	02172022	9435.6433		REFUNDS
		139.67							
114470	2/17/2022		118310 PERRY, BERNARD A R						
		72.89	2021 FRANCHISE FEE REBATE		111842	02172022	9435.6433		REFUNDS
		72.89							
114471	2/17/2022		118258 PERSONS. MICHAEL						
		72.89	2021 FRANCHISE FEE REBATE		111843	02172022	9435.6433		REFUNDS
		72.89							
114472	2/17/2022		118294 PETERSEN, TIM						
		168.00	2021 FRANCHISE FEE REBATE		111844	02172022	9435.6433		REFUNDS
		168.00							
114473	2/17/2022		118218 PETERSON, DANA						
		84.00	2021 FRANCHISE FEE REBATE		111639	02172022	9435.6433		REFUNDS
		84.00							
114474	2/17/2022		118252 PETERSON, WENDY						
		139.67	2021 FRANCHISE FEE REBATE		111845	02172022	9435.6433		REFUNDS
		139.67							
114475	2/17/2022		116970 PIERSON, STEVE						
		95.00	2021 FRANCHISE FEE REBATE		111847	02172022	9435.6433		REFUNDS
		95.00							
114476	2/17/2022		118358 PITT, JEFF						
		168.00	2021 FRANCHISE FEE REBATE		111848	02172022	9435.6433		REFUNDS
		168.00							
114477	2/17/2022		119179 POMEROY, GEORGE						
		124.14	2021 FRANCHISE FEE REBATE		111849	02172022	9435.6433		REFUNDS
		124.14							
114478	2/17/2022		118306 QUICK, BRYAN						
		139.59	2021 FRANCHISE FEE REBATE		111850	02172022	9435.6433		REFUNDS
		139.59							
114479	2/17/2022		119178 RABE, WILLIAM						
		168.00	2021 FRANCHISE FEE REBATE		111851	02172022	9435.6433		REFUNDS
		168.00							
114480	2/17/2022		101045 RADEMACHER COMPANIES (BILLS SUPERETTE)						
		120.00	2021 FRANCHISE FEE REBATE		111640	02172022	9435.6433		REFUNDS
		120.00							

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									Continued
114481	**2/17/2022**		**118457 REIMANN, GARY**						
		84.00	2021 FRANCHISE FEE REBATE		111641	02172022	9435.6433		REFUNDS
		84.00							
114482	**2/17/2022**		**118239 REINHOLZ, RICHARD JAMES**						
		72.89	2021 FRANCHISE FEE REBATE		111852	02172022	9435.6433		REFUNDS
		72.89							
114483	**2/17/2022**		**118301 RESECH, SHAREN**						
		95.84	2021 FRANCHISE FEE REBATE		111853	02172022	9435.6433		REFUNDS
		95.84							
114484	**2/17/2022**		**118355 REYNOLDS, SHEILA OR BRIAN**						
		139.67	2021 FRANCHISE FEE REBATE		111854	02172022	9435.6433		REFUNDS
		139.67							
114485	**2/17/2022**		**119187 RICHMOND, DARYL**						
		84.00	2021 FRANCHISE FEE REBATE		111642	02172022	9435.6433		REFUNDS
		84.00							
114486	**2/17/2022**		**118373 RIDGLEY, MARK**						
		72.89	2021 FRANCHISE FEE REBATE		111855	02172022	9435.6433		REFUNDS
		72.89							
114487	**2/17/2022**		**118321 RINGOLD, JAMES B**						
		144.50	2021 FRANCHISE FEE REBATE		111856	02172022	9435.6433		REFUNDS
		144.50							
114488	**2/17/2022**		**118378 RISTOW, REBECCA**						
		72.89	2021 FRANCHISE FEE REBATE		111857	02172022	9435.6433		REFUNDS
		72.89							
114489	**2/17/2022**		**119194 RIVERSIDE DEVELOPMENT COMPANY**						
		44,560.00	RELEASE CASH SURETY		111718	A118503	9804.6433	00118503	REFUNDS
		44,560.00							
114490	**2/17/2022**		**119155 ROBERTS, EARL**						
		144.50	2021 FRANCHISE FEE REBATE		111858	02172022	9435.6433		REFUNDS
		144.50							
114491	**2/17/2022**		**118247 ROBINSON, HOLLIE**						
		144.50	2021 FRANCHISE FEE REBATE		111859	02172022	9435.6433		REFUNDS
		144.50							
114492	**2/17/2022**		**118316 ROMANCHUK, KATHLEEN**						
		139.67	2021 FRANCHISE FEE REBATE		111860	02172022	9435.6433		REFUNDS
		139.67							
114493	**2/17/2022**		**118289 RONDO,ANGELA**						
		139.67	2021 FRANCHISE FEE REBATE		111861	02172022	9435.6433		REFUNDS
		139.67							
114494	**2/17/2022**		**119163 ROSE, GERALDINE**						
		124.14	2021 FRANCHISE FEE REBATE		111862	02172022	9435.6433		REFUNDS
		124.14							

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
114495	2/17/2022		118304 ROSIER, GEORGE						Continued.
		72.89	2021 FRANCHISE FEE REBATE		111863	02172022	9435.6433		REFUNDS
		72.89							
114496	2/17/2022		119188 ROWBOTHAM, ROGER						
		84.00	2021 FRANCHISE FEE REBATE		111643	02172022	9435.6433		REFUNDS
		84.00							
114497	2/17/2022		118259 RYBAK, COLLEEN						
		72.89	2021 FRANCHISE FEE REBATE		111864	02172022	9435.6433		REFUNDS
		72.89							
114498	2/17/2022		118236 SCHROEDER, JAMES						
		72.89	2021 FRANCHISE FEE REBATE		111865	02172022	9435.6433		REFUNDS
		72.89							
114499	2/17/2022		119189 SCHWARTZ, KORY						
		84.00	2021 FRANCHISE FEE REBATE		111644	02172022	9435.6433		REFUNDS
		84.00							
114500	2/17/2022		118232 SEELEY, ANGELA						
		144.50	2021 FRANCHISE FEE REBATE		111866	02172022	9435.6433		REFUNDS
		144.50							
114501	2/17/2022		117283 SENTINEL MN LLC						
		820.00	DTF RIFLE SUPPRESSOR		111725	OSS556RPD	0223.6281		SMALL TOOLS & MINOR I
		820.00							
114502	2/17/2022		104635 SHAPPELL, DAVID OR SANDRA						
		168.00	2021 FRANCHISE FEE REBATE		111867	02172022	9435.6433		REFUNDS
		168.00							
114503	2/17/2022		119159 SHUGA, THOMAS						
		139.59	2021 FRANCHISE FEE REBATE		111868	02172022	9435.6433		REFUNDS
		139.59							
114504	2/17/2022		118341 SIZEN, STANLEY						
		168.00	2021 FRANCHISE FEE REBATE		111870	02172022	9435.6433		REFUNDS
		168.00							
114505	2/17/2022		118302 SKIBA, THOMAS S						
		168.00	2021 FRANCHISE FEE REBATE		111869	02172022	9435.6433		REFUNDS
		168.00							
114506	2/17/2022		118260 SMITH, GARY						
		168.00	2021 FRANCHISE FEE REBATE		111871	02172022	9435.6433		REFUNDS
		168.00							
114507	2/17/2022		118249 SOGN, BRUCE L. OR MARGARET D.						
		75.08	2021 FRANCHISE FEE REBATE		111872	02172022	9435.6433		REFUNDS
		75.08							
114508	2/17/2022		118370 SOLTIS, JAY						
		144.50	2021 FRANCHISE FEE REBATE		111873	02172022	9435.6433		REFUNDS
		144.50							

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114509	**2/17/2022**		**118285 SPOHN, PAMELA A**						**Continued**
		139.67	2021 FRANCHISE FEE REBATE		111874	02172022	9435.6433		REFUNDS
		139.67							
114510	**2/17/2022**		**119149 STAHMANN, JEFFREY**						
		168.00	2021 FRANCHISE FEE REBATE		111875	02172022	9435.6433		REFUNDS
		168.00							
114511	**2/17/2022**		**118230 STROUP, TIMOTHY**						
		139.67	2021 FRANCHISE FEE REBATE		111876	02172022	9435.6433		REFUNDS
		139.67							
114512	**2/17/2022**		**119168 SUPER, MICHELLE**						
		85.65	2021 FRANCHISE FEE REBATE		111877	02172022	9435.6433		REFUNDS
		85.65							
114513	**2/17/2022**		**118206 SZYKULSKI, GERALD**						
		240.00	2021 FRANCHISE FEE REBATE		111645	02172022	9435.6433		REFUNDS
		240.00							
114514	**2/17/2022**		**114151 TASC (FEES)**						
		138.50	DEC. '21 FSA FEES		111707	IN2239626	0130.6315		MISCELLANEOUS PROFE
		235.25	DEC. '21 HRA FEES		111708	IN2239627	0130.6315		MISCELLANEOUS PROFE
		373.75							
114515	**2/17/2022**		**118279 TAYLOR, RICHARD**						
		168.00	2021 FRANCHISE FEE REBATE		111878	02172022	9435.6433		REFUNDS
		168.00							
114516	**2/17/2022**		**111076 TEIGEN, ROBERT**						
		84.00	2021 FRANCHISE FEE REBATE		111646	02172022	9435.6433		REFUNDS
		84.00							
114517	**2/17/2022**		**118228 THIEL, MARK**						
		124.14	2021 FRANCHISE FEE REBATE		111879	02172022	9435.6433		REFUNDS
		124.14							
114518	**2/17/2022**		**118274 THURSTON, DOUGLAS W OR L K**						
		72.89	2021 FRANCHISE FEE REBATE		111880	02172022	9435.6433		REFUNDS
		72.89							
114519	**2/17/2022**		**119150 TINCHER, DAVID OR MARY JO**						
		168.00	2021 FRANCHISE FEE REBATE		111881	02172022	9435.6433		REFUNDS
		168.00							
114520	**2/17/2022**		**108662 UPS**						
		41.12	AVL EQUIPMENT		111705	00003529RW052	0311.6489		OTHER CONTRACTED SI
		.68	SHIP ADJ		111706	00003529RW042	0191.6208		MISCELLANEOUS OFFICI
		41.80							
114521	**2/17/2022**		**118323 VANG, LA**						
		124.14	2021 FRANCHISE FEE REBATE		111882	02172022	9435.6433		REFUNDS
		124.14							
114522	**2/17/2022**		**118208 VIKING MOLD INC**						
		480.00	2021 FRANCHISE FEE REBATE		111647	02172022	9435.6433		REFUNDS

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114522	2/17/2022		118208 VIKING MOLD INC						Continued.
		480.00							
114523	2/17/2022		118217 VILLENEUVE, ANTHONY						
		84.00	2021 FRANCHISE FEE REBATE		111648	02172022	9435.6433		REFUNDS
		84.00							
114524	2/17/2022		118298 VOIGT, BRANDEN OR EMMA						
		85.65	2021 FRANCHISE FEE REBATE		111883	02172022	9435.6433		REFUNDS
		85.65							
114525	2/17/2022		119175 VUE, GER						
		72.89	2021 FRANCHISE FEE REBATE		111884	02172022	9435.6433		REFUNDS
		72.89							
114526	2/17/2022		107567 WALTEK, INC						
		240.00	2021 FRANCHISE FEE REBATE		111649	02172022	9435.6433		REFUNDS
		240.00							
114527	2/17/2022		118290 WALZ, GERALD OR DARLENE						
		168.00	2021 FRANCHISE FEE REBATE		111885	02172022	9435.6433		REFUNDS
		168.00							
114528	2/17/2022		118331 WATSON, MICHAEL E						
		124.14	2021 FRANCHISE FEE REBATE		111886	02172022	9435.6433		REFUNDS
		124.14							
114529	2/17/2022		118243 WENNDT, VERLYN						
		72.89	2021 FRANCHISE FEE REBATE		111887	02172022	9435.6433		REFUNDS
		72.89							
114530	2/17/2022		117388 WEST METRO FIRE-RESCUE						
		450.00	HONOR GUARD TRAINING		111716	02172022	0220.6335		TRAINING
		450.00							
114531	2/17/2022		118220 WESTCOTT, WILLIAM						
		84.00	2021 FRANCHISE FEE REBATE		111650	02172022	9435.6433		REFUNDS
		84.00							
114532	2/17/2022		118374 WIK, MEGAN						
		124.14	2021 FRANCHISE FEE REBATE		111888	02172022	9435.6433		REFUNDS
		124.14							
114533	2/17/2022		119167 WITTER, STEPHEN						
		95.84	2021 FRANCHISE FEE REBATE		111889	02172022	9435.6433		REFUNDS
		95.84							
114534	2/17/2022		118234 WOEHLER, MARIE						
		139.67	2021 FRANCHISE FEE REBATE		111890	02172022	9435.6433		REFUNDS
		139.67							
114535	2/17/2022		118272 WOLFF, DAVID OR SUSAN						
		144.50	2021 FRANCHISE FEE REBATE		111891	02172022	9435.6433		REFUNDS
		144.50							
114536	2/17/2022		119196 ZIERDEN, JULIE						

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114536	2/17/2022		119196 ZIERDEN, JULIE						Continued.
		139.59	2021 FRANCHISE FEE REBATE		111892	02172022	9435.6433		REFUNDS
		139.59							
114537	2/17/2022		118308 ZIMMERMANN, RONALD						
		124.14	2021 FRANCHISE FEE REBATE		111893	02172022	9435.6433		REFUNDS
		124.14							
114573	2/24/2022		111377 ANOKA MUNICIPAL UTILITY						
		78.80	JAN. 2022		111905	22-990005-01 JAN 2022	9603.6371		ELECTRIC UTILITIES
		55.66	JAN. 2022		111906	22-610280-00 JAN 2022	9603.6371		ELECTRIC UTILITIES
		45.34	JAN. 2022		111907	22-612000-01 JAN 2022	0260.6371		ELECTRIC UTILITIES
		84.71	JAN. 2022		111908	22-613120-01 JAN 2022	0260.6371		ELECTRIC UTILITIES
		264.51							
114574	2/24/2022		118269 BALLARD, DAVID J						
		168.00	2021 FRANCHISE FEE REBATE		111923	02242022	9435.6433		REFUNDS
		168.00							
114575	2/24/2022		100297 CENTERPOINT ENERGY						
		6,817.75	C/H GAS BILL		111915	6702493-5 JAN 2022	0194.6373		GAS
		683.36	01-01-22/02/07/22 GAS USGAE		111916	6011580-5 JAN 2022	9410.6373	00041012	GAS
		209.61	NATURAL GAS AT PH#3		111917	8782239-1 JAN 2022	9601.6373		GAS
		1,552.27	GAS UTILITIES ST 2		111918	5961540-1 JAN 2022	0220.6373		GAS
		886.08	GAS UTILITIES ST 1		111919	5914352-9 JAN 2022	0220.6373		GAS
		10,149.07							
114576	2/24/2022		110734 CITY OF RAMSEY						
		163.77	UB CASH PMT 732578		111922	02242022	9601.4651		WATER REVENUE
		157.99	UB CASH PMT 718889		111922	02242022	9601.4651		WATER REVENUE
		173.79	UB CASH PMT 729064		111922	02242022	9601.4651		WATER REVENUE
		495.55							
114577	2/24/2022		118281 GRISWOLD, ROBERT						
		72.89	2021 FRANCHISE FEE REBATE		111924	02242022	9435.6433		REFUNDS
		72.89							
114578	2/24/2022		118335 HALTER, GINA OR JONATHAN						
		124.14	2021 FRANCHISE FEE REBATE		111925	02242022	9435.6433		REFUNDS
		124.14							
114579	2/24/2022		114105 HARTFORD LIFE AND ACCIDENT INS CO						
		1,313.42	DISABILITY INSURANCE		111910	14113735 2022	0220.6132		DISABILITY INSURANCE
		1,313.42							
114580	2/24/2022		118360 HUNTER, ALENA OR DAVID						
		144.50	2021 FRANCHISE FEE REBATE		111926	02242022	9435.6433		REFUNDS

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114580	2/24/2022		118360 HUNTER, ALENA OR DAVID						Continued.
		144.50							
114581	2/24/2022		100391 POSTMASTER						
		1,985.76	2022 MAR/APR RR POSTAGE		111913	022322	0195.6322		POSTAGE
		1,985.76							
114582	2/24/2022		119198 REVVED UP						
		180.00	15% DEPOSIT FOR CONCERT SERIES		111904	021022	9270.6315		MISCELLANEOUS PROFE
		180.00							
114583	2/24/2022		115972 ROBINSON, SCOTT						
		1,386.00	2022 MAR/APR RR AD SALES		111912	022322	9101.4609		OTHER MISCELLANEOUS
		1,386.00							
114584	2/24/2022		100459 STANDARD INSURANCE COMPANY						
		2,426.00	JANUARY 2022 LIFE INSURANCE		111914	01312022	9101.2176		LIFE/HEALTH-EMPLOYEE
		2,426.00							
114585	2/24/2022		100459 STANDARD INSURANCE COMPANY						
		2,434.00	FEB 2022 LIFE INSURANCE		111920	02282022	9101.2176		LIFE/HEALTH-EMPLOYEE
		2,434.00							
114586	2/24/2022		119199 TIME MUSIC AGENCY						
		300.00	15% DEPOSIT FOR CONCERT SERIES		111903	021022	9270.6315		MISCELLANEOUS PROFE
		300.00							
1003470	2/18/2022		100291 MET COUNCIL SAC						
		22,365.00	JAN SAC REMITTANCE		111717	02172022	9602.2083		SAC CHARGES
		223.65-	JAN SAC REMITTANCE-DISCOUNT		111717	02172022	9602.4356		SEWER AVAILABILITY CH
		22,141.35							
1003471	2/18/2022		100510 VERIZON WIRELESS						
		516.73	JAN SQUADS SERVICE		111712	9898574232	0211.6415		OTHER EQUIPMENT REN
		1,326.96	JAN STAFF PHONES		111712	9898574232	0192.6323		CELLULAR PHONES
		45.14	JAN DATA FOR LIFT STATION		111714	9898540823	9602.6323		CELLULAR PHONES
		1,888.83							
1003472	2/18/2022		111137 WRIGHT HENNEPIN COOPERATIVE ELECTRIC						
		27.95	FEB POLICE SECURITY MONITORING		111709	150-1682-6501 FEB 2022	0211.6489		OTHER CONTRACTED SI
		27.95							
1003473	2/22/2022		100257 LAW ENFORCEMENT LABOR SRV INC						
		910.00			111369	0203221028312	9101.2177		UNION DUES
		910.00			111697	021722820362	9101.2177		UNION DUES
		1,820.00							
1003474	2/22/2022		100298 MN AFSCME COUNCIL 5						
		483.84			111370	0203221028313	9101.2177		UNION DUES
		483.84			111698	021722820363	9101.2177		UNION DUES
		967.68							
1003529	2/25/2022		110402 ADVANCE AUTO PARTS						
		83.29	JAN 2022 PURCHASES		111927	01312022	0311.6227		LUBRICANTS & ADDITIVE
		15.24	JAN 2022 PURCHASES		111927	01312022	0311.6229		SHOP MATERIALS

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
1003529	2/25/2022		110402 ADVANCE AUTO PARTS						Continued.
		1,297.68	JAN 2022 PURCHASES		111927	01312022	0311.6257		OTHER VEHICLE PARTS
		206.69	JAN 2022 PURCHASES		111927	01312022	0312.6257		OTHER VEHICLE PARTS
		49.96	JAN 2022 PURCHASES		111927	01312022	0211.6257		OTHER VEHICLE PARTS
		1,652.86							
1003530	2/25/2022		119214 BENSON, ERICK						
		50.00	REIMB BOILER'S LICENSE EXAMFEE		111921	02242022	0194.6249		MISCELLANEOUS OPER/
		50.00							
1003531	2/25/2022		114486 SUN LIFE ASSURANCE COMPANY OF CANADA						
		468.52	FEB 2022 LTD PREM		111911	7240122	9101.2170		DENTAL/DISABILITY/LIFE
		405.33	FEB 2022 LTD PREM		111911	7240122	9101.2170		DENTAL/DISABILITY/LIFE
		873.85							
1003532	2/25/2022		100510 VERIZON WIRELESS						
		2,114.61	VERIZON-FEBRUARY-CITY HALL		111909	9899154835	0192.6323		CELLULAR PHONES
		2,114.61							
97021822	2/18/2022		118579 ND CHILD SUPPORT DIVISION						
		287.08			111696	0217228203614	9101.2185		GARNISHMENTS/SUPPO
		287.08							
98021822	2/18/2022		115568 ALERUS FINANCIAL NA						
		6,990.16			111695	0217228203613	9101.2176		LIFE/HEALTH-EMPLOYEE
		6,990.16							
99021822	2/18/2022		107962 TOTAL ADMINISTRATIVE SERVICE CORP						
		1,511.38			111692	0217228203610	9101.2176		LIFE/HEALTH-EMPLOYEE
		1,511.38							
99392664	2/18/2022		101306 IRS						
		185.05			111506	0214221122042	9101.2171		FEDERAL WITHHOLDING
		1,279.78			111507	0214221122043	9101.2173		FICA & MEDICARE-EMPL
		1,279.78			111508	0214221122044	9101.2182		FICA & MEDICARE-EMPL
		398.08			111562	0214221559314	9101.2171		FEDERAL WITHHOLDING
		262.53			111563	0214221559315	9101.2173		FICA & MEDICARE-EMPL
		262.53			111564	0214221559316	9101.2182		FICA & MEDICARE-EMPL
		27,594.86			111702	021722820367	9101.2171		FEDERAL WITHHOLDING
		15,718.15			111703	021722820368	9101.2173		FICA & MEDICARE-EMPL
		15,718.15			111704	021722820369	9101.2182		FICA & MEDICARE-EMPL
		62,698.91							
99641208	2/18/2022		100398 PUBLIC EMPLOYEES RETIREMENT ASSN						
		108.33			111559	0214221559311	9101.2174		PERA-EMPLOYEE
		108.33			111560	0214221559312	9101.2183		PERA-EMPLOYER
		25,755.71			111699	021722820364	9101.2174		PERA-EMPLOYEE
		34,642.69			111700	021722820365	9101.2183		PERA-EMPLOYER
		60,615.06							
99697776	2/18/2022		100223 ICMA RETIREMENT TRUST 457						
		1,913.61			111691	021722820361	9101.2175		DEFERRED COMPENSAT
		1,913.61							
99714656	2/18/2022		100601 MN DEPT OF REV WH						
		142.24			111505	0214221122041	9101.2172		STATE WITHHOLDING

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
99714656	**2/18/2022**		**100601 MN DEPT OF REV WH**						**Continued.**
		50.00			111561	0214221559313	9101.2172		STATE WITHHOLDING
		12,768.68			111701	021722820366	9101.2172		STATE WITHHOLDING
		12,960.92							
99770244	**2/18/2022**		**114790 GREAT WEST LIFE AND ANNUITY INS CO**						
		11,391.10			111693	0217228203611	9101.2175		DEFERRED COMPENSAT
		11,391.10							
99770981	**2/18/2022**		**114790 GREAT WEST LIFE AND ANNUITY INS CO**						
		3,983.19			111694	0217228203612	9101.2176		LIFE/HEALTH-EMPLOYEE
		3,983.19							
		296,374.15	Grand Total						

Payment Instrument Totals

Checks	102,485.61
EFT Payments	162,351.41
A/P ACH Payment	31,537.13
Total Payments	296,374.15

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CITY OF RAMSEY
Create Payment Control Groups

Payment Group Control Number	3364		
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	Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount
100006	AA DRIVE LINE SPECIALTIES INC		PV	111928	001	00999	2/15/2022	11679	209.25
	AA DRIVE LINE SPECIALTIES INC 801 NORTH STREET ANOKA MN 55303				Summary Total				209.25
					Payment Amount				209.25
118476	ACTS-TREME TALENT LLC	15% DEPOSIT FOR CONCERT SERIES	PV	111929	001	00999	2/16/2022	021622	180.00
	ACTS-TREME TALENT LLC				Summary Total				180.00
	N4495 385TH STREET	15% DEPOSIT FOR CROWN JEWELS	PV	111932	001	00999	2/16/2022	021622B	390.00
	MENAMONIE WI 54751				Summary Total				390.00
		15% DEPOSIT FOR DUST N' BONES	PV	111957	001	00999	2/23/2022	022322	330.00
					Summary Total				330.00
					Payment Amount				900.00
100063	ASPEN MILLS		PD	111955	001	00999	3/9/2022	CM4452	45.25-
	ASPEN MILLS				Summary Total				45.25-
	8201 C CENTRAL AVE NE	55303RFD	PV	111965	001	00999	2/11/2022	288826	72.50
	SPRING LAKE PARK MN 55432				Summary Total				72.50
		CUST 55303RPD	PV	111996	001	00999	2/10/2022	288762	173.85
					Summary Total				173.85
		CUST 55303RPD	PV	111997	001	00999	2/14/2022	288951	137.85
					Summary Total				137.85
		CUST 55303RPD	PV	111998	001	00999	2/14/2022	288954	99.90
					Summary Total				99.90
		CUST 55303RPD	PV	111999	001	00999	2/17/2022	289128	32.45
					Summary Total				32.45
		CUST 55303RPD	PV	112000	001	00999	2/16/2022	289032	42.35
					Summary Total				42.35
		CUST 55303RPD	PV	112001	001	00999	2/16/2022	289031	42.35
					Summary Total				42.35
		CUST 55303RPD	PV	112002	001	00999	2/15/2022	289003	36.00
					Summary Total				36.00
		CUST 55303RPD	PV	112003	001	00999	2/15/2022	289000	53.95
					Summary Total				53.95
		CUST 55303RPD	PV	112004	001	00999	2/16/2022	289076	109.65

Payment Group Control Number	3364		
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	Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount
				Summary Total					109.65
		CUST 55303RPD	PV	112005	001	00999	2/21/2022	289299	1,033.00
				Summary Total					1,033.00
		CUST 55303RPD	PV	112006	001	00999	2/15/2022	289017	107.90
				Summary Total					107.90
		CUST 55303RPD	PV	112007	001	00999	2/15/2022	288998	467.55
				Summary Total					467.55
		CUST 55303RPD	PV	112008	001	00999	2/23/2022	289451	56.95
				Summary Total					56.95
				Payment Amount					2,421.00
108513	BLAINE LOCK AND SAFE INC	CUST ID: RAMCI5543	PV	111897	001	00999	2/9/2022	27044	692.50
	BLAINE LOCK AND SAFE INC 10136 SUNSET AVENUE BLAINE MN 55014			Summary Total					692.50
				Payment Amount					692.50
100086	BLUE VELVET INC		PV	112037	001	00999	2/25/2022	142	149.75
	BLUE VELVET INC 14101 ST FRANCIS BLVD NW RAMSEY MN 55303			Summary Total					149.75
				Payment Amount					149.75
100306	BUREAU OF CRIMINAL APPREHENSION	STUDENT REF 6761 FRANKFURTH	PV	112010	001	00999	2/25/2022	22001	75.00
	BUREAU OF CRIMINAL APPREHENSION			Summary Total					75.00
	BUSINESS SHARED SERVICES	STUDENT REF 1693 BLUML	PV	112011	001	00999	2/25/2022	22000	75.00
	1430 MARYLAND AVENUE EAST ST PAUL MN 55106			Summary Total					75.00
				Payment Amount					150.00
100167	CORNERSTONE FORD		PV	111936	001	00999	2/14/2022	15363693	1,041.63
	CORNERSTONE FORD			Summary Total					1,041.63
	17219 HIGHWAY 10 NW		PV	111937	001	00999	2/14/2022	15363813	238.45
	PO BOX 304 ELK RIVER MN 55330			Summary Total					238.45
				Payment Amount					1,280.08

CITY OF RAMSEY
Create Payment Control Groups

Payment Group Control Number	3364		
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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
106624	EHLERS AND ASSOCIATES, INC	INV#89848	PV	111898	001	00999	2/9/2022	89848	1,755.00
	EHLERS & ASSOCIATES, INC			Summary Total					1,755.00
	3060 CENTRE POINTE DRIVE	Inv#89823	PV	111899	001	00999	2/9/2022	89823	780.00
	ROSEVILLE MN 55113-1105			Summary Total					780.00
				Payment Amount					2,535.00
100143	FERGUSON WATERWORKS # 2518	FERG CUST 24741/POLL CUST 2900	PD	111939	001	00999	3/9/2022	CMC203987	47.80-
	FERGUSON WATERWORKS 2516			Summary Total					47.80-
	P O BOX 802817	CUST 24740	PV	111940	001	00999	2/17/2022	0488674-1	454.06
	CHICAGO IL 60680-2817			Summary Total					454.06
				Payment Amount					406.26
110388	FRATTALLONE'S ACE HARDWARE STORES	CUST 631031	PV	111942	001	00999	2/18/2022	044445/J	41.98
	FRATTALLONE'S ACE HARDWARE STORES			Summary Total					41.98
	1203 COUNTY ROAD E WEST	CUST 631031	PV	111977	001	00999	2/22/2022	044449/J	27.75
	ARDEN HILLS MN 55112-3738			Summary Total					27.75
				Payment Amount					69.73
119215	HERO HOME SERVICES	PERMIT RA050296 REFUND	PV	112026	001	00999	2/24/2022	02242022	26.00
	HERO HOME SERVICES			Summary Total					26.00
	10900 HAMPSHIRE AVENUE S SUITE 120								
	BLOOMINGTON MN 55438			Payment Amount					26.00
117451	INKY ELF LLC	Biz Expo Sandwich Board Signs	PV	111985	001	00999	2/17/2022	9854	65.00
	INKY ELF LLC			Summary Total					65.00
	P O BOX 819								
	ANOKA MN 55303			Payment Amount					65.00
100256	LANO EQUIPMENT INC		PV	111978	001	00999	2/17/2022	02-894180	7.76

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CITY OF RAMSEY
Create Payment Control Groups

Payment Group Control Number	3364		
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	Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount
	LANO EQUIPMENT INC				Summary Total				7.76
	6140 HIGHWAY 10 NW	CUST CITYRAMSEY	PV	112022	001	00999	1/13/2022	02-888464	1,620.00
	ANOKA MN 55303				Summary Total				1,620.00
		CUST CITYRAMSEY	PV	112023	001	00999	2/25/2022	02-895541	56.62
					Summary Total				56.62
					Payment Amount				1,684.38
100722	LATOUR VINYL		PV	112024	001	00999	2/18/2022	02182022	63.00
	LATOUR VINYL 7747 158TH AVENUE NW RAMSEY MN 55303				Summary Total				63.00
					Payment Amount				63.00
100259	LEAGUE OF MN CITIES INS TRUST	LMC CA 000000113898	PV	111953	001	00999	2/14/2022	7036	593.14
	LEAGUE OF MN CITIES INS TRUST C/O BERKLEY RISK SERVICES INC P O BOX 581517 MINNEAPOLIS MN 55458-1517				Summary Total				593.14
					Payment Amount				593.14
117918	MACQUEEN EMERGENCY	ACCT RAMSE009	PV	111966	001	00999	2/15/2022	P01723	319.19
	MACQUEEN EMERGENCY				Summary Total				319.19
	1125 7TH STREET E	ACCT RAMSE009	PV	112034	001	00999	2/25/2022	P01806	2,422.01
	ST PAUL MN 55106				Summary Total				2,422.01
					Payment Amount				2,741.20
108208	METRO PRODUCTS INC		PV	112028	001	00999	2/16/2022	164999	82.43
	METRO PRODUCTS INC 7401 CENTRAL AVENUE NE FRIDLEY MN 55432				Summary Total				82.43
					Payment Amount				82.43
104491	MN ASSOC OF WOMEN POLICE	CHERYL HASSEL 2022 ANNUAL CONF	PV	111943	001	09101	3/2/2022	03022022	400.00
	MN ASSOC OF WOMEN POLICE PO BOX 47173 PLYMOUTH MN 55447				Summary Total				400.00
					Payment Amount				400.00

CITY OF RAMSEY
Create Payment Control Groups

Payment Group Control Number	3364		
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
110797	MOST DEPENDABLE FOUNTAINS INC		PV	111951	001	00999	2/9/2022	INV66916	3,450.00
	MOST DEPENDABLE FOUNTAINS INC 5705 COMMANDER DRIVE ARLINGTON TN 38002-0587			Summary Total					3,450.00
				Payment Amount					3,450.00
100345	NAPA AUTO PARTS ELK RIVER		PV	111949	001	00999	2/16/2022	150281	54.94
	NAPA AUTO PARTS ELK RIVER 17137 YALE STREET NW P O BOX 1041 ELK RIVER MN 55330			Summary Total					54.94
				Payment Amount					54.94
100360	NORTH STAR TOWING INC		PV	111948	001	00999	2/15/2022	83436	250.00
	NORTH STAR TOWING INC 833 NORTH STREET ANOKA MN 55303			Summary Total					250.00
				Payment Amount					250.00
112959	PREMIUM WATERS INC	ACCT 621332	PV	111972	001	00999	1/31/2022	621332-01-22	42.19
	PREMIUM WATERS INC			Summary Total					42.19
	P O BOX 9128	ACCT 621331	PV	111982	001	00999	1/31/2022	621331-01-22	121.59
	MINNEAPOLIS MN 55480-9128			Summary Total					121.59
				Payment Amount					163.78
118921	SHRED RIGHT	CUST 62041	PV	112031	001	00999	2/3/2022	568754	15.00
	SHRED RIGHT 6301 WEST OLD SHAKOPEE ROAD BLOOMINGTON MN 55438			Summary Total					15.00
				Payment Amount					15.00
119224	TIERNEY BROTHERS LLC DBA BLUUM	CONTRACT MNS-CPV 152129	PV	112039	001	00999	2/9/2022	862547	1,010.19
	TIERNEY BROTHERS LLC DBA BLUUM PO BOX 64766			Summary Total					1,010.19

Payment Group Control Number	3364		
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
	ST PAUL MN 55164-0766								
								Payment Amount	1,010.19
119193	WELLS, MEGAN	WATER REBATE PROGRAM	PV	111900	001	00999	2/16/2022	030822	430.14
	MEGAN WELLS 15571 YAKIMA STREET NW RAMSEY MN 55303							Summary Total	430.14
								Payment Amount	430.14
100529	WENDELL'S INC	SO # 609095	PV	111964	001	00999	2/16/2022	2657069	5.23
	WENDELL'S INC 6601 BUNKER LAKE BLVD PO BOX 458 RAMSEY MN 55303-0458							Summary Total	5.23
								Payment Amount	5.23
118166	WOLF RIVER ELECTRIC	REFUND PERMIT RA049969	PV	111959	001	00999	2/23/2022	022322	515.06
	WOLF RIVER ELECTRIC 101 ISANTI PARKWAY NE # G ISANTI MN 55040							Summary Total	515.06
								Payment Amount	515.06
119201	ZIP'S AW DIRECT	ACCT 95986	PV	112038	001	00999	2/14/2022	969442	323.66
	ZIP'S AW DIRECT 316 W MILWAUKEE STREET PO BOX 511 NEW HAMPTON IA 50659							Summary Total	323.66
								Payment Amount	323.66
								Total Amount to be Processed	20,686.72
								Total Number of Payments to be Processed	28

Payment Group Control Number	3365		
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
117651	ACCESS MECHANICAL INC		PV	111994	001	00999	2/25/2022	022321-1279	780.00
	ACCESS MECHANICAL INC			Summary Total					780.00
	15901 FOX STREET NW		PV	111995	001	00999	2/25/2022	022321-1278	600.00
	ANDOVER MN 55304			Summary Total					600.00
				Payment Amount					1,380.00
100625	ALEX AIR APPARATUS INC		PV	111970	001	00999	2/11/2022	5065	325.00
	ALEX AIR APPARATUS INC 11897 COUNTY ROAD 87 SE ALEXANDRIA MN 56308			Summary Total					325.00
				Payment Amount					325.00
117343	AMAZON CAPITAL SERVICES INC	ACCT A3VYUQ4FSATYMN	PV	111930	001	00999	2/21/2022	17KL-LPML-3WJV	2,385.27
	AMAZON CAPITAL SERVICES INC			Summary Total					2,385.27
	PO BOX 035184	ACCT A3VYUQ4FSATYMN	PV	111931	001	00999	2/21/2022	1TJM-PVXH-7FXP	143.05
	SEATTLE WA 98124-5184			Summary Total					143.05
				Payment Amount					2,528.32
100029	ANOKA AREA CHAMBER OF COMMERCE	2 Chamber Gala Tickets	PV	111969	001	00999	2/17/2022	29228	300.00
	ANOKA AREA CHAMBER OF COMMERCE 12 BRIDGE SQUARE ANOKA MN 55303			Summary Total					300.00
				Payment Amount					300.00
107587	ANOKA COUNTY TREASURY DEPARTMENT	CUST 130878	PV	111933	001	00999	2/17/2022	B220216M	492.00
	ANOKA COUNTY TREASURY DEPARTMENT 2100 THIRD AVENUE ANOKA MN 55303			Summary Total					492.00
				Payment Amount					492.00
100647	BOLTON AND MENK INC	CLIENT RAMS,PROJECT 0R1.125907	PV	111934	001	00999	2/14/2022	0284151	41,678.50
	BOLTON AND MENK INC			Summary Total					41,678.50
	1960 PREMIER DRIVE	CLIENT RAMS,PROJECT 0R1.126238	PV	111935	001	00999	2/14/2022	0284152	6,260.00

CITY OF RAMSEY
Create Payment Control Groups

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Bank Account	999.1010	CASH IN BANK	00002224
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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	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
	MANKATO MN 56001-5900			Summary Total					6,260.00
		CLIENT RAMS,PROJECT OR1.124986	PV	111984	001	00999	2/14/2022	0284150	175.00
				Summary Total					175.00
				Payment Amount					48,113.50
103641	BOYER TRUCKS ROGERS	CUST 7645	PV	111986	001	00999	2/21/2022	003S4225	2,012.60
	BOYER TRUCKS P O BOX 18338 MINNEAPOLIS MN 55418			Summary Total					2,012.60
				Payment Amount					2,012.60
103975	BROZAK, LUANN	Printing 2022 Mar/Apr RR	PV	112009	001	00999	2/24/2022	1010	5,490.00
	LUANN BROZAK 18790 GARNET STREET NW ANOKA MN 55303			Summary Total					5,490.00
				Payment Amount					5,490.00
112019	CENTRAL HYDRAULICS INC	CIT852	PV	111958	001	00999	2/16/2022	74144	183.08
	CENTRAL HYDRAULICS INC 21877 INDUSTRIAL COURT ROGERS MN 55374			Summary Total					183.08
				Payment Amount					183.08
116197	CINTAS CORPORATION	payer #12455483	PV	111967	001	00999	2/17/2022	4110943469	13.20
	CINTAS CORPORATION			Summary Total					13.20
	CINTAS LOC #4K	PAYER# 12455017	PV	111980	001	00999	2/18/2022	4111088480	33.75
	P O BOX 650838			Summary Total					33.75
	DALLAS TX 75265-0838	PAYER# 12455017	PV	112012	001	00999	2/25/2022	4111770364	55.29
				Summary Total					55.29
				Payment Amount					102.24
111818	DEANO'S COLLISION SPECIALISTS INC	RO NUMBER 61634	PV	112013	001	00999	2/22/2022	61634	1,385.69
	DEANO'S COLLISION SPECIALISTS INC			Summary Total					1,385.69
	11063 173RD AVENUE	RO NUMBER 61375	PV	112015	001	00999	2/15/2022	61375	148.80
	ELK RIVER MN 55330			Summary Total					148.80

Payment Group Control Number	3365		
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	Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount
		REPAIR ORDER 58281	PV	112017	001	00999	2/25/2022	58281	89.95
				Summary Total					89.95
				Payment Amount					1,624.44
113306	DEFINITIVE TECHNOLOGY SOLUTIONS INC	ACCT C013	PV	112014	001	00999	2/22/2022	INV232298	370.25
	DEFINITIVE TECHNOLOGY SOLUTIONS INC 9401 JAMES AVENUE SOUTH SUITE 162 BLOOMINGTON MN 55431-2549			Summary Total					370.25
				Payment Amount					370.25
100144	DEHN OIL COMPANY	ACCT # 63040029	PV	111938	001	00999	2/15/2022	25187151	181.55
	DEHN OIL COMPANY			Summary Total					181.55
	6735 141ST AVENUE NW		PV	111983	001	00999	2/22/2022	93786	3,395.00
	RAMSEY MN 55303			Summary Total					3,395.00
				Payment Amount					3,576.55
100624	DLT SOLUTIONS INC	CUST RAM04	PV	112016	001	00999	2/22/2022	S1554080	350.00
	DLT SOLUTIONS INC 2411 DULLES CORNER PARK SUITE 800 HERNDON VA 20171			Summary Total					350.00
				Payment Amount					350.00
100158	ECM PUBLISHERS INC	ACCT 370702	PV	111987	001	00999	2/11/2022	876968	91.38
	ECM PUBLISHERS INC			Summary Total					91.38
	4095 COON RAPIDS BLVD	ACCT 370702	PV	111988	001	00999	2/11/2022	876970	96.75
	COON RAPIDS MN 55433			Summary Total					96.75
		ACCT 370702	PV	111989	001	00999	2/11/2022	876972	75.25
				Summary Total					75.25
		ACCT 370702	PV	111990	001	00999	2/11/2022	876973	69.88
				Summary Total					69.88
		ACCT 370702	PV	111991	001	00999	2/11/2022	876974	96.75
				Summary Total					96.75
		ACCT 370702	PV	111992	001	00999	2/11/2022	876971	69.88
				Summary Total					69.88
		ACCT 370702	PV	111993	001	00999	2/11/2022	876969	86.00
				Summary Total					86.00

Payment Group Control Number	3365		
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
				Payment Amount					585.89
114680	ELECTRICAL PRODUCTION SERVICES INC		PV	112018	001	00999	2/25/2022	15952	14,967.00
	ELECTRICAL PRODUCTION SERVICES INC 4201 NOREX DRIVE SUITE 200 CHASKA MN 55318			Summary Total					14,967.00
				Payment Amount					14,967.00
108737	EMERGENCY AUTOMOTIVE TECHNOLOGY INC		PV	112019	001	00999	2/16/2022	DL012022-20	421.77
	EMERGENCY AUTOMOTIVE TECHNOLOGY INC			Summary Total					421.77
	2755 GENEVA AVE N		PV	112020	001	00999	2/17/2022	DL02032220A	58.14
	OAKDALE MN 55128			Summary Total					58.14
				Payment Amount					479.91
113321	FACTORY MOTOR PARTS CO	ACCT 13613	PV	111976	001	00999	2/17/2022	6-1613934	53.04
	FACTORY MOTOR PARTS CO BIN 139107 P O BOX 9107 MINNEAPOLIS MN 55480-9107			Summary Total					53.04
				Payment Amount					53.04
107099	FASTENAL	MNTC80321	PV	111974	001	00999	2/17/2022	MNTC8200525	9.85
	FASTENAL COMPANY P O BOX 1286 WINONA MN 55987			Summary Total					9.85
				Payment Amount					9.85
106428	FORCE AMERICA INC	ORDER #SO001-1662237	PV	111902	001	00999	2/14/2022	001-1612925	3,849.60
	FORCE AMERICA INC 501 EAST CLIFF ROAD SUITE 100 BURNSVILLE MN 55337			Summary Total					3,849.60
				Payment Amount					3,849.60
106869	FORESTRY SUPPLIERS INC	CUST 774343	PV	111973	001	00999	2/16/2022	176422-01	107.80

Payment Group Control Number	3365		
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
	FORESTRY SUPPLIERS INC			Summary Total					107.80
	205 WEST RANKIN STREET								
	P.O. BOX 8397								
	JACKSON MS 39284-8397								
				Payment Amount					107.80
100186	FRANKENSIGNS INC		PV	111941	001	00999	2/7/2022	278434	72.00
	FRANKENSIGNS			Summary Total					72.00
	9991 GOODHUE STREET NE								
	P O BOX 490301								
	BLAINE MN 55449								
				Payment Amount					72.00
100650	GRAINGER	ACCT 806511127	PV	111901	001	00999	2/14/2022	9211729836	193.70
	GRAINGER INC			Summary Total					193.70
	DEPT. 806511127	ACCT 806511127	PV	112021	001	00999	2/23/2022	9222650484	347.16
	PALATINE IL 60038-0001			Summary Total					347.16
				Payment Amount					540.86
112475	INNOVATIVE OFFICE SOLUTIONS	CUST S27569	PV	111961	001	00999	2/16/2022	IN3677329	50.23
	INNOVATIVE OFFICE SOLUTIONS			Summary Total					50.23
	P O BOX 860627	CUST S27569	PV	111962	001	00999	2/16/2022	IN3677085	36.36
	MINNEAPOLIS MN 55486-0001			Summary Total					36.36
		CUST S27569	PV	111963	001	00999	2/16/2022	IN3677270	30.47
				Summary Total					30.47
				Payment Amount					117.06
115408	KRIS ENGINEERING INC		PV	111975	001	00999	2/22/2022	36241	4,435.55
	KRIS ENGINEERING INC			Summary Total					4,435.55
	1988 247TH STREET								
	SAINT AUGUSTA MN 56301								
				Payment Amount					4,435.55
100283	MENARDS COON RAPIDS	ACCT 30280262	PV	111968	001	00999	2/15/2022	67503	60.27
	MENARDS COON RAPIDS			Summary Total					60.27
	3045 MAIN STREET	ACCT 30280262	PV	112027	001	00999	2/22/2022	67818	49.64
	COON RAPIDS MN 55433			Summary Total					49.64
				Payment Amount					

CITY OF RAMSEY
Create Payment Control Groups

Payment Group Control Number	3365		
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	Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount
									109.91
100284	MENARDS ELK RIVER	acct 31250289	PV	111950	001	00999	2/2/2022	46314	178.46
	MENARDS ELK RIVER				Summary Total				178.46
	19521 EVANS STREET NW	acct 31250289	PV	111971	001	00999	2/11/2022	46814	52.95
	ELK RIVER MN 55330-1077				Summary Total				52.95
		acct 31250289	PV	112025	001	00999	2/18/2022	47184	267.37
					Summary Total				267.37
		acct 31250289	PV	112035	001	00999	2/18/2022	47214	194.11
					Summary Total				194.11
					Payment Amount				692.89
115167	NET TRANSCRIPTS INC		PV	112029	001	00999	2/15/2022	#NT9250	37.18
	NET TRANSCRIPTS INC PO BOX 95777 CHICAGO IL 60694-5777				Summary Total				37.18
					Payment Amount				37.18
100354	NEWMAN SIGNS INC	CUST RAM-03-003	PV	111946	001	00999	2/16/2022	TRFINV037501	2,424.15
	NEWMAN SIGNS INC PO BOX 1728 JAMESTOWN ND 58402-1728				Summary Total				2,424.15
					Payment Amount				2,424.15
100363	NORTHERN SANITARY SUPPLY CO	CUST R2298	PV	112030	001	00999	1/24/2022	203524	322.30
	NORTHERN SANITARY SUPPLY CO 341 COON RAPIDS BLVD MINNEAPOLIS MN 55433				Summary Total				322.30
					Payment Amount				322.30
115071	NORTHLAND OCCUPATIONAL HEALTH		PV	111960	001	00999	2/17/2022	13748	350.00
	NORTHLAND OCCUPATIONAL HEALTH 7533 SUNWOOD DRIVE NW SUITE 212 RAMSEY MN 55303				Summary Total				350.00
					Payment Amount				350.00
114134	PHASOR ELECTRIC COMPANY	CUST 23711	PV	111981	001	00999	2/22/2022	048780	220.00

CITY OF RAMSEY
Create Payment Control Groups

Payment Group Control Number	3365		
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
	PHASOR ELECTRIC COMPANY 2160 108TH LANE NE BLAINE MN 55449			Summary Total					220.00
				Payment Amount					220.00
113444	PRECISE	FREIGHT SO200-1041339	PV	111956	001	00999	2/18/2022	200-1035529	19.77
	PRECISE			Summary Total					19.77
	501 EAST CLIFF ROAD SUITE 100		PV	112036	001	00999	2/23/2022	200-1035599	675.00
	BURNSVILLE MN 55337			Summary Total					675.00
				Payment Amount					694.77
100431	SAFETY KLEEN CORPORATION	BILL ACCOUNT # C123667	PV	111952	001	00999	2/4/2022	CN14263174	110.97
	SAFETY KLEEN CORPORATION PO BOX 975201 DALLAS TX 75397-5201			Summary Total					110.97
				Payment Amount					110.97
112545	SHI	CUST 1020930	PV	111954	001	00999	2/21/2022	B14792914	1,479.40
	SHI INTERNATIONAL CORP. P O BOX 952121 DALLAS TX 75395-2121			Summary Total					1,479.40
				Payment Amount					1,479.40
100440	SHORT ELLIOT HENDRICKSON INC	PROJECT 160798	PV	111896	001	00999	2/14/2022	421027	228.75
	SHORT ELLIOT HENDRICKSON INC			Summary Total					228.75
	P O BOX 64780	21-08 / CUST #3721	PV	111944	001	00999	2/10/2022	420670	1,931.52
	ST PAUL MN 55164-0780			Summary Total					1,931.52
				Payment Amount					2,160.27
100453	SRF CONSULTING GROUP INC	TROTT BROOK XING	PV	111947	001	00999	1/31/2022	15203.00-3	1,919.40
	SRF CONSULTING GROUP INC 3701 WAYZATA BOULEVARD SUITE 100			Summary Total					1,919.40

R04570

CITY OF RAMSEY
Create Payment Control Groups

Payment Group Control Number	3365		
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
	MINNEAPOLIS MN 55416-3791								
				Payment Amount					1,919.40
100469	STREICHER'S POLICE EQUIPMENT		PV	112032	001	00999	2/16/2022	I1552163	2,232.00
	STREICHER'S POLICE EQUIPMENT			Summary Total					2,232.00
	10911 WEST HWY 55		PV	112033	001	00999	2/18/2022	I1552863	17.98
	MINNEAPOLIS MN 55441			Summary Total					17.98
				Payment Amount					2,249.98
100485	TIMESAVER OFF SITE SECRETARIAL INC		PV	111945	001	00999	2/14/2022	M27104	1,336.26
	TIMESAVER OFF SITE SECRETARIAL INC			Summary Total					1,336.26
	21021 KAROLINE COURT N								
	FOREST LAKE MN 55025								
				Payment Amount					1,336.26
112318	WINTER EQUIPMENT COMPANY		PV	111979	001	00999	2/21/2022	IV51291	1,949.97
	WINTER EQUIPMENT COMPANY			Summary Total					1,949.97
	1900 JOSEPH LLOYD PARKWAY								
	WILLOUGHBY OH 44094								
				Payment Amount					1,949.97
				Total Amount to be Processed					108,123.99
				Total Number of Payments to be Processed					40

Accounts Payable
checks $20,686.72
ACH 108,123.99
$128,810.71

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #22-061

RESOLUTION APPROVING CASH DISBURSEMENTS MADE AND AUTHORIZING PAYMENT OF ACCOUNTS PAYABLE INVOICING RECEIVED DURING THE PERIOD OF FEBRUARY 17, 2022, THROUGH MARCH 2, 2022

WHEREAS, the City of Ramsey Finance Department has made cash disbursements and received accounts payable invoicing during the period of February 17, 2022, through March 2, 2022, in the amount of $641,291.61 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 February 17, 2022, through March 2, 2022, in the amount of $641,291.61.

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 8th day of March, 2022.

_____
Mayor

ATTEST:

_____
City Clerk

CC Regular Session **5. 8.**

Meeting Date: 03/08/2022

By: Sean Sullivan, Community Development

Information

Title

Adopt Resolution #22-058 Approving Acquisition of Land Required for Riverdale Drive Construction, Improvement Project #20-05

Purpose/Background:

The purpose of this case to obtain formal City Council authorization to acquire land needed to construct the Riverdale Drive Extension from Llama Street to Bowers Drive, Improvement Project #20-05.

On October 26th, 2021, the City Council adopted Resolution #21-185 approving the cost share framework for the construction of the extension of Riverdale Drive. Within the approved cost share framework the Council approved the use of up to $950K in HRA dollars and $110,125 from the PIR Fund to pay for the City portion of the construction costs associated with Riverdale Drive and acquisition of Right of Way and to make payment to Capstone for the 350K Tree preservation Credit. The actual square footages of the land needed for Riverdale Drive right-of-way and the necessary storm water ponding have now been determined and the costs associated with them are included in the Draft Closing Statement. (See attached Parcel Area and Descriptions and Draft Closing Statement). Authorization by the City Council for land acquisition is needed to proceed with this project.

Notification:

N/A

Observations/Alternatives:

A resolution from the City Council authorizing acquisition of land for ROW for Riverdale Drive and associated storm water ponding is needed. Acquisition costs for the land is $432,401.74 as identified in the attached Draft Closing Statement. Proposed funding sources for each component include:

Riverdale Drive ROW and Outlot B $303,632.49 (County HRA)
Outlot A (Storm Water Pond) $128,769.25 (City of Ramsey Stormwater Management Funds)

Alternatives:

1) Adopt Resolution #22-058 approving acquisition of land required for Riverdale Drive construction, Improvement Project #20-05.

Funding Source:

The proposed funding sources for acquisition of ROW and Stormwater Ponding needed for the Riverdale Drive Extension ($432,401.74) are highlighted below:

Riverdale Drive ROW and Outlot B $303,632.49 (County HRA)
Outlot A (Storm Water Pond) $128,769.25 (City of Ramsey Stormwater Management Funds)

Recommendation:

Staff recommends Alternative #1.

Action:

Motion to adopt Resolution #22-058 approving acquisition of land required for Riverdale Drive construction, Improvement Project #20-05.

Attachments

ACTION: Resolution 22-058

Parcel Area and Layout

Draft Closing Statement

Reference - Resolution #21-185 Cost Share Framework

Form Review

Inbox	Reviewed By	Date
Bruce Westby	Bruce Westby	03/03/2022 09:44 AM
Brian Hagen	Brian Hagen	03/03/2022 01:13 PM
Kurt Ulrich	Kurt Ulrich	03/03/2022 01:37 PM
Form Started By: Sean Sullivan		Started On: 02/24/2022 05:06 PM
Final Approval Date: 03/03/2022		

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

RESOLUTION #22-058

RESOLUTION APPROVING ACQUISITION OF LAND REQUIRED FOR RIVERDALE DRIVE CONSTRUCTION, IMPROVEMENT PROJECT #20-05

WHEREAS, existing Riverdale Drive between Sunfish Lake Boulevard and Armstrong Boulevard functions as the south frontage road to U.S. Highway 10/169; and

WHEREAS, the City of Ramsey proposes to extend Riverdale Drive between Llama Street and Bowers Drive to extend the south frontage road system south of U.S. Highway 10/169 to Bowers Drive; and

WHEREAS, this improvement project is consistent with the goals and objectives of the Highway 10 Access Planning Study completed in 2014 in partnership between the Minnesota Department of Transportation (MnDOT) and the Anoka County Highway Department, and broadly supported by partnering agencies including the City of Anoka, City of Ramsey, Anoka County, MnDOT, and the Metropolitan Council; and

WHEREAS, the City was awarded $612,000 in funding through MnDOT's fiscal year 2023 Metro Local Partnership Program for use in funding a portion of the costs to extend Riverdale Drive between Llama Street and Bowers Drive, designated as Improvement Project #20-05; and

WHEREAS, pursuant to Ramsey City Council Resolution #21-185, adopted October 26, 2021, the cost share framework for this improvement project was approved including the use of up to $950K in Anoka County Housing and Redevelopment Authority dollars towards the City's contribution to construct the Riverdale Drive improvement project.

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

1. The Mayor is hereby authorized and directed to purchase land from Anoka County in the amount of $432,401.74 to facilitate construction of Riverdale Drive between Llama Street and Bowers Drive, Improvement Project #20-05, on behalf of the City of Ramsey.

2. This land purchase shall be funded using $303,632.49 from Anoka County Housing and Redevelopment Authority dollars, and $128,769.25 from City of Ramsey Stormwater Management Funds.

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:

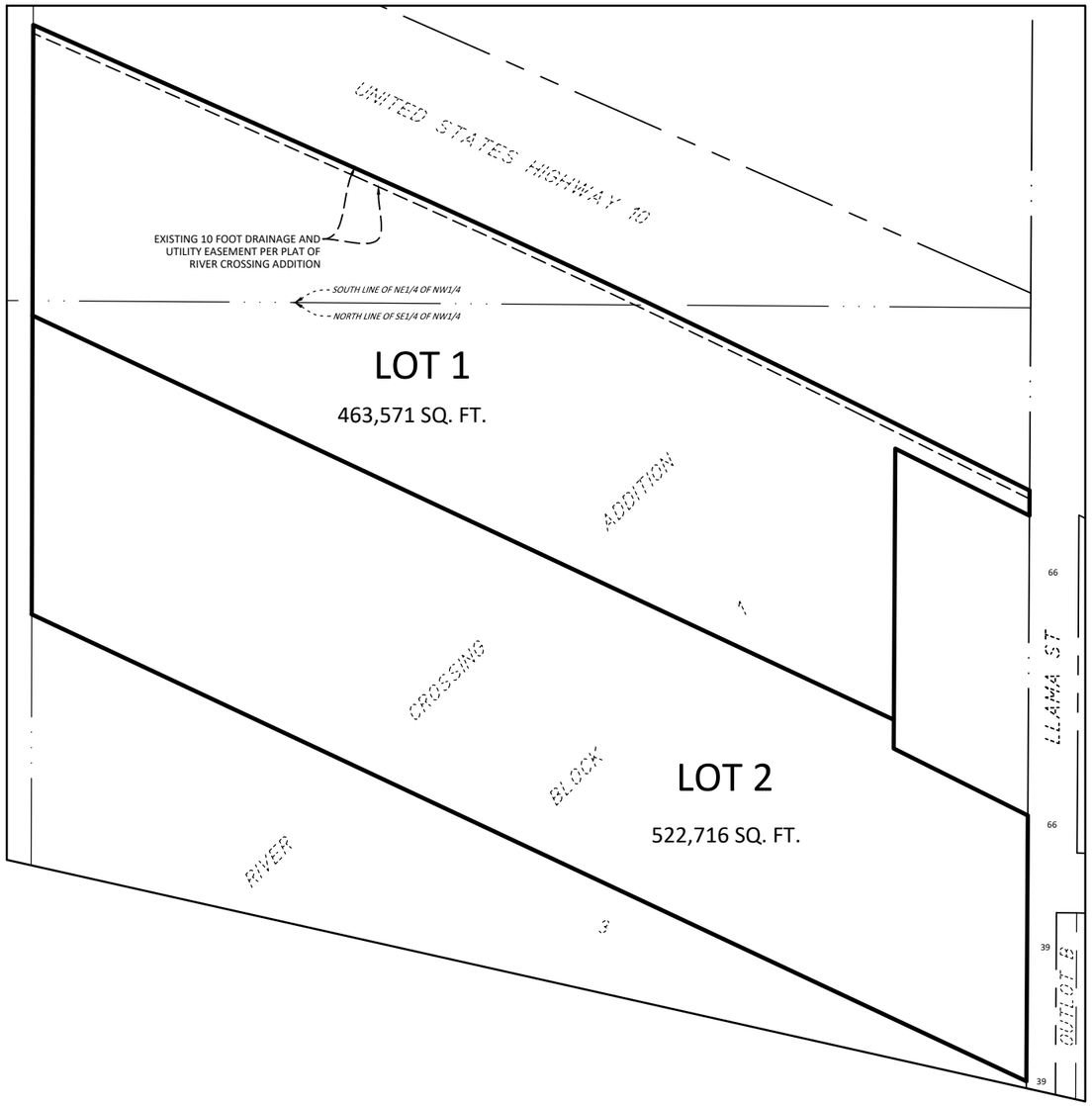
Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 8th day of March, 2022.

_____
Mayor

ATTEST:

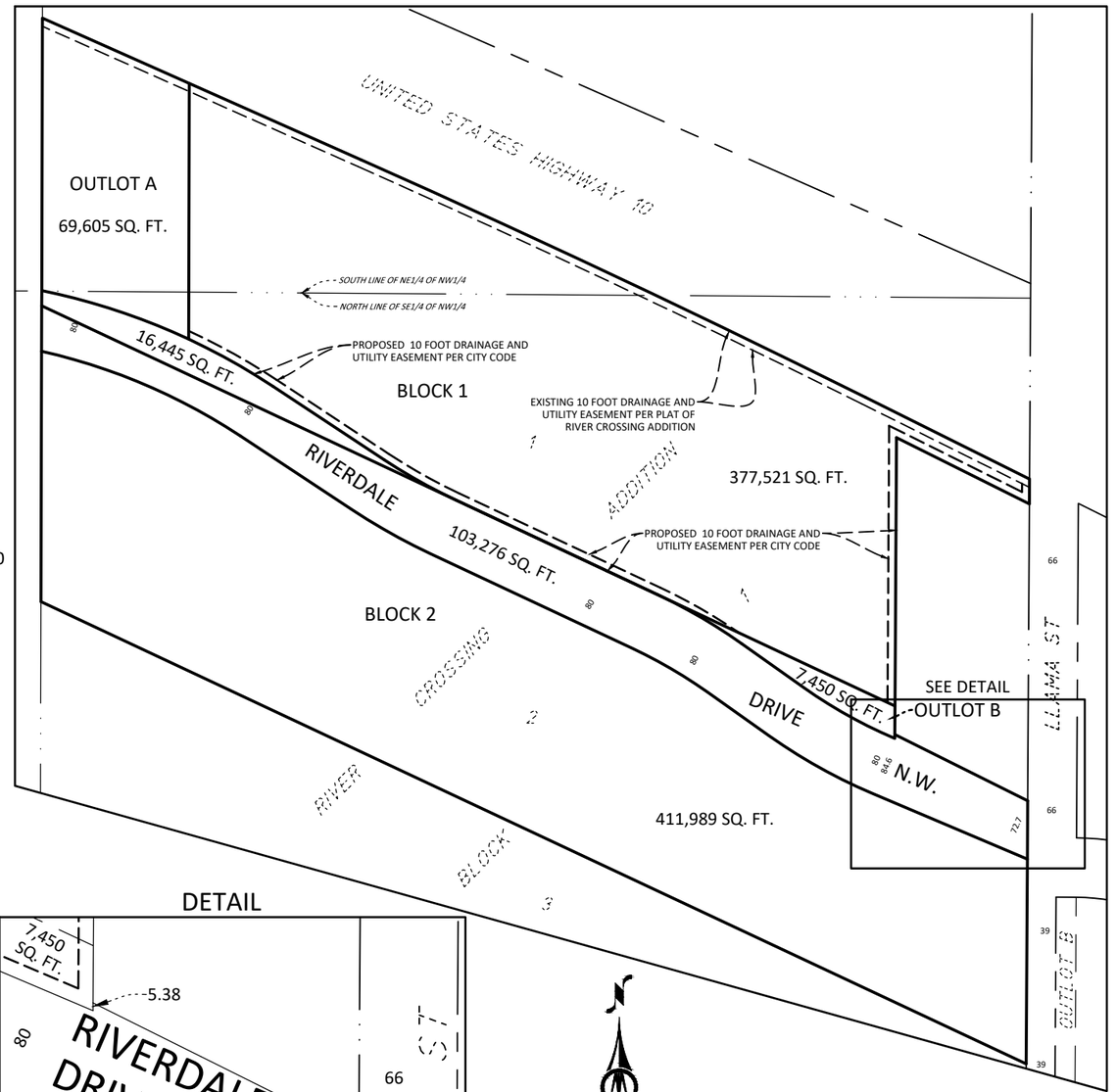
_____
City Clerk

EXISTING LOTS

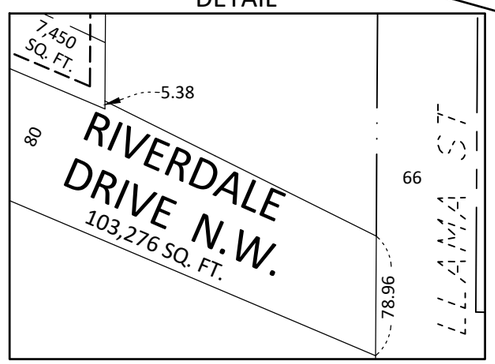


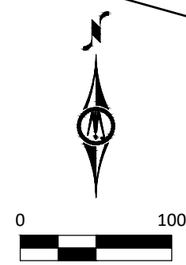


PROPOSED LAYOUT



DETAIL





PROPOSED AREAS EXHIBIT

RIVERDALE DRIVE, RAMSEY, MINNESOTA

BOLTON & MENK
7533 SUNWOOD DR NW, SUITE 206
RAMSEY, MINNESOTA 55303
(763) 433-2851

FOR: CITY OF RAMSEY

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H:\RAMS\0R1124485\CAD\C3D\124485_V_PROP_2.dwg 1/25/2022 9:37 AM

JOB NUMBER: 0R1.124485 FIELD BOOK: DRAWN BY: FRD

CLOSING STATEMENT

Anoka County land transfers to City of Ramsey
Portions of PINs#29-32-25-24-0005 and 29-32-25-24-0006

Property: See Legal Descriptions Attached as Exhibit A

Seller(s): County of Anoka, a political subdivision of the State of Minnesota

Purchaser: City of Ramsey, a municipal corporation

NORTHERN PARCEL (29-32-25-24-0005)
Lot 1/Block 1
Appraised value: $1.85/sq ft

Land conveyed:
Outlot A (Pond): 69,605 sq ft x 1.85 = $128,769.25
Road ROW: 16,445 sq ft x 1.85 = $30,423.25
Total for conveyed portions of 29-32-25-24-0005: $159,192.50

SOUTHERN PARCEL (29-32-25-24-0006)*
Lot 2/Block 2
RALF parcel value based on original loan amount:
11.99 acres x 43,560 sq feet per acre = 522,284.4 square feet
1,272,439.16 loan amount / 522,284.4 square feet = $2.44/sq ft

Land Conveyed:
Road ROW: 103,276 sq ft x 2.44 = $251,993.44
Outlot B (remnant piece): 7,450 sq ft x 2.44 = $18,178
Total for conveyed portions of 29-32-25-24-0006: $270,171.44*

Total Purchase Price (both parcels)	$ 429,363.94

Estimated Fees Payable by City:

State Deed Tax to County of Anoka (.0033 of purchase price)	$ 1,416.90
Conservation Fee to County of Anoka ($5 per deed)	$ 10.00
Recording fees ($46 per deed)	$ 92.00
Prorated Taxes (EXEMPT)	$ 0.00
Total Fees:	$ 1,518.90

TOTAL AMOUNT DUE AT CLOSING: $ 432,401.74

INSTRUMENTS EXECUTED AND DELIVERED AT CLOSING:
2 Quit Claim Deeds from County of Anoka to City of Ramsey
Closing Statement
Certificate of Real Estate Value (to be filed electronically)
Met Council Consent/Release re: land conveyed from 29-32-25-24-0006 (County will record)

DISBURSEMENTS AT CLOSING:

Proceeds to County of Anoka	$ 429,363.94
Anoka County Property Tax	$ 1,518.90 (Deed tax, Conserv.fee, recording fees)

**** County will remit payment of $270,171.44 to the Metropolitan Council per terms of RALF loan***

SELLER: COUNTY OF ANOKA

By: _____
Christine Carney
Assistant Anoka County Attorney

Dated: _____

PURCHASER: CITY OF RAMSEY

By: _____

Dated: _____

EXHIBIT A

(Portions of PINs #29-32-25-24-0005 and 29-32-25-24-0006)

NORTH PARCEL:

Outlot A, RIVER CROSSING SECOND ADDITION, Anoka County, Minnesota, according to the recorded plat thereof.

Also:

That part of Riverdale Drive Northwest per RIVER CROSSING SECOND ADDITION, Anoka County, Minnesota, according to the recorded plat thereof, lying north of a line described as follows:

Commencing at the Northwest corner of Outlot A of said plat; thence South 00 degrees 08 minutes 36 minutes West along the west line of said outlot, a distance of 387.53 feet to the beginning of the line to be described; thence South 65 degrees 51 minutes 40 seconds East, a distance of 616.17 feet to the northerly right of way of Riverdale Drive Northwest, and said line there terminating.

SOUTH PARCEL:

Outlot B, RIVER CROSSING SECOND ADDITION, Anoka County, Minnesota, according to the recorded plat thereof.

Also:

That part of Riverdale Drive Northwest per RIVER CROSSING SECOND ADDITION, Anoka County, Minnesota, according to the recorded plat thereof, lying south of a line described as follows:

Commencing at the Northwest corner of Outlot A of said plat; thence South 00 degrees 08 minutes 36 minutes West along the west line of said outlot, a distance of 387.53 feet to the beginning of the line to be described; thence South 65 degrees 51 minutes 40 seconds East, a distance of 616.17 feet to the northerly right of way of Riverdale Drive Northwest; thence continuing South 64 degrees 51 minutes 40 seconds East along said northerly right of way, a distance of 300.00 feet, and said line there terminating.

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

RESOLUTION #21-185

RESOLUTION APPROVING REVISED COST SHARE FRAMEWORK FOR RIVERDALE DRIVE AND RIVERSTONE SOUTH AND AUTHORIZING APPLICATION TO ANOKA COUNTY HOUSING AND REDEVELOPMENT AUTHORITY

WHEREAS, Riverstone Development LLC, hereafter referred to as "Developer", properly applied for Preliminary Plat approval of the following described property located in the City of Ramsey:

> That part of Northwest Quarter of Northwest Quarter, Section 29, Township 32, Range 25 lying northeaster of northeasterly right of way line of Burlington Northern Rail Road and lying westerly and southerly of the north 60 feet of east 40 feet of said Quarter Quarter, except road subject to easement of record, Anoka County, Minnesota
>
> -and-
>
> The Northwest Quarter of Southwest Quarter of Section 20, township 32, Range 25 except east 40 feet of said Quarter Quarter lying southerly of southerly right of way line of Alpine Drive NW and except north 40 feet of south 100 feet of west 40 feet of east 80 feet of said Quarter Quarter, except road subject to easement of record, Anoka County, Minnesota
>
> -and-
>
> The Southwest Quarter of Southwest Quarter of Section 20, Township 32, Range 25 lying west of east 40 feet thereof, except road subject to easement of record, Anoka County, Minnesota
>
> (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 approved a cost share framework in concept for the extension of Riverdale Drive on March 24, 2020; and

WHEREAS, the City approved a revised cost share framework for the extension of Riverdale Drive on January 26, 2021; and

WHEREAS, the City adopted Resolution #21-101 directing staff to identify and seek outside funding sources assist with the cost of Riverdale Drive Extension and the Tree Preservation Credit; and

WHEREAS, the City applied for and received a grant award of $612,000 from the MnDOT Local Partnership Program (LPP) which can only be used for construction costs for Riverdale Drive (not for tree preservation); and

WHEREAS, the City has identified the ACHRA Fund as a viable source for city contribution costs associated with the construction of Riverdale Drive (not for tree preservation); and

WHEREAS, the City has been unsuccessful in obtaining additional funding for Riverdale Drive and preservation of 7 Acres of Forest.

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 a revised Cost Share Framework for the construction of Riverdale Drive and Riverstone South attached hereto as Exhibit A generally as follows:
    a. Riverdale Drive – Developer and Property Owner's contribution towards the Riverdale Drive Extension Project is currently estimated at $352,757 for each party before a private assessment agreement allocation; subject to change based on final construction costs and associated lineal footage.
        i. Detailed Cost Share Framework, including the private assessment agreement allocation agreed to by the developer and land owner is outlined on Exhibit A.
    b. Tree Preservation – Developer shall convey a 7 acre parcel to preserve a portion of the existing forest as indicated on the Preliminary Plat.
        i. The City will work credit $350,000 towards Capstone's contribution to Riverdale Drive in exchange for this conveyance. (ACHRA - $239,875 and PIR $110,125); subject to change based on final construction costs and associated lineal footage
        ii. The City continues to not support an additional credit to Park Dedication Fees to fund this $350,000 tree preservation expenditure.

2. That the Ramsey City Council hereby approves a funding request to the Anoka County Housing and Redevelopment Authority in the amount of $950,000 towards the City's contribution to Riverdale Drive Construction Project.
3. That the Ramsey City hereby approves the use of the PIR Fund to fund a portion of the tree preservation credit in an amount not to exceed $150,000.
4. The City council Agrees that a city contribution to a collector road has broader public benefit and that the revised cost share framework attached hereto as Exhibit A is close to the (non-binding) framework approved by the City Council on January 26, 2021.

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

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

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 26th day of October, 2021.

Mayor

ATTEST:

City Clerk

Exhibit A
Revised Cost Share Framework

10.19.21 PWC Presentation Solving for 350K Tree Preservation with HRA and PIR Funding

City/Grant Fully Funding County Parcel **Project Costs (including ROW)**

Area Description	Cost Allocation	Lineal Footage	%	City %	Capstone %	Pearson%
County Parcel	$612,226	1532	35.89%	100%	0	0
County ROW DRAFT	**$283,000**	0	0	100%		
Pearson Parcel	$979,881	2452	57.44%	52.5%	0.0%	47.5%
Bowers Drive Modifications	$113,893	285	6.68%	100%	0	0
Total	**$1,989,000**	4269	100.00%			

Note: utilities not included - paid for by Trunk Fees

Sources of Funds						
	County Parcel	Pearson Parcel	%	Bowers Drive	Total	Project %
MnDOT Grant	$612,000	$0			$612,000	30.8%
City Contribution (HRA)	$283,226	$514,242	52.5%	$113,893	$911,361	45.8%
Pearson Contribution		$465,639	47.5%		$465,639	23.4%
Capstone Contribution		$0	0.0%		$0	0.0%
	$895,226	$979,881	100.0%		$1,989,000	100.0%
Uses (Project Costs)						
Portion of Overall Project	35.9%	57.4%		6.7%	100.0%	
Road, Trail, Storm	$612,226	$979,881		$113,893	$1,706,000	
ROW	**$283,000**				$283,000	
	$895,226	$979,881		$113,893	$1,989,000	

				1/3 of funding gap
County Parcel + ROW =	$895,226			
		Funding Gap	**$0**	*$0.00*

Public vs. Private Dollars

Private (Capstone + Pearson)	$465,639	23%
Public (City + MnDOT)	$1,523,361	77%
	$1,989,000	

Capstone / Pearson Agreement*	**Party**	**Assessment Amt**	**%**
Private Pearson Parcel Total	Capstone	$239,875	34%
$465,639	Pearson	$465,639	66%

* Assessment amounts based on lineal footage along Riverdale Drive Pearson and Capstone

Capstone Tree Preservation Credit (Pearson)	$ 239,875 HRA	Pay for Capstone Assessment (above)
Additional City Contribution (to Capstone)	$ 110,125 PIR	Payment to Capstone
Tree Preservation Reconcilliation	**$ 350,000**	

		Difference from 1.26.21
Total City Contribution**	$ 911,361	**$235,841**
Total Grant Contribution	$ 612,000	**$ (638,000)**
ROW Cost Estimate	$ 283,000	**$ (667,000)**
Project Costs Less County ROW	$ 1,706,000	**$ 31,000**

** This includes 350 K Tree Preservation

CC Regular Session **5. 9.**

Meeting Date: 03/08/2022

By: Brian Hagen, Community Development

Information

Title

Adopt Resolution #22-062 Approving Reimbursement of Riverstone South Development Fees

Purpose/Background:

The City Council approved a Development Agreement for Riverstone South on January 25, 2022. The Development Agreement has been executed, but the Developer noted a discrepancy in the fee calculation compared to past executed Development Agreements. Staff reviewed the fees and concur that the formula used is different than what has been used in the past. Staff supports a reduction in the Letter of Credit Surety to an amount of $4,199,127 and a reimbursement of $33,847 in cash from the Engineering Inspection Escrow.

Recommendation:

Staff recommends to adopt Resolution #22-062 Approving Reimbursement of Riverstone South Development Fees.

Action:

Motion to adopt Resolution #22-062 Approving Reimbursement of Riverstone South Development Fees.

Attachments

ACTION Resolution #22-062

Development Agreement For Riverstone South

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	03/03/2022 02:33 PM
Form Started By: Brian Hagen		Started On: 03/02/2022 03:49 PM
Final Approval Date: 03/03/2022		

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #22-062

RESOLUTION APPROVING REIMBURSEMENT OF RIVERSTONE SOUTH DEVELOPMENT FEES

WHEREAS, the City of Ramsey entered into a Development Agreement for the project known as Riverstone South; and

WHEREAS, the Development Agreement approved, per Resolution #22-008, identified development fees owed; and

WHEREAS, the fees calculated for this project were inconsistent in the formulas used as compared to other development agreements executed by the City; and

WHEREAS, staff recommends reimbursing a portion of engineer inspection escrow fees and reducing the Letter of Credit; and

WHEREAS, terms of the Development Agreement to require the developer to complete the project and have such fees paid by them will remain in place.

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 reimbursement of Engineering Inspection Fee cash escrow, as identified in Exhibit B of the Development Agreement for Riverstone South, in the amount of $33,847. This would bring the beginning cash escrow balance to $159,842. Terms of the agreement require the Developer to reimburse the City for all fees associated with engineering inspections.
2) That the Ramsey City Council hereby approves the reduction of the Letter of Credit from $4,842,219 to $4,199,127. The City will hold the original Letter of Credit until receipt of the revised Letter of Credit.

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 8th day of March, 2022.

_____
Mayor

ATTEST:

_____
City Clerk

CITY OF RAMSEY
DEVELOPMENT AGREEMENT FOR RIVERSTONE SOUTH

This Agreement (hereinafter the "Agreement") is dated as of this 25th day of February, 2022, and is by and between the **CITY OF RAMSEY**, a Minnesota municipal corporation (the "**CITY**") and **RIVERSTONE DEVELOPMENT, LLC**., a Minnesota Corporation (the "**PERMITTEE**").

Recitals

A. **PERMITTEE** is the owner of land legally described on the attached Exhibit A (the "Subject Property").

B. **PERMITTEE** has received approval from the **CITY** to subdivide the Subject Property and plat the same as RIVERSTONE SOUTH (the "Plat").

C. The Plat re-subdivides the Subject Property into:
Lot 1, Block 1; and
Lots 1-3, Block 2 (inclusive); and
Lots 1-11, Block 3 (inclusive); and
Lots 1-4, Block 4 (inclusive); and
Lots 1-6, Block 5 (inclusive); and
Lots 1-6, Block 6 (inclusive); and
Lots 1-21, Block 7 (inclusive); and
Lots 1-10, Block 8 (inclusive); and
Lots 1-15, Block 9 (inclusive); and
Lots 1-6, Block 10 (inclusive); and
Outlots A-O (inclusive), Anoka County, Minnesota.

Agreement

1. Recitals Incorporated. The recitals stated above are hereby incorporated into this Agreement and are made part of this Agreement by reference.

2. Conditions of Approval. The **CITY** has approved the Plat subject to satisfaction of the following conditions subsequent:

   a. The **PERMITTEE**'S Execution of this Agreement. That the **PERMITTEE** enter into this Agreement.

   b. Marketable Title. That prior to recording the Plat, the **PERMITTEE** shall provide the **CITY** with proof of marketable title to the Subject Property either through a currently certified abstract, registered property abstract or title insurance commitment or policy.

   c. Proof of Authority. That the **PERMITTEE** provide proof that the respective governing boards of the **PERMITTEE** have authorized the **PERMITTEE**'S execution of this Agreement. This proof of authority may be satisfied by providing the **CITY** with a certified copy of the minutes of the governing board of each entity which grants such authority.

   d. Riverdale Drive Extension. The plat for the right-of-way and stormwater ponding required to extend Riverdale Drive west of Llama Street, which includes City purchase of land from Anoka County, must be recorded concurrently with this plat (Riverstone South). The **PERMITTEE** is not required to contribute to the costs for the public improvement project to extend Riverdale Drive between Llama Street and Bowers Drive, including the removal of the Bowers Drive access to US Highway 10, subject to the approved Cost Share Framework attached hereto as Exhibit E.

   e. Tree Preservation Area. The **PERMITTEE** shall convey to the **CITY** in Fee Title the 7 Acre Tree Preservation Area, Outlot D, as indicated on Exhibit D attached hereto. The conveyance shall happen immediately following the recording of the **PLAT**.

   f. Public Park. The **PERMITEE** shall convey to the **CITY** in Fee Title Outlot I, the 1-acre public park parcel, at time of Plat being recorded, as indicated on Exhibit C attached hereto. The conveyance shall happen immediately following the recording of the **PLAT**.

   g. Lift Station and Trail. The **PERMITTEE** shall convey the lift station lot, Outlot F, and the trail easement, Outlot H, to the **CITY** in Fee Title. The conveyance shall happen immediately following the recording of the **PLAT**.

3. The Plans. The term "Plans" as used in this Agreement means the Final Plat Plans prepared by Carlson McCain, Inc., dated October 6, 2021 and last updated December 15, 2021. The Plans remain subject to: (a) **CITY** Staff's review and approval of the Plans to, among other things, confirm that the revisions requested in the **CITY** Staff's review letter have been made; and (b) such further revisions as the **PERMITTEE** may propose and the **CITY** approves. The Plans shall not be attached to this Agreement, but are in the **CITY**'S files.

4. Stage I Improvements. The improvements the **PERMITTEE** will construct or install are as follows:

   a. Trunk and lateral sanitary sewer.
   b. Trunk and lateral water main.
   c. Storm drainage facilities (when specified).
   d. Stormwater maintenance through 90 percent buildout.
   e. Streets.
   f. Concrete curb and gutter (urban).
   g. Street traffic control signals.
   h. Lot grading.

i. Trail development.
j. Sidewalks.
k. Electricity (within one-fourth mile).
l. Telecommunication (within one-fourth mile).
m. Natural gas (within one-fourth mile).
n. Boulevard sodding.
o. Water shut off boxes.
p. Landscaping for noise mitigation

(the "Stage I Improvements").

The **PERMITTEE** agrees to construct the Stage I Improvements according to the terms and conditions of this Agreement and in accordance with the Plans and the City Code. Per City Code Section 117-615, the **PERMITTEE** shall provide the **CITY** with a set of re-producible as-built plans in Computer Aided Drafting (CAD) format upon completion of the Stage I Improvements and acceptance by the **CITY**. As as-built plans are a required Stage I Improvement item per City Code Section 117-615, the **CITY** will not release in its entirety the required Stage I Improvement Financial Guarantee noted in paragraph #11 below until such as-built plans are received by the **CITY**. Additionally, the **PERMITTEE** agrees to provide to the **CITY** the approved plans in CAD format prior to the commencement of construction of the Stage I Improvements.

5. Lot Corner Staking. The **PERMITTEE** must install lot corner stakes at all lot corners and outlot corners.

6. Installation of the Stage I Improvements. The **PERMITTEE** shall obtain all necessary permits from all governmental agencies before commencing construction of the Stage I Improvements. The **PERMITTEE** must provide the **CITY** with copies of all necessary permits from other governmental agencies prior to or when the **PERMITTEE** applies for a building permit to construct improvements on a lot within the Plat. Within thirty (30) days after the completion of the Stage I Improvements, the **PERMITTEE** shall provide the **CITY** with a complete set of reproducible "As Built" plans for the Stage I Improvements.

7. Time of Performance for the Stage I Improvements. The **PERMITTEE** must complete the Stage I Improvements within one (1) year after the recording of the Plat.

8. Ownership of the Stage I Improvements. The **PERMITTEE** owns the Stage I Improvements until the **CITY**'S acceptance of the Stage I Improvements. Title to the Stage I Improvements automatically passes to the **CITY** upon the **CITY**'S written acceptance of the Stage I Improvements. Except to the extent the **CITY** has accepted all or portions of the Stage I Improvements, in writing, prior to the lapse, expiration, or other termination of the **CITY**'S financial guaranty described in Section 11 of this Agreement and except to the extent the **CITY** and the **PERMITTEE** may agree, in writing, to defer the **CITY**'S acceptance of certain specified Stage I Improvements, the **CITY** is deemed to have accepted the Stage I Improvements when the **CITY** releases the financial guaranty described in Section 11 of this Agreement or allows such financial guarantee to lapse, expire or otherwise terminate.

9. Stage I Improvements License. The **PERMITTEE** hereby grants the **CITY** and the **CITY**'S agents, employees, officers, and contractors an irrevocable license to enter the Subject Property to perform all necessary work and/or inspections the **CITY** deems appropriate during the

PERMITTEE'S installation of the Stage I Improvements. The license shall expire after the **CITY** accepts ownership of Stage I Improvements.

10. Stage II Improvements. The future improvements the **PERMITTEE** must construct or install are as follows:
    a. Street striping (if required by Plans).
    b. Street and traffic control signs.
        i. **CITY** will provide and install Street Name and Traffic Control signs (following payment by **PERMITTEE** pursuant to the established rates and charges in effect).
    c. Street lights per agreement with Connexus Energy.
    d. Installation of survey monumentation.

    The **PERMITTEE** must complete the construction of the Stage II Improvements within one (1) year after the date upon which the Plat is recorded.

    PERMITTEE must install the Stage II Improvements in accordance with the Plans. Per City Code Section 117-615, the **PERMITTEE** shall provide the **CITY** with a set of re-producible as-built plans in Computer Aided Drafting (CAD) format upon completion of the Stage II Improvements and acceptance by the **CITY**. As as-built plans are a required Stage II Improvement item per City Code Section 117-615, the **CITY** will not release the required Stage I Improvement Financial Guarantee noted in paragraph #11 of this Agreement until **CITY** has received the as-built plans. Additionally, the **PERMITTEE** agrees to provide to the **CITY** the plans in CAD format prior to the commencement of construction of the Stage II Improvements.

11. Stage I Improvement and Stage II Improvement Financial Guarantee. The **PERMITTEE** shall provide a financial guarantee to the **CITY** guaranteeing the construction of the Stage I Improvements and Stage II Improvements and their timely completion. The **PERMITTEE** shall be responsible for a financial guarantee in the amount of $4,842,219, which amount is 125% of the **CITY** Engineer's estimated cost of the Stage I Improvements and Stage II Improvements ($3,873,775 x 1.25). Upon completion of Stage I Improvements and Stage II Improvements (including the removal of "temporary" erosion control measures as identified in the approved Grading Plan), acceptance by the **CITY**, supported by appropriate lien waivers, the **PERMITTEE** may request a reduction in the amount of the financial guarantee.

12. Inspection Fees for the Stage I Improvements and Stage II Improvements. The **PERMITTEE** shall provide an inspection fee to the **CITY** to inspect the Stage I Improvements and Stage II Improvements. The **PERMITTEE** shall be responsible for an inspection fee in the amount of $193,689, which amount is 5% of the City Engineer's estimated cost of the Stage I Improvements and Stage II Improvements ($3,873,775 x .05). The inspection fee must be in the form of a cash escrow. The **PERMITTEE** may request a refund of the remaining balance in the escrow upon completion of the Stage I Improvements and Stage II Improvements, and acceptance by the **CITY**.

13. Warranty for Stage I and Stage II Improvements. The **PERMITTEE** shall provide a one-year warranty in the amount of $968,444 ($3,873,775 x .25), which is 25% of the cost of the Stage I and Stage II Improvements. The **CITY** shall reduce the Financial Guarantee as required by Paragraph 11 above (Stage I Improvements and Stage II Improvements Financial Guarantee) and shall not collect a separate guarantee. Said warranty shall be in force for one year following the final acceptance of any required improvements and shall guarantee satisfactory performance of

said improvement. The warranty must be in the form of a Letter of Credit in a form acceptable to the **CITY**'S Finance Director or a cash escrow.

14. Maintenance Guarantee for Landscaping. It is herein agreed that the **PERMITTEE** shall provide the **CITY** a maintenance guarantee to ensure the survival of the plantings. Said maintenance guarantee shall consist of cash or a Letter of Credit, approved as to form by the **CITY**, in the amount of $21,240. [# plantings (236 trees) x cost/planting ($300/tree x 30% average non-survival rate, (0 shrubs) x cost/planting $75/shrub x 30% average non-survival rate], which shall be in effect for a two-year period commencing on the date of the **CITY**'s acceptance of said plantings as part of the Required Private Improvements. The **CITY** shall draw down the guarantee as required in Paragraph 13 (Warranty for Stage I Improvements and Stage II Improvements) and shall not require a separate guarantee.

15. Street Cleaning and Clean Up. After the street surfacing that is a part of the Stage I Improvements is installed, the **PERMITTEE** shall clear any soil, earth, or debris from the streets. From time to time, the **CITY** may remove accumulations of soil, earth, and debris from the streets resulting from the construction of the Stage I Improvements. It shall be the **PERMITTEE**'S responsibility to pay the costs associated with this necessary street cleaning. Invoices from the **CITY** to the **PERMITTEE** for such costs shall be paid within fifteen (15) days of the date of the invoice.

16. Payment of Development Fees. The **PERMITTEE** must pay to the **CITY** the fees described on Exhibit B which may include, but are not limited to, Park Land Dedication Fees, Trail Development Fees, Sanitary Sewer Connection (Trunk) Fees, Water Connection (Trunk) Fees, Sanitary Sewer Lateral Fees, Water Lateral Fees, Storm Water Management Fees, Street Light as well as Street Light Operation and Maintenance Fees. Fees must be paid prior to recording of **PLAT**.

17. Requirements for Building Permits and Occupancy Permits.

    a. No building permit for any lot in the Plat shall be issued until the **PERMITTEE** has: (a) installed a Class 5 driving surface to within 300 feet of the structure and such construction does not conflict with the construction of Stage I Improvements; (b) provided the Building Official with a Certificate of Survey; c.) submitted the financial guaranty described in Section 11 of this Agreement to the **CITY**; d.) obtained all necessary permits from regulatory agencies, including the Lower Rum River Watershed Management Organization, and has provided a copy of each permit to the **CITY**; and

    b. Construction access across property owned by Anoka County must be approved by Anoka County under separate agreement; and

    c. The City shall approve early permits for three models as outlined in the Final Plat resolution; and

    d. No occupancy permit for any lot in the Plat shall be issued until the **PERMITTEE** has: (a) constructed vehicular access to the lot, including the installation of at least one layer of bituminous surfacing; (b) constructed all utilities and storm water facilities this Contract requires to serve the lot and such utilities and storm water facilities are in place and operational and the **CITY** has accepted those utilities and storm water facilities; (c) provided the **CITY** with a certificate of grading, prepared by a licensed (State of Minnesota) professional land surveyor, certifying that the flattest grade on any lots

having a slope of less than 2% is 1% or greater; and (d) installed and planted the sod and landscaping that are required as a part of the Stage I Improvements.

18. **PERMITTEE** Defaults. If the **PERMITTEE** defaults in the performance of one or more of the **PERMITTEE**'S obligations under this Contract, i) the **CITY** gives the **PERMITTEE** thirty (30) days written notice of the default and ii) the **PERMITTEE** fails to cure the default within said thirty (30), then the **CITY** may pursue any and all remedies available at law or in equity including, but not limited to, the following:

    a. The **CITY** may, at its option, perform or engage one or more third parties to perform the **PERMITTEE**'S obligations. If, in the reasonable judgment of the **CITY**'S staff, the **PERMITTEE**'S default creates an immediate risk to public health or safety, the **CITY** may perform or engage one or more third parties to perform the work before the **CITY** provides the notice described in the initial paragraph of this Section, but the **CITY** must use commercially reasonable efforts to notify the **PERMITTEE** as promptly as possible that the **CITY** is undertaking to perform the **PERMITTEE**'S obligation or obligations. If the **CITY** performs one or more obligations of the **PERMITTEE**, the **PERMITTEE** must reimburse the **CITY** for any costs or expenses the **CITY** incurs, including costs and expenses for **CITY** staff time, to perform the work within 30 days after the **CITY** notifies the **PERMITTEE**, in writing, of the costs and expenses the **CITY** incurred to perform the work. If the **PERMITTEE** does not reimburse the **CITY** within said 30 day period, the **CITY** may pursue any remedies available to the **CITY** either at law or in equity or, in the alternative, the **CITY** may draw on the financial guaranty the **PERMITTEE** has provided to the **CITY** pursuant to this Agreement to reimburse itself for the expenses the **CITY** incurs to perform the work. This Agreement is a license for the **CITY** to act, and it shall not be necessary for the **CITY** to seek a Court Order for permission to enter the **PERMITTEE** Property. As an alternative to seeking recovery from the **PERMITTEE** or the financial guaranty, the **CITY** may levy special assessments against the **PERMITTEE** Property in accordance with Minnesota Statutes Section 429, and the **PERMITTEE**, for itself and its successors in title, hereby expressly waives any and all substantive and procedural objections or defenses the **PERMITTEE** may have to such special assessments;

    b. The **CITY** may commence an action in Anoka County District Court to pursue any remedy available to the **CITY** at law or in equity including, but not limited to, injunctive relief;

    c. The **CITY** may refuse to grant building permits for improvements to be constructed on any lots within the Plat until the **PERMITTEE** has cured all of its defaults; and

    d. The **CITY** may draw upon all or any portion of the financial guaranty the **PERMITTEE** has provided to the **CITY** pursuant to Section 11 of this Agreement use all or any portion of the proceeds from the financial guaranty to reimburse the **CITY** pursuant to subsection (a) above; (ii) use all or any portion of the proceeds from the financial guaranty to satisfy any judgment the **CITY** obtains against the **PERMITTEE** pursuant to subsection (b) above; (iii) use all or any portion of the proceeds to reimburse the **CITY** pursuant to Section 19 (j) below; and (iv) hold all or any portion of the proceeds for a reasonable time for the future application as described in subsections (i), (ii) and (iii) of this Section 18(d).

19. Storm Pond Outlots. A Maintenance Agreement is to be established between **PERMITEE** and **CITY** for the purpose of, granting the **CITY** the responsibility for maintaining all stormwater functionality, tree and vegetation removal and management, repair, replacement and reconstruction (collectively, "Maintenance") of Outlots E and G, including all ponds and other Improvements located on such Outlots. The **CITY** shall be the beneficiary of easements over all of Outlots E and G to complete such Maintenance. Additionally, upon recording of the Maintenance Agreement, Outlots E and G of Riverstone South are to be deeded by **PERMITEE** to Riverstone South, a planned community. The **CITY'S** maintenance responsibilities are outlined in Section 9.1 and 9.8 of the Riverstone South Declaration, which will be recorded in conjunction with the recording of the Riverstone South Final Plat.

20. Miscellaneous.

    a. Plat Approval. **PLAT** was approved via Resolution #21-312.

    b. Invalidity of Any Section. If any portion, section, subsection, sentence, clause, paragraph or phrase of this Agreement is for any reason invalid, such decision shall not affect the validity of the remaining portion of this Agreement.

    c. Written Amendments Only. The action or inaction of the **CITY** or the **PERMITTEE** shall not constitute a waiver or amendment to the provisions of this Agreement. To be binding, amendments or waivers shall be in writing, signed by the parties, and approved by a resolution of the City Council. The **CITY**'S or the **PERMITTEE**'S failure to promptly take legal action to enforce this Agreement shall not be a waiver or release.

    d. Compliance with Laws and Regulations. The **PERMITTEE** represents to the **CITY** that the Plat complies with all **CITY**, County, metropolitan, State, and Federal laws and regulations, including but not limited to: subdivision ordinances, zoning ordinances and environmental regulations. If the **CITY** determines that the Plat does not comply, the **CITY** may, at its option, refuse to allow any construction or development work in the Plat until the **PERMITTEE** does comply. Upon the **CITY**'S demand **PERMITTEE** shall cease work until there is compliance.

    e. Mailbox Locations. If the **PERMITTEE** desires to construct mailboxes within the public right of way, the **PERMITTEE** agrees that the placement of mailboxes along public streets is subject to approval by the **CITY**. Utility locates will be necessary.

    f. Boulevard and Wetland Restoration. The **PERMITTEE** shall be responsible for the cost of establishing seed in all boulevards within thirty (30) days of the completion of the street improvements, and restoring all other areas disturbed by the development grading operation in accordance with the approved Grading and Erosion Control plan. The **PERMITTEE** shall be responsible for the cost of cleaning any soil, earth, or debris from the wetlands within and adjacent to this Plat resulting from grading performed in the development of the Plat.

    g. Construction, Hours and Entrance Signs. The **CITY** restricts construction and delivery hours to Monday through Saturday 7:00 a.m. to 8:00 p.m. The **PERMITTEE** is required to provide a sign at each entrance point stating delivery and construction operation hours.

Said signs are not to exceed eighty (80) square feet in size and must be clearly visible at all times during the construction period.

h. Construction Site Maintenance. The **PERMITTEE** shall adhere to all of the **CITY** ordinances relating to, but not limited to, dumping of garbage, site development, construction debris, open burning, etc. The **CITY** reserves the right to withhold permits, inspections, or certificates of occupancy to correct violations relating to construction site maintenance.

i. Estimated Cost. It is understood and agreed that cost amounts set forth in this Agreement as to Stage I and Stage II Improvements, unless qualified as fixed amounts, are estimated. The **PERMITTEE** agrees to pay the entire cost of said improvements including interest, engineering and legal fees related thereto.

j. Plat Approval Expenses. The **PERMITTEE** agrees that it will pay to **CITY** all **CITY** expenses incurred in the approval of the Plat, including, but not limited to, administration expenses, engineering and legal fees. Said expenses incurred after recording of the Final Plat shall also be paid within said fifteen (15) day billing period. Failure to pay the **CITY**'S expenses within the fifteen (15) day billing period will permit the **CITY** to draw upon any of the escrows required by this Agreement for payment.

k. Reimbursement to the **CITY**. The **PERMITTEE** agrees to reimburse the **CITY** for all costs incurred by the **CITY** in defense or enforcement of this Agreement, or any portion thereof, including court costs and reasonable engineering and attorney's fees.

l. Certificate of Occupancy. The term "Certificate of Occupancy" as used in this Agreement shall be defined as a document issued by the **CITY**'S Building Official, which authorizes the structure to be used for its intended purposes. No Certificate of Occupancy shall be issued until the construction of Riverdale Drive is substantially complete (open to traffic and first lift of pavement complete) along the entire length of the Subject Property, connecting to Bowers Drive and realigning Highway 10 access.

m. Notices. Required notices shall be in writing, and shall be either hand delivered to the Parties, its employees or agents, or mailed to them by certified or registered mail at the following address:

TO THE PERMITTEE:
Riverstone Development, LLC.
Attn: Stephen Bona, Vice President
14015 Sunfish Lake Blvd. NW
Ramsey, MN 55303

TO THE CITY:
City of Ramsey
Attn: Community Development Director
7550 Sunwood Drive NW
Ramsey, MN 55303

[The remainder of this page is intentionally left blank.]

THE PERMITTEE:

RIVERSTONE DEVELOPMENT, LLC.

By: _____,
Stephen Bona
Its: Vice President

STATE OF MINNESOTA)
)ss.
COUNTY OF Anoka)

The foregoing instrument was acknowledged before me this 25th day of February, 2022, by Stephen Bona, Vice President of **RIVERSTONE DEVELOPMENT, LLC.,** a Minnesota Corporation, under the laws of the State of Minnesota on behalf of the corporation.

_____
Notary Public

MATTHEW GLENN BARKER
NOTARY PUBLIC - MINNESOTA
My Comm. Exp. Jan. 31, 2025

THE CITY:

CITY OF RAMSEY

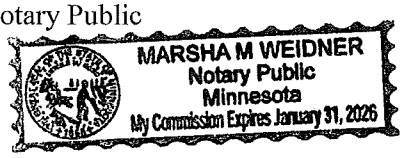
By: _____
Its: Mayor

By: _____
Its: City Administrator

STATE OF MINNESOTA)
)ss.
COUNTY OF ANOKA)

The forgoing instrument was acknowledged before me on this 22nd day of February 2022, by Mark E. Kuzma and Kurtis G. Ulrich, the Mayor and the City Administrator of the City of Ramsey, a charter city and municipal corporation organized under the laws of the state of Minnesota on behalf of the City.

_____
Notary Public



This document drafted by:
City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303

This document reviewed by:

Consent by Owners:

PEARSON PROPERTIES OF RAMSEY, LLC.

By: Alan R Pearson,
Alan R. Pearson
Its; President

STATE OF MINNESOTA)
)ss.
COUNTY OF Anoka)

The foregoing instrument was acknowledged before me this 22nd day of February, 2022, by Alan R. Pearson, the Pres of **PEARSON PROPERTIES OF RAMSEY, LLC.,** a Minnesota Corporation, under the laws of the State of Minnesota on behalf of the corporation.

Notary Public

MATTHEW GLENN BARKER
NOTARY PUBLIC - MINNESOTA
My Comm. Exp. Jan. 31, 2025

Alan R Pearson, _____
Alan R Pearson, Trustee of the Alan R. Pearson
Trust under agreement dated April 7, 2006

STATE OF MINNESOTA)
)ss.
COUNTY OF Anoka)

The foregoing instrument was acknowledged before me this 22nd day of February, 2022, by Alan R. Pearson, Trustee of the Alan R. Pearson Trust under agreement dated April 7, 2006, on behalf of the Trust.

Notary Public

MATTHEW GLENN BARKER
NOTARY PUBLIC - MINNESOTA
My Comm. Exp. Jan. 31, 2025

Elizabeth J Pearson
Elizabeth J. Pearson, Trustee of the Elizabeth J.
Pearson Trust under agreement dated April 7, 2006

STATE OF MINNESOTA)
)ss.
COUNTY OF Anoka)

The foregoing instrument was acknowledged before me this 22nd day of February, 2022, by Elizabeth J. Pearson, Trustee of the Elizabeth J. Pearson Trust under agreement dated April 7, 2006, on behalf of the Trust.

Notary Public

MATTHEW GLENN BARKER
NOTARY PUBLIC - MINNESOTA
My Comm. Exp. Jan. 31, 2025

EXHIBIT A
Legal Description of the Subject Property

Outlot B, PEARSON PLACE, Anoka County, Minnesota.

AND

That part of the Northwest Quarter of the Northwest Quarter of Section 29, Township 32, Range 25, Anoka County, Minnesota, lying southerly of U.S. Highway 10 and 169.

AND

Lot 2, Block 3, PEARSON PLACE, Anoka County, Minnesota.

AND

Lot 1, Block 3, PEARSON PLACE, Anoka County, Minnesota.

Or Upon Recording:

Lot 1, Block 1; and
Lots 1-3, Block 2 (inclusive); and
Lots 1-11, Block 3 (inclusive); and
Lots 1-4, Block 4 (inclusive); and
Lots 1-6, Block 5 (inclusive); and
Lots 1-6, Block 6 (inclusive); and
Lots 1-21, Block 7 (inclusive); and
Lots 1-10, Block 8 (inclusive); and
Lots 1-15, Block 9 (inclusive); and
Lots 1-6, Block 10 (inclusive); and
Outlots A-O (inclusive), Anoka County, Minnesota.

EXHIBIT B
Fees Payable to the City[1]

Park Dedication and Trail Development				
Park Dedication[2], 0-12 Units per acre				$350,000 plus Outlot I
Trail Development, Residential	82	per unit	*$1,000*	$82,000
Subtotal Park and Trail Development				***$432,000***
Water and Sewer Fees[3]				
Water Trunk (Connection)	82	per unit	*$1,945*	$159,490
Sanitary Sewer Trunk (Connection)	82	per unit	*$1,306*	$107,092
Water Main to Bowers Drive				($29,695.00)[4]
Sanitary Sewer Oversizing				($32,349.75)[4]
Sanitary Sewer Forcemain				($131,887.50)[4]
Sanitary Sewer Stub to Park				($1,277.50)[4]
Subtotal Water and Sewer Fees				***$266,582***
Stormwater Management Fees				
Stormwater Management	82	per unit	*$517*	$42,394
Subtotal Stormwater Management				***$42,394***
GRAND TOTAL FOR DEVELOPMENT FEES				**$740,976**
Note: SAC and WAC collected with building permit.				

[1] Fees due at time of recording. Fees outlined above indicate 2022 fees. If plat is not recorded in 2022, fees at time of recording will be due. No fees due at this time for Lot 1, Block 1 or Outlot O (existing homes), nor any outlots.
[2] This shall satisfy park dedication requirements for the entire approved preliminary plat, as approved in Resolution #21-101 for 244 lots. All other fees shall be due with each subsequent addition.
[3] City Engineer may reduce these rates based on reimbursement for building of trunk utility lines per City policy. This document shall be updated accordingly and recorded with accurate reimbursement/fee amounts based on length of trunk utility lines built.
[4] Estimated reimbursement amount not included in development fees. City shall reimburse Permittee for actual costs upon receipt of detailed invoice following completion and acceptance of work.

Sureties and Inspection Fees					
Performance Surety (returned when complete)	$3,873,775	cost of improvement	*125%*	$4,842,219	Cash or Letter of Credit
Engineering Inspection Fee	$3,873,775	cost of improvement	*5%*	$193,689	Cash Escrow
Landscaping Maintenance Guarantee	$21,240		Cash or Letter of Credit (required after performance surety release)		

Exhibit C
Park Dedication and Trail Development Credit Agreement

- Developer shall be responsible for the following:
  - 1 acre of land dedicated as PARK on the plat
  - $350,000 cash park dedication payment
- City constructs 1-acre park
- Developer conveys outlot (Outlot I) to City with final plat recording

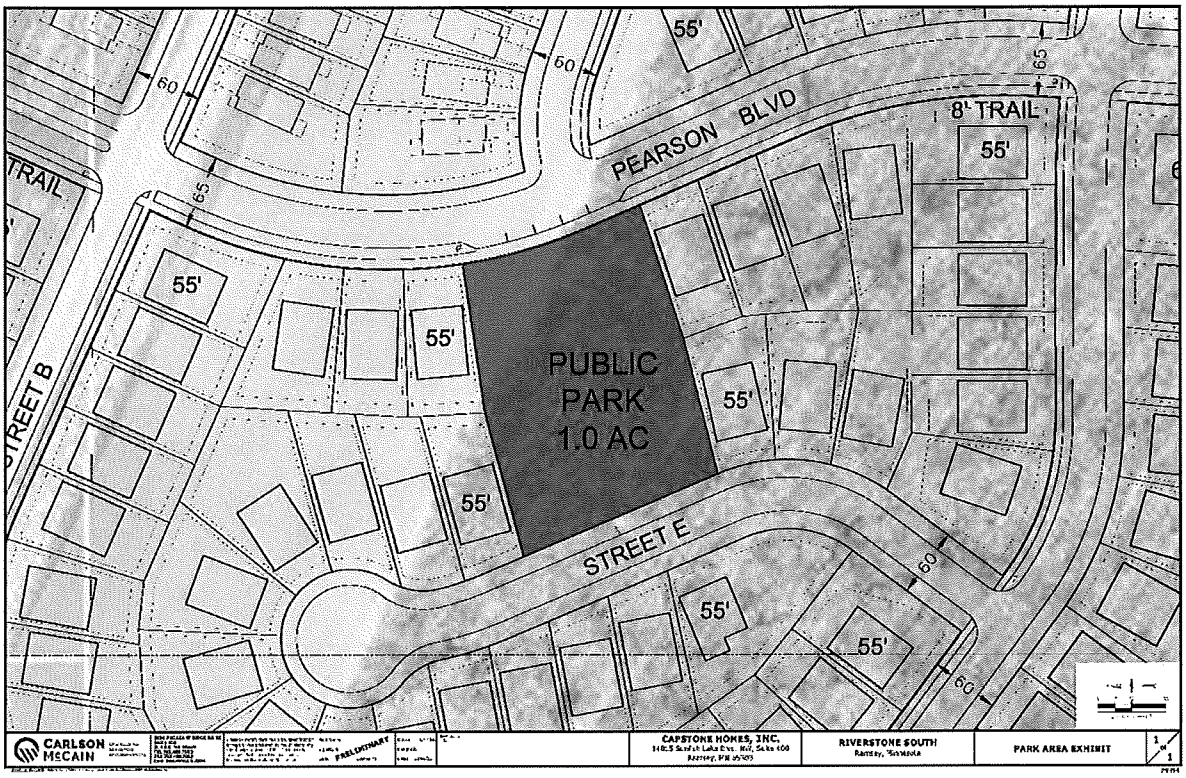


Exhibit D
Tree Preservation Area (Outlot D)

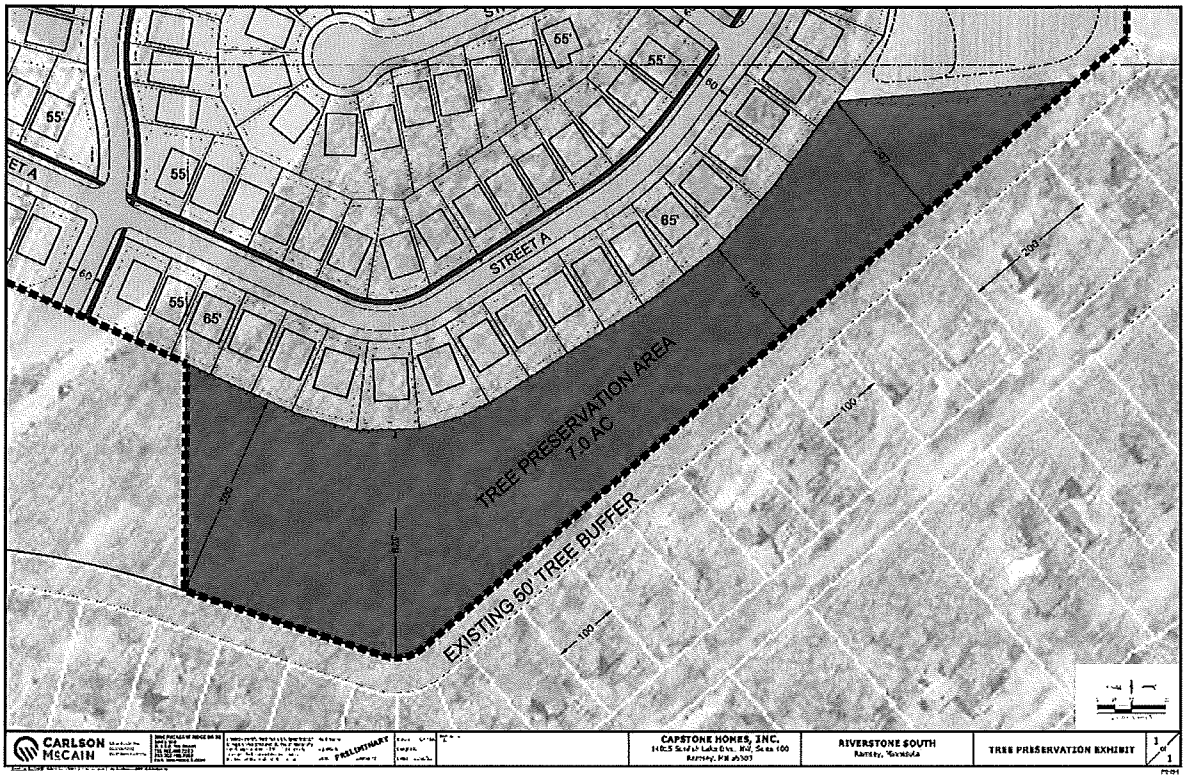


Exhibit E
Cost Share Framework (From Adopted Resolution 21-185)

Approved Framework 10.26.21 Res. #21-185 Solving for 350K Tree Preservation with HRA and PIR Funding

City/Grant Fully Funding County Parcel **Project Costs (including ROW)**

Area Description	Cost Allocation	Lineal Footage	%	City %	Capstone %	Pearson%
County Parcel	$612,226	1532	35.89%	100%	0	0
County ROW DRAFT	**$283,000**	0	0	100%		
Pearson Parcel	$979,881	2452	57.44%	52.5%	0.0%	47.5%
Bowers Drive Modifications	$113,893	285	6.68%	100%	0	0
Total	**$1,989,000**	4269	100.00%			

Note: utilities not included - paid for by Trunk Fees

Sources of Funds						
	County Parcel	Pearson Parcel	%	Bowers Drive	Total	Project %
MnDOT Grant	$612,000	$0			$612,000	30.8%
City Contribution (HRA)	$283,226	$514,242	52.5%	$113,893	$911,361	45.8%
Pearson Contribution		$465,639	47.5%		$465,639	23.4%
Capstone Contribution		$0	0.0%		$0	0.0%
	$895,226	$979,881	100.0%		$1,989,000	100.0%
Uses (Project Costs)						
Portion of Overall Project	35.9%	57.4%		6.7%	100.0%	
Road, Trail, Storm	$612,226	$979,881		$113,893	$1,706,000	
ROW	**$283,000**				$283,000	
	$895,226	$979,881		$113,893	$1,989,000	
						1/3 of funding gap
County Parcel + ROW =	$895,226			Funding Gap	$0	*$0.00*

Public vs. Private Dollars

Private (Capstone + Pearson)	$465,639	23%
Public (City + MnDOT)	$1,523,361	77%
	$1,989,000	

Capstone / Pearson Agreement*	Party	Assessment Amt	%
Private Pearson Parcel Total	Capstone	$239,875	34%
$465,639	Pearson	$465,639	66%

* Assessment amounts based on lineal footage along Riverdale Drive Pearson and Capstone

Capstone Tree Preservation Credit (Pearson)	$ 239,875	HRA	Pay for Capstone Assessment (above)
Additional City Contribution (to Capstone)	$ 110,125	PIR	Payment to Capstone
Tree Preservation Reconcilliation	$ **350,000**		

		Difference from 1.26.21
Total City Contribution**	$ 911,361	**$235,841**
Total Grant Contribution	$ 612,000	$ **(638,000)**
ROW Cost Estimate	$ 283,000	$ **(667,000)**
Project Costs Less County ROW	$ 1,706,000	$ **31,000**

** This Includes 350 K Tree Preservation

Note: Final Cost-Share Framework shall be based on Resolution 21-185. This attachment is for reference only.

CC Regular Session **7. 1.**

Meeting Date: 03/08/2022

By: Brian McCann, Community Development

Information

Title:

Adopt Ordinance #22-13 Vacating Drainage and Utility Easements at 5280 161st Ave NW

Purpose/Background:

The City has received an application from Mark Rice (the "Applicant") for an Easement Vacation request related to a Minor Plat for 5280 161st Ave NW (the "Subject Property). The purpose of this request is for the construction of a 36' x 36' accessory structure.

Notification:

The City attempted to send a mailing via standard U.S. mail to property owners within 350 feet of the Subject Property, 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 for the February 22, 2022 City Council regular meeting.

Time Frame/Observations/Alternatives:

Vacation of Drainage and Utility Easement

The Easement Vacation is proposed to vacate all existing drainage and utility easements on the Subject Property. New drainage and utility easements will be dedicated on the final plat that was approved during the City Council regular meeting on February 22, 2022.. Engineering previously reviewed the requested Easement Vacation and supported it as long as there remained five (5) feet of easement beyond the Base Flood Elevation shown on the survey (which is included on the Final Plat). Attached to the case is the area of drainage and utility easement that will not be rededicated as part of the new plat.

Encroachment of Scenic Easement

There is a Scenic Easement over a portion of the Subject Property, which encumbers the same area as the drainage and utility easement. When the Applicant originally contacted the City regarding this project, Staff contacted the now previous City Attorney regarding the potential to vacate a portion of this easement as well. Since there is no identifiable public benefit, there is no legal basis for vacating any portion of the Scenic Easement. Although, per the language of the Scenic Easement, the City Council can authorize a the location of a structure within the Scenic Easement, which was incorporated with the Minor Plat - as shown on the Sketch Plan attached to this case - and approved during the City Council regular meeting on February 22, 2022.

Variance

The applicant has also requested a variance to the setback for the Ordinary High Watermark. The Planning Commission held a Public Hearing on the request at their February 24, 2022 regular meeting. The Planning Commission approved the variance. No action is required by the City Council for the variance request.

Alternatives

Alternative 1: Adopt Ordinance #22-13 Vacating all Drainage and Utility Easements on Lots 11 &12, Block 6 Barthels Rum River Acres (together known as 5280 161st Ave NW). This alternative would vacate drainage and utility easements that are no longer necessary on the Subject Property. Staff supports this alternative.

Alternative 2: Do not adopt Ordinance #22-13. If the Ordinance is not adopted, this segment of drainage and utility

easement remains with no apparent purpose. The Final Plat and Variance related to this request would also become obsolete. Staff does not support this alternative.

Funding Source:

The Applicant is responsible for all costs involved in the vacation process as well as the Minor Plat.

Recommendation:

City Staff recommend adopting Ordinance #22-13 vacating a portion of drainage and utility easement at 5280 161st Ave NW.

Outcome/Action:

Motion to waive the Charter requirement to read the ordinance aloud and adopt Ordinance #22-13 to Vacate the Drainage and Utility Easements at 5280 161st Ave NW.

Roll Call Vote

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

Attachments

Site Location Map
Public Hearing Notice
Sketch Plan
Final Plat
Exhibit of Drainage and Utility Easement Area Not Being Rededicated with Final Plat
Ordinance #22-13: Easement Vacation

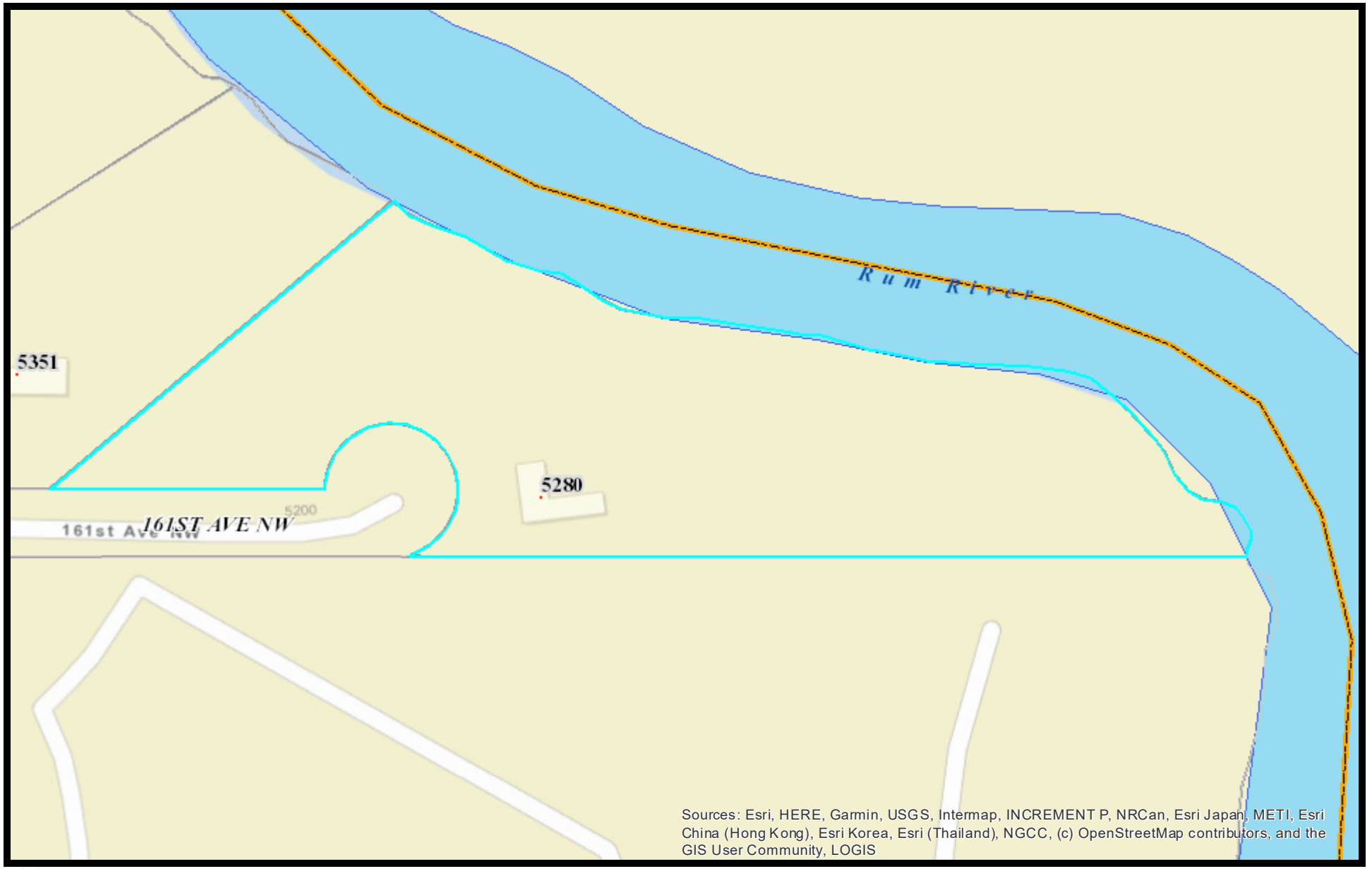
Form Review

Inbox	Reviewed By	Date
Chris Anderson	Chris Anderson	03/01/2022 07:43 AM
Brian Hagen	Brian Hagen	03/03/2022 08:29 AM
Kurt Ulrich	Kurt Ulrich	03/03/2022 09:59 AM
Form Started By: Brian McCann		Started On: 02/17/2022 08:14 AM
Final Approval Date: 03/03/2022		

13-32-25-24-0009

Site Location Map

5280 161st Ave NW



2/8/2022, 3:44:44 PM

0 0.0075 0.015 0.03 0.045 0.06
mi

7550 Sunwood Drive NW • Ramsey, MN 55303
City Hall: 763.427.1410 • Fax: 763.427.5543
www.cityoframsey.com

NOTICE OF PUBLIC HEARING
PROJECT 22-103: RICES RUM RIVER ACRES

CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA

TO WHOM IT MAY CONCERN:

Notice is hereby given that the City Council of the City of Ramsey will hold a public hearing on Tuesday, February 22, 2022 at 7:00 p.m. at Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, MN 55303.

The purpose of the hearing is to consider a request for a Minor Plat to combine two (2) parcels into one (one is currently vacant, one has a home on it) and an Easement Vacation to vacate a portion of a drainage and utility easement on the property generally known as 5280 161st Ave NW and legally described as follows:

> Lots 11 & 12, Block 6, Barthels Rum River Acres 2nd Addition, Anoka County, Minnesota

This proposal does not result in any additional new, buildable lots. It is combining an existing, vacant lot with an existing residential lot with a home on it. All interested persons are invited to attend and comment on the proposed requests. The City of Ramsey complies with the Americans with Disabilities Act and upon advance request, information will be provided in an alternative form and interpreters will be available. Any person with such a request should contact Nicole Laubach at 763-433-9824 by noon on Monday, February 14, 2022.

Those that are able to attend meetings remotely should do so to maintain appropriate social distancing standards. All interested persons are invited to join remotely from a PC, Mac, Linus, IOS, or Android at www.cityoframsey.com/meetings. Remote attendees desiring to speak to the Planning Commission are asked to use their webcam.

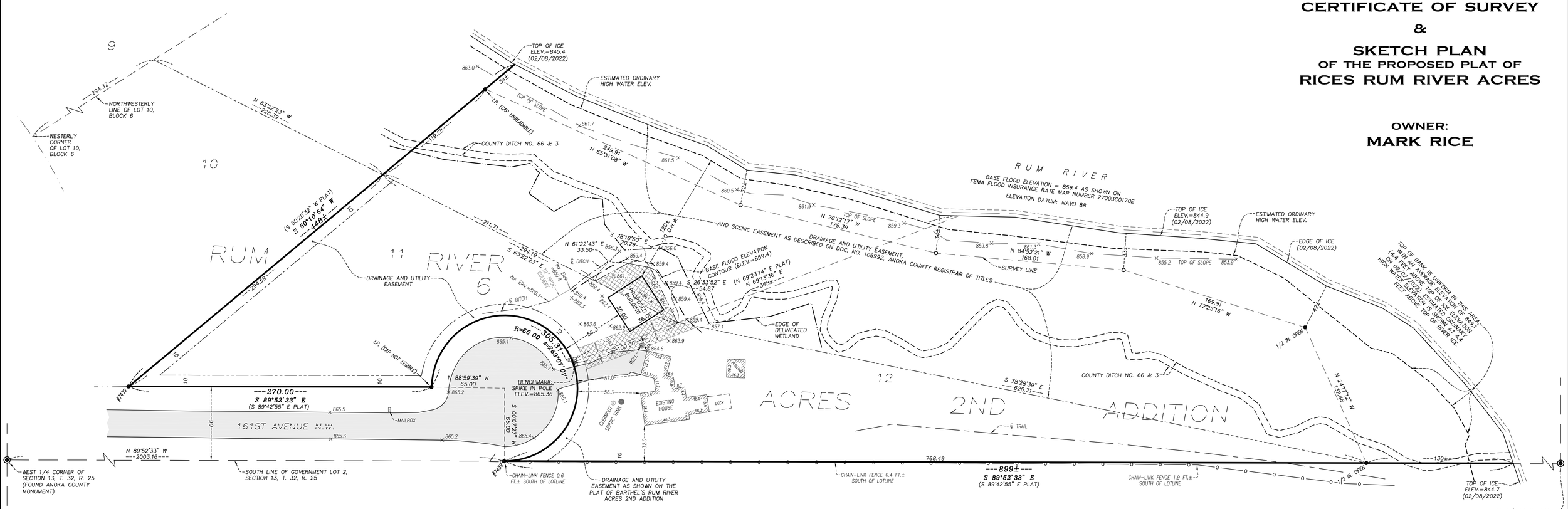
Written comments are welcome and shall be addressed to the Ramsey City Council, 7550 Sunwood Drive NW, Ramsey, MN 55303. Written comments shall be received at the above address prior to 4:00 p.m. on February 22, 2022.

Brian McCann
City Planner

Date: February 11, 2022

CERTIFICATE OF SURVEY
&
SKETCH PLAN
OF THE PROPOSED PLAT OF
RICES RUM RIVER ACRES

OWNER:
MARK RICE



LEGEND

- CHAIN LINK FENCE
- × 865.0 — SPOT ELEVATION
- CULVERT
- TEL./COMM RISER
- POWER BOX
- LIGHT POLE
- WETLAND (AS DELINEATED BY AG WETLAND SERVICES, INC.)
- BITUMINOUS SURFACE

EXISTING PROPERTY DESCRIPTION
Lots 11 and 12, Block 6, BARTHEL'S RUM RIVER ACRES 2ND ADDITION, Anoka County, Minnesota.

NOTE:
Lots 11 and 12 are to be combined into a single lot. Refer to the proposed plat of RICES RUM RIVER ACRES. Resulting description will be Lot 1, Block 1, RICES RUM RIVER ACRES.

DRAINAGE AND UTILITY EASEMENTS TO BE VACATED
Vacate all drainage and utility easements dedicated in the plat of BARTHEL'S RUM RIVER ACRES 2ND ADDITION, Anoka County, Minnesota, lying within Lots 11 and 12, Block 6 of said plat of BARTHEL'S RUM RIVER ACRES 2ND ADDITION.

(Note: Drainage and utility easements to be re-dedicated as shown on the proposed plat of RICES RUM RIVER ACRES)

DENOTES DRAINAGE AND UTILITY EASEMENT TO BE VACATED AND NOT RE-DEDICATED ON THE PLAT OF RICES RUM RIVER ACRES

0 40 80 120
GRAPHIC SCALE IN FEET

- ○ DENOTES IRON MONUMENT SET
- ● DENOTES IRON MONUMENT FOUND
- ◉ DENOTES CAST-IRON MONUMENT FOUND

REVISED 02/08/2022: ADDED ORDINARY HIGH WATER & EDGE OF ICE OF RUM RIVER, REMOVED NOTE ABOUT SCENIC EASEMENT TO BE VACATED

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a Licensed Land Surveyor under the laws of the State of Minnesota.

Date 01/19/2022

Abram A. Niemela
License No. 48664

Meyer-Rohlin LAND SERVICES
708 1ST AVENUE NE, #1
BUFFALO, MN 55313
PH. 763.682.1781 WWW.MEYERROHLIN.COM

REVISIONS	
02/08/2022	

DATE 01/19/2022

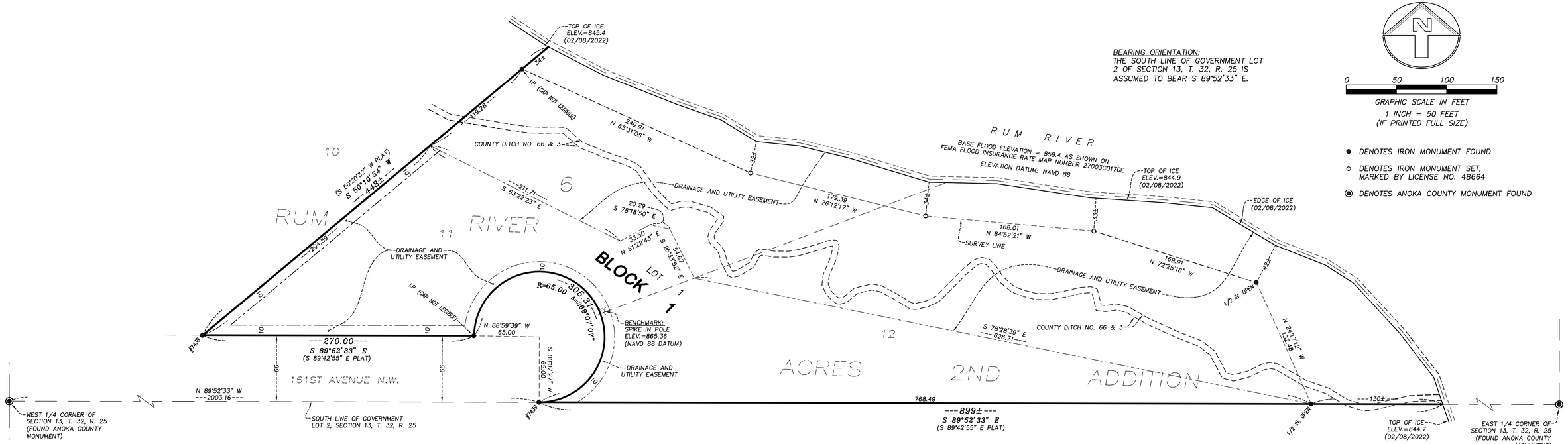
DRAWN BY AAN | BOOK 397 PAGE 13 | SHEET 1 OF 1 SHEETS | FILE NO. 21245

N:\Land Projects\21245 - Rice\dwg\Proj Dwg\21245 COS - Sketch plan.dwg

RICES RUM RIVER ACRES

DRAFT FOR CITY SUBMITTAL - REVISED 02/08/2022

CITY OF RAMSEY
COUNTY OF ANOKA
SECTION 13, T. 32, R. 25



BEARING ORIENTATION:
THE SOUTH LINE OF GOVERNMENT LOT 2 OF SECTION 13, T. 32, R. 25 IS ASSUMED TO BEAR S 89°52'33" E.

0 50 100 150

GRAPHIC SCALE IN FEET
1 INCH = 50 FEET
(IF PRINTED FULL SIZE)

- ● DENOTES IRON MONUMENT FOUND
- ○ DENOTES IRON MONUMENT SET, MARKED BY LICENSE NO. 48664
- ◉ DENOTES ANOKA COUNTY MONUMENT FOUND

KNOW ALL PERSONS BY THESE PRESENTS: That Mark E. Rice and Bethany J. Rice, husband and wife, owners of the following described property situated in the County of Anoka, State of Minnesota, to wit:

Lots 11 and 12, Block 6, BARTHEL'S RUM RIVER ACRES 2ND ADDITION, Anoka County, Minnesota.

Have caused the same to be surveyed and platted as ***RICES RUM RIVER ACRES*** *and do hereby dedicate to the public for public use the drainage and utility easements as created by this plat.*

In witness whereof said Mark E. Rice and Bethany J. Rice, husband and wife, have hereunto set their hands this _____ day of _____, 20____.

_____ *Mark E. Rice*

_____ *Bethany J. Rice*

STATE OF MINNESOTA
COUNTY OF_____

This instrument was acknowledged before me this _____ day of _____, 20____, by said Mark E. Rice and Bethany J. Rice, husband and wife.

_____
(Signature)

_____
(Name Printed)

Notary Public, _____County, Minnesota

My Commission Expires_____

I Abram A. Niemela, 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 _____.

_____
Abram A. Niemela, Licensed Land Surveyor
Minnesota License No. 48664

STATE OF MINNESOTA
COUNTY OF WRIGHT

The foregoing Surveyor's Certificate was acknowledged before me this _____ day of _____, 20____, by Abram A. Niemela, Land Surveyor, Minnesota License No. 48664.

_____
(Signature)

_____
(Name Printed)

Notary Public, _____County, Minnesota

My Commission Expires_____

Meyer-Rohlin LAND SERVICES

CITY COUNCIL, City of Ramsey, Minnesota
This plat of ***RICES RUM RIVER ACRES*** *was approved and accepted by the City Council of the City of Ramsey, Minnesota, at a regular meeting thereof held this _____ day of _____, 20____, and said plat is in compliance with the provisions of Minnesota Statutes, Section 505.03, Subd. 2.*

_____ *City Administrator*

_____ *Mayor*

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____.

By:_____
David M. Zieglmeyer
Anoka County Surveyor

COUNTY AUDITOR/TREASURER

Pursuant to Minnesota Statutes, Section 505.021, Subd. 9, taxes payable for 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

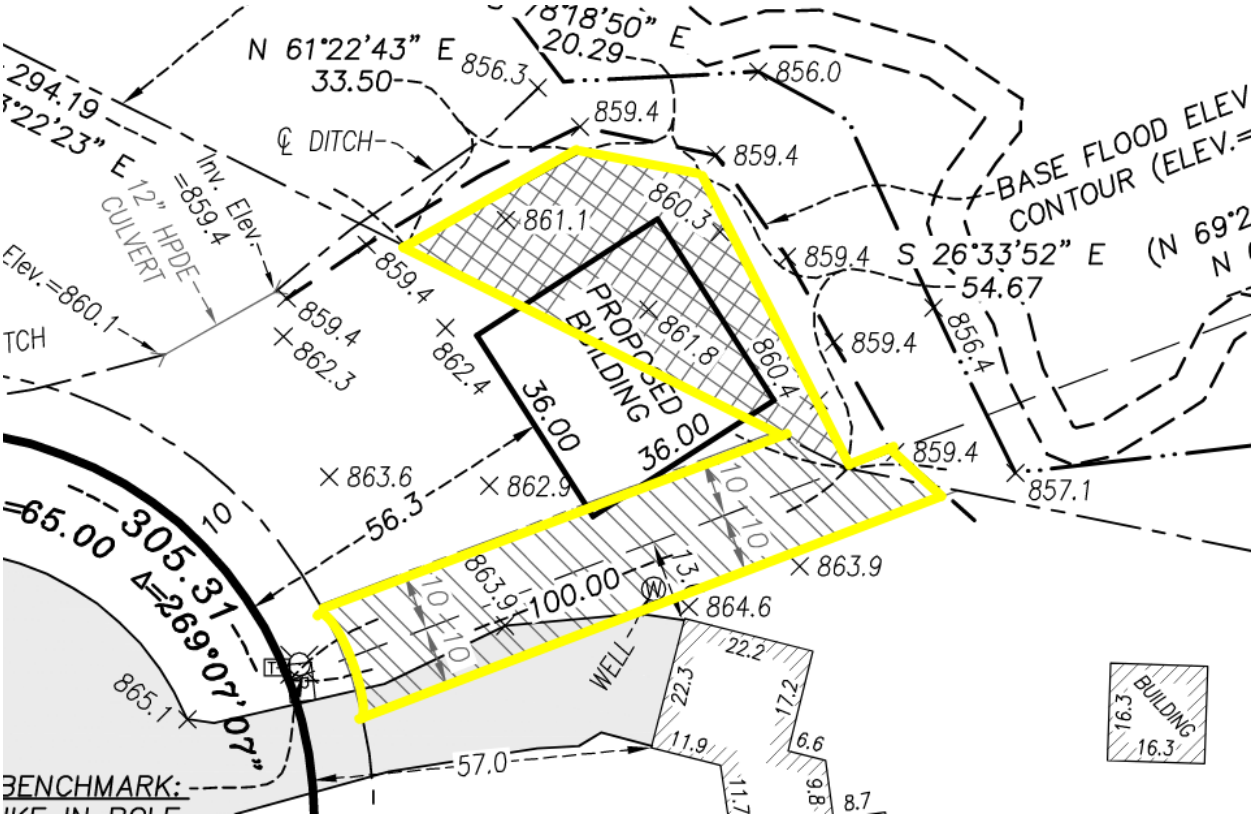
By:_____, Deputy

COUNTY RECORDER/REGISTRAR OF TITLES
I hereby certify that this plat of ***RICES RUM RIVER ACRES*** *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

Exhibit A
Portions of Drainage and Utility Easement that Will Not Be Rededicated with the Rices Rum River Acres Plat



ORDINANCE NO. 22-13

CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA

AN ORDINANCE VACATING EASEMENTS FOR DRAINAGE AND UILITY PURPOSES ON LOTS 11 & 12, BLOCK 6 BARTHELS RUM RIVER ACRES 2ND ADDITION

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

All existing drainage and utility easements on Lots 11 & 12, Block 6 Barthels Rum River Acres 2nd Addition are hereby vacated, to-wit.

SECTION 3. EFFECTIVE DATE

This Ordinance becomes effective thirty (30) days after its publication subject to the City Charter Section 5.04 contingent upon:

1. Approval and successful recording of the associated plat known as Rices Rum River Acres

PASSED by the City Council of the City of Ramsey this the ____ day of _____, 2022.

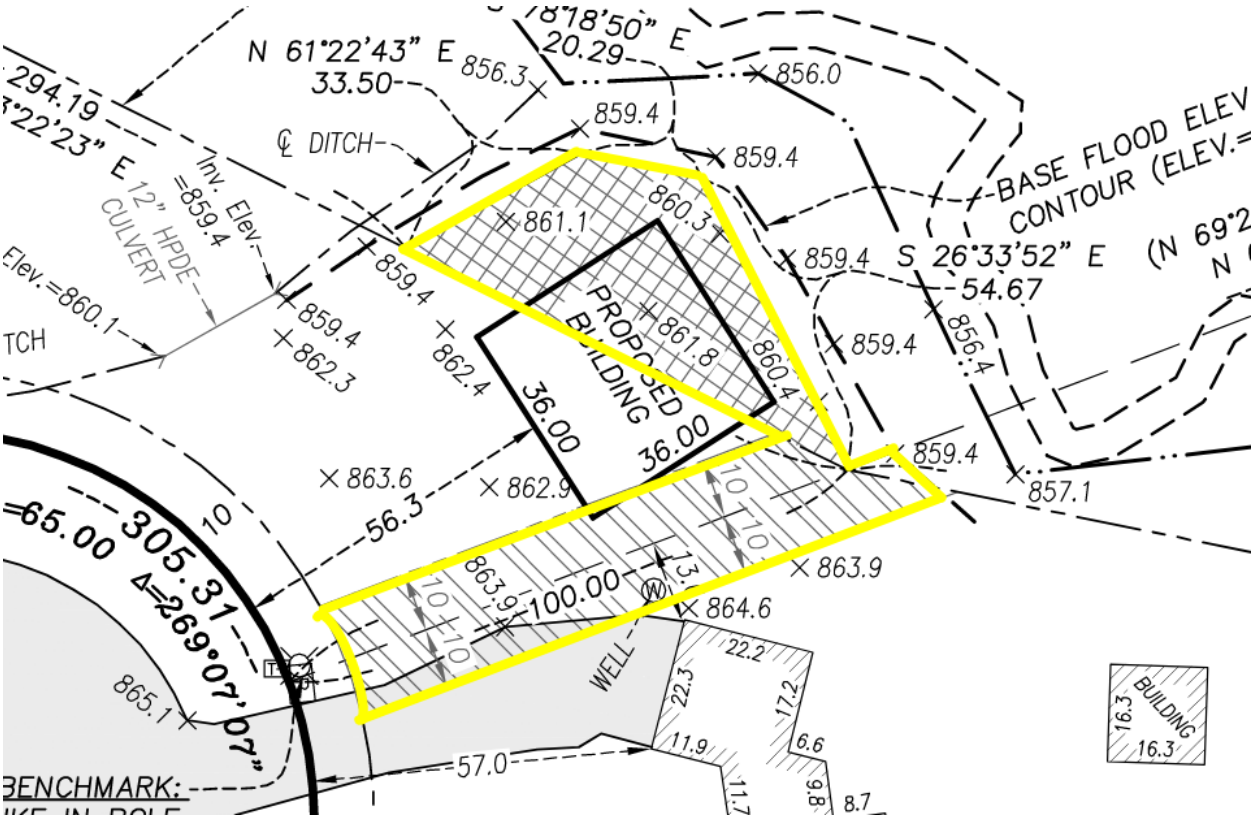
_____
Mayor

ATTEST:

_____
City Administrator

Introduction Date:
Posting Dates:
Adoption Date:
Publication Date:
Effective Date:

Exhibit A
Portions of Drainage and Utility Easement that Will Not Be Rededicated with the Rices Rum River Acres Plat



CC Regular Session **7. 2.**

Meeting Date: 03/08/2022

By: Chris Anderson, Community Development

Information

Title:

Consider Request for Sketch Plan, Zoning Amendment, and Comprehensive Plan Amendment Related to a Proposed Second School Campus for PACT Charter School on the Property Located at 7633 161st Ave NW (Project No. 22-107); Case of PACT Charter School

Purpose/Background:

The City has received an application from JB Vang Partners (the "Applicant"), on behalf of PACT Charter School, for a Sketch Plan related to a proposed new, second school campus to be located at 7633 161st Avenue NW (the "Subject Property"). The Subject Property is presently owned by The Church of Saint Katharine Drexel (the "Property Owner"). The application also includes requests for a Zoning Amendment and a Comprehensive Plan Amendment based on the proposed use and current zoning and future land use guidance.

Notification:

Staff attempted to notify property owners within 700 feet of the Subject Property, as reflected in the Anoka County Property Records, of the request for Sketch Plan, Zoning Amendment, and Comprehensive Plan Amendment and the Public Hearing to be held by the Planning Commission on February 24, 2022. The mailing also included an invitation to a Public Open House, also on February 24, 2022, where property owners can learn more about the project and ask questions of the Applicant in a less formal setting. Finally, a notice of the Public Hearing was also published in the Anoka County UnionHerald, the City's official newspaper.

Comments Received

Attached to the case are all written comments received at time of packet preparation.

Observations/Alternatives:

Background Information

The Subject Property is approximately thirty-three (33) acres in size and is currently zoned R-1 Residential (MUSA) - 80. The Subject Property is at the northwest corner of the intersection of Variolite Street and 161st Avenue and abuts Central Park to the west. Properties to the east (across Variolite Street) are zoned R-1 Residential (MUSA) - 80 and range in size from about 0.31 acres to 1.46 acres. This area is guided as Low Density Residential in the 2040 Comprehensive Plan. The properties to the north and south (across 161st Avenue) are zoned R-1 Rural Developing and range in size from about 1.1 acres up to about 2.57 acres. These properties are guided as Rural Developing in the 2040 Comprehensive Plan. The property to the west (Central Park) is about 37 acres in size, is zoned Public/Quasi-Public and is guided as Public.

General Project Summary

PACT Charter School (hereinafter referred to as "PACT") is seeking to construct a new, second school campus that would be located on the Subject Property and would serve grades 6-12. PACT would retain their existing campus in The COR for students in grades K-5. The proposed school would be approximately 115,000 square feet in size and would include an athletic stadium and track. Please note that the attached exhibits are conceptual; formal Site Plan review would occur at a future step in the review process. The project is being reviewed under the B-1 General Business District bulk standards.

Sketch Plan

The Sketch Plan proposes to split the Subject Property into Lot 1, Block 1 (for the school campus), which would be

approximately eighteen (18) acres in size. The remainder of the Subject Property, which would be retained by The Church of Saint Katharine Drexel, would be split into two (2) outlots, one about 8 acres in size and the other about 6.5 acres in size. At some future point, the Property Owner does intend to construct a church. That will require a new plat to convert the outlot(s) into a buildable parcel, a Conditional Use Permit (churches are a Conditional Use in the R-1 District), and a Site Plan.

Concept Plan

The Concept Plan shows an access point off of Variolite Street and two access points on 161st Avenue. If the access off Variolite Street remains (potential concerns with sight lines based on existing topography and the likely need for turn lane(s)), a Cross Access Easement will be necessary as it would cross over the Property Owner's parcel. Per the project narrative, buses would access the school from 161st Avenue while student drop-off would utilize the ingress/egress access from Variolite Street. Staff has informed the Applicant that a full Traffic Study, taking into account not only the proposed school but also the future church, would be required if the project moves forward.

Per the B-1 General Business District, the minimum structure and parking/maneuvering area setbacks, where adjacent to residentially zoned parcels, is thirty-five (35) feet. The parking/maneuvering areas shall maintain a setback of at least twenty (20) feet from public road right-of-way. There are no specific parking standards for schools in City Code. Thus, Staff has requested a Parking Study (again, would be required if the project moves forward) to verify that the proposed parking (over 200 stalls) is sufficient.

The Concept Plan also includes a football/athletic field and track, with stadium style seating, in the northwest corner of the Subject Property. North of the proposed athletic field is a residential neighborhood. The future Site Plan submittal will need to include detailed information about any proposed lighting and PA system. A bufferyard of at least forty (40) feet will be required along the northern boundary of the school site, which shall include additional plantings (calculated as a minimum of at least 30% of the required plantings). Furthermore, due to these proposed improvements, Staff has indicated that a Noise Study and Lighting Analysis must also accompany the Applicant's plan submittal, should the project move forward.

Parks Staff are looking at opportunities to create some shared parking and access between the school and Central Park. They are also exploring the potential, if space permits, to create a 'flex-use' field.

Comprehensive Plan Amendment

The Applicant has applied for a Comprehensive Plan Amendment (CPA). The Subject Property is guided as Low Density Residential on the Future Land Use Map in the 2040 Comprehensive Plan, which areas are intended for residential development ranging from 3-4 units per acre. The CPA would re-guide the eighteen (18) acres to Public/Institutional, which is intended for, among other uses, schools. Staff has contacted the Metropolitan Council to discuss the potential for this CPA and there were no major red flags or concerns that were raised.

The properties to the east (across Variolite Street) are guided as Low Density Residential. The property to the west (Central Park) is guided as Park. The properties to the north and south are guided as Rural Developing.

Zoning Amendment

The Subject Property is currently zoned as R-1 Residential (MUSA) - 80, which does not identify schools as a permitted, conditional, or accessory use. Thus, a Zoning Amendment has been requested by the Applicant to rezone the eighteen (18) acres for the school to Public/Quasi Public, which does identify public and private schools as a permitted use. The surrounding properties are zoned R-1 Residential (MUSA) - 80 (east of Variolite Street), Public/Quasi-Public (west of Subject Property), and R-1 Residential (Rural Developing) (north and south of Subject Property).

Meetings

An Open House was held on February 24, 2022 from 5:30-6:30pm. This was intended to provide residents an opportunity to learn more about the proposed project, ask questions, and/or raise concerns in a less formal setting than the official public hearing. The comments from this Open House are attached to the case.

The Planning Commission conducted a Public Hearing on this proposal on February 24, 2022. Numerous written and verbal comments were received (all attached to the case, written comments as one attachment, verbal comments are reflected in the draft meeting minutes). The Environmental Policy Board (EPB) also reviewed this proposal on February 28, 2022 where additional written and verbal comments were received (again, all attached to this case in similar fashion as outlined previously).

The most common concerns that have been raised by residents include increased traffic, increased noise/light pollution, street and utility upgrades (and who is responsible financially for those improvements), drainage, and tree preservation. Many noted they are not opposed to PACT's desire to expand, but question the proposed location.

Alternatives

Alternative 1: Provide feedback to the Applicant on the Sketch Plan and approve the requested Comprehensive Plan Amendment and Zoning Amendment. Without a Comprehensive Plan Amendment and Zoning Amendment, the proposed school campus cannot move forward, which would render the Sketch Plan moot.

Alternative 2: Provide feedback on the Sketch Plan and based on said feedback and not approve the requested Comprehensive Plan Amendment and Zoning Amendment. This would retain the current zoning and guidance, which is for residential development (on sewer and water) with a density of 3-4 units per acre.

Funding Source:

All costs associated with this request of the responsibility of the Applicant.

Recommendation:

A Sketch Plan is intended to provide the Planning Commission (and City Council) an opportunity to review a proposal and provide initial feedback to an Applicant before development of more detailed engineering plans, which can be very costly. No formal action is required on the Sketch Plan.

The Planning Commission, by a 3-1 vote, recommended that the City Council approve the Comprehensive Plan Amendment and Zoning Amendment, contingent upon approval of a Preliminary Plat. This would allow the project to move to the next step and develop the detailed plans (and studies) necessary to address many of the concerns raised.

The Environmental Policy Board, by a 5-0 vote, recommended that the City Council deny the Comprehensive Plan Amendment and the Zoning Amendment.

Action:

Provide the Applicant feedback on the Sketch Plan and:

Motion to approve Resolution #22-050 granting a Comprehensive Plan Amendment to re-guide a portion of the Subject Property to Public/Institutional.

Motion to introduce Ordinance #22-15 to rezone a portion of the Subject Property to Public/Quasi-Public.

-or-

Motion to deny the Comprehensive Plan Amendment and retain the current guidance of Low Density Residential.

Motion to not introduce Ordinance #22-15, which would retain the current zoning of R-1 Residential (MUSA) - 80.

Attachments

Site Location Map
Project Narrative

Site Survey
Sketch Plan / Preliminary Plat
Concept Plan
ProjectDox Review Comments
Public Comments Received for PC, EPB, CC Members
Public Comments Received After Packet Preparation through 4 pm on March 8, 2022
Open House Comments
Draft Planning Commission Meeting Minutes Dated February 24, 2022
Draft Environmental Policy Board Meeting Minutes Dated February 28, 2022
Resolution #22-050: Comprehensive Plan Amendment
Ordinance #22-15: Zoning Amendment

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	03/03/2022 12:16 PM
Brian Hagen	Brian Hagen	03/03/2022 01:12 PM
Kurt Ulrich	Kurt Ulrich	03/03/2022 01:42 PM
Form Started By: Chris Anderson		Started On: 03/02/2022 10:05 AM
Final Approval Date: 03/03/2022		



Site Location Map

7633 161ST AVE NW

16-32-25-24-0002

Legend

Site

Parcels

N

Print Date: February 17, 2022

0 1,000 2,000 Feet

February 1, 2022

To: Chris Anderson, City Planner at Ramsey

From: PACT Charter School

MEMO: PACT CHARTER SCHOOL – PROJECT NARRATIVE – SKETCH PLAN

PROJECT NARRATIVE

PACT Charter Schools (PACT) is a K-12 public charter school that opened in August 1994 in Anoka, MN. PACT moved it's location to Ramsey in 2004. PACT holds a rich history of being the eighth charter school to be established in the state of Minnesota. It is currently in its twenty-seventh year of operation in the school year of 2020-2021 and serves 670 students in grades K through 12. Enrollment has been unable to expand for the last number of years due to the current facility's building constraints. PACT has an extensive waitlist which is driving the need for a building expansion.

PACT Charter Schools proposes to acquire approximately 18 acres located at 7633 161st Ave NW, Ramsey, MN 55303 to construct a new schoolhouse approximately 115,000 square feet. This new facility will be designed to accommodate grades six through twelve. The schools existing campus will then be home to kindergarten through fifth grades. Minor interior renovations are being planned at their existing building to better accommodate these lower grade levels.

Student enrollment at the new facility is planned to reach 734 students over a 5-year period with approximately 517 students grades sixth through twelfth anticipated in its first year of operation in the Fall of 2023 at the new schoolhouse facility. PACT Charter School anticipates most of its student population will use **Bus** drop-off and pick-up, **Parent** drop-off and pick-up and **Student** drivers. PACT anticipates 65% (478 students) of the students will utilize approximately 12 traditional, yellow, full-size or short-size buses for school transit at this time. PACT anticipates 20% (147 students) will be parent drop off and pick up and the remaining 15% (111 students) will be student drivers. PACT anticipates these estimates to be conservative provided there are extracurricular activities occurring after standard school hours which decrease peak demand periods during standard school hours.

SCHOOL OPERATIONS

PACT operations will include a 9-month academic calendar from August to May with standard school hours of operations between 7:30AM to 4:00PM. Student drop-off & pick-up periods will be between the hours of 7:30AM to 8:00AM and 3:05PM to 3:35PM, respectively. The first 15-minutes of each morning and afternoon period is the peak demand window and it is anticipated to be similar for the new facility.

SITE CIRCULATION

The proposed site plan has been designed to segregate **Bus/Student** and **Parent** "transactions" in through 161st Ave entrance and Variolite Street respectively.

Buses would utilize the southernmost, proposed surface parking lot via east and west curb cuts along 161st Avenue.

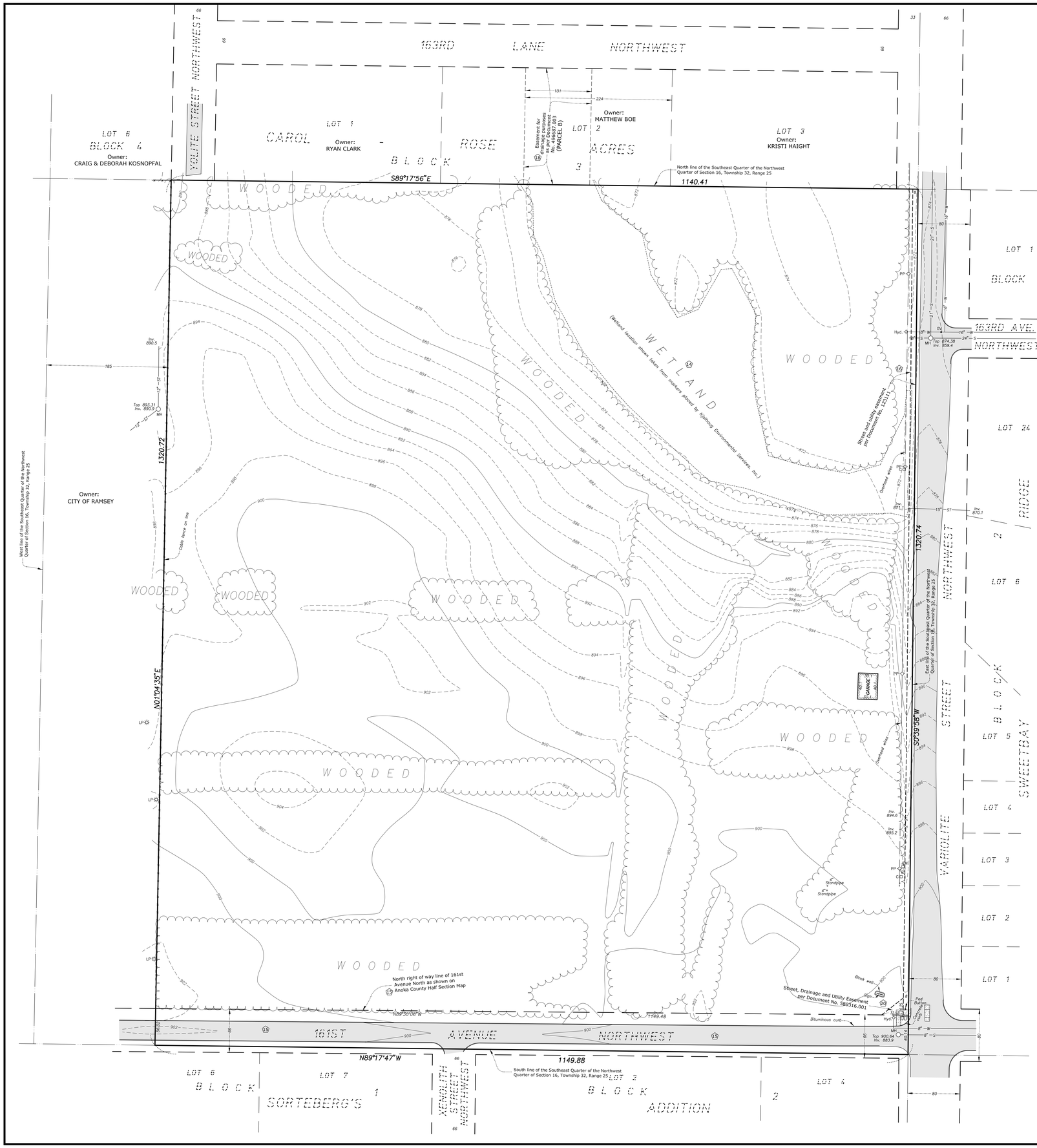
Parent pick-up and drop-off will utilize easternmost, proposed curb cut along Variolite Street. Vehicles would utilize this curb cut for both ingress and egress.

Student drivers will utilize the westernmost, proposed curb cut along 161st Avenue for both ingress and egress.

ALTA/NSPS Land Title Survey for:

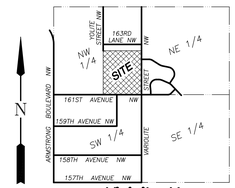
PCS BUILDING COMPANY

at 7633 161st Avenue Northwest
Ramsey, Minnesota



NOTES

* Bearings shown are based on the Anoka County Coordinate System.
* Utilities shown are from information furnished by the City of Ramsey and respective utility companies in response to Gopher State One Call Ticket No. 220030507 and are verified where possible.
* Contact Gopher State One Call for utility locations before any construction shall begin. Phone 651-454-0002.
* Areas: 1,512,412 square feet (34.72 acres) including street right of way.
  1,435,122 square feet (32.95 acres) excluding street right of way.
* Zoning: R-1 MUSA.
* This property is located in Flood Zone X (area determined to be outside the 0.2% annual chance floodplain) per Flood Insurance Rate Map Number 27003C0165E dated December 16, 2015.



Vicinity Map
Section 16, Township 32, Range 25
No Scale

NOTES CORRESPONDING TO SCHEDULE B, PART II, STEWART TITLE GUARANTY COMPANY COMMITMENT NUMBER 654832 DATED JANUARY 20, 2022

Items 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 17, 19, 21, 22 and 23 are not addressed on this survey.

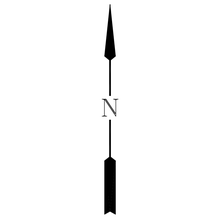
Item 14 - Subject to wetland over a portion of the subject property as shown by available maps. A preliminary wetland delineation has been marked and is shown on the survey.

Item 15 - Subject to roads as shown by available maps. 161st Avenue Northwest is shown as a 66 foot right of way on Anoka County Half Section Maps and is shown on the survey.

Item 16 - Grant of Easement for street and utility purposes in favor of the City of Ramsey, a Minnesota municipal corporation, dated May 7, 1982, filed October 14, 1982 as Document Number 123111 is shown on the survey.

Item 18 - Terms and conditions of Drainage Easement Agreement dated July 17, 2006, filed November 18, 2008 as Document Number 496687.003 is shown on the survey.

Item 20 - Street, Drainage and Utility Easement in favor of the City of Ramsey, a Minnesota municipal corporation, dated November 4, 2020, filed November 9, 2020 as Document Number 580316.001 is shown on the survey.



LEGEND

- S — Sanitary Sewer
- ST — Storm Sewer
- W — Watermain
- Hyd. — Hydrant
- GV — Gate Valve
- MH — Manhole
- Inv. — Invert Elevation
- PP — Power Pole
- LP — Light Pole
- E — Electrical Transformer
- C — Communications Pedestal
- EM — Electric Meter
- Concrete Surface
- Bituminous Surface
- Cable Fence

UTILITY STATEMENT

The underground utilities shown have been located from field survey information and existing drawings. The surveyor makes no guarantee that the underground utilities shown comprise all such utilities in the area, either in service or abandoned. The surveyor further does not warrant that the underground utilities shown are in the exact location indicated, although he does certify that they are shown as accurately as possible from information available. The surveyor has not physically located the underground utilities.

PROPERTY DESCRIPTION

Parcel A:

That part of the Southeast Quarter of the Northwest Quarter lying East of the West 185 feet of said Southeast Quarter of the Northwest Quarter, Section 16, Township 32, Range 25, Anoka County, Minnesota.

Parcel B:

Appurtenant easement for drainage purposes as contained in Drainage Easement Agreement dated July 17, 2006, filed November 18, 2008 as Document Number 496687.003.

Torrens Property

CERTIFICATION

To PCS Building Company; The Church of Saint Katharine Drexel, Ramsey, Minnesota; Stewart Title Guaranty Company and Land Title, Inc.

This is to certify that this map or plat and the survey on which it is based were made in accordance with the 2021 Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys, jointly established and adopted by ALTA and NSPS, and includes Items 1, 2, 3, 4, 5, 6(a), 7(a), 7(b)(1), 7(c), 8, 9, 11(a) and 13 of Table A thereof. The fieldwork was completed on January 14, 2022.

Dated this 11th day of February, 2022

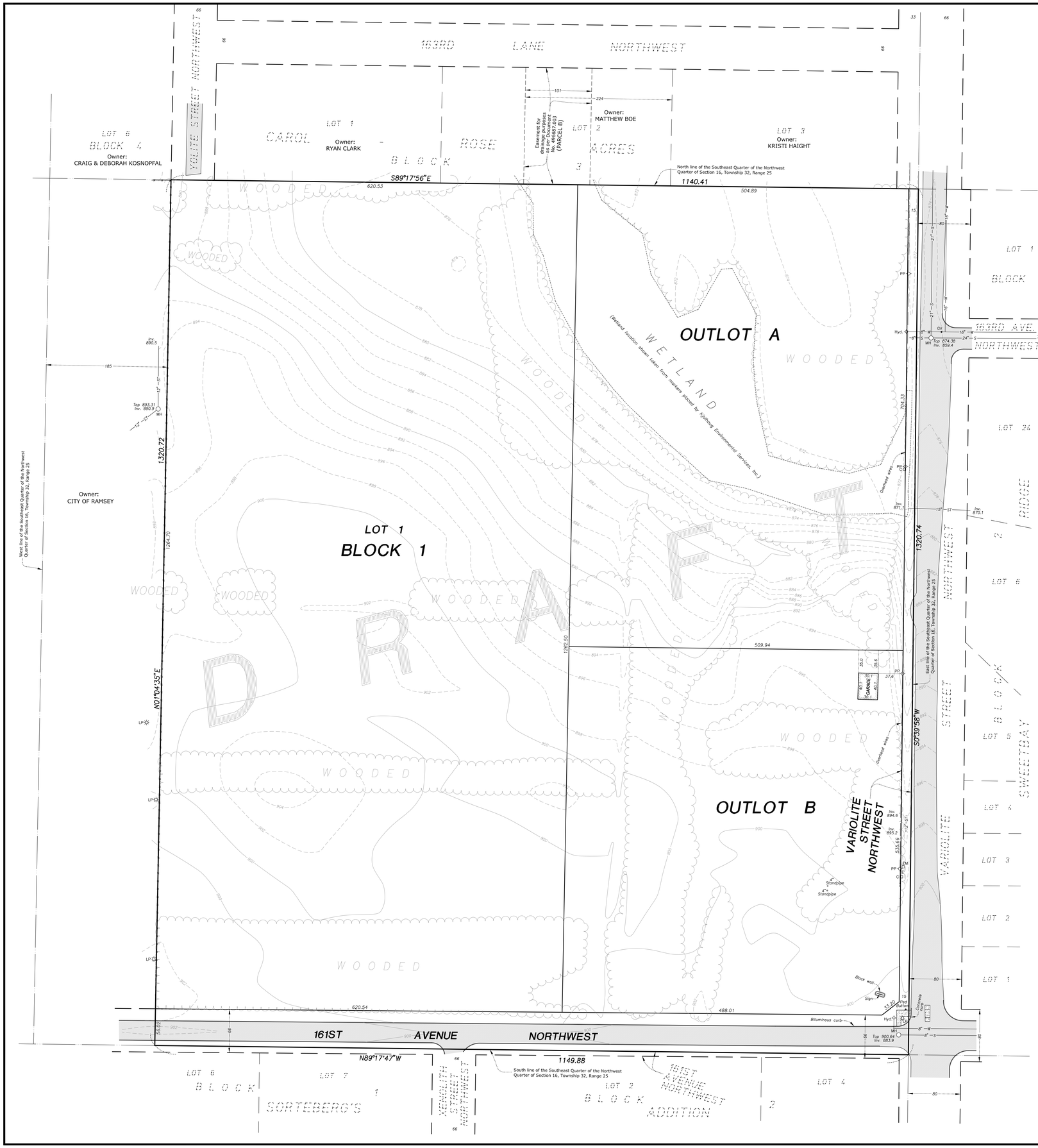
REHDER & ASSOCIATES, INC.

Gary C. Huber, Land Surveyor
Minnesota License No. 22036

Rehder and Associates, Inc.
CIVIL ENGINEERS AND LAND SURVEYORS
3440 Federal Drive • Suite 110 • Eagan, Minnesota • Phone (651) 452-5051

JOB: 224-3291.010

Preliminary Plat of:
PACT ADDITION

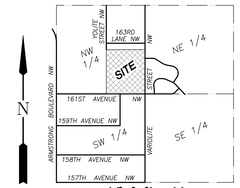


AREAS

Total: 1,512,412 square feet (34.72 acres)
Lot 1, Block 1: 784,080 square feet (18.00 acres)
Outlot A: 357,464 square feet (8.21 acres)
Outlot B: 284,918 square feet (6.54 acres)

NOTES

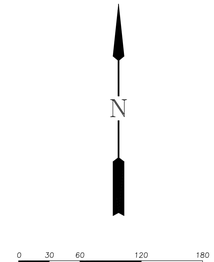
* Bearings shown are based on the Anoka County Coordinate System.
* Utilities shown are from information furnished by the City of Ramsey and respective utility companies in response to Gopher State One Call Ticket No. 220030507 and are verified where possible.
* Contact Gopher State One Call for utility locations before any construction shall begin. Phone 651-454-0002.
* Area = 1,445,639 square feet (33.19 acres).
* Existing Zoning: R-1 MUSA.
* Proposed Zoning for Lot 1, Block 1: Public/Quasi-Public.
* This property is located in Flood Zone X (area determined to be outside the 0.2% annual chance floodplain) per Flood Insurance Rate Map Number 27003C0165E dated December 16, 2015.



Vicinity Map
Section 16, Township 32, Range 25
No Scale

UTILITY STATEMENT

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- LP — Light Pole
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- C — Communications Pedestal
- EM — Electric Meter
- Concrete Surface
- Bituminous Surface
- Cable Fence

OWNER

The Church of Saint Katharine Drexel
7101 143rd Avenue Northwest
Ramsey, Minnesota 55303
Attention: Father Paul Janoszeski
Email: pjaroszeski@stkdoc.org

DEVELOPER

PCS Building Company
7250 East Ramsey Parkway Northwest
Ramsey, Minnesota 55303
Attention: Josh Nyquist
Email: jnyquist@pactcharter.org

ARCHITECT

Pope Architects
1295 Bandana Square
Suite 200
St. Paul, Minnesota 55108
Phone: 651-789-1638
Attention: Raphael Lister
Email: rlister@popearch.com

ENGINEER

Larson Engineering
3524 Labore Road
White Bear Lake, MInnesota 55110
Attention: Eric Meyer
Phone: 651-888-8112
Email: emeyer@larsonengr.com

SURVEYOR

Rehder & Associates, Inc.
3440 Federal Drive
Suite 110
Eagan, Minnesota 55122
Attention: Greg Gentz
Phone: 651-337-6726
Email: ggentz@rehder.com

PROPERTY DESCRIPTION

Parcel A:

That part of the Southeast Quarter of the Northwest Quarter lying East of the West 185 feet of said Southeast Quarter of the Northwest Quarter, Section 16, Township 32, Range 25, Anoka County, Minnesota.

Parcel B:

Appurtenant easement for drainage purposes as contained in Drainage Easement Agreement dated July 17, 2006, filed November 18, 2008 as Document Number 496687.003.

Torrens Property

I hereby certify that this preliminary plat was prepared by me or under my direction and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Dated this 11th day of February, 2022

REHDER & ASSOCIATES, INC.

Gary C. Huber, Land Surveyor
Minnesota License No. 22036

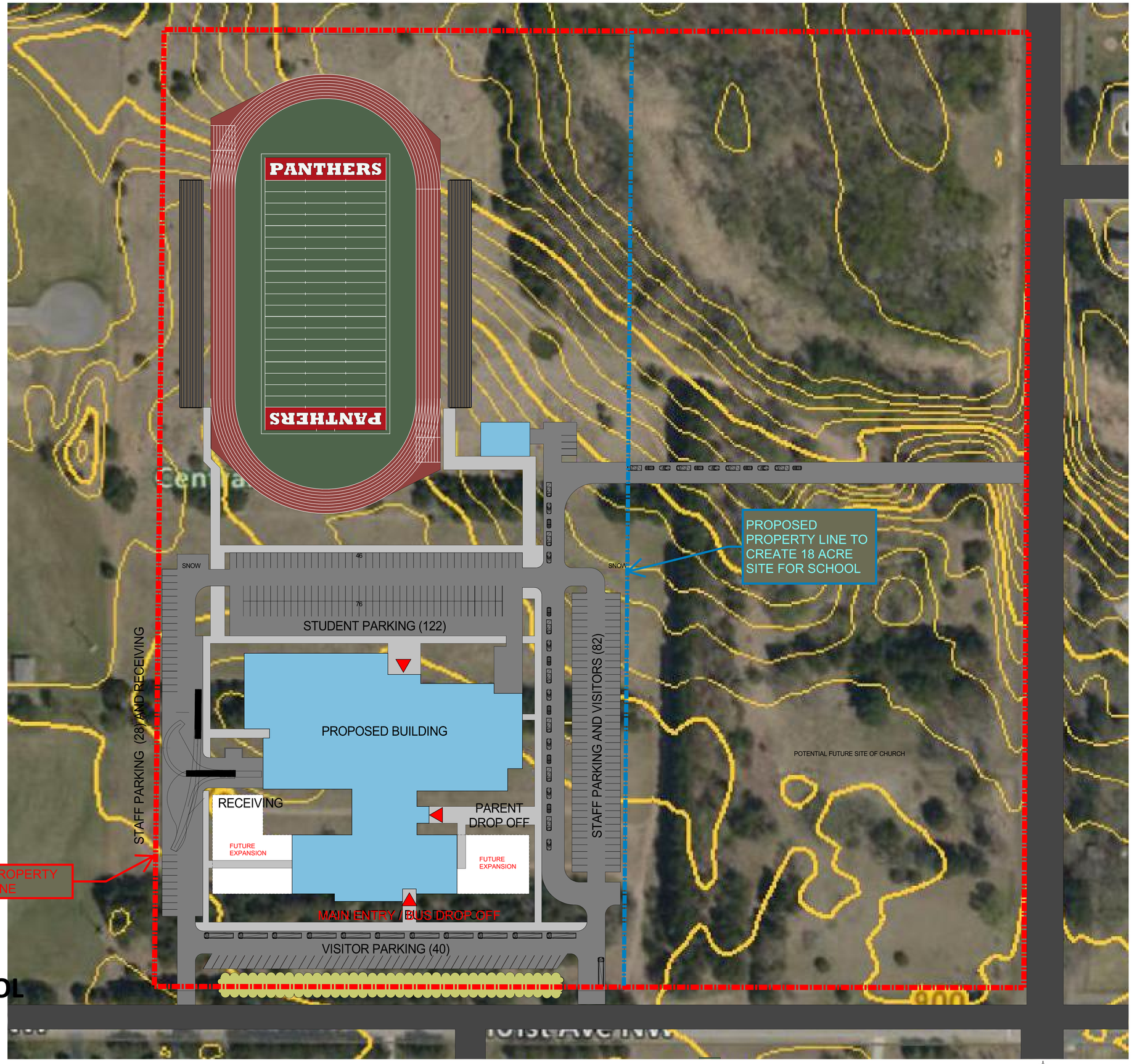
Rehder and Associates, Inc.
CIVIL ENGINEERS AND LAND SURVEYORS
3440 Federal Drive • Suite 110 • Eagan, Minnesota • Phone (651) 452-5051

JOB: 224-3291.010

DEPARTMENT LEGEND

- CLASSROOMS
- ART / SCIENCE CLASSROOMS
- AUDITORIUM
- PHYSICAL EDUCATION / ATHLETICS
- KITCHEN
- ADMIN
- MEDIA
- CIRCULATION
- BUILDING SUPPORT SERVICES

- NO WORK THIS AREA



PACT CHARTER SCHOOL

POPE ARCHITECTS

RAMSEY, MN

01/31/22 | COMM#41815-22000

1 SD2.5A ARCHITECTURAL SITE PLAN
1" = 50'-0"

NORTH

ProjectDox

Changemarks Report

Project Name: PACT Charter School New Campus

Workflow Started: 02/01/2022 4:39 PM

Report Generated: 02/17/2022 01:13 PM

Grouping	Cycle	Ref #	Complete?	Status	Department	Snapshot	File	Markup Name	Changemark Subject	Changemark Details	Markup Date
Main Workflow	1	19	False	Unresolved	Environmental Review		20220131 PACT Upper School SITE AND FLOOR PLANS.pdf	CA1	Parking Analysis/Study	Provide supporting documentation (Parking Study) verifying that the proposed on site parking is	02/17/2022 1:04 PM
		12	False	Unresolved	City Planner		20220131 PACT Upper School SITE AND FLOOR PLANS.pdf	CA	Natural Areas Protection	These two areas were identified in the City's Natural Resources Inventory as being	02/17/2022 9:13 AM
		13	False	Unresolved	City Planner		20220131 PACT Upper School SITE AND FLOOR PLANS.pdf	CA	Tree Inventory & Preservation Plan	A Tree Inventory and Preservation Plan will be required with the Preliminary Plat submittal.	02/17/2022 9:13 AM
		14	False	Unresolved	City Planner		20220131 PACT Upper School SITE AND FLOOR PLANS.pdf	CA	B-1 Standards	The public/quasi-public distric does not contain bulk standards. Thus, this project (and the future	02/17/2022 9:13 AM
		15	False	Unresolved	City Planner		20220131 PACT Upper School SITE AND FLOOR PLANS.pdf	CA	Trail	A ten (10) foot bituminous trail will be required along the north side of 161st Ave NW, extending from	02/17/2022 9:13 AM
		16	False	Unresolved	City Planner		20220131 PACT Upper School SITE AND FLOOR PLANS.pdf	CA	Shared Parking Opportunity?	Our Parks Staff have asked about the potential of shifting the stadium east somewhat, which could	02/17/2022 9:13 AM
		17	False	Unresolved	City Planner		20220131 PACT Upper School SITE AND FLOOR PLANS.pdf	CA	Wetland Setback	City Code requires a 16.5 foot setback from delineated wetlands and this area must be encumbered	02/17/2022 9:13 AM
		18	False	Unresolved	City Planner		20220131 PACT Upper School SITE AND FLOOR PLANS.pdf	CA	Landscape Plan	At pre plat submittal, must include a landscape plan that complies with City Code Section 117-	02/17/2022 9:13 AM
		4	False	Unresolved	Civil Engineer IV		20220131 PACT Upper School SITE AND FLOOR PLANS.pdf	LL	Proposed access	This access must be analyzed for site distances and which type of access is best for this location: right	02/16/2022 1:55 PM
		5	False	Unresolved	Civil Engineer IV		20220131 PACT Upper School SITE AND FLOOR PLANS.pdf	LL	Traffic Study	A traffic study is required on another sheet. The study must also look at the spacing of accesses along	02/16/2022 1:55 PM
		2	False	Unresolved	Civil Engineer II		Sketch Plan with Contours.pdf	JF	stormwater ponding	Project is creating a significant amount of impervious surface. Stormwater ponding area	02/14/2022 3:31 PM

ProjectDox

Changemarks Report

		3	False	Unresolved	Civil Engineer II		Sketch Plan with Contours.pdf	JF	Connection to park	Understanding was an internal connection to Central Park was being proposed, is this no longer	02/14/2022 3:31 PM
		1	False	Unresolved	Civil Engineer II		20220131 PACT Upper School SITE AND FLOOR PLANS.pdf	JF	Variolite Street Access	Variolite Street access would require safety improvement to Variolite Street, likely to include turn	02/14/2022 3:26 PM
		6	False	Unresolved	City Planner		Sketch Plan with Contours.pdf	CA	Tree Inventory	A Tree Inventory and Preservation Plan will be required. Must include all oaks and evergreens 4	02/17/2022 11:45 AM
		7	False	Unresolved	City Planner		Sketch Plan with Contours.pdf	CA	Traffic Study Required	A full traffic study will be required. This must include a review of nearby intersections including	02/17/2022 11:45 AM
		8	False	Unresolved	City Planner		Sketch Plan with Contours.pdf	CA	10' Bituminous Trail	A 10' bituminous trail shall be provided on the north side of 161st, from variolite to park boundary.	02/17/2022 11:45 AM
		9	False	Unresolved	City Planner		Sketch Plan with Contours.pdf	CA	Moderate Quality Woodlands	Our Natural Resources Inventory identifies both the upland forest area and the wetland forest area as	02/17/2022 11:45 AM
		10	False	Unresolved	City Planner		Sketch Plan with Contours.pdf	CA	Review Standards	This project will be reviewed under the B-1 General https://library.municode.com/mn/ramsey/codes/code_of	02/17/2022 11:45 AM
		11	False	Unresolved	City Planner		Sketch Plan with Contours.pdf	CA	Bufferyard Required	A Bufferyard will be required along the northern boundary as outlined in City Code Section 117-	02/17/2022 11:45 AM

Updated By	Applicant Response
Chris Anderson	
Chris Anderson	
Chris Anderson	
Chris Anderson	
Chris Anderson	
Chris Anderson	
Chris Anderson	
Chris Anderson	
Chris Anderson	
Len Linton	
Len Linton	
Joe Feriancek	

Joe Feriancek	
Joe Feriancek	
Chris Anderson	
Chris Anderson	
Chris Anderson	
Chris Anderson	
Chris Anderson	
Chris Anderson	
Chris Anderson	

February 24, 2022

City of Ramsey
City Council
Planning Commission Members

Dear Sirs and Madams,

This letter is in support of a “no” vote on the proposal to change the zoning from low density to zoning needed for building a PACT school for the parcel of land which was donated for the purpose of building a church on said land.

My concerns mostly revolve around the concept of community. What is the “look” the city is striving to present to its residents as well as outsiders? I would hope it is as a community that plans for the future as the aging/graying of America ensures the need for senior housing and senior community centers, provides free, safe indoor and outdoor physical activity and community recreation centers as the health of a community is intimately tied to the physical and mental health of its people; a community that serves all people from cradle to grave allocating its limited resources fairly and wisely; a community that looks forward well into this century being respectful of the past Ramsey, balancing preservation of the environment and developing open spaces for hiking/biking paths while cautiously and deliberately expanding commercial growth where and when it’s needed.

In my opinion this parcel of land is too small to adequately support a high school with it’s attendant need for new roads, sewer, and parking lots, as well as increased noise and traffic. Rather, this land could be used to better the community by serving a larger population, such as building a much-needed community recreation center or improving the park by providing safer playground equipment.

This proposal places the needs of outside persons over the real needs of Ramsey residents. Ramsey could use many things such as a public high school, community center(s), nature-inspired trails and parks that could be used by all, and more affordable housing to increase the tax base of the city.

I do not currently live in Ramsey, but I hope to retire there within a couple years because it is a beautiful and growing community of which I would like to be a part. I know that cities need to grow and develop, but it should be a thoughtful expansion based on data (eg. Environmental impact statements), the needs of many people over the wants of a few, future looking instead of in-the-moment decisions, and fiscally responsible. I hope that you will carefully consider my concerns and vote “no” on the proposal to change the zoning of this piece of land. If you have any questions or concerns, please feel free to contact me. Thank you for your time and service to the residents of Ramsey.

Sincerely,

Dr. Linda J. Bowers
Professor

From: Robert & Kelsie Buchanan
To: Brian Hagen; Brian Walker
Subject: PACT build
Date: Thursday, February 24, 2022 2:28:16 PM

To whom it may concern,

I wanted to state my SUPPORT for PACT secondary being built at the Central Park location. After researching multiple locations within Ramsey, this plat offered the most opportunity that PACT needs and deserves. Other locations looked at wouldn't work for various reasons, such as utility issues, space issues, cost per square foot, etc. This will be a great addition to Ramsey, and offer many benefits to our community.
Looking forward to seeing this move forward!

Kelsie buchanan
6738 153rd LN NW Ramsey, MN 55303

From:	Jessica Busch
To:	Brian Hagen; Dan Specht; Chris Riley; Debra Musgrove; Chelsee Howell; Mark Kuzma; Matt Woestehoff; Ryan Heineman
Subject:	PACT Charter Secondary school
Date:	Thursday, February 24, 2022 10:18:44 AM
Attachments:	image001.png

Good morning,

I apologize for including so many but I wanted to make sure my voice was heard regarding some concerns mostly around the possible building of the new PACT Charter Secondary school.

My husband and I moved to Ramsey back in 2005 right after getting married. I had never heard of Ramsey before but my husband and I got all excited that we found an affordable house on a few acres. We never thought we would stay more than a couple of years, this was just going to be our starter home. Over the years we grew to absolutely love Ramsey! Ramsey was a perfect mix of that private rural feeling with wildlife in your backyard but close enough to conveniences in neighboring cities to have everything you needed.

The population since we moved here has exploded due to all the hosing developments. I am very sad every time I see more and more housing developments. At one point in history I thought I remembered that Ramsey had a minimum 1 acre lot requirement. If Ramsey would consider keeping the lots larger such as 1 acre or more, I think existing residents would be more understanding of the growth. It would keep our more rural feel and really show a uniqueness that Ramsey used to have. If we keep the pace this is going, we are just like every other city in the end

My 4 kids attend PACT Charter School and we absolutely love it. To be honest, if Ramsey keeps building homes, PACT is the one thing keeping me here in Ramsey. If it wasn't for this school, we would have moved out farther to a more undevelopment city where we could have more land and housing developments weren't going up on every corner. PACT is a fantastic school, giving families a choice. Parents should not be stuck with sending their kids to whatever school district they are in. We need schools that create competition amongst each other so they are forced to always try hard to be the best in education. That is what is great about charter schools. They raise the bar on education standards when done right. PACT has been a great member of this community and has put a lot of time and effort into selecting the best place for their secondary school expansion. If you really listen to the residents, they are concerned about traffic and more housing developments. The current zoning for the proposed land PACT wants to build on is going to add a ton of houses which also creates more traffic and upset residents (if not used for the school). The underlining theme here is they don't want anything built. I think adding a school and the future church are a great alternative use for the land that will serve our community well. I believe this sale will give the church the funds they need to build as well. Also, most schools do appear to be in residential neighborhoods so I don't think this should be an issue. No one wants their kids going to school in a busy commercial/retail area with heavier traffic. PACT kids have great character and this is held to a high standard in the school. This is not a large high school, its actually 6-12 grade and I do not believe it will have a big negative impact. I believe this will be a great opportunity for Ramsey Residents to have choice school in their neighborhood they can open enroll in. I also believe this will create more reasons for people to want to live in Ramsey and probably increase home values even

more. PACT has a large waiting list and this allows them to serve many more families.

I hope the city will consider voting yes to rezone this land so PACT can build this school.

Thank you for your time

Jessica Busch
[redacted]

Phone: 763.225.9744
[redacted]

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From: Beth Charles
To: Brian Hagen
Subject: Pact Charter School
Date: Thursday, February 24, 2022 11:28:00 AM

I just wanted to write in as I can't attend the meeting tonight to show my support for Pact. I believe that having choice of school is great. And that it provides amazing connections for the community. As a future parent, I want my children to be in a growing school that people are trying to get into. I think this growth is huge and would be great for Ramsey as a community!

Beth Charles
14400 Quicksilver St. NW
Ramsey, MN 55303

--
Beth Charles
[redacted]
p: 612.625.7007 | e: [redacted]

From: Danielle Holder
To: Brian McCann
Cc: Ramsey Planning
Subject: RE-zoning of the property located at Variolite and 161st Avenue please forward to the planning commission
Date: Wednesday, February 23, 2022 4:10:14 PM

To whom it may concern:

I am writing in opposition to the proposed rezoning at the corner of 161st Avenue and Variolite. There needs to be a significant amount of study into the impact of this rezoning to the community and the safety of that type of use. This request should be denied until this study has been done.

This area is not typical of this type of use. It is non typical for school use because it is not safe for the users. Even though the applicant seems willing to accept the unsafe traffic conditions this presents to the people who need to get to and from the building every day, is the City of Ramsey and its taxpayers willing to accept playing catchup with the safety improvements in this intersection. No improvements suitable for this area are likely to make this area safe. Are we willing to accept a few crashes as the inevitable on this intersection or as the traffic drives though the residential road the parcel is accessed from.

Do we have an idea what the cost is to the taxpayers that would not be needed but for this use? The current improvements planned for 161st avenue and variolite were not designed with this increased traffic in mind. When we are reacting to the safety concerns this traffic brings are we going to be assessing the applicant for those costs or all of the taxpayers of the City of Ramsey.

Typically zoning is intended for reasonable transition from one type of area to another. It is meant to protect areas from non consistant use that disrupts the quiet enjoyment for at least the zoned use of their land. This is a completely different use and no other area rezoned to allow for school has such a striking difference. None of our schools are built in areas where there isn't direct access to a main road and do not exit onto a rural residential street. This is not consistent. Is it right that we should change how we transition zoning because we want this school?

A school may be good for Ramsey but we need to consider is this a safe area for these students, staff and teachers to get in and out of the school. Is it safe for these residents, the adjoining neighborhoods. When considering the rezoning, I would urge you to determine the merits of this location and not the merits of a school in the community. Putting a school in an unsafe location means that we value a school above safety for that school.

I am urging this commission to deny this application pending a full safety study on the effects of this traffic on Variolite and 161st Ave, a residential road and the roads in the adjoining

residential neighborhoods. I would also request that if this is moved forward that the commission look to ways to minimize the impact on the surround neighborhood as far as the size of this school and request to build a full stadium which would not be consistent with surrounding use.

Thank you

Danielle Holder
If needed, please request my additional contact info under separate cover as I do not wish it to be made public.

From: Danielle Miller
To: Brian Hagen; Brian Walker
Subject: PACT Charter School Expansion
Date: Thursday, February 24, 2022 3:35:37 PM

Hello, my name is Danielle Miller and my husband and I just moved to Ramsey this fall and have 2 children at PACT charter school. We specifically moved here because our kids got into PACT and because we heard PACT would be expanding soon, which is a high value for us, as we'd prefer if they attended a slightly larger middle school/high school. We are very excited about the proposed secondary building location as it is close to our home.

We believe PACT is a huge draw for the Ramsey area and will continue to grow interest in the community and area, which is a great thing for anyone who owns property here.

We will be very disappointed if the small amount of opposition ends up preventing PACT from completing its current growth plan. Ramsey needs a full and robust secondary school with decent class offerings, and that can only happen with its current growth plan.

Thank you,
Danielle Miller
Ramsey resident

From: Bridget Gessner
To: Ramsey Planning
Subject: Proposed Pact High School
Date: Wednesday, February 23, 2022 1:52:09 PM

To Whom it May Concern,

I am writing about the idea of Pact High School being built on the corner of 161st & Variolite.
I have numerous concerns, traffic, roads, noise and taxes.
We live across from Central Park and cannot imagine any more traffic and noise than what already exists along this route. This side of town seems to be what is left of 2 acre lots and the bit of rural area that is left. Is there a better place closer to the COR that would be more suitable?

Thanks

The Gessners

From: Jake9856
To: Chris Anderson
Subject: School adjacent to Central Park
Date: Tuesday, February 22, 2022 12:29:35 PM

Chris Anderson
Senior Planner
City of Ramsey

I am writing to voice my opposition to approval of a high school adjacent to Central Park. This is a rural area of Ramsey and a high school would have a detrimental effect on the character of the area. A high school would bring activity and traffic to the area during the day and the evening .The activity would be year round and would affect the peace and quiet of this rural area. Please forward my opinion to the planning commission.

Karen Jacob
8451 166th Circle NW
Ramsey, MN 55303

From: Jill Kusler
To: Brian Walker; Brian Hagen
Subject: PACT Charter School expansion
Date: Thursday, February 24, 2022 12:34:18 PM

Hello,
I am writing to you as I understand there is a meeting regarding the expansion of PACT Charter school coming up.
I grew up in the city of Ramsey and currently reside in Oak Grove with my husband and two daughters. Our daughters both attend PACT Charter school. Our oldest is in 11th grade and youngest is in 8th grade. We would love for the school to be able to expand for multiple reasons. More room for additional classes to expand their curriculum. Also more room to allow other children to attend the school. We were fortunate to get accepted to the school when my oldest was just starting Kindergarten. I know many families on the wait list who would love to get in. I feel the expansion would be beneficial to the city of Ramsey and it's residents.

Sincerely,

Jill Kusler

From:	Melissa Livgard
To:	Brian Hagen; Chris Anderson; Brian McCann; Nicole Laubach; Colleen Lasher
Subject:	PACT Charter School Concerns
Date:	Thursday, February 24, 2022 3:34:45 PM

I am writing this to express that I do not want PACT charter school to build off 161st. I live on the other side of Armstrong in the neighborhood by the Armstrong Kennels. Living in this area we are already impacted by sports at Central, traffic when people go up north during the summer and for two weekends we are severely impacted by the Game Fair. I feel that an addition of a school would only exacerbate this and for nine months during the year. Some people on the Ramsey Facebook page were saying how much Ramsey needs a high school, this is not s public school and will not impact Anoka High School's enrollment. This is a charter school that students must apply for and be chosen by a lottery system, Ramsey residents do not get preferential enrollment. There was a court case, Look vs. PACT in 2008 where the courts determined that residents do not get preferential enrollment. For all we know none of the student at this proposed school could be from Ramsey.

I ask the planning commission how they are going to address the impact to traffic and safety. I see cars multiple times a week pass me on the shoulder when I am turning west on 161st. I am concerned that the increase in traffic will be a safety concern not only for pedestrians in the area but motorists. I have had close calls crossing Armstrong in the current crosswalk, and if this school is built crossing the street would be like playing chicken with the extra vehicles.

I have lived in Ramsey for many years and I like the rural atmosphere in the area of Central Park. I ask how the neighbors, whose house backs up to Central, feel about their view changing from trees and neighbors to looking at a high school football field and back of a school building. I would guess that they never guessed that that land would be sold and a school and football field would be built. This is a residential area and should stay that way.

I am not against PACT being built in Ramsey, not just next to Central Park.

I would also like to know if the members of the Planning Commission plan to share their affiliation to PACT: do you plan on your kids to attend PACT, do your children go there, are your children alumni, are you alumni? I am also disappointed that I first learned of this on the Ramsey Facebook Community Page, it feels that letter to residents within a mile be sent out prior. Dan Specht stated that the land has a contingent or pending sale, unfortunately this feels like this is a done deal with no opportunity for the residents in the area to have any input.

Thank you from a concerned resident of Ramsey,
Melissa Livgard

To whom it may concern,

I am writing in opposition to the proposed rezoning of the property located at the intersection of 161st Ave and Variolite Street adjacent to Central Park. There are a number of reasons why the rezoning of this parcel should not be allowed. Among them traffic and safety, inconsistency of zoning for this use and environmental concerns. I would like you to also consider disruption of use that will be inflicted upon the adjoining and nearby residents.

I have looked to the 2 other schools in the City of Ramsey to see what similar areas zoned for this use look like. I was unable to get complete statistics on the other schools in short notice. My estimates are closest estimates based on calls to the district, the schools and internet resources. I have attached arial layouts from the 2 already constructed schools and the proposed PACT school.

Both Brookside and Ramsey have access point only along County Highway 5 also known as Nowthen Blvd. Both schools have access which allow safe access in and out for busses. PACT has 2 access point along a residential street. This access is contemplated for busses to enter and exit the parcel within feet of a residential driveway. A potential for a secondary access thru an adjoining parcel is not guaranteed. Even if the access is obtained thru the adjoining parcel to Variolite, that road is also not designed to handle this volume of traffic. In addition, there is nothing to stop any traffic from the school from turning back onto the residential road of 161st Ave NW. Both Brookside and Ramsey have access direct to County Highway 5, a County Highway designed for this type of use. PACT currently has residential street and possible a larger street neither designed for or likely to provide reasonable sightlines for the incoming and exiting traffic. PACT will need to have traffic from the school proceed through a number of smaller roads before coming to a collector street.

The residential street of 161st Ave NW cannot handle the increased traffic unless it is expanded significantly. A cost that would not be necessary but for the rezoning of this parcel. Currently the roads that may become secondary roads for PACT traffic, Xenolith St and 159th Avenue are likely to see increased volume of traffic and safety concerns if this parcel is rezoned. Will the city be adding sidewalks to these roads so that those residents can be safe on their street? Will the cost for this improvement be borne by the taxpayers or the applicant? It is unlikely these roads would need improvement of this type but for increased traffic. The current schools in the city have been located on roads designed for this this type of traffic and the greatest possible safety they still face challenges. This parcel does not have the benefit of direct access to a collector street thereby pushing the burden of the traffic and the lack of safe road conditions onto the local residents and the cost of redesigning these roads to the taxpayers. A traffic study needs to look at this as well.

Another difference that should be pointed out is that since PACT will be a high school there needs to be considerations for students driving to the school. This is an additional traffic source not seen in elementary schools that should be receiving students via bussing and walking. PACT services statewide students not just local students so traffic from parent drop off may be increased based on lack of availability of bussing. This means additional traffic in the form of individual cars. The resulting traffic will come in the form of twice a day traffic at the beginning and end of the day as well as sporadic traffic all day five days a week. It will also include special events and sporting events consisting of spectators and visitors these event tend to be larger more frequent and generate

In addition to the traffic from the proposed school and possible church information from the agenda contemplates expansion of the park use that will also increase traffic. No study has yet looked at the current expanding traffic from Central Park let alone expanding traffic from the park a new school and a church. The proposed church will also have traffic impacts both on Sundays and possible for daily mass as is advertised on their current website. What happens if all of the uses on the residential street of 161st

Ave begin having events scheduled at the same time? Once this property is rezoned can the school increase the size or volume of traffic? The current anticipated amount of traffic may increase over time and with evolving use. This traffic impact from all of the proposed uses needs to be studied and the application should be denied until such study can be done, including looking at safe sightlines on Variolite and the capacity of 161st Avenue.

Brookside is built on nearly 35 acres and is 135,000 square feet. Ramsey Elementary is built on 52 acres, Ramsey Elementary is similar to Brookside I was unable to get an estimate. PACT Charter school will be built on 18 acres (51% of the size of Brookside's land) 115,000 estimated square feet (85% of the size of Brookside), but they proposed future enlargement. This mean there will be no buffer form the school on the proposed parcel. PACT has residential properties both north and south of the improvements with insufficient buffer. Because there is no buffer within the parcel the adjoining neighborhoods will also be affected. The parcel sketch shows near complete coverage of the parcel with improvements and expansions.

Both Ramsey and Brookside have a playground and possible gym use during the day outside. PACT will have a stadium built up to residential backyards. Since they are not prohibited from using flood lights they are a possibility at some point similar to the ones in central park. Bringing noise and light pollution to both the adjacent backyard and nearby houses in the neighborhood to the North.

A comparison to the safety concerns for the rezoning and building of brookside should be looked at prior to the rezoning of this parcel. This is a similar sized yet not similarly situated school. The commission should be looking into the challenges that these schools face even in their more advantageous locations before concluding that the proposed area can handle this type of rezoning. This zoning is not consistent with the uses currently in Ramsey and not consistent with the development of the surrounding area.

I would also like to address environmental concerns regarding the proposed rezoning. The current sketch plan shows near complete coverage of the 18 acres with improvements. Since this proposed development will remove a significant amount of natural drainage on the parcel where is the accumulated water will have nowhere to go. Brookside has a large drainage pond located by its paved areas. If the school is constructed as proposed there will be nowhere to build a stormwater retention pond. I would talk about where are they going to put the snow from the parking lot but that is a concern, they will face. The melting of that snow however is our problem along with salting of the parking lots. Without natural drainage this would require a large easement on adjoining land to handle the runoff. I have heard that we will have storm sewer coming to the area. However, the taxpayers should not be paying for the storm sewer construction and maintenance for runoff solely caused by rezoning and building of this school on a parcel of land not sufficient to handle this runoff. In addition, if they were to use adjoining public lands for drainage the cost to maintain the drainage and the loss of use to the residents of Ramsey should be compensated. The school is used for education statewide the costs should not be borne exclusively by the taxpayers of this city for the limited number of students that attend from this city.

I am requesting the city consider the effects of the lack of space to create drainage and the contamination cause by the additional salts that will go into the storm sewer instead of some filtering by natural drainage. I don't know if the City of Ramsey has any standards for this but a consultation with the Minnesota Pollution Control Agency would be a good step to see what we should be considering in terms of required drainage. This parcel does not have sufficient space to accommodate large scale natural drainage.

I am urging the committee to recommend that this rezoning application be denied pending study of these issues. If this rezoning is approved, I would request significant limits be placed on the size of the building on this property. It should also be looked at if the traffic for daily use and increased Sunday use

at the church site would create an additional burden to the roads. Some things to consider are add larger buffer area, smaller building, access only through Variolite and safety study as to the traffic effects on Variolite and 161st avenue as well as surrounding roads. The stadium in the backyards should not be allowed to have lighting that close to the residential dwelling and have limitation on the hours and number of times per year that they can host large events. Requiring some flagging whenever a large volume of traffic is anticipated such as arrival times and dismissal times for the school and the church with the cost borne by the party that causes it to be necessary. Also, it should be verified that the sound intrusion to the adjoining property owners will have sufficient buffers if a stadium is built so as not to form a nuisance from any PA or crowd or ancillary devices the crowd brings. The residents of this community have a right to enjoy their property free from excessive intrusion into their daily life even if the city rezones. As a resident across from the large events in the park, I can also speak to the disruption this puts on normal use of my property and ability to sleep when the floodlights are on until 10p.m. and throughout the night when they forget to turn them off. Not to mentions the shouting air horns and sirens. The traffic also poses a danger entering and exiting my driveway when a large number of vehicles are arriving for an event at Central Park. These events already pose a traffic issue on the road. Even if the road is upgraded it will not change the number of vehicles traveling on the road and therefor will not make it safer. This rezoning will just increase traffic.

The residents of this neighborhood have to bear the disruption of expansion of central park and its accompanying traffic swarms during events held at the park and noise and light pollution from the park. The city is considering rezoning a parcel that is zoned residential for a school to be built. The residents of this neighborhood will then be subject to additional days per year of traffic swarms on the residential street and additional noise, light and environmental pollution. The school being proposed would be built on a parcel that is too small to provide any buffer to the residential properties and there is no mitigation that would be sufficient to handle the traffic if the school was built at this size when compared to other similar schools in the area while accounting for scale.

The effects of this project and sufficient controls on the scope have not been studied sufficiently to safeguard the rights of the public and adjoining property owners and the safety of the existing residents. The adjoining owners are now going to suffer significantly more negative effects than other similarly situation residents where properties have been rezoned for this purpose.

We as a community may want to have a school built but first we need to know if this location can sustain that development without a significant outlay of public resources to keep up with the safety challenges this location brings. This rezoning is not appropriate until it can be shown that the upgrades can keep up with the proposed use, that the city has funds to keep up with the upgrades. It should also be estimated how much the infrastructure upgrades for this use will cost the taxpayers and weather they can be completed by the time the building is opened. I am urging the Planning Commission to recommend denying this permit pending additional study. I am further urging those of you with a connection to PACT to separate your desire for an expansion to PACT focus on the appropriateness of this rezoning application and remove yourself from voting on this application. This isn't a case about weather a school is a good thing but weather this is the right thing for the City of Ramsey and its residents to rezone this parcel.

Sincerely

Jeffrey Lubarski
7826 161st Avenue NW
Ramsey MN 55303

Anoka County Parcel Viewer



Parcel Information: Approx. Acres: 52.94

23-32-25-43-0003 Commissioner: MATT LOOK

15000 NOWTHEN BLVD NW

RAMSEY

MN 55303

Plat:

Owner Information:

ka County GIS	1:4,800	Date: 2/22/2022

claimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed. This is not a legal document and should not be

Anoka County Parcel Viewer



Parcel Information: Approx. Acres: 34.16

10-32-25-13-0009 Commissioner: MATT LOOK

17003 NOWTHEN BLVD NW

RAMSEY

MN 55303

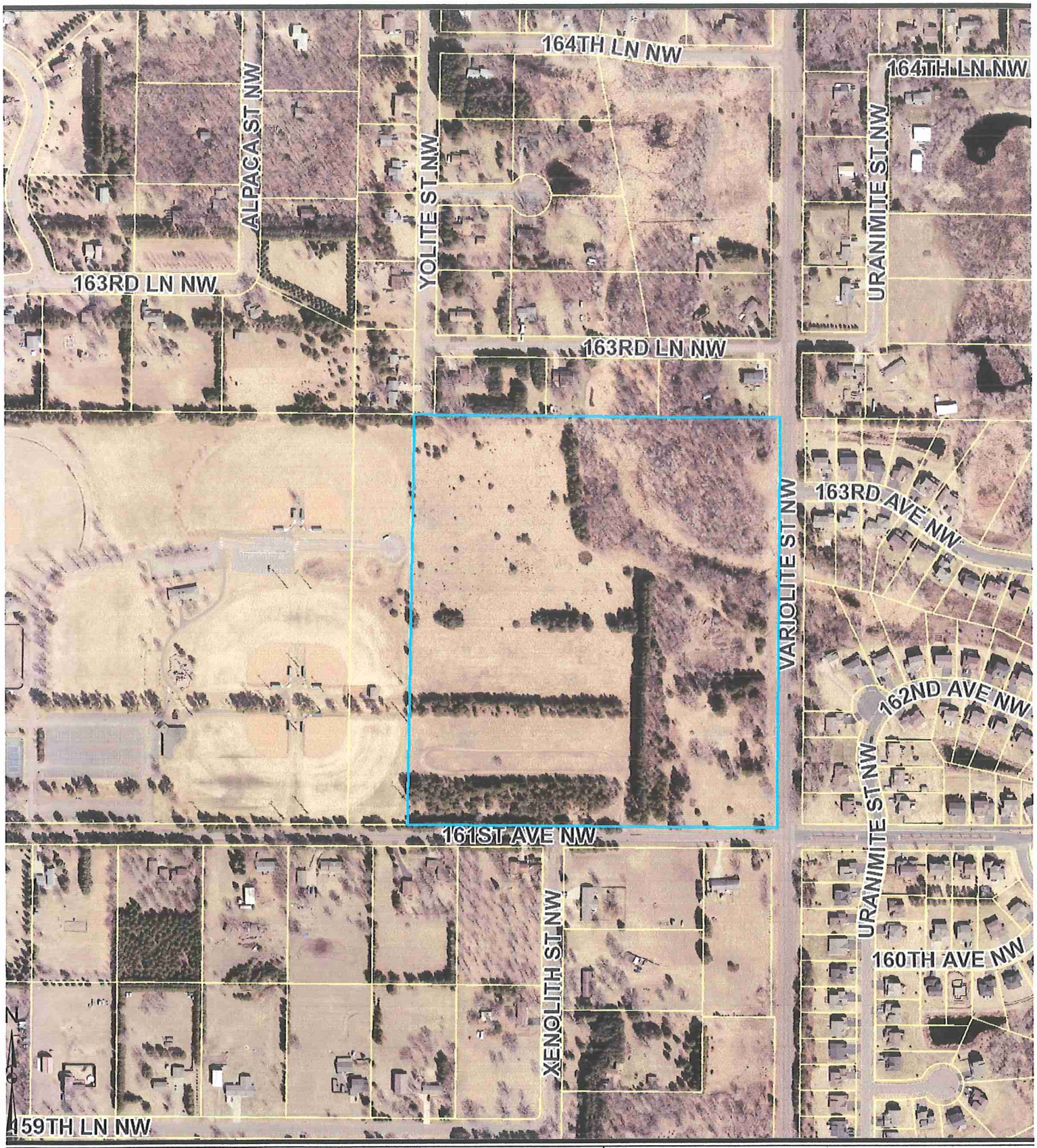
Plat: ANOKA HENNEPIN 2ND ADDITION

Owner Information:

ka County GIS	1:4,800	Date: 2/22/2022

claimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed. This is not a legal document and should not be

Anoka County Parcel Viewer



Parcel Information:
16-32-25-24-0002
7633 161ST AVE NW
RAMSEY
MN 55303
Plat:

Approx. Acres: 33.18
Commissioner: MATT LOOK

Owner Information:

ka County GIS	1:4,800	Date: 2/22/2022

claimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed. This is not a legal document and should not be

From: Michalena Holder
To: Ramsey Planning
Subject: Opposition to re zoning at 161stAve and Variolite.
Date: Thursday, February 24, 2022 3:08:02 PM

I am writing this email in opposition to the re-zoning of the land located at 161st avenue and Variolite. I believe that this area is an inappropriate location for this school and I would not feel safe for my child to go to or from this building. The traffic conditions in this area are not conducive to school type traffic. I feel that the council should only be considering areas where the infrastructure is already deemed safe for this type of traffic in order to keep our taxes from going up. Please deny this application unless there is sufficient study to determine the safety of the students, staff and public and also the tax impact of the infrastructure needed for this rezoning.

Sincerely
Michalena Holder

From: Donna Mattson
To: Ramsey Planning Commission
Subject: Pact Charter High School
Date: February 24, 2022

To whom it may concern,

I'm addressing the public notice we received. I have major concerns in regards to the proposed large Charter School being planned to be located across the street from our home.

We are very much opposed to this School Plan being approved for location at 7633 161st Ave NW Ramsey MN 55303.

My family has lived in our home for 40 years on this beautiful tree lined street. With the Park across the street we know the pros of enjoying the park and the cons of the traffic and noise it provides. These cons would only be greatly increased with out any pros for our family and most of the families on our street.

I have gone on the Ramsey City website and read through the attachments on the Planning Commission site. I have grave concerns that the road, water and sewer are not addressed to the extent that it will impact us and our neighborhood financially. How and where would the school connect. I would hope the intent is not to run this down our street. This is a cost that should be openly shown to be incurred by the School and not the tens of thousands of dollars that would be forced on us and our neighbors to bare for water and sewer we are zoned not to have and do not want or need. Also no detailed plan is shown for road improvements to access the school off of 161st Ave. How would that even work without widening the road and impacting our yards and tree lined street.

Again we are very much against this school plan and hope you take serious consideration of the negative impact this will cause to our neighborhood and the people who live here. As a tax payer of 40 years in this city I would expect only your best from you.

Due to personal reasons we will not be able to attend. I ask that this letter be read and my issues be addressed.

Sincerely,



Donna and Winston Mattson
7808 161st Ave NW
Ramsey MN 55303
612-210-4167

From: Matt Woestehoff
To: Brian Hagen; Kurt Ulrich
Subject: Fwd: Rezoning Amendment for proposed new school facility
Date: Thursday, February 24, 2022 11:43:01 AM

FYI, this was received and I did not see you on the email and wanted to get it on record.

Thanks,
Matt

Matt Woestehoff
Council Member, Ward Two | City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303
P: 763-576-4366
mwoestehoff@cityoframsey.com
cityoframsey.com

Begin forwarded message:

From: ashley pflager <ashleypflager@gmail.com>
Subject: Rezoning Amendment for proposed new school facility
Date: February 24, 2022 at 11:30:07 AM CST
To: chowell@cityoframsey.com, mkuzma@cityoframsey.com, criley@cityoframsey.com, rheineman@cityoframsey.com, mwoestehoff@cityoframsey.com

To Whom it may concern,

I am writing to you about the proposal for rezoning the land adjacent to Central Park. It is my understanding that there will be a hearing on Thursday February 24th for residents of Ramsey to discuss the rezoning of this land. Unfortunately, I am unable to attend in person or via the virtual meeting, so I am hoping this letter finds itself in the appropriate hands regarding concerns for the development of this land parcel.

As a resident of Ramsey for more than twenty years, I have seen the progress and change of this beautiful city. When my husband and I first moved to Ramsey we were in love with the "country feel." Beautiful parks, majestic forests, and an extensive trail system. Sadly, we have watched the horizon of Ramsey change. Land developers have snatched up the land and built houses on top of one another. I understand with growth there also comes development. I also have noticed that Ramsey seems to have lost focus on what this City used to be known for, large land lots, nature parks and trails, quiet neighborhoods. Rezoning residential land for other purposes is the exact opposite of what Ramsey strives to be. Ramsey needs more homes to increase land value and have the money to improve the whole of our town, a community center, better parks and trails, more public schools. With such a beautiful landscape, Ramsey should be proud of how much natural and untouched earth we have. We are unlike any other suburb of the metro area in that we still have undeveloped land, and many of our residents were drawn to this area because of this.

We live a few houses away from Central Park and in the twenty years we have lived here there has been no upgrade to the playground equipment. Central Park is a major hub for local city sport tournaments in the summer months as well as practice facility for spring and fall sports for the Anoka/Hennepin area sports teams. There are wonderful soccer and football fields, baseball fields with new dugouts, and new tennis courts. Central Park has the potential to bring revenue to the city with a Parks and Recreation program, employment opportunities for our young youth, and summer camp programs for the residents of Ramsey. It would be wonderful as a local resident to see the Park expand with an upgraded playground or splash pad. The nearby Lennar homes neighborhood house hundreds of young families that could utilize this expansion. Unfortunately, these residents will not have equal opportunity to utilize the PACT school seeing as it is a lottery system and proximity does not warrant priority. One single charter school will not improve the class sizes of our local public schools. Once single school will not benefit the whole city of Ramsey.

Regarding the zoning issue of the proposed PACT Charter High School. It is my understanding that the proposed location for the new school is insufficient in many ways. There is not enough current land for future expansion possibilities. There must be contiguous acreage whenever possible and land for expansion of the campus. The land currently proposed for this school is 18 acres and the requirements for a k-12 or small high school would require 30-40 acres. In addition to the under sizing of the land is the issue of traffic. The proposed location for this school is not on an arterial roadway. The land was initially zoned for residential purposes. The adjacent roads are insufficient to handle the increased traffic from not only new developments north on Variolite Street, but also sports such as baseball, soccer, and football, that use Central Park in Spring, Summer, and Fall. Not to mention that the cost to residents for the reconstruction of 161st street with sidewalks and city sewer/water doesn't benefit all of Ramsey, just those on that road. Putting money into the Park would benefit the greater good.

We live 5 houses away from the proposed building site, yet we are not in the Anoka/Hennepin school district. PACT schools would provide transportation only within Anoka/Hennepin school district boundaries. Why put a school at the very edge of the district boundaries? We already have bus traffic from Anoka/Hennepin schools as well as Elk River schools. I watch the buses follow one another through the neighborhood. It seems futile to add a third bussing route to these neighborhoods. It would make more sense for PACT to build more centrally located to either their elementary school or more central within the transportation limits.

Has there been a traffic study to account for increase travel from the new construction of the new neighborhood north on Variolite? As well as church traffic, high school traffic, football game traffic, bus routes from three districts, and fall/spring sports utilizing Central Park?

Have there been studies done for drainage?

A PACT Charter expansion is a wonderful idea and would be a fine addition to the City

of Ramsey. The proposed location for the high school is not ideal and it would behoove the City to entertain other areas for a proposed location. There are many areas of Ramsey that can accommodate the expansion for PACT that would not require rezoning land that is already zoned residential. The residents of the surrounding neighborhoods are not in favor of the proposal. We would rather see Ramsey expand the parks system and use that land for bike trails or walking trails. Update the playground. Create a parks and recreation program within the city that can not only create jobs for our youth, but also create revenue for the city. Keep Ramsey pristine in nature. The loyal Ramsey residents don't want to see the landscape of our beautiful town get replaced with buildings and box houses.

Finally, upon doing a bit of research, it appears that several members of the city council have affiliations with PACT. I would hope these members would recuse themselves from voting on this matter as it is a conflict of interest.

Thank you for your time,

Ashley Pflager

Ramsey resident

From:	ashley pflager
To:	Chris Anderson; Debra Musgrove; Dan Specht; Nicole Laubach; Brian McCann
Subject:	Zoning amendment and proposed new school
Date:	Thursday, February 24, 2022 11:41:00 AM

To Whom it may concern,

I am writing to you about the proposal for rezoning the land adjacent to Central Park. It is my understanding that there will be a hearing on Thursday February 24th for residents of Ramsey to discuss the rezoning of this land. Unfortunately, I am unable to attend in person or via the virtual meeting, so I am hoping this letter finds itself in the appropriate hands regarding concerns for the development of this land parcel.

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Have there been studies done for drainage?

A PACT Charter expansion is a wonderful idea and would be a fine addition to the City of Ramsey. The proposed location for the high school is not ideal and it would behoove the City to entertain other areas for a proposed location. There are many areas of Ramsey that can accommodate the expansion for PACT that would not require rezoning land that is already zoned residential. The residents of the surrounding neighborhoods are not in favor of the proposal. We would rather see Ramsey expand the parks system and use that land for bike trails or walking trails. Update the playground. Create a parks and recreation program within the city that can not only create jobs for our youth, but also create revenue for the city. Keep Ramsey pristine in nature. The loyal Ramsey residents don't want to see the landscape of our beautiful town get replaced with buildings and box houses.

Finally, upon doing a bit of research, it appears that several members of the city council have affiliations with PACT. I would hope these members would recuse themselves from voting on this matter as it is a conflict of interest.

Thank you for your time,

Ashley Pflager

Ramsey resident

From: Alison Pust
To: Brian Hagen; Brian Walker
Subject: PACT Charter School
Date: Thursday, February 24, 2022 3:17:24 PM

Hello!

I'm a Ramsey resident (6051 145th LN NW). My husband and I have 4 children. We moved to Ramsey last year specifically because of our desire to send our children to a charter school. As a resident, and mother to school age children, I fully support the new secondary school building. I believe it will add tremendous value to the city of Ramsey and its families.

Alison Pust

From: Matt Woestehoff
To: Brian Hagen; Kurt Ulrich
Subject: Fwd: New PACT high school project
Date: Thursday, February 24, 2022 11:44:24 AM

Please see below as well-

Matt

Matt Woestehoff
Council Member, Ward Two | City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303
P: 763-576-4366
mwoestehoff@cityoframsey.com
cityoframsey.com

Begin forwarded message:

From: Rob Miller <robmillermn@msn.com>
Subject: New PACT high school project
Date: February 24, 2022 at 11:43:41 AM CST
To: "mkuzma@cityoframsey.com" <mkuzma@cityoframsey.com>, "criley@cityoframsey.com" <criley@cityoframsey.com>, "chowell@cityoframsey.com" <chowell@cityoframsey.com>, "rheineman@cityoframsey.com" <rheineman@cityoframsey.com>, "mwoestehoff@cityoframsey.com" <mwoestehoff@cityoframsey.com>, "dspecht@cityoframsey.com" <dspecht@cityoframsey.com>, "dmusgrove@cityoframsey.com" <dmusgrove@cityoframsey.com>

Dear City Council,

We are writing to inform you of our support for this project. We live in the Woodlands and we will be impacted by this project.

There has been a lot of social media discussion around the use of the land, the traffic, and the safety of this project if it were to move forward.

The use of the land in question although it does not conform to the current zoning should be amended to allow for it. It is very obvious that the desire of the original owner was to have it as a community asset. A church or school is the same asset in my definition. This use helps both projects. I believe the church needs the funds to move forward and the school can facilitate that. Both are advocates for community use.

Traffic, We drive on Varolite several times a day and never see much traffic nor do we see high speeds. We also walk along this road and 161st in front of the

proposed project area. Again we feel very safe as pedestrians in this area.

Safety, We believe there isn't a project that will take into account safety and security of the area more then a school. Schools are meant to be in neighborhoods surrounded by residents, not industrial parks. We believe that planning and engineering staff will be confident and concise in their planning and recommendations that will allow for all safety concerns to be addressed. We also believe that 161st will have to be improved for this project and is long overdue for this. This is the exactly the kind of project that can spur those improvements.

We do not have children attending this school so we are speaking from a position of support for the greater community as a whole. It is our vision that the council sees this project as being overwhelming beneficial to the community as a whole. It is our hope that the answer to those who say "not in my back yard" will be then where? Where do you put a school that benefits all and abuts a park? Where is a better use then in a neighborhood close to residents who could use it? The answer surely can't be a commercial or industrial area.

Respectfully,

Kim and Rob Miller
15831 Peridot st NW
Ramsey, MN 55303

Get Outlook for iOS

From: Brian Ratajczak
To: Brian McCann
Cc: Ramsey Planning
Subject: Pact Charter High School
Date: Thursday, February 17, 2022 5:30:57 PM

To whom it may concern,

I will not be able to make the public hearing on this topic so I am writing you my concerns.

We received a notice of a rather large high school being planned in our residential neighborhood directly across the street from our house.

This is one of the last things that we would ever want to see across our street.

The main reason we chose to live in the area where we are is because of the larger lots, residential neighborhood and quiet streets.

I have no idea how a large high school would fit into this neighborhood without impacting everything that we appreciate about this area.

There would need to be logistical changes that I am sure we would see in our taxes – all for a school that my kids cannot even go to.

We are very much against such a large school being built in this neighborhood.

We appreciate your consideration

Brian and Karyn Ratajczak

If you like – please feel free to contact me direct – 612-419-9046

Thank you

[redacted]

Brian Ratajczak | [redacted]
[redacted]
[redacted] | [redacted]

From: Brenda Sorgdrager
To: Brian Hagen; Brian Walker
Subject: PACT expansion
Date: Thursday, February 24, 2022 1:59:20 PM

Hello,

I just wanted to reach out as a Ramsey resident to voice my opinion. I believe the expansion of PACT will be a good long-term investment for our community.

Thank you,

Brenda Sorgdrager
763-221-2387

Every action in our lives touches on some chord that will vibrate in eternity.
~Edwin Hubbel Chapin

From: Sarah Sullivan
To: Brian Walker; Brian Hagen
Subject: PACT Secondary School
Date: Thursday, February 24, 2022 2:43:56 PM

I am unable to attend a meeting tonight when PACT Secondary school will be brought up.

I am a Ramsey Resident and also a PACT mom with a current K, 2nd grader and future sibling as well. Prior to even attending PACT I had planned on my kids attending Spectrum for secondary due to some reviews from other parents I knew. The word of the street was elementary is amazing but secondary is really lacking and Spectrum would give them more opportunities.

Now fast forward and our family is loving PACT, my kids are thriving and I really don't want to pull them out when they get to secondary. This expansion would give PACT kids more opportunities, expanded curriculum choices, with still keeping their standards of excellence, yet stay close to their current location (convent when having multiple kids in different grades).

Please consider approving the expansion of PACT secondary. We love the new future location and possibilities.

Sarah Groebner
9431 176th Ave Ramsey

From: Alyssa Vaughn
To: Ramsey Planning; Nicole Laubach; Chris Anderson; Brian McCann; Brian Hagen
Subject: PACT Charter School
Date: Monday, February 21, 2022 1:36:59 PM

Hello,

Forgive me if this email ends up in the wrong spot, I could not find a definitive contact on the city website. I am not able to attend the meeting on Thursday but I still wanted my opinion heard as I have seen many negative comments on the Ramsey community page on Facebook and often times negative comments can outweigh the positive. I was ecstatic when I received an email from PACT charter about their expansion and the opportunity for so many more kids to be able to attend. As I'm sure you are aware they have a long wait list of kids wanting to attend the school but are unable to accept everyone. I know MANY families who have tried for years to get their kids into PACT but have been unsuccessful. This is the perfect opportunity for them to be able to reach more students, improve what they are able to offer students AND for Ramsey to finally have an option for high school. I desperately want to get my kids into PACT and am currently waiting to see if my oldest will be accepted into Kindergarten or if they will run out of space before we get an offer. I have watched Ramsey build an obscene amount of housing in the past 3 years, packing people into the city like sardines but I have not seen anything of value added. I am sympathetic to those who are in opposition to the PACT campus, however I feel that many people in Ramsey are not in favor of change even if it is for the better. Most all of the negative comments are understandably from those who live in the neighborhood. I understand that they are concerned about traffic in their neighborhood, however this is something that can and has happened in many cities. There are many schools that are built in neighborhoods and while I get this is not ideal for those who live there I would like to think that the city will take into consideration their concerns and work with PACT and the neighbors to come up with a solution to the increased traffic that will make this option a safe one to move forward with. I hope PACT will be able to move forward with their new campus so that Ramsey can invest in the future of the children who live here. Thank you for your time.

Sincerely,

Alyssa Vaughn

[redacted]

[redacted] (651) 287-1100

[redacted]

From: Scott Wiyninger
To: Brian Hagen
Subject: PACT School Expansion Plans
Date: Thursday, February 24, 2022 11:49:49 AM

Hello Brian,

My wife and I (and our four children) moved to Ramsey in October because we wanted to be close to our kid's school, PACT. We understand that there is some resident concern about the location the school is proposing for the new secondary school. While this is understandable, we believe that PACT has demonstrated itself to be a respectful and community-focused school. One of the core values taught throughout the year is the concept of being a good citizen and that continues to be demonstrated by students, teachers, and parents.

We ask that you approve the planning process for PACT to move forward with the location they've chosen and begin to expand the school (and our community) as quickly as possible.

Thank you!

--
Scott Wiyninger
763.300.1735
scott@wiyninger.us

From: Kurt Ulrich
To: Brian Hagen
Subject: FW: PACT proposed building site
Date: Tuesday, March 1, 2022 8:26:27 AM

Brian,

Please respond and record the comments below.

Thanks,

Kurt

-----Original Message-----
From: Bev Kleckner <hellothere999@icloud.com>
Sent: Monday, February 28, 2022 7:40 PM
To: Ryan Heineman <RHeineman@ci.ramsey.mn.us>; Mark Kuzma <mkuzma@ci.ramsey.mn.us>; Chelsee Howell <CHowell@ci.ramsey.mn.us>; Debra Musgrove <DMusgrove@ci.ramsey.mn.us>; Dan Specht <dspecht@ci.ramsey.mn.us>; Chris Riley <criley@ci.ramsey.mn.us>; Matt Woestehoff <MWoestehoff@ci.ramsey.mn.us>; Kurt Ulrich <kulrich@ci.ramsey.mn.us>
Subject: Re: PACT proposed building site

Sent from my iPhone

> On Feb 28, 2022, at 3:34 PM, Bev Kleckner <hellothere999@icloud.com> wrote:
>
> I OPPOSE the building of PACT charter school in the proposed location.
>
> If they are going to spend 25 million on a school for 600 students then build it in a location that would allow expansion in the future. Not to mention this is not the right location for a school. With the 100's and 100's of houses being built in Ramsey right now, it would be better if the City purchased the land and expand Central Park to accommodate the rapid growth of families and the land would benefit the entire community not just 600 students who may not even live in Ramsey.
>
> Where is the infrastructure for our large City parks as the City continues to grow?
>
> Taking prime park space and cramming a school on 18 acres is not the right decision.
>
> Do the right thing for the City of Ramsey.
>
> Concerned Ramsey resident,
>
>

From:	Matt Woestehoff
To:	Brian Hagen; Kurt Ulrich
Subject:	Fwd: Consider Request for Sketch Plan, Zoning Amendment, and Comprehensive Plan Amendment Related to a Proposed Second School Campus for PACT Charter School on the Property Located at 7633 161st Ave NW (Project No. 22-107); Case of PACT Charter School
Date:	Sunday, February 27, 2022 5:29:32 PM
Attachments:	image001.png image002.png

Hi Brian-

I chatted with this resident and they gave permission to enter their email into the public record for the upcoming case. Can you make sure his comments are added?

Thanks!
Matt

Matt Woestehoff
Council Member, Ward Two | City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303
P: 763-576-4366
mwoestehoff@cityoframsey.com
cityoframsey.com

Begin forwarded message:

From: <sam.maeder@gmail.com>
Subject: Consider Request for Sketch Plan, Zoning Amendment, and Comprehensive Plan Amendment Related to a Proposed Second School Campus for PACT Charter School on the Property Located at 7633 161st Ave NW (Project No. 22-107); Case of PACT Charter School
Date: February 27, 2022 at 12:26:53 PM CST
To: <mwoestehoff@cityoframsey.com>

Good afternoon, Councilman!

I am writing based on the result of the decision for the recommendation to approve the zoning change for the agenda item noted in the subject. As a resident of your ward, and a resident in the vicinity of the proposed school, I request that you consider what the residents in that area are asking for. Which seems to quite loudly be that the school look at another plot in Ramsey than the once considered that wouldn't need to be rezoned.

As a resident who went to the public hearing, there was a lot of requests from people in the neighborhood to reconsider because of the affect it would have on them. Whether it's from traffic, noise, or lighting concerns, it seemed largely dismissed by those who have an interest in this project. As my council member for my ward I write you for two things.

1. To urge council members who have bias to abstain from voting as there is clear bias

for them.
2. To vote against the rezoning for this plan. The location is not the right location, and several people in the community have voiced concerns.

The only people that seem to be for this are those with children in Pact, and those who have interest in the school being built.

Additionally, arguments regarding “safety” of the students of Pact seem to be grossly fabricated. The COR has plenty of land much closer to the current Pact school that would provide safety, being much closer to emergency services. And would reduce the risk of motor vehicle accidents for teens driving younger family members to the Elementary school before going to school. Having them drive another couple miles on high-speed busy roadways does not seem like there is actual consideration for student safety being considered.

I hope this message finds you well, and that you take the concerns of the residents of your ward seriously when making a decision on this matter.



Samuel Maeder
| **mobile:** 612-346-7211
| **email:** sam.maeder@gmail.com

16410 Quartz St NW
Ramsey, MN 55303

I am writing to you today, as a concerned community member of Ramsey. I have lived in the Sweet Bay Ridge development since 2009. When we decided to build our home, we looked for land in various cities across Anoka County and fell in love with the peaceful, rural wooded area in Ramsey. We were excited with Central Park close by for our children to play and for us to take walks. I have enjoyed watching the deer come to my backyard to visit through the years. I have felt for the most part, this neighborhood is safe, but we have had a few incidents of vandalization and speeders on Variolite through the years. We voiced our concerns about the safety of our children crossing Variolite, due to speeding and a slight hill between 161st & 163rd, which makes it difficult to see an approaching car or pedestrian. The city conducted a traffic study. Just recently, the road was repaved to make it narrower and to include a crosswalk with flashers.

I recently heard about the possibility of rezoning, 7633 161st Avenue, to make it a lot for public/institutional and no longer residential. When we bought our land to build, we were very aware of the future home of St. Katharine Drexel and were okay with having a church close to our home. My family built our home, knowing this quiet, residential, wooded area was zoned for a church and homes. We never thought an area by a city park would become a location for a business. We already have had concerns about the speeding down Variolite, and the view obstruction of the hill and now you are adding more traffic to our area. According to the plan, the traffic pattern will be going down Variolite, 161st and 163rd. I wanted to make you aware that 161st and 163rd are both entrances/exits to our development. I am wondering how we will get out of our development for work/school during the high peak school hours when both roads will be used. Will you be using taxpayer money to tear up our newly paved road to add a stoplight, turn lanes, and other accommodations for buses and traffic volume? Has the money you put forth in repaving Variolite, now gone to waste? How will buses make a left-hand turn onto 161st if traffic is coming down Variolite after dropping off kids? How will 2 large residential developments exit in the morning when we only have one road, Variolite to drive down. I also believe another new development, off Variolite, with approximately 150 homes, may also be exiting onto Variolite.

I also want to address the increase in noise and lighting that will occur when the stadium is placed in a middle of a residential area. Because this land is located on higher ground then Sweet Bay Ridge, we currently have the noise of Central Park when they have sporting events on the weekends and weeknights. Now by adding a stadium, we will not only have the increase of noise and traffic for the park, but should you decide to vote yes, it will be adding even more noise, lights, and traffic to our residential neighborhood. We may never get a break and will lose the rural feel of Ramsey. I am in no way opposed to PACT charter school expanding and building, but I do not feel this small residential neighborhood is equipped for increase traffic & noise. I drive around the COR and off Hwy 10 to see many signs for sale on empty lots. The COR is off Hwy 10 and roads are already constructed for high volume. I understand by voting yes to have this lot rezoned, you are helping a church who desperately wants to build and a school in the same situation. I would like for you to consider how this will affect the environment of Ramsey. I feel it would be beneficial to look over the last traffic study that was conducted and consider the ultimate cost of repairing roads, sewer, etc. before you vote. I am asking for you to please listen to the concerned residents in this area who will be affected of your decision on a daily basis. Thank you for your time.

Rebecca Marcoux

From: Amanda Patrow
To: Chris Anderson
Subject: Proposed PACT charter school
Date: Tuesday, March 1, 2022 2:15:57 PM

Good afternoon, my name is Amanda Patrow. I live on 163rd Ave and Varolite in the sweet bay neighborhood. I have a lot of the same concerns as some of the other residents that live in this area about, building a school and stadium. The biggest things that will affect me is the traffic and the noise. The stadium is going to be loud for a lot of the residents in the area, I'm guessing the will have some sort of intercom systems for announcing and the lights shining through the neighborhood. We can already hear some noise from Central Park when the fans are cheering but other than that we don't hear any announcing. We are worried with the new stadium is is going to cause lots of noise to our quiet neighborhood.

Second, I pick up my son from school everyday. He has cerebral palsy, he is in a wheelchair, non verbal and tube fed. He attends Ramsey Elementary for there center base program. I leave my house about 3:30everyday to pick him up at 3:45. I exit 163rd Ave onto Varolite. I am really concerned about what traffic I will be running into at that time. Sure, I could drive through the neighborhood and exit on 161st but will be the same problem trying to enter Varolite, same thing with 159th. Every exit and enter road into our neighborhood connections to Varolite. We have no other choice! I don't want my son sitting at school wondering and waiting for me because I got stuck in traffic on Varolite and then again on alpine! I really hope that you will take me and my neighborhood into consideration when you make your choice about this school. We strongly feel that there is a better location for a school and it is not in a residential neighborhood.

Thanks,
Amanda Patrow

From: charlie7751
To: Chris Anderson
Subject: Opposed
Date: Monday, February 28, 2022 2:16:25 PM

We are Opposed to the rezoning.We moved to Ramsey 30+ Years ago. It is no longer country living. We are opposed to the Pact School bringing in more traffic the location is all wrong.This is a residential Area.

We live on 166th and Alpaca are property has be run into multitude times since Alpaca has been put Threw. As a Ramsey resident do you believe this will increase our quality of life or take away.

Charles and Judith Canesi

From: Danielle Holder
To: Chris Anderson
Subject: Opposition to the rezoning located at 7633 161st Ave NW
Date: Monday, February 28, 2022 11:57:01 AM

Hello Chris,
Thank you for agreeing to forward this to the EPB

To whom it may concern, I am writing in opposition to the proposed rezoning. Re-zonng in this area is likely to cause environmental hardships to the neighboring residents. I suspect even beyond.

My first concern is that this plan indicates a large amount of impervious surfaces. Once the lot is covered it will create a large amount of runoff that will need to be dealt with. Since the site is small and unlikely to accommodate a stormwater retention area that water will either flood adjoining neighboring properties and roads. Flooding and ground saturation are seasonal nuisance problems now but likely to worsen as the area is covered by buildings.

All or nearly all the residential properties adjoining this construction are serviced by Well and Septic, we are concerned for possible contamination of our soils and waters. These wells are fairly shallow and could become contaminated should flooding occur by organic matter, salt, pesticides and herbicide and vehicle fluids like gas or oil. The number of cars parking on the requested land will be greater than likely a housing development as the property is zoned now. Also different is that the runoff from one big development is likely to collect in one area. This is also true for housing that is on a well and septic are generally less likely to spray chemicals on whatever green area they have left.

I am also asking you to consider the noise and light pollution that the neighborhood would experience should the stadium and field be developed. It is unlikely that any mitigating factors can be implemented to control the noise and light from a stadium. Also at issue would be the surface pollution, natural grass would require large amounts of spraying to be kept up, artificial turf may break down contaminating soils.

There is insufficient reason to believe that this development can be built and safeguard the environment as well. There is no amount of design changes that can make this reasonable. We zone for this very reason so we have some natural areas to act as filters for our pollution. Once this project gets moved forward even for study we are no longer being proactive on our environment we are being reactive to a problem. Please recommend the City Council vote no on moving forward.

Thank you,
Danielle Holder
7826 161st Ave NW
Ramsey MN 55303

From: Donna Mattson
To: Chris Anderson
Subject: Corrected email / PACT School
Date: Monday, February 28, 2022 3:12:57 PM

Chris Anderson, (I corrected this email to say storm sewer not water)

I'm writing in regards to 7633 161st Ave NW proposed PACT Charter School planned for our residential neighborhood.

I live right across the street and I'm opposed to this school being built at this location due to the negative impact it will have on our properties. The site plan shows building the lot to maximum to the point of over building. The storm sewer will harm our wells and septic systems. The city should not be forcing us into a situation where we would need city water and sewer which we don't need for want. I have owned and lived here since they built this neighborhood 40 years ago. All the wells were installed at 80 feet and this would negatively impact them and our sewers. Also I don't want our tree lined street destroyed by the road work the School would require. Trees are the only site and sound buffer we have from Central Park.

Please do not approve #5 Policy Board Business # 1 on the EPB Agenda for Monday, February 28, 2022.

Sincerely,

Donna Mattson
7808 161st Ave NW
Ramsey MN 55303

From: Matt Woestehoff
To: Chris Anderson
Cc: Brian Hagen
Subject: Fwd: AGAINST the PACT project rezoning
Date: Monday, February 28, 2022 5:31:33 PM
Attachments: image002.png

Chris,

Please see the below to be added to the summation of the EPB case if possible as part of the public comments.

Thanks!
Matt

Matt Woestehoff
Council Member, Ward Two | City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303
P: 763-576-4366
mwoestehoff@cityoframsey.com
cityoframsey.com

Begin forwarded message:

From: Jason Patrow [redacted]
Subject: AGAINST the PACT project rezoning
Date: February 28, 2022 at 5:20:44 PM CST
To: "mwoestehoff@cityoframsey.com" <mwoestehoff@cityoframsey.com>

Matt,

For a number of reasons myself and all of my neighbors are against the rezoning of the property the PACT is proposing for their new school location just west of Variolite and north of 161st Ave. NW.

For the meeting tonight (2/28/2022) our environmental concerns are as follows:

- The lack of space for a retention pond for containing all of the runoff from the site.
- The very bright lights that will be shining through our neighborhood.
- The noise pollution from load speakers.
- The damage done to the ecosystem of the wetlands.
- The water level in the spring time behind some of our homes gets very high already and any added water to the system could push it into our homes.
- The added runoff from having to widen the roads do to the added traffic.

- The added noise and air pollution from the added traffic.
- Harm and displacement of the wildlife in the area.
- Has a study been done by the Army Corp of Engineers on the impact to the federal flood plain and wetlands.
- Has it been reviewed by a Hydrologist for any impacts to the wetlands, private wells and septic system functions.

There are probably more concerns that will come up with time but we found out about this in short notice.

Thanks,

JASON PATROW
[redacted]

This email is intended to be a privileged or confidential communication. If you have received it by mistake then distributing or
copying it is prohibited and you are required to delete it and notify the sender. Email sent to or from sender may be retained
by sender.

From: ashley pflager
To: Chris Anderson
Subject: re: EAP meeting tonight
Date: Monday, February 28, 2022 5:18:34 PM

Dear Madam and Sirs,

I am writing a letter of concern regarding the proposed PACT High School and Stadium. I was made aware of an EAP meeting this evening February 28, 2022. I am unable to attend with such short notice, so hopefully this letter will find its way into the appropriate hands.

This meeting is regarding the environmental concerns related to the proposed rezoning of the land adjacent to Central Park in Ramsey. This land was intended for the use of single family homes. The land is adjacent to swamp land and the neighborhood to the north is downhill from the proposed building site. The homes to the north have private wells. There is great concern for runoff from the proposed building site, not only during construction but as well as future use of chemicals to treat the grounds. It can impact drinking water as well as the protected wetlands. Can the water table support the demands of a high school and irrigation system as well as an additional 300 homes ½ mile north? There are hundreds of mature trees on that property as well as young white spruce trees that are going to be bulldozed. Hundreds of butterflies and other pollinators inhabit that land. The school cannot possibly replace the maturity of a forest of that caliber in our lifetime, no matter what they propose.

I can write a thousand reasons why putting a high school and football stadium in a residential neighborhood has dire consequences to the land and our environment, but quite frankly I don't think anyone will even read this letter. There are so many dirty politics involved in this deal and I feel like the residents are wasting their time and energy to fight a losing battle. Every single one of the City Council members have direct involvement with either the church or the school. There has been no mention of any of the city council members recusing themselves from the hearing on March 8, 2022. As far as we all know, this deal is done and the only reason the city of Ramsey is holding these public meetings and hearings is of legal formality.

The residents will continue to show up to meetings. We will continue to write letters. We will go above the city council and go to the county, and then the state. The city should represent the residents of Ramsey. We are the taxpayers, and we should have a voice. There is no benefit to either the students of PACT or the residents nearby the proposed building site. There is simply not enough land, no matter how much of a deal the church is giving to the school. You cannot shoehorn this project legally. All involved will be exposed.

Good day,

Resident of Ramsey since 2000

From:	Jason Patrow
To:	Brian Hagen; Ryan Heineman; Matt Woestehoff; Mark Kuzma; Chelsee Howell; Debra Musgrove; Dan Specht; Chris Riley; Chris Anderson
Cc:	ramseyrezoningwatch@gmail.com
Subject:	PACT School Proposal (Project No. 22-107)
Date:	Wednesday, March 2, 2022 3:19:42 PM

City Board Members,

Good afternoon, my name is Jason Patrow. My family and I live off of Variolite and 163Ave.

We are extremely concerned about the impacts of bringing a school into our neighborhood. We live in a quiet area with not a lot of traffic, it is very peaceful.

We understand that it's important for PACT to expand and that they would benefit greatly from another school. The problem is, the location that they want to build it on. It's currently zoned for residential and the roads are not equipped to handle the amount of traffic that a school would bring especially with buses existing off of Variolite.

Below is a list of concerns we have:

- The amount of traffic twice a day even with road improvements would cripple our neighborhood. The only way in or out of our neighborhood is on Variolite. It would dramatically interfere with the response time of emergency vehicles to our neighborhood during those time should the need ever arise.
- The current site plan for the school doesn't allow for enough space for the 12 buses they require which could put the safety of the student at risk.
- There is not nearly enough room for the student drop off and pickup which will push traffic back out onto Variolite or 161st causing even more traffic problems.
- The proposed entrance and exit road to the north for pickup and drop off would be a blind spot for traffic do to the hill and its location. This will cause many accidents and possible death in that location. Those of us that live here know how bad it already is at the intersection of 161st & Variolite.
- The lack of space for a retention pond for containing all of the runoff from the site. If an underground vault system was to be used there is no storm sewers to carry it away after it was treated. From personal experience and dealing with this type of system, I know the cost associated with it. Our company just proposed installing one for capturing the contents of a tanker truck and the cost was reaching $175,000. The system here would need to be much larger.
- The very bright lights that will be shining through our neighborhood.
- The noise pollution from load speakers.
- The roof top HVAC units for these types of facilities run all night long and are very load.
- The damage done to the ecosystem of the wetlands.
- The water level in the spring time behind some of our homes gets very high already and any added water to the system could push it into our homes.
- The added runoff from having to widen the roads do to the added traffic.

- The added noise and air pollution from the added traffic.
- Harm and displacement of the wildlife in the area.
- Has a study been done by the Army Corp of Engineers on the impact to the federal flood plain and wetlands.
- Has it been reviewed by a Hydrologist for any impacts to the wetlands, private wells and septic system functions.
- There should be a comprehensive traffic study that includes the future development to the north, PACT school & church with the consideration of all of the events that happen at central park.
- Why is the school not following the recommendations from Minnesota's "**Guide For Planning School Construction Projects**" document. This proposal clearly does not fit many of the guidelines laid out for student and public safety and site selection.
- How is it going to affect our already struggling water system?

Driving around Ramsey, we see lots of signs for land for sale in areas that could handle a school that's not in a neighborhood setting. There are lots that are specifically equipped to handle this type of facility which may cost more for the property but eliminates all of the very expensive infrastructure cost. In the end, it would be much more cost effective, safer for the students and public and shorten their construction schedule.

As for the church, I'm certain with the right approach, we could help them find a developer that would be willing to give them a fair price for the land to build some single family homes and build on our community.

Thank you for taking the time to listen to us but please consider a different location.

Sincerely,
Jason Patrow

From: Matt Woestehoff
To: Brian Hagen
Cc: Kurt Ulrich
Subject: Fwd: Proposed PCHS development
Date: Thursday, March 3, 2022 10:22:46 AM

See below -

Matt Woestehoff
Council Member, Ward Two | City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303
P: 763-576-4366
mwoestehoff@cityoframsey.com
cityoframsey.com

Begin forwarded message:

From: Lucas <laho2018@gmail.com>
Subject: Proposed PCHS development
Date: March 3, 2022 at 10:18:03 AM CST
To: mwoestehoff@cityoframsey.com

Good afternoon to you, my fellow Ramsey residents and delegates of the citizens. First off I want to say, This is the first time I've written correspondence to any government entity so that is telling of my dedication and interest in the following topic.
I have lived in Ramsey since my 1988 conception. I have seen Ramsey change in ways I never expected or imagined but I have vowed to make Ramsey home for my own Family. Until recently, when that has been under threat by my own backyard being ripped and torn up for development of a school. The main thing I love about this city is the balance between urban and rural. We enjoy the clean streams, ponds and rivers here along with the plethora of wildlife within the community but many in our city council and city hall want to erase that in hopes of putting a few dollars into the city pockets, adding a pretty title on a resume or luring more people here when we cannot even support the current population. The proposed development of the new pact charter HS sits approximately 1300' from my door and but just behind this site is a large wetland and woodland which is at immense risk of being contaminated and destroyed. The roads and paths in this area do not support the increased vehicle and foot traffic that follow and The new woodlands neighborhood across the street, full of young families and children are at risk with increased teen drivers coming and going. I cannot stress enough that this proposed location would be horrible for this community and I question the integrity and reasoning of anyone supporting this cause. stand with your fellow residents and neighbors, we voted you in for this exact scenario so I beg you, don't let me or this community down. It's easy to vote for something happening in someone else's yard but think of it as your own. I want to continue calling this city home but I also stand by my word and conviction which means I will be leaving this city if this

project comes to fruition and I can assure you, I'm not the only one. It's time to stop pissing on the feet of the lifelong Ramsey residents to appease a new crowd. Stop changing this city for the worst when the best part of it is before your very eyes. I pray you have the courage and strength to do what's right for the city and it's people.

With respect and love,
Lucas and Kayla Aho and family

From: Matt Woestehoff
To: Brian Hagen
Cc: Kurt Ulrich
Subject: Fwd: Pact Charter School
Date: Wednesday, March 2, 2022 7:33:16 PM

Hi Brian-

Another one for you.

Best,
Matt

Matt Woestehoff
Council Member, Ward Two | City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303
P: 763-576-4366
mwoestehoff@cityoframsey.com
cityoframsey.com

Begin forwarded message:

From: Tom Johnson <tomer4511@gmail.com>
Subject: Pact Charter School
Date: March 2, 2022 at 7:32:16 PM CST
To: rheineman@cityoframsey.com, mwoestehoff@cityoframsey.com, mkuzma@cityoframsey.com, chowell@cityoframsey.com, dmusgrove@cityoframsey.com, dspecht@cityoframsey.com, criley@cityoframsey.com

To whom it may concern,

I am writing this email in regards to the proposed pact charter school, and the effects it will have on the residents living nearby. I have lived in the sweetbay ridge neighborhood since spring of 2015. Living in ramsey has been nothing short of paradise, but hearing of the proposal of the school was a real shock to all of us. Our neighborhood has always been a peaceful place, almost like being up north, very quiet, lots of nature and wildlife, and relaxing, after working in the cities during the week for work. This will all change with the building of a new school. Wildlife will be pushed further north, trees cut down the "up north" feel with diminish. The first issue is the traffic, every household in our neighborhood has kids or grandkids, which all like to play outside, rides bikes etc, with a new school being built with traffic twice a day, 5 days a week, it will no longer safe for children to ride on the path along variolite or go to central park. As many of you know variolite was deteriorating for quite some time dodging potholes and going 5 miles per hour to avoid damage to cars. Now we finally got our new road, that was not constucted to sustain the amount of traffic a school would bring. Also we all know that right after the school is built the church with the money

from the sale of the land will then build the parish they have been dreaming about for several years. With the traffic of school days and weekends with the church, it just is not a very feasible site to construct. Another concern that many have is the sound and lights of the stadium, bringing up my earlier note the "quiet up north feel" will be lost. I have a good friend that lives a few blocks from coon rapids high school and on friday nights even being blocks away the noise is almost unbearable. Another question is what was been proposed as far a containing water runoff? at the meeting on monday, they had said that there is really not enough room for a retention pond, so the options are either let it flow into the wetland raising the water level in the neighboring backyards potentially flooding basements and ruining backyards. Another option that I was told was underground tanks which come with a hefty price tag. Now with that being said The state of MN recommends a minimum of 30 plus acres for a high school wouldnt it make more sense for the school to look at other plots of land with more space for expansion and not in an area so densly populated. We all know there is plenty of land for sale in ramsey much larger and able to accomodate for a school. Dont get me wrong I think the idea of a school is a nice addition to ramsey but I think the city, pact and katherine drexal need to all think about how it will effect neighboring communities. Now i know that a few of you have ties to pact or katherine drexal, but i ask you to please look past that and think about "us" as residents of ramsey. The school will happen with time just not on the land that was proposed. I know you have probably received a pile of emails regarding this issue, and think its the same song and dance, but its all of us as a community coming together and trying to keep ramsey and our neighborhoods the place it was when we all decided to land here and call this it our homes. I look forward to seeing you all on tuesday the 8th and again please look beyond the big picture and think about the residents and how it will affect us and the wildlife

thank you

Tom Johnson
resident of sweetbay ridge

From: Kayla Arseneau
To: Brian Hagen
Cc: Stephen Arseneau
Subject: In Favor: Secondary campus near Central Park
Date: Monday, March 7, 2022 10:42:30 AM

Hi, Brian!

My husband and I will be unable to attend the meeting coming up on Thursday, so wanted to send you a note that our family is in favor of the Secondary campus near Central Park.

Our oldest currently attends PACT (1st Grade), and we look forward to seeing what the future holds for this expansion! Having a secondary campus will be incredibly important to the current and future children that attend/will attend PACT.

This will also be a fantastic opportunity for those that are continuously moving into Ramsey (housing expansion on Armstrong, etc.)

Sincerely,
Kayla & Stephen Arseneau

From: Jackie Barthel
To: Brian Hagen
Subject: PACT Charter School Expansion
Date: Monday, March 7, 2022 8:49:23 PM

Hello,
I am writing to you today as a Ramsey resident and PACT Charter parent. I have 3 boys, one graduated from PACT in 2020, one a junior at Anoka High School and one a 7th grader with Autism at PACT.

Of course I support the expansion as a PACT parent, this School has changed the lives of my children. After fighting for help for Yeats for my oldest at AH I was told, we just don't have the resources to help him (he didn't need enough help). My youngest has been there since kindergarten and the school has been unbelievable.

Now, more importantly you want to hear what I have to say as a Ramsey resident. We live off Armstrong just down the way from the proposed school. I understand the objections on the table are traffic and the need for a "public" high school. My children waited to get in to PACT, one of the things we hear the most from our Anoka and Ramsey friends is it's so hard to get into PACT. They wish their kids could go but can't get in. These are our sports friends, our church friends....residents of Anoka and Ramsey - waiting to get into their LOCAL Charter School. Wanting something different than the Anoka Hennipen School district. Many settling on attending Spectrum in Elk River, because their LOCAL Charter School has a waiting list a mile long.

Now, with children at both an AH high school and PACT Charter - I can say my favorite thing about PACT is the character based learning. Intentional focus on being good humans! That is not to say some teachers within other districts do not teach good values, but it is intentional at PACT. What a great thing to be instilling good character qualities into our Ramsey children.

This expansion will not only keep people in Ramsey, it will bring people to Ramsey and instill good character qualities into our Ramsey children!

Kindest Regards
Jackie Barthel

Sent via the Samsung Galaxy Note10+ 5G, an AT&T 5G smartphone
Get Outlook for Android

From:	Linda Bowers
To:	Chelsee Howell; Mark Kuzma; Chris Riley; Ryan Heineman; Matt Woestehoff; Debra Musgrove; Dan Specht; Nicole Laubach; Brian McCann; Brian Hagen; Chris Anderson
Subject:	Proposed zoning change
Date:	Tuesday, March 8, 2022 3:28:05 PM
Attachments:	Ramsey.docx

March 8, 2022

City of Ramsey
City Council

Dear Sirs and Madams,

Please see the attached letter in support of a “no” vote on the proposal to change the zoning from low density to zoning needed for building a PACT school for the parcel of land which was donated for the purpose of building a church on said land.

Thank you for your time.

Dr. Linda J. Bowers

March 8, 2022

City of Ramsey
City Council

Dear Sirs and Madams,

This letter is in support of a “no” vote on the proposal to change the zoning from low density to zoning needed for building a PACT school for the parcel of land which was donated for the purpose of building a church on said land.

The environmental impact group found that it is not a viable option to build a high school on this land and I concur with them. Replacing large trees with small immature trees does not offset the large footprint of removing mature trees; it will take many decades before the new trees are mature. I believe there are also issues with drainage and water pollution for the nearby residents as well as an increase in traffic not supported by infrastructure. I believe the council would be wise to adopt their findings and astonished and dismayed if they voted against these findings. That to me would reek of a “done deal” and “this is just for show and due diligence” aspect to this situation which is most unfortunate.

This tract of land is zoned for low density use; a high school is the antithesis of low density. High schools bring not only buses but teenagers driving cars, additional vehicles for faculty and staff, visitors, and vendors. Building a stadium would bring noise and light pollution, and an even larger increase in traffic. Parking would be problematic at best.

The point about it being close to the elementary school is specious at best and wanting a high school in a residential area because of safety concerns is laughable. Safe for who? It does not matter one whit if the elementary and high school are in proximity except for the few who are attending there. It has no bearing on the rest of Ramsey residents. The presence of a high school with teenagers will change a safe, quiet residential area into a noisy, polluted, and perhaps dangerous area. High school students are not known for their mature attitudes and well-thought-out decision-making capabilities. You can expect bad behavior, speeding, and crime to follow unless you are wearing rose-colored glasses and living in 1955. I taught young adults for 40 years and although I loved it and them; I don’t have any delusions about their levels of maturity and thoughtfulness. Frankly, putting a high school in a residential area is a poorly thought-out short-sighted idea. One wonders if the council has researched this area with an eye toward the next 50-75 years and the impact that education trends, the aging of America, population growth and diversity trends, etc. have on community development.

I like the idea of a church built on that land and perhaps some sort of community center. For example, an indoor walking area, gyms, spot for gathering, and community theater. Or add onto the existing park, making it a state-of-the-art facility.

I find it more than interesting that communication about this proposal was not given wider audience and longer time between meeting notices. This reflects poorly on those who don’t understand the residents of Ramsey who work, have children, are ill or physically challenged, or out of town etc. Most people cannot just rearrange their schedule at the drop of a hat without significant planning involved.

I believe elected officials should be held accountable for their actions and/or inactions, transparency or underhandedness, communication skills or arrogance, be leaders for **all** community residents, and voted in to or out of office when necessary. I would assume that the council members would function at the highest level of ethics and responsibility and recuse themselves from voting whether a perceived or true conflict of interest exists.

Thank you for your time and the opportunity to weigh in on this proposal.

Dr. Linda J. Bowers
Professor Emeritus

This is my previous letter from February:

February 24, 2022

City of Ramsey
City Council
Planning Commission

Dear Sirs and Madams,

This letter is in support of a “no” vote on the proposal to change the zoning from low density to zoning needed for building a PACT school for the parcel of land which was donated for the purpose of building a church on said land.

My concerns mostly revolve around the concept of community. What is the “look” the city is striving to present to its residents as well as outsiders? I would hope it is as a community that plans for the future as the aging/graying of America ensures the need for senior housing and senior community centers, provides free, safe indoor and outdoor physical activity and community recreation centers as the health of a community is intimately tied to the physical and mental health of its people; a community that serves all people from cradle to grave allocating its limited resources fairly and wisely; a community that looks forward well into this century being respectful of the past Ramsey, balancing preservation of the environment and developing open spaces for hiking/biking paths while cautiously and deliberately expanding commercial growth where and when it’s needed.

In my opinion this parcel of land is too small to adequately support a high school with it’s attendant need for new roads, sewer, and parking lots, as well as increased noise and traffic. Rather, this land could be used to better the community by serving a larger population, such as building a much-needed community recreation center or improving the park by providing safer playground equipment.

This proposal places the needs of outside persons over the real needs of Ramsey residents. Ramsey could use many things such as a public high school, community center(s), nature-inspired trails and parks that could be used by all, and more affordable housing to increase the tax base of the city.

I do not currently live in Ramsey, but I hope to retire there within a couple years because it is a beautiful and growing community of which I would like to be a part. I know that cities need to grow and develop, but it should be a thoughtful expansion based on data (eg. Environmental impact statements), the needs of many people over the wants of a few, future looking instead of in-the-moment decisions, and fiscally responsible. I hope that you will carefully consider my concerns and vote “no” on the proposal to change the zoning of this piece of land. If you have any questions or concerns, please feel free to contact me. Thank you for your time and service to the residents of Ramsey.

Sincerely,

Dr. Linda J. Bowers
Professor Emeritus

From: Char Barney
To: Brian Hagen
Subject: PACT Expansion
Date: Monday, March 7, 2022 5:57:35 PM

Hi Brian,

As a resident of Ramsey I would like to see the PACT high school expansion. With so many homes going into Ramsey there will be a need in this area. I also believe that in addition to the PACT high school expansion, there needs to be a big consideration for another high school and another elementary school to fit the capacity of students in this area.

Thank you,
Charlotte Barney

From: Carmen Thomas
To: Brian Hagen
Subject: PACT secondary building
Date: Monday, March 7, 2022 5:20:49 PM

Good Afternoon,

I am a parent of two pact students. I would love to see the secondary school plan move forward. I believe our school brings great enrichment and opportunities to our community. Please consider granting their request for building by central park.

Best regards,
Carmen Thomas

From: Trey Case
To: Brian Hagen
Subject: PACT Secondary campus
Date: Monday, March 7, 2022 3:16:47 PM

I think the project could have fantastic benefits to residents near Central Park. Home values tend to rise when they are near schools. I grew up here, built my family home here, and of course watched it grow. I can't think of a better addition to our community than the PACT Secondary Campus.

Trey Case

From: Chris Thomas
To: Brian Hagen
Subject: Pact Charter School secondary location support
Date: Monday, March 7, 2022 5:17:15 PM

Both my children attend Pact Charter School and I support their need for expansion.

Sincerely,
Chris Thomas

From:	Amber Cuevas
To:	Chris Anderson; Matt Woestehoff; Ryan Heineman; Mark Kuzma; Chelsee Howell; Debra Musgrove; Dan Specht; Chris Riley
Subject:	Re: PACT school and rezoning
Date:	Monday, March 7, 2022 12:00:30 PM

Hi again!
I apologize. I sent that on accident. As I wrote, I wanted to share my opinions on the school being built in a residential neighborhood. I live in Sweetbay Ridge.

My first concern is that variolite is already busy. There are many children, pedestrians, and bicyclists that use that road. Not to mention, I really do not want extra traffic right by my house. Our road just got fixed. How long before it is damaged now and we have to pay for another one? While the taxes are not my main concern, the traffic where our children are is not desired. Remember, they have to be outside and walk to their bus stops at these times.

The noise pollution is something I am also dreading. On the occasional night where there are games at central park, I can hear it from my house. A stadium will be awful. I like the quiet of my neighborhood. One of the many beautiful things about Ramsey is that this neighborhood is not built up like others. Variolite and Armstrong are beautiful roads. The value of the area will go down. Furthermore, Variolite is loud enough as is, the extra traffic further adding to noise is undesireable.

Lastly, I am concerned about the environmental aspects. The fact that the Environmental Committee recommended that it not go through speaks volumes. There are so many places a school can be built in Ramsey where drainage and out environment will not be harmed.

Thank you for listening to my concerns. I hope you strongly consider who this school will affect long term instead of the current parents of the school that will be happy about their convenience for the next couple of years.

Sincerely,
Amber Cuevas

> On 03/07/2022 11:50 AM Amber Cuevas <amber.cuevas@comcast.net> wrote:
>
> Hello,
> I wanted to share my opinion regarding this school being built in a residential area. While there are many concerns among my neighbors, I have three biggest concerns.

From: Jordanna Dombrovskis
To: Brian Hagen
Subject: Pact expansion
Date: Monday, March 7, 2022 10:21:55 AM

Good Morning,

I'm am writing in support of the expansion of Pact Charter. I feel this will have a positive impact on Ramsey in regards to the growth of our community. Since this school serves youth in other cities, it may bring more business to our community.

Thanks,

Jordanna Dombrovskis
Get Outlook for Android

From: Jeffrey.Henry
To: Brian Hagen
Subject: PACT Charter Expansion (Proposed)
Date: Monday, March 7, 2022 1:25:20 PM

Mr. Hagen –

My family and I have been residents of Ramsey, MN since 2003. One of the best parts of our community has been the growth and opportunities created over the last couple decades. I wanted to reach out today and ask that you support this incredible community by moving this project forward. Not only does this give great choices for learning in our area…but adds substantial stability and jobs in a very uncertain time.

Thank you for your time…and take care!!!!

Jeff Henry
[redacted]
Jeffrey.Henry@Target.com

From: Bridget Kirkpatrick
To: Brian Hagen
Cc: Cory Kirkpatrick
Subject: Ramsey Residents PACT Expansion Feedback
Date: Monday, March 7, 2022 3:11:28 PM

Good afternoon.
My husband Cory and I have been Ramsey residents for 8 years (14561 Sunfish Lake Dr). We specifically moved to this area because of PACT Charter School and the positive impact that it was having on our son. We wanted to live closer to the school in order to volunteer at the school and build community for our family.
That son is now graduating this year and we also have a 10 year old son in the 5th grade at PACT.

The school and its focus on character development has made an impactful difference in our children. We are excited that our younger son will likely, if the school can grow a bit, have more opportunities to explore more diverse subjects that are currently not offered.

We hope that when you vote on the expansion ballot question that you will please consider the support for this expansion coming from this family of Ramsey constituents.

We will try to attend the meeting Tuesday evening to contribute our opinions in person. We do however, ironically, have a volunteer time scheduled at the school to help with our boy's basketball sectionals game that starts at 8 PM.

Thank you for taking the time to read this. Also, you have my permission to share this publicly if you would like to.

My best,
Bridget Kirkpatrick
CC Cory Kirkpatrick

From: Kelly LaFrance
To: Brian Hagen
Cc: Josh Nyquist
Subject: Support for the Expansion of PACT Charter School
Date: Monday, March 7, 2022 12:14:54 PM

Hello. My name is Kelly LaFrance. I live here in Ramsey. I have had 3 children attend Pact all from Kindergarten. My oldest graduated from Pact last year and my other two are currently in 8th and 9th grade. I have been involved with the school by volunteering and being on several committees. My children have been in several sports and extra curricular activities as well.
I love that Pact has smaller class sizes, great staff, parents are involved, great values and missions. I love having some Fridays off and starting in August and ending in May.
Pact and the families that attend there would greatly benefit Pact expanding and opening a separate secondary school. I believe elementary and secondary should be separate. I think having a field and opening up options for classes and sports would be spectacular and much needed. I believe having our own auditorium and more gyms would help as well.
I think the location is wonderful. It is less than two miles from our home. It would be by Central Park for more sports. Many new homes are by there and would benefit being so close to the school. The new road is great right by there. I don't think it would be much of a nuisance to homes around it because it would only be busy for a half an hour in the morning and late afternoon during drop off and pick up times. I also feel this location would be more protected and safe for the homes being around the school.
Yes, it would be great to have the new school near the current one but it is not feasible to build there with the costs and rules to build there. Being a charter school, there is only so much money available.

If there are any questions, please don't hesitate to reach out!
Thank you.
Kelly LaFrance
763-438-6305

Sent from Yahoo Mail for iPhone

From: Matt Woestehoff
To: Brian Hagen
Cc: Kurt Ulrich
Subject: Fwd: Concerning rezoning for PACT
Date: Tuesday, March 8, 2022 3:37:55 PM

Hello-

I received permission from this resident to add it to the public record as I saw no one else copied on the message.

Thanks,
Matt

Matt Woestehoff
Council Member, Ward Two | City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303
P: 763-576-4366
mwoestehoff@cityoframsey.com
cityoframsey.com

Begin forwarded message:

From: MICHAEL JOHNSON <msjohn97@comcast.net>
Subject: Concerning rezoning for PACT
Date: March 8, 2022 at 3:27:25 PM CST
To: "mwoestehoff@cityoframsey.com" <mwoestehoff@cityoframsey.com>

Good afternoon Mr. Woestehoff.

I am emailing you today to express my concern about the proposed rezoning of 161st for the purpose of allowing PACT Charter to expand. I have been a resident of the Sweetbay development for about nine years and the city of Ramsey for nearly 25 years and have enjoyed the country feel in a suburban area. It has been a safe place our our children to grow up and play with no major concerns.

I feel that the addition of the PACT Charter school and stadium would change all of that. The increased traffic and concerns for the environment top my list. Adding an additional access road to Variolite and to 161st could create an environment deemed unsafe for our children, especially being so close to a public park that is regularly used throughout the year. The increased traffic when in turn impose additional wear on the Variolite roadway that we fought to fix in the first place. Not only will the wildlife be affected but I have concern that the waste water run off will increase creating a flood concern for my home. Butted up along the wetland on 163rd Ave, we have seen times where the water is at the edge of our

lawn. With additional run-off not being absorbed by the natural contour of the land could result is a rise of the water table and put my home in jeopardy. I know that others in our surrounding developments feel the same way.

I urge you to vote no for the rezoning of this area and preserve the serenity that many of moved to Ramsey to enjoy and would like our children to enjoy as well..

Thank you for your consideration.

Michael Johnson

From: Collin Minshull
To: Brian Hagen
Subject: PACT
Date: Monday, March 7, 2022 11:31:57 AM

Hello,

As residents of Ramsey, we support the expansion of PACT. PACT has been a great option for our kids to attend and is an asset to the community.

Thanks,

Lisa and Collin Minshull

From: Phil Johnson
To: Brian Hagen
Subject: PACT Charter School Expansion
Date: Monday, March 7, 2022 2:34:00 PM

Hello,

I am a resident of Ramsey and whole-heartedly support the PACT Charter School expansion to the new location.

Thank you.
Phil Johnson
6361 178th Ln NW, Ramsey, MN 55303

From: Matt Woestehoff
To: Brian Hagen
Cc: Kurt Ulrich
Subject: Fwd: Support for Potential PACT Expansion
Date: Friday, March 4, 2022 5:11:53 PM

Please see below, I did not see you included on the message.

Matt Woestehoff
Council Member, Ward Two | City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303
P: 763-576-4366
mwoestehoff@cityoframsey.com
cityoframsey.com

Begin forwarded message:

From: Ellie Peters <ellie.jpeters@outlook.com>
Subject: Support for Potential PACT Expansion
Date: March 4, 2022 at 5:08:02 PM CST
To: "dmusgrove@cityoframsey.com" <dmusgrove@cityoframsey.com>
Cc: "mkuzma@cityoframsey.com" <mkuzma@cityoframsey.com>, "criley@cityoframsey.com" <criley@cityoframsey.com>, "chowell@cityoframsey.com" <chowell@cityoframsey.com>, "rheineman@cityoframsey.com" <rheineman@cityoframsey.com>, "mwoestehoff@cityoframsey.com" <mwoestehoff@cityoframsey.com>, "dspecht@cityoframsey.com" <dspecht@cityoframsey.com>

Hello Council Members,

Thank you for your service to our community. I am writing to ask that you would support the expansion of PACT School at the St. Katharine Drexel site.

I am a Ramsey resident with two young children. We live near the intersection of Ramsey Blvd. and 149th Lane. I have had the opportunity to substitute teach at PACT so I am familiar with the school.

With the many new residential developments being built, I am very hopeful that Ramsey will be welcoming to young families. I believe most young families will often look at the surrounding schools before moving to a new area. Allowing PACT to complete this expansion will create opportunity for more students to attend PACT, a very respected school, as well as add more jobs for the community members.

There is a salon in Ramsey that is currently building a new store. At my last hair appointment, I was informed that their building process has been awful with the city of Ramsey. The construction company has also expressed frustration. As a member of the community that has hopes for a great, growing city, I was definitely less than thrilled to hear the city of Ramsey is not ideal to build in. I was sad, really. I have however, been very excited about the new businesses coming to our city and plan to support them with business.

Would you please hear the voices of support for the growth of Ramsey? I understand there are members of the community that really want to keep the small town, rural feel. Can I suggest that we keep that feeling but do so through being friendly, helpful, respectful neighbors, rather than trying to cap a growing community with a lot of potential? Please vote to allow PACT to continue to grow.

Thank you very much for your consideration.

Ellie Peters
612-749-0755
ellie.jpeters@outlook.com

From: Matt Woestehoff
To: Brian Hagen
Cc: Kurt Ulrich
Subject: Fwd: Rezoning 161st
Date: Tuesday, March 8, 2022 10:50:12 AM

Please see below

Matt Woestehoff
Council Member, Ward Two | City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303
P: 763-576-4366
mwoestehoff@cityoframsey.com
cityoframsey.com

Begin forwarded message:

From: ashley pflager <ashleypflager@gmail.com>
Subject: Rezoning 161st
Date: March 8, 2022 at 10:47:41 AM CST
To: dmusgrove@cityoframsey.com, dspecht@cityoframsey.com, criley@cityoframsey.com, rheineman@cityoframsey.com, mkuzma@cityoframsey.com, mwoestehoff@cityoframsey.com, chowell@cityoframsey.com

To Whom it may concern,

I am writing to you about the proposal for rezoning the land adjacent to Central Park. It is my understanding that there will be a hearing on Thursday February 24th for residents of Ramsey to discuss the rezoning of this land. Unfortunately, I am unable to attend in person or via the virtual meeting, so I am hoping this letter finds itself in the appropriate hands regarding concerns for the development of this land parcel.

As a resident of Ramsey for more than twenty years, I have seen the progress and change of this beautiful city. When my husband and I first moved to Ramsey we were in love with the "country feel." Beautiful parks, majestic forests, and an extensive trail system. Sadly, we have watched the horizon of Ramsey change. Land developers have snatched up the land and built houses on top of one another. I understand with growth there also comes development. I also have noticed that Ramsey seems to have lost focus on what this City used to be known for, large land lots, nature parks and trails, quiet neighborhoods. Rezoning residential land for other purposes is the exact opposite of what Ramsey strives to be. Ramsey needs more homes to increase land value and have the money to improve the whole of our town, a community center, better parks and trails, more public schools. With such a beautiful landscape, Ramsey should be proud of how much natural and untouched earth we have. We are unlike any other suburb of the metro area in that we still have undeveloped land, and many of our residents were drawn to this area because of this.

We live a few houses away from Central Park and in the twenty years we have lived here there has been no upgrade to the playground equipment. Central Park is a major

hub for local city sport tournaments in the summer months as well as a practice facility for spring and fall sports for the Anoka/Hennepin area sports teams. There are wonderful soccer and football fields, baseball fields with new dugouts, and new tennis courts. Central Park has the potential to bring revenue to the city with a Parks and Recreation program, employment opportunities for our young youth, and summer camp programs for the residents of Ramsey. It would be wonderful as a local resident to see the Park expand with an upgraded playground or splash pad. The nearby Lennar homes neighborhood houses hundreds of young families that could utilize this expansion. Unfortunately, these residents will not have equal opportunity to utilize the PACT school seeing as it is a lottery system and proximity does not warrant priority. One single charter school will not improve the class sizes of our local public schools. Once single school will not benefit the whole city of Ramsey.

Regarding the zoning issue of the proposed PACT Charter High School. It is my understanding that the proposed location for the new school is insufficient in many ways. There is not enough current land for future expansion possibilities. There must be contiguous acreage whenever possible and land for expansion of the campus. The land currently proposed for this school is 18 acres and the requirements for a k-12 or small high school would require 30-40 acres. In addition to the under sizing of the land is the issue of traffic. The proposed location for this school is not on an arterial roadway. The land was initially zoned for residential purposes. The adjacent roads are insufficient to handle the increased traffic from not only new developments north on Variolite Street, but also sports such as baseball, soccer, and football, that use Central Park in Spring, Summer, and Fall. Not to mention that the cost to residents for the reconstruction of 161st street with sidewalks and city sewer/water doesn't benefit all of Ramsey, just those on that road. Putting money into the Park would benefit the greater good.

We live 5 houses away from the proposed building site, yet we are not in the Anoka/Hennepin school district. PACT schools would provide transportation only within Anoka/Hennepin school district boundaries. Why put a school at the very edge of the district boundaries? We already have bus traffic from Anoka/Hennepin schools as well as Elk River schools. I watch the buses follow one another through the neighborhood. It seems futile to add a third bussing route to these neighborhoods. It would make more sense for PACT to build more centrally located to either their elementary school or more central within the transportation limits.

Has there been a traffic study to account for increased travel from the new construction of the new neighborhood north on Variolite? As well as church traffic, high school traffic, football game traffic, bus routes from three districts, and fall/spring sports utilizing Central Park?

Have there been studies done for drainage?

A PACT Charter expansion is a wonderful idea and would be a fine addition to the City of Ramsey. The proposed location for the high school is not ideal and it would behoove the City to entertain other areas for a proposed location. There are many areas of Ramsey that can accommodate the expansion for PACT that would not require rezoning land that is already zoned residential. The residents of the surrounding neighborhoods are not in favor of the proposal. We would rather see Ramsey expand the parks system and use that land for bike trails or walking trails. Update the

playground. Create a parks and recreation program within the city that can not only create jobs for our youth, but also create revenue for the city. Keep Ramsey pristine in nature. The loyal Ramsey residents don't want to see the landscape of our beautiful town get replaced with buildings and box houses.

Finally, upon doing a bit of research, it appears that several members of the city council have affiliations with PACT. I would hope these members would recuse themselves from voting on this matter as it is a conflict of interest.

Thank you for your time,

Ashley Pflager

Ramsey resident 16510 Yolite st nw

I sent this letter to the committee meeting 2 weeks ago, sending it again so it makes public record.

From: Matt Woestehoff
To: Brian Hagen
Cc: Kurt Ulrich
Subject: Fwd: resend of EAP letter for rezoning hearing 3/8/22
Date: Tuesday, March 8, 2022 10:52:18 AM

One more-

Matt Woestehoff
Council Member, Ward Two | City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303
P: 763-576-4366
mwoestehoff@cityoframsey.com
cityoframsey.com

Begin forwarded message:

From: ashley pflager <ashleypflager@gmail.com>
Subject: resend of EAP letter for rezoning hearing 3/8/22
Date: March 8, 2022 at 10:50:47 AM CST
To: criley@cityoframsey.com, dspecht@cityoframsey.com, rheineman@cityoframsey.com, dmusgrove@cityoframsey.com, chowell@cityoframsey.com, mwoestehoff@cityoframsey.com, mkuzma@cityoframsey.com

Dear Madam and Sirs,

I am writing a letter of concern regarding the proposed PACT High School and Stadium. I was made aware of an EAP meeting this evening February 28, 2022. I am unable to attend with such short notice, so hopefully this letter will find its way into the appropriate hands.

This meeting is regarding the environmental concerns related to the proposed rezoning of the land adjacent to Central Park in Ramsey. This land was intended for the use of single family homes. The land is adjacent to swamp land and the neighborhood to the north is downhill from the proposed building site. The homes to the north have private wells. There is great concern for runoff from the proposed building site, not only during construction but as well as future use of chemicals to treat the grounds. It can impact drinking water as well as the protected wetlands. Can the water table support the demands of a high school and irrigation system as well as an additional 300 homes ½ mile north? There are hundreds of mature trees on that property as well as young white spruce trees that are going to be bulldozed. Hundreds of butterflies and other pollinators inhabit that land. The school cannot possibly replace the maturity of a forest of that caliber in our lifetime, no matter what they propose.

I can write a thousand reasons why putting a high school and football stadium in a residential neighborhood has dire consequences to the land and our environment, but quite frankly I don't think anyone will even read this letter. There is so much dirty politics involved in this deal and I feel like the residents are wasting their time and energy to fight a losing battle. Every single one of the City Council members have direct involvement with either the church or the school. There has been no mention of any of

the city council members recusing themselves from the hearing on March 8, 2022. As far as we all know, this deal is done and the only reason the city of Ramsey is holding these public meetings and hearings is of legal formality.

The residents will continue to show up to meetings. We will continue to write letters. We will go above the city council and go to the county, and then the state. The city should represent the residents of Ramsey. We are the taxpayers, and we should have a voice. There is no benefit to either the students of PACT or the residents nearby the proposed building site. There is simply not enough land, no matter how much of a deal the church is giving to the school. You cannot shoehorn this project legally. All involved will be exposed.

Good day,

Resident of Ramsey since 2000

March 4, 2022

City of Ramsey
Mayor Kuzma & City Council Members
7550 Sunwood Drive NW
Ramsey, MN 55303

Re: Rezoning of Property in favor of PACT Charter School and St. Katherine Drexel Catholic Church of Ramsey

Dear Mayor Kuzma and City Council Members,

It has come to our attention that PACT Charter School has a requested a Zoning Amendment and Comprehensive Plan Amendment at 7633 161st Ave NW. While we are in support of PACT Charter Schools expansion, as a household in the surrounding neighborhood, we have some considerable concerns regarding the location of the proposed project:

Notice to Surrounding Residents: Article II, Division 2, Section 117.49 (e) requires notification of residents wholly or partially within 350 feet of the proposed amendment. While I applaud your efforts to expand that requirement to 700 feet, the expansion does not notify anyone east of Variolite Street. This is extremely concerning as a majority of the population within this area is concentrated in the neighborhoods of Sweet Bay Ridge and The Woodlands. Residents in these neighborhoods should be notified directly and have an opportunity to express their support or concern for the project.

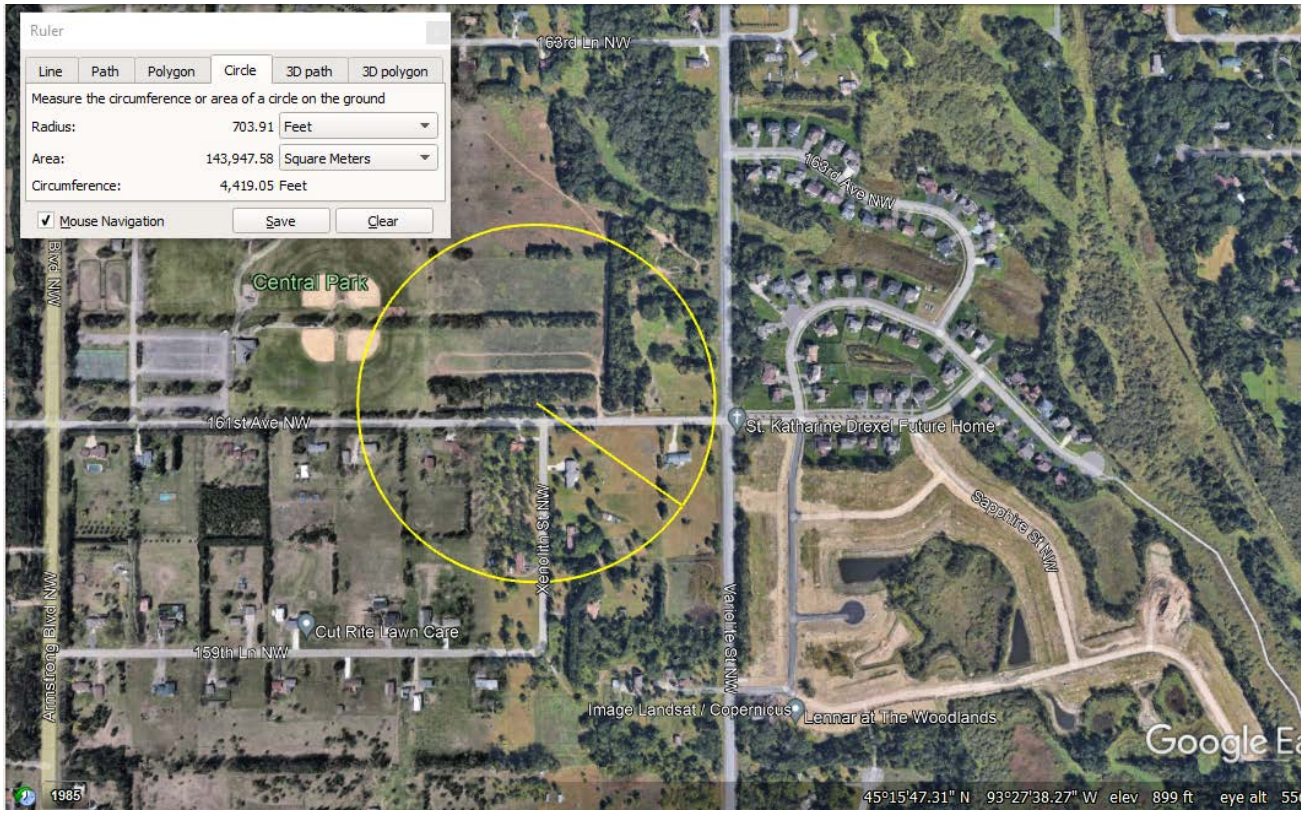


Figure 1: Map detailing 700 ft radius for notification of residents

Safety: The intersection of 161st Ave NW and Variolite Street has been a concern of residents for many years. Residents have brought concerns forward to the City on multiple occasions. Most recently the reconstruction of Variolite added pedestrian crossing signals above and below the hill, along with a safe zone in the middle of the intersection for crossing pedestrians. Speed limits were changed in this area, as well. These improvements have made a minimal impact on pedestrian safety. Cars continue to travel along Variolite at high speeds. The reconstruction of Variolite made sight lines worse at the intersection of 161st Ave NW.



Figure 2: View from SUV on 161st Ave NW from West



Figure 3: View from SUV on 161st Ave NW from East

It is extremely difficult to see cars traveling south on Variolite as they approach the intersection at 161st Ave NW. Per the contour lines on the proposed plan, there is a drive lane that spills out onto the middle of the hill that causes the sight line issues. At peak times, the traffic entering Variolite from this drive lane will make it impossible to safely cross at 161st Ave NW.

Infrastructure: 161st Ave NW is in significant disrepair, as evidenced by the figure to the right. The portion of road between Armstrong Blvd and Variolite Street is littered with potholes. The road can not support the increased traffic and is not slated for reconstruction by the City until 2024.

In addition to the significant deterioration of the road, there are several areas where water ponds on the surface of the road, including two areas along 161st and at the intersection of Variolite and 161st. The significant amount of impervious surface that will be constructed as a result of this proposal will result in additional runoff, leading to rapid deterioration of any new infrastructure.



Figure 4: Potholes along 161st Ave NW

Environmental Concerns – Trees, Wildlife, Noise: The proposed site has a dense layer of trees that support a variety of wildlife. This development, along with other developments proposed in the area, will eliminate a lot of the protected area for wildlife to live. Article II, Division 5, Sec. 117-327 (b) requires a tree preservation plan be submitted with any preliminary plat. This was not in the agenda packet distributed to the public. Additionally, Article II, Division 5, Sec. 117-327 (g) requires that for every inch of significant tree removed, the developer must replant at 1.25 inches or pay restitution. The concept plan for the development does not indicate any replanting of trees. The City Council should review these items before any approval of re-zoning or comprehensive plan changes.

Noise is also a concern in this area. During football games at Central Park, we are able to clearly hear all of the game sounds echo through our neighborhood. There is also traffic noise with cars travelling down Variolite at high speeds. The addition of a sports stadium in this area will be a significant disturbance to families living in the surrounding neighborhoods.

Again, we want to express our considerable concerns for PACT Charter School's proposal at 161st Ave NW and Variolite. As a family with school aged children, we understand the importance of expansion for PACT, but do not support this location.

Finally, we expect that Planning Commission Members and members of the City Council that have a relationship with either PACT Charter School or St. Katherine Drexel will recuse themselves from voting for the rezoning of this property.

Sincerely,

Eric and Leslie Roering
7463 161st Ave NW
Ramsey, MN 55303

From: Teri & Jay Rosenthal
To: Brian Hagen
Subject: PACT Charter School Expansion - Support!
Date: Tuesday, March 8, 2022 7:30:14 AM

Hello Brian - We have lived in Ramsey for 7 years and have 3 sons who have been attending PACT. It is a great school and we strongly support the school expansion plan.
Thank you - Jay and Teri Rosenthal

From:	Sarah Schmid
To:	Debra Musgrove; Dan Specht; Matt Woestehoff; Ryan Heineman; Chris Riley; Chelsee Howell; Mark Kuzma; Brian Hagen
Subject:	PACT Charter School
Date:	Tuesday, March 8, 2022 1:46:11 PM

3/8/2022

To the Ramsey City Council,

I have been a Ramsey resident for 17 plus years. I love our city and want the best for it.

I support the PACT Charter school expansion for multiple reasons;

Ramsey does not have a high school and desperately needs an option for our kids. PACT is highly regarded in the community already. This is not going to be another Anoka High School, the size is significantly smaller and allows Ramsey residents an option other than Anoka or moving to another city. Providing phenomenal educational opportunities for our kids should be a priority.

The church will sell this land and the land will be rezoned. I would prefer to have another church and school in a community rather than something else. I understand surrounding residents are upset but during the planning commission the school agreed to work through and partner to address issues.

The city is not paying for this school. The traffic concerns already exist and have been problematic for years. PACT is offering to help address and improve these already existing issues. To believe this area will never expand is an unrealistic expectation for Ramsey residents. We have already expanded to the point that we need to provide more than an elementary option for our residents. The waiting list at PACT speaks volumes of the need for additional options in our community.

Residents of Ramsey need to understand that the City of Ramsey has not been interested in purchasing this land. The offer was made and declined from what I understood during the planning commission. Again, the church, as property owners, has the right to sell their land to interested parties. A school and church affect more residents in a positive way than affects negatively.

J.B. Vang and PACT spoke at the planning meeting and outlined all environmental, noise and traffic studies would be completed. J.B. Vang has extensive experience in building schools within communities that have been successful. This rezoning makes sense for the greater good our community.

Thank you for listening to all the residents of Ramsey and I ask that the rezoning be approved so that Ramsey can have a high school.

Sarah Schmid
5435 144th Way NW
Ramsey MN 55303

Sent from Mail for Windows

From: Todd Barney
To: Brian Hagen
Subject: Pact charter expansion
Date: Monday, March 7, 2022 5:59:43 PM

Hello,

I am writing to you to express my support for the expansion of Pact charter school at the proposed location. I have 2 students that attend Pact, and while they enjoy the school, it would be nice for the school to be able to offer more electives, which is not possible in their present location. Pact has lost a number of students in the last few years and this has been the common theme, that there aren't enough electives. Adding a secondary school would open up multiple opportunities at both locations, which would be a huge benefit for students of all ages. I hope that this proposal is looked upon favorably and supported by all who are involved in the decision making process.

Thank you for taking time to read my email.

Todd Barney
Sent from my iPhone

From: Megan Thompson
To: Brian Hagen
Subject: Future plans for PACT Secondary School Location
Date: Monday, March 7, 2022 9:14:20 PM

Good evening,

We are writing to express our desire and interest as long-time PACT parents, and residents of Ramsey, to build PACT Charter School's secondary location near Central Park.

Thank you for your time and consideration.
Sincerely,
Jon and Megan Thompson
16709 Limonite St NW, Ramsey, MN 55303

February 24, 2022

City Hall - Itasca Room

RE: PACT – OPEN HOUSE COMMENTS – POST CARD & PLANS

POST CARD COMMENTS:

1. Paul Rustad
   15540 Marmoset St, Ramsey, MN 55303
   "I oppose the rezoning of the parcel for a school. Too much traffic and current roads are in adequate to facilitate a school of this size."

2. Anonymous
   "I feel like the safety of the residents should be assured before you rezone. What is PACT going to do to mitigate the impact of this school on the adjoining neighborhood."

3. Anonymous
   "Are you going to let all the residents on 161st Ave rezone commercial after you rezone for the school"

4. Anonymous
   "Already a problem with speed on 161st. Traffic control – Armstrong and Variolite. Who's paying for infrastructure? Sewer, water, roads. Will property owners lose land to widen roads? Compensation (arrow pointing to owners). Noise, noise, noise. Destruction of a rural neighborhood. Increase in traffic. Will we have access to details like location of driveways, etc, before this is a done deal? I am totally against the idea!"

5. Bryce
   "I live in the neighborhood off Variolite and I really do not like the idea of a school going in at this location. The extra traffic of cars and buses bring an extra burden to the roads and neighborhood. Not to mention the beautiful area/lot that would be destroyed and wildlife chased out. I am NOT against the school, but I am against the location. There are so many other places it could go. Anywhere by the COR off Sunwood between Armstrong and Ramsey Blvd for starters. So many open areas. Please strongly consider a different location! Thank you, Bryce"

6. Anonymous
   "I live on 161st Ave NW. My address is 7620 161st on the corner of Variolite. Right now I don't want a school going. I don't want city water and sewer going in. I don't need anymore traffic on 161st and Variolite, and the widening the road."

7. Anonymous
   "No rezoning! Leave it residential. Pick another location"

WRITTEN COMMENTS ON PLANS

1. Anonymous
   "Ownership? Randy address"

2. Anonymous
   "1. Traffic concerns. Road expansion if needed congestion. 2. Want the school in different location. Not in a ress are!"

3. Anonymous
   "will this be extended for stadium parking?"

4. Anonymous
   "Can neighborhood access sewer and water?"

5. Anonymous
   "Safety concern. Traffic. Access with park west."

6.02: Public Hearing: Consider Request for Sketch Plan, Zoning Amendment, and Comprehensive Plan Amendment Related to a Proposed Second School Campus for PACT Charter School on the Property Located at 7633 161st Avenue NW (Project No. 22-107); Case of PACT Charter School

Public Hearing

Chairperson Bauer explained how he and Commissioner VanScoy are involved in the Church of Saint Katharine Drexel, which owns the subject property, and therefore both will be abstaining from this discussion and vote.

Commissioner Gengler called the public hearing to order at 7:19 p.m.

Presentation

Senior Planner Anderson presented the staff report stating that a sketch plan is intended to provide the Planning Commission an opportunity to review a proposal and provide initial feedback to the applicant before development of more detailed engineering plans which can be very costly. No formal action is required on the sketch plan. If the Planning Commission is supportive of PACT establishing a new school campus on the subject property, then it should recommend that the City Council adopt Resolution #22-050 and Ordinance #22-15. The former would approve a Comprehensive Plan Amendment and direct staff to formally submit an application to the Metropolitan Council to reguide the western 18 acres of the subject property to Public/Institutional. The latter would rezone the western 18 acres to Public/Quasi-Public and be subject to the Comprehensive Plan Amendment approval.

Commissioner Walker asked the residential lot sizes along 161st to the north of the subject property.

Senior Planner Anderson replied that those lots range from about one acre to a few acres in size. He stated that east of Variolite Street there are properties roughly one quarter acre in size that are zoned for 80 foot lots with sewer and water. He stated that the lots to the north and south are still larger lots on private septic.

Commissioner Walker stated that he believes 161st is scheduled to be resurfaced in 2023 or 2024. He noted that the road would require upgrades in order to support a school and asked who would be responsible for those costs.

Senior Planner Anderson replied that the developer would be responsible for any road improvements needed to support the development.

Commissioner Walker asked how the existing residents would be buffered from this use and sports activity on the property.

Senior Planner Anderson stated that will come with further plan development, should that step of the process be reached. He noted that there is concern from neighboring property owners related

to lighting and noise. He stated that a noise study could be required to determine where a stadium use would fit and inform mitigation strategies.

Commissioner Walker stated that two traffic studies were done related to the Trott Brook development. He asked if there is data on the traffic from the study related to traffic turning from Variolite onto 161st. He noted that would have been an opportunity to complete a more holistic study of the corridor rather than completing studies in small areas.

Senior Planner Anderson replied that when the City initiated its traffic study in relation to residential developments north, there were no formal applications to identify what might come forward for this site. He stated that without a specific proposal, it would have been hard to accurately include the parcel in the study.

Commissioner Walker stated that if this project moves forward, he would like to see a traffic study completed by the consultants that completed the City's Trott Brook study in order to have a detailed traffic report on this whole area.

Councilmember Woestehoff stated that when Trott Brook North was reviewed at the last meeting, it did include the most up to date study and there were comments on a school going northbound, but not at that particular intersection. He agreed that the same consultant should be used to analyze the traffic for this proposal.

Community Development Director Hagen stated that the traffic study is a public document that can be shared with the developer.

Citizen Input

Justin Fincher, representing the applicant, stated that PACT has hired his firm as the Development Manager for the project. He stated that he is present to answer any questions related to the proposed development and sketch plan. He stated that PACT is in its 27th year of operation and is a public charter school with open enrollment to the public. He stated that there are not additional enrollment fees and enrollment is capped based on the size of the facility. He noted that the school has been in Ramsey for 18 years and considers itself an asset to the community. He stated that of the existing student body, over half the students are Ramsey residents and of those students, over 80 percent live within a three-mile radius of the site. He stated that there is demand for enrollment at the school and this proposed expansion would allow more opportunity. He stated that the school wants to continue to expand within Ramsey to cater to the current student body and its wait list. He recognized that this is in a residential area but would also provide for safety of students and the surrounding community. He commented that they are willing to work with the City on a traffic study. He noted that the peak demand hours for a school happen twice per day when the school opens and closes. He stated that both periods are a 15-to-20-minute window. He recognized that there will be off peak extracurricular activities that will occur. He stated that this site is centrally located for PACT, its current student body, and the extensive wait list. He stated that this is already a tax-exempt property, therefore there would not be an impact to the City's tax roll. He commented that the church has its own plans for development and there have been conversations about a shared parking agreement. He stated that they have facilitated shared parking between charter schools

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and churches in the past as the peak hours differ for the uses. He provided details on financing for the project, noting that public charter schools are issued through bonds by the State of Minnesota and not the City of Ramsey, although the City would need to approve the bonds. He clarified that the City of Ramsey would not be providing any financing for the project. He hoped that the Commission considered approval of the actions before it tonight so that PACT can continue to meet the needs of the students and families in Ramsey.

Commissioner Peters asked if there would be enough parking for sporting events. He stated that currently when there are games, people are parked on the side of the roads and in many different places.

Mr. Fincher stated that this is a sketch plan and therefore early in the process, therefore a detailed analysis has not been done for parking needs. He stated that there is a benefit to having a shared parking agreement with the future church development as that would provide additional parking for those events.

Commissioner Anderson asked for more information on other schools in residential areas.

Mr. Fincher provided two examples of charter schools recently constructed within residential settings in Brooklyn Park and White Bear Lake. He stated that he could provide additional examples if desired.

Commissioner Anderson commented that he would be interested in seeing the expanded list. He asked how the noise and lights would be mitigated.

Mr. Fincher commented that they would be interested in pursuing the noise and light studies as mentioned by staff as PACT would like to be a good neighbor. He again noted that this is early in the process, and they will look into buffering and site layout as well.

Gayle Graw, 7930 161st Avenue NW, stated that the school has stated that its goal is to address its future waiting list and need for a facility to include more students, yet they are building on every square foot of a lot which would not allow for future expansion. She commented on the traffic implications as well as the problems that will arise from noise and lighting. She stated that this lot would be completely built out from the beginning which would not create opportunity for future expansion.

Danielle Holder, 7826 161st Avenue NW, stated that residents were given seven days to prepare for this meeting. She stated that she has heard that PACT wants to be a good neighbor and needs to expand, but it is a disservice to the school and community to not make it clear what can and will happen here. She stated that if built to capacity she would estimate 600 students. She noted that 161st is already stressed from the activities of Central Park. She stated that people park along their yards and smoke in the boulevard as there is no smoking in the park. She asked how the road would accommodate the park traffic along with school traffic. She stated that when the bus comes down the road to collect children, traffic speeds up to pass the bus. She believed there would be conflict from student drivers and buses going to PACT. She asked if there would be sidewalks added throughout the neighborhood to provide safety to residents. She stated that there is a

beautiful high school proposed but PACT is not thinking about the impact on the neighbors that already live there. She asked if PACT is aware of the limitations that would be put upon them to ensure they would be a good neighbor. She asked that the City provide PACT with the information and regulations that would be put upon PACT to ensure their proposal could fit on the site. She noted that PACT is proposing to fill every square inch of the site which does not leave room for future expansion needs. She stated that if this rezoning is approved, would the eight existing residents also be afforded a rezoning when they can no longer exist with the traffic from the park and school. She stated that when there are games at the park, the noise carries and impacts the homes. She commented that the neighborhood is already unsafe for children because of the traffic on the road and that would apply the same for the students that would be attending PACT. She stated that zoning is meant to provide gentle transition between uses to ensure everyone can enjoy their property. She urged the Commission to take a step back and ensure that PACT is aware of the actual regulations that would be placed upon the property, such as setbacks, and whether the school could be constructed without creating a nuisance to the neighborhood.

Sarah Schmidt, 5435 144th Way NW, commented that she has been a Ramsey resident since 2007 and has three children at PACT. She stated that she would like her kids to stay at PACT and not to have to go to Anoka. She stated that she loves that a residential area was chosen over an industrial area as that provides safety to the children. She stated that there are hundreds of families in the Ramsey area that are interested in PACT. She stated that PACT is a part of the community and has a stake in this.

Leo Eiden, 16068 Uraninite St NW, stated that he is opposed to this request. He commented that traveling northbound on Variolite there is a slope down, therefore having an access road with another intersection at 161st could be an issue. He stated that he is interested in the traffic study as to how that could layout. He stated that he is also concerned that the developer could come to the City to request cost-share funding on the road improvements. He did not believe 161st currently has a storm sewer and instead uses a ditch. He stated that there is a potential that the road reconstruction could be more expensive than people are thinking about, and the residents should be aware if they would be responsible for any portion of the cost. He asked that the Commission deny the rezoning. He noted that he moved to his home five years ago with the knowledge that the land was a park and he did not anticipate having a high school in his backyard. He believed there is much due diligence to be completed and hoped that is done before the ball rolls downhill.

Ryan Heineman, 16931 Helium Street NW, stated that he is a PACT alumni and his children attend PACT. He stated that he attended the informational session prior to this meeting as well. He stated that 161st is scheduled to be repaved and redone as part of the CIP and there would not be a new levy of taxes to pay for the road. He stated that PACT would not be asking for help on the road improvements. He stated that PACT currently has a pollinator garden as its existing location and would have plans to replicate that to some degree at the new location. He commented that there would be a lot of wildlife to the east of the field, which would be a great opportunity to teach students about nature. He stated that PACT is a charter school and therefore the State regulates that a lottery system must be used for enrollment. He noted that there are currently 500 students on the waiting list and the vast majority of those are Ramsey residents. He stated that many of the students would be using buses to access the school. He stated when older students become of driving age, they often drive younger siblings as well, therefore the two campuses should be

somewhat close together. He commented that he grew up off Armstrong and 155th and played sports at Central Park. He understands the want to keep the area the same but noted that the pandemic has impacted churches and schools. He noted that this is a situation where the church needs money for its future plans and the school needs land and has available funds, therefore the uses would work together to benefit both nonprofit organizations that benefit the community. He stated that a traffic study was done for Trott Brook North, and they redid the study during school hours, and it was still deemed to be safe. He stated that if the land does not go through, the other option would be for more homes with 80-foot lots. He stated that Central Park already has games in that location with lights and noise, therefore adding this use would not change the characteristic of the neighborhood as this would place a football field next to a football field. He stated that PACT looked at land within The COR and at another parcel but those would not support the needs of the school and meet the regulations of The COR. He commented that this is a great spot for the school. He stated that PACT expanded 18 years ago, therefore it is unrealistic to say the school would want to expand further in five years. He believed that PACT meets the values of the community and has local control on its Board. He commented that while seven days for residents to get their thoughts in order may not seem like a long time, PACT has been working on this with its development team for a long time and has planned accordingly to meet the regulations of the City.

Robert Buchannan, 6738 153rd Lane NW, stated that he supports a new PACT location as he has four children at the school and a fifth that will also go to the school. He believed that this is a good location because of the proximity to the existing location. He noted that once his oldest can drive, she would be bringing the younger children to school as well. He did not believe that residents were opposed to a school, or PACT, but concerned about the impact.

Ron Lindenberg, 7600 163rd Lane, stated that he believes PACT is a great school with a great reputation but believes this issue is more of placing a square peg in a round hole. He asked if the recently redone sewer for Variolite can support this use. He stated that he has lived on his property for 25 years. He stated that there are six more acres above the land the church would propose to use and what PACT would use and asked what the use would be for that land. He stated that Variolite shrunk a little in its last improvement and was unsure if that road is capable of carrying the capacity for the school and football field. He identified the marsh area, noting that if the hard surface is not controlled, water would flood those homes out if not planned appropriately. He stated that he moved to his property to have acreage for a reason and not to be next to a high school. He stated that the residents in this area have gotten used to the sports activities of the park, but they do not have a stadium with stadium lighting 40 feet from someone's property. He did not believe 40 feet is a realistic buffer from an acreage lot for a school. He stated that his biggest concern is related to traffic. He acknowledged that 161st needs to be redone but this would require the road to have a different capacity. He stated that he has accepted the development that has come over the years but did not believe this high school use would fit into this neighborhood area.

Samuel Maeder, 16410 Quartz Street, stated that from his home he can hear the activity from the park on busy nights. He stated that he moved to his home about 18 months ago, noting that in Fridley he lived about the same distance from the middle school and high school. He noted that the roads were much wider and designed for the schools to be there, but there were still traffic problems. He stated that while there is already noise from the park, the noise generated from a

stadium and other school activities such as band practice would generate more noise. He stated that he moved to get away from that noise pollution from the schools. He asked if there is a better location for the school that would not be as intrusive.

Mr. Lindenberg commented that one mile from this proposed location there is 150 acres, undeveloped and listed for sale.

Commissioner Walker noted that the City Council recently approved a development for that parcel.

Mr. Lindenberg commented on the traffic that will be added from the residential development. He stated that site would have been a great location for a school. He hoped that the City does what is best for the surrounding land uses in its decisions.

Mr. Heineman stated that the traffic study that was completed was to support the 150-acre development and was redone during school hours to account for that use. He stated that there have been a lot of studies in this area prior to this point.

Jeff Lubarski, 7826 161st Avenue, stated that he has lived on his property for over 20 years and 161st has gained in traffic, congestion, and speeding vehicles since that time. He stated that those issues would only increase if a school were added. He stated that 161st needs to have a traffic study completed on it as well. He stated that he has well and septic which are running fine. He stated that when games are happening people are parking in his yard and in areas marked no parking. He commented on the speeding activity down the road and within the park area that already occurs. He stated that the school and its amenities would encompass the entire site which would cause overflow parking going into the park and onto the neighborhood roads without consideration for the people that live there. He asked where buffering would occur to keep people off the residential properties and where the protection would be for the residents that their children that live in that neighborhood. He recognized the growth that has occurred in that area over the past 24 years including the park. He stated that there is not salt, and sand put onto the roads and asked the environmental impact that would have as the school use would require those to be used. He also had questions about drainage and the impact that would have to adjacent lands.

Patrick Surma, 151st Avenue, commented that 161st will deteriorate further before its scheduled improvement. He stated that the park needs to be enhanced to have more parking and a second entrance. He suggested that the City purchase the land to properly expand the park. He stated that he is a supporter of PACT but believes there is a better place for it. He commented that 161st is already a deadly road. He stated that the land could also be used for a church cemetery.

Dave Berg, 16210 Uraninite Street, commented that the church was donated 33 acres of land several years ago. He noted that the church would now be selling a good portion of that donated land. He stated that there would also be an easement from Variolite to the school which would cut through the church property. He stated that the remaining 15 acres for the church would be divided up into two parcels and asked what would be planned for the northeast corner and whether the church would only use 6.5 acres. He asked if the school would eventually swallow up the entire 33 acres from the church. He stated that he visited the PACT website and there are a lot of plans

on there for the future. He noted that this proposal would use up the entirety of the proposed site and asked where additional expansion would occur.

Randy Bauer, representing the Church of Saint Katharine Drexel, stated that development fees are based upon the size of the lot developed. He noted that the church only needs 6.5 acres for the future improvements and therefore would propose to split the land in order to avoid payment of development fees on the entire parcel. He stated that the church does not know what the church may wish to do in 50 or 75 years. He stated that the church is in the middle of its capital campaign to move forward with its phase one plan and this land sale would assist in beginning construction in 2023. He noted that even the phase two improvements would fit within the 6.5-acre portion. He stated that the remainder of the land could not be sold, noting that approval has been gained from the archdiocese to sell the 18 acres in discussion tonight. He referenced the suggestion to sell the land to the City, noting that the church was in negotiations with the City for years related to expansion of Central Park and the City decided it did not need additional land. He stated that the church has also looked at selling to a developer, but developers have stated that 80-foot-wide lots would not be economically feasible and smaller lots would be needed to create a successful project. He stated that the church consulted the Council, and it was determined that the City would not support 55-foot-wide lots. He stated that the church never intended to maintain 33 acres and always intended to sell some of the western acreage to support its future needs.

Josh Nyquist, PACT Charter School, thanked the Commission for its time and for the residents that came out to express their views. He stated that PACT is proud to have a waiting list of 500 students, many of which are Ramsey residents. He stated that the school emphasizes academic, character and parent involvement. He stated that parents are welcomed to be involved in classrooms and in the governance of the school. He stated that each year when the lottery is done, there are over 100 kindergarten students that cannot attend, therefore there is a need for expansion. He stated that in their enrollment growth plan they would like to double the attendance over the next four years. He stated that they would want to ensure that they are good neighbors to those that live in Ramsey while serving Ramsey residents. He commented that they viewed multiple sites in their search. He noted that the school is limited in what it can afford because it is not a typical public school and advised that this location also works because of the proximity to the existing campus. He noted that this would allow the school to create the programing and amenities that it would like to provide for its students. He noted that they would be open to the noise, light and traffic studies mentioned.

Jason Patrow, 16209 Sapphire Street, stated that he has nothing against the school but does not believe this is the right area for it because of concerns for the traffic, utilities, and easements. He stated that he is also concerned with drainage to the north side of the property. He stated that wetland runs through his backyard and in the spring the water level creeps close to flooding into his home. He noted that the additional hardcover would cause additional water to flow in that direction as he did not notice a stormwater pond on the site. He stated that he also has concern with traffic flow. He stated that they moved to this area because it is quiet and peaceful with wildlife. He stated that after the Lennar development to the south, traffic has increased dramatically. He noted that the area around the park is extremely congested for events and the game fair and was unsure how that area could handle more traffic. He was extremely concerned

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with the impact to the wetland and watershed in that area. He again stated that he supports the school and the need for a school but believes this is the wrong location.

Dean Thiele, 16611 Coquina Street, commented that he believes the City should purchase the property. He noted that the City recently changed the name of the park from Central Park to Delaney Park, noting that the Delaney family donated the park land to the City and therefore believed the City should purchase the additional property. He stated that he notices a football field but asked where other sports would be played. He asked the City to consider purchasing the property to improve the park, noting that the original land was donated. He noted that expansion of the park would ensure adequate parking for the park use.

Mr. Fincher thanked all the residents that have provided input thus far. He commented that this is early in the process, noting that the purpose of tonight is to receive comments and feedback that could be incorporated should this move forward. He stated that there is a development team that would help to evolve the plans, should this move forward. He referenced the concern with traffic, noting that they would work with a traffic engineer and the previous reports to address that concern. He stated that they also have a civil engineer to address drainage and runoff to ensure those are met. He stated that the building footprint size, parking stalls, and needs for track and field, football and soccer were incorporated into this sketch plan. He noted that the water needs would be reviewed by the watershed to gain proper permitting. He stated that the water from this site would be treated and maintained on the site and would not be allowed to pass onto neighboring properties. He stated that they would need to pay fees to connect to storm sewer and sanitary sewer, through both the City and Metropolitan Council. He stated that if this moves forward, they would conduct a photometric plan as required by the City to ensure the regulations within City Code are met for lighting. He stated that the concerns related to noise will need to be worked through and hoped that it could be a collaborative process with residents to ensure the least amount of disruption.

Mr. Patraw (Jason) stated that there is already unsafe drinking water in Ramsey and asked where the water would come from to service the school as the City's water supply and quality is insufficient.

Councilmember Woestehoff commented that the water issue is a priority for the City and a water treatment plant facility has been budgeted for and will break ground this year to address water quality and water pressure issues. He commented on the funding the City has already allocated through water utility funds in order to address the issues. He recognized that Variolite was recently reconstructed and noted that improvement was completed in anticipation of the additional capacity it would serve. He stated that the narrowing was meant to address concerns with speeding. He clarified that the watershed organization is the Lower Rum River Water Management Organization (LRRWMO) and that review process will be extensive. He acknowledged that 161st is one of the worst roads in the community in terms of condition. He stated that the Central Park parking lot is scheduled to be repaired at the same time as the road, noting that $700,000 has been allocated for those projects within the CIP. He appreciated the comments related to stormwater, which is also a question he had. He stated that generically roads are reconstructed to the same state, meaning that is storm sewer is not in place, it is not added. He recognized that but for the school, there

would not be additional improvements, therefore any additional improvements that are needed for the road/infrastructure would need to be funded by the school.

Mr. Patraw asked about impacts to the wetlands on neighboring properties in addition to the wells and septic systems on adjacent properties.

Councilmember Woestehoff stated that he cannot answer that as he is unsure of well depths.

Mr. Patraw replied that to his knowledge the wells do not go down 300 feet. He asked if the well water would be tested and who would be responsible for negative impacts, should that occur.

Motion by Commissioner Walker, seconded by Commissioner Peters, to close the public hearing.

Further discussion: Ryan Flagger, 16510 Yolite Street, asked if there are guidelines on the acreage required for high schools. He noted that when looking online he noticed guidelines of 30 to 40 acres. He believed that this parcel is too small for what PACT will need. Ms. Graw stated that there have been a lot of comments from the school that more details will be forth coming and asked when that would occur. She stated that it is hard to make an informed decision when there is a lot more study to be done before this could continue forward. Senior Planner Anderson commented that this is a conceptual review noting that there are a number of steps in platting property and provided more explanation. He noted that if this moves forward to Preliminary Plat, all those additional details would be provided for the proposed development. He stated that the water management plans and wetland delineations would also be reviewed by the LRRWMO.

A roll call vote was performed:

Commissioner Peters	aye
Commissioner Walker	aye
Commissioner Anderson	aye
Commissioner Gengler	aye

Motion Carried.

Commissioner Gengler closed the public hearing closed at 9:09 p.m.

Commission Business

Councilmember Woestehoff asked staff to provide more explanation on the requested action tonight. He asked if Public/Quasi-Public would allow for a school or whether that would be a conditional use. He also asked for additional details on the next steps.

Senior Planner Anderson stated that no formal action is necessary for the sketch plan, noting that the intent is to provide feedback for the applicant. He stated that there are two proposed actions before the Commission tonight, the first would be related to the requested rezoning from R-1/MUSA-80 to Public/Quasi-Public. He stated that a school would be a permitted use within that zoning district. He stated that the second action would be related to the requested Comprehensive

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Plan amendment. He noted that the site is currently zoned for low density residential, and the request would be to reguided the property to public/institutional, which would allow a school to operate on the property. He stated that a Comprehensive Plan amendment would need to go before the City Council for formal action and then to the Metropolitan Council for consideration and approval. He recognized that the process may seem odd but noted that this is the typical process that is followed for development. He noted that these actions tonight would need to occur before the developer undergoes the expense of developing more detailed plans.

Councilmember Woestehoff asked if the City is under a 60-day review period. He asked if the Commission could take no action tonight.

Senior Planner Anderson stated that no formal action is needed on the sketch plan. He stated that there is a 60-day review period for the formal applications related to rezoning request and the Comprehensive Plan amendment. He stated that if there are additional questions and information desired, the Commission could choose to table consideration with direction for what would need to be brought back. He noted that the City would have the ability to extend the review period once by an addition 60 days but then action would need to be taken after that time or approval would automatically be gained.

Commissioner Gengler asked if the rezoning were not allowed, would the project be unable to move forward.

Senior Planner Anderson replied that the action by the Commission tonight does not determine whether the project can move forward. He noted that the recommendations from the Commission would move forward to the City Council for decision. He stated that if the City Council does not adopt the rezoning and/or Comprehensive Plan amendment, the project would be unable to move forward.

Commissioner Walker commented that the Commission received all the letters and emails sent to the City related to this topic. He stated that the letters in support are from parents with children at PACT while the letters of those opposed are not related to PACT. He stated that those that spoke tonight were split in favor or opposed. He noted that there were no residents that spoke in favor of the project that do not have ties to PACT. He stated that he has concerns related to traffic, a buffer for residents, and a desire for more detailed plans. He stated that he also has a concern with water capacity and whether the site could support a high school per the guidance mentioned by a resident. He stated that he is not opposed to PACT expanding and putting in a building but was not convinced that this is the right location for it. He stated that he sides with residents on almost every issue that comes before the Commission and therefore cannot vote to support a Comprehensive Plan amendment or zoning change for this project.

Commissioner Gengler stated that Commissioner Walker did a great job summarizing the internal debate that she has had as she heard the input from residents tonight. She stated that on paper it does make sense to have the school in this location as there are positives for this use on this site. She stated that they also have not heard support from the residents in this area for the project. She felt that compromises could be made and improvements that could be made to 161st that would actually benefit the area. She stated that without supporting the project, she would like to see the

process move forward to bring forward more detailed plans and specifics. She stated that the school and residents can speak to determine where compromises can be made.

Commissioner Walker asked what would happen if the rezoning and Comprehensive Plan amendment were not approved tonight. He stated that he is not comfortable moving these actions forward, changing what can happen in the area if a resolution cannot be gained for the list of concerns. He noted that PACT could then back out and the door would be open for other uses that may not be desired.

Senior Planner Anderson stated that the recommendation from the Commission would move forward to the Council for consideration. He stated that the actions of the Council could be made contingent upon formal approval of Site Plan and Final Plat so that those actions only move forward if the PACT plans are ultimately approved. He noted that if PACT were unable to gain the necessary approvals, the rezoning and Comprehensive Plan amendment would become null and void. He noted that the Commission could also include that contingency in its motion.

Commissioner Walker asked what would happen if this is passed and PACT brings something forward that makes the residents uncomfortable in the next steps, which causes the Commission to recommend denial of the plans.

Senior Planner Anderson explained that the Commission would need to review the proposal to determine whether it complies with the City Code and all other regulations. He stated that if those standards are met, legally the City should not be denying the project. He stated that if there are elements that are deficient in terms of Code standards, those could be identified in support of a denial.

Commissioner Walker asked if there were anything in the City Code that would allow for the input of residents and their comfort level.

Senior Planner Anderson stated that when the next step is reached, there is the potential to work with the applicant if there are additional protections or modifications that they would like to see in the proposal, perhaps even above and beyond the minimum standards of the Code. He acknowledged that the applicant would need to be a willing partner in that as it would be above what is required.

Commissioner Walker stated that he cannot get to the point of support until he knows that the residents will be okay with the project.

Commissioner Anderson commented that he does see a path forward, adding the contingency onto these recommendations that the Preliminary Plat must be approved in order for these approvals to become valid. He noted that there would be another public hearing at Preliminary Plat and if the developer does not meet the regulations, that request would be denied. He stated that Preliminary Plat would be the opportunity to review the project as a whole including traffic, water management, etc. He noted a different project that had opposition from residents and stated that input was received, everyone came to agreement, and it moved forward. He stated that although he has reservations about the project, he supports moving to the next step. He stated that the applicant

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has heard the comments expressed and they will have to meet the goals in order to receive the necessary approvals.

Motion by Commissioner Anderson, seconded by Commissioner Peters, to recommend that City Council adopt Resolution #22-050 and Ordinance #22-15, approving a Comprehensive Plan Amendment reguiding a portion of the subject property to Public/Institutional and approving a rezoning of a portion of the subject property to Public/Quasi-Public with the contingency that these approvals would only be gained upon Preliminary Plat approval.

A roll call vote was performed:

Commissioner Peters	aye
Commissioner Walker	nay
Commissioner Anderson	aye
Commissioner Gengler	aye

Motion Carried.

Councilmember Woestehoff commented that he believes the motion failed with a vote of three to three, as two members abstained. He noted that regardless of whether the motion failed or passed, the item will move forward.

Randy Bauer clarified that an abstention is a non-vote and is not counted as a nay.

Senior Planner Anderson confirmed that staff will verify the vote with the City Attorney. He noted that this is tentatively scheduled to move to the City Council on March 8th.

Chairperson Bauer and Commissioner VanScoy rejoined the Commission. He briefly recessed the meeting.

Chairperson Bauer reconvened the meeting.

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5.01: Consider Request for Sketch Plan, Zoning Amendment, and Comprehensive Plan Amendment Related to a Proposed Second School Campus for PACT Charter School on the Property Located at 7633 161st Avenue NW (Project No. 22-107); Case of PACT Charter School

Senior Planner Anderson presented the staff report. He stated that the City has received an application from JB Vang Partners, on behalf of PACT Charter School, for a Sketch Plan related to a proposed new, second school campus to be located at 7633 161st Avenue NW. The subject property is presently owned by The Church of Saint Katharine Drexel. The application also includes requests for a Zoning Amendment and a Comprehensive Plan Amendment based on the proposed use, current zoning, and future land use guidance. He reviewed the public comments that have been received thus far through written correspondence, an open house, and the public hearing held by the Planning Commission.

Chairperson Moore invited members of the public to provide input.

Jason Patraw, 16209 Sapphire Street, stated that he has concern with noise and light pollution as the subject property is about 20 feet higher in elevation than the Sweet Bay Ridge residential development. He stated that he is also concerned that there would not be space for a retention pond on the site with the footprint of the proposed building, therefore he had concerns with runoff and possible flooding. He asked if there has been study of the water that would drain from this site and whether it would go into the floodplain.

Ron Lindenberg, 7600 163rd Lane, commented that he has a concern with flooding. He provided details on a negative experience with flooding that occurred when Variolite was reconstructed. He commented that the ditches in the area flood in the springtime, which is normal, but was concerned with flooding issues that could arise if the water from the subject property is not properly managed. He also had concern with noise pollution and wanted to ensure his trees remain healthy and do not experience damage from flooding.

Dan Goepfert, 7601 163rd Lane, echoed the concern of his neighbor that spoke prior to him. He stated that he has concern with drainage and possible flooding that could occur. He asked that a full study be completed on drainage.

Danielle Holder, 7826 161st Avenue NW, echoed the comments made thus far. She stated that the residents that live next to the project are the subject experts for how this environment works. She had concern that once the forest area is removed from the subject site, the wildlife would be displaced. She also had concern with the impacts to the marshland to the north when the road is expanded, and additional hard surface is added. She was concerned with flooding that could arise and how that could impact adjacent well and septic systems. She asked if that type of zoning would be placed in this location if it were not for this request and whether this amount of hardcover would be allowed if the development were not for a school. She believed there would be a better place for the school.

Jeff Lubarski, 7826 161st Avenue, echoed the comments that the previous speakers have made.

DRAFT

Matt Boe, 7650 163rd Lane, commented that the football field will come up against his backyard which concerns him because of the noise that would be generated. He echoed the comments of the speakers thus far.

Michalena Holder, 8100 153rd Lane NW, commented that when people are at the park, she can hear the activity from her home. She did not believe that people understand how far that noise carries. She was concerned that the additional stadium and school activity would further disrupt residents. She was also concerned with the impervious surface that would be added to support a school, parking, and bus traffic.

Mr. Patraw (Jason) commented that there is not existing storm sewer as ditches are used in this area therefore significant improvements would need to be made in terms of infrastructure along with the turn lanes. He commented that he has contacted the Army Corps of Engineers about the project.

Senior Planner Anderson noted that the Army Corps of Engineers will see this project under the review by the Lower Rum River Water Management Organization, should the project advance to that point.

Board Member Hiatt stated that he respects the issue of noise. He commented that Central Park exists in this area already and asked if that is a problem to the neighborhood at this time.

Ms. Holder replied that they do have disruption from the noise and lights from Central Park. She stated that the residents in this neighborhood cannot take anymore noise or traffic.

Mr. Patraw (Jason) stated that there is a difference between the noise from the park activity and lights from the park compared to the noise and light that would be generated from a stadium.

Senior Planner Anderson clarified the actions before the Board tonight related to the rezoning and reguiding of the subject property. He acknowledged a lot of the concerns expressed by residents. He noted that no formal decisions are being made tonight as the Board makes a recommendation which goes forward to the City Council for its consideration. He stated that if the Council approves the rezoning and reguiding, the applicant would go into further detail on its proposed development plans for the site and address some of the concerns that have been expressed.

Mr. Lindenberg stated that he has lived on the property for 24 years and has seen the development grow around him and is aware of how the water works in the area.

Board Member Fetterley commented that it would seem that supporting the action would mean that the Board is interested in seeing additional details developed for the project.

Senior Planner Anderson stated that the item will go forward to the City Council with the recommendation from the Board. He confirmed that the next phase would include the additional analysis and provide additional details.

DRAFT

Board Member Hiatt stated that he is concerned with whether there is space for water retention on the lot.

Senior Planner Anderson stated that the site will need to account for stormwater management, both in terms of infiltration and retention. He noted that the developer could choose to utilize underground stormwater management.

Board Member Hiatt asked if a retention pond would need to be on the subject site or whether that could be on the property to the east.

Senior Planner Anderson explained that it would need to be accounted for on the subject property.

Chairperson Moore commented that it is important to take citizen input into consideration as the Board does not often receive public input.

Motion by Board Member Little and seconded by Board Member Bernard to recommend that the City Council deny the Comprehensive Plan Amendment to reguided the subject property from Low Density Residential to Public/Institutional.

Motion carried. Voting Yes: Chairperson Moore, Board Member Little, Bernard, Fetterley, and Hiatt. Voting No: None. Absent: Board Member Valentine.

Motion by Board Member Little and seconded by Board Member Hiatt to recommend that the City Council deny the rezoning from R-1 MUSA-80 to Public/Quasi-Public.

Motion carried. Voting Yes: Chairperson Moore, Board Member Little, Hiatt, Bernard, and Fetterley. Voting No: None. Absent: Board Member Valentine.

DRAFT

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

RESOLUTION #22-050

A RESOLUTION APPROVING / DENYING A COMPRHENSIVE PLAN AMENDMENT, CONTINGENT UPON METROPOLITAN COUNCIL APPROVAL, TO CHANGE A LAND USE DESIGNATION ON THE SUBJECT PROPERTY TO PUBLIC/QUASI-PUBLIC

WHEREAS, JB Vang (the "Applicant") has requested an amendment to the 2040 Comprehensive Plan to change the future land use designation from Low-Density Residential to Public/Quasi Public for a portion of the following legally described property:

THE SE1/4 OF NW1/4 OF SEC 16 TWP 32 RGE 25, EX W 185 FT THEREOF, EX RD, SUBJ TO EASE OF REC, Anoka County, Minnesota

(the "Subject Property")

WHEREAS, the Applicant has also applied for a Sketch Plan and Zoning Amendment, in addition to the Comprehensive Plan Amendment, on behalf of their client, PACT Charter School, for a proposed high school campus on the Subject Property; and

WHEREAS, PACT Charter School has a Purchase Agreement with The Church of Saint Katharine Drexel (the "Property Owner") for the acquisition of the western eighteen (18) acres of the Subject Property; and

WHEREAS, the Ramsey Planning Commission met on February 24, 2022, conducted a public hearing on the Applicant's request for a Comprehensive Plan Amendment, and recommended its approval, contingent upon approval of a Preliminary Plat; and

WHEREAS, the Environmental Policy Board met on February 28, 2022, considered the Applicant's request for a Comprehensive Plan Amendment, and recommended it be denied.

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/denies the request for a land use designation change.

2) That the Ramsey City Council hereby authorizes City Staff to submit the necessary documentation to Metropolitan Council for an amendment to the 2040 Comprehensive Plan to change the land use designation to Public/Quasi-Public.

3) That this land use change shall become effective concurrent with the City's receipt of notification of approval from Metropolitan Council.

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 ____ day of _____, 2022.

_____
Mayor

ATTEST:

_____
City Clerk

ORDINANCE #22-15

CITY OF RAMSEY
ANOKA COUNTY
STATE OF
MINNESOTA

AN AMENDMENT TO CHAPTER 117 WHICH IS KNOWN AS THE ZONING AND SUBDIVISIONS CHAPTER OF THE CITY CODE OF RAMSEY, MINNESOTA.

AN ORDINANCE AMENDING SECTION 117-90 "MAP" OF CHAPTER 117 OF THE CITY CODE OF RAMSEY, MINNESOTA.

SECTION 1. AMENDMENT

The following legally described property or portions thereof (as shown in Exhibit 1) are hereby rezoned from R-1 Residential (MUSA) to Public/Quasi-Public:

THE SE1/4 OF NW1/4 OF SEC 16 TWP 32 RGE 25, EX W 185 FT THEREOF, EX RD, SUBJ TO EASE OF REC, Anoka County, Minnesota

SECTION 2. MAP

The City is hereby instructed 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 Ramsey City Code.

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 ____ day of _____, 2022.

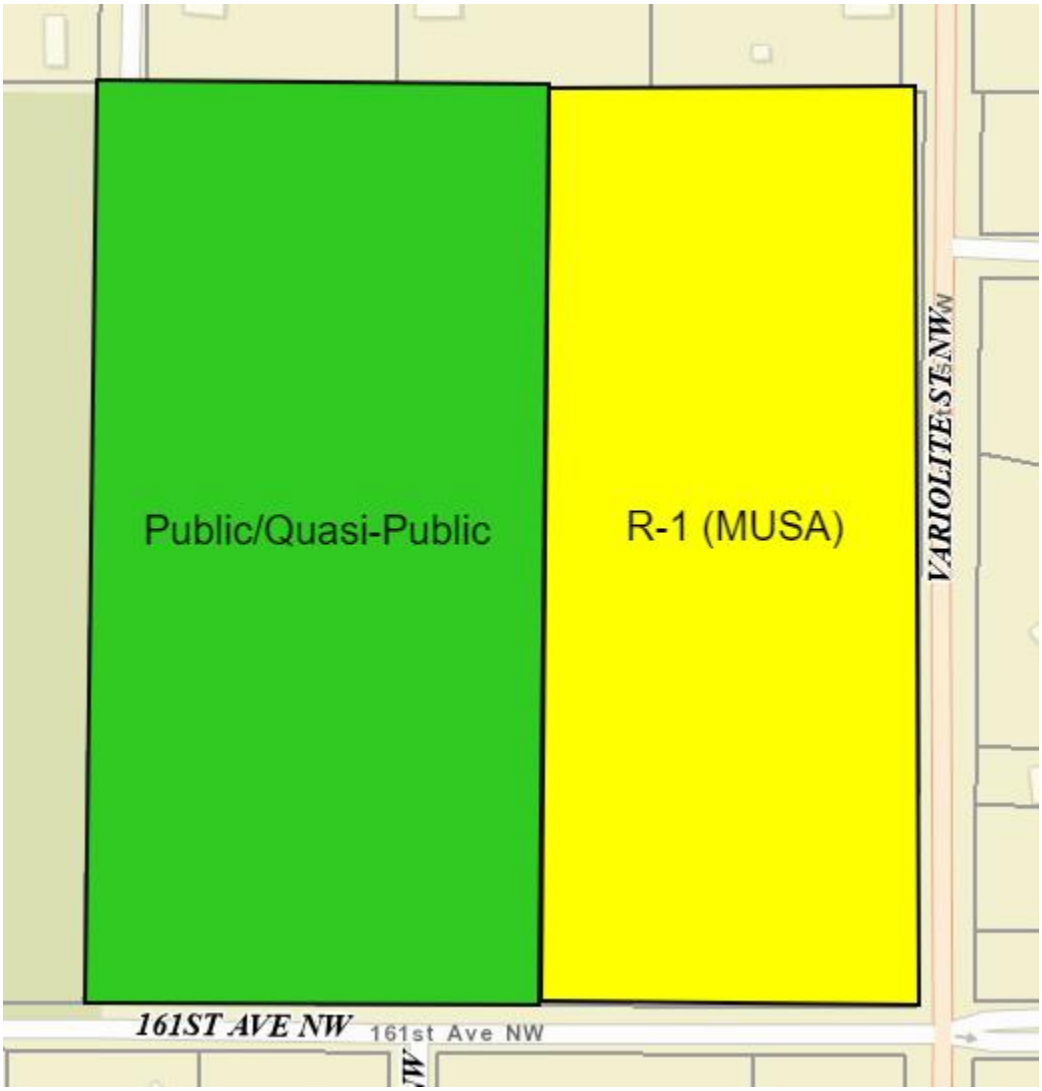
_____
Mayor

ATTEST:

_____
City Clerk

Introduction:
Posting dates:
Adoption date:
Publication date:
Effective date:

EXHIBIT 1


Public/Quasi-Public
R-1 (MUSA)
VARIOLITE ST NW
161ST AVE NW
161st Ave NW

CC Regular Session **7. 3.**

Meeting Date: 03/08/2022

By: Grant Riemer, Engineering/Public Works

Information

Title:

Adopt Resolution #22-059 Accepting Bids and Awarding Contract for Improvement Project #20-07, Construction of Salt Storage Building at PW Facility

Purpose/Background:

Purpose:

The purpose of this case is to consider adopting Resolution #22-059 accepting bids and awarding a contract for construction of Improvement Project #20-07, Salt Storage Building at the PW Facility

Background:

Included in the original design proposal for the new PW Facility was a line item to relocate the existing salt storage building to the new site. Once design of the facility started, it appeared that the budget would not allow, so the relocation was put on hold. Because of the favorable bidding climate and relatively minor corrections needed during construction, the contingency balance on the new PW Facility as of today is estimated at $1.2 million.

Project Location / Scope

City Improvement Project #20-07 proposes to replace the current salt storage building located at 14100 Jaspar St and construct a new salt storage building at the new PW Facility located at 14199 Jaspar St

Existing Conditions / Proposed Improvements

The *Cover All* structure brand, which is our current salt storage building, went out of business due to under-engineered structural failures within their buildings. Part of their ensuing settlement was reinforcement performed by a third party, of their existing structures, including the Ramsey structure. That was only reinforcement and it rendered the existing structure(s) only serviceable in-place. Moving or resale required a wholly separate re-engineering of the structure. During the inspection of our existing structure with a local building representative (who at the time of the reinforcements worked for the company that performed the corrections), they observed the enhanced supports on the lower chord of the roof truss, as well as larger bracing between the trusses that made this building viable in place, but not relocatable.

Notification:

On July 13th , the City Council approved solicitation of bids on plans and specifications as prepared by Oertel Architects. Bids were advertised in the Anoka Union Herald on January 14th and 21st . Bid information was also available on Oertel Architects website starting January 26th, as well as electronically through QuestCDN.

On February 23rd , three (3) bids were received and opened in a public bid opening. The bids were then checked for errors and omissions and were tabulated. All bids were found to comply with the approved plans and specifications and advertisements for bids, and no errors or omissions were identified. A tabulation of the 3 bids is below.

CONTRACTOR	TOTAL BID
A & B Construction	$469.110.00
Greystone Construction	$564,595.00
VersaCon	$570,000.00

Project schedule
March 8th – Accept bids / Award contract
Start of Construction -TBD
Substantial Completion Fall 2022

Time Frame/Observations/Alternatives:

Observations:
With the construction of the salt storage building at the new PW site, all PW functions will be centralized at one location, with the exception of tree/brush recycling, which will continue to operate out of the former site. Locating the salt storage building at the new site will provide additional operational efficiencies by eliminating the travel time for staff and equipment during snow removal operations.

The original salt storage building will be retrofitted to hold landscaping materials, such as black dirt, wood chips, ag lime, etc.

Funding Source:

PW Facility Contingency Fund - estimated balance of $1.2 million

Recommendation:

Staff recommends accepting the bid from A & B construction in the amount of $469,110.00 for construction of salt storage building at 14199 Jaspar Street

Outcome/Action:

Motion to adopt Resolution #22-059 accepting bids and awarding a contract for construction of Improvement Project #20-07, construction of salt storage building at 14199 Jaspar St by A & B Construction in the amount of $ 469,110.00.

Attachments

Resolution #22-059
Proposed Salt Shed

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	03/03/2022 10:16 AM
Form Started By: Grant Riemer		Started On: 02/25/2022 11:58 AM
Final Approval Date: 03/03/2022		

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

RESOLUTION #22-059

RESOLUTION ACCEPTING BIDS AND AWARDING CONTRACT FOR IMPROVEMENT PROJECT #20-07, CONSTRUCTION OF NEW SALT STORAGE BUILDING AT 14199 JASPAR STREET

WHEREAS, the City proposes to construct a new salt storage building at 14199 Jaspar St under City Improvement Project #20-07; and

WHEREAS, pursuant to Ramsey City Council action on July 13th 2021 the City Council accepted the design services proposal of Oertel Architects, Inc. for providing engineering services required to develop final plans and specifications for the purpose of soliciting bids for the construction of the salt storage building and

WHEREAS, the Bids were advertised in the Anoka Union Herald on January 14th and 21st Bid information was also available on Oretel Architects website starting January 26th, as well as electronically through Quest CDN.

WHEREAS, three (3) bids were received, opened, and tabulated on February 23rd, 2022, and the following bids were found to comply with the approved plans and specifications and advertisements for bids, and

CONTRACTOR	TOTAL BID
A & B Construction	$469,110.00
Greystone Construction	$564,595.00
VersaCon	$570,000.00

WHEREAS, the bid of A & B Construction of Harper Iowa, in the amount of $469,110.00 for the total bid for construction of the improvement in accordance with the approved plans and specifications and advertisement for bids, is the lowest responsible bidder and their bid shall be and hereby is accepted.

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

1) The Mayor and City Administrator are hereby authorized and directed to enter into a contract with said bidder for the construction of said improvement for and on behalf of the City of Ramsey.

2) The City Administrator is hereby authorized to direct Oertel Architects, Inc. to return forthwith to all bidders the bid bonds made with their bids at such time that a contract has been executed.

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 8th day of March, 2022.

_____
Mayor

ATTEST:

_____
City Clerk



CC Regular Session **7. 4.**

Meeting Date: 03/08/2022

By: Brian Hagen, Community Development

Information

Title:

Adopt Resolution #22-017 Approving Riverstone Outlot Ownership

Purpose/Background:

Riverstone is a development that has received Final Plat approval for all phases of the project, with the first phase being platted in 2017 and the last phase platted in 2020. Within the development, outlots were platted for the purpose of parks, stormwater ponds and utility extensions. In the case of stormwater pond outlots, historically it has been Ramsey's practice to have such outlots privately owned with a drainage and utility easement granted to the City for the purpose of conforming to stormwater management requirements.

As part of the overall development review, staff had the opportunity to review documents associated with implementation of a Homeowners Association (HOA). Typically, the HOA would become the private entity with ownership of such outlots. However, in the review of the HOA documents, not all outlots were included to be owned by the HOA. Based on staff's review without requiring the inclusion of the outlots as HOA owned, it was the developers assumption that the City would assume ownership. Discussions between the developer and staff occurred on this matter, however, Deeds where never brought forward for acceptance. Though this is not uncommon for other cities to follow this practice, there is not a common theme across cities for a best practice when it comes to ownership of outlots.

As the development continued to be platted, Riverstone Development LLC (Developer), became the private owner of multiple outlots. The Developer does not have a future benefit in holding ownership as the outlots hold a public use to them. The Developer has requested the City assume ownership of various outlots in the development.

Time Frame/Observations/Alternatives:

Two outlots within the development are owned by the Riverstone Homeowners Association. These two outlots serve the purpose of a private park and buffer area against the railroad and Highway 10. They are Riverstone, Outlots A and B and would remain privately owned by the homeowners association.

Staff has discussed the request internally and recognize zero benefit to the Developer to maintain ownership of the remaining outlots. Furthermore, given the general public purpose of these outlots it would not be unreasonable for the City to retain ownership. Retaining ownership in this situation would be due to the historical practice of the City not being implemented in this situation.

Recommendation:

Staff recommends approval of the resolution to assume ownership of the outlots identified as follows:

- Riverstone, Outlot D
- Riverstone 4th, Outlots E, G, H
- Riverstone 5th, Outlots A, B

Furthermore, staff recommends ownership of the outlots with the following condition:

- The Developer pay in full any outstanding taxes owed through year end 2022

Outcome/Action:

Adopt Resolution #22-017 Approving Riverstone Outlot Ownership.

Attachments

Resolution #22-017.

Form Review

Inbox	Reviewed By	Date
Bruce Westby	Bruce Westby	01/06/2022 12:31 PM
Kurt Ulrich	Kurt Ulrich	01/06/2022 01:56 PM
Brian Hagen	Brian Hagen	03/03/2022 12:42 PM
Kurt Ulrich	Kurt Ulrich	03/03/2022 01:36 PM
Form Started By: Brian Hagen		Started On: 01/05/2022 04:14 PM
Final Approval Date: 03/03/2022		

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #22-017

RESOLUTION APPROVING RIVERSTONE OUTLOT OWNERSHIP

WHEREAS, Riverstone Development LLC, hereafter referred to as "Developer", properly received Preliminary Plat and subsequent Final Plat approvals for a development known as Riverstone; and

WHEREAS, the development platted various outlots; and

WHEREAS, the Developer maintains ownership of some outlots; and

WHEREAS, the City has historically been provided drainage and utility easements over necessary outlots with ownership of the outlots being privately owned; and

WHEREAS, the development has an active Homeowners Association; and

WHEREAS, staff reviewed documents related to the implementation of the Homeowners Association, but the documents did not identify the Homeowners Association to maintain ownership of all outlots; and

WHEREAS, the Developer has requested the City of Ramsey take ownership of the following outlots:

- Riverstone, Outlot D
- Riverstone 4th, Outlots E, G, H
- Riverstone 5th, Outlots A, B

WHEREAS, staff recognizes a public purpose for the above reference outlots with no benefit to the Developer; and

WHEREAS, staff recommends the following condition to accept ownership of the above referenced outlots:

- The Developer pay in full any outstanding taxes owed

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, subject to conditions identified in paragraph 2, the ownership of the following outlots in the Riverstone development:
   - Riverstone, Outlot D
   - Riverstone 4th, Outlots E, G, H
   - Riverstone 5th, Outlots, A, B

2) Conditions of ownership of the above referenced outlots as follows:

- The Developer pay in full any outstanding taxes owed

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 8th day of March, 2022.

_____
Mayor

ATTEST:

_____
City Clerk

CC Regular Session **7. 5.**

Meeting Date: 03/08/2022

Submitted For: Brian Hagen, Community Development

By: Brian McCann, Community Development

Information

Title:

Consider Request to Amend a Home Occupation Permit for Peace Keepers, Inc. at 6025 177th Ln NW; Case of Derek Trout

Purpose/Background:

The City received an application from Derek Trout (the "Applicant") requesting an amendment to his administrative (Level I) Home Occupation Permit due to expansion of his firearm sales business in a detached single family home located on the property generally known as 6025 177th Lane NW (the "Subject Property"). The Home Occupation offerings have expanded beyond the Home Occupation Permit approved administratively by City Staff in 2019.

Notification:

Notifications of this proposal were sent via Standard US Mail to Property Owners within 350 feet of the Subject Property, as reflected by Anoka County Property Records. A notice was also published in the Anoka UnionHerald, the City's Official newspaper for the public hearing. All public notices were posted for the Planning Commission meeting on February 24, 2022.

Observations/Alternatives:

2019 Administrative (Level I) HOP

The Applicant is proposing to expand their current firearms Home Occupation Permit (HOP) on the Subject Property. The request is a result of the City's code enforcement process after a complaint was received regarding the business expansion. The Applicant has an administratively approved HOP from 2019, which indicates the following aspects of the business:

- Online-only sale of firearms; and
- Business trips may not exceed two (2) round trips per day; and
- Expansion of the Home Occupation will require the Applicant to reapply for the permit; and
- Firearms must be secured or attended to at all times; and
- All firearm testing must be done off-site; and
- Complaints received about the business can be brought to the City Council for possible revocation of the permit; and
- Not meeting any of the conditions can result in immediate permit revocation.

Current/Proposed Expansion (Level II required)

The Applicant is currently operating the Home Occupation in this manner, but is now seeking formal approval to amend the HOP to include the actions listed below:

- Expanding from online-only sales to in-person sales; and
- Selling ammunition and accessories; and
- Hosting Permit to Carry classes; and
- Utilizing a single Ramsey-resident employee; and
- Increasing the area of business operations by an additional 200 square feet by moving the business from the dwelling unit to a soon to be completed pole barn.

Accessory Structure

The Subject Property currently has a building permit for the accessory structure that has not been finalized. The

Applicant is proposing to utilize this structure for their business operations. A final inspection will need to pass with the City's Building Division before the structure would be approved for operations related to the Home Occupation. City Code Section 117-351 (Home Occupations) states that home occupations are permitted in detached accessory buildings as long as there is at least 400 square feet of accessory building space reserved/maintained for the primary residential garage. There is an attached garage on the Subject Property that satisfies this requirement.

Exterior Evidence/Vehicle Trips

City Code Section 117-351 (Home Occupations) states that there shall not be any exterior evidence of said home occupation such as displays, exterior storage of home occupation equipment and vehicles, materials, supplies, inventory or merchandise, except for one motor vehicle affiliated with the home occupation may be stored or parked outside on the site of the home occupation. Section 117-351 also states that the Home Occupation cannot generate excessive vehicular traffic, which is defined as eight (8) or more round trips in a single day and not more than one (1) customer at a single time. The Applicant has not proposed any exterior evidence for their expansion. Although, the Permit to Carry classes will generate a larger number of vehicle trips in a single day and will include more than one (1) customer at a time.

Public Safety

The City of Ramsey Police Chief has reviewed the proposed business expansion and has no objections. His comments, which are in the form of an email dated February 8, 2022, are attached to this case.

Resident Comments

A public notice was sent to surrounding properties on Wednesday, February 9th - notifying owners up to 350 feet from the Subject Property regarding their request. Since then, the City has received multiple inquiries that were tracked below, each number signifying a different caller:

1. Phone call on Friday, February 11 in support of the request
2. Phone call on Friday, February 11 against the request
3. Phone call on Monday, February 14 against the request
    - An additional call from this same caller on Tuesday, February 15 stating the Applicant continues to operate beyond their allowed 2019 HOP with multiple vehicles entering and leaving the property throughout the day.
    - Additional voicemail on Friday, February 18 received about the traffic conducted from the Subject Property.
4. Voicemail received on Wednesday, February 16 inquiring about the request, Staff returned the call and left a message advising a return call to discuss more.
5. Phone call with a neighboring resident on February 17 stating their opposition of the request and stating they will be attending the meeting.
6. Voicemail received on Thursday, February 17 against the request. Staff returned the call and discussed the request with them.

Written comments have been submitted regarding the request and are attached for review. Draft minutes from the February 24, 2022 Planning Commission meeting are attached and include verbal comments provided at the meeting.

Planning Commission 2/24/2022

The Planning Commission reviewed the proposal and recommended denial of the HOP amendment during their regular meeting on February 24, 2022.

Alternatives

Alternative #1: Deny the requested Amended Home Occupation Permit. This matter was originally brought to the City's attention through the code enforcement program and concerns have been raised related to the severity of the expansion and public safety aspects. Planning Commission supports this alternative.

Alternative #2: Approve an Amended Home Occupation Permit. This would officially authorize the expanded

business operations already occurring on the Subject Property. Furthermore, it would eliminate a code enforcement case and place conditions on the operations of the business when the accessory structure is completed. Planning Commission did state that if the Council wished to approve the expansion of the HOP, two minimum conditions related to an inspection of the site by the Police Chief occur and to limit business trips to four round trips per day with the exception of holding a permit to carry class once per calendar year quarter and six customer vehicles for the class. Additional conditions could also be considered.

Funding Source:

The Applicant is responsible for all costs related to this request.

Recommendation:

The Planning Commission recommends

The Planning Commission recommends denial.

Action:

Motion to adopt Resolution #22-041 Denying an Amendment to a Home Occupation Permit at 6025 177th Lane NW.

-or-

Amend the language of Resolution #22-041 to Approve an Amendment to a Home Occupation Permit at 6025 177th Lane NW with the following conditions:

- *TBD by City Council at the meeting*

Attachments

Police Approval
Site Plan
Narrative
Administrative HOP from 2019
Completed Questionnaire
Public Hearing Notice
Public Comments Received for PC & CC Members
DRAFT PC Minutes 02-24-22
ACTION Resolution #22-041

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	03/03/2022 02:57 PM
Kurt Ulrich	Kurt Ulrich	03/03/2022 04:01 PM
Form Started By: Brian McCann		Started On: 02/22/2022 08:41 AM
Final Approval Date: 03/03/2022		

From: Jeff Katers
To: Brian McCann
Subject: RE: Home Occupation - Firearms Business Expansion
Date: Tuesday, February 8, 2022 1:34:44 PM
Attachments: image003.png
image001.png

I have no concerns with this application.

However, I did have a neighbor call me about 6 mos. Ago wondering who lived there and what business they were conducting. The neighbor reported it as "suspicious" because there appeared to be more vehicle/person traffic than a normal residence. We ask residents to call the police on suspicious behavior, but in this case, I told her I did not believe there was drug activity occurring at the location as she suggested. It might be in the business owner's interest to just let the neighbors know about the business, but I can also see the security concerns of doing so.

Jeff Katers
Chief of Police
Ramsey Police Department

763.427.6812 (Main)
763.433.9882 (Direct)

To protect and serve with courage, integrity and honor.

From: Brian McCann
Sent: Tuesday, February 8, 2022 9:56 AM
To: Jeff Katers <JKaters@ci.ramsey.mn.us>
Cc: Brian Hagen <BHagen@ci.ramsey.mn.us>
Subject: Home Occupation - Firearms Business Expansion

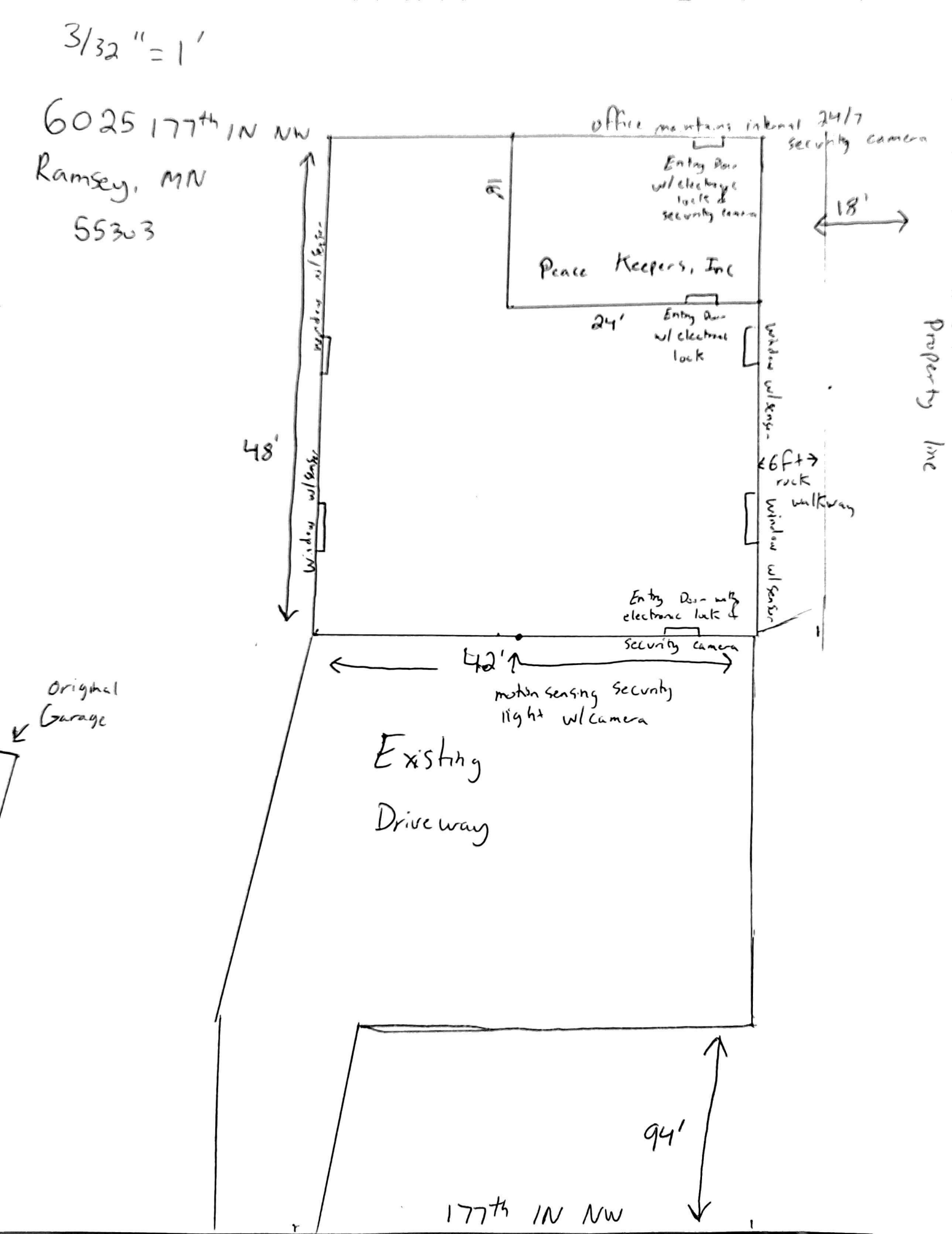
Good morning Chief Katers,

We've received an application for expansion of an existing firearms Home Occupation. Please review his application materials (attached) and let me know if you have any concerns.

Sincerely,

Brian McCann | BMcCann@ci.ramsey.mn.us
City Planner | City of Ramsey
Phone: 763-433-9860 | Cell: 763-334-0062
7550 Sunwood Drive NW | Ramsey, MN 55303
www.cityoframsey.com

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


3/32" = 1'
6025 177th IN NW
Ramsey, MN
55303
office mounts internal 24/7 security camera
Entry Door w/ electronic locks & security camera
21'
18'
Peace Keepers, Inc
24'
Entry Door w/ electronic lock
Window w/ sensor
Property line
48'
Window w/ sensor
6ft rock walkway
Window w/ sensor
Entry Door with electronic lock & security camera
42'
motion sensing security light w/ camera
Original Garage
Existing Driveway
94'
177th IN NW

3/32 = 1'

N

6025 177th LN NW
RAMSEY MN 55303

125' CORNER OF PROPERTY

BACK

16'

NEW POLE BUILDING 24'

2,016 SqFt

48'

18'

PROPERTY LINE

Install silt fence around perimeter of lot or as directed by the inspector. Maintain until turf is reestablished.

Provide a 10' min. setback from the edge of the septic tank to the building and 20' min. to the edge of the drainfield.

WELL O

23'

20'

29.5'

USE

GARAGE

FRONT

42'

SILT FENCE

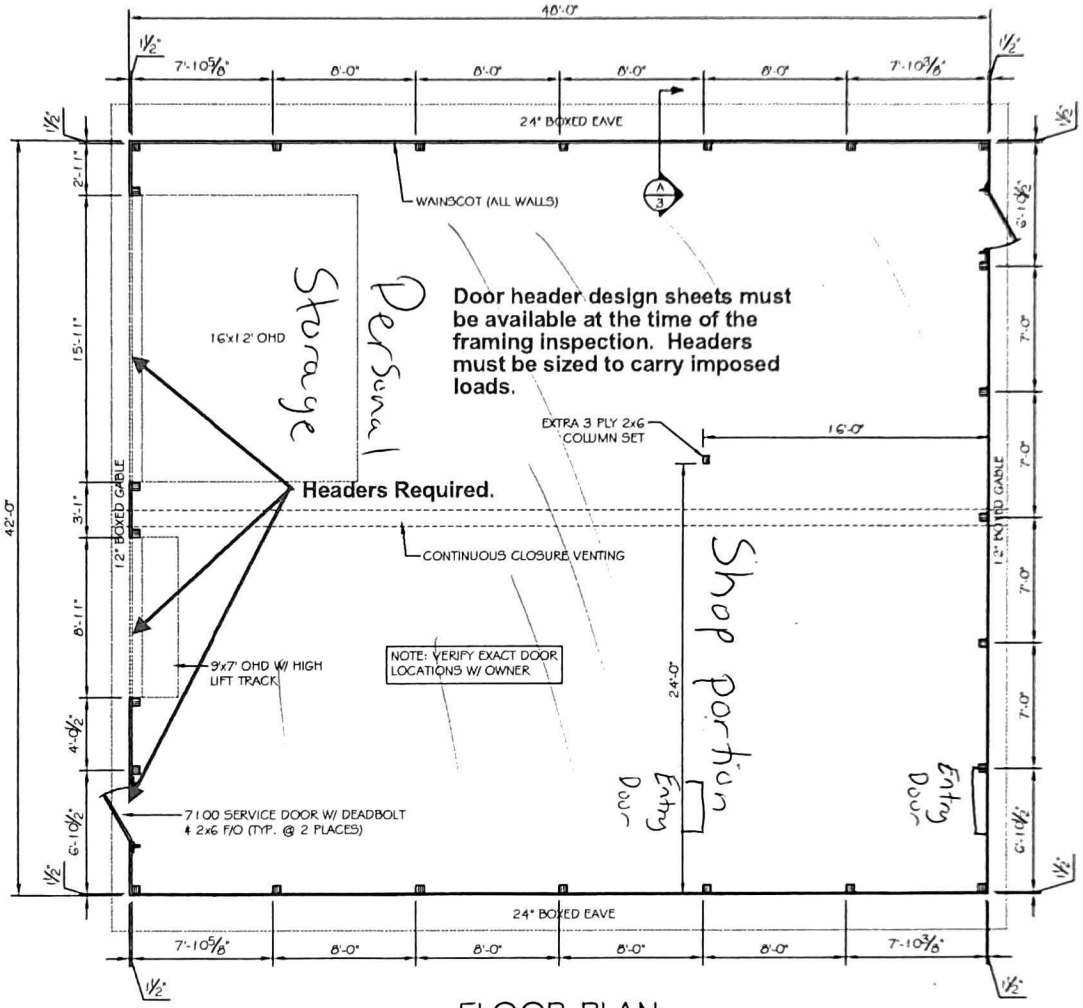
25'

85'

CORNER OF PROPERTY

DRAINAGE FIELD

City of Ramsey — Plans Reviewed for Code Compliance
Building Code: 2015 MN State Building Code
Date of Approval: 06/10/20
Permit Number:
Plan Reviewer:
Signature: Jesse Saybold
Jesse Saybold/Gof/42618



FLOOR PLAN
NOT TO SCALE
N

Northland Buildings
The Leader in Custom Built Buildings
ENGINEERING DEPARTMENT
2894 58th Street
Eau Claire, WI 54703
Fax (715) 874-4213
Office (715) 874-4211

PROJECT TITLE
DEREK TROUT
ANOKA, MN
42' x 48' x 14'

FILE NAME: I:\ACAD\DWGS\PLANREQUEST\20\LP\TROUT, DEREK.DWG

REVISIONS			
NO.	DATE	DESCRIPTION	BY
0			
1			
2			
3			

SCALE: AS NOTED
JOB NO.: 4404185
DRAWN BY: WLC
SHEET NO.: 1 of 3
DATE: 4/10/20

From: Derek Trout
To: Brian McCann
Subject: Re: Home Occupation Permit - Site Plan/Narrative
Date: Friday, February 4, 2022 11:03:00 AM
Attachments: image001.png

Hi Brian,

You can feel free to call me any time today to take a credit card number over the phone for the application fee and the escrow.

I will have the site plan coming to you in my next email, as I am still fully designing it.

As for the full business description, I have that listed below:

Peace Keepers, Inc. is a small, home-based firearms, accessories (such as additional magazines, cases, slings etc), ammunition and training company. We hold all federal and state licensing required.

We sell firearms primarily online, with some buyers looking to take transfers on-site and occasionally purchase additional firearms on-site.
Our hours of operation are by-appointment only--we do not hold open hours. Typical hours we will accept appointments are from 8am-6pm Saturday and Sunday, and 5pm-7pm weekdays.

To include all deliveries and customers for the business, we plan to see around 2-3 vehicle trips per day on average. I have one person who helps me with business operations, and he is also a resident of Ramsey. I typically see him 2 days per week for business purposes. Many days we will see 0 vehicle trips, but we do occasionally see around 6 trips per day when we receive deliveries from multiple delivery services (UPS, FedEx, USPS, SpeeDee etc.). We do not use any specialized delivery services, only services which travel through this neighborhood on their normal route.

Our training is for Permit To Carry classes, which we are also licensed through the BCA to conduct. We generally conduct approximately 1 class a month on-site, which ranges from 8-20 students, most of which carpool. There are several months out of the year where we conduct no classes on-site. These classes tend to start between 10am-noon and last approximately 3 hours on-site. We then move to Total Defense or another shooting range to complete the shooting portion of the class. From there, the students return home. On occasion, we will conduct classes off-site. These classes vary in location, but are generally 75+ miles from Ramsey.

All business operations are planned to be completed in the newly built pole barn, which has a 16x24 section which has been built to be an office, inventory room. The pole barn is secured with electronic dead-bolts throughout, automatic-locking garage doors, 24/7 video surveillance at each entry, motion-sensing exterior lights and door/window sensors on every door and window. The office is a steel-constructed room with no windows. All business firearms will be stored in the secured office at all times. We will maintain a fire extinguisher rated for ammunition in the office as an additional measure of security.

I am an ammunition handler for the Minnesota National Guard and have been for the past 9

years, where I have received numerous awards for my knowledge of ammunition and weapons systems. I am further a registered HAZMAT certifier and understand the proper ways to store and secure hazardous materials, having certified HAZMAT shipments in multiple countries, ranging from small-arm ammunition to CAT 1 explosives, including C4, thermite grenades and various other ammuntion. All ammunition which we plan to carry is HAZ C/D 1.4S, which can be purchased off-the-shelf at Cabelas, Wal-Mart, or any other location which carries ammuntion. This ammunition can also be shipped via private carrier such as UPS or FedEx. I am more than willing to keep the Net Explosive Weight (N.E.W.) of all ammunition on-site posted at all times.

Respectfully,
Derek Trout
President,
Peace Keepers, Inc.

On Thu, Feb 3, 2022 at 6:33 PM Brian McCann <BMcCann@ci.ramsey.mn.us> wrote:

> Hi Derek,
>
> Thank you for submitting your application. As I stated on the phone a moment ago, we will need a narrative, the fees, and a site plan from you before we are able to continue. For your narrative, please include all aspects of your business – hours of operation, vehicle trips per day, what do you sell, training class information (number of attendees, duration, occurrence, when and where?), etc. For your site plan, you can use our Site Plan Guide to craft yours. Please note where on your property the aspects of your business are occurring, how much area, etc.
>
> I will call later today for payment of the $1,000 ($200 non-refundable application fee, $800 escrow). As I'm sure you're aware, if there are any funds left in the $800 after the process is completed, those funds will be returned to you. If that $800 balance goes over, it will need to be replenished to bring it back to $0.
>
> Please let me know if you have any questions.
>
> Thank you,
>
> Brian McCann | BMcCann@ci.ramsey.mn.us
>
> City Planner | City of Ramsey
>
> Phone: 763-433-9860 | Cell: 763-334-0062

7550 Sunwood Drive NW | Ramsey, MN 55303

www.cityoframsey.com

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

A HOME OCCUPATION PERMIT TO ALLOW FIREARM SALES ON THE PROPERTY LOCATED AT 6025 177TH LANE NW AND DECLARING TERMS OF PERMIT

WHEREAS, the City of Ramsey received an application from Derek Trout (the "Permittee") requesting a Home Occupation Permit (the "Permit") to operate a firearm sales business (the "Home Occupation") in a detached single family home located on the property generally known as 6025 177th Lane NW and legally described as follows:

LOT 5 BLOCK 2 GREEN VALLEY ESTATES 2ND ADDITION; SUBJECT TO EASEMENT OF RECORD

(the "Subject Property"); and

WHEREAS, Derek Trout owns and occupies the home on the Subject Property; and

WHEREAS, the Permittee shall be responsible for ensuring that the Home Occupation meets the requirements of this Permit and operates in a safe and responsible manner; and

WHEREAS, the Permittee has stated that he wishes to operate a firearms sales business (the "Home Occupation") within an office inside the home and that the Permittee is the owner of the Home Occupation and will live in the residential dwelling unit on the Subject Property; and

WHEREAS, the Permittee has stated that the Home Occupation will be conducted in one office space in the home totaling 200 square feet; and

WHEREAS, the Permittee has stated that the gross living area of the dwelling unit is approximately 2,400 square feet; and

WHEREAS, the Permittee has stated that at least 400 square feet of garage space is reserved for indoor residential parking and storage related to the residential use on the Subject Property; and

WHEREAS, the Permittee has stated that there will be no structural additions or alteration to the dwelling unit or garage for the Home Occupation use; and

WHEREAS, the Permittee has stated that the Home Occupation will not employ anyone that does not live in the dwelling unit on the Subject Property; and

WHEREAS, the Permittee has stated that few, if any, customers or clients will come to the Subject Property; and

WHEREAS, the Permittee has stated that there will likely be regular mail and package drop-offs; and

WHEREAS, the Permittee has stated that no vehicles other than a private vehicle(s) would be used in conjunction with the Home Occupation and that the property will remain in accordance with City Code Section 117-355 entitled Residential Off-Street Parking; and

WHEREAS, the Permittee has stated that supplies and materials limited to firearms and a gun safe will be stored on the Subject Property as a result of the Home Occupation; and

WHEREAS, the Permittee has applied for and received a permit with the Minnesota ATF; and

WHEREAS, the Permittee has stated they have a locked gun safe where all firearms shall be stored; and

WHEREAS, the Permittee has stated that the Home Occupation is not subject to review by Anoka County Environmental Services; and

WHEREAS, the Ramsey Police Department has reviewed this request.

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

That the City of Ramsey Community Development Department grants approval of a Home Occupation Permit (the **'Permit'**) for a firearms sales business on the Subject Property contingent upon the following conditions:

1. That this agreement shall permit the operation of an online-only firearms sales business (the "Home Occupation") in the dwelling unit on the **Subject Property**.

2. That the **Permittee** is allowed one (1) non-resident employee unless otherwise permitted by City Code. Notification must be given to the City if the **Permittee** will utilize non-resident employees and the **Permittee** shall obtain a new Home Occupation Permit if non-resident employees shall be utilized.

3. That the combination of customer/client visits and/or deliveries to the **Subject Property** per standard eight (8) hour business day may not exceed two (2) round trips.

4. The **Permittee** has stated that the majority of sales are done online, if this or any of the recital stated above changes, the **Permittee** shall reapply for a Home Occupation Permit with the City.

5. That the **Permittee** agrees to comply with Chapter 117, Article II, Division 6, Subdivision 1 of City Code, titled "Signs." The **Permittee** shall apply for any sign with the City of Ramsey.

6. That the **Permittee** agrees there will be no exterior evidence of the **Home Occupation** permitted on the **Subject Property** unless in compliance with Chapter 117-351 (Home Occupations) of City Code.

7. That the **Permittee** is responsible to verify and ensure that the structures(s) is compliant with all applicable state and local codes.

8. That should the **Permittee** die or should the **Subject Property** be sold, the **Permit** shall be automatically terminated, except that in the case of death, should a surviving spouse or child, residing at the same address, desire to continue the **Home Occupation**, written notice to that effect shall be given to the Zoning Administrator and the City Council may authorize continuation of the **Permit** without further hearing.

9. The **Permittee** shall reside on the **Subject Property;** if the **Permittee** does not reside on the **Subject Property**, the **Permit** shall be automatically terminated.

10. That the **Permittee** agrees that if the operation expands, they will notify the City of Ramsey and reapply for a **Permit**.

11. That adequate water supply and on-site sewage disposal facilities shall be the responsibility of the **Permittee**.

12. The **Permittee** shall be responsible for obtaining and having in full force and effect all applicable State, County, and City licenses. The **Permittee** must receive proper permitting through the ATF.

13. The **Permittee** shall be responsible for all costs incurred in the administration and enforcement of this **Permit**.

14. That the **Permittee** agrees that all drop-offs shall only be from USPS or other typical express delivery outfits that operate in residential areas.

15. That the City Administrator, or his/her designee, shall have the right to inspect the **Subject Property** for compliance and safety purposes annually or at any time, upon reasonable request to the **Permittee**.

16. That the **Permittee** agrees to take additional measures to secure the firearms for online sales, which must include a gun safe.

17. That the **Permittee** agrees to secure all firearms and will not leave firearms unattended. The **Permittee** agrees that when the **Permittee** is not in the vicinity of the firearms, they will be secured and stored properly. The **Permittee** agrees to notify the City of Ramsey Police Department and Community Development Department of any thefts or vandalism.

18. That this **Permit** does not give the **Permittee** or anyone onsite the authorization to test or discharge/shoot firearms onsite. All testing must be done off-site in a permitted location.

19. That if the City receives concerns or complaints from neighbors about traffic, noise, disruption to the neighborhood, or public nuisance concerns, the City will bring the permit forward for City Council review and possible revocation.

20. That not meeting any of the conditions listed above is grounds for immediate permit revocation.

PERMITTEE:

Derek Trout hereby acknowledges receipt of this **Permit** and has reviewed the conditions of this **Permit** and has agreed to comply with the terms of this **Permit**.

Derek Trout

STATE OF MINNESOTA)
) ss.
COUNTY OF Anoka)

On this 9 day of Sept, 2019, before me a Notary Public, personally appeared Derek Trout, to me known to be those described in and who executed the foregoing instrument and acknowledged that they executed the same as their free act and deed.

Notary Public

JESSE ALLEN WHITE
NOTARY PUBLIC - MINNESOTA
My Commission Expires Jan. 31, 2020

CITY OF RAMSEY:

By: CM'Guire
Zoning Administrator

STATE OF MINNESOTA)
) ss.
COUNTY OF ANOKA)

The foregoing was acknowledged before me this 9th day of September 2019, by Chloe McGuire, Zoning Administrator of the City of Ramsey, a Municipal Corporation under the laws of the State of Minnesota, on behalf of the Municipal Corporation.

JOANN E SHAW
Notary Public
Minnesota
My Commission Expires January 31, 2020

Joann E Shaw
Notary Public

The document drafted by:
The City of Ramsey
7550 Sunwood Dr NW
Ramsey, Minnesota 55303

Address: 6025 177th LN NW
Ramsey, MN 55303

Home Occupation Supplemental Questionnaire

Does the home occupation owner live in the home on the property? Yes (X) -or- No ( )

Does the home occupation owner rent or own the property? Yes (X) -or- No ( )

Will any part of the occupation be conducted in the home? Yes (X) -or- No ( )

If so, what activities will be conducted in the home and in which room(s)?

Misc. paperwork and inventory receipts.
Conducted in the main hallway of the basement

What is the gross living area of the home? 2200 sq. ft.

How much of that area will be used for the occupation? 100 sq. ft.

Will an attached garage or any detached accessory building or garage be used for the occupation? Yes (X) -or- No ( )

If so, explain:

Permitted pole shed with an attached indoor room. Utilizing multiple locks, and multiple security systems.

Will there be at least 400 square feet of garage space reserved for indoor residential parking and storage related to the residential use on the property? Yes (X) -or- No ( )

Will any structural additions or alterations to home or garages be required for this occupation?
Yes ( ) -or- No (X)

If so, explain:

Will you employ persons that do not live in the home on the property? Yes (X) -or- No ( )

If yes, how many non-resident employees will work on the site? 1

How many non-resident employees will work off-site? Ø

Will it be necessary employees working off-site to come to the home? No

If so, explain:

Will customers or clients come to the property? Yes (X) -or- No ( )

How many vehicle trips per day do you anticipate entering and leaving the property in a typical 24 hour period? (this includes employees, customers, deliveries, etc.)?

2-3

Will any vehicles, other than your private car(s), be used in connection with the home occupation? Yes ( ) -or- No (X)

If so, provide number, size and type of vehicles:

Do you intend to store supplies and/or materials on the site? Yes (X) -or- No ( )

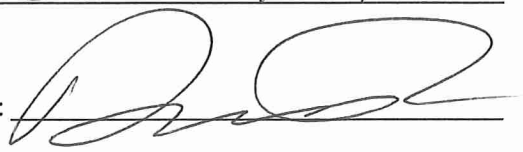
Please describe items to be stored and where?

Inventory items, stored in a secured, locked room inside of the pole shed.

Are any of the home occupation processes or materials subject to review and permitting by Anoka County Environmental Services? Yes ( ) -or- No (X)

If so, explain and/or provide necessary documents.

Homeowner's Name: Derek Trout Date: 02 Feb 2022

Homeowner's Signature: 

Email: ~~trou~~ peacekeepers2a@gmail.com Phone: 763 3392679

Brief Description of Home Occupation:

Small firearms business. Primarily focusing on on line sales via gunbroker and company website. Occasional foot traffic expected for FFL transfers. Small amounts of ammunition will be sold for customers, but will not be loaded into firearms on site. No test firing will be conducted on-site. All firearms will remain secured at all times, using deadbolt locks into storage rooms, safes and multiple security systems. Fire extinguishers with a 10BC rating or higher will be accessible to prevent any ammunition from becoming exposed to fire.

Approximately 400 sq. ft. of total floor space is dedicated and secured for Peace Keepers, Inc.

7550 Sunwood Drive NW • Ramsey, MN 55303
City Hall: 763.427.1410 • Fax: 763.427.5543
www.cityoframsey.com

NOTICE OF PUBLIC HEARING
PROJECT NO. 22-108 PEACE KEEPERS, INC.

CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA

TO WHOM IT MAY CONCERN:

Notice is hereby given that the Planning Commission of the City of Ramsey will hold a Public Hearing on Thursday, February 24, 2022 at 7:00 p.m. at Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, MN 55303.

The purpose of this hearing is to consider a request for a Home Occupational Permit to allow firearm business sales inside pole barn on the property generally known as 6025 177th ln NW, Ramsey, MN 55303 and legally described as follows:

> LOT 5 BLK 2 GREEN VALLEY ESTATES 2ND ADD; SUBJ TO EASE OF REC, Anoka County, Minnesota

All interested persons are invited to attend and comment on the proposed requests. The City of Ramsey complies with the Americans with Disabilities Act and upon advance request, information will be provided in an alternative form and interpreters will be available. Any person with such a request should contact Brian McCann at 763-433-9860 by noon on Wednesday February 16, 2022.

Those that are able to attend meetings remotely should do so to maintain appropriate social distancing standards. All interested persons are invited to join remotely from a PC, Mac, Linus, IOS, or Android at www.cityoframsey.com/meetings. Remote attendees desiring to speak to the Planning Commission are asked to use their webcam.

Written comments are welcome and shall be addressed to the Ramsey Planning Commission, 7550 Sunwood Drive NW, Ramsey, MN 55303. Written comments shall be received at the above address prior to 4:00 p.m. on February 24, 2022.

Brian McCann
City Planner

Date: February 11, 2022

February, 23rd, 2022

To Whom It May Concern,

I am writing this letter regarding the matter of a permit approval for the Peace Keepers, Inc. to sell firearms and ammunition inside their pole barn on residential property. I respectfully am NOT in favor of this permit or any permit getting approved for firearm sales from a residential location. With due respect, a firearms business is an already high-risk business and has no place being in a quiet residential neighborhood.

Our family will be directly impacted by the operating of this business as we have two small children with disabilities living next door to the property. The risks of danger, unfamiliar strangers, higher traffic volumes, unlawful activity, unsecured live ammunition and firearms will be significantly higher with this business operating out of a residential building or home. We have many families and young children in this small neighborhood who enjoy being outdoors, walking around the block, biking, scootering, running, walking their dog. The ability to do this for the younger children and quality of comfort in our small neighborhood would be significantly impeded by the increased volume of unfamiliar strangers coming in and out regularly and increased traffic. Our children unfortunately do not presently and may not long term understand these increased risks and it would affect their quality of life outside the home.

Regarding unlawful or against code activity the residents in question have already been operating their business against code. Myself and many of the neighbors have already seen an increase in traffic and outside visitors coming to the Peace Keepers, Inc. Pole Barn at least 4-5 days a week shortly after moving in and continued up to the week of the public hearing on the 24th of February. It is reasonable to assume that the pole barn in question has already been filled and stocked with products against code. This does insight some nervousness and questions concerning willingness to break codes and laws without any regard for the impact or effect it may have on others living in a small residential neighborhood. It is deeply concerning that this unlawful and unsafe behavior will continue if the permit is approved in addition to the current permit is renewed.

Our family also has concerns about the safety measures being taking to secure such high-risk products. We wonder if they get the permit approved or even with the current online sales permit that has been approved if there will be licenses, security measures, on-going safety checks. There was a break in at the Total Defense Firearms and Gun Range business 1.5 miles away within the last 2 years and what if anything is going to be done to prevent this from happening in our neighborhood. We would also like to point out that we do already have 2 firearms and gun ranges (Total Defense and MN Firearms) within a 7 mile radius (one of which is only 1.5 miles away) and feel that it is excessive and completely unnecessary to have a firearms and ammunition business online or on premises in a residential neighborhood.

On a more personal level our family intentionally took time to carefully pick this house to live in because of it small, quiet, spacious, family friendly neighborhood. It does change the dynamic of the neighborhood and the reasons we decided to settle here. We would love to see these residents thrive in their passion and in their small business endeavor in a brick and mortar building away from this neighborhood's residential location. We hope they can understand that this is not in anyway personal but what we believe is what is best for our neighborhood's families. Our hope is that the neighborhood stays residential living only for the safety of our children and the on-going peaceful quality of life for our small neighborhood and the overall Ramsey community. We appreciate your time, support, and understanding in this matter.

Best regards,

Laura Renna

2/24/22

Dear City Hall
This is Kaleb a 10 year old boy.
I wanted to express my concerns
about the firearms business.
In my opinion I don't want
the firearms business in
a private neighborhood. One
reason is there is a higher chance
of breaking in and shooting there
is a higher chance. Another reason
is because parents might not have
there kids walk be cause they
might not feel safe having their
kid walking because there will
be strangers. This is why I think
their should not be a
firearms business in our
neighborhood.

From
Kaleb

2/22/22

TO: Brian McCann and Planning Commisioners

RE: Home Occupation Permit (HOP) Amendment
6025 177th Lane NW Derek M Trout/Peacekeepers

Upon recent complaints and notification about the proposed listed above Amendment, I wish to request the HOP Level II be denied and the original HOP Level I, dated 9/9/19 be revoked because of ongoing violations (over 365 days) and the City's vague and in adequate requirements: 1) Only Administratively done; 2) Residents were not notified by written notice; 3) No publication in the Anoka Union; 4) No Council review or approval. Basically, if residents hadn't complained to Code Enforcement, Mr. Trout would be continuing to operate a gun shop in a residential zoned area with ongoing violations that are against the original Level I HOP, and the requested Level II HOP.

Mr. Trout only applied for the amended HOP after he received written notification from the City Code Enforcement Department in late January 2022. There has been absolutely no transparency in obtaining the HOP Level I Permit from Mr. Trout nor the City. I understand that Chloe McGuire and Bria Raines, recently resigned from the City, and are unavailable to answer questions regarding administrative approval and code violation citations.

The only minimal requirement of a Low-level Home Occupation Permit is approval administratively by one City staff person (Chloe McGuire), provided there is "no exterior evidence of the business activity" (no business signage). BUT, we, as residents, feel gun sales of AR15's, etc., in our residential neighborhood is a big deal. Total Defense, already exists, just 10 blocks away on 167th Avenue, in an actual Commercial zoned district. They acquire, ship, sell, certify, and provide classes and a shooting range, all in one place.

The residents of our RESIDENTIAL zoned development moved here under the understanding that it is zoned residential, not Commercial, a safe place, and not to mention any possible drop in market value.

This is a neighborhood full of young children walking, playing, riding bikes past Mr. Trout's business, in plain sight of guns and merchandise visible throughout the day being transferred into vehicles and the pole barn.

I would also like to note that in 2019 the City Council also approved resolutions for a horse barn, stables, riding arena, and future children residential overnight camp stays within 750 feet of this property (17920 St. Francis Blvd.). Their entrance access will also be thru the 177th Lane NW's entrance.

The statements above should be easily proven by his own videos, statements on Facebook, statements in HOP applications, and further validated by residents in the development.

At this time I ask that the requested HOP Amendment, and both Alternatives 1 and 2, be denied and that the original HOP Level I revoked.

Many of these residents have lived in the development over 30 years with no problems, I would hope there would be no retaliation as a result of this HOP process.

Cordially,
Kelly Schmidt
6000 177th Lane NW
763-753-2654 (612-840-8512)

References: https://www.facebook.com/PeaceKeepersMN/
Facebook online videos, 3; 14; 20; 24; 26; 29; 31; 35 weeks; and one year
Ramsey City Codes
Various photos; Neighbor testimony

A HOME OCCUPATION PERMIT TO ALLOW FIREARM SALES ON THE PROPERTY LOCATED AT 6025 177TH LANE NW AND DECLARING TERMS OF PERMIT

WHEREAS, the City of Ramsey received an application from Derek Trout (the "Permittee") requesting a Home Occupation Permit (the "Permit") to operate a firearm sales business (the "Home Occupation") in a detached single family home located on the property generally known as 6025 177th Lane NW and legally described as follows:

LOT 5 BLOCK 2 GREEN VALLEY ESTATES 2ND ADDITION; SUBJECT TO EASEMENT OF RECORD

(the "Subject Property"); and

WHEREAS, Derek Trout owns and occupies the home on the Subject Property; and

WHEREAS, the Permittee shall be responsible for ensuring that the Home Occupation meets the requirements of this Permit and operates in a safe and responsible manner; and

WHEREAS, the Permittee has stated that he wishes to operate a firearms sales business (the "Home Occupation") within an office inside the home and that the Permittee is the owner of the Home Occupation and will live in the residential dwelling unit on the Subject Property; and

WHEREAS, the Permittee has stated that the Home Occupation will be conducted in one office space in the home totaling 200 square feet; and

WHEREAS, the Permittee has stated that the gross living area of the dwelling unit is approximately 2,400 square feet; and

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WHEREAS, the Permittee has stated that the Home Occupation will not employ anyone that does not live in the dwelling unit on the Subject Property; and

WHEREAS, the Permittee has stated that few, if any, customers or clients will come to the Subject Property; and

WHEREAS, the Permittee has stated that there will likely be regular mail and package drop-offs; and

WHEREAS, the Permittee has stated that no vehicles other than a private vehicle(s) would be used in conjunction with the Home Occupation and that the property will remain in accordance with City Code Section 117-355 entitled Residential Off-Street Parking; and

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WHEREAS, the Permittee has stated they have a locked gun safe where all firearms shall be stored; and

WHEREAS, the Permittee has stated that the Home Occupation is not subject to review by Anoka County Environmental Services; and

WHEREAS, the Ramsey Police Department has reviewed this request.

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

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1. That this agreement shall permit the operation of an online-only firearms sales business (the "Home Occupation") in the dwelling unit on the **Subject Property**.

2. That the **Permittee** is allowed one (1) non-resident employee unless otherwise permitted by City Code. Notification must be given to the City if the **Permittee** will utilize non-resident employees and the **Permittee** shall obtain a new Home Occupation Permit if non-resident employees shall be utilized.

3. That the combination of customer/client visits and/or deliveries to the **Subject Property** per standard eight (8) hour business day may not exceed two (2) round trips.

4. The **Permittee** has stated that the majority of sales are done online, if this or any of the recital stated above changes, the **Permittee** shall reapply for a Home Occupation Permit with the City.

5. That the **Permittee** agrees to comply with Chapter 117, Article II, Division 6, Subdivision 1 of City Code, titled "Signs." The **Permittee** shall apply for any sign with the City of Ramsey.

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7. That the **Permittee** is responsible to verify and ensure that the structures(s) is compliant with all applicable state and local codes.

8. That should the **Permittee** die or should the **Subject Property** be sold, the **Permit** shall be automatically terminated, except that in the case of death, should a surviving spouse or child, residing at the same address, desire to continue the **Home Occupation**, written notice to that effect shall be given to the Zoning Administrator and the City Council may authorize continuation of the **Permit** without further hearing.

9. The **Permittee** shall reside on the **Subject Property;** if the **Permittee** does not reside on the **Subject Property**, the **Permit** shall be automatically terminated.

10. That the **Permittee** agrees that if the operation expands, they will notify the City of Ramsey and reapply for a **Permit**.

11. That adequate water supply and on-site sewage disposal facilities shall be the responsibility of the **Permittee**.

12. The **Permittee** shall be responsible for obtaining and having in full force and effect all applicable State, County, and City licenses. The **Permittee** must receive proper permitting through the ATF.

13. The **Permittee** shall be responsible for all costs incurred in the administration and enforcement of this **Permit**.

14. That the **Permittee** agrees that all drop-offs shall only be from USPS or other typical express delivery outfits that operate in residential areas.

15. That the City Administrator, or his/her designee, shall have the right to inspect the **Subject Property** for compliance and safety purposes annually or at any time, upon reasonable request to the **Permittee**.

16. That the **Permittee** agrees to take additional measures to secure the firearms for online sales, which must include a gun safe.

17. That the **Permittee** agrees to secure all firearms and will not leave firearms unattended. The **Permittee** agrees that when the **Permittee** is not in the vicinity of the firearms, they will be secured and stored properly. The **Permittee** agrees to notify the City of Ramsey Police Department and Community Development Department of any thefts or vandalism.

18. That this **Permit** does not give the **Permittee** or anyone onsite the authorization to test or discharge/shoot firearms onsite. All testing must be done off-site in a permitted location.

19. That if the City receives concerns or complaints from neighbors about traffic, noise, disruption to the neighborhood, or public nuisance concerns, the City will bring the permit forward for City Council review and possible revocation.

20. That not meeting any of the conditions listed above is grounds for immediate permit revocation.

PERMITTEE:

Derek Trout hereby acknowledges receipt of this **Permit** and has reviewed the conditions of this **Permit** and has agreed to comply with the terms of this **Permit**.

Derek Trout

STATE OF MINNESOTA)
) ss.
COUNTY OF Anoka)

On this 9 day of Sept, 2019, before me a Notary Public, personally appeared Derek Trout, to me known to be those described in and who executed the foregoing instrument and acknowledged that they executed the same as their free act and deed.

Notary Public

JESSE ALLEN WHITE
NOTARY PUBLIC - MINNESOTA
My Commission Expires Jan. 31, 2020

CITY OF RAMSEY:

By: CM'Guire
Zoning Administrator

STATE OF MINNESOTA)
) ss.
COUNTY OF ANOKA)

The foregoing was acknowledged before me this 9th day of September 2019, by Chloe McGuire, Zoning Administrator of the City of Ramsey, a Municipal Corporation under the laws of the State of Minnesota, on behalf of the Municipal Corporation.

JOANN E SHAW
Notary Public
Minnesota
My Commission Expires January 31, 2020

Joann E Shaw
Notary Public

The document drafted by:
The City of Ramsey
7550 Sunwood Dr NW
Ramsey, Minnesota 55303

Permit #		Permit Type	Sub Type	Work Type	Description	Address	Contractor	Issued Date	Applied Date	F D
RA045960	Inspections	Electrical	ePermit - Accessory Structure	New		6025 177th La NW	Mettler Electric, Inc.	10/19/2020	10/19/2020	
RA045333	Inspections	Building	Zoning	New	Driveway	6025 177th La NW		9/24/2020	8/25/2020	9
RA043920	Inspections	Building	ePermit - Accessory Structure Over 200 sq. ft.	New		6025 177th La NW		6/10/2020		

City of Ramsey
(763) 433-9850
permits@cityoframsey.com

Permit RA045960 Inspections & Scheduling

You must login to schedule an inspection.

Permit Information	
Permit #:	RA045960
Permit Type:	Electrical
Sub Type:	ePermit - Accessory Structure
Work Type:	New
Description:	

Property Information	
PID:	023225240019
Address:	6025 177th La NW

Completed Inspections

Inspection Type	Date	Result	Inspector	Comments
Final	10/1/2021	Pass	Andrew Sloth	
Rough In	10/23/2020	Pass	Andrew Sloth	Service

Scheduled Inspections

Inspection Type	Date	Time	Inspector
No records to display.			

City of Ramsey
(763) 433-9850
permits@cityoframsey.com

Permit RA045333 Inspections & Scheduling

You must login to schedule an inspection.

Permit Information	
Permit #:	RA045333
Permit Type:	Building
Sub Type:	Zoning
Work Type:	New
Description:	Driveway

Property Information	
PID:	023225240019
Address:	6025 177th La NW

Completed Inspections

Inspection Type	Date	Result	Inspector	Comments
No records to display.				

Scheduled Inspections

Inspection Type	Date	Time	Inspector
No records to display.			

City of Ramsey
(763) 433-9850
permits@cityoframsey.com

Permit RA043920 Inspections & Scheduling

You must login to schedule an inspection.

Permit Information	
Permit #:	RA043920
Permit Type:	Building
Sub Type:	ePermit - Accessory Structure Over 200 sq. ft.
Work Type:	New
Description:	

Property Information	
PID:	023225240019
Address:	6025 177th La NW

Completed Inspections

Inspection Type	Date	Result	Inspector	Comments
Final	9/24/2021	Not Ready	Dave Rankin	
Framing/Sheathing /Rim Joist	9/24/2021	Orders Issued	Dave Rankin	Structure is completely finished inside and outside. No framing inspection scheduled previously.
Footing	6/26/2020	Pass	Jesse Szykulski	All footings are 22" min. diameter at base.

Scheduled Inspections

Home Occupation Permit Guide

A guide for land use applications in the City of Ramsey

Created January, 2012
Revised March, 2016

Home Occupation Permit Basics

A Home Occupation Permit is required in order to operate a business within a principal dwelling or an accessory structure in the residential area.

There are two (2) types of Home Occupation Permit. Level I Home Occupation Permits are approved administratively by City Staff if meeting the minimum thresholds as identified in City Code. Level I Home Occupation Permits are low-level with no exterior evidence of the business activity. Level II Home Occupation Permits require approval by the City Council after recommendation by the City Council.

Application Fee and Escrow

Application Fee (non-refundable):	$200
Minimum Escrow (Level II Only):	$800*

*Required escrows are minimum escrows. Remaining surplus shall be refunded to the Applicant after all remaining obligations are completed and accepted by the City. The Applicant shall be responsible for all costs incurred by the City above the minimum escrow. More information is included in Section 2: General Land Use Information portion of this document.

Home Occupation Procedures

1. Fill out the enclosed applicable application, supplemental questionnaire and pay the applicable application and escrow fee. Applications ***cannot*** be processed until the application and escrow fees have been paid.
2. Provide a detailed description of your request (attach a separate request if necessary).
3. Provide a site plan identifying the providing detailed information regarding the request. Such information may include building and structure locations (existing and proposed) with dimensions, parking areas, screening (existing and required), additional information as required by the City.
4. If the request is related to a commercial or industrial site, a detailed site plan must be attached.

Home Occupation Process

1. Applications must be submitted to Staff thirty (30) days prior to the Planning Commission meeting (see attached meeting date schedule).
2. The City has 15 days to determine if the application is complete. In the event that the application is incomplete, Staff will notify the Applicant within the 15 days and provide direction on what information is still required.
3. Properties located within at least 350 feet of the subject property will be notified of the request and the public hearing date.
4. City Staff will prepare a report detailing the information related to the request, findings of fact and proposed ordinance.
5. The City Council meets on the second and fourth Tuesday of every month.

Address:

Home Occupation Supplemental Questionnaire

Does the home occupation owner live in the home on the property? Yes ◯ -or- No ◯

Does the home occupation owner rent or own the property? Yes ◯ -or- No ◯

Will any part of the occupation be conducted in the home? Yes ◯ -or- No ◯

If so, what activities will be conducted in the home and in which room(s)?

What is the gross living area of the home? _____

How much of that area will be used for the occupation? _____

Will an attached garage or any detached accessory building or garage be used for the occupation? Yes ( ) -or- No ( )

If so, explain:

Will there be at least 400 square feet of garage space reserved for indoor residential parking and storage related to the residential use on the property? Yes ◯ -or- No ◯

Will any structural additions or alterations to home or garages be required for this occupation?
Yes ◯ -or- No ◯

If so, explain:

Will you employ persons that do not live in the home on the property? Yes ◯ -or- No ◯

If yes, how many non-resident employees will work on the site? _____

How many non-resident employees will work off-site? _____

Will it be necessary employees working off-site to come to the home? _____

If so, explain:

Will customers or clients come to the property? Yes ◯ -or- No ◯

How many vehicle trips per day do you anticipate entering and leaving the property in a typical 24 hour period? (this includes employees, customers, deliveries, etc.)?

Will any vehicles, other than your private car(s), be used in connection with the home occupation? Yes ( ) -or- No ( )

If so, provide number, size and type of vehicles:

Do you intend to store supplies and/or materials on the site? Yes ◯ -or- No ◯

Please describe items to be stored and where?

Are any of the home occupation processes or materials subject to review and permitting by Anoka County Environmental Services? Yes ◯ -or- No ◯

If so, explain and/or provide necessary documents.

Homeowner's Name: _____ Date: _____

Homeowner's Signature: _____

Email: _____ Phone: _____

Brief Description of Home Occupation:

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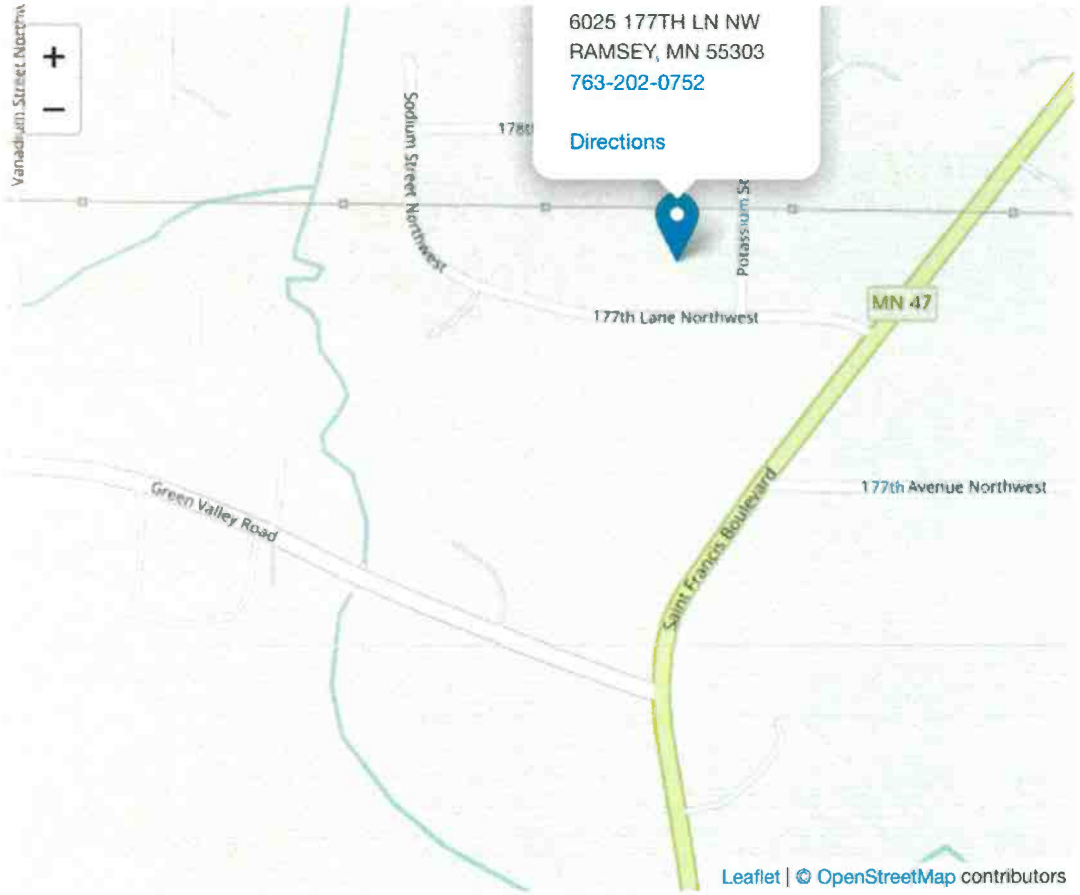
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Note: FFL Scope has provided you the following links to identify Federal Firearms License numbers both expired and current. This does not relieve you of the requirement to obtain a copy of the FFL from the licensee you are shipping a firearm to before you transfer the firearm. 27 CFR 478.94 Please be aware that you should retain the FFL copies provided and that these can be retained electronically.



FFL Information

3-41-003-01-2A-05650

Type	01
Expires	1/1/2022
Phone	763-202-0752
LOA Issued	12/29/2021
LOA Expiration	6/28/2022

eZ Check

Peace Keepers, Inc.

Book now | Like | Message

(763) 339-2679

Typically replies within a day

Send message

peacekeepers2a@gmail.com

Closed now

10:00 AM - 8:00 PM

Monday:	CLOSED
Tuesday:	CLOSED
Wednesday:	5:00 PM - 8:00 PM
Thursday:	CLOSED
Friday:	5:00 PM - 8:00 PM
Saturday:	**10:00 AM - 8:00 PM**
Sunday:	10:00 AM - 8:00 PM

See all



11 2 Comments

Like Comment Share

Most relevant

Write a comment...

Lucas Aho
If I have Derek's last name on my pistol, is it really my pistol? Haha.

Like Reply 28w

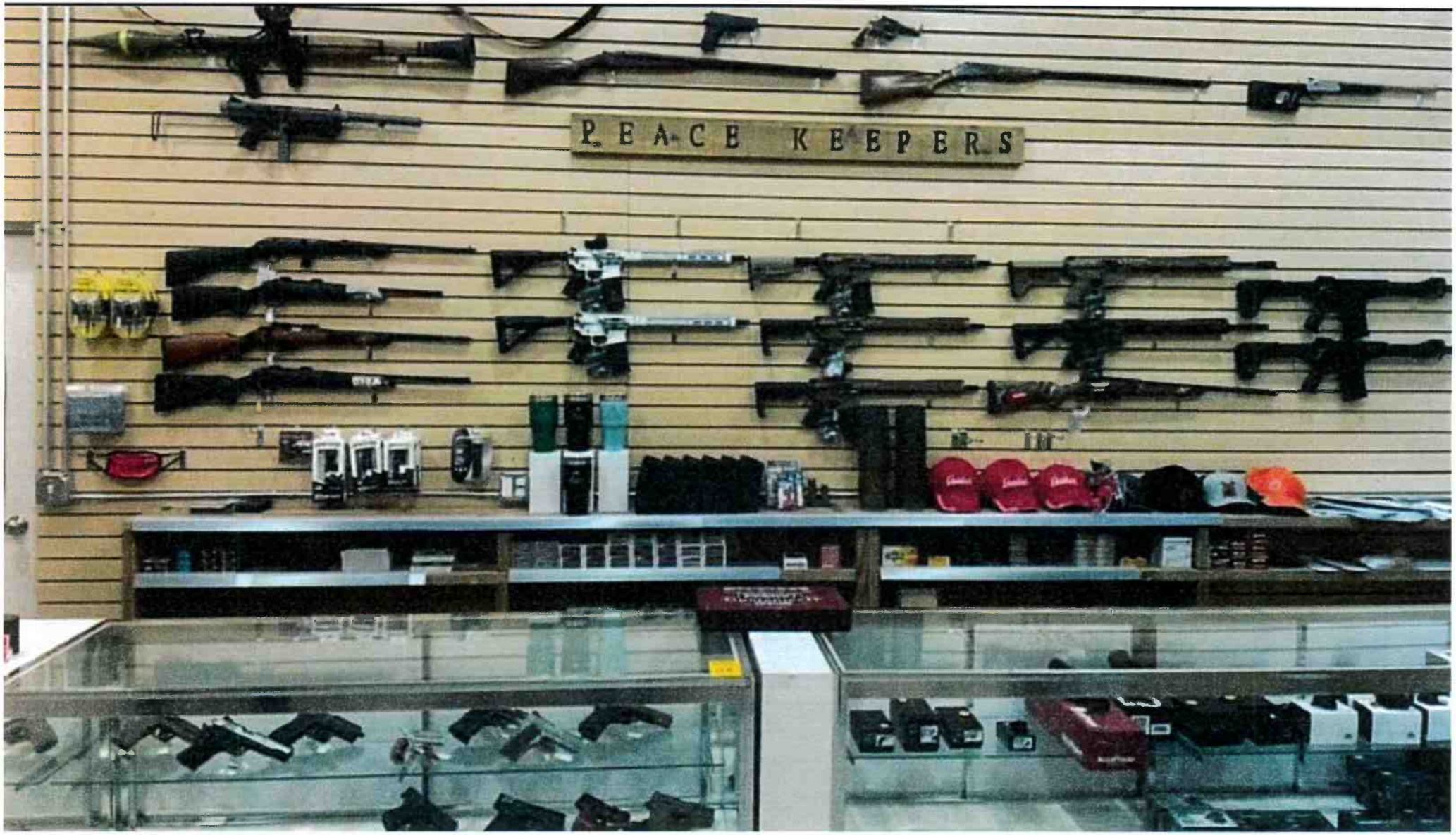
Author
Peace Keepers, Inc.
You can order one through here as well... but it would be awkward to have a deployment gun lol

Like Reply 28w

Other posts

Peace Keepers, Inc.
February 3 at 11:39 AM

Operation Spartan Shield M&Ps are in for engraving now! We'll text you


PEACE KEEPERS


PEACE KEEPERS
PEACE KEEPERS
763202·0752
PEACE KEEPERS
FIREARMS & TRAINING


30 ROUND
MAGAZINE
5.56/.223
FOR USE WITH AR15 & SIMILAR PLATFORMS
50% STRONGER
3X MORE IMPACT RESISTANT
MADE IN U.S.A.
LIFETIME WARRANTY
EXDPM556BL
50% STRONGER
3X MORE IMPACT RESISTANT
ALWAYS MISSION FIRST
MADE IN THE USA


3X MORE IMPACT RESISTANT
LIFETIME WARRANTY
MADE IN THE USA
5.56 MM NATO




EACE




300 BLK
BLACK RAIN
ORDNANCE
LET IT RAIN!
BLACK RAIN
ORDNANCE


PEACE
KEEPERS
Davidson's
Established


Pistols
Taurus G2C 9mm - $239
Glock 43 9mm - $439
Glock 19 Gen 5 9mm - $539
Glock 26 9mm - $489
SCCY CPX-2 9mm - $319
Davidson's
Established

Glock 43 9mm - $439

Glock 43x Robins egg blue 9mm - $499

Glock 19 Gen 5 9mm - $539

Glock 26 9mm - $489

FN 503 9mm - $449

SCCY CPX-2 9mm -$319

Smith Wesson MP Shield Plus 9mm - $489

Mossberg MC2C 9mm - $389

Glock 26 9mm - $489

FN 503 9mm - $449

SCCY CPX-2 9mm -$319

Smith Wesson MP Shield Plus 9mm - $489

Mossberg MC2C 9mm - $389

Ruger GP100 357mag - $659

Ruger SP101 357mag - $619

Glock 26 9mm - $489

FN 503 9mm - $449

SCCY CPX-2 9mm -$319

Smith Wesson MP Shield Plus 9mm - $489

Mossberg MC2C 9mm - $389

Ruger GP100 357mag - $659

Ruger SP101 357mag - $619

Springfield Armory XDM Elite 9mm - $609

Springfield XDS mod 2 - $359

Black Rain Ordnance Spec-15 300blackout - $1199

Black Rain Ordnance Spec-15 5.56 - $1199

Smith Wesson MP15-22 22lr - $469

Smith Wesson MP15 Sport II 5.56 - $749

Ruger American 22LR - $309

Ruger Precision Rifle 6.5 PRC - $1299

Rossi Lever 22LR - $269

Gforce Arms tac shotgun 12ga - $259

Gforce Arms shotgun 12ga - $269

Rossi Lever 22LR - $269

Gforce Arms tac shotgun 12ga - $259

Gforce Arms shotgun 12ga - $269

Stevens 320 20ga - $239

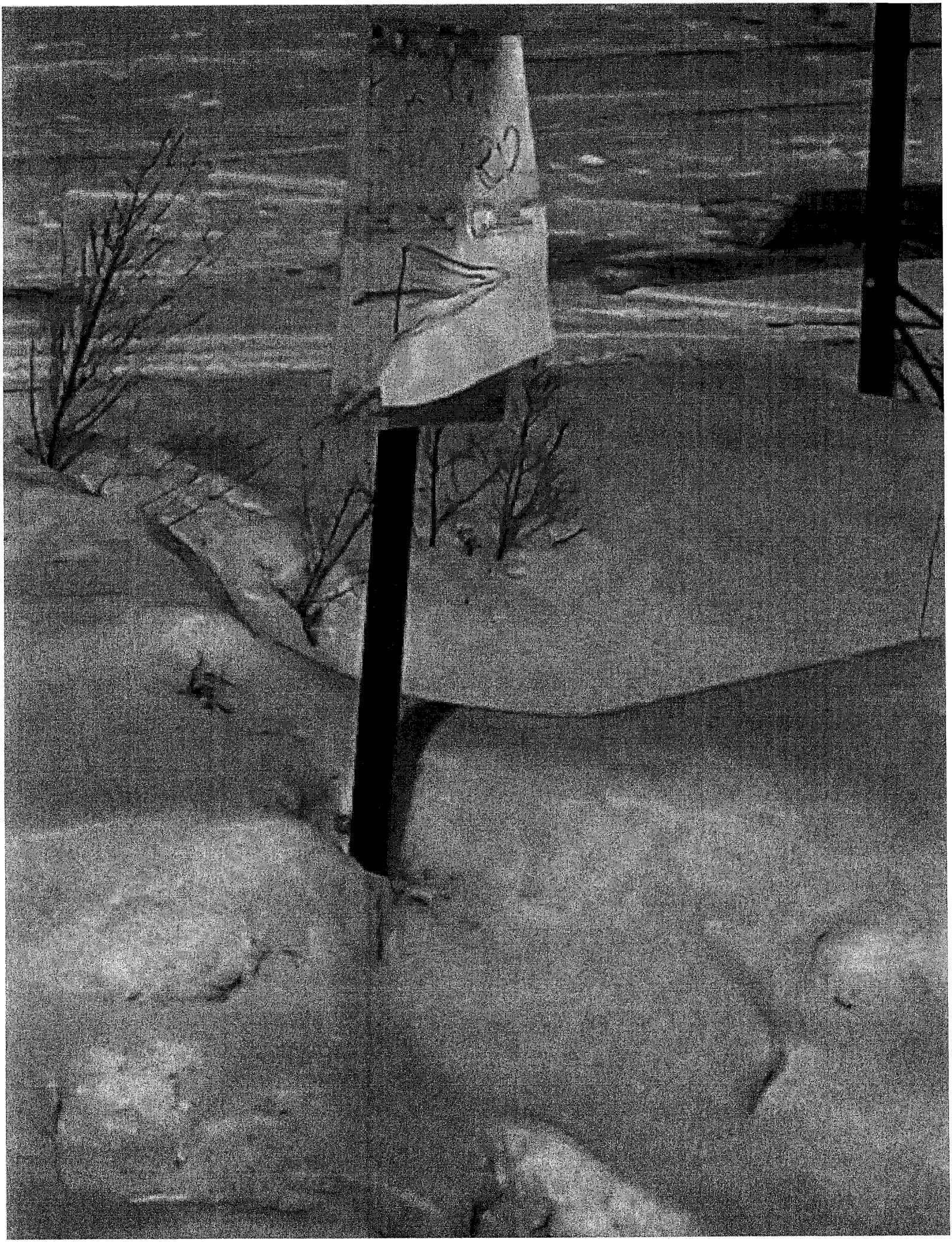
Armsco tac shotgun 12ga - $319

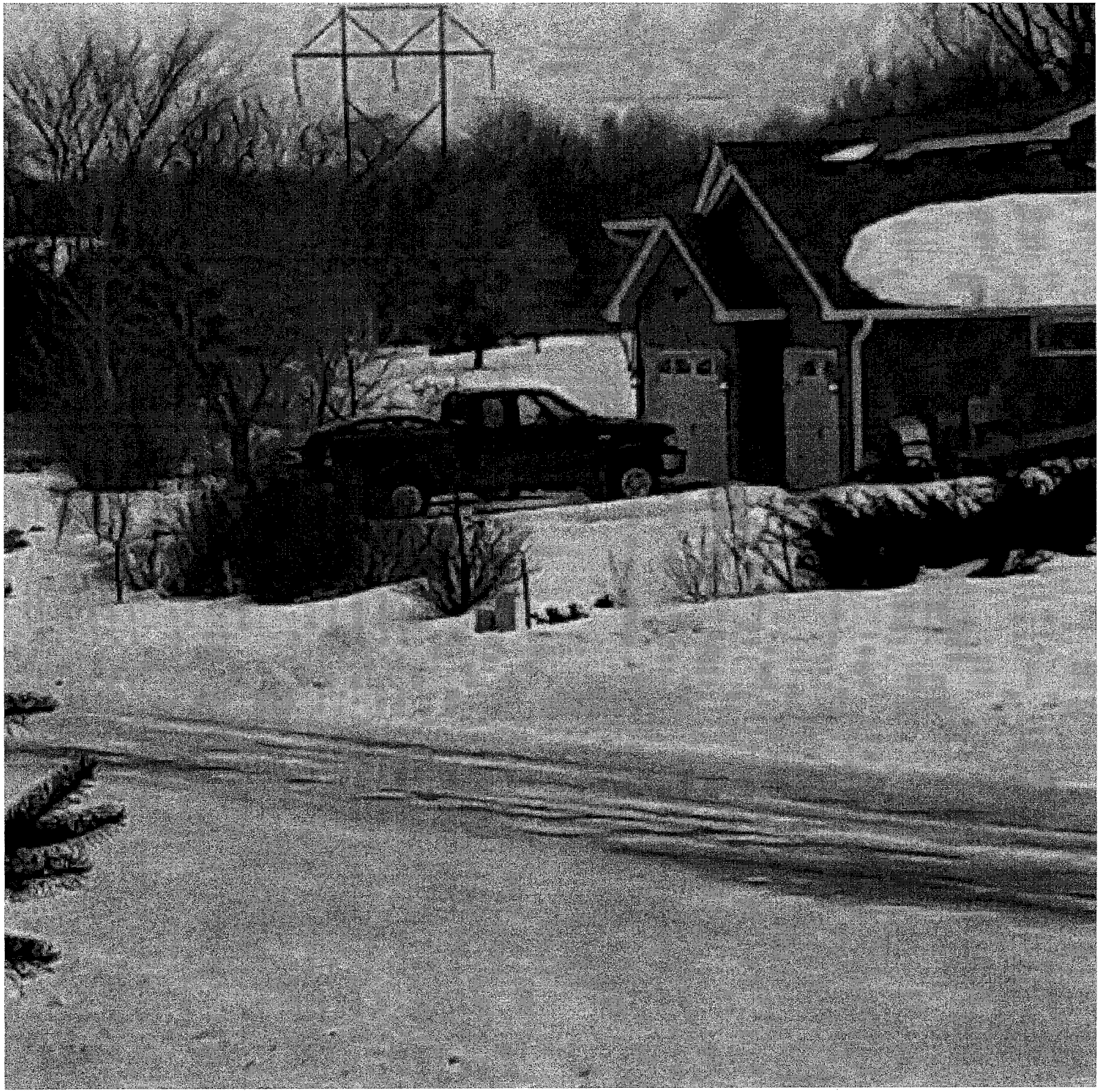
Atheris A-15 7.62x39 - $729

Atheris A-15 223 wylde - $889

Atheris A-15 223 wylde 20" barrel - $889

Smith Wesson MP12 12ga - $1059











HOP Level I Permit declarations from 9/09/19 states:

Whereas Item #	*Believed Original HOP Level I Violations*
1	Required to reside at property Mr. Trout drives a white pickup and a white car ARRIVES Through day at Pole Barn ONLY, never to occupancy Leaves end of day and doesn't return NOTE: A young woman with red car resides; I didn't see a rental license on file A black truck in residence driveway has been positioned and not moved in recent 3 weeks only A Driver's License and Vehicle Registration would verify the (4) vehicles in question
2, 3	Requirements not ensured. Appears to be a continued failure of ensuring City requirements Business has continually been conducted out of pole barn NOT the home since 9/9/19 as required Guns in store are not trigger or safe locked on wall
7	Mr. Trout added structural alterations
8	Friend, not residing also helps out, as per his submitted HOP Level II application and his videos online
9	Has an open retail store, as shown in videos and statements on website Vehicles have been coming to the business, with guns being transferred in/out of vehicles and/or pole barn plain sight visibility, while children are playing and walking around the neighborhood to see
14	Videos show lot of long guns, pistols, and ammo NOT in locked gun safes or trigger locked Photos illustrate no gun lock, plain sight, easily accessible to grab https://www.facebook.com/PeaceKeepersMN/

The City's approved HOP Level I Permit from 9/09/19 states:

Condition #	
1	Online ONLY in RESIDENCE ONLY Doesn't online sales mean, he is the shipper and items need to be picked up at registered dealer location
3	Required to eight hour business day, and two round trips. Hours on website list 5-8pm and both weekend day hours
4	Any changes to original HOP, states to REAPPLY
5, 6	Has NOT requested a Sign Upon City posting sign in yard, Mr. Trout covered his business sign with a Bridal Shower paper taped to sign Actual sign shows Peacekeeper guns with logo stating visitors here at end of pole barn driveway On 2/18/22 the actual sign was removed from ground post
8, 9	Mr. Trout does NOT reside; wouldn't this also apply with any Military leave/deployment?
10	Requested expansion permit ONLY AFTER notification by City Code Officer (Bria Raines) of Resident Complaints via Feb 2022
11	Water supply/on-site sewage are not in building/No Permit
12	FFL Dealer License shows EXPIRED: 1/1/2022
15	Final Inspection still not done – original building permit was for 6 mos, over 1 ½ yr of no final interior inspection
16	Videos show large assortment of long guns, pistols, and ammo NOT in locked gun safe and/or trigger locked AR15's and ammunition easily accessible in unsecured bin to grab
18	Gun discharge has been heard by residents on several occasions
20	Not meeting conditions states immediate HOP revocation

From:	Eric Renna
To:	Chris Anderson; Brian Hagen; Brian McCann
Subject:	Re: Peace Keepers
Date:	Wednesday, March 2, 2022 3:05:21 PM
Attachments:	image001.png

Hello Chris,

We are writing this letter in regards to having on-going concerns about the standards of the current Level 1 HOP as well as multiple stipulations of the Level 2 HOP (Peace Keepers LLC) that are not being followed and codes are being violated. We strongly believe the Level 2 HOP should be denied and the Level 1 HOP approval should be revoked. They are not currently meeting the conditions of Level 1 and the proposed Level 2 HOP.

We have noticed multiple vehicles parked at the pole barn and have attached numerous photos of vehicles coming and going on a regular basis three to five days a week. In the last two months there have been up to three vehicles parked outside the pole barn at the same time as seen in the attached photos. That same day at least two other cars or visitors came to the pole barn making it a total of five in one day. These things have been observed when driving past the residence several times daily on our way to and from work, school, and running errands. The information and photographic evidence submitted in this email represent only one and a half weeks of observation (February 18th-28th, 2022). We have continued to see a similar amount of traffic coming to and from the residence and most often the pole barn itself and even observed a white car parked at the pole barn just this morning March 2nd, 2022 at 9:08am.

We are also concerned by the seeming lack of interest in enforcing the conditions of the Level 1 HOP. We and one other neighbor have called the police department to express our concerns on Feb 18th 2022. We read the letter from the Chief of Police Jeff Katers stating that he has no concerns about the Level 1 HOP application from the owner. In the letter from Police Chief Jeff Katers it also says "It might be in the business owner's interest to just let the neighbors know about the business, but can also see the security concerns of doing so." This sounds like he has no concerns about a gun store with multiple guns and ammo on the property being in a small neighborhood with children that only has one way in and out but more about the neighbors themselves posing security threats to the applicant if the neighbors are informed by the applicant selling firearms and ammunition. There has been blatant disregard by the residents to follow code and permit expectations.

Respectfully, we do wonder at what point with the current violations will the city council step in? I have also attached highlighted sections stating the city's ability to revoke the current Level 1 HOP and to deny new application for Level 2 HOP and would like to get some feedback on the specifics of this standard if possible. Our hope is also that the city council could revisit the current standards to have retail sales of firearms and ammunition as a home occupation in addition to getting more follow up on these very serious concerns, as well code violations. We appreciate your time, patience and understanding in this situation. Please let us know if you have any additional questions for us. We look forward to hearing back from you at your earliest convenience.

Sincerely,
Eric and Laura Renna

- **2 cars in 2-24-22 walking in barn.jpg**
- **2 different cars 2-15-22.jpg**
- **2 to 3 cars 2-18-22.jpg**
- **3 cars 2-15-22.jpg**
- **Car parked in house driveway and walked to pole...**

Resized_20220228_141430.jpeg

2 cars 2-28-22.jpg

On Mon, Feb 28, 2022, 3:33 PM Chris Anderson <CAnderson@ci.ramsey.mn.us> wrote:

> Eric,
>
> Please feel free to send them to Brian Hagen (copied on this email), Brian McCann (copied, understanding he is out of the office this week), and myself. Thank you.
>
> 
>
> **From:** Eric Renna <peache9893@gmail.com>
> **Sent:** Monday, February 28, 2022 3:32 PM
> **To:** Chris Anderson <CAnderson@ci.ramsey.mn.us>
> **Subject:** Fwd: Peace Keepers
>
> ---------- Forwarded message ---------
> From: **Eric Renna** <peache9893@gmail.com>
> Date: Mon, Feb 28, 2022, 3:29 PM
> Subject: Peace Keepers
> To: <BMcCann@ci.ramsey.mn.us>
>
> Brian,
>
> I am wondering who we send pictures to @ the city counsel about Vehicles @ the pole barn location. As we have seen vehicles on site but also it looks like the original permit on only 2 business trips per day. There have been more than once there have been more than 2 cars in a day.

Thank you for your time.

Eric Renna

6112 178th lane nw

Ramsey, MN 55303

2:08
agendas.cityoframsey.com

after a complaint was received regarding the business expansion. The Applicant has an administratively approved HOP from 2019, which indicates the following aspects of the business:

- Online-only sale of firearms; and
- Business trips may not exceed two (2) round trips per day; and
- Expansion of the Home Occupation will require the Applicant to reapply for the permit; and
- Firearms must be secured or attended to at all times; and
- All firearm testing must be done off-site; and
- Complaints received about the business can be brought to the City Council for possible revocation of the permit; and
- Not meeting any of the conditions can result in immediate permit revocation.

Current/Proposed Expansion (Level II required)

The Applicant is currently operating the Home Occupation in this manner, but is now seeking formal approval to amend the HOP to include the actions listed below:

- Expanding from online-only sales to in-person sales; and
- Selling ammunition and accessories; and
- Hosting Permit to Carry classes; and
- Utilizing a single Ramsey-resident employee; and
- Increasing the area of business operations by an additional 200 square feet by moving the business from the dwelling unit to a soon to be completed pole barn.

Accessory Structure

The Subject Property currently has a building permit for the accessory structure that has not been finalized. The Applicant is proposing to utilize this structure for their business operations. A final inspection will need to pass with the City's Building Division before the structure would be approved for operations related to the Home Occupation. City Code Section 117-351 (Home Occupations) states that home occupations are permitted in detached accessory buildings as long as there is at least 400 square feet of accessory building space reserved/maintained for the primary residential garage. There is an attached garage on the Subject Proper[illegible]hat satisfies this requirement.

Exterior Evidence/Vehicle Trips


2 cars 2-15-22

2 different cars 2-15-22



3 cars 2-15-22



2 to 3 cars 2-18-22




2 cars 2-24-22

2 cars in 2-24-22 walking in barn




1 different truck 2.25.22


2 cars 2-28-22

Car parked in house driveway and walked to pole barn



6.03: Public Hearing: Consider Request to Amend a Home Occupation Permit for Peace Keepers, Inc. at 6025 177th Ln NW; Case of Derek Trout

Public Hearing

Chairperson Bauer called the public hearing to order at 9:42 p.m.

Presentation

Community Development Director Hagen presented the staff report stating that City staff does not have a recommendation based on the regulations identified in City Code.

Commissioner VanScoy asked if the building inspection would include inspection of the safety procedures for the firearms.

Community Development Director Hagen replied that a building inspection would only inspect the building.

Commissioner VanScoy stated that this would expand from online sales to in-person sales and asked if the intention would be to allow both types of sales.

Community Development Director Hagen stated that the permit could outline what is allowed online and what is allowed in person. He stated that the applicant could provide more details on what is intended.

Citizen Input

Derek Trout, applicant, stated that he has been the President and owner of the company since 2018, noting that the company was started in 2016 by a retired police officer. He stated that the business is owned by an army veteran and provided details on the licensing and registration that his business has and maintains annually. He stated that he would continue to primarily online sales with a small amount of in person transfers and sales. He stated that he is not looking to expand greatly noting that the business would transition from a 200 square foot space in the home to a 400 square foot space outside the home. He stated that the building is steel and would meet all regulations for weapons storage. He noted that a member of the Commission inspected the building yesterday.

Community Development Director Hagen confirmed that City Planner McCann conducted a site visit to get a better understanding of the setup.

Mr. Trout provided additional details on the security of the building, noting that the garage and sales portion would be completely separate and noted that he has 24/7 surveillance of the property. He stated that there are no signs posted on the property and many Ramsey residents were unaware that the business was there because that is their intention.

Commissioner VanScoy commented that it sounds like there is a lot of equipment on the site and asked what would happen if power were lost.

Mr. Trout replied that they have battery backup, so they would never lose power and would always have security.

Commissioner VanScoy asked how often the carry training would be done and how many people would be involved.

Mr. Trout replied that most of the training is done offsite but they would like the capability to host onsite at times, estimating a class of up to ten people once a month or every other month. He noted that all shooting is done at Total Defense or at another offsite location.

Commissioner VanScoy asked for details on the steel building and codes that it meets.

Mr. Trout replied that the steel building meets the requirements of the FBI and ATF, noting that there are additional gun safes inside the building.

Commissioner VanScoy stated that he would personally like to see the Chief of Police inspect the building to verify those statements and would like that added as a condition.

Chairperson Bauer asked and received confirmation that the class would have ten people participating at one time.

Kelly Schmidt, 6000 177th Lane, stated that she sent a 60- or 70-page document to the City for review. He stated that this came about because of recent complaints, noting that she made several complaints to the code official for the City that the business was no longer operating in the house and was operating in the pole barn. She stated that in September 2019, the initial Home Occupancy Permit was approved, noting that was done administratively between Mr. Trout and the City staff. He noted that she now finds out that this is a running gun shop and noted that not all the sales occur online. She stated that in January of 2022, the letter was sent to Mr. Trout is response to complaints and he then applied for the upgraded Home Occupation Permit. She stated that the staff members previously involved in the permit have since left the City. She noted that the original permit was approved by one staff member with the clause that there be no exterior evidence of the business activity. She stated that as a resident she does not believe there should be a gun shop in the neighborhood. She noted that Total Defense already offers these services nearby in a commercial area. She stated that the residential area should remain residential and not have a visible gun shop. She stated that in February 2019 there were resolutions passed for a riding arena, horse barn and camp within proximity to this location. She noted that her statements are easily proven through Mr. Trout's security footage, own admittance, and social media posts. She noted that the videos have since been removed. She requested that the Home Occupation Permit be denied and that the original permit be revoked because of ongoing violations. She believed the City's vague and inadequate requirements prevented residents from being notified of this business request. She stated that Mr. Trout has been operating out of the pole barn for the past year. She commented that automatic weapons are hanging on the wall with open ammunition and without trigger locks. She acknowledged that the initial level one permit language was so vague that it most likely allowed the applicant to think this activity was okay. She stated that if the business is expanding, it should be moved to a commercial location. She stated that the business is being conducted in the pole barn. She provided a list of complaints and did not believe Mr. Trout resides at the property. She did not believe the conditions in the original Home Occupation Permit have been met and asked that the request be denied along with revocation of the original permit.

Chairperson Bauer asked staff to explain when a permit can be approved administratively and when a public hearing is required.

Community Development Director Hagen stated that generally an administrative review is for low use that would have little impact to the area. He noted that more intense uses that would still be compatible for the area often include a public hearing and review by the Commission and/or City Council.

Darrin Wong, 14600 Iodine Court NW, stated that his white truck is often in the driveway noting that he has personal property at the location and often assists Mr. Trout. He referenced the mentioned Facebook videos as he runs the Facebook component and confirmed videos were deleted by Facebook. He stated that he did put a sign up because the neighbor that just spoke verbally complained to them about people parking on the street and they wanted those people to park in the actual spot. He noted that all the licensing is up to date.

Mike Schmidt, 6000 177th Lane, stated that he opposes this request. He commented that this is a residential area and there is plenty of commercial area where a gun shop could be located. He stated that if the business is growing, it should be moved to the appropriate location.

Michael Maas, 5936 177th Lane NW, stated that he also opposes this. He stated that he is a gun owner but lives in a neighborhood. He stated that if he wanted to live by a gun shop, he would have selected a location near a commercial area. He did not believe this business fits within a residential area.

Michael Kemp, 6003 178th Lane, stated that he has nothing against guns, but the property is zoned residential and should remain as such. He stated that the neighborhood is full of empty nesters and young families with one way in and one way out, therefore there should not be commercial activity.

Arnie Cox, 6001 177th Lane, stated that he is an immediate neighbor and has seen the barn be constructed and vehicles coming and going. He commented that the applicant does not care if vehicles block other drivers that live there. He believed that the entire neighborhood should have been notified. He stated that when the original permit was requested, gun sales should have triggered a public hearing. He asked if the Commission members would want this next to their home. He stated that he was only allowed to build a small accessory building and was questioned about his drain field, yet Mr. Trout was allowed to construct a large building with vehicles driving over the drain field. He stated that the City policies should be straightened out as this activity should not be allowed in a residential area. He stated that other businesses are required to operate in commercial areas, as this should be. He stated that people drive in and out of their neighborhood at all times in order to go to this business. He commented that it was outrageous that a permit was obtained to sell guns out of the house and the barn. He asked why the City did not follow up on the permit after issuance.

Chairperson Bauer commented that City staff does not have the capacity to follow up on every permit issued and therefore relies on complaints.

Mr. Cox asked if the type of business is specified on the permit application.

Chairperson Bauer confirmed that the application does include the type of business. He provided additional details on how violations occur and the process that is followed once complaints are received.

Mr. Cox commented that gun sales is much different than a salon or electrical business.

Deb Kemp, 6003 178th Lane NW, stated that she would not have even known about this tonight if a neighbor did not tell her. She stated that this building has had activity for months and months with strange vehicles coming and going. She noted that the development only has 20 homes and therefore seeing strange vehicles makes the residents nervous. She commented that there are not streetlights, sewer and water and there should not be commercial activity. She was disappointed that someone has not paid closer attention to this and that it has been allowed for this length of time. She stated that the business has a website with the residential address listed already. She believed that all the neighbors should have been notified of the request. She stated that this area was intended for residential and should remain as such.

Chairperson Bauer referenced the notice, which was sent to properties within 350 feet, noting that distance is set by State statute.

Ms. Kemp stated that people live outside the 350 feet area and yet they care and are disappointed and angry.

Brian Heigl, 17826 Potassium Street, stated that in the last few years there has been drastic increases in firearms break ins and thefts for gun shops. He noted that most shops are in well-lit commercial areas that are visible. He stated that this is a location on a small side street in a building setback from the driveway with no streetlights, which does not seem like a good location. He stated that there will also be a camp and riding arena using the one entrance to the neighborhood. He noted that this is already off a dangerous part of TH 47 and there should not be a businesses added that increases traffic. He stated that this is not the right location for this type of business.

Sherry Johnson, 17757 Potassium Street, stated that she was not notified, and she only lives one house down from the subject property. She stated that the properties in this area are large, therefore 350 feet does not even cover a yard. She stated that the applicant has been selling out of the pole barn for well over a year, sells ammunition, and holds conceal and carry classes. She stated that this is a quiet neighborhood with one way in and out and the people coming in are the people that live there and should not be gun shop customers. She stated that having a gun shop in the neighborhood makes the neighborhood more susceptible for unwanted activity. She stated that she has no problem with the applicant wanting to make a living selling guns, but this residential setting is not the right place for that business. She stated that everyone in the neighborhood has wondered why the applicant was allowed to build a pole barn of that size when no one else has been allowed to construct something that large.

Mrs. Schmidt stated that the residents that have spoken have stated their names and addresses and asked that there be no retaliation as a result of speaking their opinions.

Eric Renna, 6112 178th Lane, stated that he is opposed to this request. He noted that his backyard overlooks the pole barn. He stated that he moved out to Ramsey to be away from activity because

he has two disabled children. He stated that he does not oppose the business itself but does not believe it should be in this area.

Mr. Trout commented that this is not an unregulated, unlicensed business operating out of a backdoor. He stated that they have held licenses with the FBI, ATF, and Chief Local Law Enforcement Officer for about eight years. He stated that everyone has to be up to code and is highly regulated. He stated that his business meets all of the regulations. He stated that while hours of availability are listed, people must schedule an appointment. He stated that neighbors told him they had no idea his business existed until they received the letter. He was unsure how they disrupted the neighborhood when people did not know they existed. He stated that his license is active and is renewed every three years. He stated that the sign was posted to bring people into the house. He commented that there was a bridal shower at the home for his fiancé, who drives the red car Mrs. Schmidt mentioned that comes and goes from the property, as they are getting married in three months. He stated that he also just returned from deployment in Kuwait and therefore people are coming and going to visit because he was gone.

Chairperson Bauer asked if there are trigger locks on the guns and whether ammunition is open.

Mr. Trout stated that photographs are taken on display and the guns are then returned to the safes. He stated that the building is secured and locked and meets all the storage requirements, but they go above that in storing the guns in the locked cabinets/safes. He stated that the City Inspector came to visit the pole barn to verify it met City Code.

Commissioner Walker asked the applicant to reference the claim that there is a bazooka on premise.

Mr. Trout stated that there is a Halloween decoration that is a piece of plastic and another that is fiberglass and are display pieces that are unable to be reloaded or used. He stated that he is a weapons instructor with the Army for the last ten years.

Commissioner Walker referenced a claim that Mrs. Schmidt also made related to automatic weapons and stated that he would assume they are semi-automatic weapons.

Mr. Trout stated that every weapon they carry is legal with full background check. He confirmed that there are no fully automatic weapons. He stated that one member made a post to the Ramsey community Facebook page stating that they could not believe this activity was allowed in Ramsey, which has since been deleted. He stated that post had over 100 comments of support for the business.

Commissioner Gengler stated that the neighbors have stated that activity has been occurring in the pole barn, although the original permit did not allow for that. She asked if the applicant was aware that the business needed to stay within the home.

Mr. Trout stated that the permit was vague, and he was not aware he could not expand to the pole barn. He stated that once the complaint was received, he immediately filed for the new permit. He stated that once he was aware that he was in violation, he took immediate action to correct that.

Commissioner VanScoy stated that the verbiage in the case states that it is okay to run a business in the pole barn. He asked if a residence is considered the property or whether there is a difference between the home and pole barn.

Senior Planner Anderson replied that the City Code regulations would allow for home occupation to occur in a residence and/or accessory building. He stated that the permit itself would look at the proposal and then specify where the home occupation would be conducted on the property. He assumed that the permit was drafted specific to the home because that was how the initial proposal came forward. He noted that since that time an accessory building was added and operations were shifted to that building, which would be in conflict with the previously issued permit.

Mr. Trout referenced the claim that gunshots were heard in the area and noted that did not come from his property. He stated that they have never fired weapons on the property and all testing is done offsite.

Commissioner VanScoy stated that many of the concerns seem to result from excessive parking and asked if that was related to business activity.

Mr. Trout replied that when they first moved to the driveway, they did not have a large driveway and therefore friends visiting their home, unrelated to the business, would park on the road. He stated that they have since received the permit to expand the driveway and if they held a class, vehicles would be parked on the driveway.

Mrs. Schmidt stated that she pulled the original permit request which included the requirements and conditions. She reviewed the requirements and conditions listed which she believed were violated. She stated that the permit states that he must reside at the property to operate his business, regardless of whether he is away from the home on active duty. She stated that if he is away on active duty, he should not be operating the permit. She stated that she is not complaining about the safety of the building. She noted that now the residents are aware of the business and want to stop the new request and request that the original permit also be revoked.

Chairperson Bauer commented that the applicant had a permit to operate his business under the conditions listed. He stated that the applicant was in violation of that and has since submitted a new application for consideration. He stated that if the permit is denied, the original permit would remain in place and Mr. Trout could operate under those conditions.

Mr. Schmidt stated that he is a witness that weapons have been fired on the applicant's property more than once. He commented that when the incidents occurring there were no other people around and believed the firing of the weapon came from inside the pole barn.

Commissioner Peters asked if the resident called the police.

Mr. Schmidt replied that he did not.

Commissioner Peters asked why the resident did not phone the police.

Mr. Schmidt stated that he is not aware of what the deal is at the property.

Commissioner Peters stated that if it is such a concern, the police should have been called.

Mr. Wong commented that he does not know what Mr. Schmidt is referring to. He noted that he is at the property quite a bit with his children, ages seven and three months, and he would never allow gunshots near his children. He stated that the white truck that was mentioned is his truck. He noted that his boat is stored at the property, and he works on the boat at that location. He noted that if he would have heard gunshots in his neighborhood, he would have called the police. He stated that he can confidently say that there are not gunshots coming from this property, which can be backed up with security camera footage.

Ms. Johnson asked why the original permit would be allowed to remain if the conditions were violated.

Chairperson Bauer commented that a permit can be revoked if there are violations, or the permit holder can come into compliance to continue.

Senior Planner Anderson confirmed that is correct. He stated that violations were identified, and notification was provided to the permit holder. The permit holder then has the opportunity to respond to those violations, noting that this request tonight is one path to take. He stated that this request will be reviewed by the City Council as well and if denied, the terms of the original permit would need to be followed or a revocation can be considered that would include a public hearing process.

Ms. Johnson commented that she made the post on the Ramsey community Facebook page and believed that most the comments were made in a joking manner. She confirmed that she deleted the post.

Ms. Kemp asked the clientele that would be attracted with toy bazookas.

Mr. Trout commented that 80 percent of his customers are current military members while another ten percent are active or retired police officers. He stated that the majority of his sales are made to military members that have thorough background checks. He noted that the nonmilitary people that he conducts sales with are people that he knows, like his dad or grandpa. He noted that everyone has to pass the required background checks. He stated that the people that come to his property are clean and cannot have a criminal record. He stated that if someone has a drunk driving charge, they are denied a weapon, therefore it is not criminals and drug dealers coming to his property. He stated that no one even knew his business existed outside of people that he trusts. He stated that this is not the only home-based FFL gun seller in Ramsey. He stated that it is approved by the ATF to conduct this business in a home or pole barn. He stated that he is the owner of the home and resides at the property. He commented that he is only away from the home when he is called to active duty. He stated that they screen everyone that attempts to make an appointment as he does not allow someone to come to his home that he does not know.

Motion by Commissioner VanScoy, seconded by Commissioner Peters, to close the public hearing.

A roll call vote was performed:

Commissioner Peters aye

Commissioner Walker	aye
Commissioner Gengler	aye
Commissioner VanScoy	aye
Commissioner Anderson	aye
Chairperson Bauer	aye

Motion Carried.

Chairperson Bauer closed the public hearing closed at 10:58 p.m.

Commission Business

Chairperson Bauer clarified that the Commission is a recommending body that will make a recommendation to be reviewed by the City Council.

Commissioner Walker asked staff to provide details on the size of the pole barn on the subject property versus what others were allowed to build.

Senior Planner Anderson stated that he did some checking of City Code when those comments were made. He noted that the subject property is roughly 2.2 acres in size which would make it eligible for detached accessory buildings totally 2,400 square feet in size. He commented that based on the dimensions in the building permit, the pole barn would be 2,016 square feet which falls under that allowance. He reviewed the eligibilities for total square footage of detached accessory buildings compared to lot size. He noted that if someone has a property similar in size, they would be allowed a similar square footage of accessory buildings. He noted that if a property has existing detached accessory buildings, that would reduce the footprint for an additional building.

Commissioner Walker asked if staff could check previous building permit applications for that area to review what was denied versus accepted.

Mr. __ stated that he has lived on his property for 32 years and provided an example of limitations that were placed upon an accessory buildings. He noted that stick garages were required rather than a pole building.

Commissioner VanScoy stated that he has been on the Planning Commission for many years, and he cannot recall denial of applications of that manner.

Commissioner Walker stated that it would be helpful for staff to research that in order to provide the documentation at the City Council review.

Chairperson Bauer asked that any residents in attendance that were denied a pole barn contact City staff to make that process easier.

Commissioner VanScoy asked if there is a legal definition of residence. He stated that he spent a year in Vietnam and that did not mean he lived there, his residence remained in Minnesota.

Community Development Director Hagen stated that he does not have the definition in front of him. He believed that the situation would be different if a property owner is deployed rather than spending time at a second property they own or rent. He stated that the focus could remain on the number of employees and permit conditions rather than residency.

Chairperson Bauer agreed that residence remains as one's home during deployment.

Senior Planner Anderson noted that he can also gain the opinion of legal counsel prior to the Council meeting.

Community Development Director Hagen stated that if the Commission recommends approval, he would encourage the Commission to list any specific conditions it feels appropriate.

Motion by Commissioner Anderson, seconded by Commissioner Gengler, to recommend that City Council deny an Amended Home Occupation Permit for a firearms business at 6025 177th Lane NW.

Further discussion

Commissioner VanScoy commented that if the Commission recommends denial and the Council overrides that, he would like to see a condition added that the site be inspected by the appropriate authority (Chief of Police) to ensure the safety conditions are met. Senior Planner Anderson suggested that be added as a condition to the Home Occupation Permit, therefore even if the motion to recommend denial is approved, the language would still move forward. Councilmember Woestehoff suggested that the Commission provide input on conditions it would want to see included, should the permit ultimately be approved. Commissioner Walker stated that he would worry that specifying a number of business trips would interfere with friends and family that may be visiting the home as Mr. Trout returned from deployment as the residents in the neighborhood will not be able to distinguish between business visitors and home visitors. He commented that Mr. Trout has a lot of people visiting after a year of deployment. Commissioner Gengler commented that regardless of the type of business a Home Occupation Permit is to allow a small business to exist without generating a lot of trips back and forth. She stated that if more trips are needed, the business should be in a commercial space. Chairperson Bauer asked if the maker and seconder of the motion would be acceptable to amending the motion to include the conditions requiring inspection with a limitation on business trips to four per day with the exception of permit to carry classes to be held once per quarter. Commissioners Anderson and Gengler agreed. Commissioner VanScoy asked if the selling of firearms is allowed as a home business. Community Development Director Hagen confirmed that the sale of firearms is not prohibited. Commissioner Walker received confirmation that the motion before the Commission is to deny the requested permit.

A roll call vote was performed:

Commissioner Peters	nay
Commissioner Walker	nay
Commissioner Gengler	aye
Commissioner VanScoy	aye
Commissioner Anderson	aye

Chairperson Bauer aye

Motion Carried.

Senior Planner Anderson clarified that the Planning Commission provided a recommendation of denial of the Home Occupation Permit, but the recommendation including adding two conditions to the permit as discussed, should the City Council choose to approve the permit.

Commissioner Walker commented that even though the Commission recommended denial of the permit, he personally would like for the business owner and neighbors to try to work something out.

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

RESOLUTION #22-041

A RESOLUTION DENYING AN AMENDMENT TO A HOME OCCUPATION PERMIT AT 6025 177TH LANE NW

WHEREAS, the City of Ramsey (the "**City**") received an application from Derek Trout (the "**Permittee**") requesting an amendment to his existing Home Occupation Permit (the "**Permit**") due to expansion of his firearm sales business (the "**Home Occupation**") in a detached single family home located on the property generally known as 6025 177th Lane NW and legally described as follows:

> Lot 5 Block 2 Green Valley Estates 2nd Addition; subject to easement of record, Anoka County, Minnesota
>
> (the "**Subject Property**"); and

WHEREAS, the **City** approved an administrative Home Occupation Permit in 2019 for online firearm sales on the **Subject Property**; and

WHEREAS, the **Permittee** owns and occupies the home on the **Subject Property**; and

WHEREAS, the **Permittee** has expanded and advertised operations of the **Home Occupation** that were not approved in the administrative Home Occupation Permit from 2019; and

WHEREAS, **City** staff were informed of the **Home Occupation** expansion through the **City**'s code enforcement process; and

WHEREAS, the **Permittee** has expanded the **Home Occupation** square footage by an additional 200 square feet, increasing from the original 200 square feet of the home to 400 square feet; and

WHEREAS, the **Permittee** has stated that the **Home Occupation** currently employs a single Ramsey resident that does not live in the dwelling unit on the **Subject Property**; and

WHEREAS, the **Permittee** has stated that the **Home Occupation** currently advertises and hosts Permit to Carry classes on the **Subject Property**; and

WHEREAS, the **Permittee** has stated that the **Home Occupation** will conduct business in the newly built pole barn on the **Subject Property**; and

WHEREAS, the **Permittee** has stated that the **Home Occupation** is conducting in-person sales and actions with customers or clients at the **Subject Property**, an additional expansion of the Home Occupation Permit; and

WHEREAS, the **Permittee** has stated that the **Home Occupation** has expanded the storage of firearms to storing and selling ammunition and accessories, in addition to firearms on the **Subject Property**; and

WHEREAS, the Ramsey Police Department have reviewed this request and do not have any concerns with the Home Occupation expansion; and

WHEREAS, the Ramsey Planning Commission reviewed the request and recommended the Ramsey City Council deny the amendment to the Home Occupation Permit on February 24, 2022;

WHEREAS, the Ramsey City Council reviewed the request and denied the amendment to the Home Occupation Permit on March 8, 2022.

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

1) That the Ramsey City Council denies an amendment to the Home Occupation Permit (the **'Permit'**) for a firearms sales business on the **Subject Property**.
2) That the **Home Occupation** may continue if it does not exceed the parameters set in the administrative Home Occupation Permit from 2019.

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 8th day of March, 2022.

_____
Mayor

ATTEST:

_____
City Clerk

CC Regular Session **7. 6.**

Meeting Date: 03/08/2022

By: Katie Schmidt, Administrative Services

Information

Title:

Introduce Ordinance #22-16 Establishing Boundary Lines for the City of Ramsey Ward System

Purpose/Background:

As Council is aware, on February 17, 2022, the maps were released showing the redistricting of the congressional and legislative districts. The City was required to review those maps and make adjustments to its Ward and Precinct boundaries as needed based on population changes. Council is also aware that redistricting is a process that occurs every ten years following completion of the US Census.

Notification:

No notification is required at this time. The notification requirements are as follows: When a precinct boundary is reestablished or a local government election district boundary is redistricted, a detailed map showing the new precincts or districts must be posted at the locations and in the manner in items A to C. Item A pertains to municipalities, and reads as follows: For precincts and wards established by a municipality, the notice prepared by the municipal clerk must be posted in the clerk's office. The notice may be posted in other conspicuous locations in the municipality, at the discretion of the clerk. the information posted must also be made available for public inspection at the office of the county auditor.

The notices required must be posted within 72 hours after the adoption of precinct or election district boundaries. The notices must remain posted until the day following the state general election in a year ending in two.

With regard to notice to affected voters - when precinct boundaries are changed, the county auditor or municipal clerk shall notify each affected registered voter of the change at least one week prior to the state primary held after the change takes place. Following completion of the ward and precinct boundary amendments, Anoka County Elections will be sending out notification postcards to all voters within the City of Ramsey.

Time Frame/Observations/Alternatives:

The City is currently divided into four Wards and each Ward has two or three Precincts. According to State Statute, each Ward shall have a balanced population with other Wards within the City. Based on the 2020 Census, the current population of each Ward in the City of Ramsey is as follows: Ward 1 = 6,275 (+3%); Ward 2 = 7,007 (+20%); Ward 3 = 7,902 (+36%); and Ward 4 = 6,462 (+9%). The total City of Ramsey population based on the 2020 census is 27,646. The percentages indicate the percent of growth since the 2012 census.

As was noted to Council at the February 22, 2022 work session meeting, for Census and redistricting purposes, the City is divided into smaller geographic areas known as Census Blocks that are used to summarize population and act as boundary lines for Districts and Wards. Staff prepared an amended Ward Map that balances population with minimal geographic change and follows major transportation corridors.

Prior to the proposed changes, Wards 1 and 4 were under the average population and Ward 2 and 3 were over the average population of 6,912 people based on the 2020 census data. (See the first attachment for +/- population and percentage from the average).

V1.01 Keeping Lines Between Ward 3 and 4 the same
(Not viable for equal representation based on disparity being higher then the V1 disparity in Wards 1 and 2)

Ward 1: 6,275 (-9.2.%)
Ward 2: 7,007 (+1.4%)
Ward 3: 7,902 (+14.3%)
Ward 4: 6,462 (-6.5%)

Proposal V1 Map:
This moved the W2-P1 line to run with ISD 728 border, eliminating two split school districts. The W1-P1 border was shifted into Ward 2 in the southern area to increase the population closer to the desired average. The W4-P1 west border was slightly changed to take some of W3-P2 to increase the overall population in Ward 4 to be closer to the average.

V1 Population:
Ward 1: 7,186 (+4.0%)
Ward 2: 6,551 (-5.2%)
Ward 3: 7,018 (+1.5%)
Ward 4: 6,891 (-0.3%)

Proposal V2 Map:
This version kept the changes from V1 and took a small portion of the west side of W1-P1 and moved it into W2-P2 to better balance those two wards.

V2 Population:
Ward 1: 6,836 (-1.1%)
Ward 2: 6,901 (-0.2%)
Ward 3: 7,018 (+1.5%)
Ward 4: 6,891 (-0.3%)

Proposal V3 Map:
This version kept the changes from V2 and took a small portion of W3-P2 and added it to W4-P1 increasing the overall population in Ward 4 which has less space for future growth and decreasing Ward 3 population which has room for significant development in the next 10 years.

V3 Population:
Ward 1: 6,836 (-1.1%)
Ward 2: 6,901 (-0.2%)
Ward 3: 6,791 (-1.5%)
Ward 4: 7,118 (+3.0%)

At the March 1, 2022 work session meeting, Council directed staff to prepare two additional proposed maps for consideration, attached to the case are the proposals labeled V1, V2 and V3. At the time of the meeting, the data was raw and the percentages were rounded, the figures have been updated to the 10th decimal. Based on the three options, Council will select a map to attach to the necessary ordinance for introduction and adoption to establish the new boundary lines for the City of Ramsey's Ward system and a resolution to establish precinct lines and polling places. The ordinance establishing the Ward lines is attached to this case for Council review and consideration of introduction. The Ordinance will be brought back to the March 22, 2022 Council meeting for formal adoption as will the resolution establishing the precinct lines and polling places. This schedule will fall within the time line requirements for redistricting.

Funding Source:

Staff recommends Council introduce the attached ordinance establishing boundary lines for the City of Ramsey Ward system.

Recommendation:

N/A

Outcome/Action:

Motion to introduce Ordinance #22-16 establishing boundary lines for the City of Ramsey Ward System.

Attachments

Population Distribution Overview
Ord #22-16
Map prior to Changes
Map V1.01
Proposal V1 Map
Proposal V2 Map
Proposal V3 Map
Anoka County Redistricting Map
Ramsey Precincts 2010 Population

Form Review

Inbox	Reviewed By	Date
Colleen Lasher	Colleen Lasher	03/03/2022 03:03 PM
Kurt Ulrich	Kurt Ulrich	03/03/2022 04:06 PM
Form Started By: Katie Schmidt		Started On: 03/03/2022 08:38 AM
Final Approval Date: 03/03/2022		

Population Distribution by Ward based on 2020 Census

Equally Distributed Population per Ward: 6,912

Numbers prior to any adjustments

	P1	P2		+/- Pop.	% from Equal Pop.
W1	4786	1489	**6275**	**-637**	**-9.2%**
W2	2252	4755	**7007**	**+95**	**+1.4%**
W3	5529	2373	**7902**	**+990**	**+14.3%**
W4	3303	3159	**6462**	**-450**	**-6.5%**
		Total	27646		

V1.01 Keeping Lines Between W3 and W4 the same
(Not viable for equal representation based on disparity being higher then the V1 disparity in Wards 1 and 2)

		+/- Pop.	% from Equal Pop.
W1	**6275**	**-637**	**-9.2%**
W2	**7007**	**+95**	**+1.4%**
W3	**7902**	**+990**	**+14.3%**
W4	**6462**	**-450**	**-6.5%**
	27646		

First Proposed Map V1

	P1	P2	P3	Total	+/- Pop.	% from Equal Pop.
W1	4406	2780		**7186**	**+274**	**+4.0%**
W2	2777	3774		**6551**	**-361**	**-5.2%**
W3	3695	1813	1510	**7018**	**+106**	**+1.5%**
W4	3732	3159		**6891**	**-21**	**-0.3%**
			Total	27646		

Second Proposed Map V2

	P1	P2	P3		+/- Pop.	% from Equal Pop.
W1	4056	2780		**6836**	**-76**	**-1.1%**
W2	2777	4124		**6901**	**-11**	**-0.2%**
W3	3695	1813	1510	**7018**	**+106**	**+1.5%**
W4	3732	3159		**6891**	**-21**	**-0.3%**
			Total	27646		

Third Proposed Map V3

	P1	P2	P3		+/- Pop.	% from Equal Pop.
W1	4056	2780		**6836**	**-76**	**-1.1%**
W2	2777	4124		**6901**	**-11**	**-0.2%**
W3	3695	1586	1510	**6791**	**-121**	**-1.8%**
W4	3959	3159		**7118**	**+206**	**+3.0%**
			Total	27646		

ORDINANCE #22-16

CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA

AN ORDINANCE ESTABLISHING BOUNDARY LINES FOR THE CITY OF RAMSEY WARD SYSTEM

The City Council of the City of Ramsey, Minnesota ordains:

SECTION 1. PURPOSE.

It is the purpose of this ordinance to re-establish the boundary lines for the Wards located within the City of Ramsey as per the Minnesota Redistricting Process. The four wards are as equal in population as is practicable with each ward being composed of compact contiguous territory. Changes occur in all four Wards.

Ward Descriptions. Following is the legal description of each ward.

WARD 1: Description and map will be added after map is selected, prior to adoption

See attached City Map showing graphically the boundaries of WARD 1.

WARD 2: Description and map will be added after map is selected, prior to adoption

See attached City Map showing graphically the boundaries of WARD 2.

WARD 3: Description and map will be added after map is selected, prior to adoption

See attached City Map showing graphically the boundaries of WARD 3.

WARD 4: Description and map will be added after map is selected, prior to adoption

See attached City Map showing graphically the boundaries of WARD 4.

SECTION 2. SUMMARY.

The following is the official summary of Ordinance #22-16, which 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.

Redistricting is a process that occurs every ten years following completion of the US Census. The City of Ramsey is divided into four wards and each Ward shall have a balanced population with the other Wards within the City. To be within the recommended percentage of population and

following the legislative district boundary redistricting, the lines for Wards 1, 2, 3 and 4 have been amended. A map and complete legal description of each Ward is available for viewing on the City's website at www.cityoframsey.com or is available for review at City Hall.

SECTION 3: EFFECTIVE DATE

The effective date of this ordinance is thirty (30) days after its passage and publication, subject to City Charter Section 5.07.

Passed by the Ramsey City Council the 22nd day of March 2022.

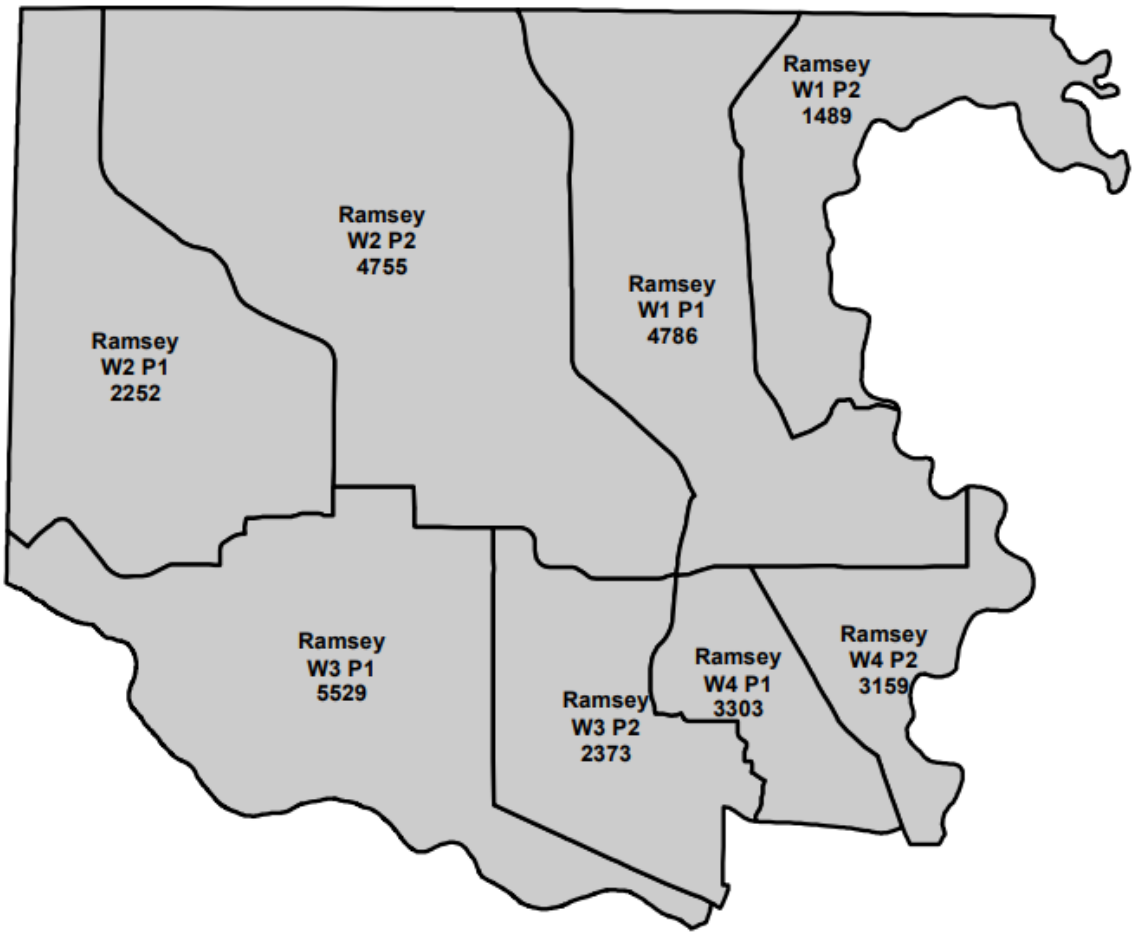
_____
Mayor

ATTEST:

_____
City Clerk

Introduction Date: March 8, 2022
Posting Dates:
Adoption Date:
Publication Date:
Effective Date:

Ramsey Precincts
2020 Population

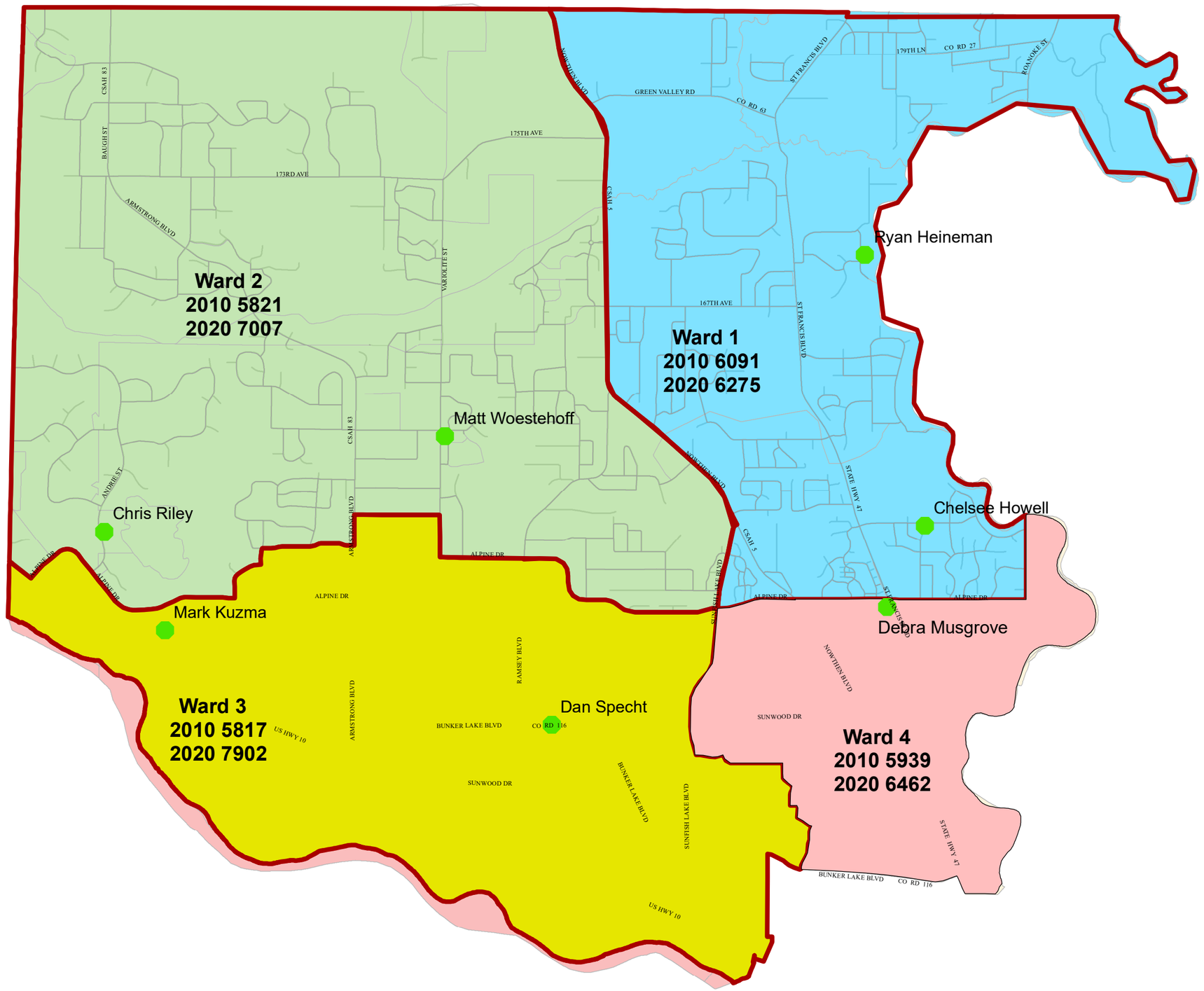


2020 Census Population: 27,646
Equal/Average distribution per Ward: 6,912

Ward 1: 6,275 **(-9.2%)**
Ward 2: 7,007 **(+1.4%)**
Ward 3: 7,902 **(+14.3%)**
Ward 4: 6,462 **(-6.5%)**
Percent is from the equal/average number per ward

Anoka County
MINNESOTA

Q:\Projects\Census\Precincts10vs20



V0.1

N

PRECINCT BOUNDARIES & POLLING LOCATIONS
Redistricting Plan

March 7, 2022

Legend

Council

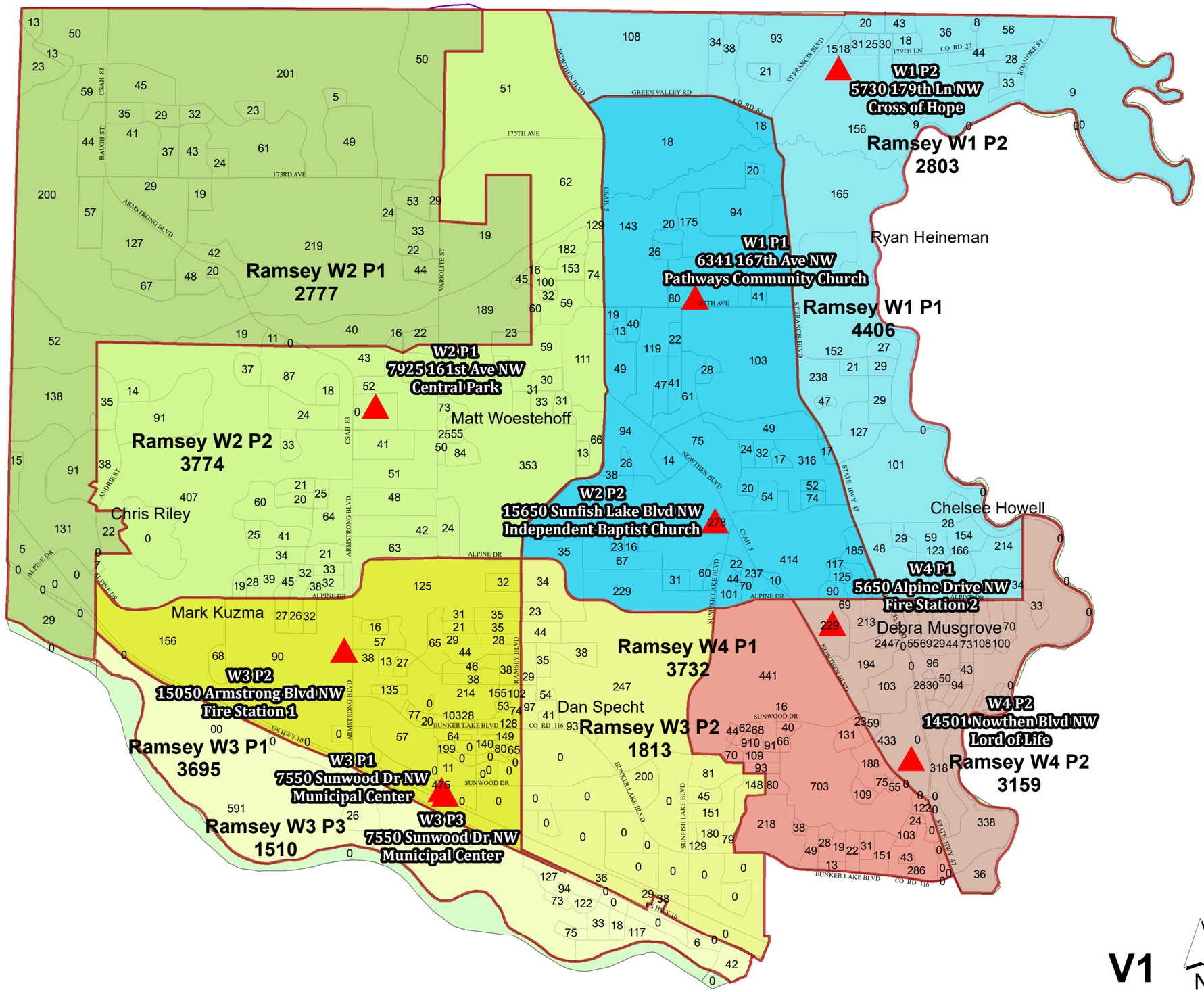
WARD BOUNDARY 2012

- Ward 1
- Ward 2
- Ward 3
- Ward 4

2020 Average Population = 6,912

This map has been compiled using information gathered from various governmental offices and other sources and is to be used for reference purposes only. It is neither a legally recorded map nor a survey and is not intended for use as one. The Geographic Information System (GIS) data used to develop this map is not warranted by the City as being error-free. The City does not represent that the GIS data can be used for exact measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found, please contact (763) 427-1410.

The City of Ramsey disclaims any responsibility or liability for the accuracy of the information at any point of initial contact with a GIS to which the public has general access. The preceding disclaimer is provided pursuant to Minnesota Statute 466.03, Subd. 21 (2000), and the user of this map acknowledges that the City of Ramsey is immune from any and all claims brought by User, its employees or agents, or third parties which rise out of the user's access of the data.



City of RAMSEY

PRECINCT BOUNDARIES & POLLING LOCATIONS
Redistricting Plan

March 3, 2022

Legend

- Polling Locations

PRECINCT

- W1-P1
- W1-P2
- W2-P1
- W2-P2
- W3-P1
- W3-P2
- W3-P3
- W4-P1
- W4-P2
- RA_Census_Blocks_22_V1
- Council

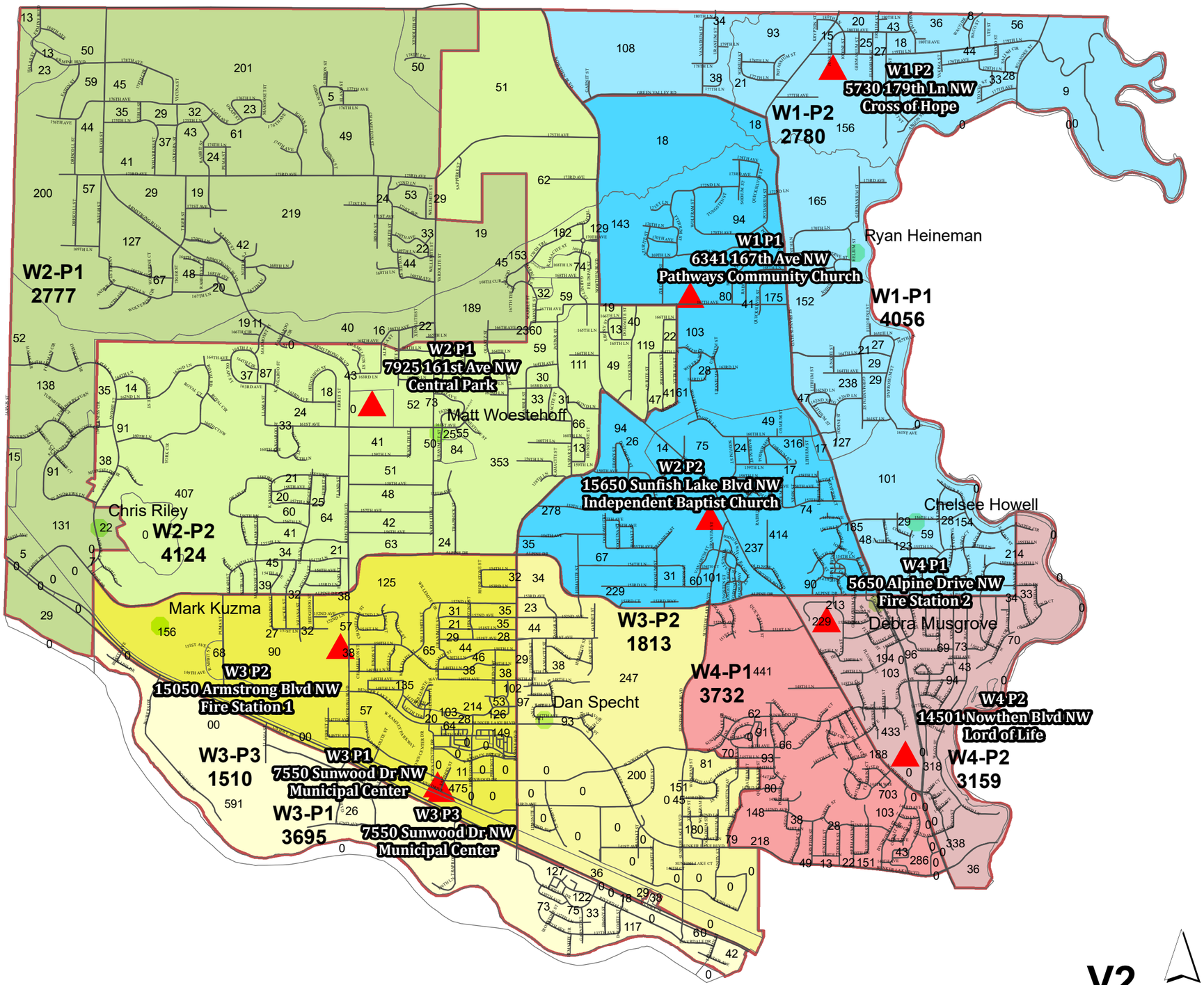
Population
Ward 1 = 7,186 (+4.0%)
Ward 2 = 6,551 (-5.2%)
Ward 3 = 7,018 (+1.5%)
Ward 4 = 6,891 (-0.3%)

V1

N

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PRECINCT BOUNDARIES & POLLING LOCATIONS
Redistricting Plan

March 3, 2022

Legend

- RA_Census_Blocks_22_V2
- Polling Locations

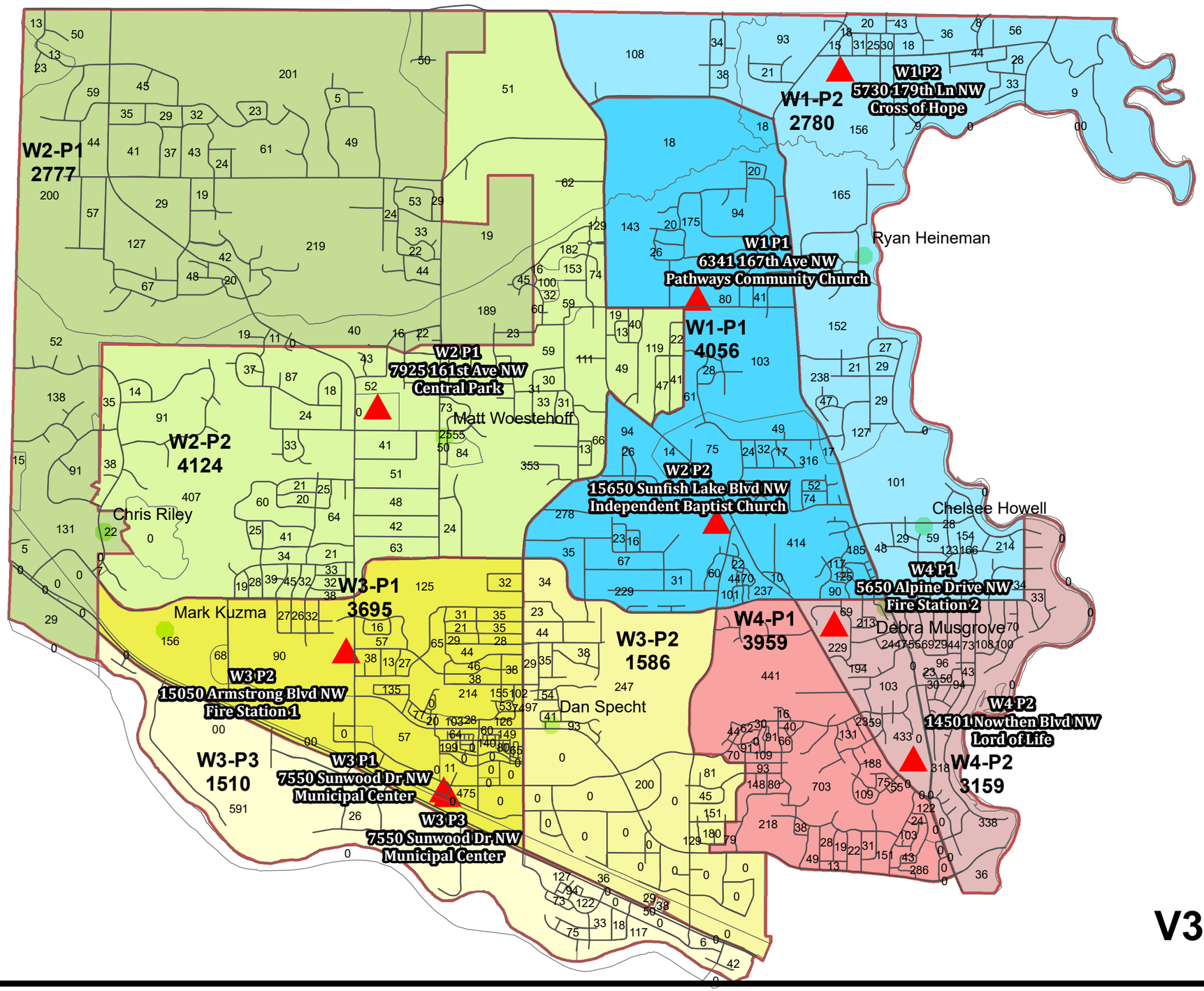
PRECINCT

- W1-P1
- W1-P2
- W2-P1
- W2-P2
- W3-P1
- W3-P2
- W3-P3
- W4-P1
- W4-P2
- Council

Population
Ward 1 = 6,836 (-1.1%)
Ward 2 = 6,901 (-0.2%)
Ward 3 = 7,018 (+1.5%)
Ward 4 = 6,891 (-0.3%)

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PRECINCT BOUNDARIES & POLLING LOCATIONS
Redistricting Plan

March 3, 2022

Legend

- RA_Census_Blocks_22_V3
- Polling Locations

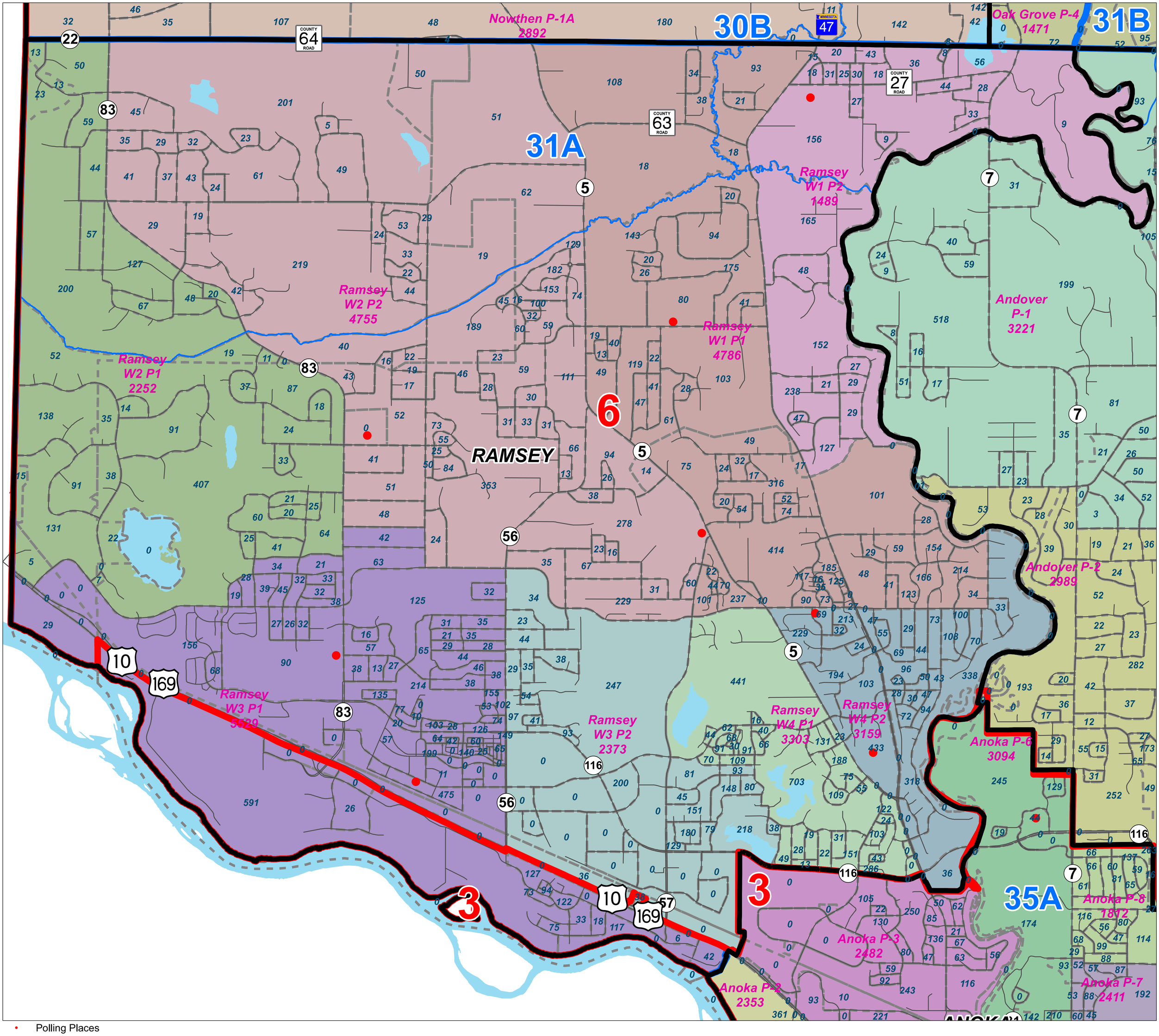
PRECINCT

- W1-P1
- W1-P2
- W2-P1
- W2-P2
- W3-P1
- W3-P2
- W3-P3
- W4-P1
- W4-P2
- Council

Population
Ward 1 = 6,836 (-1.1%)
Ward 2 = 6,901 (-0.2%)
Ward 3 = 6,791 (-1.8%)
Ward 4 = 7,118 (+3.0%)

This map has been compiled using information gathered from various governmental offices and other sources and is to be used for reference purposes only. It is neither a legally recorded map nor a survey and is not intended for use as one. The Geographic Information System (GIS) data used to develop this map is not warranted by the City as being error-free. The City does not represent that the GIS data can be used for exact measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found, please contact (763) 427-1410.

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- Polling Places
- Municipal Boundary
- 2022 House Districts
- 2022 Congressional Districts
- Streams
- Roads
- 2020 Census Blocks
- Lakes/Rivers

Lino Lakes P-4 3877 — Lino Lakes P-4 = *Precinct Name*; 3877 = *2020 Population Total*

N W E S

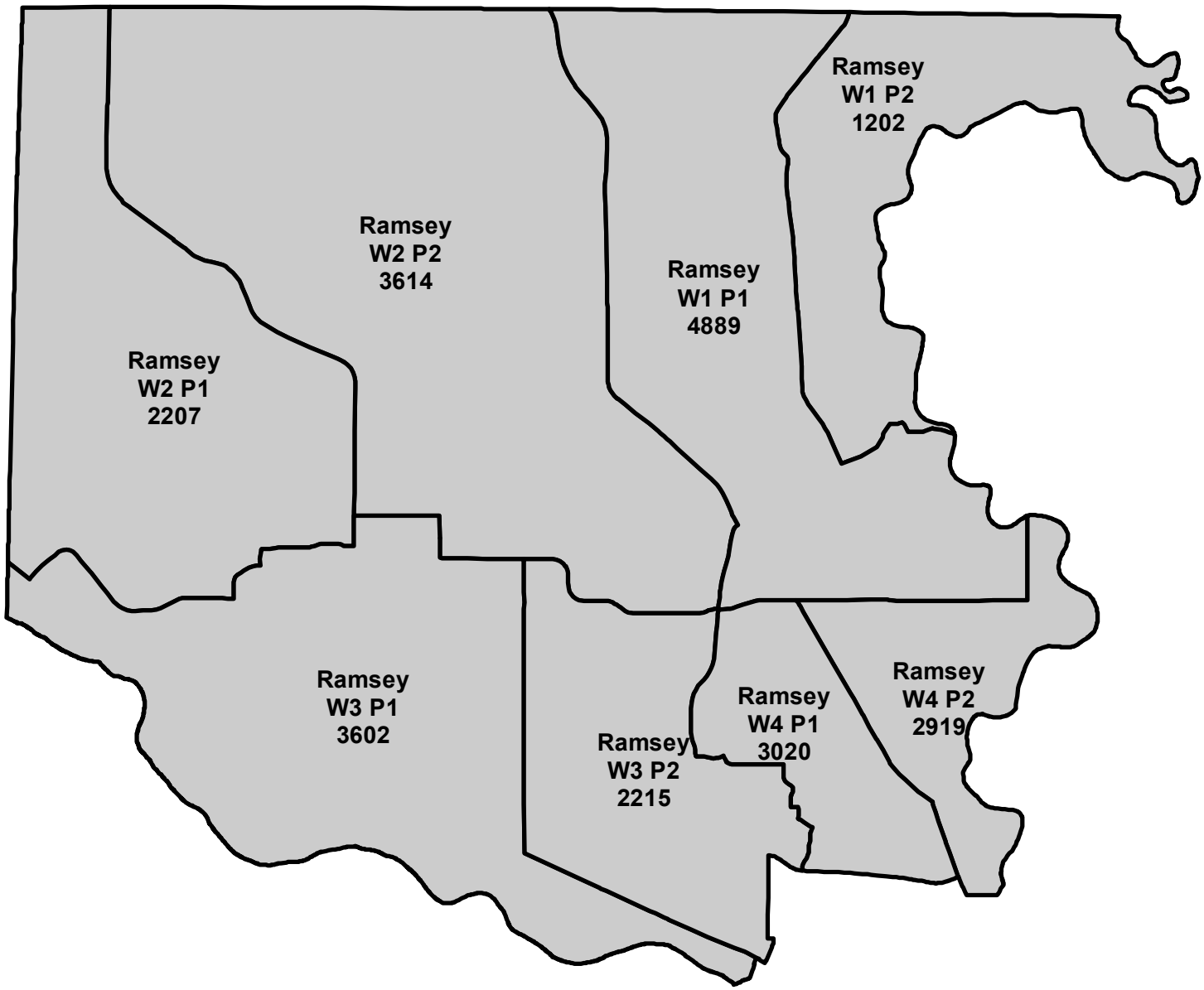
40 — *2020 Census Block Population*

Anoka County
MINNESOTA
Respectful, Innovative, Fiscally Responsible

This is a compilation of records as they appear in the Geographic Information Systems affecting the area shown. This drawing is to be used only for reference and the County is not responsible for any inaccuracies contained herein.

Feb. 16, 2022

Ramsey Precincts
2010 Population



Anoka County
MINNESOTA
Resourceful. Innovative. Fiscally Responsible
This is a compilation of records as they appear in the Geographic Information System offering the area shown. This drawing is to be used only for reference and the County is not responsible for any inaccuracies contained herein.

Q:\Projects\Census\Precincts10vs20

CC Regular Session **7. 7.**

Meeting Date: 03/08/2022

By: Mark Riverblood, Engineering/Public Works

Information

Title:

Approve the Replacement of the River's Bend Park Monument

Purpose/Background:

The purpose of this case is to authorize the replacement of the entrance monument at River's Bend Park that was removed due to significant decay in 2020.

Time Frame/Observations/Alternatives:

Observations

In September 2019, the Park and Recreation Commission recommended proceeding with the replacement of the park entrance sign at the park. In February 2022, the Public Works Committee (PWC) approved the monument's *design and scope for the purposes of obtaining quotes for the replacement of the large sign, originally constructed in 1989. Following direction from the PWC, staff issued an RFP, sent it directly to three sign manufacturing firms, and one quote was received in the amount of $16,580.

* As a favorable notation, the design and scope changes resulting from direction from the PWC resulted in a monument that will be approximately $4,264 less in cost than initially anticipated.

Observations/Background for public information

Around the year 2006, the city established the Park Maintenance Fund (retitled Capital Maintenance Fund), recognizing that in about 10 to 15 years into the future, a great deal of the park system's infrastructure would be approximately 25 to 30 years old, with certain elements needing maintenance work or replacement. In the last few years, that forecasted activity has been occurring. Recently, the primary water well at Loral I Armstrong Delaney Central Park has been refurbished; the pergola at Emerald Pond Park replaced, and shelters at both River's Bend and Emerald Pond Park have benefited from roofing replacements and wood refinishing of the interior roof and support posts. In the Spring of 2021 the tennis courts at LIAD Central Park were repaired and color-coated, and also in late 2021 the 25-year old Lake Itasca Boardwalk was approved for replacement in 2022 from the Capital Maintenance Fund.

Funding Source:

The recommended funding source acknowledged by the PWC, would be the Capital Maintenance Fund, (formally known as ‘Park Maintenance Fund') which has a present balance of approximately $1.3M.

Recommendation:

Staff recommends proceeding with the replacement of the monument pursuant to the attached proposal.

Outcome/Action:

Motion to approve Signation Sign Group Inc.'s quote in the amount of $16,580.

Attachments

RFP for monument replacement

Signation Group Quote

Quote detail

Form Review

Inbox	Reviewed By	Date
Grant Riemer	Grant Riemer	03/03/2022 03:19 PM
Kurt Ulrich	Kurt Ulrich	03/03/2022 03:58 PM
Form Started By: Mark Riverblood		Started On: 02/16/2022 10:10 AM
Final Approval Date: 03/03/2022		

PROPOSALS MUST BE RECEIVED BY:
4:30 pm on Wednesday, March 2nd 2022
Deliver by e-mail ONLY to:

Mary Jo Warner
Ramsey, MN 55303
763-433-9820

E-mail to: mwarner@cityoframsey.com

REQUEST FOR QUOTATION

MANUFACTURE AND INSTALL, FABRICATED ALUMINUM MONUMENT FOR *RIVER'S BEND PARK*



PROPOSAL SPECIFICATIONS

Provide and construct/furnish S/F fabricated aluminum monument with painted textured finish pursuant to all specifications noted herein, and as follows:

I/We agree to furnish all materials, labor and site security to perform the work below.

- Mobilization and deliver the above reference monument to and for River's Bend Park 5000 142nd Lane NW.

- Quoted price must include detailed shop drawings for approval, manufacturing and installation.

- This Request for Quotation shall be a lump sum amount, with no change orders, unless upon mutual agreement, the City would add to the scope of the project.

Work and Staging Areas:
Confine work activities to the monument location, with care to minimize trampling of the perennial plants and woody plants (if any). Contractor is responsible for maintaining safe job site conditions for the public at all times including when not present (E.g. overnight). No construction activity shall be performed before 7 AM nor after 7 PM Monday through Saturday. The contractor shall provide 72 hour advance notice before working on Saturday. City Council approval is required for Sunday work.

A dumpster is not anticipated to be needed at the immediate site, and any construction related disposal is to be hauled away, (and NOT placed in trash receptacles) at the park.

Liquidated Damages:
Liquidated damages shall be deducted from the approved quoted amount, in a sum of $50 dollars per weekday (M-F) for non-completion after June 3rd, 2022. In submitting a quote, the Contractor Warranties the project shall be complete in every way and accepted by the City on or before the first Friday in June of 2022.

Warranty/Guarantee:

The Contractor warrants and guarantees to the Owner that all Work will be of good quality and free from faults or defects in accordance with this RFQ. All defective Work may be rejected.

If required by the Owner, prior to payment, the Contractor will promptly without cost to the Owner, correct defective Work, or replace it with non-defective Work. If the Contractor does not correct such defective Work or remove and replace within a reasonable time, the Owner may have the deficiency corrected or the rejected Work removed and replaced. All direct or indirect costs of such correction or removal and replacement, including compensation for additional professional services shall be paid by the Contractor, or deducted by the Owner, all such costs from the quoted contract price.

If, instead of requiring correction or removal and replacement of defective Work, the Owner (prior to approval of final payment) prefers to accept it, they may do so. In such case, if the acceptance occurs prior to final payment, a Statement shall be issued incorporating the necessary revisions, including appropriate reductions in Contract Price.

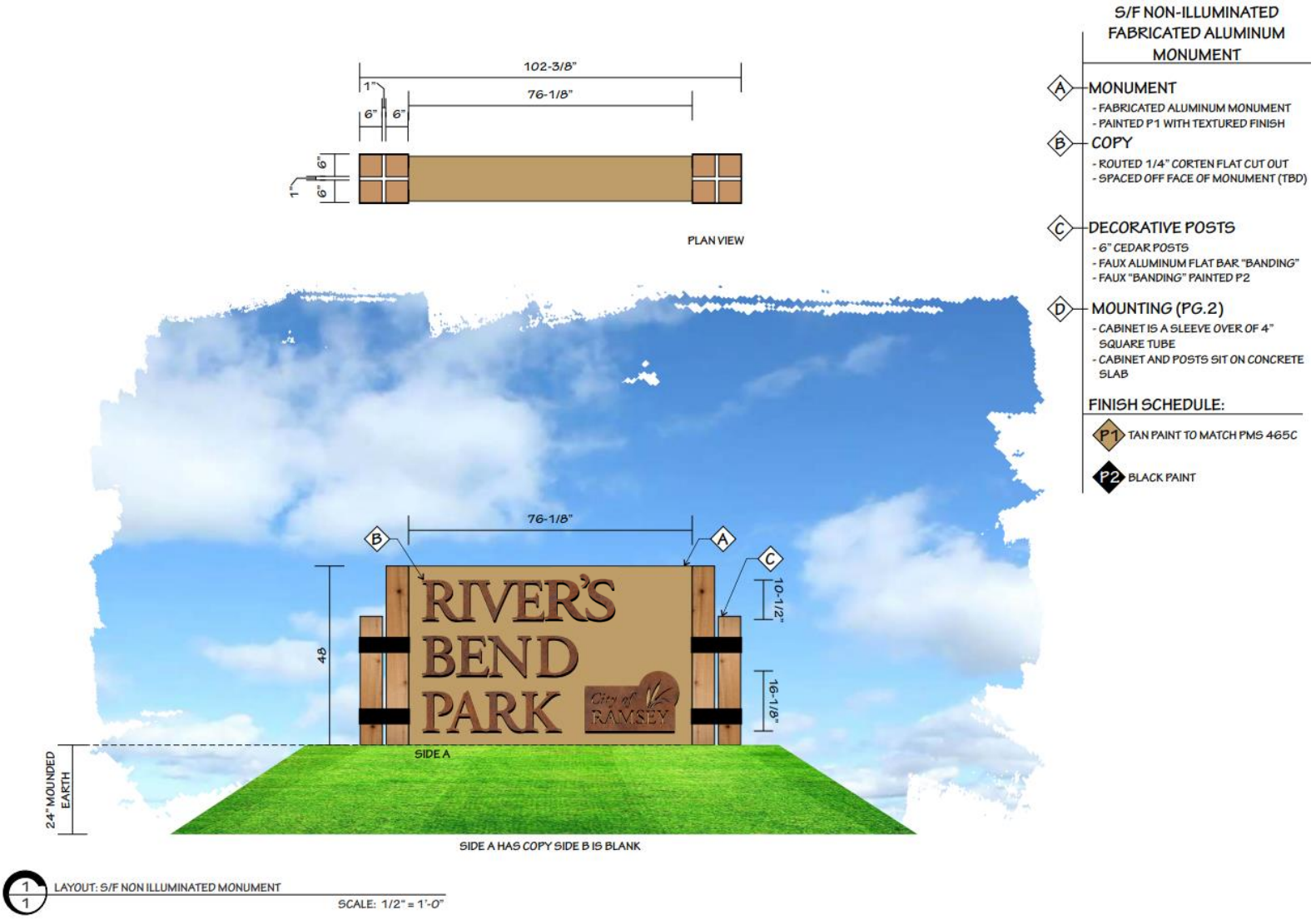
Specification Reference:

The Contractor shall inspect the site in person to be considered a Qualified Bidder, and may also request an appointment to preview the project with the City, prior to issuing his/her Quotation. The Contractor shall conduct his/her work in conformance with the specifications set forth herein, and in accordance with safe construction practices. Additionally, the Contractor must be licensed to work in the City of Ramsey, at the time work may commence.

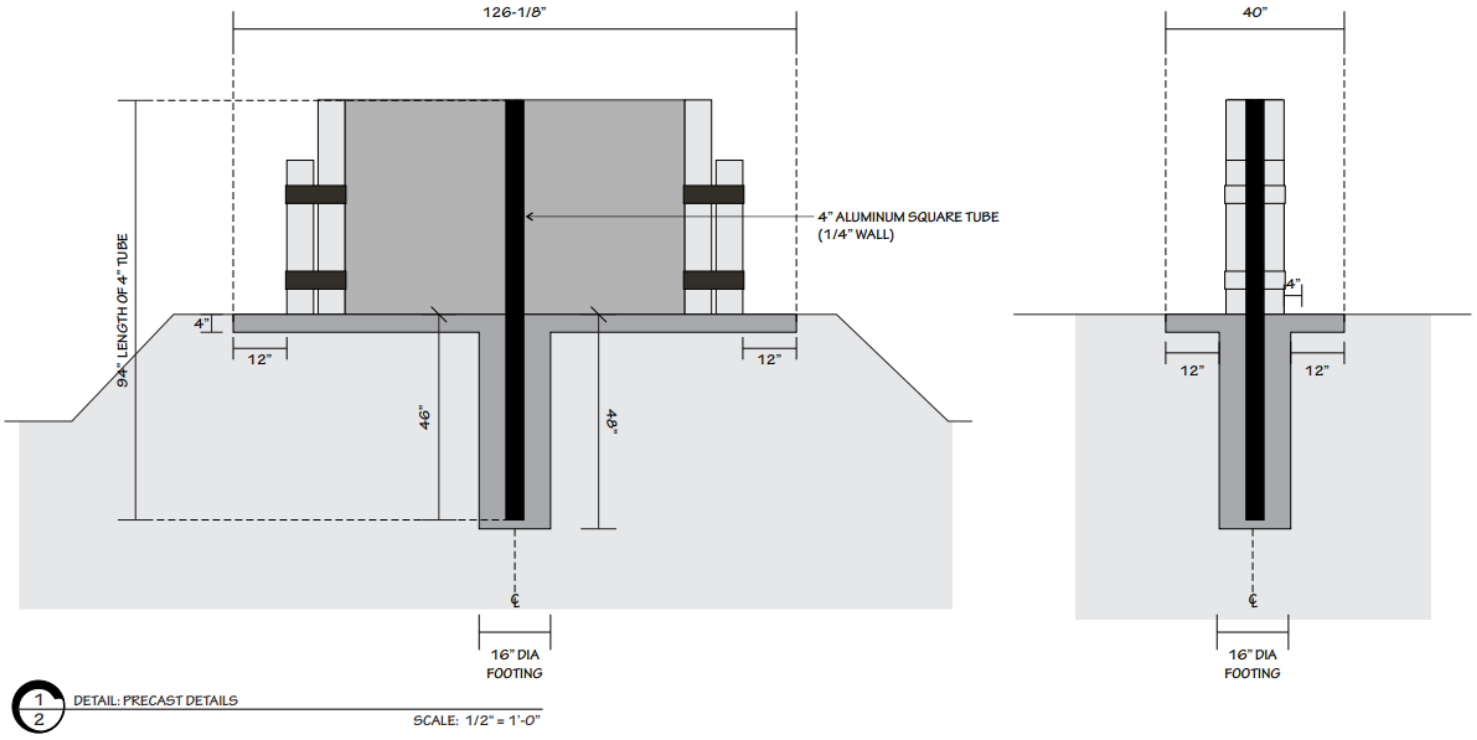


Site Location at park entrance: 5000 142nd Lane NW

Specification detail



Specification and installation detail



MANUFACTURE AND INSTALL, FABRICATED ALUMINUM MONUMENT FOR *RIVER'S BEND PARK*

$_____ **Lump Sum**.

In submitting the above quote, I/We warrant the quote valid for work to be completed on or before June 3rd, 2022.

Additionally, I/we acknowledge each and all of the conditions, specifications and requirements above and within this RFQ. (Bidder need only to submit this page.)

Contractor name _____

Owner or representative _____

Signature _____

Phone(s) _____

E-mail _____

MANUFACTURE AND INSTALL, FABRICATED ALUMINUM MONUMENT FOR *RIVER'S BEND PARK*

$ 16,580 **Lump Sum.**

In submitting the above quote, I/We warrant the quote valid for work to be completed on or before June 3rd, 2022.

Additionally, I/we acknowledge each and all of the conditions, specifications and requirements above and within this RFQ. (Bidder need only to submit this page.)

Contractor name SIGNATION SIGN GROUP

Owner or representative Doug Glienke

Signature Doug Glienke

Phone(s) 763-450-9941

E-mail dglienke@ssgix.com

7624 Boone Ave. N.
Suite 100
Brooklyn Park, MN 55428-1019

SIGNATION SIGN GROUP

Quote

Date	Quote #
3/2/2022	CR-111820R

Name / Address	Project Information:
City of Ramsey Mark Riverblood 7550 Sunwood Drive NW Ramsey, MN 55303	Rivers Bend Park Attn: Mark Riverblood 763-433-9853 5000 142nd Lane NW Ramsey, MN 55303

Rep	Project
DG	

Description	Qty	Unit Cost	Total
Furnish and install 48" high x 76-1/8" wide x 12" deep single face non-illuminated painted aluminum monument sign with a textured finish, 1/4" thick waterjet cut out Corten steel logo and "RIVER'S BEND PARK" letters attached to the face, 2 sets of four 6" x 6" cedar wood posts with painted aluminum flat bar brackets mounted to the sides and set the complete sign with an aluminum square tube in a concrete footing with a 40" x 126-1/8' x 4" deep concrete pad.	1	16,580.00	16,580.00
Price includes shop drawings for approval, manufacturing and installation. Sales tax is not included. Includes excavation, removing any spoils and backfilling. Landscaping/seeding will be by others. Price does not include winter conditions. Approximate production time of above product would be 5-6 weeks from final approval. Terms: 50% down, net 30 days from completion. Quote is valid for 30 days. Sign here for approval _____ Date: _____			
Please Contact Doug Glienke at dglienke@ssgix.com 763.450.9941-direct line			

Total $16,580.00

Phone #	Fax #	Web Site
763-450-9944	763-561-1004	www.ssgix.com

CC Regular Session **7. 8.**

Meeting Date: 03/08/2022

By: Kathy Schmitz, Administrative Services

Information

Title:

Investigation of City Affairs - **Please Note: Councilmember Howell handed out an attachment to this case at the meeting - Investigation into City Affairs**

Purpose/Background:

The purpose of this case is to seek Council authorization to proceed with further investigation into the recruitment and filling of the Charter Commission vacant seats. This item was discussed at length at the February 22 meeting and suggestions to investigate further were not adopted by the full board. There is some interest on the Council to continue this inquiry and attached is a list of initial questions that have been submitted so far. Council Members have indicated a desire for follow-up questions as might be necessary. Also, additional questions may be added as a result of discussion. Staff will be working on responses to the questions and will include those in the case upon completion.

The City Charter provides that the ***C***ouncil (as a body) may investigate city affairs:

Section 2.8 Investigation of City Affairs. *The council may make investigations into the affairs of the city and the conduct of any city department, office or agency and for this purpose may subpoena witnesses, administer oaths, take testimony, and require the production of evidence. The council shall provide for an audit of the city's accounts at least once a year by the state department in charge of such work or by a certified public accountant. At any time, the council may provide for an examination or audit of the city accounts of any city officer or agency, and it may provide for any survey or research study of any subject of municipal concern.*

Staff recommends that the City Attorney, as a more neutral party, supervise the inquiry and summarize the responses for the Council. The City Attorney has been consulted and indicated that he would do this work under his current retainer at no additional expense.

Notification:

NA

Time Frame/Observations/Alternatives:

It is recommended that the City Attorney report back at the March 22, 2022 Council meeting.

Funding Source:

NA

Recommendation:

Staff recommend that the Council provide authorization to proceed with further investigation under the supervision of the City Attorney, into the recruitment and filling of the Charter Commission vacant seats, and to report findings to the City Council.

Outcome/Action:

Motion to authorize proceeding with further investigation under the supervision of the City Attorney, into the recruitment and filling of the Charter Commission vacant seats, and to report findings to the City Council.

Attachments

Inquiry Regarding Charter Commission Applications
Council Member Authority
Questions and Responses
Emails
Charter Appointment Process
061416 City Council Work Session
2019 Process for 2020 Seats
2020 Process for 2021 Seats
Invesigation into City Affairs document added by Councilmember Chelsee Howell at meeting

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Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	03/03/2022 04:54 PM
Form Started By: Kathy Schmitz		Started On: 03/03/2022 03:10 PM
Final Approval Date: 03/03/2022		

Questions asked about Charter Commission recruitment and application process:

1.What has been the practice of submitting Charter Commission applications to the judge?

2.Are they submitted at one time?

3.After the deadline?

4.If so, was that done here?

5.Was there even a deadline?

6.Did the city adhere to it?

7.Who was responsible for creating the deadline?

8.Was the deadline an internal decision by staff?

9.Was the deadline legally required? If so, please provide the statute or other documentation that it was a legally required date.

10. The city clerk stated that she failed to meet the deadline to publish the advertisement for Charter Commission vacancies in the Nov./Dec. Ramsey Resident. What was that deadline and when was she aware of having missed it?

11. What was the deadline for publication in the Jan/Feb Ramsey Resident?

12. What was the initial date of vacancy of Charter Commission positions and the subsequent 60 day mark by which they were required to be filled?

13. When did staff begin discussions with a councilmember regarding the possibility of applying for the Charter Commission?

14. Did staff seek legal advice from anyone regarding this and if so, approximately what date(s)? If so, who did they reach out to for legal counsel? If staff did not consult the city attorney, why not?

15. Please list all dates, locations and duration of publication for the vacancies.

16. What was the initial date that the openings were listing as available opportunities along with the application on the Charter Commission page of the city website?

17. Did staff discuss bringing the state statute allowing Councilmembers to apply and the Charter's silence on the matter to the attention of the council, or charter commission? If so, when? What was the outcome of that discussion?

18. Were all six applications provided to the judge?"

LEAGUE of MINNESOTA CITIES

INFORMATION MEMO

Role with It: Individual Versus Council Authority

Learn common ways councilmembers may overstep their proper role and the personal liability that may ensue. Understand your role as an individual councilmember versus your role as part of the entire city council.

RELEVANT LINKS:

See Handbook, *Elected Officials and Council Structure and Role*, Section II-A, *Role of the Individual Councilmember* and Section II-B, *The Council's Authority*.

I. Role of an individual elected official

The cornerstone of city government in Minnesota is the elected city council. The city council passes ordinances and adopts policies that determine a community's present and future well-being.

Councilmembers and mayors perform their statutory duties, almost without exception, as a member of a council as a whole. The entire council, not individual councilmembers, supervise administrative officers, formulate policies, enter into contracts and exercise city powers. Indeed, preparing for and attending meetings and voting on policy represent the key duties of elected officials. For statutory cities, Minnesota's statutes specifically list out council duties, which include full authority to make and second motions, participate in discussions, and vote on the matters before council.

II. Tips for meetings

It is not uncommon for elected officials to struggle with the transition from an individual candidate to a member of a decision-making body. The following basic tips for meetings can ease that transition:

- Read the packet before the meeting and share any possible questions or concerns with staff ahead of time.
- Be mindful that staff work for the city and act on the direction of the council as a whole, not at the discretion of individual councilmembers or the mayor.
- Arrive to meetings on time.
- Learn and use the city's rules of process to help ensure clear communication in meetings.
- Proactively learn how to get things on the agenda.
- Approach every agenda item with the belief that everyone has something to contribute and likely has information that you do not have. Listen to others and be curious about their perspective.
- Avoid making assumptions, choosing instead to listen with a true

This material is provided as general information and is not a substitute for legal advice. Consult your attorney for advice concerning specific situations.

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RELEVANT LINKS:

curiosity.
- Focus on the policy at hand, not the person, and put personal feelings aside.
- Acknowledge others' reasoning and explain your own. Try to find commonality of interests.
- Keep cell phones and other distractors off the dais.

Focus on progress toward the overall goals of the city, not individual positions.

Since councilmembers collectively make decisions, how councilmembers behave in meetings matters a great deal. With the right mindset and clear policy in place, public meetings can result in efficient decision making.

III. Team leadership

Councils represent a team – both with each other and with staff. Highly cohesive teams have more success achieving the goals they have set for themselves, than teams that suffer from distrust. Lack of civility within a team working environment impacts team performance by causing unnecessary stress and tension among team members. Leaders of highly cohesive teams do the following:

- Cut people slack – remember, whatever the situation, it likely may be new for some, if not everyone, and may be causing angst for all.
- Don't play the blame game. Don't play the power game. Councils and Council-Staff represent a TEAM.
- Focus on process, not the people involved.
- Assume good motives of others.
- Listen to learn, rather than pretending to listen while formulating a counter argument.
- Ask expansive questions and be patient with silence while waiting for a response. Compromise is good but understanding all the underlying interests may lead to a new idea that meets everyone's needs.
- Practice interpersonal empathy. Remember empathy does not mean giving up your beliefs; rather, it means listening, respecting others positions and validating their worth.
- Identify individual strengths of team members and recognize their unique contributions to validate belonging.
- Learn to delegate with clear expectations to empower others.
- Celebrate success – all success. Realize success comes in all shapes and sizes.

RELEVANT LINKS:

IV. Councilmembers and city employees

While the council handles the mission and policy objectives for the city, staff handle the administrative and management side of things. Sometimes, these roles unintentionally get blurred in city government. Relationships between the council and city employees can create situations where councilmembers may overstep their proper role, causing potential liability for the councilmember and the city. Generally, councilmember duties include upholding their oath, modeling respectful behavior, participating in council meetings and votes, working with staff to get educated on issues, and serving as a liaison between the city and residents. Individual councilmembers do not have administrative authority and they cannot directly give orders or otherwise supervise city employees, unless specifically directed to do so by the council. Councilmembers should remember that staff work for the entire council (as a whole), not for one individual councilmember.

Occasionally, councilmembers (including mayors) can lose sight of their collective role and try to handle matters individually. In doing so, those city officials' actions can cause discord on the council, can make staff feel untrusted or unappreciated and, in some instances, can subject councilmembers and the city to liability for taking unauthorized actions on the part of the city.

City employees face the unique challenge of working for an entity governed by a collective body, the makeup of which can change from year to year. Many cities have found that adopting clear practices or policies regarding the below and frequently communicating them to elected officials have led to better governance:

- Elected officials follow a common, communication method for them to get information to or from staff.
- Staff check-in with the elected officials after packets go out but before council meetings to gather or answer questions.
- Elected officials provide staff with a heads-up, when feasible, about concerns or additional questions prior to the meeting.
- Elected officials use a designated staff person to distribute information to other elected officials before the meeting to ensure more robust discussion during meeting without violating the Open Meeting Law.
- Staff realize that Council may not always follow staff recommendation and, in those instances, accept and implement the Council decision.

RELEVANT LINKS:

A. Role scenario

The following employment scenario helps demonstrate how an individual councilmember, who just wants to do the right thing for the city, can overstep his or her role in dealing with employee discipline and termination, potentially exposing the city to liability.

Imagine the council has ongoing concerns with the municipal liquor store manager. Citizens complain the store is closed when it should be open and that the staff drinks on the premises. One councilmember decides to address the situation herself. She continuously stops by the store and even drives by the manager's house to make sure he is not home when he should be working. During one visit to the store, the councilmember finds the staff, including the manager, drinking in the back of the store. Knowing the council would agree, she terminates the manager on the spot. To make this situation easier, she negotiates a severance package with him. The councilmember then relates the incident to several friends, making some exaggerated descriptions of what happened.

Even though the liquor store manager's actions raise many liability concerns for the city, the councilmember acted beyond the scope of her authority and her actions also present problems for the city.

B. Investigating and terminating employees

In the scenario above, did the councilmember have authority to investigate or terminate the store manager? No.

Minn. Stat. § 412.221, listing powers of the council.

Minn. Stat. § 412.201, requiring council approval of contracts for Standard Plan and Plan A cities.

Plymouth Foam Products, Inc. v. City of Becker, 944 F. Supp. 781 (D. Minn. 1996).

Minn. Stat. § 412.611. For further discussion of Plan B cities, see discussion III below.

Minn. Stat. § 410.16.

In Minnesota, state statutes or city charters set forth city council powers. In statutory Standard Plan and Plan A cities, the statutes give the entire council control over city matters, including the power to control city finances, to make contracts, to enact ordinances, and to oversee city personnel. The statutes do not allow an individual councilmember to independently investigate employees or terminate employment. In the optional statutory Plan B cities, known as the council-manager plan, the council determines all matters of policy, and a city manager heads up the administrative branch with responsibility to the council for the proper administration of all affairs relating to city.

In charter cities, the charter dictates a councilmember's role. State law allows charter cities to adopt any form of government, if it is not inconsistent with state statutes or the state constitution. In almost all charter cities, the charter gives authority to the council rather than to individual councilmembers. However, councilmembers from charter cities should consult their charters to determine their proper roles.

RELEVANT LINKS:

C. Delegating authority to councilmembers

Could the council, in our liquor store scenario, have delegated some of its authority to individual councilmembers? It depends, but unlikely based on the nature of the actions.

Sovereign v. Dunn, 498 N.W.2d 62 (Minn. Ct. App. 1993) (discussion of delegations of duties and inapplicability of open meeting law based on lack of decision making authority).

Individual councilmembers can perform those duties the council, as a whole, ***legally*** assigns to them. However, a statutory city council cannot legally delegate any of its discretionary powers, defined by case law as powers involving the exercise of judgment, like making independent hiring or firing decisions. Charter cities also likely cannot delegate any discretionary authority, unless the charter specifically allows the delegation. Councilmembers should act carefully so as to not overstep boundaries.

Minn. R. 1250.0400, subd. 2.

Minn. Stat. § 13.43, subd. 2.

On a related matter, the League often receives calls about whether an individual councilmember can review an employee's private personnel documents. Individuals whose job duties reasonably require access to private data may, in certain instances, view the data. However, since ***individual*** councilmembers ***do not*** have authority over city personnel, they cannot, as a matter of course, access this private information. The council could authorize an individual councilmember to view the data, such as in instances when councilmembers serve on the personnel committee and need to do so for a review. Keep in mind that state law does classify some employee information as public, and councilmembers, like any member of the public, can have access to that information. Cities should work with their city attorneys to understand what employee data represents public data and what employee data qualifies as private personnel data.

D. Mayor's power to investigate or terminate employees

See Handbook, *Elected Officials and Council Structure and Role,* Section III, *Mayor*.

Like councilmembers, in most cities, a mayor usually does not have authority to investigate or terminate an employee. Contrary to common misconceptions, statutory city mayors do not have more decision-making power than other councilmembers. The mayor serves as the official head of the city, and he or she presides over council meetings. The mayor in a statutory city does not break tie votes of the council, with one exception. Statutory city mayors do have authority to break a tie vote on an appointment from council to fill a council vacancy. The mayor also has authority to make some other appointments, such as park board members, often subject to council approval. As outlined above, the mayor of a statutory city does not have individual authority over city staff.

RELEVANT LINKS:

Similarly, a majority of charter cities have a weak-mayor form of government, in which the mayor's powers generally do not exceed those of other councilmembers. A few charter cities give the mayor limited additional powers, such as control over the police department. However, three charter cities—St. Paul, Duluth, and St. Cloud—follow a strong-mayor format where the mayor has administrative authority over city matters, including city personnel. Mayors of these cities probably could investigate and remove employees without council approval. Mayors in charter cities should review their charters to determine the extent of their authority over employees.

E. Negotiating employee severance packages

Minn. Stat. § 412.201.

Jewell v. Bertha, 97 N.W. 424 (Minn. 1903). *Plymouth Foam Products, Inc. v. City of Becker*, 944 F. Supp. 781 (D. Minn. 1996).

In the liquor store scenario, did the councilmember lawfully negotiate a severance package? No, individual councilmembers may not independently negotiate contracts or agreements, such as a severance package with the liquor store manager. State law provides the "council" must authorize contracts. Minnesota case law not only states that this power cannot be delegated, it also prevents a city from being bound by a contract made by an individual councilmember. Councilmembers from charter cities should consult their charters, but most charters probably do not authorize an individual councilmember to execute contracts.

The full council could later ratify the contract. If the council does not ratify the contract, the individual councilmember potentially could bear the personal liability for claims raised by the contracting party, such as detrimental reliance or promissory estoppel. Accordingly, all councilmembers should make clear to individuals interested in contracting with the city that the city can only enter into a contract with the vote of council.

V. Councilmembers and employees in Plan B cities

Minn. Stat. §§ 412.601 - .751.

Plan B cities have a council-manager form of government. A number of charter cities also use this structure. Like Standard Plan and Plan A cities, the council exercises policy-making and legislative authority. However, for Plan B cities, Minnesota's statutes grant city managers additional, administrative duties. For example, the council appoints the manager who, in turn, appoints and supervises the city staff. Therefore, in a Plan B city, the city manager makes initial hiring and firing decisions, with later approval of the council needed still being required. Additionally, regarding expenditures, a city manager in a Plan B city serves as the city's purchasing agent for contracts under $20,000, unless the city council provides for a lower limit, which provides the city manager some discretion in spending.

RELEVANT LINKS:

Handbook, *City Administrative Staff*.

Minn. Stat. 412.651.

People often confuse city managers with city administrators, but the statutes treat these two positions very differently. Minnesota statutes define the duties of the city manager position and recognize the position as integral to the Statutory B city. The city administrator position, on the other hand, is a position created by council, not by statute. The duties of the administrator vary from city to city, with some administrators also serving as city clerk. A statutory city council cannot delegate any discretionary authority to a city administrator. A charter city council may do so only if the charter allows delegation.

VI. Potential personal liability for councilmembers

Minn. Stat. § 466.07.

Subject to certain limitations, state law generally requires cities to defend and indemnify councilmembers (and employees) for lawsuits arising out of their official duties, as long as the councilmember or employee did not act in bad faith, malfeasance, or willful neglect of their duties.

See Handbook, *Liability*, Section II-E, *Official Immunity*.

The doctrine of official immunity protects public officials from suits based upon discretionary actions performed in the course of their official duties. For example, a councilmember, acting in good faith, likely would not have liability over the question of calling for special assessments. Neither official immunity nor the statute applies when a councilmember acts with malice or in bad faith.

In the liquor store manager scenario above, immunity may not protect the councilmember because she acted outside the scope of her duties.

See Handbook, *Liability,* Section III-B, *Protection from Defamation.*

The liquor store scenario highlights other possible issues, such as providing a basis for the employee to allege defamation, intrusion upon seclusion, harassment, retaliation, or data practices violations. For example, the law states that a defamatory statement is one that is false, made to a third party, and harms the reputation of the subject. In the scenario provided, depending on what was said, a councilmember's exaggerated rendition of the termination and severance to her friends may rise to the level of defamation. A councilmember has protection through immunity from claims of defamation if the councilmember made statements, in good faith, during a proper occasion and based on probable cause. Here, none of these factors apply. Also, the councilmember in the scenario likely disclosed private personnel data in retelling the events surrounding the termination and severance to her friends, possibly subjecting the city to civil liability for the disclosure.

Minn. Stat. § 13.08.
Minn. Stat. § 13.09.

RELEVANT LINKS:

Research@lmc.org
651.281.1200 or
800.925.1122

VII. Further Assistance

If you have questions about the role of an individual councilmember or the city council as a whole, you should discuss the matter with your city attorney. In addition, the League's Research and Information Services Department can answer questions about the role of council members in different types of cities.

Questions and responses regarding Charter Commission recruitment and application process

1.What has been the practice of submitting applications to the judge?
Response: They are received by the City and submitted to the judge directly.

2.Are they submitted at one time?
Response: Yes.

3.After the deadline?
Response: Yes.

4.If so, was that done here?
Response: Yes.

5.Was there even a deadline?
Response: Yes.

6.Did the city adhere to it?
Response: Yes. The letter was sent to the judge on January 24th (Monday after the deadline).

7.Who was responsible for creating the deadline?
Response: City Clerk based on the need to follow #8 below, with the concurrence of the City Administrator.

8.Was the deadline an internal decision by staff?
Response: There is a 60-day appointment process governed by statute 410.05.

9.Was the deadline legally required? If so, please provide the statute or other documentation that it was a legally required date.
Response: Yes. Sec. 410.05 MN Statutes

10. The city clerk stated that she failed to meet the deadline to publish the advertisement for Charter Commission vacancies in the Nov./Dec. Ramsey Resident. What was that deadline and when was she aware of having missed it?
Response: The Nov/Dec Ramsey Resident deadline was October 1, 2021. The City Clerk was made aware of the impending resignation of two Charter commission members on October 26, 2021, when notifications were sent for an upcoming November 17, 2021 Charter Commission Meeting.

11. What was the deadline for publication in the Jan/Feb Ramsey Resident?
Response: December 1, 2021

12. What was the initial date of vacancy and the subsequent 60-day mark?
Response: Resignations were formally recognized at the November 17, 2021 Charter Commission meeting, and publicized in our official newspaper on November 19, 2021. Excerpt from Sec. 410.05 "Upon the expiration of each term, the chief judge shall appoint new or reappoint existing commission members within 60 days." The 60-day rule started on January 1, 2022. Since we were made aware of a vacancy for the next term, the recruitment was started in November 2021. The application link on the Charter Commission page was live from November 8, 2021 to January 24, 2022. We received one application on November 25, 2021, our second application came in on Saturday, January 8, 2022, the following Monday, January 10th was the first business day that we had reached enough applicants to fill the two current vacancies. We received two additional applications the morning of January 10th. That afternoon it was discussed when we should close the recruitment due to reaching sufficient applicants, we discussed adding a deadline since it was recently advertised in the Jan/Feb Ramsey Resident. As a courtesy, an end date of January 21, 2022 was listed to allow anyone who had previously seen the listing to still apply. The alternative would be pulling the application and submitting applications to the judge upon having at least two applicants to fill the two seats. We received two additional applications between January 11 and January 21, 2022. On January 11, 2022 an email was sent to the Communications and Events Coordinator to cancel the upcoming Facebook posts for the Charter Commission. There was not a request to pull or delete the current Facebook post on 1/10/22. Both the City Clerk and Deputy City Clerk were unaware that the January 10th post was mistakenly deleted, neither have access to make or edit posts on the city's Facebook page.

13. When did staff begin discussions with a councilmember regarding the possibility of applying for the Charter Commission?
Response: The City Administrator, Clerk and Deputy City Clerk were unaware of any discussion, the first notice was receiving the online application on January 10, 2022.

14. Did staff seek legal advice from anyone regarding this and if so, approximately what date(s)? If so, who did they reach out to for legal counsel?
Response: Yes, this scenario was investigated when a board and commission member applied to be on the Charter Commission in November of 2019, at that point it was determined with consultation of the City Attorney at the time, that Boards and Commission members and Council Members were able to sit on the Charter Commission. Prior to the most recent appointments, two current Boards and Commission members sat on the Charter Commission. Staff reviewed the City Charter and Statute to confirm there were no restrictions. The current City Attorney concurs with this determination.

15. Please list all dates and locations of publication for the vacancies.
Response: Charter Commission Page/Online Application live 11/8/2021-1/24/2022 at 9am
Published in the Anoka Herald Union Herald on 11/19/2021
QCTV Ad 12/29-1/21/22
Posted on the Ramsey Community Sign 12/29-1/21/22
Published in Jan/Feb RR in homes 1/4/22

Posted on Facebook 1/10/2022 & 1/20/2022
Spotlight/Newsflash Article on Website 1/18/2022-1/24/2022 @ 11:59pm

Website hits breakdown:
Website hits 11/8 to 12/31: 41 views
Website hits 1/1/22 to 1/24/22: 56 views
***No website hits on Charter Commission page from 1/22/22 to 1/24/22 (app still up and live)**
Total views 11/8/21 to 1/24/22: 97 views

16. What was the initial date that the openings were listing as available opportunities along with the application on the Charter Commission page of the city website?
Response: November 8, 2021 listed until January 24, 2022 (78 days)

17. Did staff discuss bringing the state statute allowing Councilmembers to apply and the Charter's silence on the matter to the attention of the council, or charter commission? If so, when? What was the outcome of that discussion?
Response: No.

18. Were all six applications provided to the judge?"
Response: Yes

19. When did staff become aware of openings on charter commission?
Response: Staff became aware of openings upon calling Charter Committee members to arrange a Charter Commission meeting; October 26, 2021.

20. Were there any reappointed members?
Response: Yes, there were two, plus 6 new applicants.

21. Is Facebook an official posting location?
Response: The official posting location is the City website; Facebook is used as a source for advertising.

22. What did staff do to be sure there was adequate advertisement?
Response: Staff advertised beginning November 8, as follows:

Charter Commission page
Newspaper Ad 11/19/21
RR in homes 1/4/22
QCTV Ad
Community Sign
Facebook post
Spotlight/Newsflash on website 1/18/22 to 1/24/22
Total Web hits 11/8/2021 to 1/24/2022: 97

23. Please give a history of number of applications received for charter commission.

Response: 2012: 1 Applicant – Published in Nov/Dec 2012 RR

2013: 2 Applicants – Published in Sept/Oct 2013 RR
2014: No recruitment
2015: No recruitment
2016: 1 Applicant – Published in March/April 2016 RR
2017: 2 Applicants – Published in Jan/Feb 2017 RR
2018: No recruitment
2019: 4 Applicants – Published in Nov/Dec 2019 RR
2020: No recruitment
2022: 6 Applicants – Published in Jan/Feb 2022 RR

24. Did staff purposely take actions with intent to reduce the number of applications?

Response: No.

Emails

- Ad originally posted on 1/10, 11 days prior to closure of application process.
- Staff was told to pull ad shortly after posting.

1/17/22

>>
>> -----Original Message-----
>> From: Chelsee Howell
>> Sent: Monday, January 17, 2022 1:21 PM
>> To: Megan Thorstad <mthorstad@ci.ramsey.mn.us>; Kurt Ulrich <kulrich@ci.ramsey.mn.us>
>> Subject: Re: Charter Commission Openings Post
>>
>> Hi Megan,
>>
>> I thought I had seen a post for openings on the charter commission a few days ago, but I can no longer find it. Perhaps I am incorrect. With that in mind however, will you be posting and sharing the charter commission position openings with on the City of Ramsey page?
>>
>> Thank you!
>> Chelsee

1/18/22

>
> -----Original Message-----
> From: Chelsee Howell
> Sent: Tuesday, January 18, 2022 9:00 AM
> To: Megan Thorstad <mthorstad@ci.ramsey.mn.us>
> Subject: Re: Charter Commission Openings Post
>
> Hi Megan,
>
> Thanks for the feedback. It would be great to let residents be made aware of the position openings until they are actually closed.
>
> -Chelsee
>
>
>
>> On Jan 18, 2022, at 8:15 AM, Megan Thorstad <mthorstad@ci.ramsey.mn.us> wrote:
>>
>> Hi Chelsee,
>>
>> I know I published a post about Charter Commission applications on Monday, Jan. 10, but I just searched our timeline on FB and I don't see it either. Originally I had posts scheduled for 1/10, 1/24, 2/7 and 2/21, but we had a flood of applications come in, so I was asked to discontinue those posts. Applications are still open, I just think, because we have so many, the thought was that we don't need to do a big marketing push. I will look into this. It's very possible that I mistakenly deleted the post from last week.
>>
>> Thank you,
>> Megan Thorstad
>> Communications and Events Coordinator
>> City of Ramsey
>> 763-433 9831
>> C: 763-267-1549
>>

1/18/22

CH **Chelsee Howell <CHowell@ci.ramsey.mn.us>**
1/18/2022 9:58 AM

To: Megan Thorstad

Awesome! Thank you, Megan

> On Jan 18, 2022, at 9:48 AM, Megan Thorstad <mthorstad@ci.ramsey.mn.us> wrote:
>
> Absolutely!
>
> Currently it's up on our webpage, but I will promote on our FB page and move it to the front of the website which is what we currently have set up for our other B & C applications.
>
> Thanks Chelsee!
> Megan Thorstad
> Communications and Events Coordinator
> City of Ramsey
> 763-433 9831
> C: 763-267-1549
>

1/18/22

>
> -----Original Message-----
> From: Chelsee Howell
> Sent: Tuesday, January 18, 2022 10:07 AM
> To: Kurt Ulrich <kulrich@ci.ramsey.mn.us>
> Subject: The: Charter Commission
>
> Hi Kurt,
>
> How many residents have applied for the Charter Commission (since openings were advertised on the city website) and how many residents have applications on file for the Charter Commission (prior to the openings being noted on the City website)?
>
> Thank you,
> Chelsee

1/18/22

> On Jan 18, 2022, at 11:16 AM, Kurt Ulrich <kulrich@ci.ramsey.mn.us> wrote:
>
> Hi Chelsee,
>
> It looks like we have 5 new applications and there were zero in the file (prior to the openings being noted on the website). Applications are submitted to the judge after January 21st.
>
> Please let me know if you have any questions.
>
> Thanks,
>
> Kurt

From: Kurt Ulrich
Sent: Tuesday, February 22, 2022 2:52 PM
Subject: Council Information: Charter Commission Application Deadline

Blind-copied to Mayor and Council

Below is a response to questions regarding the Charter Commission application date.

The attached Statute Sec. 410.05 MN Statutes provides that the judge is required to make appointments within 60 days of a term expiring or a vacancy occurring. For the most recent Charter recruitment, staff provided January 21 as the application deadline date to allow at least 3 weeks from the January/February Ramsey Resident distribution. Our interest was to encourage applications to allow enough time for the judge to consider filling the positions within the 60-day requirement. For future recruitments, it is not recommend posting a specific date again as the judge has the ultimate authority and "open until filled" is a better choice as there is no guarantee that the judge appoints any of the applicants, and we don't believe a date has been used in the past.

The City Attorney's opinion on the issue:

> *This is really the only deadline of any sort provided in the statute. The obligation is really on the Chief Judge and not the City, although I expect they rely on information provided by the City.*
>
> *There is no penalty for non-compliance.*
>
> *It's worth noting that under the statute the terms of the Commission members expire when a new member is appointed in their place, so they technically remain in office until they are replaced or their term is renewed.*
>
> *My recommendation, of course, is that the new proposed members or the continuing members be brought to the Court's attention as soon as reasonably possible, but know that no damage is done in terms of vacancies if the Court doesn't act within 60 days of the expiration of the ordinary term of the appointment.*

Please let me know if you have any questions.

Kurt

Kurtis G. Ulrich

Kurtis G. Ulrich, DPA, MBA, ICMA-CM
City Administrator | City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303
763-433-9845 (Direct) | 612-597-6838 (Cell)
kulrich@cityoframsey.com

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

From: Simanek, Justice (LC-SHiljus) <Justice.Simanek@courts.state.mn.us>
Sent: Tuesday, February 22, 2022 2:00 PM
To: Colleen Lasher <CLasher@ci.ramsey.mn.us>
Subject: Charter Appointments

Hi Colleen,

I spoke to Judge Hiljus about our phone call today. He agreed that Ramsey is one of the few cities in the tenth district to send applicants directly to the Chief Judge. After looking through a few letters we've gotten recently from other cities, it mostly seems that applicants are put before the city council and the city council makes a recommendation on how to appoint. That means Judge Hiljus just sees the applicants who the city council/commission wants appointed. Judge Hiljus said that the practice varies from city to city and there is no set process in statute, some city charters have a set process but others do not. From his own experience as Coon Rapids City Attorney, he believes that the commission itself typically solicited applicants and had their own system of due process to select them. He states you may wish to consult your city attorney.

Here is some of the email Judge Hiljus sent to me in response to my questions:

"*Most of the cities have a set deadline for applications and either the charter commission itself or the city council reviews applicants and recommends appointment to the Chief Judge. Once I receive the request to appoint I sign the order at their request.*

Ramsey is one of the few cities to send applicants directly to the Chief Judge. I did not know of their "open until filled" process and assumed that the six applicants sent to me were the six they received at the end of their application process. I reviewed all six applications and tried to appoint those I felt well qualified and from a diverse background. I chose not to conduct interviews and I understand Chief Judges have never conducted interviews. At least not to my knowledge. I assume that may be one of the reasons why some cities have conducted their own interviews and make recommendations. If Ramsey chose to have a deadline for applications and then found a way to conduct their own due process and make recommendations to the Chief Judge I would support that process. In the end the City Council and/or Charter Commission know more about the City and its needs than do I."

I hope this helps. If you have more questions please feel free to let me know!

Sincerely,

Justice Simanek
Law Clerk to the Honorable Stoney Hiljus
10th Judicial District – Kanabec County District Court
18 N Vine Street Ste. 318
Mora, MN 55051
320-679-6400 ext. 133419
they/them/theirs

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

The Ramsey City Council conducted a City Council Work Session on Tuesday, June 14, 2016, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Sarah Strommen
Councilmember Jill Johns
Councilmember Mark Kuzma
Councilmember John LeTourneau
Councilmember Chris Riley
Councilmember Melody Shryock
Councilmember Kristine Williams (arrived at 5:45 p.m.)

Also Present: City Administrator Kurtis Ulrich
Public Works Superintendent Grant Riemer
Human Resources Manager Colleen Lasher
Community Development Director Timothy Gladhill
Asst. City Administrator/Economic Development Manager Patrick Brama
Public Information and Events Specialist Nichole Wenberg

1. CALL TO ORDER

Mayor Strommen called the City Council Work Session to order at 5:35 p.m.

2. TOPICS FOR DISCUSSION

2.01: Policy for Recruitment, Application, and Interview Process of Appointing City Board and Commission Members

Human Resources Manager Lasher reviewed the staff report.

Mayor Strommen asked how a term would become out of alignment.

Human Resources Manager Lasher provided an example from the past that occurred with the Environmental Policy Board. She stated that ideally the City would prefer for between one to three terms to come to term at once and no more than that.

Mayor Strommen stated that if it was just the once situation she did not see a need for the additional language as the language could appear to state that the City frequently changes the terms to realign.

Human Resources Manager Lasher noted that the Charter Commission language has been removed in the draft policy as those appointments are made by the Chief District Judge. She noted that she hopes to bring this before the Council for formal adoption at the next meeting.

Councilmember Kuzma asked if the Council has any power to make a recommendation to the District Judge for the Charter Commission.

Human Resources Manager Lasher stated that it is her understanding that the Council could submit a letter to the judge supporting or not supporting a candidate.

Councilmember Riley stated that he agrees that the changes work well and was in favor of not making incumbents go through the entire process to reapply.

Councilmember LeTourneau asked if there is any desire for the Council to conduct an interview process of the Charter Commission candidates as a first step before the appointments are made.

Mayor Strommen stated that the Council would not be a part of the formal process but could do that as a side step, noting that all candidates would still be able to apply to the judge.

Human Resources Manager Lasher noted that if that is desired, the interviews would be done on a different time frame as those appointments are made on a calendar year cycle.

Councilmember Riley stated that while he would like to see qualified individuals on the Charter Commission, in his opinion it is not the position of the Council to be involved.

City Administrator Ulrich agreed that it would be best for the Council to remain uninvolved as the Charter Commission is meant to be a system of checks and balances with the Council.

Councilmember Williams arrived.

2.02: Discussion Regarding the Process for the City Administrator's Annual Review

Mayor Strommen provided background information, noting that she had asked for this discussion to occur to ensure that the current process is working smoothly and everyone is getting what they need out of the process as set up.

Human Resources Manager Lasher stated that this is just a discussion on the process used to review the City Administrator's performance and is not a discussion of his job performance as that would be done in a closed session. She reviewed the staff report.

Mayor Strommen asked whether the current process regarding the review criteria is working well or whether the Council would want to be more involved and have the criteria more finely tuned for the year.

Councilmember Johns stated that she would be in agreement with further discussing the review criteria.

2019 Process
for 2020 seats

City of RAMSEY

7550 Sunwood Drive NW • Ramsey, MN 55303
City Hall: 763.427.1410 • Fax: 763.427.5543
www.cityoframsey.com

January 31, 2020

The Honorable Douglas B. Meslow
Chief Judge – Tenth Judicial District
Anoka County Courthouse
325 East Main Street
Anoka, MN 55303

Re: City of Ramsey Charter Commission Vacancy/Appointment

Dear Judge Meslow:

We currently have one vacancy on our Charter Commission, member Mark Barrows resigned in the fall of 2019. The city advertised for the vacancy and received two (enclosed) applications. Appointments to the Charter Commission are made by your office. The appointment would fill a term set to expire on December 31, 2022.

If you have any questions, please call me at 763-433-9867 or email me at clasher@cityoframsey.com.

Thank you for your consideration. I will wait to hear from you.

Most sincerely,

CITY OF RAMSEY

Colleen Lasher

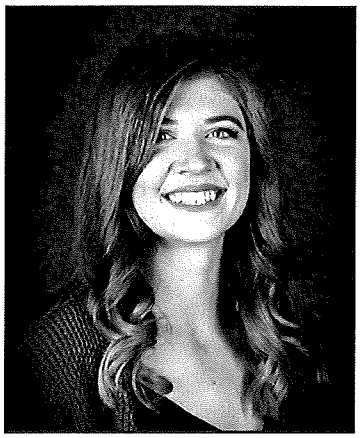
Colleen Lasher, CMC
Administrative Services Director/City Clerk

Nov./Dec. 2019

Employee Spotlight

Position & Department:
Abby Proulx, Recreation Specialist

Background:



Abby recently started working for the City of Ramsey this fall. As the Recreation Specialist, Abby creates a recreation opportunity for everyone and find ways to bring the community together through shared interests. Abby hit the ground running and began planning recreational programming such as Line Dancing, Starwatch Parties, Yoga Classes, the Summer Concert Series, Rum River Paddles and Art Classes, just to name a few!

This is Abby's first position with the City of Ramsey, but she joins the team with lots of valuable experience in the governmental, nonprofit and private sectors. Some of the titles she has previously held: Canoe/Backcountry Guide, Events and Clinics Coordinator, SCUBA Camp Program Lead and Environmental Educator. Abby said she is more than excited to work in the area she grew up in and serve the residents of Ramsey.

Hobbies/Interests Outside of Work:

Outside of work, Abby can be found outside year round (yes, even in the Minnesota winter). She is an avid runner, climber, backpacker and canoeist.

Fun Fact:

Abby can stand on the very bow of a canoe and balance on one foot. She has yet to fall off!

Did You Know . . .

The City of Ramsey's annual Holiday Tree Lighting event is Tuesday, December 3. Save the date and watch for details on our website at www.cityoframsey.com.

Charter Commission Vacancy

The City of Ramsey is looking for residents who are interested in serving on the Charter Commission.

Appointments to the Charter Commission are made by the Chief Judge of the Tenth Judicial District. Seats are open until filled. Charter Commission members volunteer their time and do not receive a stipend.

Additional information on the Charter Commission is available on the City's website at www.cityoframsey.com by clicking on Government and then Boards and Commissions, or by contacting Jo Thieling, City Clerk at 763-433-9840 or jthieling@cityoframsey.com.

To complete an online application please visit: www.cityoframsey.com/FormCenter/Administration-7/Charter-Commission-Application-Form-82.

Ice Rink Attendants Needed



The City of Ramsey is seeking individuals to work part-time as ice rink attendants at Central Park and Ramsey Elementary School. Weather permitting, the warming houses are expected to open Friday, December 20, 2019 and remain open for approximately ten (10) weeks. Applicants must be at least 16 years old. All rink attendants are required to attend a mandatory orientation which will be held on, Wednesday, December 11, 2019 at 6:00 pm at the Central Park Warming House. The rate of pay is $9.86 per hour.

The online application is now available, simply visit the "Job Opportunities" page at www.cityoframsey.com to complete the online application and read the entire job description. Applications will be accepted until 11:59 pm on Wednesday, November 13, 2019, with interviews being held the week of November 18, 2019. Questions can be directed to Sue Hurd in Human Resources at 763-433-9816 or shurd@cityoframsey.com.

Nov. 2019

ECM Publishers, Inc.

-Public Notice Ad Proof-

This is the proof of your ad scheduled to run on the dates indicated below. Please proof read carefully if changes are needed, please contact us prior to deadline at
Cambridge (763) 691-6000 or email at publicnotice@ecm-inc.com

Date: 11/04/19

Account #: 370702
Customer: CITY RAMSEY ~

Address: 7550 SUNWOOD DRIVE
RAMSEY

Telephone: (763) 427-1410
Fax: 42553

Ad ID: 994123
Copy Line: Charter Commission Vacancy

PO Number: Katie Schmidt
Start: 11/08/19
Stop: 11/08/2019
Total Cost: $43.00
# of Lines: 32
Total Depth: 3.556
# of Inserts: 1
Ad Class: 125
Phone # (763) 691-6000
Email: publicnotice@ecm-inc.com
Rep No: CA700

Contract-Gross

Publications:
Anoka County Union Herald

Ad Proof

Enlarged

CITY OF RAMSEY
CHARTER COMMISSION
VACANCY

The City of Ramsey is looking for residents who are interested in serving on the Charter Commission.

Appointments to the Charter Commission are made by the Chief Judge of the Tenth Judicial District. Seats are open until filled. Charter Commission members volunteer their time and do not receive a stipend.

Additional information on the Charter Commission is available on the City's website at www.cityoframsey.com by clicking on Government and then Boards and Commissions, or by contacting Jo Thieling, City Clerk at 763-433-9840 or jthieling@cityoframsey.com.

To complete an online application please visit: www.cityoframsey.com/FormCenter/Administration-7/Charter-Commission-Application-Form-82.

Published in the
Anoka County UnionHerald
November 8, 2019
994123

Nov. 2019

CHECKLIST / TIME LINE FOR CHARTER COMMISSION VACANCIES

☐ Anoka Union (legal ad)/Anoka Shopper
- email: publicnotice@ecm-inc.com
- Deadline Friday at 5pm on:(_____) for Shopper and deadline for Union is 10:00am on Wednesday:(_____)
  - Shopper comes out Wednesdays (date: _____)
  - Union (legal) comes out Fridays (date: Published 11/8/2019 __)

☐ Ramsey Resident (Issue: Nov/Dec 2019_____) In homes by :(1st Week of Nov.)

☐ _____N/A__ Call commissioners with terms ending to let them know their term is coming to an end. Ask if they are interested in serving again. If so, make a note of it. Invite them to send a brief email stating why they would like to serve again.

☐ _____X___ Run the cable TV ad. Email contactus@qctv.org emailed ad request on 11/4/19, requested for the ad to run from 11/9/19-12/27/19

☐ _____X_ Post to Facebook. Posted 11/7/19 & ?? asked Megan to run again on 12/3/19

☐ __ 10/25/19_ Post online application to the City website and send email notifications.☐
☐ _____X___ Send applications to the Chief Judge of the Tenth Judicial District.

☐ _____X____ Judge sent letter of appointment 2/19/2020
☐ _____X___ Send new board / commission member the welcome packet.

☐ _____N/A____ Send "thanks for your service" w/gentle language to incumbents who are not selected.
☐ _____X____ Judge sent "no-thanks" letter to the other applicants.
☐ __3/6/2020_ New members sworn in and "new hire" paperwork completed.
☐ __e/m Kathy 3/9/2020 ____ Order name plates
☐ _____N/A____ Send out membership list.
☐ _____X____ Update spreadsheets.
☐ _____X____ Update website.
☐ _____X____ Give Kathy the new names for the name tents.

Term ends 12/31/2022

Applications were submitted to the 10th district judge on 1/31/2020. At that time we had two applicants – Laura Moore and [redacted] Laura Moore was appointed to the Charter Commission and [redacted] was sent a letter from the Judge letting him know he was not selected.

2020 Process for 2021 Seats

City of RAMSEY

7550 Sunwood Drive NW • Ramsey, MN 55303
City Hall: 763.427.1410 • Fax: 763.427.5543
www.cityoframsey.com

December 10, 2020

All 4 were re-appointed. As a result, all seats were filled for 2021. CL

The Honorable Stoney L. Hiljus
Chief Judge – Tenth Judicial District
Kanabec County Courthouse
18 North Vine Street, Suite 318
Mora, MN 55051

Re: Appointments to Ramsey City Charter

Dear Judge Hiljus:

The City of Ramsey currently has four Charter Commissioner Members whose terms are set to expire December 31, 2020. As you are aware, Commissioners are appointed by the Chief Judge of the Tenth Judicial Court. Commissioner Bendtsen, Field, Fuhreck, and Leistico have asked to be reappointed to another four-year term. I am requesting you re-appoint James Bendtsen, Joseph Field, Joshua Fuhreck, and Jennifer Leistico to a term to expire December 31, 2024.

Thank you. Please contact me if you have any questions.

Most sincerely,

CITY OF RAMSEY

Colleen Lasher

Colleen Lasher, MCMC
City Clerk

Investigation into City Affairs

1. List the following for each year a recruitment took place as it relates to the Charter Commission Member Recruitment/Appointment process between 2005-2022

a. number of open seats

b. date(s) application(s) received

c. number of applications received

d. date application(s) were submitted to the judge

e. start/end dates of the 60 day period (Section 410.05 MN Statutes)

f. places of publication

g. start and end dates of publication

h. provide copies of the original applications and the names of the applicants for review

2. Provide detailed documentation of the administrative process for Charter Commission Member Recruitment/Appointment for the following years including any variances, however minor, that occurred in the process between each of these recruitment periods: 2022, 2019, 2017,2016, 2012, 2006

3. Provide all documents that evidence these dates to the attorney for inspection.

4. At any time after 2002 and prior to 2016 in the history of Ramsey as a Charter City, was there a process by which applicants for the Charter Commission were reviewed in any capacity by the city council, the mayor, or the Charter Commission chair? If so, please document that process and any changes that occurred between 2002-2016.

5. At any time after 2002 and prior to 2016 in the history of Ramsey as a Charter City, did city policy and dictate a process for reviewing Charter Commission applications? If so, please provide that written policy and list the years that policy was implemented.

6. Was there ever a period between 2002-2022 during which applications to the Charter Commission were kept on file for a specified period of time? If so, please list the duration they were kept on file and years during which this was the practice.

7. Provide any communications regarding the Charter Commission between any of the following: Kurt Ulrich, Colleen Lasher, Mayor Mark Kuzma, Mayor John LeTourneau, Mayor Sarah Strommen, the deputy city clerk, the Communications and Events Coordinator between 2014-2022.

8. List the types of communication methods used by the city clerk with the 10th district court and provide all communications between the city clerk and the 10th district court between 2012-2022.

9. On February 22, 2022 at the regular city council meeting during discussion of agenda item 7.9, the City Administrator stated, ““When we found out that Councilmember was interested, we did some research.” Who did the research and how was the research done? Who was contacted? Did you seek

any legal advice between 2021-2022 from any lawyer or other adviser regarding this? Please provide all the research that was conducted. Please provide the dates the research was conducted.

10. Did staff contact the current city attorney about item 9 prior to the appointments by the judge?

11. In a recent email exchange, staff stated they were told to discontinue FaceBook Charter Commission posts due to a flood of applicants. This initial FB post was deleted on January 11th, one day after two subsequent Charter Commission applications were received including the application from the councilmember. The clerk has stated that staff was sent an email on January 11 requesting Charter Commission posts advertising the openings be canceled. Explain this decision. Does the city clerk believe canceling ads would have a negative or positive affect on the number of applicants? Explain how canceling posts advertising Charter Commission openings would be a positive benefit to the applicant pool presented to the judge?

12. Where does the city clerk derive her authority to cancel advertisements and/or postings for Charter Commission openings? Provide documentation for that authority.

13. Where does the city clerk derive her authority to reappoint charter commission members? Provide documentation that delegates that authority.

14. During the most recent recruitment process for Charter Commission openings, these openings were only listed on the Charter Commission page of the city website until revised at the request of a councilmember to advertise these openings on the main city page. Please explain.

15. Was the council notified in 2019 that a board and commission member applied to be on the Charter Commission in November of 2019 and the results of the consultation with the City Attorney at the time was that Boards and Commission members and Council Members were able to sit on the Charter Commission? If so, please provide all documents for the dates this occurred. If the council was not informed, please explain.

16. How many hits does the Charter page get per year compared to the front page of the city website?

17. The current Board and Commission Application listed on the Charter website, does not mention the Charter Commission nor provide for the opportunity to apply to the Charter Commission. Please explain.

18. To date, the city clerk has not provided a Charter Commission Member Recruitment/Appointment Process policy document that has guided the process since 2016. Please explain.

19. Resolution 89-11-302 states that it is the policy of the Ramsey City Council “to avoid appointing individuals to more than one Board or Commission unless adequate representation cannot be accomplished, or it is clearly in the best interest of the City of Ramsey to make such appointments to multiple Boards or Commission.” Please explain how the city’s handing of the Charter Commission application process has been in accordance with this policy. Request for clarification from the city attorney as to whether it is his understanding that Resolution 89-11-302 applies to the Charter Commission.

20. Since holding the position of Human Resources Manager or City Clerk, has the city clerk at any time provided a recommendation to a 10th district court judge on appointment?

21. Please explain how staff has done their due diligence to inform each council for discussion since 2016 regarding the policy of recruitment, application and interview process of appointing city boards and commission members. Please explain why the stated policy not been included in case discussion and in relevant work session and city council cases since 2016.

22. Based on the city organizational chart and the repeated desire of multiple city councils for transparency, please explain the city administrator and city clerk removing all oversight of the Charter Commission process from both the Charter Commission and the City Council.

23. Based on discussion at the February 22, 2022 Council Meeting of Agenda Item 7.9, it is our understanding that the typical process of the city clerk would be submitting applications to the judge upon having at least two applicants to fill the two seats for example, regardless of the duration of the period of time over which they had been collected. Please explain how this is an open, transparent and equitable process for the residents of Ramsey.

CC Regular Session **7. 9.**

Meeting Date: 03/08/2022

By: Katie Schmidt, Administrative Services

Information

Title:

Discussion of the Responsibilities and Duties of the City Administrator

Purpose/Background:

Council Member Howell and Council Member Musgrove requested this case be included on this agenda.

Supporting text provided by Council Members
:
"The City Administrator will respond promptly and effectively to Council requests and directives; as well as provide timely, useful and accurate information for policy decisions. This requires drafting ordinances, resolutions and policies for City Council consideration utilizing the City Attorney and other staff members as needed."

Documents related to this topic are attached.

Funding Source:

Not applicable at this time.

Recommendation:

To be determined based upon discussion.

Outcome/Action:

Direction to staff based on the outcome of discussion.

Attachments

Ramsey City Charter
City Administrator JD
City Administrator Community Profile
Chapter 6, Administration of City Affairs
Ord #00-12

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	03/03/2022 04:12 PM
Form Started By: Katie Schmidt		Started On: 03/03/2022 02:02 PM
Final Approval Date: 03/03/2022		

RAMSEY CITY CHARTER

Updated
November 2014

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City Charter Originally Adopted on May 22, 1984

CHAPTER 1
NAME, BOUNDARIES, POWERS AND GENERAL PROVISIONS

Section 1.1 Name and Boundaries. The City of Ramsey, Anoka County, Minnesota, shall continue to be a municipal corporation under that name and with the same boundaries as now are or hereafter may be established. The city clerk shall keep in his/her office at least two copies of this charter with amendments, and shall maintain in each copy an accurate and up-to-date description of the boundaries. The copies of the charter, amendments and boundary descriptions shall be available for public inspection anytime during regular office hours.

Section 1.2 Powers of the City. The city shall have all powers which it may now or hereafter be possible for a municipal corporation in this state to exercise in harmony with this charter and with the constitutions of this state and of the United States and with the statutes of this State. It is the intention of this charter to confer upon the city every power which it would have if it were specifically mentioned, unless otherwise provided in this charter. The charter shall be construed liberally in favor of the city, and the specific mention of particular municipal powers in other Sections of this charter does not limit the powers of the city to those thus mentioned. Unless granted to some other officer or body, all powers are vested in the council.

Section 1.3 Charter a Public Act. This charter shall be a public act and need not be pleaded or proved in any case.

- Section 1.1 amended by Ordinance #00-12 – effective January 24, 2001

CHAPTER 2
FORM OF GOVERNMENT

Section 2.1 Form of Government. The form of government established by this charter is the "Mayor-Council Plan" as defined by current Minnesota State Statutes. Except as otherwise provided by state statutes or this charter, all powers of the city are vested in the city council.

Section 2.2 Boards and Commissions. There shall be no separate administrative board of health, library board, or any other administrative board or commission except for the administration of a function jointly with another political subdivision. The council shall itself be and perform the duties and exercise the powers of such boards and commissions provided for by state statutes. The council may, however, establish or abolish by ordinance boards or commissions to advise the council with respect to any municipal function or activity, or to perform quasi-judicial functions. Notice of initial formation and all vacancies shall be published in the city newsletter and in the legal newspaper. Membership of various boards and commissions shall not exceed nine members, at least two-thirds of which shall be residents of the City of Ramsey.

Section 2.3 Council Composition and Election.

2.3.1 Mayor and Council. The council shall be composed of the mayor, elected at-large, two councilmembers elected at-large, and four councilmembers, each of whom shall be elected from a separate Ward as established or amended pursuant to this charter. The mayor and councilmembers shall be qualified electors. Each councilmember elected from a ward shall be a resident of the Ward, but a change in Ward boundaries does not disqualify a councilmember from serving the remainder of a term. Except as hereinafter provided, councilmembers shall serve for a term of four years and until a successor is elected and qualifies. The mayor shall serve for a term of four years and until a successor is elected and qualifies. The elections for the mayor and councilmembers shall be held as provided in Subsection 2.3.3.

2.3.2 Wards. The city shall be divided into four separate Wards. The boundaries of such Wards shall be determined by ordinance based upon population as determined by the most recent federal decennial census and shall be as equal in population as practicable and each Ward shall be composed of compact, contiguous territory. An ordinance designating the boundaries of the City's election Wards shall be enacted within sixty days after the state legislature has been redistricted or by May 10 in the year ending in two, whichever comes first. The Wards shall be designated as ward numbers 1, 2, 3 and 4.

2.3.3 Transition Schedule.

2.3.3.1 For the 2002 Citywide election only:

(1) Councilmembers elected in the year 2000 shall be assigned to the Ward in which he/she resides.
(2) Councilmembers from Ward Numbers 1 and 3 shall be elected.
(3) Two at-large councilmembers shall be elected, with the candidate receiving the highest number of votes serving a four-year term and the

candidate receiving the second highest number of votes serving a two-year term.

2.3.3.2 For the 2004 Citywide election only:

(1) Councilmembers from Ward Numbers 2 and 4 shall be elected.
(2) One at-large councilmember shall be elected to serve a four-year term.
(3) A mayor shall be elected.

2.3.3.3 Thereafter and commencing with the City wide election in 2006, there shall be biennial City wide elections with councilmembers from Ward Numbers 1 and 3 and an at-large councilmember elected, and at the next City wide election councilmembers from Ward Numbers 2 and 4, an at-large councilmember and a mayor shall be elected.

Section 2.4 Incompatible Offices. No member of the council shall hold any paid municipal office or employment through the city other than that to which elected. Further, until one year after the expiration of his/her term, no mayor or councilmember shall be appointed or employed by the city in a compensated position which was created, or the compensation for which was increased, during his/her term as mayor or councilmember.

Section 2.5 Vacancies. A vacancy in the council, whether it be in the office of mayor or councilmember, shall be deemed to exist in the case of the failure of any person elected thereto to qualify, or by reason of the death, resignation in writing filed with the city clerk, removal from office, non-residence in the city, conviction of a felony of any such person after his/her election, or by reason of the failure of any councilmember without good cause to attend council meetings for a period of three consecutive months. In each such case, the council shall publicly declare by resolution, the vacancy to exist within fifteen (15) days of its occurrence and such vacancy shall be filled according to the provisions of Section 4.5.

Section 2.6 The Mayor's Powers and Duties.

2.6.1 The mayor shall preside at meetings of the council and shall have a vote as a member. The mayor shall be recognized as the head of the city government for all ceremonial purposes, by the courts for serving civil process, and by the governor for purposes of martial law, but shall have no administrative duties.

2.6.2 Consistent with the responsibility to accept considerable leadership over the general conduct of city affairs, the mayor shall study the operations of the city government and recommend desirable changes and improvements to the council. The mayor shall also deliver messages to the council and the public, including a comprehensive message on the state of the city, as soon as practicable after the beginning of each year of his/her term of office.

2.6.3 At the first meeting of each year the council shall choose an acting mayor from the councilmembers. He/she shall perform the duties of mayor during the disability or absence of the mayor, or, in the case of vacancy in the office of mayor, until a successor has been appointed and qualifies.

Section 2.7 Salaries. The mayor and councilmembers shall receive such compensation as is fixed by the council in accordance with state statutes. Any increases in such compensation shall not become effective until after the next municipal election. Other officers and employees of the city shall receive such salaries or wages as may be fixed by the council.

Section 2.8 Investigation of City Affairs. The council may make investigations into the affairs of the city and the conduct of any city department, office or agency and for this purpose may subpoena witnesses, administer oaths, take testimony, and require the production of evidence. The council shall provide for an audit of the city's accounts at least once a year by the state department in charge of such work or by a certified public accountant. At any time, the council may provide for an examination or audit of the city accounts of any city officer or agency, and it may provide for any survey or research study of any subject of municipal concern.

- Section 2.3 amended by General Election, November 5, 1996 – effective December 5, 1996
- Section 2.3 amended by Special Election, November 6, 2001 – effective December 6, 2001
- Section 2.5 amended by Ordinance #00-12 – effective January 24, 2001
- Section 2.1 amended and Section 2.1.1 added by Ordinance #06-35 – ordinance effective April 26, 2007 – but amendment effective January 1, 2011
-Section 2.5 amended by Ordinance #09-18 – effective March 18, 2010
-Section 2.1 amended and Section 2.1.1 deleted by Ordinance #10-03 – and adopted by voters in November 2, 2010 General Election – Effective November 3, 2010

CHAPTER 3
COUNCIL PROCEDURES

Section 3.1 Council Meetings. The council shall meet regularly at least once each month at such times and places as the council may designate by ordinance. The mayor or any three members of the council may call special meetings of the council upon at least twenty-four hours notice to each member, and such reasonable public notices as may be prescribed by council rule in compliance with state statutes. The twenty-four hours notice shall not be required in an emergency. A state of emergency shall be deemed to exist when the public peace, health, morals, safety or welfare are in immediate jeopardy. To the extent provided by state statutes, all meetings of the council and its committees shall be public, and any citizen shall have access to the minutes and records of the council at all reasonable times. During any of its public meetings, the council shall not prohibit, but may place reasonable restrictions upon citizens' comments and questions and citizen input shall be provided for at the beginning of each council meeting.

Section 3.2 deleted (effective December 5, 2002, relating to Liaison Function)

3.2.1 deleted (effective December 5, 2002, relating to Precinct Liaison)

3.2.2 Precinct Boundaries. The precinct boundaries shall correspond to those adopted and revised periodically by council, by resolution.

3.2.3 deleted (effective September 8, 1993 relating to Precinct Liaison Meetings)

Section 3.3 Rules of Procedure and Quorum. Except as otherwise provided in this charter, the council shall determine its own rules and order of business. A majority of all members shall constitute a quorum to do business, but a smaller number may adjourn from time to time. The council may by rule provide means by which a minority may compel the attendance of absent members in accordance with state statutes.

Section 3.4 Ordinances, Resolutions and Motions.

3.4.1 Except as otherwise provided in this charter or state statutes, an affirmative vote of four or more members of the council shall be required for the adoption of all ordinances, resolutions and motions. The votes of councilmembers on any action taken shall be recorded in accordance with state statutes.

3.4.2 Except as otherwise provided in this charter, all legislation shall be by ordinance. The vote on all ordinances shall be by a roll call vote.

3.4.3 The general administrative business of the council shall be conducted by resolution or motion.

Section 3.5 Procedures on Ordinances. Every proposed ordinance shall be presented in writing. No ordinance shall contain more than one subject. Such subject shall be clearly expressed in its title. The enacting clause shall be "The City of Ramsey Ordains". No ordinance, except an emergency ordinance, shall be adopted at the meeting at which it is introduced and at least three days shall elapse between its introduction and final adoption.

Section 3.6 Emergency Ordinances. An emergency ordinance is an ordinance necessary for the immediate preservation of the public peace, health, morals, safety or welfare, and in such ordinance the emergency is defined and declared in a preamble thereto. An emergency ordinance must be approved by a majority of available members of the city council. An emergency ordinance must be in writing but may be enacted without previous filing or voting, and may be adopted finally at the meeting at which it is first introduced and voted upon by the council. An emergency ordinance shall remain in effect for the duration of the emergency. No prosecution shall be based upon the provisions of an emergency ordinance until twenty-four hours after the ordinance has been adopted, filed with the city clerk, and either has been posted in three conspicuous places in the city or published as provided for in this charter, or the person charged with violation thereof had actual notice of the ordinance prior to the act or omission resulting in the prosecution.

Section 3.7 Signing and Publication of Ordinances. The final version of every ordinance shall be read in full prior to passage by council unless such reading is waived by a majority vote of the council, provided that a copy of the ordinance is posted or otherwise made available to the public at least three working days prior to the meeting at which it is to be adopted. The ordinance shall then be signed by the mayor, attested to by the city clerk, and filed and preserved by the city clerk. Each ordinance, or summary of such ordinance, shall be published at least once in the official newspaper. This summary of each ordinance shall include, in layman's terms, the intent of the ordinance. To the extent and in the manner provided by state statutes, an ordinance may incorporate by reference, a state statute, a state administrative rule or a state regulation, a code, or an ordinance or part thereof, without publishing the material referred to in full.

Section 3.8 Procedure on Resolutions. Every resolution shall be presented in writing and shall be filed and preserved by the city clerk.

Section 3.9 When Ordinances and Resolutions Passed by City Council Take Effect. Every resolution and emergency ordinance shall take effect immediately upon its adoption or at such later date as it specifies. Every other ordinance shall take effect thirty days after its publication or at such later date as it specifies.

Section 3.10 Amendment and Repeal of Ordinances and Resolutions.

3.10.1 An ordinance or resolution which repeals all or part of a previous ordinance or resolution, respectively, shall give the number, if any, in the title of the ordinance or resolution to be repealed in whole or in part. No ordinance or resolution shall be amended by reference to the title alone, but an ordinance or resolution which amends such ordinance or resolution, respectively, shall set forth in full each Section to be amended and shall indicate by appropriate type or symbols, matter to be omitted or added. Amendment or repeal of an ordinance or resolution shall require a majority vote of all members of the council, unless otherwise provided in this charter or by state statutes.

3.10.2 Repeal of Initiative Ordinances. An ordinance passed under the initiative power shall not be repealed or amended by the council except by submission to the voters of the question by the council at a regular municipal or special election.

Section 3.11 Review and Revision of Ordinances and Indexing of Resolutions. The city shall review, revise and rearrange its ordinance code and its resolution index with such additions and deletions as may be deemed necessary by the council at least once every two years. The ordinance code and the resolution index may be published in a book, pamphlet or loose-leaf form and copies shall be made available by the council at the office of the city clerk for general distribution to the public for a reasonable charge. Incorporation in such a code shall be a sufficient publication of any ordinance provision not previously published, if a notice is placed in the official newspaper for at least two successive weeks that copies of the codification are available at the office of the city clerk.

- Section 3.2.2 amended by Ordinance #99-15 - effective January 28, 2000
- Section 3.2.3 deleted by Ordinance #93.09 – effective September 8, 1993
- Section 3.5 amended by Ordinance #85-9 – effective September 28, 1985
- Section 3.6 & 3.7 amended by Ordinance #00-12– effective January 24, 2001
- Section 3.8 amended by Ordinance #85-9 – effective September 28, 1985 and amended by Ordinance #00-12 - effective January 24, 2001
- **Section 3.11 amended by Ordinance #00-12 – effective January 24, 2001**
- **Section 3.2 deleted by General Election November 5, 2002 – effective December 5, 2002**
- **Subsection 3.2.1 deleted by General Election November 5, 2002 – effective December 5, 2002**
- **Section 3.1 amended by Ordinance #04-47 – effective March 3, 2005**
- **Section 3.4.1 amended by Ordinance #04-47 – effective March 3, 2005**

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CHAPTER 4
NOMINATIONS AND ELECTIONS

Section 4.1 The Regular Municipal Election. A regular municipal election shall be held on the first Tuesday after the first Monday in November of each even-numbered year, commencing in 1984, at such places as the city council shall designate. At least fifteen days prior notice shall be given by the city clerk by posting a notice thereof in at least one public place in each election precinct, and by publishing a notice thereof at least once in the official newspaper of the city stating the time and the places of holding such election and of the officers to be elected. Failure to give such notice shall not invalidate such election. Elected and qualified officers provided for by this charter shall assume the duties of office to which they were elected on the first business day in January following such election.

4.1.1 Primary Elections. Primary elections shall be held on the same date as prescribed by the Minnesota Statute, which establishes the statewide primary election date. The primary election shall be for the selection of two nominees for each elective office at the regular municipal election, unless two nominees or fewer file for each elective office.

Section 4.2 Filing for Office. All persons who shall desire to be elected to any elected office shall file an affidavit not more than ten weeks or less than eight weeks before the primary election with the city clerk, paying a filing fee to the city clerk in an amount as set by ordinance.

The city clerk shall prepare and have printed at the expense of the city the necessary ballots or other required material for such election.

The ballots or other material shall contain no political party designation of any candidate and the names of the candidates for each office may be arranged on the ballot alphabetically according to the surname of each candidate.

The ballots or the results shall be counted and preserved and the city clerk shall be the final custodian of such ballots or returns for the city.

A sample ballot or a facsimile representation of the ballot shall be posted at the place of election at least one week before such election by the city clerk, whose duty it is to preserve such sample ballots.

4.2.1 Repealed (effective November 14, 1994)

Section 4.3 Procedure at Elections. Consistent with the provisions of this charter and applicable state statutes, the council may by ordinance further regulate the conduct of municipal elections. Except as otherwise provided by this charter and supplementary ordinances, general state statutes on elections shall apply to municipal elections.

Section 4.4 Special and Advisory Elections Except for Elected Office. The council may by resolution order any special or advisory election deemed appropriate by the council, for any reason, and provide all means for holding it. At least fifteen days prior notice shall be given by the city clerk by posting a notice thereof in at least one public place in each election precinct, and

by publishing a notice thereof at least once in the official newspaper of the city stating the time and the places of holding such election.

Section 4.5 Vacancy of Municipal Elected Office.

4.5.1 When a vacancy in an elected office of the city occurs with 365 days or more remaining in the term of the vacated office, there shall be a special election held within ninety days after the vacancy occurs to elect a successor to serve for the remainder of the unexpired term of the office vacated.

4.5.2 The city clerk shall give at least sixty days published prior notice of such special election, except as set forth under 4.5.5 of this Section.

4.5.3 The procedure at such election and assumption of duties of elected officers following such election shall conform as nearly as practicable to that prescribed for other municipal elections under this charter.

4.5.4 In the case of a vacancy where there remains less than 365 days in the unexpired term, the council shall, by a majority vote, appoint a successor to serve for the remainder of said term. In the case of a tie vote of the council, the mayor, or acting mayor if the office of mayor be vacant, shall make the appointment from the candidates involved in the tie vote.

4.5.5 Office Vacancy when less than eight weeks prior to primary election.

4.5.5.1 Special Election. When a vacancy in an elected office of the city occurs when there is less than eight weeks prior to a primary election there shall be no primary election, except as provided in Section 4.5.5.3 below. The special election to fill the vacancy shall coincide with the Regular Municipal Election and the notice of such vacancy shall be published as soon as is practicable.

4.5.5.2 Vacancy in offices to be voted on in the Regular Municipal Election. If a vacancy occurs less than eight weeks prior to the primary election, in the office of the mayor or the councilmembers whose seats are to be voted on in the Regular Municipal Election, said vacancy shall be considered not to exist for the purpose of the Regular Municipal Election. The person elected to fill the vacancy in the Regular Municipal Election, if approved by unanimous vote of the sitting Council, may assume the duties of the office to which elected on the first business day following the City Clerk's issuance of a certificate of election to said person.

4.5.5.3 Vacancy in an office not to be voted on in the Regular Municipal Election. If a vacancy occurs in the office of the mayor or a councilmember not standing for election in the Regular Municipal Election, a special primary election and a special election shall be held in January of the subsequent year following the vacancy to fill said vacancy. The election procedures for the special primary election and the special election shall be those election procedures for municipal office candidates as prescribed in Minnesota Statutes and this Charter. Notwithstanding Section 2.3.1 of this Charter, which provides for a four-year term

for the mayor and councilmembers, the term of the mayor and/or a councilmember elected pursuant to this subsection will be for the remainder of the vacant term.

4.5.6 If there are insufficient numbers of candidates in a regular or special election to fill expiring or vacated municipal offices, the city council shall fill said offices by appointment until the next regular municipal election. In the case of a tie vote of the council, the mayor shall make said appointment from the candidates under consideration.

- Section 4.2 amended by Ordinance #88-9– effective October 13, 1988
- Section 4.1 & 4.2 amended by Ordinance #00-12 – effective January 24, 2001
- Section 4.1.1 added by Special Election, November 6, 2001 – effective December 6, 2001
- Section 4.2 amended by Special Election, November 6, 2001 – effective December 6, 2001
- Section 4.2.1 Repealed by Ordinance #94-07 - effective November 14, 1994
- Section 4.4 & 4.5.2 amended by Ordinance #00-12 – effective January 24, 2001
- Section 4.5 amended by Ordinance #04-47 – effective March 3, 2005
-Section 4.5.5 amended by Ordinance #09-18 – effective March 18, 2010
- Section 4.5.5.1 added by Ordinance #09-18 – effective March 18, 2010
- Section 4.5.5.2 added by Ordinance #09-18 – effective March 18, 2010
- Section 4.5.5.3 added by Ordinance #09-18 – effective March 18, 2010
- Section 4.1.1 amended by Ordinance #10-08 – effective August 5, 2010

CHAPTER 5
INITIATIVE, REFERENDUM AND RECALL

Section 5.1 Powers Reserved by the People. The people of the City of Ramsey reserve to themselves the powers in accordance with the provisions of this charter to initiate and adopt ordinances, to require ordinances passed by the council to be referred to the electorate for approval or disapproval, and to recall elected public officials. These powers shall be called the initiative, the referendum, and the recall, respectively.

Section 5.2 General Provisions for Petitions.

5.2.1 Petition for Initiative and Referendum. A petition for initiative and referendum provided for under this chapter shall be sponsored by a committee of five registered voters of the city whose names and addresses shall appear on the petition. A petition may consist of one or more papers, but each separately circulated paper shall contain at its head, or attached thereto, the information specified in Sections 5.5 or 5.7 which apply, respectively, to initiative and referendum. Each signer shall be a registered voter of the city and shall sign his/her name and give his/her street address. Each separate page of the petition shall have appended to it a certificate by the circulator, verified by oath, that each signature appended thereto was made in his/her presence and that the circulator believes them to be the genuine signature of the person whose name it purports to be. The person making the certificate shall be a resident of the city and registered to vote. Any person who's name appears on a petition may withdraw his/her name by a statement in writing filed with the city clerk before said city clerk advises the council of the sufficiency of the petition.

5.2.2 Petition for Recall of a Ward Councilmember. A petition for recall of a councilmember elected from a separate ward shall be sponsored by a committee of five registered voters whose name and addresses shall appear on the petition and who reside within the ward represented by the councilmember. A petition may consist of one or more papers, but each separately circulated paper shall contain at its head, or attached thereto, the information specified in section 5.8 which applies to recall. Each signer shall be a registered voter of the ward represented by the councilmember subject to the recall and each signer shall sign his/her name and giver his/her street address. Each separate page of the petition shall have appended to it a certificate by the circulator, verified by oath, that each signature appended thereto was made in his/her presence and that the circulator believes them to be the genuine signature of the person whose name it purports to be. The person making the certificate shall be a registered voter of the ward represented by the councilmember subject to the recall. Any person who's name appears on a petition may withdraw his/her name by a statement in writing filed with the city clerk before said city clerk advises the council of the sufficiency of the petition.

Section 5.3 Determination of Sufficiency. The committee shall file the completed petition in the office of the city clerk. The required number of signatures for initiative and referendum shall

be at least twenty percent of the total number of registered voters at the time of the last citywide election. The required number of signatures for recall of the mayor or a councilmember elected at large shall be at least twenty percent of the total number of registered voters in the city at the time of the last citywide election. The required number of signatures for recall of a councilmember elected from a ward shall be at least twenty percent of the total number of registered voters in the ward represented by the councilmember subject to the recall at the time of the last citywide election. Immediately upon receipt of the petition, the city clerk shall examine the petition as to its sufficiency and report to the council within ten days. Upon receiving the report, the council shall determine by resolution the sufficiency of the petition.

Section 5.4 Disposition of Insufficient or Irregular Petition. If the council determines that the petition is insufficient or irregular, as defined in Sections 5.3 and 5.2 respectively, the city clerk shall deliver a copy of the petition, together with a written statement of its defects, to the sponsoring committee. The committee shall have thirty days in which to file additional signature papers and/or to correct the petition in all other particulars, except that, in the case of a petition for recall, the committee may not change the statement of the grounds on which the recall is sought. Within five days of receipt of the corrected petition, the city clerk shall again report to the council. If the council finds that the petition is still insufficient or irregular, the city clerk shall file the petition in his/her office and notify the sponsoring committee. The final finding that the petition is insufficient or irregular shall not prejudice the filing of a new petition for the same purpose, nor shall it prevent the council from referring the subject matter of the petition to the voters at the next regular or special election.

Section 5.5 Initiative. Any ordinance may be proposed by a petition, which shall state at the head of each page or attached thereto the exact text of the proposed ordinance. If the council passes the proposed ordinance with amendments, and a majority of the sponsoring committee do not disapprove the amended form by a statement filed with the city clerk within ten days of its passage by the council, the ordinance need not be submitted to the voters. If the council fails to enact the ordinance in a form acceptable to the majority of the sponsoring committee within sixty days after the final determination of sufficiency of the petition, the ordinance as originally proposed shall be placed on the ballot at the next election occurring in the city. If no election is to occur within 120 days after the filing of the petition, the council shall call a special election on the ordinance to be held within such period.

Section 5.6 Initiative to Amend the Charter. Nothing in this charter shall be construed in any way as affecting the right of the electors to propose amendments to this charter.

Section 5.7 Referendum. Prior to the date an ordinance takes effect, it may be subjected to referendum by a petition, which shall state at the head of each page, or attached thereto, the exact text of the ordinance to be considered by the voters. If the petition is found to be sufficient under the provisions of Section 5.3 of this chapter, the said ordinance shall thereby be prevented from going into operation, and the subject matter of the petition shall be placed on the ballot at the next election occurring in the city. If no election is to occur within 120 days after the filing of the petition, the council shall call a special election to be held within such period, providing the petition has been found to be sufficient. If a majority of the voters voting thereon vote for the ordinance contained in the petition, it shall take effect immediately upon certification of the election results by the council.

Section 5.8 Recall. Consideration by the electorate of the recall of any elected officer of the city may be initiated by petition. The petition shall state at the head of each page, or attached thereto, a certificate stating the name of the officer whose removal is sought, the grounds for recall, which shall be malfeasance, misfeasance or nonfeasance in office, is not more than 250 words, and the intention of the sponsoring committee to bring about the officer's recall. Such petition shall be filed in the city clerk's office prior to circulation. If the petition or amended petition is found sufficient under the provisions of Section 5.3 of this chapter, the city clerk shall transmit it to the council without delay, and shall also officially notify the person sought to be recalled of the sufficiency of the petition and of the pending action. The council shall, at its next meeting, by resolution, provide for the holding of a special recall election within ninety days after such meeting, the council may, in its discretion, provide for the holding of the recall vote at that time. If the special recall election involves a councilmember elected from a separate ward, the special recall election shall be conducted only within the ward of such councilmember. If the special recall election involves the mayor, a councilmember who is elected at large, the election shall be a citywide election. The city clerk shall include with the published notice of the election the statement of the grounds for the recall and, also, in not more than 500 words, the answer of the officer concerned in justification of his/her course of office. If a vacancy occurs due to recall election, Section 4.5 herein shall apply to fill such vacancy.

- Sections 5.2, 5.3, 5.4, 5.5, 5.8 amended by Ordinance #00-12– effective January 24, 2001
- Section 5.3 amended by Special Election, November 6, 2001 – effective December 6, 2001
- Section 5.2.1, 5.2.2, 5.3 & 5.8 amended by Ordinance #04-47 – effective March 5, 2005

CHAPTER 6
ADMINISTRATION OF CITY AFFAIRS

Section 6.1 Administrative Responsibility. The council, as a body, shall be responsible for the administration of the city. The council shall appoint an administrative officer to assist in the administration of city affairs. For purposes of reference in this charter, this administrative officer shall be referred to as the city administrator.

Section 6.2 Administrative Organization.

6.2.1 The council may by ordinance establish city departments, offices and agencies and prescribe their functions. No power or duty conferred by this charter upon a particular office or agency shall be transferred to any other.

6.2.2 The city council shall by resolution hire or remove heads of departments, and such other future officers and personnel as may be required to operate the city efficiently. The council shall determine the qualifications thereof and prescribe the duties to be performed by each, except as otherwise prescribed in this charter.

6.2.3 The heads of departments and other officers designated by the council shall report in person to the council and to the public at least once each quarter at a regularly scheduled council meeting.

Section 6.3 Duties of the City Administrator. The city administrator shall be the chief administrative officer for the council. The council shall establish by resolution, the powers, duties and reporting requirements of the city administrator.

Section 6.4 Purchases and Contracts. All purchases shall be made and all contracts let by the council. Contracts shall be made in compliance with the uniform contracting law, and whenever competitive bids are required, the contract shall be let to the lowest responsible bidder. All contracts, bonds and instruments of any kind to which the city is a party shall be signed by the mayor and the city administrator on behalf of the city and shall be executed in the name of the city. The council may by ordinance adopt further regulations for the making of bids and the letting of contracts.

Section 6.5 Subordinate Officers. There shall be a city clerk and such other officers subordinate to the city administrator as the city council may create by ordinance. The city clerk, subject to the direction of the city administrator, shall keep the public records, and shall have other duties as the city administrator shall prescribe. In addition, the city clerk shall have other powers and duties imposed by state law, this charter, city ordinance and city resolution. The Council may by ordinance abolish offices which have been created by ordinance, and may by resolution, abolish offices which have been created by resolution. It may combine the duties of various offices as it may see fit.

- Sections 6.1, 6.3, 6.4 & 6.5 amended by Ordinance #00-12 – effective January 24, 2001

CHAPTER 7
TAXATION AND FINANCES

Section 7.1 Council to Control Finances. The council shall have full authority over the financial affairs of the city except as limited or prohibited by the state constitution, state laws, or this charter. It shall provide for the collection of all revenues and other assets, and the auditing and settlement of accounts. It shall further provide for the safekeeping and disbursement of public moneys.

Section 7.2 Fiscal Year. The fiscal year of the city shall be the calendar year.

Section 7.3 System of Taxation. Subject to the state constitution, and except as forbidden by it, or by state statutes, the council shall have full power to provide by ordinance for a system of local taxation. This authority includes the power by ordinance to assess, levy, and collect taxes on all subjects or objects of taxation except as limited or prohibited by the state constitution, by this charter or by state statutes imposing restriction upon the city, irrespective of charter provisions.

Section 7.4 Submission of Budget.

7.4.1 Annually, the city administrator shall submit to the council the budget recommendations in accordance with a budget calendar to be established by resolution. The budget shall provide a complete financial plan for all city funds and activities for the ensuing fiscal year and, except as required by state statutes or this charter, shall be in such form as the council may require. It shall include a summary and show in detail all estimated income and all proposed expenditures, including debt service and comparative figures for the current fiscal year, actual and estimated, and the preceding year. In addition to showing proposed expenditures for current operations, it shall show proposed capital expenditures to be made during the year and the proposed method of financing each such capital expenditure. The total proposed operating budget to be provided from the property tax shall not exceed the amounts authorized by state statutes and this charter. Consistent with these provisions, the budget shall contain such information and be in the form prescribed by ordinance and by state statues. The Annual Financial Statement shall be in such form as state statutes, this charter or the council may prescribe.

7.4.2 For each utility operated by the city, its budget shall show anticipated net surplus or deficit and the proposed method of its disposition; and subsidiary budgets for each utility giving income and expenditure information shall be included or attached as appendices.

Section 7.5 Long-term Financial Plan.

7.5.1 The city council shall have prepared a long-term financial plan of at least five years. This information shall be revised and extended each year. The city council shall hold an annual public hearing on the long-term financial plan and adopt it by resolution with or without amendment. The financial plan, at minimum, shall consist of three elements as specified in Sections 7.5.2 through 7.5.4 which follow.

7.5.2 The Public Service Program. The program shall be a continuing five-year plan for all public services, estimating future needs for the public health, safety and welfare of the city. It shall measure the objectives and needs for each city department, the standard of services desired, and the impact of each such service on the annual operating budget.

7.5.3 The Capital Improvement Program. This program shall consist of projects and facilities that are or will be needed by the city in carrying out the anticipated program of public services. It shall include a list of all capital improvements proposed to be undertaken during the next five fiscal years, with appropriate supporting information as to the necessity for such improvements; the priority of each anticipated improvement; cost estimate, method of financing and recommended time schedule for each such improvement; and the estimated annual cost of operating and maintaining the facilities to be constructed or acquired. This information shall be revised and extended each year for capital improvements still pending or in process.

7.5.4 Five Year Financial Forecast. This forecast shall detail the estimated revenue and expenditures necessary to carry out the Public Service and Capital Improvement Programs as described in Sections 7.5.2 and 7.5.3. In addition, the forecast will identify financing sources and uses, cash flow projections, and financial policies that impact and exercise control over revenues and expenditures.

7.5.5 A summary of the long-term financial plan shall be published in the city newsletter annually.

Section 7.6 Council Action on Budget.

7.6.1 The budget public hearing dates, procedures to be followed during the hearing, and publications, are established by state statute. However, the actual adoption of the proposed annual budget and the municipal levy shall take place at the next regularly, scheduled council meeting following the mandated public hearing(s) to ensure that comments received during the public hearing(s) are given due consideration before the final budget and municipal tax levy are adopted. The council may revise the proposed budget but no amendment to the budget shall increase the authorized expenditures to an amount greater than the estimated funds available. The council shall adopt the budget by a resolution that shall set forth the total for each budgeted fund and each department function or program, with such segregation as to objects and purpose of expenditures as the council deems necessary for purposes of budget control. The council shall also adopt a resolution levying the amount of taxes provided in the budget, and the city administrator shall certify the tax resolution to the county auditor in accordance with state law. Adoption of the budget resolution shall constitute appropriations at the beginning of the fiscal year of the sums fixed in the resolution of the several purposes named.

7.6.2 At least two weeks before the proposed budget is adopted, for the ensuing fiscal year, a summary of the proposed budget and municipal levy increases and decreases shall be given in the city newsletter. Such summary shall be set forth in language designed to be readily understood by the layperson, and shall provide appropriate supporting information as to the necessity for any increases. Failure to provide the specified

summary will not invalidate the budget. A summary of the adopted final budget shall be printed in the city newsletter as soon as is practical after the adoption.

Section 7.7 Enforcement of the Budget.

7.7.1 The city council shall enforce the provisions of the budget. It shall approve and authorize payments of bills, at each regularly scheduled council meeting, that have been presented for payment, supported by an itemized bill, payroll time sheet, or other document approved and signed by the responsible city officer who vouches for its correctness and reasonableness. Bills that are of an ongoing operating nature, have been appropriated in the budget, and been approved by the responsible city officer, may be paid prior to regular council meetings to avoid late penalties or to take advantage of available discounts. Other payments may occur in the event it is unreasonable or untimely to obtain council approval for funding an emergency or unforeseen expenditure which is necessary for the routine operation of the city as directed by council in a purchasing policy which shall be adopted by ordinance.

7.7.2 Any obligation incurred by any person in the employ of the city for any purpose not authorized in the budget resolution, or for any amount in excess of the amount authorized, shall be a personal obligation upon the person incurring the obligation and such person will be subject to appropriate disciplinary or criminal action. No check shall be issued or transfer made to any account other than one owned by the city until the claim to which it relates has been supported by an itemized bill, payroll, time sheet or other document approved and signed by the responsible city officer who vouches for its correctness and reasonableness.

Section 7.8 Alterations to the Budget. After the budget resolution has been adopted, the council shall not increase the amounts fixed in the resolution beyond the estimated funds available except to the extent that actual receipts exceed the estimated funds available. At anytime, the council may, by resolution approved by a 4/5 vote of its members, reduce the sums appropriated for any purpose by the budget resolution, or authorize the transfer of sums from unencumbered balances of appropriations in the budget resolution to other purposes.

Section 7.9 Funds. There shall be maintained in the city treasury a general fund and such other funds as may be required by state statutes, resolution or ordinance. The council shall, by resolution or ordinance, create and abolish funds and shall define which funds are eligible for interfund loans as it may deem necessary and appropriate.

Section 7.10 City Indebtedness.

7.10.1 Except as provided in Sections 7.11 and 7.12, no obligation shall be issued to pay current expenses, but the council may issue and sell obligations for any other municipal purpose in accordance with state statutes and within the limitations prescribed by law. Except in the case of obligations for which an election is not required by this charter or state statutes, no such obligation shall be issued and sold without the approval of the majority of the voters voting on the question at a general or special election.

7.10.2 A description of each such proposed issue shall be published in the city newsletter, but failure to publish such description, or any defect in the description, shall not invalidate the issue. However, corrections shall be published at the earliest practical time.

Section 7.11 Tax Anticipation Certificates. At anytime after January 1, the council may issue tax anticipation certificates in anticipation of state and federal aids and the collection of taxes levied the previous year for any fund and not yet collected. The total amount of certificates issued against any fund for any year together with interest thereon until maturity shall not exceed 90 percent of the total state and federal aids and current taxes due to the fund and uncollected at the time of issuance. Such certificates shall be issued on such terms and conditions as the council may determine, but they shall become due no later than April 1 of the year following their issuance. The proceeds of the tax levied and such state or federal aids as the governing body may have allocated for the fund against which tax anticipation certificates are issued, and the full faith and credit of the city shall be irrevocably pledged for the redemption of the certificates.

Section 7.12 Emergency Debt Certificates.

7.12.1 If in any year, the receipt from taxes or other sources should, for some unforeseen cause, become insufficient for the ordinary expenses of the city, or if any calamity or other public emergency necessitates the making of extraordinary expenditures, the council may by ordinance issue on such terms and in such manner as the council determines, emergency debt certificates to run not in excess of three years. A tax sufficient to pay principal and interest on such certificates with the margin required by law shall be levied as required by law. The ordinance authorizing the issue of the emergency debt certificates shall state the nature of the emergency and be approved by at least four members of the council. It may be passed by emergency ordinance as defined in Section 3.6 except that the ordinance shall be enacted by a 4/5 vote of the council.

7.12.2 A description of each such proposed certificate shall be published in the city newsletter, but failure to publish such description, or any defect in the description, shall not invalidate the certificate. However, corrections shall be published at the earliest practical time.

- Sections 7.1 through 7.12 amended by Ordinance #94-03 - effective March 25, 1994
- Sections 7.4.1 & 7.6.1 amended by Ordinance #00-12– effective January 24, 2001

CHAPTER 8
PUBLIC IMPROVEMENTS AND SPECIAL ASSESSMENTS

Section 8.1 Power to Make Improvements and Levy Assessments. The city may make any type of local improvement not forbidden by law and levy special assessments to pay all or part of the cost of such local improvements. The total of the assessments for any local improvement may not exceed the cost of the local improvement, plus all costs and expenses connected therewith, including interest. No assessment shall exceed the benefit to the property assessed as measured by the increase in the market value of the property assessed as a result of the local improvement.

Section 8.2 Application of Charter. All local improvement projects shall be carried out exclusively under the provisions of this charter. The term "local improvement" as used in this Section shall mean a public improvement financed partly or wholly from special assessments.

Section 8.3 Assessments for Services. The council may provide by ordinance that the cost of the city services to streets, sidewalks, or other public or private property may be assessed against property benefited and may be collected in the same manner as special assessments.

Section 8.4 Local Improvement Procedure. When the city undertakes any local improvement to which the state local improvement code Minn. Stat. Chapter 429 applies, it shall comply with the provisions of that law, except as modified below. The council may by ordinance prescribe the procedure to be followed in making any other local improvement and levying assessments therefore.

8.4.1 Sixty Day Waiting Period. A period of sixty (60) days shall elapse after the conclusion of the public hearing required by law to precede the ordering of the construction of a local improvement project (the "Public Hearing") before the actual ordering of the local improvement by the council and the council entering into a contract for the local improvement construction.

8.4.2 Percentage of Owners Required. When the local improvement has been petitioned for by the owners of not less than 50 percent in frontage of the real property abutting on streets named in the petition as the location of the local improvement the resolution ordering the local improvement by the council may be approved by vote of a majority of all members of the council. When there has been no such petition, the resolution may be adopted only by vote of four-fifths of all members of the council.

8.4.3 Petition Against the Local Improvement. A proposed local improvement may be initiated by petition of the owners of real property abutting on the streets named in the petition. If, within thirty (30) days of the conclusion of the public hearing, a petition against such local improvement is filed with the city administrator which petition is signed by a percentage of the owners of real property abutting on the streets named in the initiating petition as the location of the improvement which percentage is greater than the percentage of owners of real property who signed the initiating petition, the council shall not make such local improvement at the expense of the abutting property owners. For purposes of the foregoing sentence, "owners of real property" shall not include owners of properties zoned for commercial or industrial uses or owners of properties zoned

residential greater than 10 acres in size based on zoning classifications in effect at the date of such petition, or owners of non-homestead real property greater than one acre in size.

8.4.4 Counter Petition in Favor of the Improvement. If within thirty (30) days of the filing with the city administrator of a petition against the local improvement as described in Section 8.4.3 above, there is filed with the city administrator a petition in favor of the local improvement, signed by owners of real property abutting on the streets named in the initiating petition as the location of the improvement, in a percentage greater than the percent of owners of real property who signed the petition against the local improvement, then in such event the council may disregard the petition against the local improvement and proceed with the local improvement.

8.4.5 Petition Against Council Initiated Improvement. If the local improvement was initiated by council resolution without an initiating petition and, within sixty (60) days of the conclusion of the public hearing, a petition is filed with the city administrator against such local improvement and which petition is signed by 60 percent or more of the owners of real property proposed to be assessed for and benefited by the local improvement, the council shall not make such local improvement at the expense of the benefited property owners. For purposes of the foregoing sentence, "owners of real property" shall not include owners of properties zoned for commercial or industrial uses or owners of properties zoned residential greater than 10 acres in size based on zoning classifications in effect at the date of such petition, or owners of non-homestead real property greater than one acre in size.

8.4.6 Withdrawal of Name from Petition. Any person whose name appears on a petition to the council in favor of a local improvement, or on a petition to the council filed against a local improvement, may withdraw his/her name by a statement in writing filed with the city administrator before such petition is presented to the council or in person at a city council meeting before the city council accepts said petition.

8.4.7 Filing of Petition with City Council. All completed petitions filed with the city administrator as described herein shall be presented to the council by the city administrator at the council's next regularly scheduled meeting.

8.4.8 One Year Before Any Further Action. When a proposed local improvement is disallowed pursuant to the petition process described in the foregoing Sections, the council shall not vote on the same improvement within a period of one year after the public hearing on said improvement.

Section 8.5 Computation of Time. Where the performance or doing of any act or matter is required by this charter, and the period of time is prescribed and fixed by this charter, the time shall be computed so as to exclude the first and include the last day of the prescribed or fixed period of time. When the last day of the period falls on a Saturday, Sunday, or a legal holiday, that day shall be omitted from the computation.

Section 8.6 Sewer and Water Projects. This Section applies to any Local Improvement Project completed after January 1, 1996, which includes extending Urban Services (Sewer and/or Water) to an existing home or neighborhood.

8.6.1 Connection Policy. The City may not compel any property owner with a functional private sewer and water system to connect to City Sewer and/or Water.

8.6.2 Assessment Policy. The City may not levy an assessment for any component of any project which includes Sewer and/or Water improvements against a property whose owner elects to remain on a functional private Sewer and/or Water system.

8.6.3 Request for Urban Services. Property owners who remain on private Sewer and Water systems after Urban Services become available may request connection to Urban Services at any time. Upon connection to Urban Services an assessment may be levied provided it is consistent with the original assessment.

- Section 8.1 through 8.5 amended by Ordinance #92-12 - effective January 25, 1993
- Section 8.6 added by Special Election, May 20, 1996 – effective June 20, 1996
- Section 8.4.2, 8.4.3 and 8.4.4 amended by Ordinance #06-22 – effective October 16, 2006
- Section 8.4, 8.4.2 (added) 8.4.2 made 8.4.3 – and so on, amended by Ordinance #12-08 - effective October 1, 2012
-Section 8.4.5 amended by Ordinance #14-07 – effective November 2014

CHAPTER 9
EMINENT DOMAIN

Section 9.1 Acquisition of Property. The city may acquire by purchase, gift, condemnation, or otherwise, any property, either within or without its boundaries, that may be needed by the city for any public purpose. In acquiring property by exercising the power of eminent domain, the city shall proceed according to Minnesota Statutes, Chapter 117, or other applicable laws.

CHAPTER 10
FRANCHISES

Section 10.1 Except as otherwise provided by state statutes, no person, firm or corporation shall place or maintain any permanent or semi-permanent fixtures in, over, upon or under any street or public place for the purpose of operating a public utility, or for any other purpose, without a franchise therefore from the city. A franchise shall be granted only by ordinance, which shall not be an emergency ordinance. No exclusive franchise shall be granted unless the proposed ordinance is submitted to the voters of the city following a public hearing and approved by at least a majority of those voting thereon. Every ordinance granting a franchise shall contain all the terms and conditions of the franchise. The grantee shall bear the costs of publication of the franchise ordinance and shall make a sufficient deposit with the city clerk to guarantee publication before the ordinance is passed.

Section 10.2 Term. No perpetual franchise or privilege shall be created, nor shall any exclusive franchise or privilege be granted for a period of more than twenty-five years.

Section 10.3 Public Hearing. Before any franchise ordinance is adopted or any rates, fares, or prices to be charged by a public utility are fixed by the council, the council shall hold a public hearing on the matter. Notice of such hearing shall be published at least once in the city newsletter and in the official newspaper not less than ten days prior to the date of the hearing. Failure to publish said notice or any defect in said notice shall not invalidate the notice. However, correction(s) must be published at the earliest practical time.

Section 10.4 Power of Regulation Reserved. Subject to any applicable state statutes, the council may by ordinance reasonably regulate and control the exercise of any franchise, including the maximum rates, fares, or prices to be charged by the grantee. No franchise value shall be included in the valuation of the grantee's property in regulating utility rates, fares, or prices under any applicable state or municipal law, or regulation, or in proceedings for municipal acquisition of the grantee's property by purchase or eminent domain.

Section 10.5 Renewals or Extensions. Every extension, renewal, or modification of any existing franchise, or of any franchise granted thereafter, shall be subject to the same limitations and shall be granted in the same manner as a new franchise.

- Section 10.1 amended by Ordinance #00-12 – effective January 24, 2001

CHAPTER 11
PUBLIC OWNERSHIP AND OPERATION OF UTILITIES

Section 11.1 Acquisition and Operation of Utilities. The city may own and operate any gas, water, heat, power, light, telephone or other public utility for supplying its own needs for utility service, or for supplying utility service to private consumers or both. It may construct all facilities reasonably needed for that purpose, and may acquire any existing utility properties so needed; but such action shall only be taken by ordinance, which shall not be an emergency ordinance. The operation of all public utilities owned by the city shall be under the supervision of the city council.

Section 11.2 Rates and Finances. The council may, by ordinance, fix rates, fares and prices for municipal utilities, but such rates, fares and prices shall be just and reasonable. The council shall make each municipal utility financially self-sustaining. Before any rates, fares or prices for municipal utilities shall be fixed by the council, the council shall hold a public hearing on the matter in accordance with Section 11.6 of this chapter. The council shall prescribe the time and the manner in which payments for all such utility services shall be made, and may make such other regulations as may be necessary, and prescribe penalties for violations of such regulations.

Section 11.3 Purchase in Bulk. The council may, in lieu of providing for the local production of gas, electricity, water and other utilities, purchase the same in bulk and resell them to local consumers at such rates as it may fix. Before such rates are fixed by the council, the council shall hold a public hearing on the matter in accordance with Section 11.6 of this chapter.

Section 11.4 Lease of Plant. The council may, if the public interest will be served thereby, contract with any responsible person, co-partnership or corporation for the operation of any utility owned by the city upon such rentals and conditions as it may deem necessary; but such contract shall not be an emergency ordinance. In no case shall such contract be for a longer term than ten years.

Section 11.5 Public Utility. How Sold. No public utility owned by the city shall be sold or otherwise disposed of by the city unless the full terms of the proposition of said sale or other disposition thereof, together with the price to be paid therefore, shall be embodied in an ordinance approved by a majority of the registered voters voting thereon at a general or special election. Before such ordinance is submitted to a vote, the council shall hold a public hearing on the matter in accordance with Section 11.6 of this chapter.

Section 11.6 Notice of Public Hearing. Notice of public hearing required by this chapter shall be published at least once in the official newspaper and in the city newsletter at least ten days prior to the date of the hearing. Failure to publish said notice or any defect in said notice shall not invalidate the notice. However, the correction(s) must be published at the earliest practical time.

CHAPTER 12
MISCELLANEOUS AND TRANSITORY PROVISIONS

Section 12.1 Official Publication. The council shall annually designate a legal newspaper of general circulation in the city as its official newspaper in which shall be published ordinances and other matters required by state statutes and this charter to be so published, as well as such other matters as the council may deem it in the public interest to have published in this manner.

Section 12.2 Oath of Office. Every officer of the city shall, before entering upon the duties of his/her office, take and subscribe an oath of office in substantially the following form: "I do solemnly swear (or affix:) to support the constitution of the United States and of this state and to discharge faithfully the duties devolving upon me as (mayor, councilmember, city administrator, etc.) of the City of Ramsey to the best of my judgment and ability".

Section 12.3 City Officers Not to be Interested in Contracts. Except as otherwise permitted by state statutes, no officer of the city, who is authorized to take part in any manner in any contract with the city, shall voluntarily have a personal financial interest in such contract or personally benefit financially therefrom.

Section 12.4 Official Bonds. The city administrator and other such officers or employees of the city as may be provided for by ordinance shall each, before entering upon the duties of his/her respective office or employment, give a corporate surety bond to the city in such form and such amount as may be fixed by the council as security for the faithful performance of his/her official duties. This corporate surety bond may be in the form of either individual or blanket bonds at the discretion of the council. They shall be approved by the council, and approved as to form by the city attorney, and filed with the city administrator. The premiums on the bonds shall be paid by the city.

Section 12.5 Sales of Real Property. No real property of the city, with the exception of cemetery plots, shall be disposed of except by ordinance. The proceeds of any sale of such property shall be used as far as possible to retire any outstanding indebtedness incurred by the city in the purchase, construction, or improvement of this or other property used for the same public purpose. If there is no such outstanding indebtedness, the council may by resolution designate some other public use for the proceeds.

Section 12.6 Vacation of Streets. The council may by ordinance vacate any street or alley or other public grounds or part thereof within the city. Such vacation may be made only after published notice in the official newspaper and an opportunity for affected property owner and public to be heard, and upon such further terms and by such procedure as the council by ordinance may prescribe. A notice of completion of such procedure shall be filed in accordance with state statutes.

Section 12.7 Statutes Not Affected by Charter. All general laws and statutes of the state applicable to all cities operating under home rule charters, or applicable to cities of the same class as the City of Ramsey operating under home rule charters, and not inconsistent with the provisions of this charter, or the ordinances of this city, shall apply to the City of Ramsey, and shall be construed as supplementary to the provision of this charter.

Section 12.8 City to Succeed to Rights and Obligations of Former City. The city shall succeed to all property, rights, and privileges, and shall be subject to all legal obligations of the former city.

Section 12.9 Existing Ordinances and Resolutions Continued. All ordinances, resolutions and regulations of the municipality in force when this charter takes effect, and not inconsistent with the provisions thereof, are hereby continued in full force and effect until amended or repealed.

Section 12.10 Officers to Continue for Present Terms. All elective and appointive officers of the city holding office on the effective date of this charter shall continue in office for the terms to which they were elected or appointed, and until their successors shall have been elected or appointed and have qualified.

Section 12.11 Pending Condemnations and Assessments. Any condemnation or assessment proceeding in progress when this charter takes affect shall be continued and completed under the state statutes under which such proceeding was begun. All assessments made by the municipality prior to the time when this charter takes effect shall be collected, and the lien thereof enforced in the same manner as if this charter had not been adopted.

Section 12.12 Ordinances to Make Charter Effective. The council shall by ordinance, resolution, or other appropriate action make such regulations as may be necessary to carry out and make effective the provisions of this charter.

Section 12.13 A Newsletter. A newsletter shall be published by the city at regular intervals at least six times each year. The postal role for the city shall be used for the distribution.

Section 12.14 This charter becomes effective thirty days after adoption.

- Section 12.2 & 12.4 amended by Ordinance #00-12 – effective January 24, 2001

Ramsey City Charter Adopted by Special Election – May 22, 1984

CHAPTER 13
POLICE DEPARTMENT

Section 13.1 Department Created. The existing police department for the city shall forthwith be established as permanent and shall consist of a chief of police, and such other officers and members as may be provided for by the council.

Section 13.2 Appointments. The chief of police shall be appointed by the council. All other appointments to or promotions within the department shall be made as provided by law.

Section 13.3 Rank. The chief of police shall be the head of the department and have supervision over all officers and members thereof.

Section 13.4 Duties of Chief. The chief of police shall keep such records and make such reports concerning the activities of his/her department as may be required by statute or by the city council. The chief shall be responsible for the performance by the police department of its functions, and all persons who are members of the police department shall serve subject to the orders of the chief of police.

Section 13.5 Duties. It shall be the duty of the officers of the police department to see to the enforcement of all of the ordinances of the city and all statutes applicable therein, and to preserve order and prevent infractions of the law and arrest violators thereof.

Section 13.6 Conduct of Members. It shall be the duty of every member and officer of the police department to conduct himself or herself in a proper and law-abiding manner at all times. Each member and officer of the department shall obey the orders and directions of his/her superior.

Section 13.7 Rules and Regulations. The chief of the police department may make or prescribe such rules and regulations as he/she shall deem advisable, such rules, when approved by the council, shall be binding on such officers and members. Such rules and regulations may cover, besides the conduct of the officers and members, uniforms and equipment to be worn or carried, hours of service, vacation, and all other similar matters necessary or desirable for the efficiency of the department.

Section 13.8 Equal Opportunity. In making appointments to the police department, no person shall be deprived of an opportunity to serve on the police department because of race, religion, skin color, national origin or sex. No arbitrary rules on height, weight, or achievement of strength unrelated to job needs shall be imposed. No handicapped person shall be denied, merely by virtue of being handicapped, appointment to a position on the police department which the handicapped person is competent to fill.

- Chapter 13 added by Ordinance #88-21 - effective December 13, 1988

CHAPTER 14
METROPOLITAN URBAN SERVICE AREA

- Chapter 14 added by Special Election, August 15, 1995 – effective September 15, 1995
- Section 14.2 added by Special Election, September 22, 1997 – effective October 22, 1997
- Chapter 14 deleted by General Election, November 5, 2002 – effective December 5, 2002

CHAPTER 15
ADOPTION OF COMPREHENSIVE MUNICIPAL PLAN

Section 15.1 Comprehensive Plan. Minnesota Statutes, Chapter 462 requires that the City prepare and adopt a comprehensive municipal plan which plan is defined as a compilation of policy statements, goals, standards and maps for guiding the physical, social and economic development, both private and public, of the municipality and its environs. The comprehensive plan represents the City's planning agency's recommendations for the future development of the City.

15.1.1 Adoption of Comprehensive Plan. The City Council may by resolution by a majority vote of all its members adopt and amend the comprehensive plan or portion thereof as the official municipal plan upon such notice and hearing as may be prescribed by ordinance.

- Chapter 15 added by Special Election, November 6, 2001 – effective December 6, 2001

CITY OF RAMSEY
POSITION ANALYSIS

Position Title:	**City Administrator**
Department:	**Administrative Services**
Title of Immediate Supervisor:	**City Council**
FLSA Status:	**Exempt**

POSITION SUMMARY: The City Administrator is the chief administrative officer of the City and is responsible for all aspects of the City's organizational health and effectiveness. This position is responsible for the daily administration and coordination of all City Affairs in accordance with the City Charter, City Code, ordinances, resolutions, and directives from City Council.

PRINCIPAL ACCOUNTABILITIES:

Values-based Leadership: The City Administrator is expected to model behavior and maintain a culture that is consistent with the City's organizational core values of Ethics and Integrity, Fiscal Responsibility, Cooperation and Teamwork, Open and Honest Communications, Excellence and Quality in the Delivery of Services, Treating People with Respect and Fairness, and Adaptability and Continuous Learning. These values are the foundation of all actions and decisions.

Mayor and Council Support: The City Administrator will respond promptly and effectively to council requests and directives; as well as provide timely, useful and accurate information for policy decisions. This requires drafting ordinances, resolutions, and policies for City Council consideration utilizing the City Attorney and other staff members as needed.

Mission-focused Strategic Direction: The City Administrator effectively working with staff, City Council, appointed Commissioners and external partners, is responsible for planning the direction of the organization. The position is the gatekeeper of the City's mission and values.

Voice of the Organization: The City Administrator is the professional face and voice of the organization and is responsible for ensuring alignment and consistency between the organization's goals, strategies and all of her/his direct communications and public statements. This position is also responsible for ensuring that the same alignment and consistency in all staff and City Council communications, and for staff training and reinforcement necessary to fulfill this requirement.

High Impact Results: The City Administrator must manage the organization's resources and people to achieve the highest possible impact on the organization's mission. The City Administrator must be an improvisational leader and adapt as necessary to provide effective city management.

Fiscal Health and Accountability: The City Administrator is responsible for ensuring and helping to maintain the fiscal health and transparency of the city's organization.

Organizational and Professional Development: The City Administrator is responsible for developing and maintaining an organization capable of fulfilling the strategic plan. This requires an on-going assessment of future challenges and opportunities, organizational design, depth and succession planning. The City Administrator is responsible to help staff grow to their

potential, and achieve their highest possible impact toward the organization's mission. The City Administrator will develop and maintain internal performance systems that maintain accountability and encourage high-level performance.

SUPERVISION: DIRECTION RECEIVED and/or GIVEN
Reports to the City Council; exercises general supervision over all City employees through department heads as well as selected non-management staff.

ESSENTIAL ENVIRONMENTAL FACTORS
Valid State of Minnesota driver's license with a good driving record or the ability to obtain a Minnesota driver's license within 90 days. Traveling throughout the City and regional area is required.

This job description does not necessarily list all functions or accountabilities of the job. The City Administrator may be asked by the City Council to perform additional duties and tasks. The City Council reserves the right to revise and update job descriptions at any time.

TOOLS AND EQUIPMENT USED
Typical standard office equipment is used including multi-line phone, copier, fax, PC, printers, etc.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, an employee is regularly required to sit; talk and hear, in person, in meetings and by telephone; use hands to figure, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to walk and stand. Specific vision abilities required by this position include close vision and the ability to adjust focus.

PROFESSIONAL DEVELOPMENT
It is expected that the City Administrator participates in regional, state and national meetings and conferences to stay abreast of trends and technology related to city programs, services, and operations.

ESSENTIAL FUNCTIONS
The examples listed may not include all duties performed by this position.

1. Leadership – lead by example; foster a motivated and cohesive senior management team; encourage openness to change; demonstrate decisive and effective decision-making.
    a. Demonstrates collaborative, team-oriented management style.
    b. Encourages and facilitates strong two-way communication.

2. Organizational management – ensure the effective and efficient delivery of quality city services; promote progressive practices; recruit, motivate and retain quality employees.
    a. Oversees and coordinates the operation of all departments to ensure that citizens receive high quality service.
    b. Acts as the final authority on all personnel actions subject to approval by the City Council including, but not limited to, hiring, severe disciplinary action and dismissal.

c. Develops and issues administrative rules, policies, and procedures necessary to ensure proper functioning of all departments.

3. Mayor & Council support – respond promptly and effectively to council requests and directives; provide timely, useful and accurate information for policy decisions.
   a. Advises the City Council on matters of public policy
   b. Plans, organizes and administers City operations to ensure a coordinated and efficient effort to meet goals and objectives as established by the City Council.
   c. Drafts City ordinances, resolutions, and policies for City Council consideration utilizing the City Attorney and other staff members as needed.
   d. Interprets and enforces laws, ordinances, policies, and rules; implements City Council directives.
   e. Attends and participates in all Council meetings and other official meetings as needed.

4. Fiscal management – ensure the city's long-term capacity to deliver quality services at a reasonable price; administer the approved budget according to City Council policy and sound fiscal practices.
   a. Coordinates and directs department heads in the development, presentation and administration of the annual operating budget.

5. Customer service – ensure that citizen requests and concerns are effectively and efficiently responded to and resolved; cultivate positive relationships with our residents and businesses.

6. Community relations – promote a positive image of the City within the community; represent City interests and foster cooperative associations with residents, business owners, other agencies and the media.

7. Performs other duties and assumes other responsibilities as apparent or assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of laws, rules, and regulations applicable to City government.
- Knowledge of budgeting, accounting, and government financing, particularly capital improvement financing mechnisms.
- Knowledge of management principles and practices as they apply to public sector management including personnel management and organizational development.
- Knowledge and experience in progressive land use, growth management and economic development/redevelopment
- Knowledge of cooperative community and labor relations techniques
- Ability to communicate effectively and establish effective working relationships with elected officials, staff, other public officials, and the public including making formal presentations.
- Ability to supervise staff and delegate work.

JOB QUALIFICATIONS:

- Master's degree in public administration, business, finance, or related field and seven to ten years of executive leadership experience, or a combination of education and broad work experience acceptable to the City Council.
- Proven experience as either a City Administrator/City Manager, CEO, senior private sector business executive, preferably in a high growth company or a community of similar size or larger than Ramsey.

- Proven leadership to motivate and drive an organization to excellence; as well as to bring the staff and customers together.
- Competency to foster relationship with employees to create an excellent product for customers while managing the operations directing staff and facilitating and fostering excellence.

Revised October 1992
Revised October 1993
Revised April 2007
Revised July 2009 – Added driving requirement.
Updated February 2022

JOB ACTIVITY REQUIREMENTS
City Administrator

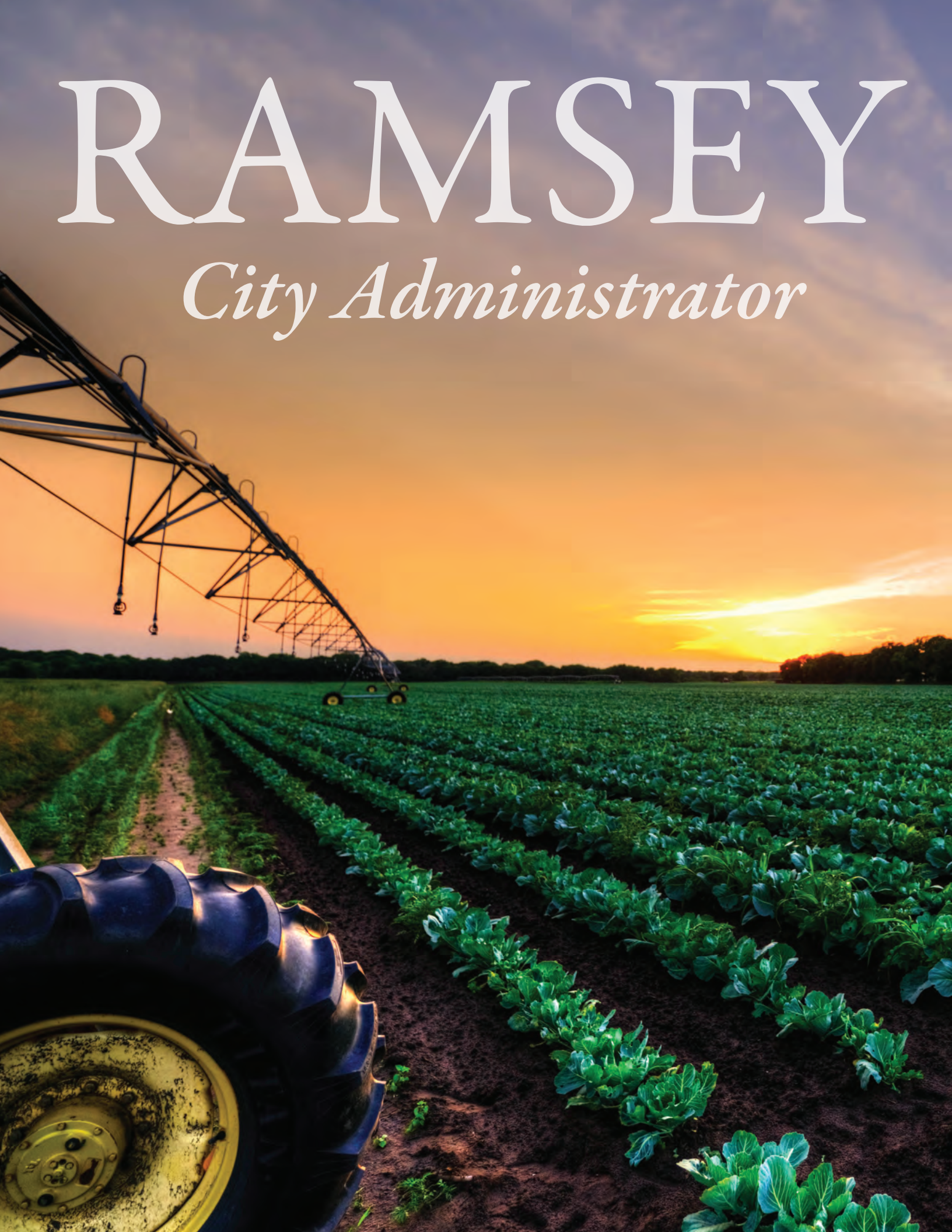
	Job activity requirements				
	Physical Activities	**Very Important**	**Important**	**Slightly Important**	**Not Important**
1	Standing		x		
2	Sitting	x			
3	Walking		x		
4	Lifting			x	
5	Pushing / Pulling				x
6	Carrying			x	
7	Climbing				x
8	Kneeling				x
9	Crawling				x
10	Crouching				x
11	Bending at waist			x	
12	Reaching		x		
13	Handling Objects	x			
14	Repetitive Hand Motion	x			
15	Use of Arm Muscles over Extended Periods			x	
16	Use of Leg Muscles over Extended Periods			x	
17	Overhead Work			x	
18	Stationary desk or bench work	x			

This job requires employees to be able to lift and carry up to 10 pounds without assistance.

	Job working conditions		
		Yes	**No**
1	Working Outdoors	x	
2	Working Indoors	x	
3	Operating dangerous equipment		x
4	Operating motor vehicles	x	
5	Providing work direction to other employees	x	
6	Working with chemicals		x
7	Working near fumes and vapors		x
8	Driving a City vehicle or personal vehicle	x	
9	Driving is an essential function of this job		x
10	Subject to random DOT drug and alcohol testing		x

RAMSEY

City Administrator











Community Profile

Ramsey is a suburban city located in the northwestern part of Anoka County, with a population of approximately 27,550. Two rivers dominate its borders, the Rum River and the Mississippi River.

The first settlement in Ramsey began because of trading along the banks of the Mississippi. Many settlers came here on a steamboat called The Governor Ramsey, named after our first territorial governor, from which the City reportedly acquired the name.

Many people have chosen to live in Ramsey because of its rural character, wetlands, wildlife, parks, recreation and the housing choices. Ramsey is a mixture of farms, large-lot single family, urban single-family and multi-family homes with a range of prices that appeals to a wide variety of people.

Two school districts now serve Ramsey - Elk River #728, and Anoka-Hennepin #11. Students from both districts regularly exceed the state average on the Minnesota Basic Standards in math, reading and writing, and score well above the national average on college entrance exams.

The City is expected to grow by approximately 10,000 people over the next 20 years. Economic Development continues to be a priority for the City. With nearly 7,000 employees working in Ramsey everyday, new industrial and retail growth may add an additional 5,000 employees over the next 20 years. We are proud of our commitment to attract economically and environmentally sound commercial development.

Ramsey is committed to manage future growth to provide a high quality of life, enhanced employment opportunities and a stable tax base. Looking ahead, the City is working toward retail and commercial growth that includes restaurants, shopping, entertainment and additional employment opportunities.

City of RAMSEY



Our Values

Ethics and Integrity
Fiscal Responsibility
Cooperation and Teamwork
Open and Honest Communications
Excellence and Quality in the Delivery of Service
Treating People with Respect and Fairness
Adaptability and Continuous Learning

Our Vision

Ramsey will be a secure, citizen-driven, collaborative community that respects the balance and connectivity between its unique suburban, rural and natural environments.

Our Mission

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

Our Objectives

Financial Stability
A Balance of Rural Character and Suburban Growth
An Active and Connected Community
Smart, Citizen-Focused Government
An Effective Organization



Job Description

City Administrator

Salary Range: 138,111 - 172,639

Reports To: The City Council

The City Administrator is the chief administrative officer of the City and is responsible for all aspects of the City's organizational health and effectiveness. This position is responsible for the daily administration and coordination of all City affairs in accordance with the City Charter, City Code, ordinances, resolutions and directives from City Council.

Principal Accountabilites

Values-based Leadership:

The City Administrator is expected to model behavior and maintain a culture that is consistent with the City's organizational core values of: ethics and integrity, fiscal responsibility, cooperation and teamwork, open and honest communications, excellence and quality in the delivery of services, treating people with respect and fairness, and adaptability and continuous learning. These values are the foundation of all actions and decisions.

Mayor and Council Support:

The City Administrator will respond promptly and effectively to Council requests and directives; as well as provide timely, useful and accurate information for policy decisions. This requires drafting ordinances, resolutions and policies for City Council consideration utilizing the City Attorney and other staff members as needed.

Mission-focused Strategic Direction:

The City Administrator, effectively working with staff, City Council, appointed Commissioners and external partners, is responsible for planning the direction of the organization. This position is the gatekeeper of the City's mission and values.

Voice of the Organization:

The City Administrator is the professional face and voice of the organization and is responsible for ensuring alignment and consistency of the organization's goals and strategies. This position is responsible for ensuring alignment and consistency of all staff and City Council communications and for staff training and management necessary to fulfill this objective.

Principal Accountabilities

High-Impact Results:

The City Administrator must manage the organization's resources and people to achieve the highest possible impact on the organization's mission. The City Administrator must be an improvisational leader and adapt as necessary to provide effective City management.

Fiscal Health and Accountability:

The City Administrator is responsible for ensuring and helping to maintain the fiscal health and transparency of the City's organization.

Organizational and Professional Development:

The City Administrator is responsible for developing and maintaining an organization capable of fulfilling the strategic plan. This requires an on-going assessment of future challenges and opportunities, organizational design, depth and succession planning. The City Administrator is responsible for helping staff grow to their potential and achieve their highest possible impact toward the organization's mission. The City Administrator will develop and maintain internal performance systems that maintain accountability and encourage high-level performance.

Supervision: Direction Received and/or Given

The City Administrator reports to the City Council and exercises general supervision over all City employees through department heads as well as selected non-management staff.

Tools and Equipment Used

Typical standard office equipment is used including multi-line phone, copier, fax, PC, printers, etc.

Essential Environmental Factors

Valid State of Minnesota driver's license with a good driving record or the ability to obtain a Minnesota driver's license within 90 days. Traveling throughout the City and regional area is required.

This job description does not necessarily list all functions or accountabilities of the job. The City Administrator may be asked by the City Council to perform additional duties and tasks. The City Council reserves the right to revise and update job descriptions at any time.

Professional Development

It is expected that the City Administrator participates in regional, state and national meetings and conferences to stay abreast of trends and technology related to City programs, services and operations.





Essential Functions

The examples listed does not include all duties performed by this position.

Leadership – Lead by example; foster a motivated and cohesive senior management team; encourage openness to change; demonstrate decisive and effective decision-making.

- Demonstrates collaborative, team-oriented management style.
- Encourages and facilitates strong two-way communication.

Organizational Management – Ensure the effective and efficient delivery of quality City services; promote progressive practices; recruit, motivate and retain quality employees.

- Oversees and coordinates the operation of all departments to ensure that citizens receive high quality service.
- Acts as the final authority on all personnel actions subject to approval by the City Council including, but not limited to, hiring, severe disciplinary action and dismissal.
- Develops and issues administrative rules, policies, and procedures necessary to ensure proper functioning of all departments.

Mayor & Council Support – Responds promptly and effectively to Council requests and directives; provides timely, useful and accurate information for policy decisions.

- Advises the City Council on matters of public policy
- Plans, organizes and administers City operations to ensure a coordinated and efficient effort to meet goals and objectives as established by the City Council.
- Drafts City ordinances, resolutions, and policies for City Council consideration utilizing the City Attorney and other staff members as needed.
- Interprets and enforces laws, ordinances, policies, and rules; implements City Council directives.
- Attends and participates in all City Council meetings and other official meetings as needed.

Fiscal Management – Ensure the City's long-term capacity to deliver quality services at a reasonable price; administer the approved budget according to City Council policy and sound fiscal practices.

- Coordinates and directs department heads in the development, presentation and administration of the annual operating budget.

Customer Service – Ensure that citizen requests and concerns are effectively and efficiently responded to and resolved; cultivate positive relationships with our residents and businesses.

Community Relations – Promote a positive image of the City within the community; represent City interests and foster cooperative associations with residents, business owners, other agencies and the media.

Other - Performs other duties and assumes other responsibilities as apparent or assigned.







Knowledge, Skills and Abilities

- Knowledge of laws, rules, and regulations applicable to City government.
- Knowledge of budgeting, accounting and government financing, particularly capital improvement financing mechnisms.
- Knowledge of management principles and practices as they apply to public sector management including personnel management and organizational development.
- Knowledge and experience in progressive land use, growth management and economic development/ redevelopment.
- Knowledge of cooperative community and labor relations techniques.
- Ability to communicate effectively and establish effective working relationships with elected officials, staff, other public officials and the public including making formal presentations.
- Ability to supervise staff and delegate work.

Job Qualifications

- Master's degree in public administration, business, finance (or related field) and seven to ten years of executive leadership experience, or a combination of education and broad work experience acceptable to the City Council.
- Proven experience as either a City Administrator/ City Manager, CEO, senior private sector business executive, preferably in a high growth company or a community of similar size or larger than Ramsey.
- Proven leadership to motivate and drive an organization to excellence including bringing the staff and customers together.
- Fostering relationships with employees to create a positive customer service experience while also managing the operations, directing staff and facilitating overall excellence.

City of RAMSEY



CHAPTER 6. - ADMINISTRATION OF CITY AFFAIRS

Sec. 6.1. - Administrative responsibility.

The council, as a body, shall be responsible for the administration of the city. The council shall appoint an administrative officer to assist in the administration of city affairs. For purposes of reference in this Charter, this administrative officer shall be referred to as the city administrator.

(Ord. of 1-24-2001)

Sec. 6.2. - Administrative organization.

6.2.1 The council may by ordinance establish city departments, offices and agencies and prescribe their functions. No power or duty conferred by this Charter upon a particular office or agency shall be transferred to any other.

6.2.2 The city council shall by resolution hire or remove heads of departments, and such other future officers and personnel as may be required to operate the city efficiently. The council shall determine the qualifications thereof and prescribe the duties to be performed by each, except as otherwise prescribed in this Charter.

6.2.3 The heads of departments and other officers designated by the council shall report in person to the council and to the public at least once each quarter at a regularly scheduled council meeting.

Sec. 6.3. - Duties of the city administrator.

The city administrator shall be the chief administrative officer for the council. The council shall establish by resolution, the powers duties and reporting requirements of the city administrator.

(Ord. of 1-24-2001)

Sec. 6.4. - Purchases and contracts.

All purchases shall be made and all contracts let by the council. Contracts shall be made in compliance with the uniform contracting law, and whenever competitive bids are required, the contract shall be let to the lowest responsible bidder. All contracts, bonds and instruments of any kind to which the city is a party shall be signed by the mayor and the city administrator on behalf of the city and shall be executed in the name of the city. The council may by ordinance adopt further regulations for the making of bids and the letting of contracts.

(Ord. of 1-24-2001)

Sec. 6.5. - Subordinate officers.

There shall be a city clerk and such other officers subordinate to the city administrator as the city council may create by ordinance. The city clerk, subject to the direction of the city administrator, shall keep the public records, and shall have other duties as the city administrator shall prescribe. In addition, the city clerk shall have other powers and duties imposed by state law, this Charter, city ordinance and city resolution. The Council may by ordinance abolish offices which have been created by ordinance, and may by resolution, abolish offices which have been created by resolution. It may combine the duties of various offices as it may see fit.

(Ord. of 1-24-2001)

ORDINANCE #00-12

CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA

AMENDMENTS TO VARIOUS CHAPTERS AND SECTIONS OF THE HOME RULE CHARTER OF THE CITY OF RAMSEY. SAID AMENDMENTS RELATE GENERALLY TO THE CREATION OF A CITY CLERK POSITION IN THE ADMINISTRATION OF CITY AFFAIRS AND CLARIFICATION OF DUTIES BETWEEN THE CITY ADMINISTRATOR AND THE CITY CLERK.

THE CITY OF RAMSEY ORDAINS.

SECTION 1. AUTHORITY:

This Ordinance is enacted pursuant to Minnesota Statutes §410.12, Subd. 7.

SECTION 2. REPEAL AND AMENDMENT.

Sections 1.1., 2.5., 3.6., 3.7, 3.8., 3.11., 4.1., 4.2., 4.4., Subsection 4.5.2., Sections 5.2., 5.3., 5.4, 5.5., 5.8., 6.1., 6.3., 6.4, 6.5., Subsections 7.4.1. and 7.6.1., Section 10.1., Sections 12.2., and 12.4. of the Home Rule Charter of the City of Ramsey are hereby amended by the provisions written below:

a.)

CHAPTER 1
NAME, BOUNDARIES, POWERS AND GENERAL PROVISIONS

Section 1.1. Name and Boundaries.

The City of Ramsey, Anoka County, Minnesota, shall continue to be a municipal corporation under that name and with the same boundaries as now are or hereafter may be established. The city clerk shall keep in his/her office at least two copies of this charter with amendments, and shall maintain in each copy an accurate and up-to-date description of the boundaries. The copies of the charter, amendments and boundary descriptions shall be available for public inspection anytime during regular office hours.

b)

CHAPTER 2
FORM OF GOVERNMENT

Section 2.5. Vacancies.

A vacancy in the council, whether it be in the office of mayor or councilmember, shall be deemed to exist in the case of the failure of any person elected thereto to qualify, or by reason of the death, resignation in writing filed with the city clerk, removal from office, non-residence in the city, conviction of a felony of any such person after his/her election, or by reason of the failure of any councilmember without good cause to attend council meetings for a period of three consecutive months. In each such case, the council shall, by resolution, declare the vacancy to exist and such vacancy shall be filled according to the provisions of section 4.5.

c)

CHAPTER 3
COUNCIL PROCEDURES

Section 3.6. Emergency Ordinances.

An emergency ordinance is an ordinance necessary for the immediate preservation of the public peace, health, morals, safety or welfare, and in such ordinance the emergency is defined and declared in a preamble thereto. An emergency ordinance must be approved by a majority of available members of the city council. An emergency ordinance must be in writing but may be enacted without previous filing or voting, and may be adopted finally at the meeting at which it is first introduced and voted upon by the council. An emergency ordinance shall remain in effect for the duration of the emergency. No prosecution shall be based upon the provisions of an emergency ordinance until twenty-four hours after the ordinance has been adopted, filed with the city clerk, and either has been posted in three conspicuous places in the city or published as provided for in this charter, or the person charged with violation thereof had actual notice of the ordinance prior to the act or omission resulting in the prosecution.

Section 3.7. Signing and Publication of Ordinances.

The final version of every ordinance shall be read in full prior to passage by council unless such reading is waived by a majority vote of the council, provided that a copy of the ordinance is posted or otherwise made available to the public at least three working days prior to the meeting at which it is to be adopted. The ordinance shall then be signed by the mayor, attested to by the city clerk, and filed and preserved by the city clerk. Each ordinance, or summary of such ordinance, shall be published at least once in the official newspaper. This summary of each ordinance shall include, in layman's terms, the intent of the ordinance. To the extent and in the manner provided by state statutes, an ordinance may incorporate by reference, a state statute, a state administrative rule or a state regulation, a code, or an ordinance or part thereof, without publishing the material referred to in full.

Section 3.8. Procedure on Resolutions.

Every resolution shall be presented in writing and shall be filed and preserved by the city clerk.

Section 3.11. Review and Revision of Ordinances and Indexing of Resolutions.

The city shall review, revise and rearrange its ordinance code and its resolution index with such additions and deletions as may be deemed necessary by the council at least once every two years. The ordinance code and the resolution index may be published in a book, pamphlet or loose-leaf form and copies shall be made available by the council at the office of the city clerk for general distribution to the public for a reasonable charge. Incorporation in such a code shall be a sufficient publication of any ordinance provision not previously published, if a notice is placed in the official newspaper for at least two successive weeks that copies of the codification are available at the office of the city clerk.

d)

CHAPTER 4
NOMINATIONS AND ELECTIONS

Section 4.1. The Regular Municipal Election.

A regular municipal election shall be held on the first Tuesday after the first Monday in November of each even-numbered year, commencing in 1984, at such places as the city council shall designate. At least fifteen days prior notice shall be given by the city clerk by posting a notice thereof in at least one public place in each election precinct, and by publishing a notice thereof at least once in the official newspaper of the city stating the time and the places of holding such election and of the officers to be elected. Failure to give such notice shall not invalidate such election. Elected and qualified officers provided for by this charter shall assume the duties of office to which they were elected on the first business day in January following such election.

Section 4.2. Filing for Office.

No earlier than seventy days nor later than fifty-six days before any municipal election, any resident and registered voter of the city qualified under state statutes for elective office may, by filing an affidavit and by paying a filing fee to the city clerk in an amount as set by ordinance, have his/her name placed on the municipal election ballot.

Section 4.4. Special and Advisory Elections Except for Elected Office.

The council may by resolution order any special or advisory election deemed appropriate by the council, for any reason, and provide all means for holding it. At least fifteen days prior notice shall be given by the city clerk by posting a notice thereof in at least one public place in each election precinct, and by publishing a notice thereof at least once in the official newspaper of the city stating the time and the places of holding such election.

Section 4.5. Vacancy of Municipal Elected Office.

4.5.2. The city clerk shall give at least sixty days published prior notice of such special election, except as set forth under 4.5.5. of this section.

e)

CHAPTER 5
INITIATIVE, REFERENDUM AND RECALL

Section 5.2. General Provisions for Petitions.

A petition provided for under this chapter shall be sponsored by a committee of five registered voters of the city whose names and addresses shall appear on the petition. A petition may consist of one or more papers, but each separately circulated paper shall contain at its head, or attached thereto, the information specified in sections 5.5., 5.7. or 5.8. which apply, respectively, to initiative, referendum and recall. Each signer shall be a registered voter of the city and shall sign his/her name and give his/her street address. Each separate page of the petition shall have appended to it a certificate by the circulator, verified by oath, that each signature appended thereto was made in his/her presence and that the circulator believes them to be the genuine signature of the person whose name it purports to be. The person making the certificate shall be a resident of the city and registered to vote. Any person whose name appears on a petition may withdraw his/her name by a statement in writing filed with the city clerk before said city clerk advises the council of the sufficiency of the petition.

Section 5.3. Determination of Sufficiency.

The committee shall file the completed petition in the office of the city clerk The required number of signatures for initiative and referendum shall be at least ten percent of the total number of registered voters at the time of the last citywide election. The required number of signatures for recall shall be at least twenty percent of the total number of registered voters at the time of the last citywide election. Immediately upon receipt of the petition, the city clerk shall examine the petition as to its sufficiency and report to the council within ten days. Upon receiving the report, the council shall determine by resolution the sufficiency of the petition.

Section 5.4. Disposition of Insufficient or Irregular Petition.

If the council determines that the petition is insufficient or irregular, as defined in sections 5.3. and 5.2. respectively, the city clerk shall deliver a copy of the petition, together with a written statement of its defects, to the sponsoring committee. The committee shall have thirty days in which to file additional signature papers and/or to correct the petition in all other particulars, except that, in the case of a petition for recall, the committee may not change the statement of the grounds on which the recall is sought. Within five days of receipt of the corrected petition, the city clerk shall again report to the council. If the council finds that the petition is still insufficient or irregular, the city clerk shall file the petition in his/her office and notify the sponsoring committee. The final finding that the petition is insufficient or irregular shall not prejudice the filing of a new petition for the same purpose, nor shall it prevent the council from referring the subject matter of the petition to the voters at the next regular or special election.

Section 5.5. Initiative.

Any ordinance may be proposed by a petition, which shall state at the head of each page or attached thereto the exact text of the proposed ordinance. If the council passes the proposed ordinance with amendments, and a majority of the sponsoring committee do not disapprove the amended form by a statement filed with the city clerk within ten days of its passage by the council, the ordinance need not be submitted to the voters. If the council fails to enact the ordinance in a form acceptable to the majority of the sponsoring committee within sixty days after the final determination of sufficiency of the petition, the ordinance as originally proposed shall be placed on the ballot at the next election occurring in the city. If no election is to occur within 120 days after the filing of the petition, the council shall call a special election on the ordinance to be held within such period. If a majority of those voting on the ordinance vote in its favor, it shall become effective immediately after adoption unless the ordinance specifies a later effective date.

Section 5.8. Recall.

Consideration by the electorate of the recall of any elected officer of the city may be initiated by petition. The petition shall state at the head of each page, or attached thereto, a certificate stating the name of the officer whose removal is sought, the grounds for recall, which shall be malfeasance, misfeasance, or nonfeasance in office, in not more than 250 words, and the intention of the sponsoring committee to bring about the officer's recall. Such petition shall be filed in the city clerk's office prior to circulation. If the petition or amended petition is found sufficient under the provisions of section 5.3. of this chapter, the city clerk shall transmit it to the council without delay, and shall also officially notify the person sought to be recalled of the sufficiency of the petition and of the pending action. The council shall, at its next meeting, by resolution, provide for the

holding of a special recall election within ninety days after such meeting, except if any other election is to occur within such ninety day period after such meeting, the council may, in its discretion, provide for the holding of the recall vote at that time. The city clerk shall include with the published notice of the election the statement of the grounds for the recall and, also, in not more than 500 words, the answer of the officer concerned in justification of his/her course of office. If a vacancy occurs due to recall election, section 4.5. herein shall apply to fill such vacancy.

f)

CHAPTER 6
ADMINISTRATION OF CITY AFFAIRS

Section 6.1. Administrative Responsibility.

The council, as a body, shall be responsible for the administration of the city. The council shall appoint an administrative officer to assist in the administration of city affairs. For purposes of reference in this charter, this administrative officer shall be referred to as the city administrator.

Section 6.3. Duties of the City Administrator.

The city administrator shall be the chief administrative officer for the council. The council shall establish by resolution, the powers, duties and reporting requirements of the city administrator.

Section 6.4. Purchases and Contracts.

All purchases shall be made and all contracts let by the council. Contracts shall be made in compliance with the uniform contracting law, and whenever competitive bids are required, the contract shall be let to the lowest responsible bidder. All contracts, bonds and instruments of any kind to which the city is a party shall be signed by the mayor and the city administrator on behalf of the city and shall be executed in the name of the city. The council may by ordinance adopt further regulations for the making of bids and the letting of contracts.

Section 6.5. Subordinate Officers.

There shall be a city clerk and such other officers subordinate to the city administrator as the city council may create by ordinance. The city clerk, subject to the direction of the city administrator, shall keep the public records, and shall have other duties as the city administrator shall prescribe. In addition, the city clerk shall have other powers and duties imposed by state law, this charter, city ordinance and city resolution. The Council may by ordinance abolish offices which have been created by ordinance, and may by resolution, abolish offices which have been created by resolution. It may combine the duties of various offices as it may see fit.

g)

CHAPTER 7
TAXATION AND FINANCES

Section 7.4. Submission of Budget.

7.4.1. Annually, the city administrator shall submit to the council the budget recommendations in accordance with a budget calendar to be established by resolution. The budget shall provide a complete financial plan for all city funds and activities for the ensuing fiscal year and, except as required by state statutes or this charter, shall be in such form as the council may require. It shall include a summary and show in detail all estimated income and all proposed expenditures, including debt service and comparative figures for the current fiscal year, actual and estimated, and the preceding year. In addition to showing proposed expenditures for current operations, it shall show proposed capital expenditures to be made during the year and the proposed method of financing each such capital expenditure. The total proposed operating budget to be provided from the property tax shall not exceed the amounts authorized by state statutes and this charter. Consistent with these provisions, the budget shall contain such information and be in the form prescribed by ordinance and by state statues. The Annual Financial Statement shall be in such form as state statutes, this charter or the council may prescribe.

7.6.1. The budget public hearing dates, procedures to be followed during the hearings, and publications are established by state statute. However, the actual adoption of the proposed annual budget and the municipal levy shall take place at the next regularly scheduled council meeting following the mandated public hearing(s) to ensure that comments received during the public hearing(s) are given due consideration before the final budget and municipal tax levy are adopted. The council may revise the proposed budget but no amendment to the budget shall increase the authorized expenditures to an amount greater than the estimated funds available. The council shall adopt the budget by a resolution that shall set forth the total for each budgeted fund and each department, function or program, with such segregation as to objects and purpose of expenditures as the council deems necessary for purposes of budget control. The council shall also adopt a resolution levying the amount of taxes provided in the budget, and the city administrator shall certify the tax resolution to the county auditor in accordance with state law. Adoption of the budget resolution shall constitute appropriations at the beginning of the fiscal year of the sums fixed in the resolution of the several purposes named.

h)

CHAPTER 10
MISCELLANEOUS AND TRANSITORY PROVISIONS

Section 10.1. Except as otherwise provided by state statutes, no person, form or corporation shall place or maintain any permanent or semi-permanent fixtures in, over, upon or under any street or public place for the purpose of operating a public utility, or for any other purpose, without a franchise therefore from the city. A franchise shall be granted only by ordinance, which shall not be an emergency ordinance. No exclusive franchise shall be granted unless the proposed ordinance is submitted to the voters of the city following a public hearing and approved by at least a majority of those voting thereon. Every ordinance granting a franchise shall contain all the terms and conditions of the franchise. The grantee shall bear the costs of publication of the franchise ordinance and shall make a sufficient deposit with the city clerk to guarantee publication before the ordinance is passed.

i)

CHAPTER 12
MISCELLANEOUS AND TRANSITORY PROVISIONS

Section 12.2. Oath of Office.
Every officer of the city shall, before entering upon the duties of his/her office, take and subscribe an oath of office in substantially the following form: "I do solemnly swear (or affix:) to support the constitution of the United States and of this state and to discharge faithfully the duties devolving upon me as (mayor, councilmember, city administrator, etc.) of the City of Ramsey to the best of my judgment and ability".

Section 12.4. Official Bonds.

The city administrator and other such officers or employees of the city as may be provided for by ordinance shall each, before entering upon the duties of his/her respective office or employment, give a corporate surety bond to the city in such form and such amount as may be fixed by the council as security for the faithful performance of his/her official duties. This corporate surety bond may be in the form of either individual or blanket bonds at the discretion of the council. They shall be approved by the council, and approved as to form by the city attorney, and filed with the city administrator . The premiums on the bonds shall be paid by the city.

SECTION 3. EFFECT DATE.

This Ordinance shall become effective 90 days after its passage and publication subject to the provisions of Minnesota Statutes §410.12, Subd. 7.

PASSED by the City Council of the City of Ramsey, Minnesota, the 24th day of October 2000.

Mayor

ATTEST:

City Administrator

Date recommend by Charter Commission: August 22, 2000
Council Introduction date: September 26, 2000
Posting dates: September 26 – October 24, 2000
Adoption date: October 24, 2000
Publication date: October 26, 2000
Effective date: January 24, 2001

CC Regular Session **7. 10.**

Meeting Date: 03/08/2022

Information

Title:

Discuss Ordinance Governing Commission Member Appointment Process

Purpose/Background:

This item was added at the request of Council Members and as follow-up to the appointment process discussion by the Council on March 8. The current ordinance language in regard to board and commission appointments is below:

Sec. 2.2. Boards and commissions.
There shall be no separate administrative board of health, library board, or any other administrative board or commission except for the administration of a function jointly with another political subdivision. The council shall itself be and perform the duties and exercise the powers of such boards and commissions provided for by state statutes. The council may, however, establish or abolish by ordinance boards or commissions to advise the council with respect to any municipal function or activity, or to perform quasi-judicial functions. Notice of initial formation and all vacancies shall be published in the city newsletter and in the legal newspaper. Membership of various boards and commissions shall not exceed nine members, at least two-thirds of which shall be residents of the City of Ramsey.

The City's current policy in regard to appointments is below. In 2016, the Council voted to remove the Charter Commission from this policy. Recent feedback from the 10th Judicial District judge (see attached) is that many Cities have a process by which their City Council or Charter Commission vet and recommend Charter Commission candidates to the judge. The judge is not required to accept those recommendations, but would likely take them under advisement in making their appointments.

The Council may consider revising the City Policy and/or ordinance to revise the current process.

Timeframe:

20 minutes

Funding Source:

NA

Responsible Party(ies):

City Administrator Kurt Ulrich

Outcome:

Based on discussion.

Attachments

Policy
Resolution Approving Policy
Judge Letter 01-24-22

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	03/03/2022 01:53 PM
Form Started By: Kathy Schmitz		Started On: 03/03/2022 11:38 AM
Final Approval Date: 03/07/2022		

POLICY FOR THE RECRUITMENT, APPLICATION, AND INTERIVEW PROCESS OF APPOINTING CITY BOARD AND COMMISSION MEMBERS

Purpose: The Mayor and City Council of the City of Ramsey have the authority to establish volunteer boards and commissions to advise them on matters affecting the City, as detailed in Chapter 2, Article V, Section 2-155 of the City Code. The purpose of this policy is to outline a process for the recruitment, application, and interview process of appointing City board and commission members.

Scope: This policy applies to the following advisory commissions established by the City of Ramsey: Economic Development Authority, Environmental Policy Board, Park and Recreation Commission and the Planning Commission. This policy does not include the Charter Commission; Charter Commission appointments are not made by the City Council but rather by the Chief Judge of the Tenth Judicial District.

Process: The intent of this policy is to ensure that openings on City boards and commissions are publicized to the community at large, that applicants are evaluated objectively and treated fairly and courteously, and that members of boards and commissions are selected on the basis of their qualifications and suitability for the position.

1. **Incumbent reapplication process**

Annually, the Human Resources Manager will notify commission members by December 1st reminding them of the upcoming term expiration and inviting them to complete and submit a brief letter of intent indicating their desire to continue serving, along with the option for highlighting additional information such as accomplishments, personal contributions to the commission, and ideas for improving the effectiveness of the commission for review by the City Council.

The chair of each board or commission for which appointments are being considered will be invited to submit written comments to the City Council, making a recommendation regarding reappointment. The form for written comments will be provided by the city. The final decision regarding appointments will rest with the City Council.

The City Council will meet, discuss, and determine whether or not a recommendation for reappointment will be made. If it is determined that the City Council does not wish to reappoint the incumbent, the incumbent will be notified and that individual's seat will be advertised. If it is determined that the incumbent will be reappointed, the incumbent will be notified and the seat will not be advertised.

2. **New member application process**

Annually, prior to the normal ending date of boards and commissions terms, the Human Resources Manager will prepare a detailed notice of position availability for publication in the City newsletter and in the City's official newspaper, as required by the Charter.

Periodically, when an unexpected vacancy on a board or commission occurs, the staff liaison to the commission will notify the Human Resources Manager who will take one of the following two actions:

1) Refer back to the most recent recruitment file in an effort to identify a viable candidate that has already successfully passed the interview process. If a candidate is identified and willing to serve on the given board or commission, the Human Resources Manager will consult with the City Administrator and act according to the City Administrator's direction; if applicable, a resolution appointing the new member will be presented to the City Council.
2) Prepare a detailed notice of position availability for publication once in the City newsletter and in the City's official newspaper, as required by the Charter.

The application deadline will be no less than two weeks after the date of publication or posting in the City's official newspaper.

3. Interviews

The Human Resources Manager will arrange interview times and notify applicants and the City Council of the arrangements.

If there are more than five applicants for a vacancy, the City Council will evaluate the applications and select five applicants to be interviewed.

Interview questions will be determined before the interview based on qualifications identified as necessary, as well as to accurately identify each applicant's knowledge, skills, and abilities, and the benefits that the applicant, if appointed, may bring to the board or commission in the future.

All applicants will be asked the same questions. Depending on responses, some follow-up questions will differ from candidate to candidate for purposes of clarification.

The City Council will evaluate applicants by comparing responses to interview questions, information contained in the letter of interest/application, and potential contribution to the existing diversity of expertise, experience and geographic representation on the applicable board or commission.

Interviews will not be televised but will be held in an open meeting.

4. Selection

Recommendations from the City Council regarding appointments will be forwarded to the next regular meeting of the City Council for consideration.

When vacancies occur on the EDA, the Mayor will make a recommendation for appointment to the City Council.

Except where a vacancy unexpectedly occurs, creating a vacant seat mid-term, all new appointments or reappointments to regular terms on a City board or commission will be effective on April 1. This is to allow the current members of the City Council the opportunity to review and select individuals for seats on boards and commissions.

5. **Notification to applicants**

After the appointments have been approved, the Human Resources Manager will notify all applicants of the results of the process and take the necessary steps to on-board new members.

6. **Terms**

Board and Commission members shall serve four-year terms, with the exception of members of the Economic Development Authority serving six-year terms. There will be no limit to the number of terms that can be served. Terms will expire annually on March 31. Incumbents will be allowed to continue to serve until a successor is appointed.

7. **Stipends for members of City boards and commissions**

Effective July 1, 1996, members of all City boards and commissions are eligible for stipends to cover expenses for meetings actually attended. The amount of the stipends is established by City Council resolution and subject to change as deemed necessary by the City Council. Elected officials seated on a board or commission are not eligible for a stipend.

Stipends paid to members of City boards and commissions will be reported to the Internal Revenue Service as required by law.

8. **Service on more than one City board or commission**

Resolution 89-11-302 states that it is the policy of the Ramsey City Council "to avoid appointing individuals to more than one Board or Commission unless adequate representation cannot be accomplished or it is clearly in the best interest of the City of Ramsey to make such appointments to multiple Boards or Commission."

9. Revisions

Adopted by the City Council August 13, 1996
Revised by the City Council August, 11, 1997

- Ordinance #97-10 amended City Code 2.03.02 changing terms of office for boards and commissions from two years to four years and establishing a limitation of two consecutive four-year terms, effective August 11, 1997.

Revised by the City Council December 11, 2001
Revised by the City Council December 17, 2002

- Evaluation panel defined as the three members of the Personnel Committee
- The two Board/Commission representatives will have 1.5 votes each

Revised by the City Council November 25, 2003

- New application/questionnaire to be reviewed and scored by evaluation panel. Top five scorers invited to interview.

Revised by the City Council December 9, 2003

- Incumbents who wish to apply for another term will submit a letter of interest which will be reviewed by the evaluation panel. The incumbent will be reappointed or the seat will be advertised.

Revised by the City Council March 14, 2006

- Each member of the evaluation panel will receive one vote in order to avoid a tie
- Term limits are abolished.
- Members of the evaluation panel will meet in person to discuss applications for reappointment, as they do with new applications

Revised by the City Council January 27, 2009

- Incumbents and new applicants will be considered in one collective recruitment, interview and selection process.
- Term expiration dates will be adjusted for current and future board and commission members to March 31
- Applicants will be interviewed by the full City Council (the evaluation panel) and the City Council will consult with the chair and vice chair of each board or commission regarding appointments, as deemed necessary; however, chairs and vice chairs will not vote on appointments
- If there are more than five applicants for a vacancy, the City Council will screen the applications and select five applicants to be interviewed

Revised by the City Council June 28, 2011

- Advertising for unexpected vacancies, if needed, will be advertised only once in the Ramsey Resident
- Interviewees will be invited to a short open house prior to interviews
- Interview questions will be revised to more accurately identify each applicant's knowledge, skills, and abilities based on the qualifications identified as necessary and the benefits that the applicant, if appointed, may bring to the board or commission in the future

Discussion by the City Council April, 2014 to make the following revisions:

- Omit "Incumbents seeking reappointment will be required to complete a City of Ramsey application for boards and commissions and will be considered in one collective recruitment, interview and selection process
- Omit inviting applicants to a short open house prior to interviews.
- Remove the term "evaluation panel" -- replacing it with the term 'City Council."
- Remove "Reviewing applications -- After the application deadline has passed, the Human Resources Manager will forward all applications to the City Council for scoring. The Human Manager will total the scores and invite the top five scorers to interview."
- Omit several unnecessary headings / improved formatting.
- Omit the Charter Commission from the policy.

Revised by the City Council June 28, 2016

Council Member introduced the following resolution and moved for its adoption:

RESOLUTION #16-06-122

RESOLUTION TO ADOPT THE UPDATED POLICY FOR THE RECRUITMENT, APPLICATION AND INTERVIEW PROCESS OF APPOINTING CITY BOARD AND COMMISSION MEMBERS

WHEREAS, the City Council would like its practices and written policies for appointing board and commission members to be efficient, effective and aligned with the City's strategic plan; and

WHEREAS, the City Council would like simplify the incumbent reapplication process; and

WHEREAS, the City Council would like simplify the process to fill unexpected vacancies due to unforeseen resignations; and

WHEREAS, the City Council would like remove unnecessary Charter Commission language from the updated policy.

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

Motion to approve resolution # 16-06-122 to Adopt the Updated Policy for the Recruitment, Application and Interview Process of Appointing City Board and Commission members as presented.

The motion for the adoption of the foregoing resolution was duly seconded by Council Member, , 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 28th day of June 2016.

City of RAMSEY

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January 24, 2022

The Honorable Stoney L. Hiljus
Chief Judge – Tenth Judicial District
Kanabec County Courthouse
18 North Vine Street, Suite 318
Mora, MN 55051

Re: City of Ramsey Charter Commission Vacancy/Appointment

Dear Judge Hiljus:

We currently have two vacancies on our Charter Commission, member John Niederhaus and member Chad Sivertson resigned in the fall of 2021. The city advertised for the vacancy and received six (enclosed) applications. Appointments to the Charter Commission are made by your office. The appointments would fill a term set to expire on December 31, 2025.

If you have any questions, please call me at 763-433-9867 or email me at clasher@cityoframsey.com.

Thank you for your consideration. I will wait to hear from you.

Most sincerely,

CITY OF RAMSEY

Colleen Lasher

Colleen Lasher, CMC
Administrative Services Director/City Clerk