City of Ramsey
Agenda
Regular City Council
Tuesday, June 14, 2022
7:00 pm
Council Chambers, 7550 Sunwood Drive NW

Remote Attendance available at www.cityoframsey.com/meetings.
Those joining remotely and requesting to speak are asked to use a webcam when speaking.

1. Call to Order

2. Presentation

1. Presentation of the 2021 Annual Comprehensive Financial Report by the City's Auditing Firm of Malloy, Montague, Karnowski, Radosevich & Company (MMKR) - Aaron Nielsen, Principal with the firm, will be presenting.

3. Citizen Input

4. Approve Agenda

5. Consent Agenda

1. Receive 2021 Annual Comprehensive Financial Report.

2. Receive April Financial Reports - General Fund and Enterprise Funds

3. Receive Cash and Investments for Period Ending May 31, 2022

4. Note the Following Boards, Commissions, and Committee Meeting Minutes:
- Economic Development Authority Dated April 14, 2022
- Environmental Policy Board Meeting Minutes Dated April 18, 2022
- Park and Recreation Commission Dated April 14, 2022
- Planning Commission Meeting Minutes Dated April 28, 2022
- Public Works Committee Dated April 19, 2022

5. Initiate Strategic Plan Action Item #3—Review and Analyze Turf Maintenance of City Properties

6. Approve the Following Meeting Minutes:

1. City Council Work Session dated 05/24/2022
2. City Council Regular Session dated 05/24/2022

7. Approve Business Licenses

8. Approve Liquor License Renewals

9. Approve Rental Licenses

10. Authorization to Restructure Engineering and Public Works Operations and the Associated Promotions (Council consensus was to add Interim to both the Public Works Director position title and the Assistant Public Works Director position title.)

11. Authorization Approving a Reorganization of the Finance Department

12. Authorization to Hire Seasonal Public Works Maintenance Worker

13. Adopt Resolution #22-140 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of May 19, 2022 through June 8, 2022

14. Adopt Resolution #22-113 Approving Shawn Acres Park Cartway Easement Agreement to Thorn Lake Property (PID #04-32-25-31-0001); Case of Thomas Kurak

15. Adopt Resolution #22-127 to Enter into Clean Water Fund Grant Agreement with the Metropolitan Council to Accept Water Efficiency Grant Funds

16. Adopt Resolution #22-128 Approving Lease With iDigital Outdoor, LLC for Dynamic Display Billboard

17. Adopt Resolution #22-129 Making Certain Findings With Respect to Substandard Buildings

18. Adopt Resolution #22-130 Accepting Survey Proposals for 167th Avenue Reconstruction, Improvement Project #23-04

19. Adopt Resolution #22-131 Accepting Deed for Outlot A Lynwood Addition

20. Adopt Resolution #22-132 Approving an Updated Final Plat of Riverside West Rearrangement and Authorization of Sale of Lot 4, Block 1, Riverside West Rearrangement

21. Adopt Resolution #22-138 Approving Easement Agreement with Pearson Trustees for Riverdale Drive Extension, Llama Street to Bowers Drive, Improvement Project #22-05

6. Public Hearing

1. PUBLIC HEARING: Consider Issuance of Charter School Lease Revenue Bonds (PACT Charter School)

7. Council Business

1. Consider Grading and Excavating IUP at Ramsey Elementary School - 15000 Nowthen Blvd. NW

2. Reconsider Denial of an Easement Encroachment Agreement for 16306 Lithium St NW (Project 22-122); Case of Igor Zhelavskyi

3. Introduce Ordinance #22-18 to Rezone 15861 Jarvis St NW from R-1 (Rural Developing) to E-3 Employment (Project No. 22-120); Case of Big C Development LLC

4. Consider Extension for a Request for a Home Occupation Permit at 6131 Green Valley Rd NW (Project No. 22-118); Case of J. Hill Container Company

5. Introduce Ordinance #22-19 Amending Sign Code to Allow Off-Premise Digital Billboard Signs

6. Adopt Resolution #22-134 to Approve a Policy for the Recruitment, Application and Judge Appointment Process for the Charter Commission

7. Motion to Direct Staff on the Process to Advertise for Applications for the Current Charter Commission Vacancy

8. Adopt Resolution #22-135 to Approve Hiring a New City Administrator and the Associated Contract

8. Mayor/Council/Staff Input

9. Adjournment

CC Regular Session **2. 1.**

Meeting Date: 06/14/2022

Information

Title:

Presentation of the 2021 Annual Comprehensive Financial Report by the City's Auditing Firm of Malloy, Montague, Karnowski, Radosevich & Company (MMKR) - Aaron Nielsen, Principal with the firm, will be presenting.

Purpose/Background:

The City's auditing firm will provide a brief overview of the 2021 Annual Comprehensive Financial Report.

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	06/08/2022 07:46 PM
Form Started By: Diana Lund		Started On: 05/19/2022 08:20 AM
Final Approval Date: 06/08/2022		

CC Regular Session **5. 1.**

Meeting Date: 06/14/2022

By: Diana Lund, Finance

Information

Title

Receive 2021 Annual Comprehensive Financial Report.

Purpose/Background:

The City of Ramsey is required to undergo a certified audit, on an annual basis, of all of its funds and account groups. This audit is performed by the firm of Malloy, Montague, Karnowski, Radosevich & Co., P.A.

Incorporated into the 2021 Annual Comprehensive Financial Report are changes that are consistent with recommendations from the review for the "Certificate of Achievement for Excellence in Financial Reporting: (Certificate) and any reporting changes required by the Governmental Accounting Standards Board (GASB). It is our belief that this report is again a good candidate for receipt of the Certificate and it is intended that we submit the 2021 Annual Comprehensive Financial Report for review and consideration.

The auditors, as a part of their work, prepare a Management Report for the City. This report contains information on the following:

1. Audit Summary
2. Governmental Funds Overview
3. Enterprise Funds Overview
4. Government-Wide Financial Statements
5. Legislative Updates
6. Accounting and Auditing Updates

A presentation from a representative with the firm of Malloy, Montague, Karnowski, Radosevich will review the auditors opinions contained in the Annual Comprehensive Financial Report, the Management Report, and Special Purpose Audit Reports and answer any questions from the Council. This presentation will be scheduled prior to the regular City Council meeting to account for time and a brief summary will be presented at the beginning of the regular City Council meeting.

Funding Source:

The 2021 annual audit was included in the 2022 General Fund Finance budget.

Recommendation:

Staff recommends acceptance of the 2021 Annual Comprehensive Financial Report.

Action:

Motion to accept the 2021 Annual Comprehensive Financial Report and authorize the Finance Director to submit to the State of Minnesota Department of Revenue and other agencies, as required, and to submit the report with application for the Certificate to the Government Finance Officers Association of the United States and Canada.

Attachments

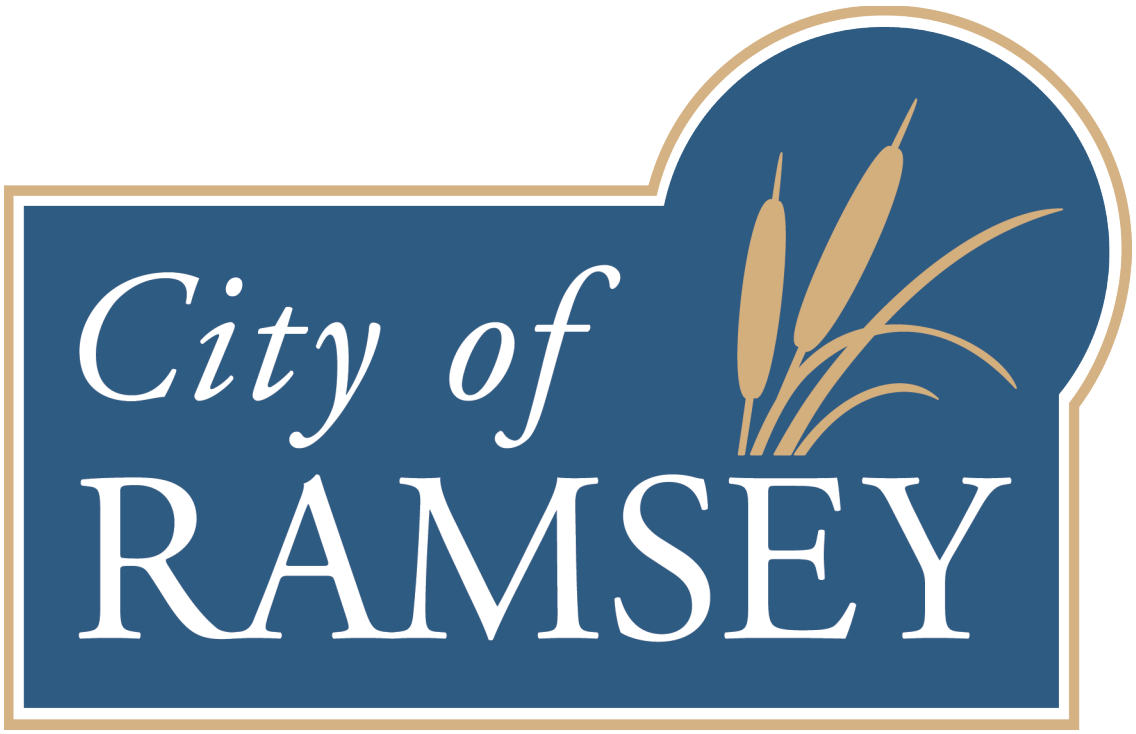
2021 Annual Comprehensive Financial Report

2021 Special Purpose Report

2021 Management Report

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	06/08/2022 07:48 PM
Form Started By: Diana Lund		Started On: 05/19/2022 08:30 AM
Final Approval Date: 06/08/2022		



Minnesota

Annual Comprehensive Financial Report

Year Ended December 31, 2021

CITY OF RAMSEY
ANOKA COUNTY, MINNESOTA

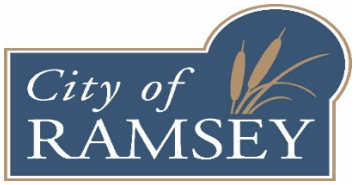
Annual Comprehensive Financial Report
Year Ended
December 31, 2021

Prepared by
Finance Department

Diana Lund
Finance Director

and

Angela McIntire
Assistant Finance Director



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CITY OF RAMSEY
ANOKA COUNTY, MINNESOTA

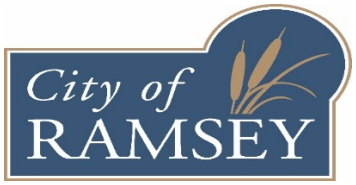
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INTRODUCTORY SECTION



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CITY OF RAMSEY
ANOKA COUNTY, MINNESOTA

City Council and Other Officials
Year Ended December 31, 2021

CITY COUNCIL

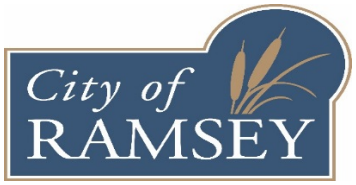
Mark Kuzma	Mayor
Ryan Heineman	Councilmember
Chelsee Howell	Councilmember
Debra Musgrove	Councilmember
Chris Riley	Councilmember
Dan Specht	Councilmember
Matt Woestehoff	Councilmember

CITY OFFICIALS

Kurt Ulrich	City Administrator

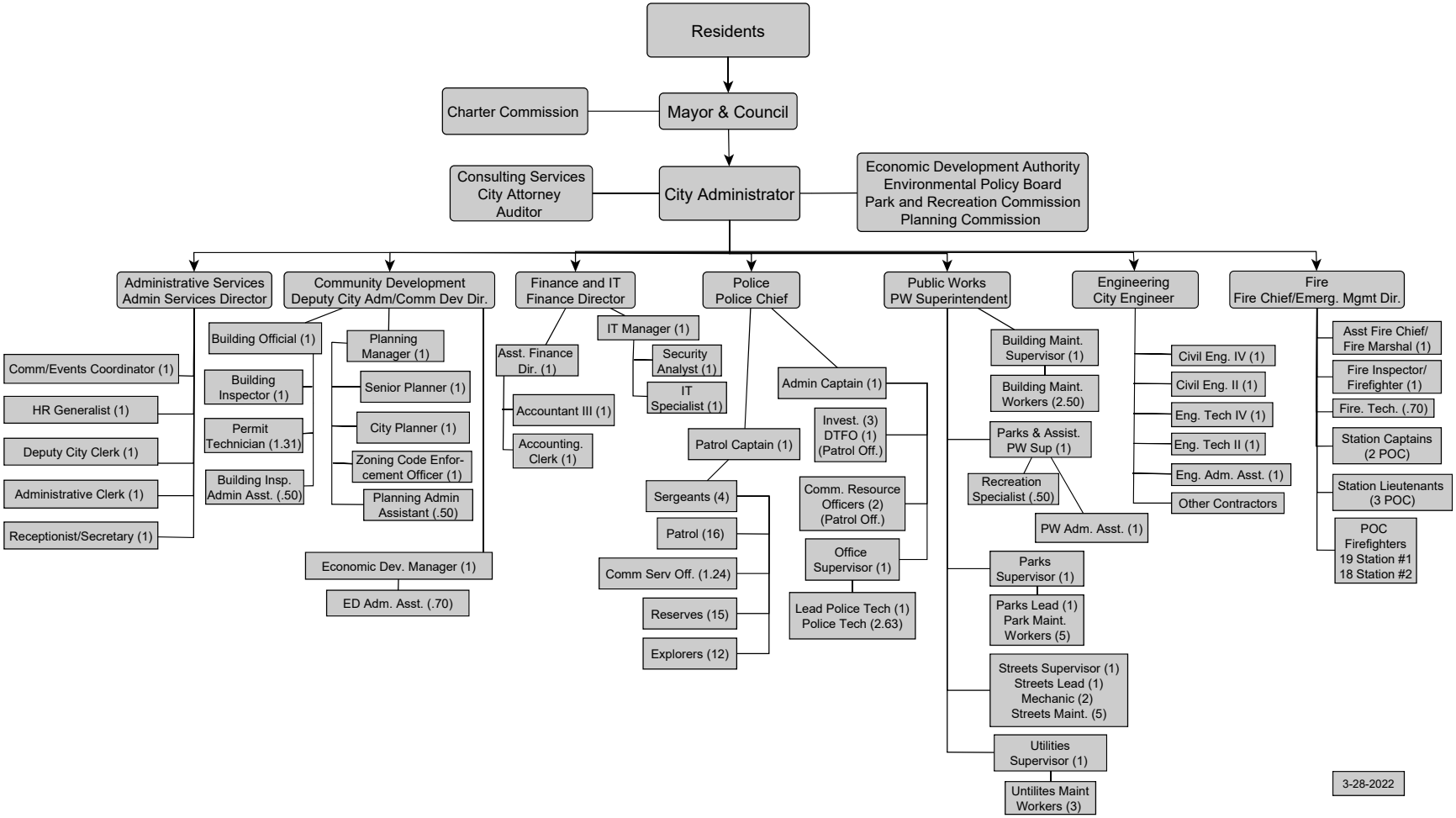
DEPARTMENT HEADS

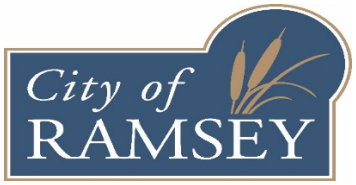
Brian Hagen	Deputy City Administrator/ Community Development Director
Matthew Kohner	Fire Chief/ Emergency Management Director
Jeff Katers	Police Chief
Diana Lund	Finance Director
Grant Riemer	Public Works Superintendent
Bruce Westby	City Engineer
Colleen Lasher	Administrative Services Director



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City of Ramsey Organizational Chart





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Goals/Imperatives

Financial Stability
Ensure strategic economic development that complements the City's desired quality of life and build a stable tax base, all while maintaining a low tax levy

A Balance of Rural Character & Urban Growth
Continue to respect the balance and connectivity between our unique urban, rural, and natural environment for current and future generations.

An Active & Connected Community
Ensure that the City is a connected City that is part of a comprehensive regional transportation system that enables all to easily navigate the community and attracts business development

Smart, Citizen-Focused Government
Continue the delivery of quality services to ensure the City will have safe and thriving neighborhoods and business districts, and a clean environment

An Effective Organization
Maintain a highly functional staff, citizen volunteers, and elected officials and governance structure that meets the ever-changing, increasing needs of the organization.

Measures of Success

In order to achieve its mission, the City must be accountable. The City defined what success will look like:

The City will look at a "Balanced Scorecard" of financial, internal, external and stakeholder metrics in order to measure success

The City will regularly measure and assess stakeholder satisfaction

The City leadership and staff will hold themselves accountable for results

The City will regularly report back to stakeholders about progress toward results

Core Values

Ethics and Integrity

Fiscal Responsibility

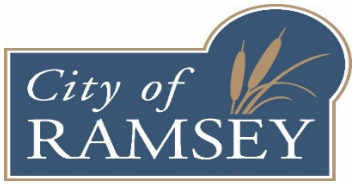
Cooperation and Teamwork

Open and Honest Communications

Excellence and Quality in the Delivery of Service

Treating People with Respect and Fairness

Adaptability and Continuous Learning



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City of RAMSEY

7550 Sunwood Drive NW • Ramsey, Minnesota 55303
City Hall: 763-427-1410 • Fax: 763-427-5543
www.cityoframsey.com

June 1, 2022

Honorable Mayor and Members of the City Council
City of Ramsey, Minnesota

The annual comprehensive financial report of the City of Ramsey, Minnesota (the City) for the fiscal year ended December 31, 2021 is hereby submitted. Management assumes full responsibility for the completeness and reliability of the information contained in this report, based upon a comprehensive framework of internal control that it has established for this purpose. Because the cost of internal control should not exceed anticipated benefits, the objective is to provide reasonable, rather than absolute, assurance that the financial statements are free of any material misstatements. To the best of our knowledge and belief, the enclosed data is accurate in all material respects and is reported in a manner designed to present fairly the financial position and results of operations of the City. All disclosures necessary to enable the reader to gain an understanding of the City's financial activities have been included.

Minnesota Statutes and the City Charter require an annual audit of all accounts, financial records, and transactions of the City by independent certified public accountants. The accompanying financial statements have been audited by the firm of Malloy, Montague, Karnowski, Radosevich & Co., P.A., Independent Certified Public Accountants. The firm is engaged by the City Council to render an opinion on the City's financial statements in accordance with accounting principles generally accepted in the United States of America, and an unmodified opinion has been issued. The independent auditor's report is located at the front of the financial section of this report.

Accounting principles generally accepted in the United States of America require that management provide a narrative introduction, overview, and analyis to accompany the basic financial statements in the form of Management's Discussion and Analysis (MD&A). This letter of transmittal is designed to complement the MD&A and should be read in conjunction with it. The City's MD&A can be found immediately following the report of the auditors.

PROFILE OF THE CITY

Ramsey is located in the southwestern part of Anoka County and is situated approximately 25 miles from Minneapolis. The City has 28.8 square miles within its corporate boundaries and is bordered by two major rivers, the Mississippi River along the southern border and the Rum River along the east.

Ramsey was incorporated as a city in 1974, and is organized as a Home Rule City under a City Charter originally adopted in 1984. The City Council consists of a Mayor and six Councilmembers, and is elected at large on a nonpartisan basis. Elections are held in November of each even numbered year. The terms of office are four years for the Mayor and four years for Councilmembers. The City Council is responsible for enacting ordinances, resolutions, and regulations governing the City, and appointing the City Administrator, City Attorney, and members of the various advisory boards and commissions. Because the City Council acts as the Board of Directors of the Ramsey Economic Development Authority (EDA) this organization is included as a blended component unit in these financial statements.

The City provides a variety of municipal services. These include a full-time police department, a volunteer fire department, engineering services, street and park maintenance, building inspections, planning and zoning, public improvements, general administrative services, and public water and sewer utilities in the urban service areas.

The City adopts an annual budget for the General Fund and the EDA Special Revenue Fund. Legal level of control is at the function level. Department heads may transfer resources within a department as they see fit. Transfers between functions, however, need special approval from the City Council.

LOCAL ECONOMY

The City has an unemployment rate of 2.2% in comparison to the state average of 2.6%. Ramsey has an employed labor force of 16,261. Anoka County, in which Ramsey is located, has an employed labor force of 196,309 and an unemployment rate of 2.5%.

There are approximately 7,313 detached single-family homes and 2,513 multifamily units located within the City. In addition, there were 168 single-family homes and 15 multi-family units constructed in 2021.

Five hundred and eighty-one businesses call Ramsey home; those businesses employ nearly 7,100 people. In 2021, approximately 31,000 square feet of retail space was added in the City. The new retail included a multi-tenant retail building, Gigi's, a luxury salon and an O'Reilly's Auto Parts store. There was over 132,000 square feet of new industrial development completed or under construction in 2021. The largest industrial project was for Anderson Dahlen with the construction of a 64,000 square-foot building.

The City has two major industrial districts containing multiple business parks with a combined capacity of 320 acres and 25 businesses. A 115-acre business park, west of Armstrong Boulevard, began construction in 2017. The business park is estimated to generate about two million dollars in total annual property taxes and create about 3,000 jobs. In addition, the city is actively developing a city center known as The COR (Center of Ramsey). The development vision for this 400 acre area located in the heart of Ramsey is for it to become the region's center of retail, restaurants, service and office space, outdoor entertainment and parks, community amenities and housing.

The city completed construction of a new 92,300 square foot public works campus in the fall of 2021. The campus houses all operations of streets, park and utilities.

LONG-TERM FINANCIAL PLANNING

The City of Ramsey prepares a ten-year capital improvement plan in an attempt to anticipate major capital expenditures in advance of the year in which they are budgeted.

The City has a policy to maintain unrestricted General Fund balance in an amount equal to 50% of the following years adopted operating budget. This policy is designed to establish a fund balance at a level which is sufficient to avoid issuing debt to meet current operating needs.

RELEVANT FINANCIAL POLICIES

The City has a comprehensive set of financial policies that provide the basic framework for the overall fiscal management of the City. The City had no unusual occurrences affecting these policies.

MAJOR INITIATIVES

The City continued working with the State and County in what is termed the Ramsey Gateway Project. The Ramsey Gateway Project will provide grade separations of US Highway 10/169 and the BNSF Railway. Highway 10 improvements at Sunfish Lake and Ramsey Boulevard are part of the project plan. This project, with an estimated cost of $138 million, is fully funded as of July 2021, and construction is set to begin in fall 2023 with the final touches completed in 2026.

The City refinanced its municipal center debt in 2021 taking advantage of record-low interest rates. The City will save over one-million dollars in future debt service payments due to the refinancing. The rating firm of Standard and Poor's reaffirmed the City's AA+ bond rating with this debt issue.

The City will begin construction of a water treatment facility in the summer of 2022. The project is estimated to cost approximately $32 million and be completed in the fall of 2023. Funding is proposed to come from the City's Enterprise Funds in which the city has been budgeting for the project since 2004.

CERTIFICATE OF ACHIEVEMENT

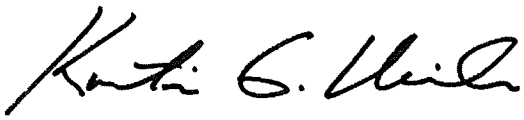
The Government Finance Officers Association of the United States and Canada (GFOA) awarded the Certificate of Achievement for Excellence in Financial Reporting (CAEFR) to the City for its Annual Comprehensive Financial Report for the year ended December 31, 2020. This was the twenty-seventh year the City has received this prestigious award. Also, the City had previously received the award from 1981 through 1988, after which the City did not participate in the program for several years.

The CAEFR is valid for a period of one year only. We believe our current Annual Comprehensive Financial Report continues to meet the CAEFR Program's requirements and we are submitting it to the GFOA to determine its eligibility for another certificate.

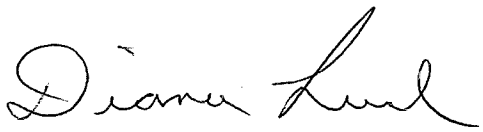
ACKNOWLEDGMENT

The 2021 Annual Comprehensive Financial Report of the City meets the highest professional standards and was prepared in a timely and cost-effective manner. This could never have been accomplished without the excellent work of the entire Finance Department. We would like to express our appreciation to the Finance Department and all members of the City's staff who contributed to its preparation.

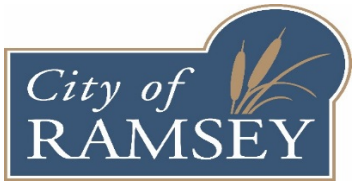
Respectfully submitted,



Kurt Ulrich
City Administrator



Diana Lund
Finance Director



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Government Finance Officers Association

Certificate of Achievement for Excellence in Financial Reporting

Presented to

City of Ramsey

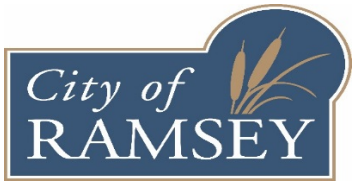
Minnesota

For its Annual Comprehensive
Financial Report
for the Fiscal Year Ended

December 31, 2020

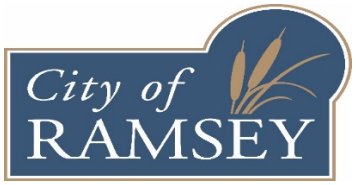
Christopher P. Morrill

Executive Director/CEO



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FINANCIAL SECTION



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MMKR
CERTIFIED PUBLIC ACCOUNTANTS

PRINCIPALS
Thomas A. Karnowski, CPA
Paul A. Radosevich, CPA
William J. Lauer, CPA
James H. Eichten, CPA
Aaron J. Nielsen, CPA
Victoria L. Holinka, CPA/CMA
Jaclyn M. Huegel, CPA
Kalen T. Karnowski, CPA

INDEPENDENT AUDITOR'S REPORT

To the City Council and Management
City of Ramsey, Minnesota

OPINIONS

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Ramsey, Minnesota (the City) as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City as of December 31, 2021, and the respective changes in financial position and, where applicable, cash flows thereof, and the budgetary comparison for the General Fund for the year then ended, in accordance with accounting principles generally accepted in the United States of America.

BASIS FOR OPINIONS

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

RESPONSIBILITIES OF MANAGEMENT FOR THE FINANCIAL STATEMENTS

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern within 12 months beyond the financial statements date, including any currently known information that may raise substantial doubt shortly thereafter.

(continued)

AUDITOR'S RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance, but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgement made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and the required supplementary information (RSI), as listed in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the RSI in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

(continued)

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The combining and individual fund statements and schedules, as listed in the table of contents, are presented for purpose of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Information

Management is responsible for the other information included in the annual report. The other information comprises the introductory and statistical sections, but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

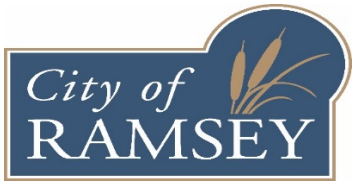
In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

OTHER REPORTING REQUIRED BY *GOVERNMENT AUDITING STANDARDS*

In accordance with *Government Auditing Standards*, we have also issued our report dated June 1, 2022 on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

Malloy, Montague, Karnowski, Radosevich & Co., P.A.

Minneapolis, Minnesota
June 1, 2022



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CITY OF RAMSEY

Management's Discussion and Analysis
Year Ended December 31, 2021

As management of the City of Ramsey, Minnesota (the City), we have provided readers of the City's financial statements with this narrative overview and analysis of the financial activities of the City for the fiscal year ended December 31, 2021. The discussion and analysis is intended to be considered in conjunction with the additional information that we have furnished in our letter of transmittal, located earlier in this report, and the City's financial statements contained within this report.

FINANCIAL HIGHLIGHTS

- The City's assets and deferred outflows of resources exceeded its liabilities and deferred inflows of resources at December 31, 2021 by $206,017,246 (net position).
- Government-wide revenues totaled $36,460,400 and were $11,068,377 more than expenses.
- As of the close of the current fiscal year, the City's governmental funds reported a combined ending fund balance of $46,751,006, a decrease of $11,070,361 from the prior fiscal year, largely due to the construction of the public works campus.
- At the end of the current fiscal year the General Fund equity balance of $10,449,489 included $36,195 of nonspendable fund balance and $10,413,294 of unassigned fund balance.

OVERVIEW OF THE FINANCIAL STATEMENTS

Management's Discussion and Analysis (MD&A) is intended to serve as an introduction to the City's basic financial statements, which are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to basic financial statements. This report also contains other information in addition to the basic financial statements themselves.

Government-Wide Financial Statements – The government-wide financial statements are designed to provide readers with a broad overview of the City's finances, in a manner similar to private sector businesses.

The Statement of Net Position presents information on all of the City's assets, liabilities, and deferred inflows/outflows, as applicable, (excluding Fiduciary Funds), with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City is improving or deteriorating.

The Statement of Activities presents information showing how the City's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., delinquent taxes and special assessments).

Both of the government-wide financial statements distinguish functions of the City that are principally supported by property taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities include general government, public safety, highways and streets, culture and recreation, and economic development. The business-type activities of the City include enterprises for water, sewer, street light, recycling, and storm water utilities.

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Fund Financial Statements – A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The funds of the City are divided into three categories—Governmental Funds, Proprietary Funds, and Fiduciary Funds.

Governmental Funds – Governmental Funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, Governmental Fund financial statements focus on near-term inflows and outflows of spendable resources, as well as the balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of Governmental Funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for Governmental Funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the Governmental Funds balance sheet and the statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate the comparison between Governmental Funds and governmental activities.

The fund financial statements present information for each Major Governmental Fund in separate columns. Data from the Nonmajor Governmental Funds are combined into a single, aggregated presentation. Individual Fund data for each of these Nonmajor Governmental Funds is provided in the form of combining statements elsewhere in this report. The City adopts an annual appropriated budget for the General Fund and the Economic Development Authority Special Revenue Fund. Budget-to-actual comparisons are provided in this financial report for these funds.

Proprietary Funds – The City maintains two different types of Proprietary Funds. Enterprise Funds are used to report the same functions presented as business-type activities in the government-wide financial statements. The City uses one Internal Service Fund to accumulate and allocate insurance costs internally among the various city functions. Because the Internal Service Fund is predominantly used by governmental functions, it is included within governmental activities in the government-wide financial statements.

Fiduciary Funds – Fiduciary Funds are used to account for resources held for the benefit of parties outside of the City. Fiduciary Funds are not reflected in the government-wide financial statements because the resources for those funds are not available to support the City's own programs. The accounting used for Fiduciary Funds is much like that used for Proprietary Funds.

Notes to Basic Financial Statements – The notes to basic financial statements provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Other Information – In addition to the basic financial statements and accompanying notes, the financial section also presents required supplementary information, and the combining and individual fund statements and schedules (presented as supplementary information) referred to earlier in connection with nonmajor governmental funds, which are presented immediately following the basic financial statements.

Further, a statistical section has been included as part of the annual comprehensive financial report to facilitate additional analysis, and is the third and final section of the report.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. The City's assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by $206,017,246 at the close of December 2021. Total net position increased by $11,068,377 from current year operating results.

By far, the largest portion of the City's net position (56 percent) reflects its investment in capital assets (e.g., land, buildings, machinery, infrastructure, and equipment), less any related debt used to acquire those assets that is still outstanding. The City uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the City's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

The following is a summary of the City's net position:

Summary Statement of Net Position

	Governmental Activities		Business-Type Activities		Total	
	2021	2020	2021	2020	2021	2020
Assets						
Current and other assets	$ 56,014,868	$ 66,140,545	$ 48,675,454	$ 45,267,792	$ 104,690,322	$ 111,408,337
Capital assets, net of depreciation	84,205,527	71,275,456	58,014,508	56,166,921	142,220,035	127,442,377
Total assets	$ 140,220,395	$ 137,416,001	$ 106,689,962	$ 101,434,713	$ 246,910,357	$ 238,850,714
Deferred outflows of resources						
OPEB plan deferments	$ 87,802	$ 65,284	$ -	$ -	$ 87,802	$ 65,284
Pension plan deferments	5,479,282	2,118,987	318,114	62,276	5,797,396	2,181,263
Total deferred outflows of resources	$ 5,567,084	$ 2,184,271	$ 318,114	$ 62,276	$ 5,885,198	$ 2,246,547
Liabilities						
Current and other liabilities	$ 5,991,152	$ 6,417,792	$ 182,082	$ 226,705	$ 6,173,234	$ 6,644,497
Long-term liabilities	32,905,558	36,499,319	395,230	509,015	33,300,788	37,008,334
Total liabilities	$ 38,896,710	$ 42,917,111	$ 577,312	$ 735,720	$ 39,474,022	$ 43,652,831
Deferred inflows of resources						
OPEB plan deferments	$ 325,258	$ 365,833	$ -	$ -	$ 325,258	$ 365,833
Pension plan deferments	6,614,912	2,103,893	364,117	25,835	6,979,029	2,129,728
Total deferred inflows of resources	$ 6,940,170	$ 2,469,726	$ 364,117	$ 25,835	$ 7,304,287	$ 2,495,561
Net position						
Net investment in capital assets	$ 57,322,004	$ 52,756,077	$ 57,940,442	$ 56,166,921	$ 115,262,446	$ 108,922,998
Restricted	19,886,753	18,957,706	-	-	19,886,753	18,957,706
Unrestricted	22,741,842	22,499,652	48,126,205	44,568,513	70,868,047	67,068,165
Total net position	$ 99,950,599	$ 94,213,435	$ 106,066,647	$ 100,735,434	$ 206,017,246	$ 194,948,869

The City's financial position is the product of many factors. For example, the determination of the City's net investment in capital assets involves many assumptions and estimates, such as current and accumulated depreciation amounts. A conservative versus a liberal approach to depreciation estimates, as well as capitalization policies, will produce a very significant difference in the calculated amounts.

The City has taken a conservative financial approach, carefully analyzing revenues and expenditures/expenses to assure operation of a balanced budget. The ongoing management of revenue and expenditures/expenses has resulted in an upgraded bond rating. The City's AA+ bond rating was reaffirmed by Standard and Poor's (S&P) in September 2021. This has also allowed the City to continue to provide quality public services at a tax rate that is affordable.

GOVERNMENT-WIDE FINANCIAL ANALYSIS (CONTINUED)

At the end of the current fiscal year, the City is able to report positive balances in all three categories of net position, both for the government as a whole, as well as for its separate governmental and business-type activities.

Changes in the City's proportionate share of state-wide pension obligations contributed to the differences in amounts presented as deferred outflows, noncurrent liabilities, and deferred inflows in the previous table. The City also issued debt in the prior year to finance a portion of the construction of a new public works facility, which changed assets from current and other assets, to capital assets, net of depreciation.

The following is a summary of the City's changes in net position:

	Changes in Net Position					
	Governmental Activities		Business-Type Activities		Total	
	2021	2020	2021	2020	2021	2020
Revenues						
Program revenues						
Charges for services	$ 3,022,077	$ 2,142,064	$ 6,723,121	$ 5,957,197	$ 9,745,198	$ 8,099,261
Operating grants and contributions	774,960	603,389	73,524	57,865	848,484	661,254
Capital grants and contributions	5,637,619	4,930,496	3,756,359	1,683,338	9,393,978	6,613,834
General revenues						
Property taxes	14,761,012	13,744,948	-	-	14,761,012	13,744,948
Franchise fees	2,071,476	423,045	-	-	2,071,476	423,045
General grants and contributions	2,963	2,053,933	-	-	2,963	2,053,933
Investment earnings (charges)	(164,122)	1,035,274	(220,914)	1,391,802	(385,036)	2,427,076
Gain on sale of capital assets	22,325	2,372	-	-	22,325	2,372
Total revenues	26,128,310	24,935,521	10,332,090	9,090,202	36,460,400	34,025,723
Expenses						
General government	4,568,229	5,640,679	-	-	4,568,229	5,640,679
Public safety	6,363,724	6,468,397	-	-	6,363,724	6,468,397
Highways and streets	4,686,416	4,028,294	-	-	4,686,416	4,028,294
Culture and recreation	1,834,153	1,917,228	-	-	1,834,153	1,917,228
Economic development	2,140,267	481,858	-	-	2,140,267	481,858
Interest and fiscal charges	883,504	839,444	-	-	883,504	839,444
Water utility	-	-	1,772,358	1,657,356	1,772,358	1,657,356
Sewer utility	-	-	1,742,380	1,723,238	1,742,380	1,723,238
Street light utility	-	-	178,576	169,463	178,576	169,463
Recycling utility	-	-	507,067	366,764	507,067	366,764
Storm water utility	-	-	715,349	777,252	715,349	777,252
Total expenses	20,476,293	19,375,900	4,915,730	4,694,073	25,392,023	24,069,973
Changes in net position before transfers	5,652,017	5,559,621	5,416,360	4,396,129	11,068,377	9,955,750
Transfers	85,147	6,229,699	(85,147)	(6,229,699)	-	-
Changes in net position	5,737,164	11,789,320	5,331,213	(1,833,570)	11,068,377	9,955,750
Net position - beginning	94,213,435	82,424,115	100,735,434	102,569,004	194,948,869	184,993,119
Net position - ending	$ 99,950,599	$ 94,213,435	$ 106,066,647	$ 100,735,434	$ 206,017,246	$ 194,948,869

Governmental Activities – Governmental activities account for a $5,737,164 increase in the City's net position. Charges for services increased by $880,013 to reflect the increase in park dedication fees collected.

GOVERNMENT-WIDE FINANCIAL ANALYSIS (CONTINUED)

Investment earnings decreased $1,199,396. The city is required per the Governmental Accounting Standards Board to reflect most investments at fair value as of December 31st of the current year. The city reflects any changes in fair value against interest earnings. Property tax collections saw an increase of $1,016,064 or 7% which was attributed to the City increasing their 2021 tax levy by 4% over the 2020 adopted levy. Franchise fees increased by $1,648,431 in 2021 as this was the first full-year that the fees were collected. General grants and contributions decreased by $2,050,970 as the City recognized over $2 million dollars of Coronavirus Relief Funds in 2020. Transfers decreased by $6,144,552 as the City transferred significant funds in 2020 to finance the new public works campus from the Water Utility, Sewer Utility, Street Light Utility and Storm Water Utility.

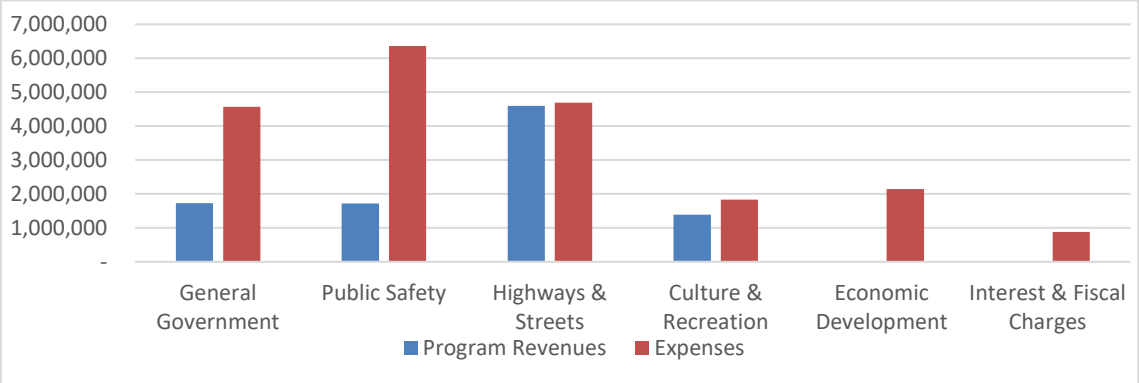
The general government function experienced a $1,072,450 expense decrease due largely to tax increment expenditures now included in the function of economic development. Highways and streets expense increased by $658,122 due to an increase in depreciation expense on the new public works campus and newly constructed roads. The economic development function increased by $1,658,409 attributed largely to the reclassification in function from general government to economic development in the COR area.

Business-Type Activities – Business-type activities, which are the City's utility operations of water, sewer, street light, recycling, and storm water, increased the City's net position by $5,331,213. Key elements of this increase are as follows.

- Revenues exceeded expenses before transfers by $5,416,360, with this excess increasing $1,020,231 from the prior year.
- Charges for services increased $765,924 from the prior year. This is primarily due to an increase in utility rates and increase in water usage due to a lack of rainfall during the year.
- Capital grants and contributions increased by $2,073,021 from the prior year. This is primarily due to an increase in capital contributions from developers for water, sewer and storm water utility improvements.
- Investment earnings decreased $1,612,716. The city is required per the Governmental Accounting Standards Board to reflect most investments at fair value as of December 31st of the current year. The city reflects any changes in fair value against interest earnings.
- Transfers out decreased significantly by $6,144,552 as previously discussed with prior year transfers for the new public works campus in 2020.

Governmental Activities – The following graph illustrates the City's governmental activities:

Expenses and Program Revenues – Governmental Activities

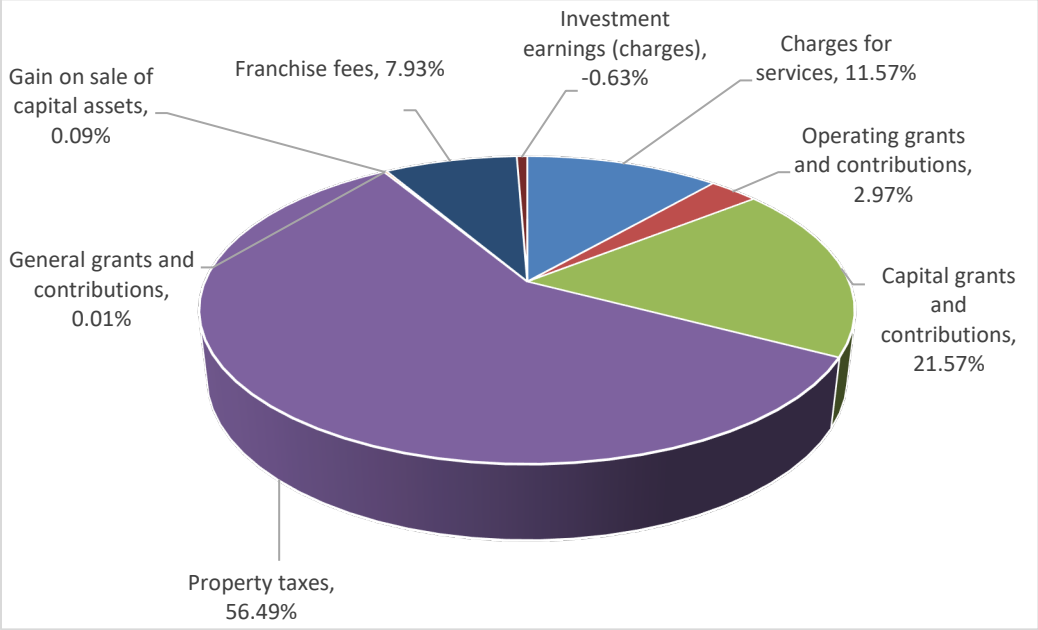


The graph clearly reflects the need for property taxes to supplement the governmental activities of the City. The trend of property taxes shows an increasing reliance on this source of revenue.

GOVERNMENT-WIDE FINANCIAL ANALYSIS (CONTINUED)

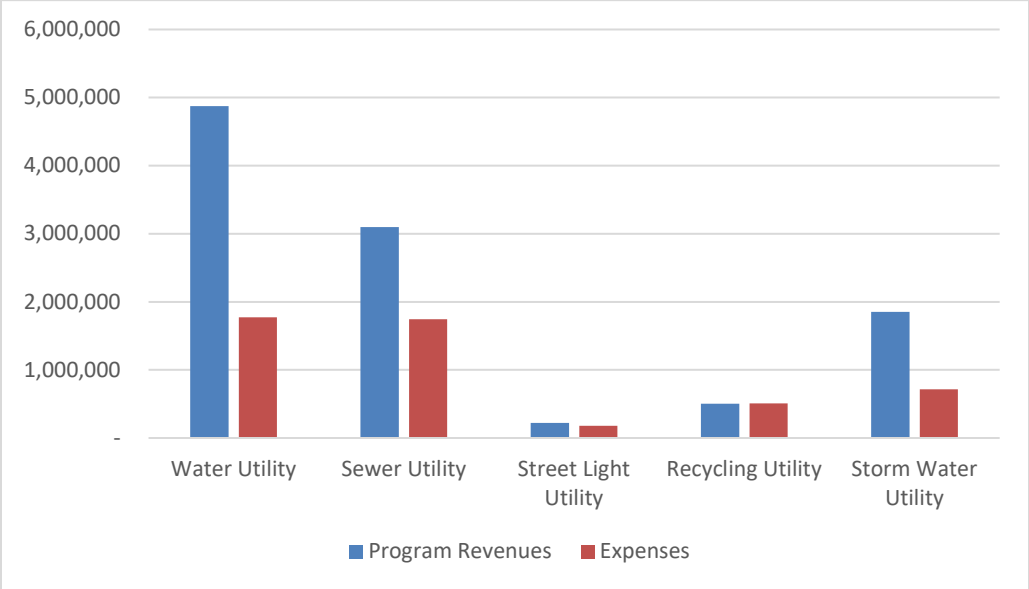
Governmental Activities – The following chart illustrates the City's governmental activities revenues:

Revenue by Source – Governmental Activities



Business-Type Activities – The following graph illustrate the City's business-type activities:

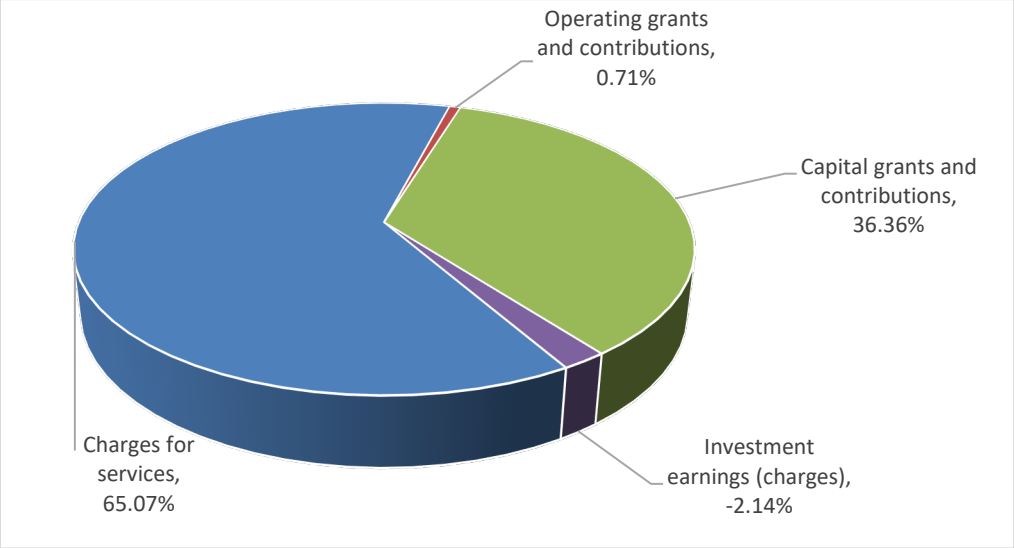
Expenses and Program Revenues – Business-Type Activities



GOVERNMENT-WIDE FINANCIAL ANALYSIS (CONTINUED)

Business-Type Activities – The following graph illustrate the City's business-type activities revenues:

Revenues By Source – Business-Type Activities



Charges for services (65.07%) and Capital grants and contributions (36.36%) are the main sources of revenue for the business-type activities, which represent the Utility Funds.

FINANCIAL ANALYSIS OF THE CITY'S FUNDS

Governmental Funds – At the end of the fiscal year, the City's Governmental Funds reported combined ending fund balances of $46,751,006, a decrease of $11,070,361 in comparison with the prior year. The decrease is largely attributed to the construction of the new public works campus in 2021. The General Fund reported a fund balance increase of $359,436 in the current year. The increase is attributed to the City's fund balance policy which states that ending fund balance shall be equal to fifty percent (50%) of the next years adopted operating budget, plus prior-year encumbrances (if any) plus compensated absences.

General Fund – The General Fund operating results can be summarized as follows:

	Original Budget	Final Budget	Actual	Over (Under) Final Budget	% Over (Under) Budget
Revenue	$ 12,961,148	$ 12,961,148	$ 13,613,351	$ 652,203	5.03%
Expenditures	14,383,348	14,383,348	14,166,403	(216,945)	-1.51%
Excess (deficiency) of revenue over expenditures	(1,422,200)	(1,422,200)	(553,052)	869,148	
Other financing sources (uses)	1,422,200	1,422,200	912,488	(509,712)	
Net change in fund balances	$ –	$ –	359,436	$ 359,436	
Fund balances					
Beginning of year			10,090,053		
End of year			$ 10,449,489		

FINANCIAL ANALYSIS OF THE CITY'S FUNDS (CONTINUED)

General Fund Budgetary Highlights

The city does not formally amend its original budget during the calendar year except for extraordinary circumstances. Budget to actual reports are presented monthly to City Council and responsible staff.

The city experienced a favorable revenue variance in that actual revenues exceeded budgeted revenues by $652,203. The majority of the variance was attributed to an increase in building permits.

The difference between the final expenditure budget and actual was a difference of $216,945 and is attributed to several budgeted line items related to services and charges that came in lower than expected. Final budget numbers are based on past history and expected needs.

Overall fund balance increased by $359,436 to an ending fund balance of $10,449,489. The city's ending fund balance increase of $359,436 is determined by its fund balance policy which for year ending 2021 is summarized as follows:

- $109,292 increase based on 50% increase in next years adopted budget
- $230,958 increase in prior year encumbrances related to public safety personnel costs, worker's compensation, general liabilities and capital maintenance transfer
- $19,186 increase in compensated absences liability

Tax Increment Fund – This Special Revenue Fund had a year-end fund balance of $5,043,300 which reflects a decrease of $265,319 from 2020. The decrease was due to the decertification of the City's Tax Increment District #8 and the return of excess increment to the County.

COR Land Fund – This Special Revenue Fund held a constant year-end fund balance of $8,148,079.

Private Developer Fund – This Special Revenue Fund was previously reported as an Agency fund in years prior to 2019. There is no fund balance recorded for 2021.

Federal Relief Fund – This Special Revenue Fund had a year-end fund balance of $0. The City had not expended any Coronavirus State and Local Fiscal Rescue Funds (SLFRF) authorized by the American Recovery Plan Act of 2021 in the current year.

State-Aid Construction Fund – This Capital Project Fund saw an overall decrease in fund balance of $421,676, due to the construction of Riverdale Drive.

Pavement Management Program Fund – This Capital Project Fund saw an increase in fund balance of $202,038 due to the collection of franchise fees and other revenues exceeding current year spending for road improvements.

Public Works Campus Fund – This Capital Project Fund had a year-end fund balance of $1,251,372, or an $11,881,734 reduction from 2020. The reduction was due to construction of the public works campus.

Proprietary Funds – The City's Proprietary Funds provide the same type of information found in the government-wide financial statements, but in more detail. The City's Enterprise Funds had a combined net position balance of $106,066,647 at December 31, 2021. The financial activities of these funds have been summarized in previous charts within this discussion. The City's Internal Service Fund had an ending net position of $467,903.

The Enterprise Funds consist of the Water Utility Fund, Sewer Utility Fund, Street Light Utility Fund, Recycling Utility Fund, and Storm Water Utility Fund.

CAPITAL ASSETS AND LONG-TERM LIABILITIES

Capital Assets – The City's investment in capital assets (net of accumulated depreciation) for its governmental and business-type activities as of December 31, 2021 are as follows:

	Governmental Activities		Business-Type Activities		Totals	
	2021	2020	2021	2020	2021	2020
Capital Assets - Not Depreciated	$ 7,800,527	$ 14,002,341	$ 1,740,097	$ 1,506,096	$ 9,540,624	$ 15,508,437
Capital Assets - Depreciated	76,405,000	57,273,115	56,274,411	54,660,825	132,679,411	111,933,940
Total capital assets, net of depreciation	$ 84,205,527	$ 71,275,456	$ 58,014,508	$ 56,166,921	$ 142,220,035	$ 127,442,377
Depreciation expense	$ 4,230,458	$ 3,618,521	$ 1,754,541	$ 1,686,932	$ 5,984,999	$ 5,305,453

The City's investment in capital assets for its governmental and business-type activities as of December 31, 2021 amounts to approximately $142 million (net of accumulated depreciation).

The governmental activities show a net increase of $12,930,071 in capital assets attributable to the construction of the public works campus. Business-type activities show a net increase of $1,847,587 in capital assets. The increase is attributable to developer contributions to the City's utility system as part of their private developments. Additional details of capital asset activity for the year can be found in Note 4 of the notes to basic financial statements.

Long-Term Liabilities – The Debt Service Funds account for the accumulation of resources to finance all of the City's governmental activity general obligation bonds. The revenue sources for these funds include annual tax levies and special assessments. At year-end, fund balance was $977,067 restricted for debt service.

The following table summarizes the City's long-term liabilities:

	2021	2020
Governmental Activities		
G.O. improvement bonds	$ 25,885,000	$ 28,325,000
Capital equipment certificates	420,000	575,000
Unamortized bond premiums	795,714	-
Compensated absences payable	1,113,049	1,093,863
Net pension liability	4,128,461	6,043,916
Total OPEB liability	563,334	461,540
Subtotal	32,905,558	36,499,319
Business-type Activities		
Net pension liability	395,230	509,015
Total	$ 33,300,788	$ 37,008,334

During the current fiscal year, the City saw a decrease of $2,595,000 in bonds and certificates. The City had one debt issuance during the current year. The series 2021A, were $9,845,000 General Obligation Capital Improvement Plan Bonds that were issued to refund the 2012A General Obligation Capital Improvement Bond that had refunded the 2005A Public Project Lease Revenue that was issued to finance the construction of the City's Municipal Center. The new bond issue resulted in a bond premium. The amount of unamortized bond premiums is attributed to this issue. Due to higher wages and employees retaining larger balances at year end, the compensated absence liability increased by $19,186. Net pension liability saw a decrease of $2,029,240 to reflect the change in the City's proportionate share of the state-wide PERA pension plan obligation. Other Post-Employment Benefits (OPEB) increased $101,794 due to costs exceeding the annual OPEB contributions as actuarially determined with the parameters of GASB Statement No. 75.

CAPITAL ASSETS AND LONG-TERM LIABILITIES (CONTINUED)

State statutes limit the amount of general obligation debt a governmental entity may issue to three percent of its total assessed valuation. The current legal debt margin for the City is $65,526,968.

The City has sufficient funds on hand to make all required bond payments, and anticipates an ongoing stream of revenue to make future bond payments.

Additional details of the long-term debt activity for the year can be found in Note 5 of the notes to basic financial statements.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

- The unemployment rate for the City of Ramsey is currently 2.2%, which is a decrease from a rate of 4.4% a year ago. The state of Minnesota shows an average unemployment rate of 2.6%, whereas, nationally the unemployment rate is 3.7%.
- The booming housing market has increased Ramsey's estimated market value from $3.346 billion in 2021 to $4.140 billion in 2022 for a percentage increase of approximately 24%.
- The COVID-19 pandemic, beginning in year 2020, caused substantial volatility in the economy and changes to the City's operations and is expected to continue to impact the City's finances and operations in fiscal 2022 and beyond. Significant uncertainty remains about the breadth and duration of the pandemic. At this time, the City is unable to determine what effect this may have on its future financial condition.

All of these factors were considered in preparing the City of Ramsey's budget for the 2022 fiscal year.

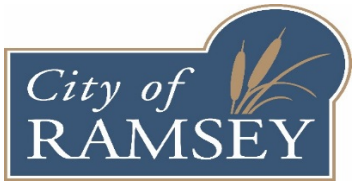
The water and recycling utility rates were increased for the 2022 budget year. The water utility, which has a tiered rate structure, will increase by an average of 2.5% for all customers. The sewer utility, which has a flat rate structure for residential accounts only, will see an increase of 1%. Commercial sewer accounts, whose charges are based on their water usage, will also see a rate increase of 1%. The increased rates not only offset current maintenance costs and depreciation, but help finance future utility improvements that are documented in the City's ten-year Capital Improvement Plan. Most notably, the city's water treatment facility that is to begin construction in the summer of 2022.

The funding mechanism for the City's Pavement Management Program has changed for 2022. The city will no longer be collecting quarterly franchise fees from the respective gas and electric utilities, but have instead placed the respective funding for roads on the property tax levy.

REQUESTS FOR INFORMATION

Questions concerning any of the information provided in this report or requests for additional information should be addressed by writing to the City of Ramsey, 7550 Sunwood Drive Northwest, Ramsey, MN 55303 or by calling (763) 427-1410.

BASIC FINANCIAL STATEMENTS



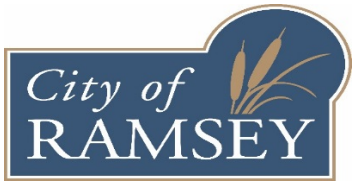
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CITY OF RAMSEY

Statement of Net Position
December 31, 2021

	Governmental Activities	Business-Type Activities	Total
Assets			
Cash and temporary investments	$ 44,214,495	$ 46,419,126	$ 90,633,621
Receivables			
Unremitted taxes	173,525	–	173,525
Delinquent taxes	92,968	–	92,968
Unremitted special assessments	26,583	–	26,583
Delinquent special assessments	3,273	15,182	18,455
Deferred special assessments	445,333	202,813	648,146
Accounts	595,421	1,643,280	2,238,701
Interest	266,586	–	266,586
Internal balances	(296,713)	296,713	–
Due from other governmental units	2,371,199	15,882	2,387,081
Prepaids	36,247	82,458	118,705
Land held for resale	8,085,951	–	8,085,951
Capital assets			
Not depreciated	7,800,527	1,740,097	9,540,624
Depreciated	76,405,000	56,274,411	132,679,411
Total capital assets, net of depreciation	84,205,527	58,014,508	142,220,035
Total assets	140,220,395	106,689,962	246,910,357
Deferred outflows of resources			
OPEB plan deferments	87,802	–	87,802
Pension plan deferments	5,479,282	318,114	5,797,396
Total deferred outflows of resources	5,567,084	318,114	5,885,198
Total assets and deferred outflows of resources	$ 145,787,479	$ 107,008,076	$ 252,795,555
Liabilities			
Accounts and contracts payable	$ 1,160,381	$ 111,206	$ 1,271,587
Salaries and benefits payable	335,859	–	335,859
Accrued interest payable	75,700	–	75,700
Deposits payable	2,900,601	–	2,900,601
Due to other governmental units	3,905	70,876	74,781
Unearned revenue	1,514,706	–	1,514,706
Long-term liabilities			
Due within one year	2,638,482	–	2,638,482
Due in more than one year	30,267,076	395,230	30,662,306
Total long-term liabilities	32,905,558	395,230	33,300,788
Total liabilities	38,896,710	577,312	39,474,022
Deferred inflows of resources			
OPEB plan deferments	325,258	–	325,258
Pension plan deferments	6,614,912	364,117	6,979,029
Total deferred inflows of resources	6,940,170	364,117	7,304,287
Net Position			
Net investment in capital assets	57,322,004	57,940,442	115,262,446
Restricted for			
Road improvements	3,849,568	–	3,849,568
Debt service	1,184,009	–	1,184,009
Economic development	1,188,753	–	1,188,753
Housing and redevelopment	8,148,079	–	8,148,079
Recreation/community programs	419,568	–	419,568
Law enforcement programs	44,999	–	44,999
Tax increment	5,051,777	–	5,051,777
Unrestricted	22,741,842	48,126,205	70,868,047
Total net position	99,950,599	106,066,647	206,017,246
Total liabilities, deferred inflows of resources and net position	$ 145,787,479	$ 107,008,076	$ 252,795,555

See notes to basic financial statements



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CITY OF RAMSEY

Statement of Activities
Year Ended December 31, 2021

Functions/Programs	Expenses	Program Revenues: Charges for Services	Program Revenues: Operating Grants and Contributions	Program Revenues: Capital Grants and Contributions	Net (Expenses) Revenue and Changes in Net Position: Governmental Activities	Net (Expenses) Revenue and Changes in Net Position: Business-Type Activities	Net (Expenses) Revenue and Changes in Net Position: Total
Governmental activities							
General government	$ 4,568,229	$ 574,117	$ 83,767	$ 1,073,170	$ (2,837,175)	$ –	$ (2,837,175)
Public safety	6,363,724	1,010,111	691,193	22,125	(4,640,295)	–	(4,640,295)
Highways and streets	4,686,416	311,408	–	4,282,326	(92,682)	–	(92,682)
Culture and recreation	1,834,153	1,126,441	–	259,998	(447,714)	–	(447,714)
Economic development	2,140,267	–	–	–	(2,140,267)	–	(2,140,267)
Interest and fiscal charges	883,504	–	–	–	(883,504)	–	(883,504)
Total governmental activities	20,476,293	3,022,077	774,960	5,637,619	(11,041,637)	–	(11,041,637)
Business-type activities							
Water utility	1,772,358	3,057,474	10,054	1,805,593	–	3,100,763	3,100,763
Sewer utility	1,742,380	1,805,614	260	1,293,870	–	1,357,364	1,357,364
Street light utility	178,576	222,364	–	–	–	43,788	43,788
Recycling utility	507,067	440,097	62,950	–	–	(4,020)	(4,020)
Storm water utility	715,349	1,197,572	260	656,896	–	1,139,379	1,139,379
Total business-type activities	4,915,730	6,723,121	73,524	3,756,359	–	5,637,274	5,637,274
Total governmental and business-type activities	$ 25,392,023	$ 9,745,198	$ 848,484	$ 9,393,978	(11,041,637)	5,637,274	(5,404,363)
General revenues							
Property taxes					14,761,012	–	14,761,012
Franchise fees					2,071,476	–	2,071,476
General grants and contributions					2,963	–	2,963
Investment earnings (charges)					(164,122)	(220,914)	(385,036)
Gain on sale of capital assets					22,325	–	22,325
Transfers					85,147	(85,147)	–
Total general revenues and transfers					16,778,801	(306,061)	16,472,740
Change in net position					5,737,164	5,331,213	11,068,377
Net position - beginning					94,213,435	100,735,434	194,948,869
Net position – ending					$ 99,950,599	$ 106,066,647	$ 206,017,246

See notes to basic financial statements

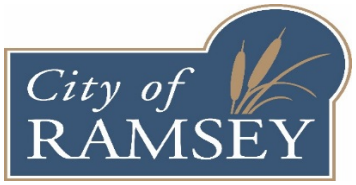
CITY OF RAMSEY

Balance Sheet
Governmental Funds
December 31, 2021

	General	Special Revenue Funds			
		Tax Increment	COR Land	Private Developer	Federal Relief
Assets					
Cash and temporary investments	$ 10,548,733	$ 5,057,171	$ 62,128	$ 2,749,352	$ 1,514,706
Receivables					
Unremitted taxes	133,761	17,578	–	–	–
Delinquent taxes	68,329	8,477	–	–	–
Unremitted special assessments	–	–	–	–	–
Delinquent special assessments	–	–	–	–	–
Deferred special assessments	–	–	–	–	–
Accounts	16,702	–	–	46,910	–
Interest	266,586	–	–	–	–
Due from other governmental units	13,067	–	–	–	–
Due from other funds	–	–	–	–	–
Prepaids	36,195	–	–	–	–
Land held for resale	–	–	8,085,951	–	–
Total assets	$ 11,083,373	$ 5,083,226	$ 8,148,079	$ 2,796,262	$ 1,514,706
Liabilities					
Accounts and contracts payable	$ 113,477	$ 1,465	$ –	$ 7,975	$ –
Salaries and benefits payable	335,859	–	–	–	–
Deposits payable	112,360	–	–	2,788,241	–
Due to other governmental units	3,859	–	–	46	–
Due to other funds	–	29,984	–	–	–
Advances from other funds	–	–	–	–	–
Unearned revenue	–	–	–	–	1,514,706
Total liabilities	565,555	31,449	–	2,796,262	1,514,706
Deferred inflows of resources					
Unavailable revenue - long-term receivables	–	–	–	–	–
Unavailable revenue - property taxes	68,329	8,477	–	–	–
Unavailable revenue - special assessments	–	–	–	–	–
Total deferred inflows of resources	68,329	8,477	–	–	–
Fund balances					
Nonspendable	36,195	–	–	–	–
Restricted	–	5,043,300	8,148,079	–	–
Committed	–	–	–	–	–
Assigned	–	–	–	–	–
Unassigned	10,413,294	–	–	–	–
Total fund balances	10,449,489	5,043,300	8,148,079	–	–
Total liabilities, deferred inflows of resources, and fund balances	$ 11,083,373	$ 5,083,226	$ 8,148,079	$ 2,796,262	$ 1,514,706

See notes to basic financial statements

Capital Project Funds				
State-Aid Construction	Pavement Management Program	Public Works Campus	Nonmajor	Totals
$ 1,562,109	$ 1,316,382	$ 2,069,779	$ 18,865,756	$ 43,746,116
–	–	–	22,186	173,525
–	–	–	16,162	92,968
–	–	–	26,583	26,583
–	–	–	3,273	3,273
–	58,333	–	387,000	445,333
–	510,564	4,750	16,495	595,421
–	–	–	–	266,586
2,338,933	–	–	19,199	2,371,199
–	–	–	29,984	29,984
–	–	–	52	36,247
–	–	–	–	8,085,951
$ 3,901,042	$ 1,885,279	$ 2,074,529	$ 19,386,690	$ 55,873,186
$ 51,474	$ 120,327	$ 823,157	$ 42,030	$ 1,159,905
–	–	–	–	335,859
–	–	–	–	2,900,601
–	–	–	–	3,905
–	–	–	–	29,984
–	–	–	296,713	296,713
–	–	–	–	1,514,706
51,474	120,327	823,157	338,743	6,241,673
2,338,933	–	–	–	2,338,933
–	–	–	16,162	92,968
–	58,333	–	390,273	448,606
2,338,933	58,333	–	406,435	2,880,507
–	–	–	52	36,247
1,510,635	–	–	2,629,628	17,331,642
–	–	–	1,611,150	1,611,150
–	1,706,619	1,251,372	14,400,682	17,358,673
–	–	–	–	10,413,294
1,510,635	1,706,619	1,251,372	18,641,512	46,751,006
$ 3,901,042	$ 1,885,279	$ 2,074,529	$ 19,386,690	$ 55,873,186



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CITY OF RAMSEY

Reconciliation of the Balance Sheet
to the Statement of Net Position
Governmental Funds
December 31, 2021

Total fund balances – Governmental Funds	$ 46,751,006
Amounts reported for governmental activities in the Statement of Net Position are different because:	
Capital assets used in governmental activities are not financial resources and therefore are not reported as assets in Governmental Funds.	
Net book value of capital assets	84,205,527
Long-term liabilities are not due and payable in the current period and therefore are not reported as liabilities in the funds.	
Long-term liabilities at year-end consist of:	
Bonds and capital equipment certificates	(26,305,000)
Unamortized bond premiums	(795,714)
Compensated absences payable	(1,113,049)
Net pension liability	(4,128,461)
Total OPEB liability	(563,334)
Certain revenues (including long-term receivables, delinquent taxes, and special assessments) are included in net position, but are excluded from fund balances until they are available to liquidate liabilities of the current period.	2,880,507
Accrued interest payable is included in net position, but is excluded from fund balances until due and payable.	(75,700)
Governmental funds do not report certain amounts related to pensions and OPEB:	
Deferred outflows of resources for OPEB plan deferments	87,802
Deferred outflows of resources for pension plan deferments	5,479,282
Deferred inflows of resources for OPEB plan deferments	(325,258)
Deferred inflows of resources for pension plan deferments	(6,614,912)
Internal Service Funds are used to manage insurance-related activity. The assets and liabilities of the Internal Service Funds are included in governmental activities in the Statement of Net Position.	467,903
Total net position – governmental activities	$ 99,950,599

See notes to basic financial statements

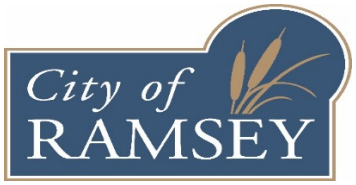
CITY OF RAMSEY

Statement of Revenue, Expenditures, and Changes in Fund Balances
Governmental Funds
Year Ended December 31, 2021

		Special Revenue Funds			
	General	Tax Increment	COR Land	Private Developer	Federal Relief
Revenue					
Property taxes	$ 11,184,493	$ 1,754,914	$ –	$ –	$ –
Franchise fees	–	–	–	–	–
Special assessments	–	–	–	–	–
Licenses and permits	917,645	–	–	–	–
Intergovernmental revenue	706,660	–	–	–	–
Charges for services	760,740	–	–	–	–
Fines and forfeits	51,153	–	–	–	–
Other revenue					
Investment earnings (charges)	(36,541)	(23,377)	–	–	–
Miscellaneous	29,201	–	–	104,352	–
Total revenue	13,613,351	1,731,537	–	104,352	–
Expenditures					
Current					
General government	3,543,561	–	–	104,352	–
Public safety	6,305,076	–	–	–	–
Highways and streets	1,942,497	–	–	–	–
Culture and recreation	1,397,460	–	–	–	–
Economic development	–	1,828,773	–	–	–
Capital outlay	977,809	2,083	–	–	–
Debt service					
Principal retirement	–	–	–	–	–
Interest and fiscal charges	–	–	–	–	–
Total expenditures	14,166,403	1,830,856	–	104,352	–
Excess (deficiency) of revenue over expenditures	(553,052)	(99,319)	–	–	–
Other financing sources (uses)					
Refunding debt issued	–	–	–	–	–
Payment on refunded debt	–	–	–	–	–
Premium on debt issues	–	–	–	–	–
Proceeds on sale of capital assets	–	–	–	–	–
Transfers in	1,261,201	–	–	–	–
Transfers (out)	(348,713)	(166,000)	–	–	–
Total other financing sources (uses)	912,488	(166,000)	–	–	–
Net change in fund balances	359,436	(265,319)	–	–	–
Fund balances					
Beginning of year	10,090,053	5,308,619	8,148,079	–	–
End of year	$ 10,449,489	$ 5,043,300	$ 8,148,079	$ –	$ –

See notes to basic financial statements

Capital Project Funds				
State-Aid Construction	Pavement Management Program	Public Works Campus	Nonmajor	Totals
$ –	$ –	$ –	$ 1,907,165	$14,846,572
–	2,071,476	–	–	2,071,476
–	11,424	–	754,707	766,131
–	–	–	–	917,645
355,122	–	–	548,696	1,610,478
–	1,140	–	1,276,240	2,038,120
–	–	–	–	51,153
(8,670)	(7,170)	(1,333)	(84,599)	(161,690)
–	300,004	8,011	622,927	1,064,495
346,452	2,376,874	6,678	5,025,136	23,204,380
–	–	97,824	195,667	3,941,404
–	–	–	110,435	6,415,511
619	19,422	–	201,788	2,164,326
–	–	–	19,791	1,417,251
–	–	–	311,494	2,140,267
933,509	2,155,414	11,790,588	166,997	16,026,400
–	–	–	1,930,000	1,930,000
–	–	–	851,152	851,152
934,128	2,174,836	11,888,412	3,787,324	34,886,311
(587,676)	202,038	(11,881,734)	1,237,812	(11,681,931)
–	–	–	9,845,000	9,845,000
–	–	–	(10,510,000)	(10,510,000)
–	–	–	809,201	809,201
–	–	–	46,443	46,443
166,000	–	–	622,639	2,049,840
–	–	–	(1,114,201)	(1,628,914)
166,000	–	–	(300,918)	611,570
(421,676)	202,038	(11,881,734)	936,894	(11,070,361)
1,932,311	1,504,581	13,133,106	17,704,618	57,821,367
$ 1,510,635	$ 1,706,619	$ 1,251,372	$ 18,641,512	$46,751,006



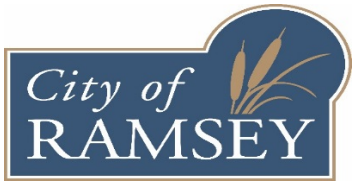
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CITY OF RAMSEY

Reconciliation of the Statement of
Revenue, Expenditures, and Changes in Fund Balances
to the Statement of Activities
Governmental Funds
Year Ended December 31, 2021

Total net change in fund balances – Governmental Funds	$	(11,070,361)
Amounts reported for governmental activities in the Statement of Activities are different because:		
Capital outlays are reported in Governmental Funds as expenditures. However, in the Statement of Activities the cost of those assets is allocated over the estimated useful lives as depreciation expense.		
Capital outlays		16,026,400
Contributed assets from Internal Service Fund		39,625
Contributed assets from developers		1,454,401
Utility infrastructure constructed by capital project funds not reported as governmental activities		(335,779)
Disposals		(24,118)
Depreciation expense		(4,230,458)
Issuance of long-term debt provides current financial resources to governmental funds, while repayment of long-term liabilities is an expenditure in the Governmental Funds. Neither transaction, however, has any effect on net position.		
Issuance of new debt		(9,845,000)
Repayment of principal on long-term debt		12,440,000
Debt premiums		(795,714)
Interest on long-term debt in the Statement of Activities differs from the amount reported in the Governmental Funds because interest is recognized as an expenditure in the funds when it is due, and thus requires the use of current financial resources. In the Statement of Activities, however, interest expense is recognized as the interest accrues, regardless of when it is due.		(45,839)
Certain revenues (including long-term receivables, delinquent taxes and special assessments) are included in the change in net position, but are excluded from the change in fund balances until they are available to liquidate liabilities of the current period.		1,431,111
Certain expenses are included in the change in net position, but do not require the use of current funds, and are not included in the change in the fund balances.		
Governmental activities – compensated absences payable		(19,186)
Governmental activities – pension expense		764,731
Other postemployment benefits reported in the statement of activities do not require the use of current financial resources and are not reported as expenditures in governmental funds until actually due.		(38,701)
Internal Service Funds are used to charge the cost of certain activities, such as insurance to individual funds. This amount represents the change in net position of the Internal Service Fund, which is reported with governmental activities.		(13,948)
Change in net position – governmental activities	$	5,737,164

See notes to basic financial statements



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CITY OF RAMSEY

Statement of Revenue, Expenditures, and Changes in Fund Balances
General Fund – Budget and Actual
Year Ended December 31, 2021

	Budgeted Amounts			Over (Under)
	Original	Final	Actual	Final Budget
Revenue				
Property taxes	$ 11,109,848	$ 11,109,848	$ 11,184,493	$ 74,645
Licenses and permits	629,800	629,800	917,645	287,845
Intergovernmental revenue	433,800	433,800	706,660	272,860
Charges for services	621,500	621,500	760,740	139,240
Fines and forfeits	45,500	45,500	51,153	5,653
Other revenue				
Investment earnings (charges)	100,000	100,000	(36,541)	(136,541)
Miscellaneous	20,700	20,700	29,201	8,501
Total revenue	12,961,148	12,961,148	13,613,351	652,203
Expenditures				
Current				
General government	3,685,946	3,685,946	3,543,561	(142,385)
Public safety	5,951,740	5,951,740	6,305,076	353,336
Highways and streets	2,188,999	2,188,999	1,942,497	(246,502)
Culture and recreation	1,360,090	1,360,090	1,397,460	37,370
Capital outlay	1,090,200	1,090,200	977,809	(112,391)
Debt service				
Interest and fiscal charges	106,373	106,373	–	(106,373)
Total expenditures	14,383,348	14,383,348	14,166,403	(216,945)
Excess (deficiency) of revenue over expenditures	(1,422,200)	(1,422,200)	(553,052)	869,148
Other financing sources (uses)				
Transfers in	1,422,200	1,422,200	1,261,201	(160,999)
Transfers (out)	–	–	(348,713)	(348,713)
Total other financing sources (uses)	1,422,200	1,422,200	912,488	(509,712)
Net change in fund balances	$ –	$ –	359,436	$ 359,436
Fund balances				
Beginning of year			10,090,053	
End of year			$ 10,449,489	

See notes to basic financial statements

CITY OF RAMSEY

Statement of Net Position
Proprietary Funds
December 31, 2021

	Business-Type Activities – Enterprise Funds		
	Water Utility	Sewer Utility	Street Light Utility
Assets			
Current assets			
Cash and temporary investments	$ 28,636,950	$ 13,326,601	$ 1,258,598
Receivables			
Delinquent special assessments	7,591	7,591	–
Deferred special assessments	95,719	107,094	–
Accounts	576,449	524,892	68,311
Due from other governmental units	9,600	–	–
Prepaids	–	82,458	–
Total current assets	29,326,309	14,048,636	1,326,909
Noncurrent assets			
Advances to other Funds	296,713	–	–
Capital assets			
Land	868,513	–	–
Construction in progress	234,001	–	–
Buildings and structures	6,177,522	–	–
Improvements other than buildings	–	–	1,135,881
Machinery and equipment	172,992	621,833	–
Water and sewer lines	31,520,652	26,778,236	–
	38,973,680	27,400,069	1,135,881
Less accumulated depreciation	12,545,292	9,852,740	699,345
Net capital assets	26,428,388	17,547,329	436,536
Total noncurrent assets	26,725,101	17,547,329	436,536
Total assets	56,051,410	31,595,965	1,763,445
Deferred Outflows of Resources			
Pension plan deferments	148,454	84,830	–
Total assets and deferred outflows of resources	$ 56,199,864	$ 31,680,795	$ 1,763,445
Liabilities			
Current liabilities			
Accounts and contracts payable	$ 91,229	$ 4,534	$ 10,388
Due to other governmental units	33,846	36,902	128
Total current liabilities	125,075	41,436	10,516
Noncurrent liabilities			
Net pension liability	184,440	105,395	–
Total liabilities	309,515	146,831	10,516
Deferred Inflows of Resources			
Pension plan deferments	169,921	97,098	–
Net Position			
Net investment in capital assets	26,354,322	17,547,329	436,536
Unrestricted	29,366,106	13,889,537	1,316,393
Total net position	55,720,428	31,436,866	1,752,929
Total liabilities, deferred inflows of resources and net position	$ 56,199,864	$ 31,680,795	$ 1,763,445

See notes to basic financial statements

Recycling Utility	Storm Water Utility	Totals	Governmental Activities Internal Service
$ 287,193	$ 2,909,784	$ 46,419,126	$ 468,379
–	–	15,182	–
–	–	202,813	–
133,365	340,263	1,643,280	–
6,282	–	15,882	–
–	–	82,458	–
426,840	3,250,047	48,378,741	468,379
–	–	296,713	–
–	637,583	1,506,096	–
–	–	234,001	–
–	–	6,177,522	–
–	16,577,646	17,713,527	–
–	411,058	1,205,883	–
–	334,378	58,633,266	–
–	17,960,665	85,470,295	–
–	4,358,410	27,455,787	–
–	13,602,255	58,014,508	–
–	13,602,255	58,311,221	–
426,840	16,852,302	106,689,962	468,379
–	84,830	318,114	–
$ 426,840	$ 16,937,132	$ 107,008,076	$ 468,379
$ 1,363	$ 3,692	$ 111,206	$ 476
–	–	70,876	–
1,363	3,692	182,082	476
–	105,395	395,230	–
1,363	109,087	577,312	476
–	97,098	364,117	–
–	13,602,255	57,940,442	–
425,477	3,128,692	48,126,205	467,903
425,477	16,730,947	106,066,647	467,903
$ 426,840	$ 16,937,132	$ 107,008,076	$ 468,379

CITY OF RAMSEY

Statement of Revenue, Expenses, and Changes in Net Position
Proprietary Funds
Year Ended December 31, 2021

	Business-Type Activities – Enterprise Funds		
	Water Utility	Sewer Utility	Street Light Utility
Operating revenue			
Charges for services	$ 3,057,474	$ 1,799,725	$ 222,364
Sewer access surcharge	–	5,889	–
Other	–	–	–
Total operating revenue	3,057,474	1,805,614	222,364
Operating expenses			
Personal services	386,666	191,334	–
Supplies	253,241	28,138	–
Service charges			
Disposal charges	–	845,201	–
Other	353,342	96,468	142,792
Depreciation	779,109	581,239	35,784
Total operating expenses	1,772,358	1,742,380	178,576
Operating income (loss)	1,285,116	63,234	43,788
Nonoperating revenue (expense)			
Intergovernmental revenue	10,054	260	–
Capital contributions to governmental funds	–	–	–
Investment earnings (charges)	(131,858)	(65,897)	(6,322)
Total nonoperating revenue (expense)	(121,804)	(65,637)	(6,322)
Income (loss) before contributions and transfers	1,163,312	(2,403)	37,466
Capital contributions - developer contributions	892,511	869,905	–
Capital contributions - governmental funds	160,180	111,795	–
Capital contributions - connection fees	913,082	423,965	–
Transfers in	61,853	–	–
Transfers (out)	(207,180)	(152,795)	(23,000)
Change in net position	2,983,758	1,250,467	14,466
Net position			
Beginning of year	52,736,670	30,186,399	1,738,463
End of year	$ 55,720,428	$ 31,436,866	$ 1,752,929

See notes to basic financial statements

Recycling Utility	Storm Water Utility	Totals	Governmental Activities Internal Service
$ 440,097	$ 1,197,572	$ 6,717,232	$ –
–	–	5,889	–
–	–	–	122,877
440,097	1,197,572	6,723,121	122,877
29,621	219,618	827,239	–
24,969	6,626	312,974	68,521
–	–	845,201	–
452,477	130,696	1,175,775	26,247
–	358,409	1,754,541	–
507,067	715,349	4,915,730	94,768
(66,970)	482,223	1,807,391	28,109
62,950	260	73,524	–
–	–	–	(39,625)
(1,459)	(15,378)	(220,914)	(2,432)
61,491	(15,118)	(147,390)	(42,057)
(5,479)	467,105	1,660,001	(13,948)
–	656,896	2,419,312	–
–	63,804	335,779	–
–	–	1,337,047	–
–	–	61,853	–
–	(99,804)	(482,779)	–
(5,479)	1,088,001	5,331,213	(13,948)
430,956	15,642,946	100,735,434	481,851
$ 425,477	$ 16,730,947	$ 106,066,647	$ 467,903

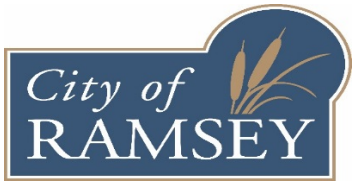
CITY OF RAMSEY

Statement of Cash Flows
Proprietary Funds
Year Ended December 31, 2021

	Business-Type Activities – Enterprise Funds		
	Water Utility	Sewer Utility	Street Light Utility
Cash flows from operating activities			
Receipts from customers and users	$ 2,968,949	$ 1,746,288	$ 218,635
Receipts from interfund services provided	–	–	–
Paid to suppliers/service providers	(520,896)	(971,067)	(132,898)
Paid to employees	(401,295)	(199,689)	–
Net cash flows from operating activities	2,046,758	575,532	85,737
Cash flows from capital and related financing activities			
Capital assets purchased and contributed to governmental activities	–	–	–
Capital contributions - connection fees	913,082	423,965	–
Transfers (out)	(207,180)	(152,795)	(23,000)
Acquisition of capital assets	(457,833)	(52,216)	–
Net cash flows from capital and related financing activities	248,069	218,954	(23,000)
Cash flows from investing activities			
Interest and changes in fair value on investments	(131,858)	(65,897)	(6,322)
Cash flows from noncapital financing activities			
Transfers in	61,853	–	–
Intergovernmental revenue	10,054	260	–
Repayment of advances to other funds	265,283	227,475	–
Net cash flows from noncapital financing activities	337,190	227,735	–
Net increase (decrease) in cash and temporary investments/cash equivalents	2,500,159	956,324	56,415
Cash and temporary investments/cash equivalents			
Beginning of year	26,136,791	12,370,277	1,202,183
End of year	$ 28,636,950	$ 13,326,601	$ 1,258,598
Reconciliation of operating income (loss) to net cash flows from operating activities			
Operating income (loss)	$ 1,285,116	$ 63,234	$ 43,788
Adjustments to reconcile operating income (loss) to net cash flows from operating activities			
Depreciation	779,109	581,239	35,784
Change in assets, deferred inflows, liabilities and deferred outflows			
Receivables			
Delinquent and deferred special assessments	(1,595)	16,300	–
Accounts	(77,330)	(26,720)	(3,239)
Due from other governmental units	(9,600)	–	–
Prepaids	–	(11,710)	–
Deferred outflows - pension plan deferments	(119,392)	(68,223)	–
Accounts payable	81,980	610	10,010
Unearned revenue	–	(48,906)	(490)
Due to other governmental units	3,707	9,840	(116)
Net pension liability	(53,101)	(30,341)	–
Deferred inflows - pension plan deferments	157,864	90,209	–
Net cash flow from operating activities	$ 2,046,758	$ 575,532	$ 85,737
Noncash, investing, capital, and financing activities			
Contributions of capital assets from governmental funds	$ 160,180	$ 111,795	$ –
Contributions of capital assets from developers	$ 892,511	$ 869,905	$ –

See notes to basic financial statements

Recycling Utility	Storm Water Utility	Totals	Governmental Activities Internal Service
$ 419,754	$ 1,188,206	$ 6,541,832	$ –
–	–	–	122,877
(476,609)	(239,416)	(2,340,886)	(94,461)
(29,621)	(227,975)	(858,580)	–
(86,476)	720,815	3,342,366	28,416
–	–	–	(39,625)
–	–	1,337,047	–
–	(99,804)	(482,779)	–
–	(336,988)	(847,037)	–
–	(436,792)	7,231	(39,625)
(1,459)	(15,378)	(220,914)	(2,432)
–	–	61,853	–
62,950	260	73,524	–
–	–	492,758	–
62,950	260	628,135	–
(24,985)	268,905	3,756,818	(13,641)
312,178	2,640,879	42,662,308	482,020
$ 287,193	$ 2,909,784	$ 46,419,126	$ 468,379
$ (66,970)	$ 482,223	$ 1,807,391	$ 28,109
–	358,409	1,754,541	–
–	–	14,705	–
(39,025)	(9,366)	(155,680)	–
18,682	–	9,082	–
–	–	(11,710)	–
–	(68,223)	(255,838)	–
837	(102,080)	(8,643)	307
–	–	(49,396)	–
–	(14)	13,417	–
–	(30,343)	(113,785)	–
–	90,209	338,282	–
$ (86,476)	$ 720,815	$ 3,342,366	$ 28,416
$ –	$ 63,804	$ 335,779	$ –
$ –	$ 656,896	$ 2,419,312	$ –



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CITY OF RAMSEY

Statement of Fiduciary Net Position
Fiduciary Fund
December 31, 2021

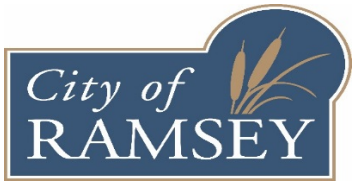
	Custodial Fund
Assets	
Assets held for resale	$ 13,582,499
Liabilities	
Due to other governmental units	13,582,499
Net Position	$ –

CITY OF RAMSEY

Statement of Changes in Fiduciary Net Position
Fiduciary Fund
Year Ended December 31, 2021

	Custodial Fund
Additions	$ –
Deductions	–
Net change of fiduciary net position	–
Net position - beginning	–
Net position - ending	$ –

See notes to basic financial statements



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NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES

A. Organization

The City of Ramsey, Minnesota (the City) operates under the Home Rule Charter City form of government as defined in Minnesota Statutes. Under this plan, the government of the City is run by a City Council composed of an elected Mayor and elected Councilmembers. The City Council exercises legislative authority and determines all matters of policy. The accounting policies of the City conform to accounting principles generally accepted in the United States of America as applicable to governmental units (GAAP).

The accounting policies of the City conform to accounting principles generally accepted in the United States of America as applicable to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

B. Reporting Entity

As required by accounting principles generally accepted in the United States of America, these financial statements include the City (the primary government) and its component units. Component units are legally separate entities for which the primary government is financially accountable, or for which the exclusion of the component unit would render the financial statements of the primary government misleading. The criteria used to determine if the primary government is financially accountable for a component unit include whether or not the primary government appoints the voting majority of the potential component unit's Board, is able to impose its will on the potential component unit, is in a relationship of financial benefit or burden with the potential component unit, or is fiscally depended upon by the potential component unit.

1. Blended Component Units

The Ramsey Economic Development Authority (EDA) was created to carry out housing and economic development activities within the City. The governing board of the EDA is the City Council who approve the annual tax levy and direct the activities of the EDA's management. City employees such as the City Administrator, Deputy City Administrator, and the Economic Development Manager perform key management functions for the EDA. The activity of the EDA is reported in the Nonmajor Special Revenue Fund entitled Economic Development Authority. Separate financial statements are not prepared for the EDA.

2. Jointly Governed Organization

The City is a member of Local Governmental Information Systems (LOGIS), a consortium of Minnesota municipalities that provides data processing services and support to its members. LOGIS is a legally separate entity that is financially independent of the City. Further, the City does not appoint a voting majority of LOGIS' Board of Directors. Therefore, it has not been incorporated into the City's reporting entity. During the 2021 fiscal year, the City paid LOGIS approximately $288,256 for services and equipment provided.

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

C. Government-Wide Financial Statements

The government-wide financial statements (i.e. the Statement of Net Position and the Statement of Activities) display information about the reporting government as a whole. These statements include all of the financial activities of the City. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on sales, fees, and charges for support.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include: 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments, which are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other internally directed revenues are reported as general revenues.

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the fiscal year for which they are levied. Grants and similar items are recognized when all eligibility requirements imposed by the provider have been met.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. However, charges between the City's Enterprise Funds and other functions are not eliminated as that would distort the direct costs and program revenues reported in those functions. Depreciation expense is included in the direct expenses of each function. Interest on long-term debt for governmental activities is considered an indirect expense and is reported separately on the Statement of Activities.

D. Fund Financial Statement Presentation

Separate fund financial statements are provided for Governmental, Proprietary, and Fiduciary Funds, even though the latter are excluded from the government-wide financial statements. Major individual Governmental and Enterprise Funds are reported as separate columns in the fund financial statements. Aggregated information for the remaining Nonmajor Governmental Funds is reported in a single column in the fund financial statements. A single column is presented in the Proprietary Fund statements to report Internal Service Fund activity. Fiduciary Funds are presented in the Fiduciary Fund financial statements by fund type.

Governmental Fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this basis of accounting, transactions are recorded in the following manner:

1. **Revenue Recognition** – Revenue is recognized when it becomes measurable and available. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. For this purpose, the City considers revenues to be available if collected within 60 days after year-end. Property tax revenue is generally considered as available if collected within 60 days after year-end.

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

1. **Revenue Recognition (Continued)** – Only the portion of special assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period. Grants and similar items are recognized when all eligibility requirements imposed by the provider have been met. Other revenue is considered measurable and available only when cash is received by the City. Proceeds of long-term debt is reported as other financing sources.

   Major revenue that is susceptible to accrual includes property taxes, special assessments, intergovernmental revenue, charges for services, and interest earned on investments. Major revenue that is not susceptible to accrual includes licenses and permits, fees, and miscellaneous revenue. Such revenue is recorded only when received because it is not measurable until collected.

2. **Recording of Expenditures** – Expenditures are generally recorded when a liability is incurred, except for principal and interest on long-term debt and other long-term liabilities which are recognized as expenditures to the extent they have matured. Capital asset acquisitions are reported as capital outlay expenditures in the Governmental Funds.

Proprietary Fund financial statements are reported using the economic resources measurement focus and accrual basis of accounting, similar to the government-wide financial statements. Proprietary Funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a Proprietary Fund's principal ongoing operations. The principal operating revenues of the City's Enterprise Funds and Internal Service Funds are charges to customers for sales and services. The operating expenses for the Enterprise Funds and Internal Service Funds include the cost of sales and services, administrative expenses, and depreciation of capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

Information for the Internal Service Fund is reported in a single column in the Proprietary Fund financial statements. Because the principal user of the internal services is the City's governmental activities, the financial statements of the Internal Service Fund are consolidated into the governmental column when presented in the government-wide financial statements. The cost of these services is reported in the appropriate functional activity.

Fiduciary fund financial statements are reported using the economic resources measurement focus and accrual basis of accounting, similar to the government-wide financial statements. Since, by definition, fiduciary fund assets are being held for the benefit of a third party and cannot be used for activities or obligations of the City, these funds are excluded from the government-wide statements.

Description of Funds

The City reports the following Major Governmental Funds:

General Fund – This is the general operating fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund.

Tax Increment Special Revenue Fund – This fund is used to account for resources received from general property taxes in the form of tax increments.

COR Land Special Revenue Fund – This fund is used to account for revenues and expenditures associated with land transactions within the COR area.

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Private Developer Special Revenue Fund – This fund is used to account for monies deposited from developers to offset city administrative costs.

Federal Relief Special Revenue Fund – This fund is used to account for the funds received from the Coronavirus State and Local Fiscal Recovery Funds (SLFRF), authorized by the American Rescue Plan Act of 2021.

State-Aid Construction Capital Project Fund – This fund is used to account for state-aid allotments used by the City for improvement projects to thoroughfare roads within the City.

Pavement Management Program Capital Project Fund – This fund is used to account for the resources to be used for road reconstructions and overlays per the City's Pavement Management Program.

Public Works Campus Capital Project Fund – This fund is used to account for the resources to be used for the construction of the public works campus.

The City reports the following Major Proprietary Funds:

Water Utility Fund – This fund is used to account for the operation of the city-owned water system.

Sewer Utility Fund – This fund is used to account for the operation of the city-owned sewer system.

Street Light Utility Fund – This fund is used to account for the operation of city-owned streetlights within subdivisions and the priority streetlights throughout the City.

Recycling Utility Fund – This fund is used to account for the operation of the City's curbside recycling program and annual recycling days.

Storm Water Utility Fund – This fund is used to account for the operation of the city-owned storm water system repair and upkeep.

The City also reports the following fund types:

Internal Service Fund – This fund is used to account for the City's insurance refunds, dividends, and other miscellaneous insurance related revenues, and to provide for self-insuring the deductible portions of the City's insurance policies

Custodial Fund – This fund is used to account for property purchased on behalf of the state and the related liability for future state highway improvements.

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

E. Cash and Investments

Cash balances from all funds are combined and invested to the extent available in short-term investments. Earnings from the pooled investments are allocated to the individual funds based on the average monthly cash and investment balances of the respective funds.

The Minnesota Municipal Money Market (4M) Fund is an external investment pool regulated by Minnesota Statutes that is not registered with the Securities and Exchange Commission (SEC). The City's investment in this fund is measured at the net asset value per share provided by the pool, which is based on an amortized cost method that approximates fair value. The UBS Select Prime Industrial Fund is an external investment pool that operates in conformity with the Securities and Exchange Commission's rules and is assigned a AAA rating by Moody's.

The City reports all other investments at fair value except for certain investment pools reported at amortized cost. The City categorizes its fair value measurements within the fair value hierarchy established by accounting principles generally accepted in the United States of America. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; and Level 3 inputs are significant unobservable inputs.

Debt securities classified in Level 2 of the fair value hierarchy are valued using a matrix pricing technique. Matrix pricing is used to value securities based on the securities' relationship to benchmark quoted prices.

See Note 2 for the City's recurring fair value measurements as of the current year-end.

F. Receivables

All miscellaneous accounts receivable are presented net of an allowance for doubtful accounts. Since the City is generally able to certify delinquent amounts to the county for collection as special assessments, no allowance for uncollectible accounts has been provided on these receivables. The only receivables not expected to be fully collected within one year are property taxes and special assessments receivable.

G. Property Taxes

Property tax levies are set by the City Council by December of each year and are certified to the County Auditor for collection in the following year. In Minnesota, counties act as collection agents for all property taxes. A portion of the property taxes levied is paid by the state of Minnesota through various tax credits, which is included in intergovernmental revenue in the financial statements.

The county spreads all levies over taxable property. Such taxes become a lien on January 1 and are recorded as receivables by the City on that date. Real property taxes may be paid by taxpayers in two equal installments on May 15 and October 15. Personal property taxes are due in full on May 15. The county provides tax settlements to cities and other taxing districts several times a year. Taxes which remain unpaid at December 31 are classified as delinquent taxes receivable and are offset by deferred inflows of resources in the governmental fund financial statements.

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

H. Special Assessments

Special assessments primarily represent the financing for public improvements paid for by the benefiting property owners. As previously mentioned under receivables, the City is also generally able to certify delinquent amounts to the county for collection as special assessments. Special assessments are recorded as receivables upon certification to the county. Special assessments are recognized as revenue in the year levied in the government-wide financial statements and proprietary fund financial statements. In the governmental fund financial statements, special assessments are recognized as revenue when received in cash or within 60 days after year end. Governmental fund special assessments receivable which remain unpaid on December 31 are offset by a deferred inflow of resources in the governmental fund financial statements.

I. Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements. In governmental funds, prepaids are recognized by the consumption method, proportionately over the periods that service is provided.

J. Interfund Receivables and Payables

Activity between funds that is representative of lending or borrowing arrangements is reported as either "due to/from other funds" (current portion) or "advances to/from other funds." All other outstanding balances between funds are reported as "due to/from other funds." Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as "internal balances."

K. State-Wide Pension Plans

For purposes of measuring the net pension liability, deferred outflows/inflows of resources, and pension expense, information about the fiduciary net position of the Public Employees Retirement Association (PERA) and additions to/deductions from the PERA's fiduciary net positions have been determined on the same basis as they are reported by the PERA. For this purpose, plan contributions are recognized as of employer payroll dates and benefit payments and refunds are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

L. Deferred Outflows/Inflows of Resources

In addition to assets and liabilities, the Statement of Financial Position will sometimes report a separate section for deferred outflows or inflows of resources. These separate financial statement elements represent a consumption or acquisition of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) or an inflow of resources (revenue) until that time.

The City reports deferred outflows and inflows of resources related to pensions and other post-employment benefits (OPEB) reported in the government-wide and enterprise funds Statement of Net Position. These deferred outflows and inflows result from differences between expected and actual experience, changes of assumptions, changes in proportion, net collective difference between projected and actual earnings on pension plan investments, and contributions to the plan subsequent to the measurement date and before the end of the reporting period. These amounts are deferred and amortized as required under pension and OPEB standards.

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Deferred inflows of resources for unavailable revenue, arises under a modified accrual basis of accounting and is reported only in the governmental funds Balance Sheet. The governmental funds report unavailable revenue from: long-term receivables, property taxes, and special assessments. These amounts are deferred and recognized as an inflow of resources in the period the amounts become available.

M. Land Held for Resale

Land held for resale represents various property purchases made by the City with the intent to sell in order to increase tax base or to attract new businesses. These assets are stated at the lower of cost or acquisition value.

N. Capital Assets

Capital assets, which include property, buildings, improvements, equipment, and infrastructure assets are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Such assets are capitalized at historical cost, or estimated historical cost for assets where actual historical cost is not available. Donated assets are recorded as capital assets at their estimated acquisition value at the date of donation. The City defines capital assets as those with an initial, individual cost of $10,000 or more with an estimated useful life in excess of one year. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. As allowed by accounting principles generally accepted in the United States of America, the City has elected not to retroactively capitalize the infrastructure of its governmental activities acquired prior to January 1, 2004.

Capital assets are recorded in the government-wide and Proprietary Fund financial statements, but are not reported in the Governmental Fund financial statements. Capital assets are depreciated using the straight-line method over their estimated useful lives. Land and construction in progress are not depreciated. Useful lives vary from 15 to 50 years for buildings and structures and improvements other than buildings, 5 to 10 years for office equipment, motor vehicles and machinery and equipment, and 20 to 50 years for water and sewer lines and infrastructure.

O. Compensated Absences Payable

Certain city employees earn personal time off, vacation, compensation time, and sick leave at various rates based on longevity. These compensated absences are paid to an employee leaving in good standing, at their current rate of pay, with the exception of sick leave. A minimum of one third of unused sick leave (based on longevity), is paid to the departing employee if they have completed 5 or more years of service prior to termination. Compensated absences payable are accounted for as long-term liabilities as described in the following section.

P. Long-Term Liabilities

In the government-wide and Proprietary Fund financial statements, long-term debt and other long-term obligations are reported as liabilities as they accrue. Bond premiums and discounts that are material are amortized over the life of the bond issue. Bond issuance costs are expensed in the period incurred.

In the Governmental Fund financial statements, long-term debt and other long-term obligations are not reported as liabilities until due. The face amount of debt issued is reported as other financing sources. Premiums or discounts on debt issuances are reported as other financing sources or uses, respectively.

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Q. Net Position

In the government-wide, proprietary fund, and fiduciary fund financial statements, net position represents the difference between assets, liabilities, deferred inflows/outflows as applicable. Net position is displayed in three components:

- **Net Investment in Capital Assets** – Consists of capital assets, net of accumulated depreciation, reduced by any outstanding debt attributable to acquire capital assets.

- **Restricted Net Position** – Consists of net position restricted when there are limitations imposed on their use through external restrictions imposed by creditors, grantors, or laws or regulations of other governments, or enabling legislation.

- **Unrestricted Net Position** – All remaining net position that do not meet the definition of "restricted" or "net investment in capital assets."

The City applies restricted resources first when an expense is incurred for which both restricted and unrestricted resources are available.

R. Fund Balance Classifications

In the fund financial statements, governmental funds report fund balance in classifications that disclose constraints for which amounts in those funds can be spent. These classifications are as follows:

- **Nonspendable** – Consists of amounts that are not in spendable form, such as prepaid items, inventory, and other long-term assets.

- **Restricted** – Consists of amounts where there are limitations imposed on their use through external restrictions imposed by creditors, grantors, laws or regulations of other governments, or enabling legislation.

- **Committed** – Consists of amounts that can be used only for the specific purposes determined by a formal action of the City's highest level of decision-making authority. The City Council is the highest level of decision-making authority for the City that can, by adoption of a resolution prior to the end of the fiscal year, commit fund balance. Once adopted, the limitation imposed by the resolution remains in place until a similar action is taken (the adoption of another resolution) to remove or revise the limitation.

- **Assigned** – Consists of internally imposed constraints for amounts intended to be used by the City for specific purposes but do not meet the criteria to be classified as committed. Assigned amounts represent intended uses established by the City Council itself or by an official to which the City Council delegates the authority. Pursuant to City Council Resolution, the City's Finance Director is authorized to establish assignments of fund balance. The City Council may also assign fund balance as it does when appropriating fund balance to cover a gap between estimated revenue and appropriations in the subsequent year's appropriated budget. Unlike commitments, assignments generally only exist temporarily. In other words, an additional action does not normally have to be taken for the removal of an assignment. Conversely, as discussed above, an additional action is essential to either remove or revise a commitment.

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

- **Unassigned** – The residual classification for the General Fund, which also reflects negative residual amounts in other funds.

When both restricted and unrestricted resources are available for use, the City first uses restricted resources, then use unrestricted resources as they are needed. When committed, assigned, or unassigned resources are available for use, the City uses resources in the following order: 1) committed, 2) assigned, and 3) unassigned.

S. Budgets and Budgetary Accounting

Each fall the City Council adopts a General Fund budget for the following fiscal year beginning January 1. In addition, an annual budget is legally adopted for the Economic Development Authority, a nonmajor special revenue fund. The City has established budgetary control at the function level based upon GAAP serving as the basis of budgeting. Budget appropriations lapse at year-end.

The government's department heads may make transfers of appropriations within a function. Transfers of appropriations between functions require the approval of the council. The Economic Development Authority budget is recommended by their board and final approval comes from City Council.

For the year ended December 31, 2021, expenditures were over budget in the Economic Development Authority Fund by $241,285.

T. Statement of Cash Flows

For purposes of the Statement of Cash Flows, the City considers all highly liquid debt instruments with an original maturity from the time of purchase by the City of three months or less to be cash equivalents. The Proprietary Funds' portion in the government-wide cash and investment management pool is considered to be cash equivalent.

U. Risk Management

The City is exposed to various risks of loss related to torts: theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. The City participates in the League of Minnesota Cities Insurance Trust (LMCIT), a public entity risk pool for its general property and casualty, workers' compensation, and other miscellaneous insurance coverages. LMCIT operates as a common risk management and insurance program for a large number of cities in Minnesota. The City pays an annual premium to LMCIT for insurance coverage. The LMCIT agreement provides that the trust will be self-sustaining through member premiums and will reinsure through commercial companies for claims in excess of certain limits.

The City has elected higher deductibles through LMCIT in order to keep premiums at a minimum. To supplement the commercial coverages, the City established the Self-Insurance Internal Service Fund. This fund is funded primarily through dividend paybacks from LMCIT. Expenses from this fund consist solely of payments of those insurance related costs that are below the individual and/or commutative deductible amounts. Premiums for LMCIT policies are not paid from the Self-Insurance Internal Service Fund, but rather are budgeted and paid from the respective operating funds. The City does not retain significant uncovered risk.

The City also carries commercial insurance for certain other risks of loss. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years. There were no significant reductions in the City's insurance coverage in 2021.

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

V. Use of Estimates

The preparation of financial statements, in accordance with accounting principles generally accepted in the United States of America, requires management to make estimates that affect amounts reported in the financial statements during the reporting period. Actual results could differ from such estimates.

NOTE 2 – DEPOSITS AND INVESTMENTS

A. Components of Cash and Investments

Cash and investments at year-end consist of the following:

Deposits	$	3,594,479
Investments		87,038,842
Cash on hand		300
Total	$	90,633,621

B. Deposits

In accordance with applicable Minnesota Statutes, the City maintains deposits at depository banks authorized by the City Council, including checking accounts and certificates of deposits.

The following is considered the most significant risk associated with deposits:

Custodial credit risk – In the case of deposits, this is the risk that in the event of a bank failure, the City's deposits may be lost.

Minnesota Statutes require that all deposits be protected by federal deposit insurance, corporate surety bond, or collateral. The market value of collateral pledged must equal 110% of the deposits not covered by federal deposit insurance or corporate surety bonds. Authorized collateral includes treasury bills, notes, and bonds; issues of U.S. government agencies; general obligations rated "A" or better; revenue obligations rated "AA" or better; irrevocable standard letters of credit issued by the Federal Home Loan Bank; and certificates of deposit. Minnesota Statutes require that securities pledged as collateral be held in safekeeping in a restricted account at the Federal Reserve Bank or in an account at a trust department of a commercial bank or other financial institution that is not owned or controlled by the financial institution furnishing the collateral. The City has no additional deposit policies addressing custodial credit risk.

At year end, the carrying amount of the City's deposits was $3,594,479 while the balance on the bank Records was $3,622,987. At December 31, 2021, all deposits were fully covered by federal depository insurance, surety bonds, or by collateral held by the City's agent in the City's name.

NOTE 2 – DEPOSITS AND INVESTMENTS (CONTINUED)

C. Investments

The City has the following investments at year end:

	Credit Risk		Fair Value Measurements	Interest Risk-Maturity Duration in Years			
Investment Type	Rating	Agency	Using	Less Than 1	1 to 5	6 to 10	Total
U.S. Agencies	AA+	S&P	Level 2	$ 75	$ 1,030	$ -	$ 1,105
U.S. Treasuries	N/R	N/A	Level 1	7,432,425	-	-	7,432,425
Municipal Bonds	A-AAA	Moodys	Level 2	2,962,545	10,281,934	7,880,123	21,124,602
Municipal Bonds	A-AAA	S&P	Level 2	2,181,403	14,536,315	16,112,992	32,830,710
Negotiable Certificates of Deposit	N/A	N/A	Level 2	1,489,970	2,696,797	242,486	4,429,253
Commercial Paper	A1	S&P	Level 1	4,996,300	-	-	4,996,300
Investment pools							
Minnesota Municipal Money Market	N/R	N/A	Amortized Cost	15,909,640	-	-	15,909,640
UBS Select Prime Institutional Fund	AAA	Moodys	Net Asset Value	314,807	-	-	314,807
Total Investments							$ 87,038,842

The City's investments include investment pools managed by 4M, which is an external investment pool regulated by Minnesota Statutes and is not registered with the Securities and Exchange Commission (SEC) that follows the same regulatory rules of the SEC. The City's investments in this investment pool are measured at the net asset value per share provided by the pools, which are based on amortized cost methods that approximate fair value. The 4M Fund is sponsored by the League of Minnesota Cities. For this investment pool, there are no unfunded commitments, redemption frequency is daily, and there is no redemption notice required for the liquid class; the redemption period is 14 days for the Plus Class.

The UBS Select Prime Industrial Fund includes investments primarily in short-term, high-credit-quality money market instruments that invest domestically and globally in both long and short-term common stocks across all market capitalizations. The fund aims to preserve capital, maintain liquidity and produce a competitive yield. This is an external investment pool that operates in conformity with the Securities and Exchange Commission's rules. There are no withdrawal restrictions related to the fund. The City's investments in this investment pool are measured at the net asset value per share provided by the pools that approximate fair value.

Investments are subject to various risks, the following of which are considered the most significant:

Custodial credit risk – For investments, this is the risk that in the event of a failure of the counterparty to an investment transaction (typically a broker-dealer) the City would not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The City does not have a formal investment policy addressing this risk, but typically limits its exposure by purchasing insured or registered investments, or by the control of who holds the securities.

Credit risk – This is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. Minnesota Statutes limit the City's investments to direct obligations or obligations guaranteed by the United States or its agencies; general obligations rated "A" or better; revenue obligations rated "AA" or better; general obligations of the Minnesota Housing Finance Agency rated "A" or better; commercial paper issued by the United States corporations or their Canadian subsidiaries, rated of the highest quality category by at least two nationally recognized rating agencies, and maturing in 270 days or less; time deposits that are fully insured by the Federal Deposit Insurance Corporation or bankers acceptances of the United States banks and Guaranteed Investment Contracts guaranteed by a United States commercial bank or domestic branch of a foreign bank, or a United States insurance company, or their Canadian subsidiary, and with a credit quality in one of the top two highest categories by a nationally recognized rating agency. The City's investment policies do not further address credit risk.

NOTE 2 – DEPOSITS AND INVESTMENTS (CONTINUED)

Concentration risk – This is the risk associated with investing a significant portion of the City's investment (considered 5 percent or more) in the securities of a single issuer, excluding United States guaranteed investments (such as Treasuries), investment pools and mutual funds. The City's investment policies do not limit the concentration of investments. At December 31, 2021, the City held commercial paper issued by Credit Suisse First Boston in New York that represented 5.7 percent of the investment portfolio.

Interest rate risk – This is the risk of potential variability in the fair value of fixed rate investments resulting from changes in interest rates (the longer the period for which an interest rate is fixed, the greater the risk). The City does not have an investment policy limiting the duration of investments.

NOTE 3 – INTERFUND RECEIVABLES, PAYABLES, AND TRANSFERS

A. Short-Term Interfund Receivables/Payables

Individual interfund due from and to other funds at year-end were as follows:

Receivable Fund	Payable Fund	Amount
Nonmajor Governmental Fund Economic Development Authority Special Revenue Fund	Major Governmental Fund Tax Increment Special Revenue Fund	$ 29,984

This internal loan was utilized for cash flow purposes.

B. Advances To and From Other Funds

Individual interfund advances to and from other funds at year-end were as follows:

Receivable Fund	Payable Fund	Amount	Purpose
Major Enterprise Fund; Water Utility	Nonmajor Capital Project Fund; Public Facilities Construction	$ 296,713	Internally finance facility loan

The fund is to be repaid by 2028 with a stated rate of interest of 2%.

NOTE 3 – INTERFUND RECEIVABLES, PAYABLES, AND TRANSFERS (CONTINUED)

C. Interfund Transfers

	Transfers In				
Transfers Out	General Fund	State-Aid Construction Capital Project Fund	Nonmajor Governmental Funds	Water Utility Enterprise Fund	Total
General Fund	$ -	$ -	$ 286,860	$ 61,853	$ 348,713
Tax Increment Special Revenue Fund	-	166,000	-	-	166,000
Nonmajor Governmental Funds	1,114,201	-	-	-	1,114,201
Water Utility Enterprise Fund	47,000	-	160,180	-	207,180
Sewer Utility Enterprise Fund	41,000	-	111,795	-	152,795
Street Light Utility Enterprise Fund	23,000	-	-	-	23,000
Storm Water Utility Enterprise Fund	36,000	-	63,804	-	99,804
Total	$ 1,261,201	$ 166,000	$ 622,639	$ 61,853	$ 2,111,693

The interfund receivables, payables and transfers are used to move funds to finance various programs or projects that the City must account for in other funds in accordance with budgetary authorizations and to move revenues from the fund with collection authorization to funds where related expenditures are occurring. Interfund activity is eliminated as needed for entity-wide financial statement reporting.

In 2021, the General Fund transferred $122,940 each to the Public Improvement Revolving Fund and Equipment Revolving Fund and $40,980 to the Public Facilities Construction Fund for their respective shares as outlined in the City's Fund Balance Policy. The General Fund transferred $61,853 to the water fund for its annual repayment of the Municipal Center capital contribution.

The Tax Increment Special Revenue Fund transferred $166,000 to the State Aid Construction Fund for capital purposes.

The Public Improvement Revolving Fund transferred $125,000 to the General Fund for operating purposes.

The Landfill Fund transferred $989,201 to the General Fund for capital equipment purchases.

The Water Utility Fund transferred $47,000 to the General Fund for operating purposes and $160,180 to Riverdale Drive Street Improvement Fund for its share of water capital improvements.

The Sewer Utility Fund transferred $41,000 to the General Fund for operating purposes and $111,795 to Riverdale Drive Street Improvement Fund for its share of sewer capital improvements.

The Street Light Utility Fund transferred $23,000 to the General Fund for operating purposes.

The Storm Water Utility Fund transferred $36,000 to the General Fund for operating purposes and $63,804 to the Riverdale Drive Street Improvement Fund for its share of storm water capital improvements.

NOTE 4 – CAPITAL ASSETS

A. Changes in Capital Assets Used in Governmental Activities

	Balance – Beginning of Year	Additions	Completed Construction/ Adjustments	Deletions	Balance – End of Year
Capital assets, not depreciated					
Land	$ 6,848,022	$ -	$ -	$ -	$ 6,848,022
Construction in progress	7,154,319	938,200	(7,140,014)	-	952,505
Total capital assets, not depreciated	14,002,341	938,200	(7,140,014)	-	7,800,527
Capital assets, depreciated					
Buildings and structures	29,291,844	11,724,138	4,194,168	-	45,210,150
Improvements other than buildings	11,687,705	16,939	-	-	11,704,644
Office equipment	711,375	-	(6,662)	-	704,713
Motor vehicles	4,034,637	171,397	-	(261,658)	3,944,376
Machinery and equipment	7,295,085	897,239	277,288	(194,163)	8,275,449
Infrastructure	43,847,386	3,772,513	2,339,441	-	49,959,340
Total capital assets, depreciated	96,868,032	16,582,226	6,804,235	(455,821)	119,798,672
Less accumulated depreciation on					
Buildings and structures	(8,427,788)	(943,484)	-	-	(9,371,272)
Improvements other than buildings	(6,100,511)	(558,119)	-	-	(6,658,630)
Office equipment	(518,916)	(41,218)	6,662	-	(553,472)
Motor vehicles	(3,452,555)	(204,688)	-	261,658	(3,395,585)
Machinery and equipment	(4,206,173)	(469,146)	(6,662)	170,045	(4,511,936)
Infrastructure	(16,888,974)	(2,013,803)	-	-	(18,902,777)
Total accumulated depreciation	(39,594,917)	(4,230,458)	-	431,703	(43,393,672)
Total capital assets, depreciated, net	57,273,115	12,351,768	6,804,235	(24,118)	76,405,000
Net capital assets	$ 71,275,456	$ 13,289,968	$ (335,779)	$ (24,118)	$ 84,205,527

B. Changes in Capital Assets Used in Business-Type Activities

	Balance – Beginning of Year	Additions	Completed Construction/ Adjustments	Deletions	Balance – End of Year
Capital assets, not depreciated					
Land	$ 1,506,096	$ -	$ -	$ -	$ 1,506,096
Construction in progress	-	234,001	-	-	234,001
Total capital assets, not depreciated	1,506,096	234,001	-	-	1,740,097
Capital assets, depreciated					
Buildings and structures	6,058,847	118,675	-	-	6,177,522
Improvements other than buildings	16,655,839	993,884	63,804	-	17,713,527
Machinery and equipment	1,190,099	43,216	-	(27,432)	1,205,883
Water and sewer lines	56,484,718	1,876,573	271,975		58,633,266
Total capital assets, depreciated	80,389,503	3,032,348	335,779	(27,432)	83,730,198
Less accumulated depreciation on					
Buildings and structures	(1,864,608)	(123,463)	-	-	(1,988,071)
Improvements other than buildings	(4,580,447)	(373,804)	-	-	(4,954,251)
Machinery and equipment	(509,214)	(84,790)	-	27,432	(566,572)
Water and sewer lines	(18,774,409)	(1,172,484)	-	-	(19,946,893)
Total accumulated depreciation	(25,728,678)	(1,754,541)	-	27,432	(27,455,787)
Total capital assets, depreciated, net	54,660,825	1,277,807	335,779	-	56,274,411
Net capital assets	$56,166,921	$ 1,511,808	$ 335,779	$ -	$ 58,014,508

NOTE 4 – CAPITAL ASSETS (CONTINUED)

C. Depreciation Expense by Function

Governmental activities	
General government	$ 835,502
Public safety	406,404
Highways and streets	2,539,788
Culture and recreation	448,764
Total depreciation expense – governmental activities	$ 4,230,458
Business-type activities	
Water Utility	$ 779,109
Sewer Utility	581,239
Street Light Utility	35,784
Storm Water Utility	358,409
Total depreciation expense – business-type activities	$ 1,754,541

NOTE 5 – LONG-TERM DEBT

A. Components of Long-Term Debt

	Original Issue	Interest Rate	Issue Date	Final Maturity Date	Balance – End of Year
Governmental activities					
Bonds payable					
General Obligation Improvement Bonds					
Series 2011B	$ 3,090,000	2.00-2.70%	12/29/2011	12/15/2025	$ 1,200,000
Series 2015A	$ 3,880,000	2.00-3.50%	6/15/2015	12/1/2035	3,020,000
Series 2015B	$ 1,205,000	2.00-2.25%	6/15/2015	12/1/2025	510,000
Series 2016A	$ 1,650,000	2.00%	7/21/2016	12/15/2026	855,000
Series 2017A	$ 895,000	1.15-2.50%	8/17/2017	12/15/2027	550,000
Series 2018A	$ 1,175,000	3.00%	7/17/2018	12/15/2028	850,000
Series 2020A	$ 9,055,000	1.00-1.65%	12/30/2020	12/15/2041	9,055,000
Series 2021A	$ 9,845,000	2.00-3.00%	10/19/2021	12/15/2031	9,845,000
Total general obligation improvement bonds					25,885,000
Capital Equipment Certificates					
Series 2013A	$ 635,000	0.50-3.00%	9/5/2013	9/1/2023	140,000
Series 2014A	$ 875,000	0.60-2.35%	12/3/2014	12/15/2024	280,000
Total capital equipment certificates					420,000
Unamortized bond premiums					795,714
Compensated absences payable					1,113,049
Net pension liability					4,128,461
Total OPEB liability					563,334
Total governmental activities					32,905,558
Business-type activites					
Net pension liability					395,230
Total government and business-type activities					$ 33,300,788

B. Descriptions of Long-Term Debt

- **General Obligation Improvement Bonds –**

  The Series 2011B were Improvement Crossover Refunding bonds that were issued to refund the 2005B Series bonds that were called on December 15, 2014.

  The Series 2015A bonds were issued to finance the construction of Fire Station #2 in the City.

  The Series 2015B were issued to fund the road improvements related to the reconstruction of Garnet and 168th Avenue and some overlay projects.

  The Series 2016A were issued to fund the road improvements related to the reconstruction of Andrie Street and 164th Lane and some overlay projects.

  The Series 2017A were issued to fund road improvements related to the reconstruction of Alpine Drive and Sunwood Drive.

NOTE 5 – LONG-TERM DEBT (CONTINUED)

- **General Obligation Improvement Bonds (continued) –**

  The Series 2018A were issued to fund road improvements related to the reconstruction of Riversbend Avenue and Stanhope Terrace.

  The Series 2020A were issued to fund approximately 50% of the construction costs of the Public Works Facility in the City.

  The Series 2021A, a $9,845,000 Capital Improvement Plan Bond, was issued to refund the 2012A Series bonds that were called on December 15, 2021. In October 2021, the City issued $9,845,000 of General Obligation Refunding Bonds, Series 2021A. The proceeds of this issue were used to refund, in advance of their stated maturities, the remaining maturities of the City's General Obligation Bonds, Series 2012A on December 15, 2021. This current refunding reduced the City's total future debt service payments by $1,120,152, and resulted in a present value savings of $1,063,618.

- **Capital Equipment Certificates –**

  Series 2013A certificates were issued to finance various capital equipment purchases and will be repaid via ad valorem levies.

  Series 2014A certificates were issued to finance various capital equipment purchases and will be repaid via ad valorem levies.

Debt service is covered respectively by special assessments, state aids, and general property taxes. General Obligation bonds and equipment certificates are direct obligations and have the pledge of the full faith and credit of the City.

- **Unamortized Bond Premiums** – This amount represents the remaining bond premium that will be written off against interest expense in the future.

- **Compensated Absences** – The liability represents vested benefits earned by Governmental Fund employees through the end of the year which will be paid or used in future periods. The General Fund is the primary fund used to liquidate this liability.

- **Net Pension Liability (NPL)** – The liability represents the City's proportionate share of PERA's collective net pension liability. The General, Water Utility, Sewer Utility and Storm Water Utility funds will be used to liquidate this liability.

- **Total Other Post-Employment Benefits (OPEB) Liability** – The liability represents non-pension benefits provided after the termination of employment. The General Fund is the primary fund used to liquidate this liability.

NOTE 5 – LONG-TERM DEBT (CONTINUED)

C. Changes in Long-Term Debt

	Balance - Beginning of Year	Additions	Deletions	Balance – End of Year	Due Within One Year
Governmental activities					
G.O. Improvement Bonds	$ 28,325,000	$ 9,845,000	$ 12,285,000	$ 25,885,000	$ 1,755,000
Capital Equipment Certificates	575,000	–	155,000	420,000	160,000
Unamortized bond premiums	–	809,201	13,487	795,714	–
Compensated absences payable	1,093,863	741,485	722,299	1,113,049	723,482
Net pension liability	6,043,916	6,546,629	8,462,084	4,128,461	–
Total OPEB liability	461,540	110,905	9,111	563,334	–
Total governmental activities	36,499,319	18,053,220	21,646,981	32,905,558	2,638,482
Business type Activities					
Net pension liability	509,015	417,313	531,098	395,230	–
Total governmental and business type activities	$ 37,008,334	$ 18,470,533	$ 22,178,079	$ 33,300,788	$ 2,638,482

D. Minimum Debt Payments

Minimum annual principal and interest payments required to retire bonds and capital equipment certificates are as follows:

	Governmental Activities	
	Bonded and Capital Equipment Certificate Debt	
Year Ending December 31,	Principal	Interest
2022	$ 1,915,000	$ 616,201
2023	2,010,000	526,875
2024	2,010,000	474,977
2025	1,975,000	421,757
2026	1,575,000	368,565
2027-2031	6,775,000	1,243,275
2032-2036	5,370,000	602,068
2037-2041	4,675,000	224,160
	$ 26,305,000	$ 4,477,878

NOTE 6 – NET INVESTMENT IN CAPITAL ASSETS

A. Net Investment in Capital Assets

The government-wide statement of net position at December 31, 2021 includes the City's net investment in capital assets calculated as follows:

	Governmental Activities	Business-Type Activities	Total
Net investment in capital assets:			
Capital assets			
Not depreciated	$ 7,800,527	$ 1,740,097	$ 9,540,624
Depreciated	76,405,000	56,274,411	132,679,411
Less capital-related long-term debt outstanding	(25,900,714)	–	(25,900,714)
Less capital-related accounts, contracts, and retainage payables	(982,809)	(74,066)	(1,056,875)
Total net investments in capital assets	$ 57,322,004	$ 57,940,442	$ 115,262,446

NOTE 7 – FUND BALANCE POLICY AND CLASSIFICATION

A. Classifications

City of Ramsey had the following classifications of fund balances in its Governmental Funds:

		Special Revenue Funds				Capital Project Funds				
	General	Tax Increment	COR Land	Private Developer	Federal Relief Funds	State-Aid Construction	Pavement Management Program	Public Works Campus	Nonmajor	Total
Fund balances										
Nonspendable										
Prepaids	$ 36,195	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 52	$ 36,247
Restricted for										
Road improvements	-	-	-	-	-	1,510,635	-	-	-	1,510,635
Debt service	-	-	-	-	-	-	-	-	977,067	977,067
Economic development	-	-	-	-	-	-	-	-	1,187,994	1,187,994
Housing and redevelopment	-	-	8,148,079	-	-	-	-	-	-	8,148,079
Recreation/community programs	-	-	-	-	-	-	-	-	419,568	419,568
Law enforcement programs	-	-	-	-	-	-	-	-	44,999	44,999
Tax increment financing	-	5,043,300	-	-	-	-	-	-	-	5,043,300
	-	5,043,300	8,148,079	-	-	1,510,635	-	-	2,629,628	17,331,642
Committed										
Stormwater development projects	-	-	-	-	-	-	-	-	1,046,658	1,046,658
Community/business programs	-	-	-	-	-	-	-	-	564,492	564,492
	-	-	-	-	-	-	-	-	1,611,150	1,611,150
Assigned										
Road improvements	-	-	-	-	-	-	1,706,619	-	5,908,441	7,615,060
Capital improvements	-	-	-	-	-	-	-	1,251,372	1,473,687	2,725,059
Cemetery improvements	-	-	-	-	-	-	-	-	78,467	78,467
Park improvements	-	-	-	-	-	-	-	-	6,313,263	6,313,263
Right-of-way acquisitions	-	-	-	-	-	-	-	-	526,427	526,427
Parking ramp maintenance	-	-	-	-	-	-	-	-	100,397	100,397
	-	-	-	-	-	-	1,706,619	1,251,372	14,400,682	17,358,673
Unassigned	10,413,294	-	-	-	-	-	-	-	-	10,413,294
Total fund balances	$ 10,449,489	$ 5,043,300	$ 8,148,079	$ -	$ -	$ 1,510,635	$ 1,706,619	$ 1,251,372	$ 18,641,512	$ 46,751,006

NOTE 7 – FUND BALANCE POLICY AND CLASSIFICATION (CONTINUED)

B. Fund Balance Policy – General Fund

When General Fund actual revenues exceed actual expenditures in a given year, the excess shall be allocated as follows:

a) Any excess shall be first allocated to "unassigned" fund balance to bring that portion of fund balance to an amount equal to fifty percent (50%) of the next years adopted operating budget plus prior-year encumbrances (if any) plus compensated absences.

b) Any excess after complying with fund balance requirements in step “a” shall be allocated to equipment replacement, park trust, public facilities construction, and public improvement revolving funds in the following manner:

Thirty percent (30%) to Fund #234 - Equipment Revolving Fund
Thirty percent (30%) to Fund #810 – Capital Maintenance Fund (reported in General Fund)
Ten percent (10%) to Fund #412 – Public Facilities Construction Fund
Thirty percent (30%) to Fund #400 - Public Improvement Revolving Fund

When General Fund actual expenditures exceed actual revenues in a given year, the deficit shall be treated as follows:

a) "Unassigned" fund balance shall first be adjusted to an amount equal to fifty percent (50%) of the next years adopted operating budget plus prior year encumbrances (if any) plus compensated absences.

b) If shortage after complying with fund balance requirement in step “a” shall draw funds in the following manner:

Thirty percent (30%) to Fund #234 - Equipment Revolving Fund
Thirty percent (30%) to Fund #810 – Capital Maintenance Fund (reported in General Fund)
Ten percent (10%) to Fund #412 – Public Facilities Construction Fund
Thirty percent (30%) to Fund #400 - Public Improvement Revolving Fund

At December 31, 2021, the City has met its general fund balance policy goal.

NOTE 8 – DEFINED BENEFIT PENSION PLANS SUMMARY

The city has reported the following balances for defined benefit pension plans as detailed further in these notes:

Pension Plans	Net Pension Liabilities	Deferred Outflows of Resources	Deferred Inflows of Resources	Pension Expense
PERA – GERF	$ 2,634,866	$ 2,120,762	$ 2,427,446	$ 138,366
PERA – PEPFF	1,888,825	3,676,634	4,551,583	(5,961)
Total - all pensions	$ 4,523,691	$ 5,797,396	$ 6,979,029	$ 132,405

NOTE 9 – DEFINED BENEFIT PENSION PLANS – STATE-WIDE

A. Plan Descriptions

The City participates in the following cost-sharing multiple-employer defined benefit pension plans administered by the Public Employees Retirement Association (PERA) of Minnesota. The PERA's defined benefit pension plans are established and administered in accordance with Minnesota Statutes, Chapters 353 and 356. The PERA's defined benefit pension plans are tax qualified plans under Section 401 (a) of the Internal Revenue Code (IRC).

1. General Employees Retirement Fund (GERF)

All full-time and certain part-time employees of the City are covered by the GERF. GERF members belong to the Coordinated Plan. Coordinated Plan members are covered by Social Security.

2. Public Employees Police and Fire Fund (PEPFF)

The PEPFF, originally established for police officers and firefighters not covered by a local relief association, now covers all police officers and firefighters hired since 1980. Effective July 1, 1999, the PEPFF also covers police officers and firefighters belonging to local relief associations that elected to merge with and transfer assets and administration to the PERA.

B. Benefits Provided

The PERA provides retirement, disability, and death benefits. Benefit provisions are established by state statute and can only be modified by the state legislature. Vested, terminated employees who are entitled to benefits, but are not receiving them yet, are bound by the provisions in effect at the time they last terminated their public service.

1. GERF Benefits

Benefits are based on a member's highest average salary for any five successive years of allowable service, age, and years of credit at termination of service. Two methods are used to compute benefits for PERA's Coordinated Plan members. Members hired prior to July 1, 1989, receive the higher of Method 1 or Method 2 formulas. Only Method 2 is used for members hired after June 30, 1989. Under Method 1, the accrual rate for Coordinated Plan members is 1.20% of average salary for each of the first 10 years of service and 1.70% of average salary for each additional year. Under Method 2, the accrual rate for Coordinated members is 1.70% of average salary for all years of service. For members hired prior to July 1, 1989, a full annuity is available when age plus years of service equal 90 and normal retirement age is 65. For members hired on or after July 1, 1989, normal retirement age is the age for unreduced Social Security benefits capped at age 66.

Benefit increases are provided to benefit recipients each January. The post-retirement increase is equal to 50.00% of the cost of living adjustment (COLA) announced by the Social Security Administration, with a minimum increase of a least 1.00% and a maximum of 1.50%. Recipients that have been receiving the annuity or benefit for at least a full year as of the June 30 before the effective date of the increase, will receive the full increase. Recipients receiving the annuity or benefit for a least one month, but less that a full year as of the June 30 before the effective date of the increase, will receive a reduced prorated increase. For members retiring on January 1, 2024 or later, the increase will be delayed until normal retirement age (age 65 if hired prior to July 1, 1989, or age 66 for individuals hired on or after July 1, 1989). Members retiring under rule of 90 are exempt from the delay to normal retirement.

NOTE 9 – DEFINED BENEFIT PENSION PLANS – STATE-WIDE (CONTINUED)

2. PEPFF Benefits

Benefits for the PEPFF members first hired after June 30, 2010, but before July 1, 2014, vest on a prorated basis from 50% after five years up to 100% after ten years of credited service. Benefits for PEPFF members first hired after June 30, 2014, vest on a prorated basis from 50% after ten years up to 100% after twenty years of credited service. The annuity accrual rate is 3% of average salary for each year of service. A full, unreduced pension is earned when members are age 55 and vested, or for members who were first hired prior to July 1, 1989, when age plus years of service equal at least 90.

Benefit increases are provided to benefit recipients each January. The post-retirement increase is fixed at 1.00%. Recipients that have been receiving the annuity or benefit for at least 36 months as of the June 30 before the effective date of the increase, will receive the full increase. Recipients receiving the annuity or benefit for at least 25 months, but less than 36 months as of the June 30 before the effective date of the increase, will receive a reduced prorated increase.

C. Contributions

Minnesota Statutes Chapter 353 sets the rates for employer and employee contributions. Contribution rates can only be modified by the state legislature.

1. GERF Contributions

Coordinated Plan members were required to contribute 6.50% of their annual covered salary in fiscal year 2021 and the City was required to contribute 7.50% for Coordinated Plan members. The City's contributions to the GERF for the year ended December 31, 2021, were $330,724. The City's contributions were equal to the required contributions as set by state statute.

2. PEPFF Contributions

Plan members were required to contribute 11.80% of their annual covered salary in fiscal year 2021 and the City was required to contribute 17.70% for Police and Fire Plan members. The City's contributions to the PEPFF for the year ended December 31, 2021, were $541,368. The City's contributions were equal to the required contributions as set by state statute.

D. Pension Costs

1. GERF Pension Costs

At December 31, 2021, the City reported a liability of $2,634,866 for its proportionate share of the GERF's net pension liability. The City's net pension liability reflected a reduction due to the State of Minnesota's contribution of $16 million to the fund in 2021. The State of Minnesota is considered a non-employer contributing entity and the state's contribution meets the definition of a special funding situation. The State of Minnesota's proportionate share of the net pension liability associated with the City totaled $80,483. The net pension liability was measured as of June 30, 2021, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date.

NOTE 9 – DEFINED BENEFIT PENSION PLANS – STATE-WIDE (CONTINUED)

The City's proportion of the net pension liability was based on the City's contributions received by PERA during the measurement period for employer payroll paid dates from July 1, 2020, through June 30, 2021, relative to the total employer contributions received from all of PERA's participating employers. The City's proportionate share was 0.0617% at the end of the measurement period and 0.0566% for the beginning of the period.

The amount recognized by the City as its proportionate share of the net pension liability, the direct aid and total portion of the net pension liability that was associated with the City were as follows:

City's proportionate share of the net pension liability	$2,634,866
State of Minnesota's proportionate share of the net pension liability associated with the City	80,483
Total	$2,715,349

For the year ended December 31, 2021, the City recognized pension expense of $131,872 for its proportionate share of the GERF's pension expense. In addition, the City recognized an additional $6,494 as pension expense (and grant revenue) for its proportionate share of the State of Minnesota's contribution of $16.0 million to the GERF.

At December 31, 2021, the City reported its proportionate share of the GERF's deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual economic experience	$ 13,905	$ 79,863
Changes in actuarial assumptions	1,608,795	52,386
Net collective difference between projected and actual investment earnings	-	2,295,197
Changes in proportion	333,005	-
Contributions paid to the PERA subsequent to the measurement date	165,057	-
Total	$ 2,120,762	$2,427,446

A total of $165,057 reported as deferred outflows of resources related to pensions resulting from City contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ending December 31, 2022. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended December 31:	Pension Expense Amount
2022	$ 21,624
2023	80,500
2024	48,530
2025	(622,395)
Total	$ (471,741)

NOTE 9 – DEFINED BENEFIT PENSION PLANS – STATE-WIDE (CONTINUED)

2. PEPFF Pension Costs

At December 31, 2021, the City reported a liability of $1,888,825 for its proportionate share of the PEPFF's net pension liability. The net pension liability was measured as of June 30, 2021, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The City's proportionate share of the net pension liability was based on the City's contributions received by PERA during the measurement period for employer payroll paid dates July 1, 2020, through June 30, 2021, relative to the total employer contributions received from all of PERA's participating employers. The City's proportionate share was 0.2447% at the end of the measurement period and 0.2397% for the beginning of the period.

The State of Minnesota also contributed $18 million to the PEPFF in the plan fiscal year ended June 30, 2021. The contribution consisted of $9.0 million in direct state aid that does meet the definition of a special funding situation and $9.0 million in supplemental state aid that does not meet the definition of a special funding situation. The $9.0 million of direct state was paid on October 1, 2020. Thereafter, by October 1 of each year, the state will pay $9 million to the PEPFF until full funding is reached by July 1, 2048, whichever is earlier. The $9 million in supplemental state aid will continue until the fund is 90% funded, or until the State Patrol Plan (administered by the Minnesota Retirement System) is 90% funded, whichever occurs later. Strong asset returns for the fiscal year ended 2021 will accelerate the phasing out of these state contributions, although we do not anticipate them to be phased out during the fiscal year ending 2022.

The State of Minnesota is included as a non-employer contributing entity in the PEPFF Schedule of Employer Allocations and Schedule of Pension Amounts by Employer, Current Reporting Period Only (pension allocation schedules) for the $9.0 million in direct state aid. PEPFF employers need to recognize their proportionate share of the State of Minnesota's pension expense (and grant revenue) under GASB 68 special funding situation accounting and financial reporting requirements. For the year ended December 31, 2021, the City recognized negative pension expense of $(21,426) for its proportionate share of the PEPFF's pension expense. The City recognized $15,465 as grant revenue for its proportionate share of the State of Minnesota's pension expense for the contribution of $9.0 million to the PEPFF.

The amount recognized by the City as its proportionate share of the net pension liability, the direct aid and total portion of the net pension liability that was associated with the City were as follows:

City's proportionate share of the net pension liability	$1,888,825
State of Minnesota's proportionate share of the net pension liability associated with the City	84,916
Total	$1,973,741

NOTE 9 – DEFINED BENEFIT PENSION PLANS – STATE-WIDE (CONTINUED)

The State of Minnesota is not included as a non-employer contributing entity in the PEPFF allocation schedules for the $9 million in supplemental state aid. The City also recognized $22,023 for the year ended December 31, 2021 as revenue and an off-setting reduction of net pension liability for its proportionate share of the State of Minnesota's on-behalf contributions to the PEPFF.

At December 31, 2021, the City reported its proportionate share of the PEPFF's deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual economic experience	$ 357,250	$ -
Changes in actuarial assumptions	2,776,077	933,206
Net collective difference between projected and actual investment earnings	-	3,605,326
Changes in proportion	265,997	13,051
Contributions paid to the PERA subsequent to the measurement date	277,310	-
Total	$3,676,634	$4,551,583

A total of $277,310 reported as deferred outflows of resources related to pensions resulting from City contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ending December 31, 2022. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended December 31:	Pension Expense Amount
2022	$ (1,043,091)
2023	(191,613)
2024	(185,680)
2025	(350,596)
2026	618,721
Total	$ (1,152,259)

E. Long-Term Expected Return on Investments

The Minnesota State Board of Investment, which manages the investments of the PERA, prepares an analysis of the reasonableness on a regular basis of the long-term expected rate of return using a building-block method in which best-estimate ranges of expected future rates of return are developed for each major asset class. These ranges are combined to produce an expected long-term rate of return by weighting the expected future rates of return by the target assess allocation percentages.

NOTE 9 – DEFINED BENEFIT PENSION PLANS – STATE-WIDE (CONTINUED)

The target allocation and best-estimates of geometric real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Domestic Equity	33.50%	5.10%
International Equity	16.50%	5.30%
Fixed Income	25.00%	0.75%
Private Markets	25.00%	5.90%
Total	100.00%	

F. Actuarial Assumptions

The total pension liability in the June 30, 2021, actuarial valuation was determined using an individual entry-age normal actuarial cost method. The long-term rate of return on pension plan investments used in the determination of total liability is 6.50%. This assumption is based on review of inflation and investments return assumptions from a number of national investment consulting firms. The review provided a range of return investment return rates deemed to be reasonable by the actuary. An investment return of 6.50% was deemed to be within that range of reasonableness for financial reporting purposes.

Inflation is assumed to be 2.25% for the GERF and 2.25% for the PEPFF. Benefit increases after retirement are assumed to be 1.25% for the GERF. The PEPFF benefit increase is fixed at 1.00% per year and that increase was used in the valuation.

Salary growth assumptions in the GERF range in annual increments from 10.25% after one year of service to 3.00% after 29 years of service, and 6.00% per year thereafter. In the PEPFF, salary growth assumptions range from 11.75% after one year of service to 3.00% after 24 years of service.

Mortality rates for the GERF are based on the Pub-2010 General Employee Mortality Table. Mortality rates for the PEPFF are based on the Pub-2010 Public Safety Employee Mortality tables. The tables are adjusted slightly to fit the PERA's experience.

Actuarial assumptions for the GERF are reviewed every four years. The most recent four-year experience study for the GERF was completed in 2019. The assumption changes were adopted by the Board and became effective with the July 1, 2020 actuarial valuation. The most recent four-year experience study for the PEPFF was completed in 2020, adopted by the Board, and became effective with the July 1, 2021 actuarial valuation.

The following changes in actuarial assumptions occurred in 2021:

1. GERF:

   - The investment return and single discount rates were changed from 7.50% to 6.50%, for financial reporting purposes.

   - The mortality improvement scale was changed from Scale MP-2019 to Scale MP-2020.

2. PEPFF:

- The investment return and single discount rates were changed from 7.50% to 6.50%, for financial reporting purposes.
- The inflation assumption rate was changed from 2.50% to 2.25%.
- The payroll growth assumption was changed from 3.25% to 3.00%.
- The base mortality table for healthy annuitants and employees was changed from the RP-2014 table to the Pub-2010 Public Safety Mortality table. The mortality improvement scale was changed from MP-2019 to MP-2020.
- The base mortality table for disabled annuitants was changed from RP-2014 healthy annuitant mortality table (with future mortality improvement according to Scale MP-2019) to the Pub-2010 Public Safety disabled annuitant mortality table (with future mortality improvement according to Scale MP-2020).
- Assumed rates of salary increase were modified as recommended in the July 14, 2020 experience study. The overall impact is a decrease in gross salary increase rates.
- Assumed rates of retirement were changed as recommended in the July 14, 2020 experience study. The changes result in slightly more unreduced retirements and fewer assumed early retirements.
- Assumed rates of withdrawal were changed from select and ultimate rates to service-based rates. The changes result in more assumed terminations.
- Assumed rates of disability were increased for ages 25-44 and decreased for ages over 49. Overall, proposed rates result in more projected disabilities.
- Assumed percent married for active female members was changed from 60% to 70%. Minor changes to form of payment assumptions were applied.

G. Discount Rate

The discount rate used to measure the total pension liability in 2021 was 6.5%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members and employers will be made at rates set in Minnesota Statutes. Based on these assumptions, the fiduciary net positions of GERF and PEPFF were projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

NOTE 9 – DEFINED BENEFIT PENSION PLANS – STATE-WIDE (CONTINUED)

H. Pension Liability Sensitivity

The following presents the City's proportionate share of the net pension liability for all plans it participates in, calculated using the discount rate disclosed in the preceding paragraph, as well as what the City's proportionate share of the net pension liability would be if it were calculated using a discount rate 1 percentage point lower or 1 percentage point higher than the current discount rate:

	1% Decrease in Discount Rate (5.5%)	Current Discount Rate (6.5%)	1% Increase in Discount Rate (7.5%)
The City's Proportionate Share of the GERF Net Pension Liability:	$5,373,782	$2,634,866	$ 387,419
The City's Proportionate Share of the PEPFF Net Pension Liability (Asset):	$5,996,699	$1,888,825	$(1,478,614)

I. Pension Plan Fiduciary Net Position

Detailed information about each pension plan's fiduciary net position is available in a separately-issued PERA financial report that includes financial statements and required supplementary information. That report may be obtained on the internet at www.mnpera.org.

NOTE 10 – DEFINED CONTRIBUTION PLAN – STATE-WIDE

All City Council members of the City are covered by the Public Employees Defined Contribution Plan (PEDCP), a multiple-employer deferred compensation plan administered by PERA. The PEDCP is a tax qualified plan under Section 401(a) of the Internal Revenue Code and all contributions by or on behalf of employees are tax deferred until time of withdrawal.

Plan benefits depend solely on amounts contributed to the plan plus investment earnings, less administrative expenses. Minnesota Statutes, Chapter 353D.03, specifies plan provisions, including the employee and employer contribution rates for those qualified personnel who elect to participate. An eligible elected official who decides to participate contributes 5% of salary which is matched by the elected official's employer. For ambulance service personnel, employer contributions are determined by the employer, and for salaried employees must be a fixed percentage of salary. Employer contributions for volunteer personnel may be a unit value for each call or period of alert duty. Employees who are paid for their services may elect to make member contributions in an amount not to exceed the employer share. Employer and employee contributions are combined and used to purchase shares in one or more of the seven accounts of the Minnesota Supplemental Investment Fund. For administering the plan, PERA receives 2% of employer contributions and twenty-five hundredths of 1% (.25 percent) of the assets in each member's account annually.

NOTE 10 – DEFINED CONTRIBUTION PLAN – STATE-WIDE (CONTINUED)

Total contributions made by the City for the last three fiscal years were:

	Contribution Amount		Percentage of Covered Payroll		Required Rate for Employees and
For the Year Ended:	Employee	Employer	Employee	Employer	Employers
December 31, 2021	$1,300	$1,300	5%	5%	5%
December 31, 2020	$1,002	$1,002	5%	5%	5%
December 31, 2019	$ 775	$ 775	5%	5%	5%

NOTE 11 – DEFINED CONTRIBUTION PENSION PLAN – FIRE RELIEF ASSOCIATION

A. Plan Description

Volunteer firefighters of the City are members of the Ramsey Firefighter's Relief Association (the Association). The Association is a single-employer defined contribution pension plan that operates under the provisions of Minnesota Statutes § 69 and 424, as amended. It is governed by a Board of six officers and trustees elected by the members of the Association for three year terms. The chief of the Ramsey Volunteer Fire Department, the Mayor, and the Finance Director of the City are ex-officio members of the Board of Trustees. The City's payroll for members of the Association for the year ended December 31, 2021 was $227,471, compared to a total city payroll of $8,779,616.

For financial reporting purposes, the Association's financial statements are not included in the City's financial statements because it is not a component unit of the City. The Association issues a publicly available financial report. A copy of the report may be obtained at Ramsey Municipal Center, 7550 Sunwood Drive Northwest, Ramsey, Minnesota 55303.

B. Pension Benefits

Minnesota Statutes Chapters 424 and 424A authorize pension benefits for volunteer fire relief associations. In order to be entitled to a pension benefit, a firefighter must have completed a minimum of 10 years of service with the fire department, 10 years membership in the Association, and attain the age of 50 years.

The firefighter will then be 60% vested with every year after that at 4% per year until the 20th year when 100% vesting will occur. Because this plan is a defined contribution plan, the amount of the retirement benefit is not predetermined, but rather is based on the individual member's allocable portion of contributions made during the participation period.

Firefighters also have the availability of other pensions such as deferred pension, disability pension, death benefits, and supplemental death benefits. Each of these other pensions are determined based on age and years of service.

C. Contributions Required and Contributions Made

Contributions to the plan include State Fire Aid pursuant to Minnesota Statutes Chapter 69. In addition, the City is allowed to make voluntary contributions of other public funds pursuant to Minnesota Statutes Chapter 69. The City's contribution to the Association in 2021, including both city and state fire aid passed through the City totaled $218,584. This contribution represents nearly 96% of the current 2021 covered payroll of $227,471. There were no current year changes in plan provisions.

NOTE 12 – OTHER POST-EMPLOYMENT BENEFITS (OPEB) PLAN

A. Plan Description

The City provides post-employment health care benefits for retired employees through a single employer defined benefit plan. The term *plan* refers to the City's requirement by State Statute to provide retirees with access to health insurance. The OPEB plan is administered by the City. All post-employment benefits are based on contractual agreements with employee groups. Eligibility for these benefits is based on years of service and/or minimum age requirements. These contractual agreements do not include any specific contribution or funding requirements. The plan does not issue a publicly available financial report. No plan assets are accumulated in a trust that meets the criteria in paragraph 4 of GASB Statement No. 75.

B. Benefits Provided

All retirees of the City have the option under state law to continue their medical insurance coverage through the City from the time of retirement until the employee reaches the age of eligibility for Medicare. For members of all employee groups, the retiree must pay the full premium to continue coverage for medical and dental insurance. Per state statutes, the City is also required to contribute towards the cost of continued health insurance coverage for officers and firefighters disabled or killed in the line of duty.

The City is legally required to include any retirees for whom it provides health insurance coverage in the same insurance pool as its active employees until the retiree reaches Medicare eligibility, whether the premiums are paid the by the City or the retiree. Consequently, participating retirees are considered to receive a secondary benefit known as an "implicit rate subsidy." This benefit relates to the assumption that the retiree is receiving a more favorable premium rate than they would otherwise be able to obtain if purchasing insurance on their own, due to being included in the same pool with the City's younger and statistically healthier active employees.

C. Contributions

The required contribution is based on projected pay-as-you-go financing requirements, with additional amounts to prefund benefits as determined periodically by the City. The City's current year required pay-as-you-go contributions to finance the benefits described in the previous section totaled $13,939.

D. Membership

Membership in the plan consisted of the following as of the latest actuarial valuation:

Retirees and beneficiaries receiving benefits	0
Active plan members	83
Total members	83

E. Total OPEB Liability of the City

The City's total OPEB liability of $563,334 as of year-end was measured as of December 31, 2020, and was determined by an actuarial valuation as of January 1, 2020.

NOTE 12 – OTHER POST-EMPLOYMENT BENEFITS (OPEB) PLAN (CONTINUED)

F. Actuarial Methods and Assumptions

The total OPEB liability was determined by an actuarial valuation as of January 1, 2020, using the entry age normal level percent of pay method. The following actuarial assumptions applied to all periods included in the measurement, unless otherwise specified:

Discount rate	2.12%
20-year municipal bond yield	2.12%
Inflation rate	2.00%
Salary increases	3.25%
Healthcare cost trend rate	7.33% grading to 5.00% over 10 years

Since the plan is not funded by an irrevocable trust, the discount rate is equal to the 20-year municipal bond yield.

Mortality rates were based on the RP-2014 mortality tables used in the PERA plan of which the employee, retiree, or beneficiary is a participant.

G. Changes in the Total OPEB Liability

	Total OPEB Liability
Beginning Balance	$ 461,540
Changes for the year	
Service cost	69,584
Interest	14,428
Differences between expected and actual experience	6,307
Changes of assumptions	20,586
Benefit payments	(9,111)
Total net changes	101,794
Ending Balance	$ 563,334

Assumption changes since the prior measurement date include the following:

- The discount rate was changed from 2.74 percent to 2.12 percent.
- The healthcare trend rates were updated for changes in recent studies and inflationary adjustments.

NOTE 12 – OTHER POST-EMPLOYMENT BENEFITS (OPEB) PLAN (CONTINUED)

H. Total OPEB Liability Sensitivity to Discount and Health-Care Cost Trend Rate Changes

The following presents the total OPEB liability of the City, as well as what the City's total OPEB liability would be if it were calculated using a discount rate that is 1 percentage point lower or 1 percentage point higher than the current discount rate:

	1% Decrease in Discount Rate	Discount Rate	1% Increase in Discount Rate
OPEB discount rate	1.12%	2.12%	3.12%
Total OPEB liability	$ 607,564	$ 563,334	$ 520,267

The following presents the total OPEB liability of the City, as well as what the City's total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1 percentage point lower or 1 percentage point higher than the current healthcare cost trend rates:

	1% Decrease in Healthcare Cost Trend Rate	Healthcare Cost Trend Rate	1% Increase in Healthcare Cost Trend Rate
OPEB healthcare trend rate	6.33% decreasing to 4.00% over 10 years	7.33% decreasing to 5.00% over 10 years	8.33% decreasing to 6.00% over 10 years
Total OPEB liability	$ 478,490	$ 563,334	$ 666,845

I. OPEB Expense and Related Deferred Outflow of Resources and Deferred Inflows of Resources

For the current year ended, the City recognized OPEB expense of $52,640. As of year-end, the City reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	$ 5,682	$ 295,829
Changes of assumptions	68,181	29,429
City contributions subsequent to the measurement date	13,939	-
Total	$ 87,802	$ 325,258

NOTE 12 – OTHER POST-EMPLOYMENT BENEFITS (OPEB) PLAN (CONTINUED)

A total of $13,939 reported as deferred outflows of resources related to OPEB resulting from city contributions subsequent to the measurement date will be recognized as a reduction of the total OPEB liability in the year ending December 31, 2022. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Year Ending June 30,	OPEB Expense Amount
2022	(31,372)
2023	(31,372)
2024	(31,372)
2025	(31,372)
2026	(31,372)
Thereafter	(94,535)
Total	$ (251,395)

NOTE 13 – FLEXIBLE BENEFIT PLAN

The City has a flexible benefit plan which is classified as a "cafeteria plan" (the Plan) under § 125 of the Internal Revenue Code. All full-time and part-time regular employees of the City are eligible. Eligible employees can elect to participate by contributing pre-tax dollars withheld from payroll checks to the Plan for health and dental care, dependent care, life insurance premiums, and disability insurance benefits. Payments are made from the Plan to participating employees upon submitting a request for reimbursement of eligible expenses actually incurred by the participant.

Before the beginning of the plan year, which is from January 1 to December 31, each participant designates a total amount of pre-tax dollars to be contributed to the Plan during the year. At December 31, the City is contingently liable for claims against the total amount of participants' annual contributions to the health and dental care portion of the Plan, whether or not such contributions have been made.

The City serves as trustee and utilized the service of Total Administrative Services Corporation (TASC) - Genesis to handle all plan record keeping. The Plan is included within the General Fund in the financial statements.

All property of the Plan and income attributable to that property is solely the property of the City subject to the claims of the City's general creditors. Participants' rights under the Plan are equal to those of general creditors of the City in an amount equal to the eligible healthcare and dependent care expenses incurred by the participants. The City believes that it is unlikely that it will use the assets to satisfy the claims of general creditors in the future.

NOTE 14 – TAX ABATEMENT AGREEMENTS

The City, in order to spur economic development, housing and redevelopment will enter into private development and redevelopment agreements to encourage a developer to construct, expand, or improve new or existing properties and buildings or clean-up and redevelop blighted properties. The City has eight private development agreements: five redevelopment and three housing that would be considered a tax abatement under GASB Statement 77 as of December 31, 2021.

NOTE 14 – TAX ABATEMENT AGREEMENTS(CONTINUED)

The City issued these eight agreements through the economic development vehicle known as tax increment financing whereby tax increment revenue is generated on the incremental increase in value above a base established on the date that the tax increment district is created. Per these agreements, the developer shall initially pay for the development property and any site improvements with the City reimbursing these expenses through the issuance of a tax increment revenue note payable solely from the tax increments generated from the project.

The City is authorized to create a tax increment financing plan under Minnesota Statute 469.175. Under this statute, the following criteria must be met:

- Proposed development or redevelopment would not reasonably be expected to occur solely through private investment within the reasonably foreseeable future;

- The increased market value of the site that could reasonably be expected to occur without the use of tax increment financing would be less than the increase in the market value estimated to result from the proposed development after subtracting the present value of the projected tax increments for the maximum duration of the district permitted by the plan. The requirements of this item do not apply if the district is a housing district;

- The tax increment financing plan conforms to the general plan for the development or redevelopment of the municipality as a whole;

- The tax increment financing plan will afford maximum opportunity, consistent with the sound needs of the municipality as a whole, for the development or redevelopment of the project by private enterprise.

For the fiscal year ended December 31, 2021, the City abated property taxes totaling $572,712 related to the following:

- Housing Development: $20,700 abated towards a $711,000 Tax Increment Revenue Note issued in 2004 for the construction of a 31 unit townhome project. Final note payment date is February 2025 or sooner if the revenue note is retired.

- Redevelopment: $15,899 abated for a $238,491 Tax Increment Revenue Note issued in 2007 for the construction of an office and warehouse building. Final note payment date is December 2028.

- Redevelopment: $200,769 abated towards a $3,000,000 Tax Increment Revenue Note issued in 2015 for the construction of a 230-unit apartment building. Final note payment date is February 2038.

- Redevelopment: $58,132 abated for a $224,000 Tax Increment Revenue Note issued in 2017 for a 48,325 square foot expansion of an office and warehouse building. Final note payment date is February 2033.

- Housing: $151,466 abated towards a $500,000 Tax Increment Revenue Note issued in 2017 for the construction of a 121-unit apartment building. Final note payment date is February 2022.

NOTE 14 – TAX ABATEMENT AGREEMENTS(CONTINUED)

- Redevelopment: $36,980 abated for a $218,000 Tax Increment Revenue Note issued in 2019 for a 56,000 square-foot industrial building in Bunker Lake Business Park. Final note payment date is February 2028.

- Housing: $87,409 abated for a $681,395 Tax Increment Revenue Note issued in 2020 for a 174-unit senior living facility. Final note payment date is February 2040.

- Redevelopment: $1,357 abated for a $972,000 Tax Increment Revenue Note issued in 2021 for a 210,000 square-foot manufacturing building in Bunker Lake Business Park. Final note payment date is February 2030.

The outstanding principal balance as of December 31, 2021 for all of these agreements was $4,080,330.

This amount is not included in long-term debt because of the nature of these notes in that repayment is required only if sufficient tax increments are received. The City's position is that these are obligations to assign future and uncertain revenue sources and these obligations are not actual debt in substance.

NOTE 15 – INDUSTRIAL AND LEASE REVENUE BONDS

From time to time, the City has issued Industrial Revenue Bonds and Lease Revenue Bonds to provide financial assistance to private sector entities for the acquisition and construction of industrial and commercial facilities deemed to be in the public interest. The bonds are secured by the property financed and are payable solely from payments received on the underlying mortgage loans. Upon repayment of the bonds, ownership of the acquired facilities transfers to the private sector entity served by the bond issuance. Neither the City, the state of Minnesota, nor any political subdivision thereof is obligated in any manner for repayment of the bonds. Accordingly, the bonds are not reported as liabilities in the accompanying financial statements. As of December 31, 2021, there was one series of Industrial Revenue Bonds and one Lease Revenue Bond outstanding with aggregate principal amounts payable of $670,000 and $8,175,000 respectively.

NOTE 16 – COMMITMENTS AND CONTINGENCIES

A. Commitments for Construction

At December 31, 2021, the City is committed to various construction contracts for the improvement of city property. The City's remaining commitment under these contracts is $16,241. The City has resources available to cover these commitments.

B. Federal and State Revenue

Amounts received or receivable from federal and state agencies are subject to agency audit and adjustment. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of claims which may be disallowed by the grantor agencies cannot be determined at this time, although the City expects such amounts, if any, to be immaterial.

NOTE 16 – COMMITMENTS AND CONTINGENCIES (CONTINUED)

C. Legal Claims

The City has the usual and customary type of miscellaneous legal claims pending at year-end. Although the outcome of these lawsuits is not presently determinable, the City's management believes that the City will not incur any material monetary loss resulting from these claims. No loss has been recorded on the City's financial statements relating to these claims.

D. Tax Increment Districts

The City's tax increment districts are subject to review by the state of Minnesota Office of the State Auditor (OSA). Any disallowed claims or misuse of tax increments could become a liability of the applicable fund. Management has indicated that they are not aware of any instances of noncompliance which would have a material effect on the financial statements.

E. COVID-19 Pandemic

The COVID-19 pandemic has had significant financial and operational impacts on the City for the last two fiscal years. Any potential impact it may have on the City's future operations and financial condition cannot be determined at this time and has not been reflected in these financial statements.

NOTE 17 – OPERATING LEASE

The City is the lessor of an operating lease. In February 2010, the City of Ramsey entered into a five-year agreement to lease approximately 2,200 square feet of office space on the ground floor of the Ramsey Municipal Center to Anoka County for the operation of a license center. As part of the original lease, the tenant may extend the contract for three (3) five (5) year terms. Anoka County authorized a five (5) year extension in March 2020. The cost of the leased space is included in the total municipal center building cost of $12,856,588, of which $3,857,047 has been depreciated to date. These amounts are recorded in the City's capital assets. The City of Ramsey collected $54,153 in lease revenue for the fiscal year ended December 31, 2021. The following is an estimate of the future lease payments:

Year Ending December 31,		Lease Payments
2022	$	59,358
2023		63,060
2024		66,911
January 1 -June 30, 2025		34,464
Total	$	223,793

Lease payments may increase each year based on the increase in the Consumer Price Index – U.S. City Averages for ALL Urban Consumers as published by the Bureau of Labor Statistics of the United States Department of Labor for Urban Wage Earners and Clerical Workers for All Items (CPI-W).

NOTE 18 – SUBSEQUENT EVENTS

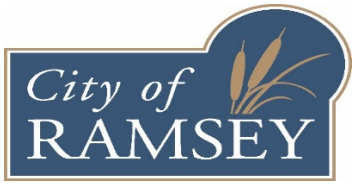
A. Franchise Fees

The city will no longer be collecting quarterly franchise fees from the respective gas and electric utilities as a funding source for the City's Pavement Management Program. The funding for this program will now come from the annual property tax levy.

B. New Accounting Standards

A new standard has been issued by GASB that will result in significant changes in the reporting of leases once it becomes effective for governmental entities. This standard will be adopted by the City beginning in 2022, and will require the restatement of certain balances reported as of December 31, 2021. The effects of this change have not yet been determined and are not reflected in these financial statements.

REQUIRED SUPPLEMENTARY INFORMATION



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CITY OF RAMSEY

PERA – General Employees Retirement Fund
Schedule of City's and Non-Employer Proportionate Share of Net Pension Liability

City Fiscal Year-End Date	PERA Fiscal Year-End Date (Measurement Date)	City's Proportion of the Net Pension Liability	City's Proportionate Share of the Net Pension Liability	City's Proportionate Share of the State of Minnesota's Proportionate Share of the Net Pension Liability	Proportionate Share of the Net Pension Liability and the City's Share of the State of Minnesota's Share of the Net Pension Liability	City's Covered Payroll	City's Proportionate Share of the Net Pension Liability as a Percentage of Covered Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
12/31/2015	06/30/2015	0.0508%	$ 2,632,720	$ –	$ 2,632,720	$ 2,984,866	88.20%	78.20%
12/31/2016	06/30/2016	0.0508%	$ 4,124,708	$ 53,908	$ 4,178,616	$ 3,154,867	130.74%	68.90%
12/31/2017	06/30/2017	0.0551%	$ 3,517,550	$ 44,220	$ 3,561,770	$ 3,550,067	99.08%	75.90%
12/31/2018	06/30/2018	0.0527%	$ 2,923,581	$ 95,848	$ 3,019,429	$ 3,542,360	82.53%	79.50%
12/31/2019	06/30/2019	0.0530%	$ 2,930,253	$ 91,163	$ 3,021,416	$ 3,752,320	78.09%	80.20%
12/31/2020	06/30/2020	0.0566%	$ 3,393,429	$ 104,560	$ 3,497,989	$ 4,036,013	84.08%	79.10%
12/31/2021	06/30/2021	0.0617%	$ 2,634,866	$ 80,483	$ 2,715,349	$ 4,313,560	61.08%	87.00%

PERA – General Employees Retirement Fund
Schedule of City Contributions

City Fiscal Year-End Date	Statutorily Required Contributions	Contributions in Relation to the Statutorily Required Contributions	Contribution Deficiency (Excess)	Covered Payroll	Contributions as a Percentage of Covered Payroll
12/31/2015	$ 238,004	$ 238,004	$ –	$ 3,173,387	7.50%
12/31/2016	$ 247,279	$ 247,279	$ –	$ 3,297,053	7.50%
12/31/2017	$ 261,117	$ 261,117	$ –	$ 3,481,560	7.50%
12/31/2018	$ 271,321	$ 271,321	$ –	$ 3,617,613	7.50%
12/31/2019	$ 293,639	$ 293,639	$ –	$ 3,915,187	7.50%
12/31/2020	$ 312,137	$ 312,137	$ –	$ 4,161,827	7.50%
12/31/2021	$ 330,724	$ 330,724	$ –	$ 4,409,653	7.50%

Note 1: The City implemented GASB Statement No. 68 in fiscal 2015. This information is not available for previous fiscal years. Aditional years' information will be displayed as it becomes available.

CITY OF RAMSEY

PERA – Public Employees Police and Fire Fund
Schedule of City's and Non-Employer Proportionate Share of Net Pension Liability

City Fiscal Year-End Date	PERA Fiscal Year-End Date (Measurement Date)	City's Proportion of the Net Pension Liability	City's Proportionate Share of the Net Pension Liability	City's Proportionate Share of the State of Minnesota's Proportionate Share of the Net Pension Liability	Proportionate Share of the Net Pension Liability and the City's Share of the State of Minnesota's Share of the Net Pension Liability	City's Covered Payroll	City's Proportionate Share of the Net Pension Liability as a Percentage of Covered Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
12/31/2015	06/30/2015	0.2090%	$ 2,374,729	$ –	$ 2,374,729	$ 1,917,443	123.85%	86.60%
12/31/2016	06/30/2016	0.2080%	$ 8,347,402	$ –	$ 8,347,402	$ 2,000,574	417.25%	63.90%
12/31/2017	06/30/2017	0.2190%	$ 2,956,761	$ –	$ 2,956,761	$ 2,243,957	131.77%	85.40%
12/31/2018	06/30/2018	0.2161%	$ 2,303,404	$ –	$ 2,303,404	$ 2,277,516	101.14%	88.80%
12/31/2019	06/30/2019	0.2331%	$ 2,481,585	$ –	$ 2,481,585	$ 2,458,454	100.94%	89.30%
12/31/2020	06/30/2020	0.2397%	$ 3,159,502	$ 74,418	$ 3,233,920	$ 2,703,294	116.88%	87.20%
12/31/2021	06/30/2021	0.2447%	$ 1,888,825	$ 84,916	$ 1,973,741	$ 2,891,892	65.31%	93.70%

PERA – Public Employees Police and Fire Fund
Schedule of City Contributions

City Fiscal Year-End Date	Statutorily Required Contributions	Contributions in Relation to the Statutorily Required Contributions	Contribution Deficiency (Excess)	Covered Payroll	Contributions as a Percentage of Covered Payroll
12/31/2015	$ 326,419	$ 326,419	$ –	$ 2,014,315	16.20%
12/31/2016	$ 339,699	$ 339,699	$ –	$ 2,096,907	16.20%
12/31/2017	$ 357,524	$ 357,524	$ –	$ 2,206,938	16.20%
12/31/2018	$ 382,968	$ 382,968	$ –	$ 2,364,000	16.20%
12/31/2019	$ 433,917	$ 433,917	$ –	$ 2,559,982	16.95%
12/31/2020	$ 492,217	$ 492,217	$ –	$ 2,780,887	17.70%
12/31/2021	$ 541,368	$ 541,368	$ –	$ 3,058,576	17.70%

Note 1: The City implemented GASB Statement No. 68 in fiscal 2015. This information is not available for previous fiscal years. Aditional years' information will be displayed as it becomes available.

CITY OF RAMSEY

Other Post-Employment Benefits Plan
Schedule of Changes in the City's Total
OPEB Liability and Related Ratios

	Fiscal Year			
	2018	2019	2020	2021
Total OPEB liability				
Service cost	$ 40,892	$ 74,389	$ 55,942	$ 69,584
Interest	22,858	24,695	30,837	14,428
Differences between expected and actual experience	–	–	(368,975)	6,307
Changes of assumptions	19,347	(41,435)	47,099	20,586
Benefit payments	(3,349)	(3,476)	(2,775)	(9,111)
Net change in total OPEB liability	79,748	54,173	(237,872)	101,794
Total OPEB liability – beginning of year	565,491	645,239	699,412	461,540
Total OPEB liability – end of year	$ 645,239	$ 699,412	$ 461,540	$ 563,334
Covered-employee payroll	$ 5,400,000	$ 5,600,000	$ 6,400,000	$ 6,700,000
Total OPEB liability as a percentage of covered-employee payroll	11.95%	12.49%	7.21%	8.41%

Note 1: **Changes in Actuarial Assumptions**. (1) 2021 Changes - The discount rate was changed from 2.74 percent to 2.12 percent. The healthcare trend rates were updated for changes in recent studies and inflationary adjustments. (2) 2020 Changes - The discount rate was changed from 4.09 percent to 2.74 percent. The healthcare trend rates, mortality tables, and payroll growth rates were updated for changes in recent studies and inflationary adjustments. (3) 2019 Changes - The discount rate was changed from 3.44 percent to 4.09 percent. (4) 2018 Changes - The discount rate was changed from 4.50 percent to 3.44 percent.

Note 2: The City implemented GASB Statement No. 75 in fiscal 2018. This information is not available for previous fiscal years. Additional years' information will be displayed as it becomes available.

CITY OF RAMSEY

Notes to Required Supplementary Information
General Employees Retirement Fund
Year Ended December 31, 2021

2021 CHANGES IN ACTUARIAL ASSUMPTIONS

- The investment return and single discount rates were changed from 7.50 percent to 6.50 percent, for financial reporting purposes.

- The mortality improvement scale was changed from Scale MP-2019 to Scale MP-2020.

2020 CHANGES IN ACTUARIAL ASSUMPTIONS

- The price inflation assumption was decreased from 2.50 percent to 2.25 percent.

- The payroll growth assumption was decreased from 3.25 percent to 3.00 percent.

- Assumed salary increase rates were changed as recommended in the June 30, 2019 experience study. The net effect is assumed rates that average 0.25 percent less than previous rates.

- Assumed rates of retirement were changed as recommended in the June 30, 2019 experience study. The changes result in more unreduced (normal) retirements and slightly fewer Rule of 90 and early retirements.

- Assumed rates of termination were changed as recommended in the June 30, 2019 experience study. The new rates are based on service and are generally lower than the previous rates for years 2-5 and slightly higher thereafter.

- Assumed rates of disability were changed as recommended in the June 30, 2019 experience study. The change results in fewer predicted disability retirements for males and females.

- The base mortality table for healthy annuitants and employees was changed from the RP-2014 table to the Pub-2020 General Mortality table, with adjustments. The base mortality table for disabled annuitants was changed from the RP-2014 disabled annuitant mortality table to the Pub-2010 General/Teacher disabled annuitant mortality table, with adjustments.

- The mortality improvement scale was changed from Scale MP-2018 to MP-2019.

- The assumed spouse age difference was changed from two years older for females to one year older.

- The assumed number of married male new retirees electing the 100 percent Joint and Survivor option changed from 35 percent to 45 percent. The assumed number of married female new retirees electing the 100 percent Joint and Survivor option changed from 15 percent to 30 percent. The corresponding number of married new retirees electing the Life annuity option was adjusted accordingly.

2020 CHANGES IN PLAN PROVISIONS

- Augmentation for current privatized members was reduced to 2.00 percent for the period July 1, 2020 through December 31, 2023 and zero percent after. Augmentation was eliminated for privatizations occurring after June 30, 2020.

2019 CHANGES IN ACTUARIAL ASSUMPTIONS

- The mortality projection scale was changed from MP-2017 to MP-2018.

2019 CHANGES IN PLAN PROVISIONS

- The employer supplemental contribution was changed prospectively, decreasing from $31.0 million to $21.0 million per year. The state's special funding contribution was changed prospectively, requiring $16.0 million due per year through 2031.

2018 CHANGES IN ACTUARIAL ASSUMPTIONS

- The mortality projection scale was changed from MP-2015 to MP-2017.

- The assumed benefit increase was changed from 1.00 percent per year through 2044, and 2.50 percent per year thereafter, to 1.25 percent per year.

2018 CHANGES IN PLAN PROVISIONS

- The augmentation adjustment in early retirement factors is eliminated over a five-year period starting July 1, 2019, resulting in actuarial equivalence after June 30, 2024.

- Interest credited on member contributions decreased from 4.00 percent to 3.00 percent, beginning July 1, 2018.

- Deferred augmentation was changed to zero percent, effective January 1, 2019. Augmentation that has already accrued for deferred members will still apply.

- Contribution stabilizer provisions were repealed.

- Post-retirement benefit increases were changed from 1.00 percent per year with a provision to increase to 2.50 percent upon attainment of 90.00 percent funding ratio to 50.00 percent of the Social Security Cost of Living Adjustment, not less than 1.00 percent and not more than 1.50 percent, beginning January 1, 2019.

- For retirements on or after January 1, 2024, the first benefit increase is delayed until the retiree reaches normal retirement age; does not apply to Rule of 90 retirees, disability benefit recipients, or survivors.

- Actuarial equivalent factors were updated to reflect revised mortality and interest assumptions.

2017 CHANGES IN ACTUARIAL ASSUMPTIONS

- The Combined Service Annuity (CSA) loads were changed from 0.80 percent for active members and 60.00 percent for vested and nonvested deferred members. The revised CSA loads are now zero percent for active member liability, 15.00 percent for vested deferred member liability, and 3.00 percent for nonvested deferred member liability.

- The assumed post-retirement benefit increase rate was changed from 1.00 percent per year for all years, to 1.00 percent per year through 2044, and 2.50 percent per year thereafter.

2017 CHANGES IN PLAN PROVISIONS

- The state's contribution for the Minneapolis Employees Retirement Fund equals $16.0 million in 2017 and 2018, and $6.0 million thereafter.

- The Employer Supplemental Contribution for the Minneapolis Employees Retirement Fund changed from $21.0 million to $31.0 million in calendar years 2019 to 2031. The state's contribution changed from $16.0 million to $6.0 million in calendar years 2019 to 2031.

2016 CHANGES IN ACTUARIAL ASSUMPTIONS

- The assumed post-retirement benefit increase rate was changed from 1.00 percent per year through 2035 and 2.50 percent per year thereafter, to 1.00 percent per year for all years.

- The assumed investment return was changed from 7.90 percent to 7.50 percent. The single discount rate changed from 7.90 percent to 7.50 percent.

- Other assumptions were changed pursuant to the experience study June 30, 2015. The assumed future salary increases, payroll growth, and inflation were decreased by 0.25 percent to 3.25 percent for payroll growth, and 2.50 percent for inflation.

2015 CHANGES IN ACTUARIAL ASSUMPTIONS

- The assumed post-retirement benefit increase rate was changed from 1.00 percent per year through 2030 and 2.50 percent per year thereafter, to 1.00 percent per year through 2035, and 2.50 percent per year thereafter.

2015 CHANGES IN PLAN PROVISIONS

- On January 1, 2015, the Minneapolis Employees Retirement Fund was merged into the General Employees Fund, which increased the total pension liability by $1.1 billion and increased the fiduciary plan net position by $892.0 million. Upon consolidation, state and employer contributions were revised; the state's contribution of $6.0 million, which meets the special funding situation definition, was due September 2015.

CITY OF RAMSEY

Notes to Required Supplementary Information
Public Employees Police and Fire Fund
Year Ended December 31, 2021

2021 CHANGES IN ACTUARIAL ASSUMPTIONS

- The investment return and single discount rates were changed from 7.50 percent to 6.50 percent, for financial reporting purposes.
- The inflation assumption was changed from 2.50 percent to 2.25 percent.
- The payroll growth assumption was changed from 3.25 percent to 3.00 percent.
- The base mortality table for healthy annuitants and employees was changed from the RP-2014 Table to the Pub-2010 Public Safety Mortality Table. The mortality improvement scale was changed from MP-2019 to MP-2020.
- The base mortality table for disabled annuitants was changed from the RP-2014 Healthy Annuitant Mortality Table (with future mortality improvement according to Scale MP-2019) to the Pub-2010 Public Safety Disabled Annuitant Mortality Table (with future mortality improvement according to Scale MP-2020).
- Assumed rates of salary increase were modified as recommended in the July 14, 2020 experience study. The overall impact is a decrease in gross salary increase rates.
- Assumed rates of retirement were changed as recommended in the July 14, 2020 experience study. The changes result in slightly more unreduced retirements and fewer assumed early retirements.
- Assumed rates of withdrawal were changed from select and ultimate rates to service-based rates. The changes would result in more assumed terminations.
- Assumed rates of disability were increased for ages 25-44 and decreased for ages over 49. Overall, proposed rates result in more projected disabilities.
- Assumed percent married for active female members was changed from 60 percent to 70 percent. Minor changes to form of payment assumptions were applied.

2020 CHANGES IN ACTUARIAL ASSUMPTIONS

- The mortality projection scale was changed from MP-2018 to MP-2019.

2019 CHANGES IN ACTUARIAL ASSUMPTIONS

- The mortality projection scale was changed from MP-2017 to MP-2018.

2018 CHANGES IN ACTUARIAL ASSUMPTIONS

- The mortality projection scale was changed from MP-2016 to MP-2017.

2018 CHANGES IN PLAN PROVISIONS

- Post-retirement benefit increases were changed to 1.00 percent for all years, with no trigger.
- An end date of July 1, 2048 was added to the existing $9.0 million state contribution.
- New annual state aid will equal $4.5 million in fiscal years 2019 and 2020, and $9.0 million thereafter, until the plan reaches 100.00 percent funding, or July 1, 2048, if earlier.
- Member contributions were changed from 10.80 percent to 11.30 percent of pay, effective January 1, 2019, and 11.80 percent of pay, effective January 1, 2020.
- Employer contributions were changed from 16.20 percent to 16.95 percent of pay, effective January 1, 2019, and 17.70 percent of pay, effective January 1, 2020.
- Interest credited on member contributions decreased from 4.00 percent to 3.00 percent, beginning July 1, 2018.
- Deferred augmentation was changed to zero percent, effective January 1, 2019. Augmentation that has already accrued for deferred members will still apply.
- Actuarial equivalent factors were updated to reflect revised mortality and interest assumptions.

2017 CHANGES IN ACTUARIAL ASSUMPTIONS

- Assumed salary increases were changed as recommended in the June 30, 2016 experience study. The net effect is proposed rates that average 0.34 percent lower than the previous rates.
- Assumed rates of retirement were changed, resulting in fewer retirements.
- The CSA load was 30.00 percent for vested and nonvested deferred members. The CSA has been changed to 33.00 percent for vested members, and 2.00 percent for nonvested members.
- The base mortality table for healthy annuitants was changed from the RP-2000 Fully Generational Table to the RP-2014 Fully Generational Table (with a base year of 2006), with male rates adjusted by a factor of 0.96. The mortality improvement scale was changed from Scale AA to Scale MP-2016. The base mortality table for disabled annuitants was changed from the RP-2000 Disabled Mortality Table to the mortality tables assumed for healthy retirees.
- Assumed termination rates were decreased to 3.00 percent for the first three years of service. Rates beyond the select period of three years were adjusted, resulting in more expected terminations overall.
- Assumed percentage of married female members was decreased from 65.00 percent to 60.00 percent.

- Assumed age difference was changed from separate assumptions for male members (wives assumed to be three years younger) and female members (husbands assumed to be four years older) to the assumption that males are two years older than females.

- The assumed percentage of female members electing joint and survivor annuities was increased.

- The assumed post-retirement benefit increase rate was changed from 1.00 percent for all years, to 1.00 percent per year through 2064, and 2.50 percent thereafter.

- The single discount rate was changed from 5.60 percent per annum to 7.50 percent per annum.

2016 CHANGES IN ACTUARIAL ASSUMPTIONS

- The assumed post-retirement benefit increase rate was changed from 1.00 percent per year through 2037, and 2.50 percent per year thereafter, to 1.00 percent per year for all future years.

- The assumed investment return was changed from 7.90 percent to 7.50 percent.

- The single discount rate changed from 7.90 percent to 5.60 percent.

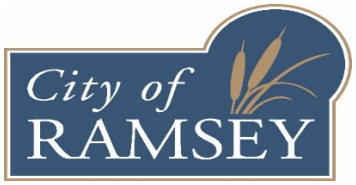
- The assumed future salary increases, payroll growth, and inflation were decreased by 0.25 percent to 3.25 percent for payroll growth, and 2.50 percent for inflation.

2015 CHANGES IN ACTUARIAL ASSUMPTIONS

- The assumed post-retirement benefit increase rate was changed from 1.00 percent per year through 2030, and 2.50 percent per year thereafter, to 1.00 percent per year through 2037, and 2.50 percent per year thereafter.

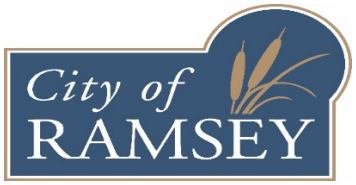
2015 CHANGES IN PLAN PROVISIONS

- The post-retirement benefit increase to be paid after attainment of the 90.00 percent funding threshold was changed from inflation up to 2.50 percent, to a fixed rate of 2.50 percent.



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COMBINING AND INDIVIDUAL FUND STATEMENTS AND SCHEDULES

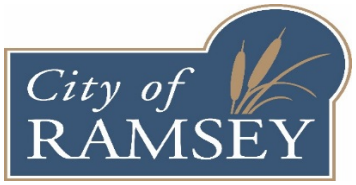


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CITY OF RAMSEY

Nonmajor Governmental Funds
Combining Balance Sheet
December 31, 2021

	Special Revenue	Debt Service	Capital Project	Totals
Assets				
Cash and temporary investments	$ 3,208,700	$ 956,144	$ 14,700,912	$ 18,865,756
Receivables				
Unremitted taxes	914	21,272	–	22,186
Delinquent taxes	707	15,455	–	16,162
Unremitted special assessments	–	1,951	24,632	26,583
Delinquent special assessments	–	183	3,090	3,273
Deferred special assessments	–	267,004	119,996	387,000
Accounts	13,990	–	2,505	16,495
Due from other governmental units	19,199	–	–	19,199
Due from other funds	29,984	–	–	29,984
Prepaids	52	–	–	52
Total assets	$ 3,273,546	$ 1,262,009	$ 14,851,135	$ 19,386,690
Liabilities				
Accounts and contracts payable	$ 9,076	$ 2,300	$ 30,654	$ 42,030
Advances from other funds	–	–	296,713	296,713
Total liabilities	9,076	2,300	327,367	338,743
Deferred inflows of resources				
Unavailable revenue - property taxes	707	15,455	–	16,162
Unavailable revenue - special assessments	–	267,187	123,086	390,273
Total deferred inflows of resources	707	282,642	123,086	406,435
Fund balances				
Nonspendable	52	–	–	52
Restricted	1,652,561	977,067	–	2,629,628
Committed	1,611,150	–	–	1,611,150
Assigned	–	–	14,400,682	14,400,682
Total fund balance	3,263,763	977,067	14,400,682	18,641,512
Total liabilities, deferred inflows of resources, and fund balances	$ 3,273,546	$ 1,262,009	$ 14,851,135	$ 19,386,690

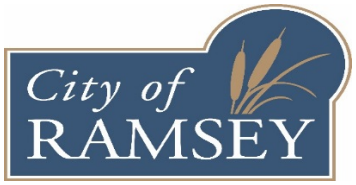


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CITY OF RAMSEY

Nonmajor Governmental Funds
Combining Statement of Revenue, Expenditures, and Changes in Fund Balances
Year Ended December 31, 2021

	Special Revenue	Debt Service	Capital Project	Totals
Revenue				
Property taxes	$ 76,133	$ 1,786,512	$ 44,520	$ 1,907,165
Special assessments	–	77,099	677,608	754,707
Intergovernmental revenue	83,366	338,510	126,820	548,696
Charges for services	–	–	1,276,240	1,276,240
Other revenue				
Investment earnings (charges)	(13,108)	(17,408)	(54,083)	(84,599)
Miscellaneous	452,475	151	170,301	622,927
Total revenue	598,866	2,184,864	2,241,406	5,025,136
Expenditures				
Current				
General government	82,423	–	113,244	195,667
Public safety	110,435	–	–	110,435
Highways and streets	–	–	201,788	201,788
Culture and recreation	–	–	19,791	19,791
Economic development	311,494	–	–	311,494
Capital outlay	15,151	–	151,846	166,997
Debt service				
Principal retirement	–	1,930,000	–	1,930,000
Interest and fiscal charges	–	844,442	6,710	851,152
Total expenditures	519,503	2,774,442	493,379	3,787,324
Excess (deficiency) of revenue over expenditures	79,363	(589,578)	1,748,027	1,237,812
Other financing sources (uses)				
Refunding debt issued	–	9,845,000	–	9,845,000
Payment on refunded debt	–	(10,510,000)	–	(10,510,000)
Premium on debt issues	–	809,201	–	809,201
Proceeds on sale of capital assets	46,443	–	–	46,443
Transfers in	–	–	622,639	622,639
Transfers (out)	–	–	(1,114,201)	(1,114,201)
Total other financing sources (uses)	46,443	144,201	(491,562)	(300,918)
Net change in fund balances	125,806	(445,377)	1,256,465	936,894
Fund balances				
Beginning of year	3,137,957	1,422,444	13,144,217	17,704,618
End of year	$ 3,263,763	$ 977,067	$ 14,400,682	$ 18,641,512



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NONMAJOR SPECIAL REVENUE FUNDS

Nonmajor Special Revenue Funds are used to account for revenue derived from specific revenue sources that are legally restricted or committed to expenditures for specific purposes.

Revolving Loan Fund – used to account for loans authorized by the City to prospective private businesses in accordance with Chapter 469 of the Minnesota Statutes.

Lawful Gambling Fund – used to account for lawful gambling revenues received by the City as authorized by Minnesota State Statutes Chapter 349.

Peace Officers Fund – used to account for post-board reimbursement and other restricted revenues which must be used exclusively for in-service training and other expenditures as specified.

Developer's Fees Fund – used to account for demand fees that will be used for storm water management.

General Govt Special Projects Fund – used to account for resources accumulated and expenditures related to special General Government projects.

Economic Development Authority Fund – used to account for revenues and expenditures associated with economic development activities within the City.

CITY OF RAMSEY

Nonmajor Special Revenue Funds
Combining Balance Sheet
December 31, 2021

	Revolving Loan	Lawful Gambling	Peace Officers	Developer's Fees
Assets				
Cash and temporary investments	$ 353,274	$ 405,578	$ 32,699	$ 1,046,658
Receivables				
Unremitted taxes	–	–	–	–
Delinquent taxes	–	–	–	–
Accounts	–	13,990	–	–
Due from other governmental units	–	–	19,199	–
Due from other funds	–	–	–	–
Prepaids	–	–	–	–
Total assets	$ 353,274	$ 419,568	$ 51,898	$ 1,046,658
Liabilities				
Accounts and contracts payable	$ –	$ –	$ 6,899	$ –
Deferred inflows of resources				
Unavailable revenue - property taxes	–	–	–	–
Fund balances				
Nonspendable	–	–	–	–
Restricted	–	419,568	44,999	–
Committed	353,274	–	–	1,046,658
Total fund balances	353,274	419,568	44,999	1,046,658
Total liabilities, deferred inflows of resources, and fund balances	$ 353,274	$ 419,568	$ 51,898	$ 1,046,658

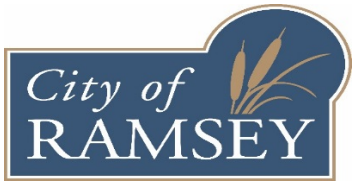
General Govt Special Projects	Economic Development Authority	Totals
$ 211,218	$ 1,159,273	$ 3,208,700
–	914	914
–	707	707
–	–	13,990
–	–	19,199
–	29,984	29,984
–	52	52
$ 211,218	$ 1,190,930	$ 3,273,546
$ –	$ 2,177	$ 9,076
–	707	707
–	52	52
–	1,187,994	1,652,561
211,218	–	1,611,150
211,218	1,188,046	3,263,763
$ 211,218	$ 1,190,930	$ 3,273,546

CITY OF RAMSEY

Nonmajor Special Revenue Funds
Combining Statement of Revenue, Expenditures, and Changes in Fund Balances
Year Ended December 31, 2021

	Revolving Loan	Lawful Gambling	Peace Officers	Developer's Fees
Revenue				
Property taxes	$ –	$ –	$ –	$ –
Intergovernmental revenue	–	–	83,366	–
Other revenue				
Investment earnings (charges)	(1,803)	(1,781)	(187)	(4,580)
Miscellaneous	–	133,179	24,909	249,107
Total revenue	(1,803)	131,398	108,088	244,527
Expenditures				
Current				
General government	–	34,150	–	–
Public Safety	–	–	110,435	–
Economic development	–	–	–	–
Capital outlay	–	–	–	–
Total expenditures	–	34,150	110,435	–
Excess (deficiency) of revenue over expenditures	(1,803)	97,248	(2,347)	244,527
Other financing sources				
Proceeds on sale of capital assets	–	–	–	–
Net change in fund balances	(1,803)	97,248	(2,347)	244,527
Fund balances				
Beginning of year	355,077	322,320	47,346	802,131
End of year	$ 353,274	$ 419,568	$ 44,999	$ 1,046,658

General Govt Special Projects	Economic Development Authority	Totals
$ –	$ 76,133	$ 76,133
–	–	83,366
(1,084)	(3,673)	(13,108)
45,270	10	452,475
44,186	72,470	598,866
48,273	–	82,423
–	–	110,435
–	311,494	311,494
–	15,151	15,151
48,273	326,645	519,503
(4,087)	(254,175)	79,363
46,443	–	46,443
42,356	(254,175)	125,806
168,862	1,442,221	3,137,957
$ 211,218	$ 1,188,046	$ 3,263,763

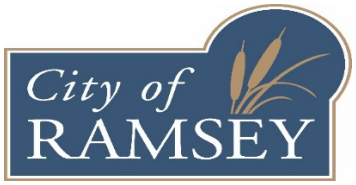


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CITY OF RAMSEY

Schedule of Revenue, Expenditures, and Changes in Fund Balances
Economic Development Authority – Budget and Actual
Year Ended December 31, 2021

	Budgeted Amounts			Over (Under)
	Original	Final	Actual	Final Budget
Revenue				
Property taxes	$ 75,360	$ 75,360	$ 76,133	$ 773
Other revenue				
Investment earnings (charges)	10,000	10,000	(3,673)	(13,673)
Miscellaneous	–	–	10	10
Total revenue	85,360	85,360	72,470	(12,890)
Expenditures				
Current				
Economic development	85,360	85,360	311,494	226,134
Capital Outlay	–	–	15,151	15,151
Total expenditures	85,360	85,360	326,645	241,285
Net change in fund balances	$ –	$ –	(254,175)	$ (254,175)
Fund balances				
Beginning of year			1,442,221	
End of year			$ 1,188,046	



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NONMAJOR DEBT SERVICE FUNDS

Nonmajor Debt Service Funds are used to account for the accumulation of resources used for the payment of principal and interest on long term debt.

2011B Refund GO Improvement Bonds – In 2011, $3,090,000 Series 2011B Improvement Crossover Refunding bonds were issued to refund the 2005B Series AUAR roadway bonds that were called on December 15, 2014.

2013A Capital Equipment Certificates – The Series 2013A $635,000 General Obligation Capital Equipment Certificate of Indebtedness is to finance the acquisition of capital equipment.

2014A Capital Equipment Certificates – The Series 2014A $875,000 General Obligation Capital Equipment Certificate of Indebtedness is to finance the acquisition of capital equipment.

2015A GO Capital Improvement Bond – The $3,880,000 General Obligation Capital Improvement Bond is to finance the construction of the city's Fire Station #2.

2015B GO Street Reconstruction Bond – The $1,205,000 General Obligation Street Reconstruction Bonds is to finance the reconstruction of Garnet Street and 168th Avenue.

2016A GO Street Reconstruction Bond – The $1,650,000 General Obligation Street Reconstruction Bonds is to finance the reconstruction of Andrie Street and 164th Lane.

2017A GO Street Reconstruction Bond – The $895,000 General Obligation Street Reconstruction Bonds is to finance the reconstruction of Alpine Drive and Sunwood Drive.

2018A GO Street Reconstruction Bond – The $1,175,000 General Obligation Street Reconstruction Bond is to finance the reconstruction of Riversbend Avenue and Stanhope Terrace.

2020A GO Capital Improvement Bond – The $9,055,000 General Obligation Capital Improvement Bond is to finance the construction **o**f the city's Public Works Campus.

2021A/2012A GO Refund Improvement Bond – The $9,845,000 General Obligation Capital Improvement Bond were issued to refund the 2012A General Obligation Capital Improvement Bond that had refunded the 2005A Public Project Lease Revenue Bond that was issued to finance the construction of the city's Municipal Center.

CITY OF RAMSEY

Nonmajor Debt Service Funds
Combining Balance Sheet
Year Ended December 31, 2021

	2011B Refund GO Improvement Bonds	2013A Capital Equipment Certificates	2014A Capital Equipment Certificates	2015A GO Capital Improvement Bond	2015B GO Street Reconstruction Bond
Assets					
Cash and temporary investments	$ 235,274	$ 26,118	$ 32,573	$ 82,529	$ 23,259
Receivables					
Unremitted taxes	–	851	1,276	2,340	1,276
Delinquent taxes	–	672	858	1,989	233
Unremitted special assessments	–	–	–	–	46
Delinquent special assessments	–	–	–	–	124
Deferred special assessments	–	–	–	–	35,063
Total assets	$ 235,274	$ 27,641	$ 34,707	$ 86,858	$ 60,001
Liabilities					
Accounts and contracts payable	$ –	$ –	$ 100	$ 475	$ 475
Deferred inflows of resources					
Unavailable revenue - property taxes	–	672	858	1,989	233
Unavailable revenue - special assessments	–	–	–	–	35,187
Total deferred inflows of resources	–	672	858	1,989	35,420
Fund balances					
Restricted	235,274	26,969	33,749	84,394	24,106
Total deferred inflows of resources and fund balances	$ 235,274	$ 27,641	$ 34,707	$ 86,858	$ 60,001

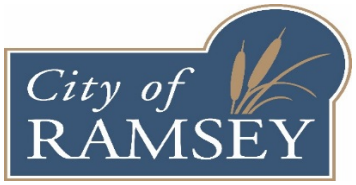
2016A GO Street Reconstruction Bond	2017A GO Street Reconstruction Bond	2018A GO Street Reconstruction Bond	2020A GO Capital Improvement Bond	2021A/2012A GO Refund Improvement Bond	Totals
$ 90,139	$ 9,375	$ 75,281	$ 6,507	$ 375,089	$ 956,144
1,915	1,064	1,276	1,489	9,785	21,272
330	250	293	907	9,923	15,455
833	553	519	–	–	1,951
–	–	59	–	–	183
123,723	27,417	80,801	–	–	267,004
$ 216,940	$ 38,659	$ 158,229	$ 8,903	$ 394,797	$ 1,262,009
$ –	$ –	$ –	$ –	$ 1,250	$ 2,300
330	250	293	907	9,923	15,455
123,723	27,417	80,860	–	–	267,187
124,053	27,667	81,153	907	9,923	282,642
92,887	10,992	77,076	7,996	383,624	977,067
$ 216,940	$ 38,659	$ 158,229	$ 8,903	$ 394,797	$ 1,262,009

CITY OF RAMSEY

Nonmajor Debt Service Funds
Combining Statement of Revenue, Expenditures, and Changes in Fund Balances
Year Ended December 31, 2021

	2011B Refund GO Improvement Bonds	2013A Capital Equipment Certificates	2014A Capital Equipment Certificates	2015A GO Capital Improvement Bond	2015B GO Street Reconstruction Bond
Revenue					
Property taxes	$ –	$ 71,460	$ 107,191	$ 196,516	$ 107,192
Special assessments	–	–	–	–	10,504
Intergovernmental revenue	338,510	–	–	–	–
Other revenue					
Investment earnings (charges)	(2,408)	(94)	(233)	(770)	(253)
Miscellaneous	–	–	–	–	28
Total revenue	336,102	71,366	106,958	195,746	117,471
Expenditures					
Debt service					
Principal retirement	285,000	65,000	90,000	180,000	120,000
Interest and fiscal charges	36,653	7,123	9,240	91,307	14,145
Total expenditures	321,653	72,123	99,240	271,307	134,145
Excess (deficiency) of revenues over expenditures	14,449	(757)	7,718	(75,561)	(16,674)
Other financing sources (uses)					
Refunding debt issued	–	–	–	–	–
Payment on refunded debt	–	–	–	–	–
Premium on debt issues	–	–	–	–	–
Total other financing sources (uses)	–	–	–	–	–
Net change in fund balances	14,449	(757)	7,718	(75,561)	(16,674)
Fund balances					
Beginning of year	220,825	27,726	26,031	159,955	40,780
End of year	$ 235,274	$ 26,969	$ 33,749	$ 84,394	$ 24,106

2016A GO Street Reconstruction Bond	2017A GO Street Reconstruction Bond	2018A GO Street Reconstruction Bond	2020A GO Capital Improvement Bond	2021A/2012A GO Refund Improvement Bond	Totals
$ 160,786	$ 89,325	$ 107,191	$ 125,056	$ 821,795	$ 1,786,512
34,443	6,041	26,111	–	–	77,099
–	–	–	–	–	338,510
(611)	(175)	(563)	(1)	(12,300)	(17,408)
29	41	53	–	–	151
194,647	95,232	132,792	125,055	809,495	2,184,864
165,000	90,000	115,000	–	820,000	1,930,000
21,295	13,295	33,668	117,059	500,657	844,442
186,295	103,295	148,668	117,059	1,320,657	2,774,442
8,352	(8,063)	(15,876)	7,996	(511,162)	(589,578)
–	–	–	–	9,845,000	9,845,000
–	–	–	–	(10,510,000)	(10,510,000)
–	–	–	–	809,201	809,201
–	–	–	–	144,201	144,201
8,352	(8,063)	(15,876)	7,996	(366,961)	(445,377)
84,535	19,055	92,952	–	750,585	1,422,444
$ 92,887	$ 10,992	$ 77,076	$ 7,996	$ 383,624	$ 977,067



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NONMAJOR CAPITAL PROJECTS FUNDS

Nonmajor Capital Projects Funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities.

Public Improvement Revolving Fund – used to account for the resources to be used to finance the City's share of the annual street maintenance program.

Revolving Acquisition Loan Fund (RALF) Funded Projects Fund – This fund is used to account for resources and expenditures related to the purchase of property for future state road development.

Trott Brook Cemetery Perpetual Care Fund – used to account for perpetual care fees collected on the sale of cemetery plots in Trott Brook Cemetery.

Park Improvement Fund – used to account for all park dedication fees to be used for land acquisition and park development.

Parking Ramp Maintenance Fund – used to account for all expenditures that the City incurs to operate, maintain, and repair the parking ramp with costs to be allocated to the affected users.

Riverdale Drive Street Improvement Fund – used to account for the resources used to finance the construction of Riverdale Drive.

Landfill Fund – Used to account for certain landfill-related revenue, the expenditures the City may incur in relation to the landfill, and any other expenditures for improvements providing a benefit to the entire city. The fund does not present a potential liability for landfill closure and post closure care costs as defined by GASB Statement No. 18 as the landfill is not owned by the City.

Equipment Revolving Fund – used to account for resources to finance the replacement of city equipment, vehicles, and/or building facilities.

Public Facilities Construction Fund – used to account for the resources to be used for land acquisition and the construction of public utilities.

CITY OF RAMSEY

Nonmajor Capital Project Funds
Combining Balance Sheet
December 31, 2021

	Public Improvement Revolving	RALF Funded Projects	Trott Brook Cemetery Perpetual Care	Park Improvement	Parking Ramp Maintenance
Assets					
Cash and temporary investments	$ 5,239,438	$ 528,525	$ 78,467	$ 6,313,263	$ 105,197
Receivables					
Unremitted special assessments	493	–	–	–	–
Delinquent special assessments	3,090	–	–	–	–
Deferred special assessments	119,996	–	–	–	–
Accounts	–	2,505	–	–	–
Total assets	$ 5,363,017	$ 531,030	$ 78,467	$ 6,313,263	$ 105,197
Liabilities					
Accounts and contracts payable	$ 7,852	$ 4,603	$ –	$ –	$ 4,800
Advances from other funds	–	–	–	–	–
Total liabilities	7,852	4,603	–	–	4,800
Deferred inflows of resources					
Unavailable revenue - special assessments	123,086	–	–	–	–
Fund balances					
Assigned	5,232,079	526,427	78,467	6,313,263	100,397
Total liabilities, deferred inflows of resources, and fund balances	$ 5,363,017	$ 531,030	$ 78,467	$ 6,313,263	$ 105,197

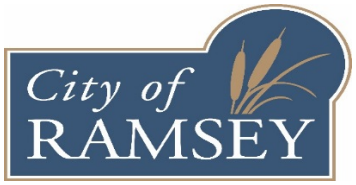
Riverdale Drive Street Improvement	Landfill	Equipment Revolving	Public Facilities Construction	Totals
$ 665,194	$ 69,563	$ 842,954	$ 858,311	$ 14,700,912
24,139	–	–	–	24,632
–	–	–	–	3,090
–	–	–	–	119,996
–	–	–	–	2,505
$ 689,333	$ 69,563	$ 842,954	$ 858,311	$ 14,851,135
$ 12,971	$ –	$ –	$ 428	$ 30,654
–	–	–	296,713	296,713
12,971	–	–	297,141	327,367
–	–	–	–	123,086
676,362	69,563	842,954	561,170	14,400,682
$ 689,333	$ 69,563	$ 842,954	$ 858,311	$ 14,851,135

CITY OF RAMSEY

Nonmajor Capital Project Funds
Combining Statement of Revenue, Expenditures, and Changes in Fund Balances
Year Ended December 31, 2021

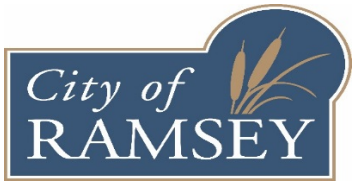
	Public Improvement Revolving	RALF Funded Projects	Trott Brook Cemetery Perpetual Care	Park Improvement	Parking Ramp Maintenance
Revenue					
Property taxes	$ –	$ –	$ –	$ –	$ –
Special assessments	500,808	–	–	–	–
Intergovernmental revenue	–	–	–	126,820	–
Charges for services	–	159,958	–	1,116,282	–
Other revenue					
Investment earnings (charges)	(20,827)	–	(369)	(17,906)	(149)
Miscellaneous	10,272	–	11,700	–	126,365
Total revenue	490,253	159,958	11,331	1,225,196	126,216
Expenditures					
Current					
General government	–	–	–	–	99,210
Highways and streets	114,624	87,164	–	–	–
Culture and recreation	–	–	–	19,791	–
Capital outlay	–	–	–	16,939	–
Debt service					
Interest and fiscal charges	–	–	–	–	–
Total expenditures	114,624	87,164	–	36,730	99,210
Excess (deficiency) of revenue over expenditures	375,629	72,794	11,331	1,188,466	27,006
Other financing sources (uses)					
Transfers in	122,940	–	–	–	–
Transfers (out)	(125,000)	–	–	–	–
Total other financing sources (uses)	(2,060)	–	–	–	–
Net change in fund balances	373,569	72,794	11,331	1,188,466	27,006
Fund balances					
Beginning of year	4,858,510	453,633	67,136	5,124,797	73,391
End of year	$ 5,232,079	$ 526,427	$ 78,467	$ 6,313,263	$ 100,397

Riverdale Drive Street Improvement	Landfill	Equipment Revolving	Public Facilities Construction	Totals
$ –	$ –	$ –	$ 44,520	$ 44,520
176,800	–	–	–	677,608
–	–	–	–	126,820
–	–	–	–	1,276,240
(1,559)	(5,016)	(3,923)	(4,334)	(54,083)
1,964	–	20,000	–	170,301
177,205	(5,016)	16,077	40,186	2,241,406
–	–	1,000	13,034	113,244
–	–	–	–	201,788
–	–	–	–	19,791
29,290	–	101,642	3,975	151,846
–	–	–	6,710	6,710
29,290	–	102,642	23,719	493,379
147,915	(5,016)	(86,565)	16,467	1,748,027
335,779	–	122,940	40,980	622,639
–	(989,201)	–	–	(1,114,201)
335,779	(989,201)	122,940	40,980	(491,562)
483,694	(994,217)	36,375	57,447	1,256,465
192,668	1,063,780	806,579	503,723	13,144,217
$ 676,362	$ 69,563	$ 842,954	$ 561,170	$ 14,400,682



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STATISTICAL SECTION (UNAUDITED)



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STATISTICAL SECTION

This part of the City of Ramsey's annual comprehensive financial report presents detailed information as a context for understanding what the information in the financial statements, note disclosures, and required supplementary information says about the government's overall financial health.

Contents	Page
Financial Trends These schedules contain trend information to help the reader understand how the government's financial performance and well-being have changed over time.	138-143
Revenue Capacity These schedules contain information to help the reader assess the government's most significant local revenue source, the property tax.	144-147
Debt Capacity These schedules present information to help the reader assess the affordability of the government's current levels of outstanding debt and the government's ability to issue additional debt in the future.	148-151
Demographic and Economic Information These schedules offer demographic and economic indicators to help the reader understand the environment within which the government's financial activities take place.	152-153
Operating Information These schedules contain service and infrastructure data to help the reader understand how the information in the government's financial report relates to the services the government provides and the activities it performs.	154-156

Sources: Unless otherwise noted, the information in these schedules is derived from the comprehensive annual financial reports for the relevant year.

City of Ramsey
Net Position by Component
Last Ten Fiscal Years
(accrual basis of accounting)

	Fiscal Year									
	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Governmental activities										
Net investment in capital assets	$ 41,998,822	$ 40,374,256	$ 41,657,601	$ 41,216,689	$ 42,170,710	$ 42,129,791	$ 43,551,135	$ 44,658,317	$ 52,756,077	$ 57,322,004
Restricted	14,632,006	16,128,452	15,273,582	18,430,141	18,323,930	19,679,434	20,935,216	21,006,537	18,957,706	19,886,753
Unrestricted	7,298,825	8,107,485	8,120,953	13,292,971	13,832,461	13,559,175	15,666,889	16,759,261	22,499,652	22,741,842
Total governmental activities net position	$ 63,929,653	$ 64,610,193	$ 65,052,136	$ 72,939,801	$ 74,327,101	$ 75,368,400	$ 80,153,240	$ 82,424,115	$ 94,213,435	$ 99,950,599
Business-type activities										
Net investment in capital assets	$ 50,843,868	$ 50,494,576	$ 50,427,367	$ 49,340,145	$ 51,959,594	$ 53,855,285	$ 53,653,338	$ 55,575,211	$ 56,166,921	$ 57,940,442
Unrestricted	27,486,732	28,969,730	30,915,832	34,206,676	35,953,541	38,306,851	43,024,292	46,993,793	44,568,513	48,126,205
Total business-type activities net position	$ 78,330,600	$ 79,464,306	$ 81,343,199	$ 83,546,821	$ 87,913,135	$ 92,162,136	$ 96,677,630	$ 102,569,004	$ 100,735,434	$ 106,066,647
Total government										
Net investment in capital assets	$ 92,842,690	$ 90,868,832	$ 92,084,968	$ 90,556,834	$ 94,130,304	$ 95,985,076	$ 97,204,473	$ 100,233,528	$ 108,922,998	$ 115,262,446
Restricted	14,632,006	16,128,452	15,273,582	18,430,141	18,323,930	19,679,434	20,935,216	21,006,537	18,957,706	19,886,753
Unrestricted	34,785,557	37,077,215	39,036,785	47,499,647	49,786,002	51,866,026	58,691,181	63,753,054	67,068,165	70,868,047
Total government net position	$ 142,260,253	$ 144,074,499	$ 146,395,335	$ 156,486,622	$ 162,240,236	$ 167,530,536	$ 176,830,870	$ 184,993,119	$ 194,948,869	$ 206,017,246

Note 1: The City implemented GASB Statement No. 68 in fiscal 2015, recording a change in accounting principle that decreased unrestricted net position. Prior year balances are not restated.

Note 2: The City reported a prior period adjustment in fiscal 2016 that increased the net investment in capital assets. Prior year balances are not restated.

City of Ramsey
Changes in Net Position
Last Ten Fiscal Years
(accrual basis of accounting)

	Fiscal Year									
	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Expenses										
Governmental activities:										
General government	$ 18,976,842	$ 3,735,657	$ 4,087,755	$ 4,075,505	$ 4,528,920	$ 4,992,809	$ 5,078,516	$ 5,139,352	$ 5,640,679	$ 4,568,229
Public safety	4,218,066	4,074,688	4,079,362	4,349,763	5,875,567	5,782,563	5,167,897	5,844,265	6,468,397	6,363,724
Highways and streets	5,659,428	5,215,260	4,263,552	3,197,571	3,826,143	4,254,234	4,191,395	4,442,720	4,028,294	4,686,416
Culture and recreation	1,216,583	1,415,736	1,422,810	1,867,274	1,931,537	2,384,845	1,751,345	1,756,810	1,917,228	1,834,153
Economic development	-	-	-	-	-	-	-	-	481,858	2,140,267
Interest and fiscal charges	2,555,567	1,220,471	1,168,513	983,379	890,305	952,965	883,292	845,651	839,444	883,504
Total governmental activities expenses	32,626,486	15,661,812	15,021,992	14,473,492	17,052,472	18,367,416	17,072,445	18,028,798	19,375,900	20,476,293
Business-type activities:										
Water utility	1,228,012	1,293,201	1,221,211	1,278,204	1,489,070	1,396,021	1,590,737	1,483,584	1,657,356	1,772,358
Sewer utility	1,152,760	1,190,551	1,282,302	1,291,509	1,438,141	1,535,664	1,523,670	1,631,260	1,723,238	1,742,380
Street light utility	165,651	176,736	161,733	178,666	176,732	159,378	160,952	171,619	169,463	178,576
Recycling utility	302,936	308,629	321,321	320,901	359,418	373,775	380,055	380,192	366,764	507,067
Storm water utility	496,309	491,370	509,709	557,267	742,043	633,101	573,878	590,645	777,252	715,349
Total business-type activities	3,345,668	3,460,487	3,496,276	3,626,547	4,205,404	4,097,939	4,229,292	4,257,300	4,694,073	4,915,730
Total government expenses	$ 35,972,154	$ 19,122,299	$ 18,518,268	$ 18,100,039	$ 21,257,876	$ 22,465,355	$ 21,301,737	$ 22,286,098	$ 24,069,973	$ 25,392,023
Program Revenues										
Governmental activities:										
Charges for services:										
General government	$ 416,152	$ 479,970	$ 461,538	$ 529,820	$ 457,901	$ 571,464	$ 691,819	$ 640,173	$ 534,279	$ 574,117
Public safety	1,177,840	901,570	626,844	946,887	698,310	878,141	1,168,258	1,098,016	974,955	1,010,111
Highways and streets	81,159	239,234	266,447	347,984	261,658	235,020	229,555	214,272	259,161	311,408
Culture and recreation	628,571	158,376	173,310	815,511	483,727	585,033	1,355,365	926,530	373,669	1,126,441
Operating grants and contributions	2,008,709	1,180,725	385,574	9,999,527	508,694	379,185	368,099	461,826	603,389	774,960
Capital grants and contributions	3,866,331	3,208,950	3,023,145	3,124,565	3,809,965	5,026,857	4,765,578	3,434,344	4,930,496	5,637,619
Total governmental activities program revenues	8,178,762	6,168,825	4,936,858	15,764,294	6,220,255	7,675,700	8,578,674	6,775,161	7,675,949	9,434,656
Business-type activities:										
Charges for services:										
Water utility	2,131,460	1,997,302	1,860,380	2,045,225	1,953,478	2,772,003	3,484,687	2,138,209	2,541,651	3,057,474
Sewer utility	1,324,342	1,341,674	1,393,157	1,392,101	1,458,250	1,784,755	2,182,944	1,672,072	1,714,469	1,805,614
Street light utility	179,124	177,158	188,185	190,872	196,253	204,418	211,360	217,169	216,545	222,364
Recycling utility	296,358	298,034	309,160	307,128	308,052	310,471	317,090	319,940	319,664	440,097
Storm water utility	647,169	677,936	706,135	770,812	1,034,552	958,960	1,057,705	1,168,494	1,164,868	1,197,572
Operating grants and contributions	57,239	79,358	65,817	39,423	67,100	92,602	72,257	67,961	57,865	73,524
Capital grants and contributions	1,315,030	488,687	101,107	1,185,135	1,799,057	1,864,137	906,190	2,596,210	1,683,338	3,756,359
Total business-type activities program revenues	5,950,722	5,060,149	4,623,941	5,930,696	6,816,742	7,987,346	8,232,233	8,180,055	7,698,400	10,553,004
Total government program revenues	$ 14,129,484	$ 11,228,974	$ 9,560,799	$ 21,694,990	$ 13,036,997	$ 15,663,046	$ 16,810,907	$ 14,955,216	$ 15,374,349	$ 19,987,660
Net (expense)/revenue										
Governmental activities	$ (24,447,724)	$ (9,492,987)	$ (10,085,134)	$ 1,290,802	$ (10,832,217)	$ (10,691,716)	$ (8,493,771)	$ (11,253,637)	$ (11,699,951)	$ (11,041,637)
Business-type activities	2,605,054	1,599,662	1,127,665	2,304,149	2,611,338	3,889,407	4,002,941	3,922,755	3,004,327	5,637,274
Total government net expense	$ (21,842,670)	$ (7,893,325)	$ (8,957,469)	$ 3,594,951	$ (8,220,879)	$ (6,802,309)	$ (4,490,830)	$ (7,330,882)	$ (8,695,624)	$ (5,404,363)
General Revenues and Other Changes in Net Position										
Governmental activities:										
Property taxes	$ 11,454,519	$ 10,421,456	$ 9,423,457	$ 10,064,621	$ 10,674,696	$ 11,136,810	$ 12,384,300	$ 12,894,388	$ 13,744,948	$ 14,761,012
Franchise fees	-	-	-	-	-	-	-	-	423,045	2,071,476
General grants and contributions	9,175	38,577	3,198	4,204	3,905	3,586	102,994	5,617	2,053,933	2,963
Investment earnings (charges)	474,076	(411,446)	980,922	422,405	280,597	454,089	578,770	1,122,573	1,035,274	(164,122)
Gan on sale of capital assets	–	12,940	–	8,914	–	5,530	75,047	8,428	2,372	22,325
Transfers	107,500	112,000	119,500	124,000	214,445	133,000	137,500	(506,494)	6,229,699	85,147
Total governmental activities	12,045,270	10,173,527	10,527,077	10,624,144	11,173,643	11,733,015	13,278,611	13,524,512	23,489,271	16,778,801
Business-type activities:										
Investment earnings (charges)	320,894	(353,956)	870,728	385,490	325,628	492,594	650,053	1,462,125	1,391,802	(220,914)
Transfers	(107,500)	(112,000)	(119,500)	(124,000)	(214,445)	(133,000)	(137,500)	506,494	(6,229,699)	(85,147)
Total business-type activities	213,394	(465,956)	751,228	261,490	111,183	359,594	512,553	1,968,619	(4,837,897)	(306,061)
Total government	$ 12,258,664	$ 9,707,571	$ 11,278,305	$ 10,885,634	$ 11,284,826	$ 12,092,609	$ 13,791,164	$ 15,493,131	$ 18,651,374	$ 16,472,740
Change in Net Position										
Governmental activities	$ (12,402,454)	$ 680,540	$ 441,943	$ 11,914,946	$ 341,426	$ 1,041,299	$ 4,784,840	$ 2,270,875	$ 11,789,320	$ 5,737,164
Business-type activities	2,818,448	1,133,706	1,878,893	2,565,639	2,722,521	4,249,001	4,515,494	5,891,374	(1,833,570)	5,331,213
Total government	$ (9,584,006)	$ 1,814,246	$ 2,320,836	$ 14,480,585	$ 3,063,947	$ 5,290,300	$ 9,300,334	$ 8,162,249	$ 9,955,750	$ 11,068,377

City of Ramsey
Governmental Activities Tax Revenues By Source
Last Ten Fiscal Years
(accrual basis of accounting)

Fiscal Year	Property Tax	Tax Increment	Franchise Fees	Total
2012	$ 8,750,754	$ 2,703,765	$ -	$ 11,454,519
2013	8,186,852	2,234,604	-	10,421,456
2014	8,755,276	668,181	-	9,423,457
2015	9,393,365	671,256	-	10,064,621
2016	9,974,695	700,001	-	10,674,696
2017	10,423,864	712,946	-	11,136,810
2018	11,400,536	983,764	-	12,384,300
2019	11,819,552	1,074,836	-	12,894,388
2020	12,515,773	1,229,175	423,045	14,167,993
2021	13,006,098	1,754,914	2,071,476	16,832,488

City of Ramsey
Fund Balances of Governmental Funds
Last Ten Fiscal Years
(modified accrual basis of accounting)

	Fiscal Year									
	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
General fund										
Nonspendable	$ 4,042	$ 50,561	$ 4,805	$ 1,613	$ 15,431	$ 12,393	$ 21,335	$ 23,640	$ 16,849	$ 36,195
Assigned	142,419	175,008	–	–	–	–	–	–	–	–
Unassigned	6,578,822	6,545,825	6,977,764	7,271,432	7,501,962	7,900,225	8,468,792	8,856,806	10,073,204	10,413,294
Total general fund	$ 6,725,283	$ 6,771,394	$ 6,982,569	$ 7,273,045	$ 7,517,393	$ 7,912,618	$ 8,490,127	$ 8,880,446	$ 10,090,053	$ 10,449,489
Nonspendable	$ –	$ 590	$ –	$ –	$ 450	$ 920	$ 1,205	$ 1,801	$ 295	$ 52
Restricted	17,606,291	19,148,705	15,295,400	18,484,179	18,377,993	18,187,321	19,369,642	19,957,595	27,518,666	17,331,642
Committed	946,312	927,557	743,944	890,603	1,041,932	1,226,234	1,631,444	1,184,262	1,326,070	1,611,150
Assigned	9,962,381	10,719,398	10,651,554	12,645,683	13,331,150	13,394,815	14,094,178	15,297,043	18,886,283	17,358,673
Unassigned	(456,692)	(282,159)	(110,979)	(556,135)	(87,659)	–	–	–	–	–
Total all other governmental funds	$ 28,058,292	$ 30,514,091	$ 26,579,919	$ 31,464,330	$ 32,663,866	$ 32,809,290	$ 35,096,469	$ 36,440,701	$ 47,731,314	$ 36,301,517

City of Ramsey
Changes in Fund Balances of Governmental Funds
Last Ten Fiscal Years
(modified accrual basis of accounting)

	Fiscal Year									
	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Revenues										
Property taxes	$ 11,545,803	$ 10,490,825	$ 9,544,771	$ 10,175,399	$ 10,684,896	$ 11,150,611	$ 12,416,534	$ 12,872,234	$ 13,682,348	$ 14,846,572
Franchise fees	-	-	-	-	-	-	-	-	423,045	2,071,476
Special assessments	436,854	370,791	326,465	468,844	444,235	959,217	559,599	1,025,527	484,810	766,131
Licenses and permits	534,910	718,875	458,532	784,954	526,008	732,129	1,031,944	901,222	850,504	917,645
Intergovernmental revenue	3,736,095	2,919,701	2,615,851	2,052,791	1,795,988	2,213,034	2,947,966	1,518,639	5,793,188	1,610,478
Charges for services	1,681,400	877,849	966,951	1,779,697	1,298,085	1,469,703	2,355,969	1,892,517	1,246,378	2,038,120
Fines and forfeits	75,562	73,110	72,216	60,236	66,410	59,701	46,651	49,479	34,735	51,153
Investment earnings (charges)	468,032	(403,836)	965,382	416,508	276,142	447,200	570,243	1,104,969	1,020,655	(161,690)
Other	1,909,229	1,402,508	596,208	10,679,794	773,836	707,675	765,601	1,036,319	842,747	1,064,495
Total Revenues	20,387,885	16,449,823	15,546,376	26,418,223	15,865,600	17,739,270	20,694,507	20,400,906	24,378,410	23,204,380
Expenditures										
General government	18,291,512	2,837,610	3,175,959	3,119,273	3,537,925	4,031,933	4,212,365	4,358,408	4,849,293	3,941,404
Public safety	3,860,697	3,740,132	3,809,209	4,011,871	4,234,482	4,727,493	4,788,902	5,360,402	5,967,770	6,415,511
Highways and streets	4,391,415	3,883,519	2,930,144	1,815,409	2,199,615	2,542,463	2,390,707	2,528,216	2,068,827	2,164,326
Culture and recreation	836,452	1,013,089	1,004,750	1,428,116	1,478,090	1,960,624	1,291,816	1,281,153	1,476,727	1,417,251
Economic development	-	-	-	-	-	-	-	-	481,858	2,140,267
Capital outlay	3,370,128	705,383	3,688,952	6,314,573	2,756,193	1,922,947	3,568,285	1,505,922	7,406,231	16,026,400
Debt service										
Principal	1,485,000	1,315,000	1,580,000	8,780,000	1,735,000	2,085,000	2,100,000	2,280,000	4,045,000	1,930,000
Interest	2,681,176	1,213,120	1,179,859	1,103,614	965,474	967,281	923,125	854,188	873,623	851,152
Total Expenditures	34,916,380	14,707,853	17,368,873	26,572,856	16,906,779	18,237,741	19,275,200	18,168,289	27,169,329	34,886,311
Excess (deficiency) of revenues over expenditures	(14,528,495)	1,741,970	(1,822,497)	(154,633)	(1,041,179)	(498,471)	1,419,307	2,232,617	(2,790,919)	(11,681,931)
Other financing sources (uses)										
Debt issued	7,320,000	635,000	875,000	5,085,000	1,650,000	895,000	1,175,000	–	9,055,000	–
Refunding debt issued	16,875,000	–	–	–	–	–	–	–	–	9,845,000
Payments on refunded debt	(17,227,352)	–	(2,895,000)	–	–	–	–	–	–	(10,510,000)
Premium on debt issues	284,907	–	–	111,606	69,482	5,590	35,246	–	4,068	809,201
Proceeds on sale of capital assets	11,753	12,940	–	8,914	–	5,530	75,047	8,428	2,372	46,443
Transfers in	6,237,727	2,606,637	2,329,539	3,642,196	2,183,931	1,536,025	1,447,137	1,714,327	11,238,331	2,049,840
Transfers (out)	(6,130,227)	(2,494,637)	(2,210,039)	(3,518,196)	(1,418,350)	(1,403,025)	(1,287,049)	(2,220,821)	(5,008,632)	(1,628,914)
Total other financing sources (uses)	7,371,808	759,940	(1,900,500)	5,329,520	2,485,063	1,039,120	1,445,381	(498,066)	15,291,139	611,570
Net change in fund balances	$ (7,156,687)	$ 2,501,910	$ (3,722,997)	$ 5,174,887	$ 1,443,884	$ 540,649	$ 2,864,688	$ 1,734,551	$ 12,500,220	$ (11,070,361)
Debt service as a percentage of noncapital expenditures	13.21%	18.05%	20.17%	48.79%	19.08%	18.71%	19.25%	18.81%	24.89%	14.75%

City of Ramsey
General Governmental Tax Revenues By Source
Last Ten Fiscal Years
(modified accrual basis of accounting)

Fiscal Year	Property Tax	Tax Increment	Franchise Fees	Total
2012	$ 8,842,038	$ 2,703,765	$ -	$ 11,545,803
2013	8,256,221	2,234,604	-	10,490,825
2014	8,876,590	668,181	-	9,544,771
2015	9,504,143	671,256	-	10,175,399
2016	9,984,895	700,001	-	10,684,896
2017	10,437,665	712,946	-	11,150,611
2018	11,432,770	983,764	-	12,416,534
2019	11,797,398	1,074,836	-	12,872,234
2020	12,453,173	1,229,175	423,045	14,105,393
2021	13,091,658	1,754,914	2,071,476	16,918,048

City of Ramsey
Taxable Market Value and Estimated Actual Value of Taxable Property
Last Ten Fiscal Years

Fiscal Year Ended Dec 31	Real Property		Personal Property	Total Taxable Market Value	Tax Capacity Value	Total Direct Tax Rate	Estimated Actual Value	Tax Capacity Value as a Percentage of Market Value
	Residential Property	Commercial Property	Other					
2012	$ 1,475,770,635	$ 282,627,300	$ 17,640,900	$ 1,776,038,835	$ 19,881,220	44.174	$ 1,939,707,200	1.12%
2013	1,360,374,300	257,979,400	18,811,000	1,637,164,700	18,068,054	44.290	1,806,808,800	1.10%
2014	1,362,070,464	245,491,800	17,567,700	1,625,129,964	19,356,717	44.237	1,795,975,400	1.19%
2015	1,598,276,536	251,254,300	16,579,800	1,866,110,636	21,196,036	42.259	2,025,977,100	1.14%
2016	1,680,308,461	259,553,800	20,929,000	1,960,791,261	22,262,546	43.316	2,116,664,200	1.14%
2017	1,788,112,555	272,746,700	21,166,600	2,082,025,855	23,635,124	42.454	2,236,219,500	1.14%
2018	2,017,773,356	276,246,500	24,178,500	2,318,198,356	26,075,064	41.730	2,460,843,300	1.12%
2019	2,173,440,579	298,573,500	27,720,100	2,499,734,179	28,214,447	40.355	2,645,430,600	1.13%
2020	2,364,387,414	320,472,500	29,789,700	2,714,649,614	30,594,502	39.592	2,856,636,800	1.13%
2021	2,546,762,283	332,693,800	31,551,800	2,911,007,883	32,823,984	39.251	3,043,492,300	1.13%

Note: The tax capacity value of property is calculated by applying a statutory formula to the estimated market value of the property.
Source: Anoka County records were the source of taxable market value and estimated actual values.

City of Ramsey
Property Tax Rates (1)
Direct and Overlapping (2) Governments
Last Ten Fiscal Years

	City of Ramsey			County	School District		Other	Total	
Fiscal Year	General Operating Levy	Debt Service Levy	Total City Levy	Anoka County	ISD No 11	ISD No 728	Special Taxing Districts (3)	Direct & Overlapping Rates-ISD No 11	Direct & Overlapping Rates-ISD No 728
Tax rates per $100 of tax capacity									
2012	37.186	6.988	44.174	43.298	23.325	45.548	4.124	114.921	137.144
2013	41.500	2.790	44.290	45.453	26.751	51.290	4.146	120.640	145.179
2014	37.073	7.164	44.237	44.495	28.265	51.286	6.031	123.028	146.049
2015	36.208	6.051	42.259	38.443	22.482	42.483	5.226	108.410	128.411
2016	36.185	7.131	43.316	39.398	20.885	39.266	5.448	109.047	127.428
2017	35.564	6.890	42.454	37.273	18.590	36.659	5.087	103.404	121.473
2018	34.830	6.900	41.730	35.820	18.392	36.137	4.902	100.844	118.589
2019	34.483	5.872	40.355	34.908	16.330	32.865	4.619	96.212	112.747
2020	34.063	5.529	39.592	33.483	16.948	34.371	4.361	94.384	111.807
2021	33.882	5.369	39.251	31.567	16.152	31.717	4.236	91.206	106.771

Source: Anoka County records

(1) Information reflects total tax rates levied by each entity. Tax rates are expressed as a percent of "net tax capacity." A property's tax capacity is determined by multiplying its taxable market value by a state-determined class rate. Class rates vary by property type and change periodically based on state legislation.

(2) Overlapping rates are those of local and county governments that apply to property owners within the City of Ramsey. Not all overlapping rates apply to all City of Ramsey property owners (e.g., the rates for special districts may apply only to the proportion of the government's property owners whose property is located within the geographic boundaries of the special district.)

(3) Other taxing districts include the Metropolitan Council, Regional Transit Area, Mosquito Control, and the Anoka County Regional Railroad Authority.

City of Ramsey
Principal Property Taxpayers
Current Year And Nine Years Ago

Taxpayer	2021 Taxable Market Value	2021 Rank	2021 Percentage of Total Taxable Market Value	2012 Taxable Market Value	2012 Rank	2012 Percentage of Total Taxable Market Value
Residence at the COR Apartments	$ 33,275,950	1	1.14%	$ –	–	N/A
Connexus Energy/Anoka Electric	25,871,950	2	0.89%	20,112,200	1	1.13%
PSD LLC/Affinity at Ramsey	25,042,650	3	0.86%	6,263,500	7	0.35%
Minnegasco/Centerpoint	24,848,650	4	0.85%	5,941,500	8	0.33%
Life Fitness LLC	22,055,050	5	0.76%	–	–	N/A
Northstar Marketplace Station	15,181,500	6	0.52%	–	–	N/A
Parkview East, LLC	13,376,600	7	0.46%	–	–	N/A
Knoll Properties	12,178,250	8	0.42%	–	–	N/A
Cars-DB4/Lazydays RV	11,782,850	9	0.40%	–	–	N/A
Vision Ease/Insight Equity	10,078,600	10	0.35%	–	–	N/A
S & A Partners, LLC	–	–	N/A	11,985,700	2	0.67%
Sophia-Ramsey LLC	–	–	N/A	8,599,300	3	0.48%
Brunswick Corporation	–	–	N/A	8,447,200	4	0.48%
21st Century Bank	–	–	N/A	7,352,700	5	0.41%
Insight Equity APX	–	–	N/A	6,995,200	6	0.39%
Zero-Zone Refrigeration	–	–	N/A	5,104,800	9	0.29%
Molin Concrete	–	–	N/A	4,569,100	10	0.26%
Total principal property taxpayers	$ 193,692,050		6.65%	$ 85,371,200		4.81%

Source: County Board of Equalization and Assessment

City of Ramsey
Property Tax Levies and Collections (1)
Last Ten Fiscal Years

Fiscal Year Ended December 31	Total Tax Levy for Fiscal Year	Collected within the Fiscal Year of the Levy (2)		Collections in Subsequent Years	Total Collections to Date	
		Amount	Percentage of Levy		Amount	Percentage of Levy
2012	$ 8,782,330	$ 8,616,750	98.11%	$ 165,107	$ 8,781,857	99.99%
2013	8,185,481	7,961,650	97.27%	222,872	8,184,522	99.99%
2014	8,772,143	8,649,053	98.60%	122,079	8,771,132	99.99%
2015	9,407,821	9,330,900	99.18%	74,940	9,405,840	99.98%
2016	9,971,075	9,890,058	99.19%	78,968	9,969,026	99.98%
2017	10,479,058	10,409,108	99.33%	66,750	10,475,858	99.97%
2018	11,374,395	11,314,369	99.47%	54,109	11,368,478	99.95%
2019	11,831,335	11,736,217	99.20%	79,229	11,815,446	99.87%
2020	12,509,232	12,405,409	99.17%	–	12,405,409	99.17%
2021	13,009,808	12,956,334	99.59%	–	12,956,334	99.59%

Source: Anoka County records

(1) Includes general, debt service and EDA levy.

(2) Includes property tax credit collections shown in intergovernmental revenue.

City of Ramsey
Ratios of Outstanding Debt by Type
Last Ten Fiscal Years

Fiscal Year	Governmental Activities: General Obligation Bonded Debt	Governmental Activities: Unamortized Bond Premiums	Governmental Activities: Capital Equipment Certificates	Total Primary Government	Percentage of Personal Income(1)	Per Capita(1)
2012	$ 36,345,000	$ -	$ -	$ 36,345,000	5.02%	$ 1,525
2013	35,030,000	-	635,000	35,665,000	4.69%	1,467
2014	30,615,000	-	1,450,000	32,065,000	4.04%	1,286
2015	27,060,000	-	1,310,000	28,370,000	3.40%	1,108
2016	27,120,000	-	1,165,000	28,285,000	3.28%	1,093
2017	26,075,000	-	1,020,000	27,095,000	2.93%	1,032
2018	25,295,000	-	875,000	26,170,000	2.77%	989
2019	23,165,000	-	725,000	23,890,000	2.30%	883
2020	28,325,000	-	575,000	28,900,000	2.75%	1,060
2021	25,885,000	795,714	420,000	27,100,714	2.57%	970

Note: Details regarding the city's outstanding debt can be found in the notes to the basic financial statements.

(1) See the Schedule of Demographic and Economic Statistics for personal income and population data.

City of Ramsey
Ratios of General Bonded Debt Outstanding
Last Ten Fiscal Years

Fiscal Year	General Obligation Bonds	Unamortized Bond Premiums	Capital Equipment Certificates	Less: Amounts Available in Debt Service Fund (3)	Total	Percentage of Total Taxable Market Value of Property(1)	Per Capita(2)
2012	$ 36,345,000	$ -	$ -	$ 5,618,631	$ 30,726,369	1.73%	$ 1,289
2013	35,030,000	-	635,000	4,963,143	30,701,857	1.88%	1,263
2014	30,615,000	-	1,450,000	1,914,472	30,150,528	1.86%	1,209
2015	27,060,000	-	1,310,000	1,721,796	26,648,204	1.43%	1,041
2016	27,120,000	-	1,165,000	1,778,495	26,506,505	1.35%	1,025
2017	26,075,000	-	1,020,000	2,380,281	24,714,719	1.19%	941
2018	25,295,000	-	875,000	2,573,517	23,596,483	1.02%	892
2019	23,165,000	-	725,000	2,749,777	21,140,223	0.85%	781
2020	28,325,000	-	575,000	1,422,444	27,477,556	1.01%	1,008
2021	25,885,000	795,714	420,000	977,067	26,123,647	0.90%	935

Note: Details regarding the city's outstanding debt can be found in the notes to the basic financial statements.

(1) See the Schedule of Assessed Value and Estimated Actual Value of Taxable Property for property value data.

(2) Population data can be found in the Schedule of Demographic and Economic Statistics.

(3) The City is using governmental fund net position restricted for debt service. We believe this to be the best amount available to present a consistent net amount when refunding bonds are held for payment, which are not restricted on entity-wide statements due to conversion for full accrual accounting.

City of Ramsey
Direct and Overlapping Governmental Activities Debt
As of December 31, 2021

Governmental Unit	Debt Outstanding	Estimated Percentage Applicable(1)	Estimated Share of Overlapping Debt
Debt repaid with property taxes:			
Anoka County	$ 49,315,000	7.30%	$ 3,599,946
ISD No. 11, Anoka-Hennepin	251,620,000	9.82%	24,704,052
ISD No. 728, Elk River	302,775,000	3.44%	10,413,946
Metropolitan Council	193,320,000	0.69%	1,333,908
Subtotal, overlapping debt			40,051,852
City of Ramsey direct debt	27,100,714	100.00%	27,100,714
Total direct and overlapping debt			$ 67,152,566

Sources: Assessed value data used to estimate applicable percentages provided by the County Board of Equalization and Assessment. Debt outstanding data provided by the county.

Note: Overlapping governments are those that coincide, at least in part, with the geographic boundaries of the city. This schedule estimates the portion of the outstanding debt of those overlapping governments that is borne by the residents and businesses of the City of Ramsey. This process recognizes that, when considering the government's ability to issue and repay long-term debt, the entire debt burden borne by the residents and businesses should be taken into account. However, this does not imply that every taxpayer is a resident, and therefore responsible for repaying the debt, of each overlapping government.

(1) The percentage of overlapping debt applicable is estimated using taxable assessed property values. Applicable percentages were estimated by determining the portion of the county's taxable assessed value that is within the city's boundaries and dividing it by the county's total taxable assessed value.

City of Ramsey
Legal Debt Margin Information
Last Ten Fiscal Years

	Fiscal Year									
	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Debt Limit	$ 57,200,676	$ 53,252,703	$ 52,910,907	$ 59,662,374	$ 62,348,919	$ 65,840,919	$ 72,493,821	$ 77,913,726	$ 81,439,488	$ 87,330,236
Total net debt applicable to limit	15,675,147	15,993,070	16,141,727	19,191,513	18,316,143	17,454,836	16,444,851	15,298,888	23,195,703	21,803,268
Legal debt margin	$ 41,525,529	$ 37,259,633	$ 36,769,180	$ 40,470,861	$ 44,032,776	$ 48,386,083	$ 56,048,970	$ 62,614,838	$ 58,243,785	$ 65,526,968
Total net debt applicable to limit as a percentage of debt limit	27.40%	30.03%	30.51%	32.17%	29.38%	26.51%	22.68%	19.64%	28.48%	24.97%

Legal Debt Margin Calculation for Fiscal Year 2021

Taxable Market value		$ 2,911,007,883
Debt limit (3% of market value)		87,330,236
Debt applicable to limit:		
Total bonded debt and certificates	$ 26,305,000	
Less:		
Obligations issued with special assessments	(3,965,000)	
Amounts available in respective Debt Service Funds	(536,732)	
Total deductions	(4,501,732)	
		21,803,268
Legal debt margin		$ 65,526,968

Note: Under state finance law, the City of Ramsey's outstanding general obligation debt should not exceed 3 percent of total taxable market value. By law, the general obligation debt subject to the limitation may be offset by amounts set aside for repaying general obligation bonds.

City of Ramsey
Demographic and Economic Statistics
Last Ten Fiscal Years

Fiscal Year	Population (1)	Personal Income (2)	Per Capita Personal Income (3)	School Enrollment (4)	Unemployment Rate (5)
2012	23,835	$ 724,488,660	$ 30,396	3,714	5.2%
2013	24,306	760,381,280	31,754	4,979	5.0%
2014	24,935	793,032,740	31,804	5,012	5.3%
2015	25,598	834,034,036	32,582	5,126	3.8%
2016	25,868	863,189,292	33,369	5,217	3.7%
2017	26,251	925,584,009	35,259	5,410	3.0%
2018	26,462	945,222,640	35,720	5,449	2.5%
2019	27,051	1,037,649,309	38,359	5,464	3.2%
2020	27,263	1,049,407,396	38,492	5,395	4.4%
2021	27,946	1,056,470,584	37,804	5,346	2.2%

(1) Calculated based on census data and City of Ramsey community development estimates.

(2) Calculated based on Per Capita Personal Income (Anoka County average) times Ramsey population.

(3) U.S. Department of Commerce, Bureau of Economic Analysis - Anoka County Average.

(4) Source: US Census Bureau. Anoka-Hennepin School District #11 and Elk River School District #728. Only includes schools located in Ramsey City limits.

(5) Minnesota Department of Employment and Economic Development.

City of Ramsey
Principal Employers
Current Year And Nine Years Ago

	2021			2012		
Employer	Employees*	Rank	Percentage of Total City Employment**	Employees*	Rank	Percentage of Total City Employment
Anderson & Dahlen (Knoll Properties)	325	1	4.60%	150	4	2.84%
BMC/Hoya Vision Ease/Care	263	2	3.72%	355	1	6.71%
Life Fitness/Parabody Inc.	237	3	3.35%	350	2	6.62%
ISD No. 11 (located in Ramsey)	235	4	3.32%	135	5	2.55%
Showdown Displays	234	5	3.31%	–	–	N/A
Connexus Energy/Anoka Electric	217	6	3.07%	230	3	4.35%
Diamond Graphics	181	7	2.56%	100	9	1.89%
Delta ModTech	180	8	2.55%	–	–	N/A
Coborns Superstore	155	9	2.19%	–	–	N/A
Green Valley Greenhouse	155	9	2.19%	–	–	N/A
Zero Zone Refrigeration	–	–	N/A	130	6	2.46%
Altron Inc	–	–	N/A	120	7	2.27%
Waltek	–	–	N/A	108	8	2.04%
RJM Distributing	–	–	N/A	100	9	1.89%
Total	2,182		30.86%	1,778		33.62%

* Source: City Inquiries with Businesses / Full-time Equivalent

** Source 2021 Q3: DEED Employment; Workforce 7,070

City of Ramsey
Full-time Equivalent City Government Employees by Function
Last Ten Fiscal Years

	Fiscal Year									
Function	**2012**	**2013**	**2014**	**2015**	**2016**	**2017**	**2018**	**2019***	**2020**	**2021**
General government	18.60	16.00	20.00	19.13	17.36	18.36	18.86	18.92	19.10	19.20
Public safety										
Police										
Officers	23.00	22.00	22.00	24.00	24.00	26.26	26.26	27.00	27.00	29.00
Civilians	5.00	5.00	5.50	4.00	4.00	3.50	3.50	4.74	4.84	5.52
Fire										
Firefighters and officers	9.58	9.58	9.58	9.58	9.58	9.58	9.58	10.58	10.58	10.58
Civilians	0.50	0.50	0.50	0.50	1.00	0.70	0.70	0.70	0.70	0.70
Protective Inspections	1.00	2.00	3.25	3.75	3.75	3.75	3.25	2.81	2.81	3.82
Highways and streets										
Engineering	6.60	6.30	6.30	7.00	7.00	7.00	6.00	6.00	6.00	6.00
Streets	7.00	7.00	7.00	7.50	8.50	8.50	10.50	10.00	9.00	9.00
Maintenance	5.00	5.00	5.00	5.00	5.00	5.00	5.00	3.13	3.13	3.50
Culture and recreation	3.47	5.47	3.97	3.97	3.97	3.97	3.97	8.50	8.50	9.50
Water	2.00	4.00	3.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00
Total	81.75	82.85	86.10	88.43	88.16	90.62	91.62	96.38	95.66	100.82

Source: City Budget documents

* Beginning with 2019 reporting, several positions have moved between departments.

City of Ramsey
Operating Indicators by Function
Last Ten Fiscal Years

Function	Fiscal Year 2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Police*										
Number of arrests	416	465	377	358	273	255	289	331	292	331
Motor Vehicle Accidents	471	493	279	279	289	162	466	423	335	403
Traffic violations	3,292	4,453	4,182	5,378	4,855	2,997	1,812	1,278	1,094	1,234
Fire										
Number of calls answered	459	443	486	460	498	698	821	975	1133	1301
Inspections**	303	205	177	196	134	158	194	508	209	414
Highways and streets										
Street resurfacing (miles)	22.00	14.50	14.25	15.74	19.84	13.41	15.45	16.27	2.52	7.3
Culture and recreation										
Park Acreage maintained	565	571	571	571	571	571	571	572	572	572
Trails/sidewalks maintained (miles)***	45	46	50	50	50	55	55	97	97	100
Water										
Number of connections	4,087	4,228	4,308	4,406	4,510	4,611	4,777	4,884	5,038	5,210
Water main breaks	–	–	–	–	1	–	–	–	–	–
Average daily consumption (gallons)	1,890,290	1,697,771	1,610,006	1,811,752	1,645,027	1,923,213	1,948,161	1,755,575	2,004,024	2,402,742

Source: Various City departments

* Beginning in 2018 new calculations and tracking processes were used for the Police statistics and are not able to be accurately used as comparisons to prior years.

** Beginning in 2019, inspections include all inspections done by Fire Department, including construction and building inspections.

*** In 2019 the trails were mapped with GIS and provided a more accurate number. This basis will be used going forward.

City of Ramsey
Capital Asset Statistics by Function
Last Ten Fiscal Years

Function	Fiscal Year 2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Public Safety										
Police:										
Stations	1	1	1	1	1	1	1	1	1	1
Patrol units	6	6	6	6	10	10	10	11	11	11
Fire stations	2	2	2	2	2	2	2	2	2	2
Highways and streets										
Streets (miles) *	172.88	172.88	172.88	182.04	183.27	184.70	186.01	186.59	187.80	188.55
Streetlights	659	659	1,060	1,166	1,179	1,194	1,213	1,226	1,243	1,255
Culture and recreation										
Parks acreage	565	565	565	565	585	585	585	586	586	586
Parks **	35	38	38	38	38	38	38	39	39	39
Tennis/pickleball courts ***	10	10	10	10	10	10	10	10	10	14
Water										
Water mains (miles)	90	90	91	91	91	94	97	98	99	100
Fire hydrants	1,030	1,030	1,045	1,047	1,047	1,079	1,100	1,150	1,160	1,194
Maximum daily capacity ****	5,256,000	5,256,000	5,256,000	5,256,000	5,256,000	5,256,000	5,256,000	4,837,000	4,837,000	6,300,000
Sewer										
Sanitary sewers (miles)	63	63	64	65	65	67	69	72	73	75
Storm sewers (miles)	28	34	36	39	43	46	47	54	55	62

Source: Various City departments

* Street (miles) were previously reported including unbuilt MSA segment roads.
Beginning in 2019 they will be excluded. 2019 MSA roads = 4.81 miles

** The city has 39 total parks with 32 receiving some form of maintenance

*** In 2021 pickleball courts were added.

**** Maximum water city is able to produce in 12 hour period

CITY OF RAMSEY
ANOKA COUNTY, MINNESOTA

Special Purpose Audit Reports

Year Ended
December 31, 2021

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CITY OF RAMSEY
ANOKA COUNTY, MINNESOTA

Special Purpose Audit Reports
Year Ended December 31, 2021

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MMKR
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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the City Council and Management
City of Ramsey, Minnesota

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Ramsey, Minnesota (the City) as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated June 1, 2022.

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

(continued)

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REPORT ON COMPLIANCE AND OTHER MATTERS

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards.*

PURPOSE OF THIS REPORT

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. Accordingly, this report is not suitable for any other purpose.

Malloy, Montague, Karnowski, Radosevich & Co., P.A.

Minneapolis, Minnesota
June 1, 2022

MMKR
CERTIFIED PUBLIC ACCOUNTANTS

PRINCIPALS
Thomas A. Karnowski, CPA
Paul A. Radosevich, CPA
William J. Lauer, CPA
James H. Eichten, CPA
Aaron J. Nielsen, CPA
Victoria L. Holinka, CPA/CMA
Jaclyn M. Huegel, CPA
Kalen T. Karnowski, CPA

INDEPENDENT AUDITOR'S REPORT

ON MINNESOTA LEGAL COMPLIANCE

To the City Council and Management
City of Ramsey, Minnesota

We have audited, in accordance with auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Ramsey, Minnesota (the City) as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated June 1, 2022.

MINNESOTA LEGAL COMPLIANCE

In connection with our audit, we noted that the City failed to comply with provisions of the contracting – bid laws section of the *Minnesota Legal Compliance Audit Guide for the Cities*, promulgated by the State Auditor pursuant to Minnesota Statutes § 6.65, insofar as they relate to accounting matters as described in the Schedule of Findings and Responses as finding 2021-001. Also, in connection with our audit, nothing came to our attention that caused us to believe that the City failed to comply with the provisions of the depositories of public funds and public investments, conflicts of interest, public indebtedness, claims and disbursements, miscellaneous provisions, and tax increment financing sections of the *Minnesota Legal Compliance Audit Guide for Cities*, insofar as they relate to accounting matters. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures, other matters may have come to our attention regarding the City's noncompliance with the above referenced provisions, insofar as they relate to accounting matters.

CITY'S RESPONSE TO FINDING

Government Auditing Standards requires the auditor to perform limited procedures on the City's response to the legal compliance finding identified in our audit and described in the accompanying Schedule of Findings and Responses. The City's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

PURPOSE OF THIS REPORT

The purpose of this report is solely to describe the scope of our testing of compliance and the results of that testing, and not to provide an opinion on compliance. Accordingly, this report is not suitable for any other purpose.

Malloy, Montague, Karnowski, Radosevich & Co., P.A.

Minneapolis, Minnesota
June 1, 2022

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CITY OF RAMSEY

Schedule of Findings and Responses
Year Ended December 31, 2021

A. FINANCIAL STATEMENT FINDINGS

None.

B. MINNESOTA LEGAL COMPLIANCE FINDINGS

2021-001 GROUP INSURANCE REQUEST FOR PROPOSAL

Criteria – Minnesota Statutes § 471.6161.

Condition – A city that provides group insurance for 25 or more employees shall request proposals from and enter into contracts with entities that in the judgment of a city are best qualified to provide coverage. The request for proposals shall be in writing and at a minimum shall include: coverage to be provided, criteria for evaluation of proposals, and the aggregate claims records for the appropriate period. Public notice of the request for proposals must be provided in a newspaper or trade journal at least 21 days before the final date for submitting proposals. The City of Ramsey, Minnesota (the City) did not comply with this statute for one group insurance contract entered into during fiscal year 2021.

Questioned Costs – Not applicable.

Context – One contract tested was not in compliance. The noncompliant contract was dental insurance.

Repeat Finding – This is a current year finding.

Cause – This was an oversight whereas the request for proposal processes are performed by a third party administrator and not performed in this case.

Effect – The City did not follow state statutes for group insurance request for proposals before entering into a new contract when the plan changed from employee-funded to city-funded.

Recommendation – We recommend that the City review group insurance request for proposal procedures and obtain required documentation for future contracts.

View of Responsible Official and Planned Corrective Actions – The City agrees with the finding. The City will review its procedures relating to group insurance request for proposal to ensure compliance in the future.

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Management Report

for

City of Ramsey
Anoka County, Minnesota

December 31, 2021

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MMKR
CERTIFIED PUBLIC ACCOUNTANTS

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To the City Council and Management
City of Ramsey, Minnesota

We have prepared this management report in conjunction with our audit of the City of Ramsey, Minnesota's (the City) financial statements for the year ended December 31, 2021. We have organized this report into the following sections:

- Audit Summary
- Governmental Funds Overview
- Enterprise Funds Overview
- Government-Wide Financial Statements
- Legislative Updates
- Accounting and Auditing Updates

We would be pleased to further discuss any of the information contained in this report or any other concerns that you would like us to address. We would also like to express our thanks for the courtesy and assistance extended to us during the course of our audit.

The purpose of this report is solely to provide those charged with governance of the City, management, and those who have responsibility for oversight of the financial reporting process comments resulting from our audit process and information relevant to city finances in Minnesota. Accordingly, this report is not suitable for any other purpose.

Malloy, Montague, Karnowski, Radosevich & Co., P.A.

Minneapolis, Minnesota
June 1, 2022

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AUDIT SUMMARY

The following is a summary of our audit work, key conclusions, and other information that we consider important or that is required to be communicated to the City Council, administration, or those charged with governance of the City.

OUR RESPONSIBILITY UNDER AUDITING STANDARDS GENERALLY ACCEPTED IN THE UNITED STATES OF AMERICA AND *GOVERNMENT AUDITING STANDARDS*

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City as of and for the year ended December 31, 2021. Professional standards require that we provide you with information about our responsibilities under auditing standards generally accepted in the United States of America and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information to you verbally and in our audit engagement letter, and in a separate letter dated March 29, 2022. Professional standards also require that we communicate the following information related to our audit.

PLANNED SCOPE AND TIMING OF THE AUDIT

We performed the audit according to the planned scope and timing previously discussed and coordinated in order to obtain sufficient audit evidence and complete an effective audit.

AUDIT OPINION AND FINDINGS

Based on our audit of the City's financial statements for the year ended December 31, 2021:

- We have issued an unmodified opinion on the City's basic financial statements.

- We reported no deficiencies in the City's internal control over financial reporting that we consider to be material weaknesses. It should be understood that internal controls are never perfected, and those controls, which protect the City's funds from such things as fraud and accounting errors, need to be continually reviewed by your management and modified as necessary.

- The results of our testing disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

- We reported one finding based on our testing of the City's compliance with Minnesota laws and regulations. For one group insurance contract tested, we were unable to verify if proper request for proposal procedures were completed.

OTHER OBSERVATIONS AND RECOMMENDATIONS

Land Held for Resale

The City currently holds a material amount of land for resale, which management reports at the lower of cost or acquisition value. City staff has also prepared a schedule comparing the current carrying value of these properties to estimated fair values provided by Anoka County to support these values. We recognize the City is working on an ongoing basis to utilize these assets in the best interest of the City. We recommend that the City continue to review these property values on an ongoing basis to ensure a proper reporting of city assets and financial activity between funds is accurately presented.

SIGNIFICANT ACCOUNTING POLICIES

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in Note 1 of the notes to the basic financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year ended December 31, 2021.

We noted no transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

ACCOUNTING ESTIMATES AND MANAGEMENT JUDGMENTS

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

- **Value of Land Held for Resale** – Management's estimates of these assets are based on net realizable value (lower of cost or acquisition value).

- **Depreciation** – Management's estimates of depreciation expense are based on the estimated useful lives of the assets.

- **Compensated Absences** – Management's estimate is based on current rates of pay, compensated absence balances, and the likelihood that sick leave will ultimately be paid at termination.

- **Total Other Post-Employment Benefit (OPEB) and Net Pension Liabilities** – The City has recorded liabilities and activity for pension benefits and OPEB. These obligations are calculated using actuarial methodologies described in Governmental Accounting Standards Board Statement Nos. 68 and 75. These actuarial calculations include significant assumptions, including projected changes, healthcare insurance costs, investment returns, retirement ages, proportionate share, and employee turnover.

We evaluated the key factors and assumptions used by management to develop these estimates in determining that they are reasonable in relation to the basic financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The disclosures included in the notes to the basic financial statements related to OPEB and pension benefits are particularly sensitive, due to the materiality of the liabilities, and the large and complex estimates involved in determining the disclosures.

The financial statement disclosures are neutral, consistent, and clear.

DIFFICULTIES ENCOUNTERED IN PERFORMING THE AUDIT

We encountered no significant difficulties in dealing with management in performing and completing our audit.

CORRECTED AND UNCORRECTED MISSTATEMENTS

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. There were no misstatements detected as a result of audit procedures that were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

DISAGREEMENTS WITH MANAGEMENT

For purposes of this report, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

MANAGEMENT REPRESENTATIONS

We have requested certain representations from management that are included in the management representation letter dated June 1, 2022.

MANAGEMENT CONSULTATIONS WITH OTHER INDEPENDENT ACCOUNTANTS

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the City's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

OTHER AUDIT FINDINGS OR ISSUES

We generally discuss a variety of matters, including the application of accounting principles and auditing standards with management each year prior to retention as the City's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

OTHER MATTERS

We applied certain limited procedures to the management's discussion and analysis (MD&A) and the remaining pension and OPEB-related required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the combining and individual fund statements and schedules, reported as supplementary information accompanying the financial statements, which are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplemental information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the introductory section and the statistical section, which accompany the financial statements, but are not RSI. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

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GOVERNMENTAL FUNDS OVERVIEW

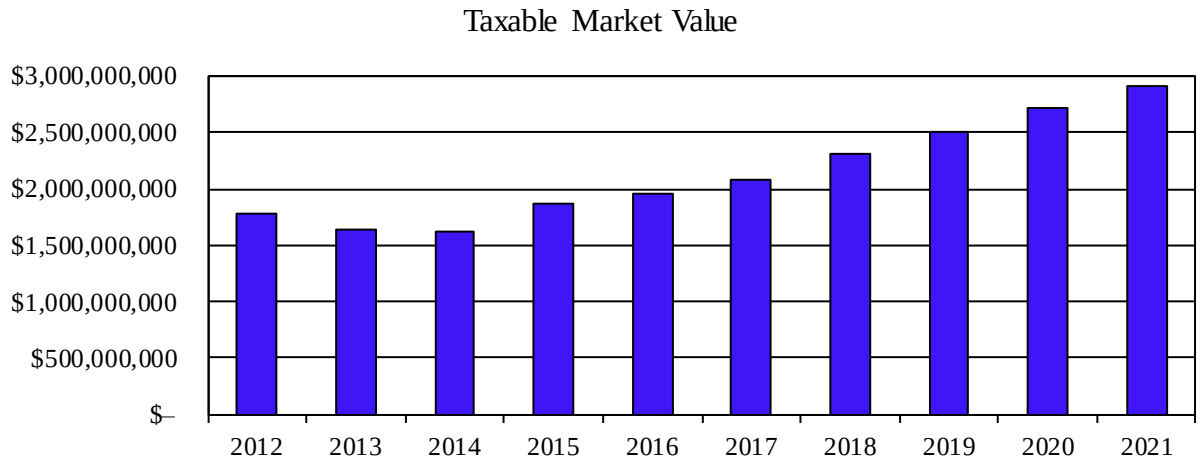
This section of the report provides you with an overview of the financial trends and activities of the City's governmental funds, which includes the General, special revenue, debt service, and capital project funds. These funds are used to account for the basic services the City provides to all of its citizens, which are financed primarily with property taxes. The governmental fund information in the City's financial statements focuses on budgetary compliance and the sufficiency of each governmental fund's current assets to finance its current liabilities.

PROPERTY TAXES

Minnesota cities rely heavily on local property tax levies to support their governmental fund activities. For the 2020 fiscal year, local ad valorem property tax levies provided 40.9 percent of the total governmental fund revenues for cities over 2,500 in population, and 36.5 percent for cities under 2,500 in population. Total property taxes levied by all Minnesota cities for taxes payable in 2021 increased 4.0 percent compared to the prior year, and 5.9 percent for taxes payable in 2022.

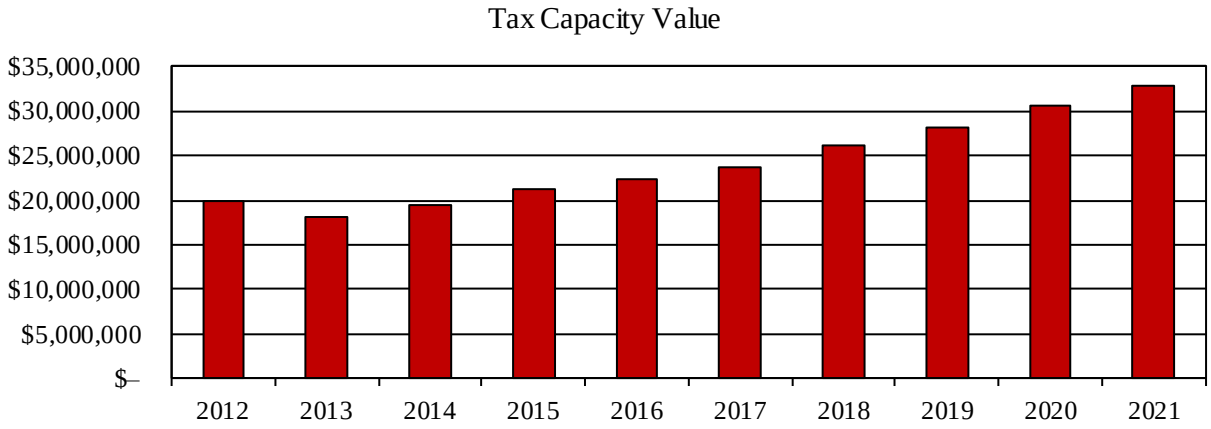
The total tax capacity value of property in Minnesota cities increased about 6.3 percent for the 2021 levy year. The tax capacity values used for levying property taxes are based on the assessed market values for the previous fiscal year (e.g., tax capacity values for taxes levied in 2021 were based on assessed market values as of January 1, 2020), so the trend of change in these tax capacity values lags somewhat behind the housing market and economy in general.

The City's taxable market value increased 8.6 percent for taxes payable in 2020 and increased 7.2 percent for taxes payable in 2021. The following graph shows the City's changes in taxable market value over the past 10 years:



Tax capacity is considered the actual base available for taxation. It is calculated by applying the state's property classification system to each property's market value. Each property classification, such as commercial or residential, has a different calculation and uses different rates. Consequently, a city's total tax capacity will change at a different rate than its total market value, as tax capacity is affected by the proportion of a its tax base that is in each property classification from year-to-year, as well as legislative changes to tax rates. The City's tax capacity increased 8.4 percent for 2020 and increased 7.3 percent for 2021.

The following graph shows the City's change in tax capacities over the past 10 years:



The following table presents the average tax rates applied to city residents for each of the last three levy years:

Rates Expressed as a Percentage of Net Tax Capacity

	City of Ramsey		
	2019	2020	2021
Average tax rate			
City	40.4	39.6	39.3
County	34.9	33.5	31.6
School	16.3	16.9	16.2
Special taxing	4.6	4.4	4.2
Total	96.2	94.4	91.3

The school tax rate for Independent School District No. 11, Anoka-Hennepin, was used for the above table.

The overall decrease in the average tax rate was spread across all of the taxing authorities, as presented in the table above. The improvement in tax capacity values, previously discussed, contributed to the change in the City's average tax rate.

GOVERNMENTAL FUND BALANCES

The following table summarizes the changes in the fund balances of the City's governmental funds during the year ended December 31, 2021, presented both by fund balance classification and by major fund:

Governmental Fund Changes in Fund Balance

	Fund Balance as of December 31, 2021	Fund Balance as of December 31, 2020	Change
Fund balances of governmental funds			
Total by classification			
Nonspendable	$ 36,247	$ 17,144	$ 19,103
Restricted	17,331,642	27,518,666	(10,187,024)
Committed	1,611,150	1,326,070	285,080
Assigned	17,358,673	18,886,283	(1,527,610)
Unassigned	10,413,294	10,073,204	340,090
Total governmental funds	$ 46,751,006	$ 57,821,367	$ (11,070,361)
Total by fund			
Major funds			
General	$ 10,449,489	$ 10,090,053	$ 359,436
Special revenue funds			
Tax Increment	5,043,300	5,308,619	(265,319)
COR Land	8,148,079	8,148,079	–
Private Developer	–	–	–
Federal Relief	–	–	–
Capital Project Fund			
State-Aid Construction	1,510,635	1,932,311	(421,676)
Pavement Management Program	1,706,619	1,504,581	202,038
Public Works Campus	1,251,372	13,133,106	(11,881,734)
Nonmajor funds	18,641,512	17,704,618	936,894
Total governmental funds	$ 46,751,006	$ 57,821,367	$ (11,070,361)

As reflected in the table above, total governmental fund balance decreased by $11,070,361. The decrease was largely in restricted and assigned amounts that were spent in the current year with the construction of the new public works campus as also reflected in the decrease in this major fund.

GOVERNMENTAL FUNDS REVENUE

The following table presents the per capita revenue of the City's governmental funds for the past three years, along with state-wide averages.

We have included the most recent comparative state-wide averages available from the Office of the State Auditor to provide a benchmark for interpreting the City's data. The amounts received from the typical major sources of governmental fund revenue will naturally vary between cities based on factors such as a city's stage of development, location, size and density of its population, property values, services it provides, and other attributes. It will also differ from year-to-year, due to the effect of inflation and changes in its operation. Also, certain data in these tables may be classified differently than how they appear in the City's financial statements in order to be more comparable to the state-wide information, particularly in separating capital expenditures from current expenditures.

We have designed this section of our management report using per capita data in order to better identify unique or unusual trends and activities of the City. We intend for this type of comparative and trend information to complement, rather than duplicate, information in the MD&A. An inherent difficulty in presenting per capita information is the accuracy of the population count, which for most years is based on estimates.

Governmental Funds Revenue per Capita
With State-Wide Averages

	State-Wide		City of Ramsey		
Year	2019	2020	2019	2020	2021
Population	20,000–100,000	20,000–100,000	27,051	27,263	27,946
Property taxes	$ 512	$ 537	$ 436	$ 457	$ 468
Tax increments	44	44	40	45	63
Franchise fees	50	46	–	16	74
Special assessments	53	54	38	18	27
Licenses and permits	51	46	33	31	33
Intergovernmental revenues	201	273	56	212	58
Charges for services	115	91	70	46	73
Other	79	69	81	70	34
Total revenue	$ 1,105	$ 1,160	$ 754	$ 895	$ 830

The City's governmental funds have generated significantly less revenue per capita in total than other Minnesota cities in its population class. A city's stage of development, along with the way a city finances various capital projects, will impact the mix of revenue sources it receives.

The City's governmental fund revenues for 2021 were $23,204,380, a decrease of $1,174,030 from the prior year. On a per capita basis, the City received $830 in governmental fund revenue for 2021, a decrease of $65 from the prior year. The largest change was the $154 per capita decrease in intergovernmental revenues, due to the City receiving a $2,038,029 federal Coronavirus Relief Fund (CRF) grant entitlement in 2020 to provide assistance to the community and fund unanticipated COVID-19-related expenses. Other sources were down within the current year, largely due to reduced investment returns and market changes in the current year. Remaining categories were generally up from the prior year, with ongoing development activities and increasing property values in the current year.

GOVERNMENTAL FUND EXPENDITURES

The expenditures of governmental funds will also vary from state-wide averages and from year-to-year, based on the City's circumstances. Expenditures are classified into three types as follows:

- **Current** – These are typically the general operating type expenditures occurring on an annual basis, and are primarily funded by general sources, such as taxes and intergovernmental revenues.

- **Capital Outlay and Construction** – These expenditures do not occur on a consistent basis, more typically fluctuating significantly from year-to-year. Many of these expenditures are project-oriented, and are often funded by specific sources that have benefited from the expenditure, such as special assessment improvement projects.

- **Debt Service** – Although the expenditures for debt service may be relatively consistent over the term of the respective debt, the funding source is the important factor. Some debt may be repaid through specific sources, such as special assessments or redevelopment funding, while other debt may be repaid with general property taxes.

The City's expenditures per capita of its governmental funds for the past three years, together with state-wide averages, are presented in the following table:

Governmental Funds Expenditures per Capita
With State-Wide Averages

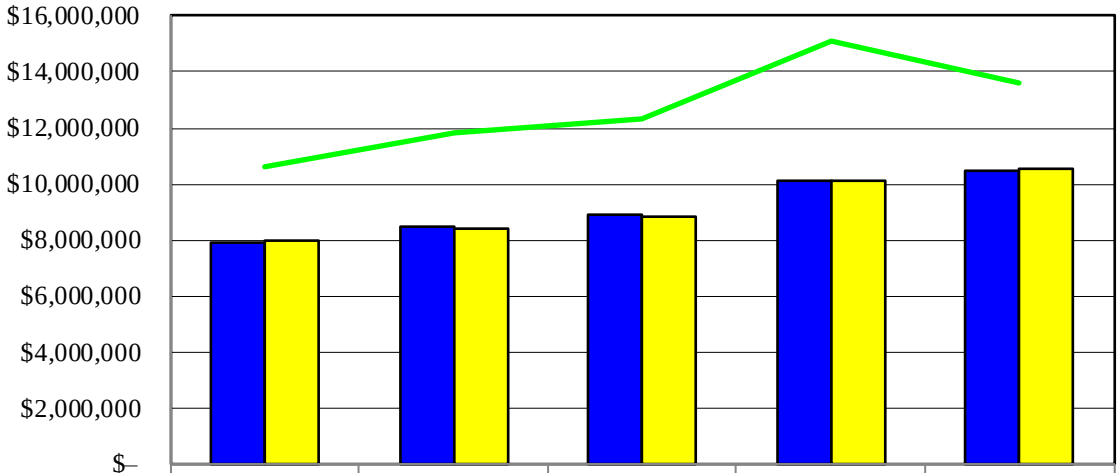
	State-Wide		City of Ramsey		
Year	2019	2020	2019	2020	2021
Population	20,000–100,000	20,000–100,000	27,051	27,263	27,946
Current					
General government	$ 107	$ 118	$ 161	$ 178	$ 141
Public safety	306	320	198	219	230
Public works	119	112	93	76	77
Recreation	106	95	47	54	51
All other	97	104	–	18	77
	735	749	499	545	576
Capital outlay and construction	355	331	56	272	573
Debt service					
Principal	88	91	84	148	69
Interest and fiscal	28	33	32	32	30
	116	124	116	180	99
Total expenditures	$ 1,206	$ 1,204	$ 671	$ 997	$ 1,248

Total expenditures in the City's governmental funds for 2021 were $34,886,311, an increase of $7,716,982 from the prior year. On a per capita basis, the City expended a total of $1,248 in 2021. Current expenditures increased $31 per capita over the prior year, with more public safety and economic development spending in the current year. With more projects in the current year, including the public works campus project, capital spending was $301 more per capita than the prior year. Debt service spending decreased by $81 per capita as planned, with debt financing agreements and the prepayment of bonds in the prior year.

GENERAL FUND

The City's General Fund accounts for the financial activity of the basic services provided to the community. The primary services included within this fund are the administration of the municipal operation, police and fire protection, building inspection, streets and highway maintenance, and parks and recreation. The graph below illustrates the change in the General Fund financial position over the last five years. We have also included a line representing annual revenues to reflect the change in the size of the General Fund operation over the same period.

General Fund Financial Position
Year Ended December 31,



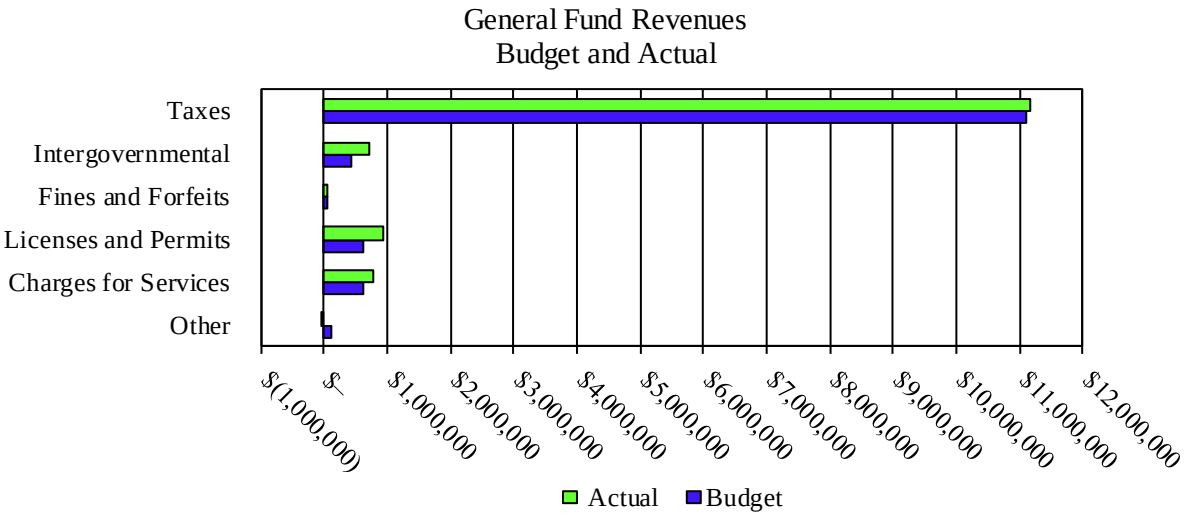
	2017	2018	2019	2020	2021
Fund Balance	$7,912,618	$8,490,127	$8,880,446	$10,090,053	$10,449,489
Cash (Net)	$8,004,958	$8,422,544	$8,846,081	$10,098,653	$10,548,733
Revenue	$10,583,302	$11,856,968	$12,305,492	$15,101,548	$13,613,351

The City's General Fund cash and investments balance at December 31, 2021 was $10,548,733, an increase of $450,080 from the previous year. Total fund balance at year-end was $10,449,489, an increase of $359,436 from the prior year.

As the graph illustrates, the City has generally been able to maintain healthy cash and fund balance levels as the volume of financial activity has fluctuated. This is an important factor because a government, like any organization, requires a certain amount of equity to operate. A healthy financial position allows the City to avoid volatility in tax rates; helps minimize the impact of state funding changes; allows for the adequate and consistent funding of services, repairs, and unexpected costs; and is a factor in determining the City's bond rating and resulting interest costs. Maintaining an adequate fund balance has become increasingly important given the fluctuations in state funding for cities in recent years.

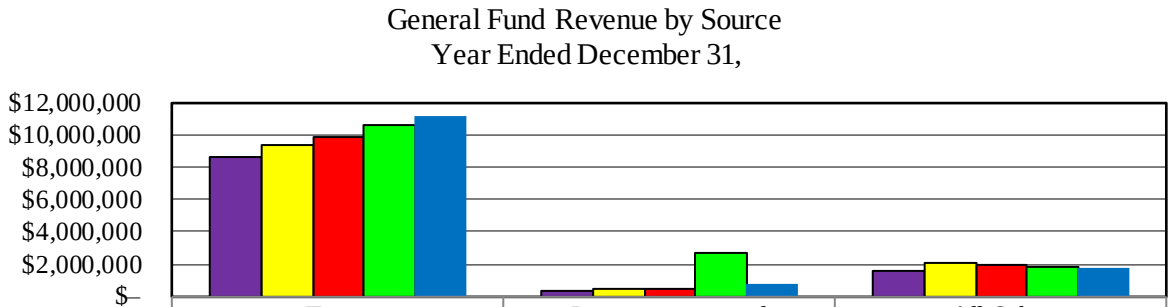
A trend that is typical to Minnesota local governments, especially the General Fund of cities, is the unusual cash flow experienced throughout the year. The City's General Fund cash disbursements are made fairly evenly during the year other than the impact of seasonal services, such as snowplowing, street maintenance, and park activities. Cash receipts of the General Fund are quite a different story. Taxes comprise about 82.2 percent of the fund's total annual revenue. Approximately half of these revenues are received by the City in July and the rest in December. Consequently, the City needs to have adequate cash reserves to finance its everyday operations between these payments.

The following graph reflects the City's General Fund revenue sources for 2021 compared to budget:



Total General Fund revenues for 2021 were $13,613,351, a decrease of $1,488,197 (9.9 percent) from the previous year, and $652,203 (5.0 percent) more than budget. The City's practice to conservatively budget for intergovernmental revenue, licenses and permits, and charges for services, along with active development in the City contributed to revenues surpassing budget.

The following graph presents the City's General Fund revenues by source for the last five years:

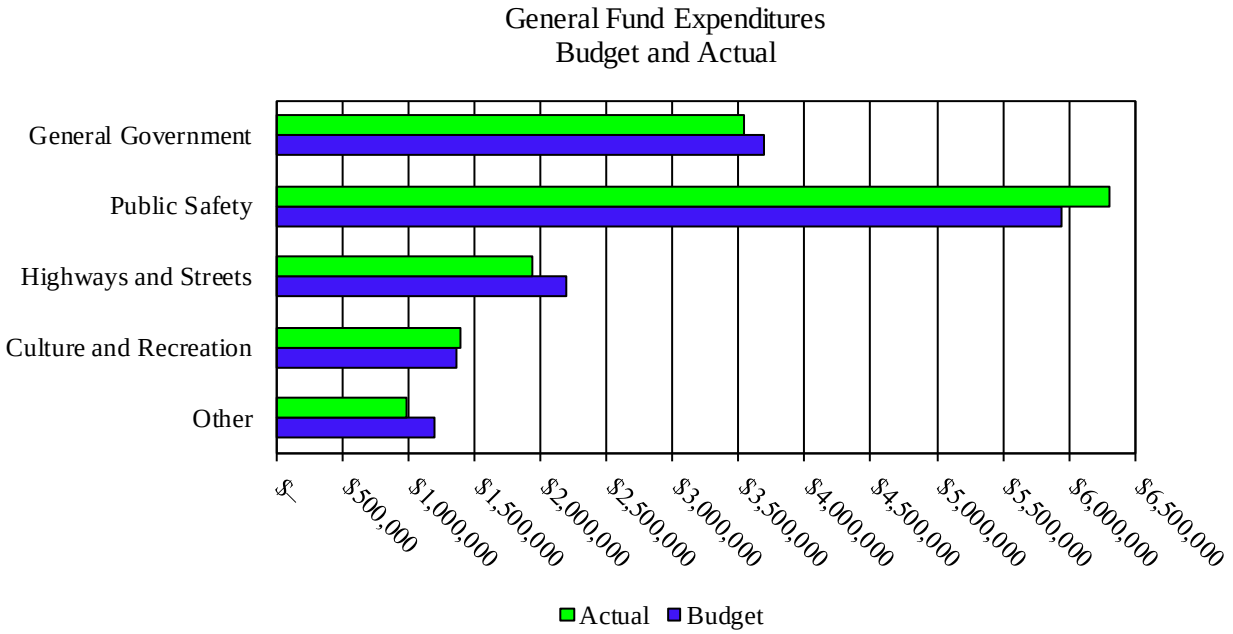


	Taxes	Intergovernmental	All Other
2017	$8,594,143	$375,045	$1,614,114
2018	$9,411,418	$418,106	$2,027,444
2019	$9,902,811	$442,366	$1,960,315
2020	$10,578,482	$2,679,428	$1,843,638
2021	$11,184,493	$706,660	$1,722,198

As presented in the graph above, property taxes account for 82.2 percent of General Fund revenues, which is up, as a percent, from fiscal 2020, due to significant pandemic-related federal funding in the prior year.

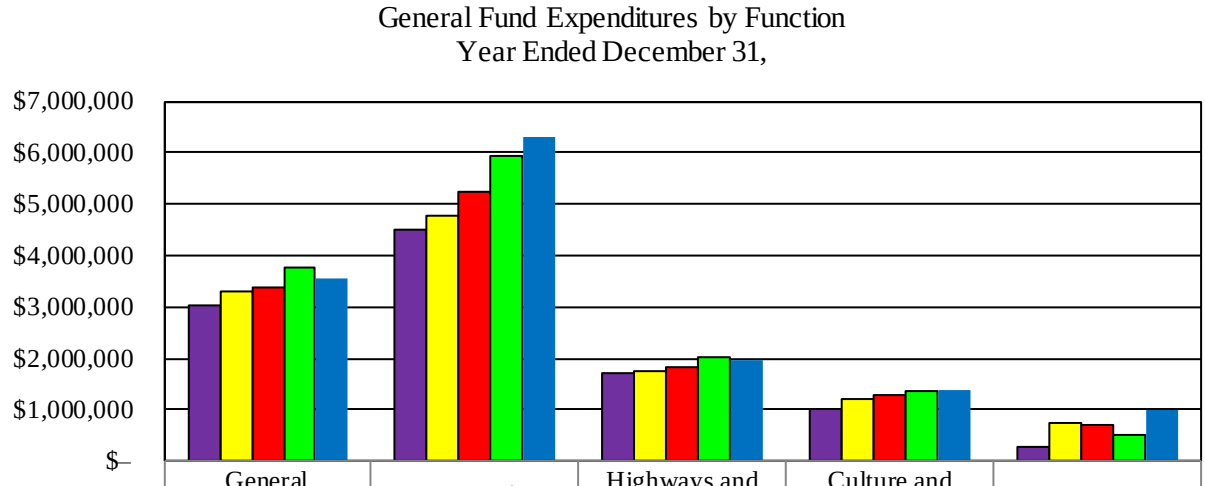
During 2021, tax sources increased by $606,011, due to an increase in the approved General Fund levy. Intergovernmental revenues decreased $1,972,768, mainly due to the federal CRF grant revenue that was received in the prior year. Remaining General Fund revenues were down $121,440, primarily due to changes in rates of return and market adjustments on the City's investment portfolio.

The following graph illustrates the components of General Fund spending for 2021 compared to budget:



General Fund expenditures totaled $14,166,403 in 2021, an increase of $593,617 (or 4.4 percent) from the prior year, and were $216,945 (or 1.5 percent) under the final budget. Underspending in general government, highways and streets, and other, were partially offset by amounts over budget in public safety and culture and recreation. Public safety was over budget, due to pension pass-through payments to the fire relief (off-set by intergovernmental revenues) and additional overtime spending required in the current year.

The following graph shows General Fund expenditures for the last five years:



	General Government	Public Safety	Highways and Streets	Culture and Recreation	Other
2017	$3,009,414	$4,499,681	$1,702,747	$1,019,376	$262,554
2018	$3,292,680	$4,788,902	$1,756,372	$1,190,099	$737,174
2019	$3,386,029	$5,244,827	$1,827,573	$1,266,338	$690,688
2020	$3,782,634	$5,928,188	$2,009,196	$1,355,711	$497,057
2021	$3,543,561	$6,305,076	$1,942,497	$1,397,460	$977,809

Natural inflationary increases and the continued growth in development in the City contributed to the overall increase in expenditures. Additional capital spending increased “Other” spending.

ENTERPRISE FUNDS OVERVIEW

The City maintains several enterprise funds to account for services the City provides that are financed primarily through fees charged to those utilizing the service. This section of the report provides you with an overview of the financial trends and activities of the City's enterprise funds, which include the Water, Sewer, Street Light, Recycling, and Storm Water Utility Funds.

The utility funds comprise a considerable portion of the City's activities. These funds help to defray overhead and administrative costs. We understand that the City is proactive in reviewing these activities on an ongoing basis and we want to reiterate the importance of continually monitoring these operations. Over the years, we have emphasized to our city clients the importance of these utility operations being self-sustaining, preventing additional burdens on general governmental funds. This would include the accumulation of net position for future capital improvements and to provide a cushion in the event of a negative trend in operations.

ENTERPRISE FUNDS FINANCIAL POSITION

The following table summarizes the changes in the financial position of the City's enterprise funds during the year ended December 31, 2021, presented both by classification and by fund:

Enterprise Funds Change in Financial Position

	Net Position as of December 31, 2021	Net Position as of December 31, 2020	Change
Net position of enterprise funds			
Total by classification			
Net investment in capital assets	$ 57,940,442	$ 56,166,921	$ 1,773,521
Unrestricted	48,126,205	44,568,513	3,557,692
Total enterprise funds	$ 106,066,647	$ 100,735,434	$ 5,331,213
Total by fund			
Water Utility	$ 55,720,428	$ 52,736,670	$ 2,983,758
Sewer Utility	31,436,866	30,186,399	1,250,467
Street Light Utility	1,752,929	1,738,463	14,466
Recycling Utility	425,477	430,956	(5,479)
Storm Water Utility	16,730,947	15,642,946	1,088,001
Total enterprise funds	$ 106,066,647	$ 100,735,434	$ 5,331,213

In total, the net position of the City's enterprise funds increased by $5,331,213 as presented in the table above. The current year increase was due to capital contributions received and positive operating results in total for the enterprise funds.

The following table presents five years of comparative operating results for each of the City's utility enterprise funds:

	Operating Results – Fiscal Year Ended December 31,				
	2017	2018	2019	2020	2021
Utility enterprise funds					
Water					
Operating revenue	$ 2,772,003	$ 3,484,687	$ 2,138,209	$ 2,541,651	$ 3,057,474
Operating expenses	1,396,021	1,590,737	1,481,163	1,657,356	1,772,358
Operating income	$ 1,375,982	$ 1,893,950	$ 657,046	$ 884,295	$ 1,285,116
Operating income as a percentage of operating revenue	49.6 %	54.4 %	30.7 %	34.8 %	42.0 %
Sewer					
Operating revenue	$ 1,784,755	$ 2,182,944	$ 1,672,072	$ 1,714,469	$ 1,805,614
Operating expenses	1,535,664	1,523,670	1,628,839	1,723,238	1,742,380
Operating income	$ 249,091	$ 659,274	$ 43,233	$ (8,769)	$ 63,234
Operating income (loss) as a percentage of operating revenue	14.0 %	30.2 %	2.6 %	(0.5) %	3.5 %
Street Light					
Operating revenue	$ 204,418	$ 211,360	$ 217,169	$ 216,545	$ 222,364
Operating expenses	159,378	160,952	171,619	169,463	178,576
Operating income	$ 45,040	$ 50,408	$ 45,550	$ 47,082	$ 43,788
Operating income as a percentage of operating revenue	22.0 %	23.8 %	21.0 %	21.7 %	19.7 %
Recycling					
Operating revenue	$ 310,471	$ 317,090	$ 319,940	$ 319,664	$ 440,097
Operating expenses	373,775	380,055	380,192	366,764	507,067
Operating income (loss)	$ (63,304)	$ (62,965)	$ (60,252)	$ (47,100)	$ (66,970)
Operating income (loss) as a percentage of operating revenue	(20.4) %	(19.9) %	(18.8) %	(14.7) %	(15.2) %
Storm Water					
Operating revenue	$ 958,960	$ 1,057,705	$ 1,168,494	$ 1,164,868	$ 1,197,572
Operating expenses	633,101	573,878	588,224	777,252	715,349
Operating income	$ 325,859	$ 483,827	$ 580,270	$ 387,616	$ 482,223
Operating income as a percentage of operating revenue	34.0 %	45.7 %	49.7 %	33.3 %	40.3 %

As displayed in the table above, each of the individual enterprise funds was able to report positive operating results for the year ended December 31, 2021, with the exception of the Recycling Fund. This loss was partially offset by the nonoperating county recycling grant.

Overall operating revenues totaled $6,723,121 in 2021, compared to $5,957,197 in the prior year. An increase in consumption with more households and seasonal changes, along with approved rate adjustments, contributed to the change over the prior year. The significant change in operating revenues beginning in 2019 was due to a reporting change to present developer connection fees as capital contributions. This reporting change primarily impacted the water and sewer utility operations. Overall operating expenses totaled $4,915,730 in 2021, compared to $4,694,073 in the prior year. Spending was up in supplies, other service charges, and depreciation, with an increase in population and households serviced by the City's utility system.

GOVERNMENT-WIDE FINANCIAL STATEMENTS

In addition to fund-based information, the current reporting model for governmental entities also requires the inclusion of two government-wide financial statements designed to present a clear picture of the City as a single, unified entity. These government-wide financial statements provide information on the total cost of delivering services, including capital assets and long-term liabilities.

STATEMENT OF NET POSITION

The Statement of Net Position essentially tells you what the City owns and owes at a given point in time, the last day of the fiscal year. Theoretically, net position represents the resources the City has leftover to use for providing services after its debts are settled. However, those resources are not always in spendable form, or there may be restrictions on how some of those resources can be used. Therefore, net position is divided into three components: net investment in capital assets, restricted, and unrestricted.

The following table presents the components of the City's net position as of December 31, 2021 and 2020, for governmental activities and business-type activities:

	As of December 31,		
	2021	2020	Change
Net position			
Governmental activities			
Net investment in capital assets	$ 57,322,004	$ 52,756,077	$ 4,565,927
Restricted	19,886,753	18,957,706	929,047
Unrestricted	22,741,842	22,499,652	242,190
Total governmental activities	99,950,599	94,213,435	5,737,164
Business-type activities			
Net investment in capital assets	$ 57,940,442	56,166,921	1,773,521
Unrestricted	48,126,205	44,568,513	3,557,692
Total business-type activities	106,066,647	100,735,434	5,331,213
Total net position	$ 206,017,246	$ 194,948,869	$ 11,068,377

Net position increased by $11,068,377 in the current year as presented above. At the end of the current fiscal year, the City is able to present positive balances in all categories of net position, both for the government as a whole, as well as for its separate governmental and business-type activities. The same situation held true for the prior fiscal year.

The increase in net position within governmental activities presents the overall operating results of the governmental funds, as previously discussed, along with the continued development and investment in infrastructure within the City. The current year construction of the public works campus contributed to the increase in net investment in capital assets for governmental activities. The change in net position of business-type activities is consistent with the change of the utility enterprise operations previously discussed.

STATEMENT OF ACTIVITIES

The Statement of Activities tracks the City's yearly revenues and expenses, as well as any other transactions that increase or reduce total net position. These amounts represent the full cost of providing services. The Statement of Activities provides a more comprehensive measure than just the amount of cash that changed hands, as reflected in the fund-based financial statements. This statement includes the cost of supplies used, depreciation of long-lived capital assets, and other accrual-based expenses.

The following table presents the change in the net position of the City for the years ended December 31, 2021 and 2020:

	2021			2020
	Expenses	Program Revenues	Net Change	Net Change
Net (expense) revenue				
Governmental activities				
General government	$ 4,568,229	$ 1,731,054	$ (2,837,175)	$ (4,167,472)
Public safety	6,363,724	1,723,429	(4,640,295)	(4,913,307)
Highways and streets	4,686,416	4,593,734	(92,682)	175,140
Culture and recreation	1,834,153	1,386,439	(447,714)	(1,473,010)
Economic development	2,140,267	–	(2,140,267)	(481,858)
Interest and fiscal charges	883,504	–	(883,504)	(839,444)
Business-type activities				
Water utility	1,772,358	4,873,121	3,100,763	1,722,354
Sewer utility	1,742,380	3,099,744	1,357,364	535,392
Street light utility	178,576	222,364	43,788	47,082
Recycling utility	507,067	503,047	(4,020)	(600)
Storm water utility	715,349	1,854,728	1,139,379	700,099
Total net (expense) revenue	$ 25,392,023	$ 19,987,660	(5,404,363)	(8,695,624)
General revenues				
Property taxes			14,761,012	13,744,948
Franchise fees			2,071,476	423,045
General grants and contributions			2,963	2,053,933
Investment earnings (charges)			(385,036)	2,427,076
Gain on sale of capital assets			22,325	2,372
Total general revenues			16,472,740	18,651,374
Change in net position			$ 11,068,377	$ 9,955,750

One of the goals of this statement is to provide a side-by-side comparison to illustrate the difference in the way the City's governmental and business-type operations are financed. The table clearly illustrates the dependence of the City's governmental operations on general revenues, such as property taxes and unrestricted grants. It also shows that, for the most part, the City's business-type activities are generating sufficient program revenues (service charges and program-specific grants) to cover expenses. This is critical given the current downward pressures on the general revenue sources.

The change in net (expense) revenue presented in the table above, when compared to the prior year, is primarily due to the amount of developer contributions and capital grants recognized from year-to-year. These contributions fluctuate with the size and number of completed development projects. The City's spending of federal CRF funding that was reported in general revenues, also impacted the comparison to prior year, as presented in the above table.

LEGISLATIVE UPDATES

As the first year of the fiscal biennium, the primary focus of the 2021 Minnesota legislative session would typically have been the development of the state's fiscal year (FY) 2022–2023 biennial budget. Positive news on the state's budget forecast entering the session, with projections for the end of the FY 2020–2021 biennium improving from a $2.4 billion shortfall predicted in a May 2020 special pandemic budget projection to a $940.0 million surplus predicted in the February 2021 budget and economic forecast, was expected to ease the budget process and relieve the pressure to make budget cuts during an already uncertain time. However, given the significant events of the preceding year, including the COVID-19 pandemic and death of George Floyd, the focus of the regular session shifted to legislation responding to the pressing issues that resulted from those events. The business of setting a biennial budget was ultimately not addressed until a June special session that ended in the early morning hours of July 1st.

The following is a brief summary of legislative changes from the 2021 session or previous legislative sessions potentially impacting Minnesota cities.

American Rescue Plan (ARP) Act – The federal ARP Act, signed into law in March 2021, provided federal economic recovery funding for federal, state, and local government responses to the COVID-19 pandemic. Minnesota local governments received approximately $2.1 billion in funding under the ARP Act, including $644.0 million awarded to 21 large cities (over 50,000 population) and $377.0 million awarded to cities and towns with a population below 50,000, with half distributed in FY 2021 and half in FY 2022. Local governments can use ARP Act funding in four broad categories: responding to public health and economic impacts; providing premium pay to essential workers; providing general government services to the extent of revenue loss; or investments in water, sewer, and broadband infrastructure.

Potential State Aid Enhancements – The 2021 Legislature increased state general fund base spending by approximately $1.3 billion. Included are funding increases for several programs potentially of benefit to Minnesota cities, including:

- A one-time appropriation of $5.5 million for supplemental aid to cities for FY 2022, to offset losses of local government aid (LGA) for 96 cities under the current formula. It is expected the Legislature will review and consider updating the LGA formula during the 2022 session.
- Annual appropriations of $1.8 million for the Greater Minnesota Business Development Public Infrastructure Grant Program, intended to bolster local economic growth by providing grant assistance to cities for public infrastructure needed to create and retain jobs.
- Annual appropriations of $2.5 million for local community childcare grants, intended to assist local communities to increase the number of childcare providers to support economic development.
- Allocating a total of $70.0 million from the state's ARP Act funds over the biennium ($35.0 million per year) to fund the Border-to-Border Broadband Grant Program, which provides grants to local governments for enhancing broadband availability.
- Annual allocations of $4.5 million for reimbursements to local governments for firefighter training and education costs.
- Annual allocations of $2.9 million for reimbursement to local governments for peace officer training costs.
- A one-time appropriation of $18.0 million for FY 2022 to the small cities assistance account to provide additional road repair funding for cities under 5,000 population.

Truth-in-Taxation Changes – Effective for property taxes payable in 2023 and thereafter, county auditors will be required to prepare a new statement for inclusion in its parcel-specific truth-in-taxation notices that contains summary budget information for the county, cities, and school districts for which they spread and collect tax levies. Cities with a population greater than 500 will be required to compile and provide current and proposed summary budget information to the county auditor, based on the summary budget information cities are required to submit each year to the Minnesota state auditor.

Tax Base Change for Low-Income Rental Property – Effective for assessment years 2022 and 2023, the first-tier limit for class 4d low-income rental property is reduced from $174,000 to $100,000, with class rates remaining at 0.75 percent on the first $100,000 and 0.25 percent on the remaining balance. The tier limit will once again be adjusted annually after assessment year 2023.

Local Sales Tax Projects Defined – Minnesota cities are authorized to include up to five capital projects in proposals for local sales taxes. The definition of a capital project for this purpose was updated to include: a single building or structure, including associated infrastructure; improvements within a single park or recreation area, or; a contiguous trail.

Tax Increment Financing (TIF) Flexibility – The Legislature enacted several measures that provide additional flexibility for TIF spending, including:

- Allowing unobligated TIF to be used to provide loans, interest rate subsidies, or other assistance to private developers for the construction or substantial rehabilitation of buildings and ancillary facilities, if doing so will create jobs. Transfer authority expires on December 31, 2022, and all transferred increment must be spent by December 31, 2025, or returned to the TIF district.
- Allowing TIF districts that have elected to increase pooling by 10 percent to use the increment for owner-occupied housing that meets the requirements of a housing TIF district, in addition to current low-income rental housing.
- Providing three-year extensions of the five-year and six-year rules for redevelopment districts created after December 31, 2017, but before June 30, 2020, thereby extending their duration.
- Creating a three-city pilot program, giving temporary authority to transfer unobligated housing TIF district increment to the cities affordable housing trust funds.

Sales and Use Tax Refund Process – Effective for purchases made after June 30, 2021, cities and other local governments are allowed to utilize a streamlined process to secure a sales tax refund on construction materials purchased by a contractor on behalf of the city for construction, remodeling, expansion, or improvement of public safety facilities owned by local governments, such as police and fire stations. The process also applies to materials used in related facilities, such as access roads, lighting, sidewalks, and utility components. Under the process, local governments would continue to initially pay sales tax on these materials, but would then be allowed to file for a refund of the sales tax paid. Contractors would be required to provide the local government with the information necessary to file for the refund.

Fire Protection Special Taxing District Authority – Effective for property tax levies payable in 2023 and thereafter, the current law giving emergency medical districts taxing authority is expanded to include fire protection districts. Two or more local units of government are now permitted to establish a special taxing district to provide fire protection, emergency medical services, or both. The special taxing district will have authority to levy property taxes to finance district operations, spread either across the entire district at a set rate, or allocated to each participating jurisdiction based on factors, such as population or service calls. Districts will also have authority to issue debt related to the function of the district. The property tax and debt issuance authority also apply to existing districts established prior to June 30, 2021.

Open Meeting Law – The Legislature made several pandemic-related changes to the Open Meeting Law, including removing the statutory cap of three times per year for elected officials to utilize a medical exception for attending meetings remotely between January 1, 2021, and July 1, 2021, and removing the requirement for elected officials participating in public meetings remotely, due to military service or medical exceptions, to disclose their remote locations. The law changes also updated the definition of "interactive technology" to replace "interactive television" throughout the text of the Open Meeting Laws, and added requirements for public bodies meeting remotely to enable remote participation by the public free of charge and enable public comment from remote locations, when practical.

ACCOUNTING AND AUDITING UPDATES

The following is a summary of Governmental Accounting Standards Board (GASB) standards expected to be implemented in the next few years. Due to the COVID-19 pandemic, the GASB has delayed the original implementation dates of these and other standards as described below.

GASB Statement No. 87, *Leases*

A lease is a contract that transfers control of the right to use another entity's nonfinancial asset as specified in the contract for a period of time in an exchange or exchange-like transaction. Examples of nonfinancial assets include buildings, land, vehicles, and equipment. Any contract that meets this definition should be accounted for under the leases guidance, unless specifically excluded in this statement.

Governments enter into leases for many types of assets. Under the previous guidance, leases were classified as either capital or operating depending on whether the lease met any of the four tests. In many cases, the previous guidance resulted in reporting lease transactions differently than similar nonlease financing transactions.

The goal of this statement is to better meet the information needs of users by improving accounting and financial reporting for leases by governments. It establishes a single model for lease accounting based on the principle that leases are financings of the right to use an underlying asset. This statement increases the usefulness of financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract.

Under this statement, a lessee is required to recognize a lease liability and an intangible right to use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities.

To reduce the cost of implementation, this statement includes an exception for short-term leases, defined as a lease that, at the commencement of the lease term, has a maximum possible term under the lease contract of 12 months (or less), including any options to extend, regardless of their probability of being exercised. Lessees and lessors should recognize short-term lease payments as outflows of resources or inflows of resources, respectively, based on the payment provisions of the lease contract. The requirements of this statement are effective for reporting periods beginning after June 15, 2021.

GASB Statement No. 91, *Conduit Debt Obligations*

The primary objectives of this statement are to provide a single method of reporting conduit debt obligations by issuers and eliminate diversity in practice associated with (1) commitments extended by issuers, (2) arrangements associated with conduit debt obligations, and (3) related note disclosures. This statement achieves those objectives by clarifying the existing definition of a conduit debt obligation; establishing that a conduit debt obligation is not a liability of the issuer; establishing standards for accounting and financial reporting of additional commitments and voluntary commitments extended by issuers and arrangements associated with conduit debt obligations; and improving required note disclosures.

A conduit debt obligation is defined as a debt instrument having all of the following characteristics:

- There are at least three parties involved: (1) an issuer, (2) a third party obligor, and (3) a debt holder or a debt trustee.
- The issuer and the third party obligor are not within the same financial reporting entity.
- The debt obligation is not a parity bond of the issuer, nor is it cross-collateralized with other debt of the issuer.
- The third party obligor or its agent, not the issuer, ultimately receives the proceeds from the debt issuance.
- The third party obligor, not the issuer, is primarily obligated for the payment of all amounts associated with the debt obligation (debt service payments).

This statement also addresses arrangements, often characterized as leases, that are associated with conduit debt obligations. In those arrangements, capital assets are constructed or acquired with the proceeds of a conduit debt obligation and used by third party obligors in the course of their activities.

This statement requires issuers to disclose general information about their conduit debt obligations, organized by type of commitment, including the aggregate outstanding principal amount of the issuers' conduit debt obligations and a description of each type of commitment. Issuers that recognize liabilities related to supporting the debt service of conduit debt obligations also should disclose information about the amount recognized and how the liabilities changed during the reporting period.

The requirements of this statement are effective for reporting periods beginning after December 15, 2021. Earlier application is encouraged.

GASB Statement No. 92, *Omnibus 2020*

The objectives of this statement are to enhance comparability in accounting and financial reporting and to improve the consistency of authoritative literature by addressing practice issues that have been identified during implementation and application of certain GASB Statements. This statement addresses a variety of topics and includes specific provisions about the following:

- The effective date of Statement No. 87, *Leases*, and Implementation Guide No. 2019-3, *Leases*, for interim financial reports.
- Reporting of intra-entity transfers of assets between a primary government employer and a component unit defined benefit pension plan or defined benefit other post-employment benefit (OPEB) plan.
- The applicability of Statements No. 73, *Accounting and Financial Reporting for Pensions and Related Assets That Are Not within the Scope of GASB Statement 68, and Amendments to Certain Provisions of GASB Statements 67 and 68*, as amended, and No. 74, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*, as amended, to reporting assets accumulated for post-employment benefits.
- The applicability of certain requirements of Statement No. 84, *Fiduciary Activities*, to post-employment benefit arrangements.
- Measurement of liabilities (and assets, if any) related to asset retirement obligations in a government acquisition.
- Reporting by public entity risk pools for amounts that are recoverable from reinsurers or excess insurers.
- Reference to nonrecurring fair value measurements of assets or liabilities in authoritative literature.
- Terminology used to refer to derivative instruments.

The requirements of this statement are effective for fiscal years beginning after June 15, 2021. Earlier application is encouraged.

GASB Statement No. 96, *Subscription-Based Information Technology Arrangements*

This statement provides guidance on the accounting and financial reporting for subscription-based information technology arrangements (SBITAs) for government end users (governments). This statement (1) defines a SBITA; (2) establishes that a SBITA results in a right-to-use subscription asset—an intangible asset—and a corresponding subscription liability; (3) provides the capitalization criteria for outlays other than subscription payments, including implementation costs of a SBITA; and (4) requires note disclosures regarding a SBITA. To the extent relevant, the standards for SBITAs are based on the standards established in Statement No. 87, *Leases*, as amended.

An SBITA is defined as a contract that conveys control of the right to use another party's (an SBITA vendor's) information technology (IT) software, alone or in combination with tangible capital assets (the underlying IT assets), as specified in the contract for a period of time in an exchange or exchange-like transaction. Under this statement, a government generally should recognize a right-to-use subscription asset—an intangible asset—and a corresponding subscription liability.

This statement provides an exception for short-term SBITAs with a maximum possible term under the SBITA contract of 12 months, including any options to extend, regardless of their probability of being exercised. Subscription payments for short-term SBITAs should be recognized as outflows of resources.

This statement requires a government to disclose descriptive information about its SBITAs other than short-term SBITAs, such as the amount of the subscription asset, accumulated amortization, other payments not included in the measurement of a subscription liability, principal and interest requirements for the subscription liability, and other essential information.

The requirements of this statement are effective for fiscal years beginning after June 15, 2022, and all reporting periods thereafter.

GASB Statement No. 97, *Certain Component Unit Criteria, and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans—an Amendment of GASB Statement No. 14 and No. 84, and a Supersession of GASB Statement No. 32*

The primary objectives of this statement are to (1) increase consistency and comparability related to the reporting of fiduciary component units in circumstances in which a potential component unit does not have a governing board and the primary government performs the duties that a governing board typically would perform; (2) mitigate costs associated with the reporting of certain defined contribution pension plans, defined contribution OPEB plans, and employee benefit plans other than pension plans or OPEB plans (other employee benefit plans) as fiduciary component units in fiduciary fund financial statements; and (3) enhance the relevance, consistency, and comparability of the accounting and financial reporting for Internal Revenue Code Section 457 deferred compensation plans (Section 457 plans) that meet the definition of a pension plan and for benefits provided through those plans.

The requirements of this statement that (1) exempt primary governments that perform the duties that a government board typically performs from treating the absence of a governing board the same as the appointment of a voting majority of a governing board in determining whether they are financially accountable for defined contribution pension plans, defined contribution OPEB plans, or other employee benefit plans, and (2) limit the applicability of the financial burden criterion in paragraph 7 of Statement 84 to defined benefit pension plans and defined benefit OPEB plans that are administered through trusts that meet the criteria in paragraph 3 of Statement 67 or paragraph 3 of Statement 74, respectively, are effective immediately.

The requirements of this statement that are related to the accounting and financial reporting for Section 457 plans are effective for fiscal years beginning after June 15, 2021. For purposes of determining whether a primary government is financially accountable for a potential component unit, the requirements of this statement that provide that for all other arrangements, the absence of a governing board be treated the same as the appointment of a voting majority of a governing board if the primary government performs the duties that a governing board typically would perform, are effective for reporting periods beginning after June 15, 2021. Earlier application of those requirements is encouraged and permitted by requirement as specified within this statement.

GASB Statement No. 98, *The Annual Comprehensive Financial Report*

This statement establishes the term *annual comprehensive financial report* and its acronym *ACFR*. That new term and acronym replace instances of *comprehensive annual financial report* and its acronym in generally accepted accounting principles for state and local governments. This statement was developed in response to concerns raised by stakeholders that the common pronunciation of the acronym for comprehensive annual financial report sounds like a profoundly objectionable racial slur. This statement's introduction of the new term is founded on a commitment to promoting inclusiveness. The requirements of this statement are effective for fiscal years ending after December 15, 2021. Earlier application is encouraged.

CC Regular Session **5. 2.**

Meeting Date: 06/14/2022

By: Diana Lund, Finance

Information

Title

Receive April Financial Reports - General Fund and Enterprise Funds

Purpose/Background:

Purpose: Receive April 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

April 2022 General Fund Financial Report - Budget to Actual

April 2022 Enterprise Funds Financial Reports - Budget to Actual

April 2022 Summary of Adopted Budgets/Expenditures to Date

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	06/08/2022 08:19 PM
Form Started By: Diana Lund		Started On: 06/01/2022 09:43 AM
Final Approval Date: 06/08/2022		

CITY OF RAMSEY
FINANCIAL STATEMENT

JANUARY 1, 2022 THROUGH PERIOD ENDING: April 30, 2022

GENERAL FUND EXPENDITURES
- BY DEPARTMENT -

Dept	2022 BUDGET	2022 YTD GENERAL LEDGER
Admin (inlcd elections, legal & newsletter)	1,137,411.00	352,680.51
Building Inspections	495,512.00	176,529.63
Council/Commissions (incld charter, council contingen	234,437.00	32,595.70
Data Processing	796,584.00	241,570.39
Engineering	487,638.00	216,019.09
Finance (incld assessing)	534,935.00	170,648.81
Fire (incld Civil Defense)	1,264,140.00	414,646.01
Gen Govt Buildings	652,216.00	142,123.30
Parks	1,483,825.00	321,960.59
Planning & Zoning	763,831.00	218,084.42
Police (incld animal control & comm orient)	4,802,808.00	1,434,213.44
Streets (incld traffic eng & snow/ice)	1,839,303.00	591,903.94
Grand Total	**14,492,640.00**	**4,312,975.83**

GENERAL FUND EXPENDITURES
- BY CATEGORY -

Category	2022 BUDGET	2022 YTD GENERAL LEDGER
Capital Outlay	588,800.00	165,989.37
Other Services & Charges	2,399,730.00	611,381.54
Personal Services	10,261,237.00	3,130,745.40
Supplies	1,136,500.00	404,859.52
Transfers out	106,373.00	-
Grand Total	**14,492,640.00**	**4,312,975.83**

GENERAL FUND REVENUES
- BY CATEGORY -

Category	2022 BUDGET	2022 YTD GENERAL LEDGER
Taxes	11,655,590.00	152.99
Charges for Services	589,300.00	250,755.50
Business Licenses/Permits	73,400.00	12,712.76
Fines and Forfeits	45,000.00	14,865.20
Federal Intergovernmental	9,000.00	-
State Intergovernmental	465,300.00	100,000.00
Interest	50,000.00	-
Miscellaneous	15,750.00	5,640.80
Non-Business Licenses/Permits	615,500.00	277,955.72
Transfers in	973,800.00	-
Grand Total	**14,492,640.00**	**662,082.97**

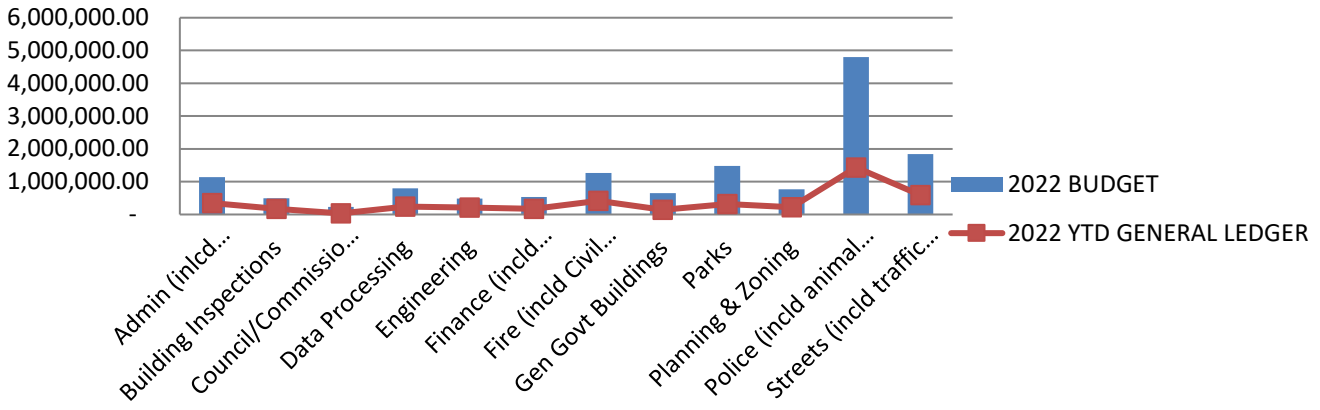
This report reflects year to date revenue and expenditures as compared to annual budget.
It does not reflect fund balance.

PREPARED BY: FINANCE DEPARTMENT

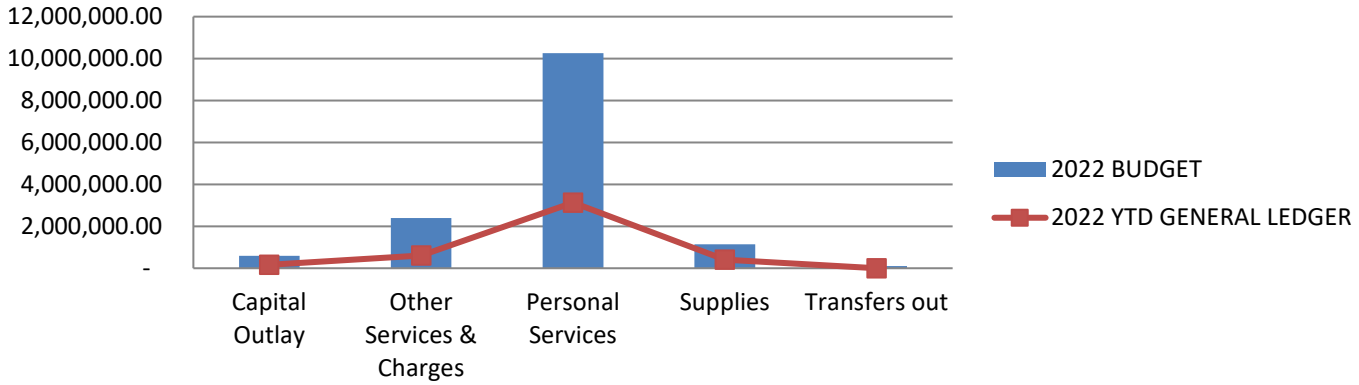
CITY OF RAMSEY
FINANCIAL STATEMENT

JANUARY 1, 2022 THROUGH PERIOD ENDING: April 30, 2022

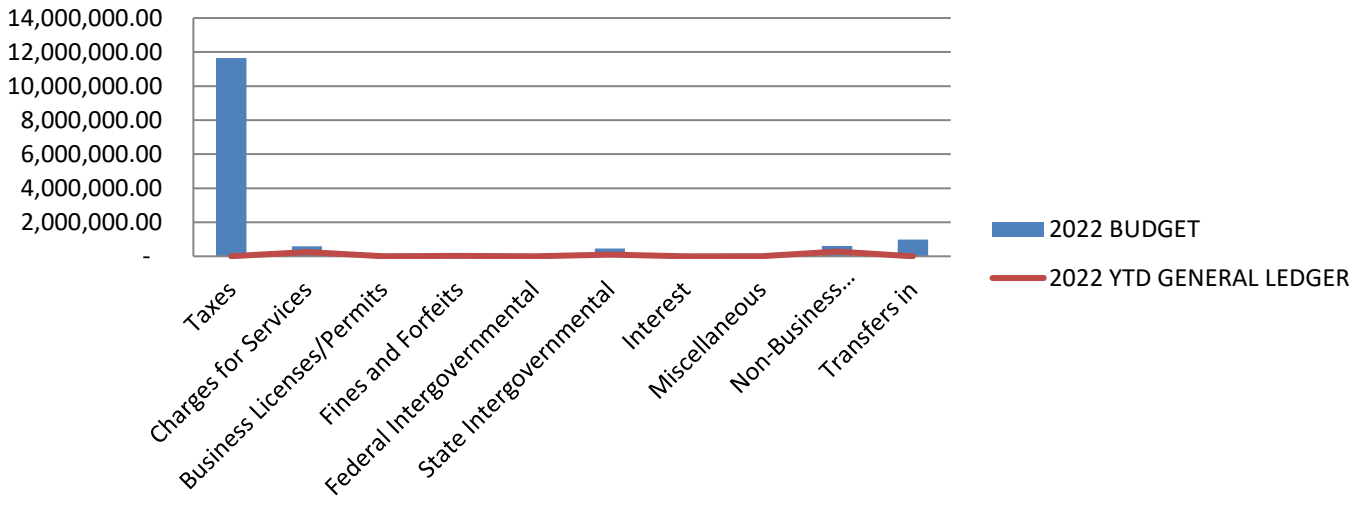
GENERAL FUND EXPENDITURES - BY DEPARTMENT



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: April 30, 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)	(4,887.40)	17.46%
4609	OTHER MISCELLANEOUS REVENUES	12,000.00	1,006.09	8.38%
4652	WATER SALES - RESIDENTIAL	1,360,811.00	276,995.89	20.36%
4653	WATER SALES-COMMERCIAL	714,520.00	78,581.96	11.00%
4654	WATER PENALTIES	15,000.00	5,353.19	35.69%
4655	WATER METER INSTALLATION	20,000.00	5,600.00	28.00%
4656	WATER METERS	35,000.00	12,975.00	37.07%
4657	CONNECTION/RECONNECTION FEES	500.00	150.00	30.00%
4701	INTEREST ON INVESTMENTS	50,000.00	-	0.00%
4506	PREPAID INTEREST	73,498.00	-	0.00%
4606	DEVELOPER FEES (WAC)		419,541.00	0.00%
4601	MISCELLANEOUS REVENUE		760.26	0.00%
Grand Total		**2,253,329.00**	**796,075.99**	

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	62,216.01	22.81%
6103	FULL TIME-REGULAR-OVERTIME	13,500.00	5,071.42	37.57%
6105	TEMPORARY-WAGES & SALARIES	19,167.00	-	0.00%
6121	PERA CONTRIBUTIONS	56,467.00	5,609.14	9.93%
6122	FICA/MEDICARE CONTRIBUTIONS	23,518.00	5,944.23	25.28%
6131	GROUP INSURANCE	44,502.00	10,001.45	22.47%
6133	WORKERS COMP INSURANCE PREMIUM	16,773.00	-	0.00%
6208	MISCELLANEOUS OFFICE SUPPLIES	400.00	171.78	42.95%
6223	GASOLINE	8,000.00	1,733.89	21.67%
6225	DIESEL FUEL	1,500.00	-	0.00%
6229	SHOP MATERIALS	600.00	259.67	43.28%
6231	UNIFORMS & TURN-OUT GEAR	2,900.00	2,208.05	76.14%
6249	MISCELLANEOUS OPERATING SUPPLY	20,000.00	4,536.11	22.68%
6257	OTHER VEHICLE PARTS	5,000.00	1,060.15	21.20%
6273	UTILITY SYSTEM MAINT SUPPLIES	105,000.00	18,936.24	18.03%
6281	SMALL TOOLS & MINOR EQUIPMENT	10,000.00	4,977.59	49.78%
6292	WATER METERS FOR RESALE	125,000.00	9,411.03	7.53%
6315	MISCELLANEOUS PROFESSIONAL SER	95,000.00	275.00	0.29%
6322	POSTAGE	2,000.00	188.92	9.45%
6323	CELLULAR PHONES	4,000.00	-	0.00%
6334	MILEAGE REIMBURSEMENT	400.00	-	0.00%
6335	TRAINING	4,500.00	650.00	14.44%
6352	GENERAL NOTICE & PUBLIC INFOR	700.00	-	0.00%
6361	GENERAL LIABILITY/PROPERTY INS	36,050.00	9,309.00	25.82%
6371	ELECTRIC UTILITIES	180,000.00	37,299.77	20.72%
6372	WATER/IRRIGATION	1,000.00	-	0.00%
6373	GAS	9,000.00	3,630.73	40.34%
6374	REFUSE/RECYCLING	1,500.00	683.34	45.56%
6381	BUILDING & STRUCTURE REPAIR	3,500.00	193.70	5.53%
6439	OTHER MISCELLANEOUS	67,000.00	195.94	0.29%
6451	MEMBERSHIP DUES	1,400.00	-	0.00%
6489	OTHER CONTRACTED SERVICES	76,000.00	10,273.82	13.52%
6722	DEPRECIATION	821,940.00	-	0.00%
6820	OPERATING TRANSFERS TO OTHER F	49,000.00	-	0.00%
6436	WATER EFFICIENCY REBATE PROG		2,209.61	0.00%
Grand Total		**2,078,048.00**	**197,046.59**	

This report reflects year to date revenue and expenditures as compared to annual budget.
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CITY OF RAMSEY
FINANCIAL STATEMENT

JANUARY 1, 2022 THROUGH PERIOD ENDING: April 30, 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)	(4,572.19)	28.58%
4356	SEWER AVAILABILITY CHARGE-ADM	73,498.00	745.50	1.01%
4609	OTHER MISCELLANEOUS REVENUES	5,000.00	-	0.00%
4661	RESIDENTIAL-SEWER CHARGES	1,378,650.00	354,390.86	25.71%
4662	COMMERCIAL-SEWER CHARGES	416,120.00	108,167.03	25.99%
4663	SEWER PENALTIES	15,000.00	7,822.34	52.15%
4701	INTEREST ON INVESTMENTS	75,000.00	-	0.00%
4606	DEVELOPER FEES (WAC)	-	203,736.00	0.00%
4601	MISCELLANEOUS REVENUE		760.28	0.00%
Grand Total		**1,947,268.00**	**671,049.82**	

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	18,636.19	9.25%
6121	PERA CONTRIBUTIONS	33,113.00	1,499.48	4.53%
6122	FICA/MEDICARE CONTRIBUTIONS	15,490.00	1,562.93	10.09%
6131	GROUP INSURANCE	7,362.00	-	0.00%
6133	WORKERS COMP INSURANCE PREMIUM	10,362.00	-	0.00%
6223	GASOLINE	4,000.00	840.44	21.01%
6225	DIESEL FUEL	4,000.00	217.73	5.44%
6249	MISCELLANEOUS OPERATING SUPPLY	22,000.00	4,387.86	19.94%
6257	OTHER VEHICLE PARTS	4,000.00	1,553.63	38.84%
6275	OTHER EQUIPMENT PARTS	9,000.00	-	0.00%
6315	MISCELLANEOUS PROFESSIONAL SER	25,000.00	-	0.00%
6323	CELLULAR PHONES	600.00	135.32	22.55%
6334	MILEAGE REIMBURSEMENT	400.00	-	0.00%
6335	TRAINING	2,400.00	-	0.00%
6361	GENERAL LIABILITY/PROPERTY INS	22,660.00	1,883.00	8.31%
6371	ELECTRIC UTILITIES	25,000.00	6,177.29	24.71%
6372	WATER/IRRIGATION	1,000.00	-	0.00%
6373	GAS	5,000.00	3,193.19	63.86%
6374	REFUSE/RECYCLING	2,500.00	683.35	27.33%
6377	SEWER SERVICE CHARGE	989,491.00	412,287.95	41.67%
6489	OTHER CONTRACTED SERVICES	37,400.00	2,890.82	7.73%
6722	DEPRECIATION	568,112.00	-	0.00%
6820	OPERATING TRANSFERS TO OTHER F	43,000.00	-	0.00%
Grand Total		**2,033,398.00**	**455,949.18**	

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: April 30, 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)	(866.12)	21.65%
4681 CHARGES FOR STREET LIGHTS	166,000.00	42,808.65	25.79%
4683 STREET LIGHTING PENALTIES	2,000.00	1,139.38	56.97%
4701 INTEREST ON INVESTMENTS	10,000.00	-	0.00%
4684 PRIORITY STREET LIGHT	54,700.00	14,048.19	25.68%
Grand Total	**228,700.00**	**57,130.10**	

EXPENSES

BUSINESS UNIT	9603	STREET LIGHT UTILITY	
GENERAL LEDGER ACCOUNT	**2021 BUDGET**	**2021 YTD GENERAL LEDGER**	**-% of Budget-**
6371 ELECTRIC UTILITIES	130,000.00	40,590.23	31.22%
6489 OTHER CONTRACTED SERVICES	15,000.00	2,890.82	19.27%
6722 DEPRECIATION	43,717.00	-	0.00%
6820 OPERATING TRANSFERS TO OTHER F	25,000.00	-	0.00%
Grand Total	**213,717.00**	**43,481.05**	

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CITY OF RAMSEY
FINANCIAL STATEMENT

JANUARY 1, 2022 THROUGH PERIOD ENDING: **April 30, 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)	(1,349.04)	29.98%
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	111,334.35	25.38%
4672 RECYCLING PENALTIES	7,000.00	2,260.91	32.30%
4701 INTEREST ON INVESTMENTS	2,500.00	-	0.00%
Grand Total	**518,178.00**	**112,666.22**	

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	3,438.16	14.24%
6104 PART TIME-WAGES & SALARIES	-	162.84	0.00%
6121 PERA CONTRIBUTIONS	2,811.00	270.18	9.61%
6122 FICA/MEDICARE CONTRIBUTIONS	1,851.00	244.44	13.21%
6131 GROUP INSURANCE	3,514.00	-	0.00%
6133 WORKERS COMP INSURANCE PREMIUM	195.00	-	0.00%
6249 MISCELLANEOUS OPERATING SUPPLY	30,000.00	5,658.78	18.86%
6322 POSTAGE	300.00	-	0.00%
6489 OTHER CONTRACTED SERVICES	455,600.00	150,755.78	33.09%
Grand Total	**518,419.00**	**160,530.18**	

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CITY OF RAMSEY
FINANCIAL STATEMENT

JANUARY 1, 2022 THROUGH PERIOD ENDING: **April 30, 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)	(2,150.88)	28.68%
4609 OTHER MISCELLANEOUS REVENUES	73,498.00	-	0.00%
4693 STORM WATER-RESIDENTIAL	580,000.00	148,507.43	25.60%
4694 STORM WATER-COMMERCIAL	605,000.00	153,199.82	25.32%
4695 STORM WATER-PENALTIES	10,000.00	4,529.28	45.29%
4701 INTEREST ON INVESTMENTS	10,000.00	-	0.00%
Grand Total	**1,270,998.00**	**304,085.65**	

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	10,822.07	5.88%
6121 PERA CONTRIBUTIONS	30,797.00	811.50	2.63%
6122 FICA/MEDICARE CONTRIBUTIONS	14,085.00	829.92	5.89%
6131 GROUP INSURANCE	25,328.00	-	0.00%
6133 WORKERS COMP INSURANCE PREMIUM	6,984.00	-	0.00%
6225 DIESEL FUEL	7,000.00	1,395.47	19.94%
6249 MISCELLANEOUS OPERATING SUPPLY	12,000.00	13,638.72	113.66%
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	3,485.45	29.05%
6372 WATER/IRRIGATION	1,000.00	-	0.00%
6373 GAS	8,000.00	3,193.19	39.91%
6374 REFUSE/RECYCLING	2,400.00	683.37	28.47%
6451 MEMBERSHIP DUES	24,000.00	1,000.00	4.17%
6489 OTHER CONTRACTED SERVICES	50,000.00	2,890.82	5.78%
6722 DEPRECIATION	345,435.00	-	0.00%
6820 OPERATING TRANSFERS TO OTHER F	38,000.00	-	0.00%
Grand Total	**878,654.00**	**38,750.51**	

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: **April 30, 2022**

GENERAL FUND EXPENDITURES BY DEPARTMENT	2022 ADOPTED BUDGET	CURRENT YTD POSTED EXP	4/12 ADOPTED BUDGET (APR)	% of Budget Used (33.0% is 4/12)	BUDGET AMOUNT REMAINING
Admin (inlcd elections, legal & newsletter)	1,137,411.00	352,680.51	379,137.00	31.01%	784,730.49
Building Inspections	495,512.00	176,529.63	165,170.67	35.63%	318,982.37
Council/Commissions (incld charter, council contingency)	234,437.00	32,595.70	78,145.67	13.90%	201,841.30
Data Processing	796,584.00	241,570.39	265,528.00	30.33%	555,013.61
Engineering (personnel costs allocated after year-end)	487,638.00	216,019.09	162,546.00	44.30%	271,618.91
Finance (incld assessing) (personnel costs allocated after year-end)	534,935.00	170,648.81	178,311.67	31.90%	364,286.19
Fire (incld Civil Defense)	1,264,140.00	414,646.01	421,380.00	32.80%	849,493.99
Gen Govt Buildings	652,216.00	142,123.30	217,405.33	21.79%	510,092.70
Parks	1,483,825.00	321,960.59	494,608.33	21.70%	1,161,864.41
Planning & Zoning	763,831.00	218,084.42	254,610.33	28.55%	545,746.58
Police (incld animal control & comm orient)	4,802,808.00	1,434,213.44	1,600,936.00	29.86%	3,368,594.56
Streets (incld traffic eng & snow/ice)	1,839,303.00	591,903.94	613,101.00	32.18%	1,247,399.06
TOTAL	*14,492,640.00*	*4,312,975.83*	*4,830,880.00*	*29.76%*	*10,179,664.17*

ENTERPRISE EXPENDITURES BY FUND	2022 ADOPTED BUDGET	CURRENT YTD POSTED EXP	4/12 ADOPTED BUDGET (APR)	% of Budget Used (33.0% is 4/12)	BUDGET AMOUNT REMAINING	*BUDGETED DEPRECIATION (part of "2022 BUDGET")
Water (budgeted depreciation not booked until after year-end)	2,078,048.00	197,046.59	692,682.67	9.48%	1,881,001.41	*$ 821,940.00*
Sewer (budgeted depreciation not booked until after year-end)	2,033,398.00	455,949.18	677,799.33	22.42%	1,577,448.82	*$ 568,112.00*
Street Light (budgeted depreciation not booked until after year-end)	213,717.00	43,481.05	71,239.00	20.35%	170,235.95	*$ 43,717.00*
Recycling	518,419.00	160,530.18	172,806.33	30.97%	357,888.82	*N/A*
Storm Water (budgeted depreciation not booked until after year-end)	878,654.00	38,750.51	292,884.67	4.41%	839,903.49	*$ 345,435.00*
TOTAL	*5,722,236.00*	*895,757.51*	*1,907,412.00*	*15.65%*	*4,826,478.49*	$ 1,779,204.00

EDA FUND EXPENDITURES	2022 ADOPTED BUDGET	CURRENT YTD POSTED EXP	4/12 ADOPTED BUDGET (APR)	% of Budget Used (33.0% is 4/12)	BUDGET AMOUNT REMAINING
Economic Development	85,360.00	15,502.57	28,453.33	18.16%	69,857.43

CC Regular Session **5. 3.**

Meeting Date: 06/14/2022

By: Diana Lund, Finance

Information

Title

Receive Cash and Investments for Period Ending May 31, 2022

Purpose/Background:

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

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

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	06/08/2022 07:47 PM
Form Started By: Diana Lund		Started On: 05/19/2022 08:25 AM
Final Approval Date: 06/08/2022		

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

	May-22 CURRENT MONTH	2022 YEAR-TO-DATE
CASH AND TEMPORARY INVESTMENTS		
BEGINNING BALANCE (Includes PW Bond Proceeds)	$ 86,034,616.25	$ 88,776,714.25
CASH INFLOWS:		
Daily Deposit	318,622.60	4,949,156.93
Tax Settlements	-	201,871.91
U/B Receipts	461,085.74	995,345.30
Credit Cards (Includes Utility Billing)	748,733.58	1,998,360.38
Interest Earnings [Net of Interest Paid on Investments]	73,588.74	387,029.66
Bond Proceeds-int	-	
TOTAL CASH INFLOW	$ 1,602,030.66	$ 8,531,764.18
TOTAL CASH AVAILABLE	$ 87,636,646.91	$ 97,308,478.43
CASH OUTFLOWS:		
Prepaid Checks	655,303.16	4,607,094.69
Bills Lists	657,694.63	3,495,084.96
Pay Estimates	501,271.82	1,496,664.39
Credit Cards	4,462.85	28,506.12
Payroll - Net	417,918.38	2,276,910.92
Flex Reimbursement	2,004.89	13,702.00
Void Checks/Dormant Checks Paid	(8,487.03)	(17,343.54)
Debt Service	48,831.25	48,831.25
Miscellaneous [Bank Charges; etc.]	478.44	1,859.12
TOTAL CASH OUTFLOW	$ 2,279,478.39	$ 11,951,309.91
POOLED CASH AND TEMPORARY INVESTMENTS ENDING BALANCE	**$ 85,357,168.52**	**$ 85,357,168.52**
MEMO - NET 2022 CASH INFLOW (OUTFLOW)	**(677,447.73)**	**(3,419,545.73)**
INVESTMENT PORTFOLIO SUMMARY		
BEGINNING BALANCE	**$ 71,188,495.11**	**71,817,760.66**
Purchases	105,000.00	7,490,668.35
Maturities/Sales	(805,009.04)	(8,819,942.94)
ENDING BALANCE	**$ 70,488,486.07**	**$ 70,488,486.07**

Prepared by the City of Ramsey Finance Department
6/3/2022

2022 CASH AND INVESTMENT ACTIVITY

CITY INVEST #	STATED MAT DATE	BROKER	SECURITY DESCRIP	FDIC #	CUSIP	PRIN BAL 1/1/2022	PURCH 2022	SOLD/ MATURE 2022	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 NATIONA	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	LUVERNE MN TAX		550629-VE-6	330,000.00		0.00	330,000.00
201230	5/1/2025	Northland	FREEPORT NY TAX		356731-CA-5	300,000.00		0.00	300,000.00
200130D	3/1/2022	Northland	RICHLAND SCHOOL DISTRICT		764080-FN-2	130,000.00		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	OCONOMOWOC 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		130,000.00	0.00
170109	6/1/2022	Northland	DESMOINES IA TAX		250097-J3-7	200,000.00		0.00	200,000.00
150109	10/1/2022	Northland	HUBBARD COUNTY TAX		443348-DE-4	135,000.00		0.00	135,000.00
190515	11/1/2022	Northland	MICHICAN STATE SCHOOL TAX		594612-CY-7	205,000.00		0.00	205,000.00
120308B	12/1/2022	Northland	SHOREWOOD WIS TAX		825230-KW-4	75,000.00		0.00	75,000.00
190628B	4/1/2023	Northland	WEST ALLIS WIS TAX		951173NP4	240,000.00		0.00	240,000.00
160812	5/1/2023	Northland	MONROE MI TAX		611101-MF-0	190,000.00		0.00	190,000.00
191107A	6/1/2023	Northland	NEWTON IOWA TAX		652810-YZ-9	190,000.00		0.00	190,000.00
190726B	6/1/2023	Northland	DESMOINES IA COMM COLLEGE TAX		250097L75	250,000.00		0.00	250,000.00
180913	7/31/2023	Northland	CD-BANK NEW ENGLAND SALEM		06426K-AN-8	245,000.00		0.00	245,000.00
121228B	9/1/2023	Northland	MIDDLETON WIS REFUND		596782-T6-7	300,000.00		0.00	300,000.00
190220B	11/1/2023	Northland	HAWAII ST GO BONDS		214471-PA-6	200,000.00		0.00	200,000.00
161114B	2/1/2024	Northland	ANDOVER MN TAX		034313-ZU-3	300,000.00		0.00	300,000.00
180730	10/1/2024	Northland	HUBBARD COUNTY TAX		443348-DG-9	100,000.00		0.00	100,000.00
120214B	9/1/2025	Northland	MIDDLETON WIS REFUND		596782-TJ-1	315,000.00		0.00	315,000.00
190227	12/1/2025	Northland	COOK COUNTY SCHOOL DISTRICT		032879-TC-2	500,000.00		0.00	500,000.00
190404	9/1/2026	Northland	TUSCOLA COUNTY MISC TAX		900764RL7	395,000.00		0.00	395,000.00
191003A	12/1/2026	Northland	SCOTT BLUFF CTY SCHOOL DIST		810164-CQ-4	385,000.00		0.00	385,000.00
120308C	12/1/2027	Northland	SHOREWOOD WIS TAX		825230-LB-9	225,000.00		0.00	225,000.00
190402	2/1/2028	Northland	CLOQUET MN TAX		189036-PS-9	150,000.00		0.00	150,000.00
191016B	4/1/2028	Northland	COLUMBUS OH TAX		199492E339	285,000.00		0.00	285,000.00
211020A	7/15/2028	Northland	MOUNT HILLS TOWNSHIP SCHOOL		6215S3-E6-7	430,000.00		0.00	430,000.00
120308D	12/1/2028	Northland	SHOREWOOD WIS TAX		825230-LC-7	465,000.00		0.00	465,000.00
									9,155,000.00
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
220414A	1/15/2023	UBS	US TREASURY NOTE		912828Z29		1,245,000.00	0.00	1,245,000.00
220414B	2/15/2023	UBS	US TREASURY NOTE		912828UN8		1,240,000.00	0.00	1,240,000.00
220414C	3/15/2023	UBS	US TREASURY NOTE		912828ZD5		1,260,000.00	0.00	1,260,000.00
220414D	4/15/2023	UBS	US TREASURY NOTE		912828ZH6		1,265,000.00	0.00	1,265,000.00
220419	3/1/2025	UBS	MARYLAND STATE COMM DEV TAX		57419RC78		750,000.00	0.00	750,000.00
211206	5/1/2027	UBS	PIMA COUNTY AZ		72178JAF0	500,000.00		0.00	500,000.00
211209	9/15/2032	UBS	CAPE MAY COUNTY NJ TAX		139501SB7	470,000.00		0.00	470,000.00
211223	8/1/2025	UBS	HAWAII STATE		41972YQ3	500,000.00		0.00	500,000.00
211231	3/15/2029	UBS	NEW YORK STATE URBAN DEV		650036AX4	500,000.00		0.00	500,000.00
210107		UBS	UBS PRIME FUND			62,674.20		62,674.20	0.00
211109	8/1/2023	UBS	UPPER SANTA CLARA VY		916544ES4	200,000.00		0.00	200,000.00
211115	10/1/2031	UBS	INFRASTRUCTURE BANK		76223MAL6	580,000.00		0.00	580,000.00
211130		UBS	UBS PRIME FUND			219,604.08		219,604.08	0.00
211008	11/1/2023	UBS	SAN FRAN CA CITY & COUNTY UTIL		79771FAW7	140,000.00		0.00	140,000.00
211020B	8/15/2031	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		1612855D4	250,000.00		0.00	250,000.00
210825A	8/25/2028	UBS	CD-CELTIC BANK	57056	15118RWG8	245,000.00		0.00	245,000.00
210825B	8/15/2028	UBS	NEW HAMPSHIRE MUNI		64465QHA7	550,000.00		0.00	550,000.00

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	BV PRIN BAL 12/31/2022
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	253,882.73	0.00
220331		UBS	UBS PRIME FUND			0.00	576,785.62	517,311.42	59,474.20
220316	3/16/2026	UBS	CD-GOLDMAN SACHS			0.00	245,000.00	0.00	245,000.00
220519	3/15/2026	UBS	NEW YORK DEV		6500355P6	0.00	105,000.00	0.00	105,000.00
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		5,000,000.00	0.00
210604	7/1/1930	UBS	FLORIDA STATE BOARD TAX		341271AF1	1,000,000.00		0.00	1,000,000.00
210630	7/15/2026	UBS	MICHIGAN CITY IND SCHOOL		594381HJ7	500,000.00		0.00	500,000.00
210617A	7/1/2028	UBS	EL SEGUNDO CA PENSION		284035AG7	1,000,000.00		0.00	1,000,000.00
210617B	6/1/2029	UBS	ORANGE COUNTY TAX		684184TC8	110,000.00		0.00	110,000.00
210621	11/1/2026	UBS	REGIONAL TRANSPORTATION		759136VD3	500,000.00		0.00	500,000.00
210408A	7/1/2028	UBS	PHOENIX AZ CIVIC		71884AH44	500,000.00		0.00	500,000.00
210408B	1/15/2027	UBS	APACHE COUNTY ARIZ		03743TAF9	590,000.00		0.00	590,000.00
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		100216FZ8	500,000.00		0.00	500,000.00
160601	2/15/2022	UBS	MCALLEN TAX'		582018Ff5	200,000.00		200,000.00	0.00
151104	3/1/2022	UBS	NEW YORK TAXALBE		64966KQC0	500,000.00		500,000.00	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		500,000.00	0.00
190710	5/15/2022	UBS	CONVENTION CENTER AUTHORITY		32115AAG7	175,000.00		175,000.00	0.00
001127	7/25/2022	UBS	FNR G92-35		31358PHV2C	10.35		9.77	0.58
160830C	8/1/2022	UBS	NEW YORK CITY TAXABLE		64966MED7	300,000.00		0.00	300,000.00
021004	8/25/2022	UBS	FNR 1992-125L		31358PS40C	33.70		29.55	4.15
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		22.76	7.14
201119B	12/1/2022	UBS	WARREN HEIGHTS OH BUILDING		936121JU7	165,000.00		0.00	165,000.00
191213	12/13/2022	UBS	CD-WELLS FARGO N	27389	949495AA3	245,000.00		0.00	245,000.00
161216B	12/16/2022	UBS	CD-MERCANTIL CO	22953	58733ADQ9	245,000.00		0.00	245,000.00
200116	1/17/2023	UBS	CD-MORGAN STANI	32992	6169OURY8	245,000.00		0.00	245,000.00
161208A	4/1/2023	UBS	NEW HOPE CULTURAL ED TAX		64542WAY6	250,000.00		0.00	250,000.00
150812	6/1/2023	UBS	CHARLOTTE TAXABLE		161037L61	300,000.00		0.00	300,000.00
010328	6/25/2023	UBS	FHG14A		312916PD5R	2,000.00		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 IN	33682	856285RS2	245,000.00		0.00	245,000.00
201119D	12/1/2024	UBS	WARREN HEIGHTS OH BUILDING		93612JW3	165,000.00		0.00	165,000.00
191107B	12/1/2024	UBS	CORPUS CHRISTI TEX TRANS		220228BK5	400,000.00		0.00	400,000.00
190418	12/5/2024	UBS	CD-DELTA NATION/	26633	2477RBD6	200,000.00		0.00	200,000.00
180629C	6/1/2025	UBS	MARYLAND STATE TAX		57420PGR1	300,000.00		0.00	300,000.00
161114A	7/1/2025	UBS	LEXINGTON FAYETTE AIRPORT		52909MCA0	300,000.00		0.00	300,000.00
191101	8/1/2025	UBS	MASSACHUSETTS ST WATER		576051VF0	400,000.00		0.00	400,000.00
201119E	12/1/2025	UBS	WARREN HEIGHTS OH BUILDING		936121JX1	175,000.00		0.00	175,000.00
191122A	12/1/2025	UBS	WARRENSVILLE HEIGHTS OHIO		936121JM5	500,000.00		0.00	500,000.00
191105	3/1/2026	UBS	MARYLAND STATE COMM DEV		57419TDZ1	320,000.00		0.00	320,000.00
201105	4/1/2026	UBS	PARAMUS NJ SCHOOL		699347LF5	500,000.00		0.00	500,000.00
200113	4/15/2026	UBS	PHILADELPHIA AUTHORITY-ZERO COUP		71781LBU2	300,000.00		0.00	300,000.00
201204	4/15/2026	UBS	LONG BEACH CITY SCHOOL DIS		542535LY3	750,000.00		0.00	750,000.00
191115A	7/1/2026	UBS	LEXINGTON FAYETEE URBAN COUNTY		52909MDR2	470,000.00		0.00	470,000.00
200326B	8/1/2026	UBS	SAN BERNARDINO COMM		79672ONA47	500,000.00		0.00	500,000.00

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	BV PRIN BAL 12/31/2022
191219B	11/1/2026	UBS	OPELIKA ALABAMA TAX		683489ZE1	400,000.00		0.00	400,000.00
191016A	12/1/2026	UBS	DENVER CITY & COUNTY HSG		24917NAG6	500,000.00		0.00	500,000.00
200925	4/1/2027	UBS	WESTERN WASHINGTON UNIV		959878RJO	500,000.00		0.00	500,000.00
191219A	6/1/2027	UBS	UNIVERSITY OF NORTHERN COLORADO		914733DY3	360,000.00		0.00	360,000.00
191022	10/1/2027	UBS	NEW YORK NY TAX		64966QEK2	500,000.00		0.00	500,000.00
160802	12/1/2027	UBS	TOOLE CITY UT TAX		89033RBU7	400,000.00		0.00	400,000.00
190725A	12/1/2027	UBS	WRIGHT COUNTY TAXABLE		982276BK2	630,000.00		0.00	630,000.00
201007	8/1/2028	UBS	SAN BERNARDINO CALIFORN UNIV TAX		796711H44	1,000,000.00		0.00	1,000,000.00
191108	8/1/2028	UBS	CORONA-NORCO CAL		219764SC2	405,000.00		0.00	405,000.00
200320	9/1/2028	UBS	PENNSYLVANIA UNIV TAX		709235P25	425,000.00		0.00	425,000.00
191212	10/1/2028	UBS	UNIVERSITY OF ALABAMA TAX		914745GG2	400,000.00		0.00	400,000.00
191024	2/1/2029	UBS	PULASKI COUNTY		745401EGO3	400,000.00		0.00	400,000.00
200630A	7/1/2029	UBS	NEW YORK STATE DORM AUTH		64990GS86	430,000.00		0.00	430,000.00
200611	11/1/2029	UBS	VENTURA COUNTY CA		923078CZ0	400,000.00		0.00	400,000.00
200324	3/1/2030	UBS	NEW YORK CITY TAXABLE		64966QJL5	500,000.00		0.00	500,000.00
200921	7/1/2030	UBS	FLORIDA STATE REV BOND		341271AF1	500,000.00		0.00	500,000.00
101013	12/1/2030	UBS	HIDALGO COUNTY TEX TAX		429343BT3	500,000.00		0.00	500,000.00
201102	12/1/2030	UBS	XENIA OH COMM SCHOOL		984071CC2	720,000.00		0.00	720,000.00
200417	9/1/2031	UBS	CITY OF NORFOLK VA TAX		655867G94	220,000.00		0.00	220,000.00
201221	10/01/26	UBS	LANCASTER OH SCHOOL DIST		514264FGO	1,675,000.00		0.00	1,675,000.00
201218	12/18/2024	UBS	CD-TEXAS EXCHANGE		88241TJQ4	248,000.00		0.00	248,000.00
						-			
									60,328,486.07
	TOTAL INVESTMENTS					71,817,760.66	7,490,668.35	8,819,942.94	**70,488,486.07**
			Unamortized Premiums			1,751,676.99	4,554.10		1,756,231.09
			Unamortized Discounts			(4,291,366.40)	(43,303.60)		(4,334,670.00)
			BOW			3,589,002.99	17,171,280.11	19,235,305.23	1,524,977.87
			Money Market Accounts			15,909,640.01	12,503.48		15,922,143.49
			Net Cash and Investments			88,776,714.25	24,635,702.44	28,055,248.17	85,357,168.52

CC Regular Session **5. 4.**

Meeting Date: 06/14/2022

Submitted For: Nicole Laubach, Community Development

By: Brian McCann, Community Development

Information

Title

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

- Economic Development Authority Dated April 14, 2022
- Environmental Policy Board Meeting Minutes Dated April 18, 2022
- Park and Recreation Commission Dated April 14, 2022
- Planning Commission Meeting Minutes Dated April 28, 2022
- Public Works Committee Dated April 19, 2022

Purpose/Background:

N/A

Recommendation:

N/A

Action:

N/A

Attachments

April 24, 2022 Planning Commission Regular Meeting Minutes

EDA April Minutes

Park and Rec April Min

Public Works April Min

Form Review

Inbox	Reviewed By	Date
Mary Jo Warner	MaryJo Warner	06/07/2022 03:58 PM
Brian Hagen	Brian Hagen	06/08/2022 08:51 PM
Form Started By: Nicole Laubach		Started On: 06/07/2022 01:17 PM
Final Approval Date: 06/08/2022		

PLANNING COMMISSION
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA

The Ramsey Planning Commission conducted a regular meeting on Thursday, April 28, 2022, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present:	Chairperson Randy Bauer Commissioner Bruce Anderson Commissioner Cheri Gengler Commissioner Tom Hunt (arrived at 7:10p.m.) Commissioner Eric Peters Commissioner Gary VanScoy Commissioner Brian Walker
Members Absent:	None
Also Present:	City Planner Brian McCann Planning Manager Todd Larson Senior Planner Chris Anderson Community Development Dir/Deputy City Admin Brian Hagen City Council Liaison Matt Woestehoff

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

Chairperson Bauer led the group in the Pledge of Allegiance.

3. CITIZEN INPUT

Chairperson Bauer introduced the newest member of staff.

Planning Manager Larson introduced himself and provided information on his previous experience in planning.

No other comments from residents.

4. APPROVAL OF AGENDA

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

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

5. CONSENT AGENDA

5.01: Approve the March 24, 2022 Planning Commission Meeting Minutes

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

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

6. COMMISSION BUSINESS

6.01: Appoint Chairperson and Vice Chairperson of the Planning Commission

Chairperson Bauer opened the floor for nominations for the position of Chair.

Motion by Commissioner Gengler, seconded by Commissioner VanScoy, to nominate Randy Bauer, as Chairperson of the Planning Commission.

There were no other nominations.

Motion by Commissioner Anderson, seconded by Commissioner VanScoy, to appoint Randy Bauer, as Chairperson of the Planning Commission.

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

Chairperson Bauer opened the floor for nominations for the position of Vice Chairperson.

Motion by Commissioner VanScoy, seconded by Commissioner Peters, to nominate Cheri Gengler as Vice Chairperson of the Planning Commission.

There were no other nominations.

Motion by Commissioner Peters, seconded by Commissioner Anderson, to appoint Cheri Gengler as Vice Chairperson of the Planning Commission.

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

7. PUBLIC HEARINGS/COMMISSION BUSINESS

7.01: Public Hearing: Consider Request for a Home Occupation Permit at 6131 Green Valley Road NW (Project No. 22-118); Case of J. Hill Container Company

Public Hearing

Chairperson Bauer called the public hearing to order at 7:05 p.m.

Presentation

City Planner McCann presented the staff report stating that staff recommends that the Commission recommend denial of the requested Home Occupation Permit. The proposal exceeds the standards set in Ordinance #22-06 regarding allowed number of employees and the "dispatch center" nature of the business.

Commissioner Walker asked the definition of dispatch center by the City.

City Planner McCann reviewed the definition within City Code.

Commissioner Walker stated that at the last meeting a Home Occupation Permit was approved for a food truck and asked how that would be different than this box truck leaving the site to make deliveries.

City Planner McCann replied that the proposed items for the food truck would be stored inside whereas these items would be stored outside. He stated that the food truck would leave the site Friday and return on Sunday (two round trips per week), whereas this request would generate many more daily trips.

Senior Planner Anderson stated that in the case of the food truck, everyone resides onsite whereas with this request there would be employees that do not live onsite coming to the site to transport materials offsite.

Citizen Input

Jeff Hillman, applicant, stated that the use of dispatch center seems weird to him as it is not used as a dispatch center but is used as more of a warehouse. He commented that there is not a business being run out of the site at this time but there are boxes and raw materials stored onsite. He stated that his driver drops off or picks up items to bring to the other location in Elk River. He stated that he has had his company for over 15 years and has been able to grow the company from a small part-time business in a small garage to a full-time business. He commented that it is a difficult business to grow, which is maybe why it is not that familiar. He stated that this property was ideal because of the space. He stated that the business is not operating out of the site, but he does store overflow material on the property. He commented that he is unfamiliar with the process of the application and therefore projected future growth on the application. He stated that currently there is one full-time employee but, on the application, he checked up to four as perhaps he would need more employees in the future. He stated that when he purchased the property from the previous owner, the seller stated that his desire was to sell the property to a small business owner and

therefore did not think there would be a problem with using the potential of the property. He commented that he would like to work with the City to find a solution to what he has found out could be a problem. He stated that he would be happy to comply with whatever rules are necessary. He commented that last spring he received a complaint related to outdoor storage and he worked with staff to bring the site into compliance. He stated that at that time he told staff he did not have a business running on his property but did have a business in Elk River that he would like to transition over and was not told it would be a problem.

Chairperson Bauer commented that once a Home Occupation Permit is obtained, a business could be operated from the property. He explained that the Commission would need to review what is being done currently and what he would like to do on the property. He asked for clarification on what is being done in Elk River, what is being done on the property currently, and what he would like to do on the property in Ramsey in the future.

Mr. Hillman replied that they take corrugated sheets of cardboard and cut them to a certain size, putting slots into the cardboard. He stated that a person them assembles the material into dividers that are used in different boxes, such as the dividers in beer boxes. He stated that there is a small box machine that makes boxes that are then hand glued together. He commented that manufacturing activity occurs in Elk River. He stated that he is storing some of the overflow raw products at his property in Ramsey. He explained that he has been forced to purchase larger lots of the raw materials because of impacts from COVID.

Chairperson Bauer commented that the manufacturing portion of the business occurs in Elk River and the storage of materials occurs in Ramsey. He asked if there would be intent to combine the functions.

Mr. Hillman commented that eventually he would like to bring the manufacturing component to his property in Ramsey as well. He stated that he currently has one full-time employee and one part-time employee. He commented that he does have personal items stored within the building as well and therefore would not foresee using that 100 percent for his business. He stated that he was advised to request a continuance to continue working with staff but would prefer to hash it out with the Commission if possible. He stated that this would be the next steppingstone in his business plan and if the business were to continue to grow past the capacity of the property, he could then look at commercial property. He noted that his business is not yet profitable enough to support renting another facility, which is why he is before the Commission tonight. He noted that there are other businesses near his home and his business would not generate a lot of noise.

Commissioner Gengler asked if the applicant's property in Elk River is also a residential property.

Mr. Hillman confirmed that the Elk River property is also residential.

Commissioner Walker asked for information about the items that are sitting outside.

Mr. Hillman replied that one of the first complaints he received for the property was related to outdoor storage. He stated that his father in-law had a farm in Wisconsin and when that property was sold, he allowed him to store some items on his property until he found another property. He

stated that his father in-law has purchased property in Minnesota and is constructing a storage building and those items will be moved to that property.

Commissioner Walker asked if there is any manufacturing occurring on the Ramsey property.

Mr. Hillman confirmed that there is not manufacturing occurring in Ramsey at this time and is only storing excess materials but would eventually like to combine both functions onto the Ramsey property.

Commissioner Gengler asked for details on the vehicles on the property and those that come and go associated with the business. She stated that some of the comments from residents relate to heavy equipment and vehicles coming and going.

Mr. Hillman replied that they use a dock truck and the companies that they sell their product to use a semi-truck or dock truck. He commented that some of those businesses bring materials to the Ramsey location for drop-off. He commented that noise from equipment could be the use of a skid loader or forklift to move items around. He stated that there is racking inside the building.

Commissioner Gengler asked if there would be semitrucks coming and going to the Ramsey property to pick up orders if the manufacturing were moved to Ramsey.

Mr. Hillman replied that would be correct and estimated that would occur perhaps one or two per day with a maximum of three or four per day.

Kelly Schmidt, 6000 177th Lane, stated that the applicant has had his business in Elk River and noted that Elk River does not track CUPs or HOPs. She stated that this is not a home startup business as it is well established business. She commented that the website for the business shows the Ramsey address. She stated that the applicant knew the requirements, ignored them, and operated illegally until caught. She stated that this would place a full on running and established business into a backyard. She believed that the City should follow enforcement for Code violations rather than directing the violator to apply for permissions. She stated that Green Valley Road is in need of maintenance and commented on the dangerous S curve nearby. She asked that a traffic study would be done before considering the request. She noted that if this were approved it would add another HOP within 350 feet of a recently forced HOP. She stated that Councilmember Howell used the logic that property values would increase as a result of the gun shop business in the neighborhood but that is not what the residents have been told by realtors. She stated that the realtors encouraged the residents to sell now while they can before more HOPs change the character of the neighborhood. She stated that the existing residents did not choose to move into an area that allows commercial activity. She asked how residents working night would be able to sleep during the day when there is commercial activity occurring. She stated that two properties that abut this subject property have disabled children and the noise from the site triggers those children. She encouraged the City to review its process for HOPs and require certified surveys and to limit the types of businesses that can operate from a home. She commented that corrugated material is highly combustible and asked if the building would be sprinkled. She commented that the property should also be inspected because there are two horses buried on the property.

Senior Planner Anderson commented that any HOP would have a provision that would provide the City with the legal right to inspect the property with notice to the property owner. He commented on the enforcement ability that staff would have if there were issues.

Charles Lattery, 17646 Saint Francis Boulevard, commented that his property abuts the east side of the subject property. He stated that he met the Hillmans when they moved in, and they have been quiet and kept to themselves. He commented on the loud banging mentioned by the previous speaker. He stated that the property owners made unstable ground stable in order to make a drivable surface to the pole barn. He noted that class five material was laid and once that was finished the noise stopped. He noted that work was done within the allowed hours of City Ordinance noting that the property owners were respectful of neighbors during that time. He stated that he has lived on his property for 18 years. He stated that many people are working from home now following COVID and asked how the excessive FedEx and UPS trucks making deliveries to homes is different than this family trying to support themselves through their small business. He stated that the CEO of Medtronic started out of a two-car garage, you have to start somewhere as an entrepreneur. Denying this permit would crush this family's dreams. He stated that he has no complaints, the Hillmans have been great neighbors and have been respectful.

Carl Blookhouse, Elk River resident, stated that he is the applicant's father in-law and commented that Mr. Hillman is a respectable man that works well with people. He stated that they work with high school kids on occasion which gives them something positive to do as well. He commented that the machinery on the Ramsey property is his and will be moving to his new property as previously mentioned. He agreed that the noise was from the gravel that was put onsite to improve the driving surface. He stated that they have been operating out of the two-car garage for 20 years and have never had any complaints. He stated that they do not hear any noise from the trucks coming to the site that would be different than any general traffic noise from 47. He stated that he is not aware of any traffic issues on Green Valley Road but has noticed accidents further up 47. He commented that they would not be generating any noticeable traffic that would be different than Amazon deliveries or deliveries to the greenhouse business.

Ronald Trail, 6025 Green Valley Road, commented that he lives on the corner of 47 and the traffic is unbearable, and he has seen accidents. He commented that at no time, did any person accessing the subject property account for those issues. He stated that perhaps one vehicle comes to the site per day with the exception of a delivery vehicle such as Amazon. He commented that there is one truck that leaves the site and comes back later in the day. He commented that is the truck of the applicant. He noted that he has only noticed maybe one delivery vehicle per day. He stated that he has a large patio door that looks at the subject property and he is home most days as he is retired. He commented that there are no disturbances caused by this applicant. He stated that the disturbances are caused by the greenhouse, noting that he counted 85 vehicles in the lot for that business at 3:30 today, including 22 or 23 trucks. He stated that business has outgrown its 40 acres and has expanded into the 30-acre lot next door. He stated that the traffic and problems are from the greenhouse business. He stated that Green Valley Road is one mile from 47 to Nowthen Boulevard and there are probably 1,000 vehicles per day, noting that he counted ten vehicles in one minute this morning. He commented that people have been killed at that intersection, but this family is not the cause, and they are helping the neighborhood. He referenced a complaint that people are moving to the area to get away from the bright lights, but they actually moved towards

the lights because of the greenhouse business. He commented that the issues are not caused by this family or their business. He asked the Commission to approve the request. He asked the complaints that were made to the applicant's property.

Chairperson Bauer commented that anyone running a business from their home without a permit would receive a complaint. He stated that in the case such complaint is made, staff encourages the person to submit an application and go through this process.

Mr. Trail commented that he has lived in his home for 22 years and once the Hillmans moved in, all their complaints against the previous property owner were resolved. He stated that they are happy to have the Hillmans as neighbors and would like to see them be able to operate their business.

Ashley Walsh, 6100 177th Lane NW, commented that she lives across from the subject property. She stated that they purchased their property looking for a quiet neighborhood as her son is autistic and nonverbal. She stated that the noise coming from the subject property has been greatly downplayed in this meeting. She stated that there has been a lot of noise and the last few summers her son is crying when he hears the machinery, and they have to go back inside. She felt that a level of peace and tranquility has been lost. She was happy to learn the machinery would be leaving as it is unsightly to look at. She believed people should do their due diligence when purchasing property to ensure everything is done legally. She believed the applicant should be held accountable for not having the proper permits before operating his business.

Chairperson Bauer commented that the applicant has stated that he is manufacturing in Elk River and warehousing in Ramsey but would eventually like to manufacture in Ramsey as well. He asked if that would be allowed to occur if this were approved without any conditions that would prohibit that activity.

City Planner McCann stated that if certain conditions are placed that align with future expansion that should be acceptable.

Chairperson Bauer asked if the HOP could be granted to only allow warehousing and not manufacturing.

City Planner McCann confirmed that could be done and noted that if desired, the applicant could apply for an amended permit in the future if there was a desire to move the manufacturing to the site.

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

Further discussion: Mr. Trail referenced the last speaker who complained about noise. He stated that if there is noise going out it must only be going in one direction as he lives closest to the property with no trees between the properties whereas the other properties that abut the subject property would be sheltered with trees.

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

Chairperson Bauer closed the public hearing closed at 8:00 p.m.

Commission Business

Chairperson Bauer noted that during the public comments the newest member of the Commission arrived, Tom Hunt, and welcomed him.

Commissioner VanScoy asked staff to pull up the address on Google maps with the satellite view as the GIS is dated imagery. He noted that a truck terminal was listed in the documents but noted that he does not see that on the site. He noted that there is significant parking on the northeast. He noted that the site appears to be setup for large vehicle traffic and asked how that fits into the narrative of one truck per day.

Commissioner Walker commented that he believes that the trucks seen in the photo from Google maps are the farm trucks of the father in-law.

Carl Blookhouse commented on the multiple trucks that he currently has on the property. He noted that he was temporarily storing those vehicles on the site when he sold his farm in Wisconsin and they will be moved to his new Minnesota property once his building is completed. He confirmed that those vehicles are his personal equipment that was moved from his farm.

Commissioner VanScoy referenced the parking pad and asked staff for details.

City Planner McCann commented that in the current format the parking pad does not meet the recently updated ordinance.

Commissioner Hunt asked what would constitute as dispatch.

City Planner McCann stated that they previously reviewed the definition within City Code and repeated that definition.

Commissioner Hunt asked if it would be employees that are dispatched.

City Planner McCann confirmed that it would be the employees and materials.

Commissioner Anderson asked if there is fire suppression in the buildings.

Mr. Hillman replied that they have fire extinguishers throughout the building.

Commissioner Anderson commented then the applicant would rely on typical fire response if there were a fire. He asked why the applicant does not want to stay in Elk River.

Mr. Hillman replied that he would like to stop paying rent for the smaller property in Elk River and operate out of this larger property. He noted that would also eliminate the need to bring materials from one site to the other and would provide him with additional control as he cannot be in both locations at one time.

Commissioner Anderson stated that if the entire operation were moved to Ramsey, he would ask how the material would be partitioned to help prevent a fire.

Mr. Hillman commented that could be something they could figure out.

Commissioner Anderson asked the applicant what the number would be if there were a limit on the number of vehicles coming in, including customers.

Mr. Hillman replied that the maximum he would anticipate would be four vehicles per day, whether those are semi, dock, or UPS trucks.

Commissioner Anderson asked the business hours.

Mr. Hillman stated that he would request 8 a.m. to 5 p.m. but would be negotiable if needed.

Commissioner Anderson stated that the application notes truck storage outside and asked the number.

Mr. Hillman replied that the dock truck would be stored outside and possibly a 40-foot trailer. He noted that the dock truck would leave the site during the day to make deliveries or pickup material and then would return later in the day.

Commissioner Anderson commented that there would also be restrictions placed upon the number of vehicles that could be stored/parked at the property.

Commissioner Peters asked if the opinion of the Fire Marshall can be obtained on whether the building would need to be sprinkled. He noted that he just worked in a building in Ramsey last week that was not sprinkled because it was grandfathered in unless there was an expansion. He commented on the high cost to add sprinklers to a building, noting an estimate of about $250,000.

Senior Planner Anderson replied that if the use of a building changes, that requirement could come into play.

Commissioner Gengler asked staff to pull up the zoning map.

Commissioner Anderson asked if the City Fire Chief has looked at the building.

City Planner McCann did not believe that has been done.

Senior Planner Anderson referenced a previous discussion Commissioner Anderson had with the applicant related to the number of trips and noted that the applicant estimated deliveries and noted that employees should also be counted.

Mr. Hillman commented that he only has one employee and estimated seven including deliveries and the employee.

Commissioner Walker commented that the applicant is also including Amazon and other delivery vehicles in that number and did not believe those would be counted if they were going to a home as Amazon could be delivering a product ordered by the home.

Commissioner Anderson commented that he would not count Amazon and those delivery vehicles as every home has those.

Commissioner Walker commented that in terms of a traffic count it would seem to be two trucks (semi or dock) and three for the employee.

Commissioner Anderson clarified that all those things need to be written down in the case the Commission supports the request.

Commissioner Walker agreed but wanted to ensure Amazon and those types of deliveries are not counted.

Chairperson Bauer referenced a property that is blacked out on the map and asked if that is wetland.

City Planner McCann replied that is the PUD zoning district.

Chairperson Bauer asked the specifics on the PUD.

City Planner McCann was unsure. He noted that it appears to be residential.

Senior Planner Anderson replied that is a PUD, but he is confident it was residential deviation from Code. He stated that about a decade ago there was a HOP request from the property at 6160 that was denied.

Commissioner Walker suggested a motion noting that he would be open to suggestion on additional conditions.

Commissioner Anderson suggested that the applicant work with staff to define the number of trips, hours of operation, and that there be inspection by the Fire Chief to determine if modifications would be necessary to support manufacturing.

Commissioner Walker stated that he would agree with the first two conditions but would be opposed to the condition requiring inspection by the Fire Chief. He stated that if the manufacturing is moved over the applicant could come back and make that request and that could be brought in at that time.

Commissioner Anderson replied that he would want review by the Fire Chief because this is cold storage, and it is unknown as to what could spark a fire. He noted that recommendations could be made that may or may not need to be done in preparation for moving the manufacturing portion.

Commissioner Walker agreed.

Motion by Commissioner Walker, seconded by Commissioner Peters, to recommend that City Council adopt Resolution #22-085 Approving a Home Occupation Permit for a Container Business at 6131 Green Valley Road NW, directing the applicant to define the number of trips, business hours, and inspection by the Fire Chief to determine if changes are necessary to support manufacturing.

Further discussion

Commissioner VanScoy commented that it seems this use is inappropriate in a residential area, and he is concerned with allowing warehousing with the intent to move to manufacturing. He stated that an HOP is a place to start but when a business reaches this point it should look at alternatives. Commissioner Gengler agreed with Commissioner VanScoy noting that this sounds like a well-formed business enterprise and would not be appropriate in a residential area. Commissioner Walker commented that if the business employed 15 or 20 people, he would agree, but this is two or three employees, and they would like to operate on their own property. He hoped that the business would outgrow this and then find another location in Ramsey to grow the business. He stated that he supports assisting a small business in reaching the next step. Commissioner VanScoy stated that he appreciates the intent but disagrees with this use in this area.

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

Motion by Commissioner Walker, seconded by Commissioner Peters, to recommend that City Council adopt Resolution #22-085 Approving a Home Occupation Permit for a Container Business at 6131 Green Valley Road NW for the purposes of warehousing only at this time.

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

Senior Planner Anderson stated that this is a recommendation that will go forward to the City Council. He noted that under this motion, if adopted by the Council, if the applicant desired to add manufacturing they would need to come back and request an amendment to the HOP which would follow a similar process.

7.02: Public Hearing: Consider Request for an Amended Conditional Use Permit to Expand an Existing Natural Gas Substation at 7607 173rd Avenue NW (Project No. 22-119); Case of CenterPoint Energy

Public Hearing

Chairperson Bauer called the public hearing to order at 8:25 p.m.

Presentation

Senior Planner Anderson presented the staff report stating that staff recommends approval of the Amended Conditional Use Permit for expansion of the natural gas substation on the subject property. The footprint of the natural gas substation is not changing, there would just be additional equipment installed on the site. There is sufficient maneuvering area for a tanker truck to enter the site, fill the storage tank and exit back onto 173rd Avenue without disrupting traffic. Personnel would be on site any time flaring occurs and said occurrence would only occur during regular, daytime business hours, reducing the visible light from the flare to a nearly non-detectable light source.

Citizen Input

Dustin Daniels, CenterPoint Energy applicant, stated that staff did a good job explaining the intention.
He stated that today this is property owned by CenterPoint and Northern Natural Gas supplies gas to them at this location. He provided details on previous activity and noted that this would replace old, outdated infrastructure to properly handle the equipment. He stated that the smaller company owned vehicles would come to the site to be filled by the tank, estimating four trips per month in the winter and maybe two trips during the remainder of the year. He stated that because of the unseasonably cold year they are having a fourth fill this year but noted that in his previous years in his position there were only three fills.

Joseph Christian, 7631 172nd Ln NW, stated that he has concerns with the gas in the tank and whether it would be toxic or poisonous.

Mr. Daniels provided details on the odorant blend that is used by CenterPoint and within the tank. He stated that there is a natural gas blanket that sits on the top of the gas and natural gas is pushed into the tank to build pressure and push the odorant out into the truck. He stated that they then burn off that gas in flaring rather than releasing it into the air. He noted that it is a clean burn, so it rids the odorant. He provided background details on the use of odorant with natural gas and on the product. He stated that if spilled on the ground there would be a larger concern with the smell than toxicity. He noted that if it were spilled it is easily absorbed by materials kept onsite.

Mr. Christian commented that the chemical is explosive and can explode under pressure. He stated that it is also a carcinogenic and reviewed other information he found online. He stated that he has concern with this being stored near his home and loaded into trucks three to four time per year. He stated that his neighbor has lung issues and is also near the site. He also commented on the proximity to the wetlands. He stated that the work that was done on the site the last time drained the swamp and then once work was completed the water returned and flooded a neighboring property.

Mr. Daniels commented on the work that was referenced and asked when that occurred.

Mr. Christian replied that the work was done about one year ago.

Mr. Daniels replied that Northern Natural replaced line and piping from their facility which then goes west along the edge of the wetland. He noted that the digging was five to ten feet in depth and there would have been dewatering in those trenches. He could not speak to what happened with the neighboring property but noted that was not CenterPoint. He stated that this project would be surface level with the exception of putting in supports for the tank. He commented that this is a vapor and is flammable. He was unsure the odorant that the resident looked up online but provided the Chevron SDS that is used. He also provided details on studies that have been done and that can be supplied if desired.

Chairperson Bauer asked if staff requested those reports.

Senior Planner Anderson stated that staff did not make that type of request as those concerns were not raised by the development review team. He noted that the Commission could make that a condition if desired. He noted that the project from one year ago was maintenance and the WMO issued the proper permits for dewatering. He was not aware of any concerns or complaints made upon completion of the project.

Commissioner VanScoy asked if there is anything about the use that is unusual or unique to this location.

Mr. Daniels replied that there is nothing unusual or unique about the location, but it is good use of property they own. He noted that the use of these tanks are industry standard, and these would be above ground storage tanks, therefore a diking system would be used to ensure containment could occur.

Mr. Christian asked for details on who looked into the application and the requested chemical.

Senior Planner Anderson stated that the development review team includes staff from Planning, Economic Development, Building, Engineering, Public Works, Fire Department, and Police. He stated that any land use application is routed through all those departments for review and comment. He stated that the Fire Department did not have any concerns other than the permit for above ground storage tank that would include the diking system.

Mr. Christian asked if the name of the chemical was known prior to tonight.

Senior Planner Anderson confirmed that information was included in the application.

Mr. Christian asked if anyone would like this tank behind their home.

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

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

Chairperson Bauer closed the public hearing closed at 8:50 p.m.

Commission Business

Motion by Commissioner Peters, seconded by Commissioner VanScoy, to recommend that City Council adopt Resolution #22-093 Granting an Amended Conditional Use Permit to Expand the Substation with an Odorant Storage Tank and Associated Equipment.

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

7.03: Public Hearing: Consider Resolution #22-083 Approving a Variance for 16165 Olivine Street NW (Project No. 22-115); Case of Charles Hansen

Public Hearing

Chairperson Bauer called the public hearing to order at 8:51 p.m.

Presentation

City Planner McCann presented the staff report stating that staff feels that the variance request is reasonable, unique and meets the criteria for a variance and therefore recommends adoption of Resolution #22-083 approving a variance allowing a detached garage nearer the front property line than the home at 16165 Olivine Street NW.

Commissioner VanScoy asked for clarification on the statement that the placement which would comply with the setback would interfere with the septic system.

City Planner McCann stated that there is a requirement that outlines setbacks from portions of septic systems, including the drain field. He noted that there are no other viable locations on the property that would not interfere with the septic system elements.

Senior Planner Anderson replied that the setback from the tank is 10 feet and 20 feet from the drain field. He noted that the City also discourages driving over any of the plumbing that goes from the house to the tank to the drain field. He noted that a vehicle would drive over the piping of the system if in another location.

Commissioner VanScoy asked how the garage would be accessed.

City Planner McCann stated that a driveway is not proposed to provide connection in the plan.

Citizen Input

Charles Hansen, applicant, stated that he would access from the south of the building, off the existing driveway.

Chairperson Bauer asked why the long side is running parallel to the road rather than having the short side parallel to the road. He asked if that would better meet the requirements.

Mr. Hansen replied that if the building is pushed back to the front of the primary structure there would be no way to fall within the setback guidelines for the septic system elements along with additional tree clearing that would be needed. He stated that he does not plan to have a separate driveway from the street because of a line of mature oaks that he would like to keep and the location of power lines. He acknowledged that one of the main reasons for the front setback is for the appeal of the neighborhood and noted that he plans to include architectural elements to compliment the house and look nice.

Commissioner Anderson asked if the drain field is a mound system or normal underground drain field. He asked where that would be moved if the system failed and the age of the drain field.

Mr. Hansen replied that it is an underground drain field from 1992. He stated that it was inspected in 2018 when they bought the property and was up to Code and proper at that time. He stated that if there were a failure, he would hopefully utilize that area, if possible, for the field.

Commissioner VanScoy commented that it looked like the building could be moved back to meet the requirements, but to access the building it would require driving over the septic piping, so he now understands the need.

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

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

Chairperson Bauer closed the public hearing closed at 9:03 p.m.

Commission Business

Motion by Commissioner Gengler, seconded by Commissioner Peters, to Adopt Resolution #22-083 Granting a Variance to Setbacks for a Detached Garage at 16165 Olivine Street NW.

Further discussion

Commissioner Anderson commented that he will support the request but believes that it could create a problem if there were a failure of the drain field as the building would occupy usable space. Chairperson Bauer noted that it could be dug up and replaced in the same location.

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

7.04: Public Hearing: Consider Request for a Conditional Use Permit to Exceed Accessory Building Square Footage Allotment at 18055 Saint Francis Boulevard NW (Project No. 22-114); Case of Trevor and Ashley Nordick

Public Hearing

Chairperson Bauer called the public hearing to order at 9:05 p.m.

Presentation

Senior Planner Anderson presented the staff report stating staff recommends approval of the Conditional Use Permit, with the contingency that the membrane-type structure is removed and/or converted to a more "permanent" type of structure and one of the smaller accessory buildings is removed altogether from the subject property. The proposed use (indoor horse-riding arena) seems reasonable based on the zoning and guidance of the subject property. The applicant has stated that it would be compatible in color with the dwelling and based on existing conditions, it would be somewhat screened from public view (especially considering the speed limit on Saint Francis Boulevard). The total number of detached accessory buildings could be addressed via the Conditional Use Permit. He noted that one written comment was received.

Commissioner VanScoy asked why a CUP is being used rather than a variance.

Senior Planner Anderson replied that an oversized accessory building is allowed through CUP in the R-1 district.

Citizen Input

Trevor and Ashley Nordick, applicants, were present to address any questions.

Chairperson Bauer referenced the current structures and membrane structure. He asked what is stored in the membrane structure.

Mr. Nordick replied that firewood is stored in that structure. He commented that he has 11 cord of firewood and did not believe that would be desired in the riding arena.

Commissioner VanScoy referenced the accessory buildings onsite and asked if one is planned to be removed.

Mr. Nordick stated that one of the deals they made with the seller of the property was to allow them to store things in that accessory building for a set period of time. He stated that the sellers are working to remove those items and then that structure will be removed.

Commissioner Gengler asked the applicant for thoughts on possibly reducing accessory structures.

Mr. Nordick stated that they could also remove the firewood shed and put a tarp over the wood. He stated that the home was originally built in 1912 with a barn that the tack is currently stored in.

He stated that he has contemplated removing that but struggles with that because it is over 100 years old.

Commissioner Gengler commented that the proposed structure is attractive and very large. She asked if any of the other items being stored outdoors could then be stored indoors.

Mr. Nordick replied that they do not. He commented that riding the horses requires a fair bit of space and that is what the new structure would be used for.

Community Development Director/Deputy City Administrator Hagen stated that when it was mentioned that the firewood could be covered with a tarp, he would imagine a blue tarp and therefore in terms of aesthetics it would seem preferable to instead make that membrane structure more permanent.

Commissioner Walker asked if the property in Nowthen was included, the number of outbuildings would then be compliant.

Senior Planner Anderson replied that would be true with the exception of the riding arena.

Commissioner Walker asked if the applicant has checked the regulations of Nowthen related to membrane structures.

Mr. Nordick stated that he brought that membrane structure from his last house.

Commissioner Walker suggested moving it to the Nowthen side of the property.

Mrs. Nordick agreed that is a good idea.

Chairperson Bauer believed that the Nowthen property is already being factored in.

Senior Planner Anderson clarified that technically the Ramsey property is noncompliant with five buildings and moving one of those would bring it into compliance and the CUP could then allow for the riding arena for a total of five detached buildings on the Ramsey property.

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

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

Chairperson Bauer closed the public hearing closed at 9:25 p.m.

Commission Business

Commissioner Walker stated that he completely supports this request, noting the weather conditions and the benefit of indoor riding for horses. He commented that there are trees on every side of the proposed structure, and he did not see a reason this should be denied.

Motion by Commissioner Walker, seconded by Commissioner Anderson, to recommend that City Council adopt Resolution #22-084 Granting a Conditional Use Permit to Exceed the Allowable Square Footage for Detached Accessory Buildings on the Subject Property and number of structures.

Further discussion

Commissioner VanScoy asked for clarification on the number of structures. Commissioner Walker stated that his understanding was to allow one more than they currently have. Chairperson Bauer commented that allowing one more than they currently have would provide the flexibility to keep them all plus the riding arena and it is understood that one structure will be removed. Commissioner Anderson asked and received clarification that there is no intention for this to be a commercial riding arena and will only be used by friends and family.

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

7.05: Public Hearing: Consider Request for a Conditional Use Permit for an Oversized Accessory Building at 16501 Jarvis St NW (Project No. 22-113); Case of Allen Skogquist

Public Hearing

Chairperson Bauer called the public hearing to order at 9:30 p.m.

Presentation

City Planner McCann presented the staff report stating staff recommends adoption of Resolution #22-082 approving the Conditional Use Permit for an oversized accessory building addition, contingent upon compliance with conditions outlined in the said resolution and any others identified by the Planning Commission.

Citizen Input

Allen Skogquist, applicant, stated that he has 12,000 square feet in one structure which is a barn built in 2019 and the home was built in 2020/2021.

Chairperson Bauer stated that the application indicated a use for personal storage. He asked what would be stored that would require that much space.

Mr. Skogquist stated that his home is slab on grade and a large portion of the barn is a gathering space/man cave. He stated that he does not store items from other people to be stored on his

property and the items he has within the structure are all his own. He stated that he has three boys that race snowmobiles, and he has large trucks with a large gooseneck trailer. He provided details on the other equipment that he has in order to maintain his property. He stated that he likes to have the equipment to complete the work himself. He noted that he has 127 acres in total and has trails and plants food plots for deer. He stated that he signed an agreement with the City that there is no home business on his property. He stated that he intends to stay on the property for the remainder of his life.

Commissioner VanScoy asked if there is agricultural use.

Mr. Skogquist stated that he plans to plant five-acre food plots in different areas and also has five goats that he has been moving to control buckthorn.

Commissioner Gengler asked for clarification on the proposed location for the structure.

Mr. Skogquist stated that his property was just staked and noted that the structure would be almost parallel to the barn but moved up ten feet.

Commissioner Gengler asked if there are any driveways planned for access.

Mr. Skogquist stated that he does not need to do anything as there is a concrete apron slab in front of the existing barn and crushed gravel that exists to provide access in that location.

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

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

Chairperson Bauer closed the public hearing closed at 9:40 p.m.

Commission Business

Motion by Commissioner VanScoy, seconded by Commissioner Walker, to recommend that City Council adopt Resolution #22-082 Approving the Conditional Use Permit for an Oversized Accessory Building Contingent Upon Compliance with the Conditions.

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

8. COMMISSION / STAFF INPUT

Chairperson Bauer invited Commissioner Hunt to introduce himself.

Commissioner Hunt apologized for the delay today and introduced himself.

Community Development Director/Deputy City Administrator Hagen asked the remaining members of the Commission that have not responded to be please do so in response to requests for availability for a joint meeting. He also provided an update on the application and interview process for the Zoning Code Enforcement Officer position. He anticipated a start date of early June.

Commissioner Walker stated that he will not be present for the May meeting.

Chairperson Bauer noted that he and Commissioner VanScoy would have to step down from the PACT request which will be at the May meeting, therefore he would need to ensure at least four other members of the Commission would be attending.

Community Development Director/Deputy City Administrator Hagen asked that Commissioners let him know this week if they will be unable to attend as staff would need to move the meeting up one week in that case and would need to provide notice for the public hearing.

9. ADJOURNMENT

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

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

The regular meeting of the Planning Commission adjourned at 9:46 p.m.

Respectfully submitted,

Todd Larson
Planning Manager

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, April 14, 2022, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Chairperson Michael Olson
Member Chelsee Howell
Member Rachal Johnson (via Zoom)
Member William MacLennan
Member Chris Riley
Member Shanna Stewart
Member Scott Wiyninger

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

Motion by Member MacLennan, seconded by Member Riley, to approve the agenda.

A roll call vote was performed:

Member Johnson	aye
Member MacLennan	aye
Member Stewart	aye
Chairperson Olson	aye
Member Wiyninger	aye
Member Riley	aye
Member Howell	aye

Motion carried.

3. CONSENT AGENDA

3.01: Approve Meeting Minutes Dated March 10, 2022

Motion by Member Riley, seconded by Member MacLennan, to approve the March 10, 2022, minutes as presented.

A roll call vote was performed:

Member Howell	aye
Member Riley	aye
Member Wiyninger	aye
Chairperson Olson	aye
Member Stewart	aye
Member MacLennan	aye
Member Johnson	aye

Motion carried.

4. EDA BUSINESS

4.01: Elect Chairperson and Vice Chairperson

Economic Development Manager Sullivan opened the floor for nominations for the position of Chairperson.

Motion by Member Johnson, seconded by Member MacLennan, to appoint Michael Olson as Chairperson of the Economic Development Authority through March 31, 2023.

There were no other nominations.

A roll call vote was performed:

Member Johnson	aye
Member MacLennan	aye
Member Stewart	aye
Chairperson Olson	aye
Member Wiyninger	aye
Member Riley	aye
Member Howell	aye

Motion carried.

Chairperson Olson opened the floor for nominations for the position of Vice Chair.

Motion by Member Olson, seconded by Member Johnson, to appoint William MacLennan as Vice Chairperson of the Economic Development Authority through March 31, 2023.

There were no other nominations.

A roll call vote was performed:

Member Howell	aye
Member Riley	aye
Member Wiyninger	aye
Chairperson Olson	aye
Member Stewart	aye
Member MacLennan	aye
Member Johnson	aye

Motion carried.

4.02: Consider Application for Sign and Awning Program: Allison's Petite Pastries

Economic Development Manager Sullivan presented the staff report.

Member MacLennan asked the total cost of the signage.

Economic Development Manager Sullivan replied that the cost is approximately $8,000 for two types of signage, the sign on the building and the spot on the monument sign for the multi-tenant building.

Member Johnson asked how useful the signage has been for Kitchen Table. She stated she does notice the signage and asked if additional interest has been generated from that awning signage.

Economic Development Manager Sullivan stated that he has not received any comments but noted that the awning does draw attention. He stated that the program is utilized for new sit-down restaurant businesses.

Motion by Member Johnson, seconded by Member Wiyninger, to recommend to City Council to approve a $1,500 grant from the Sign and Awning Program for Allison's Petite Pastries.

A roll call vote was performed:

Member Johnson	aye
Member MacLennan	aye
Member Stewart	aye
Chairperson Olson	aye
Member Wiyninger	aye
Member Riley	aye
Member Howell	aye

Motion carried.

Chairperson Olson recognized the two new members of the EDA and invited them to introduce themselves.

Members Wiyninger and Stewart introduced themselves to the group.

4.03: Consider Letter of Intent for Outlot A, Gigi Addition; Case of The Schiebout Family Limited Partnership, LLLP (Portions may be closed to the public)

Economic Development Manager Sullivan presented the staff report.

Member Riley noted that the previous plan included a steakhouse restaurant, and this plan does not appear to include that feature. He stated that was a desired amenity from the community, which is why there was such support from the City for the previous project. He welcomed input from the developer.

Emily Allegra, representing the applicant, stated that her family started Delta ModTech and is interested in branching out into other industries. She stated that they enjoyed working with the City of Ramsey. She noted that they have customers that fly in and there is not a close place for those people to stay, which is how they got to the concept of a hotel. She commented that staff did bring up the idea of a steakhouse but noted that COVID changed a lot of those dynamics. She stated that restaurants included within existing hotels are currently going bankrupt and therefore that is not included in the plans. She stated that if the hotel does flourish over time, they would be interested in a freestanding restaurant but do not wish to tie the projects together.

Member MacLennan noted the reference to business travel and asked if that has been picking back up.

Ms. Allegra replied that is the reason they are requesting a three-month period in order to conduct an updated demand study of the market. She stated that they know their business has demand as do some others, but they are not yet fully confident.

Member Wiyninger asked if there has been a study on how bringing in a hotel like this would impact the surrounding area.

Economic Development Manager Sullivan replied that a study has not been done on the impact to Ramsey, but it would be likely that people staying in a hotel would provide benefit to other businesses in the area and would also increase the tax base. He noted that there would also be ability for extended stay for construction crews. He stated that while The COR is not the only focus in the community, it is an important asset that the City has invested in.

Member Stewart asked how this hotel would be different than the existing hotel in Ramsey.

Ms. Allegra commented that this hotel would be of a higher scale which brings a higher-level product and would perhaps draw customers from other communities as well.

Member Stewart asked for more details.

Ms. Allegra replied that the demand study would confirm additional details. She stated that they are suggesting a mid to high scale hotel, providing examples. She stated that they would also like to be able to accommodate extended stay and family stays with suites and a pool.

Chairperson Olson asked for clarification on the action before the EDA today.

Economic Development Manager Sullivan replied if there is consensus that the EDA is willing to consider a land cost write down, that would be good for the developer to hear. He confirmed that additional work would be done at a later time to support the land cost and potential write down.

Motion by Member Johnson, seconded by Member Wiyninger, to recommend to City Council to enter into the LOI with The Schiebout Family Limited Partnership, LLLP as presented, subject to City Attorney review.

Further discussion: Member Riley commented that he supports this action, noting that this would be a three month hold on the land while the study is being completed. He stated that the idea of a land cost write down was similarly discussed three years ago and therefore he would also support the idea of that. He noted that the related work would then be done at a later date. Member MacLennan commented that the potential sports dome could also bring in clients to a hotel. Ms. Allegra confirmed that they have been alerted to that potential which is why they are included features attractive to families in their discussions. Member Stewart asked if the City would receive a copy of the study. Ms. Allegra stated that if they move forward, they would provide a copy to the City, but if they pull back from the project, they would like to keep the study private. Economic Development Manager Sullivan replied that it was his impression that the City would be able to keep the study regardless and would require that as part of this process. He stated that there is other interest in the site and typically the City would require earnest money that would not be returned in order to hold the site. He confirmed that he would want that included in the agreement and noted that would be finalized prior to the City Council review. He noted that if the language is not included, the item will not move forward to the City Council.

A roll call vote was performed:

Member Johnson	aye
Member MacLennan	aye
Member Stewart	aye
Chairperson Olson	aye
Member Wiyninger	aye
Member Riley	aye
Member Howell	aye

Motion carried.

4.04: 2022 Business Appreciation Day Event Planning

Economic Development Manager Sullivan presented the staff report.

Member MacLennan commented that the tournament was great and is always a lot of fun with the ability to network. He stated that he would really love to see a business from the city cater the event but recognized that may be difficult to arrange.

Economic Development Manager Sullivan replied that when the City went through pricing the last year there were only two available options. He noted that Kitchen Table is not doing a lot of events at this time and the pricing was much higher than other options. He stated that there is a lot of event planning from staff and therefore he would like to use the inhouse catering available from Northfork as that will make the event run the smoothest and in the most efficient manner.

Motion by Member MacLennan, seconded by Member Johnson, to authorize EDA budget allocation of $5,500, select Wells (Lynde) Catering as the preferred caterer and select Tuesday, August 16th at The Links at Northfork for the 2022 Business Appreciation Day Event.

A roll call vote was performed:

Chairperson Olson	aye
Member Johnson	aye
Member MacLennan	aye
Member Stewart	aye
Member Wiyninger	aye
Member Riley	aye
Member Howell	aye

Motion carried.

5. MEMBER / STAFF UPDATE

The EDA reviewed the Staff Update.

Economic Development Manager Sullivan provided updates on recent development activity and upcoming events.

Chairperson Olson asked the percentage of Ramsey businesses registered for the Business Expo.

Economic Development Manager Sullivan estimated about 60 percent Ramsey businesses at this time which is around the average of 60 to 70 percent Ramsey businesses. He stated that the event has been marketed differently this year, therefore they will be curious to see if there is a difference in attendance as well. He noted that PACT Charter School will also be doing a craft show that day and hopefully people from one event will also visit the other.

Member MacLennan referenced the planned digital billboard along Highway 10 and stated that there has been discussion as to what would be allowed and not allowed. He stated that there is an existing billboard that contains hate speech which bothers him greatly. He stated that it appears as vandalism but noted a similar sign in Blaine, which leads him to believe it is actual advertising.

He noted that both signs are outside of Ramsey but wanted the City to be very aware of what the billboard company is willing to allow.

Economic Development Manager Sullivan commented on the language included in the contract related to advertising on the billboard that will be within Ramsey. He noted that this will be the first sign for the company in this area and therefore does not believe the other signs mentioned are owned by the same company.

Community Development Director/Deputy City Administrator Hagen provided additional details on the control the City would have over messaging on the billboard. He believed that language could be added to the ordinance in attempt to thwart those types of messages. He stated that last year there was a joint meeting between the EDA, Planning Commission and City Council and noted that he is attempting to schedule another joint meeting with the focus on The COR framework and the MUSA boundary.

6. ADJOURNMENT

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

A roll call vote was performed:

Member Howell	aye
Member Riley	aye
Member Wiyninger	aye
Chairperson Olson	aye
Member Stewart	aye
Member MacLennan	aye
Member Johnson	aye

Motion carried.

The regular meeting of the Economic Development Authority adjourned at 8:13 a.m.

Respectfully submitted,



Sean Sullivan
Economic Development Manager

ATTEST:

Wendy Schlueter

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 April 14, 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 Jennifer Leistico Commissioner Justin Loss Commissioner Brian Walker
Commission Members Absent:	Commissioner Dean Olson
Also Present:	City Council Liaison Debra Musgrove Parks & Assistant Public Works Superintendent Mark Riverblood

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

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

4. APPROVE MINUTES

4.01: Approve Park and Recreation Commission Meeting Minutes

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

- Park and Recreation Commission Meeting Minutes dated March 10, 2022

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

5. COMMISSION BUSINESS

5.01: Playground Renovations – Rabbit and Peltzer Parks

Parks & Assistant Public Works Superintendent Riverblood stated that at the last meeting, the Commission recommended playground renovations for Peltzer and Rabbit parks. He stated that many residents expressed support and enthusiasm for the improvements at the meeting. He stated that the meeting had technology issues at the last meeting, therefore the images could not be displayed and noted that his intention tonight is to review those images. He reviewed the presentation with the images for the Commission and viewers at home. He stated that this item will go before the City Council on April 26th.

Chair Bennett thanked staff for the presentation tonight with the images as those were not available at the last meeting.

Commissioner Sis referenced the shoreline portion and asked if the water level is constant from year to year.

Parks & Assistant Public Works Superintendent Riverblood commented that there is open water there and he would anticipate about a two-foot elevation before the water would outlet. He stated that he believed people wanted a pad to be able to see the water and feed ducks. He noted that he would salvage two deck sections from the public works site with a short boardwalk which would result in a short boardwalk with deck for people to enjoy the pond.

Commissioner Sis asked if that would propose risk to the City to have a playground in such close proximity.

Parks & Assistant Public Works Superintendent Riverblood did not believe there would be an issue. He stated that there is nothing that prevents a child from wading into the pond and therefore did not believe a deck would create a further nuisance.

Councilmember Musgrove commented that it was good to hear the soccer goals were installed and asked if those are secured. She asked if the area would be enhanced for turf.

Parks & Assistant Public Works Superintendent Riverblood replied that the goals are secured with augers to ensure they do not tilt down or tip. He commented that there are no turf enhancements proposed. He noted that under normal precipitation seasons the grass is green, although last summer the grass was parched because of the drought conditions. He confirmed the Peltzer Park experienced a lot of vandalism in the past, as have other parks. He noted that often corresponds to the age of the children and those children growing out of that stage. He stated that they have not had vandalism at Peltzer for many years.

5.02: Community Park at Trott Brook Crossing – Preliminary Development Cost Review

Parks & Assistant Public Works Superintendent Riverblood stated that the purpose of this case to continue to review the preliminary cost estimates for this project. He stated that this would be a large park in the category of a community park. He stated that the Commission reviewed the line item costs in great detail for the barn renovations at its January meeting. He briefly reviewed the different types of improvements outside of the barn renovations and estimated costs which would be broken into different phases. He noted that the total estimated cost for all project elements would be $3,800,000 which does not include the value of the land that would be dedicated or certain improvements that would be provided by the developer such as irrigation and infiltration. He noted that information was provided in the packet on the present value of the improvements at Central Park and Elmcrest Park which total about $18,000,000 each. He noted that those parks are similar in fashion in that they are community parks. He noted that the proposed cost for the improvements at this park would only be about 25 percent of the cost to develop the features of the other community parks, therefore it would appear that this is a good value to develop this community park that has been planned for this area of the community for the past two decades. He stated that at the last meeting there was a discussion on the value of the events that would be hosted for the event center, noting that it was stated that his projections may have been on the lower end. He provided more updated revenue projections for the first year, second year, and third year. He reviewed similar event centers within Minnesota and stated that almost all of those event centers had the same pricing for event rentals. He also noted the related economic benefit that could be experienced by existing businesses in Ramsey because of the event center. He stated that the proposed development did receive Preliminary Plat approval from the Council.

Chair Bennett recognized that there are still moving parts between now and the next steps and appreciated the additional details provided. He stated that action is not required from the Commission but welcomed any comments.

Commissioner Walker commented that he does not support the project, but since it has been pushed forward, he wants to ensure the park can be as good as it can be. He stated that he has serious concerns about the City getting into operation of a for profit business, as cities are notoriously bad at operating those types of uses. He stated that he would like to see a proposal of the expenses that would be needed for an event center such as staffing, utilities and supplies in order to review that element from a business perspective. He stated that while it is great to see the revenue projections, the expenses would also be needed in order to make that more accurate. He encouraged the City to lease that facility to ensure the taxpayers are not burdened with a net loss of an event center. He noted that leasing would provide guaranteed revenue with no risk of loss.

Chair Bennett recognized that community assets such as community centers and pools fall into that category because of the operating expenses. He believed that information would be very helpful.

Parks & Assistant Public Works Superintendent Riverblood agreed that staff could research those elements in order to provide those types of statements. He stated that there has also been discussion about having this facility only operational during seven months of the year to limit utility expenses. He stated that the community park is an important addition to the community and will be used for many purposes outside of the event center use. He noted that the large playground, athletic fields, and greenspace will serve many residents as well.

Commissioner Walker stated that if the City were to build a swimming pool and if that were to break even or even lose some money, he would see that differently. He stated that he supports spending the money to make the park an asset but is concerned about the business component.

Chair Bennett commented that he looks forward to seeing more on this as it continues to move forward.

5.03: Consider Park and Recreation 2022 Outdoor Meeting Schedule

Parks & Assistant Public Works Superintendent Riverblood stated that each April, the Commission identifies its outdoor meeting schedule for the upcoming season. He explained that the outdoor meetings provide additional accessibility for members of the community to attend a meeting and provide input and also provides an opportunity for the Commission to review potential park projects or completed parks. He reviewed a proposed meeting schedule for the upcoming season. He welcomed ideas for the May and June meetings noting that the Lake Itasca boardwalk should be completed in the next few weeks and therefore that could be a good location for one of those months.

Chair Bennett stated that he supports the locations proposed by staff. He noted that perhaps they could visit Alpine and/or Solstice parks to evaluate the potential improvements as those are next on the list for playground replacement.

Commissioner Loss stated that he was also going to suggest Alpine Park.

Commissioner Leistico agreed that the Commission should include a location on the upcoming playground replacement list.

Commissioner Sis stated that he would suggest Elmcrest in the beginning of the season because of the use by soccer. He noted that Alpine would also be good because of its use for baseball. He noted that the increased use of the park during those times would create opportunities for engagement.

Parks & Assistant Public Works Superintendent Riverblood commented that the Commission met at Elmcrest each of the last few years and it was difficult to conduct the meeting because of the noise. He suggested visiting Alpine Park for June and Solstice Park in May. The Commission agreed.

Consensus of the Commission was to approve the proposed list of meeting locations for the outdoor meetings, adding Alpine Park and June and Solstice Park in May.

6. COMMISSION/STAFF INPUT

6.01: Commission/Staff Input

Parks & Assistant Public Works Superintendent Riverblood stated that flyers for the upcoming events were included in the Commission packet and provided a brief overview. He also provided

an update on current park improvement projects. He stated that he will also be bringing forward a trail gap list for the Commission to prioritize.

Commissioner Walker referenced previous input from a resident related to the desire for a small dog park area and asked if there has been progress.

Parks & Assistant Public Works Superintendent Riverblood replied that staff has attempted to put some numbers together. He referenced an area that was mentioned off Veteran's Drive, which he believes would be a good location. He noted that it would be a matter of obtaining cost estimates and whether the Commission would support the project and related cost.

Chair Bennett noted that the Commission will be visiting Alpine Park, which will provide an opportunity to review the dog park.

Commissioner Sis asked for an update on the area in front of Affinity off Center Street.

Parks & Assistant Public Works Superintendent Riverblood replied that project is a placeholder within the current CIP. He provided an update on recent discussions related to preparing another site within The COR to become shovel ready and how that could relate to the Waterfront area and Municipal Plaza.

7. ADJOURNMENT

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

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

The Park and Recreation Commission meeting adjourned at 7:23 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, April 19, 2022, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Chairperson Chris Riley
Councilmember Debra Musgrove
Councilmember Chelsee Howell

Also Present: Public Works Superintendent Grant Riemer
City Engineer Bruce Westby
Civil Engineer II Joe Feriancek

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 Howell, to approve the agenda, as presented.

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

4. APPROVE MINUTES

4.01: Approve March 15, 2022, Meeting Minutes

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

Regular Meeting Minutes dated March 15, 2022

Motion carried. Voting Yes: Chairperson Riley and Councilmembers Musgrove. Voting No: None. Abstained: Councilmember Howell.

5. COMMITTEE BUSINESS

5.01: Consider Recommending City Council Approval of Plans and Specifications and Award of Contract for Improvement Project #22-09, 2022 Pavement Rejuvenation Improvements

Civil Engineer II Feriancek reviewed the staff report and staff recommendation to recommend City Council approval of plans and specifications and award of contract for Improvement Project #22-09, 2022 Pavement Rejuvenation Improvements.

Councilmember Musgrove referenced the 8.45 miles of roads that were recently constructed and asked how much of that is in the total that would ideally like to be captured.

Civil Engineer II Feriancek replied that he did not have exact numbers but noted that they are catching almost all the new developments in this process.

City Engineer Westby replied that they are beginning to make good headway in catching up but still have a ways to go.

Civil Engineer II Feriancek stated that for Riverstone they are getting the first, second and third additions and will wait to do the second half of the development at a later time. He noted that some of the newer additions of the new developments do not yet have the final wear course.

Chairperson Riley asked if this length of road was chosen because of budget constraints.

Civil Engineer II Feriancek confirmed that they did work within the budget constraints.

City Engineer Westby replied that the COVID street maintenance funds were a one-time funding source, and the City chose to use its allocation on pavement maintenance for local streets.

Chairperson Riley referenced a street segment which is about five years old.

Civil Engineer II Feriancek noted that street is at the point where if that is not applied at this time, it may not be beneficial to apply pavement rejuvenator in a year or two.

Councilmember Musgrove asked if the goal is to complete 8.45 miles and whether the motion would include a not to exceed amount for the funding.

City Engineer Westby replied that the intent is to spend the full allocation of $200,000 budgeted for pavement maintenance so the pavement rejuvenation project mileage will be adjusted accordingly depending on the crackseal bids received.

Motion by Councilmember Musgrove, seconded by Councilmember Riley, to recommend City Council approval of plans and specifications and award of contract for Improvement Project #22-09, 2022 Pavement Rejuvenation Improvements.

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

City Engineer Westby stated that staff continues to monitor the methods used by other communities to replace sealcoating and review available data related to pavement maintenance.

5.02: Receive Updates on Temporary Signal System on Highway 47 at McKinley Street

City Engineer Westby provided an update on a temporary signal system under construction at the intersection of Highway 47 and McKinley Street in the City of Anoka.

Chairperson Riley commented that traffic already backs up on Highway 47, therefore placing a stoplight to stop traffic will not help traffic get out of Ramsey. He stated that he spoke with Bolton and Menk and MnDOT and is not getting the same story that staff is getting. He stated that MnDOT has stated that they are putting the light in because of Highway 10 construction and that the light is temporary and that it was a MnDOT decision. He stated that no one has mentioned the legislation that was brought up in the staff presentation. He commented that it is frustrating that Anoka and MnDOT are not including Ramsey in the discussions.

Councilmember Musgrove asked if TH 47 was just redone noting that she would think corridor improvements would have been considered at that time.

City Engineer Westby stated he believed that an overlay was recently completed on a portion of Highway 47 to extend the life of the road until the railroad crossing can be reconstructed. He noted that the ultimate plan is to reconstruct the section of Highway 47 from the railroad crossing to Bunker Lake Boulevard in conjunction with the proposed railway crossing grade-separation project, but those projects cannot move forward until the Highway 10 project is completed in Anoka. He noted that there are still discussions on whether that section will be four lanes, two lanes of traffic in each direction, or three lanes which would have one lane of traffic in each direction and a center turn lane.

Chairperson Riley appreciated that staff reached out to the City of Anoka but was disappointed that Ramsey continues to be left out of the loop.

City Engineer Westby commented that he continues to stay in touch with Anoka city staff. He noted that he will add this item to the future topics calendar to ensure continued updates.

6. COMMITTEE / STAFF INPUT

6.01: 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.

6.02: Review Future Topics Calendar

City Engineer Westby reviewed the future topics calendar. It was confirmed that the outdated Highway 47 studies can be removed from the list and will be replaced with a new item to provide continued updates on Highway 47.

Councilmember Musgrove referenced recent discussion from the Park Commission related to a potential dog park in The COR. She was unsure if that would also be something the Public Works Committee would discuss.

Public Works Superintendent Riemer stated that action would be discussed at the Park Commission level. He noted that there were grant funds received to put in native plantings in that area of The COR as well.

7. ADJOURNMENT

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

Motion carried.

The regular meeting of the Public Works Committee adjourned at 6:19 p.m.

Respectfully submitted,



_____

Grant Riemer
Public Works Superintendent

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

CC Regular Session **5. 5.**

Meeting Date: 06/14/2022

By: Mark Riverblood, Engineering/Public Works

Information

Title

Initiate Strategic Plan Action Item #3—Review and Analyze Turf Maintenance of City Properties

Purpose/Background:

Purpose

The purpose of this case is to initiate one of Council's Strategic Plan items, specifically to 'Review and Analyze Turf Maintenance of City Properties', by implementing a long-term cost savings in ground's maintenance for approximately 2 1/2 acres within Autumn Heights Park.

The 'Key Outcome and Indicator' of this Strategic Action Plan is a desire to/for 'Significantly reduced time and expense of maintaining City turf'.

Background

In recent years, both the Park and Recreation Commission and City Council have *generally* recommended the reduction or elimination of unnecessary mowing in parks and public spaces where areas of mown turf serve little or no purpose (like the open areas of Autumn Heights Park). At the same time, it is recognized that the public often supports wildlife habitat enhancements in parks and natural areas as the highest-and-best-use of these undeveloped lands.

Observations/Alternatives:

Observations

The above-referenced Strategic Plan goal is shown for implementation in the third quarter of 2022. This case would begin the process of examining turf and grounds maintenance costs city-wide over the course of the coming year, however in this specific instance just one location is targeted, following the removal of the unused and antiquated play equipment at Autumn Heights Park. It may be noted that the Playground Replacement Policy also references this topic: "*Another option to traditional playgrounds is converting parkland, including the former playground area, into naturalized landscapes, providing a different type of valued outdoor amenity."*

As indicated, this case only begins the process of examining turf-grass maintenance costs with the stated goal of reducing costs over time. Additional information and opportunities will be developed for City Council consideration later in 2022.

The first attachment is existing conditions at the subject park. The second is an itemized cost of some, (not all of) the work proposed for the park, and is a menu for consideration in 2022 and later years. Attachments 3 - 5 is additional background information.

Alternatives

Alternatives include;

~ Doing nothing, and continuing to mow the sparse vegetation at the park, at a time when fuel prices are at an all-time high, and the city has experienced labor shortages for mowing and grounds maintenance activity.

~ Proceed with converting the ground cover at the subject park to native grasses and wildflowers.

~ Other, unspecified actions or expenditures.

Funding Source:

Funding would be from the parks General Fund contracted services, for the installation of naturalized ground cover, and the first year contracted maintenance (establishment work).

Recommendation:

Staff recommends proceeding with a 2022 not-to-exceed amount of $9,600 to replace the sparse turf and weeds at Autumn Heights Park with naturalized ground cover—understanding that in subsequent years, additional investments and maintenance activity will need to occur, but that after a few years, the annual costs will be less than for a mowed turf—and will result in a landscape that is interesting, with other benefits to residents and wildlife.

Action:

Motion to authorize up to $9,600 within the 2022 General Fund Parks Operations Budget to replace the mown grass and weeds at Autumn Heights with native grasses and wildflowers.

Attachments

Existing conditions, Autumn Heights

Contractor proposal

2005 Native Ground Cover Manual

Turf v. Native groundcover calculator

2017 Resolution supporting habitat in parks

Form Review

Inbox	Reviewed By	Date
Grant Riemer	Grant Riemer	06/02/2022 01:36 PM
Brian Hagen	Brian Hagen	06/08/2022 02:19 PM
Form Started By: Mark Riverblood		Started On: 05/11/2022 11:27 AM
Final Approval Date: 06/08/2022		

Autumn Heights Park existing conditions, May 2022

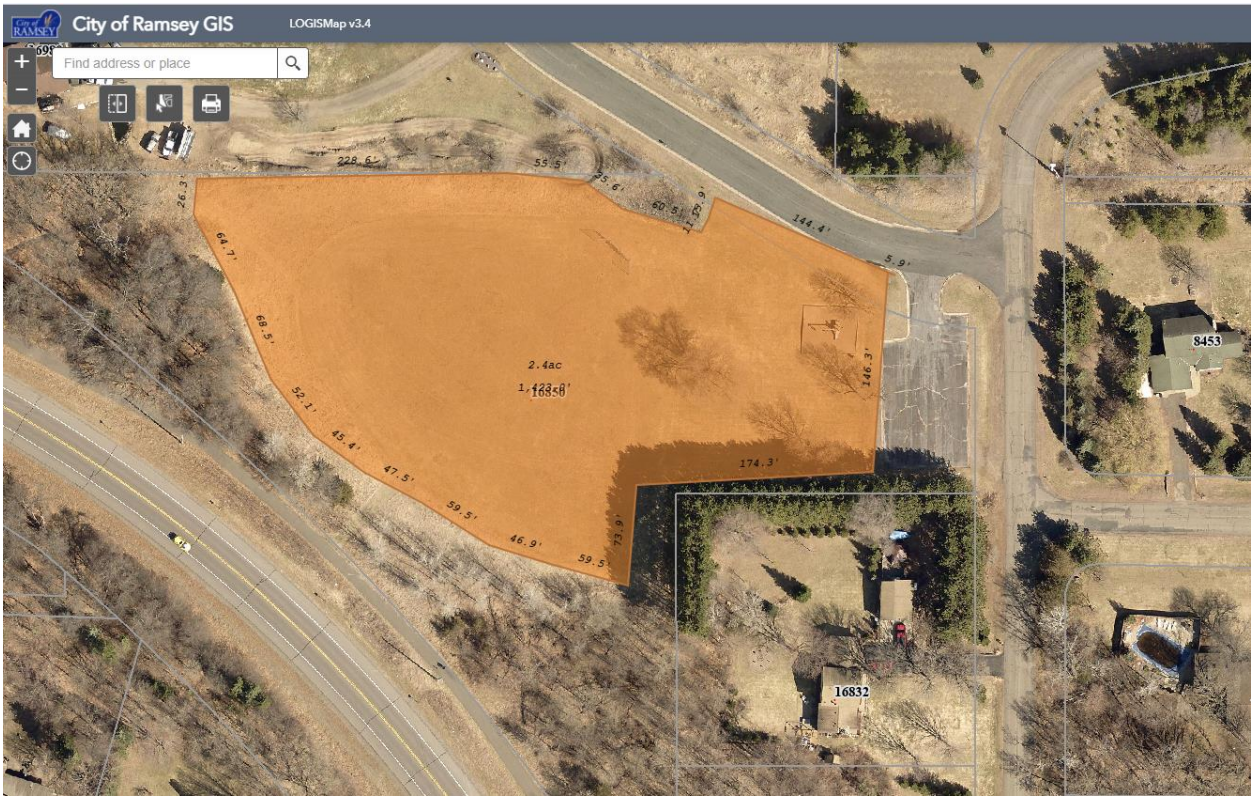






RESTORING LAND,
WATER and WONDER

City of Ramsey
Autumn Heights Park – Turf to Native Prairie Planting



Submitted by:
Todd Rexine
Great River Greening/Greening Solutions
251 Starkey Street, Ste 2200
St. Paul, MN 55107
651 272-3992

Submitted to:
Mark Riverblood
City of Ramsey
7550 Sunwood Drive
Ramsey, MN 55303
763 433-9853

Site Notes:

Turf grass – sparse turf with spotty perennial yard weeds interspersed with quack and crab grass.
Perimeter of the site is surrounded by unmowed vegetation with patches of sumac colonies and some buckthorn and honeysuckle.
Siberian Elm – large multi stemmed Siberian elm growing in the middle of the park space.
Invasive tree and shrub species (buckthorn and honeysuckle) on southern property line.

Project Plan:

Site Preparation and seeding

- Removal and disposal of large multi-trunk Siberian Elm
- Cut/remove/stump treat invasive tree and shrub species along southern property line
- Two herbicide applications with a nonselective herbicide
- Burn thatch in surrounding perimeter of unmowed grass prior to herbicide applications
- Seed site with low stature dry prairie grasses using a no till drill
- Seed mesic areas in ROW drainage areas with modified mesic grass mix
- Removal of playground area – accomplished by City

Year 1 – Establishment management

- Three full site mowings once vegetation reaches 12-15". Vegetation will be mowed to 4-6".
- Three spot herbicide treatments will be conduct at time of mowings.

Year 2 – Establishment management

- Combination of two spot mowing and spot herbicide treatment of weedy and invasive species.
- Final herbicide visit will be a full site herbicide spray using herbicide specific to broad leaf plants.
- Seed site with low stature dry prairie forbs using a no till drill after full site spray. Seeding will not occur until after residual time from full site spray.

Year 3 – Establishment management

- Combination of three spot mowing and spot herbicide treatment of weedy and invasive species.

Year 4 – Establishment and Forb Seeding

- Conduct three maintenance visits consisting of spot mowing and spot herbicide treatment of weedy and invasive species.

Year 5 – Establishment management

- Combination of up to three spot mowing and spot herbicide treatment of weed and invasive species.
- Conduct a prescribed burn on the site.

Proposed Seed List:

BWSR 35-621

Common Name	Scientific Name	Rate (kg/ha)	Rate (lb/ac)	% of Mix (% by wt)	Seeds/ sq ft
side-oats grama	*Bouteloua curtipendula*	1.27	1.13	10.23%	2.48
blue grama	*Bouteloua gracilis*	0.76	0.68	6.19%	10.00
kalm's brome	*Bromus kalmii*	0.35	0.31	2.78%	0.90
nodding wild rye	*Elymus canadensis*	1.68	1.50	13.61%	2.86
slender wheatgrass	*Elymus trachycaulus*	1.32	1.18	10.76%	3.00
junegrass	*Koeleria macrantha*	0.46	0.41	3.71%	30.00
little bluestem	*Schizachyrium scoparium*	1.69	1.51	13.70%	8.30
sand dropseed	*Sporobolus cryptandrus*	0.25	0.22	1.98%	16.00
prairie dropseed	*Sporobolus heterolepis*	0.29	0.26	2.32%	1.50
	Total Grasses	**8.07**	**7.20**	**65.28%**	**75.04**
butterfly milkweed	*Asclepias tuberosa*	0.07	0.06	0.52%	0.09
whorled milkweed	*Asclepias verticillata*	0.01	0.01	0.11%	0.05
bird's foot coreopsis	*Coreopsis palmata*	0.06	0.05	0.50%	0.20
white prairie clover	*Dalea candida*	0.10	0.09	0.78%	0.60
purple prairie clover	*Dalea purpurea*	0.17	0.15	1.32%	0.80
ox-eye	*Heliopsis helianthoides*	0.07	0.06	0.51%	0.13
round-headed bush clover	*Lespedeza capitata*	0.03	0.03	0.31%	0.10
rough blazing star	*Liatris aspera*	0.02	0.02	0.17%	0.11
dotted blazing star	*Liatris punctata*	0.02	0.02	0.23%	0.06
wild bergamot	*Monarda fistulosa*	0.03	0.03	0.30%	0.85
horsemint	*Monarda punctata*	0.02	0.02	0.22%	0.80
stiff goldenrod	*Oligoneuron rigidum*	0.07	0.06	0.59%	0.98
large-flowered beard tongue	*Penstemon grandiflorus*	0.04	0.04	0.35%	0.20
black-eyed susan	*Rudbeckia hirta*	0.10	0.09	0.86%	3.20
gray goldenrod	*solidago nemoralis*	0.01	0.01	0.14%	1.65
skyblue aster	*Symphyotrichum oolentangiense*	0.01	0.01	0.06%	0.20
silky aster	*Symphyotrichum sericeum*	0.02	0.02	0.19%	0.20
bracted spiderwort	*Tradescantia bracteata*	0.01	0.01	0.12%	0.05
heart-leaved alexanders	*Zizia aptera*	0.02	0.02	0.21%	0.10
	Total Forbs	**0.90**	**0.80**	**7.49%**	**10.37**
Oats	*Avena sativa*	3.36	3.00	27.23%	1.33
	Total Cover Crop	**3.36**	**3.00**	**27.23%**	**1.33**
	Totals:	**12.33**	**11.00**	**100.00%**	**86.75**

Mesic areas will be augmented with Big Bluestem (*Andropogon gerardii*), Switch Grass (*Panicum virgatum*), and Indian Grass (*Sorghastrum nutans*)

Primary Personnel:

Project Supervisor: Davy Schmitz, Land Management Manager

Davy will be the primary point of contact with City of Ramsey staff, providing communication and progress updates.

Contact number: 612 242-3540

Certifications: MDA Certified Pesticide Applicators License (categories A & J), Chainsaw Safety Training, CPR/First Aid, MN Prescribed Burn Low complexity burn boss

On site specialist: Maggie Allardice, Field Coordinator

Maggie will be on site coordinating restoration activities and monitoring site for scheduling maintenance.

Certifications: MDA Certified Pesticide Applicators License (categories A & J), Chainsaw Safety Training, CPR/First Aid, Wildland Firefighter in training.

Great River Greening also employs numerous seasonal field staff that complete MDA Pesticide Applicator Licensing, Chainsaw Safety Training, First AID/CPR and s130/s190.

Secondary Personnel:

Todd Rexine, Director of Operation & Programs

Certifications: Chainsaw Safety Training, CPR/First Aid Adult & Pediatric, NWCG Wildland Fire Fighter Training (S-290, S131/133, S130, S190), FFT-1 (squad boss) and fire ignition.

Wiley Buck, Senior Program Manager

Certifications: Chainsaw Safety Training, CPR/First Aid Adult, State of MN RXB-2 burn boss

Becca Tucker

Certifications: CPR/First Aid Adult, NWCG Wildland Firefighter (FFT-2)

GREAT RIVER GREENING

RESTORING LAND,
WATER and WONDER

Great River Greening/Greening Solutions
251 Starkey Street, Suite 2200
St. Paul, MN 55107
651.665.9500 solutions@greatrivergreening.org

Job Name: Autumn Heights Park – Turf to Prairie
Customer: Mark Riverblood
City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303
763 433-9853

LINE	DESCRIPTION	QUANTITY	UNIT	PRICE/UNIT	LINE TOTAL
1	Tree and shrub removal – invasive species and small stature volunteer trees and shrubs	2.5	acre	$283	$708.00
2	Herbicide treatment to kill existing vegetation	2.5	acre	$328	$821.00
3	Herbicide treatment to kill existing vegetation	2.5	acre	$328	$821.00
4	Controlled burn to eliminate thatch in perimeter unmowed area	2.5	acre	$1451	$3628.00
5	Seeding – grass only w/ no till drill, augmented mix in mesic areas of site	2.5	acre	$602	$1505.00
				Install total	**$7483.00**
6	Large Siberian Elm removal and disposal (no stump grinding)	1	each	$4000	$4000.00
				Siberian Elm removal total	**$4000.00**
7	Year 1 full site mowing	2.5	acre	$195	$489.00
8	Year 1 full site mowing	2.5	acre	$195	$489.00
9	Year 1 full site mowing	2.5	acre	$195	$489.00
10	Year 1 spot herbicide treatments	2.5	acre	$244	$609.00
				Year 1 Establishment Maintenance	**$2076.00**
11	Year 2 spot mowing and herbicide treatments	2.5	acre	$232	$580.00
12	Year 2 spot mowing and herbicide treatments	2.5	acre	$232	$580.00
13	Year 2 – late summer/early fall full site foliar site spray	2.5	acre	$248	$620.00
14	Seed site with dry short prairie forb mix w/ no till drill	2.5	acre	$837	$2092.00
				Year 2 Forb Seeding & Establishment Maintenance	**$3872.00**
15	Year 3 spot mowing and herbicide treatments	2.5	acre	$232	$580.00
16	Year 3 spot mowing and herbicide treatments	2.5	acre	$232	$580.00
17	Year 3 spot mowing and herbicide treatments	2.5	acre	$232	$580.00
				Year 3 Establishment Maintenance	**$1740.00**
18	Year 4 spot mowing and herbicide treatments	2.5	acre	$232	$580.00
19	Year 4 spot mowing and herbicide treatments	2.5	acre	$232	$580.00
20	Year 4 spot mowing and herbicide treatments	2.5	acre	$232	$580.00
				Year 4 Establishment Maintenance	**$1740.00**
21	Year 5 spot mowing and herbicide treatments (per occurrence as needed)	2.5	acre	$232	$580.00
22	Year 5 spot mowing and herbicide treatments (per occurrence as needed)	2.5	acre	$232	$580.00

23	Year 5 spot mowing and herbicide treatments (per occurrence as needed)	2.5	acre	$232	$580.00
		Year 5 Establishment Maintenance			**$1740.00**
24	Year 5 - Prescribed burn	2.5	acre	$1451	$3628.00
		Year 5 Prescribed Burn			**$3628.00**
		PROJECT PRICE			**$26,278.00**

Notes:

1. Quote assumes Great River Greening – Greening Solutions is completing all steps listed above. If the scope changes, Great River Greening reserves the right to alter the bid and resubmit.
2. Great River Greening – Greening Solutions does not warranty against acts of vandalism, severe drought, flooding, washouts, or damages caused by wildlife
3. This quote is good for a period of 30 days.
4. All work will be billed upon completion of tasks, with payment being due 30 days of receipt of invoice.

Quote prepared by: Todd Rexine

To accept this quote, sign here and return: _____

Sign Date

_____

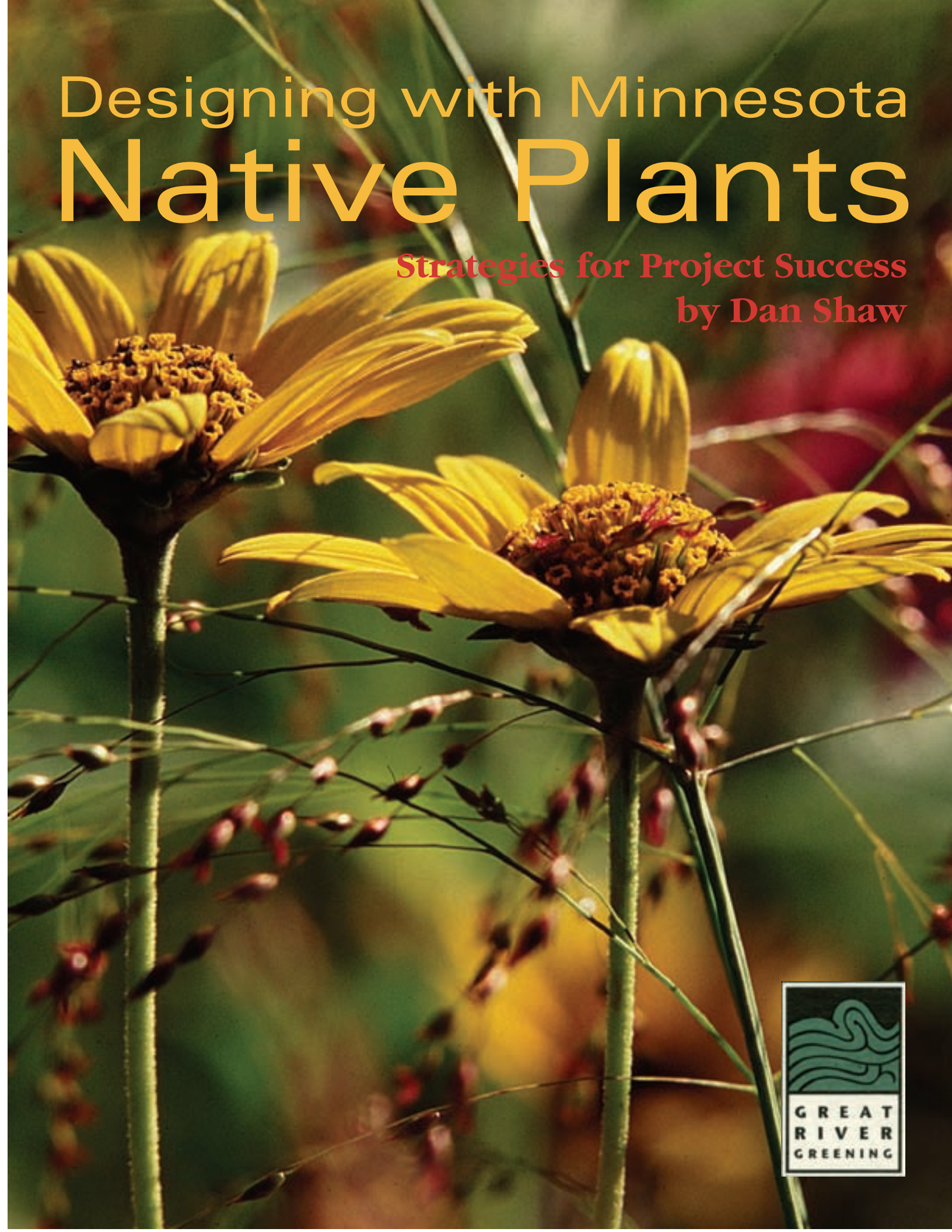
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THANK YOU FOR YOUR BUSINESS AND SUPPORT!

Designing with Minnesota Native Plants

Strategies for Project Success

by Dan Shaw



GREAT RIVER GREENING

Designing with Minnesota

Native Plants

Strategies for Project Success

by Dan Shaw
Landscape Ecologist
Great River Greening



October 2005
Cover photo by Jeff Shaw
Graphic design by Sandra Martin

The staff at Great River Greening hopes you find the information in this guidebook helpful and that it will inspire you to incorporate native plants in your landscape designs. We plan to update the information in this guidebook and welcome your comments and suggestions.

You may contact us at:

www.greatrivergreening.org

Great River Greening
35 West Water Street, Suite 201
Saint Paul, MN 55107

Phone at 651.665.9500
Fax at 651.665.9409

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Acknowledgments

This guidebook is funded as part of the 1999-2005 River Steward program, which was made possible through the generosity of the Saint Paul Foundation, Katherine B. Andersen Foundation, F.R. Bigelow Foundation and the City of Saint Paul.

The guidebook is the result of the hard work of many individuals. First I would like to thank Nikki Carlson who researched and wrote the chapter, History of Native Planting Design. Thank you to contributing editors, Phil Davies and Margery Casey. I would also like to thank Sandra Martin who put in many hours designing the guide. I am also grateful to the individuals who contributed photographs including: Meg Arnosti, Rebecca Chesin, Mike Evenocheck, Diane Hilscher, Dan Kalmon, Sara Morse, The Morton Arboretum, Jeff Shaw and Jeff Zeitler.

About the Author

Daniel Shaw, Landscape Ecologist (M.L.A. Landscape Architecture)

Dan is a Landscape Ecologist for the environmental nonprofit organization Great River Greening. He is involved in wetland, forest and prairie restoration work, as well as erosion control, planting and interpretive design projects. Dan has also worked for several years as an ecologist and designer in the private sector and for state government, and is the author of many publications including, "Plants for Stormwater Design: and "Native Vegetation in Restored and Created Wetlands." He is also an adjunct assistant professor at the University of Minnesota, teaching plant identification and planting design classes.

PUBLICATIONS:

- *Cherokee Park Prairie: Ecological Inventory And Restoration Management Plan,* Great River Greening, 2002.
- *Crosby Park Trail Study and Reconstruction Plan,* Great River Greening, 2004.
- *Mississippi River Gorge, Ecological Inventory and Restoration Management Plan,* Great River Greening, 2002.
- *Native Vegetation in Restored and Created Wetlands: Its Establishment and Management in Minnesota and the Upper Midwest,* Minnesota Board of Water and Soil Resources, 2000.
- *Plants for Stormwater Design, Species Selection for the Upper Midwest,* Minnesota Pollution Control Agency, 2003.
- *Rain Checks, Architecture Minnesota, March - April, 2004.*
- *West Side Bluffs: Ecological Inventory and Vegetation Management Plan,* Great River Greening, 2001.

Great River Greening

Our mission at Great River Greening is to lead and support community-based restoration of natural areas. Since its beginning in 1985, Greening has involved more than 15,000 volunteers, planted over 40,000 native trees and shrubs and 165 acres of prairie grasses and wildflowers, and cut nearly 350 acres of invasive non-native buckthorn. Greening has worked on both public and private lands, including more than 80 commercial business properties. Our professional staff provide natural resource management planning and ecological landscape design services to support our nonprofit mission.



Planting Design
by Meg Arnosti of
Windsor Companies

Executive Summary

As part of our educational goals at Great River Greening, we have developed this guidebook for designers, developers, landscapers and the general public to demonstrate how native plants can be used effectively in planned landscapes. This document provides information about the important role native plantings serve in renewing our landscape, and also includes successful strategies for native planting design.

Native plants are not only beautiful specimens in themselves; they also offer an ever-changing environment of color, light, texture, sound and motion that echoes our natural heritage. Their hardiness, ability to attract wildlife, seasonal change and winter interest all capture the essence of our region's unique beauty and character. Designing with native plantings can have a positive impact on any landscape project and is capable of enriching everyday life and sense of place.



Switch grass and
Common Ox-eye
photo by Jeff Shaw

Installing native landscaping is also a cost-efficient way to benefit air and water quality because it eliminates or reduces the need for fertilizer, pesticides, watering and lawn maintenance equipment. Pesticides and fertilizers can contaminate rivers and lakes, and gasoline-powered lawn equipment is responsible for five percent of the nation's air pollution. Native plants are the key component of natural stormwater treatment strategies such as vegetated swales, detention basins and rain gardens.



Grey Cloud Dunes
Scientific and Natural Area
photo by Dan Shaw

This guidebook is one of the first to address directly some common reservations people have about using native plants. These include issues of aesthetics, costs, weeds and maintenance. The primary goal of this document is to outline design and maintenance strategies that will give native plantings an orderly, neat appearance.

As part of the project we asked design firms and nurseries throughout the region to send us images that illustrate the successful use of edge treatments, formal plantings, controllable natives, combinations of native and cultivated species, and other strategies of native-plant design. Major sections of the document will be available as PDF files on our website at **www.greatrivergreening.org**.

Introduction

Native plants are an essential component of Minnesota's ecosystems, providing important habitat for wildlife species and key benefits for regional environmental quality. But, less than one percent of Minnesota's native prairies and less than half of

the state's wetlands remain from the era before white settlement. Few truly natural environments remain in the region today, a fact that underscores the need to preserve remnants and introduce native species into the landscape whenever possible.

The purpose of this guidebook is to offer specific strategies for successful reintroduction of native species and to encourage the widespread use of native plants in landscape design. It is sometimes argued that native species are unsuitable for planned landscapes because they are "wild" or "messy". The strategies in this book illustrate how to embrace the "wildness" of native plants by selecting species best suited to site conditions and incorporating them into functional, aesthetically-pleasing plantings.



Minneapolis Rain Garden
photo by Dan Kalmon

Great River Greening strongly encourages landscape designers to freely experiment with native plants, and develop a deep knowledge of native species as well as weeds and invasive species. We've included a separate section on preparing sites and maintaining plantings - critical steps in project success. The concepts presented in this guidebook can be applied to formal gardens, stormwater systems, naturalized plantings or any other project where aesthetics come into play.

Prairie Cord Grass
photo by Dan Shaw



The Importance of Using Native Plants

Diversity and unique vegetation are defining characteristics of Minnesota's landscape. A key reason for using native plants in landscape design is to develop a strong sense of regional identity and endow urban and residential settings with the beauty of the natural landscape. Also, native plantings are hardy and long-lasting, reducing the amount of maintenance required. And, they nurture natural processes that promote a healthy environment. For example, native plants cleanse the water and air, generate oxygen, add nutrients to the soil and reduce soil erosion, fostering diverse healthy plant communities. They are an important part of what are commonly called Best Management Practices or BMP's. These are strategies such as rain gardens, buffer strips, vegetated swales, detention basins and shoreline plantings that are designed to improve environmental quality.

Moreover, native plants are vitally important to local wildlife species that depend on local plants for food and shelter. The more abundant native plants are in a particular landscape, the more birds, animals and insects they can support. The Audubon Society has reported that almost 30 percent of bird populations in North America face "significant decline" and much of this decline is believed to stem from habitat loss. Native planting projects restore lost habitat and also help buffer natural areas. These buffers provide additional wildlife habitat and can minimize the impact of non-native, invasive species.

Using Native Plants in Design



Prairie Flowers
photo by Jeff Shaw

There is no better way to learn how to design with native plants than to spend time in natural settings, particularly in healthy plant communities. Field visits help landscape designers understand the environmental conditions that specific native plants require, what other species share that environment, and how weeds and invasive species affect the well-being of plant communities. Visiting sites with someone experienced in plant identification and ecology can speed the learning process. The more species you know, the better chance you have of creating successful designs.

There are roughly 2,400 species of native plants in Minnesota. Although native species have not been bred for specific foliage characteristics, long bloom times or predictable growth forms, the wide variety of commercially available species gives designers viable options for almost any design situation.



Shoreline Planting by
Hilscher Design and Ecology, Inc.
photo by Tony Hilscher

Because native species often grow more aggressively than cultivated species, they are frequently considered "wilder" in appearance, particularly if they are planted in a naturalized arrangement. A 1995 University of Minnesota study looked at how the general public views native plantings in a residential setting.

The researchers found that native plantings (prairie plantings or shrub masses) are more likely to be considered attractive if they look neat and well tended. People associate neatness with a well-cared-for landscape; define naturalness as the presence of trees, shrubs, flowers and grasses; and only see native plantings as unattractive if they are too extensive relative to the amount of lawn framing the plantings. (Nassauer et. al.). Significantly, the plantings in the study did not include strategies such as massed plantings and formal arrangements to create order - topics that will be covered later in this guidebook. The researchers did note that important "cues to care" included mowed lawns, flowering plants and trees, edging, bold patterns, trimmed shrubs, linear planting designs, fences and other structural features.



Bergamot



Chapter 1

History of Native Planting Design



> *"In the 19th century, we devoted our best minds to exploring nature. In the 20th century, we devoted ourselves to controlling and harnessing it. In the 21st century, the best minds are working on how to restore nature."*
>
> Author Stephen Ambrose

Modern appreciation for native plants arose from the Arts and Crafts movement (1870-1900), which drew its inspiration from regional differences in topography, climate and vegetation. Contemporary landscape designers such as Ossian Cole Simonds and Jens Jensen aligned themselves with Frank Lloyd Wright and other "Prairie School" architects who studied the regional landscape and incorporated floral and other natural forms in their designs.

Danish-born Jens Jensen was one of the first landscape architects to champion a design style based on regional distinctiveness. He wanted people to experience the subtle beauty and seasonal cycles of the land. In 1888 he planted what he called his "American Garden" in a corner of Union Park in Chicago. A hit with the public, it contained mostly perennial wildflowers that he had gathered in the countryside. Jensen learned to use indigenous plants effectively and rejected imported species.

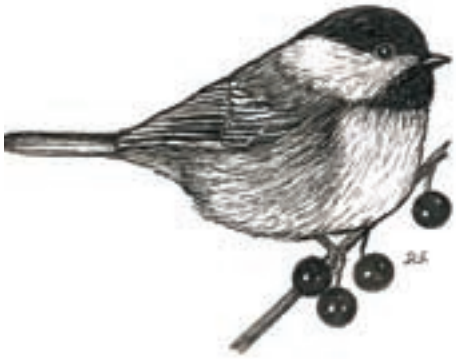
Jens Jensen
Courtesy of the Archival Collections of The Morton Arboretum, Lisle Illinois
photo by Herbert Georg Studios



Rough Blazing Star
photo by Jeff Shaw

The influence of English gardens, the Arts and Crafts movement and Prairie School style in America created the ideal of a "wild garden" - a cultivated area meant to embody an idealized vision of untrammeled nature. By the early 20th Century, Americans were ready to embrace the wilderness their ancestors despised. Burgeoning automobile travel fostered the notion of roadsides as wild gardens and expressions of American nature. Popular magazines and books promoted the restoration of native flora along roads, and roadside meadows as models for urban gardens.

The last decade has seen a resurgence of interest in native plants, primarily because of their ecological benefits. "The use of native plants not only protects our native heritage and provides wildlife habitat," former President Bill Clinton remarked in a 1994 memo, "but can also reduce fertilizer, pesticide, and irrigation demands and their associated costs because native plants are suited to the local environment and climate."



Chickadee



Chapter 2

What is a Native Plant



The term “native plant” generally refers to a species that is indigenous to a geographic area. It is important to select plants that are a local ecotype for native planting projects. An ecotype is a population of a species that differs genetically from other populations of the same species because local conditions have allowed certain unique physiological or morphological characteristics to dominate.

Many native plant nurseries consider a species native if it grows no more than 200 miles from a project site. Because climate varies so much with latitude, a maximum range of 150 miles north-south and 200 miles east-west is also common. Many scientists argue that species that grow in isolated patches, and particularly those that do not widely distribute seeds, should come from sources as close as possible to a project site. This is a good rule of thumb for native-plant design.

Many nurseries carry cultivars of native species, plants that are bred to retain distinct, uniform characteristics. However, planting cultivars is risky because there is generally little genetic diversity among individual plants. If cultivars are planted near natural areas with native populations of the same species, their uniform genes may change the local ecotype for the worse, making native plants more susceptible to disease and insects. Because many cultivars are bred for aggressiveness, they may pass along that trait to their wild counterparts or out-compete them for light and nutrients.

Cardinal Flower (Lobelia Cardinalis)
photo by Jeff Shaw



Chapter 3

Benefits of a Natural Approach



Vegetated swale at H.B. Fuller Headquarters (pictured left)
photo by Sara Morse

Designing with native plants requires a departure from the typical strategy used for horticultural species - adapting a project site to accommodate standard cultivated species. This approach, in which the same plants are used repeatedly in projects throughout the country, can result in a loss of regional identity and biological diversity.

In contrast, native landscaping selects plants that were historically found at a site or that are best suited to site conditions. This method requires less site preparation and chemical application, and cuts weeding and irrigation costs. The use of native species also has a positive influence on the broader ecosystem by increasing diversity and providing habitat for birds, butterflies and other wildlife. All projects will have an influence on the larger landscape, but utilizing native plants in combination with Best Management Practices can ensure that the effect on the regional landscape will be positive.



Cardinal Flower and Sphinx Moth
photo by Rebecca Chesin

A Yale University graduate student found that Americans apply approximately 70 million pounds of pesticides to residential lawns, trees and shrubs annually - roughly 10 times more per acre than the amount applied to agricultural lands. A significant problem with heavy use of chemical pesticides and herbicides is that they can seriously degrade downstream lakes, ponds and streams. These products also harm bird, insect and animal populations. The U.S. Environmental Protection Agency has estimated that more than five percent of urban air pollution results from gas-powered landscape equipment. Traditional horticultural landscapes also consume large amounts of water - as much as two-thirds of urban freshwater is used for grounds maintenance in some cities.

In addition to minimizing resources consumption, the financial savings of native plantings provide a compelling argument: once established, native plants mean less care, fewer problems and lower costs, not to mention year-round beauty. In contrast, many non-native plants cannot survive without costly and harmful fertilizers and chemicals, irrigation and constant care.





Great River Greening
Forest Grove
Planting (left) and
Two Years Later (right)

The chart below compares the costs of installing a lawn versus prairie and forest reconstruction. These figures, developed by Great River Greening, demonstrate the cost savings of using native plants instead of turf. Choosing native plants saves money and generates community goodwill for property owners who demonstrate a commitment to environmental stewardship.

Traditional vs. Native Landscaping Cost Comparison

Summary Table							
Landscaping Scenario	Installation Materials	Installation Labor	Maintenance Cost per Year	Total Cost Over 5 Years[2]	Net Present Value[3]	Total Cost Over 10 Years[2]	Net Present Value[3]
Seeded Turf	$5,850	$1,400	$5,380	$34,150	$31,272	$61,050	$49,223
Sodded Turf	$11,550	$10,500	$5,380	$48,950	$46,072	$75,850	$64,023
Seeded Prairie[5]	$450[8]	$3,150	$1,530	$11,250	$10,432	$18,900	$15,537
Seeded Prairie with Plugs[6,7]	$3,350[8]	$7,450	$1,530	$18,450	$17,632	$26,100	$22,737
Woodland Trees & Shrubs	$21,850[9]	$11,600[10]	$800	$37,450	$37,022	$41,450	$39,691

Note:

1. All estimates are on a per acre basis: the larger the acreage, the more economies of scale come into play based on fixed costs.
2. Assumes a 6% cost of capital and payments made at the beginning of each year.
3. Net Present Value = an estimate of the amount of money that would be needed now to fund a series of future payments.
4. Turf installation and maintenance estimates include the installation and upkeep of an irrigation system.
5. Seeded prairie = Approximately 5 grass species, and 15 wildflower species, no plugs.
6. Seeded prairie with plugs = Approximately 6 grass species, and 20 wildflower species seeded, 2,500 plugs.
7. Plug = small plant in a 1x1x2" container.
8. Prairie installation includes herbicide treatment, tilling, seeding and packing: variables include the higher cost of flowers and plugs.
9. Woodland material estimate includes a necessary plant warranty of $3,100, and 104 10-gallon trees, 788 5-gallon shrubs, and 650 cubic yards of mulch ($5/yard) spread to a depth of 5".
10. Woodland labor estimate includes installation at $30/hour and 70 hours of prep, including spraying, drilling, and layout at $30/hour.

* Contact Great River Greening for a more detailed narrative describing landscaping totals.

Ecological vs. Traditional Stormwater Treatment Costs

Costs are generally 10-40% lower for ecological systems vs. traditional curb and gutter systems.

Note:
Because stormwater treatment costs vary greatly depending on site conditions, it is very difficult to make generic estimates for installation materials, labor and maintenance.

More nurseries in the Midwest are carrying native plants as demand for these species rises. We are particularly fortunate in Minnesota to have many nurseries that specialize in native plants. Large regional nurseries also carry some active plant species, but they are often cultivars and originate more than 200 miles away. It is a good idea to ask nurseries where they purchase their plants to ensure you are getting plants from a local source.



Warbler


FOR RENT

Chapter 4

Types of Native Plantings



Versatile and widely available, native plants can be used in a variety of settings from formal gardens to native area restorations. Native plants are important in a variety of landscape settings, including:

Native gardens Native gardens are primarily created for aesthetic purposes, but also benefit wildlife and local ecosystems. They range in style from very formal to naturalized and vary widely in diversity of plant species.



Woodland Garden by Hilscher Design and Ecology, Inc. (pictured right)

Native Garden in Wayzata, MN photo by Mike Evenocheck (pictured left)

Functional plantings This type of planting filters stormwater, controls erosion, improves soil conditions, draws pollutants from the ground or performs some other vital ecological function in the landscape. Functional plantings range from formal gardens to reconstructed plant communities and most are considered Best Management Practices.

Reclamations and reconstructions Reclamation generally refers to returning disturbed land to a useful purpose. Native species are commonly used in reclamation projects to stabilize the soil and provide habitat and food for wildlife. Reconstructions return native plant communities to sites that no longer have a natural, intact ecosystem. Converting a cornfield to a prairie is an example of a reconstruction project. Reclamation and reconstruction projects generally involve the partial restoration of plant community structure and function.



Rain Garden in Maplewood, MN (above)

Before (below left) and After (below right)
Pictures of a large Great River Greening
Forest Reconstruction Project





Restorations Ecological restoration involves the recovery of an ecosystem that has been degraded, damaged or destroyed. Restoration projects involve the complete functional and structural return to a pre-disturbance state.

This guidebook discusses a variety of project types, including developing naturalized plantings. In most cases such projects are considered reconstructions. We do not cover restoration in detail here, but there are many good resources on this topic. (See References and Resources)

Great River Greening Savanna Restoration in Minneapolis, MN (below left)

Great River Greening Prairie Restoration in Saint Paul's Swede Hollow (below right)







Chapter 5

The Design Process



The steps in the process include site analysis, concept planning, and planting plan development. This guide offers only an overview of these steps and focuses on aspects that relate to native planting design. There are many books on planting design that explore the design process in more detail. (See References and Resources)

Analyzing the site

Site analysis, the first step in the design process, involves thoroughly studying the physical characteristics of the project site. The information that is gathered will be very useful in selecting appropriate species for the project. Elements that should be investigated include:

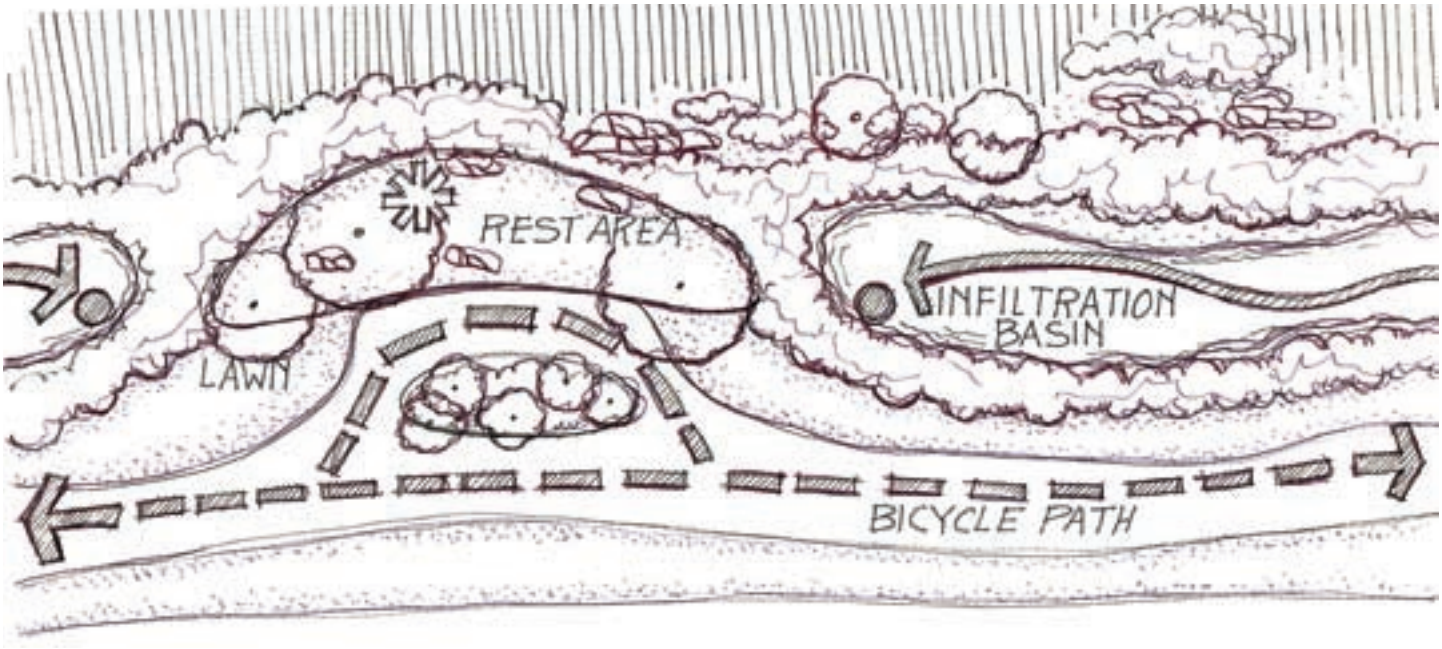
- Geology (bedrock characteristics and depth, surficial geology)
- Soils (texture, drainage, pH, soil profile)
- Landform (topography, aspect)
- Hydrology (water bodies, surface flow, subsurface flow, depth to water table, impervious surfaces)
- Vegetation (presettlement vegetation, existing vegetation, presence of invasive exotic species, presence of high-quality habit remnants)
- Wildlife (common megafauna and microfauna, endangered/protected animal species, pest species)
- Climate (wind direction, sunlight, temperature range, microclimate conditions)
- Cultural context (land use, roads/trails, land ownership/property lines, structures, impact of human use on vegetation and wildlife)

Site analysis includes walking the site while observing features, taking measurements and notes, and using resources such as soil survey books, historical vegetation maps, U.S. Geological Survey maps and County Biological Survey maps. Observations are recorded to create a basemap that is used to develop a concept plan.

Great River Greening Planting at Mounds Park, Saint Paul, MN
photo by Dan Shaw

The Concept Plan

Concept plans, often drawn on tracing paper, try to capture the essence of the intended design by sketching in the major components of a project. These plans are useful tools in developing strong outdoor spaces. It is common to create several concept drawings while exploring site alternatives. In addition to key features observed during site analysis, concept plans commonly include: locations for planting beds, outdoor rooms and open areas for recreation or entertainment, wildlife areas and views to emphasize or shield.



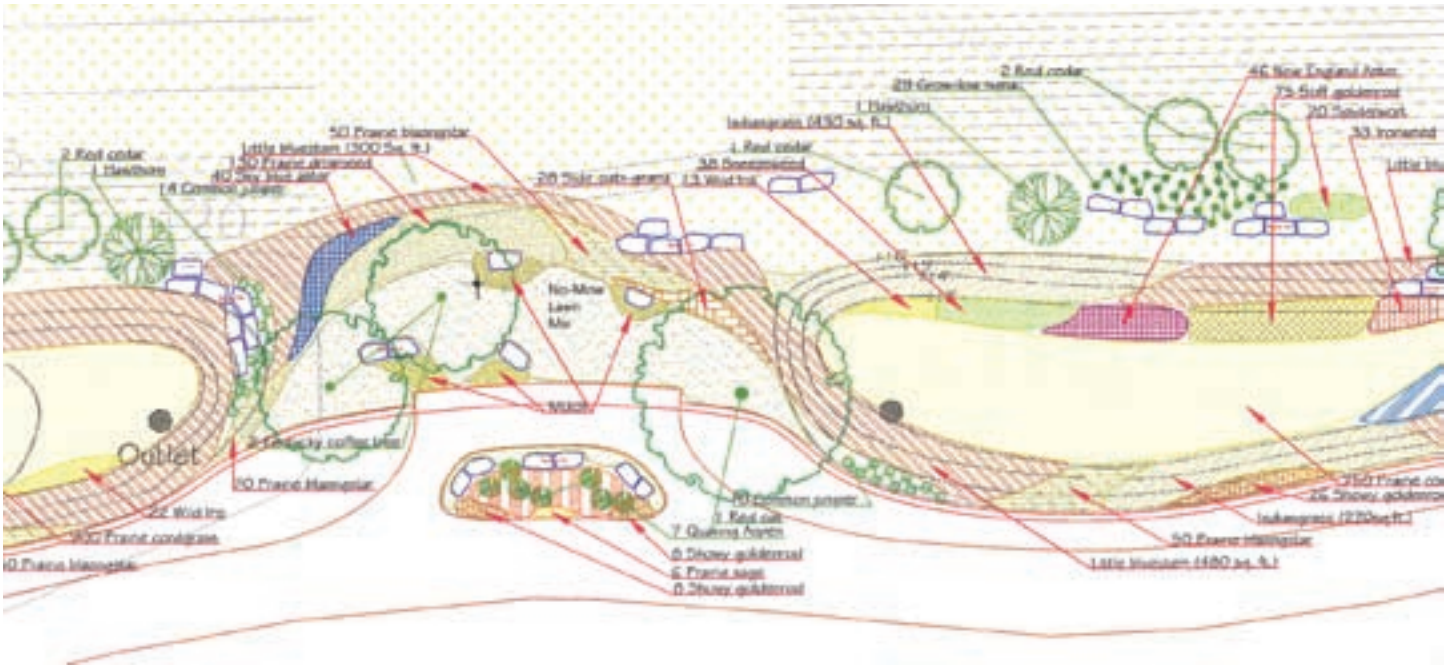
Concept Drawing

In the concept phase you will also need to select an appropriate plant community for your project, based on current site conditions and an understanding of the type of vegetation that existed there in the past. Oak forest, maple-basswood forest, mesic prairie and wet meadow are examples of natural plant communities (see References and Resources for information on native plant communities). It is best to select plants from one or a few plant communities because plants that normally grow together are more likely to thrive than a hodgepodge of unrelated species.

It is also important to consider both the ecological and social context of the project during concept plan development. Plantings should improve the ecological function of the site and promote a healthy environment as much as possible. Selected plants should blend into the urban or neighborhood setting and add beauty.

The Planting Plan

The next step is drawing up a planting plan. While planting plans use the ideas for outdoor spaces and locations for key plants as defined in the concept plan, they are much more detailed. They show the exact location of different species to be planted and note the size and number of individual plants (Planting strategies, including layout ideas, are discussed in the next section of this guide).



Planting Plan

Information gathered during site analysis - geology, soils, landform, hydrology, vegetation, wildlife and climate, as well as the target plant community for a site - will guide the selection of individual plant species for a project. It is useful to visit natural areas to see how plants form interconnected communities and to observe the growth habits of individual species. Also, pay attention to the vertical structure of plant communities - the canopy, subcanopy, shrubs and ground layer species - let this guide your design.

When drawing up a planting plan, it is standard practice to plot the locations of trees first, followed by shrubs and herbaceous vegetation. This order makes sense because the placement of taller plants will determine the pattern of sun and shade on a project site, which in turn determines the placement of shrubs, grasses and forbs. A planting plan should also indicate where ground-layer vegetation or mulch will be used to control weeds. It is a common



Oak Savanna

practice to mass vegetation closely together to suppress weed growth - a type of planting we call “dense initial”. Dense initial plantings cost more for plant materials at the outset, but save money over time by lowering maintenance costs.

Developing planting details and specifications is an essential part of the design process. Planting details demonstrate the correct installation method for contractors, and specifications ensure that quality plant material is used and that the project is installed and maintained in a way that will result in success. Too many contractors use standardized specifications without attending to site-specific conditions, and the plantings degrade over time. Specific issues to watch for include: quality and depth of topsoil, the reliability of the planting or seeding technique, and post-planting care.

The main thing to keep in mind when developing a planting plan is to have fun! It’s easy to get wrapped up in details, but if you follow the appropriate steps, you will succeed.

Fox Sedge





Chapter 6

Native Planting Strategies



(photo on left)
Metropolitan State University
by Great River Greening
photo by Sara Morse

As noted in the Introduction, one common objection to designing with native plants is their perceived "messy" appearance. Everyone appreciates the beauty of native plants in their natural settings. The challenge for designers is to bring the character of natural communities to the designed environment where the general public is accustomed to more order. The following strategies bring more intention and order to native plantings thereby increasing their acceptance aesthetically.

Edge Treatments
Creating neat edges with plants or other materials is an effective way to establish a sense of order in plantings. Formal edges to naturalized gardens can give a controlled look to the entire planting. Plants that grow low to the ground or stay in tight forms are generally used for front edges.

Benefits: Creates a sense of order.

Limitations: Maintaining a neat appearance may require higher maintenance.

Maintenance requirements: Medium

Edge of a Native Planting at the Science Museum of Minnesota



Fence Bordering Native Planting



Prairie Smoke (Geum Triflorum)
photos by Dan Shaw



Formal Plantings

Native plants generally are not considered for formal plantings, but many are well suited to this use and can provide additional ecological benefits. Native species that stay in neat clumps or grow in predictable forms are best suited for this purpose.

Benefits: Strong sense of order; clean lines, recognizable patterns.

Limitations: Time consuming to install; requires careful plant measurement; constant care needed to keep formal appearance; fewer native species suited to this design compared with other planting strategies.

Maintenance requirement: High

Black Chokeberry (top left)

Native Garden designed by Great River Greening (bottom left)

Alumroot and Woolgrass (far right) photos by Dan Shaw







Controllable Natives
Native species can spread quickly by rhizome or seed, but many species confine themselves in clumps or spread slowly, giving a controlled look. Many of these species are also suitable for edge treatments and formal plantings.

Benefits: Controlled, predictable look.

Limitations: Less diversity of species; greater competition with weeds between plants.

Maintenance requirement: Medium







Little Bluestem (top left)

Wild Geranium (top right)

Soft Rush (bottom)
photos by Dan Shaw

Plant Masses

The use of plant masses is another strategy that can create a sense of order in plantings. This strategy looks most natural with species that are normally found in clumps such as those that spread by rhizome or are commonly found in monoculture stands. While combining masses, one should think about color, texture, line and height combinations.

Benefits: Creates order; many options with free-form design; dense masses reduce weed competition.

Limitations: susceptibility to disease and insects; some species may look insignificant when plants are not blooming or are dormant.

Maintenance requirement: Medium

Black-eyed Susans (top right)
Dwarfbush Honeysuckle (bottom right)
photos by Dan Shaw

Massing of Prairie Species in Saint Paul
photo by Sara Mors (left)









Native Planting Mass with
Black Eyed Susan
photo by Sara Morse



Great River Greening Planting
in St. Paul, MN
photo by Dan Shaw

Naturalized Plantings

Species that tend to spread by seed or spread quickly by rhizome are well suited to naturalized plantings. Generally, naturalized plantings require less organization than other types, so they are suitable for large sites or projects with insufficient resources for intensive maintenance. In many ways naturalized garden plantings resemble restoration plantings and, like restoration plantings, often contain a broad array of native species that help the plant community withstand climatic changes, disease and insect infestations.

Benefits: Less competition from weeds; greater species diversity; less maintenance needed.

Limitations: Less sense of order.

Maintenance requirement: Low





Before and After Pictures of a Great River Greening Planting
at a Disturbed Urban Site (top left and right) photo by Dan Shaw

Naturalized Prairie Planting at the Minnesota Valley Wildlife Refuge
Visitor Center (bottom right) photo by Sara Morse

Naturalized Prairie (bottom left)
photo by Dan Shaw





Groundcovers
There is often a need for groundcover species in landscape design. Many native species such as violets, strawberries and Canada anemone aggressively spread close to the ground. Although generally not native, no-mow fescues that only require mowing a couple times per year are becoming a popular alternative to traditional turf grasses for larger areas.

Benefits: Low maintenance; good replacements for lawn.

Limitations: Generally low diversity; can lack visual interest.

Maintenance requirement: Low







Canada Anemone (top left)

No-mow Fescue Lawn (bottom left)

Little Bluestem Dominated Planting (below right)
photos by Dan Shaw

Combining Native and Non-Native Species
Landscape designers often combine native and horticultural species in their creations. Native species should be used to the fullest extent possible, but there may be instances where clients request certain horticultural species or horticultural species are best suited to a design situation. It is important to choose noninvasive horticultural species that will not harm the environment by altering the genetics of native populations.

Benefits: Many options for plant form; bloom time and flower color.

Limitations: Fewer native species incorporated in the landscape.

Maintenance requirement: Medium

Purple Coneflower and Common Ox-eye (left)

Perennial Garden with Native and Non-native Species (right) photos by Dan Shaw







Rain Garden at the Swede Hollow Lake
in St. Paul, MN (top left)
photo by Dan Shaw

Potted Plants Accenting a Native Garden (middle left)
photo by Jason Aune

Garden with Horticultural and Native Species (top right)

Purple Coneflower and Golden Alexanders
Designed by and photo by Jeff Zeitler (bottom)









Chapter 7

Other Design Considerations

Year-Round Interest

A goal of many projects is to provide year-round visual interest. This can be challenging because prairie plants typically bloom in midsummer, while most woodland species bloom in the spring. Nevertheless, it is possible to find species that bloom at other times of the year or sport eye-catching foliage or fruit. For example, prairie plants such as pasque flower, golden Alexanders, prairie smoke, prairie phlox and spiderwort bloom early in the season. In woodland plantings, year-round interest can be achieved by selecting plants that either keep their foliage all year or bloom later in the season. Examples are wild geranium, ferns, goldenrods, asters and various types of sedges and grasses.

Functional Requirements

Functional requirements of a site include erosion control, stormwater filtering, soil remediation and the creation of wildlife habitat. There are many good reference materials on these topics (see reference list).

Pasque Flower
(Anemone Patens)
photo by Rebecca Chesin (left)

Rain Garden
designed by URS
photo by Rusty Schmidt (right)



Diversity

Putting together a plant list can be a challenging as well as fun aspect of the design process. Generally, the more diverse the plant community in a project, the more resilient the planting will be to changing climatic conditions, disease and insect attacks. For most projects, achieving high diversity is an important goal. There are some instances where less diversity may be preferred, such as when native grasses are planted to stabilize and decrease maintenance needs on a site, or when fewer massed species are used to create a neat appearance.

Canada Wild Rye



Wildlife

Specific steps can be taken to make a project more hospitable to wildlife. For example, recreating the natural vertical structure of canopy, subcanopy, shrub and understory species in a plant community will boost a site's potential for attracting wild creatures. And minimizing impervious surfaces and lawn will maximize the available area for native plants. Wherever possible, link your plantings to other native plantings or habitat corridors surrounding the project.

Blue Karner Butterfly



The more diverse the plantings on a site and the more distinct habitats it contains, the more wildlife species it will draw. Wet or moist areas can attract a wide array of birds, animals, amphibians and other wildlife species (One effective way to create rain gardens or small backyard ponds is to collect water from building down-spouts.). Avoid erecting walls or other barriers that could impede the movement of small animals such as turtles and salamanders.

Budget
The amount of money you have to spend often determines the type and number of plants used in a project. Seed is inexpensive but generally used only on large, not highly visible sites. Seed can be combined with containerized plants to increase the chances of success. Bare-root plants are becoming increasingly popular because they're inexpensive and come in a variety of sizes. However, the bare-root planting season is generally restricted to the spring and fall.

Containerized plants are used in most garden plantings. They are readily available and can be planted throughout the growing season as long as they are sufficiently watered. The most common container sizes are plugs, 2-inch containers, 4-inch containers and gallon containers. The larger the container size, the more quickly plants will mature. Plugs are the cheapest option but the small plants require more initial care.

Allergies and Pests
Most plants that are responsible for common allergies are not native species. Ragweed is an exception but is not included in native planting projects. Regarding pests, most rodents and raccoons are attracted to food sources such as garbage and not native plantings. Mosquitoes do not breed in native plantings but in water left standing for at least ten days.

Weed Laws
The intent of weed laws is to prevent poorly-maintained property. Well-designed native landscapes do not result in a poorly-maintained look. Many municipalities have modified weed laws to allow natural landscaping and, in some cases, they promote the use of native species versus turf. A strip of lawn is sometimes required to indicate that the native landscape is planned. Designers should check on weed laws with local municipalities before initiating a large natural landscaping project.



Front Yard Planting
photo by Rebecca Chesin



Chapter 8

Installation and Maintenance Considerations



Science Museum of Minnesota Plantings
photo by Libby Johnston

Proper site preparation is critical to any native planting, whether it is a garden planting or restoration. Compacted soil and invading weeds can doom a project if care is not taken at the outset to give plants a healthy start.

Soil Compaction

Even native species are not adapted to send roots into compacted soil, which impedes plant growth by blocking the flow of water and nutrients through the soil. Soil should be loosened up before planting, if necessary with a chisel plow - a 3-foot long tooth that is dragged through the ground. In new developments, every effort should be made to keep the building footprint as small as possible and to keep heavy equipment outside the drip line of trees that will remain on the site.

Weeds and Invasive Species

Sites with sandy soil are generally less prone to weed invasion than rich organic soil. However, invasive species such as spotted knapweed will invade sandy soil. Selecting weed-resistant species is important. Prairie plantings dominated by native species such as big bluestem and Indian grass tend to monopolize available nutrients, effectively suppressing weeds. But when short-grass species are planted in rich organic soil they can be overrun by large, aggressive weeds. The key is to thoroughly eliminate existing undesirable vegetation as well as the threat of weeds germinating in the future.

Applying herbicide is the most common method of killing vegetation. Laying down black plastic for the growing season and repeated tilling can also be effective. Another technique for eliminating sod is to lay down cardboard or about 15 sheets of newspaper, then pile three to four inches of wood chip or composted leaves on top. Tilling can be problematic in gardens because weed seeds germinate readily in tilled soil. Great River Greening has found that planting directly into dead sod works better.

Wood chips or composted leaves play an important role in suppressing weeds in native plantings. We recommend applying five to six inches of wood mulch for tree and shrub

Susan Overson Residence



plantings, and three to four inches for herbaceous plantings. In addition to suppressing weeds, the mulch acts as a big sponge helping to retain soil moisture. Mulch also helps rebuild soil and promote root growth - particularly important in woodland plantings. Composted leaves (found naturally on the forest floor) are ideal for woodland plantings.

Maintenance

Many beautifully designed native projects have been ruined by lack of maintenance and weed invasions. The best weed control strategy is to eliminate them when they are small, which requires frequent visits to the site. Applying chemicals is the most common method of destroying weeds, but because chemicals often harm the environment, mechanical removal is preferred whenever possible. Repeated monitoring can help prevent weed infestation before it threatens young plants. Frequent visits can also help you assess watering needs and head off problems such as erosion, plant disease and trash dumping. (See Guidelines for Native Plant Installation and Maintenance Specifications)

Mulch Paths Defining Plant Masses
photo by Rebecca Chesin (bottom left)

Densely Planted Rain Garden
photo by Dan Shaw (bottom right)







Bullrush

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Vervain

Guidelines for Native Plant Installation and Maintenance Specifications

Please note that these specifications apply to many native planting projects but will need to be adapted for specific project conditions.

I. GENERAL SPECIFICATIONS

CONTRACTOR SPECIFICATIONS
Contractors must have at least three years experience installing similar types of projects.

II. SEEDING SPECIFICATIONS

A. SITE PREPARATION
Site preparation shall consist of the following:

a. Mow or burn seeding areas prior to first herbicide application if stubble/grass is above six inches.
b. After mowing or burning wait until vegetation is actively growing and then apply a glyphosate herbicide to all vegetation within the delineated seeding areas follow ing herbicide manufacturer's directions. Use Rodeo in aquatic areas. Application of herbicide to be done by a licensed pesticide applicator.
c. In the spring till the soil with a disc or harrow; sometimes a burn is conducted beforehand to reduce thatch. Ensure that the area to be seeded is not compacted.
d. Allow the area to green-up after tilling and then apply a glyphosate herbicide to all vegetation within the delineated seeding area.
e. Wait at least one week after this herbicide application and then till the site again to prepare the seedbed.

B. SEED QUALITY
1. Native grass seed: use fresh, clean, dry new-crop seed complying with the Association of Official Seed Analysts' "Rules for Testing Seeds" for purity and germination tolerances.
2. Seed mixes shall be blended by the contractor using the specified species and ratios. Seed mix species and ratios shall be guaranteed by the contractor to be true to specifications as required. The contractor shall supply and plant native seed as pure live seed (PLS). See planting plan for planting schedule.
3. All seed shall conform to the following requirements:
    a. All seeds shall originate from as close to the project site as possible and within a 200-mile radius of the project site.
    b. All seeds shall have the proper stratification and/or scarification to break dormancy for spring planting. No treatment required for seed used in summer and fall plantings.

C. SEED INSTALLATION

Note: this is one of several methods of seeding prairie species. The use of no-till drill is also common.

1. Determining the seeding season will be based on current and predicted weather conditions. Seeding shall occur no earlier than May 15, to allow for proper site preparation and no later than June 20, for spring installation. If fall seeding is required, seeding shall occur between September 20 and winter freeze-up.
2. Prairie grass seeding method shall conform to the following guidelines:
   All prairie grass seed shall be installed onto the prepared seedbed with a Brillion- or Truax-type seeder or by broadcasting. (Ideally, broadcasting will include packing after the grass is set down but before the forbs are set down.) Grass seed shall be uniformly planted at a rate no less than ten pounds PLS per acre. Forb seed shall be uniformly planted at a rate of no less than five pounds PLS per acre (Note: seeding rates may vary considerably depending on site conditions and project goals.)

D. COVER CROP

If site preparation is done in the spring, use a cover crop of oats, wheat or annual rye grass. For a fall planting use a cover crop of winter wheat. See planting plan for cover crop seeding rates. If cover crop is planted during the growing season, mow it before it goes to seed.

E. STRAW APPLICATION

1. Apply weed-free straw or a native-grass mulch over the seeded area.
2. Disc or crimp the mulch into the soil after seeding.

F. EROSION CONTROL FABRIC

1. To prevent erosion and the washing of seed, install erosion control fabric in areas that receive flowing water from curb cuts, roof drains, swales and slopes that have a slope greater than 3:1.
2. Follow manufacturer's directions for fabric installation.

G. PRAIRIE MAINTENANCE CONTRACT

A three-year maintenance contract should be included in bid.

a. Year One: Mow prairie (use a flail type mower) to a height of 4-6 inches, just above the height of the emerging prairie plants before cool-season weeds go to seed. This could result in two to four mowings in the first season, with an emphasis on mowing in the first half of the growing season.
b. Year Two: Mow prairie in early spring to a height of 6-8 inches; ensure that ruts are not created during mowing. Later in season if weeds persist, mow prairie a second time when vegetative growth reaches a height of 8-12 inches; make sure to stay above the height of emerging natives. Mow before weeds go to seed.
c. Year Three and Beyond: Spot spray any aggressive weeds. A prescribed burn may also be recommended in the third year.

H. MEASUREMENT OF SUCCESSFUL PRAIRIE SEED ESTABLISHMENT

1. By the end of year two, native grasses and forbs from the seed mix should be present at a density of one plant per square foot over 75% of the site.
2. Owner's Representative will conduct monitoring and determination of success by the above listed requirements. The Contractor shall be required to conduct independent monitoring on the total project. The Contractor is responsible for achieving the stated goals in the stated time frame and shall provide approved maintenance tasks to the site to achieve the stated goals.

III. PLANT INSTALLATION SPECIFICATIONS

A. SITE PREPARATION:

1. Site preparation of tree/shrub/plug plantings shall consist of the following:
    a. Mow planting areas prior to first herbicide application.
    b. Wait one to two weeks for exotic vegetation to become actively growing and 8-12 inches tall before applying the first herbicide application. Apply a glyphosate herbicide to all vegetation within the delineated seeding areas following herbicide manufacturer's directions. Rodeo should be used in aquatic areas. Application of herbicide to be done by a licensed pesticide applicator. Allow a minimum of 14 days for effective treatment before beginning other procedures.
    c. After a 14-day period, re-spray with a glyphosate herbicide following the manufacturer's directions to kill exotic vegetation re-growth. Allow a minimum of seven days for effective treatment before starting next procedure.
    d. Till in clean topsoil and organic material as specified by the project designer. (Note: some projects will not specify tilling before plant installation).
    e. Install plant material according to plan specifications.

B. PLANT QUALITY

1. Plant stock shall be in conformance with the latest edition of the American Standard for Nursery Stock, American Association of Nurserymen.
2. Installation:
    a. Mark out bed shapes for approval of Owner's Representative using marking paint or stakes and string. Planting shall be located where shown on the drawings. Stake out and identify plant locations with small wooden stakes. Verify planting bed and planting locations with Owner's Representative before excavating. Prior to the excavation of planting areas or pits, or placing tree stakes, locate all utility lines, electric cables, sprinkling systems and conduits so that proper precautions may be taken not to disturb or damage subsurface improvements. Should obstructions be found, the Contractor shall promptly notify the Owner's Representative.
    b. The installation of prairie plugs shall occur after the seeding of prairie species is conducted. Prairie plugs shall be watered as often as necessary after installation to ensure their establishment.

C. SUBSTITUTIONS

Substitutions will not be permitted. If proof is submitted that any plant specified is not attainable, a proposal will be considered for use of the nearest equivalent size or variety with an equitable adjustment of contract price.

D. MULCH

1. A 5-inch depth of shredded hardwood or composted leaf mulch shall be placed through out the tree and shrub planting beds. Shredded hardwood mulch shall comply with MnDOT 3882 Type 6 modified by using hardwood timber only. Material placement and depth shall be in conformance with the Tree, Shrub and Forb Details on the plan.

E. CLEAN-UP

1. Keep the area clean at all times: Remove any soil, compost, peat or similar material from paved areas promptly.
2. On completion of the work, remove equipment and other articles used from the site. Sweep walkways and street, and leave the area in a clean and neat condition. All ground area disturbed as a result of planting operations shall be restored to original condition or to the desired new appearance. Damaged turf areas are to be graded smooth and seeded with lawn seed mix approved by Owner's Representative. Water and care for seed until established.

IV. ESTABLISHMENT, INSPECTION AND REPLACEMENT SPECIFICATIONS

A. ESTABLISHMENT PERIOD

The Contractor shall maintain the work and care for the installed plants from completion of the initial planting until final acceptance at the end of the 2-year Plant Establishment Period.

The Contractor shall:

a. Maintain adequate soil moisture in conformance with MnDOT specification 2571.3H. At all times, the Contractor shall have sufficient watering equipment and forces available to completely water all plants once each week. Watering intervals shall be varied and based on prevailing soil moisture and weather conditions. It is advised that the Contractor use a soil moisture meter to determine soil moisture levels. The Contractor is not responsible for watering if an irrigation system is in place and working properly.
b. Replace shredded hardwood or composted leaf mulch material as needed to maintain at the specified depth throughout entire planting bed and tree rings in conformance with the Tree, Shrub and Forb Details on plan.
c. Repair, adjust or replace staking materials in conformance with Tree Detail on plan.
d. Maintain the plants in a plumb condition at the appropriate planting depth in conformance with the Tree and Shrub Details on plan.
e. Remove all weeds (top growth and roots) within the planting bed by hand-pulling or spot spraying with a glyphosate herbicide. Weed whips and weed clippers will

not be accepted as weed control.

f. Prune to remove rubbing, dead or diseased branches to maintain plant health.

B. INSPECTION AND ACCEPTANCE

1. The Contractor will provide written notice of the anticipated conclusion of the planting period to the Owner's Representative at least five days prior. The work will be inspected by the Owner's Representative at the conclusion of the planting period. Condition of plant material will be noted and recorded for reference at the end of the guarantee period.
2. Prior to Owner acceptance remove all tags, ribbons, etc. from all plant material.
3. After inspection, the Owner's Representative will notify the Contractor in writing if there are any deficiencies of the requirements for Owner acceptance of the work.

C. GUARANTEE AND REPLACEMENT

1. Contractor will replace all dead, defective or missing plants one time within the first year of the 2-year plant establishment period. When less than a full year remains in the plant establishment period, the Contractor will not be required to replace plants.
2. The Contractor will provide written notice of the end of the guarantee period to the Owner's Representative at least five days prior. The work will be inspected by the Owner's Representative at the end of the guarantee period. Any plant material required under this contract that is dead or not in satisfactory condition, as determined by the Owner's Representative, shall be removed from the site and shall be replaced as soon as conditions permit during the normal planting seasons.
3. If there is a dispute regarding the condition and satisfactory establishment of a rejected plant, the Contractor may elect to allow such plant to remain through another growing season at which time the rejected plant shall be replaced if found to be dead, unhealthy or badly impaired.
4. All replacements of plant material shall be of the same kind and size as specified in the plant list. Replacement cost shall be borne by the Contractor.
5. Replacement plantings required at the end of the guarantee period are not to be guaranteed. These materials are subject to inspection and rejection by the Owner's Representative before and after planting.

Page from University of Northern Iowa's Turf v Prairie Calculator: https://goodneighboriowa.org/turf-to-prairie/

Turf to Prairie

Good Neighbor Iowa > Transition Your Lawn > Turf to Prairie

WHY MAKE THE TRANSITION?

Converting some areas of your turf to prairie could lead to significantly positive effects on the ecology, and save you money doing it! Here are some benefits of turf to prairie conversion:



NATIVE PRAIRIES STRONGER AT FIGHTING OFF WEEDS



IMPROVED SOIL RETENTION AND SOIL HEALTH

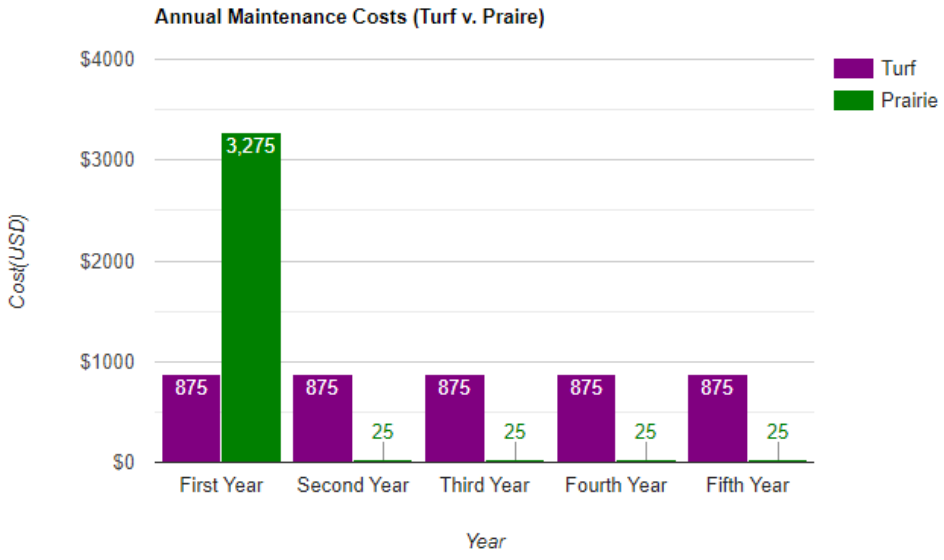


INCREASED STORM WATER AND GROUNDWATER FILTRATION



ENHANCED BEAUTY OF YOUR YARD, PARK OR SCHOOL

Visualize your financial benefits



Area of mowed turf you want to convert to prairie:

2.5

Maintaining 2.5 acre(s) of mowed turf costs $4375 over 5 years. If you convert that area to prairie, you will save $1000 over 5 years!! (Despite the initial investment of $3275 to convert your turf to prairie in your first year, you will only spend $100 over the next 4 years to maintain the area as prairie.)

Councilmember LeTourneau introduced the following resolution and moved for its adoption:

RESOLUTION #17-05-124

RESOLUTION APPROVING WORK PLAN AND BUDGET FOR A TRAILSIDE POLLINATOR HABITAT RESTORATION AT THE LAKE ITASCA TRAIL

WHEREAS, the City of Ramsey is dedicated to promoting and maintaining a healthy urban and natural environment today and in the future; and

WHEREAS, pollinating insects, such as bees, butterflies, moths, flies, and others are integral to a healthy ecosystem and to a wide diversity of essential foods, including fruits, nuts, and vegetables; and

WHEREAS, many pollinators, including native bees and the iconic monarch butterfly, are threatened by the loss of natural flowering habitat, pesticide use, pathogens, and parasites; and

WHEREAS, the North American monarch population has declined by more than 90% over the past two decades; and

WHEREAS, Ramsey can play a critical role in helping protect pollinators by actions including providing pollinator habitat in public parks, along roadways and/or in median strips, at community gardens and municipal buildings; and

WHEREAS, restoring pollinator habitat will contribute to a clean environment, one of the Strategic Imperatives of Ramsey's Strategic Plan; and

WHEREAS, a stipulated use of the Lawful Gambling Fund is for recreation and community facilities and services as recommended by the Park and Recreation Commission; and

WHEREAS, the Environmental Policy Board and the Parks and Recreation Commission continue to be supportive of the Mayors for Monarchs program, and the EPB's 2017 work plan explicitly calls for the expansion of pollinator friendly landscapes on public lands through collaboration with the Parks & Recreation Commission, as well as to improve communications and resources regarding pollinators; and

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 continues to support the Mayors for Monarchs program.

2) That the Ramsey City Council hereby supports an approximate 6 acre native landscape renovation along the Lake Itasca Trail, that may be referred to as the Monarch Trail.

3) That the Ramsey City Council hereby approves a not-to-exceed amount of $5,000 from the Lawful Gambling Fund for the restoration project this Resolution approves.

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

Mayor Strommen
Councilmember LeTourneau
Councilmember Johns
Councilmember Kuzma
Councilmember Shryock
Councilmember Williams

and the following voted against the same:

None

and the following abstained:

None

and the following were absent:

Councilmember Riley

whereupon said resolution was declared duly adopted by the Ramsey City Council this the 23rd day of May, 2017.

Mayor

ATTEST:

City Clerk

CC Regular Session **5. 6.**

Meeting Date: 06/14/2022

By: Katie Schmidt, Administrative Services

Information

Title

Approve the Following Meeting Minutes:

1. City Council Work Session dated 05/24/2022
2. City Council Regular Session dated 05/24/2022

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 Work Session dated 05/24/2022
2. City Council Regular Session dated 05/24/2022

Attachments

5-24-22 CCWS

5-24-22 Mtg

Form Review

Inbox	Reviewed By	Date
Colleen Lasher	Colleen Lasher	06/07/2022 08:21 PM
Brian Hagen	Brian Hagen	06/08/2022 08:50 PM
Form Started By: Katie Schmidt		Started On: 06/07/2022 11:05 AM
Final Approval Date: 06/08/2022		

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

The Ramsey City Council conducted a City Council Work Session on Tuesday, May 24, 2022, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

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

Also Present: Administrative Services Director Colleen Lasher
Interim City Administrator/Community Dev. Director Brian Hagen
City Attorney Fritz Knaak
City Engineer Bruce Westby
Parks and Assistant Public Works Superintendent Mark Riverblood
Public Works Superintendent Grant Riemer

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: Finalize Discussions on the Draft Charter Commission Recruitment Policy

Administrative Services Director Lasher stated the draft is close to being finalized if the Council agrees. She referenced the policy and stated the Charter Commission Chair is referred to as "the Chair" and the "Chair person." She asked which the Council would prefer.

Councilmember Heineman replied the "Chair".

Councilmember Riley commented to be consistent.

Administrative Services Director Lasher agreed.

Councilmember Musgrove commented she liked "Chair" because then it is just Chair and their last name.

Administrative Services Director Lasher stated there are inconsistencies throughout the policy where it referred to the Mayor and the Council, or The Council. She stated the Mayor is a part of the Council and thought it would be more clear to have it say "The Council" or "The City Council." She asked if the Mayor should be called out separately.

Mayor Kuzma replied he was okay with "The Council."

Administrative Services Director Lasher stated some of the headings were title case and some were all caps. She recommended changing it to be consistent as title case, capitalizing the first letter.

Mayor Kuzma replied that is fine.

Administrative Services Director Lasher stated there is a heading that says "Stipend," one short sentence. She suggested moving that into the terms and requirements section and removing the heading. She asked if Council had concerns about that.

Councilmember Heineman replied no.

Administrative Services Director Lasher referenced the section titled "Process" and stated she didn't have time to listen to the tape but there had been discussion about how the City materials get to the judge. By statute applicants are allowed to send a letter of interest directly to the judge. She asked for a reminder if Council wanted that sentence removed from this policy or left in.

Councilmember Specht replied it is allowed but he didn't want it published in the policy because the desire of the Council was that it would go through the City process.

Administrative Services Director Lasher asked if Councilmember Specht wanted the sentence taken out.

Councilmember Specht replied that was his opinion.

Councilmember Heineman agreed, adding if applicants can find it on their own, Council isn't keeping information from them but didn't feel the need to advertise an alternate route.

Administrative Services Director Lasher referenced number six and read "incumbent letters of intent will be forwarded to the judge at the same time as new applicants." She stated earlier in the process they had discussed mailing the incumbent letters right away and was looking for clarification.

Councilmember Specht replied the letter from the judge had said they prefer to receive them all at once so he thought that was a good idea.

Councilmember Musgrove thanked Administrative Services Director Lasher for putting the policy together. She thought it was close. She referenced number three on page one and asked if they wanted to add a date. She read "if the member does not wish to respond or to be reappointed the member will be asked to submit a letter of intention in writing."

Councilmember Woestehoff suggested "by October 31."

Councilmember Musgrove agreed.

Interim City Administrator/Community Dev. Director Hagen commented point four says "by October 31 the City Clerk would inform the Mayor and Council of the number of incumbents." He suggested by October 15 to allow for the last meeting in October.

Councilmember Musgrove referenced number five on page one which says "in the event that all incumbents wish to be reappointed the City Clerk will still conduct the annual recruitment process." She asked if there would be a reference why that would be done and make a statement referencing the policy for vacancies throughout the year. She thought they had decided it would be done in the event of mid-year vacancies.

Councilmember Specht added "to maintain a strong backlog of people" and asked what Councilmember Musgrove wanted it to say.

Councilmember Musgrove suggested "in the case of vacancies occurring throughout the year."

Councilmember Woestehoff suggested "for potential future vacancies."

Councilmember Musgrove agreed.

Administrative Services Director Lasher state she liked what Councilmember Woestehoff had said "for potential future vacancies."

Councilmember Musgrove referenced number seven on page one, number four on page two, and also on page two, two D that they are all the same but are not worded the same.

Administrative Services Director Lasher replied she will go back and make sure they are. She agreed about that. She stated previously the additional steps used to be much longer and she felt they fit better in the body of each section but she agreed there are some inconsistencies so she will make that align.

Councilmember Musgrove commented she thought four and two D were the same but seven is different. She thought the context is the same but the wording is a little different.

Administrative Services Director Lasher replied she will make that change.

Councilmember Musgrove asked how Council felt about having a template for the letter to the judge in the appendix.

Councilmember Heineman replied it would be easier to pick up and reuse it.

Councilmember Musgrove stated if it is in the appendix it can be changed easier than if it is in the policy.

Councilmember Specht suggested being careful that residents wouldn't think they needed to use that if they are looking at the policy and clarify that it is for Staff use.

Councilmember Woestehoff replied this policy wouldn't be published on the website but seemed more like an internal policy than a linked document of the application.

Councilmember Howell replied it would be nice to have the policy on the website for transparency.

Councilmember Heineman commented they are just talking about the template they send the judge, would be a standard template.

Councilmember Specht replied that would be fine.

Councilmember Heineman continued that way it wouldn't need to be rewritten every time.

Councilmember Musgrove referenced the section "Website" and asked if Council wants to have a frequency for going back to update it, either quarterly or biannually. She thought that would be a point of reference for Staff to know how often to go back and check it. She stated it wouldn't change much but should be checked.

Mayor Kuzma asked if that would occur when a resignation occurs or when the time comes to reappoint.

Councilmember Musgrove agreed.

Mayor Kuzma replied he thought that would be an automatic.

Councilmember Woestehoff suggested "As needed the City Clerk or designee will review…"

Councilmember Musgrove replied it could be kept as it is but was looking for feedback if it would be helpful to have a time requirement because Staff is going to be going back to look at it when those vacancies occur or when applications go out. She stated the thought was to go back in there and make sure people were able to connect to the link, that the link was working, that the information was still available. That is what she thought part of this was for, that is why she is suggesting a time frequency.

Councilmember Specht asked it was going to run continually in the *Ramsey Resident.*

Administrative Services Director Lasher replied yes it is.

Councilmember Specht stated it is read all the time so it wouldn't need to be checked up on.

Mayor Kuzma commented if it is going to be run in the *Ramsey Resident* he didn't know that they needed to have a designated timeline. He suggested it say "The City Clerk will post as needed."

Councilmember Musgrove referenced the section "Terms and Requirements" and asked if "Applicant must be a registered voter in the City of Ramsey" should be added.

Councilmember Woestehoff replied he didn't think applicants needed to be residents of Ramsey.

Councilmember Howell commented there is a percentage that could be outside of Ramsey so that would need to be changed first.

Councilmember Musgrove asked if that was changed in the Charter.

Administrative Services Director Lasher replied no, they did not. She stated the City Charter says that two-thirds of each board will be Ramsey residents. She stated they talked about that in the past and if she recalled correctly, taking it out boxes them from not being able to consider a really good candidate. She gave the example on the EDA there is a member with a lot of business experience that lives in Anoka. When it was discussed before it was determined to leave it at two-thirds to give more discretion to the Council. She stated this is Charter Commission so Council doesn't appoint anyone but leaving it in as two-thirds would not require a Charter amendment and gives Council more discretion.

Administrative Services Director Lasher referenced page two under Partial Terms- New Member Application Process" to fill mid-year vacancies, and stated after the first paragraph, the next sentence starts "The City Clerk or their designee will then take one of the following two actions." She suggested starting that sentence with "Within two weeks," because they wanted to tighten it up to have rules to follow.

Councilmember Musgrove commented she agrees with that.

Administrative Services Director Lasher commented Attorney Knaak just found in the State statute that Charter Commission applicants do need to be a registered voter within the City of Ramsey.

Councilmember Musgrove asked if Council was agreeable to adding that for clarification.

Councilmember Woestehoff replied that could be added for clarification but added number one supersedes this policy.

Councilmember Heineman commented adding that wouldn't hurt anything and it might make it easier on the judge so every application doesn't need to be vetted and to make it easier to read. He suggested adding in point five under "Terms and Requirements" to add City of Ramsey resident.

Councilmember Musgrove referenced page four under the heading "Steps" and commented number two reads "City Clerk or designee will verify all candidates (applicant is a registered voter.)" She suggested adding it there and also the statement of not a member of the judiciary or

City Council. She asked Administrative Services Director Lasher if she would wordsmith that so it isn't three statements repeating the first portion.

Administrative Services Director Lasher replied she could.

Councilmember Musgrove referenced number four, the last sentence which reads "The Clerk will ask the Charter Commission Chair to contact the new appointee welcoming them to the Commission." She stated it has been her experience when she has been appointed to boards that the first meeting they are aware that the appointment has been made and the welcoming is done then. She stated she wasn't sure if that is something that would be done at the first meeting. She suggested taking the last sentence out and asked for Council comment.

Councilmember Woestehoff disagreed, commenting other boards and commissions it makes sense but with how spare Charter meetings are it doesn't. He stated he hasn't yet been formally introduced to Chair Fields because he hasn't reached out. He thought having something in the policy that new members will be welcomed is a good idea because appointments and meetings are infrequent.

Administrative Services Director Lasher added the Charter Commission agenda normally includes a case welcoming new members.

Mayor Kuzma asked if Council was okay with leaving it in.

Councilmember Heineman commented he was okay with leaving it in, adding the new members would be contacted by either the City or the Chair.

Administrative Services Director Lasher referenced number seven on the last page which starts "The City Clerk or designee will prepare letters" and the last sentence which reads "In case of vacancies or for consideration for future appointment." Right before the words "in case of" she suggested inserting the words "from the date of application deadline." Because that is referring to the 14 months which has been clarified in other places but it was missed there. She felt it should be added there.

Councilmember Musgrove replied that makes sense for consistency.

Administrative Services Director Lasher referenced the heading "Authority" on the front page and read "the City Council of the City of Ramsey has the authority to establish a policy for recommendations to the Charter Commission." She stated in other policies they have restated what the actual policy is. She suggested "The City Council of the City of Ramsey have the authority to establish a policy for the recruitment application and judge appointment process."

Mayor Kuzma asked if they want to see one more draft or if they are ok to vote on it.

Councilmember Specht commented they will see it at a regular meeting.

Administrative Services Director Lasher asked if they do want to see it at another Work Session.

Mayor Kuzma replied no, it is good.

Councilmember Specht thanked Administrative Services Director Lasher for her work on this.

Councilmember Woestehoff handed in his resignation for the Charter Commission.

2.02: Discussion Regarding the Pending Public Works Superintendent Vacancy and the Process to Fill the Role

Administrative Services Director Lasher stated Staff felt it was important to get started on this right away. She stated Staff met and has the proposal identified in the case. She stated she was asked to not re-read the case but assume it has been read. She added information not listed in the case was a reclassification to the Engineering Administration Assistant that would be a minimal cost however by reclassifying the Administration Assistant to an Engineering Assistant that would be less of a secretary but more of a true assistant to help City Engineer Westby and his other engineers to be able to delegate some of those less complex engineering tasks down to Ms. Marsha Weidnar to free up some of their time. She stated that is not included in the case. She stated that is a recommendation in addition to the case. She stated Finance Director Lund ran the reorganization costs for 2022 and 2023. The overall savings for 2022 by doing this reorganization is $71,027 and in 2023 assuming a 3% COLA and a 5% increase on health insurance, the savings is $59,144.

Councilmember Heineman referenced statements about the cost being minimal and asked if it was around a couple thousand dollars or more than that.

Councilmember Specht commented that in the past City Engineer Westby took over for Tim Gladhill for a while, which he did well with, and asked if City Engineer Westby felt he could handle both roles and how he envisioned the role.

City Engineer Westby replied he doesn't fully understand everything Public Works Superintendent Riemer does right now or everything that Public Works does, which is something he looks forward to learning if he is allowed to have this position. He stated it is going to be a lengthy transition, especially for the engineering team and having more road projects next year. He stated he would slowly transition more duties to the person slotted for the proposed Assistant City Engineer position. He stated he will split his duties between engineering and public works. He would propose to retain his office at City Hall to be hands on with the engineering staff. He hoped for a smooth transition.

Councilmember Specht asked if City Engineer Westby felt with the reclassification of his position and with the other reclassifications that they could cover the work because they are both so vital.

City Engineer Westby replied he could delegate some of his duties to others in the engineering department which would free up time for him to devote to Public Works. He stated he didn't know if there would be a need for additional clerical or administrative assistance.

Mayor Kuzma asked for an explanation of Parks and Assistant Public Works Superintendent Riverblood's role and how the two of them will work together.

City Engineer Westby replied Parks and Assistant Public Works Superintendent Riverblood will soon be appointed to the Assistant Public Works Director position and would work closely with him on the Public Works side. He stated Parks and Assistant Public Works Superintendent Riverblood is in close contact with the supervisors over there and would be doing the day-to-day operations. He continued that now Parks and Assistant Public Works Superintendent Riverblood is busy with the parks department and has been doing a lot of planning work which would have to be discussed and coordinated.

Administrative Services Director Lasher answered Councilmember Heineman's question about pay scales by stating her educated guess was that it would not exceed $8,220 for a full year. She stated another question was if the Public Works Director was around $60 an hour, compared to a Engineering Assistant at $30 an hour, that makes sense to her. She stated if they are both as efficient they would be paying $30 instead of $60 for a task that takes an hour and would be freeing the engineer to use more of this expertise, which was logical to her. She offered to get the exact numbers and email them out.

Councilmember Heineman replied ballpark numbers were fine for him unless they were drastically different.

Councilmember Woestehoff commented he was very supportive of the restructuring. He referenced the future organization chart it shows that the Parks Supervisor and lead Park Maintenance Workers report to the Public Works Director and asked it would make more sense to have them underneath the Parks and Assistant Public Works Director than going to the Public Works Director, he stated that would give Parks and Assistant Public Works Superintendent Riverblood more responsibility.

Parks and Assistant Public Works Superintendent Riverblood replied he thought either way would work. He stated he supported this and thought it would be an effective collaboration. He pointed out that in nine years he and City Engineer Westby have never had a disagreement. He stated Ms. Weidnar supported Public Works when the Public Works Administrative Assistant was out on leave and Ms. Weidnar was very effective so that would be a good move.

Councilmember Riley expressed concerns because in the six months City Engineer Westby took over for Tim Gladhill, engineering fell behind because doing two jobs can't be done effectively. He stated he felt this may be putting City Engineer Westby in the same position. He also expressed concern with understaffing by design when engineering and streets are periodically falling behind now before the restructuring. He asked how that would be addressed.

City Engineer Westby replied he understood the concern and replied the months he covered for Mr. Gladhill were very busy and admitted he fell behind and is just catching up now. He stated the way the engineering reclasses would work out, now the Engineering Tech II who is out in the field and is taking his professional engineer exam next year would be working on plans and specs along with the Assistant City Engineer so there would be two inhouse people doing those duties

instead of one. He stated some of the work they do has been done in the winter as time allows, the Engineering Tech could help with some of those duties as well which would help the Design Engineer during the plan prep season. He stated he isn't concerned and thought they could keep up if the reclassifications were approved.

Councilmember Riley asked about the streets side and asked if people are going to be moved around to cover parts of that role.

City Engineer Westby replied Parks and Assistant Public Works Superintendent Riverblood and Public Works Superintendent Riemer will be meeting tomorrow to discuss more of the items. He stated this has come up quickly and they are trying to work through it. He stated he envisioned there are some things that Public Works Superintendent Riemer does that are things that could be distributed, or additional clerical help may be needed. He stated he may have to put in some extra hours to start with.

Councilmember Specht commented during the last interview process there was a gentleman who was a former Public Works Superintendent that he thought of as a potential candidate if they decided to go that way.

Mayor Kuzma commended the Staff for putting this program together. He thought hiring from within is important to the Staff here. He stated if they approve it and go forward they would know quickly if it was working and if City Engineer Westby was getting overwhelmed he needed to be honest about it and it could be corrected. He stated he would be supportive of it.

Councilmember Musgrove commented she liked the creativity and using Staff that is here. She agreed with Mayor Kuzma and suggested a trial of two months to determine if more staff is needed. She stated communication would be important before heading into another season of road work to be able to fill lower positions or bring people up through the staff to get training and opportunity. She didn't want City Engineer Westby to be overworked or overwhelmed.

Councilmember Howell asked Councilmember Riley if his question got answered or if he had any other solutions.

Councilmember Riley replied those were his concerns and it sounded like they were at the beginning of the plan. He stated he didn't have answers. He stated it sounded like finding out the responsibilities of Public Works Superintendent Riemer and how those tasks could be delegated was an important question to have answered.

Public Works Superintendent Riemer explained his day, stating he meets with supervisors and fields calls from residents. He stated work orders are developed from that and are given to the supervisors. He stated he works mainly hands on with the maintenance side of things.

Councilmember Heineman commented he supported this because it is a plan the Staff developed and thought would work and it saves tax payer money. He stated he trusted the staff saying they could manage the workload.

Administrative Services Director Lasher commented City Engineer Westby mentioned potentially needing administrative help on the Public Works ide and it would be a similar situation as on the Engineering side with Ms. Weidnar. She thought it would be cost effective to have additional administrative support.

Councilmember Howell suggested a trial run and if it doesn't work another plan can be created.

Parks and Assistant Public Works Superintendent Riverblood commented he has a lot of respect for the three division supervisors including Parks, Utilities, and Streets. He stated they have a lot of experience in their roles and felt they were up to the task of the additional work load.

Administrative Services Director Lasher stated for the immediate changes she will prepare consent cases on the next agenda to do the promotions and reclassifications and the rest of it will be a part of the next budget and will be dealt with by resolution in 2023.

The consensus of the Council was to approve the reclassifications.

2.03: Discuss Collecting and Compiling Ramsey City Policies

Administrative Services Director Lasher stated she had met with Councilmember Musgrove and Councilmember Howell back in April. She stated it was a good idea but wasn't sure how to tackle it. She stated there are policies that they don't have but should have some additional policies. She stated she didn't have time to coordinate this right now. She stated it is very needed and asked for direction on how broad and deep it goes. She stated there are policies in public safety that wouldn't be put on the internet but as a Staff resources perspective she has a lot of recruiting to do. She asked about a timeline.

Mayor Kuzma stated it would be good for the new City Administrator to review policies and set that on the agenda.

Councilmember Woestehoff asked if the City has any data compliance or structure guideline on how things are stored. He thought whoever is in charge of data may have a good idea of where all the policies are and how to categorize them. He suggested along with the new City Administrator that when the new IT Security person is hired that IT Manager Fredrickson could help them get access and find them efficiently.

Administrative Services Director Lasher commented that IT Manager Fredrickson weighed in when discussions first started and stated that there is a folder on LaserFisch and would be an excellent resource.

Mayor Kuzma commented he thought the City Administrator should take the lead and coordinate it.

Councilmember Specht commented that it is a matter of high importance that policies define day to day operations, how they run as a Council, how the City runs and does things. He suggested a summer intern or temp could look through old minutes to help with this.

Administrative Services Director Lasher replied she had initially suggested a public policy grad student work on this and then that would be a 2023 budget item.

Mayor Kuzma asked if there is any time left on the University contract.

Administrative Services Director Lasher replied not that she was aware of.

Councilmember Specht commented it is important. He stated at PACT they had policies everywhere and spent a school year going through every one, consolidated them, cleaned them up for consistency and updated and published them. He thought it was important, but staffing the elections, and the streets are more important. He was supportive of allocating resources to do it.

Councilmember Howell commented she felt it was important to know where the policies are. She continued if they start with policies that are easy to find, that IT Manager Fredrickson could find, that those be started with to compile and then move to things that are more difficult to find or need to be recreated. She thought the sooner the better to get this going.

Councilmember Musgrove stated there was a question on how often to come back to the Council and suggested monthly. She gave the example of there are ten policies identified and this is where they are. She agreed with Councilmember Howell that finding the current policies and the creating a list of additional policies to tackle as time goes on. She stated if there is a conversation that Council has and there is not a policy on that topic that goes on the list depending on priorities. She thought starting to find and organize policies is a good start.

Administrative Services Director Lasher asked if that could be done by a monthly email versus a Work Session.

Councilmember Musgrove replied she didn't think it had to be elaborate but to provide Council with an update and an email would be fine.

Councilmember Riley summarized the Mayor suggested it be a City Administrator job and asked Administrative Services Director Lasher if she had another suggestion other than herself to do it.

Administrative Services Director Lasher replied she thought the City Administrator could be the coordinator and the delegator and the IT Manager could be the lead worker.

Councilmember Riley suggested finding what they have in the next few months and after that identify old policies in a year and try to have what needs to be written. That way they would identify what they have, what needs revision, and what needs to be created.

Councilmember Heineman commented they may be overthinking it. He asked if there is a fileshare where they could create an un-editable copy, do a quick scan, take out public safety policies, post those for transparency right away. He suggested having a link to them and then work on cleaning things up. He suggested having different buckets for policies over 15 years old that needed to be worked on.

Mayor Kuzma commented he like having the City Administrator oversee it because he will be new and will learn from the process.

Councilmember Heineman agreed that the City Administrator should oversee it but that an un-editable copy could be fileshared and then let them clean it up later as needed.

Councilmember Specht commented as policies are found the minutes could be searched to find out if there is an amended copy unless it is known the most current version is there.

Councilmember Woestehoff commented he thought IT Manager Fredrickson has a unique ability to find and publish these as he is one of two people who spend a lot of time on the website. He thought he would be a good resource go to through this. He agreed with Councilmember Heineman that there are probably 20 to 30 policies easily available that they could publish and then find the rest of them. He thought progress could be shown quickly.

Mayor Kuzma asked Administrative Services Director Lasher if that gave her enough direction.

Administrative Services Director Lasher replied yes.

2.04: Discussion Directing the City Attorney to Enter into Contract Negotiations with the Next City Administrator

City Attorney Knaak stated in the process of hiring a new City Administrator there would be a time when he would begin negotiating with the candidate to come up with a contract.

Interim City Administrator/Community Dev. Director Hagen left the meeting.

City Attorney Knaak stated Council is working toward a decision to hire Mr. Hagen. He stated there are a couple of options. One option is to begin negotiation and when a decision comes up one way or the other, that decision would be made based on a contract where both sides would know the financial expectation of the position. He explained option two was to make the decision contingent upon negotiation of terms. He stated one advantage they have is there is not a vacancy because Mr. Hagen is already performing the duties of the City Administrator and is less expensive while terms are negotiated. He suggested he do the negotiation on behalf of the City and come up with terms that would be mutually agreeable.

Councilmember Specht commented that he asked it to be on the agenda that it would be good to get it settled, especially with the other staff vacancies. He suggested another vote on recommending that the attorney enter into negotiation and go from there. He didn't think there would be an option to bring them both on and didn't want to leave them hanging.

Councilmember Riley agreed with Councilmember Specht and added he thought the City right now was in a precarious spot and thought moving forward with Mr. Hagen would be a settling influence on staffing with the number of resignations they have had just within the last week. He

thought the sooner they moved forward with it, the better. He thought not sending Mr. Hagen out for testing would save money and time.

Councilmember Howell agreed with Councilmember Riley about the testing because she didn't think anyone would change the minds of the three voting for Mr. Hagen but would delay the decision several months. She stated they were debating a package deal which could have brought Mr. Korin in to be an asset. She thought it was unfortunate and she was frustrated. She stated there was no point in delaying the inevitable for another month but she wouldn't be supporting Mr. Hagen for the City Administrator because she thought he needed more training.

Councilmember Heineman commented he understood her point and he stated Mr. Korin was a no for him but agreed Councilmember Howell was right there was discussion about having a package deal. He stated he thought the benefit of having Mr. Hagen go through the second review was to show that he had growth and for his professional growth in having to work a little harder for a job. He thought it shows the residents that Council is vetting candidates to ensure they are the strongest candidate. He understood the point that Mr. Hagen will likely be the top candidate. He summarized there are two strong votes for Mr. Korin, three votes for Mr. Hagen, and a swing vote.

Councilmember Musgrove commented she didn't support Mr. Hagen to go through a second round of professional testing because one to two years is typically needed to show growth and she didn't feel it was worth tax payer money. She agreed that there is a consensus that Mr. Hagen is the top candidate to move forward. She thought it was valuable that the process started with a leader at the top. She stated she will support him because that this the decision of the Council. She stated she wanted Mr. Hagen to know that if he needs help or resources along the way, that will be honored. She stated he is already in a mentoring group and she will support him.

Councilmember Woestehoff thanked Councilmember Specht for bringing the case forward again. He stated he learned from being on the QCTV board that all of them have been City Administrators who will welcome Mr. Hagen. He stated he is confident there are resources that will always be available.

Councilmember Musgrove stated she hoped Mr. Hagen rounds his choices of input out. She asked Administrative Services Director Lasher if there would be a fee for cancelling the testing.

Administrative Services Director Lasher replied she will cancel it immediately and there will not be a fee.

Mayor Kuzma asked if a formal vote.

Administrative Services Director Lasher replied there should be a majority vote and it looked like there were seven people saying cancel it.

Councilmember Specht asked City Attorney Knaak to discuss how he intends to begin negotiations.

City Attorney Knaak replied his intention would be to begin discussions with Mr. Hagen almost immediately. He stated Council members are free to talk to him about it, especially when talking about money. He would anticipate that Council input would be needed which could occur because there is attorney/client privilege. He stated by the time they get to the next meeting, they would have the information in a package to vote on.

Mayor Kuzma asked if they will need to start the process for a new Deputy City Administrator.

Administrative Services Director Lasher replied when they discussed how to fill Tim Gladhill's role, they discussed if it should be filled as just as Community Development Director or a Community Development Director/Deputy City Administrator. She thought they needed to revisit that conversation because the circumstances are different now and there may be an internal candidate. She proposed talking about that on June 14, 2022.

Councilmember Riley replied he thought it was a good idea to discuss it again.

Councilmember Musgrove asked City Attorney Knaak to restate his position on what input he wanted from them regarding negotiations.

City Attorney Knaak replied the first thing he would broadcast to them on an attorney/client privilege basis is the basic structure of the contract and then to give them progress on the negotiations. He stated the most critical part of it is in regards to money and what is realistic and comfortable number.

Councilmember Musgrove asked if that was going to come up on a Work Session.

City Attorney Knaak replied he expected that to come up through email.

Councilmember Woestehoff added because it is a privileged conversation.

Councilmember Musgrove commented she wanted to understand the format and method of communication. She summarized they will be hearing from City Attorney Knaak on email and can reply back to him.

City Attorney Knaak confirmed this adding it should go quickly because there is a framework that contracts follow and the real issue will come down to benefits and dollars.

Councilmember Woestehoff suggested referencing Mr. Hagen's application for his requirements.

City Attorney Knaak agreed.

Councilmember Woestehoff commented if he doesn't reply back it is because he trusts City Attorney Knaak's judgement.

City Attorney Knaak replied if he keeps after Councilmember Woestehoff it's because he wants to hear from him anyway.

Councilmember Musgrove asked if there are rules on reply all.

City Attorney Knaak recommended that they not do that.

Councilmember Riley commented there may be agreement that they want Mr. Hagen to be paid a fair market rate for someone with like experience at this level for a medium sized city. He stated cities have to post their highest wages so it would be fairly easy to ascertain.

City Attorney Knaak replied through the League that information is available. He stated he anticipates having a range and Mr. Hagen's needs may be at the lower end of that range. He stated as their City Attorney he didn't want to be caught running an illegal meeting so he will be cautious.

3. TOPICS FOR FUTURE DISCUSSION

3.01: Review Future Topics/Calendar

Councilmember Heineman stated that he doesn't always agree with Councilmember Woestehoff but there were some residents who mentioned that Councilmember Woestehoff wouldn't honor his word that he would step down from the Charter Commission. He stated he wanted to recognize that Councilmember Woestehoff did step down. He stated although they may disagree about a lot of things, Councilmember Woestehoff did quietly step down and honored his word.

Mayor Kuzma stated he would like to have Council look at their organizational culture. He believed they all shared the same underlying goal of serving the community but the goal is to provide a positive impact on the community. As the City Council they are elected to be leaders of this organization and influence the culture with their communication amongst themselves and with the Staff. He stated as an organization they need to create a positive culture for the residents, business owners, advisor councils, Staff and themselves. A positive culture is influenced by everyone carrying out their roles and responsibilities. He asked for a future topic on the June 14, 2022 Work Session to outline the roles and responsibilities for the public, the City Council, the advisory boards, and the Staff. He asked for an additional communication and team building exercise so they can create a positive culture. He stated maintaining a positive culture should be a high priority for the organization.

Councilmember Musgrove asked if the budget discussion could be moved from July 12, 2022 to June 28, 2022. She thought it was started earlier before. She suggested the first meeting could be on personnel or capital improvements and they could give feedback on that instead of having all different categories to give feedback on which is difficult to accomplish things during that time. She stated she thought the EDA was pretty straightforward.

Mayor Kuzma offered to ask Finance Director Lund about it.

Councilmember Musgrove stated personnel could always be revisited but thought it would help structure the meeting a little better. She suggested moving the trash container ordinance up because it is to be determined but now in the spring and summer is the time anyone could do any work on it and if they waited until the fall or winter people may not be able to anything.

Councilmember Woestehoff replied that one may have to start with the Planning Commission and come to Council with a recommendation.

Councilmember Musgrove agreed.

Councilmember Riley stated he would like it to be a quick discussion to figure out what the ordinance needed to say because the City has other important issues.

Councilmember Woestehoff replied Planning may be an option because development happens earlier in the year. He expressed concern with adding an agenda item because it could take more time and there are budget items that should take priority.

Councilmember Musgrove replied she liked the idea of taking it to Planning.

Councilmember Heineman stated there are a lot of employees leaving and there are lot of things to talk about.

Councilmember Musgrove stated she had a comment on a case on the agenda. She stated under the discussion for the Charter there was an updated application but they didn't get to that discussion. She asked if they wanted the application to come back.

Mayor Kuzma replied it can be addressed at the meeting.

Councilmember Musgrove replied she will email her comments to Administrative Services Director Lasher.

4. MAYOR /COUNCIL /STAFF INPUT

None.

5. ADJOURNMENT

The Work Session of the City Council was adjourned at 6:53 p.m.

Respectfully submitted,

_____

Brian S. Hagen
Interim City Administrator/Community Dev. Director

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

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

Members Absent: None

Also Present: Interim City Administrator/Community Dev. Director Brian Hagen
Administrative Services Director Colleen Lasher
City Attorney Fritz Knaak
City Planner Brian McCann
City Engineer Bruce Westby
Streets Supervisor Shane Turner

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: Review 2021-2022 Winter Maintenance

Streets Supervisor Turner presented the winter maintenance review for 2021-2022.

Mayor Kuzma asked how many miles have been added over last year.

City Engineer Westby replied it is close to 190 miles, with one and half to two miles of new roads being added every year.

Mayor Kuzma asked when the new plow truck is due to come on.

City Engineer Westby replied he wasn't sure.

Mayor Kuzma commented it can be discussed during the budget meeting.

Streets Supervisor Turner gave an invitation for plow truck driver applications adding a ride along could be arranged to show what it is like.

3. CITIZEN INPUT

Megan Thorstad, 15249 71st Street NE, Otsego, stated she has served as the City's Communication and Events Coordinator for the last four years. She stated, regarding the case that is coming up tonight, she felt was unfair and unjust. She stated she has submitted her resignation because she felt Council hasn't met the goals of the Strategic Plan to improve employee morale and retention. She hoped some positive changes would be made.

4. APPROVE AGENDA

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

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

5. CONSENT AGENDA

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

5.01: Approve the following Meeting Minutes:
- 1) City Council Special Work Session dated May 5, 2022
- 2) City Council Work Session dated May 10, 2022
- 3) City Council Regular Session dated May 10, 2022
- 4) City Council Joint Work Session dated May 11, 2022

5.02: Approve Business Licenses
5.03: Approve Rental Licenses
5.04: Authorize Tennis Court Maintenance; River's Bend, Fox and Central Parks
5.05: Authorization to Increase the Recreational Specialist from 20 to 29 Hours per Week
5.06: Authorize to Hire a Parks Maintenance Worker Backfilling a Vacant Position
5.07: Authorization to Hire a Zoning Code Enforcement Officer Backfilling a Vacant Position
5.08: Authorization to Hire Seasonal Public Works Maintenance Workers
5.09: Cancellation of contracted services for North Metro Animal Care and Control
5.10: Adopt Resolution #22-122 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of May 5, 2022 through May 18, 2022
5.11: Adopt Resolution #22-116 Approving Renewal of Anoka County Regional Economic Development Partnership (ACRED)
5.12: Adopt Resolution #22-117 Approving Pre-Authorization to Import, Place and Compact Fill and Re-Establish Turf on Outlot B, Affinity at the COR

5.13: Adopt Resolution #22-118 Authorizing Partial Payment to No. 1 to Douglas-Kerr Underground, LLC for Improvement Project #22-05, Riverdale Drive Trunk Utility Improvements, Llama Street to Bowers Drive
5.14: Adopt Resolution #22-119 Approving Change Order #2 for Improvement Project #22-05, Riverdale Drive Trunk Utility Improvements, Llama Street to Bowers Drive
5:15: Adopt Resolution #22-121 Authorizing Final Payment to Kuechle Underground, Inc. for Improvement Project #21-00, Riverdale Drive Reconstruction, Feldspar Street to Sunfish Lake Boulevard
5:16: Adopt Resolution #22-126 Approving the City of Ramsey Volunteer Firefighters Relief Association Amended Bylaws

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

6. PUBLIC HEARING

6.01: Public Hearing: Approve Off-Sale Liquor for Cherokee Liquors Inc dba G-Will Liquors

Councilmember Woestehoff recused himself from this case because of his other job and left the meeting at 7:15 p.m.

Presentation

Interim City Administrator/Community Dev. Director Hagen reviewed the staff report. He noted there have been a number of public inquiries about why another liquor store and explained the City zones properties in various ways and in this scenario, a liquor store was a permitted use at the location. He stated the issue tonight is not related to allowing a liquor store to go there because that has already been approved; this is just issuing a liquor license for that use.

Motion by Councilmember Heineman, seconded by Councilmember Specht to open a Public Hearing.

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

Public Hearing

Mayor Kuzma called the public hearing to order at 7:16 p.m.

Citizen Input

There was none.

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

Further discussion:
City Attorney Knaak suggested that Mayor Kuzma expressly state that the statement that was made by the Staff be incorporated into the public record. The information that was made available to him by the Staff is available in the public record and that would be the basis for the subsequent decision.

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

The public hearing was closed at 7:17 p.m.

Council Business

Motion by Councilmember Riley, seconded by Councilmember Howell, to approve the Off-Sale Liquor License for Cherokee Liquors Inc dba G-Will Liquors.

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

Councilmember Woestehoff returned to the meeting at 7:18 p.m.

7. COUNCIL BUSINESS

7.01: Closed Session - Administrative Services Director Performance Evaluation

Mayor Kuzma explained that this case started as a Closed Session for Administrative Services Director performance evaluation; however, the employee has deemed to keep it open.

Interim City Administrator/Community Dev. Director Hagen stated Mayor Kuzma summarized it pretty well. He stated this case was requested by Councilmembers Howell and Musgrove as a Closed Session to review the performance of Administrative Services Director Lasher. He stated Administrative Services Director Lasher exercised her right to leave it open. He distributed a handout that was originally requested to go out during the Closed Session. He stated Administrative Services Director Lasher indicated she would answer any questions regarding items that have transpired.

Mayor Kuzma asked if Councilmember Howell wanted to start with her comments.

Councilmember Howell stated she brought this case forward because they had two finalists for the City Administrator position. After the Council meeting discussing those candidates, no decision was made that evening and they decided to pause the process, pursue getting more information, and were going to reconvene. She stated they were all sent a letter by one of the job applicants the next morning stating "thank you for allowing me to apply, good luck with the process going forward." She stated that candidate had been notified that they were not a part of that process anymore. She stated as far as she knew, when they left the meeting that night no decision had been made. She stated it was leaning toward one candidate but there were talks about negotiations and making a package deal using those two candidates in different capacities. She stated this led her

to ask what the messaging was that was given to those two candidates. The messaging was different. She asked the City Attorney if she could read the messages, if that would be appropriate.

City Attorney Knaak replied it would be appropriate given the circumstances.

Councilmember Howell stated the message in question that was sent to the candidate that did not think he was a part of the process anymore states: "Hello (so and so), Ramsey's Council met tonight and held a lengthy discussion regarding the next City Administrator. Unfortunately you are not selected at this time. Feel free to call with questions. Colleen." She stated the message was sent at 1:46 a.m. She stated the other message sent to the other applicant stated "Just finished. No decision. They want you to go to (a certain place) again to gather more information essentially." She stated that was sent at 7:32 p.m. in the evening, right after they finished the meeting. She stated it concerned her. She stated she wanted to be really clear that this is about policy and not about personality. She stated she can see the direction this could go, saying she is trying to persecute an employee. She repeated she wanted to be very clear about this. This is not about an employee, this is about policies. They have to have policies in place. They have to have job applicants treated equally. What came out of this, after contacting the attorney, and then basically reaching out to the City Administrator, a letter was sent to both applicants stating that no decision had been made and Council was gathering more information. She stated that is the letter that should have gone out in the first place. She repeated this not about persecuting someone, it is just the fact that two things, messaging has to be consistent, it needs to match what a lot of Council thought was the outcome of that meeting. They were pausing the process. She stated her other concern was that messages were being sent out at 7:30 p.m. and 1:46 a.m. that is a concern, and text messaging. She stated they need to nail down a good process in reaching out to job applicants where they are conducting professional communications. She stated this is a concern of hers. She stated she hoped it doesn't happen again but if it isn't addressed, what is to stop it from happening again. She stated this why she brought it forward.

Councilmember Musgrove stated she appreciated Councilmember Howell's summary of what happened. She stated she shared concerns with the process. She stated she believed the process, that was correct, was followed-up after they raised concerns about the initial process. She stated the former City Administrator had initiated that process. She believed that is the process that the residents are looking for, that it is concise, consistent, and equal. She stated that is why she would like to have this addressed. Residents need to know that there is a fair and equal process when they are hiring and that it is being done professionally. She agreed with Councilmember Howell that there was a corrective action taken but they need to make sure the type of text messaging, especially at the time of the day that it happened, does not happen again.

Councilmember Specht stated Administrative Services Director Lasher is always professional with him and is good at responding. Every interaction he has had with her has been professional and good. He stated he appreciates her and her work. He asked to hear her side to get a full view of things before making a judgement.

Councilmember Heineman referenced the information under the title "Closed Session Administrative Service Director Performance Evaluation" and asked Councilmember Howell and

Councilmember Musgrove if they are now talking about a process not being followed. He asked if there was a reason why the title wasn't changed from performance to addressing a process.

Councilmember Howell replied her understanding was that it did address performance because of how the process was conducted. She stated it was her understanding that it was discussed at the previous meeting and it had to fall under this.

Councilmember Heineman asked if this is about performance, not a process.

Councilmember Howell replied the performance of sending text messages at 2 a.m. and text messaging instead of sending a professional letter to job applicants.

Councilmember Heineman stated through this discussion Councilmember Howell's goal is to create a better process but the discussion itself is based on performance.

Councilmember Howell replied they have to establish that there is a process in place based on the performance. She asked if that made sense.

Councilmember Heineman replied he wanted to make sure if they are going to be addressing this as a performance evaluation and they are saying it is about the process, not about the person, that it conflicts with the title of "performance." He wanted to make sure if it was about performance they talk about performance; if it is about the process it may be more appropriate to create a new process for it. He wanted to get more clarification on it because it sounds like they are talking about two different things.

Councilmember Howell replied the point is, if this is how the process was handled with a job applicant, they are going to have to address it with Administrative Services Director Lasher. She stated they will not be able to change things if they don't do something about it.

Councilmember Heineman replied he just wanted clarification.

Councilmember Riley stated they are going to discuss a policy; however, as Councilmember Heineman pointed out, they wanted this to be a Closed Session for a performance evaluation to address a policy that they have the power to change anyway. He thought Councilmember Heineman was being nice when really his 'bs meter' was going off. He stated the last time Councilmembers Howell and Musgrove tried bringing this case up, the Council action they were looking for was supporting either oversite, demotion, accepting a resignation, or dismissal. Now they are looking for a policy to come out of this. He found it very disingenuous of what they are saying. He stated Councilmembers Howell and Musgrove have already, both of them previously, done a witch hunt against this employee and we now have her standing in front of Council once again. He stated Councilmembers Howell and Musgrove are trying to disguise it with something else.

Mayor Kuzma stated during the meeting when they left, they basically came down to a decision of a three-to-three tie with Councilmember Heineman abstaining and waiting. He stated it was his understanding that they were not going to hire Mr. Korin and were going to send Mr. Hagen in for

more evaluation because he has grown in the six months he has been here. Depending on the report when it came back, if Council didn't like it they were going to start the process all over again. Mayor Kuzma noted even though it is possible that the texts could have been worded different, he didn't have a problem with it.

Councilmember Howell disagreed with it being called a witch hunt. She stated she will narrow the discussion down to two things: they have an employee who is the HR Manager who is texting job applicants at 2:00 in the morning, 1:46 a.m. She stated if she got a text at 1:46 a.m. it had better be an emergency. She stated she doesn't get text messages from anyone at 1:46 a.m. She pointed out two things, which she stated are facts. They have one job applicant who is text messaged at 7:32 p.m. in the evening, which is reasonable. They have one job applicant who is text messaged at 1:46 a.m. which is not reasonable. She stated text messaging job applicants who are City Administrator applicants is not reasonable. The letter went out from the City Administrator and City Attorney the following day at her request, because she reached out to them. She stated, so everyone would understand, the City Administrator and City Attorney do not work for her personally, and they would not have sent out an email saying no decision was made unless no decision had been made. She stated they are talking about two things. This should not be a tribal, partisan issue that is being made. She stated this is not a witch hunt. They are trying to address two things that should never occur in a job hiring process. The problem is that it has gotten to be this. She stated this is on Councilmember Riley and Mayor Kuzma for turning it into this. She asked them to talk to any city attorney who works in HR or any business owner who deals in employment. This would not be acceptable from an HR Manager. They would have liked to have this in a closed meeting and deal with this but Administrative Services Director Lasher chose to have it in an open meeting and that is fine. She stated these issues need to be addressed because they can't have text messages going out to job applicants at 1:46 a.m. in the morning. They need professional communication and have to have letters go out to applicants that when no decision has been made, they get equal messaging. She stated it is not wrong to expect that and she felt they have to deal with it even when it is hard. She understood the frustration and that this is hard. She repeated this is not a witch hunt. She understood it was hard for Administrative Services Director Lasher but they must address the hard things in the City. She stated she would have preferred to keep it in a closed meeting because it is awkward but repeated they can't ignore things just because they are difficult.

Councilmember Heineman commented he was not there to attribute motives to anyone including Ms. Lasher, Councilmember Howell, or Councilmember Riley. He asked to hear from Administrative Services Director Lasher after Councilmember Woestehoff had spoken. He stated he respectfully asked Councilmember Riley not to speak for him about his 'bs meter.' He stated he will keep his reasoning and his questioning as logical as possible and as detached from emotion as possible because if they are going through this, they should be going through it. He stated he wasn't going to assume Ms. Lasher did anything for malicious reasons or assign any negative motives to any Councilmember either. He hoped to be able to ground them in a logical and forward-thinking discussion.

Councilmember Woestehoff asked Councilmember Howell how many people she has hired and fired in the last year, how many in the last ten years. He stated he has quite a bit of experience in

this and texting applicants is not uncommon, it is a very common way to communicate with folks now days. Often times, it is the applicants' preferred method; therefore, he does that as well.

Councilmember Howell asked if Councilmember Woestehoff was defending text messages at 1:46 a.m. She asked how many city attorneys he has asked if this is reasonable.

Councilmember Woestehoff replied they heard in their last meeting that this was a complete non-issue that they are escalating. He read a statement "it was mentioned earlier that they should strive for high organizational morale and employee retention." That was written in the strategic plan and was a good reminder because they are failing at it badly. Last March, the majority of this Council decided to adopt Resolution #22-068 directing City of Ramsey Staff, Authorities, Boards and Commissions to take and follow direction from the Ramsey City Council. This set a terrible tone for this Council and since then, they have lost over 75 years of experience.

Councilmember Howell asked for point of order stating they are not talking about the resolution and asked Councilmember Woestehoff to stay on topic.

Councilmember Woestehoff replied he was. He stated Council didn't listen to Staff advice or their endorsement of the franchise fee. Council didn't listen to Staff advise when replacing the City Attorney, and now they disagree with the City Attorney. He stated Council hasn't listened to Staff advise about the most qualified candidates, from their experienced opinions, several times. When Staff asks for help, such as if Council could have an executive search team help with the City Administrator search, Council had said no, but let them know if you need anything else. He stated he is so disappointed in this body. He is very sorry to have lost such great Staff members recently. He stated he was not surprised, nor does he blame them. He posed the question to Councilmember Howell and Councilmember Musgrove when will it stop. Do they need everyone to quit. Is this just one more case for them to replace someone more aligned with their personal or political beliefs. He felt this was a cruel way to show power.

Councilmember Howell asked for point of order for the personal attacks.

Councilmember Woestehoff asked how hostile of an environment they were willing to create. He stated Administrative Services Director Lasher is the utmost professional. The relentless concerns over such a minor incident was tyrannical and unkind. He stated the City Attorney had stated this should not have risen to a public performance review. He stated no right was violated, no negligence or error occurred from City Attorney Knaak's perspective. He stated he and Councilmember Howell disagree frequently and that is okay, that is necessary, but asked her next time she wants to pick a fight to pick him. He asked her not to belittle the Staff, but to fight with him because she is bored or thinks he is a Democrat, and because he signed up to be in this ring. He stated the Council's role is to enable the Staff to do their best job, to let them have a safe space to provide their ideas and solutions to problems. Council's job is to trust the Staff's years of experience which outweighs their years as politicians. He stated the residents need Council to strive for high organizational morale and employee retention, not because they said it in the strategic plan but because they need it. Otherwise, the most qualified candidates will not apply to replace all of the resignations they have received, including the one today. He stated they have already seen this. He stated although he was extremely happy with their candidate for City

Administrator, they only received half the applicants that most, on average get for such a role. He stated it is tempting and take that nugget and fault Administrative Services Director Lasher that she didn't recruit well enough, but if they are looking for someone to blame they shouldn't look any further than this dais.

Councilmember Woestehoff addressed the Staff present and past stating he was sorry. To all the residents that are watching, he stated, this is why local government matters. This is why elections matter. If they know they can do better than this, $5 and an application by May 31, 2022. He stated what Councilmembers Howell and Musgrove brought to this meeting was a disgrace, especially after it was inappropriately and unprofessionally discussed at the last meeting. He stated he is disappointed and hoped this topic was done.

Councilmember Howell pointed out that at the last meeting she spoke very little. She requested that the City Clerk send out these text messages to the whole Council hoping that the Mayor would do the responsible thing and address this with the City Clerk. She stated that it is unfortunate that Councilmember Woestehoff is filled with so much condescension because it makes it hard to work with someone filled with so much condescension and contempt for the person sitting next to them. She repeated that she preferred that this to be in a Closed Session and this was not her choice. She stated they have text messages that were sent to job applicants at 1:46 a.m. and she would be hard pressed to find someone who is not struggling with partisan issues who would find that reasonable to be text messaging job applicants at 1:46 a.m., which is not reasonable. She stated they have other forms of communication. She repeated the City Administrator and City Attorney rectified the situation by sending out a very professional letter stating no decision had been made, which should have been done in the first place. She stated it is unfortunate that Councilmember Woestehoff is taking two things that could have been discussed and rectified simply and is trying to turn it into a partisan issue on the dais. She stated this is not about persecuting an employee, it is about protecting employees because if there is an issue that they bring up, Council needs to be able to address it. She stated it is also about protecting job applicants so they will know if they apply for a job in the City of Ramsey that they will be treated equally. She stated right now she wouldn't have confidence in that. She stated this is unprofessional. She stated that Councilmember Woestehoff sees it as a partisan issue and couldn't simply deal with the two issues at hand and get a policy set going forward saying this will not happen again. She didn't think it was too much to ask that job applicants not be texted at 1:46 a.m.

Councilmember Heineman commented that this would be a great time with some of the passion running around that they hear from Administrative Services Director Lasher to set a base line for what she wants to talk about and then Council can resume discussion.

Administrative Services Director Lasher stated this has been incredibly stressful for herself, her family, and Staff here at the City. She stated she followed through on her word. She told both candidates when she had information she would send them a text. That is common practice as people like to be communicated with by text. She stated the handout that was distributed at the last meeting calling for up to her dismissal didn't feel like policy of an 18-year professional employee and was hurtful. The handout underneath the text that was sent to Mr. Hagen reads "notice the time, date and content to candidate number one, the candidate that HR personnel wanted to hire." She stated she made no secret that she thought Mr. Hagen was the best candidate.

She asked if it was biased to email him sooner than the other candidate, and answered absolutely not. She had Mr. Hagen's contact information in her phone and she sent him a very quick text. She stated she went home, had to look up Mr. Korin's contact information, which was public since he was a finalist. She stated she fell asleep. She stated she woke up in the middle of the night, as she often does stressing about work, and said to herself "oh I didn't follow through on my word." She stated she was tired and should not have sent the text at that time. She wished she had not. She stated she stood by the content of her text because in her mind 100% he was not being considered for the City Administrator position, he was being considered for a part-time consultant role referred to by Councilmember Heineman as "a defacto part-time position to use his skill to give guidance and balance the books until Mr. Hagen got established in his new position." She stated that is in the minutes, that is in the audio that is stored in the City's LaserFisch site, if you go to City of Ramsey.com click on documents, click on meeting audio, it is there. She stated Councilmember Heineman also stated at that time that he would only consider Mr. Hagen if candidate Mark Korin was allowed to serve as an Operations Advisor. She stated Councilmember Heineman also stated he felt that creating a part-time position that reports to the City Council would be an asset to Mr. Hagen and to provide on-going mentorship but not authority over Staff. She stated the minutes go on and on. She stated there was no circumstance where candidate number two would have passed the Council vote to be appointed. She stated she made a chart sitting in her recliner at home and under every circumstance the motion would have failed. Hire candidate Mark Korin flat out: four no's, three yes's. Hire Brian Hagen flat out: three yes's, four no's. Hire Brian Hagen if he showed growth on his test with candidate Korin, again that would not have passed. There was one suggestion, potentially, to hire one candidate first and then three years later hire another candidate. That did not gain any ground. She stated the only thing that was clear to her, and anyone who wants to listen to the audio because it is on the site for complete transparency, was that the recruitment was being put on hold to allow time for Brian Hagen to go and take an additional test and then the conversation would be resumed. If Brian Hagen was deemed not to be appointed, they were reopening the recruitment. She stated she had referred to the minutes quite a bit with Councilmember Heineman's statements and asked him if there was anything she had said that was not true.

Councilmember Heineman replied, no what Administrative Services Director Lasher said was accurate. He stated he thought the thing that, as they discussed, came to light is there was not a path forward for Mr. Korin. He had said he would vote for Mr. Hagen after giving him the opportunity to retest and improve because over the last six months there was growth that could be shown in that report and that would be the best to show their due diligence. He stated, no that was the summary. He admitted things moved a little quick after that meeting with Mr. Korin writing the email and the response that the City sent back to them, especially while he was gone for some military training. When the conversation happened that was a clear representation. He stated he didn't see that at first to be honest. He thought that was very strange at first, but later on he realized that was correct and that was the way it played out.

Administrative Services Director Lasher stated will all due respect, she didn't feel like this is policy. She stated to be sitting in a public meeting on May 10, 2022 and have a handout distributed because she followed through on her word and updated a candidate on their status at an agreed inappropriate time of the day, to propose dismissing her is very hurtful. To imply that she has favoritism to Brian Hagen because of the time the text was sent is ridiculous. She repeated Mr.

Hagen was in her contact list. She asked if she wished she hadn't sent a text at one something in the morning, and answered, absolutely, she wished she had not sent that text. She stated she maybe ought to stop trying to work 24-hours a day because it is not getting her very far.

Councilmember Specht stated he appreciated the information. He stated it was well rounded and helped fill in some gaps and questions, which was great. He stated he appreciated Administrative Services Director Lasher taking responsibility for the time and thanked her for that and for the information.

Councilmember Musgrove asked Administrative Services Director Lasher if she also agreed that the minutes of the Administrative discussion meeting ended with a pause on the process until they got further information back. In other words, everything was the same until the Council was able to come back to have a discussion until after the results came back. She believed the minutes will reflect that the hiring process was put on pause waiting for those results until they could have a further discussion about it, look at those results, and once again as a Council come to a decision. She stated that is part of their role as the body and direction. She stated her understanding was that they all left that meeting that night and the hiring process was on pause. There was no more calculating who was going to go forward, who was not, it was on pause. She asked if Administrative Services Director Lasher would say if that is an accurate reflection of the end of the meeting and that is what the minutes also show.

Administrative Services Director Lasher replied she would say if they looked at the 30 seconds on the tape that may be assumed to be correct. She stated she stands by the fact that this recruitment was put on pause only for Mr. Hagen to be able to get in and have an additional test. That is the truth. She stated a policy could be developed that texts don't go out past 5:30 p.m. or something like that, but that is the truth. She stated she simply followed through on her word because if someone has gone through the entire process, how draining that is. She stated frankly they put him through the wringer because they are very thorough. She repeated she as just following through on her word. She stated she made a bad decision to send a text, but a text does not warrant asking for her dismissal.

Councilmember Musgrove stated part of the situation that ended in that discussion was we had a City Administrator who is a candidate, it was our former City Administrators last day that part of this was transpiring, and they tried to address some of the concerns with the Attorney. She stated her thought in bringing that forward was her best, and she admitted she is not the greatest at it, attempting to bring it to a Council discussion. She stated her fellow Councilmembers said there is nothing to see here and there are a lot of other things that they are trying to do instead of looking at the issues and addressing them. She believed they did herself and Councilmember Howell a disservice instead of saying as a Council they can make a decision-making process which didn't help because she thought people attributed motives instead of looking at an issue and saying someone felt like it was not accurate or right, they sent out emails after looking at it again after it was brought to their attention. She stated that happened to be City Administrator who did that on his last day.

Mayor Kuzma stated he concurred with Administrative Services Director Lasher that when the Council left that meeting, they were on pause for Brian Hagen. Mr. Korin was out, there was no

way they were going to hire him as an Administrator. So the pause was for Mr. Hagen to go through the test again to see if there was growth. He stated the records will reflect that he had stressed during the meeting that he wanted Mr. Hagen to be tested again because he felt it wasn't fair he hadn't been tested and they were going to use the test from his original meeting. Mayor Kuzma noted he had also stated that if it came back and they didn't feel Mr. Hagen had grown to that point, that they would start the process over. He stated that is where they were at.

Councilmember Howell read a note that went out to both job applicants on May 6, 2022, "Hi (Mark Korin) /(Brian Hagen) I am writing to provide additional information in regards to the City Council's actions this past Tuesday. The Council did not make a decision at the meeting and neither candidate has been rejected from the process. No candidate has yet been selected and the Council is simply allowing some additional time in order to gather some additional information. Thank you for your patience and we will keep you updated as we move through the process. Until a formal decision is made by the Council you remain one of two finalists under consideration for the position of City Administrator. Thank you for your interest in the position. Please contract our Administrator Services Director Colleen Lasher if you have any questions. Best regards, Kurt (Ulrich)." She stated the day that she found out that this was happening, she was talking to a Councilmember and proposing another strategy on how they could use both candidates and utilize them in the City. The premature decision of the City Clerk to do what she did negated what was going on. She stated they had put a pause in the process which lets them work with two people they chose to work with on the Council, not a quorum, but a couple Councilmembers and come up with ideas. She stated that shouldn't be lifted away from them. Councilmember Howell also pointed out that they are getting off track from the point that text messaging is a terrible form of communication. She stated this is the letter that should have gone out originally; it is a beautifully written letter. She stated this is how they should be communicating with job applicants in the City. She stated all she has been asking for is that they say go forward that the City Clerk won't be communicating in text messages with job applicants. And that they won't be communicating going forward at 1:46 a.m. regardless of the reason. She stated if it had gone out in an email this would have never happened. She stated those are the points she has been trying to bring forward. She stated if they don't say this won't happen going forward, there is nothing to say to fall back on and say this is what has been mentioned that we don't want happening again. She stated that is all she has been asking for. She repeated there are multiple people who disagree with Administrative Services Director Lasher's interpretation of events and it felt really unfortunate to have that pulled away from them when they were trying to have conversations with other Councilmembers in the background.

Mayor Kuzma asked Administrative Services Director Lasher is she had anything more to say.

Administrative Services Director Lasher replied she thought she said everything she needed to say without being redundant other than to add she could have been asked, instead of having this just appear on an agenda to propose her being fired. Just like she could have been asked back in February 2022 about advertising for another situation that she was under fire for. She stated she wasn't asked at that time either and it does feel very personal. She stated she has a cell phone, desk phone, and is available all the time. She stated she was never asked but could have easily provided an answer but instead it ended up in the paper and on Facebook. She stated she will stop talking now because she felt she had said enough.

Kurt Ulrich, former Ramsey City Administrator stated he overlapped this situation a little bit so he wanted to weigh in. He stated every employee serves at the pleasure of the Council and it is their right to hold those employees accountable, that is their job. He stated as Administrator he always respected that. He stated Council had talked a lot about process and thought the one process that they needed to focus on is how they deal with employees. They have an Interim City Administrator and to bring in an 18-year trusted, truthful, loyal employee up to a public panel; he knew they had asked for it to be closed but still it is a public lashing. He stated in his opinion it is not a good way to deal with employee issues. Council are the boss and have both the obligation and the responsibility to treat their employees fairly and with respect and to call for dismissal for an item like this could have been handled a different way, not in this public realm but through the Interim City Administrator. He stated he understood the concerns they have with the process. He stated when he sent his email as a follow-up, he made it clear he was providing additional information because technically the email that was sent out by Administrative Services Director Lasher was correct. Mr. Korin was not selected that evening. That doesn't mean he wouldn't have been selected the next meeting of the Council, it didn't say he was totally eliminated from the process. It didn't preclude those rights of the Council to do that at a later time. He thought that was a misunderstanding, that was the case. That wasn't true. The email said he was not selected, it didn't say he was totally rejected from the process. He clarified that, rightfully, this needs to be cleared up with the applicant. They aren't booting him out, they are just saying they need to take more time, explore other options, get more information, and that was a legitimate misunderstanding of that email, noting in the hiring process the door is not closed on any applicant until the final hire is made. That is typically how it goes. He stated it is also not unusual to tell a candidate that they have not been selected to go forward at this time. With the key being "at this time" because often they will go back to a pool of candidates they have rejected and come back to them and hire them. He stated he was not at that meeting so he doesn't understand the dynamics but he did consult with the City Attorney and confirmed that no decision was made so he sent out the clarification memo. He stated it was the last memo he sent in his career at the City. He stated if they are going to focus on process, he suggested focusing on the process that they as employers, that trusted obligation to this great group of people that are actually loyal to the community, to the Council, know who their bosses are. He stated there is no question that the employees know who the bosses are, that is the Councilmembers. There is a strong obligation they have to treat employees fairly. He suggested they continue to do that and be tolerant and patient when they have the opportunity to do that. He wished Mr. Hagen the best of luck. He suggested they pull their team together because they need to work together to support each other and support the Ramsey employees who will serve them well. He stated they could get a high functioning organization but it will take some work. He stated this is a difficult process for Administrative Services Director Lasher to go through, the Council as well.

Councilmember Howell stated she had asked that these text messages be sent out to the entire Council so they could review them. She had hoped that the Mayor, being the leader of our group, and the Chair, would take the lead on dealing with this situation and nothing happened. She reiterated they requested a closed meeting; the public meeting is the decision of the City Clerk which is her right. She suggested if Administrative Services Director Lasher was going to complain about a public meeting, that she not request one. She stated they have to address these issues because this is about having a good process in place to ensure this doesn't happen. This is

not about picking on a City employee but is saying this can't be happening, Staff can't be text messaging at 1:46 a.m. no matter the reason and she shouldn't have been text messaging with job applicants in the first place. She stated if they had the City Administrator on staff at the time, she would have expected that he could have handled this for them but she didn't feel it was right to put Mr. Hagen in an awkward position being the Interim City Administrator and a job applicant and expect him to take care of this situation because considering the dynamics, it is a little odd. She stated she recommended putting a letter in the employee's file saying that this is what happened. Disparate messages went out to candidates, the communication with job applicants was via text messaging, there was a huge disparity in the time frame. Council doesn't want text messages going out to job applicants in the wee hours of the morning and keep communications during business hours via email which is what it should be going forward and that Administrative Services Director Lasher understands that and that this won't be happening again. She thought it was a reasonable ask to put that in the file and make sure everyone understands this going forward and they don't have this happen again.

Mayor Kuzma replied he disagreed. He stated he took offense of Councilmember Howell accusing him of not acting. He stated at the previous meeting the attorney clearly stated five or six times that this did not rise to the level that they are bringing it to. He felt that it was mentioned but it was ended at that point. He stated Ms. Lasher does a great job and he is ashamed that they are putting her through this. He apologized publicly to Ms. Lasher for that because he appreciates everything she does. He stated he doubted there will be any emails or text messages going out in the wee hours of the morning and they didn't need to worry about that.

Councilmember Heineman commented this is a mess. He thought they needed to understand that things like this happen, this entire situation happens. It happens in businesses; there are going to be sticky situations that require very nuanced approaches to how they are handled. What is unique to this situation is that it is broadcast all over the City. He stated usually when a situation like this occurs the chain of command will talk to each other, they will solve it, they will squash it and it will be over. He stated this is very unique. He thought former City Administrator Ulrich had a good word when he said patience. He stated he thought patience is very important. Instead of blaming Administrative Services Director Lasher or City Councilmembers they didn't agree with, he will just say they had a very complicated discussion with hundreds of different scenarios of what if they did this, what if they did this. He admitted he didn't have a path forward for Mr. Korin and he did for Brian Hagen. He stated Councilmember Howell wasn't wrong that they were all very confused when they left and then when Mr. Korin wrote the email and Mr. Ulrich wrote the email back it was just a mess. A mess has happened, it is how they deal with these messes. He stated it is very confusing and now they have to move on from it. He stated what he sees is not as performance. He sees if Council has an issue with text messages and with the times they go out, then he suggested a policy or guiding principles could be put in place. He didn't think this was a performance issue. He stated he has gone back and forth on this. He stated he talked to Councilmember Howell and to Administrative Services Director Lasher and what he found was that when they talk to each other, they figure stuff out and they get resolved. Talking comes with patience as Mr. Ulrich stated. He suggested later, at a Work Session, they put forward a policy to say no more texting and with a time constraint and that moving forward they have patience, talk to each other, and communicate because every single member has fallen short on this. He stated he could go down the line and then point ten fingers at himself and say he is just as much to blame

as everyone and it is true. He stated this is not abnormal and anyone who wants to say the City Council doesn't know what they are doing, no this happens. He gave the example of board rooms, stating this stuff happens and it's okay, it's just not televised. He stated that it is okay, it happened, but what is not okay is that it continues to happen the way that it is happening. He suggested putting together another policy to guide how to address notifying applicants. He stated they could all admit this is not the perfect scenario and they all want to go forward. He suggested they all stop yelling at each other and the Staff and admit that it is each of their fault or blame him if that is what it takes to move forward. He stated there is a discussion coming up about how to be productive and how to work together as a team which what they need to be focused on. He asked for respective discussion if it continues.

Mayor Kuzma commented he couldn't agree with Councilmember Heineman more.

Councilmember Howell replied it was unfortunate that Councilmember Heineman was characterizing and trying to bring up issues that could turn into major issues if it is a common practice in the City with hiring as yelling at employees. She stated all she did last meeting is send an email asking that these be sent to all the Councilmembers so hopefully the Mayor could engage it and bring a solution to the table. Tonight she brought forward that she didn't want to see going forward that they have text messages at two in the morning or communicating via text messages with job applicants. She didn't think that was a big ask. She stated if they are going to have a professional image in the City she didn't think asking that the HR Manager don't do those things is a big ask. She stated they are limited and they had to have it in this format which was tricky. She stated it would have been nice to have it in a discussion in a Work Session and it seemed like it couldn't be done that way so they were stuck with this format. That puts everyone in a position of having a very hard discussion in a very public manner. She stated if these things aren't addressed with an employee who should know better and has a lot of years of experience, this is the standard that is being set for the City. She thought it was not a big deal to have a letter stating going forward these things will not happen and she finds it unfortunate that they couldn't come to that conclusion tonight and Councilmember Heineman is accusing people of yelling.

Councilmember Heineman replied he wasn't trying to use divisive language so if he said yelling he apologized. He wasn't accusing anyone of yelling he didn't mean that. He stated he didn't find text messages horribly offensive but would agree that the time was incorrect. He agreed it should be addressed but it should be made a policy, not a performance issue.

Mayor Kuzma commented they have talked about it enough and he was tired of rehashing it. He asked the Council to move on.

City Attorney Knaak interjected they will need to take some action or summary action with respect to this performance review. If it is the determination of the Council that no action or discipline is deemed warranted, he suggested that the Mayor say so and establish that in the record. In addition to that, any additional actions they want to take, for example issues of communications with job applications to be applied to all applications and applications in the future as a matter of policy should be addressed soon. He stated that could be made a part of the motion as well and separated out but he thought that needed to be brought to a conclusion.

Motion by Councilmember Howell, seconded by Councilmember Musgrove, to put a letter in Administrative Services Director Lasher's file stating a summary of what happened and that it will not happen with a job applicant in the future.

Future Discussion:
Councilmember Riley commented Councilmembers Howell and Musgrove keep looking like they are looking for a policy and the policy that they came up with is to put a reprimand in a personnel file. He stated he didn't understand how that makes sense. He stated his 'bs meter' went off there.

Mayor Kuzma called for a vote.

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

City Attorney Knaak suggested the motion should be that no action or discipline is deemed warranted having heard the matter regarding Administrative Services Director Lasher's actions and that the Council shall address the issue of communications with job applicants to be applied to all employees and applications in the future.

Motion by Mayor Kuzma, seconded by Councilmember Woestehoff, that no action or discipline is deemed warranted having heard the matter regarding Ms. Lasher's actions and that the Council shall address the issue of communications with job applicants to be applied to all employees and applications in the future.

Further Discussion:
Councilmember Howell stated her 'bs meter' is going up with this and unfortunately they don't have people who have the guts to actually deal with tough issues.

Councilmember Heineman stated that one thing they haven't done, which has been made quite apparent, is address that there has been a lot on a lot of employees' plates. He stated this is may be something to discuss later on. He asked if Administrative Services Director Lasher had anything she wanted to say, noting the Council is looking for corrective action and he thought the majority of the Council would say that could be done through a policy regarding the text messages. He asked Administrative Services Director Lasher if there was anything she was asking for or anything she wanted to see happen. He stated this was brought up as a personnel issue so he wanted to get her opinion on it.

Administrative Services Director Lasher replied she would request that she be asked a question rather than things getting to this point. She stated she was on vacation that Friday when this started and understands that Councilmember Musgrove called Sue Hurd in Human Resources, Ms. Hurd is the HR Generalist. Ms. Hurd called Councilmember Musgrove back and left a message and didn't get a response. She asked that Council show trust in employees and ask questions if things seem off. She stated things can seem off. She stated they are really very busy and sometimes things are not handled perfectly but they are not this terrible. She asked that they please ask and she would be happy to answer questions before something gets this out of control.

Motion carried. Voting Yes: Mayor Kuzma, Councilmembers Heineman, Riley, Specht, and Woestehoff. Voting No: None. Present Not Voting: Councilmembers Howell and Musgrove.

7.02: Adopt Resolution #22-114 Denying an Easement Encroachment Agreement for 16306 Lithium St NW (Project 22-122); Case of Igor Zhelavskyi

City Planner McCann reviewed the staff report. He stated the applicant is proposing to keep a 10 by 12-foot utility shed in its current placement within the drainage and utility easement. As the City code stands, they do not allow accessory structures in drainage and utility easements. The existing shed was discovered through the code enforcement process. He stated the applicant was offered alternate locations on the property that would meet requirements but they refused the locations due to conflicts with irrigation on the property. He stated the structure encroaches by five feet on two sides of the easement but does meet code for setbacks. He stated multiple departments of Staff reviewed this during one of the development review meetings and recommend adopting Resolution #22-114 denying an easement encroachment agreement because other viable locations are on the property and the irrigation concerns are not enough to necessitate the agreement. He stated the applicant is online.

Councilmember Musgrove referenced the case and stated part of the reason why the applicant didn't want to move it out of the easement is because of irrigation. She asked City Planner McCann to explain how that would be impacted.

City Planner McCann replied he spoke to the applicant and believed he was referring to the sprinkler system and if he were to bring it outside of the easement, farther into the yard, it would be over one or more of the sprinkler heads.

Councilmember Musgrove asked for an explanation of the role that easement plays on the property.

City Engineer Westby replied that is a drainage and utility easement and he believed there are no utilities underneath that easement and it is strictly needed for drainage.

Councilmember Musgrove asked if it was the case that part of the shed is on blocks and part is on the ground. She asked that the picture of it be displayed and how easy it would be to move.

Councilmember Woestehoff commented he understood her question and thought there were concrete footings. He thought the underlying question was if Council was comfortable allowing a building to exist in a drainage easement when there are other viable spots in the yard, regardless if it is easy to move or not.

Councilmember Musgrove replied she was asking if it would be easy to move.

Councilmember Woestehoff asked if Council was comfortable asking the applicant to move the building.

City Engineer Westby commented the applicant is online but is not indicating a desire to speak at this time.

Councilmember Heineman asked the applicant if he had anything to say and he was willing to make exceptions if he could get some reasons why from the applicant.

Councilmember Specht agreed he would like to hear the applicant's perspective.

Councilmember Heineman commented he would really like to hear from the applicant but he is not willing to speak and provide input, there are other alternate areas to put the shed, and it doesn't fit the standards.

Motion by Councilmember Heineman, seconded by Councilmember Riley, to adopt Resolution #22-114 Denying an Easement Encroachment Agreement for an accessory structure at 16306 Lithium Street NW.

Councilmember Specht asked if Elsie has been let in online.

City Engineer Westby replied he tried to admit Elsie a minute ago but something was preventing her from joining.

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

7.03: Adopt Resolution #22-115 Accepting Bids and Awarding Contract for Sunwood Drive and Waco Street Reconstructions, Improvement Project #22-01

City Engineer Westby reviewed the staff report and recommendation to adopt Resolution #22-115 accepting bids and awarding contracts for improvement project #22-01 to Novco, Inc. for the bid in the amount $560,896.85.

Motion by Councilmember Musgrove, seconded by Councilmember Howell, to adopt Resolution #22-115 accepting bids and awarding a construction contract for Sunwood Drive and Waco Street reconstructions, improvement project #22-01 to Novco, Inc. for the bid in the amount of $560,896.85.

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

7.04: Adopt Resolution #22-120 Approving Joint Powers Agreement with Anoka County for Roundabout Improvements at Alpine Drive and Armstrong Boulevard/County State Aid Highway 83

City Engineer Westby reviewed the staff report and recommendation to adopt Resolution #22-120 approving a joint powers agreement with Anoka County for roundabout improvements at Alpine Drive and Armstrong Boulevard.

Mayor Kuzma commented the road is pretty rough on Alpine Drive going north. He asked what the plan was for getting that patched.

City Engineer Westby replied the Public Works Committee also brough that up and asked Staff the make sure that rough section was included in this reconstruction and it is going about 15 feet past that point. He stated that is a 2023 project so in 2022, they will continue to patch it and in 2024 the CIP includes a project for Alpine Drive up to Puma Street.

Councilmember Riley stated when he heard about this he had questioned if was necessary but there have been a couple of accidents within a couple of weeks so this is very necessary. He stated a roundabout was decided for Council to be the best way to handle it.

Motion by Councilmember Riley, seconded by Councilmember Specht, to adopt Resolution #22-120 approving a joint powers agreement with Anoka County for roundabout improvements at Alpine Drive and Armstrong Boulevard.

Further discussion:
Councilmember Specht thanked City Engineer Westby for his work on this and forward thinking with the watermain. He thought it was a good agreement.

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

8. MAYOR, COUNCIL AND STAFF INPUT

Interim City Administrator/Community Dev. Director Hagen announced tomorrow evening from 4:30 to 6:30 p.m. there will be a Highway 47/BNSF Railroad study open house held at the Anoka County Educational Service Center. He announced the open house for the billboard ordinance is scheduled for this Thursday from 5:30 to 6:30 p.m. before the Planning Commission meeting and the public hearing will be held at that Planning Commission meeting. He stated at the last meeting, a Home Occupation Permit was tabled for the applicant to conduct more due diligence work and give updates because the motion said to bring it back this evening. He reported the applicant engaged an architect to determine what is needed. The applicant is moving forward but is not yet ready to work with the City Council so it will come back as soon as they can.

9. ADJOURNMENT

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

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

The regular meeting of the City Council adjourned at 8:41 p.m.

Respectfully submitted,

_____
Brian S. Hagen
Interim City Administrator/Community Dev. Director

ATTEST:

_____
Katie M. Schmidt
Deputy City Clerk

Drafted by Joni Helmeke
TimeSaver Off Site Secretarial, Inc.

CC Regular Session **5. 7.**

Meeting Date: 06/14/2022

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 or review by required city departments.

Action:

Motion to approve the attached business license applications contingent upon completion and approval of background checks or review by required city departments.

Attachments

Business License Applications

Form Review

Inbox	Reviewed By	Date
Sean Sullivan	Sean Sullivan	06/07/2022 03:17 PM
Brian Hagen	Brian Hagen	06/08/2022 08:33 PM
Form Started By: Wendy Schlueter		Started On: 06/07/2022 10:05 AM
Final Approval Date: 06/08/2022		

Report Name: License Report - License Types
Council Dates: 6/14/2022 to 6/14/2022
Status: Active, Inactive
License Type(s): Amusement Center, Amusement Devices/Billiard Tables, Business License-1st Year, Business License-Renewal, Garbage Haulers, Pawnbroker, Second Hand Goods Dealer, Special Events, Temporary Amusement/Carnival/Circus, Therapeutic Massage Establishment, Therapeutic Massage Therapist, Tobacco, Transient Merchant/Peddler/Solicitor

City of Ramsey
License Report - License Types

Company	Applicant	Location	Complex	Exp. Date	Council Date	Status
Transient Merchant/Peddler/Solicitor						
Everlight Solar	Hayli Danielle Marquette			12/31/2022	6/14/2022	A

Transient Merchant/Peddler/Solicitor License Count: 1

Total Licenses: 1

CC Regular Session **5. 8.**

Meeting Date: 06/14/2022
Submitted For: Sean Sullivan, Community Development
By: Wendy Schlueter, Community Development

Information

Title
Approve Liquor License Renewals

Purpose/Background:
Applications for renewal of the attached liquor licenses is currently set to expire on June 30, 2022.

Recommendation:
Since these are renewals and not new license applications, Staff is asking the City Council to approve these licenses contingent upon background check completion and approval.

Action:
Motion to Approve/Deny Liquor License renewals contingent upon background check completion and approval.

Attachments

Liquor License Renewals

Form Review

Inbox	Reviewed By	Date
Sean Sullivan	Sean Sullivan	06/07/2022 03:16 PM
Brian Hagen	Brian Hagen	06/08/2022 07:41 PM
Form Started By: Wendy Schlueter		Started On: 05/16/2022 03:57 PM
Final Approval Date: 06/08/2022		

Report Name: License Report - License Types
Council Dates: 6/14/2022 to 6/14/2022
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

City of Ramsey
License Report - License Types

Company	Applicant	Location	Complex	Exp. Date	Council Date	Status
3.2 Beer Off-Sale						
Northern Tier Retail, LLC (7-Eleven)	Kimberly Duncan	14000 St Francis Blvd NW		6/30/2023	6/14/2022	A
Coborn's, Inc.	David Meyer	7900 Sunwood Dr NW		6/30/2023	6/14/2022	A
				3.2 Beer Off-Sale License Count:		**2**
Liquor 2 A.M. Closing						
Templer Group, Inc.	James Joseph DuCharme	6141 Highway 10 NW		6/30/2023	6/14/2022	A
SM Enterprises Corporation	Edward Witschen	14077 St Francis Blvd NW		6/30/2023	6/14/2022	A
				Liquor 2 A.M. Closing License Count:		**2**
Liquor Off-Sale						
Yayin Gadol, LLC	Jon Halper	14107 St Francis Blvd NW		6/30/2023	6/14/2022	A
Coborn's, Inc - Liquor	David Meyer	7880 Sunwood Dr NW		6/30/2023	6/14/2022	A
				Liquor Off-Sale License Count:		**2**
Liquor On-Sale						
Links At Northfork GC, LLC	Michael James Tozier	9333 Alpine Dr NW		6/30/2023	6/14/2022	A
Templer Group, Inc.	James Joseph DuCharme	6141 Highway 10 NW		6/30/2023	6/14/2022	A
Whiskey Jacks of Ramsey, LLC	Tom M DeQuattro	6415 Highway 10 NW		6/30/2023	6/14/2022	A
Pleasant Valley Sunrise Group LLC		6415 Highway 10 NW 120		6/30/2023	6/14/2022	A
Triple Shift Entertainment, LLC	Robert J Spigner	6720 Riverdale Dr NW		6/30/2023	6/14/2022	A
SM Enterprises Corporation	Edward Witschen	14077 St Francis Blvd NW		6/30/2023	6/14/2022	A
MENSCH, LLC	John Menard	16659 St Francis Blvd NW		6/30/2023	6/14/2022	A
LL Batsche, LLC	Linnea J Batsche	7533 Sunwood Dr NW		6/30/2023	6/14/2022	A
Acapulco of Ramsey, Inc.		7988 Sunwood Dr NW 100		6/30/2023	6/14/2022	A
				Liquor On-Sale License Count:		**9**
Liquor On-Sale Sunday						
Links At Northfork GC, LLC	Michael James Tozier	9333 Alpine Dr NW		6/30/2023	6/14/2022	A
Templer Group, Inc.	James Joseph DuCharme	6141 Highway 10 NW		6/30/2023	6/14/2022	A
Whiskey Jacks of Ramsey, LLC	Tom M DeQuattro	6415 Highway 10 NW		6/30/2023	6/14/2022	A
Pleasant Valley Sunrise Group LLC		6415 Highway 10 NW 120		6/30/2023	6/14/2022	A
Triple Shift Entertainment, LLC	Robert J Spigner	6720 Riverdale Dr NW		6/30/2023	6/14/2022	A
SM Enterprises Corporation	Edward Witschen	14077 St Francis Blvd NW		6/30/2023	6/14/2022	A

City of Ramsey
License Report - License Types

Company	Applicant	Location	Complex	Exp. Date	Council Date	Status
Liquor On-Sale Sunday						
MENSCH, LLC	John Menard	16659 St Francis Blvd NW		6/30/2023	6/14/2022	A
LL Batsche, LLC	Linnea J Batsche	7533 Sunwood Dr NW		6/30/2023	6/14/2022	A
Acapulco of Ramsey, Inc.		7988 Sunwood Dr NW 100		6/30/2023	6/14/2022	A

Liquor On-Sale Sunday License Count: 9

Total Licenses: 24

CC Regular Session **5. 9.**

Meeting Date: 06/14/2022

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	Reviewed By	Date
Brian Hagen	Brian Hagen	06/08/2022 08:33 PM
Form Started By: Nicole Laubach		Started On: 06/07/2022 10:02 AM
Final Approval Date: 06/08/2022		

Report Name: License Report - License Types
Council Dates: 6/14/2022 to 6/14/2022
Status: Active, Inactive
License Type(s): Rental, Multi-Family Rental

City of Ramsey
License Report - License Types

Printed: 6/7/2022

Company	Applicant	Location	Complex	Exp. Date	Council Date	Status
Rental						
SFR Acquisitions 3 LLC	SFR Acquisitions 3 LLC	7031 137th La NW		6/10/2025	6/14/2022	A
SFR Acquisitions 2 LLC		17200 Potassium St NW		6/10/2025	6/14/2022	A
Matt Givand	Matt and Sara Givand	14591 Rhinestone St NW		6/10/2025	6/14/2022	A
Olufemi Oyinkonsola	Olufemi Oyinkonsola	14211 Xenon St NW #19		6/10/2025	6/14/2022	A
Seedling Properties LLC 2 LLC	Seedling Properties LLC 2 LLC	14191 Xenon St NW #11	Sunfish Homes	6/10/2025	6/14/2022	A

Rental License Count: 5

Total Licenses: 5

CC Regular Session **5. 10.**

Meeting Date: 06/14/2022

By: Colleen Lasher, Administrative Services

Information

Title

Authorization to Restructure Engineering and Public Works Operations and the Associated Promotions (Council consensus was to add Interim to both the Public Works Director position title and the Assistant Public Works Director position title.)

Purpose/Background:

The purpose of this case is to seek City Council authorization to restructure the Engineering Department and Public Works Operations. This restructure was prompted as a result of long-term employee, Superintendent Grant Riemer's resignation and is an opportunity to propose efficiencies and succession planning within the department. This matter was discussed with the City Council at the May 24, 2022 work session. As a result of those discussions, staff recommends the following:

Eliminate the Public Works Superintendent position, returning to the model that was in place prior to Mr. Riemer becoming the Superintendent.

Staff proposes adding back the Public Works Director position and creating an Parks and Assistant Public Works Director position (eliminating the title of Parks and Assistant Public Works Superintendent held by Mark Riverblood) along with other changes in the Engineering Department. The following changes are recommended, effective July 11, 2022.

1. Promote City Engineer Bruce Westby to Public Works Director - retain City Engineer status
2. Promote Parks and Assistant Public Works Superintendent Mark Riverblood to Parks and Assistant Public Works Director
3. Promote Civil Engineer II Joe Feriancek to Assistant City Engineer
4. Promote Engineering Administrative Assistant Marsha Weidner to Engineering Department Assistant

Note, in 2023 a replacement Engineering Technician II will be requested as part of the 2023 budget, as well as consideration of additional support staff to work out of the new Public Works building to support administrative processes as Mr. Westby sees is needed. In the event that staffing is needed in addition to the aforementioned, staff will bring the matter to the City Council’s attention.

<u>Engineering Department Benefits</u>

The Engineering Department will benefit from better understanding the City's maintenance operations relative to streets, sidewalks, trails and utilities. This increased understanding will allow the Engineering Department to update City design standards to better allow for maintenance of the City's infrastructure based on existing equipment and staff, and to incorporate more maintenance-friendly and cost-effective designs and materials.

The Engineering Department will also benefit by being better able to prioritize Pavement Management Program (PMP) projects within the Capital Improvement Program (CIP) due to having a better understanding of pavement conditions throughout the City. Engineering Staff update PMP projects within the CIP each fall, which includes reprioritizing project schedules. This is done primarily by reviewing updated PASER values obtained from the Public Works Superintendent each fall. While this has generally worked well, there have been several occasions when Engineering Staff rescheduled PMP projects based on updated PASER values only to have neighborhood residents review the updated CIP after it is adopted and then contact Staff to voice their frustrations that repairs to

their streets were rescheduled further into the future.

Additionally, the Engineering Department will benefit from having a well-defined staffing succession plan in place, allowing Staff to know they have the ability to grow their knowledge and advance within the department.

Public Works Operations Benefits
The benefit of having a PW director type of department structure, is that it gives a clearer line of responsibility to people, both inside and outside of the organization. The current system of separate engineering and PW departments has worked well, but with the current rate of development in the city now and into the future, having one person acting as the final decision maker will likely be more efficient.

Parks Division (Long Term Planning, Etc.) Benefits
Mr. Riverblood's expertise and passion have long been evident in our park system when it comes to working with the residents in the community and developers. Mark has consistently, throughout his career, taken the lead role when it comes to planning/designing our park spaces and following that vision through construction. Mark is also very familiar with the day-to-day operations and processes used in PW and will be a great asset to Mr. Westby in that capacity as well.

The updated pay scales are attached:

Funding Source:

The funding required for these actions will come from the savings incurred from the Public Works Supertendent vacancy. The estimated savings in 2022 is $68,954 and in 2023 $55,980.

Recommendation:

Staff recommends the following:
1. Promote City Engineer Bruce Westby to Public Works Director - retain City Engineer status
2. Promote Parks and Assistant Public Works Superintendent Mark Riverblood to Parks and Assistant Public Works Director
3. Promote Civil Engineer II Joe Feriancek to Assistant City Engineer
4. Promote Engineering Administrative Assistant Marsha Weidner to Engineering Department Assistant

Action:

Motion to approve the following promotions, effective July 11, 2022:
1. Promote City Engineer Bruce Westby to Public Works Director - retain City Engineer status
2. Promote Parks and Assistant Public Works Superintendent Mark Riverblood to Parks and Assistant Public Works Director
3. Promote Civil Engineer II Joe Feriancek to Assistant City Engineer
4. Promote Engineering Administrative Assistant Marsha Weidner to Engineering Department Assistant

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Attachments

Current Org. Chart

Proposed Org. Chart

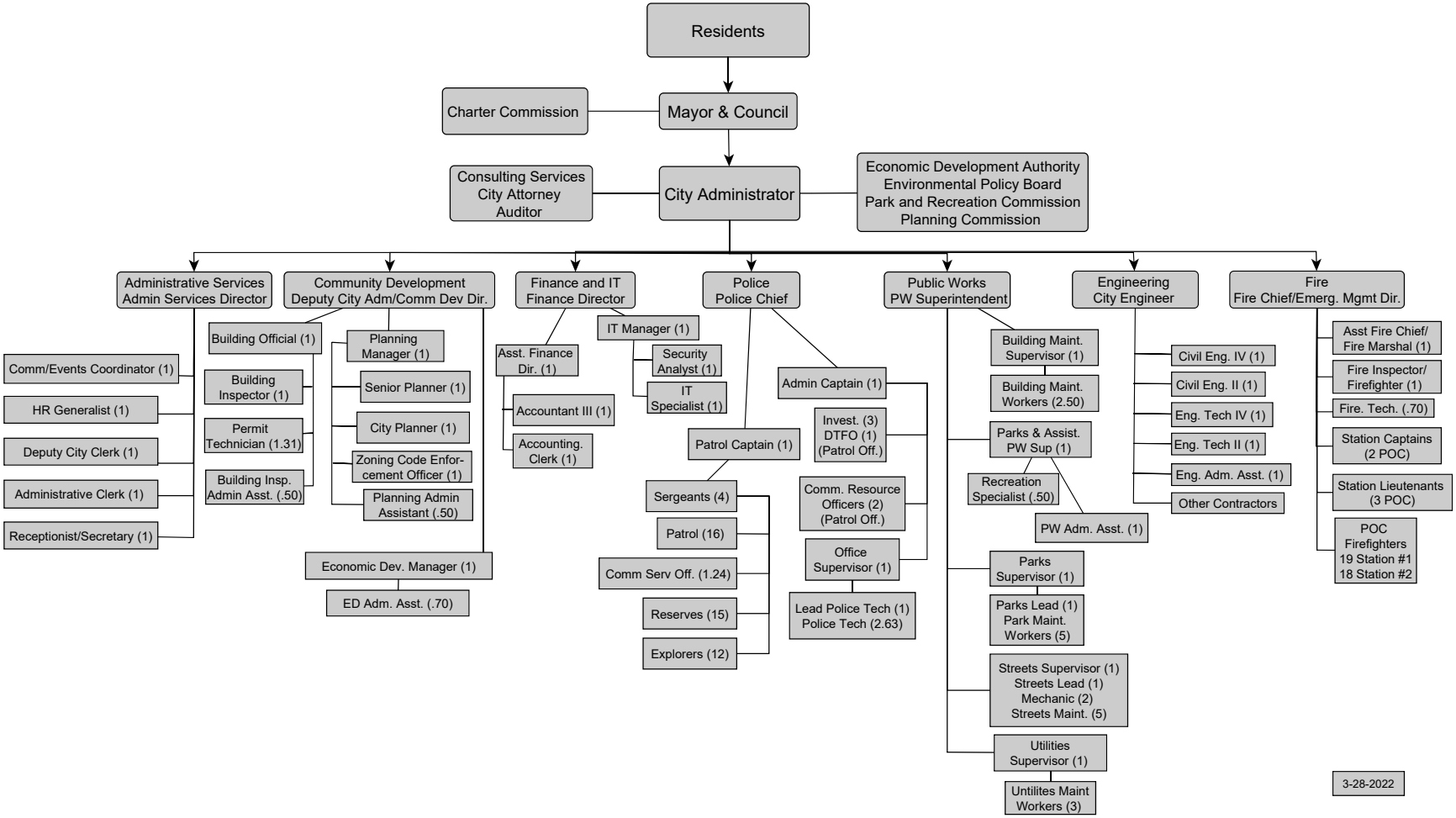
Pay Scales

Form Review

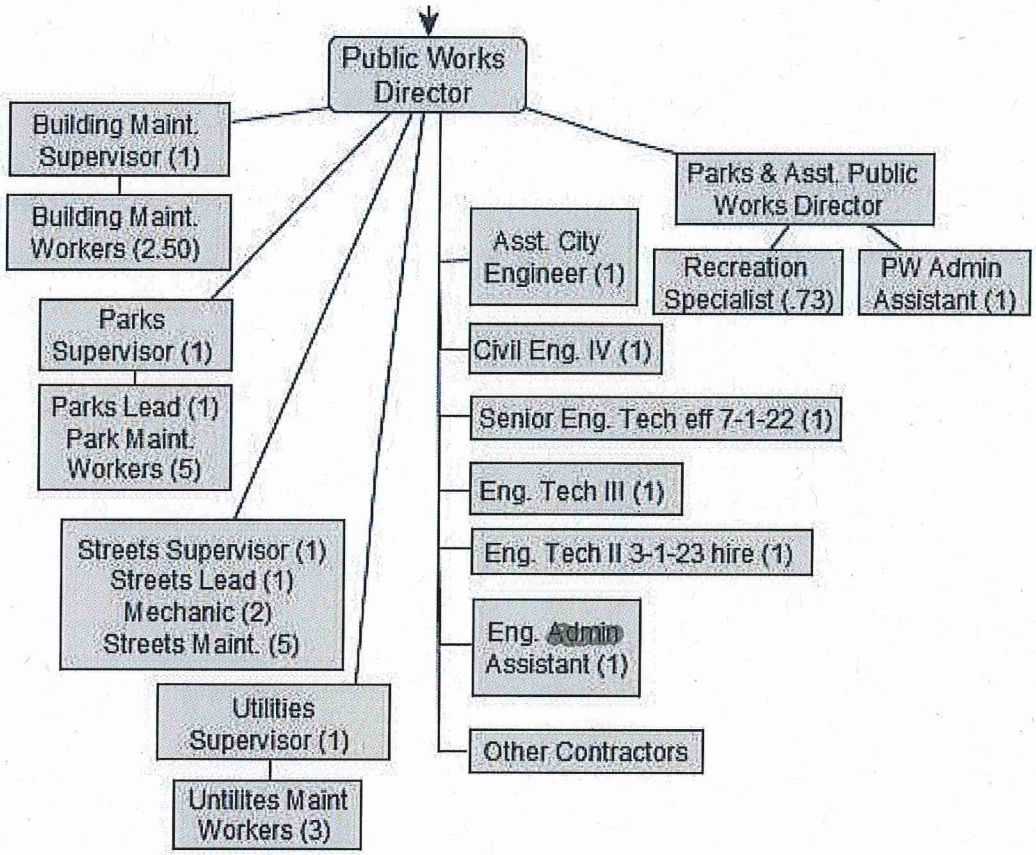
Inbox	Reviewed By	Date
Bruce Westby	Bruce Westby	06/09/2022 10:00 AM
Colleen Lasher (Originator)	Colleen Lasher	06/09/2022 11:10 AM
Bruce Westby	Bruce Westby	06/09/2022 01:00 PM
Brian Hagen	Brian Hagen	06/09/2022 01:43 PM
Form Started By: Colleen Lasher		Started On: 06/08/2022 12:07 PM

Final Approval Date: 06/09/2022

City of Ramsey Organizational Chart



Proposed Organizational Chart



Position	Step 1 Hourly	Step 2 Hourly	Step 3 Hourly	Step 4 Hourly	Step 5 Hourly	Step 6 Hourly				
Public Works Director (BW)	56.538	59.365	62.192	65.019	67.846	**70.673**	Hourly pay effective July 11, 2022 $ 65.019			
Asst Public Works Director (MR)	46.040	48.342	50.644	52.946	55.248	**57.550**	Hourly pay effective July 11, 2022 $ 55.248			
Asst City Engineer (JF)	44.845	47.087	49.329	51.572	53.814	**56.056**	Hourly pay effective July 11, 2022 $ 44.845			
Engineering Assistant (MW)	27.002	28.352	29.702	31.052	32.402	**33.752**	Hourly pay effective July 11, 2022 $29.702			

CC Regular Session **5. 11.**

Meeting Date: 06/14/2022

By: Colleen Lasher, Administrative Services

Information

Title

Authorization Approving a Reorganization of the Finance Department

Purpose/Background:

The purpose of this case is to seek City Council approval to reorganize the Finance Department.

The City's current Assistant Finance Director, Angie McIntire, submitted a letter of resignation stating her last day with the City will be Friday, June 17, 2022. As a result of Ms. McIntire's resignation, staff recommends reorganizing the Department to eliminate the Accountant III position and add an Accountant I position, with the details as follows:

1) Promote Ms. Cindy Nelson, Accountant III to Assistant Finance Director, effective June 20, 2022, and
2) Promote Ms. Tammy Oakes, Accounting Clerk to Accountant I, effective June 20, 2022, and
3) Recruit for a new Accounting Clerk to replace Ms. Oakes' former position.

The above actions are recommended by the Finance Director and the Administrator Services Director as positive opportunities to grow and retain well trained and dedicated staff. It should be noted that rather than Ms. Oakes being promoted to an Accountant III position (Cindy Nelson's current title) she is recommended for promotion to an Accountant I position, which will backfill much of Ms. Nelson's role, but allow Ms. Oakes time to grow into her new role.

The pay scales for both promotions are attached.

Funding Source:

There is no additional funding required for this action; the above listed promotions represent a savings of $35,535 in the Finance Department.

Recommendation:

Staff recommends the following actions:
1) Promote Ms. Cindy Nelson, Accountant III to Assistant Finance Director, effective June 20, 2022, and
2) Promote Ms. Tammy Oakes, Accounting Clerk to Accountant I, effective June 20, 2022, and
3) Recruit for a new Accounting Clerk to replace Ms. Oakes' former position.

Action:

Motion to approve the following actions:

1) Promote Ms. Cindy Nelson, Accountant III to Assistant Finance Director, effective June 20, 2022, and
2) Promote Ms. Tammy Oakes, Accounting Clerk to Accountant I, effective June 20, 2022, and
3) Recruit for a new Accounting Clerk to replace Ms. Oakes' former position.

Attachments

Pay Scales

Form Review

Inbox	Reviewed By	Date
Diana Lund	Diana Lund	06/09/2022 09:57 AM
Colleen Lasher (Originator)	Colleen Lasher	06/09/2022 10:16 AM
Diana Lund	Diana Lund	06/09/2022 10:21 AM
Brian Hagen	Brian Hagen	06/09/2022 01:26 PM
Form Started By: Colleen Lasher		Started On: 06/07/2022 08:10 AM
Final Approval Date: 06/09/2022		

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
	Hourly	Hourly	Hourly	Hourly	Hourly	Hourly	
Asst Finance Director, Cindy Nelson	42.008	44.109	46.209	48.310	50.410	52.510	New wage, effective June 20, 2022 is $44.109 per hour.
Accountant I, Tammy Oakes	30.326	31.843	33.359	34.875	36.392	37.908	New wage, effective June 20, 2022 is $30.326 per hour.

CC Regular Session **5. 12.**

Meeting Date: 06/14/2022

By: Katie Schmidt, Administrative Services

Information

Title

Authorization to Hire Seasonal Public Works Maintenance Worker

Purpose/Background:

The purpose of this case is to request authorization to hire a Seasonal Public Works Maintenance Worker. Annually, the City employs Seasonal Public Works Maintenance Workers to perform work in the Parks, Streets, and Utilities Divisions of Public Works. At this time, staff selected one seasonal candidate to work in the Utilities Division.

Duties

Seasonal Public Works Maintenance workers provide general maintenance of streets, park grounds, trails, buildings, and related facilities and equipment through the spring, summer, and possibly fall months. This also includes mowing and trimming, pruning and planting trees or working on landscape projects, maintaining athletic fields, picking up trash, street maintenance and utilities maintenance.

Funding Source:

The funding required to fill this position is included within the approved 2022 budget.

Recommendation:

To hire Richard Griffiths to work in the Utilities Division at $14.00 per hour, effective on or near June 15, 2022.

Action:

Motion to hire Richard Griffiths to work in the Utilities Division at $14.00 per hour, effective on or near June 15, 2022

Attachments

Job Description

Form Review

Inbox	Reviewed By	Date
Colleen Lasher	Colleen Lasher	06/07/2022 08:21 PM
Brian Hagen	Brian Hagen	06/08/2022 08:27 PM
Form Started By: Katie Schmidt		Started On: 06/02/2022 08:02 AM
Final Approval Date: 06/08/2022		

Seasonal Maintenance Workers

Class Code: 16014

Bargaining Unit: None

CITY OF RAMSEY
Established Date: Feb 28, 2017
Revision Date: Feb 28, 2022

SALARY RANGE

$13.00 - $15.00 Hourly

PRIMARY OBJECTIVE OF POSITION:

To provide general maintenance of streets, park grounds, trails, buildings, and related facilities and equipment through the spring, summer, and possibly fall months. This also includes mowing and trimming; pruning and planting trees or working on landscape projects; maintaining athletic fields; picking up trash; street maintenance; and utilities maintenance.

These are temporary non-union positions working forty (40) hours per week, Monday - Friday from 7:30 a.m. to 3:30 p.m., beginning in April or May and running through the Fall months. There is no guaranty of further employment after the season has concluded. We will begin interviewing candidates the week of March 21st.

MINIMUM QUALIFICATIONS:

Successful applicants must possess the following minimum qualifications:

- Must be 17 years of age or older
- Must possess a high school diploma, GED or a current student
- Must have valid Minnesota driver's license in good standing
- Must have the ability to work independently with limited supervision
- Must have the ability to work in a variety of weather conditions including cold or hot temperatures, high humidity, wind, or rain
- Must have the ability to finish work in a timely and efficient manner
- Must have the ability to get along with others including supervisors and coworkers

Desired Qualifications include:

- Previous experience working for a municipality or county

- Previous paid professional landscaping experience

ESSENTIAL JOB FUNCTIONS:

Essential duties include, but are not limited to the following:

- Mowing and trimming of City owned parks and trails
- Landscaping duties including planting trees, shrubs and flowers
- Pruning trees
- Maintaining athletic fields (baseball, softball, soccer) including field striping and dragging
- Park irrigation
- Carpentry, painting and repair work of City facilities and property
- Picking up trash from parks, trails, roadsides, etc.
- Operating equipment including mowers, weed-whips, saws, and use pruners and related tools
- Vehicle maintenance including oil checks
- Street maintenance
- Utilities maintenance
- Other tasks and responsibilities (within the capabilities of the seasonal worker) as assigned by the designated supervisor or lead worker

KNOWLEDGE, SKILLS AND ABILITIES:

- Experience mowing grass using push or ride-on equipment
- Knowledge of lawn mowers
- Experience with weed whips
- Experience with pruning equipment
- Experience with hand tools (pruners, shovels, hammers, etc.)
- Basic knowledge of carpentry and/or painting

JOB ACTIVITY REQUIREMENTS:

The following are the physical activities that are associated with this position:

- Standing
- Sitting
- Walking

- Lifting
- Pushing/Pulling
- Carrying
- Kneeling
- Crawling
- Crouching
- Handling Objects
- Repetitive Hand Motion
- Use of Arm Muscles over Extended Periods
- Use of Leg Muscles over Extended Periods

This job requires employees to be able to lift and carry up to 50 pounds without assistance.

The following are the working conditions of this position:

- Working Outdoors
- Working Indoors
- Operating lawn maintenance equipment and hand tools
- Working with chemicals
- Working near fumes and vapors
- Driving a City vehicle or personal vehicle

CC Regular Session **5. 13.**

Meeting Date: 06/14/2022

By: Tammy Oakes, Finance

Information

Title

Adopt Resolution #22-140 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of May 19, 2022 through June 8, 2022

Purpose/Background:

Adopt Resolution #22-140 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of May 19, 2022 through June 8, 2022

Recommendation:

Staff Recommends to Adopt Resolution #22-140 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of May 19, 2022 through June 8, 2022

Action:

Motion to Adopt Resolution #22-140 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of May 19, 2022 through June 8, 2022

Attachments

Bills List 6/14/2022

Resolution 22-140

Form Review

Inbox	Reviewed By	Date
Diana Lund	Diana Lund	06/09/2022 06:35 AM
Brian Hagen	Brian Hagen	06/09/2022 01:22 PM
Form Started By: Tammy Oakes		Started On: 06/08/2022 02:53 PM
Final Approval Date: 06/09/2022		

CITY OF RAMSEY - FINANCE OFFICE Printed 6/8/2022

RAMSEY CITY COUNCIL MEETING

06.14.2022

BILLS LIST

DISBURSEMENTS TO BE APPROVED THIS MEETING:

DISBURSEMENT TYPE:	SUBMITTED FOR APPROVAL
Purchase Journal:	
Prepaids 5.19.2022 - 6.8.2022	341,058.90
Accounts Payable 5.19.2022 - 6.8.2022	285,805.40
Payroll 5.27.2022	218,043.53
Debt Service	
Pay Estimates- Projects	
TOTAL SUBMITTED FOR APPROVAL THIS MEETING (Invoices Available for Reviewal)	**$ 844,907.83**

DISBURSEMENTS PREVIOUSLY APPROVED AND PAID:	APPROVED PREV. MTG	2022 Y.T.D.
NET PAYROLL TOTAL	$ 199,874.85	$ 2,058,867.39
- CORRECTION TO PAYROLL		
PREPAIDS	389,137.89	4,340,929.42
- PREPAID ADJUSTMENTS		
WIRE TRANSFERS FOR DEBT SERVICE	48,831.25	48,831.25
- CORRECTION TO D.S.		
ACCOUNTS PAYABLE INVOICING - PREVIOUS MEETING:		
- BILLS LIST SUBMITTED	438,579.50	3,495,084.96
ADD (DELETE) BILLS LIST SUBMITTED PAY ESTIMATE(S)	501,271.82	1,496,664.39
TOTAL CASH DISBURSEMENTS PREVIOUSLY APPROVED	**$ 1,577,695.31**	**$ 11,440,377.41**

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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
114944	**5/19/2022**		**119096 ADVANCED GRAPHIX, INC**						
		209.00	GRAPHIC UNIT #574		113265	208499	0220.6275		OTHER EQUIPMENT PAR
		209.00							
114945	**5/19/2022**		**111377 ANOKA MUNICIPAL UTILITY**						
		67.59	APRIL ELECTRIC		113266	22-613120-01 APR 2022	0260.6371		ELECTRIC UTILITIES
		42.12	APRIL STATEMENT		113267	22-612000-01 APR 2022	0260.6371		ELECTRIC UTILITIES
		37.71	APRIL ELECTRIC		113268	22-610280-00 APR 2022	9603.6371		ELECTRIC UTILITIES
		78.80	APRIL ELECTRIC		113269	22-990005-01 APR 2022	9603.6371		ELECTRIC UTILITIES
		226.22							
114946	**5/19/2022**		**119390 BENSON, EDDITOR**						
		159.79	DBL PMT UB REFUND ACCT 731040		113262	05192022	9601.4651		WATER REVENUE
		159.79							
114947	**5/19/2022**		**100297 CENTERPOINT ENERGY**						
		609.82	NATURAL GAS ST 2		113270	5961540-1 APR 2022	0220.6373		GAS
		406.19	NATURAL GAS ST 1		113271	5914352-9 APR 2022	0220.6373		GAS
		2,646.28	C/H GAS BILL		113272	6702493-5 APR 2022	0194.6373		GAS
		286.00	4/6-5/5/22 GAS USAGE		113273	6011580-5 APR 2022	9410.6373	00041012	GAS
		120.39	NATURAL GAS AT PH#3		113278	8782239-1 APR 2022	9601.6373		GAS
		4,068.68							
114948	**5/19/2022**		**110734 CITY OF RAMSEY**						
		333.58	CASH UB PMT ACCT 700617252		113263	05192022	9601.4651		WATER REVENUE
		333.58							
114949	**5/19/2022**		**100167 CORNERSTONE FORD**						
		30.10	PARTS		113274	15373882	0311.6257		OTHER VEHICLE PARTS
		3.01-	EARLY PAY DISCOUNT		113274	15373882	0311.6257		OTHER VEHICLE PARTS
		357.10	TIRE SENSORS		113275	15373279	0311.6257		OTHER VEHICLE PARTS
		35.71-	EARLY PAY DISC - TIRE SENSORS		113275	15373279	0311.6257		OTHER VEHICLE PARTS
		5.96-	EARLY PAY DISC - VALVE ASMBLY		113276	15374541	0311.6257		OTHER VEHICLE PARTS
		59.57	VALVE ASMBLY		113276	15374541	0311.6257		OTHER VEHICLE PARTS
		90.06-	EARLY PAY DISC - DOOR ASMBLY		113277	15373830	0452.6257		OTHER VEHICLE PARTS
		900.64	FRONT DOOR ASMBLY		113277	15373830	0452.6257		OTHER VEHICLE PARTS
		1,212.67							
114950	**5/19/2022**		**119391 ZIMMERMAN, SANDY**						
		181.49	OVRPMT UB REFND ACCT 489791374		113264	05192022	9601.4651		WATER REVENUE
		181.49							
115005	**5/26/2022**		**100297 CENTERPOINT ENERGY**						
		1,092.67	MONTHLY GAS CHARGES		113352	8000014064-2 APR 2022	0452.6373		GAS
		628.82	MONTHLY GAS CHARGES		113352	8000014064-2 APR 2022	0311.6373		GAS

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
115005	5/26/2022		100297 CENTERPOINT ENERGY						Continued.
		628.82	MONTHLY GAS CHARGES		113352	8000014064-2 APR 2022	9601.6373		GAS
		628.82	MONTHLY GAS CHARGES		113352	8000014064-2 APR 2022	9602.6373		GAS
		628.82	MONTHLY GAS CHARGES		113352	8000014064-2 APR 2022	9605.6373		GAS
		3,607.95							
115006	5/26/2022		119240 CHEWYS TOOL&SUPPLY LLC (CORNWELL DEALER)						
		115.00	SMALL TOOLS		113348	49962	0311.6281		SMALL TOOLS & MINOR I
		115.00							
115007	5/26/2022		110734 CITY OF RAMSEY						
		300.00	CASH UB PMT ACCT 733358		113342	05262022	9601.4651		WATER REVENUE
		159.79	CASH UB PMT ACCT 718889		113342	05262022	9601.4651		WATER REVENUE
		96.57	CASH UB PMT ACCT 730017		113342	05262022	9601.4651		WATER REVENUE
		159.79	CASH UB PMT ACCT 729064		113342	05262022	9601.4651		WATER REVENUE
		794.67	CASH UB PMT ACCT 725205		113342	05262022	9601.4651		WATER REVENUE
		1,510.82							
115008	5/26/2022		100116 CONNEXUS ENERGY						
		372.65	ELMCREST ELECTRIC OCT-APR		113358	444931-267449 MAY 2022	0452.6371		ELECTRIC UTILITIES
		372.65							
115009	5/26/2022		100167 CORNERSTONE FORD						
		17.73-	EARLY DISCOUNT WEATHERSTRIP		113347	15374839	0311.6257		OTHER VEHICLE PARTS
		177.30	WEATHERSTRIP		113347	15374839	0311.6257		OTHER VEHICLE PARTS
		159.57							
115010	5/26/2022		119402 EDGETON, TIMOTHY OR MARY ANN						
		100.00	REF ESCROW 9230 169TH AVE NW		113354	052422	9804.6433	00118796	REFUNDS
		100.00							
115011	5/26/2022		115574 HEALTHPARTNERS						
		68,595.50	JUNE 2022 HEALTH PREMIUMS		113351	112956357	9101.2176		LIFE/HEALTH-EMPLOYEE
		68,595.50							
115012	5/26/2022		118652 NOBERG HOMES INC						
		1,500.00	REF EROS ESCR 5561 149TH LN NW		113349	052022B	9804.6433	00118797	REFUNDS
		9,000.00	LNSC/EXTR ESCROWS 5561 149 LN		113350	052022A	9252.1155.1		MANUAL-ACCOUNTS RE
		10,500.00							
115013	5/26/2022		118378 RISTOW, REBECCA						
		72.89	REISSUE 2021 FRANCHISE FEE REB		113344	02172022	9435.6433		REFUNDS
		72.89							
115014	5/26/2022		119403 RIVENWICK DOCK ASSOCIATION						
		1,500.00	REF EROSION ESCROW		113355	052422	9804.6433	00119207	REFUNDS
		1,500.00							
115015	5/26/2022		118859 WOOLHOUSE, ALLEN R						
		100.00	REF ESCROW 5735 ALPINE DR NW		113353	052422	9804.6433	00118644	REFUNDS
		100.00							

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
115016	6/3/2022		119442 ABDULA-BROWN, JALILIA						Continued
		76.49	UB REF 14761 COBALT ST UNIT 39		113421	06022022	9601.4651		WATER REVENUE
		76.49							
115017	6/3/2022		115203 ALL AMERICAN TITLE CO INC						
		31.90	UB REF 14950 KAMACITE ST NW		113422	06022022A	9601.4651		WATER REVENUE
		31.90							
115018	6/3/2022		115203 ALL AMERICAN TITLE CO INC						
		68.98	UB REF 14652 RHINESTONE ST NW		113423	06022022B	9601.4651		WATER REVENUE
		68.98							
115019	6/3/2022		115203 ALL AMERICAN TITLE CO INC						
		261.47	UB REF 14139 BARIUM STREET		113424	06022022C	9601.4651		WATER REVENUE
		261.47							
115020	6/3/2022		119447 ANDERSON, ROBERT OR ANDREA						
		376.17	UB REF 5589 144TH AVE NW		113425	06022022	9601.4651		WATER REVENUE
		376.17							
115021	6/3/2022		119065 ANOKA COUNTY (PAPER CHECK)						
		1,576.00	ACRED RENEWAL - MARKETING		113405	EC020422U	9230.6246		MARKETING & PROMOTI
		1,576.00							
115022	6/3/2022		116375 CAMBRIA TITLE						
		151.16	UB REF 7140 148TH AVE		113426	06022022	9601.4651		WATER REVENUE
		151.16							
115023	6/3/2022		119439 CHARLESON, SCOTT OR LORI						
		29.26	UB REF 17450 WOLVERINE STREET		113427	06022022	9601.4651		WATER REVENUE
		29.26							
115024	6/3/2022		110734 CITY OF RAMSEY						
		30.00	CASH UB PMT ACCT 36482665		113416	06022022	9601.4651		WATER REVENUE
		30.00							
115025	6/3/2022		119237 CLOSING HUB						
		159.16	UB REF 5359 140TH LANE		113428	06022022A	9601.4651		WATER REVENUE
		159.16							
115026	6/3/2022		119237 CLOSING HUB						
		35.75	UB REF 14593 BOWERS DRIVE		113429	06022022B	9601.4651		WATER REVENUE
		35.75							
115027	6/3/2022		119237 CLOSING HUB						
		320.16	UB REF 16224 LITHIUM COURT NW		113430	06022022C	9601.4651		WATER REVENUE
		320.16							
115028	6/3/2022		100116 CONNEXUS ENERGY						
		10,127.82	4/19-5/18/22 ELECTRIC USE		113400	759126-303101 MAY 2022	9603.6371		ELECTRIC UTILITIES
		1,123.77	4/19-5/18/22 ELECTRIC USE		113401	759126-303107 MAY 2022	0220.6371		ELECTRIC UTILITIES
		7,184.45	4/19-5/18/22 ELECTRIC USE		113401	759126-303107 MAY 2022	0194.6371		ELECTRIC UTILITIES
		72.90	4/19-5/18/22 ELECTRIC USE		113401	759126-303107	9230.6249		MISCELLANEOUS OPER/

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
115028	6/3/2022		100116 CONNEXUS ENERGY						Continued
						MAY 2022			
		3,009.53	4/19-5/18/22 ELECTRIC USE		113401	759126-303107	9240.6371		ELECTRIC UTILITIES
						MAY 2022			
		28.59	4/19-5/18/22 ELECTRIC USE		113401	759126-303107	9410.6371	00041018	ELECTRIC UTILITIES
						MAY 2022			
		344.52	4/19-5/18/22 ELECTRIC USE		113401	759126-303107	9410.6371	00041012	ELECTRIC UTILITIES
						MAY 2022			
		7,774.79	ELECTRIC FOR WATER UTILITY		113402	759126-303102	9601.6371		ELECTRIC UTILITIES
						MAY 2022			
		735.24	ELECTRIC FOR SEWER UTILITY		113402	759126-303102	9602.6371		ELECTRIC UTILITIES
						MAY 2022			
		58.66	ELECTRIC FOR STORM WATER		113402	759126-303102	9605.6371		ELECTRIC UTILITIES
						MAY 2022			
		966.80	MAY INVOICE		113403	759126-303100	0260.6371		ELECTRIC UTILITIES
						MAY 2022			
		1,582.84	4/14/22-5/13/22		113404	759126-303106	0452.6371		ELECTRIC UTILITIES
						MAY 2022			
		649.62	4/14/22-5/13/22		113404	759126-303106	0311.6371		ELECTRIC UTILITIES
						MAY 2022			
		636.12	4/14/22-5/13/22		113404	759126-303106	9601.6371		ELECTRIC UTILITIES
						MAY 2022			
		636.12	4/14/22-5/13/22		113404	759126-303106	9602.6371		ELECTRIC UTILITIES
						MAY 2022			
		636.12	4/14/22-5/13/22		113404	759126-303106	9605.6371		ELECTRIC UTILITIES
						MAY 2022			
		85.00	SIREN ELECTRIC UTILITIES		113408	759126-303095	0250.6371		ELECTRIC UTILITIES
						MAY 2022			
		35,652.89							
115029	6/3/2022		119434 DALLUM, JOHN OR TINA						
		915.27	UB REF 15871 POTASIUM ST		113469	06022022	9601.4651		WATER REVENUE
		915.27							
115030	6/3/2022		106583 DELTA DENTAL PLAN OF MINNESOTA						
		4,004.70	JUNE 2022 DENTAL PREMIUMS		113407	RIS0004201311	9101.2170		DENTAL/DISABILITY/LIFE
		4,004.70							
115031	6/3/2022		115677 EDGEWATER TITLE GROUP						
		71.19	UB REF 14731 COBALT ST UNIT 47		113431	06022022	9601.4651		WATER REVENUE
		71.19							
115032	6/3/2022		100870 EDINA REALTY TITLE						
		227.37	UB REF 14860 YAKIMA STREET		113432	06022022A	9601.4651		WATER REVENUE
		227.37							
115033	6/3/2022		100870 EDINA REALTY TITLE						
		237.36	UB REF 5971 148TH AVE NW		113433	06022022B	9601.4651		WATER REVENUE
		237.36							
115034	6/3/2022		100870 EDINA REALTY TITLE						
		319.09	UB REF 14970 ARGON STREET		113434	06022022C	9601.4651		WATER REVENUE
		319.09							
115035	6/3/2022		114251 EXECUTIVE ASSOCIATES TITLE						
		69.41	UB REF 14661 COBALT ST UNIT 43		113435	06022022	9601.4651		WATER REVENUE

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
115035	6/3/2022		114251 EXECUTIVE ASSOCIATES TITLE						Continued
		69.41							
115036	6/3/2022		119449 FDC MN2 LLC						
		251.18	UB REF 5670 154TH COVE NW		113436	06022022	9601.4651		WATER REVENUE
		251.18							
115037	6/3/2022		111674 FIRST AMERICAN TITLE						
		229.91	UB REF 6971 137TH AVE NW		113437	06022022	9601.4651		WATER REVENUE
		229.91							
115038	6/3/2022		111335 FIRST FINANCIAL TITLE AGENCY OF MN						
		171.16	UB REF 7287 E RAMSEY PKWY		113438	06022022	9601.4651		WATER REVENUE
		171.16							
115039	6/3/2022		119067 GCS TITLE						
		259.50	UB REF 14191 XENON ST UNIT 19		113439	06022022	9601.4651		WATER REVENUE
		259.50							
115040	6/3/2022		119445 GREEN, TIMOTHY						
		135.18	UB REF 15271 GERMANIUM STR		113440	06022022	9601.4651		WATER REVENUE
		135.18							
115041	6/3/2022		119414 HUAMAN, JUAN						
		300.00	REFUND APPLIC LIC FEES (3		113406	052622	9101.4168		PEDDLERS LICENSE
		300.00							
115042	6/3/2022		119450 K2 TITLE COMPANY LLC						
		38.64	UB REF 15020 XKIMO ST		113441	06022022	9601.4651		WATER REVENUE
		38.64							
115043	6/3/2022		119444 KOGNO, ATYODI OR ADZO ALUKA						
		116.82	UB REF 14211 XENON ST UNIT 19		113442	06022022	9601.4651		WATER REVENUE
		116.82							
115044	6/3/2022		119437 KOHANEK, MICHELLE OR SHIRLEY HOCKERT						
		417.42	UB REF 14701 QUICKSILVER ST		113470	06022022	9601.4651		WATER REVENUE
		417.42							
115045	6/3/2022		113464 LAND TITLE						
		170.82	UB REF 7645 147TH PLACE		113443	06022022A	9601.4651		WATER REVENUE
		170.82							
115046	6/3/2022		113464 LAND TITLE						
		277.83	UB REF 15357 IODINE ST		113444	06022022B	9601.4651		WATER REVENUE
		277.83							
115047	6/3/2022		116779 LEGACY TITLE						
		87.82	UB REF 8320 157TH LANE		113445	06022022	9601.4651		WATER REVENUE
		87.82							
115048	6/3/2022		117259 LEGACY TITLE						
		262.88	UB REF 15246 COBALT ST		113448	06022022	9601.4651		WATER REVENUE
		262.88							
115049	6/3/2022		117357 LEGACY TITLE						

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
115049	6/3/2022		117357 LEGACY TITLE						Continued.
		111.15	UB REF 5374 140TH AVE		113447	06022022	9601.4651		WATER REVENUE
		111.15							
115050	6/3/2022		117358 LEGACY TITLE						
		31.90	UB REF 5531 156TH LANE		113446	06022022	9601.4651		WATER REVENUE
		31.90							
115051	6/3/2022		117814 LEWIS CUSTOM HOMES INC						
		5,000.00	LNSCP ESCROW 8884 151ST LA NW		113412	060122A	9252.1155.1		MANUAL-ACCOUNTS RE
		1,500.00	EROS ESCROW 8884 151ST LA NW		113413	060122B	9804.6433	00118864	REFUNDS
		7,000.00	DRV/LNSCP ESCR 15168 VICUNA ST		113414	060122C	9252.1155.1		MANUAL-ACCOUNTS RE
		1,500.00	EROS ESCROW 15168 VICUNA ST NW		113415	060122D	9804.6433	00118954	REFUNDS
		15,000.00							
115052	6/3/2022		119451 MNNESOTA TITLE						
		55.95	UB REF 17801 VANADIUM ST		113449	06022022	9601.4651		WATER REVENUE
		55.95							
115053	6/3/2022		100351 NCPERS GROUP LIFE INS						
		400.00	JUNE 2022 LIFE PREM		113410	704800062022	9101.2170		DENTAL/DISABILITY/LIFE
		400.00							
115054	6/3/2022		113479 NTC II LLC						
		49.27	UB REF 14735 OLIVINE		113450	06022022	9601.4651		WATER REVENUE
		49.27							
115055	6/3/2022		117153 OS NATIONAL LLC						
		24.29	UB REF 6972 169TH LANE		113451	06022022	9601.4651		WATER REVENUE
		24.29							
115056	6/3/2022		114259 PAGE, TRACI						
		98.70	UB REF 14180 XENON ST UNIT 14		113452	06022022	9601.4651		WATER REVENUE
		98.70							
115057	6/3/2022		117544 QUADIENT FINANCE USA INC						
		2,000.00	ACCT 7900044034448047 REFILL		113419	06022022	9101.1551		POSTAGE METER DEPO
		2,000.00							
115058	6/3/2022		115090 RAMSEY PAWN						
		354.03	UB REF 6650 HWY 10 NW NORTH SI		113453	06022022	9601.4651		WATER REVENUE
		354.03							
115059	6/3/2022		118008 REALTECH TITLE LLC						
		28.62	UB REF 16521 XENOLITH STR		113454	06022022A	9601.4651		WATER REVENUE
		28.62							
115060	6/3/2022		118008 REALTECH TITLE LLC						
		138.67	UB REF 7249 146TH AVE		113455	06022022B	9601.4651		WATER REVENUE
		138.67							
115061	6/3/2022		118008 REALTECH TITLE LLC						
		183.24	UB REF 5941 142ND AVE		113456	06022022C	9601.4651		WATER REVENUE
		183.24							
115062	6/3/2022		118008 REALTECH TITLE LLC						

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
115062	6/3/2022		118008 REALTECH TITLE LLC						Continued.
		413.66	UB REF 14191 URANIUM ST		113457	06022022D	9601.4651		WATER REVENUE
		413.66							
115063	6/3/2022		118008 REALTECH TITLE LLC						
		275.15	UB REF 14225 TUNGSTEN ST		113458	06022022E	9601.4651		WATER REVENUE
		275.15							
115064	6/3/2022		117219 RESULTS TITLE						
		351.46	UB REF 6020 151ST LANE NW		113459	06022022A	9601.4651		WATER REVENUE
		351.46							
115065	6/3/2022		117219 RESULTS TITLE						
		399.50	UB REF 5801 157TH LANE		113460	06022022B	9601.4651		WATER REVENUE
		399.50							
115066	6/3/2022		119440 SEARS, REBECCA OR SCOTT						
		23.94	UB REF 15061 RAMSEY BLVD		113461	06022022	9601.4651		WATER REVENUE
		23.94							
115067	6/3/2022		119436 SPRAY, JACK OR PRISCILLA						
		425.36	UB REF 15429 RADIUM ST		113472	06022022	9601.4651		WATER REVENUE
		425.36							
115068	6/3/2022		118230 STROUP, TIMOTHY						
		522.00	UB REF 14778 XKIMO ST		113471	06022022	9601.4651		WATER REVENUE
		522.00							
115069	6/3/2022		119443 THOMAS, JULIA						
		89.36	UB REF 7065 139TH AVE		113462	06022022	9601.4651		WATER REVENUE
		89.36							
115070	6/3/2022		119435 THOMPSON, JONATHAN OR MEGAN						
		481.94	UB REF 16709 LIMONITE ST		113473	06022022	9601.4651		WATER REVENUE
		481.94							
115071	6/3/2022		117096 TITLE SMART						
		238.37	UB REF 15271 BARIUM STREET		113463	06022022	9601.4651		WATER REVENUE
		238.37							
115072	6/3/2022		119438 WALKER, MELISSA OR ROBERT						
		14.96	UB REF 14503 BOWERS DR		113464	06022022	9601.4651		WATER REVENUE
		14.96							
115073	6/3/2022		117360 WATERMARK TITLE AGENCY						
		285.08	UB REF 15551 URANIUM ST		113465	06022022	9601.4651		WATER REVENUE
		285.08							
115074	6/3/2022		119446 WOOSLEY, CARRIE						
		289.43	UB REF 15280 FLUORINE ST		113466	06022022	9601.4651		WATER REVENUE
		289.43							
115075	6/3/2022		119441 WREN, LISA OR JAMES						
		23.95	UB REF 15061 RAMSEY BLVD		113467	06022022	9601.4651		WATER REVENUE
		23.95							

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
115076	6/3/2022		119448 YARITZ, ANTHONY OR SAMANTHA						Continued
		374.14	UB REF 14590 JUNKITE ST		113468	06022022	9601.4651		WATER REVENUE
		374.14							
1003849	5/27/2022		104021 HASSEL, CHERYL						
		58.53	REIMB MEAL DULUTH CONF 5/15-18		113343	05262022	0211.6331		TRAVEL & LODGING
		58.53							
1003850	5/27/2022		106616 MARTIN MCALLISTER, INC						
		1,800.00	LEADERSHIP ASSES. CA.		113356	14603	0130.6306		PERSONNEL TESTING &
		1,800.00							
1003851	5/27/2022		111522 SIGNATION SIGN GROUP						
		8,290.00	REISSUE PMT FOR VOID CK 114797		113345	16328-D	9810.6580		OTHER EQUIPMENT
		8,290.00							
1003852	5/27/2022		100459 STANDARD INSURANCE COMPANY						
		2,390.65	MAY 2022 LIFE PREMS		113357	772596 00001 MAY 2022	9101.2176		LIFE/HEALTH-EMPLOYEE
		2,390.65							
1003853	5/27/2022		114486 SUN LIFE ASSURANCE COMPANY OF CANADA						
		399.37	NON VOLUNTARY MAY 22		113359	237724 MAY 2022	9101.2170		DENTAL/DISABILITY/LIFE
		475.03	VOLUNTARY MAY 22		113359	237724 MAY 2022	9101.2170		DENTAL/DISABILITY/LIFE
		874.40							
1003854	5/27/2022		100510 VERIZON WIRELESS						
		2,330.35	APR CITY CELL PHNS/HOT SPOTS		113346	9906082672	0192.6323		CELLULAR PHONES
		2,330.35							
1003855	6/2/2022		100257 LAW ENFORCEMENT LABOR SRV INC						
		877.50			113136	0512221244282	9101.2177		UNION DUES
		877.50			113334	0525221515112	9101.2177		UNION DUES
		1,755.00							
1003856	6/2/2022		100298 MN AFSCME COUNCIL 5						
		537.60			113137	0512221244283	9101.2177		UNION DUES
		537.60			113335	0525221515113	9101.2177		UNION DUES
		1,075.20							
1003857	6/3/2022		116114 AVESIS THIRD PARTY ADMINISTRATORS						
		218.01	JUNE 2022 VISION PREMIUMS		113411	2868582	9101.2170		DENTAL/DISABILITY/LIFE
		218.01							
1003858	6/3/2022		107603 DAHLBERG, NICHOLAS						
		15.00	REIMB MEALS DRIVING SCH ST CL		113417	06022022	0211.6331		TRAVEL & LODGING
		15.00							
1003859	6/3/2022		115261 LOHSE JOHNSON,LAURA						
		55.00	REIMB MEALS-MN ASSOC POL WOMEN		113418	06022022	0211.6331		TRAVEL & LODGING
		55.00							
1003860	6/3/2022		107018 SCHANTZEN, MELISSA						
		811.65	REIMB LODGE-CONF LL/MS/CH		113420	06022022	0211.6331		TRAVEL & LODGING
		54.50	REIMB MEALS-MN ASSOC POL WOMEN		113420	06022022	0211.6331		TRAVEL & LODGING
		866.15							

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
1003860	6/3/2022		107018 SCHANTZEN, MELISSA						Continued.
1003861	6/3/2022		119413 STROBES N MORE LLC						
		174.65	STROBE DASH LIGHT #315		113409	254276	0211.6281		SMALL TOOLS & MINOR I
		174.65							
97052722	5/27/2022		118579 ND CHILD SUPPORT DIVISION						
		287.08			113333	05252215151114	9101.2185		GARNISHMENTS/SUPPO
		287.08							
98052799	5/27/2022		115568 ALERUS FINANCIAL NA						
		5,252.98			113332	05252215151113	9101.2176		LIFE/HEALTH-EMPLOYEE
		5,252.98							
99051808	5/27/2022		100601 MN DEPT OF REV WH						
		185.21			113297	0524221054222	9101.2172		STATE WITHHOLDING
		50.00			113303	0524221326583	9101.2172		STATE WITHHOLDING
		12,368.93			113338	0525221515116	9101.2172		STATE WITHHOLDING
		12,604.14							
99052722	5/27/2022		107962 TOTAL ADMINISTRATIVE SERVICE CORP						
		1,307.00			113329	05252215151110	9101.2176		LIFE/HEALTH-EMPLOYEE
		1,307.00							
99060722	6/7/2022		100219 HOME DEPOT COMMERCIAL ACCT PROGRAM						
		334.49	PAINT MISC		113518	06012022	0452.6249		MISCELLANEOUS OPER/
		6.69-	EARLY PAY DISCOUNT		113518	06012022	0452.6249		MISCELLANEOUS OPER/
		103.88	SUPPLIES, BIN		113519	06022022	0220.6249		MISCELLANEOUS OPER/
		2.08-	EARLY PAY DISCOUNT		113519	06022022	0220.6249		MISCELLANEOUS OPER/
		293.84	SUPPLIES		113520	05182022	0220.6249		MISCELLANEOUS OPER/
		5.88-	EARLY PAY DISCOUNT		113520	05182022	0220.6249		MISCELLANEOUS OPER/
		717.56							
99220453	5/27/2022		100301 MN CHILD SUPPORT PAYMENT CNTR						
		402.04			113296	0524221054221	9101.2185		GARNISHMENTS/SUPPO
		402.04							
99380279	5/27/2022		114790 GREAT WEST LIFE AND ANNUITY INS CO						
		10,719.18			113330	05252215151111	9101.2175		DEFERRED COMPENSAT
		10,719.18							
99387946	5/27/2022		114790 GREAT WEST LIFE AND ANNUITY INS CO						
		3,867.71			113331	05252215151112	9101.2176		LIFE/HEALTH-EMPLOYEE
		3,867.71							
99583093	5/27/2022		101306 IRS						
		239.26			113298	0524221054223	9101.2171		FEDERAL WITHHOLDING
		1,848.04			113299	0524221054224	9101.2173		FICA & MEDICARE-EMPL
		1,848.04			113300	0524221054225	9101.2182		FICA & MEDICARE-EMPL
		375.00			113304	0524221326584	9101.2171		FEDERAL WITHHOLDING
		281.24			113305	0524221326585	9101.2173		FICA & MEDICARE-EMPL
		281.24			113306	0524221326586	9101.2182		FICA & MEDICARE-EMPL
		26,239.32			113339	0525221515117	9101.2171		FEDERAL WITHHOLDING
		15,097.55			113340	0525221515118	9101.2173		FICA & MEDICARE-EMPL
		15,097.55			113341	0525221515119	9101.2182		FICA & MEDICARE-EMPL
		61,307.24							

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
99583093	**5/27/2022**		**101306 IRS**						**Continued**
99653992	**5/27/2022**		**100398 PUBLIC EMPLOYEES RETIREMENT ASSN**						
		108.33			113301	0524221326581	9101.2174		PERA-EMPLOYEE
		108.33			113302	0524221326582	9101.2183		PERA-EMPLOYER
		25,494.64			113336	0525221515114	9101.2174		PERA-EMPLOYEE
		34,268.86			113337	0525221515115	9101.2183		PERA-EMPLOYER
		59,980.16							
99753879	**5/27/2022**		**100223 ICMA RETIREMENT TRUST 457**						
		1,668.00			113328	0525221515111	9101.2175		DEFERRED COMPENSAT
		1,668.00							
		341,058.90	Grand Total						

Payment Instrument Totals

Checks	163,042.87
EFT Payments	158,113.09
A/P ACH Payment	19,902.94
Total Payments	341,058.90

Payment Group Control Number	3420		
Bank Account	999.1010	CASH IN BANK	00002224
Version	LOGIS004V		
Originator	TOAKES		
Payment Instrument	Check Payment		
Pay Through Date	12/31/2022		

Payee Number	Name / Mailing Address	Stub Message	Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount
119393	ADAMEC, JESSICA	WATER EFFICIENCY REBATE	PV	113308	001	00999	5/17/2022	051722	200.00
	JESSICA ADAMEC 6982 139TH AVENUE RAMSEY MN 55303			Summary Total					200.00
				Payment Amount					200.00
100058	ANOKA RAMSEY FARM AND GARDEN	EDGING	PV	113286	001	00999	5/11/2022	05112022	27.97
	ANOKA RAMSEY FARM AND GARDEN 7435 HIGHWAY 10 RAMSEY MN 55303			Summary Total					27.97
				Payment Amount					27.97
100063	ASPEN MILLS		PV	113312	001	00999	5/13/2022	293947	17.70
	ASPEN MILLS			Summary Total					17.70
	8201 C CENTRAL AVE NE		PV	113313	001	00999	5/13/2022	293973	183.70
	SPRING LAKE PARK MN 55432			Summary Total					183.70
			PV	113314	001	00999	5/13/2022	293972	119.85
				Summary Total					119.85
			PV	113315	001	00999	5/16/2022	294044	102.45
				Summary Total					102.45
		55303RPD	PV	113479	001	00999	5/25/2022	294540	102.45
				Summary Total					102.45
		55303RPD	PV	113480	001	00999	5/23/2022	294412	83.95
				Summary Total					83.95
		55303RPD	PV	113600	001	00999	6/2/2022	294839	9.85
				Summary Total					9.85
				Payment Amount					619.95
117516	BEST OUTDOOR SERVICES	CITY OF RAMSEY MULCH BEDS	PV	113285	001	00999	5/12/2022	1825	880.00
	BEST OUTDOOR SERVICES			Summary Total					880.00
	3098 162ND LANE NW	CITY OF RAMSEY, THE DRAW	PV	113513	001	00999	5/31/2022	1917	3,008.57
	ANDOVER MN 55304			Summary Total					3,008.57
		CITY OF RAMSEY, MULCH BEDS	PV	113514	001	00999	5/31/2022	1918	880.00
				Summary Total					880.00

Payment Group Control Number	3420		
Bank Account	999.1010	CASH IN BANK	00002224
Version	LOGIS004V		
Originator	TOAKES		
Payment Instrument	Check Payment		
Pay Through Date	12/31/2022		

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
				Payment Amount					4,768.57
108513	BLAINE LOCK AND SAFE INC	CUST RAMCI5543	PV	113316	001	00999	5/16/2022	32911	17.00
	BLAINE LOCK AND SAFE INC			Summary Total					17.00
	10136 SUNSET AVENUE	CUST RAMCI5543	PV	113317	001	00999	5/16/2022	27674	164.00
	BLAINE MN 55014			Summary Total					164.00
				Payment Amount					181.00
100086	BLUE VELVET INC		PV	113481	001	00999	5/20/2022	145	119.80
	BLUE VELVET INC 14101 ST FRANCIS BLVD NW RAMSEY MN 55303			Summary Total					119.80
				Payment Amount					119.80
119396	BROCKEL, BRAD	WATER EFFICIENCY REBATE	PV	113311	001	00999	5/19/2022	051922	200.00
	BRAD BROCKEL 4930 155TH LANE NW RAMSEY MN 55303			Summary Total					200.00
				Payment Amount					200.00
119240	CHEWYS TOOL&SUPPLY LLC (CORNWELL DEALER)		PV	113521	001	00999	6/1/2022	51575	642.56
	CHEWYS TOOL&SUPPLY LLC (CORNWELL DEALER)			Summary Total					642.56
	14885 191ST AVENUE NW		PV	113522	001	00999	6/1/2022	51557	165.07
	ELK RIVER MN 55330			Summary Total					165.07
			PV	113523	001	00999	6/1/2022	51559	7.30
				Summary Total					7.30
			PV	113524	001	00999	6/1/2022	51556	688.34
				Summary Total					688.34
				Payment Amount					1,503.27
119134	CINTAS (FIRST AID VENDOR)	CUST 12444202	PV	113360	001	00999	5/23/2022	5109317058	111.53
	CINTAS PO BOX 631025 CINCINNATI OH 45263-1025			Summary Total					111.53

Payment Group Control Number	3420		
Bank Account	999.1010	CASH IN BANK	00002224
Version	LOGIS004V		
Originator	TOAKES		
Payment Instrument	Check Payment		
Pay Through Date	12/31/2022		

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
							Payment Amount		111.53
100111	COMMERCIAL ASPHALT COMPANY	ACCT RA767	PV	113295	001	00999	5/15/2022	220515	2,308.87
	COMMERCIAL ASPHALT COMPANY						Summary Total		2,308.87
	P O BOX 1480	ACCT RA767	PV	113515	001	00999	5/31/2022	220531	4,767.04
	MAPLE GROVE MN 55311-6480						Summary Total		4,767.04
							Payment Amount		7,075.91
119453	DUROW, CHRIS	SUMMER CONCERT PERFORMANCE	PV	113550	001	00999	6/2/2022	060222	1,275.00
	CHRIS DUROW 5912 JERSEY AVENUE N CRYSTAL MN 55428						Summary Total		1,275.00
							Payment Amount		1,275.00
104267	ELITE SANITATION		PV	113585	001	00999	5/23/2022	28624	573.12
	ELITE SANITATION PO BOX 526 ELK RIVER MN 55330						Summary Total		573.12
							Payment Amount		573.12
100993	EMBEDDED SYSTEMS, INC	PROJECT SIREN 2	PV	113493	001	00999	5/23/2022	344341	337.50
	EMBEDDED SYSTEMS, INC 11931 HWY #65 NE BLAINE MN 55434						Summary Total		337.50
							Payment Amount		337.50
100169	EMERGENCY APPARATUS MAINTENANCE INC		PV	113319	001	00999	5/12/2022	123264	4,516.56
	EMERGENCY APPARATUS MAINTENANCE INC 7512 4TH AVENUE LINO LAKES MN 55014						Summary Total		4,516.56
							Payment Amount		4,516.56
100143	FERGUSON WATERWORKS # 2518	CUST 24740	PV	113551	001	00999	6/2/2022	0494804	728.00
	FERGUSON WATERWORKS 2516						Summary Total		728.00

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

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
	P O BOX 802817 CHICAGO IL 60680-2817								
				Payment Amount					728.00
119452	FLORA, GERALD MARK/THE HOLY ROCKA ROLLAZ	SUMMER CONCERT PERFORMANCE	PV	113552	001	00999	6/2/2022	060222	1,750.00
	GERALD MARK FLORA 1907 ST ANTHONY PARKWAY MINNEAPOLIS MN 55418			Summary Total					1,750.00
				Payment Amount					1,750.00
119348	GILLAN, LEA	WATER EFFICIENCY REBATE	PV	113386	001	00999	5/25/2022	052522	311.00
	LEA GILLAN 15565 SODIUM WAY RAMSEY MN 55303			Summary Total					311.00
				Payment Amount					311.00
110568	GREEN VALLEY GREENHOUSE		PV	113556	001	00999	5/19/2022	22000647827	334.05
	GREEN VALLEY GREENHOUSE			Summary Total					334.05
	6530 GREEN VALLEY ROAD		PV	113586	001	00999	5/26/2022	220000049963	19.99
	RAMSEY MN 55303			Summary Total					19.99
			PV	113588	001	00999	5/16/2022	220000046435	170.05
				Summary Total					170.05
			PV	113589	001	00999	5/17/2022	220000046922	117.00
				Summary Total					117.00
				Payment Amount					641.09
117332	HEARTLAND TIRE INC		PV	113365	001	00999	5/20/2022	9027446	177.91
	HEARTLAND TIRE INC 7151 RIVERDALE DRIVE NW RAMSEY MN 55303			Summary Total					177.91
				Payment Amount					177.91
112160	HOLIDAY COMPANIES		PV	113581	001	00999	6/1/2022	046801062200	178.50
	HOLIDAY COMPANIES 4567 AMERICAN BLVD W			Summary Total					178.50

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

Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
	BLOOMINGTON MN 55437								
				Payment Amount					178.50
118015	INTERSTATE TESTING LLC		PV	113529	001	00999	5/18/2022	15609	1,249.00
	INTERSTATE TESTING LLC			Summary Total					1,249.00
	P O BOX 55								
	ANOKA MN 55303								
				Payment Amount					1,249.00
119404	JACKSON, AMY	WATER EFFICIENCY REBATE	PV	113387	001	00999	5/25/2022	052522	198.99
	AMY JACKSON			Summary Total					198.99
	5950 158TH AVENUE NW								
	RAMSEY MN 55303								
				Payment Amount					198.99
119395	JORGENS, JENNA	WATER EFFICIENCY REBATE	PV	113310	001	00999	5/19/2022	051922	181.66
	JENNA JORGENS			Summary Total					181.66
	14434 IODINE STREET NW								
	RAMSEY MN 55303								
				Payment Amount					181.66
119432	KNUTSON, MICHAEL	WATER EFFICIENCY REBATE	PV	113530	001	00999	6/1/2022	060122	200.00
	MICHAEL KNUTSON			Summary Total					200.00
	14531 IODINE STREET NW								
	RAMSEY MN 55303								
				Payment Amount					200.00
100256	LANO EQUIPMENT INC	CUST ID: CITYRAMSEY	PV	113492	001	00999	5/9/2022	02-909468	47.50
	LANO EQUIPMENT INC			Summary Total					47.50
	6140 HIGHWAY 10 NW	CUST ID: CITYRAMSEY	PV	113494	001	00999	5/24/2022	02-913530	89.22
	ANOKA MN 55303			Summary Total					89.22
		CUST ID: CITYRAMSEY	PD	113495	001	00999	6/15/2022	02-896178 CM	56.62-
				Summary Total					56.62-
		CUST CITYRAMSEY	PV	113557	001	00999	5/27/2022	02-914614	84.60
				Summary Total					84.60

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Bank Account	999.1010	CASH IN BANK	00002224
Version	LOGIS004V		
Originator	TOAKES		
Payment Instrument	Check Payment		
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Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
								Payment Amount	164.70
119352	LEE, JENNIFER	4 YOGA CLASSES IN MAY	PV	113496	001	00999	5/25/2022	052522	200.00
	JENNIFER LEE 102 SUNSET DRIVE CHAMPLIN MN 55316							Summary Total	200.00
								Payment Amount	200.00
117918	MACQUEEN EMERGENCY	ACCT RAMSE009	PV	113559	001	00999	6/3/2022	P02601	2,310.00
	MACQUEEN EMERGENCY 1125 7TH STREET E ST PAUL MN 55106							Summary Total	2,310.00
								Payment Amount	2,310.00
119392	MAGNAN, SHON	WATER EFFICIENCY REBATE	PV	113307	001	00999	5/17/2022	051722	69.83
	SHON MAGNAN 14612 JUNKITE STREET NW RAMSEY MN 55303							Summary Total	69.83
								Payment Amount	69.83
117425	MAUER MAIN CHEVROLET		PV	113366	001	00999	5/20/2022	5010546	6.98
	MAUER MAIN CHEVROLET 435 WEST MAIN STREET ANOKA MN 55303							Summary Total	6.98
								Payment Amount	6.98
119401	MCDOWELL, ROBERT	WATER EFFICIENCY REBATE	PV	113367	001	00999	5/23/2022	052322	200.00
	ROBERT MCDOWELL 15620 YAKIMA STREET NW RAMSEY MN 55303							Summary Total	200.00
								Payment Amount	200.00
117588	MEDART INC	CUST 70856E	PV	113370	001	00999	5/20/2022	08339325	47.25
	MEDART INC 124 MANUFACTURERS DRIVE							Summary Total	47.25
			PV	113531	001	00999	6/1/2022	08348627	14.40
	ARNOLD MO 63010-4727							Summary Total	14.40

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

Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
				Payment Amount					61.65
108208	METRO PRODUCTS INC		PV	113368	001	00999	5/18/2022	166883	109.77
	METRO PRODUCTS INC 7401 CENTRAL AVENUE NE FRIDLEY MN 55432			Summary Total					109.77
			PV	113388	001	00999	5/20/2022	166920	924.76
				Summary Total					924.76
			PV	113534	001	00999	6/2/2022	167166	55.20
				Summary Total					55.20
			PV	113535	001	00999	5/25/2022	167037	485.70
				Summary Total					485.70
			PV	113583	001	00999	5/26/2022	167060	85.50
				Summary Total					85.50
				Payment Amount					1,660.93
119397	MIDWEST GROUNDCOVER		PV	113326	001	00999	5/20/2022	22031	3,780.00
	MIDWEST GROUNDCOVER PO BOX 120 ORONO MN 55355			Summary Total					3,780.00
				Payment Amount					3,780.00
101164	MILLER CHEVROLET		PV	113504	001	00999	5/27/2022	683226	1,195.51
	MILLER CHEVROLET P O BOX 130 21150 JOHN MILLESS DRIVE ROGERS MN 55374			Summary Total					1,195.51
				Payment Amount					1,195.51
104920	MINNESOTA HIGHWAY SAFETY RESEARCH CNTR	CLASS ID 50155	PV	113323	001	00999	5/17/2022	337900-9254	910.00
	MINNESOTA HIGHWAY SAFETY RESEARCH CNTR 720 FOURTH AVENUE SOUTH ST CLOUD MN 56301-4498			Summary Total					910.00
				Payment Amount					910.00
118388	MITCHELL 1	ACCT 1067454	PV	113565	001	00999	5/23/2022	IB27607354	80.00
	MITCHELL 1 25029 NETWORK PLACE CHICAGO IL 60673-1250			Summary Total					80.00
				Payment Amount					

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Bank Account	999.1010	CASH IN BANK	00002224
Version	LOGIS004V		
Originator	TOAKES		
Payment Instrument	Check Payment		
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Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
									80.00
100328	MN DEPT OF HEALTH WATER	1020035 RAMSEY	PV	113509	001	00999	5/19/2022	05312022	12,223.00
	MN DEPT OF HEALTH DRINKING WATER PROTECTION SECTION P O BOX 64494 ST PAUL MN 55164-0494			Summary Total					12,223.00
				Payment Amount					12,223.00
100345	NAPA AUTO PARTS ELK RIVER		PV	113505	001	00999	5/19/2022	161859	24.18
	NAPA AUTO PARTS ELK RIVER			Summary Total					24.18
	17137 YALE STREET NW		PV	113567	001	00999	5/27/2022	163099	27.28
	P O BOX 1041			Summary Total					27.28
	ELK RIVER MN 55330		PV	113584	001	00999	6/2/2022	163752	239.47
				Summary Total					239.47
			PV	113599	001	00999	6/1/2022	163629	20.47
				Summary Total					20.47
				Payment Amount					311.40
114244	NAVAL SURFACE WARFARE CENTER CRANE DIV	N00164LE0779-22	PV	113506	001	00999	5/17/2022	N00164LE077922	1,200.00
	NAVAL SURFACE WARFARE CENTER WARFARE CEN COMMANDING OFFICER 300 HWY 361 BUILDING 2044 ELECTRO OPTIC ATTEN: D OWENS CRANE IN 47522			Summary Total					1,200.00
				Payment Amount					1,200.00
100360	NORTH STAR TOWING INC		PV	113508	001	00999	5/27/2022	84603	231.00
	NORTH STAR TOWING INC 833 NORTH STREET ANOKA MN 55303			Summary Total					231.00
				Payment Amount					231.00
119394	OHUMUKINI, VICTOR	WATER EFFICIENCY REBATE	PV	113309	001	00999	5/17/2022	051722	500.00

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Bank Account	999.1010	CASH IN BANK	00002224
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Originator	TOAKES		
Payment Instrument	Check Payment		
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Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
	VICTOR OHUMUKINI 5692 160TH LANE RAMSEY MN 55303			Summary Total					500.00
				Payment Amount					500.00
119415	OTTESON, DANYEL	FACILITY USE DEPOSIT REFUND	PV	113510	001	00999	5/26/2022	052622	100.00
	DANYEL OTTESON 20521 GLADIOLA STREET NW COON RAPIDS MN 55303			Summary Total					100.00
				Payment Amount					100.00
100393	PRAIRIE RESTORATIONS INC		PV	113590	001	00999	5/31/2022	32505	1,975.00
	PRAIRIE RESTORATIONS INC 31646 128TH STREET PRINCETON MN 55371			Summary Total					1,975.00
				Payment Amount					1,975.00
112959	PREMIUM WATERS INC	ACCT 621332	PV	113320	001	00999	4/30/2022	621332-04-22	59.29
	PREMIUM WATERS INC			Summary Total					59.29
	P O BOX 9128	ACCT 621331	PV	113321	001	00999	4/30/2022	621331-04-22	110.99
	MINNEAPOLIS MN 55480-9128			Summary Total					110.99
				Payment Amount					170.28
119405	REED, PAM	WATER EFFICIENCY REBATE	PV	113395	001	00999	5/25/2022	052522	200.00
	PAM REED 6070 145TH LANE RAMSEY MN 55303			Summary Total					200.00
				Payment Amount					200.00
119374	SIGN SOLUTIONS USA, LLC		PV	113571	001	00999	6/3/2022	401850	3,148.08
	SIGN SOLUTIONS USA, LLC PO BOX 1408 FARGO ND 58107-1408			Summary Total					3,148.08
				Payment Amount					3,148.08

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Bank Account	999.1010	CASH IN BANK	00002224
Version	LOGIS004V		
Originator	TOAKES		
Payment Instrument	Check Payment		
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Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
117375	STARK, KAREN A		PV	113572	001	00999	5/27/2022	05272022	367.50
	KAREN A STARK 6854 139TH LANE NW #6 RAMSEY MN 55303			Summary Total					367.50
				Payment Amount					367.50
119399	STRAND, TYLER	WATER EFFICIENCY REBATE	PV	113325	001	00999	5/23/2022	052322	57.98
	TYLER STRAND 14429 IODINE STREET NW RAMSEY MN 55303			Summary Total					57.98
				Payment Amount					57.98
116471	SUNBELT RENTALS INC	ACCT 712593	PV	113542	001	00999	5/12/2022	125502046-0001	1,536.90
	SUNBELT RENTALS INC P O BOX 409211 ATLANTA GA 30384-9211			Summary Total					1,536.90
				Payment Amount					1,536.90
100474	SUPERIOR STRIPING INC	Crosswalks	PV	113538	001	00999	6/1/2022	50709	1,250.00
	SUPERIOR STRIPING INC 14021 BASALT STREET NW RAMSEY MN 55303			Summary Total					1,250.00
				Payment Amount					1,250.00
114947	SWEDEBRO INC		PV	113327	001	00999	5/16/2022	2022159	10,000.00
	SWEDEBRO INC 1409 159TH AVENUE NE HAM LAKE MN 55304			Summary Total					10,000.00
				Payment Amount					10,000.00
117111	THINK DIGITAL SIGNS		PV	113582	001	00999	6/2/2022	1534	420.00
	THINK DIGITAL SIGNS 2810 WEST 43RD STREET #203 MINNEAPOLIS MN 55410			Summary Total					420.00
				Payment Amount					420.00
100495	TWIN CITIES FLAG SOURCE		PV	113294	001	00999	5/9/2022	36369	72.00

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Bank Account	999.1010	CASH IN BANK	00002224
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Originator	TOAKES		
Payment Instrument	Check Payment		
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Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount
	TWIN CITIES FLAG SOURCE 3240 - 199TH AVENUE NW ANOKA MN 55303			Summary Total					72.00
				Payment Amount					72.00
111532	USA INFLATABLES	9/9-9/10 Happy Days Deposit	PV	113398	001	00999	5/17/2022	119056	3,655.88
	USA INFLATABLES 10964 MISSISSIPPI DRIVE N CHAMPLIN MN 55316			Summary Total					3,655.88
				Payment Amount					3,655.88
100529	WENDELL'S INC	Wendells 05/16/22 Notary McCan	PV	113396	001	00999	5/16/2022	2689682	11.35
	WENDELL'S INC 6601 BUNKER LAKE BLVD PO BOX 458 RAMSEY MN 55303-0458			Summary Total					11.35
				Payment Amount					11.35
119431	WHITNEY, LEE	WATER EFFICIENCY REBATE	PV	113540	001	00999	5/27/2022	052722	500.00
	LEE WHITNEY 6050 143RD LANE NW RAMSEY MN 55303			Summary Total					500.00
				Payment Amount					500.00
119011	WILTFANG, LINDA	WATER EFFICIENCY REBATE	PV	113374	001	00999	5/23/2022	052322	119.98
	LINDA WILTFANG 14762 WACO STREET NW RAMSEY MN 55303			Summary Total					119.98
				Payment Amount					119.98
106402	ZEP MANUFACTURING COMPANY	CUST 11203273	PV	113292	001	00999	5/18/2022	9007446131	774.01
	ZEP SALES & SERVICE 13237 COLLECTIONS CENTER DRIVE CHICAGO IL 60693			Summary Total					774.01

CITY OF RAMSEY

Create Payment Control Groups

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Originator	TOAKES		
Payment Instrument	Check Payment		
Pay Through Date	12/31/2022		

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Document Itm	Document Co	Due Date	Invoice Number	Payment Amount
								Payment Amount	774.01
								Total Amount to be Processed	76,590.29
								Total Number of Payments to be Processed	58

Payment Group Control Number	3421		
Bank Account	999.1010	CASH IN BANK	00002224
Version	LOGIS004V		
Originator	TOAKES		
Payment Instrument	T	A/P ACH Payment	
Pay Through Date	12/31/2022		

Payee Number	Name / Mailing Address	Stub Message	Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount
100017	AIRGAS USA, LLC	PAYER 2030987	PV	113512	001	00999	5/31/2022	9126381522	152.82
	AIRGAS USA LLC P O BOX 734445 CHICAGO IL 60673-4445				Summary Total				152.82
					Payment Amount				152.82
117343	AMAZON CAPITAL SERVICES INC	ACCT A3VYUQ4FSATYMN	PV	113282	001	00999	5/16/2022	13T1-C9X6-DGXT	1,705.83
	AMAZON CAPITAL SERVICES INC				Summary Total				1,705.83
	PO BOX 035184	ACCT A3VYUQ4FSATYMN	PV	113284	001	00999	5/16/2022	1KW6-3KFC-GVRY	228.51
	SEATTLE WA 98124-5184				Summary Total				228.51
		ACCT A3VYUQ4FSATYMN	PV	113474	001	00999	5/30/2022	16YR-XMGR-4LRY	499.83
					Summary Total				499.83
		ACCT A3VYUQ4FSATYMN	PV	113475	001	00999	5/30/2022	16YR-XMGR-3NTW	29.99
					Summary Total				29.99
		ACCT A3VYUQ4FSATYMN	PV	113516	001	00999	5/30/2022	1DV6-TVP3-49R4	3.78
					Summary Total				3.78
					Payment Amount				2,467.94
109256	AMERICAN ENGINEERING TESTING INC	PROJ P-0011827,ACCT CUS-021361	PV	113476	001	00999	5/18/2022	INV-070736	3,760.00
	AMERICAN ENGINEERING TESTING INC				Summary Total				3,760.00
	PO BOX 860678	PROJ P-0011971,ACCT CUS-021361	PV	113477	001	00999	5/20/2022	INV-070186	1,495.75
	MINNEAPOLIS MN 55486				Summary Total				1,495.75
		ACCT CUS-021361	PV	113595	001	00999	5/20/2022	INV-071823	712.00
					Summary Total				712.00
		ACCT CUS-021361	PV	113597	001	00999	5/23/2022	INV-071570	4,206.25
					Summary Total				4,206.25
		ACCT CUS-021361	PV	113598	001	00999	5/26/2022	INV-071568	3,232.50
					Summary Total				3,232.50
					Payment Amount				13,406.50
110553	ANCHOR PAPER COMPANY	5000787	PV	113545	001	00999	6/2/2022	10689601-00	2,198.00
	ANCHOR PAPER COMPANY 480 BROADWAY STREET ST PAUL MN 55101				Summary Total				2,198.00
					Payment Amount				2,198.00

Payment Group Control Number	3421		
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
100026	ANDERSON IRRIGATION		PV	113587	001	00999	6/3/2022	888	3,172.28
	ANDERSON IRRIGATION 3200 MAIN STREET NE SUITE 240 MINNEAPOLIS MN 55448						Summary Total		3,172.28
							Payment Amount		3,172.28
100029	ANOKA AREA CHAMBER OF COMMERCE	Anoka Chamber Networking	PV	113377	001	00999	5/20/2022	29586	700.00
	ANOKA AREA CHAMBER OF COMMERCE 12 BRIDGE SQUARE ANOKA MN 55303						Summary Total		700.00
							Payment Amount		700.00
100043	ANOKA COUNTY PROPERTY RECORDS TAXATION	Recording-City of Ramsey (534)	PV	113579	001	00999	5/31/2022	534 MAY 2022	230.00
	ANOKA COUNTY PROPERTY RECORDS TAXATION 2100 - 3RD AVENUE ANOKA MN 55303						Summary Total		230.00
							Payment Amount		230.00
107587	ANOKA COUNTY TREASURY DEPARTMENT	CUST 130878	PV	113478	001	00999	5/19/2022	B220517M	492.00
	ANOKA COUNTY TREASURY DEPARTMENT 2100 THIRD AVENUE ANOKA MN 55303						Summary Total		492.00
							Payment Amount		492.00
106346	BAUER BUILT INCORPORATED		PV	113546	001	00999	5/25/2022	940088024	595.52
	BAUER BUILT INCORPORATED 8270 W 35W SERVICE DR BLAINE MN 55449						Summary Total		595.52
							Payment Amount		595.52
100647	BOLTON AND MENK INC	CLIENT RAMS,PROJECT 0R1.126299	PV	113482	001	00999	5/18/2022	0289526	5,372.50
	BOLTON AND MENK INC						Summary Total		5,372.50
	1960 PREMIER DRIVE	CLIENT RAMS,PROJECT	PV	113483	001	00999	5/18/2022	0289523	1,361.50

Payment Group Control Number	3421		
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
		0R1.125908							
	MANKATO MN 56001-5900			Summary Total					1,361.50
		CLIENT RAMS,PROJECT 0R1.127157	PV	113484	001	00999	5/18/2022	0289522	262.50
				Summary Total					262.50
		CLIENT RAMS,PROJECT 0R1.125907	PV	113485	001	00999	5/18/2022	0289525	23,725.00
				Summary Total					23,725.00
		CLIENT RAMS,PROJECT 0R1.127005	PV	113486	001	00999	5/18/2022	0289524	13,000.00
				Summary Total					13,000.00
		CLIENT RAMS,PROJECT 0R1.124017	PV	113487	001	00999	5/18/2022	0289520	145.00
				Summary Total					145.00
		CLIENT RAMS	PV	113596	001	00999	5/18/2022	0289521	1,812.50
				Summary Total					1,812.50
				Payment Amount					45,679.00
103975	BROZAK, LUANN	Letterhead	PV	113281	001	00999	5/13/2022	1016	364.00
	LUANN BROZAK			Summary Total					364.00
	18790 GARNET STREET NW		PV	113380	001	00999	5/23/2022	1017	174.00
	ANOKA MN 55303			Summary Total					174.00
				Payment Amount					538.00
116845	CADY BUSINESS TECHNOLOGIES INC	ACCT 5135	PV	113543	001	00999	6/3/2022	53240	844.37
	CADY BUSINESS TECHNOLOGIES INC			Summary Total					844.37
	3030 HARBOR LANE SUITE 104	ACCT 16985	PV	113544	001	00999	6/2/2022	IN-800107282279	39.00
	PLYMOUTH MN 55447			Summary Total					39.00
				Payment Amount					883.37
112019	CENTRAL HYDRAULICS INC		PV	113363	001	00999	5/17/2022	75595	147.37
	CENTRAL HYDRAULICS INC 21877 INDUSTRIAL COURT ROGERS MN 55374			Summary Total					147.37
				Payment Amount					147.37

Payment Group Control Number	3421		
Bank Account	999.1010	CASH IN BANK	00002224
Version	LOGIS004V		
Originator	TOAKES		
Payment Instrument	T	A/P ACH Payment	
Pay Through Date	12/31/2022		

Payee Number	Name / Mailing Address	Stub Message	Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount
114549	CHETS SHOES INC		PV	113288	001	00999	4/30/2022	52000	300.00
	CHETS SHOES INC				Summary Total				300.00
	8870 RENDOVA STREET NE								
	CIRCLE PINES MN 55014								
					Payment Amount				300.00
116197	CINTAS CORPORATION	PAYER # 12455017	PV	113287	001	00999	5/13/2022	4119324277	33.91
	CINTAS CORPORATION				Summary Total				33.91
	CINTAS LOC #4K	PAYER# 12455017	PV	113361	001	00999	5/20/2022	4120004560	42.25
	P O BOX 650838				Summary Total				42.25
	DALLAS TX 75265-0838	PAYER# 12455017	PV	113488	001	00999	5/27/2022	4120724172	42.86
					Summary Total				42.86
		PAYER# 12455017	PV	113547	001	00999	6/3/2022	4121337664	34.70
					Summary Total				34.70
		PAYER# 12455483	PV	113548	001	00999	6/3/2022	4121337493	16.56
					Summary Total				16.56
					Payment Amount				170.28
113306	DEFINITIVE TECHNOLOGY SOLUTIONS INC	ACCT C013	PV	113489	001	00999	5/22/2022	INV236893	370.25
	DEFINITIVE TECHNOLOGY SOLUTIONS INC				Summary Total				370.25
	9401 JAMES AVENUE SOUTH SUITE 162								
	BLOOMINGTON MN 55431-2549								
					Payment Amount				370.25
100144	DEHN OIL COMPANY	ACCT 63040029	PV	113289	001	00999	5/13/2022	91553	4,005.00
	DEHN OIL COMPANY				Summary Total				4,005.00
	6735 141ST AVENUE NW	ACCT 63040029	PV	113362	001	00999	5/20/2022	90897	3,712.50
	RAMSEY MN 55303				Summary Total				3,712.50
		ACCT 63040029	PV	113364	001	00999	5/20/2022	90898	4,715.00
					Summary Total				4,715.00
		ACCT 63040029	PV	113490	001	00999	5/27/2022	90975	3,649.50
					Summary Total				3,649.50
		ACCT 63040029	PV	113549	001	00999	6/3/2022	88584	4,036.50
					Summary Total				4,036.50
					Payment Amount				20,118.50

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Payment Group Control Number	3421		
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Version	LOGIS004V		
Originator	TOAKES		
Payment Instrument	T	A/P ACH Payment	
Pay Through Date	12/31/2022		

Payee Number	Name / Mailing Address	Stub Message	Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount
117489	DISPLAY SALES COMPANY	ACCT 141715	PV	113517	001	00999	5/31/2022	INV-032630	793.00
	DISPLAY SALES COMPANY SUITE 112 6300 W OLD SHAKOPEE ROAD BLOOMINGTON MN 55438			Summary Total					793.00
				Payment Amount					793.00
101185	DO ALL PRINTING COM INC		PV	113318	001	00999	5/12/2022	54716	233.00
	DO ALL PRINTING COM INC 6360 HIGHWAY 10 NW RAMSEY MN 55303			Summary Total					233.00
				Payment Amount					233.00
116175	ECKBERG LAMMERS ATTORNEYS AT LAW	Inv # 05 2022	PV	113525	001	00999	5/31/2022	05 2022	6,113.96
	ECKBERG LAMMERS ATTORNEYS AT LAW 1809 NORTHWESTERN AVENUE STILLWATER MN 55082			Summary Total					6,113.96
				Payment Amount					6,113.96
100158	ECM PUBLISHERS INC	SUBSCRIPTION ACUBK116	PV	113378	001	00999	4/30/2022	27620	18.75
	ECM PUBLISHERS INC			Summary Total					18.75
	4095 COON RAPIDS BLVD	ACCT 370702	PV	113379	001	00999	5/13/2022	892100	96.75
	COON RAPIDS MN 55433			Summary Total					96.75
		ACCT 370702	PV	113381	001	00999	5/13/2022	892097	89.88
				Summary Total					89.88
		ACCT 370702	PV	113382	001	00999	5/13/2022	892099	96.75
				Summary Total					96.75
		ACCT 370702	PV	113383	001	00999	5/13/2022	892101	91.38
				Summary Total					91.38
		ACCT 370702	PV	113384	001	00999	5/13/2022	892098	75.25
				Summary Total					75.25
		ACCT 370702	PV	113578	001	00999	5/29/2022	894729	419.60
				Summary Total					419.60
				Payment Amount					888.36

Payment Group Control Number 3421
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
108737	EMERGENCY AUTOMOTIVE TECHNOLOGY INC		PV	113385	001	00999	5/23/2022	DL051722-23	65.29
	EMERGENCY AUTOMOTIVE TECHNOLOGY INC 2755 GENEVA AVE N OAKDALE MN 55128			Summary Total					65.29
				Payment Amount					65.29
107099	FASTENAL	CUST MNTC80321	PV	113290	001	00999	5/16/2022	MNTC8202287	9.75
	FASTENAL COMPANY			Summary Total					9.75
	P O BOX 1286	CUST MNTC80321	PV	113491	001	00999	5/27/2022	MNTC8202534	.52
	WINONA MN 55987			Summary Total					.52
				Payment Amount					10.27
100200	GOPHER STATE ONE CALL INC	ACCT MN00633	PV	113553	001	00999	5/31/2022	2050690	498.15
	GOPHER STATE ONE CALL 7223 PARKWAY DRIVE SUITE 210 HANOVER MD 21076-1317			Summary Total					498.15
				Payment Amount					498.15
100204	GRAFIX SHOPPE		PV	113526	001	00999	5/25/2022	145042	495.00
	GRAFIX SHOPPE 3240 MIKE COLLINS DRIVE EAGAN MN 55121			Summary Total					495.00
				Payment Amount					495.00
100650	GRAINGER	ACCT 806511127	PV	113322	001	00999	5/19/2022	9317903947	25.62
	GRAINGER INC			Summary Total					25.62
	DEPT. 806511127	ACCT 806511127	PV	113527	001	00999	5/26/2022	9325886761	25.84
	PALATINE IL 60038-0001			Summary Total					25.84
				Payment Amount					51.46
100211	HAWKINS INC		PV	113279	001	00999	5/15/2022	6184684	180.00
	HAWKINS INC			Summary Total					180.00
	P O BOX 860263		PV	113369	001	00999	5/20/2022	6192577	3,377.37
	MINNEAPOLIS MN 55486-0263			Summary Total					3,377.37
				Payment Amount					3,557.37

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Originator	TOAKES		
Payment Instrument	T	A/P ACH Payment	
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Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
119037	HOLSTAD & KNAAK, PLC	May 31 2022	PV	113541	001	00999	5/31/2022	05312022	4,050.00
	HKB LAW 4501 ALLENDALE DRIVE WHITE BEAR LAKE MN 55127			Summary Total					4,050.00
				Payment Amount					4,050.00
112475	INNOVATIVE OFFICE SOLUTIONS	Innovative S27569	PV	113528	001	00999	5/27/2022	IN3807667	84.81
	INNOVATIVE OFFICE SOLUTIONS LOCKBOX 131434 P O BOX 1414 MINNEAPOLIS MN 55480-1414			Summary Total					84.81
				Payment Amount					84.81
119400	LION FIRST RESPONDERS PPE INC	CUST 351737	PV	113497	001	00999	5/18/2022	30182847	20.00
	LION L-3505 COLUMBUS OH 43260			Summary Total					20.00
				Payment Amount					20.00
100266	LOGIS		PV	113554	001	00999	6/1/2022	52182	19,974.00
	LOCAL GOVERNMENT INFORMATION SYSTEMS ASS 5750 DULUTH STREET GOLDEN VALLEY MN 55422-4036			Summary Total					19,974.00
			PV	113555	001	00999	5/31/2022	52298	3,526.28
				Summary Total					3,526.28
			PV	113558	001	00999	5/31/2022	52253	617.50
				Summary Total					617.50
				Payment Amount					24,117.78
100283	MENARDS COON RAPIDS	ACCT 30280262	PV	113498	001	00999	5/24/2022	73128	251.35
	MENARDS COON RAPIDS 3045 MAIN STREET COON RAPIDS MN 55433			Summary Total					251.35
		ACCT 30280262	PV	113499	001	00999	5/16/2022	72650	23.98
				Summary Total					23.98
		ACCT 30280262	PV	113500	001	00999	5/27/2022	73337	6.08
				Summary Total					6.08
		ACCT 30280262	PV	113532	001	00999	5/20/2022	72899	6.96
				Summary Total					6.96
		ACCT 30280262	PV	113533	001	00999	5/18/2022	72786	30.36
				Summary Total					30.36

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Payment Instrument	T	A/P ACH Payment	
Pay Through Date	12/31/2022		

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
		ACCT 30280262	PV	113560	001	00999	6/2/2022	73633	379.24
				Summary Total					379.24
		ACCT 30280262	PV	113562	001	00999	6/2/2022	73632	79.98
				Summary Total					79.98
		ACCT 30280262	PV	113563	001	00999	5/31/2022	73558	52.15
				Summary Total					52.15
		ACCT 30280262	PV	113564	001	00999	6/1/2022	73577	39.83
				Summary Total					39.83
				Payment Amount					869.93
100284	MENARDS ELK RIVER	acct 31250289	PV	113399	001	00999	5/16/2022	52619	179.98
	MENARDS ELK RIVER			Summary Total					179.98
	19521 EVANS STREET NW	acct 31250289	PV	113501	001	00999	5/18/2022	52742	156.52
	ELK RIVER MN 55330-1077			Summary Total					156.52
		acct 31250289	PV	113502	001	00999	5/18/2022	52749	134.01
				Summary Total					134.01
		acct 31250289	PV	113503	001	00999	5/10/2022	52262	125.91
				Summary Total					125.91
		acct 31250289	PV	113561	001	00999	5/24/2022	53187	232.09
				Summary Total					232.09
				Payment Amount					828.51
116334	MN BOARDWALKS LLC	LAKE ITASCA BOARDWALK	PV	113577	001	00999	6/6/2022	1753	34,500.00
	MN BOARDWALKS LLC			Summary Total					34,500.00
	8617 80TH STREET								
	GLENCOE MN 55336								
				Payment Amount					34,500.00
100341	MTI DISTRIBUTING INC		PV	113291	001	00999	5/18/2022	1344488-00	695.99
	MTI DISTRIBUTING INC			Summary Total					695.99
	SDS 12-1900	CUST 180350	PV	113372	001	00999	5/19/2022	1344743-00	601.99
	P O BOX 86			Summary Total					601.99
	MINNEAPOLIS MN 55486-1900								
				Payment Amount					1,297.98
115167	NET TRANSCRIPTS INC		PV	113389	001	00999	5/15/2022	#NT10737	8.58
	NET TRANSCRIPTS INC			Summary Total					8.58

Payment Group Control Number	3421		
Bank Account	999.1010	CASH IN BANK	00002224
Version	LOGIS004V		
Originator	TOAKES		
Payment Instrument	T	A/P ACH Payment	
Pay Through Date	12/31/2022		

Payee Number	Name / Mailing Address	Stub Message	Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount
	PO BOX 95777								
	CHICAGO IL 60694-5777								
				Payment Amount					8.58
100354	NEWMAN SIGNS INC	CUST RAM-03-003	PV	113373	001	00999	5/19/2022	TRFINV039472	232.99
	NEWMAN SIGNS INC			Summary Total					232.99
	PO BOX 1728	CUST RAM-03-003	PV	113507	001	00999	5/26/2022	TRFINV039768	872.00
	JAMESTOWN ND 58402-1728			Summary Total					872.00
				Payment Amount					1,104.99
100363	NORTHERN SANITARY SUPPLY CO	CUST R2298	PV	113376	001	00999	5/23/2022	204393	536.36
	NORTHERN SANITARY SUPPLY CO			Summary Total					536.36
	341 COON RAPIDS BLVD	CUST R2298	PV	113568	001	00999	6/3/2022	204499	382.54
	MINNEAPOLIS MN 55433			Summary Total					382.54
				Payment Amount					918.90
115071	NORTHLAND OCCUPATIONAL HEALTH		PV	113390	001	00999	5/17/2022	14661	100.00
	NORTHLAND OCCUPATIONAL HEALTH			Summary Total					100.00
	7533 SUNWOOD DRIVE NW		PV	113391	001	00999	5/19/2022	14698	50.00
	SUITE 212								
	RAMSEY MN 55303			Summary Total					50.00
			PV	113392	001	00999	5/24/2022	14733	50.00
				Summary Total					50.00
			PV	113393	001	00999	5/24/2022	14736	50.00
				Summary Total					50.00
			PV	113394	001	00999	5/18/2022	14690	50.00
				Summary Total					50.00
			PV	113566	001	00999	5/26/2022	14818	50.00
				Summary Total					50.00
				Payment Amount					350.00
110547	NORTHWEST LIGHTING SYSTEMS CO.	CUST CIT720	PV	113375	001	00999	5/23/2022	125209	139.00
	NORTHWEST LIGHTING SYSTEMS CO.			Summary Total					139.00
	736 CRAIG AVENUE								
	TRACY MN 56175								
				Payment Amount					139.00

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Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
110480	OPUS 21 MANAGEMENT SOLUTIONS		PV	113324	001	00999	5/16/2022	220456	13,525.84
	OPUS 21 MANAGEMENT SOLUTIONS 680 COMMERCE DRIVE SUITE 160 WOODBURY MN 55125						Summary Total		13,525.84
							Payment Amount		13,525.84
112421	PERRILL	June Invoice	PV	113569	001	00999	6/1/2022	257499	200.00
	PERRIL 110 CHESHIRE LANE SUITE 105 MINNETONKA MN 55305						Summary Total		200.00
							Payment Amount		200.00
114134	PHASOR ELECTRIC COMPANY	CUST 23711	PV	113371	001	00999	5/20/2022	048962	415.00
	PHASOR ELECTRIC COMPANY 2160 108TH LANE NE BLAINE MN 55449						Summary Total		415.00
							Payment Amount		415.00
100384	PLAISTED COMPANIES INC		PV	113573	001	00999	5/31/2022	52141	839.40
	PLAISTED COMPANIES INC PO BOX 332 11555 - 205TH AVENUE NW ELK RIVER MN 55330						Summary Total		839.40
							Payment Amount		839.40
113444	PRECISE	CUST REF 2022-04 SUBSCRIPTION	PV	113511	001	00999	5/24/2022	200-1036969	775.00
	PRECISE 501 EAST CLIFF ROAD SUITE 100 BURNSVILLE MN 55337						Summary Total		775.00
							Payment Amount		775.00
100921	RETROFIT COMPANIES INC	Recycled Items and Trailer	PV	113580	001	00999	6/3/2022	0116271-IN	657.69
	RETROFIT COMPANIES INC 1010 HOFFMAN DRIVE SUITE A						Summary Total		657.69

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Payment Instrument	T	A/P ACH Payment	
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Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
	OWATONNA MN 55060								
				Payment Amount					657.69
116092	ROADKILL ANIMAL CONTROL	MAY INVOICE	PV	113536	001	00999	5/31/2022	05/31/2022	186.00
	ROADKILL ANIMAL CONTROL			Summary Total					186.00
	520 HAROLD DRIVE								
	BURNSVILLE MN 55337								
				Payment Amount					186.00
100431	SAFETY KLEEN CORPORATION	CI23667	PV	113293	001	00999	5/5/2022	CN14742910	110.97
	SAFETY KLEEN CORPORATION			Summary Total					110.97
	PO BOX 975201								
	DALLAS TX 75397-5201								
				Payment Amount					110.97
107711	SCHINDLER ELEVATOR	BILLING ID 500143702	PV	113537	001	00999	6/1/2022	8105959100	1,628.55
	SCHINDLER ELEVATOR			Summary Total					1,628.55
	P O BOX 93050								
	CHICAGO IL 60673-3050								
				Payment Amount					1,628.55
112545	SHI	CUST 1020930	PV	113283	001	00999	5/13/2022	B15224816	1,413.00
	SHI INTERNATIONAL CORP.			Summary Total					1,413.00
	P O BOX 952121	CUST 1020930	PV	113570	001	00999	6/2/2022	B15326533	5,833.20
	DALLAS TX 75395-2121			Summary Total					5,833.20
				Payment Amount					7,246.20
100469	STREICHER'S POLICE EQUIPMENT		PV	113591	001	00999	5/20/2022	I1569667	190.00
	STREICHER'S POLICE EQUIPMENT			Summary Total					190.00
	10911 WEST HWY 55		PV	113592	001	00999	5/24/2022	I1570066	2,109.60
	MINNEAPOLIS MN 55441			Summary Total					2,109.60
			PV	113593	001	00999	5/19/2022	I1569267	1,341.96
				Summary Total					1,341.96
			PV	113594	001	00999	5/25/2022	I1570363	1,317.00
				Summary Total					1,317.00
				Payment Amount					4,958.56

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Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
116602	TEAM LABORATORY CHEMICAL LLC	$11.68 discount taken	PV	113576	001	00999	5/27/2022	INV0030632	1,199.82
	TEAM LABORATORY CHEMICAL LLC P O BOX 1467 28650 STATE HWY 34 DETROIT LAKES MN 56501			Summary Total					1,199.82
				Payment Amount					1,199.82
100485	TIMESAVER OFF SITE SECRETARIAL INC		PV	113280	001	00999	5/14/2022	M27331	1,242.26
	TIMESAVER OFF SITE SECRETARIAL INC 21021 KAROLINE COURT N FOREST LAKE MN 55025			Summary Total					1,242.26
			PV	113539	001	00999	5/31/2022	M27371	2,669.89
				Summary Total					2,669.89
				Payment Amount					3,912.15
106812	TWIN CITY FILTER SERVICE INC	CUST CITYRA	PV	113574	001	00999	6/1/2022	0723377-IN	246.76
	TWIN CITY FILTER SERVICE INC 2529 25TH AVE S MINNEAPOLIS MN 55406-1280			Summary Total					246.76
				Payment Amount					246.76
106351	WATER LABORATORIES, INC		PV	113575	001	00999	5/31/2022	9061	660.00
	WATER LABORATORIES, INC 333 EAST MAIN STREET PO BOX 388 ELK RIVER MN 55330			Summary Total					660.00
				Payment Amount					660.00
101257	YOUTH FIRST	Youth First 05/17 Mayors' Pray	PV	113397	001	00999	5/17/2022	1009	35.00
	YOUTH FIRST 6701 HWY 10 NW RAMSEY MN 55303			Summary Total					35.00
				Payment Amount					35.00
				Total Amount to be Processed					209,215.11

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Pay Through Date	12/31/2022		

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Document Itm	Document Co	Due Date	Invoice Number	Payment Amount
								Total Number of Payments to be Processed	56

Accounts Payable
Checks $76,590.29
ACH $209,215.11
$285,805.40

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Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #22-140

RESOLUTION APPROVING CASH DISBURSEMENTS MADE AND AUTHORIZING PAYMENT OF ACCOUNTS PAYABLE INVOICING RECEIVED DURING THE PERIOD OF MAY 19, 2022, THROUGH JUNE 8, 2022

WHEREAS, the City of Ramsey Finance Department has made cash disbursements and received accounts payable invoicing during the period of May 19, 2022, through June 8, 2022, in the amount of $844,907.83 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 May 19, 2022, through June 8, 2022, in the amount of $844,907.83.

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 14th day of June, 2022.

_____
Mayor

ATTEST:

_____
City Clerk

CC Regular Session **5. 14.**

Meeting Date: 06/14/2022

By: Bruce Westby, Engineering/Public Works

Information

Title

Adopt Resolution #22-113 Approving Shawn Acres Park Cartway Easement Agreement to Thorn Lake Property (PID #04-32-25-31-0001); Case of Thomas Kurak

Purpose/Background:

Purpose:

The purpose of this case is to adopt Resolution #22-113 approving the Cartway Easement Agreement through Shawn Acres Park providing a cartway to Thorn Lake Property PID #04-32-25-31-0001.

Background:

On August 18, 2021, the City of Ramsey received an official petition from Tom Kurak (the "Petitioner") pursuant to Minnesota Statute 435.37 requesting establishment of a cartway to access the landlocked Thorn Lake parcel having PID #04-32-25-31-0001 (the "Subject Property"). A copy of the petition is attached.

Minnesota Statute 435.37, subd. 1(a), requires a city council to establish a cartway at least two rods wide connecting a petitioner's land to a public road if a petition is presented by the owner of a tract of land containing at least five acres who has no access thereto except over lands of others.

Minnesota Statute 435.37, subd. 1(b), states that the city council may select an alternate route other than that petitioned for if the alternate route is deemed by the city council to be less disruptive and less damaging to the affected landowners and in the public's best interest.

Minnesota Statute 435.37, subd. 1(c), states that the amount of damages must be paid by the petitioner to the city before the cartway is opened. For the purposes of said subdivision, damages means (1) the compensation (if any) awarded to the owner of the land upon which the cartway is established and (2) the costs of professional and other services, hearing costs, administrative costs, recording costs, and other costs and expenses that the city may incur in connection with the proceedings for the establishment of the cartway.

On September 14, 2021, Staff presented the petition for cartway access to the Subject Property to the City Council, outlined the Petitioner's requested cartway route, and presented two alternate routes developed by City Staff.

On October 12, 2021, the City Council adopted Resolution #21-291 designating the route for the petitioned cartway access to the Subject Property using Staff's recommended route through Shawn Acres Park, and ordering a Public Hearing for 7 pm on December 14, 2021.

On November 9, 2021, the City Council adopted Resolution #21-316 rescheduling the Public Hearing at the request of the Petitioner to 7 pm on February 8, 2022, to allow the Petitioner to attend the hearing and to provide additional time for the Petitioner to serve required hearing notices.

On February 2, 2022, the Petitioner submitted notarized affidavits to the City verifying that the required Public Hearing notices were delivered to all parties within the required timelines and provided an escrow payment of $20,000 to cover the City's costs and expenses related to their petition request. The Petitioner also posted Public Hearing notices at the City's posting places within the required timelines.

On February 8, 2022, the Ramsey City Council held a Public Hearing to receive public testimony, evidence, opinions, or views, and to approve the designated cartway route over, under, and across the southerly and easterly 33 feet of Shawn Acres Park, as well as over a 33-foot wide portion of the private property located at 7705 173rd Avenue NW.

Following the Public Hearing, Staff worked with the Petitioner to prepare two draft cartway easement agreements, with one agreement being between the Petitioner and the property owners at 7705 173rd Avenue NW to acquire a cartway easement over, under, and across 2,899 square feet of their private property, and the other agreement being between the Petitioner and the City to acquire a cartway easement over, under, and across 32,132 square feet of Shawn Acres Park along the southerly and easterly 33 feet of the park.

On April 15, 2022, the Petitioner emailed the City Administrator, City Engineer, as well as all City Council members, noting objections to two conditions in the draft agreements.

On April 26, 2022, Staff received direction from the City Council following discussions with the Petitioner and Staff during the Council's work session, which Staff used to prepare two final cartway easements agreements.

The Petitioner and the property owners at 7705 173rd Avenue have snice executed the final agreement between these two parties, and the Petitioner recorded the executed agreement on May 6, 2022. A copy of this recorded agreement is attached to this case.

The Petitioner has also signed the final agreement prepared by Staff for Shawn Acres Park on May 4, 2022. A copy of this agreement with the Petitioner's signature is attached to this case.

The City Attorney reviewed and approved both final agreements as to legal form.

Observations/Alternatives:

Observations:
Following City Council approval of the final cartway easement agreement for Shawn Acres Park, the City Administrator and Mayor will sign two copies of the agreement and Staff will record the agreements at the Anoka County Government Center. Staff will then keep one copy for City files, and will provide the other copy to the Petitioner.

As per City Council direction, Staff will release $14,500 of the escrow submitted by the Petitioner.

Recommendation:

Staff recommends adopting Resolution #22-113 approving the Cartway Easement Agreement through Shawn Acres Park providing a cartway to Thorn Lake Property PID #04-32-25-31-0001.

Action:

Adopt Resolution #22-113 approving the Cartway Easement Agreement through Shawn Acres Park providing a cartway to Thorn Lake Property PID #04-32-25-31-0001.

Attachments

ACTION: Resolution 22-113
Recorded Cartway Agreement 7705 173rd Ave
ACTION: Shawn Acres Park Agreement
Cartway Easement Petition

Form Review

Inbox	Reviewed By	Date

Brian Hagen	Brian Hagen	06/09/2022 01:23 PM
Form Started By: Bruce Westby		Started On: 05/04/2022 11:58 AM
Final Approval Date: 06/09/2022		

Councilmember _____ introduced the following resolution and moved for its adoption:

RESOLUTION #22-113

RESOLUTION APPROVING SHAWN ACRES PARK CARTWAY EASEMENT AGREEMENT TO THORN LAKE PROPERTY PID #04-32-25-31-0001

WHEREAS, on August 18, 2021, the City of Ramsey received a petition for the establishment of a cartway to access the landlocked Thorn Lake parcel having PID #04-32-25-31-0001, and

WHEREAS, the petition seeks to establish a cartway pursuant to Minnesota Statute 435.37, and

WHEREAS, the legal description of the petitioned cartway is as follows:

Route 1 – Petitioned Cartway Easement Description:

A permanent easement for cartway purposes over, under, and across the northerly 16.50 feet of Lot 4, Block 1, WILLIAMS WOODS, Anoka County, Minnesota.

A permanent easement for cartway purposes over, under, and across the southerly 16.50 feet of Lot 5, Block 1, WILLIAMS WOODS, Anoka County, Minnesota.

and

WHEREAS, the legal description of City Staff's recommended cartway is as follows:

Route 2 – Staff's recommended Cartway Easement Description:

A permanent easement for cartway purposes over, under, and across the southerly and easterly 33 feet of PARK, SHAWN ACRES, Anoka County, Minnesota.

A permanent easement for cartway purposes over, under, and across that part of the Southeast ¼ of the Southwest ¼ of section 4, Township 32, Range 25 described as follows: Commencing at the Southwest corner of said Southeast ¼ of the Southwest ¼ thence East along the South line thereof a distance of 200 feet; thence North and parallel with the West line of said Southeast ¼ of the Southwest ¼ to the point of intersection with the North line of said Southeast ¼ of the Southwest ¼; thence West along the said North line to its intersection with the West line thereof; thence South along the West line of said Southeast ¼ of the Southwest ¼ to the point of beginning. Subject to easement restrictions and reservations of record if any.

Commencing at the Northwest corner of said Parcel, thence South 00 degrees 50 minutes 44 seconds West a distance of 88.32 feet; thence North 79 degrees 06 minutes 09 seconds East a distance of 30.63 feet; thence North 00 degrees 51 minutes 94 seconds East a

distance of 81.90 feet to the North line of said Parcel; thence westerly along said North line of said Parcel to the point of beginning.

and

WHEREAS, Minnesota Statute 435.37, subd. 1(a), requires a city council to establish a cartway at least two rods wide connecting a petitioner's land to a public road if a petition is presented by the owner of a tract of land containing at least five acres who has no access thereto except over lands of others; and

WHEREAS, Minnesota Statute 435.37, subd. 1(b), states that the city council may select an alternate route other than that petitioned for if the alternate route is deemed by the city council to be less disruptive and less damaging to the affected landowners and in the public's best interest; and

WHEREAS, Minnesota Statute 435.37, subd. 1(c), states that the amount of damages must be paid by the petitioner to the city before the cartway is opened. For the purposes of said subdivision, damages means (1) the compensation (if any) awarded to the owner of the land upon which the cartway is established and (2) the costs of professional and other services, hearing costs, administrative costs, recording costs, and other costs and expenses that the city may incur in connection with the proceedings for the establishment of the cartway; and

WHEREAS, pursuant to Ramsey City Council Resolution #21-291, adopted on October 12, 2021, a route for the petitioned cartway access to Thorn Lake property PID #04-32-25-31-0001 was designated using the alternate route through Shawn Acres Park, and a Public Hearing was ordered for December 14, 2021, at 7:00 pm, and

WHEREAS, pursuant to Ramsey City Council Resolution #21-316, adopted on November 9, 2021, the Public Hearing was rescheduled at the request of the petitioner to February 8, 2022, at 7:00 pm for the purpose of allowing the petitioner to attend the hearing and to provide additional time for the petitioner to serve required hearing notices, and

WHEREAS, on February 2, 2022, the petitioner submitted notarized affidavits to the City verifying that the required Public Hearing notices were delivered to all parties within the required timelines and provided an escrow payment of $20,000 to cover the City's costs and expenses related to their petition request, and

WHEREAS, the petitioner posted Public Hearing notices at the City's posting places within the required timelines, and

WHEREAS, pursuant to Ramsey City Council Resolution #22-039, adopted on February 8, 2022, the Ramsey City Council held a Public Hearing for the purpose of receiving public testimony, evidence, opinions, or views, and approved Route 2 as the designated cartway route at a width of 33-feet.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, pursuant to Minnesota Statutes 435.37 and 164.07, as follows:

1) That the Ramsey City Council hereby approves the Cartway Easement Agreement through Shawn Acres Park as signed by the Petitioner on May 4, 2022, providing a 33-foot wide cartway access to Thorn Lake Property PID #04-32-25-31-0001.

2) That the Mayor and City Administrator are hereby directed to execute the Cartway Easement Agreement, 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 14th day of June, 2022.

_____
Mayor

ATTEST:

_____
City Clerk

Document No.: 2364425.001 ABSTRACT
05/06/2022 12:11 PM
Fees/Taxes In the Amount of: $46.00

Pamela J. LeBlanc
Anoka Cty Property Records and Taxation
Property Tax Administrator and
Recorder/Registrar of Titles
Deputy: ldkoehle



CARTWAY EASEMENT

This indenture ("Easement") is made and entered into this the 30th day of April, 2022.

Recitals

1. The real property located at 7705 173rd Avenue NW, Ramsey, Minnesota, Property ID No. 04-32-25-34-0004 ("the Property"), is owned by **Scott W. and Jackie K. Campbell** ("Grantor"), and is legally described as follows:

   UNPLATTED RAMSEY TWP THAT PART OF THE SE 1/4 OF SW 1/4 OF SEC 4-32-25 ANOKA CNTY, MN DESC AS FOL-BEG AT THE SW CORNER OF SAID SE 1/4 OF SW 1/4-THE ALONG THE S LINE THEREOF A DIST OF 200 FT-TH N & PRLL WITH THE W LINE OF SAID SE 1/4 OF SW 1/4 TO THE POINT OF INTERSECTION WITH THE N LINE OF SAID SE 1/4 OF SW 1/4-TH W ALONG THE SAID N LINE TO ITS INTERSECTION WITH THE W LINE THEREOF-TH S ALONG THE W LINE OF SAID SE 1/4 OF SW 1/4 TO THE POINT OF BEG (SUBJ TO EASE RESTRICTIONS & RESERVATIONS OF RECORD IF ANY)

2. Grantor desires to grant, and **Thomas Kurak** ("Grantee"), the owner of the land-locked property legally described as follows:

   The NE 1/4 of SW 1/4 of Section 4, Township 32, Range 25, Subject to Easements of Record

wishes to receive a permanent easement across a portion of the Property for cartway purposes.

Easement

1. Grantor, in exchange for the sum of $1,000 to offset full use of their property due to Grantee's intermittent use of the Easement Area to access their land-locked property and to clear and remove brush from the Easement Area, hereby grants to Grantee an easement, as further described below, across that portion of the Property as legally described in the attached Cartway Easement Exhibit ("Cartway Easement Area").

2. Grantor grants Grantee a Cartway Easement over and across the Cartway Easement Area for the purpose of accessing their land-locked property. This Easement includes the right to clear and remove brush from the Easement Area to allow Grantee to access to their land-locked property.

3. Upon Grantee's acceptance of the Cartway Easement, Grantee shall be responsible for all costs and expenses incurred in connection with clearing and removing brush from the Cartway Easement Area, and Grantor shall be allowed to clear dead or diseased trees, mow grass, and maintain landscaping as desired within the Cartway Easement Area. Neither Grantee or Grantor shall plant trees or erect fences or signs within the Cartway Easement Area.

4. This Cartway Access Easement shall run with the land. Grantor warrants it is the owner of the Property and has the right, title and capacity to convey this Easement to Grantee.

[Remainder of page left blank.]

Thomas Kurak

By: _____

Its: Owner

STATE OF MINNESOTA)
) ss.
COUNTY OF ANOKA)

The foregoing instrument was acknowledged before me this 6th day of May, 2022, by Thomas Kurak, owner of record of land-locked property legally described as the NE 1/4 of SW 1/4 of Section 4, Township 32, Range 25, Subject to Easements of Record, on behalf of Grantee.

LACY D. KOEHLER
Deputy Property Tax Administrator Anoka Co MN
Notarial Officer (ex officio notary public)
My term is indeterminate

Lacy D. Koehler
Notary Public

Scott W. and Jackie K. Campbell

By: _____

Its: Owner

By: Jackie K. Campbell

Its: Owner

STATE OF MINNESOTA)
) ss.
COUNTY OF ANOKA)

The foregoing instrument was acknowledged before me this 5th day of May, 2022, by Scott W. and Jackie K. Campbell, owners of record of the real property located at 7705 173rd Avenue NW, Ramsey, Minnesota.

PAMELA JOY MILLER
Notary Public
Minnesota
My Commission Expires
Jan 31, 2025

Pamela Joy Miller
Notary Public

This document drafted by:
City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303

This document reviewed by:
HKB Law, P.A.
4501 Allendale Dr.
St. Paul, MN 55127

CARTWAY EASEMENT
PARK, SHAWN ACRES

City of RAMSEY

CARTWAY Easement

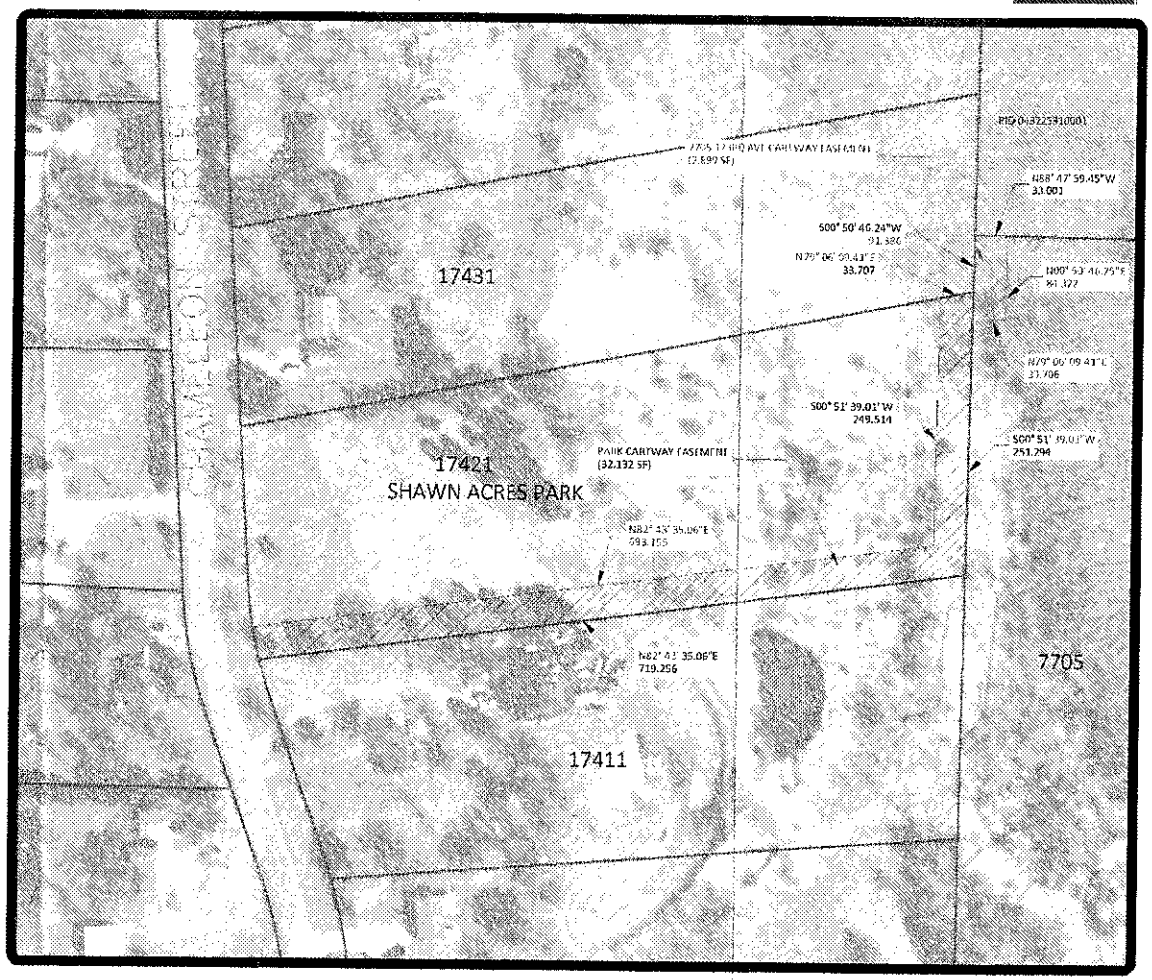
PARK, SHAWN ACRES (32132 SF)
A permanent easement for cartway purposes over, under, and across the southerly and easterly 33 feet of PARK, SHAWN ACRES, Anoka County, Minnesota.

7705 173RD AVE PROPERTY DESCRIPTION
A permanent easement for cartway purposes over, under, and across that part of the Southeast ¼ of the Southwest ¼ of Section 4, Township 32, Range 25 described as follows: Commencing at the Southwest corner of said Southeast ¼ of the Southwest ¼ thence East along the South line thereof a distance of 200 feet; thence North and parallel with the West line of said Southeast ¼ of the Southwest ¼ to the point of intersection with the North line of said Southeast ¼ of the Southwest ¼; thence West along the said North line to its intersection with the West line thereof; thence South along the West line of said Southeast ¼ of the Southwest ¼ to the point of beginning. Subject to easement restrictions and reservations of record if any.

7705 173RD AVE EASEMENT DESCRIPTION (2899 SF)
Commencing at the Northwest corner of said Parcel, thence South 00 degrees 50 minutes 46 seconds West a distance of 91.39 along the assumed west line of said Parcel; thence North 79 degrees 06 minutes 09 seconds East a distance of 33.71 feet; thence North 00 degrees 51 minutes 46 seconds East a distance of 84.32 feet to the North line of said Parcel; thence westerly along said North line of said Parcel to the point of beginning.

7705 173RD AVE
CARTWAY EASEMENT

PARK, SHAWN ACRES
CARTWAY EASEMENT



CARTWAY EASEMENT

This indenture ("Easement") is made and entered into this the 14 day of June, 2022.

Recitals

1. The real property located at 17421 Chameleon Street N.W., Ramsey, Minnesota, Property ID No. 04-32-25-33-0014 ("the Property"), is owned by the **City of Ramsey**, Minnesota, a municipal corporation ("Grantor"), and is legally described as follows:

   Park, Shawn Acres, Anoka County, Minnesota

2. Grantor desires to grant, and **Thomas Kurak** ("Grantee"), the owner of the land-locked property with Property ID No. 04-32-25-31-0001, legally described as follows:

   The NE 1/4 of the SW 1/4 of Section 4, Township 32, Range 25, Subject to Easements of Record

   wishes to receive a permanent easement across a portion of the Property for cartway purposes.

Easement

1. Grantor, in exchange for the sum of $5,500, hereby grants to Grantee an easement, as further described below, across that portion of the Property as legally described in the attached Cartway Easement Exhibit ("Cartway Easement Area").

2. Grantor grants Grantee a Cartway Easement over and across the Cartway Easement Area for the purpose of accessing their land-locked property. This Easement includes the right to clear and remove brush from the Easement Area to allow Grantee to access their land-locked property.

3. Upon Grantee's acceptance of the Cartway Easement, Grantee shall be responsible for all costs and expenses incurred in connection with clearing and removing brush from the Cartway Easement Area, and Grantor shall be allowed to clear dead or diseased trees, mow grass, and maintain landscaping as desired within the Cartway Easement Area. Neither Grantee or Grantor shall plant trees or erect fences or signs within the Cartway Easement Area.

4. This Cartway Access Easement shall run with the land. Grantor warrants it is the owner of the Property and has the right, title and capacity to convey this Easement to Grantee.

[Remainder of page left blank.]

Thomas Kurak

By: _____

Its: Owner

STATE OF MINNESOTA)
) ss.
COUNTY OF Anoka)

The foregoing instrument was acknowledged before me this 4th day of May, 2022, by Thomas Kurak, owner of record of land-locked property legally described as the NE 1/4 of SW 1/4 of Section 4, Township 32, Range 25, Subject to Easements of Record, on behalf of Grantee.

KATIE M SCHMIDT
Notary Public
Minnesota
My Commission Expires January 31, 2027

_____
Notary Public

City of Ramsey

By: _____ By: _____

Its: _____ Its: _____

STATE OF MINNESOTA)
) ss.
COUNTY OF ANOKA)

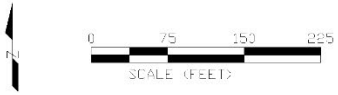
The foregoing instrument was acknowledged before me this _____ day of _____, 2022, by Mark E. Kuzma and Brian Hagen, the Mayor and City Administrator, respectively, of the City of Ramsey, a Minnesota municipal corporation, pursuant to the authority granted by its City Council.

_____
Notary Public

This document drafted by:
City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303

This document reviewed by:
HKB Law, P.A.
4501 Allendale Dr.
St. Paul, MN 55127

CARTWAY EASEMENT
PARK, SHAWN ACRES



CARTWAY Easement

PARK, SHAWN ACRES (32132 SF)
A permanent easement for cartway purposes over, under, and across the southerly and easterly 33 feet of PARK, SHAWN ACRES, Anoka County, Minnesota.

7705 173RD AVE PROPERTY DESCRIPTION
A permanent easement for cartway purposes over, under, and across that part of the Southeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ of Section 4, Township 32, Range 25 described as follows: Commencing at the Southwest corner of said Southeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ thence East along the South line thereof a distance of 200 feet; thence North and parallel with the West line of said Southeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ to the point of intersection with the North line of said Southeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$; thence West along the said North line to its intersection with the West line thereof; thence South along the West line of said Southeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ to the point of beginning. Subject to easement restrictions and reservations of record if any.

7705 173RD AVE EASEMENT DESCRIPTION (2899 SF)
Commencing at the Northwest corner of said Parcel, thence South 00 degrees 50 minutes 46 seconds West a distance of 91.39 along the assumed west line of said Parcel; thence North 79 degrees 06 minutes 09 seconds East a distance of 33.71 feet; thence North 00 degrees 51 minutes 46 seconds East a distance of 84.32 feet to the North line of said Parcel; thence westerly along said North line of said Parcel to the point of beginning.

7705 173RD AVE
CARTWAY EASEMENT

PARK, SHAWN ACRES
CARTWAY EASEMENT

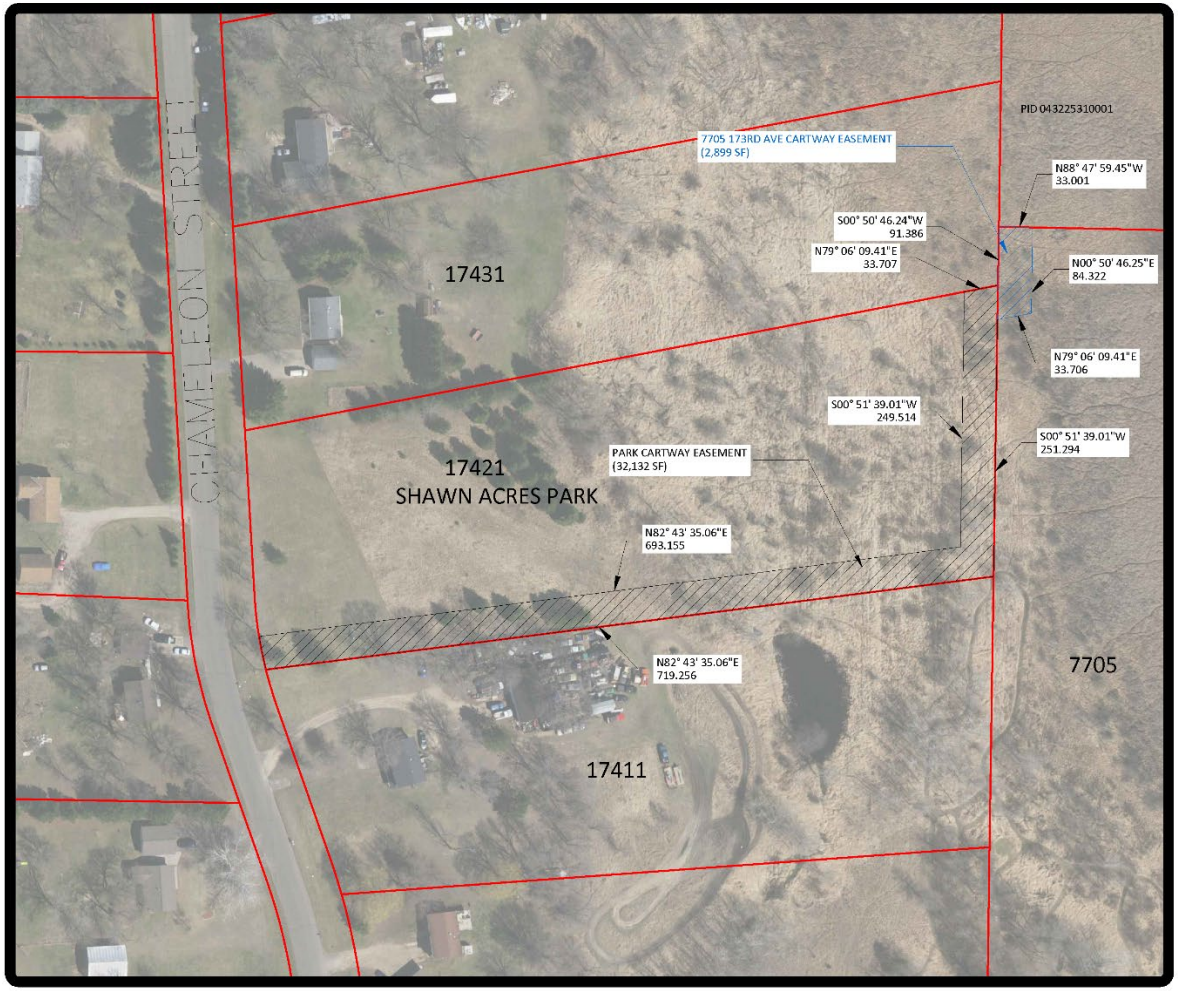


Exhibit A

Chris Anderson

From: PATTI KURAK <twcorp@comcast.net>
Sent: Monday, August 16, 2021 11:40 AM
To: Chris Anderson; Chloe McGuire Brigl
Cc: Mark Kuzma; Chris Riley; Chelsee Howell; Ryan Heineman; Matt Woestehoff; Dan Specht; Debra Musgrove
Subject: Cart way to land locked parcel and Thorne Lake

REGARDING: Thomas and Pattiann Kurak petition for Cart way easement to access landlocked 40 acre parcel in north Ramsey, MN. PARCEL # 04-32--25-31-0001 per Minnesota State Statutes # 435-37.

Contact at Ramsey MN Chris Anderson.

Mr. Anderson this is my petition to gain access to my landlocked parcel.

The access I think would be best going into the northeast quadrant of my 40 acres. I have reviewed the proposed plat of Williams Woods and I think an easement from their city in Williams Woods to my northeast quadrant would be best.

Thomas Kurak
15001 Sunfish Lake Blvd NW, Ramsey, MN.
763-242-7953

CC Regular Session **5. 15.**

Meeting Date: 06/14/2022

By: Chris Anderson, Community Development

Information

Title

Adopt Resolution #22-127 to Enter into Clean Water Fund Grant Agreement with the Metropolitan Council to Accept Water Efficiency Grant Funds

Purpose/Background:

On March 22, 2022, the City Council authorized Staff to apply for water efficiency grant funding through the Metropolitan Council. On May 5, 2022, Staff received notice that the City of Ramsey was awarded $19,800 in grant funds for the 2022-2024 Water Efficiency Grant Program (the "Program"). As the name of the Program implies, the purpose of the grant is to implement water efficient technologies to reduce the demand on the municipal water supply.

There are two (2) primary financial requirements of the Program. First, the municipality must contribute twenty percent (20%) of the grant award, which equates to $4,950 (note that the Metropolitan Council reduced the matching component from 25% to 20% from the 2020-2022 funding cycle to this current cycle). Secondly, rebate recipients must also have a financial contribution (e.g. the grant funds and the City contribution cannot entirely cover the cost of the purchase). Other important eligibility requirements include the rebate recipient being a municipal water customer (this means that anyone on a private well is not eligible), only applicable to replacement devices (meaning that new construction is not eligible), and the rebate is only applicable for the cost of the device and its installation, excluding any owner labor costs.

Similar to the 2020-2022 grant cycle, the City must enter into a Clean Water Fund Grant Agreement with the Metropolitan Council to accept the grant award for the 2022-2024 cycle. The agreement is attached to this case.

Notification:

Notification is not required.

Observations/Alternatives:

The rebate program will be designed very similarly to the current rebate program. The primary difference is that rather than limiting the rebate to certain eligible devices, Staff recommends offering a rebate for any eligible device, per the grant agreement, which not only includes smart irrigation controllers and toilets (both need to be WaterSense® certified), but also clothes washing machines and dishwashers (both must be Energy Star® certified).

Administration of the rebate program will be coordinated by the Community Development and Engineering Departments, but will also include Finance Staff as well for issuance of the rebates. Per the required Grant Agreement, the City will have to provide quarterly reporting to the Metropolitan Council. Reporting forms will be provided by Metropolitan Council staff and are assumed to include: property address, property type (residential/commercial), device replaced, number of devices, grant amount per device, estimated annual water savings, municipal contribution, and eligible grant amount (rebate amount per device minus municipal contribution).

Funding Source:

Funding for this program would consist of three sources: $19,800 from the Water Efficiency Grant from the Metropolitan Council, $4,950 from the City's Water Fund (this is equivalent to the required 20% municipal contribution), and any rebate participant would cover the sales tax on the purchase of the device (thus satisfying the requirement for the rebate participant to have a financial contribution in the program).

Recommendation:

The EPB recommended applying for additional grant funds for the 2022-2024 grant cycle. Staff recommends adopting Resolution #22-127 authorizing the execution of the Clean Water Fund Agreement with the Metropolitan Council to accept the $19,800 grant for implementation of a water efficiency rebate program.

Action:

Motion to adopt Resolution #22-127 to enter into the Clean Water Fund Grant Agreement with the Metropolitan Council and to accept the $19,800 grant to implement a water efficiency rebate program.

Attachments

Metropolitan Council Grant Program Guidelines

Metropolitan Council Grant Award Letter

Clean Water Fund Grant Agreement

Resolution #22-065 Authorizing the Grant Application Submittal

Resolution #22-127: Accept Grant Funds and Enter into Clean Water Fund Grant Agreement

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Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	06/08/2022 07:51 PM
Form Started By: Chris Anderson		Started On: 05/23/2022 10:51 AM
Final Approval Date: 06/08/2022		

Metropolitan Council
Water Efficiency Grant Program

Overview

The Metropolitan Council (Council) will implement a water efficiency grant program effective July 1, 2022 to June 30, 2024. Grants will be awarded on a competitive basis to municipalities that are served by a municipal water system.

The Council will provide 80% of the program cost; the municipality must provide the remaining 20%. Municipalities will use the combined Council and municipality funds to run their own grant or rebate programs.

Grants will be made available in amounts with a minimum of $5,000 and a maximum of $50,000. Grantees will be required to provide estimated water savings achieved through this program for Clean Water, Land & Legacy Amendment reporting purposes.

Legislative Directive - Minnesota 2021 Session Law

> $625,000 the first year and $625,000 the second year are for the water demand reduction grant program to encourage municipalities in the metropolitan area to implement measures to reduce water demand to ensure the reliability and protection of drinking water supplies. Fiscal year 2022 appropriations are available until June 30, 2023, and fiscal year 2023 appropriations are available until June 30, 2024.

Grant Program Goal

The goal of the water efficiency grant program is to support technical and behavioral changes that improve municipal water use efficiency in the seven-county metropolitan area.

Critical Points to Remember

- The applying municipality must be served by a municipal public water supply system
- New construction and new developments are not eligible
- A portion of each eligible activity's cost must be paid by the property owner
- Funds are for rebates or grants only; consulting and city staff time are ineligible
- Grant recipients must display the Clean Water, Land and Legacy Amendment logo and the Metropolitan Council logo on program-related web pages and paper communications

Grant Program Structure: Administration and Funding

The Water Efficiency Grant Program will be administered by Metropolitan Council Environmental Services (MCES) and will be funded with $1,000,000 appropriated by the 2021 Minnesota Legislature. Grant applications will be reviewed and ranked by the MCES Water Supply Planning Unit staff. The remaining $250,000 of this funding has been allocated to a different municipal water efficiency grant project.

Grants are only for water efficiency programs offering rebates or grants to property owners who are customers of the municipal water supply system and who replace specified water using devices with approved devices that use substantially less water.

Grants will be awarded to municipalities in amounts ranging from $5,000 to $50,000 for providing rebates or grants to property owners. Municipalities will be responsible for the design and operation of their rebate or grant program and its details. Grant payments to the municipality will be for 80% of approved program amounts. The municipality must provide the remaining 20% of the granted/rebated amount to the property owner. Municipality rebates or grants are eligible for reimbursement on device replacements conducted July 1, 2022 through June 30, 2024.

Here is an example of the grant funding design:

Metropolitan Council Grant Amount	$16,000 (80% of total)
Municipality Match	$4,000 (20% of total)
Municipality Grant/Rebate Program Total	$20,000 (100% of total)

Eligibility

This grant program is limited to municipalities in the seven-county metropolitan area.

Municipalities eligible per above must apply to participate and, if approved, sign a standard Council Grant Agreement, before any eligible rebates or grants can be submitted for reimbursement. Agreements shall require that municipalities:

- Entirely pass through grants received (as is being done by MCES)
- Verify purchase of devices to receive grants
- Retain records and cooperate with any audits
- Conduct all communications with property owners and ensure all written communications to property owners include both the Clean Water, Land and Legacy Amendment and the Metropolitan Council's logo
- Provide quantitative information for state reporting purposes

Eligible water efficiency devices consist of the following:

- Toilet replacement with a US EPA WaterSense labeled toilet
- Irrigation controller replacement with a US EPA WaterSense labeled controller, either weather-based or soil moisture-based
- Clothes washing machine replacement with a US DOE Energy Star labeled clothes washing machine
- Irrigation spray sprinkler body replacement with a US EPA WaterSense labeled spray sprinkler body
- Irrigation system audit by an Irrigation Professional certified by a US EPA WaterSense program
- Residential dishwasher replacement with a US DOE Energy Star labeled residential dishwasher

Expenses eligible for reimbursement are the out-of-pocket cost of the device and its installation only, not to include any owner labor costs. In addition, new construction and new developments are ineligible, as this program is intended as a current infrastructure replacement program.

Application Process

- Applicants must be served by a municipal public water supply system
- Municipalities will submit MCES supplied application form by March 31, 2022. Required information includes:
    - the municipality's rebate or grant program design and work plan
    - proposed examples of communications to property owners
    - requested total grant amount
    - estimated annual amount of water saved by the applying municipality

- Application form is available at: https://metrocouncil.org/Wastewater-Water/Funding-Finance/Available-Funding-Grants.aspx
- Submit competed application to: brian.davis@metc.state.mn.us
- Metropolitan Council will notify municipalities of grant awards and provide grant agreements by April 29, 2022.

Proposal Selection Criteria

In the event that funds requested exceed funds available, the following criteria will be used to determine the amount granted to a given municipality:

- Municipalities with identified water supply issues in Master Water Supply Plan Community Profiles or Local Water Supply Plans
- Municipalities' ratio of peak monthly water use to winter monthly water use
- Municipalities' average residential per capita water use
- The order in which applications are received and until grant funds are completely committed

Funding Process and Reporting Requirements

- Utilizing forms provided by MCES, the following information must be reported on a quarterly basis:
    - Number, type and amount of rebates or grants provided to property owners, along with each property address
    - Estimated annual gallons of water saved per device installation
    - Municipality matching funds disbursed
    - Number of unmet funding requests from property owners, if any
- Upon review and confirmation of the above information, MCES will process a grant payment in the amount of 80% of approved total rebates or grants for the reporting period.
- MCES will provide confirmation of grant balances available upon request and reserves the right to amend grant agreements, in collaboration with grantee municipality, if quarterly reporting indicates rebate or grant programs will not fully utilize grant awards within the grant period.

Qualified Activities

- Residential dishwasher replacement with a US DOE Energy Star labeled residential dishwasher: https://www.energystar.gov/products/dishwashers

- Toilet replacement with a US EPA WaterSense labeled toilet: https://lookforwatersense.epa.gov/products/Product-Search-Results-Toilets.html

- Irrigation controller replacement with a US EPA WaterSense labeled controller, either weather-based or soil moisture-based: https://lookforwatersense.epa.gov/products/Product-Search-Results-IrrigationController.html https://lookforwatersense.epa.gov/products/Product-Search-Results-SoilMoistureBasedIrrigationController.html

- Clothes washing machine replacement with a US DOE Energy Star labeled clothes washing machine: https://www.energystar.gov/productfinder/product/certified-clothes-washers/results

- Irrigation spray sprinkler body replacement with a US EPA WaterSense labeled spray sprinkler body: https://lookforwatersense.epa.gov/products/Product-Search-Results-Sprinkler.html

- Irrigation system audit by an Irrigation Professionals certified by a US EPA WaterSense program: https://lookforwatersense.epa.gov/pros/

Reporting Example

							Calculated Totals:			
Property Street Address and Zip Code	**(Select) Property Type:**	**(Select) Water Device Replaced:**	**Cost per Device ($):**	**# of Devices:**	**Rebate or Grant per Device ($)**	**Est. Annual Water (Gallons) Saved Per Device:**	**Total Rebate or Grant**	**Municipality Contribution:**	**Eligible Grant Amount**	**Estimated Annual Water Saved (Gallons):**
2094 Proviso Avenue	Residential	Clothes Washer	$800.00	1	$200.00	5,000	$200.00	$40.00	$160.00	5,000
3452 Enola Drive	Residential	Irrigation Controller	$250.00	1	$150.00	20,000	$150.00	$30.00	$120.00	20,000
994 Argentine Place	Residential	Irrigation Controller	$200.00	1	$150.00	20,000	$150.00	$30.00	$120.00	20,000
5377 Shoreham Way	Residential	Toilet	$350.00	1	$125.00	7,000	$125.00	$25.00	$100.00	7,000

Chris Anderson
Senior Planner
7550 Sunwood Drive NW
Ramsey, MN 55303

May 5, 2022

The Metropolitan Council is pleased to award the city of Ramsey the amount of $19,800 as part of our 2022-2024 Water Efficiency Grant Program. The amount of matching funds required from your city, based on the grant award above, is $4,950. Your city is one of 37 in the Twin Cities Metropolitan Area that applied for and was accepted into this grant program. We are pleased to report that all available grant funds have been awarded and that all applicants will receive an award.

The amount of funds requested totaled $1,401,920, while the amount of funds available is $1,000,000. Because funds requested exceed funds available, a set of ranking factors and an objective scoring system were used to distribute the available funds.

Below are some critical points to remember:

- New construction and new developments are not eligible.
- Funds are for rebates or grants only; consulting and city staff time are ineligible.
- Grant recipients must display the Clean Water, Land and Legacy Amendment logo and the Metropolitan Council logo on all documents which are intended for public use.

The Clean Water, Land and Legacy Amendment is available here: *http://www.legacy.leg.mn/legacy-logo/legacy-logo-download*

To obtain electronic and print versions of the Metropolitan Council logo, please contact me at *brian.davis@metc.state.mn.us*.

As you prepare your municipality's program, please be aware that the following information must be reported on a quarterly basis, on forms to be provided by the Metropolitan Council:

- Number, type and amount of rebates or grants provided to property owners, along with each property address
- Estimated annual gallons of water saved per installation
- Municipality matching funds disbursed
- Electronically scanned copies of receipts to verify the cost of eligible devices being reported

Reporting forms and instructions will be made available in summer 2022 on our website: *http://www.metrocouncil.org/Wastewater-Water/Funding-Finance/Available-Funding-Grants.aspx*

Quarterly reporting periods and reporting form due dates are shown below.

Quarterly Period	Reporting Form Due Date
July 1, 2022 – September 30, 2022	October 31, 2022
October 1, 2022 – December 31, 2022	January 31, 2023
January 1, 2023 – March 31, 2023	April 30, 2023
April 1, 2023 – June 30, 2023	July 31, 2023
July 1, 2023 – September 30, 2023	October 31, 2023
October 1, 2023 – December 31, 2023	January 31, 2024
January 1, 2024 – March 31, 2024	April 30, 2024
April 1, 2024 – June 30, 2024	July 31, 2024

In early May, a Grant Legal Agreement will be mailed to your city for signature. Completion instructions will be provided in that mailing.

Again, congratulations on your grant award. We look forward to working with you to increase the water efficiency of our region.

Sincerely,

Brian M. Davis

Brian M. Davis, Ph.D, P.G., P.E.
Principal Engineer, Water Supply Planning
Phone: 651-602-1519
brian.davis@metc.state.mn.us

CLEAN WATER LAND & LEGACY AMENDMENT

METROPOLITAN COUNCIL
CLEAN WATER FUND GRANT AGREEMENT NO. SG-17783

This Clean Water Fund Grant Agreement ("Grant Agreement") is entered into between the Metropolitan Council, a public corporation and political subdivision of the State of Minnesota ("Council") and the City of Ramsey, a municipal corporation ("Grantee").

RECITALS

1. Minnesota Session Laws 2021, 1st Special Session, Chapter 1, Article 2, Section 8, appropriated to the Council funds from the Legacy Amendment's Clean Water Fund ("Clean Water Fund") for State fiscal years 2022 and 2023, to establish a water demand reduction grant program to encourage municipalities in the metropolitan area to implement measures to reduce water demand to ensure the reliability and protection of drinking water supplies.

2. The Council is authorized by Minnesota Statutes sections 473.129, subdivision 4 to apply for and use grants from the State for any Metropolitan Council purpose and may dispose of the money in accordance with the terms of the appropriation.

3. The Grantee is authorized to receive grants from the Clean Water Fund for a water demand reduction program to implement measures to reduce water demand to ensure the reliability and protection of drinking water supplies.

4. On May 4, 2022, the Council authorized the granting of portions of the appropriation to the Grantees participating in the grant program.

5. The Grantee represents that it is duly qualified and agrees to perform all services described in this Grant Agreement to the reasonable satisfaction of the Council.

GRANT AGREEMENT

1. Term of Grant Agreement.

1.1. Effective Date. The effective date of this Grant Agreement is the date this agreement is fully executed.

1.2. Grant Activity Period. The first day of the month following the Effective Date through and including the expiration date.

1.3. Expiration Date. Upon satisfactory fulfillment of obligations, but in no event later than June 30, 2024.

1.4. Survival of Terms. The following clauses survive the expiration, termination or cancellation of this Grant Agreement; 9. Liability and Insurance; 10. Audits; 11. Government Data Practices; 13. Data Availability; 14. Governing Law, Jurisdiction and Venues; 16. Data Disclosure; 18. Future Eligibility.

2. Duties, Representations and Warranties of Grantee and Use of Grant Funds.

2.1. The Grantee agrees to conduct, administer and complete in a satisfactory manner and in accordance with the terms and conditions of this Grant Agreement the program ("Grantee Program") which is

described in Grantee's application to Council for assistance under the Council's Clean Water Fund grant program. Grantee's application is incorporated into this Grant Agreement as **Exhibit A**. Grantee agrees to perform the Grantee Program in accordance with the timeline in **Exhibit B** of this Grant Agreement and to undertake the financial responsibilities described in **Exhibit B**. The Grantee has the responsibility and obligation to complete the Grantee Program as described in **Exhibit B**. The Council makes no representation or warranties with respect to the success and effectiveness of the Grantee Program. The Council acknowledges that Grantee Program work may be limited to soliciting participation by its residents and businesses in the Grantee Program and requires additional work by the Grantee only to the extent that residents and businesses choose to participate in the Grantee Program, as described in **Exhibit B.**

The Grant Funds must be entirely passed through and can only be used for authorized rebates or grants for qualifying activities.

2.2. Grantee Representations and Warranties. The Grantee represents and warrants to Council, as follows:

A. It has the legal authority to enter into this Grant Agreement and to conduct and administer the Grantee Program and use the Grant Funds for the purpose or purposes described in this Agreement

B. It has taken all actions necessary for its execution of the Agreement and has provided to Council a copy of the resolution by its governing body authorizing Grantee to enter into this Agreement.

C. It has the legal authority to undertake the Clean Water Fund Grant Program, including the Grantee's financial responsibilities in **Exhibit B**

D. As specified in Exhibit A only Grantee's authorized representative may provide certifications required in this Grant Agreement and submit pay claims for reimbursement of Grantee Program costs.

E. It will comply with all the terms of this Agreement.

F. It will comply with all requirements of Clean Water Funding legislation and appropriations, except for requirements that this Grant Agreement explicitly states will be handled by the Council.

G. It has made no material false statement or misstatement of fact in connection with the Grant Funds, and all of the information it has submitted or will submit to the Council relating to the Grant Funds or the disbursement of any of the Grant Funds is and will be true and correct. It agrees that all representations contained in its application for the Clean Water Fund Grant are material representations of fact upon which the Council relied in awarding this Grant and are incorporated into this Agreement by reference.

H. It is not in violation of any provisions of its charter or of the laws of the State of Minnesota, and there are no material actions, suits, or proceedings pending, or to its knowledge threatened, before any judicial body or governmental authority against or affecting it and is not in default with respect to any order, writ, injunction, decree, or demand of any court or any governmental authority which would impair its ability to enter into this Grant Agreement, or to perform any of the acts required of it in the Agreement.

I. Compliance with the requirements of this Grant Agreement is not prevented by, is a breach of, or will result in a breach of, any term, condition, or provision of any agreement to which it is bound.

J. The Grantee Program will not violate any applicable zoning or use statute, ordinance, building code, rule or regulation, or any covenant or agreement of record relating thereto.

K. The Grantee Program will be conducted in full compliance with all applicable laws, statutes, rules, ordinances, and regulations issued by any federal, state, or other political subdivisions having jurisdiction over the Grantee Program.

L. It will comply with the financial responsibility requirements contained in **Exhibit B.**

M. It will furnish satisfactory evidence regarding these representations if requested by the Council.

3. Time.

Grantee must comply with all time requirements described in this Grant Agreement. In the performance of this Grant Agreement, time is of the essence.

4. Eligible Costs.

Eligible costs are those costs incurred by parties within the jurisdiction of the Grantee for 80% of rebate or grant payments as defined in **Exhibit B**. The Council will not reimburse Grantee for non-eligible costs. Any cost not defined as an eligible cost or not included in the Grant Grantee Program or approved in writing by the Council is a non-eligible cost.

5. Consideration and Payment.

5.1 Consideration. The Council will reimburse Grantee for eligible costs performed by the Grantee during the Grant Period as specified in this agreement. The Council bears no responsibility for any cost overruns that may be incurred by the Grantee or sub-recipients of any tier. The initial Grant amount to Grantee under this Grant Agreement is $19,800. The Grantee may be eligible to receive additional Grant amounts or an adjustment in Grant amount in accordance with the procedure in the Grant Amendment Form attached and incorporated as **Exhibit C**. Upon signature by both Grantee and Council on **Exhibit C** this Grant is amended by the amount in **Exhibit C**.

5.2. **Advance.** The Council will make no advance of the Grant Amount to Grantee.

5.3. **Payment.** To receive payment, the Grantee must submit a Reimbursement Request on forms provided by the Council, including electronically scanned receipts to verify the cost of eligible devices reported for each reporting period. Reimbursement Request must be submitted quarterly, even if there are no eligible costs to report. The Grantee must describe its compliance with its the financial requirements, work completed including specific addresses where work was done, and provide sufficient documentation of grant eligible expenditures and any other information the Council reasonably requests. The Council will promptly pay the Grantee after the Grantee presents to the Council a Reimbursement Request and scanned copies of all receipts verifying the cost for all eligible devices reported and the Council's Authorized Representative accepts the invoiced services.

6. Conditions of Payment.

6.1. For each approved device for which Grantee requests payment, Grantee must certify the following to the Council: (1) the device has been purchased ; (2) Grantee received receipts for the device; (3) the purchase was not performed in violation of federal, state, or local law, or regulation.

6.2. Conditions Precedent to Any Reimbursement Request. The obligation of the Council to make reimbursement payments is subject to the following conditions precedent:

A. The Council's receipt of a Reimbursement Request/Progress Report for the funds requested, and electronic copies of receipts verifying the cost for all eligible devices for that reporting period

B. If requested by the Council (in form and substance acceptable to the Council), evidence that (i) the Grantee has legal authority to and has taken all actions necessary to enter into this Agreement and (ii) this Agreement is binding and enforceable against the Grantee.

C. There is no Event of Default under this Grant Agreement or event which would constitute an Event of Default but for the requirement that notice be given or that a period of grace or time elapse.

D. The Grantee has supplied to the Council all other items that the Council may reasonably require to assure good fiscal oversight of state's funding through the Clean Water Fund.

7. **Authorized Representative.**

The Council's Authorized Representative is:

Name:	Brian Davis or successor
Title:	Principal Engineer
Mailing Address:	390 North Robert Street St. Paul, MN 55101
Phone:	(651) 602-1519
E-Mail Address:	brian.davis@metc.state.mn.us

The Council's Authorized Representative has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this Grant Agreement. If the services are satisfactory, the Council's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is:

Name:	Chris Anderson, Senior Planner
Mailing Address:	7550 Sunwood Drive NW, Ramsey, MN 55303
Phone:	763-433-9817
E-Mail Address:	canderson@cityoframsey.com

If the Grantee's Authorized Representative changes at any time during this Grant Agreement, the Grantee must immediately notify the Council and within 30 days provide a new City resolution (if such resolution is necessary) specifying the new Representative.

8. **Assignment, Amendments, Waiver, and Grant Agreement Complete.**

8.1 Assignment. The Grantee may neither assign nor transfer any rights or obligations under this Grant Agreement without the prior written consent of the Council and a fully executed Assignment Agreement.

8.2 Amendments. Any amendment to this Grant Agreement must be in writing and will not be effective until it has been executed and approved by the appropriate parties.

8.3 Waiver. If the Council fails to enforce any provision of this Grant Agreement, that failure does not waive the provision or its right to enforce it.

8.4 Grant Agreement Complete. This Grant Agreement contains all negotiations and agreements between the Council and the Grantee. No other understanding regarding this Grant Agreement, whether written or oral, may be used to bind either party.

9. Liability and Insurance.

9.1 Liability. The Grantee and the Council agree that they will be responsible for their own acts and the results thereof to the extent authorized by law, and they shall not be responsible for the acts of the other party and the results thereof. The liability of the Council is governed by the Minn. Stat. Chapter 466 and other applicable laws. The liability of the Grantee is governed by the provisions contained in Chapter 466 and other applicable laws.

9.2 Relationship of the Parties. Nothing contained in this Grant Agreement is intended or should be construed in any manner as creating or establishing the relationship of co-partners or a joint venture between the Grantee and the Council, nor shall the Grantee be considered or deemed to be an agent, representative, or employee of the Council in the performance of this Grant Agreement, or the Grantee Program.

The Grantee represents that it has already or will secure or cause to be secured all personnel required for the performance of this Grant Agreement and the Grantee Program. All personnel of the Grantee or other persons while engaging in the performance of this Grant Agreement the Grantee Program shall not have any contractual relationship with the Council related to the work of the Grantee Program and shall not be considered employees of the Council. In addition, all claims that may arise on behalf of said personnel or other persons out of employment or alleged employment including, but not limited to, claims under the Workers' Compensation Act of the State of Minnesota, claims of discrimination against the Grantee, its officers, agents, contractors, or employees shall in no way be the responsibility of the Council. Such personnel or other persons shall not require nor be entitled to any compensation, rights or benefits of any kind whatsoever from the Council, including but not limited to, tenure rights, medical and hospital care, sick and vacation leave, disability benefits, severance pay and retirement benefits.

10. Audits.

Under Minn. Stat. § 16C.05, subd. 5, the Grantee's books, records, documents, and accounting procedures and practices relevant to this Grant Agreement are subject to examination by the Council and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the termination date of this Grant Agreement.

11. Government Data Practices.

The Grantee and Council must comply with the Minnesota Government Data Practices Act, Minn. Stat. Chapter 13, as it applies to all data provided by the Council under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this Grant Agreement. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either the Grantee or the Council. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the Council.

12. Workers' Compensation.

The Grantee certifies that it is in compliance with Minn. Stat. § 176.181, subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered Council employees. Any claims that may arise under the Minnesota Workers Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the Council's obligation or responsibility.

13. Data Availability.

To the extent and as requested by the Council, Grantee agrees to comply with Minn. Stat. § 114D.50, subd. 5 requirements for data collected by the Grantee Programs funded with money from the Clean Water Fund that have value for planning and management of natural resources, emergency preparedness and infrastructure investments, including but not limited to the requirement that to the extent practicable, summary data and results of Grantee Programs funded with money from the Clean Water Fund should be readily accessible on the internet and identified as a Clean Water Fund Grantee Program. The Council will put overall summary information on the internet and will encourage the Grantee put its city information on the web. Grantee understands and agrees that Council may list its name and summary information on the internet or in any other Grantor reporting.

Data collected by the Grantee Programs, if any, funded with money from the Clean Water Fund that have value for planning and management of natural resources, emergency preparedness, and infrastructure investments must conform to the enterprise information architecture developed by the Office of MN.IT Services. Spatial data must conform to geographic information system guidelines and standards outlined in that architecture and adopted by the Minnesota Geographic Data Clearinghouse at the Minnesota Geospatial Information Office. A description of these data that adheres to the Office of MN.IT Services geographic metadata standards must be submitted to the Minnesota Geospatial Information Office to be made available online through the clearinghouse and the data must be accessible and free to the public unless made private under chapter 13. To the extent practicable, summary data and results of the Grantee Program funded with money from the clean water fund should be readily accessible on the Internet and identified as a Clean Water Fund Grantee Program.

14. Governing Law, Jurisdiction, and Venue.

Minnesota law, without regard to its choice-of-law provisions, governs this Grant Agreement. Venue for all legal proceedings out of this Grant Agreement, or its breach, must be in the appropriate state or federal court of competent jurisdiction in Ramsey County, Minnesota.

15. Termination.

The Council may cancel this Grant Agreement at any time, with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment for services prequalified and satisfactorily performed before the termination notice.

16. Data Disclosure.

Under Minn. Stat. § 270C.65, subd. 3, and other applicable law, the Grantee consents to disclosure of its federal employer tax identification number, and/or Minnesota tax identification number, already provided to the Council, to federal and state tax agencies and Council personnel involved in the payment of Council obligations. Grantee will require compliance with this Section 16 by Grantee's subrecipient of Grant funds and shall submit evidence of such compliance to Council as requested.

17. Notices.

In addition to any notice required under applicable law to be given in another manner, any notices required hereunder must be in writing and must be personally served or sent by email or United States mail, to the business address of the party to whom it is directed. The business address is the address specified below or such different address as may be specified, by either party by written notice to the other:

To the Grantee at:

Chris Anderson, Senior Planner
7550 Sunwood Drive NW, Ramsey, MN 55303
763-433-9817
canderson@cityoframsey.com

To the Council's Authorized Representative at:

Name:	Brian Davis or successor
Title:	Principal Engineer
Mailing Address:	390 North Robert Street St. Paul, MN 55101
Phone:	(651) 602-1519
E-Mail Address:	brian.davis@metc.state.mn.us

18. Miscellaneous.

18.1 Report to Legislature. As provided in Minn. Stat. § 3.195, the Council must submit a report on the expenditure and use of money appropriated under the Clean Water Fund to the legislature by January 15 of each year. The report must detail the outcomes in terms of additional use of Clean Water Fund resources, user satisfaction surveys, and other appropriate outcomes. The grantee agrees to provide to the Council by January 1 of each year a report on any user satisfaction surveys it has related to this Grantee Program, and other appropriate outcomes of the Grantee Program as prescribed in Section 18.3 of this Agreement.

18.2 Supplement. The funds granted under this agreement are to supplement and shall not substitute for traditional sources of funding. Grantee certifies to the Council that there was and is no traditional Grantee sources of funding for the City to help fund 80% of the subject water efficiency rebate or grant work.

18.3 Measurable Outcomes. A Grantee Program or program receiving funding from the Clean Water Fund must meet or exceed the constitutional requirement to protect, enhance, and restore water quality in lakes, rivers and streams and to protect groundwater and drinking water from degradation. A Grantee Program or program receiving funding from the Clean Water Fund must include measurable outcomes, as defined in Minn. Stat. § 3.303, subdivision 10, and a plan for measuring and evaluating the results. A Grantee Program or program must be consistent with current science and incorporate state-of-the-art technology. All information for funded Grantee Program work, including the proposed measurable outcomes, must be made available for publication on the web site required under Minn. Stat. § 3.303, subdivision 10, as soon as practicable and forwarded to the Council and the Legislative Coordinating Commission under the provisions of Minn. Stat. § 3.303, subd. 10. The Grantee must compile and submit all information for funded Grantee Programs or programs, including the proposed measurable outcomes and all other items required under Minn. Stat. § 3.303, subdivision 10, to the Council and, if requested by the Council, the Legislative Coordinating Commission as soon as practicable or by January 15 of the applicable fiscal year, whichever comes first.

18.4 Minn. Stat. § 16B.98. Grants funded by the Clean Water Fund must be implemented according to section 16B.98 and must account for all expenditures.

18.5 Benefit to Minnesota Waters. Money from the Clean Water Fund may only be spent on Grantee Programs that benefit Minnesota waters.

18.6 Website. If the Grantee has information on its website about the water efficiency grant program under Minn. Stat. § 114D.50, the Grantee will when practicable in accordance with Minn. Stat. § 114D.50, subd. 4(f) prominently display on the Grantee's website home page the Legacy logo accompanied by the phrase "Click here for more information." When a person clicks on the Legacy logo image, the website must direct the person to a web page that includes both the contact information that a person may use to obtain additional information, as well as a link to the Council's and Legislative Coordinating Commission Website required under section 3.303, subdivision 10.

18.7 Future Eligibility. Future eligibility for money from the Clean Water Fund is contingent upon the Grantee satisfying all application requirements related to Council's fulfillment of Minn. Stat. § 114D.50 as well as any additional requirements contained in 2021, 1st Special Session, Chapter 1, Article 2, Section 8.

18.8 Prevailing Wages. The Grantee agrees to comply with all of the applicable provisions contained in chapter 177 of the Minnesota Statutes, and specifically those provisions contained in Minn. Stat. §§ 177.41 through 177.435, as they may be amended, modified or replaced from time to time with respect to the Grantee Program. By agreeing to this provision, the Grantee is not acknowledging or agreeing that the cited provisions apply to the Grantee Program.

18.9 Disability Access. Where appropriate, Grantee of clean water funds, in consultation with the Council on Disability and other appropriate governor-appointed disability councils, boards, committees, and commissions, should make progress toward providing greater access to programs, print publications, and digital media for people with disabilities related to the programs the recipient funds using appropriations made in this agreement.

18.10. General Provisions.

(i) Lawsuit. This Grant shall be canceled if a court determines that the appropriation illegally substitutes for a traditional source of funding.

(ii) Termination Due to Lack of Funds. Grantee recognizes that Council's obligation to reimburse Grantee for eligible Grantee Program costs is dependent upon Council's receipt of funds from the State of Minnesota appropriated to Council under 2021 Session Laws, 1st Special Session, Chapter 1, Article 2, Section 8. Should the State of Minnesota terminate such appropriation or should such funds become unavailable to Council for any reason, Council shall, upon written notice to Grantee of termination or unavailability of such funds, have no further obligations for reimbursement or otherwise under this Grant Agreement. In the event of such written notice, Grantee has no further obligation to complete the Grantee Program as required by this Grant Agreement.

19. Default and Remedies.

19.1 Defaults. The Grantee's failure to fully comply with any of the provisions contained in this Grant Agreement constitute an event of default ("Event of Default").

19.2. Remedies. Upon an event of default, the Council may exercise any one or more of the following remedies:

a. Refrain from disbursing the Grant.

b. Demand that all or any portion of the Grant already disbursed be repaid to it, and upon such demand the Grantee shall repay such amount to the Council.

c. Enforce any additional remedies the Council may have at law or in equity.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed by their duly authorized representatives.

METROPOLITAN COUNCIL

By: _____
Regional Administrator, successor, or delegate

Date: _____

GRANTEE:

The Grantee certifies that the appropriate person(s) have executed the this agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

_____
Printed Name and Title

Date: _____

EXHIBIT A

(Application from community)

Metropolitan Council Water Efficiency Grant Application Form

Applicant Information:

Municipality: City of Ramsey

Municipal Utility: City of Ramsey Water Utility

Mailing Address: 7550 Sunwood Drive NW, Ramsey, MN 55303

Primary Contact Information: Municipality primary authorized representative (all correspondence regarding the Water Efficiency Grant Program should be addressed to individual named below):

NAME: Chris Anderson

TITLE: Senior Planner

STREET: 7550 Sunwood Drive NW

CITY, ZIP: Ramsey, MN 55303

PHONE: 763-433-9817

EMAIL: canderson@cityoframsey.com

Secondary Contact Information: Municipality secondary authorized representative:

NAME: Marsha Weidner

TITLE: Engineering Administrative Assistant

STREET: 7550 Sunwood Drive NW

CITY, ZIP: Ramsey, MN 55303

PHONE: 763-433-9839

EMAIL: mweidner@ci.ramsey.mn.us

Municipal Total Per Capita Water Use (2020): 132 (gallons per person-day)

Municipal Residential Per Capita Water Use (2020): 83 (gallons per person-day)

Municipal Ratio of Peak Month to Winter Month Water Use (2020): 4.09

Municipality's estimated annual water savings from proposed program: 1,264,000 (gallons)

Program Design:

Requested Grant Amount (must equal 80% of total program budget): $24,800

Required Municipality Matching Amount (must equal 20% of total program budget): $6,200

Total Program Budget (Requested Grant Amount + Match): $31,000

Example Calculation:

Requested Grant Amount	$16,000 (80% of total)
Required Municipality Matching Amount	$4,000 (20% of total)
Total Program Budget	$20,000 (100% of total)

Will your program be a grant program or rebate program? Rebate

Estimated Number of Items:

Item	Estimated Number
Toilets	50
Irrigation Controllers	80
Clothes Washing Machines	20
Irrigation Spray Sprinkler Bodies	
Irrigation System Audits	
Dishwashers	20

Project Work Plan and Schedule:*

Task Description	Responsible Person	Start Date	Completion Date
Obtain recommendation from Environmental Policy Board to seek Water Efficiency grant funds Obtain City Council authorization to seek Water Efficiency grant funds (Council adopted Resolution #22-065 authorizing application)	Senior Planner	February 1, 2022	March 22, 2022
Tweak existing rebate program to include additional eligible devices (dishwashers)	Senior Planner	March 22, 2022	May 2, 2022
Reinvigorate marketing campaign to try and generate more participation by our water customers. Will utilize our website, Facebook page (possibly other social media), Ramsey Resident newsletter, dynamic display sign on Highway 10, potentially a utility bill insert, and spots on QCTV	Senior Planner Communications and Event Coordinator	April 1, 2022	April 1, 2024
Program administration, including intake, review, and processing of customer invoices/receipts, coordinating rebates (cutting checks), ongoing promotion of grant program.	Senior Planner Engineering Administrative Assistant	July 1, 2022	July 1, 2024
Quarterly Reporting	Senior Planner Engineering Administrative Assistant	July 1, 2022	July 1, 2024

*** Municipality may create own project plan and schedule form**

Communications to Property Owners:

How will your program be advertised (check all that apply):

Newsletter X

Print Media ____

Email ____

Twitter ____

Website X

Radio ____

Television X

Facebook X

Nextdoor ____

Other Social Media ____

Please attach examples of proposed newsletter, print media, or email communications.

Critical Points to Remember:

- The applying municipality must be served by a municipal public water supply system
- New construction and new developments are not eligible
- A portion of each eligible activity's cost must be paid by the property owner
- Funds are for rebates or grants only; consulting and city staff time are ineligible
- Grant recipients must display the Clean Water, Land and Legacy Amendment logo and the Metropolitan Council logo on program-related web pages and paper communications

City of Ramsey
June 26, 2021 ·

Friends, just wanted to remind you that we have grants available for homeowners that are looking to replace old irrigation system controls or toilets with water-conserving WaterSense devices? Learn more:




Last Chance!
City offers water efficiency rebates
Replace an existing irrigation contoller, toilet (must be WaterSense labled) or washing machine (must be Energy Star certified) and receive a rebate for the cost of the device or $200, whichever is less.
Residential properties could qualify for up to
$200
Commercial/HOA properties could qualify for up to
$700
WaterSense
Meets EPA Criteria
METROPOLITAN COUNCIL
CLEAN WATER LAND & LEGACY AMENDMENT
• Must be a City water utility customer • Must be replacing existing device • New device must be U.S. EPA WaterSense certified (for toilets and irrigation controllers) or Energy Star certified (for washing machines).
Learn more at: www.cityoframsey.com/750/Rebate or call 763-433-9817.

EXHIBIT B

Clean Water Fund Water Efficiency Grant Program Overview & Goal, Structure, and Qualified Activities (should anything herein be contradicted by the Agreement language, the Agreement terms prevail).

Metropolitan Council Water Efficiency Grant Program

Overview

The Metropolitan Council (Council) will implement a water efficiency grant program effective July 1, 2022 to June 30, 2024. Grants will be awarded on a competitive basis to municipalities that are served by a municipal water system.

The Council will provide 80% of the program cost; the municipality must provide the remaining 20%. Municipalities will use the combined Council and municipality funds to run their own grant or rebate programs.

Grants will be made available in amounts with a minimum of $5,000 and a maximum of $50,000. Grantees will be required to provide estimated water savings achieved through this program for Clean Water, Land & Legacy Amendment reporting purposes.

Legislative Directive - Minnesota 2021 Session Law

$625,000 the first year and $625,000 the second year are for the water demand reduction grant program to encourage municipalities in the metropolitan area to implement measures to reduce water demand to ensure the reliability and protection of drinking water supplies. Fiscal year 2022 appropriations are available until June 30, 2023, and fiscal year 2023 appropriations are available until June 30, 2024.

Grant Program Goal

The goal of the water efficiency grant program is to support technical and behavioral changes that improve municipal water use efficiency in the seven-county metropolitan area.

Critical Points to Remember

- The applying municipality must be served by a municipal public water supply system
- New construction and new developments are not eligible
- A portion of each eligible activity's cost must be paid by the property owner
- Funds are for rebates or grants only; consulting and city staff time are ineligible
- Grant recipients must display the Clean Water, Land and Legacy Amendment logo and the Metropolitan Council logo on program-related web pages and paper communications

Grant Program Structure: Administration and Funding

The Water Efficiency Grant Program will be administered by Metropolitan Council Environmental Services (MCES) and will be funded with $1,000,000 appropriated by the 2021 Minnesota Legislature. Grant applications will be reviewed and ranked by the MCES Water Supply Planning Unit staff. The remaining $250,000 of this funding has been allocated to a different municipal water efficiency grant project.

Grants are only for water efficiency programs offering rebates or grants to property owners who are customers of the municipal water supply system and who replace specified water using devices with approved devices that use substantially less water.

Grants will be awarded to municipalities in amounts ranging from $5,000 to $50,000 for providing rebates or grants to property owners. Municipalities will be responsible for the design and operation of their rebate or grant program and its details. Grant payments to the municipality will be for 80% of approved program amounts. The municipality must provide the remaining 20% of the granted/rebated amount to the property owner. Municipality rebates or grants are eligible for reimbursement on device replacements conducted July 1, 2022 through June 30, 2024.

Here is an example of the grant funding design:

Metropolitan Council Grant Amount	$16,000 (80% of total)
Municipality Match	$4,000 (20% of total)
Municipality Grant/Rebate Program Total	$20,000 (100% of total)

Eligibility

This grant program is limited to municipalities in the seven-county metropolitan area.

Municipalities eligible per above must apply to participate and, if approved, sign a standard Council Grant Agreement, before any eligible rebates or grants can be submitted for reimbursement. Agreements shall require that municipalities:

- Entirely pass through grants received (as is being done by MCES)
- Verify purchase of devices to receive grants
- Retain records and cooperate with any audits
- Conduct all communications with property owners and ensure all written communications to property owners include both the Clean Water, Land and Legacy Amendment and the Metropolitan Council's logo
- Provide quantitative information for state reporting purposes

Eligible water efficiency devices consist of the following:

- Toilet replacement with a US EPA WaterSense labeled toilet
- Irrigation controller replacement with a US EPA WaterSense labeled controller, either weather-based or soil moisture-based
- Clothes washing machine replacement with a US DOE Energy Star labeled clothes washing machine
- Irrigation spray sprinkler body replacement with a US EPA WaterSense labeled spray sprinkler body
- Irrigation system audit by an Irrigation Professional certified by a US EPA WaterSense program
- Residential dishwasher replacement with a US DOE Energy Star labeled residential dishwasher

Expenses eligible for reimbursement are the out-of-pocket cost of the device and its installation only, not to include any owner labor costs. In addition, new construction and new developments are ineligible, as this program is intended as a current infrastructure replacement program.

Application Process

- Applicants must be served by a municipal public water supply system

- Municipalities will submit MCES supplied application form by March 31, 2022. Required information includes:
  - the municipality's rebate or grant program design and work plan
  - proposed examples of communications to property owners
  - requested total grant amount
  - estimated annual amount of water saved by the applying municipality
- Application form is available at: https://metrocouncil.org/Wastewater-Water/Funding-Finance/Available-Funding-Grants.aspx
- Submit competed application to: brian.davis@metc.state.mn.us
- Metropolitan Council will notify municipalities of grant awards and provide grant agreements by April 29, 2022.

Proposal Selection Criteria

In the event that funds requested exceed funds available, the following criteria will be used to determine the amount granted to a given municipality:

- Municipalities with identified water supply issues in Master Water Supply Plan Community Profiles or Local Water Supply Plans
- Municipalities' ratio of peak monthly water use to winter monthly water use
- Municipalities' average residential per capita water use
- The order in which applications are received and until grant funds are completely committed

Funding Process and Reporting Requirements

- Utilizing forms provided by MCES, the following information must be reported on a quarterly basis:
  - Number, type and amount of rebates or grants provided to property owners, along with each property address
  - Estimated annual gallons of water saved per device installation
  - Municipality matching funds disbursed
  - Number of unmet funding requests from property owners, if any
- Upon review and confirmation of the above information, MCES will process a grant payment in the amount of 80% of approved total rebates or grants for the reporting period.
- MCES will provide confirmation of grant balances available upon request and reserves the right to amend grant agreements, in collaboration with grantee municipality, if quarterly reporting indicates rebate or grant programs will not fully utilize grant awards within the grant period.

Qualified Activities

- Residential dishwasher replacement with a US DOE Energy Star labeled residential dishwasher:

  https://www.energystar.gov/products/dishwashers

- Toilet replacement with a US EPA WaterSense labeled toilet:

  https://lookforwatersense.epa.gov/products/Product-Search-Results-Toilets.html

- Irrigation controller replacement with a US EPA WaterSense labeled controller, either weather-based or soil moisture-based:

  https://lookforwatersense.epa.gov/products/Product-Search-Results-IrrigationController.html
  https://lookforwatersense.epa.gov/products/Product-Search-Results-SoilMoistureBasedIrrigationController.html

- Clothes washing machine replacement with a US DOE Energy Star labeled clothes washing machine: https://www.energystar.gov/productfinder/product/certified-clothes-washers/results
- Irrigation spray sprinkler body replacement with a US EPA WaterSense labeled spray sprinkler body: https://lookforwatersense.epa.gov/products/Product-Search-Results-Sprinkler.html
- Irrigation system audit by an Irrigation Professionals certified by a US EPA WaterSense program: https://lookforwatersense.epa.gov/pros/

Reporting Example

							Calculated Totals:			
Property Street Address and Zip Code	(Select) Property Type:	(Select) Water Device Replaced:	Cost per Device ($):	# of Devices:	Rebate or Grant per Device ($)	Est. Annual Water (Gallons) Saved Per Device:	Total Rebate or Grant	Municipality Contribution:	Eligible Grant Amount	Estimated Annual Water Saved (Gallons):
2094 Proviso Avenue	Residential	Clothes Washer	$800.00	1	$200.00	5,000	$200.00	$40.00	$160.00	5,000
3452 Enola Drive	Residential	Irrigation Controller	$250.00	1	$150.00	20,000	$150.00	$30.00	$120.00	20,000
994 Argentine Place	Residential	Irrigation Controller	$200.00	1	$150.00	20,000	$150.00	$30.00	$120.00	20,000
5377 Shoreham Way	Residential	Toilet	$350.00	1	$125.00	7,000	$125.00	$25.00	$100.00	7,000

EXHIBIT C Revision # [ ]

METROPOLITAN COUNCIL ENVIRONMENTAL SERVICES

2022-2024 CLEAN WATER FUND WATER EFFICIENCY GRANT PROGRAM
GRANT AMENDMENT FORM

NOTICE TO GRANTEE: Submission of this form is required to modify your city's agreement with Metropolitan Council Environmental Services (MCES) 2022-2024 Clean Water Fund Water Efficiency Grant Program (Grant Program).

After determination of your city's initial grant amount, completion and submission of this form is necessary when 1) you are requesting additional grant funds to meet unexpected rebate or grant demand, or 2) when your city has determined that the previously approved program's rebate or grant demand will not be met, requiring less grant funds than anticipated when the agreement was signed.

The process for modifying your agreement is as follows:

1. Your City's authorized representative submits one signed copy of Exhibit C to MCES, with an attachment itemizing requests for changes to prior granted amounts.
2. Upon receipt of signed Exhibit C, MCES Program Administrator obtains Council authorized signatures that modifies the agreement and returns a fully signed copy of Exhibit A indicating new grant amount to City's designated authorized representative.

Instructions: Indicate the date of your change request in #1 box. Indicate the number of this particular change request in #2 box (and in box at top of page – must match). Enter the current grant agreement amount (as MCES approved) in #3 box. If you wish to <u>increase</u> your municipality's grant amount, enter the amount you are requesting in #4 box. If you wish to <u>decrease</u> your grant amount due to less demand than anticipated, enter the amount in #5 box. Enter in #6 box the amount derived from adding #3 to #4 or derived from subtracting #5 from #3.

Grant Agreement # [ ]

1. Date of change request: [ ]

2. Change request number: [ ]

3. Current Grant Agreement Amount (as MCES approved): [ ]

4. Increase due to request for additional funding: ☐

5. Decrease due to less demand: ☐

6. Amended Grant Agreement Amount requested: ☐

CITY NAME: _____

CITY AUTHORIZED REPRESENTATIVE (signature and date):

_____

MCES PROGRAM ADMINISTRATOR APPROVAL (signature and date):

_____

COUNCIL AUTHORIZED SIGNATURE AND DATE

_____

Questions may be directed to the MCES Authorized Representative:

Brian Davis
MCES Principal Engineer
390 Robert Street North
St. Paul, MN 55101-1805
Phone: (651) 602-1519
Email: brian.davis@metc.state.mn.us

Councilmember Riley introduced the following resolution and moved for its adoption:

RESOLUTION #22-065

RESOLUTION AUTHORIZING STAFF TO APPLY FOR WATER EFFICIENCY GRANT FUNDS THROUGH THE METROPOLITAN COUNCIL FOR 2022-2024 CYCLE

WHEREAS, the City of Ramsey owns and maintains a municipal water supply system, which is essential to the quality of life, health and welfare of City residents and businesses; and

WHEREAS, the City of Ramsey currently relies on groundwater as the sole source of its municipal water supply system; and

WHEREAS, the City of Ramsey is planning to construct two new municipal water supply system groundwater wells to accommodate planned growth in the next ten years; and

WHEREAS, Minnesota Statutes 473.1565 directs the Metropolitan Council to undertake planning activities that emphasize conservation, inter-jurisdictional cooperation, and long-term sustainability; and

WHEREAS, the Metropolitan Council received an allocation of $1,250,000 from the Clean Water, Land, & Legacy Amendment Fund to assist local units of government by helping property owners pay for water saving audits and/or more water efficient appliances to conserve water; and

WHEREAS, the primary objective of the Water Efficiency Grant Program is to assist local units of government to conserve water to ensure long-term groundwater sustainability; and

WHEREAS, this grant program is consistent with the goals and objectives of the City's Strategic Action Plan; and

WHEREAS, the City has the capability to adequately fund its local cost share for this grant program through the water enterprise fund; and

WHEREAS, the City of Ramsey is currently administering a Water Efficiency Grant Program providing rebates for WaterSense® labeled irrigation controllers and/or irrigation audits, WaterSense® labeled toilets, and Energy Star® rated clothes washing machines; and

WHEREAS, the current grant cycle runs through June 30, 2022; and

WHEREAS, the upcoming Water Efficiency Grant Program cycle will run from July 1, 2022 through June 30, 2024; and

WHEREAS, the minimum grant amount is $5,000 and the maximum grant amount is $50,000; and

WHEREAS, the deadline to submit an application for the 2022-2024 grant cycle is March 31, 2022; and

WHEREAS, grant recipients will be notified by the Metropolitan Council no later than April 29, 2022; and

WHEREAS, the City of Ramsey's Environmental Policy Board (EPB) reviewed this grant opportunity and recommended applying for the 2022-2024 round of funding.

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 Staff to apply for Water Efficiency Grant funds for the 2022-2024 cycle in an amount not to exceed $50,000.

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

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

and the following voted against the same:

None

and the following abstained:

None

and the following were absent:

None

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 22nd day of March, 2022.

Mayor

ATTEST:

City Clerk

Councilmember_____introduced the following resolution and moved for its adoption:

RESOLUTION #22-127

RESOLUTION TO ENTER INTO A CLEAN WATER FUND GRANT AGREEMENT WITH THE METROPOLITAN COUNCIL TO RECEIVE A WATER EFFICIENCY GRANT

WHEREAS, the City of Ramsey owns and maintains a municipal water supply system which is essential to the quality of life, health and welfare of City residents and businesses; and

WHEREAS, the City of Ramsey currently relies on groundwater as the sole source of its municipal water supply system; and

WHEREAS, the City of Ramsey is planning to construct two new municipal water supply system groundwater wells to accommodate planned growth in the next ten years; and

WHEREAS, Minnesota Statutes 473.1565 directs the Metropolitan Council to undertake planning activities that emphasize conservation, inter-jurisdictional cooperation, and long-term sustainability; and

WHEREAS, the Metropolitan Council received an allocation of $1,000,000 from the Clean Water Funds to assist local units of government by helping property owners pay for water saving audits and/or more water efficient appliances to conserve water; and

WHEREAS, the primary objective of the Water Efficiency Grant Program is to assist local units of government to conserve water to ensure long-term groundwater sustainability; and

WHEREAS, this grant program is consistent with the goals and objectives of the City's Strategic Action Plan; and

WHEREAS, the City has the capability to adequately fund its local cost share for this grant program through the water enterprise fund; and

WHEREAS, on March 22, 2022, the Ramsey City Council authorized staff to apply for grant funding up to $50,000; and

WHEREAS, the City of Ramsey submitted an application for grant funds to offer rebates for WaterSense® certified smart irrigation controllers and toilets, as well as for Energy Star® certified clothes washing machines and dishwashers for water supply customers; and

WHEREAS, the Metropolitan Council received grant applications totaling $1,401,920; and

WHEREAS, the City of Ramsey was one of thirty-seven (37) communities accepted into the grant program with a grant allocation of $19,800; and

WHEREAS, to accept the grant funds, the City of Ramsey must enter into a Clean Water Fund Grant Agreement with the Metropolitan Council.

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 execution of the Clean Water Fund Grant Agreement with the Metropolitan Council and to accept the $19,800 grant allocation for a water efficiency rebate program.

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 14th day of June, 2022.

_____
Mayor

ATTEST:

_____
City Clerk

CC Regular Session **5. 16.**

Meeting Date: 06/14/2022

Submitted For: Sean Sullivan, Community Development

By: Sean Sullivan, Community Development

Information

Title:

Adopt Resolution #22-128 Approving Lease With iDigital Outdoor, LLC for Dynamic Display Billboard

Purpose/Background:

The purpose of this case is to consider approval of a lease with iDigital Outdoor, LLC to erect a Dynamic Display Billboard on City owned land.

The request for to explore and ultimately construct a Dynamic Display Bill Board originated in the EDA. Feedback from proposed developers and end users in regards to visibility from Hwy 10 in the COR has prompted the discussion. On May 11, 2021 The City Council adopted Resolution #21-131 directing staff to begin work on negotiation for a ground lease on 7443 Hwy 10 (Former M & G Trailer - RALF Site), or another City preferred location and to work on an ordinance amendment for digital billboards. Staff has been working with iDigital Outdoor, LLC, former City Attorney Langel, City Attorney Knaak, and the Planning Commission to put together a lease and ordinance.

Dynamic Display Billboard Location and Design

Staff had originally identified 7443 Hwy 10 NW as the proposed site for the billboard. Upon further discussion with the RALF program it was determined that the City would need to acquire the site before it would be able to enter into a lease with iDigital Outdoor, LLC. The estimated cost for the entire site would approach 1.3M according to discussion with RALF. In addition, erecting a sign prior to the new frontage road being built as part of the Hwy 10 project is problematic. Staff searched for a better alternative near this location. Staff identified a City owned parcel south of Hwy 10 in front of the old Diamonds site and presented it to iDigital for consideration. In order to make the project work on this site, the power lines will need to be put underground and a vertical billboard would be needed. Discussions with Connexus Energy have been productive and iDigital Media is comfortable moving forward with this site. (See Site location Map)

Terms of the Lease

The terms of the lease are generally the terms reviewed by the City Council and EDA last year. The City attorney has reviewed the attached lease and recommends approval contingent on adoption of an Ordinance adding digital display billboards. Ramsey businesses are given a preferred rate, 8 slots of advertising availability if they are willing to buy, and the city is given access to post Public Service Announcements based on ability and an opportunity to advertise city events in the St Could and northern Minnesota networks. Political advertisements are an item that still needs to be refined. iDigital asked the City to consider the ability for political advertisement under the conditions in the language below:

"In light of Lessor's status as a governmental entity, Lessee agrees political advertisements, meaning advertisements appealing for votes for or against a candidate or issue in any election campaign will be treated with equal opportunity and be unbiased to any one party. This will include equal inventory offerings and equal rates to all political parties. Lessee further agrees to prohibit advertisement of adult use businesses or products sold or marketed by adult use businesses as such businesses are defined in Section 117-1 of the City Code, as well as advertisement of tobacco products, including cigarettes, e-cigarettes, chewing tobacco, cigars and vapor products, and any advertisement that promotes the use or consumption of such products"

This language was reviewed by the EDA and staff was directed to add this into the attached lease.

Sign Ordinance
The sign Ordinance adding digital display billboards and the rules and regulations is being introduced this evening in another case. Approval of the attached lease is contingent on adoption of the Ordinance. The terms of the attached lease were discussed by the City Council during a previous work session and the sign spacing and display interval of 7s are incorporated into the Ordinance to be introduced at the City Council Meeting.

Notification:
N/A

Observations/Alternatives:
iDigital has communicated to City Staff that they are anxious to move forward on this project. Lead times for new digital displays are out longer than usual and it takes awhile to get through the processes relating to siting the billboards. iDigital Media would like to have this project under construction in 2022 if it is feasible.

Key terms of the proposed lease include:

- Lessor will be paid monthly at a rate of 25 % of the gross monthly billing per month. (Estimated to be about 60K/Year). Payments to Lessor will commence 60 days after the billboard goes live. Two years after billboard goes live, a minimum payment of $1,500 / month ($18,000/year) shall be made by the Lessee to the Lessor.
- Lessee agrees to reserve up to 8 slots of the advertisement inventory for Local Business Enterprises, in the event this inventory is not sold within 120 days, Lessee reserves the right to open that inventory for sale to entities outside of Ramsey city limits. Lessee will work in good faith with the city of Ramsey to prioritize local businesses that wish to advertise on the billboard.
- Lessee agrees to allow City of Ramsey to use advertising space on the Ramsey billboard for Public Service Announcements (PSA) as inventory is available; Lessee will do its best to accommodate any PSA requests.
- Lessee agrees to allow the City of Ramsey to advertise up to 1 slot each on its St Cloud Network and Northern MN network at no cost based on open inventory.
- Lessee will raise advertising rates annually based upon prime and/or market conditions. Local Business Enterprises or "LBE" will have a special rate, called the “local rate”. The local rate shall be 33% less than the standard rate card rates as published by iDigital annually. An LBE shall be defined as a business headquartered or which maintains a Substantial Local Office that performs the significant functions of the business in the City of Ramsey or a business of which at least 51% of the stock, equity, or beneficial interest is owned, held, or controlled and whose day-to-day management is under the control of an individual residing in the City of Ramsey. All businesses in the COR shall also carry an LBE designation. There is no formal certification process for LBE designation and it is determined and assigned based upon the criteria referenced in this definition.
- Lessee further agrees to give the City of Ramsey open inventory for free on Lessees other networks to advertise events and announcements.
- In light of Lessor’s status as a governmental entity, Lessee agrees political advertisements, meaning advertisements appealing for votes for or against a candidate or issue in any election campaign will be treated with equal opportunity and be unbiased to any one party. This will include equal inventory offerings and equal rates to all political parties. Lessee further agrees to prohibit advertisement of adult use businesses or products sold or marketed by adult use businesses as such businesses are defined in Section 117-1 of the City Code, as well as advertisement of tobacco products, including cigarettes, e-cigarettes, chewing tobacco, cigars and vapor products, and any advertisement that promotes the use or consumption of such products
- Lessee agrees to place on the sign pedestal permanent City of Ramsey verbiage and logo visible from both directions on Highway 10.

The Ramsey EDA met on February 10, 2022 and recommended that the above terms be included in the lease.

<u>Alternatives for Lease:</u>
1) City Council to approve the attached Lease with iDigital Outdoor, LLC contingent on adoption of sign Ordinance; subject to City Attorney Review (as presented)
2) City Council to approve the attached Lease with iDigital Outdoor, LLC contingent on adoption of sign

Ordinance; subject to City Attorney Review (with suggested changes)
3) Something Else

Funding Source:

Construction, maintenance and operation of the sign will be by the iDigital Media. The City would receive lease revenue based on 25% of gross ad sales. There is no net cost to the City.

Recommendation:

The EDA met on February 10, 2022 and made a motion to recommend to City Council to approve the Lease Structure for Dynamic Display Billboard with iDigital Media as presented, subject to City Attorney review.

and;

The EDA met on February 10, 2022 and made a motion 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.

Both motions were passed unanimously. An excerpt of the Minutes from the February EDA Meeting is attached to the case for reference.

Action:

Motion to Adopt Resolution #22-128 Approving Lease With iDigital Outdoor, LLC for Dynamic Display Billboard Contingent on Adoption of Ordinance #22-19; subject to City Attorney review.

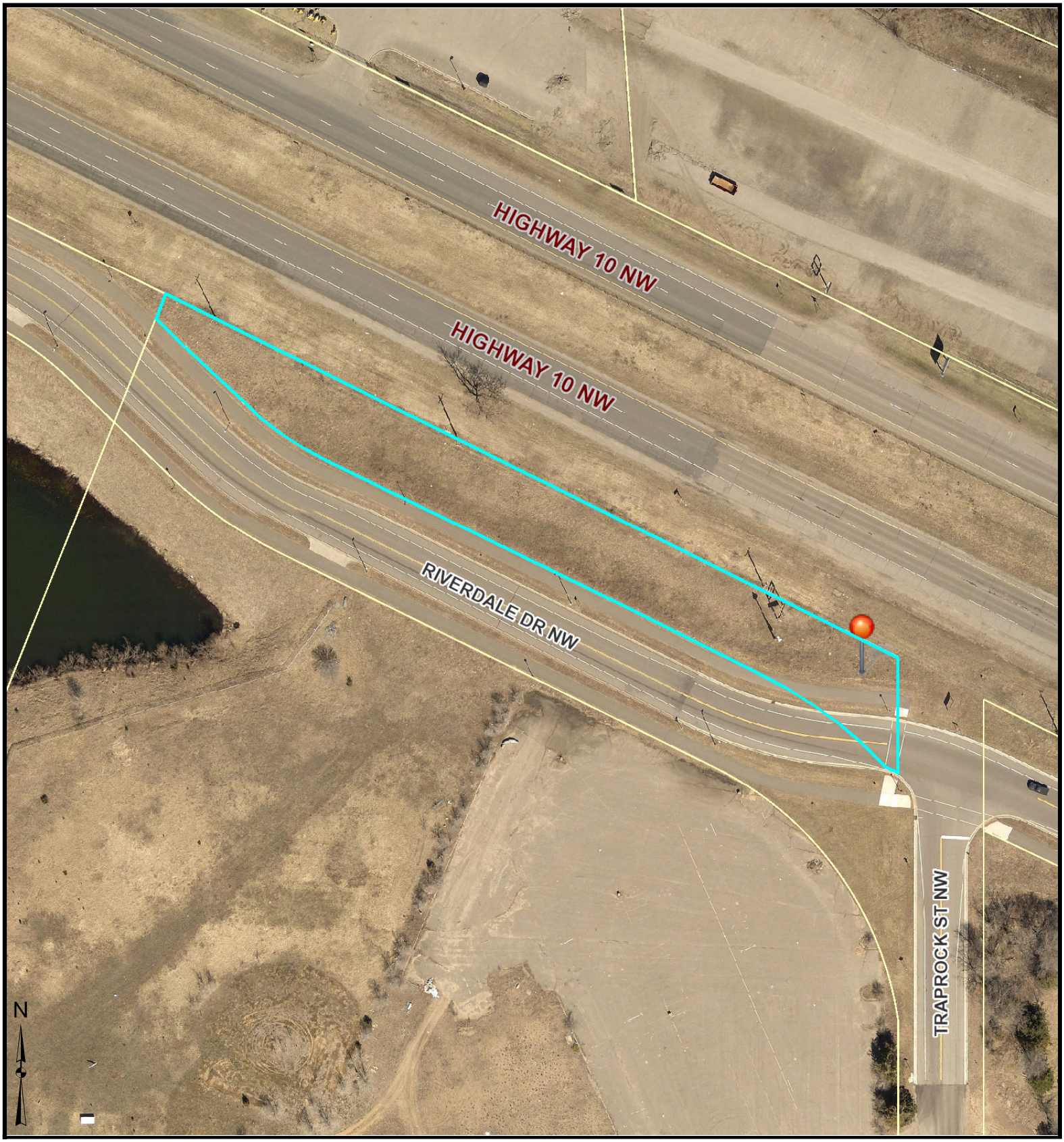
Attachments

Site Location Map
ACTION - Resolution #22-128
ACTION - Lease for Dynamic Display Sign with Digital
Draft Ordinance - Digital Billboard Section
Reference- Resolution #21-131
Excerpt from Feb 10 2022 EDA Meeting Minutes - Reference

Form Review

Inbox	Reviewed By	Date
Sean Sullivan (Originator)	Sean Sullivan	05/31/2022 02:43 PM
Brian Hagen	Brian Hagen	06/08/2022 07:54 PM
Form Started By: Sean Sullivan		Started On: 05/27/2022 10:25 AM
Final Approval Date: 06/08/2022		

Site Location Map - Digital Display Billboard



Parcel Information:
28-32-25-43-0008

RAMSEY
MN 55303
Plat: THE DIAMONDS

Approx. Acres: 0.83
Commissioner: MATT LOOK

Owner Information:
RAMSEY CITY OF
7550 SUNWOOD DRIVE
RAMSEY
MN
55303

Sean Sullivan | 1:1,200 | Date: 5/31/2022

Disclaimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed. This is not a legal document and should not be substituted for a title search, appraisal, survey, or for zoning verification.

Councilmember _____ introduced the following resolution and moved for its adoption:

RESOLUTION #22-128

RESOLUTION APPROVING LEASE WITH IDIGITAL OUTDOOR LLC FOR DYNAMIC DISPLAY BILLBOARD

WHEREAS, The City of Ramsey EDA and City Council directed Staff to explore interest in a private owned and operated digital billboard on Hwy 10 to assist Ramsey businesses in advertising opportunities; and

WHEREAS, the City of Ramsey sent out an RFI to iDigital Outdoor, Clear Channel Outdoor, Lamar Outdoor Advertising and Blue Ox Media (the "Vendors"; and

WHEREAS, iDigital Outdoor, Clear Channel Outdoor and Lamar Outdoor Advertising completed the RFI and submitted it to the City; and

WHEREAS, the Ramsey EDA reviewed the Vendors RFI submittals on April 8, 2021 and recommend to City Council to further investigate and approve the concept of a digital billboard on Highway 10 with the EDA preference for vendor as iDigital Outdoor; and

WHEREAS, On May 11, 2021, the City of Ramsey City Council Adopted Resolution 21-131 selecting iDigital Outdoor LLC as the preferred vendor and to direct Staff to select a location for the sign, negotiate a lease and to draft a sign ordinance to add digital display billboards and bring back to the City Council for consideration; and

WHEREAS, Staff has identified a viable location for the digital display billboard, negotiated a lease with terms preferred by the City Council and EDA and has drafted an Ordinance for the City Council to consider; and

WHEREAS, the Ramsey EDA met on February 10, 2022 and recommends adoption of the lease as presented.

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

1) That the City Council approve the lease with iDigital Outdoor, LLC and direct city official to execute said lease; contingent on adoption of the Ordinance adding Off-Premises Digital Billboard Signs; subject to City Attorney review.

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 14th day of June, 2022.

_____
Mayor

ATTEST:

_____
City Clerk

STANDARD OUTDOOR SIGN LEASE

iDigital Outdoor, LLC
4302 13th Ave So, Suite 4375
Fargo, ND 58103

031621

SECTION I: AGREEMENT

Agreement of lease made this ____ day of ____ of 2022, by & between ___ City of Ramsey as Lessor, and iDigital Outdoor, LLC, as Lessee.

SECTION II: LOCATION OF SIGN STRUCTURE

Sign Address: XXXX HWY 10 NW City: Ramsey State: MN Zip: 55303

Property Identification Number (PIN): 28-32-25-43-0008

Legal Description: Part of Outlot A and vacated Traprock Street NW (As depicted on attached Exhibit A)

Addition Name: The Diamonds

County: Anoka

State: Minnesota

Tax Parcel #: Part of 28-32-25-43-0008

SECTION III: LESSOR/LESSEE INFORMATION

Lessor:	CITY OF RAMSEY	Lessee:	IDIGITAL OUTDOOR, LLC
Address:	7550 Sunwood Dr NW Ramsey, MN 55303	Address:	4302 13th Ave So, Suite 4375 Fargo, ND 58103
Contact:	Brian Hagen	Contact:	Josh Gilleland
Phone:		Phone:	701.369.6100
Email:	bhagen@ci.ramsey.mn.us	Email:	josh@idigitaloutdoor.com

SECTION IV: LEASE TERM - RENTAL/ADVERTISING PAYMENTS

Term: This Lease is for an initial term of 20 years. The Lessee will have the option to renew this Lease for two additional ten year terms which will automatically renew unless notice is given by Lessor two months before the expiration of the Lease term. Notwithstanding any other provision herein, this Lease shall terminate upon written notice from Lessor and Lessee shall have 30 days to cure if the digital sign ceases to display images and the screen is black or blank for a time period of 14 consecutive days due to a malfunction, lack of maintenance or if the Lessee has become operationally defunct unless said cessation is caused by the act or omission of Lessor. A termination notice cannot be issued in the event the sign was damaged by an outside force, natural disasters, or acts of God. If the sign becomes damaged by an outside force, the Lessor and Lessee will work together to create a reconstruction plan, which may be 120 to 180 days depending on supply side issues at the time of the sign damage. If Lessee decides not to rebuild, notice will be given to Lessor and this Lease will terminate.

Payment: Lessor will be paid monthly at a rate of 25 % of the gross monthly billing per month. Payments to Lessor will commence 60 days after the billboard goes live. Two years after billboard goes live, a minimum payment of $1,500 / month ($18,000/year) shall be made by the Lessee to the Lessor.

Special Condition(s): Lessee agrees to reserve up to 8 slots of the advertisement inventory for Local Business Enterprises, in the event this inventory is not sold within 120 days, Lessee reserves the right to open that inventory for sale to entities outside of Ramsey city limits. Lessee will work in good faith with the city of Ramsey to prioritize local businesses that wish to advertise on the billboard.

Lessee agrees to allow City of Ramsey to use advertising space on the Ramsey billboard for Public Service Announcements (PSA) as inventory is available; Lessee will do its best to accommodate any PSA requests.

Lessee agrees to allow the City of Ramsey to advertise up to 1 slot each on its St Cloud Network and Northern MN network at no cost based on open inventory.

Lessee will raise advertising rates annually based upon prime and/or market conditions. Local Business Enterprises or "LBE" will have a special rate, called the "local rate". The local rate shall be 33% less than the standard rate card rates as published by iDigital annually. An LBE shall be defined as a business headquartered or which maintains a Substantial Local Office that performs the significant functions of the business in the City of Ramsey or a business of which at least 51% of the stock, equity, or beneficial interest is owned, held, or controlled and whose day-to-day management is under the control of an individual residing in the City of Ramsey. All businesses in the COR shall also carry an LBE designation. There is no formal certification process for LBE designation and it is determined and assigned based upon the criteria referenced in this definition.

Lessee further agrees to give the City of Ramsey open inventory for free on Lessees other networks to advertise events and announcements.

In light of Lessor's status as a governmental entity, Lessee agrees political advertisements, meaning advertisements appealing for votes for or against a candidate or issue in any election campaign will be treated with equal opportunity and be unbiased to any one party. This will include equal inventory offerings and equal rates to all political parties. Lessee further agrees to prohibit advertisement of adult use businesses or products sold or marketed by adult use businesses as such businesses are defined in Section 117-1 of the City Code, as well as advertisement of tobacco products, including cigarettes, e-cigarettes, chewing tobacco, cigars and vapor products, and any advertisement that promotes the use or consumption of such products.

Lessee agrees to place on the sign pedestal permanent City of Ramsey verbiage and logo visible from both directions on Highway 10.

Lessee's sign erected pursuant to this Lease is subject to Ramsey City Code § 117-463(f)(b-d).

SECTION V: CONSTRUCTION OF SIGNS

The Lessee will have the right to erect, place and maintain advertising sign structures and equipment at Lessee's own expense on the demised premises and post, paint, illuminate and maintain advertisements on such structures. All structures, equipment and materials placed upon the

said premises by the Lessee shall always remain the personal property of, and may be removed by, the Lessee at any time prior to or within a reasonable time after the expiration of the term hereof or any extension thereof or as otherwise provided herein. Exhibit "B" will be attached hereto with the sign plans, specifications, renderings and placements. These and future sign changes that are significant in nature are subject to approval by the city of Ramsey. All signs, structures, equipment and materials shall comport with Federal, State and local law, including any City of Ramsey permit requirements.

SECTION VI: EASEMENT

Lessor hereby grants unto Lessee, its successors and assigns an easement over, upon and in the following described tract of property:

Legal Description: Part of Outlot A and vacated Traprock Street NW (As depicted on attached Exhibit A)

Addition Name: The Diamonds

County: Anoka

State: Minnesota

Tax Parcel #: Part of 28-32-25-43-0008

The purpose is constructing, operating and maintaining, repairing its advertising sign structures and equipment, together with the customary utilities including, but not limited to, the electrical utilities described in Section VII below. The easement area is pictorially represented on the attached Exhibit "A." Lessor, it's successors and assigns, further agree that they will not disturb, injure, molest or in any manner interfere with the advertising structures and equipment, including utilities, over and upon the above described premises and Lessor expressly warrants and states no buildings, trees, shrubs or other obstacles of any kind shall be placed or located upon the above described premises so as to interfere in any manner with the construction, operation, maintenance or repair of said advertising sign, structures and equipment including utilities or customary appurtenances provided that Lessee, at its own expense, shall refill any excavation it makes, and level the ground thereafter, leaving the easement area in as good condition as it was prior to the time of constructing said advertising structure and equipment and customary appurtenances has begun. Lessee further maintains the right to remove brush, trees or obstructions impairing the full view of the sign(s).

SECTION VII: ACCESS, ELECTRIC POWER, INSURANCE, MAINTENANCE

Lessor guarantees to lessee free access to and use of any part of any ground or structure on said premises as may be necessary for Lessee to hang scaffolds, or construct, post, paint, illuminate, repair or remove its advertisements and structures. Lessee may equip the signs with electric wires and other equipment necessary or incidental to operation and maintenance of the sign and lessor agrees to grant to lessee such easements and other rights of access and use as are reasonably necessary to install and repair any such electrical wires or equipment provided that such wires and equipment shall not interfere with lessors quiet enjoyment of the demised premise. Lessee shall supply and pay the charges for all electric power for the sign. Lessee will cover all maintenance costs of the digital billboard and will cover this sign location under its existing general liability and property damage insurance policy.

SECTION VIII: LESSEE'S OPTION TO TERMINATE

If at any time (a) the signs or structures of the lessee on the demised premises shall be or become entirely or partially obscured or destroyed; or (b) the said premises shall be or become unsafe for the maintenance of the lessee structures thereon, or unable to support such structures; or (c) the value of said location for advertising purposes shall be or become diminished; or (d) there be a permanent diversion of traffic from the street or streets adjacent to, or leading to or past, the said premises, or a change in the direction of traffic on such street or streets; or (e) the lessee be unable to obtain from authorities having jurisdiction any necessary permit for the erection or maintenance of such sign or signs (of special or standard size, design and construction) as the lessee may desire to construct or maintain for the purpose of its business; or (f) the lessee be prevented by any present or future law or ordinance, or by the authorities having jurisdiction, from construction or maintaining on said premise such signs (of special or standard size, design and construction), as the lessee may so desire to construct, use or maintain them and in such event, at the option of the lessee, this lease shall terminate on fifteen (15) days' notice in writing to the lessor, by registered mail addressed to him at his address shown below, or such other addresses as the lessor may here after in writing specify. If for any reason prior to the renewal date of this contract the lease is terminated outside the forces of the lessee, or if at the end of the term of this lease the lessee does not renew, the lessee shall remove the structure, equipment, all above ground components of the sign, and repair the grounds at grade to their original condition, unless otherwise directed in writing by Lessor. Lessee maintains the ability, authority and right to remove Lessee's property which includes any structure, signage, and equipment, upon the end or termination of this lease. Upon the end of or termination of this lease, lessee shall have 60 days to remove any structure, signage, or components during the months of May through October and 90 days after October 30 to remove during the months of November through April due to cold weather conditions.

SECTION IX: CONTRACT

Payments for this contract shall commence 60 days after the date that the digital billboard is live. This Contract shall be construed and enforced in accordance with the laws of the state of Minnesota without regard to principles of conflicts of laws. The parties agree that jurisdiction; rule of law, venue and the interpretation of this lease agreement shall be pursuant to the state of Minnesota. Shall any disputes arise, it is agreed that the state of Minnesota shall hold jurisdictional governing law and any actions taken will be done so through the Minnesota judicial system.

SECTION X: LESSOR'S WARRANTIES

The lessor represents and warrants that Brian Hagen (Lessor Representative) the Interim City Administrator (Title of Representative) of the premises above described and has authority to make this lease and covenants. Lessor also warrants that it will not permit Lessee's signs to be obstructed.

SECTION XI: OBLIGATION; BINDING ON SUCCESSORS

It is expressly understood that neither the lessor nor the lessee is bound by any stipulations, representations, or agreements not printed or written in the lease. This lease shall inure to the benefit of and be binding upon the personal representative, successors and assigns of the parties hereto.

SECTION XII: LESSEE'S RIGHT TO ASSIGN

Lessee hereby reserves the right, and said right, is granted to lessee to sell, assign and set over all of the lessee's rights, title and interest in this lease to any financially responsible assignee upon the express and written assumption by the assignee of all the obligations of the lessee herein named and upon such assumption, lessee shall be fully discharged from any and all obligations under this instrument.

SECTION XIII: MEMORANDUM OF LEASE

The parties agree to execute a Memorandum of Lease setting forth basic terms of the lease in order to give notice of record of the existence of the lease. The Memorandum of Lease will not contain the financial terms of the lease. Both parties agree to execute the Memorandum of Lease which will be recorded by lessee. Lessor agrees not to record the outdoor sign lease.

SECTION XIV: CONTINGENCY

This contract is contingent upon permit approval from city, state and any other governing body that may regulate signage, digital signage, or billboard signage. This contract and any memorandums will be deemed null and void in the event a permit is not granted by any of the aforementioned permitting authorities.

SECTION XV: EXCLUSIVITY

Lessee and its successors and assigns shall have the exclusive right to install and operate any advertising or billboard sign upon the Property consistent with local, State and Federal law. Lessor shall not allow or permit any other advertising sign, billboard sign or other sign upon the Property, except for the existing signage or on-premise signage for any subsequent tenant or occupant operating upon the Property. Any new signage will not encumber or obstruct the Lessee's billboard sign. Lessee and its successors and assigns shall have the right to enforce by any proceeding at law or in equity the exclusivity restriction imposed by this Lease.

SECTION XVI: SIGNATURE

Lessee:

Legal Name: IDIGITAL OUTDOOR, LLC	**Authorized Signature:**
Printed Name/Title:	**Date**:

STATE OF _____)
) ss.
COUNTY OF _____)

On this _____day of_____, 2022 before me, the undersigned, a Notary Public within and for said county and state, personally appeared_____, known to me to be the _____of iDigital Outdoor, LLC, the limited liability company that is described in and that executed the within and foregoing instrument and acknowledged to me that such corporation executed the same.

(Seal)	
	Notary Public Signature:
	Commission Expires:

Lessor:

Legal Name: City of Ramsey	**Authorized Signature:**
Printed Name/Title: Brian Hagen / Interim City Administrator	**Date**:

STATE OF _____)
) ss.
COUNTY OF _____)

On this _____day of_____, 2022 before me, the undersigned, a Notary Public within and for said county and state, personally appeared_____ known to me to be person who is described in and who executed the within instrument and acknowledged to me that said person executed the same.

(Seal)	
	Notary Public Signature:
	Commission Expires:

Authorizing Agent: (If Applicable)

Legal Name: City of Ramsey	**Authorized Signature:**

Printed Name/Title:	**Date**:
Mark E. Kuzma / Mayor	

STATE OF_____)
) ss.
COUNTY OF _____)

On this _____day of_____, 2022 before me, the undersigned, a Notary Public within and for said county and state, personally appeared_____ known to me to be person who is described in and who executed the within instrument and acknowledged to me that said person executed the same.

(Seal)		
	Notary Public Signature:	
	Commission Expires:	

Exhibit A – Sign Location and Access

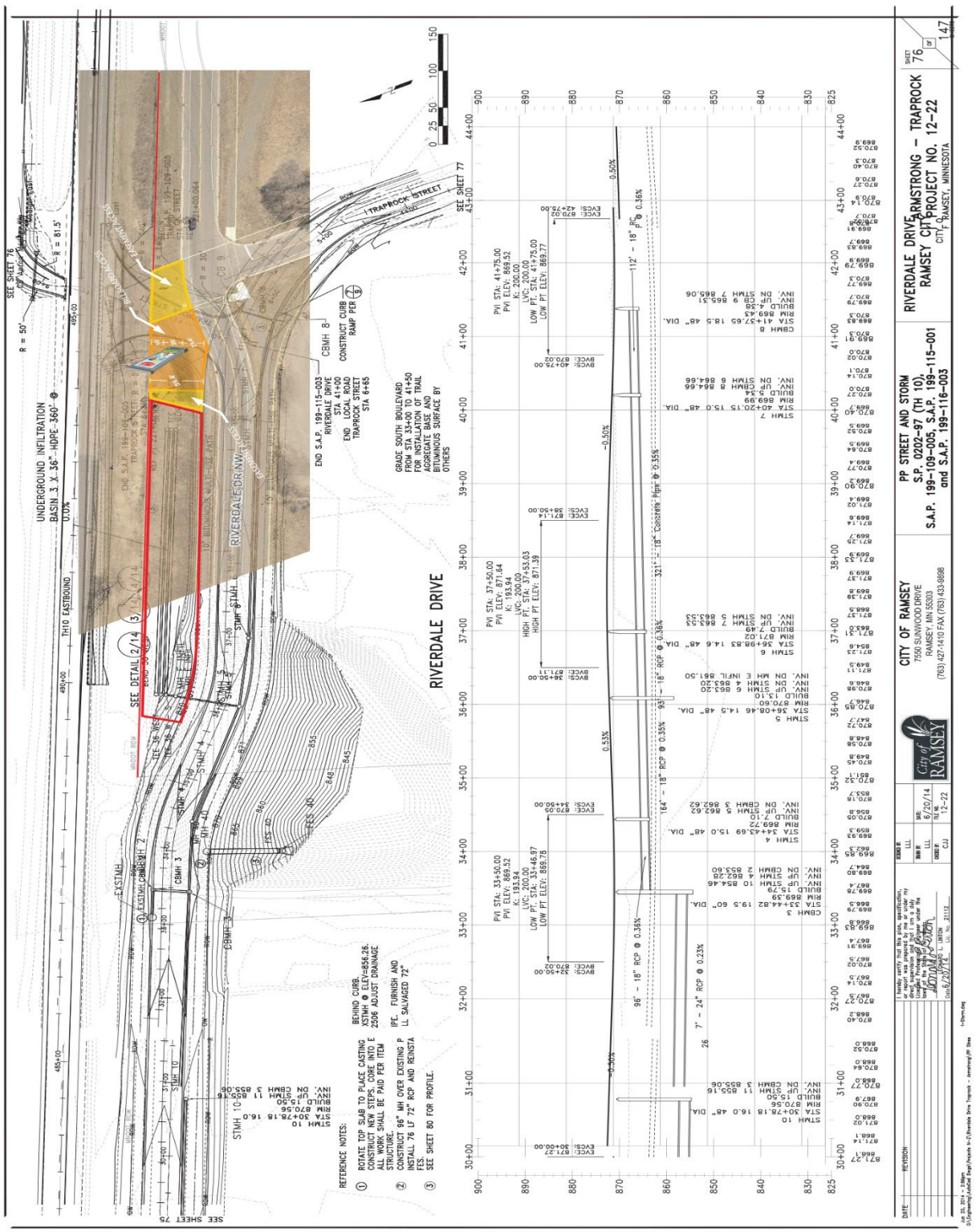


Exhibit B – Sign Design and Dimensions



DIVISION 8. SIGNS

Sec. XXX-XXX. Off-Premises Digital Billboard Signs

(a) *Findings, purpose, and intent.* The city council finds it necessary for the promotion and preservation of the health, safety, welfare, and aesthetics of the community that the construction, location, size, conspicuity, brightness, legibility, operational characteristics, and maintenance of off-premises digital billboard signs be controlled. Off-premises digital billboard signs have a direct and substantial impact on traffic safety, pedestrian safety, community aesthetics and property values. If left uncontrolled, off-premises digital billboard signs, designed to catch the eye of persons in their vicinity and hold it for extended periods of time, including video display signs, constitute a serious traffic safety threat. The city council intends by this subsection to establish a legal framework for off-premises digital billboard sign regulation in the city to facilitate an easy and agreeable communication between people while protecting and promoting the public health, safety, welfare and aesthetics of the community. It is not the purpose or intent of this subsection to prefer or favor commercial messages or speech over noncommercial messages or speech or to discriminate between types of noncommercial speech or the viewpoints represented therein. Rather, the purpose of the off-premises digital billboard sign regulations promulgated in this subsection is:

(1) To eliminate potential hazards to motorists and pedestrians using the public streets, sidewalks, and rights of way;

(2) To safeguard and enhance property values;

(3) To control nuisances;

(4) To preserve and improve the appearance of the city through adherence to aesthetic principles, in order to create a community that is attractive to residents and to nonresidents who come to live, visit, work, or trade;

(5) To eliminate excessive and confusing sign displays;

(6) To encourage signs which by their design are integrated with and harmonious to the surrounding environment and the buildings and sites they occupy;

(7) To maintain the character of the mainstreet core downtown but allow local businesses the opportunity to reach a wider audience by advertising along Highway 10 and

(8) To promote the public health, safety, and general welfare.

(b) *Location of off-premises digital billboard signs.* Notwithstanding anything to the contrary contained within this Code, off-premises digital billboard signs may be located only within the off-premises digital billboard sign overlay district. Off-premises digital billboard signs are prohibited in all zoning districts of the city other than the off-premises digital billboard sign overlay district. Off-premises digital billboard signs located in the off-premises digital billboard sign overlay district must comply with all Code requirements for permitted off-premises digital billboard signs.

(1) *Permitted districts.* The off-premises digital billboard sign overlay district shall commence along Highway 10 within two hundred fifty feet (250') of the Highway 10 centerline within the Ramsey city limits. Off-premises digital billboard signs are not allowed in any residential zoning district.

(2) *Number of off-premises digital billboard signs.* A total of three off-premises digital billboard signs shall be permitted within the entirety of the off-premises digital billboard sign overlay district.

(3) *Separation distance between off-premises digital billboard signs.* Off-premises digital billboard signs shall have a separation distance of at least 2 miles between each site in which they are located.

~~(4) *Site restrictions*. Off-premises digital billboard signs shall not be placed upon any property upon which a building already exists.~~

(5) *Size.* Off-premises digital billboard signs shall not exceed 700 square feet in surface area per sign surface.

(6) *Number of surfaces.* Off-premises digital billboard signs shall not contain more than two sign surfaces. Said sign surfaces shall face in opposite directions with an interior angle not to exceed 45 degrees.

(7) *Height.* Off-premises digital billboard signs shall not exceed 50 feet in height as measured from the established grade of the site upon which the off-premises signs and digital billboards is located.

(8) *Conditional use.* Off-premises digital billboard signs shall be processed in accordance with the procedures established for conditional use permits in section 117-51~~, with the exception of recording the home occupation permit should it be approved by city council~~.

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(c) *Off-premises digital billboard sign overlay district performance standards:* The off-premises digital billboard sign overlay district is hereby established as a separate zoning district within the city. Within the off-premises digital billboard sign overlay district, off-premises digital billboard signs are permitted subject to the following conditions:

(1) No off-premises digital billboard signs shall be erected that, by reason of position, shape, movement, or color, interferes with the proper functioning of a traffic signal or which constitutes a traffic hazard.

(2) Off-premises digital billboard signs shall ~~meet all required principal structure setbacks of the underlying zoning district.~~not be located so as to extend over any property line or within a drainage and utility easement, or within 15 feet of any point of vehicular access from a parcel to a public roadway.

(3) Off-premises digital billboard signs must have an architecturally enhanced base.

(4) Off-premises digital billboard signs must have minimum display duration of ~~eight (8)~~seven (7) seconds. Such display shall contain static messages only; change from one static message to another shall be instantaneous without any special effects, through dissolve or fade transitions, or with the use of another subtle transition technique that does not have the appearance of moving text or images.

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(5) Off-premises digital billboard signs must be rectangular in shape and all messages must be contained within the off-premises digital billboard frame.

(6) All off-premises digital billboard signs shall have ambient light monitors installed as part of the off-premises digital billboard sign and shall, at all times, allow such monitors to automatically adjust the brightness level of the electronic sign based on light conditions.

(7) Off-premises digital billboard signs shall meet the following brightness standards:

a. Off-premises digital billboard signs shall not exceed 7,500 nits (candelas per square meter) between the hours of civil sunrise and civil sunset and shall not exceed 500 nits (candelas per square meter) between the hours of civil sunset and civil sunrise as measured from the face of the sign. The light level shall not exceed 0.3-foot candles above ambient light as measured from a pre-set distance depending on sign size. Measuring distance shall be determined using the following equation: the square root of the message center sign area multiplied by 100. Example: 12 square foot sign √(12 x 100) = 34.6 feet measuring distance.

(8) Off-premises digital billboard signs shall have a fully functional monitoring off switch system that shuts the dynamic display off-premises sign off when the display deteriorates, in any fashion, five percent or greater until the dynamic display sign has been repaired to its fully functional factory specifications.

(9) Off-premises billboard signs must be part of the state of Minnesota's public safety alert system.

(10) Applicants for an off-premises digital billboard signs permit shall enter into an agreement with the city to provide the city no less than 20 hours (provided in 9,000 eight-second spots) per month per dynamic display off-premises sign face in the city for community and public service messages at such times as shall be reasonably determined by the city. This agreement must be approved by the city council before a permit for the construction or conversion of an off-premises signs and digital billboard may be issued by the building official.

Councilmember Specht introduced the following resolution and moved for its adoption:

RESOLUTION #21-131

RESOLUTION APPROVING SELECTION OF DYNAMIC DISPLAY BILLBOARD VENDOR FOR RETAIL ADVERTISING ON HWY 10 NEAR THE COR

WHEREAS, The City of Ramsey EDA and City Council directed Staff to explore interest in a private owned and operated digital billboard on Hwy 10 to assist Ramsey businesses in advertising opportunities; and

WHEREAS, the City of Ramsey sent out an RFI to iDigital Outdoor, Clear Channel Outdoor, Lamar Outdoor Advertising and Blue Ox Media (the "Vendors"; and

WHEREAS, iDigital Outdoor, Clear Channel Outdoor and Lamar Outdoor Advertising completed the RFI and submitted it to the City; and

WHEREAS, the Ramsey EDA reviewed the Vendors RFI submittals on April 8, 2021 and recommend to City Council to further investigate and approve the concept of a digital billboard on Highway 10 with the EDA preference for vendor as iDigital Outdoor.

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

1) That the City Council select iDigital Outdoor as the vendor to work with for a Dynamic Display Billboard project on Hwy 10

2) Direct Staff to begin negotiation of a ground lease on 7443 Hwy 10 NW, or another City preferred location, and to work on an ordinance amendment for Digital Billboards and to bring back to the City Council for further review.

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

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

and the following voted against the same:

Councilmember Woestehoff

and the following abstained:

None

and the following were absent:

None

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

Mayor

ATTEST:

City Clerk

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.

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 fewer 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.

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:



Wendy Schlueter
Economic Development Administrative Assistant

Draft by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

CC Regular Session **5. 17.**

Meeting Date: 06/14/2022
Submitted For: Sean Sullivan, Community Development
By: Sean Sullivan, Community Development

Information

Title

Adopt Resolution #22-129 Making Certain Findings With Respect to Substandard Buildings

Purpose/Background:

The purpose of this case is to adopt findings documenting substandard buildings at 6336 Hwy 10 NW for the purposes of possible creation of a future Redevelopment TIF District. These actions are consistent with the approach outlined by the EDA at the September 12, 2019 meeting.

Background:
In July of 2019, City Staff contracted with LHB to get an objective, professional opinion on the probability of this area qualifying as a Redevelopment TIF District (25 years) or Renewal and Renovation TIF District (15 years). As a brief summary of TIF Districts, all existing taxes are paid and distributed to the appropriate taxing entities (City of Ramsey, Anoka County, Anoka Hennepin School District). New taxes generated by new investment (increment) that would not have occurred without the assistance (the 'but for' test) are still collected, but captured within the geographic boundaries of the District and used for eligible costs such as public infrastructure, site improvements, and land acquisition.

LHB Staff visited the site and put together the attached reference map identifying the probability of a building being substandard. The analysis is preliminary in nature and each building would need an inspection of the inside of the building, but the current analysis does give a good idea of what buildings might qualify for a TIF District. Based on the preliminary information it appears likely that a Redevelopment District (25 Years) could be created in this area.

At the September 12, 2019 EDA meeting, the EDA authorized staff to begin work with LHB to conduct inspections of buildings that have a high probability when opportunities present themselves. Hwy 10 planning /design actions are underway and Anoka County has commenced negotiations for partial and full acquisitions of parcels in the area identified on the Reference TIF Probability Map. 6336 Hwy 10 has been acquired by Anoka County, so there is a need to act swiftly to be able to consider the building for the future TIF District. In order to qualify a building(s) for a future TIF District, the inspection needs to be completed before the demolition and findings of fact need to be adopted by the City Council. This building along with other buildings in the general area will require inspections in the near future to keep up with County partial and full acquisitions related to Hwy 10.

This case is not committing the City Council to the creation of a future Redevelopment TIF District, it is only setting the groundwork to do so at a later date (within 3 years) if the Council decides to move forward.

Notification:

N/A

Observations/Alternatives:

The TIF Analysis for Findings for 6336 Highway 10 has been completed by LHB. All qualifying buildings (2) on site have been confirmed as substandard and would be allowed to be considered as part of a future Redevelopment TIF District. A copy of the report is attached to this case. A Resolution Making Certain Findings with Respect to Substandard Buildings is needed to the adopted by the City Council to complete the TIF eligibility process. This Resolution has been reviewed by Ehlers and TAFT and satisfies the state statutory requirement.

This resolution also gives the City Council the flexibility to use part of the 4M of funds committed to the Hwy 10 project to be spent on the demolition costs associated with 6336 Hwy 10. The City Council is not bound to use funds on this cost, it only gives flexibility to do so if chooses. Future discussion on how best to allocate the 4M for the Hwy 10 project will likely be discussed at a future work session. Eventually a JPA will be entered into with Anoka County outlining where the City contribution will be allocated. Subsequent resolutions could be presented to the City Council in the future for Substandard Findings of other parcels in the area and costs associated with acquisition or demolition of these parcels to allow these parcels to be eligible for entry into the TIF District.

Funding Source:

The funding source for the demolition costs is to be determined at a later date. The cost of the demolition will only be known after Anoka County completes the demolition. Possible funding sources could include:

1) Part of 4M city contribution to Hwy 10 Gateway Project
2) EDA unencumbered funds
3) Other Funding Sources

Staff wants to emphasize that this action does not bind the City Council to pay for the demolition costs; it just gives the City the option to do so.

Alternatives Include:
1) Adopt Resolution #22-129 Making Certain Findings With Respect to Substandard Buildings (as presented)
2) Adopt Resolution #22-129 Making Certain Findings With Respect to Substandard Buildings (with changes)
3) Something else

Recommendation:

Staff recommends Adoption of Resolution #22-129 Making Certain Findings With Respect to Substandard Buildings (as presented)

Action:

Motion to Adopt Resolution #22-129 Making Certain Findings With Respect to Substandard Buildings (as presented)

Attachments

ACTION - Resolution #22-129
LHB Letter of Findings for 6336 Hwy 10 NW
Reference - Probability Map for Substandard Buildings
Reference - 9.12.19 EDA Staff Memo
Reference - 9.12.19 EDA minutes

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	06/08/2022 08:04 PM
Form Started By: Sean Sullivan		Started On: 05/31/2022 03:32 PM
Final Approval Date: 06/08/2022		

Councilmember _____ introduced the following resolution and moved for its adoption:

RESOLUTION #22-129

RESOLUTION MAKING CERTAIN FINDINGS WITH RESPECT TO SUBSTANDARD BUILDINGS

WHEREAS, the City of Ramsey (the City) proposes to undertake a redevelopment project in the City (the "Redevelopment Project") along the Highway 10 Corridor in connection with the Ramsey Gateway Project being undertaken by Anoka County (the "County"). The County will demolish and clear certain blighted buildings (the "Buildings") located on a certain parcel (the "Parcel") both described on Exhibit A attached hereto in connection with the Ramsey Gateway Project; and

WHEREAS, in connection with the Redevelopment Project, the City proposes to create a tax increment financing district including the Parcel as a "redevelopment district"; and

WHEREAS, Minnesota Statutes, Sections 469.174 to 469.1794 provides that a City may create a tax increment financing district (a "TIF District") as a "redevelopment district" if the City finds by resolution that parcels consisting of 70% of the area of the TIF District are occupied by buildings, streets, paved or gravel parking lots or other similar structures, and more than 50% of the buildings, not including out buildings, are structurally substandard to a degree requiring substantial renovation or clearance; and

WHEREAS, Minnesota Statutes, Section 469.174, subdivision 10(d), provides, among other things, that a parcel may be deemed to be occupied by a structurally substandard building if (1) the parcel was occupied by a substandard building within three years of the filing of the request for certification of the parcel as part of the TIF District with the county auditor; (2) the substandard building was demolished or removed by the City, the demolition or removal was financed by the City or was done by a developer under a development agreement with the City; and (3) the City found by resolution, before the demolition or removal, that the parcel was occupied by a structurally substandard building and that after demolition and clearance the City intended to include the parcel within the district.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Ramsey, Minnesota, as follows:

1. At least 15% of the area of the Parcel is occupied by the Buildings or other outbuildings, streets, paved or gravel parking lots or other similar structures.

2. The Buildings are "structurally substandard" within the meaning of Minnesota Statutes, Section 469.174, subdivision 10. The reasons and supporting facts for this determination are on file with the staff of the City.

3. The County intends to demolish the Buildings, the City intends to finance the demolition as a part of the Joint Powers Agreement to be entered into between the City and the County, and the City intends to subsequently include the Parcel in a redevelopment tax increment district established pursuant to Minnesota Statutes, Section 469.174, subdivision 10, which TIF District, if established, shall be established within three years of the date hereof.

4. Upon filing the request for certification of the tax capacity of the Parcel as part of the TIF District, the City will notify the county auditor that the original tax capacity of the Parcel must be adjusted as provided in Minnesota Statutes, Section 469.177, subdivision 1, paragraph (f).

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 14th day of June, 2022.

_____
Mayor

ATTEST:

_____
City Clerk

EXHIBIT A

Parcel and Building Information

Parcel Identification Number	Number of Buildings
35-32-25-32-0003	2

Property Address: 6336 Hwy 10 NW - Ramsey, MN 55303

May 13, 2022

Sean Sullivan, Economic Development Manager
City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303

TIF ANALYSIS FINDINGS FOR 6336 HIGHWAY 10 NW

LHB was hired to inspect the office and repair garage buildings at 6336 Highway 10 NW in Ramsey, Minnesota, to determine if they meet the definition of "Substandard" as defined by *Minnesota Statutes, Section 469.174, subdivision 10*. The building parcel may potentially be part of a future Redevelopment TIF District, so will need to be compliant with all the statutes pertaining to a Redevelopment District.

The parcel is located at 6336 Highway 10 NW (see Diagram 1).

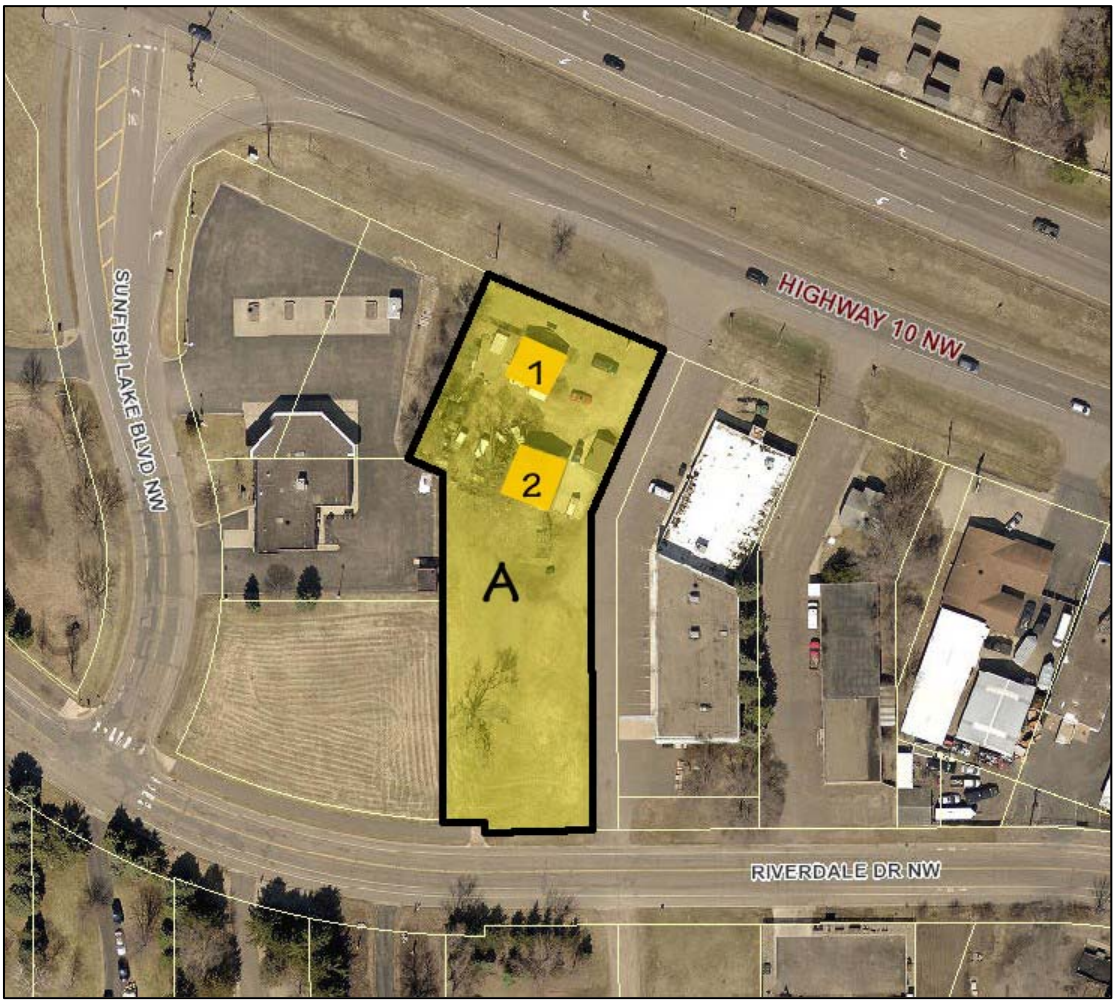


Diagram 1

CONCLUSION

After inspecting and evaluating the buildings on May 3, 2022 and applying current statutory criteria for a Redevelopment District under *Minnesota Statutes, Section 469.174, Subdivision 10*, it is our professional opinion that the buildings qualify as substandard.

The remainder of this letter and attachments describe our process and findings in detail.

MINNESOTA STATUTE 469.174, SUBDIVISION 10 REQUIREMENTS

The properties were inspected in accordance with the following requirements under *Minnesota Statutes, Section 469.174, Subdivision 10(c)*, which states:

INTERIOR INSPECTION

> *"The municipality may not make such determination [that the building is structurally substandard] without an interior inspection of the property..."*

EXTERIOR INSPECTION AND OTHER MEANS

> *"An interior inspection of the property is not required, if the municipality finds that*
>
> > *(1) the municipality or authority is unable to gain access to the property after using its best efforts to obtain permission from the party that owns or controls the property; and*
> >
> > *(2) the evidence otherwise supports a reasonable conclusion that the building is structurally substandard."*

DOCUMENTATION

> *"Written documentation of the findings and reasons why an interior inspection was not conducted must be made and retained under section 469.175, subdivision 3, clause (1)."*

QUALIFICATION REQUIREMENTS

Minnesota Statutes, Section 469.174, Subdivision 10 (a) (1) requires two tests for occupied parcels:

1. Coverage Test

> *"…parcels consisting of 70 percent of the area of the district are occupied by buildings, streets, utilities, or paved or gravel parking lots…"*

The coverage required by the parcel to be considered occupied is defined under *Minnesota Statutes, Section 469.174, Subdivision 10(e)*, which states:

> *"For purposes of this subdivision, a parcel is not occupied by buildings, streets, utilities, paved or gravel parking lots, or other similar structures unless 15 percent of the area of the parcel contains buildings, streets, utilities, paved or gravel parking lots, or other similar structures."*

The LHB team reviewed the following parcels:

35-32-25-32-0003 (6336 Highway 10 NW)

- The parcel is approximately 41,382 square feet and is 45 percent covered by buildings, parking lots or other improvements.

Findings

The parcel is covered by buildings, parking lots or other improvements, exceeding the 15 percent parcel requirement.

2. Condition of Buildings Test

Minnesota Statutes, Section 469.174, Subdivision 10(a) states:

> *"…and more than 50 percent of the buildings, not including outbuildings, are structurally substandard to a degree requiring substantial renovation or clearance;"*

Structurally substandard is defined under Minnesota Statutes, Section 469.174, Subdivision 10(b), which states:

> *"For purposes of this subdivision, 'structurally substandard' shall mean containing defects in structural elements or a combination of deficiencies in essential utilities and facilities, light and ventilation, fire protection including adequate egress, layout and condition of interior partitions, or similar factors, which defects or deficiencies are of sufficient total significance to justify substantial renovation or clearance."*

We do not count energy code deficiencies toward the thresholds required by *Minnesota Statutes, Section 469.174, Subdivision 10(b))* defined as "structurally substandard", due to concerns expressed by the State of Minnesota Court of Appeals in the *Walser Auto Sales, Inc. vs. City of Richfield* case filed November 13, 2001.

Findings

The office building and repair garage at 6336 Highway 10 NW exceed the criteria required to be determined substandard buildings (see the attached Building Code, Condition Deficiency and Context Analysis Reports). We determined the small shed structure was not a building for purposes of this TIF analysis.

Buildings are not eligible to be considered structurally substandard unless they meet certain additional criteria, as set forth in *Subdivision 10(c)* which states:

> *"A building is not structurally substandard if it is in compliance with the building code applicable to new buildings or could be modified to satisfy the building code at a cost of less than 15 percent of the cost of constructing a new structure of the same square footage and type on the site. The municipality may find that a building is not disqualified as structurally substandard under the preceding sentence on the basis of reasonably available evidence, such as the size, type, and age of the building, the average cost of plumbing, electrical, or structural repairs, or other similar reliable evidence."*
>
> *"Items of evidence that support such a conclusion [that the building is not disqualified] include recent fire or police inspections, on-site property tax appraisals or housing inspections, exterior evidence of deterioration, or other similar reliable evidence."*

LHB counts energy code deficiencies toward the 15 percent code threshold required by *Minnesota Statutes, Section 469.174, Subdivision 10(c))* for the following reasons:

- The Minnesota energy code is one of ten building code areas highlighted by the Minnesota Department of Labor and Industry website where minimum construction standards are required by law.
- Chapter 13 of the *2015 Minnesota Building Code* states, "Buildings shall be designed and constructed in accordance with the International Energy Conservation Code." Furthermore, *Minnesota Rules, Chapter 1305.0021 Subpart 9* states, "References to the International Energy Conservation Code in this code mean the Minnesota Energy Code…"
- Chapter 11 of the *2015 Minnesota Residential Code* incorporates *Minnesota Rules, Chapters, 1322 and 1323 Minnesota Energy Code*.

- The Senior Building Code Representative for the Construction Codes and Licensing Division of the Minnesota Department of Labor and Industry confirmed that the Minnesota Energy Code is being enforced throughout the State of Minnesota.

- In a January 2002 report to the Minnesota Legislature, the Management Analysis Division of the Minnesota Department of Administration confirmed that the construction cost of new buildings complying with the Minnesota Energy Code is higher than buildings built prior to the enactment of the code.

Proper TIF analysis requires a comparison between the replacement value of a new building built under current code standards with the repairs that would be necessary to bring the existing building up to current code standards. For an equal comparison to be made, all applicable code chapters should be applied to both scenarios. Since current construction estimating software automatically applies the construction cost of complying with the Minnesota Energy Code, energy code deficiencies should also be identified in the existing structures.

Findings

The buildings have code deficiencies exceeding the 15 percent building code deficiency criteria required to be determined substandard (see the attached Building Code, Condition Deficiency and Context Analysis Reports).

TEAM CREDENTIALS

MICHAEL A. FISCHER, AIA, LEED AP - PROJECT PRINCIPAL/TIF ANALYST
Michael has 34 years of experience as project principal, project manager, project designer and project architect on planning, urban design, educational, commercial, and governmental projects. He has become an expert on Tax Increment Finance District analysis assisting over 100 cities with strategic planning for TIF Districts. He is an Architectural Principal at LHB and currently leads the Minneapolis office.

Michael completed a two-year Bush Fellowship, studying at MIT and Harvard in 1999, earning master's degrees in City Planning and Real Estate Development from MIT. He has served on more than 50 committees, boards, and community task forces, including City Council President in Superior, Wisconsin, Chair of the Duluth/Superior Metropolitan Planning Organization, and Chair of the Edina, Minnesota Planning Commission. Most recently, he served as a member of the Edina city council and Secretary of the Edina HRA. Michael has also managed and designed several award-winning architectural projects and was one of four architects in the Country to receive the AIA Young Architects Citation in 1997.

PHIL FISHER – INSPECTOR
For 35 years, Phil Fisher worked in the field of Building Operations in Minnesota including White Bear Lake Area Schools. At the University of Minnesota, he earned his Bachelor of Science in Industrial Technology. He is a Certified Playground Safety Inspector, Certified Plant Engineer, and is trained in Minnesota Enterprise Real Properties (MERP) Facility Condition Assessment (FCA). His FCA training was recently applied to the Minnesota Department of Natural Resources Facilities Condition Assessment project involving over 2,000 buildings.

ATTACHMENTS

We have attached a Building Code, Condition Deficiency and Context Analysis Report, Replacement Cost Report, Code Deficiency Report, and thumbnail photo sheets of the building.

Please contact me at (612) 752-6920 if you have any questions.

LHB, INC.



MICHAEL A. FISCHER, AIA, LEED AP

c: LHB Project No. 220640
M:\22Proj\220640\300 Design\Reports\6336 HWY 10 NW - JAC Auto\Final Report\Ramsey 6336 HWY 10 NW Letter of Finding.docx

APPENDIX A

Building Code, Condition Deficiency and Context Analysis Reports

Replacement Cost Reports

Code Deficiency Cost Reports

Photographs

Tungsten Redevelopment TIF District

Building Code, Condition Deficiency and Context Analysis Report

Parcel A1 — JAC Office

Address:	6336 Highway 10 Northwest, Ramsey, Minnesota 55303
Parcel ID:	35-32-25-32-0003
Inspection Date(s) & Time(s):	May 3, 2022, 10:15 am
Inspection Type:	Interior and Exterior
Summary of Deficiencies:	It is our professional opinion that this building is Substandard because: - Substantial renovation is required to correct Conditions found. - Building Code deficiencies total more than 15% of replacement cost, NOT including energy code deficiencies.

Estimated Replacement Cost:	$308,914
Estimated Cost to Correct Building Code Deficiencies:	$69,369
Percentage of Replacement Cost for Building Code Deficiencies:	22.5%

DEFECTS IN STRUCTURAL ELEMENTS

COMBINATION OF DEFICIENCIES

1. Essential Utilities and Facilities
    a. There is no code compliant accessible parking.
    b. There is no code compliant accessible route into the building.
    c. There is no code compliant accessible restroom.
    d. The staff break room is not code compliant for accessibility.

2. Light and Ventilation
    a. Electrical wiring does not comply with code.
    b. The HVAC system does not comply with code.
    c. Lighting does not comply with code.

3. Fire Protection/Adequate Egress
    a. Thresholds do not comply with code for maximum height.
    b. Stairs do not comply with code.
    c. Smoke detectors are not code compliant.
    d. There is no code required emergency lighting system.
    e. There is no code required emergency notification system.
    f. There is no code required exit signage.
    g. There is no code required building sprinkler system.
    h. There is no code required fire caulking.

4. Layout and Condition of Interior Partitions/Materials
    a. Interior walls should be repainted.
    b. Interior ceilings are showing signs of water staining and should be repainted.
    c. Basement walls should be repainted.
    d. Carpeting is worn and should be replaced.
5. Exterior Construction
    a. Exterior wood siding is separating from structure allowing for water intrusion which is contrary to code.
    b. Wood siding should be repaired/repainted.
    c. Windows are failing allowing for water intrusion which is contrary to code.
    d. Roofing material is failing allowing for water intrusion which is contrary to code.

DESCRIPTION OF CODE DEFICIENCIES

1. Code compliant accessible parking should be created.
2. Code compliant access into the building should be created.
3. The restroom should be modified to comply with accessibility code.
4. Staff break room should be modified to comply with accessibility code.
5. Electrical wiring should be reinstalled per code.
6. The lighting system should be modified to comply with code.
7. The HVAC system should be replaced to comply with code.
8. Thresholds should be modified to comply with code for maximum height.
9. Install code compliant building smoke detector system.
10. Install code compliant emergency lighting system.
11. A code required emergency notification system should be installed.
12. A code required building sprinkler system should be installed.
13. Stairs should be modified to comply with code.
14. Exterior wood siding should be repaired/replaced to prevent water intrusion per code.
15. Failed windows should be replaced to prevent water intrusion per code.
16. Failed roofing material should be replaced to prevent water intrusion per code.

OVERVIEW OF DEFICIENCIES

This building was used as the office for an auto repair business. The Thresholds should be modified to comply with code for maximum height. The staff break room should be modified to comply with accessibility code. The electrical wiring should be replaced to comply with code. The lighting system should be modified to comply with code. The HVAC system should be replaced to comply with code. The interior walls and ceiling should be repainted. The carpeting should be replaced. A code required emergency notification system should be installed. A code required building sprinkler system should be installed. The stairs should be modified to comply with code. The exterior wood siding should be repaired to prevent water intrusion per code. Windows are failing allowing for water intrusion which is contrary to code. Roofing material is failing allowing for water intrusion which is contrary to code.

ENERGY CODE DEFICIENCIES

In addition to the building code deficiencies listed above, the existing building does not comply with the current energy code. These deficiencies are not included in the estimated costs to correct code deficiencies and are not considered in determining whether the building is substandard.

RSMeans data from GORDIAN

Square Foot Cost Estimate Report Date: **5/11/2022**

Estimate Name:	**JAC Office**
Building Type:	**Office, 1 Story with Wood Clapboard / Wood Frame**
Location:	**RAMSEY, MN**
Story Count:	**1**
Story Height (L.F.):	**10**
Floor Area (S.F.):	**880**
Labor Type:	**OPN**
Basement Included:	**Yes**
Data Release:	**Year 2022 Quarter 2**
Cost Per Square Foot:	**$351.04**
Building Cost:	**$308,914.29**

Costs are derived from a building model with basic components.
Scope differences and market conditions can cause costs to vary significantly.

		Quantity	% of Total	Cost Per S.F.	Cost
A	**Substructure**		**23.62%**	**$72.09**	**$63,438.36**
A1010	**Standard Foundations**			**$13.86**	**$12,198.21**
A10101102700	Strip footing, concrete, reinforced, load 11.1 KLF, soil bearing capacity 6 KSF, 12" deep x 24" wide	120		$7.94	$6,987.96
A10102107410	Spread footings, 3000 PSI concrete, load 100K, soil bearing capacity 6 KSF, 4' - 6" square x 15" deep	8.83		$5.92	$5,210.25
A1030	**Slab on Grade**			**$7.67**	**$6,747.42**
A10301202240	Slab on grade, 4" thick, non industrial, reinforced	880		$7.67	$6,747.42
A2010	**Basement Excavation**			**$4.72**	**$4,153.89**
A20101104620	Excavate and fill, 10,000 SF, 8' deep, sand, gravel, or common earth, on site storage	880		$4.72	$4,153.89
A2020	**Basement Walls**			**$45.84**	**$40,338.84**
A20201107260	Foundation wall, CIP, 12' wall height, pumped, .444 CY/LF, 21.59 PLF, 12" thick	120		$45.84	$40,338.84
B	**Shell**		**29.06%**	**$88.69**	**$78,048.95**
B1010	**Floor Construction**			**$42.49**	**$37,386.91**
B10102030860	Cast-in-place concrete column, 12" square, tied, 200K load, 12' story height, 142 lbs/LF, 4000PSI	105.96		$12.29	$10,815.07
B10102103450	Wood column, 8" x 8", 20' x 20' bay, 10' unsupported height, 133 BF/MSF, 160 PSF total allowable load	880		$0.87	$762.74
B10102221720	Flat slab, concrete, with drop panels, 6" slab/2.5" panel, 12" column, 15'x15' bay, 75 PSF superimposed load, 153 PSF total load	880		$20.45	$17,996.88
B10107203700	Fireproofing, gypsum board, fire rated, 2 layer, 1" thick, 14" steel column, 3 hour rating, 22 PLF	159.6		$8.88	$7,812.22
B1020	**Roof Construction**			**$15.40**	**$13,548.08**
B10201027100	Wood roof, truss, 4/12 slope, 24" O.C., 30' to 43' span	880		$15.40	$13,548.08
B2010	**Exterior Walls**			**$17.10**	**$15,044.46**
B20101484850	Wood siding, 2"x6" studs 16"OC, insulated wall, 8" plain wood siding	960		$14.70	$12,938.45
B20101907600	Insulation, fiberglass batts, 6" thick, R19	880		$2.39	$2,106.01
B2020	**Exterior Windows**			**$7.33**	**$6,454.22**
B20201023000	Windows, wood, double hung, standard glass, 2'-8" x 4'-6"	10.43		$7.33	$6,454.22
B2030	**Exterior Doors**			**$2.57**	**$2,257.28**
B20302102800	Door, wood, comb, storm & screen, hinged, 3'-0" x 7'-0" opening	2		$1.28	$1,128.64
B20302102800	Door, wood, comb, storm & screen, hinged, 3'-0" x 7'-0" opening	2		$1.28	$1,128.64
B3010	**Roof Coverings**			**$3.82**	**$3,358.00**
B30101401100	Asphalt roofing, strip shingles, inorganic, Class A, 4" slope, 210-235 lbs/SQ	880		$2.94	$2,585.57
B30106100200	Gutters, box, aluminum, .032" thick, 5", enameled finish	60		$0.70	$618.45
B30106200200	Downspout, aluminum, rectangular, 2" x 3", enameled, .024" thick	24		$0.17	$153.98
C	**Interiors**		**9.42%**	**$28.75**	**$25,300.92**
C1010	**Partitions**			**$5.52**	**$4,861.87**
C10101241200	Wood partition, 5/8"fire rated gypsum board face, none base,2 x 4,@ 16" OC framing,same opposite face, 0 insul	308		$2.05	$1,806.72
C10101241425	Wood partition, 5/8" fire rated gypsum board face, 1/4"sound deadening gypsum board, 2x4 @ 16" OC framing, same opposite face, sound attenuation insul	132		$1.47	$1,297.16
C10101280700	Gypsum board, 1 face only, exterior sheathing, fire resistant, 5/8"	960		$1.19	$1,046.84

C10101280960	Add for the following: taping and finishing	960		$0.81	$711.15
C1020	**Interior Doors**			**$5.09**	**$4,476.82**
C10201022600	Door, single leaf, kd steel frame, hollow metal, commercial quality, flush. 3'-0" x 7'-0" x 1-3/8"	2.77		$5.09	$4,476.82
C1030	**Fittings**			**$0.49**	**$430.62**
C10301100420	Toilet partitions, cubicles, ceiling hung, plastic laminate	0.38		$0.49	$430.62
C3010	**Wall Finishes**			**$1.90**	**$1,669.28**
C30102300140	Painting, interior on plaster and drywall, walls & ceilings, roller work, primer & 2 coats	880		$0.91	$798.35
C30102300140	Painting, interior on plaster and drywall, walls & ceilings, roller work, primer & 2 coats	960		$0.99	$870.93
C3020	**Floor Finishes**			**$5.40**	**$4,755.91**
C30204100080	Carpet tile, nylon, fusion bonded, 18" x 18" or 24" x 24", 35 oz	528		$3.71	$3,267.14
C30204101600	Vinyl, composition tile, maximum	264		$0.78	$688.90
C30204101720	Tile, ceramic natural clay	88		$0.91	$799.87
C3030	**Ceiling Finishes**			**$10.35**	**$9,106.42**
C30302106000	Acoustic ceilings, 3/4" fiberglass board, 24" x 48" tile, tee grid, suspended support	880		$10.35	$9,106.42
D	**Services**		**37.91%**	**$115.72**	**$101,832.89**
D2010	**Plumbing Fixtures**			**$4.36**	**$3,836.07**
D20101102080	Water closet, vitreous china, bowl only with flush valve, wall hung	0.38		$1.88	$1,653.95
D20102102000	Urinal, vitreous china, wall hung	0.13		$0.23	$198.01
D20103101560	Lavatory w/trim, vanity top, PE on CI, 20" x 18"	0.38		$0.85	$750.58
D20104404340	Service sink w/trim, PE on CI,wall hung w/rim guard, 24" x 20"	0.13		$0.94	$826.43
D20108202080	Water cooler, electric, floor mounted, dual height, 14.3 GPH	0.13		$0.46	$407.10
D2020	**Domestic Water Distribution**			**$2.10**	**$1,849.16**
D20202501860	Gas fired water heater, commercial, 100 < F rise, 100 MBH input, 91 GPH	0.13		$2.10	$1,849.16
D3050	**Terminal & Package Units**			**$23.30**	**$20,500.79**
D30501553840	Rooftop, multizone, air conditioner, offices, 10,000 SF, 31.66 ton	880		$23.30	$20,500.79
D4010	**Sprinklers**			**$4.06**	**$3,571.92**
D40104100620	Wet pipe sprinkler systems, steel, light hazard, 1 floor, 10,000 SF	880		$4.06	$3,571.92
D4020	**Standpipes**			**$2.16**	**$1,897.10**
D40203101540	Wet standpipe risers, class III, steel, black, sch 40, 4" diam pipe, 1 floor	0.15		$2.16	$1,897.10
D5010	**Electrical Service/Distribution**			**$51.16**	**$45,016.85**
D50101200320	Overhead service installation, includes breakers, metering, 20' conduit & wire. 3 phase. 4 wire. 120/208 V. 400 A	1.25		$10.31	$9,074.25
D50102300320	Feeder installation 600 V, including RGS conduit and XHHW wire, 400 A	100		$12.95	$11,393.60
D50102400240	Switchgear installation, incl switchboard, panels & circuit breaker, 120/208 V. 3 phase. 600 A	1.2		$27.90	$24,549.00
D5020	**Lighting and Branch Wiring**			**$22.41**	**$19,717.30**
D50201100640	Receptacles incl plate, box, conduit, wire, 16.5 per 1000 SF, 2.0 W per SF, with transformer	880		$5.84	$5,138.46
D50201350320	Miscellaneous power, 1.2 watts	880		$0.42	$370.13
D50201400280	Central air conditioning power, 4 watts	880		$0.80	$701.75
D50201452080	Motor installation, three phase, 460 V, 15 HP motor size	2		$6.58	$5,792.48
D50202100520	Fluorescent fixtures recess mounted in ceiling, 1.6 watt per SF, 40 FC, 10 fixtures @32watt per 1000 SF	1012		$8.77	$7,714.48
D5030	**Communications and Security**			**$6.19**	**$5,443.70**
D50303101020	Telephone wiring for offices & laboratories, 8 jacks/MSF	660		$1.90	$1,675.74
D50309100452	Communication and alarm systems, fire detection, addressable, 25 detectors, includes outlets, boxes, conduit and wire	0.13		$3.68	$3,240.95
D50309100460	Fire alarm command center, addressable without voice, excl. wire & conduit	0.13		$0.60	$527.01
D50309200110	Internet wiring, 8 data/voice outlets per 1000 S.F.	1		$0.00	$0.00
E	**Equipment & Furnishings**		**0.00%**	**$0.00**	**$0.00**
E1090	**Other Equipment**			**$0.00**	**$0.00**
F	**Special Construction**		**0.00%**	**$0.00**	**$0.00**
G	**Building Sitework**		**0.00%**	**$0.00**	**$0.00**

SubTotal	**100%**	**$305.25**	**$268,621.12**
Contractor Fees (General Conditions,Overhead,Profit)	**15.0%**	**$45.79**	**$40,293.17**
Architectural Fees	**0.0%**	**$0.00**	**$0.00**
User Fees	**0.0%**	**$0.00**	**$0.00**
Total Building Cost		**$351.04**	**$308,914.29**

TUNGSTEN REDEVELOPMENT TIF DISTRICT

Code Deficiency Cost Report

Parcel A1 - 6336 Highway 10 Northwest, Ramsey, Minnesota 55303
Parcel ID 35-32-25-32-0003

Building Name or Type
JAC Office

Code	Related Cost Items	Unit Cost	Units	Unit Quantity	Total
Accessibility Items					
	Parking				
	Create code compliant accessible parking	$ 100.00	EA	1	$ 100.00
	Accessible Route				
	Create a code compliant accessible route into the building	$ 3,500.00	Lump	1	$ 3,500.00
	Restroom				
	Modify restroom to comply with accessibility code	$ 3.45	SF	880	$ 3,036.00
	Break Room				
	Modify break room to comply with accessibility code	$ 1.00	SF	880	$ 880.00
Structural Elements					
					$ -
Exiting					
	Thresholds				
	Modify thresholds to comply with code	$ 100.00	EA	2	$ 200.00
	Emergency Lighting System				
	Install a code required emergency lighting system	$ 0.75	SF	880	$ 660.00
	Emergency Notification System				
	Install a code required emergency notification system	$ 0.60	SF	880	$ 528.00
	Exit Signage				
	Install code required exit signage	$ 0.75	SF	880	$ 660.00
	Stairs				
	Modify stairs to comply with code	$ 1.75	SF	880	$ 1,540.00
Fire Protection					
	Smoke Detectors				
	Install code compliant smoke detectors	$ 3.68	SF	880	$ 3,238.40
	Fire Caulking				
	Install code required fire caulking	$ 0.25	SF	880	$ 220.00
	Building Sprinkler System				
	Install code required building sprinkler system	$ 6.22	SF	880	$ 5,473.60

Code	Related Cost Items	Unit Cost	Units	Unit Quantity	Total
Exterior Construction					
	Wood Siding				
	Repair/replace failed wood siding to prevent water intrusion per code	$ 7.00	SF	880	$ 6,160.00
	Windows				
	Replace failed windows to prevent water intrusion per code	$ 7.33	SF	880	$ 6,450.40
Roof Construction					
	Roofing Material				
	Replace failed roofing material to prevent water intrusion per code	$ 3.82	SF	880	$ 3,361.60
Mechanical- Electrical					
	Mechanical				
	Install code compliant HVAC system	$ 23.30	SF	880	$ 20,504.00
	Electrical				
	Install a code compliant electrical wiring system	$ 5.84	SF	880	$ 5,139.20
	Install a code compliant lighting system	$ 8.77	SF	880	$ 7,717.60
				Total Code Improvements	$ 69,369

Tungsten Redevelopment TIF District | Parcel A1 6336 Highway 10 NW



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Tungsten Redevelopment TIF District | Parcel A1 6336 Highway 10 NW



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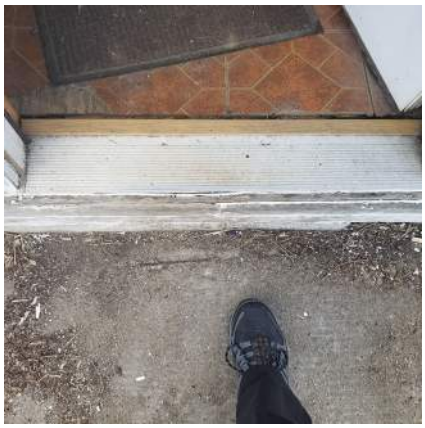
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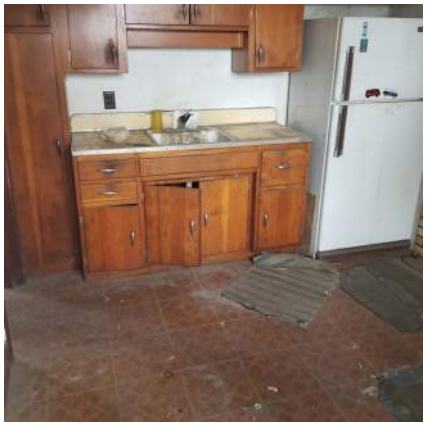
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Tungsten Redevelopment TIF District | Parcel A1 6336 Highway 10 NW



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Tungsten Redevelopment TIF District

Building Code, Condition Deficiency and Context Analysis Report

Parcel A2 — JAC Repair Garage

Address:	6336 Highway 10 Northwest, Ramsey, Minnesota 55303
Parcel ID:	35-32-25-32-0003
Inspection Date(s) & Time(s):	May 3, 2022, 10:00 am
Inspection Type:	Interior and Exterior
Summary of Deficiencies:	It is our professional opinion that this building is Substandard because: - Substantial renovation is required to correct Conditions found. - Building Code deficiencies total more than 15% of replacement cost, NOT including energy code deficiencies.

Estimated Replacement Cost:	$212,446
Estimated Cost to Correct Building Code Deficiencies:	$71,608
Percentage of Replacement Cost for Building Code Deficiencies:	33.7%

DEFECTS IN STRUCTURAL ELEMENTS

1. None Found.

COMBINATION OF DEFICIENCIES

1. Essential Utilities and Facilities
    a. There is no code required accessible parking.
    b. There is no code required accessible route into the building.
    c. There is no code required accessible restroom.
    d. There is no code required drinking fountain.

2. Light and Ventilation
    a. The lighting system does not comply with code.
    b. The electrical system does not comply with code.
    c. The HVAC system does not comply with code.

3. Fire Protection/Adequate Egress
    a. Thresholds do not comply with code for maximum height.
    b. There are no code required smoke detectors in the building.
    c. There is no code required emergency lighting system.
    d. There is no code required emergency notification system.
    e. There is no code required emergency exit signage in the building.
    f. There is no code required building sprinkler system.

g. There is no code required fire caulking at through wall and ceiling penetrations.

4. Layout and Condition of Interior Partitions/Materials
   a. Interior walls should be repaired/repainted.
   b. Interior ceilings should be repaired/repainted.

5. Exterior Construction
   a. Windows have failed allowing for water intrusion which is contrary to code.
   b. Wood siding should be repaired/repainted.
   c. Exterior overhead doors should be replaced.
   d. Roofing material is failing allowing for water intrusion which is contrary to code.

DESCRIPTION OF CODE DEFICIENCIES

1. Code required accessible parking should be created.
2. A code required accessible route into the building should be created.
3. The code required accessible restroom should be installed.
4. A code required drinking fountain should be installed.
5. The lighting system should be modified to comply with code.
6. The electrical system should be modified to comply with code.
7. A code compliant HVAC system should be installed.
8. Thresholds should be modified to comply with code.
9. A code required smoke detector system should be installed.
10. A code required emergency lighting system should be installed.
11. A code required emergency notification system should be installed.
12. Code required emergency exit signage should be installed
13. A code required building sprinkler system should be installed.
14. Code required fire caulking should be place in all through wall and ceiling penetrations.
15. Failed windows should be replaced to comply with code to prevent water intrusion.
16. Failed roofing material should be replaced to prevent water intrusion per code.

OVERVIEW OF DEFICIENCIES

Records indicate that this was a vehicle repair facility. There is no code required accessible parking or accessible route into the building. Thresholds are not code compliant. The exterior wood siding is damaged and should be repaired/repainted. There is no code required accessible restroom. There is no code required drinking fountain. The electrical system and lighting system should be made code compliant. The HVAC system is not code compliant. There are no code required life safety systems in the building. There is no code required fire caulking at through wall and ceiling penetrations. Windows and roofing have failed allowing for water intrusion which is contrary to code.

ENERGY CODE DEFICIENCIES

In addition to the building code deficiencies listed above, the existing building does not comply with the current energy code. These deficiencies are not included in the estimated costs to correct code deficiencies and are not considered in determining whether the building is substandard.

RSMeans data from GORDIAN

Square Foot Cost Estimate Report Date: **5/11/2022**

Estimate Name:	**JAC Repair Garage**
Building Type:	**Garage, Repair with Wood Siding / Wood Frame**
Location:	**RAMSEY, MN**
Story Count:	**1**
Story Height (L.F.):	**14.00**
Floor Area (S.F.):	**1200**
Labor Type:	**OPN**
Basement Included:	**No**
Data Release:	**Year 2022 Quarter 2**
Cost Per Square Foot:	**$177.04**
Building Cost:	**$212,446.01**

Costs are derived from a building model with basic components.
Scope differences and market conditions can cause costs to vary significantly.

		Quantity	% of Total	Cost Per S.F.	Cost
A	**Substructure**		**21.19%**	**$32.62**	**$39,139.06**
A1010	**Standard Foundations**			**$20.26**	**$24,317.69**
A10101051560	Foundation wall, CIP, 4' wall height, direct chute, .148 CY/LF, 7.2 PLF, 12" thick	140		$12.79	$15,349.81
A10101102700	Strip footing, concrete, reinforced, load 11.1 KLF, soil bearing capacity 6 KSF, 12" deep x 24" wide	154		$7.47	$8,967.88
A1030	**Slab on Grade**			**$11.97**	**$14,364.79**
A10301204520	Slab on grade, 6" thick, light industrial, reinforced	1200		$11.97	$14,364.79
A2010	**Basement Excavation**			**$0.38**	**$456.58**
A20101104560	Excavate and fill, 10,000 SF, 4' deep, sand, gravel, or common earth, on site storage	1200		$0.38	$456.58
B	**Shell**		**31.02%**	**$47.75**	**$57,304.00**
B1020	**Roof Construction**			**$16.17**	**$19,398.39**
B10201027100	Wood roof, truss, 4/12 slope, 24" O.C., 30' to 43' span	1260		$16.17	$19,398.39
B2010	**Exterior Walls**			**$16.71**	**$20,054.72**
B20101483250	Wood siding, 2"x4" studs 16"OC, insulated wall, 8" insulated vinyl siding	1568		$16.71	$20,054.72
B2020	**Exterior Windows**			**$4.21**	**$5,053.27**
B20201023200	Windows, wood, sliding, standard glass, 3'-4" x 2'-7"	6.53		$4.21	$5,053.27
B2030	**Exterior Doors**			**$6.79**	**$8,153.85**
B20302203450	Door, steel 18 gauge, hollow metal, 1 door with frame, no label, 3'-0" x 7'-0" opening	0.36		$1.20	$1,445.25
B20302204450	Door, steel 24 gauge, overhead, sectional, manual operation, 12'-0" x 12'-0" opening	2.04		$5.59	$6,708.60
B3010	**Roof Coverings**			**$3.87**	**$4,643.77**
B30101401100	Asphalt roofing, strip shingles, inorganic, Class A, 4" slope, 210-235 lbs/SQ	1260		$3.09	$3,702.07
B30106101000	Gutters, box, steel, galvanized, 28 ga thick, 5", enameled finish	70		$0.69	$826.69
B30106201450	Downspout, steel, rectangular, corrugated, 3" x 4", galvanized, 28 ga thick	10.08		$0.10	$115.01
C	**Interiors**		**11.81%**	**$18.18**	**$21,816.21**
C1010	**Partitions**			**$6.16**	**$7,394.36**
C10101022300	Lightweight block 4" thick	252		$1.93	$2,320.52
C10101048000	Concrete block (CMU) partition, light weight, solid, 8" thick, no finish	336		$4.23	$5,073.84
C1020	**Interior Doors**			**$0.54**	**$647.10**
C10201022600	Door, single leaf, kd steel frame, hollow metal, commercial quality, flush. 3'-0" x 7'-0" x 1-3/8"	0.4		$0.54	$647.10
C1030	**Fittings**			**$2.39**	**$2,873.28**
C10301100460	Toilet partitions, cubicles, ceiling hung, stainless steel	1		$2.39	$2,873.28
C3010	**Wall Finishes**			**$6.28**	**$7,536.15**
C30102202000	2 coats paint on masonry with block filler	1568		$4.81	$5,769.86
C30102300320	Painting, masonry or concrete, latex, brushwork, primer & 2 coats	480		$0.80	$956.96
C30102300340	Painting, masonry or concrete, latex, brushwork, addition for block filler	480		$0.67	$809.33
C3020	**Floor Finishes**			**$1.82**	**$2,182.25**
C30204100940	Concrete topping, hardeners, metallic additive, minimum	1080		$1.60	$1,917.84
C30204101580	Vinyl, composition tile, minimum	120		$0.22	$264.41
C3030	**Ceiling Finishes**			**$0.99**	**$1,183.07**

C30302105800	Acoustic ceilings, 5/8" fiberglass board, 24" x 48" tile, tee grid, suspended support	120		$0.99	$1,183.07
D	**Services**		**35.98%**	**$55.40**	**$66,476.39**
D2010	**Plumbing Fixtures**			**$4.74**	**$5,687.42**
D20101102080	Water closet, vitreous china, bowl only with flush valve, wall hung	0.41		$1.49	$1,789.28
D20102102000	Urinal, vitreous china, wall hung	0.2		$0.27	$321.32
D20103102080	Lavatory w/trim, wall hung, PE on CI, 19" x 17"	0.41		$0.83	$996.16
D20104404340	Service sink w/trim, PE on CI,wall hung w/rim guard, 24" x 20"	0.2		$1.12	$1,341.07
D20107101560	Shower, stall, baked enamel, molded stone receptor, 30" square	0.2		$0.57	$678.70
D20108201920	Water cooler, electric, wall hung, wheelchair type, 7.5 GPH	0.2		$0.47	$560.89
D2020	**Domestic Water Distribution**			**$0.89**	**$1,071.73**
D20202202260	Gas fired water heater, residential, 100 < F rise, 30 gal tank, 32 GPH	0.2		$0.89	$1,071.73
D3050	**Terminal & Package Units**			**$11.61**	**$13,933.52**
D30501503120	Rooftop, single zone, air conditioner, factories, 10,000 SF, 33.33 ton	1200		$11.61	$13,933.52
D3090	**Other HVAC Systems/Equip**			**$10.71**	**$12,852.24**
D30903201040	Garage, single exhaust, 3" outlet, cars & light trucks, 1 bay	1		$7.06	$8,476.33
D30903201060	Garage, single exhaust, 3" outlet, additional bays up to seven bays	2		$3.65	$4,375.91
D4010	**Sprinklers**			**$5.28**	**$6,334.68**
D40104101080	Wet pipe sprinkler systems, steel, ordinary hazard, 1 floor, 10,000 SF	1200		$5.28	$6,334.68
D4020	**Standpipes**			**$1.38**	**$1,650.36**
D40203101540	Wet standpipe risers, class III, steel, black, sch 40, 4" diam pipe, 1 floor	0.12		$1.26	$1,509.06
D40203101560	Wet standpipe risers, class III, steel, black, sch 40, 4" diam pipe, additional floors	0.05		$0.12	$141.30
D5010	**Electrical Service/Distribution**			**$4.84**	**$5,803.33**
D50101200280	Overhead service installation, includes breakers, metering, 20' conduit & wire, 3 phase, 4 wire, 120/208 V, 200 A	1		$3.02	$3,629.70
D50102300280	Feeder installation 600 V, including RGS conduit and XHHW wire, 200 A	30		$1.42	$1,708.26
D50102400200	Switchgear installation, incl switchboard, panels & circuit breaker, 120/208 V, 3 phase, 400 A	0.03		$0.39	$465.37
D5020	**Lighting and Branch Wiring**			**$11.38**	**$13,655.71**
D50201100280	Receptacles incl plate, box, conduit, wire, 4 per 1000 SF, .5 watts per SF	1200		$2.62	$3,148.66
D50201350280	Miscellaneous power, 1 watt	1200		$0.36	$431.90
D50201400240	Central air conditioning power, 3 watts	1200		$0.77	$927.55
D50202100520	Fluorescent fixtures recess mounted in ceiling, 1.6 watt per SF, 40 FC, 10 fixtures @32watt per 1000 SF	1200		$7.62	$9,147.60
D5030	**Communications and Security**			**$4.57**	**$5,487.40**
D50309100452	Communication and alarm systems, fire detection, addressable, 25 detectors, includes outlets, boxes, conduit and wire	0.12		$2.58	$3,093.64
D50309100462	Fire alarm command center, addressable with voice, excl. wire & conduit	0.12		$1.71	$2,049.42
D50309200104	Internet wiring, 4 data/voice outlets per 1000 S.F.	0.24		$0.29	$344.34
E	**Equipment & Furnishings**		**0.00%**	**$0.00**	**$0.00**
E1090	**Other Equipment**			**$0.00**	**$0.00**
F	**Special Construction**		**0.00%**	**$0.00**	**$0.00**
G	**Building Sitework**		**0.00%**	**$0.00**	**$0.00**

SubTotal	**100%**	**$153.95**	**$184,735.66**
Contractor Fees (General Conditions,Overhead,Profit)	**15.0%**	**$23.09**	**$27,710.35**
Architectural Fees	**0.0%**	**$0.00**	**$0.00**
User Fees	**0.0%**	**$0.00**	**$0.00**
Total Building Cost		**$177.04**	**$212,446.01**

TUNGSTEN REDEVELOPMENT TIF DISTRICT

Code Deficiency Cost Report

Parcel A2 - 6336 Highway 10 Northwest, Ramsey, Minnesota 55303
Parcel ID 35-32-25-32-0003

Building Name or Type
JAC Auto Repair Garage

Code	Related Cost Items	Unit Cost	Units	Unit Quantity	Total
Accessibility Items					
	Parking				
	Code required accessible parking should be created	$ 100.00	Ea	1	$ 100.00
	Accessible Route				
	A code required accessible route into the building should be created	$ 100.00	Lump	1	$ 100.00
	Restroom				
	A code required accessible restroom should be created	$ 4.98	SF	1,200	$ 5,976.00
	Water Fountain				
	A code required water fountain should be installed	$ 0.47	SF	1,200	$ 564.00
Structural Elements					
					$ -
Exiting					
	Thresholds				
	Modify thresholds to comply with code	$ 500.00	EA	1	$ 500.00
	Emergency Lighting				
	Install code required emergency lighting system	$ 2.00	SF	1,200	$ 2,400.00
	Emergency Notification System				
	Install a code required emergency notification system	$ 1.71	SF	1,200	$ 2,052.00
	Emergency Exit Signage				
	Install code required emergency exit signage	$ 1.75	SF	1,200	$ 2,100.00
Fire Protection					
	Smoke Detectors				
	Install code required smoke detectors	$ 2.58	SF	1,200	$ 3,096.00
	Building Sprinkler System				
	Install a code required building sprinkler system	$ 6.66	SF	1,200	$ 7,992.00
	Fire Caulking				
	Install code required fire caulking	$ 0.25	SF	1,200	$ 300.00

Code	Related Cost Items	Unit Cost	Units	Unit Quantity	Total
Exterior Construction					
	Windows				
	Replace failed windows to prevent water intrusion per code	$ 4.21	SF	1,200	$ 5,052.00
Roof Construction					
	Roofing Material				
	Replace failed roofing material to prevent water intrusion per code	$ 3.87	SF	1,200	$ 4,644.00
Mechanical- Electrical					
	Mechanical				
	Install a code compliant HVAC system	$ 11.61	SF	1,200	$ 13,932.00
	Electrical				
	Code compliant electrical wiring should be installed	$ 11.38	SF	1,200	$ 13,656.00
	Code compliant lighting should be installed	$ 7.62	SF	1,200	$ 9,144.00
				Total Code Improvements	$ 71,608

Tungsten Redevelopment TIF District | Parcel A2 6336 Highway 10 NW



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Tungsten Redevelopment TIF District | Parcel A2 6336 Highway 10 NW



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Tungsten Redevelopment TIF District | Parcel A2 6336 Highway 10 NW



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Ramsey Sunfish Boulevard TIF Feasibility Analysis



Economic Development Authority (EDA) **4. 3.**

Meeting Date: 09/12/2019

By: Sean Sullivan, Community Development

Title:

Discuss Potential Tungsten District Redevelopment Study located in the South East Quadrant of Sunfish Lake Boulevard and Highway 10/169 Related to the Ramsey Gateway Study

Purpose/Background:

Purpose:

The purpose of this case is to provide information to the EDA on the potential need for a redevelopment study and options for utilization of a viable Redevelopment TIF District or Renewal and Renovation TIF District and to formulate a plan of action. As the EDA is aware, the City is leading the Ramsey Gateway Study, a plan for future improvements along Highway 10/169.

Background:

The City of Ramsey has been working with Anoka County, MnDOT and other organizations regarding potential future interchanges and frontage road systems along US Highway 10/169. The Tungsten District area could be impacted by the future interchange and required frontage road systems, and has a very tight built environment. Staff has been approached by some landowners and businesses in this area regarding the potential of the City acquiring their parcels now and into the future. In addition, Staff sees an opportunity for reinvestment in the area that would improve the image of Ramsey's primary gateway to the community.

The intent of this case is to gauge the willingness of the EDA to proceed with initial data collection to be used in future studies and plans in order to best position the City to move forward with Highway 10/169 Improvements. Funding for improvements is key and has not yet been secured, but the City is pushing for a project as early as 2025 (or 2023 if the City were successful in a significant investment by the Minnesota Legislature in the 2020 Legislative Session). Land Acquisition typically begins two years prior to a project commencing.

Notification:

Notification is not required.

Observations/Alternatives:

Interim Phase 1 - Complete

City Staff contracted with LHB to get an objective, professional opinion on the probability of this area qualifying as a Redevelopment TIF District (25 years) or Renewal and Renovation TIF District (15 years). As a brief summary of TIF Districts, all existing taxes are paid and distributed to the appropriate taxing entities (City of Ramsey, Anoka County, Anoka Hennepin School District). New taxes generated by new investment (increment) that would not have occurred without the assistance (the 'but for' test) are still collected, but captured within the geographic boundaries of the District and used for eligible costs such as public infrastructure, site improvements, and land acquisition.

LHB Staff visited the site and put together the attached map identifying the probability of a building being substandard. The analysis is preliminary in nature and each building would need an inspection of the inside of the building, but the current analysis does give a good idea of what buildings might qualify for a TIF District. Based on the preliminary information it appears likely that a Redevelopment District (25 Years) could be created in this area.

Rough cost to conduct inspections of all buildings in this area would be $31,600 or $1,575 per building, However,

all buildings will likely not need to be inspected as you only need to have over 50% of the buildings to be identified as substandard in order to qualify for a redevelopment district. An estimate for this would run between $20,000-$25,000.

Typically a TIF District is not created unless you have a developer or specific project being proposed. Defining the project, project costs, eligible TIF expenses are needed before a district can actually be created. However, in the interim, more work can be done to better define the probability of a building being substandard and to better define the geographical area of a potential TIF District. Items that could be done now include:

Interim Phase 2 - Proposed

1. Documenting interest in landowners and business that are looking to sell.
2. Potentially acquiring parcels from willing sellers.
3. When possible, entering building and conducting an inspection and documenting the conditions with LHB , or other TIF professional present

Staff is looking for a recommendation from the EDA on how to proceed. Alternatives include, but are not limited to the following.

- Recommend that the City proceed with this next interim phase at a not to exceed amount of $25,000.
- Recommend that Staff bring this case back for formal recommendation at a future date with additional information.
- Recommend that the City not proceed with the study at this time.

Funding Source:

The funding source would be the EDA Professional Services line item, potentially reimbursed in the future through the establishment of a future TIF District. There are adequate funds in the 2019 EDA Budget to accomplish this task.

Recommendation:

Staff recommends that the City proceed with Interim Phase 2 to work with owners businesses as opportunities for redevelopment and acquisition present themselves including conducting and documenting internal building inspections when possible, all leading to the a potential for the establishment of a future TIF District.

Action:

Motion to direct Staff to proceed (or not proceed) with the next Interim Phase 2 of the Tungsten District Redevelopment Study

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Attachments

Riverdale / Tungsten Analysis

Form Review

Inbox	Reviewed By	Date
Sean Sullivan (Originator)	Sean Sullivan	08/29/2019 03:09 PM
Brian Hagen	Tim Gladhill	09/05/2019 09:53 AM
Sean Sullivan (Originator)	Sean Sullivan	09/05/2019 09:56 AM
Brian Hagen	Tim Gladhill	09/05/2019 11:57 AM
Form Started By: Sean Sullivan		Started On: 08/26/2019 10:59 AM
Final Approval Date: 09/05/2019		

Ramsey Sunfish Boulevard TIF Feasibility Analysis



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, September 12, 2019, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present:	Chairperson Jim Steffen Member Brian Burandt Member Scott Cords Member Glen Hardin Member Mark Kuzma Member Chris Riley
Members Absent:	Member Shang Berg
Also Present:	Sean Sullivan, Economic Development Manager Tim Gladhill, Community Development Director Kurt Ulrich, City Administrator

1. CALL TO ORDER

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

2. APPROVE AGENDA

Motion by Member Hardin, seconded by Member Riley, to approve the agenda.

Motion carried. Voting Yes: Chairperson Steffen, Members Hardin, Riley, Burandt, Cords, and Kuzma. Voting No: None. Absent: Member Berg.

3. APPROVE MINUTES

3.01: Approve Meeting Minutes Dated August 8, 2019

Motion by Member Hardin, seconded by Member Kuzma, to approve the August 8, 2019, minutes as presented.

Motion carried. Voting Yes: Chairperson Steffen, Members Hardin, Kuzma, Burandt, and Riley. Voting No: None. Absent: Member Berg. Abstained: Member Cords.

4. EDA BUSINESS

4.01: Consider Revised Recommendation for Draft 2020 Preliminary EDA Budget and Levy

Community Development Director Gladhill presented the staff report and recommendation that the EDA adopt the 2020 Preliminary EDA Budget and Levy with a reduction in budgeted professional services of $10,000.

Motion by Member Hardin, seconded by Member Burandt, to recommend to City Council to adopt the 2020 Preliminary EDA Budget and Levy with a reduction in budgeted professional services of $10,000.

Motion carried. Voting Yes: Chairperson Steffen, Members Hardin, Burandt, Cords, Kuzma, and Riley. Voting No: None. Absent: Member Berg.

4.02: Respond to Property Owner Request to Consider Purchase of 8100 146th Avenue NW (Portions of meeting may be closed to the public under Minnesota Statutes Section 13.D.05 Subdivision 3(c)(3) to consider purchase of real property)

Economic Development Manager Sullivan recommended that the EDA enter closed session to discuss whether the EDA would like to consider entering into negotiations for the purchase of 8100 146th Avenue NW.

Motion by Councilmember Riley, seconded by Councilmember Kuzma, to recess the meeting to Closed Session at 7:35 a.m.

Motion carried. Voting Yes: Chairperson Steffen, Members Riley, Kuzma, Burandt, Cords, and Hardin. Voting No: None. Absent: Member Berg.

The meeting reconvened to Open Session at 7:47 a.m.

4.02: Respond to Property Owner Request to Consider Purchase of 8100 146th Avenue NW – Continued (Portions of meeting may be closed to the public under Minnesota Statutes Section 13.D.05 Subdivision 3(c)(3) to consider purchase of real property)

Economic Development Manager Sullivan reported that during closed session the EDA discussed the potential purchase of 8100 146th Avenue NW and the consensus of the EDA was not to pursue purchase of the property.

4.03: Discuss Potential Tungsten District Redevelopment Study located in the South East Quadrant of Sunfish Lake Boulevard and Highway 10/169 Related to the Ramsey Gateway Study

Economic Development Manager Sullivan presented the staff report and the recommendation that the City proceed with Interim Phase 2 to work with owners/businesses as opportunities for

redevelopment and acquisition present themselves including conducting and documenting internal building inspections when possible, which all lead to the potential for the establishment of a future TIF District.

Member Riley asked whether the $31,000 would be the total cost and not the annual cost.

Economic Development Manager Sullivan confirmed that the total amount would be approximately $31,000. He explained that the goal would be to have the different elements completed in conjunction with the Highway 10 project moving forward, which would still be several years out.

Member Hardin asked for the definition of substandard.

Economic Development Manager Sullivan stated that he did not have a clear definition of substandard noting that there are many factors that need to be considered. A professional like LHB would need to be contracted to make that determination so that it could be used in TIF analysis.

Chairperson Steffen asked for input on the frontage road option.

Community Development Director Gladhill explained that this quadrant of the project is the most challenging and therefore a specific plan has not been developed. He reviewed the current plan concepts, noting that the frontage road option along Highway 10 is not popular with some businesses in that area. He provided details on additional frontage road options.

Chairperson Steffen asked if the parcel would be redeveloped as a road or whether this is a master plan.

Economic Development Manager Sullivan stated that currently there is not a plan for this area. He explained that this would be a tool that could assist in redevelopment in the future.

Community Development Director Gladhill explained that the entire swath will not be needed for right-of-way and therefore land will remain for redevelopment. He stated that there are property owners in the area that are interested in purchasing additional property for development. He stated that this would be in anticipation of the Highway 10 project and would provide another tool. He stated that this would not establish a TIF district today but would put the City in the position to act quickly when the time comes.

Economic Development Manager Sullivan confirmed that he is not suggesting that the City begin to purchase the properties, but simply put itself in a better position for opportunities in the future. He noted that the City may be asked to acquire or help acquire in the future for right-of-way and it would be helpful to know which parcels are substandard.

Member Cords stated that the option for the frontage road is preliminary and asked if Anoka would be interested in connecting from the backside.

Economic Development Manager Sullivan stated that "Anoka Solution" does not show a frontage road connection to that parcel.

Community Development Director Gladhill stated that there is not enough physical room to get from Thurston Avenue to the parcel in Anoka because of the river oxbow and sloping bluff line.

Chairperson Steffen asked if the funds would be spread out over several years.

Economic Development Manager Sullivan stated that he would not anticipate the entire amount being spent in one year and would instead anticipate those funds being spent over five to seven years.

Member Riley stated that this is a preliminary step towards something that might be done in the future and therefore this makes sense.

Motion by Member Riley, seconded by Member Burandt, to direct staff to proceed with the next Interim Phase 2 of the Tungsten District Redevelopment Study.

Further discussion: Member Cord asked if staff can make the decision to inspect a building at any time or whether the EDA would need to be consulted prior to each building. Economic Development Manager Sullivan indicated that Staff would not need to come back to the EDA prior to entering each building.

Motion carried. Voting Yes: Chairperson Steffen, Members Riley, Burandt, Cords, Hardin, and Kuzma. Voting No: None. Absent: Member Berg.

4.04: Consider Site Selection Options for New Hotel Concept

Economic Development Manager Sullivan presented the staff report. Staff believes this is a worthy project for this parcel and is generally comfortable with either alternative site selection. Staff is seeking feedback from the EDA in relation to site layout preference and use for this parcel. If the EDA is in support, staff will chart out the necessary process moving forward.

Chairperson Steffen asked if information is available on the hotel brand.

Economic Development Manager Sullivan stated that the interested party would like to remain confidential at this time. He noted that the concept would include a restaurant and pool.

Chairperson Steffen commented that the concept could work on both sites of the lot but perhaps four stories would make more sense as an end cap.

Member Riley commented that the concept would work on either site and he would welcome a hotel.

Economic Development Manager Sullivan stated that the City has been approached by a business to potentially construct a retail project and that user would prefer the endcap site. He stated that staff would prefer to have flexibility in trying to develop a plan to maximize the site.

Member Kuzma stated that he would prefer concept one but would also support concept two.

Chairperson Steffen asked if the developer has a preference.

Economic Development Manager Sullivan identified the site the developer had originally submitted was on the east half of the lot, noting that he requested to see the concept for the other site. He confirmed that the developer prefers this site over other sites in the COR because it is visible from Highway 10.

Member Burandt echoed the comments of the other Members and noted that he would prefer the eastern side, leaving the western site for additional retail development.

4.05: Approve Program Outline, Speakers and Emcee for 2019 EDA Business Networking Event

Economic Development Manager Sullivan presented the staff report and the recommendation to approve of the draft format for the event. He confirmed that the date for the event would depend upon the availability of the speaker.

Chairperson Steffen asked the mission of Greater MSP.

Economic Development Manager Sullivan stated that Greater MSP is a newer organization that markets the region and assists with economic development.

Member Cords asked if there would be a more northwest regional focus.

Economic Development Manager Sullivan stated that any speaker could tailor their presentation to the area.

Chairperson Steffen asked if staff would provide the Highway 10 update.

Community Development Director Gladhill stated that City staff and the consultant could provide the update on Highway 10.

Member Riley commented that although Highway 10 is a continued discussion, there is more information available at this time and the presentation should be more than a five-minute discussion.

Member Kuzma commented that Anoka has a lot going on with Highway 10 as well that could be featured and perhaps, they should be invited to have a representative, or MnDOT.

Member Cords asked if it would make sense to invite members of the legislature that could potentially assist with funding.

Community Development Director Gladhill confirmed that they would be invited. He stated that the City is currently working on a bill to introduce at the next session.

Chairperson Steffen stated that he would hope that attendance could remain around 125, similar to the previous year.

Member Burandt stated that Greater MSP and DEED would have less of a draw for businesses and the bigger draw for attendance may be Highway 10.

Economic Development Manager Sullivan confirmed that a Hwy 10 focus could be done through marketing the event.

Member Riley stated that in addition to Highway 10 there could be discussion on what the Anoka County is doing to alleviate traffic due to upcoming Highway 10 construction. He stated that the focus of the event could be transportation.

Economic Development Manager Sullivan stated that in the event that one of the top speakers is not available to secure, perhaps a robust Highway 10 update be done as the focus of the event.

Member Burandt commented that he would be comfortable with that.

Chairperson Steffen asked if Greater MSP and DEED could speak to transportation or whether that would not be ideal.

Economic Development Manager Sullivan stated that economic development speakers would touch on the importance of transportation. He noted that it would be up to the group whether they would like a speaker.

Member Burandt stated that if the focus is going to be transportation, he would like to see someone from Anoka County or MnDOT to provide additional input on the region.

Member Kuzma commented that the consultant from WSB could also provide input.

Member Riley noted that at the last City Council meeting there was an update from WSB, Anoka County and MnDOT. He stated that if you add in City staff, that would be a robust presentation that could focus on the Anoka and Ramsey Highway 10 projects, as well as discussion on 47.

Chairperson Steffen confirmed the consensus of the EDA to forgo the traditional speaker format and instead focus on transportation.

Motion by Chairperson Steffen, seconded by Member Hardin, to approve the preliminary event schedule as outlined in the case.

Motion carried. Voting Yes: Chairperson Steffen, Members Hardin, Burandt, Cords, Kuzma, and Riley. Voting No: None. Absent: Member Berg.

4.06: Consider State of Minnesota Economic Development Marketing Opportunity

Economic Development Manager Sullivan presented the staff report. He stated that staff believes this marketing opportunity is worth considering. It provides a unique "bang for the buck" when considering how much the State of Minnesota pushes this publication, and when considering how staff can reuse the Thriving in the North ad for other purposes. Based on feedback from neighboring cities, they are happy with how this publication plays into their overall comprehensive marketing strategies. Both Coon Rapids and Elk River recommended that Ramsey get involved; however, both indicated it's unlikely this one specific ad will generate an influx of calls from prospects. But to that point, if it generates on call that leads to a future project, it more than pays for itself.

Chairperson Steffen asked who designed the previous ad and who would design this ad.

Economic Development Manager Sullivan stated that the previous ad was developed internally and then tweaked by the publication. He stated that a similar format could be followed for this ad if desired.

Chairperson Steffen stated that he would perhaps want to see additional thought put into the ad.

Community Development Director Gladhill commented that the marketing funds could be used to develop a more thoughtful ad.

Member Hardin agreed. He asked if the EDA could review a draft before submission.

Economic Development Manager Sullivan stated that there is a quick timeline but noted that he could submit the draft to the EDA via email.

Member Kuzma stated that he is not thrilled about the ad as he believes the funds could be better spent. He noted that CBRE is already advertising the City land. He was unsure that this would be the best resource, as the EDA has limited marketing dollars.

Member Riley stated that this group is the EDA and the job is to push business development in general in the City, which is different than selling just City land. He stated that this would promote the City in general and would attempt to bring in business in general.

Member Cords asked if there are metrics that show the reach the magazine would provide beyond the current business the City already has. He stated that he likes the idea of the proposal, as it shows access and availability.

Economic Development Manager Sullivan replied that the City would be getting 7,500 issues of this magazine mailed directly to site selectors/decision makers. He stated that the magazine is also distributed at national and regional tradeshows championed by the State of Minnesota. He

noted that neighboring communities have made the investment and are in the magazine. He stated that the City did not participate the previous year and perhaps this is something the City does every other year. He noted that if there is success, the City could participate each year. He explained that one project would be more than worth the funds. He highlighted some of the online marketing tools the City utilizes.

Member Burandt stated that given the value of getting this information in the hands of decision makers, he would support the funding the ad.

Motion by Member Burandt, seconded by Member Hardin, to recommend to authorize staff to utilize up to $6,270 of the EDA Marketing Budget to publish an ad in the 2019-2020 MN DEED Thriving in the North annual publication.

Further discussion: Member Kuzma stated that while he understands the input from the other Members, he does not believe that this would add value as the information is only sent to 7,500 people.

Motion carried. Voting Yes: Chairperson Steffen, Members Burandt, Hardin, Cords, and Riley. Voting No: Member Kuzma. Absent: Member Berg.

4.07: Review Draft COR Area Real Estate Marketing Map

Economic Development Manager Sullivan presented the staff report and recommendation to approve of the map for print and electronic production and distribution.

Chairperson Steffen asked how this map would be used aside from the wall map.

Economic Development Manager Sullivan reviewed other ways in which the map could be used. He stated that he has not officially requested the toggling interactive feature but could pursue that option noting that there may be additional cost.

Member Hardin stated that it would be interesting to find out that information. He asked where the information would be available.

Economic Development Manager Sullivan commented that this has not been finalized yet. He confirmed that once complete it would be inserted into the interactive development document and it would be available on the City website.

Member Cords asked if the logos would be scaled down on the wall map version.

Economic Development Manager Sullivan confirmed that he would verify that information with WSB prior to printing.

Chairperson Steffen asked the criteria to be included on the map.

Economic Development Manager Sullivan commented that he attempted to pull out the larger employers and key national names. He recognized that not all businesses were included. He confirmed the consensus of the EDA to pursue the option to toggle the businesses, noting that there could be an additional cost.

Motion by Member Kuzma, seconded by Member Hardin, to authorize staff to finalize map and to print and utilize for marketing activities as needed and pursue the additional interactive elements with a cost not to exceed $1,000.

Motion carried. Voting Yes: Chairperson Steffen, Members Kuzma, Hardin, Burandt, Cords, and Riley. Voting No: None. Absent: Member Berg.

5. MEMBER / STAFF UPDATE

Economic Development Manager Sullivan commented on the success of the recent EDA golf event. He stated that he received a letter of resignation the previous night from Member Berg, noting that staff will follow the normal process to fill that vacancy.

6. ADJOURNMENT

The regular meeting of the Economic Development Authority adjourned at 8:55 a.m.

Respectfully submitted,

_____

Sean Sullivan
Economic Development Manager

ATTEST:

_____

Wendy Schlueter
Economic Development Administrative Assistant

Draft by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

CC Regular Session **5. 18.**

Meeting Date: 06/14/2022

Submitted For: Joe Feriancek, Engineering/Public Works

By: Joe Feriancek, Engineering/Public Works

Information

Title

Adopt Resolution #22-130 Accepting Survey Proposals for 167th Avenue Reconstruction, Improvement Project #23-04

Purpose/Background:

Purpose:

The purpose of this case is to adopt Resolution #22-130 accepting survey proposals for 167th Avenue Reconstruction, Improvement Project #23-04.

Background:

The current 2022 – 2031 10-Year Capital Improvement Plan (CIP) proposes the reconstruction of 167th Avenue between Nowthen Boulevard and Trunk Highway 47 in 2023. 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**
167th Avenue Reconstruction	$5,800.00	$6,300.00

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 July 29, 2022, which will allow Staff to begin design work for these proposed improvements, after City Council authorization.

The next step in the project process will be to gather more design information, including geotechnical reports, and utility testing for the municipal utilities within the project area. After initial review of the information, Staff is proposing to present a case to City Council at a future meeting to discuss ordering of plans and specifications for these improvement projects. At that time Staff will be able to provide a more thorough project scope and estimated project costs. Funding sources for this project are proposed to be from Municipal State Aid (MSA) Funds and Stormwater Utility Funds.

Notification:

If City Council awards a contract for topographic services, City Staff will send notification letters to residents in the impacted area to provide notice that surveyors will be collecting survey data for the proposed project, information on the scope of services being provided at this time, a link to the project web page where additional information on this proposed project can be found, and contact information should people have questions about the proposed project.

Observations/Alternatives:

Motion to adopt Resolution #22-130 accepting survey proposals for 167th Avenue Reconstruction, Improvement Project #23-04.

Funding Source:
Funding for this work is proposed to come from Municipal State Aid (MSA) Funds

Recommendation:
Staff recommends adopting Resolution #22-130 accepting survey proposals for 167th Avenue Reconstruction, Improvement Project #23-04.

Action:
Adopt Resolution #22-130 accepting survey proposals for 167th Avenue Reconstruction, Improvement Project #23-04.

Attachments

Res 22-130
Bolton & Menk Proposal
167th Avenue Scope Exhibit
CIP Sheet - 167th Avenue Reconstruction

Form Review

Inbox	Reviewed By	Date
Bruce Westby	Bruce Westby	06/09/2022 01:16 PM
Brian Hagen	Brian Hagen	06/09/2022 01:25 PM
Form Started By: Joe Feriancek		Started On: 06/06/2022 12:59 PM
Final Approval Date: 06/09/2022		

Councilmember _____ introduced the following resolution and moved for its adoption:

RESOLUTION #22-130

RESOLUTION ACCEPTING SURVEY PROPOSLS FOR 167TH AVENUE RECONSTRUCTION IMPROVEMENT PROJECT #23-04

WHEREAS, topographic surveys are required to accurately evaluate and design the proposed 167th Avenue Reconstruction project; 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

TOPOGRAPHICS SURVEYS		
Project	**Bolton & Menk, Inc.**	**Hakanson Anderson**
167th Avenue (Nowthen Blvd to Trunk Highway 47)	$5,800.00	$6,300.00

WHEREAS, the quote of Bolton & Menk, Inc. in the total amount of $5,800.00 for said services in accordance with the prepared proposal 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 14th day of June, 2022.

_____
Mayor

ATTEST:

_____
City Clerk

Bolton & Menk Proposal

$5,800.00

REQUEST FOR PROPOSAL
167th AVENUE RECONSTRUCTION
Topographic Survey
City of Ramsey

ISSUE DATE
May 25, 2022

PROPOSAL MUST BE RECEIVED BY:
4:00 pm on Wednesday, June 8, 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 167th Avenue between Nowthen Boulevard (CSAH 5) and Saint Francis Boulevard (T.H. 47);

1. 167th Avenue
    a. Right of Way is generally 80 feet wide
        i. 60 feet wide from TH 47 to 650 feet west of TH 47
    b. Street is approximately 1.14 miles in length
        i. 12.5-acre area
        ii. Large portion of street has trees within the right of way
            1. Generally, shots of the tree line will be sufficient
            2. Stand alone and trees on street in-slope; trunk shots are needed.
    c. 40-foot-wide rural section street from Nowthen Blvd to Quicksilver Street
        i. (0.98 miles)
    d. 47-foot-wide urban section street from Quicksilver St to Saint Francis Blvd
        i. (0.16 miles)
    e. Speed limit is 50 mph
2. 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:

- For Rural Section; elevations along the centerline, edge of bituminous pavement, top and bottom of swale, and boulevard up to the right-of-way at 50-foot stations and grade changes.
- For Urban Section; 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.
    - Intersecting streets; same shots as the mainline, to the distance specified in the exhibit.
    - Generally, 50 feet past the right-of-way.
        - Quicksilver additional distance per 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
- Location and elevations of off-street bituminous trail within the survey area
    - NW Quadrant of Nowthen Blvd and 167th Ave
- General top and bottom of slopes, and intermediate spot elevations in swales

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, July 29, 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. Wednesday, May 8, 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.

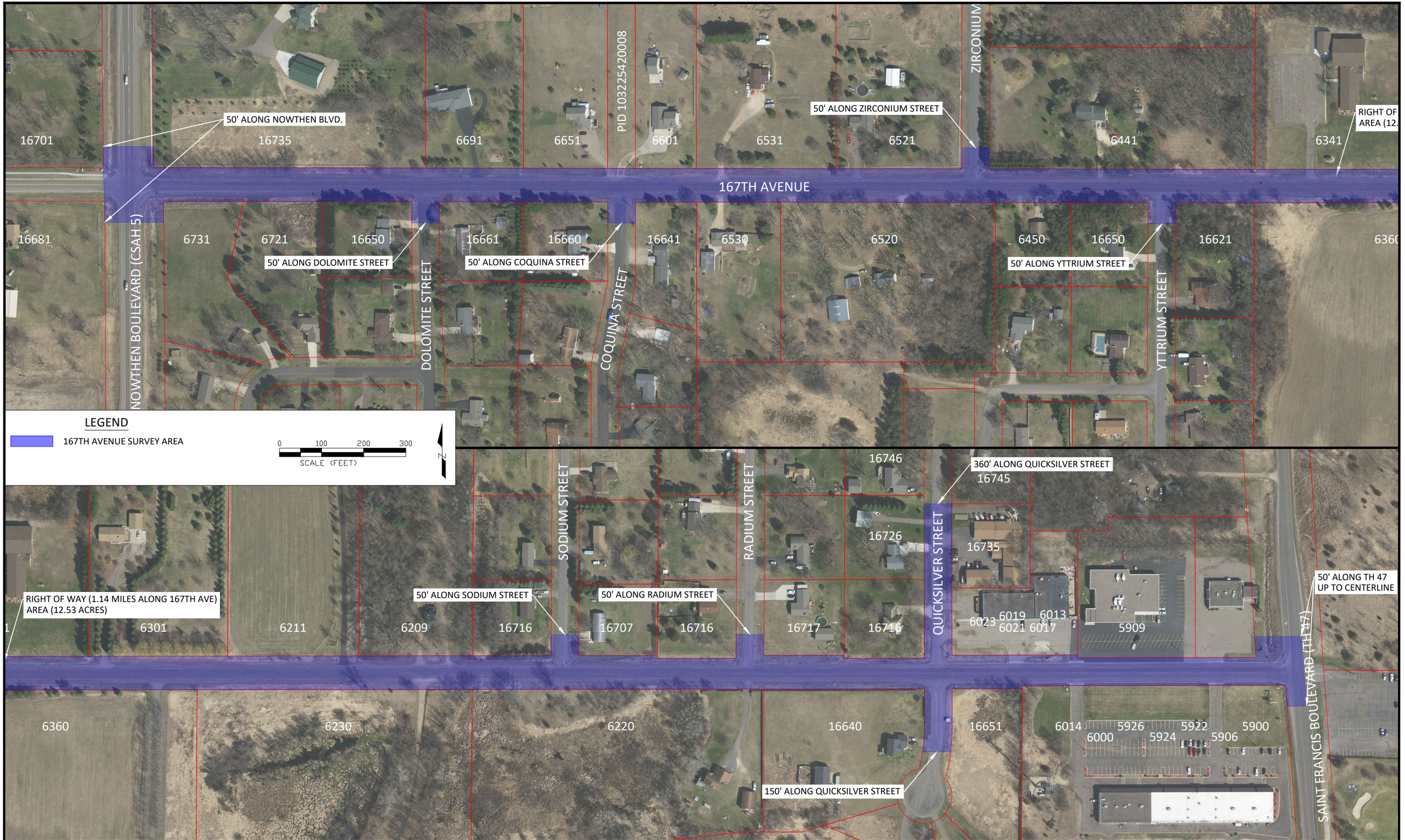
BASIS OF PAYMENT: Payment shall be made on a lump sum basis for all components of the work as specified in the RFP. The cost of any additional equipment, labor, materials, permits, tools and supplies which have not been specifically identified in this section for payment, but are required to complete 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

Bolton & Menk 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, July 29, 2022.

167th AVENUE TOPOGRAPHIC SURVEY	
Description	**Cost Extension**
Lump sum not-to-exceed amount	$5,800.00
Additional hourly rate if project scope expands after initial review	$170.00/hr (Field Survey) $145.00/hr (Office Related)

Contractor Name	Bolton & Menk
Owner or representative	Kevin P. Kielb, P.E.
Phone(s)	651 968-7760
E-mail	Kevin.Kielb@Bolton-Menk.com
Signature	Kevin P Kielb
Date	5/26/2002



DATE	REVISION

May 24, 2022 - 3:08pm
G:\Engineering\AutoCad Dwgs\Projects A-M\167th Avenue Reconstruction (Nowthen to TH 47)\P 23-04\Support Drawings\23-04 Base Map.dwg

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: 05/24/22
CHECKED BY:	---	FILE: --

City of RAMSEY

CITY OF RAMSEY
7550 SUNWOOD DRIVE
RAMSEY, MN 55303
(763) 427-1410 FAX (763) 433-9898

167TH AVENUE (NOWTHEN BLVD. TO T.H. 47) TOPO AREA EXHIBIT

167TH AVENUE RECONSTRUCTION
CITY PROJECT NO. --
CITY OF RAMSEY, MINNESOTA

SHEET 1 OF 1 SHEETS

Capital Improvement Program

2022 *thru* 2031

City of Ramsey, Minnesota

Project # 21-STR-010

Project Name MSA 167th Avenue Street Reconstruction

Department Street Improvements
Contact
Type Improvement
Useful Life 60 Years
Category Street Improvement
Priority 1-Existing Obligation (High)
Status Active

Total Cost $1,492,260

Description

Recontruction of MSA street 167th Avenue between CSAH 5 and TH 47.

Justification

In accordandance 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		1,492,260									1,492,260
Total		**1,492,260**									**1,492,260**

Funding Sources	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total
MSA		1,356,600									1,356,600
Storm Water Utility Fund		135,660									135,660
Total		**1,492,260**									**1,492,260**

CC Regular Session **5. 19.**

Meeting Date: 06/14/2022

By: Chris Anderson, Community Development

Information

Title

Adopt Resolution #22-131 Accepting Deed for Outlot A Lynwood Addition

Purpose/Background:

The City Council approved the Final Plat of Lynwood Addition on February 22, 2022. A condition of that approval was that the Lennar (the "Applicant") provide either a twenty (20) foot wide Trail Easement within Outlot A or deed the entirety of Outlot A to the City. One or the other is critical as the City continues to work toward a complete trail corridor connecting The COR and Lake Itasca (aka Lake Itasca Greenway).

Notification:

Notification is not required.

Observations/Alternatives:

The Applicant is proposing to deed both Outlot A and Outlot Q to the City. Outlot A is a combination of wetland and upland and will remain undisturbed throughout the construction of Lynwood Addition. Accepting fee title to Outlot A allows the City to continue working toward a complete trail/greenway corridor between The COR and Lake Itasca. Furthermore, as it will be left undisturbed, additional maintenance activities will not be required.

Outlot Q, however, includes one of the main stormwater basins for Lynwood. This outlot is encumbered with drainage and utility easement. Therefore, the City will be responsible for long-term maintenance of the stormwater basin to ensure functionality, which is standard. However, if the City were to accept fee title to this outlot, the City would also have to take on more routine maintenance, such as mowing and litter/debris clean-up and removal. Presently, there is not sufficient staff capacity to take on this additional maintenance and thus, Staff is recommending only accepting fee title to Outlot A.

Funding Source:

The Applicant is responsible for all costs associated with this project.

Recommendation:

Staff recommends adopting Resolution #22-131 accepting fee title to Outlot A, Lynwood Addition.

Action:

Motion to adopt Resolution #22-131 accepting fee title to Outlot A, Lynwood Addition.

Attachments

Site Location Map

Final Plat with Outlot A Highlighted

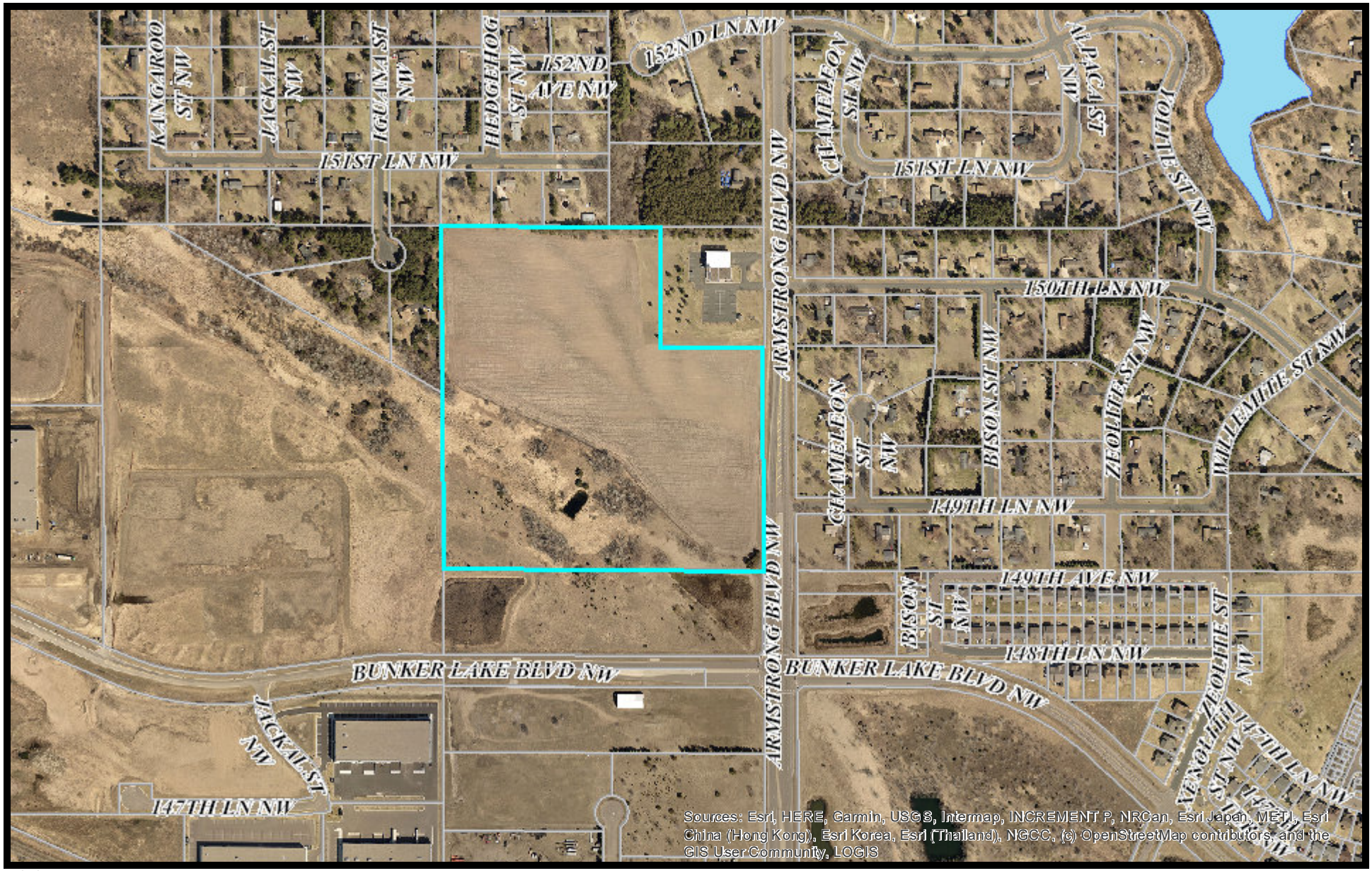
Resolution #22-131

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	06/08/2022 08:29 PM
Form Started By: Chris Anderson		Started On: 06/03/2022 08:13 AM
Final Approval Date: 06/08/2022		

Lynwood Addition

Site Location Map: PID #20-32-25-44-0003



9/2/2021, 11:48:54 AM

0 0.0375 0.075 0.15 0.225 0.3 mi

LYNWOOD

CITY OF RAMSEY
COUNTY OF ANOKA
SEC.20, TWP.32, RGE.25

WHISPERING PINES ESTATES – PLAT 2

UNPLATTED

IGUANA ST NW

66

MENKVELD'S PINE HILLS NORTH

AMSTERDAM EXTENSION

ANOKA COUNTY HIGHWAY RIGHT-OF-WAY PLAT NO. 74

ANOKA COUNTY HIGHWAY RIGHT-OF-WAY PLAT NO. 33

ARMSTRONG BLVD NW

150TH LANE NW

149TH LANE NW

GREENLAND HILLS

(COUNTY STATE AID HIGHWAY NO. 83)

EAST QUARTER CORNER OF SEC. 20, TWP. 32, RGE. 25

FOUND 1/2 INCH OPEN IRON PIPE

S89°34'06"E 857.58

NORTH LINE OF THE SE1/4 OF THE SE1/4 OF SEC. 20, TWP. 32, RGE. 25

650.00

1332.83

FOUND 1/2 INCH OPEN IRON PIPE

S00°19'16"E

682.83

WEST LINE OF THE SE1/4 OF THE SE1/4 OF SEC. 20, TWP. 32, RGE. 25

WEST 159.26

S37°24'52"W 87.12

N63°40'45"W 228.36

N56°12'57"W 72.99

S26°00'54"W 7.50

223.19

S63°40'45"E 444.42

N26°00'54"E 74.62

221.23

N30°39'21"W 176.52

N29°41'47"W 152.82

S66°06'22"W 67.24

N34°49'32"W 7.24

63.88 NORTH

WEST 205.18

N60°48'20"W 205.43

126.57

N89°27'46"W 1251.87

1125.30

SOUTH LINE OF THE SE 1/4 OF THE SE 1/4 OF SEC. 20, TWP. 32, RGE. 25

SOUTH QUARTER CORNER OF SEC. 20, TWP. 32, RGE. 25

1321.88 N89°27'46"W

SE CORNER OF SEC. 20, TWP. 32, RGE. 25

70.00 N89°27'46"W

EAST LINE OF THE SE 1/4 OF THE SE 1/4 OF SEC. 20, TWP. 32, RGE. 25

S00°14'43"E 2670.47

S00°14'43"E 869.08 (OPEN) DIST

S00°14'43"E 466.03

WEST LINE OF THE EAST 466 FEET OF THE SE 1/4 OF THE SE 1/4 OF SEC. 20, TWP. 32, RGE. 25

421.03

S89°34'06"E 21.67

45.00

N48°12'53"E 206.33

58.34 Δ=41°47'07" R=80.00

NORTH 121.28

S68°25'25"E 60.00

8.89 Δ=5°21'42" R=95.00

58.37 Δ=21°34'35" R=155.00 CB=N10°47'17"E C=58.03

N26°56'17"E 198.67

S63°59'06"E 29.61

N28°00'54"E 60.00

N63°59'06"W 186.68

SOUTH LINE OF THE NORTH 466 FEET OF THE SE 1/4 OF THE SE 1/4 OF SEC. 20, TWP. 32, RGE. 25

S89°34'06"E 396.03

466

EXCEPTION

EXCEPTION

EXCEPTION

OUTLOT B

OUTLOT A

DRAINAGE & UTILITY EASEMENT OVER ALL OF OUTLOT A

OUTLOT Q

DRAINAGE & UTILITY EASEMENT OVER ALL OF OUTLOT Q

EDGE OF WET LAND

WET LAND

WET LAND

EDGE OF WET LAND

DRAINAGE, UTILITY, & PEDESTRIAN TRAIL EASEMENT PER DOC. NO. 2022768.001

DRAINAGE, UTILITY, & PEDESTRIAN TRAIL EASEMENT PER DOC. NO. 2022768.001

INSET
(SEE SHEET 3 OF 3 SHEETS)

724.08

133.17

99.13

145.00

30.00

60.00

77.70

NORTH

SCALE IN FEET
1 INCH = 80 FEET

80 40 0 40 80 160

The basis for the bearing system is the south line of the Southeast Quarter of the Southeast Quarter of Section 20, Township 32, Range 25 and is assumed to bear North 89 degrees 27 minutes 46 seconds West

- ○ Denotes a 1/2 inch by 14 inch iron pipe set and marked by License No. 26147.
- ◉ Denotes a 1/2 inch pipe found and marked by License No.47481, unless shown otherwise.
- ▲ Denotes a Found PK Nail.
- ✱ Denotes a Found 3/8 inch rebar
- ◎ Denotes a Found Cast-Iron-Monument
- —△— Denotes Right of Access dedicated to Anoka County

SATHRE-BERGQUIST, INC.

ENGINEERS SURVEYORS DESIGNERS PLANNERS

ALPHA DEVELOPMENT

INSET

LYNWOOD

CITY OF RAMSEY
COUNTY OF ANOKA
SEC.20, TWP.32, RGE.25

NORTH

40 20 0 20 40 80
SCALE IN FEET
1 INCH = 40 FEET

The basis for the bearing system is the south line of the Southeast Quarter of the Southeast Quarter of Section 20, Township 32, Range 25 and is assumed to bear North 89 degrees 27 minutes 46 seconds West (See Sheet 2 of 3 Sheets)

○ Denotes a 1/2 inch by 14 inch iron pipe set and marked by License No. 26147.

● Denotes a 1/2 inch pipe found and marked by License No.47481, unless shown otherwise.

—△— Denotes Right of Access dedicated to Anoka County

DRAINAGE AND UTILITY OVER ALL OF OUTLOT C THROUGH OUTLOT P INCLUSIVE.

S00°14'43"E 724.08

OUTLOT C

OUTLOT D

OUTLOT E

OUTLOT F

OUTLOT G

OUTLOT H

OUTLOT I

OUTLOT J

OUTLOT K

OUTLOT L

OUTLOT M

OUTLOT N

OUTLOT O

OUTLOT P

149TH LANE NW

FERRET STREET NW

DRAINAGE, UTILITY, & PEDESTRIAN TRAIL EASEMENT PER DOC. NO. 2022768.001

SATHRE-BERGQUIST, INC.

Councilmember _____ introduced the following resolution and moved for its adoption:

RESOLUTION #22-131

RESOLUTION ACCEPTING FEE TITLE OF OUTLOT A, LYNWOOD ADDITION

WHEREAS, U.S. Home Corporation, dba Lennar, hereafter referred to as "Developer", properly applied for Final Plat approval of the property generally located west of Armstrong Boulevard, north of Bunker Lake Boulevard, and south of 151st Lane NW and legally described as:

> THE SE1/4 OF SE1/4 OF SEC 20 TWP 32 RGE 25, EX E 466 FT OF N 466 FT THEREOF, EX RD, SUBJ TO EASE OF REC, Anoka County, Minnesota
>
> (the 'Subject Property'); and

WHEREAS, the Developer previously applied for a Comprehensive Plan Amendment (CPA) to re-guide the Subject Property from High Density Residential (HDR) to Medium Density Residential (HDR) and for a Zoning Amendment to rezone the Subject Property from R-1 Residential (MUSA) – 80 to R-1 Residential (MUSA) – 65 and from R-3 Residential (High Density) to R-2 Residential (Medium Density); and

WHEREAS, the Planning Commission considered the Sketch Plan and Comprehensive Plan Amendment for Lynwood Subdivision at its meeting on July 22, 2022; and

WHEREAS, the Planning Commission recommended approval of the Comprehensive Plan Amendment and directed that Developer to modify the Sketch Plan to eliminate the long cul-de-sac and to incorporate an additional point of access to the proposed development; and

WHEREAS, the Environmental Policy Board reviewed the project on August 16, 2021; and

WHEREAS, the City Council approved a Comprehensive Plan Amendment to re-guide the Subject Property from HDR to MDR and directed Staff to submit the information to the Metropolitan Council on August 24, 2021; and

WHEREAS, the Planning Commission reviewed the Zoning Amendment and Preliminary Plat of Lynwood Subdivision on August 26, 2021; and

WHEREAS, the City Council approved the Zoning Amendment to rezone a portion of the Subject Property from R-3 Residential (High Density) to R-2 Residential (Medium Density) (and to keep the R-1 Residential (MUSA) – 80 zoning in place), and the Preliminary Plat for Lynwood on September 28, 2021; and

WHEREAS, the Metropolitan Council approved the Comprehensive Plan Amendment on November 10, 2021; and

WHEREAS, the City Council approved the Final Plat of Lynwood on February 22, 2022, contingent on, among other things, receiving either a twenty (20) foot wide Trail Easement or fee title to Outlot A to ensure a corridor for the Lake Itasca Greenway; and

WHEREAS, the Developer has proposed deeding fee title of Outlot A, Lynwood Addition to the City.

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

1. That the Ramsey City Council hereby accepts fee title to Outlot A, Lynwood Addition, as shown in Exhibit 1.

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 14th day of June, 2022.

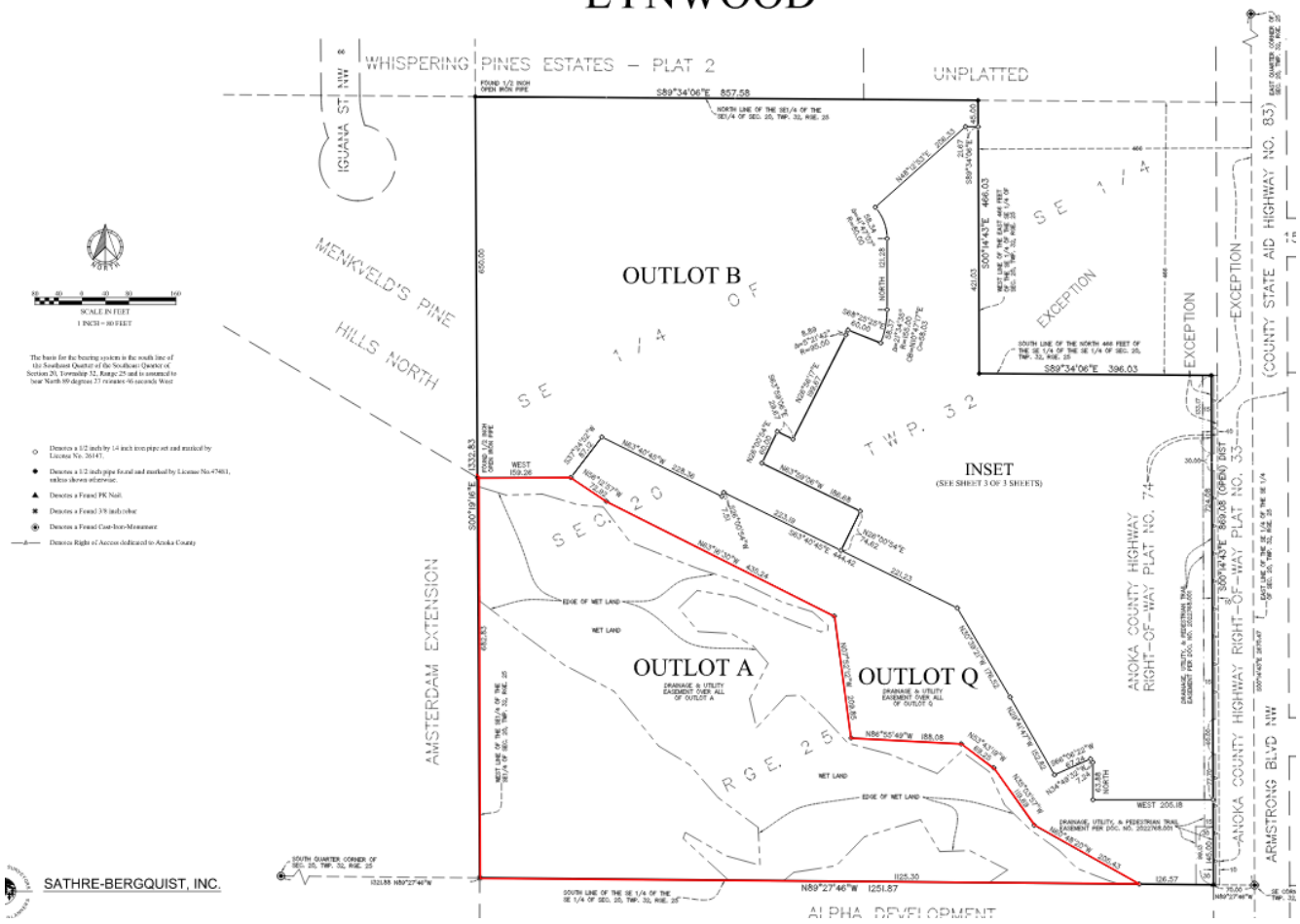
_____
Mayor

ATTEST:

_____
City Clerk

EXHIBIT 1

LYNWOOD



CC Regular Session **5. 20.**

Meeting Date: 06/14/2022

By: Chris Anderson, Community Development

Information

Title

Adopt Resolution #22-132 Approving an Updated Final Plat of Riverside West Rearrangement and Authorization of Sale of Lot 4, Block 1, Riverside West Rearrangement

Purpose/Background:

The City Council approved the Riverside West Rearrangement Plat (the "Plat") on January 11, 2022. This Plat, which involves both 6650 and 6710 Highway 10 (the "Subject Properties"), was prepared after the elimination of the segment of Dolomite Street between Riverdale Drive and Highway 10. The intent was to 'square off' the adjacent lots. At that same meeting, the City Council introduced Ordinance #22-01 to vacate the public road right-of-way for the former segment of Dolomite Street. Ordinance #22-01 was adopted by the City Council on January 25, 2022. When the Plat was submitted to Anoka County for the 'plat check' process, it was rejected, prompting a need to revise the Plat and resubmit.

Lots 3 and 4 of the newly platted Riverside West Rearrangement need to be swapped in order to square off the ownership of the newly created lots. A lot combination to create a single tax ID for each parcel for each owner will be completed after the filing of the plat.

Notification:

Notification is not required.

Observations/Alternatives:

Both of the Subject Properties are irregularly shaped and the intent was to equally divide the vacated right-of-way between the two abutting properties (per State Statute) to 'square them off' and thus, create more flexibility for development and/or building expansion. However, because the land is Torrens rather than Abstract, the Plat, as originally prepared, was not acceptable. Each parcel, including the portions of right-of-way, must be assigned its own lot and block number. Furthermore, the resolution needed to include additional language since the City was approving a Plat that involves City-owned land. Both the revised Final Plat and resolution are attached to the case.

Since City owned land will be swapped with the adjacent land owner, authorization for the sale of Lot 4, Block 1, Riverside West Rearrangement is required and included in the attached resolution.

Funding Source:

The City is responsible for all costs related to the plat of Riverside West Rearrangement.

Recommendation:

Staff recommends adopting Resolution #22-132 Approving a revised Final Plat of Riverside West Rearrangement and Authorization of Sale of Lot 4, Block 1, Riverside West Rearrangement.

Action:

Motion to adopt Resolution #22-132 Approving a revised Final Plat of Riverside West Rearrangement and Authorization of Sale of Lot 4, Block 1, Riverside West Rearrangement.

Attachments

Site Location Map

ACTION - Resolution #22-132

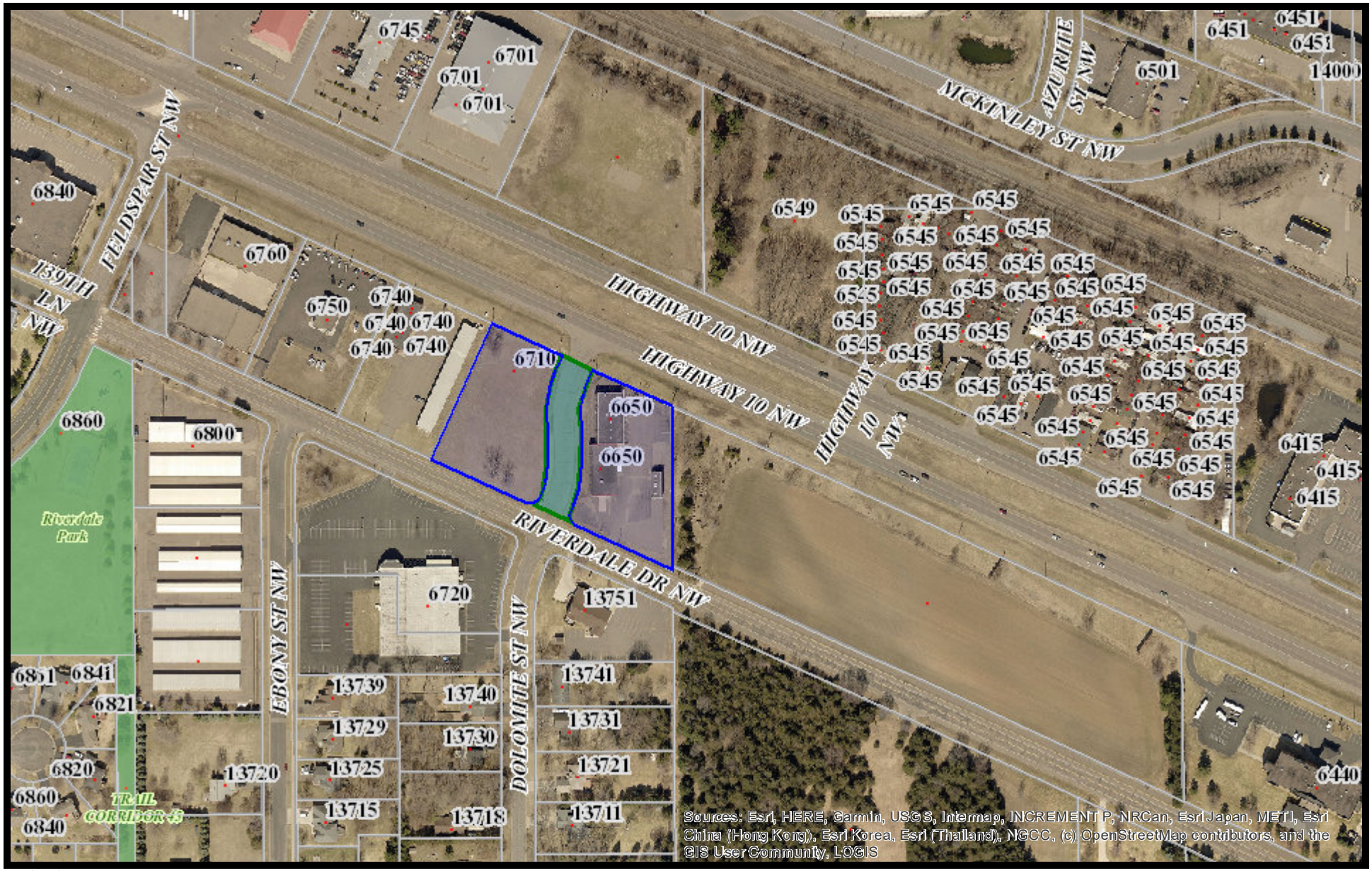
Revised Final Plat of Riverside West Rearrangement

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	06/08/2022 08:32 PM
Form Started By: Chris Anderson		Started On: 06/03/2022 08:39 AM
Final Approval Date: 06/08/2022		

6650 and 6710 Highway 10

Site Location Map



12/15/2021, 10:43:46 AM

0 0.0175 0.035 0.07 0.105 0.14 mi

Councilmember _____ introduced the following resolution and moved for its adoption:

RESOLUTION #22-132

RESOLUTION APPROVING AN UPDATED PLAT KNOWN AS RIVERSIDE WEST REARRANGEMENT AND AUTHORIZATION OF SALE OF LOT 4, BLOCK 1, RIVERSIDE WEST REARRANGEMENT

RECITALS

1. The City of Ramsey, hereafter referred to as "Developer", properly applied for Final Plat approval of the following described property located in the City of Ramsey:

   Lot 4, Block 1 and Lot 1, Block 2 RIVERSIDE WEST

   (the "Subject Property")

   -Or upon recording-

   Lots 1-4, Block 1, RIVERSIDE WEST REARRANGEMENT

   (the 'Subject Property'); and

2. The City Council introduced Ordinance #22-01, vacating Dolomite Street right-of-way between Riverdale Drive and Highway and a portion of drainage utility easement on 6650 Highway 10, on January 11, 2022; and

3. The City Council reviewed and approved the Final Plat on January 11, 2022; and

4. That the Plat of Riverside West Rearrangement was rejected by Anoka County due to Torrens requirements; and

5. That the City is the current owner of Lot 4, Block 1 Riverside West and the adjacent, vacated right-of-way and wishes to plat these lands; and

6. That the City Council reviewed the revised Plat of Riverside West Rearrangement on June 14, 2022.

7. The City has adopted Ordinance 15-05 and declared Lot 4, Block 1, Riverside West (6710 Hwy 10 NW) surplus property and authorizes the sale of this real estate.

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

1. That the Ramsey City Council hereby grants approval of the revised Final Plat of RIVERSIDE WEST REARRANGEMENT in accordance with relevant City Codes,

subject to the following conditions:

a) The Ramsey City Council authorizes the sale of Lot 4, Block 1 Riverside West Rearrangement to KJ Power Properties, LLC (owner of 6650 Highway 10) and directs City officials to execute necessary documents to transfer property.

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 14th day of June, 2022.

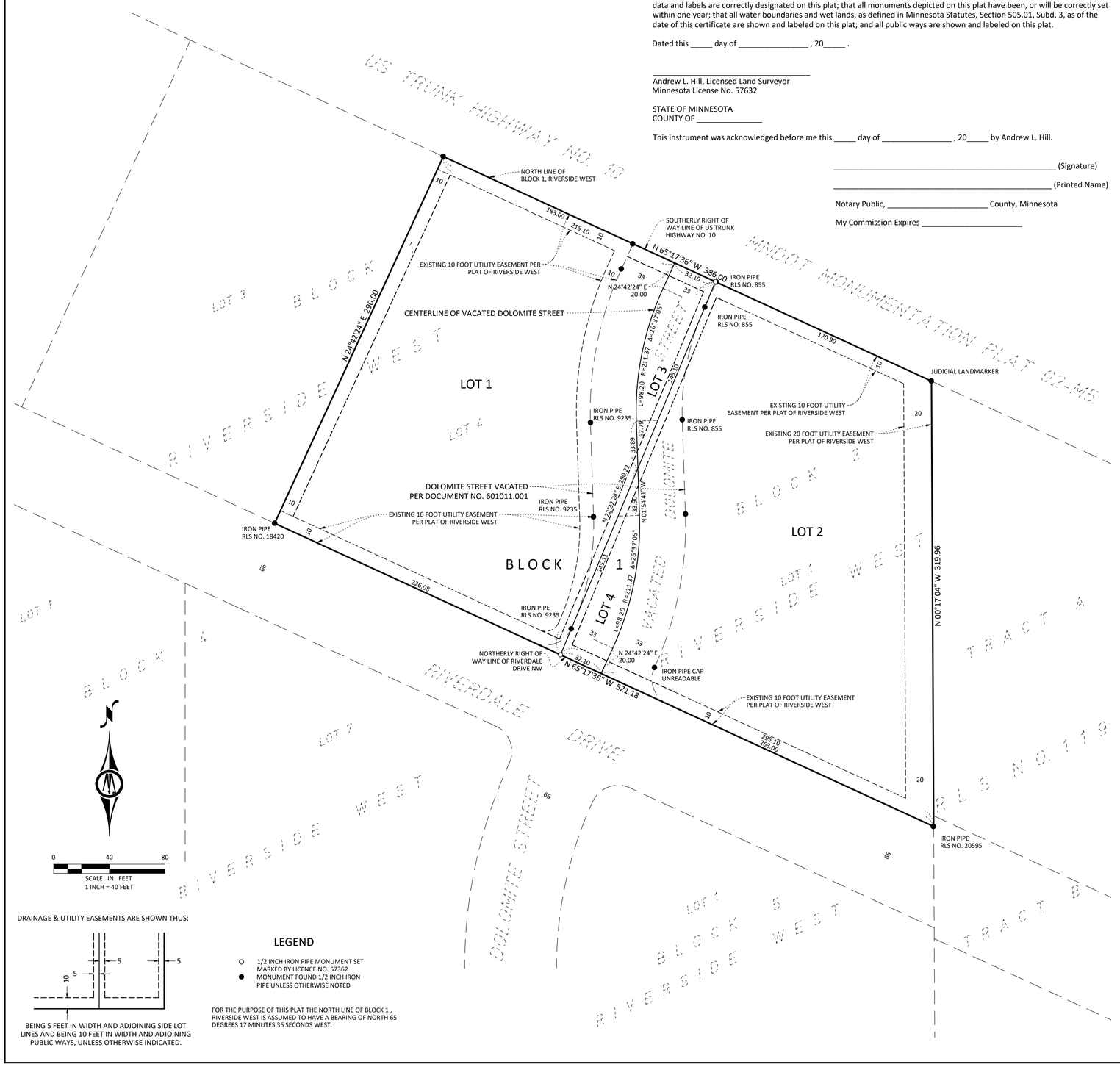
_____
Mayor

ATTEST:

_____
City Clerk

RIVERSIDE WEST REARRANGEMENT

CITY OF RAMSEY
COUNTY OF ANOKA
SEC. 34, TWP. 32 N, RGE. 25 W



0 40 80
SCALE IN FEET
1 INCH = 40 FEET

DRAINAGE & UTILITY EASEMENTS ARE SHOWN THUS:

BEING 5 FEET IN WIDTH AND ADJOINING SIDE LOT LINES AND BEING 10 FEET IN WIDTH AND ADJOINING PUBLIC WAYS, UNLESS OTHERWISE INDICATED.

LEGEND

- ○ 1/2 INCH IRON PIPE MONUMENT SET MARKED BY LICENCE NO. 57362
- ● MONUMENT FOUND 1/2 INCH IRON PIPE UNLESS OTHERWISE NOTED

FOR THE PURPOSE OF THIS PLAT THE NORTH LINE OF BLOCK 1 , RIVERSIDE WEST IS ASSUMED TO HAVE A BEARING OF NORTH 65 DEGREES 17 MINUTES 36 SECONDS WEST.

SURVEYORS CERTIFICATION

I Andrew L. Hill do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this _____ day of _____ , 20_____ .

_____
Andrew L. Hill, Licensed Land Surveyor
Minnesota License No. 57632

STATE OF MINNESOTA
COUNTY OF _____

This instrument was acknowledged before me this _____ day of _____ , 20_____ by Andrew L. Hill.

_____ (Signature)

_____ (Printed Name)

Notary Public, _____ County, Minnesota

My Commission Expires _____

INSTRUMENT OF DEDICATION

KNOW ALL PERSONS BY THESE PRESENTS: That City of Ramsey, a municipal corporation under the laws of the State of Minnesota, owner of the following described property:

Lot 4, Block 1, RIVERSIDE WEST, according to the recorded plat thereof, Anoka County, Minnesota.
AND
That part of the west half of vacated Dolomite Street NW, as dedicated in the plat of RIVERSIDE WEST, lying between the southerly right-of-way line of US Trunk Highway No 10 and the northerly right-of-way line of Riverdale Drive NW, as said rights-of-way are shown in the recorded plat of RIVERSIDE WEST

AND

That KJ Power Properties, LLC, a Minnesota Limited Liability Company, owner of the following described property:

Lot 1, Block 2, RIVERSIDE WEST, according to the recorded plat thereof, Anoka County, Minnesota.
AND
That part of the east half of vacated Dolomite Street NW, as dedicated in the plat of RIVERSIDE WEST, lying between the southerly right-of-way line of US Trunk Highway No 10 and the northerly right-of-way line of Riverdale Drive NW, as said rights-of-way are shown in the recorded plat of RIVERSIDE WEST

Have caused the same to be surveyed and platted as RIVERSIDE WEST REARRANGEMENT and do hereby dedicate to the public for public use the drainage and utility easements as created by this plat.

In witness whereof said City of Ramsey, a municipal corporation under the laws of the State of Minnesota, has caused

these presents to be signed by its officers this _____ day of _____ , 20___.

CITY OF RAMSEY

_____ _____
Mark E. Kuzma, Mayor _____, City Administrator

STATE OF MINNESOTA
COUNTY OF ANOKA

This instrument was acknowledged before me this _____ day of _____ , 20___ , by Mark E. Kuzma, Mayor and _____, City Administrator of the City of Ramsey, a municipal corporation under the laws of the State of Minnesota, on behalf of the corporation.

_____ (Signature)

_____ (Printed Name)

Notary Public, _____ County, Minnesota

My Commission Expires _____

In witness whereof said KJ Power Properties, LLC, a Minnesota limited liability company, has caused these presents to be signed by its proper officer, this

_____ day of _____ , 20___.

KJ Power Properties, LLC

_____
Kelly Power, Chief Manager

STATE OF MINNESOTA
COUNTY OF _____

This instrument was acknowledged before me this _____ day of _____ , 20___ , by Kelly Power, Chief Manager of KJ Power Properties, LLC, a Minnesota limited liability company.

_____ (Signature)

_____ (Printed Name)

Notary Public, _____ County, Minnesota

My Commission Expires _____

CITY COUNCIL, CITY OF RAMSEY, MINNESOTA

This plat of RIVERSIDE WEST REARRANGEMENT was approved and accepted by the City Council of the City of Ramsey, Minnesota at a regular meeting thereof held this _____ day of _____ , 20___ , and said plat is in compliance with the provisions of Minnesota Statutes, Section 505.03, Subd. 2.

City Council, City of Ramsey, Minnesota

By _____ , Mayor
Mark E. Kuzma

By _____ , Clerk
Colleen Lasher

COUNTY SURVEYOR

I hereby certify that in accordance with Minnesota Statutes, Section 505.021, Subd. 11, this plat has been reviewed and approved this _____ day of _____ , 20_____ .

_____
David M. Zieglmeier, Anoka County Surveyor

COUNTY AUDITOR/TREASURER

Pursuant to Minnesota Statutes, Section 505.021, Subd. 9, taxes payable in the year 20_____ on the land hereinbefore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer entered this _____ day of _____ , 20_____ .

_____
Property Tax Administrator

By _____ , Deputy

COUNTY RECORDER/REGISTRAR OF TITLES

County of Anoka, State of Minnesota

I hereby certify that this plat of RIVERSIDE WEST REARRANGEMENT was filed in the office of the County Recorder/Registrar of Titles for public record on this _____ day of

_____ , 20_____ , at _____ o'clock __ .M. and was duly recorded as Document Number _____ .

_____
County Recorder/Registrar of Titles

By _____ , Deputy

This Plat Prepared By:
BOLTON & MENK

CC Regular Session **5. 21.**

Meeting Date: 06/14/2022

By: Bruce Westby, Engineering/Public Works

Information

Title

Adopt Resolution #22-138 Approving Easement Agreement with Pearson Trustees for Riverdale Drive Extension, Llama Street to Bowers Drive, Improvement Project #22-05

Purpose/Background:

A perpetual easement for right-of-way purposes is needed to construct the proposed cul-de-sac on the north end of Bowers Drive over, under and across that part of Outlot A, Riverstone South.

The extension of Riverdale Drive from Llama Street to Bowers Drive is proposed to be constructed under Improvement Project #20-05 this fall. Plans are currently in for final review and approval by the Minnesota Department of Transportation (MnDOT). However, MnDOT will not sign the plans, allowing them to be advertised for bids, until this perpetual easement is received. To avoid potential project delays, Staff is therefore requesting Council approval of the attached draft easement agreement that, upon execution, will convey this perpetual easement.

See Exhibit A of the attached agreement for a graphical representation of the easement area.

Staff submitted two copies of the attached easement agreement to the property owners (Alan and Elizabeth Pearson) on May 27, 2022, and anticipate receiving the signed agreements no later than June 17th.

Resolution #22-138 conditions City Council approval on receipt of the property owners notarized signatures. After the agreements with notarized signatures are received, Staff will obtain signatures from the Mayor and City Administrator and record both agreements with Anoka County, which will allow MnDOT to sign the plans so Improvement Project #20-05 can be advertised for bids.

Notification:

Notifications are not required for this case.

Recommendation:

Staff recommends adopting Resolution #22-138.

Action:

Adopt Resolution #22-138 Approving Easement Agreement with Pearson Trustees for Riverdale Drive Extension, Llama Street to Bowers Drive, Improvement Project #22-05

Attachments

ACTION: Easement Agreement

Resolution 22-138

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	06/09/2022 03:10 PM

Form Started By: Bruce Westby Started On: 06/07/2022 08:38 AM
Final Approval Date: 06/09/2022

RIGHT-OF-WAY EASEMENT AGREEMENT

ALAN R. PEARSON and ELIZABETH J. PEARSON, TRUSTEES husband and wife, owners of real property located at 8846 Bowers Drive, Ramsey, Minnesota, "LANDOWNER", hereby grants, sells, and conveys in consideration of One Dollar to the **CITY OF RAMSEY, a Minnesota municipal corporation, "CITY",** a perpetual easement for the public purposes described in paragraph 1 below, over, under and upon the real property described as follows:

See attached **Exhibit A** for legal description and diagram (the "Easement Area")

EXEMPT FROM STATE DEED TAX

1. **The Easement Purposes.** The Easement shall be used for the following public purposes:

A perpetual easement for right of way purposes over, under and across that part of OUTLOT A, RIVERSTONE SOUTH, according to the recorded plat thereof, Anoka County, Minnesota, lying within the circumference of a circle having a radius of 65.00 feet, the center of said circle is described as follows:

Commencing at the most northerly corner of said OUTLOT A, thence on an assumed bearing of South 22 degrees 30 minutes 18 seconds West, along the northwest line of said OUTLOT A, a distance of 94.69 feet; thence North 67 degrees 29 minutes 42 seconds West, a distance of 1.18 feet, to the center of said circle and there terminating.

2. **Hazardous Substances.**

The **CITY** shall not be responsible for any costs, expenses, damages, demands, obligations, including penalties and attorney's fees, or losses resulting from any claims, actions, suits, or proceedings based upon a release or threat of release of any hazardous substances, pollutants, or contaminants which may have existed on, or which relate to the Easement Area or adjacent property prior to the date hereof.

3. **Liability and Indemnification.**

To the extent allowed by law, the **CITY** hereby agrees to indemnify and save the **LANDOWNER** harmless from and against any and all suits, demands, liabilities, costs and other expenses, including reasonable attorney's fees, incurred in connection with or arising out of the use of the Easement Area by the **CITY,** it's contractors and agents, or the general public, for the purposes granted herein, excluding, however, from such indemnity any loss resulting from acts of **LANDOWNER**.

4. **No Waiver of Governmental Immunity.**

Nothing contained herein shall be deemed a waiver by the **CITY** of any governmental immunity defenses, statutory or otherwise. Further, any and all claims brought by **LANDOWNER,** its successors or assigns, shall be subject to any government immunity defenses of the **CITY** and maximum liability limits provided in Minnesota Statue Chapter 466.

5. **Disposal of Excavated Material.**

The right is hereby granted to the **CITY** to remove or otherwise dispose of all earth or other material excavated from the Easement Area as the **CITY** may deem fit, and to remove trees, brush, undergrowth and other obstructions interfering with the location, construction and maintenance of the Easement Area.

6. **Granting Clause.**

LANDOWNER covenants that they are the fee owners of the Easement Area and have the right, title, and capacity to grant the Easement for the purposes described herein.

IN WITNESS WHEREOF, the **LANDOWNER** has caused this Easement Agreement to be executed on this the _____ day of _____, 2022.

LANDOWNER

By: _____
Alan R. Pearson

By: _____
Elizabeth J. Pearson

THIS INSTRUMENT WAS DRAFTED BY:

The City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303
Ph. (763) 427-1410

THIS INSTUMENT WAS REVIEWED BY:

HKB LAW, P.A.
Frederic W. Knaak, Attorney
4501 Allendale Drive
St. Paul, MN 55127
Ph. (612) 490-9078

STATE OF MINNESOTA)

) SS.

COUNTY OF ANOKA)

The forgoing instrument was acknowledged before me on this the _____ day of _____, 2022, by Alan R. Pearson, owner of real property having the address of 8846 Bowers Drive N.W., Ramsey, Minnesota.

_____

Notary Public

NOTARIAL STAMP OR SEAL (OR OTHER TITLE OR RANK

STATE OF MINNESOTA)

) SS.

COUNTY OF ANOKA)

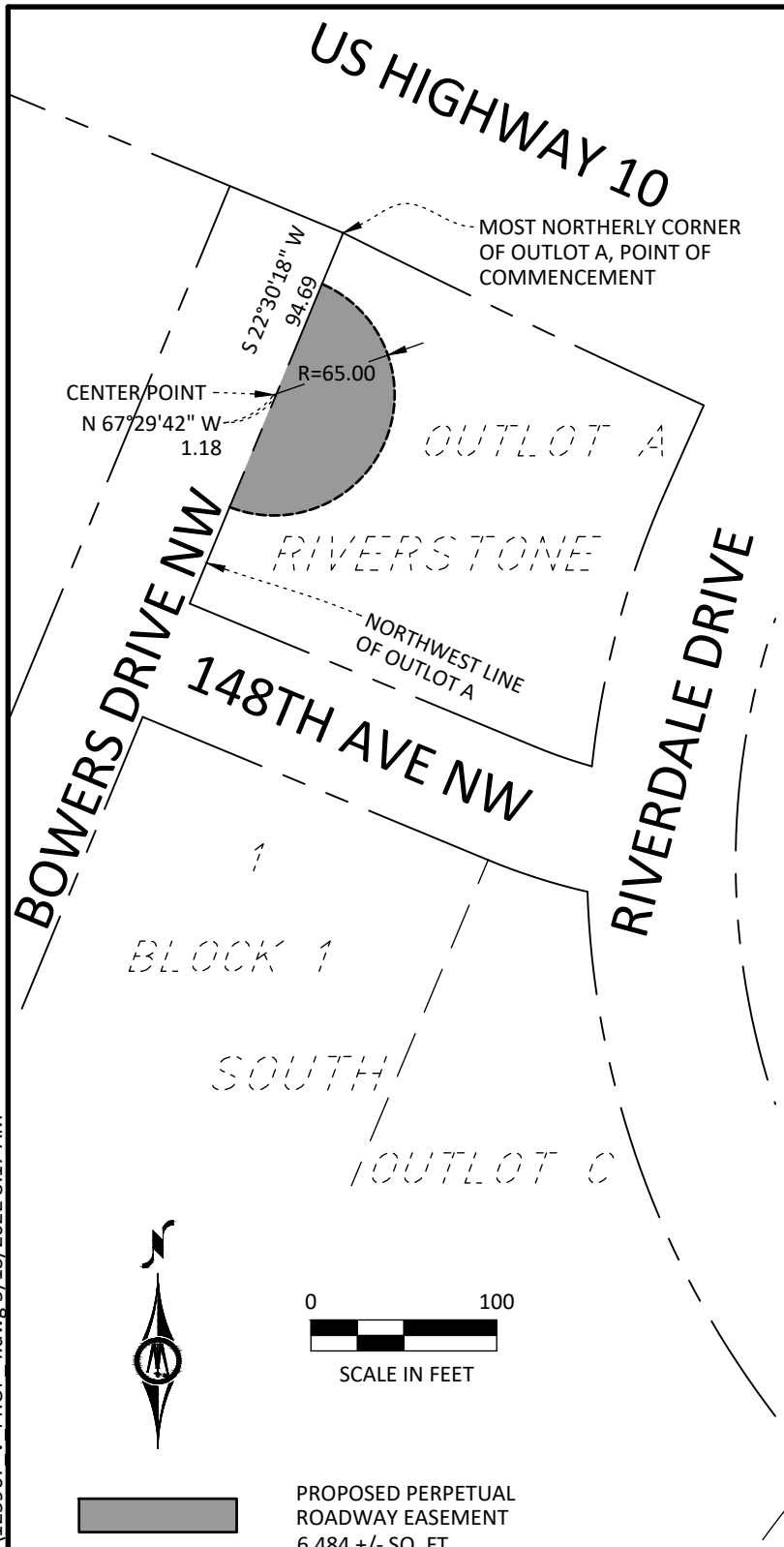
The forgoing instrument was acknowledged before me on this the _____ day of _____, 2022, by Elizabeth J. Pearson, owner of real property having the address of 8846 Bowers Drive N.W., Ramsey, Minnesota.

_____

Notary Public

NOTARIAL STAMP OR SEAL (OR OTHER TITLE OR RANK

EXHIBIT A



PROPOSED DESCRIPTION:

A perpetual easement for right of way purposes over, under and across that part of OUTLOT A, RIVERSTONE SOUTH, according to the recorded plat thereof, Anoka County, Minnesota, lying within the circumference of a circle having a radius of 65.00 feet, the center of said circle is described as follows:

Commencing at the most northerly corner of said OUTLOT A, thence on an assumed bearing of South 22 degrees 30 minutes 18 seconds West, along the northwest line of said OUTLOT A, a distance of 94.69 feet; thence North 67 degrees 29 minutes 42 seconds West, a distance of 1.18 feet, to the center of said circle and there terminating.

SURVEYOR'S NOTES:

1. This survey was performed, and the survey map prepared, without benefit of either a title insurance commitment or an attorney's title opinion. The record boundary and easement information (if any) shown hereon is based on information provided by the client. Research of documents affecting title to the property surveyed or adjoining properties has been limited to a cursory review of record information and it is recommended that all title matters affecting this property and survey be reviewed by an attorney or other title professional.
2. Distances are in feet.
3. Bearings shown on this survey assume the northwest line of OUTLOT A bears South 22 degrees 30 minutes 18 seconds West

SURVEYOR'S CERTIFICATION

I hereby certify that this survey was prepared by me or under my direct supervision and that I am a duly licensed land surveyor under the laws of the State of Minnesota.

Andrew Hill
License Number 57632

05/13/2022
Date

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EASEMENT EXHIBIT

BOWERS DRIVE NORTHWEST, CITY OF RAMSEY, MINNESOTA

BOLTON & MENK
7533 SUNWOOD DR NW, SUITE 206
RAMSEY, MINNESOTA 55303
(763) 433-2851

OUTLOT A
RIVERSTONE SOUTH
ANOKA COUNTY, MINNESOTA

FOR: CITY OF RAMSEY

JOB NUMBER: 0R1.125907 FIELD BOOK: DRAWN BY: FRD

H:\RAMS\0R1125907\CAD\C3D\125907 V_PROP 4.dwg 5/13/2022 8:17 AM

R25-T32-S30-11

Councilmember _____ introduced the following resolution and moved for its adoption:

RESOLUTION #22-138

RESOLUTION APPROVING EASEMENT AGREEMENT ON OUTLOT A, RIVERSTONE SOUTH FOR RIVERDALE DRIVE EXTENSION, LLAMA STREET TO BOWERS DRIVE

WHEREAS, to construct the cul-de-sac on the north end of Bowers Drive as proposed with Improvement Project #20-05, the City must acquire a perpetual easement for right of way purposes over, under and across that part of OUTLOT A, RIVERSTONE SOUTH, according to the recorded plat thereof, Anoka County, Minnesota, lying within the circumference of a circle having a radius of 65.00 feet, the center of said circle is described as follows:

Commencing at the most northerly corner of said OUTLOT A, thence on an assumed bearing of South 22 degrees 30 minutes 18 seconds West, along the northwest line of said OUTLOT A, a distance of 94.69 feet; thence North 67 degrees 29 minutes 42 seconds West, a distance of 1.18 feet, to the center of said circle and there terminating.

and

WHEREAS, the required Easement Agreements were submitted to the property owners of OUTLOT A, RIVERSTONE SOUTH with a request to sign and notarize the agreements and to return them to Staff for final execution and recording with Anoka County.

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 Easement Agreement with Pearson Properties, contingent on receipt of signed and notarized agreements.

2) That the Mayor and City Administrator are hereby directed to execute the Easement Agreements, 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 14th day of June, 2022.

_____
Mayor

ATTEST:

_____
City Clerk

CC Regular Session **6. 1.**

Meeting Date: 06/14/2022

By: Diana Lund, Finance

Information

Title:

PUBLIC HEARING: Consider Issuance of Charter School Lease Revenue Bonds (PACT Charter School)

Purpose/Background:

Minnesota Statutes, Sections 469.152 through 469.165 allows cities to issue bonds and loan the proceeds to nonprofit corporations to finance capital expenditures. This procedure is known as the issuance of conduit debt. By issuing tax-exempt bonds through the City, the non-profit reduces their borrowing costs due to the tax-exempt status of a city.

Pact Charter School is asking for the City to authorize the issuance of a not-to-exceed amount of $43 million in Lease Revenue Bonds of which $11 million will be used to advance refund the outstanding Lease Revenue Bonds on the current Pact Charter School located at 7250 East Ramsey Parkway and $32 million of Lease Revenue Bonds to finance the acquisition of 18 acres of vacant land and the construction of an approximately 115,000 square foot school facility located at or about 7633 161st Avenue. The current Pact Charter School will serve grades kindergarten through fifth grade and the proposed new Pact Charter School will serve grades sixth through twelfth.

When Pact School was constructed in 2004, Lease Revenue Bonds were issued in the amount of $11.5 million via conduit debt with the City in February 2004. This issue was advanced refunded in August 2013, in the amount of $11.5 million, again via conduit debt with the City.

The Pact Charter School agrees to pay all principal and interest on the bonds, whereas the City is merely a conduit and the money and obligations are between Pact and the Trustee for the bondholders. The bonds, is and when issued, will not constitute a charge, lien, or encumbrance upon any property of the City, except the Project (PACT), and will not be a charge against the general credit or taxing powers of the City.

Pact Charter School will be held responsible for all fees that are incurred for the issuance of this bond and per the signed Indemnification Letter of Agreement, holds the City and its officers, employees and agents harmless in connection with this issuance. Per the city's conduit debt policy, Pact Charter School would have been required to pay the City 1% of the par of the bonds (or as negotiated based on the size of the issue). A 1/2% fee has been negotiated to cover administrative costs over the life of the bond. Pact Charter School is also required to pay the city for any additional interest costs that the city **may incur** if the City determines that they need to bond a portion of the water treatment plant (placeholder of up to $10 million as the total costs of project have not been determined at this time). If the City did need to issue debt, the city would incur an additional interest expense due to the city's debt issuance now being considered non-bank qualified instead of bank qualified. To remain bank qualified, which offers lower interest rates, the City must not borrow more than ten million dollars in any one calendar year. The issuance of conduit debt is factored in when determining the city's debt issuance for a calendar year. Thus, Pact's $43M will exceed the ten million dollar cap and if the city does indeed issue debt in 2022, the city will pay an extra estimated 1/4% in interest rates on its issuance. Pact would hold these additional costs in escrow, until it is determined if the city will be issuing their own debt.

The City is required to hold a public hearing on the issuance of conduit debt and the City Council authorized the call of the public hearing at its regular meeting of May 10, 2022.

Following the public hearing, the City Council is being asked to give **Preliminary Approval** and not final

approval on the issuance and sale of the Charter School Lease Revenue Refunding bonds. The final approval will be brought forward to the same meeting that City Council considers the PACT School project site plan and plat approvals. Authorizing **Preliminary Approval** of the Lease Revenue bonds, at this time, allows bond counsel (Taft Stettinius & Hollister, LLP) to proceed with making the required application to DEED per section 469.153 (2b) of the MN Statutes noted above.

NOTE: Preliminarily Approving the Issuance and Sale of the lease revenue bonds is not giving preliminary approval to the site plan, preliminary plan or variance request for a New Pact School 6-12th Grade Campus.

Notification:

The Public Hearing notice was published in the Anoka County UnionHerald on May 27, 2022.

Time Frame/Observations/Alternatives:

Alternative #1: Adopt Resolution #22-141 Preliminarily Approving the Issuance and Sale of Charter School Lease Revenue Refunding Bonds (PACT Charter School).

Alternative #2: Deny issuance of Conduit Debt for Pact Charter School. Pact would have to find another government agency to issue on their behalf to take advantage of lower interest rates via conduit borrowing.

Funding Source:

Incurred expenses will be paid by Pact Charter School.

Recommendation:

Staff recommends adopting Resolution #22-141 Authorizing Preliminary Approval on the Issuance and Sale of Charter School Lease Revenue Refunding Bonds (Conduit Debt) (Pact Charter School Project)

Outcome/Action:

Adopt Resolution #22-141 Authorizing Preliminary Approval on the Issuance and Sale of Charter School Lease Revenue Refunding Bonds (Conduit Debt) (Pact Charter School Project)

Attachments

Resolution #22-141
Indemnification Letter of Agreement
Conduit Debt Policy Exh a

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Diana Lund	06/08/2022 12:16 PM
Diana Lund (Originator)	Diana Lund	06/08/2022 12:17 PM
Brian Hagen	Brian Hagen	06/08/2022 08:26 PM
Form Started By: Diana Lund		Started On: 06/01/2022 09:43 AM
Final Approval Date: 06/08/2022		

Extract of Minutes of a Meeting of the
City Council of the City of Ramsey, Minnesota

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Ramsey, Minnesota (the "City"), was duly held at the Ramsey Municipal Center, 7550 Sunwood Drive NW in said City on Tuesday, the 14th of June, 2022 at 7:00 o'clock P.M.

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION # 22-141

RESOLUTION PRELIMINARILY APPROVING THE ISSUANCE AND SALE OF CHARTER SCHOOL LEASE REVENUE REFUNDING BONDS (PACT CHARTER SCHOOL PROJECT)

WHEREAS, Minnesota Statutes, Sections 469.152 to 469.165, as amended (the "Act") authorizes cities to issue revenue bonds to finance industrial development projects to promote the welfare of the state by the active development of economically sound industry and commerce to meet the needs of an increasing population and the need for development of land use which will provide an adequate tax base to finance the increasing cost of governmental services and access to employment opportunities for such population;

WHEREAS, The City of Ramsey, Minnesota (the "City") has received from PCS Building Company, a Minnesota nonprofit corporation organized under the laws of the State of Minnesota (the "Borrower"), a proposal that the City assist in financing a Project hereinafter described through the issuance of revenue bonds or other obligations (which may be issued in one or more series) (the "Bonds") pursuant to the Act;

WHEREAS, The City desires to facilitate the selective development of the community, retain and improve the tax base, and help to provide the range of services and employment opportunities required by the population, including educational services; and the Project will assist the City in achieving those objectives and will enhance the image and reputation of the community;

WHEREAS, The project to be financed by the Bonds consists of (i) current refunding of the City's outstanding Lease Revenue Refunding Bonds (PACT Charter School Project), Series 2013A (the "Series 2013A Bonds"), the proceeds of which were used to advance refund the City's Lease Revenue Bonds (PACT Charter School Project), Series 2004A (the "Series 2004 Bonds"), the proceeds of which were used to finance the acquisition, construction, and equipping of an approximately 74,000 square-foot school facility located at 7250 East Ramsey Parkway (the "Original School Facility") in the City, which is currently leased to and operated by PACT Charter School, a Minnesota nonprofit corporation and 501(c)(3) organization (the "School") as a public charter school for students in grades kindergarten through twelve; (ii) currently refunding of the Borrower's outstanding subordinate loan from Propel Nonprofits issued in the

original principal amount of $526,870, the proceeds of which were used to finance and refinance certain capital improvements to the Original School Facility (the "Subordinate Loan"); (iii) financing certain interior renovations to the Original School Facility to equip the Original School Facility to serve grades kindergarten through five; (iv) financing the acquisition of 18 acres of vacant land and the construction and equipping of an approximately 115,000 square-foot school facility located at or about 7633 161st Avenue NW (the "New School Facility" and, with the Original School Facility, the "Facility") in the City, which will be leased to and operated by the Charter School as a public charter school for students in grades six through twelve; (v) providing for capitalized interest, if any, (vi) funding any required reserve funds; and (vii) paying of certain costs of issuance related to the issuance of the Bonds (collectively, the "Project"). The Project will be owned by the Borrower and leased to and operated by PACT Charter School, a Minnesota non-profit corporation having federal income tax-exempt 501(c)(3) status as a public (charter) school; and

WHEREAS, The City has been advised by representatives of the Borrower and the representatives of Robert W. Baird & Co. Incorporated, as underwriter for the Bonds, that with the aid of municipal financing, and its resulting low borrowing cost, the Project is economically feasible;

WHEREAS, Based on representations of the Borrower, no public official of the City has either a direct or indirect financial interest in the Project nor will any public official either directly or indirectly benefit financially from the Project; and

WHEREAS, A public hearing on the Project was held on this date, after notice was published and materials made available for public inspection at the office of the Interim City Administrator, all as required by the Act and Section 147(f) of the Internal Revenue Code of 1986, as amended, at which public hearing all those appearing who desired to speak were heard and written comments were accepted.

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

1. Findings. The City hereby finds, determines, and declares as follows:

(a) The City is authorized under the Act to assist the revenue producing project referred to herein, and to issue and sell the Bonds, as hereinafter defined, for the purpose, in the manner, and upon the terms and conditions set forth in the Act and in this Resolution.

(b) On the basis of information available to the City it appears, and the City hereby finds, that the Project constitutes properties, real and personal, used or useful in connection with one or more revenue producing enterprises within the meaning of Subdivision 2(b) of Section 469.153 of the Act; that the Project furthers the purposes stated in Section 469.152; that the availability of the financing under the Act and the willingness of the City to furnish such financing will be a substantial inducement to the

Borrower to undertake the Project, and that the effect of the Project, if undertaken, will be to assist in the prevention of the emergence of blighted and marginal land, to help prevent chronic unemployment, to help the surrounding area retain and eventually improve the tax base, to provide the range of service and employment opportunities required by the population, to help prevent the movement of talented and educated persons out of the State and to areas within the State where their services may not be as effectively used, and to promote more intensive development and use of land within the City and surrounding communities.

2. Preliminary Approval. The City hereby gives preliminary approval to the proposal of the Borrower that the City undertake the Project, and the financing therefor, pursuant to the Act and to issue the Bonds in the principal amount not to exceed $43,000,000.

3. DEED Application. The financing of the Project by the issuance of the Bonds by the City is subject to, among other things, (a) the approval of the Project by the City and the Minnesota Department of Employment and Economic Development, (b) final approval by the City, the Borrower and the purchaser of the Bonds as to the ultimate details of the financing, and (c) review and approval of the proposed Project by Bond Counsel.

4. Payment of Costs. The Borrower has agreed and it is hereby determined that any and all costs incurred by the City in connection with the financing of the Project whether or not the Project is carried to completion and whether or not approved by the City will be paid by the Borrower.

5. Bond Documents. Taft Stettinius & Hollister LLP, acting as bond counsel, is authorized to assist in the preparation and review of necessary documents relating to the Project, to consult with the Borrower and the purchaser of the Bonds as to the maturities, interest rates and other terms and provisions of the Bonds and as to the covenants and other provisions of the necessary documents and submit such documents to the City for final approval.

6. Limited Obligation. Nothing in this Resolution or the documents prepared pursuant hereto shall authorize the expenditure of any municipal funds on the Project other than the revenues derived from the Project or otherwise granted to the City for this purpose. The Bonds shall not constitute a charge, lien, or encumbrance, legal or equitable, upon any property or funds of the City except the revenue and proceeds pledged for the payment thereof, nor shall the City be subject to any liability thereon. No holders of the Bonds shall ever have the right to compel any exercise of the taxing power of the City to pay the outstanding principal on the Bonds or the interest thereon, or to enforce payment thereon against any property of the City, except such property as may be expressly pledged for the security of the Bonds. The Bonds shall recite in substance that the Bonds, including the interest thereon, is payable solely from the revenue and proceeds pledged to the payment thereof. The Bonds shall not constitute a debt of the City within the meaning of any constitutional or statutory limitation.

7. Reimbursement. In anticipation of the approval of the Project by the State of Minnesota, Department of Employment and Economic Development and all other necessary entities and the issuance of the Bonds to finance all or a portion of the Project, and in order that completion of the Project will not be unduly delayed when approved, the City hereby authorizes

the Borrower, in accordance with the provisions of the Act and subject to the terms and conditions imposed by the Lender, to provide for the acquisition, construction, and equipping of the Project by such means as shall be available to the Borrower and in the manner determined by the Borrower, and without advertisement for bids as may be required for the construction and acquisition of other municipal facilities; the City hereby ratifies, affirms, and approves all actions heretofore taken by the Borrower consistent with and in anticipation of such authority; and the Borrower is hereby authorized to make such expenditures and advances toward payment of that portion of the costs of the Project to be financed from the proceeds of the Bonds as the Borrower considers necessary, including the use of interim, short-term financing, subject to reimbursement from the proceeds of the Bonds if and when delivered but otherwise without liability on the part of the City.

The motion of 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 14th day of June, 2022.

_____
Mayor

ATTEST:

_____
City Clerk

STATE OF MINNESOTA
COUNTY OF ANOKA
CITY OF RAMSEY

I, the undersigned, being the duly qualified and acting Interim City Administrator of the City of Ramsey, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council duly called and held on the date therein indicated, insofar as such minutes relate to a resolution giving preliminary approval for the issuance of revenue Bonds.

WITNESS my hand this ____ day of _____, 2022.

_____
Interim City Administrator

INDEMNIFICATION LETTER OF AGREEMENT

The Mayor of the City of Ramsey
and Members of the City Council
City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303

RE: Application of PCS Building Company for Tax Exempt Revenue Bond Financing by the City of Ramsey

Dear Mayor and Members of the City Council:

This letter of agreement is given by PCS Building Company, a nonprofit corporation under the laws of Minnesota ("Applicant"), as required by the City of Ramsey, Minnesota in connection with its consideration of an application for tax exempt revenue bond financing for the project described in the application.

Applicant agrees as follows:

1. Applicant agrees to pay or reimburse the City for any and all costs and expenses that the City may incur in connection with its consideration of the project and the granting of tax-exempt revenue bond financing therefor, whether or not the project is preliminarily approved by the City, whether or not the project is approved by the State of Minnesota, whether or not revenue bond financing is finally approved by the City, whether or not the bonds are issued and sold, and whether or not the project is carried to completion.

2. Applicant agrees to indemnify and hold the City, its officers, employees and agents harmless against any and all losses, claims, damages, expenses or liabilities, including attorneys fees incurred in their defense, that the City, its officers, employees and agents may become subject in connection with the City's consideration, issuance or sale of the bonds for Applicant's project and the carrying out of the transactions contemplated by this agreement and any resolutions adopted, or agreements executed by the City in connection with the issuance of its bonds for this project.

3. Applicant hereby releases the City, its officers, agents and employees from any claims, causes of action, losses, damages, or liabilities that it may have against the City, its officers, agents, and employees or that it may incur in connection with: the City's consideration of the application for industrial development revenue bond financing for Applicant's project; the failure of the City, in its discretion, to issue tax-exempt revenue bonds for Applicant's project; the issuance and sale of the bonds; the construction of the project; or any other matter or thing of any type or nature whatsoever which may arise in connection with the foregoing.

4. Applicant is aware of the City's application and administrative fee structure for tax-exempt financing and agrees and covenants that all such fees will be paid in the amount and at the times required.

Dated: 6/7/22 (Applicant)

By _____

Its Chair PCS

CITY OF RAMSEY
CONDUIT DEBT POLICY

TERM & CONDITIONS FOR THE ISSUANCE OF CONDUIT DEBT
(Tax Code Allows City's to issue Conduit debt, but not be held accountable for repayment of debt)

Authority: Under Minnesota Municipal Industrial Development Act, Minnesota Statutes, Sections 469.152 to 469.165 (the "Industrial Development Act:), the City of Ramsey has authority to issue industrial, commercial, and health care revenue bonds or notes to attract or promote economically sound industry and commerce to the City.

Under Minnesota Statutes, Chapter 462C (the "Housing Act") the City is authorized to issue housing revenue bonds to finance multi-family residential housing projects for low and moderate income persons and elderly persons. Projects must be consistent with a Housing Program as these terms are defined in the Housing Act.

Purpose: Municipalities may be asked by not-for-profit and other entities to issue pass-through, conduit debt. These projects are not projects of the governmental unit but of a separate corporation. In order to expedite the assistance that the City of Ramsey can offer and to avoid a resource drain on the City of Ramsey requires the following:

The corporation wishing assistance must first request that the Financial Director of the City review their proposal and provide the information and deposit the fee detailed below. After the Financial Director reviews the proposal the applicant may then request that the City Attorney review their proposal and grant permission to move forward to the public hearing stage.

The applicant must provide to the Financial Director documentation about the entity requesting the assistance, the project, and the proposed financing method.

The City also requires that the applicant assume all of the costs incurred by the City in examining the legal and fiscal aspects of the project as well as ongoing monitoring and reporting of outstanding bonds once issued. The City is to be reimbursed and held harmless for and from any out-of-pocket expenses related to the tax-exempt financing including, but not limited to, legal fees, financial analyst fees, bond counsel fees, the City's staff expenses in connection with the application, and any deposits or application fees required under state law in order to secure allocation of bonding authority. The applicant must execute a letter to the City undertaking to pay all such expenses. A copy of the required letter entitled "Indemnification Letter of Agreement" is attached as Exhibit A.

Prior to closing and delivery of the bonds for the project, the applicant must pay, or commit to pay at closing an administrative fee in the amount of 1% of par of the bonds (or as negotiated based on the size of the issue). The administrative fees required by this paragraph will be adjusted at or paid prior to delivery of the bonds if necessary to ensure compliance with the Internal Revenue Code and regulations.

The corporation should be prepared to demonstrate to the Ramsey City Council how the proposed project will benefit the community. The corporation may request to be placed on the City's agenda by: contacting the City of Ramsey at (763) 427-1410, submitting a letter outlining the request, and appearing before the Ramsey City Council when the request is heard.
If permission is granted by the City, the bond attorney for the issue must:

Be the City's Bond Council: Taft, Stettinus & Hollister LLP, 2200 IDS Center, 80 South 8th Street, Mpls., MN 55402 (612) 977-8400

Provide to the City a written statement indicating that the documents have been appropriately prepared, all concerns of the City and points covered by this document have been addressed, and it is acceptable for the City to adopt the needed resolutions. No documents will be adopted by the City or signed by City Council members or staff without the attorney's statement.

Prepare a contract obligating the agency requesting the debt (obligor) to repay to the City any interest margin for bank qualified bonds that the agency uses and the City later needed on debt it issues for its own purposes.

Assure that the Official Statement prominently displays in large, bold type that the City of Ramsey does not have any obligation to repay the debt and what the rating of the bond issue is.

When the issue is complete and closed, provide two copies of the transcript and amortization schedules of the issue to the Financial Director on a timely basis.

The debt instrument issued must not place the City of Ramsey at risk in any way, financially or legally, in appearance or in fact. The Federal Government has also placed the burden of weighing the balance of "public purpose versus private benefit" upon the City of Ramsey for these conduit debt issues. The City will consider risk, the public versus private benefit balance, and the recommendation of its staff. Because of the subjective nature of the issues it must weigh, the Ramsey City Council retains the right to refuse to authorize any issue at its sole discretion and without need to give cause. The obligor must indemnify the City against all future costs including but not limited to law suits, findings that the issue was not tax-exempt, or penalties of any kind. The documents must clearly reflect the indemnification of the City.

The City will not be responsible for any continuing disclosure or arbitrage calculations or rebate and the documents must clearly reflect that the obligor is responsible for these matters.

The agency requesting the conduit debt and their advisors must arrange for the logistics of all document movement, timing, signature, publication, etc. It is very important to assure that the necessary individuals will be available for signatures on documents well in advance of needing the signatures. Signatures will be supplied at the convenience of the City of Ramsey Council members or City staff.

The City of Ramsey's Administration Office places items on the Council agenda and obtains signed documents from the Ramsey Council members. The contact in that office is Ms. Colleen Lasher (763) 433-9867. It is the responsibility of the requesting agency to:

Inquire as to when City Council meetings are scheduled (and to check again as necessary because meeting dates change without notice),

Inquire as to when documents must be delivered in order to be accepted for the agenda,

Provide the appropriate cover sheet (see sample attached) for the materials for inclusion in the Council agenda,

Arrange for copies which need to be signed and to provide the necessary envelopes and postage or other arrangements to move the documents when signed. The documents are signed after the meeting at a time convenient to the Ramsey Mayor, typically within a week after the meeting.

Arrange to move (envelopes/postage) any notices requiring publication to the appropriate newspaper, pay for the publication, and obtain any signed affidavits necessary (The City's Official Newspaper is the Anoka Union at (763) 712-3550.

Attend all necessary City Council meetings to answer questions the City Council may have about the issue while the documents are being considered,

Arrange to have any other necessary documents delivered for signature by other City officials such as the City Attorney and the Financial Director (763) 433-9847 and after signature have appropriate self-addressed and stamped envelopes available for return. The officials should be notified in advance, by telephone, that documents are being sent for signature,

Arrange for all IRS and Federal or State filings and or fees,

Arrange to have all necessary professional fees paid directly to the professionals who did the work either out of bond proceeds or make other acceptable arrangement with the professionals doing the work.

The City recommends that organizations wishing to issue debt through the City contact an independent Financial Advisor for assistance. Independent Financial Advisors help assure that the debt is issued in a competitive, cost effective manner. City staff can provide the names of the advisory firms they are aware of if the organization wishes to contract with one for assistance.

Original Policy Adopted:	May 10, 2005
Deposit Requirements Amended:	May 26, 2015
Deposit Requirements Amended:	October 25, 2016 Per Resolution #16-10-203

EXHIBIT A

INDEMNIFACTION LETTER OF AGREEMENT

The Mayor of the City of Ramsey
And Members of the City Council
City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303

RE: Application of_____for Tax Exempt Revenue Bond Financing by the City of Ramsey

Dear Mayor and Members of the City Council:

This letter of agreement is given by _____, a_____under the laws of Minnesota ("Applicant") as required by the City of Ramsey, Minnesota in connection with its consideration of an application for tax exempt revenue bond financing for the project described in the application.

Applicant agrees as follows:

1. Applicant agrees to pay or reimburse the City for any and all costs and expenses that the City may incur in connection with its consideration of the project and the granting of tax-exempt revenue bond financing therefor, whether or not the project is preliminarily approved by the City, whether or not the project is approved by the State of Minnesota, whether or not revenue bond financing is finally approved by the City, whether or not the bonds are issued and sold, and whether or not the project is carried to completion.

2. Applicant agrees to indemnify and hold the City, its officers, employees and agents harmless against any and all losses, claims, damages, expenses or liabilities, including attorneys fees incurred in their defense, that the City, its officers, employees and agents may become subject in connection with the City's consideration, issuance or sale of the bonds for Applicant's project and the carrying out of the transactions contemplated by this agreement and any resolutions adopted, or agreements executed by the City in connection with the issuance of its bonds for this project.

3. Applicant hereby releases the City, its officers, agents and employees from any claims, causes of action, losses, damages, or liabilities that it may have against the City, its officers, agents, and employees or that it may incur in connection with: the City's consideration of the application for industrial development revenue bond financing for Applicant's project; the failure of the City, in its discretion, to issue tax-exempt revenue bonds for Applicant's project; the issuance and sale of the bonds; the construction of the project; or any other matter or thing of any type or nature whatsoever which may arise in connection with the foregoing.

4. Applicant is aware of the City's application and administrative fee structure for tax-exempt financing and agrees and covenants that all such fees will be paid in the amount and at the times required.

Dated:_____ (Applicant)

By_____

Its_____

CC Regular Session **7. 1.**

Meeting Date: 06/14/2022

By: Todd Larson, Community Development

Information

Title:

Consider Grading and Excavating IUP at Ramsey Elementary School - 15000 Nowthen Blvd. NW

Purpose/Background:

The purpose of this action is to consider a request for an Interim Use Permit to allow for the excavation and grading of a stormwater pond in excess of 400 cubic yards of earth material located on the property generally known as 15000 Nowthen Blvd NW.

Notification:

Staff attempted to notify property owners within 350 feet of the Subject Property, as reflected in the Anoka County Property Records, of the request for Interim Use Permit and the Public Hearing to be held by the Planning Commission on May 26, 2022. A notice of the Public Hearing was also published in the Anoka County UnionHerald, the City's official newspaper.

Observations/Alternatives:

Mr. Bill Diede of Bolton & Menk, Inc., representing Anoka-Hennepin Schools, is requesting an interim use permit (IUP) to excavate up to approximately 7,300 cubic yards of material from the Ramsey Elementary School grounds. The project is proposed for Ramsey Elementary as a result of a building and parking lot addition project at Fred Moore Middle School in Anoka. Storm water infiltration is not possible at that location due to the site being in a wellhead protection area. In working with the Lower Rum River Watershed Organization, the school district identified an alternative site to create an infiltration basin. Ramsey Elementary was identified as a close site with available space.

City Code requires large grading projects (over 400 cubic yards) that are not associated with a development project or building permit to receive approval on an IUP. Grading and excavating may not last longer than three years by City Code. The applicant has stated that this project is expected to occur over the 2022 summer months when school is not in session and finished before school starts this fall, including vegetation restoration.

The applicant has indicated that the plans have two alternatives—one that allows the bare minimum to satisfy the current Fred Moore Middle School project and another larger one that allows the district to “bank” the volume to offset any potential future projects, dependent on bid estimates. The two alternatives are very similar in surface area. In either case, engineering staff noted that a safety bench is required near the water’s surface and some modifications to existing site storm water pipes are needed.

The material excavated will be transported to sites in the COR owned by the City’s Economic Development Authority (EDA). The EDA authorized a not-to-exceed payment of the material at its meeting on May 12, 2022. The City Council gave final consideration of the not-to-exceed payment at their May 24, 2022 regular meeting. Many of the COR sites lack needed material for development. The EDA is responsible for final grade and turf restoration of the COR sites.

Staff requested a haul route from the contractor chosen to do the work. This route will be monitored for cleanliness. If material is being tracked off-site or spilled in the street, the school district will be responsible for timely street sweeping at the district’s or contractor’s expense. The current proposed route avoids City roadways except for Sunwood Drive west of Bunker Lake Boulevard to the receiving site near City Hall.

Funding Source:

ISD 11 is responsible for costs associated with this permit application and construction activities.

The EDA has committed to purchasing the material in a previous approval. The City is taking advantage of the opportunity to purchase local fill material. Should the City not purchase the material, ISD 11 would be responsible for trucking costs to another location.

Recommendation:

At its meeting on May 26, 2022, the Planning Commission recommend approving Resolution #22-123 approving an interim use permit for grading and excavating at 15000 Nowthen Boulevard NW and declaring terms of same. The Planning Commission also asked for input from the Fire Department about requiring a fence around the basin. The Fire Department stated that a fence should not hinder any emergency response, but did not choose to take a position on requiring a fence. Staff's position is that the School District will know what is in its best interest to maintain safety on their grounds. Nothing will prohibit the School District from erecting a fence if it sees necessary to do so in the future.

Action:

Recommend approving Resolution #22-123 approving an interim use permit for grading and excavating at 15000 Nowthen Boulevard NW and declaring terms of same.

Attachments

Civil Plans
Haul Route
Site Map
Resolution #22-123

Form Review

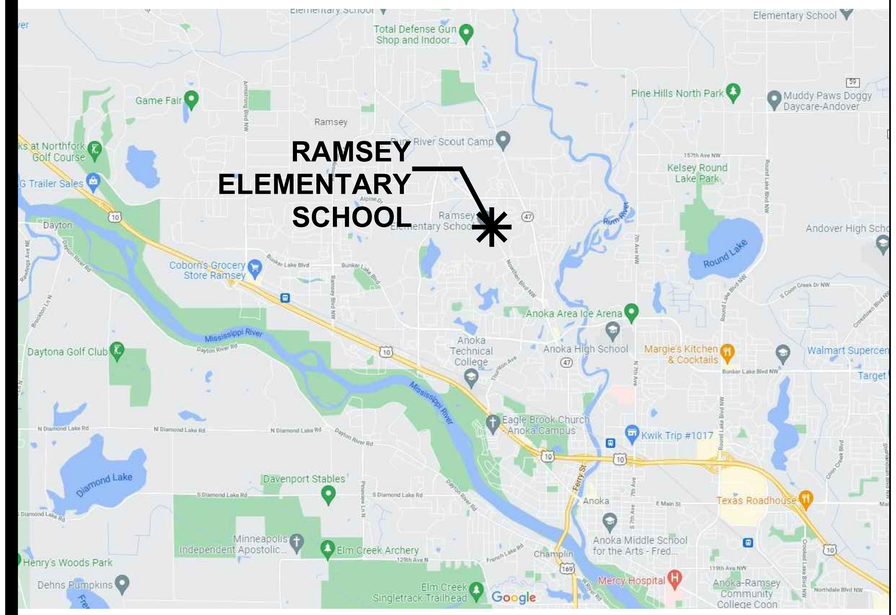
Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	06/08/2022 08:21 PM
Form Started By: Todd Larson		Started On: 06/01/2022 12:38 PM
Final Approval Date: 06/08/2022		

RAMSEY ELEMENTARY SCHOOL
STORMWATER IMPROVEMENTS

ANOKA-HENNEPIN SCHOOLS
A future without limit

Ramsey Elementary School
15100 County Road 5
Anoka, MN 55303

VICINITY MAP



GENERAL NOTES

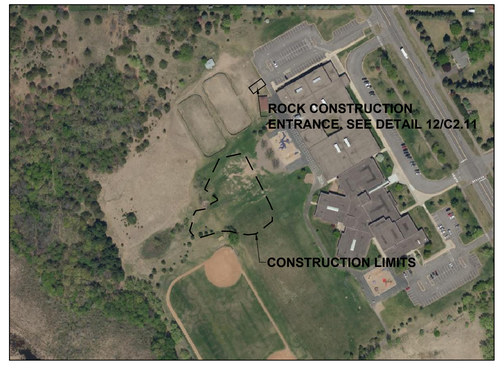
GENERAL NOTES

1. ALL CONSTRUCTION MUST COMPLY WITH APPLICABLE STATE AND LOCAL ORDINANCES.
2. THE CONTRACTOR WILL BE RESPONSIBLE FOR AND SHALL PAY FOR ALL CONSTRUCTION STAKING / LAYOUT.
3. THE CONTRACTOR SHALL OBTAIN AND PAY FOR ALL RELATED CONSTRUCTION PERMITS. SUBMIT A COPY OF ALL PERMITS TO THE CITY.
4. INSTALL CONTROL FENCING AND BARRICADING AS NECESSARY TO PROTECT THE PUBLIC.
5. INSPECT SITE AND REVIEW SOIL BORINGS TO DETERMINE EXTENT OF WORK AND NATURE OF MATERIALS TO BE HANDLED.
6. REFER TO SPECIFICATIONS FOR DEWATERING REQUIREMENTS.
7. CHECK ALL PLAN AND DETAIL DIMENSIONS AND VERIFY SAME BEFORE FIELD LAYOUT.
8. MAINTAIN ADJACENT PROPERTY AND PUBLIC STREETS CLEAN FROM CONSTRUCTION CAUSED DIRT AND DEBRIS ON A DAILY BASIS. PROTECT DRAINAGE SYSTEMS FROM SEDIMENTATION AS A RESULT OF CONSTRUCTION RELATED DIRT AND DEBRIS.
9. MAINTAIN DUST CONTROL DURING GRADING OPERATIONS.
10. ALL EROSION CONTROL METHODS SHALL COMPLY WITH MPCA AND LOCAL REGULATIONS.
11. CONTRACTOR SHALL MINIMIZE DISTURBANCE TO SITE AND PROTECT EXISTING SITE FEATURES (INCLUDING TURF AND VEGETATION) WHICH ARE TO REMAIN.
12. PROPOSED CONTOURS AND SPOT ELEVATIONS ARE SHOWN TO FINISH GRADE UNLESS OTHERWISE NOTED.
13. PROPOSED ELEVATIONS SHOWN TYPICALLY AS 74.1 OR 74 SHALL BE UNDERSTOOD TO MEAN 874.1 OR 874.
14. THE CONTRACTOR SHALL BE SOLELY RESPONSIBLE FOR DETERMINING QUANTITIES OF CUT, FILL AND WASTE MATERIALS TO BE HANDLED, AND FOR AMOUNT OF GRADING TO BE DONE IN ORDER TO COMPLETELY PERFORM ALL WORK INDICATED ON THE DRAWINGS. IMPORT SUITABLE MATERIAL AND EXPORT UNSUITABLE / EXCESS / WASTE MATERIAL AS REQUIRED. ALL COSTS ASSOCIATED WITH IMPORTING AND EXPORTING MATERIALS SHALL BE INCIDENTAL TO THE CONTRACT.
15. NO FINISHED SLOPES SHALL EXCEED 4' HORIZONTAL TO 1' VERTICAL (4:1), UNLESS OTHERWISE NOTED.
16. ALL DISTURBED AREAS SHALL RECEIVE AT LEAST 6" OF TOPSOIL AND SHALL BE SEEDED.
17. FAILURE OF TURF DEVELOPMENT: IN THE EVENT THE CONTRACTOR FAILS TO PROVIDE AN ACCEPTABLE TURF, THE CONTRACTOR SHALL RE-SEED ALL APPLICABLE AREAS, AT NO ADDITIONAL COST TO THE OWNER, TO THE SATISFACTION OF THE ENGINEER.
18. ALL STORM SEWER PIPE SHALL BE RCP, CLASS III (MIN.), WITH FLEXIBLE WATERTIGHT JOINTS IN ACCORDANCE WITH ASTM C-361 UNLESS OTHERWISE NOTED.
19. FLEXIBLE JOINTS AT STORM SEWER PIPE CONNECTIONS TO STRUCTURES:
    a. IN ACCORDANCE WITH MINNESOTA PLUMBING CODE, PROVIDE FLEXIBLE JOINTS AT ALL PIPE CONNECTIONS TO ALL STORM SEWER STRUCTURES.
    b. ACCEPTABLE MANUFACTURERS / PRODUCTS:
    i. FERNCO, "CONCRETE MANHOLE ADAPTORS" OR "LARGE-DIAMETER WATERSTOPS"
    ii. PRESS-SEAL, WATERSTOP GROUTING RINGS"
    iii. OR APPROVED EQUAL.
20. ANY MANHOLE, STORM SEWER OR OTHER POTENTIAL SOURCE FOR CONTAMINATION SHALL BE INSTALLED AT LEAST 10 FEET HORIZONTALLY FROM ANY WATERMAIN PER MINNESOTA PLUMBING CODE. THIS ISOLATION DISTANCE SHALL BE MEASURED FROM THE OUTER EDGE OF THE PIPE TO THE OUTER EDGE OF THE CONTAMINATION SOURCE (OUTER EDGE OF STRUCTURES OR PIPING OR SIMILAR).
21. LOCATE ALL EXISTING UTILITIES, VERIFY LOCATION, SIZE AND INVERT ELEVATION OF ALL EXISTING UTILITIES. VERIFY LOCATIONS, SIZES AND ELEVATIONS OF SAME BEFORE BEGINNING CONSTRUCTION.

DRAWING INDEX

C1.0 TITLE PAGE
C1.1 EXISTING CONDITIONS AND REMOVALS PLAN
C1.2 SITE PLAN
C1.3 GRADING AND DRAINAGE PLAN
C1.4 UTILITY AND SEDIMENT CONTROL PLAN
C2.1 SITE DETAILS
EXH1 RAMSEY ELEMENTARY SCHOOL SITE SURVEY (SHEET 1 OF 4)

SITE LOCATION MAP



Project No. 0A11125232
Date 03/07/2022
Drawn By BJD
Ck. By JRP
Revisions

TITLE PAGE

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed Landscape Architect under the laws of the State of Minnesota.

JAY R. POMEROY
Reg. No. 23543 Date 03/07/2022

BOLTON & MENK
7575 GOLDEN VALLEY ROAD, SUITE 200
MINNEAPOLIS, MN, 55427

RAMSEY ELEMENTARY SCHOOL
STORMWATER IMPROVEMENTS
ANOKA-HENNIPEPIN SCHOOLS
15000 County Highway 5
Ramsey, MN, 55303

Sheet C1.0 of 7

NOTES:

1. REFER TO SHEET C1.0, TITLE PAGE, FOR GENERAL NOTES.
2. MINIMIZE DISTURBANCE TO SITE AND PROTECT EXISTING VEGETATION AND SITE FEATURES (CURBS, WALKS, PAVEMENTS, OVERHEAD AND UNDERGROUND UTILITIES, SIGNAGE, FENCING, ROADWAYS, ETC.) WHICH ARE TO REMAIN.
3. REPAIR OR REPLACE EXISTING PROPERTY AND SITE FEATURES, INCLUDING GRASS AND VEGETATION, WHICH IS TO REMAIN THAT IS DAMAGED BY THE WORK, TO OWNER'S SATISFACTION AND AT NO ADDITIONAL COST TO THE OWNER.
4. VISIT THE SITE PRIOR TO BIDDING; BE FAMILIAR WITH ACTUAL CONDITIONS IN THE FIELD. EXTRA COMPENSATION WILL NOT BE ALLOWED FOR CONDITIONS WHICH COULD HAVE BEEN DETERMINED OR ANTICIPATED BY EXAMINATION OF THE SITE, THE CONTRACT DRAWINGS AND THE INFORMATION AVAILABLE PERTAINING TO EXISTING SOILS, UTILITIES AND OTHER SITE CHARACTERISTICS.
5. THE CONTRACTOR SHALL HIRE THE SERVICES OF A UTILITY LOCATOR COMPANY TO LOCATE ALL PRIVATELY OWNED UTILITIES THAT MAY BE DISTURBED BY CONSTRUCTION OPERATIONS.
6. TREE PROTECTION: INSTALL ORANGE SNOW FENCING AT DRIP LINE.
7. SEE SITE LOCATION MAP ON SHEET C1.0 FOR ROCK CONSTRUCTION ENTRANCE LOCATION

LEGEND

⊗ TREE REMOVALS

— — — — PROPERTY LINE

PROTECT BURIED UTILITY LINE

PROTECT TREE

PROTECT STORM SEWER

REFER TO SHEET C1.4, UTILITY AND SEDIMENT CONTROL PLAN, FOR TREATMENT

PROTECT TREE

PROTECT UNDERGROUND ELECTRIC LINE

PROTECT STORM SEWER

Storm MH
RE=877.49
IE(N)=873.55
IE(S)=872.29

PROTECT TREE

REMOVE STORM SEWER STRUCTURE. REFER TO SHEET C1.4, UTILITY AND SEDIMENT CONTROL PLAN, FOR TREATMENT

PROTECT STORM SEWER STRUCTURE

FES
IE=872.15

REMOVE TREE (INCLUDING STUMP)

PROTECT TREE

FES
IE=869.57

Son MH
RE=889.28
IE(NE)=885.86
IE(SE)=885.81

Son MH
RE=887.13
IE(NE)=881.73
IE(SE)=881.68

Son MH
RE=887.46
IE=879.56

N60°03'54"E
25.00

S30°56'06"E
110.00

0 10 20

Project No. 01125232
Date 03/07/2022
Drawn By BJD
Ck. By JRP
Revisions

EXISTING CONDITIONS AND REMOVALS PLAN

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed Landscape Architect under the laws of the State of Minnesota.

JAY R. POMEROY
Reg. No. 23563 Date 03/07/2022

BOLTON & MENK

7575 GOLDEN VALLEY ROAD, SUITE 200
MINNEAPOLIS, MN, 55427

RAMSEY ELEMENTARY SCHOOL
STORMWATER IMPROVEMENTS
ANOKA-HENNIPEPIN SCHOOLS
15000 County Highway 5
Ramsey, MN, 55303

Sheet C1.1 of 7



1 C1.2 **SITE PLAN BASE BID**
SCALE: 1" = 20'

2 C1.2 **SITE PLAN ALTERNATE #1**
SCALE: 1" = 20'

LEGEND

- REFERENCE KEY TO SITE DETAILS (DETAIL NUMBER (TOP) / DETAIL SHEET NUMBER (BOTTOM))
- PROPOSED MANHOLE (MH)
- PROPOSED FLARED END SECTION (FES)
- APPROXIMATE SEED LIMITS
- PROPERTY LINE

NOTES:

1. REFER TO SHEET C1.0, TITLE PAGE, FOR GENERAL NOTES.
2. CHECK ALL PLAN AND DETAIL DIMENSIONS AND VERIFY SAME BEFORE FIELD LAYOUT.
3. ALL DISTURBED AREAS SHALL RECEIVE AT LEAST 6" OF TOPSOIL AND SHALL BE SEEDED.
4. FAILURE OF TURF DEVELOPMENT: IN THE EVENT THE CONTRACTOR FAILS TO PROVIDE AN ACCEPTABLE TURF, THE CONTRACTOR SHALL RE-SEED ALL APPLICABLE AREAS, AT NO ADDITIONAL COST TO THE OWNER, TO THE SATISFACTION OF THE ENGINEER.

0 10 20

Sheet
C1.2
of 7

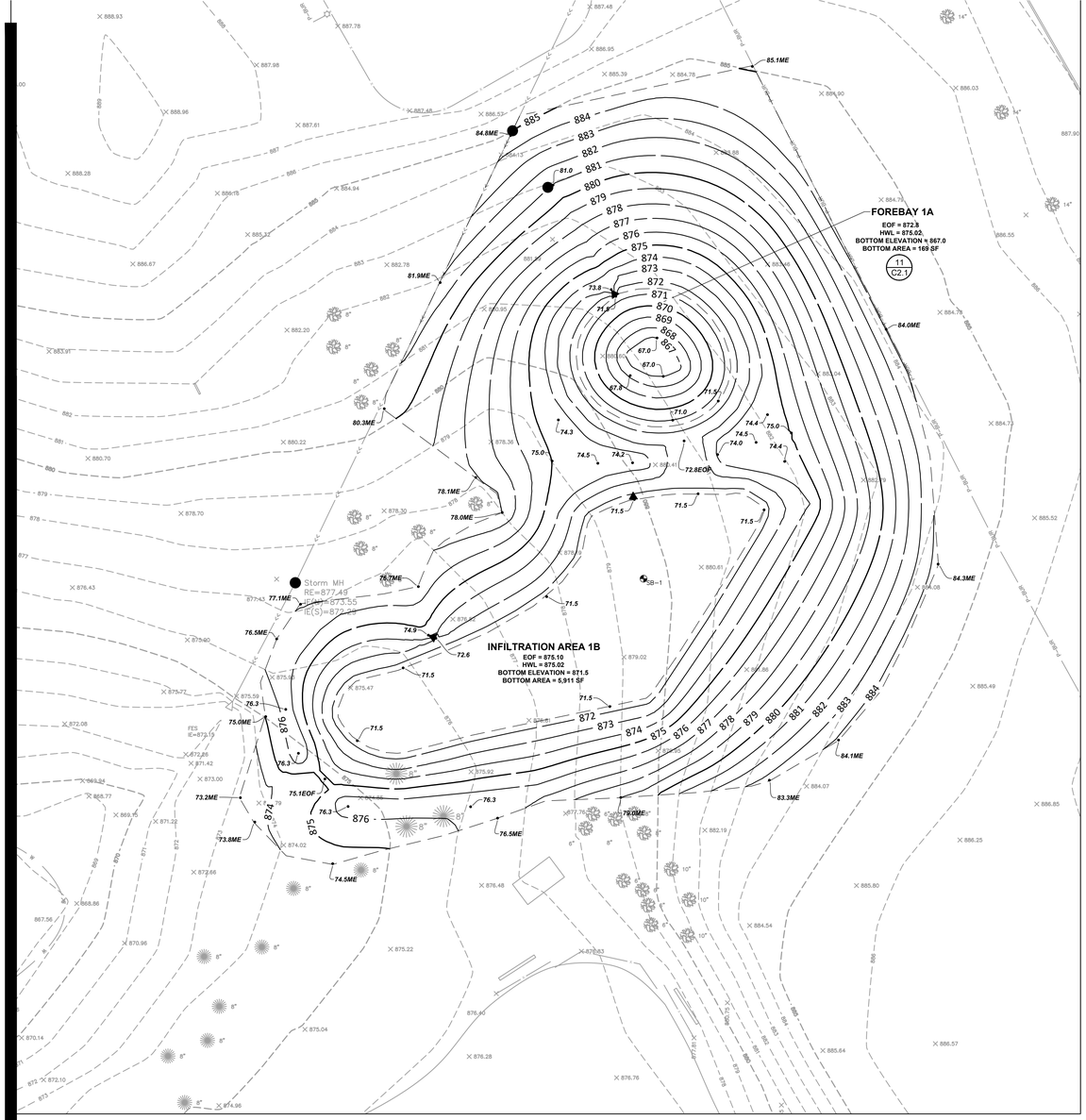
RAMSEY ELEMENTARY SCHOOL
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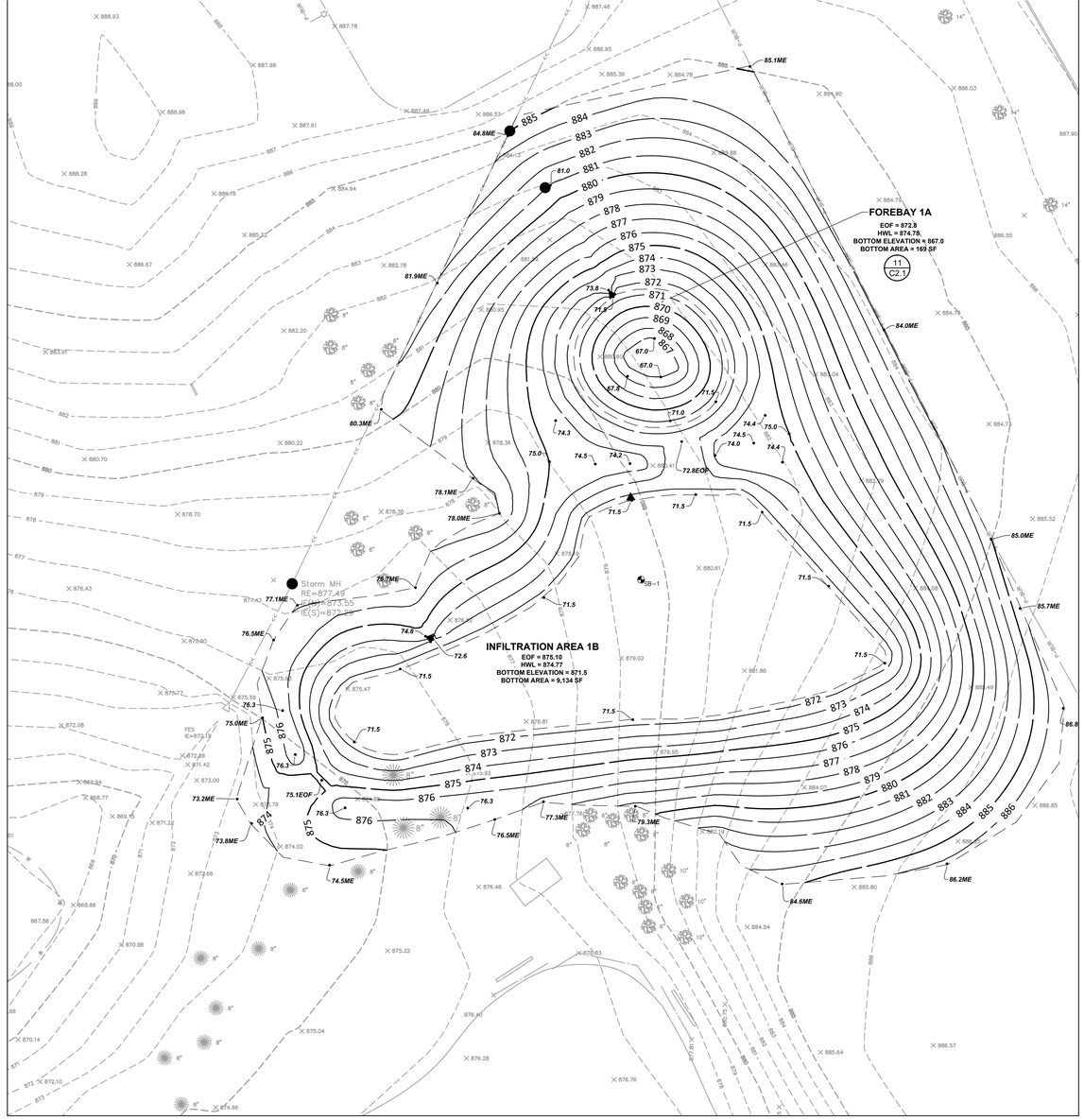
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JAY R. POMEROY
Reg. No. 23543 Date 03/07/2022

SITE PLAN

Project No. 0V1125232
Date 03/07/2022
Drawn By BJD
Ck. By JRP
Revisions



1 C1.3 **GRADING AND DRAINAGE PLAN BASE BID**
SCALE: 1" = 20'



2 C1.3 **GRADING AND DRAINAGE PLAN ALTERNATE #1**
SCALE: 1" = 20'

LEGEND

- REFERENCE KEY TO SITE DETAILS (1 / C2.1) — DETAIL LD NUMBER (TOP), DETAIL SHEET NUMBER (BOTTOM)
- 875 — EXISTING CONTOUR
- 875.46 — EXISTING SPOT ELEVATION
- 875 — PROPOSED CONTOUR
- 76.4 — PROPOSED SPOT ELEVATION; ME = MATCH EXISTING; EOF = EMERGENCY OVERFLOW
- PROPOSED GRADING LIMITS
- SB-1 — APPROXIMATE SOIL BORING LOCATION
- PROPOSED MANHOLE (MH) (5 / C2.1)
- PROPOSED FLARED END SECTION (FES) (6 / C2.1) (7 / C2.1)
- PROPERTY LINE

NOTES

1. REFER TO SHEET C1.0, TITLE PAGE, FOR GENERAL NOTES.

BENCHMARKS (FIELD VERIFY BEFORE USING)

1.) TOP NUT HYDRANT NEAR THE SOUTHWEST BUILDING CORNER OF RAMSEY ELEMENTARY SCHOOL.
Elevation = 890.01 FEET (NGVD 1929)

2.) TOP NUT HYDRANT IN THE SOUTHWESTERLY QUADRANT OF NOWTHEN BOULEVARD AND ENTRANCE TO THE NORTH LOT OF RAMSEY ELEMENTARY SCHOOL
Elevation = 893.99 FEET (NGVD 1929)

0 10 20

Project No. 01125232
Date 03/07/2022
Drawn By BJD
Ck. By JRP
Revisions

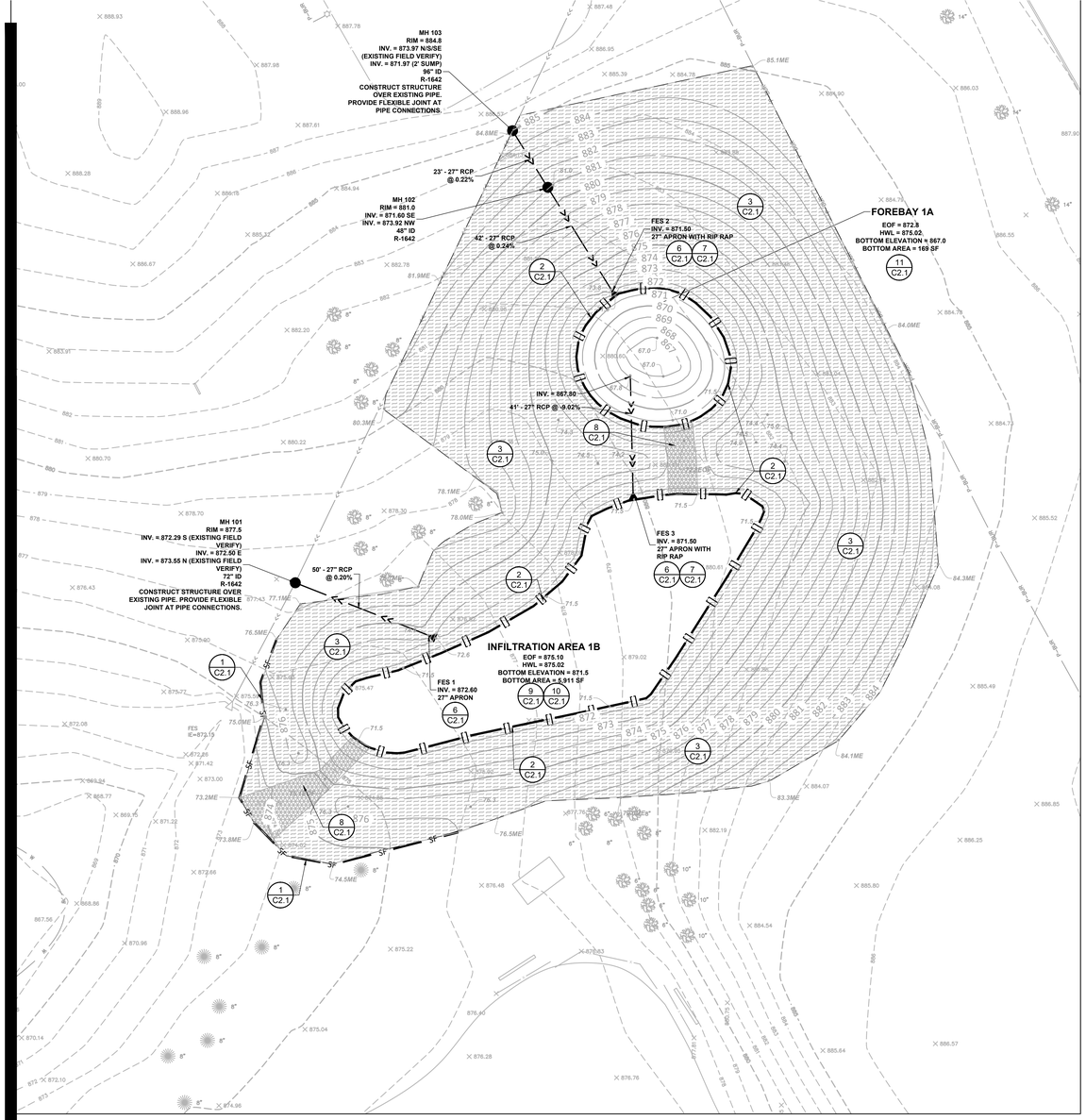
GRADING AND DRAINAGE PLAN

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed Landscape Architect under the laws of the State of Minnesota.
JAY R. POMEROY
Reg. No. 23563 Date 03/07/2022

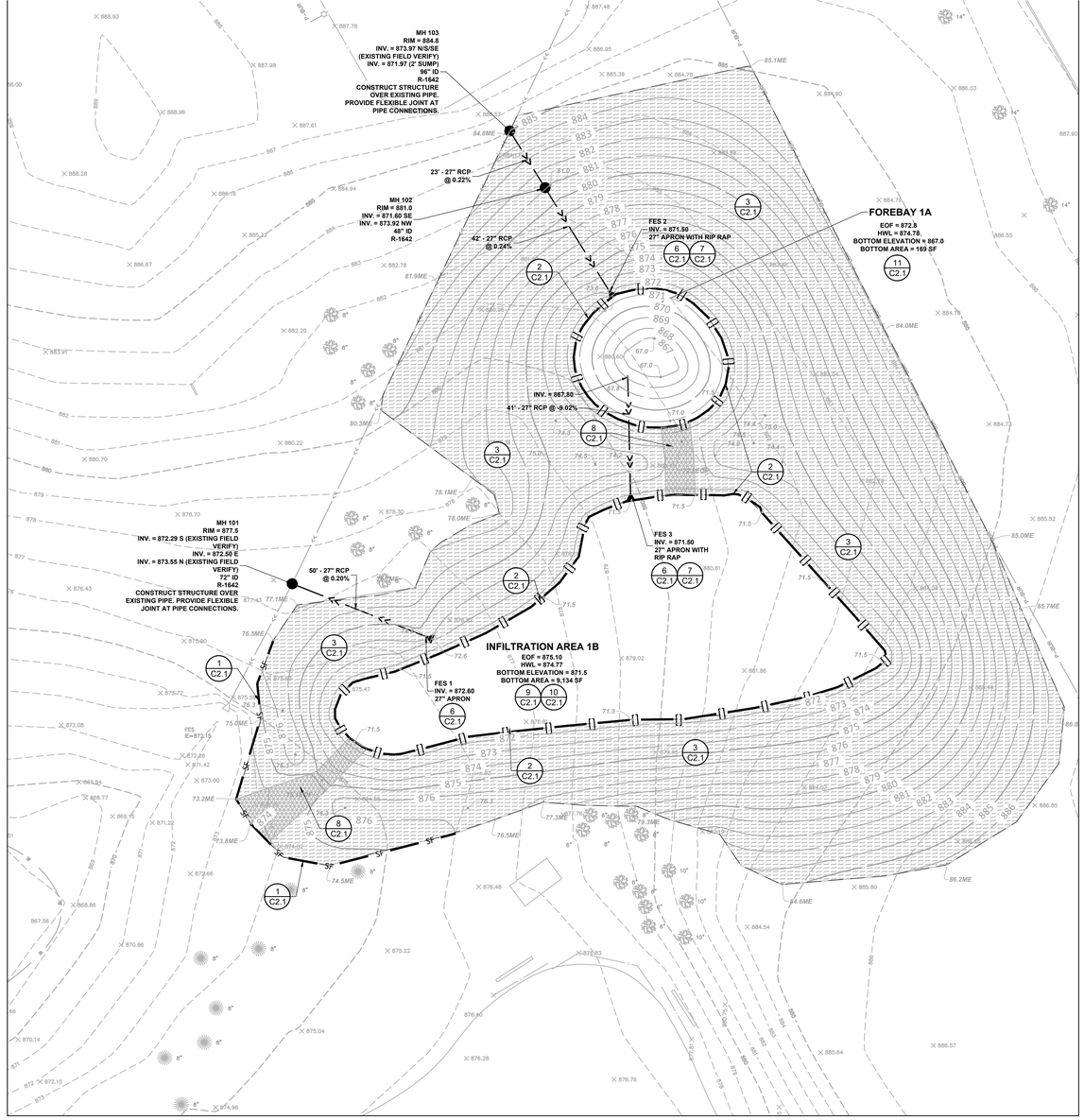
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7575 GOLDEN VALLEY ROAD, SUITE 200
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RAMSEY ELEMENTARY SCHOOL
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Ramsey, MN, 55303

Sheet C1.3 of 7



1 C1.4 **UTILITY AND SEDIMENT CONTROL PLAN BASE BID**
SCALE: 1" = 20'



2 C1.4 **UTILITY AND SEDIMENT CONTROL PLAN ALTERNATE #1**
SCALE: 1" = 20'

APPROXIMATE EROSION CONTROL DEVICE QUANTITIES

SILT FENCE = 144 L.F.

SEDIMENT CONTROL LOG:
531 L.F (BASE BID)
608 L.F. (ALTERNATE)

ROCK CONSTRUCTION ENTRANCE = 25 C.Y. (SEE SITE LOCATION MAP ON SHEET C1.0)

LEGEND

- REFERENCE KEY TO SITE DETAILS (DETAIL I.D NUMBER (TOP), DETAIL SHEET NUMBER (BOTTOM))
- EXISTING CONTOUR
- EXISTING SPOT ELEVATION
- PROPOSED CONTOUR
- PROPOSED SPOT ELEVATION (ME = MATCH EXISTING, EOF = EMERGENCY OVERFLOW)
- PROPOSED GRADING LIMITS
- PROPOSED STORM SEWER
- PROPOSED MANHOLE (MH)
- PROPOSED FLARED END SECTION (FES)
- PROPOSED SILT FENCE
- PROPOSED SEDIMENT CONTROL LOG
- PROPOSED EROSION CONTROL BLANKET
- PROPOSED POND OVERFLOW SWALE
- PROPERTY LINE

0 10 20

NOTES

1. REFER TO SHEET C1.0, TITLE PAGE, FOR GENERAL NOTES.
2. ALL STORM SEWER PIPE SHALL BE RCP, CLASS III (MIN.), WITH FLEXIBLE WATERTIGHT JOINTS IN ACCORDANCE WITH ASTM C-361 UNLESS OTHERWISE NOTED.
3. FLEXIBLE JOINTS AT STORM SEWER PIPE CONNECTIONS TO STRUCTURES:
   a. IN ACCORDANCE WITH MINNESOTA PLUMBING CODE, PROVIDE FLEXIBLE JOINTS AT ALL PIPE CONNECTIONS TO ALL STORM SEWER STRUCTURES.
   b. ACCEPTABLE MANUFACTURERS / PRODUCTS:
   i. FERNCO, "CONCRETE MANHOLE ADAPTORS" OR "LARGE-DIAMETER WATERSTOPS"
   ii. PRESS-SEAL, WATERSTOP GROUTING RINGS"
   iii. OR APPROVED EQUAL.
4. ANY MANHOLE, STORM SEWER OR OTHER POTENTIAL SOURCE FOR CONTAMINATION SHALL BE INSTALLED AT LEAST 10 FEET HORIZONTALLY FROM ANY WATERMAIN PER MINNESOTA PLUMBING CODE. THIS ISOLATION DISTANCE SHALL BE MEASURED FROM THE OUTER EDGE OF THE PIPE TO THE OUTER EDGE OF THE CONTAMINATION SOURCE (OUTER EDGE OF STRUCTURES OR PIPING OR SIMILAR).
5. LOCATE ALL EXISTING UTILITIES, VERIFY LOCATION, SIZE AND INVERT ELEVATION OF ALL EXISTING UTILITIES. VERIFY LOCATIONS, SIZES AND ELEVATIONS OF SAME BEFORE BEGINNING CONSTRUCTION.
6. MAINTAIN ADJACENT PROPERTY AND PUBLIC STREETS CLEAN FROM CONSTRUCTION CAUSED DIRT AND DEBRIS ON A DAILY BASIS. PROTECT DRAINAGE SYSTEMS FROM SEDIMENTATION AS A RESULT OF CONSTRUCTION RELATED DIRT AND DEBRIS.
7. MAINTAIN DUST CONTROL DURING GRADING OPERATIONS.
8. ALL EROSION CONTROL METHODS SHALL COMPLY WITH MPCA AND OTHER LOCAL REGULATIONS.
9. IF EROSION AND SEDIMENT CONTROL MEASURES TAKEN ARE NOT ADEQUATE AND RESULT IN DOWNSTREAM SEDIMENT, THE CONTRACTOR SHALL BE RESPONSIBLE FOR CLEANING OUT DOWNSTREAM STORM SEWERS AS NECESSARY, INCLUDING ASSOCIATED RESTORATION.
10. INLET PROTECTION DEVICE AT STORM SEWER INLETS. AT THE INLETS TO ALL STORM SEWER STRUCTURES, PROVIDE A PRODUCT FROM THE FOLLOWING LIST. APPROVED PRODUCTS:
    a. ROAD DRAIN "TOP SLAB", MANUFACTURED BY WIMCO
    b. ROAD DRAIN "CURB & GUTTER", MANUFACTURED BY WIMCO
    c. INFRASAFE "SEDIMENT CONTROL BARRIER", MANUFACTURED BY ROYAL ENVIRONMENTAL SYSTEMS, INC.
    d. INFRASAFE "DEBRIS COLLECTION DEVICE", MANUFACTURED BY ROYAL ENVIRONMENTAL SYSTEMS, INC.
    e. INFRASAFE "CULVERT INLET PROTECTOR", MANUFACTURED BY ROYAL ENVIRONMENTAL SYSTEMS, INC.
    f. DANDY SACK, MANUFACTURED BY DANDY PRODUCTS, INC.
    g. DANDY CURB SACK, MANUFACTURED BY DANDY PRODUCTS, INC.
    h. OR APPROVED EQUAL.
11. PRIOR TO CONSTRUCTION, DELINEATE TURF AND VEGETATED AREAS NOT TO BE DISTURBED WITH ORANGE SNOW FENCE. NO CONSTRUCTION TRAFFIC, EQUIPMENT OR MATERIALS SHALL BE PERMITTED TO UTILIZE, ACCESS, OR OTHERWISE ENTER THE AREAS DESIGNATED NOT TO BE DISTURBED. MINIMIZE SOIL COMPACTION AND DISRUPTION OF TOPSOIL IN AREAS OUTSIDE THE CONSTRUCTION LIMITS TO COMPLY WITH MN CONSTRUCTION STORMWATER GENERAL PERMIT.

Project No. 0A11125232
Date 03/07/2022
Drawn By BJD
Ck. By DAR
Revisions

UTILITY AND SEDIMENT CONTROL PLAN

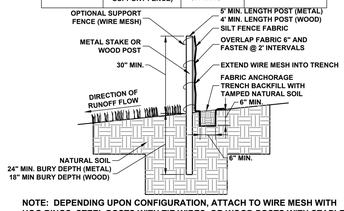
I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the State of Minnesota.
DAVID A. REY
Reg. No. 40150 Date 03/07/2022

BOLTON & MENK
7575 GOLDEN VALLEY ROAD, SUITE 200
MINNEAPOLIS, MN, 55427

RAMSEY ELEMENTARY SCHOOL
STORMWATER IMPROVEMENTS
ANOKA-HENNIPEPIN SCHOOLS
15000 County Highway 5
Ramsey, MN, 55303

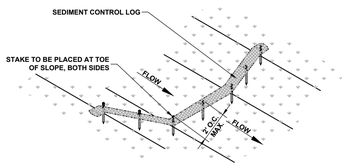
Sheet C1.4 of 7

NORMAL USE	POSTS: (IF USED WITHOUT SUPPORT FENCE)	WOOD 2" SQ. (MIN) @ 4' (MAX) SPACING	METAL 0.95 lbs/lf (MIN.) @ 6' (MAX) SPACING

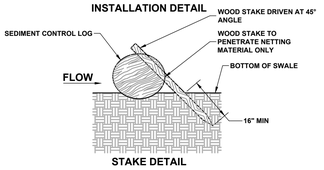


NOTE: DEPENDING UPON CONFIGURATION, ATTACH TO WIRE MESH WITH HOG RINGS, STEEL POSTS WITH TIE WIRES, OR WOOD POSTS WITH STAPLES

1 C2.1 SILT FENCE

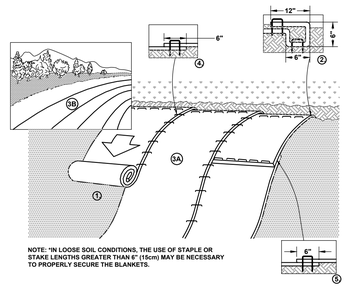


INSTALLATION DETAIL



STAKE DETAIL

2 C2.1 SEDIMENT CONTROL LOG



NOTE: "IN LOOSE SOIL CONDITIONS, THE USE OF STAPLE OR STAKE LENGTHS GREATER THAN 6" (15cm) MAY BE NECESSARY TO PROPERLY SECURE THE BLANKETS.

① PREPARE SOIL BEFORE INSTALLING BLANKETS, INCLUDING ANY NECESSARY APPLICATION OF LIME, FERTILIZER, AND SEED.

② BEGIN AT THE TOP OF THE SLOPE BY ANCHORING THE BLANKET IN A 6" DEEP X 6" WIDE TRENCH WITH APPROXIMATELY 12" OF BLANKET EXTENDED BEYOND THE UP-SLOPE PORTION OF THE TRENCH. ANCHOR THE BLANKET WITH A ROW OF STAPLES/STAKES APPROXIMATELY 12" APART IN THE BOTTOM OF THE TRENCH. BACKFILL AND COMPACT THE TRENCH AFTER STAPLING. APPLY SEED TO COMPACTED SOIL AND FOLD REMAINING 12" PORTION OF BLANKET BACK OVER SEED AND COMPACTED SOIL. SECURE BLANKET OVER COMPACTED SOIL WITH A ROW OF STAPLES/STAKES SPACED APPROXIMATELY 12" APART ACROSS THE WIDTH OF THE BLANKET.

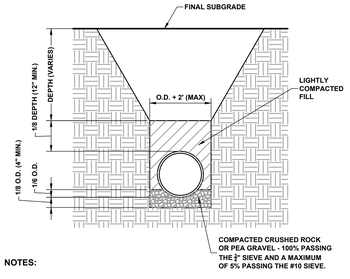
③ ROLL THE BLANKETS (A.) DOWN OR (B.) HORIZONTALLY ACROSS THE SLOPE. BLANKETS SHALL UNROLL WITH APPROPRIATE SIDE AGAINST THE SOIL SURFACE. ALL BLANKETS MUST BE SECURELY FASTENED TO SOIL SURFACE BY PLACING STAPLES/STAKES IN APPROPRIATE LOCATIONS AS SHOWN IN THE STAPLE PATTERN GUIDE. WHEN USING OPTIONAL DOT SYSTEM , STAPLES/STAKES SHOULD BE PLACED THROUGH EACH OF THE COLORED DOTS CORRESPONDING TO THE APPROPRIATE STAPLE PATTERN.

④ THE EDGES OF PARALLEL BLANKETS MUST BE STAPLED WITH APPROXIMATELY 6" OVERLAP DEPENDING ON BLANKET TYPE. TO ENSURE PROPER SEAM ALIGNMENT, PLACE THE EDGE OF THE OVERLAPPING BLANKET (BLANKET BEING INSTALLED ON TOP) EVEN WITH THE COLORED SEAM STITCH ON THE PREVIOUSLY INSTALLED BLANKET.

⑤ CONSECUTIVE BLANKETS SPLICED DOWN THE SLOPE MUST BE PLACED END OVER END (SHINGLE STYLE) WITH AN APPROXIMATE 6" OVERLAP. STAPLE THROUGH OVERLAPPED AREA, APPROXIMATELY 12" APART ACROSS ENTIRE BLANKET WIDTH.

⑥ BLANKET SHALL BE STAPLED AS PER MANUFACTURER'S RECOMMENDATION.

3 C2.1 EROSION CONTROL BLANKET

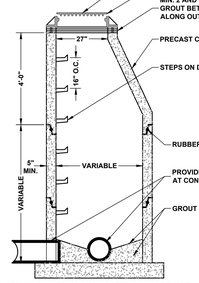


NOTES:

TRENCH SIDEWALLS TO MEET O.S.H.A REQUIREMENTS.

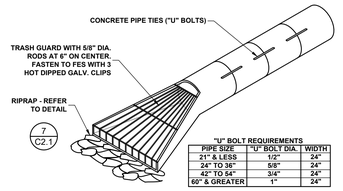
UPPER 3 FT. OF BACKFILL SHALL BE COMPACTED TO AT LEAST 100% STANDARD PROCTOR DRY DENSITY. BELOW THIS ELEVATION, BACKFILL SHALL BE COMPACTED TO AT LEAST 95% STANDARD PROCTOR DRY DENSITY.

4 C2.1 PIPE BEDDING - RCP



BASES SHALL BE 8" STANDARD PRECAST WITH 2" LEAN GROUT, OR POURED 8" SLAB REINFORCED WITH 6" x 6" 10/10 MESH

5 C2.1 STORM SEWER MANHOLE



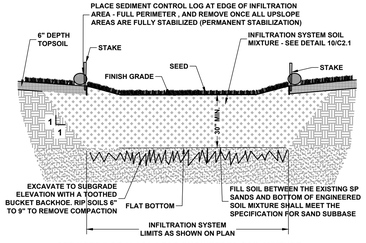
"U" BOLT REQUIREMENTS		
PIPE SIZE	"U" BOLT DIA.	WIDTH
21" & LESS	1/2"	24"
24" TO 36"	5/8"	24"
42" TO 54"	3/4"	24"
60" & GREATER	1"	24"

NOTES:
2 - "U" BOLT FASTENERS TO BE INSTALLED ACROSS EACH JOINT, ONE EACH SIDE OF PIPE AT 60° FROM THE TOP OF THE PIPE. FASTEN FIRST THREE JOINTS AS SHOWN.

6 C2.1 RCP FLARED END SECTION (FES)

7 C2.1 RIPRAP - FLARED END SECTION

8 C2.1 POND OVERFLOW SWALE



SEE NOTE 7 OF 10 / C2.1 FOR ENGINEERED SOIL MIXTURE

9 C2.1 TYPICAL SECTION THRU INFILTRATION AREA

INFILTRATION AREA CONSTRUCTION SHALL COMPLY WITH THE FOLLOWING:

1. INFILTRATION AREA LIMITS SHALL BE SURVEYED AND A VISUAL BARRIER, SUCH AS ORANGE SNOW FENCE, SHALL BE PLACED AROUND THE FULL PERIMETER TO KEEP ALL CONSTRUCTION TRAFFIC, EQUIPMENT AND MATERIAL STOCKPILES OUT OF THE PROPOSED INFILTRATION AREAS. THE VISUAL BARRIER MUST BE INSTALLED BEFORE NEW CONSTRUCTION BEGINS AND SHALL BE MAINTAINED THROUGH THE DURATION OF THE PROJECT.
2. DELIVER SAMPLE MATERIALS ONSITE FOR PRIOR APPROVAL. PRIOR TO BEGINNING THE INSTALLATION, SUFFICIENT MATERIAL QUANTITIES SHALL BE ONSITE TO COMPLETE THE INSTALLATION AND STABILIZE EXPOSED SOIL AREAS WITHOUT DELAY.
3. CARE MUST BE TAKEN TO AVOID CONTAMINATION OF ENGINEERED SOILS WITH SEDIMENT, IN-SITU OR TOPSOIL DURING AND AFTER INSTALLATION. MATERIALS MUST BE SEGREGATED.
4. INSTALLATION WITH DRY SOIL CONDITIONS IS CRITICAL TO PREVENT SMEARING AND COMPACTION. SCHEDULE WORK FOR PERIODS OF DRY WEATHER. DO NOT WORK IF SOIL CONDITIONS ARE WET. EXCAVATION, SOIL PLACEMENT AND RAPID STABILIZATION OF PERIMETER SLOPES WITH TURF SOD MUST COMPLETED BEFORE THE NEXT PRECIPITATION EVENT. TURF SOD PLACED IN FLOW PATHS SHALL BE SECURED WITH AT LEAST 8 STAKES PER SQUARE YARD. PLACE STAKES ALONG UPHILL SEAM EDGES TO PREVENT UNDERMINING FLOWS UNTIL SOD ROOTS ESTABLISH.
5. DO NOT LEAVE STORMWATER AREAS AND / OR PERIMETER SLOPES EXPOSED OVERNIGHT, SECURE THE SITE FROM RISK OF PRECIPITATION DAMAGES AT THE END OF EVERY WORK DAY. IN THE EVENT OF RAIN, TAKE ACTION TO DIVERT STORMWATER AWAY FROM THE WORK AREA AND TEMPORARILY COVER OF ALL EXPOSED SOILS WITH FILTER FABRIC OR IMPERMEABLE SHEETING.
6. FIELD OBSERVATION OF EXCAVATION AND SOIL PLACEMENT IS REQUIRED. NOTIFY GEOTECHNICAL ENGINEER PRIOR TO DIGGING. USE BACKHOE WITH TOOTH BUCKET FOR CELL EXCAVATION TO AVOID COMPACTING OR SMEARING OF SOILS. (DO NOT USE SKID STEER FOR EXCAVATION WITHIN THE CELL) USE TOOTH BUCKET TO SCARIFY (RIP) UNDERLYING SOILS 6" TO 9" DEEP TO REMOVE COMPACTION. GENTLY MIX THE FIRST LIFT OF ENGINEERED SOILS WITH THE LOOSENED UNDERLYING SOILS TO AVOID STRATIFICATION AND PROMOTE PERMEABILITY. USE EXCAVATOR BUCKET TO PLACE MATERIALS. CONSTRUCTION EQUIPMENT SHALL NOT BE ALLOWED INTO THE STORMWATER AREAS. LEVELING AND FINAL GRADING WITHIN THE CELL MUST BE COMPLETED BY HAND.
7. INFILTRATION AREA SOIL MIX SHALL BE MINNESOTA STORMWATER MANUAL 4.1.2 MIX B: ENHANCED FILTRATION BLEND (WELL BLENDED MIXTURE OF 70% ASTM C-33 COARSE WASHED SAND (MN/DOT 3126) AND 30% MN/DOT 3890 GRADE 2 LEAF LITTER COMPOST. THE MATERIAL SUPPLIER SHALL PROVIDE DOCUMENTATION THAT THE COMPOST HAS BEEN SAMPLED AND TESTED AS REQUIRED BY THE SEAL OF TESTING ASSURANCE (STA) PROGRAM OF THE UNITED STATES COMPOSTING COUNCIL (USCC) AND A GRADATION SIEVE ANALYSIS FOR THE WASHED SAND. THE ENGINEERED SOIL SHALL NOT CONTAIN ANY TOPSOIL OR FILTER AGGREGATE WITH FINES.
8. INSTALLED SEED REQUIRES A TOTAL OF 1" OF WATER PER WEEK AND ACTIVE WEED MANAGEMENT UNTIL WELL ESTABLISHED. WATERING COSTS ARE CONSIDERED INCIDENTAL TO SEEDING ESTABLISHMENT. CONSTRUCT A TEMPORARY IRRIGATION SYSTEM, CONSISTING OF ABOVE GROUND HEADS, PIPING, VALVES, ETC., FOR WATERING UNTIL VEGETATION IS ESTABLISHED. DO NOT USE A WATER TRUCK AS THE FORCE OF THE WATER WILL ADVERSELY AFFECT THE STORMWATER AREA SOILS.
9. REMOVAL OF ACCUMULATED SEDIMENT AND DEBRIS SHALL BE DONE BY HAND OR, IF SELF-PROPELLED EQUIPMENT IS REQUIRED, FROM OUTSIDE THE PERIMETER OF THE INFILTRATION AREAS.

10 C2.1 INFILTRATION AREA CONSTRUCTION NOTES

11 C2.1 SECTION AT FOREBAY - CLAY LINER

NOTE: PROVIDE WHERE CONSTRUCTION TRAFFIC ENTERS OR EXITS THE CONSTRUCTION SITE

12 C2.11 ROCK CONSTRUCTION ENTRANCE

Project No.	01125232
Date	03/07/2022
Drawn By	BJD
Ck. By	DAR
Revisions	

SITE DETAILS

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.

David A. Rey

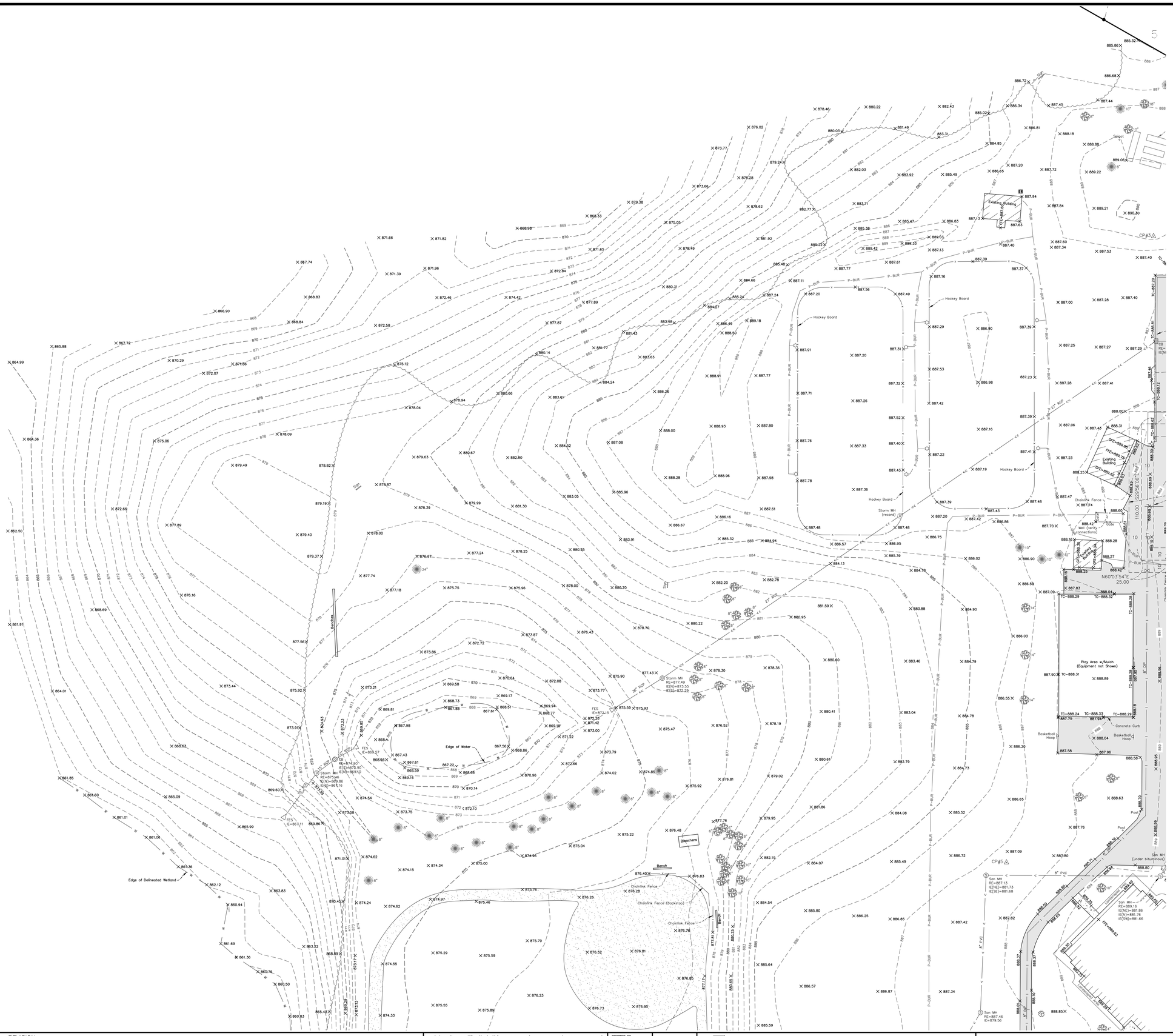
Reg. No. 40180 Date 03/07/2022

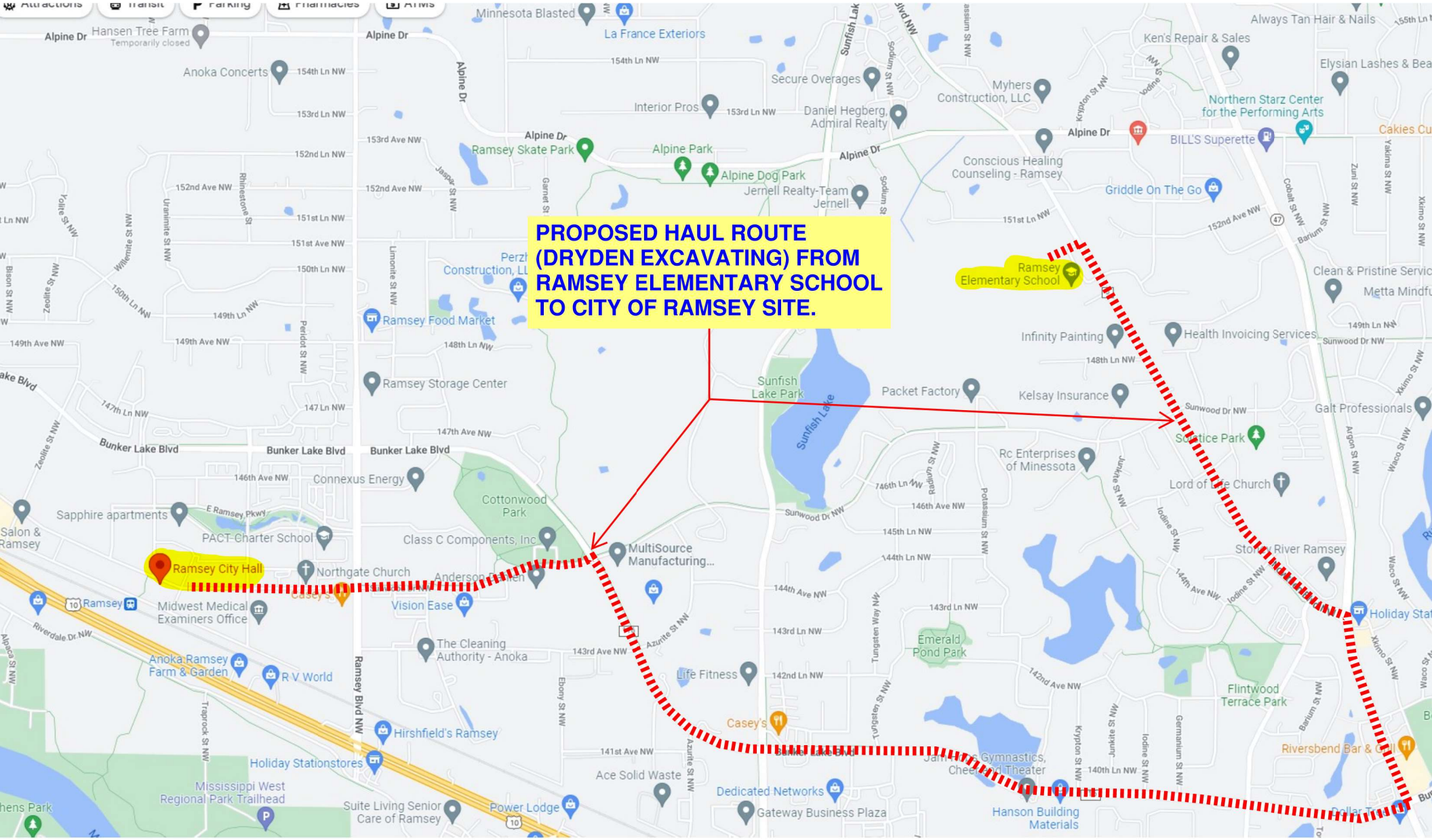
DAVID A. REY

BOLTON & MENK
7575 GOLDEN VALLEY ROAD, SUITE 200
MINNEAPOLIS, MN, 55427

RAMSEY ELEMENTARY SCHOOL
STORMWATER IMPROVEMENTS
ANOKA-HENNIPEPIN SCHOOLS
15000 County Highway 5
Ramsey, MN, 55303

Sheet C2.1 of 7


Existing Building
FFE=889.82
GFE=889.32
Existing Building
FFE=889.79
GFE=889.29
Existing Building
FFE=886.82
GFE=886.32
Hockey Board
Hockey Board
Hockey Board
Hockey Board
Storm MH (record)
Chainlink Fence
Gate
Wall (verify connections)
Play Area w/Mulch (Equipment not Shown)
Basketball Hoop
Basketball Hoop
Concrete Curb
Post
Post
Sign
Sign
Bleachers
Bench
Bench
Bench
Chainlink Fence (Backstop)
Chainlink Fence
Edge of Water
Edge of Delineated Wetland
Benches
Storm MH RE=875.46 IE(N)=869.66 IE(S)=869.16
SB IE=874.90 IE(E)=873.90 IE(W)=869.90
FES E=863.57
FES E=863.11
FES E=872.75
Storm MH RE=877.49 IE(N)=873.55 IE(S)=822.22
Storm MH RE=887.13 IE(NE)=881.73 IE(SE)=881.68
Storm MH RE=859.16 IE(NE)=881.86 IE(N)=881.76 IE(SW)=881.66
Storm MH RE=887.46 IE=879.56
Storm MH (under bituminous)
CP#3
CP#5
CP#6
CP#8
CP#9
N60°03'54"E 25.00
S29°56'06"E 110.00
8" PVC
8" PVC
8" PVC
8" PVC
Chainlink Fence
Chainlink Fence
Chainlink Fence



Ramsey Elementary School
Stormwater Improvements
Haul Road Map
May 15, 2022

Ramsey Elementary IUP

PID #: 23-32-25-43-0003

15000 Nowthen Blvd NW



Print Date: April 22, 2022

0 0.0175 0.035 0.07 0.105 0.14 mi

Councilmember _____ introduced the following resolution and moved for its adoption:

RESOLUTION #22-123

RESOLUTION APPROVING AN INTERIM USE PERMIT FOR GRADING AND EXCAVATING AT 15000 NOWTHEN BOULEVARD NORTHWEST AND DECLARING TERMS OF SAME

RECITALS

1. Mr. Bill Diede of Bolton & Menk, Inc., representing Independent School District 11, hereinafter referred to as the "**Permittee**", has properly applied for an Interim Use Permit to allow the grading and excavating of up to approximately 7,300 cubic yards of material from the Ramsey Elementary School site, located at 15000 Nowthen Boulevard NW and legally described as follows:

   THAT PART OF THE SOUTH HALF OF THE SOUTHEAST QUARTER OF SECTION 23, TOWNSHIP 32, RANGE 25, LYING WESTERLY OF THE CENTERLINE OF CSAH NO. 5 (NOWTHEN BLVD), EXCEPT THAT PART DESCRIBED AS FOLLOWS: BEGINNING AT THE SOUTHWEST CORNER OF SAID SOUTH HALF, THENCE NORTH ALONG THE WEST LINE THEREOF 16.5 FEET, THENCE SOUTHEASTERLY TO A POINT ON SAID LINE NORTHEAST OF SAID SOUTH HALF 16.5 FEET EAST OF SAID SOUTHWEST FORMER, THENCE WEST ALONG SAID SOUTH LINE 16.5 FEET TO THE POINT OF BEGINNING, EXCEPT ROAD, SUBJECT TO EASEMENTS OF RECORD, ANOKA COUNTY, MINNESOTA.

   (the **"Subject Property")**

2. That Ben Martinson of Independent School District 11 (Anoka-Hennepin Schools) has signed off on the application.

3. That the Subject Property is zoned Public/Quasi-Public District (P) and is approximately 53.05 acres in area.

4. That the Permittee is proposing to excavate material from the Subject Property for storm water management purposes as guided by the Lower Rum River Watershed Organization.

5. That the grading and excavation work will not commence until after the school year is over for safety purposes.

6. That the Planning Commission held a public hearing on May 26, 2022, and recommended ____ of the permit.

7. That the City Council reviewed the permit on June ___, 2022.

FINDINGS OF FACT

1. That the excavating and grading will not be unduly dangerous or detrimental to persons residing, working, or attending school on the Subject Property or in the area.

2. That the excavating and grading will be harmonious with and in accordance with the specific objectives of the comprehensive plan.

3. That the excavating and grading will be maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and will not change the essential character of the area.

4. That the excavating and grading will not be hazardous to existing or future neighboring uses.

5. That the excavating and grading will not impact essential public facilities and services, such as highways, streets, police and fire protection.

6. That the excavating and grading will not create excessive additional requirements at public cost for public facilities and services and will not be detrimental to the economic welfare of the community.

7. That the excavating and grading will not involve uses, activities and equipment that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors.

8. That the excavating and grading will be consistent with the intents and purposes of the Zoning Chapter.

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

1) That the Ramsey City Council hereby grants approval of an Interim Use Permit for excavating and grading work on the **Subject Property** contingent upon the following conditions:

CONDITIONS

1. That this **Permit** allows for excavating and grading activity, to create a stormwater retention basin on the **Subject Property**, for no more than one year from the date of approval.

2. That the **Permittee** shall obtain all necessary permits on the **Subject Property** and conditions therein.

3. That the **Permittee's activities** shall be in compliance with the Civil Plans presented to the Council dated March 7, 2022, as revised per Engineering comments for modifications to a storm pipe and the inclusion of a safety bench.

4. That the **Permittee** shall provide City Staff a haul route for the vehicles and that the vehicles must follow that route. The route shall be Nowthen Boulevard to St. Francis Boulevard to Bunker Lake Boulevard and then to Sunwood Drive.

5. That the **Permittee** shall be responsible for all City costs incurred in administering and enforcing this Permit, including street sweeping any street where material is spilled during hauling.

6. That the City Administrator, or his/her designee, shall have the right to inspect the premises for compliance and safety purposes annually or at any time, upon reasonable request.

7. That this **Permit** shall automatically expire if the use is not initiated by June 14, 2023 and conducting the city-hosted pre-construction meeting shall constitute initiation.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the ___ day of June, 2022.

_____
Mayor

ATTEST:

_____
City Clerk

CC Regular Session **7. 2.**

Meeting Date: 06/14/2022

By: Brian McCann, Community Development

Information

Title:

Reconsider Denial of an Easement Encroachment Agreement for 16306 Lithium St NW (Project 22-122); Case of Igor Zhelavskyi

Purpose/Background:

The Applicant has requested a reconsideration of the request due to technical issues at the regular meeting on May 24th, 2022. The Applicant was unable to connect remotely and present his case directly to the Council. The Council ultimately denied the encroachment agreement request.

Information from previous case.

The purpose of this case is to consider a request from Igor Zhelavskyi (the "Applicant") for a detached structure to continue to be placed within the property's drainage and utility easement near the west and south property lines of the property at 16306 Lithium St NW (the "Subject Property"). The Subject Property is approximately 0.31 acres. The currently placed building is a 10 x 12 foot shed to store items. The Subject Property is in the R-1 Residential (MUSA) Zoning District and guided as Low Density Residential in the Comprehensive Plan. The Subject Property is surrounded by other residential properties.

Notification:

Public notification is not required for an Easement Encroachment Agreement from the City Council.

Observations/Alternatives:

Summary

Igor Zhelavskyi (the "Applicant") has requested an Easement Encroachment Agreement to keep a 10' x 12' detached shed (the "Structure") within the drainage and utility easement of the Subject Property. The Subject Property is surrounded by a ten (10') foot drainage and utility easement; the structure would encroach roughly four (4') into the southern side yard easement, and five (5') feet into the western rear yard easement. The structure meets accessory structure setback requirements of the R-1 (MUSA) Zoning District, but requires the agreement to remain within the drainage and utility easement. Section 117-349 of City Code regarding Accessory Uses and Buildings does note that no portion of a structure may encroach on a drainage and utility easement.

The requested agreement is to allow the structure to encroach in the drainage and utility easement on the western and southern property lines. The Applicant was informed that City Staff would not be supportive of their request, and they were not willing to move the structure to another location on the property due to location of irrigation system lines. The Applicant would prefer to keep the structure in its current placement, which was not approved by City Staff and did not receive a permit prior to its construction.

The City discovered and enforced the structure through the code enforcement process, and the encroachment agreement was provided as a potential course for resolution to the case. The Applicant responded to the City's code enforcement process in a reasonable amount of time, and has properly applied for a zoning permit which is currently in review. The proposed location met setbacks, but did not stay outside of easements. The Applicant was then informed to apply for the agreement as a potential resolution. Multiple City departments reviewed this request as part of Development Review, and are not supportive of it.

City Council - May 24, 2022

The City Council reviewed and denied the request during their regular meeting on May 24, 2022. The Applicant experienced technical issues during the meeting and was not able to answer questions from the City Council. The Applicant has requested an additional review of the request, which would require City Council action. A copy of the request is attached to this case.

City Code Sections

- 117-349 (Accessory Uses and Buildings)
- 117- 111 (R-1 Residential District).

Alternatives

Alternative 1**:** Reconsider the request for an Easement Encroachment Agreement at the June 28th City Council regular meeting. Staff would present the case and the Applicant would be provided the opportunity to defend their case in person, to avoid any technical issues. Staff are not supportive of this alternative.

Alternative 2**:** No action. The Easement Encroachment Agreement would remain denied and the Applicant would have to move the structure outside of easements. Staff are supportive of this alternative.

Funding Source:

The Applicant is responsible for all costs associated with this project and review.

Recommendation:

City Staff recommend adopting Resolution #22-114A denying an Easement Encroachment Agreement for an accessory structure at 16306 Lithium St NW.

Action:

No action required - the action taken at the May 24th meeting will still stand, which was denial of the agreement.

OR

Motion to reconsider Resolution #22-114A denying an Easement Encroachment Agreement for an accessory structure at 16306 Lithium St NW. Please note, if the Council is to reconsider, this may occur immediately the same evening.

Attachments

Approved Resolution from May 24, 2022
Request for Reconsideration
Site Location Map
Sketch Plan
Approved Resolution from May 24, 2022
First Notice of Violation

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	06/09/2022 02:16 PM
Form Started By: Brian McCann		Started On: 06/07/2022 04:36 PM
Final Approval Date: 06/09/2022		

Councilmember Heineman introduced the following resolution and moved for its adoption:

RESOLUTION #22-114

RESOLUTION DENYING AN EASEMENT ENCROACHMENT AGREEMENT FOR A DETACHED ACCESSORY STRUCTURE IN A DRAINAGE AND UTILITY EASEMENT AT 16306 LITHIUM ST NW

WHEREAS, Igor Zhelavskyi, hereinafter referred to as the "**Applicant**," has requested an Easement Encroachment Agreement (the "**Agreement**") to maintain an existing ten foot by twelve (10' x 12') detached accessory structure (the "**Structure**") within a drainage and utility easement (the "**Easement**") on the property legally described as follows:

Lot 1 Block 2 Estates of Silver Oaks 2nd Addition, Anoka County, Minnesota

(the "**Subject Property**").

WHEREAS, the placement within the drainage and utility easement would require an Easement Encroachment Agreement, approved by the City Council; and

WHEREAS, the Applicant has a standard ten (10') foot Drainage and Utility Easement in the side yard; and

WHERAS, the City Council reviewed the request for an Easement Encroachment Agreement on the Subject Property for the Structure during their regular meeting on May 24, 2022.

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

1) That the request for an Easement Encroachment Agreement for an accessory structure to encroach into the drainage and utility easement is hereby denied due to the following:
    a. There is ample room around the property for the structure to be located; and
    b. Irrigation lines can be easily capped or removed to resolve the irrigation concern.

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

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

and the following voted against the same:

None

and the following abstained:

None

and the following were absent:

None

whereupon said resolution was declared duly adopted by the Ramsey City Council this the 24th day of May, 2022.

_____
Mayor

ATTEST:

_____
City Clerk

From: Igori Zhelavskiy
To: Brian McCann
Subject: Re: City Council Tonight
Date: Monday, June 6, 2022 1:53:49 PM
Attachments: image001.png

On May 24th I was not able to connect my microphone to the city council meeting to answer your questions for me. My main reason for leaving the shed in that area is due to my yard not being flat in other areas. On one side it would be near the ground, and on the other it would be almost 2 and a half feet off the ground. In this case I would not be able to store my lawn mower in the shed, which is the main reason for building the shed. Another reason is that I have to rip the grass apart and dig to rearrange my sprinklers now, which will do lots of damage to my lawn and cost me a lot of money. I sincerely ask for your consideration to leave it in the area it is in and hope you understand my reasoning behind this. Thank you for your consideration.

On Mon, Jun 6, 2022 at 10:17 AM Brian McCann <BMcCann@ci.ramsey.mn.us> wrote:

> Hi Igor,
>
> Can you please provide me with a one-page letter with a description of your request for the City Council to review your case again? Include any and all information you may deem relevant for the City Council to review. If I receive this by 4:00 pm today, I should be able to get your case on the agenda for their meeting next Tuesday, June 14th at 7:00 pm. To avoid issues similar to the last meeting, I highly advise in-person attendance.
>
> Please let me know if you have any questions.
>
> Sincerely,
>
> Brian McCann
>
> Brian McCann
> City Planner | City of Ramsey
> 7550 Sunwood Drive NW
> Ramsey, MN 55303
> 763-433-9860 (Direct)
> 763-433-9848 (Fax)
> bmccann@cityoframsey.com
>
> *Our Mission: To work together to responsibly grow our community, and to provide quality, cost-effective and efficient government services*
>
> **From:** Igori Zhelavskiy <izhelavskiy@gmail.com>

Sent: Friday, June 3, 2022 5:22 PM
To: Brian McCann <BMcCann@ci.ramsey.mn.us>
Subject: Re: City Council Tonight

Hey Brian,

I received your email about the city council members. I did not know who I should contact though.

If you could call me back at 612-221-4125 or email me, to let me know who I should be contacting about the shed that was discussed at the city council meeting.

Thank you,

Igor Zhelavskiy

ср, 25 мая 2022 г. в 12:11, Brian McCann <BMcCann@ci.ramsey.mn.us>:

> Good afternoon,
>
> Here is the page where you can find the City Council's contact information: https://www.ci.ramsey.mn.us/158/City-Council
>
> Sincerely,
>
> Brian McCann
>
> Brian McCann
> City Planner | City of Ramsey
> 7550 Sunwood Drive NW
> Ramsey, MN 55303
> 763-433-9860 (Direct)
> 763-433-9848 (Fax)
> bmccann@cityoframsey.com
>
> *Our Mission: To work together to responsibly grow our community, and to provide quality, cost-effective and efficient government services*

From: Brian McCann <>
Sent: Tuesday, May 24, 2022 8:19 AM
To: 'Igori Zhelavskiy' <izhelavskiy@gmail.com>
Subject: City Council Tonight

Good morning,

We have posted the agenda for tonight's City Council meeting on the City's website if you want to view your case. It is case #7.2 on the agenda, so the second Council Business item of the night. The meeting will begin at 7:00 pm tonight, May 24th, in the City Council Chambers at Ramsey City Hall. If you would prefer to join remotely, you can join at the meeting time and date at www.cityoframsey.com/meetings.

Please let me know if you have any questions.

Sincerely,

Brian McCann

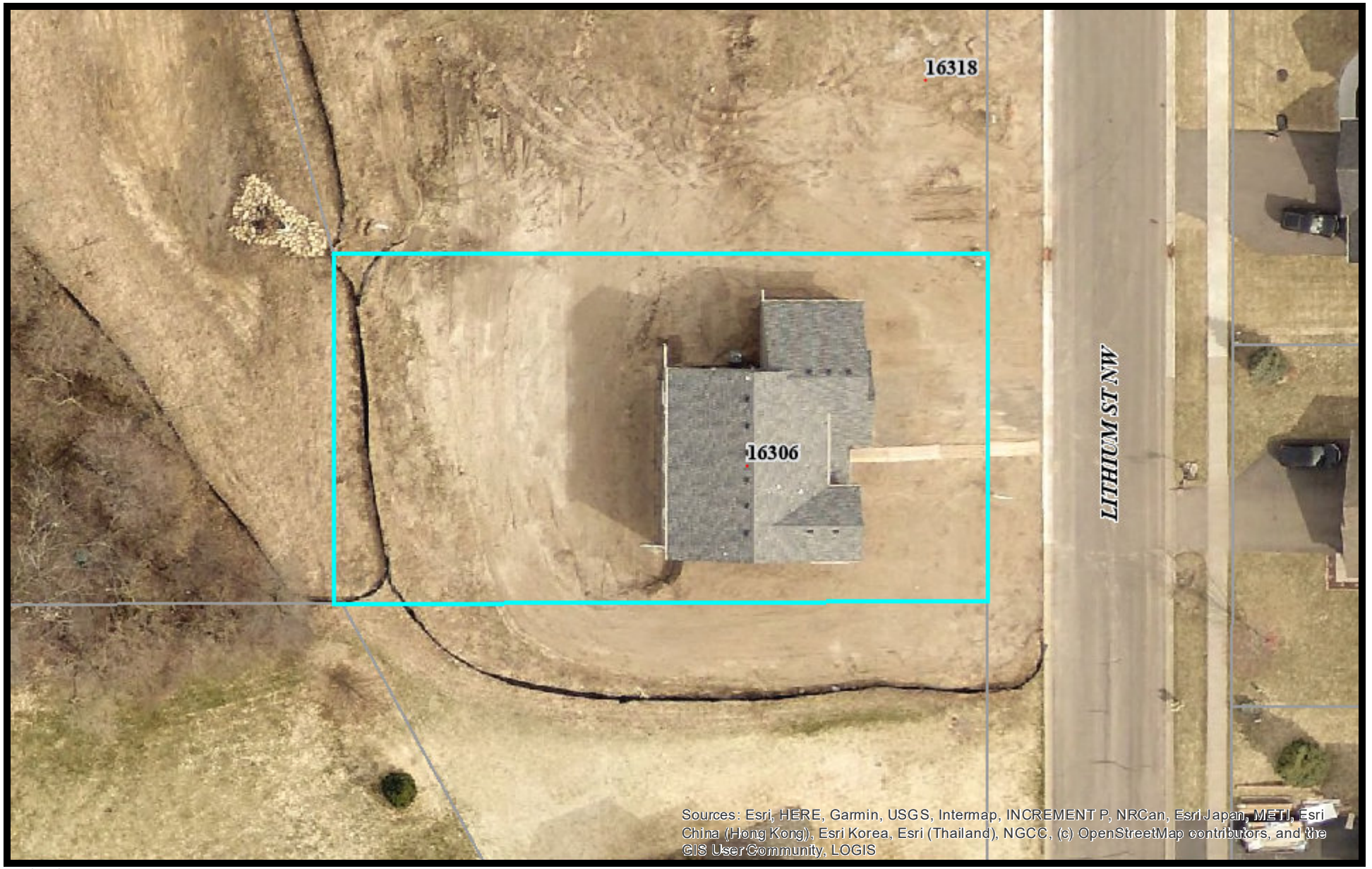
Brian McCann
City Planner | City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303
763-433-9860 (Direct)
763-433-9848 (Fax)
bmccann@cityoframsey.com

Our Mission: To work together to responsibly grow our community, and to provide quality, cost-effective and efficient government services

14-32-25-11-0026

16306 Lithium St NW

Easement Encroachment Agreement



05/09/2022

0 0.0022 0.0045 0.009 0.0135 0.018
mi

RECEIVED
JUN 16 2020
BY:

Surveyors Certificate

Final Grade Survey For:

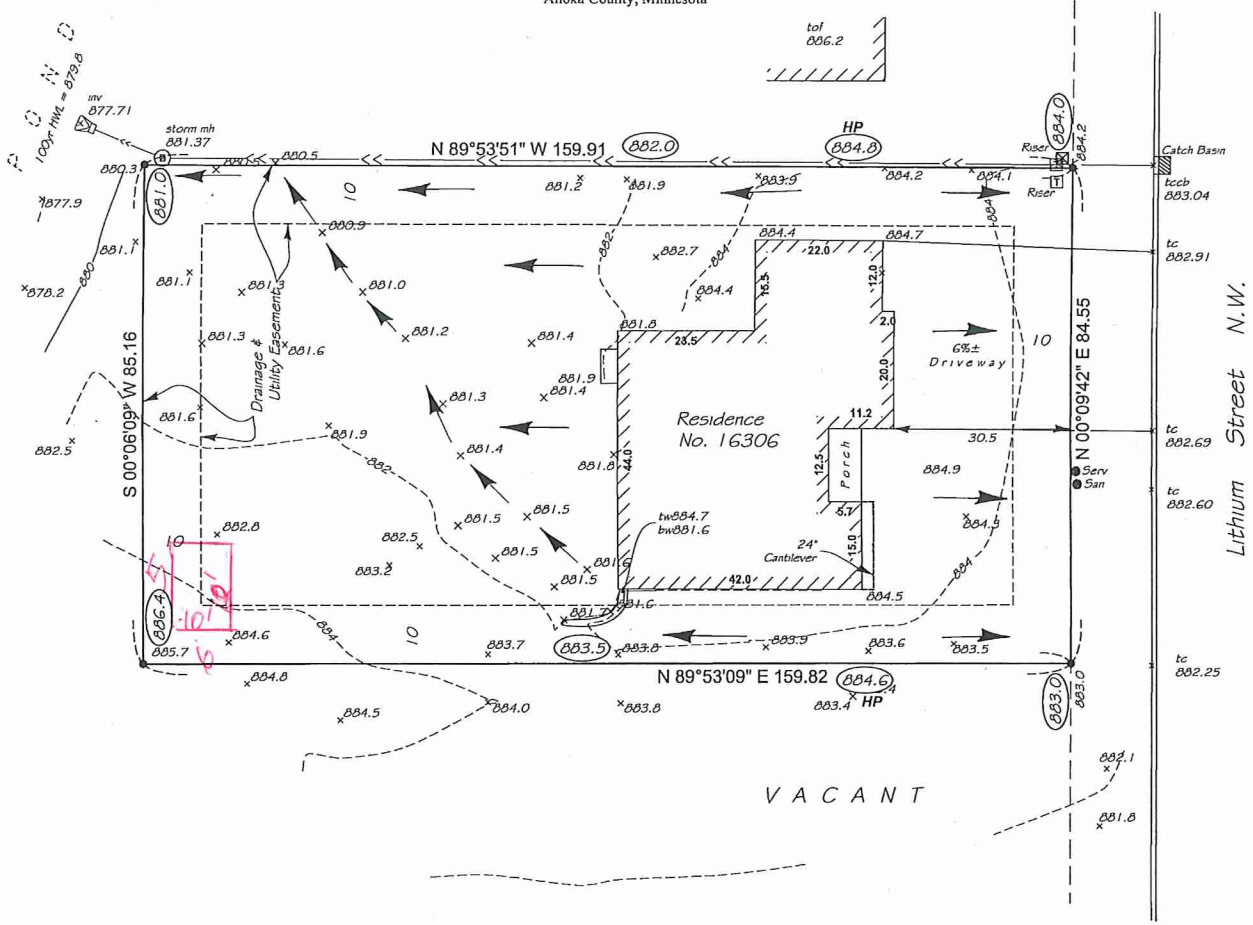
T.H. CONSTRUCTION OF ANOKA

Property located in Section
14, Township 32, Range 25,
Anoka County, Minnesota

Approved by
Ramsey Engineering Department
Date: 6-17-2020
Comments:

- Denotes Found Iron Monument
- Denotes Iron Monument
- Denotes Wood Hub Set for excavation only
- Denotes Existing Contours
- Denotes Proposed Contours
- xOOO.O Denotes Existing Elevation
- (OOO.O) Denotes Proposed Elevation
- Denotes Surface Drainage

Basis for bearings is assumed



"As-Built Elevations"

Top of Block	885.3
Garage Floor	885.0
Lowest Floor	882.3

NOTE: The only easements shown are from plats of record or information provided by client.

Legal Description

Lot 1, Block 2, ESTATES OF SILVER OAKS 2ND ADDITION
Anoka County, Minnesota

DEMARC
LAND SURVEYING & ENGINEERING
7601 73rd Avenue North
Minneapolis, Minnesota 55428
(763) 560-3093
demarcinc.com

Project No. 88146c	Scale: 1" = 20'
F.B.No. 1107-18	Drawn By J. Munson

Address: 16306 Lithium Street N.W.
Ramsey, MN

rev 06.15.20 new elevations

I certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.
Surveyed this 27th day of May 2020.

Signed _____
Gregory R. Prasch, Minn. Reg. No. 24992

F:\survey\estates of silver oaks 2nd - anoka\1-2\eso2-1-1inv88146 final grade.dwg

Councilmember Heineman introduced the following resolution and moved for its adoption:

RESOLUTION #22-114

RESOLUTION DENYING AN EASEMENT ENCROACHMENT AGREEMENT FOR A DETACHED ACCESSORY STRUCTURE IN A DRAINAGE AND UTILITY EASEMENT AT 16306 LITHIUM ST NW

WHEREAS, Igor Zhelavskyi, hereinafter referred to as the "**Applicant**," has requested an Easement Encroachment Agreement (the "**Agreement**") to maintain an existing ten foot by twelve (10' x 12') detached accessory structure (the "**Structure**") within a drainage and utility easement (the "**Easement**") on the property legally described as follows:

Lot 1 Block 2 Estates of Silver Oaks 2nd Addition, Anoka County, Minnesota

(the "**Subject Property**").

WHEREAS, the placement within the drainage and utility easement would require an Easement Encroachment Agreement, approved by the City Council; and

WHEREAS, the Applicant has a standard ten (10') foot Drainage and Utility Easement in the side yard; and

WHERAS, the City Council reviewed the request for an Easement Encroachment Agreement on the Subject Property for the Structure during their regular meeting on May 24, 2022.

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

1) That the request for an Easement Encroachment Agreement for an accessory structure to encroach into the drainage and utility easement is hereby denied due to the following:
    a. There is ample room around the property for the structure to be located; and
    b. Irrigation lines can be easily capped or removed to resolve the irrigation concern.

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

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

and the following voted against the same:

None

and the following abstained:

None

and the following were absent:

None

whereupon said resolution was declared duly adopted by the Ramsey City Council this the 24th day of May, 2022.

_____
Mayor

ATTEST:

_____
City Clerk

STATE OF MINNESOTA
COUNTY OF ANOKA

CITY OF RAMSEY
Code Enforcement Unit

April 12, 2022

Igor Zhelavskyi
Or Current Owner
16306 Lithium St NW
Ramsey, MN 55303

- FIRST NOTICE OF VIOLATION -

RE: Violations on Anoka County PID # 14-32-25-11-0026 (16306 Lithium St NW)

Dear Property Owner:

The City of Ramsey has adopted ordinances that are designed to keep the community safe, healthy and attractive. City Staff received a complaint of an accessory structure without a permit, and that is too close to neighboring property lines. A recent inspection confirmed the following violations of Ramsey City Code:

- City Code Section 105-24. – Permits, inspections and fees.
  - A permit is required for any work done on a property, including adding an accessory structure of any size.
- City Code Section 117-349. – Accessory uses and buildings
  - Accessory structures cannot be located within setbacks or easements.

You have 14 days from the date of this letter to address the following (or you will receive a zoning citation of $75 – unpaid citations will be assessed to your property taxes):

- City Code Section 105-24. – Permits, inspections and fees and Section 117-349. – Accessory uses and buildings
  - Apply for the necessary accessory structure permit for your shed, and contact Staff with any questions you may have; and
  - Verify the building is not within setbacks or easements and relocate to the appropriate location if necessary.

Please contact me at (763) 433-9860 or bmccann@cityoframsey.com to answer any questions you may have, or to schedule an inspection.

Sincerely,

Brian McCann, City Planner
(763) 433-9860 | bmccann@ci.ramsey.mn.us
Planning Division | Community Development Department

STATE OF MINNESOTA
COUNTY OF ANOKA

CITY OF RAMSEY
Code Enforcement Unit

Exhibit 1: Evidence of violation(s)



STATE OF MINNESOTA
COUNTY OF ANOKA

CITY OF RAMSEY
Code Enforcement Unit

PLEASE CONTACT THE PLANNING DIVISION BEFORE FILING AN APPEAL

You may request a hearing before a Hearing Examiner regarding these violations. Your request must be filed in writing addressed to the Chief of Police within fourteen (14) days from the date you receive this notice and your request MUST identify with specificity the basis for your objection to the interpretation of the Code and the Notice of Violation for requesting the hearing. A $250 filing fee must also accompany your hearing request. The Police Chief's name and address is as follows:

Jeff Katers, Chief of Police
Ramsey Police Department
7550 Sunwood Drive NW
Ramsey, MN 55303

If you fail to correct the violations and come into compliance with the City Code or request a hearing within the fourteen (14) day period, you may be subject to an administrative fine AND the City will come onto the Property and correct (abate) the violations, and assess the costs of abatement along with any penalties and interest incurred. Those costs will be certified to the county auditor and will be collected along with current taxes the following year or in annual installments not exceeding ten as the City Council may determine. The assessments will remain a perpetual lien on the Property until paid in full.

You are further notified that any item removed from the Property by the City will be held for 15 days prior to disposal. Within said 15 days you may reclaim the items held by the City after paying all fees incurred by the City associated with the abatement. If you do not contact the City within 15 days to reclaim the items, all items will be disposed of and sold. Any abated items that are reclaimed and returned to the Property owner that are found to be in violation of the City Code's nuisance provisions shall be abated immediately by the City.

CC Regular Session **7. 3.**

Meeting Date: 06/14/2022

By: Brian McCann, Community Development

Information

Title:

Introduce Ordinance #22-18 to Rezone 15861 Jarvis St NW from R-1 (Rural Developing) to E-3 Employment (Project No. 22-120); Case of Big C Development LLC

Purpose/Background:

The City has received an application from Big C Development LLC (the "Applicant") to rezone the property identified by PID # 18-32-25-33-0002, generally known as 15861 Jarvis St NW (the "Subject Property"), from R-1 Residential (Rural Developing) to E-3 Employment.

Notification:

Staff attempted to notify all property owners of the public hearing with the Planning Commission within 350 feet of the Subject Property of the requested Zoning Amendment via standard U.S. mail and published the Notice of Public Hearing in the Anoka County UnionHerald.

Observations/Alternatives:

Summary

The Subject Property is 7.22 acres in size and zoned R-1 Residential (Rural Developing), but is currently used for industrial business purposes related to the adjacent parcels in the municipality of Elk River to the west. The property to the south is part of the BNSF railroad track and zoned Right-of-Way. The abutting property to the northeast belongs to the Links at Northfork golf course, which is zoned Planned Unit Development (PUD).

The Applicant is seeking this Zoning Amendment to accommodate a future sale of the Subject Property to a potential business to utilize the property for industrial related uses. Outside storage is not permitted in the R-1 Residential District. In the E-3 Employment District, outside storage use of a property would require a Conditional Use Permit (CUP). It is worth noting that since the Subject Property abuts residentially zoned parcels (the golf course), there are greater setbacks for outside storage (forty [40] feet from residential properties), which would restrict where this type of use could occur on the Subject Property. Any future proposal would be subject to the Site Plan review process, and any other land use applications that may be part of the proposal. The Planning Commission would review these when a potential user comes forward.

It is Staff's understanding that the Subject Property has been used periodically for outside storage related to the adjoining business located in Elk River. However, after a review of both the Property File and County records, it does not appear that that use was ever approved or authorized for the Subject Property by the City. Thus, it does not appear that there are any lawful, non-conforming rights that would allow this type of use on the Subject Property. The property did go through the City's code enforcement process in late 2021 and the Ramsey parcel received a close-out notice for resolved violations on-site in October of 2021.

The 2040 Comprehensive Plan shows the Subject Property guided as Business Park, and the E-3 Employment District zoning would be in line with future uses. A Comprehensive Plan Amendment is not required for this application since the proposed zoning meets the guided zoning in the 2040 Comprehensive Plan.

Future Development

Any proposed future development of the parcel for industrial purposes would be subject to the Site Plan process, which includes review of the proposal with the Planning Commission and City Council. The E-3 Employment

District allows outdoor storage (principal or accessory depending on the primary use) as a conditional use, so any proposal including a component of outdoor storage would require a Conditional Use Permit as well.

City Code Sections

Section 117-49. - Zoning amendments.
Section 117-111. - R-1 Residential District.
Section 117-124. - E-3 Employment District.

Alternatives

Alternative 1: Motion to introduce the ordinance rezoning the Subject Property from R-1 Residential (Rural Developing) to E-3 Employment. The Subject Property is not a prime residential location due to it abutting industrial parcels in Elk River. If the property were to be used for the construction of homes, it would only be able to construct about three (3) homes with a dead-end road through industrial properties. A future industrial user could purchase this property with the intention of building a new structure to limit outdoor storage. Furthermore, the rezoning would bring the parcel into compliance with the Future Land Use map in the 2040 Comprehensive Plan. Staff supports this alternative and the Planning Commission recommended approval of it on May 26, 2022.

Alternative 2: Motion to deny the rezoning request for the Subject Property from R-1 Residential (Rural Developing) to E-3 Employment District. The size and surrounding areas of the Subject Property don't appear conducive to a typical residential type of use. If Alternative 2 is supported by the Planning Commission and the City Council, and the Zoning Amendment is ultimately denied, then a Comprehensive Plan Amendment would need to be considered (future meeting) so that the Future Land Use map and Zoning Map are aligned. Staff does not support this alternative.

Funding Source:

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

Recommendation:

The Planning Commission recommends the City Council introduce and adopt Ordinance #22-18 rezoning the Subject Property from R-1 (Rural Developing) to E-3 Employment.

Action:

Introduce Ordinance #22-18 rezoning the Subject Property from R-1 (Rural Developing) to E-3 Employment.

Attachments

Site Location Map
Public Hearing Notice
Land Use Application
Current and Future Land Use
Ordinance #22-18

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	06/08/2022 07:52 PM
Form Started By: Brian McCann		Started On: 05/27/2022 10:18 AM
Final Approval Date: 06/08/2022		

Jarvis St - Zoning Amendment

PID #: 18-32-25-33-0002

15861 Jarvis Street NW



Print Date: April 20, 2022

0 0.0175 0.035 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 NO. 22-120 JARVIS ST ZONING AMENDMENT

CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA

TO WHOM IT MAY CONCERN:

Notice is hereby given that the Planning Commission of the City of Ramsey will hold a Public Hearing on Thursday, May 26, 2022 at 7:00 p.m. at Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, MN 55303. All interested persons are invited to attend and comment on the proposed requests.

The purpose of this hearing is to consider a request from Big C Development, LLC for a Zoning Amendment to rezone their property in conformance with the 2040 Comprehensive Plan. The property is currently zoned R-1: Rural Developing the proposed zoning is E-3: Employment District and the property is generally described as 15861 Jarvis St NW, Ramsey, MN 55303 and legally described as follows:

> THAT PRT OF S 1155 FT OF W 297 FT OF SW1/4 OF SW1/4 OF SEC 18 TWP 32 RGE 25 LYG N OF RR R/W, EX RD, SUBJ TO EASE OF REC, Anoka County, Minnesota.

The City of Ramsey complies with the Americans with Disabilities Act and upon advance request, information will be provided in an alternative form and interpreters will be available. Any person with such a request should contact Nicole Laubach at 763-433-9824 by noon on Wednesday, May 18, 2022.

All interested persons are invited to watch the meeting from a PC, Mac, Linus, IOS, or Android at www.cityoframsey.com/meetings.

Comments are welcome and shall be sent to planning@cityoframsey.com or addressed to the Ramsey Planning Commission, at 7550 Sunwood Drive NW, Ramsey, MN 55303. Any comments must be received at the above email or address prior to 4:00 p.m. on May 26, 2022. For any other inquiries relating to this project contact Chris Anderson at 763-433-9817 or canderson@cityoframsey.com.

Todd Larson
Planning Manager

Date: May 11, 2022

Land Use Application

☐ Plat – Sketch Plan	☐ Plat – Preliminary Plat	☐ Plat – Final Plat
☐ Administrative Plat	☐ Site Plan Review	☐ Easement/ROW Vacation
☐ Conditional Use Permit	☐ Interim Use Permit	☐ Comprehensive Plan Amendment
■ Zoning Amendment	☐ Home Occupation Permit	☐ Variance
☐ Dwelling Moving Permit	☐ Environmental Permit	☐ Registered Land Survey
☐ Non-Traditional Animal License	☐ Beekeeping License	☐ Private Kennel License

Applicant Contact Information

Please note: All official communication will be routed through this contact.

Name:	Big C Development LLC Stan Lebakken		
Street Address:	15861 Jarvis ST NW		
City, State, ZIP:	Ramsey		
Home Phone:		Work Phone:	6127205111
Email:	sdlebakken@gmail.com	Fax Number:	7634218282
Name of Business (if applicable):	Big C development LLC		
Business Address (if applicable)	PO BOX 424		
Business City, State, ZIP	Anoka MN 55303		
Business Phone:		Business Fax:	

Subject Property Information

(Location of Application)

Address	15861 Jarvis ST NW Ramsey MN 55303
PIN	18-32-25-33-0002
Legal Description	twp 32 rge 25 lyg n of r/w ex rd
Zoning District	R-1

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:	BIG C Development LLC		
Street Address:	PO BOX 424		
City, State, ZIP:	Anoka MN 55303		
Home Phone:		Work Phone:	6127205111
Email:	sdlebakken@gmail,com	Fax Number:	7634218282

Please provide a detailed description of your request and attached a copy of a scaled site plan

Zoning Amendment for 15861 Jarvis ST NW To rezoning to E-3

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	Stanley D Lebakken	Co-Applicant Signature	
Printed Name	Stanley D Lebakken	Printed Name	
Title	Owner	Title	
Date	04/16/2022	Date	

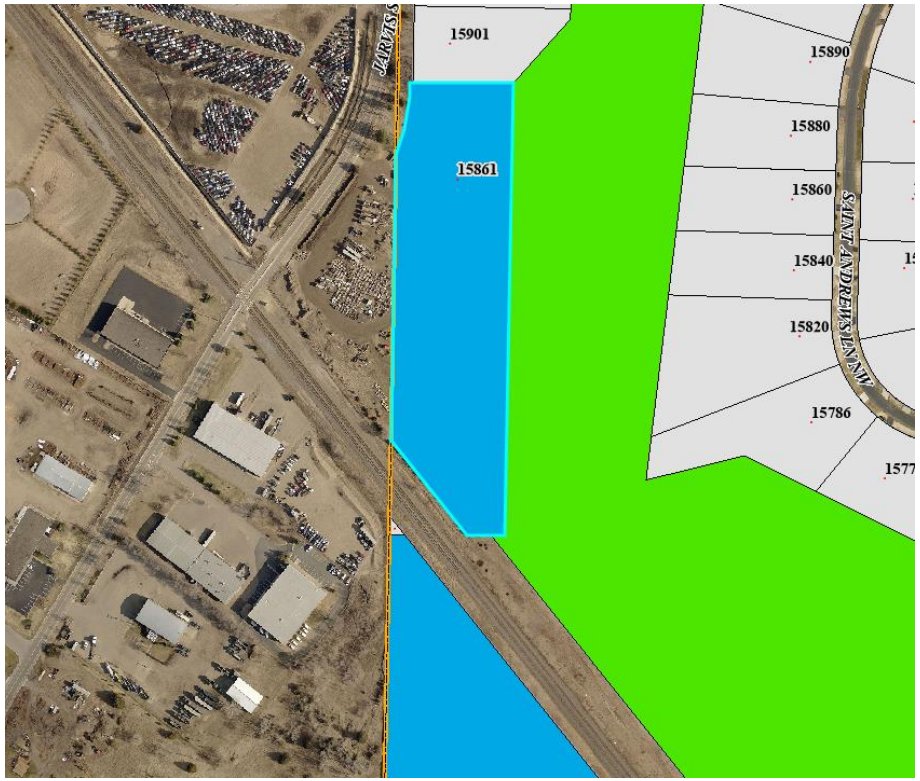
I understand that the application fee is non-refundable. All costs associated with the processing of this application are the responsibility of the applicant whether this application is approved or denied. Any excess of escrow account deposits over expenditures will be refunded at the time of account 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	Stanley D Lebakken	Property Owner Signature	
Printed Name	Stanley D Lebakken	Printed Name	
Title	Owner	Title	
Date	04/16/2022	Date	

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.

Current Guidance and Zoning

2040 Comp Plan (Business Park)



Zoning District: R-1 (Rural Developing)



ORDINANCE #22-18

CITY OF RAMSEY
ANOKA COUNTY
STATE OF
MINNESOTA

AN AMENDMENT TO CHAPTER 117 WHICH IS KNOWN AS THE ZONING AND SUBDIVISIONS CHAPTER OF THE CITY CODE OF RAMSEY, MINNESOTA.

AN ORDINANCE AMENDING SECTION 117-90 "MAP" OF CHAPTER 117 OF THE CITY CODE OF RAMSEY, MINNESOTA.

SECTION 1. AMENDMENT

The following legally described property or portions thereof, are hereby rezoned from R-1 Residential (Low Density) to E-3 Employment (Business Park):

> That part of the South 1155 feet of the West 297 feet of the Southwest Quarter of the Southwest Quarter of Section 18, Township 32, Range 25, Lying North of Railroad Right-of-Way, Excluding Road, Subject to Easement of Record, Anoka County, Minnesota

SECTION 2. MAP

The City is hereby instructed to cause this amendment to be shown on the "City of Ramsey Zoning Map", which map was adopted pursuant to Section 117-90 of the Ramsey City Code.

SECTION 3. EFFECTIVE DATE

This ordinance becomes effective 30 days after its passage and publication, subject to City Charter Section 5.04.

PASSED by the City Council of the City of Ramsey, Minnesota the 28th day of June, 2022.

_____
Mayor

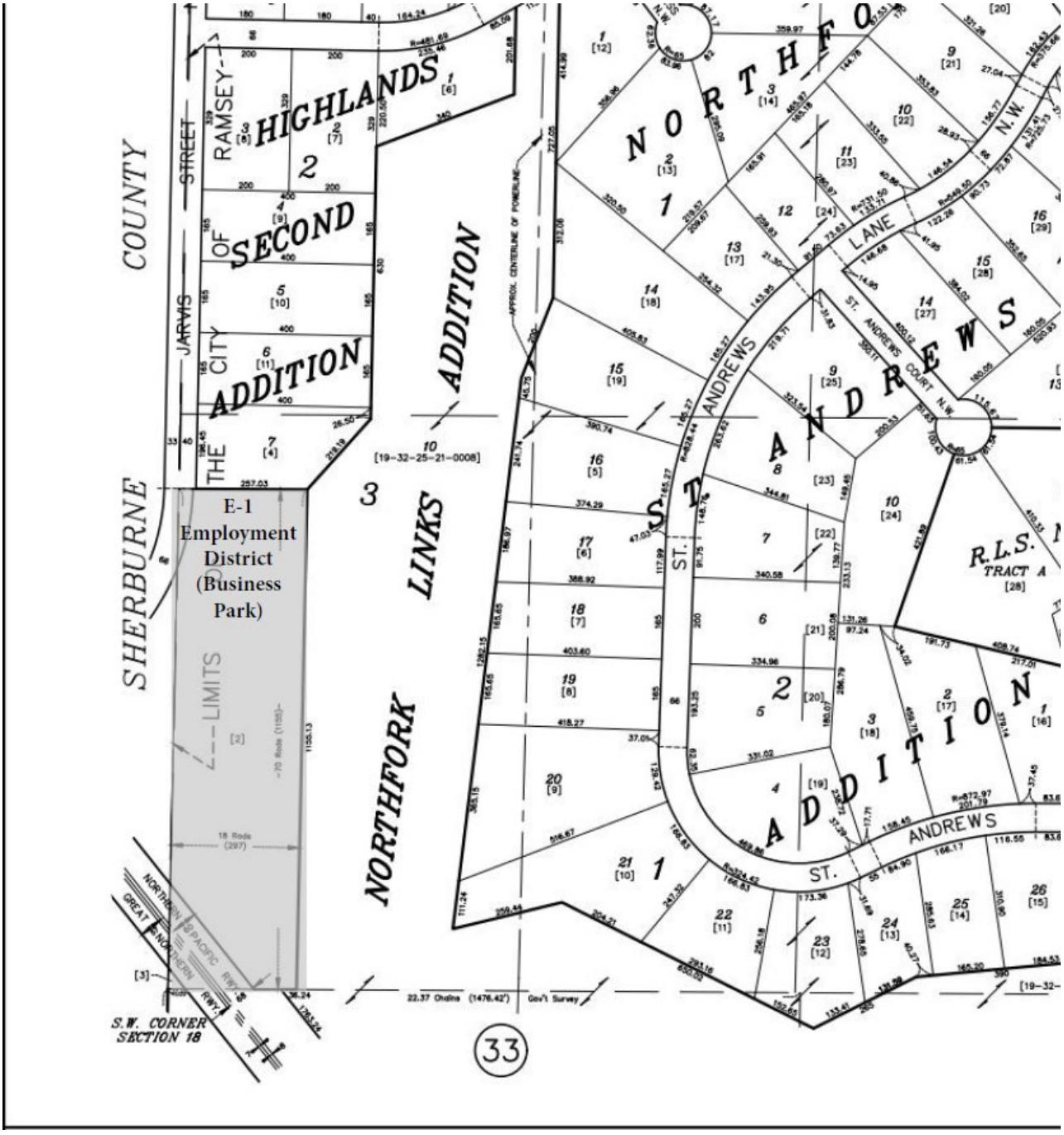
ATTEST:

_____
City Clerk

Introduction date:

Posting dates:
Adoption date:
Publication date:
Effective date:

EXHIBIT 1


E-1
Employment
District
(Business
Park)
COUNTY
SHERBURNE
RAMSEY
JARVIS
STREET
THE CITY OF SECOND ADDITION HIGHLANDS
THE FIRST ADDITION NORTHFORK LINKS
NORTHFORK
LINKS
ADDITION
NORTHFORK
ADDITION
ANDREWS
ST.
ANDREWS COURT N.W.
ANDREWS LANE N.W.
ANDREWS ST.
R.L.S. TRACT A
LIMITS
NORTHERN PACIFIC RWY.
GREAT NORTHERN RWY.
S.W. CORNER SECTION 18
22.37 Chains (1476.42') Gov't Survey
33

CC Regular Session **7. 4.**

Meeting Date: 06/14/2022

By: Brian McCann, Community Development

Information

Title:

Consider Extension for a Request for a Home Occupation Permit at 6131 Green Valley Rd NW (Project No. 22-118); Case of J. Hill Container Company

Purpose/Background:

The City received an application from Jeff Hillman (the "Applicant") requesting a Level II Home Occupation Permit for a container business in the home as well as in a detached accessory structure located on the property generally known as 6131 Green Valley Rd NW (the "Subject Property"). At this time, the Applicant is requesting an extension from the City Council to review at a future meeting, instead of this meeting as originally intended.

Notification:

Notifications of this proposal were sent via Standard US Mail to Property Owners within 350 feet of the Subject Property regarding the public hearing with the Planning Commission, as reflected by Anoka County Property Records. A notice was also published in the Anoka UnionHerald, the City's Official newspaper for the public hearing. Notification is not required for a request to extend the application.

Time Frame/Observations/Alternatives:

City Council - May 10, 2022

The City Council reviewed and tabled the request until the May 24th meeting, or the June 14th meeting if an architectural code analysis needed to be conducted for the conversion of the structure for commercial/industrial operations. The analysis is required and has not been received at the time of writing this case, but is anticipated for further discussion with the Applicant's architect and the Applicant within the coming weeks.

A 60-day extension letter was sent to the property owner following the May 10 meeting, providing until July 22, 2022 for a formal approval or denial of the request. The Applicant has since requested an extension to a future meeting to accommodate working with his architect. Recommended action at this time would be to table the request until the analysis is prepared and reviewed by City Staff.

Alternatives

Alternative #1: Grant an extension to a future meeting (either June 28 or July 12) after the architectural code analysis has been completed and reviewed by City Staff, prior to the 60-day extension deadline of July 22, 2022. City Staff are supportive of this alternative.

Funding Source:

The Applicant is responsible for all costs related to this request.

Recommendation:

City Staff recommend a motion to grant the Applicant's request for an extension to a future meeting to accommodate for the submittal of an Architectural Code Analysis related to the request.

Outcome/Action:

Motion to grant an extension to a future meeting (June 28 or July 12) to accommodate for the submittal of an Architectural Code Analysis related to the request.

Attachments

Public Hearing Notice
Site Location Map
Land Use Application
Narrative
HOP Questionnaire
Variance from 1986
Current Building Uses with Size
CUP from 1999
Res #22-085
Request for Extension

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	06/08/2022 09:26 PM
Form Started By: Brian McCann		Started On: 06/07/2022 04:04 PM
Final Approval Date: 06/08/2022		

City of RAMSEY

7550 Sunwood Drive NW • Ramsey, MN 55303
City Hall: 763.427.1410 • Fax: 763.427.5543
www.cityoframsey.com

NOTICE OF PUBLIC HEARING
PROJECT NO. 22-118: J. HILL CONTAINER COMPANY, INC.

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, April 28th, 2022, at 7:00 pm, at Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, MN 55303.

The purpose of this hearing is to consider a request for a Home Occupational Permit to allow the storage, assembly, and transport of corrugated boxes within the accessory structure located on the property generally known as 6131 Green Valley Road NW and legally described as follows:

> LOT 10A BLK 1 GREEN VALLEY ESTATES 2ND ADD; SUBJ TO EASE OF REC, Anoka County, Minnesota

All interested persons are invited to attend and comment on the proposed requests. The City of Ramsey complies with the Americans with Disabilities Act and upon advance request, information will be provided in an alternative form and interpreters will be available. Any person with such a request should contact Brian McCann at 763-433-9860 by noon on Wednesday, April 20th, 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 April 28th, 2022.

Sincerely,

Brian McCann
City Planner

Date: April 13, 2022

J. Hill Container - Level II HOP

PID #: 02-32-25-31-0006

6131 Green Valley Rd NW



03/24/2022

0 0.0175 0.035 0.07 0.105 0.14 mi

Land Use Application

☐ Plat – Sketch Plan	☐ Plat – Preliminary Plat	☐ Plat – Final Plat
☐ Administrative Plat	☐ Site Plan Review	☐ Easement/ROW Vacation
☐ Conditional Use Permit	☐ Interim Use Permit	☐ Comprehensive Plan Amendment
☐ Zoning Amendment	☐ Home Occupation Permit	☐ Variance
☐ Dwelling Moving Permit	☐ Environmental Permit	☐ Registered Land Survey
☐ Non-Traditional Animal License	☐ Beekeeping License	☐ Private Kennel License

Applicant Contact Information

Please note: All official communication will be routed through this contact.

Name:	Jeffrey Hillman		
Street Address:	6131 Green Valley Rd		
City, State, ZIP:	Ramsey, MN 55303		
Home Phone:	612.220.4864	Work Phone:	763.273.2960
Email:	jeff@jhillcontainer.com	Fax Number:	
Name of Business (if applicable):	J Hill Container Company, Inc		
Business Address (if applicable)	6131 Green Valley Rd		
Business City, State, ZIP	Ramsey, MN 55303		
Business Phone:	763.241.3895	Business Fax:	

Subject Property Information

(Location of Application)

Address	6131 Green Valley Rd
PIN	02-32-25-31-0006
Legal Description	GREEN VALLEY ESTATES 2ND ADDITION
Zoning District	1a RESIDENTIAL

Contact the Planning Division at 763-433-9824 or planning@cityoframsey.com to request a Zoning Verification

Property Owner Information

(If different than Applicant)

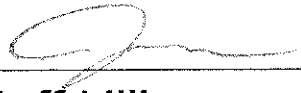
Name:			
Street Address:			
City, State, ZIP:			
Home Phone:		Work Phone:	
Email:		Fax Number:	

Please provide a detailed description of your request and attached a copy of a scaled site plan

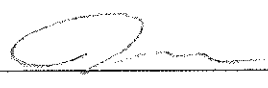
The property is just over 10 acres Has a pole barn 64x30 (1920sq) a Heated shop 48x66 (3168sq) Cold storage 152x66 (10,032sq) connected with a breezeway 14x18 (252sq) so in total approximately 15,372 sqft The building would be mainly used to store corrugated boxes and materials along some other misc packaging materials. Tape, glue, staples, paper, pallets etc.

The barn and shop would be used assembly of corrugated partitions, boxes and other miscellaneous labor fulfillment jobs as needed.

A "Land Use Sign" will be placed on the Subject Property to allow Ramsey Residents the opportunity to obtain information about your request.

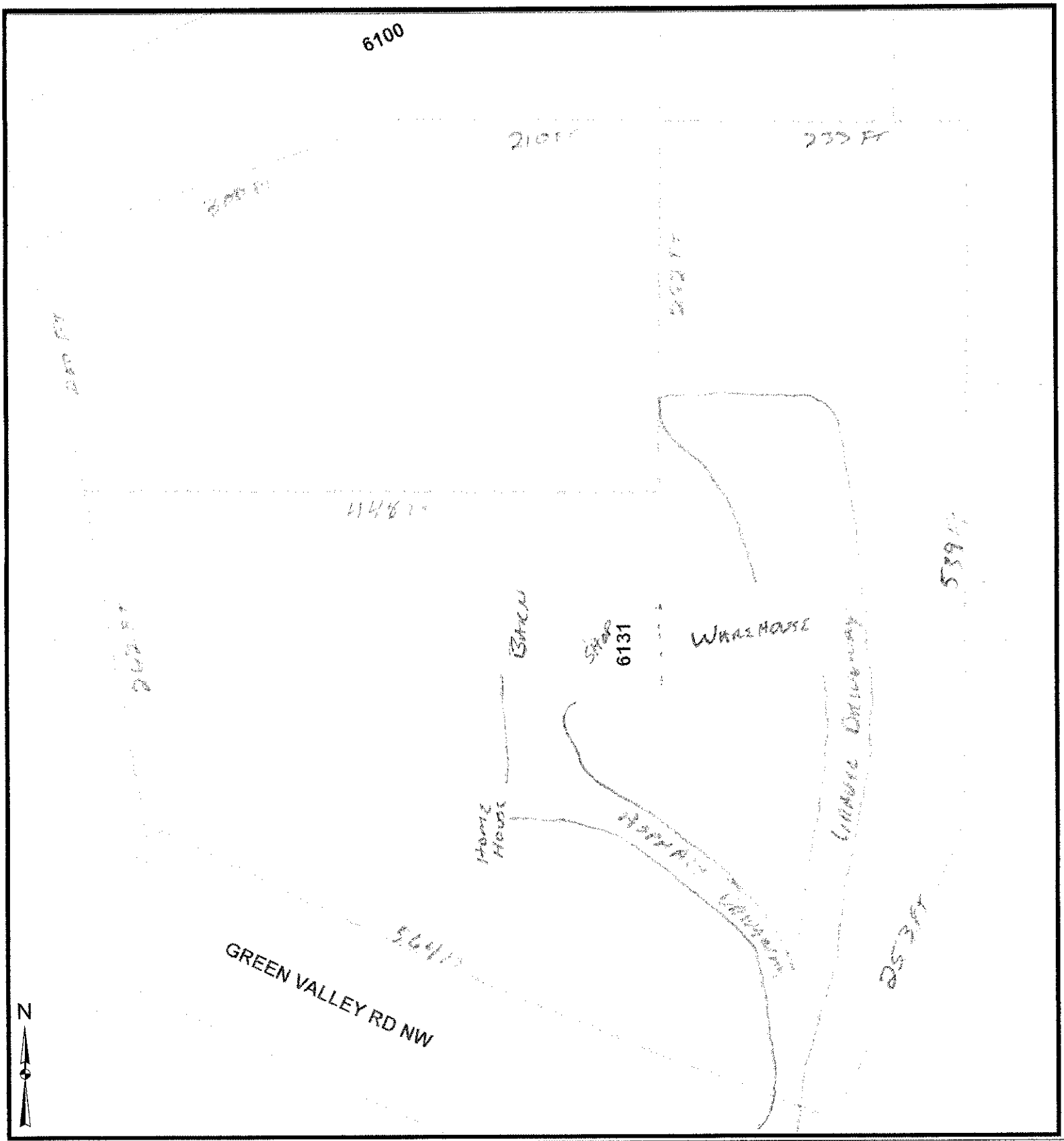
Applicant Signature		Co-Applicant Signature	
Printed Name	Jeff Hillman	Printed Name	
Title	President	Title	
Date	3/23/22	Date	

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	Jeff Hillman	Printed Name	
Title	Owner	Title	
Date	3/23/22	Date	

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.

Anoka County Parcel Viewer



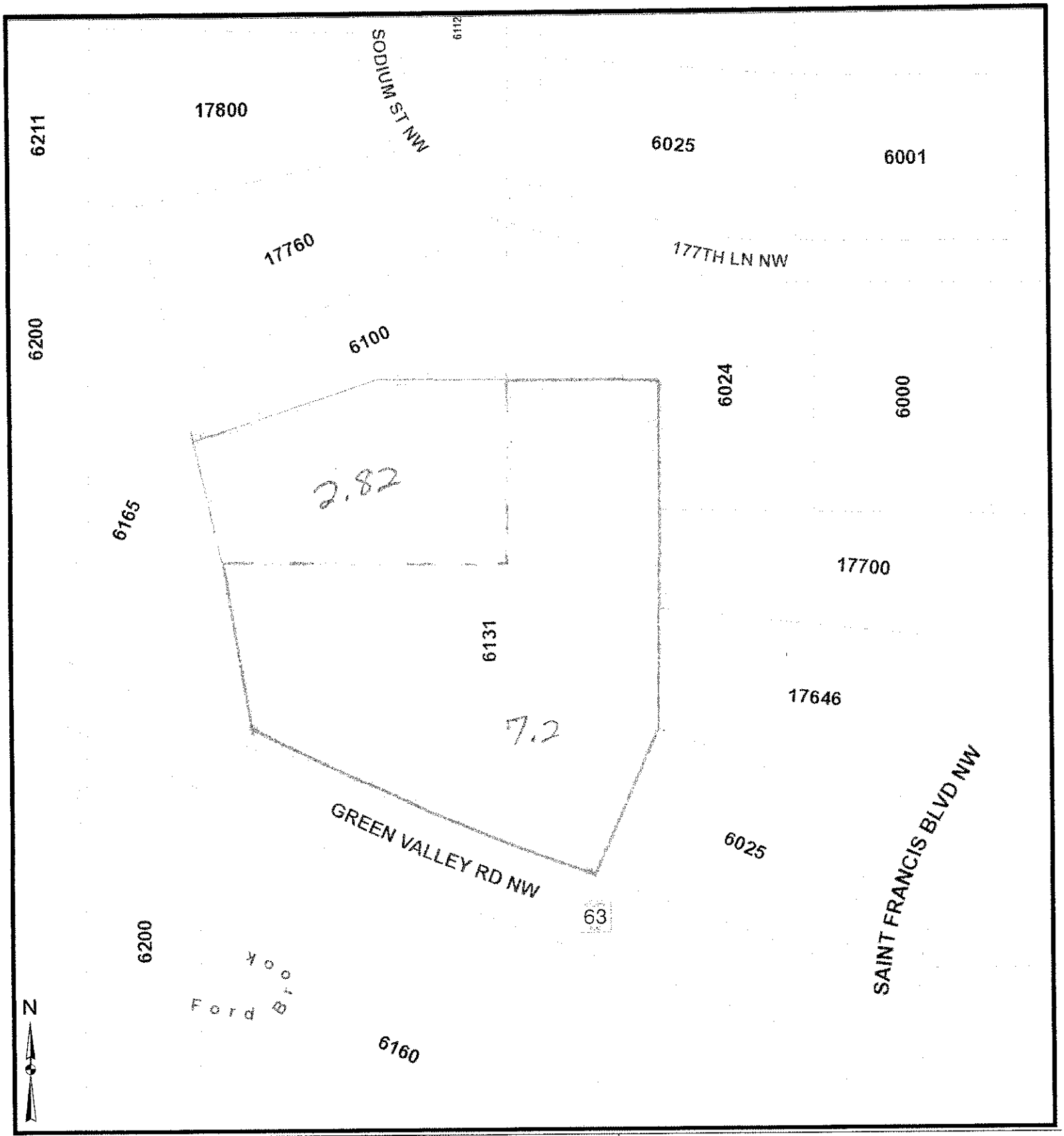
Parcel Information: Approx. Acres: 7.2
02-32-25-31-0006 Commissioner: MATT LOOK
6131 GREEN VALLEY RD NW
RAMSEY
MN 55303
Plat: GREEN VALLEY ESTATES 2ND ADDITION

Owner Information:
HILLMAN, DESIREE
6131 GREEN VALLEY RD NW
RAMSEY
MN
55303

Anoka County GIS	1:1,200	Date: 3/23/2022

Disclaimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed. This is not a legal document and should not be substituted for a title search, appraisal, survey, or for zoning verification.

Anoka County Parcel Viewer



Parcel Information: Approx. Acres: 7.2
02-32-25-31-0006 Commissioner: MATT LOOK
6131 GREEN VALLEY RD NW
RAMSEY
MN 55303
Plat: GREEN VALLEY ESTATES 2ND ADDITION

Owner Information:
HILLMAN, DESIREE
6131 GREEN VALLEY RD NW
RAMSEY
MN
55303

Anoka County GIS | 1:2,400 | Date: 3/23/2022

Disclaimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed. This is not a legal document and should not be substituted for a title search, appraisal, survey, or for zoning verification.

Hi Brian,

We are a small company that started in the corrugated box business of making and assembling cardboard partitions, the business of J Hill Container. These are divider inserts that fit into boxes to separate parts or materials and add protection during shipments, storage, or transportation.

Being established in Nov of 2007, we have grown a fair amount from the start, but still remain a small company. We now do more fulfillment work which not only initials partition assembly, but box handle placement, labeling, gluing, box erecting, packing, etc. Basically, a lot of hands-on work labor. We have used a lot of my personal family along with our own kids and their teenage friends over the years. It has let us to working with high schools such as Elk River and Big Lake and getting kids into work release education programs.

J Hill Container is not a large-scale manufacturing company but unfortunately would be categorized because we manufacture wholesale products. We would more resemble a small cabinet making shop. We have table saws and radial arm saws for cutting and slotting the corrugated materials. Not big machinery that is traditionally foreseen with the large manufactures in the corrugated business.

J Hill also acts as a broker or middleman as to buying and selling products mainly corrugated boxes and materials. This comes with purchasing larger quantities due to today's economy. In turn, whereas this large building comes into play for storage and usage to us

We'd like to propose future potential for the building / property. We might have 1-2 trucks coming on property daily. Potentially, could have 3-4 trucks max. Trucks would be considered mostly dock trucks, van trucks, occasionally semi-trailers. We could also have 2-4 personal on site at one time.

This is more of an abnormal residential property due the acreage and the size of our outbuildings. The access is off County Road 63, Green Valley Road, which acts a cut through road between Co Rd 47 and Co Rd 5. There is a numerous number of dock truck and semi traffic coming through daily. I believe the truck traffic we would have wouldn't be noticeable or out of the ordinary.

Please let me know if you have any other questions. Hopefully I provided a good clear picture of our business and what we'd like to potentially have with the building and property.

Thank you

Address: 6131 Green Valley Rd
Ramsey, MN 55303

Home Occupation Supplemental Questionnaire

Does the home occupation owner live in the home on the property? Yes (X) -or- No ( )

Does the home occupation owner rent or own the property? Yes (X) -or- No ( )

Will any part of the occupation be conducted in the home? Yes (X) -or- No ( )

If so, what activities will be conducted in the home and in which room(s)?

accounts payable, accounts receivables - Computer work

What is the gross living area of the home? 3240 Sq Ft

How much of that area will be used for the occupation? 50 Sq Ft.

Will an attached garage or any detached accessory building or garage be used for the occupation? Yes (X) -or- No ( )

If so, explain:

at this point we are warehousing some materials.

Will there be at least 400 square feet of garage space reserved for indoor residential parking and storage related to the residential use on the property? Yes (X) -or- No ( )

Will any structural additions or alterations to home or garages be required for this occupation?
Yes ( ) -or- No (X)

If so, explain:

Will you employ persons that do not live in the home on the property? Yes (X) -or- No ( )

If yes, how many non-resident employees will work on the site? 1

How many non-resident employees will work off-site? 3

Will it be necessary employees working off-site to come to the home? yes

If so, explain:

We have a truck driver come to the warehouse

Will customers or clients come to the property? Yes ( ) -or- No (X)

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.)?

3-4

Will any vehicles, other than your private car(s), be used in connection with the home occupation? Yes (X) -or- No ( )

If so, provide number, size and type of vehicles:

1 dock Truck

Do you intend to store supplies and/or materials on the site? Yes (X) -or- No ( )

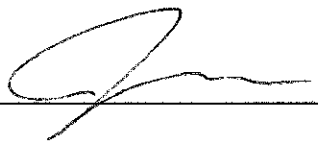
Please describe items to be stored and where?

Corrugated sheets + Boxes, misc materials.

Are any of the home occupation processes or materials subject to review and permitting by Anoka County Environmental Services? Yes ( ) -or- No (X)

If so, explain and/or provide necessary documents.

Homeowner's Name: Jeffrey Hillman Date: 3-10-22

Homeowner's Signature: 

Email: Jeff@JHillContainer.com Phone: 612-220-4864

Brief Description of Home Occupation:

Small Corrugated Box Company. We manufacturer Boxes and corrugated partitions | dividers, At our site in Elk River, that we would like to evenually move to this location. We also brokerage boxes and corrugate materials.

As of right now we are warehousing materials and have 1 to 2 trucks a day. Sometimes no trucks. Our hours that trucks may come and go are between 8-5.

Commissioner Deemer moved the adoption of the following findings of fact:

FINDINGS OF FACT #0153
GERALD BAUER

1. That Gerald Bauer, hereinafter referred to as "Applicant", has properly applied for a Board of Adjustment variance to construct an accessory structure taller than permitted by City Code.

2. That the Applicant appeared before the Board of Adjustment for a public hearing pursuant to Section 170.013G of the City Code on December 29, 1986 and that said public hearing was properly advertised and that the minutes of said public hearing are hereby incorporated as a part of these findings by reference.

3. That the subject property is generally known as 6131 Green Valley Road and is legally described as follows:

Lot 3, Block 1, Green Valley Estates, Anoka County, Minnesota.

4. That the subject property is located in the R-1R Residential District and is approximately 8 acres in size.

5. That the Applicant is requesting a variance to construct a 23 foot tall accessory structure.

6. That Section 170.015G of the City Code states that no accessory structure shall exceed 16 feet in height.

7. That the Applicant has stated that he is proposing to construct the accessory structure to house his horses.

8. That the Applicant has stated that he is requesting a variance in order to maintain the roofline and rural character of the accessory structure.

9. That the Applicant has stated that such variance is necessary to preserve a substantial property right similar to that possessed by other properties in the R-1R Residential district.

10. That if the variance is granted, the variance will not grant the Applicant any special privileges.

11. That if the variance is granted, the variance will not be materially detrimental to the purposes of the zoning ordinance or to other properties in the R-1R Residential district.

12. That if the variance is granted, the variance will not substantially increase demand for services or impair property values in the neighborhood.

13. That the proposed accessory structure shall comply with all other requirements and specifications of the City.

14. That the Applicant completed a minor subdivision of the subject property as

directed by the Planning and Zoning Commission and if the property had not been subdivided, no variance would be necessary as the structure could be constructed as an agricultural structure.

15. That Cindy Rychner, 6200 177th Lane N.W., telephoned City staff on December 29, 1986 and commented that she had no concerns with Mr. Bauer's request.

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

Chairman Zimmerman, Commissioners Deemer, Shumway, Hendriksen, LaDue and Peterson

and the following voted against the same:

None

and the following abstained:

None

and the following were absent:

Commissioner Howell

whereupon said findings of fact were declared duly adopted by the Ramsey Board of Adjustment this the 29th day of December, 1986.

_____
Chairman

ATTEST:

_____
Secretary

VARIANCE

GERALD BAUER
6131 GREEN VALLEY ROAD
RAMSEY, MINNESOTA

On December 29, 1986 a variance was issued by the Ramsey Board of Adjustment to Gerald Bauer for the construction of an accessory structure taller than allowed by City Code on the property at 6131 Green Valley Road, which property is legally described as follows:

Lot 3, Block 1, Green Valley Estates, Anoka County, Minnesota.

This variance was issued pursuant to Section 170.013 of the Ramsey City Code. This variance is perpetual in its duration so long as the conditions imposed herein are complied with. The conditions of this variance are as follows:

1. The accessory structure shall be constructed in accordance with the specifications of the City.

2. No commercial or industrial activity shall be conducted from the site or accessory structure.

3. The accessory structure shall have a design and exterior facing finish which is compatible with the principal structure.

4. The height of the accessory structure shall not exceed the height of the principal structure on the property.

Gerald Bauer hereby acknowledges receipt of this variance and that he has reviewed the conditions of the variance and has agreed that he will comply with the terms of this variance.

By:_____ Date:_____
Gerald Bauer


Truck Terminal
34.7'
771.8sq ft
22.9'
113.5'
33.4'
22.4'
117.4'
131.8'
33.5'
13.3'
Personal Storage and Manufacturing
43.4'
6,838.1sq ft
424.6'
33.0'
50.7'
73.6'
9,445.3sq ft
405.7'
Personal Storage and Warehousing
38.2'
131.1'

333740
1427221

A 02-32-25-31-0006
T 24-0013

Councilmember Haas Steffen introduced the following resolution and moved for its adoption:

RESOLUTION NO. 99-03-052

A RESOLUTION APPROVING THE ISSUANCE OF A CONDITIONAL USE PERMIT BASED ON FINDINGS OF FACT #0487 AND DECLARING TERMS OF PERMIT TO EXCEED THE TOTAL AMOUNT OF ACCESSORY STRUCTURE SPACE ALLOWED ON A PARCEL OF LAND, AND THE SINGLE BUILDING AREA AND HEIGHT RESTRICTIONS

WHEREAS, the Ramsey City Council adopted Resolution No. 98-03-051 adopting Findings of Fact #0487 for this use and herein approves the Conditional Use Permit subject to the following conditions.

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

On March 23, 1999, a Conditional Use Permit ("CUP") was issued by the City of Ramsey ("City") to Gregory Landowski ("Permittee") for an overage in total accessory structure space, and single building area and height restrictions on the property generally known as 6131 Green Valley Road and legally described as follows:

Lot 10 and 10A, Block 1, Green Valley Estates 2nd Addition, Anoka County, Minnesota

("Subject Property")

This permit is issued pursuant to Section 9.03.04 and 9.11.02 of the Ramsey City Code. The conditions of this permit are as follows:

1. That this resolution shall allow for the construction of a 13,200 square foot indoor riding arena ("Structure') on the Subject Property that shall not exceed 26 feet in height from grade to peak. Said Structure is approved for construction with 29 gauge steel panels, color matched to the home.

2. The Permittee shall obtain all necessary permits prior to commencing any construction of the Structure.

3. That no commercial or industrial activity of any type shall be permitted in said Structure unless the necessary permits have been obtained from the City of Ramsey.

4. That the Permittee shall be responsible for all City costs incurred in administering and enforcing this conditional use permit.

5. That the Permittee herein agrees to remedy a justifiable nuisance complaint resulting from the horse related activities on the property within a 24 hour period. The City Administrator or his/her designee shall have the authority to determine whether a nuisance complaint is justified or not.

6. That the City Administrator, or his/her designee, shall have the right to inspect the premises for compliance and safety purposes annually or at any time, upon reasonable request.

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

Mayor Thomas Gamec
Councilmember Natalie Haas Steffen
Councilmember Terry Hendriksen
Councilmember Susan Anderson
Councilmember Gerald Zimmerman

and the following voted against the same:

None

and the following abstained:

None

and the following were absent:

None

whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this 23rd day of March, 1999.

Gregory Landowski, hereby acknowledge receipt of this permit and that he has reviewed the conditions of this permit and has agreed that he will comply with the terms of this permit.

GREGORY LANDOWSKI

STATE OF MINNESOTA)
) SS.
COUNTY OF Anoka)

On this 12 day of April, 1999, before me a Notary Public, personally appeared Gregory Landowski, a single person, to me known to be the person described in and who executed the foregoing instrument and acknowledged that he executed the same as his free act and deed.

JO ANN M. THIELING
NOTARY PUBLIC-MINNESOTA
ANOKA COUNTY
My Commission Expires Jan. 31, 2...

Notary Public

CITY OF RAMSEY:

By: _____
Mayor

By: _____
City Administrator

CITY OF RAMSEY * MINNESOTA * MUNICIPAL CORP. * ANOKA COUNTY

STATE OF MINNESOTA)
) SS.
COUNTY OF ANOKA)

On this 12 day of April, 1999, before me, a Notary Public, personally appeared Thomas G. Gamec and James E. Norman, to me personally known, who, being each by me duly sworn did say that they are respectively the Mayor and City Administrator of the City of Ramsey, the Municipal Corporation named in the foregoing instrument, and seal affixed to said instrument is the corporate seal of said Municipal corporation, and the said instrument was signed and sealed on behalf of said Municipal Corporation by authority of its City Council, and said Thomas G. Gamec and James E. Norman acknowledge said instrument to be the free act and deed of said Municipal Corporation.

JO ANN M. THIELING
NOTARY PUBLIC-MINNESOTA
ANOKA COUNTY
My Commission Expires Jan. 31, 2...

Notary Public

The document was drafted by:
The City of Ramsey
15153 Nowthen Blvd. NW
Ramsey, Minnesota

This document was reviewed by:
Randall, Dehn and Goodrich
2140 Fourth Avenue
Anoka,Mn 55303

TORRENS

Receipt # 48873 / 19.50
Date/Time: 5/06/99 / 17
Doc. Order 1 of 1
✓ by: Recordability: Jap
Filing Fees: 1950
Well Certificate Received this Date:
Refund Rec't #

☐ Certified Copy Date Mailed
☐ Tax Liens / Releases
☐ Multi-Co Doc Tax Pd

☐ Transfer ☐ New Desc.
☐ Division ☐ GAC
☐ Status ☐ Def. Spec
☐ Other ☒ No Change
Notes:

From Cert. # 75097 A # of New Certs.: 0
Tract
Typed
Updated: / Comp. Entry
Comp. Complete

BK 237 PG 57 NO 75097

DOCUMENT NO. 333740.0 TORRENS

ANOKA COUNTY MINNESOTA

I HEREBY CERTIFY THAT THE WITHIN INSTRUMENT WAS FILED IN THIS OFFICE
FOR RECORD ON MAY 06 1999
AT 5:00 PM AND WAS DULY RECORDED.
FEES AND TAXES IN THE AMOUNT OF $19.50 PAID.

RECEIPT NO. 1999048873

EDWARD M. TRESKA
ANOKA COUNTY PROPERTY TAX ADMINISTRATOR/RECORDER/REGISTRAR OF TITLES
BLP
BY _____
DEPUTY PROPERTY TAX ADMINISTRATOR/RECORDER/REGISTRAR OF TITLES

ABSTRACT

Receipt # 48876 / 19.50
Date/Time: 5/6 / 17:00
Doc. Order 1 of 1
✓ by: Pins: N
Recordability / Delqs: BP
Filing Fees: 19.50
Well Certificate Received this Date:
Anoka County Recorder

☐ Certified Copy Date Mailed
☐ Tax Liens / Releases
☐ Multi-Co Doc Tax Pd

☐ Transfer ☐ New Desc.
☐ Division ☐ GAC
☐ Status ☐ Def. Spec
☐ Other ☒ No Change

Notes:

DOCUMENT NO. 1427221.0 ABSTRACT

ANOKA COUNTY MINNESOTA

I HEREBY CERTIFY THAT THE WITHIN INSTRUMENT WAS FILED IN THIS OFFICE
FOR RECORD ON MAY 06 1999
AT 5:00 PM AND WAS DULY RECORDED.
FEES AND TAXES IN THE AMOUNT OF $19.50 PAID.

RECEIPT NO. 1999048876

EDWARD M. TRESKA
ANOKA COUNTY PROPERTY TAX ADMINISTRATOR/RECORDER/REGISTRAR OF TITLES
BLP
BY _____
DEPUTY PROPERTY TAX ADMINISTRATOR/RECORDER/REGISTRAR OF TITLES

FILE IN TORRENS

333740.0 TORRENS
RAMSEY CITY OF
ATTN LINDA MEYER
15153 NOWTHEN BLVD NW
ANOKA, MN 55303

Councilmember _____ introduced the following resolution and moved for its adoption:

RESOLUTION #22-085

A RESOLUTION APPROVING A HOME OCCUPATION PERMIT FOR WAREHOUSING OPERATIONS OF A CONTAINER BUSINESS ON THE PROPERTY LOCATED AT 6131 GREEN VALLEY RD NW AND DECLARING TERMS OF PERMIT

RECITALS

1. Jeff Hillman, hereinafter referred to as the "**Permittee**", has properly applied for a Home Occupation Permit (the "**Permit**") to operate a container business (the "**Home Occupation**") on the property located at 6131 Green Valley Rd NW and legally described as follows:

   LOT 10 BLK 1 GREEN VALLEY ESTATES 2ND ADD; SUBJ TO EASE OF REC, Anoka County, Minnesota

   (the "**Subject Property**")

2. That on February 11, 2022, a code enforcement case was opened for a home occupation violation at the **Subject Property**, and a first notice of violation was sent to the **Permittee.**

3. That on February 23, 2022, the **Permittee** contacted Staff and stated that he would address the violations and apply for the Home Occupation Permit.

4. That on March 23, 2022, the **Permittee** submitted a completed questionnaire regarding the **Home Occupation** on the **Subject Property**.

5. That on March 24, 2022 the **Permittee**, submitted a completed land use application for a Home Occupation Permit to operate a container business on the **Subject Property**.

6. That the **Subject Property** is zoned R-1 Residential (Rural Developing) and the surrounding parcels to the east, west, and north are also zoned R-1 Residential (Rural Developing). The parcels to the south of the **Subject Property** are zoned PUD (Planned Unit Development).

7. That the **Subject Property** is approximately 7.20 acres in size and is surrounding lots range in size from 2.60 acres to 8.34 acres.

8. That the **Subject Property** is guided for Rural Developing (residential) in the City's Future Land Use Map.

9. That the **Permittee** owns the **Subject Property**, and will occupy the dwelling while conducting business on the **Subject Property**.

10. That the **Home Occupation** is proposed to be based out of the home, and the 13,200 square foot accessory structure on site where the container equipment and materials will be stored. A site plan has been included.

11. That the **Permittee** has stated the 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).

12. There are no business signs at the **Subject Property**.

13. That the **Permittee** has stated there will be no more than four (4) employee vehicles coming to the property per day. Employees may not park on Green Valley Road NW.

14. That the **Home Occupation** employs four (4) other employees.

15. That the **Permittee** has proposed to store two (2) semi-trailers, and a dock truck outside related to the **Home Occupation**. Employee vehicles parked at the **Subject Property** are not included in this proposal.

16. That the **Permittee** has stated employee parking will be off of the public street on the driveway.

17. That 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 call and email in an office inside the home. Customers do not come to the **Subject Property**.

18. Hours of operation

19. That the City finds the **Home Occupation** operates beyond the parameters of Level I home occupation permit requirements (City Code Section 117-351 and Ordinance #22-06) and therefore requires Planning Commission and City Council review and approval.

20. That City Staff inspected the **Subject Property** on April 13, 2022 and noted the **Subject Property** is not in compliance with City Code requirements related to home-based businesses related to the request, or off-street parking due to the presence of commercial vehicles.

21. That the Planning Commission met and held a duly noticed public hearing on April 28, 2022 during their regularly scheduled meeting and recommended approval of the **Permit** if the use is strictly for warehousing operations.

22. That the City Council **approved/denied** the request during their regularly scheduled meeting on May 10, 2022.

FINDINGS OF FACT

1. That the proposed use **will not** adversely impact traffic in the area.

2. That the proposed use **will not** be compatible with the residential neighborhood due to (in part) density, lot size and use of the surrounding lots.

3. That the proposed use **will not** be unduly dangerous or otherwise detrimental to persons residing or working in the vicinity of the use or the public welfare.

4. That the proposed use **will not** substantially or adversely impair the use, enjoyment, or market value of neighboring properties.

5. That the proposed use **will not** be hazardous or disturbing to existing or future neighboring uses.

6. That the proposed use **will** be served adequately by public facilities and services such as highways and streets.

7. That the proposed use **will not** create excessive additional requirements at public cost for public facilities and services, and it will be detrimental to the economic welfare of the community.

8. That the proposed use **will not** involve activities and uses that would be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, or odors.

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 (the "**Permit**") for the operation of J. Hill Container Company 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 **Home Occupation** of a container business on the **Subject Property** pertaining to warehousing operations.

2. That customers never visit the **Subject Property**.

3. That equipment and vehicles will be placed on the driveway; not at any time on the public streets.

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 the vehicles mentioned above, and employee vehicles during hours of operation.

5. That the **Permittee** is 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**, including any operations pertaining to manufacturing of the corrugated boxes.

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 the **Permittee** agrees to take additional measures to keep the **Subject Property** in compliance with City Code regulations related to off-street parking and nuisance violations.

14. That the allowed hours of operation are __:00 a.m. to __:00 p.m., Monday through Friday barring any inclement weather or holidays. If holiday or weather changes the regular schedule, the **Permittee** may shift hours of operation to Saturday or Sunday; weekend hours of operation are __:00 a.m. to __:00 p.m. and pursuant to limit of five (5) total workdays per week. The **Permittee** may not expand the hours of operation on any day without express consent from the City. The **Permittee** is limited to five (5) total workdays per week.

15. That this **Permit** does not authorize a future homeowner of the **Subject Property** from utilizing the detached accessory building for a home-based business.

16. That there shall be no outdoor storage at any time related to the **Home Occupation** besides the three (3) vehicles associated with the use.

17. 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.

18. 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.

19. 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 10th day of May, 2022.

_____
Mayor

ATTEST:

_____
City Clerk

Jeff Hillman, a single person, owner of fee title to the **Subject Property**, hereby acknowledges receipt of this **Permit** and has reviewed the conditions of this **Permit** and has agreed to comply with the terms of this **Permit**.

JEFF HILLMAN

_____

STATE OF MINNESOTA)
) ss.
COUNTY OF _____)

On this _____ day of _____, 2022, before me a Notary Public, personally appeared Jeff Hillman, a single person, fee title owner of the **Subject Property**, to me known to be the person described in and who executed the foregoing instrument and acknowledged that he executed the same as his free act and deed.

_____
Notary Public

From: Jeff Hillman
To: Brian McCann
Subject: Council meeting 6/14
Date: Monday, June 6, 2022 12:15:12 PM

Hi Brian,

Talked with Todd today and stated that you'd need something in writing for the meeting.

Due to still working our way through some of the details of the building and codes yet and setting up the meeting for everyone on 6/14, I'd like to request an extension to be better prepared for the council meeting that night. Is it possible to extend to the next meeting June 28th so everyone has a little more time?

--

Sincerely,

Jeff Hillman

763.273.2960 (d)
612.220.4864 (c)
763.241.3895 (o) ext 101
www.jhillcontainer.com

••••••••••
NOTICE: *This message and anything transmitted with it (herein: "message") is for the sole use of the intended recipient(s), If you are not the intended recipient of the message, you are hereby notified that your access to this message is unauthorized; please immediately contact J Hill stating so and destroy all instances of this message. Any unauthorized actions, including, but not limited to, review, use, copy, disclosure, or distribution is prohibited and may be unlawful as this message may contain property of J Hill (such as trade secrets, confidential information, and intellectual property). Any views, opinions, conclusions, agreements, and other informations/content associated with this message are solely those of their author and may not be given by, endorsed by, or representative of J Hill. Check this message for the presence of viruses; J Hill accepts no liability for any loss or damage arising from the use of this message.*
J Hill Container Company, Inc. • 6131 Green Valley Rd, Ramsey, MN 55303 • 763.241.3895 • info@jhillcontainer.com
••••••••••

CC Regular Session **7. 5.**

Meeting Date: 06/14/2022

By: Brian Hagen, Community Development

Information

Title:

Introduce Ordinance #22-19 Amending Sign Code to Allow Off-Premise Digital Billboard Signs

Purpose/Background:

The purpose of this case is to consider an ordinance amendment to the Sign Code which would allow Off-Premise Digital Billboards.

The City Council, Planning Commission and EDA have all reviewed and provided input at various stages of this consideration. The EDA has also supported terms of a lease with a private company to construct a digital billboard on City owned land. A separate case is on the Council Agenda for June 14, 2022 to consider the terms of the lease, and if approved, would be contingent on the adoption of Ordinance #22-19.

The Planning Commission and City Council were both provided an opportunity to give direction on the code language prior to the Planning Commission holding a Public Hearing on the amendment. Additionally, the Planning Commission held an open house for the public to attend to ask questions and learn more about what the ordinance amendment would allow. The Open House was scheduled for 5:30-6:30 pm immediately prior to the Planning Commission meeting. Three residents attended the open house and indicated they generally do not like digital billboards and find them distracting. There were no public comments received during the Public Hearing.

Staff recommendation to the Planning Commission was to recommend City Council approve Ordinance #22-19. At the time of the Planning Commission meeting, staff was uncertain of language within the proposed ordinance which would require all digital billboards to reserve a minimum number of hours per month for the purpose of community and public service messages. The City Attorney has since indicated this language is acceptable.

An excerpt of the Planning Commission minutes are attached to this case.

Notification:

The open house was advertised in the May/June edition of the Ramsey Resident and on the City's Facebook page.

The Public Hearing was advertised in the City's Official Newspaper, the Anoka County UnionHerald.

Time Frame/Observations/Alternatives:

Alternative 1: Introduce Ordinance #22-19.

Alternative 2: Introduce Ordinance #22-19 with recommended changes.

Alternative 2: Take no action, thus denying Ordinance #22-19. This alternative would benefit from a motion to introduce Ordinance #22-19, but then have a majority of members vote in opposition to the motion.

Should the Ordinance be introduced, staff will bring the ordinance forward for adoption at the June 28, 2022 meeting in its final formatting.

Recommendation:

The Planning Commission recommends deny Ordinance #22-19.

Outcome/Action:
Motion to introduce Ordinance #22-19.

Attachments

Digital Billboard Section
Entire Sign Code with Billboard Revisions
PC 05-26-22 Draft Minutes

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	06/09/2022 02:24 PM
Form Started By: Brian Hagen		Started On: 06/01/2022 04:16 PM
Final Approval Date: 06/09/2022		

DIVISION 8. SIGNS

Sec. XXX-XXX. Off-Premises Digital Billboard Signs

(a) *Findings, purpose, and intent.* The city council finds it necessary for the promotion and preservation of the health, safety, welfare, and aesthetics of the community that the construction, location, size, conspicuity, brightness, legibility, operational characteristics, and maintenance of off-premises digital billboard signs be controlled. Off-premises digital billboard signs have a direct and substantial impact on traffic safety, pedestrian safety, community aesthetics and property values. If left uncontrolled, off-premises digital billboard signs, designed to catch the eye of persons in their vicinity and hold it for extended periods of time, including video display signs, constitute a serious traffic safety threat. The city council intends by this subsection to establish a legal framework for off-premises digital billboard sign regulation in the city to facilitate an easy and agreeable communication between people while protecting and promoting the public health, safety, welfare and aesthetics of the community. It is not the purpose or intent of this subsection to prefer or favor commercial messages or speech over noncommercial messages or speech or to discriminate between types of noncommercial speech or the viewpoints represented therein. Rather, the purpose of the off-premises digital billboard sign regulations promulgated in this subsection is:

(1) To eliminate potential hazards to motorists and pedestrians using the public streets, sidewalks, and rights of way;

(2) To safeguard and enhance property values;

(3) To control nuisances;

(4) To preserve and improve the appearance of the city through adherence to aesthetic principles, in order to create a community that is attractive to residents and to nonresidents who come to live, visit, work, or trade;

(5) To eliminate excessive and confusing sign displays;

(6) To encourage signs which by their design are integrated with and harmonious to the surrounding environment and the buildings and sites they occupy;

(7) To maintain the character of the mainstreet core downtown but allow local businesses the opportunity to reach a wider audience by advertising along Highway 10 and

(8) To promote the public health, safety, and general welfare.

(b) *Location of off-premises digital billboard signs.* Notwithstanding anything to the contrary contained within this Code, off-premises digital billboard signs may be located only within the off-premises digital billboard sign overlay district. Off-premises digital billboard signs are prohibited in all zoning districts of the city other than the off-premises digital billboard sign overlay district. Off-premises digital billboard signs located in the off-premises digital billboard sign overlay district must comply with all Code requirements for permitted off-premises digital billboard signs.

(1) *Permitted districts.* The off-premises digital billboard sign overlay district shall commence along Highway 10 within two hundred fifty feet (250') of the Highway 10 centerline within the Ramsey city limits. Off-premises digital billboard signs are not allowed in any residential zoning district.

(2) *Number of off-premises digital billboard signs.* A total of three off-premises digital billboard signs shall be permitted within the entirety of the off-premises digital billboard sign overlay district.

(3) *Separation distance between off-premises digital billboard signs.* Off-premises digital billboard signs shall have a separation distance of at least 2 miles between each site in which they are located.

~~(4) *Site restrictions*. Off-premises digital billboard signs shall not be placed upon any property upon which a building already exists.~~

(5) *Size.* Off-premises digital billboard signs shall not exceed 700 square feet in surface area per sign surface.

(6) *Number of surfaces.* Off-premises digital billboard signs shall not contain more than two sign surfaces. Said sign surfaces shall face in opposite directions with an interior angle not to exceed 45 degrees.

(7) *Height.* Off-premises digital billboard signs shall not exceed 50 feet in height as measured from the established grade of the site upon which the off-premises signs and digital billboards is located.

(8) *Conditional use.* Off-premises digital billboard signs shall be processed in accordance with the procedures established for conditional use permits in section 117-51~~, with the exception of recording the home occupation permit should it be approved by city council~~.

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(c) *Off-premises digital billboard sign overlay district performance standards:* The off-premises digital billboard sign overlay district is hereby established as a separate zoning district within the city. Within the off-premises digital billboard sign overlay district, off-premises digital billboard signs are permitted subject to the following conditions:

(1) No off-premises digital billboard signs shall be erected that, by reason of position, shape, movement, or color, interferes with the proper functioning of a traffic signal or which constitutes a traffic hazard.

(2) Off-premises digital billboard signs shall ~~meet all required principal structure setbacks of the underlying zoning district.~~not be located so as to extend over any property line or within a drainage and utility easement, or within 15 feet of any point of vehicular access from a parcel to a public roadway.

(3) Off-premises digital billboard signs must have an architecturally enhanced base.

(4) Off-premises digital billboard signs must have minimum display duration of ~~eight (8)~~seven (7) seconds. Such display shall contain static messages only; change from one static message to another shall be instantaneous without any special effects, through dissolve or fade transitions, or with the use of another subtle transition technique that does not have the appearance of moving text or images.

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(5) Off-premises digital billboard signs must be rectangular in shape and all messages must be contained within the off-premises digital billboard frame.

(6) All off-premises digital billboard signs shall have ambient light monitors installed as part of the off-premises digital billboard sign and shall, at all times, allow such monitors to automatically adjust the brightness level of the electronic sign based on light conditions.

(7) Off-premises digital billboard signs shall meet the following brightness standards:

a. Off-premises digital billboard signs shall not exceed 7,500 nits (candelas per square meter) between the hours of civil sunrise and civil sunset and shall not exceed 500 nits (candelas per square meter) between the hours of civil sunset and civil sunrise as measured from the face of the sign. The light level shall not exceed 0.3-foot candles above ambient light as measured from a pre-set distance depending on sign size. Measuring distance shall be determined using the following equation: the square root of the message center sign area multiplied by 100. Example: 12 square foot sign √(12 x 100) = 34.6 feet measuring distance.

(8) Off-premises digital billboard signs shall have a fully functional monitoring off switch system that shuts the dynamic display off-premises sign off when the display deteriorates, in any fashion, five percent or greater until the dynamic display sign has been repaired to its fully functional factory specifications.

(9) Off-premises billboard signs must be part of the state of Minnesota's public safety alert system.

(10) Applicants for an off-premises digital billboard signs permit shall enter into an agreement with the city to provide the city no less than 20 hours (provided in 9,000 eight-second spots) per month per dynamic display off-premises sign face in the city for community and public service messages at such times as shall be reasonably determined by the city. This agreement must be approved by the city council before a permit for the construction or conversion of an off-premises signs and digital billboard may be issued by the building official.

DIVISION 8. SIGNS

Subdivision I. In General

Sec. 117-457. Purpose.

The purpose of this division is to protect and promote the general welfare, health, safety and order within the city through the establishment of a comprehensive and impartial series of standards, regulations and procedures governing the erection, use and/or display of devices, signs or symbols serving as a visual communicative media to persons situated within or upon public rights-of-way or properties. The provisions of this division are intended to encourage creativity, a reasonable degree of freedom of choice, an opportunity for effective communication and a sense of concern for the visual amenities on the part of those designing and displaying communicative media for the types regulated by this division, while at the same time assuring that the public health and welfare is not endangered.

(Code 1978, § 9.12.01; Ord. No. 94-02, 2-28-1994; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008)

Sec. 117-458. Substitution clause.

The owner of any sign that is otherwise allowed by this division may substitute noncommercial speech in lieu of any other commercial speech or noncommercial speech. The owner of any sign that is otherwise allowed by this division may substitute commercial speech in lieu of any other commercial speech or noncommercial speech. This substitution of copy may be made without any additional approval or permitting. The purpose of this division is to prevent any inadvertent favoring of commercial speech over noncommercial speech, favoring of noncommercial speech over commercial speech, favoring any particular commercial speech over any other commercial speech, or favoring of any particular noncommercial speech over any other noncommercial speech. This division prevails over any more specific provision to the contrary.

Sec. 117-459. Variations.

Request for variations from the provisions of this division shall be processed by the applicant applying to the zoning administrator for a conditional use permit, which conditional use permit procedure shall be as prescribed in section 117-50.

(Code 1978, § 9.12.24; Ord. No. 94-02, 2-28-1994; Ord. No. 03-31, 9-15-2003; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008)

Sec. 117-460. Conflict.

If any portion of this division is found to be in conflict with any other provision of any zoning, building, fire, safety or health ordinance of the city, the provision that establishes the higher standard shall prevail.

(Code 1978, § 9.12.25; Ord. No. 94-02, 2-28-1994; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008)

Sec. 117-461. Violations.

(a) When, in the opinion of the zoning administrator, a violation of this Code exists, the zoning administrator shall issue a written order to either the owner of the sign, or the owner of the property, or tenant leasing the property, on which the sign is placed. The order shall specify those sections of this Code involved, describe the violation and shall direct that the violation be corrected within five days from the date of the order, unless otherwise specified by the zoning administrator. If the violation is not corrected, the violation will be penalized through the administrative citation or removal, whichever is appropriate.

(b) If the zoning administrator or building official finds that a sign is abandoned or is structurally, or electrically defective, or in any way endangers the public, the zoning administrator or building official shall issue a written order to the owner of the sign and occupant of the premises stating the nature of the violation and requiring repair or removal of the sign within 60 days of the date of the order.

(Code 1978, § 9.12.21; Ord. No. 94-02, 2-28-1994; Ord. No. 03-31, 9-15-2003; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008)

Sec. 117-462. Removal of signs by the zoning administrator.

(a) The zoning administrator may cause the removal of any illegal sign, any sign remaining after a business permanently closes, or any sign not properly maintained in cases of emergency, or after failure to timely comply with written orders for removal or repair. After removal or demolition of the sign, a notice shall be mailed to the sign owner and owner of the property where the sign was located stating the nature of the work and the date on which it was performed and demanding payment of the costs as certified by the zoning administrator together with an additional 50 percent for inspection and incidental costs.

(b) If the amount specified in the notice is not paid within 30 days after mailing of the notice, it shall become a lien against the parcel where the sign was located and shall be certified as an assessment against the property together with ten percent interest for collection in the same manner as the real estate taxes.

(c) The owner of the parcel upon which the sign is located shall be presumed to be the owner of all signs thereon unless facts to the contrary are brought to the attention of the zoning administrator.

(d) In case of emergency, the zoning administrator or building official may cause the immediate removal of a dangerous or defective sign without notice. Signs removed in this manner must present a hazard to the public safety as defined in the state building code.

(Code 1978, § 9.12.22; Ord. No. 94-02, 2-28-1994; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008)

Sec. 117-463. General restrictions.

(a) *Address sign.* One address sign shall be required per main building in all districts.

(b) *Bench sign.* Bench signs shall be permitted only at bus stops.

(c) *Ground sign.* A ground sign shall not project higher than 25 feet as measured from base of sign or grade of the nearest adjacent roadway, whichever is lower. Any ground sign within 50 feet of any intersection of street right-of-way lines and/or driveway entrances shall have a minimum vertical clearance of 12 feet above the centerline of the pavement unless it can be shown that it can comply with subsections (e)(2)a and b of this section.

(d) *Canopies or marquees.* Canopies and marquees shall be considered to be an integral part of the structure to which they are an accessory. Signs may be attached to a canopy or marquee, but such structures shall not be considered as part of the wall area and thus shall not warrant additional sign area.

(e) *Location.*

(1) No sign other than governmental signs shall be erected or temporarily placed within any street or public right-of-way or upon any public easement.

(2) A permit for a sign to be located within 50 feet of any street or highway regulatory or warning sign, or any traffic sign or signal, or of any crossroad or crosswalk, will not be issued unless:

a. The sign will not interfere with the ability of drivers and pedestrians to see any street or highway sign, or any traffic sign or signal, or any crossroad or crosswalk; and

b. The sign will not distract drivers nor offer any confusion to any street or highway, sign, or any traffic sign or signal.

(3) A sign shall not be located so as to extend over any lot line or within 15 feet of any point of vehicular access from a parcel to a public roadway.

(f) *Dynamic display and illumination.*

(1) Based on findings conducted by scientific studies, the city finds that dynamic displays should be allowed on signs with appropriate regulation in order to minimize their proliferation and their potential threats to public safety.

(2) Regulations. Dynamic displays on signs are subject to the following conditions:

a. Size. On-premise signs may include dynamic displays. Dynamic display signs shall not exceed the size allowed by this chapter. Dynamic displays are not in addition to the size allowed for static signs.

b. Frequency of display change. A dynamic display may not change more often than once every three seconds, and no part of the display may include flashing or scrolling text. The images display must be static, and the transition from one display to another must be instantaneous without special effects. The dynamic display shall not be allowed to project full-motion video. Subtle transition animations shall be allowed.

c. Brightness. No sign may be brighter than is necessary for clear and adequate visibility, or that it interferes with the effectiveness of a traffic sign or signal, or that it distracts a driver from motor vehicle operation.

d. Troubleshooting. Dynamic displays must be designed and equipped to freeze the device in one position if a malfunction occurs. The display must also be equipped with a means to immediately discontinue the display if it malfunctions, and the sign owner must immediately stop the dynamic display when notified by the city that it is not complying with the standards of this section.

(g) *Institutional and recreational identification sign.* One wall and/or ground sign shall be permitted to identify the civic, philanthropic, educational, public or religious organization or recreational use occupying the parcel. There shall not be more than one ground sign for each parcel. The gross surface area of a ground sign shall not exceed 100 square feet for each exposed face nor exceed an aggregate gross surface area of 200 square feet. Such facilities having more than one point of entrance or street frontage may erect secondary identification signs not to exceed 50 square feet for each exposed face at the additional entrance points or street frontages.

(h) *Institutional attraction boards.* There shall not be more than one institutional attraction board for each principal building and it may be either wall or ground type or constructed as a part of the institutional

identification sign. The gross surface area of an attraction board shall not exceed 50 square feet for each exposed face nor exceed an aggregate gross surface area of 100 square feet. An attraction board shall not be located so as to extend over any lot line or within 15 feet of any point of vehicular access from any parcel to a public roadway. Attraction boards shall not exceed 15 feet in height as measured from the base of the sign or building to which the sign is to be affixed or the grade of the nearest adjacent roadway, whichever is higher.

(i) *Pennants.* The use of pennants is permitted in any commercial district provided the pennants are securely anchored and maintained in good repair, including replacement or removal when weather damage is evident. The zoning administrator, or his designee, shall have the authority to identify and notify property owners and/or occupants of the parcel on which the pennants have been determined to be in violation of this Code. Failure to remove or replace the pennants within ten days of notification shall be sufficient cause for the zoning administrator or his designee to remove said pennants. The property owner shall be billed for all costs incurred by the city in administering this subdivision.

(j) *Banners.* The use of banners is permitted in any commercial district as permanent wall signage provided the banner is securely anchored and maintained in good repair, including replacement or removal when weather damage is evident. The square footage dedicated to banners is limited to 50 percent of the total square footage allowance for wall signs. Facilities choosing to utilize wall banners in addition to other permanent wall signage shall be required to obtain a separate sign permit for the maximum square footage allowed for banners and payment of the permanent sign fee.

(k) *Flags.* The display of flags shall be permitted in all districts. However, the total square footage area of any flags used as advertising copy or as attention getting devices for commercial purposes shall be considered as permanent signage and counted towards the total allowable sign area permitted by this section for the parcel on which the flag is displayed. Flag height is restricted to 25 feet.

(l) *Directional signs.* Directional or instructional signs are restricted to on-site direction and instruction, with the exception of governmental signs, temporary real estate signs and public event signs, and shall not exceed four square feet in size. Such signs shall only provide direction or instruction to guide persons to facilities intended to serve the public.

(m) *Maintenance.*

(1) The surface and structure of all signs must be kept refinished as necessary to prevent the sign surface from becoming unkempt in appearance. The zoning administrator shall use the following guidelines to determine if the sign is unkempt: evidence of rust, peeling paint, structural damage, message damage, and/or weathering.

(2) When any sign for which a permit is required is removed, the zoning administrator shall be notified and the entire sign and its components shall be removed.

(3) The permit owner shall be responsible for all of the requirements of this section, including the liability for expense of removal and maintenance incurred by the city.

(n) *Sign content.* No sign shall contain obscene images or statements in violation of Minn. Stats. § 617.241.

(Code 1978, § 9.12.03; Ord. No. 94-02, 2-28-1994; Ord. No. 03-31, 9-15-2003; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008; Ord. No. 12-20, § 1, 11-27-2012)

Sec. XXX-XXX. Off-Premises Digital Billboard Signs

(a) *Findings, purpose, and intent.* The city council finds it necessary for the promotion and preservation of the health, safety, welfare, and aesthetics of the community that the construction, location, size, conspicuity, brightness, legibility, operational characteristics, and maintenance of off-premises digital billboard signs be

controlled. Off-premises digital billboard signs have a direct and substantial impact on traffic safety, pedestrian safety, community aesthetics and property values. If left uncontrolled, off-premises digital billboard signs, designed to catch the eye of persons in their vicinity and hold it for extended periods of time, including video display signs, constitute a serious traffic safety threat. The city council intends by this subsection to establish a legal framework for off-premises digital billboard sign regulation in the city to facilitate an easy and agreeable communication between people while protecting and promoting the public health, safety, welfare and aesthetics of the community. It is not the purpose or intent of this subsection to prefer or favor commercial messages or speech over noncommercial messages or speech or to discriminate between types of noncommercial speech or the viewpoints represented therein. Rather, the purpose of the off-premises digital billboard sign regulations promulgated in this subsection is:

(1) To eliminate potential hazards to motorists and pedestrians using the public streets, sidewalks, and rights of way;

(2) To safeguard and enhance property values;

(3) To control nuisances;

(4) To preserve and improve the appearance of the city through adherence to aesthetic principles, in order to create a community that is attractive to residents and to nonresidents who come to live, visit, work, or trade;

(5) To eliminate excessive and confusing sign displays;

(6) To encourage signs which by their design are integrated with and harmonious to the surrounding environment and the buildings and sites they occupy;

(7) To maintain the character of the mainstreet core downtown but allow local businesses the opportunity to reach a wider audience by advertising along Highway 10 and

(8) To promote the public health, safety, and general welfare.

(b) *Location of off-premises digital billboard signs.* Notwithstanding anything to the contrary contained within this Code, off-premises digital billboard signs may be located only within the off-premises digital billboard sign overlay district. Off-premises digital billboard signs are prohibited in all zoning districts of the city other than the off-premises digital billboard sign overlay district. Off-premises digital billboard signs located in the off-premises digital billboard sign overlay district must comply with all Code requirements for permitted off-premises digital billboard signs.

(1) *Permitted districts.* The off-premises digital billboard sign overlay district shall commence along Highway 10 within two hundred fifty feet (250') of the Highway 10 centerline within the Ramsey city limits. Off-premises digital billboard signs are not allowed in any residential zoning district.

(2) *Number of off-premises digital billboard signs.* A total of three off-premises digital billboard signs shall be permitted within the entirety of the off-premises digital billboard sign overlay district.

(3) *Separation distance between off-premises digital billboard signs.* Off-premises digital billboard signs shall have a separation distance of at least 2 miles between each site in which they are located.

(5) *Size.* Off-premises digital billboard signs shall not exceed 700 square feet in surface area per sign surface.

(6) *Number of surfaces.* Off-premises digital billboard signs shall not contain more than two sign surfaces. Said sign surfaces shall face in opposite directions with an interior angle not to exceed 45 degrees.

(7) *Height.* Off-premises digital billboard signs shall not exceed 50 feet in height as measured from the established grade of the site upon which the off-premises signs and digital billboards is located.

(8) *Conditional use.* Off-premises digital billboard signs shall be processed in accordance with the procedures established for conditional use permits in section 117-51.

(c) *Off-premises digital billboard sign overlay district performance standards:* The off-premises digital billboard sign overlay district is hereby established as a separate zoning district within the city. Within the off-premises digital billboard sign overlay district, off-premises digital billboard signs are permitted subject to the following conditions:

(1) No off-premises digital billboard signs shall be erected that, by reason of position, shape, movement, or color, interferes with the proper functioning of a traffic signal or which constitutes a traffic hazard.

(2) Off-premises digital billboard signs shall not be located so as to extend over any property line or within a drainage and utility easement, or within 15 feet of any point of vehicular access from a parcel to a public roadway.

(3) Off-premises digital billboard signs must have an architecturally enhanced base.

(4) Off-premises digital billboard signs must have minimum display duration of seven (7) seconds. Such display shall contain static messages only; change from one static message to another shall be instantaneous without any special effects, through dissolve or fade transitions, or with the use of another subtle transition technique that does not have the appearance of moving text or images.

(5) Off-premises digital billboard signs must be rectangular in shape and all messages must be contained within the off-premises digital billboard frame.

(6) All off-premises digital billboard signs shall have ambient light monitors installed as part of the off-premises digital billboard sign and shall, at all times, allow such monitors to automatically adjust the brightness level of the electronic sign based on light conditions.

(7) Off-premises digital billboard signs shall meet the following brightness standards:

a. Off-premises digital billboard signs shall not exceed 7,500 nits (candelas per square meter) between the hours of civil sunrise and civil sunset and shall not exceed 500 nits (candelas per square meter) between the hours of civil sunset and civil sunrise as measured from the face of the sign. The light level shall not exceed 0.3-foot candles above ambient light as measured from a pre-set distance depending on sign size. Measuring distance shall be determined using the following equation: the square root of the message center sign area multiplied by 100. Example: 12 square foot sign √(12 x 100) = 34.6 feet measuring distance.

(8) Off-premises digital billboard signs shall have a fully functional monitoring off switch system that shuts the dynamic display off-premises sign off when the display deteriorates, in any fashion, five percent or greater until the dynamic display sign has been repaired to its fully functional factory specifications.

(9) Off-premises billboard signs must be part of the state of Minnesota's public safety alert system.

(10) Applicants for an off-premises digital billboard signs permit shall enter into an agreement with the city to provide the city no less than 20 hours (provided in 9,000 eight-second spots) per month per dynamic display off-premises sign face in the city for community and public service messages at such times as shall be reasonably determined by the city. This agreement must be approved by the city council before a permit for the construction or conversion of an off-premises signs and digital billboard may be issued by the building official.

Sec. 117-464. Prohibited signs.

(a) *"A" frame or sandwich board signs.* "A" frame or sandwich board signs are prohibited.

(b) *Advertising device signs.* Advertising device signs are prohibited except as provided for in section 117-465.

(c) *Whirling devices, searchlights, streamers, balloons and other gas-filled figures.* Whirling devices, searchlights, streamers, balloons, and other gas filled figures, are prohibited except as a temporary sign as provided for in section 117-465.

(d) *Flashing or scrolling signs, devices or lights.* Flashing signs, devices, or lights are not permitted in any district except as provided for in section 117-463(f).

(e) *Portable signs.* Portable signs are prohibited except as temporary signs as provided for in section 117-465.

(f) *Projecting signs.* No projecting sign shall be permitted in any district.

(g) *Roof signs.* Roof signs are prohibited in any zoning district.

(h) *Signs on parked vehicles.* Signs painted or mounted on or attached to vehicles, trailers or equipment where the apparent primary purpose of the vehicle or equipment is to display said sign are prohibited. However, this is not in any way intended to prohibit signs placed on or affixed to vehicles and trailers, such as lettering on motor vehicles, where the sign is incidental to the primary use of the vehicle, trailer and/or any other type of mobile equipment.

(i) *Signs on trees and utility poles.* Signs which are attached or otherwise affixed to trees or other vegetation or utility poles are prohibited.

(j) *Signs painted on walls.* Signs painted on an exterior wall, fascia, parapet or a chimney of a building or on a fence are prohibited.

(k) *Signs which imitate traffic control devices.* Signs which imitate, interfere with, obstruct the view of, or can be confused with any authorized traffic control sign, signal, or other device are prohibited.

(Code 1978, § 9.12.04; Ord. No. 94-02, 2-28-1994; Ord. No. 03-31, 9-15-2003; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008; Ord. No. 12-20, § 1, 11-27-2012)

Sec. 117-465. Temporary signs.

(a) Temporary signs are defined as signs which are erected or displayed for a limited period of time and not affixed to a state building code approved structure. A sign is considered temporary if it is not intended to remain on the property permanently and has not received a permanent sign permit and/or is not intended to be constructed per the state building code.

(1) *Duration.* Temporary signs shall be permitted for up to six weeks per year per parcel, or per business on multitenant business parcels. The six-week limit may be extended up to four weeks if there have been no sign violations in the past year by the entity who erects the sign.

(2) *Location.* Temporary signs must be located fully on private property, with the permission of the property owner. The city will remove any signs in the public right-of-way, or erected without permission from the property owner.

(3) *Number.* All properties are limited to two temporary signs per parcel. In locations where there are multiple businesses on one parcel (a multitenant facility), three signs are permitted.

(4) *Size.* Temporary signs shall be limited to 50 square feet in size.

(5) *Permits and fees.* All temporary signs shall be required to obtain a temporary sign permit. The temporary sign permit application shall specify the exact times and dates the temporary sign is to be erected, the size of the sign, the location of the sign, contact information, and other information deemed necessary by the zoning administrator to determine that the temporary sign is erected within applicable code. The temporary sign permit shall be clearly displayed on the temporary sign. The fee

for the temporary sign permit shall be established by ordinance as part of the rates and charges. The fee shall only be collected for the first permit per parcel or per business in a multi-tenant facility. The provisions of this division apply to all temporary signs, and appropriate penalties for violations will be assessed, as outlined in section 117-461.

a. *Exemptions from temporary sign Permit.* Signs less than 15 square feet in size and all temporary signs in residential districts (R-1 Residential, R-2 Residential, R-3 Residential) are exempt from temporary sign permitting requirements.

(6) *Dynamic display.* Temporary signs may consist of dynamic display, provided all standards of section 117-463(f) are complied with.

(b) Balloons, gas filled figures, streamers, whirling devices and revolving searchlights or any such attention-getting device that is not specifically a sign may be permitted up to four weeks per year, for one week at a time.

(Code 1978, § 9.12.05; Ord. No. 94-02, 2-28-1994; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008; Ord. No. 10-11, § 2, 7-27-2010; Ord. No. 12-20, § 1, 11-27-2012)

Secs. 117-466. Other temporary signs.

(a) *Real estate signs.* One temporary real estate sign constructed of durable materials located on the premises is permitted for sale or lease of building or vacant lot for each street frontage.

(b) *Construction signs.* One temporary construction sign constructed of durable materials located on the premises is permitted on each street frontage of a development under construction.

(Ord. No. 12-20, § 1, 11-27-2012)

Secs. 117-467. Unified development signs.

(a) *General provisions.* A unified development is a development that consists of multiple parcels of similar zoning district and bound by major roadways consisting of arterial or collector designation or higher. Signs for multi-tenant commercial and employment developments may be erected to include off-premise copy under the following conditions:

(1) The sign must identify the development at the top of the sign and may include provisions for individual users within the development.

(2) The sign must be located within 500 feet of the development and may not be separated from the development by an arterial road.

(3) The sign must not exceed 250 square feet per face (500 square feet aggregate) and 30 feet in height.

(4) The sign may include dynamic display not to exceed 100 square feet per face (200 square feet aggregate).

(5) The sign will not be included in the total signage permitted for the property in which it is located.

(6) The general location of area identification signs for commercial and employment districts must be approved by the planning commission as part of a master sign plan approved as part of site plan approval.

(Ord. No. 12-20, § 1, 11-27-2012)

Secs. 117-468—117-483. Reserved.

Subdivision II. Permit

Sec. 117-484. Required; exemptions.

(a) All permanent signs shall obtain a permit prior to installation. This permit is reviewed by the zoning administrator and the building official, or their assigns, for conformance with the regulations described herein. Temporary signs shall obtain a permit in accordance with section 117-465.

(b) Exemptions. The exemptions permitted by this section shall apply only to the requirement of a permit and fee and shall not be construed as relieving the installer of the sign, or the owner of the property upon which the sign is located, from conforming with the other provisions of this division.

(1) A window sign not exceeding 30 percent of the window area.

(2) Holiday decorations temporarily displayed on traditionally accepted civic, patriotic, or religious holidays.

(3) On-premises address or nameplate identification signs having a sign area of four square feet or less.

(4) Memorial plaques or tablets, grave markers, statutory, or other remembrances of persons or events that are noncommercial in nature.

(5) Interior signs which are fully located within the interior of any building or stadium, or within an enclosed lobby or court of any building, or in the lobby or entrance of any theater which are intended solely for information relating to the interior operation of the building in which they are located.

(6) Pennants.

(7) Noncommercial speech signs, as exempted in the Minnesota Statutes.

(Code 1978, §§ 9.12.14, 9.12.16; Ord. No. 94-02, 2-28-1994; Ord. No. 03-31, 9-15-2003; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008; Ord. No. 10-11, § 2, 7-27-2010)

State law reference(s)—Exemptions for noncommercial signs, Minn. Stats. § 211B.045.

Sec. 117-485. Application.

Application for permits shall be made upon forms provided by the zoning administrator and shall state or have attached thereto the following information:

(1) The names, addresses, and telephone numbers of the applicant, the owner of the parcel on which the sign is to be erected or affixed, the owner of the sign, and the person to be erecting or affixing the sign.

(2) Type of sign.

(3) Type of construction materials to be used.

(4) Location of building, structure or parcel to which, or upon which, the sign is to be attached or erected.

(5) Position of the sign or other advertising structures in relation to the nearest buildings, structures, public streets, rights-of-way and property lines, along with location and square footage areas for all existing signs on the same premises. The drawing showing such position shall be prepared "to scale."

(6) Blueprint or ink drawing of the plans and specifications, and method of construction or attachment to the building or in the ground, including all dimensions, locating all light sources, wattage, type and color of lights and details of any light shields or shades.

(7) Copy of stress sheets and calculations, showing the structure is designated for dead load and wind velocity in the amount required by this division and all other ordinances of the city, if required by the zoning administrator or building official. The zoning administrator or building official may require additional information concerning safety.

(8) An agreement with the city which would authorize and direct the city to remove the sign and sign structure, at the expense of the applicant, where maintenance is required and the maintenance is not furnished, but only after a notice of 60 days specifying the maintenance required by the city.

(Code 1978, § 9.12.17; Ord. No. 94-02, 2-28-1994; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008;)

Sec. 117-486. Administration.

The zoning administrator shall process applications for permits. The building official is empowered, upon presentation of proper credentials, to enter or inspect any building, structure, or parcel in the city for the purpose of inspection of a sign and its structural and electrical connections to ensure compliance with all applicable codes and ordinances.

(Code 1978, § 9.12.20; Ord. No. 94-02, 2-28-1994; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008)

Sec. 117-487. Permit issuance or denial.

(a) The zoning administrator shall issue a permit for the erection, alteration, or relocation of a sign within 14 days of receipt of a completed application and nonrefundable application fee provided that the sign complies with all applicable laws and regulations of the city.

(b) When a permit is denied, written notice shall be provided to the applicant along with a brief statement of the reasons for denial. The zoning administrator or building official may suspend or revoke an issued permit for any false statement or misrepresentation of fact in the application.

(Code 1978, § 9.12.18; Ord. No. 94-02, 2-28-1994; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008)

Sec. 117-488. Permit fees.

The permit fee for permanent and temporary signs shall be as provided by ordinance.

(Code 1978, § 9.12.15; Ord. No. 94-02, 2-28-1994; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008)

State law reference(s)—Fees, Minn. Stats. § 462.353, subds. 4, 4a.

Sec. 117-489. Fee refunds and permit expiration; commencing work without permit.

(a) If an issued permit is withdrawn by the applicant within 90 days of issuance, and if no inspections have been made and no work authorized by the permit has been performed, 50 percent of the permit fee may be refunded to the applicant.

(b) A permit issued by the zoning administrator becomes null and void if work is suspended or abandoned or not completed within six months of issuance, but may be reinstated with an additional payment of one-half of the original fee.

(c) Any sign installed or placed on any parcel prior to receipt of a permit, the specified permit fee shall be doubled. However, the payment of the doubled fee shall not relieve any person of any other requirement or penalties prescribed in this section.

(Code 1978, § 9.12.19; Ord. No. 94-02, 2-28-1994; Ord. No. 03-31, 9-15-2003; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008)

Secs. 117-490—117-516. Reserved.

Subdivision III. District Regulations

Sec. 117-517. District regulations.

In addition to those signs permitted or required in all districts as described in sections 117-463 and 117-465, the following signs are permitted in each specific district and shall be regulated as to size, location and character according to the requirements herein set forth.

(Code 1978, § 9.12.06; Ord. No. 94-02, 2-28-1994; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008)

Sec. 117-518. Residential type districts.

(a) *Area identification signs.* One sign per vehicular access to a development, not to exceed 32 square feet in area is permitted.

(b) *Temporary signs.* Temporary signs are permitted in accordance with section 117-465.

(c) *Home occupation signs.* Home occupations signs may be permitted in accordance with section 117-351.

(Code 1978, § 9.12.07; Ord. No. 03-31, 9-15-2003; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008)

Sec. 117-519. Business type districts.

(a) *Business use signs.*

(1) *Wall, canopy or marquee sign.* Total sign area may not exceed 15 percent of the front building facade. Businesses in multitenant buildings shall be allowed the proportionate share of the total wall sign area. The total wall signage permitted may be distributed on any other building facade. Sign height shall not exceed the top of the parapet wall or, if no parapet wall, sign height shall not exceed the height of the eaves. A wall, canopy or marquee sign may be located on the outermost wall of any principal building but shall not project more than 16 inches from the wall to which the sign is to be affixed. The gross surface area of a wall, canopy or marquee sign may be increased by ten percent if such wall sign:

a. Consists only of individual, outlined alphabetic, numeric and/or symbolic characters without background except that provided by the building surface to which the sign is to be affixed; and

b. Illumination, if any, is achieved through shielded illumination, shielded silhouette lighting, or shielded spot lighting but not any lighting where the light source is visible or exposed on the face or sides of the characters.

(2) *Ground sign.* There shall not be more than one ground sign for each parcel or per road frontage on parcels with more than one road frontage, not to exceed an aggregate of two ground signs. The gross surface area of a ground sign shall not exceed 100 square feet for each exposed face nor exceed an

aggregate gross surface area of 200 square feet. For parcels qualifying for two ground signs, the second ground sign shall not exceed 50 square feet for each exposed face nor exceed an aggregate gross surface area of 100 square feet and may not exceed 12.5 feet in height as measure in section 117-463(c) of this section.

(3) *Service bay identification signs.* Service bay identification signs providing direction or instruction to persons using the facility and containing no advertising material of any kind shall be subject to the following:

a. All service bay identification signs shall be wall signs.

b. There shall not be more than one service bay identification sign for each service bay located on the parcel.

c. A service bay identification sign may be located on the outermost wall of any principal building adjacent to a service bay entrance.

d. A service bay identification sign shall not project higher than the parapet line of the wall to which the sign is to be affixed.

(4) *Fuel pump island identification sign.* Fuel pump island identification signs indicating the type of service offered; the price of gasoline; and other relevant information, within reason, pertaining to the facility; or direction to persons using the facility shall be subject to the following: The gross surface area of a service island identification sign shall be counted against the maximum allowable sign area for the subject parcel.

(5) *Menu board.* Menu board for drive-up or walk-up lane of a drive-in business are allowed up to a maximum of 50 square feet of total signage. Menu boards are allowed a message on one side only and cannot contain an advertising message.

(6) *Directional signs.*

a. Directional or instructional signs are permitted in accordance with section 117-463(l).

b. Parking lot directional signs designating parking area entrances and exits are limited to one sign for each entrance and/or exit and shall not exceed four square feet for each exposed face. Parking lot directional signs shall not project higher than five feet in height, as measured from the established grade of the parking area to which such signs are accessory.

c. Parking lot instructional signs designating the conditions of use or identifying parking areas shall not exceed eight square feet and shall not project higher than ten feet in height for wall signs and seven feet in height for ground signs, as measured from the established grade of the parking area to which such signs are accessory.

d. Window signs are restricted to 30 percent of the area of the window in which the sign is to be displayed.

(b) *Shopping center signs.* In accordance with section 117-54, the developer shall submit a sign plan for approval, drawn to scale with elevations, at the time application is made for site plan approval. The sign plan shall include but not be limited to the following information: number of signs, type of signs, sign sizes, type of construction materials, sign messages, and proposed sign locations.

(c) Permitted freestanding signs under previous section 117-519(a) (business use signs), and located within the Armstrong Boulevard Interchange Overlay District as defined by this section, shall be allowed to a height of not more than 50 feet and an area of not greater than 150 square feet. Signs permitted under this section shall have a monument style base constructed of materials that are consistent with the principal building to a minimum height of six feet.

(Code 1978, § 9.12.08; Ord. No. 94-02, 2-28-1994; Ord. No. 03-31, 9-15-2003; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008; Ord. No. 10-11, § 2, 7-27-2010; Ord. No. 13-15, § 2, 8-27-2013)

Sec. 117-520. E-1 and E-2 Employment Districts.

(a) *Wall, canopy or marquee sign.* Total sign area may not exceed 15 percent of the front building facade. Sign height shall not exceed the top of the parapet wall or, if no parapet wall, sign height shall not exceed the height of the eaves. A wall, canopy or marquee sign may be located on the outermost wall of any principal building but shall not project more than 16 inches from the wall to which the sign is to be affixed. Where a principal building is devoted to two or more permitted uses, the operator of each such use may install a wall sign upon his proportionate share of the building wall to which the sign is to be affixed. The maximum gross surface area of each such wall sign shall be determined by calculating the proportionate share of the area of the building wall, including doors and windows to which the sign is to be affixed and applying such proportion to the total permitted wall sign aggregate gross surface area for the building. The gross surface area of a wall sign may be increased by ten percent if such wall sign:

(1) Consists only of individual, outlined alphabetic, numeric, and/or symbolic characters without background except provided by the building surface to which the sign is to be affixed; and

(2) Any illumination, if any, is achieved through shielded illumination, shielded silhouette lighting, or shielded spot lighting but not any lighting where the light source is visible or exposed on the face or sides of the characters.

(b) *Ground signs.* There shall not be more than one ground sign for each parcel or per road frontage on parcels with more than one road frontage, not to exceed an aggregate of two ground signs. The gross surface area of a ground sign shall not exceed 100 square feet for each exposed face nor exceed an aggregate gross surface area of 200 square feet. For parcels qualifying for two ground signs, the second ground sign shall not exceed 50 square feet for each exposed face nor exceed an aggregate gross surface area of 100 square feet and may not exceed 12.5 feet in height as measured in section 117-463(c) of this section.

(c) *Directional signs.*

(1) Directional or instructional signs are permitted in accordance with section 117-463(l).

(2) Parking lot directional signs designating parking area entrances and exits are limited to one sign for each entrance and/or exit and shall not exceed four square feet for each exposed face. Parking lot directional signs shall not project higher than five feet in height, as measured from the established grade of the parking area to which such signs are accessory.

(3) Parking lot instructional signs designating the conditions of use or identification of parking areas shall not exceed eight square feet and shall not project higher than ten feet in height for wall signs and seven feet in height for ground signs, as measured from the established grade of the parking area to which such signs are accessory.

(d) *Window signs.* Window signs shall not exceed 30 percent of the area of the window in which the sign is proposed to be displayed.

(Code 1978, § 9.12.09; Ord. No. 94-02, 2-28-1994; Ord. No. 03-31, 9-15-2003; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008; Ord. No. 17-01, § 2, 1-10-2017)

Sec. 117-521. Business and industrial park signs.

(a) *Park identification signs.* Industrial or business park signs shall be permitted to contain the following information: the name and address of the park, the management or the developer thereof, and the names of

the individual businesses located within said park. Park identification signs shall contain no advertising material of any kind, and shall be subject to the following:

(1) All industrial and business park signs shall be ground or wall signs.

(2) There shall not be more than one industrial or business park sign for each point of vehicular access to an office or industrial park.

(3) The gross surface area of an industrial or business park sign shall not exceed 100 square feet in gross surface area for each exposed face nor exceed an aggregate gross surface area of 200 square feet.

(4) A ground industrial or business park sign shall not project higher than ten feet, as measured from base of sign or grade of the nearest adjacent roadway, whichever is higher.

(b) *Park member identification signs.*

(1) There shall not be more than one wall sign for each principal building or tenant or use within a building, except where the building abuts two or more streets, additional such signs, one oriented to each abutting street, shall be permitted.

(2) There shall not be more than one ground sign for each principal building.

(3) The gross surface area of a wall sign shall not exceed 15 percent of the occupant's proportionate share of the building wall to which the sign is to be affixed. A wall sign shall not project higher than the parapet line of the wall to which the sign is to be affixed.

(4) The gross surface area of a ground sign shall not exceed 100 square feet for each exposed face nor exceed an aggregate gross surface area of 200 square feet.

(5) A ground sign shall not project higher than ten feet, as measured from base of sign or grade of the nearest adjacent roadway, whichever is higher.

(Code 1978, § 9.12.10; Ord. No. 94-02, 2-28-1994; Ord. No. 03-31, 9-15-2003; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008)

Sec. 117-522. Construction specifications.

(a) All signs permitted by this division in excess of 16 square feet shall be painted, lettered, or faced to the workmanship standards and best commercial practices of companies normally engaged in the business of providing commercial signs, using materials designed and marketed specifically for use on outdoor signs.

(b) In addition to complying with the provisions of this division, all signs shall be constructed in accordance with the applicable provisions of the 1991 Edition of the Uniform Sign Code and State Electrical Code and as subsequently amended.

(c) All signs shall be located in such a way that they maintain horizontal and vertical clearance of all electrical power lines and communication lines.

(d) All signs and their supporting structures shall maintain clearance and non-interference with all surface and underground facilities and conduits for water, sewage, gas, electricity, or communications equipment or lines. In addition, the placement of all signs and their supporting structures shall not interfere with natural or artificial drainage or surface or underground water.

(e) All signs, except those attached flat against the wall of a building, shall be constructed to withstand minimum wind loads as follows:

(1) Solid signs: 30 pounds per square foot per face of the sign.

(2) Open signs: 36 pounds per square foot of the total face area of the letters and other sign surfaces, or ten pounds per square foot of the gross surface area of the sign, whichever is greater.

(Code 1978, § 9.12.12; Ord. No. 94-02, 2-28-1994; Ord. No. 03-31, 9-15-2003; Ord. No. 08-07, § 2, 2-12-2008; Ord. No. 08-25, § 2, 8-12-2008)

Secs. 117-523—117-554. Reserved.

PLANNING COMMISSION
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA

The Ramsey Planning Commission conducted a regular meeting on Thursday, May 26, 2022, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present:	Chairperson Randy Bauer Commissioner Bruce Anderson Commissioner Cheri Gengler Commissioner Tom Hunt Commissioner Eric Peters Commissioner Gary VanScoy Commissioner Brian Walker
Members Absent:	None
Also Present:	Planning Manager Todd Larson 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.

4. APPROVAL OF AGENDA

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

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

5. CONSENT AGENDA

5.01: Approve the April 28, 2022 Planning Commission Meeting Minutes

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

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

6. PUBLIC HEARINGS/COMMISSION BUSINESS

6.01: Public Hearing: Ordinance #22-19 Amending Sign Code to Allow Off-Premise Digital Billboard Signs

Public Hearing

Chairperson Bauer called the public hearing to order at 7:02 p.m.

Presentation

Community Development Dir/Deputy City Admin Brian Hagen presented the staff report stating that staff recommends adoption of Ordinance #22-19 with a change to strike Section C(10).

Commissioner VanScoy referenced the mention about the City having discretion over the parcel that would be leased and asked for details.

Community Development Dir/Deputy City Admin Brian Hagen replied that the EDA has been working with iDigital and the proposed location of the sign is south of City Hall. He stated that the property is City owned and therefore the display would be on leased land.

Commissioner VanScoy stated that if the intent is to lease land for the sign, would that still provide the ability to contract for time for the City to advertise on the sign.

Community Development Dir/Deputy City Admin Brian Hagen confirmed that language would be included within the terms of the lease. He stated that the language would provide a reduced rate for Ramsey businesses and would also allow the City to advertise its messaging.

Commissioner VanScoy asked if the City would have the same ability if a sign were constructed on land not owned by the City.

Community Development Dir/Deputy City Admin Brian Hagen replied that the City would not have that right and the right would instead lie with the underlying landowner in their negotiations with the sign company.

Commissioner VanScoy asked if Section C(10) is then not valid.

Community Development Dir/Deputy City Admin Brian Hagen replied that staff felt it was not a provision that could be forced on landowners but that could be further investigated with the City Attorney.

Citizen Input

Councilmember Woestehoff asked if there would be a scenario, although unlikely, that there could be three digital billboards within the City that are not on City land and therefore would not have the lease with the City.

Community Development Dir/Deputy City Admin Brian Hagen confirmed that would be a potential scenario.

Commissioner Walker commented that the City is currently engaged in negotiations to place a billboard on City property.

Community Development Dir/Deputy City Admin Brian Hagen confirmed that there is a negotiated lease recommended for approval by the EDA that has not yet gone to the City Council because the ordinance was not yet in place. He stated that if the ordinance is adopted, the lease would continue to move forward, and the CUP process would follow.

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

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

Chairperson Bauer closed the public hearing closed at 7:11 p.m.

Commission Business

Motion by Commissioner Peters to recommend that City Council adopt Ordinance #22-19 Amending Sign Code to Allow Off-Premise Digital Billboard Signs with a change to strike Section C(10).

Motion died for lack of second.

Commissioner Walker commented that he does not like the idea of changing the rules to allow the City to have a digital billboard display, whether there is revenue gained or not. He stated that he believed that if a resident brought this forward, it would have been an uphill battle. He stated that he does not like the aesthetic along highways and will not support this.

Motion by Commissioner Walker, seconded by Commissioner VanScoy, to recommend that City Council deny Ordinance #22-19 Amending Sign Code to Allow Off-Premise Digital Billboard Signs with a change to strike Section C(10).

Further discussion

Commissioner VanScoy stated that he does not like the concept of adding billboards along the highway as the aesthetic is objectional. He commented that the ordinance is well written.

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

6.02: Public Hearing: Consider Zoning Amendment to Rezone 15861 Jarvis St NW (Project No. 22-120); Case of Big C Development LLC

Public Hearing

Chairperson Bauer called the public hearing to order at 7:16 p.m.

Presentation

City Planner McCann presented the staff report stating that staff recommends that the Planning Commission recommend the City Council introduce and adopt Ordinance #22-18 rezoning the subject property from R-1 (Rural Developing) to E-3 Employment.

Commissioner VanScoy commented that the property is currently used for storage.

City Planner McCann commented that the property has been evaluated through the Code Enforcement process and believes that it has come into compliance.

Commissioner VanScoy commented that he visited the site this week and noticed some grading but did not believe it to be in compliance. He asked if this change in zoning would allow the City to place parameters on what could be done on the site.

City Planner McCann confirmed that to be correct. He stated that the E-3 District does allow open outdoor storage as a conditional use, and therefore would need to follow the CUP process. He confirmed that outdoor storage would be conditional to another use/building and the site would not be allowed to be used only for outdoor storage.

Commissioner VanScoy asked if there are berms between the subject property and golf course.

Senior Planner Anderson confirmed that there is some berming between the golf course and this property. He stated that if a site plan were to come forward for the property, they would apply the applicable standards from the E-3 District.

Citizen Input

There were no comments.

CC Regular Session **7. 6.**

Meeting Date: 06/14/2022

By: Colleen Lasher, Administrative Services

Information

Title

Adopt Resolution #22-134 to Approve a Policy for the Recruitment, Application and Judge Appointment Process for the Charter Commission

Purpose/Background:

The purpose of this case is to adopt the City's Charter Commission recruitment policy.

Background: The City Council met to discuss this policy on April 12, 2022, May 10, 2022 and May 24, 2022. Based on those discussions, a final draft is attached for the Council's consideration this evening.

Funding Source:

Not Applicable.

Recommendation:

Staff recommends adopting resolution #22-134 to approve the Policy for the Recruitment, Application and Judge Appointment Process for the Charter Commission

Action:

Motion to adopt resolution #22-134 to approve the Policy for the Recruitment, Application and Judge Appointment Process for the Charter Commission

Attachments

Resolution

Charter Commission Application Questions

Charter Commission Recruitment Policy

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	06/09/2022 02:41 PM
Form Started By: Colleen Lasher		Started On: 06/07/2022 08:00 AM
Final Approval Date: 06/09/2022		

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #22-142

RESOLUTION TO APPROVE A POLICY FOR THE RECRUITMENT, APPLICATION AND JUDGE APPOINTMENT PROCESS FOR THE CHARTER COMMISSION

WHEREAS, the City of Ramsey did not have a formal policy for Charter Commission recruitment; and

WHEREAS, City Council met and drafted a policy to add clarity on the process, timing and deadline clarity, recommendations and desired qualifications, as well as eligibility requirements; and

WHEREAS, On May 24, 2022, by City Council consensus, the policy was finalized to be approved on June 14, 2022 to serve as the City of Ramsey Policy for the recruitment, application and judge appointment process for the Charter Commission.

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 #22-142 to approve a policy for the recruitment, application and judge appointment process for the Charter Commission.

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 14th day of June, 2022.

_____
Mayor

ATTEST:

_____
City Clerk

Charter Commission Application

Personal Information

- Name, address, phone, email

Eligibility Questions

- Are you a registered voter in the City of Ramsey?
- Do you serve on the Ramsey City Council?
- Do you currently serve on the Judiciary?

Employment

- Present Employer, work phone, position title

Residency Information

1. How Long have you been a resident of Ramsey?
2. List property owned, rented or leased in Ramsey (other than your primary residence):

Education

1. High School
2. College
3. Trade or Business School
4. Other education experience, including military service

Organization Membership Information

1. Are you currently serving on other Boards, Commissions, or Committees?
    a. If yes, please indicate which board or commission you are serving on and the organization's name.
2. Have you served on a Board, Commission, or Committee before?
    a. If yes, please indicate which board or commission you served on and the organization's name.

Supplemental Questions

1. Please list any government, service organization, or professional activities which you have been or are currently involved in.
2. Please explain your understanding of the Charter Commission in its relation to the City Council.
3. Please list areas of interest that would benefit the Charter Commission.
4. Please briefly state why you want to serve on the Charter Commission.
5. List any special background, strengths, or abilities you would bring the Charter Commission.
6. Please explain the role/purpose of the Charter Commission.
7. As a member of the Charter Commission, what changes, if any, would you propose to the City Charter?
8. List any issues that may cause, or potentially be perceived to cause, a conflict of interest between civic responsibility and your personal or professional interests.
9. The Charter Commission meets on an as needed basis with a minimum of one meeting per year. Can you meet this time commitment?
10. Are there any evenings you would not be available for meetings? Please describe below.

POLICY FOR THE RECRUITMENT, APPLICATION AND
JUDGE APPOINTMENT PROCESS FOR THE
CITY OF RAMSEY'S CHARTER COMMISSION

Authority

The City Council of the City of Ramsey have the authority to establish a policy for the recruitment, application and Judge appointment process for the Charter Commission.

Purpose

To provide for an orderly and fair appointment process, clearly outlining the process for the application, recruitment and appointment of City Charter Commission members by the Chief Judge of the Tenth Judicial District.

Process

The City Clerk or their designee will be responsible for the administration of the recruitment, application and judge appointment process in consultation with the City Council. The City of Ramsey will accept Charter Commission applications at Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey MN 55303 via the City website. The timelines/processes below outline the annual and mid-year recruitment and application process.

Calendar Year Terms - Incumbent Application Process

1. By September 15th the City Clerk or designee will notify Charter Commission members with terms ending on December 31 of the current year, reminding them of their upcoming term expiration.
2. The City Clerk or designee will then invite Commission members with expiring terms to complete and submit a brief letter of intent in writing by October 15th, indicating their desire to continue serving.
3. If the member does not wish to be reappointed, the member will be asked to submit their intentions in writing by October 15th.
4. By October 31st, the City Clerk will inform the City Council on a work session agenda item, of the number of incumbents willing to continue to serve and number of open seats, outlining the process for posting openings and time frames for advertising.
5. In the event that all incumbents wish to be reappointed, the City Clerk will still conduct the annual recruitment process for potential future vacancies.
6. Incumbent letters of intent will be forwarded to the judge at the same time as new applicants.
7. The City Clerk or designee will prepare a cover letter, factoring in the City's Recommendations and Desired Qualifications to transmit with the letters of intent to the Chief Judge of the Tenth Judicial District within two weeks of the application deadline.

Calendar Year Terms - New Member Application

1. By October 1st, the City Clerk or designee will prepare a detailed notice of position availability for publication in the November/December issue of the City newsletter, as required by the Charter.
2. By November 1st the City Clerk or designee will prepare a detailed notice of position availability for publication in the City's official newspaper, as required by the Charter.
3. By November 20th, an additional electronic advertising push will occur, announcing the application deadline as the first business day in December.
4. The City Clerk or designee will prepare a cover letter, factoring in the City's Recommendations and Desired Qualifications to transmit with the applications to the Chief Judge of the Tenth Judicial District within two weeks of the application deadline.
5. Completed applications will be kept on file in the Clerk's Office for fourteen months after the application deadline date.

Partial Year Terms – New Member Application Process to fill Mid-year Vacancies

When an unexpected vacancy on the Charter Commission occurs, or a member is removed from the Commission the City Clerk or designee will notify the Chair of the Charter Commission and the City Council.

Within two weeks, the City Clerk or their designee will then take one of the following two actions:

1) Refer back to the most recent recruitment file to identify candidates for consideration for the current vacancy.
    a. If a candidate is identified and willing to serve on the Commission, the City Clerk or their designee will forward the application materials and prepare a cover letter to the judge asking the judge to consider the enclosed applications for appointment to the Charter Commission, factoring in the City's Recommendations and Desired Qualifications; or

2) Prepare a detailed notice of position availability for publication.
    a. Once in the City's official newspaper, as required by the Charter.
    b. Also, in an abundance of caution and in order to meet the requirements of the City Charter and Minnesota Statute 410.05, a small ongoing advertisement will be included in each issue of the newsletter.
    c. The application deadline will be the first business day of even-numbered months.
    d. The City Clerk or designee will prepare a cover letter, factoring in the City's Recommendations and Desired Qualifications to transmit with the applications to the Chief Judge of the Tenth Judicial District within two weeks of the application deadline.
    e. Completed applications will be kept on file in the Clerk's Office for fourteen months after the application deadline date.

Advertising

All vacancies will be advertised as follows: City newsletter, City Website (Charter page, In the News and Spotlight), QCTV, the City's official newspaper, Community Sign and Facebook.

City Website

The City Clerk or designee will review and update the Charter Commission web pages to ensure up-to-date and accurate information is posted. The web page should contain a description of the Charter Commission's role and responsibilities links to guiding documents, and membership requirements

Recommendations and Desired Qualifications

1. The City Council wishes to preserve the distinct and separate nature of the Charter Commission.
2. The City Council recommends to the judge that when reviewing applications, the judge looks for candidates that show a holistic and broad depth of knowledge related to the constitution, forms of government, philosophy, political science and to be generally interested in government as it pertains to a Charter Commission.
3. Furthermore, understanding that wisdom and knowledge are not solely possessed by those who have acquired degrees, the city council requests each applicant be evaluated on their own merits and quality of application rather than necessitating the possession of a degree in the aforementioned fields.

Terms & Requirements

1. If state law differs from this policy, state law will prevail
2. There are no limit to the number of terms that can be served
3. Terms are staggered, ending on December 31st of the fourth year in the term
4. Incumbents will be allowed to continue to serve until a successor is appointed as per Minnesota Statute 410.05 Subd. 2
5. Applicant must be a registered voter in the City of Ramsey, must not currently serve on the judiciary and must not be a current City Councilmember
6. Members of the Charter Commission are not eligible for a stipend

Additional Steps

1. The City Clerk or designee will send a response (via automated e-mail when possible) when applications are received notifying the applicant that the application was received, next steps, the proposed timeline and a statement that applications will be kept on file for fourteen months from the application deadline.
2. The City Clerk or designee will verify eligibility (applicant is a registered voter in the City of Ramsey, not currently serving on the judiciary and is not a member of the City Council) and notify the Charter Commission Chair and City Council.
3. Copies of applications will be e-mailed to the City Council within five business days of the closing date. Copies will also be e-mailed to the Charter Commission Chair.

4. The City Clerk or designee shall forward the Chief Judge's Order Appointing Charter Commission Members to the Charter Commission Chair and City Council. The City Clerk will ask the Charter Commission Chair to contact the new appointee, welcoming them to the Commission, etc.
5. The City Clerk or designee will prepare and administer the acceptance and oath of office to the appointees. The City Clerk or designee will return the acceptance and oath of office to the Chief Judge and Court Administrator within 30 days of appointment. The City Clerk or designee will forward the completed acceptance and oath of office to the Charter Commission Chair and City Council.
6. The City Clerk or designee will ensure that the appointees receive the City of Ramsey's Personnel Policy and sign the acknowledgment form
7. The City Clerk or designee will prepare letters for those who have not been selected, thanking them for their interest. This notice will let them know that their application will be kept on file for fourteen months from the application deadline, in case of vacancies, or for consideration for appointment to other boards and commissions.
8. If a vacancy occurs during the year, the City Clerk or designee shall consult with the Charter Commission Chair and inform the City Council. The City Clerk will then prepare a letter to notify the Chief Judge of the Tenth Judicial District regarding the vacancy. Resignation letters shall be sent to the Charter Commission Chair, City Council and copied to the City Clerk's office.
9. The process for announcing vacancies will begin as noted above "Partial Year Terms – New Member Application Process to fill Mid-year Vacancies". The applications shall be transmitted to the Chief Judge of the Tenth Judicial District within two weeks of the application deadline.

Date: Updated draft for presentation at the 05-10-22 work session
Additional revisions presented to the City Council 05-24-22
Final draft presented 06-14-22

CC Regular Session **7. 7.**

Meeting Date: 06/14/2022

By: Colleen Lasher, Administrative Services

Information

Title:

Motion to Direct Staff on the Process to Advertise for Applications for the Current Charter Commission Vacancy

Purpose/Background:

The purpose of this case is to receive City Council direction as to the process to advertise for applications for the current Charter Commission vacancy.

Notification:

The policy just adopted this evening was not in effect when the current resignation was received. Therefore, staff is seeking direction on two options. Bear in mind, per the City's Charter, all vacancies must be advertised in both the City's official newspaper and in the City newsletter. The current vacancy occurred on May 24, 2022, when Councilmember Woestehoff resigned from the Charter Commission.

Option 1: Immediately advertise in the City's official newspaper and in the July/August issue of the City newsletter (meeting the Charter requirements) with an application deadline of Sunday, July 10, 2022, at 11:59 p.m. Then, on Monday, July 11, 2022, send the *applications that are currently on file in the recruitment folder, along with any new applications that may be received, to the judge with the cover letter (as discussed with the City Council) being certain the eligibility requirements are verified prior to submittal. This timeline will meet the requirement for a July 24, 2022, appointment. Due to staffing shortages, staff recommends this option; or

Option 2: Follow the same process listed in option #1, but also attempt to conduct the advertising process that would normally occur which would include additional sources such as an advertising push on the City website, QCTV, social media and the Community Sign. Staff will incur overtime costs if this option is the City Council's desire.

At the time of this writing, there are four applications on file. With either option, the intent would be to submit *all applications (those on file already and new applications) to the judge.

*Staff will contact applicants with applications already on file to verify their continued interest in serving on the Charter Commission. If the applicant declines further interest, their application will not be included.

Funding Source:

Additional funding is only applicable with option #2.

Recommendation:

Staff recommends option #1.

Outcome/Action:

Motion to direct staff, based on discussion, to conduct option #1 or option #2, to advertise for applications to the Charter Commission.

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	06/09/2022 02:00 PM
Form Started By: Colleen Lasher		Started On: 06/07/2022 07:39 PM
Final Approval Date: 06/09/2022		

CC Regular Session **7. 8.**

Meeting Date: 06/14/2022

By: Colleen Lasher, Administrative Services

Information

Title

Adopt Resolution #22-135 to Approve Hiring a New City Administrator and the Associated Contract

Purpose/Background:

The purpose of this case is for the City Council to consider hiring Mr. Brian Hagen for the position of City Administrator.

Background: The former City Administrator, Mr. Kurt Ulrich, resigned from the City in May. Staff conducted a nationwide recruitment, received 11 applications and 10 candidates were interviewed by a team of several people, including Councilmember Howell and Councilmember Musgrove, Mr. Randy Bauer - Chair of the Planning Commission, and four members of staff (Diana Lund, Grant Riemer, Bruce Westby and Colleen Lasher). Five candidates were invited to a second interview which included six Councilmembers and all six department heads. Following second interviews, the City Council selected two finalists for further consideration. After careful consideration, Mr. Brian Hagen was selected for the position.

Mr. Hagen has passed the City's pre-employment testing which included updated reference checks and relied on previous pre-employment testing from when he was hired last fall as the Deputy City Administrator/Community Development Director. Mr. Hagen will be subject to the terms of the attached employment agreement.

Funding Source:

The funding for this position has already been included in the 2022 budget and represents a savings over the current budget.

Recommendation:

Action:

Motion to adopt resolution #22-135 to hire Mr. Brian Hagen as the City’s City Administrator, effective June 15, 2022 subject to the terms of the attached employment agreement.

Attachments

City Administrator Contract

Res #22-135

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	06/09/2022 03:11 PM
Form Started By: Colleen Lasher		Started On: 06/08/2022 07:53 PM
Final Approval Date: 06/09/2022		

City of Ramsey, Minnesota
City Administrator Employment Agreement

This Agreement is made this 14th day of June, 2022, by and between the City of Ramsey, Minnesota, a Minnesota Charter City ("Employer") and Brian Hagen,
("Employee")

The parties agree as follows:

1. **POSITION**. Employer agrees to employ Employee as its City Administrator. Employee agrees to serve as City Administrator in accordance with federal and state statutes, the Employer's Charter, and ordinances and the Code of Ethics of the International and Minnesota City Management Associations, and to perform such other legal permissible and proper duties and functions as the City Council shall from time-to-time assign.

2. **PENSION PLAN**. Employer shall contribute to PERA as required by State law for Employee or an alternate pension plan, if selected by the Employee, authorized by State law.

3. **SALARY**. Employer shall pay Employee an annual salary of $145,017, Step 2 of the 2022 Wage Scale, per year starting on June 15, 2022. Employer and Employee agree that an initial performance review will be conducted on Employee after 6 months and annually thereafter. The Employer agrees to increase the compensation to the Employee dependent upon the results of the performance evaluation. An increase will be granted if the Employee meets the overall expectations of the Employer. If a performance evaluation is not conducted, then a salary step and COLA adjustment shall automatically occur on the anniversary date.

4. **BENEFITS AND SICK LEAVE.** Sick hours accrued under his role as Deputy City Administrator/Community Development Director shall roll-over to the Employee's City Administrator position. Annual benefits and sick leave shall accrue thereafter in accordance with the Employer's personnel policies.

5. **VACATIONS**. Vacation hours accrued under his role as Deputy City Administrator/Community Development Director shall roll-over to the Employee's City Administrator position. Additionally, for the purpose of vacation benefits Employee shall be considered in his seventh anniversary on the effective date of this Agreement. Annual vacation benefits shall accrue thereafter in accordance with the Employer's personnel policies.

6. **GENERAL INSURANCE**. Employer shall provide Employee the same group hospital, medical, dental, life and disability insurance benefits as provided to all other non-union employees.

7. **DUES AND SUBSCRIPTIONS**. Employer shall budget and pay the professional dues and subscriptions for Employee which are deemed reasonable and necessary for Employee's continued participation in national, regional, state and local associations necessary and desirable for Employee's continued professional participation, growth and advancement.

8. **PROFESSIONAL DEVELOPMENT.** Employer shall budget and pay necessary and reasonable registration, travel, and subsistence expenses of Employee for professional and official travel, meetings, and occasions adequate to continue the professional development of Employee and to adequately pursue necessary official and other committees thereof which Employee serves as a member. Employee shall use good judgment in Employee's choice of outside activities so as to not neglect his primary duty to the Employer.

Professional development includes, but is not limited to, annual attendance at the ICMA national conference, the State MCMA conference and the League of Minnesota Cities annual conference. Further, both parties may agree, on a case-by-case basis, for formal additional academic training of a sort to enhance Employee's skills and ability at his position.

9. **CIVIC CLUB MEMBERSHIP**. Employer recognizes the desirability of representation in and before local civic and other organizations. Employee is authorized to become a member of such civic clubs or organizations as deemed appropriate by Employee and Employer, and at Employer's expense.

10. **AUTOMOBILE EXPENSE.** Employer shall reimburse Employee for the reasonable use of a vehicle for job-related travel at a flat rate of $400 per month.

11. **GENERAL EXPENSES**. Employer shall reimburse Employee reasonable miscellaneous job-related expenses which it is anticipated Employee will incur from time to time when provided with appropriate documentation.

12. **HOURS OF WORK**. It is understood the position of City Administrator requires attendance at evening meetings and occasionally at weekend meetings. It is understood by Employee that additional compensation and compensatory time off shall not be allowed for such additional expenditures of time, which are to be considered part of the Employee's normal job duties as City Administrator. The Employee shall be allowed to

flex his schedule in order to accomplish his duties and his personal responsibilities as long as it does not in any way materially impair his employment activities.

13. **TERMINATION BENEFITS**. In the event Employee is terminated within two years of the initial date of this agreement by the Employer during such time that Employee is willing and able to perform the duties of City Administrator, then in that event, Employer agrees to pay Employee at the time of receipt of Employee's last paycheck a lump sum cash payment in the amount equal to three months aggregate salary and to continue to provide and pay for the benefits in paragraph 7 for a period of three months, following termination. For any such termination occurring more than two years after the aforesaid date, then Employer agrees to pay Employee at the time of receipt of Employee's last paycheck a lump sum cash payment in the amount equal to six months aggregate salary and to continue to provide and pay for the benefits in paragraph 7 for a period of six months, following termination

If, however, the termination because of malfeasance in office, gross misconduct, conviction of a felony, or conviction for an illegal act involving personal gain to Employee, then Employer shall have no obligation to pay the aforementioned termination benefits.

If the Employee voluntarily resigns the City Administrator position within two years of the date of this Agreement, Employee agrees to give the Employer sixty (60) days advance notice. Thereafter, the Employee agrees to give the Employer forty-five (45) days. If the Employee voluntarily resigns as City Administrator, there shall be no termination pay due to Employee.

If the Employer reduces the salary, benefits, or any other compensation of the Employee, unless all City employees are reduced by the same percentage, such action shall constitute a termination other than for cause, unless otherwise agreed to by the parties.

14. **AMENDMENTS IN WRITING**. The parties may mutually agree to amend this Agreement at any time in writing.

15. **GENERAL CONDITIONS OF EMPLOYMENT**. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of Employer to terminate the services of Employee at any time, for any reason, subject only to the provisions of this Agreement and statutory requirements. Furthermore, nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of Employee to resign at any time as City Administrator, subject only to the provisions of this Agreement.

IN WITNESS WHEREOF, the Employer has caused the Agreement to be signed and executed on its behalf by its Mayor, Mark E. Kuzma, and Employee has signed this Agreement, in duplicate, the day and year first written above.

EMPLOYER, CITY OF RAMSEY, MINNESOTA :

_____

BY: Mark E. Kuzma, It's Mayor

EMPLOYEE:

_____

BY: Brian Hagen, EMPLOYEE

Councilmember Musgrove introduced the following resolution and moved for its adoption:

RESOLUTION #22-135

RESOLUTION TO HIRE RAMSEY'S NEXT CITY ADMINISTRATOR

WHEREAS, City Administrator Ulrich resigned from the City in May, 2022; and

WHEREAS, an external recruitment process was conducted; and

WHEREAS, Mr. Brian Hagen has been selected as the top candidate for the position; and

WHEREAS, staff has completed the necessary background checks and recommends that Mr. Brian Hagen be hired as the City's City Administrator, effective June 15, 2022; and

WHEREAS, Mr. Hagen will be will be subject to the terms of an employment agreement as drafted by the City Attorney.

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 #22-135 hiring Mr. Brian Hagen as the City of Ramsey's new City Administrator, effective June 15, 2022 as per the terms of the employment agreement dated June 14, 2022.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 14th day of June, 2022.

_____

Mayor

ATTEST:

_____

City Clerk