

City of Ramsey
Agenda
Regular City Council
Tuesday, April 12, 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. Board and Commission Member Oath of Office
3. **Citizen Input**
4. **Approve Agenda**
5. **Consent Agenda**
 1. Receive February 2022 Financial Reports - General Fund and Enterprise Funds
 2. Receive Cash and Investments for Period Ending March 31, 2022
 3. Note the Following Boards, Commissions, and Committee Meeting Minutes:
 - Economic Development Authority Dated February 10, 2022
 - Environmental Policy Board Meeting Minutes Dated February 28, 2022
 - Park and Recreation Commission Dated February 10, 2022
 - Planning Commission Meeting Minutes Dated February 24, 2022
 - Public Works Committee Dated February 15, 2022
 4. Approve the Following Meeting Minutes:
 1. City Council Special Work Session dated 3/15/2022
 2. City Council Work Session dated 3/22/2022
 3. City Council Regular Session dated 3/22/2022
 5. Approve Rental Licenses
 6. Approve Business Licenses
 7. Approve Request to Declare Surplus Property
 8. Authorization fo Hire a Regular Part-time Building Maintenance Worker Position

9. Adopt Resolution #22-091 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of March 17, 2022 through April 6, 2022
10. Adopt Resolution #22-077 Appointing Board and Commission Members
11. Adopt Resolution #22-080 Approving Cost Sharing Agreement with Anoka County for 2022 LiDAR Flight Data
12. Adopt Resolution #22-081 Approving a Scrivener's Affidavit to Correct a Typographical Error in a Legal Description on Outlot A, Rivenwick Village 3rd Addition (Between 7007 139th Lane and 7125 Riverdale Drive); Case of City of Ramsey
13. Adopt Resolution #22-087 Approving Change Order #1 for Improvement Project #22-05, Riverdale Drive Trunk Utility Improvements, Llama Street to Bowers Drive
14. Adopt Resolution #22-088 Amending Improvement Project #20-05, Riverdale Drive Extension, to Reconstruct Riverdale Drive from Llama Street to Armstrong Boulevard Interchange
15. Adopt Resolution #22-089 Accepting Survey Proposals for 161st Avenue Reconstruction, Improvement Project #23-01 and Central Park Parking Lot Improvements
6. **Public Hearing**
7. **Council Business**
 1. Consider Approving a Home Occupation Permit at 7230 175th Ave NW; Case of Mabel LLC
8. **Mayor/Council/Staff Input**
9. **Adjournment**

Meeting Date: 04/12/2022

Information

Title:

Board and Commission Member Oath of Office

Purpose/Background:

The purpose of this presentation is to officially welcome and swear-in new Board and Commission members Mr. Scott Wiyninger and Ms. Shanna Stewart to the Economic Development Authority, Mr. Todd Arts to the Environmental Policy Board and Mr. Tom Hunt to the Planning Commission; they will begin their terms this month.

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
Colleen Lasher	Colleen Lasher	04/08/2021 07:31 AM
Kurt Ulrich	Kurt Ulrich	04/08/2021 01:53 PM
Kurt Ulrich	Kurt Ulrich	04/07/2022 03:10 PM
Form Started By: Katie Schmidt		Started On: 03/25/2021 01:37 PM
Final Approval Date: 04/07/2022		

CC Regular Session

5. 1.

Meeting Date: 04/12/2022

By: Diana Lund, Finance

Information

Title

Receive February 2022 Financial Reports - General Fund and Enterprise Funds

Purpose/Background:

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

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

Recommendation:

No action required. Informational only.

Action:

No action required. Informational only.

Attachments

February 2022 General Fund Financial Report - Budget to Actual

February 2022 Enterprise Funds Financial Reports - Budget to Actual

February 2022 Summary of Adopted budgets/expenditures to date

Form Review

Inbox

Kurt Ulrich

Form Started By: Diana Lund

Final Approval Date: 04/07/2022

Reviewed By

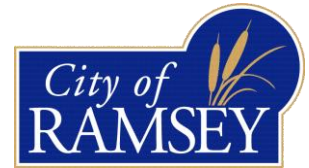
Kurt Ulrich

Date

04/07/2022 01:44 PM

Started On: 03/29/2022 01:29 PM

**CITY OF RAMSEY
FINANCIAL STATEMENT**



JANUARY 1, 2022 THROUGH PERIOD ENDING: February 28, 2022

**GENERAL FUND EXPENDITURES
- BY DEPARTMENT -**

Dept	2022 BUDGET	2022 YTD GENERAL LEDGER
Admin (inclcd elections, legal & newsletter)	1,137,411.00	175,917.89
Building Inspections	495,512.00	76,489.73
Council/Commissions (inclcd charter, council contingen	234,437.00	22,324.64
Data Processing	796,584.00	133,308.81
Engineering	487,638.00	112,445.51
Finance (inclcd assessing)	534,935.00	82,968.14
Fire (inclcd Civil Defense)	1,264,140.00	135,206.34
Gen Govt Buildings	652,216.00	63,373.77
Parks	1,483,825.00	152,683.39
Planning & Zoning	763,831.00	125,037.36
Police (inclcd animal control & comm orient)	4,802,808.00	756,669.67
Streets (inclcd traffic eng & snow/ice)	1,839,303.00	367,490.23
Grand Total	14,492,640.00	2,203,915.48

**GENERAL FUND EXPENDITURES
- BY CATEGORY -**

Category	2022 BUDGET	2022 YTD GENERAL LEDGER
Capital Outlay	588,800.00	97,856.00
Other Services & Charges	2,399,730.00	245,452.41
Personal Services	10,261,237.00	1,659,324.80
Supplies	1,136,500.00	201,282.27
Transfers out	106,373.00	-
Grand Total	14,492,640.00	2,203,915.48

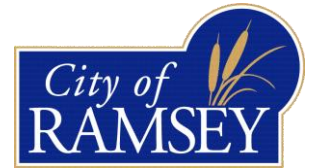
**GENERAL FUND REVENUES
- BY CATEGORY -**

Category	2022 BUDGET	2022 YTD GENERAL LEDGER
Taxes	11,655,590.00	-
Charges for Services	589,300.00	86,334.27
Business Licenses/Permits	73,400.00	8,028.17
Fines and Forfeits	45,000.00	4,818.40
Federal Intergovernmental	9,000.00	-
State Intergovernmental	465,300.00	100,000.00
Interest	50,000.00	-
Miscellaneous	15,750.00	3,190.25
Non-Business Licenses/Permits	615,500.00	80,322.70
Transfers in	973,800.00	-
Grand Total	14,492,640.00	282,693.79

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

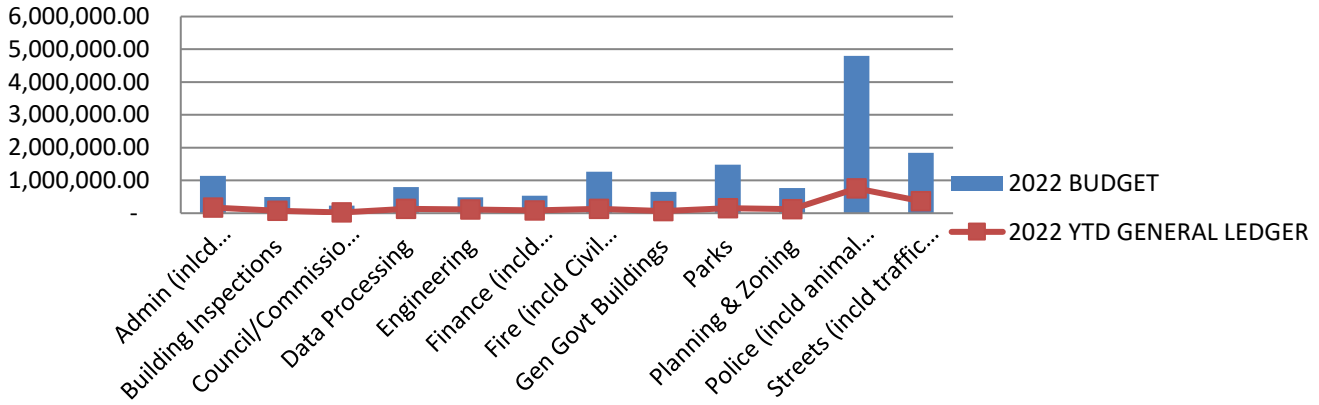
PREPARED BY: FINANCE DEPARTMENT

CITY OF RAMSEY FINANCIAL STATEMENT

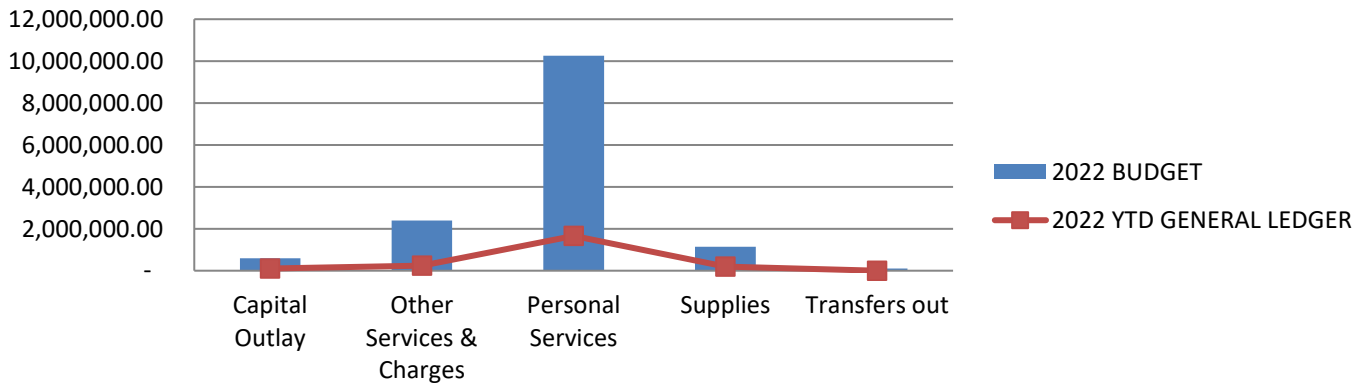


JANUARY 1, 2022 THROUGH PERIOD ENDING: February 28, 2022

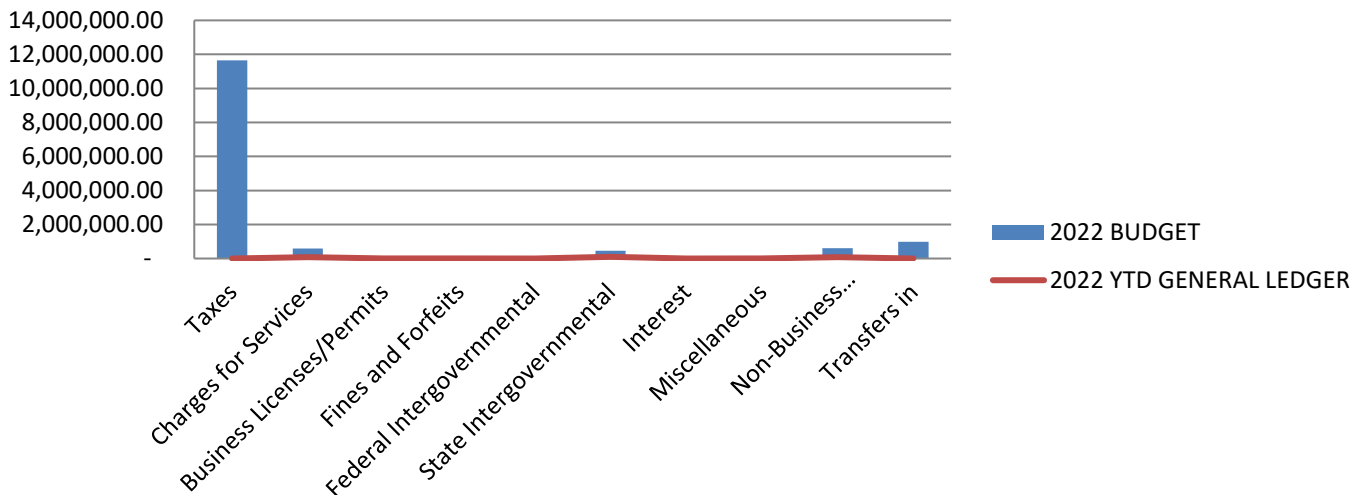
GENERAL FUND EXPENDITURES - BY DEPARTMENT



GENERAL FUND EXPENDITURES - BY CATEGORY



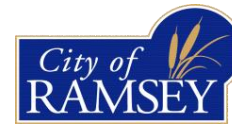
GENERAL FUND REVENUES



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

PREPARED BY: FINANCE DEPARTMENT

**CITY OF RAMSEY
FINANCIAL STATEMENT**



JANUARY 1, 2022 THROUGH PERIOD ENDING: February 28, 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)	(1,552.76)	5.55%	
4609 OTHER MISCELLANEOUS REVENUES	12,000.00	60.00	0.50%	
4652 WATER SALES - RESIDENTIAL	1,360,811.00	275.77	0.02%	
4653 WATER SALES-COMMERCIAL	714,520.00	-	0.00%	
4654 WATER PENALTIES	15,000.00	(880.74)	-5.87%	
4655 WATER METER INSTALLATION	20,000.00	1,960.00	9.80%	
4656 WATER METERS	35,000.00	6,425.00	18.36%	
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)		182,399.00	0.00%	
4601 MISCELLANEOUS REVENUE		760.26	0.00%	
6436 WATER EFFICIENCY REBATE PROG		(442.40)	0.00%	
Grand Total	2,253,329.00	189,004.13		

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	27,578.09	10.11%	
6103 FULL TIME-REGULAR-OVERTIME	13,500.00	3,011.70	22.31%	
6105 TEMPORARY-WAGES & SALARIES	19,167.00	-	0.00%	
6121 PERA CONTRIBUTIONS	56,467.00	2,856.77	5.06%	
6122 FICA/MEDICARE CONTRIBUTIONS	23,518.00	2,999.95	12.76%	
6131 GROUP INSURANCE	44,502.00	5,893.04	13.24%	
6133 WORKERS COMP INSURANCE PREMIUM	16,773.00	-	0.00%	
6208 MISCELLANEOUS OFFICE SUPPLIES	400.00	114.96	28.74%	
6223 GASOLINE	8,000.00	310.13	3.88%	
6225 DIESEL FUEL	1,500.00	-	0.00%	
6229 SHOP MATERIALS	600.00	35.65	5.94%	
6231 UNIFORMS & TURN-OUT GEAR	2,900.00	183.05	6.31%	
6249 MISCELLANEOUS OPERATING SUPPLY	20,000.00	1,890.55	9.45%	
6257 OTHER VEHICLE PARTS	5,000.00	689.65	13.79%	
6273 UTILITY SYSTEM MAINT SUPPLIES	105,000.00	8,701.01	8.29%	
6281 SMALL TOOLS & MINOR EQUIPMENT	10,000.00	1,434.49	14.34%	
6292 WATER METERS FOR RESALE	125,000.00	-	0.00%	
6315 MISCELLANEOUS PROFESSIONAL SER	95,000.00	-	0.00%	
6322 POSTAGE	2,000.00	119.25	5.96%	
6323 CELLULAR PHONES	4,000.00	-	0.00%	
6334 MILEAGE REIMBURSEMENT	400.00	-	0.00%	
6335 TRAINING	4,500.00	500.00	11.11%	
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	9,138.71	5.08%	
6372 WATER/IRRIGATION	1,000.00	-	0.00%	
6373 GAS	9,000.00	209.61	2.33%	
6374 REFUSE/RECYCLING	1,500.00	361.16	24.08%	
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	3,493.50	4.60%	
6722 DEPRECIATION	821,940.00	-	0.00%	
6820 OPERATING TRANSFERS TO OTHER F	49,000.00	-	0.00%	
6436 WATER EFFICIENCY REBATE PROG		(442.40)	0.00%	
Grand Total	2,078,048.00	69,078.87		

**CITY OF RAMSEY
FINANCIAL STATEMENT**



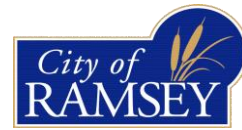
JANUARY 1, 2022 THROUGH PERIOD ENDING: February 28, 2022

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)	(984.00)	6.15%	
4356 SEWER AVAILABILITY CHARGE-ADM	73,498.00	223.65	0.30%	
4609 OTHER MISCELLANEOUS REVENUES	5,000.00	-	0.00%	
4661 RESIDENTIAL-SEWER CHARGES	1,378,650.00	591.35	0.04%	
4662 COMMERCIAL-SEWER CHARGES	416,120.00	-	0.00%	
4663 SEWER PENALTIES	15,000.00	(64.83)	-0.43%	
4701 INTEREST ON INVESTMENTS	75,000.00	-	0.00%	
4606 DEVELOPER FEES (WAC)	-	107,092.00	0.00%	
4601 MISCELLANEOUS REVENUE	-	760.28	0.00%	
Grand Total	1,947,268.00	107,618.45		

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	9,171.58	4.55%	
6121 PERA CONTRIBUTIONS	33,113.00	789.59	2.38%	
6122 FICA/MEDICARE CONTRIBUTIONS	15,490.00	810.53	5.23%	
6131 GROUP INSURANCE	7,362.00	-	0.00%	
6133 WORKERS COMP INSURANCE PREMIUM	10,362.00	-	0.00%	
6223 GASOLINE	4,000.00	72.57	1.81%	
6225 DIESEL FUEL	4,000.00	-	0.00%	
6249 MISCELLANEOUS OPERATING SUPPLY	22,000.00	4,286.16	19.48%	
6257 OTHER VEHICLE PARTS	4,000.00	1,382.63	34.57%	
6275 OTHER EQUIPMENT PARTS	9,000.00	-	0.00%	
6315 MISCELLANEOUS PROFESSIONAL SER	25,000.00	-	0.00%	
6323 CELLULAR PHONES	600.00	45.14	7.52%	
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	1,560.84	6.24%	
6372 WATER/IRRIGATION	1,000.00	-	0.00%	
6373 GAS	5,000.00	-	0.00%	
6374 REFUSE/RECYCLING	2,500.00	361.17	14.45%	
6377 SEWER SERVICE CHARGE	989,491.00	247,372.77	25.00%	
6489 OTHER CONTRACTED SERVICES	37,400.00	2,670.50	7.14%	
6722 DEPRECIATION	568,112.00	-	0.00%	
6820 OPERATING TRANSFERS TO OTHER F	43,000.00	-	0.00%	
Grand Total	2,033,398.00	268,523.48		

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**



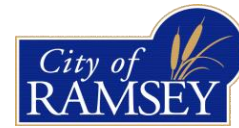
JANUARY 1, 2022 THROUGH PERIOD ENDING: February 28, 2022

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)	(271.93)	6.80%	
4681 CHARGES FOR STREET LIGHTS	166,000.00	53.04	0.03%	
4683 STREET LIGHTING PENALTIES	2,000.00	(19.41)	-0.97%	
4701 INTEREST ON INVESTMENTS	10,000.00	-	0.00%	
4684 PRIORITY STREET LIGHT	54,700.00	12.87	0.02%	
Grand Total	228,700.00	(225.43)		

EXPENSES				
BUSINESS UNIT	9603	STREET LIGHT UTILITY		
GENERAL LEDGER ACCOUNT	2021 BUDGET	2021 YTD GENERAL LEDGER	-% of Budget-	
6371 ELECTRIC UTILITIES	130,000.00	10,370.36	7.98%	
6489 OTHER CONTRACTED SERVICES	15,000.00	2,670.50	17.80%	
6722 DEPRECIATION	43,717.00	-	0.00%	
6820 OPERATING TRANSFERS TO OTHER F	25,000.00	-	0.00%	
Grand Total	213,717.00	13,040.86		

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**CITY OF RAMSEY
FINANCIAL STATEMENT**



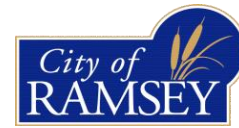
JANUARY 1, 2022 THROUGH PERIOD ENDING: February 28, 2022

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)	(360.33)	8.01%	
4287 OTHER LOCAL GOVERNMENT GRANTS	73,498.00	-	0.00%	
4609 OTHER MISCELLANEOUS REVENUES	1,000.00	420.00	42.00%	
4671 RECYCLING CHARGES	438,680.00	109.97	0.03%	
4672 RECYCLING PENALTIES	7,000.00	(12.55)	-0.18%	
4701 INTEREST ON INVESTMENTS	2,500.00	-	0.00%	
Grand Total	518,178.00	157.09		

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	1,927.17	7.98%	
6104 PART TIME-WAGES & SALARIES	-	23.26	0.00%	
6121 PERA CONTRIBUTIONS	2,811.00	146.30	5.20%	
6122 FICA/MEDICARE CONTRIBUTIONS	1,851.00	129.53	7.00%	
6131 GROUP INSURANCE	3,514.00	-	0.00%	
6133 WORKERS COMP INSURANCE PREMIUM	195.00	-	0.00%	
6249 MISCELLANEOUS OPERATING SUPPLY	30,000.00	1,208.11	4.03%	
6322 POSTAGE	300.00	-	0.00%	
6489 OTHER CONTRACTED SERVICES	455,600.00	76,602.98	16.81%	
Grand Total	518,419.00	80,037.35		

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**CITY OF RAMSEY
FINANCIAL STATEMENT**



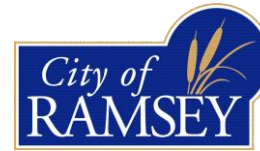
JANUARY 1, 2022 THROUGH PERIOD ENDING: February 28, 2022

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)	(490.79)	6.54%	
4609 OTHER MISCELLANEOUS REVENUES	73,498.00	-	0.00%	
4693 STORM WATER-RESIDENTIAL	580,000.00	(593.76)	-0.10%	
4694 STORM WATER-COMMERCIAL	605,000.00	-	0.00%	
4695 STORM WATER-PENALTIES	10,000.00	(16.47)	-0.16%	
4701 INTEREST ON INVESTMENTS	10,000.00	-	0.00%	
Grand Total	1,270,998.00	(1,101.02)		

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	246.79	0.13%	
6121 PERA CONTRIBUTIONS	30,797.00	18.51	0.06%	
6122 FICA/MEDICARE CONTRIBUTIONS	14,085.00	17.03	0.12%	
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	13,397.43	111.65%	
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	933.10	7.78%	
6372 WATER/IRRIGATION	1,000.00	-	0.00%	
6373 GAS	8,000.00	-	0.00%	
6374 REFUSE/RECYCLING	2,400.00	361.18	15.05%	
6451 MEMBERSHIP DUES	24,000.00	1,000.00	4.17%	
6489 OTHER CONTRACTED SERVICES	50,000.00	2,670.48	5.34%	
6722 DEPRECIATION	345,435.00	-	0.00%	
6820 OPERATING TRANSFERS TO OTHER F	38,000.00	-	0.00%	
Grand Total	878,654.00	18,644.52		

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
YEAR-TO-DATE BY BUSINESS UNIT**



JANUARY 1, 2022 THROUGH PERIOD ENDING:

February 28, 2022

GENERAL FUND EXPENDITURES BY DEPARTMENT	2022 ADOPTED BUDGET	CURRENT YTD POSTED EXP	2/12 ADOPTED BUDGET (FEB)	% of Budget Used (16.6% is 2/12)	BUDGET AMOUNT REMAINING
Admin (inclcd elections, legal & newsletter)	1,137,411.00	175,917.89	189,568.50	15.47%	961,493.11
Building Inspections	495,512.00	76,489.73	82,585.33	15.44%	419,022.27
Council/Commissions (inclcd charter, council contingency)	234,437.00	22,324.64	39,072.83	9.52%	212,112.36
Data Processing	796,584.00	133,308.81	132,764.00	16.74%	663,275.19
Engineering (personnel costs allocated after year-end)	487,638.00	112,445.51	81,273.00	23.06%	375,192.49
Finance (inclcd assessing) (personnel costs allocated after year-end)	534,935.00	82,968.14	89,155.83	15.51%	451,966.86
Fire (inclcd Civil Defense)	1,264,140.00	135,206.34	210,690.00	10.70%	1,128,933.66
Gen Govt Buildings	652,216.00	63,373.77	108,702.67	9.72%	588,842.23
Parks	1,483,825.00	152,683.39	247,304.17	10.29%	1,331,141.61
Planning & Zoning	763,831.00	125,037.36	127,305.17	16.37%	638,793.64
Police (inclcd animal control & comm orient)	4,802,808.00	756,669.67	800,468.00	15.75%	4,046,138.33
Streets (inclcd traffic eng & snow/ice)	1,839,303.00	367,490.23	306,550.50	19.98%	1,471,812.77
TOTAL	14,492,640.00	2,203,915.48	2,415,440.00	15.21%	12,288,724.52

ENTERPRISE EXPENDITURES BY FUND	2022 ADOPTED BUDGET	CURRENT YTD POSTED EXP	2/12 ADOPTED BUDGET (FEB)	% of Budget Used (16.6% is 2/12)	BUDGET AMOUNT REMAINING	*BUDGETED DEPRECIATION (part of "2022 BUDGET")
Water (budgeted depreciation not booked until after year-end)	2,078,048.00	69,078.87	346,341.33	3.32%	2,008,969.13	\$ 821,940.00
Sewer (budgeted depreciation not booked until after year-end)	2,033,398.00	268,523.48	338,899.67	13.21%	1,764,874.52	\$ 568,112.00
Street Light (budgeted depreciation not booked until after year-end)	213,717.00	13,040.86	35,619.50	6.10%	200,676.14	\$ 43,717.00
Recycling	518,419.00	80,037.35	86,403.17	15.44%	438,381.65	N/A
Storm Water (budgeted depreciation not booked until after year-end)	878,654.00	18,644.52	146,442.33	2.12%	860,009.48	\$ 345,435.00
TOTAL	5,722,236.00	449,325.08	953,706.00	7.85%	5,272,910.92	\$ 1,779,204.00

EDA FUND EXPENDITURES	2022 ADOPTED BUDGET	CURRENT YTD POSTED EXP	2/12 ADOPTED BUDGET (FEB)	% of Budget Used (16.6% is 2/12)	BUDGET AMOUNT REMAINING
Economic Development	85,360.00	7,293.49	14,226.67	8.54%	78,066.51

CC Regular Session

5. 2.

Meeting Date: 04/12/2022

By: Diana Lund, Finance

Information

Title

Receive Cash and Investments for Period Ending March 31, 2022

Purpose/Background:

Purpose: Receive reports of the city's cash and investments for the period ending March 31, 2022.

Cash and investment report shows the monthly cash flow - receipts and expenditures through March 31, 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 March 31, 2022

Form Review

Inbox

Kurt Ulrich

Form Started By: Diana Lund

Final Approval Date: 04/07/2022

Reviewed By

Kurt Ulrich

Date

04/07/2022 01:44 PM

Started On: 03/29/2022 01:35 PM

CITY OF RAMSEY
REPORT OF POOLED CASH FLOWS
Period Ended March 31, 2022

	March-22 CURRENT MONTH	2022 YEAR-TO-DATE
CASH AND TEMPORARY INVESTMENTS		
BEGINNING BALANCE (Includes PW Bond Proceeds)	\$ 87,811,705.81	\$ 88,776,714.25
CASH INFLOWS:		
Daily Deposit	1,397,219.43	3,653,166.60
Tax Settlements	-	201,871.91
U/B Receipts	56,791.09	515,506.24
Credit Cards (Includes Utility Billing)	181,898.74	1,086,516.44
Interest Earnings [Net of Interest Paid on Investments]	82,874.20	241,029.97
Bond Proceeds-int	-	-
TOTAL CASH INFLOW	\$ 1,718,783.46	\$ 5,698,091.16
TOTAL CASH AVAILABLE	\$ 89,530,489.27	\$ 94,474,805.41
CASH OUTFLOWS:		
Prepaid Checks	1,182,497.31	2,914,252.03
Bills Lists	823,368.84	2,196,950.55
Pay Estimates	-	995,392.57
Credit Cards	10,117.66	18,686.80
Payroll - Net	415,525.82	1,252,788.77
Flex Reimbursement	3,782.79	9,129.88
Void Checks/Dormant Checks Paid	(651.16)	(8,656.84)
Debt Service	-	-
Miscellaneous [Bank Charges; etc.]	500.86	914.50
TOTAL CASH OUTFLOW	\$ 2,435,142.12	\$ 7,379,458.26
POOLED CASH AND TEMPORARY INVESTMENTS ENDING BALANCE	\$ 87,095,347.15	\$ 87,095,347.15
MEMO - NET 2022 CASH INFLOW (OUTFLOW)	(716,358.66)	(1,681,367.10)
INVESTMENT PORTFOLIO SUMMARY		
BEGINNING BALANCE	\$ 71,275,731.08	71,817,760.66
Purchases	956,785.62	1,625,668.35
Maturities/Sales	(1,125,012.72)	(1,335,925.03)
ENDING BALANCE	\$ 71,107,503.98	\$ 72,107,503.98

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 NATIONAL	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
220322	2/15/2023	Northland	SPARTA TOWNSHIP NJ TAX		84677-KV-6		135,000.00	0.00		135,000.00
210615	8/1/2030	Northland	MN STATE TAX		60412A-VP-5	500,000.00		0.00		500,000.00
210625	7/15/2026	Northland	EAST LYME CONN TAX		273587-P3-3	200,000.00		0.00		200,000.00
200123	12/15/2022	Northland	LIVERNE MN TAX		550629-VE-6	330,000.00		0.00		330,000.00
201230	5/1/2025	Northland	FREERPORT NY TAX		56731-CA-5	300,000.00		0.00		300,000.00
200130D	3/1/2022	Northland	RICHLAND SCHOOL DISTRICT		764080-FN-2	130,000.00		130,000.00		0.00
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	OCOMOWOC WIS TAX BOND		675635-KW-5	250,000.00		250,000.00		0.00
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	MICHIGAN STATE SCHOOL TAX		594612-CY-7	205,000.00		0.00		205,000.00
120308B	12/1/2022	Northland	SHOREWOOD WIS TAX		825230-KW-4	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 9,285,000.00
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		721781AF0	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	8/15/2031	UBS	ALABAMBA FEDERAL AID HWY		010268CT5	500,000.00		0.00		500,000.00
211014	5/1/2030	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	9/1/2030	UBS	BROWNSVILLE TX UTIL		1164753D4	1,000,000.00		0.00		1,000,000.00
210930	8/1/2028	UBS	CHARTER OAKS CA		161285SD4	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
220331		UBS	UBS PRIME FUND			0.00	576,785.62	0.00		576,785.62
220316	3/16/2026	UBS	CD-GOLDMAN SACHS			0.00	245,000.00	0.00		245,000.00
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

2022 CASH AND INVESTMENT ACTIVITY

CITY	STATED MAT	BROKER	SECURITY	FDIC #	CUSIP	PRIN BAL	PURCH	SOLD/	Adjust	BV
INVEST #	DATE		DESCRIP			1/1/2022	2022	MATURE	to Market	PRIN
								2022	Value	BAL
										12/31/2022
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
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		10021GFZ8	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		649666QC0	500,000.00		0.00		0.00
190322	3/22/2022	UBS	CD-MEDALLION BA	57449	58404DDP3	245,000.00		245,000.00		0.00
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		6.28		4.07
160830C	8/1/2022	UBS	NEW YORK CITY TAXABLE		649666MED7	300,000.00		0.00		300,000.00
021004	8/25/2022	UBS	FNR 1992-125L		31358PS40C	33.70		17.94		15.76
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		15.35		14.55
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 HAPOALI	33686	06251AW48	245,000.00		0.00		245,000.00
200325	4/1/2024	UBS	NEW YORK HOUSING		6498833S2	500,000.00		0.00		500,000.00
161018	7/1/2024	UBS	SELMA ALA TAX		816459QV6	500,000.00		0.00		500,000.00
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	85628RS2	245,000.00		0.00		245,000.00
201119D	12/1/2024	UBS	WARREN HEIGHTS OH BUILDING		936121JV3	165,000.00		0.00		165,000.00
191107B	12/1/2024	UBS	CORPUS CHRISTI TEX TRANS		220228BK5	400,000.00		0.00		400,000.00
190418	12/5/2024	UBS	CD-DELTA NATION	26633	2477RBD6	200,000.00		0.00		200,000.00
180629C	6/1/2025	UBS	MARYLAND STATE TAX		57420PGR1	300,000.00		0.00		300,000.00
161114A	7/1/2025	UBS	LEXINGTON FAYETTE AIRPORT		52909MCA0	300,000.00		0.00		300,000.00
191101	8/1/2025	UBS	MASSACHUSETTS ST WATER		576051VFO	400,000.00		0.00		400,000.00
201119E	12/1/2025	UBS	WARREN HEIGHTS OH BUILDING		936121JX1	175,000.00		0.00		175,000.00
191122A	12/1/2025	UBS	WARRENSVILLE HEIGHTS OHIO		936121JM5	500,000.00		0.00		500,000.00
191105	3/1/2026	UBS	MARYLAND STATE COMM DEV		57419TDZ1	320,000.00		0.00		320,000.00
201105	4/1/2026	UBS	PARAMUS NJ SCHOOL		699347LF5	500,000.00		0.00		500,000.00
200113	4/15/2026	UBS	PHILADELPHIA AUTHORITY-ZERO COUP		71781LBU2	300,000.00		0.00		300,000.00
201204	4/15/2026	UBS	LONG BEACH CITY SCHOOL DIS		542535LY3	750,000.00		0.00		750,000.00
191115A	7/1/2026	UBS	LEXINGTON FAYETEE URBAN COUNTY		52909MDR2	470,000.00		0.00		470,000.00
200326B	8/1/2026	UBS	SAN BERNARDINO COMM		796720NA47	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		64966QL5	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		514264PGO	1,675,000.00		0.00		1,675,000.00
201218	12/18/2024	UBS	CD-TEXAS EXCHANGE		88241TJQ4	248,000.00		0.00		248,000.00

60,817,503.98

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	1,625,668.35	2,335,925.03		71,107,503.98
Unamortized Premiums						1,751,676.99				1,751,676.99
Unamortized Discounts						(4,291,366.40)	(8,294.80)			(4,299,661.20)
BOW						3,589,002.99	8,042,871.36	9,007,448.99		2,624,425.36
Money Market Accounts						15,909,640.01	1,762.01			15,911,402.02
Net Cash and Investments						88,776,714.25	9,662,006.92	11,343,374.02		87,095,347.15

CC Regular Session

5.3.

Meeting Date: 04/12/2022

By: Brian McCann, Community
Development

Information

Title

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

- Economic Development Authority Dated February 10, 2022
- Environmental Policy Board Meeting Minutes Dated February 28, 2022
- Park and Recreation Commission Dated February 10, 2022
- Planning Commission Meeting Minutes Dated February 24, 2022
- Public Works Committee Dated February 15, 2022

Purpose/Background:

N/A

Recommendation:

N/A

Action:

N/A

Attachments

[February EPB Minutes](#)

[February PC Minutes](#)

[February EDA Minutes](#)

[February P&R Minutes](#)

[February PW Minutes](#)

Form Review

Inbox	Reviewed By	Date
Mary Jo Warner	MaryJo Warner	03/30/2022 02:17 PM
Kurt Ulrich	Kurt Ulrich	04/07/2022 01:45 PM
Form Started By: Brian McCann		Started On: 03/30/2022 08:15 AM
Final Approval Date: 04/07/2022		

**ENVIRONMENTAL POLICY BOARD
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

On Monday, February 28, 2022, the Environmental Policy Board (EPB) met in the Council Chambers at the Ramsey Municipal Center, 7550 Sunwood Drive N.W., Ramsey, Minnesota.

Members Present: Chairperson Laura Moore
Board Member Reid Bernard
Board Member Melissa Fetterley
Board Member Michael Hiatt
Board Member Jared Little

Members Absent: Board Member Michael Valentine

Also Present: Senior Planner Chris Anderson
City Council Liaison Chelsee Howell

1. CALL TO ORDER

Chairperson Moore called the meeting to order at 6:30 p.m.

2. CITIZEN INPUT

None.

3. APPROVE AGENDA

Motion by Board Member Little and seconded by Board Member Fetterley to approve the agenda as submitted.

Motion carried. Voting Yes: Chairperson Moore, Board Member Little, Fetterley, Bernard and Hiatt. Voting No: None. Absent: Board Member Valentine.

4. APPROVE MINUTES

4.01: Approve Meeting Minutes Dated December 13, 2021

Motion by Board Member Hiatt and seconded by Board Member Little to approve the regular meeting minutes dated December 13, 2021.

Motion carried. Voting Yes: Chairperson Moore, Board Member Hiatt, Little, Bernard, and Fetterley. Voting No: None. Absent: Board Member Valentine.

5. POLICY BOARD BUSINESS

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.

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.

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 reguide 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.

5.02: Consider Opportunity to Reapply for Funding Through the Metropolitan Council's Water Efficiency Grant Program

Senior Planner Anderson presented the staff report. He stated that in 2019, the City of Ramsey applied for a Water Efficiency Grant through the Metropolitan Council and was awarded \$28,000. The grant funds have been used to provide rebates to residential and commercial property owners that replaced water using devices with WaterSense or Energystar rated devices. The Metropolitan Council has announced that it is once again offering a Water Efficiency Grant. Applications are due by March 31, 2022 and grant recipients will be announced by April 29, 2022. The grant program will run from July 1, 2022 through June 30, 2024.

Board Member Hiatt referenced the remaining funds the City has from the last grant allocation and asked if those funds would carry over.

Senior Planner Anderson replied that any funds not used by June 30th will need to be returned to the Metropolitan Council. He hoped to receive applications from residents this spring related to irrigation.

Motion by Board Member Hiatt and seconded by Board Member Little to recommend that the City submit a grant application to the Metropolitan Council for Water Efficiency Grant Program funds.

Motion carried. Voting Yes: Chairperson Moore, Board Member Hiatt, Little, Bernard, and Fetterley. Voting No: None. Absent: Board Member Valentine.

5.03: Compost Bin and Rain Barrel Sale Update

Senior Planner Anderson presented the staff report. He stated that in December of 2021, there was consensus to move forward with a partnership with the Recycling Association of Minnesota (RAM) for the City to host a Rain Barrel and Compost Bin Sale event. As a reminder, Ramsey's only obligation would be to provide a site and volunteers for the distribution of purchased items and to promote the event to Ramsey residents. RAM will handle the sales (this is a preorder only program). Information will be included in the spring issue of the *Ramsey Recycler* and the May/June *Ramsey Resident*, as well as the website and possibly the dynamic display sign along Highway 10. He asked the group to identify a date and time for the rain barrel and compost bin distribution event.

The Board reviewed their availability and chose a date of June 13th for the distribution event with backup date of June 14th or 15th.

6. BOARD / STAFF INPUT

Chairperson Moore noted the Environmental Commissions Conference which will be held both in person and virtually on Saturday April 30th from 10 a.m. to 1:30 p.m. She commented on the positive experiences she has had attending the event and encouraged members of the Board to sign up for the event.

Senior Planner Anderson noted that the spring recycling event will be held on May 7th. He provided an update on staffing changes within the planning department.

7. ADJOURNMENT

Motion by Board Member Fetterley and seconded by Board Member Little to adjourn the meeting.

The meeting adjourned at 7:36 p.m.

Respectfully submitted,

Chris Anderson
City Planner

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, February 24, 2022, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

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

Members Absent: None

Also Present: City Planner Brian McCann
 Senior Planner Chris Anderson
 Community Development Dir/Deputy City Admin Brian Hagen
 City Council Liaison Matt Woestehoff
 City Engineer Bruce Westby

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.

Community Development Director Brian Hagen stated that Commissioner Dunaway has resigned from the Commission as he is moving out of Ramsey.

4. APPROVAL OF AGENDA

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

A roll call vote was performed:

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

Motion Carried.

5. CONSENT AGENDA

5.01: Approve the November 18, 2021 Planning Commission Meeting Minutes

5.02: Approve the January 27, 2022 Planning Commission Meeting Minutes

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

A roll call vote was performed:

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

Motion Carried.

6. PUBLIC HEARINGS/COMMISSION BUSINESS

6.01: Public Hearing: Consider Request for a Variance to Setbacks from the Ordinary High Watermark of the Rum River for the Construction of a Detached Accessory Building at 5280 161st Avenue NW (Project No. 22-103); Case of Mark Rice

Public Hearing

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

Presentation

Senior Planner Anderson presented the staff report stating that staff recommends approval of the requested variance.

Chairperson Bauer noted that the written comments will become a part of the public record.

Commissioner VanScoy referenced the sketch plan with the building and asked for clarification on the hatched area.

Senior Planner Anderson replied that indicates a drainage and utility easement that would be vacated. He noted that new drainage and utility easements would be dedicated with final plat. He stated that there should not be any impact to the functionality of the easement.

Commissioner VanScoy asked where the OHW mark is on the drawing.

Senior Planner Anderson identified the dashed line that indicates the OHW mark of the river.

Citizen Input

No comments.

Motion by Commissioner Peters, seconded by Commissioner Walker, 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 7:16 p.m.

Commission Business

Motion by Commissioner Peters, seconded by Commissioner VanScoy, to adopt Resolution #22-043 granting a variance to setbacks from the OHW of the Rum River for the construction of a detached accessory building on the subject property.

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.

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 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 Mater, 16410 Court 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, 161st 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

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. Patrow (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 if 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. Patrow 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. Patrow 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 Pflager, 16510 Yolite Street, asked if the state has guidelines on the acreage required for high schools. He noted that when looking online he noticed guidelines of 35 to 40 acres minimum. 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 Plan amendment. He noted that the site is currently zoned for low density residential, and the request would be to rezone 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 additional 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 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 regarding 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.

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 Occupation 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 in 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 home occupational 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 not 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 highway 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 home occupational 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.

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 father 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. Kemp 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.

7. COMMISSION BUSINESS

None.

8. COMMISSION / STAFF INPUT

The Staff Update was noted.

9. ADJOURNMENT

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

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.

The regular meeting of the Planning Commission adjourned at 11:23 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, February 10, 2022, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Chairperson Michael Olson
 Member Chelsee Howell
 Member Rachal Johnson
 Member William MacLennan
 Member Chris Riley
 Member Jim Steffen (via Zoom)

Members Absent: None

Also Present: Sean Sullivan, Economic Development Manager
 Brian Hagen, Community Development Director/Deputy City Admin

1. CALL TO ORDER

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

2. APPROVE AGENDA

Economic Development Manager Sullivan requested to add an item to the agenda as Item 4, Proclamation for Scott Cords Day.

Motion by Member Riley, seconded by Member Johnson, to approve the agenda as amended.

A roll call vote was performed:

Member Howell	aye
Member Riley	aye
Chairperson Olson	aye
Member Johnson	aye
Member MacLennan	aye
Member Steffen	aye

Motion carried.

3. CONSENT AGENDA

3.01: Approve Meeting Minutes Dated January 13, 2022

Motion by Member MacLennan, seconded by Member Johnson, to approve the January 13, 2022, minutes as presented.

A roll call vote was performed:

Member Steffen	aye
Member MacLennan	aye
Member Johnson	aye
Chairperson Olson	aye
Member Riley	aye
Member Howell	aye

Motion carried.

4. PROCLAMATION FOR SCOTT CORDS DAY

Chairperson Olson stated that the Ramsey City Council adopted a proclamation recognizing Scott Cords, who passed away unexpectedly on January 27, 2022. He read the proclamation aloud which designates this day as Scott Cords Day. He noted that the EDA left an open seat where Scott would normally be sitting. He stated that in the one year that he knew Scott, he became a friend and mentor and will be deeply missed. He paused for a moment of silence in Scott's memory. He stated that a framed copy of the proclamation was delivered to Mrs. Cords.

5. EDA BUSINESS

5.01: Consider 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)

Economic Development Manager Sullivan presented the staff report.

Motion by Member Johnson, seconded by Member MacLennan, to recommend to City Council to approve the Purchase Agreement and Right of Reentry Agreement for Purchase Agreement for Lot 4, Block 1, Riverside West, subject to City Attorney review.

Further discussion: Member Riley commented that he is excited about this, believes it would be a good fit for the area, and also keeps a Ramsey business in Ramsey. He invited the applicant to address the EDA. Rob Twedt, applicant, stated that he hopes to move forward quickly. He stated that his current property is being taken by the County and therefore they are on a timeline. He stated that it will be nice to get more space and have less congestion on the property. Member Riley stated that he is glad to see a Ramsey business staying in Ramsey.

A roll call vote was performed:

Member Steffen	aye
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Member MacLennan aye
Member Johnson aye
Chairperson Olson aye
Member Riley aye
Member Howell aye

Motion carried.

5.02: Consider Recommendation of Lease Structure for Dynamic Display Billboard with iDigital Media

Economic Development Manager Sullivan presented the staff report.

Member MacLennan asked if the Champlin billboard is the same size and height as what would be proposed.

Economic Development Manager Sullivan stated that the Ramsey proposal would be for a vertical board rather than a horizontal board. He commented that it would be similar in size to the Champlin board, just taller rather than wider.

Member MacLennan stated that he believed there was previous discussion that political ads only be allowed during a certain timeframe.

Economic Development Manager Sullivan replied that there are limits on campaign advertisements as regulated by the legislature.

Member Johnson asked if the company owns/leases the billboard in Champlin.

Economic Development Manager Sullivan replied that the Champlin sign is owned by Blue Ox Media.

Member Johnson stated that while she understands that political ads generate income, she would prefer to see Ramsey business advertisements and current events.

Economic Development Manager Sullivan replied that political advertising would be included in the non-Ramsey advertisements. He stated that there is a block of advertising designated towards Ramsey businesses, if Ramsey businesses choose to advertise.

Chairperson Olson invited the applicant to address the EDA.

Paul Hilt, iDigital Media, stated that the Federal Highway Administration recommends a message duration of eight seconds. He explained that would mean each ad would have a stationary period of eight seconds. He noted that typically across the nation they use seven seconds for the duration. He stated that they have 600 billboards across five states, 125 of which are digital, ranging in duration from six to ten seconds. He stated that Minnesota allows a six second ad hold time.

Chairperson Olson asked what drives the decision for message duration.

Mr. Hilt explained that different elements that are used to make that determination including speed. He stated that they would prefer a seven second duration for this sign. He noted that it is their goal that Ramsey businesses have the first ability to purchase ads. He stated that in terms of political ads there are regulations as to when those can be allowed and those would only be available to users if there is available space on the sign. He stated that they have allowed the City of Ramsey to advertise on their board in Saint Cloud and Northern Market as part of the proposed lease package. He commented that they are a partner with the City, advertising for local community events and working with local high school student.

Member MacLennan asked if the ads would be proportionate or whether there are different sizes.

Mr. Hilt reviewed some of the different advertising choices. He stated that unless businesses work together on an ad, each turn would have one full ad. He stated that a business could choose to have their ad come up every few times in the rotation.

Chairperson Olson asked if this would be a revenue generator for the City.

Economic Development Manager Sullivan confirmed that this would generate revenue for the City, anticipating about \$60,000 or \$70,000 annually based on the seven second duration and all ad slots being purchased.

Member MacLennan asked if the revenue is earmarked for something.

Economic Development Manager Sullivan stated that the revenue has not been earmarked as of yet and that decision would be made by finance and the City Council.

Motion by Member Johnson, seconded by Member MacLennan, to recommend to City Council to approve the Lease Structure for Dynamic Display Billboard with iDigital Media as presented, subject to City Attorney review.

A roll call vote was performed:

Member Steffen	aye
Member MacLennan	aye
Member Johnson	aye
Chairperson Olson	aye
Member Riley	aye
Member Howell	aye

Motion carried.

Motion by Member Olson, seconded by Member Johnson, to provide comments to the Planning Commission and City Council an ad display duration interval of seven seconds and the approval of the sign spacing outlined in the draft ordinance.

A roll call vote was performed:

Member Howell	aye
Member Riley	aye
Chairperson Olson	aye
Member Johnson	aye
Member MacLennan	aye
Member Steffen	aye

Motion carried.

5.03: Anoka Area Chamber of Commerce: Manufacture Cohort: 2021-2022 Renewal

Economic Development Manager Sullivan presented the staff report.

Pete Turok, Anoka Area Chamber of Commerce, expressed condolences on the passing of Scott Cords, noting that he had spoken with him many times over the past several years and his presence will be missed. He stated that 30 percent of Ramsey residents work in manufacturing, which fits perfectly into the cohort. He provided background information on the manufacturing cohort, how it was created and how it has evolved since that time.

Member MacLennan referenced the grant and asked if there was a reason only two companies participated.

Mr. Turok stated that the opportunity was for businesses with 20 employees and two Ramsey businesses took advantage. He stated that the grant maxed out immediately with businesses that participated. He stated that they work with the school district to develop curriculum and to start thinking about manufacturing. He stated that the dual training grant is for an existing employee to help train them to a higher level. He stated that they hope to continue the program.

Member MacLennan agreed that manufacturing is a huge industry, especially for Ramsey, and is often overlooked by students. He believed this would be great to continue.

Member Johnson asked the type of training.

Mr. Turok replied that the business put forth the candidate and the technical college creates the curriculum for that. He stated that traditionally businesses had to apply to the program, but the cohort was allowed to request the grant on behalf of the businesses. He stated that applying for grants take time and resources that some businesses do not have. He stated that the cohort is excited to step in and be the catalyst for that grant.

Member Riley commented that he is excited about the grant and that there have been questions and answers about what has been done by the cohort. He appreciated the work Mr. Turok is doing and believed that this is helpful for Ramsey businesses.

Chairperson Olson asked what would constitute participation by a Ramsey business.

Mr. Turok stated that showing up at one meeting would qualify as participation. He reviewed some of the topics that are discussed at meetings noting that the 26 listed Ramsey businesses have participating in one way or another.

Member Howell stated that there are 20 slots for the grant and asked if any of the other 18 slots are taken by other cities.

Mr. Turok clarified that the slots are taken by businesses, not cities. He confirmed that the other slots are taken by other businesses within the region that participate in the cohort.

Member Howell asked the number of slots left.

Mr. Turok replied that all the slots were filled immediately which is why they would like to apply for another grant.

Member Howell asked how many cities contribute into this effort.

Mr. Turok replied that the City of Anoka and City of Ramsey make annual contributions.

Member Howell asked and received confirmation that Mr. LeTourneau is a contract employee. She stated that if Mr. LeTourneau is able to provide the services needed to make the cohort successful through the cohort, why it would be run through another company (CO2). She stated that it typically costs a company more to do it in that manner rather than directly working as a contract employee or through a 1099.

Mr. Turok replied that CO2 is hired to do multiple services for the Chamber of Commerce and not just the cohort duties. He reviewed some of the services that CO2 provides, noting that it is a shared effort between the Chamber and cohort.

Member MacLennan referenced the 20 businesses participating in the grant and asked how that was decided.

Mr. Turok replied that it was a first come first serve basis, as the Chamber did not want to make decisions on any other basis.

Member MacLennan asked how businesses that are not currently participating in the cohort would find information on this program.

Mr. Turok replied that they do reach out to businesses with mailers. He stated that they advise businesses of meetings and explained that they do not require businesses to be a member of the Chamber to participate in the cohort. He commented that they meet every other month, meeting in different locations.

Member MacLennan asked if that meeting information is available on the Chamber website.

Mr. Turok replied that it is not currently, but it should be.

Economic Development Manager Sullivan recognized the difficulties of meeting in person during COVID and asked how that impacted the meetings.

Mr. Turok stated that they attempted to meet via Zoom but have returned to in person attendance. He noted that in person participation is beginning to increase and they will continue to offer Zoom participation for the time being.

Economic Development Manager Sullivan provided details on the manufacturing signing day that the cohort previously facilitated with the school districts and Anoka Technical College for students, recognizing that could not occur during COVID. He hoped that would return once COVID allows for.

Mr. Turok agreed that it is a great idea and creates great positive energy for the students. He stated that they have worked to change the mentality that manufacturing is a dirty place, noting that those businesses are clean, provide good income, and career opportunities. He stated that Anoka Hennepin School District has been a great partner that has been excited about the partnership and has made changes to its curriculum. He stated that it brings the idea to students and parents that four-year college is not for everyone and there are other opportunities out there.

Member Johnson asked if the City could assist with posting meeting details and increasing awareness for the cohort.

Economic Development Manager Sullivan replied that the City does link to the Chamber website and believes that it would be best to have that remain as a separate entity. He stated that he does receive emails from manufacturers that he can then link with the manufacturing businesses and cohort.

Mr. Turok stated that there is information about the cohort on the Chamber website, and they can easily add meeting details. He stated that Mr. LeTourneau does email businesses about the meetings.

Member Howell referenced CO2 and asked if anyone else at CO2 provides services to the Chamber outside of Mr. LeTourneau.

Mr. Turok was unsure. He stated that they contract with CO2 to get the work completed that they need, and that work is completed. He stated that whether that is completed by Mr. LeTourneau or other employees is not a concern of his.

Member Howell asked if the Chamber goes out for RFP to determine if the pricing is competitive.

Mr. Turok replied that they have not.

Member Howell stated that is one concern that she has as to why the contract is run through a firm rather than having Mr. LeTourneau as a contract employee. She referenced a grant awarded to DecoPac in 2017 and asked if the cohort was instrumental in that.

Mr. Turok replied that he does not have the specific details on that. He stated that from the standpoint of a dual grant, he would guess that in 2017, DecoPac did that themselves.

Member Howell stated that it is also a concern that cohort is providing a service that a business could do itself. She stated that it seems that Ramsey businesses are able to do these things themselves and therefore she will not be supporting this action.

Mr. Turok thanked the EDA for the opportunity to have a discussion today.

Member Johnson recognized that some businesses could do those things themselves, but others cannot as applying for a grant is extremely challenging. She stated that many Ramsey businesses are still small and do not have those resources. She stated that she would like to see contributions from all cities that have participation in the cohort but recognizes that there is value provided by the cohort.

Member MacLennan agreed with the comments of Member Johnson. He stated that he deals with a lot of businesses that are overwhelmed and do not have the extra time. He commented that anything that helps those businesses provides assistance.

Member Riley stated that the goal of the EDA is to help businesses and at least 26 Ramsey businesses have been involved with the cohort. He stated that a contribution of \$5,000 provides a great return on the small investment.

Motion by Member Johnson, seconded by Member MacLennan, to recommend that the City continue its \$5,000 contribution to the Anoka Area Chamber of Commerce Manufacturers Cohort.

A roll call vote was performed:

Member Steffen	aye
Member MacLennan	aye
Member Johnson	aye
Chairperson Olson	aye
Member Riley	aye
Member Howell	nay

Motion carried.

5.04: Consider Creation of an Economic Development Facebook Page

Economic Development Manager Sullivan presented the staff report.

Member Johnson stated that she understands the purpose of not allowing public comments, as one negative experience from someone does not necessarily need to be shared. She stated that younger people use Instagram much more than Facebook and therefore if this is going to be done, it should be a dual account.

Economic Development Manager Sullivan confirmed that staff could look into that.

Member MacLennan agreed that it would be important to reach out to the younger crowd as well. He stated that the ability to not have public comment is important, noting that posts often get ugly on the Ramsey Community Facebook page.

Member Steffen stated that he understands the intent. He stated that the City of Ramsey Facebook page already has 5,600 followers and advertises for EDA events. He stated that he would prefer to stay with that method rather than creating more work to get less attention.

Economic Development Manager Sullivan agreed it would be more work but stated that it would also allow posts to be more targeted. He stated that perhaps some Ramsey businesses are not following the City page because of the general posts that do not apply to them. He stated that if it is not successful, they could take the page down. He stated that there was a company that the City completed a spotlight on and there were a number of residents that did not have a positive experience with the business and therefore provided negative comments. He stated that this would be a way to highlight businesses without allowing opportunity for people to provide negative comments. He stated that he does not feel strongly that they have to pursue this option, as it was just an idea.

Chairperson Olson stated that his wife has a social media business and in order to have an effective social media presence requires constant effort, otherwise it would go dormant. He believed that the time needed to make it successful may be underestimated. He stated that he does see value in going to social media as tentacles from the City website, with the City website remaining as the main information source. He stated that allowing comments can be dangerous, but perhaps there is an ability for someone to provide a comment or reach out through messenger.

Economic Development Manager Sullivan stated that he would include his contact information on the page and could also include a representative from the EDA if desired. He stated that the goal is not to provide communication, but not to facilitate discussion in a public manner.

Member Johnson commented that at different times of the year businesses would offer different specials and perhaps businesses could submit their information to be shared on the EDA page.

Economic Development Manager Sullivan stated that he would lean towards not doing that as it would be difficult to provide direct advertising for a specific business. He stated that the City offers advertising through the *Ramsey Resident* at a set price. He noted that he also does not want to create that additional work for staff to sift through requests to create advertisements for the Facebook page.

Member Riley stated that he does not have a strong feeling on this but would lean towards using the City Facebook page more. He stated that he would think residents would like to hear more about the business community and the City website already has an established following.

Member Howell agreed with members Riley and Steffen. She stated that if this does go forward, she would ask that the value be measured to determine if there is more participation. She stated that perhaps the City page continue to be used, boosting business information.

Economic Development Manager Sullivan stated that currently there is only one staff member that can post to the City page and noted that another option would be to recommend that Economic Development staff be allowed to post to the City page in order to highlight economic development.

Member MacLennan agreed that it could be helpful to have the ability for Economic Development staff to post on the City page. He stated that if it does move forward, he would want to ensure it does not overburden staff.

Motion by Member MacLennan, seconded by Member Johnson, to recommend that the EDA presence be enhanced on the City Facebook page and to allow EDA staff to add content.

A roll call vote was performed:

Member Howell	aye
Member Riley	aye
Chairperson Olson	aye
Member Johnson	aye
Member MacLennan	aye
Member Steffen	aye

Motion carried.

6. MEMBER / STAFF UPDATE

6.01: Receive Update on Parcel 46 Development Status

Economic Development Manager Sullivan reviewed the staff report and provided an update on the development status of Parcel 46. Currently Parcel 46 needs fill, wetlands need to be mitigated and stormwater ponds might need to be reconfigured.

Chairperson Olson asked the depth of the water feature.

Economic Development Manager Sullivan replied that he was unsure of the depth but acknowledged that it would be deep.

Chairperson Olson asked how a water feature would be maintained to ensure algae does not grow.

Economic Development Manager Sullivan replied that he also does not have that answer.

Member Riley commented that there are plans for what this eventually look like, noting that the Council has reviewed concepts for the future of this area which could include a splashpad. He stated that this area would collect stormwater but would also be a water feature.

Member MacLennan commented that it would seem to be similar to the water feature in Champlin which keeps water moving and provides a good aesthetic.

Economic Development Manager Sullivan stated that staff has received positive feedback from the business networking event and provided an update on that event.

Member Riley stated that perhaps there be an informational case in the future highlighting partial and full takings for the Highway 10 project and to discuss if there is a role for the EDA to minimize impacts on businesses.

Economic Development Manager Sullivan stated that perhaps someone from the lead agency could make a presentation to the EDA and based on that discussion it could lead to direct recommendations from the EDA.

Member Riley commented that construction in Ramsey is still a ways out so there is not a strong urgency, but he also would not want to wait too long.

Chairperson Olson agreed that timing would be an important element.

Community Development Director/Deputy City Administrator Hagen agreed that it would be helpful to find out about easements and therefore perhaps it would be appropriate to bring it forward in the next few months. He recognized that properties will be impacted in some fashion.

Economic Development Manager Sullivan stated that the EDA has approved the purchase agreement for Parcel 50 and provided an update, noting that the City is working with the County to determine access options. He stated that there will be a requirement for a turn lane from Ramsey Boulevard and believes the developer will request a cost-share for that in the future, noting that would be worked out in the development agreement. He stated that the developer does have two tenants that would be ready to go once those details are known.

Member Steffen asked for an update on PACT Charter School and RGH.

Economic Development Manager Sullivan stated that PACT Charter School is looking at a site adjacent to Central Park at this time and anticipates a site plan application coming forward in the near future.

Community Development Director/Deputy City Administrator Hagen stated that PACT has submitted a request for a Comprehensive Plan amendment and rezoning, as the parcel is currently zoned for residential use. He stated that a sketch plan has also been submitted for review that will go before the Planning Commission on February 24th, with a public open house to take place prior to that meeting.

Member Steffen asked if that is a Katherine Drexel site or whether that would include some City owned land.

Economic Development Manager Sullivan confirmed that it is a site owned by Katherine Drexel and therefore would need to be split in order to accommodate for both the church and school use. He stated that in regard to RGH, the City has been working with a commercial grocer on the site and has received a preliminary site plan that staff has provided feedback to the developer. He stated that once a location is determined that would not make the remnant parcels unusable, they would move forward with site plan.

Member Riley stated that it would be a good idea to provide a presentation to the EDA on the potential sports dome in the future.

Economic Development Manager Sullivan commented that is very early in the process and therefore it would be premature to bring that to this group. He stated that once that is further along in the process, the association would likely be able provide a presentation to the EDA.

Member Riley recognized some zoning and ordinance changes that were adopted by the Council recently and asked staff to provide an update.

Community Development Director/Deputy City Administrator Hagen provided an update on recent ordinance and zoning changes that were made in anticipation of future requests.

7. ADJOURNMENT

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

A roll call vote was performed:

Member Steffen	aye
Member MacLennan	aye
Member Johnson	aye
Chairperson Olson	aye
Member Riley	aye
Member Howell	aye

Motion carried.

The regular meeting of the Economic Development Authority adjourned at 9:16 a.m.

Respectfully submitted,



Sean Sullivan
Economic Development Manager

ATTEST:

A handwritten signature in black ink that reads "Wendy Schlueter". The signature is written in a cursive, flowing style.

Wendy Schlueter
Economic Development Administrative Assistant

Draft by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

**PARK AND RECREATION COMMISSION
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

The Ramsey Park and Recreation Commission conducted a regular meeting on February 10, 2022, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Commission Members Present: Chair Shane Bennett
 Vice Chair Brandon Sis
 Commissioner Nathan Barten
 Commissioner Justin Loss
 Commissioner Dean Olson

Commission Members Absent: Commissioner Jennifer Leistico
 Commissioner Brian Walker

Also Present: City Council Liaison Debra Musgrove
 Parks & Assistant Public Works Superintendent Mark Riverblood
 Recreation Specialist Marla Martinez-Flynn

1. CALL TO ORDER

Chair Bennett called the Park and Recreation Commission meeting to order at 6:30 p.m.

2. CITIZEN INPUT

None.

3. APPROVE AGENDA

Motion by Commissioner Barten, seconded by Commissioner Sis, to approve the Park and Recreation Commission meeting agenda as presented.

Motion carried. Voting Yes: Chair Bennett; Commissioners Barten, Sis, Loss, and Olson. Voting No: None. Absent: Commissioners Leistico and Walker.

4. APPROVE MINUTES

4.01: Approve Park and Recreation Commission Meeting Minutes

Motion by Commissioner Olson, seconded by Commissioner Loss, to approve the following Park and Recreation Commission Regular Meeting Minutes:

- Park and Recreation Commission Meeting Minutes dated January 13, 2022

Motion carried. Voting Yes: Chair Bennett; Commissioners Olson, Loss, Barten, and Sis. Voting No: None. Absent: Commissioners Leistico and Walker.

5. COMMISSION BUSINESS

5.01: 2021 Summer Concert Series Recap

Recreation Specialist Martinez-Flynn provided a recap of the Summer Concert Series highlighting the different performers and details on each event.

Chair Bennett commented that it was a good season with overall good weather.

Recreation Specialist Martinez-Flynn commented that a flyer was also included highlighted the upcoming 2022 season, noting that all performers have been secured.

Commissioner Sis asked how these attendance numbers compared to previous years.

Parks & Assistant Public Works Superintendent Riverblood commented that the numbers were on par with previous years, although perhaps a bit lower still due to COVID concerns.

Commissioner Loss asked if the City is planning to require registration for attendees.

Parks & Assistant Public Works Superintendent Riverblood replied that voluntary registration was only required in 2020 to ensure COVID protocols could be met.

5.02: Affirm 2021 Photo Contest Winners

Parks & Assistant Public Works Superintendent Riverblood commented that the photos submitted by residents are used in many ways including the website. He stated that all the 2021 photos were included in the Commission packet.

Recreation Specialist Martinez-Flynn reviewed the proposed photo contest winners for the 2021 contest in each of the four categories as well as the grand prize winner.

Chair Bennett commented that it appears there were some new names in the contest, which is great to see.

Councilmember Musgrove commented that this is a great way to connect with the community, noting that she loves seeing the different perspectives of residents.

Parks & Assistant Public Works Superintendent Riverblood commented on the lack of submissions for the industry and commerce category, noting that staff will be reaching out to some Ramsey businesses to encourage submissions.

Motion by Commissioner Barten, seconded by Commissioner Olson, to affirm the 2021 Photo Contest Winners.

Motion carried. Voting Yes: Chair Bennett; Commissioners Barten, Olson, Loss, and Sis. Voting No: None. Absent: Commissioners Leistico and Walker.

5.03: Playground Replacement Policy – Formulate Plan for Rabbit Park

Parks & Assistant Public Works Superintendent Riverblood recognized the work the Commission has put into the playground replacement policy which has since been adopted. He stated that this discussion will focus on Rabbit Park. He identified the area of homes which were mailed a letter asking residents for input on the park. He noted that of the 91 letters that were sent, only eight responses were received. He stated that five of those comments named some time of playground component, while the three erred towards the preference for the natural side. He provided a photograph of the existing park, which is fairly barren and stark. He stated that the Commission visited the park the previous year and came to consensus on some native plantings to reduce the need for mowing. He noted that there was also a consensus to leave the large slide. He commented that the remainder of the playground equipment is old and replacement parts are no longer available. He stated that for those reasons it is recommended that the playground equipment be removed. He noted that the swings were removed this past year because of the poor condition. He reviewed the different options the Commission could consider for the park.

Chair Bennett welcomed input from the public.

Bowman Family, 8845 176th Avenue NW, agreed that most of the equipment is in poor condition and is not safe for small children. She commented that having natural habitat would be great for the park as it is currently overrun with sandburs.

Mr. Bowman commented that their family enjoys the large slide and swings and also enjoys climbing features. He agreed that native landscaping and walking trails would be a great addition along with shade trees and benches.

Mrs. Bowman agreed that because there is no shade at the park it is often unusable during the hotter times of the summer.

Mr. Bowman stated that his family loves taking walks to Rabbit Park and would love to see it reworked into something more usable. He stated that there would not need to be a lot of large equipment but perhaps a smaller play concept with walking trails, native landscaping and shade would be great.

Mrs. Bowman commented that there are several families in the neighborhood that have kids with disabilities and therefore having a space with accessible features would be great.

Commissioner Sis commented that currently there are two separate play structures at the park. He stated that it appears one is in worse condition and needs to be removed. He asked if the other structure is in good condition.

Mrs. Bowman agreed that structure is in better condition but also has equipment missing and has experienced vandalism.

Commissioner Sis asked if the resident would prefer to keep that structure or gut the entire area.

Mr. Bowman replied that it would be his preference to remove both structures and replace it with a smaller structure.

Commissioner Sis explained that playground equipment is very expensive, therefore the Commission has to be very considerate of the number of people served by a neighborhood park. He stated that if the one structure is in decent condition, he could support keeping that structure and perhaps adding something as well.

Mrs. Bowman commented that they would leave it to the expertise of the Commission as to whether that equipment can be salvaged.

Councilmember Musgrove asked for input on lighting in the park.

Mrs. Bowman commented that she has never considered lighting for the park. She was unsure how it would impact the neighbors that live next to the park but commented that it could be nice for winter evenings. She was unsure it would be necessary to spend money on lighting.

Chair Bennett commented that he does not recall street lighting in that area, which probably lends itself to vandalism.

Councilmember Musgrove noted resident input for benches.

Mrs. Bowman agreed that it would be nice to have seating, like a bench or picnic table, as the weeds and sandburs prevent sitting on the ground.

Commissioner Olson stated that when the Commission met at the park there was a lot of discussion on the different elements. He stated that perhaps some drought tolerant trees could be considered to provide shade. He agreed that native landscaping would also be a good choice because of the lack of irrigation and opportunity to reduce mowing time.

Parks & Assistant Public Works Superintendent Riverblood commented that there is a wood bench at the park that could be cleaned up and stained. He commented that the picnic table that previously existed was removed because of the fire incident and could be replaced at the park.

Chair Bennett thanked the residents for their input.

Commissioner Barten asked for input on the responses received for the Ford Brook outreach compared to this outreach response.

Parks & Assistant Public Works Superintendent Riverblood estimated that the responses from Ford Brook were about tenfold compared to Rabbit Park, noting that notices were also mailed to less residents for Ford Brook.

Commissioner Loss stated that comparison helps to show the lower usage of Rabbit Park.

Parks & Assistant Public Works Superintendent Riverblood stated that prior to the meeting he prepared different budget scenarios for the Commission to review. He stated that after hearing the input tonight, staff can review the condition of the newer structure to determine if it would remain or be refurbished. He reviewed a draft budget outline that would have an estimated cost of \$47,000. He noted that \$100,000 was shown per year in the CIP for playground replacement. He stated that if this scenario is followed, the Commission could most likely address another park this year as well. He displayed photos taken this year from Peltzer Park this year, noting structures that were removed because of safety concerns. He noted that Peltzer Park is in a more central location and is used by more residents than Rabbit Park. He stated that staff has been made aware of an opportunity to secure completely refurbished playground equipment for \$30,000 which could be used in Peltzer Park.

Chair Bennett asked if the equipment was from another local park.

Parks & Assistant Public Works Superintendent Riverblood commented that equipment was taken from a park in another community and the vendor is holding the equipment for the Commission to consider as a courtesy but noted that the City is not under obligation to purchase the equipment.

Chair Bennett asked if the other additional play structure would need to be removed from Peltzer Park, or whether that would remain.

Parks & Assistant Public Works Superintendent Riverblood confirmed that both structures would need to be removed from Peltzer Park. He noted that the refurbished equipment includes a structure for children aged two to five and a second structure for children five to 12. He explained that two separate components are typically provided to avoid conflict between the two age groups.

Councilmember Musgrove asked if the equipment would be more appropriate for Peltzer Park because of the number of residents served by that location compared to Rabbit Park.

Parks & Assistant Public Works Superintendent Riverblood confirmed that is the direction he is leaning. He noted that only five responses were received from residents out of the 91 mailings for Rabbit Park. He stated that the Commission could also decide that given the lackluster interest from residents for Rabbit Park, the playground equipment could be removed completely, leaving the slide, and adding native landscaping. He noted that the group could always circle back if there are a lot of comments received from residents on the removed equipment.

Chair Bennett commented that he does like the ability to address two parks this year. He agreed that the big slide should remain at Rabbit Park. He agreed that perhaps additional elements could be added to Rabbit Park in the future if there is desire for that by residents. He noted that perhaps the work at that park begins with native landscaping, trees, and perhaps swings.

Commissioner Sis stated that he would agree with a swing element and retaining the large slide, along with evaluating the second play structure to determine if that could remain. He stated that he does support the taller swing as that provides more opportunity for both older and younger

children. He stated that he would support sending a mailer for Peltzer Park to determine the interest from that neighborhood.

Councilmember Musgrove stated that she also agrees with sending a mailer. She stated that when she lived near the park, she noticed a lot of use but was unsure how many children are using the park at this time. She commented that the park is connected to a trail which is a nice feature. She asked if the prairie grass cost would cover the five acres and whether that would include trails. She asked how the future maintenance would be budgeted.

Parks & Assistant Public Works Superintendent Riverblood replied that converting the five acres to native landscaping would have a cost of about \$10,000 and would have about \$3,000 of maintenance over each of the next three years. He believed the maintenance cost would be equal or less to the cost that the City spends on mowing and weed removal for that same period of time. He stated that maintenance is funded through the general fund, while playground replacement can be funded through the lawful gambling fund. He stated that the cost does not include trails but believed that the conversion to native plantings would encourage walking through the park more than the sandbars. He was unsure that there would be a benefit to placing formal paved trails in a five-acre park because of the cost to create and maintain a trail.

Councilmember Musgrove commented that she likes the idea that people could go walking through the area as opposed to a bituminous trail.

Commissioner Sis commented that if there is ability to mow a trail, perhaps a neighbor would be willing to adopt a park and mow a trail.

Parks & Assistant Public Works Superintendent Riverblood commented that there was at least one neighbor that responded that was very concerned with those that may come to the park with ill intent and perhaps would be willing to take on the mowing of an informal trail.

Commissioner Loss echoed the comments of Commissioner Sis. He agreed that the one structure could remain if the condition supports that, along with keeping the slide and replacing the swings. He also agreed with sending out a mailer for Peltzer Park.

Commissioner Olson stated that planting native flowers and grasses is a great idea because of the cost savings on mowing and would also improve the aesthetics. He noted that the grass was very crispy when the Commission visited the park.

Chair Bennett stated that it appears there is consensus on the direction for staff to explore those options:

- Rabbit Park: native landscaping, keep the slide, potentially keep the second play structure, and addition of a swing element
- Send mailer for Peltzer Park

Commissioner Barten agreed that leaving caution tape at Peltzer Park is not a desired status. He asked if a park needs to be brought up to ADA standards if any park improvements are made. That was confirmed. He referenced the scenario where some elements remain, and others are added and asked if that would trigger the requirement for ADA compliance for the slide.

Parks & Assistant Public Works Superintendent Riverblood commented that the smaller play equipment would need to be evaluated for ADA compliance. He noted that it may be able to be adapted to ADA compliance. He noted that a crushed granite or limestone trail to the play area would be ADA compliant. He stated that the large slide would never be ADA compliant. He stated that in a playground there needs to be a certain percentage of ADA compliant features but not everything needs to be ADA compliant. He confirmed that staff has the needed direction and advised that he will bring back a budget for Rabbit Park for the Commission to consider at the March meeting and a mailer will be sent for Peltzer Park. He specified that the parks would be considered as separate projects.

Chair Bennett referenced the refurbished equipment and asked if a decision needs to be made sooner rather than later. He stated that they would not want to miss out on that opportunity, noting that even if the equipment is not used at Peltzer, it could be used somewhere else. He stated that based on the rough budget, the Commission should be in a good spot for the budgeted improvement funds for 2022. He stated that perhaps the City continue to pursue that equipment, without waiting for the response of the mailer.

Parks & Assistant Public Works Superintendent Riverblood commented that perhaps the mailer for Peltzer Park should be more limited than was done for Rabbit Park. He stated that the invitation would still provide the ability for residents to provide their own input but should focus on whether the residents support playground replacement.

Chair Bennett agreed that seems like the right approach and will also reduce the burden on future years for replacement if Peltzer could be moved up. He noted that some of the other high priorities are larger parks that will need more funds. He confirmed the consensus of the Commission with that direction.

Commissioner Sis asked if the playground equipment could be stored.

Parks & Assistant Public Works Superintendent stated that he will reach out to the vendor to request it be held for another month, as Council approval would still be needed.

Councilmember Musgrove stated that it would be helpful for the Council to have comparison information on the cost savings this refurbished equipment would provide.

Parks & Assistant Public Works Superintendent Riverblood estimated that the same set of equipment new would have a cost of \$80,000 to \$100,000 with additional installation cost. He stated that the price for the refurbished equipment with installation would be less than \$30,000.

Councilmember Musgrove stated that if that could be done for \$30,000 that should go forward to the Council for approval.

Parks & Assistant Public Works Superintendent Riverblood confirmed the consensus of the Commission that if the vendor does not want to hold the equipment for another month, staff should move this forward for the City Council to consider.

6. COMMISSION/STAFF INPUT

Parks & Assistant Public Works Superintendent Riverblood reviewed upcoming topics for the March and April meetings.

Recreation Specialist Martinez-Flynn provided a highlight of upcoming recreational programming opportunities.

7. ADJOURNMENT

Motion by Commissioner Loss, seconded by Commissioner Sis, to adjourn the meeting.

Motion carried. Voting Yes: Chair Bennett; Commissioners Loss, Sis, Barten, Loss, and Olson. Voting No: None. Absent: Commissioners Leistico and Walker.

The Park and Recreation Commission meeting adjourned at 7:39 p.m.

Respectfully submitted,



Mark Riverblood
Parks & Assistant Public Works Superintendent

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

**PUBLIC WORKS COMMITTEE
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

The Public Works Committee conducted a regular meeting on Tuesday, February 15, 2022, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Chairperson Chris Riley
 Councilmember Debra Musgrove
 Councilmember Matt Woestehoff

Also Present: Public Works Superintendent Grant Riemer
 City Engineer Bruce Westby
 Parks and Assistant Public Works Superintendent Mark Riverblood

1. CALL TO ORDER

Chairperson Riley called the regular meeting of the Public Works Committee to order at 5:30 p.m.

2. CITIZEN INPUT

There was none.

3. APPROVE AGENDA

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

Motion carried. Voting Yes: Chairperson Riley, Councilmembers Musgrove and Woestehoff.
Voting No: None.

4. APPROVE MINUTES

4.01: Approve Meeting Minutes

Motion by Councilmember Musgrove, seconded by Councilmember Woestehoff, to approve the following minutes:

- Regular Meeting Minutes dated November 16, 2021
- Regular Meeting Minutes dated January 18, 2022

Motion carried. Voting Yes: Chairperson Riley, Councilmembers Musgrove and Woestehoff.
Voting No: None.

5. COMMITTEE BUSINESS

5.01: Appoint Chair and Vice-Chair of the Public Works Committee

Public Works Superintendent Riemer noted that this is an annual action of the Committee and opened the floor for nominations.

Motion by Councilmember Woestehoff, seconded by Councilmember Musgrove, to appoint Chris Riley as Chairperson and Debra Musgrove as Vice-Chair of the Public Works Committee.

Motion carried. Voting Yes: Chairperson Riley, Councilmembers Woestehoff and Musgrove. Voting No: None.

5.02: Consider Replacement Options for the Rivers' Bend Park Monument

Parks and Assistant Public Works Superintendent Riverblood reviewed the case and recommendation of staff for the Committee to provide input and then solicit additional quotes to be forwarded to the City Council for the replacement of the Rivers' Bend monument.

Chairperson Riley commented that the entrance sign to the park is important as the parks have to be labeled and easy to find. He stated that they have discussed a coordinated effort to ensure the design could be used in other parks as well.

Councilmember Musgrove asked if input is desired on the location of the wording.

Parks and Assistant Public Works Superintendent Riverblood stated that he did not request that as part of the case but agreed that would need to be decided at a later time and would welcome input on that as well.

Chairperson Riley asked if staff has a preference on the aluminum versus concrete.

Parks and Assistant Public Works Superintendent Riverblood replied that his only concern with aluminum would be that it could be dented but noted that has not occurred on a similar sign at The Draw. He noted that the vendor commented that they have also not seen the material dented on a sign. He stated that there could be some decay on the cedar posts near the soil line over time. He commented that concrete is durable but some of the cost is the logistics of getting that material to the site and the appropriate footings.

Councilmember Musgrove commented that she believes the word placement is a consideration as it would have a factor on the size of the sign. She stated that she favors the aluminum sign with the wood as that would fit better into the neighborhood feeling. She stated that she would favor stacking of the words and logo in order to keep the sign size small.

Parks and Assistant Public Works Superintendent Riverblood commented that he agrees with the stacked style.

Chairperson Riley agreed that would be an appropriate size and material for the sign as it is a neighborhood sign and does not need to be large in order to catch someone's eye.

Councilmember Woestehoff agreed with the aluminum and wood sign.

Parks and Assistant Public Works Superintendent Riverblood asked if this item should go forward as a Consent Agenda item for the Council or whether it should be a regular agenda item. He provided a summary of the previous discussion from the Parks and Recreation Commission related to park signage.

Chairperson Riley asked if there was a decision on the monument sign for Bunker Lake Boulevard and 47 sign and whether that is moving forward with the park sign or as a separate project.

Parks and Assistant Public Works Superintendent Riverblood noted that would be a separate project because of the easement and power that would be needed for the Bunker and 47 monument in order to allow the park sign to move forward on its own.

COMMITTEE / STAFF INPUT

6.01: Receive Updates on Sound Wall East of State Highway 47, North of Xkimo Street

City Engineer Westby provided updates on the sound wall since the last discussion including responses received from Riverside Development Company and its legal representation as well as the design engineer, Bogart-Pederson. He also provided cost estimates for the different options.

Councilmember Musgrove appreciated the update. She asked if there has been any discussion on potential funding sources.

City Engineer Westby stated that staff is still gathering data on the options and then developing the associated costs with those options. He did not believe there is any potential funding from MnDOT for the project and commented that the City would have to use internal funds.

Councilmember Musgrove asked if this would be eligible for the County HRA funds.

City Engineer Westby replied that he was unsure but could check on that.

Councilmember Woestehoff asked if there would be any possibility to construct another section of wall upon the existing wall.

City Engineer Westby replied that the wall would not be able to support that additional weight.

Chairperson Riley asked if the City has instituted any new policies or procedures to avoid repeating this mistake in the future.

City Engineer Westby replied that staff always tries to learn from these things and will continue discussions on how this could be avoided in the future. He commented that this was a development that went through quickly when staff was extremely busy.

Councilmember Woestehoff acknowledged that a sound wall does not come up that often. He noted that an issue identified on the preliminary plat is that it was identified as a six-foot fence rather than a sound wall. He noted that if it would have been identified as a sound wall, perhaps engineering would have picked up on the mistake.

Councilmember Musgrove thanked staff for continuing to work on this and improve the process. She asked if part of that area could be filled, then constructed a wall on the fill.

City Engineer Westby replied that they could look at the grades but noted that fill is also expensive. He stated that if there is an opportunity to cost-effectively add fill outside of the MnDOT right-of-way and avoiding utilities, that option could be reviewed.

6.02: Staff Updates on Improvement Projects and Items of Interest

City Engineer Westby provided an update on current and proposed City, County, and MnDOT improvement projects and studies, and on other items of interest to the Committee.

Councilmember Musgrove thanked staff for the great work. She commented that the flashing lights at Sunwood and Bunker are working great.

6.03: Review Future Topics Calendar

Councilmember Musgrove suggested adding an item related to checks and balances, using the sound wall as an example.

Councilmember Woestehoff stated that perhaps a discussion could be added related to the rating of City streets.

City Engineer Westby commented that staff intended to bring that item to a Council work session.

7. ADJOURNMENT

Motion by Councilmember Musgrove, seconded by Councilmember Woestehoff, to adjourn the Public Works Committee meeting.

Motion carried.

The regular meeting of the Public Works Committee adjourned at 6:05 p.m.

Respectfully submitted,



Grant Riemer
Public Works Superintendent

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

CC Regular Session

5. 4.

Meeting Date: 04/12/2022

By: Katie Schmidt, Administrative Services

Information

Title

Approve the Following Meeting Minutes:

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

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

Attachments

3-15-22 Special WS

3-22-22 CCWS

3-22-22 Mtg

Form Review

Inbox

Reviewed By

Date

Colleen Lasher
Kurt Ulrich
Form Started By: Katie Schmidt
Final Approval Date: 04/07/2022

Colleen Lasher
Kurt Ulrich

04/04/2022 02:35 PM
04/07/2022 02:00 PM
Started On: 04/04/2022 12:34 PM

**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, March 15, 2022, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Mark Kuzma
Councilmember Ryan Heineman (attended remotely)
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

1. CALL TO ORDER

Mayor Kuzma called the City Council Work Session to order at 7:06 p.m.

2. TOPICS FOR DISCUSSION

2.01: City Board and Commission Interviews

Administrative Services Director Lasher stated she would start the process and then facilitate bringing applicants in out and come back in at the end. She stated this is the annual recruitment for the Boards and Commissions, noting that every March they look at the vacant seats or soon to be vacant seats. Appointment terms run from April 1 to March 31 each the year and include the Economic Development Authority (EDA), Environmental Policy Board (EPB), Planning Commission, and Parks and Recreation Commission. She stated per the policy, which will be looked at, updated and revised, there are provisions that refer to building a file to have the capacity to have applicants in waiting in the event there is an unexpected vacancy. She stated that is one component they would want to touch on later. She stated they currently have the policy revision discussion scheduled for next Tuesday during the Work Session. She stated for this recruitment, Boards and Commissions were advertised in the *Ramsey Resident*, the City's official newspaper, on the community sign, on Facebook, on the City's Boards and Commissions website page, as a spotlight on the City's homepage, and on QCTV. She stated initially going into this week, there were six candidates but that is now down to four candidates for four vacant seats. She explained the four vacant seats. One is for a full six-year term on the EDA, which is the seat Jim Steffen is choosing not to reup on. Two is a four-year term on the EDA, which was Scott Cords seat. Three is a three-year partial term on the EPB and Four is a three-year partial term on the Planning Commission. She stated regarding incumbents, there are five which are listed for the Council and

all five incumbents are seeking reappointment. She stated their materials are included in the packet along with the Chair or Vice-Chair's recommendations for re-appointment. She explained in the past, which has seemed to work best, is that when interviews are completed, the incumbents are looked at first. She stated this will be later this evening. She explained she wouldn't go into detail on the policy revisions but there are definitely policy revisions needed and she has ideas she would like to present next week along with Council suggestions. She stated it is known that the Mayor has the authority to make the Economic Development Authority selection which is by statute, and included in the packet as well as the policy. She continued that is with agreement by the Council. She stated as a result of this evening they would like to select new or incumbent members to start new terms April 1, 2022 and these positions would be appointed by resolution at the next Council meeting on March 22, 2022. She stated it has been done in the past, and now that they are able to gather more in public, suggested resuming the ceremonial oath of office which would take place during the first meeting in April 2022 if there is Council agreement. She noted a Work Session will be needed to talk about the policy, which is scheduled for next week unless more time is wanted. She stated the Councilmembers have interview questions and gave directions.

Councilmember Riley asked Administrative Services Director Lasher why two of the applicants dropped out before being interviewed.

Administrative Services Director Lasher replied that one applicant stated, very late in the day, that she had a family emergency. The other applicant had given it some thought and changed his mind.

Mayor Kuzma asked if there were questions from the Council before they got started.

Councilmember Heineman stated he thought the Commissioner dinner was coming up soon and asked if they would be in their position by then or if Council should invite them ahead of time. He also asked if there was interest to invite them even if they are not sworn in.

Administrative Services Director Lasher replied they would be official appointed and the effective date will be April 1, 2022.

Councilmember Heineman asked if the dinner was after that.

Councilmember Riley replied it is April 5, 2022.

Councilmember Heineman replied, disregard his question then.

Councilmember Specht asked if they are taking turns and reading the questions in order.

City Administrator Ulrich replied there are seven questions and seven Councilmembers so that should work out.

Administrative Services Director Lasher stated she has concluded her comments and began the interview process with the candidates.

After the interviews the Council and Staff had a discussion.

Councilmember Musgrove commented they have a good group of people.

Councilmember Specht asked how this time would be approached.

Mayor Kuzma replied it was actually pretty easy, there are four people and four positions. He stated he would prefer Scott Winyinger for the six-year term on the EDA and Shanna Stewart for the four-year term on the EDA. He suggested Tom Hunt for the Planning Commission and Todd Arts for the EPB.

There was Council agreement with Mayor Kuzma's suggestions.

Mayor Kuzma commented he was happy with everyone.

Councilmember Musgrove asked Administrative Services Director Lasher about process and that some of the people came in and thought there was a Parks and Recreation Commission position or another opening available. She asked if there was a way to advertise the open positions so people don't get discouraged.

Administrative Services Director Lasher agreed with this.

Councilmember Musgrove asked if there was an opening mid-year and Todd Arts would rather serve on Park & Rec if they could offer it to him, especially if the other candidate would be willing to serve on the EPB. She thought his passion for Parks and Rec was listed in his documents but a position isn't available so she would like to offer that.

Mayor Kuzma commented he thought the candidate would be just as strong on the EPB.

Councilmember Specht replied Todd Arts may be strong but there is a difference between that and what he would prefer.

Councilmember Musgrove commented she would hate for Todd Arts to say he would rather be on the Park and Recreation Commission and then say after a while that he didn't want to be on the EPB and not serve.

Mayor Kuzma agreed.

Councilmember Specht commented that is a valid point.

Administrative Services Director Lasher replied she shares conversation with the candidates that there are times that occur when someone signs up for a four-year term and are not able to fulfill that requirement, hence the partial terms that are being filled. She had also explained to the candidates that they listed a particular board as their first choice that the Council is listening to answers to interview questions and may ask if candidates are interested in a different Board. She thought the candidates knew there were options for them and the City is always looking for people to serve.

Councilmember Musgrove asked if a position on the Parks and Recreation Commission if Todd Arts could serve on two boards until one is finished.

Councilmember Specht replied he would be comfortable preapproving Todd Arts for the Parks Board if an opening becomes available.

Administrative Services Director Lasher asked if the pre-approval was for Todd Arts for the Parks and Recreation Commission if an opening becomes available.

Councilmember Specht replied it seems like his passion.

Councilmember Woestehoff clarified that the decision was still to put Todd Arts on the EPB.

Councilmember Musgrove and Councilmember Specht both agreed.

Councilmember Specht commented he wanted Todd Arts to feel like he is being best utilized.

Councilmember Musgrove suggested encouraging Todd Arts to listen to the Parks and Recreation Commission meetings as he can always have input.

Councilmember Woestehoff commented that part of this could also be Council involvement because if a Parks and Recreation Commission position comes up, there is no reason why they couldn't encourage Todd Arts to participate in that too. He liked the idea of acknowledging that he has an interest in Parks. He stated for the sake of the City, he would like to see Todd Arts serve the City now.

Councilmember Musgrove agreed and added a suggestion to let Todd Arts know they appreciated his passion for Parks and that there might be an opportunity.

Councilmember Woestehoff agreed.

Administrative Services Director Lasher summarized her understanding of the appointments. Scott Winyinger would be offered the six-year term on the EDA, Shanna Stewart would be offered the four-year term on the EDA, Todd Arts would be offered the three-year term on the EPB, and Tom Hunt would be offered the three-year term on the Planning Commission. She asked if the Council wanted to discuss the incumbents.

Mayor Kuzma asked if all of the incumbents have been recommended by their Chairs.

Administrative Services Director Lasher confirmed this.

Mayor Kuzma asked if all of the incumbents are looking to re-apply.

Administrative Services Director Lasher confirmed this and added their packets included a letter of interest from all five incumbents stating that they would like to be considered for reappointment and all of the Chairs or Vice-Chairs recommended their reappointment.

Councilmember Heineman asked Administrative Services Director Lasher if these all fall on the every-other-term category.

Administrative Services Director Lasher confirmed this, that these all happen to be even numbered terms.

Councilmember Musgrove stated that policy hasn't been approved yet.

Administrative Services Director Lasher confirmed this.

Councilmember Musgrove asked if it was correct that the policy they are using right now says Council should have reviewed these prior to any advertisements being done so that they could potentially have more positions open.

Administrative Services Director Lasher replied it is correct the policy states that incumbents should be reviewed in a separate process. She stated she is eager to discuss how that can be improved because they can't implement other parts of the policy by not advertising all seats. She stated the policy is very cumbersome. She stated Councilmember Musgrove is correct but improvement needs to be made because if people want to serve again and the Chair supports reappointment, as does the Council, and it isn't advertised, then she doesn't have an applicant pool for the inevitable mid-year vacancies that happen on a regular basis. She continued there are some real challenges in administering the advertising in the *Ramsey Resident*, which is required by the Charter, because of the timing. If they wait to find out four months ahead of time from when someone's term is about to expire, the *Ramsey Resident* has to be contracted in December for a term that ends the end of March. She stated it is hard to time that, it is two completely different processes for advertising in the *Ramsey Resident*, and it doesn't work out well for the way the policy is written. She stated that Councilmember Musgrove was right that it does say two different processes but then she can't administer the rest of the policy.

Councilmember Specht commented the policy will be updated soon.

Administrative Services Director Lasher replied that is correct, next week, a week from today.

Councilmember Musgrove commented that if the policy doesn't work it needs to come before the Council so a policy change could be made. She thought there needed to be a discussion if March 31 is a good time to do it, and asked if it works better with the *Ramsey Resident*, do they want the application process to start at a different time. She thought those were types of policy discussions Council could have that would help make the process easier. She didn't know if there was anything that could be done because the policy hasn't been followed and they have been doing it the way it has always been done but it wasn't based on the policy. She asked if it is correct that is still the Council's prerogative whether to approve these or not and if they don't approve them, then there

would be another application process. She thought that is what the policy is meant to eliminate, doing it twice.

Mayor Kuzma commented that these members have all been on for some time and the Chairs have all made recommendations to reappoint. He stated he knew several of them and felt they have contributed a lot. He recommended that Council move these five incumbents forward and review the policy next week to make the needed changes.

Councilmember Riley commented a benefit is that the number of applicants fits the number of openings so they are not turning anyone away, that it actually works out right now. He stated that makes not following the policy moot and the policy will be fixed next week to make it workable for what the Council wants and for the Staff.

Councilmember Musgrove commented, for the record, that it doesn't make the policy moot, the Council just never had an opportunity to look at it, acknowledge these or not, and then advertise for more or let the community know there were all the opportunities.

Councilmember Riley replied advertising wouldn't have changed.

Councilmember Musgrove asked if they don't advertise for all of the positions.

Councilmember Riley replied they advertised for all of the positions.

Councilmember Musgrove asked if they advertised for all of these.

Administrative Services Director Lasher replied yes, they did.

City Administrator Ulrich commented they don't say the number of positions because that fluctuates, they just say solicitations are taken every year for Boards and Commissions and let Staff know if they are interested.

Councilmember Musgrove asked if there was one for every one of these positions or just 12 openings.

Administrative Services Director Lasher replied she didn't say how many were on each Board, that the *Ramsey Resident* and *The Union* stated "The City of Ramsey is accepting applications for the EPB, the EDA" and so on. All of them were listed because things change at the last minute also. She stated that is why she likes to keep it broad, to be able to offer as much as they possibly can.

Councilmember Musgrove replied she understood that but she was saying that is a policy decision so that is where she thinks it will be important to have the policy discussion.

Administrative Services Director Lasher agreed.

Councilmember Musgrove stated that based on the most recent Council discussions, she would like to have a discussion about the appointment to the EPB. She thought there was a consensus that the vertical appointment to the Charter and another Board or Commission was not as desirable, but to have someone horizontally serve on two Boards was acceptable. She asked if there was interest in a conversation about options or possibilities regarding this.

Mayor Kuzma replied he believed setting the new policy would be addressed at the next meeting. He thought the people that are on the Commission, and there are several that are on multiple Commissions so he didn't see how Council could take them off. He suggested they should be grandfathered in to finish out their terms and the new policy could be implemented as the terms run out.

Councilmember Specht asked if these didn't have terms that were ending and if the question was whether or not to keep them on.

Mayor Kuzma replied these are terms that are up right now that Council filled but the people who are serving on multiple levels right now, and he knew of at least two people who were serving on multiple boards.

Councilmember Specht replied the concern, as Councilmember Woestehoff had brought up, is the horizontal versus vertical move.

Councilmember Woestehoff corrected it was Councilmember Heineman.

Councilmember Specht replied that is the idea of the difference there.

Councilmember Heineman asked if there was a statute or anything that say Council has to approve the incumbents tonight.

Administrative Services Director Lasher replied no.

Councilmember Heineman continued he thought some of the frustration he is picking up from Councilmember Musgrove is that their hands are tied for this City Council meeting even though a change is coming but they are about to make a recommendation for a four-year term a week before revising the policy. He thought the question was whether Council waits to confirm the re-appointment suggestions until after the policy is written, because if the policy changes that would impact the decision. He didn't think it was a good policy to push it through and have it be implemented four years later. He asked Councilmember Musgrove if that was correct.

Councilmember Musgrove replied she agreed because there was a consensus that they didn't like it, this is the policy they have now, and that Council gets a chance to review it. She thought the Mayor wanted to do it as it has been done in the past instead of looking at the policy and that is where her frustration is coming from.

Councilmember Howell commented on Councilmember Heineman's suggestion that the timeframe allows an opportunity to make a policy change and implement it. She asked if it helped

Administrative Services Director Lasher to have applicants on file that she can draw from, if that made her process easier.

Administrative Services Director Lasher replied yes, very much.

Councilmember Howell suggested Administrative Services Director Lasher propose what works for that regarding how many people she wanted on file and for how long to make it less complicated.

Administrative Services Director Lasher replied they state that applications will stay on file for roughly one year. She explained it is very helpful to have a candidate that has been vetted, that they have notes on and, as was said earlier, that a certain candidate would be good for a certain position. She stated opening up full recruitments is really time consuming and resources are very thin in HR, which is something she doesn't see changing. She stated if the policy were streamlined it would be a better use of time and better for the citizens. She stated she has suggestions that Council may like.

Mayor Kuzma commented that the five incumbents being considered have been good contributors on the Commissions and they don't have any other people to consider right now. He didn't understand why these incumbents couldn't be approved because they are needed on the Commissions and there isn't backup for them.

Councilmember Howell replied not approving them tonight doesn't say that Council doesn't want these people, that their service isn't appreciated, or that they won't continue, but it gives Council the opportunity to put the policy first and go through the steps properly instead of having things out of order yet again.

Councilmember Heineman agreed, adding that he doesn't have anything against the candidates and he would probably vote for them next week. He recalled when they did the budget, they couldn't make changes to specific line items because the budget was too close. However the purpose of putting together the budget was to make changes to line items. He thought it was being inferred that they are too close to the process so it shouldn't be changed; however, they are in the perfect position to change it before getting to it. If Council is making decisions on terms and reappointments, he felt the wise thing would be to wait to have the discussion and then make final recommendations. He supported putting the policy in place, have it take immediate effect instead of waiting four years, especially because they are still in the allotted amount of time.

Councilmember Woestehoff replied he didn't have a problem with any of that but suggested asking Laura Moore if she would serve on EPB or Charter because she may say she would resign from the Charter. He stated it is well known that there are other applicants waiting to serve on that Board than there are on EPB. He thought it was worth having a conversation with her and taking her opinion into consideration.

Councilmember Musgrove agreed it is a great idea to see which Board Ms. Moore wants to serve on, as Ms. Moore is very passionate about EPB and participates, which is appreciated.

Councilmember Heineman commented that is assuming it is decided at the next meeting that Council doesn't want people filling vertical roles, Charter to EPB. If Council decides that is fine and appropriate, Ms. Moore wouldn't have to choose. He thought giving Ms. Moore a heads up would be a wise thing to do.

City Administrator Ulrich asked, for process, if it was correct that normally they would have all the Commission seats on the agenda for the March 22, 2022 meeting for approval so they are in place by April 1, 2022. If they are not appointed, there would be a couple vacancies. He stated the policy could be put on the agenda and then have the appointments after that, or they could space them out by a meeting knowing the policy is being addressed next week and the appointments could be on the following week, April 12, 2022. He asked if that would work and suggested that may be the best option. He didn't know that there was anything critical in having a vacant seat for one meeting.

Administrative Services Director Lasher commented that somewhere in the policy for Boards and Commissions, it says that the incumbent will be allowed to serve until the time a successor is appointed.

Councilmember Musgrove added it is under "terms."

Administrative Services Director Lasher agreed. She read number six, "Boards 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. Terms will expire annually on March 31. Incumbents will be allowed to continue to serve until a successor is appointed."

Mayor Kuzma commented then they are fine.

City Administrator Ulrich replied that works.

Councilmember Musgrove commented that there was a discussion in the Future Topics agenda item about the policy changes but she hasn't seen it in writing so she could review it. She asked if it was available to review before next week.

Administrative Services Director Lasher asked if she was referring to the Future Discussions calendar.

Councilmember Musgrove replied, no, the discussion happened during the Future Topics agenda item about the policy changes where there was the five year, the four year, the even year, the odd year and updates regarding that but she hasn't seen it in writing yet.

Administrative Services Director Lasher replied she could email that out prior to the next meeting.

Councilmember Musgrove replied that would be helpful and asked Administrative Services Director Lasher what, from the packet, she wanted back.

Administrative Services Director Lasher replied she wanted all of it back as they reuse the folders and have to keep the notes on file. She stated the applications are considered confidential so she would like it all back.

Councilmember Musgrove asked if she could keep the policy information.

Administrative Services Director Lasher confirmed this.

The consensus of the Council was that Scott Winyinger would be offered the six-year term on the EDA, Shanna Stewart would be offered the four-year term on the EDA. Todd Arts would be offered the three-year term on the EPB, and Tom Hunt would be offered the three-year term on the Planning Commission. The policy would be reviewed on March 22, 2022 and appointment for Boards and Commission would be formalized on April 12, 2022. Per the policy, incumbents would be allowed to serve until a successor is named.

2.02: Discuss Polling Place Designations

Administrative Services Director Lasher stated something came to light regarding one of the polling locations, Fire Station Number One which is Ward Three, Precinct Two had been a polling place but it was discovered to be 80 feet too far away to be a valid polling location for this precinct. She stated they asked Anoka GIS to double check it, they ran it through a couple different people there who also confirmed it was not within the one-mile requirement. She stated she spoke to the City Attorney who suggested making it right, which she is in agreement with. She stated the County has said it is an easy fix because they could flip the two. She stated Ward Three, Precinct Two, rather than going to Fire Station Number One would come to the Municipal Center and the new Ward Three, Precinct Three, would go to Fire Station Number One. This would solve the issue. She stated Anoka County does the notification postcard that would meet the statutory requirement for notifying residents of where they are voting.

Mayor Kuzma replied it is not a big difference one way or the other.

Councilmember Riley commented he liked the suggestion but asked if this would affect the least number of people that could be effected.

Administrative Services Director Lasher replied yes.

Councilmember Riley asked if they had to flip locations or could a different location be chosen so only one group would be affected rather than two.

Councilmember Specht pointed out Precinct Three is new.

Administrative Services Director Lasher confirmed this, Ward Three Precinct Three is new and she didn't have a better solution.

Councilmember Musgrove stated if this makes the City more compliant with the statute, she is okay with that but would like to see the City do more than just rely on the County to send out

postcards as public notification. She suggested the *Ramsey Resident* or big signs so residents don't get frustrated and not vote because of the changes. She stated Ward Three, Precinct Three, and Ward Three, Precinct Two, are both going to have changes. She thought because voting is a basic, fundamental participation in government that the City needed to do their best to make it well known.

Administrative Services Director Lasher replied she couldn't agree more. She stated a redistricting link was established on the elections page and will have a newsflash on the homepage, Facebook posts, and it is on the redistricting page on the website.

Councilmember Musgrove added the big signs.

Administrative Services Director Lasher confirmed the Highway 10 sign.

Councilmember Musgrove asked about the big orange one that is out front for the County office that is movable.

Administrative Services Director Lasher asked if Councilmember Musgrove was suggesting adding every polling place.

Councilmember Musgrove replied she didn't know if that was the best place, but to just have it somewhere that the polling locations have changed.

Administrative Services Director Lasher replied it will be in the *Ramsey Resident* as well.

City Administrator Ulrich asked if the Council was interested in a supplemental mailing, that the City could send out a separate postcard closer to the election that is a bright color stating the polling place has changed.

Administrative Services Director Lasher suggested it be included as a utility billing stuffer.

City Administrator Ulrich replied that is a good option. He stated it is just to the precincts that are having changes so it needs to be more targeted but that could be done.

Mayor Kuzma agreed that would be good.

Councilmember Woestehoff thought this does include the least change, in his opinion, because in looking at Ward Three, Precinct One, and Precinct Three used to be Precinct One, which would have voted at the Fire Station. He corrected himself stating, no, they used to vote at City Hall so half of them are already used to voting at City Hall anyway. He stated, no it would affect the whole Ward and took back everything he was going to say.

Councilmember Specht commented he understood that there was a natural border and the original approval was already done but asked for the 80 feet if it is a crazy idea or it was even possible. He stated in looking at the Ward maps, moving Precinct Two to include just businesses so it doesn't

affect people. He asked because they are talking about 1,586 people having a change of where they are voting and if there isn't a simpler way to make up the 80 feet.

Administrative Services Director Lasher replied the County told her and Deputy City Clerk Schmidt that they are not going to give direction on what to do and the City Attorney stated this is an opportunity to correct it but he also gave the impression that if it hadn't come up, it wouldn't have come up.

Councilmember Musgrove stated it could be left as option one and correct it in ten years.

Councilmember Howell commented she liked Council Member Specht's point and asked why a line couldn't be changed on a map rather than confuse a bunch of voters even if that means having an extra meeting to approve it.

Councilmember Woestehoff commented that in looking at the map, he would agree if it was a zero population change, but the least impacting block would be 38 voters and it would just be like a weird subsegment of a neighborhood off 149th. He stated he understood the idea of it but on the same token, thought that it's not that far for Ward Three, Precinct Two, to go. He also thought that it was an opportunity to correct something that will need to be changed anyway regardless of the 80 feet.

Councilmember Specht replied one of the things that was brought up as a concern for confusion was having two voting at City Hall. He asked about having a church or another location as an option.

Administrative Services Director Lasher replied having polling locations at City Hall is actually extremely favorable in Staff's opinion because they have already invested in some equipment and people are used to coming there when they vote early and for the license center. She stated they have talked to building maintenance who has experience with election set up and have a good plan for flow in and out of the building. She thought the parking would be more than adequate given Sunwood and the side of the lot as well as the parking ramp. She stated in terms of having two polling locations at City Hall, Staff sees it as a huge plus. She stated having polling locations at City-owned locations is really beneficial versus having it at a privately-owned location because there isn't a lot of Staff that go out to move equipment so it cuts down on stress.

Councilmember Woestehoff asked if there was a way to have three precincts at City Hall or if that is too much.

Administrative Services Director Lasher replied having three precincts voting there may start to have parking issues, but the requirement that rooms used for voting could be met.

Councilmember Woestehoff replied the reason he was thinking of it was if they could remove the Fire Station from being a voting spot, then people wouldn't mistakenly go there because voting wouldn't be taking place there. He suggested that a sign could be put at the Fire Station directing people to vote at City Hall instead.

Administrative Service Director Lasher stated having all of Ward Three votes at City Hall would eliminate some confusion.

Councilmember Riley asked if the room they were in was currently used.

Administrative Services Director Lasher replied it hasn't been used for voting but the night of the election, everything that needs to be secured is locked up in this room.

Councilmember Woestehoff commented that this room seems tight for a polling place.

Administrative Services Director Lasher disagreed. She explained a plan for rearranging the room and where the election officials could sit. She stated this is actually a really nice space.

Mayor Kuzma asked if she was saying that three could be held at City Hall.

Administrative Services Director Lasher replied as long as parking isn't a problem she thought three could be done there.

Councilmember Woestehoff replied with the ramp he thought it would be an option but didn't know if it was a good option.

Administrative Services Director Lasher replied she thought it would be an easy thing to communicate, that all of Ward Three comes to City Hall.

Councilmember Woestehoff agreed.

City Administrator Ulrich asked if there would be a distance issue with any of the precincts.

Administrative Services Director Lasher replied that is a good point.

Councilmember Woestehoff replied he didn't believe so.

Administrative Service Director Lasher looked it up and replied they would be fine on all of them.

Councilmember Musgrove asked how Ward Three, Precinct Two, is out by 100 feet.

Councilmember Woestehoff replied because they vote at the Fire Station.

Councilmember Musgrove agreed but stated the circle starts in the Ward and Precinct.

Councilmember Woestehoff showed her on the map and noted it is just short.

Councilmember Musgrove expressed concern with having all three at City Hall. She understood the benefit to Staff but thought the number of people would be too much. She questioned if the room they were in is usually used to secure things that come in from the different polling places, where would that be done to keep it in a locked and secure room.

Administrative Services Director Lasher replied she thought it could be done.

Mayor Kuzma commented that signage would help with any confusion and if people came in the wrong door they would just have to walk but not very far.

City Administrator Ulrich commented he agreed with some of the concern with having three precincts, a good job would have to be done with signage and greeting and directing people so people aren't standing in line for the wrong precinct.

Councilmember Specht commented that realistically, people coming after work and not finding a quick parking spot might just go home. He asked how traffic would be directed to accommodate as many voters as possible.

Councilmember Woestehoff asked Administrative Services Director Lasher if it was correct that polling places could be changed every year because they are certified every year.

Administrative Services Director Lasher confirmed this.

Councilmember Woestehoff commented that being it is a non-presidential year, it may be a good year to try having three precincts at the same location.

Councilmember Specht interjected it is an election year for governor.

Councilmember Woestehoff replied he didn't disagree, but this may be a decent chance to try it, see if it works, and get some feedback.

Councilmember Specht replied people may be excited that there are people coming from all over.

Councilmember Howell replied she thought they should try to pick something they are going to stick with instead of trying something for a year and change it again, especially if the goal is to not confuse people.

Councilmember Woestehoff agreed.

Councilmember Musgrove asked if Councilmember Woestehoff if he was saying the section that would change would potentially be 38 votes.

Councilmember Woestehoff replied, potentially yes, if he is reading the blocks right.

Administrative Services Director Lasher replied she wasn't sure if Civil Engineer IV Linton was in for the rest of the week and had already spent a lot of time of this.

Mayor Kuzma stated he didn't support changing the boundaries. He stated he could support keeping the Fire Station and doing a separate mailing out, or doing all three precincts at City Hall. He stated he didn't think it was a bad idea to try.

Councilmember Woestehoff commented regardless having a separate mailing or insert needs to go out.

Councilmember Musgrove asked if it was correct that there was no public place in Ward Three, Precinct Two.

Councilmember Specht suggested the Public Work building, or the Water Treatment Center which has the open area for the cafeteria stuff.

Councilmember Howell replied that is pretty big.

Councilmember Woestehoff commented removing the Fire Station as a destination helps ensure people get to the right place. He stated even having two precincts at City Hall and one at Public Works would solve that problem.

Councilmember Musgrove agreed that is a better idea. She thought having two at City Hall would help Staff but having one at the Public Works building is a great idea, especially since it is new, and it is a good time to make a change if they were to use that one because it hasn't existed in an election before.

Councilmember Specht asked how that would work logistically.

City Administrator Ulrich asked if the proposal on the table is to have two precincts at City Hall and one precinct at Public Works. He thought people would want to go to the new building and check it out.

Councilmember Musgrove asked why not, parking is easy.

City Administrator Ulrich agreed parking is easy.

Councilmember Musgrove stated she thought that was a win-win.

Mayor Kuzma asked if that would work logistically.

Councilmember Specht asked what Administrative Service Director Lasher had to say.

Administrative Services Director Lasher replied she didn't know because it wasn't listed.

Councilmember Woestehoff replied it would be in Ward Three, Precinct Two, so you are just replacing the Fire Station with Public Works.

Administrative Services Director Lasher agreed.

Councilmember Musgrove commented she thought that is a good idea and would be a good use of that space. She thought parking at City Hall is good but three would be more frustrating for people.

Administrative Services Director Lasher asked which precinct is being proposed to go to Public Works.

Councilmember Specht replied Ward Three, Precinct Two.

Councilmember Musgrove noted that Deputy City Administrator/Community Dev. Director Hagen had his 'thumb' up.

Councilmember Musgrove asked Councilmember Riley if he had any thoughts on that.

Councilmember Riley replied whatever is going to be easiest for Staff.

Administrative Services Director Lasher replied she thought that would be fine.

Councilmember Riley continued it needs to meet the laws and as long as it works for staffing.

Administrative Services Director Lasher replied she had suggested early in the planning of the Public Works building that, for a minimal cost, it could be considered as a polling location and while the idea fell off the radar with all of the full plates, she thought it was a good option.

Councilmember Musgrove commented it is a nice new facility, with places for food and an in and out door.

Administrative Services Director Lasher added they have a wonderful kitchen.

Councilmember Musgrove agreed and added she thought it was going to be a nice opportunity for them to engage the public also.

Councilmember Specht asked when people do early voting, what the process is because he has heard rumors.

Administrative Services Director Lasher explained there are two stages for early voting; there is the envelope process and direct balloting. She stated during the envelope process every night gets thoroughly vetted and balanced, then it goes upstairs to the second floor where there is a secure room with a brick wall that only she and City Administrator Ulrich have a key to where things go every night after they are balanced.

Councilmember Specht commented he understood they are rumors he has heard, but asked if it could happen that a ballot could get set aside and certain votes not counted because it is just the receptionist there.

Administrative Services Director Lasher replied they always try to keep two people at the desk. The addition of the new front desk part-time receptionist that is authorized in this years' budget is going to help to ensure multiple people there. She stated she has explained the process as clearly

as she could to people, she has not suggested that people who raise concerns are welcome to come on election day but that option is always available.

Deputy City Administrator/Community Dev. Director Hagen replied another option as an absentee voter is to go online to check the status of their ballot so as Staff starts processing it, they can see that it has been accepted.

Administrative Services Director Lasher agreed, adding there is a barcode on it that they go into the State Voter Registration System to check and see that their ballot has been scanned.

Councilmember Howell commented last year she heard compliments from residents on the enveloping system and the way ballots were handled.

Administrative Services Director Lasher thanked her, adding they worked really hard and it was quite a feat. She asked if Councilmember Howell was referring to the presidential election.

Councilmember Howell confirmed this.

Councilmember Riley brought up an item for future discussion that he would like to see a procedure that City Council doesn't take up a new case after 10:00 p.m. because going until after 1 a.m., the Council and residents aren't served well when it is that late. He stated they could discuss the time frame and emphasized this isn't an effort to limit debate. He stated if there are timelines such as a 60-day time period, those cases go first as well as important cases. He stated he thought it was foreseeable that the meeting last week was going to go as long as it did. He thought Staff could have direction to trim cases and have a policy that Council wouldn't take up cases after a certain time. He didn't think having a hard stop would make sense.

Councilmember Musgrove asked if they were discussing topics for future topics on the agenda.

Mayor Kuzma replied he would like to see that on the next agenda.

Councilmember Riley commented he was suggesting an idea.

Councilmember Musgrove asked if she could suggest an idea, that is why she was asking.

Administrative Services Director Lasher replied Future Topics isn't on the agenda.

Councilmember Specht asked about polling places, stating after the last meeting they talked about some notes of maybe changing how the One and Two boundaries were going to be, restoring Three and Four, and looking at Two and Three. He asked if it was determined those changes were possible. He stated he knew they had taken those three notes down but the changes weren't seen in the final product. He asked if those changes were determined to not be feasible.

Administrative Services Director Lasher replied she knew it was looked at extensively and that Civil Engineer IV Linton had looked at that. She asked if she should try to get him on the phone

as she couldn't comment on his reasoning. She stated it was worked on to the best of their ability and thought they had come up with something that is practicable.

Mayor Kuzma replied he thought they had gotten it figured out at that meeting.

Councilmember Musgrove replied she thought at the meeting Council saw things but they weren't the three things they had given direction on. She stated Wards Three and Four, the closest as possible, shifting that section so there is a balance between Wards One and Two. She stated she didn't remember the third one.

Councilmember Woestehoff commented that happened.

Councilmember Musgrove asked if that was version two or the version three option.

Councilmember Woestehoff replied they voted on version two, which was the closest to the things while staying practicable.

Councilmember Musgrove asked if they did version three or version two.

Councilmember Woestehoff replied he was pretty sure they did version two.

Councilmember Howell asked if there was something that was asked for that they didn't see in maps.

Councilmember Specht replied it was more that he was curious and thought there were things they were going to investigate but he had never heard back. He knew they had talked about if there was a way to restore Wards Three and Four, take it from Ward Two and Four, and then change Ward One. He stated this happens every ten years.

Administrative Services Director Lasher replied she is not the GIS expert and she really relied on Civil Engineer IV Linton. She knew that he and Deputy City Clerk Schmidt and the County had strategized and she felt they got a good product. She stated from a GIS perspective, she wasn't able to give him answers other than that she thought they had landed as close to where they could.

City Administrator Ulrich agreed, adding that Ward Four needed more so the boundary between Ward Three and Ward Four had to be moved to the west. He stated there was no other way to capture that unless the line was moved somewhere else but that line seemed to make the most sense because it was a very densely populated area rather than try to capture it somewhere else.

Councilmember Specht replied he had just wanted to follow up on it.

Councilmember Musgrove asked if the boundary between Ward Three and Ward Four was not the same.

Councilmember Specht confirmed this and added it was because Ward Four needed more people.

City Administrator Ulrich repeated it was moved to the west to all the districts on the far south east.

Councilmember Musgrove asked if that was in version two and version three.

City Administrator Ulrich confirmed this.

The consensus of the Council was to have polling places at City Hall for both Ward Three, Precinct One, and Ward Three, Precinct Three, and to have a polling place at the Public Works building for Ward Three Precinct Two. A supplemental City mailing would be sent to residents in precincts with changes to their polling place in addition to advertising for elections.

3. ADJOURNMENT

The Special Work Session of the City Council was adjourned at 9:12 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, March 22, 2022, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

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

Also Present: City Administrator Kurtis Ulrich
Deputy City Administrator/Community Dev. Director Brian Hagen
City Attorney Fritz Knaak
Human Resources Generalist Sue Hurd

1. CALL TO ORDER

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

2. TOPICS FOR DISCUSSION

2.01: Consider Purchase of a portion of Outlot B, Elmcrest Sanctuary, Anoka County, Minnesota (this portion of the meeting may be closed to the public per MS 13D.05 Subd. 3 (3))

City Administrator Ulrich stated the negotiating team of Councilmember Heineman, City Attorney Knaak, Deputy City Administrator/Community Dev. Director Hagen, and City Administrator Ulrich have been meeting with the property owner and his attorney several times over the last couple of months and have a proposal for Council consideration. He asked for a motion to close the meeting to discuss the proposal.

RECESS AND RECONVENE

Motion by Councilmember Riley, second by Councilmember Musgrove to recess to a Closed Session at 5:45 p.m.

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

The meeting reconvened at 6:25 p.m.

City Administrator Ulrich reported that during the closed session they talked about a property negotiation in regard to Outlot B, Elmcrest Sanctuary. Council gave direction for continued negotiation with the property owner. He stated Staff will take that to the negotiation committee and continue the negotiations.

2.02: Discuss Future Meetings for MUSA Boundary and COR Design Framework

Deputy City Administrator/Community Dev. Director Hagen stated this case is to give Staff direction on the special meetings regarding the MUSA Boundary and The COR Design Framework.

Councilmember Specht asked if this was what was going to happen with the Planning Commission but PACT got in the way.

Deputy City Administrator/Community Dev. Director Hagen replied yes, adding late last year it was discussed but it was budget season and it was decided to wait until next year. Now it is closer to spring. He stated the other thing timing wise, was the planning manager, dependent on tonight's vote, may be starting mid-April so these discussions would fall in line with that start time.

Mayor Kuzma commented he thought the two topics would merit two separate meetings.

Councilmember Musgrove agreed adding, as a Council, they haven't had a chance to have a lot of discussion on that. She felt the last attempt got too broad, too big, for that big of a group to have a valuable discussion. She would like to discuss both areas as a Council and then bring in the partners with regard to the Planning Commission and EDA to see what their thoughts are. She wondered if Public Works Staff had any desire to have input.

Councilmember Specht commented it was a great idea. He thought it would be good to have it more limited. He stated although he could see the benefit of having them both together he was concerned they might run out of time again with so many people. He thought it was important for the vision of the City.

Mayor Kuzma asked Deputy City Administrator/Community Dev. Director Hagen to set some times and dates.

Deputy City Administrator/Community Dev. Director Hagen asked Councilmember Musgrove if she indicated having Council look at it first. He then asked what the Council thought about that, if it should be brought to a Work Session first and then do a joint meeting.

Councilmember Musgrove commented the Council hasn't had a discussion about where they would like to go. She thought it would be valuable to see what the group thought before bringing in the Planning Commission.

Mayor Kuzma replied there is a plan that Council has been following, so it boils down to if the Council wants to change the direction being taken.

Councilmember Musgrove agreed but thought it would be valuable to have a conversation about the specifics and the direction they would go.

Councilmember Riley commented Council hasn't talked about it but he would be concerned if City Council had a meeting first that a consensus may be reached before getting the input of the Planning Commission. He thought a Council conversation could happen afterward to see what direction they want to take.

Councilmember Specht suggested not doing it before a Planning Commission meeting.

Councilmember Howell agreed with Councilmember Musgrove that there may be specific items they want to come away with in that meeting. She didn't want to have all the decisions made before the joint meeting but to have an idea of what they want to accomplish because if that hasn't been decided as a Council, the conversation could wander.

Councilmember Riley replied Council could suggest an agenda or as individuals they could highlight what they think the questions are. He continued Staff may have a good idea of what the questions are and Council could adjust. He agreed a good agenda is important to guide the discussion.

Mayor Kuzma asked Deputy City Administrator/Community Dev. Director Hagen if that is something he could come back to Council with, follow-up questions to get the discussion started.

Councilmember Musgrove commented she was okay having the other meeting first but she would like to have the order or agenda, the direction, coming from Council and not the Planning Commission. She stated Council didn't have to have all the ideas but if Council could have it structured in such a way as to have input, which is where a good agenda is important, as with strategy meetings, which are inclusive but have a set structure with goals and outcomes.

City Administrator Ulrich thought it would be valuable to have a meeting with just the Council to set the agenda, to frame the discussion, ask the pertinent questions, and lay those out in detail. That could be shared with the Planning Commission in advance, schedule the meeting with no time limitations, and have an open discussion with that framework. He suggested scheduling the meeting around the time the planning manager starts.

Councilmember Woestehoff agreed that the goal of tonight is to say there are two issues, the MUSA boundary, and also the COR framework. He thought if there was a good agenda, the two topics could be done in one meeting, if time wasn't limited by another meeting directly following. He stated if they were doing just the MUSA boundary he would be comfortable doing that ahead of the Planning Commission because he thought talking about MUSA wouldn't go more than 90 minutes to get feedback and direction. He liked the idea of treating it more like a strategy session.

Mayor Kuzma asked if the consensus was that they wanted to set for both at separate times or do they want to try to set the agenda for one meeting and then go to the Commission. Or if they want to do separate meetings for both the MUSA and The COR.

Councilmember Musgrove commented if it was done like a strategic planning meeting to get people's ideas or concerns, then she thought they could be looked at and potentially need another meeting or have a resolution.

Mayor Kuzma stated they will have a pre-meeting to try to tackle both and if a second meeting is needed they can schedule that. Then they will need to figure out an agenda and schedule the Planning Commission.

Councilmember Woestehoff thought it would be worthwhile to have the Council and EDA talking about the Highway 10 area and if they want to introduce new design standards post Highway 10 construction. He thought that may be an appropriate time to start talking about that to give businesses that are there to have guidelines as to what the future of Highway 10 is as it is being built.

Mayor Kuzma replied he liked the direction but felt it would be too much to add to these two things and they should be separate.

Councilmember Woestehoff agreed, adding that would be a third thing.

Mayor Kuzma commented there is still time for that.

Councilmember Woestehoff agreed.

The consensus of the Council was to direct Staff schedule a pre-meeting to set an agenda for a joint meeting with the Planning Commission.

2.03: Review Model Contract for the City Administrator and Update Regarding the City Administrator Recruitment

City Administrator Ulrich reviewed the model contract for the City Administrator which he stated is the basics of the contract. He stated his contract is included along with some additional provisions that are optional. He stated the candidate may have some specific requests as well that may be negotiated into the contract. He asked if there was anything Council didn't want to offer the next candidate that should be excluded from any potential negotiations. He stated once a candidate is selected the City would offer them a contract, which is not mandatory but is something that most cities provide and most candidates require. He stated a salary schedule is included that could be negotiated with line items being pretty standard but are at the discretion of the Council. He stated the City Attorney would be negotiating the contract for the City at the Council's direction.

Mayor Kuzma asked about severance and commented that he liked four months versus six months. He asked what is typically a period of time, after a year of service.

City Administrator Ulrich replied he has seen two years but six months is pretty standard. He stated it is negotiable between the candidate and Council but offering severance provides a sense of security for a new candidate. He stated in the City Manager's code of ethics there is usually a two-year minimum that the candidate would give before looking for another job.

Councilmember Howell commented that if there is a way to get it down to four months instead of six months, she would support that. She also commented on the resignation notification requirements and suggested setting that at 60 days instead of 45 days. She referenced #14 professional development, and #15 dues and subscriptions, and asked City Administrator Ulrich if he has seen caps on the amounts for these that is allowed by cities.

City Administrator Ulrich replied a cap could be put on them, a dollar amount that is reasonable and gives the discretion to the manager of the organization he or she wants to join.

Mayor Kuzma asked if Councilmember Howell had a dollar amount in mind.

Councilmember Howell replied maybe City Administrator Ulrich does.

Councilmember Riley commented maybe a dollar amount would be reasonable but he didn't know what that would be and would look to Staff to provide.

City Administrator Ulrich replied he would have to look to see what would be reasonable.

Councilmember Specht asked if the automobile benefit is new or if it is standard now.

City Administrator Ulrich replied it is relatively standard now but optional.

Councilmember Specht asked if he knew what the reason was behind it, if it was because they would be driving around town to look at things.

City Administrator Ulrich replied back when they used to drive to a lot of meetings, it was to pay for car mileage and gas, in state only. He stated it was an additional perk. He stated they could offer a lower salary and offer some of these benefits which are some motivations. He stated he wasn't suggesting that but that the Council could decide on that.

Councilmember Musgrove commented if they are paid less but offered more perks, that it may take more Staff time in reporting, monitoring, and reimbursement so she wondered if it was worth it.

City Administrator Ulrich replied that is a good point, that every benefit has something. For example, he received a dollar amount for health insurance which causes some paperwork. He stated he gets a car allowance but it is taxable as income, so it may as well be income. He stated she is correct that every benefit has some paperwork requirement that is different from other City employees.

Mayor Kuzma asked if there is anything in City Administrator Ulrich's contract that anyone would like to take out.

Councilmember Howell replied she is comfortable with City Administrator Ulrich's contract but not offering all the benefits, as they did with the union negotiations, to see what they have to give up.

Councilmember Musgrove commented it would benefit the City to have the same health, dental, life, and disability insurance versus a separate package. She suggested it be part of the City package so they would still get it but it would not be an additional, separate thing that has to be tracked separately but would be under the organizational benefits. She asked if the pension was authorized by State law and if that was not one they could negotiate.

City Administrator Ulrich replied usually there is an allowance that allows the manager to join a separate 401k pension plan if they desire so they can waive PERA. He stated yes, the City would still be responsible for the employer's portion of that so that number doesn't change. He stated there is a deferred comp benefit in his contract which is optional. He stated there is a matching contribution to a deferred compensation, which is maxed out at \$2,000 contribution by the City, which is negotiable.

Mayor Kuzma suggested starting with the League's contract because it is pretty basic. He thought there would be some negotiations so that is where they could add or subtract but it gives them a starting point.

City Administrator Ulrich replied that is a good suggestion as it is a bare bones contract which doesn't have a lot and that is where severance could be set at four months and the candidate could counter propose. The 60-day notice could be started with and the candidate can give feedback and there could be a cap on the member benefits.

Mayor Kuzma commented they will be looking for an experienced person so they may have already been through this process before and have a good idea of what it is going to take but this is a good starting point.

Councilmember Howell commented the one thing with City Administrator Ulrich's contract is that there has more meat to it and has been specifically created for a City Administrator here so it made more sense to her to use that to shape, instead of using something that is so basic like the League contract that doesn't have any starting points.

City Administrator Ulrich replied a hybrid could be done, pull content from the contract they have now, populate a League model contract, show Council what that looks like, and highlight in red the optional pieces they might want to pull out.

City Attorney Knaak commented it depends on how this is viewed. With a basic contract, because Ramsey is a significant city, they are going to be dealing with a sophisticated applicant, not someone fresh out of college who may not know what they want. He stated the applicant may come in with ideas of what they would like, for insurance for example. He stated that is the kind

of conversation that could happen with feedback and by adding on other benefits, it is effective if it is an additional attraction. He stated in a negotiation, starting with more on the table and having the candidate ask for more. With the League contract, it is a simple contract and allows additions to be made, based on what the current administrator is getting, and having a conversation. He thought starting with the League's contract would be an invitation to negotiation. He thought the location, being Ramsey, that salary would be the main issue and the extras are extra. He asked if that seemed correct.

City Administrator Ulrich replied that is absolutely right. He stated if there was anything in the current contract Council really wanted to keep, that should be identified and include it. He stated there are things like moving expenses that will be necessary for some candidates and not for others. He thought a hybrid contract, taking the League's contract and filling in language where it is appropriate and not offering benefits the candidate doesn't want that are an expense to the City.

Councilmember Woestehoff agreed that the generic language is acceptable as every situation is going to be different. He felt that health insurance is going to be the biggest alternative bargaining chip as far as the City's offer which would require more thought behind it. He argued that although health insurance is different, there is no more administrative burden.

City Administrator Ulrich commented the consensus was for Staff to use the model contract and put in information from the current City Administrator's contract to show Council how that would look and get Council feedback.

Councilmember Riley asked if there were still eight candidates.

Councilmember Musgrove answered yes. She referenced the timeline and asked about the selection at a Special Work Session, and the agreement negotiated. She stated she wasn't sure if negotiating the agreement meant the discussion they just had but it isn't in the updated timeline.

City Administrator Ulrich replied those can be added. He stated there was discussion at the last meeting about having a subcommittee of the Council be more actively involved in the negotiation and there was a question if that would be done as a group or subbed out to a committee. He stated either way would be fine.

Councilmember Riley replied the whole group.

City Administrator Ulrich replied he will add those to the calendar. He asked when the timeline she referred to was from.

Councilmember Musgrove replied March 1, 2022.

Councilmember Howell referenced number 5 where it says the second interviews have to end by 4:40 p.m. She asked if there is a way to make sure there is enough time on the front end, not knowing how many second interview candidates they are going to have, to make sure they don't get cut short. That is one concern she had, not knowing how many candidates they will have and ensuring they have enough time.

City Administrator Ulrich asked if there were three members on first round interviews.

Mayor Kuzma replied yes, for the first round and the second round would be for everyone.

City Administrator Ulrich replied they would probably have it during the afternoon and asked if that was acceptable.

Councilmember Woestehoff asked if the second interview was going to be the full Council.

City Administrator Ulrich replied yes, the full Council on April 19, 2022.

Councilmember Woestehoff replied he will be out of country and not able to attend. He stated he will trust the Council.

City Administrator Ullrich asked what Council wanted to do with that.

Councilmember Woestehoff asked if there was a way for him to participate in the first-round interviews.

Councilmember Howell replied she would like to stay on the first round of interviews. She suggested moving the date of the second round. She asked what Councilmember Woestehoff's availability would be around April 19, 2022.

Councilmember Woestehoff replied he is gone April 14 through April 22, 2022. He stated he could do something April 22, 2022.

Councilmember Howell asked City Administrator Ulrich if it would work to move interviews to April 22 or April 23, 2022.

City Administrator Ulrich replied it would work for Staff and it would be a matter of Council availability.

Councilmember Woestehoff replied it is an important job and he didn't want to hold it up. He asked if he could sit with Administrative Services Director Lasher and review the applicants, give written feedback, and trust the Council to make the decision he would be comfortable with.

Councilmember Howell asked City Administrator Ulrich if it was correct that any of the Councilmembers could look at the applications on their own.

City Administrator Ulrich replied that is his understanding.

Councilmember Woestehoff replied he could come in ahead of time to give his feedback and keep the interviews on April 19, 2022.

City Administrator Ulrich replied they will keep the interviews on April 19, 2022.

The consensus of the Council was for Staff to use the model contract and put in information from the current City Administrator's contract to show Council how that would look and get Council feedback. The Council also agreed to keep the second round of interviews on April 19, 2022. Councilmember Woestehoff will be absent but will review applicants ahead of time and leave his feedback.

Discussion of Remaining Agenda Items

Councilmember Specht asked if Council wanted to reconvene after the regular meeting to finish the last two cases.

Mayor Kuzma commented there is a full agenda and he didn't want to reconvene and have the meeting go until 1:00 a.m.

Councilmember Woestehoff asked if the next case could be discussed as it may be an easy one.

2.04: Discuss Reassigning the City Administrator's Appointment on Various Committees

City Administrator Ulrich commented QCTV is one he put up as a potential Councilmember filling that one. With North Metro Mayor's, he thought the Deputy City Administrator or Interim City Administrator if there is one. Highway 10 Committee, is somewhat inactive but he thought some discussion could be had as to what that committee's goal is. He stated right now there is an idea to make sure there is good coordination between the business community and City work that is being done because there is a lot of interest from the business community about how traffic is being routed and signage. He stated the committee could transition into more of a liaison to make sure they are tracking right and maintaining communications and business relationships along Highway 10. He stated he would take the recommendation that Councilmember Specht be on the QCTV Commission and will bring that back to the consent agenda to formalize it.

Discussion of Remaining Agenda Items

Mayor Kuzma commented there are two more cases yet and asked if there was interest to reconvene after the regular meeting.

City Administrator Ulrich replied Administrative Services Director Lasher was out sick today and suggested tabling the last two cases to a future meeting.

Mayor Kuzma replied okay.

Councilmember Musgrove suggested that each of those topics would require a minimum 30 minute discussion versus the ten minutes that was allotted today.

Councilmember Specht asked if a Special Session would be needed.

Councilmember Musgrove suggested having these items come back when Administrative Services Director Lasher was present.

Councilmember Riley agreed those topics wouldn't be done in ten minutes.

Mayor Kuzma stated Council consensus is to table the last two cases.

City Administrator Ulrich commented that would probably delay the official appointments of the Commission members unless they put it on the same night as the policy is addressed. He asked if that was acceptable because time was running short.

Councilmember Howell asked if it was correct that members are on until they are replaced so there aren't any issues there.

City Administrator Ulrich replied that is true.

Councilmember Woestehoff commented the new members could be appointed and then table the decision on reappointment. He asked if that was what Councilmember Howell was saying.

Councilmember Howell replied no, she was saying the policy can be discussed because they are still in their chair so they are not losing their chair.

2.05: Discuss Updating the Policy for the Recruitment, Application, and Interview Process of Appointing City Board and Commission Members

Tabled until a future session.

2.06: Discuss Developing a Charter Commission Recruitment Policy

Tabled until a future session.

3. TOPICS FOR FUTURE DISCUSSION

3.01: Review Future Topics/Calendar

Noted.

4. MAYOR /COUNCIL /STAFF INPUT

None.

5. ADJOURNMENT

The Work Session of the City Council was adjourned at 6:55 p.m.

Respectfully submitted,

Kurtis G. Ulrich
City Administrator

ATTEST:

Katie M. Schmidt
Deputy City Clerk

Drafted by Joni Helmeke
TimeSaver Off Site Secretarial, Inc.

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

The Ramsey City Council conducted a Closed Session on Tuesday, March 22, 2022, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

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

Also Present: City Administrator Kurtis Ulrich
Parks and Assistant Public Works Superintendent Mark Riverblood
City Engineer Bruce Westby
City Attorney Fritz Knaak

1. CALL TO ORDER

Mayor Kuzma called the Closed Session of the City Council to order at 5:45 p.m.

2. COUNCIL BUSINESS

2.01: Consider Purchase of a portion of Outlot B, Elmcrest Sanctuary, Anoka County, Minnesota

City Administrator Ulrich stated the purpose of the case was to discuss a proposal relating to the purchase of a portion of Outlot B, Elmcrest Sanctuary.

The City Council discussed the negotiating strategies and provided staff with direction.

3. ADJOURNMENT

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

Motion carried.

The Closed Session was adjourned at 6:25 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, March 22, 2022, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

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

Members Absent: None

Also Present: City Administrator Kurtis Ulrich
Recreation Specialist Marla Martinez-Flynn
City Attorney Fritz Knaak
Deputy City Administrator/Community Dev. Director Brian Hagen
City Engineer Bruce Westby
Civil Engineer IV Leonard Linton

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: Presentation of 2021 Photo Contest Winners

Recreation Specialist Marla Martinez-Flynn recognized the winning photos for the 2021 photo contest in each of the categories. Mayor Kuzma presented following with awards: Jon Poepke, Jenna Martin, Keith Marks, Linda Schlueter, Melissa Knoblauch, Libby Krueger, Dana Smith, and Kathy Rosenow.

3. CITIZEN INPUT

None.

4. APPROVE AGENDA

Councilmember Musgrove requested switching the agenda order to have case 7.8 before case 7.7.

Motion by Councilmember Musgrove, seconded by Councilmember Howell, to approve the agenda as revised.

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.

5. CONSENT AGENDA

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

- 5.01: Approve the following Meeting Minutes:
 - 1) City Council Special Work Session dated 3/01/2022
 - 2) City Council Work Session dated 3/08/2022
 - 3) City Council Regular Session dated 3/08, 2022
- 5.02: Approve Business Licenses
- 5.03: Authorization to Hire a Planning Manager
- 5.04: Adopt Resolution #22-079 Approving Cash Disbursements Made and Authorizing Payment of accounts Payable Invoicing Received During the Period of March 3, 2022 through March 16, 2022
- 5.05: Adopt Resolution #22-063 Approving the Transfer of Excess General Fund Revenues to the Equipment Revolving Fund, Facilities Construction Fund, Capital Maintenance Fund and Public Improvement Revolving (PIR) Fund
- 5.06: Adopt Resolution #22-064 Electing Standard Allowance under the Revenue Loss Provision of ARPA
- 5.07: Adopt Resolution #22-057 Approving Joint Funding Agreement with United States Geological Survey
- 5.08: Adopt Resolution #22-065 Authorizing Staff to Apply for Water Efficiency Grant Funds through Metropolitan Council for 2022-2024
- 5.09: Adopt Resolution #22-068 Proclaiming April 29, 2022 as Arbor Day and the Month of May as Arbor Month
- 5.10: Adopt Resolution #22-069 Accepting Additional Drainage and Utility Easement Over a Portion of 15153 Vicuna Street NW; Case of Preserve at Northfork
- 5.11: Adopt Resolution #22-070 Approving an Amendment to the Development Agreement for Site Improvements at 7912 Sunwood Drive NW (Project No. 22-101); Case of Northstar Marketplace Station LLC

- 5.12: Adopt Resolution #22-071 Approving Revised Assessment Agreements for Improvement Project #20-05; Riverdale Drive Extension, Llama Street to Bowers Drive
- 5.13: Adopt Resolution #22-073 Approving Plans and Specifications and Authorizing Advertisement for Bids for Sunwood Drive and Waco Street Reconstruction, Improvement Project #22-01
- 5.14: Adopt Resolution #22-074 Approving Plans and Specifications and Authorizing Advertisements for Bids for Wood Pond Hills 2nd- 5th Street Reconstructions, Improvement Project #22-06
- 5.15: Adopt Resolution #22-075 Approving Plans and Specification and Authorizing Advertisements for Bids for 2022 Neighborhood Pavement Overlay Improvements, Improvement Project #22-04
- 5.16: Adopt Resolution #22-076 Approving Plans and Specifications and Authorizing Advertisements for Bids for 2022 Crack Seal Improvements, Improvement Project #22-08
- 5.17: Adopt Resolution #22-078 Accepting Proposals for Fire Station No. 1 Water Service Stub

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.

6. PUBLIC HEARING

None.

7. COUNCIL BUSINESS

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

Deputy City Administrator/Community Dev. Director Hagen reviewed the Staff report and request to amend a home occupation permit for Peace Keepers, Inc. He addressed resident and Council questions by stating that typically in code enforcement situations if there is a violation that can be resolved by obtaining a proper permit, that is an acceptable step, and the code enforcement case would be put on hold. If the permit is denied, Staff would proceed with the original violation notification. He stated in this case, the applicant chose to apply for a permit and the application was reviewed by the Planning Commission and recommended denial. He explained a conditional use permit but that no other aspect of the conditional use ordinance applies to the Home Occupation Permit (HOP). He stated Council identified six conditions along with others added by Staff to be included in the resolution. He answered the question of when a HOP doesn't fit in a residential

neighborhood, stating the City can decide when conditions get to a level where it is deemed that a business wouldn't be a good fit for residential areas and a brick-and-mortar store front would be recommended. Regarding inspections, he stated some aspects of the commercial code could apply to residential such as an inspection by the Police Department for security purposes. He stated, in this case that occurred and the Police Department was comfortable with what was on site.

Councilmember Howell asked Deputy City Administrator/Community Dev. Director Hagen to explain if the applicant was restricted to 400 square feet or if he is allowed to conduct classes in the pole barn outside of that square footage.

Deputy City Administrator/Community Dev. Director Hagen replied Mr. Trout, the applicant, indicated he could conduct small classes within that square footage with larger classes being conducted off site. He stated the resolution is written in a way where the HOP would be restricted to that area. He explained areas of the pole barn that would be included in the resolution for business purposes and those that would not.

Councilmember Howell referenced the resolution letter N regarding a separate bathroom for a business and asked if the applicant would be allowed to offer those from his home with the way it is worded.

Deputy City Administrator/Community Dev. Director Hagen replied that could be further discussed by Council but other HOP's don't all have a separate business bathroom, which would meet code.

Mayor Kuzma invited public comment and asked that comments be kept to three minutes.

Kelly Schmidt, 6000 177th Lane NW, asked if the applicant submitted a written business plan, which was requested. She also stated the applicant is trying to intensify the original HOP and it was her understanding that HOP's were meant to help small business owners move on to a traditional store front. She corrected the number of other HOP gun shops in the City of Ramsey from seven to four with only two functioning as gun shops but with limited business and only online. She expressed concern over the inspection, oversight, and liability which would be required of a typical business but it is in a residential area. She also expressed concern about traffic.

Michael Mass, 5936 177th Lane NW, challenged the applicant's statements that no advertising as the full address is listed online. He also expressed concern with traffic on 147th. He asked for denial of the HOP Level Two.

Mike Schmidt, 6000 177th Lane NW, stated he didn't want a business operating in the evenings or weekends in his residential area. He asked if a traffic study has been requested. He also stated this business is different from other HOP's in that others don't need Federal licenses, background checks, and security assessment by the Police Chief. He sighted the inherent dangers of firearms and felt it required a higher level of monitoring.

Deb Kemp, 6003 178th Lane NW, raised concern about changing the City code to allow this business in a residential area and setting a precedence despite a majority resident opposition. She also cited the raise in taxes that could be shouldered by businesses that have outgrown their HOP practices. She asked for denial of the HOP Level Two.

Mike Kemp, 6003 178th Lane NW, stated he is a gun owner and has nothing against the applicant but that he feels it is a brick and mortar business in a residential area.

Sherry Johnson, 17757 Potassium Street NW, asked why the Council chose to ignore the recommendation of the Planning Commission and zoning Staff which have both recommended to deny the Level Two application. She also asked why the applicant isn't being asked to abide by the Level One permit instead of allowing him to expand the permit. She asked the Level Two permit be denied.

Laura Renna, 6112 178th Lane NW, asked about the security and questioned the background checks, how they are done, and if things can be missed. She felt the security with the pole barn couldn't be assured and that brick and mortar gun shops have been broken into. She stated that although Mr. Trout has said he wouldn't do advertisement with signs and his address listed and even though it has been taken down, he has already done it.

Arnie Cox, 6001 177th Lane NW, stated his isn't against guns or business. He believes businesses don't belong in residential areas and when the applicant didn't follow the rules of the Level One HOP, he was offered a higher level.

Eric Renna, 6112 178th Lane NW, asked about effects of having this business on home values. He spoke to two realtors that said there would be negative effect with the amount of traffic and security risks. He stated residents who don't want to have a gun shop next door would be forced to sell and move outside of Ramsey.

Leah Calabrese, 16201 Nowthen Blvd., stated she is a home daycare provider and asked Councilmembers to consider safety for children and traffic.

Derek Trout, the applicant, responded to the concern about traffic by stating that including online sales and transactions to himself, there has been less than one transaction per day. He is trying to stay within or under the requirements of the Level Two HOP. He responded to the concern of this being a questionable business by saying he has been licensed and gone through every sort of licenses he can to ensure safety. He responded to the concern that he doesn't pay business taxes by stating he does pay corporate and income taxes. He responded to the concern about the validity of background checks by stating they are full background checks that go further than what standard permit to carry background checks do. He stated he has met all the inspections that have been required including the Police Chief and ATF. He stated he is trying to work with neighbors and challenged the assertion that home values would be impacted.

Kelly Schmidt, 6000 177th Lane NW, stated Mr. Trout has never, in two and half years, made any attempt to contact any of the 19 neighbors.

Sherry Johnson, 17757 Potassium Street NW, responded to Mr. Trout's comment that he just wants to sell to his friends and family stating that isn't true.

Councilmember Howell asked if there is a condition of an HOP that merchandise only be sold to relatives or friends.

Deputy City Administrator/Community Dev. Director Hagen replied no.

Cheryl and Ryan Morgan (online) stated he has an FFL and HOP and Kelly Schmidt came to his home asking a lot of questions that seemed threatening. He stated he is a class 7 manufacturer. He stated the ATF and Police Chief have been in Mr. Trout's home inspecting his business and this business is under stringent requirements. He stated it sounds like the neighbors are unhappy with the nature of Mr. Trout's business.

Councilmember Musgrove asked Deputy City Administrator/Community Dev. Director Hagen about the policy that when someone is in violation, the applicant is worked with and becomes compliant. She asked if this applicant has done that.

Deputy City Administrator/Community Dev. Director Hagen replied, correct, when permit violations are determined applicants are provided suggestions with ways to comply. He stated in this case, it was to revert back to the Level One HOP or proceed down the process to amend the HOP.

Councilmember Musgrove asked about the business plan and if that is a requirement for an HOP Level One or Level Two.

Deputy City Administrator/Community Dev. Director Hagen replied they ask for more of a narrative through a short questionnaire along with the application, typically the narrative gives a picture of what type of operation is going to be occurring on site including the size. He stated that in this case, additional questions were asked about number of trips and the permit to carry class locations. He stated based on resident comments, Staff went so far as to schedule an on site visit to understand what is occurring onsite. He stated they try to get as much information as possible to have a good understanding of what is occurring.

Councilmember Musgrove stated there is a policy within the City of Ramsey where residents can have HOP at either Level One or Level Two and the applicant has followed through with the inquiry and helping Staff get a business plan. She asked if that is correct.

Deputy City Administrator/Community Dev. Director Hagen replied that is correct. He continued if there are outstanding questions from the Council, the applicant is online.

Councilmember Musgrove asked if it is the role of the EPB and Planning Commission to provide guidance to the Council but it is still the prerogative of the Council to look at the policies of the City and make a decision. She asked if that is correct.

Deputy City Administrator/Community Dev. Director Hagen replied that is correct, recommendations are provided to the Council but final decision occurs at the City Council.

Councilmember Woestehoff referenced the accessory structure permit that is awaiting final inspection and asked if that is due to noncompliance or timing.

Deputy City Administrator/Community Dev. Director Hagen replied the accessory structure pulled a permit and started construction which was finished while the applicant was away. He stated inspections occurred along the way and when the final inspection was being done, there were inspections that were missed. He stated given the level of finish work that had been completed, they couldn't conduct the final inspection. He stated the building department has been in contact with Mr. Trout and done a number of inspections. There were some items that needed to be looked at closer. He stated there is one item remaining for the accessory structure to receive its final inspection which is contingent on the weather because cement work and insulation has to be installed, which is a minor fix.

Councilmember Woestehoff asked if the applicant tried to follow the process.

Deputy City Administrator/Community Dev. Director Hagen replied correct, the applicant obtained a permit prior to starting the construction of the building.

Councilmember Riley stated a HOP in his mind is someone who is starting out of the basement but it sounds like this grew out of the basement and has turned into a retail store. He stated he supported the business but didn't feel a neighborhood is a good fit for this business and that there are zoning requirements for business. He stated this business needs its own building, which he felt should be in a commercial area.

Mayor Kuzma agreed stating he won't be supporting this because he doesn't believe this belongs in a residential neighborhood.

Councilmember Howell referenced the HOP which allows eight trips to and from the business and asked Councilmember Riley if he objected to that for all Level Two HOP businesses.

Councilmember Riley replied it would depend on the facts and circumstances.

Councilmember Howell stated in this instance the applicant has cut the visits to four business per day. She asked if Councilmember Riley would object to a salon owner or another business having four visits per day.

Councilmember Riley replied those seem more like working out of a basement trying to grow a business.

Councilmember Howell replied it is hard to follow his thought process because four visits per day is four a day and the way she sees it, that is a gift to the neighborhood because he is limiting the allowable number of visits. She continued that parking is allowed on public streets and the

applicant is going to be parking any business on his parking pad. This is an additional restriction. She asked the applicant whether or not a resident would be able to sell a firearm without a permit.

Mr. Trout, the applicant, replied that is correct. Minnesota allows personal sale of firearms to another person with the condition that the seller assumes the buyer is responsible and there are far less regulations. He stated it is legal in the state of Minnesota for someone to sell a pistol to an 18 year-old as long as the seller doesn't have reason to believe the buyer has intent to commit a crime. That is not the case with an FFL which requires an age limit of 21. He stated he has several requirements for sales but any resident is allowed to sell individually without a background check.

Councilmember Heineman asked Deputy City Administrator/Community Dev. Director Hagen if a home daycare would be a Level One or Level Two HOP.

Deputy City Administrator/Community Dev. Director Hagen replied he couldn't find the direct answer to that quickly but recalled the ordinance calls out different levels of HOP's some of which don't require a permit. He stated when businesses start to become more of a retail use that is when permits are going to start to be required.

Councilmember Heineman commented it sounds like there is a process for business growth which is an HOP.

Deputy City Administrator/Community Dev. Director Hagen replied there is a scale of intensity identified of when a business would require a permit and when it would not.

Councilmember Heineman commented resident opposition seems to revolve around the business being in a residential area and there is precedence already for this. He spoke to the resident's concern about individual rights and noted that there is a mechanism in place to respect individual right despite majority of resident opposition. He stated he would be supportive of this regardless of what is being sold.

Councilmember Howell suggested some conditions of the resolutions, which Staff would have to work through. She suggested limiting trips to four per day, hours of operation being 1:00 p.m.- 8:00 p.m., Monday through Friday, with no appointments being taken after 7:00 to ensure the last appointment is completed by 8:00 p.m. and Saturdays from 10:00 a.m.-6:00 p.m. and no Sunday appointments. She also suggested a change to item N regarding water supply and if a bathroom is provided but exceeds the square footage that be included.

Motion by Councilmember Howell, seconded by Councilmember Musgrove, to Adopt Resolution #22-014 Amending Approving an Amendment to a Home Occupation Permit at 6025 177th Lane NW with the trips being limited to four per day, hours of operation being 1:00 p.m.- 8:00 p.m., Monday through Friday with no appointments being taken after 7:00 to ensure the last appointment is completed by 8:00 p.m. and Saturdays from 10:00 a.m.-6:00 p.m. and no Sunday appointments, and inclusion of a restroom that is provided but exceeds the square footage.

Further discussion:

Councilmember Riley asked Deputy City Administrator/Community Dev. Director Hagen whether the resolution, as written, suggested Wednesday through Friday and if that was based on Staff discussion with the applicant. Deputy City Administrator/Community Dev. Director Hagen replied correct, that has been the request throughout the process and Councilmember Howell's suggestion would be a change.

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.

7.02: Adopt Ordinance #22-15 Rezoning a Portion of the Property Located at 7633 161st Avenue NW to Public/Quasi-Public (Project No. 22-107); Case of PACT Charter School

Deputy City Administrator/Community Dev. Director Hagen stated this case is to adopt the ordinance as it was introduced at the last meeting. He noted the recommendation by the Planning Commission by a vote of three to one was to approve the comprehensive plan amendment which is in process as well as the rezoning amendment contingent upon the preliminary plat. These approvals with contingencies would allow the project to move through the next steps. He stated concerns about details would be addressed through the site plan review and preliminary plat, this is in the early stage of gauging support.

Mayor Kuzma asked if the ordinance is passed but at the end of the process the project doesn't go through, would it revert back to what it was.

Deputy City Administrator/Community Dev. Director Hagen replied Staff is looking at the process and steps, given there are contingent approvals they are looking at when the ordinance should be published because it influences the planning.

Mayor Kuzma asked that comments be kept to three minutes.

Councilmember Woestehoff commented the potential school site is on one chunk of property but just to the west of it is another swath of City-owned land which is zoned R-1 residential. He asked if that could be included in the zoning change, if the zoning change goes through, to correct the error and should be zoned park land.

Deputy City Administrator/Community Dev. Director Hagen replied because the public wasn't noticed about the rezoning to include that parcel, it would have to wait and be done later.

Councilmember Woestehoff commented that should be rezoned at some point. He joined concerns expressed with residents that between 161st and Variolite being freshly constructed, that wouldn't it be nice if it were on the Armstrong part of the park. He asked if there would be interest in giving PACT that parcel of land, moving the parkland to the center of those two properties, and giving access off Armstrong instead of Variolite. He stated redoing the park would cost the City quite a bit but may solve the drainage concerns.

Councilmember Musgrove stated she agreed with having the access off Armstrong Boulevard but the same issues would be there with development of the park regarding drainage.

Mayor Kuzma commented that when they take it to the next level in the plan, those issues would be addressed and it would be determined if it is feasible or not.

Councilmember Musgrove asked if it was regarding the slope of the land.

Mayor Kuzma replied the slope of the land, the drainage, and water issues.

Councilmember Musgrove asked Deputy City Administrator/Community Dev. Director Hagen if that comes up in the Preliminary Plat or in the Final Plat.

Deputy City Administrator/Community Dev. Director Hagen asked if the question was whether the park would work on the proposed school land.

Councilmember Musgrove replied they went back to where the school is proposed now and the slope of the land.

Deputy City Administrator/Community Dev. Director Hagen replied Preliminary Plat would identify grading and the future and existing improvements needed. They would be held to standards to meet stormwater management requirements and a number of different things.

Councilmember Specht commented there was a lot of feedback at the last meeting and he supported PACT moving forward to determine if this is going to work.

Motion by Councilmember Specht, seconded by Councilmember Musgrove, to waive the Charter requirement to read the ordinance aloud and adopt Ordinance #22-15 Rezoning the Western 18 acres of the Subject Property Located at 7633 161st Avenue NW to Public/Quasi-Public, contingent upon on the Preliminary Plat for PACT.

Further discussion:

Melissa Livgard, 8101 163rd Avenue NW, responded to Councilmember Riley's comment on the last case that zoning is there for a reason, so apparently zoning this important when it suites his need. She stated this would be a change in the zoning which would affect her, she didn't know if it would affect him. She asked if there were any plots of land in the City of Ramsey that could accommodate PACT with the way it is currently zoned.

Councilmember Woestehoff replied if her question was if there is any property in Ramsey that is currently open, available, and zoned to have a school, the answer is no. He stated that is a part of the Comprehensive Plan. He re-emphasized that planning is guidelines, the Comprehensive Plan is the top layer of guidelines, and there is an overall vision of what Ramsey is but that changes with time. He stated sometimes they decrease zoning and it isn't as concrete a topic as a lot of people think.

Deputy City Administrator/Community Dev. Director Hagen agreed that cities don't proactively guide or zone for schools because that type of project doesn't happen very often. He stated in the case of a school, the request to rezone is considered at that time.

Ms. Livgard asked if it was known what the wait list was for PACT, stating in August of 2021 they posted that there wasn't a wait list. She raised concerns about it being built and not being filled.

Josh Nyquist, Executive Director of Building Operations at PACT, stated there is a waiting list of over 550. He stated there is often openings in the upper grades but he is confident in the waiting list, which he stated, is around 100 every year.

Jason Patrow, 16279 Sapphire Street NW, asked about 161st being rated as a five-ton axel road which isn't suitable for a school bus. He stated money was allotted to resurface the road in 2023 but now a minimum of nine-ton axel weight is going to be needed. He asked who pays for that. He also asked about Variolite Street where there is a wetland where the turn lane would need to be. He questioned the other expensive improvements that are going to be needed as well and asked if PACT would be paying or tax payers.

Deputy City Administrator/Community Dev. Director Hagen replied improvements are typically paid for by the developers.

City Engineer Westby added the section of 161st between Armstrong Boulevard and Variolite Street is currently in the CIP for reconstruction in 2024, it is a State Aid road so it would need to be built to standard. He stated if PACT moves forward, Staff would recommend advancing the reconstruction one year to 2023.

Mr. Patrow asked about the wetland and Variolite.

City Engineer Westby replied any specific improvements needed would be the developers' financial responsibility.

Mayor Kuzma added that would come from the traffic study.

Mr. Patrow asked about a blind access and if there is a life safety study planned due to the increased traffic.

City Engineer Westby replied those issues would be addressed as a part of the traffic study.

Mr. Patrow asked if that has to pass before they can rezone and build.

City Engineer Westby replied Council would receive the traffic study and take that into consideration.

Mr. Patrow asked if it doesn't pass and they decide to move forward with it and there is a fatal accident, who would be liable for that.

City Attorney Knaak it is a public road design which is not a liability for the City because of the law.

Mr. Patrow asked if PACT or the developers would be liable.

City Attorney Knaak replied, if it is a public road they wouldn't be any more liable than the City.

Mr. Patrow asked if that is the case if the study shows hazards but the City pushes it through anyway.

City Attorney Knaak replied yes.

Ron Lindenberg, 6300 163rd Lane NW, stated with a school operating five or six days a week with the addition of the school, seven days with the park and church, the neighborhood will change quite a bit. He asked if the park system is aware of what may come to the area and the impact to Central Park.

Councilmember Woestehoff commented that the motion on the table is contingent on the Preliminary Plat. He stated he appreciated that it wouldn't be effective until more information is given but it isn't contingent on the Preliminary Plat and then it would be zoned as park or quasi-public. Therefore, if PACT decides it is too expensive to develop or doesn't go through with development, it would be the zoning which would give the City an opportunity to potentially buy the 18 acres from the church. He suggested not having it contingent on the Preliminary Plat. He stated he would be opposing it anyway because the land is too small for a school.

Councilmember Howell asked the applicant if their project would be hindered in anyway if the motion were changed to not be contingent on the Preliminary Plat.

Mr. Fincher, representing the applicant, replied it wouldn't change anything for them, but asked that it be run past the church.

Councilmember Specht commented for now he is going to leave the motion as is because it can be addressed at a later time.

A roll call vote was performed:

Councilmember Heineman	aye
Councilmember Woestehoff	nay

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

Motion carried.

7.03: Adopt Ordinance #22-16 Establishing Boundary Lines for the City of Ramsey Ward System

City Administrator Ulrich reviewed the Staff report and recommendation to adopt the ordinance. He noted residents will be getting mailed information along with other City advertising regarding the boundary line and polling place changes.

Councilmember Musgrove referenced the map in the case and asked about the 2012 lines versus 2022 lines. She noted that under Ward One, Precinct One, the blue lettering looks like it is in the right place but asked if that is to designate the old boundaries on the line.

Civil Engineer IV Linton replied he didn't bring the map with him but explained the gold lettering go with the gold lines. He stated the software isn't smart enough to perfectly center the labels all the time but puts it close. He stated the gold lines are the 2012 lines and the blue lines are the 2022 lines that are proposed for adoption.

Councilmember Musgrove asked about line changes along the river area and if that is the same thing that map is not fully following them.

Civil Engineer IV Linton asked if she was referring to the Rum River or the Mississippi River.

Councilmember Musgrove replied both.

Civil Engineer IV Linton replied that was a lack of detail in tracing the river as he was redoing the boundaries. He stated the Wards and Precincts as described go to the river.

Councilmember Musgrove stated there were no number changes in those areas but she wanted to clarify the information on the map.

Civil Engineer IV Linton replied there is a 70-foot setback from the river where there is no population so they are not eliminating any people from that area.

Motion by Councilmember Woestehoff, seconded by Councilmember Mayor Kuzma, to waive the City Charter requirement to read the ordinance aloud and adopt Ordinance 22-16 Establishing Boundary Lines for the City of Ramsey Ward System.

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.

7.04: Consider Resolution Establishing Precinct Boundary Lines and Polling Places for the City of Ramsey

City Administrator Ulrich reviewed the Staff report and recommendation to approve the resolution establishing precinct boundary lines and polling places for the City of Ramsey. He noted residents will be provided information on the changes.

Motion by Councilmember Howell, seconded by Councilmember Woestehoff, to adopt Resolution #22-060 Establishing Precinct Boundary Lines and Polling Places for the City of Ramsey.

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: City Attorney Report

City Attorney Knaak stated he is giving a report on the directive he was given to conduct an investigation with respect to certain processes that were going on related to the Charter Commission members. He stated he was able to do a reasonable investigation with the information he had available, although he thought he could do more if directed by the Council. He reported the following conclusions:

1. There was no improper conduct or culpable negligence that occurred in the manner in which the issue was dealt with by the City Staff. He stated no State or City standard exists which would require any different action than what was taken.

2. It is evident in reviewing the depth and strength of the concerns raised by the Councilmembers that a detailed policy should be adopted regarding the manner in which the City determines the Charter Commission vacancies, notifies the public of vacancies and does so in a manner timely enough to allow interested members of the public to apply. He stated this should contain hard deadlines, enough in advance to accommodate ample public evidence and the requirements of the judicial deadline contained in the statute. He stated this kind of policy is well within the City's authority to do.

3. In order to provide sufficient time for Staff and public a Charter Amendment might be necessary that would mandate a minimum notice requirement for any Charter Commission member not seeking reappointment.

City Administrator Ulrich noted that Staff will post the report online tomorrow for the public. He stated there is an agenda item on the Work Session for this evening that was postponed for the next Work Session to development a Charter Commission recruitment policy to take the recommendations of the report into consideration.

Councilmember Riley commented on past discussions on this topic with insinuations that terrible things were being done on purpose. He reread the City Attorney's conclusion that "no improper conduct or culpable negligence occurred in the manner in which this issue was dealt with by City Staff." He stated the report also stated "We should do a better job." He commented the Council is in agreement with that and are in the process of doing a better job. He thanked City Attorney Knaak for his work.

City Attorney Knaak replied he thought it was important the conclusion that there was no wrong doing be stated clearly but that some of the issues raised were significant and the only way to address those concerns was to have a clearly lit path for Staff to follow. He stated otherwise, situations like this occur where concerns get raised in the context of other issues and as a result, things get read into actions.

Councilmember Howell thanked City Attorney Knaak for working with everyone. She appreciated that is an action that resulted from this because she believed they could do better with policies. She continued they need the policies presented in a timely manner and if there isn't a policy, they need to know so one can be created. She stated the residents deserve that.

Councilmember Musgrove stated she looks forward to the process because since 2016 there hasn't been a policy, so a lot of people have dropped the ball along the way or overlooked things, not shown concern. She stated the fact that the Council was concerned about it and had to push hard against years of not having a policy and doing without. She stated the residents deserve a policy that is fair, consistent, and unbiased.

City Administrator Ulrich commented some improvements need to be made and he looks forward to that to establish trust. He stated the appropriate action is to accept the City Attorney's report.

Motion by Councilmember Howell, seconded by Councilmember Musgrove, to accept the City Attorney's Report.

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 Resolution #22-072 Accepting Bids and Awarding Contract for Improvement Project #22-05, Riverdale Drive Trunk Utility Improvements, Llama Street to Bowers Drive

City Engineer Westby reviewed the Staff report and recommendation to adopt Resolution #22-072.

Councilmember Riley commented he was happy the bids came in 19% lower than was estimated.

Motion by Councilmember Riley, seconded by Councilmember Specht, to adopt Resolution #22-072 accepting bids and awarding a construction contract to Douglas-Kerr Underground, L.L.C. from Mora, MN in the amount of \$2,163,890.22 and approving Bolton & Menk's proposal for construction related services in the not-to-exceed amount of \$45,615.00 for Improvement Project #22-05, Riverdale Drive Trunk Utility Improvements, Llama Street to Bowers Drive.

Further discussion:

Councilmember Musgrove asked City Engineer Westby to explain the City's cost of this and the relationship to the development. City Engineer Westby explained the City is funding this through the Enterprise Funds and a portion of those funds will be paid back at the time of future development. Capstone is paying a portion of it through their development trunk fees. Other developments will also pay into it. He stated as developers develop they pay into the trunk fees which helps replenish the Trunk Fund. The City pays for it initially and it is paid back through development. Councilmember Musgrove asked if anything needed to be added to the motion regarding the State Aid Funds. City Engineer Westby replied not at this time, those are the funding sources listed and as the project is being completed the pay requests will come to Council at that time.

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: Review Charter Amendment via a Petition of the Voters per MN Statute 410.12

City Administrator Ulrich stated this case was added at the request of Councilmembers Howell and Musgrove to review the Charter Amendment process via a petition of the voters. He stated this process states that Charter Amendments must be submitted at least 17 weeks prior to the general election, which would be July 12, 2022. He stated the number of votes needed for a petition by the voters would be 5% of the votes cast which would be 825.

City Attorney Knaak stated the petition has to be drafted in a certain way, the signatures on any given page have to be witnessed and verified. In addition to that requirement, once the pages are together they are consolidated by the Commission and then it gets sent to Staff for verification of signatures. He stated the Council's role is simply to set the election date. He stated he has provided the language that would be needed for the petition form.

Councilmember Riley commented that City Attorney Knaak said the process was fairly simple but when he was describing the process before, this wasn't the easy way. He asked for him to explain the easy way and why this is being considered.

City Attorney Knaak confirmed it isn't the easy way. He stated his recommendation, as the easiest way, was to get a draft to the Commission, have the Commission review it, and then send it to the Council to pass. If it was suggested by them and if they all agree to the language in the ordinance, it passes through the process. He stated ideally, since this seems to be something where there might be agreement on the basic language, that would be easiest way.

Councilmember Riley commented that would be his preference.

City Administrator Ulrich asked City Attorney Knaak to outline the scenario if the Council agreed that it should go to referendum if there is an option for that by a majority vote or does it need other input by the Charter Commission and if the petition would be necessary at that point.

City Attorney Knaak replied if Council passed the ordinance it gets reviewed by the Charter Commission which has the opportunity to accept, deny, or modify it. It then comes back to the Council who either accepts or doesn't accept the modifications. Then the Council puts it out for a vote.

City Administrator Ulrich commented it is by majority vote.

City Attorney Knaak confirmed it is by majority vote, not unanimous.

Councilmember Howell commented the thought process behind the hard way is there is a Councilmember who is on the Charter Commission and a number of Councilmembers are concerned about a double vote on any given issue. She stated there is a lot of decision making power in the hands of one person. The hard way of collecting 825 signatures, which she thought would be doable, would allow them to bypass the double vote and take it to the people. It would be a statement that they are in such strong disagreement with the Charter Member/Councilmember making two votes on the same issue that they are going to take it to the people and let them decide and Council is going to do the hard work to get it to them.

Councilmember Musgrove commented that as a Council there was a consensus that all three directions were going to be taken at the same time, not just on the ordinance assuming there would be the votes either from the Charter or when it comes back to the Council. By taking the opportunity to send it out for votes and have it not pass would result in lost time so she agreed that it is an issue of difficult work but she felt it was important for the residents be allowed to make the decision. She referenced Councilmember Woestehoff's comments that he would vote himself off but stated that wasn't assured.

Councilmember Howell referenced Councilmember Woestehoff's prior comments that he got on the Charter Commission so that Councilmembers couldn't be on the Charter Commission, which she didn't understand. She stated this would give the voters the opportunity to decide and remove Councilmember Woestehoff from the process.

City Attorney Knaak responded to Councilmember Musgrove's statement that there could be multiple tracks going on, and the answer is yes. There is no reason that the petition process couldn't be going forward as the easy process is going forward. The two that are mutually incompatible have to do with the ordinance. If Council passes the ordinance without it coming from the Charter Commission, it takes a longer process.

Councilmember Heineman asked if it is correct if the Council goes forward with the ordinance and a resident moves forward with a petition, during the time the signatures are being collected, the ordinance passes achieving the same result as the petition, the petitioners could cease the process.

City Attorney Knaak replied yes.

Councilmember Heineman stated the easy option could find the Council in a position where the Charter brings an amendment and unanimous vote, and Councilmember Woestehoff votes to remove himself from the Charter but then another councilmember could say, I don't see an issue and vote no, and then Councilmember Woestehoff would still be allowed on the Charter. He recommended pursuing both options at the same time to ensure that that the petition would be a contingency plan.

Councilmember Riley commented there is no harm in starting the hard way and doing the easy way at the same time. He didn't think anyone on Council wouldn't support it so it shouldn't be a problem but if a petition is started at the same time the Charter Commission sends a case.

Mayor Kuzma asked if a motion is needed.

City Administrator Ulrich replied this isn't a direct action, as the Attorney pointed out, it is a citizen-led process within the Charter that is attached for the process. This is a process that Councilmembers could be involved as residents.

Councilmember Riley commented he understood that with the petition, there isn't Council direction but asked if the Council should give the Charter Commission direction.

City Administrator Ulrich replied that gets into the next case. He asked if it is correct that if the Council passes the ordinance, it is different from just the Charter Commission initiating it, which would be a quicker process.

City Attorney Knaak confirmed this. He thought it was pretty straightforward that the Charter Commission suggest an ordinance to the Council but they take the chance that one on the Council disagrees.

Councilmember Woestehoff referenced the next case is the motion to introduce the ordinance and asked if the Charter Commission could act between the Council introducing and adopting an ordinance to bring to the Council.

City Attorney Knaak replied his preference, if that is the path that is being considered, that Council tables this.

7.07: Introduce Ordinance #22-17 Amending the City Charter of the City of Ramsey, Minnesota, Prohibiting Membership on the City of Ramsey Charter Commission of Any City Council Members and Providing for Other Restrictions Thereof

City Attorney Knaak recommended that this ordinance be tabled and sent to the attention of the Charter Commission asking for their comment and recommendation.

Councilmember Riley stated based on City Attorney Knaak's recommendation he supported moved the Council tabling this and sending it to the Charter Commission for their consideration. He continued he would like to see this done the easy way starting with the Charter Commission sending something back to the Council and it can be done quickly and easily to get the desired result.

Councilmember Musgrove commented that Council heard from the Chair of the Charter Commission that this is dead on arrival so it won't come back to Council. She stated she didn't feel comfortable tabling this and hoping they will send something back.

Motion by Councilmember Riley, seconded by Councilmember Woestehoff, to table consideration of the ordinance and send it to the Charter Commission for their consideration.

Further discussion:

Councilmember Woestehoff responded to Councilmember Musgrove, stating he wasn't privy to the comment by the Chair of the Charter Commission. He stated the language is very specific to

exclude Councilmembers from the Charter Commission, not other Boards and Commissions. He asked City Attorney Knaak to explain.

City Attorney Knaak replied that was part of the path too where at some point it went beyond the Councilmembers and other Commission members and Board members. An additional review of State law said that couldn't be prohibited. The only thing that could be prohibited is Councilmembers from the Charter Commission. He stated his understanding of the comments of the Charter Chairman related to concerns about current members of the Charter Commission who may be Board members or have other City responsibilities and the response was it would be dead on arrival. He didn't think it related to this particular language. He also thought a comment was made that if the language about the removing the prohibition of Charter members from serving on other Boards and Commissions, the problem would go away; however, he didn't want to speak for the other person.

Councilmember Musgrove replied she appreciated City Attorney Knaak's comments but felt they were talking about two different discussions. The discussion where the Charter Chairman made his point was prior to the Council having the Work Session discussion where City Attorney Knaak brought up the point about the two different possibilities of sending one up from the Charter and one up with other Commissions and Boards. The Charter Chairman made that comment during the first discussion at the City Council meeting before the discussion of other Boards. She didn't think she misunderstood the Charter Chairman's comment.

Councilmember Riley commented he didn't know why they were speculating about what a Board would do. He stated Councilmember Musgrove is speculating about what the Charter Chairman is speculating about what the Commission would do. He stated this sends it to the Charter Commission to send back to the Council to correct a wrong that has been agreed upon. He thought it should be sent to the Charter Commission to discuss, as the easy way.

Mayor Kuzma replied the petition process could also be going on at the same time.

Councilmember Riley agreed.

Councilmember Howell commented that Councilmember Riley seemed upset about speculation about what the Charter Commission Chairman said as if it doesn't hold any weight. She stated there have been discussions during Work Sessions about possibly adding Boards and Commissions on this as well in a Charter amendment. She pointed out when Councilmember Woestehoff speculated about what the Charter Commission would and wouldn't do, Councilmember Riley didn't complain then, so the criticisms aren't distributed equally.

Councilmember Riley replied those were just discussions; this is a time for a decision to be made.

Councilmember Howell asked Councilmember Woestehoff why he didn't just step down and make it easier for everyone.

Councilmember Woestehoff replied no.

Councilmember Musgrove commented that is part of her concern in progressing this to the Charter Commission when there is a sitting Councilmember who doesn't understand the gravity of the authority structure of the Charter Commission.

Mayor Kuzma interjected.

Councilmember Howell called for a point of order and asked for a Council consensus that Councilmember Musgrove be allowed to finish speaking.

Councilmember Heineman asked if Councilmember Howell was appealing the rule of the Chair.

Councilmember Howell replied yes.

Councilmember Musgrove continued she felt Councilmember Woestehoff is agreeable to not being on the Charter Commission and yet he wants to take two votes between the Charter Commission and Council.

Mayor Kuzma reminded Council that Councilmember Woestehoff followed the process and was appointed by a judge and tonight it was decided the process was done legally. Tonight is about changing the process and sending comments to the Charter Commission and asking for them to change it.

Councilmember Heineman commented that Councilmember Woestehoff replied no when asked to step down, which he is entitled to, but for the sake of transparency, asked why his answer was simply no.

Councilmember Woestehoff replied he thinks there is a profound distrust of this Council by Staff and the community and this goal is to prove to people that he can stick to his word. He continued that even though his decision to be appointed to the Charter Commission may not be popular, he has every right to be on it. While it may be controversial, he thinks there is something to be said for once an ordinance is passed or the Charter is changed to prohibit Councilmembers from being on it. He thought it was a matter of the action being something where trust is gained from the community. He asked for the Council's trust that he will vote to support this ordinance.

Councilmember Heineman responded he trusted Councilmember Woestehoff to stick to his word but it is plausible that another Councilmember would vote against the ordinance. He asked if Councilmember Woestehoff trusted the other Councilmembers that they wouldn't apply for that spot if he stepped down. He noted it would expedite the process if Councilmember Woestehoff stepped down now and allowed the ordinance to pass.

Councilmember Woestehoff replied he didn't fully follow Councilmember Heineman's train of thought.

Councilmember Heineman replied Councilmember Woestehoff wants to stay on so no one else will take the seat on the Charter but if he trusted the Council, he could step down now.

Councilmember Woestehoff replied he hadn't thought about it but he will, although he won't make a decision on the fly.

Councilmember Heineman commented that he would support the petition and didn't see the point of having the Charter Commission send something to the Council since there are members of the Council voting on that. He would vote against tabling this and against introducing the ordinance.

Councilmember Howell concurred with Councilmember Heineman that those are good points. She was concerned that Councilmember Woestehoff is trying to gain points with residents based on his estimation of where trust levels lie. She didn't see the role of Councilmembers in taking seats on Boards as a game. She stated she wanted to ensure things like this didn't happen and will be voting against a motion to table or against the ordinance.

Mayor Kuzma asked if Councilmember Riley had a motion to table this ordinance.

Councilmember Riley replied yes, there is a standing motion to table this, which he clarified, means the Council is asking the Charter Commission to take this up and send it back to Council which is the easy way. He stated he wants this to pass, and pass faster.

Councilmember Heineman responded Councilmember Riley made good points but they are saying a Councilmember shouldn't have a vote on the Charter Commission so by sending it to the Charter Commission they are still allowing a Councilmember to have a vote on this issue. He stated it isn't a consideration of is this the fastest way, it is an issue of doing what is right.

A roll call 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.

City Administrator Ulrich stated the introduction of Ordinance #22-17 will fail due to no action.

Mayor Kuzma asked if it will resort to having to have a petition.

City Administrator Ulrich replied that is correct.

8. MAYOR, COUNCIL AND STAFF INPUT

City Administrator Ulrich announced upcoming meetings and events. He stated the Boards and Commissions appreciation event will be held Tuesday, April 5, 2022. Earth Day Community

Clean Up is looking for projects April 22- April 24, 2022. Residents can sign up for a project of their choosing and design and participate in the Environmental Policy Board program. Details can be found online. The Ramsey Business Expo sponsored by the Economic Development Authority is Saturday, April 30, 2022. They are still looking for local businesses to sign up for booths at the events. The next regular City Council meeting will be Tuesday, April 12, 2022.

Councilmember Musgrove stated Highway 10 construction in Anoka begins on Monday. She stated there is a link website for residents to find out about road construction and traffic delays besides the big sign on the road. She asked City Engineer Westby if that information is up on the City website.

City Engineer Westby replied the request was sent but he didn't know if it was up yet. He offered to check to ensure it is up early tomorrow.

Councilmember Musgrove replied besides going to the Department of Transportation website, residents can go to the City of Ramsey website to find the communication link for traffic updates.

City Engineer Westby replied they will make that available on several outlets.

Councilmember Musgrove thanked City Engineer Westby.

9. ADJOURNMENT

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

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.

The regular meeting of the City Council adjourned at 9:39 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: 04/12/2022

By: Nicole Laubach, Community
Development

Information

Title

Approve Rental Licenses

Purpose/Background:

Purpose: The purpose of this case is to approve rental license requests for 2022.

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

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

License application requests are attached for Council approval.

Recommendation:

Staff recommends approval of license applications.

Action:

Motion to approve rental license applications.

Attachments

Rental Licenses

Form Review

Inbox

Kurt Ulrich

Form Started By: Nicole Laubach

Final Approval Date: 03/28/2022

Reviewed By

Kurt Ulrich

Date

03/28/2022 04:33 PM

Started On: 03/28/2022 09:36 AM

Report Name: License Report - License Types
Council Dates: 4/12/2022 to 4/12/2022
Status: Active, Inactive
License Type(s): Multi-Family Rental, Rental

City of Ramsey License Report - License Types

Printed: 3/28/2022
Page: 1

<u>Company</u>	<u>Applicant</u>	<u>Location</u>	<u>Complex</u>	<u>Exp. Date</u>	<u>Council Date</u>	<u>Status</u>
Rental						
Bridge SFR IV Borrower I LLC	Bridge SFR IV Borrower I LLC	14700 Germanium St NW		4/15/2025	4/12/2022	A
Shobha Uppal	Shobha Uppal	15146 Tiger St NW		4/15/2025	4/12/2022	A

Rental License Count: 2

Total Licenses: 2

CC Regular Session

5. 6.

Meeting Date: 04/12/2022

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	Wendy Schlueter	04/05/2022 02:28 PM
Sean Sullivan	Wendy Schlueter	04/05/2022 02:47 PM
Sean Sullivan	Sean Sullivan	04/06/2022 10:16 AM
Brian Hagen	Brian Hagen	04/06/2022 12:10 PM
Kurt Ulrich	Kurt Ulrich	04/07/2022 01:48 PM
Form Started By: Wendy Schlueter		Started On: 03/30/2022 10:42 AM
Final Approval Date: 04/07/2022		

Report Name: License Report - License Types

Council Dates: 4/12/2022 to 4/12/2022

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

Printed: 4/5/2022

Page: 1

<u>Company</u>	<u>Applicant</u>	<u>Location</u>	<u>Complex</u>	<u>Exp. Date</u>	<u>Council Date</u>	<u>Status</u>
Special Events						
New Life Church Farmer's Market	Virgina C Spiess	5900 167th Ave NW		9/18/2022	4/12/2022	A
Druk Auto, LLC		8000 Highway 10 NW	Druk Auto	6/27/2022	4/12/2022	A
Cars for Neighbors Inc	Joseph Robert McKenzie	6141 Highway 10 NW	JR Outpost	6/5/2022	4/12/2022	A
				Special Events License Count: 3		
Therapeutic Massage Establishment						
Gigi's Salon & Spa, Inc	Ginger Ann Edin	7850 Sunwood Dr NW	Gigi's Salon & Spa	12/31/2022	4/12/2022	A
				Therapeutic Massage Establishment License Count: 1		
Therapeutic Massage Therapist						
Thomas, Tayisa	Tayisa Marie Thomas	7850 Sunwood Dr NW	Gigi's Salon & Spa	12/31/2022	4/12/2022	A
Magistad, Tianna	Tianna Maria Magistad	7850 Sunwood Dr NW	Gigi's Salon & Spa	12/31/2022	4/12/2022	A
				Therapeutic Massage Therapist License Count: 2		
Transient Merchant/Peddler/Solicitor						
Edward Jones - David Scott	David J Scott			12/31/2022	4/12/2022	A
LAR Concessions	Linda Reinke			12/31/2022	4/12/2022	A
				Transient Merchant/Peddler/Solicitor License Count: 2		

Total Licenses: 8

CC Regular Session

5. 7.

Meeting Date: 04/12/2022

By: Grant Riemer, Engineering/Public Works

Information

Title

Approve Request to Declare Surplus Property

Purpose/Background:

Purpose:

Staff is requesting Council declare the following property surplus and authorize sale of same:
Doublewide construction trailer, formally PW administration office. Trailer was purchased in 2005.

Notification:

Equipment will be offered for sale through our official paper (Anoka County Union Herald). If no bids are received, staff will prepare a Request for Proposal (RFP) for demolition.

Observations/Alternatives:

Building was replaced by the New Public Works Facility. (October 2021)

Funding Source:

N/A

Recommendation:

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

Action:

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

Attachments

No file(s) attached.

Form Review

Inbox

Kurt Ulrich

Form Started By: Grant Riemer

Final Approval Date: 04/07/2022

Reviewed By

Kurt Ulrich

Date

04/07/2022 02:03 PM

Started On: 04/05/2022 07:52 AM

Meeting Date: 04/12/2022

By: Katie Schmidt, Administrative Services

Information

Title

Authorization fo Hire a Regular Part-time Building Maintenance Worker Position

Purpose/Background:

This recruitment is necessary to backfill a soon to be vacant position in building maintenance. The employee in this position, Mr. Randy Heaton, recently submitted a notice of retirement.

Staff conducted an internal and external recruitment for a part-time, regular, twenty five (25) hours per week building maintenance worker. Mr. Michael Conradi applied and for the part-time regular position. Staff has completed the necessary background checks and is recommending that Mr. Michael Conradi be hired as a regular part-time Building Maintenance Worker. As a part-time regular City employee, Mr. Conradi will be subject to the AFSCME union contract, including six-month probationary period. It should be noted that this position was approved for an additional five hours per week over the current employee's schedule. This increase was needed in order to fully perform the duties of the position.

The job description is attached.

Funding Source:

The funding required for this position, including the change from 20 to 25 hours per week, is included in the 2022 budget.

Recommendation:

Staff recommends hiring Michael Conradi, as a regular part-time Building Maintenance Worker, effective on or near April 18, 2022 at \$20.37 per hour, which is step 1 of the 2022 wage scale.

Action:

Motion to hire Michael Conradi, as a regular part-time Building Maintenance Worker, effective on or near April 18, 2022 at \$20.37 per hour, which is step 1 of the 2022 wage scale.

Attachments

Job Description

Form Review

Inbox	Reviewed By	Date
Colleen Lasher	Colleen Lasher	04/04/2022 02:18 PM
Kurt Ulrich	Kurt Ulrich	04/07/2022 01:37 PM
Form Started By: Katie Schmidt		Started On: 03/21/2022 07:06 AM
Final Approval Date: 04/07/2022		

CITY OF RAMSEY POSITION ANALYSIS

POSITION TITLE: Building Maintenance Worker

DEPARTMENT: Public Works

POSITION TITLE OF IMMEDIATE SUPERVISOR: Building Maintenance Supervisor

SUBJECT TO RANDOM D.O.T DRUG AND ALCOHOL TESTING: No

FLSA STATUS: Non-Exempt

PRIMARY OBJECTIVE OF POSITION:

The primary objective of this position is to assist in maintaining city facilities including, but not limited to buildings, offices, meeting rooms, equipment and grounds of the Ramsey Municipal Center, both Fire Stations, City Parks, Public Works facility, and the Municipal Parking Facility.

RESPONSIBILITIES:

- A. Perform janitorial services
- B. Monitor and perform light maintenance on utility systems
- C. Run errands
- D. Set-up and clean-up for meetings
- E. Perform basic building and equipment repairs
- F. Assist City Clerk with management of elections equipment
- G. Perform Fleet Management
- H. Perform Landscape Maintenance
- I. Perform wide range of tasks (within the ability and resources of the Building Maintenance Worker) at the verbal or written direction of the Public Works Superintendent and/or the Building Maintenance Supervisor or their designee

TASKS RELATED TO RESPONSIBILITIES:

- A. Perform janitorial services
 - 1. Clean restrooms and lunchroom daily
 - 2. Clean municipal facilities daily and dust as needed
 - 3. Maintain all floors to include vacuuming, carpet cleaning, sweeping, mopping, buffing and waxing
 - 4. Empty waste baskets and recycling baskets and bins
 - 5. Clean windows (inside and outside), walls and baseboards
 - 6. Order and maintain inventory of cleaning supplies and paper products

- B. Monitor and perform light maintenance on utility systems
 - 1. Monitor water pressure, temperature levels and water softener and update log
 - 2. Monitor heating and cooling systems and change filters
 - 3. Monitor sewer and plumbing systems
 - 4. Maintain all lighting to include fluorescent, emergency, exit and outside lights and timers
 - 5. Monitor windows and doors and apply weather stripping
 - 6. Assemble and move office furniture

- C. Run errands
 - 1. Pick-up supplies and perform miscellaneous deliveries, as needed

- D. Set-up and clean-up for meetings
 - 1. Review meeting schedule daily and set-up Council Chambers and meeting rooms
 - 2. Clean-up following meetings and secure equipment used as soon as possible

- E. Perform basic building and equipment repairs
 - 1. Repair small appliances and office equipment (does not include copier and computer equipment)
 - 2. Identify and perform minor general repairs to building
 - 3. Perform painting and patching of walls

- F. Assist City Clerk with management of elections equipment
 - 1. Work on the set-up and take-down of polling places
 - 2. Act as a resource person for voters with questions on where to vote, etc
 - 3. Run errands as required on election day
 - 4. Other duties as needed or requested

- G. Perform Fleet Management
 - 1. Maintain vehicles to include washing and servicing
 - 2. Schedule and coordinate repairs and service on vehicles and maintain records and service logs
 - 3. Assist with record keeping for city vehicles and equipment, including registration and updates for insurance

- H. Perform Landscape Maintenance
 - 1. Assist with maintenance of landscaping in and around the Municipal Center to include planting, weeding, watering, and trimming
 - 2. Maintain municipal parking lot and sidewalk and clear ice, snow and debris
 - 3. Maintain grounds to include, but not limited to, mowing, trimming, pruning, weeding and watering
 - 4. Monitor sprinkling system and schedule seasonal maintenance

- I. Perform wide range of tasks (within the ability and resources of the Building Maintenance Worker) at the verbal or written direction of the Public Works Superintendent or the Senior Building Maintenance Supervisor
 1. Attend meetings, classes and seminars as necessary
 2. Monitor and replace flags
 3. Maintain vehicle and building maintenance key cabinet

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to perform routine vehicle and equipment repair
- Ability to prioritize work and perform duties independently
- Ability to maintain accurate records
- Ability to follow oral and written instructions in English
- Ability to maintain effective working relationships with supervisors, staff, and residents

MINIMUM QUALIFICATIONS:

- Must be at least 18 years of age
- Must have a high school diploma or equivalent
- Must have a valid Minnesota Driver's license with a good driving record
- Must have at least six (6) months of experience in building maintenance and repair or equivalent combination of education and/or training
- Must have a special Class C Boilers License or have the ability to obtain one within six (6) months of hire

DESIRED QUALIFICATIONS:

- Possess six months experience in small appliance maintenance
- Possess six months experience in general vehicle repair and maintenance
- Previous work experience at a municipality, county or state offices

****This is an AFSCME union position****

Revised:

January 2001

June 2006

January 2014

January 2016

February 2022

JOB ACTIVITY REQUIREMENTS
Building Maintenance Worker

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 74 pounds without assistance.

Job working conditions			
		Yes	No
1	Working Outdoors	x	
2	Working Indoors	x	
3	Operating forklifts or 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

CC Regular Session

5. 9.

Meeting Date: 04/12/2022

By: Tammy Oakes, Finance

Information

Title

Adopt Resolution #22-091 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of March 17, 2022 through April 6, 2022

Purpose/Background:

Adopt Resolution #22-091 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of March 17, 2022 through April 6, 2022

Recommendation:

Staff Recommends to Adopt Resolution #22-091 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of March 17, 2022 through April 6, 2022

Action:

Motion to Adopt Resolution #22-091 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of March 17, 2022 through April 6, 2022

Attachments

Bills List 04/12/2022

Resolution 22-091

Form Review

Inbox	Reviewed By	Date
Diana Lund	Diana Lund	04/07/2022 06:50 AM
Kurt Ulrich	Kurt Ulrich	04/07/2022 02:08 PM
Form Started By: Tammy Oakes		Started On: 04/06/2022 02:02 PM
Final Approval Date: 04/07/2022		

RAMSEY CITY COUNCIL MEETING
4.12.2022
BILLS LIST

DISBURSEMENTS TO BE APPROVED THIS MEETING:

DISBURSEMENT TYPE:	<u>SUBMITTED FOR APPROVAL</u>
Purchase Journal:	
Prepays 3.17.2022 - 4.6.2022	1,052,805.72
Accounts Payable 3.17.2022 - 4.6.2022	374,615.45
Payroll 3.18.2022 and 4.1.2022	411,871.84

Pay Estimates- Projects

TOTAL SUBMITTED FOR APPROVAL THIS MEETING

(Invoices Available for Reviewal)

\$ 1,839,293.01

<u>DISBURSEMENTS PREVIOUSLY APPROVED AND PAID:</u>	<u>APPROVED PREV. MTG</u>	<u>2022 Y.T.D.</u>
NET PAYROLL TOTAL	\$ 195,701.74	\$ 1,032,964.69
- CORRECTION TO PAYROLL		
PREPAIDS	283,363.34	2,015,118.06
- PREPAID ADJUSTMENTS		
WIRE TRANSFERS FOR DEBT SERVICE		
- CORRECTION TO D.S.		
ACCOUNTS PAYABLE INVOICING - PREVIOUS MEETING:		
- BILLS LIST SUBMITTED	694,558.13	2,196,950.55
ADD (DELETE) BILLS LIST SUBMITTED		
PAY ESTIMATE(S)		995,392.57

TOTAL CASH DISBURSEMENTS PREVIOUSLY APPROVED

\$ 1,173,623.21

\$ 6,240,425.87

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

3/17/2022 - 12/31/2022

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
114654	3/17/2022		114881 ANDERSON RACE MANAGEMENT						
		500.00	HAPPY DAYS 5K DEPOSIT		112306	#25000-87	0296.6249		MISCELLANEOUS OPER/
		500.00							
114655	3/17/2022		119065 ANOKA COUNTY (PAPER CHECK)						
		1,518.90	RECORD FEE FOR RIVERDALE DR EX		112307	03152022B	9437.6530	00202205	IMPROVEMENTS OTHER
		1,518.90							
114656	3/17/2022		119065 ANOKA COUNTY (PAPER CHECK)						
		128,769.25	22-05 OUTLOT A ROW (RVRDL EXT)		112308	03152022	9292.6510	00202205	LAND
		300,594.69	22-05 ROW RIVERDALE DR EXTN		112308	03152022	9437.6530	00202205	IMPROVEMENTS OTHER
		429,363.94							
114657	3/17/2022		111377 ANOKA MUNICIPAL UTILITY						
		78.80	MARCH STREET LIGHTS		112294	22-990005-01 FEB 2022	9603.6371		ELECTRIC UTILITIES
		47.66	MARCH STREET LIGHTS		112295	22-610280-00 FEB 2022	9603.6371		ELECTRIC UTILITIES
		41.43	MARCH INVOICE		112296	22-612000-01 FEB 2022	0260.6371		ELECTRIC UTILITIES
		76.06	MARCH INVOICE		112297	22-613120-01 FEB 2022	0260.6371		ELECTRIC UTILITIES
		243.95							
114658	3/17/2022		119245 BAHAMN, INC DBA E-CIG WAREHOUSE						
		62.50	OVERPMT NEW TOBACCO LICENSE		112288	030822	9101.4164		CIGARETTE SALES LICEI
		62.50							
114659	3/17/2022		100297 CENTERPOINT ENERGY						
		542.80	2/7-3/8/22 GAS USAGE		112289	6011580-5 FEB 2022	9410.6373	00041012	GAS
		5,219.73	FEB C/H GAS BILL		112291	6702493-5 FEB 2022	0194.6373		GAS
		756.37	FEB GAS UTILITIES FS 1		112292	5914352-9 FEB 2022	0220.6373		GAS
		1,027.62	FEB GAS UTILITIES FS 2		112293	5961540-1 FEB 2022	0220.6373		GAS
		7,546.52							
114660	3/17/2022		100179 FIRE FIGHTERS RELIEF ASSN						
		3,000.00	2021 SUPPLEMENTAL PAY		112299	03172022	9101.4273		OTHER STATE GRANTS &
		3,000.00							
114661	3/17/2022		119256 MIDWEST ONE BANK						
		35.84	REF ESC 114997-VOID CK 112797		112301	03172022	9804.6433		REFUNDS
		35.84							
114662	3/17/2022		100360 NORTH STAR TOWING INC						
		243.00	FORFEITURE WINCH RECOVERY TOW		112286	81696	0211.6389		TOWING SERVICES
		181.00	INV BAGNE CASE TOW FROM MPLS		112287	82631	0211.6389		TOWING SERVICES
		424.00							
114663	3/17/2022		119259 PACE, DEBORAH H.						
		168.00	2021 FRANCHISE FEE REBATE		112302	03172022A	9435.6433		REFUNDS
		35.00	2020 FRANCHISE FEE REBATE		112303	03172022B	9435.6433		REFUNDS
		203.00							

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

3/17/2022 -- 12/31/2022

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
114663	3/17/2022		119259 PACE, DEBORAH H.						Continued
114664	3/17/2022		119260 PETERSON, RUSSELL						
		84.00	2021 FRANCHISE FEE REBATE		112304	03172022	9435.6433		REFUNDS
		84.00							
114665	3/17/2022		119062 RIVERSTONE DEVELOPMENT, LLC						
		33,847.00	PARTIAL REFUND ENG INSP FEES		112309	A117713	9804.6433	00117713	REFUNDS
		33,847.00							
114666	3/21/2022		119267 TJ OFFICE FURNITURE						
		10,519.62	FIRE DEPT TRAININ TABLE/CHAIRS		112315	2491	0220.6580		OTHER EQUIPMENT
		10,519.62							
114699	3/24/2022		117700 A HARD DAYS NIGHT TRIBUTE TO THE BEATLES						
		345.00	15% DEP CONCERT BUDDY HOLLY		112358	031022	9270.6315		MISCELLANEOUS PROFE
		345.00							
114700	3/24/2022		119253 BOB KILIAN ELECTRIC COMPANY						
		165.00	REFUND RA050494		112368	03102022	9101.4214		ELECTRICAL INSPECTIOI
		1.00	REFUND RA050494		112368	03102022	9101.2081		SURCHARGES-PERMITS
		166.00							
114701	3/24/2022		100297 CENTERPOINT ENERGY						
		135.29	FEB NATURAL GAS AT PH#3		112360	8782239-1 FEB 2022	9601.6373		GAS
		135.29							
114702	3/24/2022		110734 CITY OF RAMSEY						
		175.00	CASH UB PMT 610929376		112381	03242022	9601.4651		WATER REVENUE
		175.00							
114703	3/24/2022		106583 DELTA DENTAL PLAN OF MINNESOTA						
		4,139.60	APRIL 2022 PREMIUMS		112377	RIS0004072235	9101.2170		DENTAL/DISABILITY/LIFE
		4,139.60							
114704	3/24/2022		106065 DIVERSIFIED TEXTURING AND ENGRAVING						
		432.00	FF PAR TAGS		112359	1445	0220.6249		MISCELLANEOUS OPER/
		432.00							
114705	3/24/2022		113540 DUSTY'S DRAIN CLEANING						
		42.75	WRONG METER SIZE		112361	03172022	9601.2082		SALES/USE TAX PAYABLI
		600.00	WRONG METER SIZE		112361	03172022	9601.4656		WATER METERS
		642.75							
114706	3/24/2022		100169 EMERGENCY APPARATUS MAINTENANCE INC						
		2,533.71	PUMP TEST FOR UNIT 560		112356	121678	0220.6388		OTHER VEHICLE REPAIR
		2,533.71							
114707	3/24/2022		115574 HEALTHPARTNERS						
		67,888.00	MAR 2022 PREMIUMS		112375	111267133	9101.2176		LIFE/HEALTH-EMPLOYEE
		67,888.00							
114708	3/24/2022		118338 HERRBOLDT, DANIEL OR CAROLYN						
		168.00	2021 FRANCHISE FEE REBATE		112382	03242022	9435.6433		REFUNDS
		168.00							

CITY OF RAMSEY
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 3/17/2022 -- 12/31/2022

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
114708	3/24/2022		118338 HERRBOLDT, DANIEL OR CAROLYN						Continued.
114709	3/24/2022		100259 LEAGUE OF MN CITIES INS TRUST						
		147.48	WC 2018 DEDUCTIBLE FEES		112383	18321	0130.6315		MISCELLANEOUS PROFE
		147.48							
114710	3/24/2022		107138 M AND G TRAILER SALES						
		3,042.94	2022 TRAILER 5JWR11017NN558449		112384	73725	9601.6281		SMALL TOOLS & MINOR I
		3,042.94							
114711	3/24/2022		100351 NCPERS GROUP LIFE INS						
		400.00	APR 2022 PREMIUM		112376	704800042022	9101.2170		DENTAL/DISABILITY/LIFE
		400.00							
114712	3/24/2022		112959 PREMIUM WATERS INC						
		7.45	WATER FOR STATION 2		112370	621332-02-22	0220.6489		OTHER CONTRACTED SI
		153.18	WATER FOR STATION 1 AND 2		112371	621331-02-22	0220.6489		OTHER CONTRACTED SI
		160.63							
114713	3/24/2022		119254 SPARK ELECTRIC						
		20.00	REFUND DUP PERMIT RA050523		112367	03112022	9101.4214		ELECTRICAL INSPECTIOI
		1.00	REFUND DUP PERMIT RA050523		112367	03112022	9101.2081		SURCHARGES-PERMITS
		21.00							
114714	3/24/2022		100459 STANDARD INSURANCE COMPANY						
		2,494.95	POLICY 7725960001 MAR LIFE INS		112385	772596001 MAR 2022	9101.2176		LIFE/HEALTH-EMPLOYEE
		2,494.95							
114715	3/24/2022		119268 US HOME LLC						
		1,500.00	REF EROS ESC 7505 160TH AVE NW		112362	032122A	9804.6433	00116793	REFUNDS
		1,500.00	REF EROS ESC 7552 159TH AVE NW		112363	032122B	9804.6433	00116984	REFUNDS
		1,500.00	REF GRADING ESC 7552 159TH AVE		112364	032122C	9252.1155.1		MANUAL-ACCOUNTS REI
		4,500.00							
114716	3/24/2022		118299 UVEGES, MATTHEW R						
		70.00	2021 FRANCHISE FEE REBATE		112387	03242022	9435.6433		REFUNDS
		70.00							
114717	3/31/2022		119278 ANDRIYCHUK, TATYANA						
		283.56	UB REF 5920 157TH LANE		112475	03312022	9601.4651		WATER REVENUE
		283.56							
114718	3/31/2022		100948 ANOKA COUNTY LICENSE CENTER						
		5,342.86	REG/PLATE #622 2022 WESTERN ST		112476	03312022	0311.6540		HEAVY MACHINERY
		5,342.86							
114719	3/31/2022		116894 BICE, CHARLES						
		560.58	UB REF 7516 163RD AVE NW		112478	03312022	9601.4651		WATER REVENUE
		560.58							
114720	3/31/2022		117923 BURNET TITLE						
		49.55	UB REF 6945 151ST AVE NW		112479	03312022	9601.4651		WATER REVENUE
		49.55							
114721	3/31/2022		100297 CENTERPOINT ENERGY						

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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
114721	3/31/2022		100297 CENTERPOINT ENERGY						Continued.
		222.88	FEB GAS CHARGES		112486	8000014064-2 FEB 2022	0311.6373		GAS
		1,089.00	FEB GAS CHARGES		112486	8000014064-2 FEB 2022	0452.6373		GAS
		222.88	FEB GAS CHARGES		112486	8000014064-2 FEB 2022	9601.6373		GAS
		222.88	FEB GAS CHARGES		112486	8000014064-2 FEB 2022	9602.6373		GAS
		222.88	FEB GAS CHARGES		112486	8000014064-2 FEB 2022	9605.6373		GAS
		<u>1,980.52</u>							
114722	3/31/2022		117280 CENTRA HOMES						
		74.79	UB REF 7294 BUNKER LAKE BLVD		112477	03312022	9601.4651		WATER REVENUE
		<u>74.79</u>							
114723	3/31/2022		110734 CITY OF RAMSEY						
		176.77	CASH UB PMT 720561		112509	03312022	9601.4651		WATER REVENUE
		<u>176.77</u>							
114724	3/31/2022		100116 CONNEXUS ENERGY						
		716.11	2/17-3/17/22 ELECTRIC USAGE		112488	759126-303107 MAR 2022	0220.6371		ELECTRIC UTILITIES
		893.56	2/17-3/17/22 ELECTRIC USAGE		112488	759126-303107 MAR 2022	0220.6371		ELECTRIC UTILITIES
		4,718.22	2/17-3/17/22 ELECTRIC USAGE		112488	759126-303107 MAR 2022	0194.6371		ELECTRIC UTILITIES
		130.86	2/17-3/17/22 ELECTRIC USAGE		112488	759126-303107 MAR 2022	0194.6371		ELECTRIC UTILITIES
		50.31	2/17-3/17/22 ELECTRIC USAGE		112488	759126-303107 MAR 2022	0194.6371		ELECTRIC UTILITIES
		71.26	2/17-3/17/22 ELECTRIC USAGE		112488	759126-303107 MAR 2022	9230.6249		MISCELLANEOUS OPER/
		3,761.54	2/17-3/17/22 ELECTRIC USAGE		112488	759126-303107 MAR 2022	9240.6371		ELECTRIC UTILITIES
		28.39	2/17-3/17/22 ELECTRIC USAGE		112488	759126-303107 MAR 2022	9410.6371	00041018	ELECTRIC UTILITIES
		348.92	2/17-3/17/22 ELECTRIC USAGE		112488	759126-303107 MAR 2022	9410.6371	00041012	ELECTRIC UTILITIES
		9,967.02	2/17-3/17/22 ELECTRIC USAGE		112489	759126-303101 MAR 2022	9603.6371		ELECTRIC UTILITIES
		803.56	MARCH ELECTRIC		112490	759126-303106 MAR 2022	0311.6371		ELECTRIC UTILITIES
		1,732.75	MARCH ELECTRIC		112490	759126-303106 MAR 2022	0452.6371		ELECTRIC UTILITIES
		790.06	MARCH ELECTRIC		112490	759126-303106 MAR 2022	9601.6371		ELECTRIC UTILITIES
		790.06	MARCH ELECTRIC		112490	759126-303106 MAR 2022	9602.6371		ELECTRIC UTILITIES
		790.06	MARCH ELECTRIC		112490	759126-303106 MAR 2022	9605.6371		ELECTRIC UTILITIES
		85.00	SIREN ELECTRIC UTILITIES		112492	759126-303095 MAR 2022	0250.6371		ELECTRIC UTILITIES
		8,674.58	ELECTRIC FOR WATER UTILITY		112493	759126-303102 MAR 2022	9601.6371		ELECTRIC UTILITIES

CITY OF RAMSEY
Council Check Register by GL
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3/17/2022 -- 12/31/2022

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
114724	3/31/2022		100116 CONNEXUS ENERGY						Continued.
		679.38	ELECTRIC FOR SEWER UTILITY		112493	759126-303102	9602.6371		ELECTRIC UTILITIES
						MAR 2022			
		61.70	ELECTRIC FOR STORM WATER UTILI		112493	759126-303102	9605.6371		ELECTRIC UTILITIES
						MAR 2022			
		<u>35,093.34</u>							
114725	3/31/2022		107733 CONNEXUS ENERGY						
		933.27	MARCH ELECTRIC FOR SIGNALS		112491	759126-303100	0260.6371		ELECTRIC UTILITIES
						MAR 2022			
		<u>933.27</u>							
114726	3/31/2022		115607 DVS						
		14.25	2006 JEEP CHK TAB RENEWAL		112441	C169001 MAR	0211.6249		MISCELLANEOUS OPER/
						2022			
		<u>2,083.22</u>	NEW SQUAD 315 TAX AND REGISTRA		112494	C169001B	0211.6550		MOTOR VEHICLES
		<u>2,097.47</u>							
114727	3/31/2022		100870 EDINA REALTY TITLE						
		<u>54.60</u>	UB REF 6934 RIVERDALE DR NW		112480	03312022	9601.4651		WATER REVENUE
		54.60							
114728	3/31/2022		111356 EXECUTIVE TITLE OF MN						
		<u>53.07</u>	UB REF 17931 VANADUM ST NW		112481	03312022	9601.4651		WATER REVENUE
		53.07							
114729	3/31/2022		119279 HASTE, DENNIS OR HOLLY						
		<u>481.00</u>	UB REF 5839 141ST LANE NW		112482	03312022	9601.4651		WATER REVENUE
		481.00							
114730	3/31/2022		115574 HEALTHPARTNERS						
		<u>67,888.00</u>	APRIL HEALTH PREMIUMS		112487	111526071	9101.2176		LIFE/HEALTH-EMPLOYEE
		67,888.00							
114731	3/31/2022		119284 HP MINNESOTA I LLC						
		<u>105.33</u>	UB REF 15477 SODIUM ST		112483	03312022	9601.4651		WATER REVENUE
		105.33							
114732	3/31/2022		119285 JOHNSON, PAT						
		<u>65.89</u>	REIMB SUPPLIES 2022 CHR TREE		112484	03312022	0194.6249		MISCELLANEOUS OPER/
		65.89							
114733	3/31/2022		119283 JUDY PFUHL TRUST AGREEMENT						
		<u>80.08</u>	UB REF 7830 156TH AVE NW		112485	03312022	9601.4651		WATER REVENUE
		80.08							
114734	3/31/2022		117377 KEUPER, SHARON						
		<u>61.33</u>	REIMB SUPPLIES 2022 CHR TREE		112495	03312022	0194.6249		MISCELLANEOUS OPER/
		61.33							
114735	3/31/2022		119276 LEE, JANICE						
		30.00	REF ROOM RENTAL -COVID CANCEL		112496	03312022	9101.4304		RENTAL FEES - REAL PR
		<u>30.00</u>	REFUND COFFEE PMT-COVID CANCEL		112496	03312022	0194.6249		MISCELLANEOUS OPER/
		60.00							
114736	3/31/2022		117259 LEGACY TITLE						

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3/17/2022 -- 12/31/2022

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
114736	3/31/2022		117259 LEGACY TITLE						Continued.
		115.96	UB REF 15311 SODIUM ST NW		112497	03312022	9601.4651		WATER REVENUE
		115.96							
114737	3/31/2022		119282 MCCALLISTER, CAMERON						
		76.54	UB REF 7285 147TH LANE NW		112498	03312022	9601.4651		WATER REVENUE
		76.54							
114738	3/31/2022		119281 ORIOLA, BUKOLA						
		66.49	UB REF 7258 147TH LANE		112499	03312022	9601.4651		WATER REVENUE
		66.49							
114739	3/31/2022		119277 PARTNERS TITLE						
		505.98	UB REF 14020 DYSPROSIUM ST		112500	03312022A	9601.4651		WATER REVENUE
		505.98							
114740	3/31/2022		119277 PARTNERS TITLE						
		94.06	UB REF 6918 139TH LANE UNIT 7		112501	03312022B	9601.4651		WATER REVENUE
		94.06							
114741	3/31/2022		117544 QUADIENT FINANCE USA INC						
		2,000.00	ACCT 7900044034448047 REFILL		112503	03312022	9101.1551		POSTAGE METER DEPOS
		2,000.00							
114742	3/31/2022		119280 STRAM, KATHERINE						
		65.61	UB REF 5120 ALPINE DRIVE		112504	03312022	9601.4651		WATER REVENUE
		65.61							
114743	3/31/2022		113038 THE TITLE GROUP						
		279.28	UB REF 5339 140TH CT NW		112505	03312022	9601.4651		WATER REVENUE
		279.28							
114744	3/31/2022		115045 TITLE NEXUS LLC						
		175.83	UB REF 6180 144TH LANE NW		112506	03312022	9601.4651		WATER REVENUE
		175.83							
114745	3/31/2022		116311 TRADEMARK TITLE SERVICES INC						
		63.22	UB REF 5660 146TH CIR NW		112507	03312022	9601.4651		WATER REVENUE
		63.22							
114746	3/31/2022		117360 WATERMARK TITLE AGENCY						
		256.25	UB REF 13939 IRONSTONE TER NW		112508	03312022	9601.4651		WATER REVENUE
		256.25							
1003579	3/18/2022		100017 AIRGAS USA, LLC						
		21.47	WELDING HELMET PARTS		112298	9123549903	0311.6229		SHOP MATERIALS
		21.47	WELDING HELMET PARTS		112298	9123549903	0452.6229		SHOP MATERIALS
		21.48	WELDING HELMET PARTS		112298	9123549903	9601.6229		SHOP MATERIALS
		64.42							
1003580	3/18/2022		100291 MET COUNCIL SAC						
		17,395.00	FEB 2022 SAC REMITTANCE		112300	03172022	9602.2083		SAC CHARGES
		173.95	FEB 2022 SAC REMIT- DISCOUNT		112300	03172022	9602.4356		SEWER AVAILABILITY CH
		17,221.05							
1003581	3/18/2022		119258 RANKIN, DAVID						

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3/17/2022 -- 12/31/2022

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
1003581	3/18/2022		119258 RANKIN, DAVID						Continued.
		158.99	REIMB SEWER CERT MEALS2/7-2/11		112305	03172022	0240.6331		TRAVEL & LODGING
		65.52	REIMB SEWER CERT MILES2/7-2/11		112305	03172022	0240.6334		MILEAGE REIMBURSEME
		224.51							
1003582	3/18/2022		100510 VERIZON WIRELESS						
		495.63	SQUADS FEB SERVICE		112290	9900827997	0211.6415		OTHER EQUIPMENT REN
		1,336.96	PD STAFF PHONES - FEB		112290	9900827997	0192.6323		CELLULAR PHONES
		1,832.59							
1003583	3/22/2022		100257 LAW ENFORCEMENT LABOR SRV INC						
		910.00			112091	0303221019382	9101.2177		UNION DUES
		910.00			112278	031722821492	9101.2177		UNION DUES
		1,820.00							
1003584	3/22/2022		100298 MN AFSCME COUNCIL 5						
		537.60			112092	0303221019383	9101.2177		UNION DUES
		591.36			112279	031722821493	9101.2177		UNION DUES
		1,128.96							
1003630	3/25/2022		115149 ADVANCED FIRST AID INC						
		184.00	DEFIB PARTS		112357	0122-1052	0194.6249		MISCELLANEOUS OPER/
		184.00							
1003631	3/25/2022		116114 AVESIS THIRD PARTY ADMINISTRATORS						
		206.31	APRIL 2022 PREMIUMS		112378	2848239	9101.2170		DENTAL/DISABILITY/LIFE
		206.31							
1003632	3/25/2022		119266 EARLE M JORGENSEN CO (DBA EMJ)						
		158.00	STEEL FOR WOOD STORAGE		112374	Z611301462	0452.6249		MISCELLANEOUS OPER/
		158.00	STEEL FOR WOOD STORAGE		112374	Z611301462	0311.6249		MISCELLANEOUS OPER/
		1,210.72	STEEL		112374	Z611301462	0260.6249		MISCELLANEOUS OPER/
		8,358.54	PALLET & RAILING STEEL		112374	Z611301462	9438.6249		MISCELLANEOUS OPER/
		563.75	STEEL FOR WOOD STORAGE		112374	Z611301462	9601.6249		MISCELLANEOUS OPER/
		10,449.01							
1003633	3/25/2022		100284 MENARDS ELK RIVER						
		85.97	SUPPLIES FOR WATER DEPARTMENT		112365	48149	9601.6249		MISCELLANEOUS OPER/
		129.34	SUPPLIES FOR WATER DEPARTMENT		112366	48405	9601.6249		MISCELLANEOUS OPER/
		120.79	TOOLS FOR UTILITY DEPT		112372	47852	9601.6281		SMALL TOOLS & MINOR I
		336.10							
1003634	3/25/2022		115375 MUTT MITT						
		4,599.15	DOG WASTE BAGS		112379	459730	0452.6249		MISCELLANEOUS OPER/
		4,599.15							
1003635	3/25/2022		114486 SUN LIFE ASSURANCE COMPANY OF CANADA						
		397.89	MAR NON VOL LTD		112380	237724 MAR 2022	9101.2170		DENTAL/DISABILITY/LIFE
		481.57	MAR VOL LTD		112380	237724 MAR 2022	9101.2170		DENTAL/DISABILITY/LIFE
		13.30	DEC 2021 COBRA LIFE		112380	237724 MAR 2022	9101.2170		DENTAL/DISABILITY/LIFE
		892.76							
1003636	3/25/2022		116702 TORSETH, JEMMA						
		39.98	REIMB FOR STOLP RETIREMT CAKE		112386	03242022	0211.6249		MISCELLANEOUS OPER/
		39.98							

CITY OF RAMSEY
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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
1003637	3/25/2022		100510 VERIZON WIRELESS						Continued.
		45.10	FEB DATA FOR LIFT STATION		112369	9900793701	9602.6323		CELLULAR PHONES
		2,429.60	FEB CITY CELL PHONES		112373	9901426055	0192.6323		CELLULAR PHONES
		2,474.70							
1003638	4/1/2022		115841 PULLAR, ROBERT						
		14.45	REIMB MEAL-FIRST RESP TRAINING		112502	03312022	0211.6331		TRAVEL & LODGING
		14.45							
96031822	3/18/2022		107962 TOTAL ADMINISTRATIVE SERVICE CORP						
		1,511.38			112273	0317228214910	9101.2176		LIFE/HEALTH-EMPLOYEE
		1,511.38							
97031822	3/18/2022		118579 ND CHILD SUPPORT DIVISION						
		287.08			112277	0317228214914	9101.2185		GARNISHMENTS/SUPPO
		287.08							
98031822	3/18/2022		115568 ALERUS FINANCIAL NA						
		5,199.73			112276	0317228214913	9101.2176		LIFE/HEALTH-EMPLOYEE
		5,199.73							
98040122	4/1/2022		115568 ALERUS FINANCIAL NA						
		6,195.74			112514	03312213113313	9101.2176		LIFE/HEALTH-EMPLOYEE
		6,195.74							
99031822	3/18/2022		100219 HOME DEPOT COMMERCIAL ACCT PROGRAM						
		917.94	MARCH 2022 PURCHASES		112311	03022022A	0452.6281		SMALL TOOLS & MINOR I
		18.36	EARLY PAY DISCOUNT		112311	03022022A	0452.6281		SMALL TOOLS & MINOR I
		39.66	MARCH 2022 PURCHASES		112312	03162022A	0194.6259		BUILDING MAINT/REPAIR
		.79	EARLY PAY DISCOUNT		112312	03162022A	0194.6259		BUILDING MAINT/REPAIR
		229.00	MARCH PURCHASES		112313	03162022B	0220.6281		SMALL TOOLS & MINOR I
		4.58	EARLY PAY DISCOUNT		112313	03162022B	0220.6281		SMALL TOOLS & MINOR I
		16.92	MARCH PURCHASES		112314	03022022B	0194.6259		BUILDING MAINT/REPAIR
		.34	EARLY PAY DISCOUNT		112314	03022022B	0194.6259		BUILDING MAINT/REPAIR
		1,179.45							
99040122	4/1/2022		107962 TOTAL ADMINISTRATIVE SERVICE CORP						
		1,511.38			112511	03312213113310	9101.2176		LIFE/HEALTH-EMPLOYEE
		1,511.38							
99220401	4/1/2022		118579 ND CHILD SUPPORT DIVISION						
		287.08			112515	03312213113314	9101.2185		GARNISHMENTS/SUPPO
		287.08							
99393632	3/18/2022		100601 MN DEPT OF REV WH						
		148.83			112176	0314221154171	9101.2172		STATE WITHHOLDING
		50.00			112182	0315221030363	9101.2172		STATE WITHHOLDING
		13,059.55			112282	031722821496	9101.2172		STATE WITHHOLDING
		13,258.38							
99520470	3/18/2022		101306 IRS						
		161.00			112177	0314221154172	9101.2171		FEDERAL WITHHOLDING
		1,279.98			112178	0314221154173	9101.2173		FICA & MEDICARE-EMPL
		1,279.98			112179	0314221154174	9101.2182		FICA & MEDICARE-EMPL
		398.09			112183	0315221030364	9101.2171		FEDERAL WITHHOLDING
		266.76			112184	0315221030365	9101.2173		FICA & MEDICARE-EMPL

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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
99520470	3/18/2022		101306 IRS						Continued.
		266.76			112185	0315221030366	9101.2182		FICA & MEDICARE-EMPL
		28,295.36			112283	031722821497	9101.2171		FEDERAL WITHHOLDING
		16,002.13			112284	031722821498	9101.2173		FICA & MEDICARE-EMPL
		16,002.13			112285	031722821499	9101.2182		FICA & MEDICARE-EMPL
		<u>63,952.19</u>							
99604640	4/1/2022		100601 MN DEPT OF REV WH						
		12,216.40			112520	0331221311336	9101.2172		STATE WITHHOLDING
		<u>12,216.40</u>							
99612765	3/18/2022		114790 GREAT WEST LIFE AND ANNUITY INS CO						
		11,516.10			112274	0317228214911	9101.2175		DEFERRED COMPENSAT
		<u>11,516.10</u>							
99613367	3/18/2022		114790 GREAT WEST LIFE AND ANNUITY INS CO						
		3,996.11			112275	0317228214912	9101.2176		LIFE/HEALTH-EMPLOYEE
		<u>3,996.11</u>							
99644963	3/18/2022		100398 PUBLIC EMPLOYEES RETIREMENT ASSN						
		108.33			112180	0315221030361	9101.2174		PERA-EMPLOYEE
		108.33			112181	0315221030362	9101.2183		PERA-EMPLOYER
		25,888.12			112280	031722821494	9101.2174		PERA-EMPLOYEE
		34,788.77			112281	031722821495	9101.2183		PERA-EMPLOYER
		<u>60,893.55</u>							
99646684	4/1/2022		100398 PUBLIC EMPLOYEES RETIREMENT ASSN						
		25,626.32			112518	0331221311334	9101.2174		PERA-EMPLOYEE
		34,488.37			112519	0331221311335	9101.2183		PERA-EMPLOYER
		<u>60,114.69</u>							
99694993	4/1/2022		101306 IRS						
		26,185.13			112521	0331221311337	9101.2171		FEDERAL WITHHOLDING
		14,936.56			112522	0331221311338	9101.2173		FICA & MEDICARE-EMPL
		14,936.56			112523	0331221311339	9101.2182		FICA & MEDICARE-EMPL
		<u>56,058.25</u>							
99713946	3/18/2022		100223 ICMA RETIREMENT TRUST 457						
		1,913.61			112272	031722821491	9101.2175		DEFERRED COMPENSAT
		<u>1,913.61</u>							
99722044	4/1/2022		100223 ICMA RETIREMENT TRUST 457						
		1,763.61			112510	0331221311331	9101.2175		DEFERRED COMPENSAT
		<u>1,763.61</u>							
99967152	4/1/2022		114790 GREAT WEST LIFE AND ANNUITY INS CO						
		11,516.10			112512	03312213113311	9101.2175		DEFERRED COMPENSAT
		<u>11,516.10</u>							
99969701	4/1/2022		114790 GREAT WEST LIFE AND ANNUITY INS CO						
		3,994.05			112513	03312213113312	9101.2176		LIFE/HEALTH-EMPLOYEE
		<u>3,994.05</u>							
		<u>1,052,805.72</u>	Grand Total						
								<u>Payment Instrument Totals</u>	
					Checks				693,952.85

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<u>Check #</u>	<u>Date</u>	<u>Amount</u>	<u>Supplier / Explanation</u>	<u>PO #</u>	<u>Doc No</u>	<u>Inv No</u>	<u>Account No</u>	<u>Subledger</u>	<u>Account Description</u>
		1,052,805.72	Grand Total						
							<u>Payment Instrument Totals</u>		
							Checks	693,952.85	
							EFT Payments	317,364.88	
							A/P ACH Payment	41,487.99	
							Total Payments	1,052,805.72	

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CITY OF RAMSEY
Create Payment Control Groups

Payment Group Control Number 3384
 Bank Account 999.1010 CASH IN BANK 00002224
 Version LOGIS004V
 Originator TOAKES
 Payment Instrument Check Payment
 Pay Through Date 12/31/2022

Payee		Stub	Document				Due	Invoice	Payment
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount
115549	3SI SECURITY SYSTEMS INC	CUST ID G13490	PV	112577	001	00999	3/31/2022	#INV994770	709.00
	3SI SECURITY SYSTEMS INC								Summary Total 709.00
	101 LINDENWOOD DR SUITE 200								
	MALVERN PA 19355								Payment Amount 709.00
119294	ADAMS, DANIEL	WATER REBATE PROGRAM	PV	112588	001	00999	4/4/2022	040422	180.00
	DANIEL ADAMS								Summary Total 180.00
	6090 145TH LANE NW								
	RAMSEY MN 55303								Payment Amount 180.00
119144	ADVANCED ENGINEERING AND ENV SERV (AE2S)	PROJECT P05434-2020-002	PV	112444	001	00999	3/14/2022	79495	84,638.42
	ADVANCED ENGINEERING AND ENV SERV (AE2S)								Summary Total 84,638.42
	SUITE 200								
	4050 GARDEN VIEW DRIVE								
	GRAND FORKS ND 58201								Payment Amount 84,638.42
118419	ADVANCED POWER SERVICES INC		PV	112578	001	00999	3/29/2022	3492	605.00
	ADVANCED POWER SERVICES INC								Summary Total 605.00
	16450 WOODSVIEW LANE								
	CARVER MN 55315								Payment Amount 605.00
117052	ALWAYS SECURE ALARM PROTECTION INC	Prop Mgmt 6701 Hwy 10	PV	112474	001	00999	3/24/2022	006916	219.90
	ALWAYS SECURE ALARM PROTECTION INC								Summary Total 219.90
	P O BOX 17237								
	MINNEAPOLIS MN 55417								Payment Amount 219.90
102953	AMERIGAS OF ANOKA	ACCT 201398670	PV	112333	001	00999	2/28/2022	805311233	102.53
	AMERIGAS OF ANOKA								Summary Total 102.53
	P O BOX 660288								
	DALLAS TX 75266-0288								Payment Amount 102.53

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 Bank Account 999.1010 CASH IN BANK 00002224
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 Payment Instrument Check Payment
 Pay Through Date 12/31/2022

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Document Item	Document Co	Due Date	Invoice Number	Payment Amount	
									Summary Total	219.00
		55303RPD	PV	112424	001	00999	3/22/2022	290900		18.00
									Summary Total	18.00
		55303RFD	PV	112445	001	00999	3/22/2022	290960		72.50
									Summary Total	72.50
		55303RPD	PV	112446	001	00999	3/23/2022	291019		36.00
									Summary Total	36.00
		55303RFD	PV	112473	001	00999	3/25/2022	291229		14.85
									Summary Total	14.85
		55303RPD	PV	112525	001	00999	3/28/2022	291340		49.00
									Summary Total	49.00
		55303RPD	PV	112526	001	00999	3/28/2022	291256		164.95
									Summary Total	164.95
		55303RPD	PV	112543	001	00999	3/29/2022	291450		285.85
									Summary Total	285.85
		55303RPD	PV	112544	001	00999	3/30/2022	291527		83.85
									Summary Total	83.85
		55303RPD	PV	112580	001	00999	3/31/2022	291602		61.10
									Summary Total	61.10
		55303RPD	PV	112586	001	00999	4/1/2022	291632		944.00
									Summary Total	944.00
									Payment Amount	6,706.95
119261	BERGMAN, LARRY	REBATE PROGRAM APPLICATION	PV	112325	001	00999	3/18/2022	041222		400.00
	LARRY BERGMAN 14211 BARIUM STREET NW RAMSEY MN 55303								Summary Total	400.00
									Payment Amount	400.00
108513	BLAINE LOCK AND SAFE INC	CUST RAMCI5543	PV	112326	001	00999	3/15/2022	27305		535.00
	BLAINE LOCK AND SAFE INC 10136 SUNSET AVENUE BLAINE MN 55014								Summary Total	535.00
		CUST RAMCI5543	PV	112427	001	00999	3/21/2022	27310		1,092.00
									Summary Total	1,092.00
									Payment Amount	1,627.00
100086	BLUE VELVET INC		PV	112552	001	00999	3/22/2022	143		149.75

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Payment Group Control Number 3384
 Bank Account 999.1010 CASH IN BANK 00002224
 Version LOGIS004V
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 Payment Instrument Check Payment
 Pay Through Date 12/31/2022

Payee	Stub	Document	Due	Invoice	Payment				
Number	Name / Mailing Address	Message	Ty	Number	Item	Co	Date	Number	Amount
	BLUE VELVET INC							Summary Total	149.75
	14101 ST FRANCIS BLVD NW								
	RAMSEY MN 55303							Payment Amount	149.75
119257	BUYUKUYSAL, JENNIFER	WATER REBATE APPLICATION	PV	112327	001	00999	3/16/2022	032522	200.00
	JENNIFER BUYUKUYSAL							Summary Total	200.00
	15366 IODINE STREET NW								
	RAMSEY MN 55303							Payment Amount	200.00
114451	COMPASS MINERALS		PV	112339	001	00999	3/2/2022	966502	3,534.28
	COMPASS MINERALS							Summary Total	3,534.28
	P O BOX 277043								
	ATLANTA GA 30384-7043							Payment Amount	3,534.28
104267	ELITE SANITATION		PV	112347	001	00999	3/9/2022	28493	166.00
	ELITE SANITATION							Summary Total	166.00
	PO BOX 526								
	ELK RIVER MN 55330							Payment Amount	166.00
100993	EMBEDDED SYSTEMS, INC		PV	112561	001	00999	3/24/2022	344332	1,020.00
	EMBEDDED SYSTEMS, INC							Summary Total	1,020.00
	11931 HWY #65 NE								
	BLAINE MN 55434							Payment Amount	1,020.00
100169	EMERGENCY APPARATUS MAINTENANCE INC		PV	112350	001	00999	3/9/2022	121415	15,197.82
	EMERGENCY APPARATUS MAINTENANCE INC							Summary Total	15,197.82
	7512 4TH AVENUE		PV	112468	001	00999	3/22/2022	122464	1,872.77
	LINO LAKES MN 55014							Summary Total	1,872.77
			PV	112469	001	00999	3/22/2022	122563	1,085.09
								Summary Total	1,085.09
								Payment Amount	18,155.68

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CITY OF RAMSEY
Create Payment Control Groups

Payment Group Control Number 3384
 Bank Account 999,1010 CASH IN BANK 00002224
 Version LOGIS004V
 Originator TOAKES
 Payment Instrument Check Payment
 Pay Through Date 12/31/2022

Number	Payee Name / Mailing Address	Stub Message	Ty	Document Number	Item	Co	Due Date	Invoice Number	Payment Amount
115230	ESCAPE FIRE PROTECTION LLC	6701 Hwy 10 Fire Inspection	PV	112558	001	00999	3/31/2022	43334	420.00
	ESCAPE FIRE PROTECTION LLC 3000 CENTERVILLE ROAD LITTLE CANADA MN 55117								Summary Total 420.00
									Payment Amount 420.00
100143	FERGUSON WATERWORKS # 2518	CUST 24740	PV	112349	001	00999	3/17/2022	0490274	303.60
	FERGUSON WATERWORKS 2516 P O BOX 802817 CHICAGO IL 60680-2817	CUST 24741	PV	112436	001	00999	3/17/2022	0490278	Summary Total 303.60 6,553.44
		CUST 24740	PV	112531	001	00999	3/23/2022	0490723	Summary Total 6,553.44 88.82
		CUST 24741	PV	112581	001	00999	3/25/2022	0489835	Summary Total 88.82 982.48
		CUST 24741	PV	112582	001	00999	3/30/2022	0489061	Summary Total 982.48 1,875.11
		CUST 204239	PV	112596	001	00999	3/30/2022	9199972	Summary Total 1,875.11 322.76
									Summary Total 322.76 Payment Amount 10,126.21
110760	FIRE SAFETY USA, INC		PV	112351	001	00999	3/11/2022	156487	1,066.75
	FIRE SAFETY USA, INC 3253 19TH STREET NW ROCHESTER MN 55901								Summary Total 1,066.75
									Payment Amount 1,066.75
110388	FRATTALLONE'S ACE HARDWARE STORES	CUST 631031	PV	112352	001	00999	3/17/2022	044470/J	32.28
	FRATTALLONE'S ACE HARDWARE STORES 1203 COUNTY ROAD E WEST ARDEN HILLS MN 55112-3738	CUST 631031	PV	112593	001	00999	4/1/2022	A06719/J	Summary Total 32.28 53.80
									Summary Total 53.80 Payment Amount 86.08
100814	HACH COMPANY	ACCT 273129	PV	112532	001	00999	3/24/2022	12947428	572.22
	HACH COMPANY								Summary Total 572.22

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CITY OF RAMSEY
Create Payment Control Groups

Payment Group Control Number 3384
 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	Item	Co	Due Date	Invoice Number	Payment Amount
	2207 COLLECTIONS CENTER DR CHICAGO IL 60693								572.22
									Payment Amount
112160	HOLIDAY COMPANIES		PV	112583	001	00999	4/1/2022	046801042200	221.00
	HOLIDAY COMPANIES 4567 AMERICAN BLVD W BLOOMINGTON MN 55437								Summary Total
									221.00
									Payment Amount
									221.00
119271	HOLOSUN TECHNOLOGIES INC		PV	112453	001	00999	3/23/2022	81626	1,391.12
	HOLOSUN TECHNOLOGIES INC 821 ECHELON COURT CITY OF INDUSTRY CA 91744								Summary Total
									1,391.12
									Payment Amount
									1,391.12
106719	INTEREUM INC	ORDER 82862	PV	112597	001	00999	4/1/2022	186603	578.04
	INTEREUM INC 9800 8TH AVENUE NORTH PLYMOUTH MN 55441								Summary Total
									578.04
									Payment Amount
									578.04
100256	LANO EQUIPMENT INC		PV	112565	001	00999	3/30/2022	02-901088	51.61
	LANO EQUIPMENT INC 6140 HIGHWAY 10 NW ANOKA MN 55303								Summary Total
									51.61
									Payment Amount
									51.61
100259	LEAGUE OF MN CITIES INS TRUST	CLAIM 64824, AGREEMT 1001389	PV	112533	001	00999	2/1/2022	18470	399.95
	LEAGUE OF MN CITIES INS TRUST C/O BERKLEY RISK SERVICES INC P O BOX 581517 MINNEAPOLIS MN 55458-1517								Summary Total
									399.95
									Payment Amount
									399.95
100259	LEAGUE OF MN CITIES INS TRUST	CLAIM 461329, AGREEMT 1001389	PV	112534	001	00999	2/1/2022	18504	893.08

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Payee	Stub	Document	Due	Invoice	Payment			
Number	Name / Mailing Address	Ty	Number	Item	Co	Date	Number	Amount
119286	MESSER, TODD WILLIAM	PV	112584	001	00999	3/29/2022	03292022	490.00
	TODD WILLIAM MESSER						Summary Total	490.00
	531 KIMBALL STREET NE						Payment Amount	490.00
	FRIDLEY MN 55432							
108208	METRO PRODUCTS INC	PV	112398	001	00999	3/9/2022	165446	178.25
	METRO PRODUCTS INC						Summary Total	178.25
	7401 CENTRAL AVENUE NE	PV	112399	001	00999	3/9/2022	165445	1,028.80
	FRIDLEY MN 55432						Summary Total	1,028.80
		PV	112400	001	00999	3/16/2022	165577	43.06
							Summary Total	43.06
		PD	112442	001	00999	4/13/2022	11459	178.25-
							Summary Total	178.25-
		PV	112456	001	00999	3/16/2022	165559	13.95
							Summary Total	13.95
		PV	112470	001	00999	3/24/2022	165727	600.00
							Summary Total	600.00
		PV	112545	001	00999	3/23/2022	165690	566.50
							Summary Total	566.50
							Payment Amount	2,252.31
118388	MITCHELL 1	PV	112563	001	00999	3/21/2022	IB27322257	80.00
	MITCHELL 1						Summary Total	80.00
	25029 NETWORK PLACE						Payment Amount	80.00
	CHICAGO IL 60673-1250							
100345	NAPA AUTO PARTS ELK RIVER	PV	112396	001	00999	3/15/2022	153439	246.12
	NAPA AUTO PARTS ELK RIVER						Summary Total	246.12
	17137 YALE STREET NW	PD	112443	001	00999	4/13/2022	153500	29.44-
	P O BOX 1041						Summary Total	29.44-
	ELK RIVER MN 55330	PV	112463	001	00999	3/24/2022	154614	28.93
							Summary Total	28.93
		PV	112464	001	00999	3/23/2022	154575	6.08
							Summary Total	6.08
		PD	112590	001	00999	4/13/2022	154626	214.96-

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Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number Number	Itm	Co	Due Date	Invoice Number	Payment Amount
Summary Total									214.96-
Payment Amount									36.73
115543	NATURAL ENDEAVORS LANDSCAPING INC	6701 Hwy 10 Snow Plow	PV	112574	001	00999	4/1/2022	1901 MAR	246.25
Summary Total									246.25
Payment Amount									246.25
117595	QUADIENT LEASING USA INC	LEASE NO N21071143	PV	112540	001	00999	3/12/2022	N9318149	474.36
Summary Total									474.36
Payment Amount									474.36
118921	SHRED RIGHT	CUST 62041	PV	112438	001	00999	3/3/2022	570578	15.00
Summary Total									15.00
Payment Amount									15.00
111522	SIGNATION SIGN GROUP	PROJECT 16328	PV	112413	001	00999	3/14/2022	16328-D	8,290.00
Summary Total									8,290.00
Payment Amount									8,290.00
114151	TASC (FEES)	TASC ID 4106-0579-1547	PV	112539	001	00999	3/18/2022	IN2342370	235.00
Summary Total									235.00
TASC CLIENT INVOICES	TASC ID 4106-0579-1547	PV	112567	001	00999	3/20/2022	IN2342412	133.25	
Summary Total									133.25
Payment Amount									368.25
P O BOX 88278 MILWAUKEE WI 53288-0001									

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Payee	Stub	Document	Due	Invoice	Payment			
Number	Name / Mailing Address	Ty	Number	Item	Co	Date	Number	Amount
119267	TJ OFFICE FURNITURE	PV	112576	001	00999	3/31/2022	2494	10,519.62
	TJ OFFICE FURNITURE							Summary Total 10,519.62
	17200 MEDINA ROAD SUITE 600							
	PLYMOUTH MN 55447							Payment Amount 10,519.62
113367	TRAFFIC LOGIX CORPORATION	PV	112570	001	00999	3/28/2022	SIN15501	1,000.00
	TRAFFIC LOGIX CORPORATION							Summary Total 1,000.00
	3 HARRIET LANE							
	SPRING VALLEY NY 10977							Payment Amount 1,000.00
116724	TRI STATE BOBCAT	PV	112461	001	00999	3/22/2022	A01123	254.42
	TRI STATE BOBCAT							Summary Total 254.42
	1200 HIGHWAY 13 EAST							
	BURNSVILLE MN 55337							Payment Amount 254.42
119295	WALYTKA, SUZANNE OR JOSEPH	PV	112589	001	00999	4/4/2022	040422	152.10
	SUZANNE OR JOSEPH WALYTKA							Summary Total 152.10
	15561 YAKIMA COURT NW							
	RAMSEY MN 55303							Payment Amount 152.10
100822	WARGO NATURE CENTER	PV	112459	001	00999	3/22/2022	223	50.00
	WARGO NATURE CENTER							Summary Total 50.00
	7701 MAIN STREET							
	LINO LAKES MN 55038							Payment Amount 50.00
100529	WENDELL'S INC	PV	112571	001	00999	3/25/2022	2671138	46.71
	WENDELL'S INC							Summary Total 46.71
	6601 BUNKER LAKE BLVD	PV	112572	001	00999	3/31/2022	2673514	11.68
	PO BOX 458							Summary Total 11.68
	RAMSEY MN 55303-0458							Payment Amount 58.39

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..... Payee	Stub	.. Document	Due	Invoice	Payment
Number Name / Mailing Address	Message	Ty Number Itm Co	Date	Number	Amount
Total Amount to be Processed					181,153.78
Total Number of Payments to be Processed					47

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Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
100017	AIRGAS USA, LLC	PAYER 2030987	PV	112524	001	00999	3/24/2022	9124042089	17.07
	AIRGAS USA LLC							Summary Total	17.07
	P O BOX 734445	PAYER 2030987	PV	112548	001	00999	3/31/2022	9987079015	33.89
	CHICAGO IL 60673-4445							Summary Total	33.89
		PAYER 2030987	PV	112549	001	00999	4/1/2022	9987726233	95.50
								Summary Total	95.50
								Payment Amount	146.46
100625	ALEX AIR APPARATUS INC		PV	112550	001	00999	3/23/2022	5264	894.44
	ALEX AIR APPARATUS INC							Summary Total	894.44
	11897 COUNTY ROAD 87		PV	112551	001	00999	3/23/2022	5258	956.44
	SE							Summary Total	956.44
	ALEXANDRIA MN 56308							Payment Amount	1,850.88
117343	AMAZON CAPITAL SERVICES INC	ACCT A3VYUQ4FSATYMN	PV	112335	001	00999	3/21/2022	1KY1-Q4KL-CP44	94.85
	AMAZON CAPITAL SERVICES INC							Summary Total	94.85
	PO BOX 035184	ACCT A3VYUQ4FSATYMN	PV	112406	001	00999	3/21/2022	1MPR-GJMD-G7GX	97.90
	SEATTLE WA 98124-5184							Summary Total	97.90
		ACCT A3VYUQ4FSATYMN	PV	112414	001	00999	3/21/2022	1T6G-4MXD-DCH1	252.32
								Summary Total	252.32
		ACCT A3VYUQ4FSATYMN	PV	112579	001	00999	4/4/2022	1KXX-H4YF-LHW7	143.74
								Summary Total	143.74
		ACCT A3VYUQ4FSATYMN	PV	112598	001	00999	4/4/2022	1VP6-6VNJ-MTT9	356.47
								Summary Total	356.47
								Payment Amount	945.28
109256	AMERICAN ENGINEERING TESTING INC	P-0008445-RAMSEY WTP	PV	112447	001	00999	3/24/2022	INV-062982	10,250.00
	AMERICAN ENGINEERING TESTING INC							Summary Total	10,250.00
	550 CLEVELAND AVENUE NORTH							Payment Amount	10,250.00
	ST. PAUL MN 55114								
107587	ANOKA COUNTY TREASURY DEPARTMENT	CUST 130878	PV	112415	001	00999	3/17/2022	AR019604	99.75
	ANOKA COUNTY TREASURY DEPARTMENT							Summary Total	99.75

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Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
2100	THIRD AVENUE	CUST 130878	PV	112418	001	00999	3/17/2022	B220316M	492.00
	ANOKA MN 55303								Summary Total 492.00
									Payment Amount 591.75
115723	AVOLVE SOFTWARE CORP	CUST ID CR003	PV	112425	001	00999	3/15/2022	6849	15,890.75
	AVOLVE SOFTWARE CORP								Summary Total 15,890.75
	4835 E CACTUS ROAD SUITE 420								Payment Amount 15,890.75
	SCOTTSDALE AZ 85254								
101084	BATTERIES PLUS BULBS		PV	112334	001	00999	3/18/2022	P49864106	115.37
	BATTERIES PLUS BULBS								Summary Total 115.37
	138 SOUTH DALE MABRY HWY								Payment Amount 115.37
	TAMPA FL 33609								
116848	BAYCOM INC	CUST 40676	PV	112426	001	00999	3/15/2022	EQUIPINV_037161	229.00
	BAYCOM INC								Summary Total 229.00
	PO BOX 88013								Payment Amount 229.00
	MILWAUKEE WI 53288-8013								
100647	BOLTON AND MENK INC	PROJECT 0R1.126666, CLIENT RAM	PV	112407	001	00999	3/15/2022	0285747	1,745.00
	BOLTON AND MENK INC								Summary Total 1,745.00
	1960 PREMIER DRIVE	PROJ # 0R1.125907, CLIENT RAMS	PV	112429	001	00999	3/15/2022	0285745	46,526.14
	MANKATO MN 56001-5900								Summary Total 46,526.14
		PROJ # 0R1.125908/ CLIENT RAMS	PV	112430	001	00999	3/15/2022	0285744	25,979.00
									Summary Total 25,979.00
		PROJECT 0R1.124986,CLIENT RAMS	PV	112431	001	00999	3/15/2022	0285743	175.00
									Summary Total 175.00
		PROJECT 0R1.124017 CLIENT RAMS	PV	112449	001	00999	3/15/2022	0285742	990.00
									Summary Total 990.00
									Payment Amount 75,415.14

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Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
103641	BOYER TRUCKS ROGERS	CUST 7645	PV	112328	001	00999	3/11/2022	003P18794	115.46
	BOYER TRUCKS			Summary Total					115.46
	P O BOX 18338	CUST 7645	PV	112329	001	00999	3/14/2022	003S4491	1,000.24
	MINNEAPOLIS MN 55418			Summary Total					1,000.24
		CUST 7645	PV	112340	001	00999	3/21/2022	003P19146	12.95
				Summary Total					12.95
		CUST 7645	PV	112341	001	00999	3/21/2022	003P19138	753.26
				Summary Total					753.26
		CUST 7645	PV	112408	001	00999	3/22/2022	003P19205	77.54
				Summary Total					77.54
		CUST 7645	PV	112409	001	00999	3/22/2022	003P19209	30.00
				Summary Total					30.00
		CUST 7645	PV	112448	001	00999	3/22/2022	003S4340	9,983.20
				Summary Total					9,983.20
				Payment Amount					11,972.65
103975	BROZAK, LUANN		PV	112527	001	00999	3/10/2022	1011	600.00
	LUANN BROZAK			Summary Total					600.00
	18790 GARNET STREET NW			Payment Amount					600.00
	ANOKA MN 55303								
116845	CADY BUSINESS TECHNOLOGIES INC		PV	112405	001	00999	3/17/2022	51531	6,040.56
	CADY BUSINESS TECHNOLOGIES INC			Summary Total					6,040.56
	3030 HARBOR LANE SUITE 104			Payment Amount					6,040.56
	PLYMOUTH MN 55447								
116439	CANTEEN VENDING (COMPASS GROUP NAD)	ACCT 3934/001/00001	PV	112528	001	00999	3/28/2022	MSP41359	281.14
	CANTEEN VENDING			Summary Total					281.14
	P O BOX 91337			Payment Amount					281.14
	CHICAGO IL 60693-1337								
112019	CENTRAL HYDRAULICS INC		PV	112330	001	00999	3/7/2022	74415	258.95

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Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount	
CENTRAL HYDRAULICS INC 21877 INDUSTRIAL COURT ROGERS MN 55374									Summary Total	258.95
									Payment Amount	258.95
116197	CINTAS CORPORATION	payer #12455483	PV	112331	001	00999	3/11/2022	4113143289	16.56	
CINTAS CORPORATION CINTAS LOC #4K									Summary Total	16.56
		PAYER# 12455017	PV	112332	001	00999	3/11/2022	4113143280	38.85	
P O BOX 650838 DALLAS TX 75265-0838									Summary Total	38.85
		payer #12455483	PV	112337	001	00999	3/17/2022	4113700578	13.20	
PAYER # 12455017									Summary Total	13.20
			PV	112338	001	00999	3/18/2022	4113832429	33.75	
PAYER# 12455017									Summary Total	33.75
			PV	112472	001	00999	3/25/2022	4114518867	58.05	
PAYER# 12455017									Summary Total	58.05
			PV	112553	001	00999	4/1/2022	4115206613	33.75	
PAYER# 12455017									Summary Total	33.75
									Payment Amount	194.16
115896	CIVICPLUS INC		PV	112404	001	00999	3/15/2022	#223090	1,500.00	
CIVIC PLUS P O BOX 1572 MANHATTAN KS 66505									Summary Total	1,500.00
									Payment Amount	1,500.00
100134	CUTTER SALES INC	ORDER 149237	PV	112343	001	00999	3/11/2022	156398	72.33	
CUTTER SALES INC 8844 ZEALAND AVENUE NORTH									Summary Total	72.33
			PV	112594	001	00999	3/31/2022	156775	140.99	
BROOKLYN PARK MN 55445									Summary Total	140.99
			PV	112595	001	00999	3/31/2022	156774	39.13	
BROOKLYN PARK MN 55445									Summary Total	39.13
									Payment Amount	252.45
111818	DEANO'S COLLISION SPECIALISTS INC		PV	112471	001	00999	3/24/2022	61703	1,492.13	
DEANO'S COLLISION SPECIALISTS INC 11063 173RD AVENUE ELK RIVER MN 55330									Summary Total	1,492.13

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Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount						
Payment Amount									1,492.13						
113306	DEFINITIVE TECHNOLOGY SOLUTIONS INC	ACCT C013	PV	112450	001	00999	3/22/2022	INV233503	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	112342	001	00999	3/14/2022	88395	3,555.00						
DEHN OIL COMPANY 6735 141ST AVENUE NW RAMSEY MN 55303									Summary Total	3,555.00					
ACCT 63040029									PV	112410	001	00999	3/21/2022	88636	3,495.00
ACCT 63040029									PV	112411	001	00999	3/21/2022	88637	3,775.50
ACCT 63040029									PV	112554	001	00999	3/30/2022	88673	3,455.00
Payment Amount									14,280.50						
117344	DINGES FIRE COMPANY	CUST ID 12736	PV	112344	001	00999	3/15/2022	27004	352.80						
DINGES FIRE COMPANY 243 E. MAIN STREET AMBOY IL 61310									Summary Total	352.80					
Payment Amount									352.80						
101185	DO ALL PRINTING COM INC		PV	112428	001	00999	3/17/2022	54145	87.00						
DO ALL PRINTING COM INC 6360 HIGHWAY 10 NW RAMSEY MN 55303									Summary Total	87.00					
Payment Amount									87.00						
118116	DTN LLC	ACCT 2554576	PV	112557	001	00999	4/1/2022	6104827	400.00						
DTN LLC 18205 CAPITOL AVENUE SUITE 100 OMAHA NE 68022									Summary Total	400.00					
Payment Amount									400.00						

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Payee Number	Name / Mailing Address	Stub Message	Document Ty Number Itm Co	Due Date	Invoice Number	Payment Amount
100158	ECM PUBLISHERS INC	ACUBK 116, DISTRIBUTOR ID 454	PV 112345 001 00999	3/1/2022	26276	14.25
	ECM PUBLISHERS INC		Summary Total			14.25
	4095 COON RAPIDS BLVD	ACCT 370702	PV 112346 001 00999	3/13/2022	881632	619.40
	COON RAPIDS MN 55433		Summary Total			619.40
		ACCT 370702	PV 112432 001 00999	3/11/2022	881340	96.75
			Summary Total			96.75
		ACCT 370702	PV 112433 001 00999	3/11/2022	881339	86.00
			Summary Total			86.00
		ACCT 370702	PV 112434 001 00999	3/11/2022	881338	86.00
			Summary Total			86.00
		ACCT 370702	PV 112435 001 00999	3/11/2022	881337	118.25
			Summary Total			118.25
		ACCT 370702	PV 112529 001 00999	3/20/2022	882631	274.60
			Summary Total			274.60
		ACCT 370702	PV 112555 001 00999	3/25/2022	883395	86.00
			Summary Total			86.00
		ACCT 370702	PV 112556 001 00999	3/25/2022	883396	64.50
			Summary Total			64.50
		ACCT 370702	PV 112600 001 00999	3/27/2022	883792	344.80
			Summary Total			344.80
			Payment Amount			1,790.55
114680	ELECTRICAL PRODUCTION SERVICES INC		PV 112403 001 00999	3/17/2022	7950	195.00
	ELECTRICAL PRODUCTION SERVICES INC		Summary Total			195.00
	4201 NOREX DRIVE SUITE 200	EPS JOB#220127	PV 112560 001 00999	3/30/2022	19578	15,000.00
	CHASKA MN 55318		Summary Total			15,000.00
			Payment Amount			15,195.00
108737	EMERGENCY AUTOMOTIVE TECHNOLOGY INC		PV 112587 001 00999	3/31/2022	DL033122-21	91.41
	EMERGENCY AUTOMOTIVE TECHNOLOGY INC		Summary Total			91.41
	2755 GENEVA AVE N OAKDALE MN 55128		Payment Amount			91.41

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Payee	Stub	Document	Due	Invoice	Payment				
Number	Name / Mailing Address	Message	Ty	Number	Item	Co	Date	Number	Amount
					Payment Amount	5,311.67			
104027	INK WIZARDS INC		PV	112437	001	00999	3/11/2022	7423	103.20
	INK WIZARDS INC		Summary Total						103.20
	9958 HIGHWAY 10 NW								
	ELK RIVER MN 55330								
					Payment Amount	103.20			
112475	INNOVATIVE OFFICE SOLUTIONS	Innovative S27569	PV	112601	001	00999	3/31/2022	IN3732601	129.62
	INNOVATIVE OFFICE SOLUTIONS		Summary Total						129.62
	P O BOX 860627								
	MINNEAPOLIS MN 55486-0001								
					Payment Amount	129.62			
107763	JEFFERSON FIRE AND SAFETY INC	CUST ID 04194	PV	112467	001	00999	3/25/2022	IN138992	6,838.20
	JEFFERSON FIRE AND SAFETY INC		Summary Total						6,838.20
	7620 DONNA DRIVE								
	MIDDLETON WI 53562								
					Payment Amount	6,838.20			
102954	LITTLE FALLS MACHINE INC		PV	112440	001	00999	3/16/2022	364225	77.86
	LITTLE FALLS MACHINE INC		Summary Total						77.86
	300 LINDBERGH DRIVE SOUTH								
	LITTLE FALLS MN 56345-1598								
					Payment Amount	77.86			
113658	MARCO	ACCT CO111182	PV	112454	001	00999	3/22/2022	INV9770326	750.00
	MARCO		Summary Total						750.00
	NW 7128 PO BOX 1450								
	MINNEAPOLIS MN 55485-7128								
					Payment Amount	750.00			
100283	MENARDS COON RAPIDS	ACCT 30280262	PV	112401	001	00999	3/17/2022	69022	7.26
	MENARDS COON RAPIDS		Summary Total						7.26
	3045 MAIN STREET	ACCT 30280262	PV	112466	001	00999	3/24/2022	69403	93.18
	COON RAPIDS MN 55433		Summary Total						93.18

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 Payment Instrument T A/P ACH Payment
 Pay Through Date 12/31/2022

Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number Number	Itm	Co	Due Date	Invoice Number	Payment Amount
		ACCT 30280262	PV	112535	001	00999	3/25/2022	69468	74.00
				Summary Total					74.00
		ACCT 30280262	PD	112537	001	00999	4/13/2022	69466	27.96-
				Summary Total					27.96-
				Payment Amount					146.48
100284	MENARDS ELK RIVER	acct 31250289	PV	112451	001	00999	3/14/2022	48603	90.21
	MENARDS ELK RIVER			Summary Total					90.21
	19521 EVANS STREET NW	acct 31250289	PV	112452	001	00999	3/18/2022	48915	69.24
	ELK RIVER MN 55330-1077			Summary Total					69.24
		acct 31250289	PV	112455	001	00999	3/15/2022	48670	23.84
				Summary Total					23.84
				Payment Amount					183.29
113909	MOBILE VEHICLE INTEGRATION		PV	112397	001	00999	3/10/2022	22-02012	310.00
	MOBILE VEHICLE INTEGRATION			Summary Total					310.00
	835 XENIA AVENUE NW			Payment Amount					310.00
	ELK RIVER MN 55330			Payment Amount					310.00
108091	MUNICIPAL CODE CORPORATION	CUST ID 10-4005	PV	112573	001	00999	3/31/2022	00371531	1,019.87
	MUNICIPAL CODE CORPORATION			Summary Total					1,019.87
	P O BOX 2235			Payment Amount					1,019.87
	TALLAHASSEE FL 32316			Payment Amount					1,019.87
113946	MUNICIPAL EMERGENCY SERVICES INC	CUST C60381	PV	112465	001	00999	3/24/2022	IN1691668	483.49
	MUNICIPAL EMERGENCY SERVICES INC			Summary Total					483.49
	PO BOX 656	CUST C60381	PV	112575	001	00999	4/1/2022	IN1696005	483.47
	SOUTHBURY CT 06488			Summary Total					483.47
				Payment Amount					966.96
115167	NET TRANSCRIPTS INC		PV	112457	001	00999	3/15/2022	#NT9779	25.74
	NET TRANSCRIPTS INC			Summary Total					25.74
	PO BOX 95777			Payment Amount					25.74

R04570

CITY OF RAMSEY
Create Payment Control Groups

Payment Group Control Number 3385
 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
CHICAGO IL 60694-5777									25.74
Payment Amount									25.74
100363	NORTHERN SANITARY SUPPLY CO	CUST R2298	PV	112395	001	00999	3/16/2022	203890	391.32
NORTHERN SANITARY SUPPLY CO 341 COON RAPIDS BLVD MINNEAPOLIS MN 55433									391.32
Summary Total									391.32
		CUST R2298	PV	112547	001	00999	3/31/2022	204015	390.86
Summary Total									390.86
Payment Amount									782.18
115071	NORTHLAND OCCUPATIONAL HEALTH		PV	112536	001	00999	3/23/2022	14082	50.00
NORTHLAND OCCUPATIONAL HEALTH 7533 SUNWOOD DRIVE NW SUITE 212 RAMSEY MN 55303									50.00
Summary Total									50.00
			PV	112569	001	00999	3/31/2022	14159	50.00
Summary Total									50.00
Payment Amount									100.00
Summary Total									100.00
Payment Amount									200.00
110547	NORTHWEST LIGHTING SYSTEMS CO.	CUST CIT720	PV	112585	001	00999	3/18/2022	124494	75.00
NORTHWEST LIGHTING SYSTEMS CO. 736 CRAIG AVENUE TRACY MN 56175									75.00
Summary Total									75.00
Payment Amount									75.00
110480	OPUS 21 MANAGEMENT SOLUTIONS		PV	112394	001	00999	3/15/2022	220258	738.75
OPUS 21 MANAGEMENT SOLUTIONS 680 COMMERCE DRIVE SUITE 160 WOODBURY MN 55125									738.75
Summary Total									738.75
Payment Amount									738.75
114134	PHASOR ELECTRIC COMPANY	CUST 23711	PV	112538	001	00999	3/25/2022	048843	275.00
PHASOR ELECTRIC COMPANY 2160 108TH LANE NE BLAINE MN 55449									275.00
Summary Total									275.00

R04570

CITY OF RAMSEY
Create Payment Control Groups

Payment Group Control Number 3385
 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 Number	Itm	Co	Due Date	Invoice Number	Payment Amount
Payment Amount									275.00
113444	PRECISE	AVL Subscription	PV	112412	001	00999	3/21/2022	200-1036089	925.00
	PRECISE								925.00
	501 EAST CLIFF ROAD SUITE 100								
	BURNSVILLE MN 55337								
Payment Amount									925.00
107978	PREMIER COMMERCIAL PROPERTIES INC	6781 Hwy 10 Prop Mgmt	PV	112566	001	00999	3/31/2022	8139	600.00
	PREMIER COMMERCIAL PROPERTIES INC								600.00
	299 COON RAPIDS BLVD NW #200								
	COON RAPIDS MN 55433								
Payment Amount									600.00
112151	REINDERS	CUST 388638	PV	112541	001	00999	3/22/2022	3086081-00	384.20
	REINDERS								384.20
	P O BOX 78955								
	MILWAUKEE WI 53278-0955								
Payment Amount									384.20
110330	RESHETAR SYSTEM INC	5650 149TH LANE	PV	112462	001	00999	3/25/2022	22-31472	2,905.00
	RESHETAR SYSTEM INC								2,905.00
	730 BUNKER LAKE BLVD NW								
	ANOKA MN 55303								
Payment Amount									2,905.00
100431	SAFETY KLEEN CORPORATION	ACCT C123667	PV	112393	001	00999	3/4/2022	CN14408161	110.97
	SAFETY KLEEN CORPORATION								110.97
	PO BOX 975201								
	DALLAS TX 75397-5201								
Payment Amount									110.97
100440	SHORT ELLIOT HENDRICKSON INC	PROJECT 160798	PV	112392	001	00999	3/11/2022	422485	2,844.94
	SHORT ELLIOT HENDRICKSON INC								2,844.94
	P O BOX 64780								
	ST PAUL MN 55164-0780								
Payment Amount									2,844.94

R04570

CITY OF RAMSEY
Create Payment Control Groups

Payment Group Control Number 3385
 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 ltm Co	Due Date	Invoice Number	Payment Amount
Payment Amount					2,844.94
100469 STREICHER'S POLICE EQUIPMENT		PV 112458 001 00999	3/22/2022	11558210	464.00
STREICHER'S POLICE EQUIPMENT 10911 WEST HWY 55 MINNEAPOLIS MN 55441		Summary Total			464.00
Payment Amount					464.00
110313 SUMMIT FIRE PROTECTION	CUST CITYRA	PV 112389 001 00999	3/14/2022	130041369	843.50
SUMMIT FIRE PROTECTION P O BOX 6205	CUST CITYRA	PV 112390 001 00999	3/14/2022	130041368	561.75
CAROL STREAM IL 60197-6205	CUST CITYRA	PV 112391 001 00999	3/14/2022	130041370	327.75
Summary Total					843.50
Summary Total					561.75
Summary Total					327.75
Payment Amount					1,733.00
100485 TIMESAVER OFF SITE SECRETARIAL INC		PV 112388 001 00999	3/16/2022	M27173	1,809.39
TIMESAVER OFF SITE SECRETARIAL INC 21021 KAROLINE COURT N		PV 112568 001 00999	4/1/2022	M27216	2,342.52
FOREST LAKE MN 55025		Summary Total			1,809.39
Summary Total					2,342.52
Payment Amount					4,151.91
100543 ZIEGLER INC	ACCT 7353700	PV 112439 001 00999	3/17/2022	IN000463421	62.01
ZIEGLER INC SDS 12-0436	ACCT 7353700	PV 112460 001 00999	3/22/2022	IN000468226	46.18
PO BOX 86 MINNEAPOLIS MN 55486-0436		Summary Total			62.01
Summary Total					46.18
Payment Amount					108.19
Total Amount to be Processed					193,461.67
Total Number of Payments to be Processed					58

Accounts Payable

checks
ACH

\$ 181,153.78
193,461.67

\$ 374,615.45

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #22-091

RESOLUTION APPROVING CASH DISBURSEMENTS MADE AND AUTHORIZING PAYMENT OF ACCOUNTS PAYABLE INVOICING RECEIVED DURING THE PERIOD OF MARCH 17, 2022, THROUGH APRIL 6, 2022

WHEREAS, the City of Ramsey Finance Department has made cash disbursements and received accounts payable invoicing during the period of March 17, 2022, through April 6, 2022, in the amount of \$1,839,293.01 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 March 17, 2022, through April 6, 2022, in the amount of \$1,839.293.01.

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 the 12th day of April, 2022.

Mayor

ATTEST:

City Clerk

Meeting Date: 04/12/2022

By: Katie Schmidt, Administrative Services

Information

Title:

Adopt Resolution #22-077 Appointing Board and Commission Members

Purpose/Background:

The purpose of this case is to appoint members to the City's Boards and Commissions.

The City Council is responsible for appointing board and commission members to the Economic Development Authority (EDA), the Environmental Policy Board (EPB), the Park and Recreation Commission and the Planning Commission. It should be noted that the Mayor, per Minnesota Statute 469.095 has authority over the EDA appointment.

Staff conducted the annual boards and commissions recruitment process for terms beginning April 1, 2022. All four City Council appointed boards and commissions were advertised in the Ramsey Resident, the Anoka County Union, on the City's website, on QCTV, and on the City's Facebook.

The City Council reviewed the incumbents' materials and it was the consensus of the City Council to continue the discussion of the reappointment process at the work session on March 22, 2022. However, the March 22, 2022 discussion was tabled until April 12, 2022. Incumbents terms will continue until they are reappointed or their positions are otherwise filled.

Four new candidates were interviewed by City Council. By consensus, the Mayor and City Council recommend the following individuals be appointed to the City's boards and commissions.

- Scott Winynger to the Economic Development Authority for a 6-year full term
- Shanna Stewart to the Economic Development Authority for a 4-year partial term
- Todd Arts to the Environmental Policy Board for a 3-year partial term
- Tom Hunt to the Planning Commission for a 3-year full term

Funding Source:

Funding for the City's boards and commissions is included in the 2022 General Fund Budget; therefore, there are no additional budgetary implications associated with making the recommended appointments.

Recommendation:

To appoint the following members, effective April 1, 2022:

- 1) to the Economic Development Authority, Mr. Scott Winynger to a term ending March 31, 2028; and
- 2) to the Economic Development Authority, Ms. Shanna Stewart to a term ending March 31, 2026; and
- 3) to the Environmental Policy Board, Mr. Todd Arts to a term ending March 31, 2025; and
- 4) to the Planning Commission, Mr. Tom Hunt to a term ending March 31, 2025

Outcome/Action:

Motion to adopt resolution #22-077 appointing the following board and commission members, effective April 1, 2022:

- 1) to the Economic Development Authority, Mr. Scott Wiyninger to a term ending March 31, 2028; and
- 2) to the Economic Development Authority, Ms. Shanna Stewart to a term ending March 31, 2026; and
- 3) to the Environmental Policy Board, Mr. Todd Arts to a term ending March 31, 2025; and
- 4) to the Planning Commission, Mr. Tom Hunt to a term ending March 31, 2025

Attachments

Resolution #22-077

Statute 469.095

Policy

Form Review

Inbox

Colleen Lasher

Colleen Lasher

Kurt Ulrich

Form Started By: Katie Schmidt

Final Approval Date: 04/07/2022

Reviewed By

Colleen Lasher

Colleen Lasher

Kurt Ulrich

Date

03/17/2022 10:58 AM

04/04/2022 02:49 PM

04/07/2022 01:36 PM

Started On: 03/16/2022 12:23 PM

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #22-077

RESOLUTION APPOINTING BOARD AND COMMISSION MEMBERS

WHEREAS, there are open seats on the City’s boards and commissions as of April 1, 2022; and

WHEREAS, the vacancies were advertised in the Ramsey Resident, the Anoka County Union, on the City’s website, on QCTV, and on the City’s Facebook; and

WHEREAS, the City Council conducted interviews on March 15, 2022; and

WHEREAS, per Minnesota Statue 469.095, pertaining to the Mayor’s authority to appoint members to the Economic Development Authority (EDA), Mayor Kuzma indicated that he will select Mr. Scott Winyninger, and Ms. Shanna Stewart to be appointed to the EDA; and the City Council indicated approval with the Mayor’s selection, as follows:

Economic Development Authority:

Scott Winyninger 6-year full term (04-01-22 to 03-31-28);
Shanna Stewart 4-year partial term (4-01-22 to 03-31-26);

WHEREAS, the City Council agreed by consensus to the following remaining appointments to the boards and commissions, as follows:

Environmental Policy Board Todd Arts 3-year partial term (04-01-22 to 03-31-25)

Planning Commission Tom Hunt 3-year partial term (04-01-22 to 03-31-25)

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

- 1) Motion to adopt resolution #22-077 as follows: 1) appointing the following board and commission members effective April 1, 2022: to the Economic Development Authority, Mr. Scott Winyninger to a 6-year full term, Ms. Shanna Stewart to a 4-year partial term; and to the Environmental Policy Board, Mr. Todd Arts to a 3-year full term; and to the Planning Commission, Mr. Tom Hunt to a 3-year partial term.

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 22nd day of March 2022.

Mayor

ATTEST:

City Clerk

469.095 COMMISSIONERS; APPOINTMENT, TERMS, VACANCIES, PAY, REMOVAL.

Subdivision 1. **Commissioners.** Except as provided in subdivision 2, paragraph (d), an economic development authority shall consist of either three, five, or seven commissioners who shall be appointed after the enabling resolution provided for in section 469.093 becomes effective. The resolution must indicate the number of commissioners constituting the authority.

Subd. 2. **Appointment, terms; vacancies.** (a) Three-member authority: the commissioners constituting a three-member authority, one of whom must be a member of the city council, shall be appointed by the mayor with the approval of the city council. Those initially appointed shall be appointed for terms of two, four, and six years, respectively. Thereafter all commissioners shall be appointed for six-year terms.

(b) Five-member authority: the commissioners constituting a five-member authority, two of whom must be members of the city council, shall be appointed by the mayor with the approval of the city council. Those initially appointed shall be appointed for terms of two, three, four, five, and six years respectively. Thereafter all commissioners shall be appointed for six-year terms.

(c) Seven-member authority: the commissioners constituting a seven-member authority, two of whom must be members of the city council, shall be appointed by the mayor with the approval of the city council. Those initially appointed shall be appointed for terms of one, two, three, four, and five years respectively and two members for six years. Thereafter all commissioners shall be appointed for six-year terms.

(d) The enabling resolution may provide that the members of the city council shall serve as the commissioners.

(e) The enabling resolution may provide for the appointment of members of the city council in excess of the number required in paragraphs (a), (b), and (c).

(f) A vacancy is created in the membership of an authority when a city council member of the authority ends council membership. A vacancy for this or another reason must be filled for the balance of the unexpired term, in the manner in which the original appointment was made. The city council may set the term of the commissioners who are members of the city council to coincide with their term of office as members of the city council.

Subd. 3. **Increase in commission members.** An authority may be increased from three to five or seven members, or from five to seven members by a resolution adopted by the city council following the procedure provided for modifying the enabling resolution in section 469.093.

Subd. 4. **Compensation and reimbursement.** A commissioner, including the president, shall be paid for attending each regular or special meeting of the authority in an amount to be determined by the city council. In addition to receiving pay for meetings, the commissioners may be reimbursed for actual expenses incurred in doing official business of the authority. All money paid for compensation or reimbursement must be paid out of the authority's budget.

Subd. 5. **Removal for cause.** A commissioner may be removed by the city council for inefficiency, neglect of duty, or misconduct in office. A commissioner shall be removed only after a hearing. A copy of the charges must be given to the commissioner at least ten days before the hearing. The commissioner must be given an opportunity to be heard in person or by counsel at the hearing. When written charges have been submitted against a commissioner, the city council may temporarily suspend the commissioner. If the city council finds that those charges have not been substantiated, the commissioner shall be immediately reinstated.

If a commissioner is removed, a record of the proceedings, together with the charges and findings, shall be filed in the office of the city clerk.

History: *1987 c 291 s 96*

POLICY FOR THE RECRUITMENT, APPLICATION, AND INTERVIEW 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

Meeting Date: 04/12/2022

By: Bruce Westby, Engineering/Public Works

Information

Title

Adopt Resolution #22-080 Approving Cost Sharing Agreement with Anoka County for 2022 LiDAR Flight Data

Purpose/Background:

Purpose:

The purpose of this case is to adopt Resolution #22-080 approving the attached Cost Sharing Agreement with Anoka County to allow 2022 LiDAR flight data to be used within the City's GIS system to more accurately determine existing ground elevations throughout the City, which will help in evaluating existing drainage patterns, responding to drainage concerns, and to develop more accurate plans, maps and miscellaneous graphics.

Background:

Anoka County has partnered with the State of Minnesota to collect high-resolution digital elevation data developed from airborne LiDAR (Light Detection and Ranging) in the central Mississippi Minnesota region in the spring of 2022 (the "LiDAR Project"), under the State's funding received from United States Geological Survey (USGS).

Anoka County contributed \$58,000 toward the LiDAR Project, along with other Minnesota counties, as matching funding for the State to remit to USGS for the LiDAR Project. Under the LiDAR Project, Counties are encouraged to share the resulting data with other public bodies or organizations, including but not limited to cities and townships, watershed and conservation districts, and other organizations that may directly benefit from the use of such data. Anoka County is therefore offering cities within Anoka County the opportunity to purchase rights to use the 2022 LiDAR data for a cost share of \$2,500, which will go towards a portion of the County's costs associated with the LiDAR Project.

The attached agreement, which was reviewed and approved as to form by the City Attorney, commences upon signing and terminates on December 31, 2022.

Notification:

Notifications are not required for this case.

Observations/Alternatives:

Observations:

By executing the agreement the City of Ramsey agrees that the County is furnishing the LiDAR data on an "as is" basis, without representation or any express or implied warranties, including but not limited to, fitness for particular purpose, merchantability or the accuracy and completeness of the data. In addition, Anoka County does not warrant that the LiDAR data will be error free. However, if the City of Ramsey discovers any defect which impairs the use of the LiDAR data the City has the right to terminate the agreement.

The last time the City purchased LiDAR data covering the entire City was around 2002 at a cost in excess of \$70,000. This data is still being used today for such purposes as evaluating drainage issues and patterns across the City. This data is now 20 years old and a significant amount of new development has occurred since that time rendering some of this data unusable. Staff therefore proposes to purchase new data for use within our GIS system to better evaluate drainage patterns and issues, among other uses.

LiDAR technology has been improved over the years resulting in a significantly reduced purchase price for the

2022 data.

Alternatives:

Adopt Resolution #22-080 approving the Cost Sharing Agreement with Anoka County for 2022 LiDAR Flight Data.

Funding Source:

The Engineering Department budgeted \$2,500 for 2022 to purchase 2022 LiDAR Flight Data.

Recommendation:

City staff recommends adopting Resolution #22-080 to allow 2022 LiDAR flight data to be used within the City’s GIS system to more accurately determine existing ground elevations throughout the City, which will help in evaluating existing drainage patterns, responding to drainage concerns, and to develop more accurate plans, maps and miscellaneous graphics.

Action:

Adopt Resolution #22-080 approving the Cost Sharing Agreement with Anoka County for 2022 LiDAR Flight Data.

Attachments

ACTION: Resolution 22-080

Cost Sharing Agreement

Invoice for 2022 LiDAR data

Form Review

Inbox

Diana Lund
Kurt Ulrich
Bruce Westby (Originator)
Diana Lund
Kurt Ulrich
Form Started By: Bruce Westby
Final Approval Date: 04/07/2022

Reviewed By

Diana Lund
Bruce Westby
Bruce Westby
Diana Lund
Kurt Ulrich

Date

04/06/2022 09:42 AM
04/07/2022 06:28 AM
04/07/2022 06:47 AM
04/07/2022 06:50 AM
04/07/2022 01:39 PM
Started On: 03/24/2022 09:06 AM

Councilmember _____ introduced the following resolution and moved for its adoption:

RESOLUTION #22-080

RESOLUTION APPROVING COST SHARING AGREEMENT WITH ANOKA COUNTY FOR 2022 LIDAR FLIGHT DATA

WHEREAS, Anoka County has partnered with the State of Minnesota to collect high-resolution digital elevation data developed from airborne LiDAR (Light Detection and Ranging) in the central Mississippi Minnesota region in the spring of 2022 (the “LiDAR Project”), under the State’s funding received from United States Geological Survey (USGS); and

WHEREAS, Anoka County contributed \$58,000 toward the LiDAR Project, along with other Minnesota counties, as matching funding for the State to remit to USGS for the LiDAR project; and

WHEREAS, under the LiDAR Project, Counties are encouraged to share the resulting data with other public bodies or organizations, including but not limited to cities and townships, watershed and conservation districts, and other organizations that may directly benefit from the use of such data; and

WHEREAS, the City of Ramsey agrees to contribute \$2,500 toward a portion of the County’s costs associated with the LiDAR Project.

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 authorizes the City Engineer to execute the Cost Sharing Agreement with Anoka County for 2022 LiDAR Flight Data, for and on behalf of the City of Ramsey.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 12th day of April, 2022.

Mayor

ATTEST:

City Clerk

VOLUNTARY COST SHARING AGREEMENT
WITH ANOKA COUNTY
(2022 LiDAR Flight – Central Mississippi Block acquisition)

THIS AGREEMENT is made between the County of Anoka, a political subdivision of the State of Minnesota, through its GIS Department (hereinafter “County”) and the undersigned participating municipality/organization (hereinafter “Agency”).

WITNESSETH

WHEREAS, the County has partnered with the State of Minnesota to collect high-resolution digital elevation data developed from airborne LiDAR (Light Detection and Ranging) in the central Mississippi Minnesota region in the spring of 2022 (the “LiDAR Project”), under the State’s funding received from United States Geological Survey (USGS); and,

WHEREAS, the County contributed \$58,000 toward the LiDAR Project, along with other Minnesota counties, as matching funding for the State to remit to USGS for the LiDAR project; and ,

WHEREAS, under the LiDAR Project, Counties are encouraged to share the resulting data with other public bodies or organizations, including but not limited to cities and townships, watershed and conservation districts, and other organizations that may directly benefit from the use of such data; and,

WHEREAS, the undersigned Agency has agreed to contribute \$2,500 toward a portion of the County’s costs associated with the LiDAR Project.

NOW, THEREFORE, the parties understand and mutually agree as follows:

1. **Term.** This agreement shall commence upon signing and shall terminate on December 31, 2022.
2. **Voluntary Contribution.** For calendar year 2022, Agency agrees to contribute the sum of two-thousand five hundred dollars (**\$2,500**) to the County toward costs associated with the LiDAR Project, with payment to the County no later than June 30, 2022.
3. **Independent Contractor.** It is agreed that nothing in this contract is intended or should be construed as creating the relationship of agents, partners, joint ventures, or associates between the parties hereto or as constituting the County or the Agency as the employee or representative of the other entity for any purpose or in any manner whatsoever.
4. **No Warranties.** The Agency agrees that the County is furnishing the LiDAR data on an "as is" basis, without representation or any express or implied warranties, including but not limited to, fitness for particular purpose, merchantability or the accuracy and completeness of the data. The County does not warrant that the LiDAR data will be error

free. The Agency's exclusive remedy and the County's sole liability for any defect which impairs the use of the LiDAR data shall be the right to terminate this agreement.

5. **Liability.** County and Agency agree each will be responsible for their own acts and omissions under this Agreement and the results thereof and shall to the extent authorized by law defend, indemnify and hold harmless the other party for such acts. In no event shall the County be liable for actual, direct, indirect, special, incidental, consequential damages, or loss of profit, loss of business or any other financial loss or any other damage arising out of performance or failure of performance of this Agreement by the County.
6. **Audit.** Both parties agree that either party, the State Auditor, or any of their duly authorized representatives at any time during normal business hours, and upon reasonable request, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the other party and involve transactions relating to this Agreement. Such materials shall be maintained and such access and rights shall be in force and effect during the period of the contract and for six (6) years after its termination or cancellation.
7. **Data Practices.** All data created, collected, received, maintained, or disseminated for any purpose in the course of this contract is governed by the Minnesota Government Data Practices Act, any other applicable statute, or any rules adopted to implement the Act or statute, as well as federal statutes and regulations on data privacy.
8. **No Assignment.** Neither party shall assign or transfer this Agreement, either in whole or in part, without the prior written consent of the other party, and any attempt to do so shall be void and of no force and effect.

(signature page follows)

IN WITNESS WHEREOF, the parties of this Agreement have hereunto set their hands on the dates written below:

**ANOKA COUNTY
GIS DEPARTMENT**

**AGENCY
CITY OF RAMSEY**

By: _____
John Slusarczyk, GIS Coordinator
Anoka County Hwy Dept.,
1440 Bunker Lake Blvd. NW
Andover, MN 55304
Email: john.slusarczyk@co.anoka.mn.us

By: _____
Bruce Westby, City Engineer
City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303
Email: bwestby@cityoframsey.com

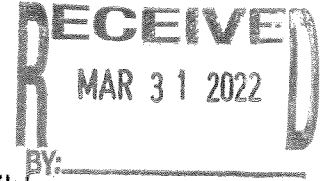
Dated: _____

Dated: _____



Anoka County MINNESOTA

Respectful, Innovative, Fiscally Responsible



Customer/Division Code: HWY

Page 1 of 1

CITY OF RAMSEY 7550 SUNWOOD DR NW RAMSEY, MN 55303	Customer Invoice		
	As of:	3/28/2022	Customer: 130878
	Amount Due:	\$2,500.00	Due By: 4/27/2022
	Questions?	Please Contact:	763-324-1700

<u>Date</u>	<u>Transaction</u>	<u>Amount</u>	<u>Balance</u>
			Prior Balance as of 02/01/2022:
			0.00

Invoice: GIS032022

3/24/2022	LiDAR Cost Share - C0009171	\$2,500.00	
		Invoice: GIS032022 Total:	\$2,500.00
			\$2,500.00

Current	31 - 60 days	61 - 90 days	over 90 days	Total Due
\$2,500.00	\$0.00	\$856.18	\$0.00	\$3,356.18

Amount Due By: 4/27/2022

Customer: 130878 Balance: \$2,500.00 Due By: 4/27/2022 Payment Amount: \$ _____

Check Money Order VISA Master Card Discover

Make Checks Payable To:

Anoka County Treasury Office
2100 3rd Ave Suite 300
Anoka, MN 55303-5029

Credit Card: _____	Ex-Date: ____/____/____	CSC 3 Digit Code: ____
Card Holder's Name: _____	Phone: _____	
Billing Address: _____		
Signature: _____		

CC Regular Session

5. 12.

Meeting Date: 04/12/2022

By: Chris Anderson, Community
Development

Information

Title

Adopt Resolution #22-081 Approving a Scrivener's Affidavit to Correct a Typographical Error in a Legal Description on Outlot A, Rivenwick Village 3rd Addition (Between 7007 139th Lane and 7125 Riverdale Drive); Case of City of Ramsey

Purpose/Background:

A typographical error was discovered within the legal description of a drainage and utility easement, deeded to the City via Document No. 1977693.001, that encumbers a portion of Outlot A, Rivenwick Village 3rd Addition (the "Subject Property"). The description errantly notes "southwesterly" rather than "southeasterly", and thus, the easement area is not a 'closed loop'. The attached Scrivener's Affidavit can be filed (recorded) to correct the simple typographical error. The Subject Property is now under consideration for development and thus, getting the legal description correction now is needed so it does not create an issue for recording a future plat related to the Subject Property.

Notification:

Notification is not required.

Funding Source:

This case is being handled as part of Staff's regular duties.

Recommendation:

Staff recommends adopting Resolution #22-081 approving the Scrivener's Affidavit and directing Staff to file said affidavit with Anoka County.

Action:

Motion to adopt Resolution #22-081 approving the Scrivener's Affidavit and directing Staff to file said affidavit with Anoka county.

Attachments

Site Location Map

Easement Exhibit

Document No. 1977693.001

Scrivener's Affidavit to Correct Typographical Error

Resolution #22-081

Form Review

Inbox

Brian Hagen

Kurt Ulrich

Form Started By: Chris Anderson

Reviewed By

Brian Hagen

Kurt Ulrich

Date

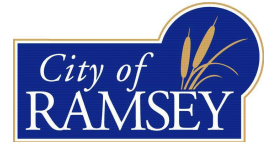
04/04/2022 09:54 AM

04/07/2022 01:44 PM

Started On: 03/29/2022 08:36 AM

Final Approval Date: 04/07/2022

Rivenwick Village 4th Addition



PID #: 34-32-25-22-0057

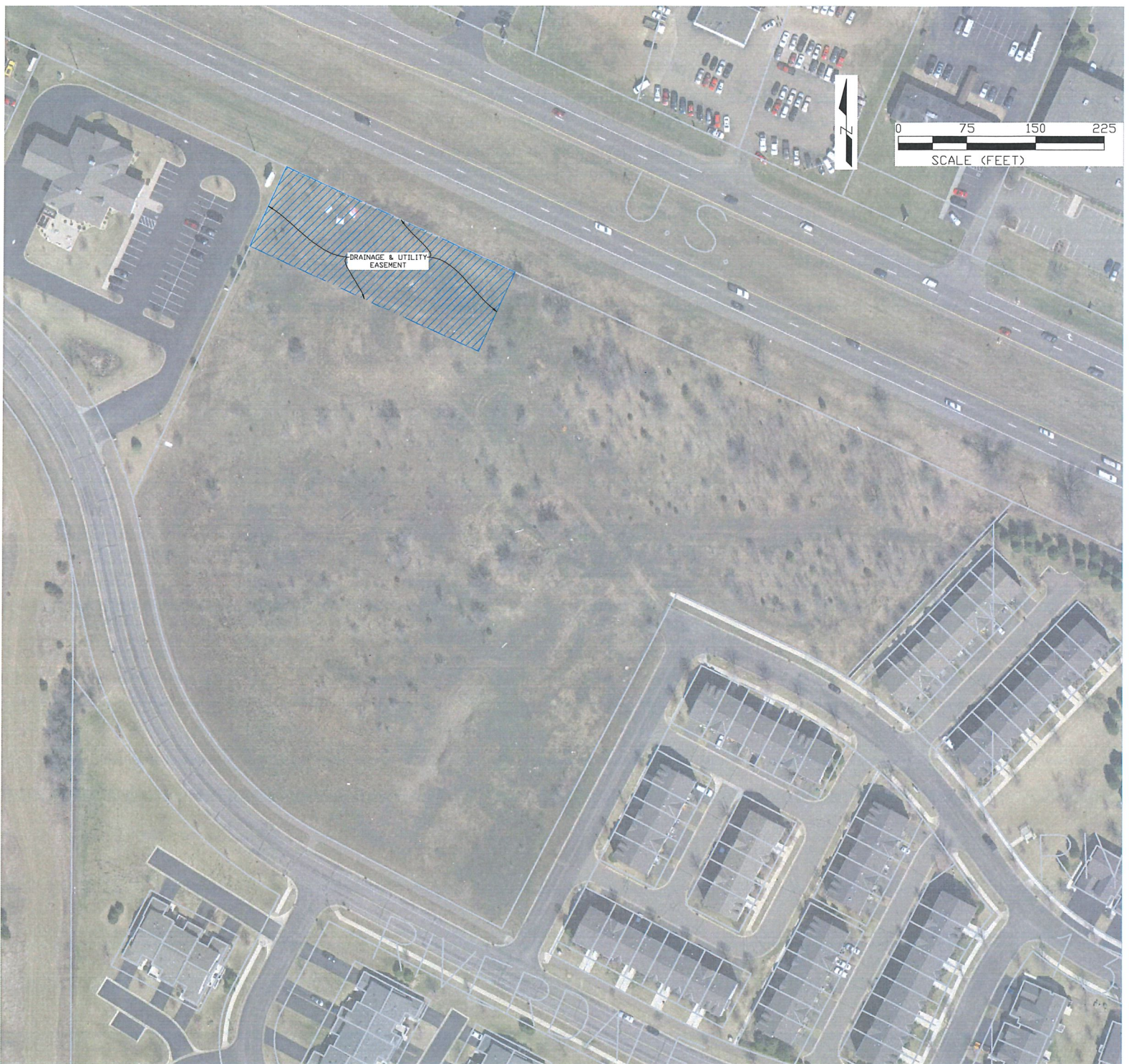
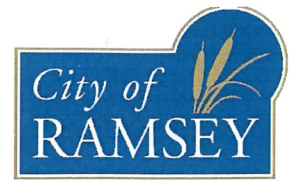


Source: Esri, Maxar, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community, LOGIS

2/23/2022, 3:23:58 PM

00.0175035 0.07 0.105 0.14 mi

Drainage & Utility Easement Outlot A, Rivenwick Village



Beginning at the most northerly corner of said Outlot A; thence southwesterly along the northwesterly line of said Outlot a, 95.00 Feet; thence ~~southwesterly~~ southwesterly parallel with the northeasterly line of said Outlot A, 275.00 Feet; thence northeasterly parallel with said northwesterly line of said Outlot A, 95.00 Feet to said northeasterly line of Outlot A; thence northwesterly along said northeasterly line to the point of beginning.

SOUTH EASTERLY

1977693.001

F. 8-24-05

205... 34 32 25 02 00 05

QUIT CLAIM DEED Form No. 31-M Minnesota Uniform Conveyancing Blanks (1/15/97) Corporation, Partnership or Limited Liability Company to Corporation, Partnership or Limited Liability Company (Top 3 Inches Reserved for Recording Data)

DEED TAX DUE: \$

Date: August 18th, 2005

FOR VALUABLE CONSIDERATION, DENALI INVESTMENTS LLC, a limited liability company under the laws of Minnesota, Grantor, hereby conveys and quitclaims to the CITY OF RAMSEY, Grantee, a municipal corporation under the laws of Minnesota, real property in Anoka County, Minnesota, described as follows:

See reverse side for legal description.

together with all hereditaments and appurtenances.

Check box if applicable:

- [X] The Seller certifies that the seller does not know of any wells on the described real property. [] A well disclosure certificate accompanies this document. [] I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

DENALI INVESTMENT LLC, a Minnesota Limited Liability Company

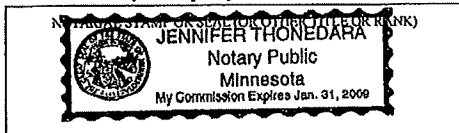
By: [Signature] Its: CHIEF MANAGER

Affix Deed Tax Stamp Here

STATE OF MINNESOTA)) ss. COUNTY OF ANOKA)

By: Its:

This instrument was acknowledged before me on Aug. 18th, 2005, by David Schulte and [Signature], the Chief Manager and [Signature] of DENALI INVESTMENTS, LLC, a limited liability company under the laws of Minnesota, on behalf of the limited liability company.



[Signature] SIGNATURE OF NOTARY PUBLIC OR OTHER OFFICIAL

Check here if part or all of the land is Registered (Torrens) []

Tax Statements for the real property described in this instrument should be sent to (include name and address of Grantee)

THIS INSTRUMENT WAS DRAFTED BY William K. Goodrich, Attorney at Law RANDALL, GOODRICH & FITZPATRICK, P.L.C. 2140 Fourth Avenue North Anoka, MN 55303 TEL: (763) 421-5424

City of Ramsey 15153 Nowthen Boulevard NW Ramsey, Minnesota 55303

15

A perpetual easement for drainage and utility purposes, over, under and across that part of Outlot A, Rivenwick Village, according to the recorded plat thereof, Anoka County, Minnesota, as follows:

Beginning at the most northerly corner of said Outlot A; thence southwesterly along the northwesterly line of said Outlot a, 95.00 Feet; thence southwesterly parallel with the northeasterly line of said Outlot A, 275.00 Feet; thence northeasterly parallel with said northwesterly line of said Outlot A, 95.00 Feet to said northeasterly line of Outlot A; thence northwesterly along said northeasterly line to the point of beginning.

**CORRECTIVE OR SCRIVENER'S AFFIDAVIT FOR
NOTICE OF TYPOGRAPHICAL OR OTHER MINOR ERROR**

The undersigned Affiant, Frederic W. Knaak, being first duly sworn, hereby swears or affirms that he is the Attorney for the City of Ramsey, Minnesota, the Grantee in the below-described instrument and that he has actual and personal knowledge of the matters stated herein.

That a certain Quit Claim Deed, recorded on or about August 24, 2005, as **Document Number 1977693.001** in the office of the County Recorder of Anoka County, Minnesota, by and between Denali Investments LLC, a limited liability under the laws of Minnesota, Grantor, and the City of Ramsey, Minnesota, a municipal corporation under the laws of Minnesota, Grantee, conveyed certain property in Anoka County, Minnesota, described therein as:

“A perpetual easement for drainage and utility purposes, over, under and across that part of Outlot A, Rivenwick Village, according to the recorded plat thereof, Anoka County, Minnesota, as follows:

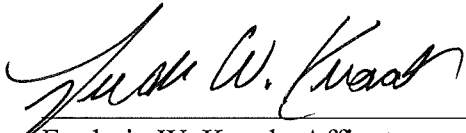
Beginning at the most northerly corner of said Outlot A; thence southwesterly along the northwesterly line of said Outlot A, 95.00 Feet; thence southwesterly parallel with the northeasterly line of said Outlot A, 275.00 Feet; thence northeasterly parallel with said northwesterly line of said Outlot A, 95.00 Feet to said northeasterly line of Outlot A; thence northwesterly along said northeasterly line to the point of beginning.”

A typographical error occurred in the transcription of the above legal description in which the word “southwesterly” should have been stated as “southeasterly”. The correct legal description was intended to be and is:

“A perpetual easement for drainage and utility purposes, over, under and across that part of Outlot A, Rivenwick Village, according to the recorded plat thereof, Anoka County, Minnesota, as follows:

Beginning at the most northerly corner of said Outlot A; thence southwesterly along the northwesterly line of said Outlot A, 95.00 Feet; thence southeasterly parallel with the northeasterly line of said Outlot A, 275.00 Feet; thence northeasterly parallel with said northwesterly line of said Outlot A, 95.00 Feet to said northeasterly line of Outlot A; thence northwesterly along said northeasterly line to the point of beginning.”

A copy of the previously recorded instrument is attached.



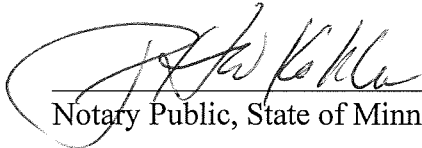
Frederic W. Knaak, Affiant

STATE OF MINNESOTA)

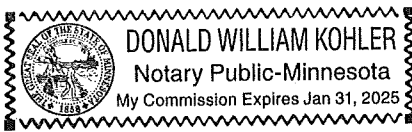
COUNTY OF RAMSEY)

Signed and Sworn to Before Me

This 28th day of March, 2022



Notary Public, State of Minnesota



This instrument drafted by:
Frederic W. Knaak, Esq. (Mn. Lic. 0056777)
4501 Allendale Drive
North Oaks, MN 55127



Record ID 1594908

1977693.001

F. 8-24-05

205. 34 30 25.00 00.5

QUIT CLAIM DEED Form No. 31-M Minnesota Uniform
 Corporation, Partnership or Limited Liability Company to Corporation, Partnership or Limited Liability Company
 Conveyancing Blanks (1/15/97)
 (Top 3 Inches Reserved for Recording Data)

DEED TAX DUE: \$ _____

Date: August 18th, 2005

FOR VALUABLE CONSIDERATION, DENALI INVESTMENTS LLC, a limited liability company under the laws of Minnesota, Grantor, hereby conveys and quitclaims to the CITY OF RAMSEY, Grantee, a municipal corporation under the laws of Minnesota, real property in Anoka County, Minnesota, described as follows:

See reverse side for legal description.

together with all hereditaments and appurtenances.

Check box if applicable:

- The Seller certifies that the seller does not know of any wells on the described real property.
- A well disclosure certificate accompanies this document.
- I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

DENALI INVESTMENT LLC, a Minnesota Limited Liability Company

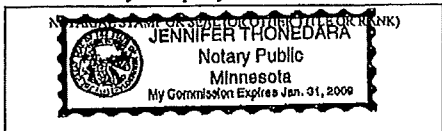
By: [Signature]
Its: CHIEF MANAGER

Affix Deed Tax Stamp Here

STATE OF MINNESOTA)
) ss.
COUNTY OF ANOKA)

By: _____
Its: _____

This instrument was acknowledged before me on Aug. 18th, 2005, by David Schulte and [Signature], the Chief Manager and _____ of DENALI INVESTMENTS, LLC, a limited liability company under the laws of Minnesota, on behalf of the limited liability company.



[Signature]
SIGNATURE OF NOTARY PUBLIC OR OTHER OFFICIAL

Check here if part or all of the land is Registered (Torrens)

Tax Statements for the real property described in this instrument should be sent to (include name and address of Grantee)

THIS INSTRUMENT WAS DRAFTED BY
William K. Goodrich, Attorney at Law
RANDALL, GOODRICH & FITZPATRICK, P.L.C.
2140 Fourth Avenue North
Anoka, MN 55303
TEL: (763) 421-5424

City of Ramsey
15153 Nowthen Boulevard NW
Ramsey, Minnesota 55303

15

A perpetual easement for drainage and utility purposes, over, under and across that part of Outlot A, Rivenwick Village, according to the recorded plat thereof, Anoka County, Minnesota, as follows:

Beginning at the most northerly corner of said Outlot A; thence southwesterly along the northwesterly line of said Outlot a, 95.00 Feet; thence southwesterly parallel with the northeasterly line of said Outlot A, 275.00 Feet; thence northeasterly parallel with said northwesterly line of said Outlot A, 95.00 Feet to said northeasterly line of Outlot A; thence northwesterly along said northeasterly line to the point of beginning.

Councilmember _____ introduced the following resolution and moved for its adoption:

RESOLUTION #22-081

A RESOLUTION APPROVING A SCRIVENER’S AFFIDAVIT CORRECTING A TYPOGRAPHICAL ERROR IN A LEGAL DESCRIPTION OF A DRAINAGE AND UTILITY EASEMENT ORIGINALLY ESTABLISHED ON OUTLOT A, RIVENWICK VILLAGE AND STILL ENCUMBERING A PORTION OF OUTLOT A, RIVENWICK VILLAGE 3RD ADDITION

RECITALS

1. In 2005, Denali Investments LLC deeded to the City of Ramsey a perpetual easement for drainage and utility purposes over, under, and across a portion of Outlot A, Rivenwick Village, as outlined in Document No. 1977693.001; and
2. That a typographical error in the legal description within Document No. 1977693.001 has been discovered; and
3. That since it is a simple typographical error and that the intent of the easement is still clear, a Scrivener’s Affidavit can be filed to correct said typographical error.

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

That the Ramsey City Council hereby grants approval the Scrivener’s Affidavit to correct a typographical error in the legal description of a perpetual easement for drainage and utility purposes within Document No. 1977693.001 and directs Staff to file said affidavit with Anoka County.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this 12th day of April, 2022.

Meeting Date: 04/12/2022

By: Bruce Westby, Engineering/Public Works

Information

Title

Adopt Resolution #22-087 Approving Change Order #1 for Improvement Project #22-05, Riverdale Drive Trunk Utility Improvements, Llama Street to Bowers Drive

Purpose/Background:

Purpose

The purpose of this case is to adopt Resolution #22-087 approving Change Order #1 for Improvement Project #22-05, Riverdale Drive Trunk Utility Improvements, Llama Street to Bowers Drive.

Background:

The extension of Riverdale Drive between Llama Street and Bowers Drive is needed to support development in the area. In March of 2022, Capstone Homes began construction on the first phase of Riverstone South, a residential development (244-units at full build out) east of Bowers Drive and south of U.S. Highway 10/169. Commercial development is also proposed on the land between U.S. Highway 10/169 and the proposed extension of Riverdale Drive. The developers will pay trunk utility fees as they develop to replenish the trunk utility funds used to pay for the trunk sanitary sewer and watermain improvements.

Improvement Project #22-05 proposes to construct the trunk sanitary sewer and watermain improvements along the proposed extension of Riverdale Drive NW between Llama Street NW and Bowers Drive, along with required storm sewer improvements. The trunk utility improvements are proposed to be constructed ahead of the street improvements project (Improvement Project #20-05) to better facilitate the proposed construction schedule for Riverstone South since the trunk utility plans did not need to follow the same plan review process at the Minnesota Department of Transportation (MnDOT) as the street improvement plans. This allowed the utility improvements to be bid and constructed months earlier, minimizing the construction schedule for Improvement Project #20-05.

Prior to publishing advertisements for bids for Improvement Project #22-05, construction was anticipated to take two months, including the lift station within the Riverstone South plat. However, as Staff discussed with Council on March 22nd when the contract for construction was awarded to Douglas-Kerr Underground, construction was anticipated to take considerably longer due to limited availability of some construction materials, most notably ductile iron pipe (DIP) watermain. At that time, DIP was taking up to 20 weeks to be delivered to project sites so Staff was anticipating a project completion date near the end of August assuming a start date around May 1st.

Since March 22nd, contractors such as Douglas-Kerr Underground received letters from DIP suppliers stating that delivery of DIP to projects will take 26 weeks or more now due to the global supply chain disruptions and the conflict between Russia and Ukraine. Attached are copies of these letters. This would result in a construction completion date in late September or early October. Since Improvement Project #20-05 cannot start until Improvement Project #22-05 is generally complete, this could result in cold weather paving or delaying paving operations until 2023.

Bolton and Menk, the City's design engineer, worked with Douglas Kerr Underground and MnDOT to prepare the attached Change Order #1 that, upon Council approval, will authorize Douglas Kerr Underground to install plastic C900 watermain in lieu of DIP for all 8-inch and 12-inch trunk watermain on this project.

City Staff approves of Change Order #1 as plastic trunk watermain has been constructed recently in several

locations across the City, including under Variolite Street when it was reconstructed. Staff still prefers to use DIP, especially in residential developments where service taps are added for each unit, but plastic watermain has been in use now for over 20 years in Minnesota and is proving to be as reliable as DIP.

Staff will continue to work with our contractor and Capstone Homes to properly coordinate the trunk utility improvements work with the developer's private utilities work.

Notification:

Public notifications were not required in advance of this case.

Observations/Alternatives:

Adopt Resolution #22-087 approving Change Order #1 for Improvement Project #22-05, Riverdale Drive Trunk Utility Improvements, Llama Street to Bowers Drive.

Funding Source:

Approving Change Order #1 will reduce construction costs for this project by \$41,952.50 as noted in the attached change order.

Project costs related to sanitary sewer, water and stormwater improvements will be paid through the respective enterprise funds.

Recommendation:

Staff recommends adopting Resolution #22-087 to avoid project delays to help ensure that water and sewer are available when the first homes in Riverstone South are completed and are ready to be occupied, which is anticipated to occur by late September or early October.

Action:

Adopt Resolution #22-087 approving Change Order #1 for Improvement Project #22-05, Riverdale Drive Trunk Utility Improvements, Llama Street to Bowers Drive.

Attachments

[ACTION: Resolution 22-087](#)
[Change Order 1](#)

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	04/07/2022 01:55 PM
Form Started By: Bruce Westby		Started On: 04/04/2022 10:20 AM
Final Approval Date: 04/07/2022		

Councilmember _____ introduced the following resolution and moved for its adoption:

RESOLUTION #22-087

RESOLUTION APPROVING CHANGE ORDER NO. 1 FOR IMPROVEMENT PROJECT #22-05, RIVERDALE DRIVE TRUNK UTILITY IMPROVEMENTS, LLAMA STREET TO BOWERS DRIVE

WHEREAS, pursuant to Ramsey City Council Resolution #21-305 adopted October 26, 2021, the City Council accepted the design services proposal of Bolton & Menk, Inc. for providing engineering services required to develop final plans and specifications for the purpose of soliciting bids for the construction of Improvement Project #22-05; and

WHEREAS, pursuant to Ramsey City Council Resolution #22-040 the City Council approved the plans and specifications prepared by Bolton & Menk, Inc. for the making of such improvements, and authorizes the advertisement of bids for the same improvements as City Improvement Project #22-05; and

WHEREAS, pursuant to Ramsey City Council Resolution #22-072 the City Council authorized entering into a construction contract with Douglas Kerr Underground for the making of such improvements; and

WHEREAS, while executing the construction contract Douglas Kerr Underground was informed that the DIP watermain could not be delivered to the project site for 26 weeks or more; and

WHEREAS, Douglas Kerr Underground has agreed to install plastic watermain in lieu of the DIP watermain to ensure utilities will be operational in time to serve the Riverstone South development.

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

- 1) The Ramsey City Council hereby authorizes and directs the Mayor and City Administrator to execute Change Order No. 1 for City Improvement Project #22-05, Riverdale Drive Trunk Utility Improvements, Llama Street to Bowers Drive, for and on behalf of the City of Ramsey.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 12th day of April, 2022.

Mayor

ATTEST:

City Clerk



SAP	199-115-004	MN Project No.:	NA	Change Order No.	1
-----	-------------	-----------------	----	------------------	---

Project	2022 Riverdale Drive Trunk Utility Improvements				
Local Agency	City of Ramsey	Local Project No.	22-05		
Contractor	Douglas-Kerr Underground LLC				
Address/City/State/Zip	2142 330 th Avenue, Mora, MN 55051				
Total Change Order Amount \$	(41,952.50)				

The 2022 Riverdale Drive Trunk Utility Improvements project is required to provide public utility service to the Riverstone South development.

The project was designed, and bids were opened on March 11, 2022, with 11 bids being received. The project was awarded to the low bidder, Douglas-Kerr Underground LLC.

Due to supply shortages of raw materials associated with the manufacturing of ductile iron pipe, product availability has become an issue within the industry. The issue has become more pronounced over the past several weeks as demonstrated by the attached notices from AMERICAN Ductile Iron Pipe and U.S. Pipe. The notices are attached for reference.

Douglas-Kerr Underground LLC, along with the other 10 bidders had included pricing for ductile iron pipe in their bids. None of the 11 contractors had indicated during the bidding process that ductile iron pipe would be an issue to obtain. A review of the bids received indicates consistent unit pricing for ductile iron pipe from the bidders. This further validates the recent nature of the extreme supply issue being experienced in the industry.

PVC C900 pipe is also being used widely within the industry for watermain installations. Douglas-Kerr Underground LLC has provided pricing for the use of PVC C900 pipe on the 2022 Riverdale Drive Trunk Utility Improvements project in lieu of ductile iron pipe. The following table depicts additions and deletions from the contract as a result of the change from ductile iron pipe to PVC C900 pipe. Fire hydrants and fire hydrant leads will remain as ductile iron products due to availability for the limited quantity of each required for the project.

Estimate Of Cost: *(Include any increases or decreases in contract items, any negotiated or force account items.)*

Item No.	Description	Unit	Unit Price	+ or - Quantity	+ or - Amount \$
43	8" WATERMAIN DUCTILE IRON CL 52	LIN FT	\$59.25	(900)	(\$53,325.00)
44	12" WATERMAIN DUCTILE IRON CL 52	LIN FT	\$81.45	(3,950)	(\$321,727.50)
CO1 - 1	8" PVC WATERMAIN	LIN FT	\$50.60	900	\$45,540.00
CO1 - 2	12" PVC WATERMAIN	LIN FT	\$72.80	3,950	\$287,560.00
Net Change this Change Order					(\$41,952.50)

Due to this change, the contract time: *(check one)*

(X) Is NOT changed () May be revised as provided in MnDOT Specification 1806

SIGNATURES NEXT PAGE



SAP	199-115-004	MN Project No.:	NA	Change Order No.	1
-----	-------------	-----------------	----	------------------	---

Approved by Project Engineer: Kevin P. Kielb Date: March 30, 2022

Print Name: Kevin P. Kielb, P.E. Phone: 651-968-7760

Approved by Contractor: [Signature] Date: 4-4-22

Print Name: Darren Douglas Phone: 320-674-0560

Approved by City Engineer: _____ Date: _____

Print Name: _____ Phone: _____

DSAE Portion: The State of Minnesota is not a participant in this contract. Signature by the District State Aid Engineer is for FUNDING PURPOSES ONLY and for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.

This work is eligible for: Federal Funding State Aid Funding Local funds

for District State Aid Engineer: _____ Date: _____



AMERICAN

THE RIGHT WAY

March 21, 2022

To: Customers, Distributors and Stakeholders OF
AMERICAN Ductile Iron Pipe, American SpiralWeld Pipe & American Flow Control

Subject: Impacts of Global Supply Constrictions on Product Availability and Cost

For several weeks now, the world has both observed and been affected by the conflict between Russia and Ukraine. The global economy has struggled to adjust to the impacts of the conflict, and the already stretched global supply chain has now been further limited due to constrictions on supply from those countries. As a result of this supply shortage, many of the raw materials necessary for the production of our products have already experienced critically lengthened lead times and extreme cost volatility. Additionally, costs to transport our products to market have been impacted by rising fuel prices, equipment shortages, and limited workforce. The unusual nature of this current economy has made it very difficult to predict how the flow of products to market and production costs will fluctuate.

Like many manufacturers who rely on raw materials which have been impacted by global shortages, AMERICAN has been forced to update our supply structure. Customers can expect further lengthening lead times and price volatility. For our ADIP/ASWP products, base pricing can be provided at bid time, and we will provide a bid-time volatility adder or escalator (as listed by various market indexes). Final, confirmed pricing will be provided at time of shipment. As for our AFC products, we have recently updated our pricing, but further pricing updates may be necessary as supply volatility continues to impact our ability to manufacture our products and get them to market. We will work to minimize the impacts of this market unpredictability, but we have no choice other than to adapt to these historic market circumstances. No longer can there be any long-term guarantees of price or availability.

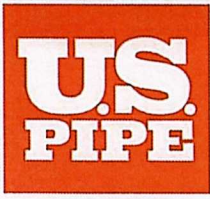
As AMERICAN (and many other companies) adjusts to these new market realities, we recommend that you consider including provisions within your bid and contract process to allow for supply and cost volatility. This will reduce the unexpected impacts of supply extensions and cost increases. Our personnel are available to discuss strategies to minimize the impacts of this volatility.

While there is no perfect solution for these volatile market conditions, our new supply structure is intended to help our customers and partners to plan for and adapt to current and future market impacts. As always, we at AMERICAN appreciate your support, and we thank you for your business.

Sincerely,

W.D. "Skip" Benton
VP, Sales – ADIP & ASWP

John E. Hagelskamp
VP, Sales – AFC



A Forterra Company

March 14, 2022

To: Valued Distribution Partners and Customers
Re: Scrap Surcharge

As you are aware, the Russia-Ukraine conflict has resulted in additional disruptions to an already stretched supply chain. This conflict has impacted multiple inputs to our manufacturing process, the biggest of which is our scrap metal costs. Given the current situation, demand for steel and iron to be supplied by other countries is quickly growing. Those manufacturers are looking to buy more scrap, the same scrap we buy for daily operations. As a result, scrap costs are rising very quickly. The restrictions on pig iron coming from Russia and Ukraine further exacerbates the demand for scrap.

Effective April 1, 2022, all product shipping from our facilities will incur a scrap surcharge to cover these increased scrap costs. While we hope this is a short-lived market condition, we have to prepare for the likely reality that this persists until the conflict has come to resolution, global sanctions on that region of the world are lifted, or some other market mechanism helps compensate for the increase in demand.

That surcharge will be based on the national increase in shredded scrap pricing as tracked by Fastmarkets (<https://www.fastmarkets.com>). The prior month average is released on the first business day of the month (i.e., the increase for March will be confirmed on April 1st). It will be communicated on the second of the month and made effective the fifth day of the month. The shredded scrap index is highly correlated to the busheling index which was up \$175/ton between February and March. Because of the even higher demand for busheling, we expect the shredded index to be up, but not more than busheling. Based on what we know as of this time, a good planning number should be between \$125-175/ton. All surcharges will be noted as a separate line item on your invoice.

As you know, our typical approach is to absorb increases and movements in raw materials pricing both small and large; however, the movement over the last two weeks is historically unprecedented. We believe a surcharge is the most effective mechanism for an adjustment because we intend for this to be temporary. When scrap pricing returns to February 2022 levels, we will pull back the surcharge. Should the conflict last longer and scrap prices remain higher for an extended period of time, we may consider converting the surcharge to a more permanent price increase, but it would be premature to determine that now.

Also note, we will continue to strictly enforce our terms and conditions. If you wish to cancel your order for Made to Stock (MTS) material in lieu of paying a surcharge, you may do so with no cancellation fees. Cancellation fees still apply to Made to Order (MTO) materials.

We regret having to take these actions; however, the metals markets have been greatly impacted by the situation abroad. We appreciate your support and patience while we all navigate these uncertain times.

Best Regards,

A handwritten signature in black ink, appearing to read "Vik Bhatia".

Vik Bhatia
President
214-693-1578

A handwritten signature in black ink, appearing to read "Howard Smith".

Howard Smith
Sr. Vice President of Marketing & Sales
919-757-5411

Meeting Date: 04/12/2022

By: Bruce Westby, Engineering/Public Works

Information

Title

Adopt Resolution #22-088 Amending Improvement Project #20-05, Riverdale Drive Extension, to Reconstruct Riverdale Drive from Llama Street to Armstrong Boulevard Interchange

Purpose/Background:

Purpose:

The purpose of this case is to adopt Resolution #22-088 amending Improvement Project #20-05, Riverdale Drive Extension, Llama Street to Bowers Drive, to include the reconstruction of Riverdale Drive between Llama Street and the segment of Riverdale Drive constructed as part of the Armstrong Boulevard & Highway 10 interchange in 2014 - 2015.

Background:

In 2015, construction of the Armstrong Boulevard & Highway 10 interchange was completed, which included reconstructing Riverdale Drive to a point approximately 1,200 feet east of Llama Street, just east of the mid-block crosswalk. See attached Figures 1, 2 and 3 for reference.

The original segment of Riverdale Drive between Llama Street and the segment of Riverdale Drive constructed as part of the Armstrong Boulevard & Highway 10 interchange was proposed to receive mill and overlay improvements in 2022 per the 2022 – 2031 Capital Improvement Plan (CIP). Attached is the CIP sheet outlining this project.

Also attached is a street segment summary that shows this segment of Riverdale Drive, which is approximately 1,280 feet long, was originally constructed in 1997, was sealcoated in 2002 and 2012, and had a 2020 PASER rating of 6. This street segment is 25 years old and is in such condition that a mill and overlay improvement project would likely last about 15 years before the street would need to be reconstructed.

Staff therefore recommends reconstructing this segment of Riverdale Drive as part of Improvement Project #20-05 to avoid leaving an older segment of pavement with a substandard drainage system between two new segments, which will likely result in the need to reconstruct this segment in less than 20 years. At that time the work would need to be completed under traffic as there will be no alternate access for residents living on Bowers Drive, in the Riverstone South development, or for the commercial and industrial properties along Riverdale Drive west of Armstrong Boulevard. Staff projects the traffic volumes on this segment of Riverdale Drive will be somewhere between 4,000 and 6,000 vehicle trips per day within 15 years.

Notification:

Notifications are not required for this case.

Observations/Alternatives:

Observations:

MnDOT has confirmed that this work can be added to Improvement Project #20-05 without impacting the awarded LPP funding, but that LPP funding will not be increased because of this additional work.

Alternatives:

Alternative #1:

Motion to adopt Resolution #22-088 amending Improvement Project #20-05, Riverdale Drive Extension, to include the reconstruction of Riverdale Drive between Llama Street and the segment of Riverdale Drive constructed as part of the Armstrong Boulevard & Highway 10 interchange.

Funding Source:

The attached CIP sheet for project 21-STR-005 includes an estimated cost of \$69,438 to mill and overlay this segment of Riverdale Drive. Staff estimates the cost to reconstruct this 1,280 foot long segment in 2022 as part of Improvement Project #20-05 to be \$300,000.

Bolton and Menk has confirmed that they will be able to complete the additional work needed to added several plans sheets within the scope of their previously approved proposal.

The cost for this work is proposed to be paid from the City’s Municipal State Aid Funds, which has an adequate balance for this work plus all work proposed in the remainder of the 10-year CIP.

Recommendation:

Staff recommends adopting Resolution #22-088.

Action:

Adopt Resolution #22-088 amending Improvement Project #20-05, Riverdale Drive Extension, to include the reconstruction of Riverdale Drive between Llama Street and the segment of Riverdale Drive constructed as part of the Armstrong Boulevard & Highway 10 interchange.

Attachments

[ACTION: Resolution 22-088](#)

[Figure 1](#)

[Figure 2](#)

[Figure 3](#)

[Street Segment Summary](#)

[CIP 21-STR-005](#)

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	04/07/2022 01:54 PM
Form Started By: Bruce Westby		Started On: 04/04/2022 10:18 AM
Final Approval Date: 04/07/2022		

Councilmember _____ introduced the following resolution and moved for its adoption:

RESOLUTION #22-088

RESOLUTION AMENDING IMPROVEMENT PROJECT #20-05, RIVERDALE DRIVE EXTENSION, LLAMA STREET TO BOWERS DRIVE, TO RECONSTRUCT RIVERDALE DRIVE FROM LLAMA STREET TO ARMSTRONG BOULEVARD

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, the City's 2022 - 2031 Capital Improvement Plan includes project 21-STR-005 that proposes to mill and overlay the segment of Riverdale Drive between Llama Street and the segment of Riverdale Drive constructed as part of the Armstrong Boulevard & Highway 10 interchange in 2014 - 2015; and

WHEREAS, completing a mill and overlay improvement on this short segment of Riverdale Drive will result in significant impacts to drivers relying on this segment of Riverdale Drive to access homes and businesses west of Armstrong Boulevard when this segment of Riverdale Drive requires a full reconstruction.

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

1. The City Engineer is hereby authorized and directed to enlist Bolton and Menk to prepare the necessary plans and specification to include the reconstruction of Riverdale Drive between Llama Street and the segment of Riverdale Drive constructed as part of the Armstrong Boulevard & Highway 10 interchange under Improvement Project #20-05.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 12th day of April, 2022.

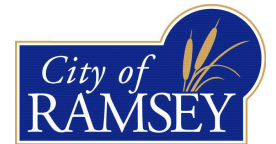
Mayor

ATTEST:

City Clerk

Figure 1

2014 Aerial

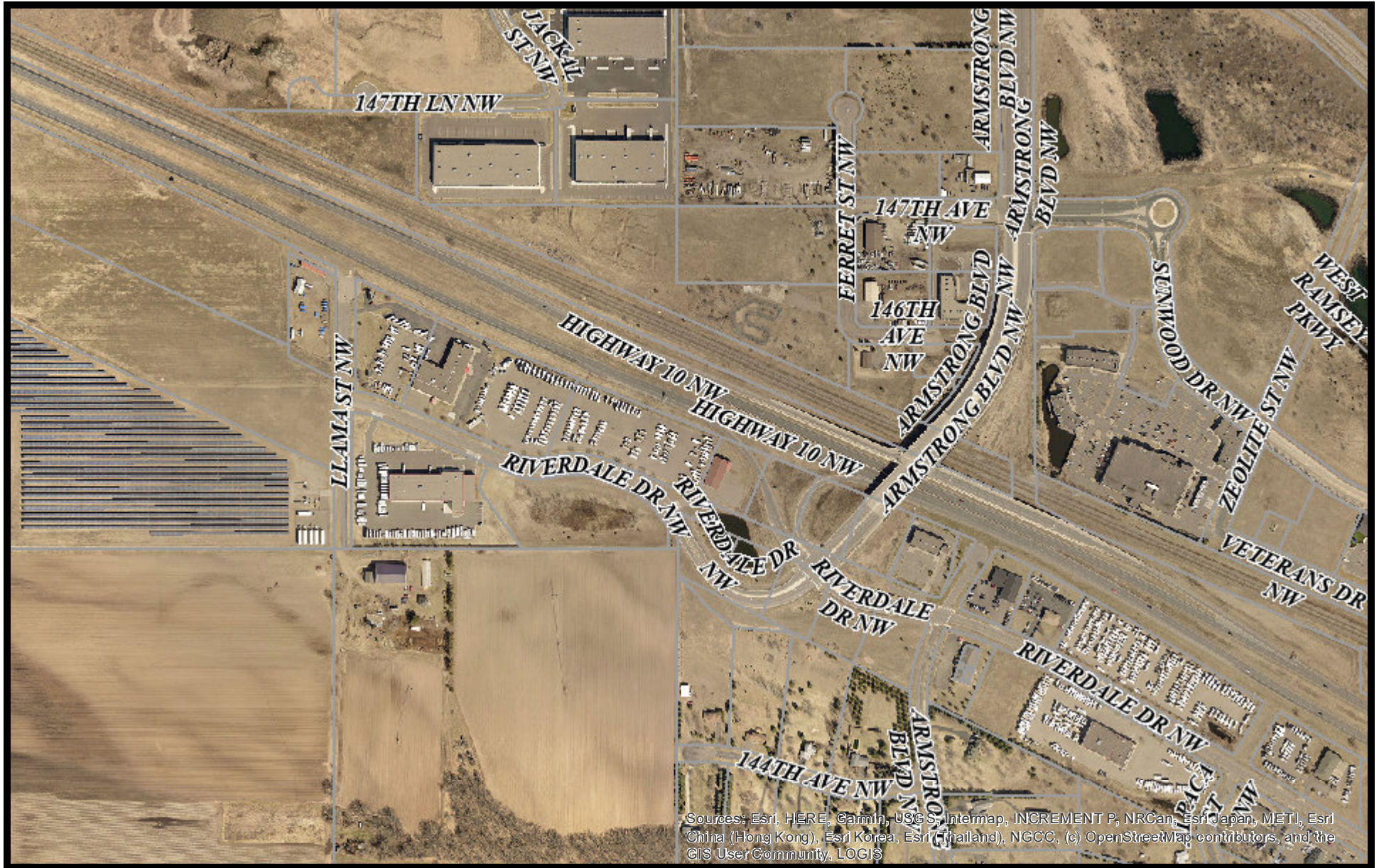


Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) ©openStreetMap contributors, and the GIS User Community, LOGIS

Print Date: April 6, 2022

00.0375 0.075 0.15 0.225 0.3
mi

Figure 2
2020 Aerial



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community, LOGIS

Figure 3

Proposed Reconstruction Limits



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community, LOGIS

IP 22-03 2022 MSA Pavement Overlay Improvements

Street Segment Summary

Street Description				Street History						GPR Summary					
Street	Segment Description	Length (feet)	Section (Urban / Rural)	2020 PASER	Year Built	Maint. 1	Maint. 2	Maint. 3	Maint. 4	Avg HMA (inches)	Avg Agg. Base (inches)	Avg Section (inches)			
Riverdale Drive	W PC / Llama Street	1279	Urban	6	1997	SC 2002	SC 2012			3.6	4.8	8.4			
										<i>* GPR not able to detect Agg. Base</i>					
Total Length		1,279	0.24 mi.										<i>** Estimated Depths, GPR not available</i>		

Capital Improvement Program

2022 *thru* 2031

City of Ramsey, Minnesota

Project #	21-STR-005
Project Name	2022 MSA Overlays

Department	Street Improvements
Contact	
Type	Improvement
Useful Life	60 Years
Category	Street Improvement
Priority	1-Existing Obligation (High)
Status	Active

Description	Total Cost \$69,438
Overlaying of MSA Streets: Riverdale Drive between Armstrong Interchange & Llama Street.	

Justification
In accordance with the City's Pavement Management Program, each paved street within the City is scheduled to receive preventative maintenance on a regularly scheduled basis including reconstruction at the end of its useful life, which is estimated to be 60 years based on the City's predominant sand subgrades.

Expenditures	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total
Improvements Other than Building Cost	69,438										69,438
Total	69,438										69,438

Funding Sources	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total
MSA	63,125										63,125
Storm Water Utility Fund	6,313										6,313
Total	69,438										69,438

Meeting Date: 04/12/2022

Submitted For: Bruce Westby, Engineering/Public Works

By: Joe Feriancek, Engineering/Public Works

Information

Title

Adopt Resolution #22-089 Accepting Survey Proposals for 161st Avenue Reconstruction, Improvement Project #23-01 and Central Park Parking Lot Improvements

Purpose/Background:

Purpose:

The purpose of this case is to adopt Resolution #22-089 accepting survey proposals for 161st Avenue Reconstruction, Improvement Project #23-01 and Central Park Parking Lot Improvements

Background:

The current 2022 – 2031 10-Year Capital Improvement Plan (CIP) proposes the reconstruction of 161st Avenue between Armstrong Boulevard and Variolite Street, and the Central Park Main Parking Lot in 2024. Staff proposes moving both forward to 2023 construction to reduce potential impacts if PACT Charter School moves forward. Reconstructing either of these planned City improvements would become more difficult and potentially more expensive if completed after the school is in use, as well as an increase to safety concerns associated with having students and additional vehicles within an active construction area.

Central Park and 161st Avenue both have drainage concerns, which will require significant design time. Staff is proposing to move forward as soon as possible to accommodate the extended design time. Topographic surveys are essential to locate all existing site features and to create an existing ground surface, used as the base for designing the project.

Quotes received with the survey proposal are shown below.

TOPOGRAPHIC SURVEYS		
Project	Bolton & Menk, Inc.	Hakanson Anderson
161st Avenue & Central Park	\$5,800.00	\$9,100.00
Quote		

Bolton & Menk, Inc. submitted the lowest total responsible quote. Based on the submitted quotes, Staff recommends accepting the proposal for topographic survey from Bolton & Menk.

Bolton & Menk is required to complete their work by June 3, 2022, which will allow Staff to begin design work for these proposed improvements, after City Council authorization.

Staff is proposing to present a case to City Council at an upcoming meeting to discuss ordering plans and specifications for the advance construction of both improvement projects in 2023. At that time Staff will be able to provide a more thorough project scope and estimated project costs, including proposed funding sources.

Regardless of when these improvement projects are constructed (2023 or 2024), topographic survey information is needed to properly design both projects. No throw away costs are therefore associated with this request. The survey data will be useful whenever the City moves forward with these projects, which Staff purposely proposed for construction in the same year to make sure the drainage design for both would be properly coordinated.

Notification:

If City Council awards a contract for topographic services, City Staff would send notification letters to residents in the impacted area, giving notice that surveyors will be present, and the scope of the services being provided at this time.

Observations/Alternatives:

Motion to adopt Resolution #22-089 accepting survey proposals for 161st Avenue Reconstruction, Improvement Project #23-01 and Central Park Parking Lot Improvements.

Funding Source:

Funding for this work is proposed to come from the Pavement Management Fund.

Recommendation:

Staff recommends adopting Resolution #22-089 accepting survey proposals for 161st Avenue Reconstruction, Improvement Project #23-01 and Central Park Parking Lot Improvements.

Action:

Adopt Resolution #22-089 accepting survey proposals for 161st Avenue Reconstruction, Improvement Project #23-01 and Central Park Parking Lot Improvements.

Attachments

Topo RFP

Topo Area Exhibit

CIP Sheet - 161st Avenue

CIP Sheet - Central Parking Parking Lot

Res 22-089

Form Review

Inbox

Bruce Westby

Kurt Ulrich

Form Started By: Joe Feriancek

Final Approval Date: 04/07/2022

Reviewed By

Bruce Westby

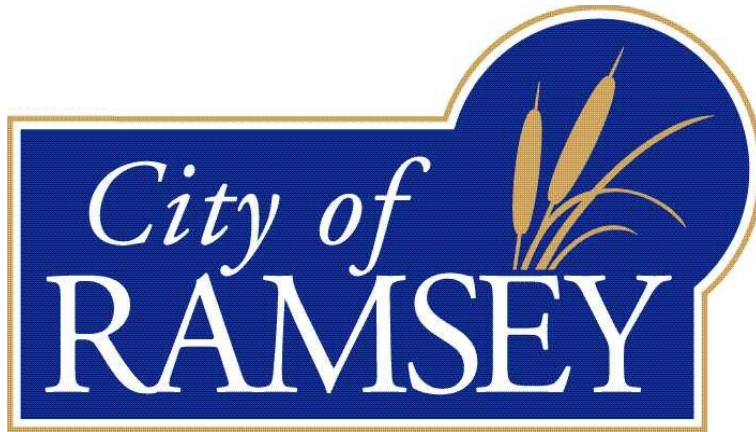
Kurt Ulrich

Date

04/06/2022 08:28 AM

04/07/2022 01:51 PM

Started On: 04/04/2022 07:54 AM



**REQUEST FOR PROPOSAL
161ST AVENUE RECONSTRUCTION
Topographic Survey
City of Ramsey**

ISSUE DATE
March 29, 2022

PROPOSAL MUST BE RECEIVED BY:
4:00 pm on Tuesday, April 5, 2022

DELIVER PROPOSAL TO:
City of Ramsey Municipal Center
7550 Sunwood Drive NW
Ramsey, MN 55303
Attn: Joe Feriancek
763-433-9893

INTRODUCTION: The City of Ramsey (City) is requesting proposals for the delivery of a topographic survey for 161st Avenue between Variolite Street and Armstrong Boulevard;

1. Area A: 161st Avenue Right of Way
 - a. 66-foot right of way between Armstrong Boulevard and Variolite Street
 - b. Extending onto adjacent streets per exhibit
 - c. Street is approximately 0.5 miles in length
 - i. 4.95-acre area
 - ii. Large portion of street has trees within the right of way
 - d. 32-feet wide, with bituminous curb
 - e. Speed limit is 30 mph
2. Area B: Central Park
 - a. Front parking lots and adjacent drives and boulevards
 - i. West boundary, up to tennis court fence
 - ii. North boundary, up to tree line north of the parking lot
 - iii. East boundary, up to the building
 - b. 20-foot corridor along trail from drive to Armstrong Blvd
 - c. 40-foot wide area beyond the 161st Avenue right of way
 - d. 4.52-acre area
 - i. See the exhibit for area clarification
3. Area C: 7826 161st Ave / 7833 159th Ln Drainage & Utility Easement Ponding Area
 - a. 20-foot wide easement along shared lot line
 - i. 161st Avenue to ponding area
 - ii. Existing swale; crowded with trees/shrubs
 - b. Large ponding area in rear yards
 - i. Mostly open, group of trees in the middle
 1. Need at least tree line if shots within trees aren't possible
 - c. 2.79-acre area
4. Area D: 16045 Xenolith St Drainage & Utility Easement Ponding Area
 - a. 200' x 125' area in NW corner of lot
 - i. Open yard
 - b. 0.57-acre area
5. The scope of this work includes:
 - a. Topographic Survey
 - b. Contacting Gopher State One Call to locate utility markings
 - c. Delivery of survey points in an Excel/CSV format
 - d. Point Code listing

FIELD SURVEY REQUIREMENTS: The field survey is not limited to, but is expected to include the following:

- Elevations along the centerline, edge of bituminous pavement, top of curb, flowline of curb, and boulevard up to the right-of-way at 50-foot stations and grade changes.

- Elevations of intersecting streets along the centerline, edge of bituminous pavement, top of curb, flowline of curb, and boulevard to the right-of-way, to the distance specified in the exhibit
- Location and elevations on driveway edges and corners to the right-of-way
- Location and elevations of any storm sewer, sanitary sewer, watermain, utilities, structures, etc. within the survey area
- Locations and elevations of trees/tree lines, landscaping, mailboxes, signage, fence lines, etc. within the survey area
 - Along Central Park, individual tree shots if possible
 - Remainder of project area tree line will generally be acceptable
- Location and elevations of off-street bituminous trail within the survey area
- Edge of pavement, and intermediate spot elevations in parking lot areas
- General top and bottom of slopes, and intermediate spot elevations in ponding areas / green space areas

SCHEDULE: A written schedule of the work shall be submitted identifying all work components and showing work start and completion dates required to comply with the schedule. Once work has commenced, the Contractor shall continuously pursue completion in accordance with the approved schedule. The final Topographic Survey must be delivered to the City by Friday, June 3, 2022.

PROPOSAL SUBMITTAL: A lump sum quote shall be submitted for the proposed work using the form at the end of this Request for Proposal (RFP).

COMMUNICATION WITH THE CITY: If any requirements of this RFP are not clearly understood, the Contractor is responsible for contacting the City for further clarification in a prompt manner. Responses to inquiries, if they change or clarify the RFP in a substantial manner, will be forwarded by addenda to the RFP.

SUBMISSION: A signed copy of the attached proposal form is requested by **4:00 P.M. Tuesday, April 5, 2022**. Deliver to the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey MN 55303 to the attention of Joe Feriancek. E-mail quotes will be accepted and may be sent to JFeriancek@cityoframsey.com.

PROPOSAL UNDERSTANDING: By submitting a proposal, the Contractor agrees to be bound to the terms and conditions herein.

COSTS OF PREPARATION: Under no condition will any costs of preparation of the proposal be reimbursed by the City.

LICENSE AND INSURANCE: By submitting a proposal, the Contractor affirms they shall maintain the following minimum insurance coverage while completing their work as related to this RFP in the following amounts: Commercial General Liability \$1,000,000 per occurrence (written

on an occurrence based form bodily injury and property damage); automobile liability \$1,000,000 per occurrence (including hired & non-owned bodily injury and property damage). The City of Ramsey shall be named as an additional insured on the Commercial General Liability insurance. Certificates of Insurance for all of the above insurance shall be filed with the City prior to the work. The Contractor also affirms they shall be licensed to perform the work in the State of Minnesota, and the work shall comply with all state and local laws.

WORKING HOURS: The work shall be carried out during normal working hours so as not to cause any unreasonable nuisance to affected residents and businesses. Under emergency conditions, this limitation may be waived in writing by the Engineer in conjunction with qualified local authority. Normal working hours for this work are considered to be from 7:00 a.m. to 7:00 p.m., Monday through Friday.

WORK AND STAGING AREAS: The Contractor shall confine their work activities within City owned properties, right of way, and drainage & utility easements. No equipment shall be left on City streets outside normal working hours.

TRAFFIC CONTROL: Work shall be conducted in conformance with the specifications set forth herein and in accordance with the Minnesota Department of Transportation Standard Specifications for Construction, 2020 Edition, which is incorporated by reference to these specifications.

PAYMENT: Payment will be made upon submittal of an invoice to the City on a net 30 day basis following City acceptance of the work. An IC 134 form will be required prior to final payment.

BASIS OF PAYMENT: Payment shall be made on a lump sum basis for all components of the work as specified in the RFP. The cost of any additional equipment, labor, materials, permits, tools and supplies which have not been specifically identified in this section for payment, but are required to complete the work, shall be considered incidental to the project. The City is also requesting an hourly rate for additional survey work to be submitted, if we find a need to expand the project scope after reviewing the initial survey.

PROPOSAL

_____ accepts the terms and conditions herein and agrees to complete all work described herein, and to deliver the final Topographic Surveys to the City by Friday, June 3, 2022.

161ST AVENUE TOPOGRAPHIC SURVEY	
Description	Cost Extension
Lump sum not-to-exceed amount	
Additional hourly rate if project scope expands after initial review	

Contractor Name _____

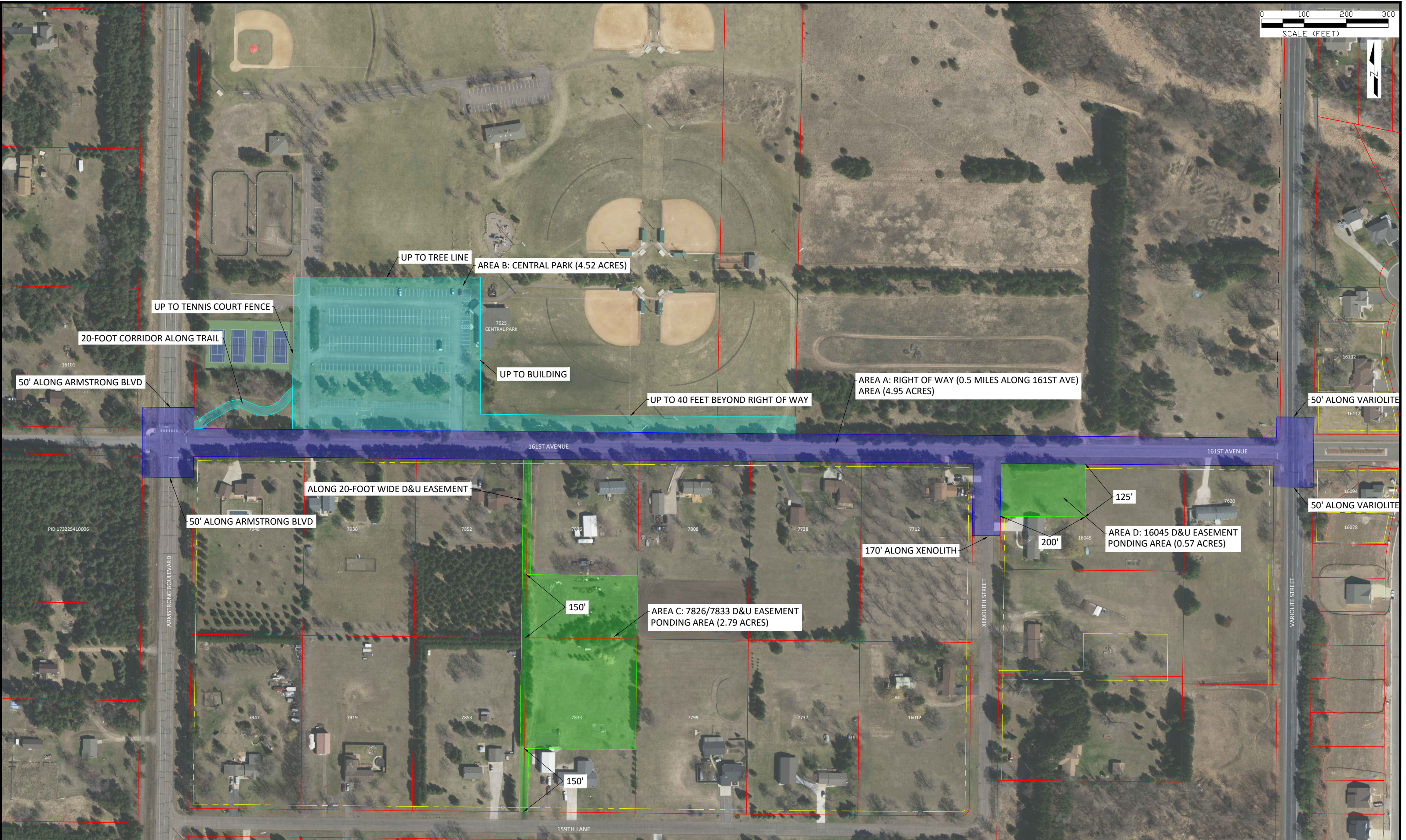
Owner or representative _____

Phone(s) _____

E-mail _____

Signature _____

Date _____

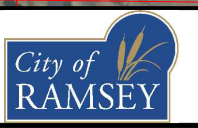


DATE	REVISION

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota

JOE FERIANCEK
 Date: --/--/-- Lic. No. -----

DESIGNED BY: ---
 DRAWN BY: --- DATE: 03/29/22
 CHECKED BY: --- FILE: ---



CITY OF RAMSEY
 7550 SUNWOOD DRIVE
 RAMSEY, MN 55303
 (763) 427-1410 FAX (763) 433-9898

161ST AVENUE (ARMSTRONG TO VARIOLITE)
 TOPO AREA EXHIBIT

161ST AVENUE RECONSTRUCTION
 CITY PROJECT NO. --
 CITY OF RAMSEY, MINNESOTA

Capital Improvement Program

2022 *thru* 2031

City of Ramsey, Minnesota

Project #	19-STR-004
Project Name	Reconstruction Streets: 161st Avenue

Department Street Improvements
Contact
Type Improvement
Useful Life 60 Years
Category Street Improvement
Priority 3-Existing Obligation (Med)
Status Active

Description	Total Cost \$548,939
Reconstruction of MSA Street 161st Avenue: CR 83 to Variolite Street	

Justification
These streets are in poor condition and require reconstruction. The pavement has deteriorated beyond the point where an overlay could be applied.

Expenditures	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total
Improvements Other than Building Cost			548,939								548,939
Total			548,939								548,939

Funding Sources	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total
MSA			499,035								499,035
Storm Water Utility Fund			49,904								49,904
Total			548,939								548,939

Capital Improvement Program

2022 *thru* 2031

City of Ramsey, Minnesota

Project #	21-PARK-002
Project Name	Central Park Main Parking Lot Reconstruction

Department Park Improvements
Contact
Type Improvement
Useful Life 20
Category Park Improvement
Priority 3-Existing Obligation (Med)
Status Active

Total Cost \$350,000

Description

This reconstruction project would replace the 35+ year-old bituminous main parking area at the same time as the adjoining 161st Avenue reconstruction.

Justification

The bituminous surface is beyond its useful maintenance life and the drainage patterns would be modified to reduce significantly the amount of stormwater that flows across 161st Avenue.

Expenditures	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total
Improvements Other than Building Cost			350,000								350,000
Total			350,000								350,000

Funding Sources	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total
Park Improvement Trust Fund			150,000								150,000
Storm Water Utility Fund			50,000								50,000
Capital Maintenance Fund			150,000								150,000
Total			350,000								350,000

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #22-089

RESOLUTION ACCEPTING SURVEY PROPOSALS FOR 161ST AVENUE RECONSTRUCTION, IMPROVEMENT PROJECT #23-01 AND CENTRAL PARK PARKING LOT IMPROVEMENTS

WHEREAS, topographic surveys are required to accurately evaluate and design proposed 161st Avenue Reconstruction and Central Park Parking Lot Improvements projects; and

WHEREAS, requests for proposals were submitted to two firms for the purpose of obtaining quotes for completing the proposed survey services; and

WHEREAS, the two (2) survey quotes received are tabulated below; and

TOPOGRAPHIC SURVEYS		
Project	Bolton & Menk, Inc.	Hakanson Anderson
161 st Avenue & Central Park Quote	\$5,800.00	\$9,100.00

WHEREAS, the quote of Bolton & Menk, Inc. in the total amount of \$5,800.00 for said services in accordance with the prepared proposals is the lowest responsible quote and their quote 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:

- 1) The Mayor and City Administrator are hereby authorized and directed to enter into a contract with Bolton & Menk, Inc. for said survey services for and on behalf of the City of Ramsey.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 12th day of April, 2022.

Mayor

ATTEST:

City Clerk

Meeting Date: 04/12/2022

By: Brian McCann, Community
Development

Information

Title:

Consider Approving a Home Occupation Permit at 7230 175th Ave NW; Case of Mabel LLC

Purpose/Background:

The purpose of this case is to consider an application for a Home Occupation Permit for a concession company at 7230 175th Ave NW (the "Subject Property"), including the outdoor storage of vehicles. Carmen Schmitz, Amy Schmitz, and Jake Hoffman (the "Applicants") of Mabel LLC (the "Occupation") have properly applied for the Home Occupation Permit (HOP) and are requesting approval of their business proposal.

Notification:

Notifications of this proposal were sent via Standard US Mail to Property Owners within 350 feet of the Subject Property for the public hearing with the Planning Commission on March 24, 2022, as reflected by Anoka County Property Records. A notice was also published in the Anoka UnionHerald, the City's Official newspaper for the Planning Commission meeting.

Time Frame/Observations/Alternatives:

General

The Subject property is located at 7230 175th Avenue NW. The Subject Property is zoned R-1 Residential (MUSA) and is approximately 12.39 acres in size. Abutting properties to the east, south, and west are also zoned R-1 Residential (MUSA), but properties to the north across 175th Ave are zoned R-1 Residential (Rural Developing). This property is in close proximity to the North Brook Meadows and Trott Brook Crossing developments.

Summary of Request

The Applicant is seeking permission to use the Subject Property as a base for their concession company. Plans for business operations would include:

- Storage of several vehicles and pieces of equipment including:
 - Camper (26 feet in length)
 - Concession trailer (21 feet in length)
 - Supply truck (20 feet in length)
 - Food truck (26 feet in length)
 - Pickup truck (20 feet in length)
- Storage of business supplies and concessions
- Utilize one (1) nonresident employee
- Expansion of the current accessory structure with the purpose of vehicle, equipment, concessions, and materials storage indoors

The Applicants would store the vehicles, equipment, materials, and concessions in the detached accessory structure to be brought to future events for vending services. This would result in a single round trip throughout the week, during weeks when they have scheduled vending events.

The business typically operates during the summer, running from May through September, as this is the busy season for this type of business. Deliveries could occur once per week at the most, but likely once every few weeks, in a standard courier sized vehicle. Occasionally, they do take the supply truck to pick up food orders as

well which could involve another round trip. The concessions will be prepared and loaded into the vehicles prior to departing the property.

Level II Required:

Although their proposal does not exceed the standards of the administrative permit by many categories, Staff believed the Level II HOP was required based on the following criteria received in their questionnaire outlining their proposal:

- Use of more than one (1) commercial vehicle. The Applicant listed five (5) vehicles related to the business in their proposal.
- Large quantity and frequent food delivery services are not typical of a residential neighborhood

Planning Commission - 3/24/2022

The Planning Commission recommended the City Council approve the Home Occupation Permit for Mabel LLC, without restrictions on hours of operation based on the nature of the business.

Alternatives:

Alternative 1: Approve the Home Occupation Permit (HOP) as presented. Most, if not all, of the vehicles and storage would be concealed within the accessory structure with few round trips throughout the week. The Planning Commission recommends this alternative.

Alternative 2: Approve the Home Occupation Permit (HOP) with additional conditions. Staff would be supportive of this alternative if specific conditions need to be applied based on discussion.

Alternative 3: Deny the proposed Home Occupation Permit. The Planning Commission does not recommend this alternative.

Funding Source:

The Applicant is responsible for all costs related to this request.

Recommendation:

The Planning Commission recommends approving the Home Occupation Permit.

Outcome/Action:

Motion to adopt Resolution #22-067 approving a Home Occupation Permit for a concession business at 7230 175th Avenue NW.

Attachments

Land Use Application

Site Location Map

Public Hearing Notice

Applicant Narrative

HOP Questionnaire

Applicant Drawings

ACTION - Resolution #22-067

Form Review

Inbox

Brian Hagen

Kurt Ulrich

Form Started By: Brian McCann

Final Approval Date: 04/07/2022

Reviewed By

Brian Hagen

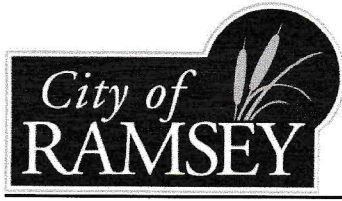
Kurt Ulrich

Date

04/04/2022 09:53 AM

04/07/2022 01:40 PM

Started On: 03/25/2022 09:05 AM



Land Use Application

<input type="checkbox"/> Plat – Sketch Plan	<input type="checkbox"/> Plat – Preliminary Plat	<input type="checkbox"/> Plat – Final Plat
<input type="checkbox"/> Administrative Plat	<input type="checkbox"/> Site Plan Review	<input type="checkbox"/> Easement/ROW Vacation
<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Interim Use Permit	<input type="checkbox"/> Comprehensive Plan Amendment
<input type="checkbox"/> Zoning Amendment	<input type="checkbox"/> Home Occupation Permit	<input type="checkbox"/> Variance
<input type="checkbox"/> Dwelling Moving Permit	<input type="checkbox"/> Environmental Permit	<input type="checkbox"/> Registered Land Survey
<input type="checkbox"/> Non-Traditional Animal License	<input type="checkbox"/> Beekeeping License	<input type="checkbox"/> Private Kennel License

Applicant Contact Information

Please note: All official communication will be routed through this contact.

Name:	CARMEN SCHMITZ/AMY SCHMITZ/JAKE HOFFMAN		
Street Address:	3895 86TH LANE NE		
City, State, ZIP:	CIRCLE PINES, MN 55014		
Home Phone:	612-889-2361	Work Phone:	
Email:	CKSCHMITZ@HOTMAIL.COM	Fax Number:	
Name of Business (if applicable):	MABEL LLC		
Business Address (if applicable)	PO BOX 545		
Business City, State, ZIP	CIRCLE PINES, MN 55014		
Business Phone:	612-889-2361	Business Fax:	

Subject Property Information

(Location of Application)

Address	7230 175TH AVE NW
PIN	04-32-25-44-0010
Legal Description	THE EAST 410 FT OF SE1/4 OF SE 1/4 OF SEC 4 TWP 32 RGE 25, EX RD, SUBJ TO EASE OF REC
Zoning District	201-1a RESIDENTIAL SINGLE

Contact the Planning Division at 763-433-9824 or planning@cityoframsey.com to request a Zoning Verification

Property Owner Information

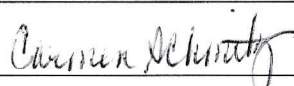
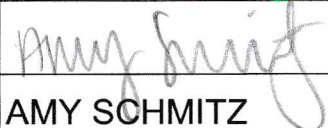
(If different than Applicant)

Name:	JAKE HOFFMAN AND AMY SCHMITZ		
Street Address:	7230 175TH AVE NW		
City, State, ZIP:	RAMSEY, MN 55303		
Home Phone:	612-636-6431	Work Phone:	
Email:	AMY.SCHMITZ@STTHOMAS.EDU	Fax Number:	

Please provide a detailed description of your request and attached a copy of a scaled site plan

<p>WE CURRENTLY OWN AND OPERATE A CONCESSION BUSINESS, MABEL LLC. WE ARE PLANNING TO STORE THE EQUIPMENT ON SITE. WE OPERATE THE BUSINESS SEASONALLY FROM MAY TO OCTOBER. THE EQUIPMENT IS THEN PUT INTO STORAGE FOR THE WINTER MONTHS. CURRENTLY WE HAVE 1-TRAILER, 1-FOOD TRUCK, 1-SUPPLY TRUCK, A DODGE PICK UP TO TOW THE TRAILER, AND A CAMPER. OUR INTENTION IS TO BUILD A POLE BARN TO HOUSE THE EQUIPMENT. THE POLE BARN WOULD BE APPROX 60X100.</p>	

A "Land Use Sign" will be placed on the Subject Property to allow Ramsey Residents the opportunity to obtain information about your request.

Applicant Signature		Co-Applicant Signature	
Printed Name	CARMEN SCHMITZ	Printed Name	AMY SCHMITZ
Title	OWNER/MABEL LLC	Title	OWNER/MABEL LLC
Date	2/22/2022	Date	2/22/2022

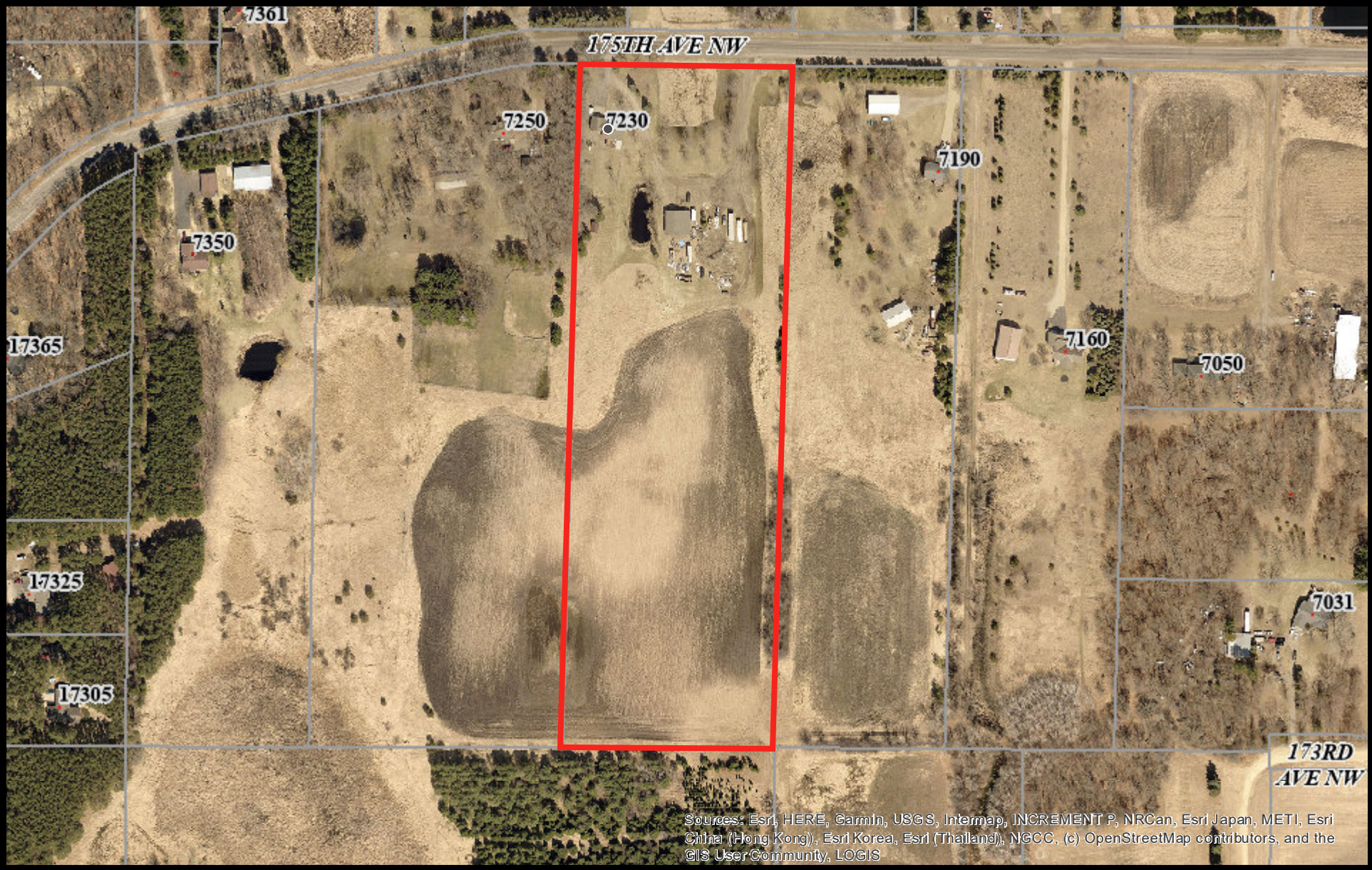
I understand that the application fee is non-refundable. All costs associated with the processing of this application are the responsibility of the applicant whether this application is approved or denied. Any excess of escrow account deposits over expenditures will be refunded at the time of account closure. I also understand that as the applicant, it is my responsibility to obtain all other permits or licenses required by any applicable regulatory agencies for this Land Use Application.

Property Owner Signature		Property Owner Signature	
Printed Name	AMY SCHMITZ	Printed Name	JAKE HOFFMAN
Title	PROPERTY OWNER/MABEL LLC OWNER	Title	PROOPERTY OWNER/MABEL LLC OWNER
Date	2/22/2022	Date	2/22/2022

I hereby certify that I am the fee title owner/contract for deed vendee of record for the above-mentioned property. Failure to prove ownership may void any agreements entered into the City and I will be held liable for any and all costs incurred by the City.

7230 175th Ave NW

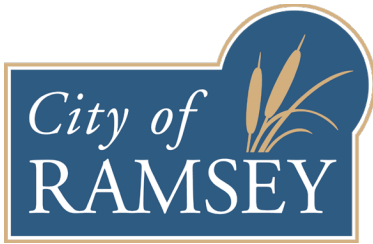
PID #: 04-32-25-44-0010



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NCCO, (c) OpenStreetMap contributors, and the GIS User Community, LOGIS

Print Date: March 8, 2022

00.0175035 0.07 0.105 0.14 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 #22-112 – MABEL LLC HOP**

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

TO WHOM IT MAY CONCERN:

Notice is hereby given that the City of Ramsey Planning Commission will hold a public hearing on Thursday, March 24, 2022, at 7:00 pm.

The purpose of the hearing is to consider a request for a Home Occupational Permit (HOP) to allow on-site storage and equipment in an accessory structure related to a concession business on the property generally known as 7230 175th Ave NW and legally described as follows:

THE EAST 410 FT OF SE1/4 OF SE 1/4 OF SEC 4 TWP 32 RGE 25, EX RD,
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 763-433-9860 by noon on Wednesday, March 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 March 24, 2022.

Brian McCann
City Planner

Date: March 10, 2022

Schmitz/Hoffman Business Information

My mother, myself, and my partner own a mobile food concession business called MABEL LLC which includes two mobile food units: Taco Palace (trailer) and a newly purchased, but not currently in service food truck. We are hoping to discuss the possibility of building a larger accessory building at 7230 175th Avenue, Ramsey, Minnesota 55303.

Considering the business is mobile, typical business operations such as customers on site, employees utilizing the lot for parking, etc. are not conducted at the business housing site. Our business season typically begins in May (earliest) and ends in September/early October (latest). Typically, we bring the trailer to events on Thursdays or early Friday mornings and do not return until Sunday evenings. The vehicles will traditionally be housed on the property from Monday to Wednesday/Thursday and are assumed to be parked indoors in the proposed structure. As of now, the business owns a camper (used two to three times per season for especially far events such as Brainerd Nationals or Hay Days in North Branch), Dodge Ram (tows the taco trailer), the currently non-operating food truck (the taco trailer) and a supply truck. There is a possibility that the supply truck may come back to the property during the weekend, but this is unlikely. Otherwise, vehicles will be leaving and returning once per week.

The proposed structure is simply to house all vehicles related to the business.

Deliveries to the property could occur as frequently as once per week. However, based on previous seasons, deliveries are typically made every two to three weeks. Deliveries are made to the property in a UPS-sized vehicle. The delivery vehicle will not be larger than this. We can and do take the supply truck to pick up our food orders also which would be 1-2 times per week.

We do not have employees coming to the site. We do not sell anything from the site. We will, however, prep the food and load the trailer and food truck for sales off site. Carmen Schmitz is the owner of MABEL LLC, but not the property owner. Carmen will be on site to prep, load, clean and move the equipment to the weekend event. Only family will be onsite.

Hours of operation are not an issue as nothing is being sold there.

Should you have any further questions, please reach us by email.

Regards,

Carmen Schmitz ckschmitz@hotmail.com 612-889-2361

Amy Schmitz amy.schmitz@stthomas.edu

Jake Hoffman

Address: 7230 175th Ave

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:

<i>Pole building to be constructed.</i>

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:

<i>Construct a pole barn, no alterations to home or</i>
<i>attached garage</i>

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? 1

How many non-resident employees will work off-site? _____

Will it be necessary employees working off-site to come to the home? Very occasionally

If so, explain:

DINNER OF THE BUSINESS TO TOWN & MOVE EQUIPMENT
+ FOOD PREP.

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.)?

2

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:

Camper (26 FT) Concession trailer (21 FT) Supply Truck (20 FT)
Food Truck (26 FT) Pickup Truck (20 FT)

Do you intend to store supplies and/or materials on the site? Yes -or- No

Please describe items to be stored and where?

Property currently has detached double garage -
Freezers, supplies to be stored in garage.

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: Amy Schmitz

Date: 2/11/22

Homeowner's Signature: Amy Schmitz

Email: ckschmitz@hotmail.com

Phone: 612-889-2361

CARMEN SCHMITZ

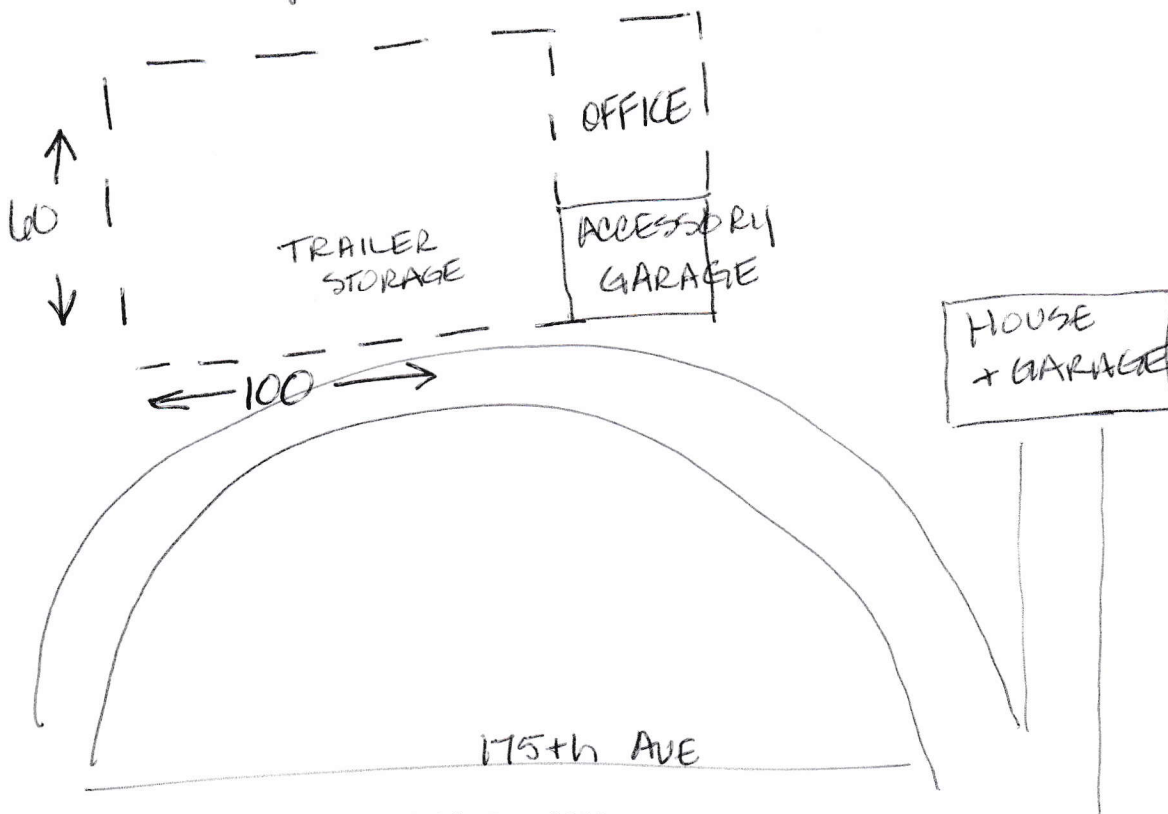
Brief Description of Home Occupation:

7230 175th Ave.

Amy Schmitz + Jake Hoffman are in the process of purchasing the property

Amy, Jake + Carmen Schmitz are owners of MABEL LLC, a food concession business.

The trailers will be stored on the property and brought to events for vending.





EXISTING DETACHED GARAGE



Anoka County Parcel Viewer



Parcel Information:

04-32-25-44-0010
7230 175TH AVE NW
RAMSEY
MN 55303
Plat:

Approx. Acres: 12.39
Commissioner: MATT LOOK

Owner Information:



Anoka County Parcel Viewer



Parcel Information:

04-32-25-44-0010
7230 175TH AVE NW
RAMSEY
MN 55303
Plat:

Approx. Acres: 12.39
Commissioner: MATT LOOK

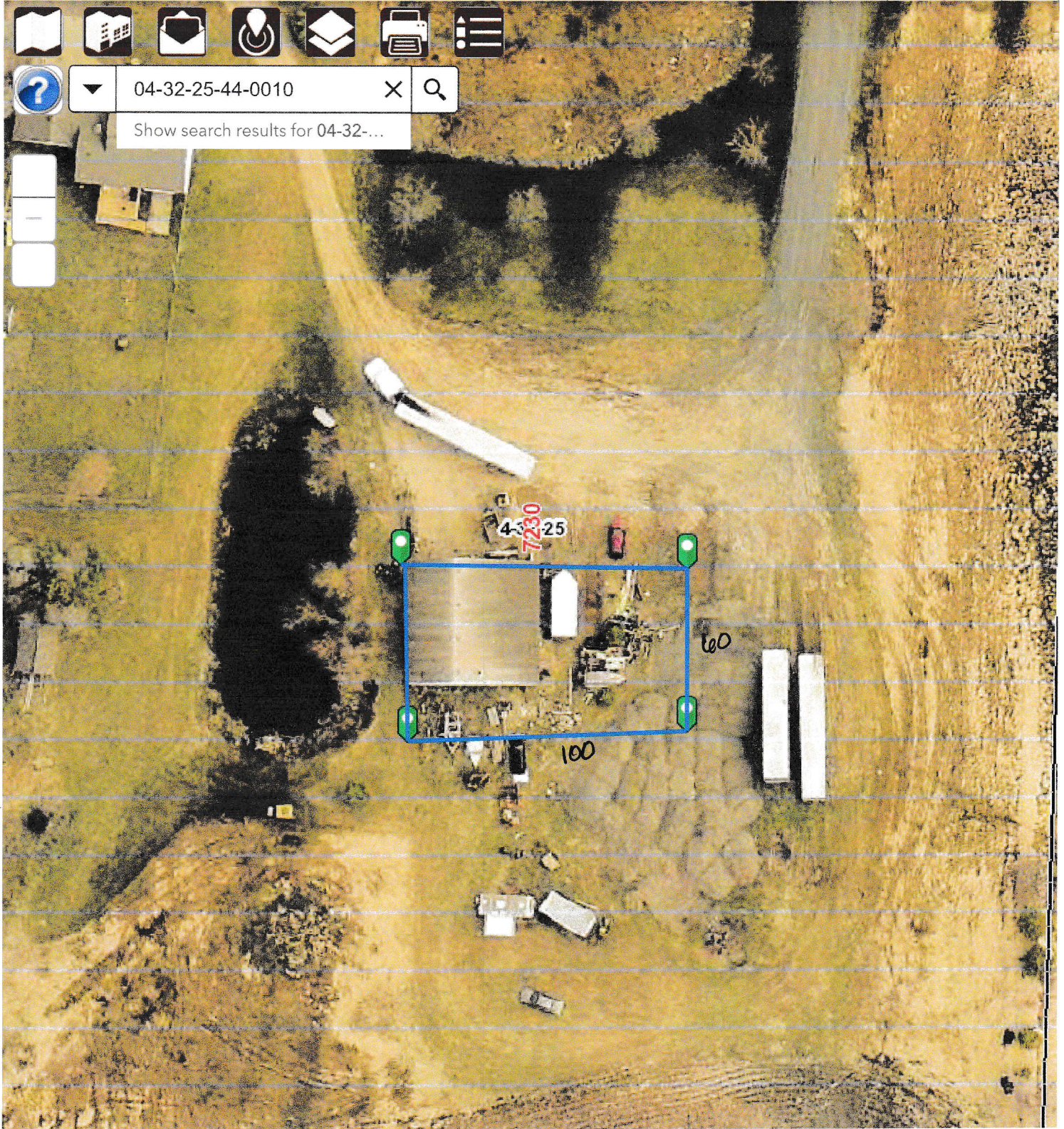
Owner Information:





04-32-25-44-0010 X Q

Show search results for 04-32-...



60ft

452,766.736 191,989.749 Feet

Councilmember _____ introduced the following resolution and moved for its adoption:

RESOLUTION #22-067

**A RESOLUTION APPROVING A HOME OCCUPATION PERMIT
TO OPERATE A CONCESSION BUSINESS ON THE PROPERTY LOCATED AT 7230
175TH AVENUE NW AND DECLARING TERMS OF PERMIT**

WHEREAS, Carmen Schmitz, Amy Schmitz, and Jake Hoffman, hereinafter referred to as the “**Applicants**”, have properly applied for a Home Occupation Permit to operate a concession business on the property located at 7230 175th Avenue NW and legally described as follows:

THE E 410 FT OF SE1/4 OF SE1/4 OF SEC 4 TWP 32 RGE 25, EX RD, SUBJ TO
EASE OF REC, Anoka County, Minnesota

(the “**Subject Property**”); and

WHEREAS, the **Subject Property** is zoned R-1 Residential (MUSA) and the surrounding parcels are zoned R-1 Residential (Rural Developing) and R-1 (MUSA); and

WHEREAS, the **Subject Property** is approximately 12.39 acres and is surrounded by lots of similar size; and

WHEREAS, the **Subject Property** is guided for Low Density Residential in the City’s Future Land Use Map; and

WHEREAS, the **Applicants** submitted a completed Home Occupation Permit Questionnaire and a completed application for a Level II Home Occupation Permit to operate a concession business (the “**Home Occupation**”) on the **Subject Property** on March 7, 2022; and

WHEREAS, the **Applicants** own the **Subject Property**, and will occupy the dwelling while conducting business on the **Subject Property**; and

WHEREAS, the **Home Occupation** is proposed to be based out of the accessory structure onsite with a proposed future expansion to house vehicles, equipment, and materials for the business;

WHEREAS, That the Applicant has stated there will be at least 400 square feet of garage space reserved for indoor residential parking and storage in an attached garage related to residential use on the **Subject Property**, as established in City Code Section 117-351 (Home Occupation). The proposed detached 6,000 square foot garage will be used for storage, food preparation, and loading related to the **Home Occupation**. The proposed 6,000 square feet is the maximum allowed accessory structure space for the **Subject Property**; and

WHEREAS, there are no business signs at the **Subject Property**, and the Applicants do not plan to utilize signage for the **Home Occupation**; and

WHEREAS, the **Applicants** have stated there will be no more than one (1) employee coming to the **Subject Property** per week. The employee would park on the **Subject Property** in accordance with City Code Section 117-355; and

WHEREAS, the **Applicants** have proposed to store five (5) vehicles onsite related to the business including a camper, concession trailer, supply truck, food truck, and a pickup truck. All vehicles are proposed to be stored inside or on an allowed parking surface. Employee vehicles parked at the **Subject Property** are not included in this proposal; and

WHEREAS, the **Home Occupation** does not involve operating methods that include transactions with the public (customers, clients, consultants, subcontractors, etc.) on the **Subject Property** but does involve operating the business via phone and email in an office inside the home. Customers do not come to the **Subject Property**; and

WHEREAS, the **Applicants** have not proposed business hours for their **Home Occupation**; and

WHEREAS, the City finds the **Home Occupation** operates beyond the parameters of general and administrative home occupation permit requirements (City Code Section 117-351) and therefore requires Planning Commission and City Council review and approval; and

WHEREAS, the Planning Commission met and held a duly noticed public hearing on March 24, 2022 during their regularly scheduled meeting and recommended approval of the **Home Occupation**; and

WHEREAS, the City Council met during their regularly scheduled meeting and approved the **Home Occupation** on April 12, 2022.

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

That the request for a Home Occupation Permit for the operation of Mabel LLC on the **Subject Property** is hereby approved pursuant to Sections 117-51 and 117-351 of the Ramsey City Code with the following conditions:

1. That this agreement shall permit the operation of a concession business (the “**Home Occupation**”) on the **Subject Property** consisting in entirety of:
 - a. Onsite storage of vehicles devoted to the **Home Occupation** with one (1) vehicle maximum stored outside;
 - b. Storage of business supplies and concessions;
 - c. Utilize one (1) nonresident employee; and
 - d. Expansion of the current accessory structure with the purpose of vehicle, equipment, concessions, and materials storage indoors.

2. That customers never visit the **Subject Property**.
3. That all outdoor vehicles and equipment shall be placed on appropriate parking surfaces at all times on the **Subject Property**.
4. 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 except for one (1) vehicle at a single time, unless vehicles are transferring to other locations related to the **Home Occupation**.
5. That the **Applicants** are responsible to verify and ensure that the structure(s) is compliant with all applicable state and local codes.
6. 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 may authorize continuation of the Permit without further hearing.
7. The Permittee shall reside on the Subject Property; if the Permittee does not reside on the Subject Property, the Permit shall be automatically terminated.
8. That the Permittee agrees that if the operation expands, they will notify the City of Ramsey and reapply for a Permit.
9. That adequate water supply and on-site sewage disposal facilities shall be the responsibility of the Permittee.
10. The Permittee shall be responsible for obtaining and having in full force and effect all applicable State, County and City licenses. This includes a Business License with the City, registering with the State of Minnesota. The permit will not be issued until all required permits/licenses are received.
11. The Permittee shall be responsible for all costs incurred in the administration and enforcement of this Permit.
12. 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.
13. That this Permit does not authorize a future homeowner of the **Subject Property** from utilizing the detached accessory building for a home-based business.
14. That there shall be no outdoor storage at any time related to the home occupation besides one vehicle associated with the use.

15. That the salvage of inoperable commercial vehicles for purposes of parts for other operable commercial vehicles is not a permitted use within the District and is declared a public nuisance.
16. That the use shall not cause any other nuisance violations or City Code violations, and the **Subject Property** must remain in compliance with off-street parking violations, public nuisance code provisions, and in compliance with the International Property Maintenance Code. This includes but is not limited to: no junk being stored outside, parking only on the driveway(s), no driving on the grass, etc.
17. That the City reserves the right to revoke the permit for any violation of the above conditions.

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 approved and adopted by the Ramsey City Council this the 12th day of April, 2022.

Mayor

ATTEST:

City Clerk

